

Using SAP SuccessFactors Integration Center for  
generating exports on Interview Central

SAP SuccessFactors Recruiting Management

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## INTRODUCTION

The purpose of this document is to demonstrate how SAP SuccessFactors Integration Center can help recruiting users get creative and create integration exports on information gathered during the recruiting process.

Please keep in mind that these exports are basic flat-files, made using the Integration Center. This means that they can be easily imported into other tools, also such that support more advanced reporting and analytics options. SAP SuccessFactors Integration Center is an integration tool and not a reporting tool. It allows users to access all the data available through the SAP SuccessFactors OData protocol.

This brings many possibilities for users to get creative and create integration exports that could also serve for simple ad-hoc reporting purposes, predominantly in use cases that are currently not supported in SAP SuccessFactors Recruiting Management out-of-the-box.

Appropriately permissioned<sup>1</sup> recruiting users can access Integration Center through the SAP SuccessFactors Admin Center (Figure 1). The tool needs to be enabled and the instance needs to be properly configured. All the prerequisites can be found in the SAP SuccessFactors Integration Center User Guide. The latest version can be downloaded from [http://help.sap.com/hr\\_integration](http://help.sap.com/hr_integration).

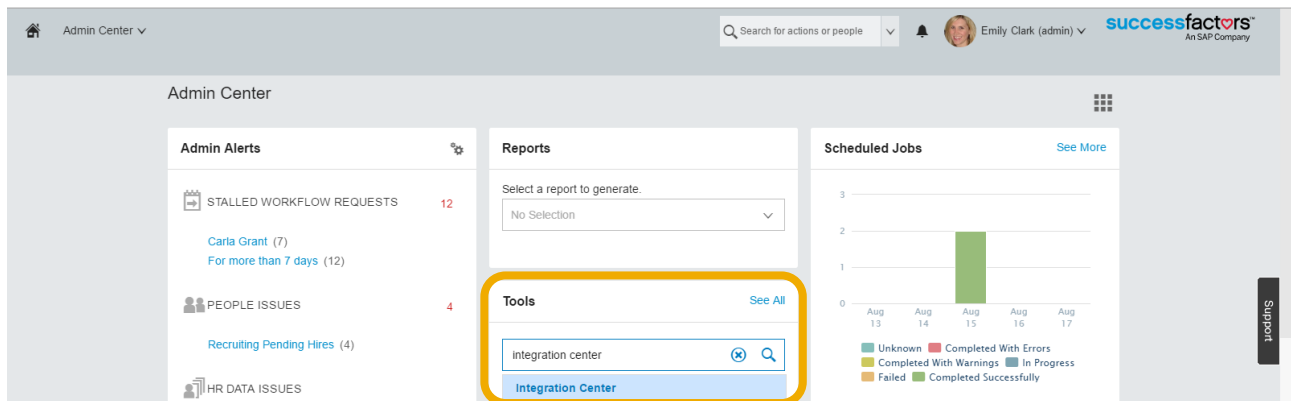


Figure 1: Accessing Integration Center through SAP SuccessFactors Admin Center

The following chapters exhibit, how appropriately permissioned recruiting users can easily import sample export definitions that will provide insights into information gathered during the interview process in the Interview Central tool of SAP SuccessFactors Recruiting Management. These exports can be simply adjusted to meet specific needs.

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Important! It is of vital importance that the SAP SuccessFactors users who want to access the Integration Center tool and who want to generate exports are properly permissioned. Integration Center will be mostly used by the admin users.

- Make sure to follow the setup instructions in the SAP SuccessFactors Integration Center User Guide ([http://help.sap.com/hr\\_integration](http://help.sap.com/hr_integration)) to appropriately enable and permission admin users to access and use the Integration Center.
- Admin users need to be permissioned, so that they are able to access (read) all the data they want to export. Get more information on how to edit user permissions in SAP SuccessFactors Recruiting Management in the corresponding Administration and Implementation Guides. Find them here: [http://help.sap.com/hr\\_recruiting](http://help.sap.com/hr_recruiting).

## IMPORTING EXPORT DEFINITIONS INTO SAP SUCCESSFACTORS

First you need to identify the file you want to import. You can find sample integration export definitions by clicking the appropriate link in the Integration Center tool itself (Figure 2). To access the catalog navigate to: Admin Center → Integration Center → My Integrations → Browse Catalog (Figure 3).

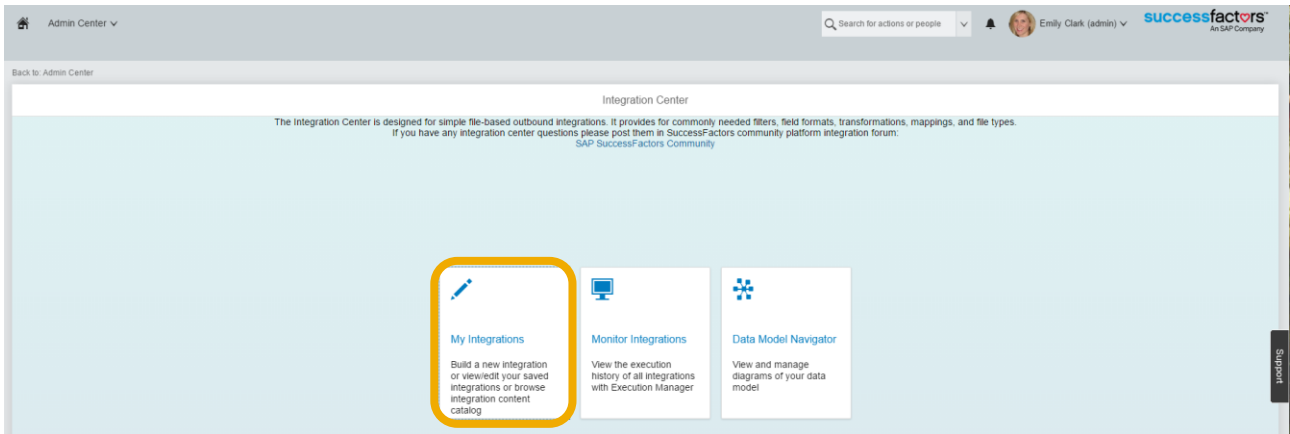


Figure 2: To import or create an export select "My Integrations"

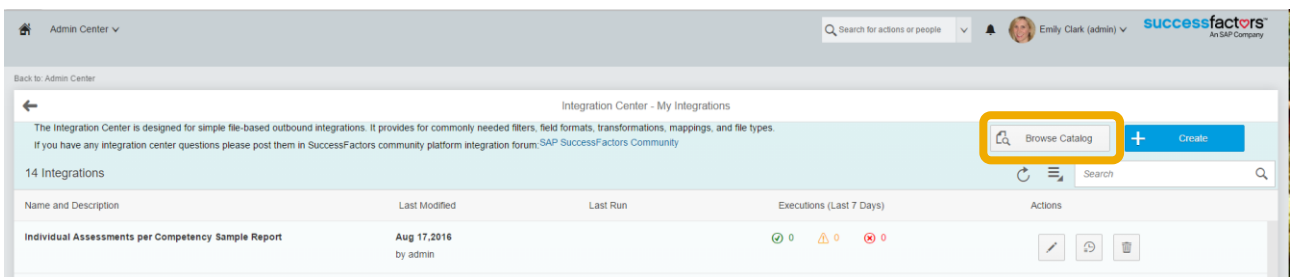


Figure 3: Browse the online catalog for predefined export definition samples

A new internet browser window will pop up. Search for the desired export definitions and as you have identified them, make sure to download the definition files with the .icd suffix. Once done, simply choose My Integrations → Create → Import an Integration on the same screen. Browse for the file you want to import and choose Upload (Figure 4).

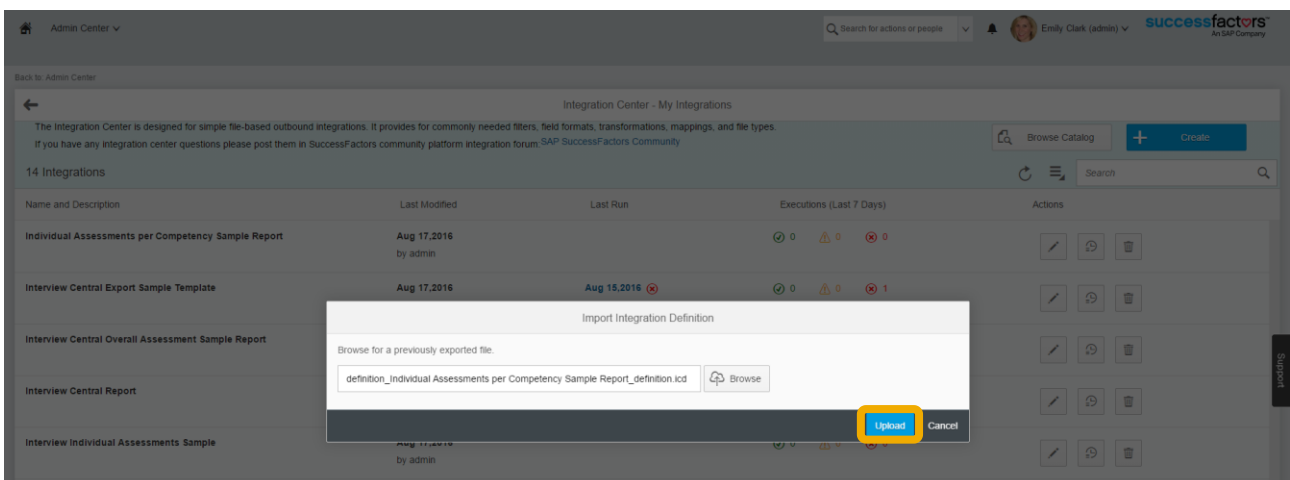


Figure 4: Uploading an existing export definition into the Integration Center

The setup screen that opens contains tabs (Figure 5) with the following functionality (Table 1). Please refer to the SAP SuccessFactors Integration Center User Guide ([http://help.sap.com/hr\\_integration](http://help.sap.com/hr_integration)) for detailed guidance through all the possibilities.



Figure 5: Advanced options give the users full control of modifying predefined exports

Table 1: Overview of Integration Center options

Tab	Description
Options	You can choose the name of the import (“Integration Name”), add a description and adjust some parameters such as query page size, the number of maximum preview items, output file type and more.
Field Configuration	This is where the structure of the output file is defined.  You can rename existing column headers, remove columns or add new ones – simply by browsing through all available fields using the Entity Tree View. See chapter “Modifying existing export definitions” for some simple examples or the SAP SuccessFactors Integration Center User Guide for a very detailed walkthrough.
Filter and Sort	This tab offer very useful functionality for limiting the amount of information you need to display.  Advanced Filters allow you to effectively control the end output, for example when you only need to export information on interview central information for one particular applicant.  Time-Based Filters offer advanced database-based time filtering.  Advanced Sorting allows you to perform sorting in a cascading manner. You can easily display all Application IDs for a particular Job Requisition before displaying application IDs for the next Requisition. This makes exports very convenient for manual reviewing.
Destination Settings	See SAP SuccessFactors Integration Center User Guide ( <a href="http://help.sap.com/hr_integration">http://help.sap.com/hr_integration</a> ).
Scheduling	Exports can happen only once or you can easily automate them to run on a daily, weekly, monthly or annual basis.
Review and Run	This is where the export definition is conveniently summarized on one page for a quick final review.

When done with options, you have several possibilities (Table 2) that are displayed on the bottom of the screen (Figure 6).

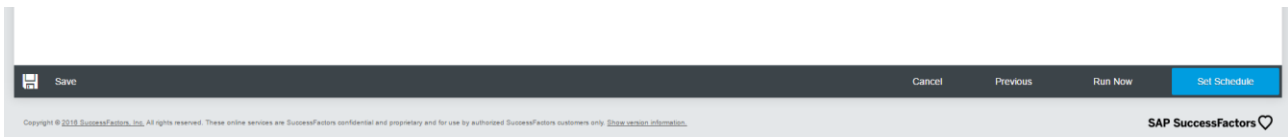


Figure 6: Options for saving and running integration exports

Table 2: Saving options

Option	Description
Save	<p>A menu is displayed (Figure 7).</p> <p>Save and Save As allow you to save the export definition for later editing.</p> <p>Download Preview offers you to download a sample flat-file (for example .csv). This very useful feature enables quick verifications of the end result.</p> <p>Export Integration Specification produces an export definition file (.icd) that can be imported into other SAP SuccessFactors instances.</p> <p>Please refer to the SAP SuccessFactors Integration Center User Guide (<a href="http://help.sap.com/hr_integration">http://help.sap.com/hr_integration</a>) for a complete description of all the available options.</p>
Set Schedule	<p>The system will save the export and run it according to the schedule defined in the “Scheduling” portion of the export options.</p>
Run Now	<p>Runs the export once. You will find the export in the destination location. See “Destination Settings” in the Table 1.</p>

## MODIFYING EXISTING INTEGRATION EXPORT DEFINITIONS

Once you have imported a predefined export definition, you can either use it as-is, or you can easily perform modifications. These can be as simple as renaming column headers. Additionally, SAP SuccessFactors Integration Center offers a variety of powerful functionality that allows appropriately permissioned recruiting users get even more creative. Find some examples in the following sections.

### Adding and Removing columns

Navigate to Admin Center → My Integrations (Figure 2). Identify the integration you would like to modify and click the appropriate icon next to it (Figure 7).

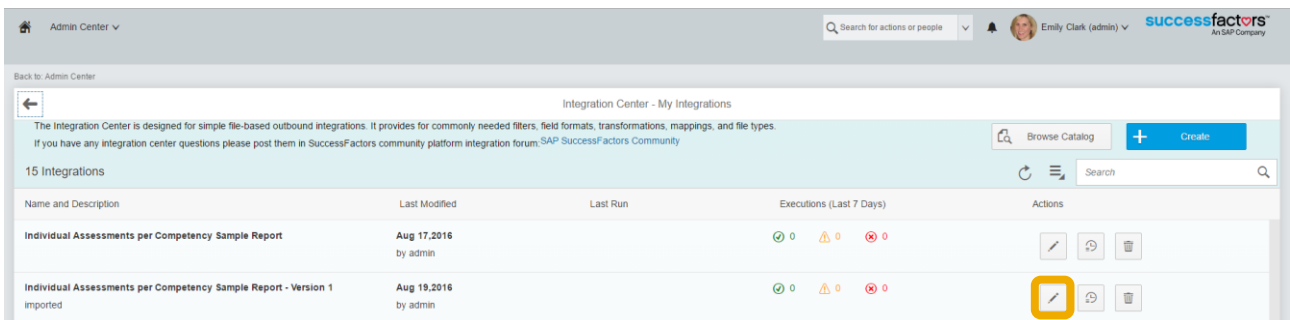


Figure 7: Select the "pencil icon" to modify an existing export

Assume you need to see the current applicant status for all the candidates in this export.

Navigate to Field Configuration → Add → Add Field (Figure 8). Also note other possible options in this menu (Table 3).

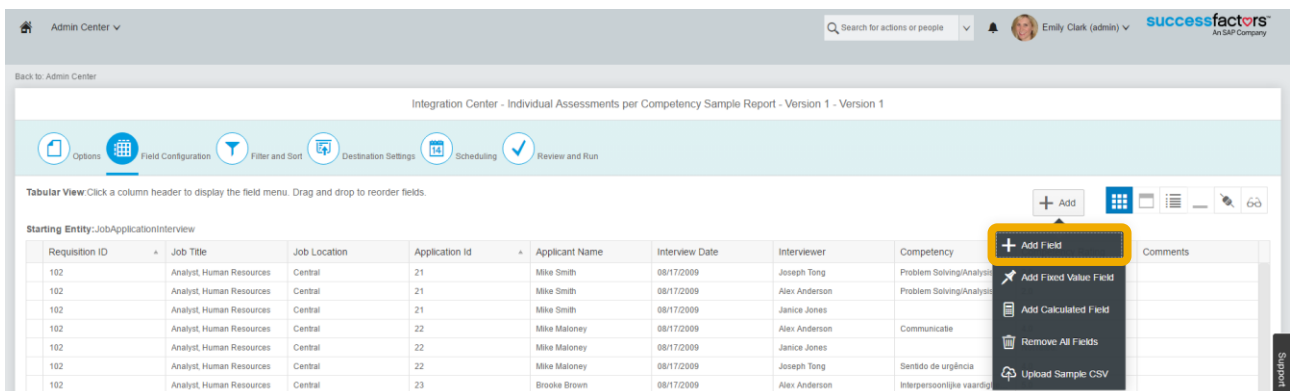


Figure 8: Integration Center offer several options for adding or removing fields

Table 3: A brief description of the options for adding or removing columns

Option	Description
Add Field	Allows adding a field directly from the data model.
Add Fixed Value Field	Allows adding fixed value fields.
Add Calculated Field	This option offers powerful functionality of concatenating several values, adjusting upper/lower case, truncating and trimming whitespaces, splitting values etc. for string values and various calculation options for numeric fields, including age calculation.

	Simple samples will be provided in the following chapters. Please refer to the SAP SuccessFactors Integration Center User Guide ( <a href="http://help.sap.com/hr_integration">http://help.sap.com/hr_integration</a> ) for more detailed guidance.
Remove All Fields	Allows the user to remove all fields at once and start.

For adding a column for the current applicant status a candidate is currently in you will use the Entity Tree View. It enables you to quickly identify all the possible fields in the corresponding and all related entities.

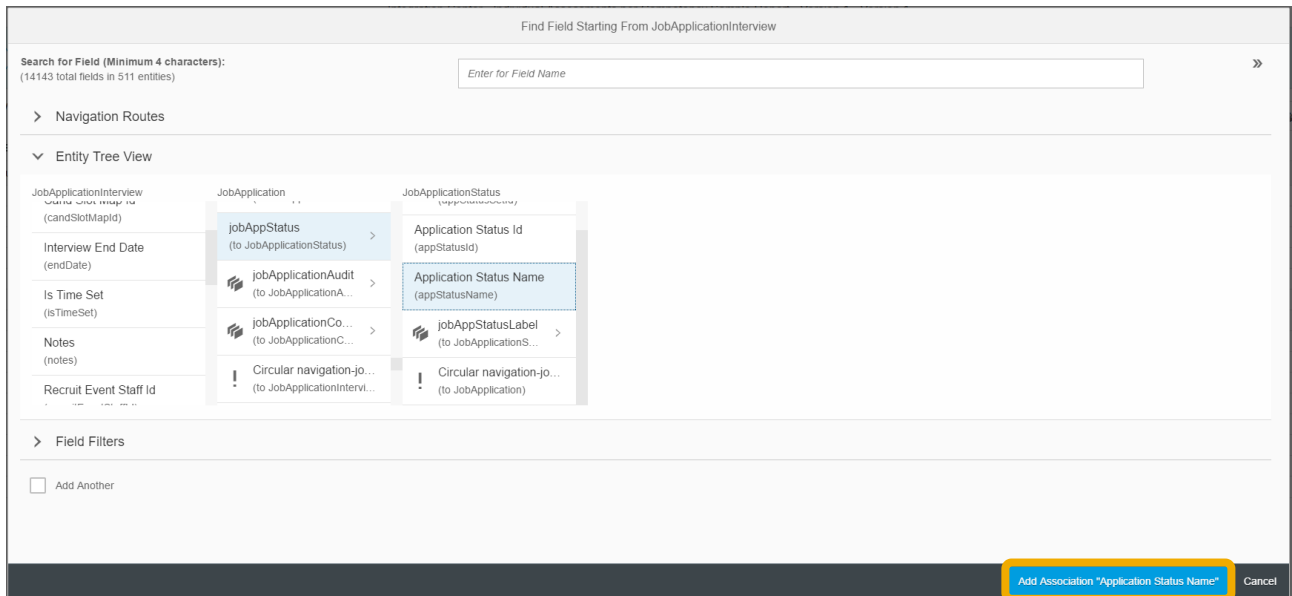


Figure 9: Adding a new column to the export definition table

Once you have selected the field you would like to add, select 'Add Association "Applicant Status Name"' (Figure 9). The column is now added and displayed. You can use drag-and-drop to move it, say after the name of the applicant. You can simply rename the column by right-clicking the column header, rewriting the "Label" textbox and hitting Enter.

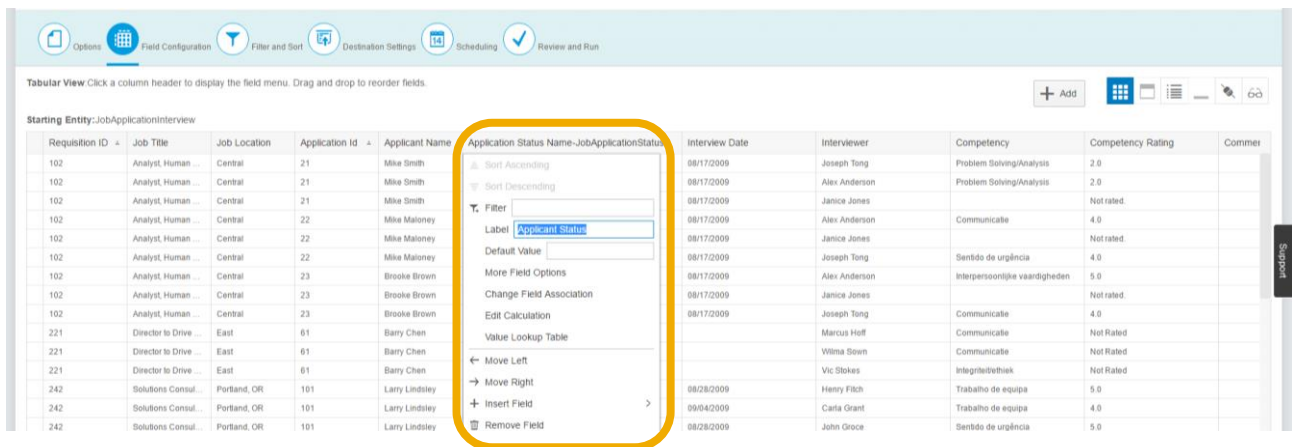


Figure 10: Options for modifying columns

More options are available for adapting each column to specific display needs. Please refer to the SAP SuccessFactors Integration Center User Guide ([http://help.sap.com/hr\\_integration](http://help.sap.com/hr_integration)) for more details.



You can simply remove a column by choosing Remove Field from the menu displayed on the Figure 11.

### Adding Columns with more complex calculations

For the purpose of demo, remove the Interviewer column and then re-create it (Figure 11).

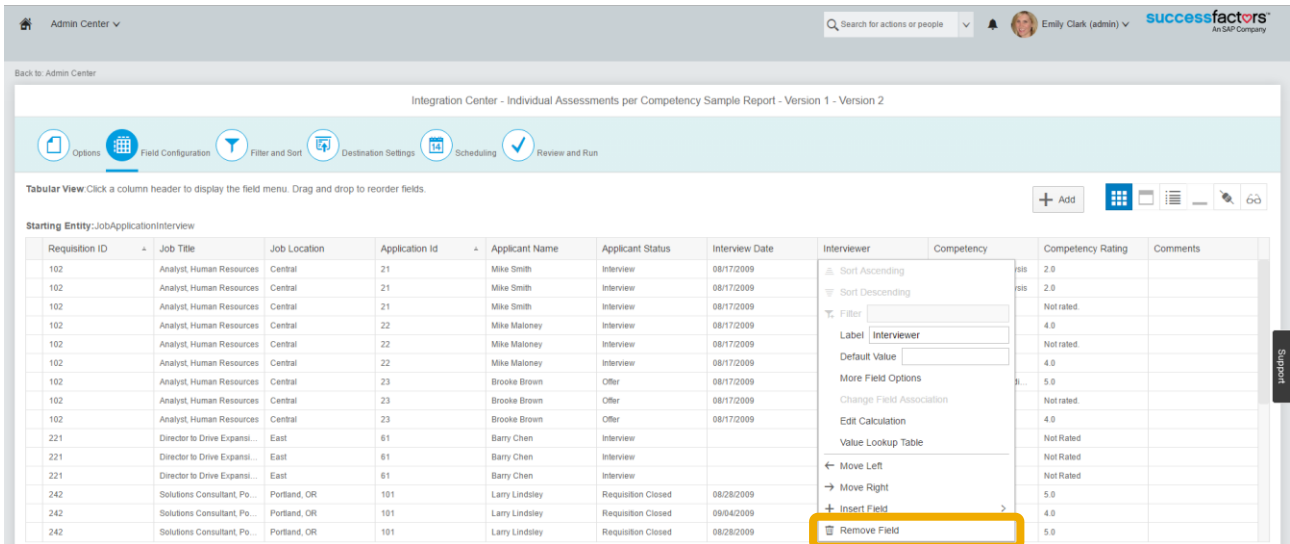


Figure 11: Removing an existing column

You will now add a complex-type field. On the screen, pick Add → Add Calculated Field (Field 12).

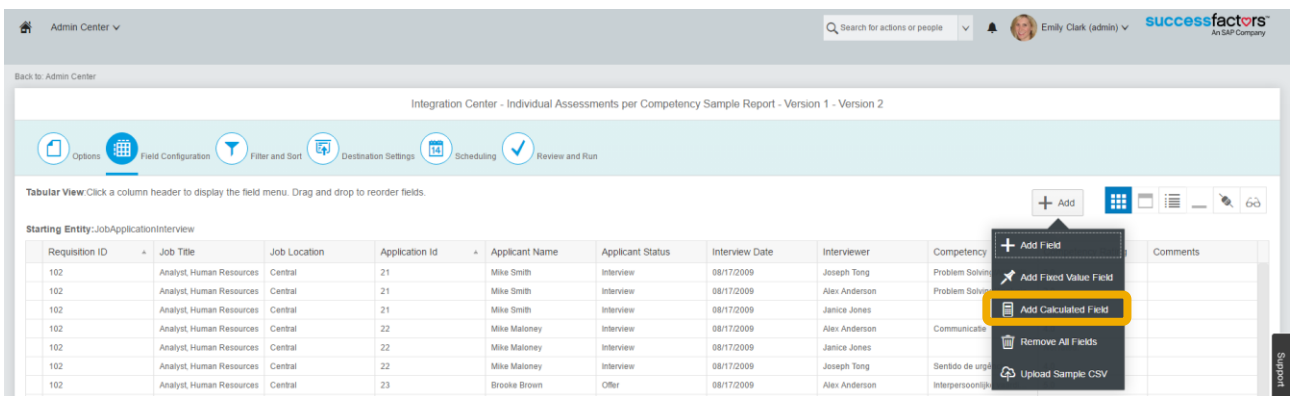


Figure 12: Adding a column where the values are calculated from one or more other fields

On the following screen (Figure 13), you need to enter the label for the new field. The data type you choose for the field will define the operations you will be allowed to perform in calculating the value.

Currently, the possible data types are String (for text values), DateTime (for time and date) and Numeric for numbers. The following chapter lists the available operations for each data type. Please refer to the SAP SuccessFactors Integration Center User Guide ([http://help.sap.com/hr\\_integration](http://help.sap.com/hr_integration)) for more detailed guidance.

Enter "Interviewer" into the Label text box, choose String as the data type. In the section "Calculated Value", click the icon next to the "Operand" field and choose "Associate Field" (see Figure 13).

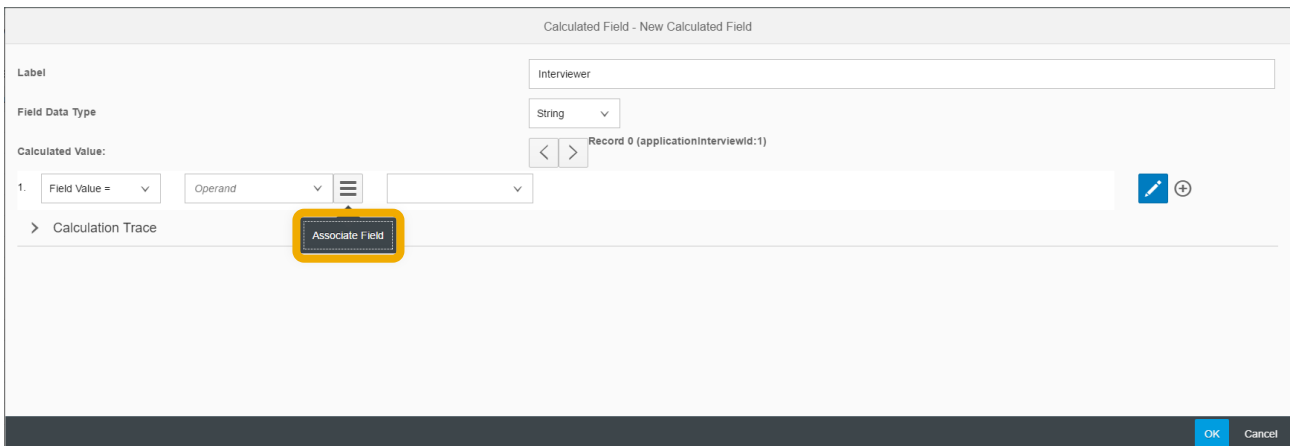


Figure 13: Adding calculated fields

A new window pops up. Add First Name of the Interviewer. Interviewer is an existing SAP SuccessFactors Recruiting Management user, so you need to make sure you select the proper entities and navigation routes.

Integration Center is a very intuitive tool – for adding user’s First Name you can just start typing into the “Enter for Field Name” text box (Figure 14). Select the first from the list (“First Name (firstName) in User”).

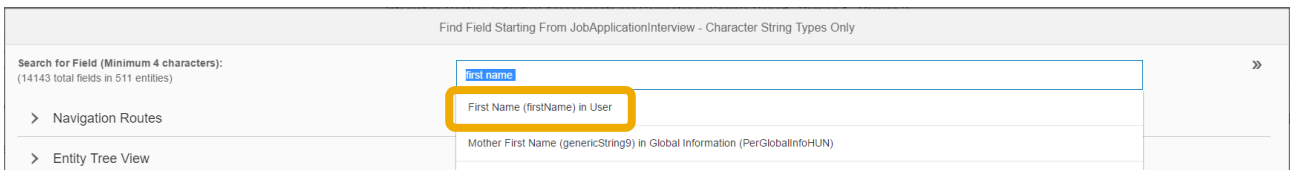


Figure 14: Looking up available fields from the data model

Check the “Navigation Routes” section and make sure to utilize the correct route. Then select ‘Change Association to “First Name”’ (Figure 15). You can also explore the “Entity Tree View” or apply field filters. Please refer to the SAP SuccessFactors Integration Center User Guide ([http://help.sap.com/hr\\_integration](http://help.sap.com/hr_integration)) for more detailed guidance.

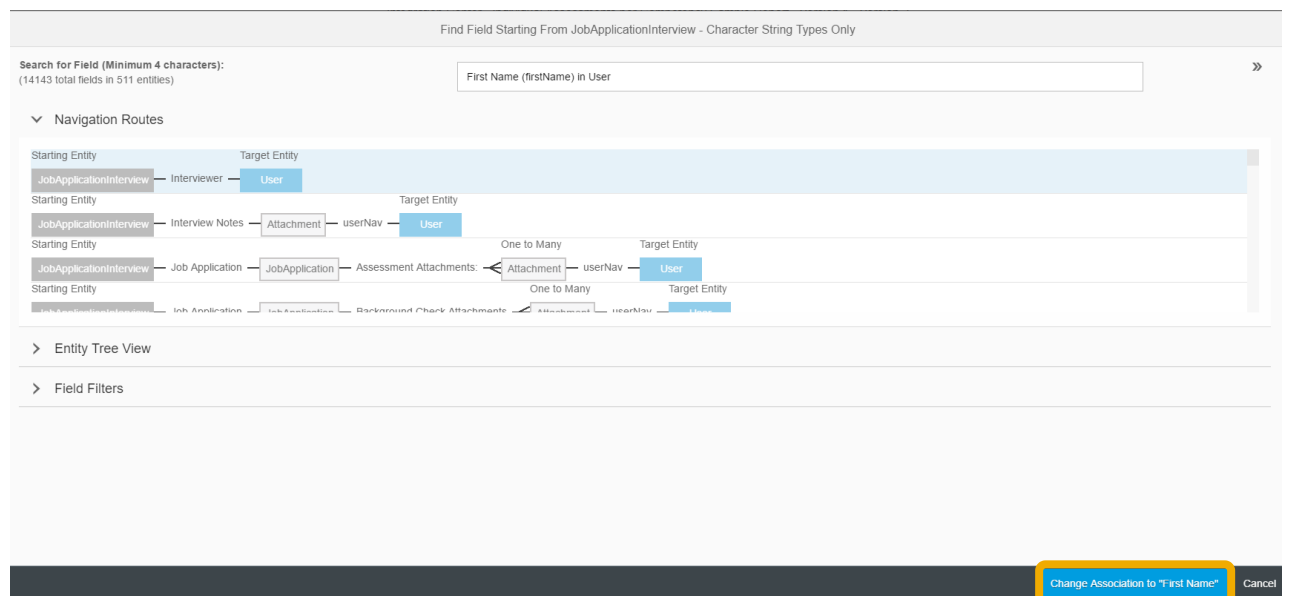


Figure 15: Selecting the proper navigation route for the correct field value lookup

Follow the same procedure to append the Last Name of the Interviewer (User) and append a blank space in between. You can monitor the end result by reviewing the Calculation Trace (Figure 16). Once you are happy with the result click OK and you are done.

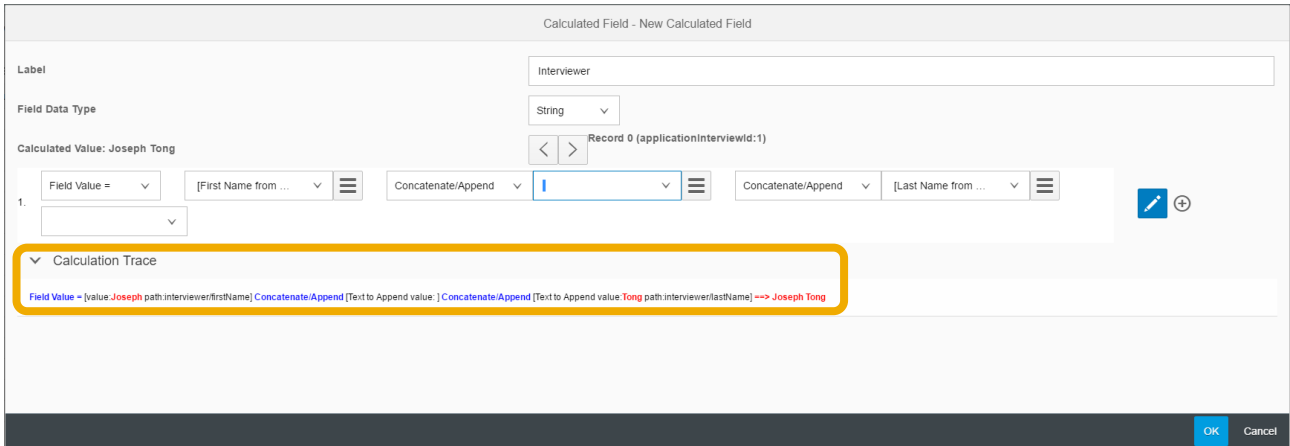


Figure 16: The "Calculation Trace" sections provides a handy preview of the desired calculated value

You should see the newly created column with the header "Interviewer" and each row populated with the first and last name of the interviewer. You can drag and drop the column to easily modify the end view (Figure 17).

Requisition ID	Job Title	Job Location	Application id	Applicant Name	Applicant Status	Interview Date	Interviewer	Competency	Competency Rating	Comments
102	Analyst_Human Resources	Central	21	Mike Smith	Interview	08/17/2009	Joseph Tong	Problem Solving/Analysis	2.0	
102	Analyst_Human Resources	Central	21	Mike Smith	Interview	08/17/2009	Alex Anderson	Problem Solving/Analysis	2.0	
102	Analyst_Human Resources	Central	21	Mike Smith	Interview	08/17/2009	Janice Jones		Not rated.	
102	Analyst_Human Resources	Central	22	Mike Maloney	Interview	08/17/2009	Alex Anderson	Communicate	4.0	
102	Analyst_Human Resources	Central	22	Mike Maloney	Interview	08/17/2009	Janice Jones		Not rated.	
102	Analyst_Human Resources	Central	22	Mike Maloney	Interview	08/17/2009	Joseph Tong	Sentido de urgència	4.0	
102	Analyst_Human Resources	Central	23	Brooke Brown	Offer	08/17/2009	Alex Anderson	Interpersoonlijke vaardi...	5.0	
102	Analyst_Human Resources	Central	23	Brooke Brown	Offer	08/17/2009	Janice Jones		Not rated.	
102	Analyst_Human Resources	Central	23	Brooke Brown	Offer	08/17/2009	Joseph Tong	Communicate	4.0	

Figure 17: End result of adding a calculated field to the export definition table

### Options for Calculated Fields

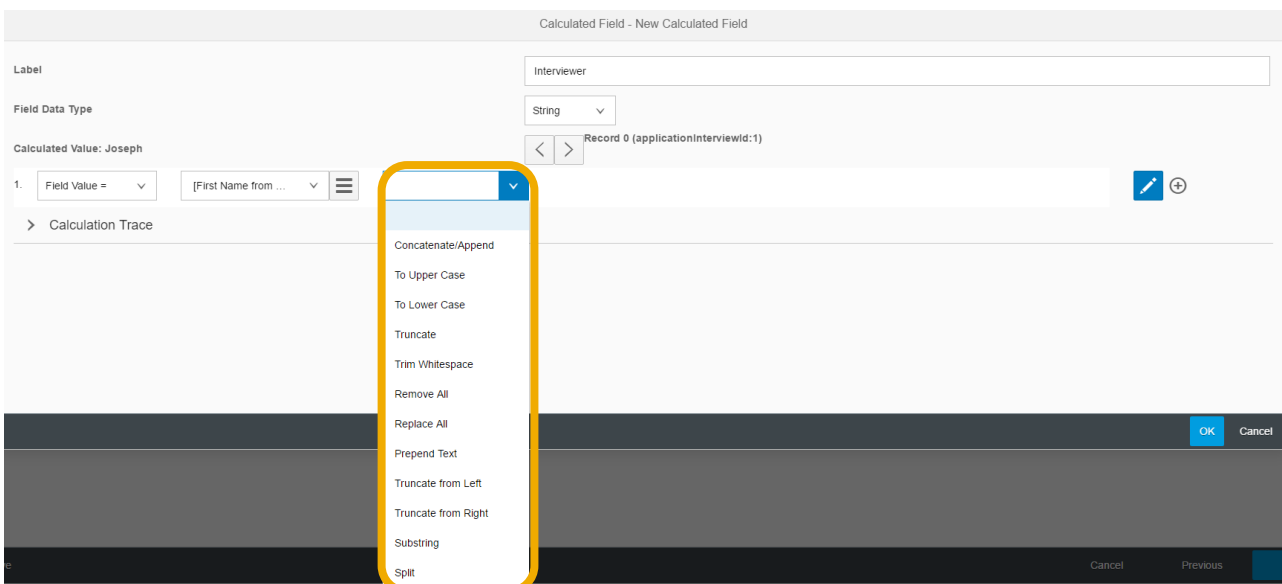


Figure 18: Available operations when the operands are of the String data type

Depending on the data type you select when adding a calculated field, you are presented with several operations you can perform on the operands. Please refer to the SAP SuccessFactors Integration Center User Guide ([http://help.sap.com/hr\\_integration](http://help.sap.com/hr_integration)) for more detailed guidance.

When the type is String you can pick the following operators (Figure 18).

When the type is Numeric, you are presented with the following options (Figure 19).

Finally, if you select DateTime you can easily add/subtract days (Figure 20).

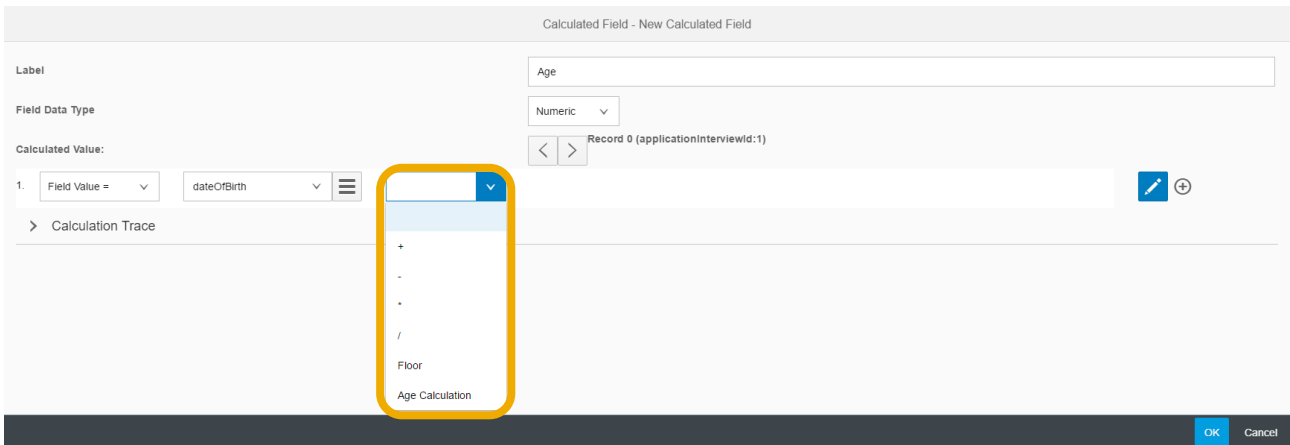


Figure 19: Available operations when the operands are of the Numeric data type

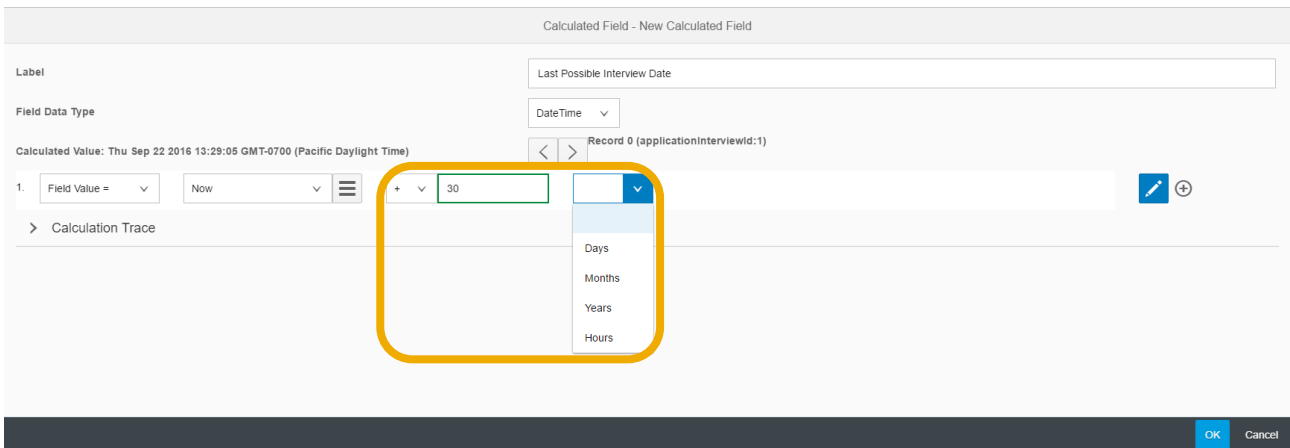


Figure 20: An example with operands of the DateTime data type

## INTERVIEW CENTRAL EXPORTS

You can import two sample Interview Central export definitions you are provided with (identify the corresponding .icd-files in the online catalog – Figure 3). Once imported as described in the previous chapters, you can run them and either use the end-results (exports) as an integration input into other systems, say, for reporting purposes.

### Export on Overall Interview Assessments

The following table (Table 4) lists the properties, included in this export out-of-the box. Feel free to modify/replace them by following the procedures from the previous chapters.

Table 4: Columns in the export on Overall Interview Assessments

Column Name	Description
Requisition ID	Displays the ID of the requisition record.
Job Title	Displays the Job Title from the requisition record.
Job Location	Displays the Job Location from the requisition record.
Application ID	Displays the Application ID from the application record.
Applicant Name	Display the First and Last Name from the application record.
Applicant Source	An applicant can be either internal or external.
Interview Date	Displays the date of the interview.
Interviewer	Displays the First and Last name of the Interviewer.
Rated?	Displays 'Yes' if the applicant was already rated, otherwise 'No'.
Average Rating?	Displays average rating of individual competency ratings of an interviewer.
Overall Rating	Displays either "Positive" or "Negative".
Comments	Displays overall comments of an individual Interviewer.

This is how the export looks in the Integration Center tool (Figure 21).

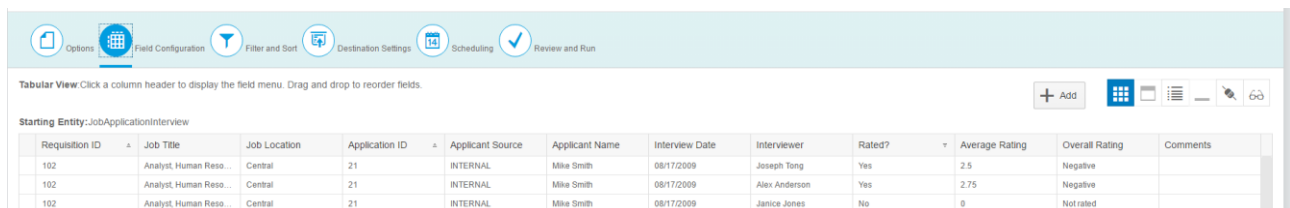


Figure 21: Export definition displayed in the Integration Center tool

### Export on Detailed Interview Assessments

The following table (Table 5) lists the properties, included in this Individual Interview Assessment export out-of-the box. Feel free to modify/replace them by following the procedures from the previous chapters.

Table 5: Properties included in the Detailed Interview Assessment Export

Column Name	Description
Requisition ID	Displays the ID of the requisition record.
Job Title	Displays the Job Title from the requisition record.
Job Location	Displays the Job Location from the requisition record.
Application ID	Displays the Application ID from the application record.
Applicant Name	Displays the First and Last name from the application record.
Interview Date	Displays the date of the interview.

Interviewer	Displays the First and Last name of the Interviewer.
Competency	Displays the name of the competency interviewee was rated by.
Competency Rating	Displays applicant's rating for the competency by interviewer.
Comments	Displays interviewer's comments per competency for the applicant.

And this is how some lines of this export look (Figure 22) in the end output file.

102	Analyst, Human Resources	Central	21	Mike Smith	8/17/2009	Joseph Tong	Problem Solving/Analysis	2
102	Analyst, Human Resources	Central	21	Mike Smith	8/17/2009	Alex Anderson	Problem Solving/Analysis	2
102	Analyst, Human Resources	Central	21	Mike Smith	8/17/2009	Janice Jones		Not rated.
102	Analyst, Human Resources	Central	22	Mike Maloney	8/17/2009	Alex Anderson	Communicatie	4
102	Analyst, Human Resources	Central	22	Mike Maloney	8/17/2009	Janice Jones		Not rated.
102	Analyst, Human Resources	Central	22	Mike Maloney	8/17/2009	Joseph Tong	Sentido de urgência	4

Figure 22: Sample .csv export file

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