

UCT SuccessFactors Recruiting guide for offer approval

Issued by UCT Human Resources
November 2025

Contents

Process overview: Part 1	3
Process overview: Part 2	4
Logging in to SuccessFactors	5
Approving a job offer	7

Process overview: Part 1



Selection committee members add comments and rating per candidate

Selection committee members review candidate applications



Candidates apply for the vacancy



Process overview: Part 2



HR Recruitment Administrator attaches referee reports for shortlisted candidates

HR Recruitment Administrator schedules candidate interviews

Servicing Officer starts offer approval process

Servicing Officer reviews all candidate interview ratings and recommended candidate(s)

Selection committee members add candidate interview ratings and indicate recommended candidate(s)

Servicing Officer manages and monitors offer approvals

After approvals, Servicing
Officer sends offer
letter to candidate



Candidate accepts offer





Servicing Officer changes candidate status to *Hired*

Servicing Officer changes candidate status to *Ready to Hire* and requisition is automatically closed

Servicing Officer changes candidate status to Offer Accepted



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 <u>IT</u> Service Desk.

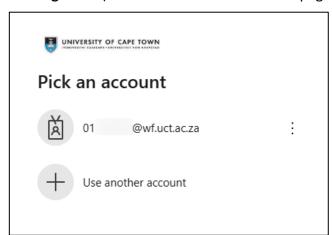
Procedure

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

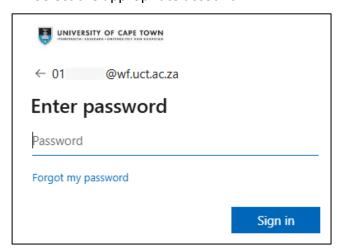
Note: You can also access SuccessFactors via the HR website by clicking *SuccessFactors* at the top of the page.

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)



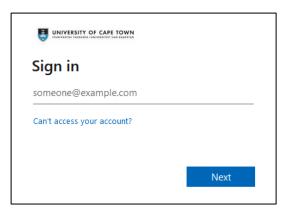
- Select the appropriate account.



- 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

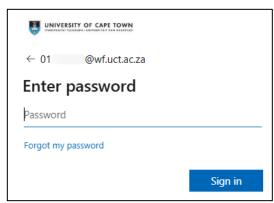
New users



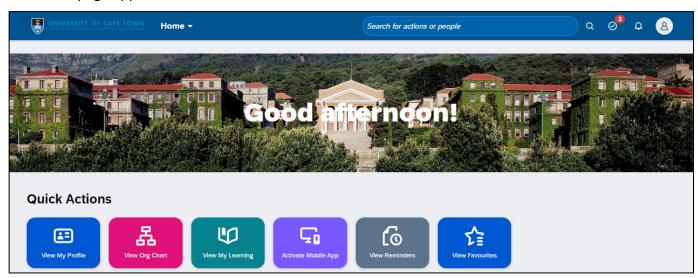
In the field below *Sign in*, enter your UCT staff number followed by @wf.uct.ac.za. E.g. 01234567@wf.uct.ac.za.

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.



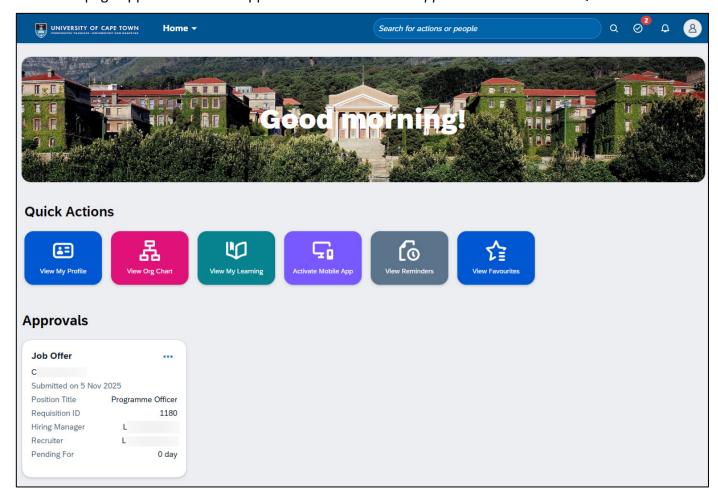
Approving a job offer

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 <u>HR</u> <u>Delegations of Authority</u>. Each person will review and approve the offer.

Procedure

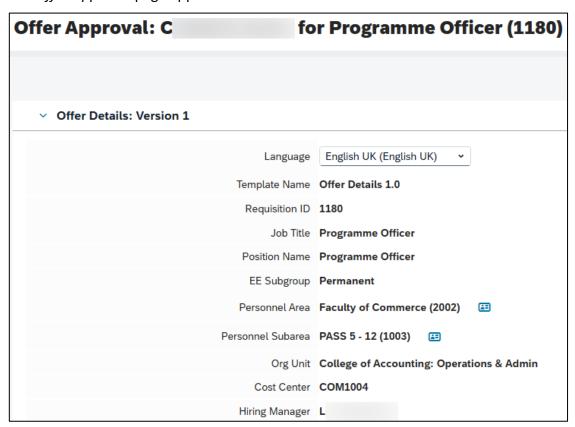
- 1. Log in to SuccessFactors and access the Home page.
- 2. The *Home* page appears. Job offer approvals are found in the *Approvals* section below *Quick Actions*.



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.



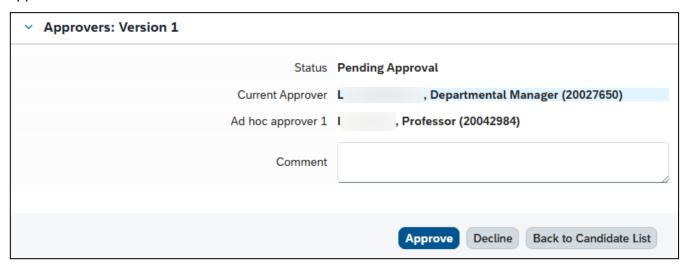
Scroll down to review the details of the position, the candidate, and the offer.



- 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

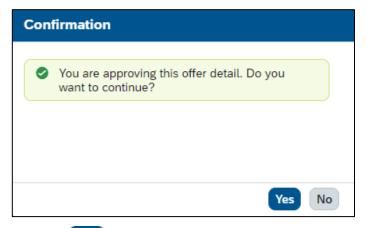
The Approvers: Version 1 section indicates the Current Approver (blue shading) and any additional approvers that follow.



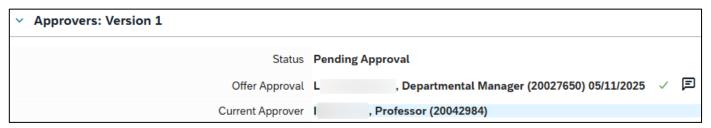
- If applicable, use the Comment field to communicate with the next approver e.g. salary above range.
- Click Approve

Note: If intending to decline, please liaise with the HR Business Partner.

4. The Confirmation dialogue box appears.



- 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.



- 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.