



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

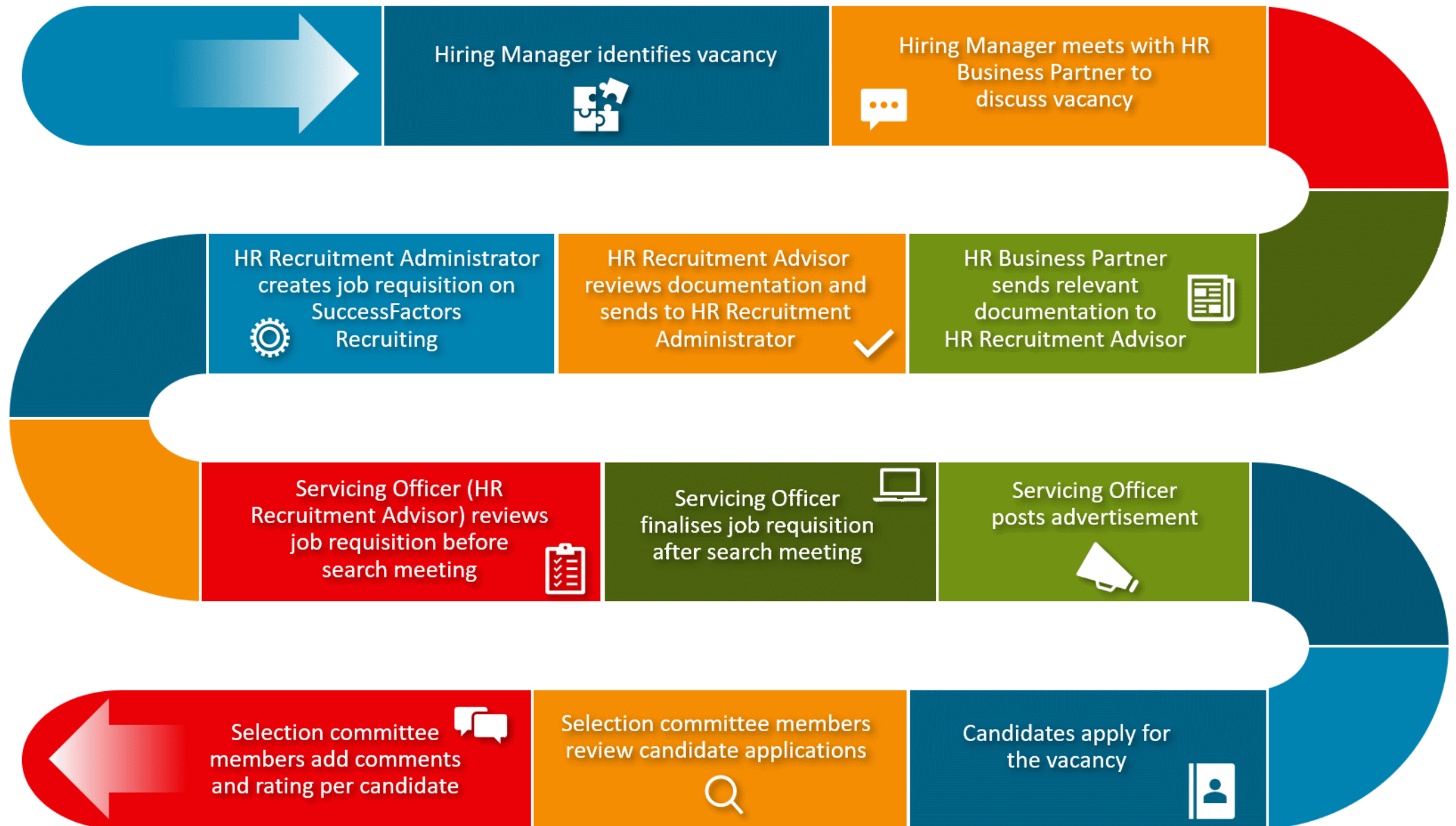
# **UCT SuccessFactors Recruiting guide for Recruitment Administrators**

**Issued by UCT Human Resources  
March 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

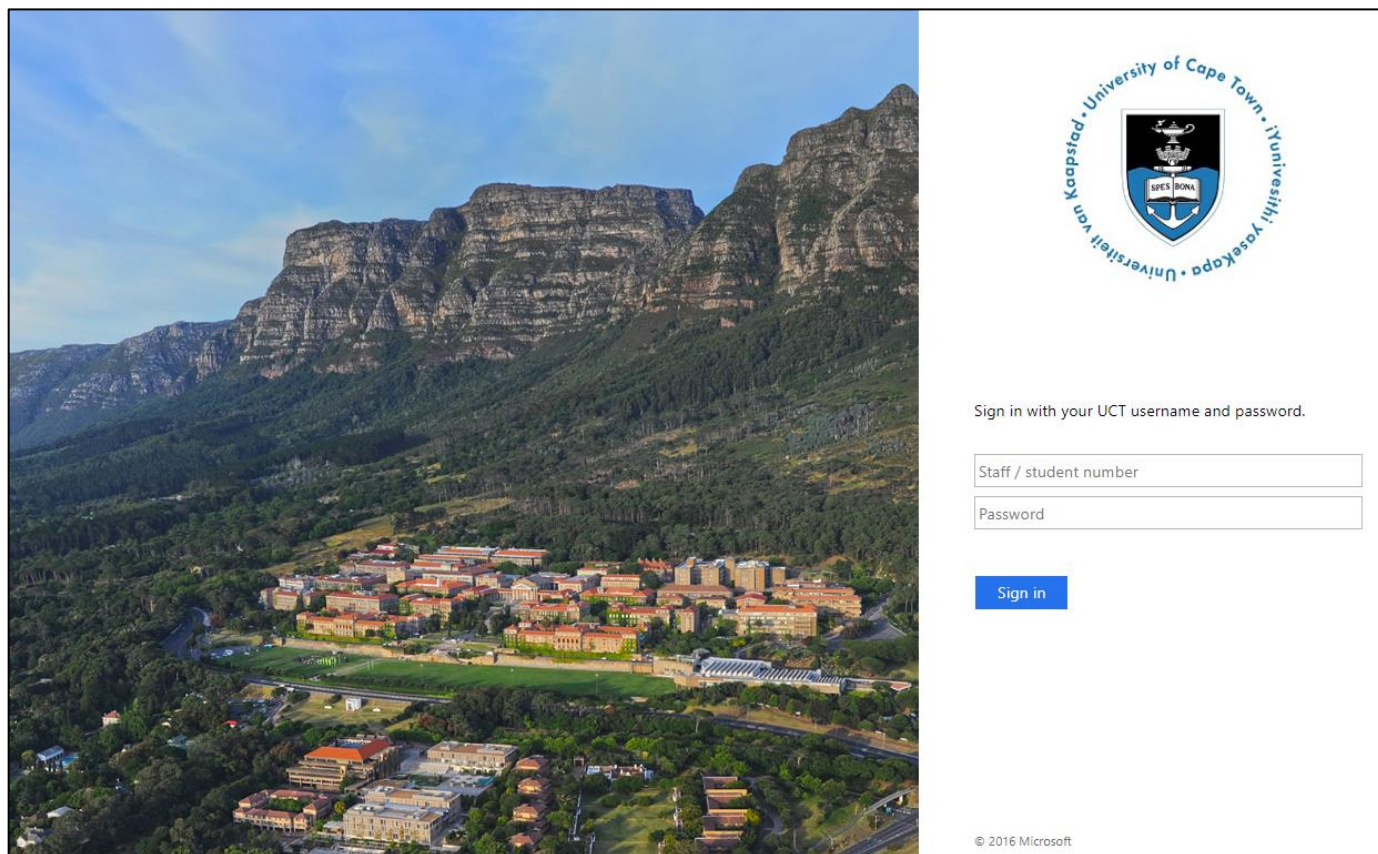
If you are unable to access SuccessFactors or are experiencing other technical difficulties, please contact the [IT Service Desk](#).

## Procedure

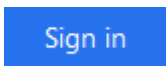
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via [www.successfactors.uct.ac.za](http://www.successfactors.uct.ac.za).

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

3. If not already logged on to single sign-on, the UCT sign in page appears. the *Sign in to your account* page appears. If already logged in, the *Home* page immediately appears (see step 4).  
If already logged in to single sign-on, SuccessFactors will open.



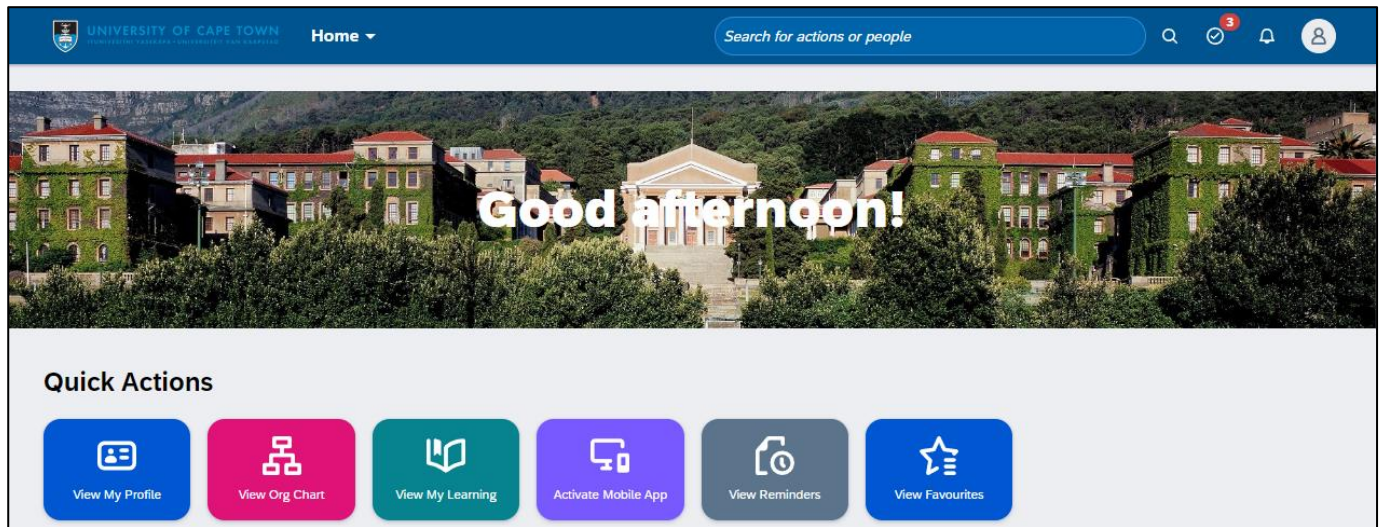
The image is a composite. On the left is a photograph of the University of Cape Town campus, showing various buildings and green spaces, with the iconic Table Mountain in the background under a clear blue sky. On the right is a screenshot of the UCT SuccessFactors login page. At the top of the login page is the UCT crest, which is a shield with a book and a torch, surrounded by the university's name in English, Afrikaans, and Xhosa. Below the crest, the text reads 'Sign in with your UCT username and password.' There are two input fields: 'Staff / student number' and 'Password'. Below these fields is a blue 'Sign in' button. At the bottom of the login page, there is a small copyright notice: '© 2016 Microsoft'.

- 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.



## Background

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



[Job Requisitions](#)
[Preferences](#)
[Candidates](#)
[Interview Central](#)
[Interview Scheduling](#)
[Message Centre](#)

## Job Requisitions

[+ Create New](#) [Offers](#)

▼ Requisition Statistics

**1** Candidates Forwarded

**1** New Candidates

**0** Current External Requisitions

**0** Current Internal Requisitions

Average Days Open **25**

Items per page **10**
[<<](#)
[<](#)
Page **1** of 3
 [>](#)
[>>](#)

[Approve](#)
Filter Job Requisitions
[Filter Options](#)
[Display Options](#)
Highlight Job Title

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Student Assistant	845	D	27/02/2025	4	<div style="width: 25%;"></div>	12/02/2025	-
ICTS Help Desk Consultant	841	K	11/02/2025	8	<div style="width: 100%;"></div>	27/01/2025	-

- Click  Create New.

## Creating a new job requisition

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



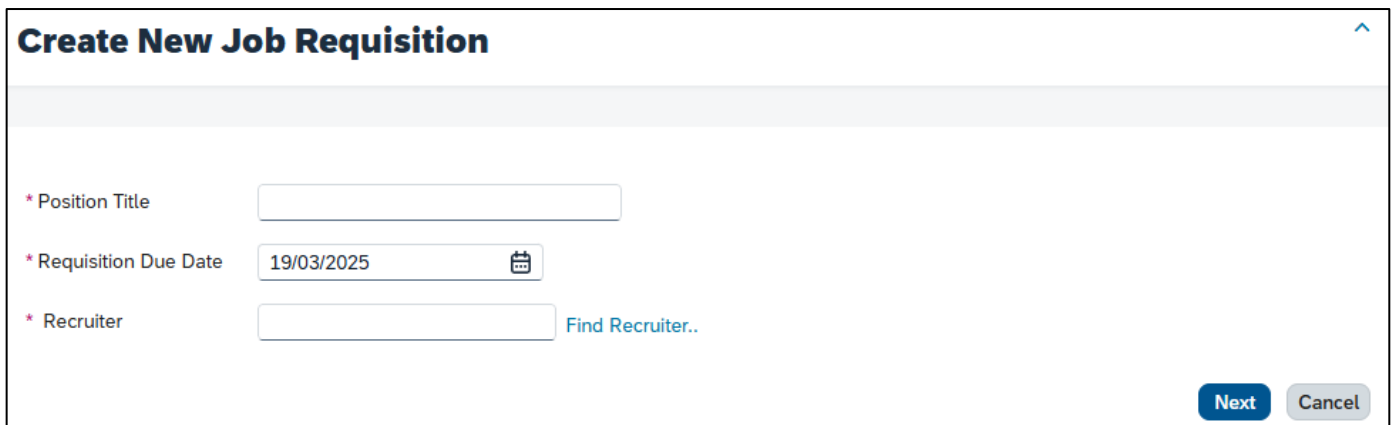
**Create New Job Requisition**

**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  

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

**Next** **Cancel**

- 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.

Job RequisitionsPreferencesCandidatesInterview CentralInterview SchedulingMessage Centre

Programme Officer (859)

Route Map

Due 05/03/2025

1

Create Requisition

Assessment

2

Recruiter Review

Completed

3

Completed

Actions

Internal Posting Preview

External Posting Preview

Requisition Information

Requisition ID859

\* Requisition Status

Pre-Approved

Requisition Due Date

19/03/2025

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.

March 2025

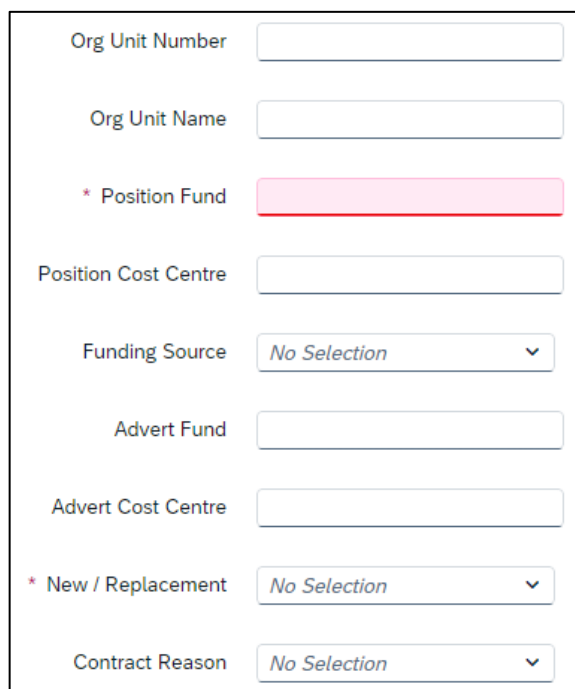
UCT Human Resources

Page 9

## 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

Org Unit Name

\* Position Fund

Position Cost Centre

Funding Source

Advert Fund

Advert Cost Centre

\* New / Replacement

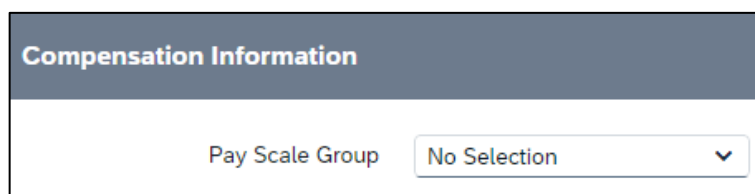
Contract Reason

- 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:**



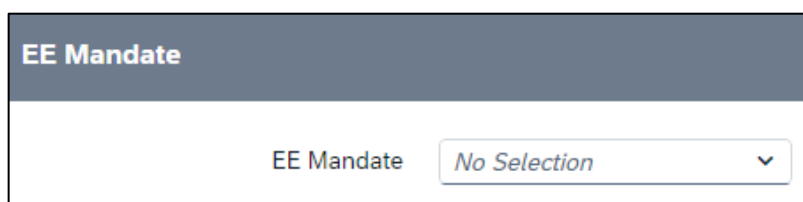
**Compensation Information**

Pay Scale Group

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

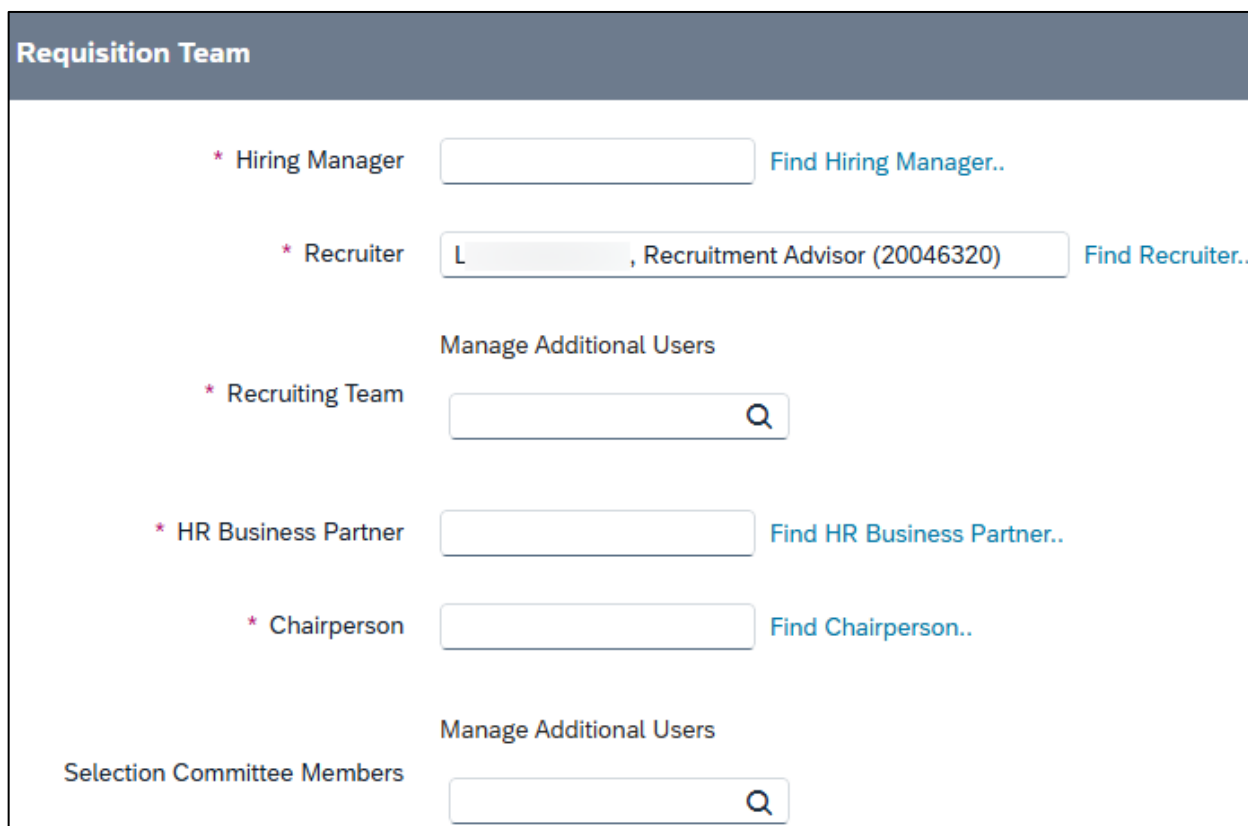
## Creating a new job requisition

### *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 *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 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

⊕ Add more questions

Required Score:

0.0

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

Competencies

Competency

Library

Category

Expected Rating %

Weight %

Action

⊕ Add more competencies

- In the *Competencies* section, click 

⊕ Add more competencies

.
  - The *Search* tab appears.

⊖ Add more competencies

Search

Browse

Find additional competencies to add to this Job Requisition.

Keywords:

Go

- Select the *Browse* tab.

Search

Browse

Find additional competencies to add to this Job Requisition.

> SuccessFactors

> universi07T1

> UCT Competency Library

# Creating a new job requisition

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

▼ UCT Competency Library

▼ Candidate Interview Rating

☒ Overall Rating

> Core

> Enabling

> Functional

> Managerial

Add

- 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"/>	<div>Select ▾</div>	
<div><div>⊕</div> Add more competencies</div>						

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

Update

Advert Header (Internal)

Add Header and Footer Content

Advert Footer (Internal)

Update

Advert Header (External)

Same as Internal Header

Update

Advert Footer (External)

Same as Internal Footer

Update

Internal Advert

Update

External Advert

Same as Internal

Update



## 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:

Comments

Additional Comments

Cancel Job Requisition

Save and Close

Close Without Saving

Get Feedback

→ Send to Recruiter

- 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 Recruiter](#).
- Note:** The *Save and Close* 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.

# Programme Officer(859)

▼

Route Map

Assessment

Completed

Due 05/03/2025

1

Create Requisition*i*

2

Recruiter Review*i*

3

Completed

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

Send and Open Next Form

Cancel & Return to Form

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.

Page 15

# Adding advert content

## Procedure

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

The screenshot shows a table-like interface with the following rows and buttons:

Advert Header (Internal)	Update	Add Header and Footer Content
Advert Footer (Internal)	Update	
Advert Header (External)	Same as Internal Header	Update
Advert Footer (External)	Same as Internal Footer	Update
Internal Advert	Update	
External Advert	Same as Internal	Update

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

The dialogue box has a title bar 'Select Header and Footer Content'. Below the title bar, it says 'Add Content to Internal and External Headers and Footers'. There is a radio button selected next to 'UCT\_Template > [Recommended]'. At the bottom right, there are two buttons: 'Select' and 'Cancel'.

- 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.

**Advert Header (Internal)**

Update

Add Header and Footer Content

**Advert Footer (Internal)**

Update

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)**

Same as Internal Header Update

**Advert Footer (External)**

Same as Internal Footer Update

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.

**Internal Advert**

Update

**External Advert**

Same as Internal Update

Requisition Documents [Attach a document](#)

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

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

Internal Advert

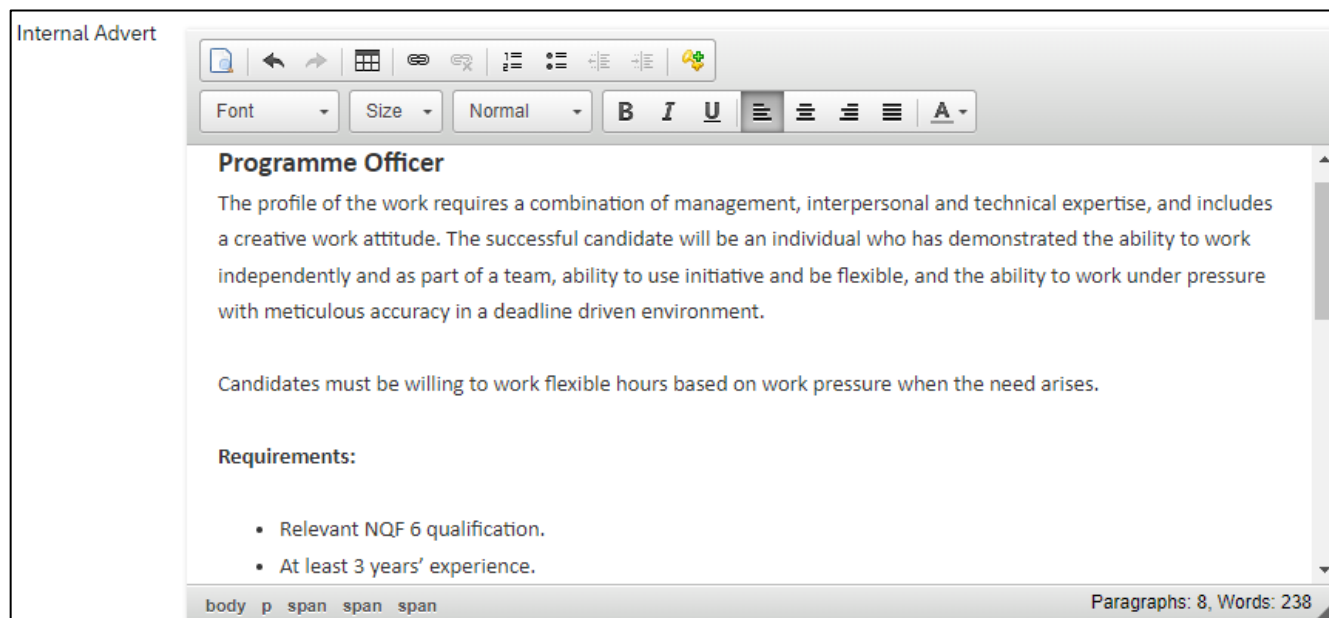
Font Size Format B I U A

Paragraphs: 0, Words: 0

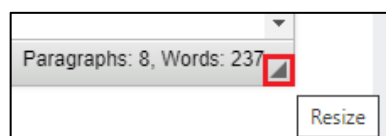
## Adding advert content

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

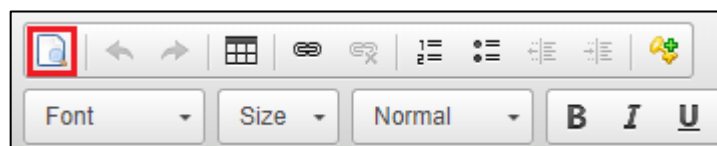
**Note:** Pasting from Microsoft Word reduces the need for formatting after pasting. If there are any issues with formatting, delete any pasted content and right-click to choose *Paste as plain text*. Formatting (e.g. bold text, bulleted lists, hyperlinks) will need to be re-applied using the formatting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

**Internal Advert**

Font Size Normal B I U [List Icons] [Color Icon]

**Programme Officer**

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.

body p span span span Paragraphs: 8, Words: 238

**External Advert**

**Same as Internal** **Update**

**Programme Officer**

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 NQF 6 qualification.
- At least 3 years' experience.
- Excellent written communication skills, attention to detail coupled with good interpersonal skills.

- 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.

Requisition Documents [Attach a document](#)

- Click [Attach a document](#).

2. The *Documents* dialogue box appears.

Documents

Select a file to upload

Choose File

Browse

Upload

File name	Updated	File Size	Delete

OK

Cancel

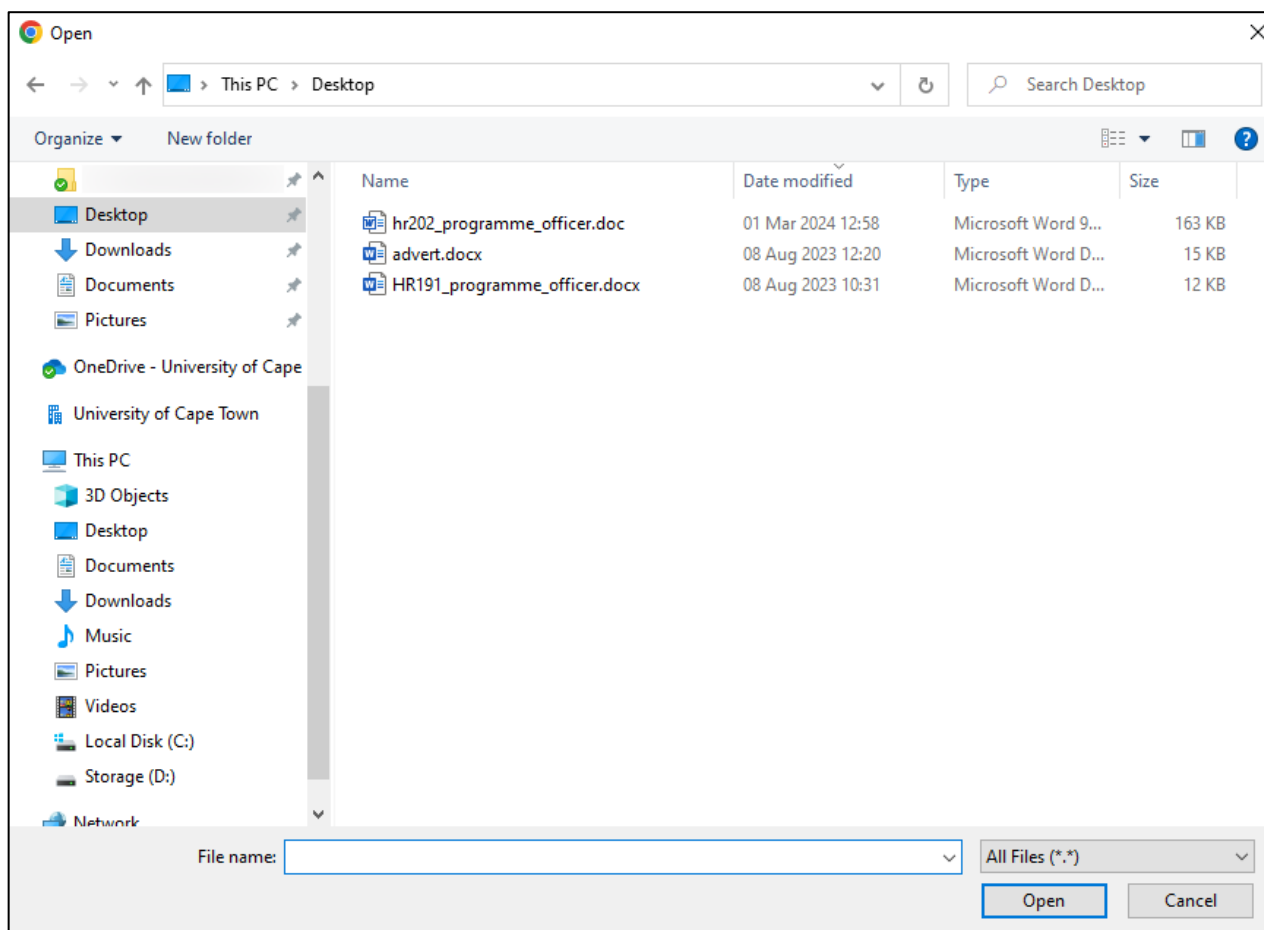
- Click 

Browse

.

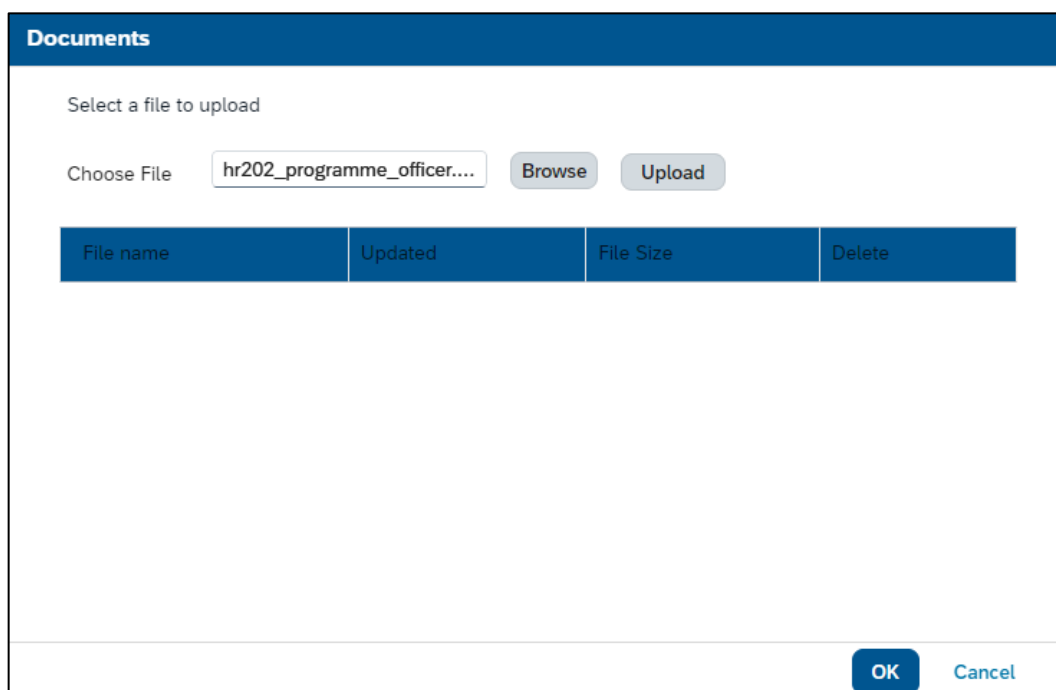
## Adding requisition documents (attachments)

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 successfully uploaded.

Select a file to upload

Choose File

hr202\_programme\_officer....

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

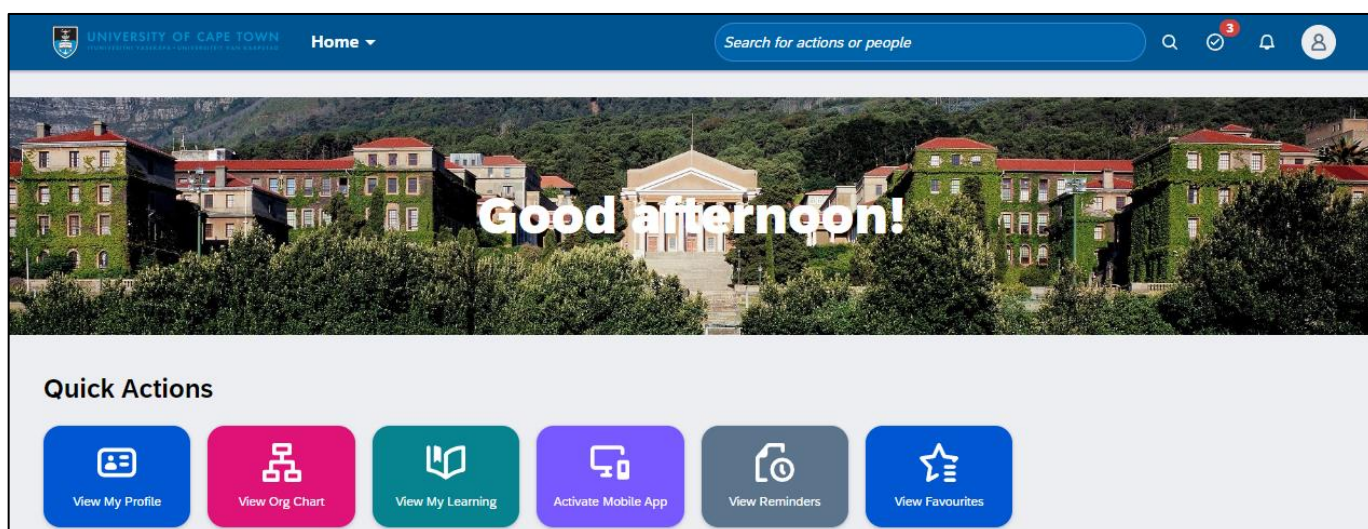
## Background

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.

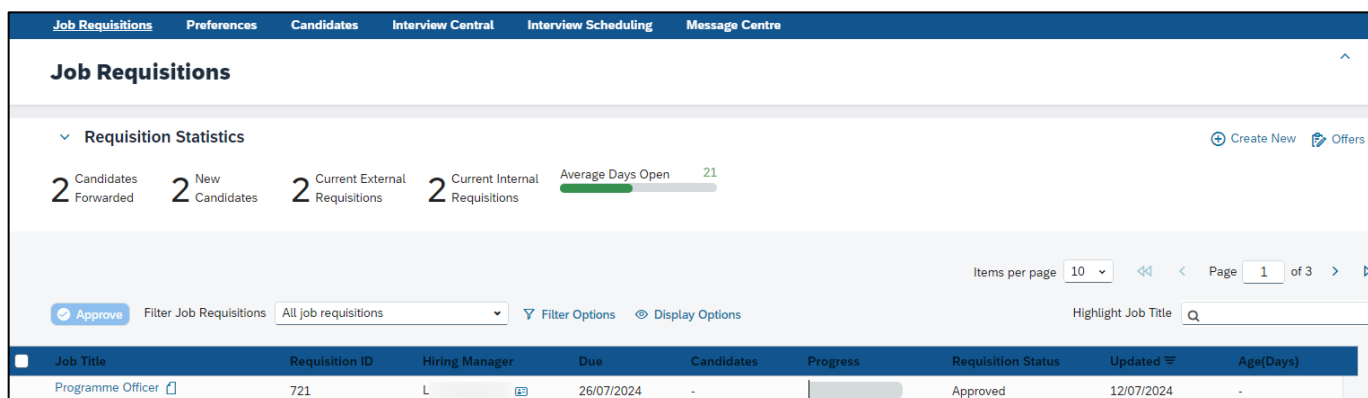
## Procedure

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.

Programme Officer (721)

Job Requisition Details

Candidates (0)

Job Postings (2)

Candidate Search

Internal Posting Preview

External Posting Preview

Requisition Information

Requisition ID721

\* Requisition Status

Approved

Requisition Due Date26/07/2024

Evergreen Job Requisition

- Click **Job Postings**.

5. The *Job postings* page appears.

Programme Officer (721)

Job Requisition Details

Candidates (1)

Job Postings (0)

Candidate Search

Job postings

Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Intranet Posting	Expired	15/07/2024	17:01 SAST	17/07/2024	23:59 SAST	15/07/2024	L	Post Again
Corporate Posting	Expired	15/07/2024	17:02 SAST	17/07/2024	23:59 SAST	15/07/2024	L	Post Again
Internal Private Posting	Not Posted	<div>DD/MM/YYYY</div>	--	<div>DD/MM/YYYY</div>	--	--	--	Post Job
External Private Posting	Not Posted	<div>DD/MM/YYYY</div>	--	<div>DD/MM/YYYY</div>	--	--	--	Post Job

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

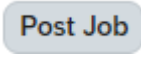
Internal Private Posting	Posted	19/07/2024	00:00 SAST	26/07/2024	23:59 SAST	15/07/2024	L	Remove Post
External Private Posting	Not Posted	<div>DD/MM/YYYY</div>	--	<div>DD/MM/YYYY</div>	--	--	--	Post Job

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 *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.

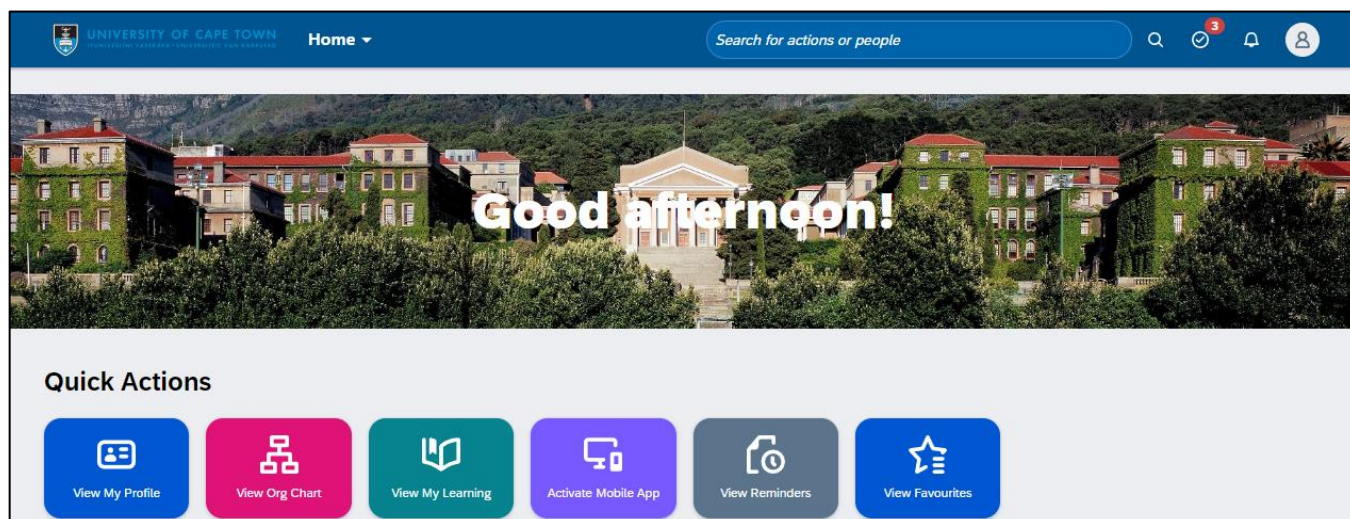
## Before you begin

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)

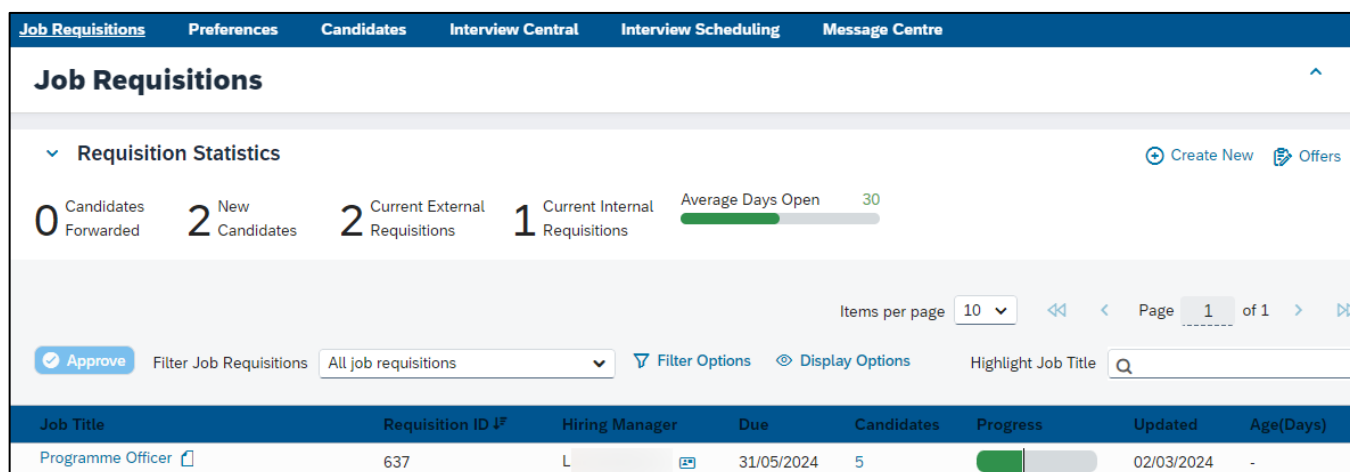
## Procedure

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.

The screenshot shows the 'Candidates' page with a navigation bar at the top containing 'Job Requisitions', 'Preferences', 'Candidates' (active), 'Interview Central', 'Interview Scheduling', and 'Message Centre'. Below the navigation bar is a 'KEYWORD AND ITEM SEARCH' section. It includes a search bar with a placeholder 'Search by Name / Search by Candidate ID' and a search button. There are also links for 'Add Candidate', 'Saved Search List', and 'Saved Searches'. Below the search bar is a 'Candidate type' dropdown menu set to 'external or internal'. Below that is a 'CV or cover letter contains the following:' section with a dropdown menu set to 'the exact phrase' and a search button. At the bottom, there are buttons for 'Clear', 'Save Search', and 'Search'.

- Click [Add Candidate](#).

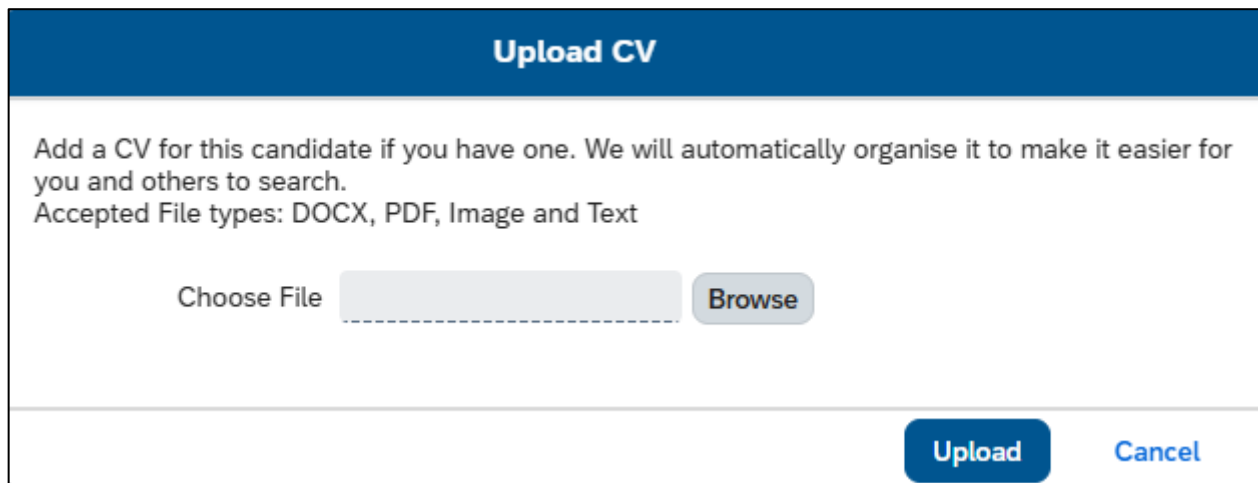
5. The *Add Candidate* dialogue box appears.

The screenshot shows the 'Add Candidate' dialogue box. It has a title bar 'Add Candidate'. Below the title bar is a warning message: 'Enter all available information about the candidate now. You won't be able to edit this information after leaving this page, so make sure all data is complete. The candidate will be notified via email that they can log on to the web site to update their profile, and to search and apply for jobs.' Below the warning message is a prompt: 'Enter the name and email address for the candidate you wish to add. All fields are required.' Below the prompt are five input fields: 'First Name', 'Last Name', 'Email', 'Retype Email Address', and 'Country/Region Code'. The 'Country/Region Code' field is a dropdown menu with '- Select -' as the selected option. At the bottom right of the dialogue box are two buttons: 'Create Profile' and 'Close'.

- Enter the required candidate information in the available fields.
- Click [Create Profile](#).

## Creating a profile on behalf of an external candidate

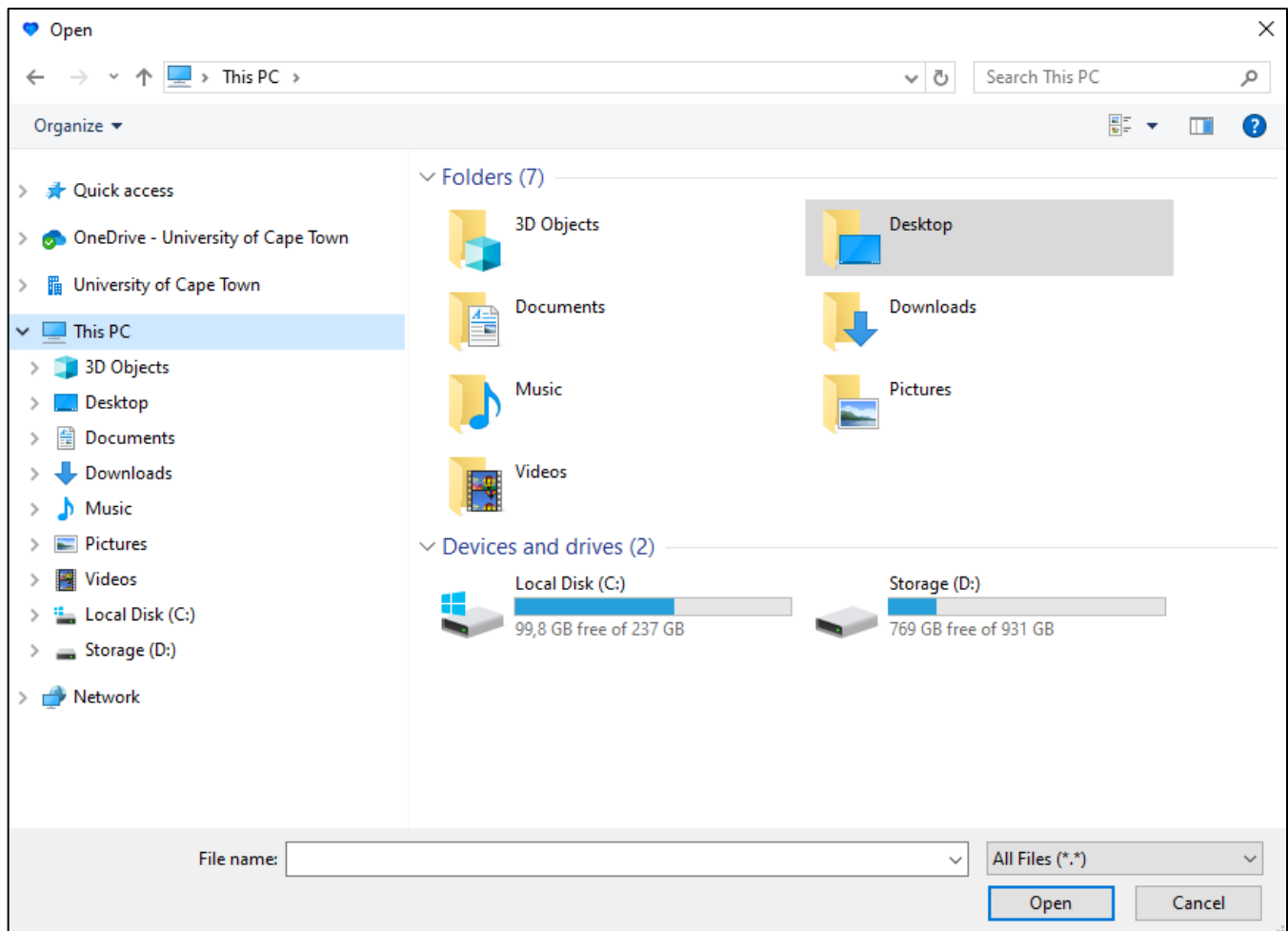
6. The *Upload CV* dialogue box appears.



The 'Upload CV' dialog box has a blue header with the title 'Upload CV'. Below the header, it contains the text: '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.' followed by 'Accepted File types: DOCX, PDF, Image and Text'. There is a 'Choose File' label next to a dashed rectangular input field, and a 'Browse' button to its right. At the bottom right, there are two buttons: 'Upload' (in a blue box) and 'Cancel' (in a blue text link).

- 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.

Job RequisitionsPreferencesCandidatesInterview CentralInterview SchedulingMessage Centre

← Search Results

Max V

EmailPrint PreviewFollow CandidateView Activity Feed

EXTERNAL CANDIDATE

Candidate ID:2201

Phone:082

Email:

PDFMax V CVLast Updated: 02/12/2024

Formal Education

There are no items in this section.

Language Skills

There are no items in this section.

Tags

FavouriteAdd

Documents

Licenses/Qualifications/References/Other0 documents attached

Attachments:

SaveCancelForward To RequisitionsForward 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

Req ID

Roles

[Add Role](#)

Keywords



☒ in job title ☐ in job title or description

Job Language

Any

Match Criteria

☐ Any filter ☒ 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 .

## 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 

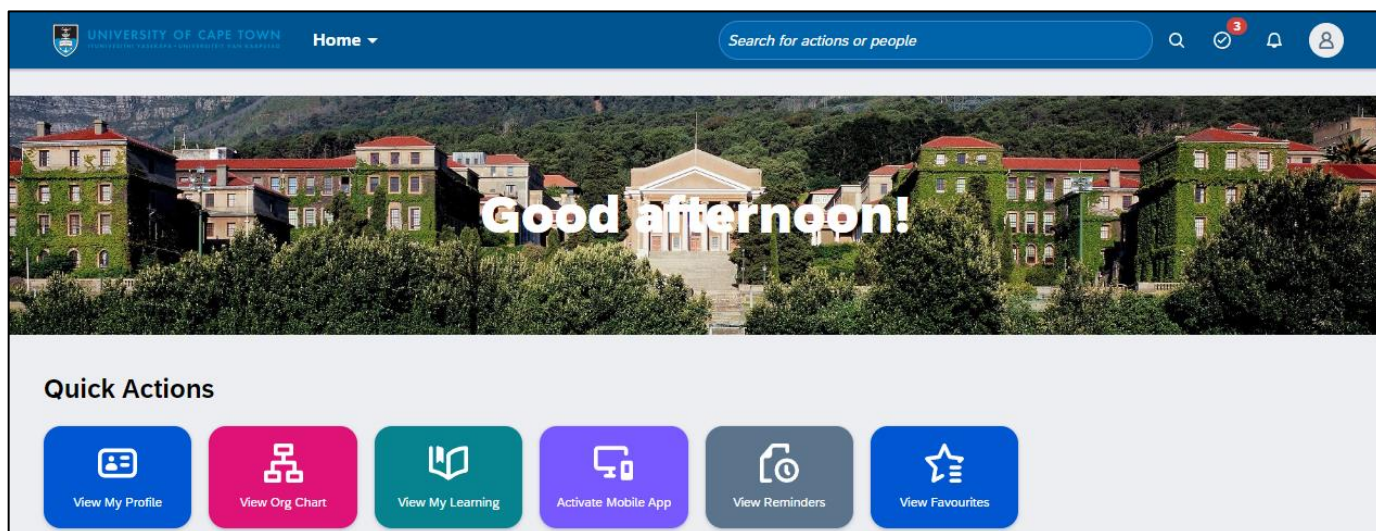
Close

.
- Check the selected job requisition(s) to ensure the forwarded candidate appears in the applicant list.

# Attaching a referee report for an applicant

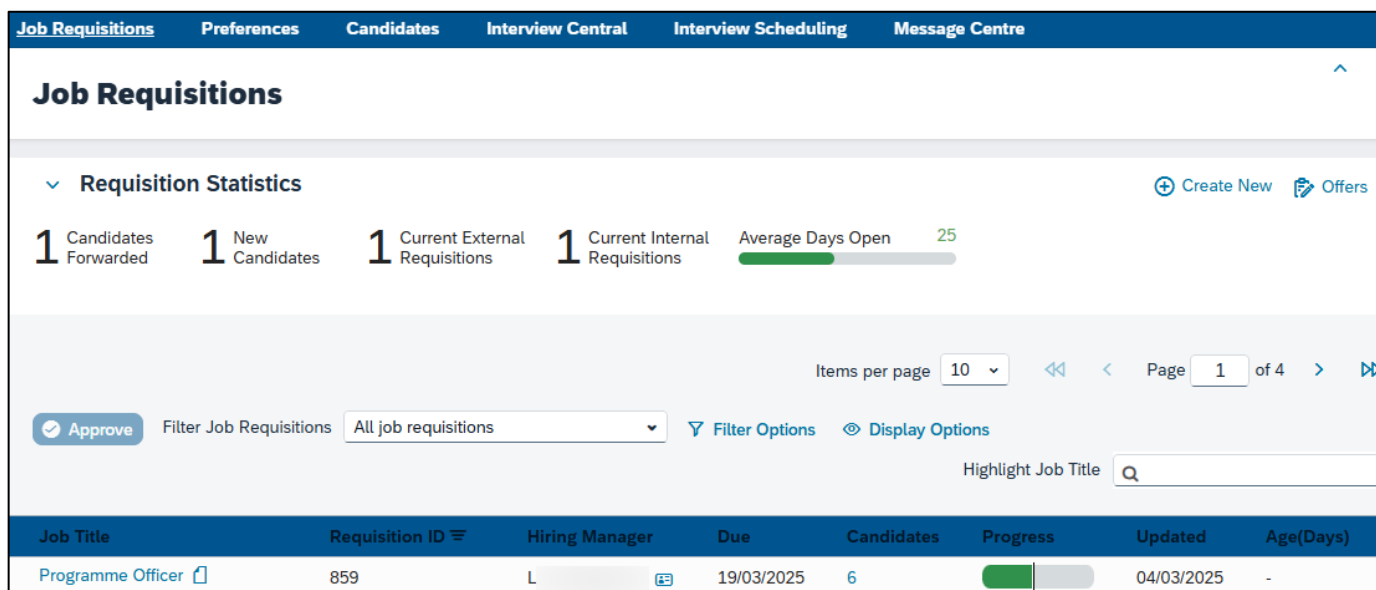
## Procedure

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. 6 above) or click [View Menu Options](#) to the right of the job title and choose [Candidate Summary](#).

## Attaching a referee report for an applicant

4. The *Applicants* page appears.

Job Requisitions

Preferences

Candidates

Interview Central

Interview Scheduling

Message Centre

Status and Filters

Hide

[-] Statu...

[v] Filters...

☐ Forwarded

0

☐ Invited To Apply

0

☐ New Application

1

☐ Pre-screening

0

☐ Retain

0

☐ Assessment

1

☐ Interview

2

>

☐ Offer

0

☐ Ready to Hire \*

0

☐ Hired

0

>

☐ Regret

1

☐ Automatic Disqualified

1

☐ Requisition Closed

0

Requisitions List / Programme Officer (859) /

Applicants

Search for name

Reset

Applicants (6)

Move

<input type="checkbox"/>	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	Rating	Interview Result
<input type="checkbox"/>	E	Automatic Disqualified	⚠	06/03/2025				...
<input type="checkbox"/>	L	Interview	⚠	06/03/2025				...
<input type="checkbox"/>	H	New Application	👤	06/03/2025				...
<input type="checkbox"/>	V	Regret Pre-Interview - Email	⚠	06/03/2025				...
<input type="checkbox"/>	J	Assessment	👤	06/03/2025				...
<input type="checkbox"/>	M	Interview	👤	06/03/2025				...

- The *Status and Filters* section shows all possible statuses and the number of applicants per status. In the example above there are 6 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.

Job Requisitions

Preferences

Candidates

Interview Central

Interview Scheduling

Message Centre

... / Programme Officer (859) / Applicants

< Back

Search for name

Applicants (6)

...

☐

Name

☐

E

...

☐

L

...

☐

H

...

☐

V

...

☐

J

...

☐

M

...

M (M )

@uct.ac.za

082

Application URL

Status: Interview

Type: Internal Candidate

Move

Contact

...

Applicant Information

CV and Documents

Comments

Activity

Audit Information

Application Information

Edit

Candidate Rating: \*  
A – (S) Meets all requirements and matching EE targets

Additional Documentation:  
0 document attached

Application Supporting Information

Licenses/Qualifications/Other Attachments:  
1 document attached

Salary Expectation per Annum (CtC):  
500 000

- Click the *CV and Documents* tab.



## Attaching a referee report for an applicant

6. The *CV and Documents* page appears.

The screenshot shows the UCT SuccessFactors Recruiting interface. On the left, there is a sidebar with the 'Applicants' section, showing a list of 6 applicants. The main area displays the 'CV and Documents' page for a specific applicant. The page includes a header with the applicant's name, email, phone number, application URL, status, and type. Below the header, there are tabs for 'Applicant Information', 'CV and Documents', 'Comments', 'Activity', and 'Audit Information'. The 'CV and Documents' tab is active, showing a 'CV' button, a 'Cover Letter' button, and an 'Other Documents' button. The 'Other Documents' button is highlighted. Below the buttons, there is a 'Download' link. The main content area displays the applicant's profile, including their name, contact information, and a brief description of their role as a Project Manager. The 'PROFILE' section includes a paragraph about their experience and skills. The 'EMPLOYMENT HISTORY' section is also visible.

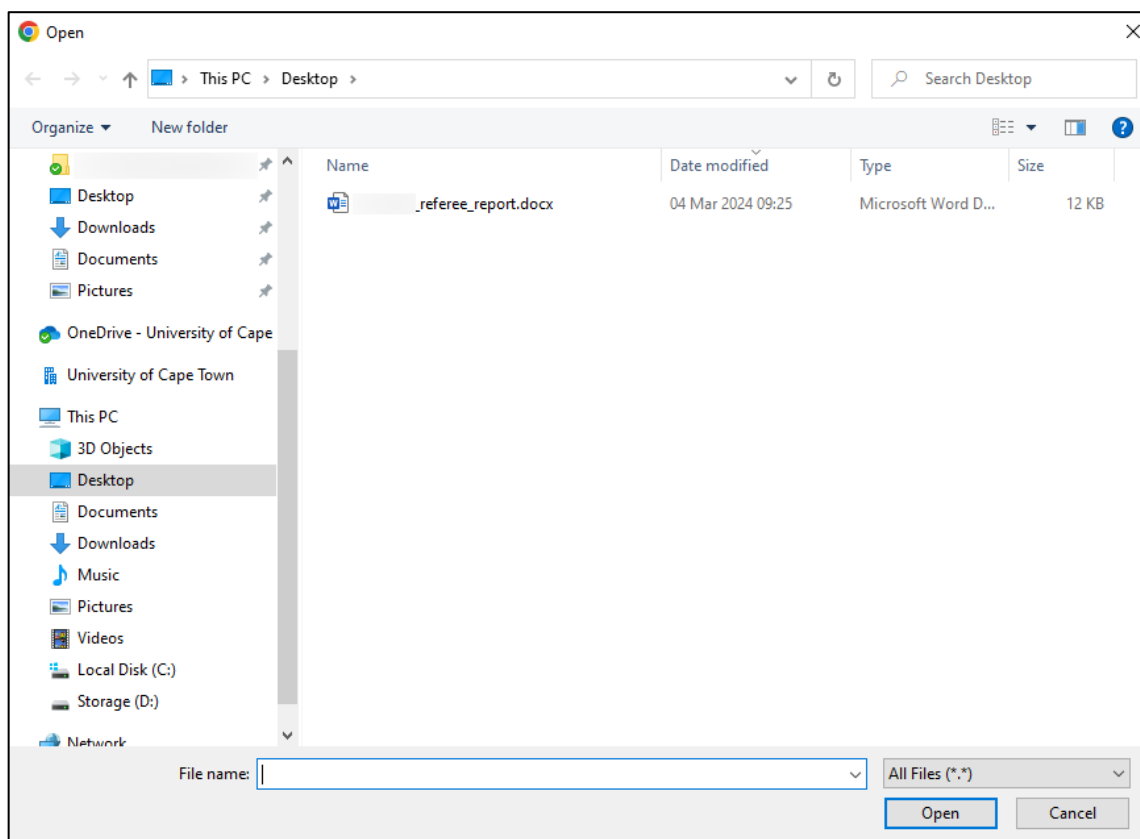
– Click *Other Documents*.

The screenshot shows the 'Other Documents' page within the 'CV and Documents' tab. The page has a header with the same tabs as the previous screenshot. The 'Other Documents' button is highlighted. Below the buttons, there is an 'Upload' link. The main content area is divided into two sections: 'Additional Documentation' and 'Licenses/Qualifications/Other Attachments'. The 'Additional Documentation' section shows 'No documents attached.' The 'Licenses/Qualifications/Other Attachments' section displays a list of documents, including a PDF file named 'drivers\_license.pdf' with a size of 65 KB and a date of 07/03/2025.

– Click *Upload*.

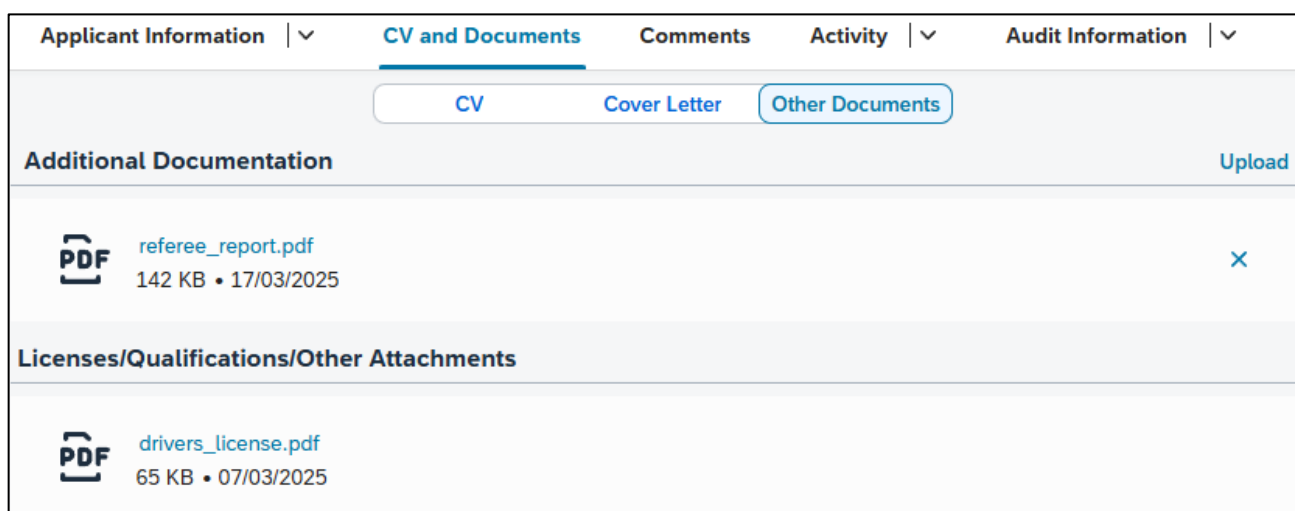
## Attaching a referee report for an applicant

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, select the next applicant by clicking their *Name* on the left and repeat from [step 5](#) 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

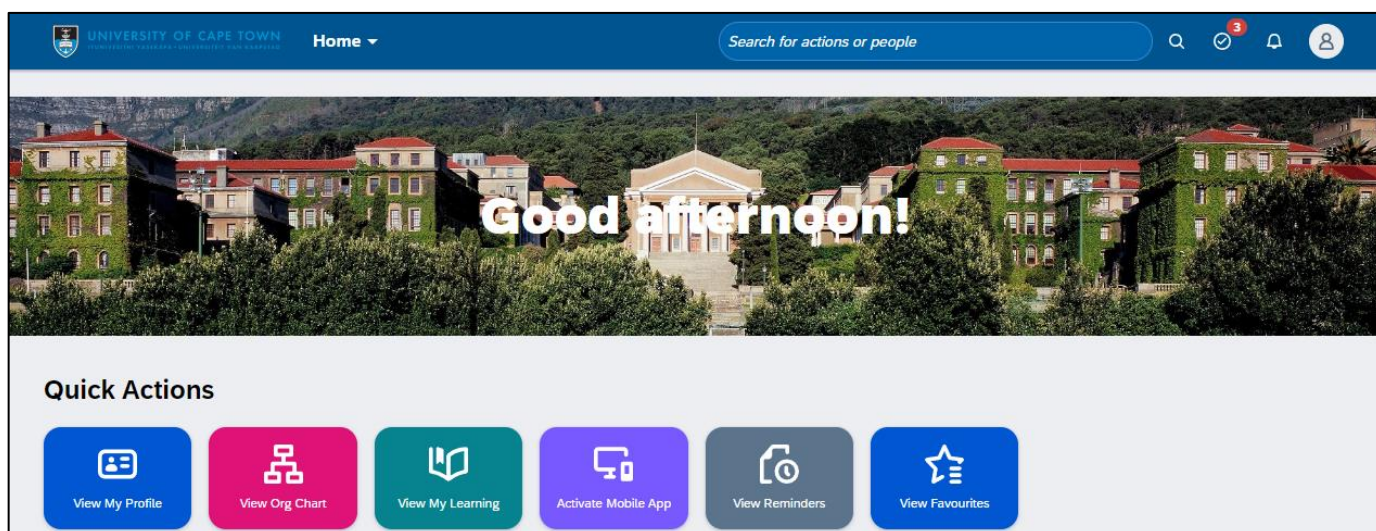
## Before you begin

Candidates (applicants) must be moved the *Interview* status to be available for interview scheduling.

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

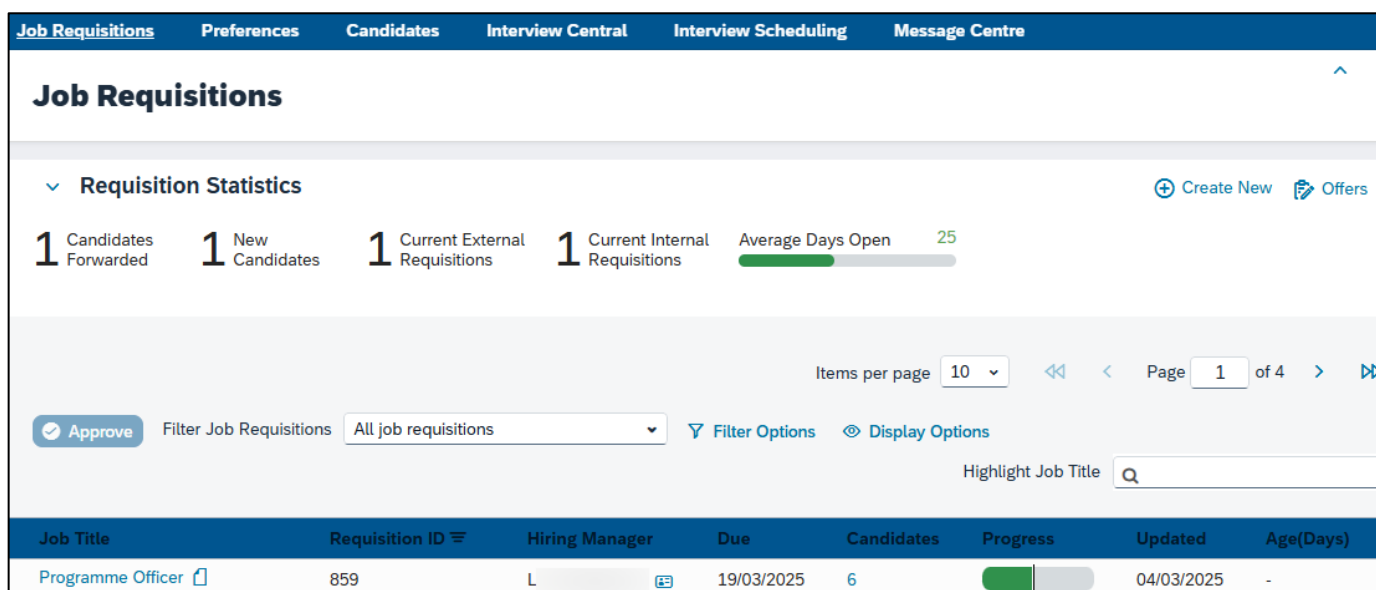
## Procedure

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*.

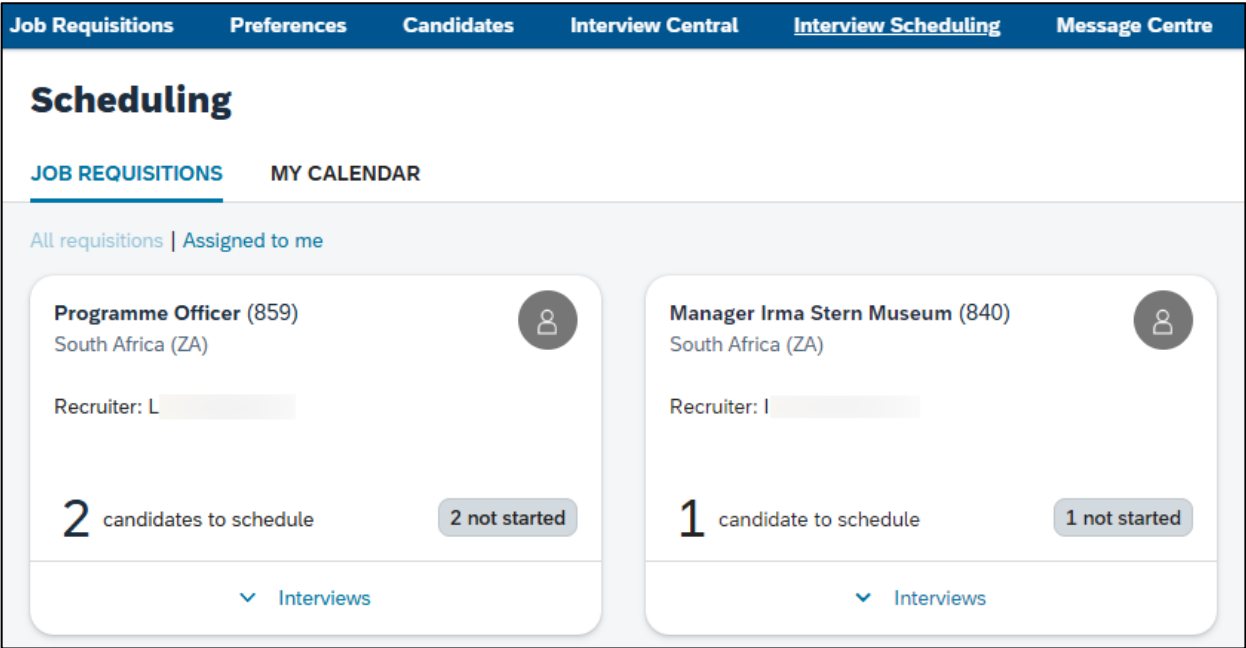
4. The *Job Requisitions* page appears.



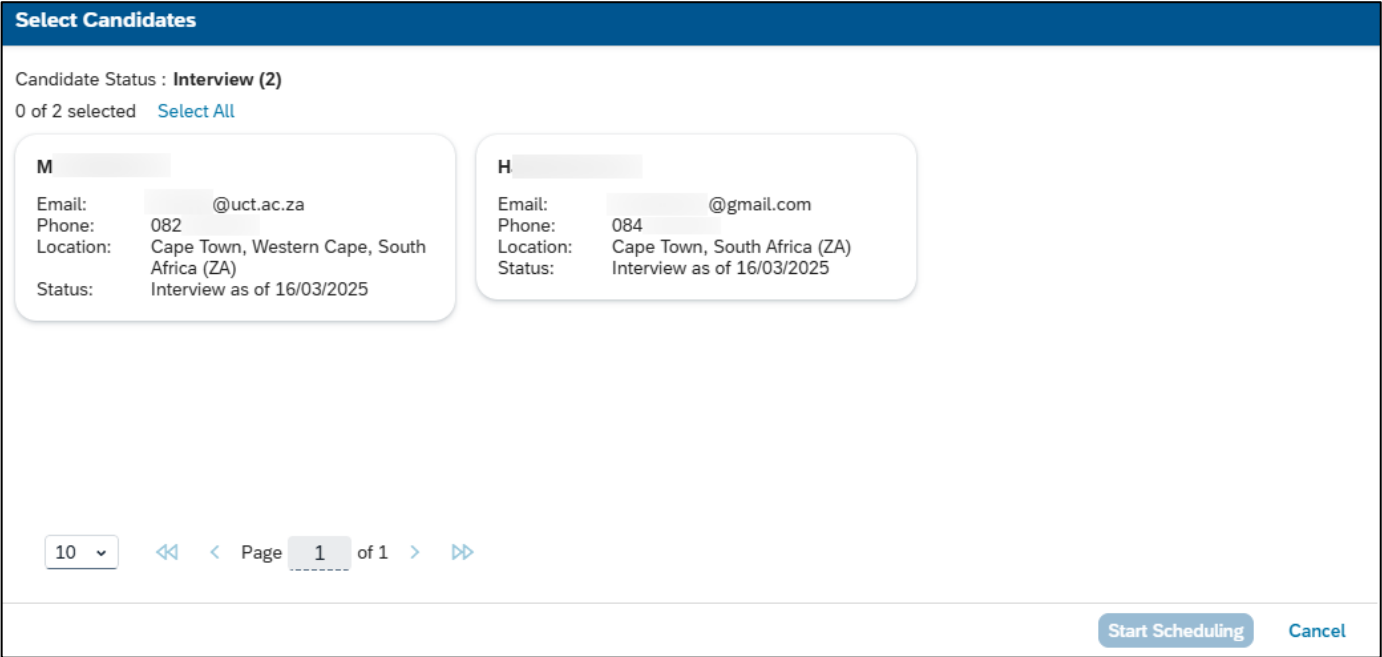
- Click *Interview Scheduling* in the top menu.

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

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



- 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.



## 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](#)

M

Email: @uct.ac.za  
Phone: 082  
Location: Cape Town, Western Cape, South Africa (ZA)  
Status: Interview as of 16/03/2025

H

Email: @gmail.com  
Phone: 084  
Location: Cape Town, South Africa (ZA)  
Status: Interview as of 16/03/2025

- Click **Start Scheduling**.

7. The *Interview Scheduling* page appears.

Programme Officer - 859

[← 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

# 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

☒ Name

☐ Role in Requisition

Interviewer by

Search for interviewer

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

17/03/2025

>

	Monday, 17	Tuesday, 18	Wednesday, 19	Thursday, 20	Friday, 21
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

Recruiting Team

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

Hiring Manager

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.

The screenshot shows a single interviewer, 'L Hiring Manager', with a 1-hour time slot. Below the slot, there are radio buttons for 'Start', '0.5 hour', '1 hour', '1.5 hours', and '2 hours'.

- 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.

The screenshot shows the 'Manage Interviewers' section. It includes a list of interviewers: 'L Hiring Manager' and four 'Selection Committee Members' (I, M, J, L). Each interviewer has a 1-hour time slot. At the bottom, there are radio buttons for 'Start', '0.5 hour', '1 hour', and '1.5 hours'.

- 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 Interview by* section and use the *Search for interviewer* field to select the appropriate person.

The screenshot shows the 'Add Interviewer by' section. It has two radio buttons: 'Name' (selected) and 'Role in Requisition'. Below is a search field labeled 'Search for interviewer'.



# 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)

Add Custom Slot

0 time slots selected to cover 1 interview sessions

17/03/2025

1

Candidates can book same slot.

	Monday, 17	Tuesday, 18	Wednesday, 19	Thursday, 20	Friday, 21
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:

Thursday, 27/03/2025

08:00AM

To:

Thursday, 27/03/2025

09:00AM

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)

Add Custom Slot

1 time slots selected to cover 1 interview sessions

27/03/2025

Show slots even if some interviewers are not available

1

Candidates can book same slot.

	Thursday, 27	Friday, 28	Saturday, 29	Sunday, 30	Monday, 31
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:  Email Template:

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

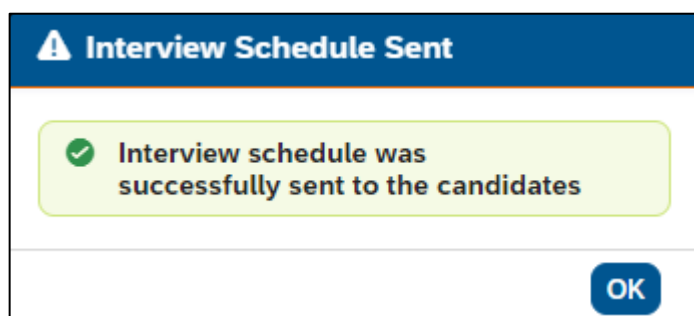
- In the *Email Template* field, select *UCT HR Invitation for face to face interview*.

**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**.

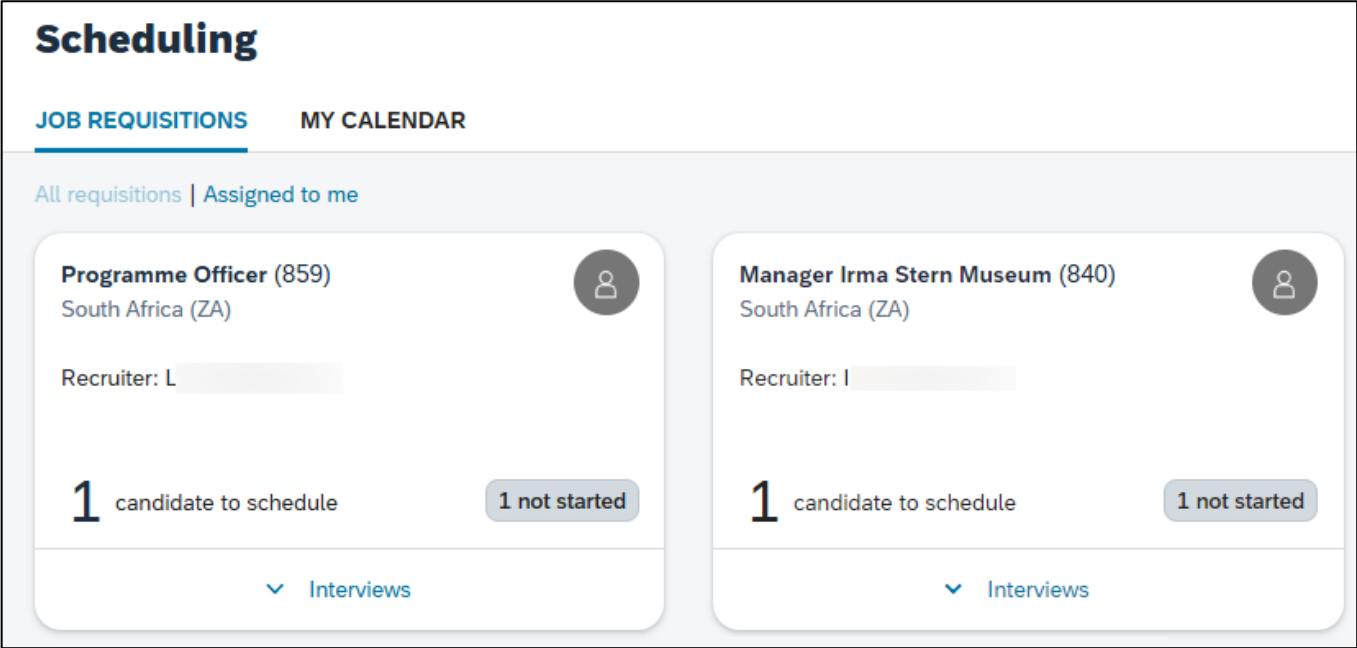
9. The *Interview Schedule Sent* dialogue box appears.



- Click **OK**.

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

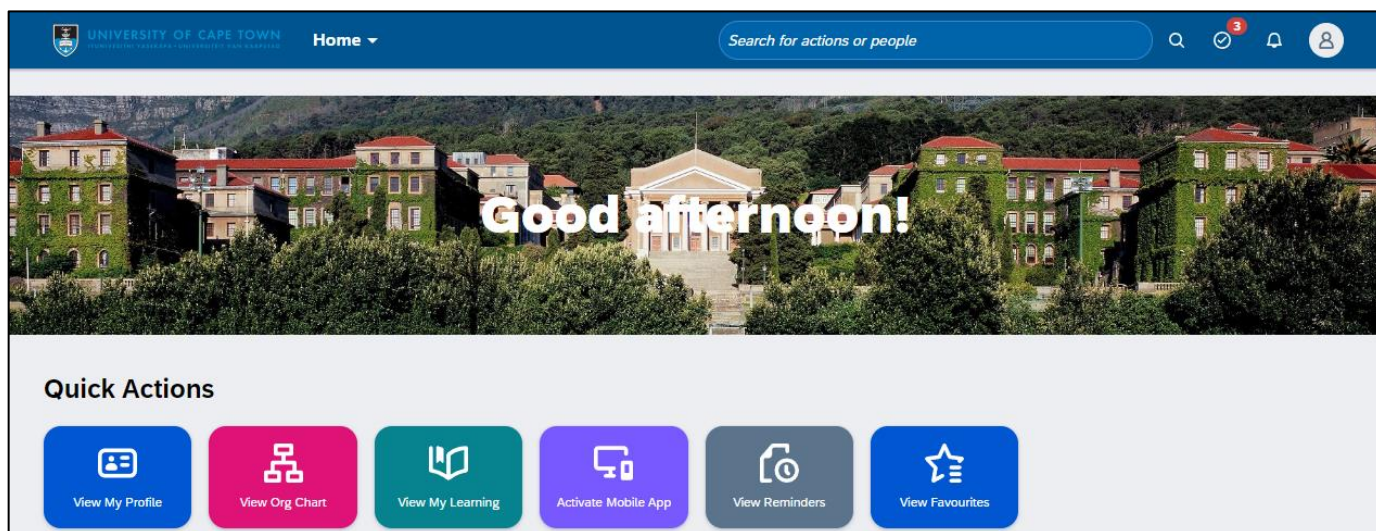
10. The *Interview Scheduling* page reappears, listing any remaining job requisitions that have candidates with the *Interview* status. To schedule additional candidate interviews, repeat from [step 5](#) above.



# Displaying interview details

## Procedure

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



- Choose *Home* > *Recruiting*.

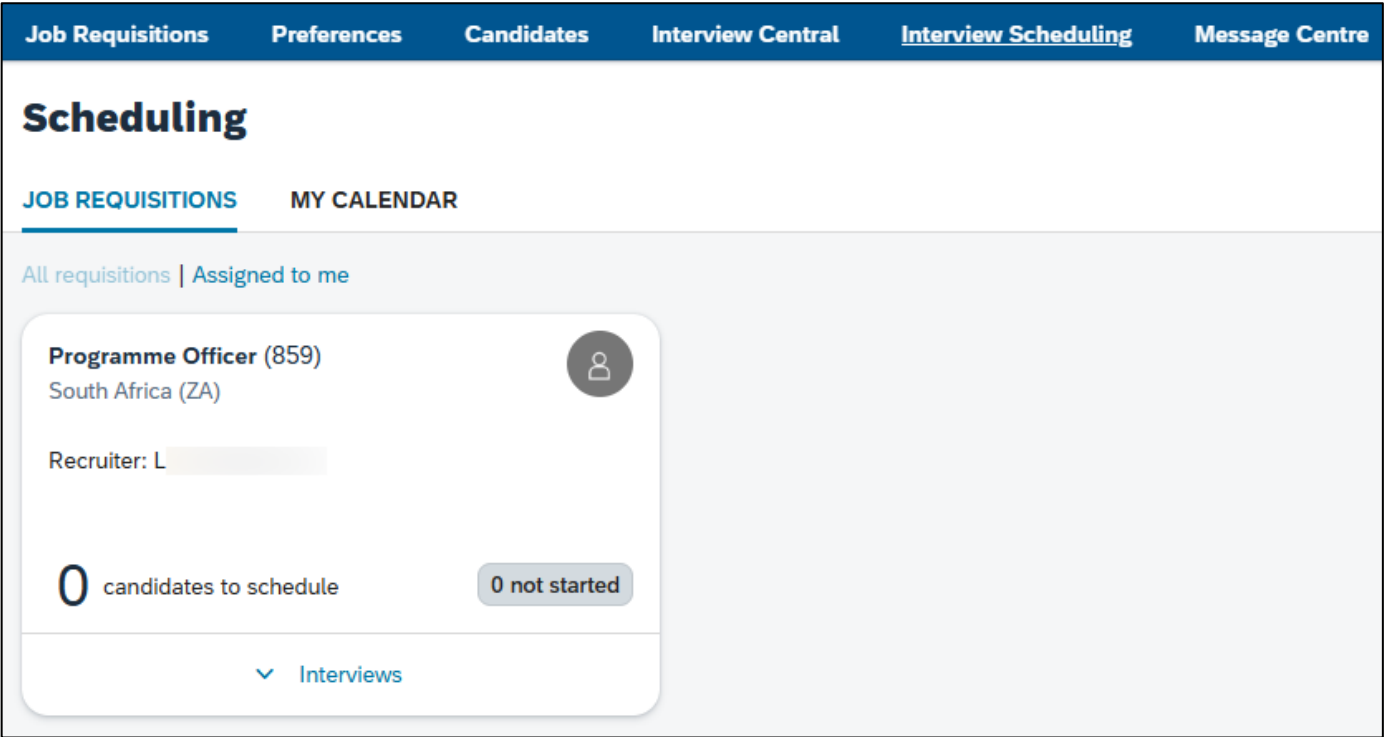
3. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	859	L	19/03/2025	6	<div><div></div></div>	04/03/2025	-

- 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.



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

The screenshot shows the expanded 'Interviews' section. It displays a table with the following data:

Interview title	In draft	Not booked	Booked	Assigned to
M [redacted]	x 0	0	1	You
L [redacted]	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 - 859

[← 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

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

	<b>L</b> Departmental Manager (20027650)			
	<b>M</b> Lecturer (20004368)			
	<b>J</b> Senior Lecturer (20001566)			
	<b>L</b> Programme Officer (20050606)			

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?

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



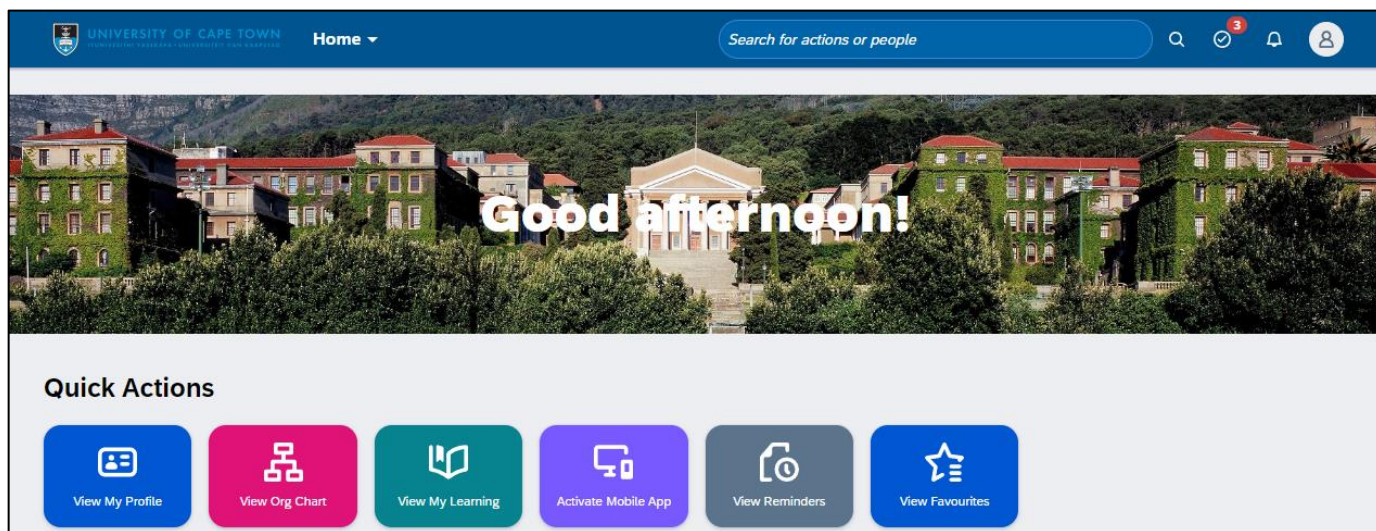
# Changing a scheduled face-to-face interview

## Background

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

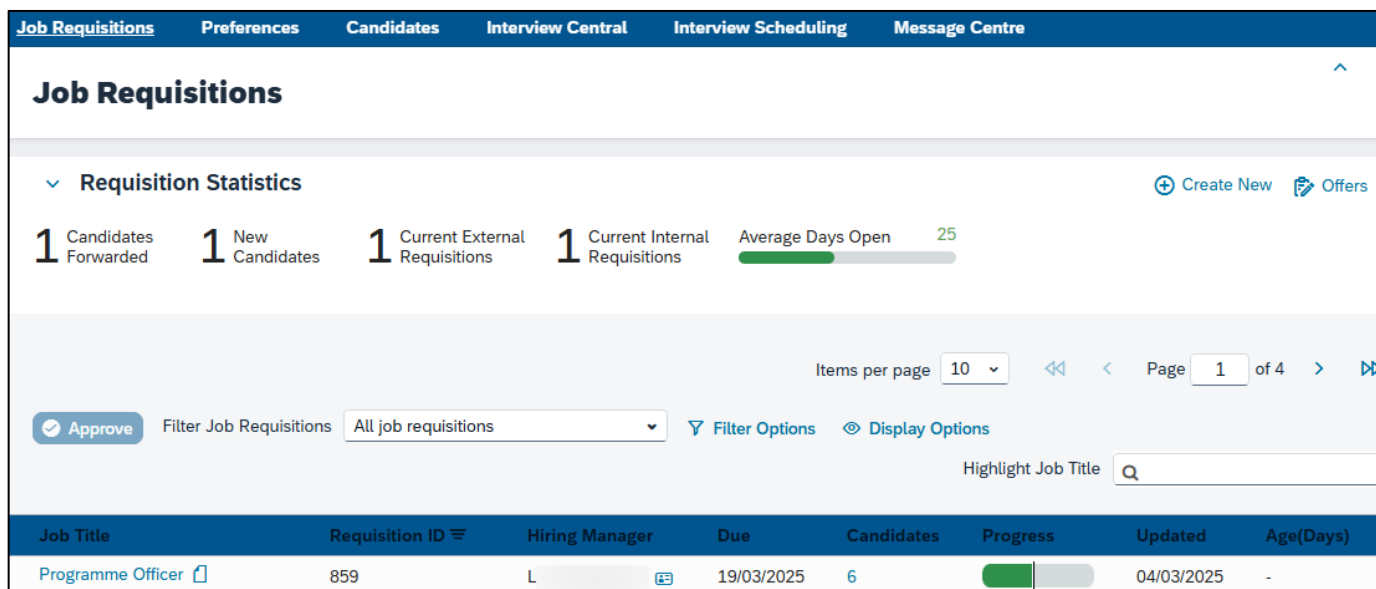
## Procedure

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



- Choose *Home* > *Recruiting*.

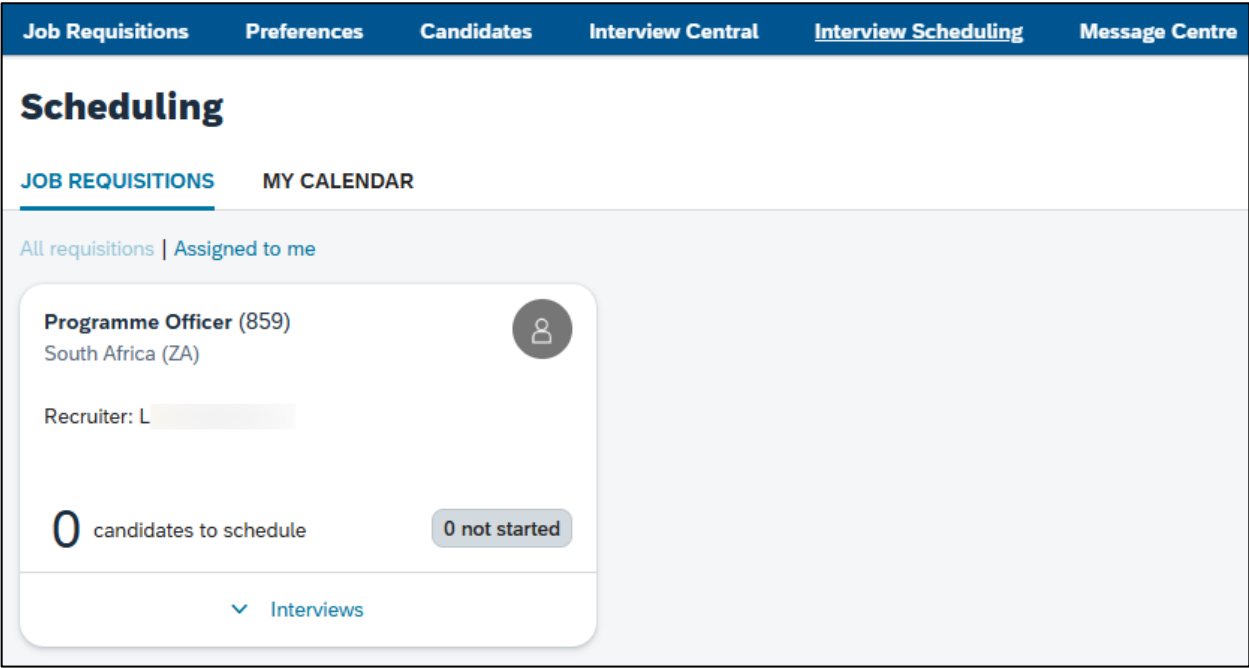
3. The *Job Requisitions* page appears.



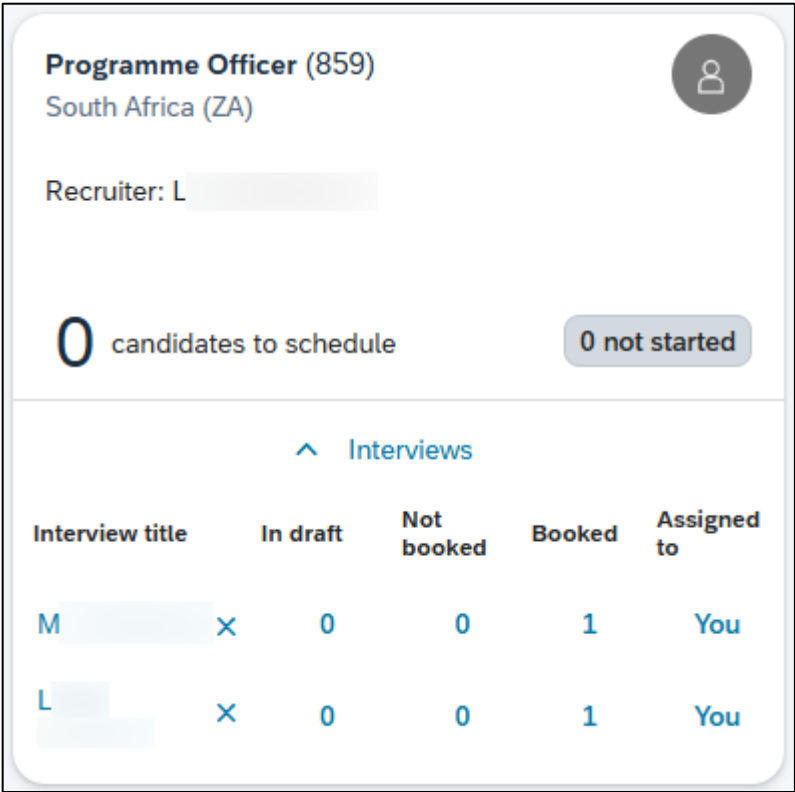
- Click *Interview Scheduling* in the top menu.

# Changing a scheduled face-to-face interview

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



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



- 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 - 859**

[← Back to Requisitions](#)

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Interview Title:

Assigned To: [You](#)


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



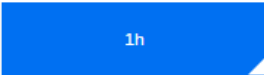


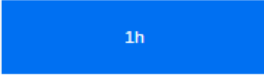


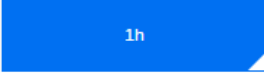


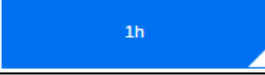
Interview Type: ☐ Phone ☐ Virtual ☒ Face-to-Face

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.

	<b>L</b> Departmental Manager (20027650)		
	<b>M</b> Lecturer (20004368)		
	<b>J</b> Senior Lecturer (20001566)		
	<b>L</b> Programme Officer (20050606)		

- 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

## 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:

28/03/2025 : 09:00 to 10:00 

- 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:

To: Friday, 28/03/2025 09:00AM

**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 0 interview sessions

< 28/03/2025 >

	Friday, 28	Saturday, 29	Sunday, 30	Monday, 31	Tuesday, 1
Early Morning (1am-9am)					
Daytime (9am-5pm)				10:00AM to 11:00AM	
Evening (5pm-1am)					

☒ Selected
 ☐ Available
 ☐ Already sent

**Continue** Save Cancel

- Click **Continue**.

## Changing a scheduled face-to-face interview

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

The screenshot shows the 'Contact Candidate(s)' dialog box. At the top, the 'From' field is set to '@uct.ac.za'. To the right, there is a checkbox labeled 'Send me a copy of this email'. Below this, a blue information bar states: 'You have selected only one slot. You can book candidates at once and they do not need to confirm the time.' Underneath the bar is a checkbox labeled 'Book this slot for candidates'. The 'Language' dropdown is set to 'English UK (English UK)'. The 'Email Template' dropdown is set to 'Select a template'. The 'Subject' field is empty. Below these fields is a rich text editor with a toolbar containing icons for undo, redo, insert image, table, bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, and source. The editor area is empty. At the bottom right, there are three buttons: 'Send to Candidate', 'Skip Email', and 'Cancel'. A status bar at the bottom left of the editor shows 'Paragraphs: 0 Words: 0'.

- 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.

**Contact Candidate(s)**

From:  To Candidates: ☒ 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:

Email Template:

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. Your interview is scheduled for **[[INTERVIEW\_TIME]]** on **[[INTERVIEW\_DATE]]** at **[[INTERVIEW\_SCHEDULING\_INTERVIEW\_LOCATION]]** for approximately **[[INTERVIEW\_SCHEDULING\_INTERVIEW\_LENGTH]]**.

Should you have any questions, please reply to this email.

HR Recruitment  
University of Cape Town

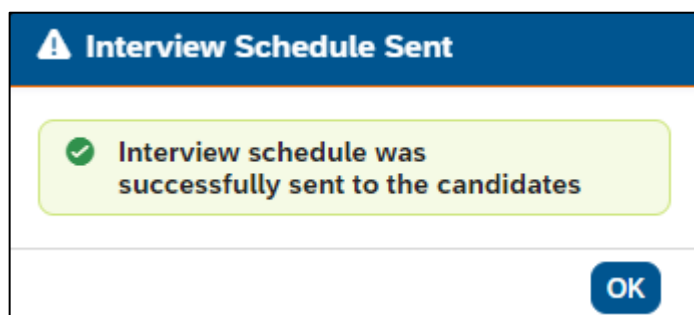
Paragraphs: 5 Words: 49

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

- 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**.

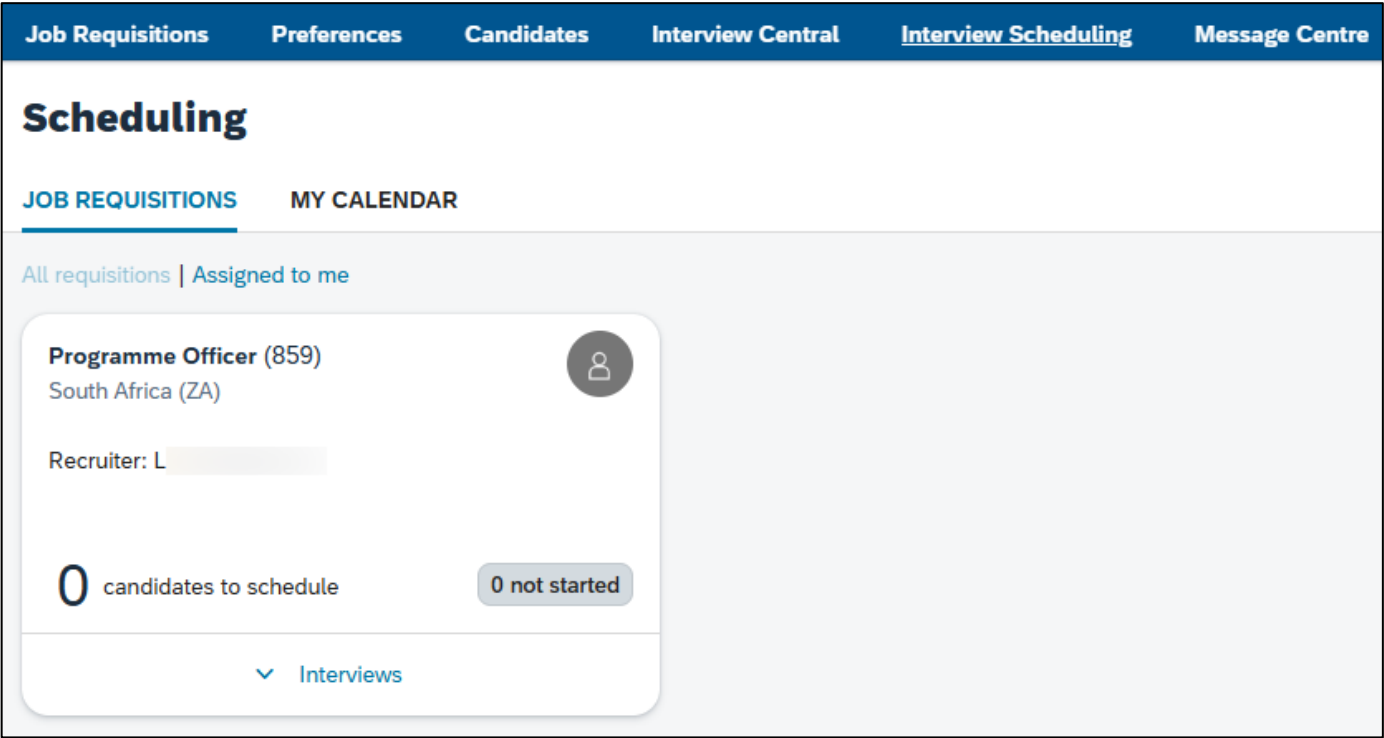
7. The *Interview Schedule Sent* dialogue box appears.



- Click **OK**.

# Changing a scheduled face-to-face interview

8. The *Interview Scheduling* page reappears.





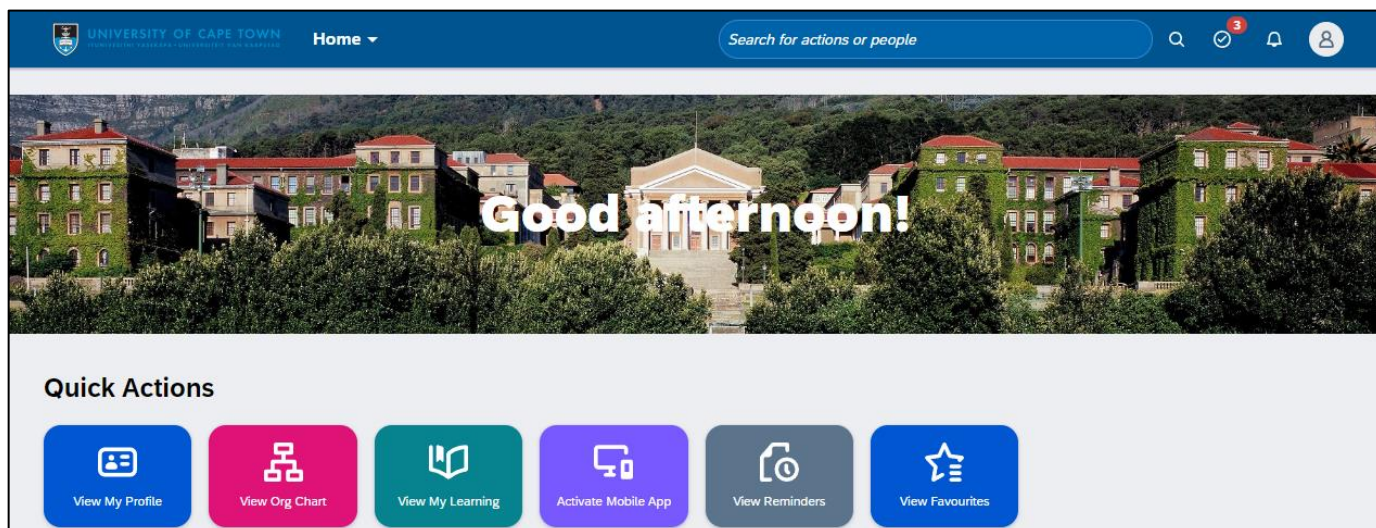
# Deleting a scheduled interview

## Background

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

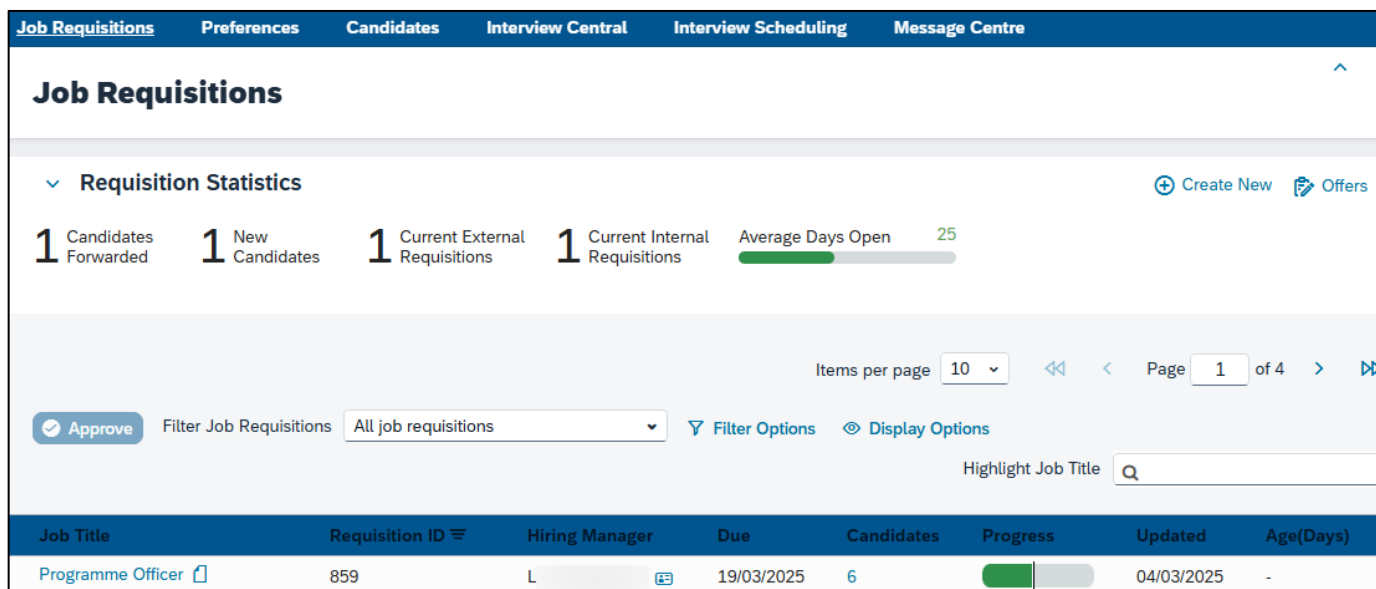
## Procedure

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



- Choose *Home* > *Recruiting*.

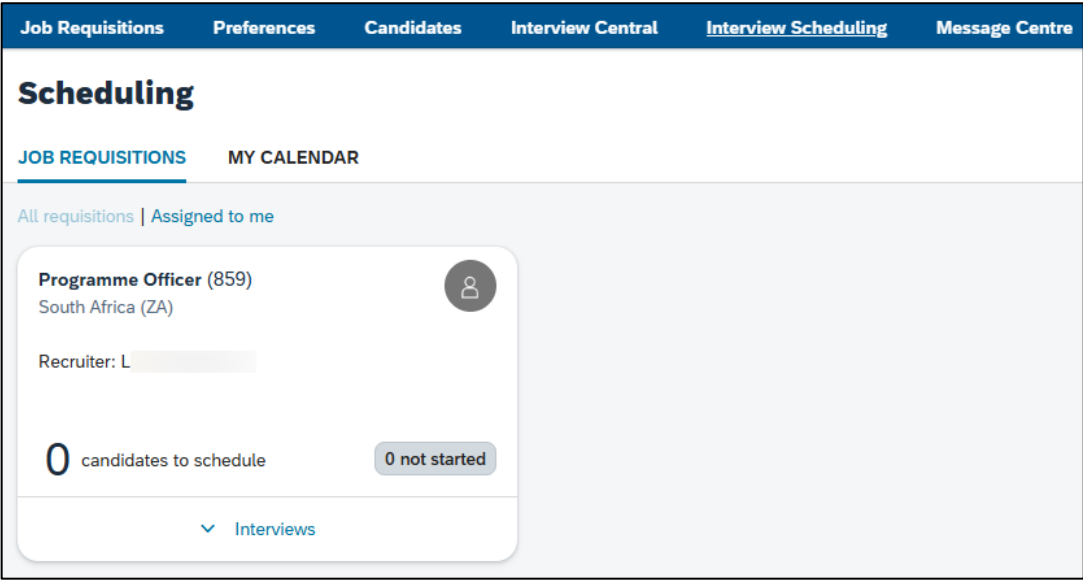
3. The *Job Requisitions* page appears.



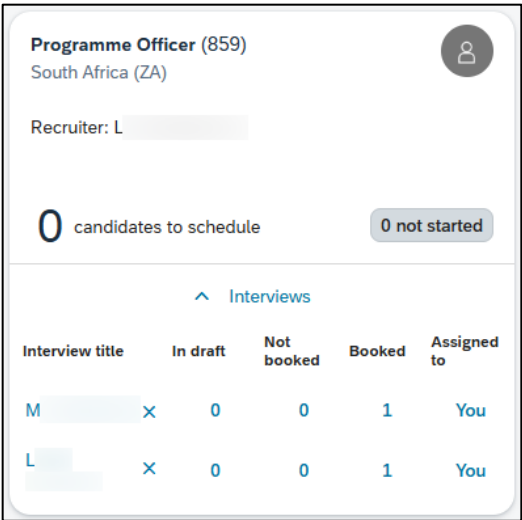
- Click *Interview Scheduling* in the top menu.

# Deleting a scheduled interview

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

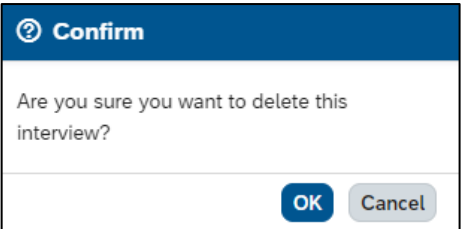


- Click **Interviews**.
- The candidate interview details are displayed.



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

5. The *Confirm* dialogue box appears.



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

