

Quick reference guide: Decentralised recruitment process (PC 1 – 8 and T1 contracts)

This quick reference guide must be used in conjunction with the [SuccessFactors Recruiting guide for HR staff](#).
View the [Decentralised recruitment process](#).

1	After search meeting, HR Business Partner submits recruitment pack to Recruitment Administrator: • Final advertisement approved during the search meeting. • Position Description (HR191) form. • Request to commence recruitment process (HR202) form. • Screening and/or disqualifying questions.
2	Recruitment Administrator creates SuccessFactors job requisition. 1. On the <i>Home</i> page, choose <i>Home > Recruiting</i>. 2. On the <i>Job Requisitions</i> page, click <i>Create Requisition</i>. 3. On the <i>Create New Job Requisition</i> page choose <i>Create New Job Requisition from Blank Template</i>. 4. The <i>Create New Job Requisition</i> page reappears. – Enter the <i>Position Title</i> and choose HR Business Partner as the <i>Recruiter</i>. – Click <i>Next</i>. 5. The new job requisition appears. – Check <i>Position Title</i> and select <i>Personnel Area</i>, <i>Personnel Subarea</i>, <i>EE Subgroup</i>. – Enter <i>SAP Org Unit Number</i>, <i>SAP Org Unit Name</i>, <i>Position Fund</i>, <i>Position Cost Centre</i> and select <i>Funding Source</i>. If <i>Funding Source</i> is Non-GOB or Research, enter the <i>Advert Fund</i> and <i>Advert Cost Centre</i>. – Select <i>New/Replacement</i>. <i>New Appointment</i> only used if new job with no previous holder. – If T1/T2, select <i>Contract Reason</i>. – Select <i>Pay Scale Group</i>. – <i>Requisition Team</i> section: • Select <i>Hiring Manager</i>. • Check <i>Recruiter</i> shows HR Business Partner. • Enter your name in <i>Recruiting Team</i> and any other recruitment team members that need access to the requisition. • Select <i>Chairperson</i> and <i>Selection Committee Members</i>. Note: If Chairperson and HR Business Partner are voting members, they must also be added as selection committee members. • Any non-UCT guest members need a Third Party (T) account. The Recruitment Administrator can request HR Systems to grant SuccessFactors Recruiting access. – <i>Job Posting Information</i> section: • Enter screening or disqualifying questions, including the four mandatory questions. See: Working with screening questions. • Select single <i>Overall Rating</i> competency or a set of competencies. See: Working with competencies. • Add the internal and external advert using the final advertisement. See: Working with adverts. • Attach <i>Requisition documents</i>: HR202 form, HR191 form, final advertisement and any other relevant documents. – <i>Comments</i> section: • Use the <i>Additional Comments</i> field to identify under-represented (target) groups from the HR202 form and the Employment Equity Representative (if applicable). • Click <i>Send to Recruiter</i>. 6. The <i>Send to Recruiter</i> page appears. – Click <i>Send to Recruiter</i>.

3	HR Business Partner checks and approves job requisition. Watch video: Approving a job requisition (on the @work in HR Microsoft Team) – 5 minutes - On the <i>Home</i> page in the <i>Approvals</i> section, click the appropriate job requisition. - The selected job requisition opens. <i>Job Information</i> and <i>Compensation Information</i> sections: - Carefully review each section. - Ensure <i>Org Unit Name</i> is correct as this shows on job listing when advertised, it can't be changed after the requisition is approved. <i>Requisition Team</i> section: - Check all roles are completed correctly - Ensure Recruitment Administrator appears in <i>Recruiting Team</i> field. - If the HR Business Partner and Chairperson are voting members, they must be listed as <i>Selection Committee Members</i>. - If applicable, EE Rep should be listed in <i>Comments</i> at end of requisition. <i>Job Posting Information</i> section: - Review screening or disqualifying questions. - Check <i>Overall Rating</i> competency appears. - Check internal and external advert. Use advert preview buttons at top of requisition. - Review requisition attachments. - Click <i>Approve</i> at bottom of job requisition. - The <i>Job Requisitions</i> page appears.
4	Recruitment Administrator creates internal and external job postings (advert). - On the <i>Home</i> page, choose <i>Home > Recruiting</i>. - The <i>Job Requisitions</i> page appears. - Select the job requisition. - The selected job requisition open. - Click <i>Job Postings</i>. - The <i>Job Postings</i> page appears. - Post internal advert in the <i>Intranet posting</i> line. - If applicable, post external advert in the <i>Corporate Posting</i> line. Note: every external advert must also be advertised internally so current UCT staff members are able to apply.
	HR Business Partner ensures selection committee knows they will review and rate candidate applications on SuccessFactors. See: Quick reference guide for committee members or Full guide for committee members
5	After closing date, Recruitment Administrator emails applications link and supporting documents (e.g. final advert, position description) to HR Business Partner.
6	HR Business Partner forwards applications email to selection committee.
7	Selection committee members review candidate applications, adding comments and ratings.

8	HR Business Partner downloads candidate list report containing grading comments, for use during shortlisting. Watch video: Running the candidate list report (on the @work in HR Microsoft Team) – 2 minutes 1. On the <i>Home</i> page, choose <i>Home > Reporting</i>. 2. The <i>Report Centre</i> page appears. – Click <i>Candidate list for selection committee (Servicing Officer)</i> report name. 3. The <i>Execute Candidate list for select...</i> dialogue box appears. – In the <i>Actions</i> column, click  and choose <i>Edit</i>. 4. The <i>Define “Job Req ID” Filter</i> dialogue box appears. – Select <i>By My Selection</i>, select the appropriate requisition number and click <i>OK</i>. 5. The <i>Execute Candidate list for select...</i> dialogue box reappears. – Click <i>Generate Report</i>. 6. The <i>Candidate List for selection committee (Servicing Officer)</i> dialogue box appears. – Choose applicable download option at the top. When finished, click <i>Return to Reports</i>.
9	After shortlisting meeting, HR Business Partner submits candidate ratings, list of shortlisted candidates and interview schedule to Recruitment Administrator. Note: All interview logistics arranged by Line Manager / Departmental Administrator, including reference requests.
10	HR Business Partner or Recruitment Administrator adds final applicant ratings and changes applicant status. 1. On the <i>Home</i> page, choose <i>Home > Recruiting</i>. 2. The <i>Job Requisitions</i> page appears. – Click the number in the <i>Candidates</i> column. 3. The <i>Applicants</i> page appears. – Select an applicant by clicking their <i>Name</i>. 4. The applicant profile appears. – Click <i>Comments</i> tab to review selection committee ratings and comments. – Click <i>Edit</i> on right. – Select <i>Candidate Status</i> (e.g. Interview, Retain, Regret) and <i>Candidate Rating</i> (A, B, or C). – Click <i>Save</i> on right. – Repeat for each applicant. When all applicants changed, click <i>Back</i> on left in <i>Applicants</i> section. 5. The <i>Applicants</i> page reappears. – Click <i>Job Requisitions</i> to return to the <i>Job Requisitions</i> overview page.

11 Recruitment Administrator [captures face-to-face / in-person interview details for shortlisted candidates.](#)

Note: All interview logistics arranged by Line Manager / Departmental Administrator.

1. On the *Home* page, choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.
 - Click *Interview Scheduling*.
3. The *Interview Scheduling* page appears, listing any candidates with the *Interview* status.
 - Click *not started*.
4. The *Select Candidates* dialogue box appears, displaying all interview candidates.
 - Select a candidate by clicking anywhere in the person's tile and click *Start Scheduling*.
5. The *Interview Scheduling* page appears.
 - In the *Interview Title* field, enter the candidate's full name. Click *Candidates in Draft* to check the candidate's name.
 - In the *Assigned To* field, click the pencil icon to add other members of the recruiting team as a backup. They will have rights to change or delete this interview.
 - In the *Interview Type* field, select *Face-to-Face*.
 - In the *UCT Venue* field, select the appropriate venue. The venue selection will appear in the email to the candidate.
 - *Manage Interviewers* section:
 - Note:** Anyone rating candidates after interview must be added to access the ratings page.
 - In the *Add Interviewer by* section, select *Role in Requisition*.
 - Choose *Hiring Manager* and click *Add Interviewer*.
 - The *Hiring Manager* is added, defaulting to a 30-minute meeting. Change meeting length by dragging end of the time slot. Interview length set for first interviewer will default for others.
 - Add the rest of the selection committee by selecting the required role (e.g. selection committee members) and clicking *Add Interviewer*.
 - If other UCT staff members should be added, select *Name* in the *Add Interviewer by* section and use the search to select the person.
 - *Choose a time slot / Available Time Slots* section:
 - If not scheduling for current week, click the arrow button to select the appropriate week.
 - Click *Add Custom Slot*.
 - The *Add Custom Slots* dialogue box appears.
 - In the *From* field, select the day and time. The interview end time will adjust automatically.
 - Click *Add and Select*.
 - The selected interview slot appears in the calendar.
 - Click *Continue*.
6. The *Contact Candidates* dialogue box appears.
 - Select *Send me a copy of this email* checkbox.
 - Select *Book this slot for candidates* checkbox.
 - Note:** This must be selected so the candidate is automatically booked for the interview slot.
 - In the *Email Template* field, select *UCT HR Invitation for in-person interview*.
 - If required, edit the email template text.
 - Click *Send to Candidate*.
7. The *Interview Schedule sent* dialogue box appears.
 - Click *OK*.
8. The *Interview Scheduling* page reappears.
 - Repeat from step 3 to schedule any additional candidate interviews.

12	HR Business Partner or Recruitment Administrator uploads referee reports and any competency assessments.
	- On the <i>Home</i> page, choose <i>Home > Recruiting</i>. - The <i>Job Requisitions</i> page appears. - Click the number in the <i>Candidates</i> column. - The <i>Applicants</i> page appears. - Select an applicant. - The applicant profile appears. - Click the <i>CV and Documents</i> tab. - The <i>CV and Documents</i> page appears. - Click <i>Other Documents</i>. - Click <i>Upload</i> to the right of <i>Additional Documentation</i>. - The <i>Open</i> dialogue box appears. - Select the referee report document from your computer. - Click <i>Open</i>. - The <i>CV and Documents</i> page reappears, with the referee report file appearing in the <i>Additional Documentation</i> section. - To upload additional documents for the same applicant, click <i>Upload</i> and repeat from step 6. - To upload documents for other applicants, click the name on the left and repeat from step 5 above. - Click <i>Job Requisitions</i> to return to the <i>Job Requisitions</i> overview page.
13	Selection committee members review referee reports and rate shortlisted candidates after interview .
14	After Delegated Authority approval, HR Business Partner emails interview outcomes (successful/unsuccessful candidate) to Recruitment Administrator, attaching full recruitment report, HR100a Appointment form and Chairs' Checklist. The HR Business Partner can view and download all committee member interview ratings and candidate recommendations. If no recommended candidate, process could return to step 4 to advertise externally or re-advertise.
15	Recruitment Administrator moves unsuccessful candidates to regret status . Note: If there are additional recommended candidates, do not move them to regret status until the preferred candidate has formally accepted the offer. - On the <i>Home</i> page, choose <i>Home > Recruiting</i>. - The <i>Job Requisitions</i> page appears. - Click the number in the <i>Candidates</i> column. - The <i>Applicants</i> page appears. - Select each applicant to move to regret status using the checkbox to the left of their name. - Click <i>Move</i>. - The <i>Move Applicants</i> dialogue box appears, listing all selected applicants. - In the <i>Move to status</i> field, select <i>Regret</i>. - Select an appropriate <i>Sub-item</i> e.g. <i>Regret Post-Interview</i>. - Enter a comment if the <i>Eligibility</i> field indicates a comment is required before moving status. - Click <i>Move</i>. - The <i>Summary</i> dialogue box appears, confirming the move to the selected status. - Click <i>Close</i>. - The <i>Applicants</i> page reappears. - Click <i>Job Requisitions</i> to return to the <i>Job Requisitions</i> overview page.

16 Recruitment Administrator [starts offer approval process for successful candidate/s](#).

1. On the *Home* page, choose *Home > Recruiting*.
2. The *Job Requisitions* page appears.
 - Click the number in the *Candidates* column.
3. The *Applicants* page appears.
 - If required, click  *Settings* to add the *Interview Result* column.
 - Select an applicant by clicking their *Name*.
4. The applicant profile appears.
 - Click *Move*.
5. The *Move Applicants* dialogue box appears.
 - Ensure *Offer* is selected in the *Move to status* field and *Offer Approval* is selected in the *Sub-item* field.
 - Click *Move*.
6. The *Summary* dialogue box appears, confirming the applicant status was changed to *Offer Approval*.
 - Click *Close*.
7. The selected applicant's page reappears, displaying the new *Status*.
 - In the top right, click  *Show More* and choose *Initiate Offer Approval*.
8. The *Offer Approval* page appears.
 - *Offer Details* section:
 - Enter the *Position Name*.
 - Ensure the *Personnel Area*, *Personnel Subarea*, *Org Unit* and *Payscale Group* are 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*.
 - In the *Other Supporting Documents* field, click *Attach a document* to attach the selection committee report and any other relevant documents.
 - *Approvers: Version 1* section:
 - Enter the HR Business Partner's name in the search field alongside *Offer Approval*.
 - Click *Send for Approval*.
9. The *Confirmation* dialogue box appears.
 - Click *Yes*.
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](#) to identify when the offer has been approved.

17	HR Business Partner approves job offer. 1. On the <i>Home</i> page in the <i>Approvals</i> section, click the appropriate job offer. 2. The <i>Offer Approval</i> page appears. – Review the details of the position, candidate and offer. – If required, view the candidate’s <i>CV</i> or <i>Cover Letter</i>. – In the <i>Other Supporting Documents</i> field, view the selection committee report and any other relevant documents. – The <i>Approvers: Version 1</i> section indicates the current approver. – Click <i>Approve</i>. 3. The <i>Confirmation</i> dialogue box appears. – Click <i>Yes</i> to approve the offer detail. 4. The <i>Offer Approval</i> page reappears. – Click <i>Job Requisitions</i> to return to the <i>Job Requisitions</i> overview page.
18	Recruitment Administrator sends offer letter to candidate. 1. On the <i>Home</i> page, choose <i>Home > Recruiting</i>. 2. The <i>Job Requisitions</i> page appears. – Click the number in the <i>Candidates</i> column. 3. The <i>Applicants</i> page appears. – Select the applicant with <i>Offer Approval</i> status. 4. The applicant profile appears. – Click <i>Move</i>. 5. The <i>Move Applicants</i> dialogue box appears. – Ensure <i>Offer</i> is selected in the <i>Move to status</i> field and <i>Offer Letter</i> is selected in the <i>Sub-item</i> field. – Click <i>Move</i>. 6. The <i>Summary</i> dialogue box appears, confirming the applicant status was changed to <i>Offer Letter</i>. – Click <i>Close</i>. 7. The selected applicant’s page reappears, displaying the new <i>Status</i>. – In the top right, click  <i>Show More</i> and choose <i>Send Offer Letter</i>. 8. The <i>Offer Letter</i> page appears. – If applicable, change the letter wording in the space provided. Note: Don’t change any system generated fields shown with blue double brackets. – Click <i>Next</i>. 9. The second <i>Offer Letter</i> page appears. – Click <i>Email as text</i>. 10. The <i>Confirm Email as Text</i> dialogue box appears. – Click <i>Send</i>. A message at the top of the page confirms the letter was sent via email. – Click <i>I Have Finished</i>. 11. The selected applicant’s details reappear. – Click <i>Job Requisitions</i> to return to the <i>Job Requisitions</i> overview page.
19	HR Business Partner notifies Recruitment Administrator when successful candidate/s signs employment contract sent by HR Appointments Office.

20	Recruitment Administrator changes candidate offer to Accepted or Declined. 1. On the <i>Home</i> page, choose <i>Home > Recruiting</i>. 2. The <i>Job Requisitions</i> page appears. – Click the number in the <i>Candidates</i> column. 3. The <i>Applicants</i> page appears. – Select the applicant with <i>Offer Letter</i> status. 4. The applicant profile appears. – Click <i>Move</i>. 5. The <i>Move Applicants</i> dialogue box appears. – Ensure <i>Offer</i> is selected in the <i>Move to status</i> field. – In the <i>Sub-item</i> field, select <i>Offer Accepted</i> or <i>Offer Declined</i>. – Click <i>Move</i>. 6. The <i>Summary</i> dialogue box appears, confirming the applicant status was changed to <i>Offer Accepted</i> or <i>Offer Declined</i>. – Click <i>Close</i>. 7. The selected applicant's page reappears, displaying the new <i>Status</i>. – Click <i>Job Requisitions</i> to return to the <i>Job Requisitions</i> overview page.
21	Recruitment Administrator changes candidate status to Ready to hire. 1. On the <i>Home</i> page, choose <i>Home > Recruiting</i>. 2. The <i>Job Requisitions</i> page appears. – Click the number in the <i>Candidates</i> column. 3. The <i>Applicants</i> page appears. – Select the applicant with <i>Offer Accepted</i> status. 4. The applicant profile appears. – Click <i>Move</i>. 5. The <i>Move Applicants</i> dialogue box appears. – Ensure <i>Ready to Hire</i> is selected in the <i>Move to status</i> field. – Click <i>Move</i>. 6. The <i>Summary</i> dialogue box appears, confirming the applicant status was changed to <i>Ready to Hire</i>. – Click <i>Close</i>. Note: The requisition is automatically closed. 7. The selected applicant's page reappears, displaying the new <i>Status</i>. – Click <i>Job Requisitions</i> to return to the <i>Job Requisitions</i> overview page.
22	Recruitment Administrator changes candidate status to Hired. 1. On the <i>Home</i> page, choose <i>Home > Recruiting</i>. 2. The <i>Job Requisitions</i> page appears. – Click the number in the <i>Candidates</i> column. 3. The <i>Applicants</i> page appears. – Select the applicant with <i>Ready to Hire</i> status. 4. The applicant profile appears. – Click <i>Move</i>. 5. The <i>Move Applicants</i> dialogue box appears. – Ensure <i>Hired</i> is selected in the <i>Move to status</i> field. – Click <i>Move</i>. 6. The <i>Summary</i> dialogue box appears, confirming the applicant status was changed to <i>Hired</i>. – Click <i>Close</i>. 7. The selected applicant's page reappears, displaying the new <i>Status</i>. – Click <i>Job Requisitions</i> to return to the <i>Job Requisitions</i> overview page.