



# **GLOSSARY OF SAP SUCCESSFACTORS RECRUITING**

**A Quick Reference Guide to  
SAP Terminologies**

Concept/Term	Definition
SAP SuccessFactors Recruiting	A cloud-based solution for managing the entire recruitment lifecycle. Supports requisition creation, candidate tracking, and hiring decisions.
Requisition	A job opening request created by a hiring manager or recruiter. Contains job details, approvals, and hiring needs.
Job Requisition Template	Pre-configured layout for requisitions. Controls fields, workflows, and approval processes.
Job Profile	A standardized description of the job role. Includes competencies, responsibilities, and requirements.
Job Posting	The process of advertising a job requisition. Can be internal, external, or across job boards.

Concept/Term	Definition
Career Site	The public-facing site where external candidates apply. Can be hosted by SAP or custom-branded.
Internal Career Site	Accessible only to existing employees. Shows internal-only job postings for internal mobility.
Candidate Profile	A record of candidate details like experience, resume, and status. Created during application or registration.
Application	A candidate's formal response to a job posting. Includes resume, cover letter, and assessment responses.
Application Template	Defines the structure of the job application. Determines which fields, questions, or documents are required.

Concept/Term	Definition
Interview Assessment	A structured evaluation of a candidate's interview performance. Used for scoring and feedback.
Talent Pool	A group of potential candidates categorized by skills, interest, or future roles. Used for proactive sourcing.
Recruiting Dashboard	Central workspace for recruiters. Displays metrics, open jobs, and application statuses.
Agency Portal	Platform for third-party recruiting agencies. Allows them to submit and track candidates.
Offer Letter Template	Predefined formats for job offers. Merges candidate and job data into structured documents.

Concept/Term	Definition
Offer Approval Workflow	A multi-step process to review and approve offer details before sending to the candidate.
Background Check Integration	Links recruiting with third-party vendors for screening. Triggers background checks automatically.
Recruiting Email Templates	Prewritten messages used for candidate communication. Includes interview invites, rejections, and reminders.
Recruiting Posting	The SAP module for distributing job ads to job boards. Automates multi-channel postings.
Candidate Relationship Management (CRM)	Manages engagement with passive candidates. Tracks communication, campaigns, and interest levels.

Concept/Term	Definition
Mobile Apply	Enables candidates to apply via mobile devices. Simplifies and speeds up the application process.
Resume Parsing	Technology that extracts structured data from resumes. Auto-fills candidate profiles and applications.
Recruitment Marketing	Strategies to attract top talent. Includes branding, career site design, and campaigns.
Interview Scheduling	Feature for booking interviews with candidates. Can be manual or integrated with calendars.
Multi-Stage Application Process	Divides the application into sections or steps. Improves candidate experience and data collection.

Concept/Term	Definition
Candidate Status	Reflects where a candidate is in the hiring pipeline. Customizable per job requisition.
Disposition Status	Reason for rejecting or progressing a candidate. Helps track recruiting metrics and compliance.
Evergreen Requisition	An open-ended requisition used for continuous hiring. Common in high-volume roles.
Job Distribution	Sending job postings to multiple platforms like LinkedIn, Indeed, or Monster.
Search Engine Optimization (SEO)	Optimizes job postings for visibility in search engines. Improves traffic to career sites.

Concept/Term	Definition
Structured Interview Guide	Standardized questions and rating system for interviews. Ensures fairness and consistency.
Recruiter Role	A system role with permissions to manage requisitions, candidates, and hiring steps.
Hiring Manager Role	Role responsible for reviewing candidates and making hiring decisions. Often involved in interviews.
Data Privacy Consent	Agreement from candidates to store and use personal data. Required for GDPR and compliance.
Global Job Posting Rules	Business rules that define how jobs are posted per location or job type.



Concept/Term	Definition
Interview Central	Platform for managing interview feedback and evaluations. Centralizes scoring and comments.
Agency Management	Controls which agencies can submit candidates. Includes contracts and performance tracking.
Locale Settings	Configures the display language and format per country. Supports global recruiting needs.
Job Analyzer	AI-driven tool that checks job postings for bias or improvement. Enhances inclusivity and clarity.
Recruiting V2	Enhanced version of Recruiting UI in SuccessFactors. Offers improved usability and performance.

Concept/Term	Definition
Offer Route Map	Controls the approval process for job offers. Can involve recruiters, HR, and finance.
Multi-Posting	Posting a single job to multiple job boards simultaneously. Saves time and improves reach.
Job Requisition ID	Unique identifier for each job requisition. Used to track and report on job statuses.
Candidate Source Tracking	Tracks how candidates found or applied for a job. Helps analyze sourcing effectiveness.
Job Alerts	Automated notifications for candidates when matching jobs are posted. Encourages re-engagement.

Concept/Term	Definition
Forward to Requisition	Action to share a candidate from one job to another. Useful when talent fits multiple roles.
Requisition Approval	Step where hiring request is reviewed and approved before posting. Often involves leadership or HRBP.
Candidate Comparison	View to evaluate multiple candidates side-by-side. Helps in informed decision-making.
Recruiting Reporting	Prebuilt and custom reports on hiring metrics. Helps measure efficiency, diversity, and compliance.
Compliance Reporting	Reports required for legal or policy compliance. Includes EEO, OFCCP, and GDPR reports.