

New Employee Paperwork

Candidate's Name _____



- | | |
|--|--|
| <input type="checkbox"/> Rehire | <input checked="" type="checkbox"/> New Hire |
| <input type="checkbox"/> International Transfer | <input type="checkbox"/> Contractor to Regular |
| <input type="checkbox"/> Temp | <input type="checkbox"/> Internal Transfer |
| <input type="checkbox"/> VISA Required - Email _____ | <input type="checkbox"/> Temp to Regular |
| <input type="checkbox"/> Visa Type: _____ | <input type="checkbox"/> Part Time |
| o Dates: | |
| <input type="checkbox"/> Student/Intern | <input type="checkbox"/> Student/Intern to Regular |
| <input type="checkbox"/> Int'l Address - Email _____ | <input type="checkbox"/> Cont. Serv. Hire Date |
| <input type="checkbox"/> Veteran | <input type="checkbox"/> SS# Missing - Email _____ |

- Offer Cover Letter
- Completed Personal Information Sheet
- Employee Self-Identification Form
- Employee Eligibility Questionnaire
- Signed** Employment Agreement & Agreement to Arbitrate
- Signed** Proprietary Information Agreement

Date

Initials

Logged: 7/12/2013 E.C.

Sent Email: 7/12/2013 E.C.

Con. Email: 7/12/2013 E.C.

Entered: 8/1/13 AB

Scanned: _____

Imaged: x

Comments:

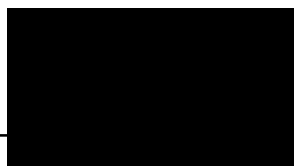
IRC1938026

New Hire - Regular

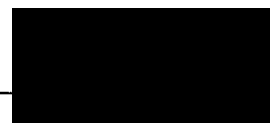
Imaged

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Start Date: _____



Employee # _____



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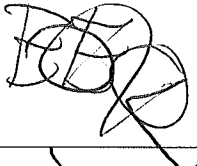
iRecruitment Administrator

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Offers Workbench >

Candidate Details: [Redacted]



Background Check **Back** Candidate 7 **Next**

Applicant Number [Redacted]
 Name [Redacted]
 Email Address [Redacted]
 Location [Redacted]
 Current Employer [Redacted]
 Home Phone Number [Redacted]
 Last Degree Completed **Master's**
 Vacancy **IRC1938026**
 Job Title **17130.Product
 Manager/Strategy 3-
 ProdDev.PRODEV.PRODMG.IC3**

Preferred Language **English**
Current Applications **1**

Application Date [Redacted]
Offer Status **Approved**

Offer Extended Date

Candidate Profile **Qualifications** **Jobs Considered For** **Applications** **Offers**

Select Offer: **View Details**

Select	Vacancy	Posting Name	Expiry Date	Proposed Start Date	Offer Creation Date	Offer Status
<input checked="" type="radio"/>	IRC1938026	Product Manager/Strategy 3-ProdDev		[Redacted]		Approved

IRC1938026

Below is the summary of the offer created for this application. Select any one of the available options and click Go to process the task.

Action **Go**

Basic Offer Details

Business Group **Oracle America, Inc.**
 Vacancy Number **IRC1938026**
 Proposed Start Date [Redacted]
 Job **17140.Product
 Manager/Strategy 4-
 ProdDev.PRODEV.PRODMG.IC4**
 Grade [Redacted]
 Organization **AE33 - Taleo Development -
 ORCL USA**
 Location **US-CA-Pleasanton-4500 Oracle
 Lane**
 Manager [Redacted]
 Manager Email [Redacted]
 Manager Employee Number [Redacted]
 Recruiter [Redacted]
 Employment Status **Full Time - Regular**
 Work Hours **40**
 Discretionary Job Title **Principal Product Strategy
 Manager**
 Product Association **N/A**
 N/A
 Rep Type **N/A**
 N/A
 Product Descriptor **N/A**
 N/A
 Industry **Not Applicable**

Replaced Employee **See Below**
 Previous Email Address [Redacted]
 Justification for this hire **We have lost 3
 product
 managers since
 the acquisition by
 Oracle. [Redacted]
 [Redacted] were lost
 to competitors
 and [Redacted]
 was managed
 out.**
 Candidate Source **Employee Referral**
 Employee Referral Name [Redacted]
 Hire Type **New Hire -
 Regular**
 Work Schedule **1 Schedule: 8-8-
 8-8-8-0-0**
 Vacation Plan **Standard
 Vacation Plan**
 Temporary Assignment End Date [Redacted]
 Channel **Hiring Manager**
 Hiring Manager
 University Degree [Redacted]
 Romania Local Job Grade [Redacted]
 Italy Local Job Grade [Redacted]
 France Local Job Grade [Redacted]

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N/A
 Budgeted Headcount **Yes**
 Salary in Budget **Yes**
 Replacement Hire **Yes**

Current Employment Local Grade
 Candidate's Current Job Title **Consulting Manager**
 Candidate's Current Salary/ATV
 Commission Draw Duration
 Former Acquired Company Name
 Shift/Premium Eligible **No**
 Display Salary as Hourly?
 Eligible to work where job is posted **Y**

Salary Information

Salary Basis **Annual**
 Proposed Salary
 Grade Range
 Comparatio **100.303**
 Quartile **3**
 Annualized FTE Salary
 Annualized Salary

TIP Conversion rate as on 31-May-2013 from USD to USD: 1 USD =

Additional Offer Details

Individual Compensation Plans for Offers

Stock
 Justification
 Car Allowance
 Justification
 Relocation Amount
 Justification
 Sign On Bonus
 Justification

Attachments

Internal Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

External Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Offer History

Offer Status	User	Date/Time
Approved		05-Jul-2013 14:26:35
Pending For Approval		04-Jun-2013 16:11:56
Return for Correction	Phan, Susan T.	04-Jun-2013 16:11:10
Pending For Approval		04-Jun-2013 16:09:17
Return for Correction	Phan, Susan T.	04-Jun-2013 12:55:36
Pending For Approval		03-Jun-2013 19:48:12
Return for Correction	Phan, Susan T.	03-Jun-2013 17:29:46
Pending For Approval		03-Jun-2013 15:54:41

Approval History

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Line number	Approver	Approver Type	Category	Approval Status	Date	Comment
1	BGCHECK	HR People	For Your Information	Notified	04-Jun-2013 16:11:58	
2	Phan, Susan	HR People	Approver	Approved	05-Jun-2013 08:07:41	Candidate is a targeted hire from [REDACTED] with highly sought after HCM domain expertise. Org has lost a lot of tribal knowledge with attrition in the Product Mgmt area which increases the significance of securing the candidate taking into account the current customer base and deliverables. Those benchmarked in this job code [REDACTED] (HQ) with the comp span ranging from [REDACTED] Offer is competitive w/ candidate's current compensation and other high performers w/ comparable skills in this job code and puts this candidate right at the midpoint [REDACTED]
3	Harvey, James	HR People	Approver	Approved	05-Jun-2013 17:19:21	
4	Leone, Christopher	HR People	Approver	Approved	13-Jun-2013 10:10:53	
5	Miranda, Steven	HR People	Approver	Approved	19-Jun-2013 18:14:02	
6	Kurian, Thomas	HR People	Approver	Approved	02-Jul-2013 22:39:07	
7	Ellison, Lawrence	HR People	Approver	Approved	05-Jul-2013 11:43:58	
8	BGCHECK	HR People	Approver	Approved	05-Jul-2013 13:38:50	
9	[REDACTED]	HR People	Approver	Approved	05-Jul-2013 13:58:17	
10	HROFFERS	HR People	For Your Information	Notified	05-Jul-2013 13:58:18	

Approval History

Sequence	Name	Action	Date	Comments
1	[REDACTED]	Submit	03-Jun-2013 15:54:44	Chris - This is the candidate I spoke with you about for the June headcount. We have been working to hire her for over 6 months. She is a top SFSF performer ([REDACTED]) and has fantastic domain knowledge. This would be a big win for our HCM practice.
2	Phan, Susan	Returned for Correction	03-Jun-2013 17:29:37	Please update Discretionary Title to Senior Product Strategy Manager and include additional justification for hire in the Comments to Approver section at the end of the Review page. Thanks.
3	[REDACTED]	Resubmit	03-Jun-2013 19:48:13	The product management team lost all three of it's legacy members at the time of the acquisition. [REDACTED] were lost to Oracle competitors and the third employee [REDACTED] was managed out for performance. As such, our domain knowledge within the group has been suffering. In addition, we have now been tasked with marketing activities as well - activities which historically required 3 dedicated headcount. Our team is dramatically understaffed and challenged to keep the lights on for a product with over 200 live customers. The candidate we are offering is extremely strong. We have been working to hire her for over 6 months - it was a challenge to even get her interested in Oracle. She is currently a top performer at [REDACTED] She was employee [REDACTED] at that organization and has fantastic domain knowledge. This would be a big win for our HCM

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				practice. If you have tried to hire product leads with domain expertise in HCM, you know how rare this person is. From a process perspective, I have already spoken to Chris Leone regarding this candidate for this open position and our plan was to use the June headcount for this opening as she is a proven rockstar.
4	Phan, Susan	Returned for Correction	04-Jun-2013 12:55:29	
5	[REDACTED]	Resubmit	04-Jun-2013 16:09:18	The product management team lost all three of it's legacy members at the time of the acquisition. [REDACTED] were lost to Oracle competitors and the third employee, [REDACTED] was managed out for performance. As such, our domain knowledge within the group has been suffering. In addition, we have now been tasked with marketing activities as well - activities which historically required 3 dedicated headcount. Our team is dramatically understaffed and challenged to keep the lights on for a product with over 200 live customers. The candidate we are offering is extremely strong. We have been working to hire her for over 6 months - it was a challenge to even get her interested in Oracle. She is currently a top performer at [REDACTED] She was employee [REDACTED] at that organization and has fantastic domain knowledge. This would be a big win for our HCM practice. If you have tried to hire product leads with domain expertise in HCM, you know how rare this person is. From a process perspective, I have already spoken to Chris Leone regarding this candidate for this open position and our plan was to use the June headcount for this opening as she is a proven rockstar.
6	Phan, Susan	Returned for Correction	04-Jun-2013 16:11:01	
7	[REDACTED]	Resubmit	04-Jun-2013 16:11:57	The product management team lost all three of it's legacy members at the time of the acquisition. [REDACTED] were lost to Oracle competitors and the third employee, [REDACTED] was managed out for performance. As such, our domain knowledge within the group has been suffering. In addition, we have now been tasked with marketing activities as well - activities which historically required 3 dedicated headcount. Our team is dramatically understaffed and challenged to keep the lights on for a product with over 200 live customers. The candidate we are offering is extremely strong. We have been working to hire her for over 6 months - it was a challenge to even get her interested in Oracle. She is currently a top performer at [REDACTED] She was employee [REDACTED] at that organization and has fantastic domain knowledge. This would be a big win for our HCM practice. If you have tried to hire product leads with domain expertise in HCM, you know how rare this person is. From a process perspective, I have already spoken to Chris Leone regarding this candidate for this open position and our plan was to use the June headcount for this opening as she is a proven rockstar.
8	Phan, Susan	Approved	05-Jun-2013 08:07:41	Candidate is a targeted hire from [REDACTED] with highly sought after HCM domain expertise. Org has lost a lot of tribal knowledge with attrition in the Product Mgmt area which increases the significance of securing the candidate taking into account the current customer base and deliverables. Those benchmarked in this job code [REDACTED] (HQ) with the comp span ranging from [REDACTED] Offer is competitive w/ candidate's current compensation and other high performers w/ comparable skills in this job code and puts this candidate right at the midpoint [REDACTED]
9	Harvey, James	Approved	05-Jun-2013 17:19:20	
10	Leone, Christopher	Approved	13-Jun-2013 10:10:52	

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KEY COMPETENCIES: Over 10 + years of Human Capital Domain Expertise & Project Management Experience with the below technical skills.

- Operating Systems:** Windows (200x, XP, Vista, 7)
- Office Applications:** Microsoft Office Suite; Lotus Notes
- Programming Languages:** HTML, XML, BIRT, XSL
- Remote Access Applications:** WebEx, GotoMeeting
- SaaS Applications:** 



**Sr. Consultant,
Consultant,** 



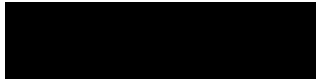
I collaborate with various customers to develop customizable reporting solutions that our standard application does not support.

Accomplishments:

- Lead customer meetings to scope out reporting requirements resulting in a formal Statement of Work (SOW) with pricing for various reporting solutions
- Gather & document reporting requirements
- Coordinate & manage communications between the customer and the development teams, both offshore and in the USA
- Project manage the relevant teams to ensure custom reports are delivered timely
- Provide unit testing of the custom reports
- Provide ongoing application, project planning, and procedural training to new hires
- Create departmental procedural and pricing documentation for all reporting solutions for internal teams to sell custom reports
- Create functional documentation and templates for the team to collect and document technical requirements to pass off to the development team to build out custom reports

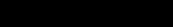
Customer Success Team Lead

Customer Success Account Manager



I had responsibility for a global support team (20+ representatives) to provide application, technical, and executive support for over 1,900 customers. Primary duties included working with internal product development teams to ensure product functionality and stability for customers.

Team Lead Accomplishments:

- Mentored, coached, and trained 20+ team members
- Reviewed and improved current team procedures to better streamline processes and increase efficiencies
- Screened and interviewed incoming candidates
- Served as the first point of contact for client escalations
- Collaborated with internal teams to resolve product issues in a timely manner
- Assisted with the development of training curriculum for Succession & Compensation modules
- Developed Succession and Compensation product exams that evaluated the skills/knowledge of Tier 2 Reps
- Project managed the launch of  first global customer satisfaction and retention survey by gathering business requirements, developing a project plan, and facilitating meetings with key stakeholders to ensure deliverables were met

Account Manager Accomplishments:

- Consulted customers on application setup and usage to meet HR and overall business objectives
- Configured and implemented system application changes using XML based on customer business requirements
- Resolved complex XML configurations for software implementations
- Collaborated with Product Management and Engineering to quickly resolve product defects, address customer escalations, and improve overall product features

Associate Consultant

I was responsible for client support, metric analysis, survey analyses, project management, sales support and data collection and analyses for [REDACTED] Benchmarking Report.

Accomplishments:

- Analyzed human capital metrics to identify performance gaps and recommended solutions for improving organizational and HR efficiencies and effectiveness
- Built human capital scorecards that mapped organizational strategies to workforce and HR metrics
- Created workshop and presentation materials that identified current organizational performance and HR process and/or program improvements
- Conducted a multivariate analysis to predict turnover for a retail manufacturing company
- Performed correlation and descriptive analyses to assess satisfaction with various compensation programs for a large food manufacturing company
- Assisted 65+ [REDACTED] members in answering questions and providing guidance towards extraction of data from HR systems, HR functional areas, and finance and payroll departments for benchmarking purposes, reviewed and verified data for accuracy
- Delivered [REDACTED] product-application web-based training
- Project managed multiple client projects that evaluated HR efficiencies, scorecard mapping, employee opinion surveys, and executive and management training workshops
- Responded to Request for Proposals (RFPs) for HRS service engagements
- Collaborated with internal HRS colleagues to offer additional HR product service offerings to clients
- Delivered sales demonstrations to prospective clients

Research Analyst (HR)

I managed and analyzed 14,000 open-ended comments of an employee opinion survey, identified and categorized the qualitative comments based on reoccurring themes in the survey, and provided written data summaries for each of the 20 participating departments.

Human Resources Intern

I gained a widespread knowledge in the following areas: Change Management, Training Curriculum, and Organizational Behavior. I collaborated with internal key stakeholders and external Deloitte & Touche consultants in conducting a needs analysis for [REDACTED] training rollout. I also designed [REDACTED] training documentation and skills building curriculum, coordinated training session logistics, worked with vendors on the production of training materials, managed the communication for both the training and change management team, developed a training evaluation tool and was responsible for training assessments, and conducted focus groups for internal users regarding changes for [REDACTED] upgrade.

EDUCATION

M.S. Industrial/Organizational Psychology, San Jose State University
B.A. Sociology, San Diego State University

Subject: Re: URGENT ACTION REQD: New Hire Start Date: [REDACTED] IRC1938026]

From: [REDACTED]

Date: 7/14/2013 8:09 PM

To: HRSSC-New-Hires_us@oracle.com

AUGUST 12.

Thanks!

On Jul 12, 2013, at 3:41 PM, HRSSC-New-Hires_us@oracle.com wrote:

Manager,

We have received the acceptance paperwork for your new hire [REDACTED] received on 7/12/2013.

Please respond by replying to this email with his/her official Oracle start date. If you respond today the earliest acceptable start date would be 7/19/2013.

****The start date must be 5 or more business days out from the date you respond, to allow time for processing.****

Please advise if this candidate is a rehire. If the candidate is an international transfer, please provide the original start date for vacation and vesting purposes, the employee's previous email address and the country code. Please let us know if you have any additional questions.

Thanks,
HRSSC

Ref [REDACTED]