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# CANDIDATE SHORTLISTING

## DEMONSTRATION REPORT

**Central HR Administrator - SAP, Onboarding and Benefits**

| Report Detail  | Information                                                       |
|----------------|-------------------------------------------------------------------|
| Client         | Confidential Organisation                                         |
| Report Type    | Demonstration Report                                              |
| Prepared By    | Greyline Digital                                                  |
| Report Purpose | Structured decision-support report for pre-interview shortlisting |

**SIMULATED CANDIDATE DATA FOR DEMONSTRATION PURPOSES**

## 1. Executive Decision Summary

Greyline recommends a focused first-round shortlist of three candidates, with one backup candidate. The recommendation is based on CV evidence against the role-critical requirements and must be validated through interview and normal hiring checks.

**Recommended decision:** Progress Candidates A, B and C to the first interview round, with Candidate D retained as the primary backup option.

| Priority | Candidate   | Decision        | Role-fit note                                                                                                |
|----------|-------------|-----------------|--------------------------------------------------------------------------------------------------------------|
| 1        | Candidate A | Interview First | Best overall match. Strongest evidence across SAP, onboarding, movements, exits and benefits administration. |
| 2        | Candidate B | Interview       | Strong HR shared-services and systems profile. SAP transaction depth should be validated.                    |
| 3        | Candidate C | Interview       | Strong onboarding and SAP take-on exposure. Benefits and exits need further testing.                         |
| Backup   | Candidate D | Backup          | Solid HR administration backup if one of the top three candidates is unavailable.                            |

### Decision rationale

| Candidate      | Key reason                                                                           |
|----------------|--------------------------------------------------------------------------------------|
| Candidate A    | Strongest overall end-to-end alignment with the role.                                |
| Candidate B    | Strong HR shared-services, benefits and systems support experience.                  |
| Candidate C    | Strong onboarding and SAP take-on experience. Benefits and exits should be verified. |
| Candidate D    | Strongest alternative if one of the top three candidates is unavailable.             |
| Candidates E-H | Insufficient alignment or higher risk against the core role requirements.            |

**Important:** Greyline supports the pre-interview evaluation process. It does not replace HR judgement, hiring manager judgement, reference checks or the final hiring decision.

## 2. Purpose of This Report

This demonstration report shows how Greyline Digital evaluates candidate CVs against a specific role requirement before interviews are scheduled. The objective is to help HR teams and hiring managers identify the strongest candidates, the key evidence supporting each recommendation and the risks that should be tested during interview.

The report helps the client identify:

- Which candidates should be interviewed first
- Which candidates meet the role-critical requirements
- Which candidates carry role-fit or evidence risks
- Which requirements are not clearly evidenced in the CV
- Which interview questions should be asked to validate the recommendation

### 3. Role Snapshot

The role requires a Central HR Administrator with strong exposure to SAP HR administration, onboarding, employee lifecycle administration, benefits administration, employee records, HR documentation, employee query support and reporting.

| Must-have requirement             | Why it matters                                                                                             |
|-----------------------------------|------------------------------------------------------------------------------------------------------------|
| SAP HR or HRIS administration     | The role requires accurate employee record, movement and termination processing.                           |
| Employee lifecycle administration | Candidates must show practical exposure from onboarding through employee movements and exits.              |
| New joiner onboarding             | The successful candidate must manage offer-to-start-date readiness, documentation and onboarding trackers. |
| Benefits administration           | The role includes benefit records, medical aid or retirement fund administration support.                  |
| HR documentation accuracy         | The role carries confidentiality and compliance risk if records are incomplete or inaccurate.              |

| Nice-to-have requirement                      | Why it remains useful                                                                           |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------|
| SharePoint exposure                           | Useful for employee document uploads, trackers and shared HR workflows.                         |
| Advanced Excel and reporting                  | Supports trackers, HR reports and exception follow-up.                                          |
| Shared-services or centralised HR environment | Helpful because the role appears process-heavy and volume-driven.                               |
| Industry-specific HR exposure                 | Adds context, but should not exclude a strong HR administrator who meets the core requirements. |

### 4. Scoring Methodology

The score is a role-fit indicator based on evidence found in the CV. It is not a personality assessment and should be validated through interview, references and normal hiring checks.

| Assessment area                          | Weight | What is assessed                                                                                                |
|------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------|
| Must-have requirement match              | 30%    | Evidence of SAP/HRIS, lifecycle administration, onboarding, benefits and HR documentation.                      |
| Relevant HR administration experience    | 20%    | Depth and relevance of HR administrator, HR shared-services or employee records experience.                     |
| Systems and reporting capability         | 15%    | SAP, HRIS, SharePoint, Excel, trackers and reporting evidence.                                                  |
| Employee lifecycle and benefits exposure | 15%    | Practical exposure to onboarding, movements, exits, medical aid, retirement fund or related benefits work.      |
| Role-specific evidence quality           | 10%    | How clearly the CV supports the requirement rather than making broad claims.                                    |
| Risk adjustment                          | 10%    | Deductions for missing evidence, unclear experience depth, weaker qualification alignment or role-fit concerns. |

**Scoring guide:** 85-100 = interview priority; 75-84 = interview or backup depending on shortlist depth; 65-74 = proceed with caution; below 65 = not recommended for first round unless there is a special client reason.

## 5. Candidate Ranking and Score Breakdown

| Rank | Candidate | Score | Status         |
|------|-----------|-------|----------------|
| 1    | A         | 92    | Proceed        |
| 2    | B         | 88    | Proceed        |
| 3    | C         | 84    | Proceed        |
| 4    | D         | 76    | Backup         |
| 5    | E         | 68    | Caution        |
| 6    | F         | 61    | Do Not Proceed |
| 7    | G         | 49    | Do Not Proceed |
| 8    | H         | 36    | Do Not Proceed |

### Detailed score allocation

| Candidate | Must-have | HR exp. | Systems | Lifecycle | Total |
|-----------|-----------|---------|---------|-----------|-------|
| A         | 28/30     | 19/20   | 14/15   | 14/15     | 92    |
| B         | 26/30     | 18/20   | 14/15   | 13/15     | 88    |
| C         | 25/30     | 17/20   | 13/15   | 13/15     | 84    |
| D         | 22/30     | 16/20   | 12/15   | 11/15     | 76    |
| E         | 19/30     | 15/20   | 10/15   | 11/15     | 68    |
| F         | 17/30     | 13/20   | 9/15    | 10/15     | 61    |
| G         | 13/30     | 11/20   | 7/15    | 8/15      | 49    |
| H         | 9/30      | 8/20    | 5/15    | 6/15      | 36    |

| Candidate | Evidence quality | Risk | Status         |
|-----------|------------------|------|----------------|
| A         | 9/10             | 8/10 | Proceed        |
| B         | 9/10             | 8/10 | Proceed        |
| C         | 8/10             | 8/10 | Proceed        |
| D         | 8/10             | 7/10 | Backup         |
| E         | 7/10             | 6/10 | Caution        |
| F         | 6/10             | 6/10 | Do Not Proceed |
| G         | 5/10             | 5/10 | Do Not Proceed |
| H         | 4/10             | 4/10 | Do Not Proceed |

**Why this matters:** This breakdown makes the ranking easier to challenge or validate. If the client changes a requirement from nice-to-have to must-have, the weighting can be adjusted before final shortlisting.

## 6. Key Candidate Findings

Detailed findings for the top four evaluated candidates are provided below.

| Candidate A   Score 92   Recommendation: Proceed |                                                                                                                                                                                          |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary                                          | Strongest overall match. Shows direct central HR administration exposure, SAP employee record updates, onboarding, movements, exits, benefits administration and employee query support. |
| Main risk                                        | Qualification appears diploma-level. Confirm whether this meets the client's equivalent qualification requirement.                                                                       |
| Evidence gap to test                             | Depth of SAP transaction processing under high-volume central HR conditions.                                                                                                             |
| Interview focus                                  | SAP transaction depth and ability to manage accurate HR administration under volume pressure.                                                                                            |

  

| Candidate B   Score 88   Recommendation: Proceed |                                                                                                                         |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Summary                                          | Strong HR shared-services profile with good benefits administration, HR systems, SharePoint and employee query support. |
| Main risk                                        | SAP experience may be more SuccessFactors-based than traditional SAP transaction processing.                            |
| Evidence gap to test                             | Hands-on SAP HR record changes, employee movements and termination processing.                                          |
| Interview focus                                  | Confirm actual SAP HR transaction experience and practical administration ownership.                                    |

  

| Candidate C   Score 84   Recommendation: Proceed |                                                                                                                                                      |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary                                          | Strong onboarding and SAP take-on candidate. Good evidence of offer-to-start-date administration, onboarding packs, trackers and SharePoint uploads. |
| Main risk                                        | Benefits administration and exit-processing exposure appear limited.                                                                                 |
| Evidence gap to test                             | Employee benefits, movements, exits and central HR helpdesk exposure.                                                                                |
| Interview focus                                  | Validate whether the candidate can handle the full employee lifecycle, not only onboarding.                                                          |

  

| Candidate D   Score 76   Recommendation: Backup |                                                                                                                          |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Summary                                         | Practical HR administration profile with SAP, employee records, leave or ESS support and termination paperwork exposure. |
| Main risk                                       | Less evidence of centralised HR services, benefits administration and HR systems project support.                        |
| Evidence gap to test                            | Whether the candidate can step into a broader HR administration role without heavy support.                              |
| Interview focus                                 | Only interview if one top-three candidate is unavailable or a fourth comparison candidate is needed.                     |

## 7. Candidates Not Recommended for First Round

| Candidate   | Reason                                                                          | Shortlisting decision                                               |
|-------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Candidate E | Strong benefits exposure, but weaker SAP and full employee lifecycle alignment. | Do not prioritise unless benefits is weighted higher by the client. |
| Candidate F | Too junior for the required independent HR administration ownership.            | Do not proceed for first round.                                     |
| Candidate G | General administration profile with insufficient HR-specific evidence.          | Do not proceed for first round.                                     |
| Candidate H | Does not meet the core SAP, benefits, onboarding or qualification requirements. | Do not proceed for first round.                                     |

## 8. Structured Interview Questions

These questions are linked to the gaps identified during CV review and can be used to make the interview process more consistent.

| Candidate / area                           | Interview question and validation point                                                                                                                                                                                                                           |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Candidate A - SAP depth                    | Question: Talk me through the most common SAP HR transactions you personally processed, including employee movements and terminations.<br>The answer should confirm: Whether the candidate has hands-on SAP transaction experience, not only user-level exposure. |
| Candidate B - SAP vs SuccessFactors        | Question: Which SAP or HRIS modules did you use directly, and what employee record changes did you process yourself?<br>The answer should confirm: Whether the systems exposure matches the client's SAP HR requirement.                                          |
| Candidate C - benefits and exits           | Question: Describe your role in benefits administration and employee exit processing from start to finish.<br>The answer should confirm: Whether the candidate can handle lifecycle work beyond onboarding.                                                       |
| Candidate D - independence                 | Question: Give an example of a high-volume HR administration period you managed and how you controlled accuracy.<br>The answer should confirm: Whether the candidate can operate independently and maintain record quality.                                       |
| All shortlisted candidates - documentation | Question: How do you check that employee documentation is complete, accurate and confidential before it is filed or uploaded?<br>The answer should confirm: Record accuracy, confidentiality awareness and process discipline.                                    |

## 9. How the Greyline Process Works

| Step                    | Process                                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1. Client Input         | The client provides the job description, candidate CVs and any specific hiring requirements or deal-breakers.                   |
| 2. Requirement Mapping  | Greyline separates must-have requirements from nice-to-have requirements so candidates are assessed against the right standard. |
| 3. Candidate Evaluation | Each CV is reviewed against role evidence, systems exposure, experience depth, qualification alignment and risk indicators.     |
| 4. Scoring and Ranking  | Candidates are scored using a transparent weighting model, then ranked by role fit and interview priority.                      |
| 5. Client Report        | The client receives a shortlist recommendation, score breakdown, candidate risks and structured interview questions.            |

## 10. Practical Benefits to the Client

| Benefit                     | Practical value                                                                                                   |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------|
| 1. Save Screening Time      | Identifies the strongest candidates earlier when HR teams are dealing with high CV volumes.                       |
| 2. Reduce Missed Detail     | Highlights relevant experience, missing evidence, gaps and risks that may be overlooked when screening is rushed. |
| 3. Improve Hiring Decisions | Applies consistent criteria and gives hiring managers focused interview questions before first-round interviews.  |

**Client value:** Greyline gives HR and hiring managers a faster, more structured first review so their time is focused on the candidates most likely to fit the role.

## 11. How This Report Should Be Used

| Use the report to                                                             | Do not use the report to                                                        |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Create a structured first-round shortlist.                                    | Make the final hiring decision without interview validation.                    |
| Focus interviews on evidence gaps and risk areas.                             | Replace HR judgement, manager judgement, reference checks or compliance checks. |
| Challenge and validate the weighting if the client changes the role priority. | Exclude a candidate unfairly because a nice-to-have requirement is missing.     |

## 12. Demonstration Note

**Demonstration only:** This is a Greyline Digital demonstration summary. Candidate profiles are simulated for demonstration purposes and do not represent real applicants. In a live client assignment, the scoring model can be adjusted to match the final job description, client deal-breakers and any confirmed must-have requirements.