



UNIVERSITY OF CAPE TOWN
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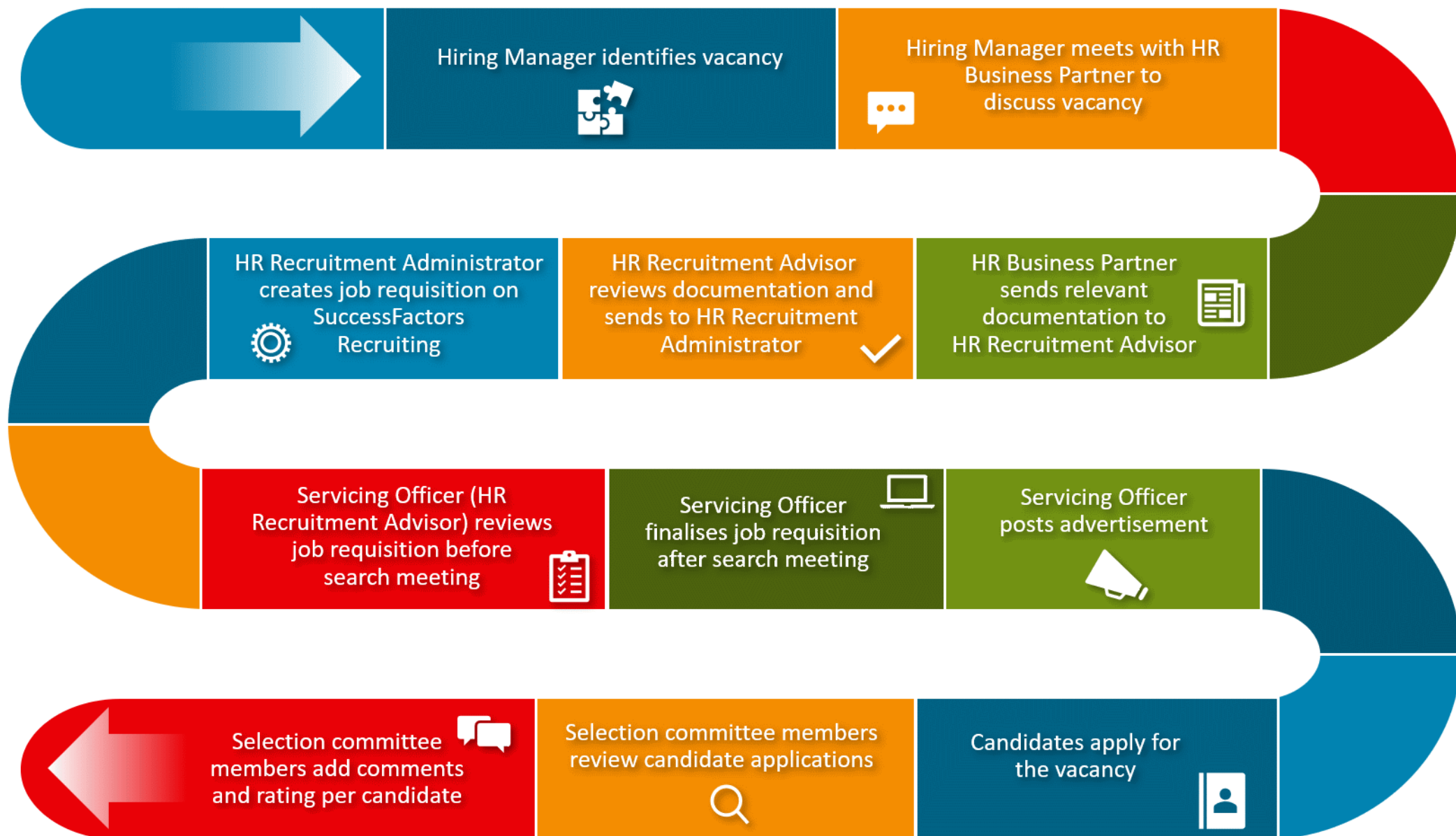
UCT SuccessFactors Recruiting guide for Recruitment Administrators

**Issued by UCT Human Resources
February 2025**

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Process overview: Part 1



Process overview: Part 2



Logging in to SuccessFactors

Background

SuccessFactors Recruiting offers a centralised recruitment system for applicants, line managers, selection committee members and HR support staff.

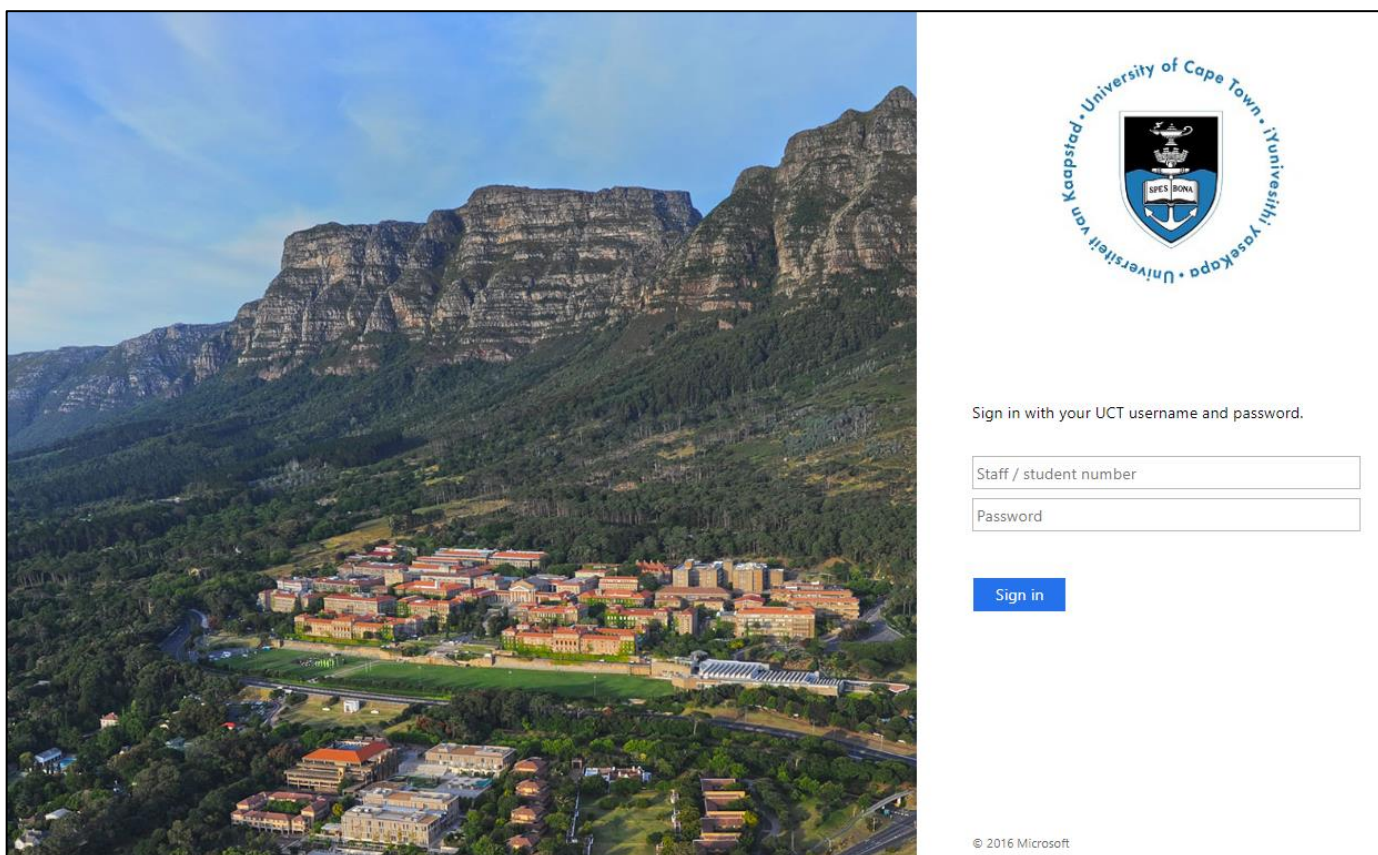
Staff members can access the platform using their existing UCT login details.

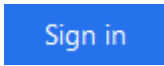
Support

If you are unable to access SuccessFactors or are experiencing other technical difficulties, please contact the [IT Service Desk](#).

Procedure

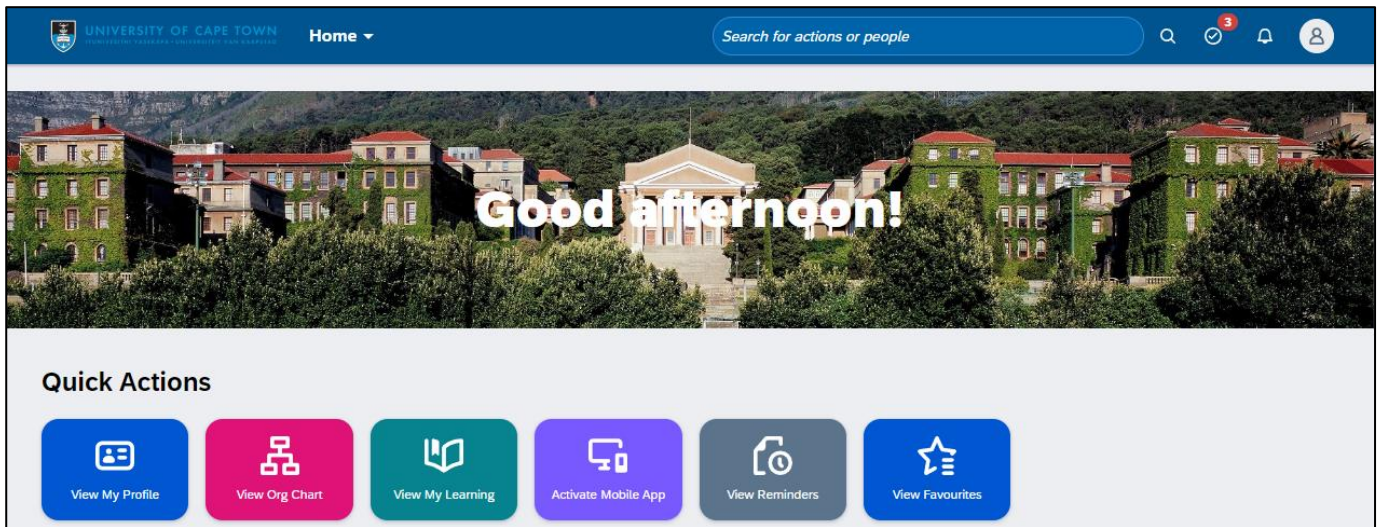
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via www.successfactors.uct.ac.za.
3. If not already logged on to single sign-on, the UCT sign in page appears.
If already logged in to single sign-on, SuccessFactors will open.



- In the *Staff / student* number field, enter your UCT staff number.
Note: UCT staff number only, third party "T" accounts will not work.
- In the *Password* field, enter your network password.
- Click .

Logging in to SuccessFactors

4. The *Home* page appears.

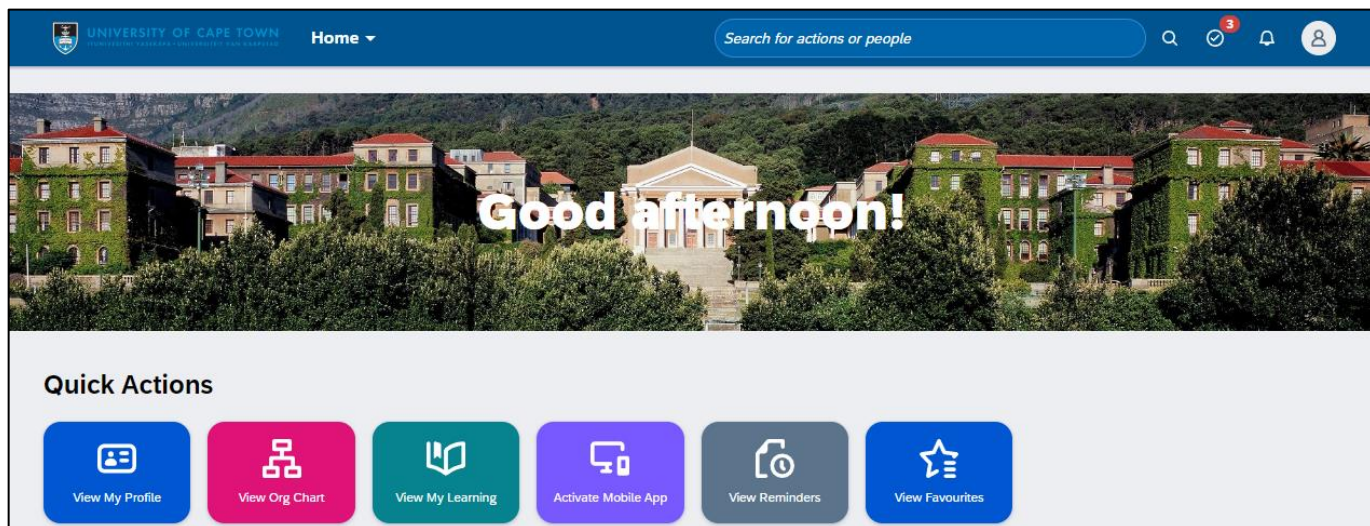


Creating a new job requisition

Background

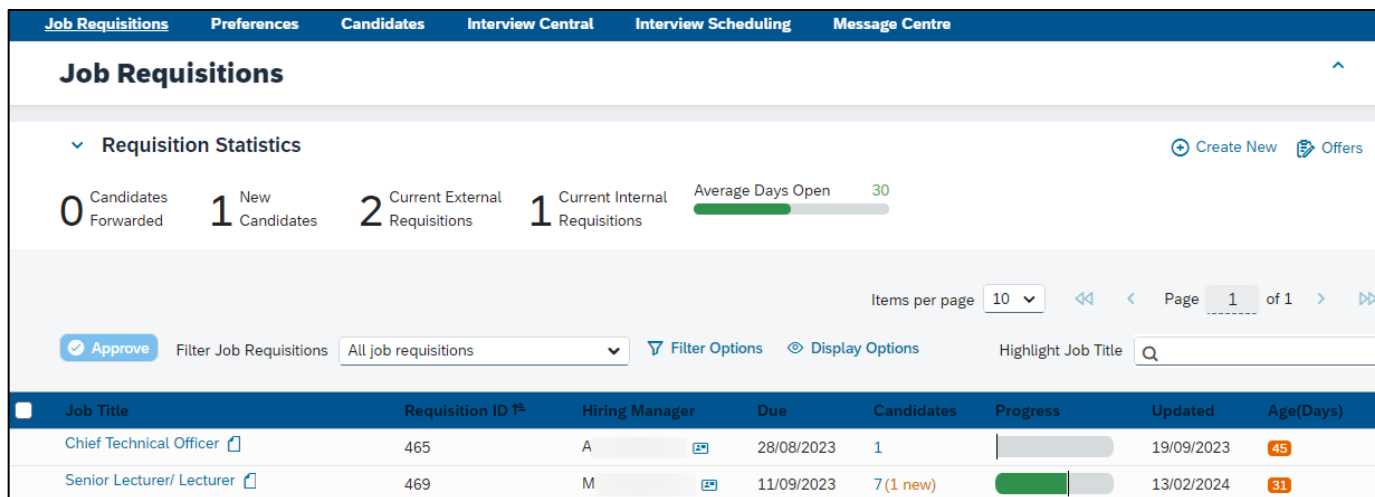
The Recruitment Administrator starts the online recruitment process by creating a new job requisition using the information from the submitted HR202 form (Request to commence a formal recruitment process for posts to be advertised).

1. [Log in to SuccessFactors and access the Home page.](#)
2. The *Home* page appears.



- Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.



- Click [Create New](#).

Creating a new job requisition

4. The *Create New Job Requisition* page appears.



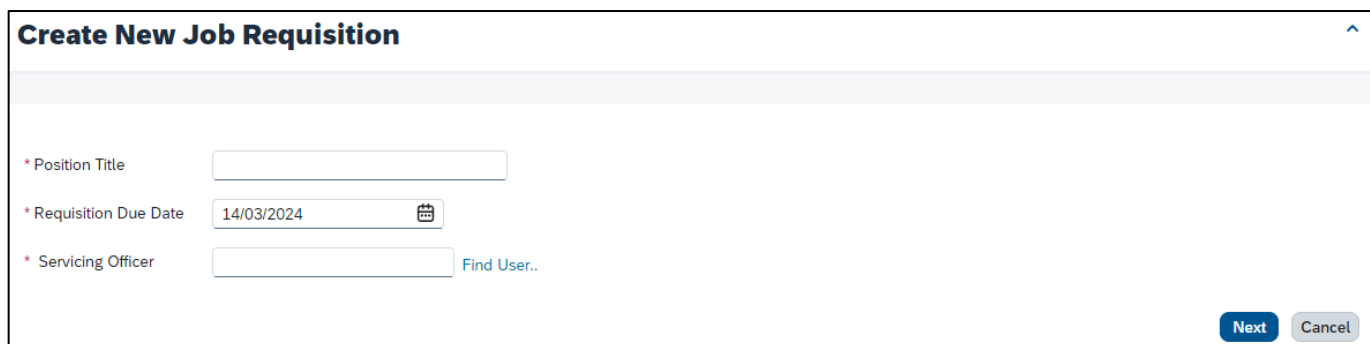
Create New Job Requisition

Options:

- [Copy Existing Job Requisition](#)
- [Browse "Families & Roles"](#)
- [Create New Job Requisition From Blank Template](#)


– Click *Create New Job Requisition from Blank Template*.

5. The *Create New Job Requisition* page reappears, displaying the initial fields for the new requisition.



Create New Job Requisition

* Position Title

* Requisition Due Date 

* Servicing Officer [Find User..](#)

[Next](#) [Cancel](#)

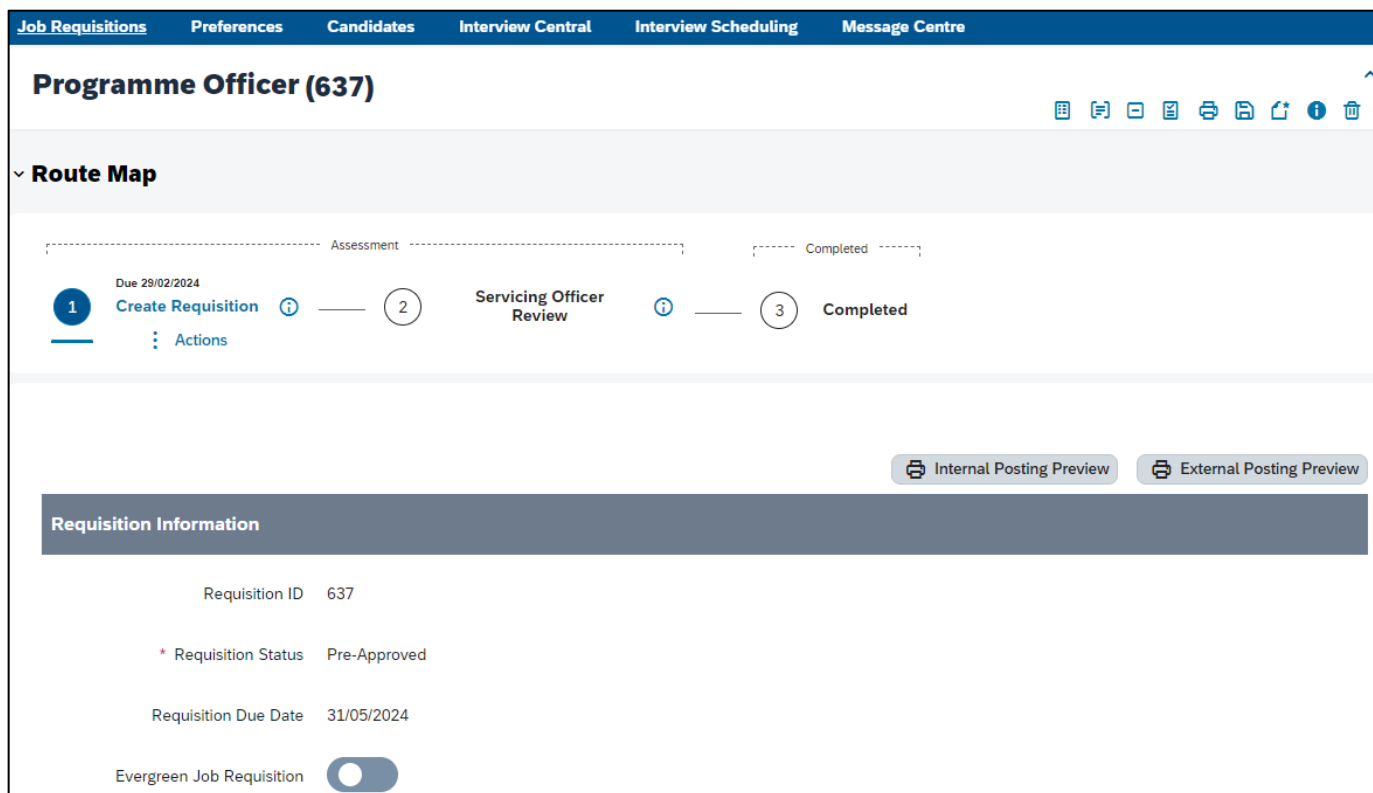
– Enter the *Position Title*.

– In the *Servicing Officer* field, enter part or all of the Recruitment Advisor's name and select the person from the dropdown list.

– Click [Next](#).

Creating a new job requisition

6. The new job requisition appears.



- The *Route Map* at the top of the page provides an overview of the required approvals process. The Recruitment Administrator will complete step 1 by creating the job requisition and then send to the Servicing Officer (Recruitment Advisor) for review.

Requisition Information section:

- This section shows the job *Requisition ID*, the *Requisition Status* and the *Requisition Due Date*.
- The *Evergreen Job Requisition* is not currently in use at UCT.

Job Information section:

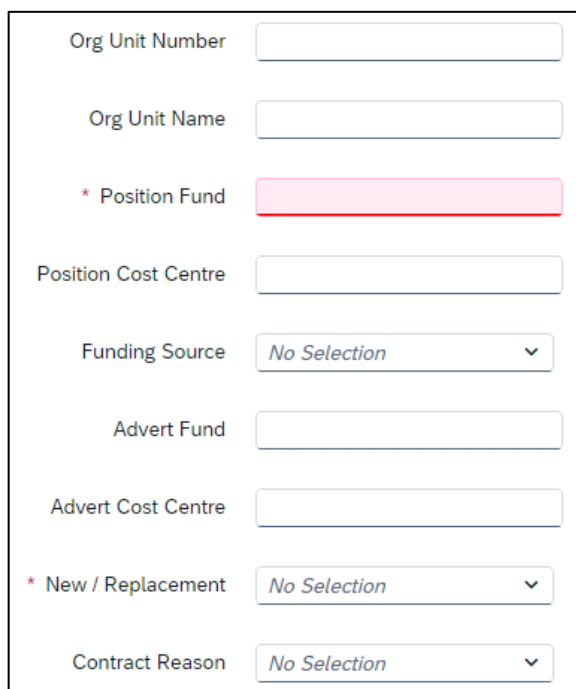
Job Information	
* Position Title	Programme Officer
* Number of Openings	1
Personnel Area	No Selection
Personnel Subarea	No Selection
EE Subgroup	No Selection

- Ensure the *Position Title* is correct.
- If recruiting for more than one of the same position, change the *Number of Openings*.
- Select the *Personnel Area* e.g. Faculty of Commerce.

Creating a new job requisition

Job Information section (continued):

- Select the *Personnel Subarea* e.g. PASS 5 – 12.
- Select the *EE Subgroup* e.g. permanent.

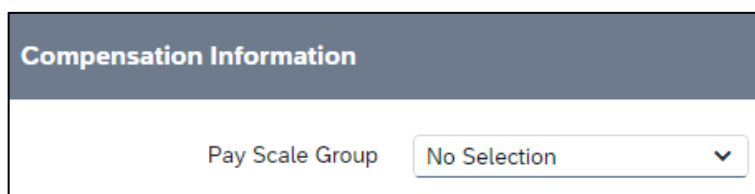


The screenshot shows a form with the following fields:

- Org Unit Number:
- Org Unit Name:
- * Position Fund:
- Position Cost Centre:
- Funding Source:
- Advert Fund:
- Advert Cost Centre:
- * New / Replacement:
- Contract Reason:

- Enter the SAP *Organisational (Org) Unit Number*.
- Enter the SAP *Org Unit Name*.
 - Note:** The organisational unit name will appear on the advertised job listing so it must be a name and not a code.
- Enter the *Position Fund*.
- Enter the *Position Cost Centre*.
- Select the appropriate *Funding Source* i.e. GOB (General Operating Budget), Non-GOB or Research.
 - Note:** If *Non-GOB* or *Research* funding sources are selected, an *Information* message indicates that additional fields are mandatory. Click *OK* to acknowledge the message.
- If selected funding source is Non-GOB or Research:
 - Enter the *Advert Fund*.
 - Enter the *Advert Cost Centre*.
- In the *New / Replacement* field, select the appropriate option. *New Appointment* should only be used when recruiting for a new job with no previous holder.
- If a temporary (T1/T2) appointment, select the *Contract Reason*.

Compensation Information section:



The screenshot shows a form with the following fields:

- Compensation Information (Section Header)
- Pay Scale Group:

- In the *Pay Scale Group* field, select the PASS payclass or academic level.

Creating a new job requisition

EE Mandate section:

- In the *EE Mandate* field, select the appropriate Employment Equity mandate i.e. standard or open.

Requisition Team section:

- In the *Hiring Manager* field, enter part or all of the manager’s name and select the person from the dropdown list.
- The *Servicing Officer* field shows the previously selected Recruitment Advisor.
- In the *Recruiting Team* field, add yourself and any other members of the recruitment team that would need access to this job requisition.
Note: If the Recruitment Administrator is not added to the requisition, they will not be able to attach referee reports or schedule candidate interviews.
- Add the appropriate *HR Business Partner*.
- Add the *Chairperson*.
- Add the *Selection Committee Members*.
Note: If the Chairperson and HR Business Partner are voting members of the committee, they must be added in the *Selection Committee Members* field.

Creating a new job requisition

Job Posting Information section:

Job Posting Information						
Questions	Questions	Required	Disqualifier	Score	Weight	Actions
<input type="button" value="⊕ Add more questions"/>						
Required Score: <input type="text" value="0.0"/>						

- Skip the *Questions* section, this will be completed by the Recruitment Advisor.

Competencies	Competency	Library	Category	Expected Rating %	Weight %	Action
<input type="button" value="⊕ Add more competencies"/>						

- In the *Competencies* section, click .
 - The *Search* tab appears.

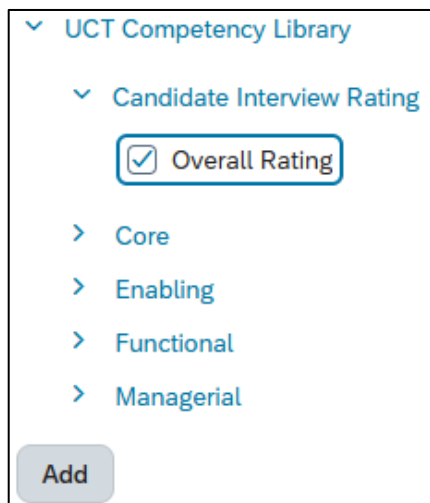
<input type="button" value="⊖ Add more competencies"/>	
Search	Browse
Find additional competencies to add to this Job Requisition.	
Keywords:	<input type="text"/> <input type="button" value="Go"/>

- Select the *Browse* tab.

Search	Browse
Find additional competencies to add to this Job Requisition.	
<input type="button" value="> SuccessFactors"/>	
<input type="button" value="> universi07T1"/>	
<input type="button" value="> UCT Competency Library"/>	

Creating a new job requisition

- In the *Browse* tab, expand *UCT Competency Library > Candidate Interview Rating* and select *Overall Rating*.



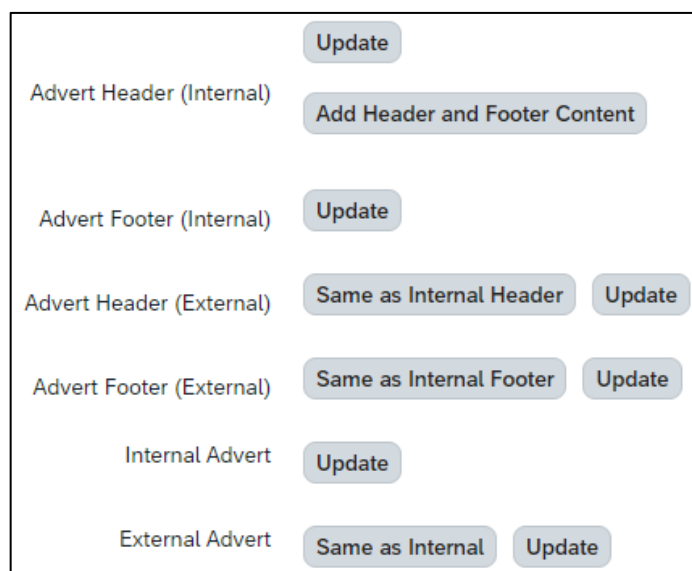
- Click **Add**.

Note: If other competencies will be assessed in the recruitment process, the Recruitment Advisor will add these later.

- The *Overall Rating* competency appears in the *Competencies* section.

Competencies	Competency	Library	Category	Expected Rating %	Weight %	Action
	Overall Rating	UCT Competency Library	Candidate Interview Rating	<input type="text" value="0"/>	<input type="text" value="0"/>	Select ▾
<input type="button" value="⊕ Add more competencies"/>						

- Add the internal and external advert, see [Adding advert content](#).



Creating a new job requisition

Requisition Documents [Attach a document](#)

- In the *Requisition Documents* field, click [Attach a document](#) to attach the:
 - HR202 form (Request to commence recruitment process for posts to be advertised)
 - HR191 form (Position description)
 - draft advertisement
 - any other relevant documents (e.g. motivation, EE mandate, funding approval).
- See [Adding requisition documents \(attachments\)](#) for instructions on how to add the files.

Comments section:

The screenshot shows a 'Comments' section with a dark header. Below the header is a text area labeled 'Additional Comments'. At the bottom of the section, there are five buttons: 'Cancel Job Requisition', 'Save and Close', 'Close Without Saving', 'Get Feedback', and 'Send to Servicing Officer'.

- If there is an Employment Equity Representative on the committee, use the *Additional Comments* field to indicate who will fill the role.
 - Click [→ Send to Servicing Officer](#).
- Note:** The *Save and Close* option will not move the job requisition, it will remain with you until you use *Send to Servicing Officer*. The *Get Feedback* option is not currently in use at UCT.

Creating a new job requisition

7. The *Send to Servicing Officer* page appears.

Programme Officer(637)

Route Map

Assessment ----- Completed -----

1 **Create Requisition** (Due 29/02/2024) — 2 **Servicing Officer Review** — 3 **Completed**

Send to Servicing Officer

Send to Servicing Officer

You are about to send this form to the next person(s) specified in the workflow.

Forward Form to L

Email Notification Comments

Send to Servicing Officer | **Send and Open Next Form** | **Cancel & Return to Form**

– If applicable, enter a comment in the *Email Notification Comments* section.

Note: This comment will only be sent with the email notification to the Servicing Officer. It will not be saved in the job requisition on SuccessFactors Recruiting.

– Click **Send to Servicing Officer**.

8. The *Job Requisitions* page appears. This page provides an overview of all the job requisitions you are involved in as a Recruitment Administrator. The *Requisition Statistics* section will change over time as job requisitions move through the recruitment process.

Job Requisitions

Requisition Statistics

0 Candidates Forwarded | 2 New Candidates | 2 Current External Requisitions | 1 Current Internal Requisitions | Average Days Open 30

Items per page 10 | Page 1 of 1

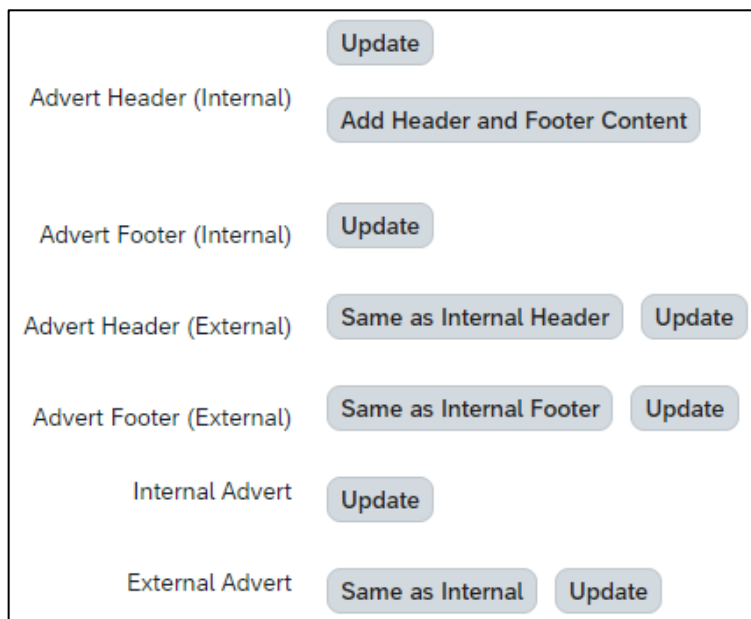
Filter Job Requisitions: All job requisitions | Filter Options | Display Options

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	637	L	31/05/2024	-		29/02/2024	-

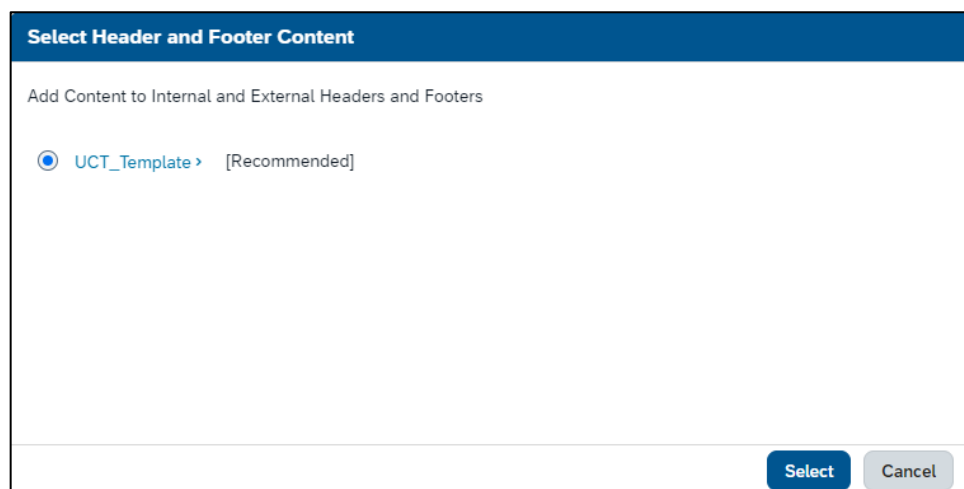
Adding advert content

Procedure

1. In the job requisition page, scroll down to the *Job Posting Information* section.



- In the advert section, click **Add Header and Footer Content** next to *Advert Header (internal)*.
- The *Select Header and Footer Content* dialogue box appears.



- Ensure *UCT_Template* is selected.
- Click **Select**.

Adding advert content

- The job requisition page reappears, displaying the selected header and footer for both the internal and external adverts.

The screenshot displays a configuration page for recruitment adverts. It is organized into several sections:

- Advert Header (Internal):** Includes an 'Update' button and an empty text box. Below it is an 'Add Header and Footer Content' button.
- Advert Footer (Internal):** Includes an 'Update' button and a text box containing the text: "UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at <https://uct.ac.za/media/9482>. UCT reserves the right not to appoint."
- Advert Header (External):** Includes 'Same as Internal Header' and 'Update' buttons.
- Advert Footer (External):** Includes 'Same as Internal Footer' and 'Update' buttons, and a text box with the same text as the internal footer.
- Internal Advert:** Includes an 'Update' button.
- External Advert:** Includes 'Same as Internal' and 'Update' buttons.
- Requisition Documents:** Includes a link to 'Attach a document'.

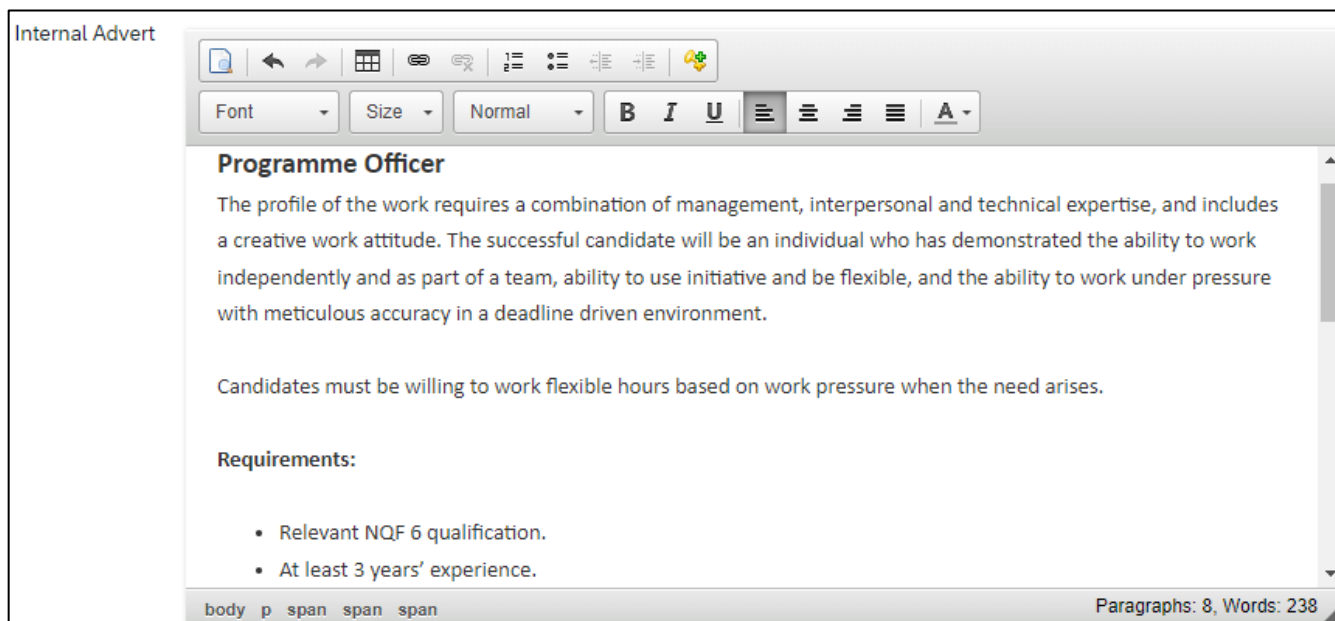
- Click **Update** next to *Internal Advert* at the bottom of the section.
- An editable space appears next to *Internal Advert*.

The screenshot shows the 'Internal Advert' editor. It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and insert image. Below the toolbar are dropdown menus for 'Font', 'Size', and 'Format', followed by buttons for 'B', 'I', 'U', and 'A'. The main editing area is currently empty. At the bottom right, a status bar indicates 'Paragraphs: 0, Words: 0'.

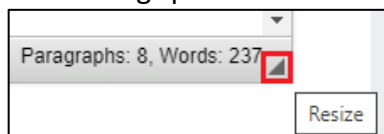
Adding advert content


- Paste the advert content and use the formatting buttons as required.

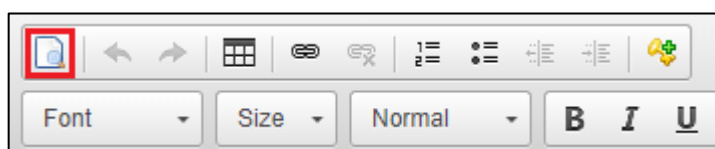
Note: Pasting from Microsoft Word reduces the need for formatting after pasting. If there are any issues with formatting, delete any pasted content and right-click to choose *Paste as plain text*. Formatting (e.g. bold text, bulleted lists, hyperlinks) will need to be re-applied using the formatting buttons.



- The editing space can be resized using the grey triangle in the bottom right.



- Click  *Preview* to review the advert in a separate browser tab.



Adding advert content

- Next to *External Advert*, click **Same as Internal** to copy the internal advert content to use for the external advert. If required, click **Update** to edit the external advert content.

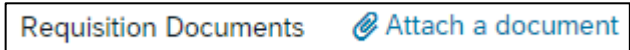
The screenshot displays two sections: 'Internal Advert' and 'External Advert'. The 'Internal Advert' section features a rich text editor with a toolbar containing icons for undo, redo, table, link, unlink, bulleted list, numbered list, indent, and outdent. Below the toolbar are dropdown menus for 'Font', 'Size', and 'Normal', followed by buttons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, and text color (A). The main content area of the internal advert is titled 'Programme Officer' and contains two paragraphs of text. The first paragraph describes the work profile requirements, and the second paragraph states that candidates must be willing to work flexible hours. A status bar at the bottom right of the internal advert indicates 'Paragraphs: 8, Words: 238'. The 'External Advert' section is currently empty and contains two buttons: 'Same as Internal' and 'Update'.

- Return to [Creating a new job requisition](#).

Adding requisition documents (attachments)

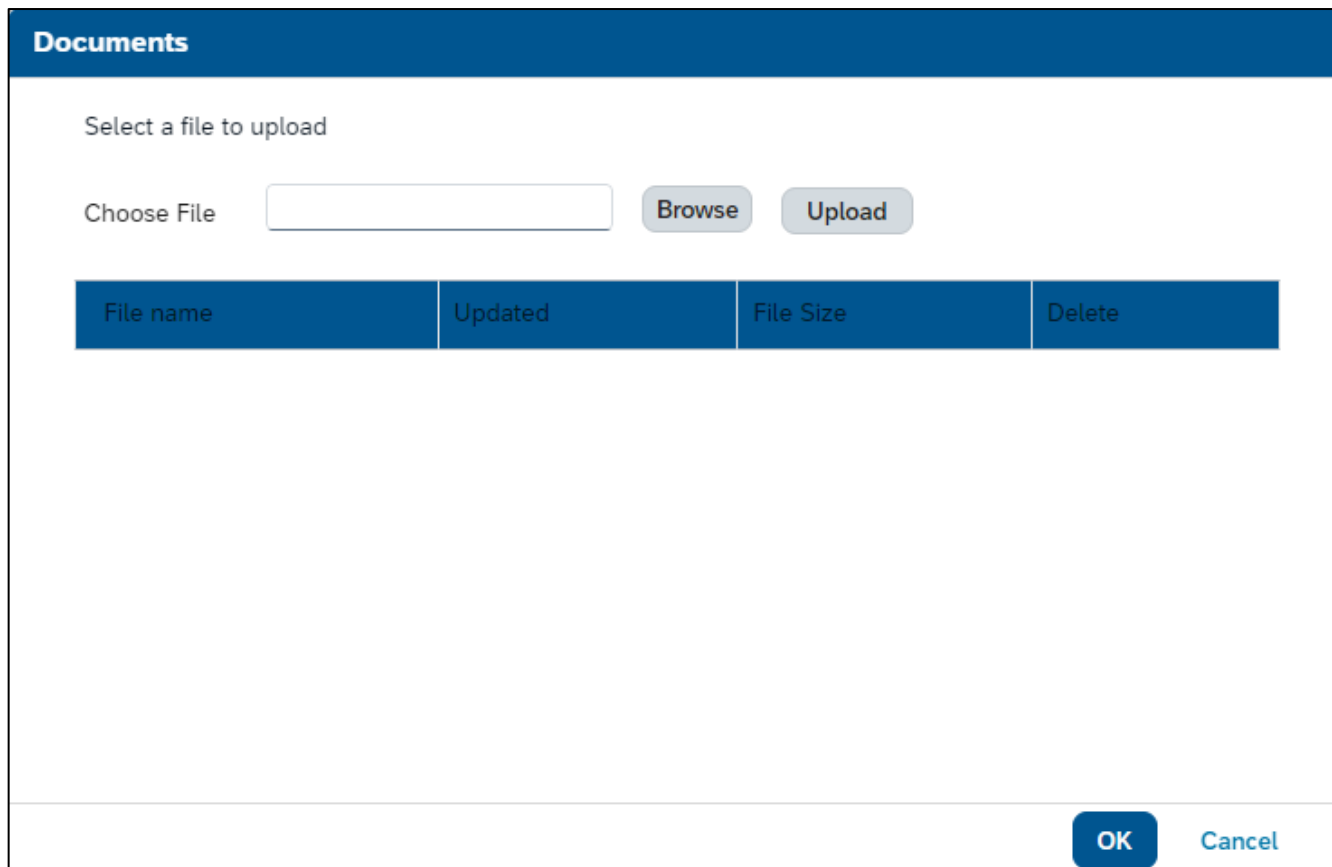
Procedure

1. In the job requisition page, scroll down to the bottom of the *Job Posting Information* section.



- Click [Attach a document](#).

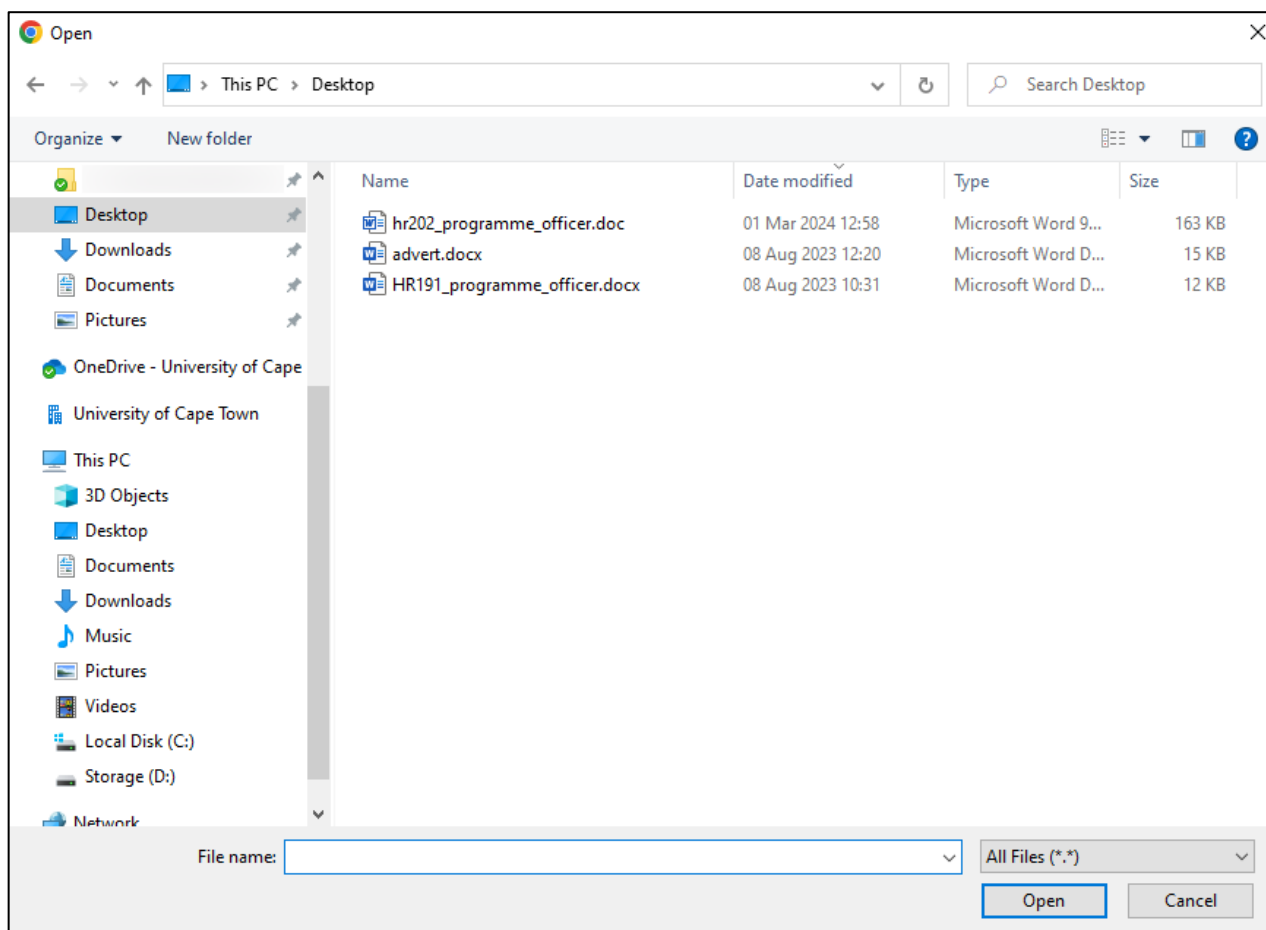
2. The *Documents* dialogue box appears.



- Click [Browse](#).

Adding requisition documents (attachments)

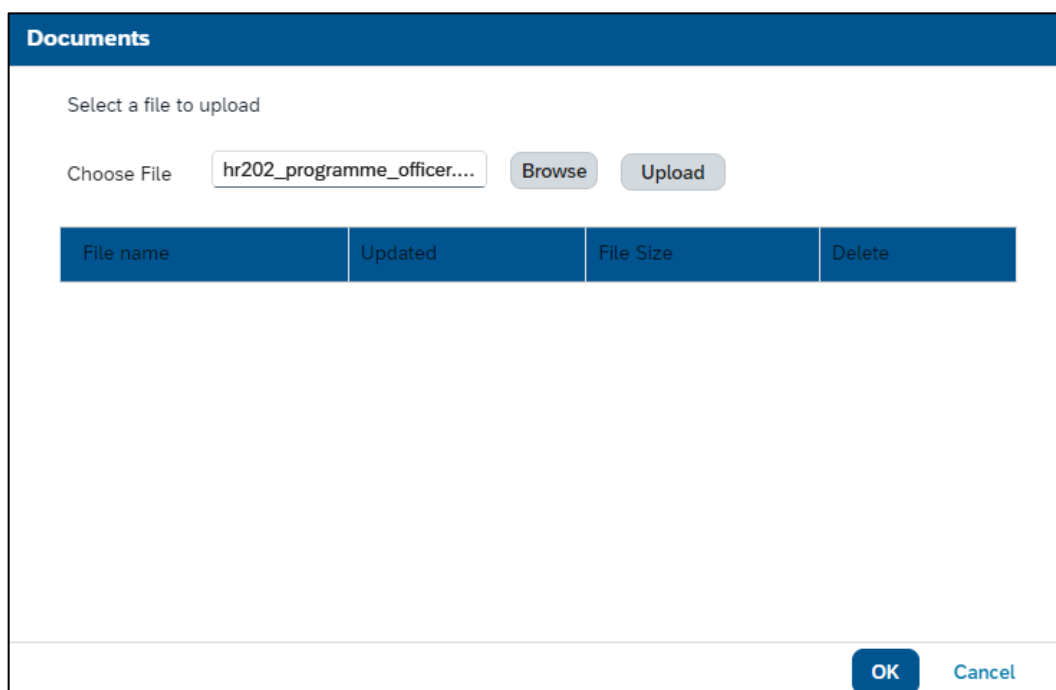
3. The *Open* dialogue box appears.



– Select the first document e.g. HR202 form.

– Click **Open**.

4. The *Documents* dialogue box reappears with the selected file appearing in the *Choose File* field.



– Click **Upload**.

Adding requisition documents (attachments)

- The file details appear in the table below the *Choose File* field.

Documents

i Your attachment is successfully uploaded.

Select a file to upload

Choose File Browse Upload

File name	Updated	File Size	Delete
hr202_programme_officer.doc	01/03/2024	166 KB	

OK
Cancel

- Add another document e.g. draft advertisement by clicking Browse and repeating the previous steps.

- When all documents have been uploaded, click OK.

5. The job requisition reappears with the *Requisition Documents* field indicating the number of attached documents.

Requisition Documents 📎 3 documents attached

- Return to [Creating a new job requisition](#).

Creating a private posting

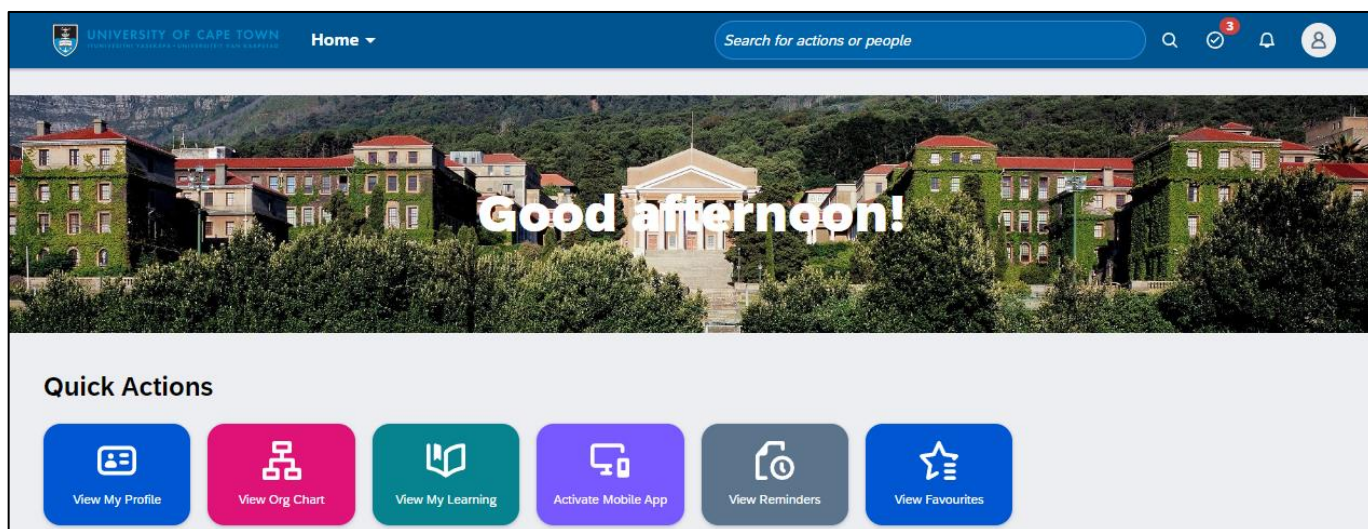
Background

A private posting is used to allow candidates to apply for a job after the closing date, provided they have a valid reason (e.g. problem accessing the system). It can also be used for ad hoc or external staff (employed by a recruitment agency) who are allowed to apply for an internal vacancy.

Note: The link sent to the candidate could be used by others if shared with them. Ensure that the applications are monitored and you advise the candidate that the link is only for their own use.

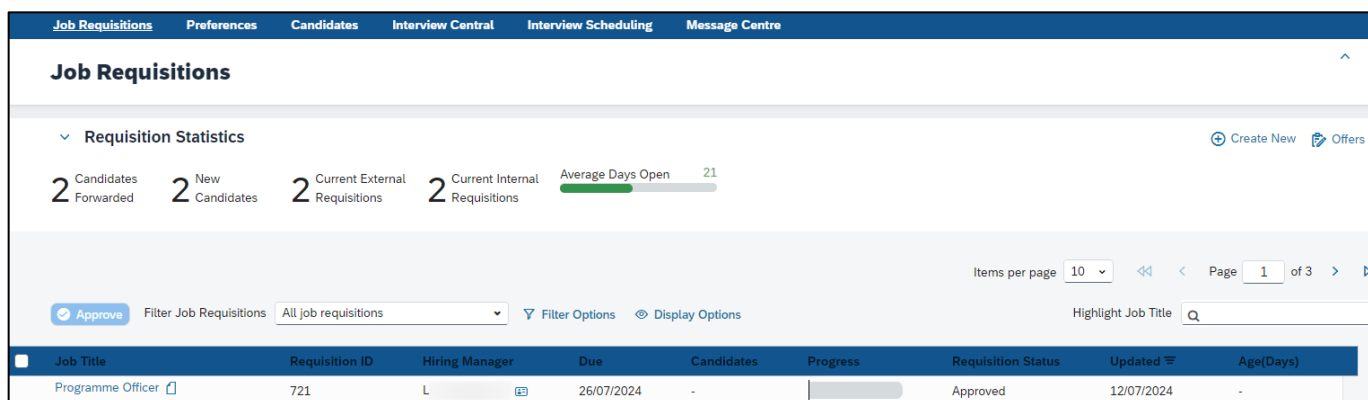
Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
2. The *Home* page appears.



– Choose *Home > Recruiting*.

3. The *Job Requisitions* page appears.

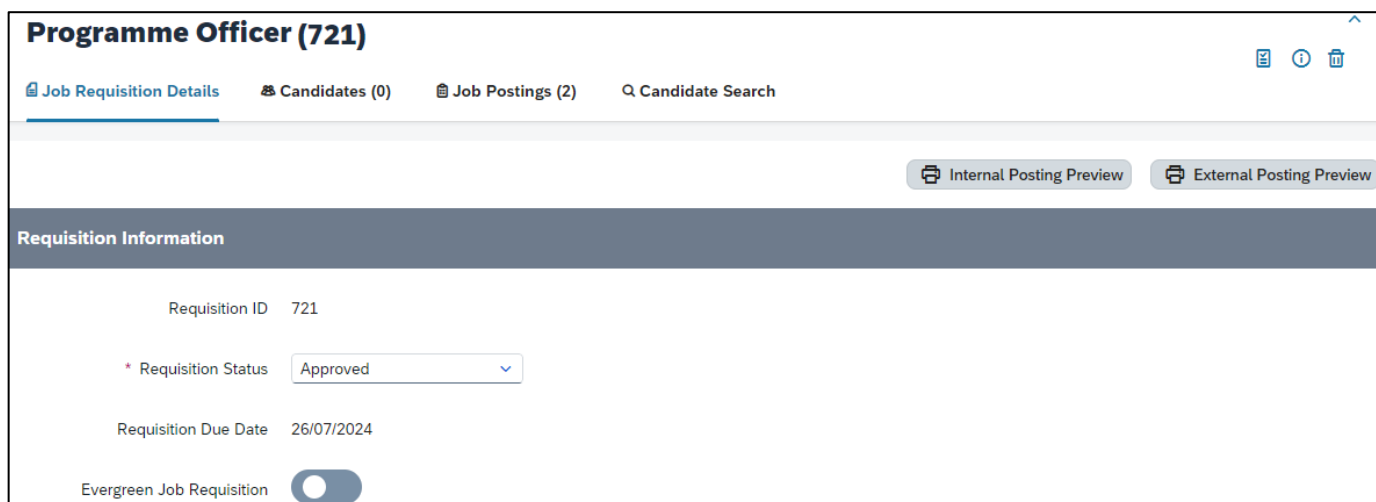


– Select the appropriate job requisition by clicking the *Job Title* e.g. Programme Officer.

Note: Job (advert) postings can also be accessed by clicking [View Menu Options](#) to the right of the job title and choosing [Job Postings](#). Continue from step 5 below.

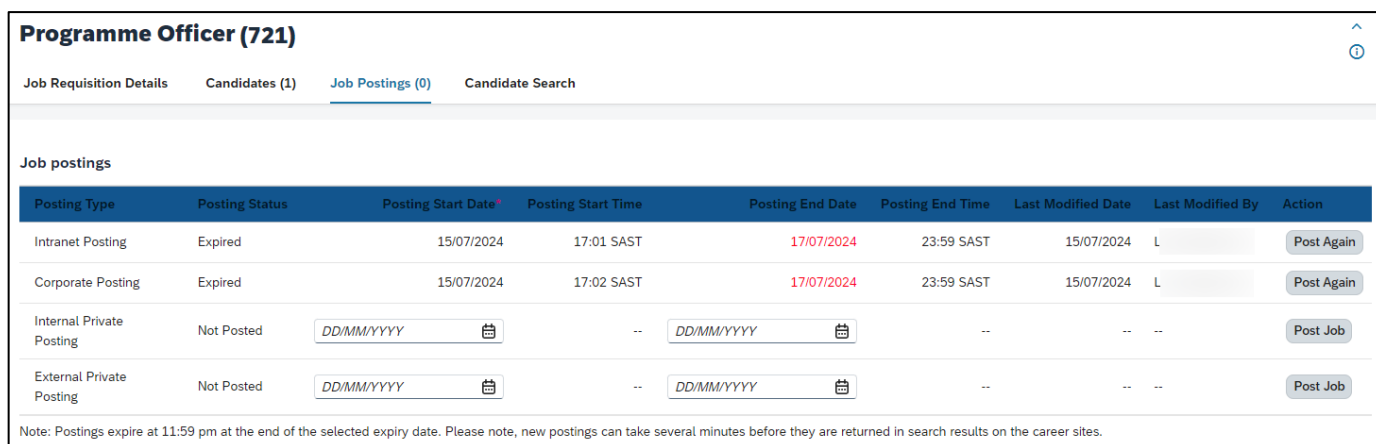
Creating a private posting

4. The selected job requisition opens.



– Click **Job Postings**.

5. The *Job postings* page appears.



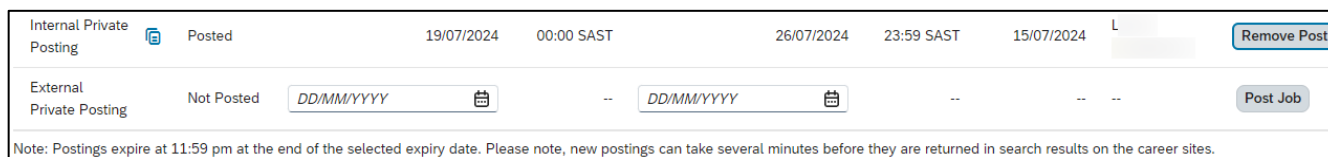
– Depending on requirements, create an internal private posting for UCT staff or an external private posting (see next page) for an external candidate.

Internal Private Posting (only for UCT staff who can log in to SuccessFactors with their staff number)

– In the *Internal Private Posting* line, select the *Posting Start Date* and *Posting End Date*. The posting end time is always 23:59 on the *Posting End Date*.

– Click **Post Job**.

– A message in green shading indicates that the changes have been saved.



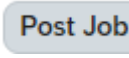
– Click **Copy URL** alongside *Internal Private Posting* to copy the advert web link to your clipboard for use elsewhere. This web link is sent to the candidate to submit their application.

Note: The link sent to the candidate could be used by others if shared with them. Ensure that the applications are monitored and advise the candidate that the link is only for their use.

Creating a private posting

External Private Posting

- In the *External Private Posting* line, select the *Posting Start Date* and *Posting End Date*. The posting end time is always 23:59 on the *Posting End Date*.

- Click  .

- A message in green shading indicates that the changes have been saved.

Internal Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>		--	<input type="text" value="DD/MM/YYYY"/>		--	--	
External Private Posting	Posted	19/07/2024	00:00 SAST	26/07/2024	23:59 SAST	15/07/2024	L		

Note: Postings expire at 11:59 pm at the end of the selected expiry date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

- Click  *Copy URL* alongside *External Private Posting* to copy the advert web link to your clipboard for use elsewhere. This web link is sent to the candidate to submit their application.

Note: The link sent to the candidate could be used by others if shared with them. Ensure that the applications are monitored and advise the candidate that the link is only for their use.

Creating a profile on behalf of an external candidate

Background

Before using this procedure, first try creating a [private posting](#) for the candidate. In special cases, a candidate profile can be created, e.g. if the person can't access SuccessFactors due to a blocked IP address.

The first part of this procedure is creating the candidate profile. The second part is forwarding the profile to the appropriate job requisition.

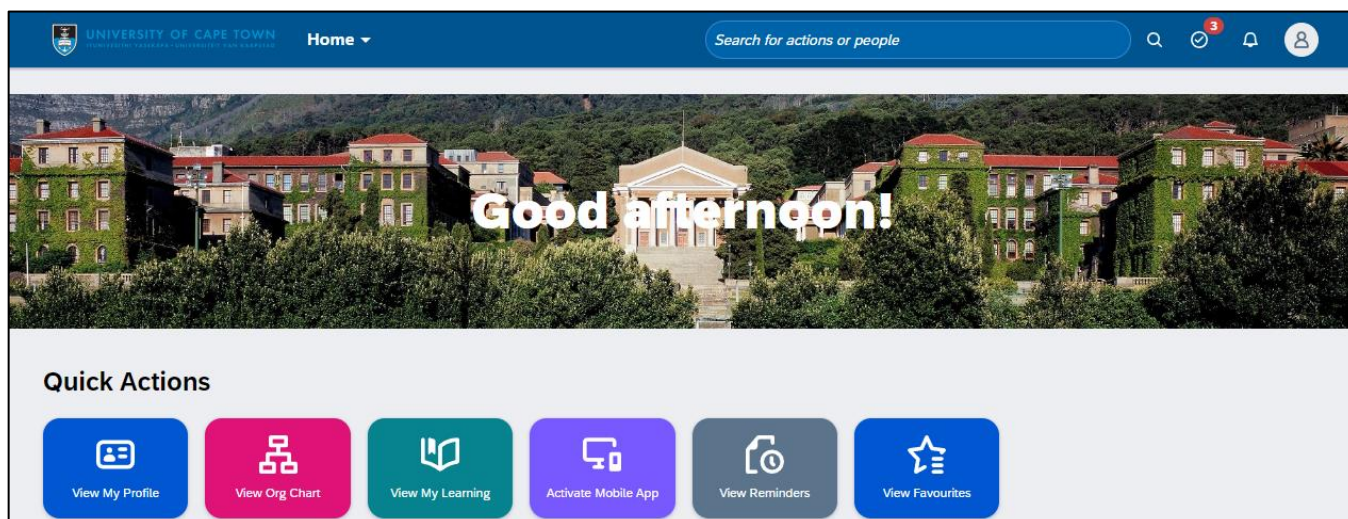
Before you begin

To create the candidate profile, you will need:

- Candidate's email address
- Candidate's phone number
- Candidate's CV
- Additional candidate information (gender, ethnicity, nationality, city & country of residence)

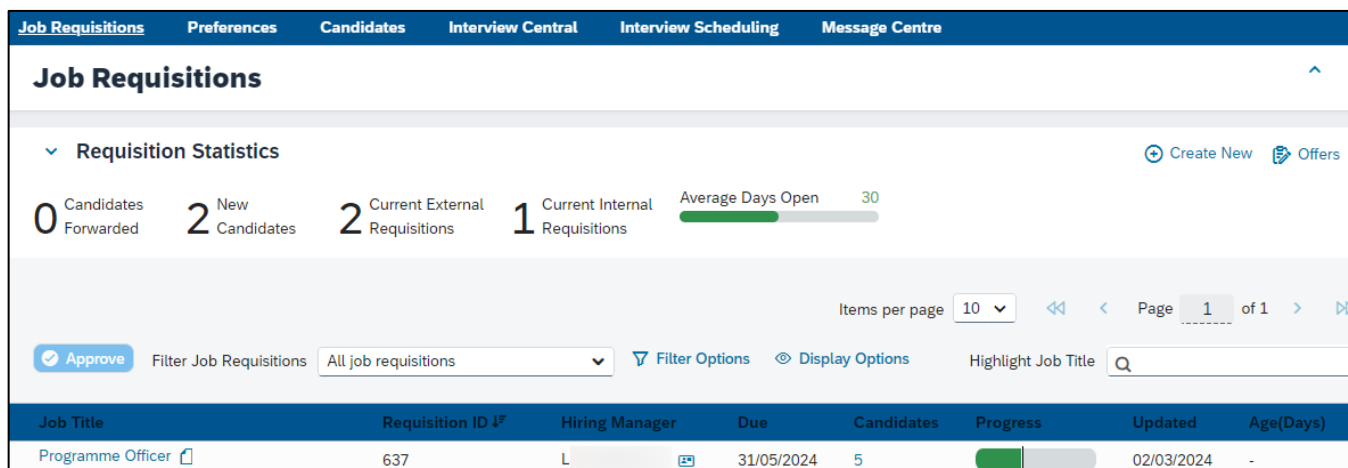
Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
2. The *Home* page appears.



- Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.



- Click [Candidates](#).

Creating a profile on behalf of an external candidate

Part 1: Creating candidate profile

4. The *Candidates* page appears.

– Click [Add Candidate](#).

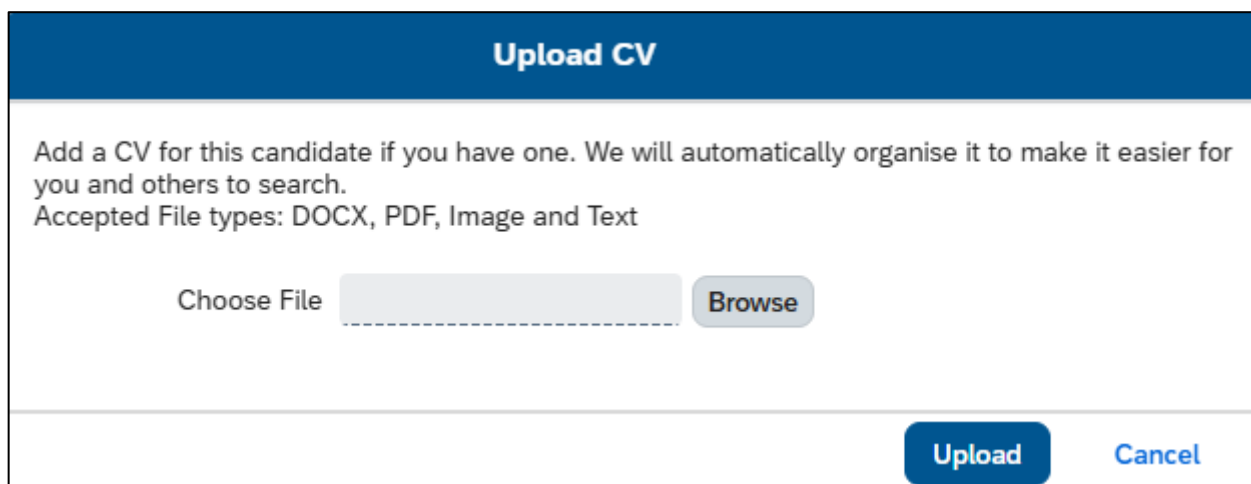
5. The *Add Candidate* dialogue box appears.

– Enter the required candidate information in the available fields.

– Click [Create Profile](#).

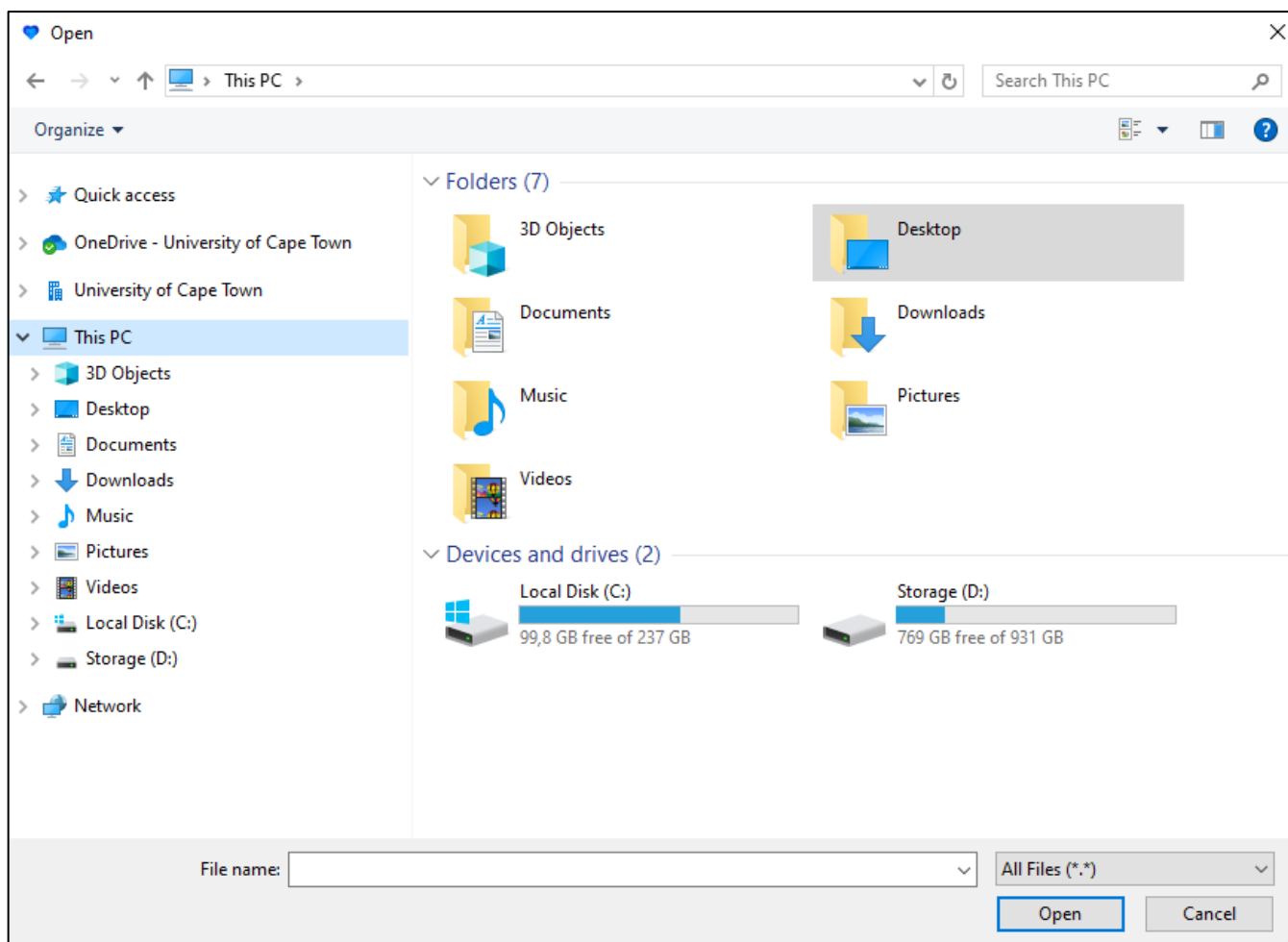
Creating a profile on behalf of an external candidate

6. The *Upload CV* dialogue box appears.



- Click **Browse**.

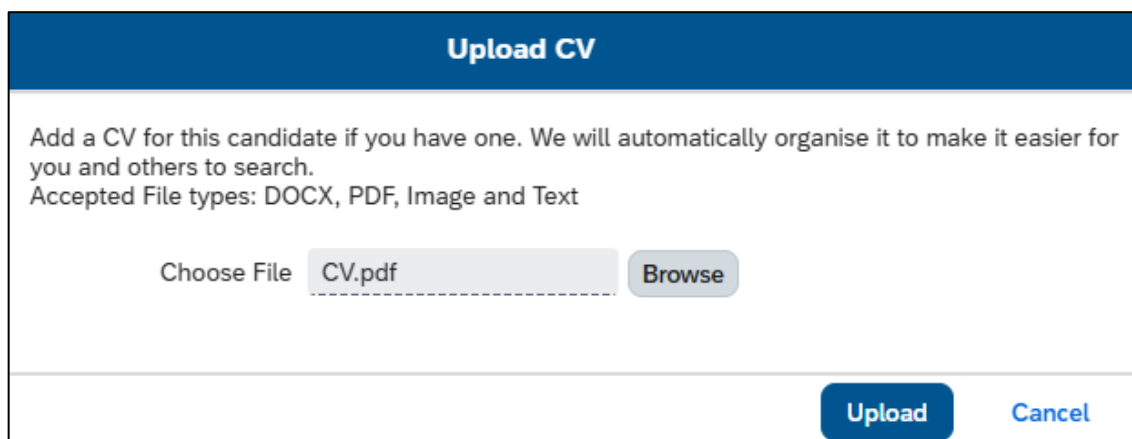
7. The *Open* dialogue box appears.



- Select the candidate's CV.
- Click **Open**.

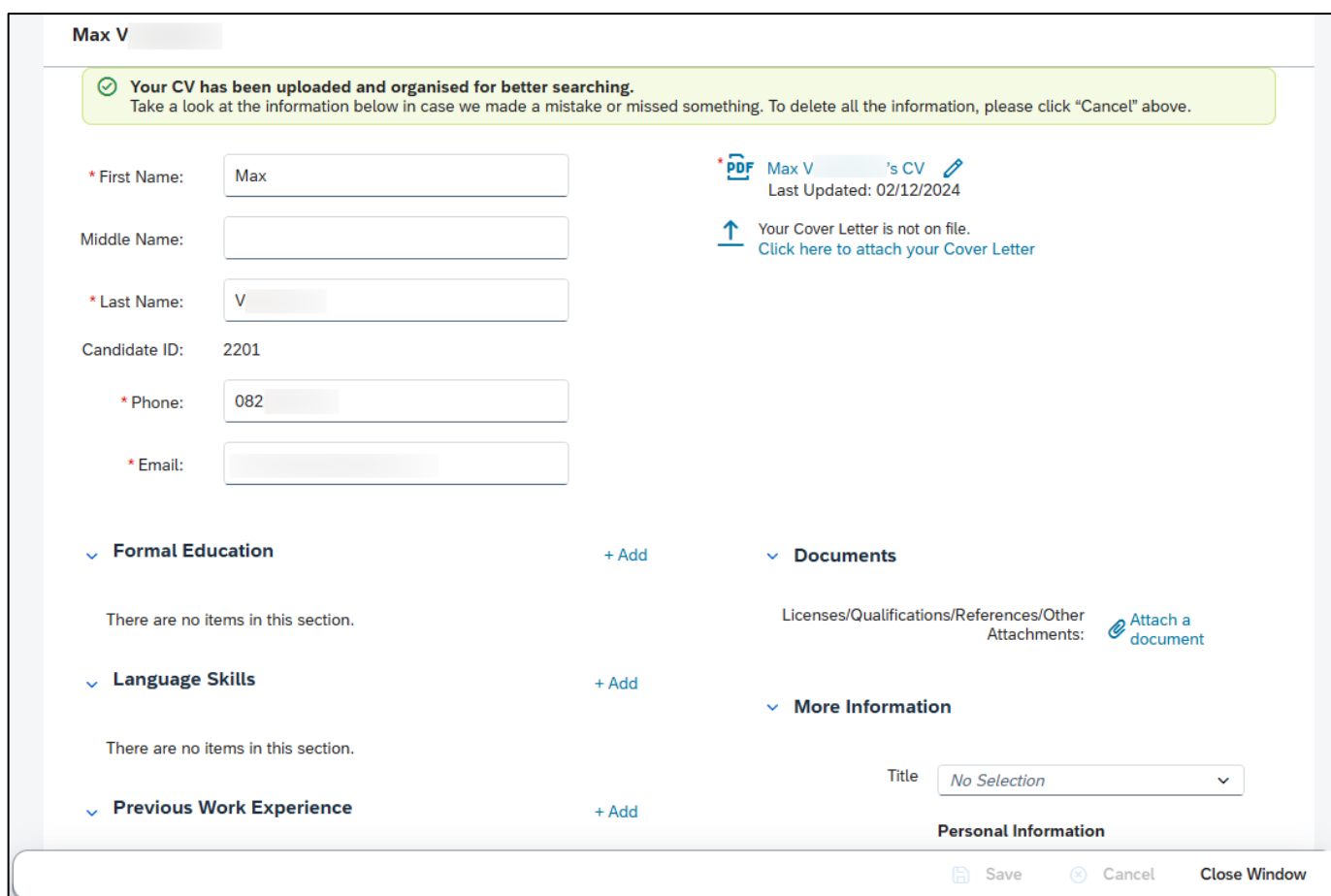
Creating a profile on behalf of an external candidate


8. The *Upload CV* dialogue box reappears, with the selected file appearing in the *Choose File* field.



– Click .

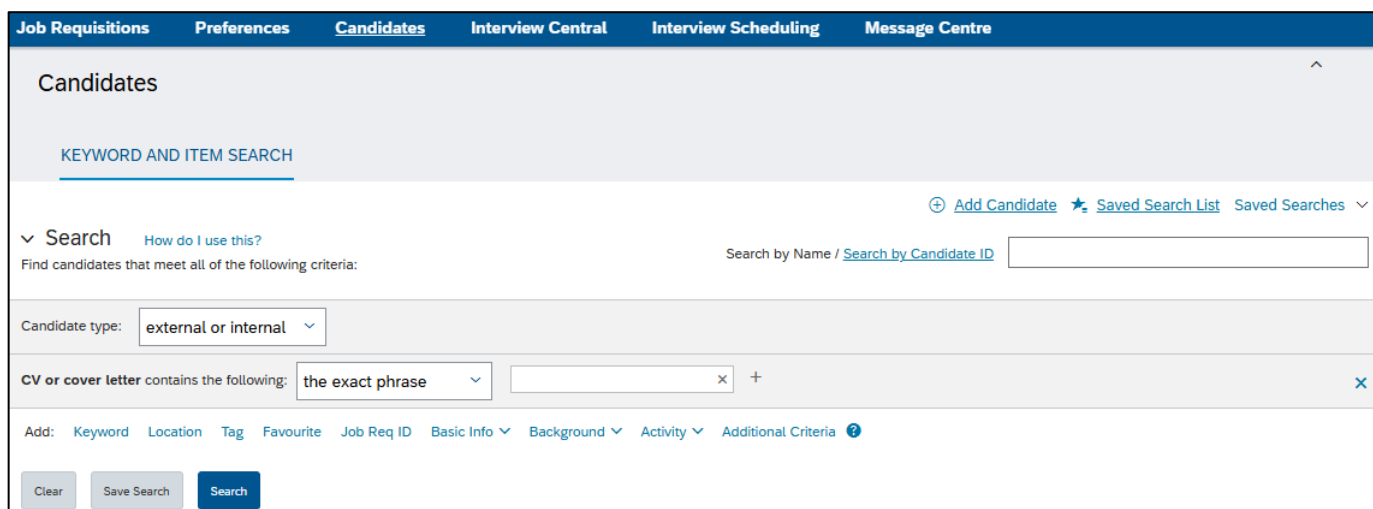
9. The *Candidate Profile* appears in a separate window.



- Make a note of the candidate ID number for easier searching in the future.
- Complete the mandatory profile fields (Gender, Ethnicity, Nationality, City & Country of Residence).
- Click  **Save**.
- Click *Close Window*.

Creating a profile on behalf of an external candidate

10. The *Candidates* page reappears.



Part 2: Forwarding candidate profile to a job requisition

- On the *Candidates* page, search by candidate name or candidate ID using one of the search methods below.

Search by candidate name

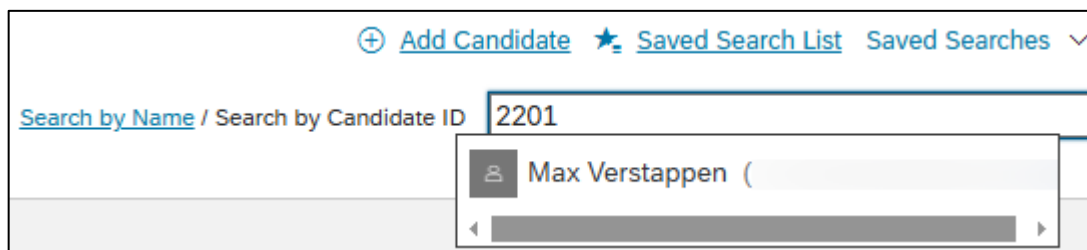
- Enter part of the candidate’s name (e.g. last name) in the *Search by Name* box on the right.
- If there are candidates that match the name, they will appear in a list below the search field.



- Click the appropriate candidate’s name to view their profile.

Search by candidate number

- Click *Search by Candidate ID* on the right.
- Enter the candidate ID in the search field.



- Click the candidate’s name below the search field to view their profile.

Creating a profile on behalf of an external candidate

11. The candidate profile appears.

The screenshot displays the 'Candidates' tab in the SuccessFactors Recruiting system. The candidate profile for 'Max V' is shown, with a yellow banner indicating they are an 'EXTERNAL CANDIDATE'. The profile includes the following details:

- Candidate ID: 2201
- Phone: 082
- Email: [Redacted]
- CV: Max V CV (Last Updated: 02/12/2024)
- Formal Education: There are no items in this section.
- Language Skills: There are no items in this section.
- Tags: Favourite Add
- Documents: Licenses/Qualifications/References/Other 0 documents attached

At the bottom of the profile, there are four buttons: 'Save', 'Cancel', 'Forward To Requisitions', and 'Forward To Colleague'.

– Click **Forward To Requisitions**.

Creating a profile on behalf of an external candidate

12. The *Forward To Requisitions* dialogue box appears.

Forward To Requisitions

⚠ **You have selected external candidate(s), only external job postings would be searched.**

Recruiter	<input style="width: 90%;" type="text"/>
Req ID	<input style="width: 90%;" type="text"/>
Roles	Add Role
Keywords	<input style="width: 90%;" type="text"/> ?
	<input checked="" type="radio"/> in job title <input type="radio"/> in job title or description
Job Language	Any ▼
Match Criteria	<input type="radio"/> Any filter <input checked="" type="radio"/> All filters

Search
Cancel

- Enter search criteria to find the correct job requisition, e.g. Recruiter (Servicing Officer), Req ID.
Note: You can only forward to job requisitions with an active external advert posting.

- Click Search.

Creating a profile on behalf of an external candidate

13. The *Forward* dialogue box appears, displaying job requisitions with active external advert postings.

Forward

Add the candidate(s) to the selected job requisition(s) and set the application status to Forwarded ▼

Search Results

Job Title	Req ID	Updated	Relevance
<input type="checkbox"/> HR Systems Specialist	800	11/11/2024	
<input type="checkbox"/> HR Data Base Administrator	804	27/11/2024	
<input type="checkbox"/> HR Systems Specialist	740	30/10/2024	
<input type="checkbox"/> GSB IT Consultant	784	21/11/2024	
<input type="checkbox"/> Programme Officer	820	11/12/2024	

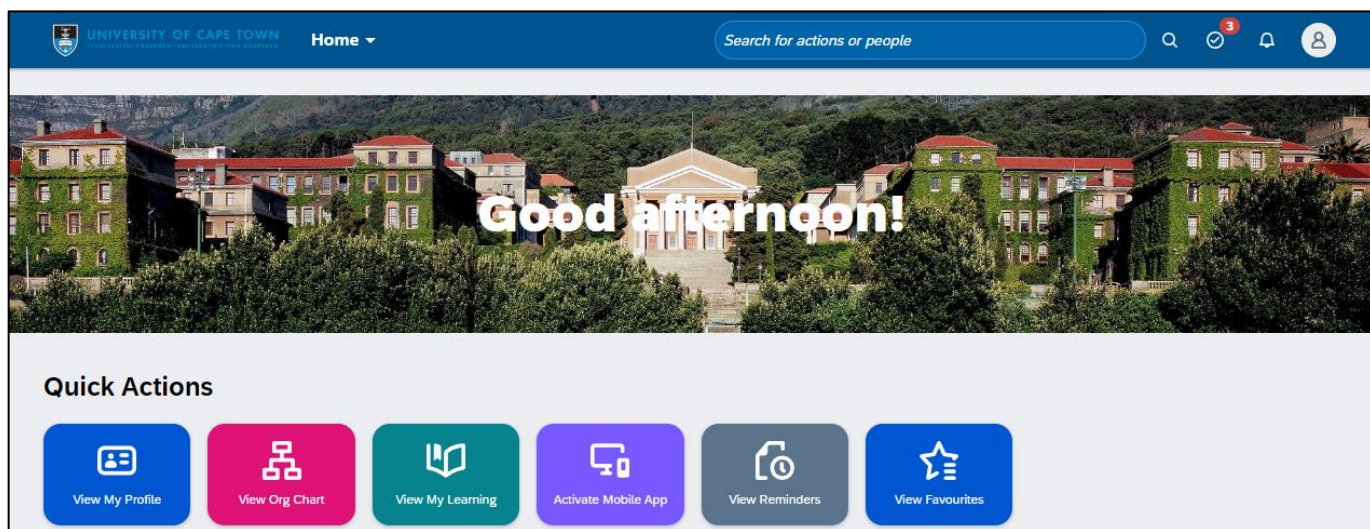
Forward to Selected
Refine Search
Close

- Select one or more job requisitions using the checkbox(es).
- Click Forward to Selected.
- A message at the top of the *Forward* dialogue box confirms that the candidate was successfully forwarded to the requisition.
- Click Close.
- Check the selected job requisition(s) to ensure the forwarded candidate appears in the applicant list.

Attaching a referee report for a shortlisted candidate

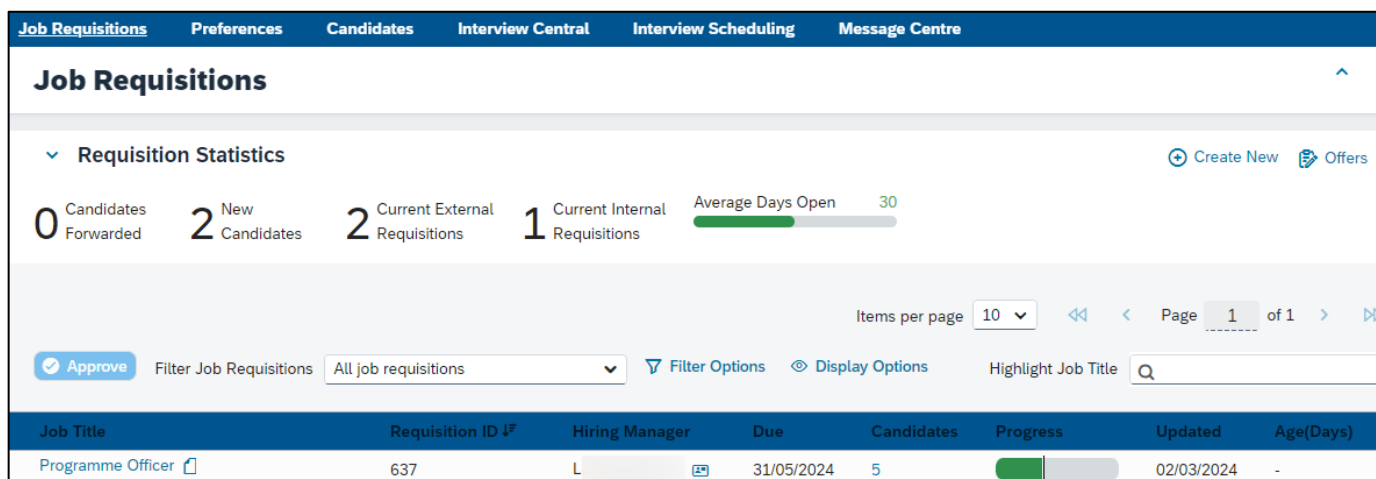
Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
2. The *Home* page appears.



– Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.



– Click the number in the *Candidates* column (e.g. 5 above) or click [View Menu Options](#) to the right of the job title and choose [Candidate Summary](#).

Attaching a referee report for a shortlisted candidate

4. The *Candidate Workbench* page appears.

– Select a candidate to view by clicking their name in the *Name* column.

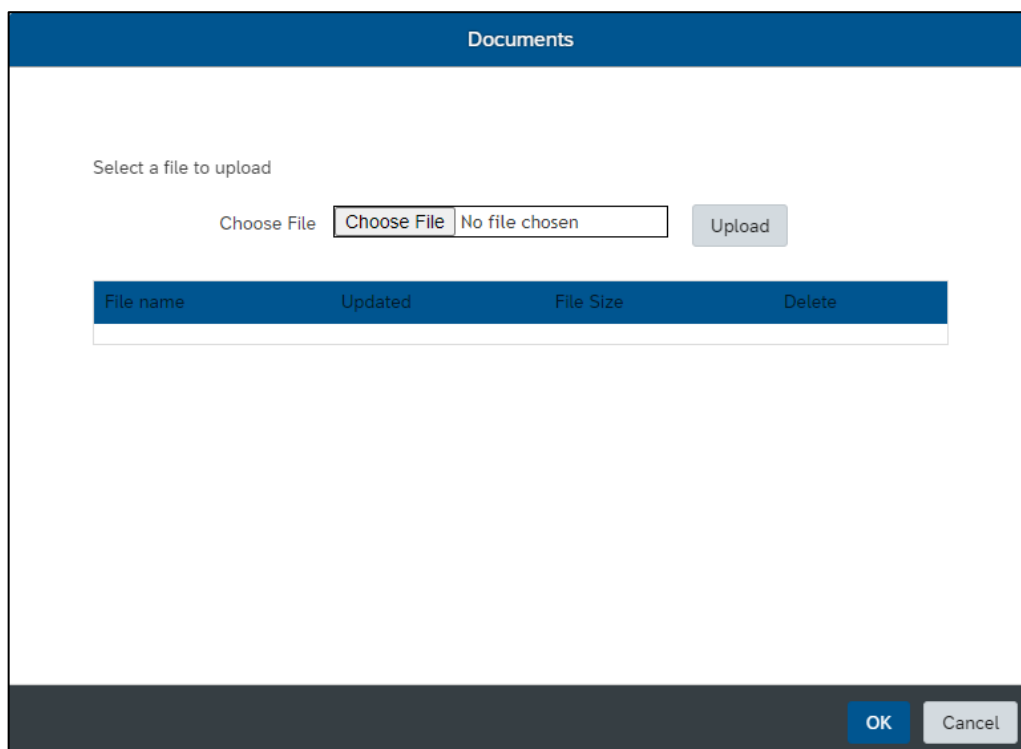
5. The selected candidate application appears.

Application section:

– In the *Additional Documentation* field, click **Attach a document**.

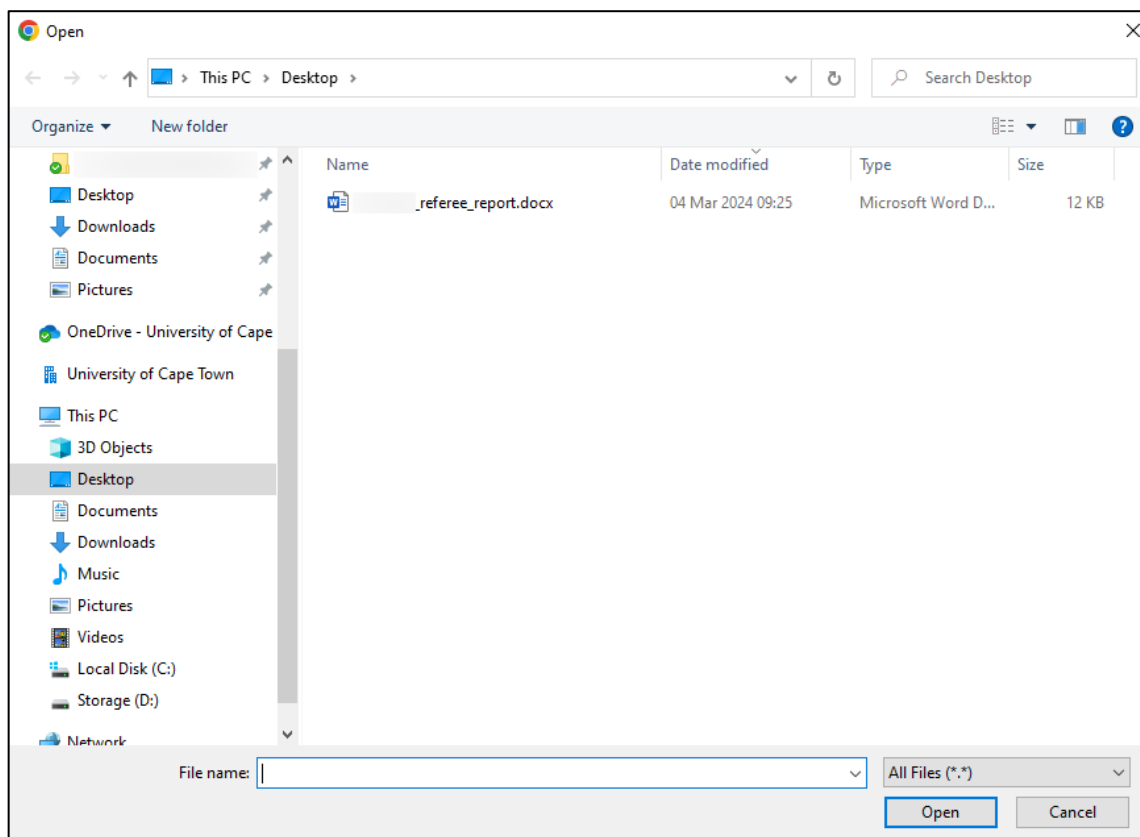
Attaching a referee report for a shortlisted candidate

6. The *Documents* dialogue box appears.



- Click **Choose File**.

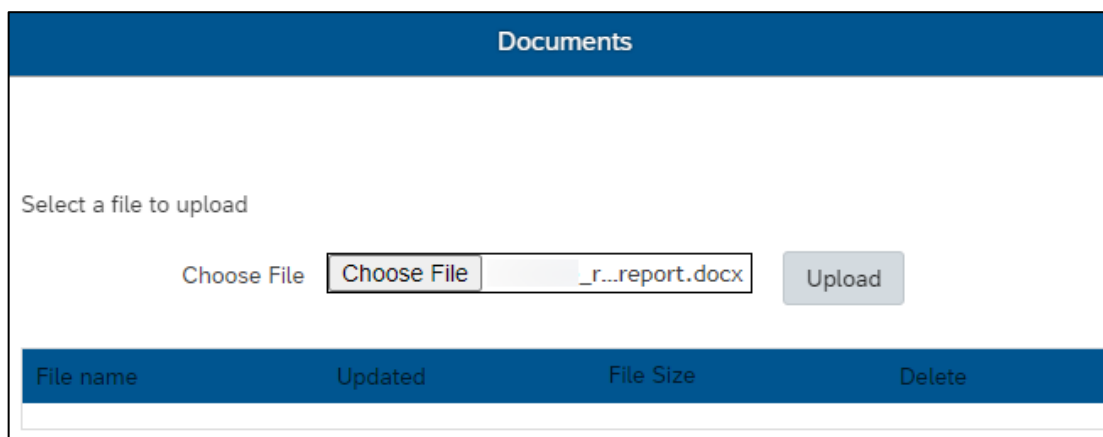
7. The *Open* dialogue box appears.



- Select the referee report document from your computer.
- Click **Open**.

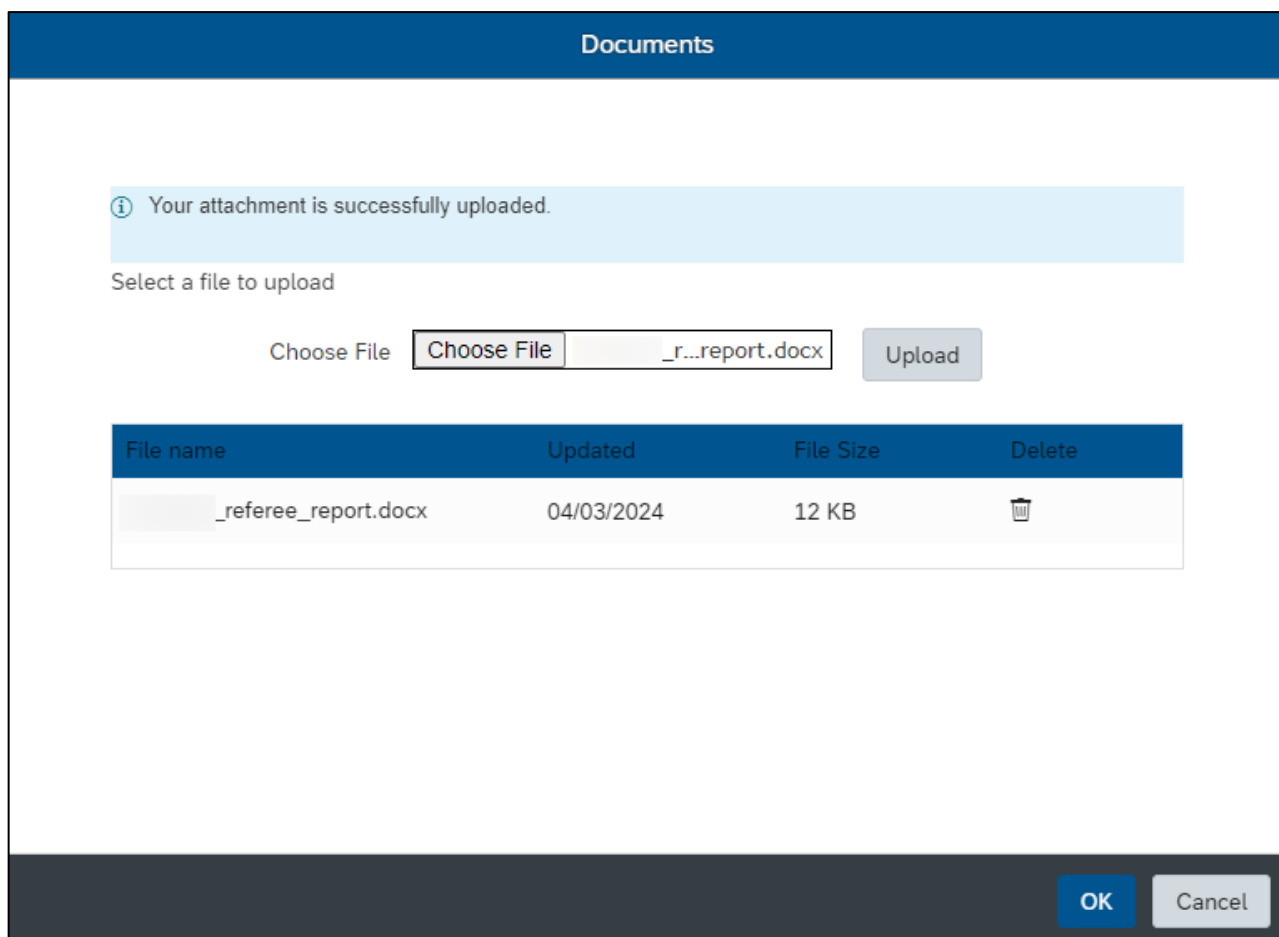
Attaching a referee report for a shortlisted candidate

8. The *Documents* dialogue box reappears with the referee report file name shown in the *Choose File* field.



– Click .

9. The referee report file details appear in the table below the *Choose File* field.



– Click .

10. The candidate application reappears with the *Additional Documentation* field indicating 1 document is attached.

– Inform the selection committee that the referee report(s) is/are available.

Scheduling a candidate for a face-to-face interview

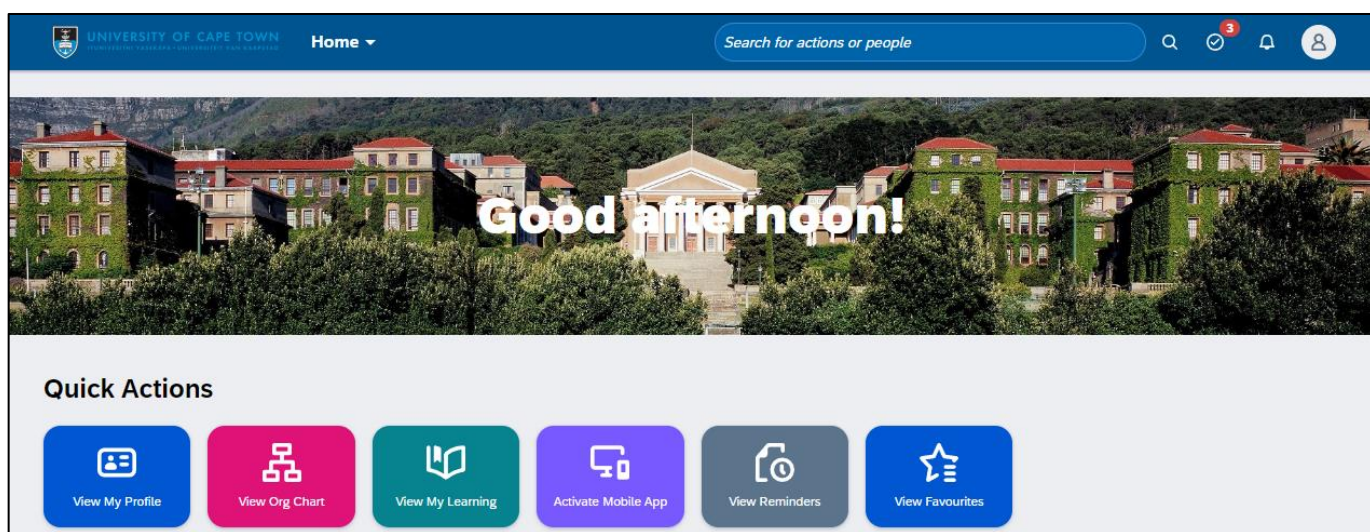
Before you begin

Candidates must be moved into the 1st Interview or 2nd Interview section of the talent pipeline to be available for interview scheduling.

Assessments and presentations are arranged and booked outside of the SuccessFactors Recruiting system.

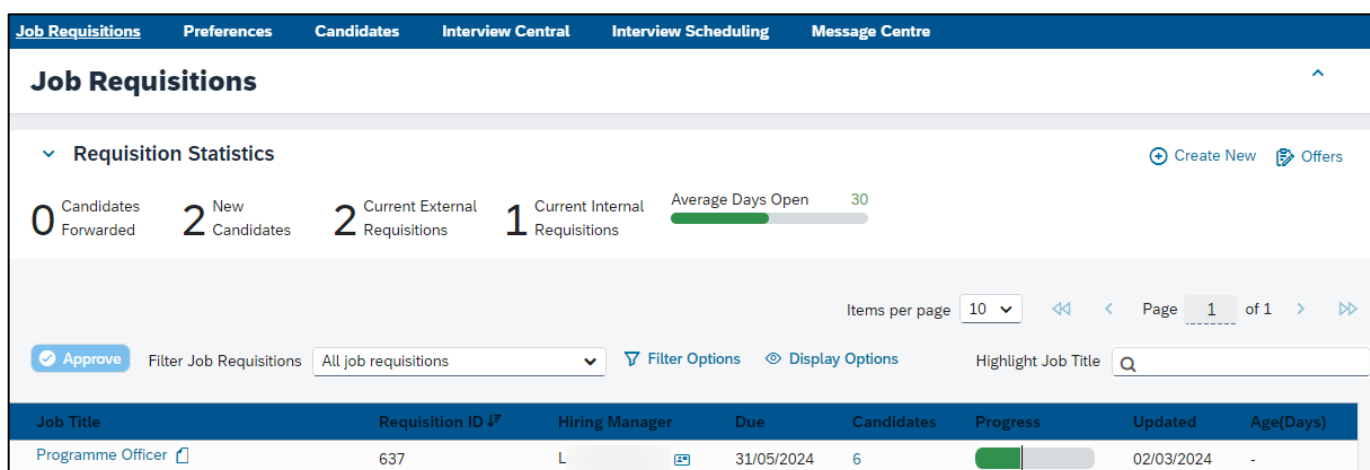
Procedure

1. Create a block booking(s) in Microsoft Outlook for the venue and selection committee members, include any additional discussion time before or after the interviews. Each candidate will be booked individually on SuccessFactors Recruiting.
2. [Log in to SuccessFactors and access the Home page.](#)
3. The *Home* page appears.



– Choose *Home > Recruiting*.

4. The *Job Requisitions* page appears.



– Click *Interview Scheduling* in the top menu.

Scheduling a candidate for a face-to-face interview

- The *Interview Scheduling* page appears, listing any job requisitions that have candidates in the 1st Interview or 2nd Interview sections of the talent pipeline.

The screenshot shows the 'Interview Scheduling' page with a navigation bar at the top containing 'Job Requisitions', 'Preferences', 'Candidates', 'Interview Central', 'Interview Scheduling', and 'Message Centre'. Below the navigation bar, the page title 'Scheduling' is displayed. There are two tabs: 'JOB REQUISITIONS' (selected) and 'MY CALENDAR'. Under 'JOB REQUISITIONS', there are two cards for job requisitions:

- Programme Officer (637)**: South Africa (ZA). Recruiter: L. 3 candidates to schedule. 3 not started. A dropdown arrow labeled 'Interviews' is at the bottom.
- Manager Irma Stern Museum (629)**: South Africa (ZA). Recruiter: I. 1 candidate to schedule. 1 not started. A dropdown arrow labeled 'Interviews' is at the bottom.

- Click **not started** to select a candidate to schedule for an interview.

- The *Select Candidates* dialogue box appears, defaulting to the 1st Interview group. If you are scheduling a 2nd interview for a candidate, click 2nd Interview.

The screenshot shows the 'Select Candidates' dialogue box. At the top, it says 'Candidate Status : 1st Interview (3) 2nd Interview (0)'. Below that, it says '0 of 3 selected' and 'Select All'. There are three candidate cards:

- Candidate 1**: Name [redacted], M. Email: [redacted]@uct.ac.za. Phone: 082 [redacted]. Location: Cape Town, Western Cape, South Africa (ZA). Status: 1st Interview as of 04/03/2024.
- Candidate 2**: Name [redacted], L. Email: [redacted]@gmail.com. Phone: 084 [redacted]. Location: Cape Town, South Africa (ZA). Status: 1st Interview as of 04/03/2024.
- Candidate 3**: Name [redacted], J. Email: [redacted]@uct.ac.za. Phone: 082 [redacted]. Location: Cape Town, South Africa (ZA). Status: 1st Interview as of 04/03/2024.

At the bottom, there is a pagination control showing '10' items per page, 'Page 1 of 1', and 'Start Scheduling' and 'Cancel' buttons.

Scheduling a candidate for a face-to-face interview

- Select a candidate by clicking anywhere in the person's square.

Candidate Status : **1st Interview (3)** 2nd Interview (0)

0 of 3 selected [Select All](#)

[Redacted], M

Email: [Redacted]@uct.ac.za

Phone: 082 [Redacted]

Location: Cape Town, Western Cape, South Africa (ZA)

Status: 1st Interview as of 04/03/2024

[Redacted], L

Email: [Redacted]@gmail.com

Phone: 084 [Redacted]

Location: Cape Town, South Africa (ZA)

Status: 1st Interview as of 04/03/2024

[Redacted], J

Email: [Redacted]@uct.ac.za

Phone: 082 [Redacted]

Location: Cape Town, South Africa (ZA)

Status: 1st Interview as of 04/03/2024

- Click [Start Scheduling](#).

7. The *Interview Scheduling* page appears.

Programme Officer - 637

[← Back to Requisitions](#)

Interview Title:

Assigned To: You

Candidates: [Candidates in Draft\(1\)](#)

Interview Type: Phone Virtual Face-to-Face

- In the *Interview Title* field, enter the candidate's full name after the existing text.
Note: If required, check the selected candidate's name by clicking *Candidates in Draft*.

Interview Title:

- In the *Interview Type* field, select *Face-to-Face*.
- The *UCT Venue* field appears after choosing *Face-to-Face* interview type above. Select the appropriate UCT venue. **Note:** The venue selection will appear in the email to the candidate, the venue must be booked off system.

Interview Type: Phone Virtual Face-to-Face

UCT Venue:

Scheduling a candidate for a face-to-face interview

Manage Interviewers

You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.

Add Interviewer by Name Role in Requisition

Choose a time slot 1 Candidates can book same slot.

South Africa Standard Time (UTC + 02:00)

Add Custom Slot 0 time slots selected to cover 1 interview sessions 05/03/2024

	Tuesday, 5	Wednesday, 6	Thursday, 7	Friday, 8	Saturday, 9
Early Morning (1am-9am)					
Daytime (9am-5pm)					
Evening (5pm-1am)					

Continue Save Cancel

Manage Interviewers section:

Note: Anyone who should rate the candidate after the interview **must** be added as an interviewer to access the ratings page.

- In the *Add Interviewer by* section, select *Role in Requisition*. A dropdown list appears below the radio button selection.

Add Interviewer by Name Role in Requisition

Add Interviewer

- Select *Hiring Manager* from the dropdown list.
- Click Add Interviewer.
- The *Hiring Manager* is added, defaulting to a 30-minute meeting.

Manage Interviewers

You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.

L Hiring Manager 30 min

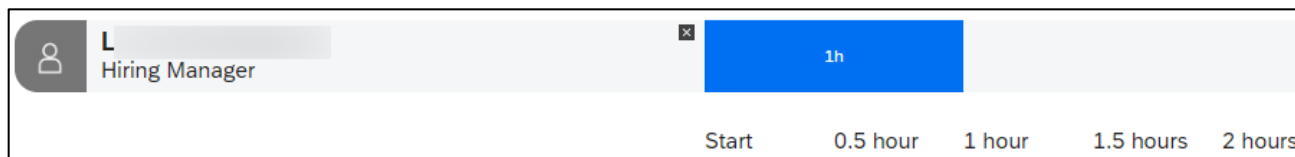
Start 0.5 hour 1 hour 1.5 hours 2 hours

Add Interviewer by Name Role in Requisition

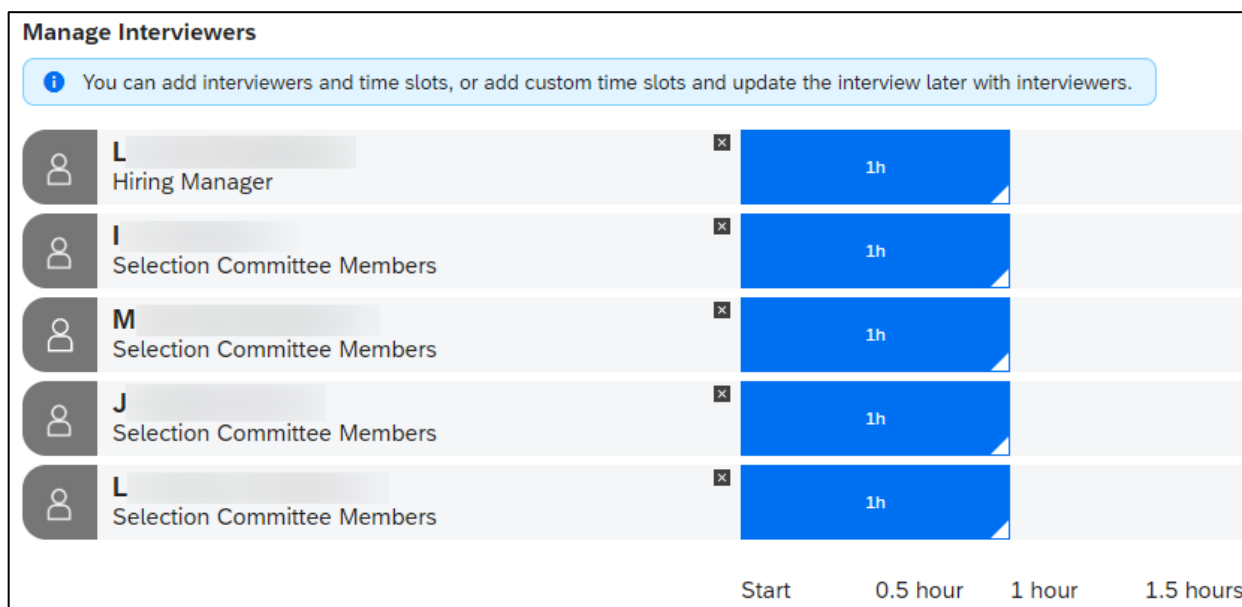
Add Interviewer

Scheduling a candidate for a face-to-face interview

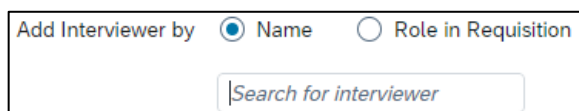
- If applicable, change the length of the interview by dragging the end of the time slot to the appropriate length e.g. 1 hour. **Note:** The interview time is set for the first interviewer and will then default for interviewers that are added afterwards.



- Add the rest of the selection committee by selecting the required role using the dropdown list (e.g. Selection committee members) and clicking **Add Interviewer**. **Note:** The Servicing Officer may ask to be added so they can see the selection committee view of the interview ratings/competencies.



- If a person was added accidentally, remove them by clicking **X** in the top right of the box containing their name.
- If there are other UCT staff members to add to the interview, select *Name* in the *Add Interviewer by* section and use the *Search for interviewer* field to select the appropriate person.



Scheduling a candidate for a face-to-face interview

Choose a time slot / Available Time Slots section:

Find Availability

Choose a time slot
South Africa Standard Time (UTC + 02:00) 1 Candidates can book same slot.

[Add Custom Slot](#) 0 time slots selected to cover 1 interview sessions 05/03/2024

	Tuesday, 5	Wednesday, 6	Thursday, 7	Friday, 8	Saturday, 9
Early Morning (1am-9am)					
Daytime (9am-5pm)					
Evening (5pm-1am)					

Continue **Save** **Cancel**

- If not scheduling the interview for the current week, select the appropriate week using the calendar or the arrow buttons.
- Click *Add Custom Slot*.
- The *Add Custom Slots* dialogue box appears.

Add Custom Slots

From:

To:

Add and Select **Cancel**

- In the *From* field, select the appropriate day and then select the appropriate start time alongside the day. The end time of the interview will adjust after selecting the start time.
- Click **Add and Select**.

- The selected interview slot appears in the calendar.

Available Time Slots
South Africa Standard Time (UTC + 02:00) Show slots even if some interviewers are not available
1 Candidates can book same slot.

[Add Custom Slot](#) 1 time slots selected to cover 1 interview sessions 11/03/2024

	Monday, 11	Tuesday, 12	Wednesday, 13	Thursday, 14	Friday, 15
Early Morning (1am-9am)					
Daytime (9am-5pm)		09:00AM to 10:00AM			
Evening (5pm-1am)					

Selected Available Already sent

Continue **Save** **Cancel**

- Click **Continue**.

Scheduling a candidate for a face-to-face interview

8. The *Contact Candidates(s)* dialogue box appears.

Contact Candidate(s)

From: To Candidates: Candidates in Draft(1)
 Send me a copy of this email

i You have selected only one slot. You can book candidates at once and they do not need to confirm the time.

Book this slot for candidates

Language: Language

Email Template: Email Template

Subject: Subject

Dear **[[CANDIDATE_FIRST_NAME]]**

Further to your application for the **[[JOB_REQ_TITLE]]** position, we have pleasure in advising that you have been shortlisted. Please log into the [UCT Jobs site](#) to access the invitation and select an interview time of your preference.

[[INTERVIEW_SCHEDULING_INTERVIEW_TITLE]] [[INTERVIEW_SCHEDULING_INTERVIEW_TYPE]]

Location: **[[INTERVIEW_SCHEDULING_INTERVIEW_LOCATION]]**

Date of Interview : **[[INTERVIEW_SCHEDULING_INTERVIEW_DATE]]**

HR Recruitment
University of Cape Town

Send to Candidate **Skip Email** **Cancel**

- Select the *Send me a copy of this email* checkbox to ensure you receive a copy of the interview invitation email sent to the candidate.
- Select the *Book this slot for candidates* checkbox. **Note:** This checkbox **must** be selected, it will ensure that the candidate is automatically booked for the interview slot.

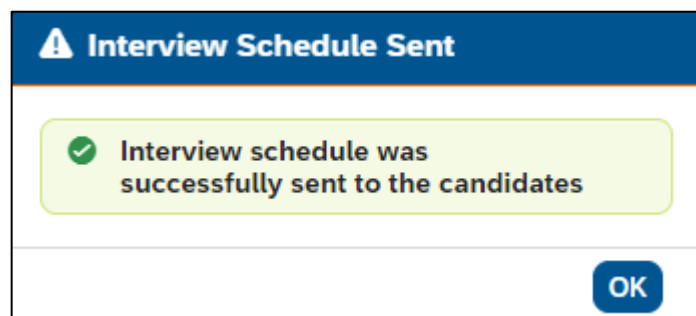
Scheduling a candidate for a face-to-face interview

- In the *Email Template* field, select *UCT HR Invitation for face to face interview*. **Note:** The yellow text indicates places where SuccessFactors will automatically populate information when it sends the email e.g. candidate's first name. Do not change the yellow fields.

- The email template text can be edited in the space provided. **Note:** Location is only the room so the building information may need to be entered and possibly directions to campus or a link to the campus maps.

- Click **Send to Candidate**.

9. The *Interview Schedule Sent* dialogue box appears.



- Click **OK**.

Scheduling a candidate for a face-to-face interview

10. The *Interview Scheduling* page reappears, listing any remaining job requisitions that have candidates in the 1st Interview or 2nd Interview sections of the talent pipeline. To schedule additional candidate interviews, repeat from [step 5](#) above.

Scheduling

JOB REQUISITIONS MY CALENDAR

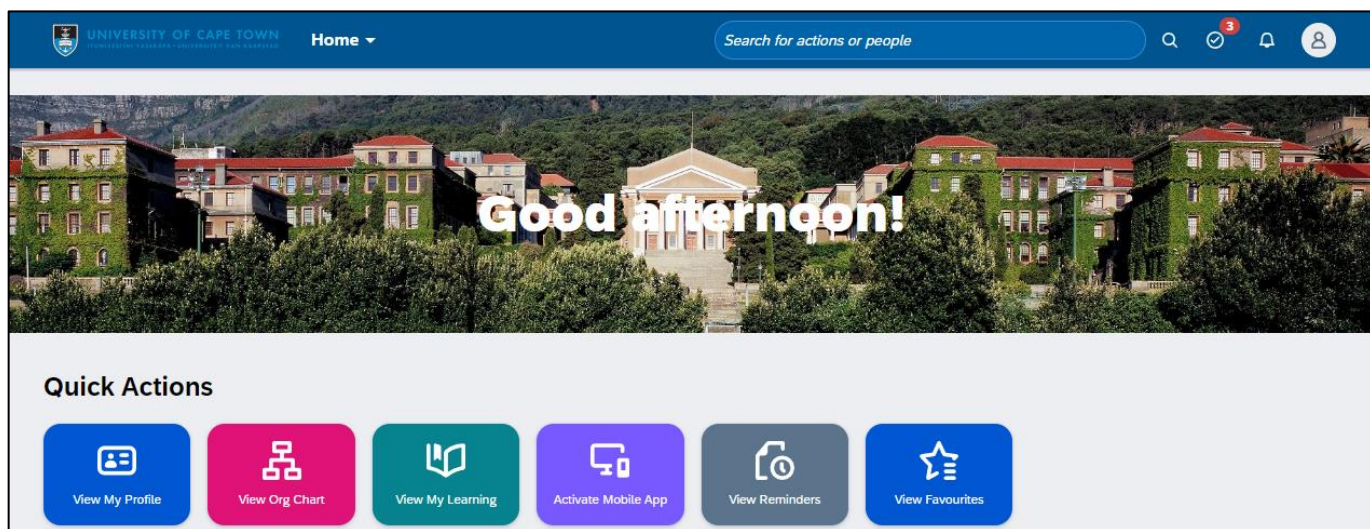
All requisitions | Assigned to me

Job Requisition	Candidates to schedule	Not started
Programme Officer (637) South Africa (ZA)	2	2
Manager Irma Stern Museum (629) South Africa (ZA)	1	1

Displaying interview details

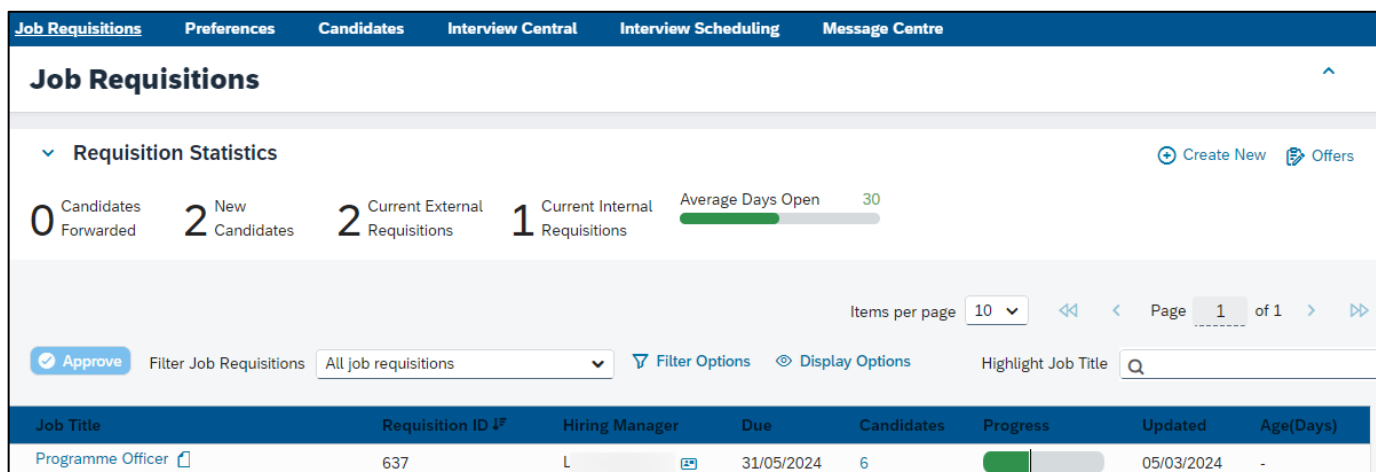
Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
2. The *Home* page appears.



- Choose *Home* > *Recruiting*.

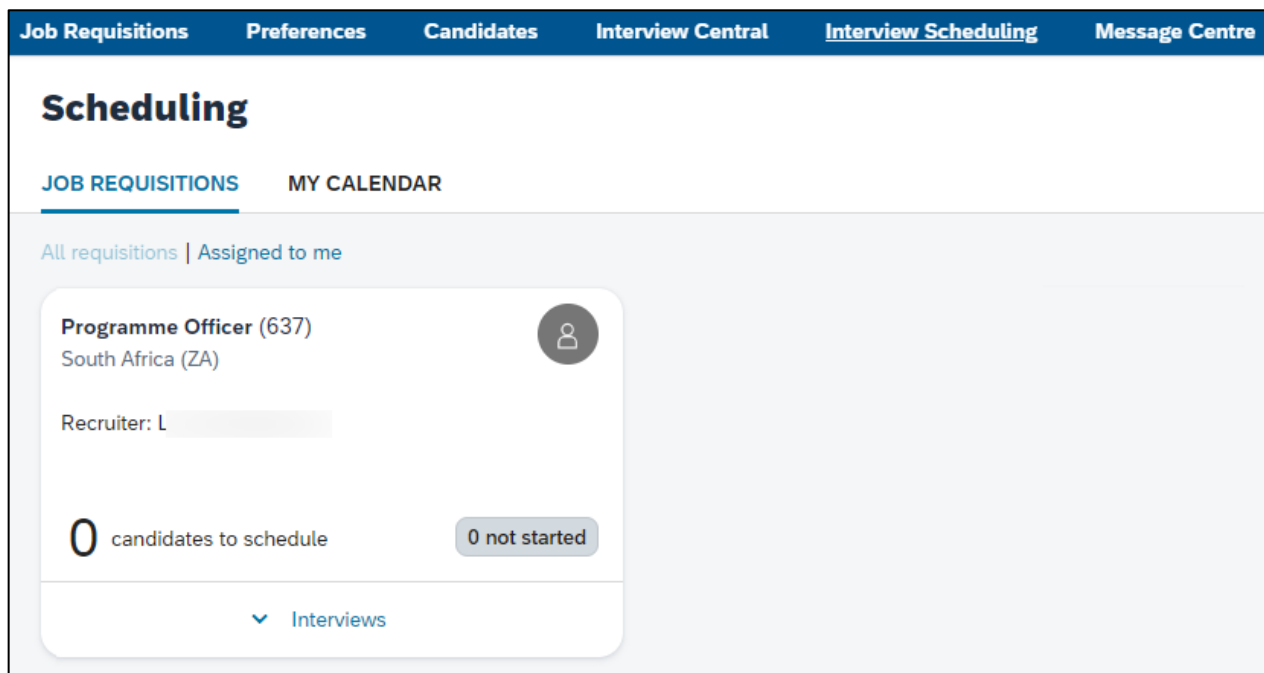
3. The *Job Requisitions* page appears.



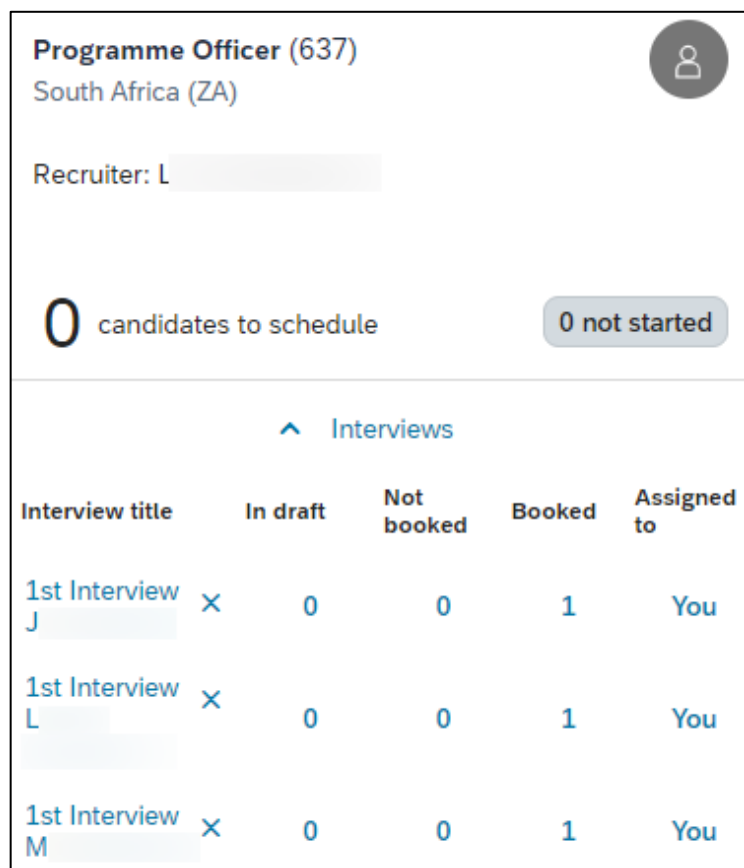
- Click *Interview Scheduling* in the top menu.

Displaying interview details

- The *Interview Scheduling* page appears, listing any job requisitions that have candidates in the 1st Interview or 2nd Interview sections of the talent pipeline.



- Click [Interviews](#).
- The candidate interview details are displayed. *Candidates in draft* have interview details saved but not yet sent.



- Click an entry in the *Interview title* column to view the interview details.

Displaying interview details

- The *Interview Scheduling* page appears, displaying the selected candidate's interview details.

Programme Officer - 637

[← Back to Requisitions](#)

Interview Title:

Assigned To: You

Candidates: Candidates in Draft(0) Booked(1)

Interview Type: Phone Virtual Face-to-Face

UCT Venue:

Manage Interviewers

i You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.

L	Departmental Manager (20027650)	x	1h
I	HOD: Dept of Accounting (20000294)	x	1h
M	Lecturer (20004368)	x	1h
J	Senior Lecturer (20001566)	x	1h
L	Programme Officer (20050606)	x	1h

Start
0.5 hour
1 hour
1.5 hours

- Scroll down the page to review the interview details.
- Click *Cancel*.
- The *Confirm* dialogue box appears.

? **Confirm**

Any unsaved data will be lost. Do you still want to proceed?

OK
Cancel

- Click OK to return to the *Interview Scheduling* page.

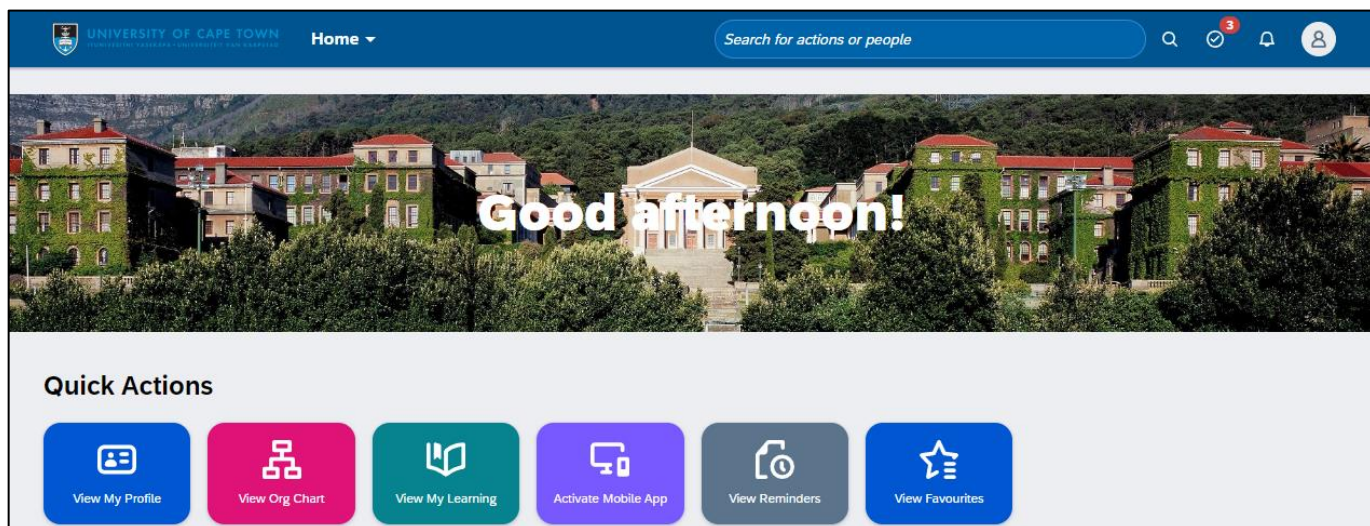
Changing a scheduled face-to-face interview

Background

The room, committee members and interview date/time can be changed for a scheduled interview.

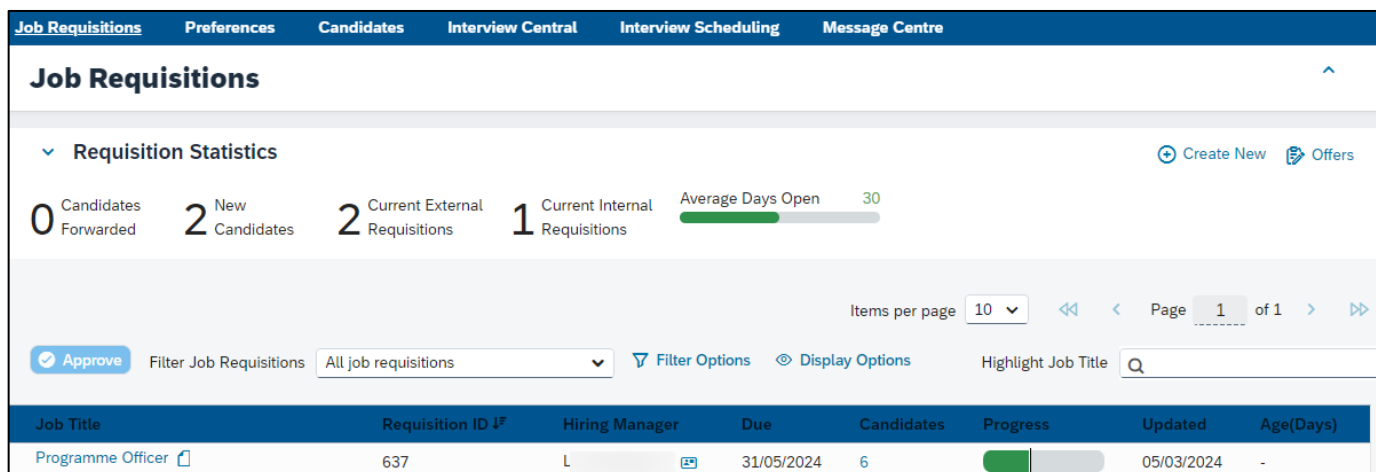
Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
2. The *Home* page appears.



- Choose *Home > Recruiting*.

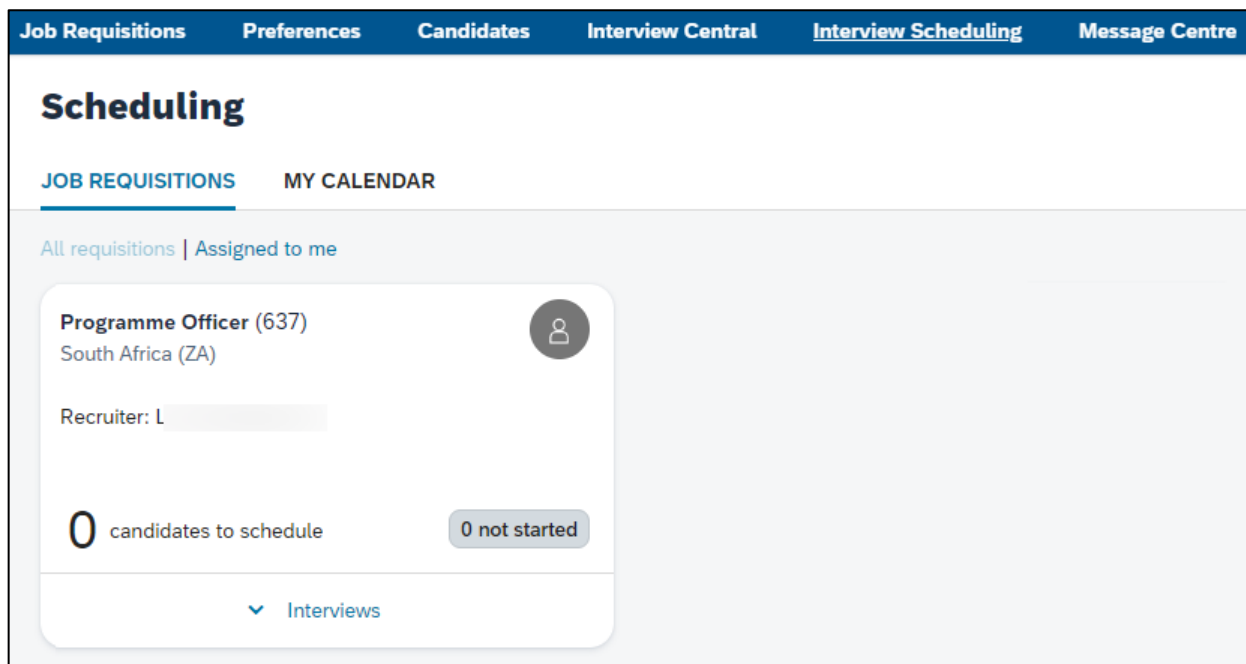
3. The *Job Requisitions* page appears.



- Click *Interview Scheduling* in the top menu.

Changing a scheduled face-to-face interview

- The *Interview Scheduling* page appears, listing any job requisitions that have candidates in the 1st Interview or 2nd Interview sections of the talent pipeline.



- Click **Interviews**.
- The candidate interview details are displayed.

The screenshot shows the expanded 'Interviews' section for the 'Programme Officer (637)' requisition. It displays a table with the following data:

Interview title	In draft	Not booked	Booked	Assigned to
1st Interview J	0	0	1	You
1st Interview L	0	0	1	You
1st Interview M	0	0	1	You

- In the *Interview title* column, click the interview to be changed.

Changing a scheduled face-to-face interview

5. The *Interview Scheduling* page appears, displaying the selected candidate’s interview details.

Programme Officer - 637

[← Back to Requisitions](#)


Interview Title:

Assigned To: You


Candidates: Candidates in Draft(0) Booked(1)







Interview Type: Phone Virtual Face-to-Face

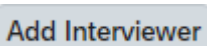
UCT Venue:

- To change the interview room, select the new room in the *UCT Venue* field. **Note:** Ensure that the block booking in Microsoft Outlook is also updated as SuccessFactors Recruiting is not integrated with Outlook.
- To remove a committee member: In the *Manage Interviewers* section, click  in the top right of the box containing their name.

Manage Interviewers


 You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.

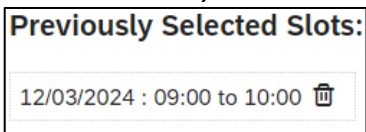
	L Departmental Manager (20027650)		1h
	I HOD: Dept of Accounting (20000294)		1h
	M Lecturer (20004368)		1h

- To add a committee member: In the *Add Interviewer by* section, either add via *Role in Requisition* and click  or select *Name* and use the search field to select the appropriate person.

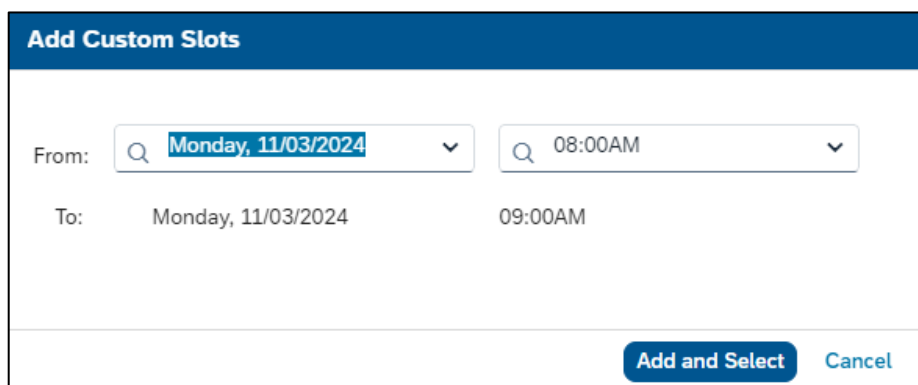
Add Interviewer by Name Role in Requisition

Changing a scheduled face-to-face interview

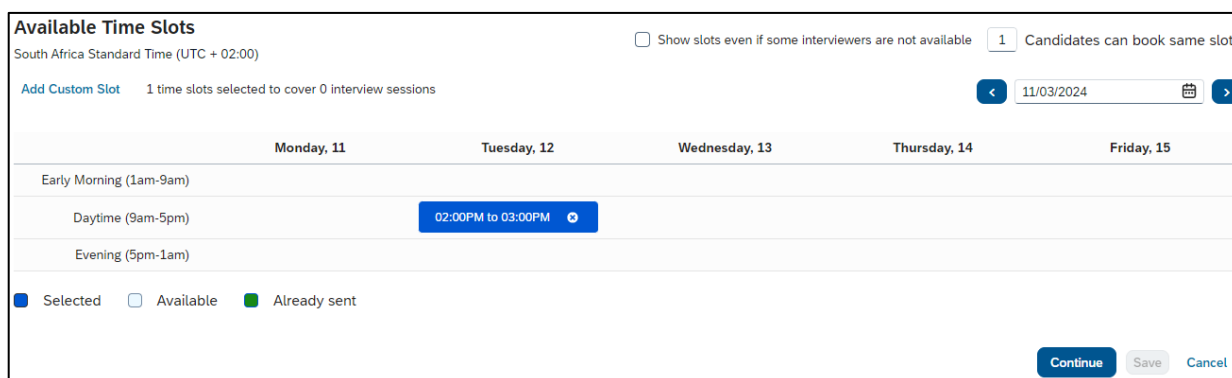
- To change the interview date/time:
 - In the *Previously Selected Slots* section, delete the existing slot by clicking  *Delete the slot*.



- If not scheduling the interview for the current week, select the appropriate week using the calendar or the arrow buttons.
- Click *Add Custom Slot*.
- The *Add Custom Slots* dialogue box appears.



- In the *From* field, select the appropriate day and then select the appropriate start time alongside the day. The end time of the interview will adjust after selecting the start time.
- Click **Add and Select**.
- The selected interview slot appears in the calendar.



- Click **Continue**.

Changing a scheduled face-to-face interview

6. The *Contact Candidates(s)* dialogue box appears.

- Select the *Send me a copy of this email* checkbox to ensure you receive a copy of the interview invitation email sent to the candidate.
- Select the *Book this slot for candidates* checkbox. **Note:** This checkbox **MUST** be selected, it will ensure that the candidate is automatically booked for the interview slot.

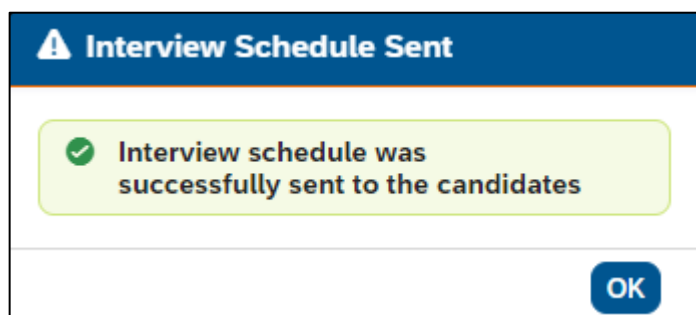
Changing a scheduled face-to-face interview

- In the *Email Template* field, select *UCT HR Invitation for face to face interview*. **Note:** The yellow text indicates places where SuccessFactors will automatically populate information when it sends the email e.g. candidate’s first name. Do not change the yellow fields.

- The email template text can be edited in the space provided. **Note:** Location is only the room so the building information may need to be entered and possibly directions to campus or a link to the campus maps.

- Click **Send to Candidate**.

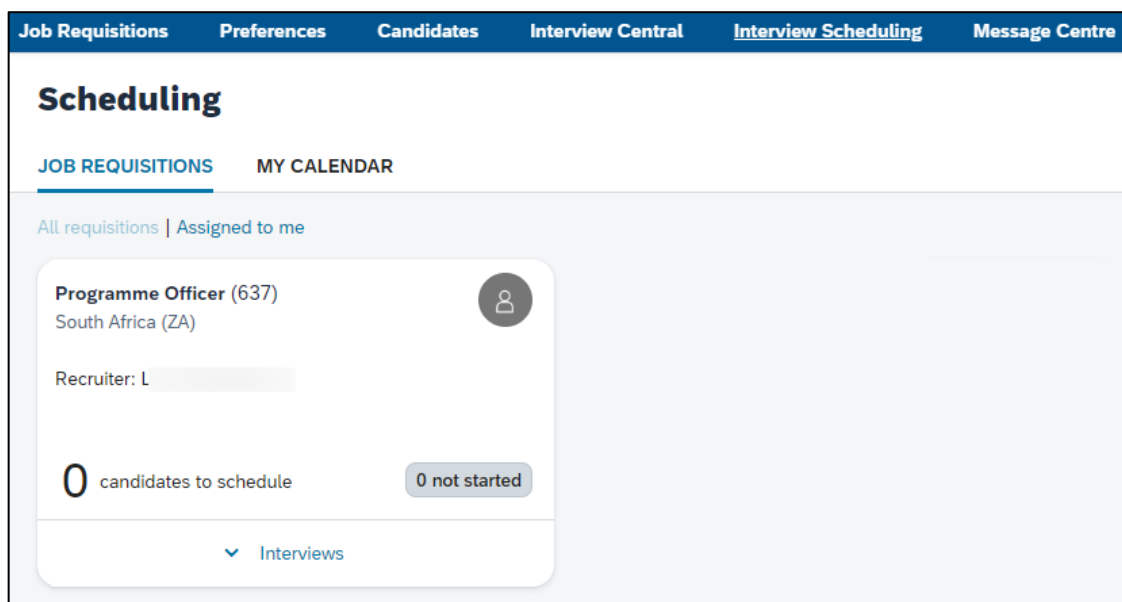
7. The *Interview Schedule Sent* dialogue box appears.



- Click **OK**.

Changing a scheduled face-to-face interview

8. The *Interview Scheduling* page reappears.



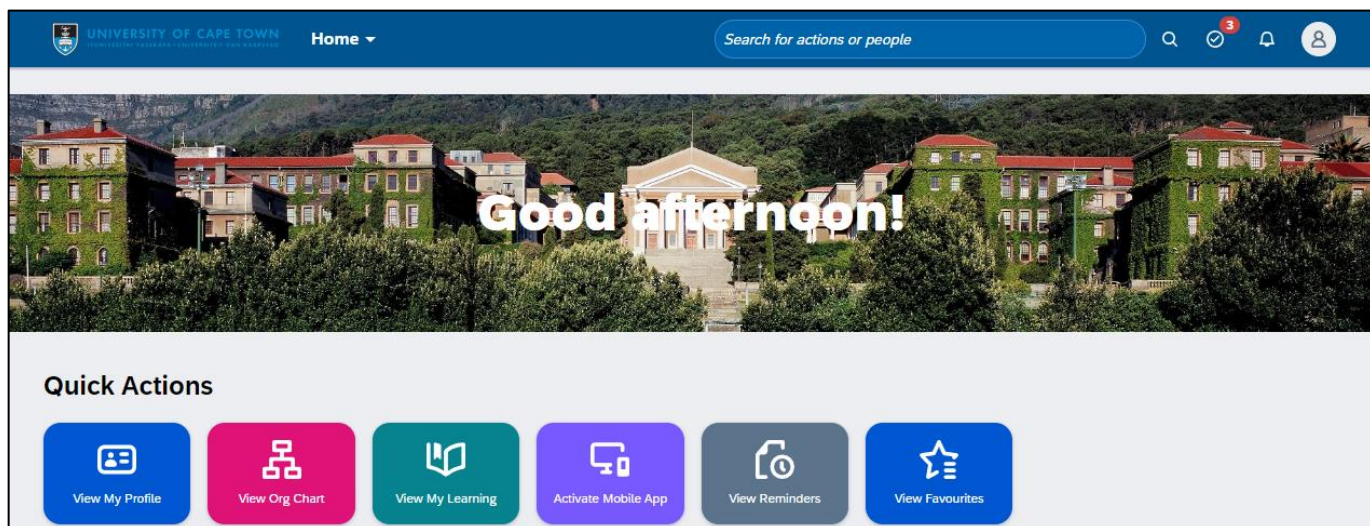
Deleting a scheduled interview

Background

The candidate will receive a notification when the interview is deleted.

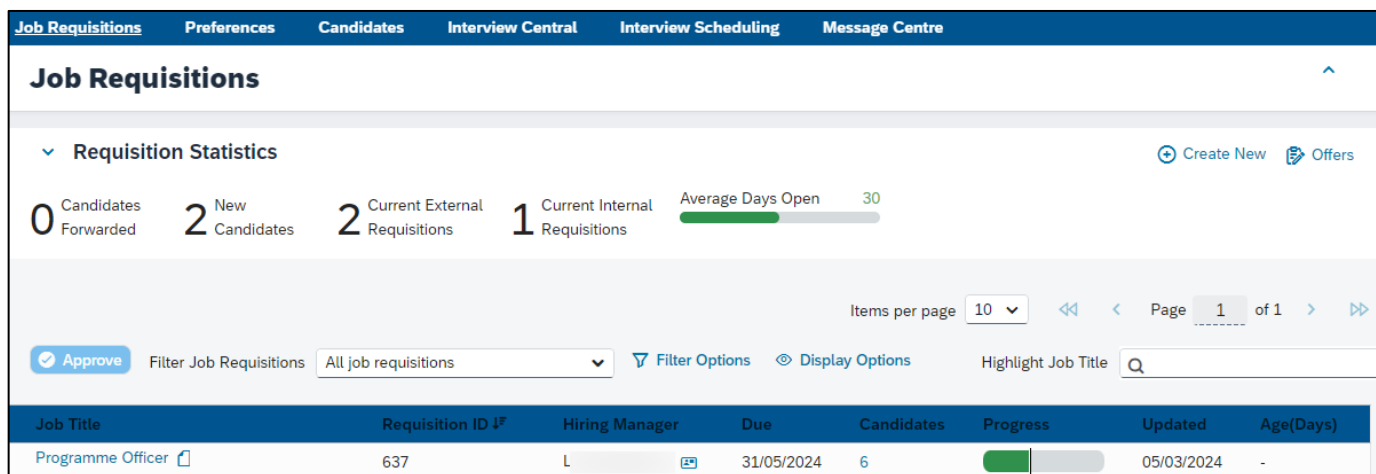
Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
2. The Home page appears.



- Choose Home > Recruiting.

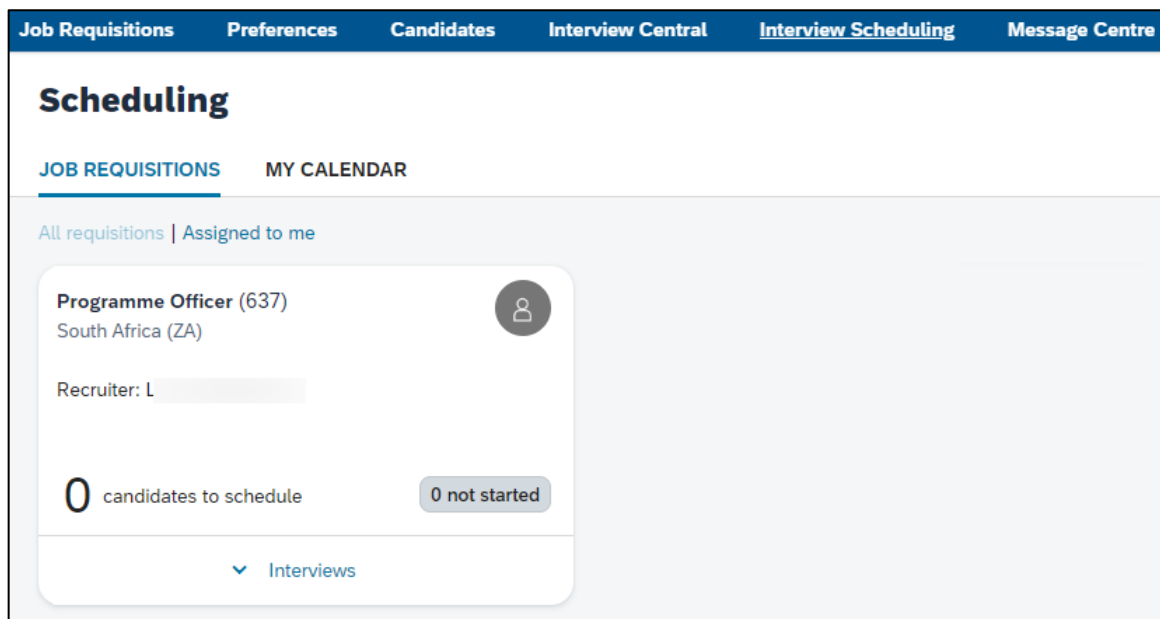
3. The Job Requisitions page appears.



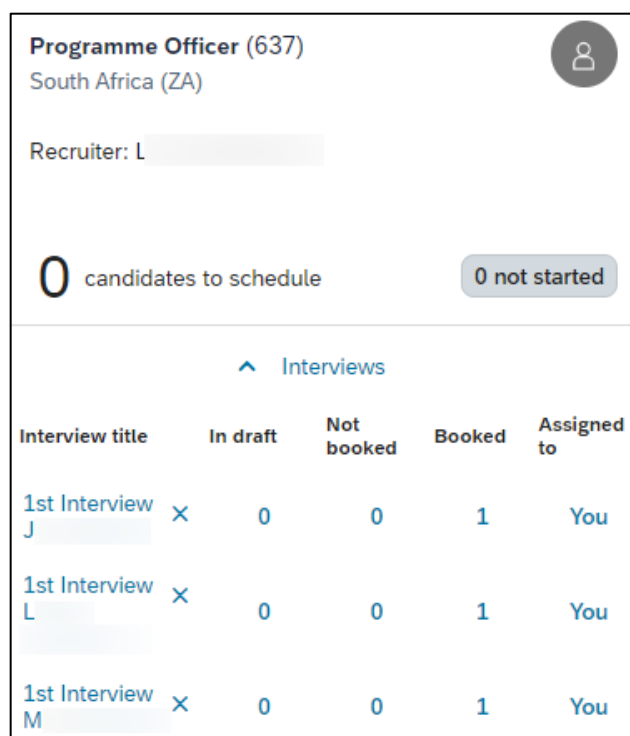
- Click Interview Scheduling in the top menu.

Deleting a scheduled interview

- The *Interview Scheduling* page appears, listing any job requisitions that have candidates in the 1st Interview or 2nd Interview sections of the talent pipeline.



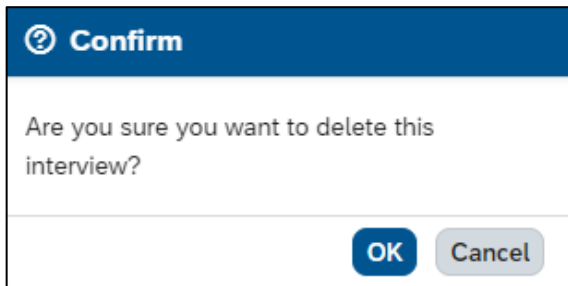
- Click **Interviews**.
- The candidate interview details are displayed.




- In the *Interview title* column, click **Delete** alongside the interview to be deleted.

Deleting a scheduled interview

5. The *Confirm* dialogue box appears.



- Click .
- A message briefly appears near the top of the page, indicating that the interview was successfully deleted.

