

HUMAN CAPITAL AND DEVELOPMENT

EXTERNAL

USER MANUAL

**EXTERNAL CANDIDATE JOB SEARCH
AND APPLICATION**

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1 SCOPE

- a) This User Manual is applicable to the prospective employees at the South African Revenue Service (SARS), it provides guidance on how to search and apply for jobs.

2 SAP SUCCESSFACTORS

2.1 Account Creation

- a) Access the career site on the SARS website.
- b) The screen as shown below will display with a brief introduction on the right and the search capabilities on the left.
- c) Create an account by clicking on the **“Sign In”** tab

The screenshot shows the SARS Career Opportunities search interface. On the left, there is a 'Search for Openings' section with a text input for keywords and several dropdown menus for filters: Job Language (Any), Posted within the last (days), Requisition Number, Region (Any), Location (Any), Job Type (Any), Division (Any), and Sub Division (Any). Below these filters, it indicates '3 Jobs match the selections' and has 'Clear' and 'Search Jobs' buttons. On the right, a 'WELCOME TO SARS CAREERS' section contains introductory text about SARS as an employer. In the top right corner, a 'Sign In' button is highlighted with a red box, next to a language dropdown menu set to 'English UK (English UK)'.

- d) . Click on the **“Create an account”** link.

The screenshot shows the SARS Career Opportunities Sign In page. At the top right, a 'Sign In' button is highlighted with a red box. Below it, there is a 'Have an account?' section with the text 'Please enter your login information below. Both your username and password are case-sensitive.' This section includes fields for 'Email Address' (with the example 'jelpida.argyr@gmail.com') and 'Password' (with masked characters), and a 'Sign In' button. Below this, a 'Not a registered user yet?' section is highlighted with a red box, containing the text 'create an account to apply for our career opportunities.' and a 'Go Back' button.

- i) Complete all the required information; and
Read and Accept the data privacy statement

SARS PREWARDS
 Career Opportunities: Create an Account

Sign In Language English UK (English UK)

Go Back

Already a registered user? Please sign in
 Login credentials are case-sensitive

* Email Address:

* Retype Email Address:

* Choose Password: Password Policy

* Retype Password:

* First Name:

* Last Name:

Verification code:

* Please enter the verification code here:

* Country of Residence:

* Make My Profile Visible to:

- Any company recruiter worldwide
- Any company recruiter in my country of residence
- Only recruiters managing jobs I apply to

* Terms of Use: **Read and accept the data privacy statement**

Create Account

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e) , read the “SARS Data Privacy Statement” and click on the “Accept” button.

SARS PREWARDS
 Career Opportunities: Create an Account

Sign In Language English UK (English UK)

Go Back

Already a registered user? Please sign in
 Login credentials are case-sensitive

* Email Address:

* Retype Email Address:

* Choose Password: Password Policy

* Retype Password:

* First Name:

* Last Name:

Verification code:

* Please enter the verification code here:

* Country of Residence:

* Make My Profile Visible to:

- Any company recruiter worldwide
- Any company recruiter in my country of residence
- Only recruiters managing jobs I apply to

* Terms of Use: Read and accept the data privacy statement.

Create Account

Data Privacy Consent Statement

SARS Data Privacy Statement

- I understand that my data will be visible to all Company recruiters and HR personnel.
- I agree that my data may be shared, at the Company's discretion, with hiring managers considering me for potential future positions.

Print Decline Accept

POWERED BY SAP SuccessFactors

f) Click on the “Create Account” button.

Career Opportunities: Create an Account

[Go Back](#)

Already a registered user? Please [sign in](#).
Login credentials are case-sensitive

* **Email Address:**

* **Retype Email Address:** [Password Policy](#)

* **Choose Password:**

* **Retype Password:**

* **First Name:**

* **Last Name:**

Verification code:

* **Please enter the verification code here:**

* **Country of Residence:**

* **Make My Profile Visible to:**

- Any company recruiter worldwide
- Any company recruiter in my country of residence
- Only recruiters managing jobs I apply to

* **Terms of Use:** [Read our complete data privacy statement.](#)

g) The user will be signed in and will now be able to apply for vacancies at SARS.

Career Opportunities

HOME | [JOB SEARCH](#) | [JOB MANAGEMENT](#) | [PASSWORD MANAGEMENT](#) | [MY PROFILE](#) | **Welcome, Ally Argy** | [Sign Out](#) | Language: [English UK \(English UK\)](#)

Q Search for Openings

Keywords:

Exact Match
 In Job title
 In job title or description

Job Language:

Posted within the last: days

Requisition Number:

Region:

Location:

Job Type:

Division:

Sub Division:

3 Jobs match the selections

WELCOME TO SARS CAREERS

SARS seeks to be an employer of choice, not only amongst the public service agencies, but also in the private sector. In the 2012 Companies of the Future publication, SARS came out at number seven in two successive years for being one of the most sought-after employers by Commerce students at South African Universities. This was ahead of many top JSE-listed companies. In the 2012/13 Universum Student Survey of all universities and universities of technology in South Africa, SARS was ranked at number three by Business, Management and Commerce students as an ideal employer.

It is not only in Commerce that SARS provides exciting careers for professionals like chartered accountants, tax specialists, forensic auditors, and economists. Professionals ranging from legal practitioners, information technology, process engineering, business strategy, marketing, human resources, and procurement are also finding SARS the best employer to work for.

SARS prides itself with its values-driven culture with zero-tolerance to corruption. If you want to be part of an organisation that is working to make South Africa work, SARS is just the organisation for you. SARS provides graduate programmes, learnerships and other development opportunities to stay ahead of the skills race.

POWERED BY [SAP SuccessFactors](#)

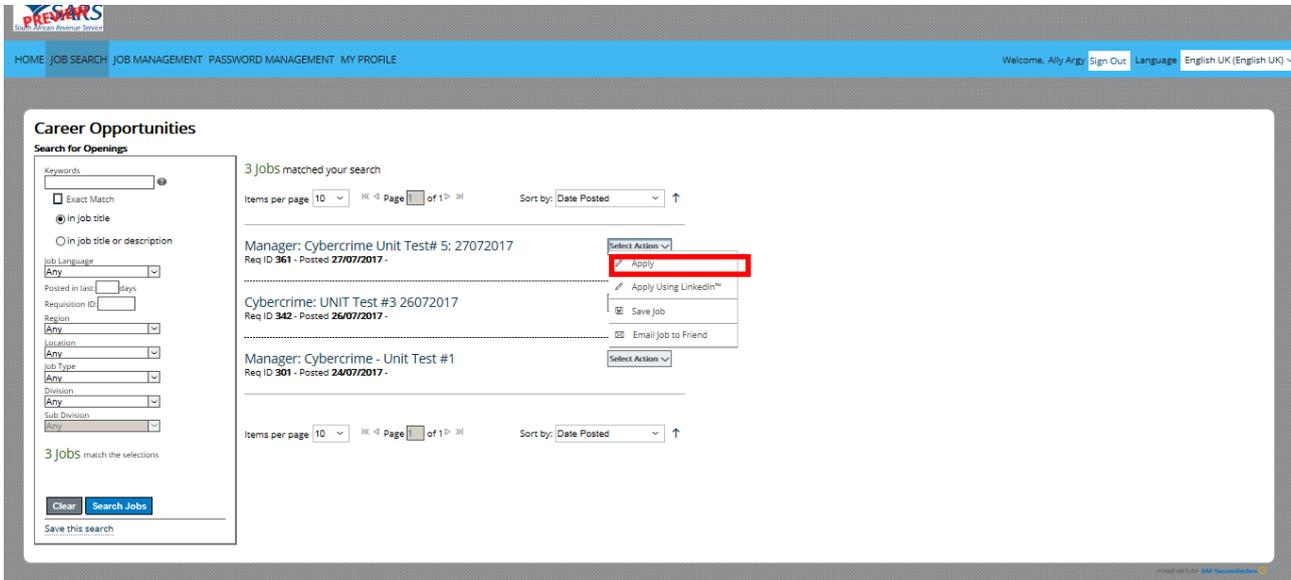
2.2 Job Search

- a) Sign in using your own credentials:
 - i) Capture the “**Email Address**” and “**Password**”; and
 - ii) Click on the “**Sign In**” button.

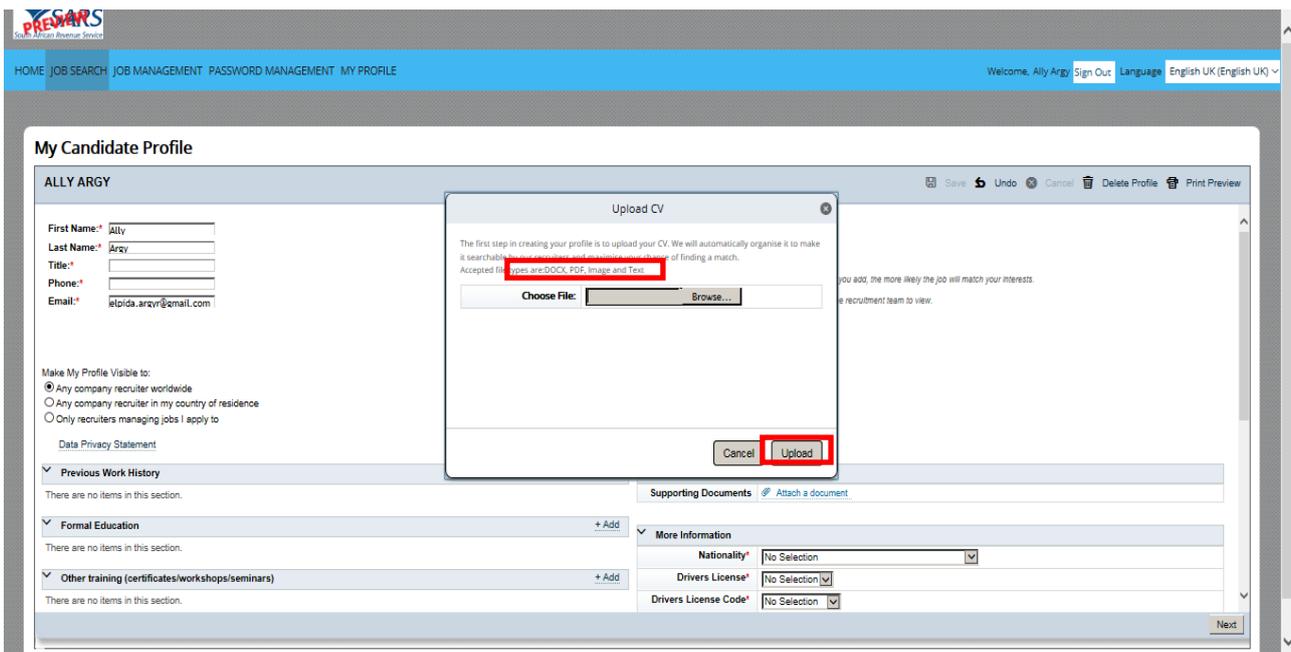
- b) Complete the filter fields to target your search for career opportunities using the dropdown menus provided and click on the “**Search Jobs**” button.

- c) a list of vacancies matching the searched criteria's will be displayed.

- d) Click on the **“Select Action”** button to the right of the vacancy choice.
- i) A dropdown list appears with four (4) options:
 - A) Apply;
 - B) Apply Using LinkedIn;
 - C) Save Job; and
 - D) Email Job to Friend.
 - ii) Select the **“Apply”** option to apply for the vacancy.

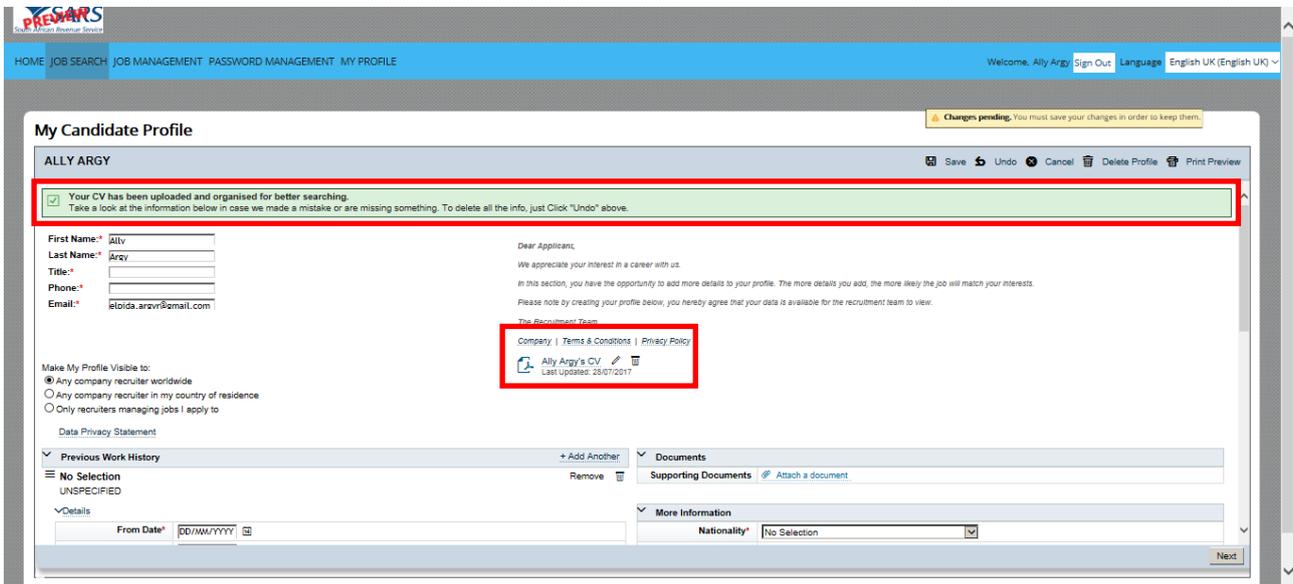


- e) The **“My Candidate Profile”** screen and an **“Upload CV”** as shown below will display.
- i) Attach your CV, then click on the **“Upload”** button.
 - ii) **Note:** the CV can be uploaded in one (1) of the following formats:
 - A) DOCX;
 - B) PDF;
 - C) Image; and
 - D) Text.

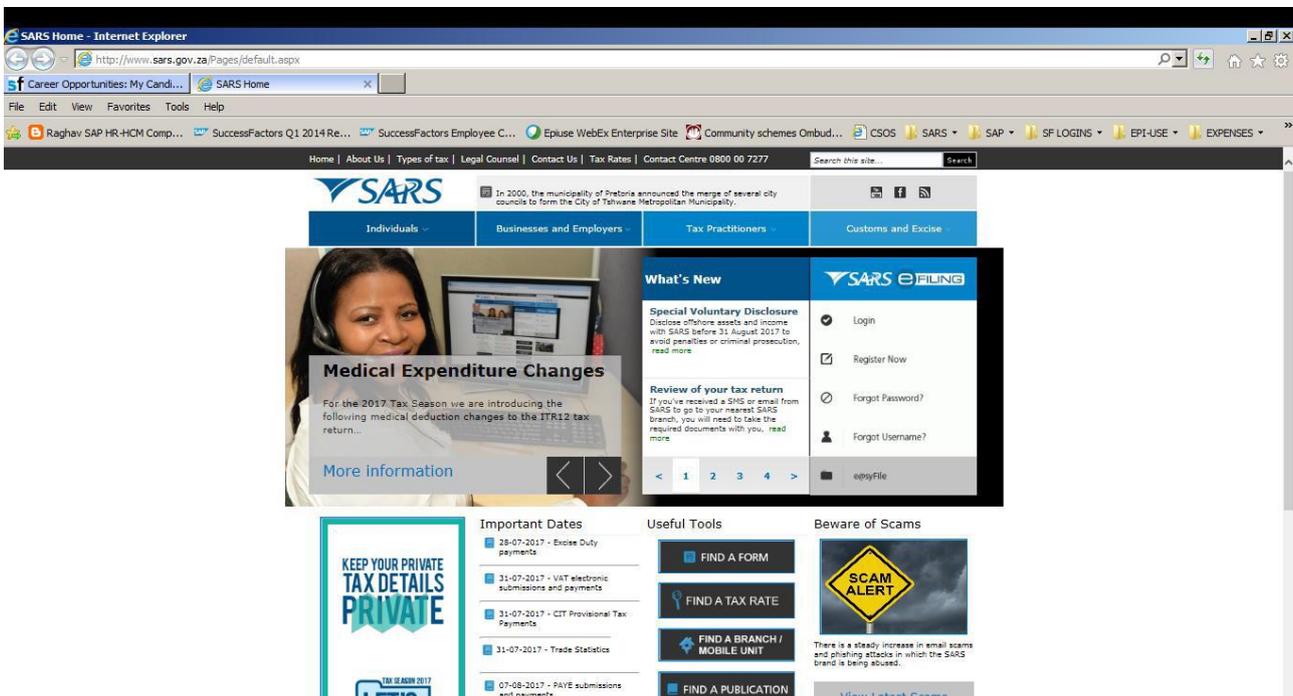


- f) The screen as shown below will display confirming that the CV has been uploaded.

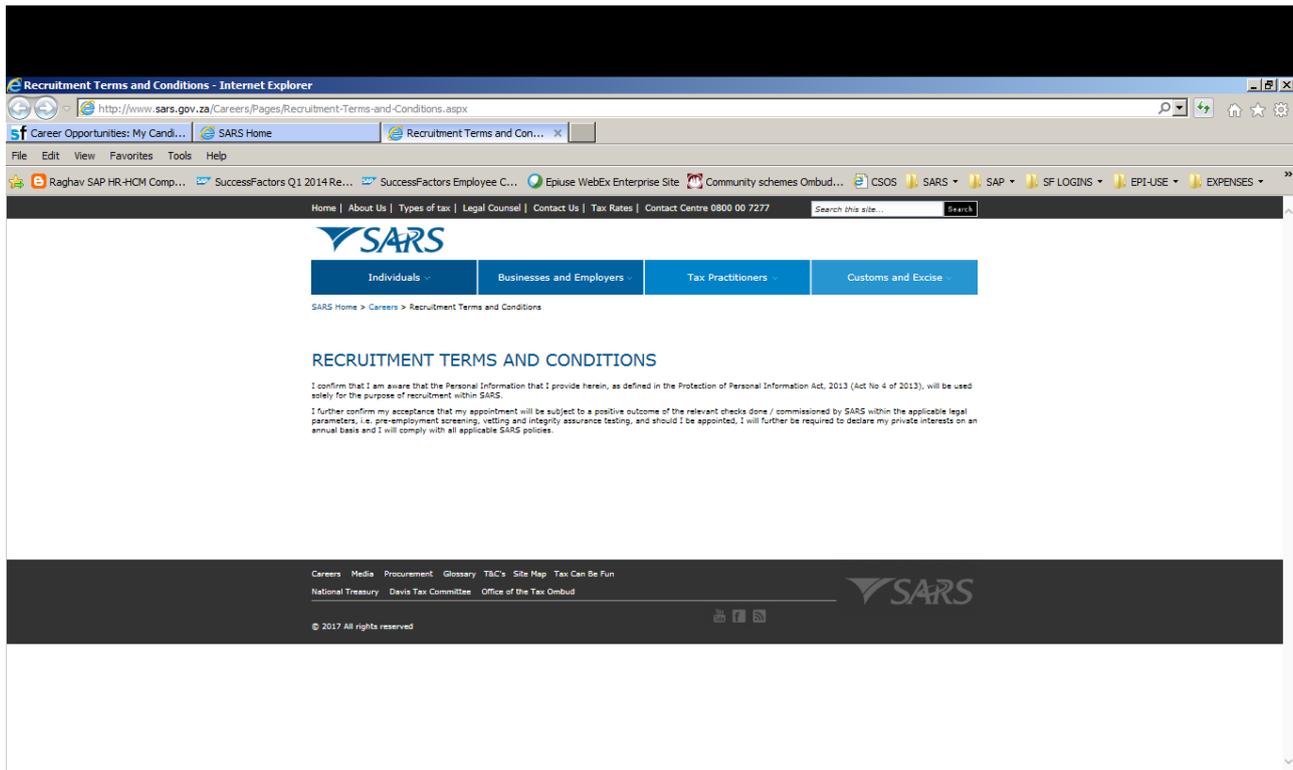
 - i) **Note:** This page is now available for editing.
 - ii) The CV can be edited by clicking on the **“Pencil”** icon or be deleted using the **“Trash Can”** icon.
 - iii) Click the links:
 - A) The Company link;
 - B) Terms and Conditions; and
 - C) Privacy Policy.



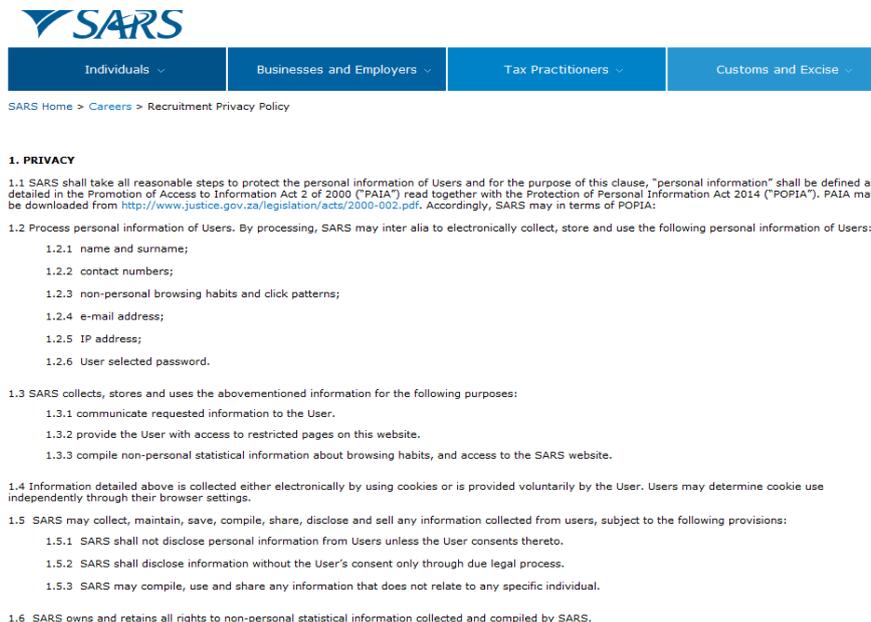
- g) the **“Company”** link is the link to , the South African Revenue Service (SARS) website.



- h) the “**Terms and Conditions**” link is a link to the SARS Recruitment Terms and Conditions webpage.



- i) the “**Privacy Policy**” link, is the link to the SARS Recruitment “**Privacy Policy**”.



- i) Complete all the required fields in the appropriate sections; and
ii) Click on the “**Save**” button.

My Candidate Profile

ALLY ARGY

Save Undo Cancel Delete Profile Print Preview

First Name* Ally
 Last Name* Argy
 Title* Miss
 Phone* 0728369332
 Email* alpida.argyr@email.com

Dear Applicant,
 We appreciate your interest in a career with us.
 In this section, you have the opportunity to add more details to your profile. The more details you add, the more likely the job will match your interests.
 Please note by creating your profile below, you hereby agree that your data is available for the recruitment team to view.
 The Recruitment Team
 Company | Terms & Conditions | Privacy Policy

Ally Argy's CV
 Last updated: 29/07/2017

Make My Profile Visible to:
 Any company recruiter worldwide
 Any company recruiter in my country of residence
 Only recruiters managing jobs I apply to

Data Privacy Statement

Previous Work History + Add
 There are no items in this section.

Formal Education + Add
 There are no items in this section.

Other training (certificates/workshops/seminars) + Add
 There are no items in this section.

Documents
 Supporting Documents Attach a document

More Information
 Nationality* Cyprus
 Drivers License* Yes
 Drivers License Code* B

Next

j) Should the mandatory information be incomplete, the following message will be displayed.

My Candidate Profile

Changes pending. You must save your changes in order to keep them.

Your Work Has Not Been Saved!
 Please correct the marked fields below.

ALLY ARGY

Save Undo Cancel Delete Profile Print Preview

First Name* Ally
 Last Name* Argy
 Title* Field is required.
 Phone* 0728369332
 Email* alpida.argyr@email.com

Dear Applicant,
 We appreciate your interest in a career with us.
 In this section, you have the opportunity to add more details to your profile. The more details you add, the more likely the job will match your interests.
 Please note by creating your profile below, you hereby agree that your data is available for the recruitment team to view.
 The Recruitment Team
 Company | Terms & Conditions | Privacy Policy

Ally Argy's CV
 Last updated: 29/07/2017

Make My Profile Visible to:
 Any company recruiter worldwide
 Any company recruiter in my country of residence
 Only recruiters managing jobs I apply to

Data Privacy Statement

Previous Work History + Add
 There are no items in this section.

Formal Education + Add
 There are no items in this section.

Other training (certificates/workshops/seminars) + Add
 There are no items in this section.

Documents
 Supporting Documents Attach a document

More Information
 Nationality* Cyprus
 Drivers License* Yes
 Drivers License Code* B

k) Once the mandatory information has been completed the candidate should: ,

- k)
- i) Complete all the required fields under the “**Questions**” section and answer all the pre-screening questions.
 - ii) After completing the required information, scroll down and click on the “**Apply**” or “**Save**” button at the bottom right of the screen.
 - iii) **Note:** If the “**Apply**” button is selected and all the required questions to be answered have not been completed, a red pop up message will display under the Job Title at the top of the screen indicating what needs to still be completed.

PREVARS
Public Sector Recruitment Services

HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE Welcome, Ally Argy Sign Out Language English UK (English UK)

Career Opportunities: Manager: Cybercrime Unit Test# 5: 27072017 (361)

* Email: elpida.argyr@gmail.com

* First Name: Ally

* Last Name: Argy

ID/Work Permit Number: []

Tax Number: []

* Phone Number: 0728369332

Additional Phone Number: []

* Street Name: Eros

* Street Number: 22

* City: PTA

* Region: Gauteng

* Postal Code: 0081

* Country: South Africa

Resume/CV: Ally Argy's CV [] []
Last Updated: 28/07/2017

Questions

1. * Are you willing to relocate?

Yes

No

2. Are you willing to travel?

Yes

No

- l) If the candidate has successfully applied for the vacancy, the below message will be displayed.

PREVARS
Public Sector Recruitment Services

HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE Welcome, Ally Argy Sign Out Language English UK (English UK)

JOB APPLIED SAVED SEARCHES/ALERTS SAVED JOBS SAVED APPLICATIONS

Career Opportunities: Manager: Cybercrime Unit Test# 5: 27072017 (361)

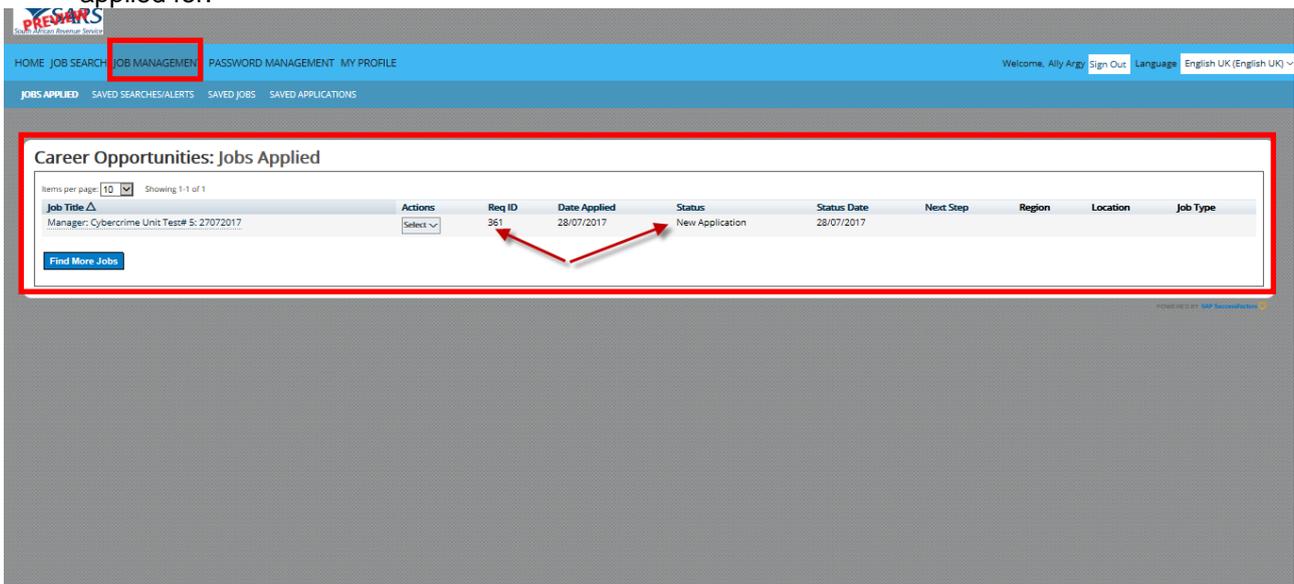
Your application has been sent. Thank you!

[Return to Job search page](#) [Return to Jobs applied](#)

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2.3 View Status of the Job Application

- a) To view the status of the job application click on the “**Job Management**” menu to view all jobs applied for.



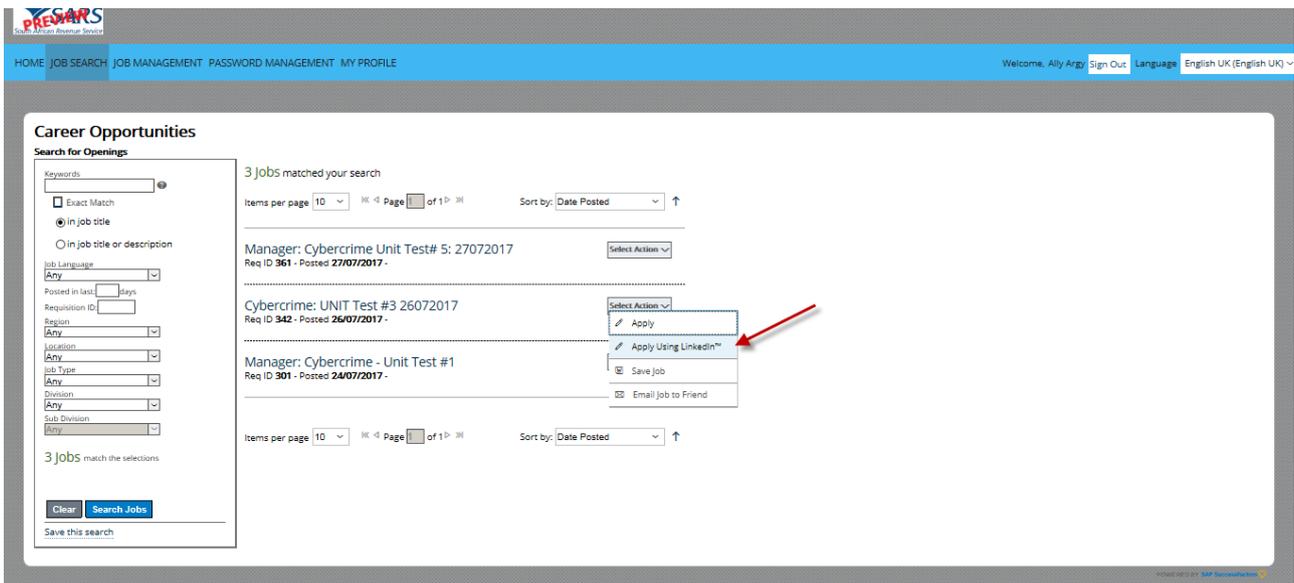
The screenshot shows the PREARS Job Management interface. The 'JOB MANAGEMENT' menu is highlighted with a red box. Below the navigation bar, the 'Career Opportunities: Jobs Applied' section is displayed, containing a table with the following data:

Job Title	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Region	Location	Job Type
Manager: Cybercrime Unit Test# 5: 27072017	Select	361	28/07/2017	New Application	28/07/2017				

Red arrows point from the 'Req ID' and 'Date Applied' columns to the 'Status' column. A 'Find More Jobs' button is located below the table.

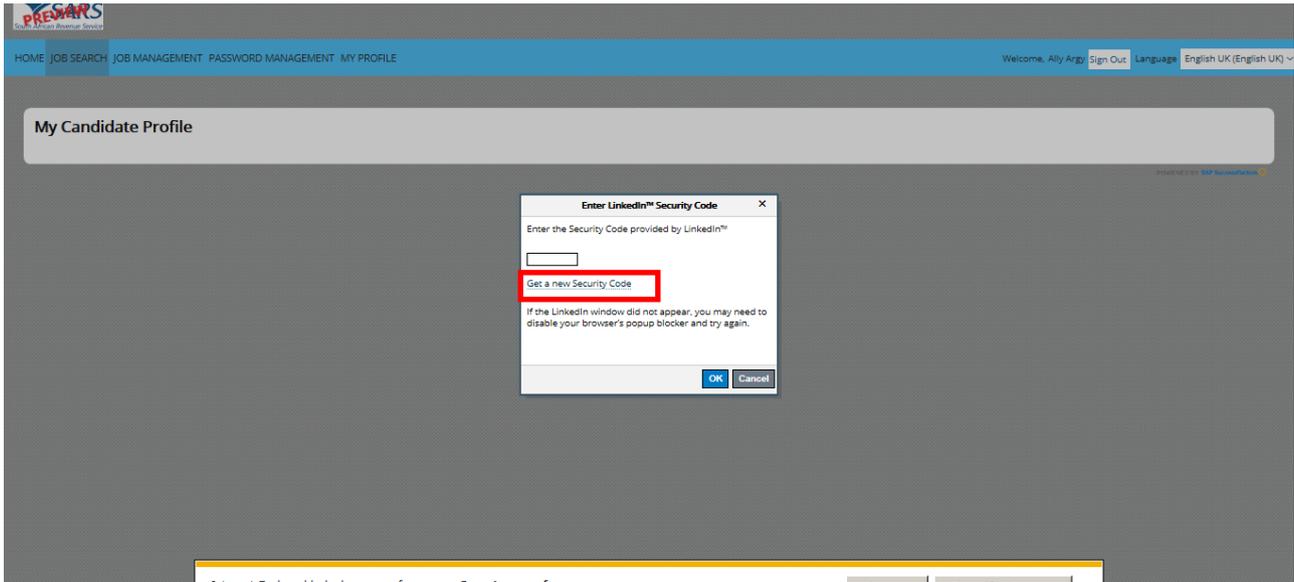
2.4 Job Application via LinkedIn

- a) Search the job you want to apply for and select the action “Apply using LinkedIn”

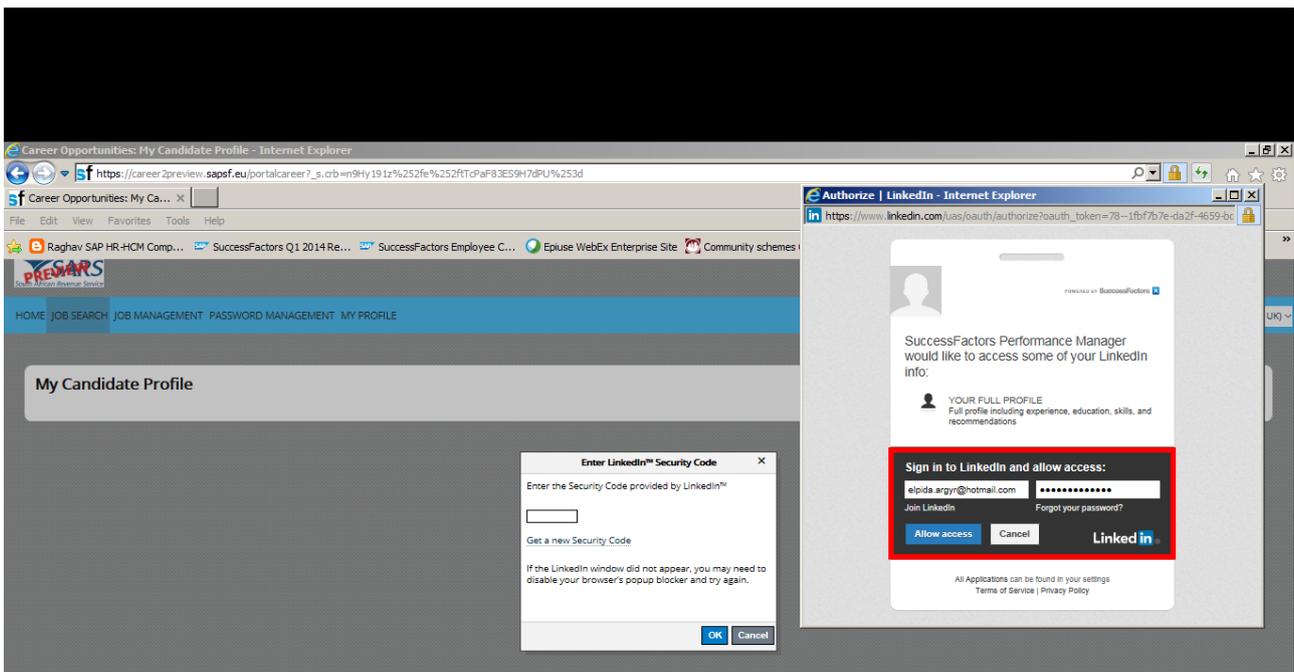


The screenshot shows the PREARS Career Opportunities search results page. The search criteria on the left include: Keywords, Exact Match, in job title, in job title or description, Job Language (Any), Posted in last 30 days, Requisition ID (Any), Region (Any), Location (Any), Job Type (Any), Division (Any), and Sub-Division (Any). The search results show 3 jobs matching the criteria. The third job, 'Manager: Cybercrime - Unit Test #1' (Req ID 301), has a 'Select Action' dropdown menu open, with 'Apply Using LinkedIn' highlighted by a red arrow.

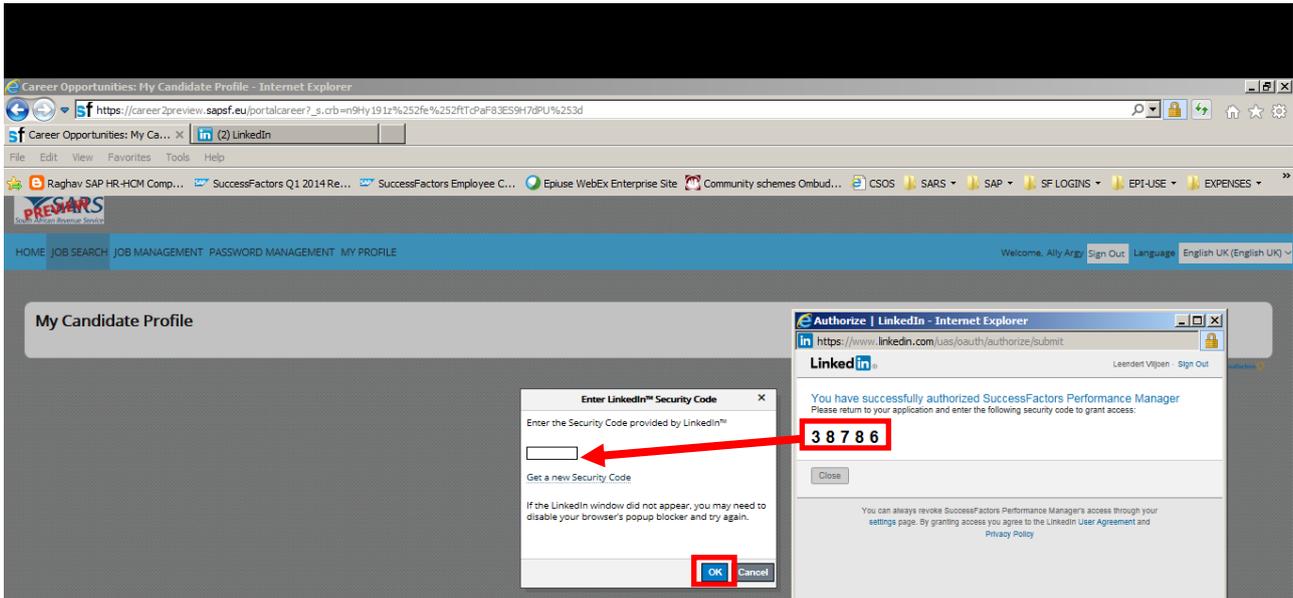
- b) Click on the “**Get a new Security Code**” link.



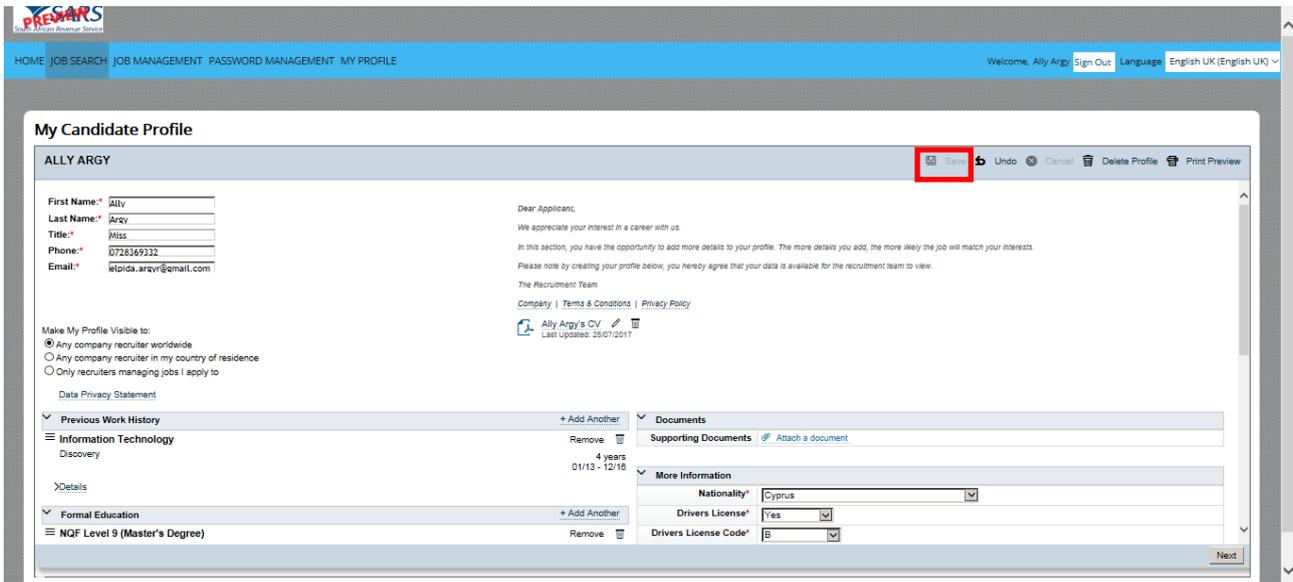
- c) The screen as shown below will display. Use your LinkedIn credentials to login to the LinkedIn homepage and then click on the “**Allow Access**” button.



- d) Your LinkedIn code will be displayed
 - i) Copy and paste the code into the “Enter LinkedIn Security Code” input box and click on the “OK” button.



- e) the Candidate’s Profile will be displayed.
 - i) Complete all the required information and click on the “Save” button.



- f) Click on the “Next” button to apply to the job using the LinkedIn job application method.
- i) **Note:** the process is the same as the “Apply” button under the Select Action dropdown selection. (Refer to section 2.2 (d)).
- g)

My Candidate Profile

ALLY ARGY

First Name: Ally
Last Name: Argy
Title: Miss
Phone: 0728369332
Email: alida.argy@gmail.com

Dear Applicant,
We appreciate your interest in a career with us.
In this section, you have the opportunity to add more details to your profile. The more details you add, the more likely the job will match your interests.
Please note by creating your profile below, you hereby agree that your data is available for the recruitment team to view.

The Recruitment Team
Company | Terms & Conditions | Privacy Policy
Ally Argy's CV
Last Updated: 25/07/2017

Make My Profile Visible to:
 Any company recruiter worldwide
 Any company recruiter in my country of residence
 Only recruiters managing jobs I apply to

Data Privacy Statement

Previous Work History + Add
There are no items in this section.

Formal Education + Add
There are no items in this section.

Other training (certificates/workshops/seminars) + Add
There are no items in this section.

Documents
Supporting Documents Attach a document

More Information
Nationality: Cyprus
Drivers License: Yes
Drivers License Code: B

Next

2.5 Emailing a Job Application to a Friend

- a) Search the job you want to Email to a Friend
- i) Click on the “**Select Action**” dropdown button and select “Email job to Friend”

Career Opportunities

Search for Openings

Keywords: [Empty]
 Exact Match
 In job title
 In job title or description

Job Language: Any
 Posted on last: [Empty] days
 Requisition ID: [Empty]
 Region: Any
 Jurisdiction: Any
 Job Type: Any
 Division: Any
 Sub-Division: Any

3 Jobs match the selections.
Clear Search Jobs
Save this search

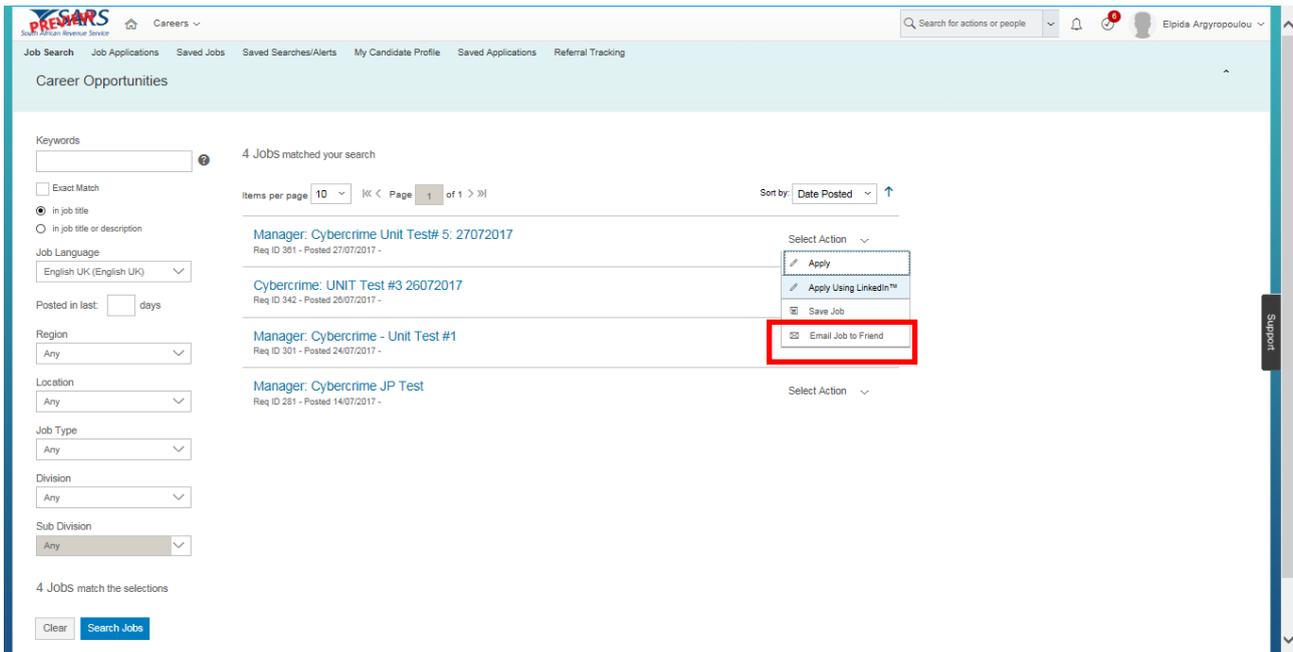
3 Jobs matched your search
 Items per page: 10 Page 1 of 1 Sort by: Date Posted

Manager: Cybercrime Unit Test # 5: 27072017
Req ID 361 - Posted 27/07/2017 - Select Action

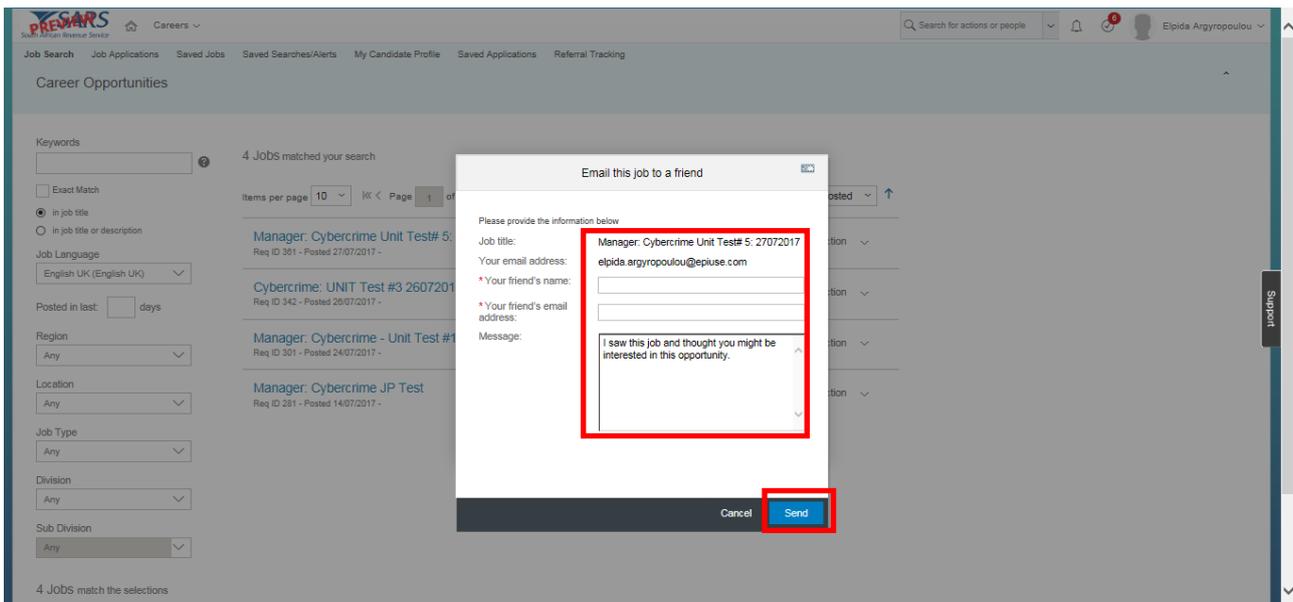
Cybercrime: UNIT Test #3 26072017
Req ID 342 - Posted 26/07/2017 - Select Action

Manager: Cybercrime - Unit Test #1
Req ID 301 - Posted 24/07/2017 - Select Action

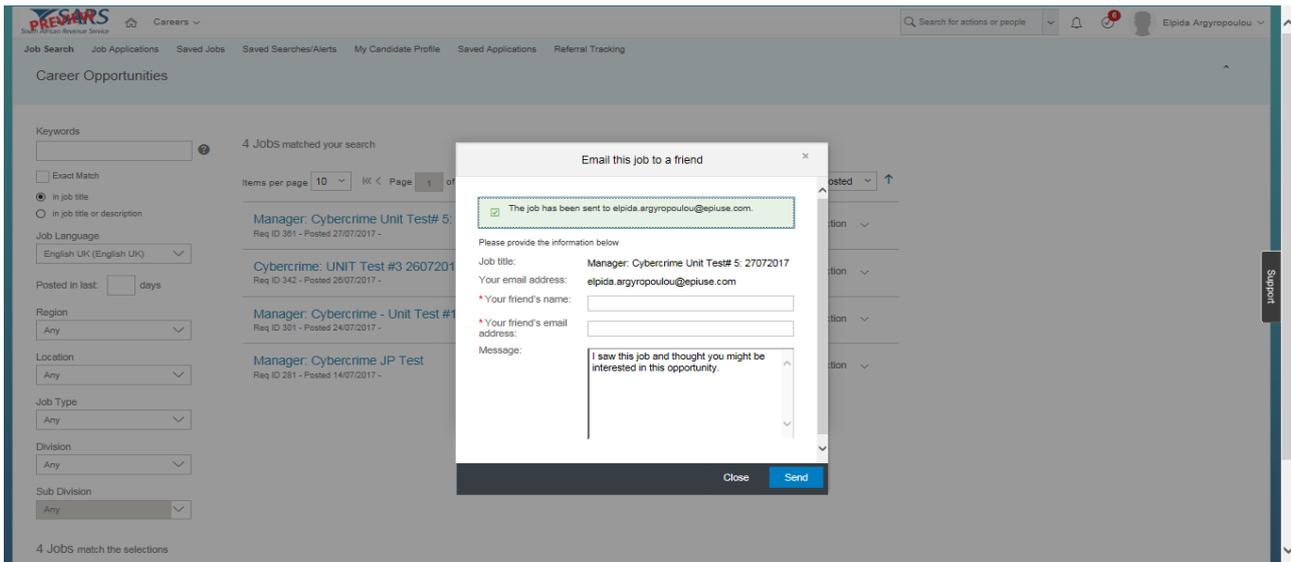
Items per page: 10 Page 1 of 1 Sort by: Date Posted



ii) Complete all the required fields and click on the “Send” button.



- b) A confirmation message will display confirming that the email had been sent successfully.



3 MEASURES

- a) N/A.

4 REFERENCES

4.1 Legislation

TYPE OF REFERENCE	REFERENCE
Legislation and Rules administered by SARS:	N/A
Other Legislation:	N/A
International Instruments:	N/A

4.2 Cross References

DOCUMENT #	DOCUMENT TITLE
HR-REC-01-S01	Recruitment and Selection – Internal SOP

4.3 Quality Records

- a) N/A.

5 DEFINITIONS AND ACRONYMS

- a) N/A.

6 DOCUMENT MANAGEMENT

Business Owner	Chief Officer: Human Capital and Development
Document Owner	Executive: Governance
Author	Specialist: Governance
Detail of change from previous revision	New Release
Template number and revision	GC-TM-17 – Rev 4