



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

UCT SuccessFactors Recruiting guide for HR staff

**(Recruitment Administrator, Recruitment Advisor
and HR Business Partner)**

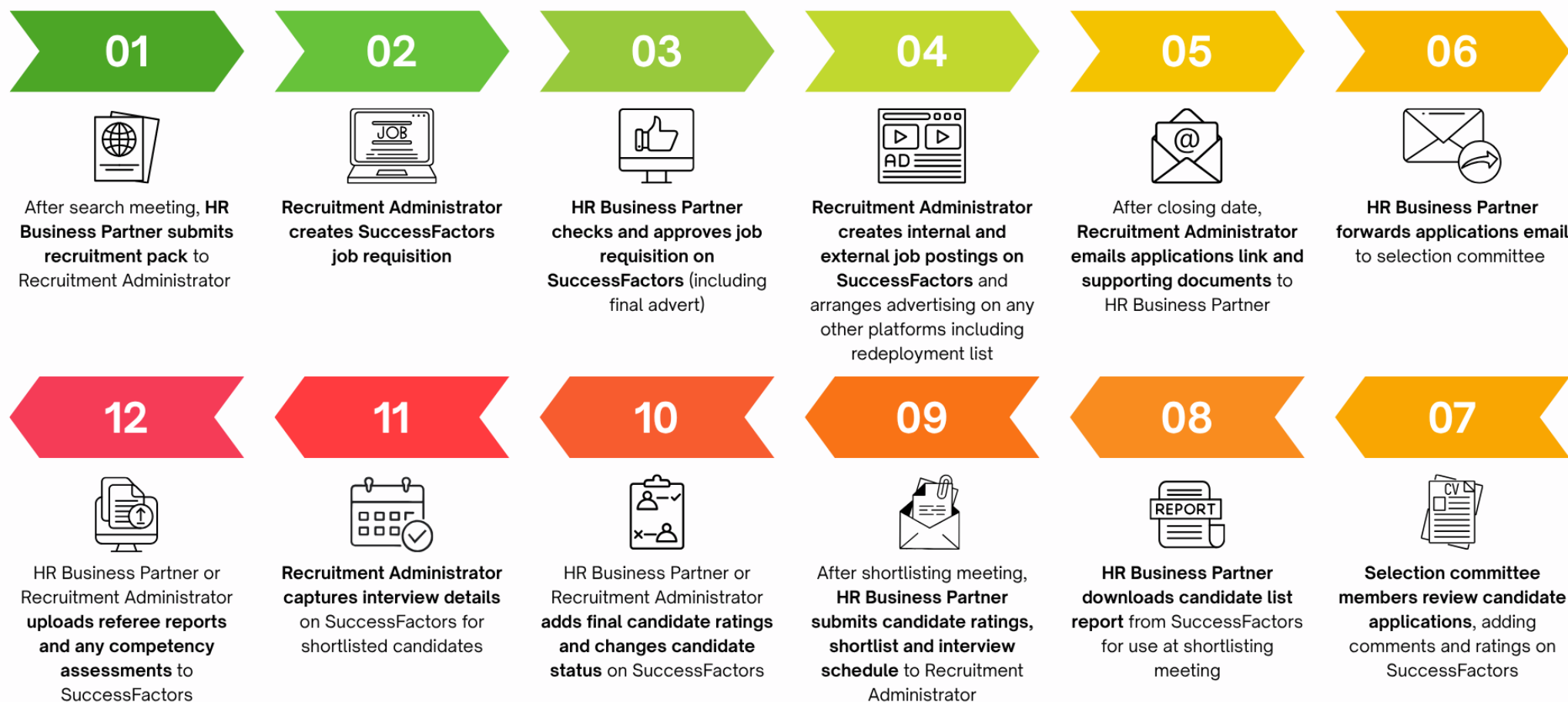
September 2026

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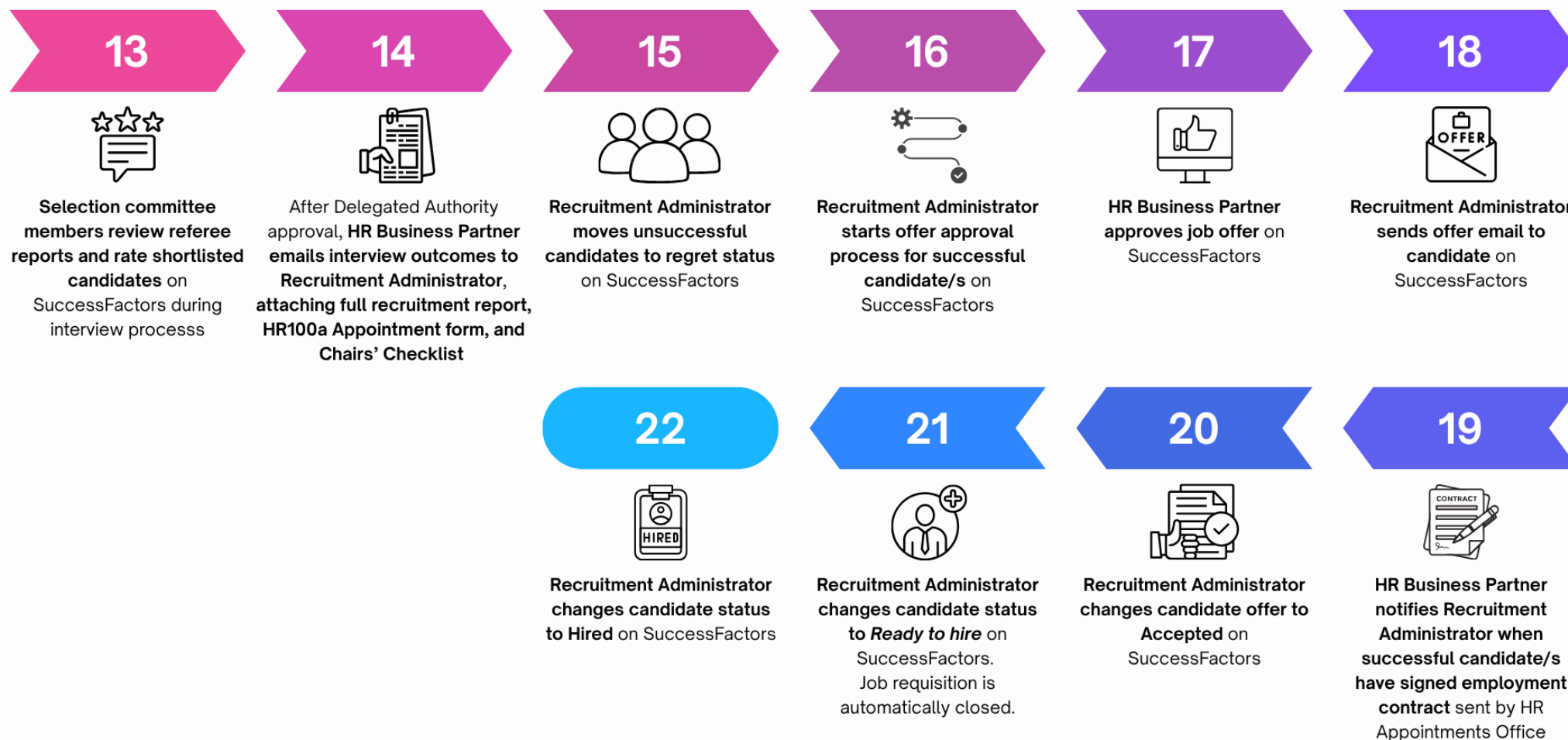
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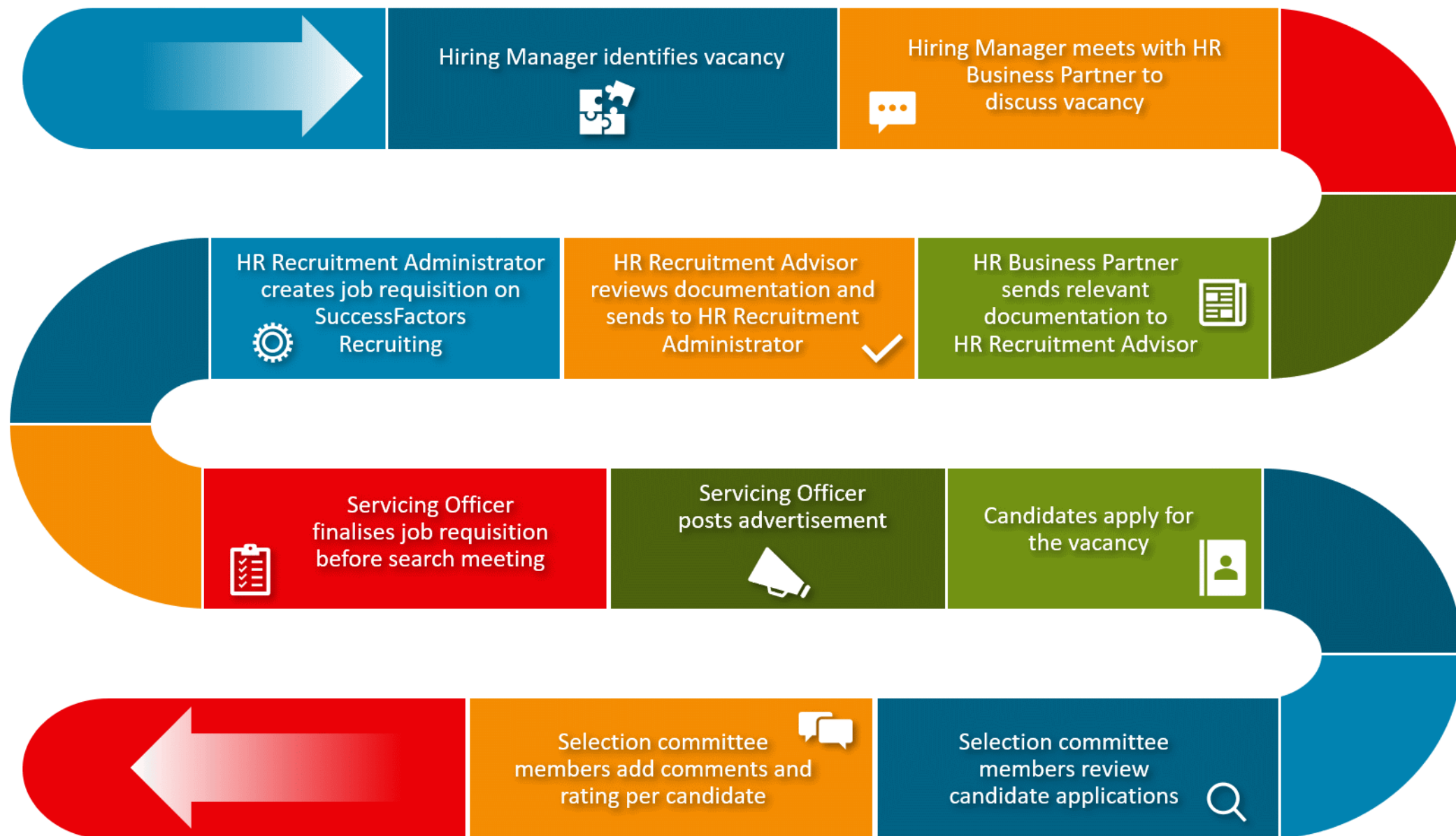
Decentralised recruitment process (Payclasses 1 - 8 and T1 contracts): Part 1



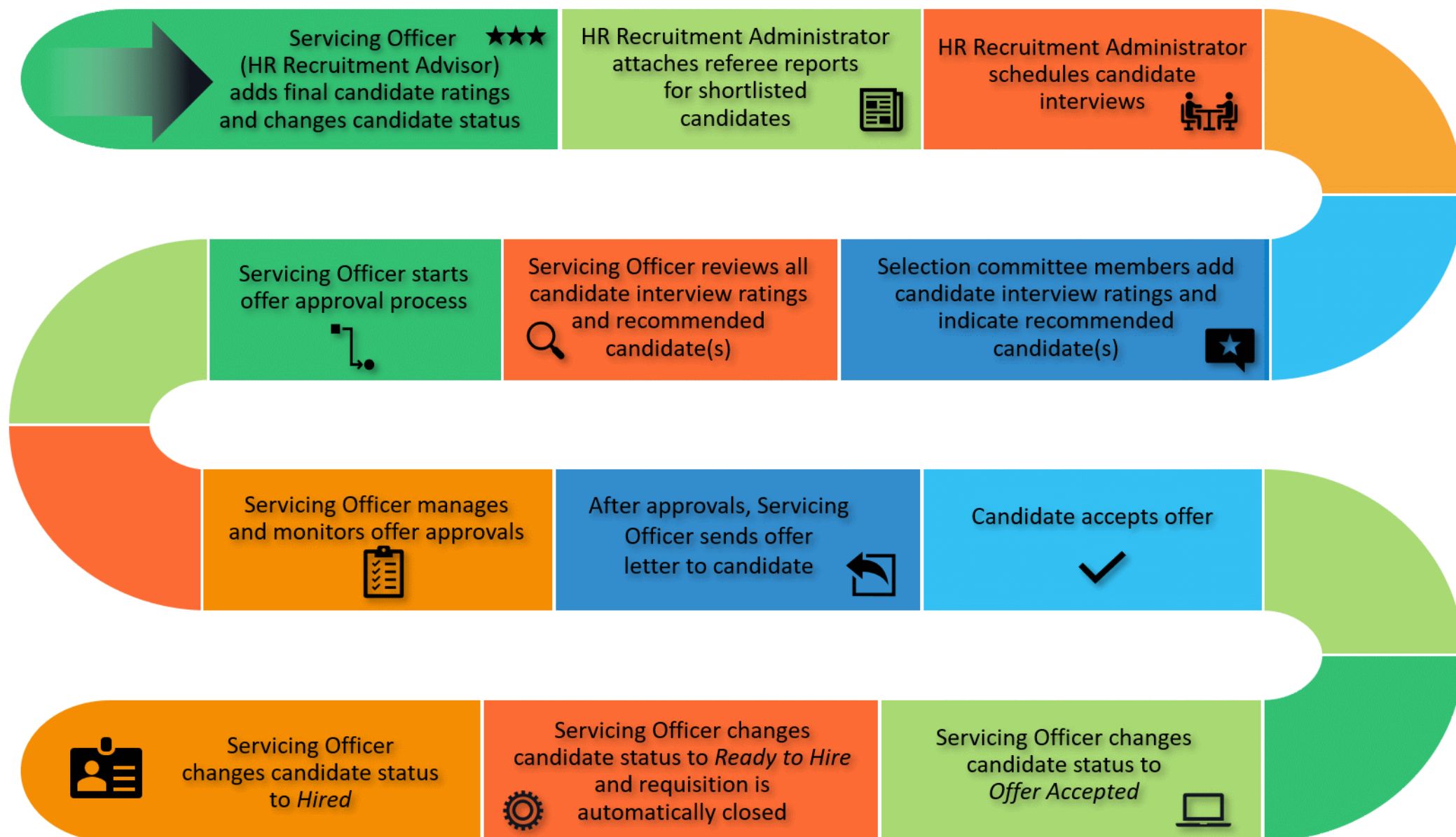
Decentralised recruitment process (Payclasses 1 - 8 and T1 contracts): Part 2



Centralised recruitment process (Payclass 9 and above & academic staff): Part 1



Centralised recruitment process (Payclass 9 and above & academic staff): 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](#).

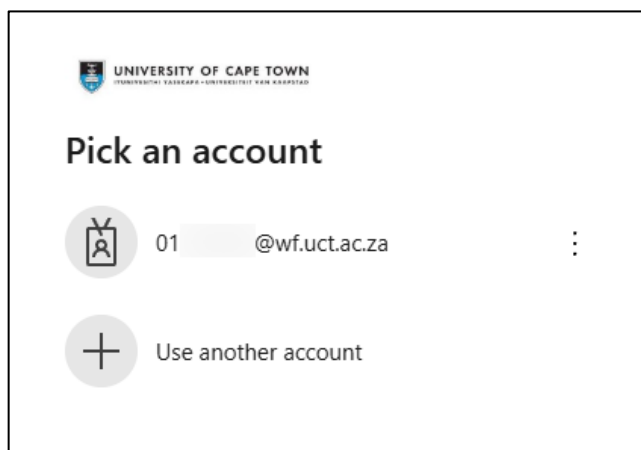
Procedure

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

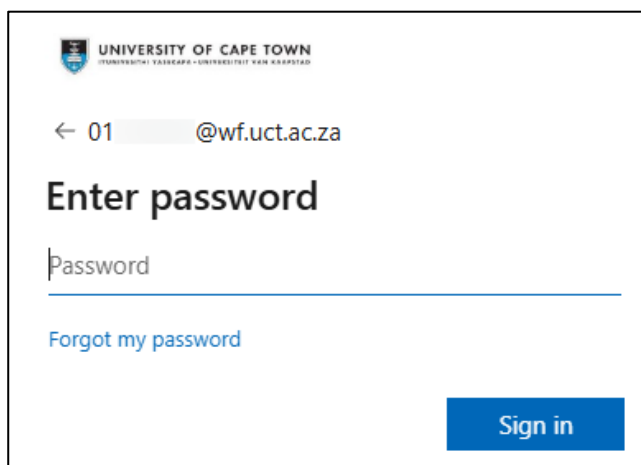
Note: You can also access SuccessFactors via the HR website by clicking *SuccessFactors* at the top of the page.

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)



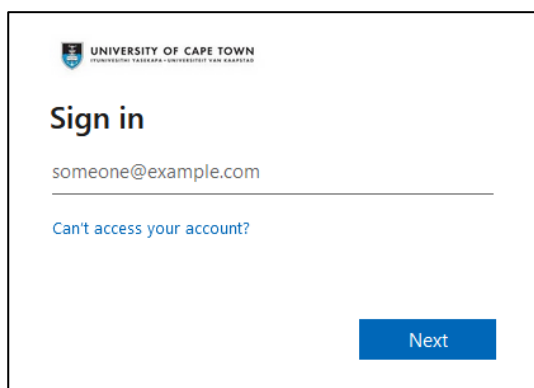
- Select the appropriate account.



- 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

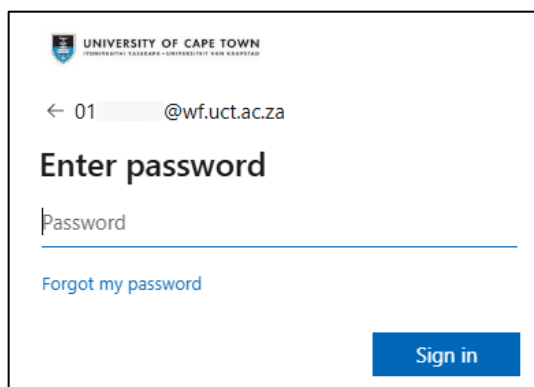
New users



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

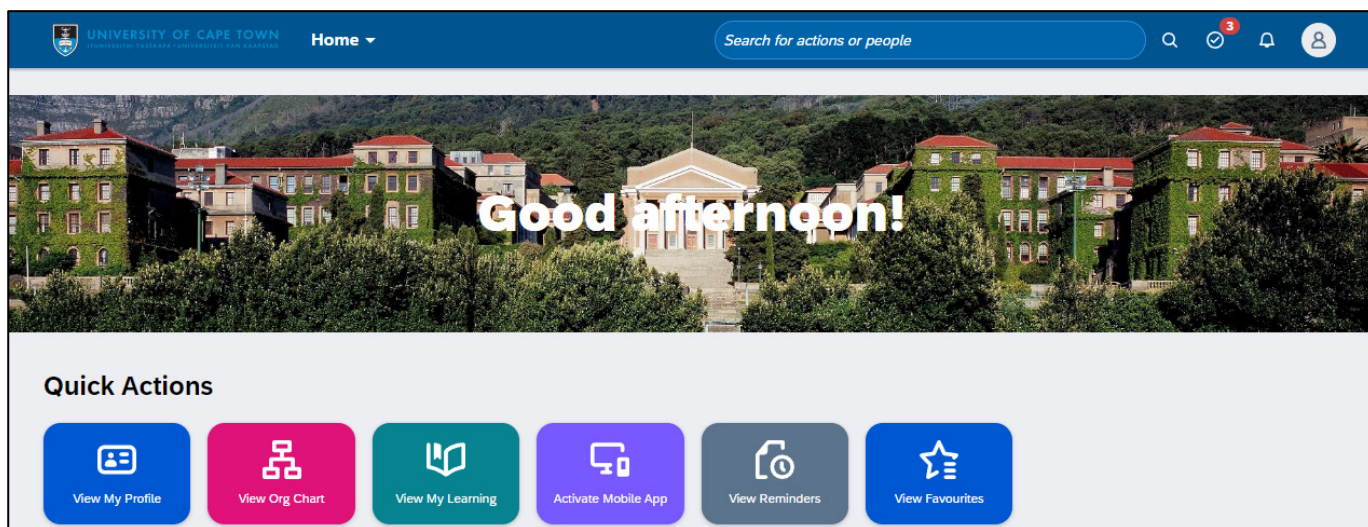
Note: UCT staff number only, third party "T" accounts do not usually have access to SuccessFactors.

- 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.



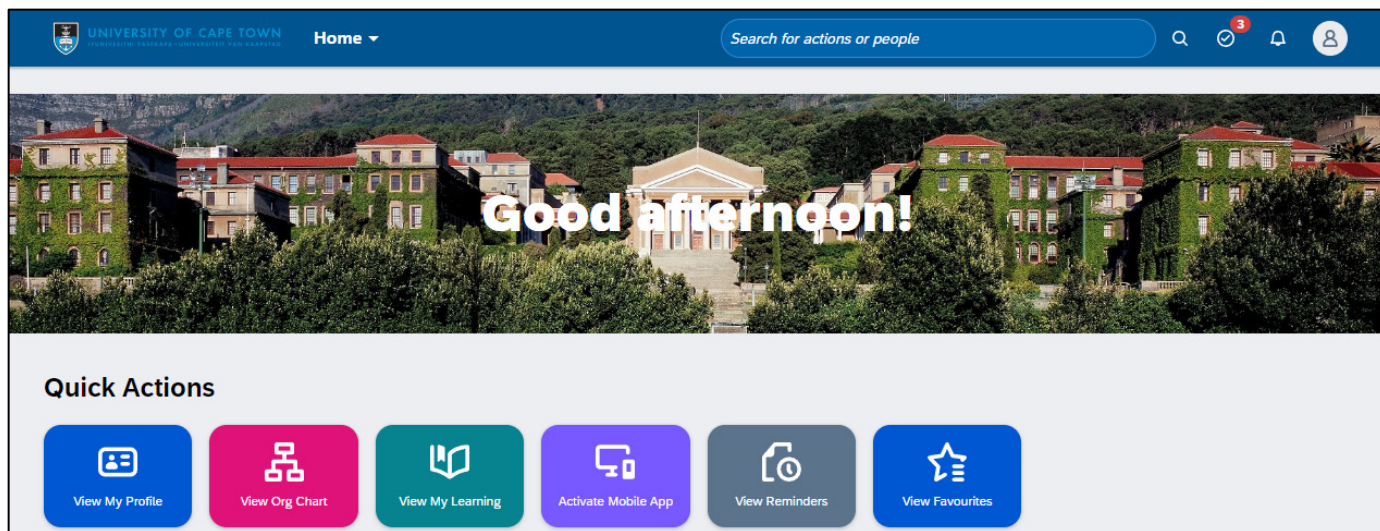
- See the [SuccessFactors navigation guide](#) for changing SuccessFactors settings, viewing your public profile or full employee profile, viewing the organisation chart or installing the SuccessFactors mobile app.

Creating a new job requisition

Background

The Recruitment Administrator starts the online recruitment process by creating a new job requisition using the information from the submitted HR202 form (Request to commence a formal recruitment process for posts to be advertised).

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



- Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
MIM: Programme Coordinator:GSB	1117	G	19/06/2025	-		05/06/2025	2
Research Office Coordinator, Research Office, GSB	1103	S	27/05/2025	1		05/06/2025	25
Junior Research Fellow: Molecular and Cell Biology (Science)	1089	Z	20/05/2025	14		22/05/2025	32

- Click [Create Requisition](#).

Creating a new job requisition

4. The *Create New Job Requisition* page appears.



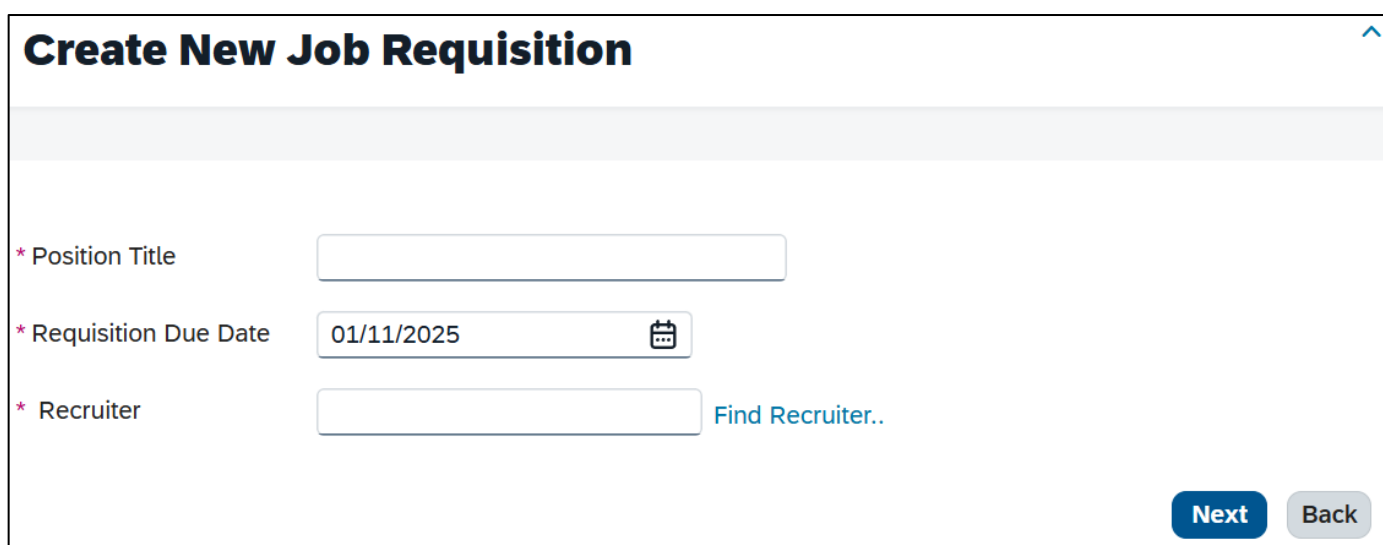
Create New Job Requisition

Options:

- [Copy Existing Job Requisition](#)
- [Browse "Families & Roles"](#)
- [Create New Job Requisition From Blank Template](#)

- Click *Create New Job Requisition from Blank Template*.

5. The *Create New Job Requisition* page reappears, displaying the initial fields for the new requisition.



Create New Job Requisition

* Position Title

* Requisition Due Date 

* Recruiter [Find Recruiter..](#)

[Next](#) [Back](#)

- Enter the *Position Title*.
- In the *Recruiter* field:
 - **Decentralised process:** Enter part or all of the HR Business Partner's name and select the person from the dropdown list.
 - **Centralised process:** Enter part or all of the Recruitment Advisor's name and select the person from the dropdown list.
- Click [Next](#).

Creating a new job requisition

6. The new job requisition appears.

Job Requisitions Preferences Candidates Interview Central Interview Scheduling Message Centre (37)

Programme Officer (1180)

Due 18/10/2025

Route Map

Assessment Completed

1 **Create Requisition** (i) — 2 **Recruiter Review** (i) — 3 **Completed**

Actions

Internal Posting Preview External Posting Preview

Requisition Information

Requisition ID 1180

* Requisition Status Pre-Approved

Requisition Due Date 01/11/2025

Evergreen Job Requisition ☐

- The *Route Map* at the top of the page provides an overview of the required approvals process. The Recruitment Administrator will complete step 1 by creating the job requisition and then send it to the Recruiter for review.

Requisition Information section:

- This section shows the job *Requisition ID*, the *Requisition Status* and the *Requisition Due Date*.
- The *Evergreen Job Requisition* is not currently in use at UCT.

Job Information section:

Job Information

* Position Title

* Number of Openings

Personnel Area

Personnel Subarea

EE Subgroup

- Ensure the *Position Title* is correct.
- Select the *Personnel Area* e.g. Faculty of Commerce.

Creating a new job requisition

Job Information section (continued):

- Select the *Personnel Subarea* e.g. PASS 5 – 12.
- Select the *EE Subgroup* e.g. permanent.

- Enter the SAP *Organisational (Org) Unit Number*.
- Enter the SAP *Org Unit Name*.

Note: The organisational unit name will appear on the advertised job listing so it must be a name and not a code. The character limit is 40 so the organisational unit name displays correctly on the jobs website.

- Enter the *Position Fund*.
- Enter the *Position Cost Centre*.
- Select the appropriate *Funding Source* i.e. GOB (General Operating Budget), Non-GOB or Research.

Note: If *Non-GOB* or *Research* funding sources are selected, an *Information* message indicates that additional fields (*Advert Fund* and *Advert Cost Centre*) are mandatory. Click *OK* to acknowledge the message.

- If the selected funding source is Non-GOB or Research:
 - Enter the *Advert Fund*.
 - Enter the *Advert Cost Centre*.
- In the *New / Replacement* field, select the appropriate option. *New Appointment* should only be used when recruiting for a new job with no previous holder.
- If a temporary (T1/T2) appointment, select the *Contract Reason*.

Compensation Information section:

- In the *Pay Scale Group* field, select the PASS payclass or academic level.

Creating a new job requisition

Requisition Team section:

Requisition Team

* Hiring Manager [Find Hiring Manager..](#)

* Recruiter , Recruitment Advisor (20046320) [Find Recruiter..](#)

Manage Additional Users

* Recruiting Team [Apply admin defaults](#)
[Apply personal preferences](#)

* Chairperson [Find Chairperson..](#)

Manage Additional Users

Selection Committee Members [Apply admin defaults](#)
[Apply personal preferences](#)

- In the *Hiring Manager* field, enter part or all of the manager's name and select the person from the dropdown list.
- The *Recruiter* field shows the previously selected HR Business Partner (decentralised process) or Recruitment Advisor (centralised process).
- In the *Recruiting Team* field, add yourself and any other members of the recruitment team that would need access to this job requisition.

Note: If the Recruitment Administrator is not added to the requisition, they will not be able to attach referee reports or schedule candidate interviews.

- Add the *Chairperson*.
- Add the *Selection Committee Members*.

Note: If the Chairperson and HR Business Partner are voting members of the committee, they must be added in the *Selection Committee Members* field.

- If there are any non-UCT guest members needing access to the requisition, the department must create a Third Party (T) account for the person. The Recruitment Administrator can then send a request to the HR Systems team to grant SuccessFactors Recruiting access.

Creating a new job requisition

Job Posting Information section:

- In the *Questions* section:
 - **Decentralised process:** Enter screening or disqualifying questions, including the four mandatory questions. See [Working with screening questions](#).

Questions	Required	Disqualifier
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, please provide salient particulars below and/or in a separate document. Free Text	☒	☐
Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? If so, please provide salient particulars below and/or in a separate document. Free Text	☒	☐
Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document. Free Text	☒	☐
Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct? Free Text	☒	☐
Do you have a valid RSA Drivers Licence Multiple Choices	☒	☒
Do you have management experience? Multiple Choices	☒	☐

- **Centralised process:** Skip the *Questions* section, this will be completed by the Recruitment Advisor later in the process.
- In the *Competencies* section:
 - **Decentralised process:** Select single overall rating competency or multiple competencies. See [Working with competencies](#).

Competencies	Competency	Library	Category	Expected Rating %	Weight %	Action
	Overall Rating	UCT Competency Library	Candidate Interview Rating	0	0	Select ▼
	⊕ Add more competencies					

Competency	Library	Category	Expected Rating %	Weight %	Action
Communication	UCT Competency Library	Core	0	0	Select ▼
Planning and organizing / work management	UCT Competency Library	Core	0	0	Select ▼
Adaptability / flexibility	UCT Competency Library	Enabling	0	0	Select ▼
Quality commitment/ work standards	UCT Competency Library	Enabling	0	0	Select ▼
	⊕ Add more competencies				

- **Centralised process:** Select the single overall rating competency. If other competencies will be assessed in the recruitment process, the Recruitment Advisor will add these later. See [Working with competencies](#).

Creating a new job requisition

- In the *Advert* section:
 - **Decentralised process:** Add the internal and external advert using the final advertisement. See [Working with adverts](#).

The screenshot shows two sections for creating job advertisements. The top section is labeled 'Internal Advert' and features a rich text editor with a toolbar (bold, italic, underline, link, list, paragraph, Verdana font). The text in the editor reads: **PROGRAMME OFFICER** (Payclass 9), **COLLEGE OF ACCOUNTING**, **FACULTY OF COMMERCE**. The description states: 'The profile of the work requires a combination of management, interpersonal and technical expertise, and includes a creative work attitude. The successful candidate will be an individual who has demonstrated the ability to work independently and as part of a team, ability to use initiative and be flexible, and the ability to work under pressure with meticulous accuracy in a deadline driven environment. Candidates must be willing to work flexible hours based on work pressure when the need arises.' The 'Requirements:' section is currently empty. A word count of 246 words is shown at the bottom right of the editor. The bottom section is labeled 'External Advert' and has two buttons: 'Same as Internal' and 'Edit'. It contains the same text as the internal advert section.

- **Centralised process:** Skip the *Advert* section, this will be completed by the Recruitment Advisor later in the process.
- In the *Requisition Documents* field, click [Attach a document](#) to attach the:
 - HR202 form (Request to commence recruitment process for posts to be advertised)
 - HR191 form (Position description)
 - Final advertisement (**decentralised process**) or draft advertisement (**centralised process**).
 - any other relevant documents (e.g. motivation, funding approval).

See [Adding requisition documents \(attachments\)](#) for instructions on how to add the files.

The screenshot shows a button labeled 'Requisition Documents' followed by a document icon and the text '3 documents attached'.

Creating a new job requisition

Comments section:

The screenshot shows a 'Comments' section with a header bar. Below the header is a text area labeled 'Additional Comments'. At the bottom of the section are four buttons: 'Save and Close Form', 'Discard Changes', 'Get Feedback' (with a speech bubble icon), and 'Send to Recruiter' (with a right arrow icon).

- Use the *Additional Comments* field to identify under-represented (target) groups from the HR202 form and the Employment Equity Representative (if applicable).

- Click .

Note: The *Save and Close Form* option will not move the job requisition; it will remain with you until you use *Send to Recruiter*. The *Get Feedback* option is not currently in use at UCT.

- The *Send to Recruiter* page appears.

The screenshot shows the 'Send to Recruiter' page for a job requisition titled 'Programme Officer(1180)'. At the top, there is a 'Route Map' section showing a three-step process: 1. Create Requisition (Due 18/10/2025), 2. Recruiter Review, and 3. Completed. Below the route map is the 'Send to Recruiter' section, which includes a text area for 'Email Notification Comments'. At the bottom are two buttons: 'Send to Recruiter' and 'Cancel & Return to Form'.

- If applicable, enter a comment in the *Email Notification Comments* section.

Note: This comment will only be sent with the email notification to the Recruiter. It will not be saved in the job requisition on SuccessFactors Recruiting.

- Click .

Creating a new job requisition

8. The *Job Requisitions* page appears. This page provides an overview of all the job requisitions you are involved in. The *Requisition Statistics* section will change over time as job requisitions move through the recruitment process.

Job Requisitions
Preferences
Candidates
Interview Central
Interview Scheduling
Message Centre (37)

Job Requisitions

Requisition Statistics

0

Candidates Forwarded

6

New Candidates

0

Current External Requisitions

0

Current Internal Requisitions

Average Days Open

144

Create Requisition
Offers

Approve

Filter Job Requisitions

All job requisitions

Filter

Manage Columns

Highlight Job Title

Items per page

25

<<

<

Page

1

of 3

>

>>

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	-		17/10/2025	-
MIM: Programme Coordinator:GSB	1117	G	19/06/2025	-		05/06/2025	2
Research Office Coordinator, Research Office, GSB	1103	S	27/05/2025	1		05/06/2025	25

Working with screening questions

Overview

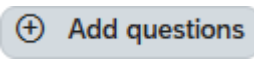
Screening questions can be used to gather applicant information and/or to reduce high volumes of applications by disqualifying applicants who don't meet the job requirements. Questions should be designed based on the job requirements and any advantageous skills or experience.

There are four **mandatory questions** to select. In addition there is a set of existing UCT questions to choose from, and you can also create new questions.

Procedure

1. In the job requisition page, scroll down to the *Job Posting Information* section.

The screenshot shows the 'Job Posting Information' section with the 'Questions' tab selected. Below the tab, there is a table with columns: Questions, Required, Disqualifier, Score, Weight, and Actions. Below the table, there is a button labeled '+ Add questions' and a 'Required Score' field set to 0.0.

- In the *Questions* section, click .

2. The *Search* tab appears.

The screenshot shows the 'Search' tab selected in the 'Questions' section. Below the tab, there is a button labeled '- Add questions'. Below that, there are three tabs: Search, Browse, and Create. The 'Search' tab is active. Below the tabs, there is a text input field for 'Keywords' and a 'Search' button. At the bottom, there is a 'Required Score' field set to 0.0.

Adding mandatory questions

- Select the *Browse* tab.

3. The *Browse* tab appears.

The screenshot shows the 'Browse' tab selected in the 'Questions' section. Below the tab, there is a button labeled '- Add questions'. Below that, there are three tabs: Search, Browse, and Create. The 'Browse' tab is active. Below the tabs, there is a text input field for 'Keywords' and a 'Search' button. Below that, there is a 'Select language' dropdown menu set to 'English UK (English UK)'. Below the dropdown, there are three links: 'My Saved Questions', 'Requisition Questions', and 'universi07'. To the right of the links, there is a link labeled 'Cascading question'.

- Expand *universi07 > Mandatory Questions*.

Working with screening questions

> My Saved Questions

> Requisition Questions

▼ universi07

▼ Mandatory Questions

☐ 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, please provide salient particulars below and/or in a separate document).

☐ Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? If so, please provide salient particulars below and/or in a separate document.

☐ Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document.

☐ Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct?

Add

- Select each of the mandatory questions using the ☐ checkbox(es).

Note: The applicants will see the questions in the same order as selected here.

- Click .

Selecting UCT questions

- To select existing UCT questions, expand *Requisition Questions* > *UCT*.
If the listed questions are not suitable, skip to [Creating a new question](#).

▼ Requisition Questions

▼ UCT

☐ Are you currently registered with the South African Veterinary Council as a Veterinary Nurse or Laboratory Animal Technologist?

☐ Are you eligible to work in South Africa?

☐ Are you familiar with HEMIS (Higher Education Management Information System) or an equivalent student records system?

☐ At least 2 years of teaching and supervisory experience

☐ Do you have a Registered Nurse license (or greater)?

☐ Do you have a valid RSA Drivers Licence

☐ Do you have an established record of postgraduate supervision?

☐ Do you have committee servicing experience?

☐ Do you have experience in professional use of latest communication technologies and tools?

☐ Do you have experience with an ERP system?

☐ Do you have experience with fundraising and public/funder engagement?

- Select one or more of the UCT questions using the appropriate ☐ checkbox(es).

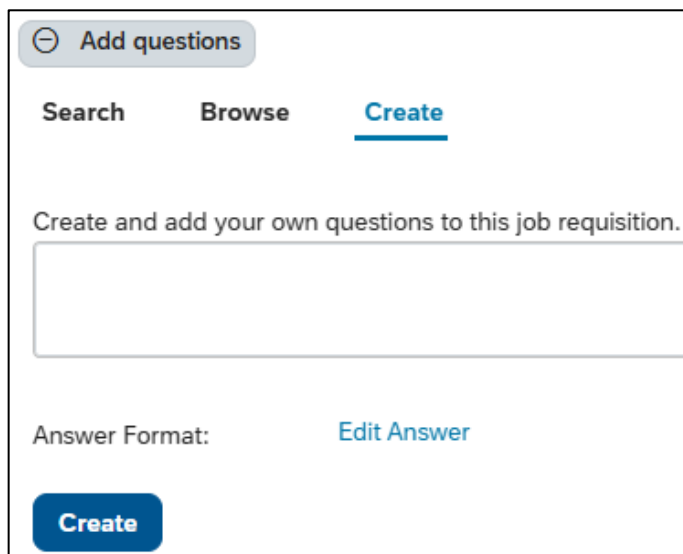
Note: The applicants will see the questions in the same order as selected here.

- Click .

Working with screening questions

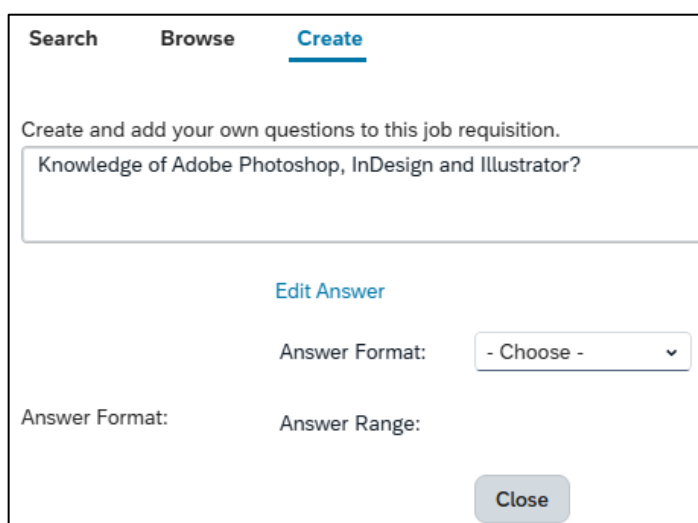
Creating a new question

4. Select the *Create* tab or if not creating any additional questions, skip to [finalising the screening questions](#).



The screenshot shows a modal window titled 'Add questions' with a minus icon. It has three tabs: 'Search', 'Browse', and 'Create' (which is underlined in blue). Below the tabs, there is a text input field with the placeholder text 'Create and add your own questions to this job requisition.' Below the input field, there is a label 'Answer Format:' followed by a blue link 'Edit Answer'. At the bottom left, there is a blue button labeled 'Create'.

- Enter the question text in the space provided.
- Click *Edit Answer*.



The screenshot shows the same modal window, but now the text input field contains the question 'Knowledge of Adobe Photoshop, InDesign and Illustrator?'. The 'Edit Answer' link is still present. Below the input field, there is a label 'Answer Format:' followed by a dropdown menu showing '- Choose -'. Below the dropdown menu, there is a label 'Answer Range:'. At the bottom right, there is a grey button labeled 'Close'.

- Select the appropriate *Answer Format* from the dropdown list. Use the instructions on the next page/s to create the answers for your question.

Note: Questions with free-text answers can't be used as disqualifying questions.

Working with screening questions

Creating a new question

Answer Format	Options
<i>Multiple Choices</i>	Answer Format: Multiple Choices ▼ Answer Range: Add another answer Correct answer: ▼ Close – Click <i>Add another answer</i>. Answer Format: Multiple Choices ▼ Answer Range: Remove Add another answer Correct answer: ▼ Close – Enter the first answer in the <i>Answer Range</i> field e.g. Yes. – Click <i>Add another answer</i>. Answer Format: Multiple Choices ▼ Answer Range: Remove Remove Add another answer Correct answer: Yes ▼ Close – Enter the second answer below the first answer e.g. No. – Enter any remaining answers by clicking <i>Add another answer</i> and using the field provided. – Use the <i>Remove</i> option to delete any unwanted answers. – Select the <i>Correct answer</i> for the question using the dropdown list. – Click Close. – Click Create.

Working with screening questions

Creating a new question

Answer Format	Options
<i>Numeric</i>	Answer Format: Numeric Answer Range: Any Positive Number Desired answer: 0.0 ☐ higher ☐ lower Close – Enter the <i>Desired answer</i>. If applicable, use the <i>higher</i> or <i>lower</i> options to expand the desired answer range e.g. for number of years management experience the desired answer could be 2 or higher. – Click Close . – Click Create .
<i>Free Text</i>	Answer Format: Free Text Answer Range: 200 Close – If applicable, change the maximum number of characters allowed in the <i>Answer Range</i> field. – Click Close . – Click Create .

- Create more questions by repeating from [step 4 above](#) or continue to finalise the screening questions.

Working with screening questions

Finalise screening questions

- The questions appear in the *Screening Questions* section.

Questions	Required	Disqualifier	Score	Weight	Actions
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, please provide salient particulars below and/or in a separate document). Free Text	☐	☐	☐	0	Select ▾
Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? If so, please provide salient particulars below and/or in a separate document. Free Text	☐	☐	☐	0	Select ▾
Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document. Free Text	☐	☐	☐	0	Select ▾
Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct? Free Text	☐	☐	☐	0	Select ▾
Do you have a valid RSA Drivers Licence Multiple Choices	☐	☐	☐	0	Select ▾
Do you have management experience? Multiple Choices	☐	☐	☐	0	Select ▾
Knowledge of Adobe Photoshop, InDesign and Illustrator? Multiple Choices	☐	☐	☐	0	Select ▾

- Review each question's answers by clicking the answer type (e.g. *Multiple Choices*) underneath the question. Click [Close](#) after reviewing.

Do you have a valid RSA Drivers Licence
[Multiple Choices](#)

Do you have a valid RSA Drivers Licence
[Multiple Choices](#)

Answer Format: ▾

Answer Range: [Remove](#)
 [Remove](#)
[Add another answer](#)

Correct answer: ▾

[Close](#)

Working with screening questions

- If applicable, select *Required* or *Disqualifier* for each question.

Questions	Required	Disqualifier
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, please provide salient particulars below and/or in a separate document. Free Text	☒	☐
Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? If so, please provide salient particulars below and/or in a separate document. Free Text	☒	☐
Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document. Free Text	☒	☐
Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct? Free Text	☒	☐
Do you have a valid RSA Drivers Licence Multiple Choices	☒	☒
Do you have management experience? Multiple Choices	☒	☐

Required	Applicants are required to answer the question when applying.
Disqualifier	Applicants who don't provide a correct answer are automatically disqualified. Note: – Only questions with specific answers can be set as disqualifiers, the system can't identify a correct free-text answer. – For a question to work as a disqualifier it must also be a required question.

- If scoring questions:
 - Select the appropriate *Weight* for each question out of a total of 100.
 - At the bottom of the *Questions* section, enter the required score for an applicant to pass. An applicant with a score below the required score is automatically disqualified.

Do you have a valid RSA Drivers Licence Multiple Choices	☒	☐	☒	25	Select ▾
Do you have management experience? Multiple Choices	☒	☐	☒	25	Select ▾
Knowledge of Adobe Photoshop, InDesign and Illustrator? Multiple Choices	☒	☐	☒	25	Select ▾
Do you have knowledge of the higher education sector? Multiple Choices	☒	☐	☒	25	Select ▾
⊕ Add questions Required Score: 50					

- Use the *Actions* dropdown list on the right to edit or remove questions.

Note: Question descriptions don't appear for external candidates. Ensure questions are clear enough that an additional description is not required.

- For the **decentralised process**, return to [Creating a job requisition](#).
For the **centralised process**, return to [Approving a job requisition before the search meeting](#).

Working with competencies

Background

There are two ways to use competencies:

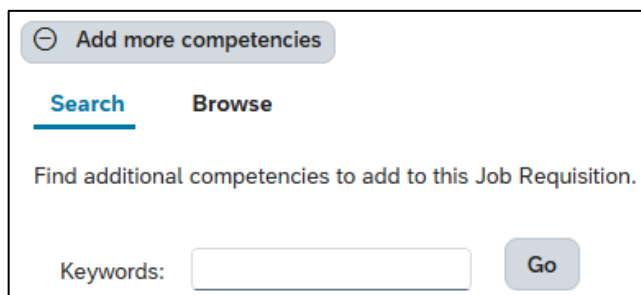
- Single overall rating: One rating for each interviewed candidate.
- Set of competencies: Multiple competency ratings based on the position description for each interviewed candidate.

Procedure

1. In the job requisition page, scroll down to the *Job Posting Information* section.

- In the *Competencies* section, click  **Add more competencies**.

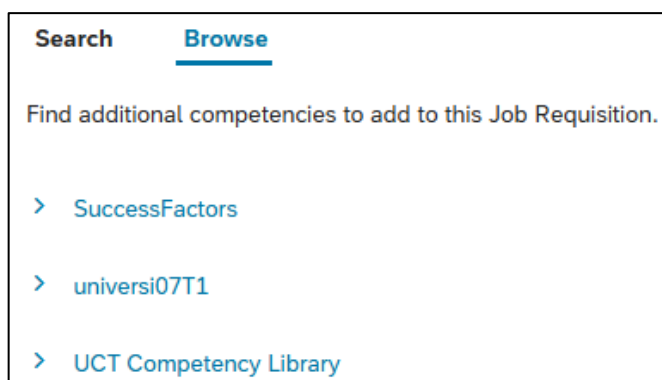
2. The *Search* tab appears.



The screenshot shows the 'Search' tab selected. At the top is a button with a minus icon and the text 'Add more competencies'. Below it are two tabs: 'Search' (active, underlined) and 'Browse'. The text 'Find additional competencies to add to this Job Requisition.' is displayed. At the bottom, there is a 'Keywords:' label followed by a text input field and a 'Go' button.

- Select the *Browse* tab.

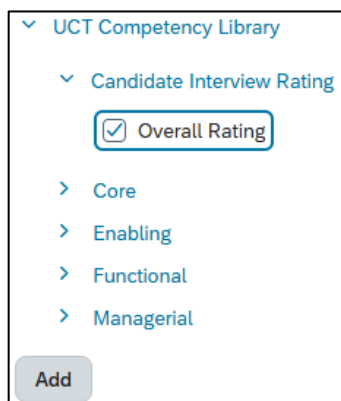
3. The *Browse* tab appears.



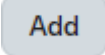
The screenshot shows the 'Browse' tab selected. At the top are two tabs: 'Search' and 'Browse' (active, underlined). The text 'Find additional competencies to add to this Job Requisition.' is displayed. Below this, there is a list of competency categories with expandable arrows: 'SuccessFactors', 'universi07T1', and 'UCT Competency Library'.

Selecting single *Overall Rating* competency (or see [Selecting multiple competencies](#))

- Expand *UCT Competency Library* > *Candidate Interview Rating* and select *Overall Rating*.



The screenshot shows a tree view of the 'UCT Competency Library'. The 'UCT Competency Library' is expanded, showing 'Candidate Interview Rating' as a sub-category. 'Candidate Interview Rating' is also expanded, showing a list of competencies: 'Overall Rating' (which has a checked checkbox), 'Core', 'Enabling', 'Functional', and 'Managerial'. An 'Add' button is located at the bottom of the list.

- Click .

Working with competencies

- The *Overall Rating* competency appears in the *Competencies* section.

Competency	Library	Category	Expected Rating %	Weight %	Action
Overall Rating	UCT Competency Library	Candidate Interview Rating	0	0	Select ▾
⊕ Add more competencies					

- Return to [Creating a job requisition](#).

Selecting multiple competencies

Search
Browse

Find additional competencies to add to this Job Requisition.

- > SuccessFactors
- > universi07T1
- > UCT Competency Library

- In the *Browse* tab, expand *UCT Competency Library* and then the relevant section e.g. *Core*, *Managerial*.

UCT Competency Library

- Candidate Interview Rating
 - Core
 - ☐ Analytical thinking / Problem solving
 - ☐ Building interpersonal relationships
 - ☐ Client/student service and support
 - ☐ Communication
 - ☐ Planning and organizing / work management
 - ☐ Teamwork / collaboration
 - ☐ University awareness

- Select one or more competencies using the appropriate ☐ checkbox(es).
- Click .
- The selected competencies appear in the *Competencies* section.

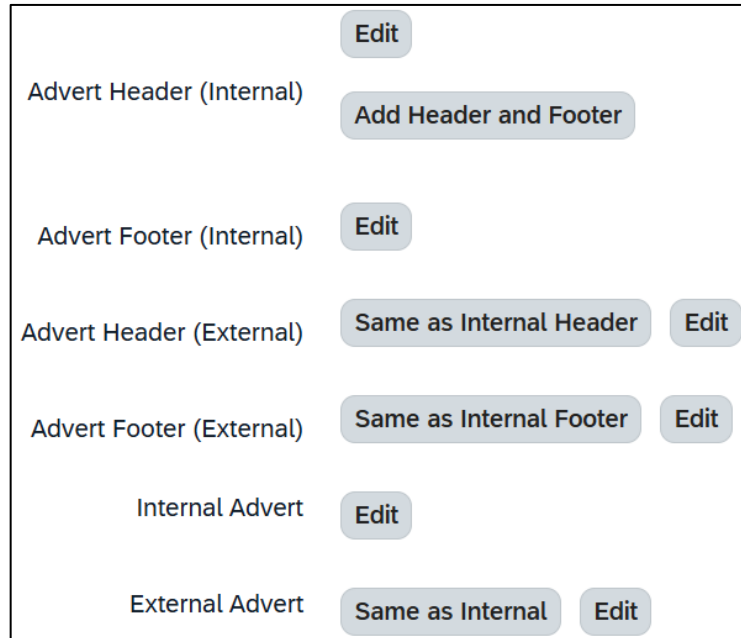
Competency	Library	Category	Expected Rating %	Weight %	Action
Communication	UCT Competency Library	Core	0	0	Select ▾
Planning and organizing / work management	UCT Competency Library	Core	0	0	Select ▾
Adaptability / flexibility	UCT Competency Library	Enabling	0	0	Select ▾
Quality commitment/ work standards	UCT Competency Library	Enabling	0	0	Select ▾
⊕ Add more competencies					

- Return to [Creating a job requisition](#).

Working with adverts

Procedure

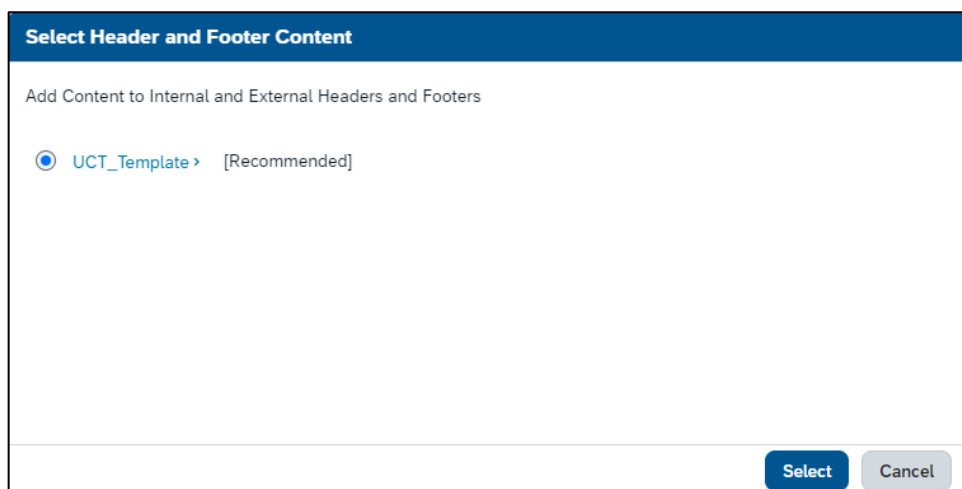
1. In the job requisition page, scroll down to the *Job Posting Information* section.
 - In the *Advert* section, click **Add Header and Footer** next to *Advert Header (internal)*.



The screenshot shows a table-like interface for managing advert content. It has six rows, each with a label on the left and one or more buttons on the right. The labels are: 'Advert Header (Internal)', 'Advert Footer (Internal)', 'Advert Header (External)', 'Advert Footer (External)', 'Internal Advert', and 'External Advert'. The buttons are: 'Edit' for the first two rows, 'Same as Internal Header' and 'Edit' for the third row, 'Same as Internal Footer' and 'Edit' for the fourth row, 'Edit' for the fifth row, and 'Same as Internal' and 'Edit' for the sixth row.

Advert Header (Internal)	Edit Add Header and Footer
Advert Footer (Internal)	Edit
Advert Header (External)	Same as Internal Header Edit
Advert Footer (External)	Same as Internal Footer Edit
Internal Advert	Edit
External Advert	Same as Internal Edit

2. The *Select Header and Footer Content* dialogue box appears.



The screenshot shows a dialogue box titled 'Select Header and Footer Content'. It has a subtitle 'Add Content to Internal and External Headers and Footers'. Below the subtitle, there is a single selection option: 'UCT_Template > [Recommended]', which is selected with a radio button. At the bottom right, there are two buttons: 'Select' and 'Cancel'.

Select Header and Footer Content

Add Content to Internal and External Headers and Footers

☒ UCT_Template > [Recommended]

Select **Cancel**

- Ensure *UCT_Template* is selected.
- Click **Select**.

Working with adverts

- The job requisition page reappears, displaying the selected header and footer for both the internal and external adverts.

Advert Header (Internal) Edit

Advert Footer (Internal) Edit

Advert Header (External) Same as Internal Header Edit

Advert Footer (External) Same as Internal Footer Edit

Internal Advert Edit

External Advert Same as Internal Edit

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at <https://uct.ac.za/media/9482>. UCT reserves the right not to appoint.

- Click Edit next to *Internal Advert* at the bottom of the advert section.

- An editable space appears next to *Internal Advert*.

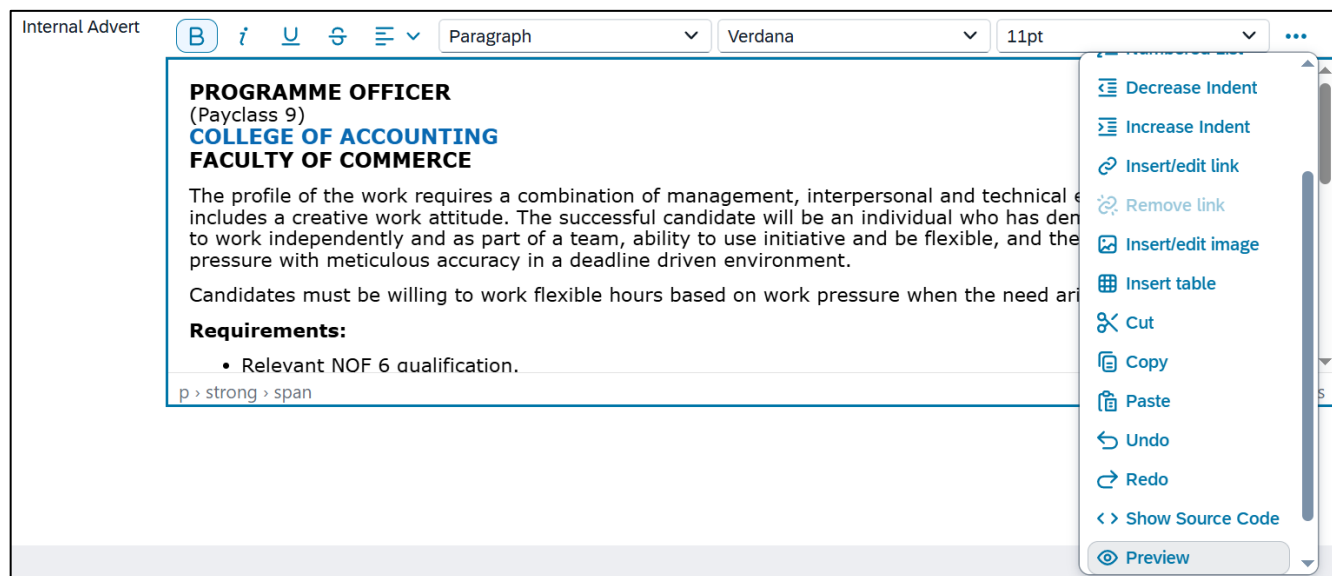
Internal Advert

B i u link list Paragraph Default 12pt ...

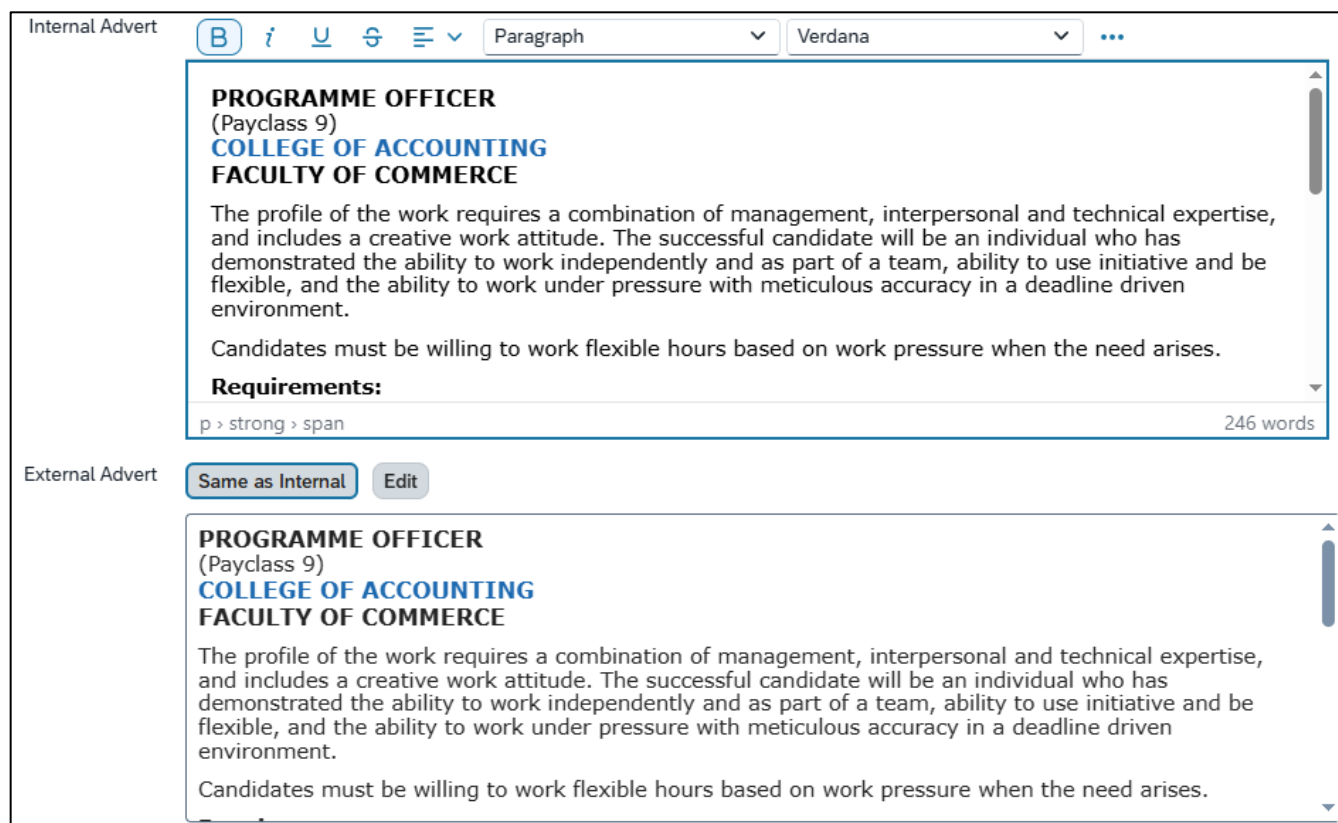
p 0 words

Working with adverts

- Paste the advert content and choose to either keep formatting or remove formatting, depending on which option gives you the best result. In addition, use the formatting buttons as required.
- Click **...** *Additional Options* to see all formatting options, including *Preview*.



- Next to *External Advert*, click **Same as Internal** to copy the internal advert content to use for the external advert. If required, click **Edit** to edit the external advert content.



- For the **decentralised process**, return to [Creating a job requisition](#).
For the **centralised process**, return to [Approving a job requisition before the search meeting](#).

Adding requisition documents (attachments)

Procedure

1. In the job requisition page, scroll down to the bottom of the *Job Posting Information* section.

Requisition Documents  [Attach a document](#)

- Click  [Attach a document](#).

2. The *Documents* dialogue box appears.

Documents

Select a file to upload

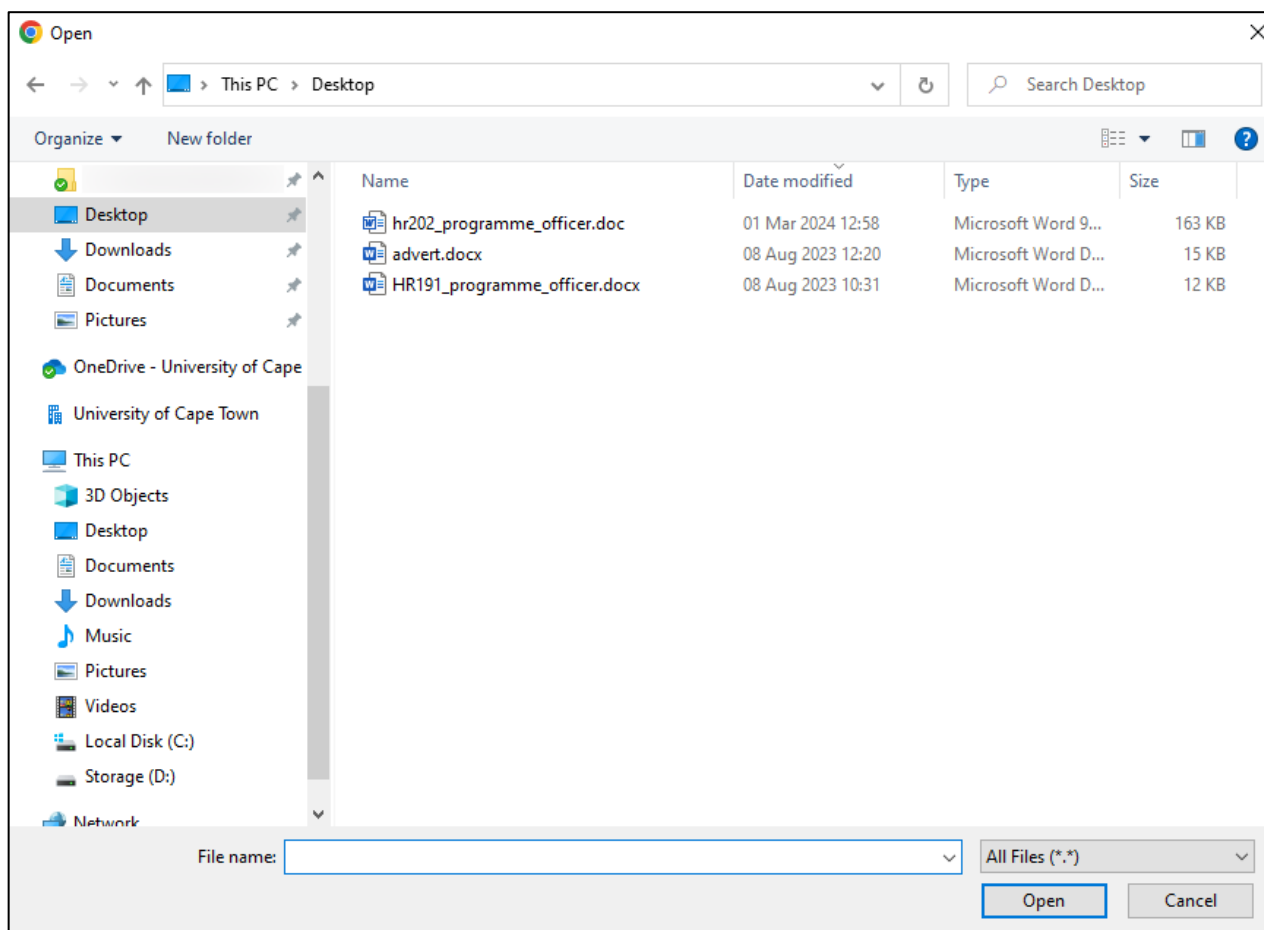
Choose File

File name	Updated	File Size	Delete
-----------	---------	-----------	--------

- Click .

Adding requisition documents (attachments)

3. The *Open* dialogue box appears.



- Select the first document e.g. HR202 form.
- Click Open.

4. The *Documents* dialogue box reappears with the selected file appearing in the *Choose File* field.

Documents

Select a file to upload

Choose File

hr202_programme_officer...

Browse

Upload

File name	Updated	File Size	Delete

Attach

Cancel

- Click Upload.

Adding requisition documents (attachments)

- The file details appear in the table below the *Choose File* field.

Documents

Your attachment is uploaded.

Select a file to upload

Choose File

hr202_programme_officer....

Browse

Upload

File name	Updated	File Size	Delete
hr202_programme_officer.doc	17/10/2025	166 KB	

Attach

Cancel

- Add another document (e.g. draft advertisement) by clicking

Browse

 and repeating the previous steps.
- When all documents have been uploaded, click

Attach

.

5. The job requisition reappears, with the *Requisition Documents* field indicating the number of attached documents.

Requisition Documents

3 documents attached

- Return to [Creating a new job requisition](#).

Approving a job requisition

Overview

The job requisition is approved by the HR Business Partner (decentralised process) or the Recruitment Advisor (centralised process).

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
2. Job requisitions are found in the *Approvals* section on the *Home* page.

The screenshot displays the SuccessFactors Home page interface. At the top, under the heading "Quick Actions", there are six colored buttons: "View My Profile" (blue), "View Org Chart" (pink), "View My Learning" (teal), "Activate Mobile App" (purple), "View Reminders" (grey), and "View Favourites" (blue). Below this, the "Approvals" section is visible, featuring a "Job Requisition" card. The card contains the following information: "Programme Officer", "Submitted on 17 Oct 2025", "Requisition ID 1180", "Hiring Manager L" (with a progress bar), "Recruiter L" (with a progress bar), and "Pending For 3 days".

- Click the job requisition.
If there is more than one approval, click *View All*. In the *Job Requisition* dialogue box, click the appropriate job requisition.

Approving a job requisition

3. The selected job requisition opens.

Programme Officer (1180)

Route Map

Assessment Completed

1 Job Requisition Created 2 Recruiter Review 3 Completed

Internal Posting Preview External Posting Preview

Requisition Information

Requisition ID 1180

* Requisition Status Pre-Approved

Requisition Due Date 01/11/2025

Evergreen Job Requisition

Job Information

* Position Title Programme Officer

- The *Route Map* at the top of the page provides an overview of the required approvals process. The Recruitment Administrator has completed step 1 by creating the job requisition and sending it to the Recruiter (HR Business Partner or Recruitment Advisor) for review.

Job Information and Compensation Information sections:

- Carefully review each section. If there are any changes to make, ensure that the relevant people are consulted and/or informed.
- Ensure the *Org Unit Name* field is correct as this shows on the jobs listing when advertising and can't be changed after the requisition is approved.

Approving a job requisition

Requisition Team section:

Requisition Team

* Hiring Manager: L [redacted], Departmental Manager (20027650) [Find Hiring Manager..](#)

* Recruiter: L [redacted], Manager: Staff Recruitment Office (20053109) [Find Recruiter..](#)

Manage Additional Users

* Recruiting Team: A [redacted] X [Apply admin defaults](#)
[Apply personal preferences](#)

* Chairperson: I [redacted], Professor (20042984) [Find Chairperson..](#)

Manage Additional Users

Selection Committee Members: M [redacted] X J [redacted] X L [redacted] X

- Check all roles in the *Requisition Team* are completed correctly.
 - Ensure the appropriate Recruitment Administrator appears in the *Recruiting Team* field.
- Note:** If the Recruitment Administrator is not added to the requisition, they will not be able to schedule candidate interviews.
- If the HR Business Partner and Chairperson are voting members of the committee, they must be listed in the *Selection Committee Members* list.
 - If there is an Employment Equity Representative on the committee, they should be mentioned in the *Comments* section at the end of the job requisition.

Job Posting Information section:

- In the *Questions* section:
 - **Decentralised process:** HR Business Partner reviews screening or disqualifying questions.

Questions	Required	Disqualifier
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, please provide salient particulars below and/or in a separate document. Free Text	☒	☐
Are you facing, have you faced, or do you envisage having to face any disciplinary (professional or criminal charges)? If so, please provide salient particulars below and/or in a separate document. Free Text	☒	☐
Have you been found guilty of professional misconduct or a crime? If so, please provide salient particulars below and/or in a separate document. Free Text	☒	☐
Have you been investigated or envisage being investigated for professional misconduct including bullying, sexual harassment, and research misconduct? Free Text	☒	☐
Do you have a valid RSA Drivers Licence Multiple Choices	☒	☒
Do you have management experience? Multiple Choices	☒	☐

- **Centralised process:** Recruitment Advisor enters screening or disqualifying questions, including the four mandatory questions. See [Working with screening questions](#).

Approving a job requisition

- In the *Competencies* section:

- **Decentralised process:** HR Business Partner checks *Overall Rating* appears.

Competencies	Competency	Library	Category	Expected Rating %	Weight %	Action
	Overall Rating	UCT Competency Library	Candidate Interview Rating	0	0	Select ▾
⊕ Add more competencies						

- **Centralised process:** Recruitment Advisor checks *Overall Rating* appears. If other competencies will be assessed, delete the *Overall Rating* competency using the *Action* column and replace with multiple competencies. See [Working with competencies](#).

- In the *Advert* section:

- **Decentralised process:** HR Business Partner checks internal and external advert. Click *Internal Posting Preview* and/or *External Posting Preview* buttons at the top of the requisition to access previews of the adverts.

Internal Advert

PROGRAMME OFFICER
(Payclass 9)
COLLEGE OF ACCOUNTING
FACULTY OF COMMERCE

The profile of the work requires a combination of management, interpersonal and technical expertise, and includes a creative work attitude. The successful candidate will be an individual who has demonstrated the ability to work independently and as part of a team, ability to use initiative and be flexible, and the ability to work under pressure with meticulous accuracy in a deadline driven environment.

Candidates must be willing to work flexible hours based on work pressure when the need arises.

Requirements:

p > strong > span

246 words

External Advert

Same as Internal **Edit**

PROGRAMME OFFICER
(Payclass 9)
COLLEGE OF ACCOUNTING
FACULTY OF COMMERCE

The profile of the work requires a combination of management, interpersonal and technical expertise, and includes a creative work attitude. The successful candidate will be an individual who has demonstrated the ability to work independently and as part of a team, ability to use initiative and be flexible, and the ability to work under pressure with meticulous accuracy in a deadline driven environment.

Candidates must be willing to work flexible hours based on work pressure when the need arises.

- **Centralised process:** Recruitment Advisor adds the internal and external advert using the final advertisement. See [Working with adverts](#).

- Review the attachments in the *Requisition Documents* section.

Requisition Documents [3 documents attached](#)

Approving a job requisition

Comments section:

Comments

Additional Comments

Cancel Job Requisition

Save and Close Form

Discard Changes

Get Feedback

→ Approve

← Send back to Originator

- If appropriate, enter *Additional Comments* ensuring you add your name before the comment.

Click

→ Approve

.

Note: The *Save and Close Form* option will not approve the job requisition, it will remain with you until you use *Approve*. The *Get Feedback* option is not currently in use at UCT.

- 4. The *Approve* page appears. This step will complete the requisition approval but will not post the advert.

Programme Officer(1180)

Route Map

Assessment

Completed

1 Job Requisition Created

2 Recruiter Review

3 Completed

Approve

Approve

You are about to approve this requisition. Please note, this will not post the requisition.

Approve

Cancel & Return to Form

Click

Approve

.

Note: *Send and Open Next Form* appears if you have more than one job requisition to approve.

- 5. The *Job Requisitions* page appears. This page provides an overview of all the job requisitions you are involved in.

Job Requisitions

PreferencesCandidatesInterview CentralInterview SchedulingMessage Centre (23)

Job Requisitions

Requisition Statistics

0 Candidates Forwarded

1 New Candidates

0 Current External Requisitions

0 Current Internal Requisitions

Average Days Open160

Approve

Filter Job Requisitions

All job requisitions

Filter

Manage Columns

Highlight Job Title

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	-		21/10/2025	-

Creating a job posting (advert)

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

- Select the appropriate job requisition by clicking the *Job Title* e.g. Programme Officer.

Note: Job (advert) postings can also be accessed by clicking [View Menu Options](#) to the right of the job title and choosing [Manage Job Postings](#). Continue from step 4 below.

3. The selected job requisition opens.

- Click *Job Postings*.

Creating a job posting (advert)

4. The *Job postings* page appears, displaying details of intranet (internal) and corporate (external) postings. Private postings can be used to allow specific candidates to apply under special circumstances, see [Creating a private posting](#). The job board posting is not currently in use at UCT.

Programme Officer (1180)

Job Requisition Details Candidates (0) **Job Postings (0)** Candidate Search

Job postings

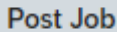
Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Intranet Posting	Not Posted	DD/MM/YYYY		DD/MM/YYYY		--	--	<button>Post Job</button>
Corporate Posting	Not Posted	DD/MM/YYYY		DD/MM/YYYY		--	--	<button>Post Job</button>
Internal Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	<button>Post Job</button>
External Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	<button>Post Job</button>

Note: Postings expire at 11:59 pm at the end of the selected expiry date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

Internal advert (every job **must** be advertised internally so current UCT staff members are able to apply)

- In the *Intranet Posting* line, select the *Posting Start Date* and *Posting End Date*. The posting end time is always 23:59 on the *Posting End Date*.

Note: SuccessFactors Recruiting doesn't allow completion of the intranet and corporate posting lines at the same time, each line must be completed and posted separately.

- Click .
- A message in green shading indicates that the changes have been saved.

 Your changes have been saved.

Job postings

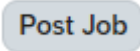
Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Intranet Posting	 Posted	22/10/2025	11:32 SAST	05/11/2025	23:59 SAST	22/10/2025	L	<button>Remove Post</button>
Corporate Posting	Not Posted	DD/MM/YYYY		DD/MM/YYYY		--	--	<button>Post Job</button>
Internal Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	<button>Post Job</button>
External Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	<button>Post Job</button>

Note: Postings expire at 11:59 pm at the end of the selected expiry date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

- The job advert will be available on the internal careers site within SuccessFactors on the selected posting date. To view the internal advert, choose *Careers* from the main dropdown menu at the top of the page.

Note: If the direct link to the internal advert is required, click  *Copy URL* alongside *Intranet Posting* to copy the advert web link to your clipboard for use elsewhere.

Note:

- A matching internal advert **must** be posted at the same time as the external advert to ensure UCT staff members can apply via the internal SuccessFactors Careers site during the external advertising phase.
 - If an earlier internal advert was posted, the advert content (e.g. appointment date, advert closing date) must be reviewed and updated on the *Job Requisition Details* page before posting the advert. Scroll down the page and edit the *Internal Advert* and *External Advert* fields as required.
- In the *Corporate Posting* line, select the *Posting Start Date* and *Posting End Date*. The posting end time is always 23:59 on the *Posting End Date*.
- Click  .
- A message in green text indicates that the changes have been saved.

✔ Your changes have been saved.									
Job postings									
Posting Type	Posting Status	Posting Start Date*	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action	
Intranet Posting 	Posted	22/10/2025	11:32 SAST	05/11/2025	23:59 SAST	22/10/2025	L 	Remove Post	
Corporate Posting 	Posted	22/10/2025	15:46 SAST	05/11/2025	23:59 SAST	22/10/2025	L 	Remove Post	
Internal Private Posting	Not Posted	DD/MM/YYYY 	--	DD/MM/YYYY 	--	--	--	Post Job	
External Private Posting	Not Posted	DD/MM/YYYY 	--	DD/MM/YYYY 	--	--	--	Post Job	

- The job advert will be available on the external careers site (www.jobs.uct.ac.za) on the selected posting date. If today was selected, allow approximately 15 minutes for the advert to appear.
- Note:** If the direct link to the external advert is required, click  *Copy URL* alongside *Corporate Posting* to copy the advert web link to your clipboard for use elsewhere.
- Click **Job Requisitions** in the top menu to return to the overview of all the job requisitions you are involved in as a Recruitment Advisor or as a selection committee member.

[Job Requisitions](#)
[Preferences](#)
[Candidates](#)
[Interview Central](#)
[Interview Scheduling](#)
[Message Centre \(23\)](#)

Job Requisitions

Requisition Statistics

+ Create Requisition
+ Offers

0 Candidates Forwarded

1 New Candidates

1 Current External Requisitions

1 Current Internal Requisitions

Average Days Open **160**

Items per page **50**
Page **1** of 1

Approve
Filter Job Requisitions **All job requisitions**
Filter
Manage Columns
Highlight Job Title

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	-		22/10/2025	-

Removing a job posting (advert)

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

- Select the appropriate job requisition by clicking the *Job Title* e.g. Programme Officer.
- Note:** Job (advert) postings can also be accessed by clicking *View Menu Options* to the right of the job title and choosing *Manage Job Postings*. Continue from step 4 below.
3. The selected job requisition opens.

- Click *Job Postings*.

Removing a job posting (advert)

4. The *Job postings* page appears, displaying details of intranet (internal) and corporate (external) postings.

Programme Officer (1180)

Job Requisition Details

Candidates (0)

Job Postings (2)

Candidate Search

Job postings

Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Intranet Posting	Posted	22/10/2025	11:32 SAST	05/11/2025	23:59 SAST	22/10/2025	L	Remove Post
Corporate Posting	Posted	22/10/2025	15:46 SAST	05/11/2025	23:59 SAST	22/10/2025	L	Remove Post
Internal Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	Post Job
External Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	Post Job

Note: Postings expire at 11:59 pm at the end of the selected expiry date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

- Click **Remove Post** in the appropriate job posting line. To repost an advert with new dates, see [step 4 of Creating a job posting \(advert\)](#).
- Click *Job Requisitions* in the top menu to return to the overview of all the job requisitions you are involved in.

Creating a private posting

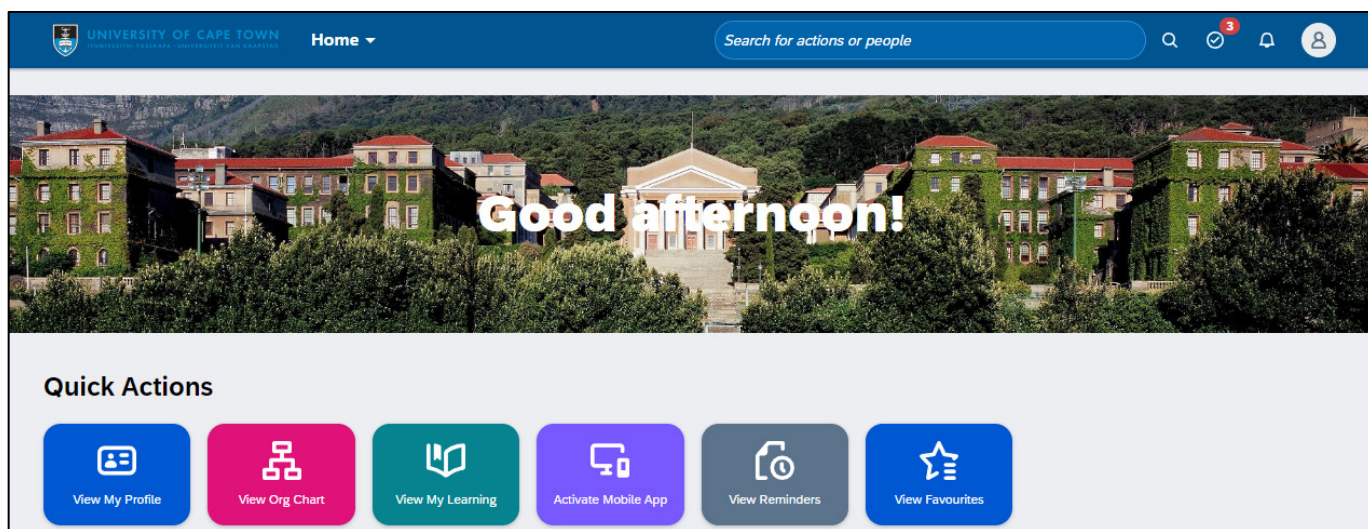
Background

A private posting is used to allow candidates to apply for a job after the closing date, provided they have a valid reason (e.g. problem accessing the system). It can also be used for ad hoc or external staff (employed by a recruitment agency) who are allowed to apply for an internal vacancy.

Note: The link sent to the candidate could be used by others if shared with them. Ensure that the applications are monitored, and you advise the candidate that the link is only for their own use.

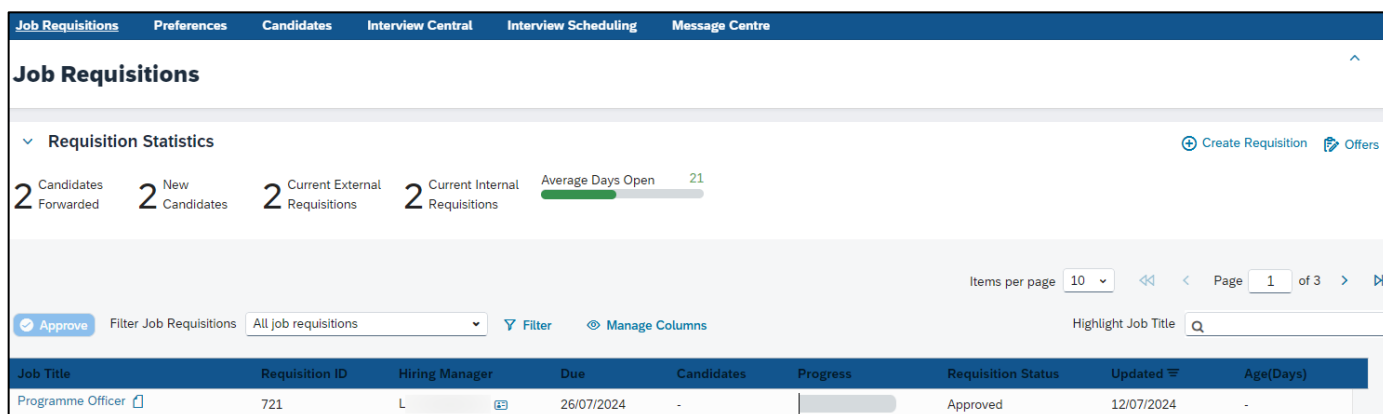
Procedure

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



- Choose *Home > Recruiting*.

3. The Job Requisitions page appears.



- Select the appropriate job requisition by clicking the *Job Title* e.g. Programme Officer.

Note: Job (advert) postings can also be accessed by clicking [View Menu Options](#) to the right of the job title and choosing [Manage Job Postings](#). Continue from step 5 below.

Creating a private posting

4. The selected job requisition opens.

Programme Officer (721)

Job Requisition Details Candidates (0) Job Postings (2) Candidate Search

Internal Posting Preview External Posting Preview

Requisition Information

Requisition ID 721

* Requisition Status Approved

Requisition Due Date 26/07/2024

Evergreen Job Requisition ☐

– Click *Job Postings*.

5. The *Job postings* page appears.

Programme Officer (721)

Job Requisition Details Candidates (1) **Job Postings (0)** Candidate Search

Job postings

Posting Type	Posting Status	Posting Start Date	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Intranet Posting	Expired	15/07/2024	17:01 SAST	17/07/2024	23:59 SAST	15/07/2024	L	Post Again
Corporate Posting	Expired	15/07/2024	17:02 SAST	17/07/2024	23:59 SAST	15/07/2024	L	Post Again
Internal Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	Post Job
External Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	Post Job

Note: Postings expire at 11:59 pm at the end of the selected expiry date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

– Depending on requirements, create an internal private posting for UCT staff or an external private posting (see next page) for an external candidate.

Internal Private Posting (only for UCT staff who can log in to SuccessFactors with their staff number)

– In the *Internal Private Posting* line, select the *Posting Start Date* and *Posting End Date*. The posting end time is always 23:59 on the *Posting End Date*.

– Click **Post Job**.

– A message in green shading indicates that the changes have been saved.

Internal Private Posting	Posted	19/07/2024	00:00 SAST	26/07/2024	23:59 SAST	15/07/2024	L	Remove Post
External Private Posting	Not Posted	DD/MM/YYYY	--	DD/MM/YYYY	--	--	--	Post Job

Note: Postings expire at 11:59 pm at the end of the selected expiry date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

– Click  *Copy URL* alongside *Internal Private Posting* to copy the advert web link to your clipboard for use elsewhere. This web link is sent to the candidate to submit their application.

Note: The link sent to the candidate could be used by others if shared with them. Ensure that the applications are monitored and advise the candidate that the link is only for their use.

Creating a private posting

External Private Posting

- In the *External Private Posting* line, select the *Posting Start Date* and *Posting End Date*. The posting end time is always 23:59 on the *Posting End Date*.
- Click **Post Job**.
- A message in green shading indicates that the changes have been saved.

Internal Private Posting	Not Posted	DD/MM/YYYY		--	DD/MM/YYYY		--	--	--	Post Job
External Private Posting	Posted	19/07/2024	00:00 SAST		26/07/2024	23:59 SAST		15/07/2024	L	Remove Post

Note: Postings expire at 11:59 pm at the end of the selected expiry date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

- Click *Copy URL* alongside *External Private Posting* to copy the advert web link to your clipboard for use elsewhere. This web link is sent to the candidate to submit their application.
- Note:** The link sent to the candidate could be used by others if shared with them. Ensure that the applications are monitored and advise the candidate that the link is only for their use.

Creating a profile on behalf of an external candidate

Background

Before using this procedure, first try creating a [private posting](#) for the candidate. In special cases, a candidate profile can be created, e.g. if the person can't access SuccessFactors due to a blocked IP address.

The first part of this procedure is creating the candidate profile. The second part is forwarding the profile to the appropriate job requisition.

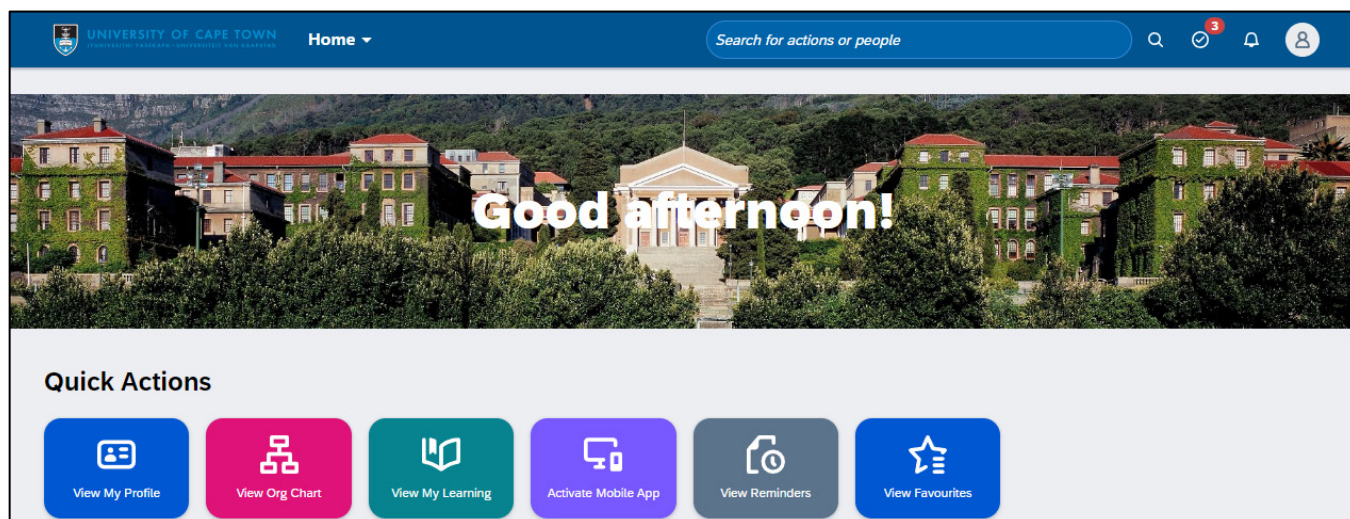
Before you begin

To create the candidate profile, you will need:

- Candidate's email address
- Candidate's phone number
- Candidate's CV
- Additional candidate information (gender, ethnicity, nationality, city and country of residence)

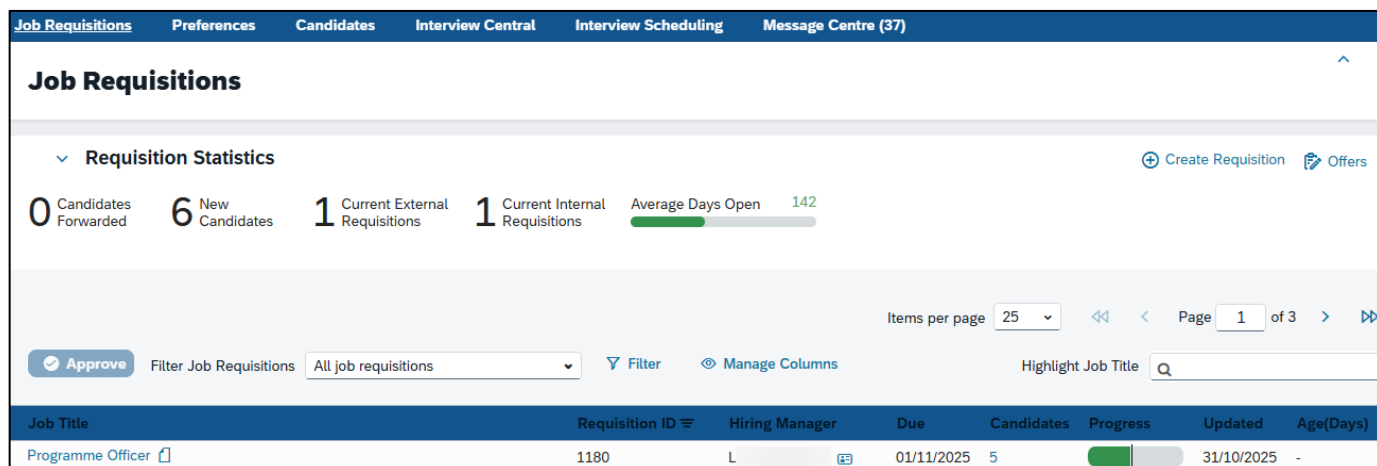
Procedure

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



- Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.



- Click [Candidates](#).

Creating a profile on behalf of an external candidate

Part 1: Creating candidate profile

4. The *Candidates* page appears.

The screenshot shows the 'Candidates' page with a navigation bar at the top containing 'Job Requisitions', 'Preferences', 'Candidates' (active), 'Interview Central', 'Interview Scheduling', and 'Message Centre'. Below the navigation bar is a 'Candidates' header with an upward arrow. A 'KEYWORD AND ITEM SEARCH' section follows. On the right, there are links for '+ Add Candidate', '★ Saved Search List', and 'Saved Searches'. A 'Search' section is present with a link 'How do I use this?' and the text 'Find candidates that meet all of the following criteria:'. A search bar contains 'Search by Name / Search by Candidate ID'. Below this, a 'Candidate type:' dropdown is set to 'external or internal'. A 'CV or cover letter contains the following:' section has a dropdown set to 'the exact phrase' and a search bar. At the bottom, there are tabs for 'Add: Keyword', 'Location', 'Tag', 'Favourite', 'Job Req ID', 'Basic Info', 'Background', 'Activity', and 'Additional Criteria'. At the very bottom are 'Clear', 'Save Search', and 'Search' buttons.

- Click [+ Add Candidate](#).

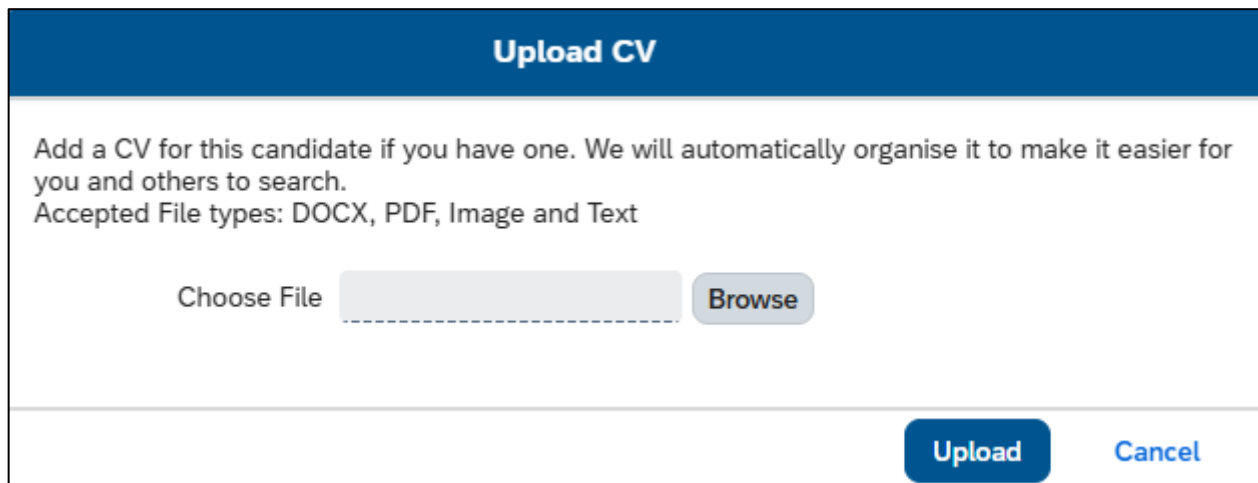
5. The *Add Candidate* dialogue box appears.

The screenshot shows the 'Add Candidate' dialogue box. At the top is a blue header with 'Add Candidate'. Below it is a yellow warning box with a triangle icon and the text: 'Enter all available information about the candidate now. You won't be able to edit this information after leaving this page, so make sure all data is complete. The candidate will be notified via email that they can log on to the web site to update their profile, and to search and apply for jobs.' Below the warning box is a note: 'Enter the name and email address for the candidate you wish to add. All fields are required.' There are five required fields: 'First Name', 'Last Name', 'Email', 'Retype Email Address', and 'Country/Region Code' (a dropdown menu showing '- Select -'). At the bottom right are two buttons: 'Create Profile' and 'Close'.

- Enter the required candidate information in the available fields.
- Click [Create Profile](#).

Creating a profile on behalf of an external candidate

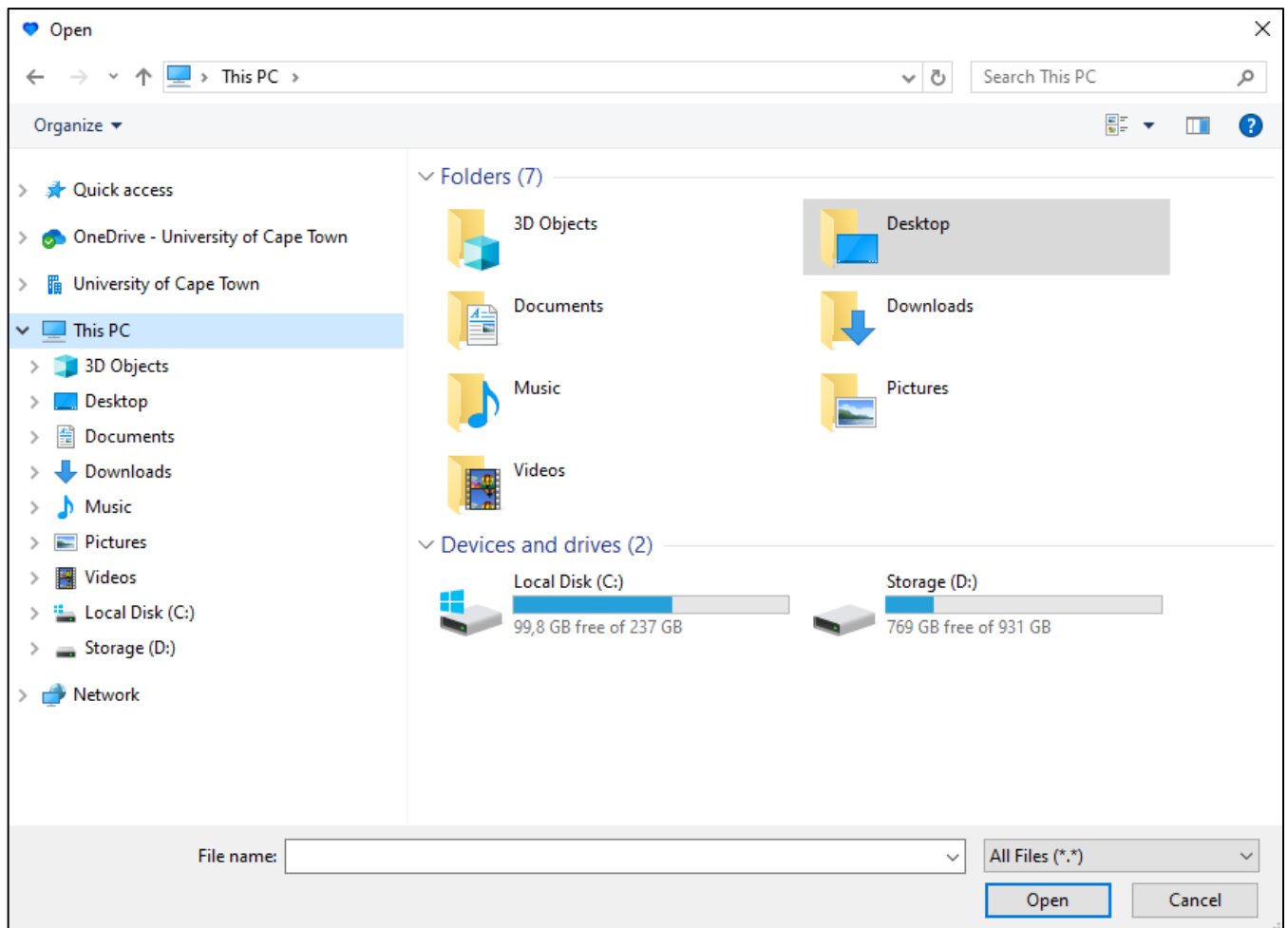
6. The *Upload CV* dialogue box appears.



The 'Upload CV' dialog box has a blue header with the title 'Upload CV'. Below the header, the text reads: 'Add a CV for this candidate if you have one. We will automatically organise it to make it easier for you and others to search. Accepted File types: DOCX, PDF, Image and Text'. There is a 'Choose File' label followed by a dashed-line input field and a 'Browse' button. At the bottom right, there are two buttons: 'Upload' (in a blue box) and 'Cancel' (in a blue text link).

- Click **Browse**.

7. The *Open* dialogue box appears.



- Select the candidate's CV.
- Click **Open**.

Creating a profile on behalf of an external candidate

8. The *Upload CV* dialogue box reappears, with the selected file appearing in the *Choose File* field.

- Click .

9. The *Candidate Profile* appears in a separate window.

- Make a note of the candidate ID number for easier searching in the future.
- Complete the mandatory profile fields (Title, Date of Birth, Gender, Ethnicity, Nationality, City and Country of Residence).
- Click  **Save**.
- Click *Close*.

Creating a profile on behalf of an external candidate

10. The *Candidates* page reappears.

Part 2: Forwarding candidate profile to a job requisition

- On the *Candidates* page, search by candidate name or candidate ID using one of the search methods below.

Search by candidate name

- Enter part of the candidate's name (e.g. last name) in the *Search by Name* box on the right.
- If there are candidates that match the name, they will appear in a list below the search field.

- Click the appropriate candidate's name to view their profile.

Search by candidate number

- Click *Search by Candidate ID* on the right.
- Enter the candidate ID in the search field.

- Click the candidate's name below the search field to view their profile.

Creating a profile on behalf of an external candidate

11. The candidate profile appears.

Job RequisitionsPreferencesCandidatesInterview CentralInterview SchedulingMessage Centre

← Search Results

Max V

EmailPrint PreviewFollow CandidateView Activity Feed

EXTERNAL CANDIDATE

Candidate ID:2201

Phone:082

Email:

PDFMax V CVLast Updated: 02/12/2024

Formal Education

There are no items in this section.

Language Skills

There are no items in this section.

Tags

FavouriteAdd

Documents

Licenses/Qualifications/References/Other0 documents attached

Attachments:

SaveCancelForward To RequisitionsForward To Colleague

– Click

Forward To Requisitions

.

Creating a profile on behalf of an external candidate

12. The *Forward To Requisitions* dialogue box appears.

Forward To Requisitions

 **You have selected external candidate(s), only external job postings would be searched.**

Recruiter

Req ID

Roles

Keywords

Job Language

Match Criteria

[Add Role](#)

☒ in job title ☐ in job title or description

Any

☐ Any filter ☒ All filters

Search

Cancel

- Enter search criteria to find the correct job requisition, e.g. Recruiter (Servicing Officer), Req ID.

Note: You can only forward to job requisitions with an active external advert posting.

- Click

Search

.

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Page 53

Creating a profile on behalf of an external candidate

13. The *Forward* dialogue box appears, displaying job requisitions with active external advert postings.

Forward

Add the candidate(s) to the selected job requisition(s) and set the application status to

Forwarded

Search Results

Job Title	Req ID	Updated	Relevance
☐ HR Systems Specialist	800	11/11/2024	
☐ HR Data Base Administrator	804	27/11/2024	
☐ HR Systems Specialist	740	30/10/2024	
☐ GSB IT Consultant	784	21/11/2024	
☐ Programme Officer	820	11/12/2024	

Forward to Selected

Refine Search

Close

- Select one or more job requisitions using the checkbox(es).
- Click

Forward to Selected

.
- A message at the top of the *Forward* dialogue box confirms that the candidate was successfully forwarded to the requisition.
- Click

Close

.
- Check the selected job requisition(s) to ensure the forwarded candidate appears in the applicant list.

Running the Candidate list report

Background

This report can only be run by the Recruiter (Recruitment Advisor / HR Business Partner) for the job requisition. It produces a spreadsheet of all candidates and includes the selection committee comments.

Before you begin

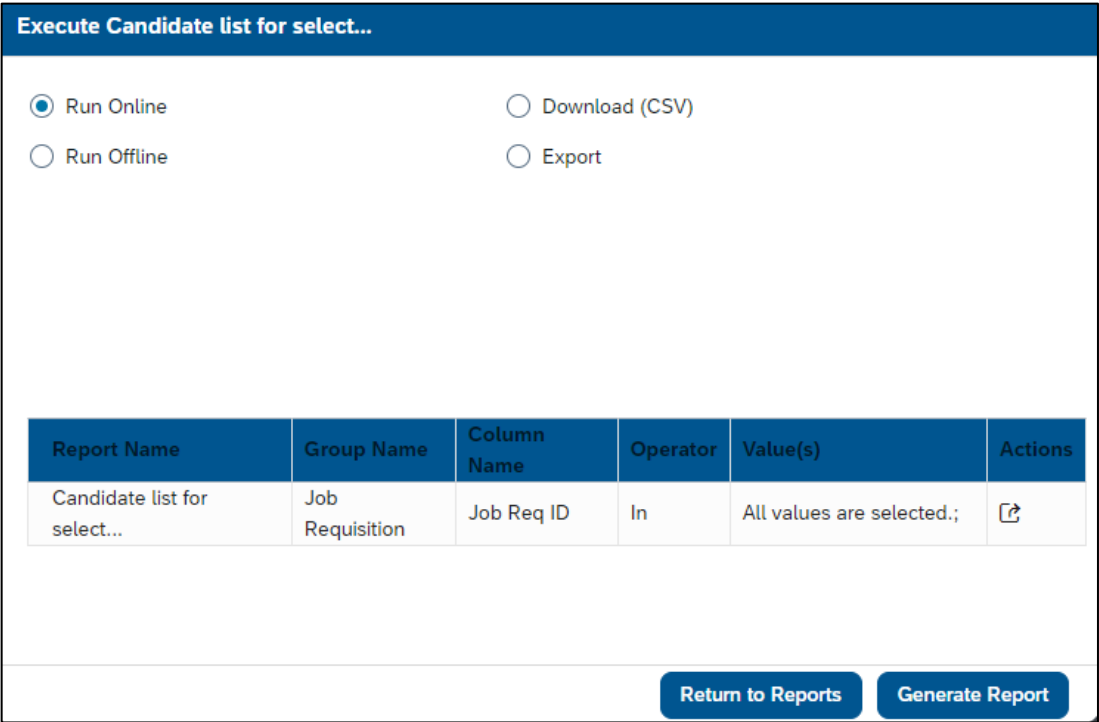
You will need the job requisition number to run the report.

Procedure

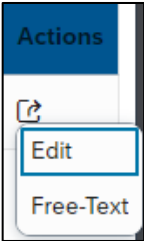
1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Reporting.*
2. The *Report Centre* page appears.



- Click the *Candidate list for selection committee (Servicing Officer)* report name.
3. The *Execute Candidate list for select...* dialogue box appears.

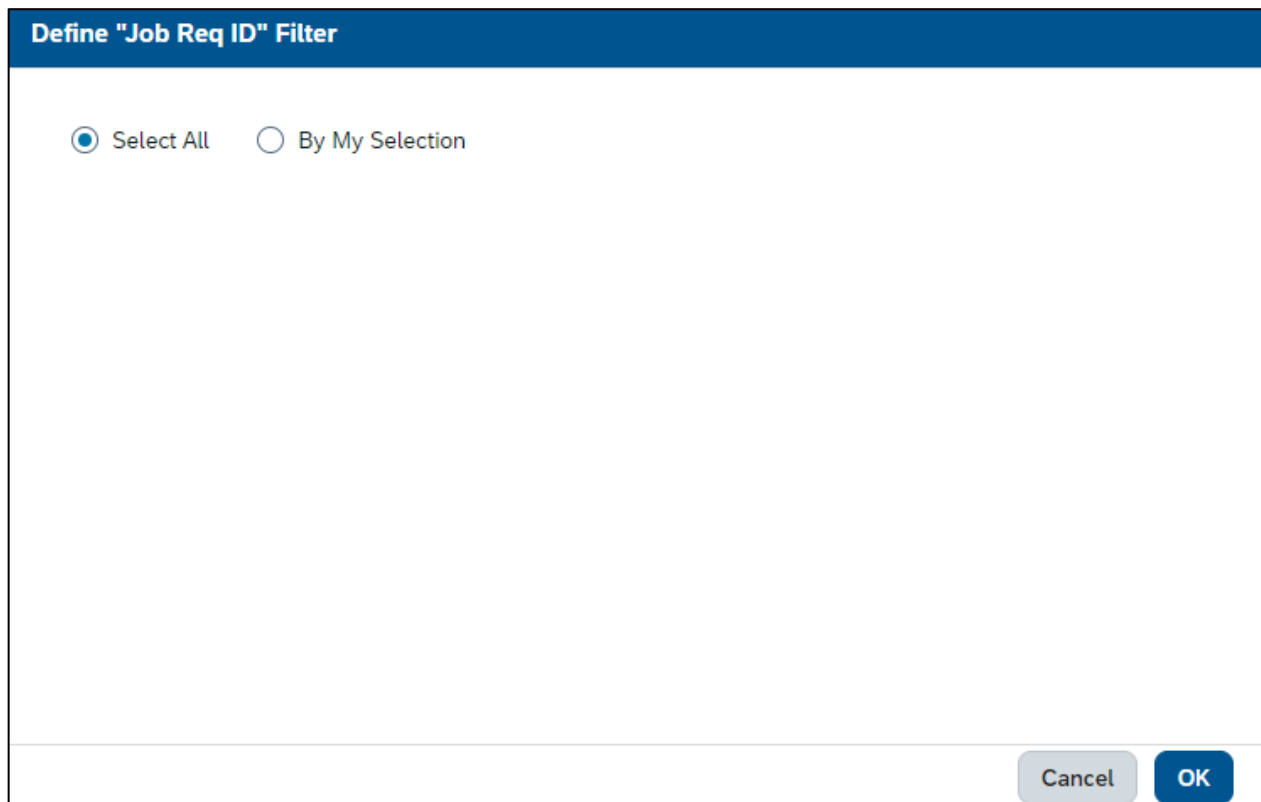


- In the *Actions* column, click 🔗 and choose *Edit*.



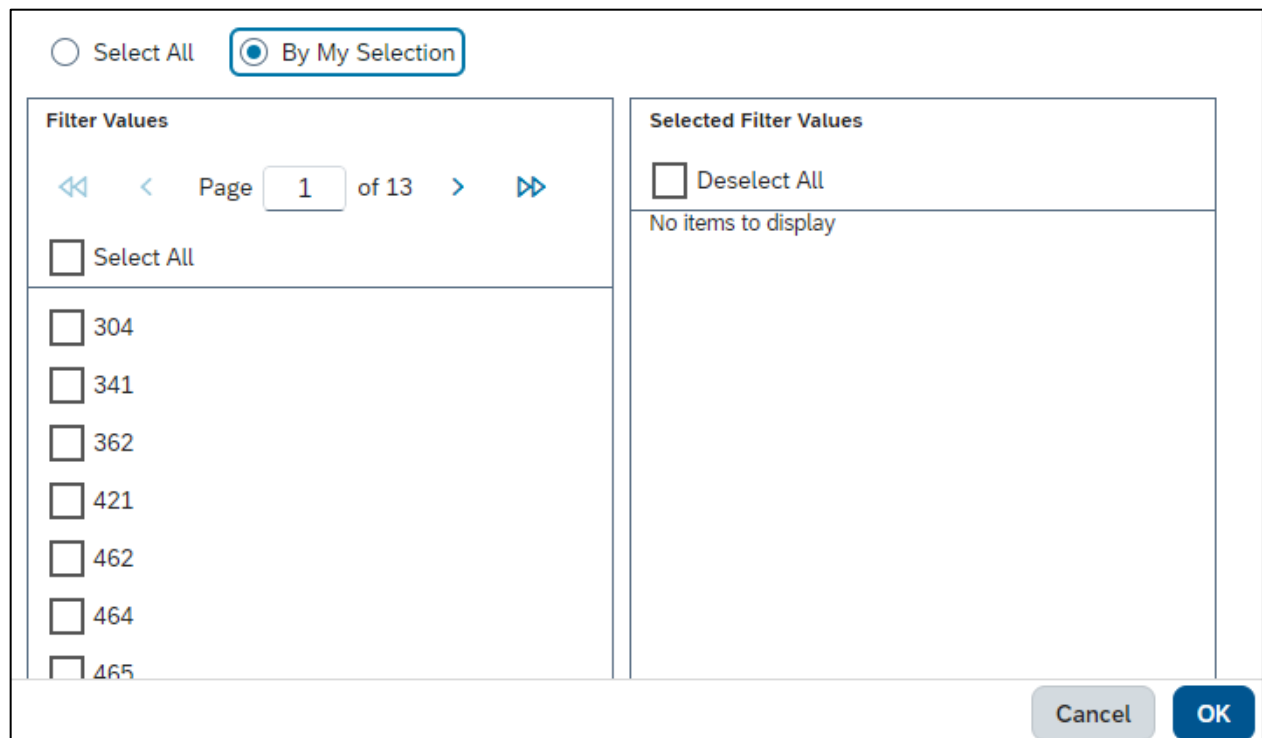
Running the Candidate list report

4. The *Define "Job Req ID" Filter* dialogue box appears.



The dialog box is titled "Define 'Job Req ID' Filter". It contains two radio buttons: "Select All" (which is selected) and "By My Selection". At the bottom right, there are "Cancel" and "OK" buttons.

- Select *By My Selection*.
- The *Filter Values* section appears.



The dialog box now shows the "Filter Values" section. At the top, the "By My Selection" radio button is selected. Below it, the "Filter Values" section includes a list of job requisition numbers: 304, 341, 362, 421, 462, 464, and 465. Each number has a checkbox next to it. Above the list, there is a "Page 1 of 13" indicator with navigation arrows. To the right of the list, there is a "Selected Filter Values" section with a "Deselect All" checkbox and the text "No items to display". At the bottom right, there are "Cancel" and "OK" buttons.

- Select the appropriate job requisition number from the list on the left. If the correct job requisition number is not visible on screen, use the arrow buttons to move through the list.
- Click .

Running the Candidate list report

5. The *Execute Candidate list for select...* dialogue box reappears, the selected job requisition number appears in the *Value(s)* column.

Execute Candidate list for select...

☒ Run Online
 ☐ Download (CSV)

☐ Run Offline
 ☐ Export

Report Name	Group Name	Column Name	Operator	Value(s)	Actions
Candidate list for select...	Job Requisition	Job Req ID	In	690;	

[Return to Reports](#)
[Generate Report](#)

- Click [Generate Report](#).

6. The *Candidate list for selection committee (Servicing Officer)* dialogue box appears.

Candidate list for selection committee (Servicing Officer)

[Download](#)
[CSV](#)
[Excel](#)
[PDF](#)
[PPT](#)

Showing page 1 of 1

Job Req ID	External Title	First Name	Last Name	Ethnicity	Gender	City	Candidate Country/Region	Application Date (Timestamp)	Source Details	Application Status	Comment
690	Programme Officer		D	White	Female	Cape Town	ZA	18/06/2024 16:18:39	Internal Site	Default	C rating: Doesn't meet requirements
690	Programme Officer		D	White	Female	Cape Town	ZA	18/06/2024 16:18:39	Internal Site	Default	C - no evidence of requirements in CV or cover letter.
690	Programme Officer		D	White	Female	Cape Town	ZA	18/06/2024 16:18:39	Internal Site	Default	B candidate: Meets some of the requirements but used abridged CV.
690	Programme Officer		C	Not Declared	Other	Cape Town	ZA	18/06/2024 16:16:57	Internal Site	Default	A rating: Meets all requirements and has good experience.
690	Programme Officer		W	African	Female	Cape Town	ZA	18/06/2024 16:25:18	Recruiting Marketing: Direct	Default	A rating: Meets all requirements and some of the advantageous ones as well.
690	Programme Officer		H	Not Declared	Male	Cape Town	ZA	18/06/2024 16:24:10	Recruiting Marketing: RCM Redirect	Default	C rating: Only meets some of the requirements.
690	Programme Officer		W	White	Female	Cape Town	ZA	18/06/2024 16:22:27	Internal Site	Default	C rating: Doesn't meet any of the requirements and no relevant experience.
690	Programme Officer		C	Not Declared	Other	Cape Town	ZA	18/06/2024 16:16:57	Internal Site	Default	B candidate: Good experience but doesn't meet all requirements.
690	Programme Officer		W	African	Female	Cape Town	ZA	18/06/2024 16:25:18	Recruiting Marketing: Direct	Default	A candidate: Excellent experience, meets all requirements with some extras.
690	Programme Officer		H	Not Declared	Male	Cape Town	ZA	18/06/2024 16:24:10	Recruiting Marketing: RCM Redirect	Default	B candidate: Doesn't seem to meet all requirements and only has some relevant experience.
690	Programme Officer		W	White	Female	Cape Town	ZA	18/06/2024 16:22:27	Internal Site	Default	C candidate: Missing all requirements, no experience.
690	Programme Officer		W	White	Female	Cape Town	ZA	18/06/2024 16:22:27	Internal Site	Default	C - doesn't meet requirements.
690	Programme Officer		H	Not Declared	Male	Cape Town	ZA	18/06/2024 16:24:10	Recruiting Marketing: RCM Redirect	Default	B - Meets part of the requirements.
690	Programme Officer		C	Not Declared	Other	Cape Town	ZA	18/06/2024 16:16:57	Internal Site	Default	A - excellent experience and seems to meet all requirements.
690	Programme Officer		W	African	Female	Cape Town	ZA	18/06/2024 16:25:18	Recruiting Marketing: Direct	Default	A - Meets requirements with good experience.
690	Programme Officer		E	Not Declared	Female	Cape Town	ZA	21/06/2024 14:46:28	Internal Site	Auto	

[Return to Reports](#)

- Choose the applicable *Download* option (CSV, Excel, PDF, PPT) at the top.
- When finished downloading, click [Return to Reports](#) to return to the *Report Centre* page.

Adding applicant ratings and changing applicant status

Background

After the selection committee members have entered their ratings in the comments for each applicant, this procedure is used to add a final rating for an applicant (A, B or C) and to change their status (e.g. Interview, Retain, Regret).

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

- 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 **Manage Applicants**.

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

Adding applicant ratings and changing applicant status

3. The *Applicants* page appears.

Status and Filters Hide

Stat... Filter...

☐ Forwarded	0
☐ Invited To Apply	0
☐ New Application	4
☐ Pre-screening	0
☐ Retain	0
☐ Assessment	0
☐ Interview	0
> ☐ Offer	0
☐ Ready to Hire *	0
☐ Hired	0
> ☐ Regret	0
☐ Automatic Disqualified	1
☐ Requisition Closed	0
☐ Hired On Other Requisit...	0
☐ Deleted On Demand By...	0
☐ Deleted On Demand By...	0
☐ Declined DPCS	0
☐ Withdrawn By Candidate	0

Requisitions List / Programme Officer (1180)

Applicants

Search for name

Applicants (5)

☐	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	
☐	E	Automatic Disqualified		23/10/2025			...
☐	H	New Application		23/10/2025			...
☐	L	New Application		23/10/2025			...
☐	V	New Application		23/10/2025			...
☐	C	New Application		23/10/2025			...

- The *Status and Filters* section on the left shows all possible statuses and the number of applicants per status. In the example above there are 5 applicants, with 4 in *New Application* and 1 in *Automatic Disqualified* based on answers to the application questions.

Note: Applicants with the *New Application* status can edit/change their attachments, profile information and answers to the application questions. Once they move to another status, they will no longer be allowed to make changes.

- Select a status on the left to change the list of *Applicants* on the right. When no statuses are selected on the left, all applicants are listed.

Note: If you select more than one checkbox, you will see applicants with any of the selected statuses.

Status and Filters Hide

Stat... Filter...

☐ Forwarded	0
☐ Invited To Apply	0
☐ New Application	4
☐ Pre-screening	0
☐ Retain	0
☐ Assessment	0
☐ Interview	0
> ☐ Offer	0
☐ Ready to Hire *	0
☐ Hired	0
> ☐ Regret	0
☒ Automatic Disqualified	1
☐ Requisition Closed	0

Requisitions List / Programme Officer (1180)

Applicants

Search for name Status (Automatic Disqualified)

Applicants (1)

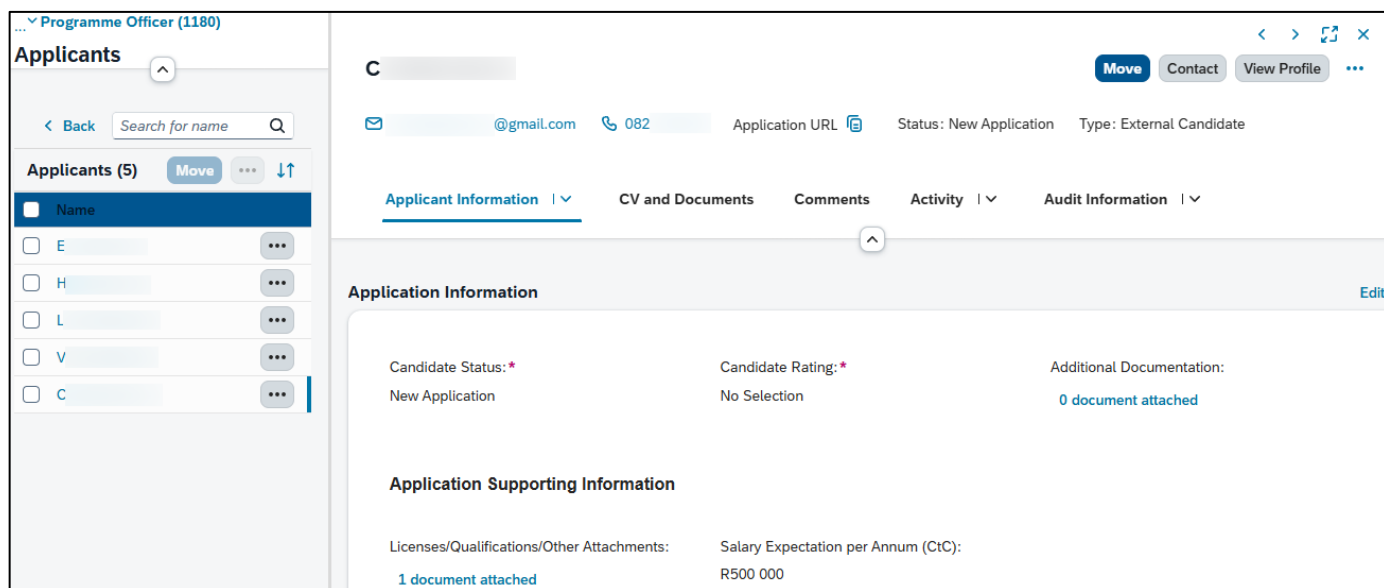
☐	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	
☐	E	Automatic Disqualified		23/10/2025			...

- The *Status and Filters* section can be hidden by clicking *Hide*. Click **Status and Filters** to show it again.
- Click *Settings* to select columns to show, columns to hide and/or to change the column order. A maximum of nine columns can be selected.

Adding applicant ratings and changing applicant status

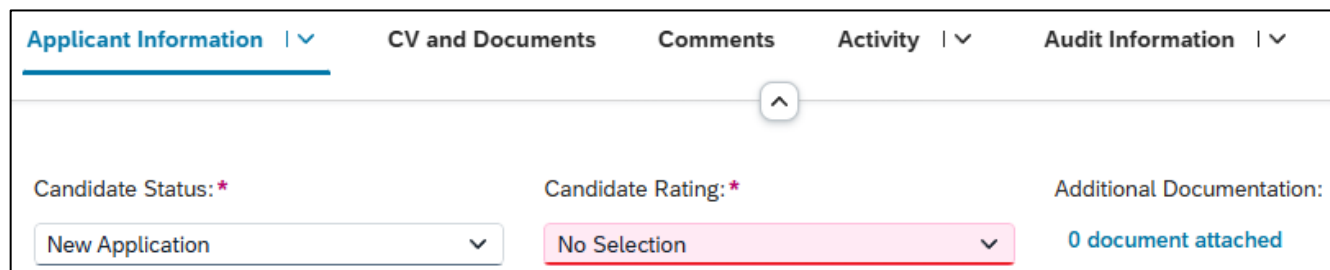
- Click  *Sort* to select ascending or descending sort order or to choose a specific column to sort by.
- Select an applicant to view by clicking their name in the *Name* column.

4. The list of applicants appears on the left with the selected applicant's details on the right.



The screenshot shows the SuccessFactors Recruiting interface. On the left, there is a sidebar with the 'Applicants' section. It includes a search bar, a list of 5 applicants (E, H, L, V, C), and a 'Move' button. The main area on the right displays the details for the selected applicant 'C'. At the top, there are buttons for 'Move', 'Contact', and 'View Profile'. Below these are contact details: '@gmail.com', '082', 'Application URL', 'Status: New Application', and 'Type: External Candidate'. A tabbed interface shows 'Applicant Information' (selected), 'CV and Documents', 'Comments', 'Activity', and 'Audit Information'. The 'Applicant Information' tab displays 'Candidate Status: *' (New Application), 'Candidate Rating: *' (No Selection), and 'Additional Documentation: 0 document attached'. Below this, 'Application Supporting Information' shows 'Licenses/Qualifications/Other Attachments: 1 document attached' and 'Salary Expectation per Annum (CtC): R500 000'. An 'Edit' button is visible in the top right corner of the details section.

- Click the *Comments* tab to review selection committee ratings and comments for the current applicant. For longer comments, click *More* to view the entire comment. Click the *Applicant Information* tab to return.
- Click *Edit* on the right.

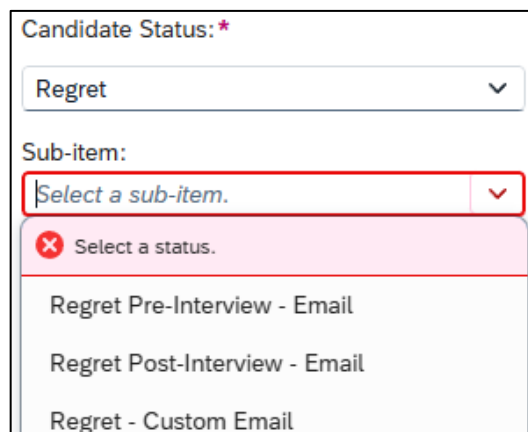


This screenshot shows the 'Applicant Information' tab selected. It displays the same fields as the previous screenshot: 'Candidate Status: *' (New Application), 'Candidate Rating: *' (No Selection), and 'Additional Documentation: 0 document attached'. The 'New Application' and 'No Selection' fields are highlighted with red borders, indicating they are the focus of the next steps.

- Select the appropriate *Candidate Status* for the applicant (e.g. Interview, Retain, Regret).

Note: If a candidate would be shortlisted but is missing information, the pre-screening status can be assigned while additional information is requested.

- If the *Regret* status was chosen above, select an appropriate *Sub-item*.



This screenshot shows the 'Candidate Status: *' dropdown menu. The 'Regret' option is selected. Below it, the 'Sub-item:' dropdown menu is open, showing a list of options: 'Select a sub-item.', 'Regret Pre-Interview - Email', 'Regret Post-Interview - Email', and 'Regret - Custom Email'. A red box highlights the 'Sub-item:' dropdown, and a red error message 'Select a status.' is visible above the list of options.

Adding applicant ratings and changing applicant status

- If required due to skipping a step, enter a comment below the new *Candidate Status*.

Candidate Status: *

Interview

Comments: *

Skipping Retain step for the next status. Enter a comment to move.

Enter a comment.

1000 characters remaining

- Select the appropriate *Candidate Rating* (A, B or C).

Application Information Save Cancel

Candidate Status: *

Interview

Candidate Rating: *

A - Meet all listed requirements as p...

Additional Documentation:

0 document attached

Comments: *

Skipping Retain step for the next status. Enter a comment to move.

.

999 characters remaining

- Click *Save*. A message briefly appears above the *Applicant Information* section, confirming that the changes were saved. The applicant's page displays the new *Candidate Status* and *Candidate Rating*.

Application Information Edit

Candidate Status: *

Interview

Candidate Rating: *

A - Meet all listed requirements as per the job advertisement

Additional Documentation:

0 document attached

- Select the next applicant using the *Name* column on the left or use the < > arrows in the top right. Repeat from [step 4](#) above to review comments, change the *Candidate Status* and enter the *Candidate Rating*.
- When all applicants have been changed, click *Back* on the left in the *Applicants* section.

5. The *Applicants* page reappears, displaying all applicants and their statuses.

Job Requisitions Preferences Candidates Interview Central Interview Scheduling Message Centre (23)

Status and Filters Hide

Statu... Filter...

Forwarded 0

Invited To Apply 0

New Application 0

Pre-screening 0

Retain 1

Assessment 0

Interview 2

> Offer 0

Ready to Hire * 0

Requisitions List / Programme Officer (1180)

Applicants

Search for name

Reset

Applicants (5)

Move ... ↑↓ ⚙

	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	
☐	E	Automatic Disqualified	👤	23/10/2025			...
☐	H	Regret Pre-Interview - Email	👤	23/10/2025			...
☐	L	Interview	👤	23/10/2025			...
☐	V	Retain	👤	23/10/2025			...

- Click *Job Requisitions* to return to the *Job Requisitions* overview page.

Changing applicant status after initial rating and status change

Background

This procedure is used to change applicant status after the initial [rating and status change](#).

Procedure

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

- Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

- 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 *Manage Applicants*.

3. The *Applicants* page appears. All applicants are displayed unless a status was previously selected.

- Either click the checkbox at the top of the *Name* column to select all applicants or select each applicant using the checkbox to the left of their name.

- Click **Move**.

Changing applicant status after initial rating and status change

4. The *Move Applicants* dialogue box appears, listing all selected applicants.

Move Applicants

Move to status: *

Select a status to move applicants to. ▾

Comments:

Enter a comment.

1000 characters remaining

Eligible to Move (2)

Name	Curren Status	Eligibility
H	Regret Pre-Interview - Email	✓ Eligible for the next status.
V	Retain	✓ Eligible for the next status.

Move

Cancel

- In the *Move to* status field, select the appropriate status.
- If the *Regret* status was chosen above, select an appropriate *Sub-item*.

Move Applicants

Move to status: *

Regret

Sub-item: *

Select a sub-item.

Regret Pre-Interview - Email

Regret Post-Interview - Email

Regret - Custom Email

- Enter a comment if the *Eligibility* field indicates a comment is required before moving status.
- Click

Move

.

Changing applicant status after initial rating and status change

5. The *Summary* dialogue box appears, confirming the move to the selected status.

Summary

✓

2 out of 2 applicants moved to Assessment.

All Applicants (2)

Name	New Status	Eligibility
H	Assessment	✓ Success
V	Assessment	✓ Success

Close

- Click

Close

.
6. The *Applicants* page reappears.
- Click *Job Requisitions* to return to the *Job Requisitions* overview page.

Adding a selection committee member to a job requisition

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

- Select the appropriate job requisition by clicking the *Job Title* e.g. Programme Officer.
3. The selected job requisition opens.

- Scroll down to the *Requisition Team* section.

Requisition Team

* Hiring Manager

L [redacted], Departmental Manager (20027650)

Find Hiring Manager..

* Recruiter

L [redacted], Manager: Staff Recruitment Office (20053109)

Find Recruiter..

Manage Additional Users

* Recruiting Team

A [redacted] X

Apply admin defaults

Apply personal preferences

* Chairperson

I [redacted], Professor (20042984)

Find Chairperson..

Manage Additional Users

Selection Committee Members

M [redacted] X

J [redacted] X

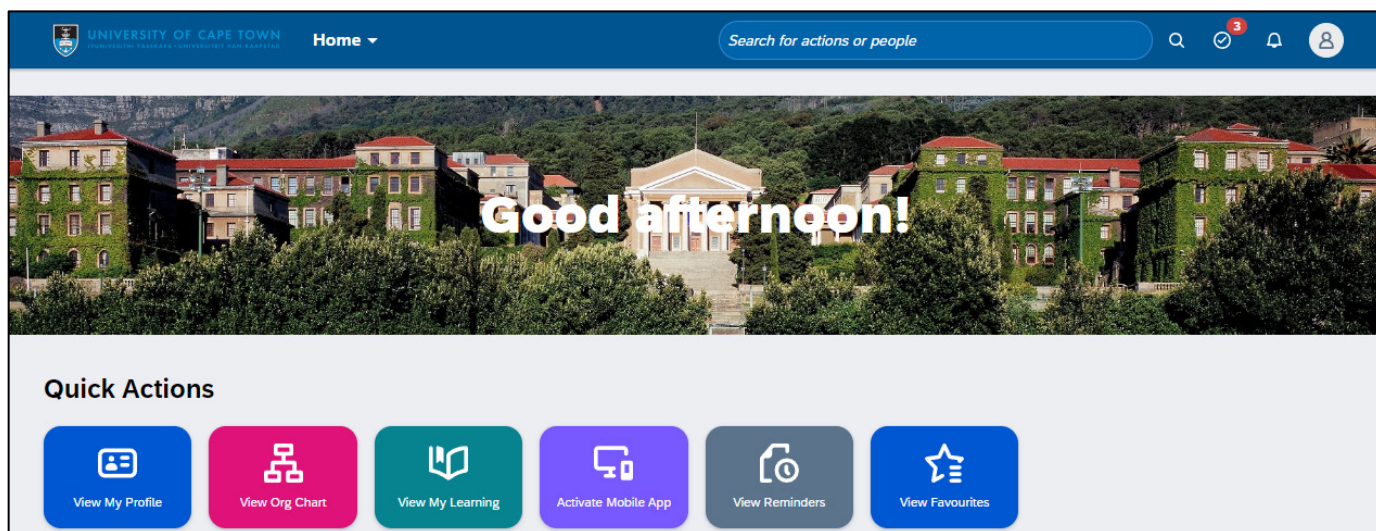
L [redacted] X

- In the *Selection Committee Members* field, click in the search field below the existing committee members. Enter part or all of the name and select the person from the dropdown list. Repeat for any additional selection committee members.
- Click  at the bottom of the page.
- Click *Job Requisitions* to return to the *Job Requisitions* overview page.

Attaching a referee report for an applicant

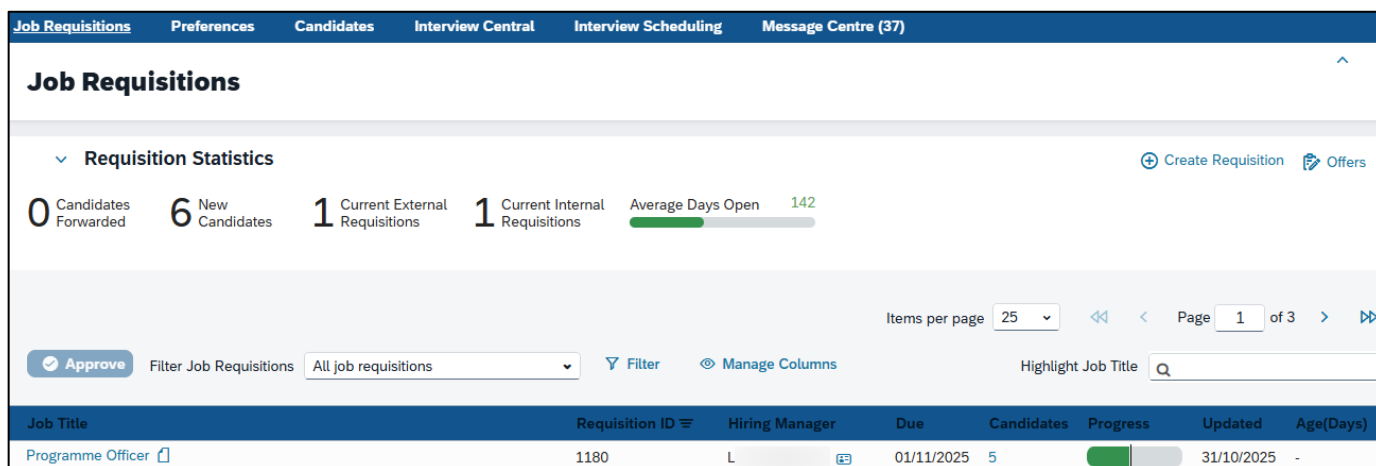
Procedure

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



- Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.



- 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 [Manage Applicants](#).

Attaching a referee report for an applicant

4. The *Applicants* page appears.

Job Requisitions

Preferences

Candidates

Interview Central

Interview Scheduling

Message Centre (37)

Status and Filters

Hide

[-] Statu...

Filter...

☐ Forwarded

0

☐ Invited To Apply

0

☐ New Application

0

☐ Pre-screening

0

☐ Retain

1

☐ Assessment

0

☐ Interview

2

>

☐ Offer

0

☐ Ready to Hire *

0

☐ Hired

0

>

☐ Regret

1

Requisitions List / Programme Officer (1180)

Applicants

Search for name

Q

Applicants (5)

Move

...

↑↓

⚙

☐	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	
☐	E	Automatic Disqualified		23/10/2025			...
☐	H	Regret Pre-Interview - Email		23/10/2025			...
☐	L	Interview		23/10/2025			...
☐	V	Retain		23/10/2025			...
☐	C	Interview		23/10/2025			...

- The *Status and Filters* section on the left shows all possible statuses and the number of applicants per status. In the example above there are 5 applicants in total, each with a different status.

Note: Applicants with the *New Application* status can edit/change their attachments, profile information and answers to the application questions. Once they move to another status, they will no longer be allowed to make changes.

- The *Status and Filters* section can be hidden by clicking *Hide*. Click **Status and Filters** to show it again.
- Click ⚙ *Settings* to select columns to show, columns to hide and/or change the column order. A maximum of nine columns can be selected.
- Click ↓↑ *Sort* to select ascending or descending sort order or to choose a specific column to sort by.
- Select an applicant to view by clicking their name in the *Name* column.

5. The list of applicants appears on the left with the selected applicant's details on the right.

Job Requisitions Preferences Candidates Interview Central Interview Scheduling Message Centre (37)						
... Programme Officer (1180)						
Applicants		C Move Contact View Profile ...				
< Back Search for name Q		✉ @gmail.com ☎ 082 Application URL 📄 Status: Interview Type: External Candidate				
Applicants (5) Move ... ↓↑		<u>Applicant Information</u> CV and Documents Comments Activity Audit Information				
☐ Name		Application Information Edit				
☐ E		Candidate Rating: * Additional Documentation:				
☐ H		A – (S) Meets all requirements and matching EE targets 0 document attached				
☐ L						
☐ V						
☐ C						

- Click the *CV and Documents* tab.

Attaching a referee report for an applicant

6. The *CV and Documents* page appears.

The screenshot shows the 'CV and Documents' page for an applicant. On the left, there is a sidebar with 'Applicants (5)' and a list of applicants: E, H, L, V, and C. The main area displays the applicant's profile with tabs for 'CV', 'Cover Letter', and 'Other Documents'. A 'Download' button is visible. A message box states: 'If you have trouble viewing this, download and open the CV using a compatible viewer. Inline viewing may have formatting discrepancies.' The profile includes fields for 'First Name Last Name', 'Street Address', 'City, State Zip Code', 'Home: Home Phone Number', 'Cell: Cell Phone Number', and 'Email Address'. It also features a 'Professional Summary' section with instructions and a 'Highlights' section with a list of tips.

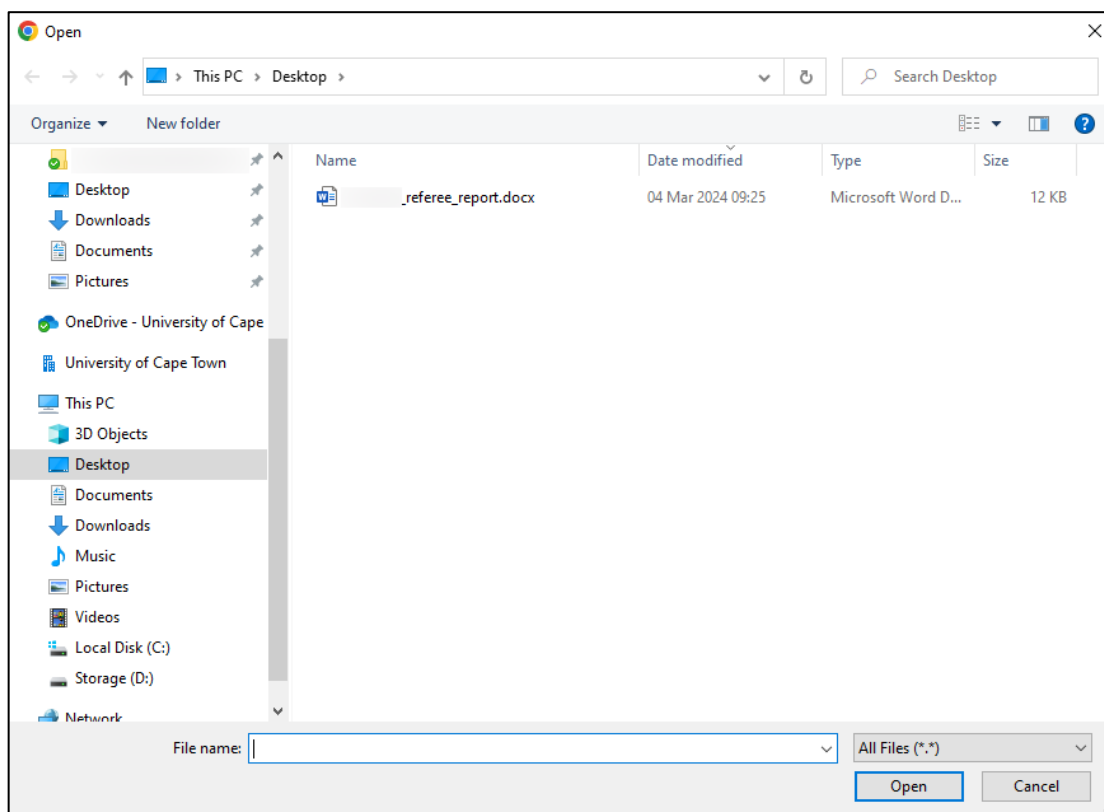
– Click *Other Documents*.

The screenshot shows the 'Other Documents' page for an applicant. The 'CV and Documents' tab is selected, and the 'Other Documents' sub-tab is active. The page displays 'Additional Documentation' with an 'Upload' button. Below this, it states 'No documents attached.' There is a section for 'Licenses/Qualifications/Other Attachments' which shows a PDF file named 'drivers_license.pdf' (65 KB) uploaded on 23/10/2025.

– Click *Upload* to the right of *Additional Documentation*.

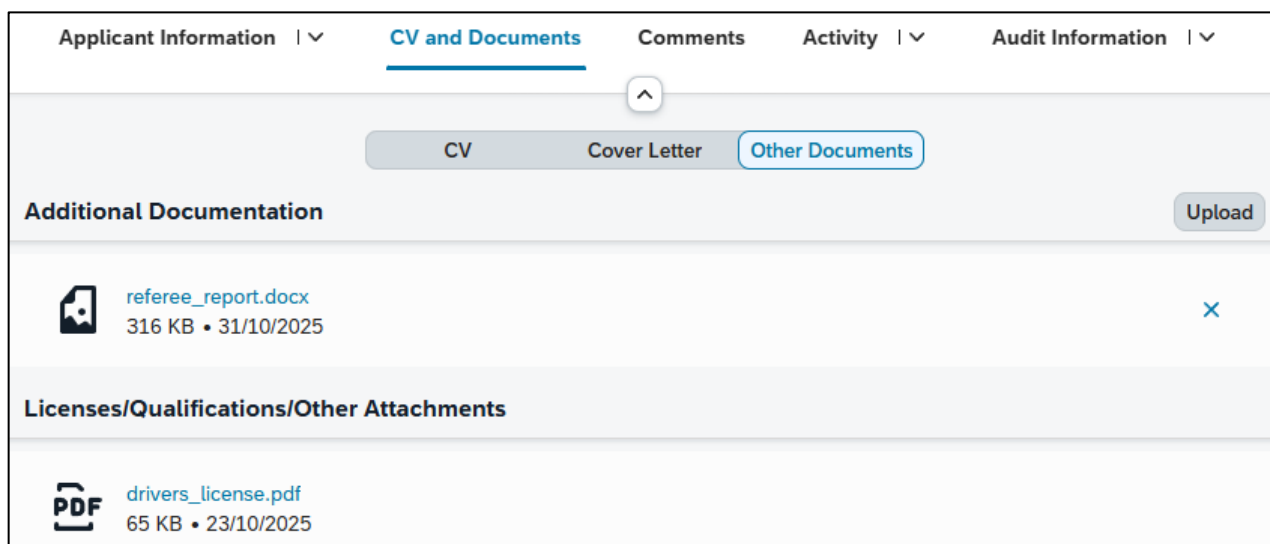
Attaching a referee report for an applicant

7. The *Open* dialogue box appears.



- Select the referee report document from your computer.
- Click **Open**.

8. The *CV and Documents* page reappears, with the referee report file appearing in the *Additional Documentation* section.



- To upload additional referee reports for the same applicant, click *Upload* and repeat from [step 6](#) above.
- If there are additional referee reports to add for other applicants, select the appropriate applicant by clicking their *Name* on the left and repeat from [step 6](#) above.
- Click *Job Requisitions* to return to the *Job Requisitions* overview page.
- Inform the selection committee that the referee reports are available.

Scheduling a candidate for a face-to-face/in-person interview

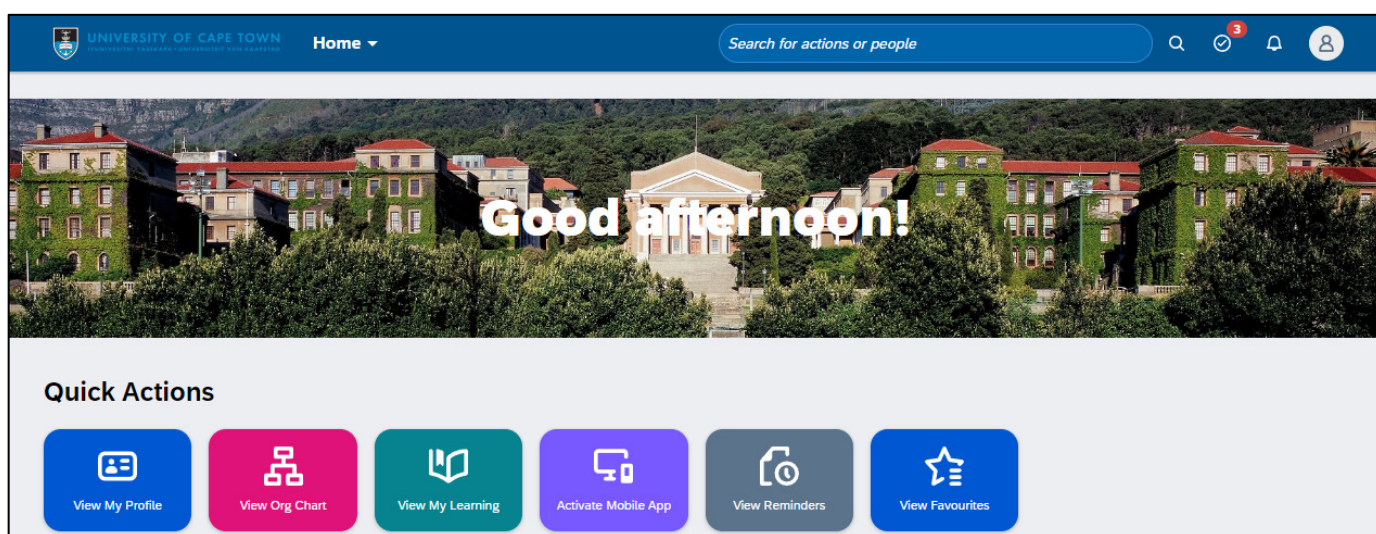
Before you begin

Candidates (applicants) must have the *Interview* status to be available for interview scheduling.

Assessments and presentations are arranged and booked outside of the SuccessFactors Recruiting system.

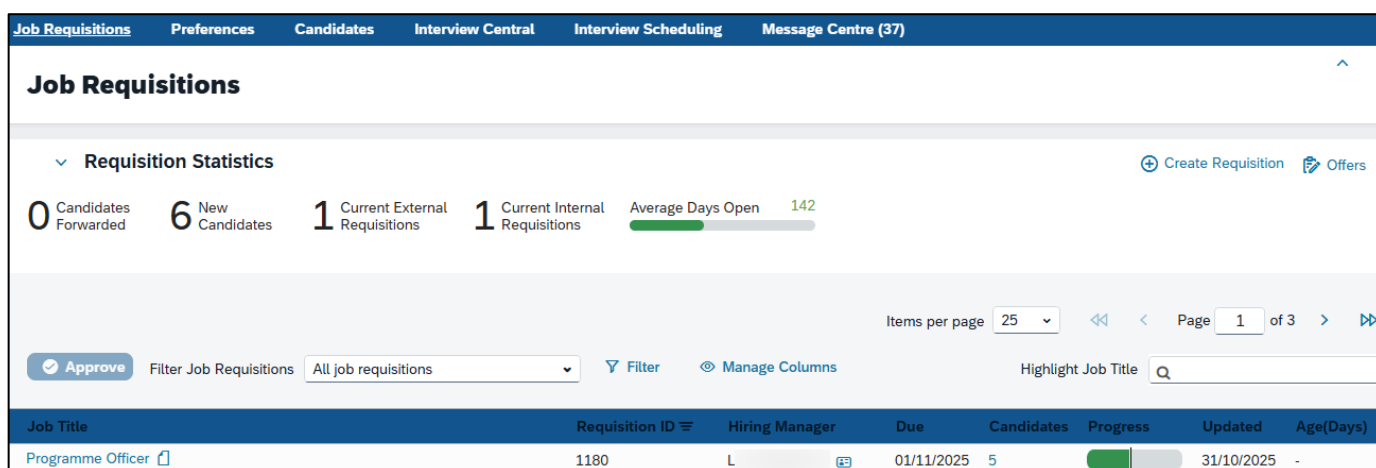
Procedure

1. Each candidate will be booked individually on SuccessFactors Recruiting. There is usually a block booking already created in Microsoft Outlook for the venue and selection committee members.
2. [Log in to SuccessFactors and access the Home page.](#)
3. The *Home* page appears.



- Choose *Home* > *Recruiting*.

4. The *Job Requisitions* page appears.



- Click *Interview Scheduling* in the top menu.

Scheduling a candidate for a face-to-face/in-person interview

5. The *Interview Scheduling* page appears, listing any job requisitions that have candidates with the *Interview* status.

- Click **not started** to select a candidate to schedule for an interview.

6. The *Select Candidates* dialogue box appears, displaying all candidates with the *Interview* status.

Scheduling a candidate for a face-to-face/in-person interview

- Select a candidate by clicking anywhere in the person's tile.

- Click **Start Scheduling**.

7. The *Interview Scheduling* page appears.

- In the *Interview Title* field, enter the candidate's full name, replacing the existing text.

Note: If required, check the selected candidate's name by clicking *Candidates in Draft*.

- In the *Assigned To* field, click the pencil icon to add other members of the recruiting team as a backup. They will have the rights to change or delete this interview.
- In the *Interview Type* field, select *Face-to-Face*.
- The *UCT Venue* field appears after choosing *Face-to-Face* interview type above. Select the appropriate UCT venue.

Note: The venue selection will appear in the email to the candidate, the venue must be booked off system.

- The *Interview Rooms* field is not currently in use at UCT.

Scheduling a candidate for a face-to-face/in-person interview

Manage Interviewers

You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.

Add Interviewer by ☒ Name ☐ Role in Requisition
by

Choose a time slot 1 Candidates can book same slot.

South Africa Standard Time (UTC + 02:00)

[Add Custom Slot](#) 0 time slots selected to cover 1 interview sessions 31/10/2025  

	Friday, 31	Saturday, 1	Sunday, 2	Monday, 3	Tuesday, 4
Early Morning (1am-9am)					
Daytime (9am-5pm)					
Evening (5pm-1am)					

[Continue](#) [Save](#) [Cancel](#)

Manage Interviewers section:

Note: Anyone who should rate the candidate after the interview **must** be added as an interviewer to access the ratings page.

- In the *Add Interviewer by* section, select *Role in Requisition*. A dropdown list appears below the radio button selection.

Add Interviewer by ☐ Name ☒ Role in Requisition

[Add Interviewer](#)

- Select *Hiring Manager* from the dropdown list.
- Click [Add Interviewer](#).
- The *Hiring Manager* is added, defaulting to a 30-minute meeting.

Manage Interviewers

You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.

 **L** Hiring Manager  **30 min**

Start 0.5 hour 1 hour 1.5 hours 2 hours

Add Interviewer by ☐ Name ☒ Role in Requisition

[Add Interviewer](#)

Scheduling a candidate for a face-to-face/in-person interview

- If applicable, change the length of the interview by dragging the end of the time slot to the appropriate length e.g. 1 hour.

Note: The interview time is set for the first interviewer and will then default for all interviewers added afterwards.

The screenshot shows a user interface for scheduling an interview. It features a horizontal bar with a person icon and the text 'L Hiring Manager'. To the right of the name is a blue box labeled '1h'. Below this bar is a dropdown menu with options: 'Start', '0.5 hour', '1 hour', '1.5 hours', and '2 hours'.

- Add the rest of the selection committee by selecting the required role using the dropdown list (e.g. Selection Committee Members) and clicking **Add Interviewer**.

Note: The Servicing Officer (Recruiter) may ask to be added so they can see the selection committee view of the interview ratings/competencies.

The screenshot shows a section titled 'Manage Interviewers'. At the top, a blue information box contains the text: 'You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.' Below this, there is a list of five interviewers, each with a person icon, a name, a role, and a time slot. The first interviewer is 'L Hiring Manager' with a '1h' slot. The other four are 'Selection Committee Members' with initials 'I', 'M', 'J', and 'L', each with a '1h' slot. At the bottom, there is a dropdown menu with options: 'Start', '0.5 hour', '1 hour', and '1.5 hours'.

- If a person was added accidentally, remove them by clicking **X** in the top right of the box containing their name.
- If there are other UCT staff members to add to the interview, select *Name* in the *Add Interviewer by* section and use the *Search for interviewer* field to select the appropriate person.

The screenshot shows a section titled 'Add Interviewer by'. It has two radio buttons: 'Name' (which is selected) and 'Role in Requisition'. Below these is a search field with the placeholder text 'Search for interviewer'.

Scheduling a candidate for a face-to-face/in-person interview

Choose a time slot / Available Time Slots section:

Find Availability

Available Time Slots

South Africa Standard Time (UTC + 02:00)

☐ Show slots even if some interviewers are not available ¹ Candidates can book same slot.

[Add Custom Slot](#) 0 time slots selected to cover 1 interview sessions

31/10/2025

	Friday, 31	Saturday, 1	Sunday, 2	Monday, 3	Tuesday, 4
Early Morning (1am-9am)					
Daytime (9am-5pm)					
Evening (5pm-1am)					

☒ Selected ☐ Available ☐ Already sent

[Continue](#) [Save](#) [Cancel](#)

- If not scheduling the interview for the current week, select the appropriate week using the calendar or the arrow button.
- Click *Add Custom Slot*.
- The *Add Custom Slots* dialogue box appears.

Add Custom Slots

From:

To: Thursday, 06/11/2025 12:00PM

[Add and Select](#) [Cancel](#)

- In the *From* field, select the appropriate day and then select the appropriate start time alongside the day. The end time of the interview will adjust after selecting the start time.
- Click [Add and Select](#).
- The selected interview slot appears in the calendar.

Available Time Slots

South Africa Standard Time (UTC + 02:00)

☐ Show slots even if some interviewers are not available ¹ Candidates can book same slot.

[Add Custom Slot](#) 2 time slots selected to cover 1 interview sessions

05/11/2025

	Wednesday, 5	Thursday, 6	Friday, 7	Saturday, 8	Sunday, 9
Early Morning (1am-9am)	08:00 to 09:00	08:00 to 09:00	08:00 to 09:00		
Daytime (9am-5pm)	09:00 to 10:00	09:00 to 10:00	09:00 to 10:00		
	10:00 to 11:00	10:00 to 11:00	10:00 to 11:00		
	11:00 to 12:00	11:00AM to 12:00PM	11:00 to 12:00		
	12:00 to 13:00	14:00 to 15:00	13:00 to 14:00		
	14:30 to 15:30	15:00 to 16:00	14:00 to 15:00		
Evening (5pm-1am)			15:00 to 16:00		

☒ Selected ☐ Available ☐ Already sent

[Continue](#) [Save](#) [Cancel](#)

- Click [Continue](#).

Scheduling a candidate for a face-to-face/in-person interview

8. The *Contact Candidates(s)* dialogue box appears.

Contact Candidate(s)

From:

To Candidates: ☒ Candidates in Draft(1)

☐ Send me a copy of this email

i You have selected only one slot. You can book candidates at once and they do not need to confirm the time.

☐ Book this slot for candidates

Language:

Email Template:

Subject:

B *i* u Paragraph ...

Dear

Further to your application for the position, we have pleasure in advising that you have been shortlisted. Please log into the [UCT Jobs site](#) to access the invitation and select an interview time of your preference.

Location:

Date of Interview :

p 53 words

- Select the *Send me a copy of this email* checkbox to ensure you receive a copy of the interview invitation email sent to the candidate.
- Select the *Book this slot for candidates* checkbox.

Note: This checkbox **must** be selected, it will ensure that the candidate is automatically booked for the interview slot.

Scheduling a candidate for a face-to-face/in-person interview

- In the *Email Template* field, select *UCT HR Invitation for in-person interview*.

Note: The capitalised text in blue double brackets indicates places where SuccessFactors will automatically populate information when it sends the email e.g. candidate's full name. Do not change these fields.

Contact Candidate(s)

From: To Candidates: ☒ Candidates in Draft(1)
☒ Send me a copy of this email

i You have selected only one slot. You can book candidates at once and they do not need to confirm the time.

☒ Book this slot for candidates

Language:

Email Template:

Subject:

B *i* U Paragraph ...

Dear **[[CANDIDATE_FULL_NAME]]**

We are pleased to inform that you have been shortlisted for the **[[JOB_REQ_TITLE]]** position at the University of Cape Town and would like to invite you for an in-person interview to further discuss your application.

Kindly be informed that reference checks will be conducted. Please inform your referees in advance and request that they respond promptly when contacted. **[OPTIONAL]** In this light, can you please provide us with

p 253 words

- The email template text can be edited in the space provided.

- Click .

9. The *Interview Schedule Sent* dialogue box appears.

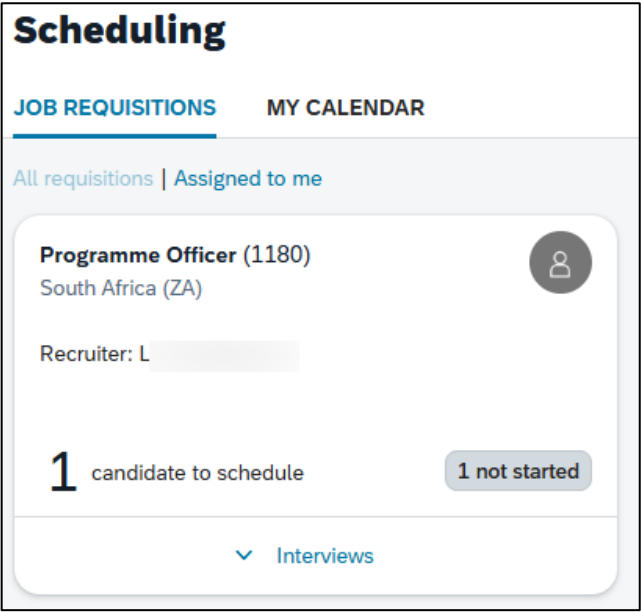
Interview Schedule Sent

Interview schedule was successfully sent to the candidates

- Click .

Scheduling a candidate for a face-to-face/in-person interview

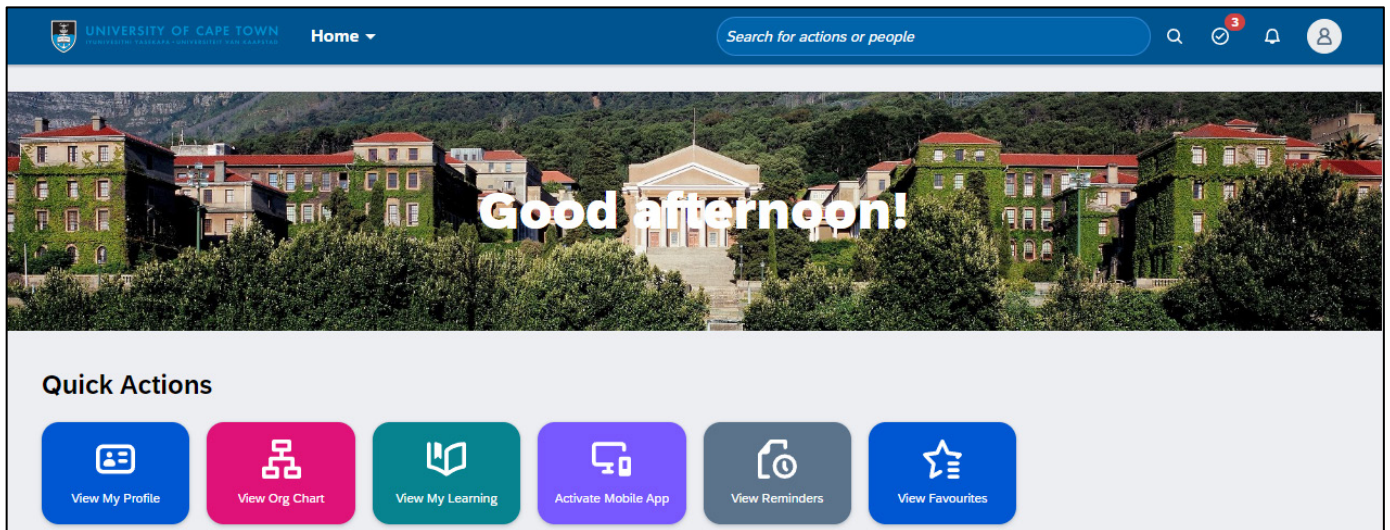
10. The *Interview Scheduling* page reappears, listing any remaining job requisitions that have candidates with the *Interview* status. To schedule additional candidate interviews, repeat from [step 5](#) above.



Displaying interview details

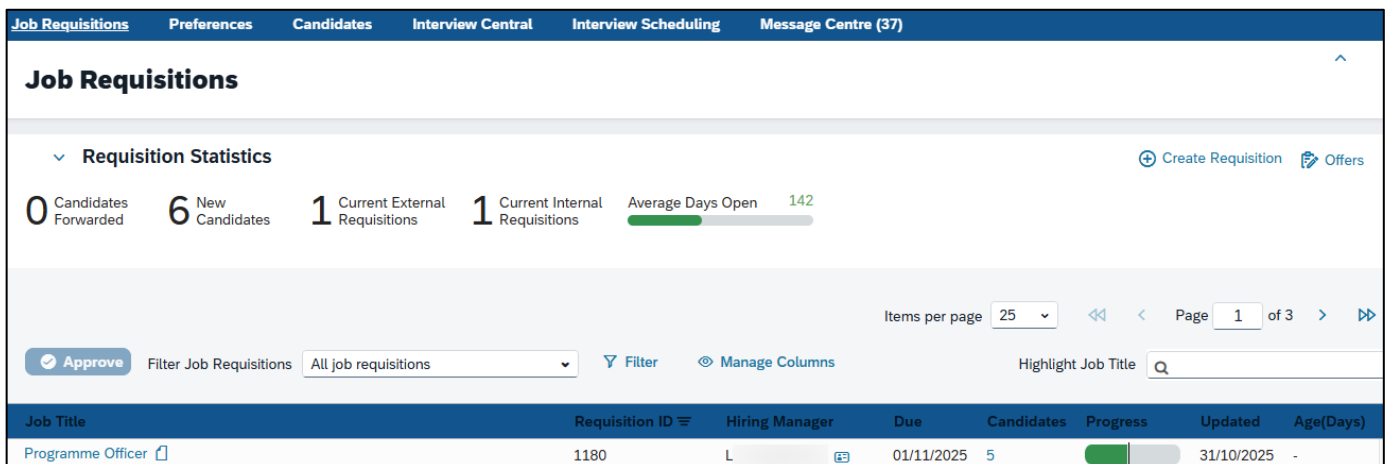
Procedure

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



- Choose *Home* > *Recruiting*.

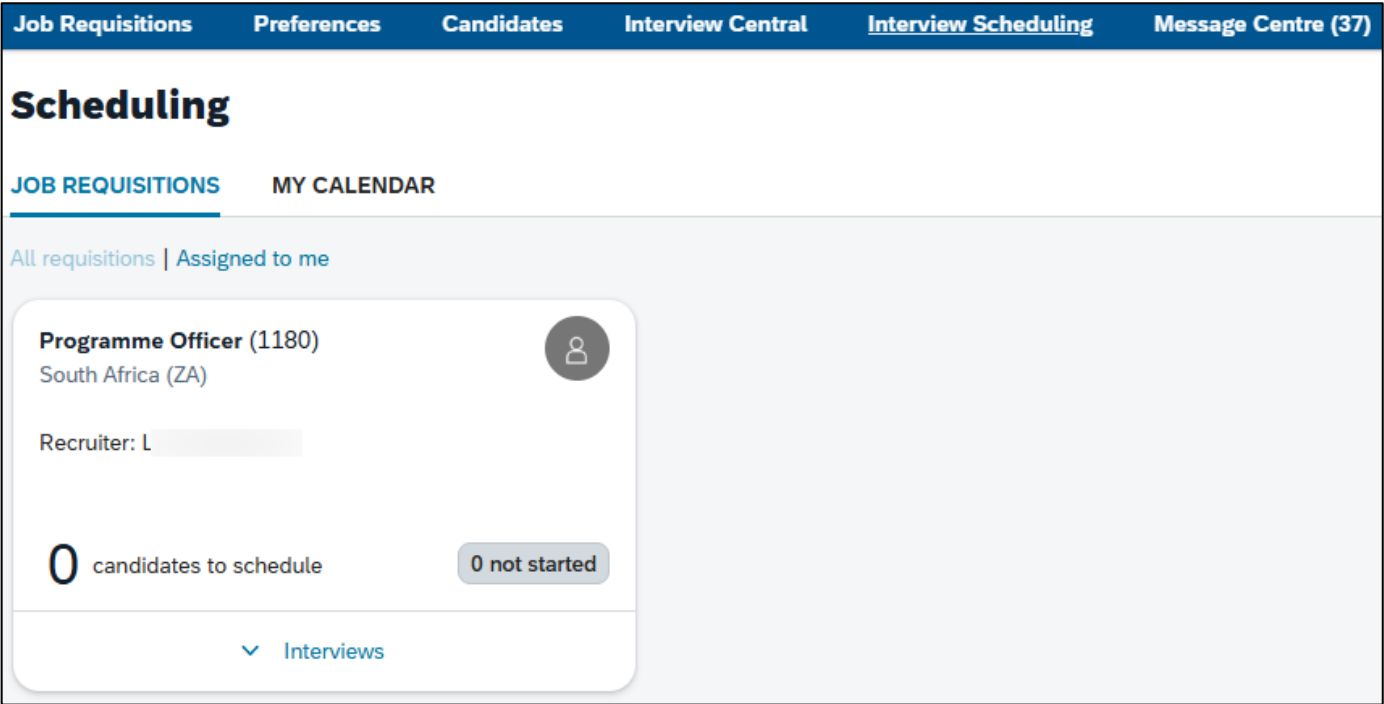
3. The *Job Requisitions* page appears.



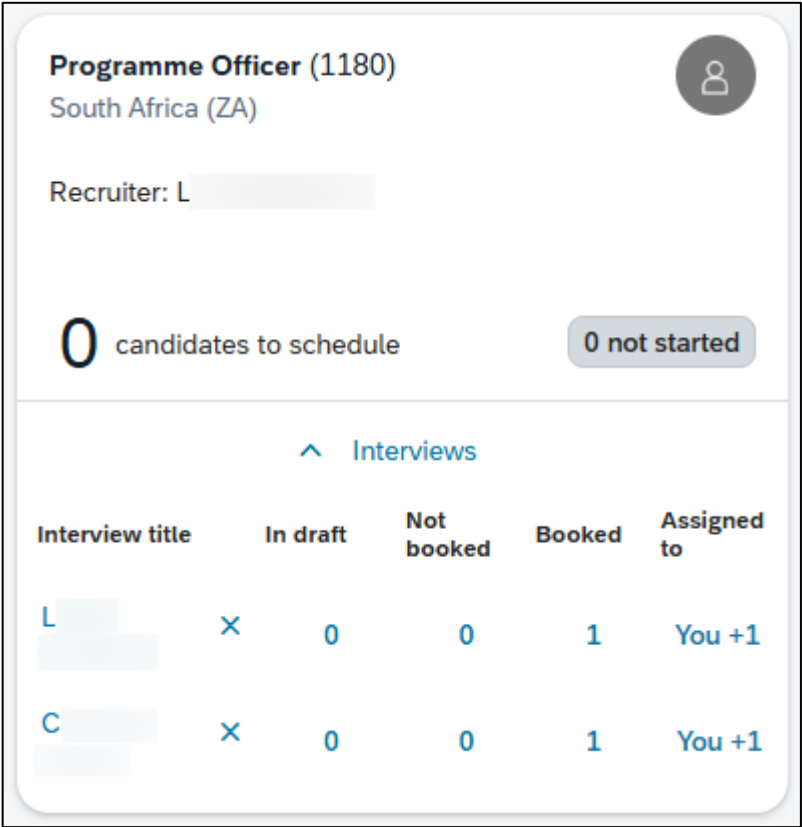
- Click *Interview Scheduling* in the top menu.

Displaying interview details

4. The *Interview Scheduling* page appears, listing any job requisitions that have candidates with the *Interview* status.



- Click [Interviews](#).
- The candidate interview details are displayed. Candidates marked as *In draft* have interview details saved but not yet sent.



- Click a name in the *Interview title* column to view the interview details.

Displaying interview details

5. The *Interview Scheduling* page appears, displaying the selected candidate's interview details.

Programme Officer - 1180

[← Back to Requisitions](#)

Interview Title:

Assigned To: You, L [✎](#)

Candidates: [Candidates in Draft\(0\)](#) [Booked\(1\)](#)

Interview Type: ☐ Phone ☐ Virtual ☒ Face-to-Face

UCT Venue:

Interview Rooms: [Select Rooms](#)

Online Meeting Options:

 Microsoft Teams ☐

Manage Interviewers

[?](#) You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.

	L Departmental Ma...	✕	1h	
	M Lecturer (20004368)	✕	1h	
	J Senior Lecturer (2...	✕	1h	
	L Programme Office...	✕	1h	
	I Professor (200429...	✕	1h	

Start
0.5 hour
1 hour
1.5 hours

- Scroll down the page to review the interview details.
- Click *Cancel*.
- The *Confirm* dialogue box appears.

[?](#) **Confirm**

Any unsaved data will be lost. Do you still want to proceed?

[OK](#) [Cancel](#)

- Click [OK](#) to return to the *Interview Scheduling* page.

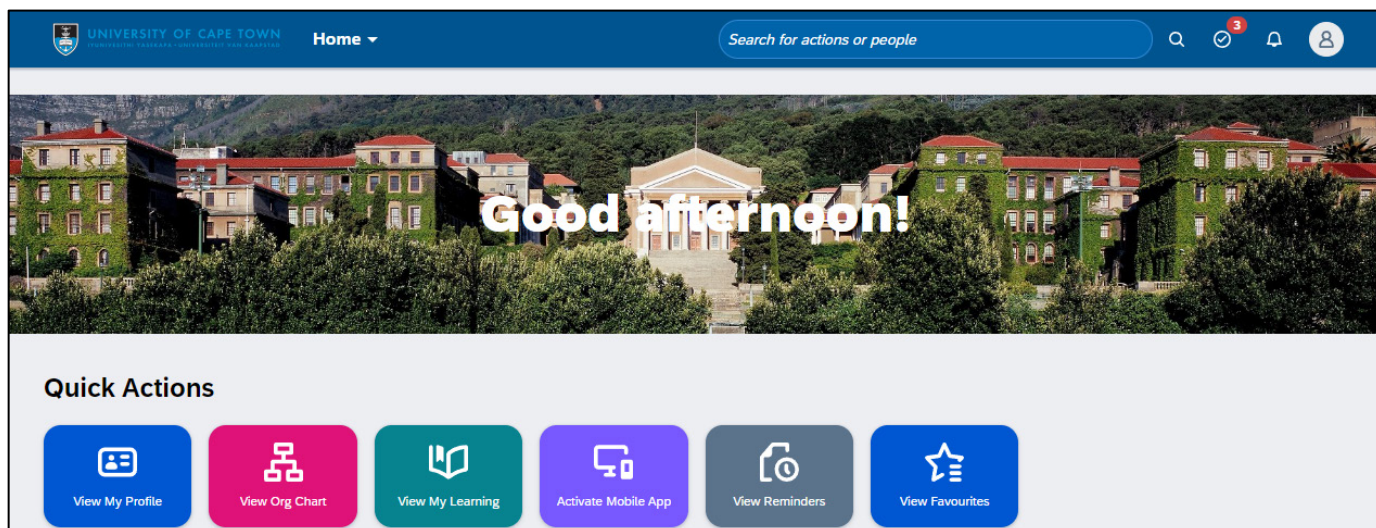
Changing a scheduled face-to-face interview

Background

The room, committee members and interview date/time can be changed for a scheduled interview.

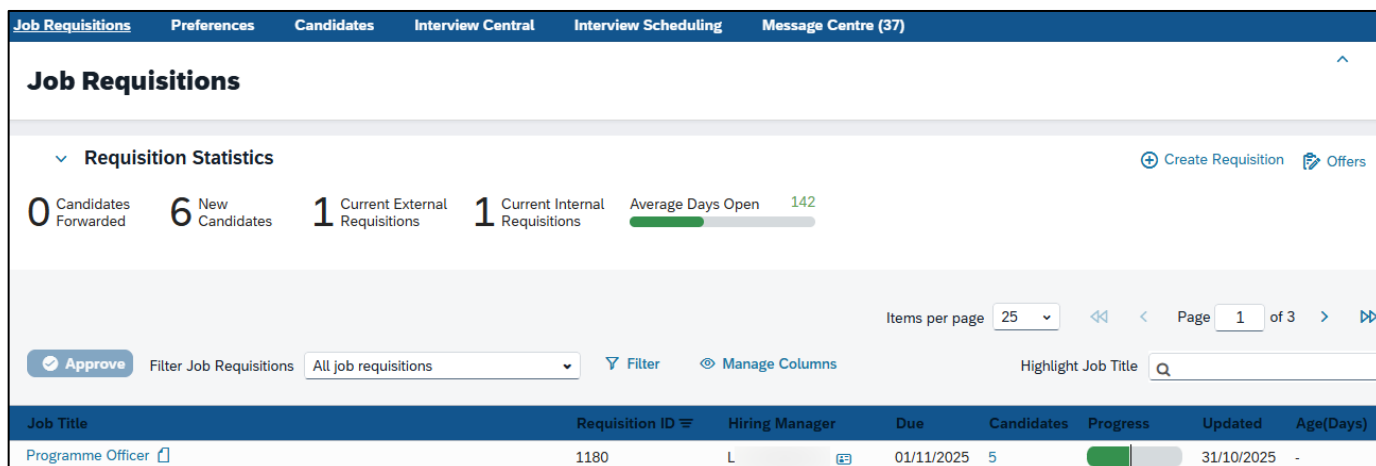
Procedure

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



- Choose *Home* > *Recruiting*.

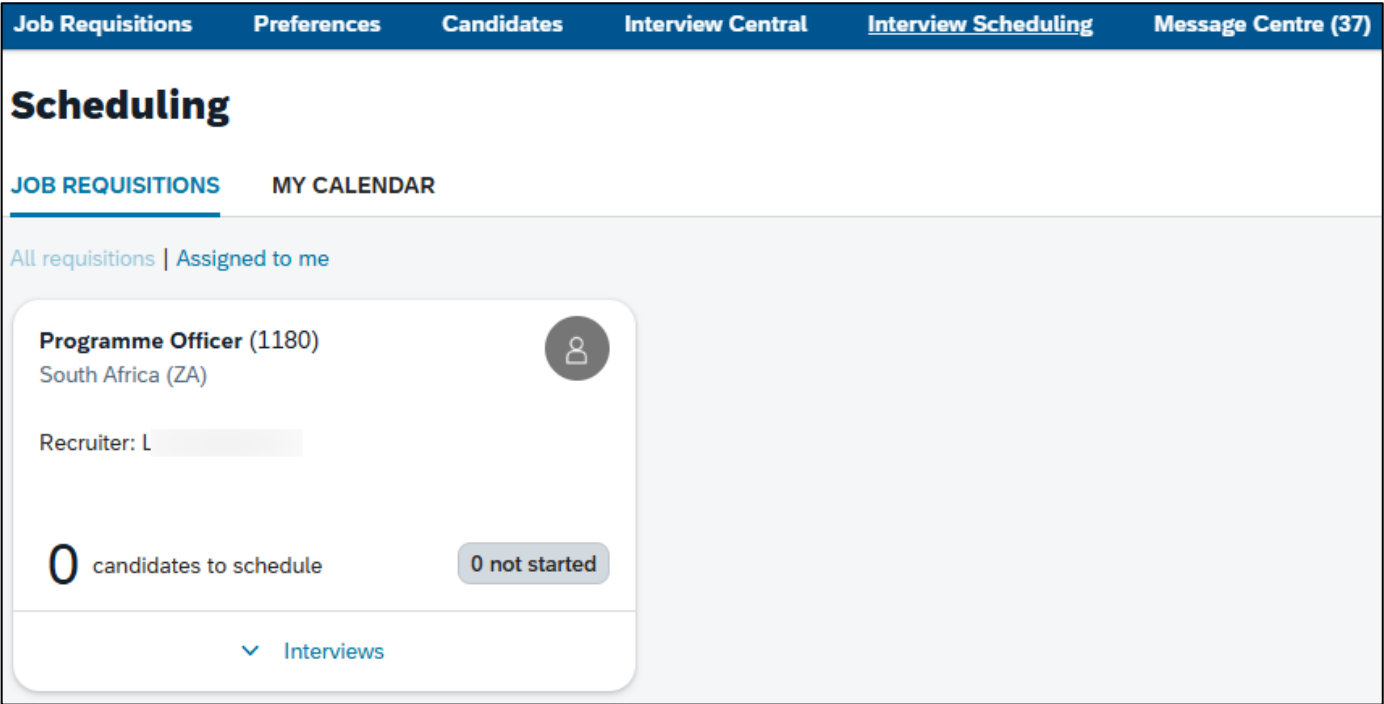
3. The *Job Requisitions* page appears.



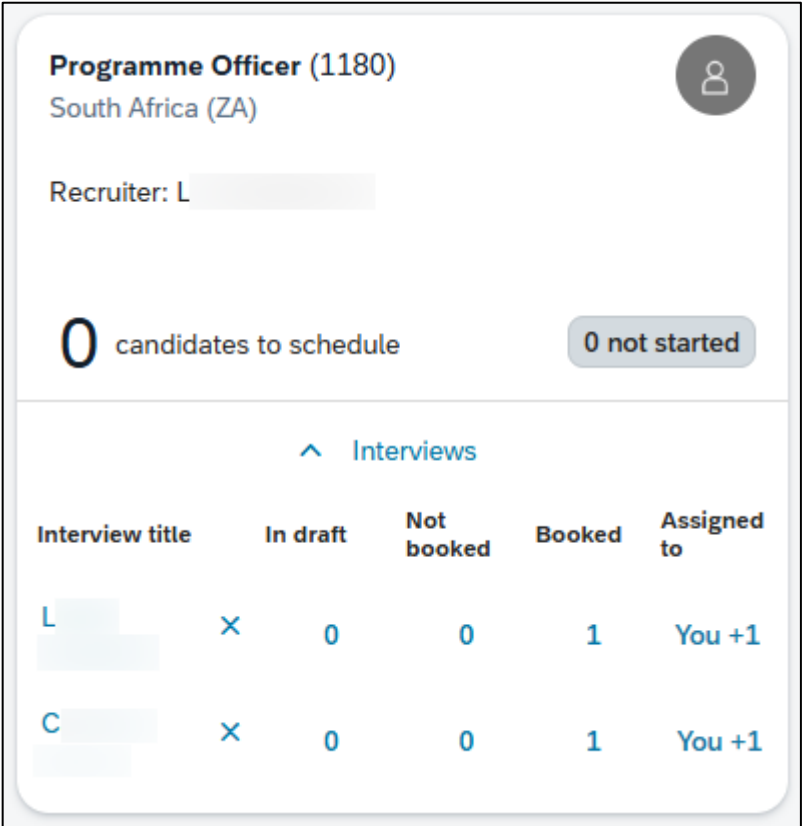
- Click *Interview Scheduling* in the top menu.

Changing a scheduled face-to-face interview

4. The *Interview Scheduling* page appears, listing any job requisitions that have candidates with the *Interview* status.



- Click [Interviews](#).
- The candidate interview details are displayed.



- Click a name in the *Interview title* column to view the interview details.

Changing a scheduled face-to-face interview

5. The *Interview Scheduling* page appears, displaying the selected candidate's interview details.

Programme Officer - 1180

[← Back to Requisitions](#)

Interview Title:

Assigned To: You, L [✎](#)

Candidates: Candidates in Draft(0) Booked(1)

Interview Type: ☐ Phone ☐ Virtual ☒ Face-to-Face

UCT Venue:

- To change the room, select the new room in the *UCT Venue* field.

Note: Ensure that the block booking in Microsoft Outlook is also updated as SuccessFactors Recruiting is not integrated with Outlook.

- To remove a committee member: In the *Manage Interviewers* section, click [✕](#) in the top right of the box containing their name.

Manage Interviewers

[i](#) You can add interviewers and time slots, or add custom time slots and update the interview later with interviewers.

	L Departmental Ma...	✕	1h
	M Lecturer (20004368)	✕	1h
	J Senior Lecturer (2...	✕	1h
	L Programme Office...	✕	1h

- To add a committee member: In the *Add Interviewer by* section, either add via *Role in Requisition* and click [Add Interviewer](#) or select *Name* and use the search field to select the appropriate person.

Add Interviewer by ☒ Name ☐ Role in Requisition

Changing a scheduled face-to-face interview

- To change the interview date/time:
 - In the *Previously Selected Slots* section, delete the existing slot by clicking  *Delete the slot*.

Previously Selected Slots:

06/11/2025 : 13:00 to 14:00 

- If not scheduling the interview for the current week, select the appropriate week using the calendar or the arrow buttons.
- Click *Add Custom Slot*.
- The *Add Custom Slots* dialogue box appears.

Add Custom Slots

From:

Q Friday, 07/11/2025

Q 10:00AM

To: Friday, 07/11/2025 11:00AM

Add and Select

Cancel

- In the *From* field, select the appropriate day and then select the appropriate start time alongside the day. The end time of the interview will adjust after selecting the start time.
- Click

Add and Select

.
- The selected interview slot appears in the calendar.

Available Time Slots

South Africa Standard Time (UTC + 02:00)

☐ Show slots even if some interviewers are not available

1 Candidates can book same slot.

Add Custom Slot

 1 time slots selected to cover 0 interview sessions

03/11/2025

	Monday, 3	Tuesday, 4	Wednesday, 5	Thursday, 6	Friday, 7
Early Morning (1am-9am)					
Daytime (9am-5pm)					10:00AM to 11:00AM
Evening (5pm-1am)					

☒ Selected ☐ Available ☐ Already sent

Continue

Save

Cancel

- Click

Continue

.

September 2026

UCT Human Resources

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Changing a scheduled face-to-face interview

6. The *Contact Candidates(s)* dialogue box appears.

Contact Candidate(s)

From: To Candidates: ☐ Send me a copy of this email

i You have selected only one slot. You can book candidates at once and they do not need to confirm the time.

☐ Book this slot for candidates

Language:

Email Template:

Subject:

B *i* u [a](#) ...

p 0 words

- Select the *Send me a copy of this email* checkbox to ensure you receive a copy of the interview invitation email sent to the candidate.
- Select the *Book this slot for candidates* checkbox.

Note: This checkbox **must** be selected, it will ensure that the candidate is automatically booked for the interview slot.

Changing a scheduled face-to-face interview

- In the *Email Template* field, select *UCT HR Invitation for in-person interview*.

Note: The capitalised text in blue double brackets indicates places where SuccessFactors will automatically populate information when it sends the email e.g. candidate's full name. Do not change these fields.

- The email template text can be edited in the space provided.

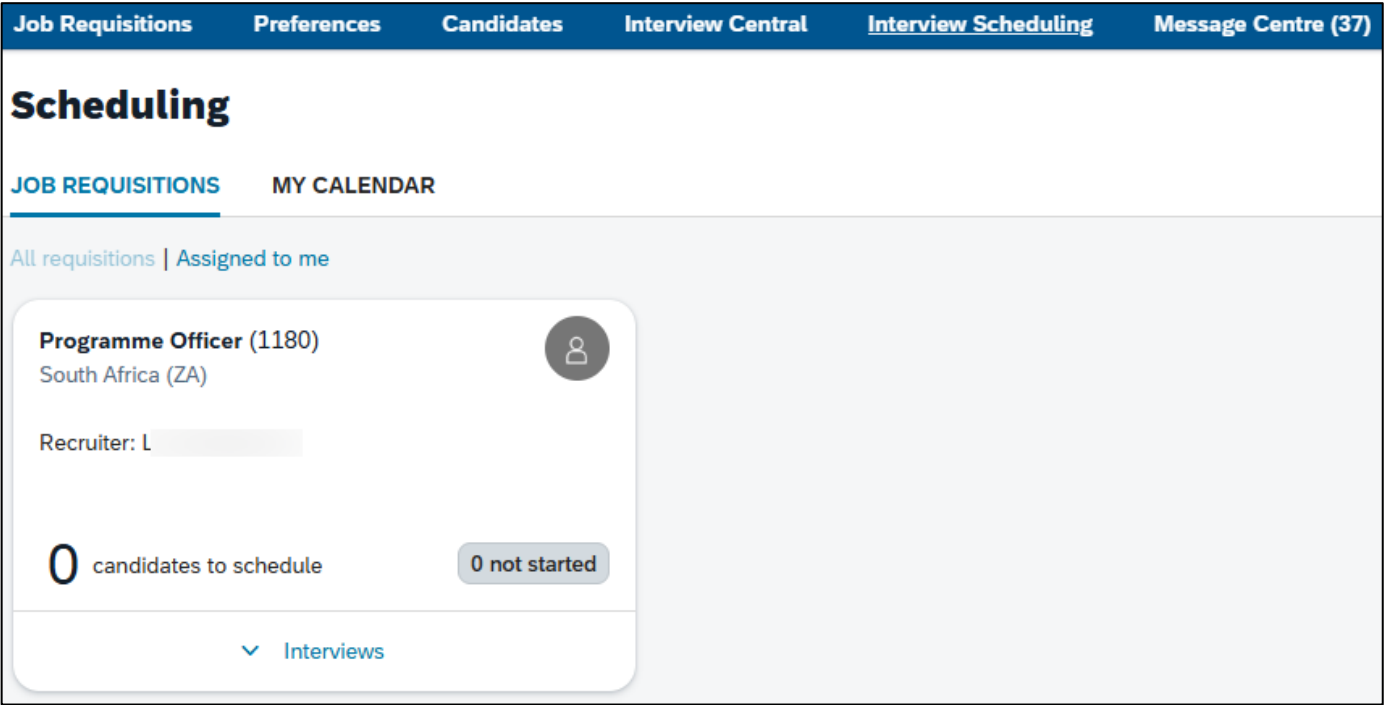
- Click **Send to Candidate**.

7. The *Interview Schedule Sent* dialogue box appears.

- Click **OK**.

Changing a scheduled face-to-face interview

8. The *Interview Scheduling* page reappears.



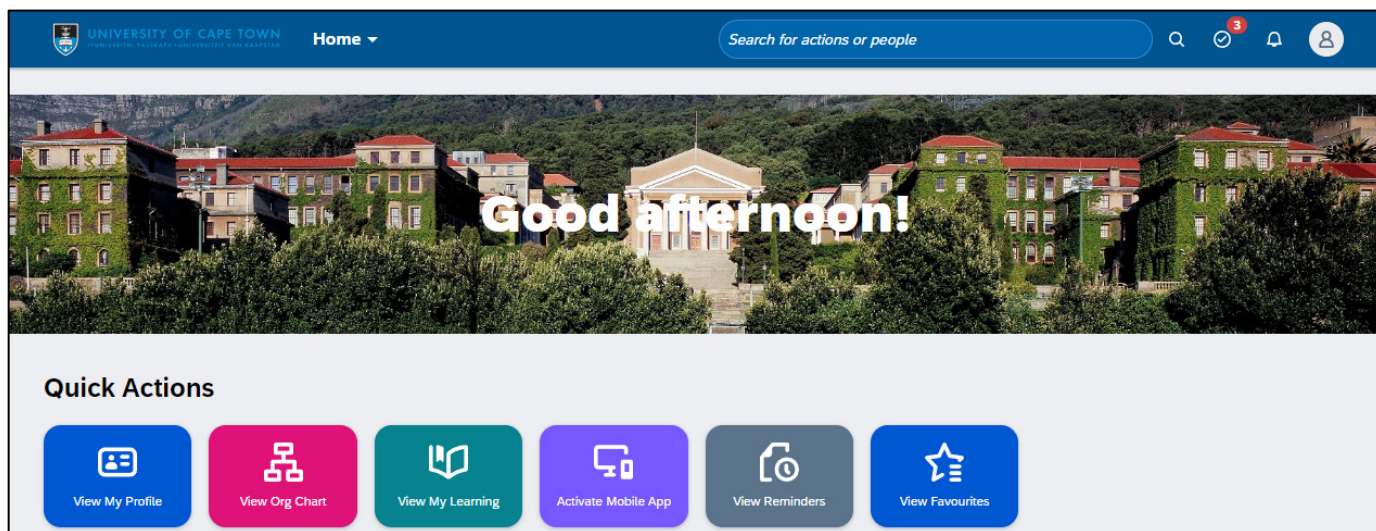
Deleting a scheduled interview

Background

The candidate will receive a notification when the interview is deleted.

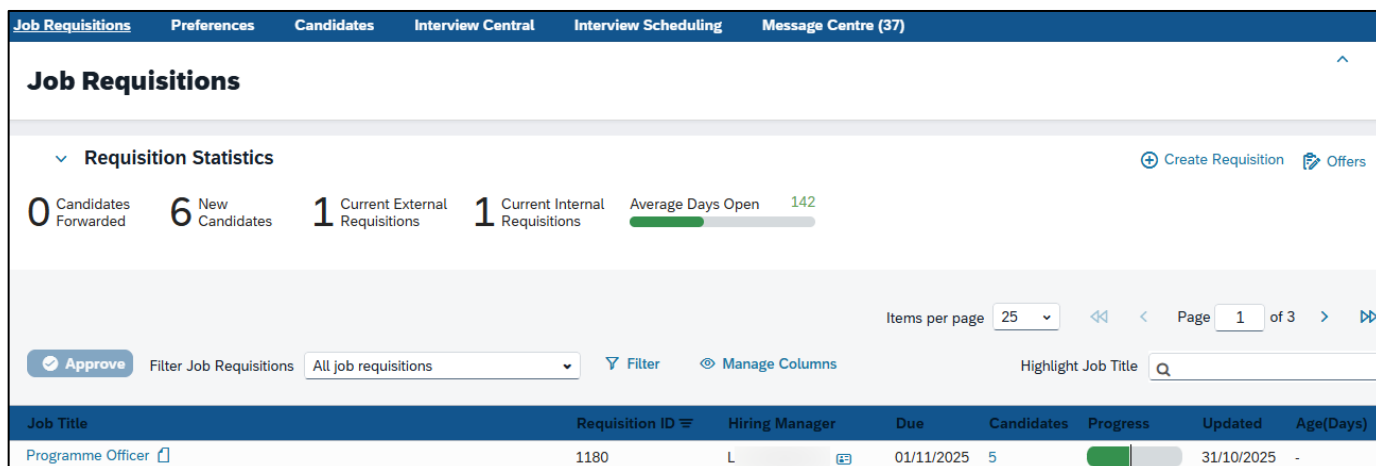
Procedure

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



– Choose *Home* > *Recruiting*.

3. The *Job Requisitions* page appears.



– Click *Interview Scheduling* in the top menu.

Deleting a scheduled interview

- The *Interview Scheduling* page appears, listing any job requisitions that have candidates with the *Interview* status.

Scheduling

JOB REQUISITIONS MY CALENDAR

All requisitions | Assigned to me

Programme Officer (1180)
South Africa (ZA)

Recruiter: L

0 candidates to schedule 0 not started

▼ Interviews

- Click ▼ **Interviews**.
- The candidate interview details are displayed.

Programme Officer (1180)
South Africa (ZA)

Recruiter: L

0 candidates to schedule 0 not started

^ Interviews

Interview title	In draft	Not booked	Booked	Assigned to
L	×	0	0	1 You +1
C	×	0	0	1 You +1

- In the *Interview title* column, click × *Delete* alongside the interview to be deleted.

- The *Confirm* dialogue box appears.

Confirm

Are you sure you want to delete this interview?

OK Cancel

- Click **OK**.
- A message briefly appears near the top of the page, indicating that the interview was successfully deleted.

Interview Deleted Successfully

Reviewing interview ratings and candidate recommendations

Background

After the interview, selection committee members enter an overall rating or rate a set of competencies for each candidate and can optionally upload their interview notes. Finally, they select whether a candidate is recommended or not. The Recruitment Advisor or HR Business Partner can review all entries submitted by the selection committee members.

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

- Select the relevant job by clicking the *Job Title* (e.g. Programme Officer).
3. The *Job Requisition Details* page appears.

- Click *View Candidate Ratings*.

Reviewing interview ratings and candidate recommendations

4. The *View Candidate Ratings* page appears. The candidates were either given a single overall rating or rated on a set of competencies.

Single overall rating

Job Requisition DetailsCandidates (5)Job Postings (2)Candidate SearchView Candidate Ratings (2)

☐ Include Disqualified Candidates

Items per page 10 <<< < Page 1 of 1 > >>> Print Preview

Competency	C	L
Overall Rating	4.67	3.33
Summary	4.67	3.33
Notes	1 Notes	0 Notes

Stack Ranking

Competency: Summary

1 C 4.67

2 L 3.33

Rated on a set of competencies

Job Requisition DetailsCandidates (6)Job Postings (0)Candidate SearchView Candidate Ratings (2)

☐ Include Disqualified Candidates

Items per page 10 <<< < Page 1 of 1 > >>> Print Preview

Competency	L	M
Communication	5.00	3.33
Planning and organizing / work management	5.00	2.00
Adaptability / flexibility	4.67	4.00
Quality commitment/ work standards	4.00	3.33
Summary	4.67	3.17
Notes	1 Notes	0 Notes

Stack Ranking

Competency: Summary

1 L 4.67

2 M 3.17

– Hover over a rating to view the rating per interviewer and any comments.

Planning and organizing / work management5.00

Adaptability / flexibility4.67

Quality commitment/ work standards4.00

Summary4.67

Notes1 Notes

Interviewers	Ratings	Comments
M	1 2 3 4 5	
J	1 2 3 4 5	
L	1 2 3 4 5	Responses to interview questions demonstrated excellent planning and organising skills.

– If selection committee members attached their interview notes, they will appear in the *Notes* section. Click the *Notes* link to access the attached notes.

Reviewing interview ratings and candidate recommendations

- If candidates were rated on a set of competencies, sort the candidates using the *Stack Ranking* section on the right. Sort by *Summary* or by a single competency.

Stack Ranking

Competency:
Summary

1	C	4.67			
2	L	3.33			

- Use the dropdown list to change the selected competency (e.g. Communication below). The candidate list in the *Stack Ranking* section will re-order so the candidate with the highest score for the selected competency appears at the top of the list.

Stack Ranking

Competency:
Communication

1	L	5.00			
2	M	3.33			

- In the *Stack Ranking*, the summary ratings for each candidate are reflected alongside their name and competency score. indicates a recommended candidate. Hover over the recommendation icons to view the rating for each interviewer, including any comments.

Interviewers	Ratings	Comments
M		
J		
L		

- Click **Print Preview** to print or download (via print to PDF/Save as PDF) a full report of all ratings per candidate.

Note: As the selection committee members can edit their ratings and candidate recommendations, it may be a good idea to download the full report to ensure the committee has a final record of the ratings and candidate recommendations.

Starting the offer approval process

Before you begin

If there is more than one candidate to appoint, repeat this procedure for each candidate.

Note: If there are additional recommended candidates, do not move them to regret status until the preferred candidate has formally accepted the offer.

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	6		31/10/2025	-

- Click the number in the *Candidates* column (e.g. 6 above) or click [View Menu Options](#) to the right of the job title and choose [Manage Applicants](#).
3. The *Applicants* page appears. If the *Interview Result* column doesn't appear, click [Settings](#) to select it.

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
M	Regret Pre-Interview - Email		04/11/2025		
E	Automatic Disqualified		23/10/2025		
H	Regret Pre-Interview - Email		23/10/2025		
L	Interview		23/10/2025		
V	Regret Post-Interview - Email		23/10/2025		
C	Interview		23/10/2025		

- Select the applicant by clicking their name in the *Name* column.

Starting the offer approval process

4. The list of applicants appears on the left with the selected applicant's details on the right.

Programme Officer (1180)

Applicants

< Back Search for name

Applicants (6) Move ...

Name

☐ M ...

☐ E ...

☐ H ...

☐ L ...

☐ V ...

☒ C ...

C

Move Contact View Profile ...

@gmail.com 082 Application URL Status: Interview Type: External Candidate

Applicant Information CV and Documents Comments Activity Audit Information

Application Information Edit

Candidate Status: * Interview

Candidate Rating: * A - Meet all listed requirements as per the job advertisement

Additional Documentation: 1 document attached

Application Supporting Information

Licenses/Qualifications/Other Attachments: 1 document attached

Salary Expectation per Annum (CtC): R500 000

- Click **Move**.

5. The *Move Applicants* dialogue box appears.

Move Applicants

Move to status: * Offer

Sub-item: * Offer Approval

Comments: Enter a comment. 1000 characters remaining

Eligible to Move (1)

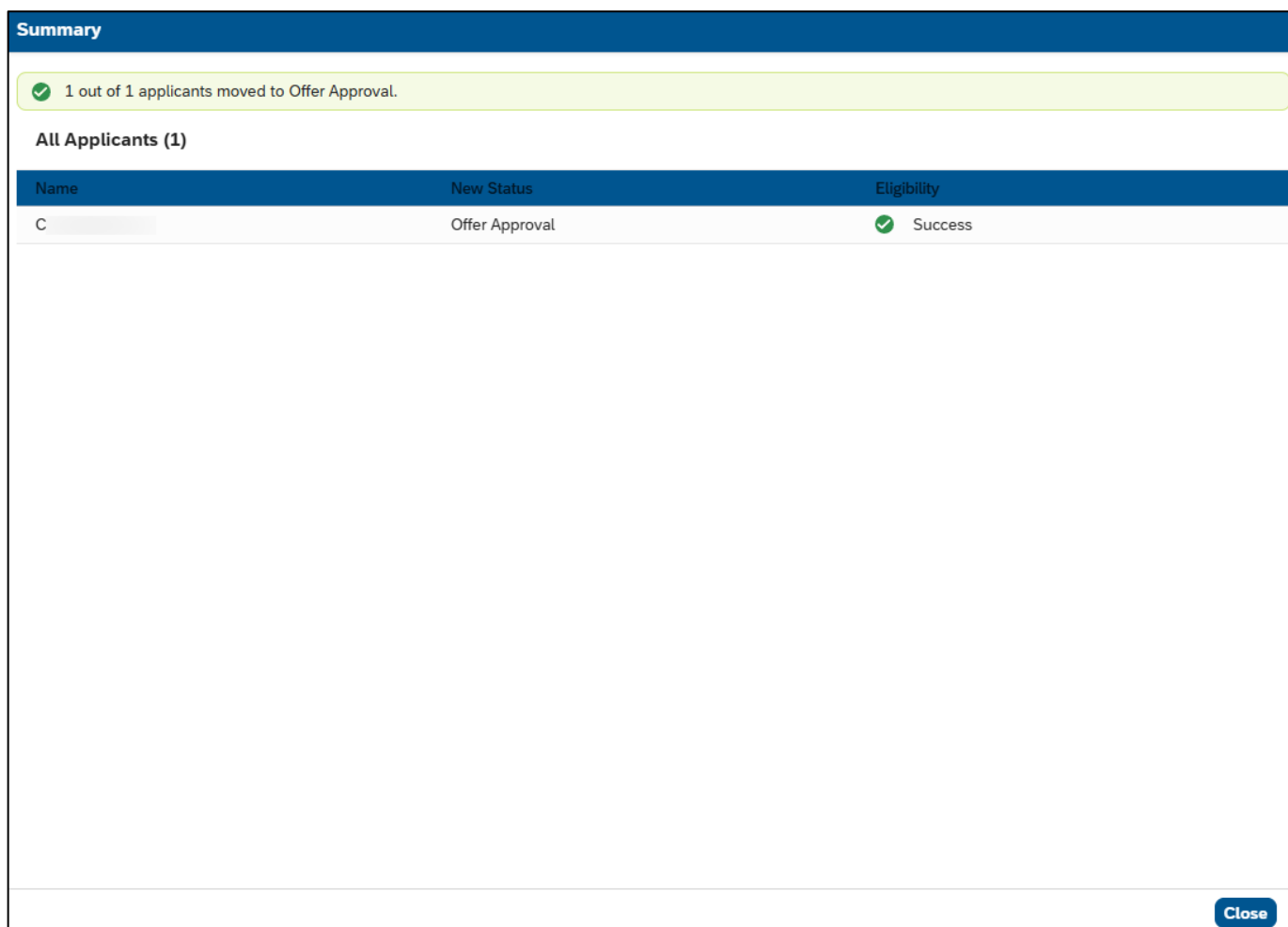
Name	Current Status	Eligibility
C	Interview	✓ Eligible for the next status.

Move Cancel

- Ensure *Offer* is selected in the *Move to status* field.
- Ensure *Offer Approval* is selected in the *Sub-item* field.
- Click **Move**.

Starting the offer approval process

6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Offer Approval*.



Summary

✓ 1 out of 1 applicants moved to Offer Approval.

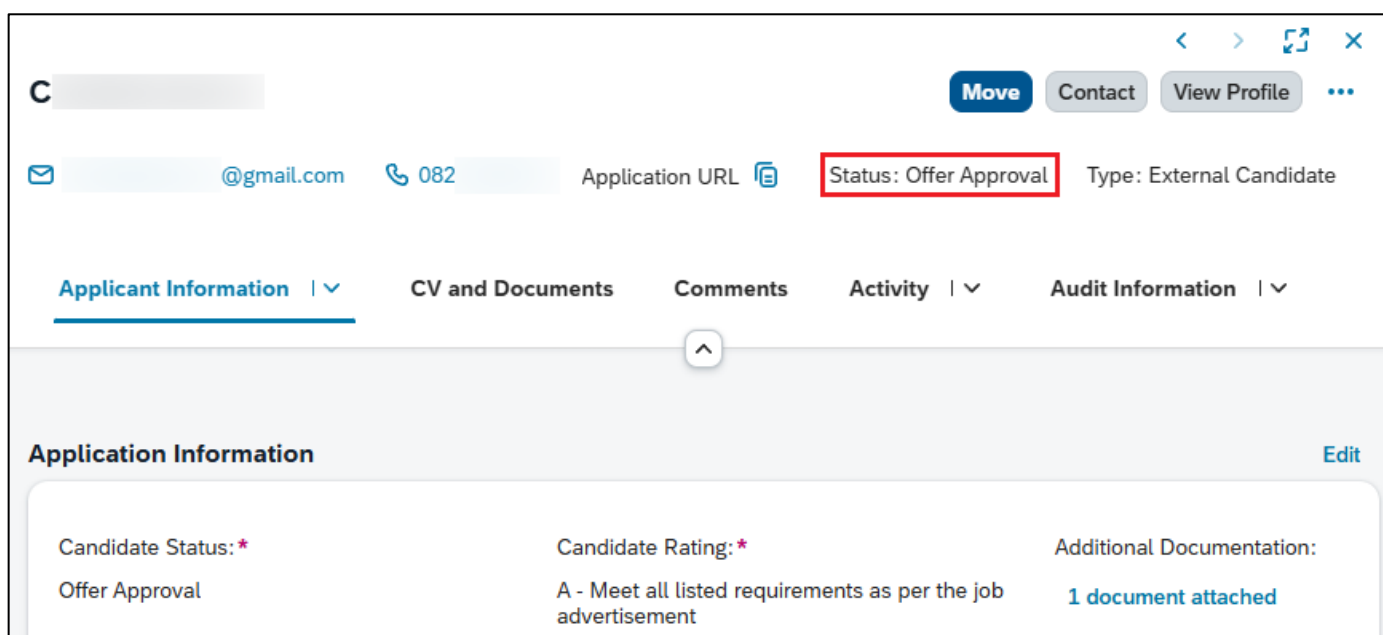
All Applicants (1)

Name	New Status	Eligibility
C	Offer Approval	✓ Success

Close

- Click **Close**.

7. The selected applicant's page reappears, displaying the new *Status*.



C **Move** **Contact** **View Profile** ...

✉ @gmail.com ☎ 082 Application URL **Status: Offer Approval** Type: External Candidate

Applicant Information | CV and Documents | Comments | Activity | Audit Information

Application Information **Edit**

Candidate Status: *	Candidate Rating: *	Additional Documentation:
Offer Approval	A - Meet all listed requirements as per the job advertisement	1 document attached

- In the top right, click ... *Show More* and choose *Initiate Offer Approval*.

Starting the offer approval process

8. The *Offer Approval* page appears.

Offer Approval: C **for Programme Officer**

Offer Details

LanguageEnglish UK (English UK)

* Select Offer TemplateOffer Details 1.0

Requisition ID1180

Job TitleProgramme Officer

* Position Name

EE SubgroupPermanent

Personnel AreaFaculty of Commerce (20...)

Personnel SubareaPASS 5 - 12 (1003)

Org UnitCollege of Accounting: Operations & Admin

Cost CenterCOM

Hiring ManagerL

In the *Offer Details* section:

- Enter the *Position Name*.
- Ensure the *Personnel Area*, *Personnel Subarea* and *Org Unit* are correct.

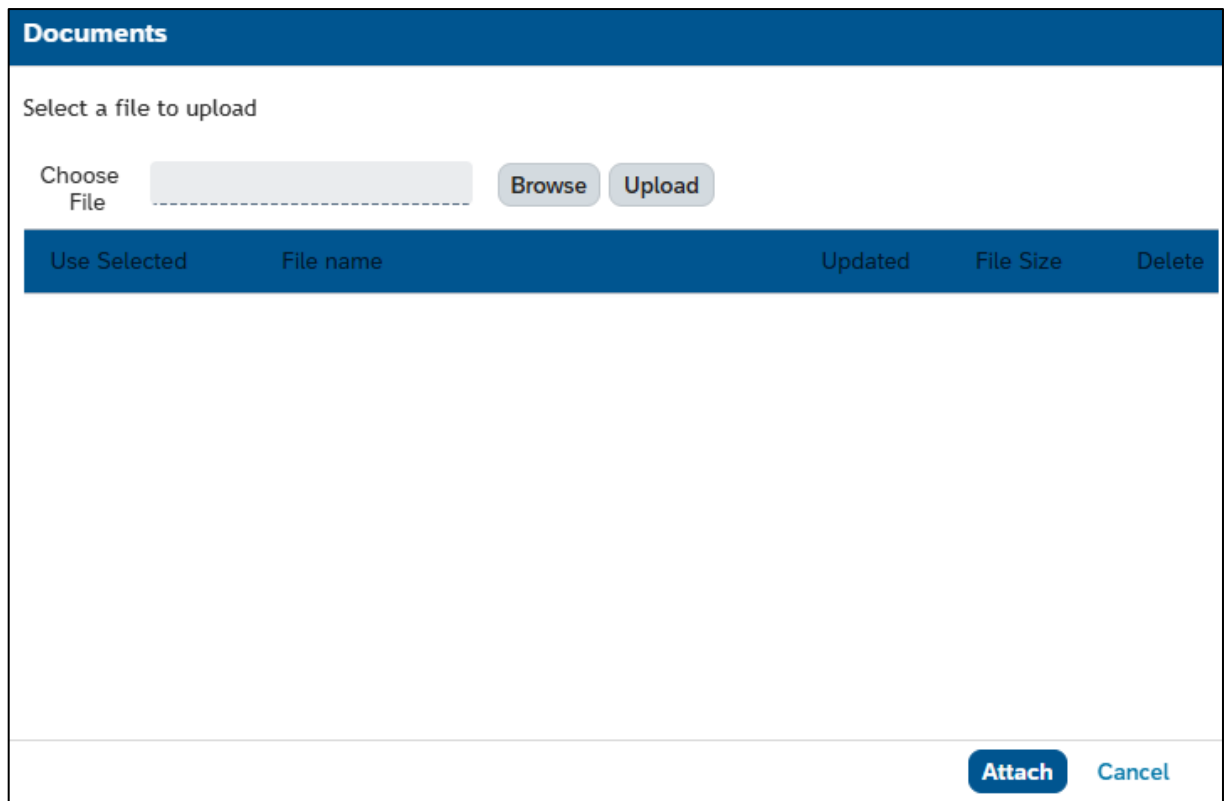
Starting the offer approval process

* First Name	C
* Last Name	
* Gender	Female
* Ethnicity	Coloured
* Pay Scale Group	PC09 (PC09)
* Annual COE to be offered (e.g. R300,000.00)	
* Proposed Start Date	DD/MM/YYYY
Contract Duration	No Selection
* Sectoral Target Achieved	No Selection
* EAP Target Achieved	No Selection
Candidate CV	CV
Cover Letter	Cover Letter
Other Supporting Documents	Attach a document

- Ensure the *Pay Scale Group* is correct.
- Enter the *Annual COE to be offered*.
- Select the *Proposed Start Date*.
- If a contract position, select the *Contract Duration*.
- Select the appropriate response for *Sectoral Target Achieved*.
- Select the appropriate response for *EAP Target Achieved*.

Starting the offer approval process

- In the *Other Supporting Documents* field, click [Attach a document](#) to attach the selection committee report and any other relevant documents.
 - The *Documents* dialogue box appears.

A screenshot of the 'Documents' dialogue box. The title bar is blue with the word 'Documents' in white. Below the title bar, the text 'Select a file to upload' is displayed. There is a 'Choose File' label next to a text input field. To the right of the input field are two buttons: 'Browse' and 'Upload'. Below these elements is a table with a blue header. The header has five columns: 'Use Selected', 'File name', 'Updated', 'File Size', and 'Delete'. The table body is currently empty. At the bottom right of the dialogue box, there are two buttons: 'Attach' (in blue) and 'Cancel' (in light blue).

- In the *Choose File* field, click [Browse](#) to select the file to attach.
- Click [Upload](#).
- A message at the top of the dialogue box confirms the attachment was uploaded and the file name appears in the table. If there are additional documents to upload, repeat the steps above.

Starting the offer approval process

Documents

i Your attachment is uploaded.

Select a file to upload

Choose File

Use Selected	File name	Updated	File Size	Delete
☒	Selection committee report.docx	05/11/2025	12 KB	

- Select the *Use Selected* checkbox for each file.
- **Note:** This checkbox must be selected, for the file(s) to be successfully attached.
- Click .
- Ensure the *Other Supporting Documents* field reflects the correct number of attached documents.

Other Supporting Documents 1 document attached

Approvers: Version 1 section:

▼ Approvers: Version 1

Status **Draft**

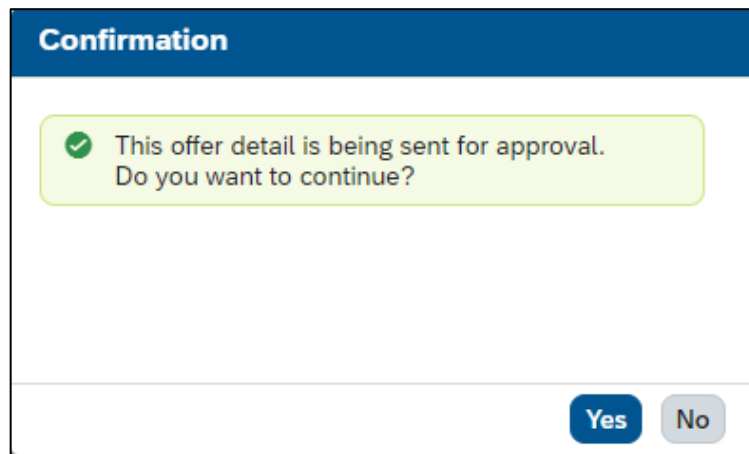
* Offer Approval [Find User..](#)

Comment

- **Decentralised process:** Enter the HR Business Partner's name in the search field alongside *Offer Approval*.
- **Centralised process:** Enter the HR Recruitment Office Manager's name in the search field alongside *Offer Approval*.
- Click .

Starting the offer approval process

9. The *Confirmation* dialogue box appears.



- Click .

10. The *Offer Approval* page reappears with the current approver highlighted in blue.

- Click *Job Requisitions* to return to the *Job Requisitions* overview page.
- See [Monitoring offer approval](#) for identifying when the offer has been approved.

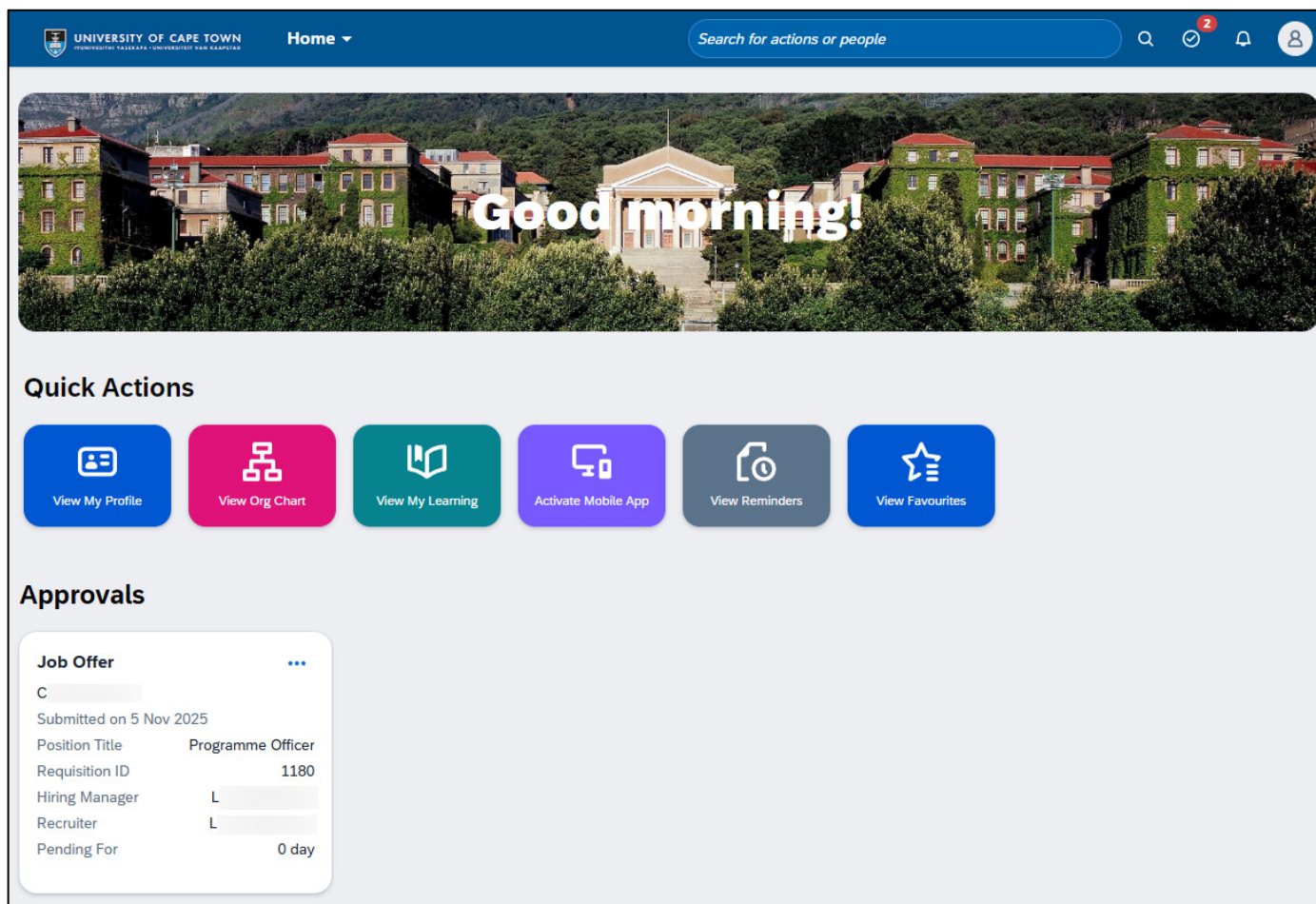
Approving a job offer

Background

After a preferred candidate is identified for a vacant position, the offer is sent via workflow to the HR Business Partner (**decentralised process**) or the HR Recruitment Office Manager (**centralised process**) for review and approval.

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: C for Programme Officer (1180)

Offer Details: Version 1

LanguageEnglish UK (English UK)

Template NameOffer Details 1.0

Requisition ID1180

Job TitleProgramme Officer

Position NameProgramme Officer

EE SubgroupPermanent

Personnel AreaFaculty of Commerce (2002)

Personnel SubareaPASS 5 - 12 (1003)

Org UnitCollege of Accounting: Operations & Admin

Cost CenterCOM

Hiring ManagerL

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

First NameC

Last Name

Pay Scale GroupPC09 (PC09)

Annual COE to be offered (e.g. R300,000.00)R603,933.00

Proposed Start Date01/12/2025

Contract Duration

Candidate CV CV

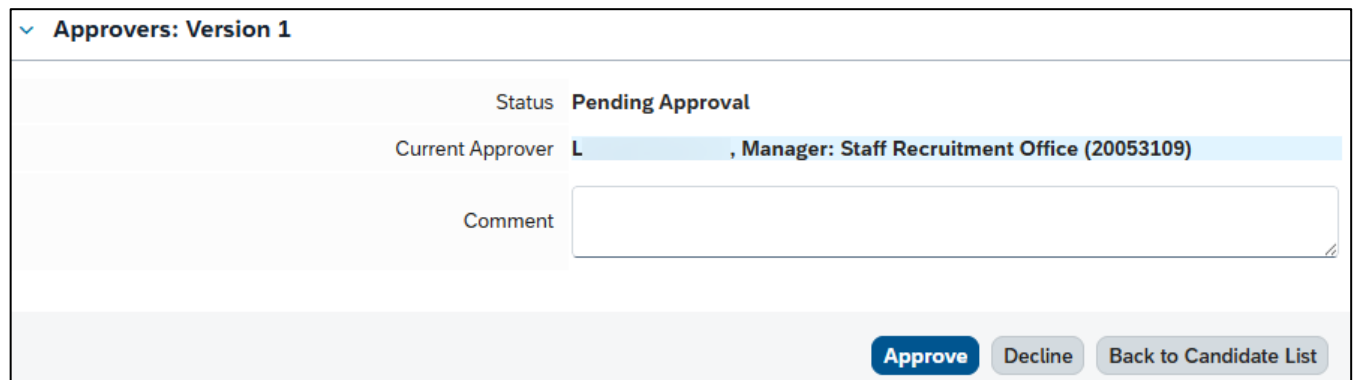
Cover Letter Cover Letter

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).



✓ **Approvers: Version 1**

Status **Pending Approval**

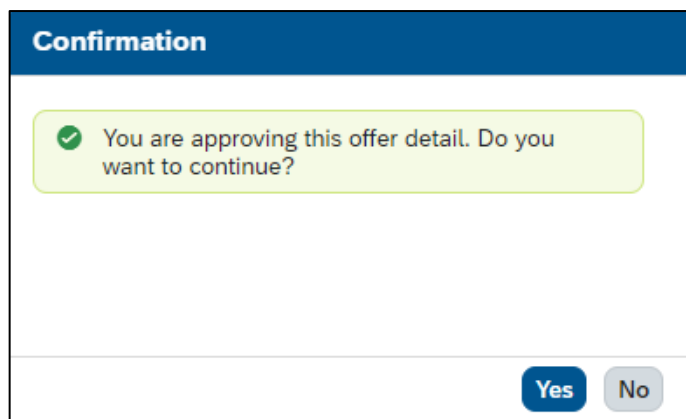
Current Approver **L [redacted], Manager: Staff Recruitment Office (20053109)**

Comment

Approve **Decline** **Back to Candidate List**

- Click **Approve**.

4. 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.

5. The *Offer Approval* page reappears.

- Click *Job Requisitions* to return to the *Job Requisitions* overview page.

Monitoring offer approval

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

- Click the number in the *Candidates* column (e.g. 6 above) or click [View Menu Options](#) to the right of the job title and choose [Manage Applicants](#).
3. The *Applicants* page appears.

- Select the applicant with *Offer Approval* status by clicking their name in the *Name* column.

Monitoring offer approval

4. The list of applicants appears on the left with the selected applicant's details on the right.

The screenshot displays the UCT SuccessFactors Recruiting interface. On the left, the 'Applicants' list is visible under the 'Programme Officer (1180)' header. The list includes names M, E, H, L, V, and C, each with a checkbox and a 'Move' button. On the right, the details for a selected applicant are shown. The 'Candidate Status' is 'Offer Approval' and the 'Candidate Rating' is 'A - Meet all listed requirements as per the job advertisement'. The 'Additional Documentation' section shows '1 document attached'. The 'Application Supporting Information' section shows 'Licenses/Qualifications/Other Attachments: 1 document attached' and 'Salary Expectation per Annum (CtC): R500 000'.

- Click **...** *Show More* and choose *Initiate Offer Approval*.

5. The *Offer Approval* page appears.

- Scroll down to the *Approvers: Version 1* section to view the current approval status.
- When approval is complete, the *Status* changes to *Completed* and there is a green tick on the approver's line.

The screenshot shows the 'Approvers: Version 1' section. The 'Status' is 'Completed'. The 'Offer Approval' is 'L', and the 'Manager' is 'Staff Recruitment Office (20053109) 26/09/2026'. A green checkmark is visible next to the manager's name.

- Click *Job Requisitions* to exit the offer approval.
- If approval is complete, continue with [step 2 of Sending an offer letter to a candidate](#).

Sending an offer letter to a candidate

Before you begin

This procedure will result in the candidate receiving a recommendation of appointment email.

Procedure

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

- Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

- Click the number in the *Candidates* column (e.g. 6 above) or click *View Menu Options* to the right of the job title and choose *Manage Applicants*.

3. The *Applicants* page appears.

- Select the applicant with *Offer Approval* status by clicking their name in the *Name* column.

Sending an offer letter to a candidate

4. The list of applicants appears on the left with the selected applicant’s details on the right.

Programme Officer (1180)

Applicants

Back

Search for name

Q

Applicants (6)

Move

...

↑↓

☐

Name

☐

M

...

☐

E

...

☐

H

...

☐

L

...

☐

V

...

☐

C

...

C

Move

Contact

View Profile

...

@gmail.com

082

Application URL

Status: Offer Approval

Type: External Candidate

Applicant Information

CV and Documents

Comments

Activity

Audit Information

Application Information

Candidate Status: *
Offer Approval

Candidate Rating: *
A - Meet all listed requirements as per the job advertisement

Additional Documentation:
1 document attached

Application Supporting Information

Licenses/Qualifications/Other Attachments:
1 document attached

Salary Expectation per Annum (CtC):
R500 000

– Click **Move**.

5. The *Move Applicants* dialogue box appears.

Move Applicants

Move to status: *
Offer

Sub-item: *
Offer Letter *

Comments:
Enter a comment.

1000 characters remaining

Eligible to Move (1)

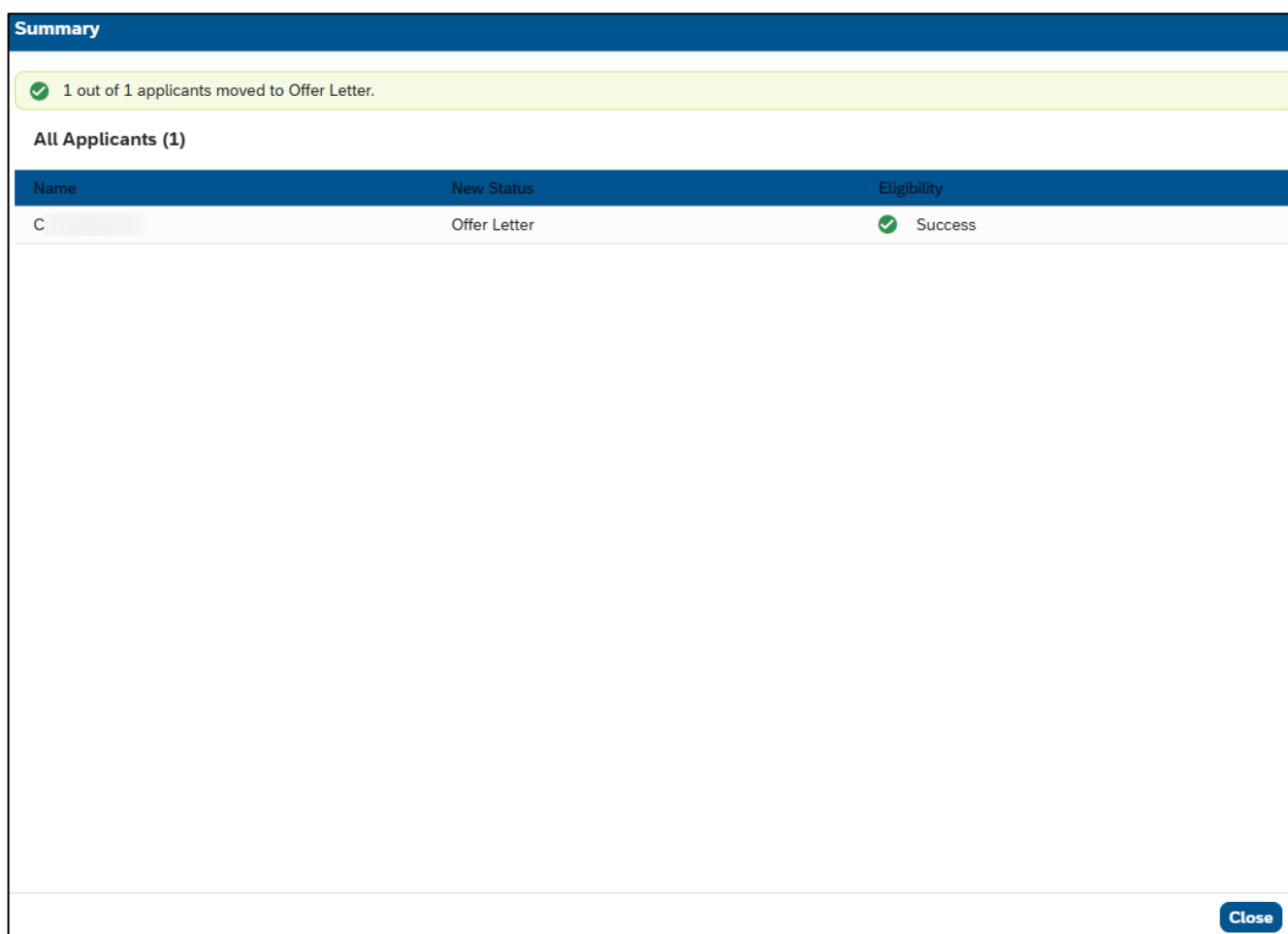
Name	Current Status	Eligibility
C	Offer Approval	✓ Eligible for the next status.

Move Cancel

- Ensure *Offer* is selected in the *Move to status* field.
- Ensure *Offer Letter* is selected in the *Sub-item* field.
- Click **Move**.

Sending an offer letter to a candidate

6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Offer Letter*.



Summary

✓ 1 out of 1 applicants moved to Offer Letter.

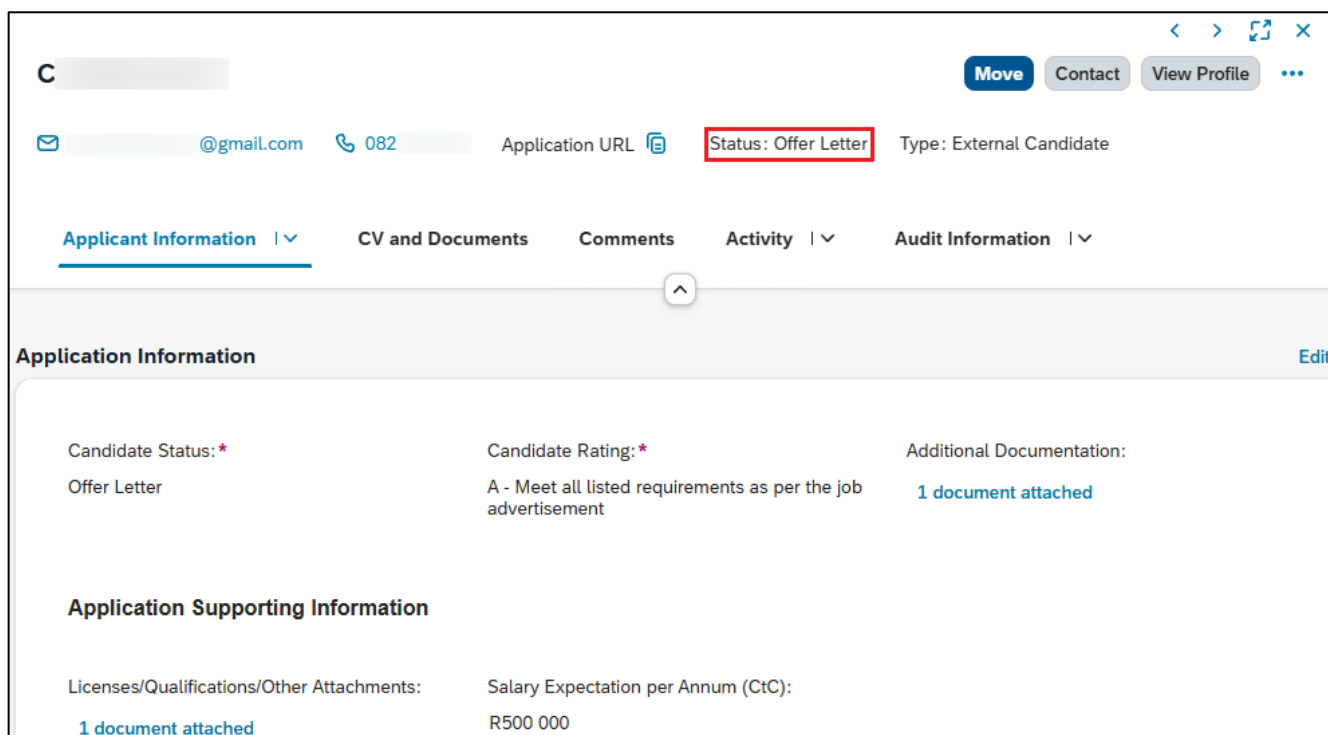
All Applicants (1)

Name	New Status	Eligibility
C	Offer Letter	✓ Success

[Close](#)

- Click [Close](#).

7. The selected applicant's page reappears, displaying the new *Status*.



C [Move](#) [Contact](#) [View Profile](#) [...](#)

[@gmail.com](#) [082](#) Application URL [Status: Offer Letter](#) Type: External Candidate

[Applicant Information](#) | [CV and Documents](#) | [Comments](#) | [Activity](#) | [Audit Information](#)

Application Information [Edit](#)

Candidate Status: *
Offer Letter

Candidate Rating: *
A - Meet all listed requirements as per the job advertisement

Additional Documentation:
[1 document attached](#)

Application Supporting Information

Licenses/Qualifications/Other Attachments: [1 document attached](#)

Salary Expectation per Annum (CtC):
R500 000

- In the top right, click [...](#) *Show More* and choose *Send Offer Letter*.

Sending an offer letter to a candidate

8. The *Offer Letter* page appears.

Offer Letter: C for Programme Officer

C

082
@gmail.com

Country/Region: South Africa
Language: English UK (English UK)
Template: UCT Recommendation of a...
Subject: UCT: Recommendation of Appointment the position of [[J...]]

B i U Paragraph Verdana 12pt

Dear [[CANDIDATE_FIRST_NAME]]

We have pleasure in informing you that the recommendation for your appointment has been approved. We are in the process of finalising a contract of employment which will be presented to you in due course by our Appointments Office.

Should you have any additional questions/concerns, please do not hesitate to contact me.

Regards

Staff Recruitment Office: HR

University of Cape Town

p > span 64 words

Attach a document Reset Template

Next Preview Save As Draft Cancel

- If applicable, change the letter wording in the space provided.

Note: Do not change any of the fields with capitalised text in blue double brackets as these are system generated fields that will pull information from SuccessFactors when the letter is sent.

- Click **Next**.

Sending an offer letter to a candidate

9. The second *Offer Letter* page appears.

Offer Letter: C for Programme Officer

✓ Draft is saved successfully

* Send Offer to: @gmail.com

Subject: UCT: Recommendation of Appointment the position of [[JOB_REQ_TITLE]], ID [[JOB_REQ_ID]]

Dear C

We have pleasure in informing you that the recommendation for your appointment has been approved. We are in the process of finalising a contract of employment which will be presented to you in due course by our Appointments Office.

Should you have any additional questions/concerns, please do not hesitate to contact me.

Regards

Staff Recruitment Office: HR

University of Cape Town

0 documents attached

Back Cancel Online Offer Save Offer Letter Email as text Email as PDF attachment Print

- Click **Email as text**.

10. The *Confirm Email as Text* dialogue box appears.

Confirm Email as Text

This will send the offer in the body of an email.

Cancel Send

- Click **Send**.
- A message at the top of the page confirms that the offer letter was successfully sent via email.
- Click **I Have Finished**.

11. The selected applicant's details reappear.

- Click *Job Requisitions* to return to the *Job Requisitions* overview page.
- **Centralised process:** The Recruitment Advisor must inform the Appointments Office to prepare the formal letter of appointment.

Changing a candidate offer to accepted or declined

Before you begin

Decentralised process: HR Business Partner notifies Recruitment Administrator when the candidate/s have signed employment contract sent by HR Appointments Office.

Centralised process: The Appointments Office must confirm whether the candidate has accepted or declined the offer.

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

- Click the number in the *Candidates* column (e.g. 6 above) or click *View Menu Options* to the right of the job title and choose *Manage Applicants*.
3. The *Applicants* page appears.

- Select the applicant with *Offer Letter* status by clicking their name in the *Name* column.

Changing a candidate offer to accepted or declined

4. The list of applicants appears on the left with the selected applicant's details on the right.

The screenshot shows the UCT SuccessFactors Recruiting interface. On the left, under the 'Applicants' section, there is a list of 6 applicants. The first applicant, 'C', is selected. On the right, the details for applicant 'C' are displayed. The 'Candidate Status' is 'Offer Letter' and the 'Candidate Rating' is 'A - Meet all listed requirements as per the job advertisement'. The 'Additional Documentation' section shows '1 document attached'. The 'Application Supporting Information' section shows 'Licenses/Qualifications/Other Attachments: 1 document attached' and 'Salary Expectation per Annum (CtC): R500 000'.

- Click **Move**.

5. The *Move Applicants* dialogue box appears.

The 'Move Applicants' dialogue box is shown. It has a title bar 'Move Applicants'. Below the title bar, there are two dropdown menus: 'Move to status: *' with 'Offer' selected, and 'Sub-item: *' with 'Offer Declined' selected. Below these is a text area for 'Comments:' with the placeholder text 'Enter a comment.' and a character count '1000 characters remaining'. Below the text area is a section titled 'Eligible to Move (1)' which contains a table with the following data:

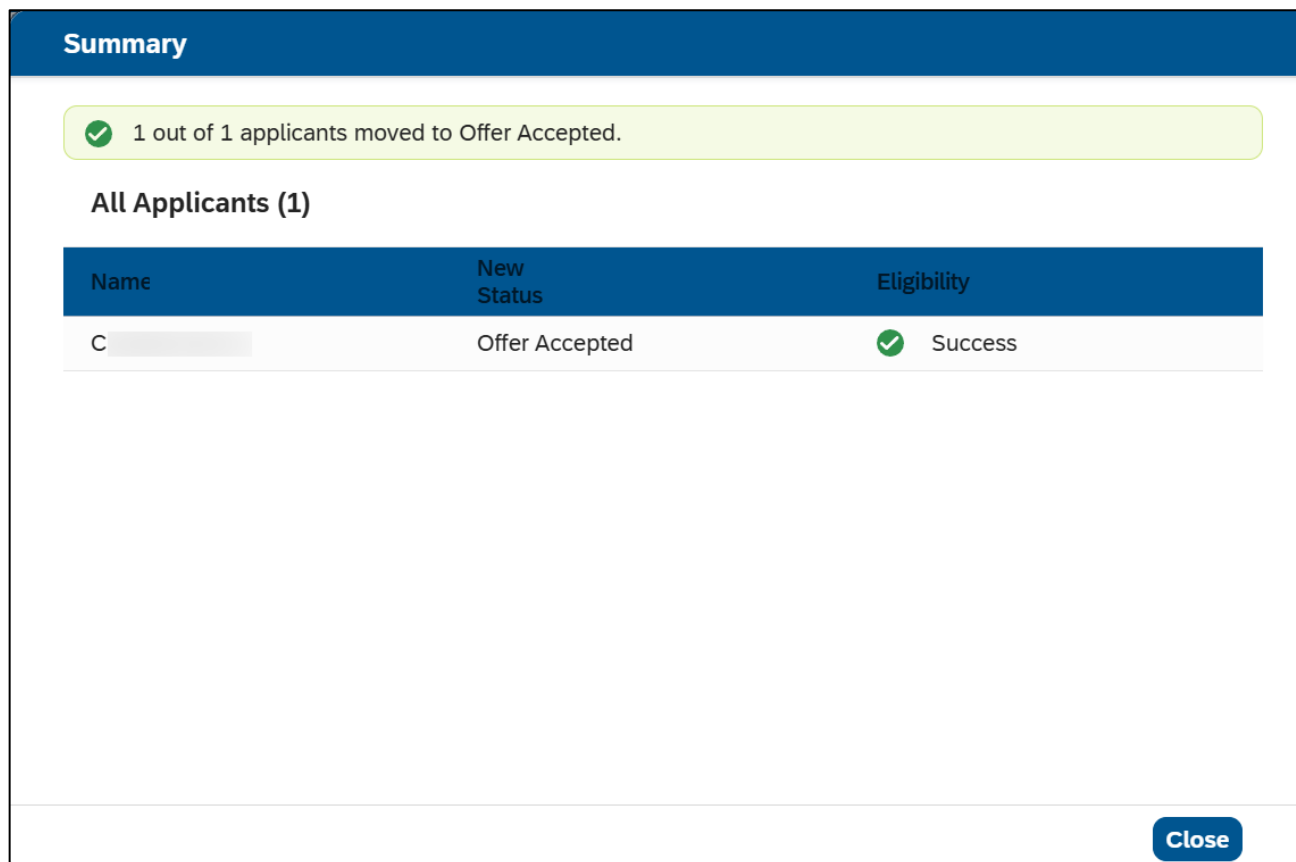
Name	Current Status	Eligibility
C	Offer Letter	✓ Eligible for the next status.

At the bottom right of the dialogue box are two buttons: 'Move' and 'Cancel'.

- In the *Sub-item* field, below the *Offer* status, select *Offer Accepted* or *Offer Declined*.
- Click **Move**.

Changing a candidate offer to accepted or declined

6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Offer Accepted* or *Offer Declined*.



Summary

✓ 1 out of 1 applicants moved to Offer Accepted.

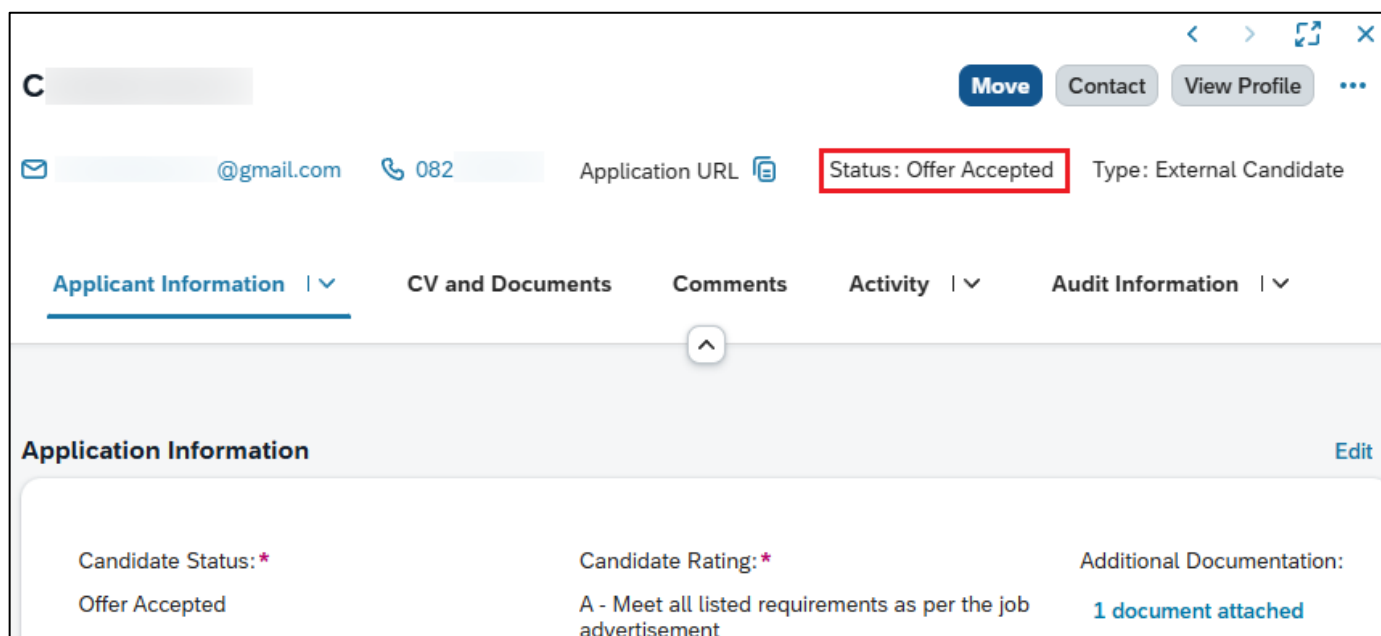
All Applicants (1)

Name	New Status	Eligibility
C [redacted]	Offer Accepted	✓ Success

Close

- Click **Close**.

7. The selected applicant's page reappears, displaying the new *Status*.



C [redacted] **Move** **Contact** **View Profile** ...

✉ [redacted]@gmail.com ☎ 082 Application URL [redacted] **Status: Offer Accepted** Type: External Candidate

Applicant Information | CV and Documents | Comments | Activity | Audit Information

Application Information **Edit**

Candidate Status: *	Candidate Rating: *	Additional Documentation:
Offer Accepted	A - Meet all listed requirements as per the job advertisement	1 document attached

- If ready to change the candidate's status to *Ready to Hire*, continue from [step 4 of Changing candidate status after offer acceptance](#) or click **Job Requisitions** to return to the overview of all requisitions.

Changing candidate status after offer acceptance (Ready to hire)

Procedure

1. [Log in to SuccessFactors and access the Home page.](#)
 - Choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.

Job Title	Requisition ID	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Programme Officer	1180	L	01/11/2025	6		31/10/2025	-

- Click the number in the *Candidates* column (e.g. 6 above) or click [View Menu Options](#) to the right of the job title and choose [Manage Applicants](#).
3. The *Applicants* page appears.

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
M	Regret Pre-Interview - Email		04/11/2025		
E	Automatic Disqualified		23/10/2025		
H	Regret Pre-Interview - Email		23/10/2025		
L	Interview		23/10/2025		
V	Regret Post-Interview - Email		23/10/2025		
C	Offer Accepted		23/10/2025		

- Select the applicant with *Offer Accepted* status by clicking their name in the *Name* column.

Changing candidate status after offer acceptance (Ready to hire)

4. The list of applicants appears on the left with the selected applicant's details on the right.

The screenshot shows the SuccessFactors Recruiting interface. On the left, under 'Applicants (6)', there is a list of candidates: M, E, H, L, V, and C. Candidate 'C' is selected. On the right, the 'Applicant Information' section shows details for candidate 'C', including email '@gmail.com', phone '082', and status 'Offer Accepted'. The 'Application Information' section shows 'Candidate Status: Offer Accepted' and 'Candidate Rating: A - Meet all listed requirements as per the job advertisement'. There is also a note '1 document attached' under 'Additional Documentation'.

- Click **Move**.

5. The *Move Applicants* dialogue box appears.

The 'Move Applicants' dialogue box is shown. It has a 'Move to status:' dropdown menu set to 'Ready to Hire *'. Below it is a 'Comments:' text area with the placeholder 'Enter a comment.' and a character count '1000 characters remaining'. A section titled 'Eligible to Move (1)' contains a table with the following data:

Name	Curren Status	Eligibility
C	Offer Accepted	✓ Eligible for the next status.

At the bottom right of the dialogue box are 'Move' and 'Cancel' buttons.

- Ensure the *Move to status* field shows *Ready to Hire*.
- Click **Move**.

Note: The requisition will be closed when the status is changed for this applicant.

Changing candidate status after offer acceptance (Ready to hire)

6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Ready to Hire*.

Summary

 1 out of 1 applicants moved to Ready to Hire.

All Applicants (1)

Name	New Status	Eligibility
C	Ready to Hire	 Success

Close

- Click .

7. The selected applicant's page reappears, displaying the new *Status* and the requisition is closed.

C






 @gmail.com
  082
 Application URL 

Status: Ready to Hire

 Type: External Candidate

Applicant Information | v

CV and Documents

Comments

Activity | v

Audit Information | v

Application Information 

Candidate Status: *
 Ready to Hire

Candidate Rating: *
 A - Meet all listed requirements as per the job advertisement

Additional Documentation:
 1 document attached

- If ready to change the candidate's status to *Hired*, continue from [step 4 of Final change of candidate status to hired](#) or click [Job Requisitions](#) to return to the overview of all requisitions.

Final change of candidate status to hired

Procedure

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

Choose *Home > Recruiting*.

2. The *Job Requisitions* page appears.

- Click the number in the *Candidates* column (e.g. 6 above) or click [View Menu Options](#) to the right of the job title and choose [Manage Applicants](#).

3. The *Applicants* page appears.

- Select the applicant with *Ready to Hire* status by clicking their name in the *Name* column.

Final change of candidate status to hired

4. The list of applicants appears on the left with the selected applicant's details on the right.

The screenshot shows the 'Programme Officer (1180)' page. On the left, under 'Applicants', there is a list of 6 applicants: M, E, H, L, V, and C. Applicant 'C' is selected. On the right, the details for applicant 'C' are shown. The 'Move' button is highlighted. The 'Application Information' section shows 'Candidate Status: Ready to Hire', 'Candidate Rating: A - Meet all listed requirements as per the job advertisement', and 'Additional Documentation: 1 document attached'.

- Click **Move**.

5. The *Move Applicants* dialogue box appears.

The 'Move Applicants' dialogue box is shown. It has a title bar 'Move Applicants'. Below the title bar, there is a 'Move to status:' field with a dropdown menu showing 'Hired'. Below this is a 'Comments:' field with a text area containing the placeholder 'Enter a comment.' and a character count '1000 characters remaining'. Below the comments field, there is a section titled 'Eligible to Move (1)' which contains a table with the following data:

Name	Current Status	Eligibility
C	Ready to Hire	✓ Eligible for the next status.

At the bottom right of the dialogue box, there are 'Move' and 'Cancel' buttons.

- Ensure the *Move to status* field shows *Hired*.

- Click **Move**.

Final change of candidate status to hired

6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Hired*.

Summary

 1 out of 1 applicants moved to Hired.

All Applicants (1)

Name	New Status	Eligibility
C [redacted]	Hired	 Success

Close

- Click **Close**.

7. The selected applicant's page reappears, displaying the new *Status*.

C [redacted]

Move
Contact
View Profile
...

 [redacted]@gmail.com
 082
Application URL 

Status: Hired

Type: External Candidate

Applicant Information | v
CV and Documents
Comments
Activity | v
Audit Information | v

Application Information

Candidate Status: *
Hired

Candidate Rating: *
A - Meet all listed requirements as per the job advertisement

Additional Documentation:
1 document attached

Edit

- Click **Job Requisitions** to return to the overview of all requisitions.