When career management embraces the Talent Management offering, when recruitment becomes web enabled thanks to SAP E-Recruiting, then you're putting all the assets on your side to identify the top performers and young potentials, identify the talents needed today and tomorrow, retain the talents within the company.

Integrating SAP E-Recruiting

Among the SAP Self-Services, besides the administrator role, the Employee Interaction Center (EIC), and SAP Enterprise Learning, SAP also provides a full integrated E-Recruiting solution. Customers can take advantage of this add-on to turn the old standard R/3 recruiting processes into the latest state-of-the-art technology. SAP E-Recruiting includes a powerful user interface (UI) and dedicated roles, as well as updated recruiting processes that you need to keep up with market demands and business requirements.

This article does not replace the standard documentation provided online in the section at *http://help.sap.com/saphelp_erp60_sp/helpdata/en/6c/c9b54015 c4752ae10000000a155106/frameset.htm.*

This article describes the full SAP Self-Services offering.

Features of SAP E-Recruiting

In a nutshell, e-Recruitment is the streamlined process of personnel recruitment based on electronic resources, in particular, the Internet. Firms and candidates are speeding up the candidate's processes and enhanced the matching criteria to fill vacancies. Using systems and database technologies, as well as online job advertising boards and search engines, recruiters can now fill posts in a more efficient and quicker way. Empowering the professional recruiters and unleashing the technology enables companies to ensure that all vacant jobs and positions are filled quickly and correctly.

From the beginning, SAP provided the standard Personnel Development submodule Recruiting (RC) via Transaction PB30—*Maintain Applicant Master Data*.

Managers face many key challenges when working with the recruitment processes, including the following:

▶ How do we attract the best talents within our company?

▶ Which talent do we need today and for tomorrow?

▶ Do we have the right skills and competencies for our teams and projects?

▶ How do we keep employees motivated in these uncertain times?

▶ Do we have the right strategies for the company development plans and new projects?

SAP provides the right tools to meet these business requirements and answer all these key challenges.

SAP E-Recruiting is an important piece of the SAP HR solution as illustrated in Figure 1.
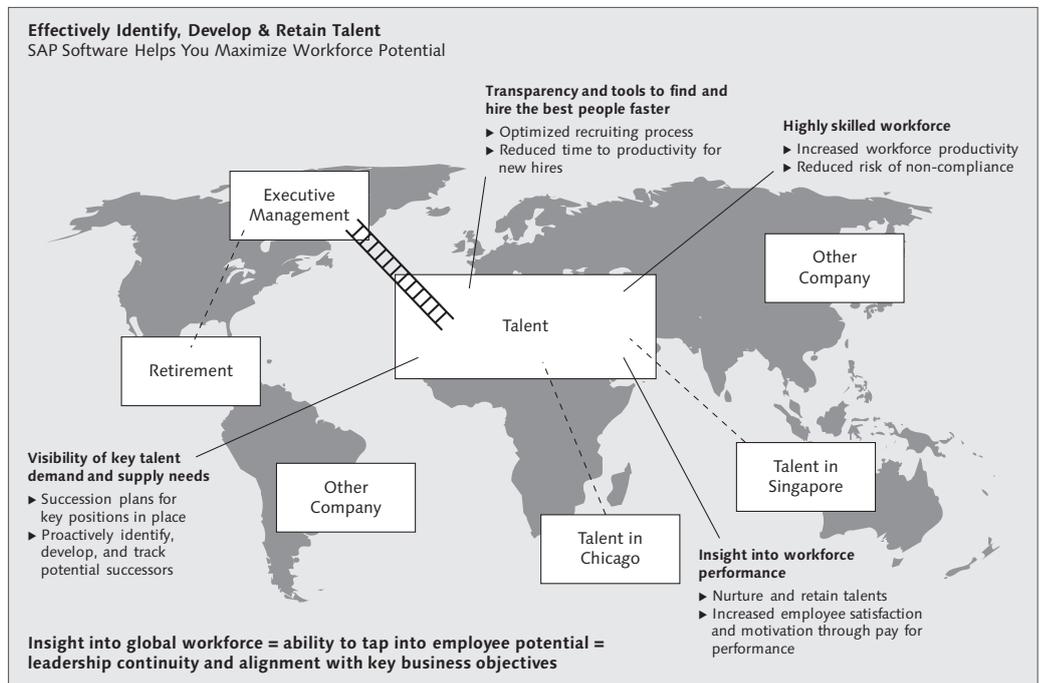

Figure 1 Positioning of E-Recruiting in the Talent Management Suite

SAP E-Recruiting was introduced early in the SAP HR processes, in 2003. Since that time, SAP has continued to enrich the tool with more functionalities throughout different release cycles:

- 2003—Release 2.0
- 2004—Release 3.0 (mySAP ERP 2004)
- 2005—Release 6.0 (SAP ERP 6.0)
- 2006—Support Package 5 for Release 6.0
- 2006—EhP1 for Release 6.0
- 2007—Support Package 8 for Release 6.0
- 2007 onward—EhP3 for Release 6.0
- 2008/2009 onward—EhP4 for Release 6.0
- 2009/2010 onward—Ramp-up for EhP5

Besides the obvious master data available in the backend system, you must be sure to have all technical prerequisites as well. Running the latest SAP ERP 6.0 is perhaps not enough. The first step consists of checking the technical prerequisites using the SAP Product Availability Matrix (PAM), which is available at *http://service.sap.com/ PAM* (OSS user ID and password required).

Furthermore, because SAP E-Recruiting is part of the latest functionalities powered by the latest technology, you should take advantage of the enhancement packages.

You should also carefully review SAP Note 1241014—*Information for Existing Customers about EhP4*. This note provides the latest information regarding functionalities for SAP E-Recruiting.

The latest functionalities included in the enhancement package for presentations and tutors are the following:

- Presentations
  - Overview of what's new
  - Delta customizing
  - Personalization options
  - Résumé parsing
  - Background checking

- ▶ Tutors
  - ▶ Navigating the work center
  - ▶ Create requisition and posting
  - ▶ Searching for candidates
  - ▶ Applicant tracking and candidate profile
  - ▶ Personalization options
  - ▶ Enter applications
  - ▶ Enter applications with résumé parsing
  - ▶ Résumé parsing
  - ▶ Background checking

SAP E-Recruiting is also further enhanced through enhancement packages. After you have carefully assessed and tested the new functionalities, you must activate the business function HCM_TMC_CI_1—HCM, Talent Management Analytics 1.

The activation of this business function is done in Transaction SFW5—*Switch Framework Customizing*.

Integration with SAP NetWeaver Portal

ESS and MSS are quick wins to enable. They can be further enhanced via the integration with SAP E-Recruiting. For example, we used the standard ESS to maintain the employee profile and provide access to the internal job publication board.

MSS might also trigger requisition through personnel change requests (PCR).

Integration with Employee Self-Services

ESS can take advantage of extended processes for SAP E-Recruiting, enabling the end user to fully take part in the company's strategy. For example, end users can monitor the internal job board, apply for opportunities, maintain their profiles, enhance their mobility, and most important understand and view the company's e-recruiting processes.

Integration with Manager Self-Services

The integration with MSS provides a useful partnership link between the recruiters and the managers. Managers can submit their requirements thanks to the triggering of requisition requests for a new position or function within the organizational structure.

The manager also is able to have a deeper involvement in the whole recruitment processes (depending on the authorization access clearance), including issuing the request, providing feedback, searching and/or validating the candidates' profiles, accessing the candidates profile and executing reports.

Recruiter Role

The recruiter role provides a wide range of functionalities:

▶ **Work center** (see Figure 2)
The central place for accessing all functionalities.
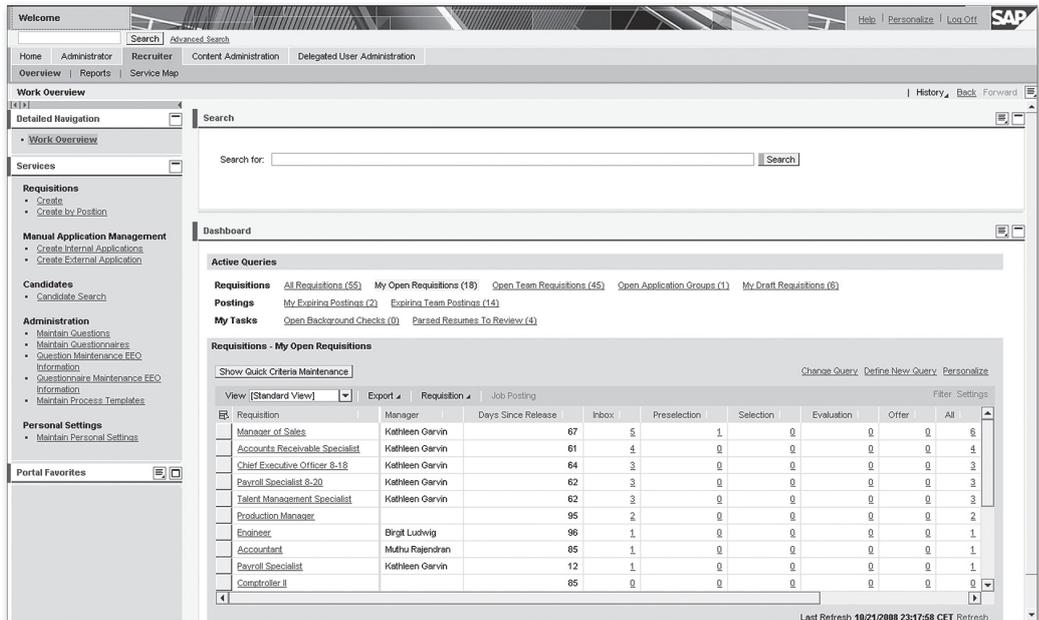
Figure 2 The SAP E-Recruiting Work Center

▶ **Requisition Management** (see Figure 3)
Raise a request for a new position or function among the organizational structure.

Figure 3 Sample Requisition for a Payroll Manager

▶ **Recruiter Administrative Services**
Enable access to administrative services.

▶ **Search and Match**
Search engine and profile matchup for candidates and applicants.

▶ **Candidate Selection**
Tool to select suitable candidate or applicant.

▶ **Activity Management**
Follow up on activities such as mail exchanges, invitations, and so on.

▶ **Candidate Profile**
View the candidate profile, qualifications, and all relevant information.

▶ **Partner Integration**
Integration partner information.

Administrator Role

The administrator role is now delivered through EhP4, which contains the following functionalities:

▶ The Business Server Pages (BSP) screen has been converted to the Web Dynpro to harmonize the UI.

▶ Process template maintenance is available to the end user.

▶ Personalization options are not removable from the end-user display.

▶ Recruitment audit trails have been redesigned.

Integration with Reporting

Clearly, the e-recruiting processes need a reporting tool. For example, in the search processes, the profile matchup, and the activities tracking require reporting programs.

SAP provides a great deal of enterprise portal web-based programs to fulfill the most sophisticated requirements.

Conclusion

In this introduction to SAP E-Recruiting, we have defined e-recruiting, identified the key challenges you must face, positioned SAP E-Recruiting in the Talent Management suite, and brought in the integration with SAP Self-Services.

E-recruiting is challenging in these hectic professional times, but it is a key factor for decision makers to stay ahead of the "Talent war" and stay in front of their competitors.

After you've read the standard documentation, we suggest you read *E-Recruiting with SAP ERP HCM* by Jeremy Masters and Christos Kotsakis (SAP PRESS, 2010).

You may also want to check out the following resources:

▶ Kohler Ensures Sustainable Business Performance Webcast: *www.sap.com/community/showdetail.epx?itemID=20804* (April 5, 2010)

▶ Executing Talent Management Transformation Webcast—The Journey at Comcast and Sanlam: *www.sap.com/community/events/2009_03_02_TMT/index.epx* (March 2, 2009)

▶ Retaining Top Talent in Economic Uncertainty—Webcast Compensation Management at Medicis: *www.sap.com/community/events/2009_01_27_RTT/index.epx* January 27, 2009)

▶ Aberdeen: Achieving Real Business Value with Learning and Development (white paper, *http://download.sap.com/services/education/brochures/download.epd?context=C8852048411852CCBF79C84B6F1FAC5C20C7606DDFCA408EF314B72992EB49B613E351069FFEB438BD8CB14197BD475E8EF4666EDF7760CD*, January 14, 2009)

▶ SAP E-Recruiting Webcast *www.sap.com/community/showdetail.epx?itemID=11428* (March 24, 2008)