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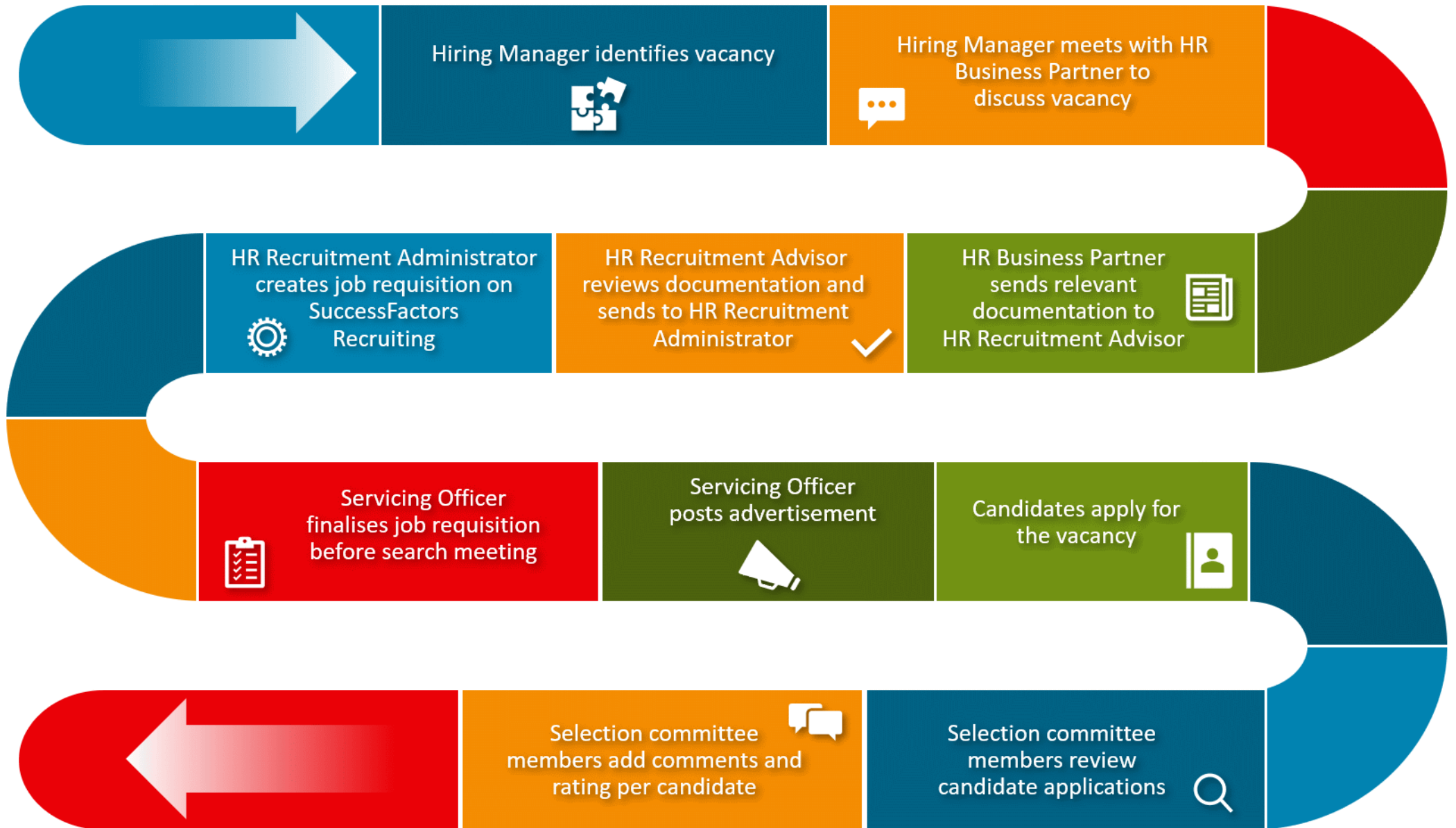
UCT SuccessFactors Recruiting guide for Recruitment Advisors

**Issued by UCT Human Resources
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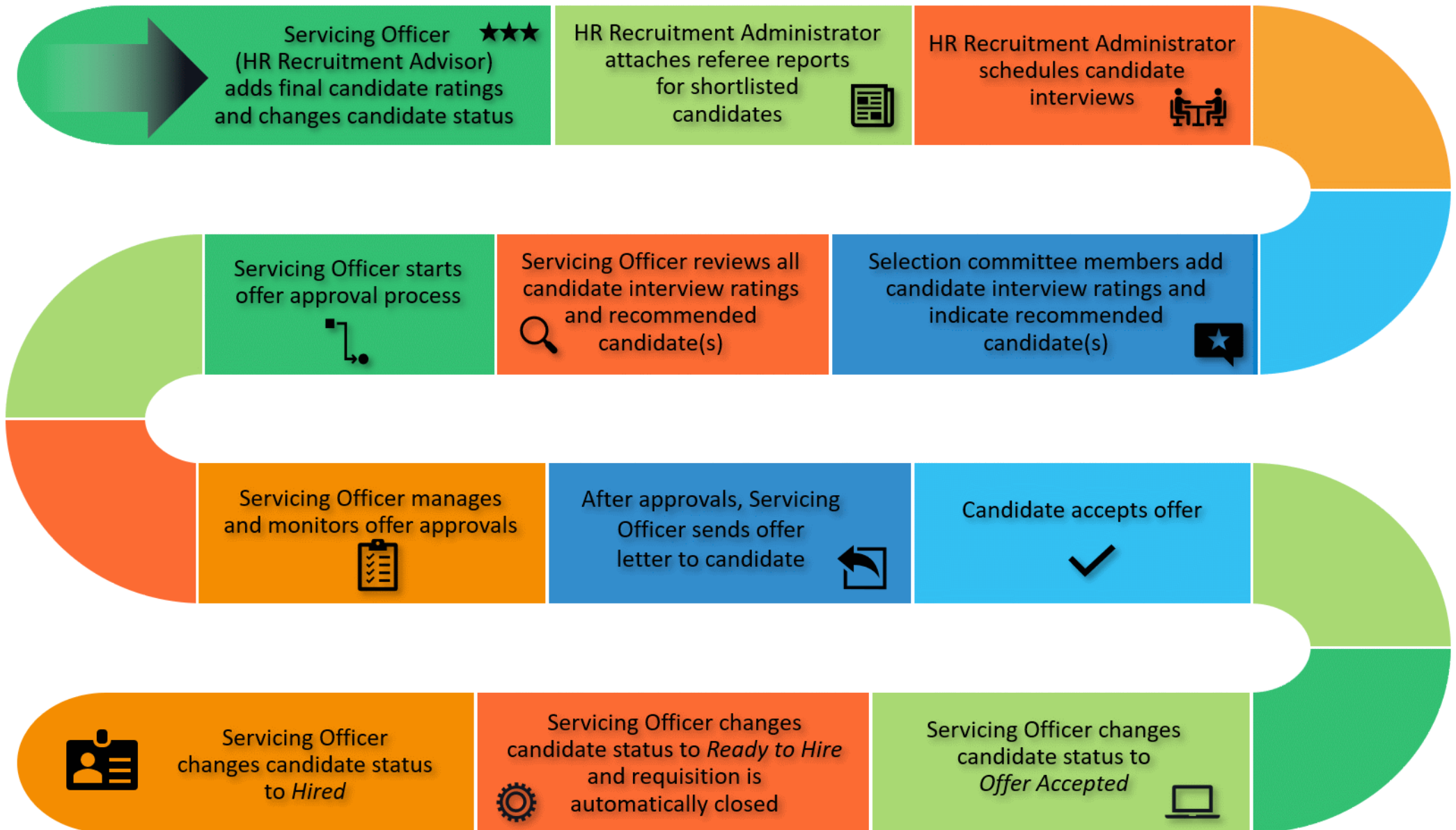
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Process overview: Part 1



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](#).

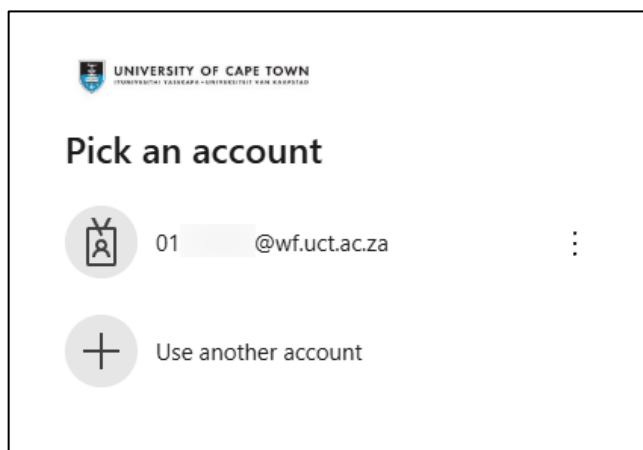
Procedure

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

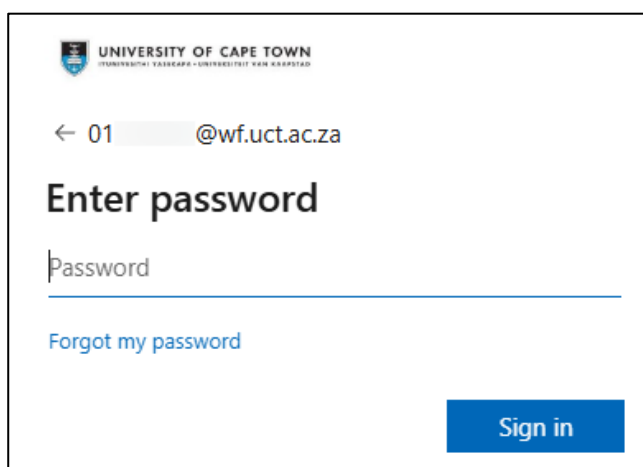
Note: You can also access SuccessFactors via the HR website by clicking *SuccessFactors* at the top of the page.

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

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



- Select the appropriate account.



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

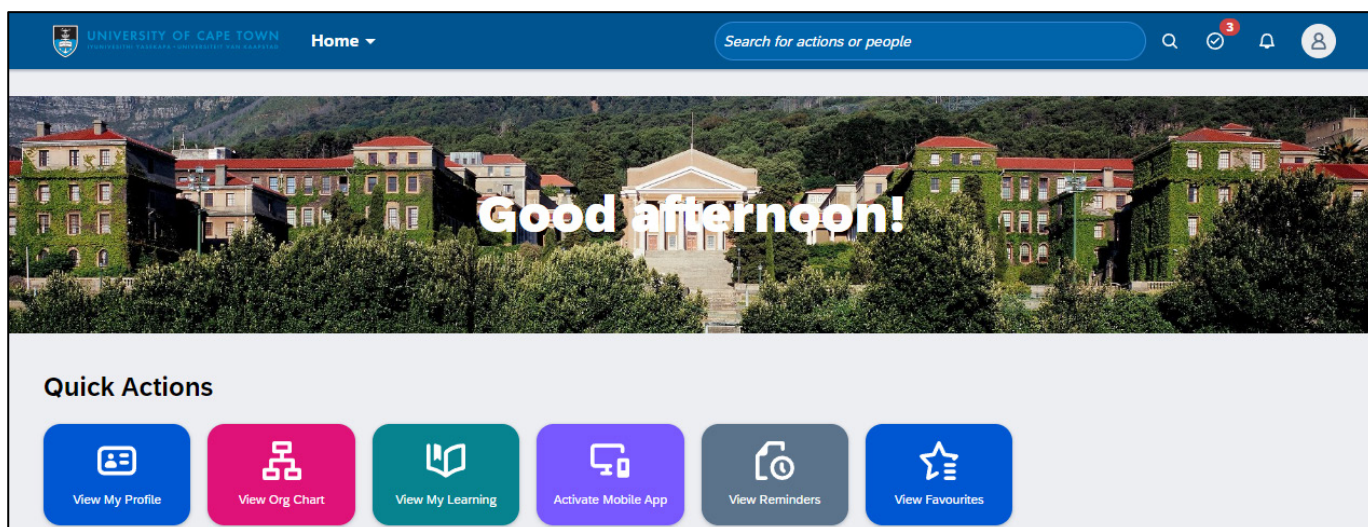
Logging in to SuccessFactors

New users

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

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

4. The *Home* page appears.



- See the [SuccessFactors navigation guide](#) for changing SuccessFactors settings, viewing your public profile or full employee profile, viewing the organisation chart or installing the SuccessFactors mobile app.

Approving a job requisition before the search meeting

Overview

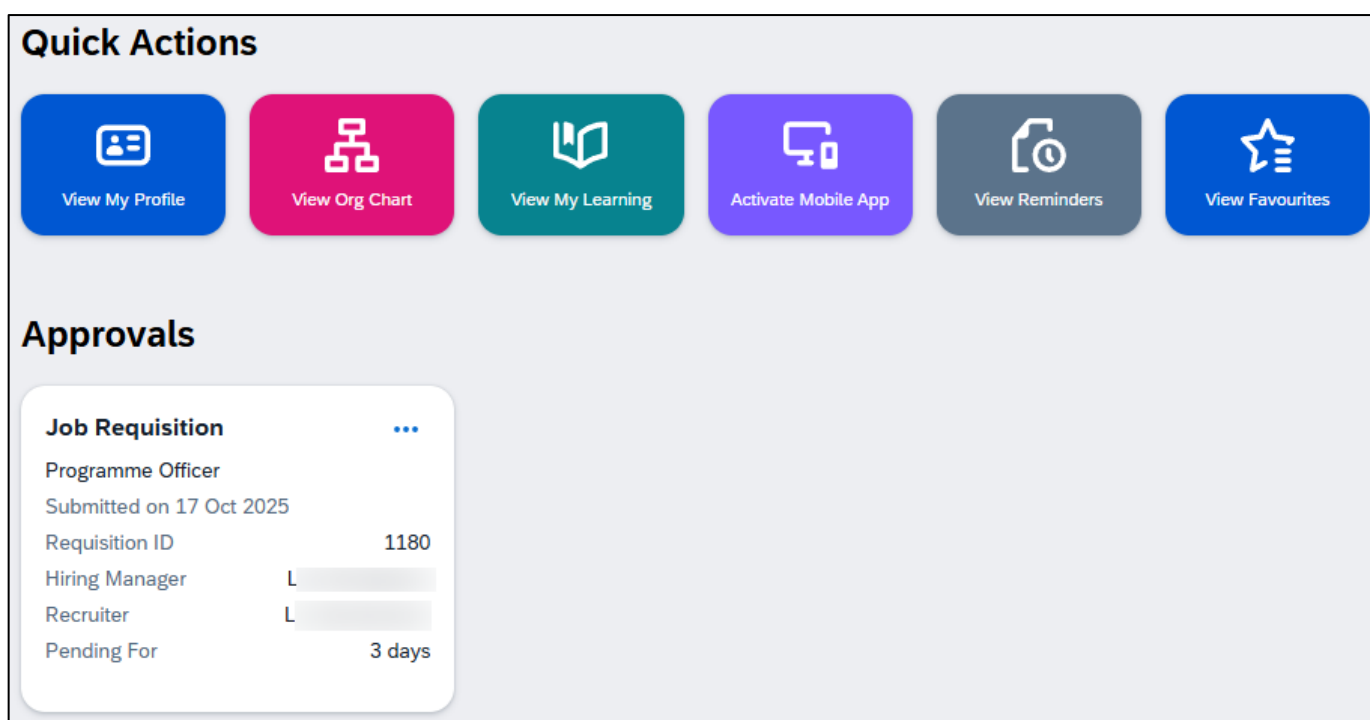
The Recruitment Administrator starts the online recruitment process by creating a new job requisition using the information from the submitted HR202 form (Request to commence a formal recruitment process for posts to be advertised).

The Recruitment Advisor approves the job requisition before the search meeting. Approving before the meeting allows the selection committee members to access the job requisition.

If required, the job requisition can be updated after the search meeting. The Recruitment Advisor then posts the advert(s).

Procedure

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



- 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 before the search meeting

3. The selected job requisition opens.

- 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.
- Click [Info about this form](#) (top right) to review the job requisition’s approval chain, audit trail and change history 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. When finished, click [Close](#) in the bottom right.

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 [Employee]	Create Requisition	Completed
R	Modify Stage	L [Employee]	Recruiter Review	Pending

Audit Trail

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

Approving a job requisition before the search meeting

Job Information and Compensation Information sections:

- Carefully review each section. If there are any changes to make, ensure that the relevant people are consulted and / or informed.
- 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.

Requisition Team section:

Requisition Team

* Hiring Manager [Find Hiring Manager..](#)

* Recruiter [Find Recruiter..](#)

Manage Additional Users

* Recruiting Team [Apply admin defaults](#)
 [Apply personal preferences](#)

* Chairperson [Find Chairperson..](#)

Manage Additional Users

Selection Committee Members
 [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 before the search meeting

Job Posting Information section:

Job Posting Information

Questions

Questions

Required Disqualifier Score Weight Actions

+ Add questions

Required Score:

- 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). Free Text	<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. Free Text	<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. Free Text	<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? Free Text	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you have a valid RSA Drivers Licence Multiple Choices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do you have management experience? Multiple Choices	<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"/>	Select v
	<div style="background-color: #ccc; padding: 5px; border-radius: 3px; display: inline-block;">+ Add more competencies</div>					

Approving a job requisition before the search meeting

- Add the internal and external advert using the draft advertisement attached in the *Requisition Documents* section below. See [Adding advert content](#) for full instructions.

Internal Advert

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

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

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

Requirements:

p > strong > span 246 words

External Advert

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.

- 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 → Approve.
- 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.

Approving a job requisition before the search meeting

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 2 Recruiter Review (Due 20/10/2025) 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 **Approve**.

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

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.

Job Requisitions Preferences Candidates Interview Central Interview Scheduling Message Centre (23)

Job Requisitions

Requisition Statistics

0 Candidates Forwarded 1 New Candidates 0 Current External Requisitions 0 Current Internal Requisitions Average Days Open 160

Create Requisition Offers

Items per page 50 Page 1 of 1

Approve Filter Job Requisitions All job requisitions Filter Manage Columns Highlight Job Title

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

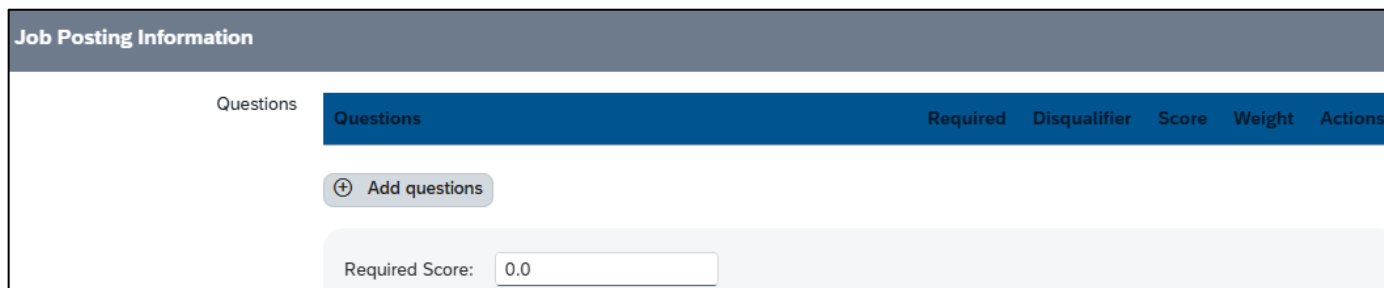
Working with screening questions

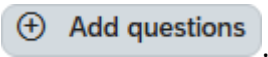
Overview

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.

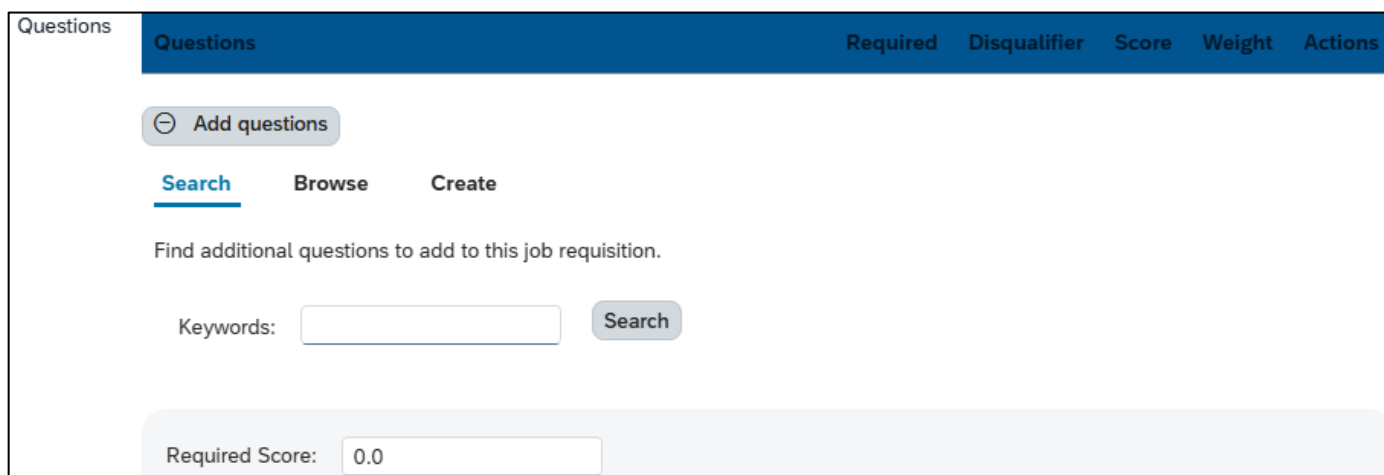
Procedure

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



- Click .

2. The *Search* tab appears.



- 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
<p>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).</p> <p>Free Text</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Select ▾
<p>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.</p> <p>Free Text</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Select ▾
<p>Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document.</p> <p>Free Text</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Select ▾
<p>Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct?</p> <p>Free Text</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Select ▾
<p>Do you have a valid RSA Drivers Licence</p> <p>Multiple Choices</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Select ▾
<p>Do you have management experience?</p> <p>Multiple Choices</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Select ▾
<p>Knowledge of Adobe Photoshop, InDesign and Illustrator?</p> <p>Multiple Choices</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Select ▾

- 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: ▾

Answer Range: [Remove](#)
 [Remove](#)
[Add another answer](#)

Correct answer: ▾

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). <i>Free Text</i>	<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. <i>Free Text</i>	<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. <i>Free Text</i>	<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? <i>Free Text</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do you have a valid RSA Drivers Licence <i>Multiple Choices</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do you have management experience? <i>Multiple Choices</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

- 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.

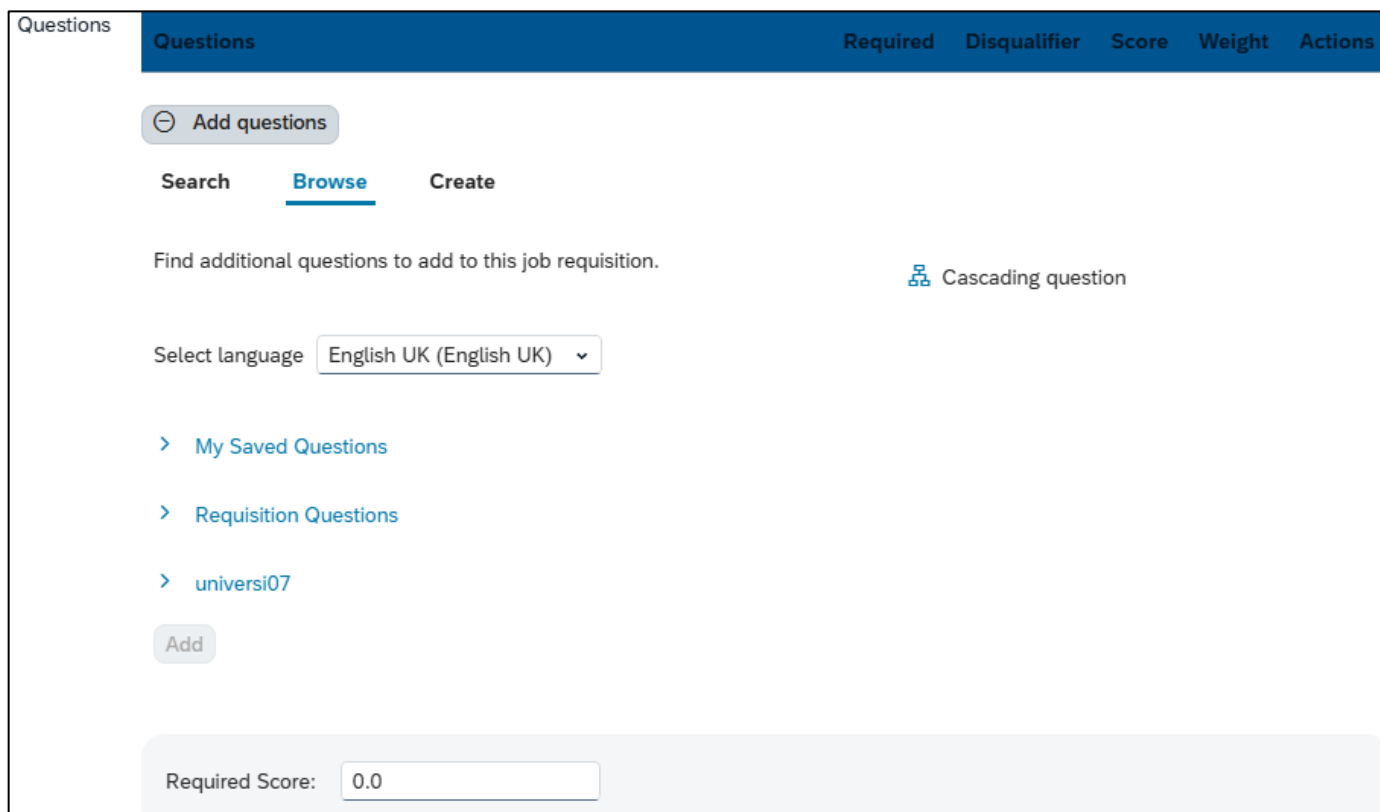
Do you have a valid RSA Drivers Licence <i>Multiple Choices</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	Select ▾
Do you have management experience? <i>Multiple Choices</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	Select ▾
Knowledge of Adobe Photoshop, InDesign and Illustrator? <i>Multiple Choices</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	Select ▾
Do you have knowledge of the higher education sector? <i>Multiple Choices</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25	Select ▾
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> ⊕ Add questions </div>					
Required Score: <input style="width: 100px;" type="text" value="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 before the search meeting](#).

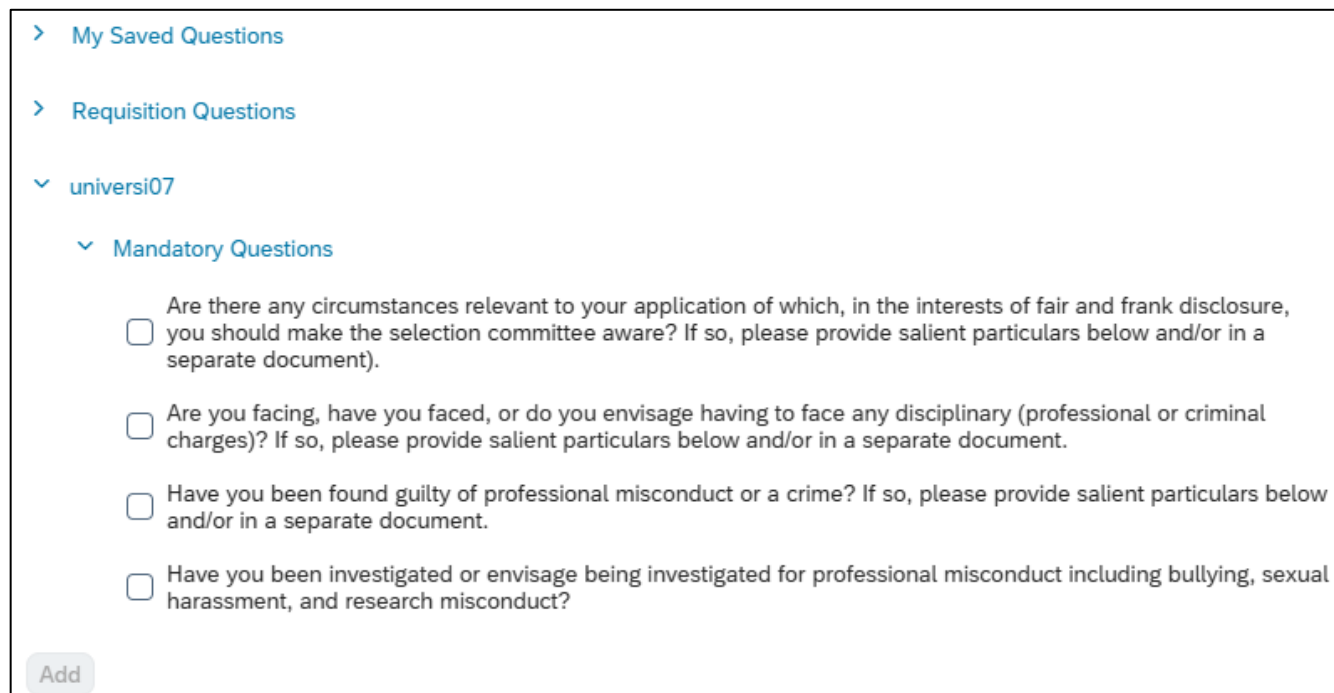
Working with screening questions

Selecting existing UCT questions

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



- Expand *universi07 > Mandatory Questions*.



- 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.

The screenshot shows a modal window titled "Add questions" with a minus sign icon. It has three tabs: "Search", "Browse", and "Create" (which is underlined in blue). Below the tabs is the instruction "Create and add your own questions to this job requisition." followed by a large empty text input field. At the bottom left, it says "Answer Format:" and at the bottom right, there is a blue link "Edit Answer". A blue "Create" button is located at the bottom left of the modal.

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

This screenshot shows the same "Add questions" modal window. The question text "Knowledge of Adobe Photoshop, InDesign and Illustrator?" is now entered in the text input field. The "Edit Answer" link is now blue. The "Answer Format:" label is visible, and next to it is a dropdown menu currently showing "- Choose -". Below this, there is another "Answer Format:" label and an "Answer Range:" label. A grey "Close" button is located at the bottom right of the modal.

- 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
<p><i>Multiple Choices</i></p>	<div data-bbox="359 353 836 667"> <p>Answer Format: <input type="text" value="Multiple Choices"/></p> <p>Answer Range: Add another answer</p> <p>Correct answer: <input type="text" value="v"/></p> <p><input type="button" value="Close"/></p> </div> <p data-bbox="359 689 742 723">– Click <i>Add another answer</i>.</p> <div data-bbox="359 741 1005 1039"> <p>Answer Format: <input type="text" value="Multiple Choices"/></p> <p>Answer Range: <input type="text"/> Remove</p> <p>Add another answer</p> <p>Correct answer: <input type="text" value="v"/></p> <p><input type="button" value="Close"/></p> </div> <p data-bbox="359 1061 1141 1095">– Enter the first answer in the <i>Answer Range</i> field e.g. Yes.</p> <p data-bbox="359 1099 742 1133">– Click <i>Add another answer</i>.</p> <div data-bbox="359 1151 1005 1518"> <p>Answer Format: <input type="text" value="Multiple Choices"/></p> <p>Answer Range: <input type="text" value="Yes"/> Remove</p> <p><input type="text"/> Remove</p> <p>Add another answer</p> <p>Correct answer: <input type="text" value="Yes"/></p> <p><input type="button" value="Close"/></p> </div> <p data-bbox="359 1541 1444 1731"> – Enter the second answer below the first answer e.g. No. – Enter any remaining answers by clicking <i>Add another answer</i> and using the field provided. – Use the <i>Remove</i> option to delete any unwanted answers. – Select the <i>Correct answer</i> for the question using the dropdown list. </p> <p data-bbox="359 1742 566 1776">– Click <input type="button" value="Close"/>.</p> <p data-bbox="359 1798 582 1832">– Click <input type="button" value="Create"/>.</p>

Working with screening questions

Creating a new question

Answer Format	Options
<p><i>Numeric</i></p>	<div data-bbox="357 353 1252 674" style="border: 1px solid black; padding: 5px;"> <p>Answer Format: <input type="text" value="Numeric"/></p> <p>Answer Range: <input type="text" value="Any Positive Number"/></p> <p>Desired answer: <input type="text" value="0.0"/> <input type="radio"/> higher <input type="radio"/> lower</p> <p style="text-align: center;"><input type="button" value="Close"/></p> </div> <ul style="list-style-type: none"> - Enter the <i>Desired answer</i>. If applicable, use the <i>higher</i> or <i>lower</i> options to expand the desired answer range e.g. for number of years management experience the desired answer could be 2 or higher. - Click <input type="button" value="Close"/>. - Click <input type="button" value="Create"/>.
<p><i>Free Text</i></p>	<div data-bbox="357 963 954 1274" style="border: 1px solid black; padding: 5px;"> <p>Answer Format: <input type="text" value="Free Text"/></p> <p>Answer Range: <input type="text" value="200"/></p> <p style="text-align: center;"><input type="button" value="Close"/></p> </div> <ul style="list-style-type: none"> - If applicable, change the maximum number of characters allowed in the <i>Answer Range</i> field. - Click <input type="button" value="Close"/>. - Click <input type="button" value="Create"/>.

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	<input type="text" value="0.0"/>	<input type="text" value="0"/>	Select ▾
<input type="button" value="⊕ Add more competencies"/>						

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

Are you sure you want to delete this competency?

- Click to confirm the competency deletion.
- Click .

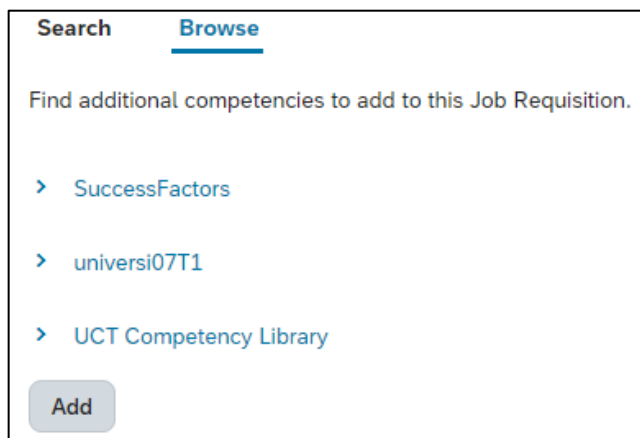
2. The *Search* tab appears.

Competency	Library	Category	Expected Rating %	Weight %	Action
<input type="button" value="⊖ Add more competencies"/>					
<div style="display: flex; justify-content: space-between; align-items: center;"> <u>Search</u> Browse </div> <p>Find additional competencies to add to this Job Requisition.</p> <div style="display: flex; align-items: center; margin-top: 10px;"> Keywords: <input style="width: 150px;" type="text"/> <input style="margin-left: 20px;" type="button" value="Go"/> </div>					

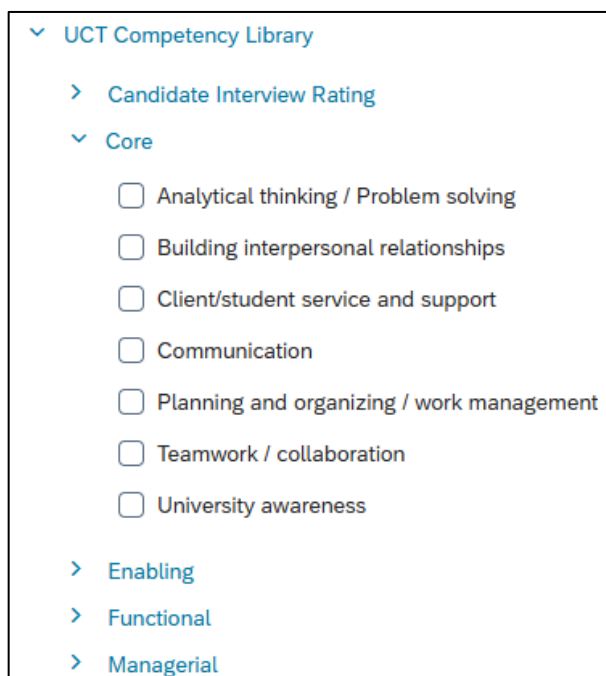
- Select the *Browse* tab.

Working with competencies

3. The *Browse* tab appears.



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

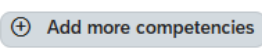


– Select one or more competencies using the appropriate checkbox(es).

– Click  .

– 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"/>	Select ▼
Planning and organizing / work management	UCT Competency Library	Core	<input type="text" value="0"/>	<input type="text" value="0"/>	Select ▼
Adaptability / flexibility	UCT Competency Library	Enabling	<input type="text" value="0"/>	<input type="text" value="0"/>	Select ▼
Quality commitment/ work standards	UCT Competency Library	Enabling	<input type="text" value="0"/>	<input type="text" value="0"/>	Select ▼

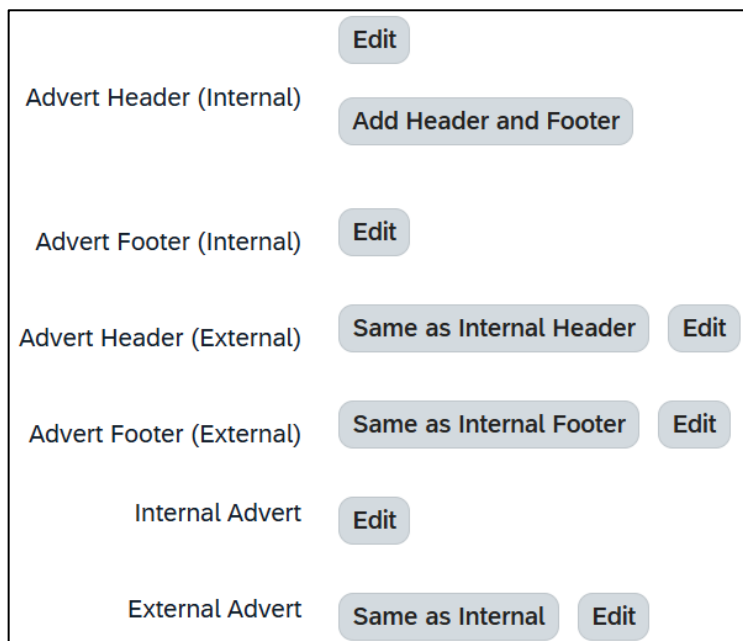


– Return to [Approving a job requisition before the search meeting](#).

Adding advert content

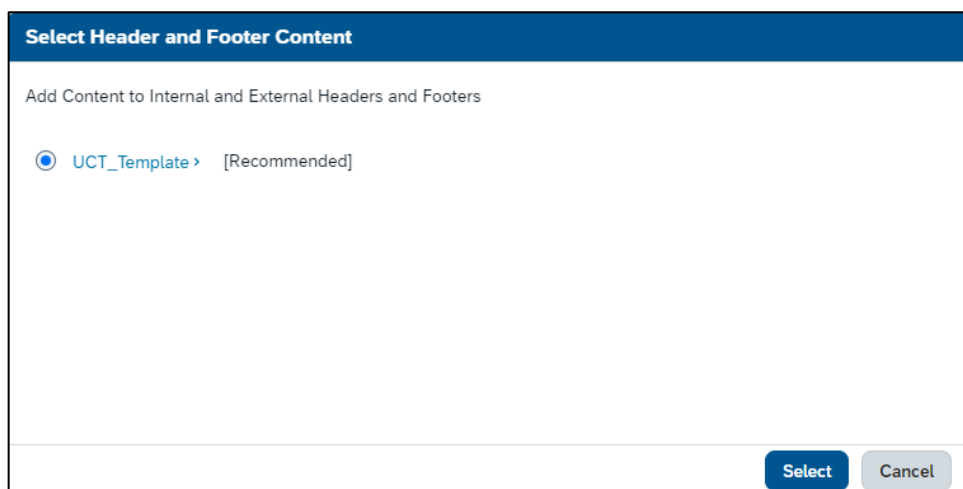
Procedure

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



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

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



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

Adding advert content

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

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

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

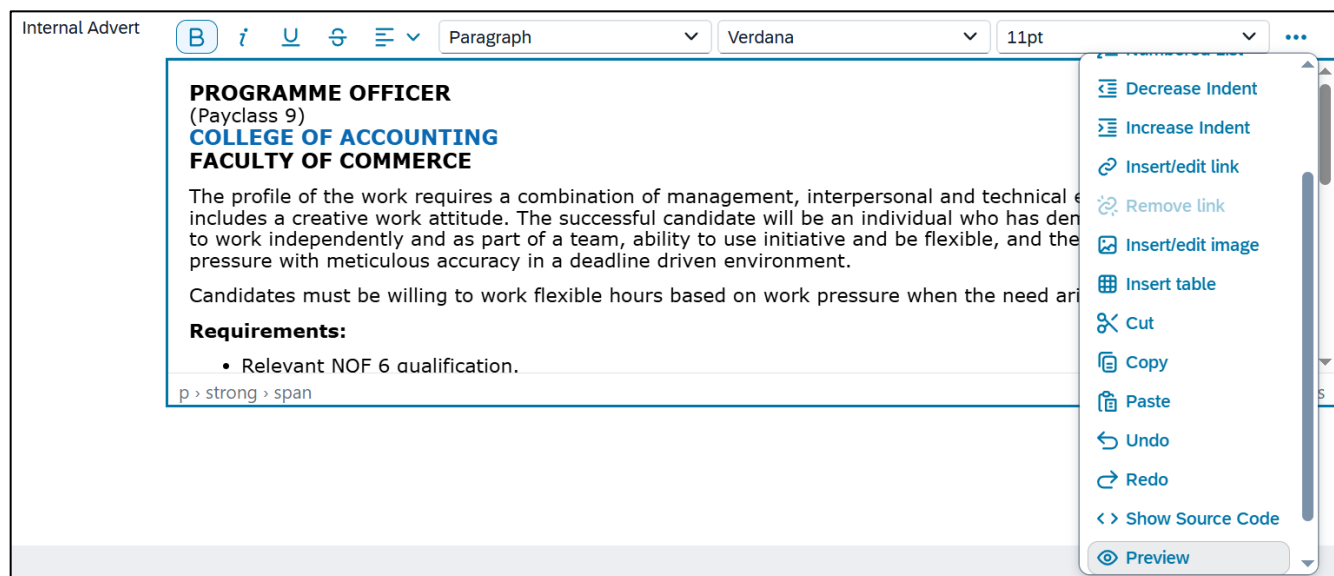
- Click **Edit** next to *Internal Advert* at the bottom of the advert section.

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

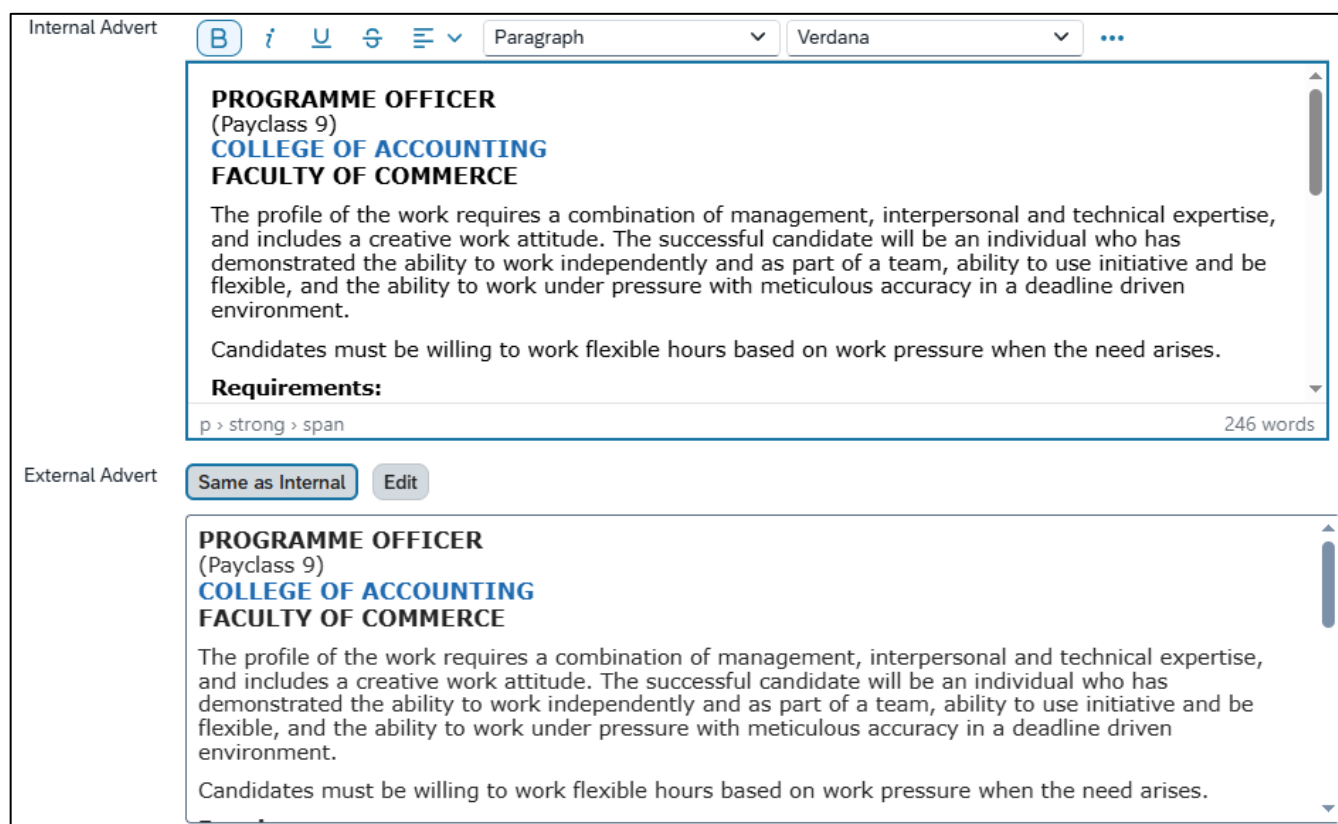
The screenshot shows the editing interface for an internal advert. At the top, there is a toolbar with icons for bold (B), italic (i), underline (u), link, and list. The text format is set to **Paragraph**, the style to **Default**, and the font size to **12pt**. Below the toolbar is a large, empty text area for editing. At the bottom left of the text area is a small 'p' icon, and at the bottom right is a word count indicator showing **0 words**.

Adding advert content

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



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

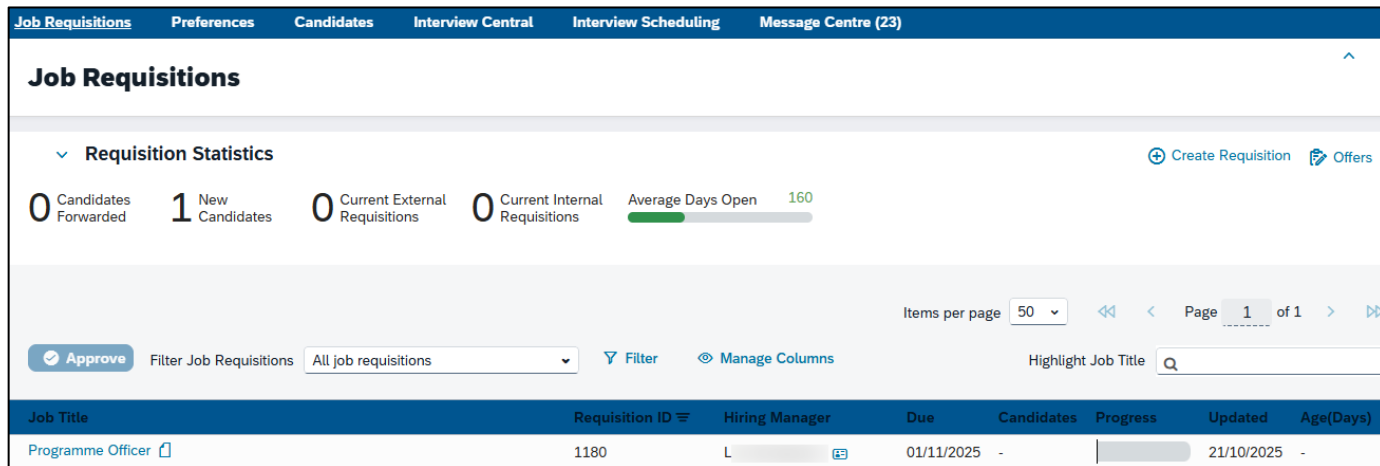


- Return to [Approving a job requisition before the search meeting](#).

Creating a job posting (advert)

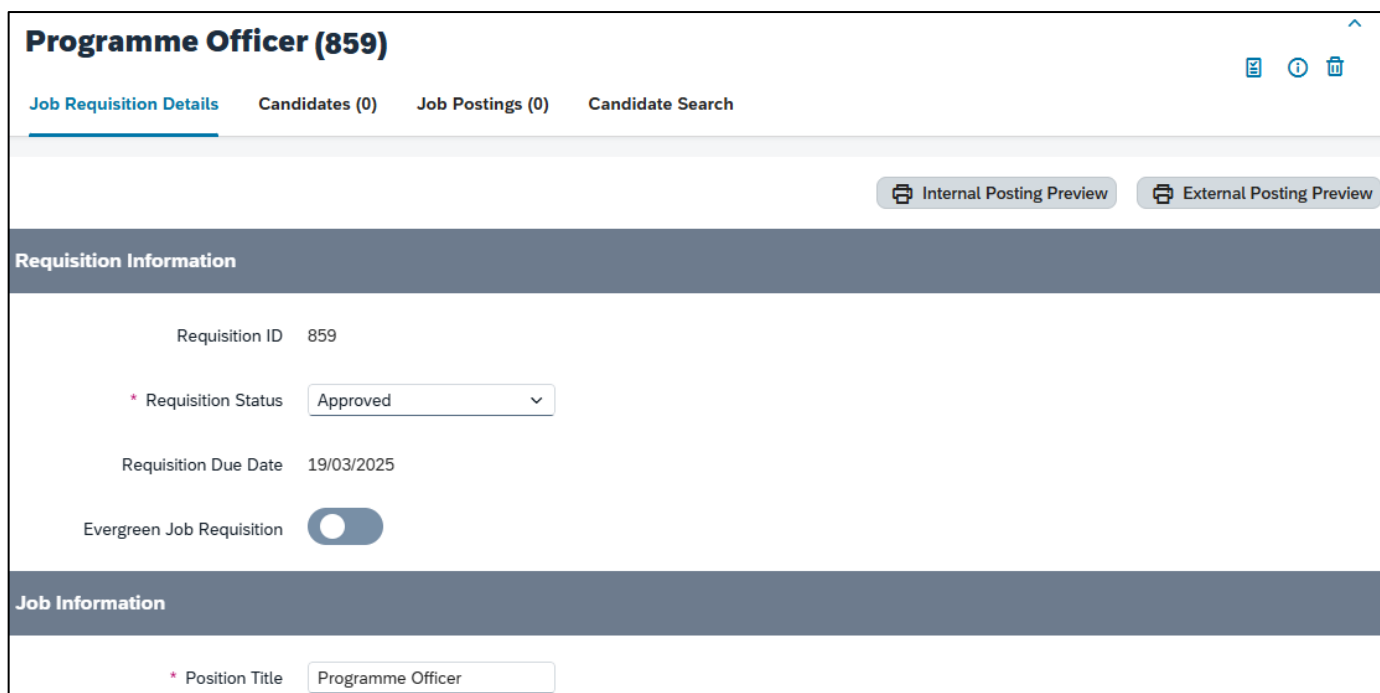
Procedure

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*.

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"/>		--	--	<button>Post Job</button>
Corporate Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>		<input type="text" value="DD/MM/YYYY"/>		--	--	<button>Post Job</button>
Internal Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>	--	--	--	<button>Post Job</button>
External Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>	--	--	--	<button>Post Job</button>

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	<button>Remove Post</button>
Corporate Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>		<input type="text" value="DD/MM/YYYY"/>		--	--	<button>Post Job</button>
Internal Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>	--	--	--	<button>Post Job</button>
External Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>	--	--	--	<button>Post Job</button>

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.

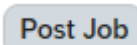
- The job advert will be available on the internal careers site within SuccessFactors on the selected posting date. To view the internal advert, choose *Careers* from the main dropdown menu at the top of the page.

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  .
- A message in green text 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	Posted	22/10/2025	15:46 SAST	05/11/2025	23:59 SAST	22/10/2025	L	
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 external careers site (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.

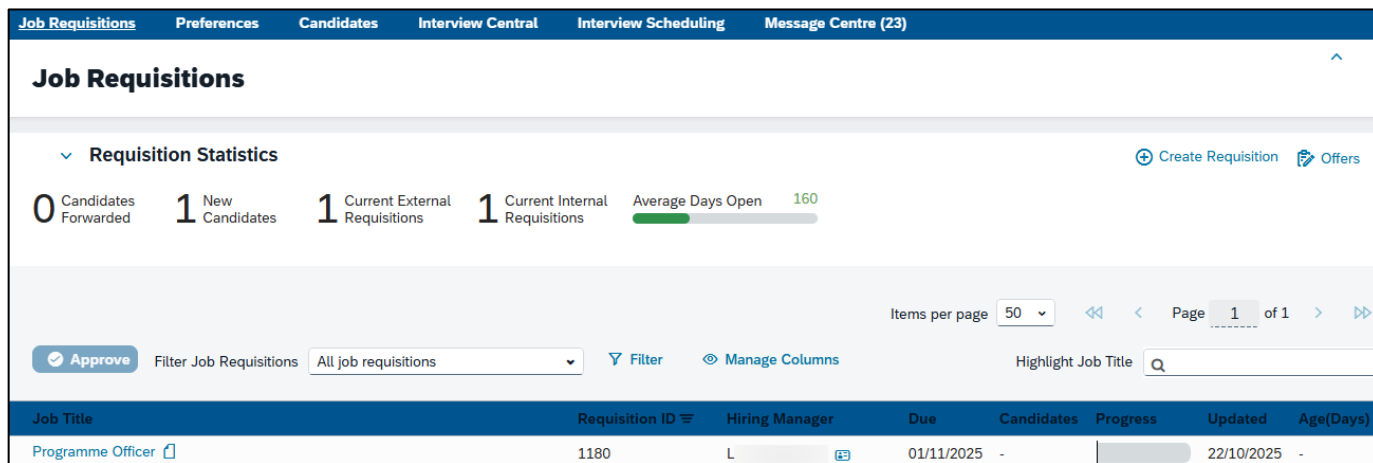
5. The *Job Requisitions* page appears. The *Current External Requisitions* and *Current Internal Requisitions* reflect the number of posted external and internal adverts for job requisitions you are involved in. As applicants apply for a job, the number will increase in the *Candidates* column.

Job 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)

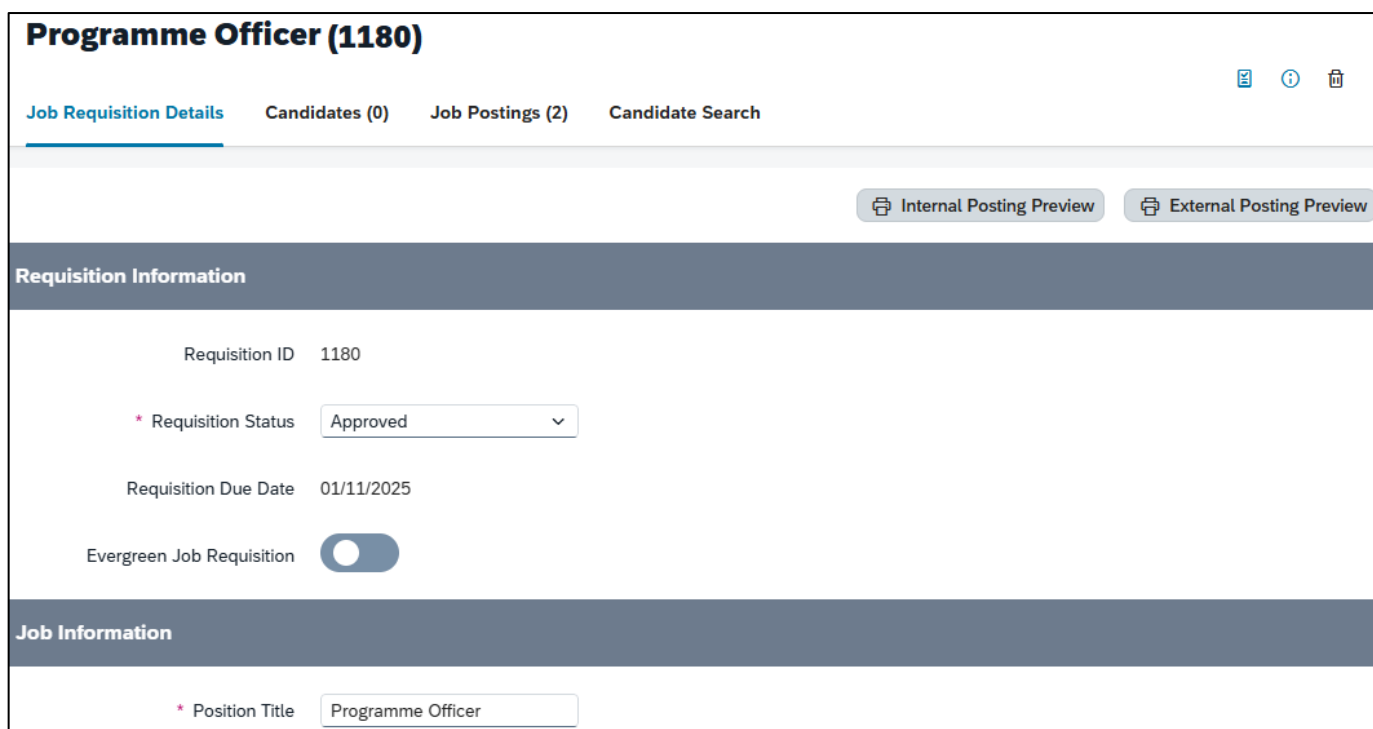
Procedure

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



- 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	Remove Post
Corporate Posting	Posted	22/10/2025	15:46 SAST	05/11/2025	23:59 SAST	22/10/2025	L	Remove Post
Internal Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>	--	--	--	Post Job
External Private Posting	Not Posted	<input type="text" value="DD/MM/YYYY"/>	--	<input type="text" value="DD/MM/YYYY"/>	--	--	--	Post Job

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

- Click **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.

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.](#)

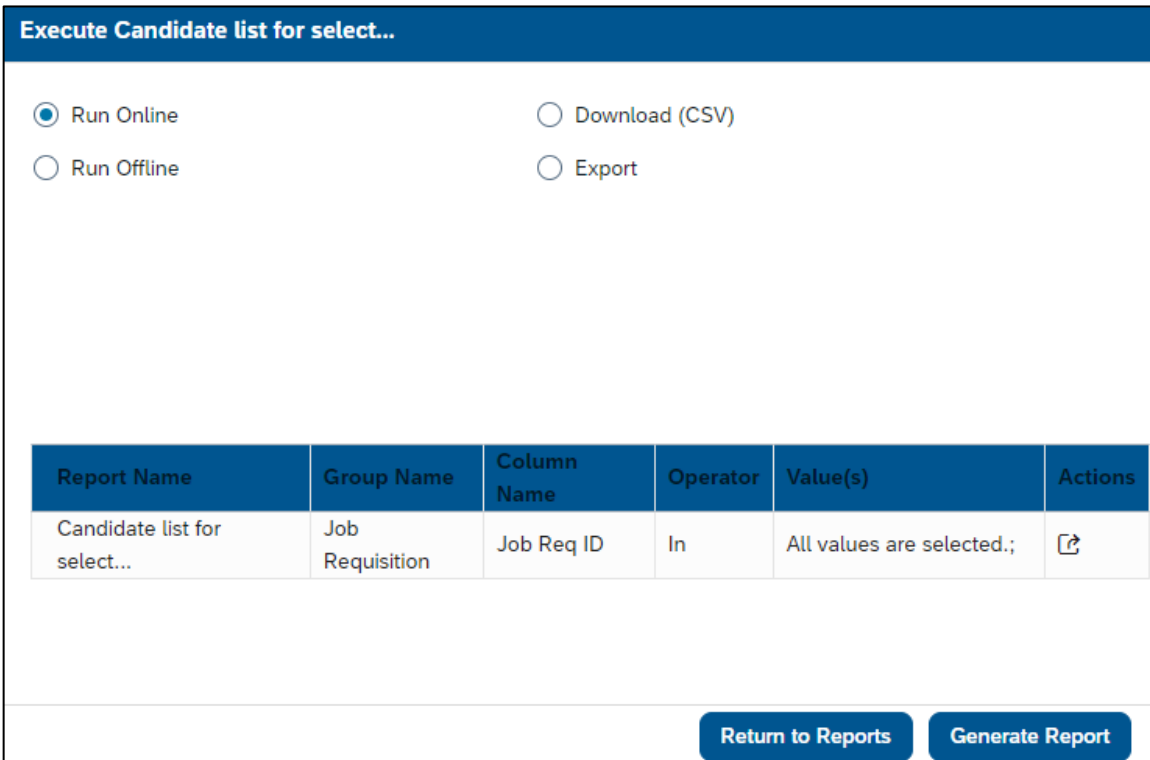
- Choose *Home > Reporting.*

2. The *Report Centre* page appears.

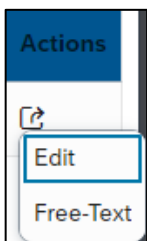


- Click the *Candidate list for selection committee (Servicing Officer)* report name.

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




- 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  .

Running the Candidate list report

- 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...

Run Online
 Run Offline

Download (CSV)
 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.

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

Candidate list for selection committee (Servicing Officer)

Download
📄 CSV
📊 Excel
📄 PDF
📄 PPT

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.

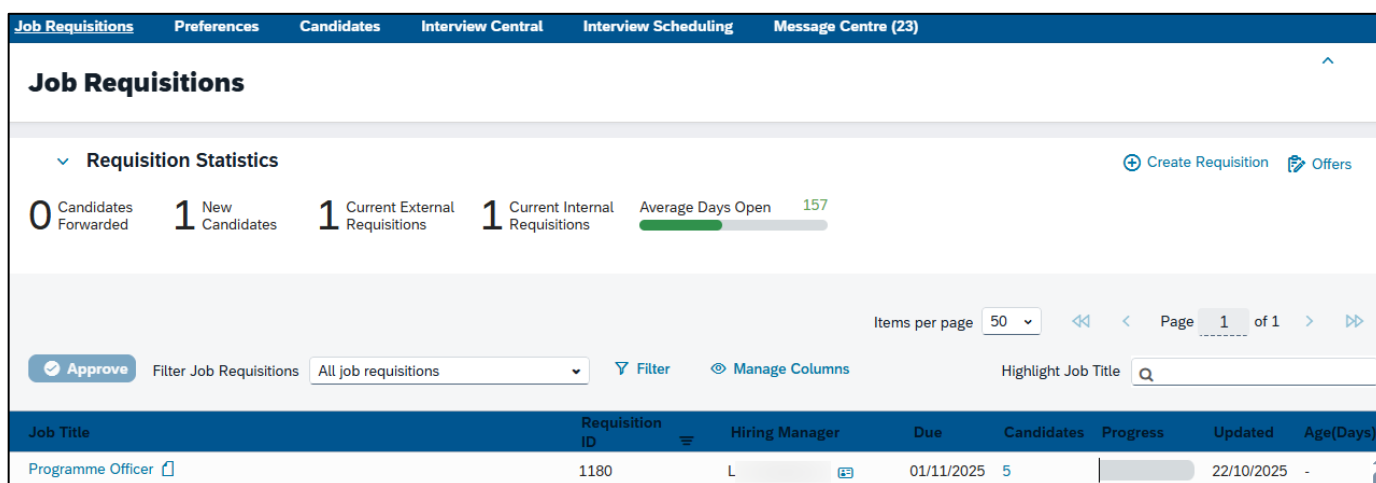
Adding applicant ratings and changing applicant status

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.



- 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.

The screenshot shows the 'Applicants' page for a requisition titled 'Programme Officer (1180)'. On the left, the 'Status and Filters' section is visible, listing various applicant statuses and their counts. The main area displays a table of 5 applicants. The 'Automatic Disqualified' status is selected in the sidebar, and the table shows one applicant with this status.

Status	Count
Forwarded	0
Invited To Apply	0
New Application	4
Pre-screening	0
Retain	0
Assessment	0
Interview	0
Offer	0
Ready to Hire *	0
Hired	0
Regret	0
Automatic Disqualified	1
Requisition Closed	0
Hired On Other Requisit...	0
Deleted On Demand By...	0
Deleted On Demand By...	0
Declined DPCS	0
Withdrawn By Candidate	0

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
E	Automatic Disqualified		23/10/2025		
H	New Application		23/10/2025		
L	New Application		23/10/2025		
V	New Application		23/10/2025		
C	New Application		23/10/2025		

- The *Status and Filters* section on the left 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 *Automatic 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.

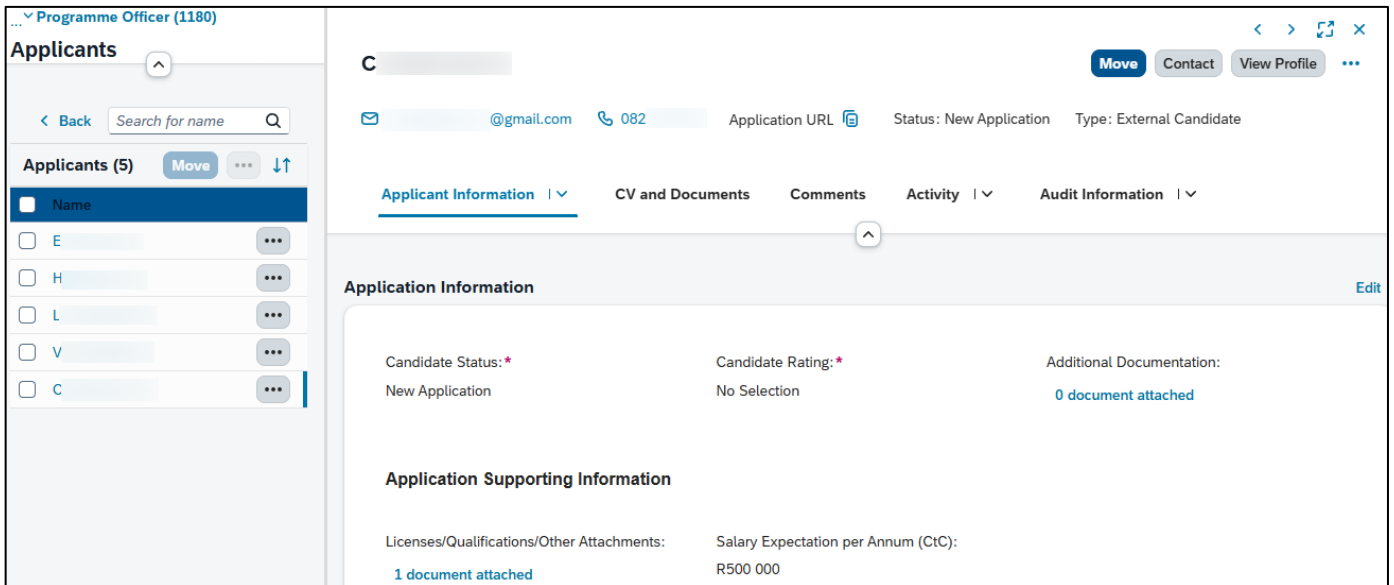
This screenshot shows the same 'Applicants' page, but with the 'Automatic Disqualified' status selected in the 'Status and Filters' sidebar. The main area now displays only one applicant with this status.

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
E	Automatic Disqualified		23/10/2025		

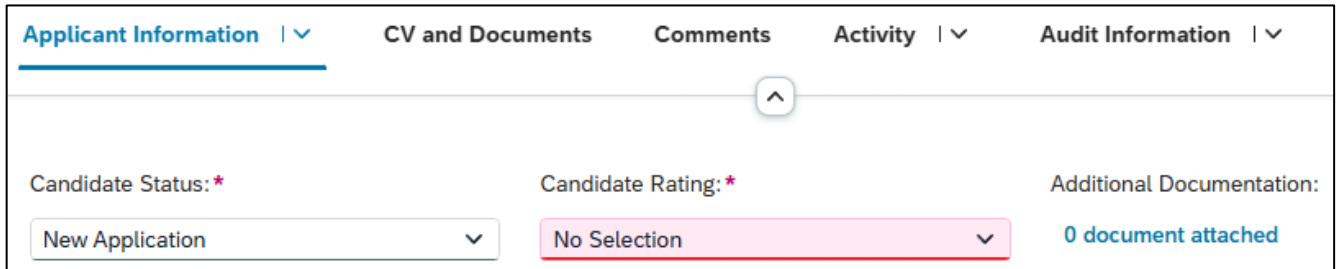
- The *Status and Filters* section can be hidden by clicking *Hide*. Click **Status and Filters** to show it again.
- Click *Settings* to select columns to show, columns to hide and/or change the column order. A maximum of 9 columns can be selected.

Adding applicant ratings and changing applicant status

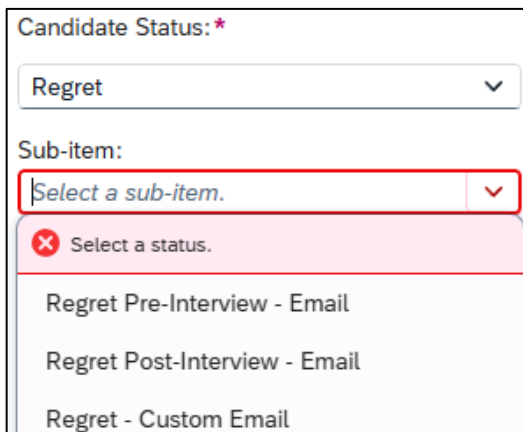
- Click  *Sort* to select ascending or descending sort order or to choose a specific column to sort by.
 - Select an applicant to view by clicking their name in the *Name* column.
4. The list of applicants appears on the left with the selected applicant’s details on the right.



- 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 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*.



Adding applicant ratings and changing applicant status

- If required due to skipping a step, enter a comment below the new *Candidate Status*.

Candidate Status: *

Interview

Comments: *

Skipping Retain step for the next status. Enter a comment to move.

Enter a comment.

1000 characters remaining

- Select the appropriate *Candidate Rating* (A, B or C).

Application Information Save Cancel

Candidate Status: * Interview

Candidate Rating: * A - Meet all listed requirements as p...

Additional Documentation: 0 document attached

Comments: *

Skipping Retain step for the next status. Enter a comment to move.

999 characters remaining

- Click *Save* on the right. A message briefly appears above the *Applicant Information* section, confirming that the changes were saved. The applicant's page displays the new *Candidate Status* and *Candidate Rating*.

Application Information Edit

Candidate Status: * Interview

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

Additional Documentation: 0 document attached

- 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, change the *Candidate Status* and enter the *Candidate Rating*.
- When all applicants have been changed, click *Back* on the left in the *Applicants* section.

Adding applicant ratings and changing applicant status

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

The screenshot displays the 'Applicants' page for a 'Programme Officer (1180)' requisition. The interface includes a top navigation bar with tabs for 'Job Requisitions', 'Preferences', 'Candidates', 'Interview Central', 'Interview Scheduling', and 'Message Centre (23)'. On the left, a 'Status and Filters' sidebar is visible, showing various applicant statuses and their counts. The main content area features a search bar and a table of 5 applicants.

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

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

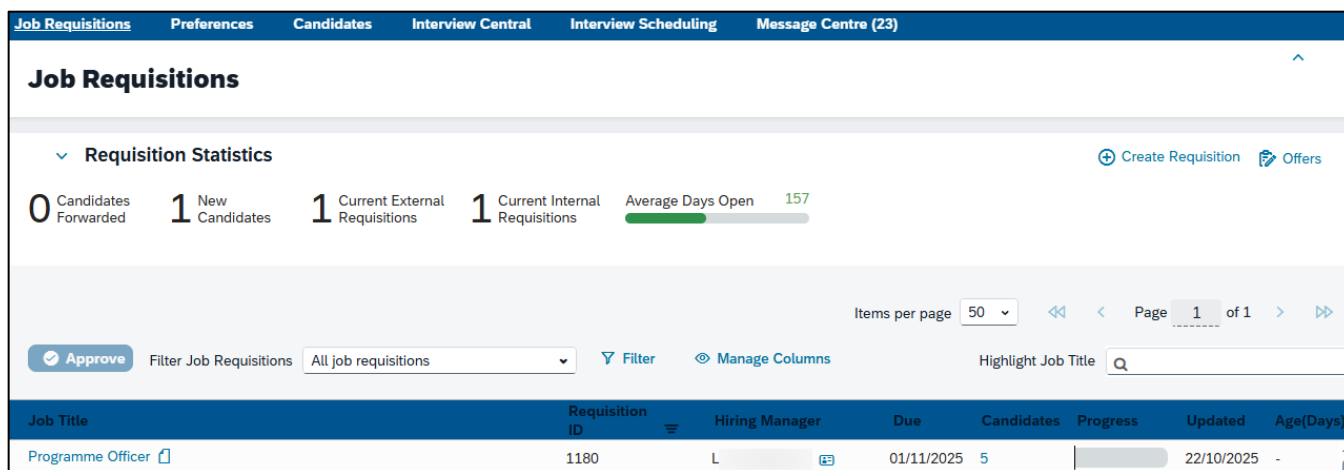
Changing applicant status after initial rating and status change

Background

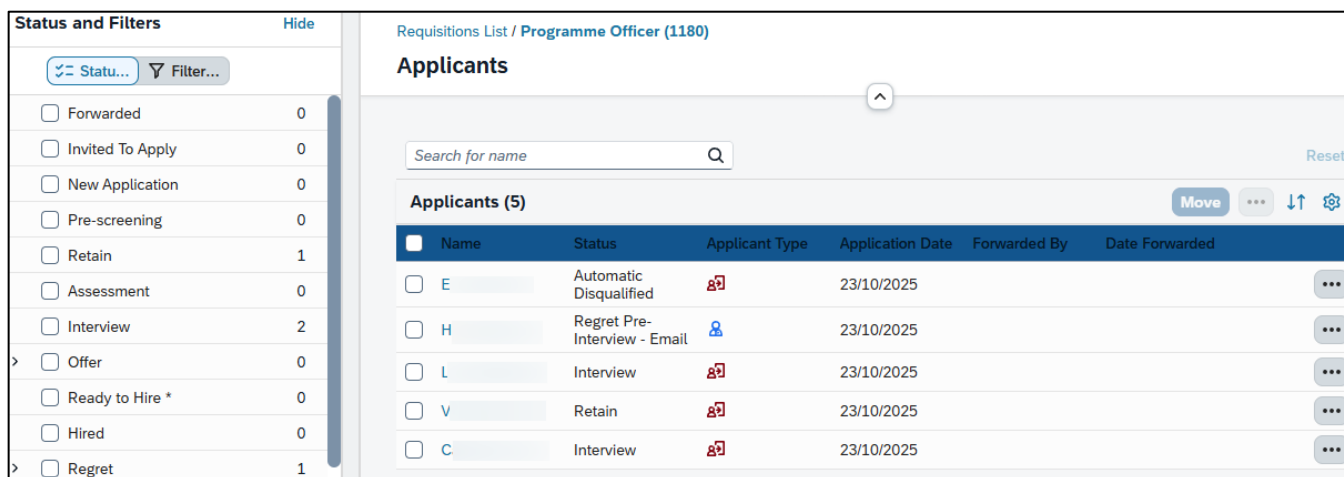
This procedure is used to change applicant status after the initial [rating and status change](#).

Procedure

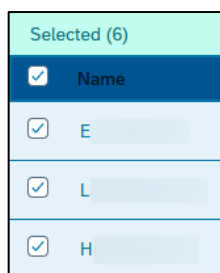
1. [Log in to SuccessFactors and access the Home page](#).
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.



- 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	✓ Eligible for the next status.
V [redacted]	Retain	✓ 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 [redacted]	Assessment	✔ Success
V [redacted]	Assessment	✔ Success

Close

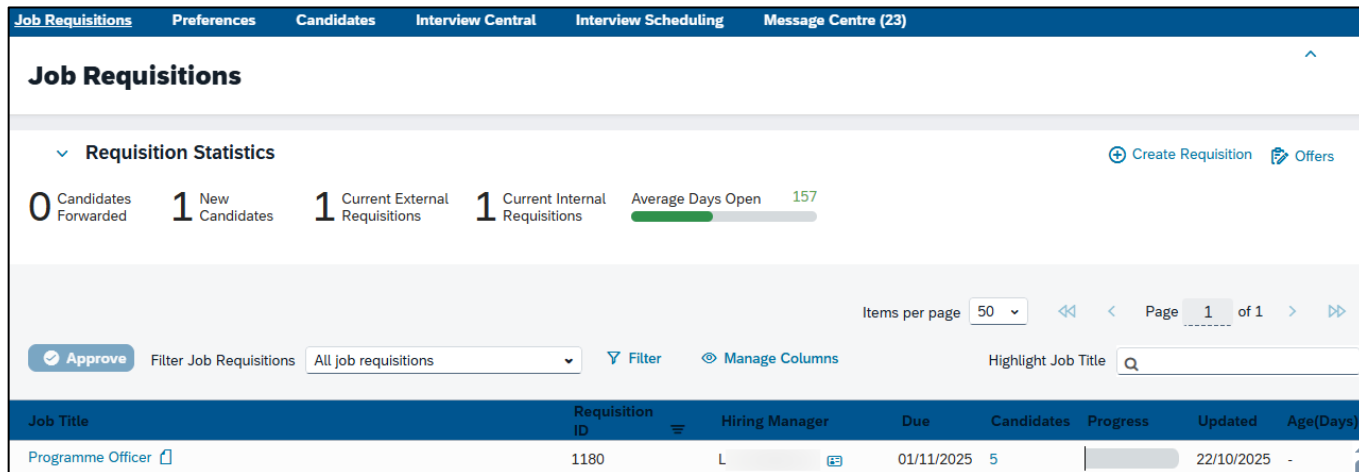
– Click Close.

6. The *Applicants* page reappears.

Adding a selection committee member to a job requisition

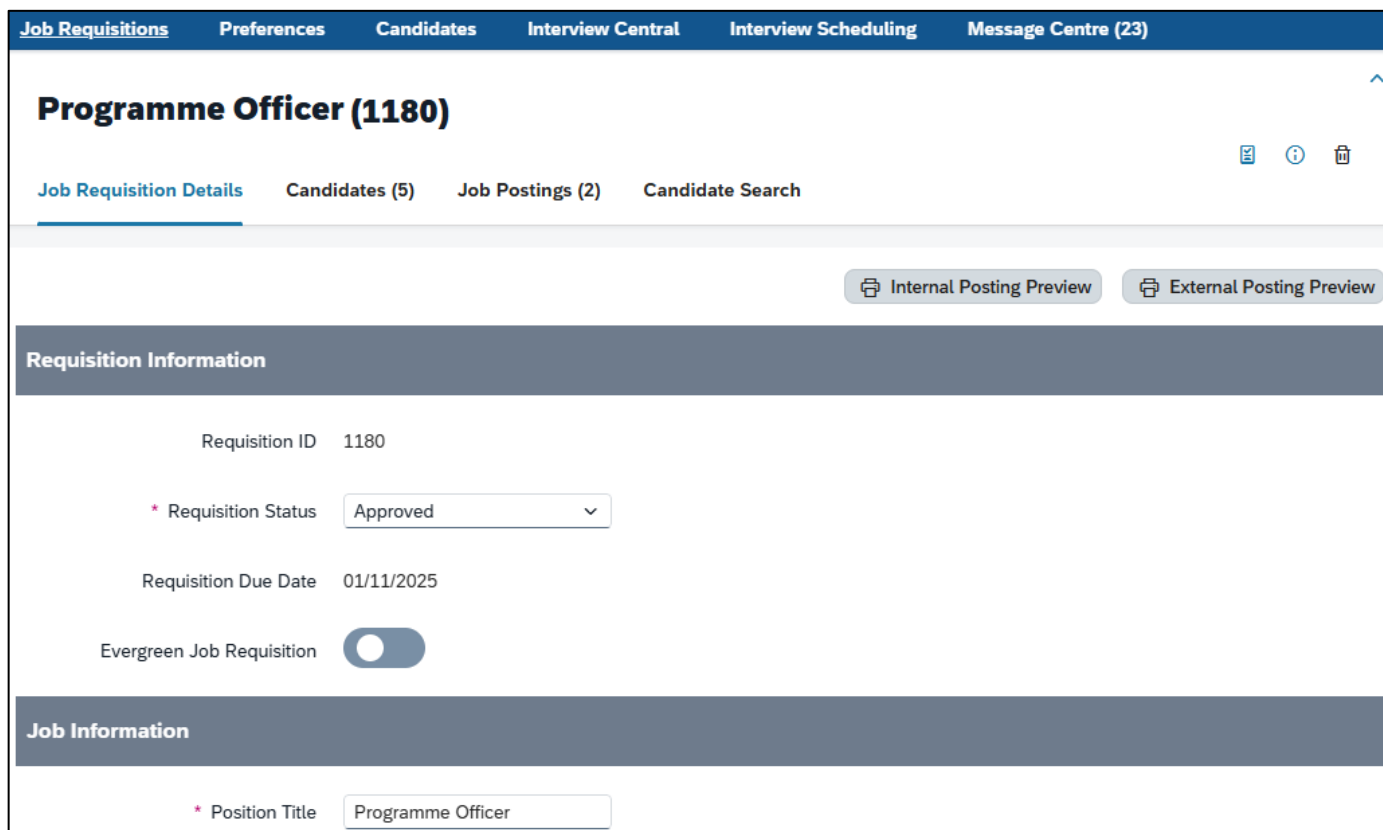
Procedure

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



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

3. The selected job requisition opens.



- Scroll down to the *Requisition Team* section.

Adding a selection committee member to a job requisition

Requisition Team section:

Requisition Team

* Hiring Manager [Find Hiring Manager..](#)

* Recruiter [Find Recruiter..](#)

Manage Additional Users

* Recruiting Team [Apply admin defaults](#)
 [Apply personal preferences](#)

* Chairperson [Find Chairperson..](#)

Manage Additional Users

Selection Committee Members
 [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.

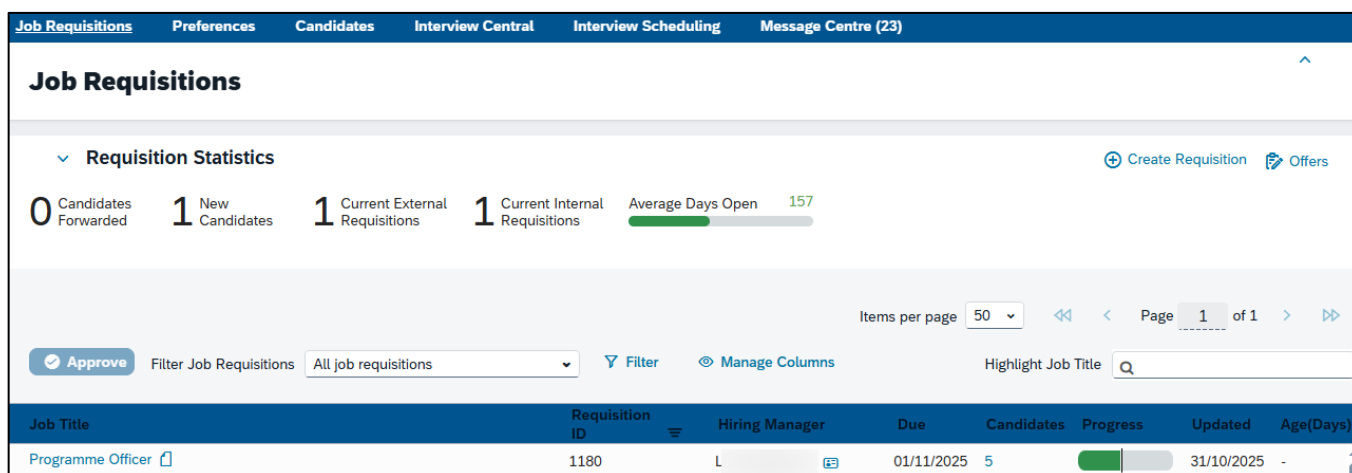
Reviewing interview ratings and candidate recommendations

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.

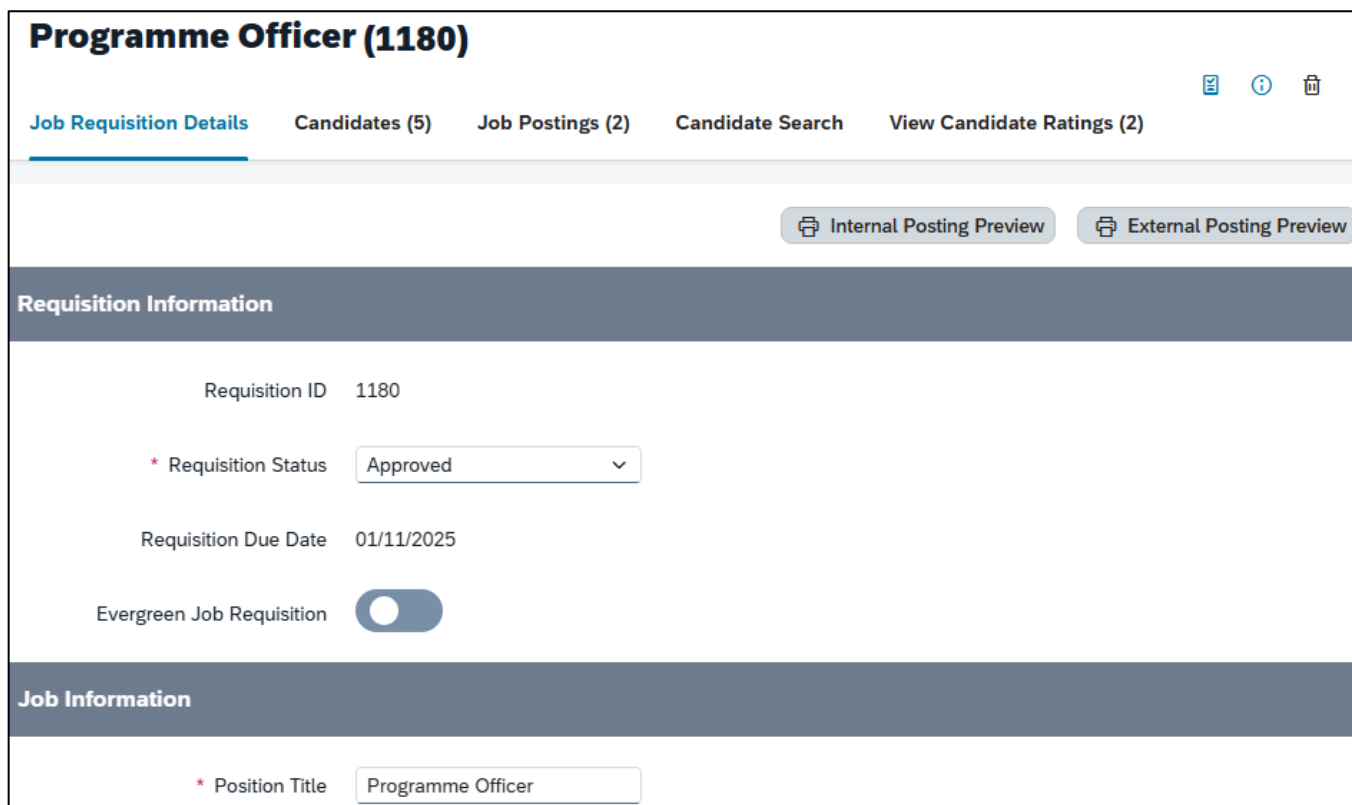
Procedure

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



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

3. The *Job Requisition Details* page appears.



- Click *View Candidate Ratings*.

Reviewing interview ratings and candidate recommendations

- 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

Job Requisition Details Candidates (5) Job Postings (2) Candidate Search **View Candidate Ratings (2)**

Include Disqualified Candidates

Items per page 10 Page 1 of 1 Print Preview

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

Stack Ranking

Competency: Summary

- C 4.67
- L 3.33

Rated on a set of competencies

Job Requisition Details Candidates (6) Job Postings (0) Candidate Search **View Candidate Ratings (2)**

Include Disqualified Candidates

Items per page 10 Page 1 of 1 Print Preview

Competency	L	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

Stack Ranking

Competency: Summary

- L 4.67
- M 3.17

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

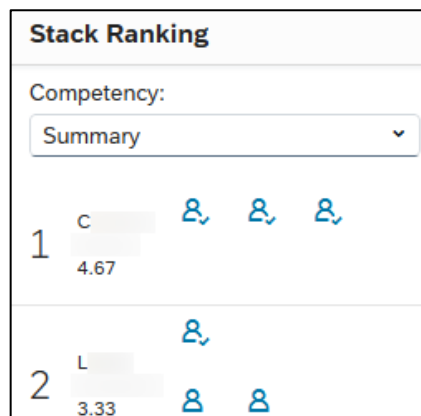
Competency	Rating
Planning and organizing / work management	5.00
Adaptability / flexibility	4.67
Quality commitment/ work standards	4.00
Summary	4.67
Notes	1 Notes

Interviewers	Ratings	Comments
M	1 2 3 4 5	
J	1 2 3 4 5	
L	1 2 3 4 5	Responses to interview questions demonstrated excellent planning and organising skills.

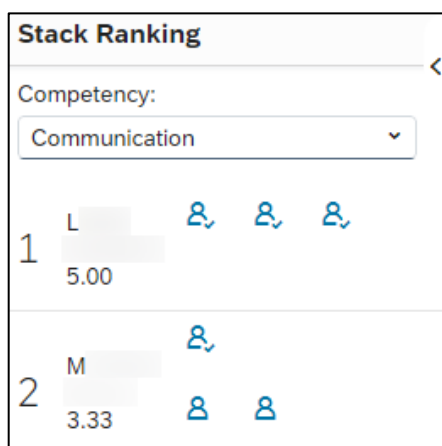
- If selection committee members attached their interview notes, they will appear in the *Notes* section. Click the *Notes* link to access the attached notes.

Reviewing interview ratings and candidate recommendations

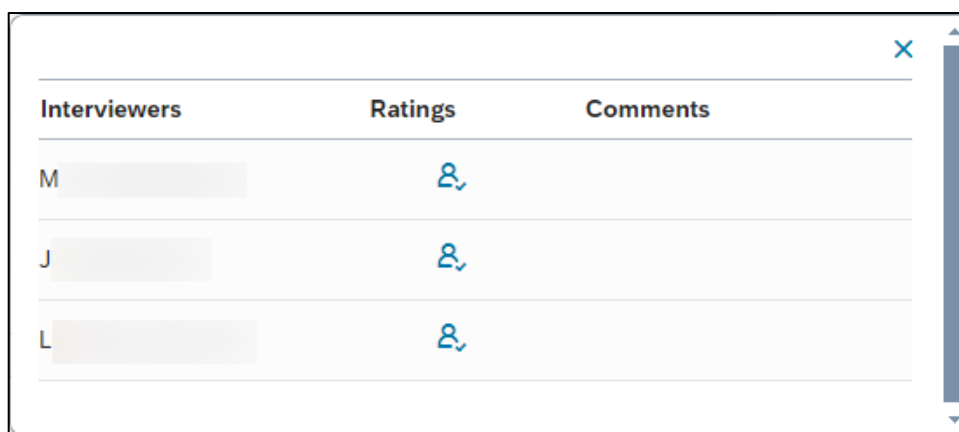
- If candidates were rated on a set of competencies, sort the candidates using the *Stack Ranking* section on the right. Sort by *Summary* or by a single competency.



- 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.



- 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

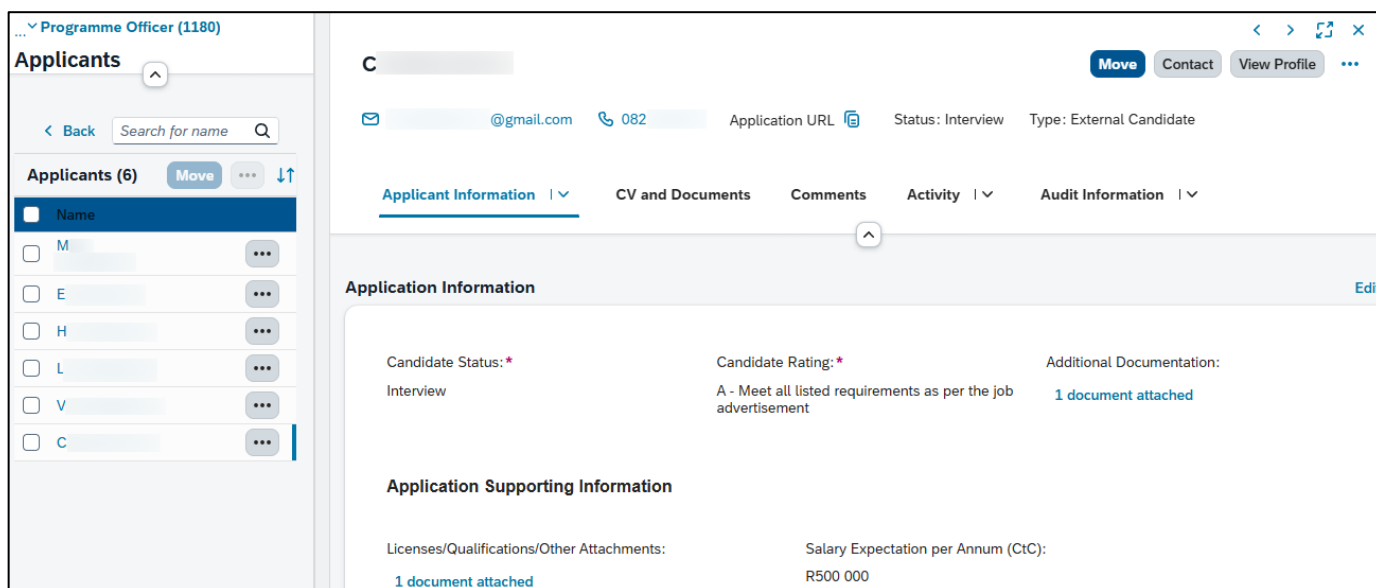
1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

- 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.

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

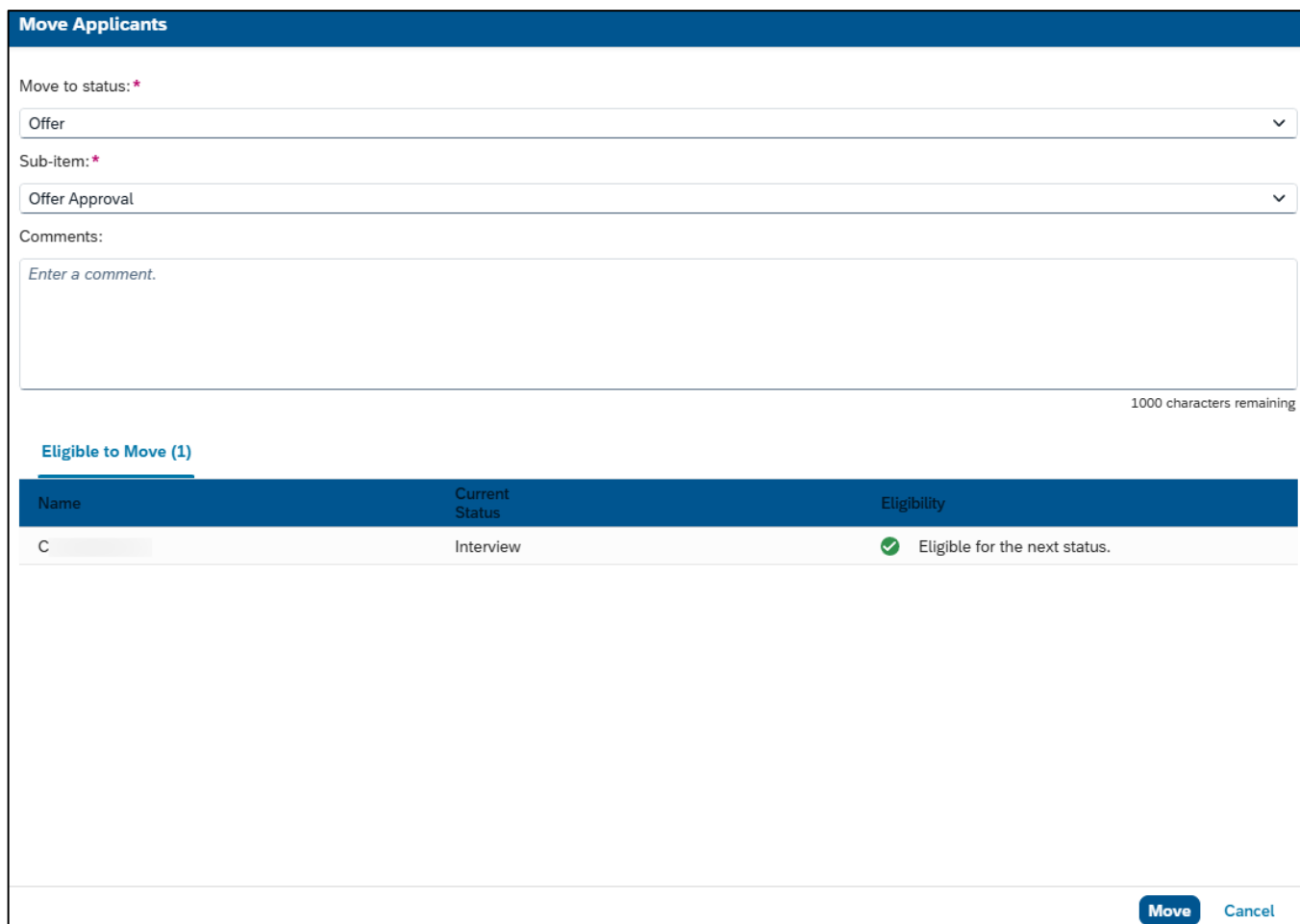
Starting the offer approval process

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



– Click **Move**.

5. The *Move Applicants* dialogue box appears.



- 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*.

Summary

✓ 1 out of 1 applicants moved to Offer Approval.

All Applicants (1)

Name	New Status	Eligibility
C	Offer Approval	✓ Success

Close

– Click **Close**.

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

C Move Contact View Profile ...

✉ @gmail.com ☎ 082 Application URL **Status: Offer Approval** Type: External Candidate

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

Application Information Edit

Candidate Status: * Offer Approval

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 [REDACTED] 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** [REDACTED]

Hiring Manager **L** [REDACTED]

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	<input type="text" value="C"/>
* Last Name	<input type="text"/>
* Gender	Female
* Ethnicity	Coloured
* Pay Scale Group	PC09 (PC09)
* Annual COE to be offered (e.g. R300,000.00)	<input type="text"/>
* Proposed Start Date	DD/MM/YYYY
Contract Duration	No Selection
* Sectoral Target Achieved	No Selection
* EAP Target Achieved	No Selection
Candidate CV	CV
Cover Letter	Cover Letter
Other Supporting Documents	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*.
- Select the appropriate response for *Sectoral Target Achieved*.
- Select the appropriate response for *EAP Target Achieved*.

Starting the offer approval process

- In the *Other Supporting Documents* field, click [Attach a document](#) to attach the selection committee report and any other relevant documents.
 - The *Documents* dialogue box appears.

Use Selected	File name	Updated	File Size	Delete
--------------	-----------	---------	-----------	--------

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

Starting the offer approval process

Documents

i Your attachment is uploaded.

Select a file to upload

Choose File

Use Selected	File name	Updated	File Size	Delete
<input type="checkbox"/>	Selection committee report.docx	05/11/2025	12 KB	

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

1 document attached

Approvers: Version 1 section:

Approvers: Version 1

Status **Draft**

* Offer Approval

Comment

- 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*.

The screenshot shows a table with two rows for approvers. The first row is labeled '* Offer Approval' and the second is 'Ad hoc approver 1'. Each row has a search input field containing a name and a 'Find User..' button with navigation icons. Below the table is a 'Comment' text area.

- 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.

The dialog box has a blue header with the word 'Confirmation'. The main content area contains a green checkmark icon followed by the text: 'This offer detail is being sent for approval. Do you want to continue?'. At the bottom right, there are two buttons: 'Yes' (highlighted in blue) and 'No'.

- Click **Yes**.

10. The *Offer Approval* page reappears with the current approver highlighted in blue.

- 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.

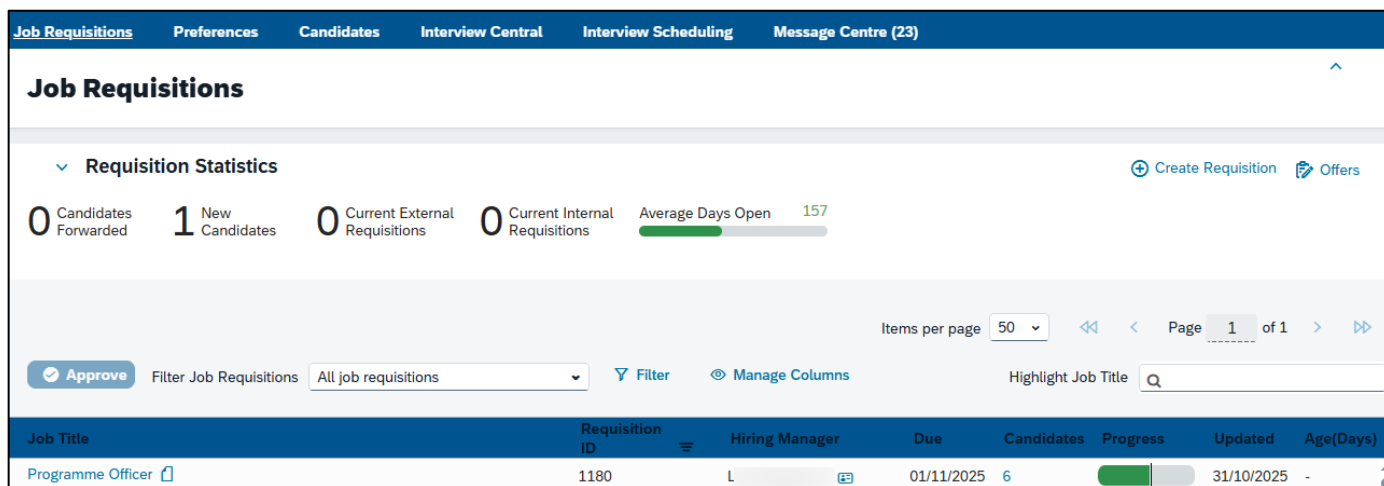
Monitoring offer approvals

Background

The Recruitment Advisor should monitor the approval process and may need to contact approvers who haven't completed their approval on SuccessFactors.

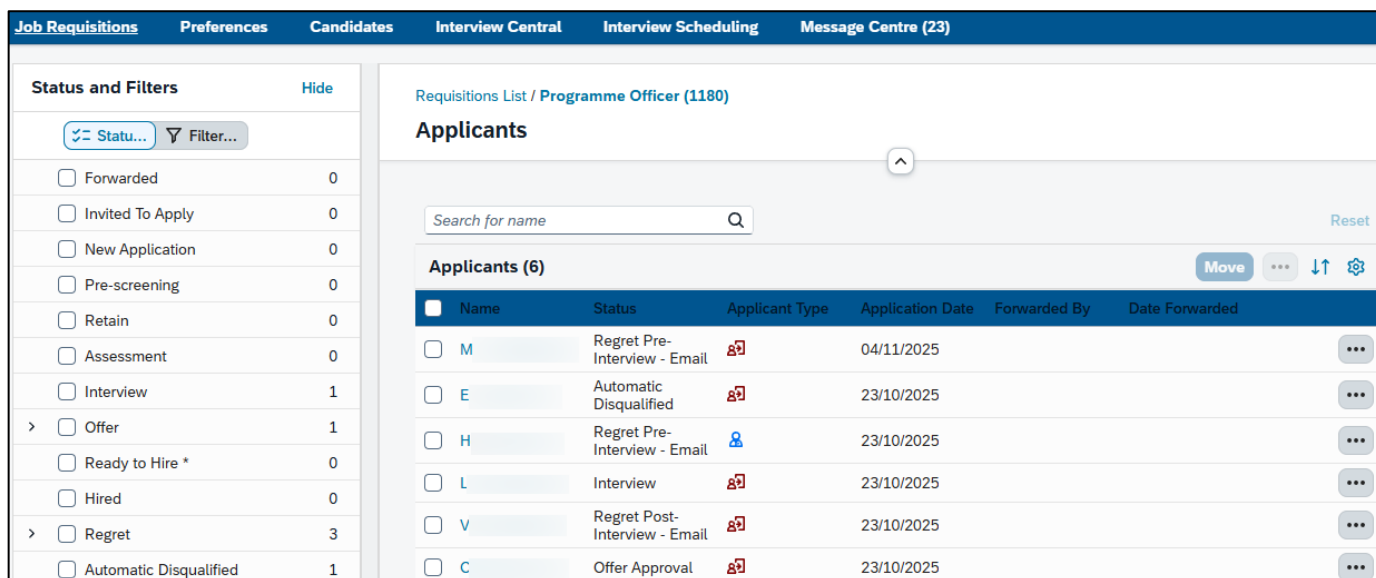
Procedure

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](#).

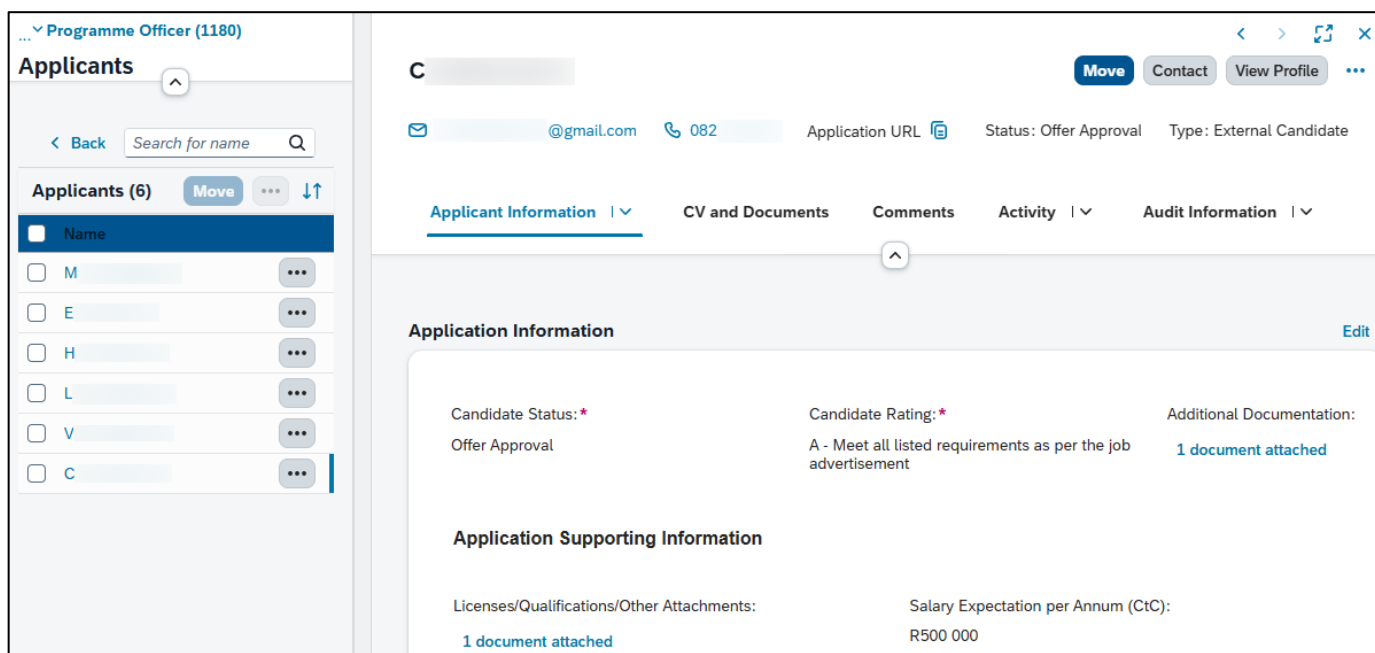
3. The *Applicants* page appears.



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

Monitoring offer approvals

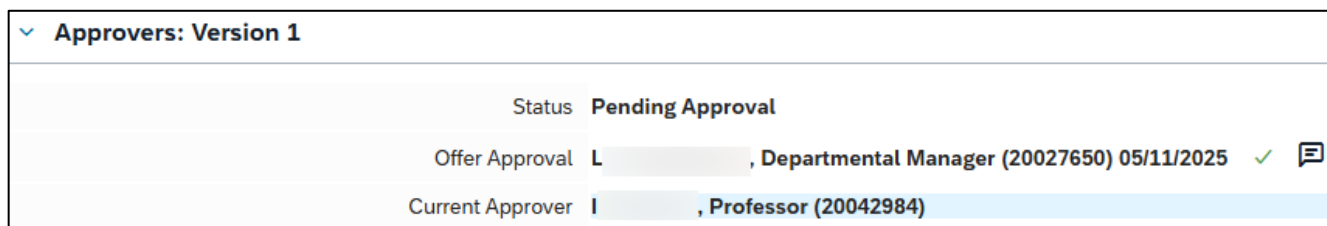
4. The list of applicants appears on the left with the selected applicant’s details on the right.



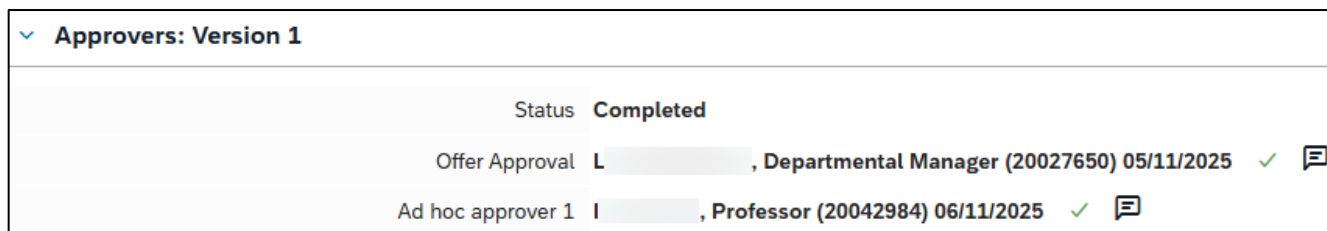
– Click **...** *Show More* and choose *Initiate Offer Approval*.

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](#).

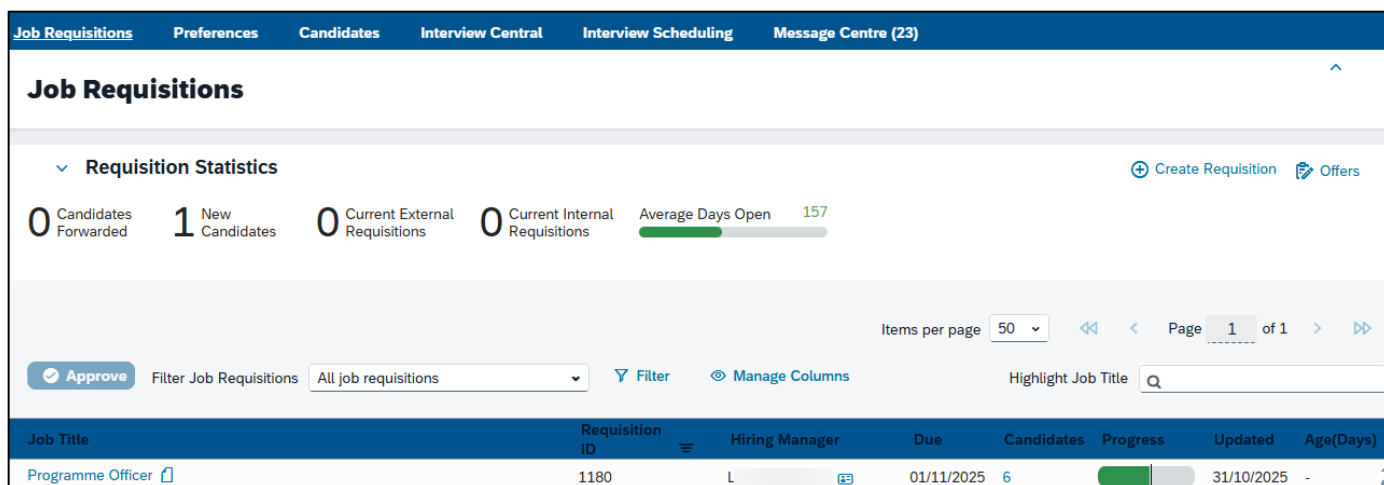
Sending an offer letter to a candidate

Before you begin

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

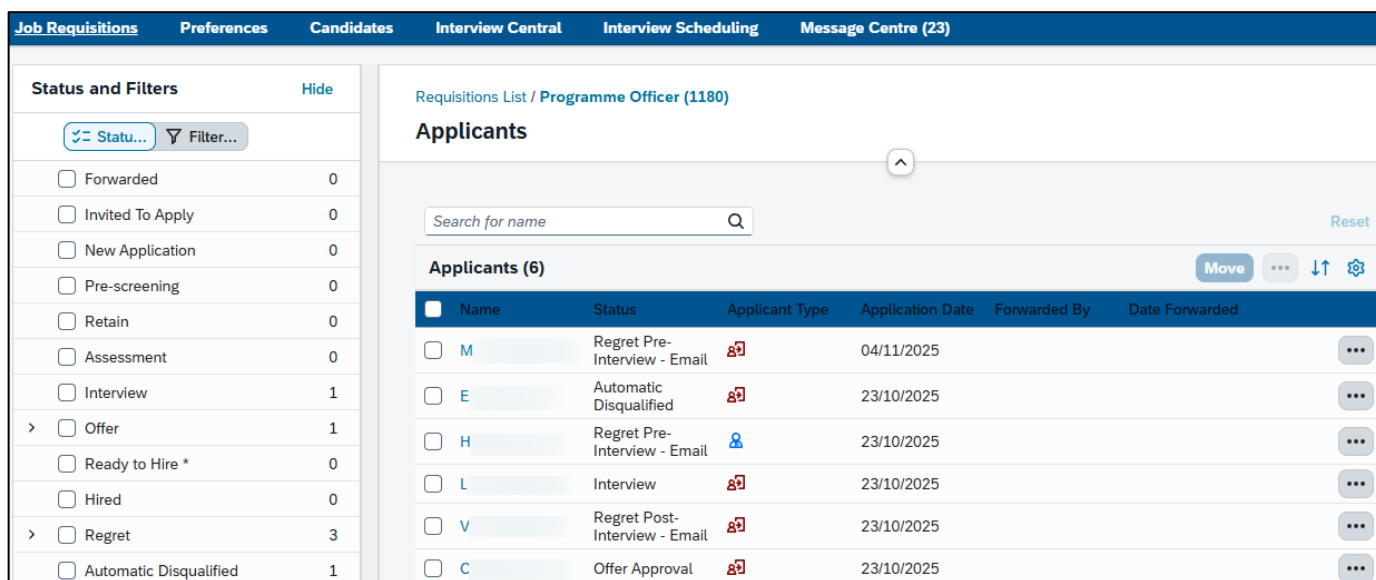
Procedure

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



- 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 *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, there is a sidebar titled 'Applicants' for 'Programme Officer (1180)'. It contains a search bar and a list of six applicants with checkboxes and three-dot menus. The applicant 'C' is selected. On the right, the details for applicant 'C' are displayed. At the top right of the details view are buttons for 'Move', 'Contact', and 'View Profile'. Below these are contact details: '@gmail.com', '082', 'Application URL', 'Status: Offer Approval', and 'Type: External Candidate'. A navigation bar includes 'Applicant Information' (selected), 'CV and Documents', 'Comments', 'Activity', and 'Audit Information'. The 'Applicant Information' section shows 'Candidate Status: Offer Approval', 'Candidate Rating: A - Meet all listed requirements as per the job advertisement', and 'Additional Documentation: 1 document attached'. The 'Application Supporting Information' section 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 is shown. It has a title bar 'Move Applicants'. Below the title bar, there are two dropdown menus: 'Move to status: *' with 'Offer' selected, and 'Sub-item: *' with 'Offer Letter *' selected. There is a 'Comments:' section with a text area containing the placeholder 'Enter a comment.' and a character count '1000 characters remaining'. Below the comments section, there is a section titled 'Eligible to Move (1)'. It contains a table with the following data:

Name	Current Status	Eligibility
C	Offer Approval	✓ Eligible for the next status.

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

– 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*.

Name	New Status	Eligibility
C	Offer Letter	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 [REDACTED]

082 [REDACTED]@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 Paragraph Verdana 12pt

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.

Offer Letter: C [redacted] for Programme Officer

✔ Draft is saved successfully

* Send Offer to: [redacted]@gmail.com

Subject: UCT: Recommendation of Appointment the position of [[JOB_REQ_TITLE]], ID [[JOB_REQ_ID]]

Dear C [redacted]

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

0 documents attached

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.

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.

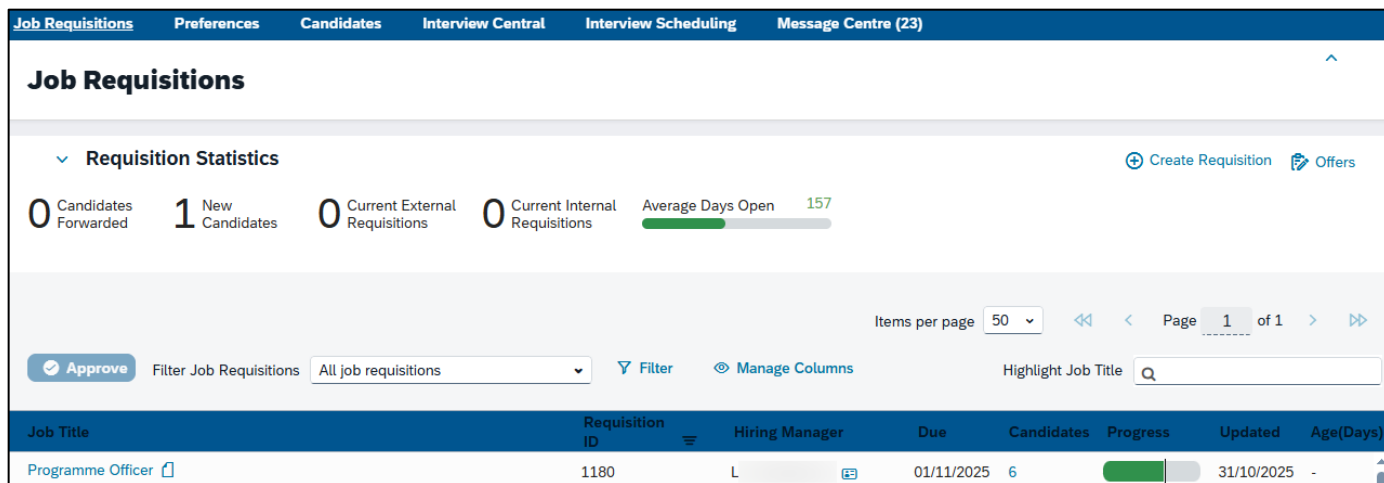
Changing a candidate offer to accepted or declined

Before you begin

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

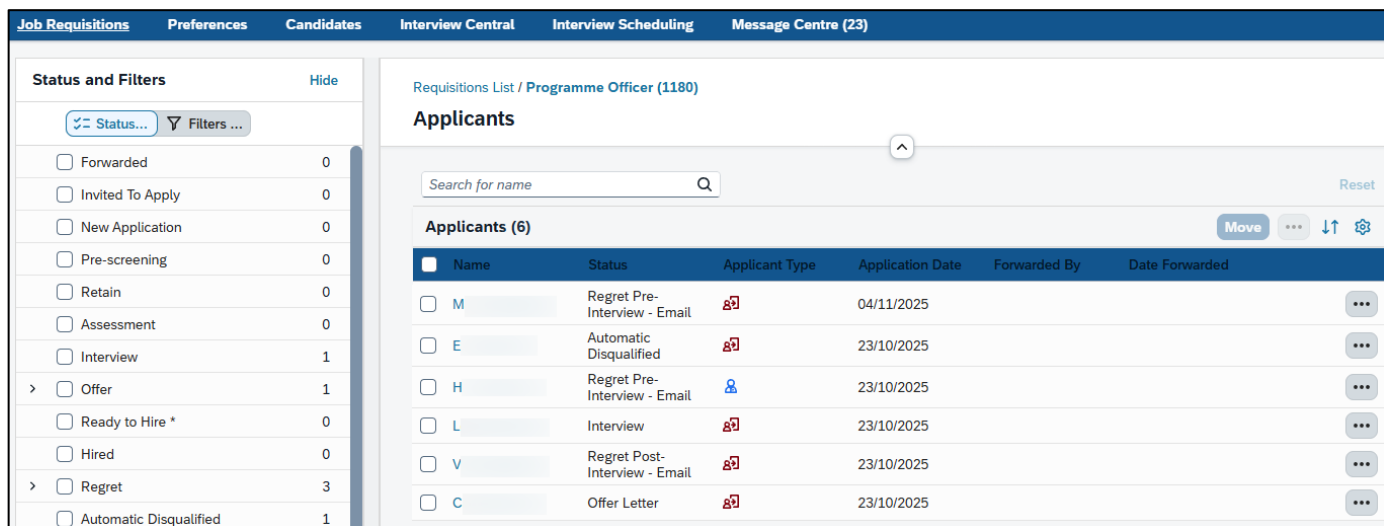
Procedure

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



- 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*.

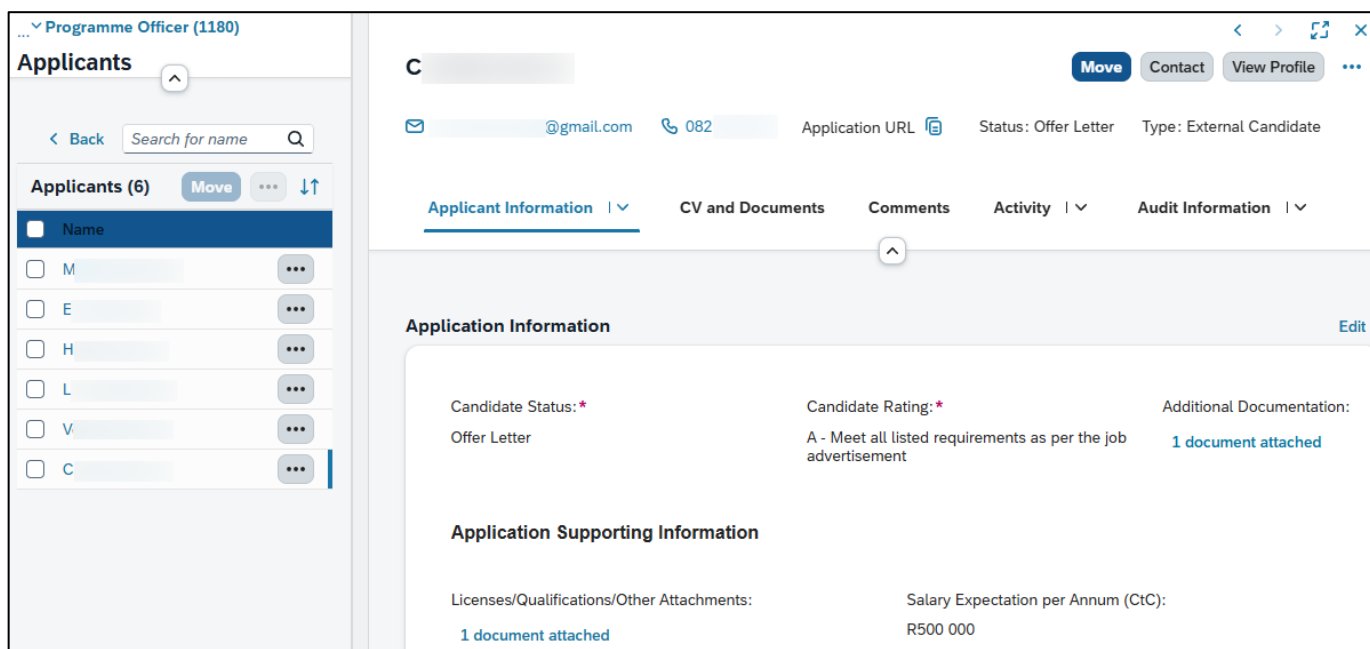
3. The *Applicants* page appears.



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

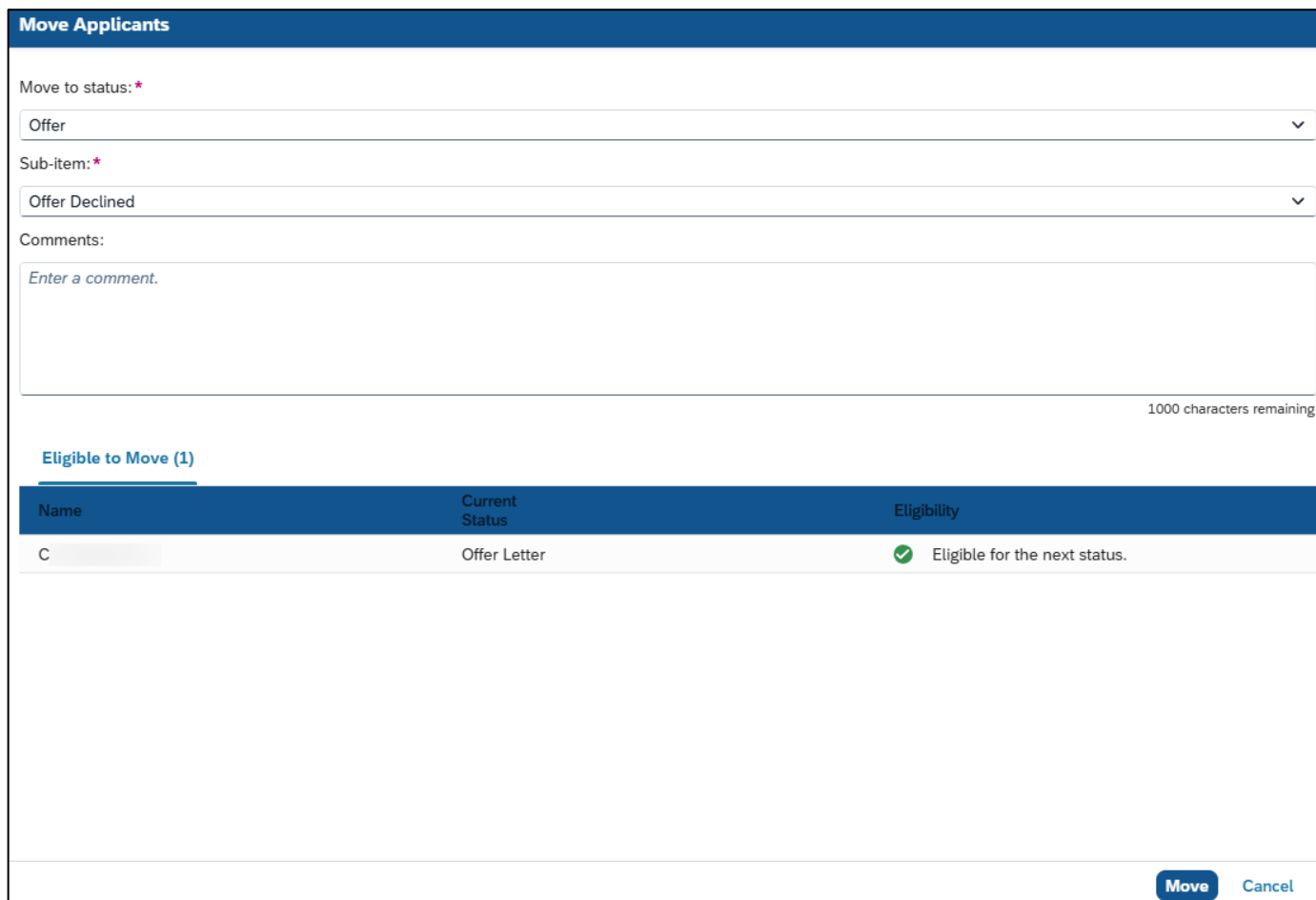
Changing a candidate offer to accepted or declined

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



– Click **Move**.

5. The *Move Applicants* dialogue box appears.

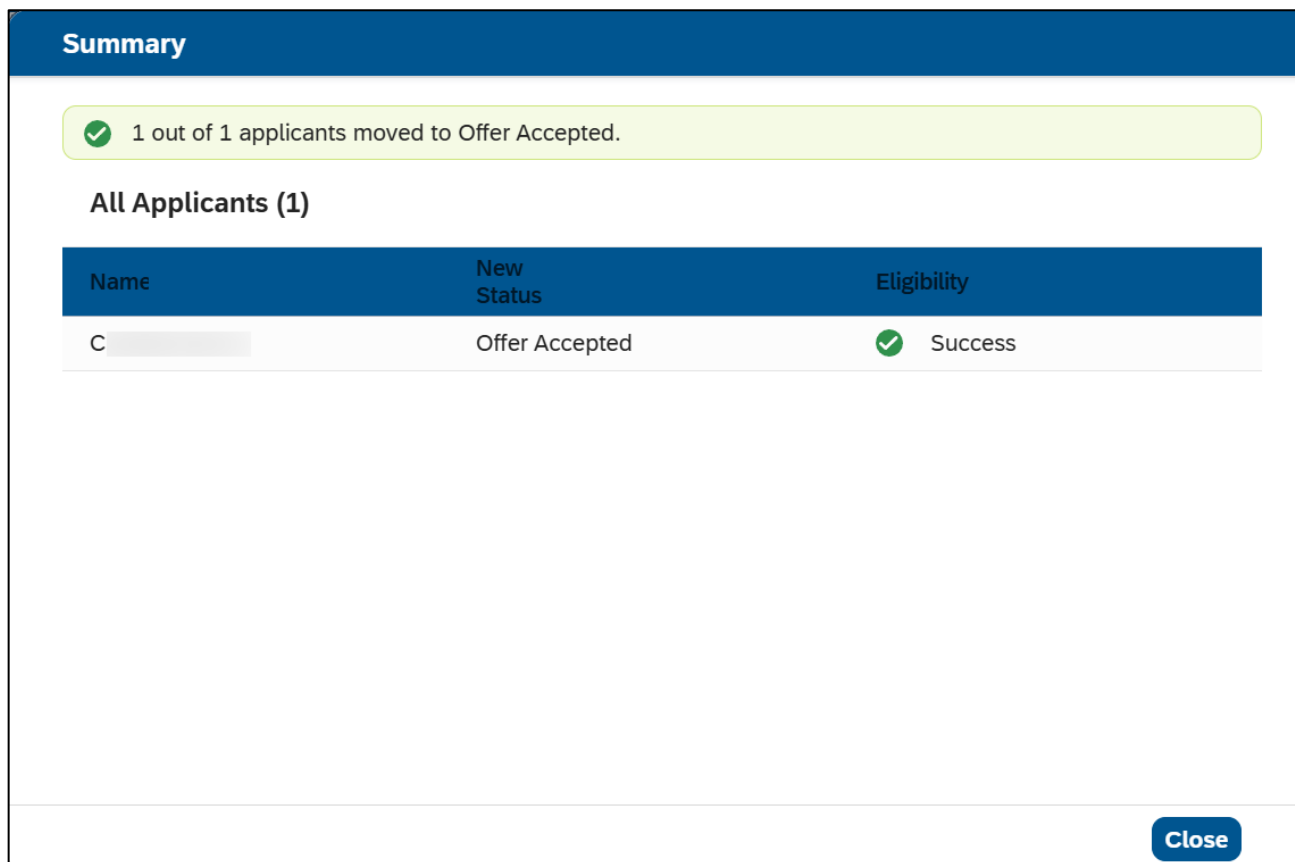


– In the *Sub-item* field, below the *Offer* status, select *Offer Accepted* or *Offer Declined*.

– Click **Move**.

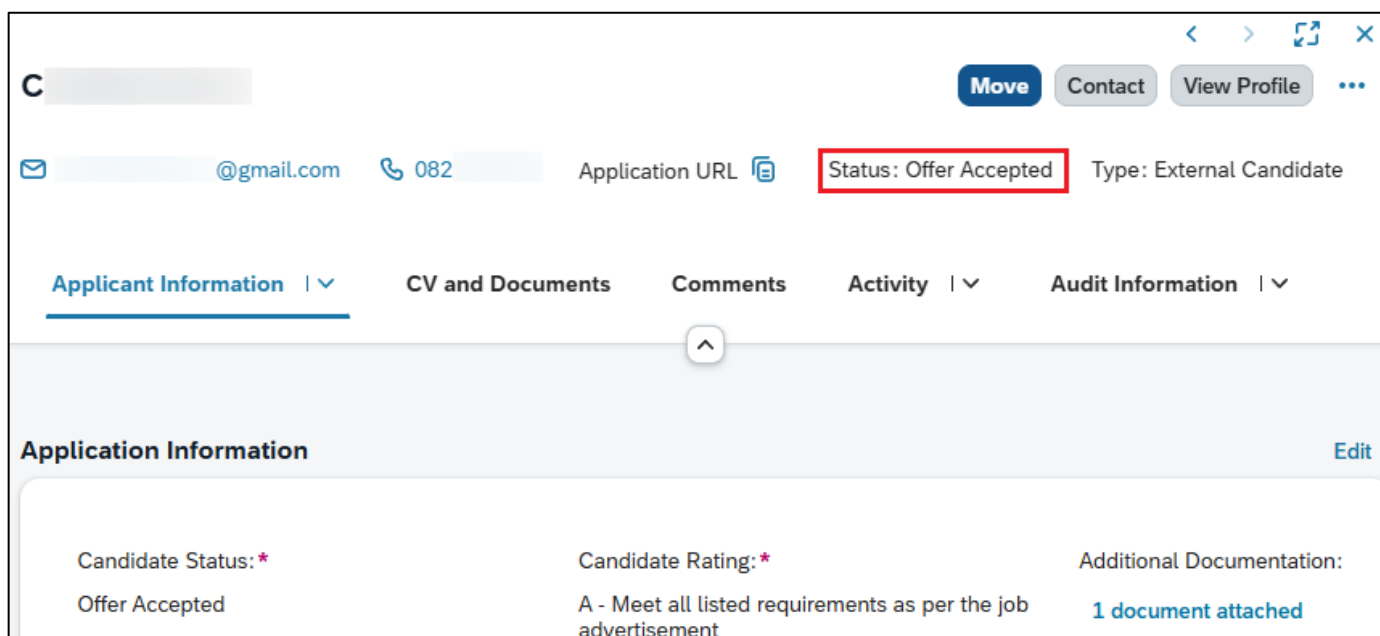
Changing a candidate offer to accepted or declined

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



- Click **Close**.

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

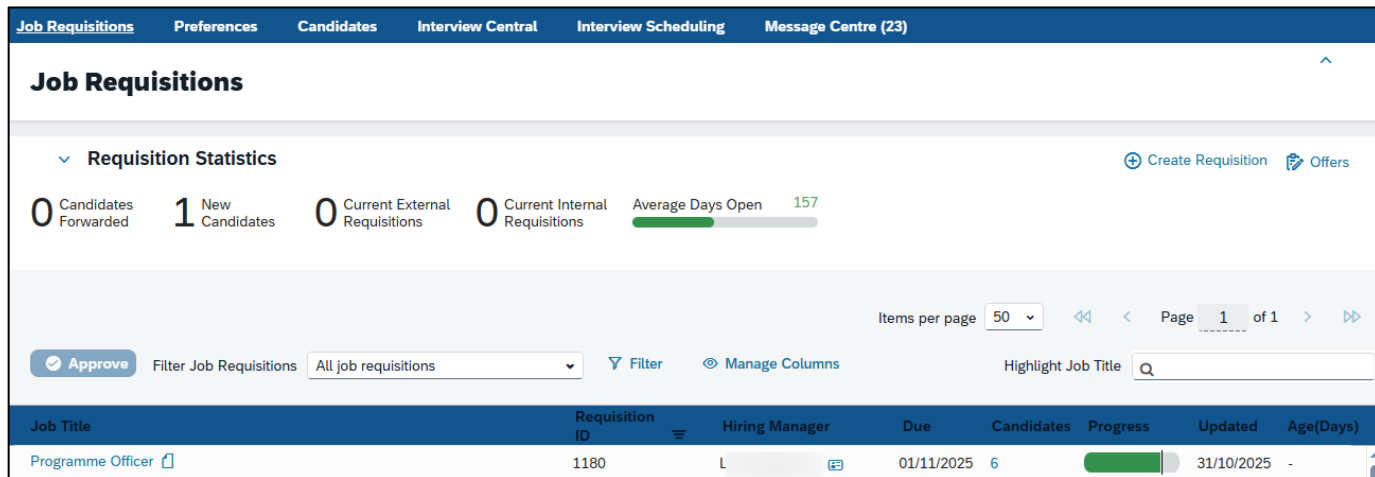


- If ready to change the candidate's status to *Ready to Hire*, continue from [step 4 of Changing candidate status after offer acceptance](#) or click [Job Requisitions](#) to return to the overview of all requisitions.

Changing candidate status after offer acceptance

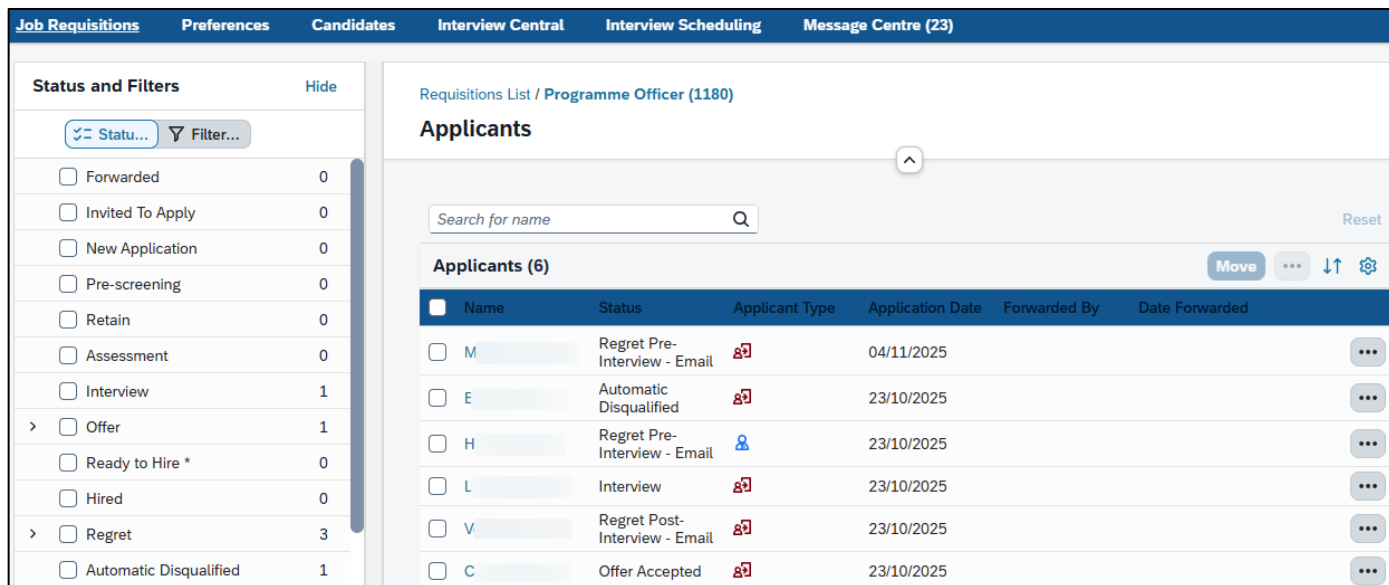
Procedure

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



- 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](#).

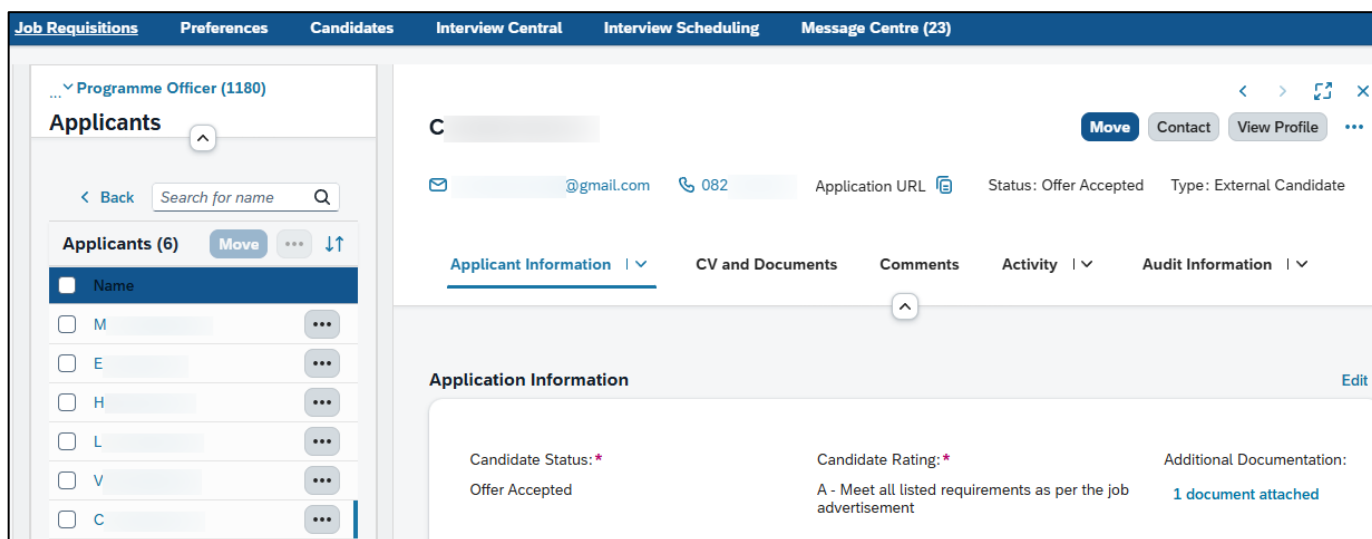
3. The *Applicants* page appears.



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

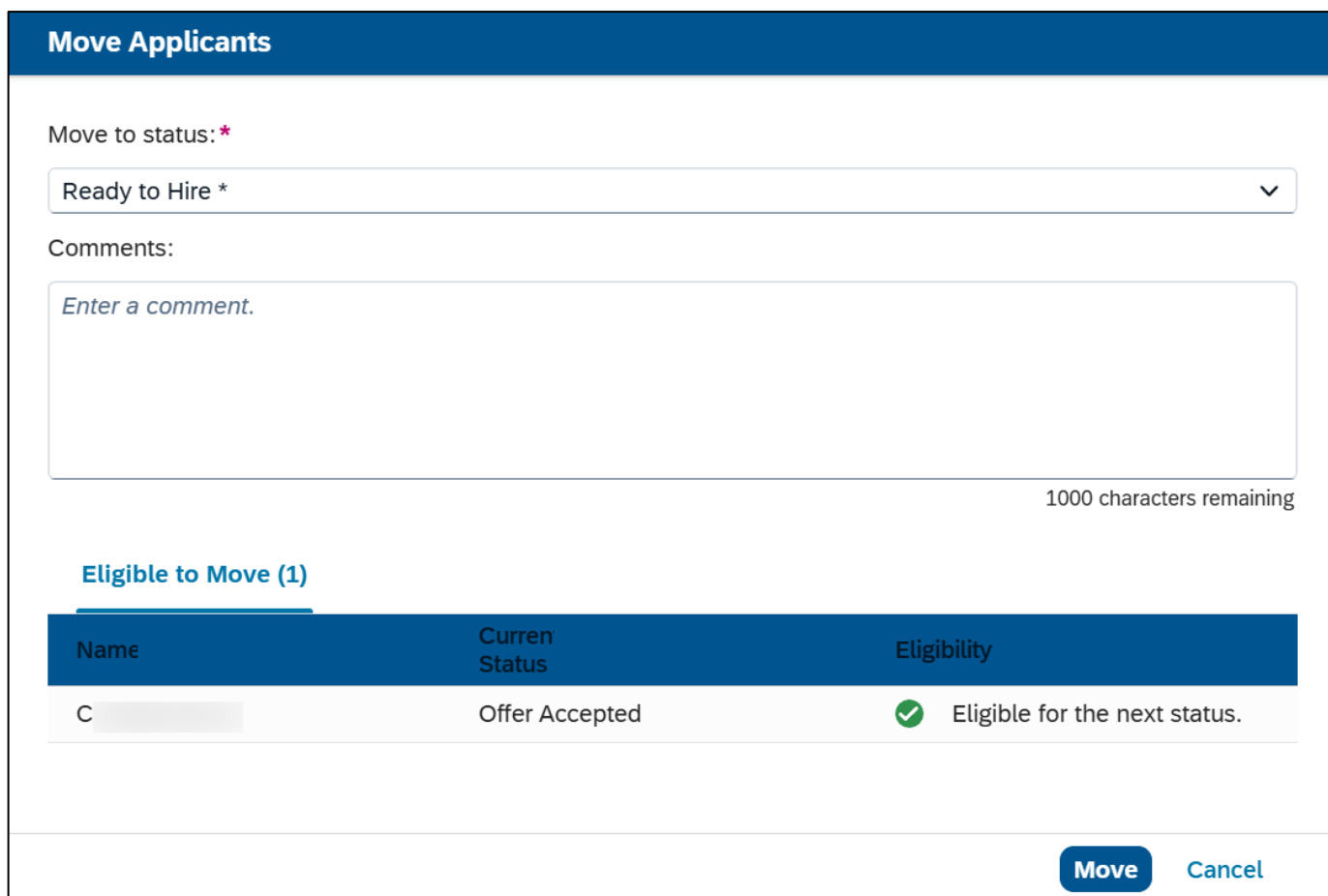
Changing candidate status after offer acceptance

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



– Click **Move**.

5. The *Move Applicants* dialogue box appears.



– 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' dialog box with a blue header. Below the header, a green notification bar states '1 out of 1 applicants moved to Ready to Hire.' Underneath, the text 'All Applicants (1)' is displayed. A table with three columns: 'Name', 'New Status', and 'Eligibility' contains one row. The 'Name' column has a redacted name starting with 'C', 'New Status' is 'Ready to Hire', and 'Eligibility' is 'Success' with a green checkmark. A 'Close' button is located in the bottom right corner.

Name	New Status	Eligibility
C [redacted]	Ready to Hire	✓ Success

– Click **Close**.

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

The screenshot shows the applicant profile page for a candidate with ID 'C'. At the top right, there are buttons for 'Move', 'Contact', and 'View Profile'. Below these, the candidate's email is '@gmail.com', phone number is '082', and 'Status: Ready to Hire' is highlighted with a red box. The 'Type' is 'External Candidate'. A navigation bar includes 'Applicant Information', 'CV and Documents', 'Comments', 'Activity', and 'Audit Information'. The 'Applicant Information' section is expanded, showing 'Candidate Status: *' as 'Ready to Hire', 'Candidate Rating: *' as 'A - Meet all listed requirements as per the job advertisement', and 'Additional Documentation: 1 document attached'. An 'Edit' button is in the top right of this section.

– 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.

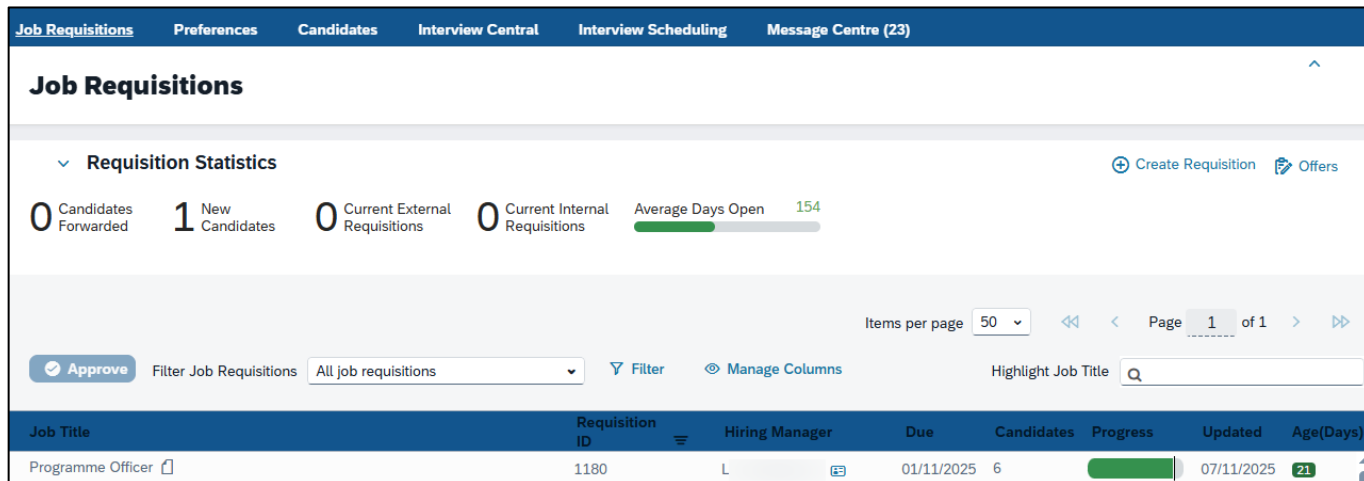
Final change of candidate status to hired

Procedure

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

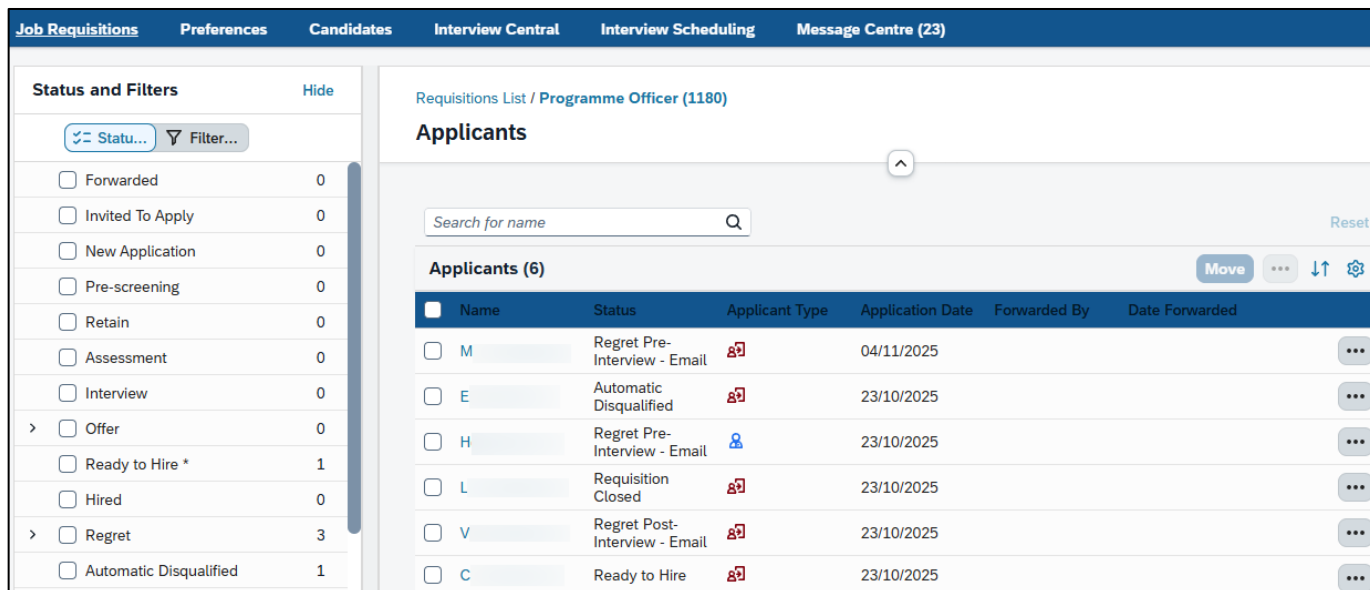
Choose *Home > Recruiting*.

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](#).

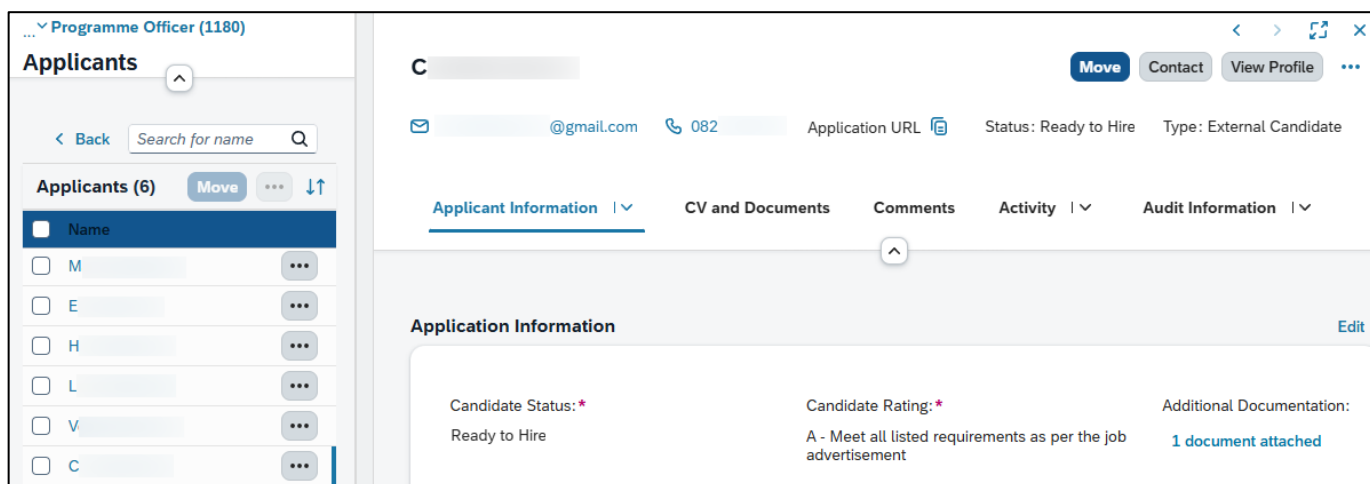
3. The *Applicants* page appears.



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

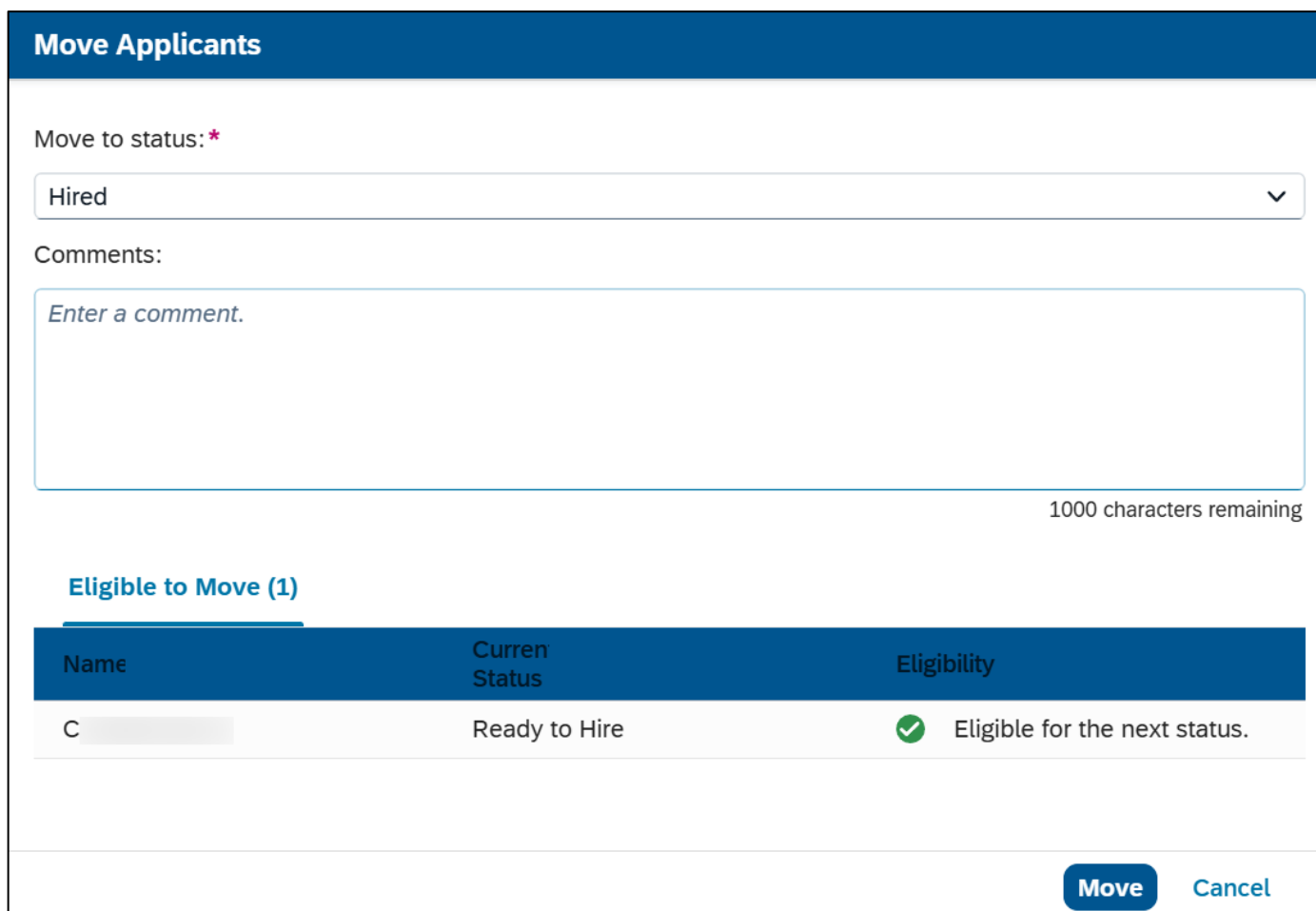
Final change of candidate status to hired

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



– Click **Move**.

5. The *Move Applicants* dialogue box appears.



– 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*.

The screenshot shows a 'Summary' dialog box with a blue header. Below the header is a green notification bar with a checkmark icon and the text '1 out of 1 applicants moved to Hired.' Underneath is the section 'All Applicants (1)' which contains a table with three columns: 'Name', 'New Status', and 'Eligibility'. The table has one row with the following data: Name: C [redacted], New Status: Hired, Eligibility: [checkmark] Success. At the bottom right of the dialog box is a blue 'Close' button.

Name	New Status	Eligibility
C [redacted]	Hired	[checkmark] Success

– Click **Close**.

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

The screenshot shows the applicant's profile page. At the top right, there are navigation icons and buttons for 'Move', 'Contact', and 'View Profile'. Below these are contact details: an email address ending in '@gmail.com', a phone number '082', and an 'Application URL' icon. The 'Status: Hired' is highlighted with a red box, and the 'Type: External Candidate' is shown next to it. Below the contact information are tabs for 'Applicant Information', 'CV and Documents', 'Comments', 'Activity', and 'Audit Information'. The 'Applicant Information' tab is selected. Underneath, the 'Application Information' section is visible, showing 'Candidate Status: *' as 'Hired', 'Candidate Rating: *' as 'A - Meet all listed requirements as per the job advertisement', and 'Additional Documentation:' as '1 document attached'. An 'Edit' button is located at the top right of this section.

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