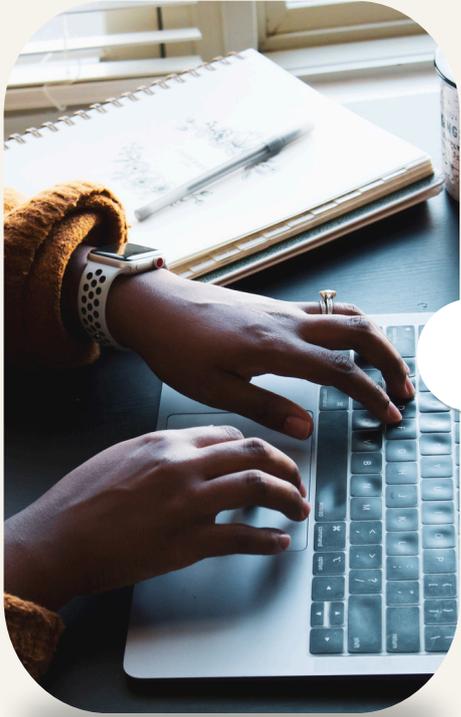# SUCCESSFACTORS RECRUITING
COMMITTEE MEMBER
Quick Reference Guide

Logging in to SuccessFactors

1. In any web browser, open www.successfactors.uct.ac.za.
2. The *Sign in* (new users) or *Pick an account* (existing users) page appears.
   - **New users**: Enter staff number followed by @wf.uct.ac.za and click *Next*.
   - **Existing users:** Select an account.
3. The *Enter password* page appears.
   - Enter your *Password* and click *Sign In*.
   - Verify your login either via Microsoft Authenticator or a code sent via SMS to your phone.
4. The *Home* page appears.

Reviewing and rating applications (Part 1)

1. On the *Home* page, choose *Home > Recruiting*.
2. The *Job Requisition* page appears, listing all your job requisitions.
   - Open the original advert for reference when viewing applicants:
     - Click the *Job Title*.
     - Click *Internal Posting Preview* or *External Posting Preview* (top right). The advert appears in a separate window.
     - Click *Job Requisitions* to return.
   - Click the number in the *Candidates* column.
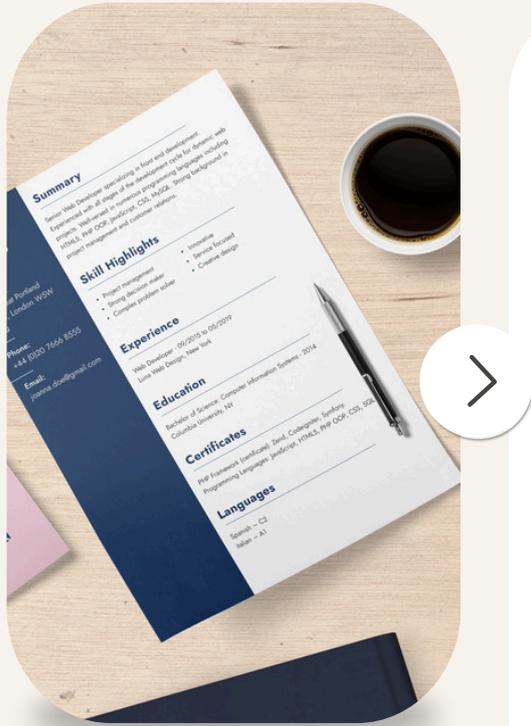
Review and rating applications (Part 2)

1. The *Applicants* page appears.
   - Select an applicant to view by clicking their *Name*.
2. The selected applicant's details appear on the right.
   - Scroll down the *Applicant Information* page to review the full application, including the *Screening Information* section.
   - Click the *CV and Documents* tab for the CV, cover letter and any other documents.
   - To download documents for a group, select each applicant using the checkboxes in the *Applicants* section (left). Click ⋯ in the top right of the section and choose *Download Documents*.
   - Click the *Comments* tab and click *Add* to enter your rating and comment for the current applicant.
   - Select the next applicant by clicking their *Name* on the left.
     - Review their application and their *CV and documents*.
     - In the *Comments* tab, add the rating and any comments.
   - When all applicant ratings and comments have been entered, click *Back* to return to the *Applicants* page.

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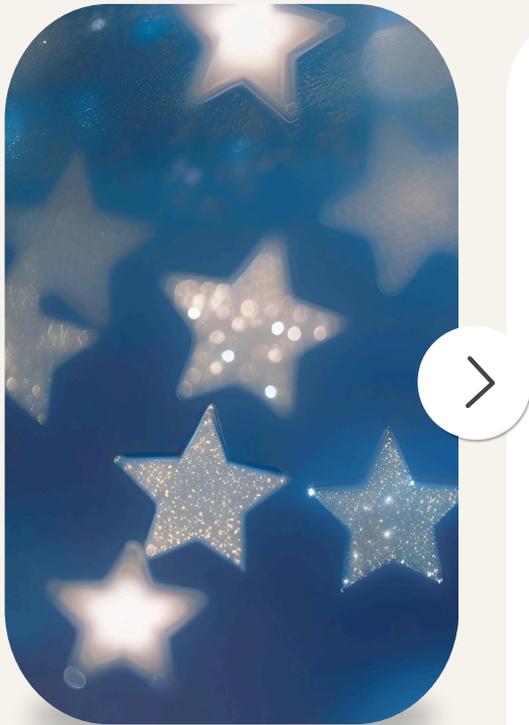
Adding interview ratings for candidates

1. On the *Home* page, in the *For You Today* section, click the *Interview Assessment* for the appropriate job.
2. The *Interview Assessment* page appears, each candidate scheduled for an interview appears across the top of the page.
   - Either enter a single *Overall Rating* or, if the committee has chosen this option, rate a set of competencies.
   - If applicable, add a comment by clicking 💬 *Comments* alongside the rating. Enter the comment and click *Add*.
   - To upload your interview notes for the candidate, click ⬆ Interview notes .

     Note: Any uploaded notes could be viewed by the candidate if they initiate a PAIA (Promotion of Access to Information Act) request.
   - In the *Overall Rating* section at the bottom, indicate whether the candidate is appointable or not by selecting 👤✓ *Recommended* or 👤 *Not Recommended*.
   - When ratings have been entered for every candidate, click *Save*.
   - Click *Finish* (bottom right) to return to the *Home* page.

Full committee member guide