I know recruitment is a hot topic for many of you. Today we will briefly go through the recruitment process and discuss internal recruitment.

Bridge:

Next area will be focused on Hiring your people.
Opening a Vacancy

- Verify your available headcount
- Engage your HR Business Partner early on
  - Select the correct job code. The offer form will only allow you to change the job code up a level or down a level within the same job family.
- Your open position must be posted for 14 days before an offer can be generated
- Confirm you have iRecruitment responsibility in SSA
  - Provides iRecruitment and Oracle Recruiting Cloud access

Oracle Recruiting Cloud is where vacancies are created. In order to gain access to both systems managers will need to request iRecruitment manager access.
For the recruitment process, you will go through these main steps:

• Seek approval for vacancy from LOB – post vacancy. Vacancies should only be opened if head count is approved.

• Once you have approval on headcount the first step is to post your open position.

• Once the requisition is created you will then go through the sourcing, screening and selection process.

• Once a candidate is selected, you will begin the offer process in iRecruitment.

• The selected candidate will go through an approval process prior to the official offer being extended.

You will work closely with the recruiters and HR to complete the steps.
Once on the [blank] page, click the word [blank] to access the [blank].

Once in the [blank], click on the [blank] button to begin the [blank] process. You will be lead through a [blank] which will ask for required information. You will be asked to select required information regarding the [blank].

It is critical that you [blank] when [blank]. You will also want to ensure that your location is specific to the office site you’d like your future employee to be based from. Note: for US offers it is best to select nationwide at this point. [blank]

Once you complete the [blank] click the [blank] button to [blank].
Creating a Vacancy

On the screen, you will need to [text missing] in order to [text missing]. You can make updates to the [text missing] if you wish to create something more candidate friendly. You will be required to select the [text missing] (This may change in the future and the field may become a pre-populated field). The [text missing] for the role will [text missing]. Additional fields may be required to be completed based on the [text missing].

You will also have the option to [text missing] if you would like. All jobs created in Oracle Recruiting will automatically post internally. You will want to view the [text missing] for additional information.

Once you have completed all of the information, click [text missing] (next slide).
Once your requisition has been [redacted], it will be [redacted]. At this time, your requisition will be listed in what Oracle Recruiting considers [redacted] status. All requisitions will need to be [redacted] in order to [redacted] and [redacted]. To do this, you will click on the [redacted] and click [redacted].

It is important to ensure that everything is correct on the requisition prior to requesting approval. Once the requisition is approved, you will be unable to edit the requisition.
Create Vacancy

- All approvers must approve in order for a requisition to be eligible for posting.
- Once completely approved, you will be unable to edit the requisition and will need to request assistance in order to make changes.
- A nightly integration runs at 1am PT which will post your position internally and externally if that option was selected.
- Please ensure that you followed your region’s appropriate procedures and policies.
- If you need additional support, create a service request in: [redacted]
Offer Process - Create Offer

1. In Oracle Recruiting adjust the candidate's [redacted] to [redacted].
2. Login to [redacted].
5. Search for your [redacted] [redacted]
6. Select your [redacted] from the [redacted] [redacted].
7. Click the [redacted] link to gain access to the [redacted] [redacted].
8. Select your [redacted] [redacted] [redacted] button.
9. This will take you to the [redacted] of the offer template.

In order to create the offer in iRecruitment, you will need to initiate this process in Oracle Recruiting by [redacted]. An [redacted] will run that will [redacted]. This transition may take a maximum of 4 hours. In order to process your offer, you will need to... (read steps)

If your [redacted], you can force the transition by clicking the [redacted] [redacted] and [redacted].
In order to [TRUNCATED], click the [TRUNCATED] that you would like to move forward with.

Next go to the [TRUNCATED] and select, [TRUNCATED].

Adjust the [TRUNCATED]. The window will [TRUNCATED] prior to clicking [TRUNCATED].

Once in this status, your candidate and requisition information will [TRUNCATED]. This transition may take several hours. You can [TRUNCATED] in instances in which an offer needs to be processed quickly.
Once the information has [REDACTED], you will need to login into iRecruitment.
(The remainder of the offer is the same as before)
Offer Process - Create Offer (Offer Template)
Offer Process - Create Offer (Other Compensation)
Offer Process - Create Offer (*Justifications & Approvers*)
Business Justification Example #1

- New hire (replacement) for Jane Sales Rep. Territory – 40 Named accounts, cross-industry, Houston based – National Accounts Team (TOLA Region – Central Area) • Annual Quota – $1.5M (L&S) • Kevin has sold software and services for over 14 years. Has sold for 7 years in the EPM industry, a number of those years working for direct competitors. He has sold specifically in the Houston area, where the open territory is located. He is a multi-year exceeding quota and meeting club qualification. His previous successfully license sales experience, product knowledge, financial background and industry knowledge will be highly beneficial. He has also successful sold into the current customer base throughout hrs tenure. • Kevin was interviewed by Greg Manager, Scott Manager, Tom VP • We are currently competing against Cognos/IBM on this candidate; his current base is at $110k, OTE: $240k
Offer Process – Offer is approved!

*An offer letter will be sent to your applicant’s Oracle Recruiting Cloud Account (Taleo)

✓ **IMPORTANT:** Candidate must accept the following documents online:
  - Offer Letter
  - Proprietary Information Agreement
  - Employment Agreement
  - Privacy Policy (Students and Temporary Employees Only)

*Download the Personal Information Form and complete it.*

*Follow the instructions on the Offer Packet for returning the required documents.*

*Candidates must send all required documents/files to GHRS at [redacted]*

*Candidates will receive an email confirmation that New Hire docs have been received once the documents have been reviewed and audited.*
An email from [redacted] will be sent to hiring manager requesting a start date

✓ **IMPORTANT**: Signed acceptance papers **MUST** be received by [redacted] before your new hire can begin employment

✓ **Respond immediately**

* GHRS cannot enter new hires into the HR database until they receive a start date
* Earliest start date = 5 days **AFTER** receipt of hiring manager’s email reply

* Once start date is set, GHRS enters the new employee into the HR database
* APS will create SSO accounts within 24-48 hours thereafter
Enabling Oracle employees to develop their career within Oracle is strongly supported.

Hiring/Receiving Manager’s Responsibilities

- With your Recruitment or HR contact, look at what policies apply in the job’s location, i.e. job posting length of time and advertisement requests
- If a hiring manager wants to encourage an employee to respond to a posting, the hiring manager must first seek approval from the current manager (no “poaching”)
- The hiring manager need not inform the current manager of an employee-initiated application as long as the employee has not formally applied
- Before extending an offer or initiating the transfer form, consult with the current manager as a reference check.
- Discuss transfer details with local HR – Basis is iso-employment conditions (salary, career level...), changes are to be reviewed with HR before communicating any information to the employee, and consistency between employees is similar role and level will be checked

- Review with HR the needs for getting ready in the new role
- Please make sure you have headcount approval
- Check the level required for approval (*Internal job offer – VP approval? Between LoBs?*)
Internal Transfers

- Use iRecruitment Manager to process and manage the transfer workflow and approval process
- A Vacancy must still be created in Oracle Recruiting
- No background check required
- Approval process is slightly different
- System auto-accepts on behalf of the employee in iRecruitment
- Email from [REDACTED] is sent to the hiring manager asking for transfer effective date if Proposed Date has passed
  - Rule: Transfer effective date must be the date the offer was approved or a date in the future
  - Manager should respond to email immediately – HRSSC cannot enter into database until they receive an effective date & (if applicable) until transferee’s directs are reassigned
Rehires – Policy

- Rehires must set up their Oracle Recruiting account as an “Ex-Employee”. Their employment history will populate on the form.
- Two Strikes - a candidate who previously has been employed by Oracle as a regular employee and left twice voluntarily is ineligible for rehire
- *Please contact your HR Business Partner with any questions on this policy.
- One Year Rehire - salary and level should remain the same for rehire candidates’ being hired within one year of leaving Oracle
Rehires – Continued

- Email your HR Rep to obtain rehire information
- Rehires retain original Oracle employee ID
- Oracle’s rehires’ previous service is always included
Rehires – Business Justifications

- When did he/she leave Oracle?
- What grade/role was he/she when he left Oracle and how does that compare to the grade which he/she is being offered now?
- What was the salary and OTE when he/she left Oracle?
- Was he/she let go as part of an acquisition integration and were they offered a severance package? (if so, how much)
Cover the Key Principles