



UNIVERSITY OF CAPE TOWN
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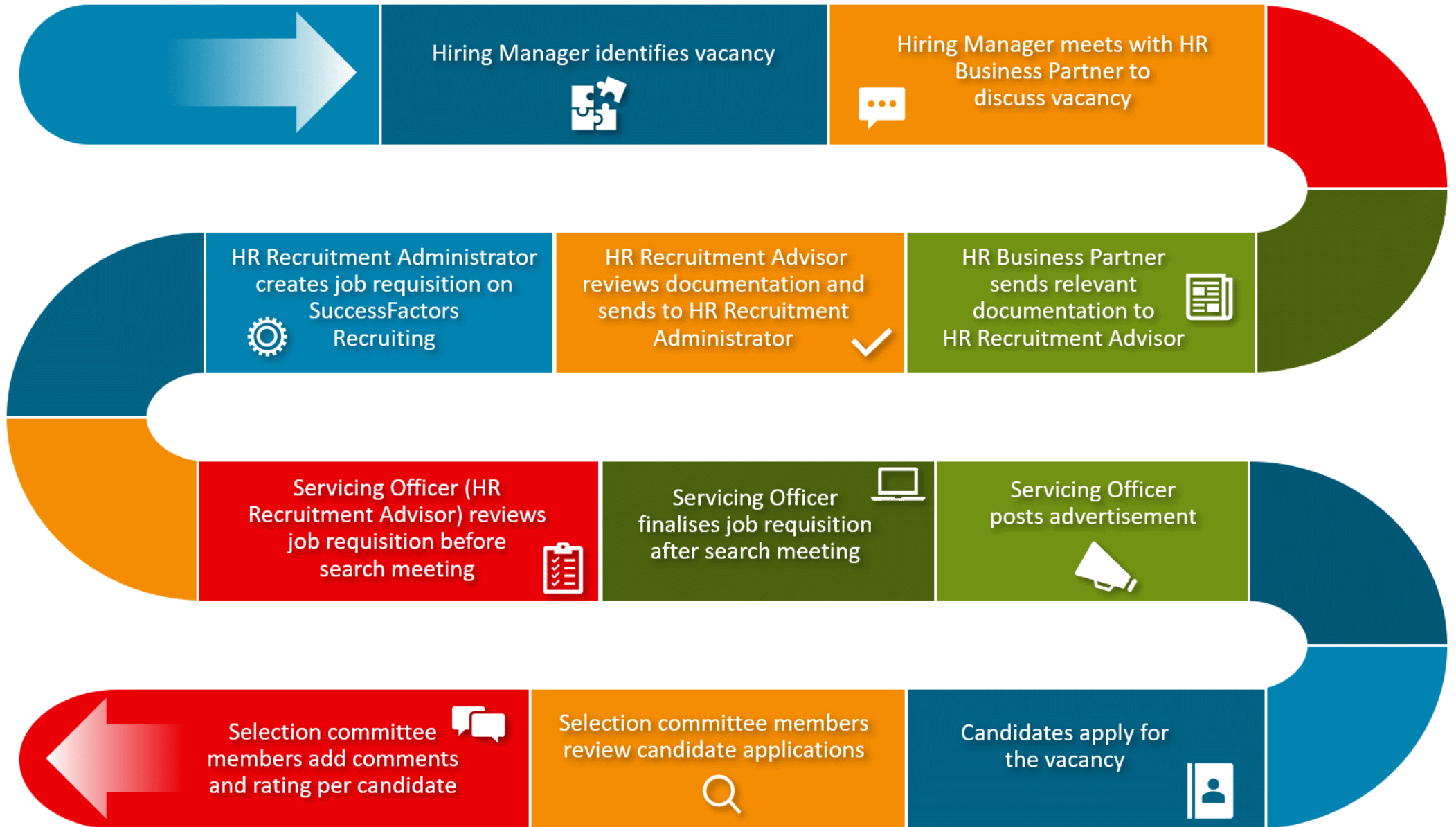
UCT SuccessFactors Recruiting guide for selection committee members

**Issued by UCT Human Resources
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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.

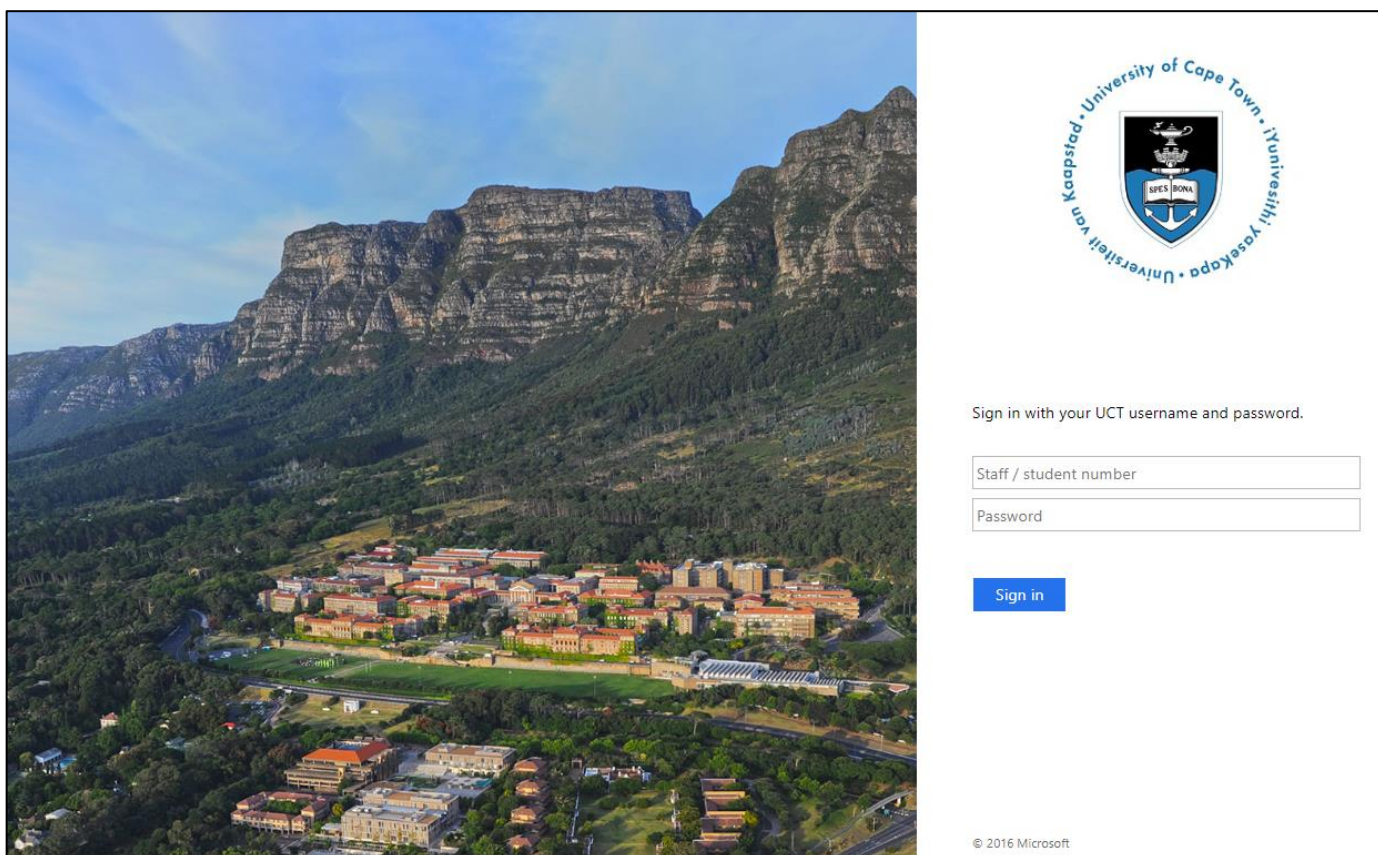
Staff members can access the platform using their existing UCT login details.

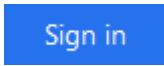
Support

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

Procedure

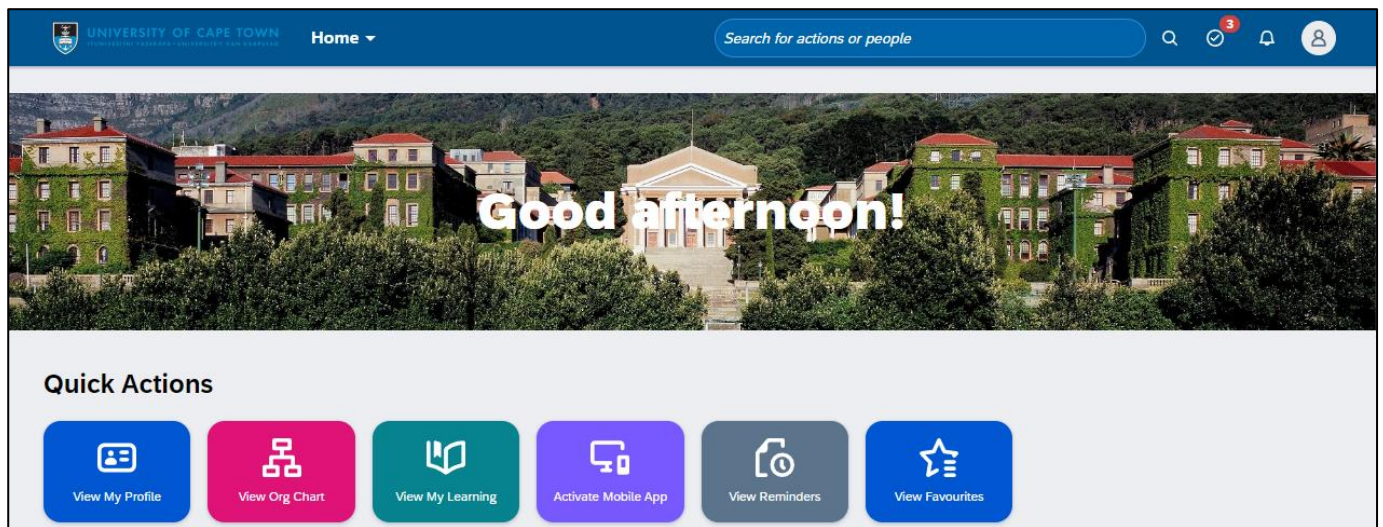
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via www.successfactors.uct.ac.za.
3. If not already logged on to single sign-on, the UCT sign in page appears.
If already logged in to single sign-on, SuccessFactors will open.



- 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.



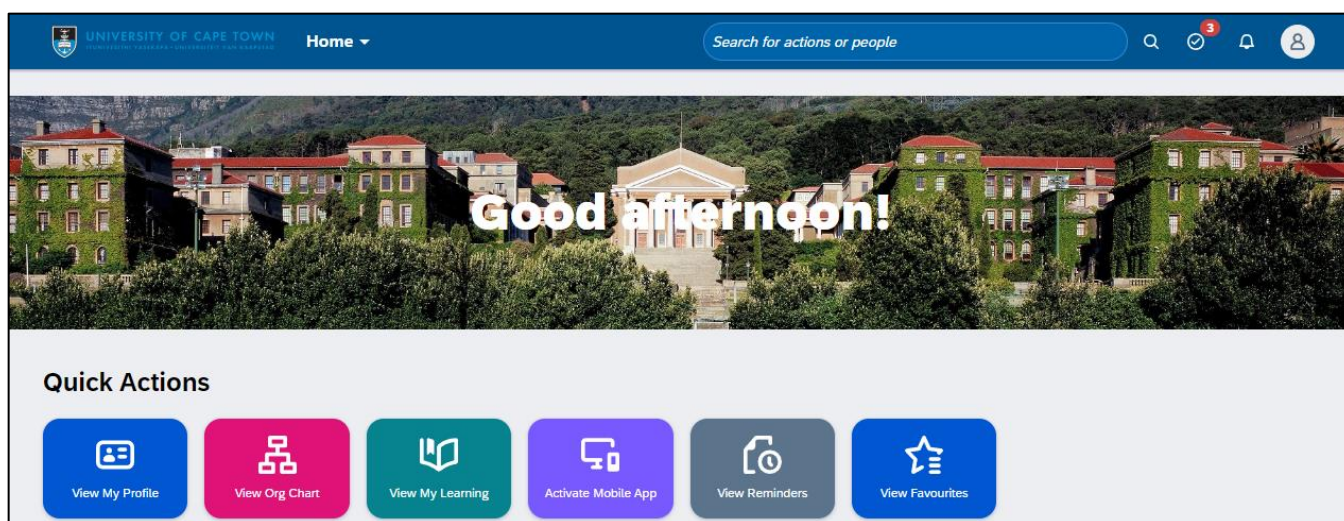
Reviewing and rating candidate applications

Background

This procedure shows how to access the candidate’s full application (including responses to any application/screening questions), their CV and cover letter (if applicable).

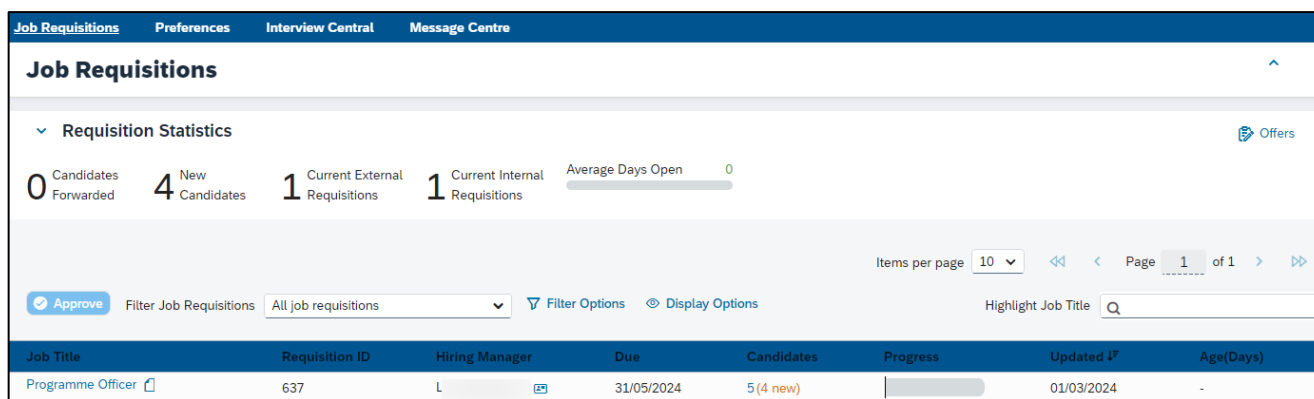
Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
2. The *Home* page appears.



– Choose *Home > Recruiting*.

3. The *Job Requisitions* page appears. This page provides an overview of all the job requisitions you are involved in as a selection committee member (e.g. Programme Officer job requisition below).



– The *Requisition Statistics* section will change over time as job requisitions move through the recruitment process. The *Current External Requisitions* and *Current Internal Requisitions* refer to job requisitions that are advertised externally and internally.

– To open the original advert (as a reference when reviewing candidates):

- Click the *Job Title* e.g. Programme Officer.
- In the *Job Requisition Detail* page, in the top right, click Internal Posting Preview or External Posting Preview.
- The advert appears in a separate window that can be kept open when reviewing the candidate profile and attachments or printed to PDF.
- Click [Job Requisitions](#) to return to the *Job Requisitions* page.

Reviewing and rating candidate applications

4. The *Job Requisitions* page reappears.

The screenshot shows the 'Job Requisitions' page with the following statistics:

- 0 Candidates Forwarded
- 4 New Candidates
- 1 Current External Requisitions
- 1 Current Internal Requisitions
- Average Days Open: 0

Navigation options include: Approve, Filter Job Requisitions (All job requisitions), Filter Options, Display Options, and Highlight Job Title search.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated i7	Age(Days)
Programme Officer	637	L	31/05/2024	5 (4 new)		01/03/2024	-

– Click the number in the *Candidates* column (e.g. 5 above) or click [View Menu Options](#) to the right of the job title and choose [Candidate Summary](#).

Note: The number of new applications will change as soon as one person starts viewing candidate profiles.

5. The *Candidate Workbench* page appears.

The screenshot shows the 'Candidate Workbench' page for 'Programme Officer (637)'. It includes a 'Talent Pipeline' section with the following counts:

- Forwarded: 0
- Invited To Apply: 0
- New Application: 4
- Shortlisted: 0
- Pre-screening: 0
- Assessment: 0
- 1st Interview: 0
- Psychometric Testing: 0
- 2nd Interview: 0

Below the pipeline, there are 5 candidates listed in a table:

Name	New Status	Forwarded By	Forwarded from Requisition	Date Forwarded	Candidate Type	Interview Result	Overdue Interviews	Rating
H	Automatic Disqualified				Internal			N/A
J	New New Application				Internal			N/A
L	New New Application				External			N/A
M	New New Application				Internal			N/A
V	New New Application				External			N/A

Reviewing and rating candidate applications

- The *Talent Pipeline* shows the status of all candidates. Candidate status can only be changed by the Recruitment Advisor. In the example below there are 5 candidates in total but only 4 are active as 1 was automatically disqualified based on their answers to the application questions. Scroll through the *Talent Pipeline* using the arrows on either side.

Talent Pipeline View active candidates (4) View all candidates (5)						
0	0	4	0	0	0	0
Forwarded	Invited To Apply	New Application	Shortlisted	Pre-screening	Assessment	1st Interview

1	0	0	>
Automatic Disqualified	Requisition Closed	Hired On Other Requisition	

- Change the number of candidates viewed using the available options e.g. *View active candidates* or *View all candidates*. The *Talent Pipeline* detail can be hidden by clicking the *Hide Talent Pipeline* arrow.

Talent Pipeline View active candidates (5) View all candidates (6)
--

- The *Candidates* section lists candidates based on the selection made in the *Talent Pipeline* above (*View active candidates vs View all candidates*).

Candidates: View active candidates (4)									
0 Selected		Action	Display Options	Filter Options	Highlight Candidate <input type="text" value="Enter Applicant Name"/>				
Name	New Status	Forwarded By	Forwarded from Requisition	Date Forwarded	Candidate Type	Interview Result	Overdue Interviews	Rating	Source
<input type="checkbox"/> J	New New Application				Internal			N/A	Internal Site
<input type="checkbox"/> L	New New Application				External			N/A	Recruiting Marketing
<input type="checkbox"/> M	New New Application				Internal			N/A	Internal Site
<input type="checkbox"/> V	New New Application				External			N/A	Recruiting Marketing
Items per page 10 Page 1 of 1									

- Use **Display Options** to hide columns that may not be relevant e.g. *Forwarded By*, *Forwarded from Requisition*, *Date Forwarded*, *Source*, *Candidate Source*. The *Freeze Options* can be used to freeze the first column or freeze the table header. **Note:** These settings will be applied to all your job requisitions.

0 Selected		Action	Display Options	Filter Options					
Name	New Status	Candidate Type	Interview Result	Overdue Interviews	Rating	Phone Number	Last Updated		
<input type="checkbox"/> J	New New Application	Internal			N/A	082	01/03/2024		
<input type="checkbox"/> L	New New Application	External			N/A	084	01/03/2024		
<input type="checkbox"/> M	New New Application	Internal			N/A	082	01/03/2024		
<input type="checkbox"/> V	New New Application	External			N/A	083	01/03/2024		
Items per page 10 Page 1 of 1									

- The *Candidate Type* column shows external vs internal to identify which candidates applied via the external careers site vs the internal SuccessFactors careers site (only accessible to current UCT staff members). **Note:** If you have the *Source* and *Candidate Source* columns visible, the Recruiting Marketing site refers to the external Careers site.
- Select a candidate to view by clicking their name in the *Name* column.

Reviewing and rating candidate applications

6. The selected candidate application appears. The list of candidates appears on the left with the application for the current candidate on the right. If applicable, there may be a *Screening Questions* section reflecting the candidate’s answers submitted with their application.

Note: If viewing all candidates, the *Candidate Status* field indicates automatically disqualified candidates.

The screenshot displays the 'Candidates' view for a 'Programme Officer (637)' requisition. At the top, navigation tabs include 'Job Requisitions', 'Preferences', 'Interview Central', and 'Message Centre'. Below these, the requisition details show 'Status: Open' and 'Hiring Manager: L'. A progress bar indicates the number of candidates in various stages: Forwarded (0), Invited To Apply (0), New Application (4), Shortlisted (0), Pre-screening (0), Assessment (0), 1st Interview (0), Psychometric Testing (0), and 2nd Interview (0).

The main content area shows the details for an internal candidate, 'M' (082). The interface is divided into several sections:

- Application:** Shows 'Candidate Status' as 'New Application' and 'Candidate Rating' as 'No Selection'.
- Additional Documentation:** Indicates '0 documents attached' for both 'Additional Documentation' and 'Licenses/Qualifications/References/Other Attachments'.
- Screening Questions:** A section for reviewing candidate answers to specific questions.
- Screening Details:** A table of screening questions and answers:

Are there any circumstances relevant to your application of which, in the interests of fair and frank disclosure, you should make the selection committee aware? (If so, salient particulars are required in a separate document)	No
Do you have a valid RSA Drivers Licence	Yes
Rate your MS Teams skill level	Intermediate
- Comments:** A section for adding notes, currently empty.
- Correspondence:** A section for email communication, with a 'Send Email' button.
- Application Status Audit Trail:** Shows the application date as '01/03/2024' and the user as 'O'.
- More Information:** Includes fields for 'Title' (Ms.), 'Date of Birth', and 'ID Number'.

On the left side, a list of candidates is shown under the 'Name' column, with checkboxes for selection and an 'Action' menu.


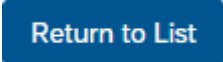
- Switch between candidates using the *Name* column on the left.
- Scroll down the page to review each candidate’s full application.

Note: Completeness of applications may vary as many sections are optional. Candidates with less complete applications should not be penalised.
- Click [Cover Letter](#) or [CV](#) to view the candidate’s attachments.

Note: The cover letter is not a required attachment so may not be available for all candidates. Candidates with existing cover letters are not prompted to update their cover letter on application so may not have the latest one attached.
- If applicable, view CVs for a group of candidates by selecting the candidates using the checkboxes in the *Name* section on the left. Click **Action** and choose *View CV*. The *CV Viewer* opens in a new window. Use the arrow buttons to move through the CVs. Click *Close* when finished.
- In the *Comments* section for each candidate, click **+ Add** to enter your rating and any comments.

Note: During the shortlisting meeting, the Recruitment Advisor will record each candidate’s status (e.g. shortlisted, 1st interview, rejected) and the final committee rating (e.g. A, B, O, D).

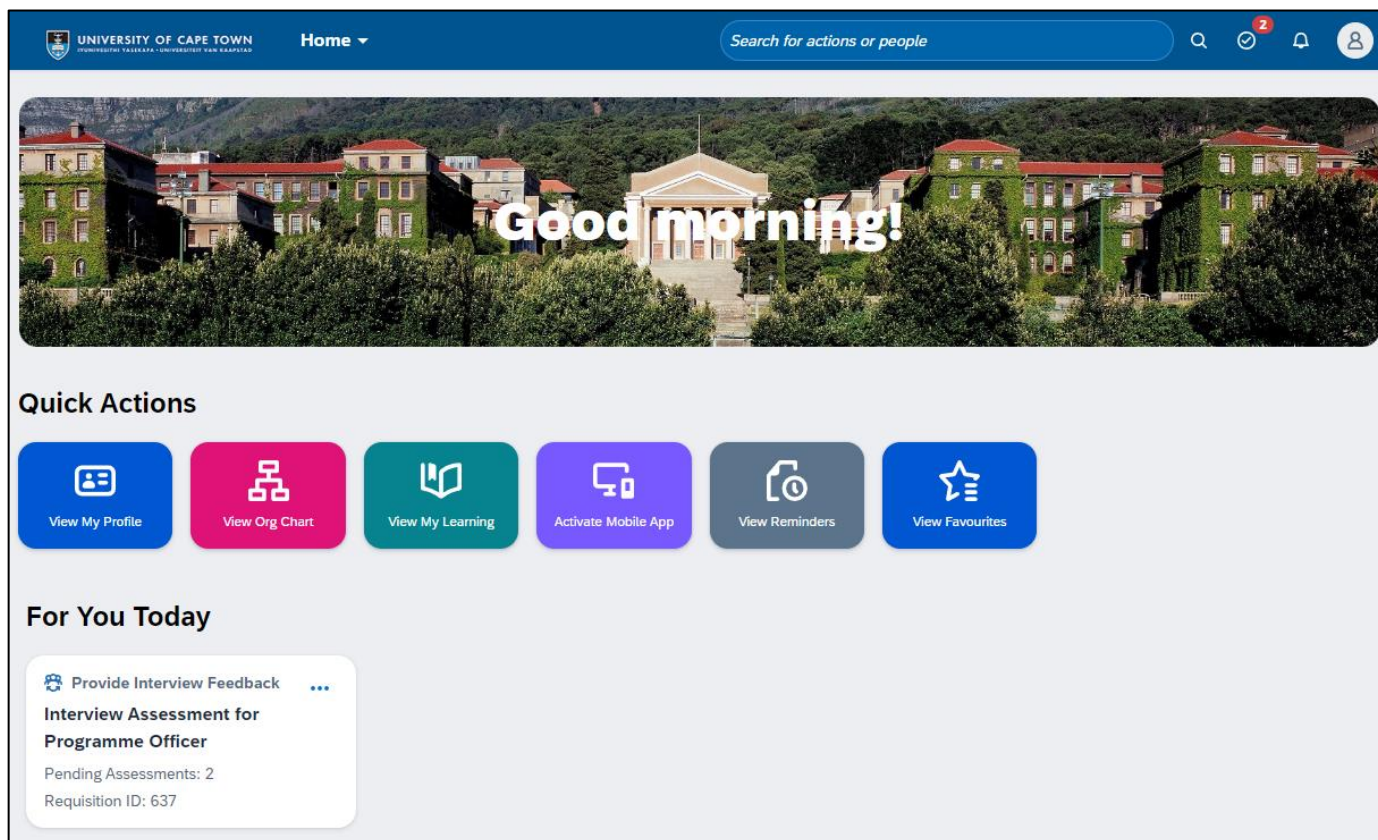
Reviewing and rating candidate applications

- Click  Save. **Note:** If the *Save* button is not available, click outside of the text field and the *Save* button will be available for saving.
- When all candidate comments have been entered, scroll down the page and click .

Adding interview feedback for candidates (competency ratings and recommended candidate/s)

Procedure

1. [Log in to SuccessFactors](#) and access the *Home* page.
2. The *Home* page appears.



- Click the *Interview Assessment* for the appropriate job (e.g. Programme Officer). If there is more than one job requisition to add competency ratings for, click *View All*. In the *Provide Interview Feedback* dialogue box, click the *Interview Assessment* for the appropriate job.

Adding interview feedback for candidates

- The *Interview Assessment* page appears. Each candidate scheduled for an interview appears across the top of the page and the competencies are listed on the left side of the page.

Interview Assessment: Programme Officer

Include Disqualified Candidates

Items per page 10 Page 1 of 1 Save Cancel

Competency	L	M
Communication ?	1 2 3 4 5	1 2 3 4 5
Planning and organizing / work management ?	1 2 3 4 5	1 2 3 4 5
Adaptability / flexibility ?	1 2 3 4 5	1 2 3 4 5
Quality commitment/ work standards ?	1 2 3 4 5	1 2 3 4 5
Summary		
	↑ Interview notes	↑ Interview notes
Overall Rating	👤 👤 🗨️	👤 👤 🗨️

Stack Ranker

Competency: Summary

- M

- L

I Have Finished

- To view a detailed description of a competency, hover over *Help* next to the competency name.

Continuous learning ?

Summary

Proactively takes advantage of opportunities to learn. Actively identifies new areas for learning; applies new knowledge and skill appropriately.

Adding interview feedback for candidates

- For the first candidate, select a rating per competency. To view rating descriptions, hover over the rating numbers, 1 is *Unsatisfactory* and 5 is *Outstanding*.

Competency	Rating	Comments
Communication	3	
Planning and organizing / work management	4	
Adaptability / flexibility	4	
Quality commitment/ work standards	4	
Summary	3.75	
↑ Interview notes		
Overall Rating		

- If applicable, add a comment per rating by clicking *Comments* alongside each competency rating. Enter the comment and click **Finished**.
- To upload your interview notes for the candidate, click [↑ Interview notes](#).
 - Note:** Any interview notes uploaded to SuccessFactors could be viewed by the candidate if they initiate a PAIA (Promotion of Access to Information Act) request.
 - The *Upload Interview notes* dialogue box appears.

Upload Interview notes

Accepted file types are: DOCX, PDF, HTML, PPT, XLS, CSV, text and Msg

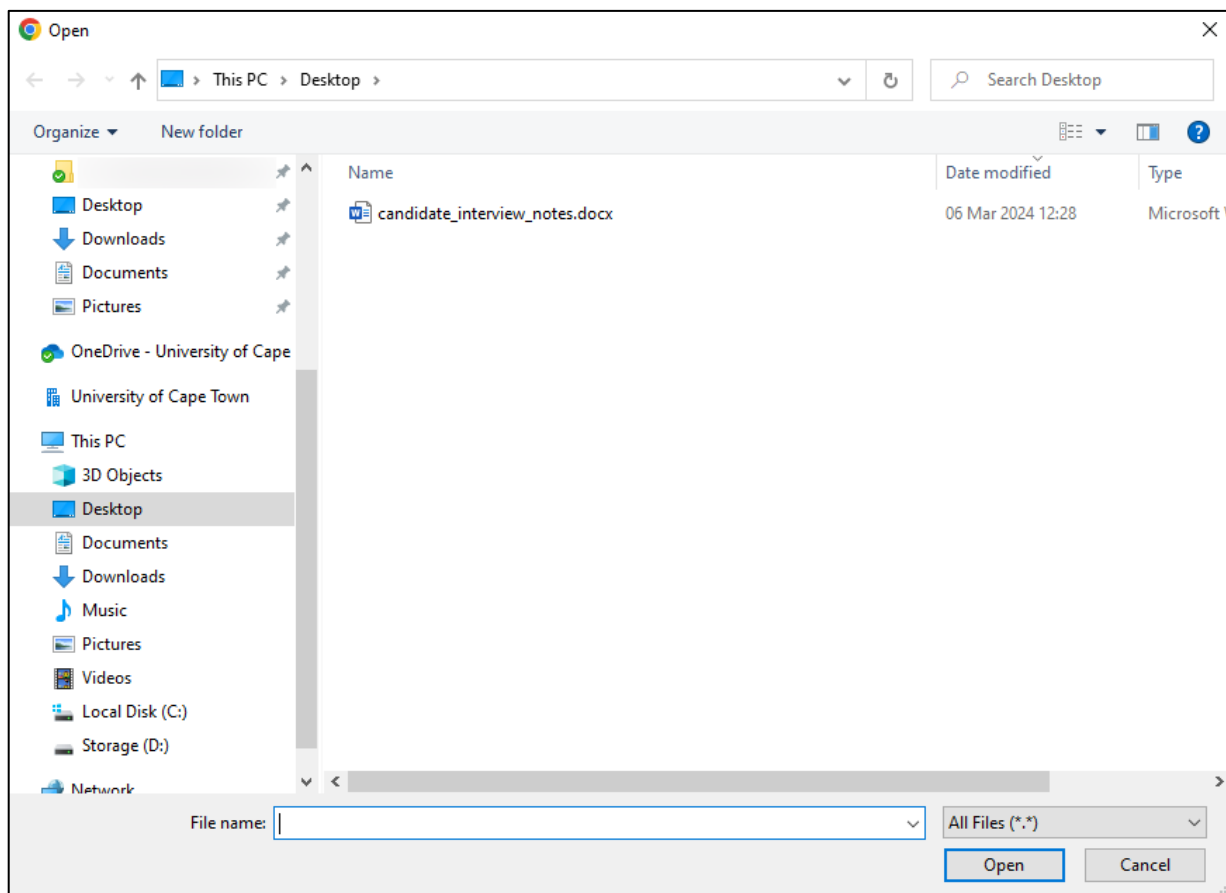
Choose File **Browse**

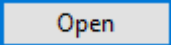
Upload **Cancel**

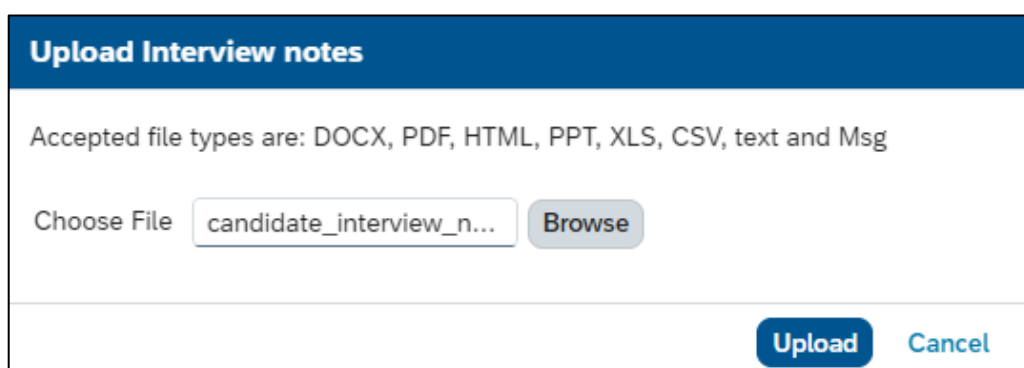
- In the *Choose File* field, click **Browse**.



Adding interview feedback for candidates


- The *Open* dialogue box appears.





- Select the interview notes document from your computer.
- Click .
- The *Upload Interview notes* dialogue box reappears with the file name shown in the *Choose File* field.





- Click .
- The *Notes* link appears below the *Summary* score. To remove the notes, click  *Delete Interview Notes*.

Summary	3.75
	Notes 

Adding interview feedback for candidates

- In the *Overall Rating* section, indicate whether the candidate is appointable or not by selecting  *Recommended* or  *Not Recommended*. The selected option will appear in blue shading.

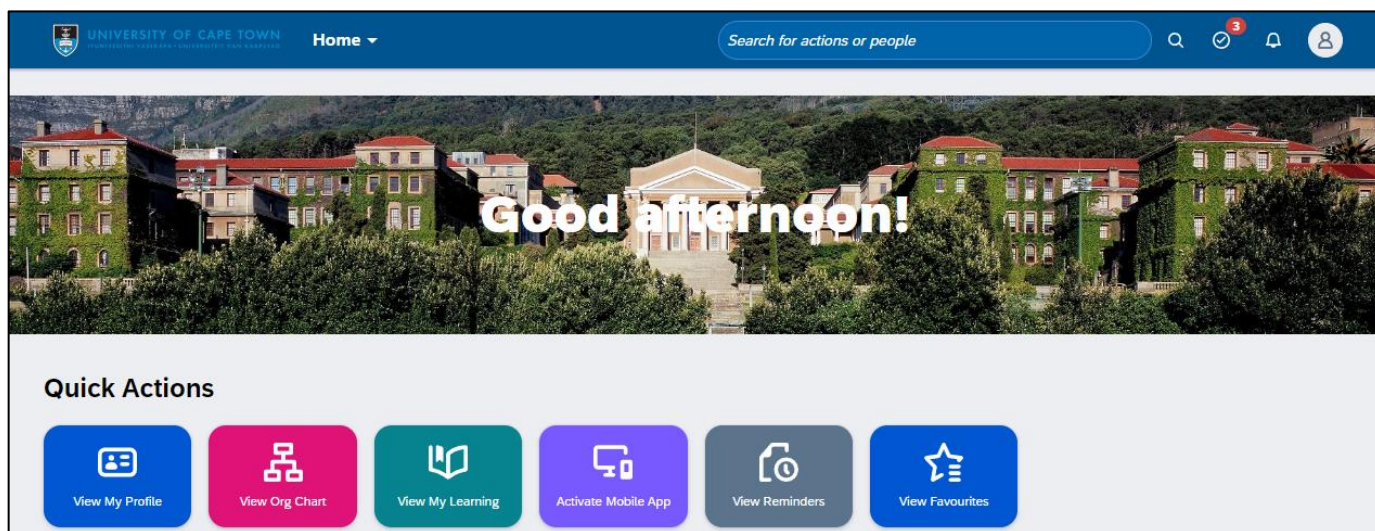


- Repeat from step 3 above to add competency ratings for each candidate.
- When ratings have been entered for every candidate, click  *Save*.
- Click  (bottom right) to return to the *Home* page.

Reviewing or editing your candidate interview feedback

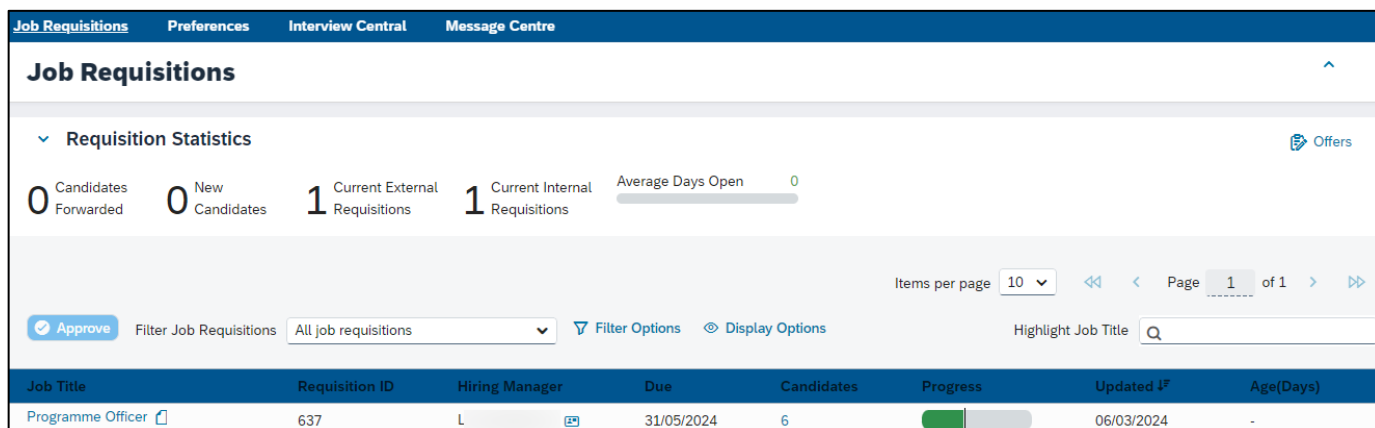
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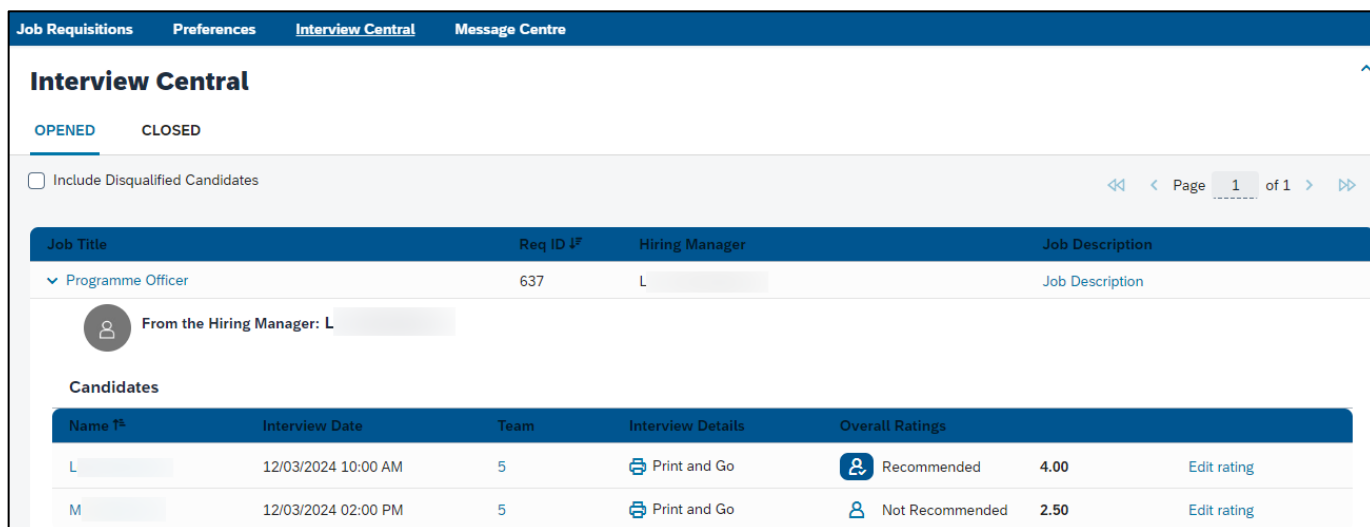


– Click **Interview Central**.

Reviewing or editing your candidate interview feedback

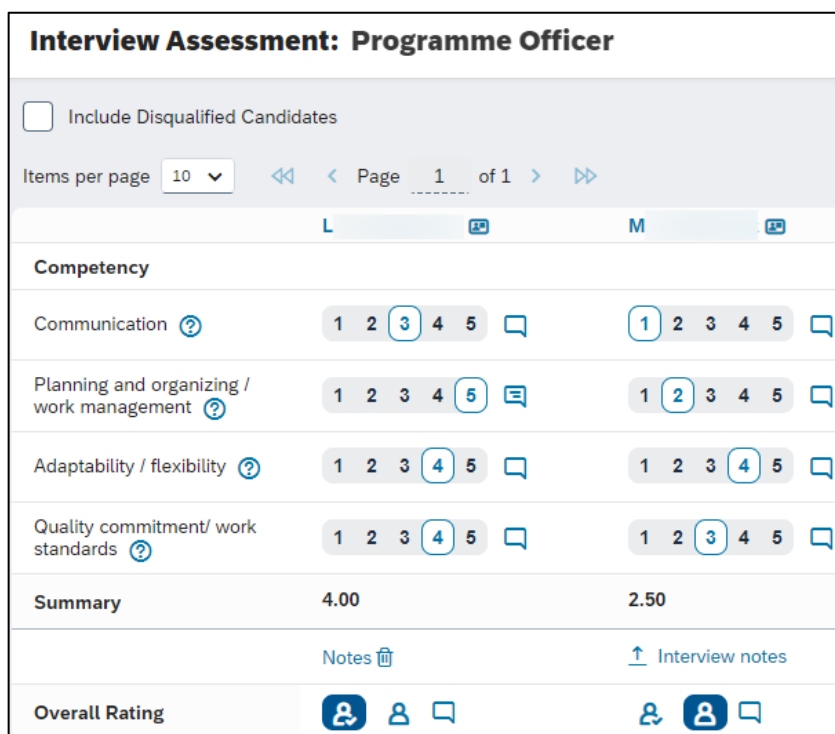
4. The *Interview Central* page appears. All candidates you've previously rated or marked as *Recommended* or *Not Recommended* are listed.

- If the candidates are not listed, display the candidates and their ratings by clicking the *Job Title*.

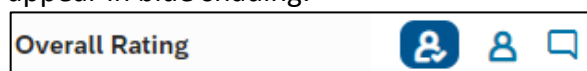


- Click *Edit rating* for any candidate.

5. The *Interview Assessment* page appears, listing all candidates for that job requisition.



- To change a competency rating, select a new number for the applicable rating scale.
- To add interview notes, click [Interview notes](#).
- To change overall rating, select *Recommended* or *Not Recommended*. The selected option will appear in blue shading.



- When rating changes are complete, click [Save](#).

- Click [I Have Finished](#) to return to *Interview Central*.