



GLOSSARY OF SAP SUCCESSFACTORS EMPLOYEE CENTRAL, RECRUITING & ON- BOARDING, AND PERFORMANCE & GOAL MANAGEMENT

**A Quick Reference Guide to
SAP Terminologies**

Concept/Term	Definition
SuccessFactors	A cloud-based Human Capital Management (HCM) suite from SAP that helps manage HR functions, including recruitment, onboarding, performance, and more.
Employee Central	A core module in SuccessFactors that manages employee records, personal information, and organizational data.
Recruiting Management	The module responsible for attracting, sourcing, and selecting talent efficiently, managing the entire recruitment process.
Onboarding	A SuccessFactors module designed to streamline the process of integrating new hires into the organization.
Performance & Goal Management	A module that helps in setting employee goals, tracking performance, and conducting evaluations for better talent management.

Concept/Term	Definition
Position Management	A feature within Employee Central to define and manage job positions, including reporting structures and job profiles.
Employee Profile	A comprehensive profile that contains personal, employment, and performance-related data for an individual employee.
Job Requisition	A formal request created in Recruiting Management to fill a vacancy, containing details like job title, description, and qualifications.
Candidate Profile	A record in SuccessFactors that captures the personal and professional information of a job applicant.
Talent Pool	A group of potential candidates who have been identified for future hiring opportunities.

Concept/Term	Definition
Goal Plan	A structured set of objectives defined within the Performance & Goal Management module to track employee achievements.
Calibration	The process of standardizing performance evaluations across teams or departments to ensure fairness and consistency.
Competency Framework	A structured list of skills and abilities that employees are expected to demonstrate for their roles.
Continuous Performance Management (CPM)	An ongoing approach to performance tracking, involving regular feedback and goal updates.
Development Plan	A personalized plan that outlines the skills and experiences an employee needs to develop for career growth.

Concept/Term	Definition
Employee Self-Service (ESS)	A feature that allows employees to manage their personal data, view payslips, and update information through a self-service portal.
Manager Self-Service (MSS)	A tool that enables managers to handle HR tasks related to their team, such as approving leave or conducting performance reviews.
Workflow Approval	The process of obtaining consent or authorization for HR-related actions within the system, such as hiring or salary changes.
Job Profile Builder	A tool to create detailed job profiles, including competencies, skills, and qualifications required for a role.
People Profile	A modern, dynamic employee profile view that consolidates personal, professional, and performance data.

Concept/Term	Definition
Employee Central Payroll	An integrated payroll solution within SuccessFactors that ensures accurate and compliant payroll processing.
Succession Planning	The process of identifying and developing internal talent to fill key positions in the future.
Data Privacy Consent Statement (DPCS)	A statement that candidates must agree to, allowing the organization to store and use their personal data.
Learning Management System (LMS)	A module within SuccessFactors that handles employee training and professional development.
Recruiting Marketing	A module that enhances the organization's ability to attract candidates through branding and job posting optimization.

Concept/Term	Definition
Job Analyzer	A tool that helps recruiters create job requisitions that attract diverse and qualified candidates by analyzing language and content.
Career Site Builder	A tool to create and manage branded career sites for candidate engagement and recruitment.
Onboarding Dashboard	A centralized interface to monitor and manage onboarding tasks and activities.
Employee Movement	Managing changes in an employee's status, such as promotions, transfers, or terminations.
Business Rules Engine	A configurable engine to automate HR processes and workflows based on specific business logic.

Concept/Term	Definition
Global Assignments	Managing the relocation and assignment of employees to international locations.
Payroll Control Center	A central hub to monitor payroll processes, resolve issues, and ensure accurate and timely payroll execution.
Compensation Planning	Managing salary adjustments, bonuses, and incentive plans within the Performance & Goal Management module.
Time Off Management	A feature to manage employee leave, absence requests, and holiday schedules.
Compliance Management	Ensuring HR processes and records adhere to legal and regulatory requirements.
Employee History	A record of an employee's past roles, promotions, and employment details within the organization.

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Form Templates	Predefined formats used for performance reviews, goal setting, and feedback sessions.
Reporting and Analytics	Tools to generate insights from HR data, including dashboards and visual reports.
Integration Center	A feature to facilitate the integration of SuccessFactors with other SAP and non-SAP systems.
Recruiting Posting	An automated tool that distributes job postings to various job boards and career sites.
Performance Review Cycle	A structured period during which employee performance is evaluated and feedback is collected.
Employee Surveys	Tools used to collect feedback from employees on job satisfaction, engagement, and performance.

Concept/Term	Definition
Onboarding Process Flow	The sequence of tasks and activities that new hires complete from acceptance to integration.
Role-Based Permissions (RBP)	A security framework that controls user access based on their role within the organization.
Offer Letter Template	A standardized template used to extend job offers to selected candidates, including salary and terms of employment.
Performance Potential Matrix	A tool used to evaluate employees based on their current performance and potential for growth.
Action Search	A feature that allows users to quickly navigate to relevant tasks or information within SuccessFactors.
Career Development Planning	A feature that supports employees in identifying career paths and skill gaps for professional growth.