



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

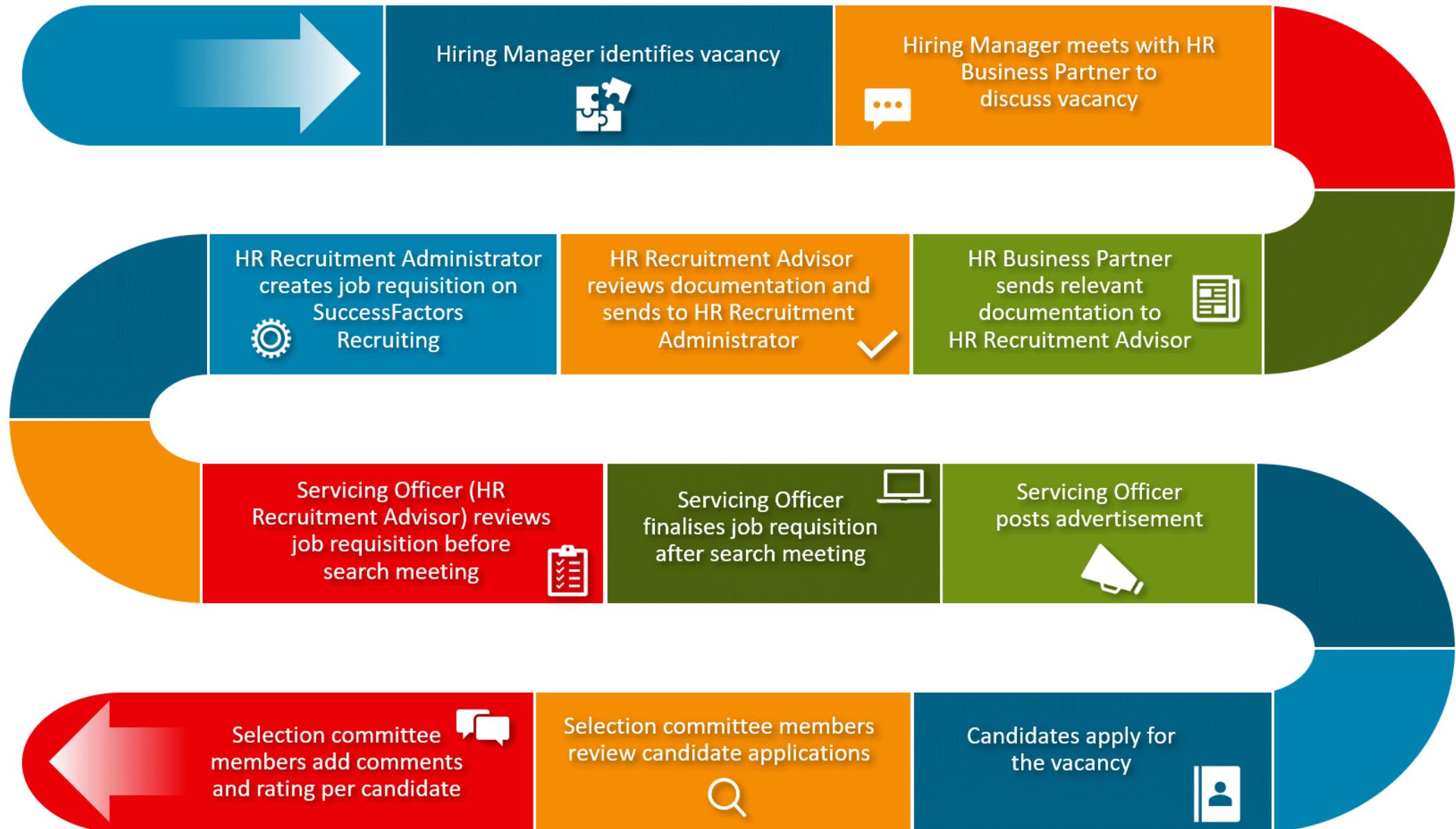
# **UCT SuccessFactors Recruiting guide for Recruitment Advisors**

**Issued by UCT Human Resources  
December 2025**

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## Process overview: Part 1



## Process overview: Part 2



# Logging in to SuccessFactors

## Background

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

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

## Support

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

## Procedure

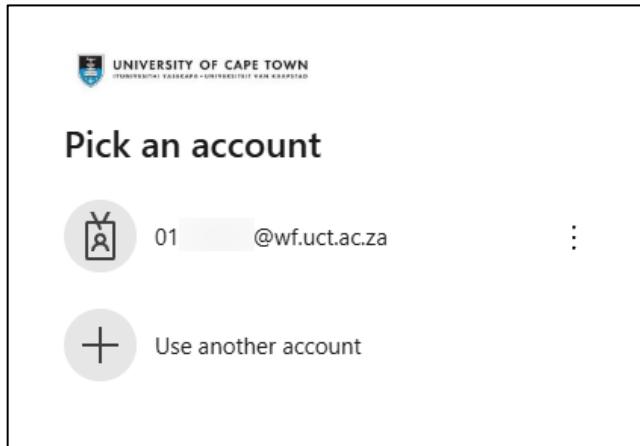
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via [www.successfactors.uct.ac.za](http://www.successfactors.uct.ac.za).

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

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

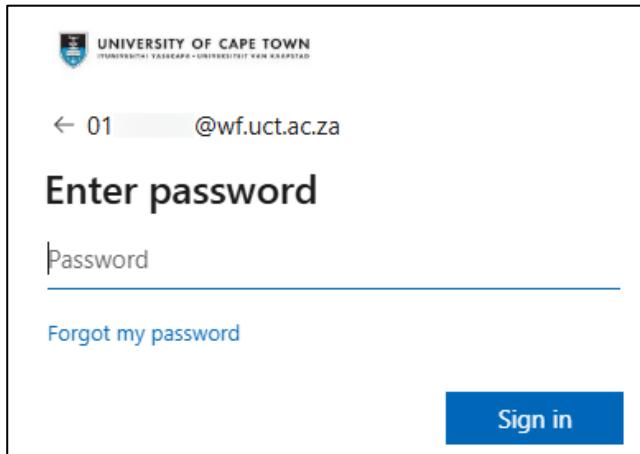
If already logged in to single sign-on, SuccessFactors will open (see [step 4](#)).

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



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

- Select the appropriate account.

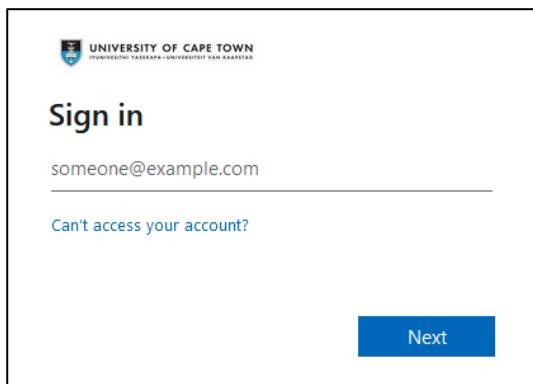


The screenshot shows an 'Enter password' page. At the top, the University of Cape Town logo and name are visible. Below that, the text 'Enter password' is centered. There is a password input field with the placeholder 'Password'. Below the input field is a link 'Forgot my password'. At the bottom is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

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

# Logging in to SuccessFactors

## New users



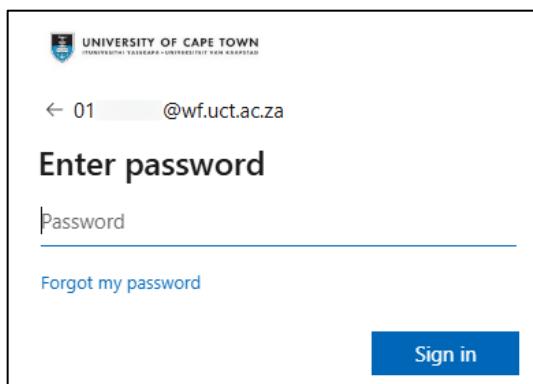
Sign in

someone@example.com

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

[Next](#)

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



← 01 @wf.uct.ac.za

Enter password

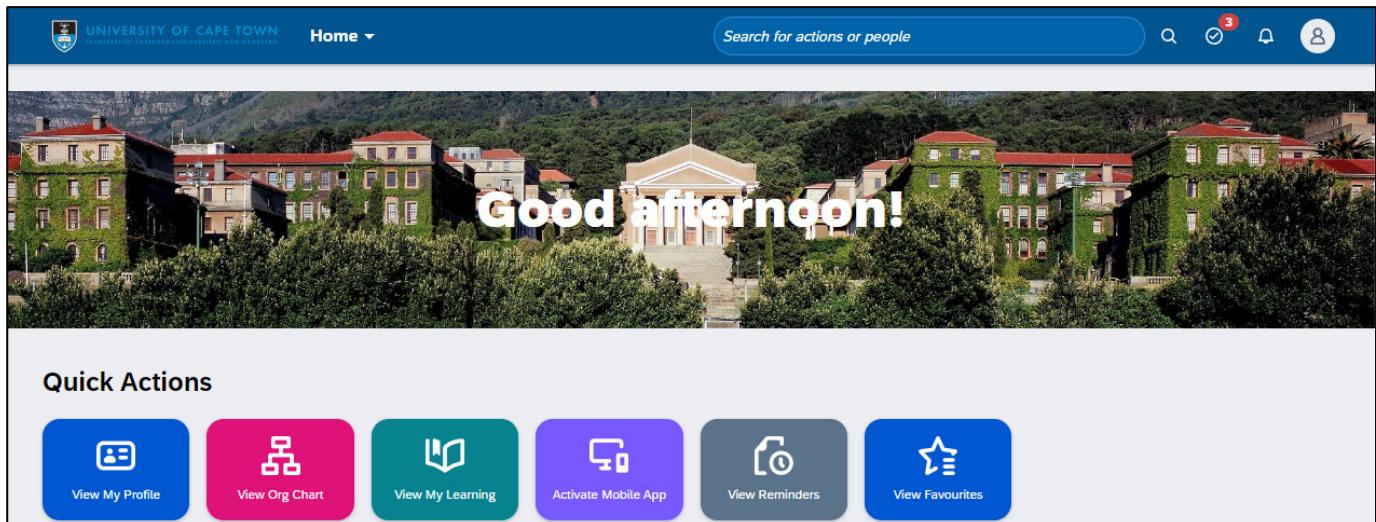
Password

[Forgot my password](#)

[Sign in](#)

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

4. The *Home* page appears.



Good afternoon!

Quick Actions

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

# Reviewing a job requisition before the search meeting

## Overview

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).

The Recruitment Advisor reviews the job requisition before the search meeting but only approves it after the search meeting, to allow for updates coming out of the meeting. The Recruitment Advisor then posts the advert(s).

## Procedure

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

**Note:** If accessing the job requisition via a direct link from the notification email, skip to [step 3](#).

2. Job requisitions are found in the *Approvals* section on the *Home* page.

The screenshot shows the SuccessFactors Home page. At the top, there is a 'Quick Actions' section with six buttons: 'View My Profile' (blue), 'View Org Chart' (pink), 'View My Learning' (teal), 'Activate Mobile App' (purple), 'View Reminders' (grey), and 'View Favourites' (blue). Below this is an 'Approvals' section. A 'Job Requisition' card is displayed, showing the following details:

Job Requisition		...
Programme Officer		
Submitted on 17 Oct 2025		
Requisition ID	1180	
Hiring Manager	L	
Recruiter	L	
Pending For	3 days	

- Click the job requisition.  
If there is more than one approval, click *View All*. In the *Job Requisition* dialogue box, click the appropriate job requisition.

# Reviewing a job requisition before the search meeting

3. The selected job requisition opens.

**Programme Officer (1180)**

**Route Map**

Assessment      Completed

1 Job Requisition Created      2 Recruiter Review      3 Completed

Actions

Internal Posting Preview      External Posting Preview

**Requisition Information**

Requisition ID 1180

\* Requisition Status Pre-Approved

Requisition Due Date 01/11/2025

Evergreen Job Requisition

**Job Information**

\* Position Title Programme Officer

- The *Route Map* at the top of the page provides an overview of the required approvals process. The Recruitment Administrator has completed step 1 by creating the job requisition and sending it to the Recruiter (Recruitment Advisor) for review.
- Review the internal and external adverts by clicking **Internal Posting Preview** and **External Posting Preview**.

## Reviewing a job requisition before the search meeting

- Click  *Info about this form* (top right) to review the job requisition's approval chain and audit trail in a new window. Check for anyone that may have been included via the *Get feedback* option as this person will have ongoing access to the job requisition as well as applicant information and documents.

Click .

**Approval Chain**

The following checklist illustrates the approval chain for this document. The current owner of the process in the approval chain is highlighted.

**Routing Map**

Type	Stage	Employee	Step	Status
O	Modify Stage	A	Create Requisition	Completed
R	Modify Stage	L	Recruiter Review	Pending

**Audit Trail**

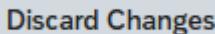
Currently With	Employee	Action	Comments	Status	Act By
	A	Create		Completed	17/10/2025
	A	<u>Modify</u>		Completed	17/10/2025
»	L			Pending	
		Final Form			02/11/2025

**Change History**

The following table displays all changes made to this job requisition.

Show edits  Show job postings

Field Label	Old Value	New Value	User	Date/Time	Source
Requisition Documents	Modified	A		17/10/2025 12:19	SAP SuccessFactors Application

- Carefully review each section of the job requisition. Note anything that should be discussed at the search meeting.
- At the bottom of the job requisition page, click .

4. The *Job Requisitions* page appears.

# Approving a job requisition after the search meeting

## Procedure

1. [Log in to SuccessFactors and access the \*Home\* page.](#)
2. Job requisitions are found in the *Approvals* section on the *Home* page.

### Quick Actions

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

### Approvals

Job Requisition	...
Programme Officer	
Submitted on 17 Oct 2025	
Requisition ID	1180
Hiring Manager	L [REDACTED]
Recruiter	L [REDACTED]
Pending For	3 days

- Click the job requisition.  
If there is more than one approval, click *View All*. In the *Job Requisition* dialogue box, click the appropriate job requisition.

# Approving a job requisition after the search meeting

3. The selected job requisition opens.

**Programme Officer (1180)**

**Route Map**

Assessment      Completed

1 Job Requisition Created      2 Recruiter Review      3 Completed

Actions

Internal Posting Preview      External Posting Preview

**Requisition Information**

Requisition ID 1180

\* Requisition Status Pre-Approved

Requisition Due Date 01/11/2025

Evergreen Job Requisition

**Job Information**

\* Position Title Programme Officer

- View the internal and external adverts by clicking **Internal Posting Preview** and **External Posting Preview**. The advert content can be edited later in this procedure.
- Carefully review each section of the job requisition. If there are any changes to make to the job requisition, ensure that the relevant people are consulted and / or informed.

**Note:** Ensure the *Org Unit Name* field is correct as this shows on the jobs listing when advertising and can't be changed after this requisition is approved.

# Approving a job requisition after the search meeting

## Requisition Team section:

**Requisition Team**

* Hiring Manager	L <input type="text" value="L, Departmental Manager (20027650)"/>	<a href="#">Find Hiring Manager..</a>
* Recruiter	L <input type="text" value="L, Manager: Staff Recruitment Office (20053109)"/>	<a href="#">Find Recruiter..</a>
Manage Additional Users		
* Recruiting Team	<input type="text" value="A"/> <input type="button" value="X"/> <input type="text"/> <input type="button" value="Q"/>	<a href="#">Apply admin defaults</a> <a href="#">Apply personal preferences</a>
* Chairperson	I <input type="text" value="I, Professor (20042984)"/>	<a href="#">Find Chairperson..</a>
Manage Additional Users		
Selection Committee Members	<input type="text" value="M"/> <input type="button" value="X"/> <input type="text" value="J"/> <input type="button" value="X"/> <input type="text" value="L"/> <input type="button" value="X"/> <input type="text"/> <input type="button" value="Q"/>	

- Check all roles in the *Requisition Team* are completed correctly.
- Ensure the appropriate Recruitment Administrator appears in the *Recruiting Team* field.  
**Note:** If the Recruitment Administrator is not added to the requisition, they will not be able to schedule candidate interviews. Consider also adding a second or back up Recruitment Advisor.
- If the HR Business Partner and Chairperson are voting members of the committee, they should appear in the *Selection Committee Members* field.
- If there is an Employment Equity Representative on the committee, they should be listed in the *Comments* section at the end of the job requisition.

# Approving a job requisition after the search meeting

## Job Posting Information section:

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

- In the *Questions* section, add screening questions to gather additional applicant information or to disqualify applicants who do not meet requirements (e.g. driver's licence). See: [Working with screening questions](#).

Questions	Required	Disqualifier
Are there any circumstances relevant to your application of which, in the interests of fair and frank disclosure, you should make the selection committee aware? If so, please provide salient particulars below and/or in a separate document.  <a href="#">Free Text</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? If so, please provide salient particulars below and/or in a separate document.  <a href="#">Free Text</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document.  <a href="#">Free Text</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct?  <a href="#">Free Text</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you have a valid RSA Drivers Licence  <a href="#">Multiple Choices</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do you have management experience?  <a href="#">Multiple Choices</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- In the *Competencies* section, the *Overall Rating* competency appears. The selection committee members will rate each candidate after the interview. If this job requisition requires assessment of a set of competencies based on the position description, see [Working with Competencies](#).

Competencies	Competency	Library	Category	Expected Rating %	Weight %	Action
	Overall Rating	UCT Competency Library	Candidate Interview Rating	<input type="text" value="0.0"/>	<input type="text" value="0"/>	<input type="button" value="Select"/>
<input type="button" value="⊕ Add more competencies"/>						

# Approving a job requisition after the search meeting

## Editing the internal and external advert content

- If required, in the *Requisition Documents* section, open the draft advert document as a reference.
- Click **Edit** next to either *Internal Advert* or *External Advert*.

Internal Advert **Edit**

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

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

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

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

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

- The selected advert appears in an editable space. Make any required changes.

Internal Advert **B** **i** **U** **§** **≡** **Paragraph** **Verdana** **12pt** **...**

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

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

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

p > strong > span **246 words**

- Click **...** *Additional Options* to see all formatting options, including *Preview*.

# Approving a job requisition after the search meeting

- Review the attachments in the *Requisition Documents* section.

Requisition Documents  3 documents attached

## Comments section:

**Comments**

Additional Comments

[Cancel Job Requisition](#) [Save and Close Form](#) [Discard Changes](#) [Get Feedback](#) [→ Approve](#) [← Send back to Originator](#)

- If appropriate, enter *Additional Comments* ensuring you add your name before the comment.
- Click .

**Note:** The *Save and Close Form* option will not move the job requisition within the approval workflow, it will remain with you until you use *Approve*. The *Get Feedback* option is not currently in use at UCT.

4. The *Approve* page appears. This step will complete the requisition approval but will not post the advert.

**Programme Officer(1180)**

**Route Map**

Assessment → Completed

1 Job Requisition Created  Due 20/10/2025 → 2 Recruiter Review  → 3 Completed 

**Approve**

Approve

You are about to approve this requisition. Please note, this will not post the requisition.

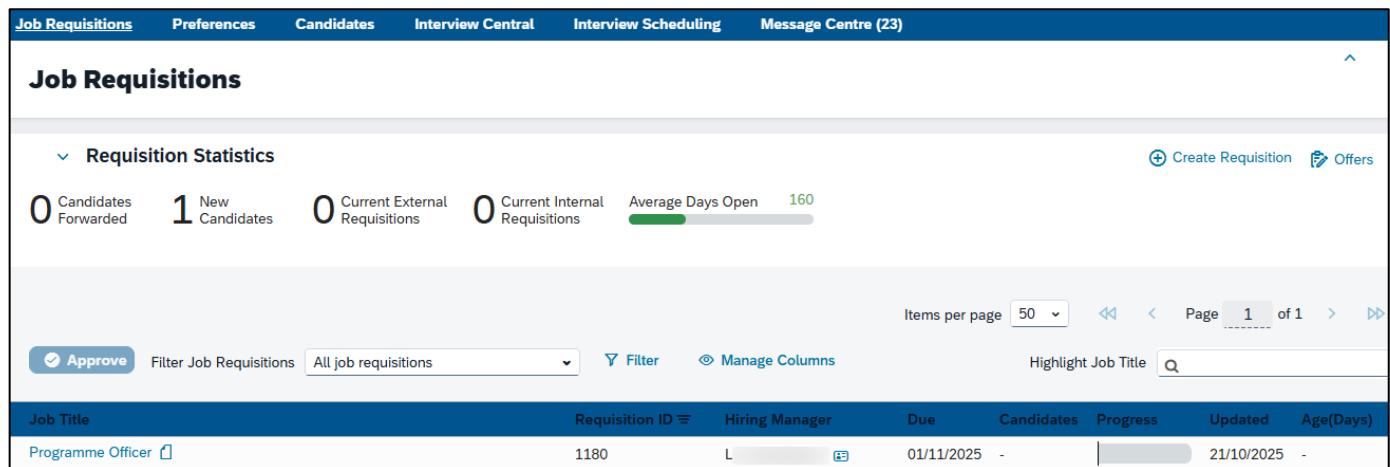
[Approve](#) [Cancel & Return to Form](#)

- Click .

**Note:** *Send and Open Next Form* only appears if you have more than one job requisition to approve.

## Approving a job requisition after the search meeting

5. The *Job Requisitions* page appears. This page provides an overview of all the job requisitions you are involved in as a Recruitment Advisor or selection committee member.



The screenshot shows the 'Job Requisitions' page with the following data:

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	-		21/10/2025	-

# Working with screening questions

## Overview

Screening questions can be used to gather applicant information and/or to reduce high volumes of applications by disqualifying applicants who don't meet the job requirements. The Recruitment Advisor guides the selection committee to design questions based on the job requirements and any advantageous skills or experience.

## Procedure

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

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

- Click .

2. The *Search* tab appears.

Questions	Questions	Required	Disqualifier	Score	Weight	Actions
<input type="button" value="⊖ Add questions"/>  <input style="border-bottom: 2px solid #0070C0;" type="button" value="Search"/> <input type="button" value="Browse"/> <input type="button" value="Create"/> Find additional questions to add to this job requisition. Keywords: <input type="text"/> <input type="button" value="Search"/>  Required Score: <input type="text" value="0.0"/>						

- Follow the instructions to [select existing UCT questions](#) (mandatory questions included) and/or [create new questions](#).

## Working with screening questions

- The selected question(s) appear in the *Screening Questions* section.

Questions	Required	Disqualifier	Score	Weight	Actions
Are there any circumstances relevant to your application of which, in the interests of fair and frank disclosure, you should make the selection committee aware? If so, please provide salient particulars below and/or in a separate document.  <a href="#">Free Text</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	<a href="#">Select</a> <a href="#">▼</a>
Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? If so, please provide salient particulars below and/or in a separate document.  <a href="#">Free Text</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	<a href="#">Select</a> <a href="#">▼</a>
Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document.  <a href="#">Free Text</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	<a href="#">Select</a> <a href="#">▼</a>
Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct?  <a href="#">Free Text</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	<a href="#">Select</a> <a href="#">▼</a>
Do you have a valid RSA Drivers Licence  <a href="#">Multiple Choices</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	<a href="#">Select</a> <a href="#">▼</a>
Do you have management experience?  <a href="#">Multiple Choices</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	<a href="#">Select</a> <a href="#">▼</a>
Knowledge of Adobe Photoshop, InDesign and Illustrator?  <a href="#">Multiple Choices</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	<a href="#">Select</a> <a href="#">▼</a>

- Review each question's answers by clicking the answer type (e.g. *Multiple Choices*) underneath each question. Click [Close](#) after reviewing.

[Do you have a valid RSA Drivers Licence](#)  
[Multiple Choices](#)

Do you have a valid RSA Drivers Licence  
[Multiple Choices](#)

Answer Format: [Multiple Choices](#) [▼](#)

Answer Range:  [Remove](#)  
 [Remove](#)

[Add another answer](#)

Correct answer: [Yes](#) [▼](#)

[Close](#)

## Working with screening questions

- If applicable, select *Required* or *Disqualifier* for each question.

Questions	Required	Disqualifier
Are there any circumstances relevant to your application of which, in the interests of fair and frank disclosure, you should make the selection committee aware? If so, please provide salient particulars below and/or in a separate document.  <b>Free Text</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? If so, please provide salient particulars below and/or in a separate document.  <b>Free Text</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document.  <b>Free Text</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct?  <b>Free Text</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you have a valid RSA Drivers Licence  <b>Multiple Choices</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do you have management experience?  <b>Multiple Choices</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Required</b>	Applicants are required to answer the question when applying.
<b>Disqualifier</b>	<p>Applicants who don't provide a correct answer are automatically disqualified.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>– Only questions with specific answers can be set as disqualifiers, the system can't identify a correct free text answer.</li> <li>– For a question to work as a disqualifier it must also be a required question.</li> </ul>

- If scoring questions:
  - Select the appropriate *Weight* for each question out of a total of 100.
  - At the bottom of the *Questions* section, enter the required score for an applicant to pass. An applicant with a score below the required score is automatically disqualified.

Do you have a valid RSA Drivers Licence  <b>Multiple Choices</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	Select <b>▼</b>
Do you have management experience?  <b>Multiple Choices</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	Select <b>▼</b>
Knowledge of Adobe Photoshop, InDesign and Illustrator?  <b>Multiple Choices</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	Select <b>▼</b>
Do you have knowledge of the higher education sector?  <b>Multiple Choices</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	Select <b>▼</b>
<b>+ Add questions</b>					
Required Score:	50				

- Use the *Actions* dropdown list on the right to edit or remove questions.

**Note:** Question descriptions don't appear for external candidates. Ensure questions are clear enough that an additional description is not required.

- Return to [Approving a job requisition after the search meeting](#).

# Working with screening questions

## Selecting existing UCT questions

1. This procedure continues after [Step 2 in Working with screening questions](#).
2. Select the *Browse* tab.

Questions

Questions Required Disqualifier Score Weight Actions

Add questions

Search **Browse** Create

Find additional questions to add to this job requisition.

Select language English UK (English UK) ▾

My Saved Questions  
Requisition Questions  
universi07

Add

Required Score: 0.0

Cascading question

- Expand *universi07 > Mandatory Questions*.

My Saved Questions  
Requisition Questions  
universi07  
Mandatory Questions

Are there any circumstances relevant to your application of which, in the interests of fair and frank disclosure, you should make the selection committee aware? If so, please provide salient particulars below and/or in a separate document.

Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? If so, please provide salient particulars below and/or in a separate document.

Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document.

Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct?

Add

- Select each of the mandatory questions using the appropriate  checkbox(es).

**Note:** The applicants will see the questions in the same order as selected here.

- Click **Add**.

# Working with screening questions

## Selecting existing UCT questions

- Expand *Requisition Questions > UCT*.

▼ Requisition Questions

▼ UCT

- Are you currently registered with the South African Veterinary Council as a Veterinary Nurse or Laboratory Animal Technologist?
- Are you eligible to work in South Africa?
- Are you familiar with HEMIS (Higher Education Management Information System) or an equivalent student records system?
- At least 2 years of teaching and supervisory experience
- Do you have a Registered Nurse license (or greater)?
- Do you have a valid RSA Drivers Licence
- Do you have an established record of postgraduate supervision?
- Do you have committee servicing experience?
- Do you have experience in professional use of latest communication technologies and tools?
- Do you have experience with an ERP system?
- Do you have experience with fundraising and public/funder engagement?
- Do you have knowledge of the higher education sector?
- Do you have knowledge of UCT policies and procedures?
- Do you have management experience?
- Do you have supervisory experience?
- Experience in the operation of CNC machines and in the application of MasterCAM software
- First Aid Certificate
- Knowledge of mysql or similar relational databases
- Rate your MS Excel skill level
- Rate your MS Powerpoint skill level
- Rate your MS Teams skill level

- Select one or more of the UCT questions using the appropriate  checkbox(es).

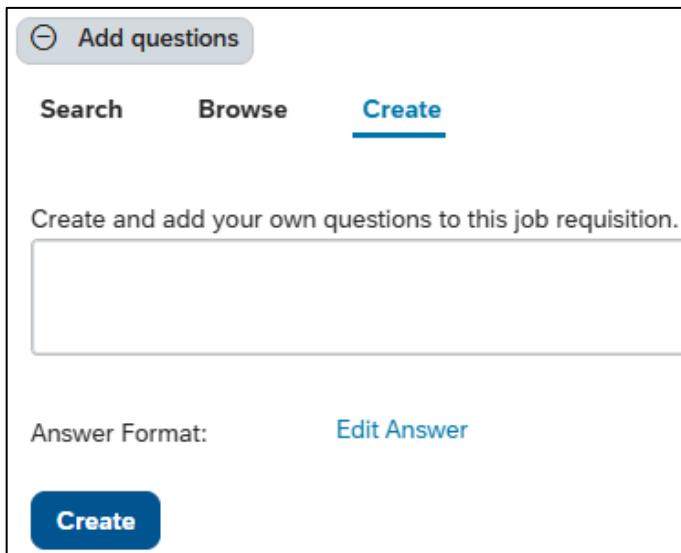
**Note:** The applicants will see the questions in the same order as selected here.

- Click **Add**.
- Return to [Working with screening questions](#) or if there are questions to add that are specific to the current job requisition, see: [Creating a new question](#) on the next page.

# Working with screening questions

## Creating a new question

1. This procedure continues after [step 2 in Working with screening questions](#).
2. Select the *Create* tab.



⊖ Add questions

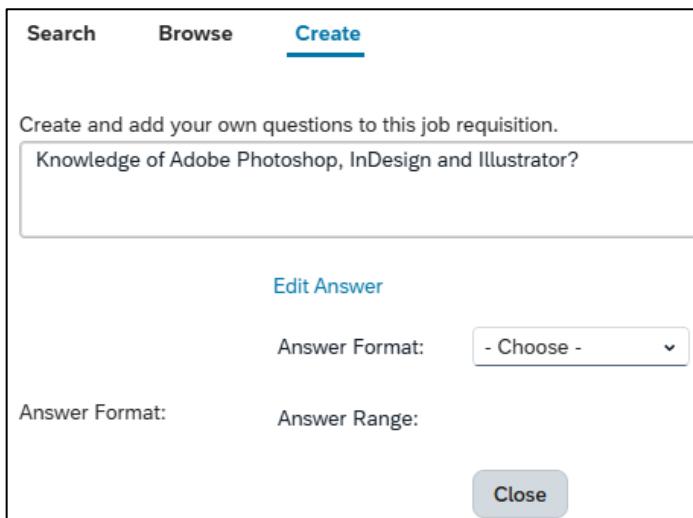
Search      Browse      **Create**

Create and add your own questions to this job requisition.

Answer Format:      [Edit Answer](#)

**Create**

- Enter the question text in the space provided.
- Click *Edit Answer*.



Search      Browse      **Create**

Create and add your own questions to this job requisition.

Knowledge of Adobe Photoshop, InDesign and Illustrator?

[Edit Answer](#)

Answer Format:      - Choose -

Answer Format:      Answer Range:

**Close**

- Select the appropriate *Answer Format* from the dropdown list. Use the instructions on the next page to create the answers for your question.

**Note:** Questions with free text answers can't be used as disqualifying questions.

# Working with screening questions

## Creating a new question

Answer Format	Options
Multiple Choices	<p>Answer Format: <input type="button" value="Multiple Choices ▾"/></p> <p>Answer Range: <input type="button" value="Add another answer"/> <input type="button" value="Remove"/></p> <p>Correct answer: <input type="button" value="▼"/></p> <p><input type="button" value="Close"/></p> <ul style="list-style-type: none"> <li>– Click <i>Add another answer</i>.</li> </ul> <p>Answer Format: <input type="button" value="Multiple Choices ▾"/></p> <p>Answer Range: <input type="text" value=" "/> <input type="button" value="Remove"/></p> <p><input type="button" value="Add another answer"/></p> <p>Correct answer: <input type="button" value="▼"/></p> <p><input type="button" value="Close"/></p> <ul style="list-style-type: none"> <li>– Enter the first answer in the <i>Answer Range</i> field e.g. Yes.</li> <li>– Click <i>Add another answer</i>.</li> </ul> <p>Answer Format: <input type="button" value="Multiple Choices ▾"/></p> <p>Answer Range: <input type="text" value="Yes"/> <input type="button" value="Remove"/> <input type="button" value="Remove"/></p> <p><input type="button" value="Add another answer"/></p> <p>Correct answer: <input type="button" value="Yes ▾"/></p> <p><input type="button" value="Close"/></p> <ul style="list-style-type: none"> <li>– Enter the second answer below the first answer e.g. No.</li> <li>– Enter any remaining answers by clicking <i>Add another answer</i> and using the field provided.</li> <li>– Use the <i>Remove</i> option to delete any unwanted answers.</li> <li>– Select the <i>Correct answer</i> for the question using the dropdown list.</li> <li>– Click <input type="button" value="Close"/></li> <li>– Click <input type="button" value="Create"/></li> </ul>

# Working with screening questions

## Creating a new question

Answer Format	Options
Numeric	<p>Answer Format: <input style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; width: 100px; height: 20px;" type="button" value="Numeric"/></p> <p>Answer Range: Any Positive Number</p> <p>Desired answer: <input type="text" value="0.0"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc; border-radius: 50%; padding: 2px; margin-right: 5px;" type="radio"/> higher <input style="width: 15px; height: 15px; border: 1px solid #ccc; border-radius: 50%; padding: 2px; margin-left: 5px;" type="radio"/> lower</p> <p><input style="border: 1px solid #ccc; border-radius: 3px; padding: 2px 5px; margin-top: 5px;" type="button" value="Close"/></p>
Free Text	<p>Answer Format: <input style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; width: 100px; height: 20px;" type="button" value="Free Text"/></p> <p>Answer Range: <input type="text" value="200"/></p> <p><input style="border: 1px solid #ccc; border-radius: 3px; padding: 2px 5px; margin-top: 5px;" type="button" value="Close"/></p>

Return to [Working with screening questions](#) or create more questions by repeating from [step 2 above](#).

# Working with competencies

## Background

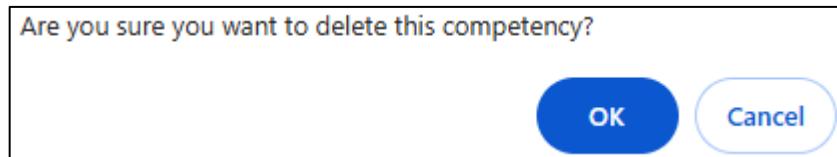
This procedure should be used when the job requisition requires assessment of a set of competencies based on the position description. The *Overall Rating* competency is removed and replaced with multiple competencies that selection committee members will rate after the interview.

## Procedure

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

Competencies	Competency	Library	Category	Expected Rating %	Weight %	Action
	Overall Rating	UCT Competency Library	Candidate Interview Rating	0.0	0	Select ▾
<a href="#">⊕ Add more competencies</a>						

- Remove the *Overall Rating* by selecting *Remove Competency* in the *Action* column.
- A dialogue box appears.



- Click **OK** to confirm the competency deletion.
- Click [⊕ Add more competencies](#).

2. The *Search* tab appears.

Competency	Library	Category	Expected Rating %	Weight %	Action
<a href="#">⊕ Add more competencies</a>					
<a href="#">Search</a> <a href="#">Browse</a>					
Keywords:	<input type="text"/>		<a href="#">Go</a>		

- Select the *Browse* tab.

# Working with competencies

3. The *Browse* tab appears.

Search **Browse**

Find additional competencies to add to this Job Requisition.

- > SuccessFactors
- > universi07T1
- > UCT Competency Library

**Add**

- Expand *UCT Competency Library* and then the relevant section e.g. *Core, Managerial*.

✓ UCT Competency Library

- > Candidate Interview Rating
- > Core
  - Analytical thinking / Problem solving
  - Building interpersonal relationships
  - Client/student service and support
  - Communication
  - Planning and organizing / work management
  - Teamwork / collaboration
  - University awareness
- > Enabling
- > Functional
- > Managerial

- Select one or more competencies using the appropriate  checkbox(es).

- Click **Add**.
- The selected competencies appear in the *Competencies* section.

Competency	Library	Category	Expected Rating %	Weight %	Action
Communication	UCT Competency Library	Core	<input type="text" value="0"/>	<input type="text" value="0"/>	<b>Select</b> <input type="button" value="▼"/>
Planning and organizing / work management	UCT Competency Library	Core	<input type="text" value="0"/>	<input type="text" value="0"/>	<b>Select</b> <input type="button" value="▼"/>
Adaptability / flexibility	UCT Competency Library	Enabling	<input type="text" value="0"/>	<input type="text" value="0"/>	<b>Select</b> <input type="button" value="▼"/>
Quality commitment/ work standards	UCT Competency Library	Enabling	<input type="text" value="0"/>	<input type="text" value="0"/>	<b>Select</b> <input type="button" value="▼"/>
<input type="button" value="⊕ Add more competencies"/>					

- Return to [Approving a job requisition after the search meeting](#).

# Creating a job posting (advert)

## Procedure

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

- Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

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

**Note:** Job (advert) postings can also be accessed by clicking  *View Menu Options* to the right of the job title and choosing  [Manage Job Postings](#). Continue from step 4 below.

3. The selected job requisition opens.

- Click  [Job Postings \(0\)](#).

## Creating a job posting (advert)

4. The *Job postings* page appears, displaying details of intranet (internal) and corporate (external) postings. Private postings can be used to allow specific candidates to apply under special circumstances, see [Creating a private posting](#) in the Administrator guide. The job board posting is not currently in use at UCT.

**Programme Officer (1180)**

Job Requisition Details Candidates (0) **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	Not Posted	<input type="text" value="DD/MM/YYYY"/>		<input type="text" value="DD/MM/YYYY"/>		--	--	
Corporate Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>		<input type="text" value="DD/MM/YYYY"/>		--	--	
Internal Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>		--	--	
External Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>		--	--	

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.

### Internal advert (every job **must** be advertised internally so current UCT staff members are able to apply)

- In the *Intranet Posting* line, select the *Posting Start Date* and *Posting End Date*. The posting end time is always 23:59 on the *Posting End Date*.
- Note:** SuccessFactors Recruiting doesn't allow completion of the intranet and corporate posting lines at the same time, each line must be completed and posted separately.
- Click .
- A message in green shading indicates that the changes have been saved.

Your changes have been saved.

**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	Posted	22/10/2025	11:32 SAST	05/11/2025	23:59 SAST	22/10/2025	L	
Corporate Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>		<input type="text" value="DD/MM/YYYY"/>		--	--	
Internal Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>		--	--	
External Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>		--	--	

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.

- The job advert will be available on the internal careers site within SuccessFactors on the selected posting date. To view the internal advert, choose *Careers* from the main dropdown menu at the top of the page.

**Note:** If the direct link to the internal advert is required, click *Copy URL* alongside *Intranet Posting* to copy the advert web link to your clipboard for use elsewhere.

# Creating a job posting (advert)

## External advert

### Note:

- A matching internal advert **must** be posted at the same time as the external advert to ensure UCT staff members can apply via the internal SuccessFactors Careers site during the external advertising phase.
- If an earlier internal advert was posted, the advert content (e.g. appointment date, advert closing date) must be reviewed and updated on the *Job Requisition Details* page before posting the advert. Scroll down the page and edit the *Internal Advert* and *External Advert* fields as required.
- In the *Corporate 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 text indicates that the changes have been saved.

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	Posted	22/10/2025	11:32 SAST	05/11/2025	23:59 SAST	22/10/2025	L	<b>Remove Post</b>
Corporate Posting	Posted	22/10/2025	15:46 SAST	05/11/2025	23:59 SAST	22/10/2025	L	<b>Remove Post</b>
Internal Private Posting	Not Posted	DD/MM/YYYY		DD/MM/YYYY		--	--	<b>Post Job</b>
External Private Posting	Not Posted	DD/MM/YYYY		DD/MM/YYYY		--	--	<b>Post Job</b>

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.

- The job advert will be available on the external careers site ([www.jobs.uct.ac.za](http://www.jobs.uct.ac.za)) on the selected posting date. If today was selected, it takes approximately 15 mins for the advert to appear.

**Note:** If the direct link to the external advert is required, click  **Copy URL** alongside *Corporate Posting* to copy the advert web link to your clipboard for use elsewhere.

- Click **Job Requisitions** in the top menu to return to the overview of all the job requisitions you are involved in as a Recruitment Advisor or as a selection committee member.

5. The *Job Requisitions* page appears. The *Current External Requisitions* and *Current Internal Requisitions* reflect the number of posted external and internal adverts for job requisitions you are involved in. As applicants apply for a job, the number will increase in the *Candidates* column.

Job Requisitions	Preferences	Candidates	Interview Central	Interview Scheduling	Message Centre (23)		
<b>Job Requisitions</b>							
<b>Requisition Statistics</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <span> <a href="#">Create Requisition</a></span> <span> <a href="#">Offers</a></span> </div>							
0 Candidates Forwarded	1 New Candidates	1 Current External Requisitions	1 Current Internal Requisitions	Average Days Open	160		
Items per page: 50	Page: 1 of 1						
<input checked="" type="checkbox"/> <a href="#">Approve</a>	<a href="#">Filter Job Requisitions</a>	<a href="#">All job requisitions</a>	 <a href="#">Filter</a>	 <a href="#">Manage Columns</a>	<a href="#">Highlight Job Title</a> <input type="text"/>		
Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer 	1180	L 	01/11/2025 -			22/10/2025 -	

# Removing a job posting (advert)

## Procedure

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

- Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	-	-	22/10/2025	-

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

**Note:** Job (advert) postings can also be accessed by clicking *View Menu Options* to the right of the job title and choosing [Manage Job Postings](#). Continue from step 4 below.

3. The selected job requisition opens.

- Click *Job Postings*.

## Removing a job posting (advert)

4. The *Job postings* page appears, displaying details of intranet (internal) and corporate (external) postings.

**Programme Officer (1180)**

Job Requisition Details Candidates (0) **Job Postings (2)** 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	Posted	22/10/2025	11:32 SAST	05/11/2025	23:59 SAST	22/10/2025	L	<b>Remove Post</b>
Corporate Posting	Posted	22/10/2025	15:46 SAST	05/11/2025	23:59 SAST	22/10/2025	L	<b>Remove Post</b>
Internal Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	<b>Post Job</b>
External Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	<b>Post Job</b>

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 **Remove Post** in the appropriate job posting line. To repost an advert with new dates, see [step 4 of Creating a job posting \(advert\)](#).
- Click *Job Requisitions* in the top menu to return to the overview of all the job requisitions you are involved in as a Recruitment Advisor or as a selection committee member.

5. The *Job Requisitions* page reappears.

# Running the Candidate list report

## Background

This report can only be run by the Servicing Officer (Recruitment Advisor) for the job requisition.

## Before you begin

You will need the job requisition number to run the report.

## Procedure

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

- Choose *Home > Reporting*.

2. The *Report Centre* page appears.

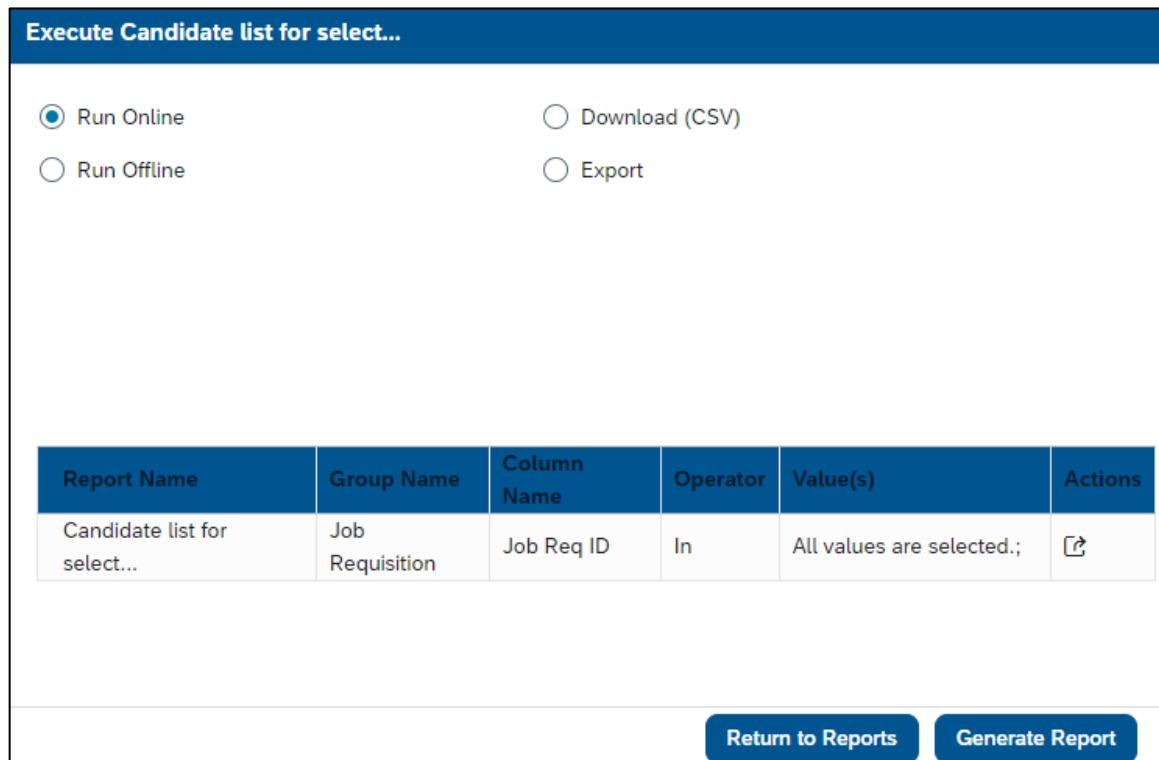


The screenshot shows the 'Report Centre' page. At the top, there is a breadcrumb navigation 'Home / Report Centre' and a 'View Schedules' button. Below the header, there is a search bar with a magnifying glass icon and a 'Reports' button. The main area displays a table of reports with columns: 'Name', 'Author', 'Last Modified', 'Type', and 'Action'. The first report listed is 'Candidate list for selection committee (Servicing Officer)'.

Name	Author	Last Modified	Type	Action
Candidate list for selection committee (Servicing Officer)	P	10 May 2024, 10:10:46	Table	  

- Click the *Candidate list for selection committee (Servicing Officer)* report name.

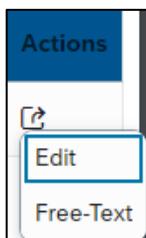
3. The *Execute Candidate list for select...* dialogue box appears.



The screenshot shows the 'Execute Candidate list for select...' dialogue box. It contains two sets of radio buttons: 'Run Online' (selected) and 'Run Offline', and 'Download (CSV)' and 'Export'. Below these options is a table with the following data:

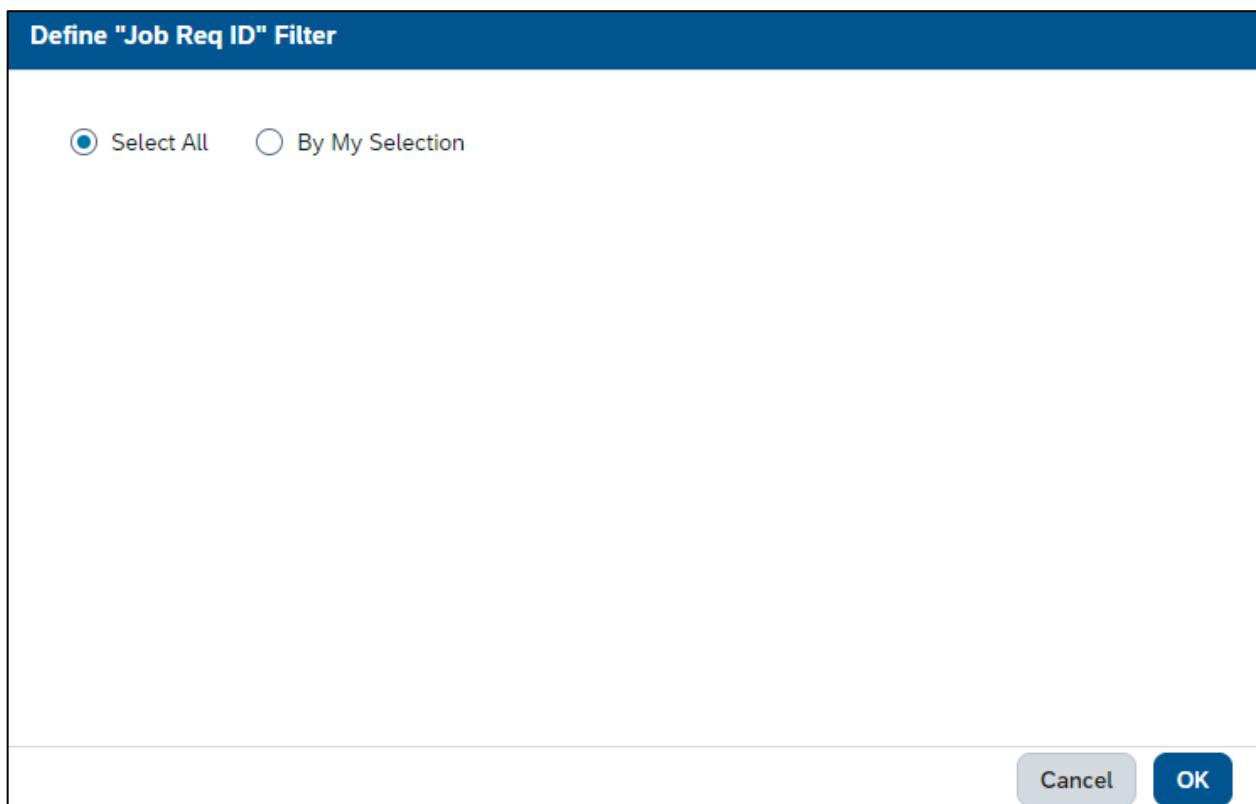
Report Name	Group Name	Column Name	Operator	Value(s)	Actions
Candidate list for select...	Job Requisition	Job Req ID	In	All values are selected.; 	 

- In the *Actions* column, click  and choose *Edit*.

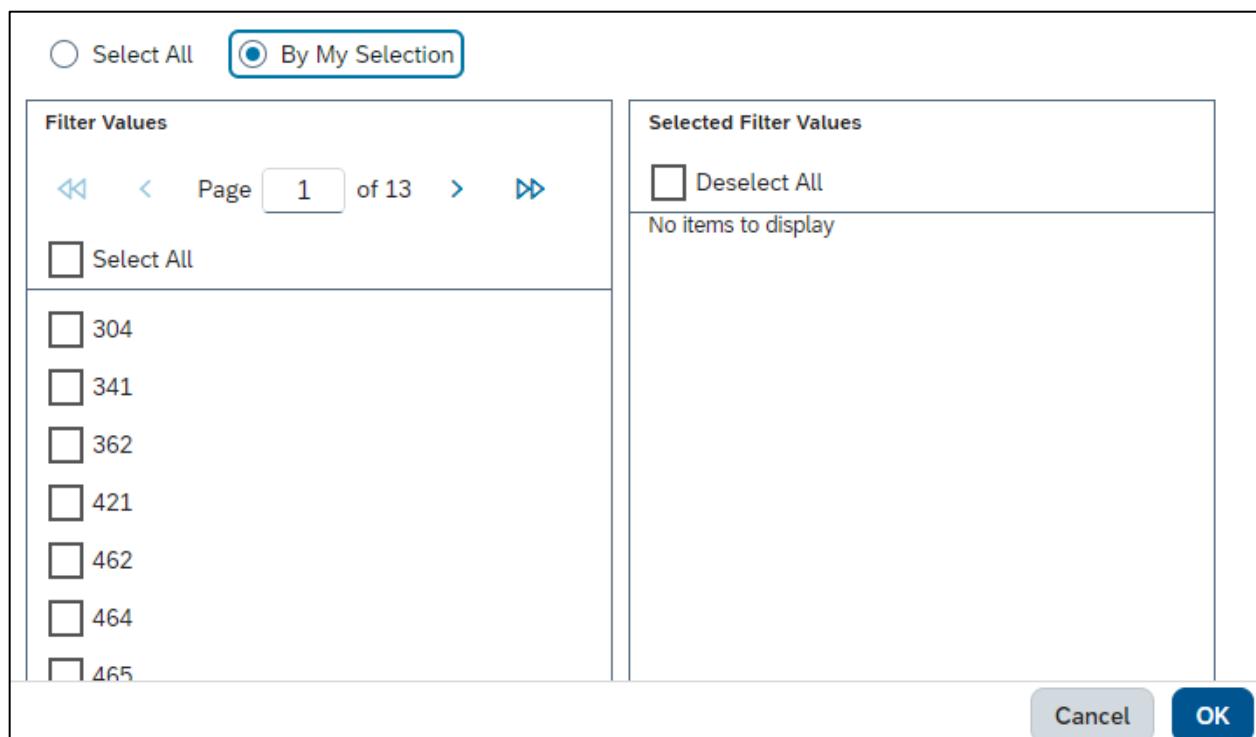


## Running the Candidate list report

4. The *Define "Job Req ID" Filter* dialogue box appears.



- Select *By My Selection*.
- The *Filter Values* section appears.



- Select the appropriate job requisition number from the list on the left. If the correct job requisition number is not visible on screen, use the arrow buttons to move through the list.
- Click **OK**.

## Running the Candidate list report

5. The *Execute Candidate list for select...* dialogue box reappears, the selected job requisition number appears in the *Value(s)* column.

**Execute Candidate list for select...**

<input checked="" type="radio"/> Run Online	<input type="radio"/> Download (CSV)
<input type="radio"/> Run Offline	<input type="radio"/> Export

Report Name	Group Name	Column Name	Operator	Value(s)	Actions
Candidate list for select...	Job Requisition	Job Req ID	In	690;	

[Return to Reports](#)
[Generate Report](#)

- Click **Generate Report**.

6. The *Candidate List for selection committee (Servicing Officer)* dialogue box appears.

**Candidate list for selection committee (Servicing Officer)**

Showing page 1 of 1											
Job Req ID	External Title	First Name	Last Name	Ethnicity	Gender	City	Candidate Country/Region	Application Date (Timestamp)	Source Details	Application Status	Comment
690	Programme Officer	D	White	Female	Cape Town	ZA	18/06/2024 16:18:39	Internal Site	Default	C rating: Doesn't meet requirements	
690	Programme Officer	D	White	Female	Cape Town	ZA	18/06/2024 16:18:39	Internal Site	Default	C - no evidence of requirements in CV or cover letter.	
690	Programme Officer	D	White	Female	Cape Town	ZA	18/06/2024 16:18:39	Internal Site	Default	B candidate: Meets some of the requirements but used abridged CV.	
690	Programme Officer	C	Not Declared	Other	Cape Town	ZA	18/06/2024 16:16:57	Internal Site	Default	A rating: Meets all requirements and has good experience.	
690	Programme Officer	W	African	Female	Cape Town	ZA	18/06/2024 16:25:18	Recruiting Marketing: Direct	Default	A rating: Meets all requirements and some of the advantageous ones as well.	
690	Programme Officer	H	Not Declared	Male	Cape Town	ZA	18/06/2024 16:24:10	Recruiting Marketing: RCM Redirect	Default	C rating: Only meets some of the requirements.	
690	Programme Officer	W	White	Female	Cape Town	ZA	18/06/2024 16:22:27	Internal Site	Default	C rating: Doesn't meet any of the requirements and no relevant experience.	
690	Programme Officer	C	Not Declared	Other	Cape Town	ZA	18/06/2024 16:16:57	Internal Site	Default	B candidate: Good experience but doesn't meet all requirements.	
690	Programme Officer	W	African	Female	Cape Town	ZA	18/06/2024 16:25:18	Recruiting Marketing: Direct	Default	A candidate: Excellent experience, meets all requirements with some extras.	
690	Programme Officer	H	Not Declared	Male	Cape Town	ZA	18/06/2024 16:24:10	Recruiting Marketing: RCM Redirect	Default	B candidate: Doesn't seem to meet all requirements and only has some relevant experience.	
690	Programme Officer	W	White	Female	Cape Town	ZA	18/06/2024 16:22:27	Internal Site	Default	C candidate: Missing all requirements, no experience.	
690	Programme Officer	W	White	Female	Cape Town	ZA	18/06/2024 16:22:27	Internal Site	Default	C - doesn't meet requirements.	
690	Programme Officer	H	Not Declared	Male	Cape Town	ZA	18/06/2024 16:24:10	Recruiting Marketing: RCM Redirect	Default	B - Meets part of the requirements.	
690	Programme Officer	C	Not Declared	Other	Cape Town	ZA	18/06/2024 16:16:57	Internal Site	Default	A - excellent experience and seems to meet all requirements.	
690	Programme Officer	W	African	Female	Cape Town	ZA	18/06/2024 16:25:18	Recruiting Marketing: Direct	Default	A - Meets requirements with good experience.	
690	Programme Officer	E	Not Declared	Female	Cape Town	ZA	21/06/2024 14:46:28	Internal Site	Auto		

[Return to Reports](#)

- Choose the applicable *Download* option (CSV, Excel, PDF, PPT) at the top.
- When finished downloading, click **Return to Reports** to return to the *Report Centre* page.

# Adding applicant ratings and changing applicant status

## Background

After the selection committee members have entered their ratings in the comments for each applicant, this procedure is used to add a final rating for an applicant (A, B or C) and to change their status (e.g. Interview, Retain, Regret).

## Procedure

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

- Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	5		22/10/2025	-

- Click the number in the *Candidates* column (e.g. 5 above) or click *View Menu Options* to the right of the job title and choose [Manage Applicants](#). **Note:** The number of new applications will change as soon as one person starts viewing candidate profiles or CVs.

# Adding applicant ratings and changing applicant status

3. The *Applicants* page appears.

Status and Filters		Hide
<input checked="" type="checkbox"/> Stat...	Filter...	
<input type="checkbox"/> Forwarded	0	
<input type="checkbox"/> Invited To Apply	0	
<input type="checkbox"/> New Application	4	
<input type="checkbox"/> Pre-screening	0	
<input type="checkbox"/> Retain	0	
<input type="checkbox"/> Assessment	0	
<input type="checkbox"/> Interview	0	
> <input type="checkbox"/> Offer	0	
<input type="checkbox"/> Ready to Hire *	0	
<input type="checkbox"/> Hired	0	
> <input type="checkbox"/> Regret	0	
<input type="checkbox"/> Automatic Disqualified	1	
<input type="checkbox"/> Requisition Closed	0	
<input type="checkbox"/> Hired On Other Requisit...	0	
<input type="checkbox"/> Deleted On Demand By...	0	
<input type="checkbox"/> Deleted On Demand By...	0	
<input type="checkbox"/> Declined DPCS	0	
<input type="checkbox"/> Withdrawn By Candidate	0	

Requisitions List / Programme Officer (1180)

**Applicants**

Search for name

Reset

**Applicants (5)**

<input type="checkbox"/>	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
<input type="checkbox"/>	E	Automatic Disqualified	♂	23/10/2025		
<input type="checkbox"/>	H	New Application	👤	23/10/2025		
<input type="checkbox"/>	L	New Application	♂	23/10/2025		
<input type="checkbox"/>	V	New Application	♂	23/10/2025		
<input type="checkbox"/>	C	New Application	♂	23/10/2025		

- The *Status and Filters* section shows all possible statuses and the number of applicants per status. In the example above there are 5 applicants, with 4 in *New Application* and 1 in *Automatically Disqualified* based on answers to the application questions. Applicant status can only be changed by the Recruitment Advisor.

**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.

- Select a status on the left to change the list of *Applicants* on the right. When no statuses are selected on the left, all applicants are listed.

**Note:** If you select more than one checkbox, you will see applicants with all the selected statuses.

Status and Filters		Hide
<input checked="" type="checkbox"/> Stat...	Filter...	
<input type="checkbox"/> Forwarded	0	
<input type="checkbox"/> Invited To Apply	0	
<input type="checkbox"/> New Application	4	
<input type="checkbox"/> Pre-screening	0	
<input type="checkbox"/> Retain	0	
<input type="checkbox"/> Assessment	0	
<input type="checkbox"/> Interview	0	
> <input type="checkbox"/> Offer	0	
<input type="checkbox"/> Ready to Hire *	0	
<input type="checkbox"/> Hired	0	
> <input type="checkbox"/> Regret	0	
<input checked="" type="checkbox"/> Automatic Disqualified	1	
<input type="checkbox"/> Requisition Closed	0	

Requisitions List / Programme Officer (1180)

**Applicants**

Search for name   Status (Automatic Disqualified)

**Applicants (1)**

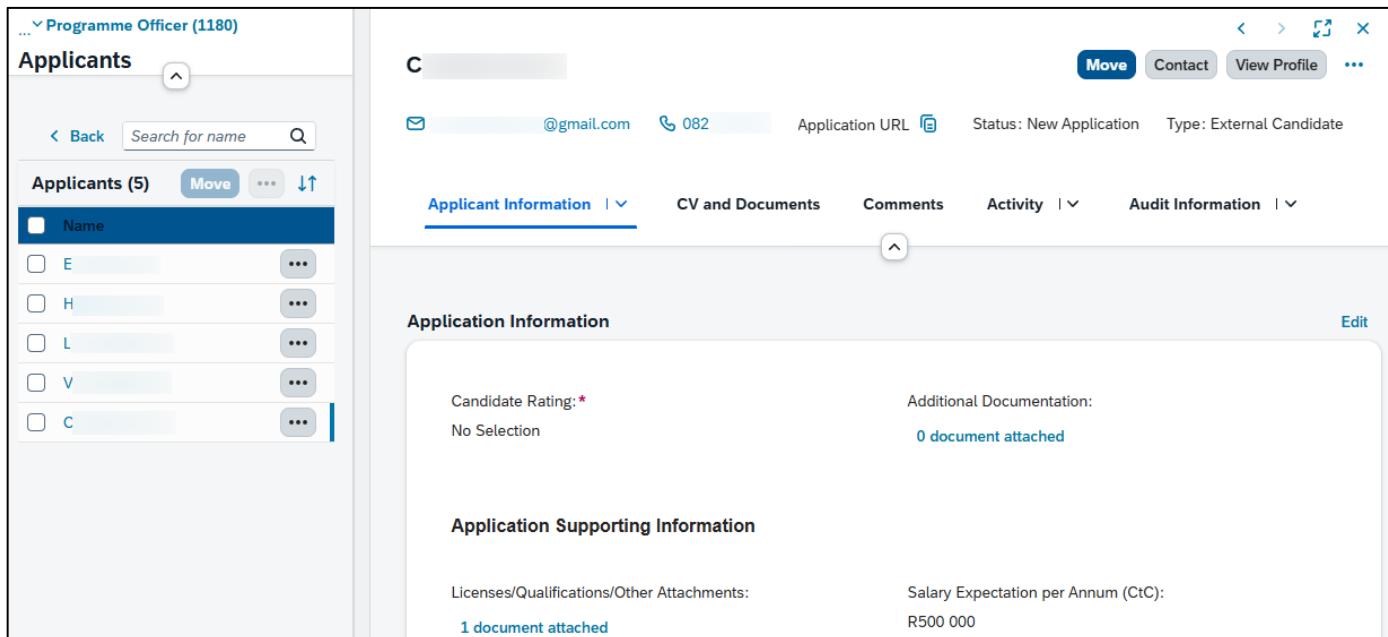
<input type="checkbox"/>	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
<input type="checkbox"/>	E	Automatic Disqualified	♂	23/10/2025		

- 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.

## Adding applicant ratings and changing applicant status

- 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.

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



The screenshot shows the UCT SuccessFactors Recruiting application interface. On the left, a list of applicants is displayed with a blue header for 'Name'. The applicant 'C' is selected, indicated by a blue border around the row. On the right, detailed information for applicant 'C' is shown. The top right includes buttons for 'Move', 'Contact', 'View Profile', and more. Below this, tabs for 'Applicant Information', 'CV and Documents', 'Comments', 'Activity', and 'Audit Information' are present, with 'Applicant Information' being the active tab. The 'Applicant Information' section includes fields for 'Candidate Rating' (set to 'No Selection'), 'Additional Documentation' (0 documents attached), and sections for 'Application Supporting Information', 'Licenses/Qualifications/Other Attachments' (1 document attached), and 'Salary Expectation per Annum (CtC)' (R500 000). An 'Edit' button is located in the top right corner of the main content area.

- Click the *Comments* tab to review selection committee ratings and comments for the current applicant. For longer comments, click *More* to view the entire comment. Click the *Applicant Information* tab to return.
- Click *Edit* on the right.
- Select the appropriate *Candidate Rating* (A, B or C).
- Click *Save* on the right. A message above the *Applicant Information* section confirms that the changes were saved.
- Click .

## Adding applicant ratings and changing applicant status

5. The *Move Applicants* dialogue box appears.

**Move Applicants**

Move to status: \*

Pre-screening

Comments:

Enter a comment.

1000 characters remaining

**Eligible to Move (1)**

Name	Current Status	Eligibility
C	New Application	<input checked="" type="checkbox"/> Eligible for the next status.

**Move** **Cancel**

- In the *Move to status* field, select the appropriate status for the applicant (e.g. Interview, Retain, Regret).
- Note:** If a candidate would be shortlisted but is missing information, the pre-screening status can be assigned while additional information is requested.
- If the *Regret* status was chosen above, select an appropriate *Sub-item*.

**Move Applicants**

Move to status: \*

Regret

Sub-item: \*

Select a sub-item.

Regret Pre-Interview - Email

Regret Post-Interview - Email

Regret - Custom Email

- Enter a comment if the *Eligibility* field indicates a comment is required before moving status.
- Eligibility**
- ⚠ Skipping Retain step for the next status. Enter a comment to move.**
- Click **Move**.

## Adding applicant ratings and changing applicant status

6. The *Summary* dialogue box appears, confirming the move to the selected status.

All Applicants (1)		
Name	New Status	Eligibility
C	Interview	<span style="color: green;">✓</span> Success

- Click **Close**.

7. The selected applicant's page reappears, displaying the new *Candidate Rating* and *Status*.

- Select the next applicant using the *Name* column on the left or use the arrows in the top right. Repeat from [step 4](#) above to review comments, enter the rating and change the status.
- When all applicants have been rated and their status changed, click *Back* on the left in the *Applicants* section.

# Adding applicant ratings and changing applicant status

8. The *Applicants* page reappears, displaying all applicants and their statuses.

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
E	Automatic Disqualified	✉	23/10/2025		
H	Regret Pre-Interview - Email	✉	23/10/2025		
L	Interview	✉	23/10/2025		
V	Retain	✉	23/10/2025		
C	Interview	✉	23/10/2025		

- Click *Job Requisitions* to return to the *Job Requisitions* overview page.

# Changing applicant status after initial rating and status change

## Background

This procedure is used to change applicant status after the initial [rating and status change](#).

## Procedure

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

- Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

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

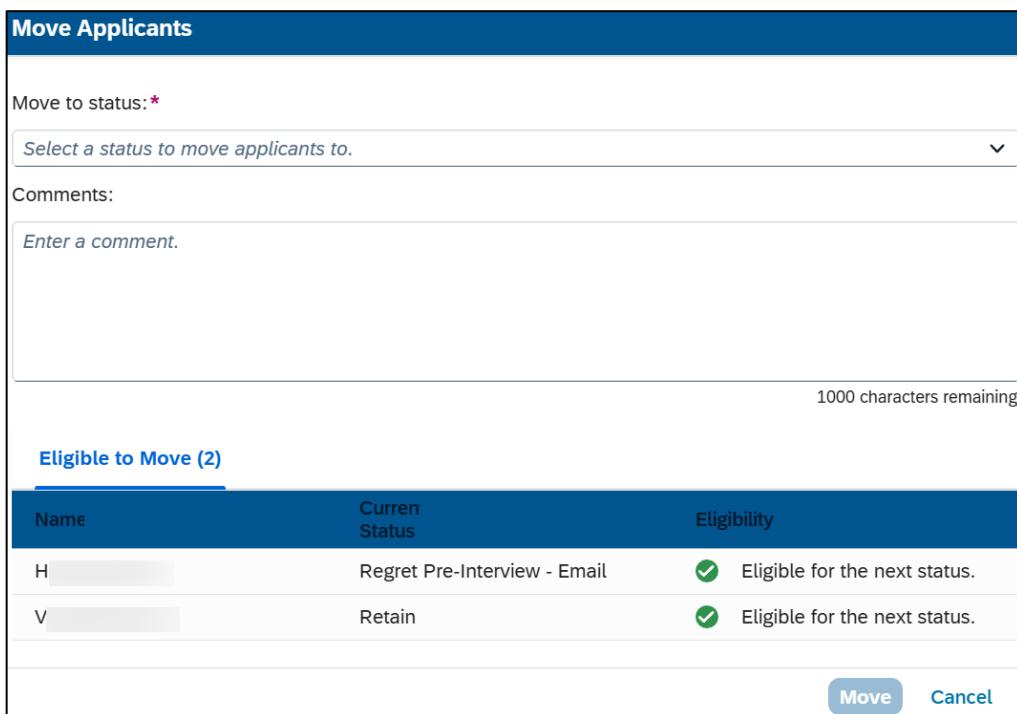
3. The *Applicants* page appears. All applicants are displayed unless a status was previously selected.

- Either click the checkbox at the top of the *Name* column to select all applicants or select each applicant using the checkbox to the left of their name.

- Click **Move**.

# Changing applicant status after initial rating and status change

4. The *Move Applicants* dialogue box appears, listing all selected applicants.



**Move Applicants**

Move to status: \*

Select a status to move applicants to.

Comments:

Enter a comment.

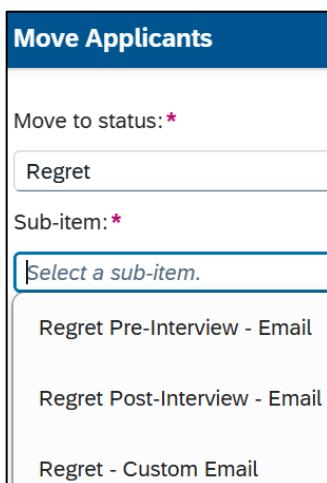
1000 characters remaining

**Eligible to Move (2)**

Name	Current Status	Eligibility
H [REDACTED]	Regret Pre-Interview - Email	<input checked="" type="checkbox"/> Eligible for the next status.
V [REDACTED]	Retain	<input checked="" type="checkbox"/> Eligible for the next status.

**Move** **Cancel**

- In the *Move to status* field, select the appropriate status.
- If the *Regret* status was chosen above, select an appropriate *Sub-item*.



**Move Applicants**

Move to status: \*

Regret

Sub-item: \*

Select a sub-item.

Regret Pre-Interview - Email

Regret Post-Interview - Email

Regret - Custom Email

- Enter a comment if the *Eligibility* field indicates a comment is required before moving status.
- Click **Move**.

## Changing applicant status after initial rating and status change

5. The *Summary* dialogue box appears, confirming the move to the selected status.

**Summary**

2 out of 2 applicants moved to Assessment.

**All Applicants (2)**

Name	New Status	Eligibility
H	Assessment	<input checked="" type="checkbox"/> Success
V	Assessment	<input checked="" type="checkbox"/> Success

**Close**

- Click **Close**.

6. The *Applicants* page reappears.

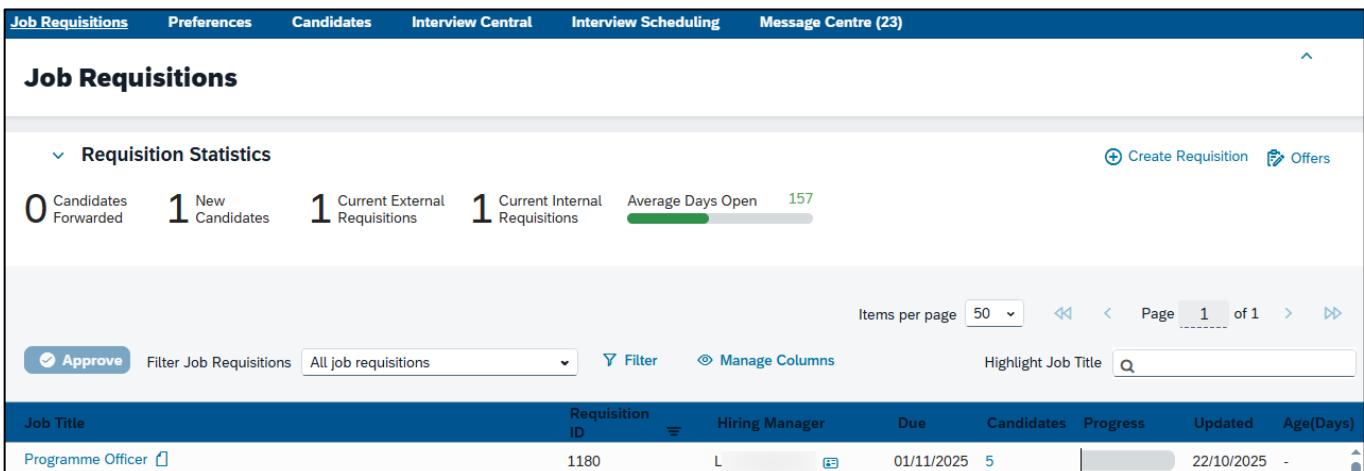
# Adding a selection committee member to a job requisition

## Procedure

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

- Choose Home > Recruiting.

2. The *Job Requisitions* page appears.



The screenshot shows the 'Job Requisitions' page with the following statistics:

- Candidates Forwarded: 0
- New Candidates: 1
- Current External Requisitions: 1
- Current Internal Requisitions: 1
- Average Days Open: 157

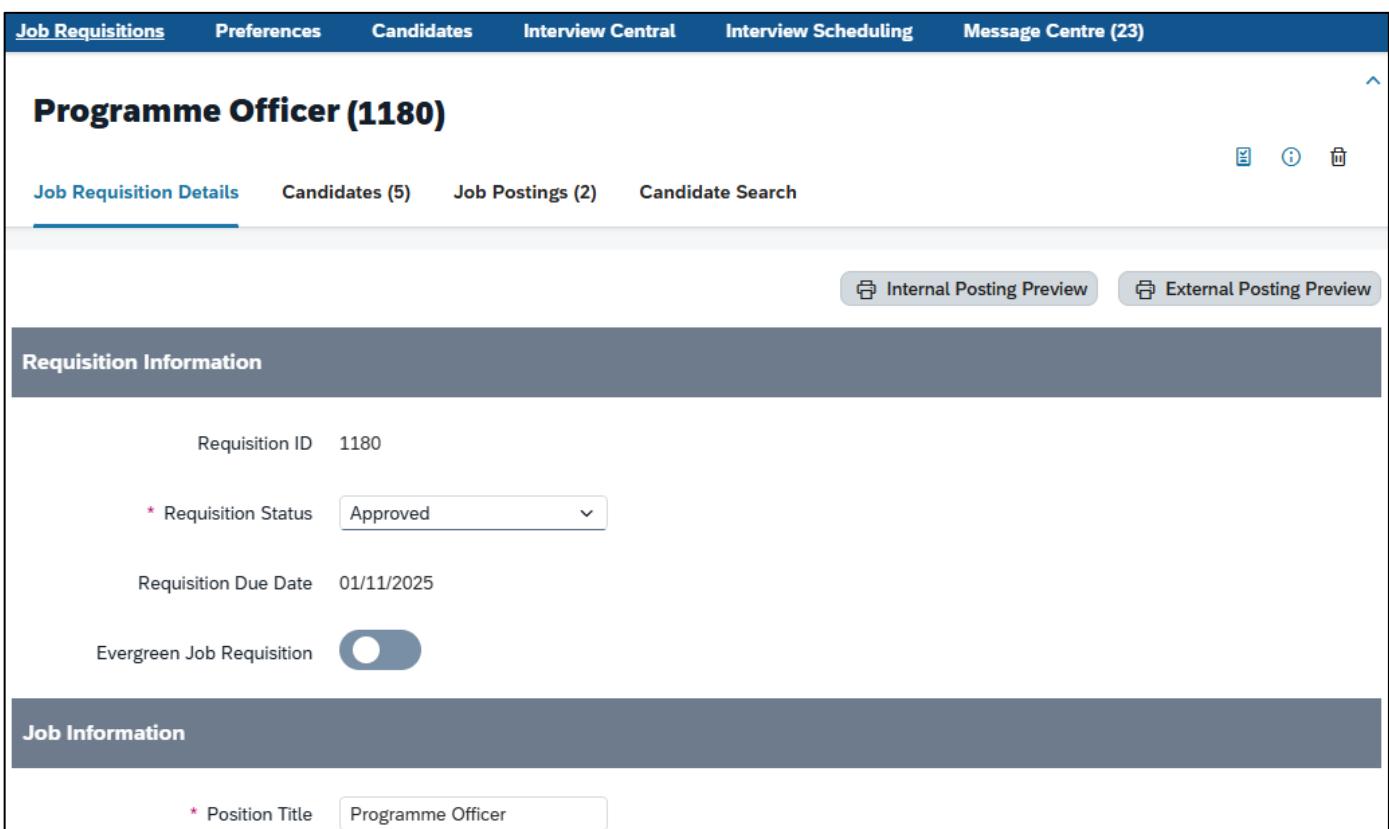
Below the statistics, there is a table with the following columns:

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	5		22/10/2025	-

At the bottom of the page, there are buttons for 'Approve', 'Filter Job Requisitions' (set to 'All job requisitions'), 'Manage Columns', and a search bar for 'Highlight Job Title'.

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

3. The selected job requisition opens.



The screenshot shows the 'Programme Officer (1180)' job requisition page. The 'Job Requisition Details' tab is selected, showing the following information:

- Requisition ID: 1180
- \* Requisition Status: Approved
- Requisition Due Date: 01/11/2025
- Evergreen Job Requisition: Enabled (switch is on)

Below this, the 'Job Information' section shows:

- \* Position Title: Programme Officer

At the top right of the page, there are buttons for 'Internal Posting Preview' and 'External Posting Preview'.

- Scroll down to the *Requisition Team* section.

# Adding a selection committee member to a job requisition

## Requisition Team section:

**Requisition Team**

* Hiring Manager	L , Departmental Manager (20027650)	<a href="#">Find Hiring Manager..</a>
* Recruiter	L , Manager: Staff Recruitment Office (20053109)	<a href="#">Find Recruiter..</a>
Manage Additional Users		
* Recruiting Team	A <input type="button" value="X"/>	<a href="#">Apply admin defaults</a>
	<input type="button" value="Q"/>	<a href="#">Apply personal preferences</a>
* Chairperson	I , Professor (20042984)	<a href="#">Find Chairperson..</a>
Manage Additional Users		
Selection Committee Members	M <input type="button" value="X"/> J <input type="button" value="X"/> L <input type="button" value="X"/>	<input type="button" value="Q"/>

- In the *Selection Committee Members* field, click in the search field below the existing committee members. Enter part or all of the name and select the person from the dropdown list. Repeat for any additional selection committee members.
- Click **Save** at the bottom of the page.
- Click *Job Requisitions* to return to the *Job Requisitions* overview page.

# Reviewing interview ratings and candidate recommendations

## Background

After the interview, selection committee members enter an overall rating or rate a set of competencies for each candidate and can optionally upload their interview notes. Finally, they select whether a candidate is recommended or not. The Recruitment Advisor can review all entries submitted by the selection committee members.

## Procedure

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

- Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	5	100%	31/10/2025	-

- Select the relevant job by clicking the *Job Title* (e.g. Programme Officer).

3. The *Job Requisition Details* page appears.

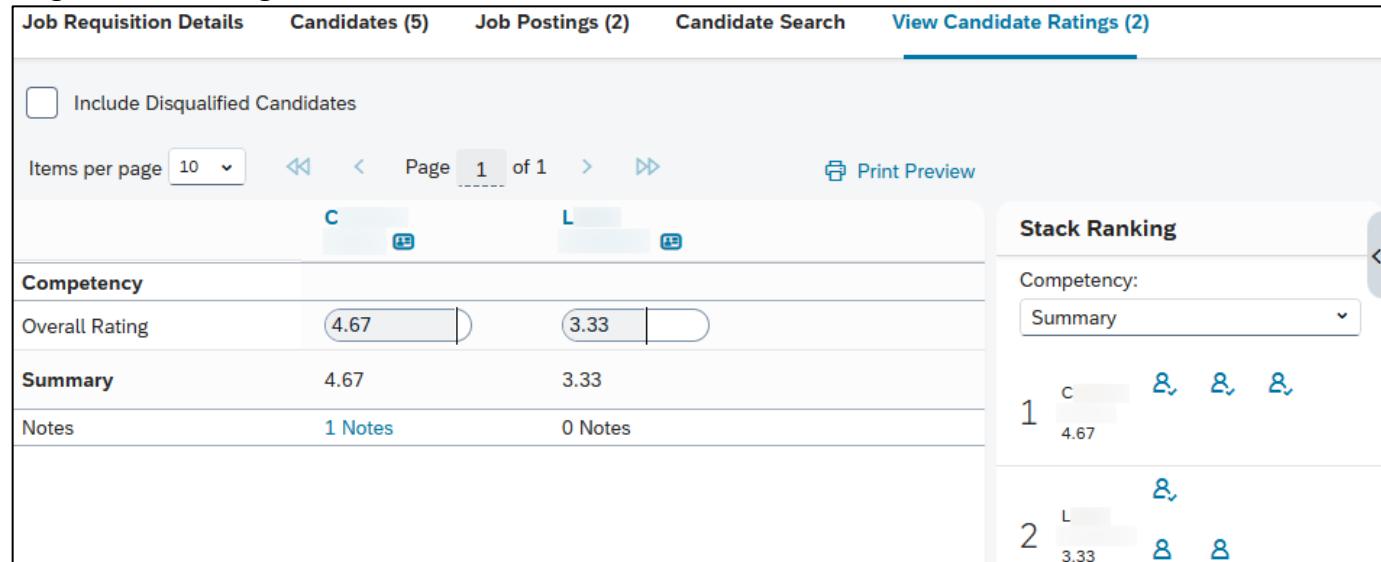
* Position Title	Programme Officer
------------------	-------------------

- Click *View Candidate Ratings*.

# Reviewing interview ratings and candidate recommendations

4. The *View Candidate Ratings* page appears. The candidates either received a single overall rating or were rated on a set of competencies.

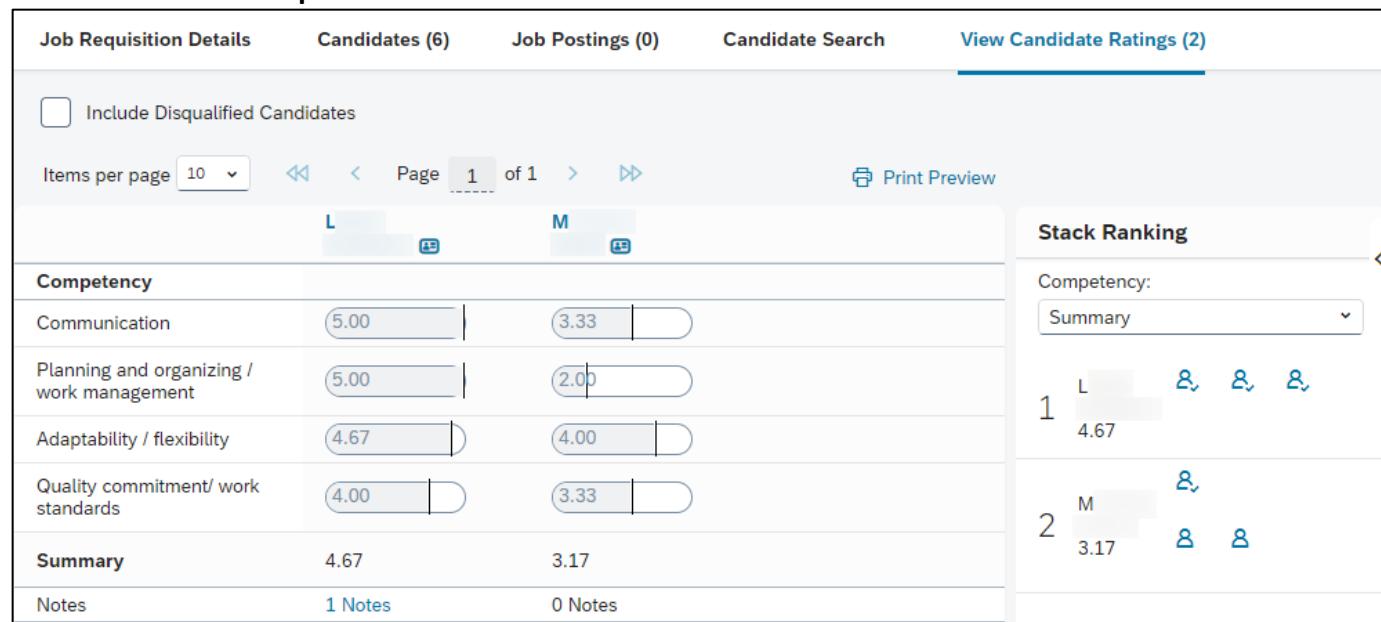
## Single overall rating



The screenshot shows the 'View Candidate Ratings' page with two candidates, C and L, listed. Both have an overall rating of 4.67. The 'Stack Ranking' panel on the right shows candidate C at the top with a rating of 4.67 and candidate L at the bottom with a rating of 3.33.

Competency	Candidate C	Candidate L
Overall Rating	4.67	3.33
Summary	4.67	3.33
Notes	1 Notes	0 Notes

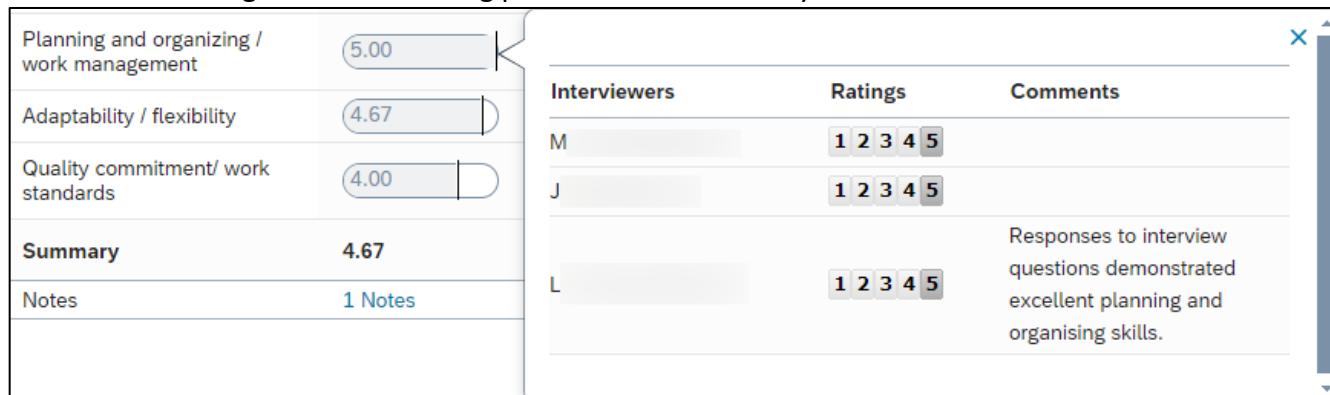
## Rated on a set of competencies



The screenshot shows the 'View Candidate Ratings' page with two candidates, L and M, rated on four competencies: Communication, Planning and organizing / work management, Adaptability / flexibility, and Quality commitment/ work standards. Candidate L has a summary rating of 4.67, while candidate M has a summary rating of 3.17. The 'Stack Ranking' panel on the right shows candidate L at the top with a rating of 4.67 and candidate M at the bottom with a rating of 3.17.

Competency	Candidate L	Candidate M
Communication	5.00	3.33
Planning and organizing / work management	5.00	2.00
Adaptability / flexibility	4.67	4.00
Quality commitment/ work standards	4.00	3.33
Summary	4.67	3.17
Notes	1 Notes	0 Notes

- Hover over a rating to view the rating per interviewer and any comments.



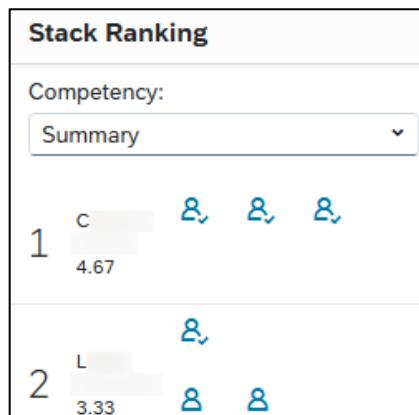
The screenshot shows a detailed view for candidate L across four competencies: Planning and organizing / work management (rating 5.00), Adaptability / flexibility (rating 4.67), Quality commitment/ work standards (rating 4.00), and a Summary rating of 4.67. The 'Comments' column for the Quality commitment/ work standards rating includes a note: 'Responses to interview questions demonstrated excellent planning and organising skills.'

Competency	Candidate L	Interviewers	Ratings	Comments
Planning and organizing / work management	5.00	M	1 2 3 4 5	
Adaptability / flexibility	4.67	J	1 2 3 4 5	
Quality commitment/ work standards	4.00	L	1 2 3 4 5	Responses to interview questions demonstrated excellent planning and organising skills.
Summary	4.67			
Notes	1 Notes			

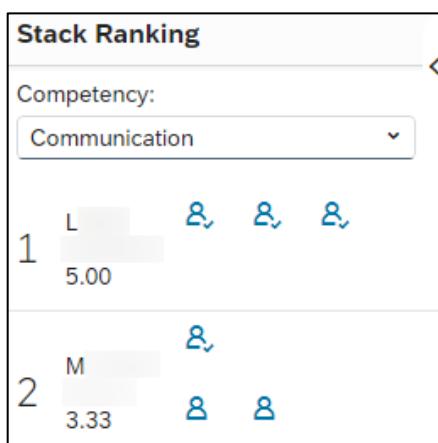
- If selection committee members attached their interview notes, they will appear in the *Notes* section. Click the *Notes* link to access the attached notes.

## Reviewing interview ratings and candidate recommendations

- If candidates were rated on a set of competencies, sort the candidates using the *Stack Ranking* section on the right. Sort by *Summary* or by a single competency.



- Use the dropdown list to change the selected competency (e.g. Communication below). The candidate list in the *Stack Ranking* section will re-order so the candidate with the highest score for the selected competency appears at the top of the list.



- In the *Stack Ranking*, the summary ratings for each candidate are reflected alongside their name and competency score. indicates a recommended candidate. Hover over the recommendation icons to view the rating for each interviewer, including any comments.

Interviewers	Ratings	Comments
M		
J		
L		

- Click **Print Preview** to print or download (via print to PDF/Save as PDF) a full report of all ratings per candidate.

**Note:** As the selection committee members can edit their ratings and candidate recommendations, the Recruitment Advisor should download the full report to ensure the committee has a final view of the ratings and candidate recommendations.

# Starting the offer approval process

## Before you begin

If there is more than one candidate to appoint, repeat this procedure for each candidate.

## Procedure

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

- Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	6	<div style="width: 100%; background-color: green; height: 10px;"></div>	31/10/2025	-

- 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 [Manage Applicants](#).

3. The *Applicants* page appears. If the *Interview Result* column doesn't appear, click *Settings* to select it.

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
M	Regret Pre-Interview - Email		04/11/2025		
E	Automatic Disqualified		23/10/2025		
H	Regret Pre-Interview - Email		23/10/2025		
L	Interview		23/10/2025		
V	Regret Post-Interview - Email		23/10/2025		
C	Interview		23/10/2025		

- Select the applicant by clicking their name in the *Name* column.

## Starting the offer approval process

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

The screenshot shows the 'Applicants' list on the left and a detailed view of a selected candidate on the right. The left pane displays a list of 6 applicants with their names (M, E, H, L, V, C) and a 'Move' button. The right pane shows the candidate's contact information (C, @gmail.com, 082), application status (Interview, External Candidate), and various tabs for 'Applicant Information', 'CV and Documents', 'Comments', 'Activity', and 'Audit Information'. Under 'Application Information', it shows 'Candidate Rating: \* A - Meet all listed requirements as per the job advertisement' and 'Additional Documentation: 1 document attached'. Under 'Application Supporting Information', it shows 'Licenses/Qualifications/Other Attachments: 1 document attached' and 'Salary Expectation per Annum (CtC): R500 000'.

- Click **Move**.

5. The *Move Applicants* dialogue box appears.

The 'Move Applicants' dialogue box contains the following fields:
 

- Move to status:** \* Offer
- Sub-item:** \* Offer Approval
- Comments:** Enter a comment. (1000 characters remaining)

 Below these fields is a table titled 'Eligible to Move (1)' with one row:
 

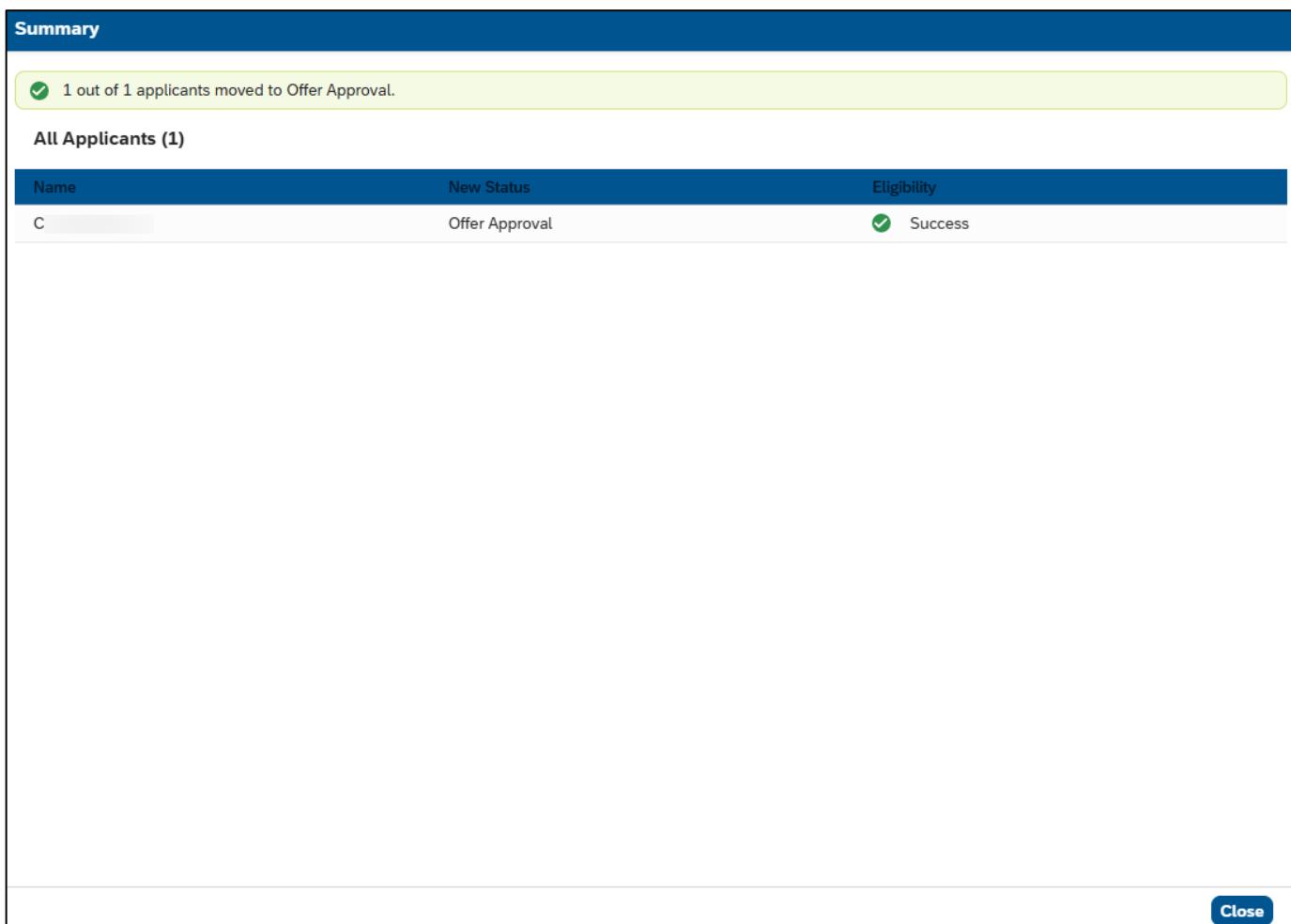
Name	Current Status	Eligibility
C	Interview	<input checked="" type="checkbox"/> Eligible for the next status.

 At the bottom right of the dialogue box are 'Move' and 'Cancel' buttons.

- Ensure *Offer* is selected in the *Move to status* field.
- Ensure *Offer Approval* is selected in the *Sub-item* field.
- Click **Move**.

## Starting the offer approval process

6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Offer Approval*.

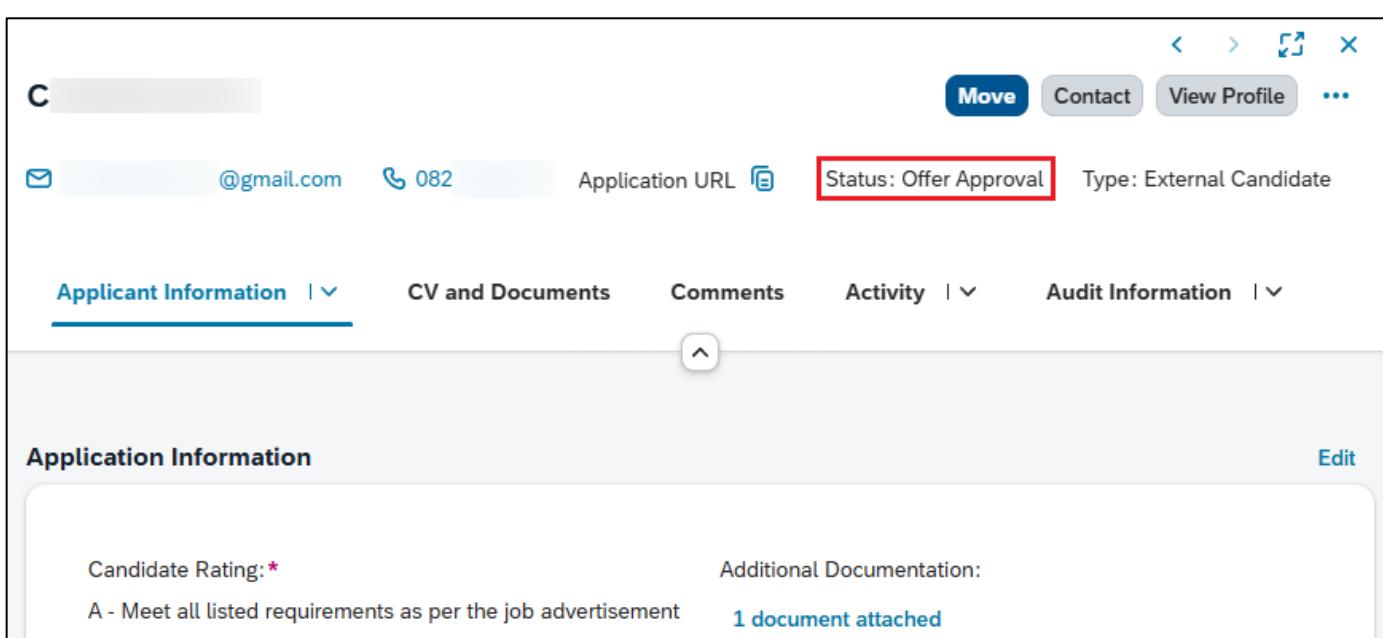


The screenshot shows a 'Summary' dialogue box with the following content:

- Summary** header.
- A message box: **1 out of 1 applicants moved to Offer Approval.**
- All Applicants (1)** section.
- A table with three columns: **Name**, **New Status**, and **Eligibility**.
- One row in the table: Name 'C', New Status 'Offer Approval', Eligibility 'Success' (indicated by a green checkmark).
- Close** button at the bottom right.

- Click **Close**.

7. The selected applicant's page reappears, displaying the new *Status*.



The screenshot shows an applicant's profile page with the following details:

- Header: Name 'C', email '@gmail.com', phone '082', Application URL, **Status: Offer Approval** (highlighted with a red box), Type: External Candidate.
- Navigation tabs: **Move**, **Contact**, **View Profile**, **...**.
- Section tabs: **Applicant Information** (selected), **CV and Documents**, **Comments**, **Activity**, **Audit Information**.
- Application Information** section:
  - Candidate Rating: \* A - Meet all listed requirements as per the job advertisement
  - Additional Documentation: 1 document attached

- In the top right, click **...** *Show More* and choose *Initiate Offer Approval*.

## Starting the offer approval process

8. The *Offer Approval* page appears

**Offer Approval: C for Programme Officer**

**Offer Details**

Language	English UK (English UK)
* Select Offer Template	Offer Details 1.0
Requisition ID	1180
Job Title	Programme Officer
* Position Name	
EE Subgroup	Permanent
Personnel Area	Faculty of Commerce (20...)
Personnel Subarea	PASS 5 - 12 (1003)
Org Unit	College of Accounting: Operations & Admin
Cost Center	COM
Hiring Manager	L

**In the *Offer Details* section:**

- Enter the *Position Name*.
- Ensure the *Personnel Area*, *Personnel Subarea* and *Org Unit* are correct.

## Starting the offer approval process

* First Name	C
* Last Name	
* Pay Scale Group	PC09 (PC09) <input type="button" value="Edit"/>
* Annual COE to be offered (e.g. R300,000.00)	
* Proposed Start Date	DD/MM/YYYY <input type="button" value="Calendar"/>
Contract Duration	No Selection <input type="button" value="Edit"/>
Candidate CV	<input type="button" value="CV"/>
Cover Letter	<input type="button" value="Cover Letter"/>
Other Supporting Documents	<input type="button" value="Attach a document"/>

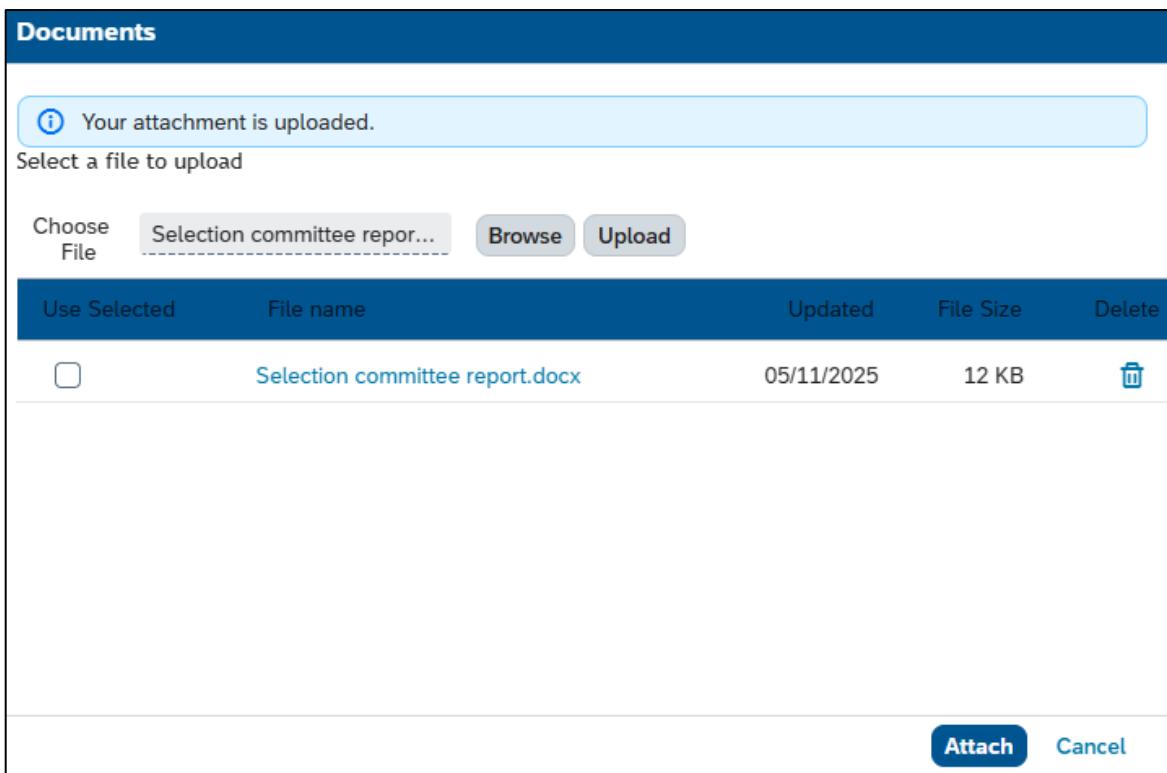
- Ensure the *Pay Scale Group* is correct.
- Enter the *Annual COE to be offered*.
- Select the *Proposed Start Date*.
- If a contract position, select the *Contract Duration*.
- In the *Other Supporting Documents* field, click  to attach the selection committee report and any other relevant documents.
  - The *Documents* dialogue box appears.

Documents					
Select a file to upload					
Choose File	<input type="button" value="Browse"/>	<input type="button" value="Upload"/>	File name	Updated	File Size
Use Selected	File name	Updated	File Size	Delete	
					<input type="button" value="Attach"/> <input type="button" value="Cancel"/>

- In the *Choose File* field, click  to select the file to attach.
- Click .

## Starting the offer approval process

- A message at the top of the dialogue box confirms the attachment was uploaded and the file name appears in the table. If there are additional documents to upload, repeat the steps above.

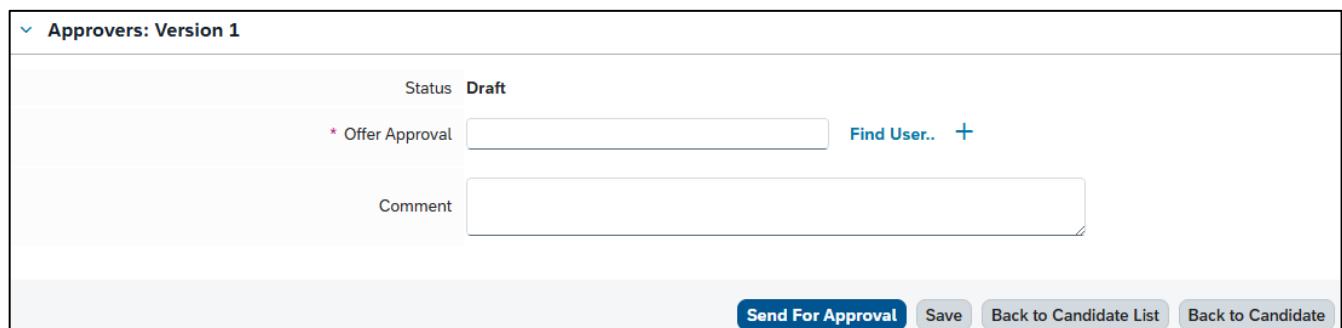


The screenshot shows a 'Documents' upload interface. At the top, a message says 'Your attachment is uploaded.' Below it, a table lists a single file: 'Selection committee report.docx' (File name), '05/11/2025' (Updated), '12 KB' (File Size), and a delete icon (Delete). At the bottom right are 'Attach' and 'Cancel' buttons.

- Select the *Use Selected* checkbox for each file.  
**Note:** This checkbox must be selected, for the file(s) to be successfully attached.
- Click **Attach**.
- Ensure the *Other Supporting Documents* field reflects the correct number of attached documents.

**Other Supporting Documents**  1 document attached

### Approvers: Version 1 section:



The screenshot shows the 'Approvers: Version 1' section. It has a 'Status' dropdown set to 'Draft'. Below it is a search field for 'Offer Approval' with a 'Find User.. +' button. A 'Comment' text area is also present. At the bottom are buttons for 'Send For Approval', 'Save', 'Back to Candidate List', and 'Back to Candidate'.

- Enter the first approver's name in the search field alongside *Offer Approval*.

## Starting the offer approval process

- Click  to add an additional approver line below the first approver.
- Enter the approver's name in the search field alongside *Ad hoc approver 1*.



Status **Draft**

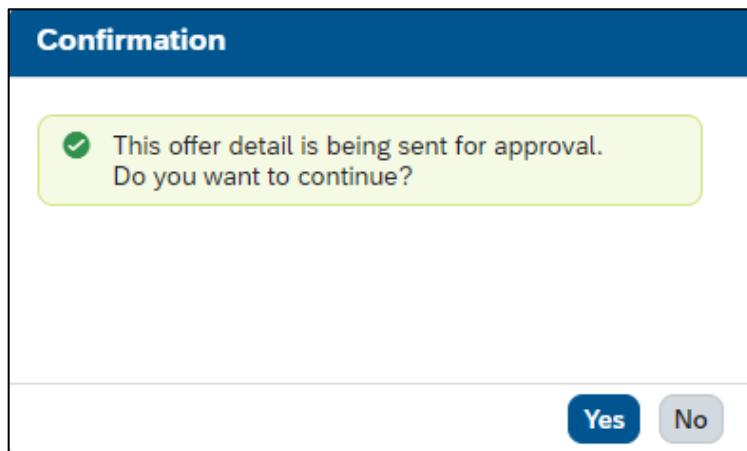
\* Offer Approval  **Find User..**    

Ad hoc approver 1  **Find User..**    

Comment

- Click  to add any further approvers. The number of approvers for the offer depends on the required approvals for the department or faculty and the type of position being filled.
- Click **Send For Approval**.

9. The *Confirmation* dialogue box appears.



- Click **Yes**.

10. The *Offer Approval* page reappears.

- Click **Job Requisitions**.

11. The Recruitment Advisor must manage the offer approval process by informing each approver that they should access SuccessFactors to complete the approval. See [Monitoring offer approvals](#) for identifying where the offer is in the approval process.

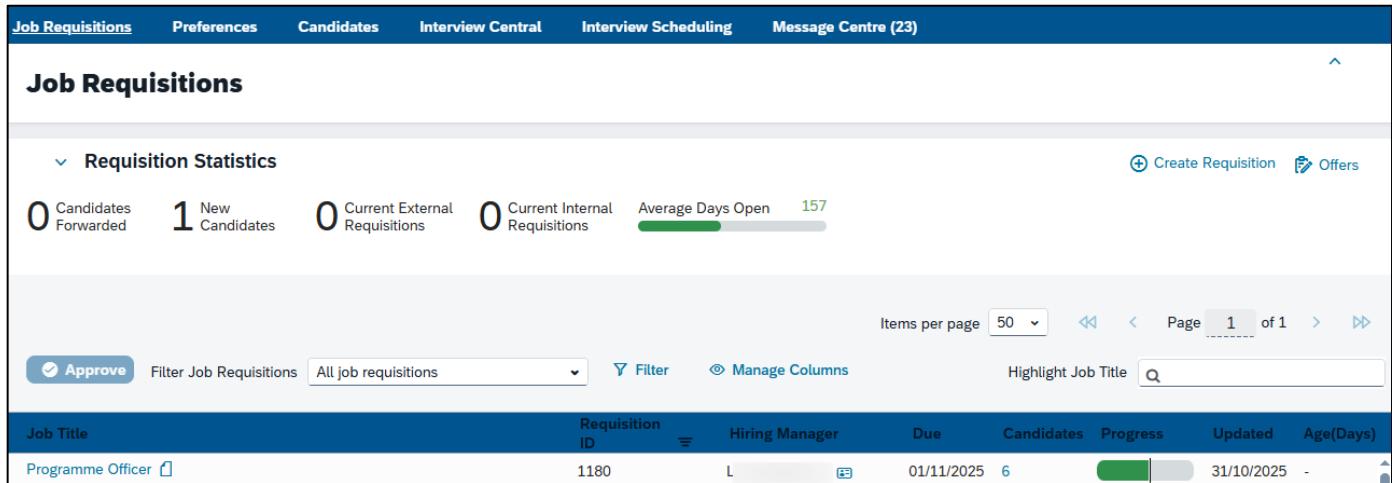
# Monitoring offer approvals

## Background

There are no notifications for offer approvals, the Recruitment Advisor must monitor the process and inform each approver that their approval is required on SuccessFactors.

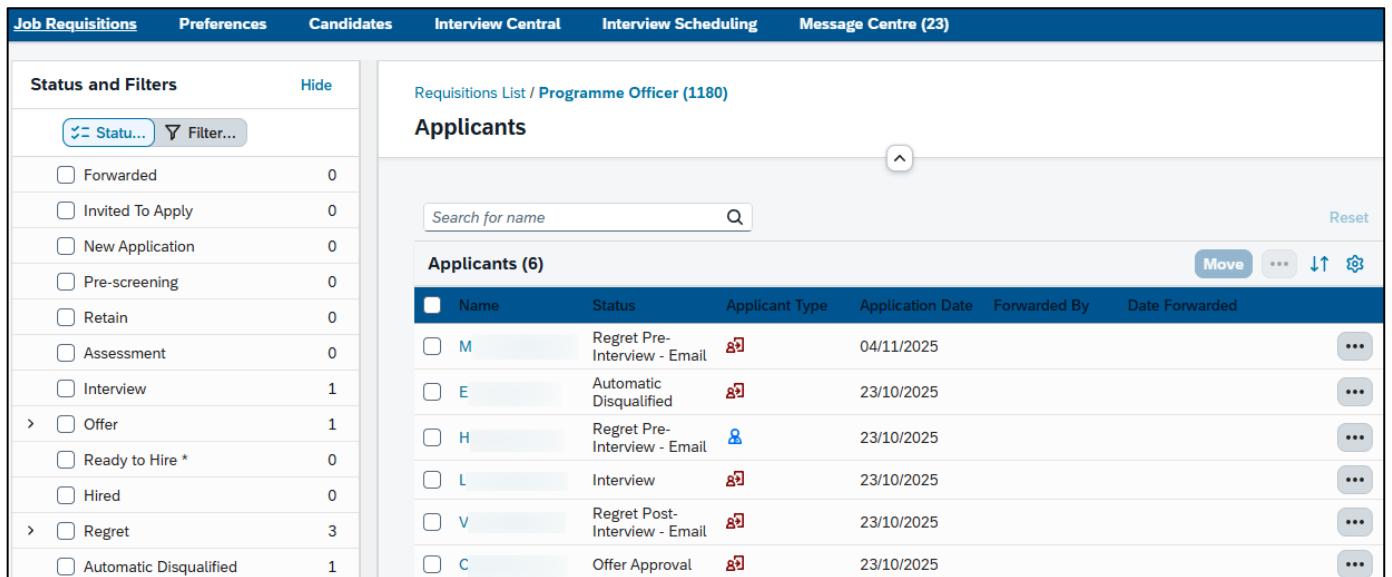
## Procedure

1. Log in to SuccessFactors and access the *Home* page.
  - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.



The screenshot shows the SuccessFactors Job Requisitions page. At the top, there are statistics: 0 Candidates Forwarded, 1 New Candidates, 0 Current External Requisitions, 0 Current Internal Requisitions, and an Average Days Open of 157. Below this is a table for the requisition 'Programme Officer' (ID 1180). The table columns are Job Title, Requisition ID, Hiring Manager, Due, Candidates, Progress, Updated, and Age(Days). The 'Candidates' column shows the number 6. To the right of the table are buttons for Approve, Filter, Manage Columns, and Highlight Job Title, along with a page navigation bar showing Page 1 of 1.

- 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  *Manage Applicants*.
3. The *Applicants* page appears.



The screenshot shows the SuccessFactors Applicants page for the requisition 'Programme Officer (1180)'. On the left, there is a 'Status and Filters' sidebar with checkboxes for various stages: Forwarded (0), Invited To Apply (0), New Application (0), Pre-screening (0), Retain (0), Assessment (0), Interview (1), Offer (1), Ready to Hire \* (0), Hired (0), Regret (3), and Automatic Disqualified (1). The main area shows a table of applicants with columns: Name, Status, Applicant Type, Application Date, Forwarded By, and Date Forwarded. The applicants listed are M (Regret Pre-Interview - Email), E (Automatic Disqualified), H (Regret Pre-Interview - Email), L (Interview), V (Regret Post-Interview - Email), and C (Offer Approval). Each applicant has a 'Move' button and three dots for more options.

- Select the applicant with *Offer Approval* status by clicking their name in the *Name* column.

# Monitoring offer approvals

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

- Click **••• Show More** and choose *Initiate Offer Approval*.

5. The *Offer Approval* page appears.

- Scroll down to the *Approvers: Version 1* section to view the current approval status and workflow. Green ticks indicate complete approvals, blue shading indicates the current approver.

- When all approvals are complete, the *Status* changes to *Completed* and there are green ticks for each approver's line.

- Click **Job Requisitions** to exit the offer approval
- If all approvals are complete, continue from [step 2 of Sending an offer letter to a candidate](#).

# Sending an offer letter to a candidate

## Before you begin

This procedure will result in the candidate receiving a recommendation of appointment email.

## Procedure

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

- Choose *Home > Recruiting*.

### 2. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	6	<div style="width: 100%; background-color: #2e7131;"></div>	31/10/2025	-

- 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 [Manage Applicants](#).

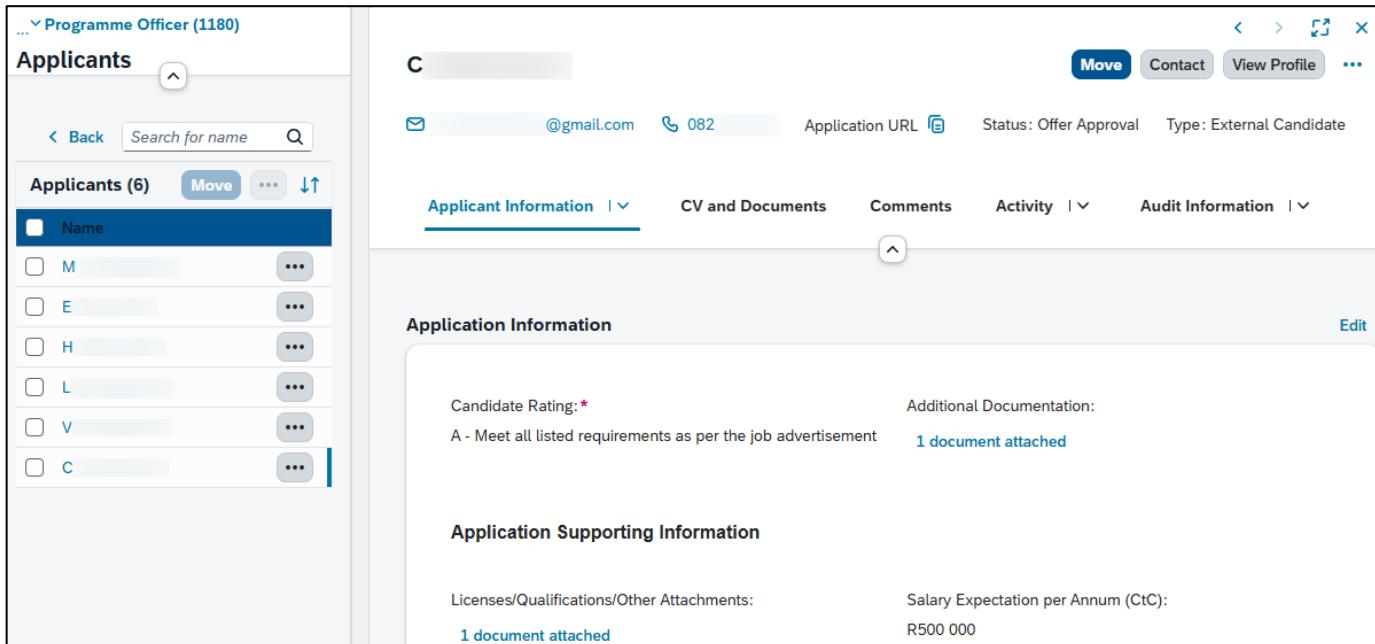
### 3. The *Applicants* page appears.

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
M	Regret Pre-Interview - Email		04/11/2025		
E	Automatic Disqualified		23/10/2025		
H	Regret Pre-Interview - Email		23/10/2025		
L	Interview		23/10/2025		
V	Regret Post-Interview - Email		23/10/2025		
C	Offer Approval		23/10/2025		

- Select the applicant with *Offer Approval* status by clicking their name in the *Name* column.

## Sending an offer letter to a candidate

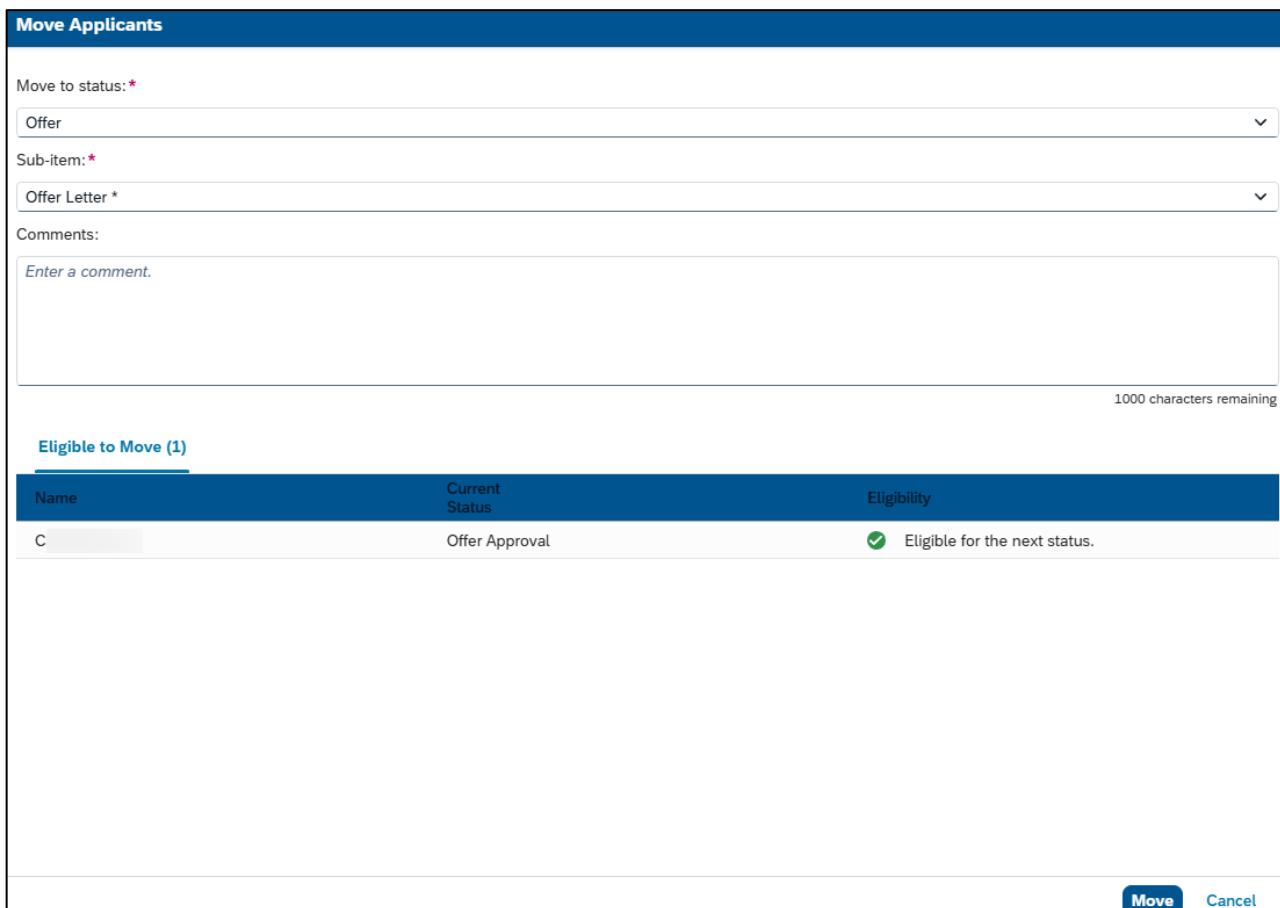
4. The list of applicants appears on the left with the selected applicant's details on the right.



The screenshot shows the SuccessFactors Recruiting interface. On the left, a list of applicants is displayed with one item selected: 'Name' (checkbox checked). On the right, the details for this applicant are shown, including their email (@gmail.com), phone number (082), application URL, status (Offer Approval), and type (External Candidate). Below this, tabs for 'Applicant Information', 'CV and Documents', 'Comments', 'Activity', and 'Audit Information' are visible. Under 'Applicant Information', sections for 'Application Information' and 'Application Supporting Information' are present, with various fields and attachments listed.

- Click **Move**.

5. The *Move Applicants* dialogue box appears.



The 'Move Applicants' dialogue box is shown. It has fields for 'Move to status:' (set to 'Offer') and 'Sub-item:' (set to 'Offer Letter'). There is a 'Comments:' text area with a placeholder 'Enter a comment.' and a character count of '1000 characters remaining'. Below this is a table titled 'Eligible to Move (1)' with one row. The row shows 'Name' (C), 'Current Status' (Offer Approval), and 'Eligibility' (checkbox checked, indicating 'Eligible for the next status.'). At the bottom of the dialog are 'Move' and 'Cancel' buttons.

- Ensure *Offer* is selected in the *Move to status* field.
- Ensure *Offer Letter* is selected in the *Sub-item* field.
- Click **Move**.

## Sending an offer letter to a candidate

6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Offer Letter*.

All Applicants (1)		
Name	New Status	Eligibility
C	Offer Letter	<input checked="" type="checkbox"/> Success

- Click **Close**.

7. The selected applicant's page reappears, displaying the new *Status*.

- In the top right, click **... Show More** and choose *Send Offer Letter*.

## Sending an offer letter to a candidate

8. The *Offer Letter* page appears.

**Offer Letter: C** **for Programme Officer**

C  
082 @gmail.com

Country/Region: South Africa  
Language: English UK (English UK)  
Template: UCT Recommendation of a...  
Subject: UCT: Recommendation of Appointment the position of [[J...]

B  *i   ~~U E V Paragraph V Verdana V 12pt V ...~~*

Dear [[CANDIDATE\_FIRST\_NAME]]

We have pleasure in informing you that the recommendation for your appointment has been approved. We are in the process of finalising a contract of employment which will be presented to you in due course by our Appointments Office.

Should you have any additional questions/concerns, please do not hesitate to contact me.

Regards  
Staff Recruitment Office: HR  
University of Cape Town

p > span 64 words

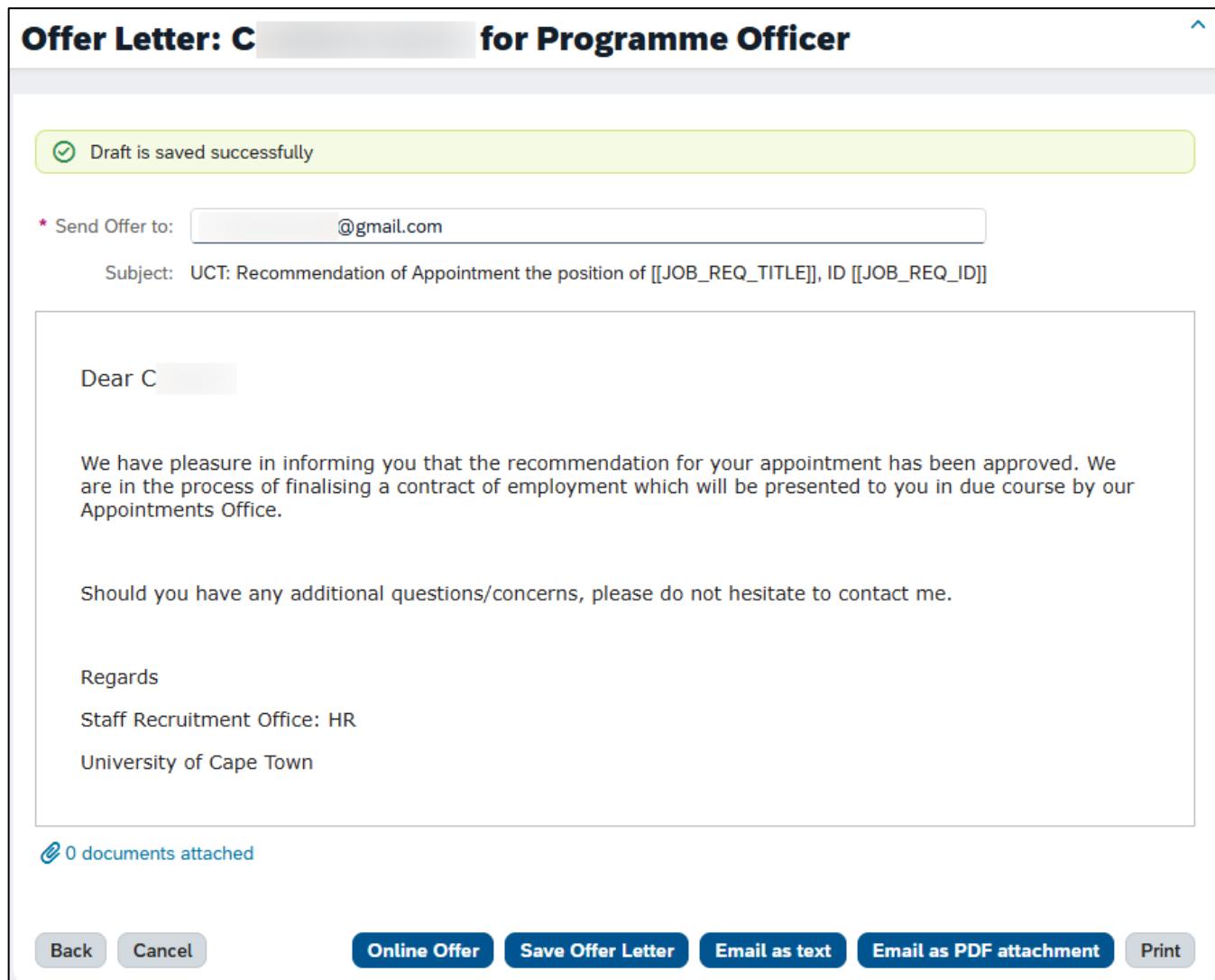
[Attach a document](#) [Reset Template](#)

[Next](#) [Preview](#) [Save As Draft](#) [Cancel](#)

- If applicable, change the letter wording in the space provided.  
**Note:** Do not change any of the fields with capitalised text in blue double brackets as these are system generated fields that will pull information from SuccessFactors when the letter is sent.
- Click **Next**.

## Sending an offer letter to a candidate

9. The second *Offer Letter* page appears.



The screenshot shows the 'Offer Letter' page with the following details:

- Header:** Offer Letter: C for Programme Officer
- Status Bar:** Draft is saved successfully
- Recipient:** Send Offer to: @gmail.com
- Subject:** UCT: Recommendation of Appointment the position of [[JOB\_REQ\_TITLE]], ID [[JOB\_REQ\_ID]]
- Content:**

Dear C

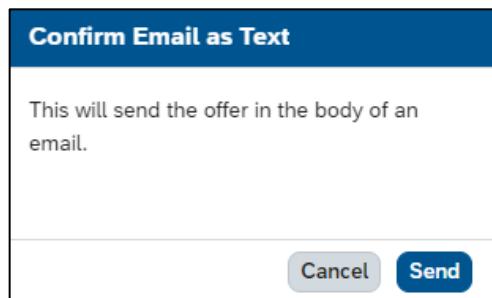
We have pleasure in informing you that the recommendation for your appointment has been approved. We are in the process of finalising a contract of employment which will be presented to you in due course by our Appointments Office.

Should you have any additional questions/concerns, please do not hesitate to contact me.

Regards  
Staff Recruitment Office: HR  
University of Cape Town
- Attachments:** 0 documents attached
- Buttons:** Back, Cancel, Online Offer, Save Offer Letter, Email as text, Email as PDF attachment, Print

- Click **Email as text**.

10. The *Confirm Email as Text* dialogue box appears.



The dialogue box contains the following text:

**Confirm Email as Text**

This will send the offer in the body of an email.

Cancel Send

- Click **Send**.
- A message at the top of the page confirms that the offer letter was successfully sent via email.
- Click **I Have Finished**.

11. The selected applicant's details reappear.

- The Recruitment Advisor must inform the Appointments Office to prepare the formal letter of appointment.

# Changing a candidate offer to accepted or declined

## Before you begin

The Appointments Office must confirm whether the candidate has accepted or declined the offer.

## Procedure

### 1. Log in to SuccessFactors and access the *Home* page.

- Choose *Home > Recruiting*.

### 2. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	6	<div style="width: 100%;">6</div>	31/10/2025	-

- 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 *Manage Applicants*.

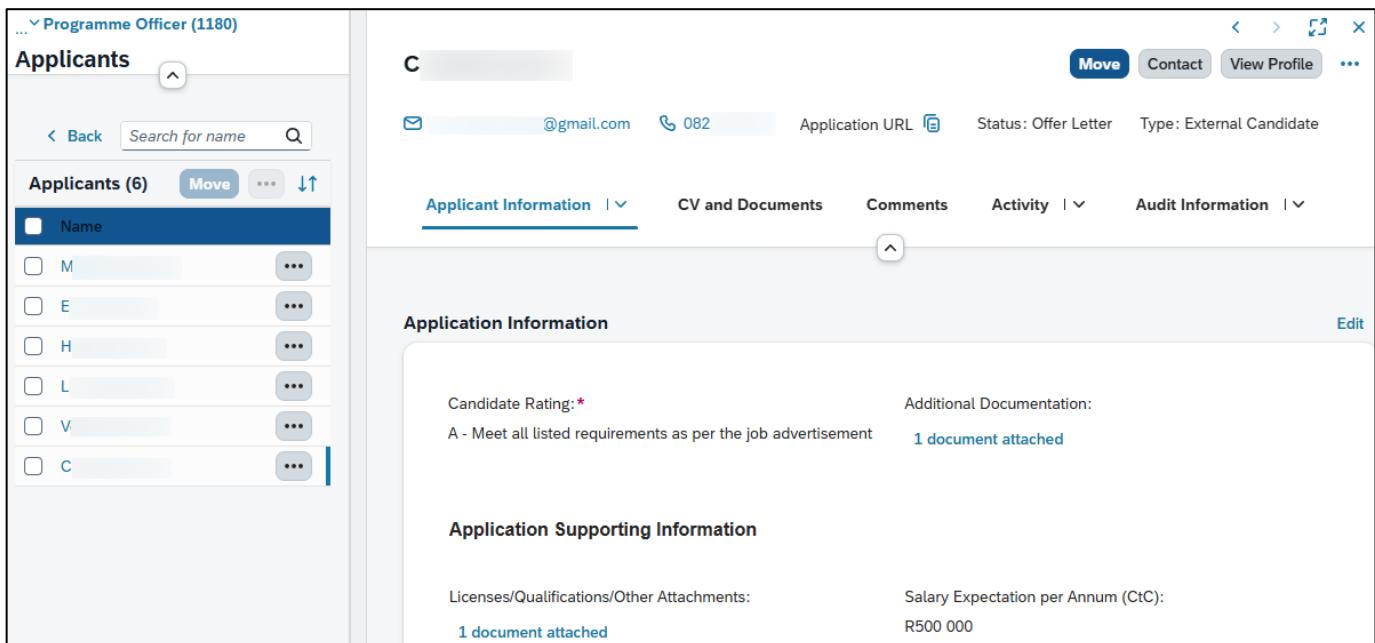
### 3. The *Applicants* page appears.

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
M	Regret Pre-Interview - Email		04/11/2025		
E	Automatic Disqualified		23/10/2025		
H	Regret Pre-Interview - Email		23/10/2025		
L	Interview		23/10/2025		
V	Regret Post-Interview - Email		23/10/2025		
C	Offer Letter		23/10/2025		

- Select the applicant with *Offer Letter* status by clicking their name in the *Name* column.

# Changing a candidate offer to accepted or declined

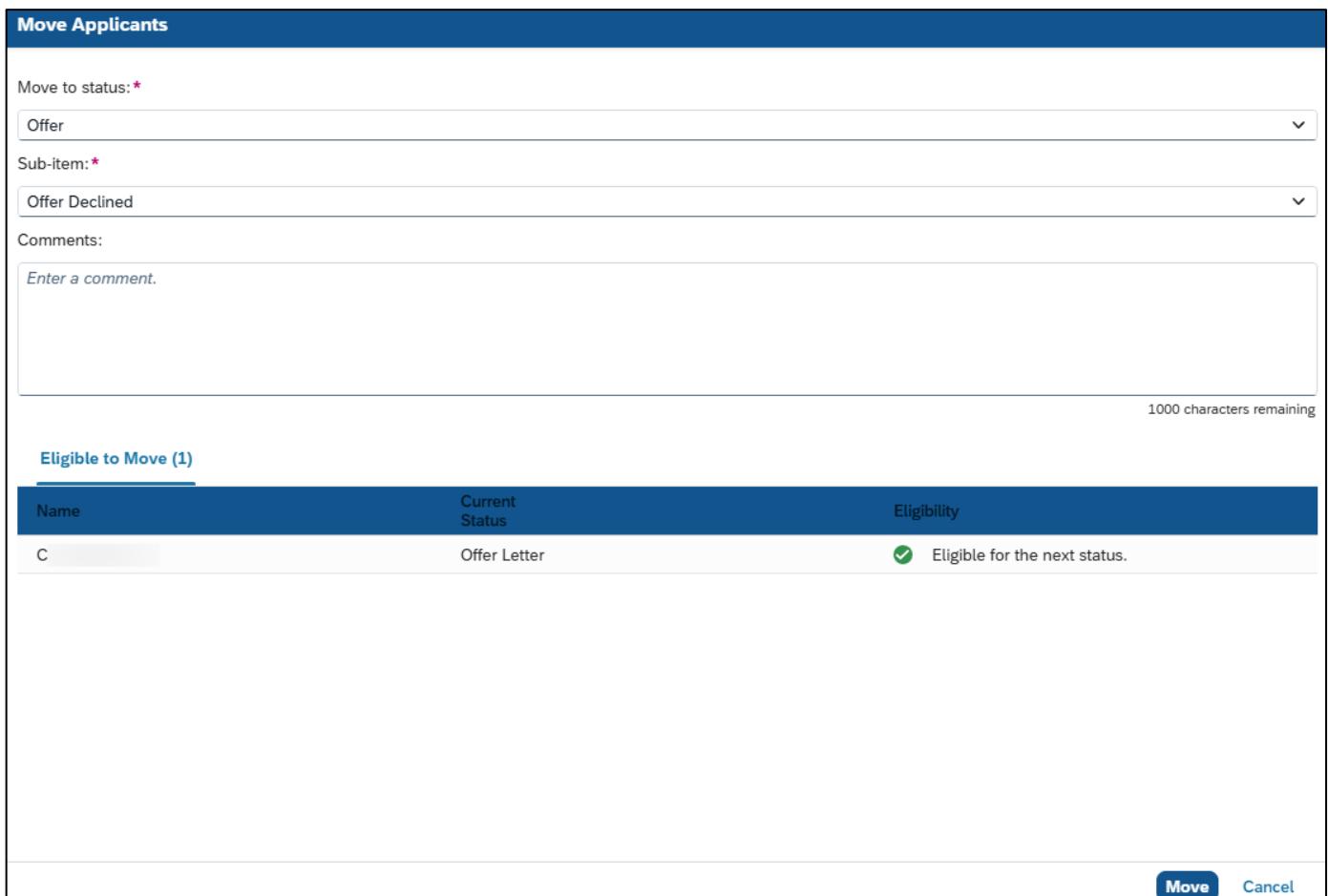
4. The list of applicants appears on the left with the selected applicant's details on the right.



The screenshot shows the 'Applicants' list on the left and a detailed view of a selected candidate on the right. The selected candidate is 'C' (Name: C, Email: @gmail.com, Phone: 082, Status: Offer Letter, Type: External Candidate). The 'Applicant Information' tab is active, showing the candidate rating (A - Meet all listed requirements as per the job advertisement) and additional documentation (1 document attached). Below this, the 'Application Supporting Information' section shows licenses/qualifications (1 document attached) and salary expectation (R500 000).

- Click **Move**.

5. The *Move Applicants* dialogue box appears.



The 'Move Applicants' dialogue box is open. The 'Move to status:' field is set to 'Offer' and the 'Sub-item:' field is set to 'Offer Declined'. The 'Comments:' field contains the placeholder 'Enter a comment.' with 1000 characters remaining. The 'Eligible to Move (1)' section shows a table with one row for candidate 'C', who has an 'Offer Letter' status and is marked as 'Eligible for the next status.' The 'Move' and 'Cancel' buttons are at the bottom right.

Name	Current Status	Eligibility
C	Offer Letter	<input checked="" type="checkbox"/> Eligible for the next status.

- In the *Sub-item* field, below the *Offer* status, select *Offer Accepted* or *Offer Declined*.
- Click **Move**.

## Changing a candidate offer to accepted or declined

6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Offer Accepted* or *Offer Declined*.

Name	New Status	Eligibility
C [redacted]	Offer Accepted	<input checked="" type="checkbox"/> Success

- Click **Close**.

7. The selected applicant's page reappears, displaying the new *Status*.

- If ready to change the candidate's status to *Ready to Hire*, continue from [step 4 of Changing candidate status after offer acceptance](#) or click **Job Requisitions** to return to the overview of all requisitions.

# Changing candidate status after offer acceptance

## Procedure

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

- Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	6	<div style="width: 100%;"></div>	31/10/2025	-

- 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 [Manage Applicants](#).

3. The *Applicants* page appears.

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
M	Regret Pre-Interview - Email		04/11/2025		
E	Automatic Disqualified		23/10/2025		
H	Regret Pre-Interview - Email		23/10/2025		
L	Interview		23/10/2025		
V	Regret Post-Interview - Email		23/10/2025		
C	Offer Accepted		23/10/2025		

- Select the applicant with *Offer Accepted* status by clicking their name in the *Name* column.

# Changing candidate status after offer acceptance

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

The screenshot shows the SuccessFactors Recruiting interface. On the left, a sidebar titled 'Applicants' lists six candidates: M, E, H, L, V, and C. Candidate C is selected, indicated by a blue border around the row. On the right, the details for candidate C are displayed. The top bar shows 'Job Requisitions', 'Preferences', 'Candidates', 'Interview Central', 'Interview Scheduling', and 'Message Centre (23)'. The candidate's contact information is shown: '@gmail.com' and '082'. The status is 'Offer Accepted' and the type is 'External Candidate'. Below this, tabs for 'Applicant Information', 'CV and Documents', 'Comments', 'Activity', and 'Audit Information' are visible. Under 'Applicant Information', there is a section for 'Application Information' with fields for 'Candidate Rating:' (set to 'A - Meet all listed requirements as per the job advertisement') and 'Additional Documentation' (showing '1 document attached').

- Click **Move**.

5. The *Move Applicants* dialogue box appears.

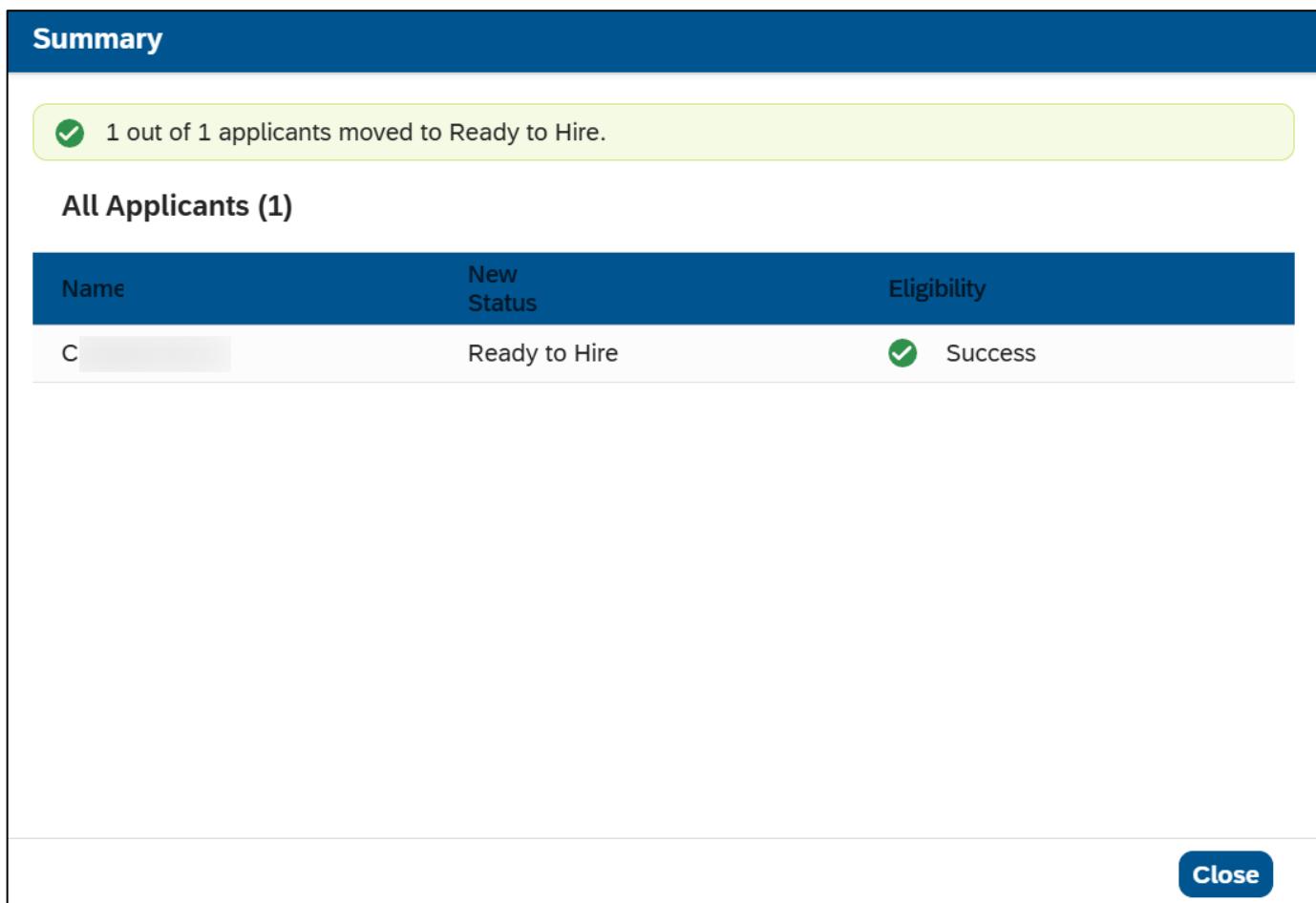
The screenshot shows the 'Move Applicants' dialogue box. The title is 'Move Applicants'. The 'Move to status:' field is set to 'Ready to Hire'. The 'Comments' field contains the placeholder 'Enter a comment.' with a character count of '1000 characters remaining'. Below this, a section titled 'Eligible to Move (1)' shows a table with one row for candidate C. The table has columns for 'Name', 'Current Status', and 'Eligibility'. Candidate C is listed with 'Offer Accepted' in the 'Current Status' column and a checked checkbox in the 'Eligibility' column, indicating 'Eligible for the next status.' At the bottom right are 'Move' and 'Cancel' buttons.

- Ensure the *Move to status* field shows *Ready to Hire*.
- Click **Move**.

**Note:** The requisition will be closed when the status is changed for this applicant.

## Changing candidate status after offer acceptance

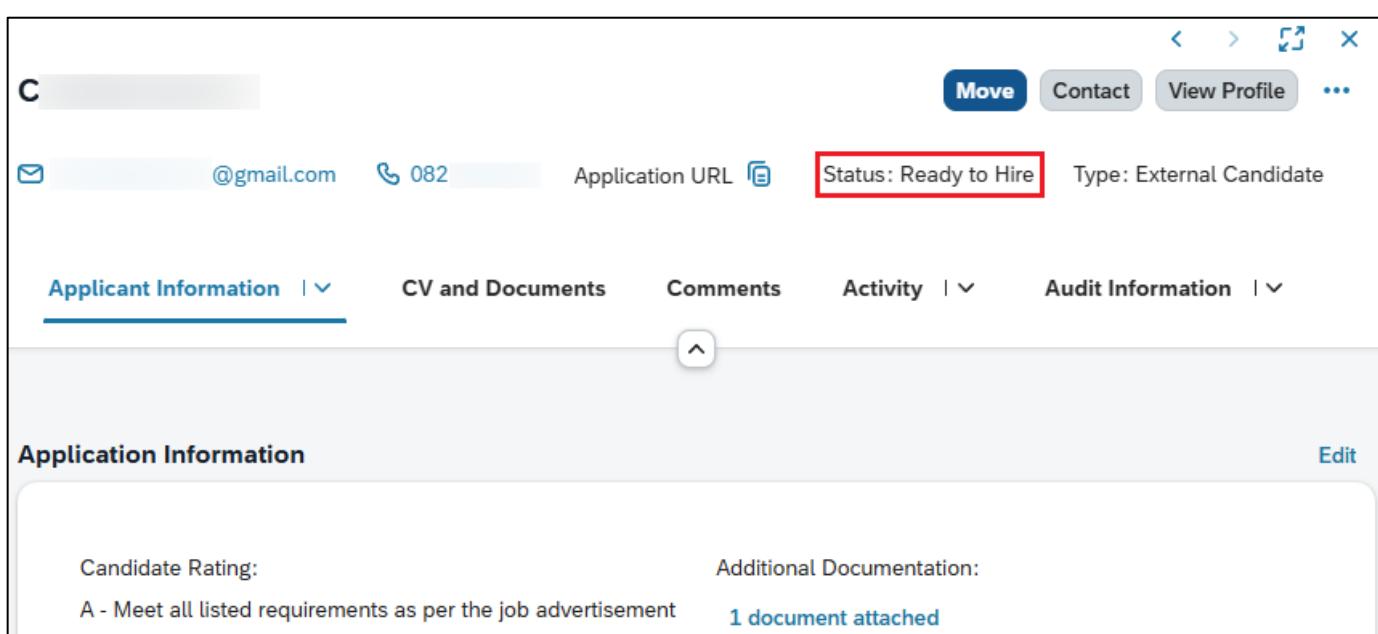
6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Ready to Hire*.



The screenshot shows a 'Summary' dialogue box with a green checkmark icon and the text '1 out of 1 applicants moved to Ready to Hire.' Below this, a table titled 'All Applicants (1)' lists one applicant with the name 'C' and a new status of 'Ready to Hire'. The 'Eligibility' column shows a green checkmark and the word 'Success'. At the bottom right of the dialogue box is a 'Close' button.

- Click **Close**.

7. The selected applicant's page reappears, displaying the new *Status* and the requisition is closed.



The screenshot shows the applicant's profile page for 'C'. The top navigation bar includes 'Move', 'Contact', 'View Profile', and a '...' button. The status 'Status: Ready to Hire' is highlighted with a red box. Below the top bar, there are tabs for 'Applicant Information', 'CV and Documents', 'Comments', 'Activity', and 'Audit Information'. The 'Applicant Information' tab is active. The 'Application Information' section shows 'Candidate Rating: A - Meet all listed requirements as per the job advertisement' and 'Additional Documentation: 1 document attached'. At the top right of the page, there are navigation icons for back, forward, and search.

- If ready to change the candidate's status to *Hired*, continue from [step 4 of Final change of candidate status to hired](#) or click **Job Requisitions** to return to the overview of all requisitions.

# Final change of candidate status to hired

## Procedure

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

Choose *Home* > *Recruiting*.

2. 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 [Manage Applicants](#).

3. The *Applicants* page appears.

- Select the applicant with *Ready to Hire* status by clicking their name in the *Name* column.

## Final change of candidate status to hired

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

The screenshot shows the 'Applicants' list on the left and a detailed view of a selected candidate on the right. The candidate's name is 'C' and they are 'Ready to Hire' with an 'External Candidate' type. The 'Move' button is highlighted.

Applicants		Candidate Details				
Applicants (6)		Move	Contact	View Profile	More	
<input type="checkbox"/> Name	C					
<input type="checkbox"/> M						
<input type="checkbox"/> E						
<input type="checkbox"/> H						
<input type="checkbox"/> L						
<input type="checkbox"/> V						
<input type="checkbox"/> C						

**Application Information**

Candidate Rating: A - Meet all listed requirements as per the job advertisement

Additional Documentation: 1 document attached

- Click **Move**.

5. The *Move Applicants* dialogue box appears.

The dialogue box is titled 'Move Applicants'. It contains fields for 'Move to status:' (set to 'Hired'), 'Comments' (with a placeholder 'Enter a comment.'), and a note '1000 characters remaining'. Below this is a table titled 'Eligible to Move (1)' showing one candidate 'C' with 'Ready to Hire' status and 'Eligible for the next status.' status. The 'Move' and 'Cancel' buttons are at the bottom.

Eligible to Move (1)		
Name	Current Status	Eligibility
C	Ready to Hire	<input checked="" type="checkbox"/> Eligible for the next status.

**Move** **Cancel**

- Ensure the *Move to status* field shows *Hired*.
- Click **Move**.

## Final change of candidate status to hired

6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Hired*.

Summary

1 out of 1 applicants moved to Hired.

All Applicants (1)

Name	New Status	Eligibility
C	Hired	Success

**Close**

- Click **Close**.

7. The selected applicant's page reappears, displaying the new *Status*.

C

**Move** **Contact** **View Profile** **...**

**Status: Hired**

**Applicant Information** | **CV and Documents** **Comments** **Activity** | **Audit Information**

**Application Information** **Edit**

Candidate Rating: A - Meet all listed requirements as per the job advertisement

Additional Documentation: 1 document attached

- Click **Job Requisitions** to return to the overview of all requisitions.