



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

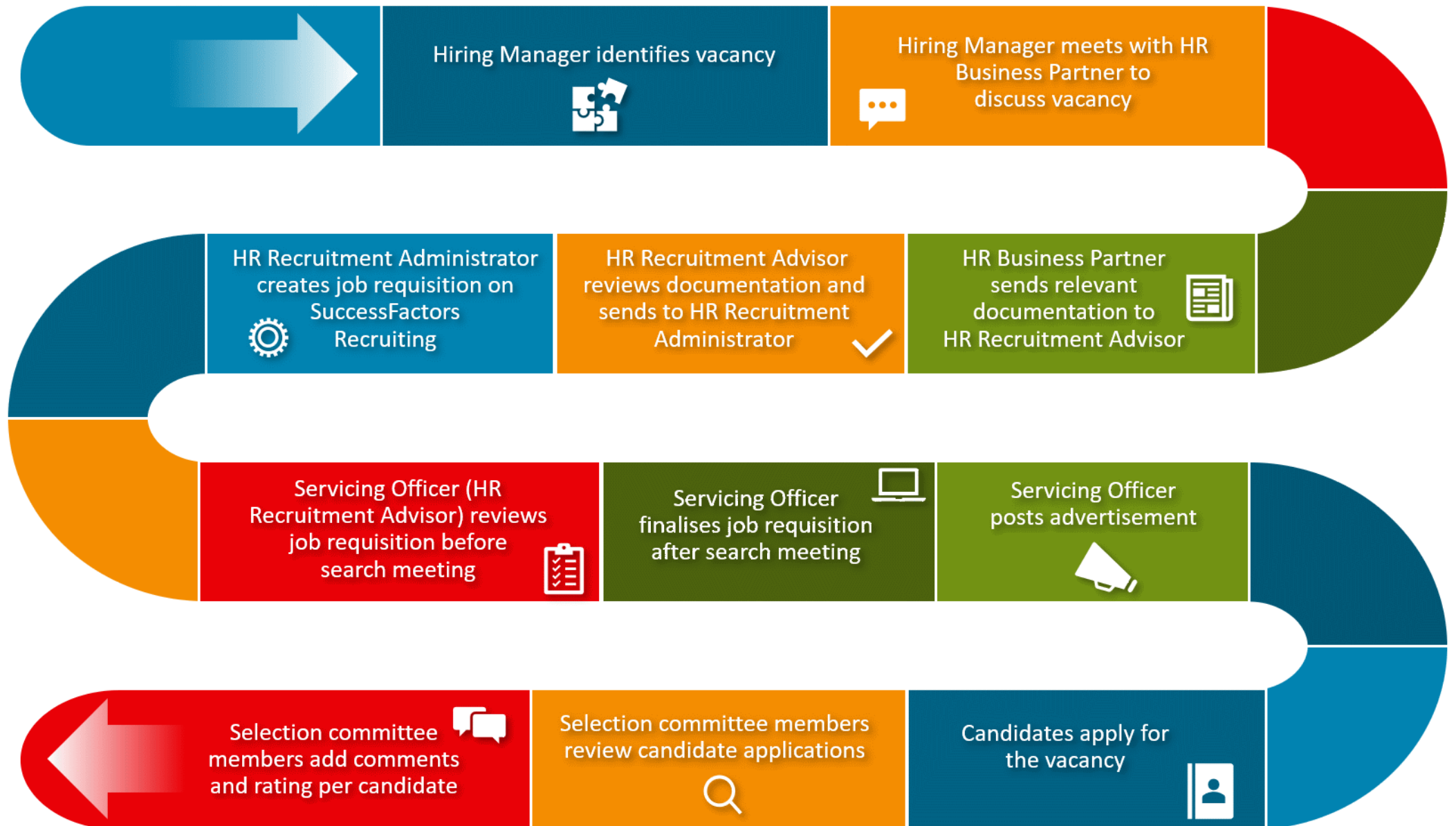
# **UCT SuccessFactors Recruiting guide for offer approval**

**Issued by UCT Human Resources  
January 2025**

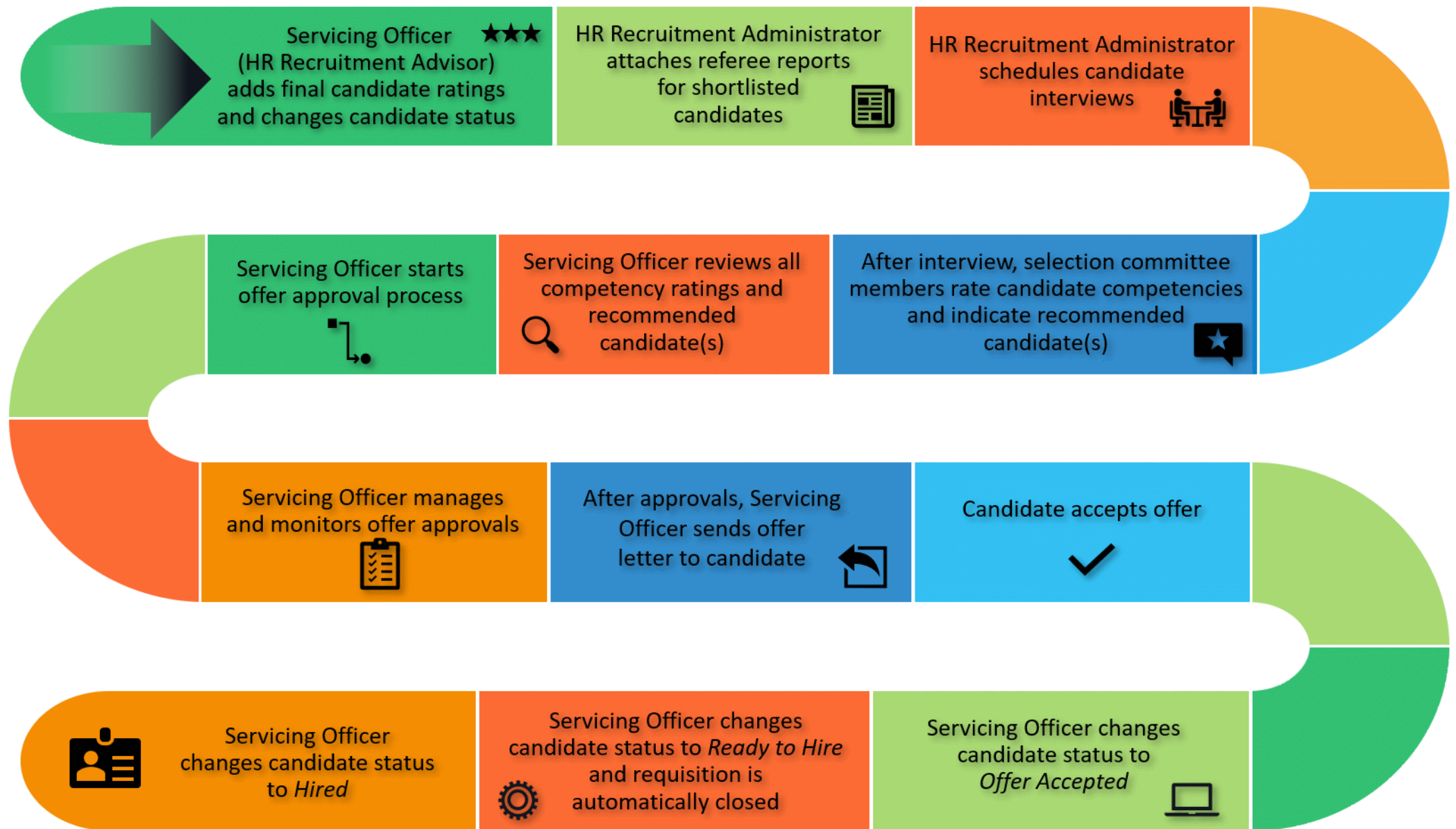
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## Process overview: Part 1



## 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.

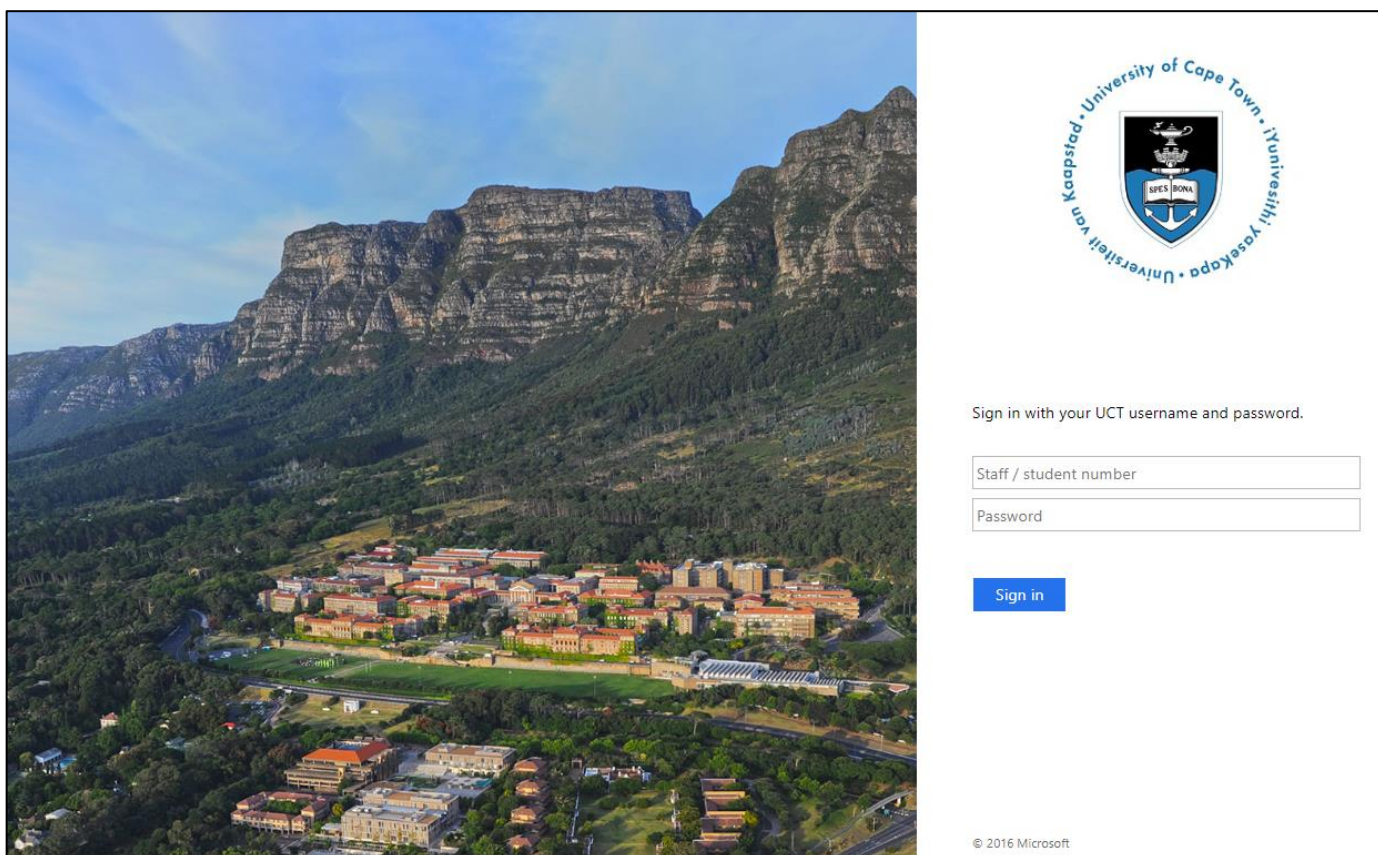
Staff members can access the platform using their existing UCT login details.

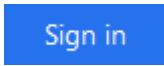
## Support

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

## Procedure

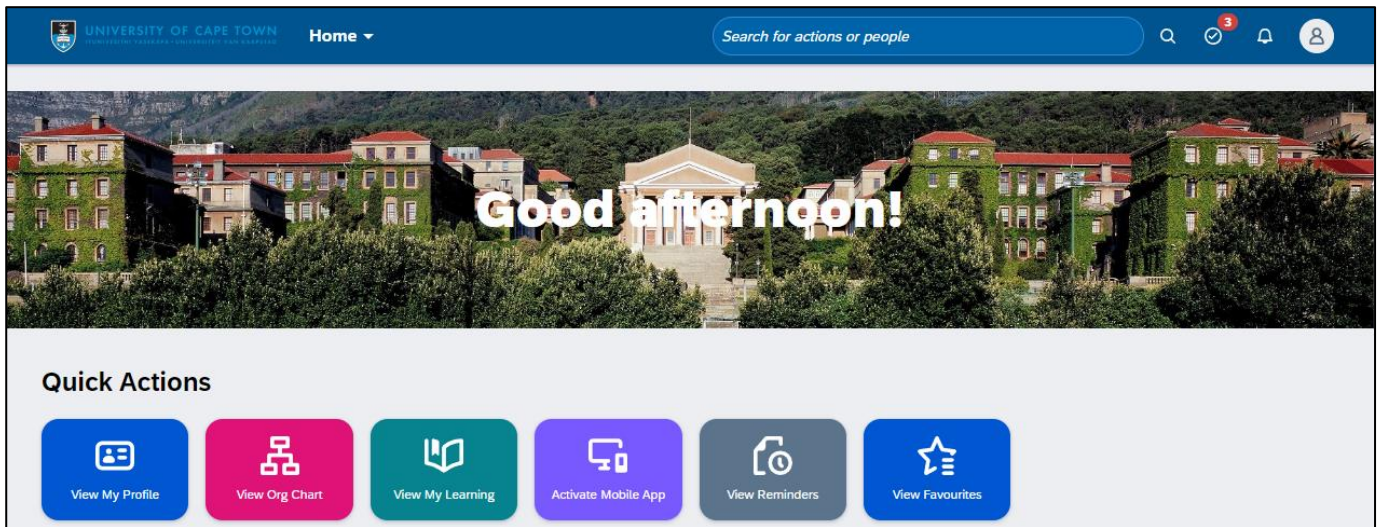
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via [www.successfactors.uct.ac.za](http://www.successfactors.uct.ac.za).
3. If not already logged on to single sign-on, the UCT sign in page appears.  
If already logged in to single sign-on, SuccessFactors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



# 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*.

The screenshot shows the SuccessFactors Home page for the University of Cape Town. At the top, there is a blue navigation bar with the university logo, a 'Home' dropdown menu, and a search bar labeled 'Search for actions or people'. Below the navigation bar is a large banner image of a building with the text 'Good morning!'. Underneath the banner is a 'Quick Actions' section with six buttons: 'View My Profile', 'View Org Chart', 'View My Learning', 'Activate Mobile App', 'View Reminders', and 'View Favourites'. Below that is an 'Approvals' section showing a 'Job Offer' card with details: Submitted on 7 Mar 2024, Position Title: Programme Officer, Req ID: 637, Hiring Manager: L, Servicing Officer: L, and Pending For: 0 day.

- 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: L [redacted] for Programme Officer (637)**

▼ Offer Details: Version 1

Language	English UK (English UK) ▼
Template Name	Offer Details 1.0
Requisition ID	637
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	Coll 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	L [redacted]
Last Name	[redacted]
Pay Scale Group	PC09 (PC09)
Annual COE to be offered (e.g. R300,000.00)	<b>R547,802.00</b>
Proposed Start Date	<b>01/04/2024</b>
Contract Duration	
Candidate CV	<a href="#">CV</a>
Cover Letter	<a href="#">Cover Letter</a>
Other Supporting Documents	<a href="#">1 document attached</a>

– 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**

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Status **Pending Approval**

Current Approver **L [redacted], Departmental Manager (20027650)**

Ad hoc approver 1 **I [redacted], HOD: Dept of Accounting (20000294)**

Comment

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.

- 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.

- 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**

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Status **Pending Approval**

Offer Approval **L [redacted], Departmental Manager (20027650) 07/03/2024** ✔ 🗨️

Current Approver **I [redacted], HOD: Dept of Accounting (20000294)**

- Click Home and choose *Home* from the dropdown list, to return to the *Home* page.
- Inform the Recruitment Advisor that you have completed your approval.