

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Translate Job Postings with SAP Build Process Automation or SAP Workflow Management

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Overview

This document provides information about how to use the Translate Job Postings package using SAP Build Process Automation or SAP Workflow Management. HR & Reviewers are the target users of this document. The workflow allows HR responsible automatically translate fields using the SAP Translation Hub. After the translation, a reviewer will check it for consistency and can update them directly. After all reviews are done, the job requisition is updated automatically

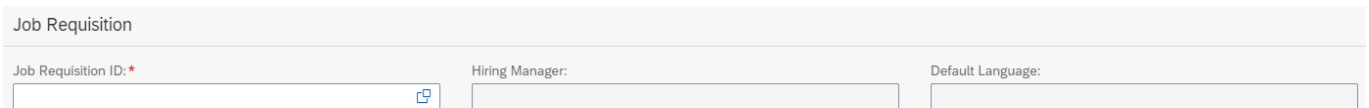
- By using integration into SAP SuccessFactors, less effort is needed to copy and paste texts.
- The job requisitions are translated using SAP Document Translation to translate the texts

Start UI

The start UI to start the workflow has 2 sections.

1. Job Requisitions


Search by the Job Requisition ID, the internal or external Job Title and the hiring manager's first or last name. The Hiring Manager and the Default Language will fill out automatically.



The screenshot shows a search form titled "Job Requisition". It contains three input fields: "Job Requisition ID: *" with a search icon, "Hiring Manager:", and "Default Language:". The fields are currently empty.

2. Translation Details

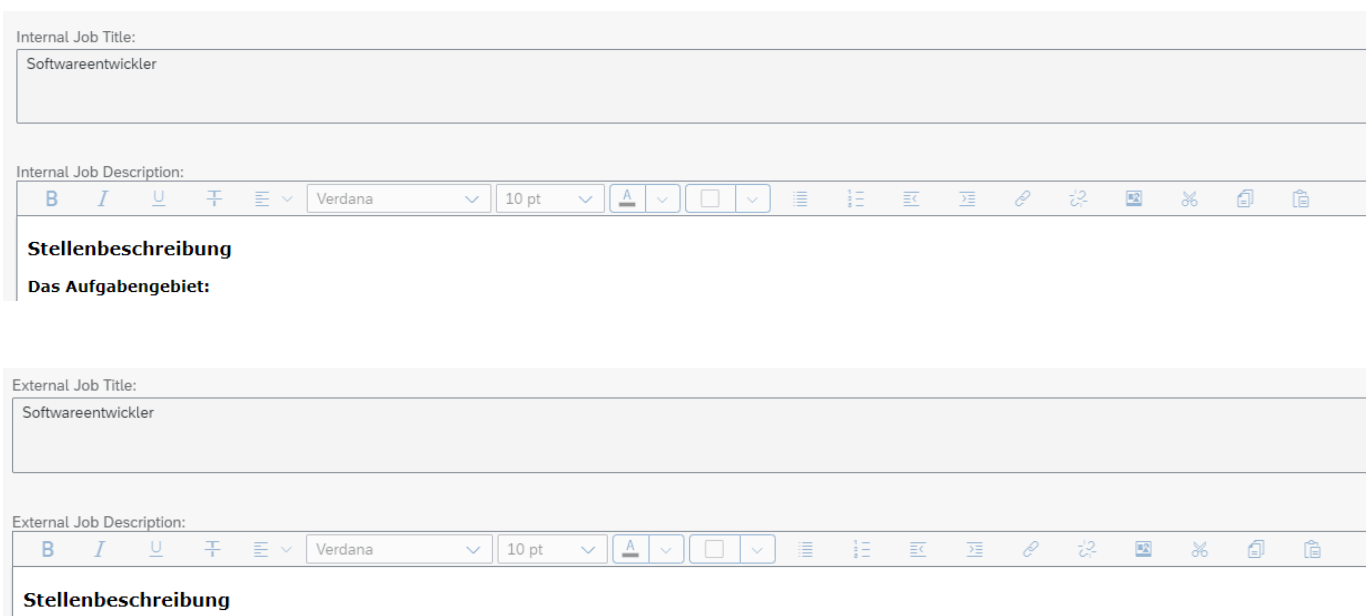
Select the languages the Job Requisition needs to be translated to. Depending on the Job Requisition a message could appear that a language cannot be translated. You can deselect or select multiple languages.



The screenshot shows the "Translation Details" section. It has a label "Language to be translated: *" and a dropdown menu. The dropdown is open, showing "Français (French) x", "Español (Spanish) x", and "1 mehr" with a downward arrow. An information popup is displayed over the dropdown, titled "Information". The popup text reads: "The following languages cannot be translated: - Português do Brasil (Brazilian Portuguese)". There is an "OK" button at the bottom right of the popup.

The Job Title and the job description are read only and imported from SAP SuccessFactors. When you will have the translation for an internal and an external job requisition at first the job title and the job description for the internal job requisition is displayed, underneath then the job title and the job description for the external job requisition.

This will depend on the configuration of the system. Submitting the workflow will start the translation for the different target languages.



The screenshot shows two forms for job descriptions. The top form is for the "Internal Job Title:" and "Internal Job Description:". The "Internal Job Title:" field contains "Softwareentwickler". The "Internal Job Description:" field has a rich text editor with a toolbar (Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Image, Table, Undo, Redo) and the text "Stellenbeschreibung" and "Das Aufgabengebiet:". The bottom form is for the "External Job Title:" and "External Job Description:". The "External Job Title:" field also contains "Softwareentwickler". The "External Job Description:" field has the same rich text editor and text as the internal form.

My Inbox Task

The Job Requisition Translation Package enables the approver responsible to review the “Review Translation” tasks in My Inbox after a job requisition translation has been submitted and automatically translated. A user task is created for each language and a separate reviewer can check the translation and edit them. The translators can be set using both target and source language and the country where the job requisition has been created.

If no approver exists, an administrator assigns the task. The admin has to enter either the user name or a group and the emails of the reviewer. If users or group is still empty, the Admin has to reassign either of them.

The screenshot shows the 'Task Owner Assignment' section of the SAP My Inbox. At the top, it states 'Task Owner not defined for translation from Deutsch (German) to Español (Spanish)'. Below this, the task details are shown: 'Created On: Mar 30, 2022', 'Created By:', and 'Priority: Very High'. There are three tabs: 'Task Owner Assignment', 'Error', and 'Languages'. The 'Task Owner Assignment' tab is active, showing input fields for 'Users:', 'Groups:', and 'Emails:'. Below this is an 'Error' section with a table of errors. The table has columns for 'Processor', 'Completed at', and 'Error Description'. The table is currently empty, showing 'No items available.'. Below the error section is the 'Languages' section, which has input fields for 'Target Language: Español (Spanish)', 'Source Language: Deutsch (German)', and 'Country: Canada'.

If the language was not automatically translatable, the task will also appear but with the original content. The translated job description will be a rich-text editor in order to customize html.

“My Inbox” application enables line of business users to claim and complete their task. Please go through [SAP My Inbox documentation](#) for more details.

Review and Approve Translation

This task gets created after a workflow has been submitted and the step “Review Translation” is started.

The approval user interface to check the translation of the request has 2 sections.

1. Job Requisitions
Shows details of the Job Requisition

Job Requisition	
Job Requisition ID:	Approver:
2844	Geoff Hill

2. Translation Details

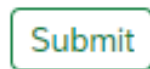
Shows details of the translated Job Requisition

Translation Details	
Default Language Deutsch (German)	Language to be translated English US (English US)
External Job Title: Softwareentwickler	External Job Title: Software Developer
External Job Description: <div style="border: 1px solid #ccc; padding: 2px;"> B I U ¶ ☰ Verdana 10 pt </div> Stellenbeschreibung Das Aufgabengebiet:	External Job Description: <div style="border: 1px solid #ccc; padding: 2px;"> B I U ¶ ☰ Verdana 10 pt </div> Job Description The task area:

The Approver can make only the following decisions:

1. Submit: The workflow proceeds, and the job requisition is updated automatically, and the initiator is

informed via email.



Process Visibility

Process Visibility capability in SAP Build Process Automation or SAP Workflow Management enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

Job Requisition Translation package provides out of the box visibility on all the process variants in SAP Build Process Automation or SAP Workflow Management. Line of business expert will be able to enhance the visibility scenario to their requirements.

Configure Visibility Scenarios

1. Go to Process Flexibility Cockpit.
2. Select Translate Job Postings tile.
3. Click Visibility Scenarios tile.
4. Modify it and activate it

Please go through [help documentation](#) on how to model a visibility scenario.

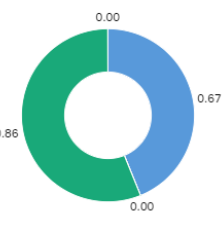
Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario "Translate Job Postings". For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the Fiori Launchpad.
3. User will see the detailed process visibility dashboard.

Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit
2. Select Translate Job Postings tile
3. Click Live Process Insights Job Requisition Translation. User will see the below detailed process visibility dashboard.

Standard
Not Filtered

<p>Open Job Requisition Translations by Hiring Manager</p> <p>23</p> <p>Geoff Hill 3</p> <p>20</p>	<p>Open Job Requisition Translations by Language</p> <p>23</p> <p>de_DE 1</p> <p>en-US 1</p> <p>Deutsch (German) 3</p> <p>en_US 2</p> <p>15</p> <p>null 1</p>	<p>Completed Job Requisition Translations by Language</p> <p>13</p> <p>English US (English US) 1</p> <p>8</p> <p>en_US 4</p>	<p>Open Job Requisition Translations in Review</p> <p>10</p>
<p>Open Job Requisition Translations by Status</p> <p>23</p> <p>Critical 19</p> <p>At Risk 0</p> <p>On Track 4</p>	<p>Open Job Requisition Translations by Step</p> <p>23</p> <p>reviewJobPostings 2</p>	<p>Cycle Time in days</p> <p>0.69</p>	<p>Step Cycle Time by Step</p> <p>0.41</p> <p>Days</p> 
		<p>Failed Job Requisition Translations</p> <p>19</p>	

Please go through [help documentation](#) on how to access process workspace.