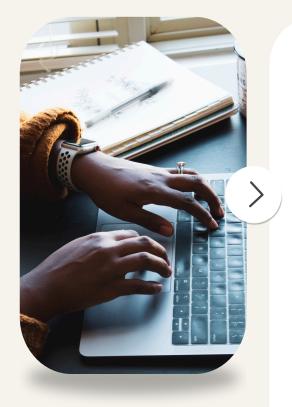
SUCCESSFACTORS RECRUITING

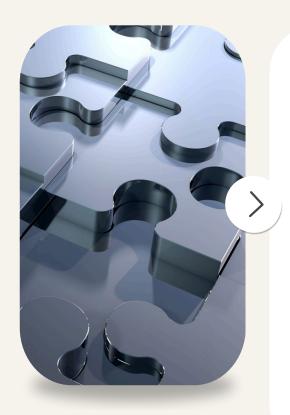
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Quick Reference Guide



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
 awf.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.



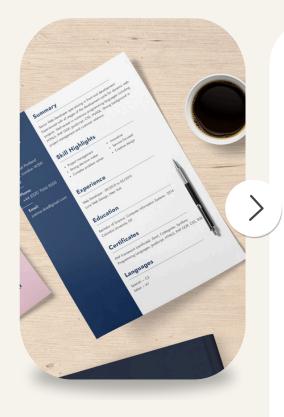
Reviewing and rating applications (Part 1)

- 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.

SUCCESSFACTORS RECRUITING

COMMITTEE MEMBER

Quick Reference Guide



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.

SUCCESSFACTORS RECRUITING

COMMITTEE MEMBER

Quick Reference Guide



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.
 - o 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 *Rec&mended* or *Not* & *Recommended*.
- When ratings have been entered for every candidate, click Save.
- Click Finish (bottom right) to return to the Home page.