



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

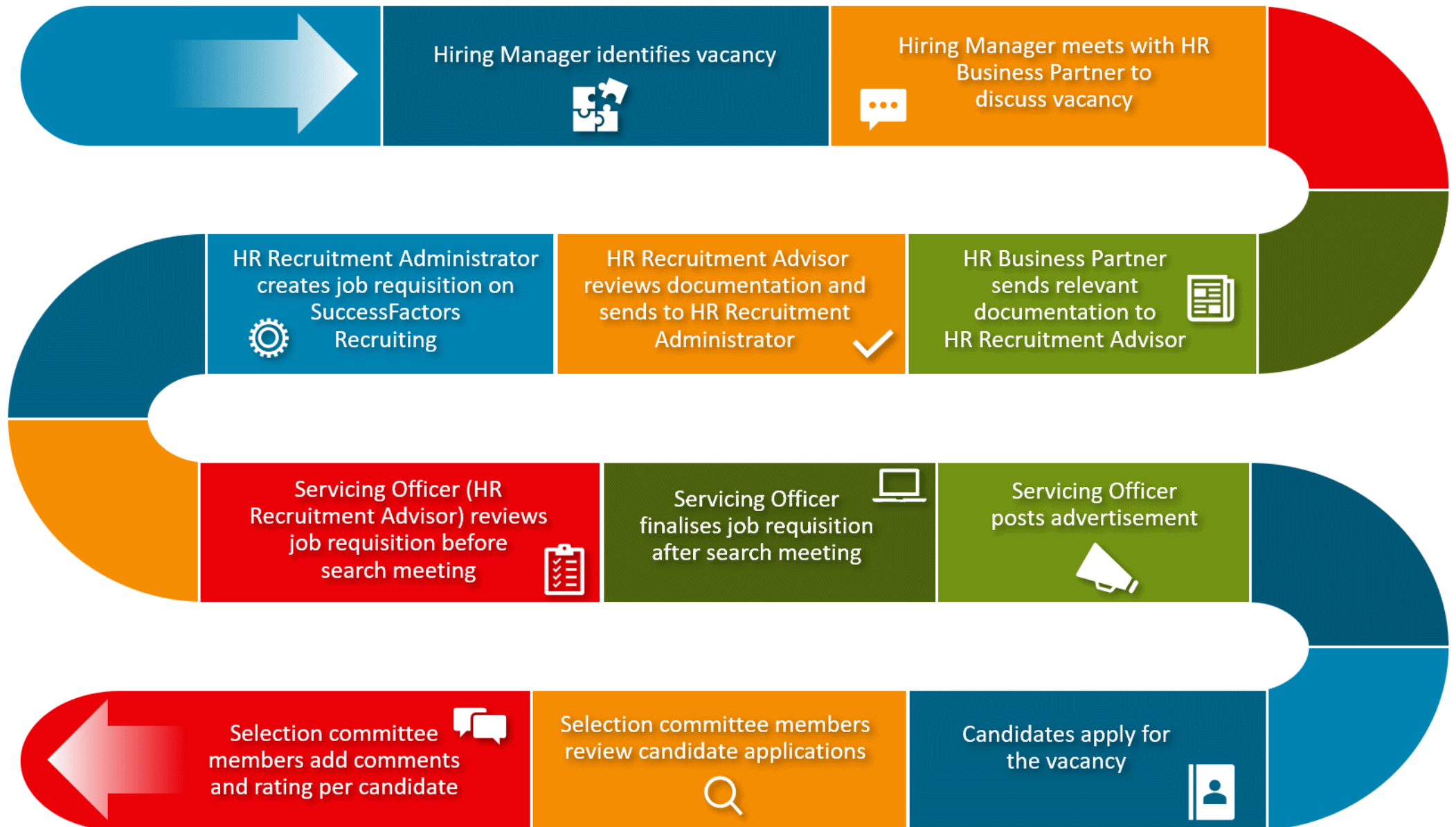
UCT SuccessFactors Recruiting guide for offer approval

**Issued by UCT Human Resources
May 2025**

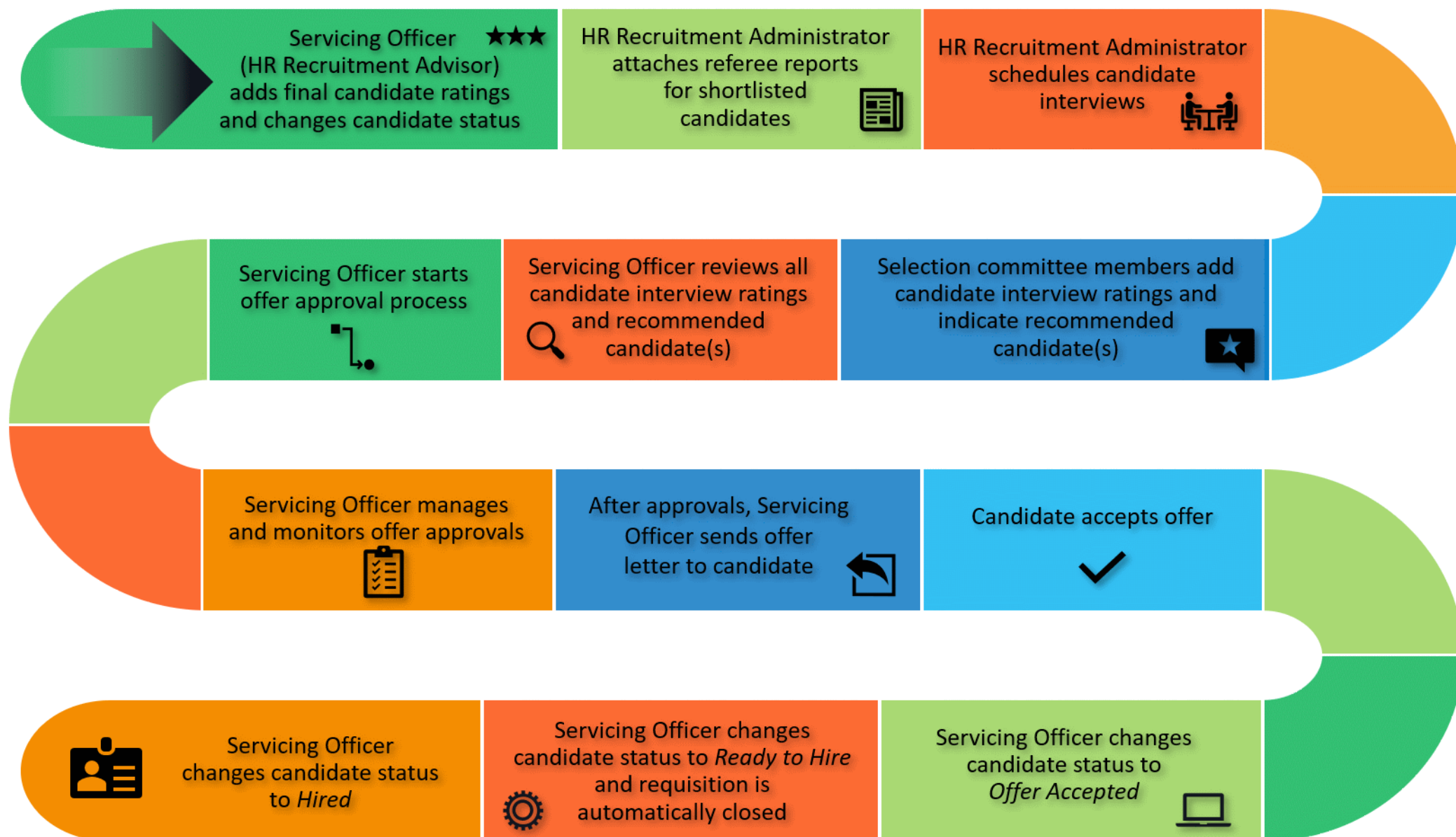
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Process overview: Part 1



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](#).

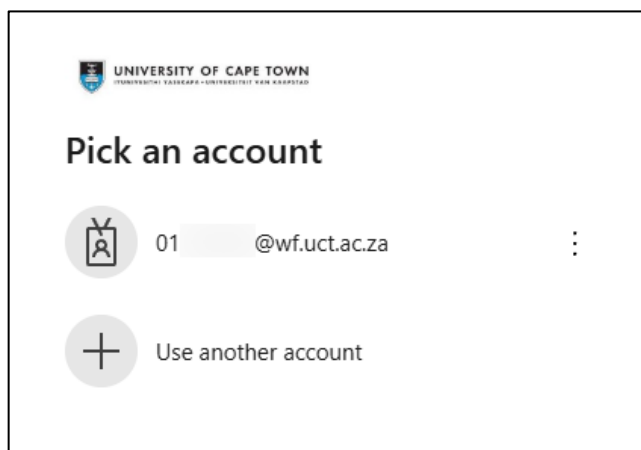
Procedure

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

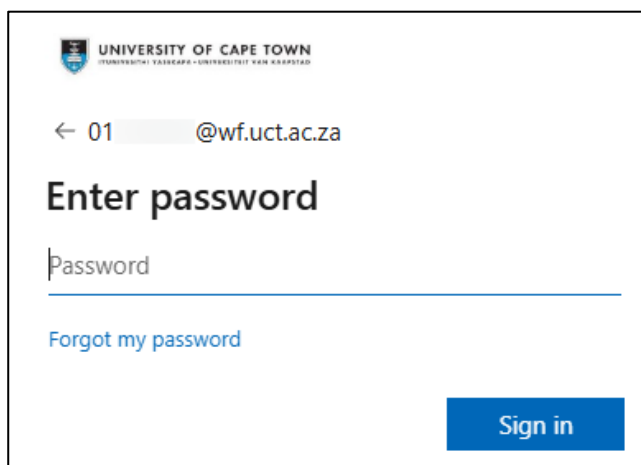
Note: You can also access SuccessFactors via the HR website by clicking *SuccessFactors* at the top of the page.

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)



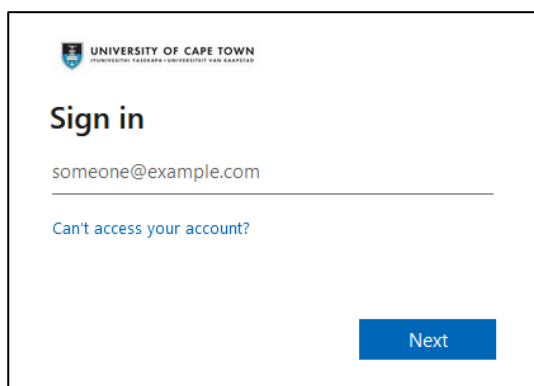
- Select the appropriate account.



- 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](#)).

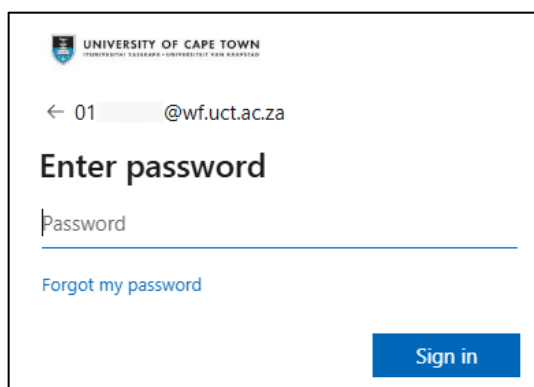
Logging in to SuccessFactors

New users



The sign-in screen features the University of Cape Town logo at the top left. Below it, the text "Sign in" is displayed. A text input field contains the placeholder "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom right, there is a blue button labeled "Next".

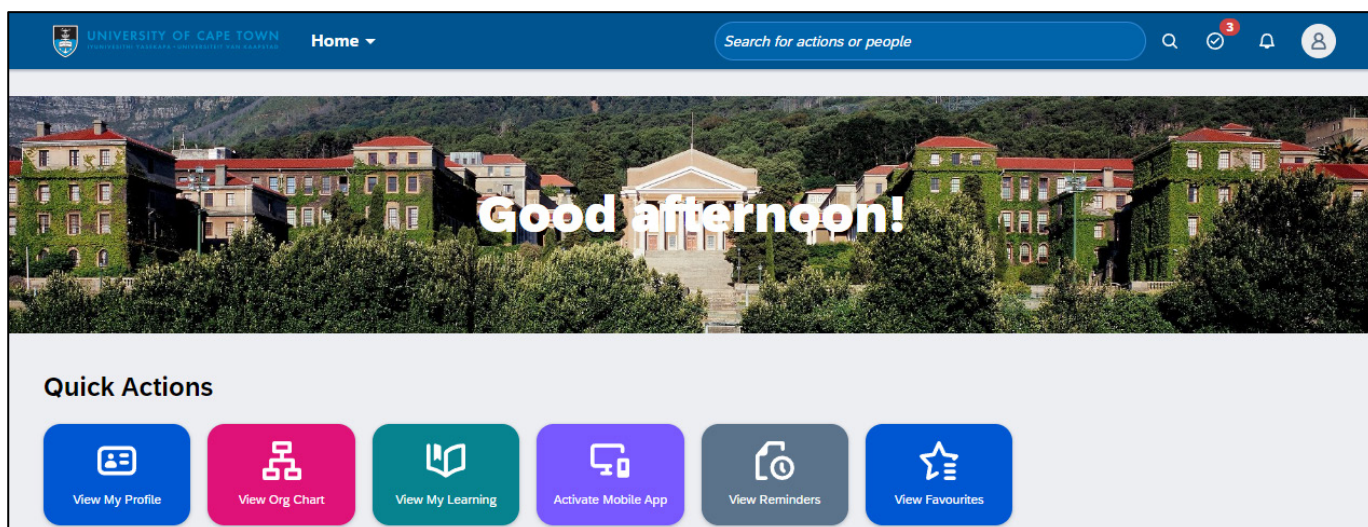
- In the field below *Sign in*, enter your UCT staff number followed by @wf.uct.ac.za. E.g. 01234567@wf.uct.ac.za.
Note: UCT staff number only, third party "T" accounts do not usually have access to SuccessFactors.
- Click *Next*.



The password entry screen shows the University of Cape Town logo at the top left. Below it, the text "Enter password" is displayed. A text input field contains the placeholder "Password". Below the input field is a link that says "Forgot my password". At the bottom right, there is a blue button labeled "Sign in".

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

4. The *Home* page appears.



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*.

UNIVERSITY OF CAPE TOWN Home Search for actions or people

Good morning!

Quick Actions

- View My Profile
- View Org Chart
- View My Learning
- Activate Mobile App
- View Reminders
- View Favourites

Approvals

Job Offer ...

L

Submitted on 18 Mar 2025

Position Title Programme Officer

Req ID 859

Hiring Manager L

Servicing Officer L

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 (859)

▼ Offer Details: Version 1

LanguageEnglish UK (English UK) ▼

Template NameOffer Details 1.0

Requisition ID859

Job TitleProgramme Officer

Position NameProgramme Officer

EE SubgroupPermanent

Personnel Area

Personnel Subarea

Org UnitCollege of Accounting: Operations & Admin

Cost CenterCOM [redacted]

Hiring ManagerL [redacted]

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

First NameL [redacted]

Last Name[redacted]

Pay Scale Group

Annual COE to be offered (e.g. R300,000.00)R550 000

Proposed Start Date01/06/2025

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.

The screenshot shows a form titled "Approvers: Version 1". It includes a "Status" field with the value "Pending Approval". Below this, there are two rows for approvers: "Current Approver" and "Ad hoc approver 1". The "Current Approver" row is highlighted in blue and shows a person icon, the name "L [redacted]", and the title "Departmental Manager (20027650)". The "Ad hoc approver 1" row shows a person icon, the name "I [redacted]", and the title "HOD: Dept of Accounting (20000294)". There is a "Comment" field with a text input area. At the bottom right, there are three buttons: "Approve" (blue), "Decline" (grey), and "Back to Candidate List" (grey).

- 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.

The screenshot shows a "Confirmation" dialogue box with a blue header. Inside, there is a green checkmark icon and the text "You are approving this offer detail. Do you want to continue?". At the bottom right, there are two buttons: "Yes" (blue) and "No" (grey).

- 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.

The screenshot shows the "Approvers: Version 1" section. The "Status" is still "Pending Approval". Below the status, there are two rows: "Offer Approval" and "Current Approver". The "Offer Approval" row is highlighted in blue and shows a person icon, the name "L [redacted]", the title "Departmental Manager (20027650)", the date "07/03/2024", a green checkmark, and a comment icon. The "Current Approver" row shows a person icon, the name "I [redacted]", and the title "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.