GLOSSARY OF SAP SUCCESSFACTORS RECRUITING MANAGEMENT (RCM)

A Quick Reference Guide to SAP Terminologies

Concept/Term	Definition
SAP SuccessFactors Recruiting Management (RCM)	A cloud-based solution for managing the recruitment process. Includes job requisition creation, candidate management, and hiring workflows.
Job Requisition	A request to fill a position within the organization. Includes job title, description, required qualifications, and approval workflow.
Recruiting Dashboard	A central view for recruiters and hiring managers to monitor the status of requisitions, candidates, and recruitment metrics.
Career Site	A public-facing website where job openings are posted, and candidates can apply. Can be customized to reflect the company's brand.
Job Posting	The advertisement of a job opening. Can be published internally, externally, or to third-party job boards.

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SAP SuccessFactors RCM
Key Concepts

Concept/Term	Definition
Applicant Tracking System (ATS)	The system that stores, tracks, and manages candidates' applications from submission to hiring. SAP RCM functions as an ATS.
Candidate Profile	A detailed record of a candidate's experience, education, skills, and job preferences. Built from applications and resumes.
Application Form	A form filled out by candidates to apply for a job. Contains personal and professional details.
Recruitment Workflow	The sequence of steps and actions involved in recruiting, from requisition approval to candidate selection and onboarding.
Interview Scheduling	A feature in RCM that allows recruiters and hiring managers to schedule interviews with candidates.

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Concept/Term	Definition
Candidate Pool	A group of potential candidates who have applied for previous positions and can be contacted for new openings.
Job Requisition Template	A predefined structure used for creating job requisitions. Includes standard fields for job details and hiring requirements.
Job Category	A classification for job roles based on their function or industry. Helps in sorting and filtering job requisitions.
Hiring Manager	The person responsible for reviewing and selecting candidates for a specific requisition. Often a department manager.
Recruiter	The person responsible for sourcing candidates, managing the hiring process, and filling requisitions.

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Concept/Term	Definition
Offer Letter	A formal document offering a candidate a job. Includes position, salary, benefits, and other employment terms.
Candidate Sourcing	The process of identifying and attracting candidates for job openings. Can involve job boards, social media, and internal referrals.
Candidate Screening	The process of evaluating and shortlisting candidates based on their qualifications, experience, and other criteria.
Background Check	The process of verifying a candidate's credentials, criminal record, or employment history before making an offer.
Onboarding Integration	The integration of recruiting data with the onboarding process, ensuring a seamless transition from hiring to orientation.

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Concept/Term	Definition
Job Requisition Approval	The process by which requisitions are reviewed and approved before posting to the career site or job boards.
Recruiting Metrics	Key performance indicators (KPIs) such as time-to-fill, cost-per-hire, and candidate quality that are tracked in the recruiting process.
Talent Pool	A collection of pre-screened candidates who are potential fits for future job openings.
Hiring Workflow	The series of steps in the recruiting process, including candidate review, interview scheduling, and offer management.
Resume Parsing	The process of extracting key data (e.g., name, experience, skills) from a candidate's resume and converting it into a structured profile.

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Concept/Term	Definition
Candidate Assessment	Tools and methods used to evaluate a candidate's skills, qualifications, and cultural fit for a position.
Offer Approval Workflow	The series of steps and approvals required to extend a job offer to a candidate.
Referral Program	A process where current employees refer potential candidates for open positions. Often incentivized with rewards.
Talent Acquisition Strategy	The approach to finding and hiring top talent, which can include sourcing, branding, and candidate experience management.
Job Board Integration	The ability to post job openings to external job boards directly from the recruiting system.

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Concept/Term	Definition
Candidate Relationship Management (CRM)	A strategy and technology used to build and maintain relationships with potential candidates over time.
Recruiting Analytics	The analysis of recruiting data to assess performance, trends, and opportunities for improvement in the hiring process.
Candidate Engagement	The communication and relationship-building efforts with candidates throughout the recruitment process.
Job Requisition Workflow	The series of actions and approvals that occur after a job requisition is created, including requisition approval and posting.
Candidate Experience	The overall impression and interaction that a candidate has with the recruiting process, from applying to receiving feedback.

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Concept/Term	Definition
Recruiting Marketing	Strategies used to attract and engage potential candidates, including employer branding, social media, and recruitment campaigns.
Recruiting Integration	The connection between SAP SuccessFactors Recruiting and other systems, such as HRIS or learning management systems, to streamline processes.
Collaborative Hiring	A recruiting approach that involves multiple stakeholders (e.g., hiring managers, team members) in the hiring decision-making process.
Applicant Status	The current stage in the recruitment process for a candidate (e.g., applied, interviewed, rejected, hired).
Hiring Dashboard	A visualization tool that provides a real-time overview of recruiting activities, candidates, and job requisitions.

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Concept/Term	Definition
Job Offer Management	The process of creating, reviewing, and extending job offers to candidates, including salary and benefits negotiation.
Candidate Shortlisting	The process of selecting candidates who meet the essential qualifications and moving them forward in the recruitment process.
Interview Evaluation	The assessment of a candidate's performance during interviews. Often includes scoring based on predefined criteria.
Job Requisition Status	Indicates the current progress of a job requisition (e.g., open, closed, approved, or rejected).
Diversity Recruiting	Recruiting practices aimed at increasing workforce diversity by focusing on attracting candidates from underrepresented groups.

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Concept/Term	Definition
Recruiting Analytics Dashboard	A visual representation of recruiting data, including key metrics like time-to-hire, diversity, and cost-per-hire.
Recruitment Campaign	A targeted effort to attract candidates for specific job openings, often using digital marketing and job boards.
Candidate Feedback	Gathering feedback from candidates on their experience with the recruitment process. Helps improve future recruiting efforts.
Candidate Pipeline	A visual representation of the candidates at various stages of the recruiting process, from application to offer.
Job Offer Letter Automation	The automatic generation of offer letters based on candidate information, job details, and company policies.

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