



GLOSSARY OF SAP SUCCESSFACTORS ONBOARDING AND RECRUITING

**A Quick Reference Guide to
SAP Terminologies**

Concept/Term	Definition
SuccessFactors	SAP's cloud-based Human Experience Management suite. Covers core HR, talent, recruiting, onboarding, and more.
Onboarding	Module to streamline new hire experience. Handles forms, tasks, workflows, and day-one readiness.
Recruiting	Talent acquisition module to manage job postings, candidate applications, and hiring processes.
RCM (Recruiting Management)	Core recruiting solution for managing job requisitions, candidates, and interviews. Used by recruiters and managers.
RMK (Recruiting Marketing)	External-facing career site platform. Focuses on employer branding and candidate experience.

Concept/Term	Definition
Job Requisition	Request to open a new position for recruitment. Includes job title, hiring manager, and position details.
Candidate Profile	Centralized record of a candidate's personal, professional, and application data. Shared across jobs.
Talent Pipeline	Visual funnel of candidate stages in recruiting. Represents screening, interviews, offers, and hires.
Candidate Status	Shows the current stage of a candidate in the pipeline. Triggers actions like assessments or background checks.
Interview Central	Tool for scheduling and managing interviews. Allows ratings and feedback collection in one place.

Concept/Term	Definition
Offer Letter	Formal employment offer document sent to the candidate. Can be generated and sent within the system.
Agency Portal	Platform for third-party recruitment agencies to submit candidates. Controlled via permissions.
Job Board Posting	Automatically shares jobs to sites like LinkedIn or Indeed. Integrated via Recruiting Posting tool.
Recruiting Posting	SAP tool to post jobs to multiple boards at once. Tracks clicks, views, and applicant source.
Job Template	Pre-configured layout for requisitions. Ensures standardization across job postings.

Concept/Term	Definition
Requisition Approval	Workflow for reviewing and approving job requisitions. Can involve HR, finance, or executives.
Job Application	The record of a candidate's application for a specific job. Linked to the candidate profile.
Background Check	Integration to verify candidate's employment history, education, and criminal records. Often automated.
Pre-Screening Questions	Questions added to job applications to filter candidates early. Can be mandatory or optional.
Disqualification Reason	Captures why a candidate was rejected. Used for compliance and reporting.

Concept/Term	Definition
Recruiting Dashboard	Displays metrics like open jobs, pipeline status, and time-to-fill. Helps track recruiting performance.
Position Management	Integration between Recruiting and Employee Central. Syncs position details for accurate requisitions.
External Candidate	Applicant who is not an existing employee. Accesses RMK site to apply.
Internal Candidate	Existing employee applying via internal job board. Uses same SuccessFactors credentials.
Mobile Apply	Allows candidates to apply using mobile devices. Improves accessibility and completion rates.

Concept/Term	Definition
Career Site Builder	Tool to design RMK-powered career sites. Supports branding, layout, and content updates.
Locale	Language or regional version of the system. Supports multilingual content for global hiring.
Data Privacy Consent	Legal requirement before collecting candidate data. Candidate must accept before applying.
Onboarding 1.0	Legacy onboarding module with basic workflow and document support. Being phased out.
Onboarding 2.0	Enhanced onboarding with tighter EC integration, role-based permissions, and dynamic panels.

Concept/Term	Definition
Compliance Forms	Legal forms like I-9 or W-4 in onboarding. Preloaded or country-specific forms supported.
New Hire Activities	Task list for candidates during onboarding. Includes form filling, e-signatures, and introductions.
Process Variant Manager	Allows different onboarding processes based on country or business unit. Controlled via rules.
Document Center	Stores onboarding documents for employees and HR. Supports e-signature and PDF generation.
Welcome Email	Automated email sent to new hires. Can include joining instructions, contacts, and next steps.

Concept/Term	Definition
Corporate Welcome Message	A personalized message shown to new hires in the onboarding dashboard. Promotes company culture.
E-Signature	Digital signing of documents using integrated services like DocuSign. Speeds up documentation process.
EC Integration	Links onboarding with Employee Central for data sync. Automatically creates user and job info.
Hiring Manager Activity	Task assigned to the hiring manager like assigning buddy or preparing workstation.
Onboarding Dashboard	HR and managers use it to monitor onboarding progress. Displays pending and completed tasks.

Concept/Term	Definition
Offboarding	Process for handling employee exits. Includes checklist, feedback, and compliance steps.
Crossboarding	Onboarding process for internal transfers or promotions. Customizes tasks for internal moves.
Role-Based Permissions	Controls who can view or edit data in Recruiting/Onboarding. Managed centrally in Admin Center.
Business Rule	Logic used to control workflows or field behavior. Example: auto-fill location based on position.
MDF (Metadata Framework)	Framework to customize fields and objects in SuccessFactors. Used heavily in Onboarding 2.0.

Concept/Term	Definition
Home Page Tile	Shortcut tile for quick access to recruiting or onboarding actions. Configurable via Admin Center.
Recruiting Roles	Define access such as Recruiter, Hiring Manager, or Sourcer. Assigned to control workflow steps.
Integration Center	No-code tool to build integrations with other systems. Commonly used for onboarding HRIS syncs.
Recruiting Reports	Predefined or custom analytics for pipeline, offer acceptance, or source tracking. Used in Report Center.
Onboarding Reports	Track form completion, pending activities, or onboarding duration. Supports auditing and optimization.