



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

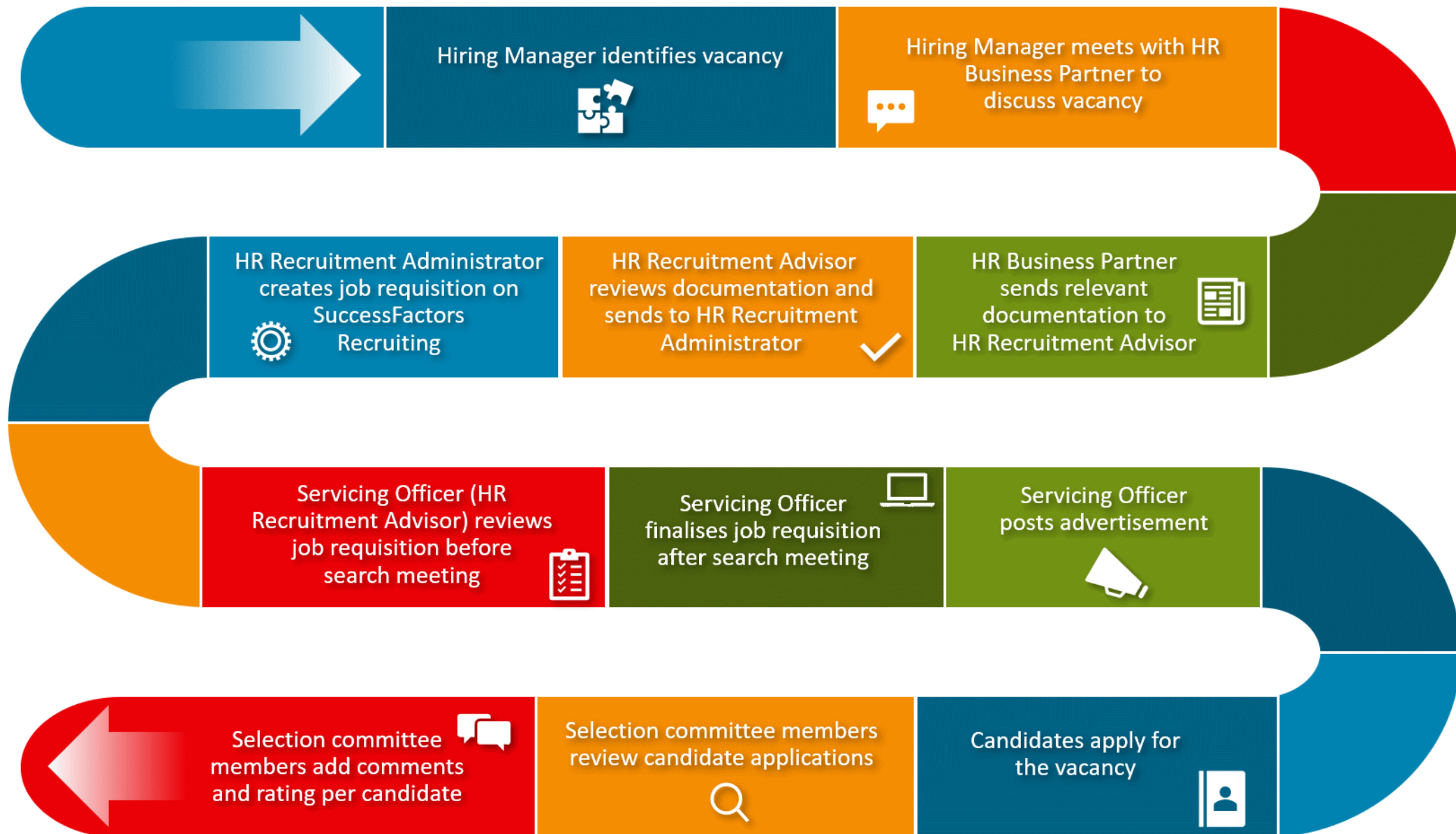
UCT SuccessFactors Recruiting guide for offer approval

**Issued by UCT Human Resources
February 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



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.

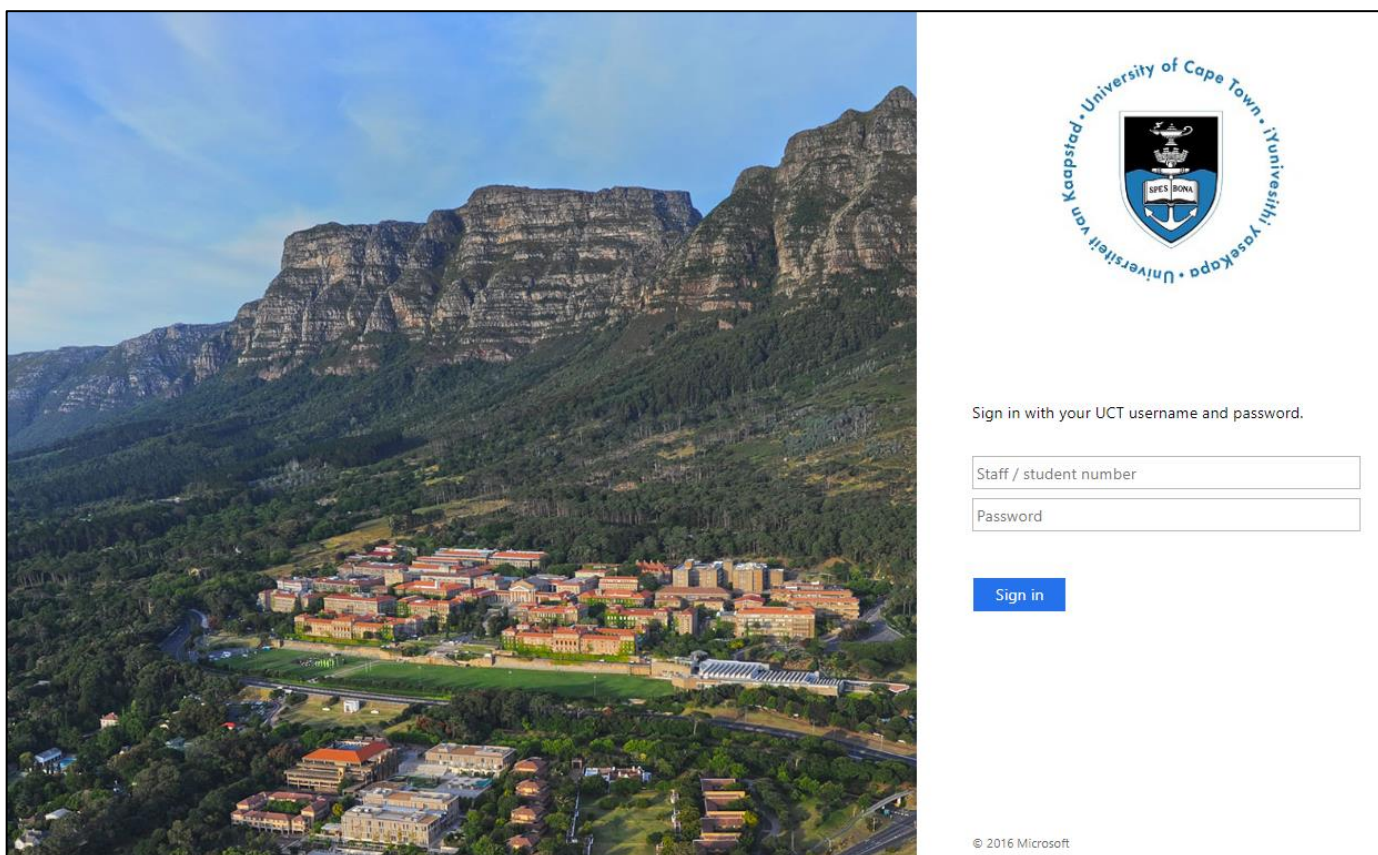
Staff members can access the platform using their existing UCT login details.

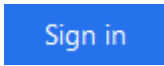
Support

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

Procedure

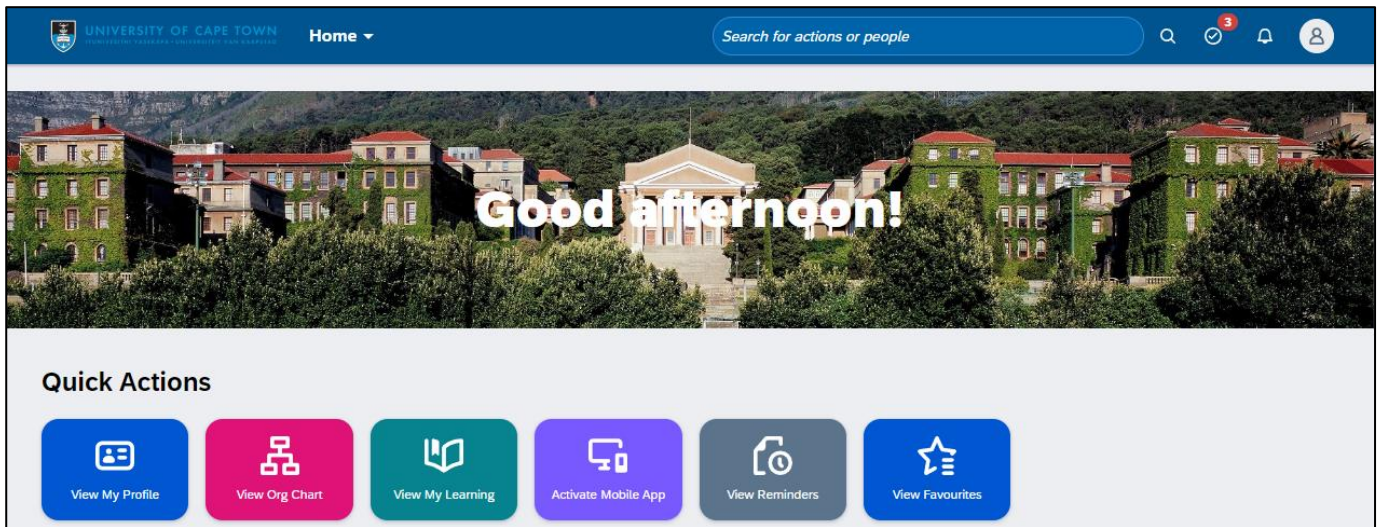
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via www.successfactors.uct.ac.za.
3. If not already logged on to single sign-on, the UCT sign in page appears.
If already logged in to single sign-on, SuccessFactors will open.



- 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.



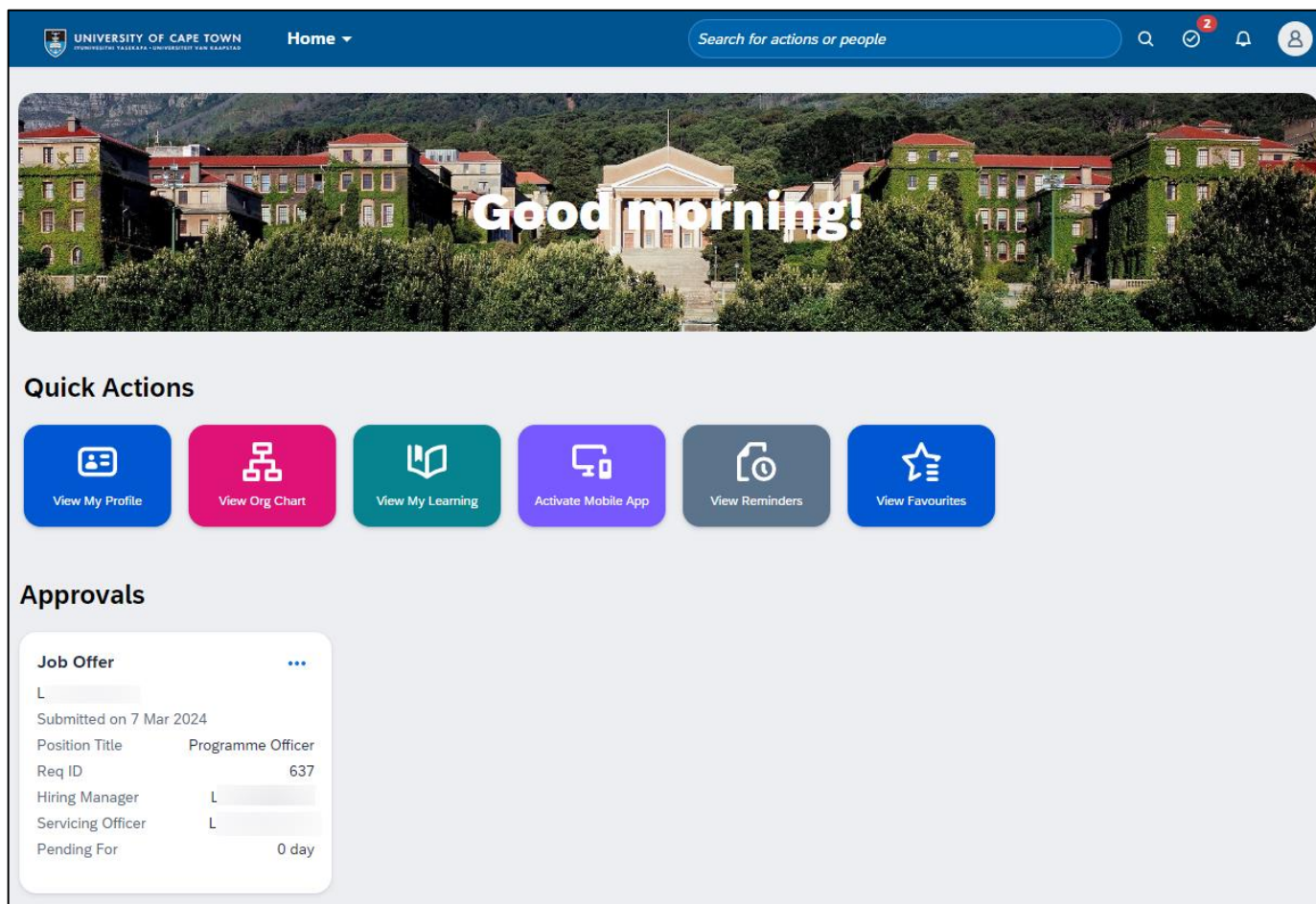
Approving a job offer

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*.



- 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)	R547,802.00
Proposed Start Date	01/04/2024
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.

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.

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.