From:	Shauna Holman Harries
To:	Luong, Hoan - OFCCP
CC:	Neil Bourque; Lida Daniel; Charles Nyakundi; Sean Smith; Kela Moon
Sent:	10/29/2015 9:09:31 PM
Subject:	HQCA 6 of 29
Attachments:	HQCA - Personnel File 5 - ███████████ zip

Best Regards,
Shauna Holman-Harries

ORACLE

Shauna Holman-Harries - Director Diversity Compliance
Phone: +1 602 333 9112 | Fax: +1 602 333 9112 | Mobile: +1 480 689 1858

PROMOTION OF ███████████ TO PMTS

Employee Name: ███████████   **Manager:** ███████████_____

Current Position: <u>Senior Member of Technical Staff</u>   **Proposed Position:** <u>Principal Member of Technical Staff</u>_____

# of Years in Current Position: <u>8.5</u>_____   **Location:** <u>HQ 2OP11</u>_____

# of Years in Industry: _____<u>14.5</u>_____   **Group VP:** ███████_____

SUMMARY OF EXPERIENCE

███████ joined Oracle in 1993 after completing her Masters in Electrical Engineering and Computer Science from ███████████. During her initial tenure in Oracle she worked as a developer in the ███████████. In ████, she left Oracle to complete her MBA from ███████████. After working as a Management Consultant for ███████████ for a year, she joined Oracle again in 2003 in ███████████ team.

███████ leads and specialize two main areas of install and configuration. She is responsible for development and maintenance of ███████████. She also owns ███████████ releases. This is in addition to ███████████ products which includes ███████████. In the last 8+ years, she has successfully delivered multiple releases of ███████ and multiple patch set releases of ███████ and ███████.

Overall, ████

- Takes complete responsibility of the project she owns.
- Interacts with multiple product teams and follows up with developers as needed.
- Seldom needs any supervision.
- Quick to learn new technology
- Has a very positive attitude and communicates well with everyone on the team and in the organization.
- Has gained respect from various groups she has been working with at the various level of the technical layer.

████ promotion is supported by the following individuals:

1. ███████████ – Architect, ███████████

2. ███████████ – Senior Manager, ███████████

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3. ███████ – Senior Director, ██████

4. ███████ – CMTS, ████████████████████

5. ███████ – Senior Director, ████████████

6. ███████ – Senior Director, ███████████

7. ██████ – Release Manager, █████

8. ████████ – Director ███████████

9. ███████ – Senior Manager, ████████████████████

10. ██████ – Director ████████████████

11. ████████ – Director, ███████████

12. ████████ – Director, ██████████

13. ████████ – Senior Manager, ████████████████

14. ███████ – PMTS, ██████

15. ███████████ – PMTS, █████████

SCOPE OF POSITION

████ has been a valuable player in the ██████████ team. ████████████████ projects involve integration of multiple complex components and provisioning them in a seamless manner. Working as a Principal developer on such projects not only requires strong understanding of the overall FMW product architecture but also requires strong design and architecture skills. Since these projects span various cross-functional areas, both verbal and written communication skills and persuasive skills are equally important. Due to this ████ excellent communication skills have been extremely valuable on her various projects. I have always felt confident in her ability to tackle whatever projects she is involved in. During her time on the team she has always helped influence the team both technically with participation in functional spec designs as well as communicating well both inside and outside of the team and helping to coordinate and track team efforts through various means.

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Her efforts with the ▮▮▮▮ team required her to learn our new ▮▮▮▮▮▮ process and work closely with the ▮▮▮▮ team members to gather requirements for two different releases very closely spaced. She was able to cope successfully with fluid requirements with components being added and removed from the release on short notice. The ▮▮▮▮ shiphome releases have been very successful with the ▮▮▮▮▮▮▮▮ release even going RTM a week early in order to make marketing and media pack requirement dates.

Her recent work on the ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ shows that she can rapidly learn new technologies and produce quick results. This required her to learn how to create templates and understand the basics ▮▮▮▮▮▮▮▮▮▮▮▮ and administration to produce a working product in a very short time period. She has a very thorough understanding of the release process which allows her to inform her technical decisions with knowledge of the most efficient implementations.

TECHNICAL ABILITY

▮▮▮▮ is proficient in Java, C, shell scripting, WebLogic and related technologies. She is also very good at diagnosing problems and getting to the bottom of the issue. She is extremely persistent; she never gives up on getting to the root cause of a problem even under very tiring situations. Time and again she has shown strong design and architecture skills throughout the various projects she has successfully delivered starting with ▮▮▮▮

She is a self-motivated individual with the drive to achieve the best in all her endeavors. She goes out of the way to make sure that she has covered all aspects of the features she has implemented and makes sure that all work is of high quality. She has been able to drive most issues to closure by following up with other teams such as the ▮▮▮▮▮▮▮▮ teams. She required very minimal supervision and directions from me in most cases.

She has exposure to the entire product development lifecycle. She can quickly study new technologies and master them. She has demonstrated her abilities in install, configuration, and programming practices.

The following are links to some of the Functional Spec and Design Specs created by her.

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TEAMWORK AND INFLUENCE WITHIN ORACLE

She is a great team player. Her many years of experience make her a good resource for newer members of the team and she is always willing to help. She has always worked to keep team spirits high even in adverse situations. She is a good mentor for engineers in install and configuration areas. She is very approachable and provides immediate assistance to team members.

Install development requires interaction with other development teams, RMs, QA and product management. She works well with other teams. Developers from inside and outside teams contact her for advice on install and configuration areas. And she is always willing to help them with their problems and suggest technical solutions.

EXTERNAL VISIBILITY

Installation and configuration development provides lots of opportunity to interact with many teams. She consistently works with multiple development teams, QA, and RMs. During the last 8 years, she has worked with almost all █████████████ teams. In her area of responsibility she is the go-to person. In addition to working with Oracle Internal teams, in many occasions she has worked with Support Teams and customers to resolve customer issues and escalations.

ACHIEVEMENTS

- ███████████████████████
    - Part of the core group for design and development of the ████████ Installation. Functional Specification for the Patchset
    - Worked on the use case document for the new ████████ design. Patchsets released include ████████ and currently ███
    - Created the ███████████████████████████████
- █████████████████
    - Created two interlinked ████████████████████ release. The requirement was to create an initial ████████ which installed just the basic set of ████ products and then a second ████████ which contained the same base set plus an additional number of products. Due to the timing of the release and the testing requirements this meant that the build needed to handle creating two different ████████ with a shared set of xml files. The release date for the second ████████████████ needed to be moved for marketing reasons and so

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was ultimately released a week earlier than scheduled. Subsequent ▮▮▮ releases required adding support for the ▮▮▮▮▮▮▮▮▮▮▮ ▮▮▮▮ helping the ▮▮▮ team to split their product into multiple zip files and managing the unzip of the files, and introducing the ▮▮▮▮ team to the ▮▮▮▮▮▮▮▮ process and creating the base files for them to generate an install component using the ▮▮▮ ▮▮▮.

- ▮▮▮▮▮▮▮▮▮▮
  o Worked on the ▮▮▮ support. This involved creation of new templates and mainly has to coordinate with multiple teams to get the information since it was new project and lot of research work involved. Also required lot of configuration changes. For ▮▮▮▮▮▮▮ ▮▮▮▮▮▮▮▮▮▮▮▮▮ was implemented to support same ▮▮▮▮▮ for both ▮▮▮▮▮▮▮▮▮▮▮.
- ▮▮▮▮▮▮▮▮
  o This is ▮▮▮▮▮▮▮▮▮▮▮▮▮▮ For every version of patchset a new component is added and this patchset became a single installer to patch multiple topologies. This release also is the first to support ▮▮▮ This release was not using ▮▮▮▮▮▮▮▮▮ and the deployments are happening through ▮▮▮▮▮. Worked on lot of configuration code in these patchsets. Critical enhancement in this patchset is ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
- ▮▮▮▮▮▮▮▮▮
  o Created patchset for ▮▮▮▮▮▮ components. This is one of the complex patches to align ▮▮▮▮▮▮▮▮▮▮ releases into single install. Configuration was handled for complex scenarios. Wrote custom oui queries. Worked on individual automation projects to automate tasks such as the process of removing multiple versions of components and patches in the shiphome, updating the Release Builder spec files, and the first version of the patch mapfile tool.
- ▮▮▮▮▮▮▮
  o This patchset has forms/reports patches as well as infrastructure like ▮▮▮▮▮▮ Worked on a variety of projects to develop breadth of knowledge of the installer products and installation architecture. For example wrote some of the ▮▮▮▮▮▮▮▮▮▮▮▮ created the code to allow ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ worked on ▮▮ ▮▮▮▮ and worked on ▮▮▮▮▮▮. I also worked on a coordinating product with various teams to ensure that the configuration assistants were re-entrant. Once the ▮▮▮▮▮▮▮▮▮ team was started I worked on component patches for a variety of products such as ▮▮▮▮▮▮▮▮▮▮▮
- ▮▮▮
  o This was previously installed using non oracle installer technologies. First created a tool to ▮▮▮▮▮▮▮▮ which gave capability to use ▮▮▮▮ for all the patching. Created the install code for the ▮▮▮ patchset install as well as the Java code to determine what components should be installed based on the existing ▮▮▮ installation. This tool became a standard for other team too.
- Porting releases
  o Major contribution to bring the install code to generic label. This has significantly increased the porting platforms shiphome delivery time. Finally made the platform shiphomes to release within a month of base release.
- During her previous time at Oracle
  o Improved usability and functionality of ▮▮▮▮▮▮▮▮▮ allowing timely product release which required her to learn Java, graphical user interface programming, security code basics in three months

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- o Enabled timely █████████████ releases by coordinating release and bug fixing of 12 network products across 10 product lines. This included chairing project planning meetings, serving as a liaison between product lines and base development and documenting porting guidelines

RECOMMENDATIONS

██████ has gained lot of respect from multiple teams and some of these recommendations from the area leads show how happy they are with her work.

1. **████████████ – Architect, █████████████**

I have worked with ████ for roughly a several years in her position as a developer in the █████ group. She has been responsible for the ████ for several components produced by my group including ██████████. During this time ████ has shown the quality of work and professional ability that deserves her promotion to PMTS.

████ has been responsible for helping my group with the install components for ███████████ across multiple database releases and application server patch sets. █████ poses particular problems for both development and install because it is developed within the application server development team and delivered to database releases. ████ has been invaluable in navigating unfamiliar territory in terms of how installs should be accomplished and unfamiliar procedures for delivering the finished product. Through multiple releases and shifts in install requirements, ████ has consistently helped us to determine what needs to get done on our end and delivers the corresponding install components to make the product delivery possible.

The ████ install component has also presented its own share of unique challenges. Because of the wide range of installations that ████ is included into and the variants (embedded within the ████████████████████████████) along with its open source heritage ████ faces a variety of issues when it comes to install and packaging. ████ has worked very hard with engineers from our team to ensure that ████ patch sets always contain the necessary pieces and work correctly regardless of the scale of the changes required.

In my opinion, ████ has demonstrated a quality of work that warrants her promotion to PMTS.

2. **████████████ – Senior Manager, █████████████**
   I had the pleasure of working with ████ during the installer creation for ████ to work with ██████████ and for numerous enhancements needed to the ███████████ over the years. She is hardworking, very prompt with her work. I found her very easy to work with, and extremely knowledgeable.

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I strongly recommend her promotion to PMTS.

3. ███████████ **– Senior Director** ██████████████

I have worked closely with ████ during various Patch set releases such as ██████████████████████████████████ and I found her to be technically very competent.

████ played an outstanding role as one of the key developers during this release, which also required her to go way out of her way at times to resolve a problem. Her turnaround on even the most complex issues were impressive, and the solutions she provided were thought through, and issue proof.I have also found over the period of my association with her for ███████████████████████ Patch sets releases, that her deliverables are of very high quality.

It was a pleasure to work with ████ and I would recommend promoting her to Principal Member Technical Staff. It will be well deserved.

4. ███████████ **– CMTS,** ████████████████████

I am really happy to provide recommendation for ██████████, having worked with her for last couple of years in various projects. ████ is enthusiastic, hardworking, proactive and possesses great communication skill. She is a dedicated worker and her contribution in various install/configuration/patchset projects like ██████████████████████ patchset is wonderful.
She has excellent technical depth in ███████. She demonstrated great analytical prowess in finding out some of the most critical issues in the products. She has shown great potential in thinking from overall perspective and not just the current issue in hand. She is definitely a key member of install group overall and I would highly recommend to promote her for the post of Principal Member of Technical Staff.

5. ██████████████ **- Senior Director,** ██████████████

I worked with ████ on the ██████████ patch set and have found her to be knowledgeable and personable. She seems truly interested in getting things done properly. She always responds to my inquiries and follows up. This makes my job easier as a development manager. I support her promotion to Principal Member of Technical Staff.

6. ███████████ **– Senior Director** ████████████████

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I have worked with █████ over the last few years on a variety of █████ install related activities. These activities spanned several releases in the █████ series.

During the course of this association, █████ has exhibited -

a) A good knowledge of her area and ability to guide us as required

b) Ability to understand our requirements and react accordingly

c) High degree of responsiveness to our queries

█████ has always been a delight to work with and is someone who I can rely on deliver the support needed.

7.   █████████ – Release Manager, ████████

I have been working with █████ for several years now. Our products, now known as ████████████████████████████ came to Oracle through the ████████████████. It has not been easy transitioning to Oracle processes and tools, but one area that has gone quite well, in my opinion, is █████ █████ has done an excellent job in this regard. She learned our products quickly and with minimal assistance, and she has worked with most of our development groups to implement and maintain a standard Oracle install for our ███ releases (we have had four ███ releases so far). This has not been an easy task, as we have four main development groups involved, based in different locations, and under █████ they had a variety of different installers and independent development tools and processes.

█████ is extremely knowledgeable, and she does an excellent job of explaining Oracle's █████ processes and tools when I need the details. This actually is not very often, however, which I see as a good thing in my role. If there are █████ related questions or issues for █████ I typically just point people to █████ and she takes care of the details. At most I typically help coordinate with other groups and obtain the information and decisions that she requires. So I consider █████ to be a very valuable resource. I probably should have learned more about install over the past several years, but with █████ working on our products I have not needed to.

I also enjoy working with █████ and I feel we work together very well. She is very bright, responsive, and flexible, and her attitude is always positive and helpful. For example, more than once I have asked █████ to remove something from our install for a release--and then later in the release I have had to ask her to add it back in (or vice versa). In these cases █████ has not complained and has just completed the re-work as quickly as possible.

I have a great deal of respect for █████ She is one of the finest persons with whom I have worked at Oracle. I am sure that █████ will continue to be a valuable resource to me and █████ and that she will continue to help us make our products better.

8.   ████████ - Director, ████████████

I've been working closely with ████████████ for 18+ months. During this time she played a key role in development and delivery of ████████████ and config template across multiple releases. █████ provided an exceptional level of support to ████████████ team. Not only she always adhered to aggressive schedules and accommodated late deliveries by development teams, █████ always ensured that all questions and requests posted by development team were answered and processed in a timely manner even if submitted outside of core business hours. She provided "no questions asked" support during weekend and holidays. █████

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demonstrated on multiple occasions she is not only a person who knows what it takes to have job done but an excellent team player who always takes an extra step to help/advise development team to ensure tasks are completed on time.

It is a real pleasure to have ████ on the team. I support ████ promotion to PMTS.

9. ████████ – Senior Manager, ███████████████████

I recommend ████ for promotion to the position of Principal Member of Technical Staff. I interacted with ████ when she handled ██████████ development; she did a great job on the project starting with ironing our requirements to packaging/end delivery.

████ exhibits great initiative to drive open issues through closure. She does not hesitate to ask questions when necessary and communicates well with members across different teams. ████ has worked well with ████████████ Sustaining engineering and QA teams and picked up product technical and functional knowledge quickly. She also demonstrated good leadership qualities, and her scope of operations justifies the IC4 position.

10. ████████ – Director, █████████████████

████ worked closely with me during the ████████ release of █████████. ██ handled ████████████████████████ for this particular release during HQ time. ████ demonstrated good analytical and problem solving skills, as well as great team work during this project. During install development, she ensured that install work done during ████ releases is proactively carried over to the ████████████. She kept me informed on the major install changes happening on the ████ platforms so that we could address them on the ██████████. In her manager's absence, ████ effectively handled ██████████████ co-ordination issues to ensure smooth deliverables from the ████ team. She has good attitude, and pays extra attention to delivery of quality shiphomes. I highly recommend ████ promotion to PMTS.

11. ████████████ – Director, ██████████████

████ has been a significant contributor from ████ team to ████████████ with her quick triaging and fixing of open issues. She has always acted responsibly and followed the processes while making changes in critical times. She has exhibited excellent communication skills with her clear and complete updates. She has been a very good team player considering her work with other teams in debugging and resolving ██████ issues. She has represented her manager well in release meetings with timely updates during her manager's absence.

12. ██████████████ – Director, █████████████

I highly recommend ██████████████ promotion to Principal Member of Technical Staff (PMTS). I have worked with her at multiple occasions related to ██████████ and have always appreciated her detailed understanding of the product's install process and technical details. She is very thorough in her approach and very quick to get back. Her communication skills are excellent. It has always been a pleasure working with her.
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13. ████████████████ **- Senior Manager,** ████████████████████

I worked with ████████████ on the ██████ aspects for ██████ components. This process presented us with quite a few challenges getting steps coordinated across various teams and resolving technical issues as they arise. ██████ was critical to us achieving our goals as she provided us with timely support and was available both within and outside normal office hours. Her deep knowledge of the system enabled her to answer our technical queries in a very efficient fashion and to resolve issues quickly building a good working relationship with her.

14. ████████████ **– PMTS,** ████████████

I started to work with ██████ from the last year when we started the ████████████████ efforts. She was also doing ████████████████ work at that time for ████████████ release. She was and is very knowledgeable in the installer area. Also she has good knowledge of various underlying technologies involved. She is creative enough to reach out to the right team for the right issues. She is easy to work with, creative and experienced software professional. She worked on several items and was able to shuffle them based on the priorities. His flexibility in timings and hardworking made huge difference for various items we worked together.

Having said above, I strongly recommend to be promoted to the next level as she has proven her expertise in various development modules.

15. ████████████████████ **- PMTS,** ████████████

I started working with ████ as part of ████████████████████████ as her point of contact on the ████████████████ team. Being the first release of ██████ and since ██████ was layered on top of ████████████████ the ████████████ had several unknowns in terms of packaging and installation. Also, considering that this was a new product, there were several open questions at different points in the product lifecycle which needed the inputs from the ██████ team.

██████ was patient in understanding the context related to ██████ and more than willing to work with us to provide a solution to many of our install requirements. She is meticulous and pro-active in completing work items considering inter-team dependencies and schedules. She was prompt in her responses either with direct replies or pointing in the right direction. Furthermore, she was always willing to do that extra bit to help us with any questions or issues. Her receptiveness to different approaches for solving problems is a big plus.

On the basis of my work with her, I can state that she can effectively work on complex projects on her own. I recommend promoting her.

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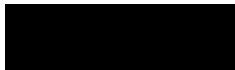
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People

Name

Last	
First	
Title	Mrs
Prefix	
Suffix	
Middle	

Gender: Female   Action:

Person Type for Action:

Person Types

Employee Applicant

Identification

Employee

Social Security:

Personal | Employment | Office Details | Applicant | Further Name | Other | Benefits

Birth Date		Age	
Town of Birth		Status	Married
Region of Birth		Nationality	
Country of Birth		Registered Disabled	No

Effective Dates

From: ____   To: ____   Latest Start Date: ____   [Ye]

[Address]   [Assignment]   [Special Info]   [Others...]

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File Edit View Folder Tools Window Help

People

Name

Last	
First	
Title	Mrs
Prefix	
Suffix	
Middle	

Gender [Female ▼] Action [▼]

Person Type for Action

Person Types

Employee,Applicant

Identification

Employee ▼

Social Security

Personal | **Employment** | Office Details | Applicant | Further Name | Other | Benefits

Ethnic Origin	Black or African American	I-9 Status	Yes
Ethnicity Disclosed		I-9 Expiration	
VETS100	Not a Veteran	New Hire	Already Reported
	☐ Child Support Obligation	Exception Reason	
	☐ Opted for Medicare	Vets 100A	Not a Veteran

Effective Dates

From [   ] To [   ] Latest Start Date [   ] [Ye]

(Address)   (Assignment) (Special Info) (Others...)

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File Edit View Folder Tools Window Help

People

Name

Last ▮
First ▮
Title Mrs
Prefix
Suffix
Middle ▮

Gender Female ▾   Action ▾
Person Type for Action
Person Types
Employee.Applicant

Identification
Employee ▾ ▮
Social Security ▮

Personal   Employment   Office Details   Applicant   Further Name   Other   Benefits

Office ▮   Email ▮@oracle.c
Location   Mail To
Mailstop

Effective Dates
From ▮   To   Latest Start Date ▮   [Ye]

Address   Assignment   Special Info   Others...

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File Edit View Folder Tools Window Help

People

Name

Last	
First	
Title	Mrs
Prefix	
Suffix	
Middle	

Gender Female

Action

Person Type for Action

Person Types

Employee.Applicant

Identification

Employee

Social Security

Personal Employment Office Details **Applicant** Further Name Other Benefits

Resume

☐ Exists

Last Updated

Hold Application Until

Effective Dates

From   To   Latest Start Date   [Ye]

(Address)   (Assignment) (Special Info) (Others...)

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File Edit View Folder Tools Window Help

People

Name

Last ▮

First ▮

Title Mrs

Prefix

Suffix

Middle ▮

Gender Female

Action

Person Type for Action

Person Types

Employee.Applicant

Identification

Employee ▮

Social Security ▮

| Personal | Employment | Office Details | Applicant | Further Name | Other | Benefits |

Honors |

Preferred Name ▮

Previous Last Name ▮
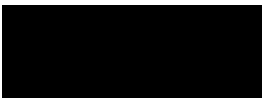
Effective Dates

From ▮

To

Latest Start Date ▮   [Ye]

Address   Assignment   Special Info   Others...

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File Edit View Folder Tools Window Help

People

Application

	Received	Terminated	Projected Hire	Current Employer	
Date	███████				[---]

Assignment

Recruitment Activity		Vacancy	████████	
Organization	SL67 - Fusion CRM PM - ORCL I	Group		
Job	17130.Product Manager/Strategy	Position		
Grade		Location	6OP9	
Status	Active Application	Reason		[--]

Recruiter | Application Source | Supervisor | Probation & Notice Period | Standard Conditions | Miscellaneous | ▸

Name	Parrot, Ms Heather	Number	72162

Effective Dates

	From	████████	To	

Interview

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Previous Employment Information

Previous Employer

Employer   Oracle   Start Date
Address   Redwood Shores   End Date
Country   Years
Type   Unknown   Months
Sub Type   Days
Description Collaborated in the desig   Further Information
            All Assignments   [   ]

Previous Job

Start Date	End Date	Job	Employee Category	Years	Months
		Senior Technical Staff			

Extra Information

Assignment - Previous Job Mappings

Assignment	Job	Start Date	End Date	Years	Months

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People

Salary Administration

Previous Proposal

					Grade Salary Limits
Date	▮	Salary Basis	Annual		Grade ▮
Currency	USD	Last Value			Currency USD
Bases/Year	1	Annual Salary	▮		Min Salary ▮
Conversion Rate	1.00	Converted Salary	▮		Max Salary ▮

Comparatio 74.845

Salary Proposal

				Salary Information
Change Date	▮	Currency	USD	
Change Value	▮	New Value	▮	Salary Basis Annual
Change %	2.75	Annual Salary	▮	Pay Basis Annual Salary
Reason	Annual Salary Review	☑ Approved		Bases/Year 1
Ranking		Next Review		
		Performance Review		

Proposal Components

Reason	Change Value	Change %	Approved	[ ]
			☐	
			☐	
			☐	[ ]

Performance

Oracle Applications - GSIAP

File   Edit   View   Folder   Tools   Window   Help

Performance

Interview

Type   Performance Appraisal

Location

Date   27-AUG-2014

Rating   4 - Exceeds Expectations

Next Date   [   ]

Salary History

Change Date	Review Date	Reason	Approved	Currency Code	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
		Annual Salary Re	✔	USD			2.75							74.85					
		Annual Salary Re	✔	USD			3.627							74.3					
		Annual Salary Re	✔	USD			3.209							73.85					
		Annual Salary Re	✔	USD			2.747							85.798					
		Annual Salary Re	✔	USD			4.598							85.174					

Change Date	Review Date	Reason	Approved	Currency Code	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
		Annual Salary Re	✔	USD			3.627							74.3					
		Annual Salary Re	✔	USD			3.209							73.85					
		Annual Salary Re	✔	USD			2.747							85.8					
		Annual Salary Re	✔	USD			4.598							85.17					
		New Hire	✔	USD										92.04					

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Assignment(Ephraim, Mrs ██████████████████████)

Organization   CT04 - Install-Config Management Pack - OF   Group   Oracle.No.Standard.No
Job   10540.Software Developer 4.PRODEV.SWE   Position
Grade   ███████   Payroll   Semi-Monthly
Location   2OP11   Status   Active Assignment
                                                              Vacancy

Assignment Number   ████████   Collective Agreement
Assignment Category   Full Time - Regular   Employee Category

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information | ▶

Name   ████████████████
Worker Number   ████████████████
Assignment Number

Effective Dates
From   ███████████   To   [Pr]

Salary   Entries   Others...

Oracle Applications - GSIAP   ORACLE

File Edit View Folder Tools Window Help

DataTrack History of Assignments

From Date	To Date	Assignment	Contract	Employment Categ	Grade	Internal Ad	Job	Last Updated By	Last Update Date	Location	Manager	Normal E	Normal	Normal S	Organization	Payroll	People Group	Position	Primar
██████████		████		Full Time - Regular			10540.Software Developer 4.PRODEV.SWENG.IC3	ANONYMOUS	15-MAR-2013 09:2	2OP11	No	17:00	40	09:00	CT04 - Install-Confi	Semi-Monthly	Oracle.No.Standar		Yes
23-OCT-2010	01-APR-2012			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	ANONYMOUS	15-MAR-2013 23:2	2OP11	No	17:00	40	09:00	CT04 - Install-Confi	Semi-Monthly	Oracle.No.Standar		Yes
16-FEB-2010	22-OCT-2010			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	HR_PROCESS_US	24-OCT-2010 19:04	2OP11	No	17:00	40	09:00	CT04 - Install-Confi	Semi-Monthly	Oracle.No.Standar		Yes
26-JAN-2010	15-FEB-2010			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	RENE.HUBBARDE	11-FEB-2010 14:5C	2OP11	No	17:00	40	09:00	CT04 - Install-Confi	Semi-Monthly	Oracle.No.Standar		Yes
██████████	25-JAN-2010			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	HOLLY.CHANDLEI	29-JAN-2010 09:57	2OP11	No	17:00	40	09:00	CW92 - MW Install	Semi-Monthly	Oracle.No.Standar		Yes

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Oracle Applications - GSIAP   ORACLE

File Edit View Folder Tools Window Help

DataTrack History of Assignments

ganization	Payroll	People Group	Position	Primary	Probation	Probation	Probation	Reason	Recruiter	Recruitment Activit	Salary Basis	Special Ceilin	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours Fre	Effective
04 - Install-Confi	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Payroll Oracle Ar	████████			Week	☑
04 - Install-Confi	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Payroll Oracle Ame				Week	☐
04 - Install-Confi	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Payroll Oracle USA				Week	☐
W92 - MW Install	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Payroll Oracle USA				Week	☐

DateTrack History of Assignments

From Date	To Date	Assignment	Contract	Employment Categ	Grade	Internal Ad	Job	Last Updated By	Last Update Date	Location	Manager	Normal E	Normal	Normal S	Organization	Payroll	People Group	Position	Primar
08-JUN-2007	10-JUN-2007			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	VERONICA.AYAL	11-JUN-2007 11:59	2OP11	No	17:00	40	09:00	CW92 - MW Install	Semi-Monthly	Oracle.No.Standar		Yes
27-SEP-2006	07-JUN-2007			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	VERONICA.AYAL	11-JUN-2007 11:59	2OP11	No	17:00	40	09:00	0834 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes
24-JUN-2005	26-SEP-2006			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	CHEROKEE.CHAN	27-SEP-2006 17:1	2OP11	No	17:00	40	09:00	0834 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes
01-MAR-2005	23-JUN-2005			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	HRUPDATES_US	13-JUN-2005 14:11	2OP11	No	17:00	40	09:00	0834 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes
03-JAN-2005	28-FEB-2005			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	HR_PROCESS_US	01-MAR-2005 11:2	2OP11	No	17:00	40	09:00	0834 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes

ganization	Payroll	People Group	Position	Primary	Probation	Probation	Probation	Reason	Recruiter	Recruitment Activit	Salary Basis	Special Ceilin	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours Fre	Effective
W92 - MW Install	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Payroll Oracle USA				Week	
34 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Payroll Oracle USA				Week	
34 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Payroll Oracle USA				Week	
34 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Payroll Oracle USA				Week	
34 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Oracle America, In				Week	

From Date	To Date	Assignment	Contract	Employment Categ	Grade	Internal Ad	Job	Last Updated By	Last Update Date	Location	Manager	Normal E	Normal	Normal S	Organization	Payroll	People Group	Position	Primar
03-JAN-2005	28-FEB-2005			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	HR_PROCESS_US	01-MAR-2005 11:2	2OP11	No	17:00	40	09:00	0834 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes
03-DEC-2004	02-JAN-2005			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	BARIAS_US@ORA	20-JAN-2005 11:40	2OP11	No	17:00	40	09:00	0834 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes
11-OCT-2004	02-DEC-2004			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	BARIAS_US@ORA	03-DEC-2004 13:0	2OP11	No	17:00	40	09:00	0834 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes
24-JUN-2004	10-OCT-2004			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	BARIAS_US@ORA	04-NOV-2004 12:1	2OP11	No	17:00	40	09:00	0834 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes
08-SEP-2003	23-JUN-2004			Full Time - Regular			10530.Software Developer 3.PRODEV.SWENG.IC3	KATHY.MONTEZ@	25-JUN-2004 19:08	2OP11	No	17:00	40	09:00	0834 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes

ganization	Payroll	People Group	Position	Primary	Probation	Probation	Probation	Reason	Recruiter	Recruitment Activit	Salary Basis	Special Ceilin	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours Fre	Effective
34 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Oracle America, In				Week	
34 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		FMLA Unpaid BE	Oracle America, In				Week	
34 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		STD Paid BE	Oracle America, In				Week	
34 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Oracle America, In				Week	
34 - ST iAS Ros	Semi-Monthly	Oracle.No.Standar		Yes				New Hire			Annual		Active Assignment	Oracle America, In				Week	

New Employee Paperwork

Candidate's Name: ███████████████████████

- ❑ Rehire
- ❑ International Transfer
- ❑ Temporary
- ❑ VISA Required
- ❑ Temporary to Regular
- ❑ Part-Time

- ☑ **Signed Employment Agreement**

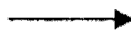 - ❑ Start Date ████████████

- ☑ **Signed Proprietary Information Agreement**
- ☑ **Signed Privacy Policy**
- ☑ **Completed Personal Information Sheet**

  Must be complete ——→ Complete Address
  Social Security Number
  Date of Birth

- ☑ **Employee Self Identification Form**
- ☑ **Employment Eligibility Questionnaire**
- ❑ **I-9 Rec'd**   OHD _____

Comments:

		Date	Initials
❑ Set Visa Flag (If Visa Required)	Logged	8/25	KO
❑ Send Visa Alert to Manager (If Visa Required)	Sent E-mail	8/25	(
❑ End date benefits screen (If Rehire)	Entered System	9-2	KO
❑ Car Allowance _____	Employee ID ████		CO
❑ Stock _____	Scanned Date: _____ _____		

Personal Information Sheet

Missing information or illegible information may cause delays in processing your profile.

Employee Name   First ██████████████████

Middle ██████████████████

Last ██████████████████

Preferred First Name (Known As) ___ ██████████████

(Optional)

Name as it appears above the address on your offer letter (For Reference Purposes)

████████   _____   ████████████ _____

First   Middle   Last

Social Security # ████████████████
Please note you are responsible for obtaining a Social Security Number within two weeks of your employment.

Date of Birth   ████████████████
(Example: 12 -FEB– 1960)   DD   MMM   YYYY

Street Address ████████████████████████████████

City ████████████████████████████████

County ████████████████████████████████

State ████████████████████████████████

Country ████████████████████████████████

Telephone Number ████████████████████

Other Information:

Who was your initial point of contact in the recruiting process that resulted in your hire?

[X] Hiring Manager   [ ] Internal Recruiter   [ ] Employment Agency

If your answer above was **Hiring Manager** or **Internal Recruiter**, what was the recruiting technique that prompted your candidacy?

[X] Employee Referral
[ ] Oracle's Web Career Site (Oracle.com)
[ ] Job Fair
[ ] Web Career Site (Monster, Careerbuilder etc.)
[ ] Oracle Internal Recruiter contact/cold call
[ ] Rehire (self-initiated to Oracle contact from previous Oracle employment) - **Previous employee #**_____
[ ] Print Advertisement
[ ] Oracle Hiring Manager contact/cold call
[ ] Other (please elaborate) _____

Please list the Company Name of your most recent employer.

████████████████████████

DO NOT WRITE IN THIS SECTION

11/01   23   Emp#:_____

D-60
60.25

MANDATORY: ALL PROSPECTIVE EMPLOYEES MUST COMPLETE AND SIGN THIS FORM
Employee Eligibility Questionnaire

Federal law requires Oracle to hire individuals who are authorized to work in the United States. To ensure compliance, all prospective employees must answer the following questions and sign and date this form.

1. **Are you authorized to work in the U.S.?** *(check one)* ☒ **Yes**   [ ] **No**

2. **Which ONE of the following applies to you?** *(check one)*

[ ] U.S. Citizen   ☒ U.S. Permanent Resident   [ ] Foreign National with / without temporary visa

If you checked U.S. Citizen or Permanent Resident, <u>STOP</u>, skip to item 4. below.
If you checked Foreign National with / without visa, complete items 3. and 4. below.

3. **Which <u>ONE</u> of the following describes your current status?** *(check one & complete needed information)*

[ ]   I am on F-1 or J-1 status and have valid work authorization based on that status.
Visa type: F-1 _____ J-1 _____
Issue date of work authorization: _____
Expiry date of work authorization: _____

[ ]   I have some other type of status in the U.S., and have a valid work card issued by INS in the form
of an "EAD" (Employment Authorization Document), and can begin employment based on that.
Issue date of work authorization: _____
Expiry date of work authorization: _____

[ ]   I have a work visa sponsored by Oracle Corporation and can be employed based on that valid status.
*NOTE: This ONLY applies if your **current visa status has already been sponsored by Oracle
Corporation and you are currently in possession of an I-797 Approval Notice or visa stamp bearing
the name of Oracle Corporation as the sponsoring entity**. If this is **not** the case, then this selection
does not apply to you, and you must make a different selection that describes your current visa status.*
Visa type: _____
Valid from: _____   Valid to: _____

[ ]   I have a U.S. visa of some kind, but it is **not** an employment visa that was sponsored by
Oracle Corporation, therefore I will require Oracle Corporation to sponsor me for a work visa.

[ ]   I do not have any U.S. visa, I am outside the U.S. and therefore will require Oracle Corporation to
sponsor me for a work visa.

Visa Assistance for Regular, Full-Time Employees
If you will be a regular, full-time employee and require assistance to obtain Oracle-sponsored work authorization, please note:
- Complete and return all New Hire Paperwork, except I-9 form (bring on first day of employment)
- Contact your manager and request s/he complete Purchase Order and begin visa petition process
- Contact the Oracle-approved immigration attorney. Generally, Oracle pays normal legal fees and costs for work authorization.

---

4. **It is mandatory that ALL prospective employees print and sign their names and date this document.**

Print Name   Signature   Date

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ORACLE

Employment Agreement & Mutual Agreement to Arbitrate

Please read this Agreement carefully before you agree to its terms by signing it. You may wish to consult an attorney prior to signing the Agreement. The Agreement sets forth certain important benefits, terms and conditions related to your employment with Oracle. It also sets forth the mutual agreement between you and Oracle to arbitrate any dispute or claim arising out of or related to your Oracle employment and to waive all rights to a trial or hearing before a court or jury.

Proprietary Information
Oracle's proprietary rights and confidential information are among the company's most important assets. In addition to signing this Agreement as a condition of employment, you also must sign the Proprietary Information Agreement included in the New Employee Packet.

Oracle Policies
Your adherence to the Oracle Code of Ethics and Business Conduct, set forth in a booklet included in the New Employee Packet, is vital to Oracle and to your success at Oracle. When you sign this Agreement, you are agreeing to thoroughly familiarize yourself with the Oracle Code of Ethics and Business Conduct and you are agreeing to abide by it. You also agree to take Oracle's Ethics and Business Conduct course, available on-line through Oracle's intranet. In addition, when you sign this Agreement, you are acknowledging that you have read the letter addressing Oracle's Safety Program highlights included in the New Employee Packet. The Oracle Code of Ethics and Business Conduct and the Oracle Employee Handbook are on the Oracle intranet and accessible to all employees. You agree, after beginning employment, to access the Employee Handbook and thoroughly familiarize yourself with Oracle policies and to abide by them. Additionally, from time to time, Oracle will communicate important information about its policies by way of electronic mail notification and/or the Oracle intranet. By signing this agreement, you agree to thoroughly review these policy communications and to abide by them.

Employment Eligibility
In order to comply with the Immigration Reform and Control Act of 1986, the federal government requires the company to examine documents which prove your legal right to work in the United States. Please see the Verification of Eligibility for Employment information which also is a part of the New Employee Packet.

Benefits
Oracle offers its employees a comprehensive medical, dental, vision, life and disability insurance package through Oracleflex, a flexible benefits program. Oracleflex may require employee contributions. The company also offers benefits including a 401(k) Savings and Retirement Plan, an Employee Stock Purchase Plan, a Dependent Care Reimbursement Plan and an Educational Reimbursement Plan. The details of these plans are included in the New Employee Packet and/or are available on the Oracle intranet. You understand that you must make your Oracleflex benefits elections within the limited time period set forth in the communication accompanying your personal identification number that you will receive after beginning employment.

By signing this Agreement, you authorize Oracle to deduct from your compensation any and all contributions associated with your elections under Oracleflex, the Oracle 401(k) Savings and Investment Plan, the Oracle Employee Stock Purchase Plan, or any other benefit offered by Oracle in which you participate and for which an employee contribution is required.

Your starting compensation, position and other terms and conditions related to your employment are set forth in the offer letter you received. By signing this Agreement, you also are agreeing to the terms and conditions set

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authorizes the award of attorneys' fees to the prevailing party, in which case the arbitrator shall have the authority to make an award of attorneys' fees as permitted by the applicable statute or law.

Consideration

You understand and acknowledge that you are offered employment in consideration of your promise to arbitrate claims. In addition, the promises by Oracle and by you to resolve claims by arbitration in accordance with the provisions of this Arbitration Agreement, rather than through the courts, provide consideration for each other.

Knowing and Voluntary Agreement; Complete Agreement

You understand and agree that you have been advised to consult with an attorney of your own choosing before signing this Employment Agreement & Mutual Agreement to Arbitrate, and you have had an opportunity to do so.

YOU FURTHER UNDERSTAND AND AGREE THAT YOU HAVE READ THIS EMPLOYMENT AGREEMENT & MUTUAL AGREEMENT TO ARBITRATIE CAREFULLY. BY SIGNING IT, YOU ARE EXPRESSLY WAIVING ANY AND ALL RIGHTS TO A TRIAL OR HEARING BEFORE A COURT OR JURY OF ANY AND ALL DISPUTES AND CLAIMS SUBJECT TO ARBITRATION UNDER THIS ARBITRATION AGREEMENT WHICH CLAIMS YOU MAY NOW OR IN THE FUTURE HAVE.

This Arbitration Agreement contains the complete agreement between Oracle and you regarding the subject of arbitration and alternate dispute resolution, and supersedes any and all prior written, oral, or other types of representations and agreements between Oracle and you, if any.

Severability

If any portion of this Employment Agreement & Mutual Agreement to Arbitrate shall, for any reason, be held invalid or unenforceable, or contrary to public policy or any law, the remainder of the Agreement shall not be affected by such invalidity or unenforceability, but shall remain in full force and effect, as if the invalid or unenforceable term or portion thereof had not existed within this Agreement.

Modification

This Employment Agreement & Mutual Agreement to Arbitrate may be modified only in a writing, expressly referencing this Agreement and you by full name, signed by you and Oracle's Board of Directors.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your employment at Oracle, you agree to abide by its terms.

ACKNOWLEDGED AND ACCEPTED:

Print Name

Signature   Date

ORACLE

PROPRIETARY INFORMATION AGREEMENT

Oracle Corporation and its subsidiaries ("Oracle") develop, market, license and distribute computer software products and other technology, and provide technical support, consultation, educational and other services relating to Oracle's products. Oracle develops and uses confidential and proprietary information in its business. This information may relate to technical matters, such as the development of a new product or service, or to non-technical matters, such as marketing or financial information. As a result of your Oracle employment, you may develop, receive or otherwise have access to confidential or proprietary information which is of value to Oracle. This agreement sets forth your responsibilities concerning confidential and proprietary information.

As an employee of Oracle and as a condition of my Oracle employment, I agree to abide by the following terms and conditions:

1.   My employment creates a relationship of confidence and trust between me and Oracle with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information."

Proprietary Information includes by way of illustration and without limitation:

a.   all software and other technology developed or licensed by or for Oracle or licensed to Oracle by a third party, and any documentation relating to such software or technology; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audiovisual components (menus, screens, structure and organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flow charts, designs, drawings, templates, specifications, models, data, bug reports and customer information;

b.   marketing and sales plans or forecasts, product development plans, competitive analyses, benchmark test results, supplier and purchasing information, budgets and non-public financial information, licenses, contracts and all related documents, customer lists and information regarding other employees, their skills and compensation;

c.   all information which Oracle has a legal obligation to treat as confidential or which Oracle treats as proprietary or designates as confidential or for internal use only, whether or not owned or developed by Oracle.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that I would have learned in the course of similar employment elsewhere.

At all times, both during and after my employment with Oracle, I will hold Proprietary Information in confidence. I will not by any means transfer, publish, disclose or report Proprietary Information directly or indirectly, except such disclosure to other Oracle employees or authorized third parties as may be necessary in the ordinary course of performing my duties for Oracle or otherwise as directed by Oracle. I will not use Proprietary Information except in the course of performing my duties for Oracle.

2.   My performance as an employee of Oracle will not breach any agreement or obligation to keep in confidence the proprietary information of a former employer or other entity or person. I will not bring any proprietary information of a former employer or other entity or person to Oracle. I will not use in the performance of my work with Oracle any proprietary information of a former employer or other entity or person without written authorization from my former employer, the other entity or person.

3.   I will promptly disclose to Oracle, will hold in trust for the sole right and benefit of Oracle, and hereby assign to Oracle all my right, title and interest in and to any and all ideas, discoveries, inventions or "know how," including without limitation, all processes, devices, apparatus, computer programs, programming documentation, and other works of authorship, including any modification, improvement or use thereof (collectively referred to as "Developments"), relating to any current or reasonably anticipated business of Oracle, conceived or reduced to practice by me alone or with others during the term of my employment, whether or not conceived during regular business hours. I further acknowledge and agree that all Developments shall be the sole and exclusive property of Oracle and are considered "works made for hire" for the purposes of Oracle's rights under copyright laws. To the extent that any Development may not be considered a "work made for hire", I hereby assign to Oracle such Developments and all rights therein, except those Developments, if any, the assignment of which is prohibited by law. I further agree to execute any documents and to do all things necessary, without additional compensation whether during my Oracle employment or after: (a) to assign all right, title and interest in any Development to Oracle and (b) to assist Oracle in registering, prosecuting, perfecting, protecting, maintaining and enforcing any and all patent, copyright, trade secret or other right or interest in any Development for any and all countries. This provision does not apply to Developments which qualify fully under the provisions of section 2870 of the California Labor Code, or any other statute or common law doctrine of like effect, which states:[1]

ORACLE

ORACLE'S INTERNAL PRIVACY POLICY-INDIVIDUAL PERSONAL DATA

Individual personal data is information on any person that either identifies them or from which they may be identified. All individual personal data at Oracle Corporation and its subsidiaries ("Oracle") is regarded as confidential information and all individuals who have access to this data must respect its confidentiality. Failure to do so may lead to disciplinary action.

Oracle human resources electronic data is held and secured at a global level in the United States. Collection and management of human resources data is the responsibility of the local human resources departments and they are accountable for local rights in relation to this data. Personal data may be accessed from Oracle locations worldwide, as required for business purposes, by personnel with appropriate access privileges. Personal data may be shared with external organizations as required to permit their provision of services to the Oracle workforce. Your provision of personal data confirms your consent to this process.

To adequately safeguard personal data privacy at local and global levels, Oracle maintains global policies and procedures to protect the confidentiality and security of individual personal data. Oracle requires that external organizations providing services to the workforce of Oracle only use the information in furtherance of the specific service they are rendering and requires that they treat the information confidentially. Please note that any permission granted by Oracle employees to such service providers relating to other services is outside the scope of these confidentiality requirements.

Oracle manages personal data in accordance with the following general principles:

Collection - data is collected for purposes associated with working for Oracle. Examples include information needed to operate payroll and obtain benefits, performance management and other general employment requirements. Consent to the transfer of this data is obtained on joining Oracle, and through appropriate notices alerting individuals to the international processing and onward transfer of data. Explicit consent may be required for the collection and use of sensitive personal data relating to, among other things, race, religion, disability, health, sexual orientation and political affiliation.

Processing - use and onward transfer - personal data processed or used by Oracle is collected and used for business purposes only. Onward transfer to outside organizations is safeguarded through contractual requirements and is provided to accomplish the purposes of collection.

Security - Oracle operates internal procedures to protect the security of individual personal data. These include, but are not limited to, restricted access to buildings and systems, appropriate technical measures, personal password and authentication protection and authorization requirements to access personal data based on "need to know" principles either for job requirements or specific business.

Access - to enable individuals to verify the accuracy of personal data, Oracle provides appropriate access to human resource data. In some circumstances this will be through online, self-service applications; otherwise, access may be obtained through the local human resources department. Local human resource contacts may be obtained at: http://hrweb.us.oracle.com/

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ORACLE

████████

Ms. ████

████████████

Dear ████

We are pleased to offer you the position of Senior Member of Technical Staff with Oracle Corporation. We offer you starting compensation at the monthly rate of $██████ (equivalent to an annual rate of $██████). In addition, you will be eligible to participate in the standard compensation plan for your position.

To accept this offer, please sign the enclosed Employment Agreement (be sure to confirm your intended start date), the Proprietary Information Agreement and all other documents required and return them to Oracle in the enclosed envelope. Employment and employee benefits can only begin after you have signed these documents and they have been received by our Employee Service Center. If you have any questions regarding these documents, please feel free to call our Employee Service Center at (888) 404-2494.

If you have any questions regarding the conditions of your offer, please feel free to call your manager, ██████ at ██████ or your Human Resources Representative, Jennifer Doonan, at (650) 607-6430. This offer remains open until ██████. We look forward to having you begin work with us.

Sincerely,

Joyce E. Westerdahl
Senior Vice President, Human Resources

Enclosure: New Employee Packet

Skills   C, Java (J2SE, JAXP, JDBC), C++, Visual Basic, Perl, XML, HTML, SQL, Oracle, MySQL, Access, Excel, Windows, NT, Unix (AIX, Solaris), gnu Makefiles, shell scripts, TCP/IP

Experience

████████████████   **ANTIOCH, CA**

Developed user interface software for product, client management software and website

████████████████████████   **REDWOOD SHORES, CA**

Quality Assurance testing of several game titles including █████████ for Console and PC.

█████████████████████████████

Associate   **SAN FRANCISCO, CA**

- Modeled supply chain, pricing, spot market and profitability relationships in West Coast gasoline market.
- Analyzed credit card processing network and assessed technical alternatives for the system

████████████████████   **NEW YORK, NY**

- Designed screens and functional specifications for prototype web portal. Created associated Access database.
- Due diligence involving demand side modeling, collection of market sizing information, market data analysis

████████ **ORACLE CORPORATION**   **REDWOOD SHORES, CA**

Senior Technical Staff ████████████████

Improved usability and functionality of Oracle Wallet Manager using Visual Café for Java and JNI.

- Learned Java, graphical user interface programming, security code basics in three months

Senior Technical Staff ████████████████

Designed █████████ a ████████████████████ software technology, as part of █████████ team.
Implemented new software build process enabling integration with other products.

- Used Visual Basic to develop browser for █████████ interface repository.
- Tested interoperability of ███████████ with ████████ .
- Helped coordinate installation of ████ with ██████████████
- Converted █████ metric daemon to threading model, added new metric information.
- Added ████████████ and ████████████████ to ██████████████████ Investigated RPC performance and scaleability. Required socket programming, Oracle SQL*Net API calls.
- Re-engineered existing build process to conform to new standards. Instructed team members on building in new environment. Documented new process use and maintenance.

Senior Technical Staff ████████████████

Enabled timely Oracle Server bundle releases by coordinating release and bug fixing across 10 product lines.
Planned release with team members in charge of other product sets.
Performed first stage integration and debugging of 12 Oracle SQL*Net products

- Re-engineered build process by writing ████████████████████████████
- Documented porting guidelines and created web page to enhance communication with product line porters

Technical Staff ████████████████

- Ported Server Products to █████████ platform. Resolved bugs, ran QA. Cut Master CDROMs and tapes
- Set up and support of demonstration of Oracle Applications at Unix Expo in NY

Education

1988 - 2000   ██

MBA (Strategic management and consulting)

1988-1993   ██

Bachelor of Science, Master of Science, Electrical Engineering and Computer Science

Skills C, Java (J2SE, JAXP, JDBC), C++, Visual Basic, Perl, XML, HTML, SQL, Oracle, MySQL

Experience

ANTIOCH, CA
Developed user interface software for product, client management software

REDWOOD SHORES, CA
Quality Assurance testing of several game titles including Sims Online for Console and PC.

Associate   SAN FRANCI
Modeled supply chain, pricing, spot market and profitability relationships in West Coast g
Analyzed credit card processing network and assessed technical alternatives for the system
1999   Summer Associate   NEW YORK,
Designed screens and functional specifications for prototype web portal. Created associate
Due diligence involving demand side modeling, collection of market sizing information, mar

REDWOOD
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Learned Java, graphical user interface programming, security code basics in three months
Senior Technical Staff
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Converted   metric daemon to threading model, added new metric information.
Added   and   to   . Inves
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Education
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MBA (Strategic management and consulting)

1988-1993

Bachelor of Science, Master of Science, Electrical Engineering and Compute

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ORACLE
Workflow

Home Logout Preferences Help

Please mail ████████████ offer letter from ████████████

(More Information Required) (Offer Letter Sent) (Reassign) (Request Information)

From
To **HROFFERS,**
Sent ████████████
Notification ID ████████████ has been approved for hiring by JAY.ROSSITER@ORACLE.COM, who has final offer approval authority.

Candidate: ████████████
Applicant Number: ████████████
Hiring Manager: ████████████

Original Recipient of Last Approval: JAY.ROSSITER@ORACLE.COM

background check complete, please send out the offer

Click here to see the Candidate Offer Letter

Print the job offer letter, obtain the required signatures, and mail the offer letter to ████████████

To request more information from Quan, Tony, select More Information Required and fill in specific details in the 'More Information Request' field.

Response
More Information Request

Return to Worklist
☐ Display next notification after my response

(More Information Required) (Offer Letter Sent) (Reassign) (Requ

Home | Logout | Preferences | Help

Candidate Offer Information

Candidate Information.

First Name Last Name

███████████████

Address

████████████████████████████
████████████████████████████
████████████████████████████

Assignment Information

Organization **0834 - ST iAS Rossiter - 001**
Job Code **10530.Software Developer 3.PRODEV.SWENG.IC3**
Office Location **HQ Office Lease - 200 Building 11th floor**

Terms And Conditions

Discretionary Job Title **Senior Member of Technical Staff**
Product **9iAS**

Salary

FLSA classification **Exempt**
Annual Base Salary ($) ████████

Compensation Type **Others**

Candidate's previous employer and compensation information ████████████████

Employment Category **Full Time - Regular**

Timing Issues

Offer packet mailing information: **Express 1-Day**

Target start date (to be confirmed by the Candidate on his/her acceptance paper) ████████████

Offer remains open until ████████

Rehire

Previous work for Oracle or subsidiary **Yes**
Candidate's Employee ID # ████████
Date Candidate last worked here ████████
Previous salary ($) ████████
Reason for leaving **Educational leave of absence**
Department or subsidiary worked for ████████████████

Justification

Is this position in your budgeted headcount? **Yes**

██

Are candidate's salary and related expenses in your approved budget? **Yes**

Is this candidate a replacement hire? **Yes**

If yes, for whom? ██████████

1. **Previous related Oracle experience with application server products**
2. **Strong recommendations and high performance rankings from prior Oracle managers**
3. **Strong Java skills that can be leveraged in** ██████ **install/configuration development**

List Oracle employee interviewers **Tony Quan Manoj Verma Malai Stalin**

References checked **Yes**

Interviewers Comments (Mandatory for Product Division) ████████████████████ **(previous Oracle manager): "She did very well and I would certainly recommend hiring her back"** ██████ **Sr. Director,** ████████████████ **(previous Oracle manager): "** ██████ **was very self motivated. She was one of the high performers. Good for Oracle that she will be joining back."** ████████ **Development Manager,** ██████████████████ **"** ████ **seemed to be very strongly motivated, with a strong skill set that we could leverage immediately in our install and configuration development for** ████ **She would be a great addition to the team."**

Additional Assignment Information

Person Type **Employee**

Hire Type **Rehire**

Shift Premium Eligible ? **No**

Eligible to work in the US ? **Yes**

Additional Information

Candidate Email Address **Y**

Jobpost ID # ██████

Management Information

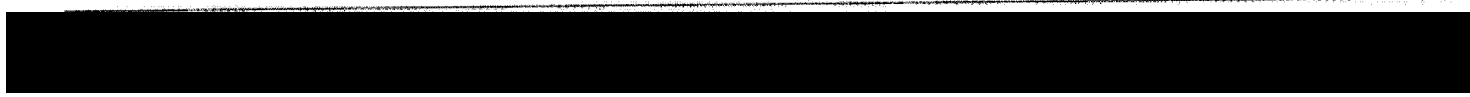Note: Choosing an employee by using the Userid LOV will fill in all necessary information.
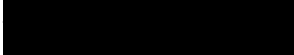
Hiring Manager

Userid ████████████

Name ████████████

Employee ID # ████████████

Phone ████████████

Other Contact

Userid ████████████

Name ████████████

Employee ID number ████████████

Phone number ████████████

Candidate Source

Employee Referral   **Yes**

Employee Referral Name ███████████

Employee referral ID # ███████████
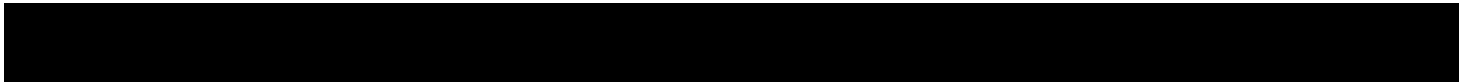
Subject: Re: New Hire Start Date
  Date: 25 Aug 2003 14:45:35 -0700
From: █████████████@oracle.com>
    To: hrms ops <hrmsops_us@oracle.com>

hrms,

I expect the candidate to start ████████████. the person is a rehire,
unfortunately I'm unable to locate her original start date. is there
any straightforward way to find this?

████████

On Mon, 2003-08-25 at 14:38, hrms ops wrote:
> Hi,
>
> We have received the acceptance paperwork for your newhire, ████████
> ██████ Please respond with his/her official Oracle start
> date, so that we may complete the hiring process.
>
> If this candidate is a rehire or international transfer, please also
> provide the original start date for vacation and
> vesting
> purposes.
>
> --
> Regards,
> HRMSOPS
>
> HR Operations
> Corporate Human Resources
>

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External Information – Oracle collects personally identifiable information from customers, Oracle program students, conference attendees, magazine subscribers and users of its websites. Collection, use and access to this personally identifiable information is subject to Oracle's Privacy Policy and other applicable polices related to marketing and solicitation. Oracle employees are expected to be familiar with these polices and to promptly complete any training related to these policies. Failure to comply with these polices may result in disciplinary action.

Enforcement - questions and issues concerning personal data privacy should be directed to Oracle's Global Data Privacy Director or go to http://hrweb.us.oracle.com/misc/datapriv.htm.

I confirm that I have read Oracle's Internal Privacy Policy, and agree that the provision of personal data to Oracle confirms my consent to the principles and processes contained in this statement. I further confirm that I understand that failure to abide by these policies may result in disciplinary action.

Signature: ██████████

Name: ██████████

Date: ██████

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(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

    (1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

    (2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

4. If any Development assigned hereunder is based upon, or is incorporated into or is an improvement or derivative of, or cannot reasonably be made, used, reproduced and/or distributed without using or violating technology or rights owned or licensed by me and not assigned hereunder, I hereby grant Oracle a perpetual, worldwide, royalty-free, non-exclusive and sub-licensable right and license to exploit and exercise all such technology and rights in support of Oracle's exercise or exploitation of any such assigned Development(s) (including any modifications, improvements and derivatives thereof).

5. I will not during my Oracle employment engage in any other employment, occupation, consulting or other activity related to the business in which Oracle is now involved or becomes involved during the term of my employment.

6. I will not, during my Oracle employment and for a period of six months after the termination of my Oracle employment, directly or indirectly, whether through a third party or otherwise, recruit, solicit, induce, invite or otherwise encourage any Oracle employee to accept an employment or independent contractor or other business relationship with an employer or entity or person other than Oracle.

7. I will upon termination of my Oracle employment reaffirm my recognition of the importance of maintaining the confidentiality of Oracle's Proprietary Information and reaffirm all of the obligations set forth in this agreement.

8. I agree that upon termination of my Oracle employment I will immediately deliver to Oracle, and will not keep in my possession, recreate or deliver to anyone else, all property and materials belonging to Oracle including without limitation documents, software, discs, diskettes, tapes, records, data, notes and correspondence and copies or reproductions thereof whether or not developed by me during the course of my employment with Oracle, hardware, computers, terminals, telephones, badges, business cards, handbooks, policy manuals, software manuals and telephone directories. Upon termination of my Oracle employment, I will immediately cease using and/or accessing any and all Oracle accounts, including but not limited to email, voicemail, and other computer and network systems or accounts.

9. I will not, for a period of six months after the termination of my Oracle employment, for my own account or for the account of any other person or entity, solicit, call on or provide competing services for any of Oracle's customers or clients or prospective customers or clients if I have solicited, called on or performed services for that Oracle customer or client or prospective customer or client during the twelve months preceding my termination from Oracle.

10. I understand and acknowledge that my employment relationship with Oracle may be altered or terminated "at will" and that nothing in this agreement alters my "at will" status.

11. I understand and acknowledge that this agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of Oracle, its successors and its assigns.

12. I agree that any legal action or proceeding involving Oracle which is in any way connected with this agreement may be instituted in federal court in San Francisco, California or state court in San Mateo County, California. I agree to submit to the jurisdiction of, and agree that venue is proper in, the aforesaid courts in any such legal action or proceeding.

13. If any provision of this agreement is determined to be invalid or unenforceable, the validity or enforceability of the other provisions shall not be affected.

14. I will not enter into any agreement, written or oral, that conflicts with the provisions of this agreement. I acknowledge that this agreement survives my employment by Oracle.

I acknowledge that I have read and that I understand the terms of this agreement. I understand that by signing this document, I agree to be bound by all the terms, conditions and obligations set forth above.

Signature: _____

Name: _____

12   Date: _____

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forth in the offer letter. Oral or written representations contradicting or supplementing the terms of the offer letter are not valid.

At-Will Employment

Employment at Oracle is at-will. The company makes no express or implied commitment that your employment will have a minimum or fixed term, that Oracle may take adverse employment action only for cause or that your employment is terminable only for cause. Either you or Oracle may terminate the employment relationship at any time for any reason. Additionally, Oracle may take any other employment action at any time for any reason. No one at Oracle may make, unless specifically authorized in writing by Oracle's Board of Directors, any promise, express or implied, that employment is for any fixed term or that cause is required for the termination of or change in the employment relationship.

Equal Employment Opportunity and Escalation Process

Oracle believes that all employees should be treated fairly and equitably in conformance with its Equal Employment Opportunity policies. We take personnel action without regard to race, color, national origin, sex, marital status, age, religion, disability or sexual orientation. Our commitment to these policies applies to every phase of the employment relationship, and we make every effort to comply with these policies. If, however, you feel you have not been treated fairly in some way in your Oracle employment, you agree, before taking any other action, to make a written complaint to a Director of the Human Resources Department and to allow individuals within the Department a reasonable period of time in which to investigate and informally attempt to resolve your issues.

Mutual Agreement to Arbitrate

You and Oracle understand and agree that any existing or future dispute or claim arising out of or related to your Oracle employment, or the termination of that employment, will be resolved by final and binding arbitration and that no other forum for dispute resolution will be available to either party, except as to those claims identified below. The decision of the arbitrator shall be final and binding on both you and Oracle and it shall be enforceable by any court having proper jurisdiction.

The arbitration proceedings shall be conducted pursuant to the Federal Arbitration Act, and in accordance with the National Rules for the Resolution of Employment Disputes of the American Arbitration Association or the Employment Arbitration Rules and Procedures adopted by Judicial Arbitration & Mediation Services ("JAMS"). The arbitrator will have all the powers a judge would have in dealing with any question or dispute that may arise before, during and after the arbitration.

Claims Not Covered

Claims for benefits under the workers' compensation, unemployment insurance and state disability insurance laws are not covered by this Arbitration Agreement. Additionally, claims by you or by Oracle for temporary restraining orders or preliminary injunctions ("temporary equitable relief") in cases in which such temporary equitable relief would be otherwise authorized by law are not covered by this Arbitration Agreement. In such cases where temporary equitable relief is sought, the trial on the merits of the action will occur in front of, and will be decided by, the arbitrator, who will have the same ability to order legal or equitable remedies as could a court of general jurisdiction.

Costs

Oracle agrees to bear the costs of the arbitrator's fee and all other costs related to the arbitration, assuming such costs are not expenses that you would be required to bear if you were bringing the action in a court of law. You and Oracle shall each bear your own attorneys' fees incurred in connection with the arbitration, and the arbitrator will not have authority to award attorneys' fees unless a statute at issue in the dispute or other appropriate law