UNIVERSITY OF CAPE TOWN
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UCT SuccessFactors Recruiting guide for Recruitment Administrators

Issued by UCT Human Resources
May 2025

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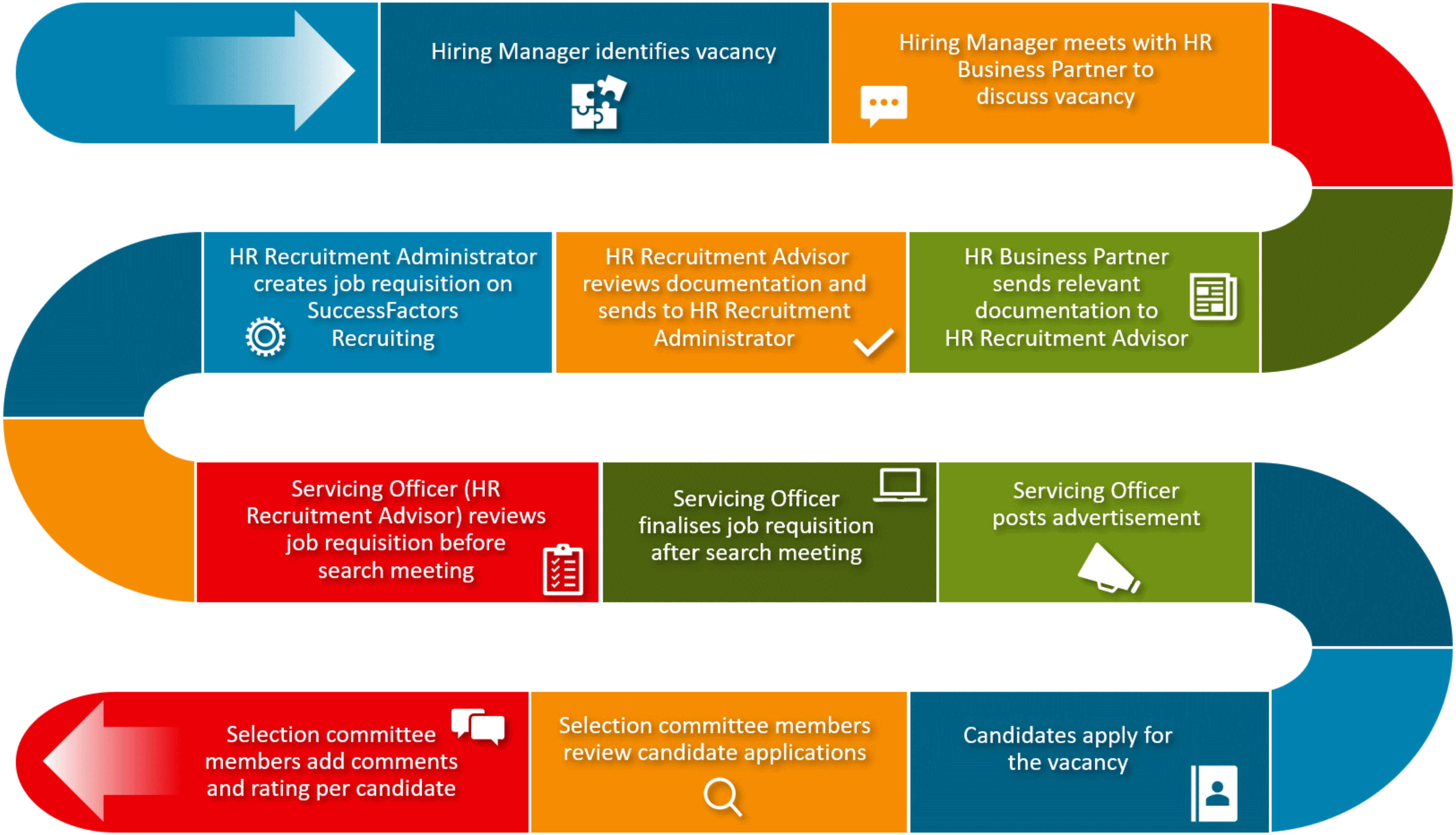
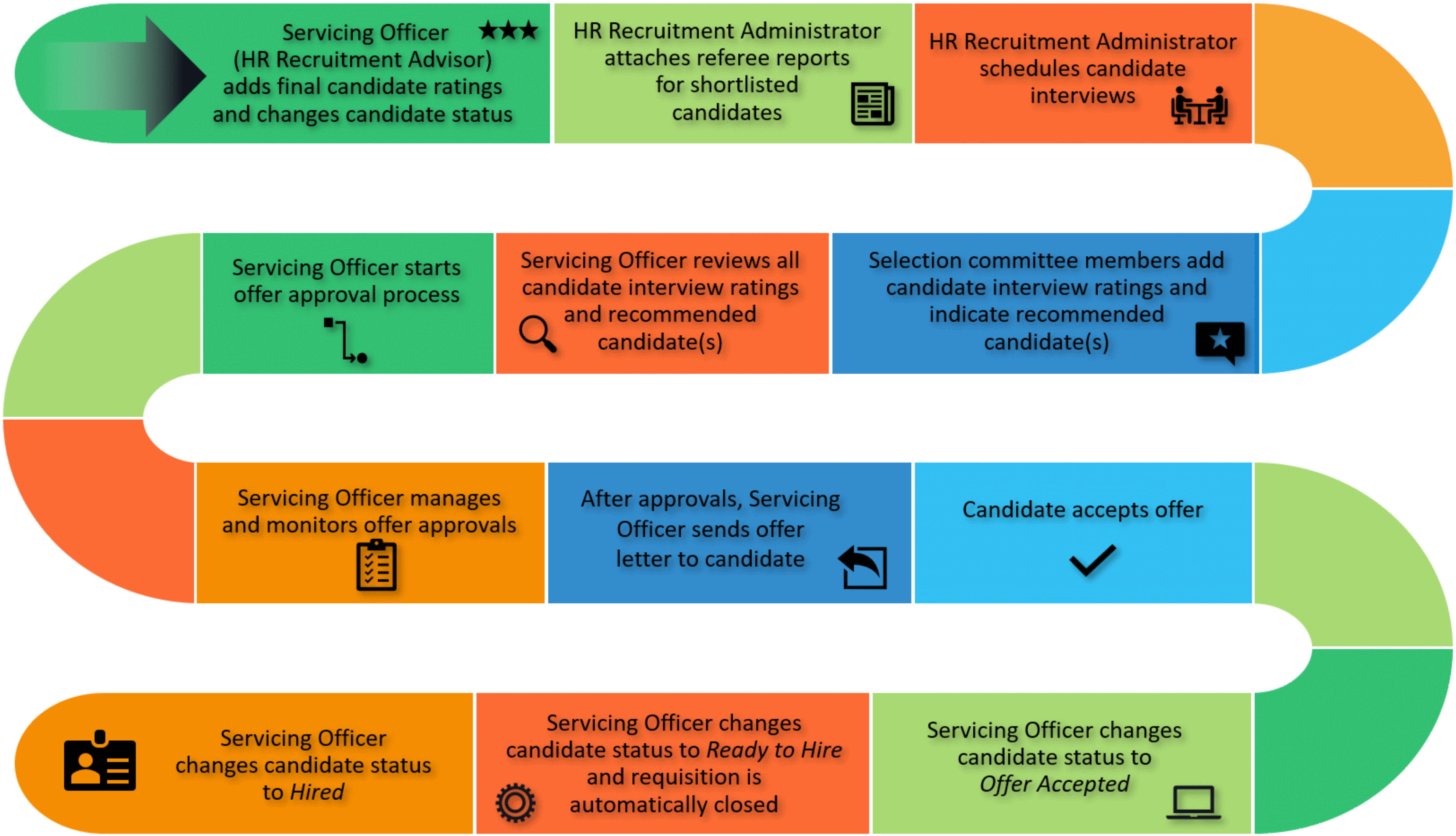


Process overview: Part 2



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

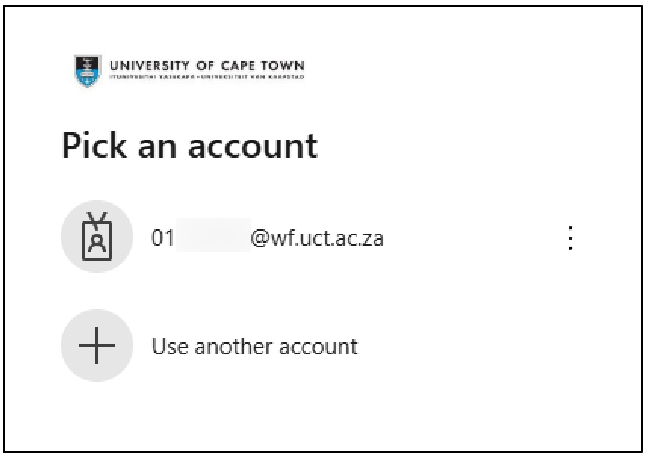
If you are unable to access SuccessFactors or are experiencing other technical difficulties, please contact the IT Service Desk.

Procedure

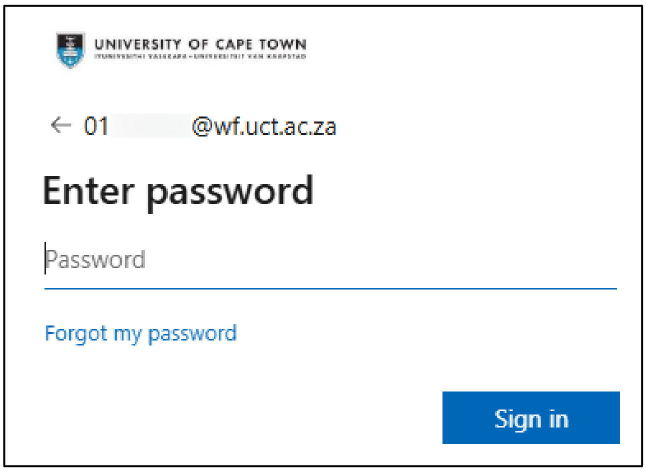
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via www.successfactors.uct.ac.za.

   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)



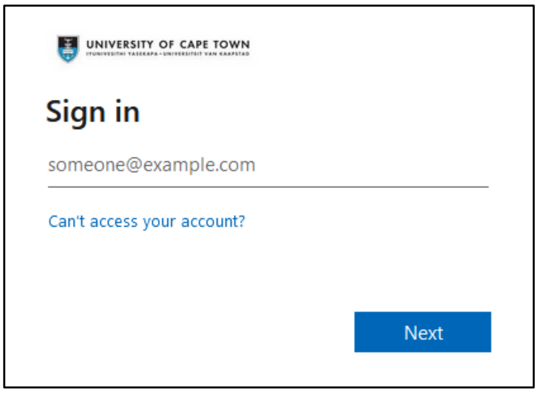
   - Select the appropriate account.



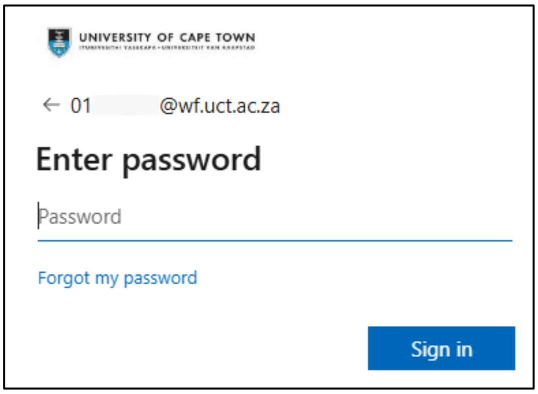
   - Enter your *Password* and click *Sign in*.
   - You will be prompted to verify your login either via Microsoft Authenticator or a code sent to your phone as an SMS. SuccessFactors will open (see step 4).

Logging in to SuccessFactors

New users

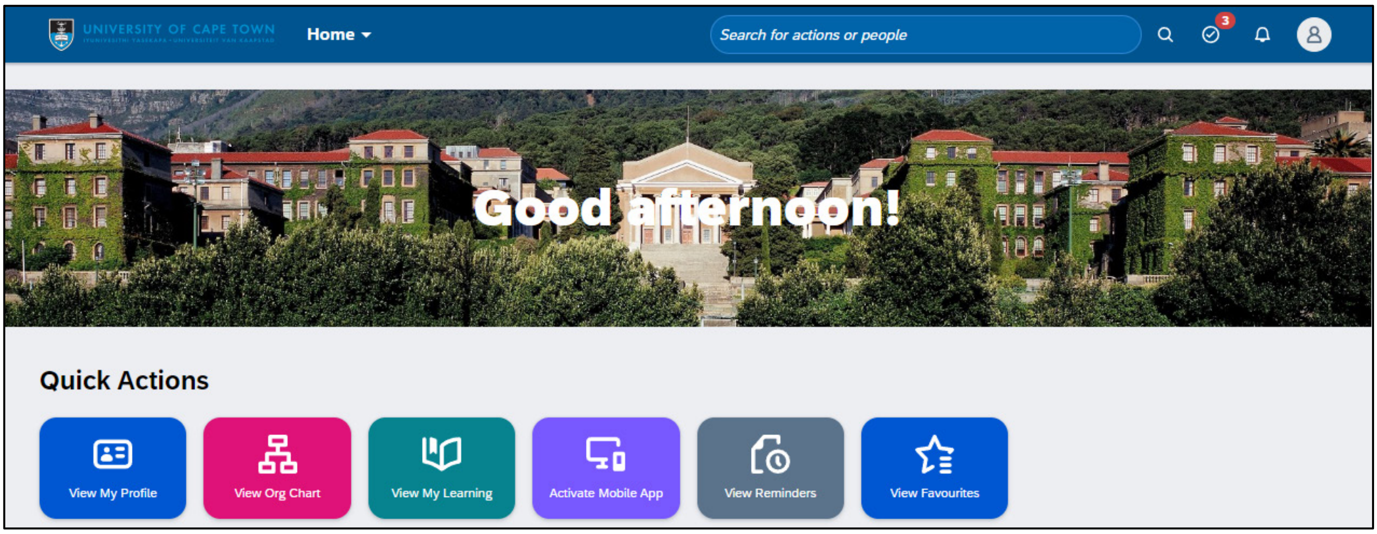


- In the field below *Sign in*, enter your UCT staff number followed by @wf.uct.ac.za. E.g. 01234567@wf.uct.ac.za.
  Note: UCT staff number only, third party "T" accounts do not usually have access to SuccessFactors.
- Click *Next*.



- 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.

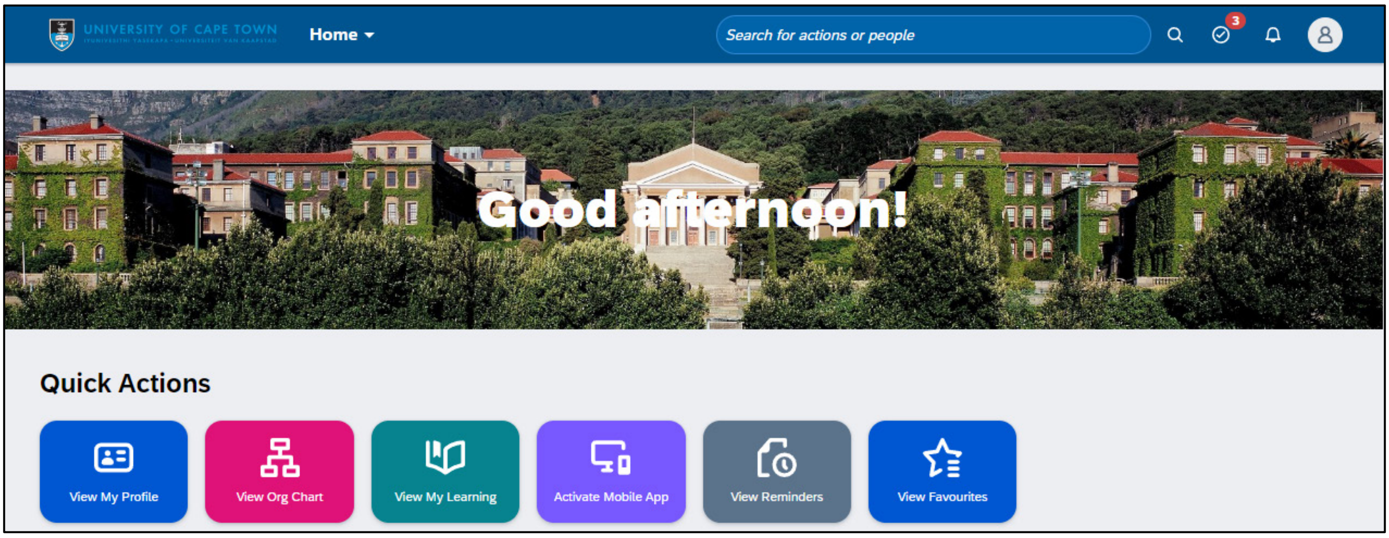


Creating a new job requisition

Background

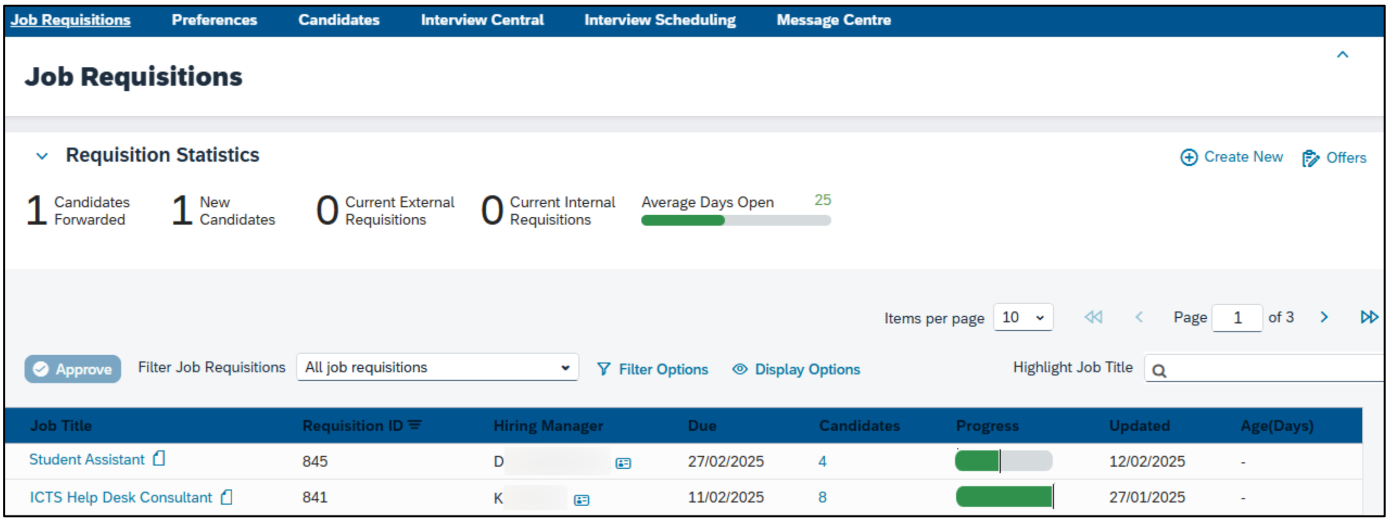
The Recruitment Administrator starts the online recruitment process by creating a new job requisition using the information from the submitted HR202 form (Request to commence a formal recruitment process for posts to be advertised).

1. Log in to SuccessFactors and access the *Home* page.
2. The *Home* page appears.



   – Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.



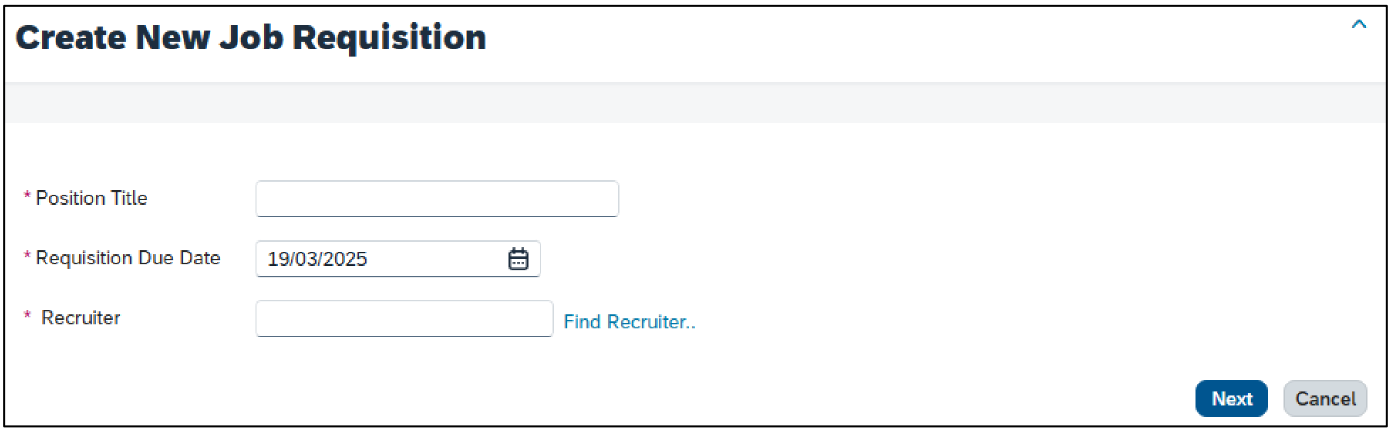
   – Click Create New.

Creating a new job requisition

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

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

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



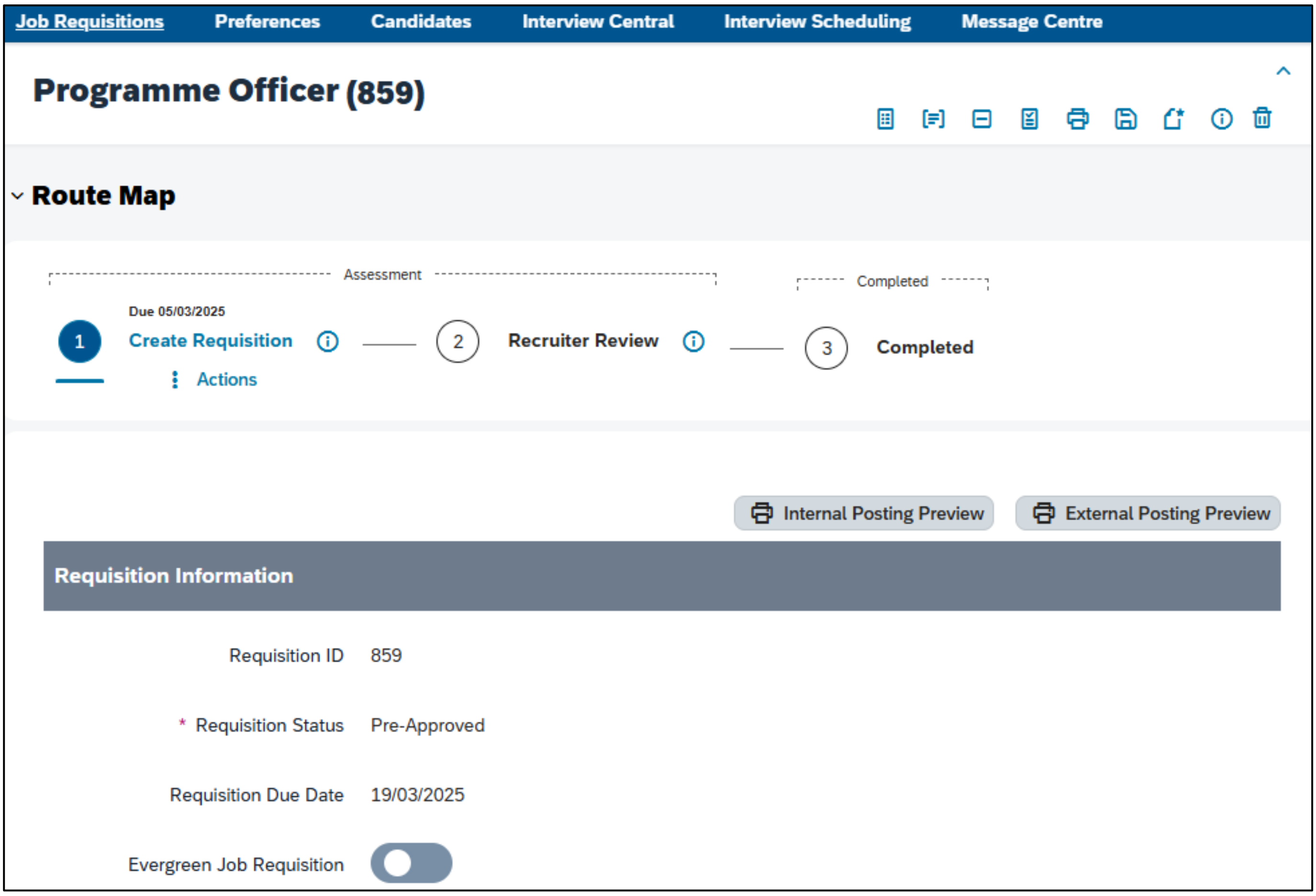
– Enter the *Position Title*.

– 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.

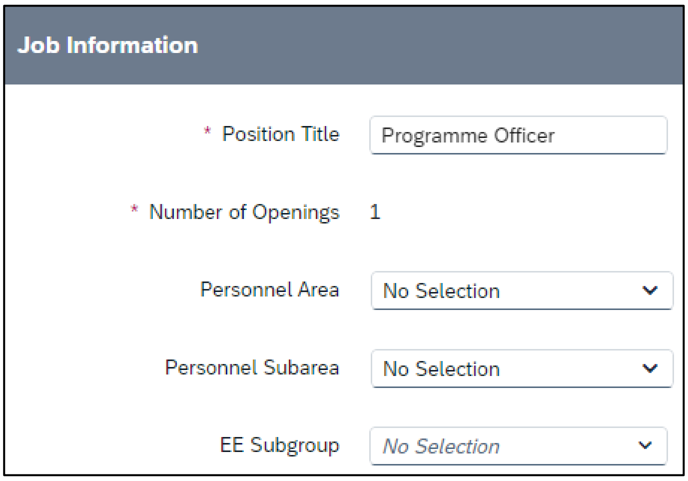


- The *Route Map* at the top of the page provides an overview of the required approvals process. The Recruitment Administrator will complete step 1 by creating the job requisition and then send to the Recruiter/Servicing Officer (Recruitment Advisor) for review.

***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**:

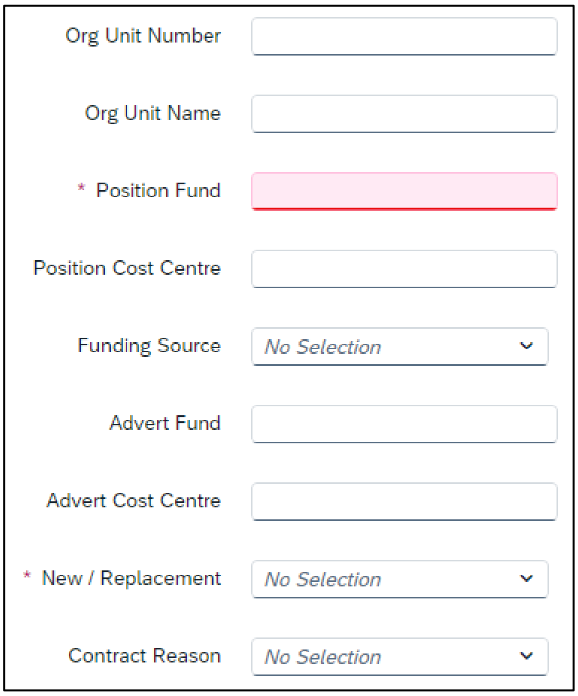


- Ensure the *Position Title* is correct.
- Select the *Personnel Area* e.g. Faculty of Commerce.

Creating a new job requisition

***Job Information* section (continued)**:

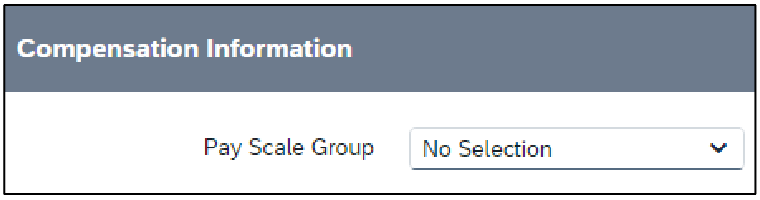
- Select the *Personnel Subarea* e.g. PASS 5 – 12.
- Select the *EE Subgroup* e.g. permanent.



- 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*.

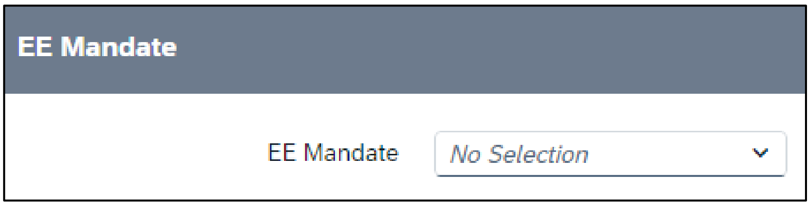
Compensation Information section:



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

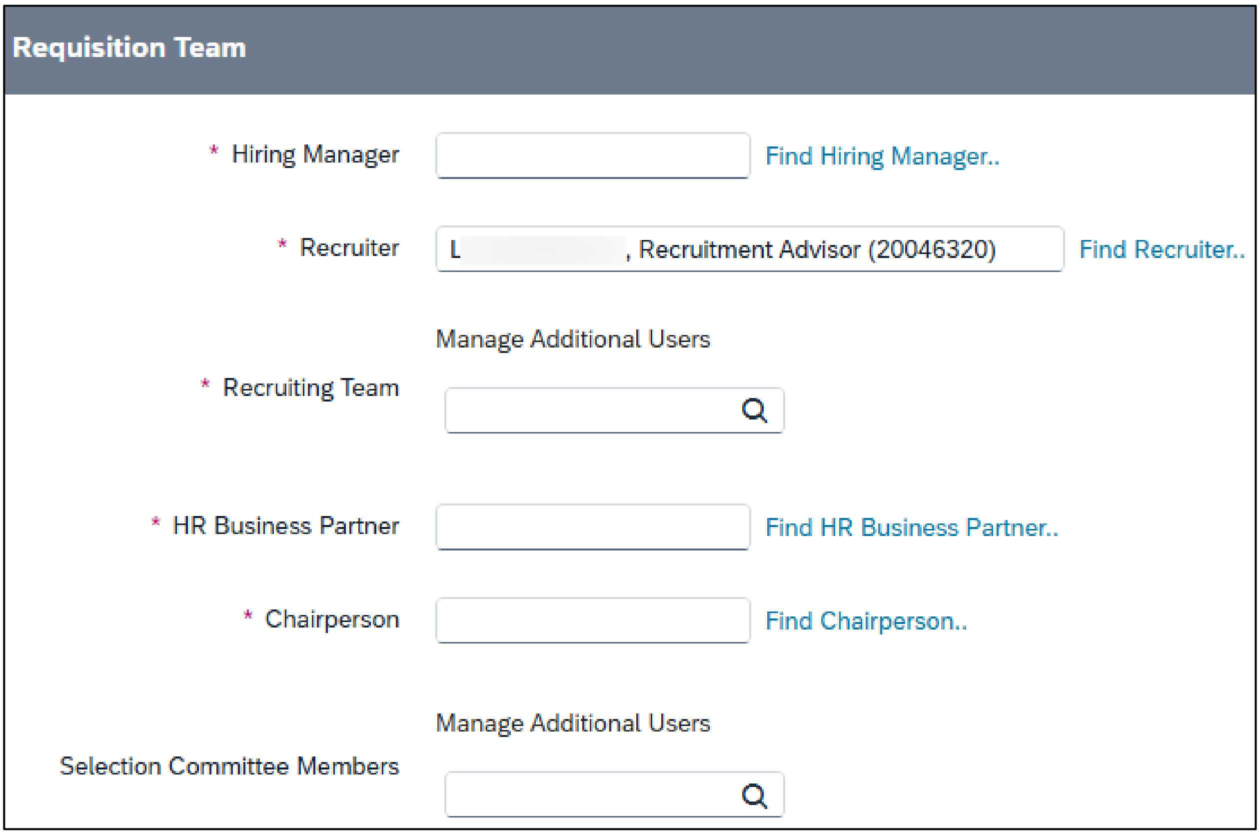
Creating a new job requisition

EE Mandate section:



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

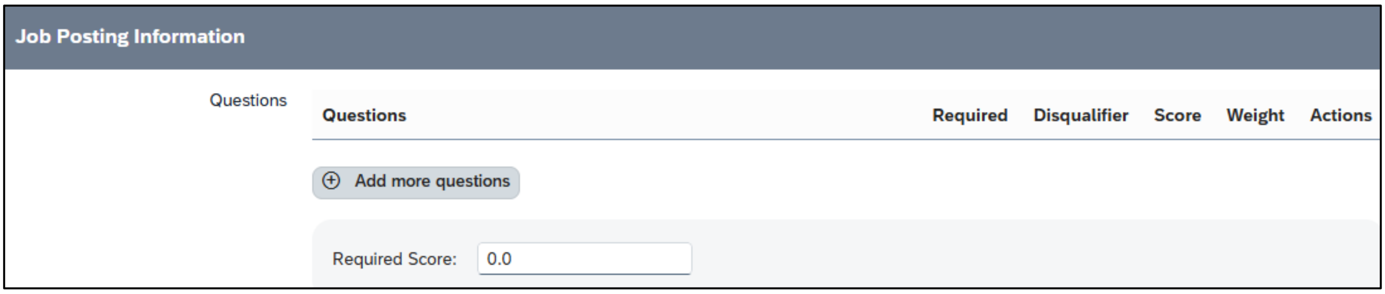
***Requisition Team* section**:



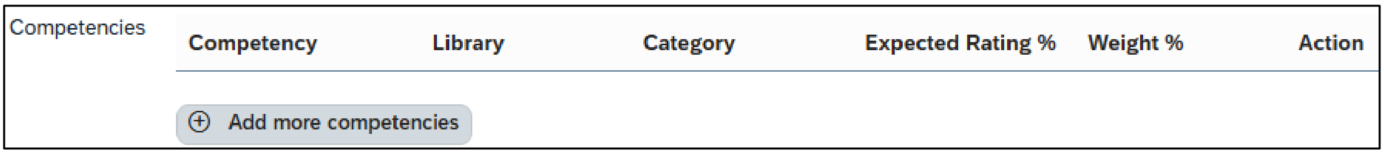
- In the *Hiring Manager* field, enter part or all of the manager's name and select the person from the dropdown list.
- The *Recruiter* field shows the previously selected Recruitment Advisor.
- In the *Recruiting Team* field, add yourself and any other members of the recruitment team that would need 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.
- 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.

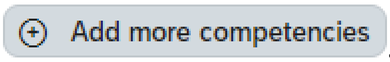
Creating a new job requisition

***Job Posting Information* section**:



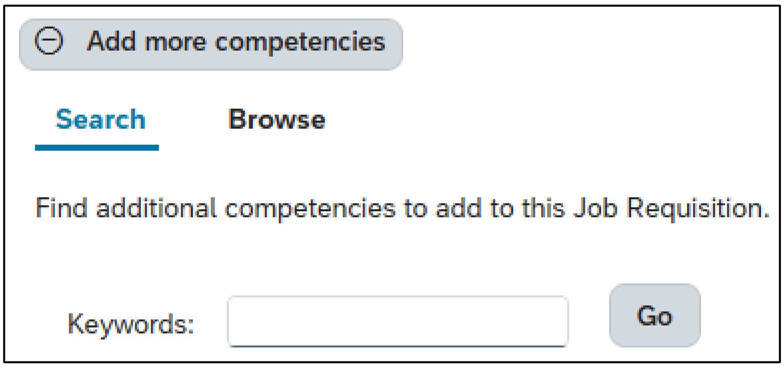
– Skip the *Questions* section, this will be completed by the Recruitment Advisor.



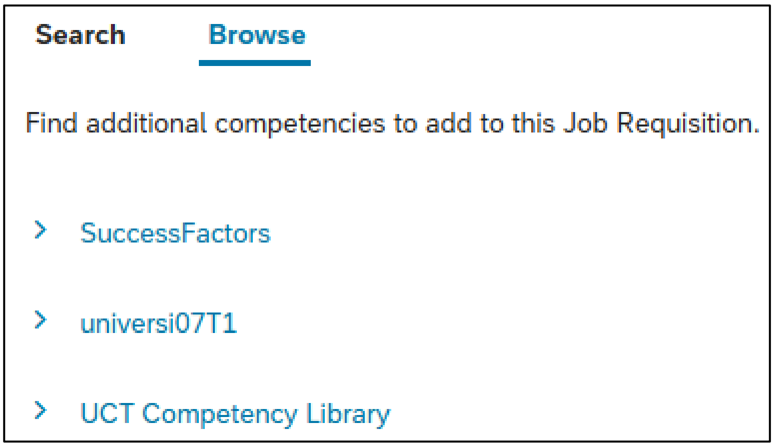
– In the *Competencies* section, click 

.

- The *Search* tab appears.

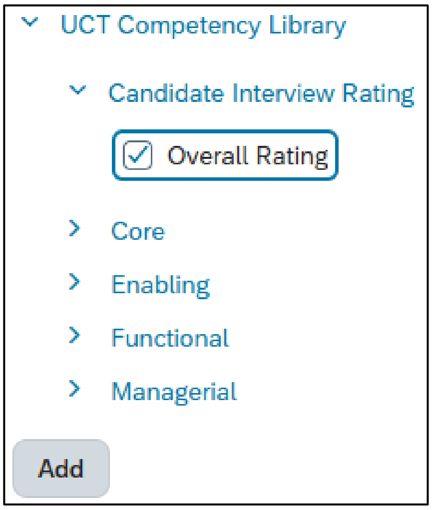


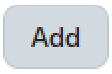
- Select the *Browse* tab.



Creating a new job requisition

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



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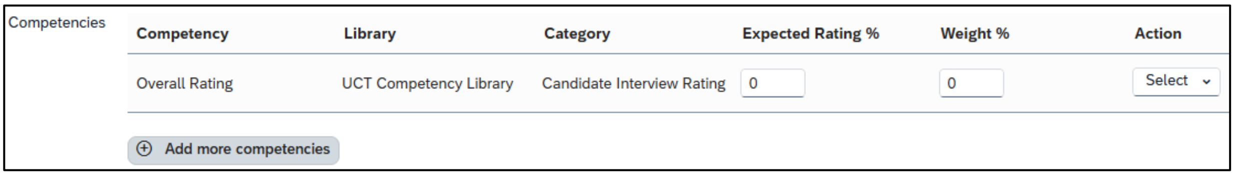
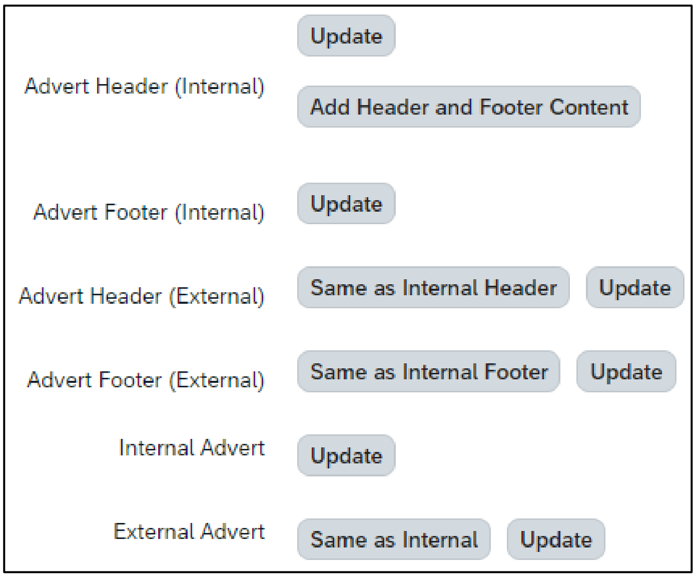
  Note: If other competencies will be assessed in the recruitment process, the Recruitment Advisor will add these later.

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



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

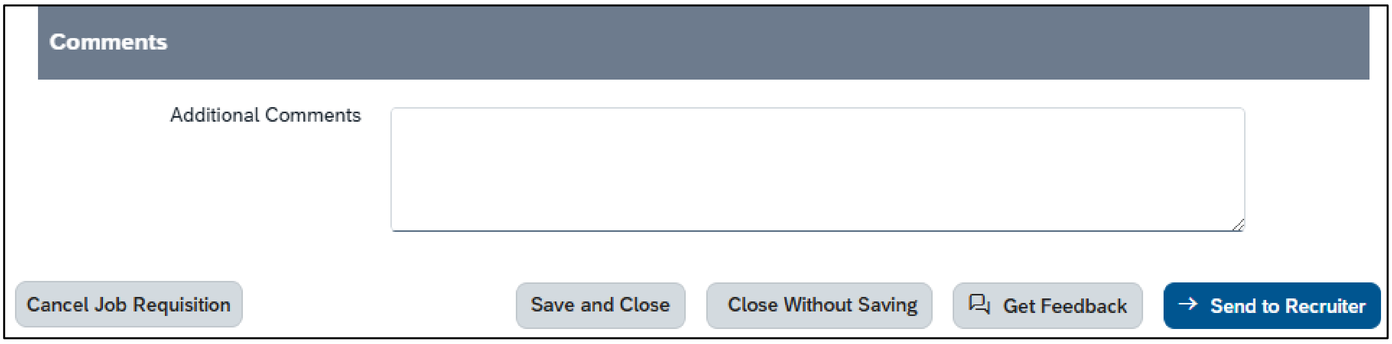


Creating a new job requisition

- 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.

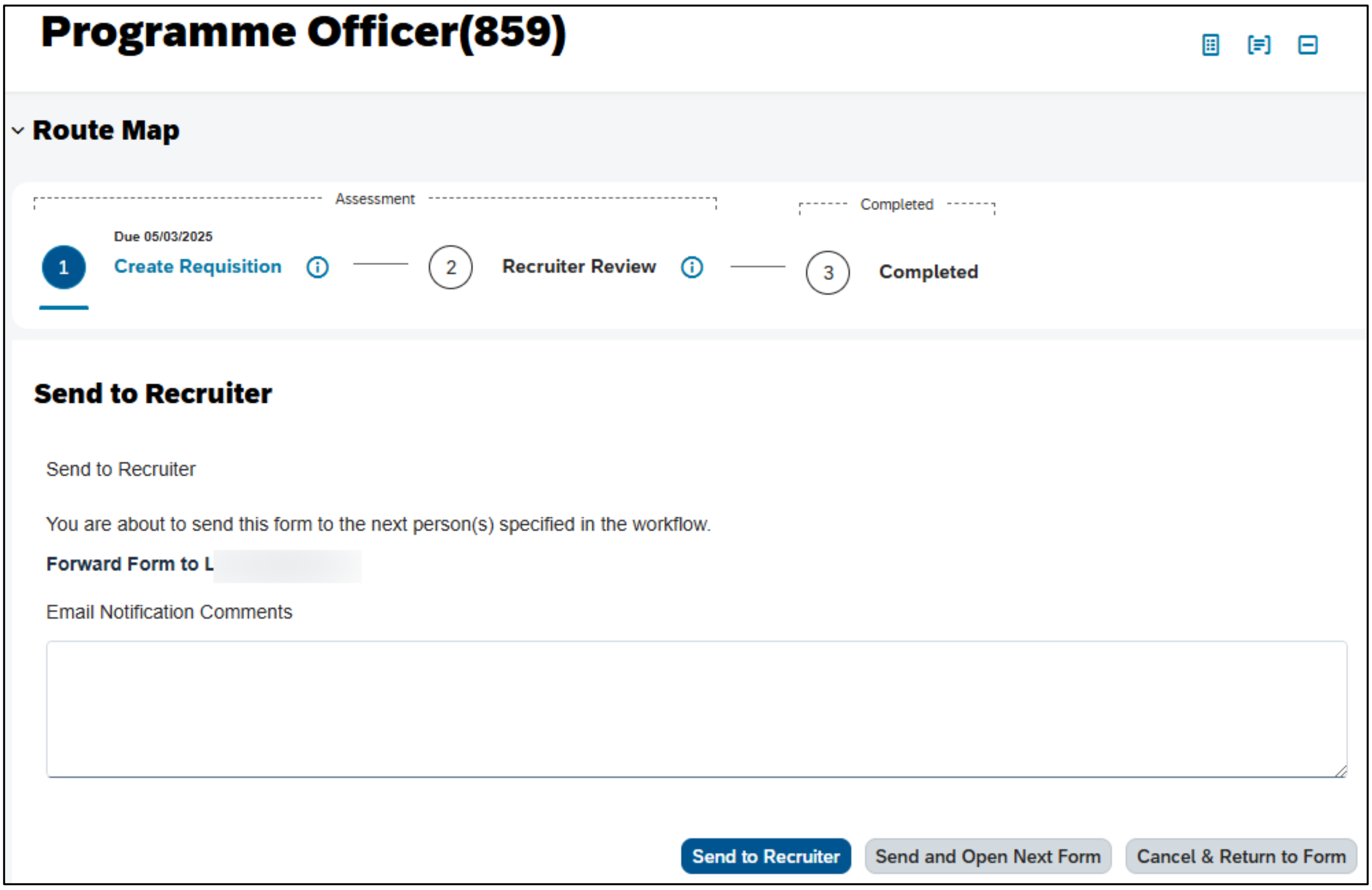
***Comments* section**:



- 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* 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.

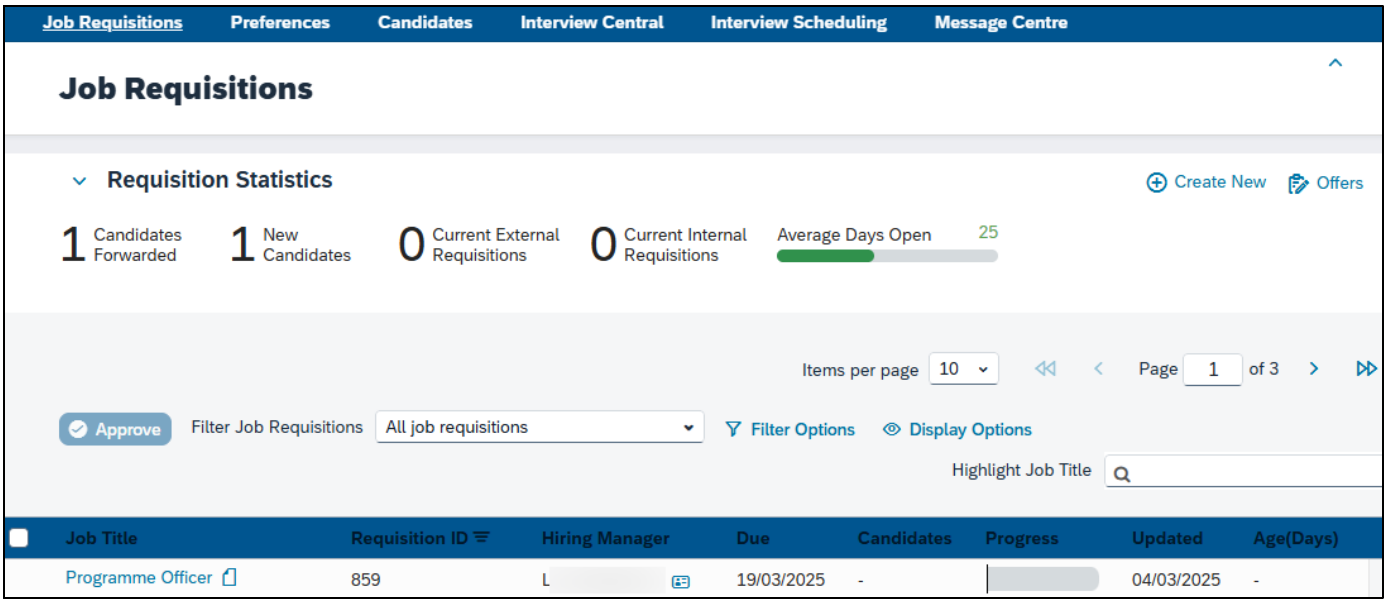
Creating a new job requisition

7. The *Send to Recruiter* page appears.



- 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**.

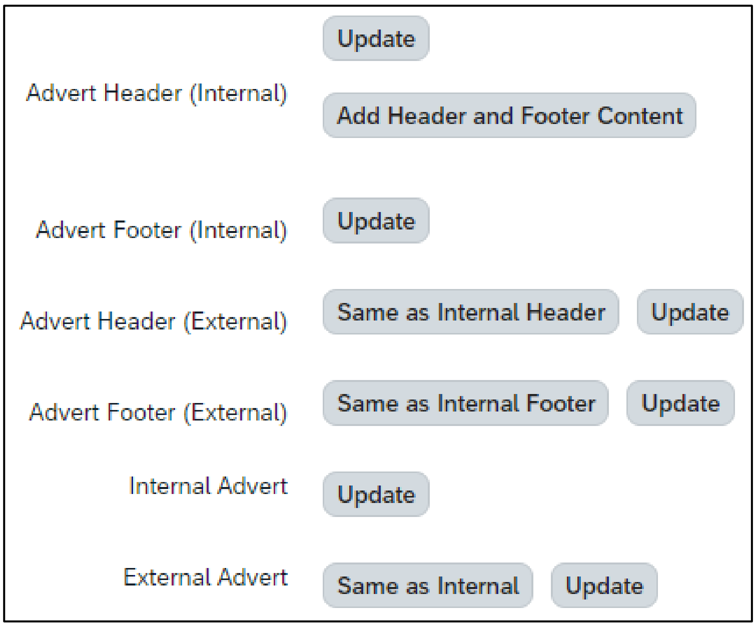
8. The *Job Requisitions* page appears. This page provides an overview of all the job requisitions you are involved in as a Recruitment Administrator. The *Requisition Statistics* section will change over time as job requisitions move through the recruitment process.



Adding advert content

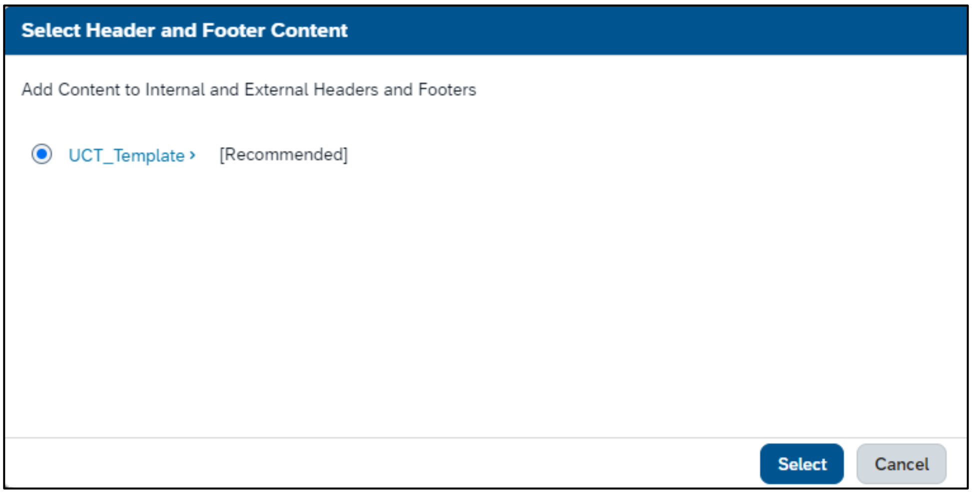
Procedure

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



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

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

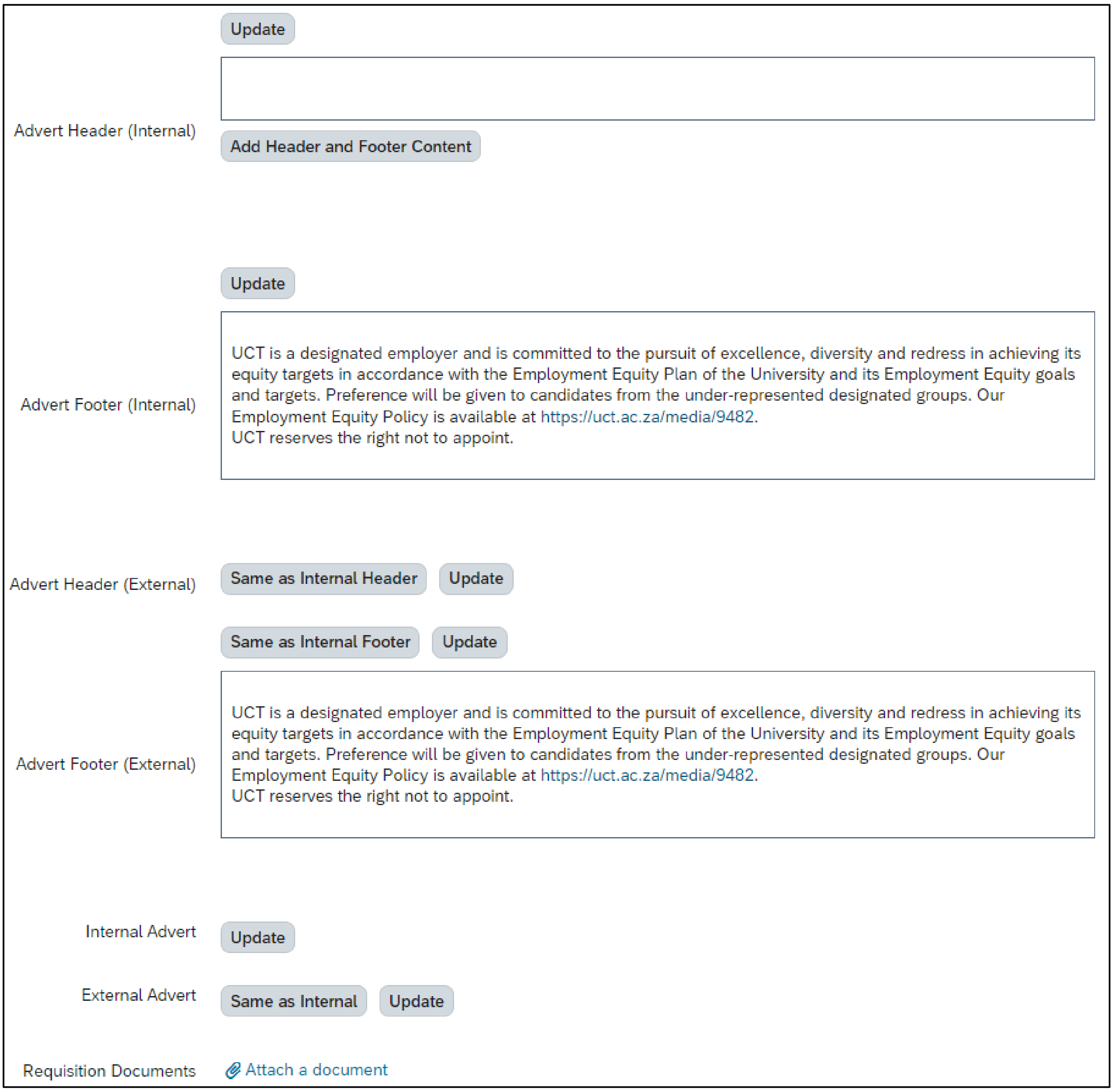


   − Ensure *UCT_Template* is selected.

   − Click Select.

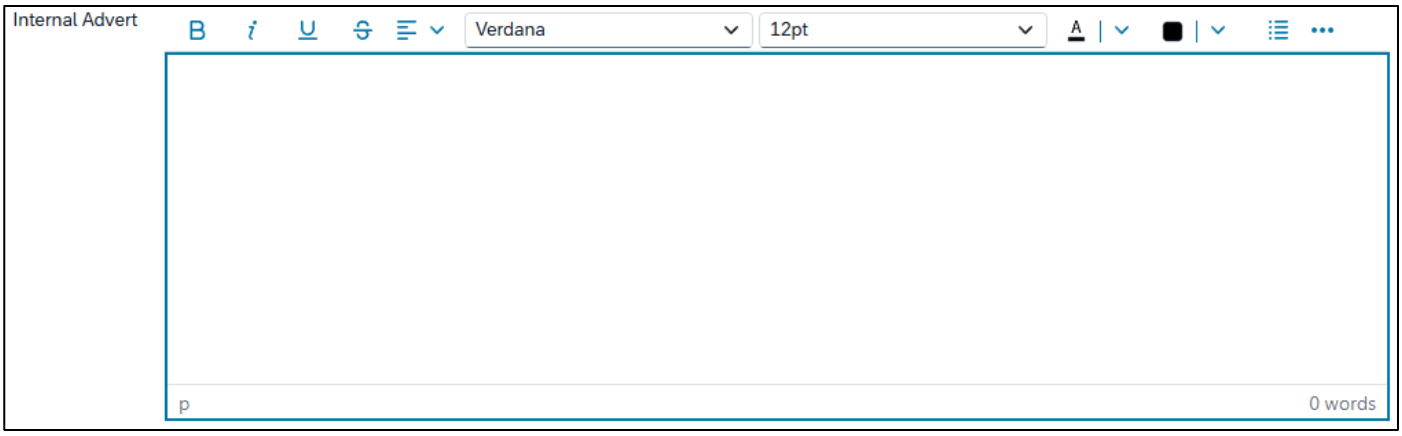
Adding advert content

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



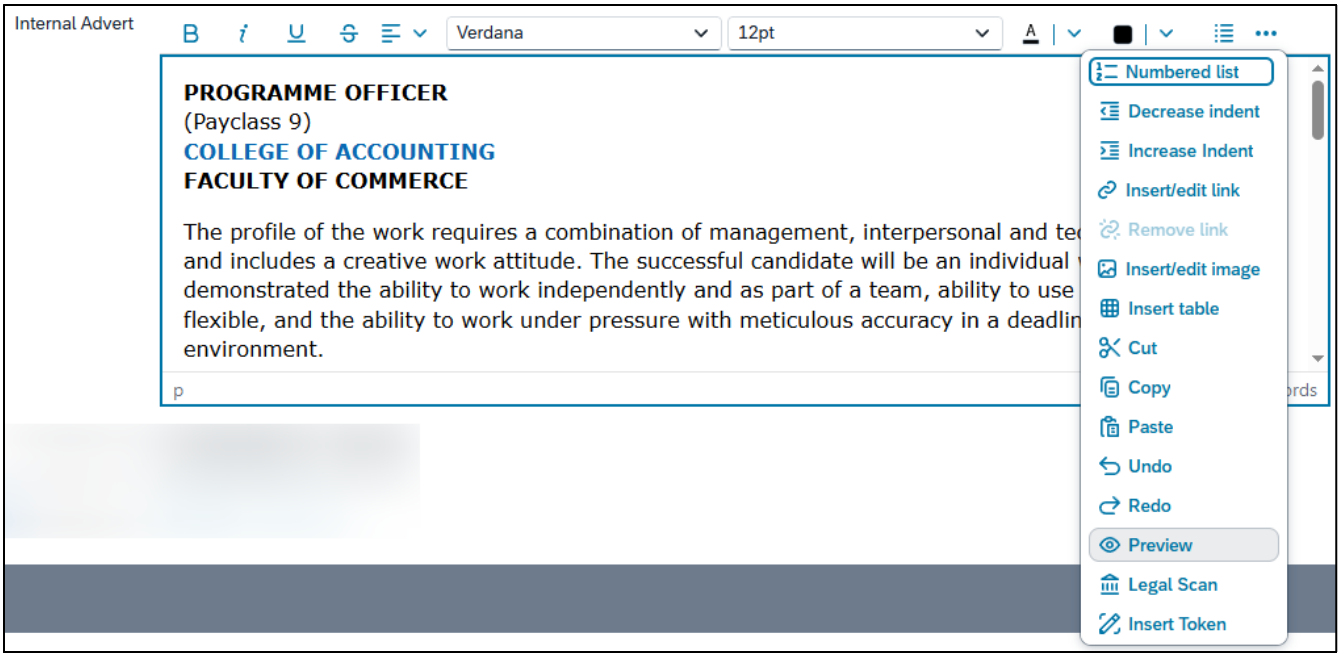
– Click Update next to *Internal Advert* at the bottom of the section.

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

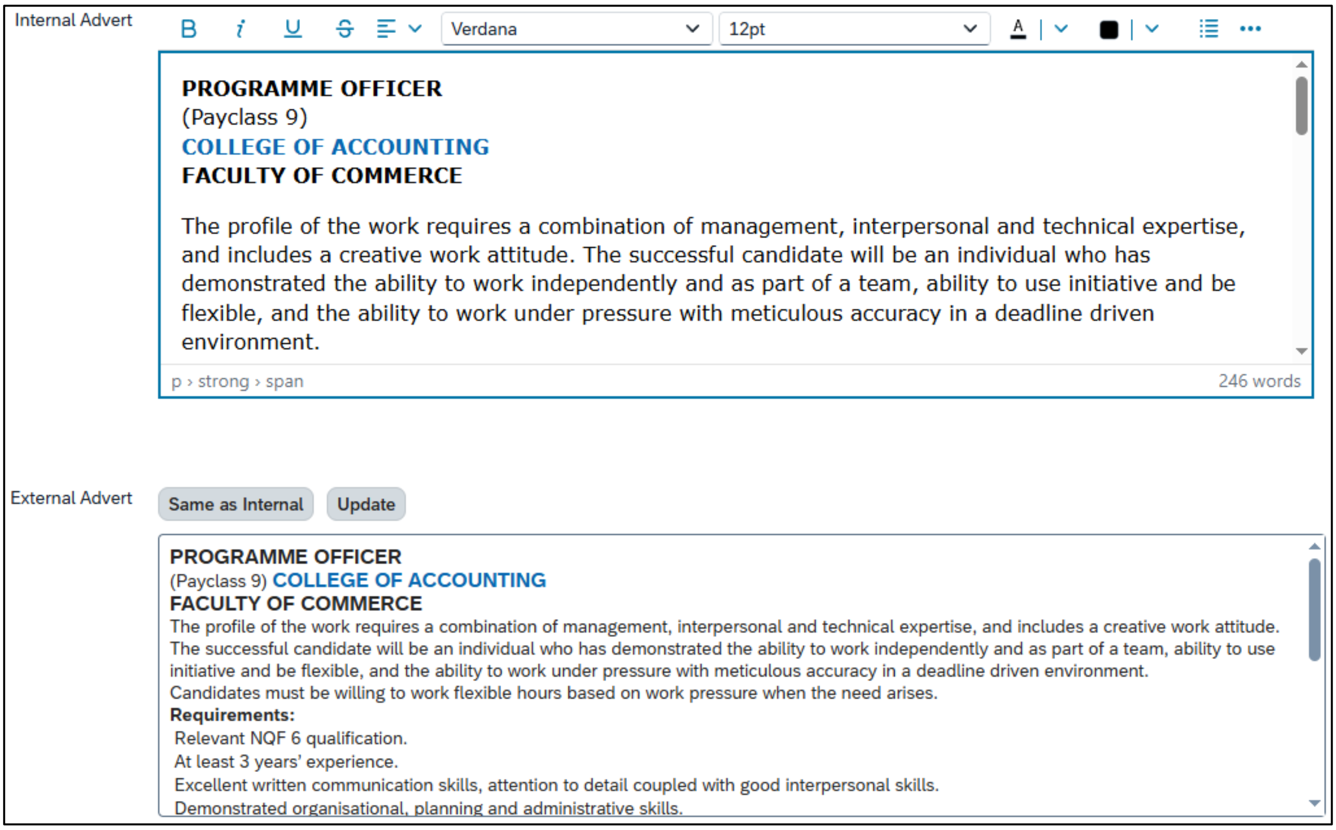


Adding advert content

- Paste the advert content and use the formatting buttons as required.
  Note: If there are issues with formatting after pasting from Microsoft Word, 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.
- Click ••• *Additional Options* to see all formatting options, including *Preview*.



- 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.

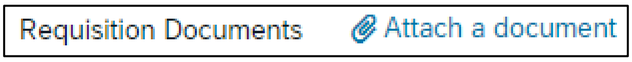


Return to [Creating a new job requisition](#).

Adding requisition documents (attachments)

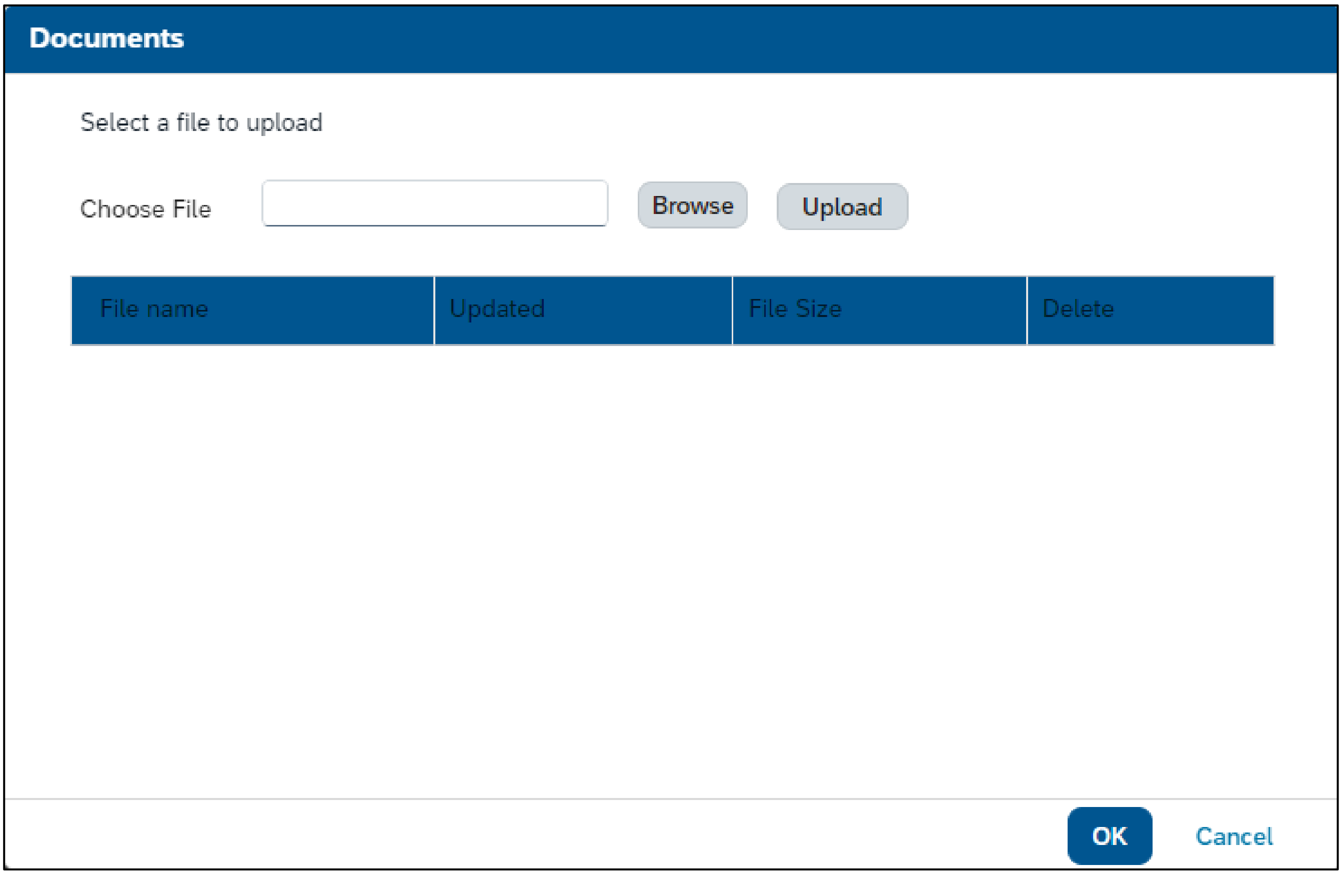
Procedure

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



   – Click Attach a document.

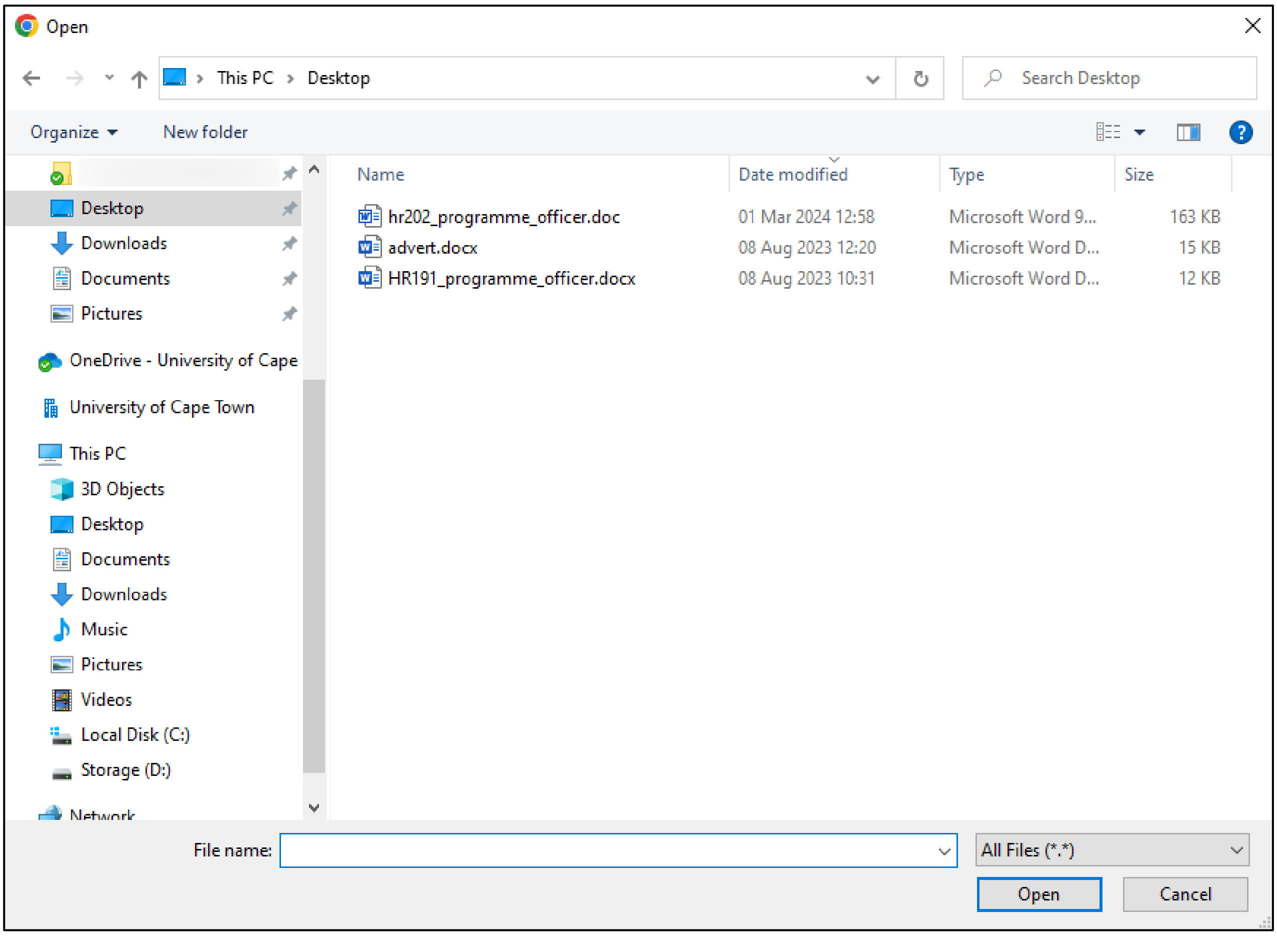
2. The *Documents* dialogue box appears.



   – Click Browse.

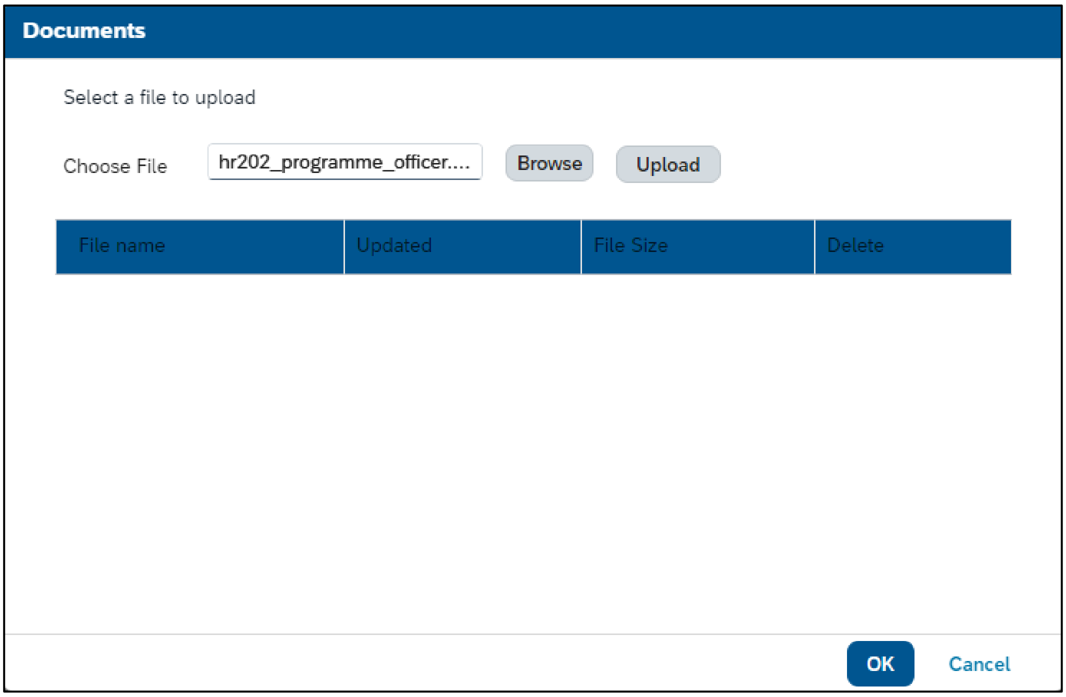
Adding requisition documents (attachments)

3. The *Open* dialogue box appears.



- Select the first document e.g. HR202 form.
- Click Open.

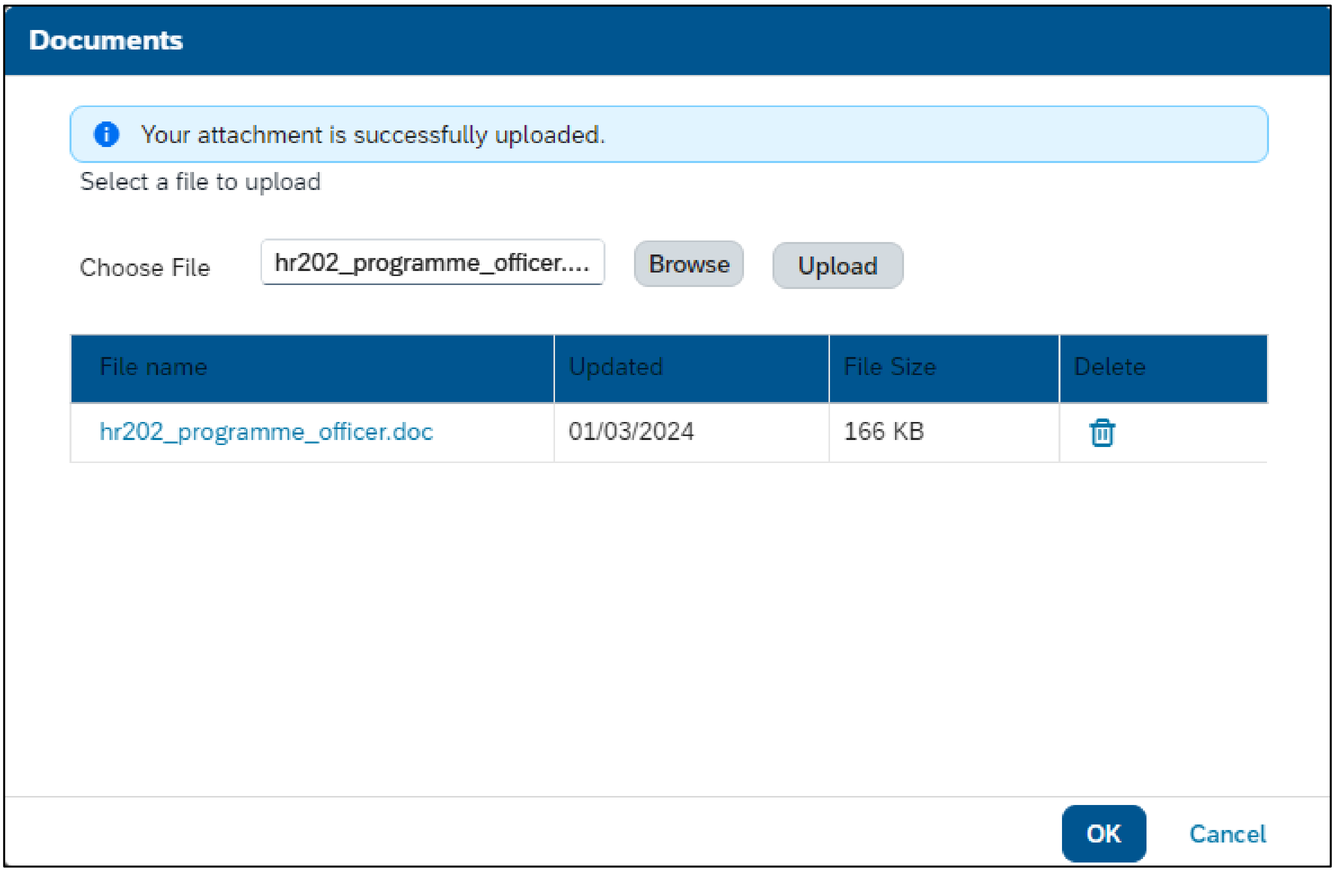
4. The *Documents* dialogue box reappears with the selected file appearing in the *Choose File* field.



- Click Upload.

Adding requisition documents (attachments)

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



- 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.

- Return to Creating a new job requisition.

Creating a private posting

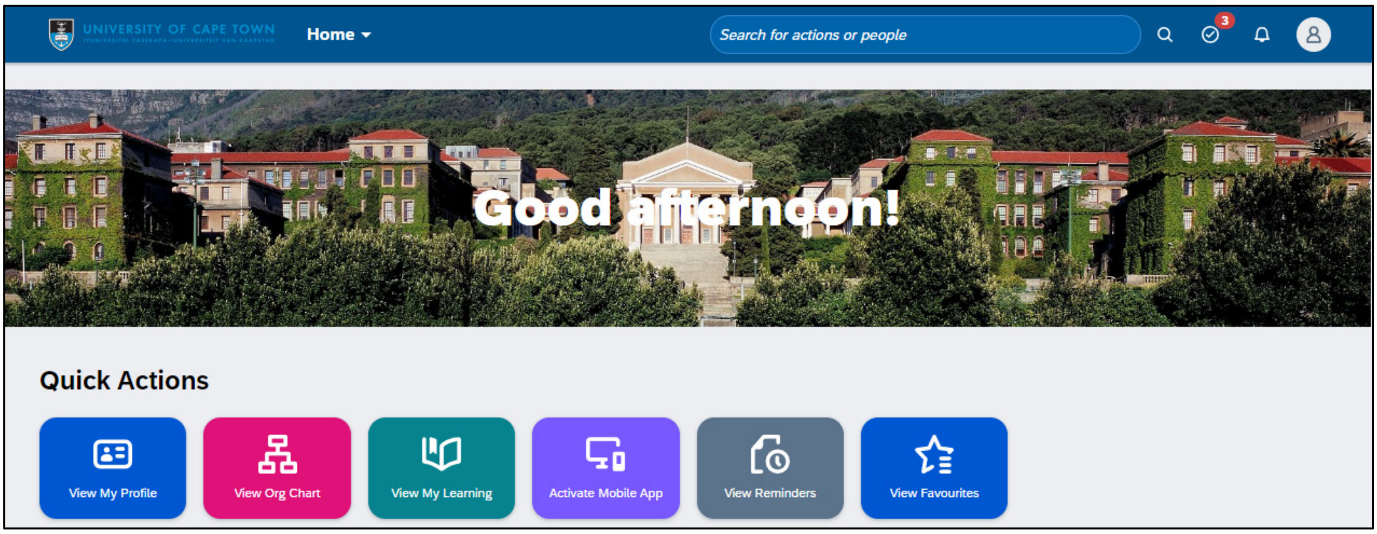
Background

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

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

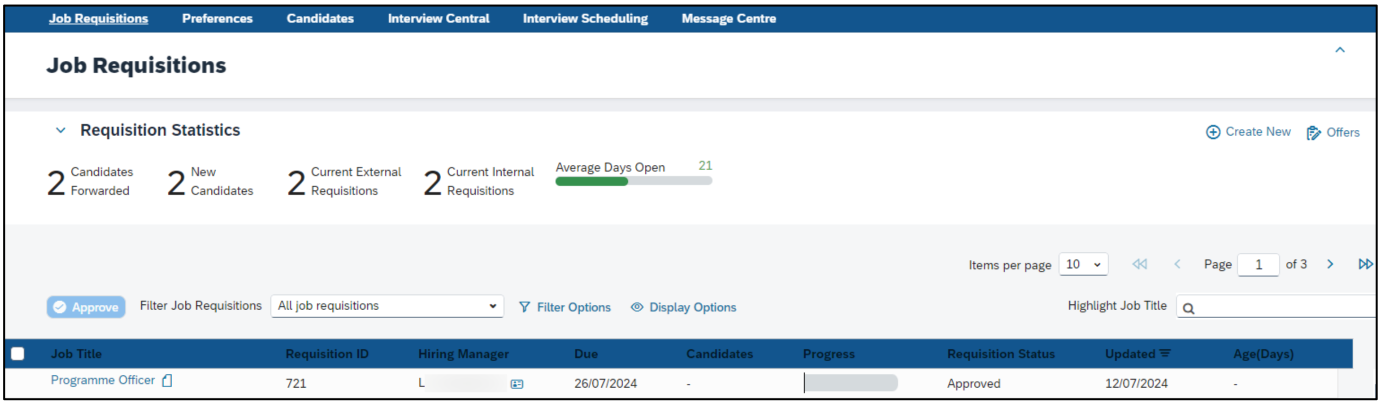
Procedure

1. Log in to SuccessFactors and access the *Home* page.
2. The *Home* page appears.



   – Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.



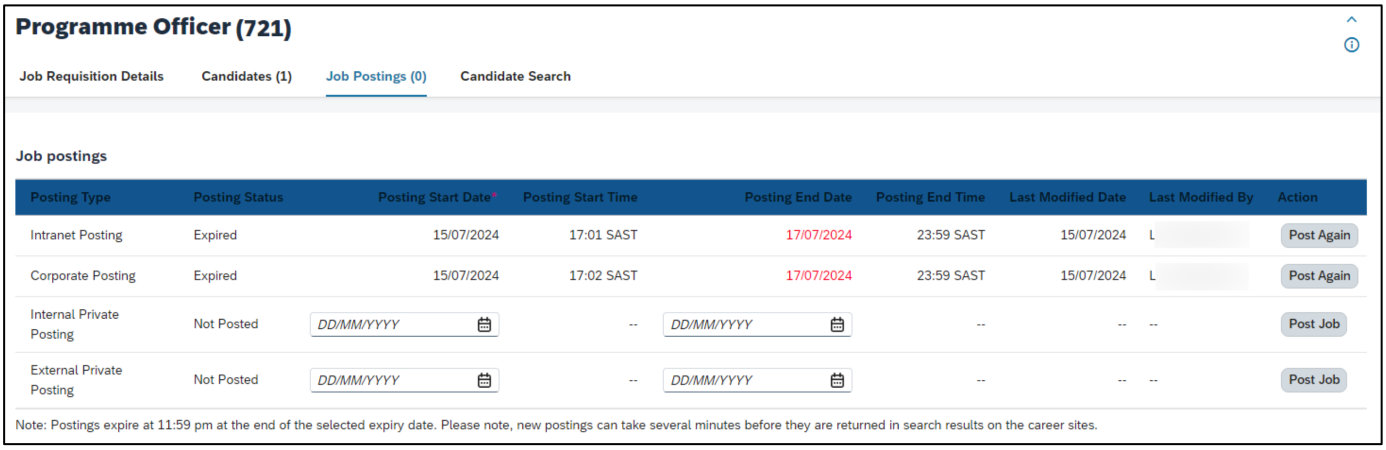
   – Select the appropriate job requisition by clicking the *Job Title* e.g. Programme Officer.
   Note: Job (advert) postings can also be accessed by clicking *View Menu Options* to the right of the job title and choosing Job Postings. Continue from step 5 below.

Creating a private posting

4. The selected job requisition opens.

– Click **Job Postings**.

5. The *Job postings* page appears.



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

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

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

– Click Post Job.

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

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

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

Creating a private posting

External Private Posting

- In the *External Private Posting* line, select the *Posting Start Date* and *Posting End Date*. The posting end time is always 23:59 on the *Posting End Date*.
- Click Post Job.
- A message in green shading indicates that the changes have been saved.

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

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

Creating a profile on behalf of an external candidate

Background

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

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

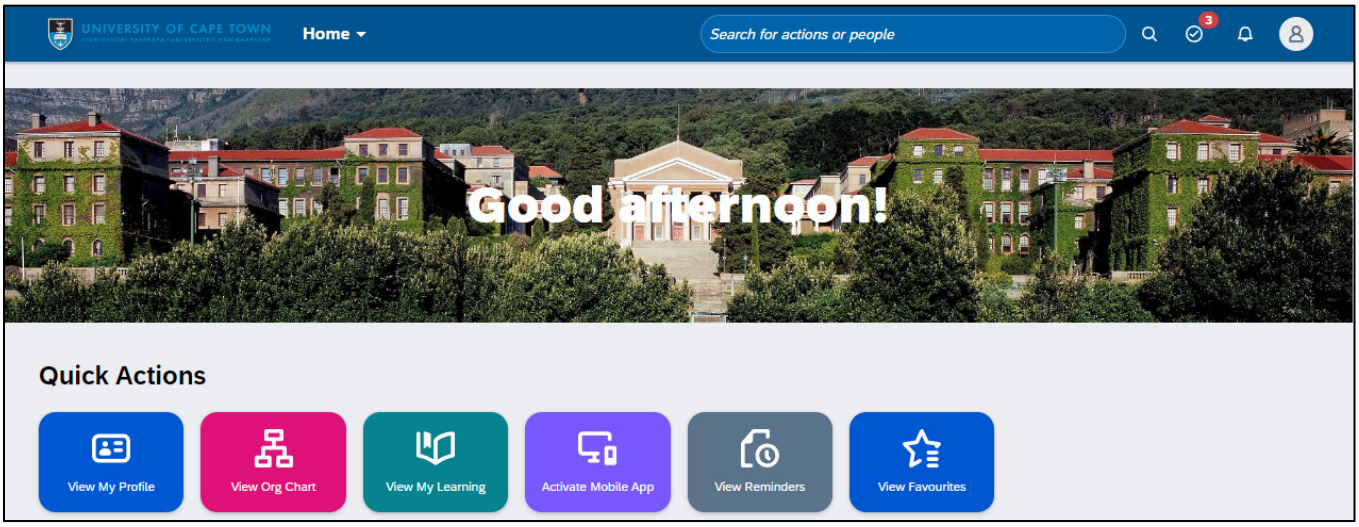
Before you begin

To create the candidate profile, you will need:

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

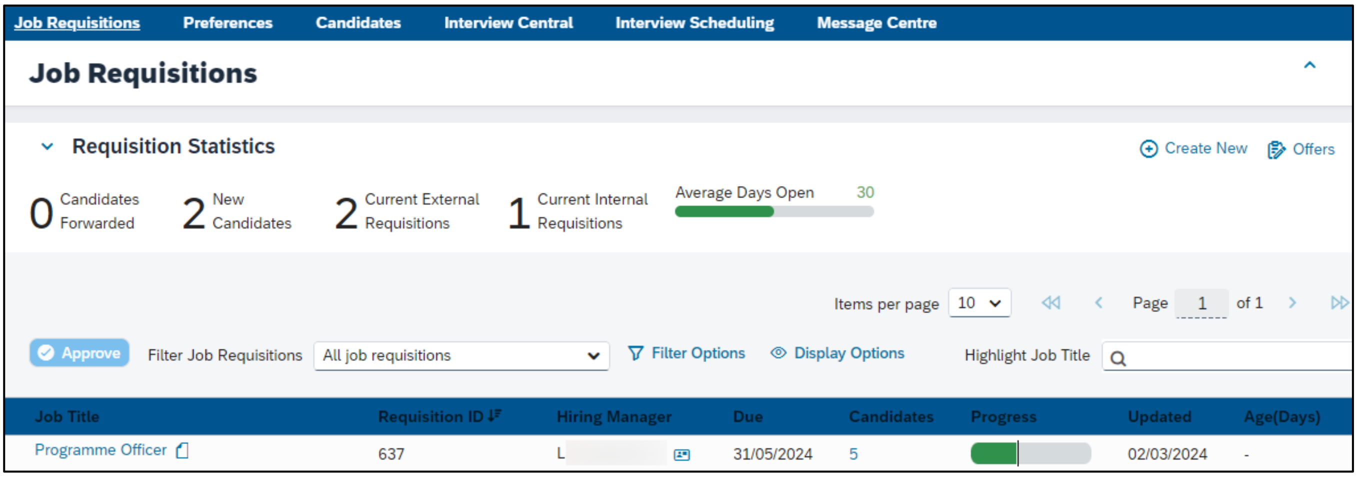
Procedure

1. Log in to SuccessFactors and access the *Home* page.
2. The *Home* page appears.



- Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.

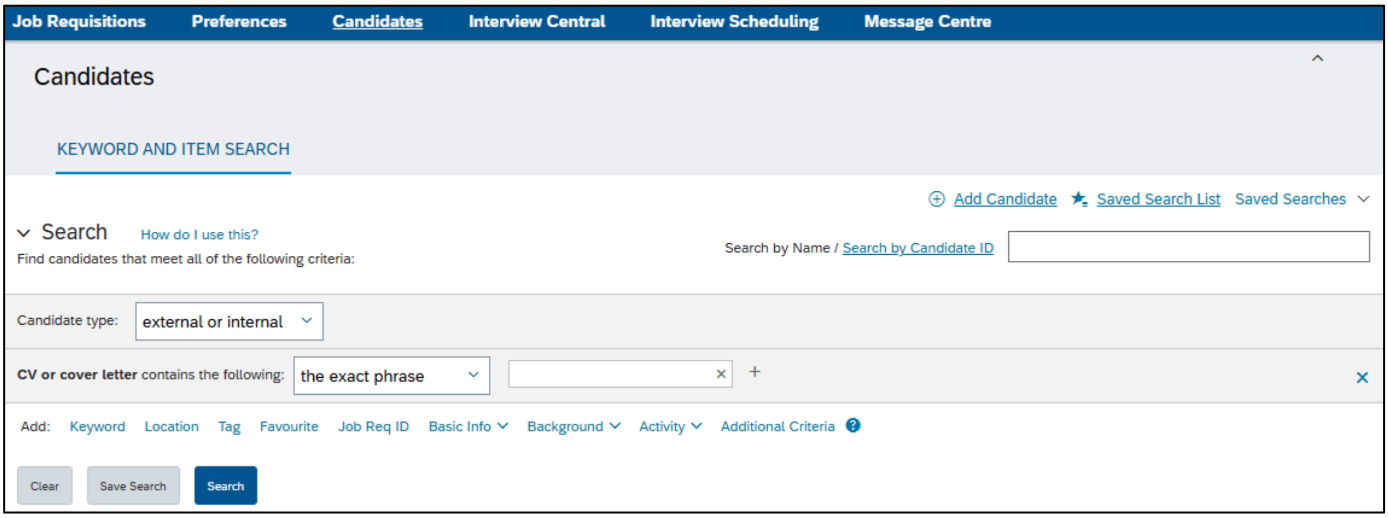


- Click **Candidates**.

Creating a profile on behalf of an external candidate

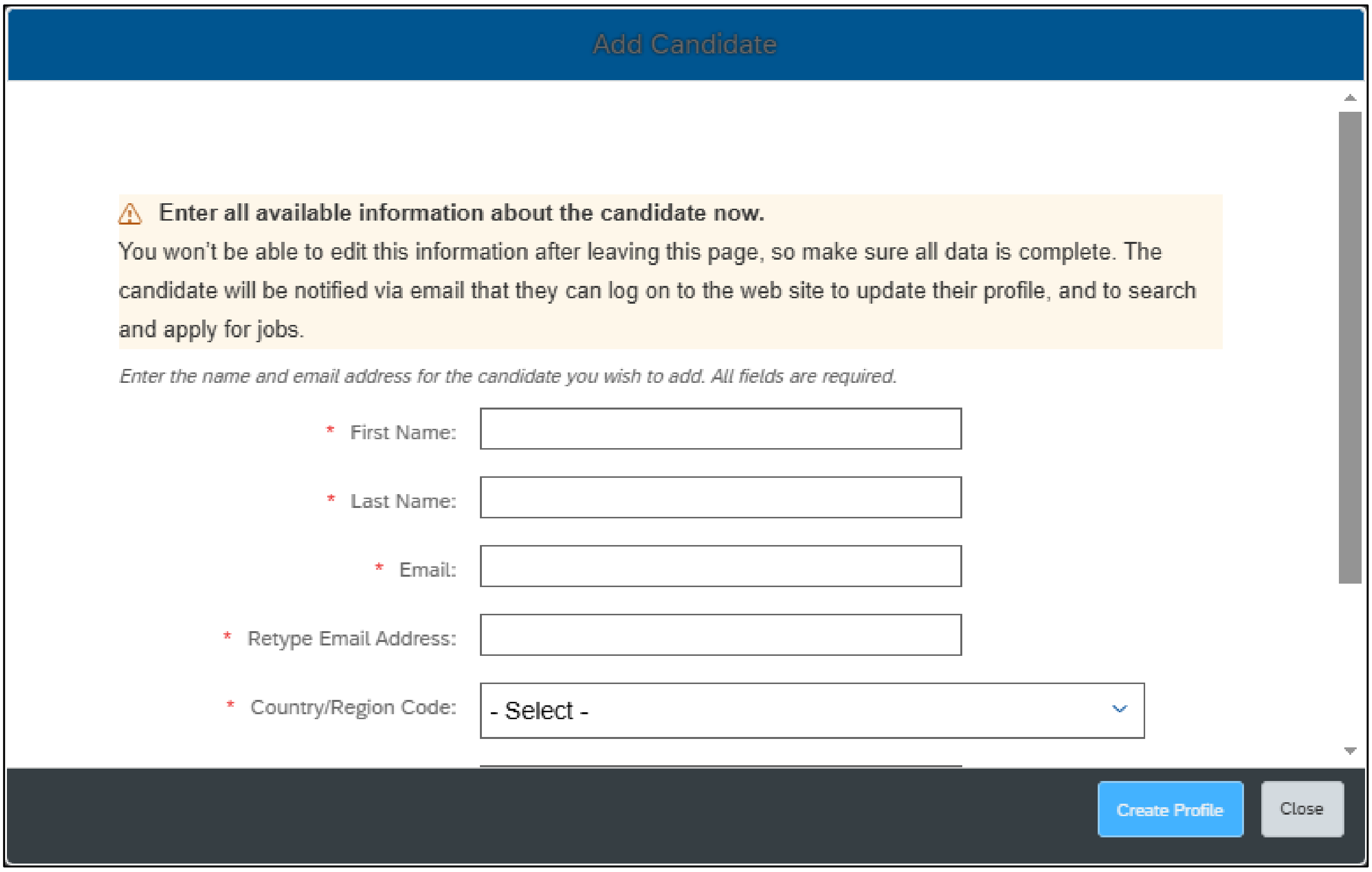
Part 1: Creating candidate profile

4. The *Candidates* page appears.



– Click ⊕ Add Candidate.

5. The *Add Candidate* dialogue box appears.

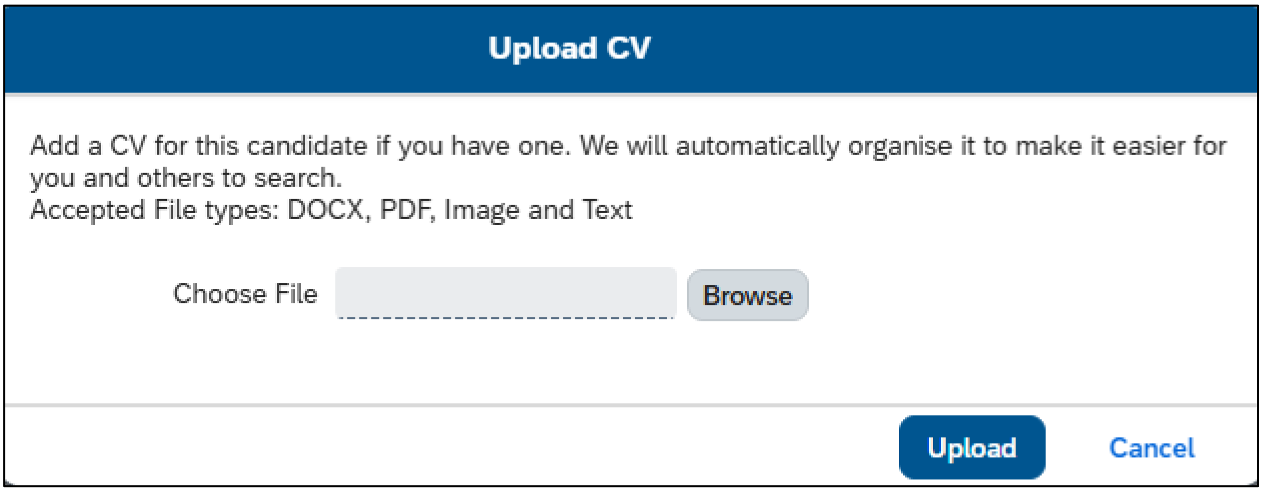


– Enter the required candidate information in the available fields.

– Click Create Profile.

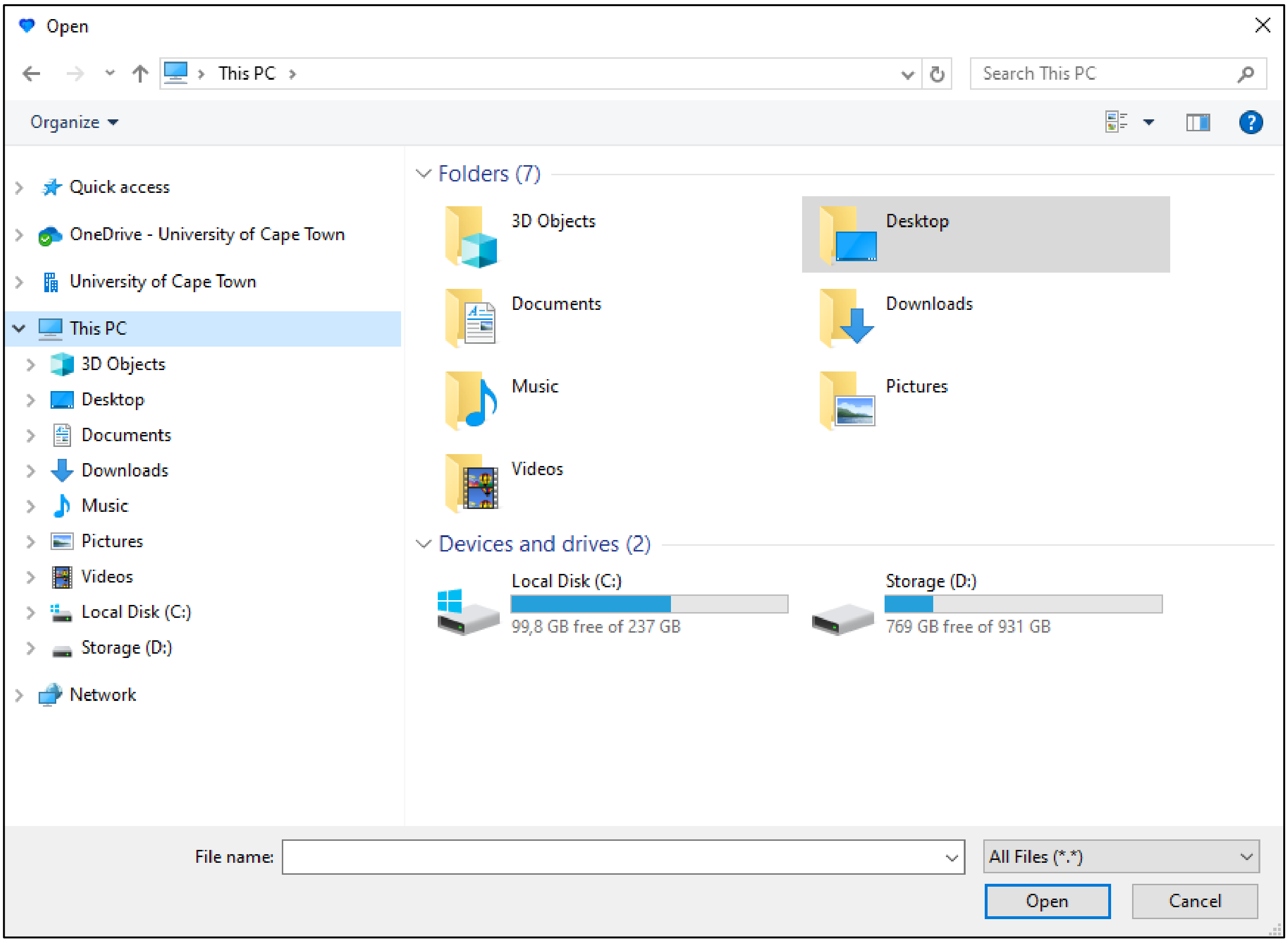
Creating a profile on behalf of an external candidate

6. The *Upload CV* dialogue box appears.



– Click Browse.

7. The *Open* dialogue box appears.

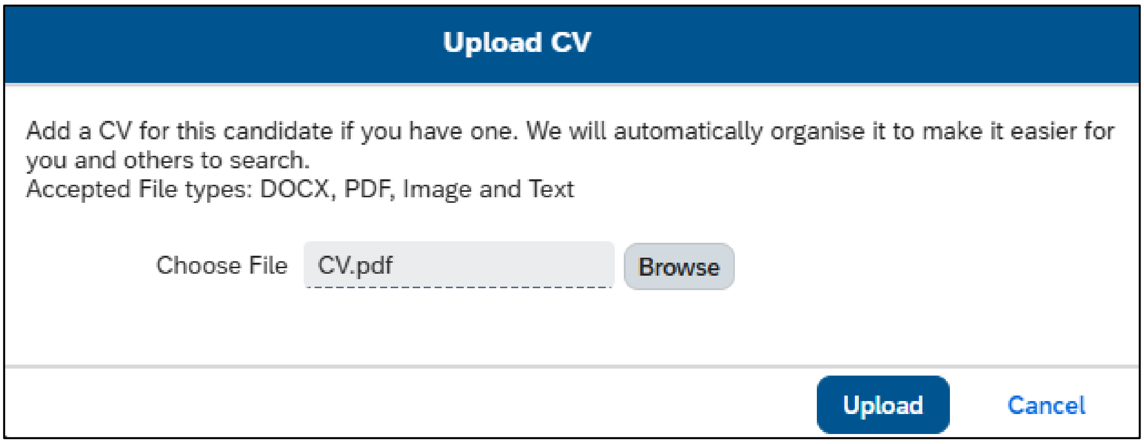


– Select the candidate's CV.

– Click Open.

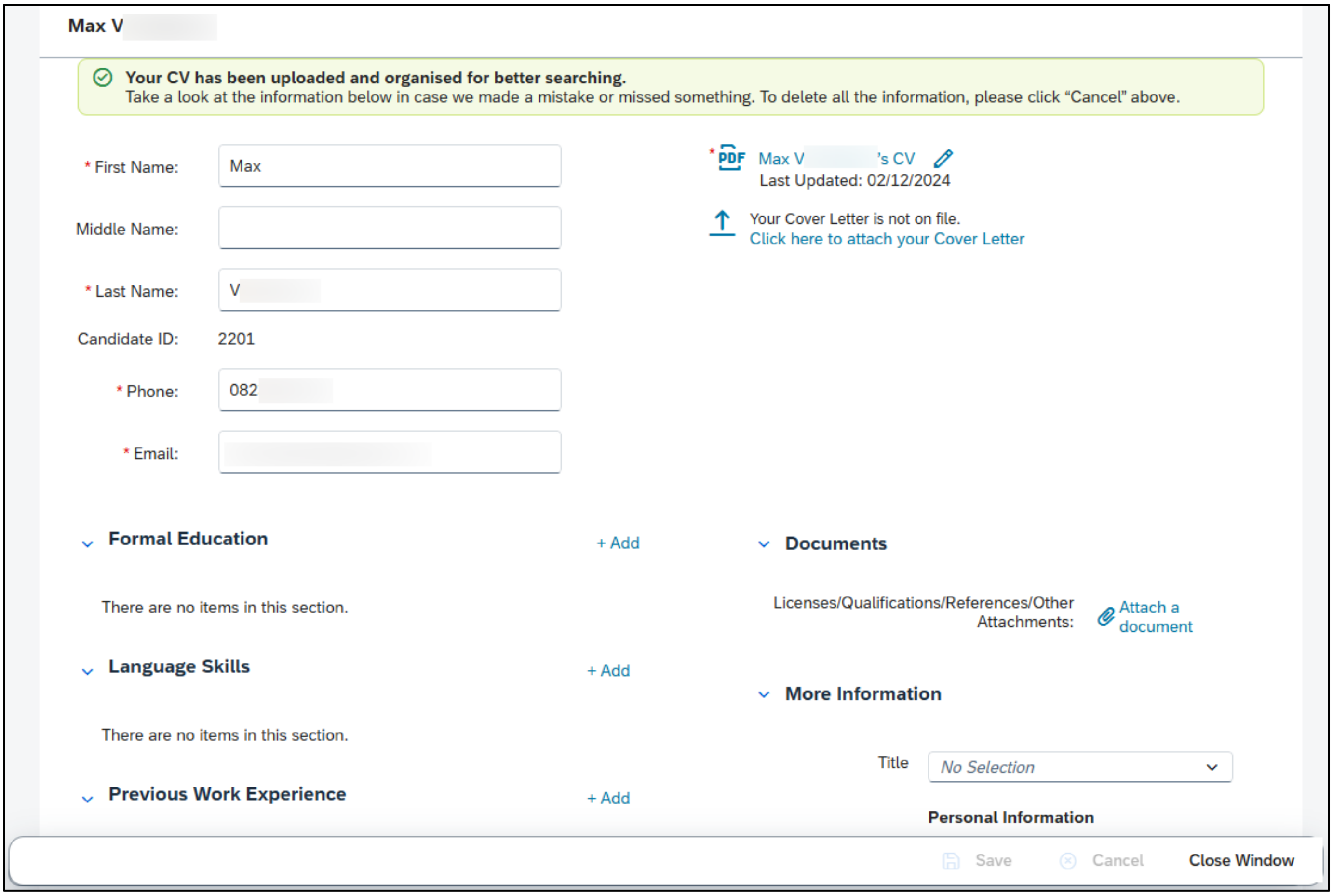
Creating a profile on behalf of an external candidate

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



– Click Upload.

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



– Make a note of the candidate ID number for easier searching in the future.

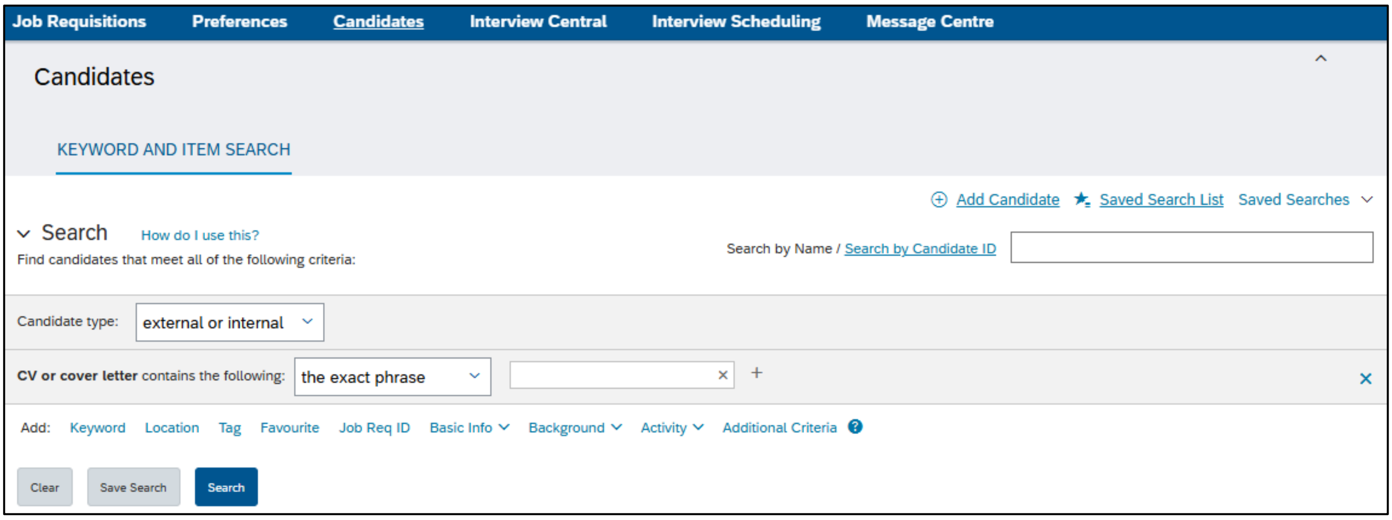
– Complete the mandatory profile fields (Gender, Ethnicity, Nationality, City & Country of Residence).

– 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.

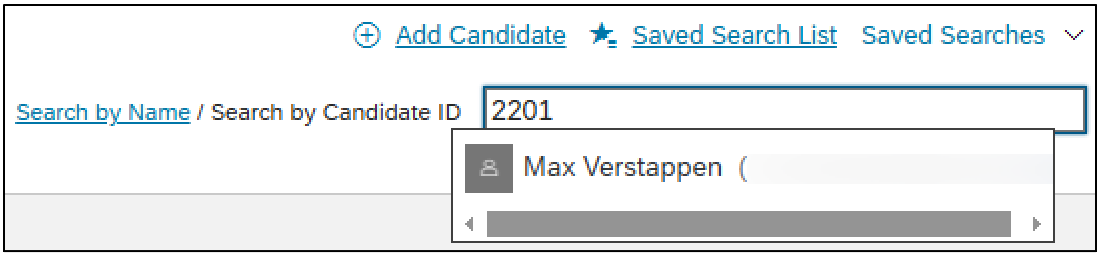
Search by candidate name

- 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

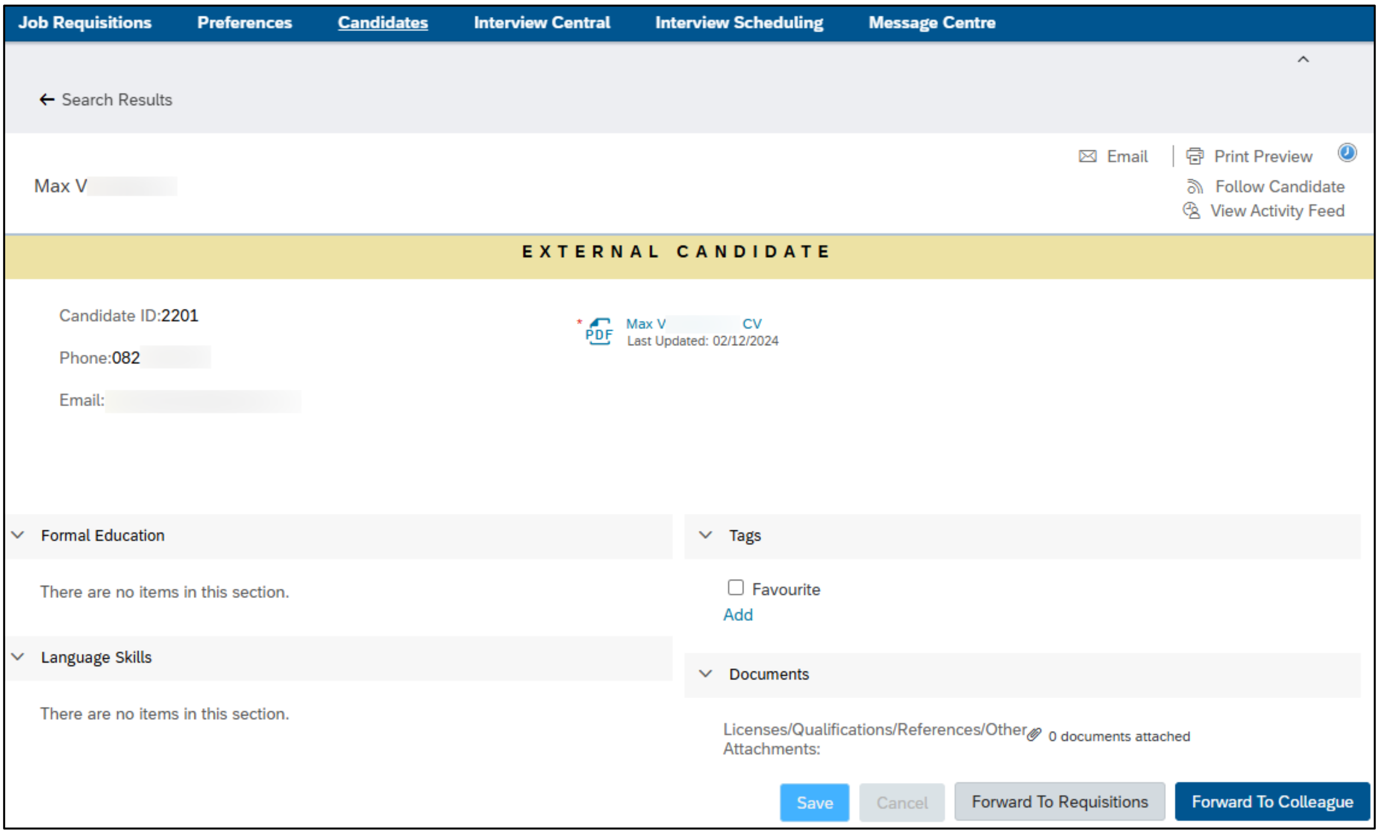
- Click *Search by Candidate ID* on the right.
- Enter the candidate ID in the search field.

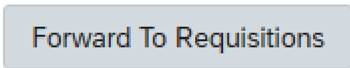


- Click the candidate's name below the search field to view their profile.

Creating a profile on behalf of an external candidate

11. The candidate profile appears.

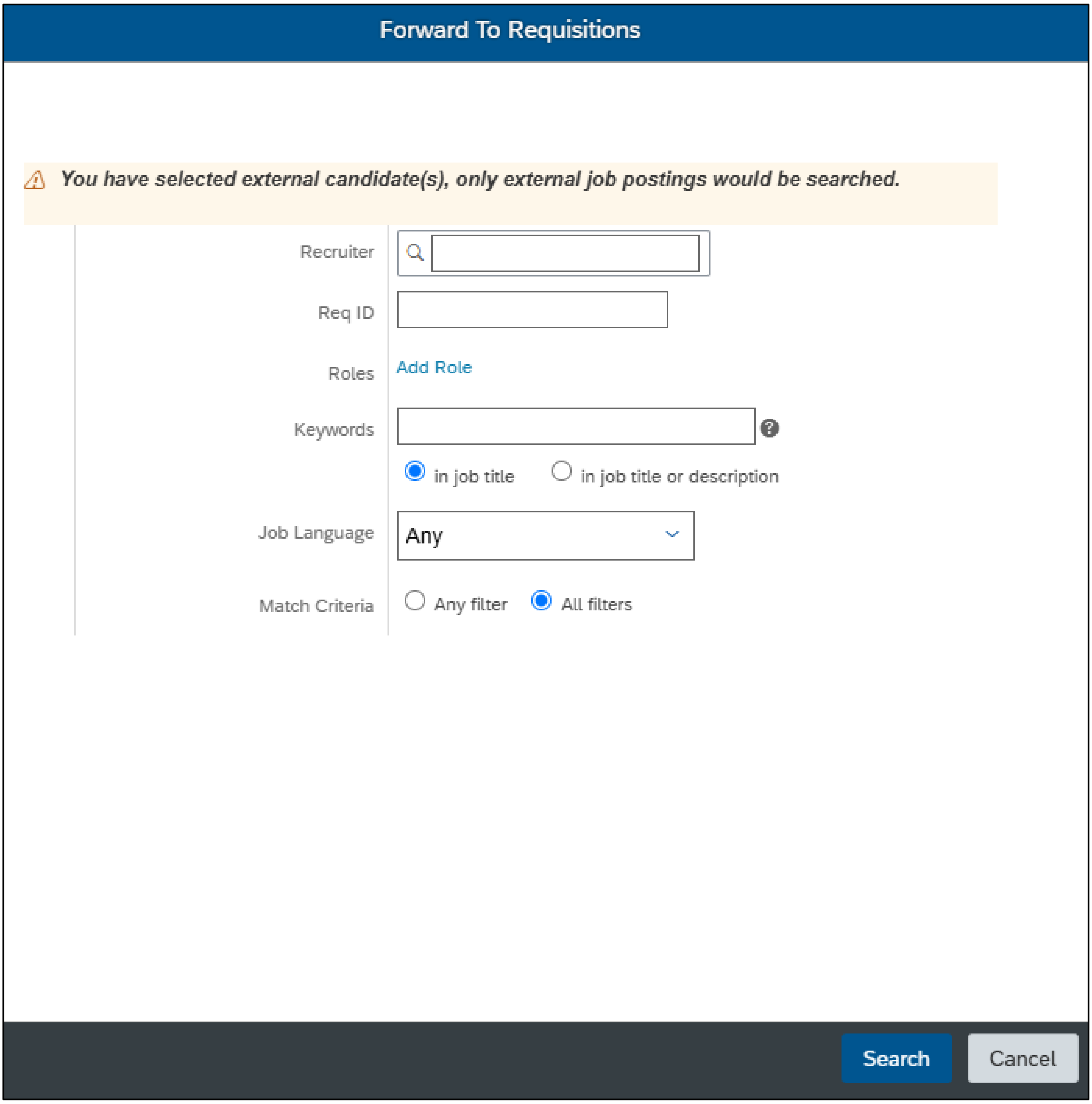


– Click 

.

Creating a profile on behalf of an external candidate

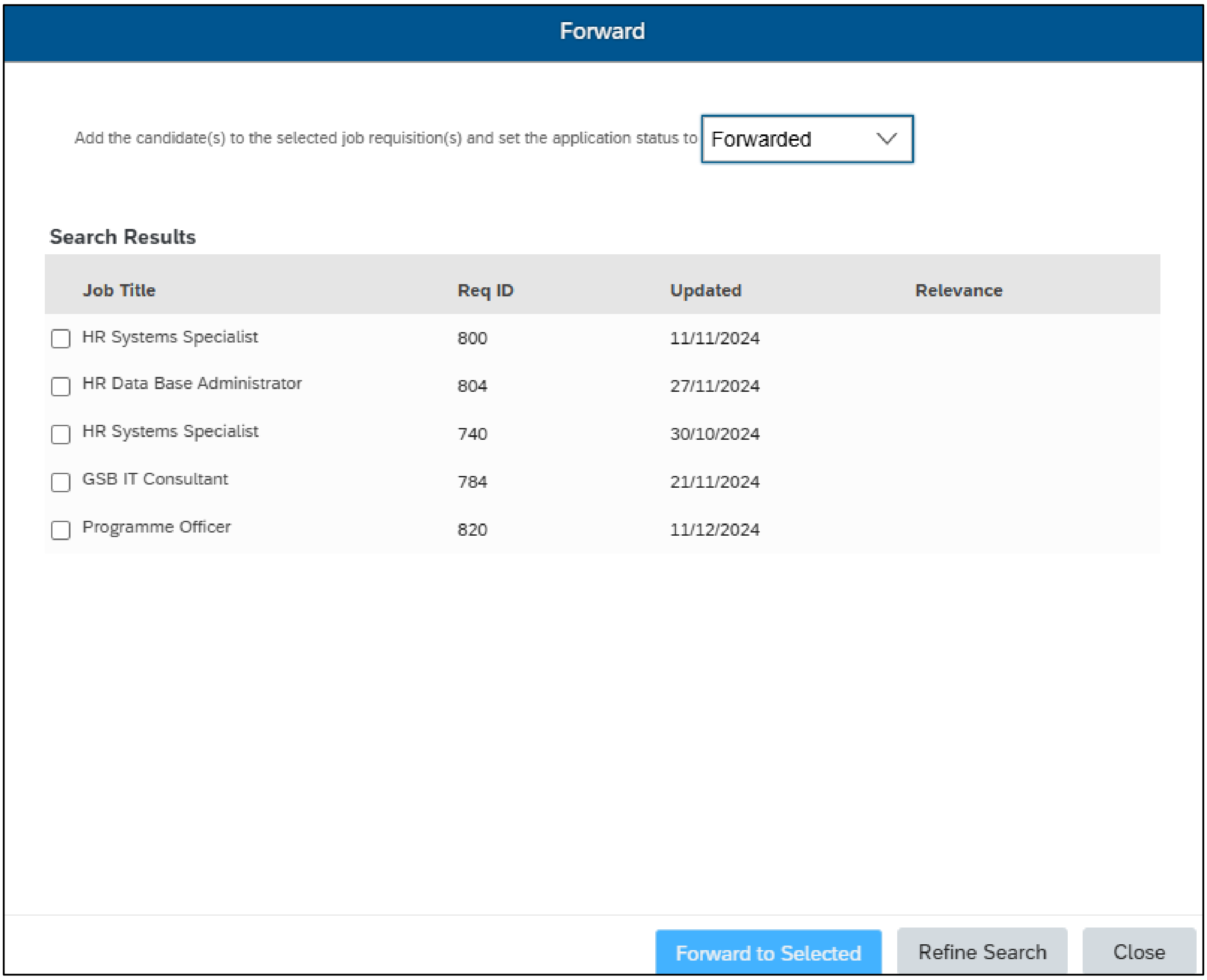
12. The *Forward To Requisitions* dialogue box appears.



- 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.



- Select one or more job requisitions using the checkbox(es).
- Click 

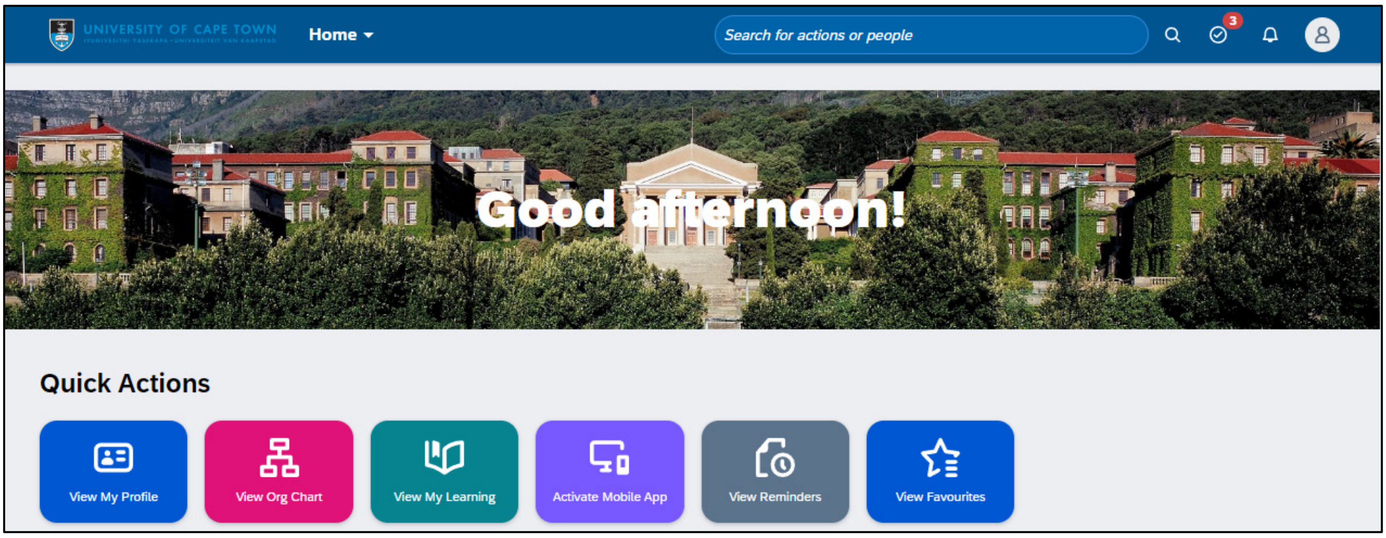
.
- A message at the top of the *Forward* dialogue box confirms that the candidate was successfully forwarded to the requisition.
- Click 

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

Attaching a referee report for an applicant

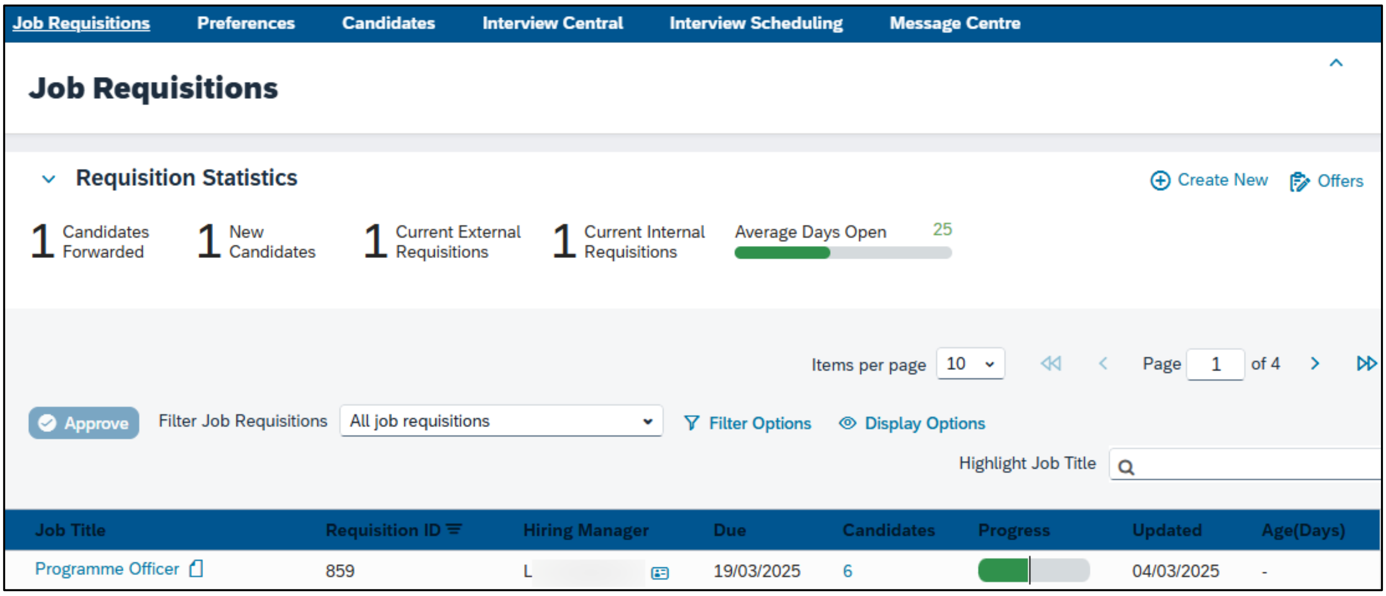
Procedure

1. Log in to SuccessFactors and access the *Home* page.
2. The *Home* page appears.



   – Choose *Home* > *Recruiting*.

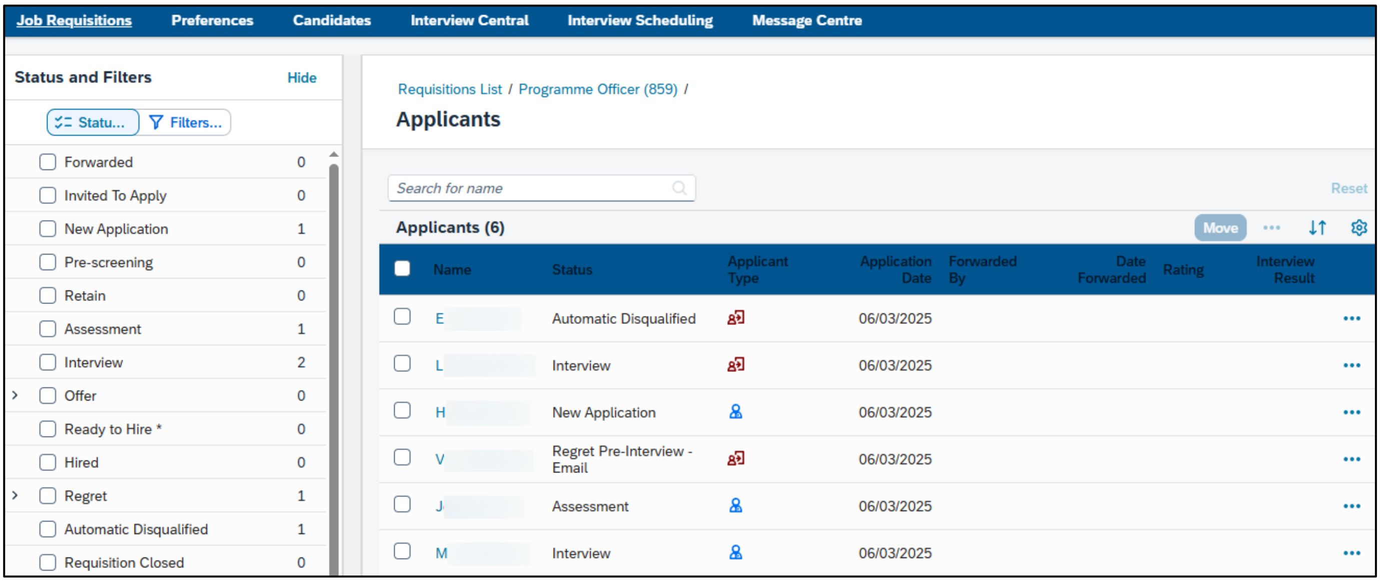
3. The *Job Requisitions* page appears.



   – 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.



- 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.

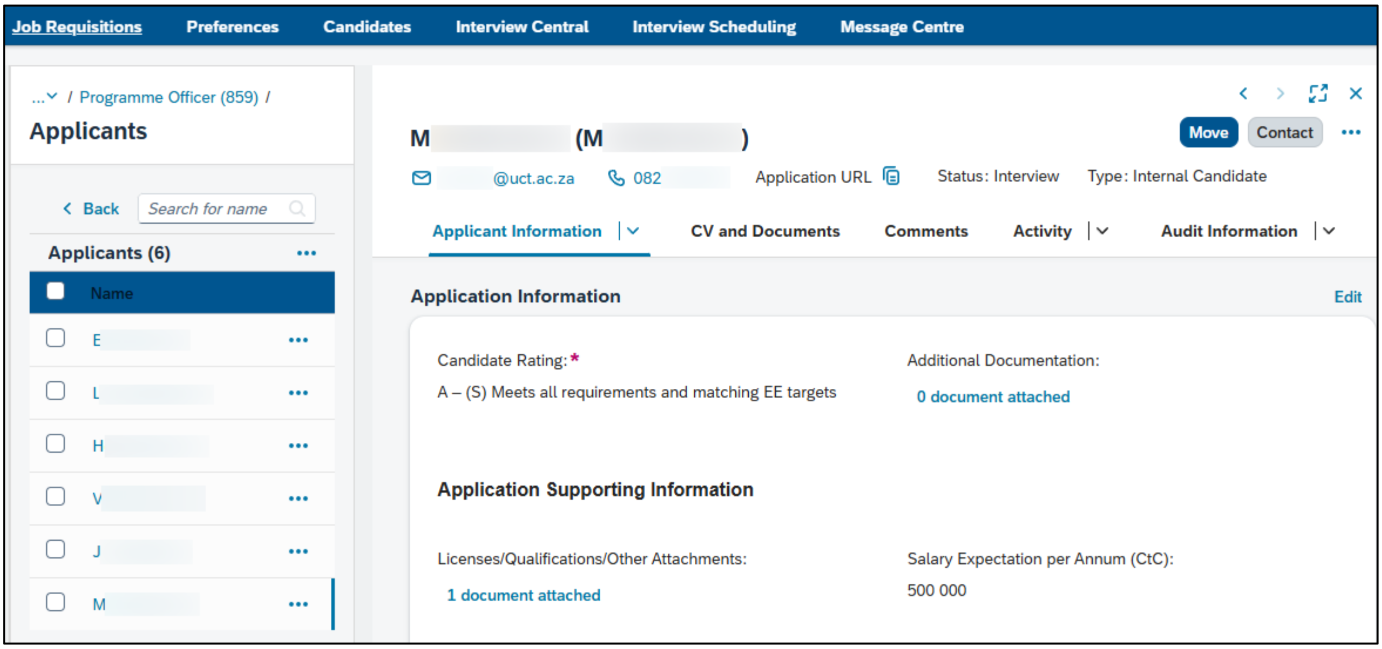
- The *Status and Filters* section can be hidden by clicking *Hide*. Click **Status and Filters** to show it again.

- 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.

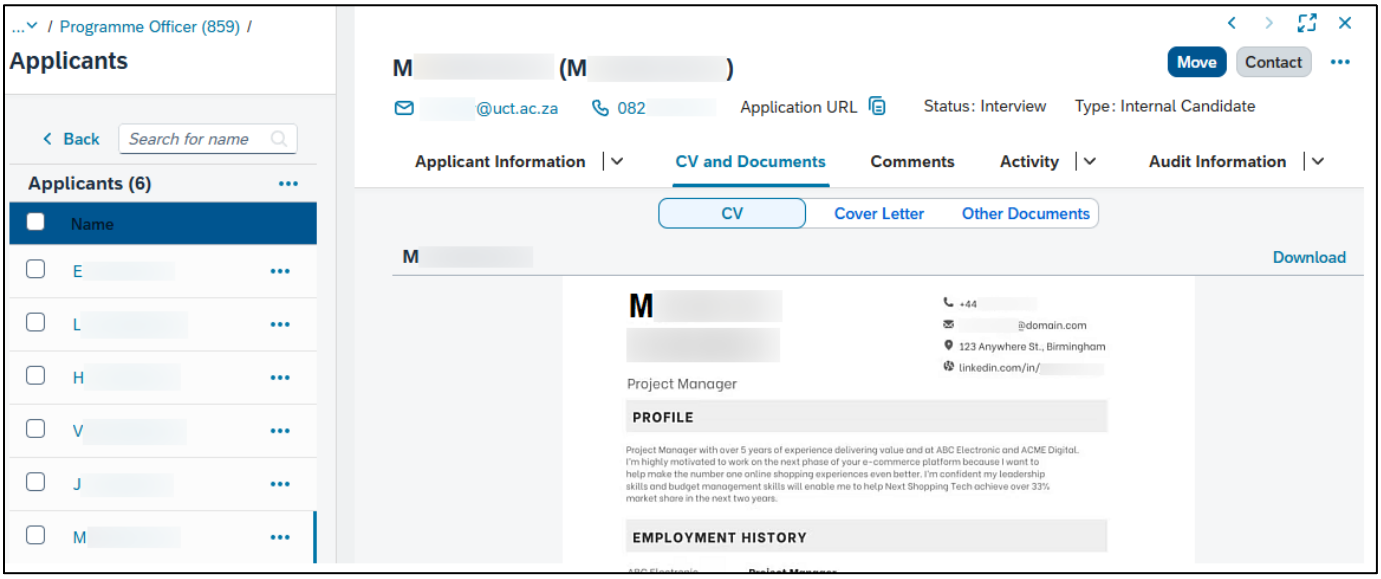
5. The list of applicants appears on the left with the selected applicant's details on the right.



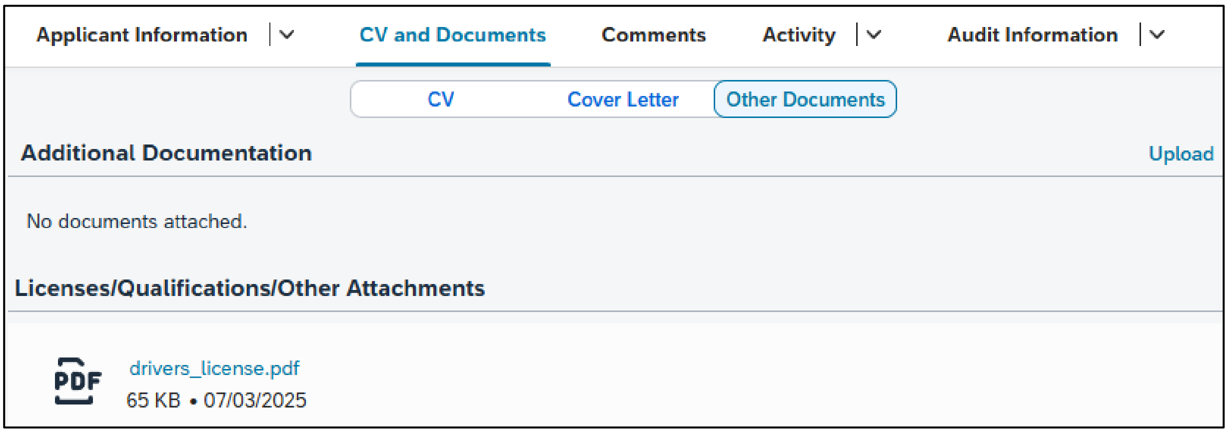
- Click the *CV and Documents* tab.

Attaching a referee report for an applicant

6. The *CV and Documents* page appears.



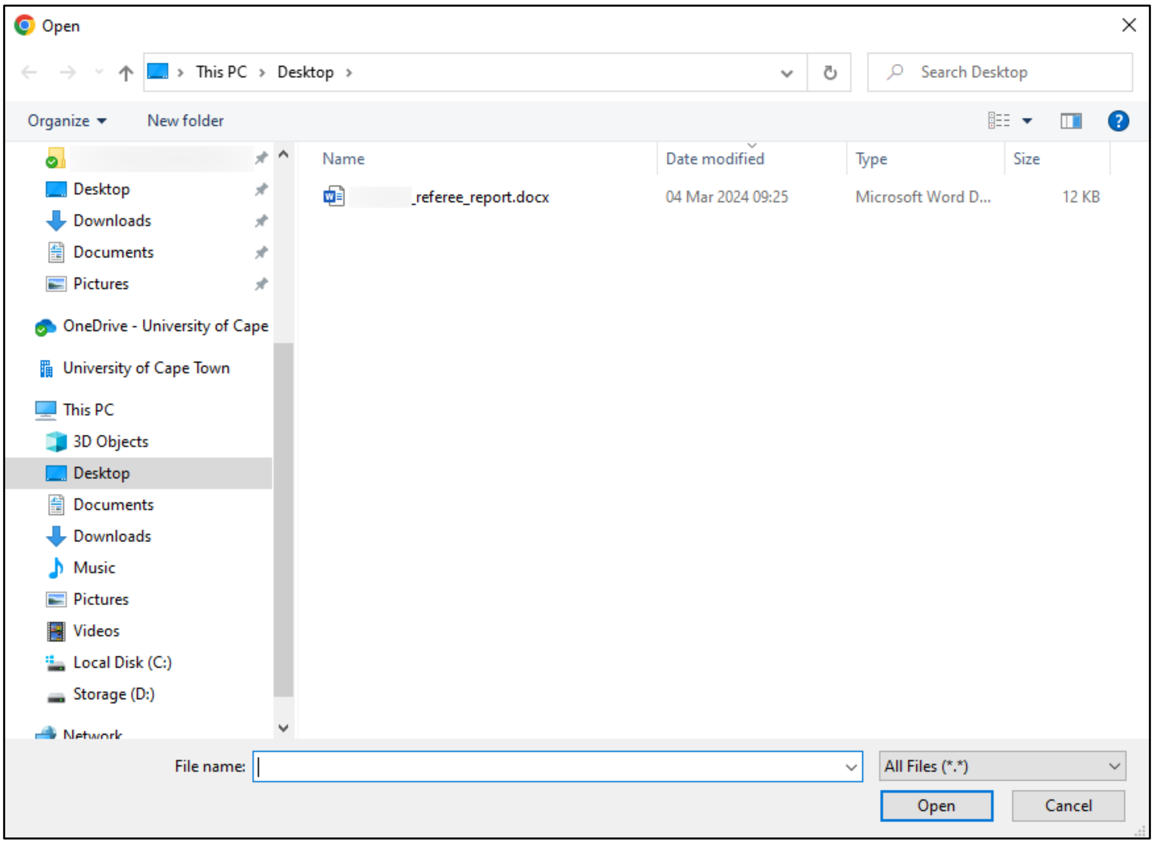
– Click *Other Documents*.



– Click *Upload*.

Attaching a referee report for an applicant

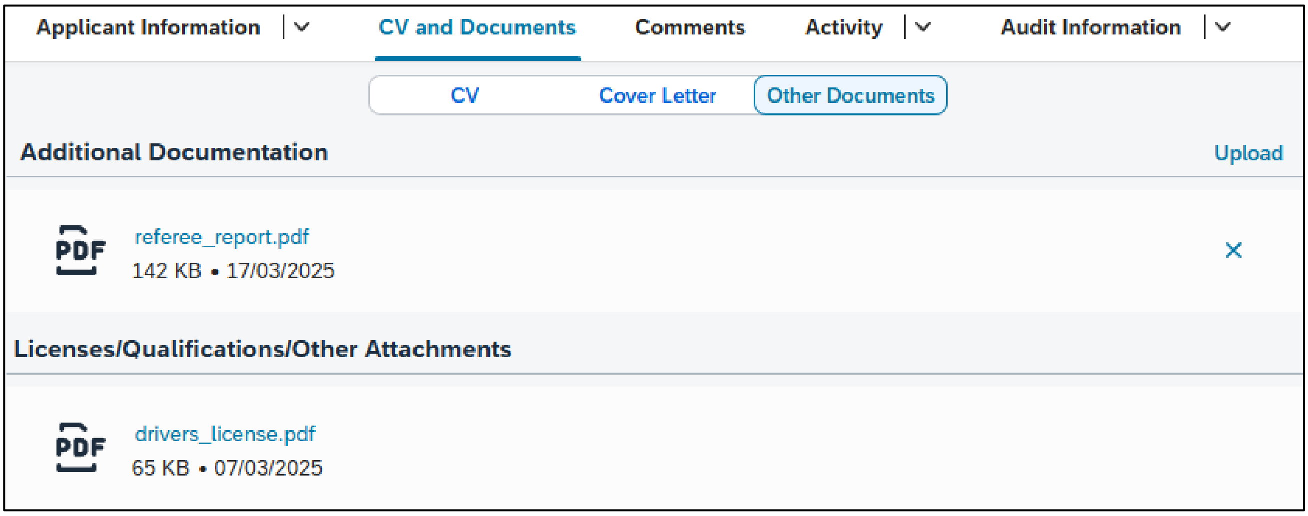
7. The *Open* dialogue box appears.



– 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 for other applicants, select the appropriate 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

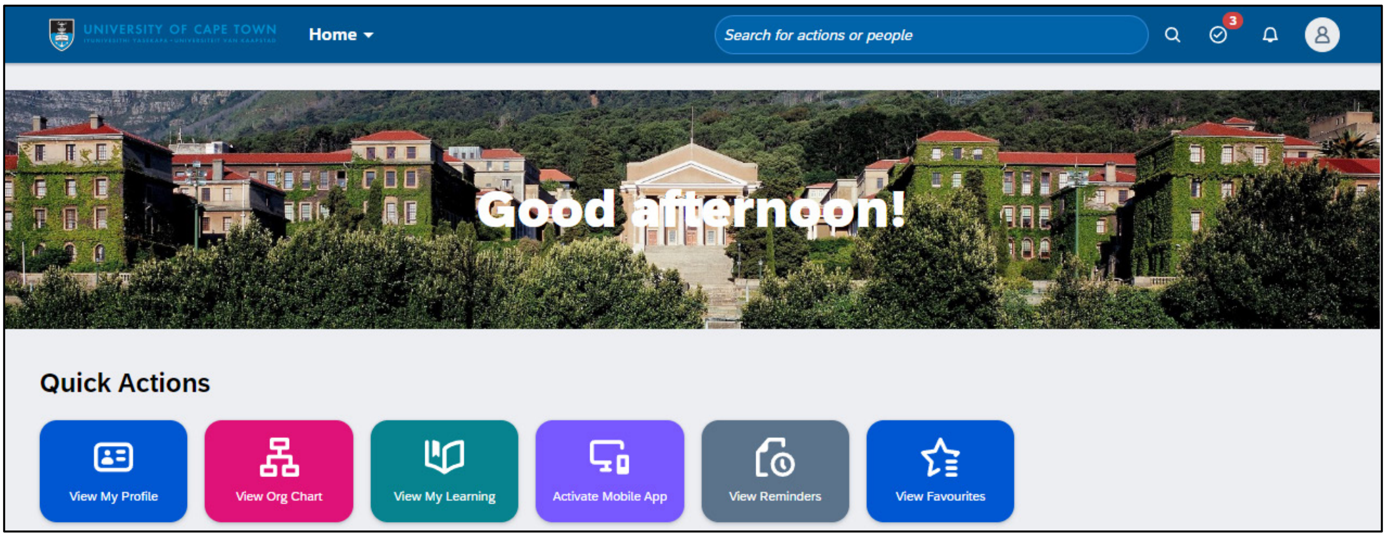
Before you begin

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.

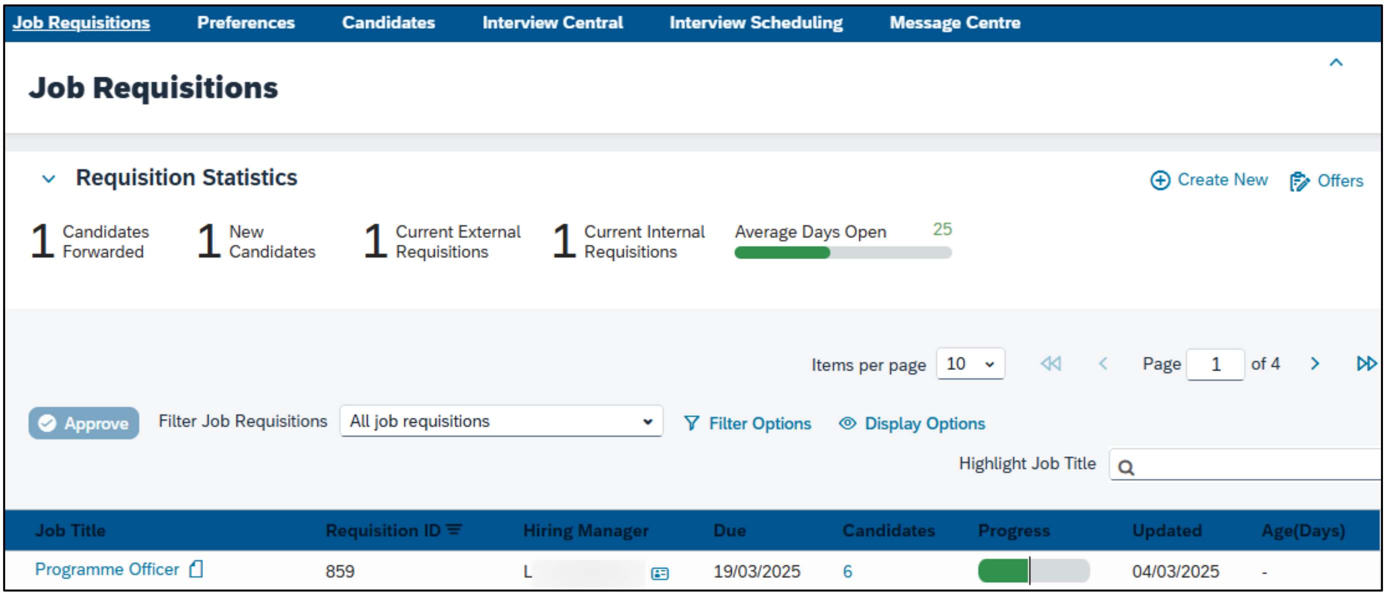
Procedure

1. 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*.

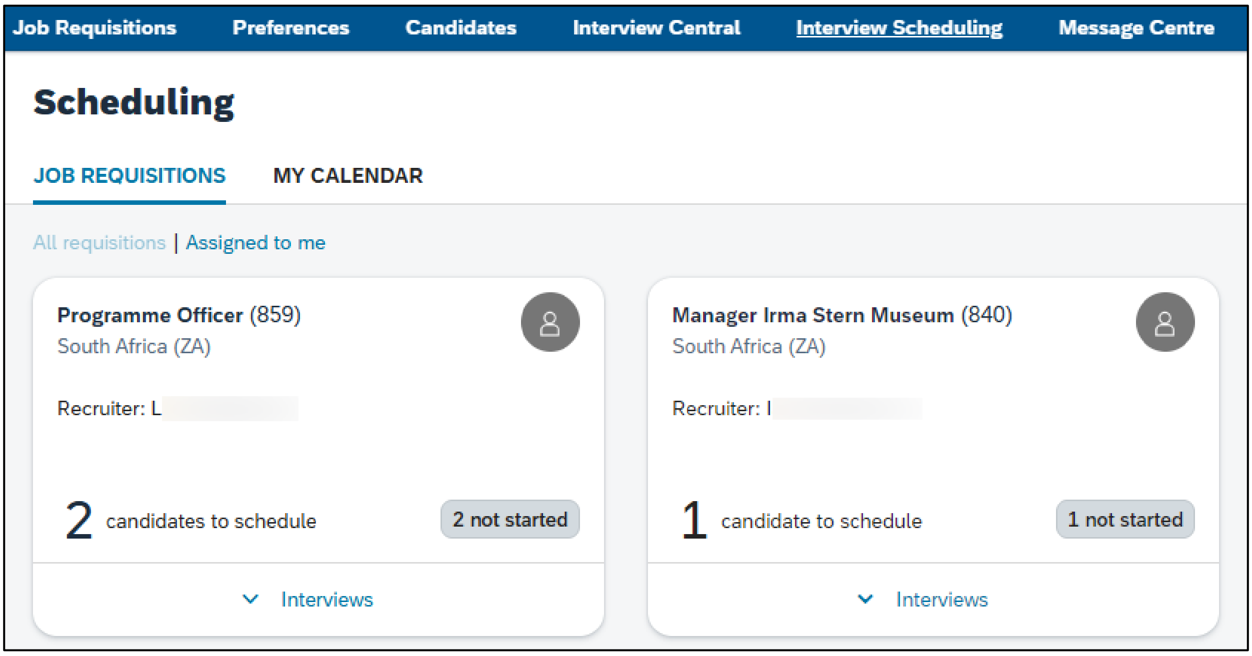
4. The *Job Requisitions* page appears.

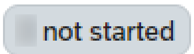


   – Click *Interview Scheduling* in the top menu.

Scheduling a candidate for a face-to-face interview

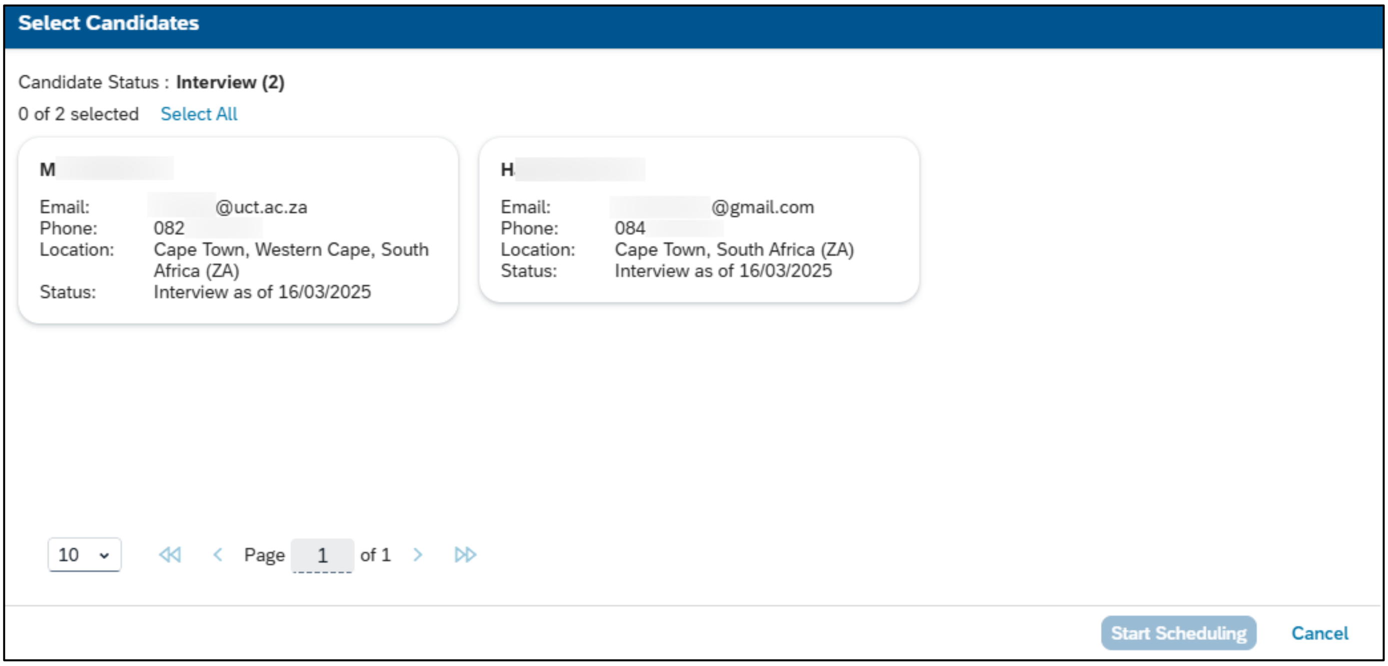
5. The *Interview Scheduling* page appears, listing any job requisitions that have candidates with the *Interview* status.



– Click 

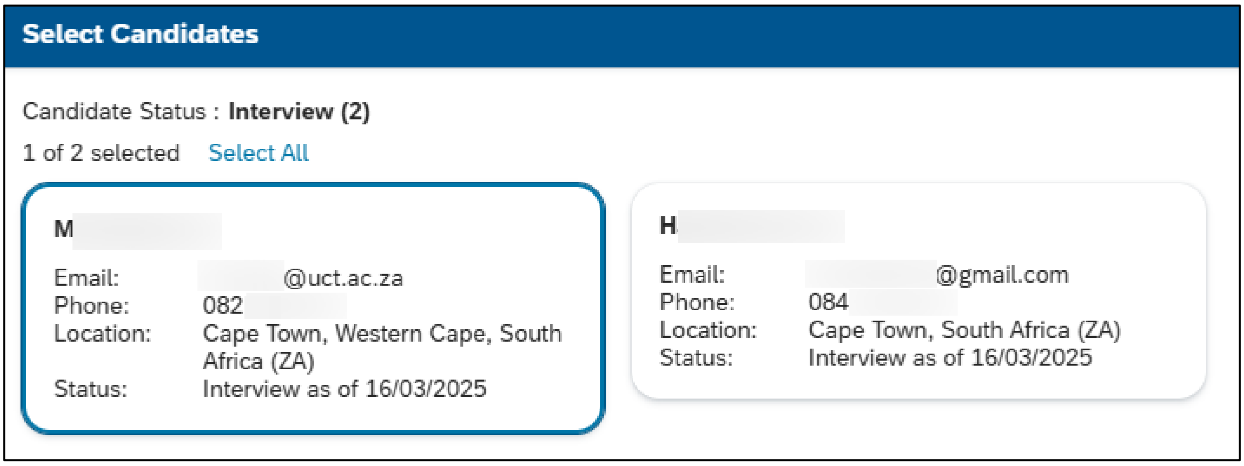
to select a candidate to schedule for an interview.

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



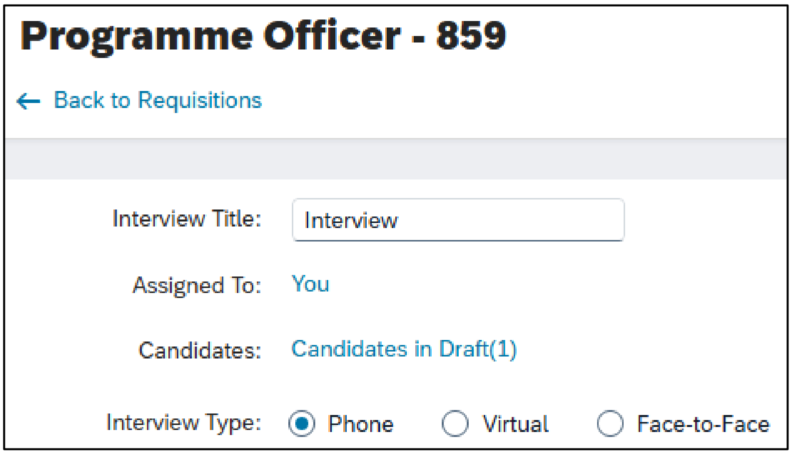
Scheduling a candidate for a face-to-face interview

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



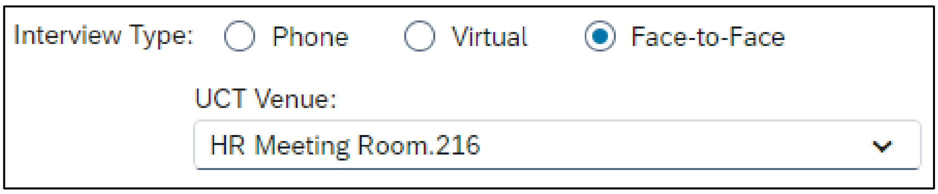
- Click **Start Scheduling**.

7. The *Interview Scheduling* page appears.



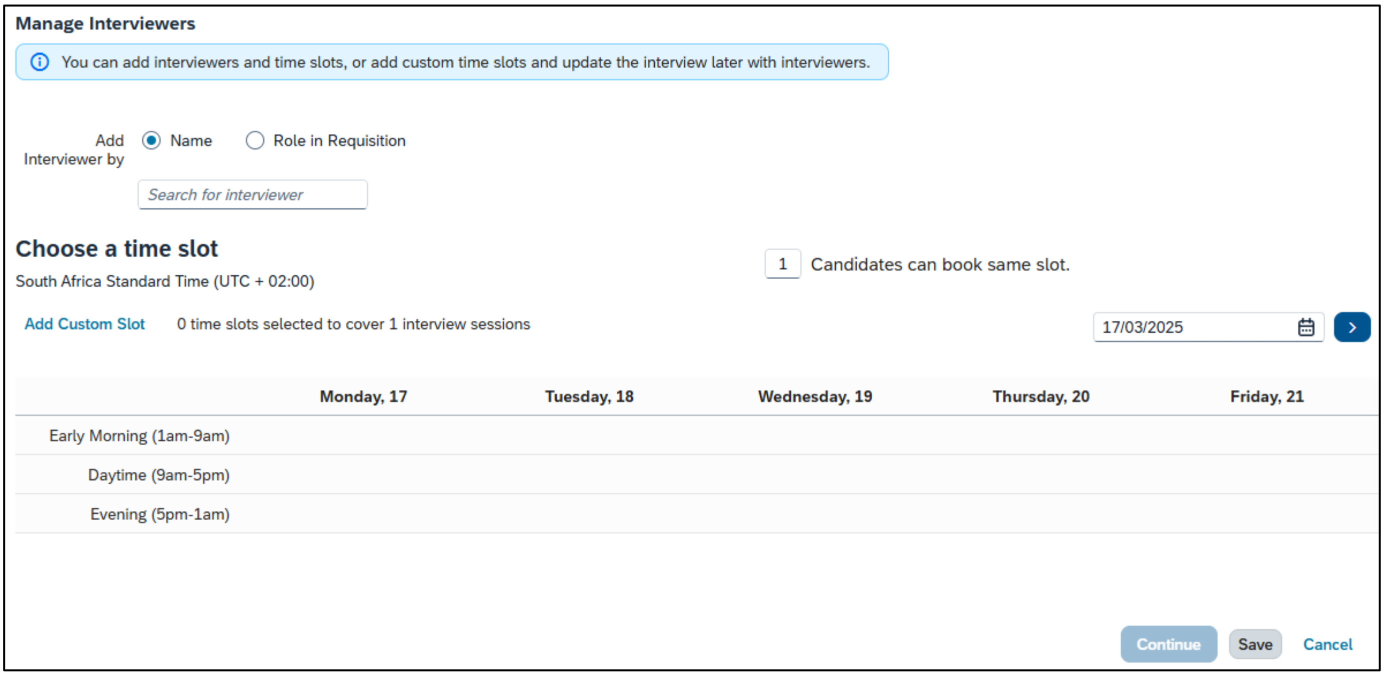
- In the *Interview Title* field, enter the candidate's full name, replacing the existing text.
  Note: If required, check the selected candidate's name by clicking *Candidates in Draft*.

- 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.



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

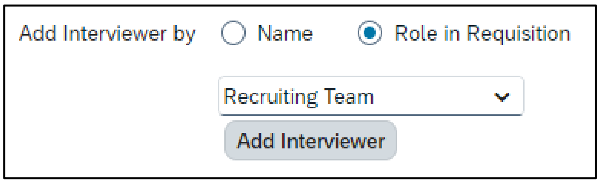
Scheduling a candidate for a face-to-face interview

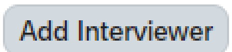


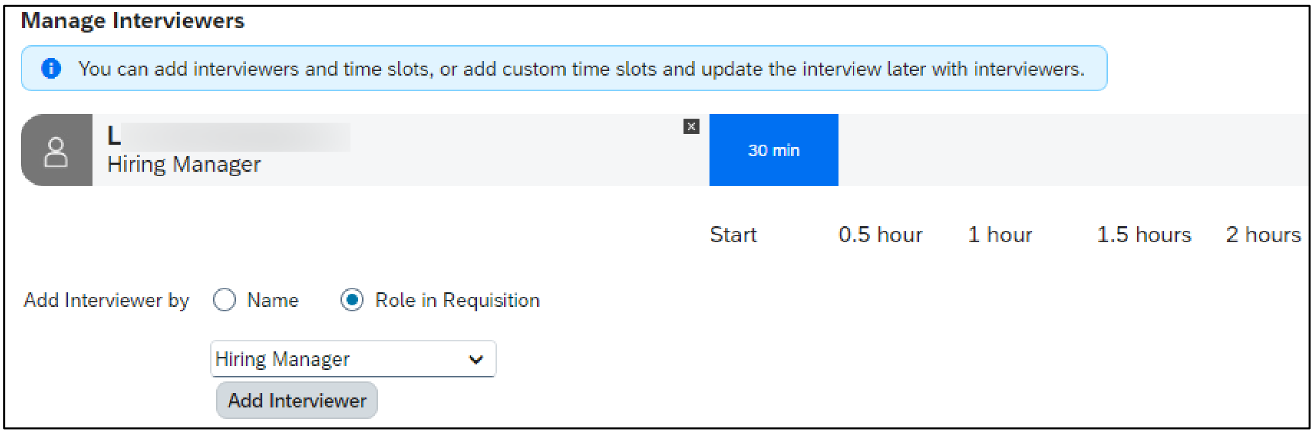
***Manage Interviewers* section**:

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.

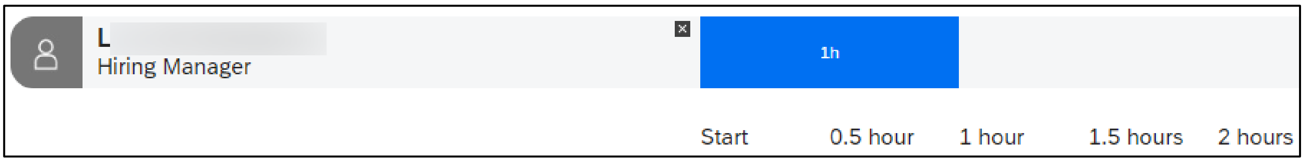


- Select *Hiring Manager* from the dropdown list.
- Click .
- The *Hiring Manager* is added, defaulting to a 30-minute meeting.

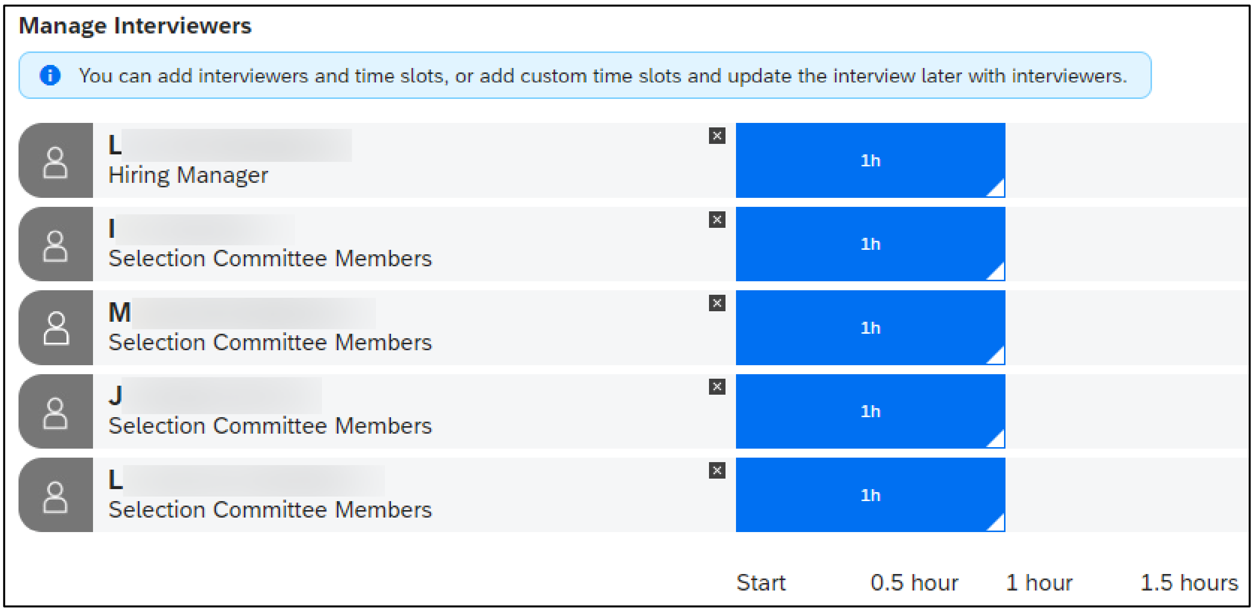


Scheduling a candidate for a face-to-face interview

- 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.



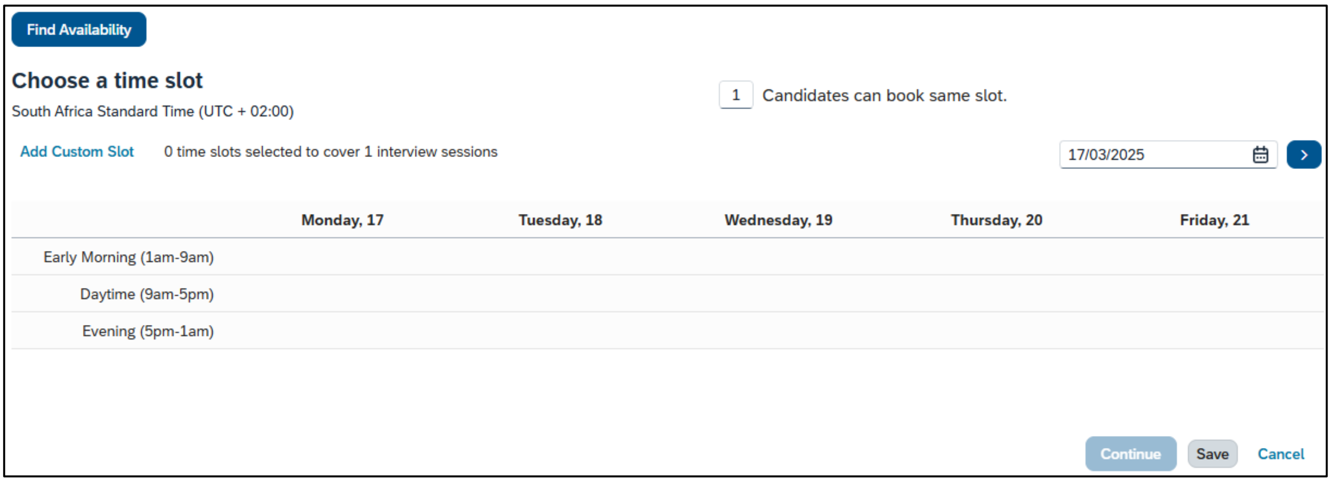
- Add the rest of the selection committee by selecting the required role using the dropdown list (e.g. Selection committee members) and clicking Add Interviewer. **Note**: The Servicing Officer (Recruiter) may ask to be added so they can see the selection committee view of the interview ratings/competencies.



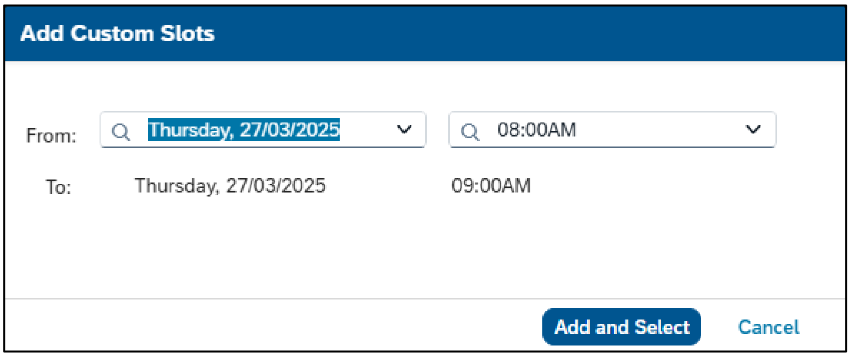
- If a person was added accidentally, remove them by clicking ☒ in the top right of the box containing their name.
- If there are other UCT staff members to add to the interview, select *Name* in the *Add Interview by* section and use the *Search for interviewer* field to select the appropriate person.

Scheduling a candidate for a face-to-face interview

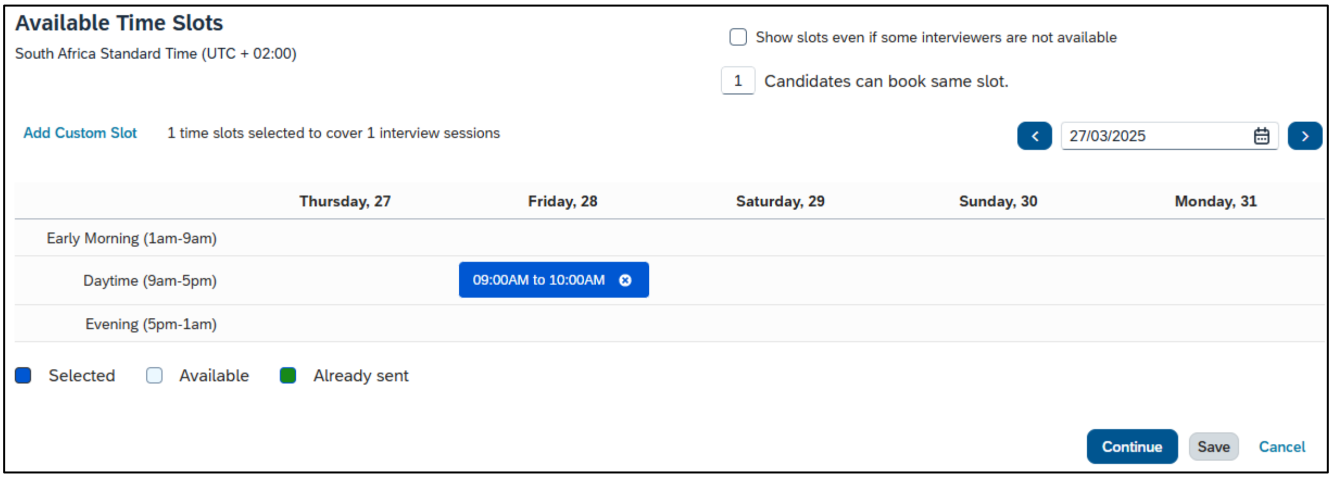
Choose a time slot / Available Time Slots **section**:



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



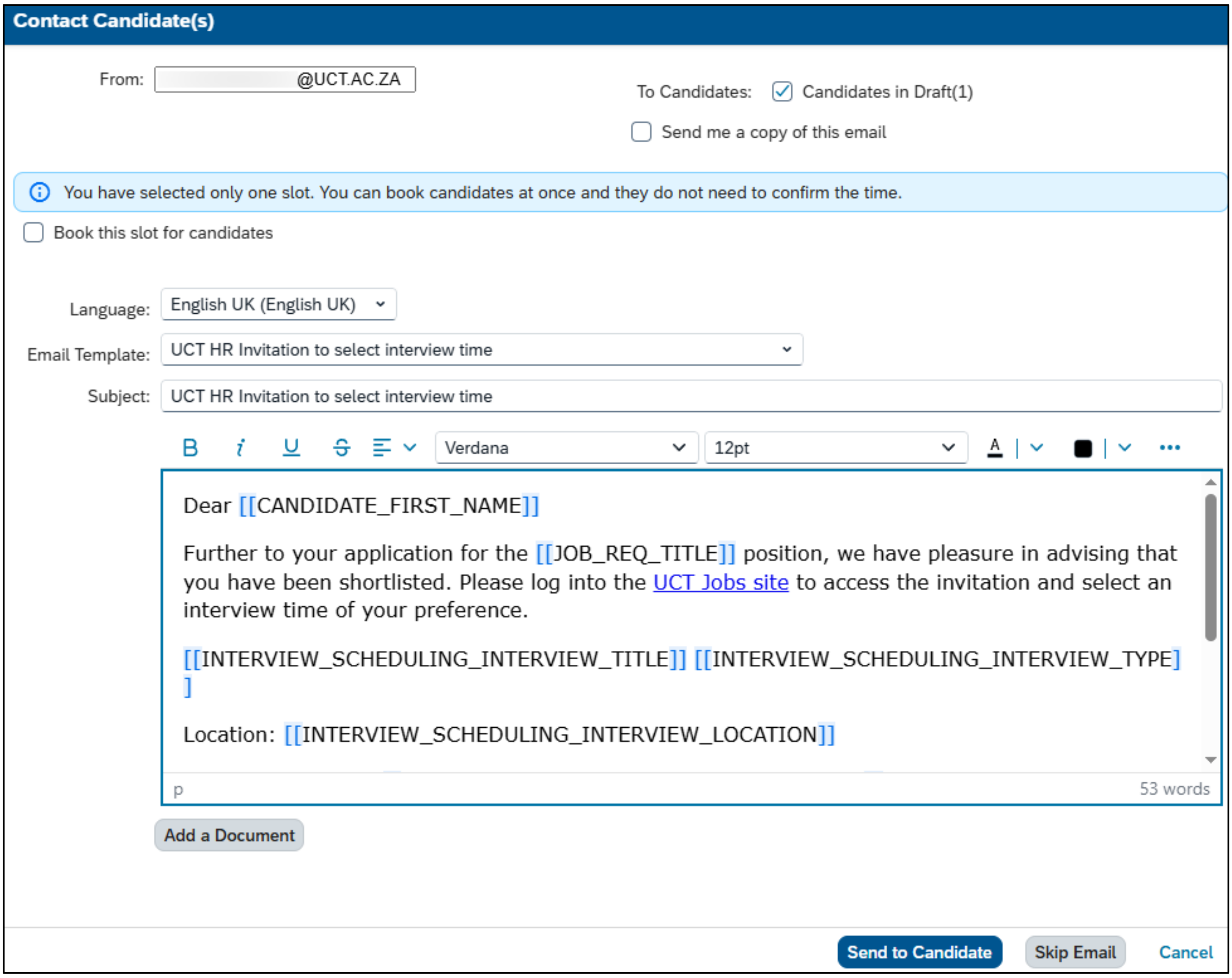
  - In the *From* field, select the appropriate day and then select the appropriate start time alongside the day. The end time of the interview will adjust after selecting the start time.
  - Click **Add and Select**.
- The selected interview slot appears in the calendar.



- Click **Continue**.

Scheduling a candidate for a face-to-face interview

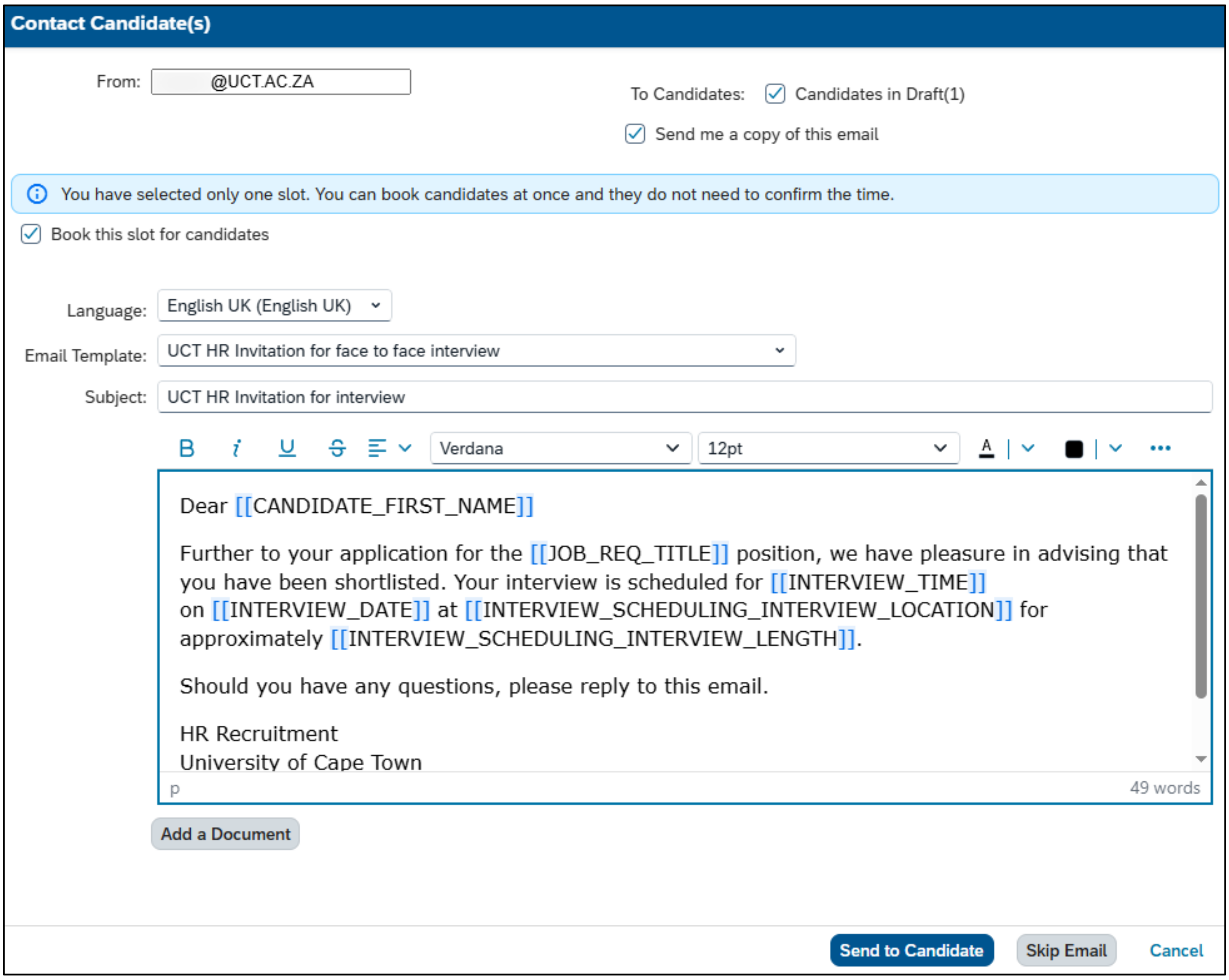
8. The *Contact Candidates(s)* dialogue box appears.



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

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

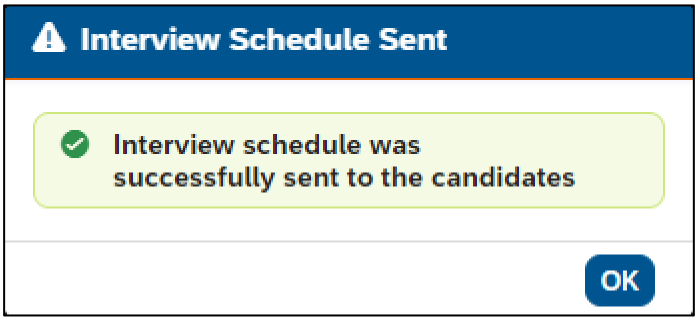


– The email template text can be edited in the space provided.
Note: Location is only the room so the building information may need to be entered and possibly directions to campus or a link to the campus maps.

– Click 

.

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

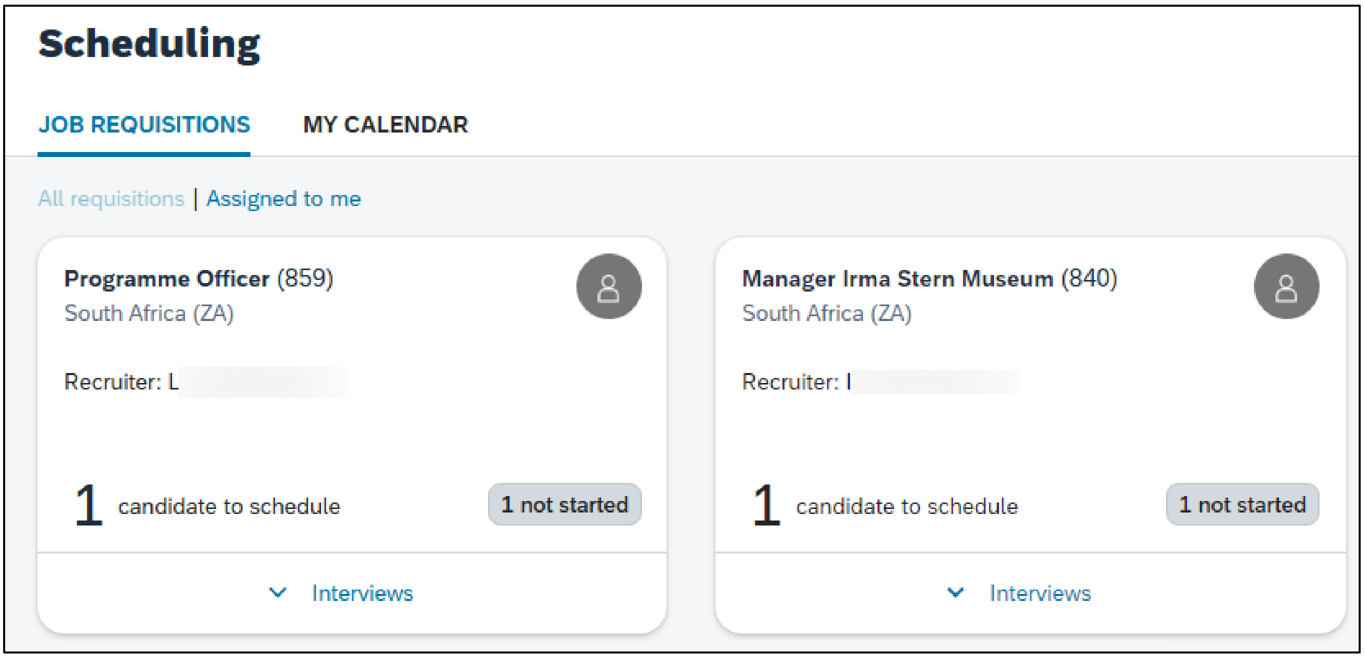


– Click 

.

Scheduling a candidate for a face-to-face interview

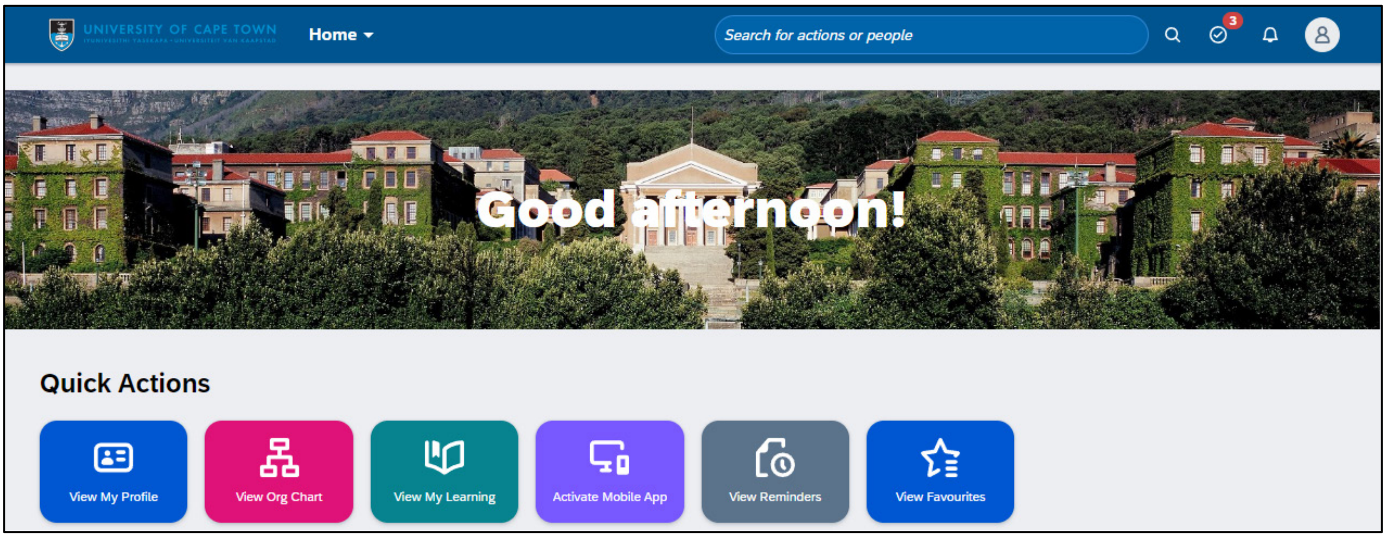
10. The *Interview Scheduling* page reappears, listing any remaining job requisitions that have candidates with the *Interview* status. To schedule additional candidate interviews, repeat from step 5 above.



Displaying interview details

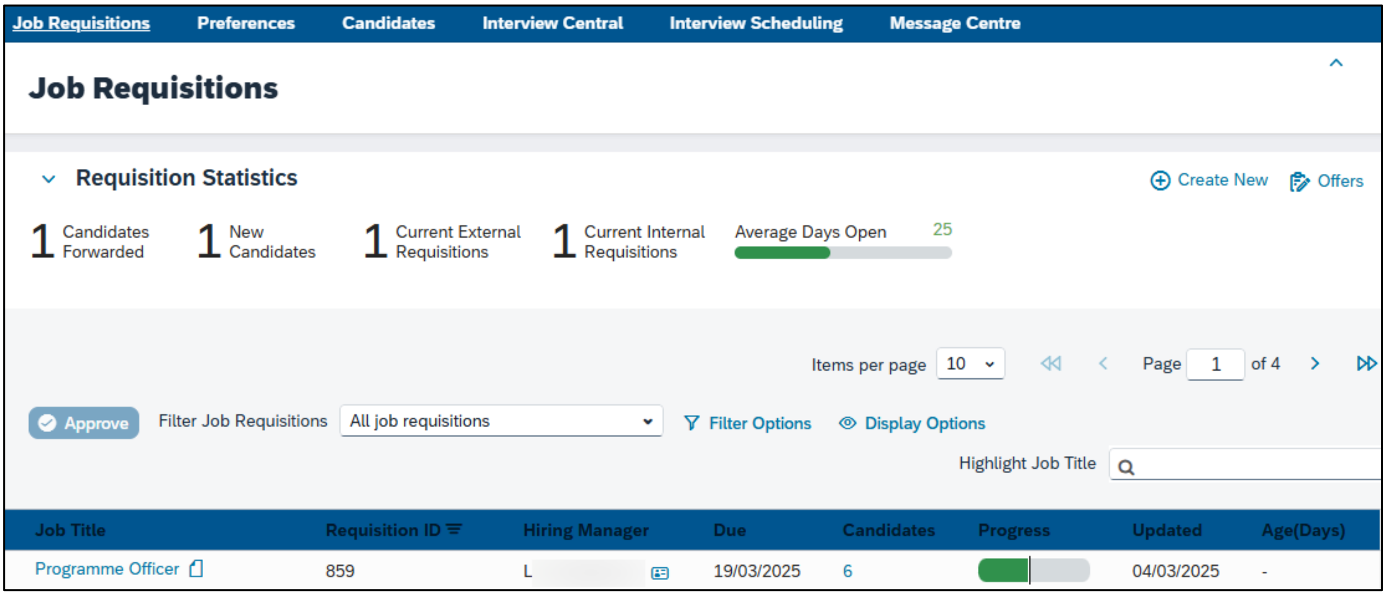
Procedure

1. Log in to SuccessFactors and access the *Home* page.
2. The *Home* page appears.



   – Choose *Home* > *Recruiting*.

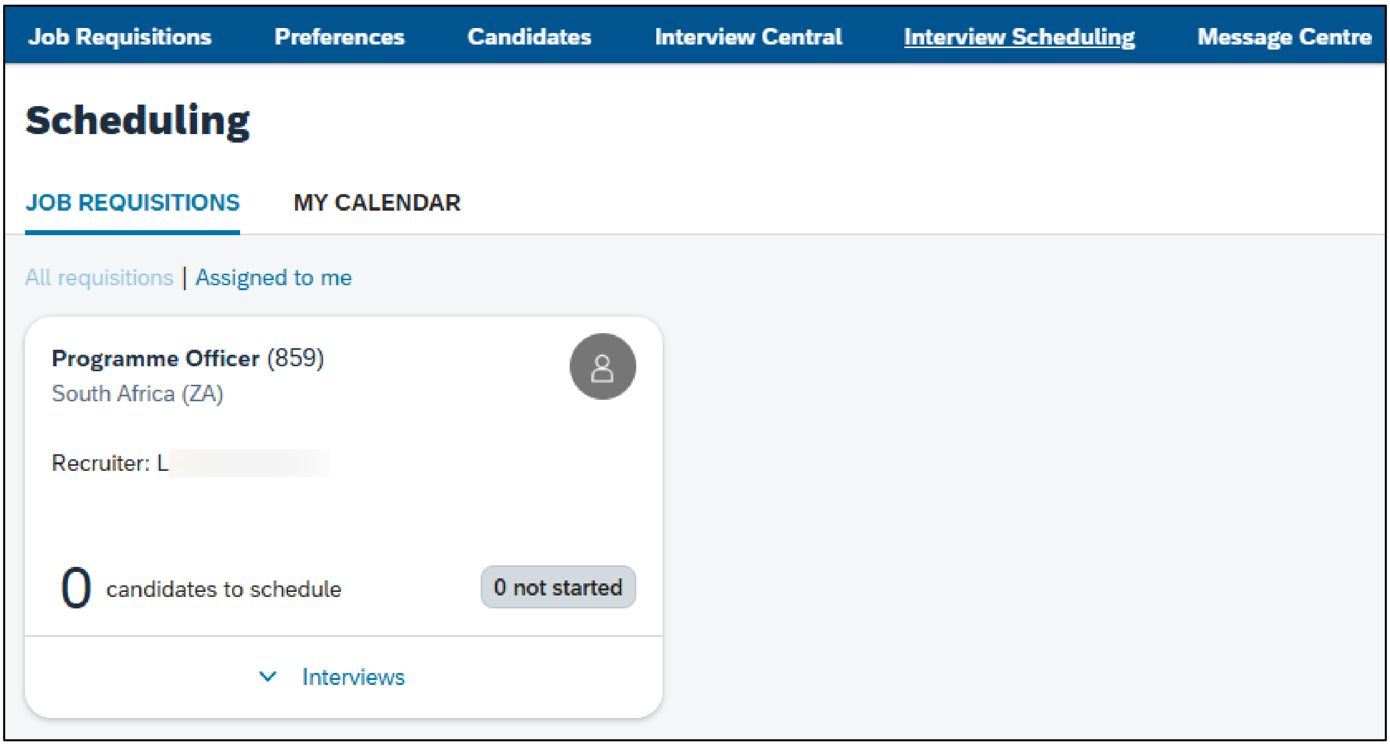
3. The *Job Requisitions* page appears.



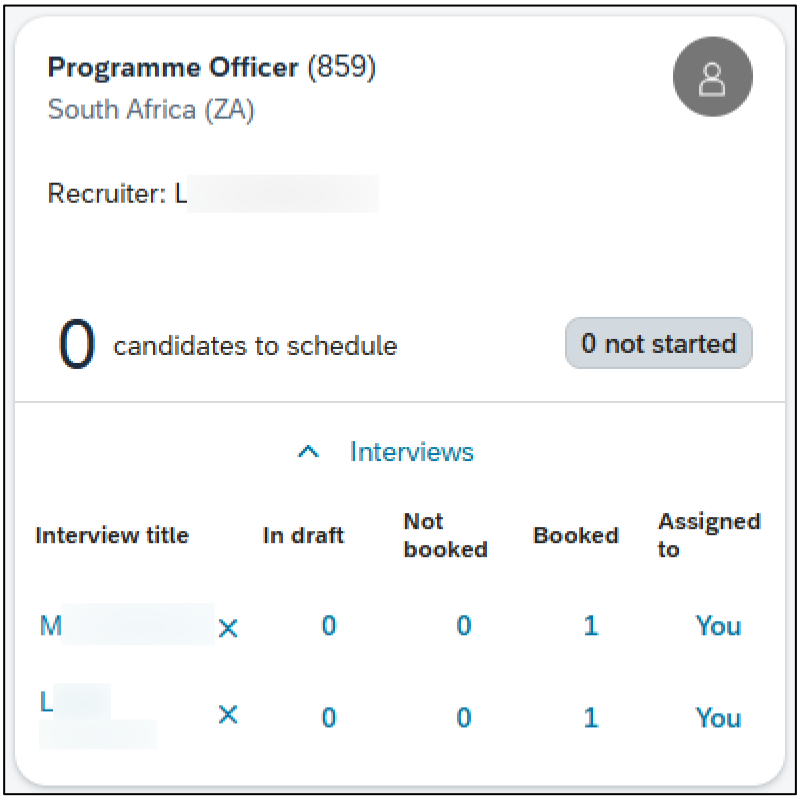
   – Click *Interview Scheduling* in the top menu.

Displaying interview details

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



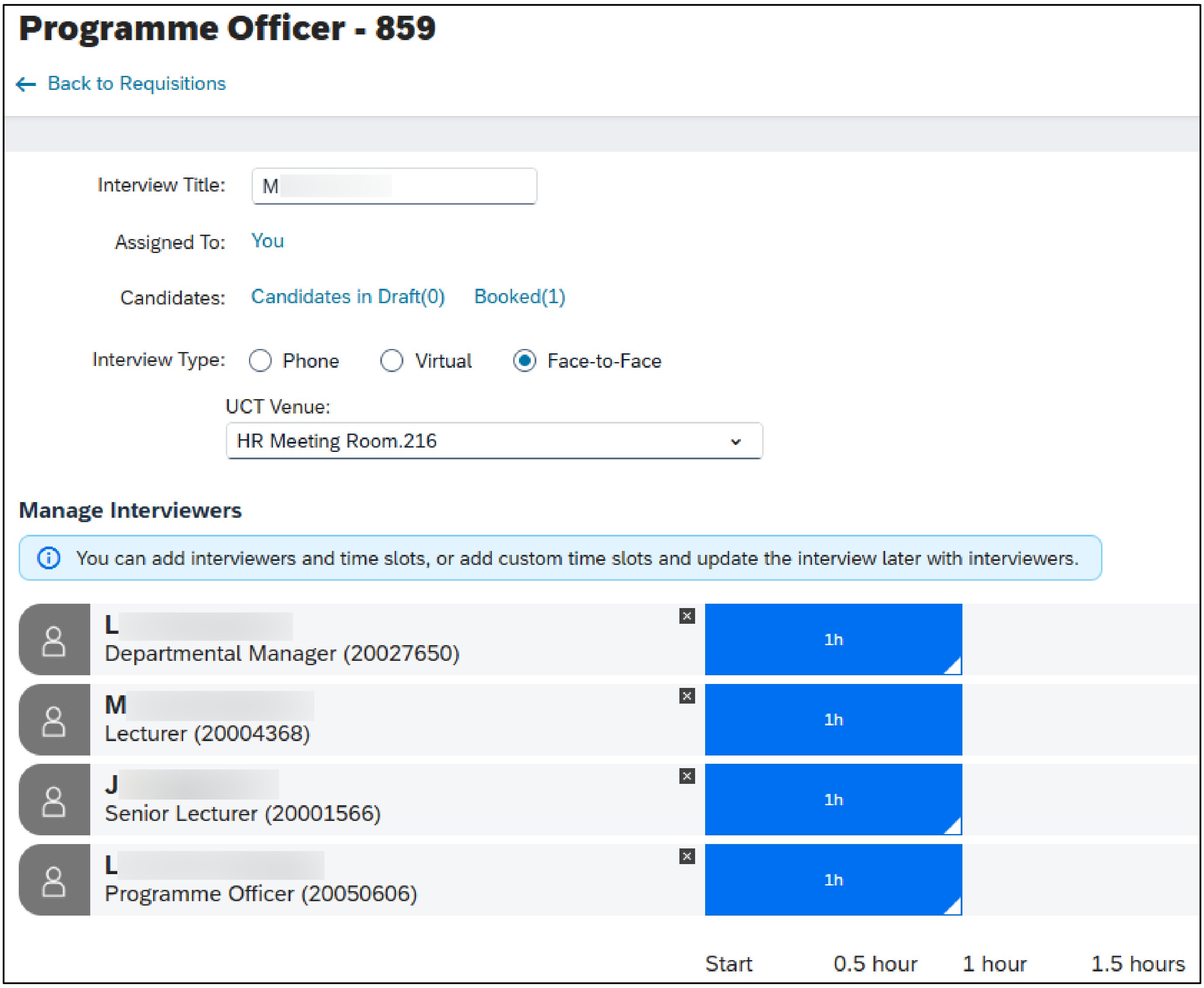
- Click Interviews.
- The candidate interview details are displayed. *Candidates in draft* have interview details saved but not yet sent.



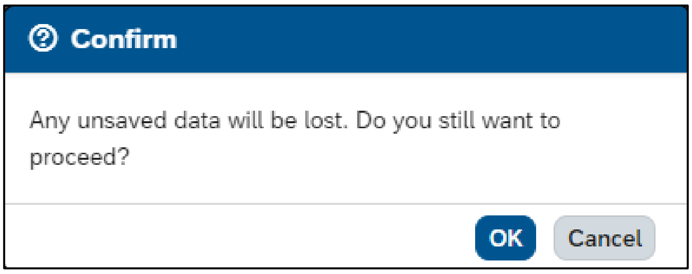
- Click a name in the *Interview title* column to view the interview details.

Displaying interview details

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



- 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.

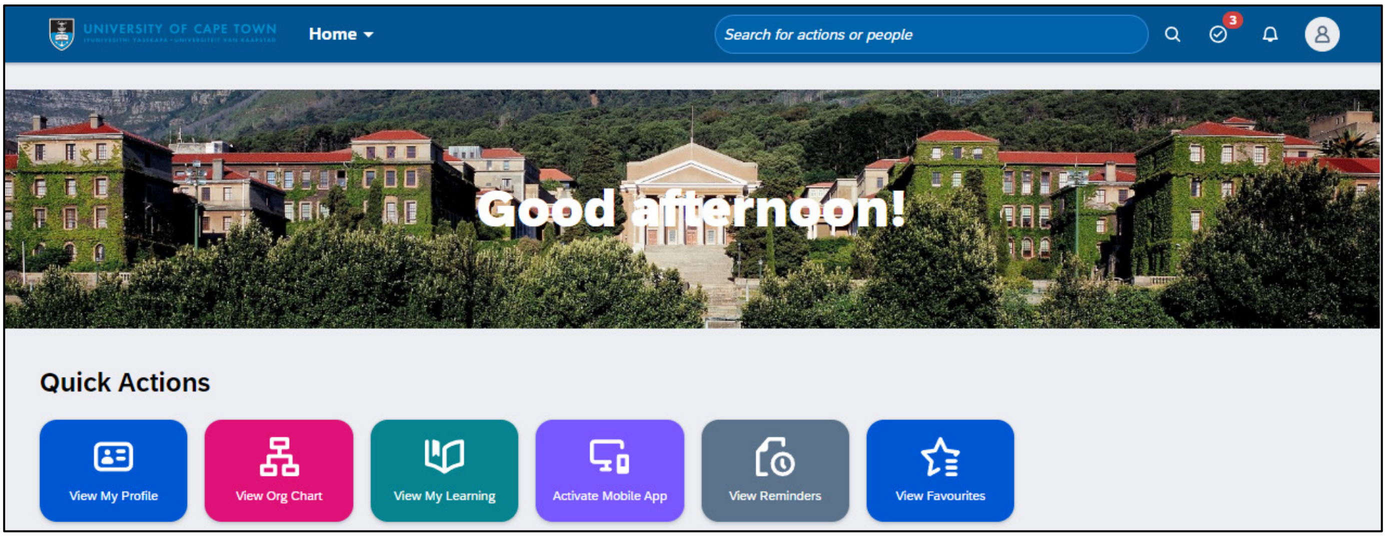
Changing a scheduled face-to-face interview

Background

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

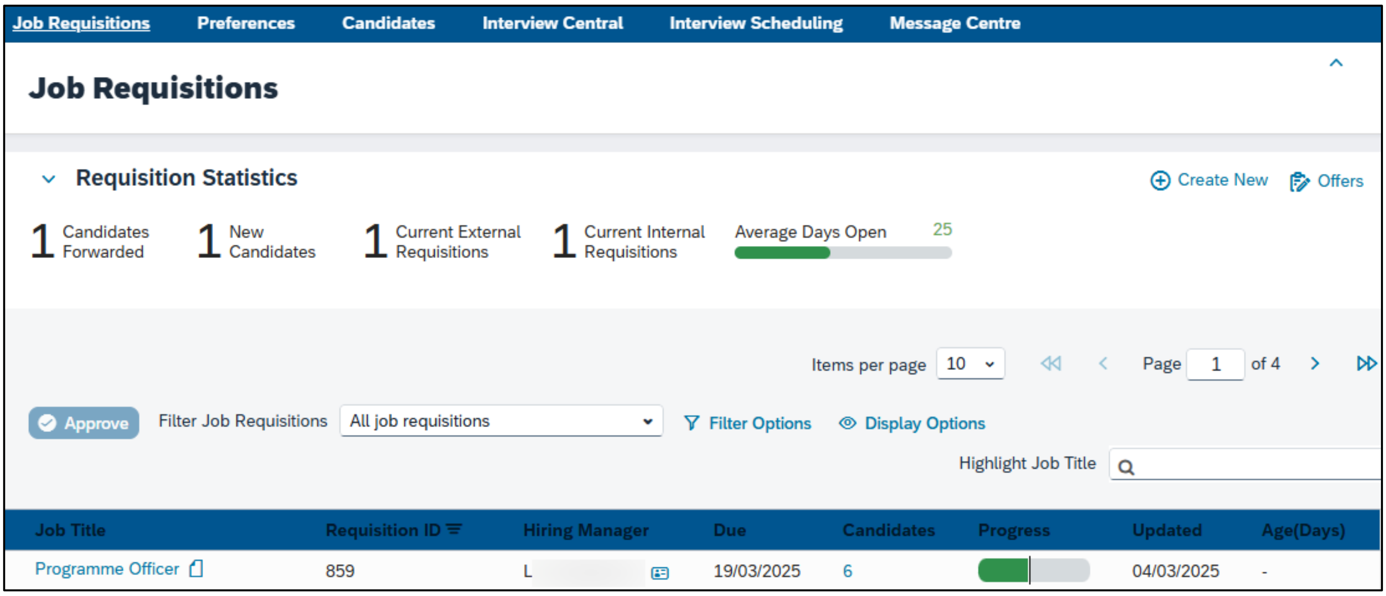
Procedure

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



   – Choose *Home* > *Recruiting*.

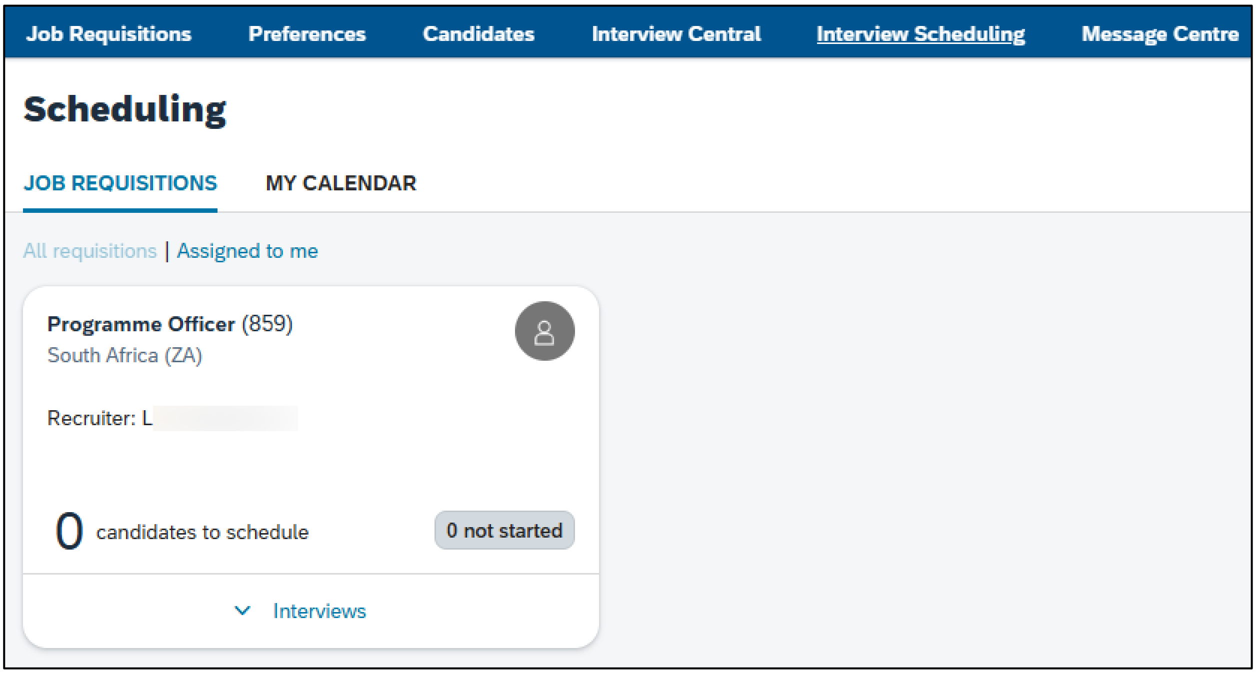
3. The *Job Requisitions* page appears.



   – Click *Interview Scheduling* in the top menu.

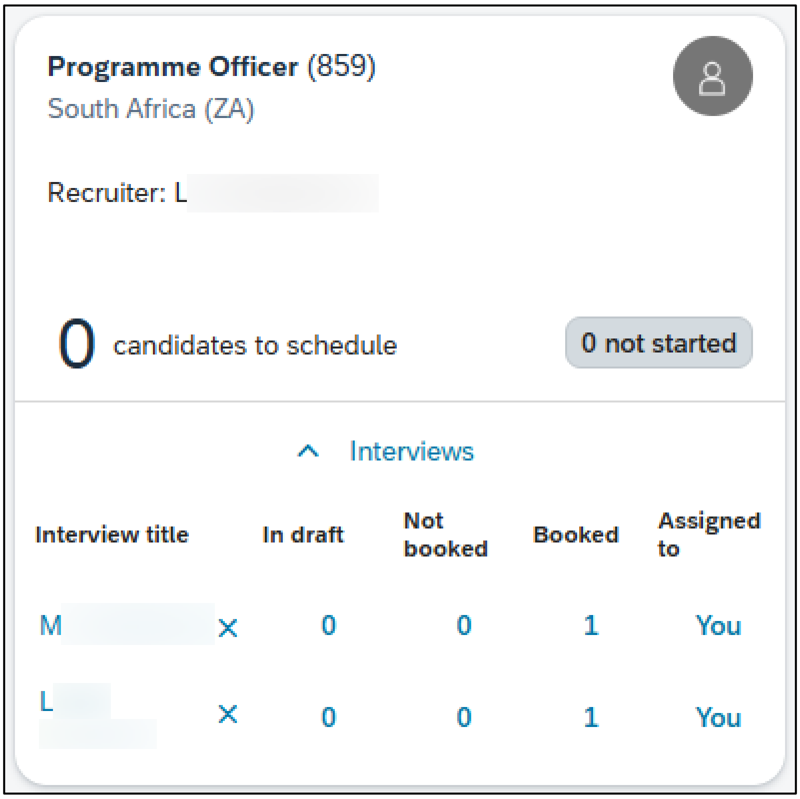
Changing a scheduled face-to-face interview

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



– Click ⌄ Interviews.

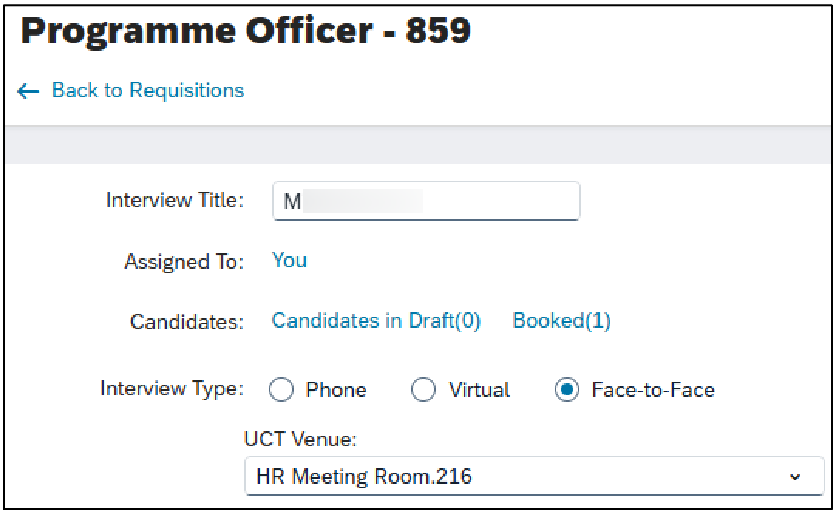
– The candidate interview details are displayed.



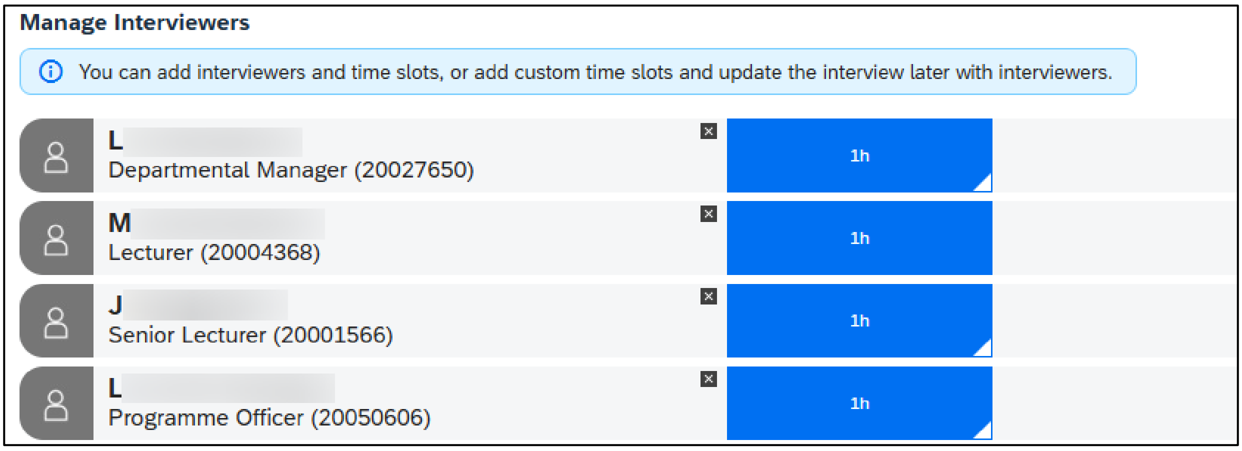
– Click a name in the *Interview title* column to view the interview details

Changing a scheduled face-to-face interview

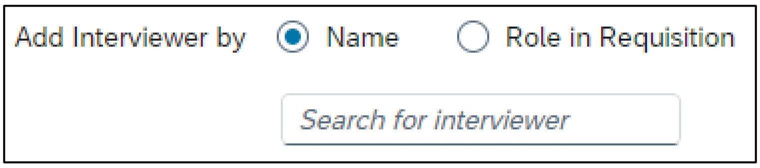
5. The *Interview Scheduling* page appears, displaying the selected candidate's interview details.



- 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.

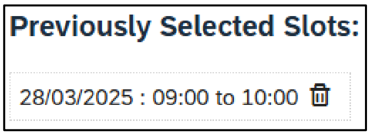


- To add a committee member: In the *Add Interviewer by* section, either add via *Role in Requisition* and click Add Interviewer or select *Name* and use the search field to select the appropriate person.

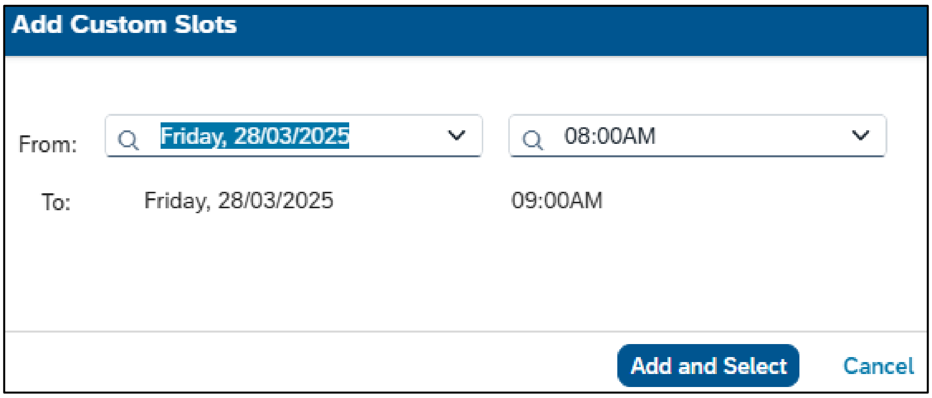


Changing a scheduled face-to-face interview

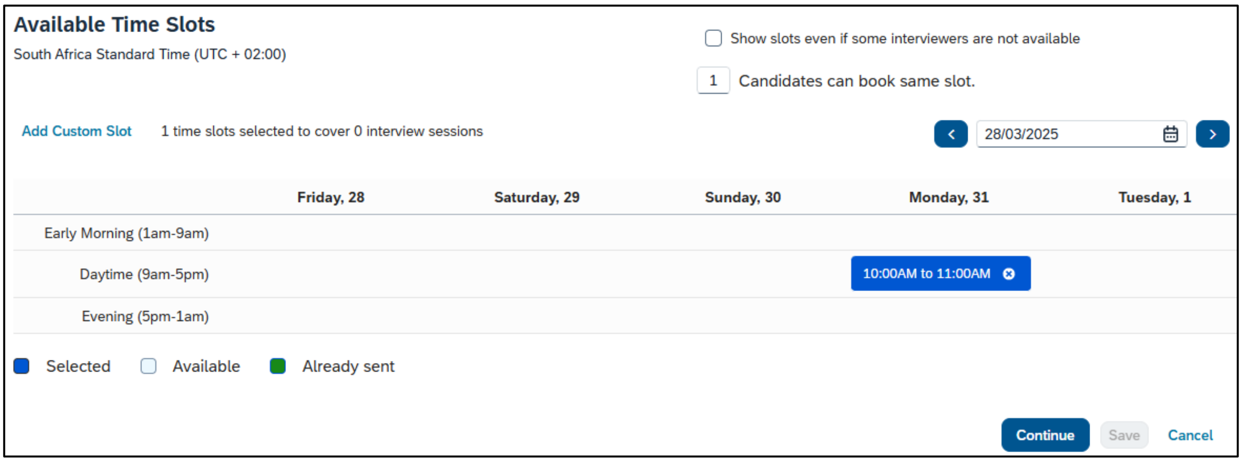
- To change the interview date/time:
  - In the *Previously Selected Slots* section, delete the existing slot by clicking *Delete the slot*.



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



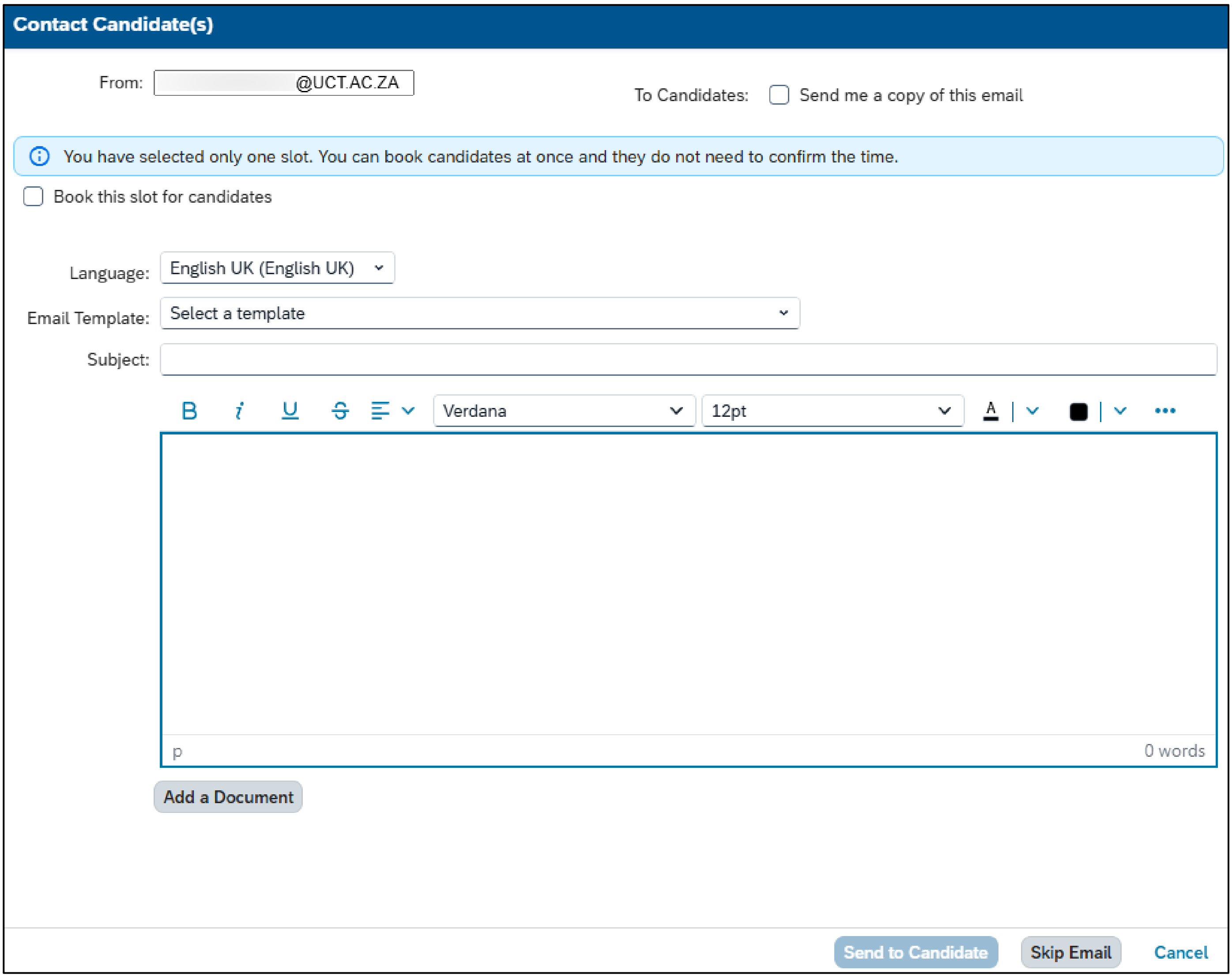
  - In the *From* field, select the appropriate day and then select the appropriate start time alongside the day. The end time of the interview will adjust after selecting the start time.
  - Click 
.
  - The selected interview slot appears in the calendar.



- Click 
.

Changing a scheduled face-to-face interview

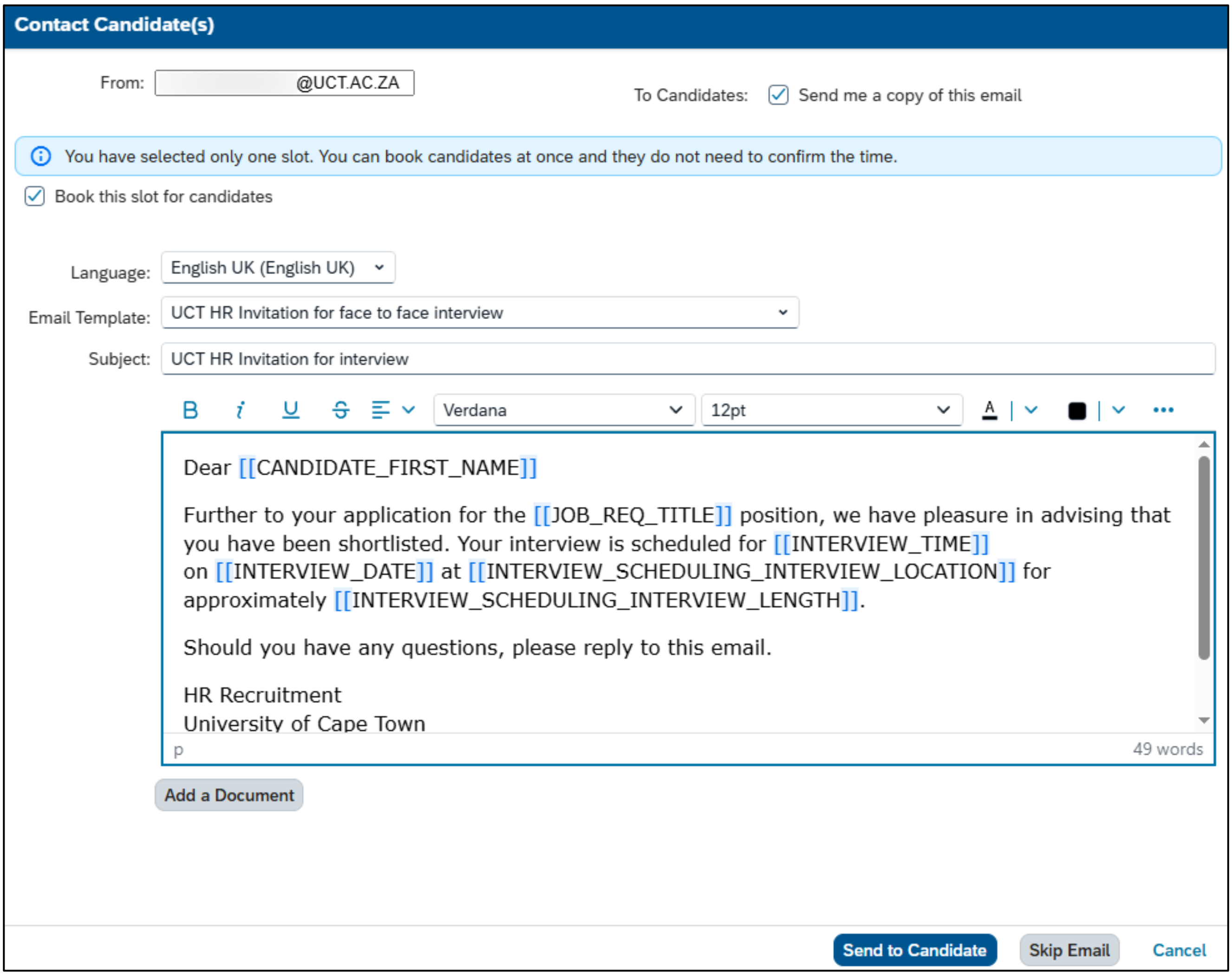
6. The *Contact Candidates(s)* dialogue box appears.



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

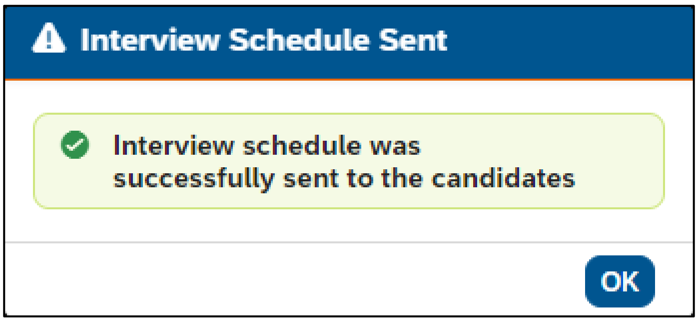
Changing a scheduled face-to-face interview

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



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

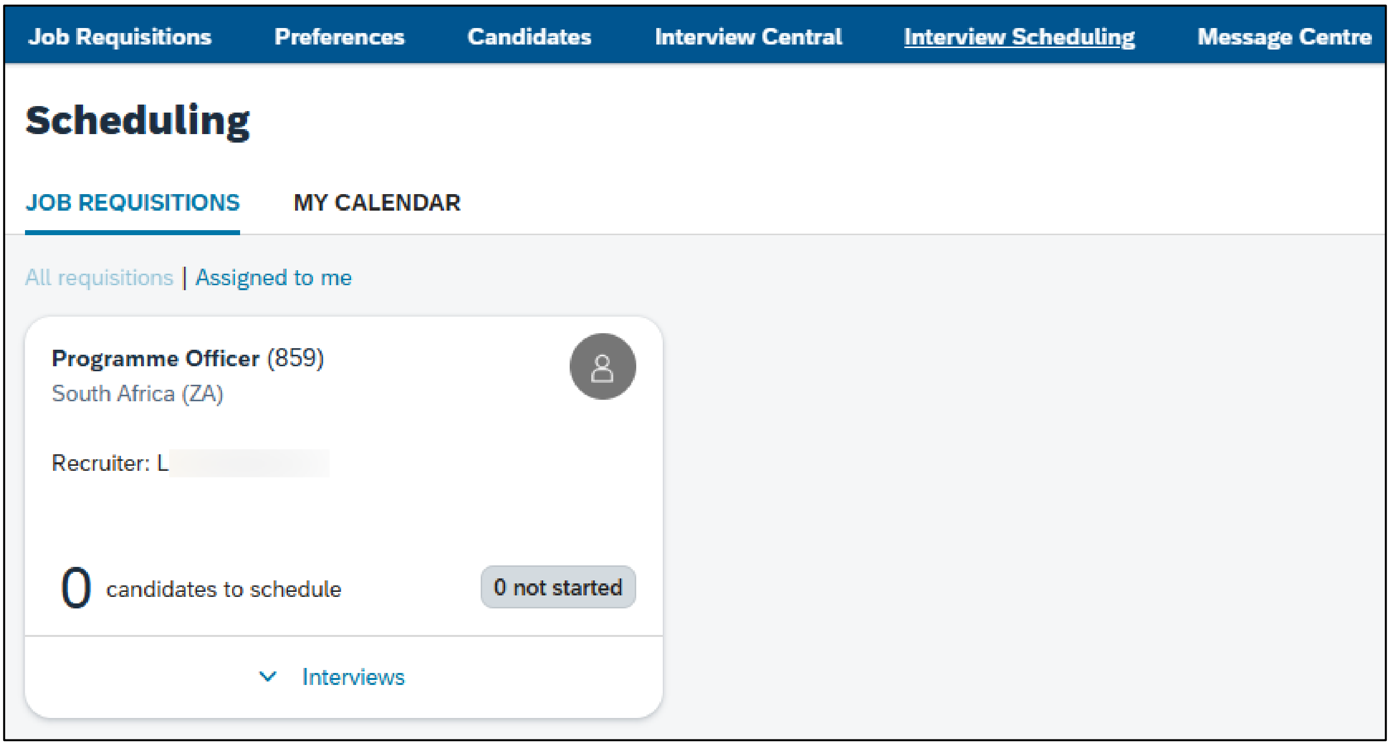
7. The *Interview Schedule Sent* dialogue box appears.



- Click **OK**.

Changing a scheduled face-to-face interview

8. The *Interview Scheduling* page reappears.



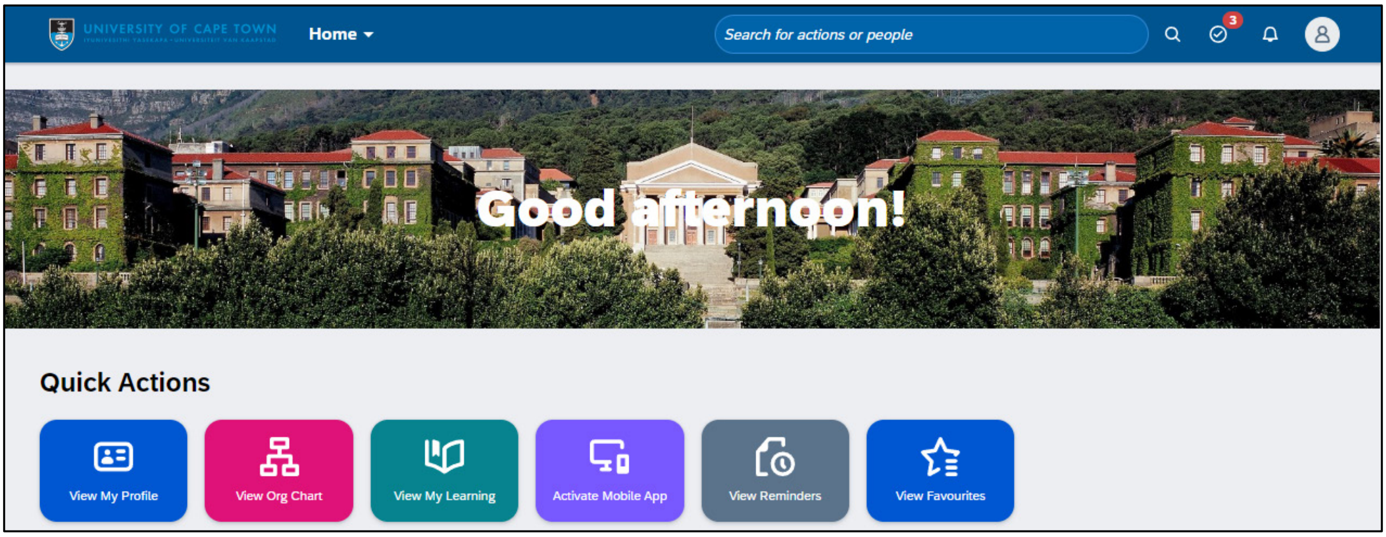
Deleting a scheduled interview

Background

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

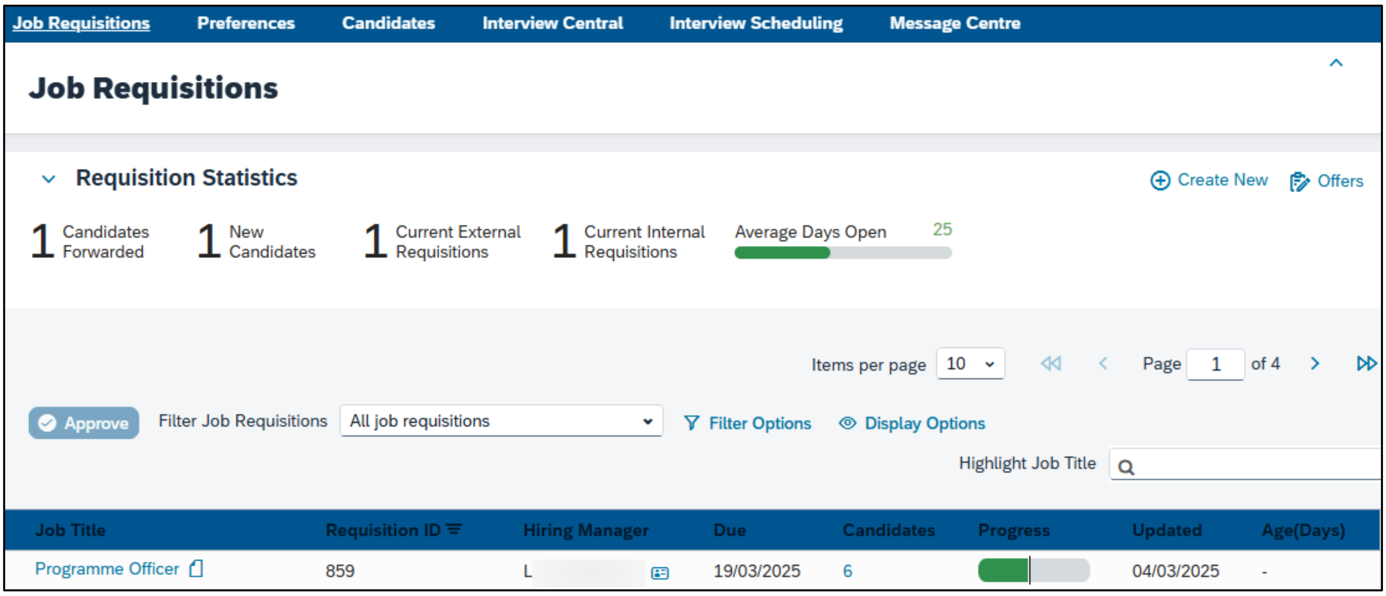
Procedure

1. Log in to SuccessFactors and access the *Home* page.
2. The *Home* page appears.



   – Choose *Home* > *Recruiting*.

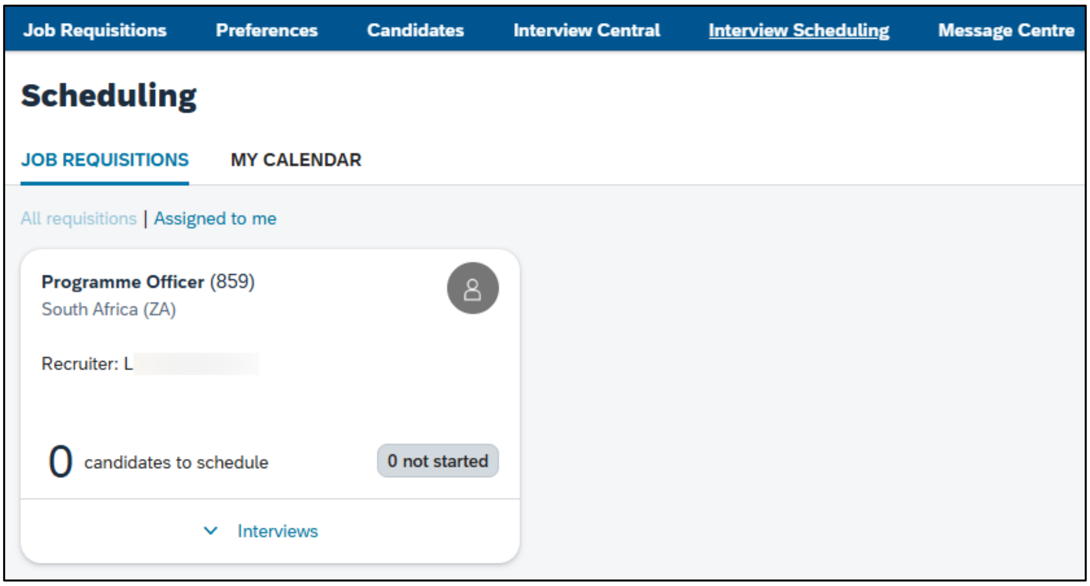
3. The *Job Requisitions* page appears.



   – Click *Interview Scheduling* in the top menu.

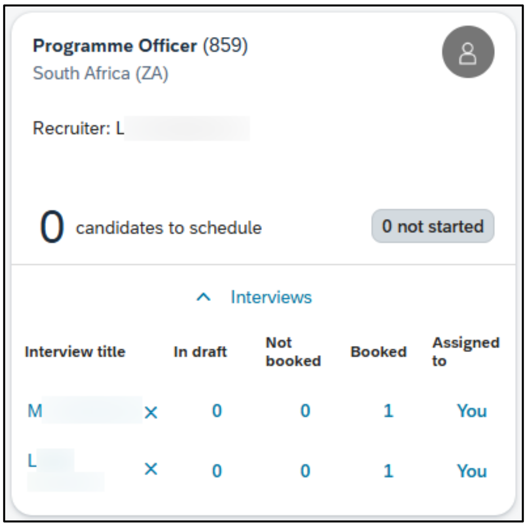
Deleting a scheduled interview

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



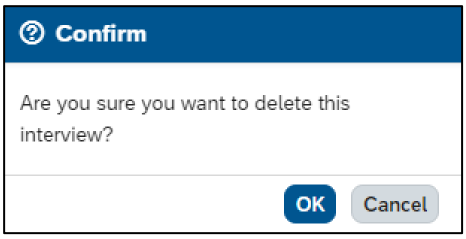
– Click Interviews.

– 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.

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