



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

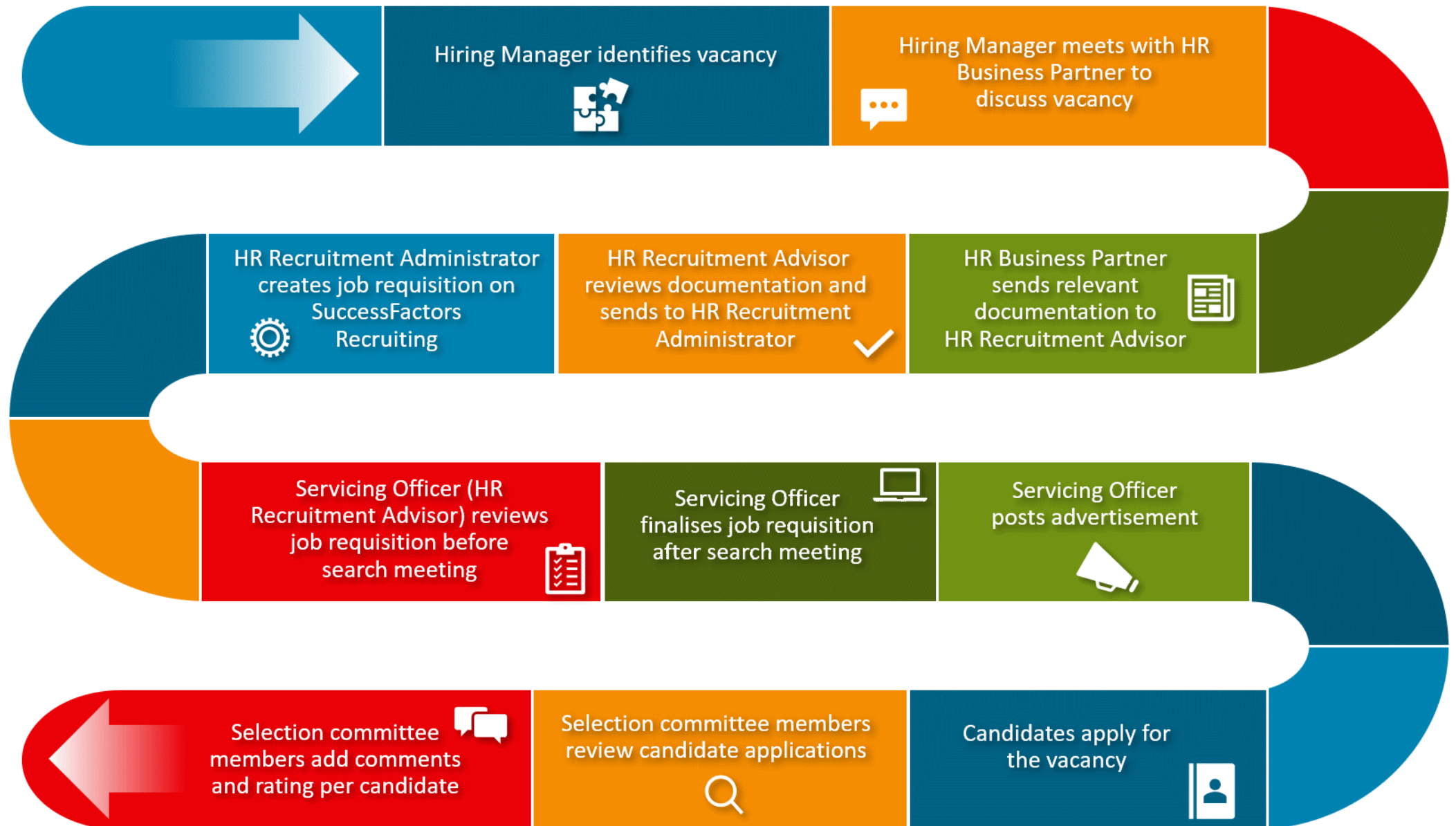
# **UCT SuccessFactors Recruiting guide for Recruitment Advisors**

**Issued by UCT Human Resources  
March 2025**

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## Process overview: Part 1



## Process overview: Part 2



# Logging in to SuccessFactors

## Background

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

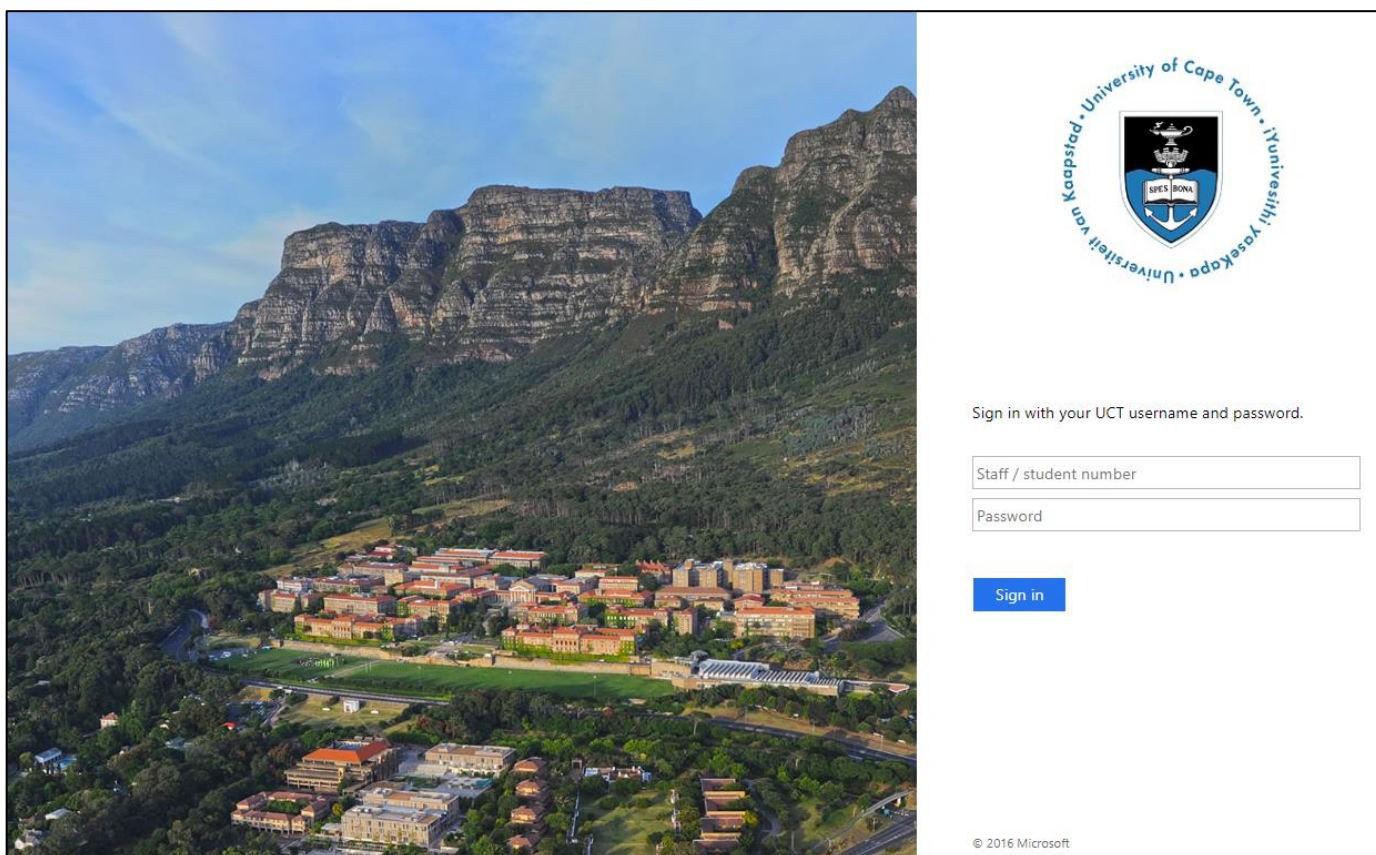
Staff members can access the platform using their existing UCT login details.

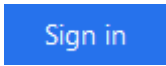
## Support

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

## Procedure

1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via [www.successfactors.uct.ac.za](http://www.successfactors.uct.ac.za).
3. If not already logged on to single sign-on, the UCT sign in page appears.  
If already logged in to single sign-on, SuccessFactors will open.

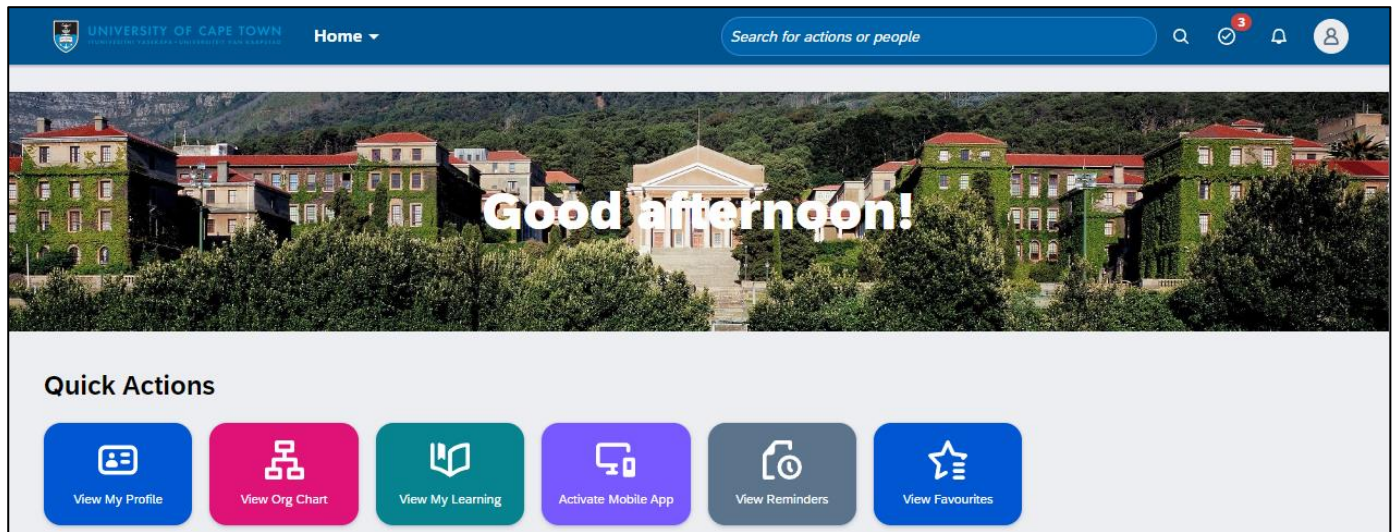


- In the *Staff / student* number field, enter your UCT staff number.  
**Note:** UCT staff number only, third party "T" accounts will not work.
- In the *Password* field, enter your network password.
- Click .



## Logging in to SuccessFactors

4. The *Home* page appears.



# 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](#).

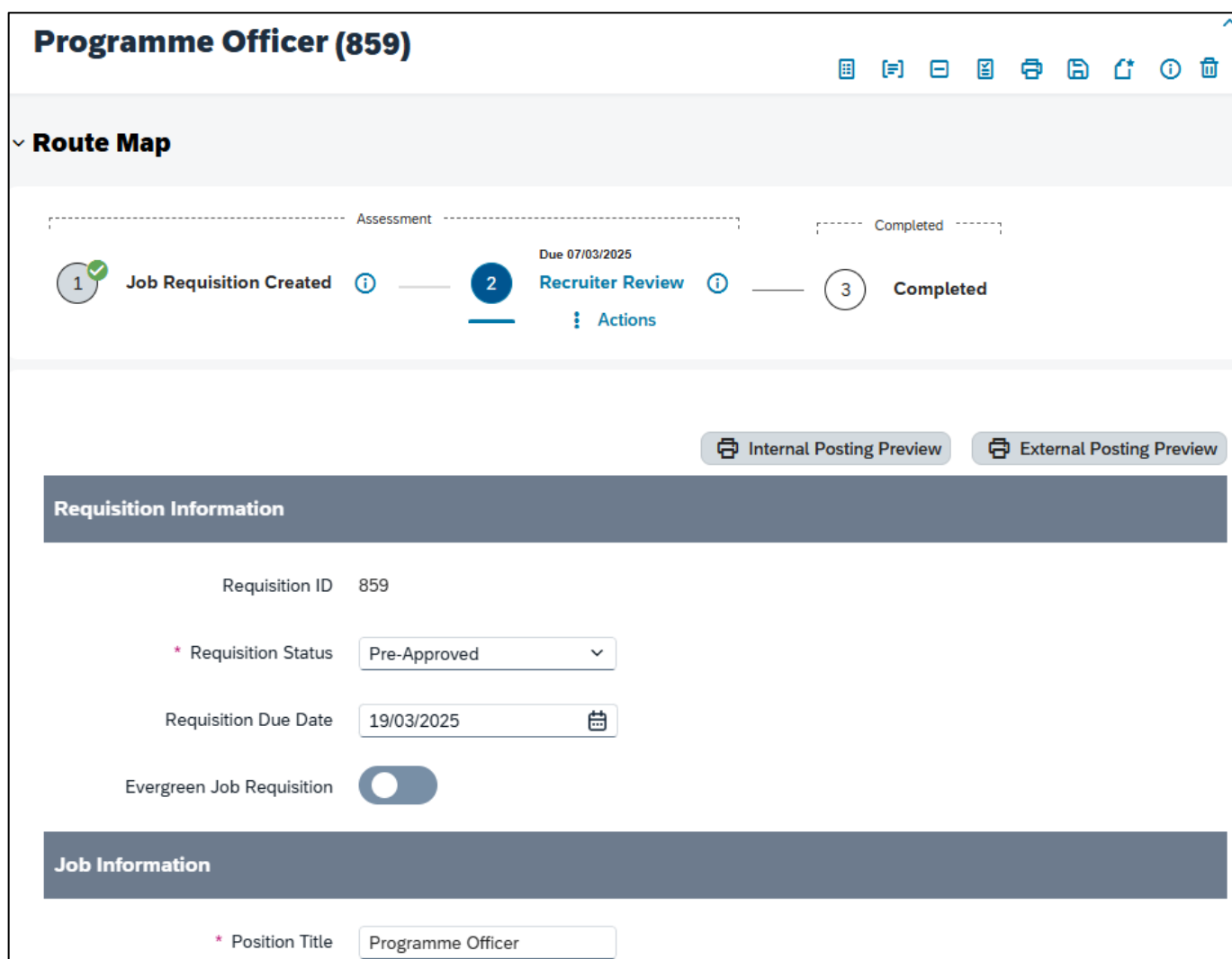
2. Job requisitions are found in the *Approvals* section on the *Home* page.

The screenshot displays the SuccessFactors Home page interface. At the top, under the 'Quick Actions' header, there are six colored 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, the 'Approvals' section is visible, featuring a card for a 'Job Requisition'. The card details include: 'Programme Officer', 'Submitted on 4 Mar 2025', 'Req ID 859', 'Hiring Manager L' with a progress bar, 'Servicing Officer L' with a progress bar, and 'Pending For 0 day'.

- Click the appropriate 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 (859)**

**Route Map**

Assessment | Completed

1 Job Requisition Created — Due 07/03/2025 — 2 **Recruiter Review** — 3 Completed

Actions

Internal Posting Preview External Posting Preview

**Requisition Information**

Requisition ID 859

\* Requisition Status Pre-Approved

Requisition Due Date 19/03/2025

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	04/03/2025
	A	Modify		Completed	04/03/2025
>>	L			Pending	
	Final Form				19/03/2025

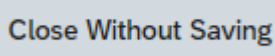
**Change History**

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	04/03/2025 09:52	SAP SuccessFactors Application

Close


- 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 4 Mar 2025

Req ID 859

Hiring Manager L

Servicing Officer L

Pending For 0 day

- Click the appropriate 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 (859)**

**Route Map**

Assessment Completed

1 Job Requisition Created 2 Recruiter Review Due 07/03/2025 3 Completed

Internal Posting Preview External Posting Preview

**Requisition Information**

Requisition ID 859

\* Requisition Status Pre-Approved

Requisition Due Date 19/03/2025

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  , Departmental Manager (20027650) [Find Hiring Manager..](#)

\* Recruiter  , Recruitment Advisor (20046320) [Find Recruiter..](#)

Manage Additional Users

\* Recruiting Team

\* HR Business Partner  , HR Business Partner (20027266) [Find HR Business Partner..](#)

\* Chairperson  , HOD: Dept of Accounting (20000294) [Find Chairperson..](#)

Manage Additional Users

Selection Committee Members

- 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 also 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
<div>⊕ Add more questions</div>						
Required Score: <input type="text" value="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"/>
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"/>
Knowledge of Adobe Photoshop, InDesign, and Illustrator? <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"/>	<input type="text" value="0"/>	Select ▾
<div>⊕ Add more competencies</div>						

# 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 **Update** next to either *Internal Advert* or *External Advert*.

**Internal Advert** **Update**

**Programme Officer**  
 The profile of the work requires a combination of management, interpersonal and technical expertise, and includes a creative work attitude. The successful candidate will be an individual who has demonstrated the ability to work independently and as part of a team, ability to use initiative and be flexible, and the ability to work under pressure with meticulous accuracy in a deadline driven environment. Candidates must be willing to work flexible hours based on work pressure when the need arises.

**Requirements:**

- Relevant NQF 6 qualification.
- At least 3 years' experience.
- Excellent written communication skills, attention to detail coupled with good interpersonal skills.
- Demonstrated organisational planning and administrative skills.

**External Advert** **Same as Internal** **Update**

**Programme Officer**  
 The profile of the work requires a combination of management, interpersonal and technical expertise, and includes a creative work attitude. The successful candidate will be an individual who has demonstrated the ability to work independently and as part of a team, ability to use initiative and be flexible, and the ability to work under pressure with meticulous accuracy in a deadline driven environment. Candidates must be willing to work flexible hours based on work pressure when the need arises.

**Requirements:**

- Relevant NQF 6 qualification.
- At least 3 years' experience.
- Excellent written communication skills, attention to detail coupled with good interpersonal skills.
- Demonstrated organisational planning and administrative skills.

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

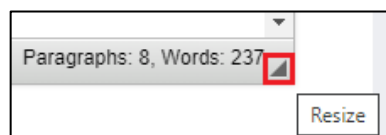
**Internal Advert**


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

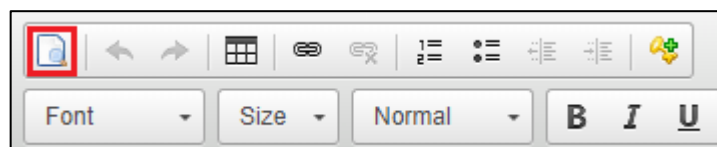
Candidates must be willing to work flexible hours based on work pressure when the need arises.

Paragraphs: 8, Words: 238

- The editing space can be resized using the grey triangle in the bottom right.



- Click  *Preview* to review the advert in a separate browser tab.





## 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

Close Without Saving

 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* 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.

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

Programme Officer(859)



  


Route Map

Assessment

Completed

Due 07/03/2025

1  Job Requisition Created 

2 Recruiter Review 

3 Completed

Approve


Approve

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

Approve

Send and Open Next Form

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.

Job Requisitions

PreferencesCandidatesInterview CentralInterview SchedulingMessage Centre

Job Requisitions

Requisition Statistics

4

Candidates Forwarded

3

New Candidates

4

Current External Requisitions

4

Current Internal Requisitions

Average Days Open

17

Create New

Offers

Items per page25

<<<>>>

Page1of 2

Approve

Filter Job Requisitions

All job requisitions

Clear all filters

Filter Options

Display Options

Highlight Job Title

Q

# Working with screening questions

## Overview

Screening questions can be used to gather applicant information and/or to reduce the 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
+ Add more questions					
Required Score: 0.0					

- Click **+ Add more questions**.

2. The *Search* tab appears.

Questions

Questions	Required	Disqualifier	Score	Weight	Actions
- Add more questions					
<p><b>Search</b> Browse Create</p> <p>Find additional questions to add to this job requisition.</p> <p>Keywords: <input type="text"/> <b>Search</b></p> <p>Required Score: 0.0</p>					

- Follow the instructions to [select existing UCT questions](#) 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"/>	0.0	Select ▾
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"/>	0.0	Select ▾
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"/>	0.0	Select ▾
Do you have a valid RSA Drivers Licence <a href="#">Multiple Choices</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	Select ▾
Do you have management experience? <a href="#">Multiple Choices</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	Select ▾
Knowledge of Adobe Photoshop, InDesign, and Illustrator? <a href="#">Multiple Choices</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	Select ▾

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

**Questions**

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. <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"/>
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"/>

<b>Required</b>	Applicants are required to answer the question when applying.
<b>Disqualifier</b>	Applicants who don't provide a correct answer are automatically disqualified. <b>Note:</b> <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 percentage for an applicant to pass. An applicant with a score below the required score is automatically disqualified.

Questions	Required	Disqualifier	Score	Weight	Actions
Do you have a valid RSA Drivers Licence <a href="#">Multiple Choices</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="25"/>	Select ▼
Rate your MS Teams skill level <a href="#">Multiple Choices</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="25"/>	Select ▼
Knowledge of Adobe PhotoShop, InDesign, and Illustrator? <a href="#">Multiple Choices</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="25"/>	Select ▼
Do you have knowledge of the higher education sector? <a href="#">Multiple Choices</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="25"/>	Select ▼
<div>  Add more questions         </div>					
Required Score: <input 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 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

RequiredDisqualifierScoreWeightActions

⊖ Add more questions

SearchBrowseCreate

Find additional questions to add to this job requisition.

⛶

Cascading question

Select language

English UK (English UK) ▾

> My Saved Questions

> Requisition Questions

> universi07T1

Add

Required Score: 

0.0

- Expand *universi07T1 > Mandatory Questions*.

> My Saved Questions

> Requisition Questions

▼ universi07T1

▼ 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.

- 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*.



The screenshot shows a user interface for selecting screening questions. At the top, there is a dropdown menu labeled 'Requisition Questions' with a blue downward arrow. Below it, another dropdown menu labeled 'UCT' is expanded, showing a list of nine questions, each preceded by an unchecked checkbox. The questions are: '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?', and 'Do you have experience in professional use of latest communication technologies and tools?'.

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

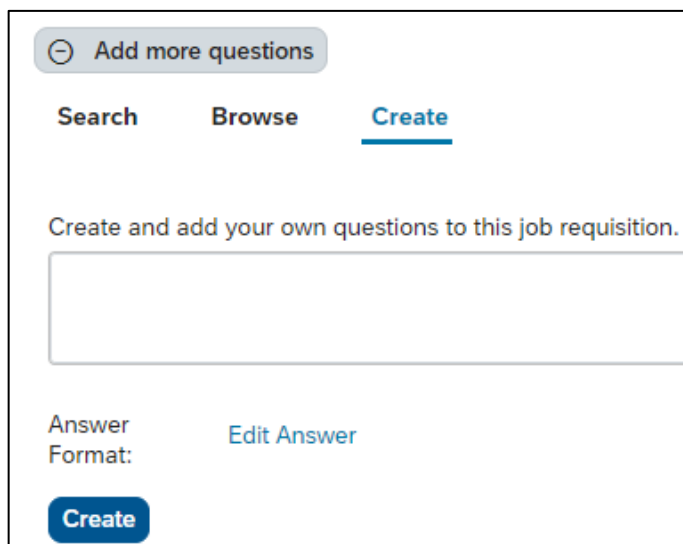
**Note:** The applicants will see the questions in the same order as selected here.

- Click  .
- 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

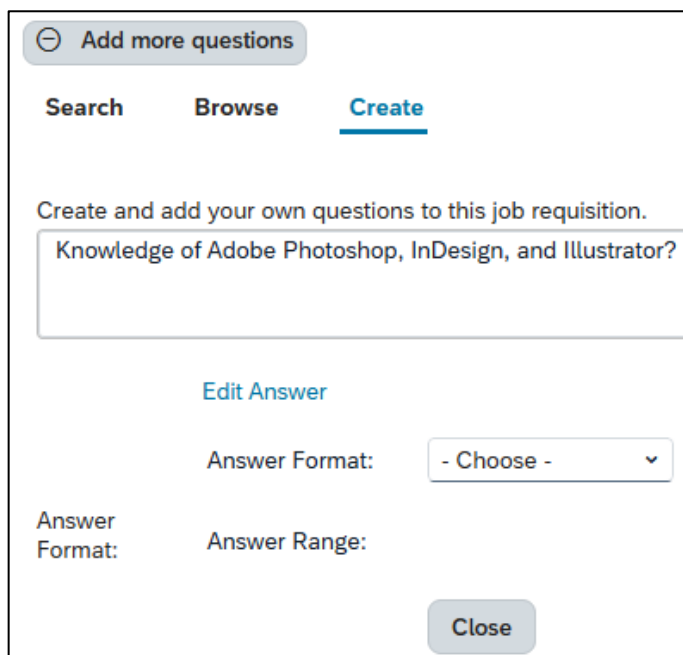
## Creating a new question

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



The screenshot shows the 'Create' tab selected in the screening questions interface. At the top, there is a button labeled 'Add more questions' with a minus icon. Below it are three tabs: 'Search', 'Browse', and 'Create', with 'Create' being the active tab. The main area contains the text 'Create and add your own questions to this job requisition.' followed by a large empty text input field. At the bottom, there is a label 'Answer Format:' and a link 'Edit Answer'. A blue 'Create' button is located at the bottom left.

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



This screenshot shows the 'Create' tab with a question entered in the text field: 'Knowledge of Adobe Photoshop, InDesign, and Illustrator?'. The 'Edit Answer' link is now visible. Below the text field, there is a label 'Answer Format:' and a dropdown menu currently showing '- Choose -'. At the bottom left, there is another 'Answer Format:' label and an 'Answer Range:' label. A 'Close' button is located at the bottom right.

- 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
<i>Multiple Choices</i>	<div> <p>Answer Format: <span>Multiple Choices</span> ▼</p> <p>Answer Range: <a href="#">Add another answer</a></p> <p>Correct answer: <span>▼</span></p> <p><span>Close</span></p> </div> <p>– Click <i>Add another answer</i>.</p> <div> <p>Answer Format: <span>Multiple Choices</span> ▼</p> <p>Answer Range: <input type="text"/> <span>Remove</span></p> <p><a href="#">Add another answer</a></p> <p>Correct answer: <span>▼</span></p> <p><span>Close</span></p> </div> <p>– Enter the first answer in the <i>Answer Range</i> field e.g. Yes.</p> <p>– Click <i>Add another answer</i>.</p> <div> <p>Answer Format: <span>Multiple Choices</span> ▼</p> <p>Answer Range: <input type="text"/> <span>Remove</span></p> <p><input type="text"/> <span>Remove</span></p> <p><a href="#">Add another answer</a></p> <p>Correct answer: <span>Yes</span> ▼</p> <p><span>Close</span></p> </div> <p>– Enter the second answer below the first answer e.g. No.</p> <p>– Enter any remaining answers by clicking <i>Add another answer</i> and using the field provided.</p> <p>– Use the <i>Remove</i> option to delete any unwanted answers.</p> <p>– Select the <i>Correct answer</i> for the question using the dropdown list.</p> <p>– Click <span>Close</span>.</p> <p>– Click <span>Create</span>.</p>

# Working with screening questions

## Creating a new question

Answer Format	Options
<i>Numeric</i>	<div> <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><input type="button" value="Close"/></p> </div> <ul style="list-style-type: none"> <li>– 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.</li> <li>– Click <input type="button" value="Close"/>.</li> <li>– Click <input type="button" value="Create"/>.</li> </ul>
<i>Free Text</i>	<div> <p>Answer Format: <input type="text" value="Free Text"/></p> <p>Answer Range: <input type="text" value="200"/></p> <p><input type="button" value="Close"/></p> </div> <ul style="list-style-type: none"> <li>– If applicable, change the maximum number of characters allowed in the <i>Answer Range</i> field.</li> <li>– Click <input type="button" value="Close"/>.</li> <li>– Click <input type="button" value="Create"/>.</li> </ul>

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

- 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?

OK
Cancel

- Click OK to confirm the competency deletion.
- Click ⊕ Add more competencies.

2. The *Search* tab appears.

Competency	Library	Category	Expected Rating %	Weight %	Action
------------	---------	----------	-------------------	----------	--------

⊖ Add more competencies

Search
Browse

Find additional competencies to add to this Job Requisition.

Keywords:  Go

- 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"/>	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 ▼
<div><div>⊕ Add more competencies</div></div>					

- 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.

**Job Requisitions**

Requisition Statistics

4 Candidates Forwarded 3 New Candidates 4 Current External Requisitions 4 Current Internal Requisitions Average Days Open 17

Items per page 25 Page 1 of 2

Approve Filter Job Requisitions All job requisitions Clear all filters Filter Options Display Options Highlight Job Title

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

- 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 [Job Postings](#). Continue from step 4 below.
3. The selected job requisition opens.

**Programme Officer (859)**

Job Requisition Details Candidates (0) Job Postings (0) Candidate Search

Internal Posting Preview External Posting Preview

**Requisition Information**

Requisition ID 859

\* Requisition Status Approved

Requisition Due Date 19/03/2025

Evergreen Job Requisition

**Job Information**

\* Position Title Programme Officer

- 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 (859)**

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	DD/MM/YYYY		DD/MM/YYYY		--	--	Post Job
Corporate Posting	Not Posted	DD/MM/YYYY		DD/MM/YYYY		--	--	Post Job
Internal Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	Post Job
External Private Posting	Not Posted	DD/MM/YYYY	--	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.

**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 **Post Job**.
- 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	04/03/2025	16:41 SAST	18/03/2025	23:59 SAST	04/03/2025	L	Remove Post
Corporate Posting	Not Posted	DD/MM/YYYY		DD/MM/YYYY		--	--	Post Job
Internal Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	Post Job
External Private Posting	Not Posted	DD/MM/YYYY	--	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.

- 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 internal 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.

✓ Your changes have been saved.

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	04/03/2025	16:41 SAST	18/03/2025	23:59 SAST	04/03/2025	L	Remove Post
Corporate Posting	Posted	04/03/2025	16:45 SAST	18/03/2025	23:59 SAST	04/03/2025	L	Remove Post
Internal Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	Post Job
External Private Posting	Not Posted	DD/MM/YYYY	--	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.

- 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

Job Requisitions

Requisition Statistics

4

Candidates Forwarded

3

New Candidates

5

Current External Requisitions

5

Current Internal Requisitions

Average Days Open

17

Create New

Offers

Items per page

25

Page

1

of 2

Approve

Filter Job Requisitions

All job requisitions

Clear all filters

Filter Options

Display Options

Highlight Job Title

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

# 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 Requisitions**

Requisition Statistics

4 Candidates Forwarded 3 New Candidates 5 Current External Requisitions 5 Current Internal Requisitions Average Days Open 17

Items per page 25 Page 1 of 2

Approve Filter Job Requisitions All job requisitions Clear all filters Filter Options Display Options Highlight Job Title

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

- 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 [Job Postings](#). Continue from step 4 below.
3. The selected job requisition opens.

**Programme Officer (637)**

Job Requisition Details Candidates (0) Job Postings (2) Candidate Search

Internal Posting Preview External Posting Preview

**Requisition Information**

Requisition ID 637

\* Requisition Status Open

Requisition Due Date 31/05/2024

Evergreen Job Requisition

**Job Information**

\* Position Title Programme Officer

- 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 (690)

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	23/05/2024	10:29 SAST	05/06/2024	23:59 SAST	23/05/2024	L	Remove Post
Corporate Posting	Posted	23/05/2024	10:42 SAST	05/06/2024	23:59 SAST	23/05/2024	L	Remove Post
Internal Private Posting	Not Posted	<div>DD/MM/YYYY</div>	--	<div>DD/MM/YYYY</div>	--	--	--	Post Job
External Private Posting	Not Posted	<div>DD/MM/YYYY</div>	--	<div>DD/MM/YYYY</div>	--	--	--	Post Job

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

- 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 appears.

Job Requisitions								
<div> <div> <div>Requisition Statistics</div> <div> <div>0 Candidates Forwarded</div> <div>2 New Candidates</div> <div>5 Current External Requisitions</div> <div>6 Current Internal Requisitions</div> <div> <div>Average Days Open</div> <div>22</div> </div> </div> <div> <div>Create New</div> <div>Offers</div> </div> </div> <div> <div>Items per page</div> <div>10</div> <div>&lt;&lt;</div> <div>&lt;</div> <div>Page</div> <div>1</div> <div>of 2</div> <div>&gt;</div> <div>&gt;&gt;</div> </div> <div> <div>Approve</div> <div>Filter Job Requisitions</div> <div>All job requisitions</div> <div>Filter Options</div> <div>Display Options</div> <div>Highlight Job Title</div> <div>Q</div> </div> </div>								
Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated iF	Age(Days)	
Programme Officer	637	L	31/05/2024	-		01/03/2024	-	

# 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

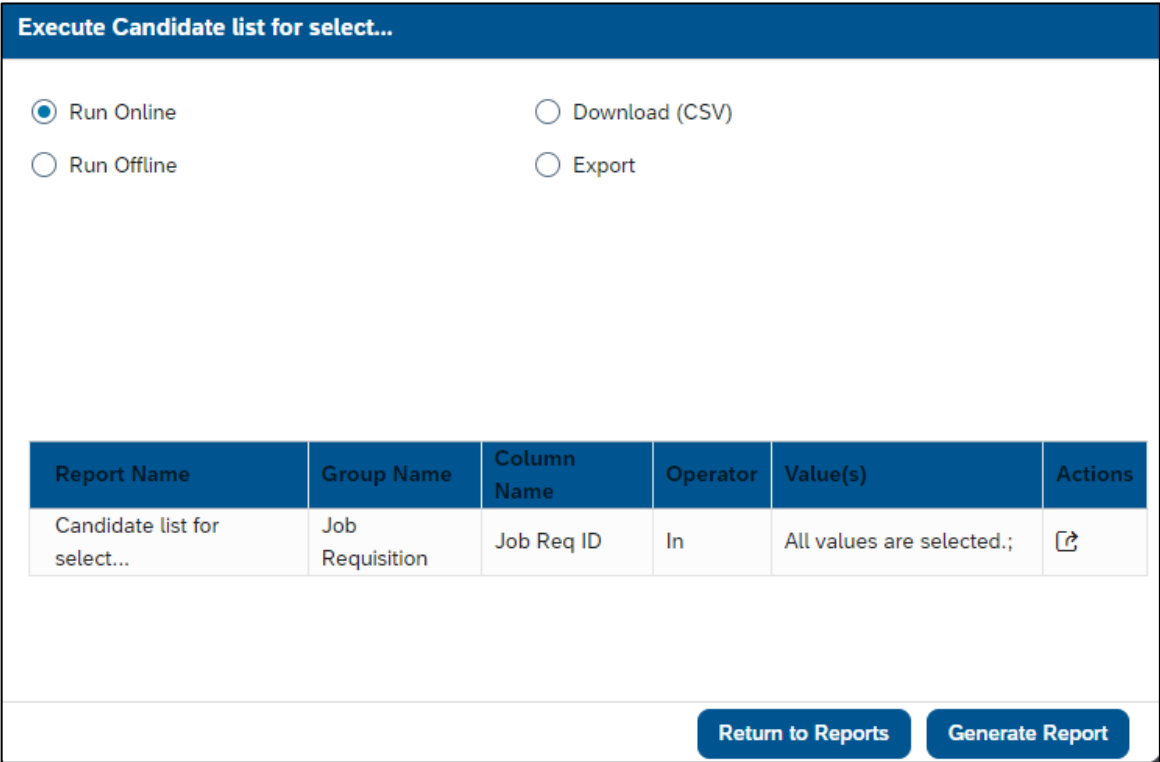
You will need the job requisition number to run the report.

## Procedure

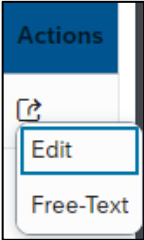
- 1. [Log in to SuccessFactors and access the Home page.](#)
  - Choose *Home > Reporting.*
- 2. The *Report Centre* page appears.



- Click the *Candidate list for selection committee (Servicing Officer)* report name.
- 3. The *Execute Candidate list for select...* dialogue box appears.



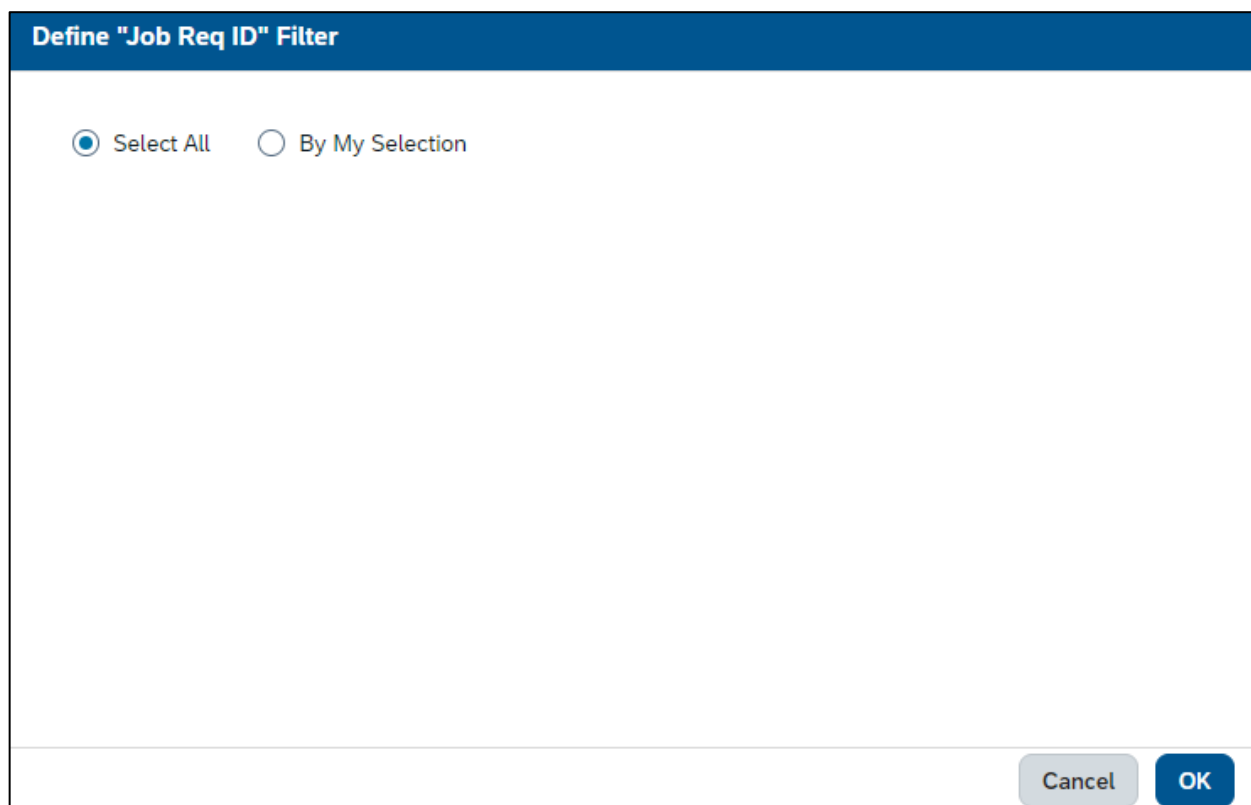
- In the *Actions* column, click and choose *Edit*.





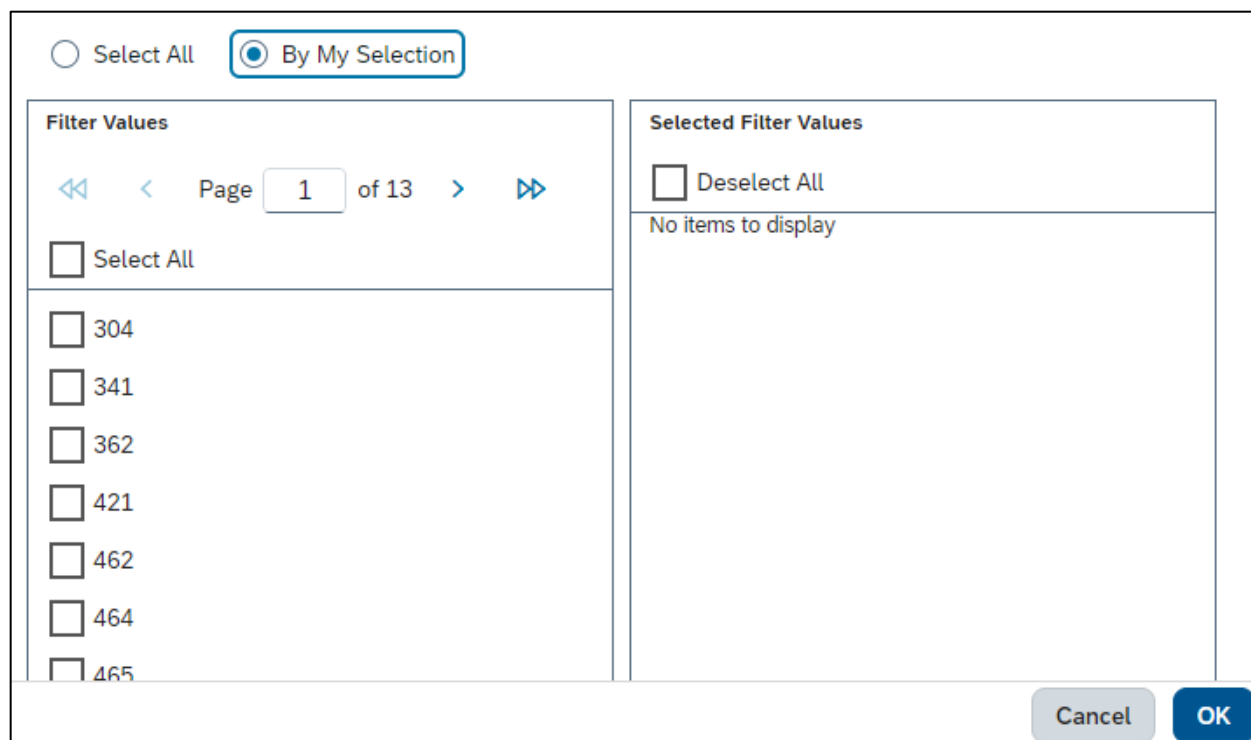
## Running the Candidate list report

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




The dialog box is titled "Define 'Job Req ID' Filter". It contains two radio buttons: "Select All" (which is selected) and "By My Selection". At the bottom right, there are "Cancel" and "OK" buttons.

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



The dialog box now shows the "Filter Values" section. At the top, the "By My Selection" radio button is selected. Below it, the "Filter Values" section includes a list of job requisition numbers: 304, 341, 362, 421, 462, 464, and 465. Each number has a checkbox next to it. Above the list, there is a "Page 1 of 13" indicator with navigation arrows. To the right of the list, there is a "Selected Filter Values" section with a "Deselect All" checkbox and the text "No items to display". At the bottom right, there are "Cancel" and "OK" buttons.

- 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

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...**

☒ Run Online
 ☐ Download (CSV)

☐ Run Offline
 ☐ 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)**

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	D rating: Doesn't meet requirements	
690	Programme Officer	D	White	Female	Cape Town	ZA	18/06/2024 16:18:39	Internal Site	Default	D - no evidence of requirements in CV or cover letter.	
690	Programme Officer	C	Not Declared	Other	Cape Town	ZA	18/06/2024 16:16:57	Internal Site	Default	B candidate: Meets some of the requirements but used abridged CV.	
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 has good experience.	
690	Programme Officer	H	Not Declared	Male	Cape Town	ZA	18/06/2024 16:24:10	Recruiting Marketing: RCM Redirect	Default	A rating: Meets all requirements and some of the advantageous ones as well.	
690	Programme Officer	W	White	Female	Cape Town	ZA	18/06/2024 16:22:27	Internal Site	Default	B rating: Only meets some of the requirements.	
690	Programme Officer	C	Not Declared	Other	Cape Town	ZA	18/06/2024 16:16:57	Internal Site	Default	D rating: Doesn't meet any of the requirements and no relevant experience.	
690	Programme Officer	W	African	Female	Cape Town	ZA	18/06/2024 16:25:18	Recruiting Marketing: Direct	Default	B candidate: Good experience but doesn't meet all requirements.	
690	Programme Officer	H	Not Declared	Male	Cape Town	ZA	18/06/2024 16:24:10	Recruiting Marketing: RCM Redirect	Default	A candidate: Excellent experience, meets all requirements with some extras.	
690	Programme Officer	W	White	Female	Cape Town	ZA	18/06/2024 16:22:27	Internal Site	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	D candidate: Missing all requirements, no experience.	
690	Programme Officer	H	Not Declared	Male	Cape Town	ZA	18/06/2024 16:24:10	Recruiting Marketing: RCM Redirect	Default	D - doesn't meet requirements.	
690	Programme Officer	C	Not Declared	Other	Cape Town	ZA	18/06/2024 16:16:57	Internal Site	Default	B - Meets part of the requirements.	
690	Programme Officer	W	African	Female	Cape Town	ZA	18/06/2024 16:25:18	Recruiting Marketing: Direct	Default	A - excellent experience and seems to meet all requirements.	
690	Programme Officer	E	Not Declared	Female	Cape Town	ZA	21/06/2024 14:46:28	Internal Site	Auto	A - Meets requirements with good experience.	

[Return to Reports](#)

- Choose the applicable *Download* option (CSV, Excel, PDF, PPT) at the top.
- When finished download, 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, O, D if standard mandate or A, B, C if open mandate) 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 Requisitions							
<div> <a href="#">Job Requisitions</a> <a href="#">Preferences</a> <a href="#">Candidates</a> <a href="#">Interview Central</a> <a href="#">Interview Scheduling</a> <a href="#">Message Centre</a> </div>							
<div> <b>Job Requisitions</b> <span>⌵</span> </div>							
<div> <div> <span>⌵</span> Requisition Statistics           <span>⊕ Create New</span> <span>🔗 Offers</span> </div> <div> <div> <div>4 Candidates Forwarded</div> <div>3 New Candidates</div> <div>3 Current External Requisitions</div> <div>3 Current Internal Requisitions</div> <div>           Average Days Open 19           <div></div> </div> </div> </div> </div>							
<div> <div> <div>Items per page 25</div> <div>⏪ &lt;</div> <div>Page 1 of 2</div> <div>&gt; ⏩</div> </div> <div> <div> <div>Approve</div> <div>Filter Job Requisitions</div> <div>All job requisitions</div> <div>Clear all filters</div> <div>Filter Options</div> <div>Display Options</div> <div>Highlight Job Title</div> <div>🔍</div> </div> </div> </div>							
Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer <a href="#">🔗</a>	859	L <a href="#">🔗</a>	19/03/2025	6	<div></div>	04/03/2025	-

- 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 [👤 Candidate Summary](#). **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

[-] Status... [+/-] Filters...

<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	2
<input type="checkbox"/> Requisition Closed	0
<input type="checkbox"/> Hired On Other Requisition	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 (859) / Applicants

Search for name  Reset

**Applicants (6)** ... ↓↑ ⚙️

<input type="checkbox"/>	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	
<input type="checkbox"/>	E	Automatic Disqualified		06/03/2025			...
<input type="checkbox"/>	L	New Application		06/03/2025			...
<input type="checkbox"/>	H	Automatic Disqualified		06/03/2025			...
<input type="checkbox"/>	V	New Application		06/03/2025			...
<input type="checkbox"/>	J	New Application		06/03/2025			...
<input type="checkbox"/>	M	New Application		06/03/2025			...

- The *Status and Filters* section shows all possible statuses and the number of applicants per status. In the example above there are 6 applicants, with 4 in *New Application* and 2 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.

**Status and Filters** Hide

[-] Stat... [+/-] Filte...

<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	2
<input type="checkbox"/> Requisition Closed	0

Requisitions List / Programme Officer (859) / Applicants


Search for name  Status (Automatic Disqualified) x Reset

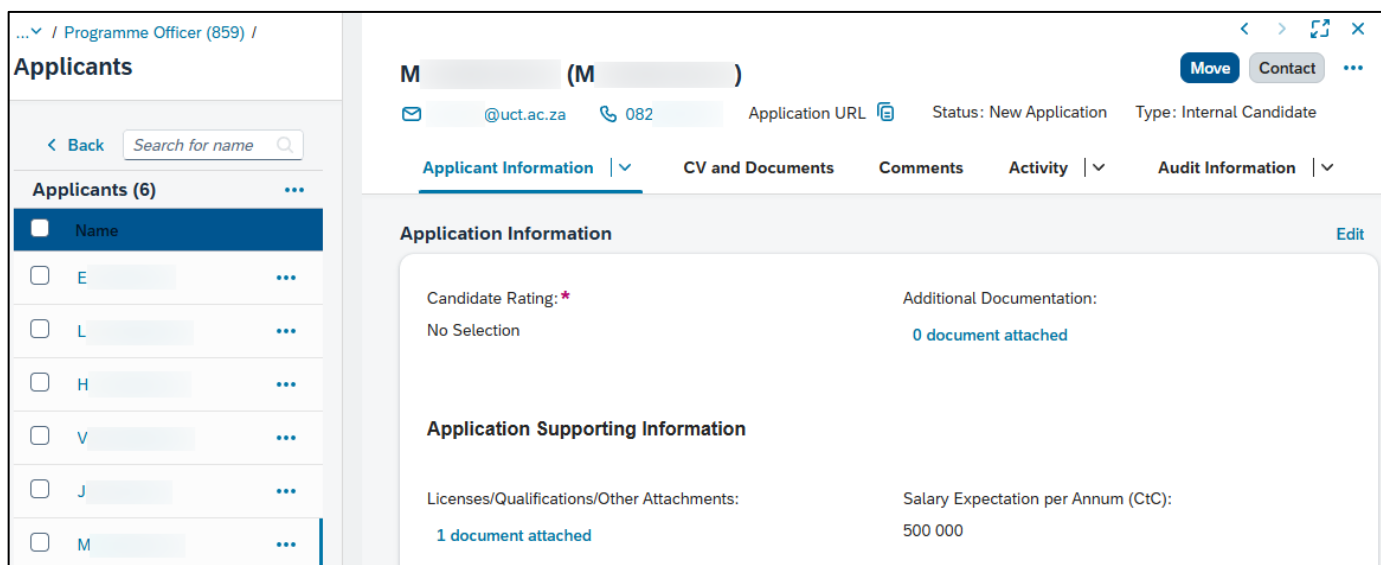
**Applicants (2)** ... ↓↑ ⚙️

<input type="checkbox"/>	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	
<input type="checkbox"/>	E	Automatic Disqualified		06/03/2025			...
<input type="checkbox"/>	H	Automatic Disqualified		06/03/2025			...


- 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 displays the UCT SuccessFactors Recruiting interface. On the left, under the 'Applicants' section, there is a list of 6 applicants. The first applicant, 'M', is selected. The right pane shows the details for this applicant. At the top, there are buttons for 'Move' and 'Contact'. Below this, the applicant's email is '@uct.ac.za' and their phone number is '082'. The application URL is shown with a copy icon. The status is 'New Application' and the type is 'Internal Candidate'. A tabbed interface shows 'Applicant Information' as the active tab, with other tabs for 'CV and Documents', 'Comments', 'Activity', and 'Audit Information'. The 'Applicant Information' section includes a 'Candidate Rating' field with a red asterisk, currently set to 'No Selection'. There is a link to 'Additional Documentation' showing '0 document attached'. Below this, the 'Application Supporting Information' section includes 'Licenses/Qualifications/Other Attachments' with a link to '1 document attached' and a 'Salary Expectation per Annum (CtC)' field set to '500 000'. An 'Edit' link is visible in the top right of the 'Applicant Information' section.

- 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* (e.g. A, B, O, D for standard mandate or A, B, C for open mandate).
- 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
M	New Application	✓ 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 - No Email

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

Eligibility

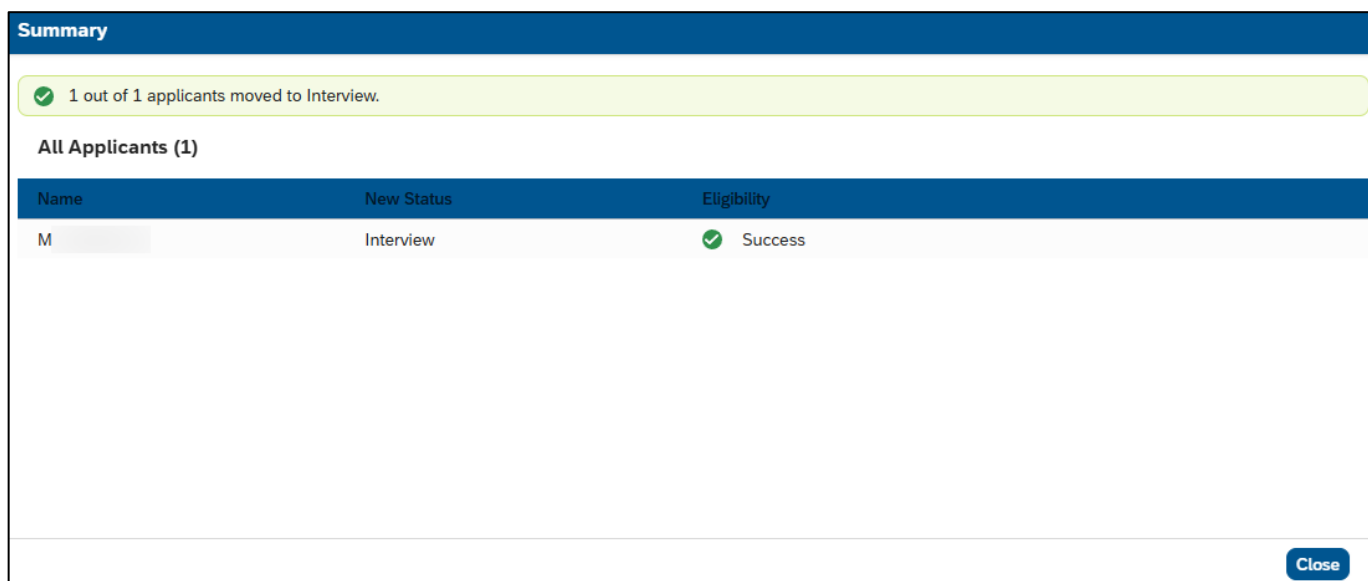
⚠ Skipping Retain step for the next status. Enter a comment to move.
- Click 

Move

.

## Adding applicant ratings and changing applicant status

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



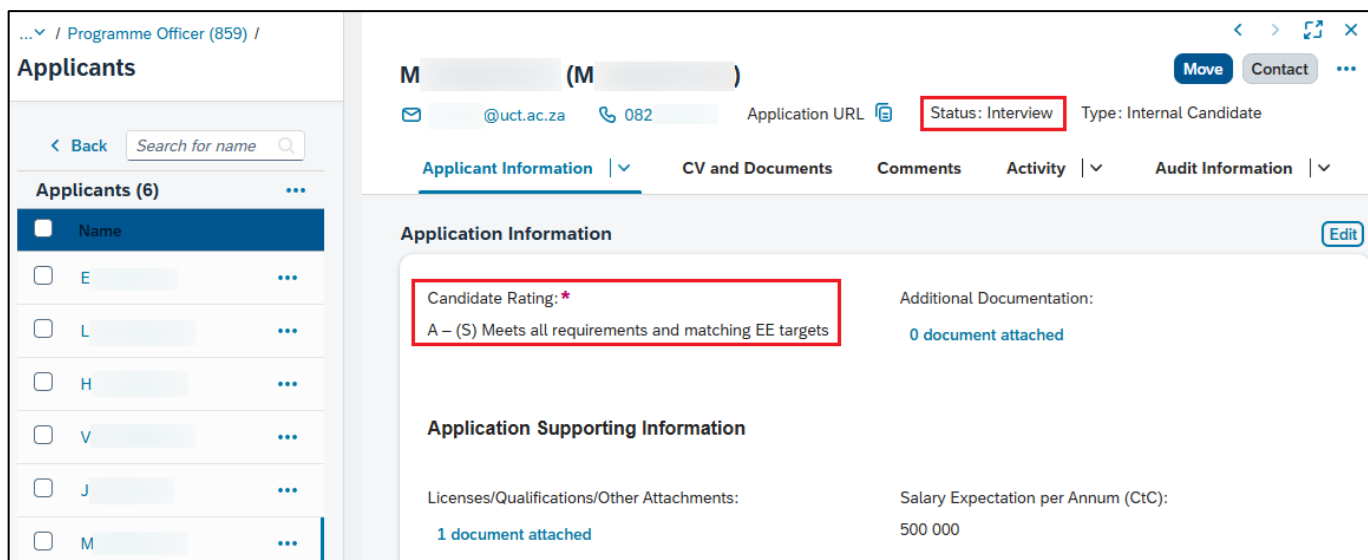
The **Summary** dialogue box shows a confirmation message: "1 out of 1 applicants moved to Interview." Below this, a table titled "All Applicants (1)" displays the following data:

Name	New Status	Eligibility
M	Interview	✓ Success

A **Close** button is located at the bottom right of the box.

– Click **Close**.

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



The applicant details page for "M" (M) shows the following information:

- Header:** M (M) with **Move** and **Contact** buttons.
- Contact Info:** @uct.ac.za, 082, Application URL, and **Status: Interview** (highlighted with a red box). Type: Internal Candidate.
- Tabs:** Applicant Information (selected), CV and Documents, Comments, Activity, Audit Information.
- Application Information:**
  - Candidate Rating:** \* A – (S) Meets all requirements and matching EE targets (highlighted with a red box).
  - Additional Documentation:** 0 document attached.
- Application Supporting Information:**
  - Licenses/Qualifications/Other Attachments:** 1 document attached.
  - Salary Expectation per Annum (CtC):** 500 000.

- 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.

Job Requisitions

Preferences

Candidates

Interview Central

Interview Scheduling

Message Centre

Status and Filters

Hide

Stat...

Filte...

☐ Forwarded

0

☐ Invited To Apply

0

☐ New Application

0

☐ Pre-screening

0

☐ Retain

1

☐ Assessment

0

☐ Interview

2

☐ Offer

0

☐ Ready to Hire \*

0

☐ Hired

0

☐ Regret

1

☐ Automatic Disqualif...

2

☐ Requisition Closed

0

Requisitions List / Programme Officer (859) /

Applicants

Search for name

Reset

Applicants (6)

Move

...

↓↑

⚙

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

- 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.

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

- 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 [Candidate Summary](#).

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

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
E	Automatic Disqualified		06/03/2025		
L	Interview		06/03/2025		
H	Automatic Disqualified		06/03/2025		
V	Regret Pre-Interview - Email		06/03/2025		
J	Retain		06/03/2025		

- 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.

Selected (6)
<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> E
<input checked="" type="checkbox"/> L
<input checked="" type="checkbox"/> H

- 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: \*

Assessment

Comments:

Enter a comment.

1000 characters remaining

Eligible to Move (2)

Name	Current Status	Eligibility
H	Retain	Eligible for the next status.
J	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 - No Email

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

Eligible to Move (2)

Name	Current Status	Eligibility
H	Pre-screening	⚠ Skipping Retain step for the next status. Enter a comment to move.
J	Pre-screening	⚠ Skipping Retain step for the next status. Enter a comment to move.

- 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	<div>✓</div> Success
J	Assessment	<div>✓</div> Success

Close

- Click 

Close

.

6. The *Applicants* page reappears, if there are no applicants remaining in the selected status a message appears on screen. Remove any status selections on the left to see all applicants.

Status and Filters

Hide

Stat...

Filte...

☐

Forwarded

0

☐

Invited To Apply

0

☐

New Application

0

☐

Pre-screening

0

☒

Retain

0

☐

Assessment

2

☐

Interview

2

>

☐

Offer

0

☐

Ready to Hire \*

0

☐

Hired

0

>

☐

Regret

1

☐

Automatic Disqualif...

1

Requisitions List / Programme Officer (859) /

Applicants

Search for name

Status (Retain) ×

Applicants (0)

×

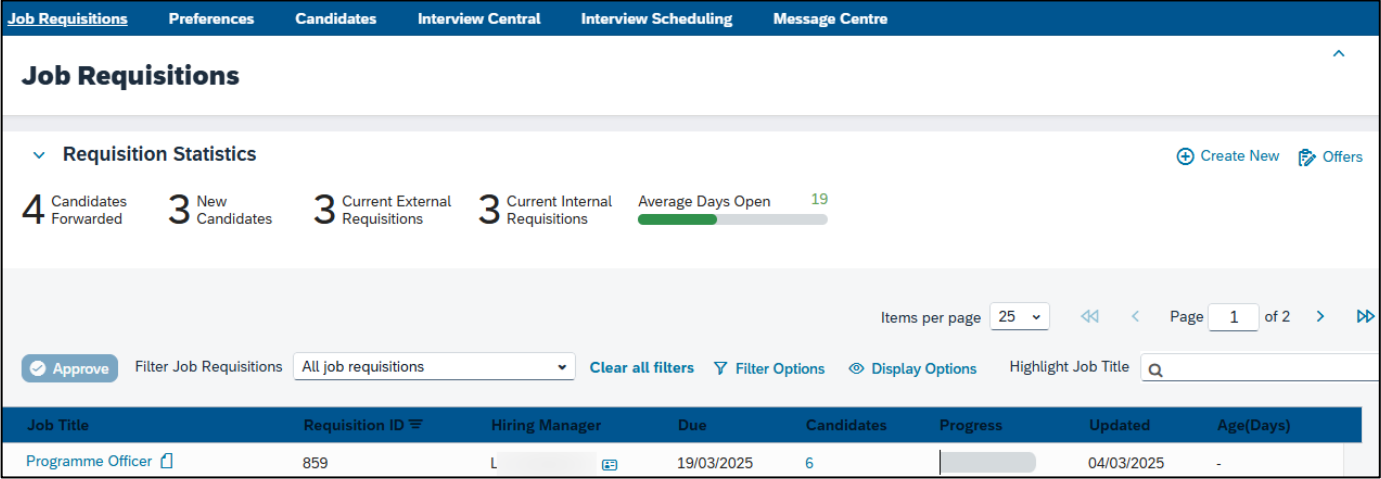
No job applications found for this requisition

Try with fewer or different search terms, or change your filter selections.

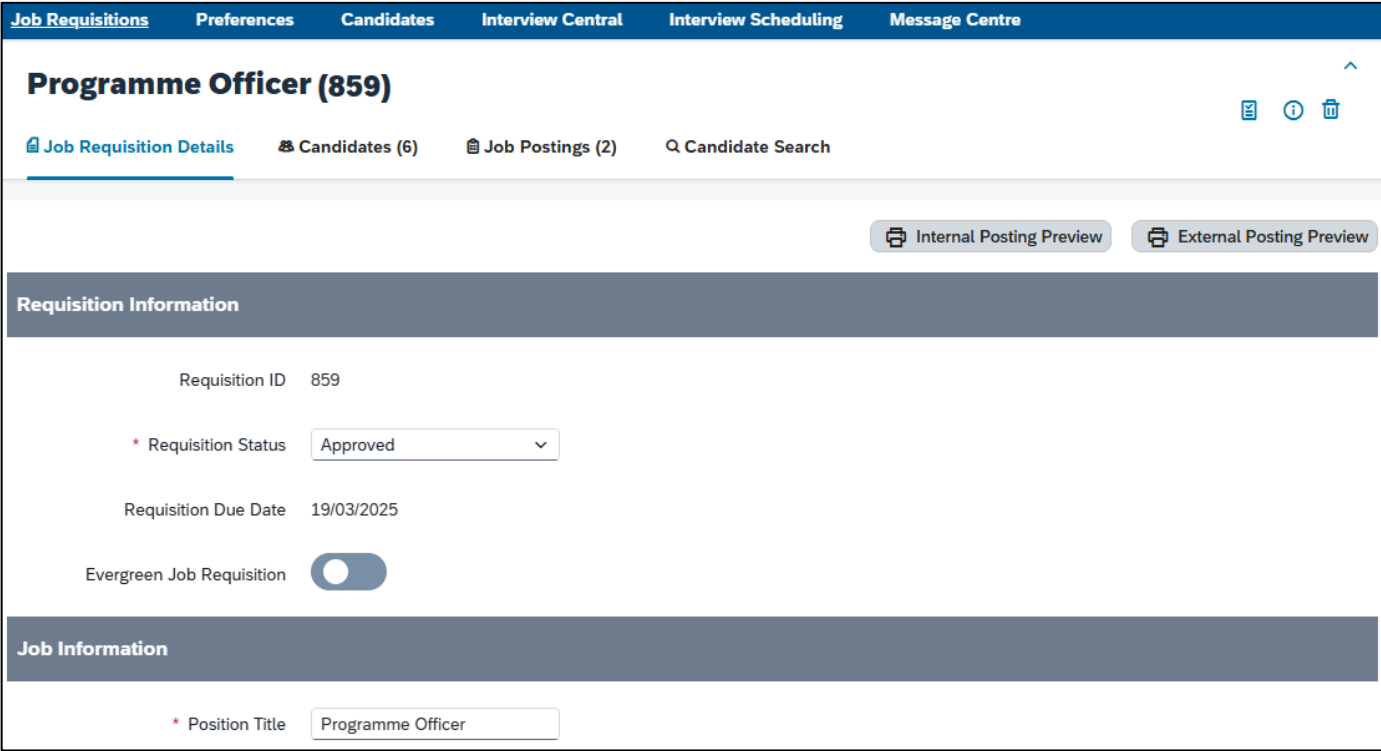
# Adding a selection committee member to a job requisition

## 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

L, Departmental Manager (20027650)

Find Hiring Manager..

\* Recruiter

L, Recruitment Advisor (20046320)

Find Recruiter..

Manage Additional Users

\* Recruiting Team

Q

A

X

\* HR Business Partner

R, HR Business Partner (20027266)

Find HR Business Partner..

\* Chairperson

I, HOD: Dept of Accounting (20000294)

Find Chairperson..

Manage Additional Users

Selection Committee Members

Q

L

X

M

X

J

X

- In the *Selection Committee Members* field, click in the search field next to 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 Changes** 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 Requisitions**

Requisition Statistics

4 Candidates Forwarded 3 New Candidates 3 Current External Requisitions 3 Current Internal Requisitions Average Days Open 19

Items per page 25 Page 1 of 2

Approve Filter Job Requisitions All job requisitions Clear all filters Filter Options Display Options

Highlight Job Title

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

- Select the relevant job by clicking the *Job Title* (e.g. Programme Officer).
3. The *Job Requisition Details* page appears.

**Programme Officer (859)**

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

Internal Posting Preview External Posting Preview

**Requisition Information**

Requisition ID 859

\* Requisition Status Approved

Requisition Due Date 19/03/2025

Evergreen Job Requisition

**Job Information**

\* 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

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
Overall Rating	4.67	3.33
Summary	4.67	3.33
Notes	2 Notes	0 Notes

Stack Ranking

Competency: Summary

1 L 4.67

2 M 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

1 L 4.67

2 M 3.17

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

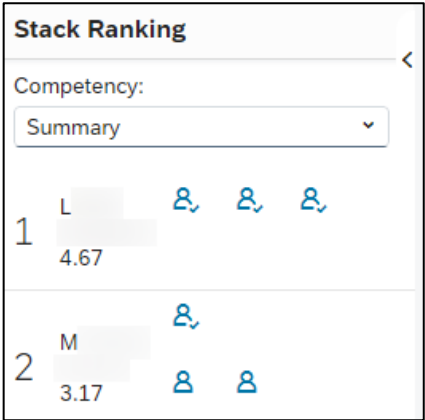
Planning and organizing / work management	5.00	
Adaptability / flexibility	4.67	
Quality commitment/ work standards	4.00	
Summary	4.67	
Notes	1 Notes	

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.

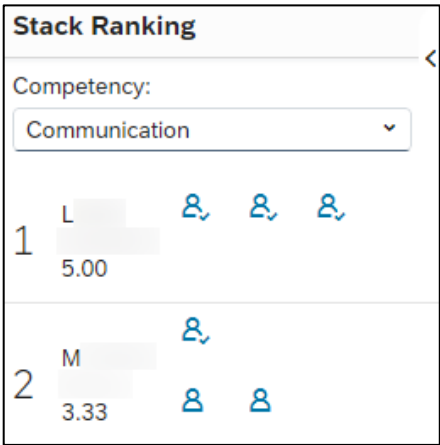
- If selection committee members attached their interview notes, they will appear in the *Notes* section. Click the *Notes* link to access the attached notes.

# Reviewing interview ratings and candidate recommendations

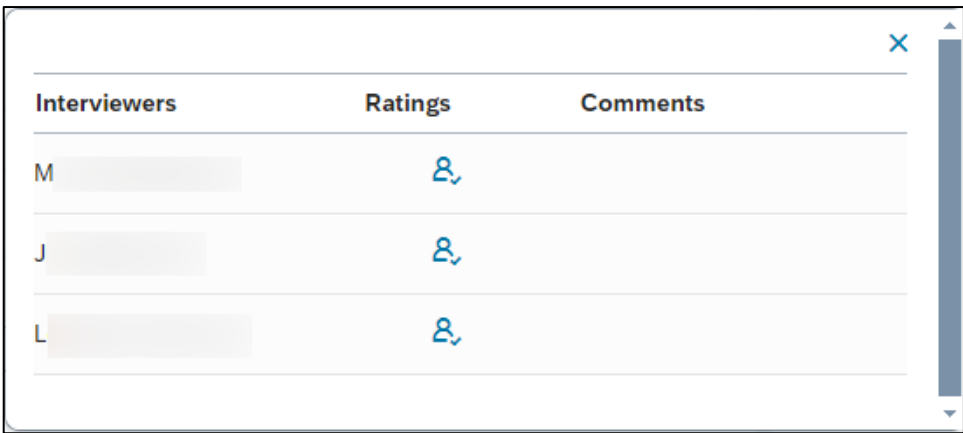
- If candidates were rated on a set of competencies, sort the candidates using the *Stack Ranking* section on the right. Sort by *Summary* or by a single competency.



- 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 summery 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.

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

- Click the number in the *Candidates* column (e.g. 6 above) or click *View Menu Options* to the right of the job title and choose *Candidate Summary*.

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	Interview Result
E	Automatic Disqualified		06/03/2025			...
L	Interview		06/03/2025			4.67
H	Automatic Disqualified		06/03/2025			...
V	Regret Pre-Interview - Email		06/03/2025			...
J	Regret Pre-Interview - Email		06/03/2025			...
M	Interview		06/03/2025			3.33

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

# Starting the offer approval process

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

... / Programme Officer (859) /

Applicants

[Back](#)

Applicants (6)

☐

Name

...

☐

E

...

☐

L

...

☐

H

...

☐

V

...

☐

J

...

☐

M

...

L

Move

Contact

...

@gmail.com 084 Application URL Status: Interview Type: External Candidate

Applicant Information CV and Documents Comments Activity Audit Information

Application Information

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

Additional Documentation:  
1 document attached

Application Supporting Information

Licenses/Qualifications/Other Attachments:  
0 document attached

Salary Expectation per Annum (CtC):  
R550 000

– Click **Move**.

6. The *Move Applicants* dialogue box appears.

Move Applicants

Move to status: \*  
Offer

Sub-item: \*  
Offer Approval

Comments:  

Enter a comment.

1000 characters remaining

Eligible to Move (1)

Name	Current Status	Eligibility
L	Interview	✓ Eligible for the next status.

Move

Cancel

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

March 2025

UCT Human Resources

Page 50

# Starting the offer approval process

7. 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
L	Offer Approval	<div>✓</div> Success

Close

– Click .

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

... / Programme Officer (859) /

Applicants

< Back

Search for name

Applicants (6)

<input type="checkbox"/>	Name	
<input type="checkbox"/>	E	...
<input type="checkbox"/>	L	...
<input type="checkbox"/>	H	...
<input type="checkbox"/>	V	...
<input type="checkbox"/>	J	...
<input type="checkbox"/>	M	...

L

@gmail.com

084

Application URL

Status: Offer Approval

Type: External Candidate

Applicant Information

CV and Documents

Comments

Activity

Audit Information

Application Information

Candidate Rating: \*

A – (S) Meets all requirements and matching EE targets

Additional Documentation:

1 document attached


Application Supporting Information

Licenses/Qualifications/Other Attachments:

0 document attached

Salary Expectation per Annum (CtC):

R550 000

– In the top right, click  *More Actions* and choose *Initiate Offer Approval*.

# Starting the offer approval process

9. The *Offer Approval* page appears

Offer Approval: L

for Programme Officer

Offer Details

Language

English UK (English UK)

\* Select Offer Template

Offer Details 1.0

Requisition ID

859

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

The screenshot shows a form for starting the offer approval process. It includes the following fields and options:

- \* First Name:** Text input field with the letter 'L' entered.
- \* Last Name:** Text input field.
- \* Pay Scale Group:** Dropdown menu with 'PC09 (PC09)' selected and a help icon.
- \* Annual COE to be offered (e.g. R300,000.00):** Text input field.
- \* Proposed Start Date:** Date picker with 'DD/MM/YYYY' format and a calendar icon.
- Contract Duration:** Dropdown menu with 'No Selection' selected.
- Candidate CV:** Document icon and a link labeled 'CV'.
- Cover Letter:** Document icon and a link labeled 'Cover Letter'.
- Other Supporting Documents:** Document icon and a link labeled '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 [Attach a document](#) to attach the selection committee report and any other relevant documents.
  - The *Documents* dialogue box appears.

The screenshot shows the 'Documents' dialogue box. It has a title bar 'Documents' and a subtitle 'Select a file to upload'. Below the subtitle, there is a 'Choose File' label, a text input field, and two buttons: 'Browse' and 'Upload'. Below this, there is a table with the following columns: 'Use Selected', 'File name', 'Updated', 'File Size', and 'Delete'. At the bottom right, there are 'OK' and 'Cancel' buttons.

- In the *Choose File* field, click [Browse](#) to select the file to attach.
- Click [Upload](#).

# 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.

Documents

Your attachment is uploaded.

Select a file to upload

Choose File

Selection committee report....

Browse

Upload

Use Selected	File name	Updated	File Size	Delete
<input type="checkbox"/>	Selection committee report.docx	18/03/2025	12 KB	

OK

Cancel

- 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.

Other Supporting Documents 1 document attached

## Approvers: Version 1 section:

Approvers: Version 1

Status Draft

\* Offer Approval

Find User.. +

Comment

Send For Approval

Save

Back to Candidate List

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*.

- 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**.

4. The *Confirmation* dialogue box appears.

- Click **Yes**.

5. The *Offer Approval* page reappears with the last saved date and time at the top of the page.

- Click **Job Requisitions**.

6. 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.

**Job Requisitions**

Requisition Statistics

4 Candidates Forwarded 3 New Candidates 3 Current External Requisitions 3 Current Internal Requisitions Average Days Open 19

Items per page 25 Page 1 of 2

Approve Filter Job Requisitions All job requisitions Clear all filters Filter Options Display Options

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

- 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 [Candidate Summary](#).
3. The *Applicants* page appears.

**Applicants**

Requisitions List / Programme Officer (859) /

Search for name

Applicants (6)

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	Interview Result
E	Automatic Disqualified		06/03/2025			
L	Offer Approval		06/03/2025			4.67
H	Automatic Disqualified		06/03/2025			
V	Regret Pre-Interview - Email		06/03/2025			
J	Regret Pre-Interview - Email		06/03/2025			
M	Interview		06/03/2025			3.33

- 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.

... / Programme Officer (859) /

### Applicants

< Back Search for name

Applicants (6) Move ...

<input type="checkbox"/>	Name	...
<input type="checkbox"/>	E	...
<input type="checkbox"/>	L	...
<input type="checkbox"/>	H	...
<input type="checkbox"/>	V	...
<input type="checkbox"/>	J	...
<input type="checkbox"/>	M	...

L

@gmail.com 084 Application URL Status: Offer Approval Type: External Candidate

Applicant Information CV and Documents Comments Activity Audit Information

### Application Information

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

Additional Documentation:  
1 document attached

### Application Supporting Information

Licenses/Qualifications/Other Attachments:  
0 document attached

Salary Expectation per Annum (CtC):  
R550 000

- Click **...** *More Actions* 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.

Approvers: Version 1

Status Pending Approval

Offer Approval L Departmental Manager (20027650) 18/03/2025 ✓

Current Approver I , HOD: Dept of Accounting (20000294)

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

Approvers: Version 1

Status Completed

Offer Approval L , Departmental Manager (20027650) 18/03/2025 ✓

Ad hoc approver 1 I , HOD: Dept of Accounting (20000294) 18/03/2025 ✓

- 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 an email from the line manager. Ensure you check with the line manager before sending this email as the manager may prefer a more personal way of informing the candidate that they were successful.

## 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 *Candidate Summary*.
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.

... / Programme Officer (859) /

Applicants

[Back](#)

Applicants (6) [Move](#) [...](#) [↕](#)

<input type="checkbox"/>	Name	
<input type="checkbox"/>	E	...
<input type="checkbox"/>	L	...
<input type="checkbox"/>	H	...
<input type="checkbox"/>	V	...
<input type="checkbox"/>	J	...
<input type="checkbox"/>	M	...

L

[Move](#) [Contact](#) [...](#)

[@gmail.com](#) [084](#) [Application URL](#) [Status: Offer Approval](#) [Type: External Candidate](#)

[Applicant Information](#) [CV and Documents](#) [Comments](#) [Activity](#) [Audit Information](#)

Application Information [Edit](#)

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

Additional Documentation:  
[1 document attached](#)

Application Supporting Information

Licenses/Qualifications/Other Attachments:  
[0 document attached](#)

Salary Expectation per Annum (CtC):  
R550 000

- Click [Move](#).

5. The *Move Applicants* dialogue box appears.

Move Applicants

Move to status: \*  

Offer

Sub-item: \*  

Offer Letter \*

Comments:  

Enter a comment.

1000 characters remaining

Eligible to Move (1)

Name	Current Status	Eligibility
L	Offer Approval	<a href="#">✓</a> Eligible for the next status.

[Move](#) [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*.

Summary

✓

1 out of 1 applicants moved to Offer Letter.

All Applicants (1)

Name	New Status	Eligibility
L	Offer Letter	<div>✓</div> Success

Close

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

... / Programme Officer (859) /

Applicants

< Back

Search for name

Applicants (6)

<input type="checkbox"/>	Name	
<input type="checkbox"/>	E	...
<input type="checkbox"/>	L	...
<input type="checkbox"/>	H	...
<input type="checkbox"/>	V	...
<input type="checkbox"/>	J	...
<input type="checkbox"/>	M	...

L

@gmail.com

084

Application URL

Status: Offer Letter

Type: External Candidate

Move

Contact

...

Applicant Information

CV and Documents

Comments

Activity

Audit Information

Application Information

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

Additional Documentation:  
1 document attached

Application Supporting Information

Licenses/Qualifications/Other Attachments:  
0 document attached

Salary Expectation per Annum (CtC):  
R550 000

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

## Sending an offer letter to a candidate

8. The *Offer Letter* page appears.

**Offer Letter: L** for Programme Officer

L

084

@gmail.com

Country/Region: South Africa

Language: English UK (English UK)

Template: UCT Contract Of Employm...

Subject: Letter of Offer

Note: Use the Alt + F10 command to access the tool bar.

Font: Size: [Rich Text Editor]

[[CANDIDATE\_FIRST\_NAME]] [[CANDIDATE\_LAST\_NAME]]  
[[CANDIDATE\_PROFILE\_CONTACT\_EMAIL]]

Dear [[CANDIDATE\_FIRST\_NAME]]

We have pleasure in informing you that the recommendation for your appointment for the position of [[JOB\_REQUISITION\_CUSTOM2]], pay scale [[JOB\_REQUISITION\_CUSTOM17]], in [[JOB\_REQUISITION\_CUSTOM13]] at the University of Cape Town, 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.

Yours sincerely,

Paragraphs: 7, Words: 78

Attach a document

Reset Template

Next Step Preview Save As Draft Cancel

- If applicable, change the offer letter wording in the space provided.

**Note:** Do not change any of the fields in yellow as these are system generated fields that will pull information from SuccessFactors when the letter is sent.

- Click **Next Step**.

## Sending an offer letter to a candidate

9. The second *Offer Letter* page appears.

**Job Requisitions** **Preferences** **Candidates** **Interview Central** **Interview Scheduling** **Message Centre**

### Offer Letter: L [redacted] for Programme Officer

✓ Draft is saved successfully

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

Subject: Letter of Offer

L [redacted]  
[redacted]@gmail.com

Dear L [redacted]

We have pleasure in informing you that the recommendation for your appointment for the position of **Programme Officer**, pay scale PC09, in Coll of Accounting: Operations & Admin at the University of Cape Town, 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.

Yours sincerely,  
L [redacted]  
[redacted]@uct.ac.za

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 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 Requisitions**

Requisition Statistics

4 Candidates Forwarded 3 New Candidates 3 Current External Requisitions 3 Current Internal Requisitions Average Days Open 19

Items per page 25 Page 1 of 2

Approve Filter Job Requisitions All job requisitions Clear all filters Filter Options Display Options

Highlight Job Title

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

- 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 [Candidate Summary](#).
3. The *Applicants* page appears.

**Applicants**

Search for name

Applicants (6)

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	Interview Result
E	Automatic Disqualified		06/03/2025			
L	Offer Letter		06/03/2025			4.67
H	Automatic Disqualified		06/03/2025			
V	Regret Pre-Interview - Email		06/03/2025			
J	Regret Pre-Interview - Email		06/03/2025			
M	Interview		06/03/2025			3.33

- 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.

... / Programme Officer (859) /

Applicants

< Back

Search for name

Applicants (6) 

Move

...

↓↑

☐

Name

☐

E

...

☐

L

...

☐

H

...

☐

V

...

☐

J

...

☐

M

...

L

@gmail.com

084

Application URL

Status: Offer Letter

Type: External Candidate

Applicant Information

CV and Documents

Comments

Activity

Audit Information

Application Information

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

Additional Documentation:  
1 document attached

Application Supporting Information

Licenses/Qualifications/Other Attachments:  
0 document attached

Salary Expectation per Annum (CtC):  
R550 000

- Click 

Move

.

5. The *Move Applicants* dialogue box appears.

Move Applicants

Move to status: \*  
Offer

Sub-item: \*  
Offer Declined

Comments:  

Enter a comment.

1000 characters remaining

Eligible to Move (1)

Name	Current Status	Eligibility
L	Offer Letter	✓ Eligible for the next status.

Move

Cancel

- 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*.

Summary

✓ 1 out of 1 applicants moved to Offer Accepted.

All Applicants (1)

Name	New Status	Eligibility
L	Offer Accepted	✓ Success

Close

– Click .

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

... / Programme Officer (859) /

Applicants

< Back

Search for name

Applicants (6)

<input type="checkbox"/>	Name	
<input type="checkbox"/>	E	...
<input type="checkbox"/>	L	...
<input type="checkbox"/>	H	...
<input type="checkbox"/>	V	...
<input type="checkbox"/>	J	...
<input type="checkbox"/>	M	...

L

@gmail.com

084

Application URL

Status: Offer Accepted

Move

Contact

...

Type: External Candidate

Applicant Information

CV and Documents

Comments

Activity

Audit Information

Application Information

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

Additional Documentation:  
1 document attached

Application Supporting Information

Licenses/Qualifications/Other Attachments:  
0 document attached

Salary Expectation per Annum (CtC):  
R550 000

– 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 Requisitions**

Requisition Statistics

4 Candidates Forwarded 3 New Candidates 3 Current External Requisitions 3 Current Internal Requisitions Average Days Open 19

Items per page 25 Page 1 of 2

Approve Filter Job Requisitions All job requisitions Clear all filters Filter Options Display Options Highlight Job Title

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

- 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 [Candidate Summary](#).
3. The *Applicants* page appears.

**Applicants**

Requisitions List / Programme Officer (859) /

Search for name

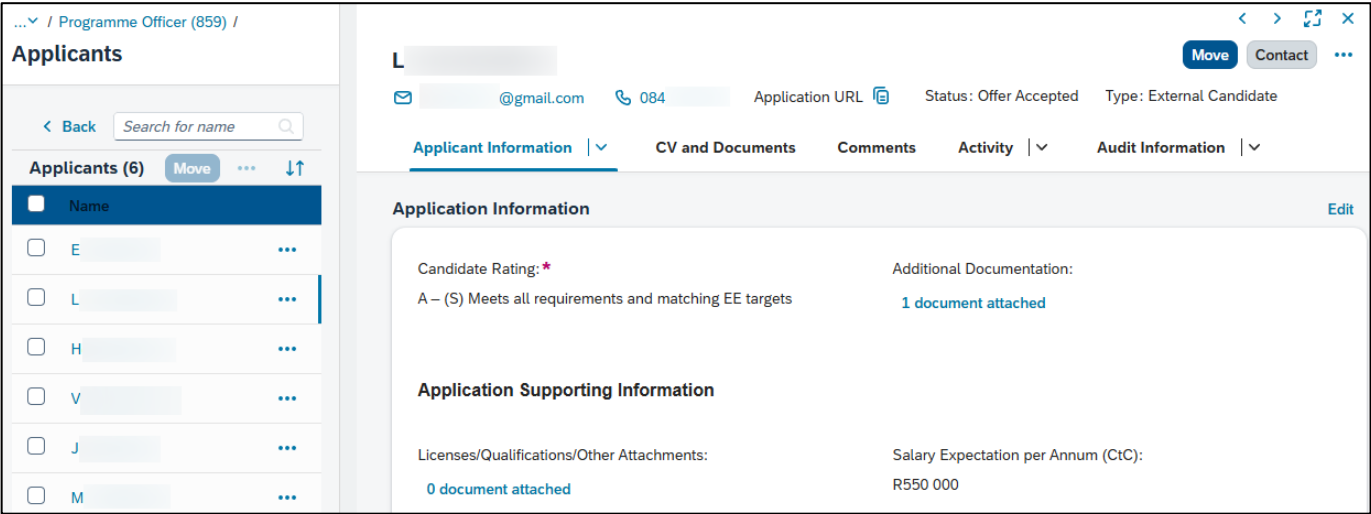
Applicants (6)

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	Interview Result
E	Automatic Disqualified		06/03/2025			
L	Offer Accepted		06/03/2025			4.67
H	Automatic Disqualified		06/03/2025			
V	Regret Pre-Interview - Email		06/03/2025			
J	Regret Pre-Interview - Email		06/03/2025			
M	Interview		06/03/2025			3.33

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

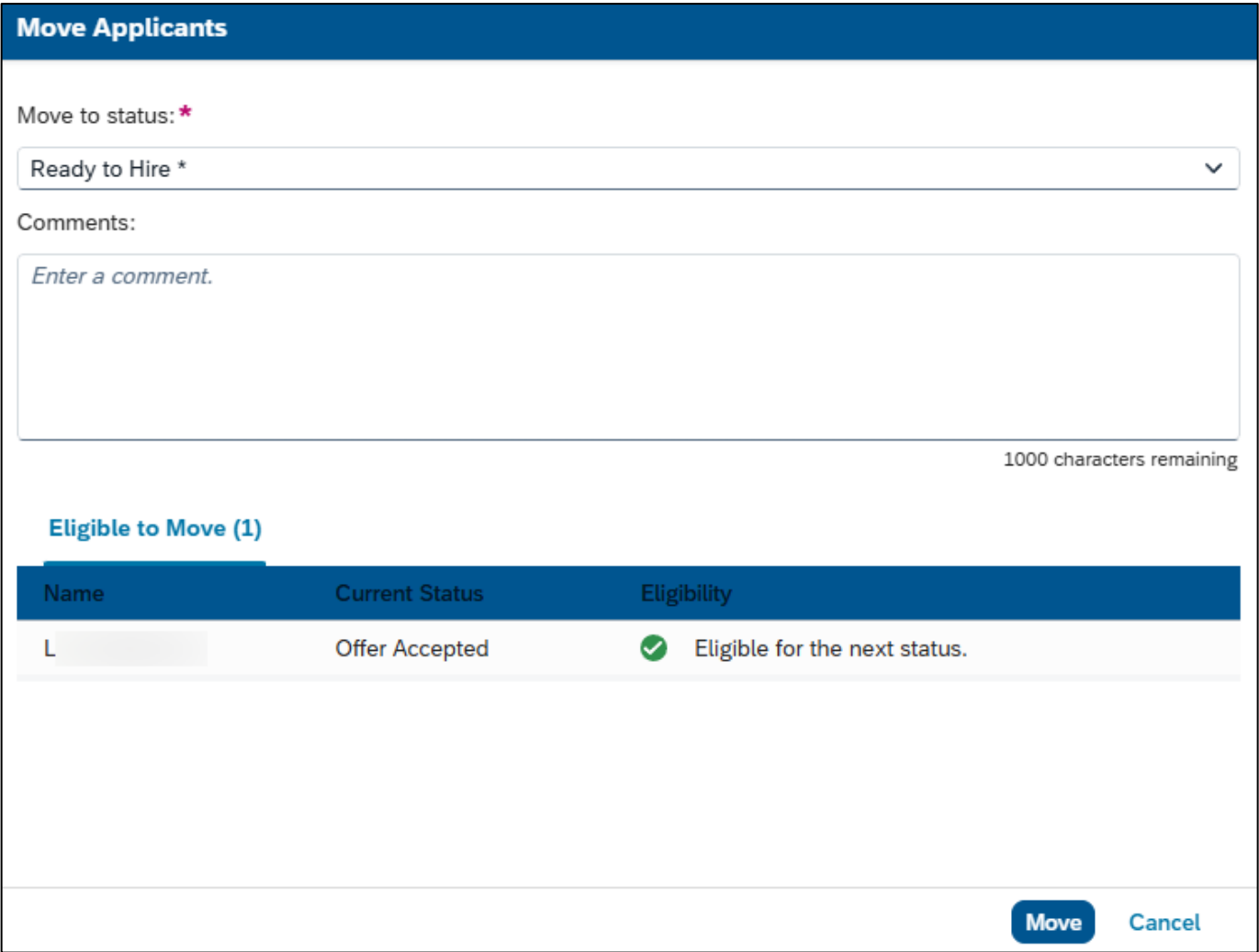
# Changing candidate status after offer acceptance

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*.

Summary

 1 out of 1 applicants moved to Ready to Hire.

All Applicants (1)

Name	New Status	Eligibility
L	Ready to Hire	 Success

Close

- Click .

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

... / Programme Officer (859) /

Applicants

< Back

Search for name

Applicants (6)






Move

...

↓↑

<input type="checkbox"/>	Name	
<input type="checkbox"/>	E	...
<input type="checkbox"/>	L	...
<input type="checkbox"/>	H	...
<input type="checkbox"/>	V	...
<input type="checkbox"/>	J	...
<input type="checkbox"/>	M	...

L

 @gmail.com
  084
  Application URL
  Status: Ready to Hire
  Type: External Candidate

Move

Contact

...

Applicant Information

CV and Documents

Comments

Activity

Audit Information

Application Information

Edit

Candidate Rating:

A – (S) Meets all requirements and matching EE targets

Additional Documentation:

1 document attached

Application Supporting Information

Licenses/Qualifications/Other Attachments:

0 document attached

Salary Expectation per Annum (CtC):

R550 000

- If ready to change the candidate's status to *Hired*, continue from [step 4 of Changing 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.

Job Requisitions							
<div> <a href="#">Job Requisitions</a> <a href="#">Preferences</a> <a href="#">Candidates</a> <a href="#">Interview Central</a> <a href="#">Interview Scheduling</a> <a href="#">Message Centre</a> </div>							
<b>Job Requisitions</b> <div> <a href="#">Create New</a> <a href="#">Offers</a> </div>							
<div> <b>Requisition Statistics</b> </div> <div> <div>4 Candidates Forwarded</div> <div>3 New Candidates</div> <div>2 Current External Requisitions</div> <div>2 Current Internal Requisitions</div> <div>Average Days Open 19</div> </div>							
<div> <div>Items per page 25</div> <div>&lt;&lt; &lt; Page 1 of 2 &gt; &gt;&gt;</div> </div>							
<div> <a href="#">Approve</a> Filter Job Requisitions <div>All job requisitions</div> <a href="#">Clear all filters</a> <a href="#">Filter Options</a> <a href="#">Display Options</a> Highlight Job Title <input type="text"/> </div>							
Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	859	L	19/03/2025	6		18/03/2025	15

- Click the number in the *Candidates* column (e.g. 6 above) or click [View Menu Options](#) to the right of the job title and choose [Candidate Summary](#).

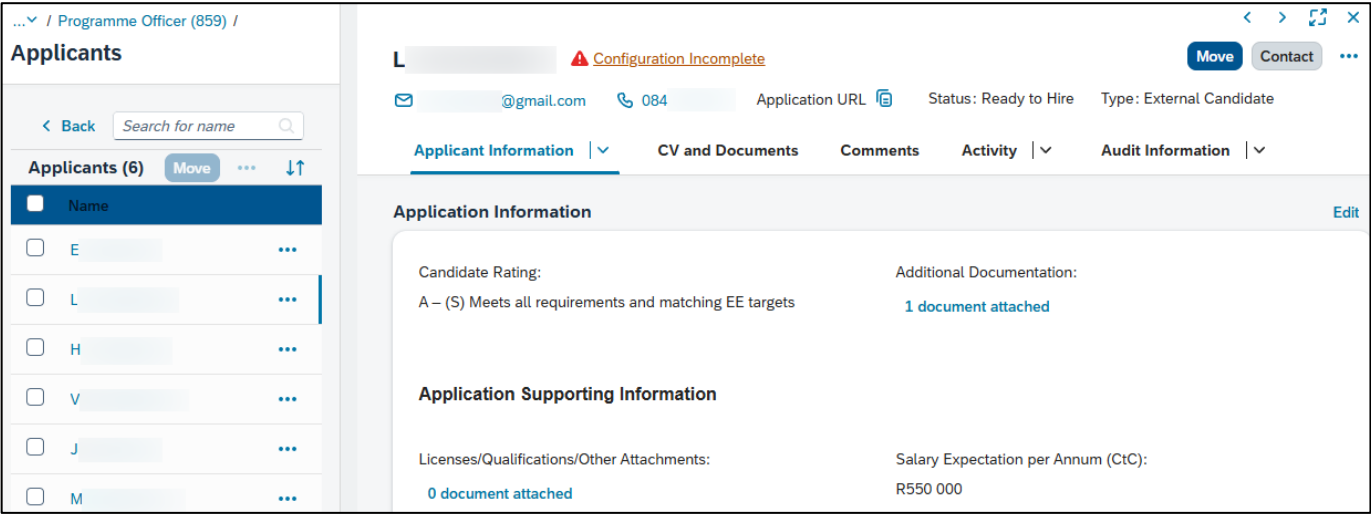
3. The *Applicants* page appears.

Job Requisitions																																																															
<div> <a href="#">Job Requisitions</a> <a href="#">Preferences</a> <a href="#">Candidates</a> <a href="#">Interview Central</a> <a href="#">Interview Scheduling</a> <a href="#">Message Centre</a> </div>																																																															
<div> <b>Status and Filters</b> <a href="#">Hide</a> </div> <div> <div> <a href="#">Status...</a> <a href="#">Filter...</a> </div> <div> <input type="checkbox"/> Forwarded 0 <input type="checkbox"/> Invited To Apply 0 <input type="checkbox"/> New Application 0 <input type="checkbox"/> Pre-screening 0 <input type="checkbox"/> Retain 0 <input type="checkbox"/> Assessment 0 <input type="checkbox"/> Interview 0 <input checked="" type="checkbox"/> Offer 0 <input type="checkbox"/> Ready to Hire * 1 <input type="checkbox"/> Hired 0 <input type="checkbox"/> Regret 2 <input type="checkbox"/> Automatic Disqualified 2 <input type="checkbox"/> Requisition Closed 1 </div> </div>																																																															
<div> Requisitions List / Programme Officer (859) / <b>Applicants</b> </div> <div> <input type="text"/> <a href="#">Reset</a> </div> <div> <b>Applicants (6)</b> <a href="#">Move</a> <a href="#">...</a> <a href="#">↓↑</a> <a href="#">⚙</a> </div> <table> <tr> <th></th><th>Name</th><th>Status</th><th>Applicant Type</th><th>Application Date</th><th>Forwarded By</th><th>Date Forwarded</th><th>Interview Result</th></tr> <tr> <td><input type="checkbox"/></td><td>E</td><td>Automatic Disqualified</td><td></td><td>06/03/2025</td><td></td><td></td><td>...</td></tr> <tr> <td><input type="checkbox"/></td><td>L</td><td>Ready to Hire</td><td></td><td>06/03/2025</td><td></td><td></td><td>4.67 ...</td></tr> <tr> <td><input type="checkbox"/></td><td>H</td><td>Automatic Disqualified</td><td></td><td>06/03/2025</td><td></td><td></td><td>...</td></tr> <tr> <td><input type="checkbox"/></td><td>V</td><td>Regret Pre-Interview - Email</td><td></td><td>06/03/2025</td><td></td><td></td><td>...</td></tr> <tr> <td><input type="checkbox"/></td><td>J</td><td>Regret Pre-Interview - Email</td><td></td><td>06/03/2025</td><td></td><td></td><td>...</td></tr> <tr> <td><input type="checkbox"/></td><td>M</td><td>Requisition Closed</td><td></td><td>06/03/2025</td><td></td><td></td><td>3.33 ...</td></tr> </table>									Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	Interview Result	<input type="checkbox"/>	E	Automatic Disqualified		06/03/2025			...	<input type="checkbox"/>	L	Ready to Hire		06/03/2025			4.67 ...	<input type="checkbox"/>	H	Automatic Disqualified		06/03/2025			...	<input type="checkbox"/>	V	Regret Pre-Interview - Email		06/03/2025			...	<input type="checkbox"/>	J	Regret Pre-Interview - Email		06/03/2025			...	<input type="checkbox"/>	M	Requisition Closed		06/03/2025			3.33 ...
	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	Interview Result																																																								
<input type="checkbox"/>	E	Automatic Disqualified		06/03/2025			...																																																								
<input type="checkbox"/>	L	Ready to Hire		06/03/2025			4.67 ...																																																								
<input type="checkbox"/>	H	Automatic Disqualified		06/03/2025			...																																																								
<input type="checkbox"/>	V	Regret Pre-Interview - Email		06/03/2025			...																																																								
<input type="checkbox"/>	J	Regret Pre-Interview - Email		06/03/2025			...																																																								
<input type="checkbox"/>	M	Requisition Closed		06/03/2025			3.33 ...																																																								

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

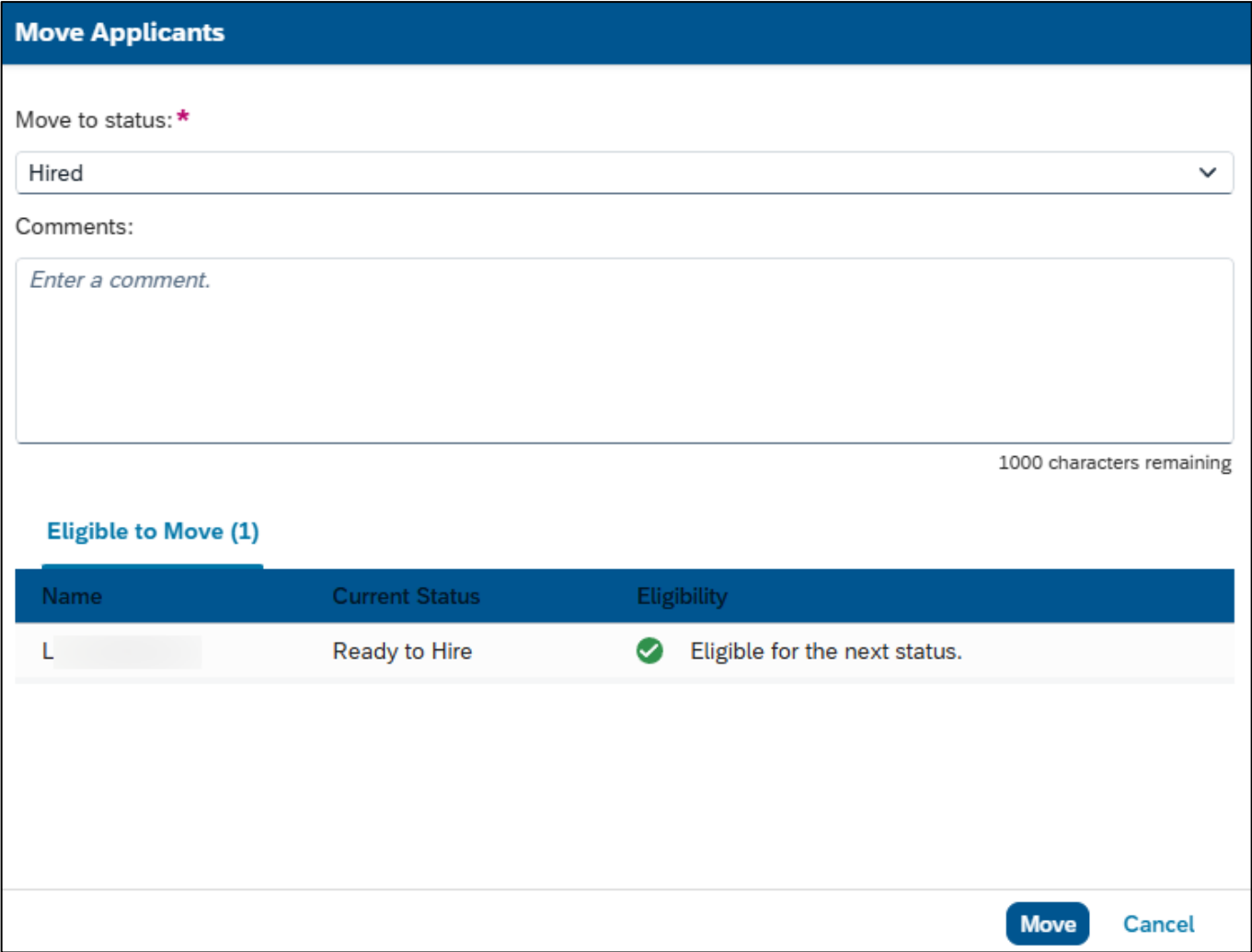
# Final change of candidate status to hired

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*.

Summary

✓ 1 out of 1 applicants moved to Hired.

All Applicants (1)

Name	New Status	Eligibility
L	Hired	✓ Success

Close

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

... / Programme Officer (859) /

Applicants

< Back

Search for name

Applicants (6)

Move

...

↓↑

<input type="checkbox"/>	Name	
<input type="checkbox"/>	E	...
<input type="checkbox"/>	L	...
<input type="checkbox"/>	H	...
<input type="checkbox"/>	V	...
<input type="checkbox"/>	J	...
<input type="checkbox"/>	M	...

L

Configuration Incomplete

Move

Contact

...

@gmail.com

084

Application URL

Status: Hired

Type: External Candidate

Applicant Information

CV and Documents

Comments

Activity

Audit Information

Application Information

Edit

Candidate Rating:

A – (S) Meets all requirements and matching EE targets

Additional Documentation:

1 document attached

Application Supporting Information

Licenses/Qualifications/Other Attachments:

0 document attached

Salary Expectation per Annum (CtC):

R550 000

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