



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

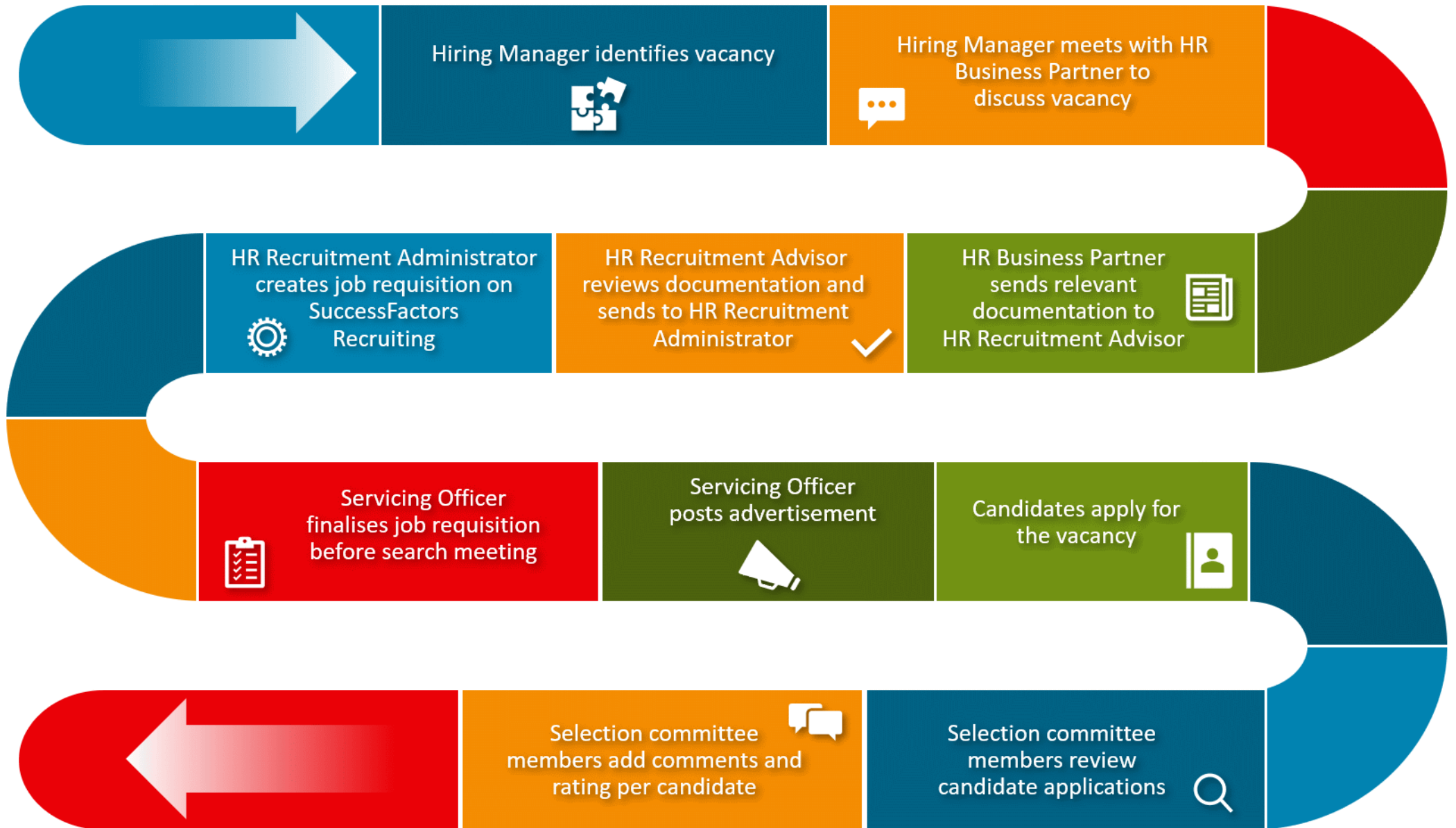
UCT SuccessFactors Recruiting guide for offer approval

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Process overview: Part 1



Process overview: Part 2



Logging in to SuccessFactors

Background

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

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

Support

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

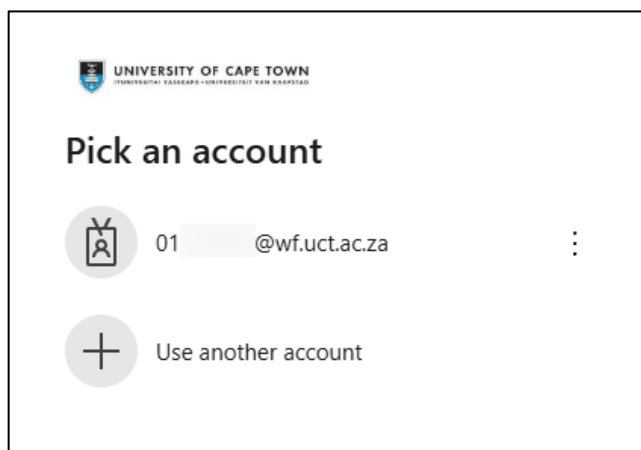
Procedure

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

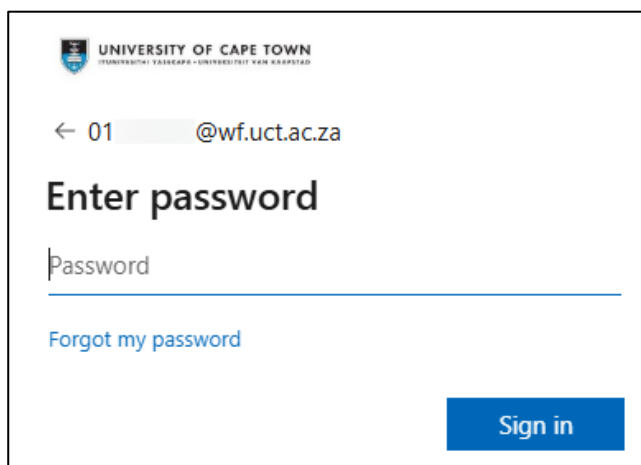
Note: You can also access SuccessFactors via the HR website by clicking *SuccessFactors* at the top of the page.

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

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



- Select the appropriate account.



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

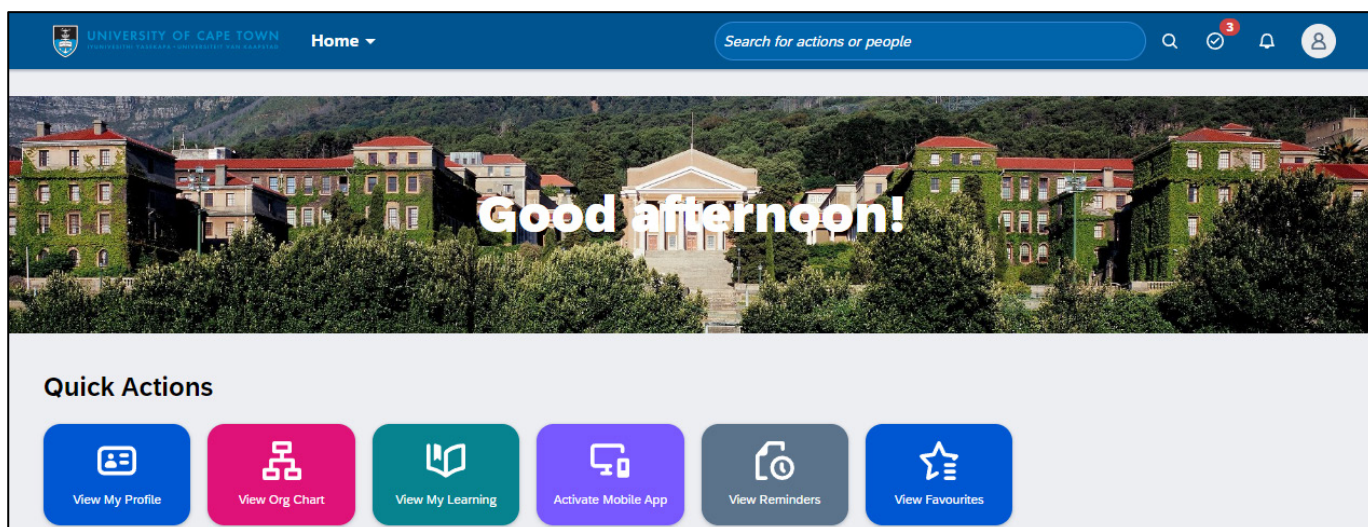
Logging in to SuccessFactors

New users

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

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

4. The *Home* page appears.



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

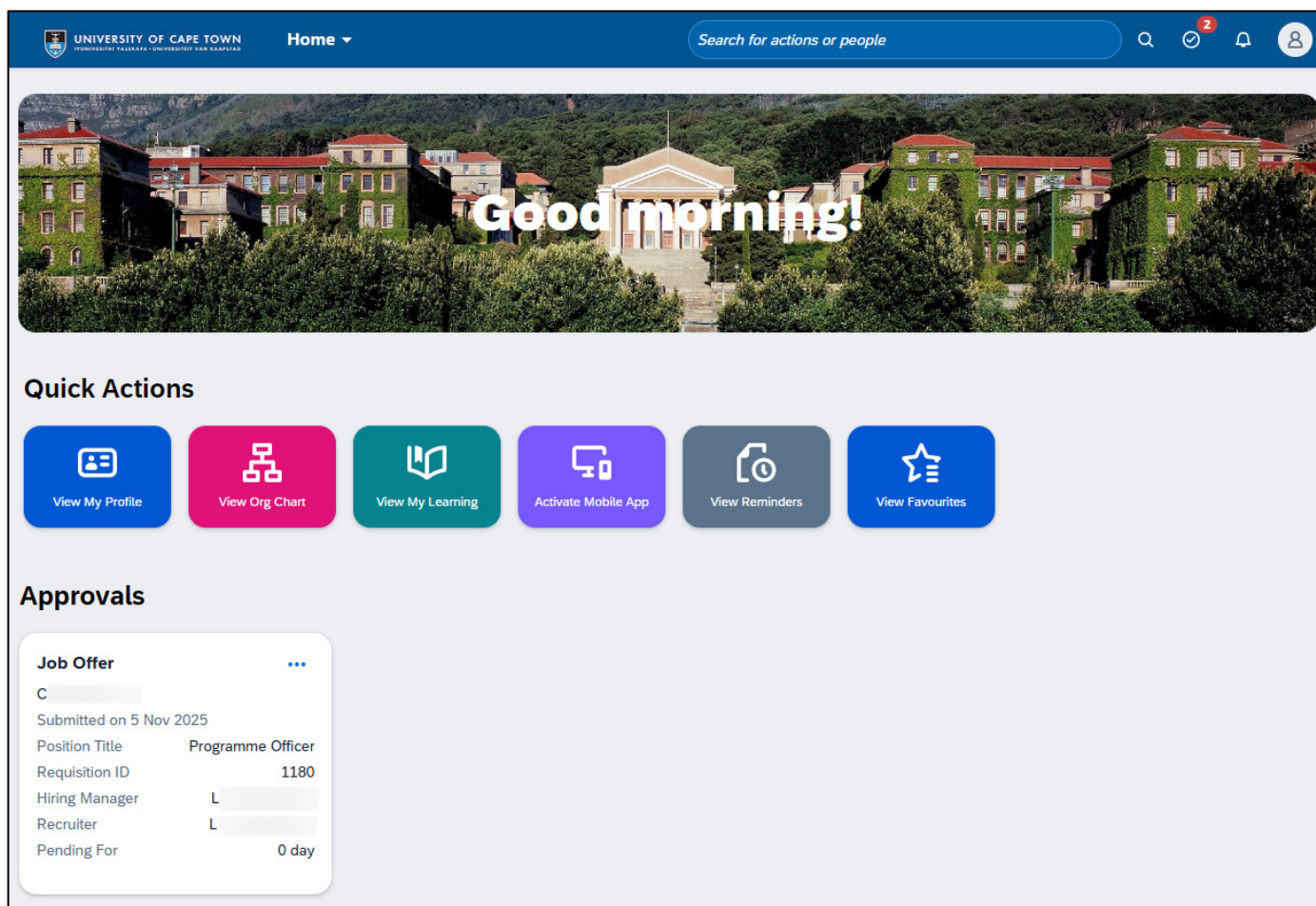
Approving a job offer

Background

After a preferred candidate is identified for a vacant position, the offer is sent via workflow to a number of UCT staff members as required by either the type of position or in line with the Council approved [HR Delegations of Authority](#). Each person will review and approve the offer.

Procedure

1. [Log in to SuccessFactors and access the Home page](#).
2. The *Home* page appears. Job offer approvals are found in the *Approvals* section below *Quick Actions*.



- Click the appropriate job offer.
If there is more than one approval, click *View All* and select the appropriate offer.

Approving a job offer

3. The *Offer Approval* page appears.

Offer Approval: C [redacted] for Programme Officer (1180)

▼ Offer Details: Version 1

| | |
|-------------------|---|
| Language | English UK (English UK) ▼ |
| Template Name | Offer Details 1.0 |
| Requisition ID | 1180 |
| Job Title | Programme Officer |
| Position Name | Programme Officer |
| EE Subgroup | Permanent |
| Personnel Area | Faculty of Commerce (2002) ⓘ |
| Personnel Subarea | PASS 5 - 12 (1003) ⓘ |
| Org Unit | College of Accounting: Operations & Admin |
| Cost Center | COM [redacted] |
| Hiring Manager | L [redacted] |

– Scroll down to review the details of the position, the candidate, and the offer.

| | |
|---|-----------------------|
| First Name | C [redacted] |
| Last Name | [redacted] |
| Pay Scale Group | PC09 (PC09) ⓘ |
| Annual COE to be offered (e.g. R300,000.00) | R603,933.00 |
| Proposed Start Date | 01/12/2025 |
| Contract Duration | |
| Candidate CV | 📄 CV |
| Cover Letter | 📄 Cover Letter |
| Other Supporting Documents | 📎 1 document attached |

- The candidate’s CV and cover letter (if applicable) can be viewed by clicking the *CV* or *Cover Letter* links.
- The selection committee report and any other relevant documents are available in the *Other Supporting Documents* field.

Approving a job offer

- The *Approvers: Version 1* section indicates the *Current Approver* (blue shading) and any additional approvers that follow.

Approvers: Version 1
 Status Pending Approval
 Current Approver L [redacted], Departmental Manager (20027650)
 Ad hoc approver 1 I [redacted], Professor (20042984)
 Comment [text area]
 Approve Decline Back to Candidate List

- If applicable, use the *Comment* field to communicate with the next approver e.g. salary above range.
 - Click **Approve**.
- Note:** If intending to decline, please liaise with the HR Business Partner.

4. The *Confirmation* dialogue box appears.

Confirmation
 You are approving this offer detail. Do you want to continue?
 Yes No

- Click **Yes** to approve the offer detail.

5. The *Offer Approval* page reappears, green ticks indicate previous approvals and blue shading is used if there is another person in the approval workflow.

Approvers: Version 1
 Status Pending Approval
 Offer Approval L [redacted], Departmental Manager (20027650) 05/11/2025 ✓ [message icon]
 Current Approver I [redacted], Professor (20042984)

- Click **Home** and choose *Home* from the dropdown list, to return to the *Home* page.