



**UNIVERSITY OF CAPE TOWN**  
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

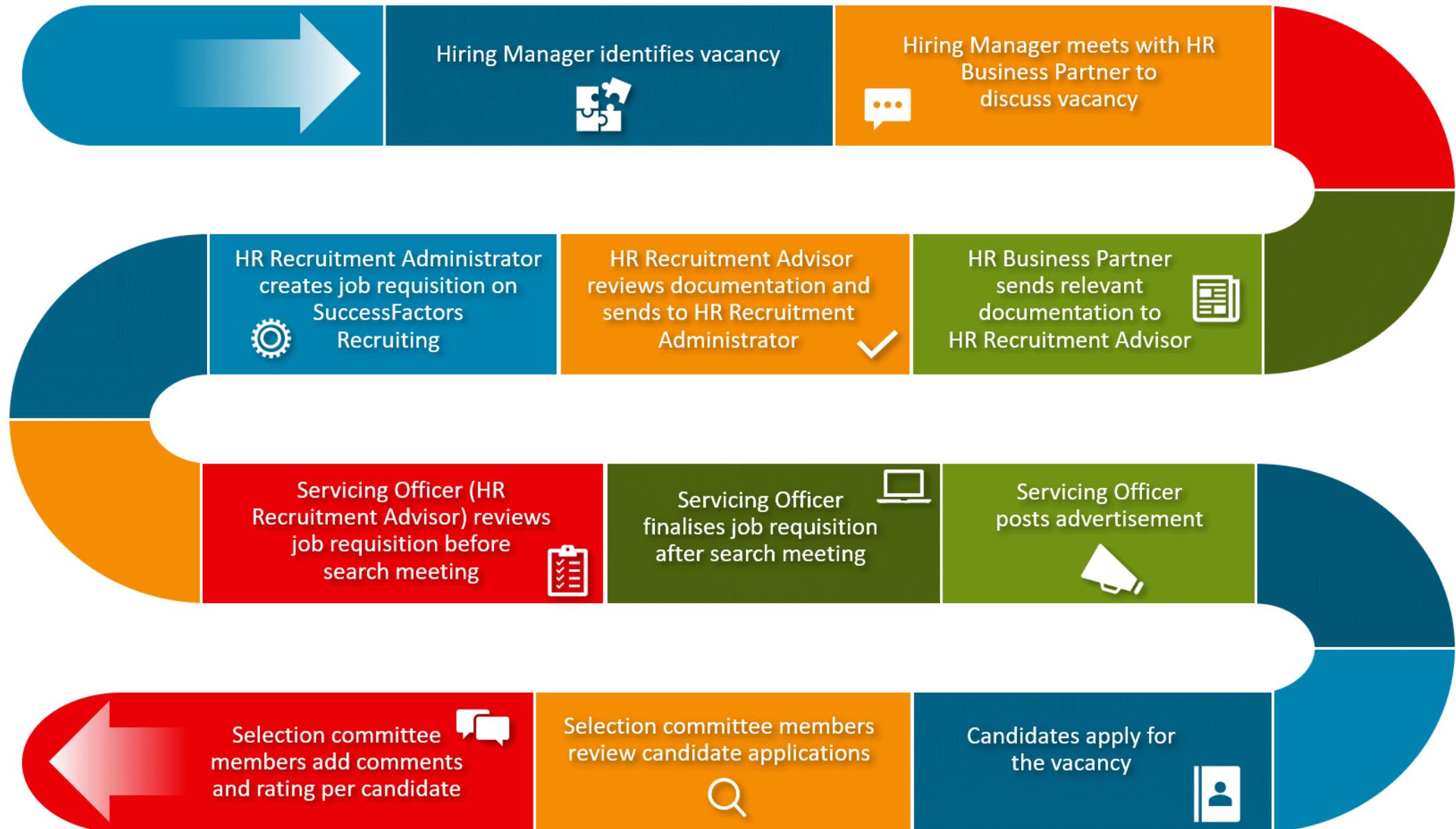
# **UCT SuccessFactors Recruiting guide for Recruitment Administrators**

**Issued by UCT Human Resources  
December 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

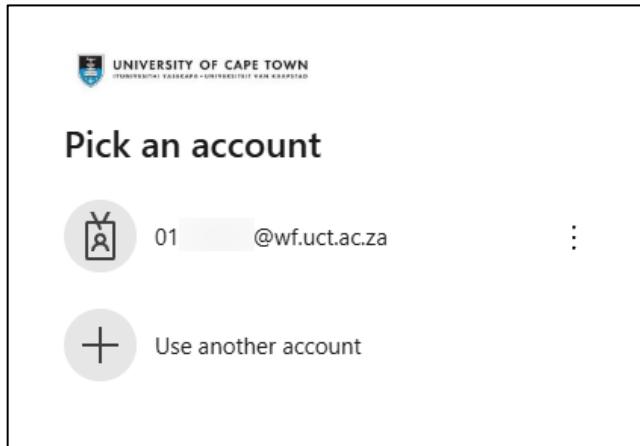
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via [www.successfactors.uct.ac.za](http://www.successfactors.uct.ac.za).

**Note:** You can also access SuccessFactors via the HR website by clicking *SuccessFactors* at the top of the page.

3. If not already logged in to single sign-on, the *Sign in to your account* page appears.

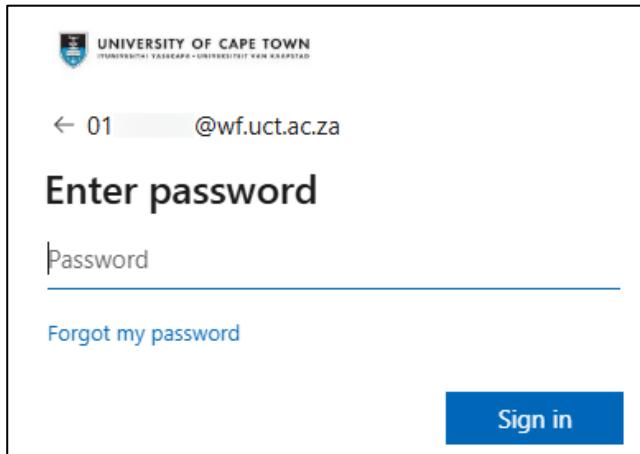
If already logged in to single sign-on, SuccessFactors will open (see [step 4](#)).

**Existing users** (new users will see a different page and should follow the instructions on the next page)



The screenshot shows a 'Pick an account' page. At the top, the University of Cape Town logo and name are displayed. Below that, the text 'Pick an account' is centered. A list of accounts is shown, starting with '01 @wf.uct.ac.za'. To the left of this account is a circular icon containing a user symbol. To the right is a vertical ellipsis ('...'). Below this list is a button with a plus sign and the text 'Use another account'.

- Select the appropriate account.

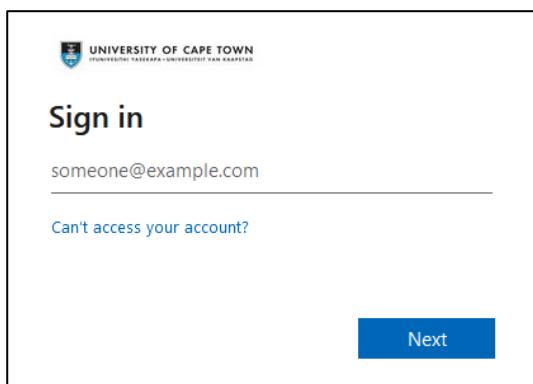


The screenshot shows an 'Enter password' page. At the top, the University of Cape Town logo and name are displayed. Below that, the text 'Enter password' is centered. There is a password input field with the placeholder 'Password'. Below the input field is a link 'Forgot my password'. At the bottom is a large blue 'Sign in' button.

- Enter your *Password* and click *Sign in*.
- You will be prompted to verify your login either via Microsoft Authenticator or a code sent to your phone as an SMS. SuccessFactors will open (see [step 4](#)).

# Logging in to SuccessFactors

## New users



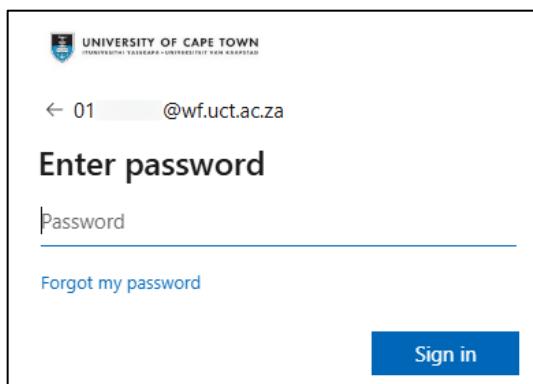
Sign in

someone@example.com

[Can't access your account?](#)

[Next](#)

- In the field below *Sign in*, enter your UCT staff number followed by @wf.uct.ac.za. E.g. 01234567@wf.uct.ac.za.
- Note:** UCT staff number only, third party "T" accounts do not usually have access to SuccessFactors.
- Click *Next*.



← 01 @wf.uct.ac.za

Enter password

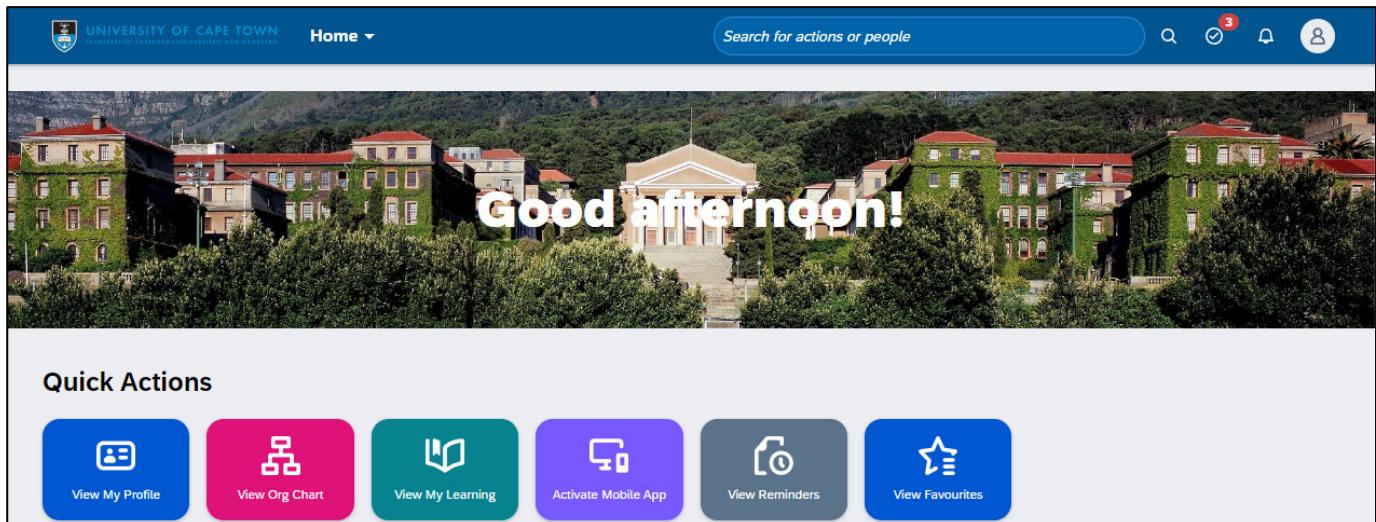
Password

[Forgot my password](#)

[Sign in](#)

- Enter your *Password* and click *Sign in*.
- You will be prompted to verify your login either via Microsoft Authenticator or a code sent to your phone as an SMS.

4. The *Home* page appears.



Good afternoon!

Quick Actions

[View My Profile](#) [View Org Chart](#) [View My Learning](#) [Activate Mobile App](#) [View Reminders](#) [View Favourites](#)

# 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 Requisition](#).

## 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  

\* Recruiter  [Find Recruiter..](#)

**Next** **Back**

- Enter the *Position Title*.
- In the *Recruiter* 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.

Programme Officer (1180)

Route Map

Assessment → Completed

Due 18/10/2025

1 Create Requisition → 2 Recruiter Review → 3 Completed

Actions

Internal Posting Preview   External Posting Preview

Requisition Information

Requisition ID: 1180

\* Requisition Status: Pre-Approved

Requisition Due Date: 01/11/2025

Evergreen Job Requisition:

- 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 Recruiter/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.
- 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.

Org Unit Number	<input type="text"/>
Org Unit Name	<input type="text"/>
* Position Fund	<input type="text"/>
Position Cost Centre	<input type="text"/>
Funding Source	<input type="button" value="No Selection"/>
Advert Fund	<input type="text"/>
Advert Cost Centre	<input type="text"/>
* New / Replacement	<input type="button" value="No Selection"/>
Contract Reason	<input type="button" value="No Selection"/>

- 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. The character limit is 40 so the organisational unit name displays correctly on the jobs website.

- 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 (*Advert Fund* and *Cost Centre*) 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*.

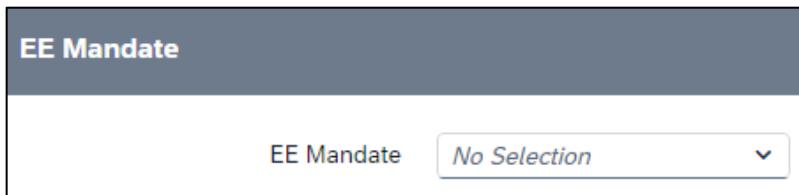
## Compensation Information section:

Compensation Information	
Pay Scale Group	<input type="button" value="No Selection"/>

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

# Creating a new job requisition

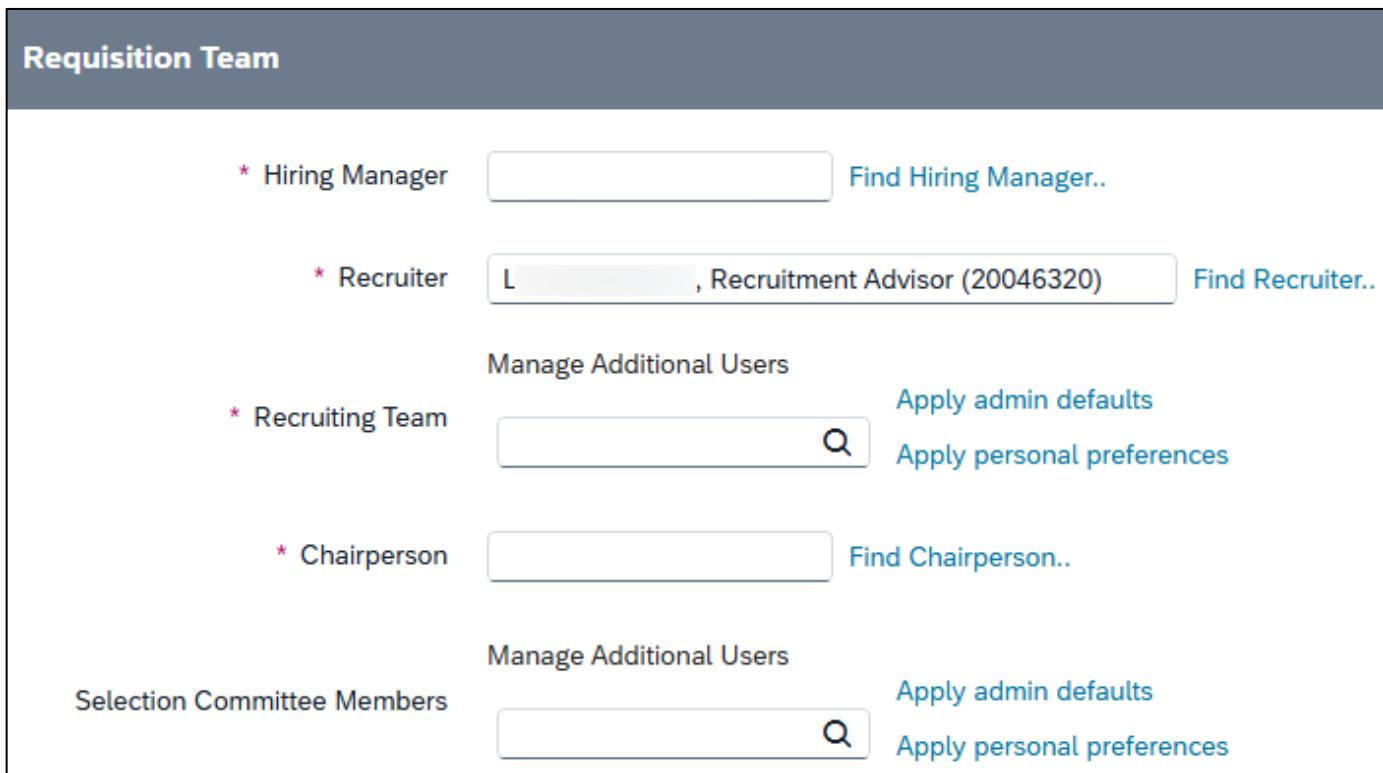
## EE Mandate section:



The screenshot shows a dark grey header labeled 'EE Mandate'. Below it is a white input field with the text 'EE Mandate' and a dropdown arrow. To the right of the input field is a dropdown menu with the text 'No Selection' and a small arrow.

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

## Requisition Team section:



The screenshot shows a dark grey header labeled 'Requisition Team'. Below it are several input fields and buttons:
 

- \* Hiring Manager: An input field with a 'Find Hiring Manager..' button.
- \* Recruiter: An input field showing 'L, Recruitment Advisor (20046320)' with a 'Find Recruiter..' button.
- \* Recruiting Team: An input field with a 'Manage Additional Users' button, an 'Apply admin defaults' button, and an 'Apply personal preferences' button.
- \* Chairperson: An input field with a 'Find Chairperson..' button.
- Selection Committee Members: An input field with a 'Manage Additional Users' button, an 'Apply admin defaults' button, and an 'Apply personal preferences' button.

- In the *Hiring Manager* field, enter part or all of the manager's name and select the person from the dropdown list.
- The *Recruiter* 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 *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.

- If there are any non-UCT guest members needing access to the requisition, the department must create a Third Party (T) account for the person. The Recruitment Administrator can then send a request to the HR Systems team to grant SuccessFactors Recruiting access.

# Creating a new job requisition

## Job Posting Information section:

Job Posting Information						
Questions	Questions	Required	Disqualifier	Score	Weight	Actions
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">+</span> Add questions         </div>						
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-top: 10px;">         Required Score: <input type="text" value="0.0"/> </div>						

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

Competencies	Competency	Library	Category	Expected Rating %	Weight %	Action
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">+</span> Add more competencies         </div>						

- In the *Competencies* section, click + Add more competencies
  - The *Search* tab appears.

<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">-</span> Add more competencies	
<span style="border-bottom: 2px solid #0070C0; padding: 0 5px;">Search</span> <span style="border-bottom: 1px solid #ccc; padding: 0 5px;">Browse</span>	
Find additional competencies to add to this Job Requisition.	
Keywords: <input type="text"/>	<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">Go</span>

- Select the *Browse* tab.

<span style="border-bottom: 2px solid #0070C0; padding: 0 5px;">Search</span> <span style="border-bottom: 2px solid #0070C0; padding: 0 5px;">Browse</span>
Find additional competencies to add to this Job Requisition.
<ul style="list-style-type: none"> <li>&gt; <a href="#">SuccessFactors</a></li> <li>&gt; <a href="#">universi07T1</a></li> <li>&gt; <a href="#">UCT Competency Library</a></li> </ul>

## Creating a new job requisition

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

The screenshot shows a hierarchical menu structure. At the top is 'UCT Competency Library' with a dropdown arrow. Below it is 'Candidate Interview Rating' with a dropdown arrow. Under 'Candidate Interview Rating', 'Overall Rating' is selected, indicated by a blue border and a checked checkbox. To the right of 'Overall Rating' are four categories: 'Core', 'Enabling', 'Functional', and 'Managerial'. At the bottom left is a grey 'Add' button.

- 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	0	0	Select <span>▼</span>
<b>⊕ Add more competencies</b>						

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

The screenshot shows a configuration interface for advert content. It includes sections for 'Advert Header (Internal)', 'Advert Footer (Internal)', 'Advert Header (External)', 'Advert Footer (External)', 'Internal Advert', and 'External Advert'. Each section has an 'Edit' button. Additionally, there are buttons for 'Add Header and Footer' and 'Same as Internal Header' or 'Same as Internal Footer' for the external sections.

# 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, funding approval).

See [Adding requisition documents \(attachments\)](#) for instructions on how to add the files.

## Comments section:



Comments

Additional Comments

Save and Close Form Discard Changes  Get Feedback  Send to Recruiter

- Use the *Additional Comments* field to identify under-represented (target) groups from the HR202 form and the Employment Equity Representative (if applicable).
- Click  **Send to Recruiter**.

**Note:** The *Save and Close Form* option will not move the job requisition; it will remain with you until you use *Send to Recruiter*. The *Get Feedback* option is not currently in use at UCT.

# Creating a new job requisition

7. The *Send to Recruiter* page appears.

**Programme Officer(1180)**

**Route Map**

Assessment → Completed

Due 18/10/2025

1 Create Requisition → 2 Recruiter Review → 3 Completed

**Send to Recruiter**

Send to Recruiter

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 Recruiter** **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 Recruiter. It will not be saved in the job requisition on SuccessFactors Recruiting.
- Click **Send to Recruiter**.

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 6 New Candidates 0 Current External Requisitions 0 Current Internal Requisitions Average Days Open 144

**Approve** **Create Requisition** **Offers**

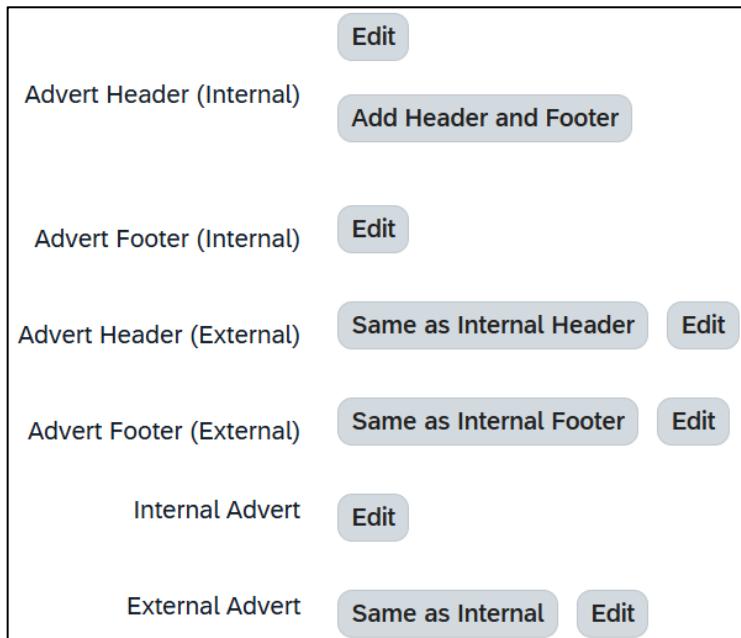
Items per page 25 Page 1 of 3

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age (Days)
Programme Officer	1180	L	01/11/2025	-		17/10/2025	-
MIM: Programme Coordinator:GSB	1117	G	19/06/2025	-		05/06/2025	2
Research Office Coordinator, Research Office, GSB	1103	S	27/05/2025	1		05/06/2025	25

# Adding advert content

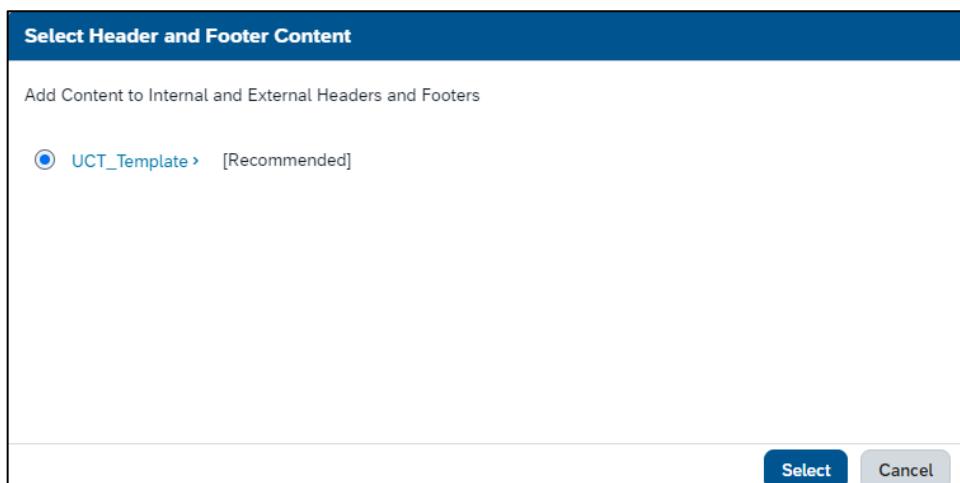
## Procedure

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



- In the advert section, click **Add Header and Footer** next to *Advert Header (internal)*.

2. The *Select Header and Footer Content* dialogue box appears.



- Ensure *UCT\_Template* is selected.

- Click **Select**.

## Adding advert content

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

The screenshot shows the configuration of advert content sections. At the top, there is a section for 'Advert Header (Internal)' with an 'Edit' button and a large empty text area. Below it is an 'Add Header and Footer' button. In the middle, there is a section for 'Advert Footer (Internal)' with an 'Edit' button and a text area containing the following 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.

At the bottom, there are sections for 'Advert Header (External)' and 'Advert Footer (External)'. For 'Advert Header (External)', there are buttons for 'Same as Internal Header' and 'Edit'. For 'Advert Footer (External)', there are buttons for 'Same as Internal Footer' and 'Edit'. Both sections contain the same text as the internal ones.

At the very bottom, there are sections for 'Internal Advert' and 'External Advert'. Each has an 'Edit' button. The 'Internal Advert' section has a large empty text area with a blue border, and the 'External Advert' section has a similar area below it.

- Click **Edit** next to *Internal Advert* at the bottom of the advert section.

4. An editable space appears next to *Internal Advert*.

The screenshot shows the rich text editor for the 'Internal Advert' section. The toolbar at the top includes buttons for bold (B), italic (i), underline (U), strikethrough (S), alignment (left, center, right, justify), a list button (list icon), a font dropdown (Paragraph), a font size dropdown (Default, 12pt), a font color dropdown (black), and a 'More' button (three dots). The main content area is a large text box with a blue border, currently empty. In the bottom right corner of the content area, it says '0 words'.

## Adding advert content

- Paste the advert content and choose to either keep formatting or remove formatting, depending on which option gives you the best result. In addition, use the formatting buttons as required.
- Click **... Additional Options** to see all formatting options, including *Preview*.

**PROGRAMME OFFICER**  
(Payclass 9)  
**COLLEGE OF ACCOUNTING**  
**FACULTY OF COMMERCE**

The profile of the work requires a combination of management, interpersonal and technical expertise, and includes a creative work attitude. The successful candidate will be an individual who has demonstrated the ability to work independently and as part of a team, ability to use initiative and be flexible, and the ability to work under pressure with meticulous accuracy in a deadline driven environment.

Candidates must be willing to work flexible hours based on work pressure when the need arises.

**Requirements:**

- Relevant NOF 6 qualification.

p > strong > span

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

**PROGRAMME OFFICER**  
(Payclass 9)  
**COLLEGE OF ACCOUNTING**  
**FACULTY OF COMMERCE**

The profile of the work requires a combination of management, interpersonal and technical expertise, and includes a creative work attitude. The successful candidate will be an individual who has demonstrated the ability to work independently and as part of a team, ability to use initiative and be flexible, and the ability to work under pressure with meticulous accuracy in a deadline driven environment.

Candidates must be willing to work flexible hours based on work pressure when the need arises.

**Requirements:**

p > strong > span

246 words

External Advert **Same as Internal** **Edit**

**PROGRAMME OFFICER**  
(Payclass 9)  
**COLLEGE OF ACCOUNTING**  
**FACULTY OF COMMERCE**

The profile of the work requires a combination of management, interpersonal and technical expertise, and includes a creative work attitude. The successful candidate will be an individual who has demonstrated the ability to work independently and as part of a team, ability to use initiative and be flexible, and the ability to work under pressure with meticulous accuracy in a deadline driven environment.

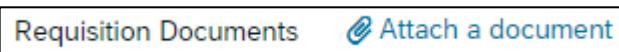
Candidates must be willing to work flexible hours based on work pressure when the need arises.

- 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*.

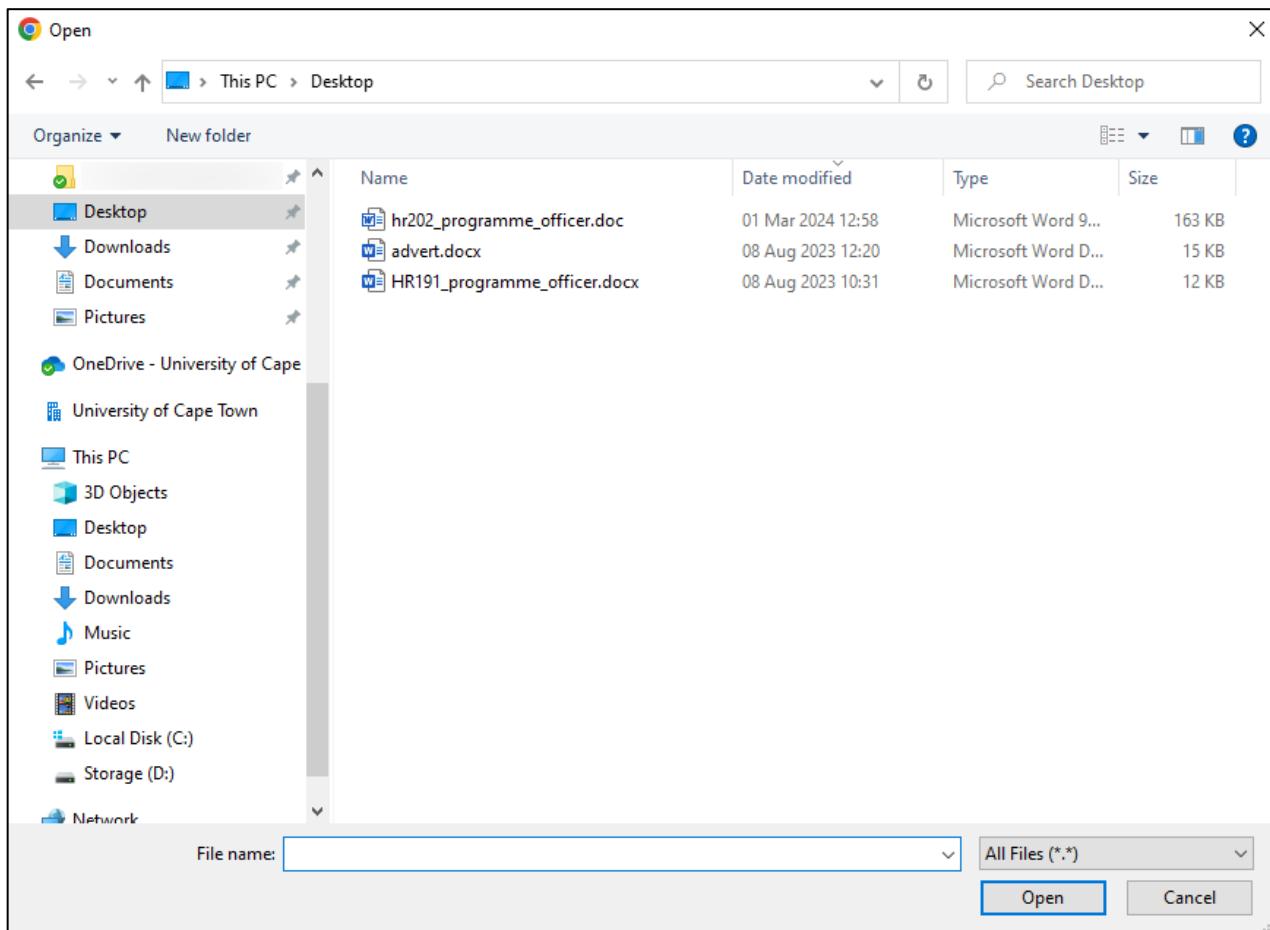
2. The *Documents* dialogue box appears.

A screenshot of a 'Documents' dialogue box. At the top left is a blue header bar with the word 'Documents'. Below it is a text input field with placeholder text 'Select a file to upload'. To the right of the input field are two buttons: 'Browse' and 'Upload'. Below this is a table with columns: 'File name', 'Updated', 'File Size', and 'Delete'. The table is currently empty. At the bottom right of the dialogue box are two buttons: a blue 'Attach' button and a grey 'Cancel' button.

- Click *Browse*.

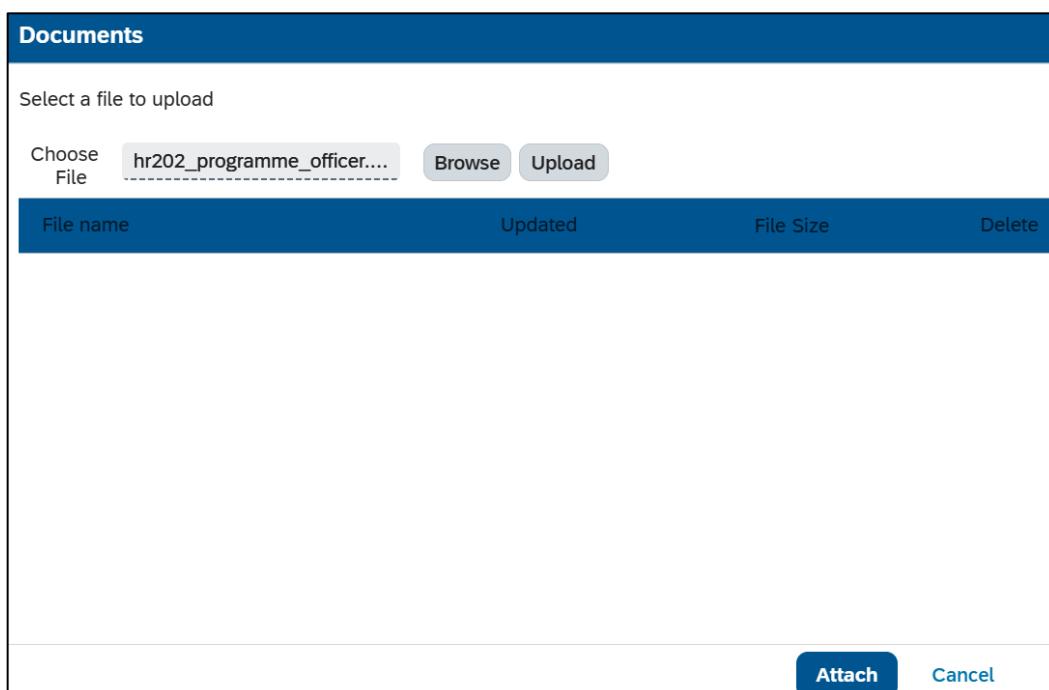
## Adding requisition documents (attachments)

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**

Your attachment is uploaded.

Select a file to upload

Choose File

File name	Updated	File Size	Delete
hr202_programme_officer.doc	17/10/2025	166 KB	

- Add another document (e.g. draft advertisement) by clicking  and repeating the previous steps.
- When all documents have been uploaded, click .

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 [Manage Job Postings](#). Continue from step 5 below.

# Creating a private posting

4. The selected job requisition opens.

**Programme Officer (721)**

Job Requisition Details	Candidates (0)	Job Postings (2)	Candidate Search
<div style="text-align: right;"> <span>Internal Posting Preview</span> <span>External Posting Preview</span> </div>			
<b>Requisition Information</b>			
Requisition ID	721		
* Requisition Status	<input type="button" value="Approved"/>		
Requisition Due Date	26/07/2024		
Evergreen Job Requisition	<input type="button" value="On"/>		

- Click *Job Postings*.

5. The *Job postings* page appears.

**Programme Officer (721)**

Job Requisition Details	Candidates (1)	Job Postings (0)	Candidate Search																																													
<b>Job postings</b>																																																
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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.																																																

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

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

- Click 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 **Post Job**.
- A message in green shading indicates that the changes have been saved.

Internal Private Posting	Not Posted	DD/MM/YYYY	DD/MM/YYYY	Post Job		
External Private Posting	Posted	19/07/2024	00:00 SAST	26/07/2024 23:59 SAST	15/07/2024 L	Remove Post

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](#).

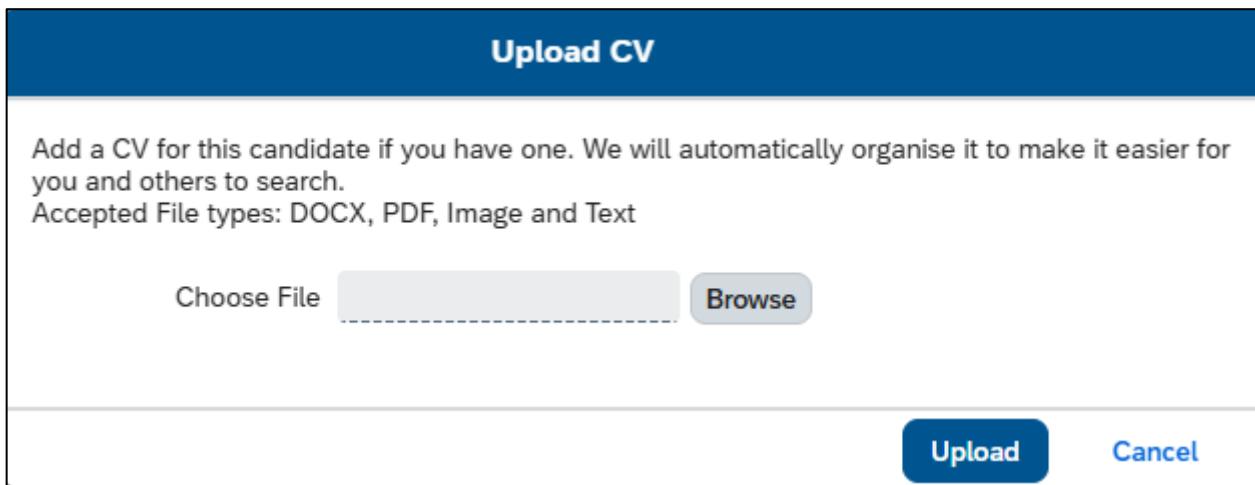
5. The *Add Candidate* dialogue box appears.

- Enter the required candidate information in the available fields.

- Click .

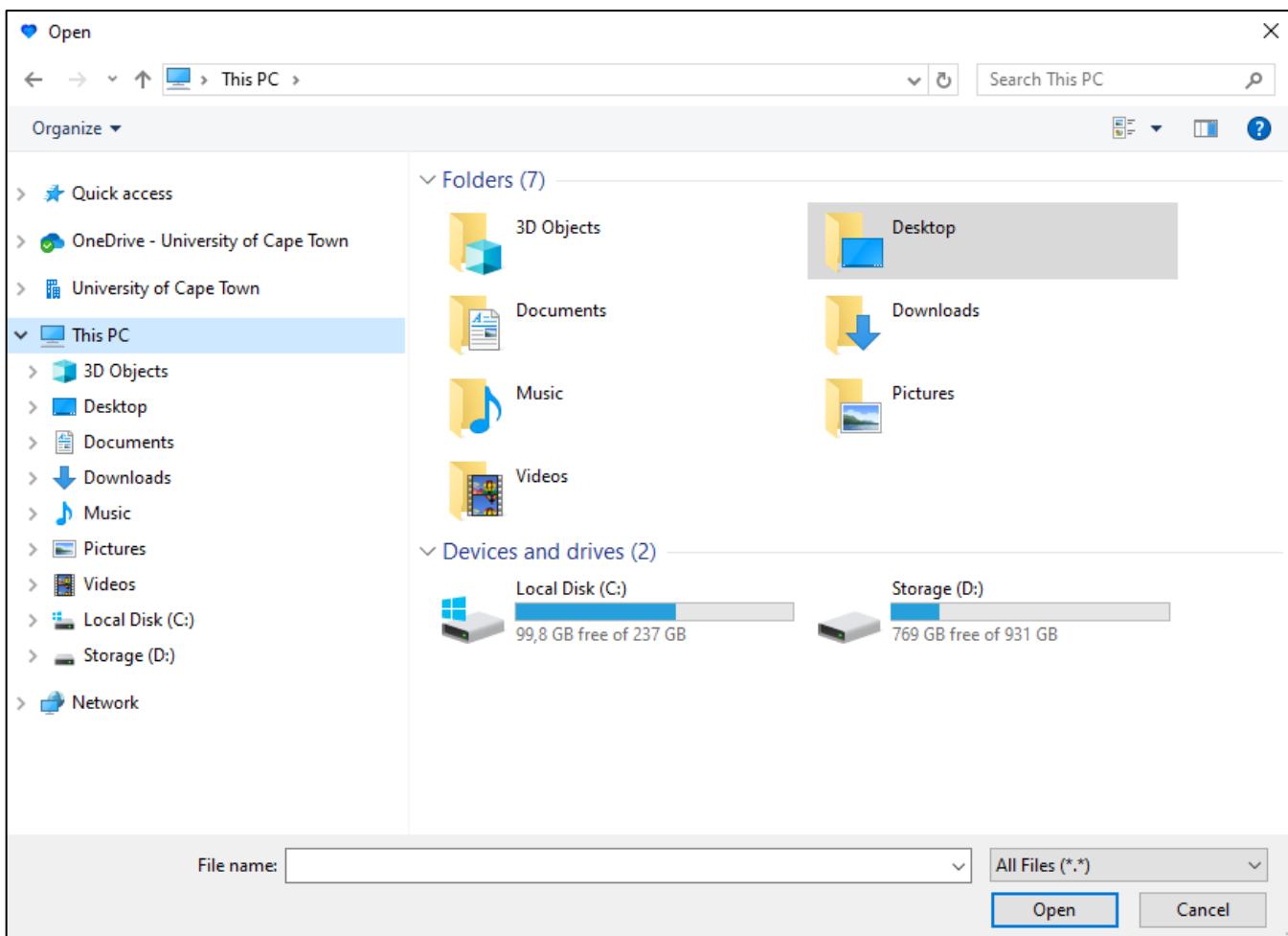
## Creating a profile on behalf of an external candidate

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.

Upload CV

Add a CV for this candidate if you have one. We will automatically organise it to make it easier for you and others to search.  
Accepted File types: DOCX, PDF, Image and Text

Choose File

- Click **Upload**.

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

Max V

**✓ Your CV has been uploaded and organised for better searching.**  
Take a look at the information below in case we made a mistake or missed something. To delete all the information, please click "Cancel" above.

\* First Name: Max

Middle Name:

\* Last Name: V

Candidate ID: 2201

\* Phone: 082

\* Email:

**Formal Education**  **Documents**

There are no items in this section.

**Language Skills**  **More Information**

There are no items in this section.

**Previous Work Experience**

Licenses/Qualifications/References/Other Attachments:

Title:

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

# 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 shows the 'Candidates' tab in the UCT SuccessFactors interface. At the top, there are tabs for 'Job Requisitions', 'Preferences', 'Candidates', 'Interview Central', 'Interview Scheduling', and 'Message Centre'. Below the tabs, a search bar contains the text 'Max V'. To the right of the search bar are buttons for 'Email', 'Print Preview', 'Follow Candidate', and 'View Activity Feed'. A yellow header bar reads 'EXTERNAL CANDIDATE'. Below this, the candidate's details are listed: 'Candidate ID: 2201', 'Phone: 082', and 'Email: [redacted]'. To the right of the phone number are links for 'Max V' (PDF) and 'CV' (Last Updated: 02/12/2024). On the left, there are sections for 'Formal Education' (no items) and 'Language Skills' (no items). On the right, there are sections for 'Tags' (checkbox for 'Favourite' and 'Add' button), 'Documents' (Licenses/Qualifications/References/Other, 0 documents attached), and 'Attachments'. At the bottom right are buttons for 'Save', 'Cancel', 'Forward To Requisitions' (highlighted with a gray box), 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 type="text"/>
Req ID	<input type="text"/>
Roles	<a href="#">Add Role</a>
Keywords	<input type="text"/> <a href="#">?</a>
	<input checked="" type="radio"/> in job title <input type="radio"/> in job title or description
Job Language	<input type="text"/> <a href="#">▼</a>
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 an applicant

## Procedure

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

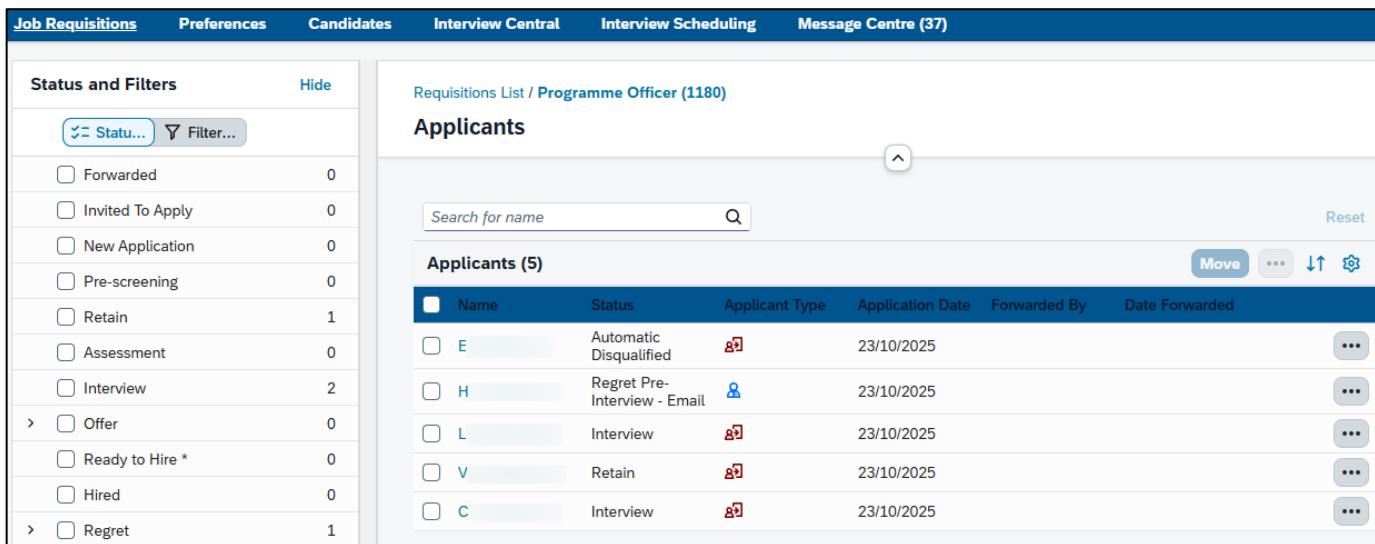
- Choose *Home > Recruiting*.

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 *Manage Applicants*.

# Attaching a referee report for an applicant

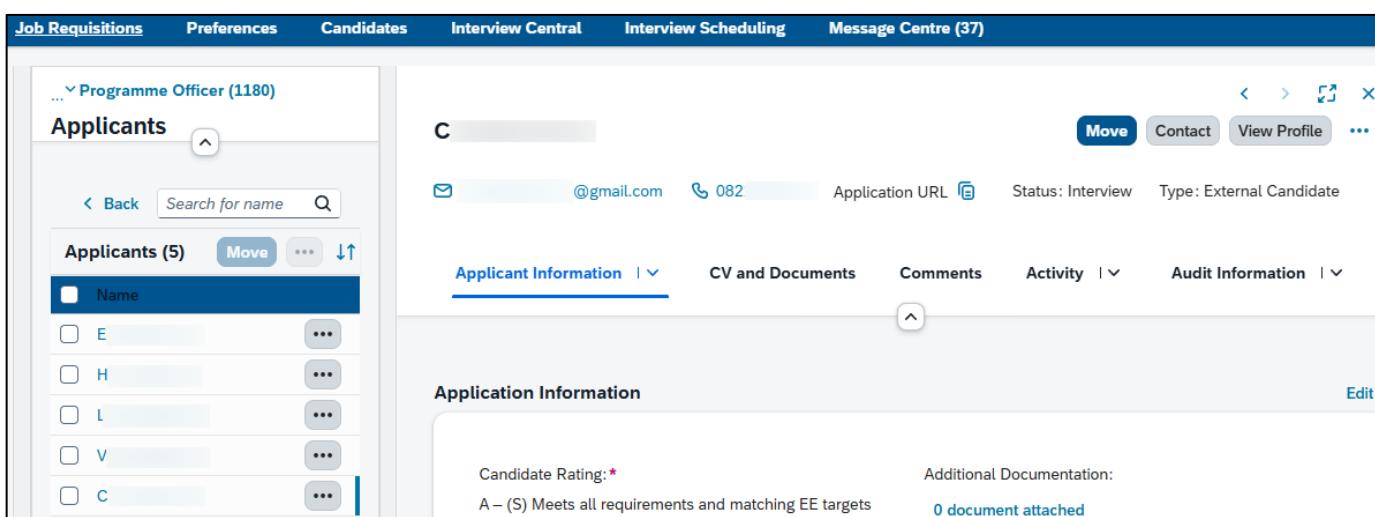
4. The *Applicants* page appears.



The screenshot shows the SuccessFactors Applicants page. On the left, a sidebar titled 'Status and Filters' lists various application statuses with their counts: Forwarded (0), Invited To Apply (0), New Application (0), Pre-screening (0), Retain (1), Assessment (0), Interview (2), Offer (0), Ready to Hire \* (0), Hired (0), and Regret (1). The main area is titled 'Applicants' and shows a table with 5 rows. The columns are: Name, Status, Applicant Type, Application Date, Forwarded By, and Date Forwarded. The applicants are: E (Automatic Disqualified), H (Regret Pre-Interview - Email), L (Interview), V (Retain), and C (Interview). Each row has a 'More' button and a '...' button.

- The *Status and Filters* section shows all possible statuses and the number of applicants per status. In the example above there are 5 applicants in total, each with a different status.
- Note:** Applicants with the *New Application* status can edit/change their attachments, profile information and answers to the application questions. Once they move to another status, they will no longer be allowed to make changes.
- The *Status and Filters* section can be hidden by clicking *Hide*. Click **Status and Filters** to show it again.
- Click  *Settings* to select columns to show, columns to hide and/or change the column order. A maximum of 9 columns can be selected.
- Click  *Sort* to select ascending or descending sort order or to choose a specific column to sort by.
- Select an applicant to view by clicking their name in the *Name* column.

5. The list of applicants appears on the left with the selected applicant's details on the right.



The screenshot shows the SuccessFactors Applicants page with a selected applicant 'C'. The left sidebar shows the list of applicants again. The right panel displays detailed information for applicant 'C': Email (@gmail.com), Phone (082), Application URL, Status: Interview, and Type: External Candidate. Below this, tabs for 'Applicant Information', 'CV and Documents', 'Comments', 'Activity', and 'Audit Information' are visible. Under 'Applicant Information', there is a section for 'Application Information' with fields for Candidate Rating (marked with an asterisk) and Additional Documentation, which shows '0 document attached'.

- Click the *CV and Documents* tab.

# Attaching a referee report for an applicant

6. The *CV and Documents* page appears.

CV and Documents

CV

Download

If you have trouble viewing this, download and open the CV using a compatible viewer. Inline viewing may have formatting discrepancies.

First Name Last Name

Street Address  
City, State Zip Code

Home: Home Phone Number  
Cell: Cell Phone Number  
Email Address

Professional Summary

Your summary is an introduction that sets the tone for the rest of your resume. It is intended to provide a broad overview of your professional background. It should emphasize the skills, experience and knowledge that you can offer a potential employer. Try to focus on a single main idea that shows why you're the perfect fit for the job.

Highlights

- Enter 6-8 skills
- Capitalize first word only
- Use short phrases
- Write in present tense
- Don't use punctuation
- Don't go into too much detail
- Choose skills most relevant to employers
- Use the same number of skills in each column

Experience

- Click *Other Documents*.

CV and Documents

CV

Other Documents

Additional Documentation

No documents attached.

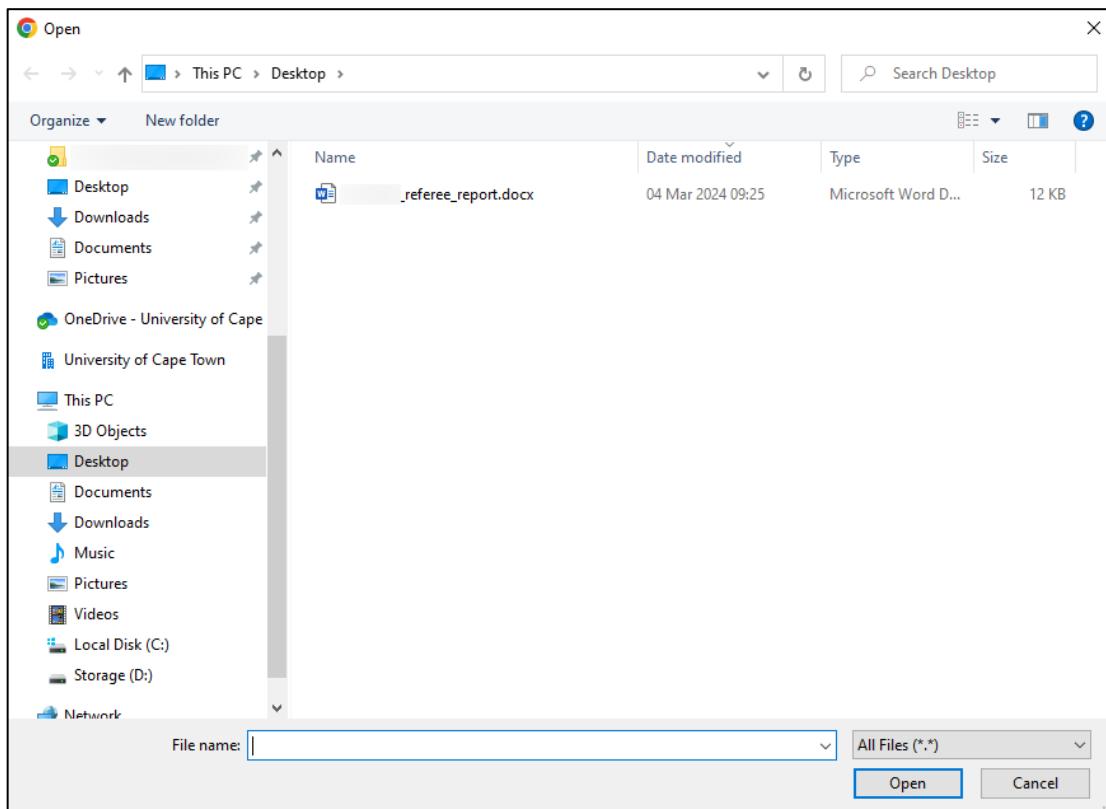
Licenses/Qualifications/Other Attachments

PDF drivers\_license.pdf  
65 KB • 23/10/2025

- Click *Upload* to the right of *Additional Documentation*.

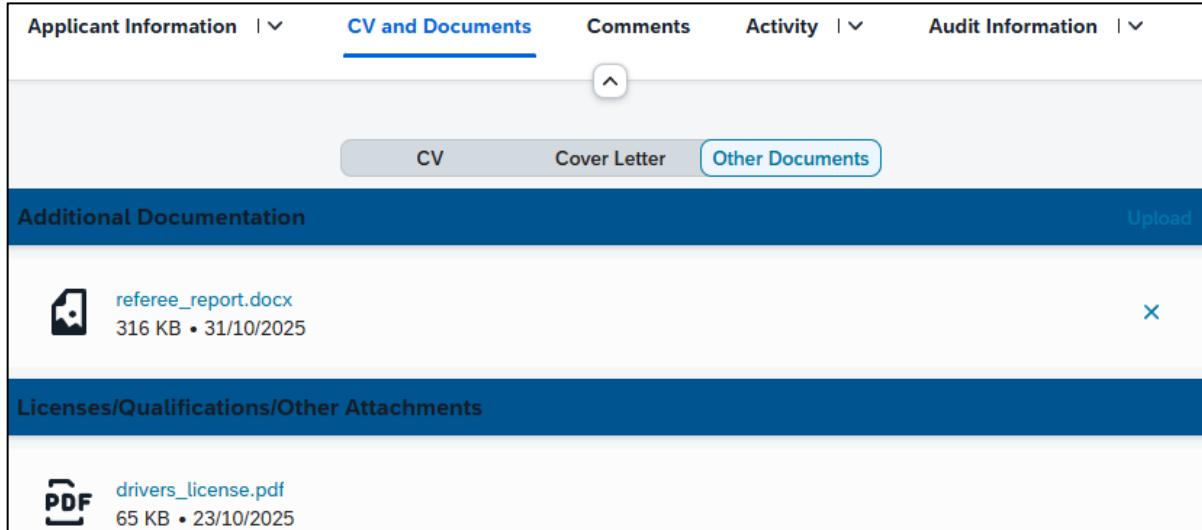
## Attaching a referee report for an applicant

7. The *Open* dialogue box appears.



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

8. The *CV and Documents* page reappears, with the referee report file appearing in the *Additional Documentation* section.



- To upload additional referee reports for the same applicant, click *Upload* and repeat from [step 6](#) above.
- If there are additional referee reports to add for other applicants, select the appropriate applicant by clicking their *Name* on the left and repeat from [step 6](#) above.
- Click *Job Requisitions* to return to the *Job Requisitions* overview page
- 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 (applicants) must be moved to the *Interview* status to be available for interview scheduling.

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

## Procedure

1. Each candidate will be booked individually on SuccessFactors Recruiting. There is usually a block booking already created in Microsoft Outlook for the venue and selection committee members.
2. [Log in to SuccessFactors and access the \*Home\* page.](#)
3. The *Home* page appears.

- Choose *Home > Recruiting*.

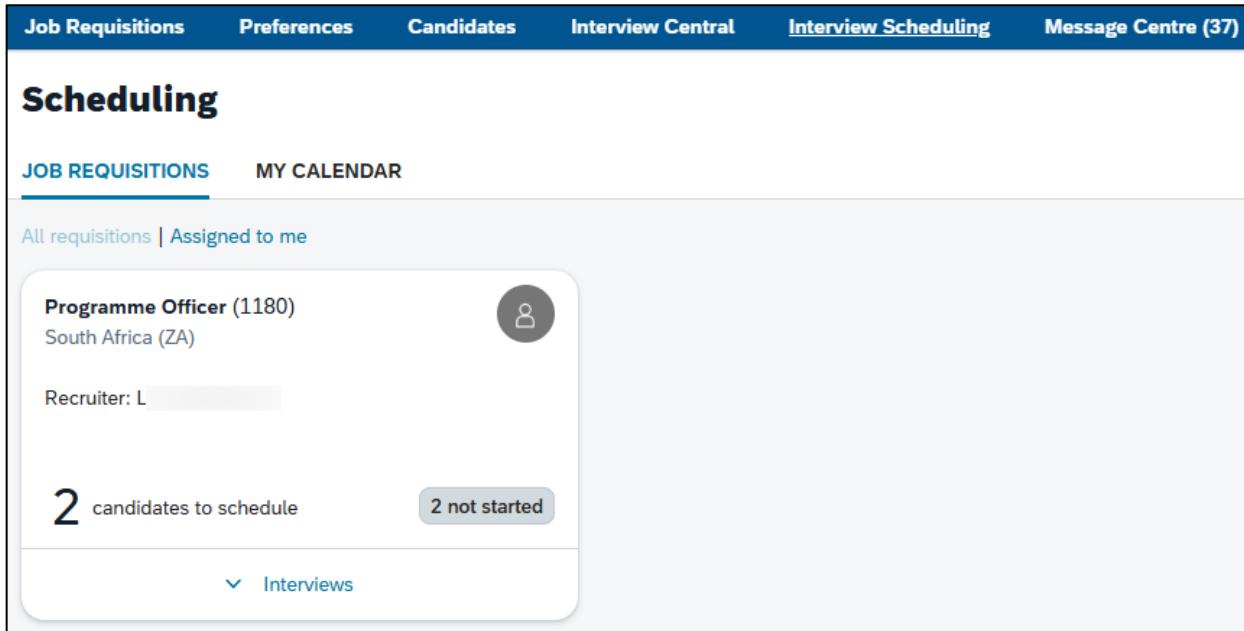
4. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	5	<div style="width: 20%; background-color: green;"></div>	31/10/2025	-

- Click *Interview Scheduling* in the top menu.

## Scheduling a candidate for a face-to-face interview

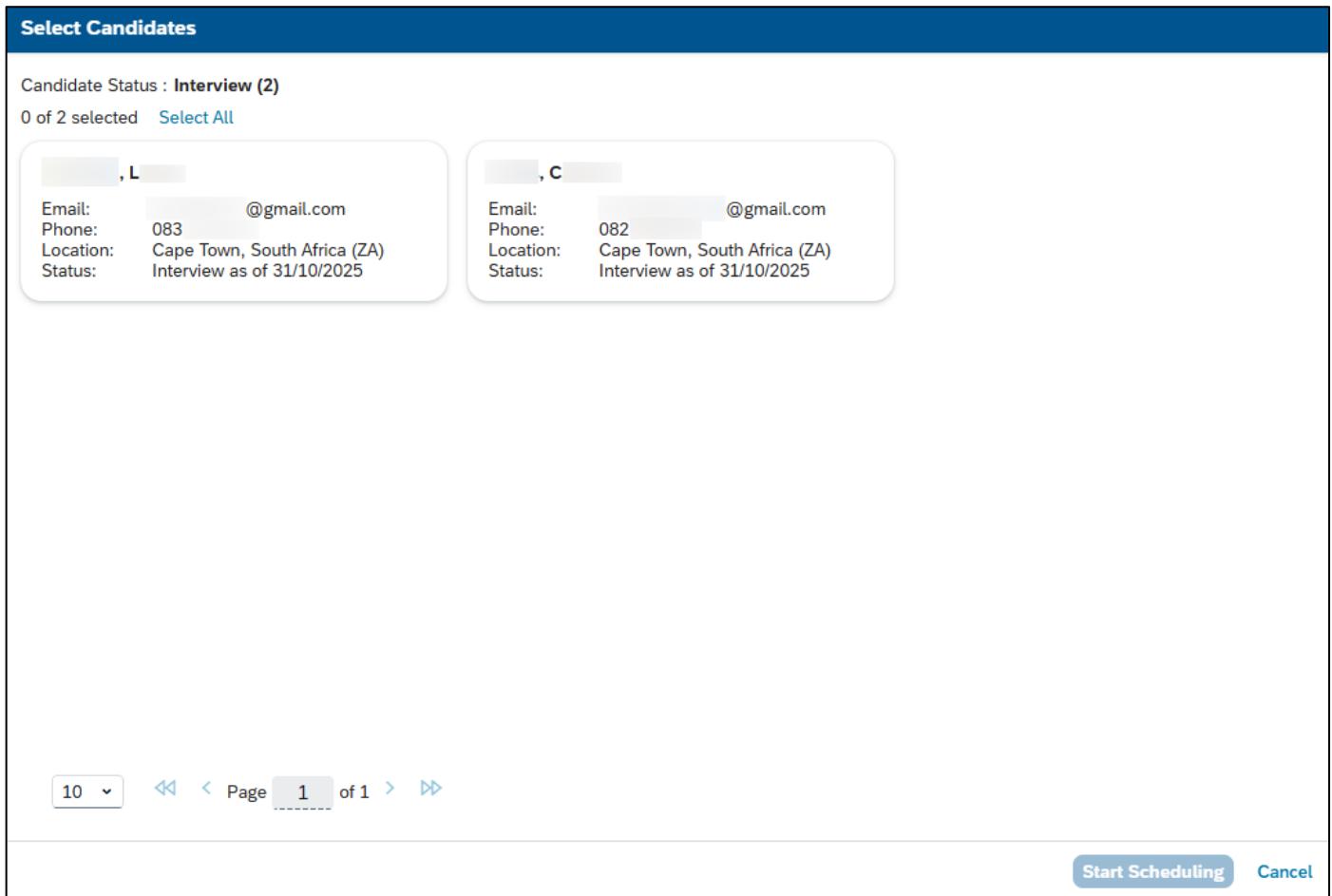
5. The *Interview Scheduling* page appears, listing any job requisitions that have candidates with the *Interview* status.



The screenshot shows the 'Interview Scheduling' page. At the top, there are tabs: Job Requisitions, Preferences, Candidates, Interview Central, Interview Scheduling (which is highlighted in blue), and Message Centre (37). Below the tabs, the word 'Scheduling' is displayed in a large, bold, dark blue font. Underneath, there are two tabs: 'JOB REQUISITIONS' (underlined in blue) and 'MY CALENDAR'. Below these tabs, a link 'All requisitions | Assigned to me' is visible. The main content area shows a job requisition for a 'Programme Officer (1180)' in 'South Africa (ZA)'. To the right of the job title is a circular icon with a person icon. Below the job title, the text 'Recruiter: L' is shown. In the center, there is a box with the number '2' and the text 'candidates to schedule' and '2 not started'. At the bottom of this box is a blue link 'Interviews'. A grey button labeled 'not started' is highlighted with a red box.

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

6. The *Select Candidates* dialogue box appears, displaying all candidates with the *Interview* status.



The screenshot shows the 'Select Candidates' dialogue box. The title bar says 'Select Candidates'. Below it, it says 'Candidate Status : Interview (2)'. There are two entries, each with a small thumbnail, a name, and a list of details: Email, Phone, Location, and Status. The first candidate is 'L' and the second is 'C'. The 'L' entry has the following details: Email: [redacted]@gmail.com, Phone: 083, Location: Cape Town, South Africa (ZA), Status: Interview as of 31/10/2025. The 'C' entry has the following details: Email: [redacted]@gmail.com, Phone: 082, Location: Cape Town, South Africa (ZA), Status: Interview as of 31/10/2025. At the bottom left, there is a page navigation bar with '10' in a dropdown, and arrows for 'Page', '1 of 1'. At the bottom right, there are buttons for 'Start Scheduling' and 'Cancel'.

## Scheduling a candidate for a face-to-face interview

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

**Select Candidates**

Candidate Status : Interview (2)

1 of 2 selected [Select All](#)

**Candidate 1 (Left):**  
 , L  
 Email: [REDACTED]@gmail.com  
 Phone: 083  
 Location: Cape Town, South Africa (ZA)  
 Status: Interview as of 31/10/2025

**Candidate 2 (Right):**  
 , C  
 Email: [REDACTED]@gmail.com  
 Phone: 082  
 Location: Cape Town, South Africa (ZA)  
 Status: Interview as of 31/10/2025

**Start Scheduling**

- Click **Start Scheduling**.

7. The *Interview Scheduling* page appears.

**Programme Officer - 1180**

[← Back to Requisitions](#)

Interview Title: Interview

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, replacing the existing text.

**Note:** If required, check the selected candidate's name by clicking *Candidates in Draft*.

Interview Title: Test User

- 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:

HR Meeting Room.216

- The *Interview Rooms* field is not currently in use at UCT.

# 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**

South Africa Standard Time (UTC + 02:00)

**Add Custom Slot** 0 time slots selected to cover 1 interview sessions 31/10/2025  

Friday, 31	Saturday, 1	Sunday, 2	Monday, 3	Tuesday, 4
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

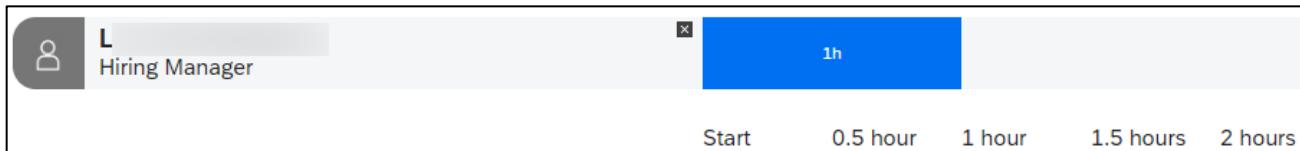
Add Interviewer by  Name  Role in Requisition



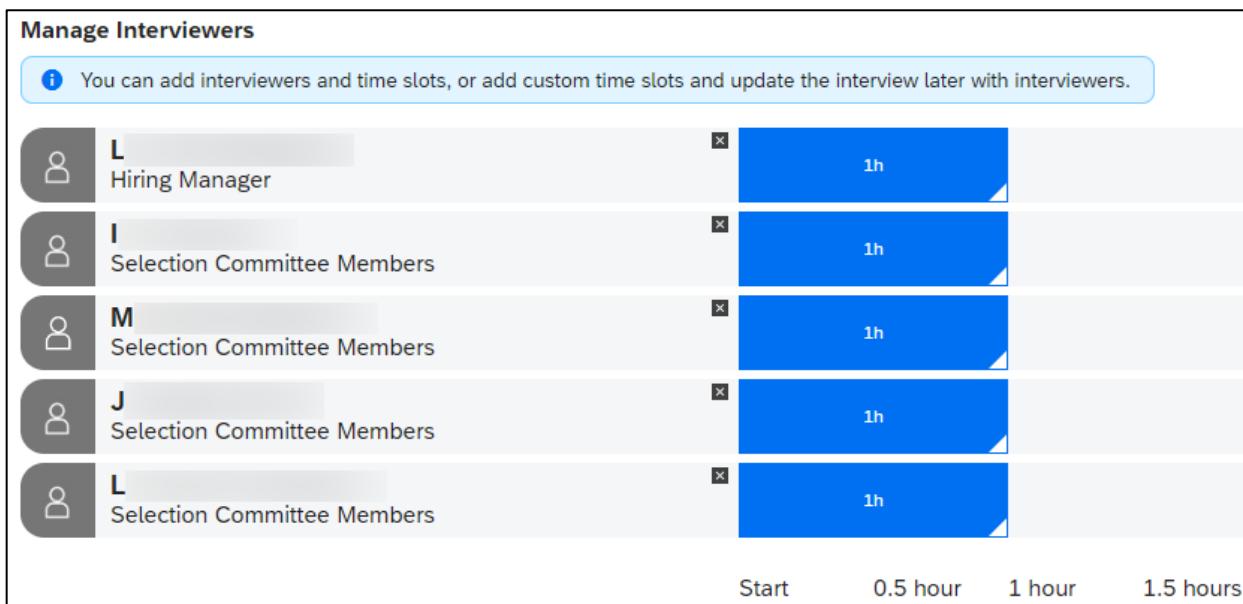
**Add Interviewer**

## 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 (Recruiter) 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 **×** 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.

A screenshot of the 'Add Interviewer by' search interface. It features two radio buttons: 'Name' (selected) and 'Role in Requisition'. Below the radio buttons is a search input field with the placeholder text 'Search for interviewer'.

# Scheduling a candidate for a face-to-face interview

## Choose a time slot / Available Time Slots section:

Find Availability

**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 0 time slots selected to cover 1 interview sessions 31/10/2025 >

Friday, 31	Saturday, 1	Sunday, 2	Monday, 3	Tuesday, 4
Early Morning (1am-9am)				
Daytime (9am-5pm)				
Evening (5pm-1am)				

Selected Available Already sent

Continue Save Cancel

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

**Add Custom Slots**

From: Thursday, 06/11/2025 11:00AM

To: Thursday, 06/11/2025 12:00PM

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 2 time slots selected to cover 1 interview sessions 05/11/2025 < >

Wednesday, 5	Thursday, 6	Friday, 7	Saturday, 8	Sunday, 9
Early Morning (1am-9am)	08:00 to 09:00	08:00 to 09:00	08:00 to 09:00	
	09:00 to 10:00	09:00 to 10:00	09:00 to 10:00	
Daytime (9am-5pm)	10:00 to 11:00	10:00 to 11:00	10:00 to 11:00	
	11:00 to 12:00	11:00AM to 12:00PM <span style="border: 1px solid #ccc; padding: 2px;">Selected</span>	11:00 to 12:00	
	12:00 to 13:00	14:00 to 15:00	12:00 to 13:00	
	14:30 to 15:30	15:00 to 16:00	13:00 to 14:00	
Evening (5pm-1am)			14:00 to 15:00	
			15:00 to 16:00	

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

**Info** 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: English UK (English UK) ▾

Email Template: UCT HR Invitation to select interview time ▾

Subject: UCT HR Invitation to select interview time

B i U S E Paragraph Default ...

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]]

p 53 words

Add a Document

**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 in-person interview*.

**Note:** The capitalised text in blue double brackets indicates places where SuccessFactors will automatically populate information when it sends the email e.g. candidate's full name. Do not change these fields.

**Contact Candidate(s)**

From:

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

**Info:** 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: English UK (English UK)

Email Template: UCT HR Invitation for in-person interview

Subject: UCT: Invitation for in-person interview for [[JOB\_REQ\_TITLE]] position, ID [[JOB\_REQ\_ID]]

B i U S E Paragraph Default ...

Dear [[CANDIDATE\_FULL\_NAME]]

We are pleased to inform that you have been shortlisted for the [[JOB\_REQ\_TITLE]] position at the University of Cape Town and would like to invite you for an in-person interview to further discuss your application.

Kindly be informed that reference checks will be conducted. Please inform your referees in advance and request that they respond promptly when contacted. **[OPTIONAL]** In this light, can you please provide us with

**Add a Document**

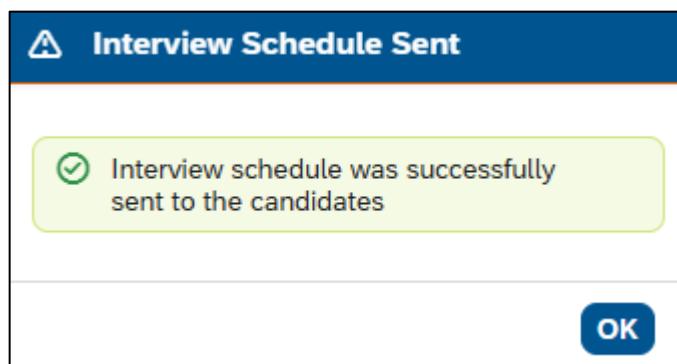
253 words

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

- The email template text can be edited in the space provided.

- Click **Send to Candidate**.

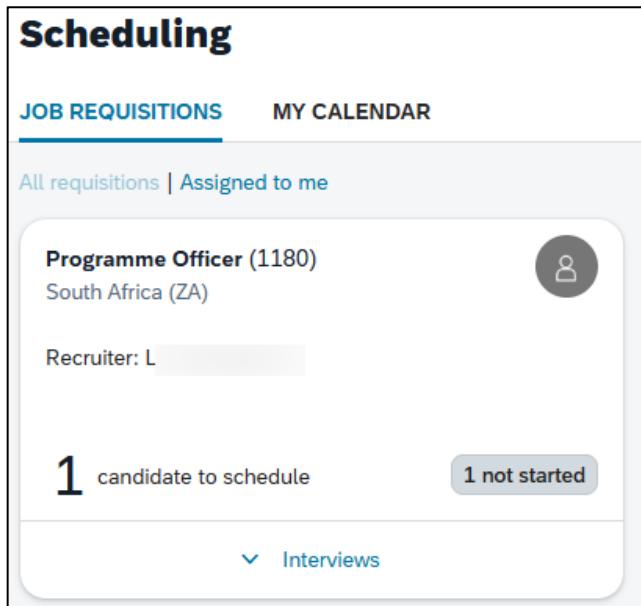
9. The *Interview Schedule Sent* dialogue box appears.



- 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 with the *Interview* status. To schedule additional candidate interviews, repeat from [step 5](#) above.



The screenshot shows the 'Scheduling' page with the 'JOB REQUISITIONS' tab selected. A single requisition is listed: 'Programme Officer (1180)' from 'South Africa (ZA)'. The recruiter is listed as 'L'. Below the requisition, it says '1 candidate to schedule' and '1 not started'. A link 'Interviews' is visible at the bottom.

# Displaying interview details

## Procedure

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

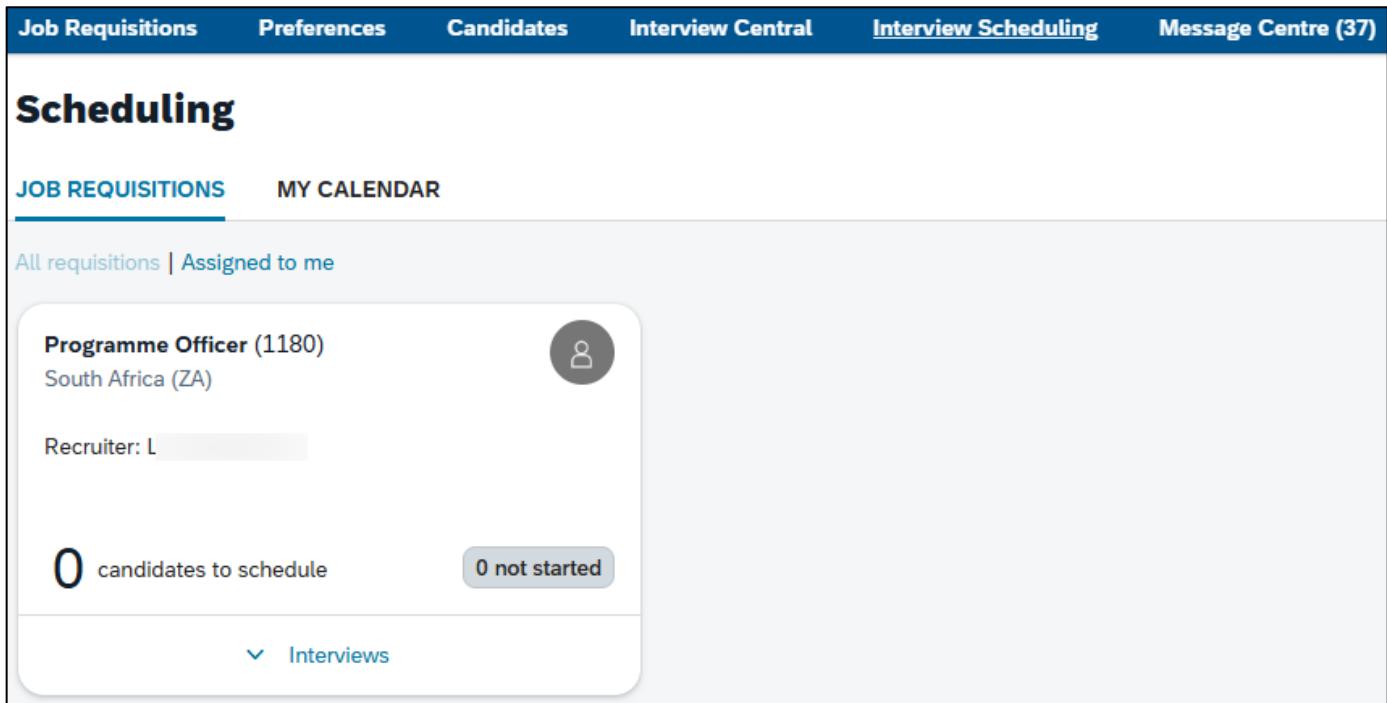
- Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.

- Click *Interview Scheduling* in the top menu.

## Displaying interview details

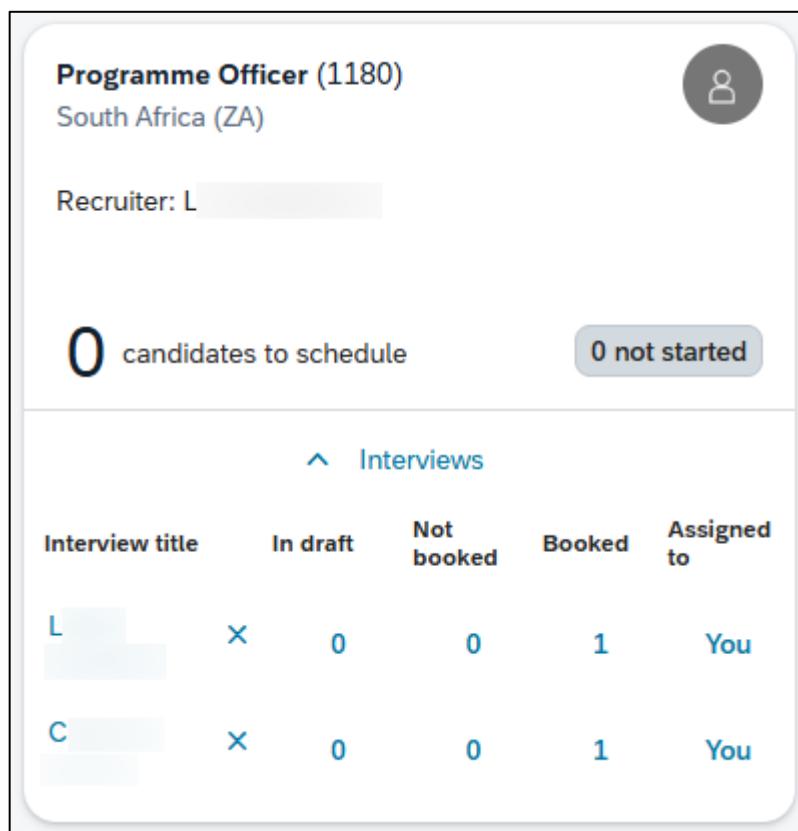
4. The *Interview Scheduling* page appears, listing any job requisitions that have candidates with the *Interview* status.



The screenshot shows the 'Interview Scheduling' page with a single job requisition listed:

- Programme Officer (1180)**
- South Africa (ZA)**
- Recruiter: L**
- 0 candidates to schedule**
- 0 not started**
- ▼ Interviews** (button to expand the list)

- Click **▼ Interviews**.
- The candidate interview details are displayed. *Candidates in draft* have interview details saved but not yet sent.



The screenshot shows the expanded interview details for the Programme Officer requisition:

- Programme Officer (1180)**
- South Africa (ZA)**
- Recruiter: L**
- 0 candidates to schedule**
- 0 not started**
- ▼ Interviews** (button to expand the list)
- Interview title**   **In draft**   **Not booked**   **Booked**   **Assigned to**
- L**   **X**   **0**   **0**   **1**   **You**
- C**   **X**   **0**   **0**   **1**   **You**

- Click a name in the *Interview title* column to view the interview details.

## Displaying interview details

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

### Programme Officer - 1180

[← Back to Requisitions](#)

Interview Title: C

Assigned To: You

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

Interview Type:  Phone  Virtual  Face-to-Face

UCT Venue: HR Meeting Room.216

Interview Rooms: Select Rooms

**Online Meeting Options:**

 Microsoft Teams

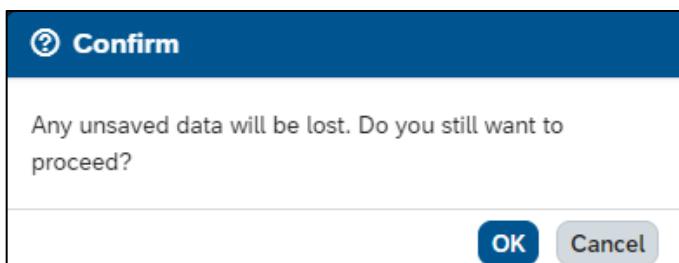
**Manage Interviewers**

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

 L	Departmental Ma...	<input type="button" value="X"/>	1h	
 M	Lecturer (20004368)	<input type="button" value="X"/>	1h	
 J	Senior Lecturer (2...	<input type="button" value="X"/>	1h	
 L	Programme Office...	<input type="button" value="X"/>	1h	
 I	Professor (200429...	<input type="button" value="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.



- 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.

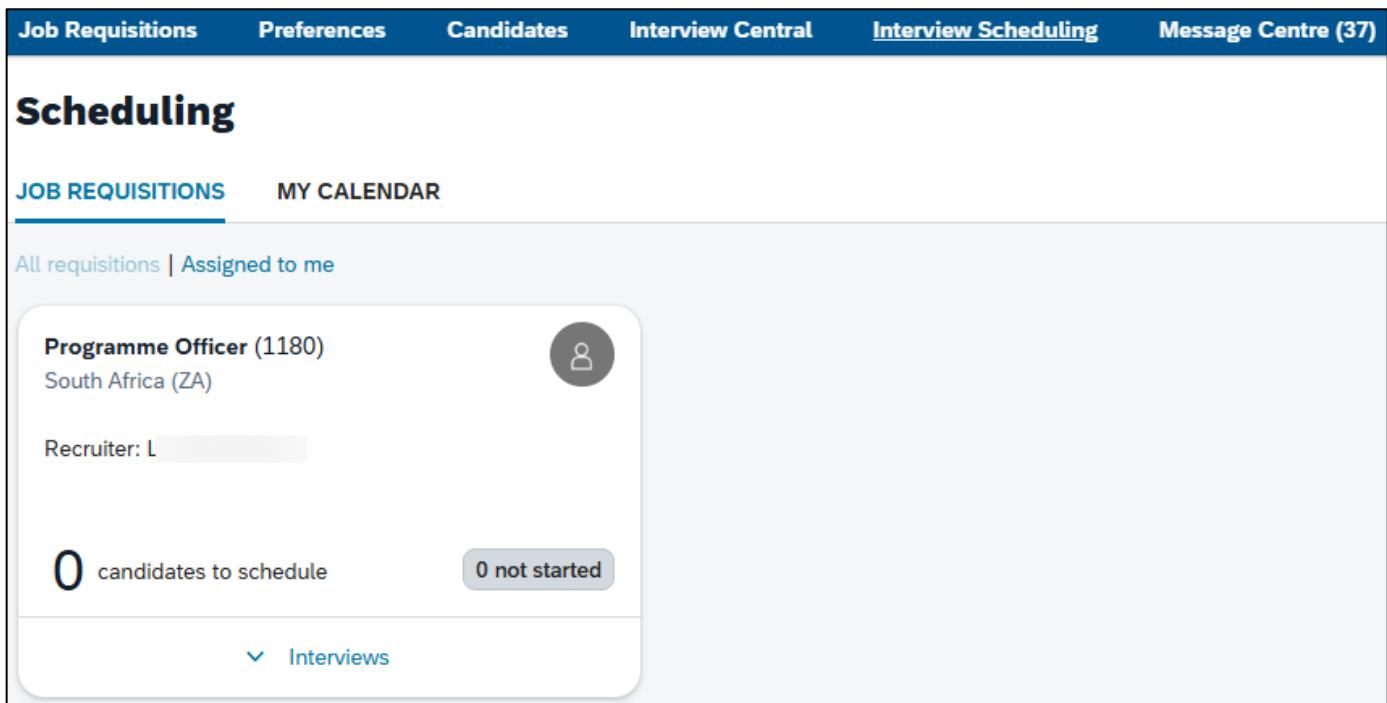
- Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.

- Click *Interview Scheduling* in the top menu.

## Changing a scheduled face-to-face interview

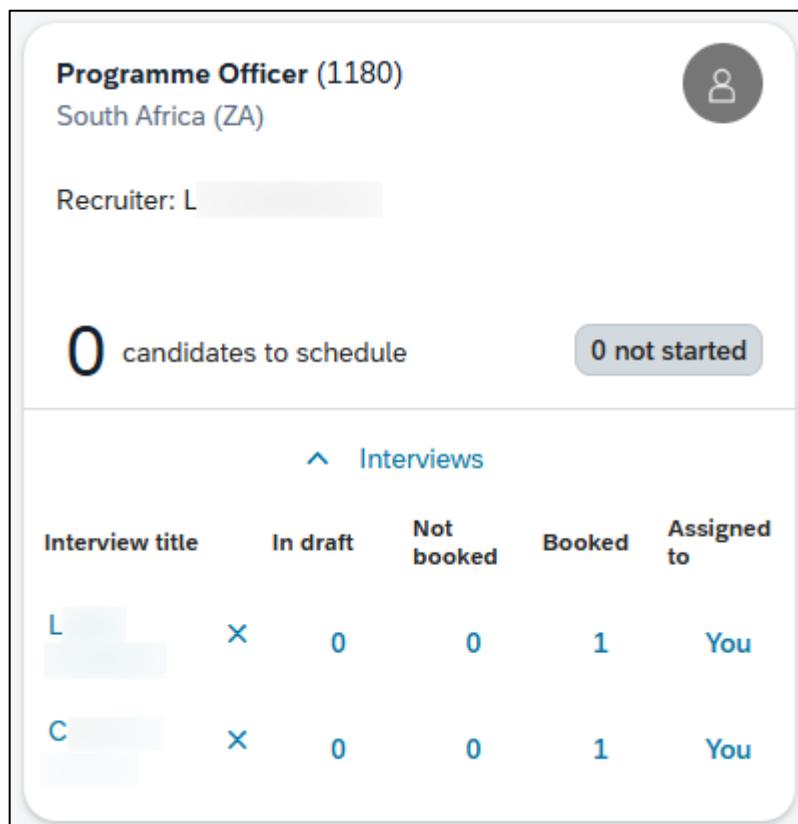
4. The *Interview Scheduling* page appears, listing any job requisitions that have candidates with the *Interview* status.



The screenshot shows the 'Interview Scheduling' page with a single requisition listed:

- Programme Officer (1180)**
- South Africa (ZA)**
- Recruiter: L**
- 0 candidates to schedule**
- 0 not started**
- Interviews** (button)

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



The screenshot shows the 'Interview Scheduling' page with two scheduled interviews for the Programme Officer requisition:

Interview title	In draft	Not booked	Booked	Assigned to
L [REDACTED]	X 0	0	1	You
C [REDACTED]	X 0	0	1	You

- Click a name in the *Interview title* column to view the interview details

## Changing a scheduled face-to-face interview

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

**Programme Officer - 1180**

[← Back to Requisitions](#)

Interview Title:

Assigned To: **You**

Candidates: [Candidates in Draft\(0\)](#) [Booked\(1\)](#)

Interview Type:  Phone  Virtual  Face-to-Face

UCT Venue:

HR Meeting Room.216

- 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		
<p> You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.</p>		
 L	Departmental Ma...	 1h
 M	Lecturer (20004368)	 1h
 J	Senior Lecturer (2...	 1h
 L	Programme Office...	 1h

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

Add Interviewer by  Name  Role in Requisition

[Search for interviewer](#)

# 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*.

**Previously Selected Slots:**

06/11/2025 : 13:00 to 14:00 

- 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:	<input type="text" value="Friday, 07/11/2025"/>  	<input type="text" value="10:00AM"/>  
To:	Friday, 07/11/2025	11:00AM
<div style="text-align: right;"> <input type="button" value="Add and Select"/> <input type="button" value="Cancel"/> </div>		

- 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

Candidates can book same slot.

Add Custom Slot 1 time slots selected to cover 0 interview sessions 03/11/2025  

Monday, 3	Tuesday, 4	Wednesday, 5	Thursday, 6	Friday, 7
Early Morning (1am-9am)				10:00AM to 11:00AM 
Daytime (9am-5pm)				
Evening (5pm-1am)				
<input checked="" type="checkbox"/> Selected <input type="checkbox"/> Available <input type="checkbox"/> Already sent				

**Continue**

- Click **Continue**.

## Changing a scheduled face-to-face interview

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

The screenshot shows the 'Contact Candidate(s)' dialogue box. At the top, there are fields for 'From:' (containing '@uct.ac.za') and 'To Candidates:' with a checkbox for 'Send me a copy of this email'. A message box indicates 'You have selected only one slot. You can book candidates at once and they do not need to confirm the time.' Below this are checkboxes for 'Book this slot for candidates' and 'Book this slot for all candidates'. There are dropdowns for 'Language' (English UK (English UK)) and 'Email Template' (Select a template), and a 'Subject' field. Below these is a rich text editor toolbar with buttons for bold, italic, underline, etc., and dropdowns for 'Paragraph' and 'Default'. The main content area is a large text box with a 'p' placeholder and a word count of '0 words'. At the bottom are buttons for 'Send to Candidate', 'Skip Email', and '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.

## Changing a scheduled face-to-face interview

- In the *Email Template* field, select *UCT HR Invitation for in-person interview*. **Note:** The capitalised text in blue double brackets indicates places where SuccessFactors will automatically populate information when it sends the email e.g. candidate's full name. Do not change these fields.

**Contact Candidate(s)**

From:  To Candidates:  Send me a copy of this email

**Info** 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:  Email Template:  Subject:

B  *i  U  ~~S~~*  Paragraph Default ...

Dear **[[CANDIDATE\_FULL\_NAME]]**

We are pleased to inform that you have been shortlisted for the **[[JOB\_REQ\_TITLE]]** position at the University of Cape Town and would like to invite you for an in-person interview to further discuss your application.

Kindly be informed that reference checks will be conducted. Please inform your referees in advance and request that they respond promptly when contacted. **[OPTIONAL]** In this light, can you please provide us with

**p** 253 words

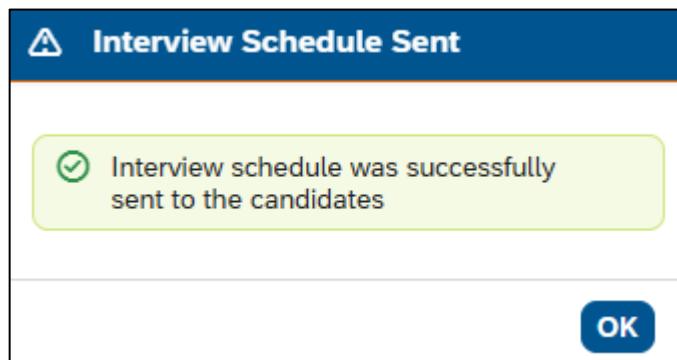
Add a Document

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

- The email template text can be edited in the space provided.

- Click **Send to Candidate**.

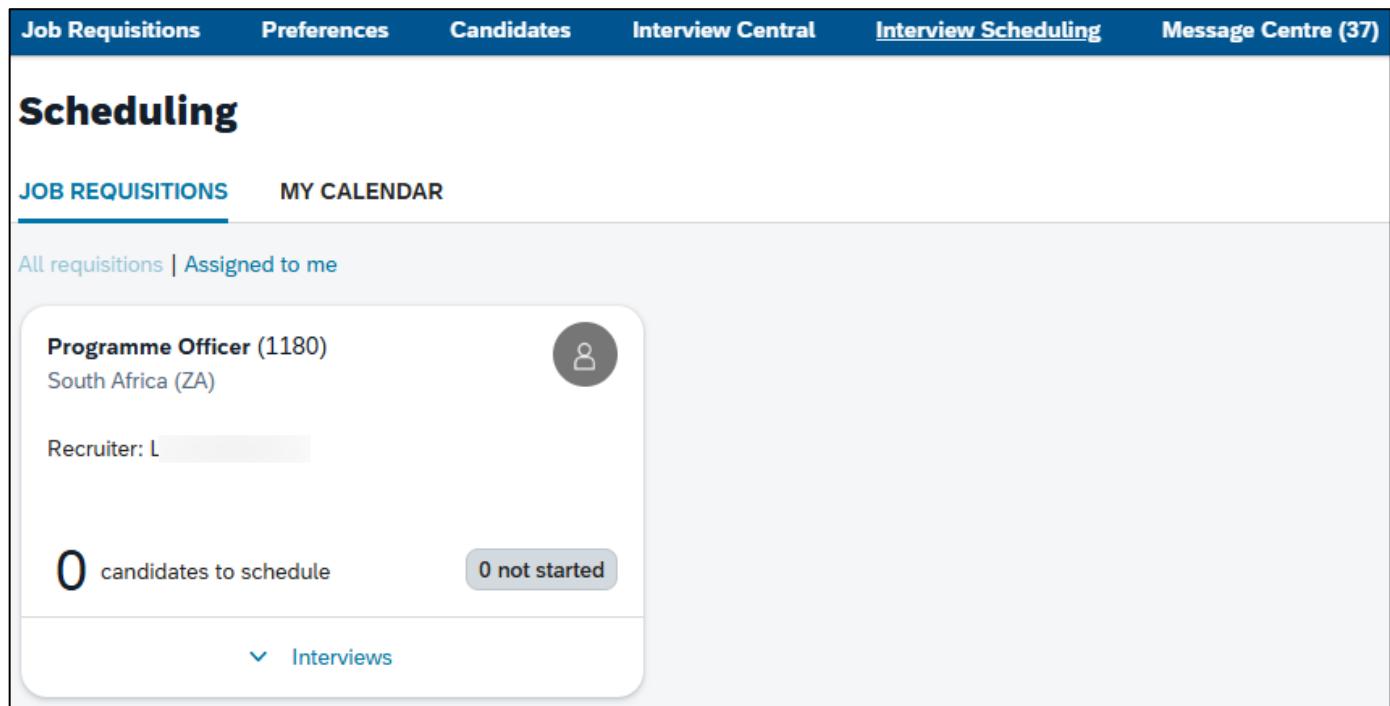
7. The *Interview Schedule Sent* dialogue box appears.



- Click **OK**.

## Changing a scheduled face-to-face interview

8. The *Interview Scheduling* page reappears.



**Scheduling**

[JOB REQUISITIONS](#) [MY CALENDAR](#)

All requisitions | Assigned to me

Programme Officer (1180)   
South Africa (ZA)

Recruiter: L

0 candidates to schedule 0 not started

▼ Interviews

# 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

4. The *Interview Scheduling* page appears, listing any job requisitions that have candidates with the *Interview* status.

**Scheduling**

**JOB REQUISITIONS** **MY CALENDAR**

All requisitions | Assigned to me

**Programme Officer (1180)**  
South Africa (ZA)

Recruiter: L

0 candidates to schedule 0 not started

▼ Interviews

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

**Programme Officer (1180)**  
South Africa (ZA)

Recruiter: L

0 candidates to schedule 0 not started

▼ Interviews

Interview title	In draft	Not booked	Booked	Assigned to
L	X	0	0	1 You
C	X	0	0	1 You

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

5. The *Confirm* dialogue box appears.

**Confirm**

Are you sure you want to delete this interview?

**OK** **Cancel**

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

Interview Deleted Successfully