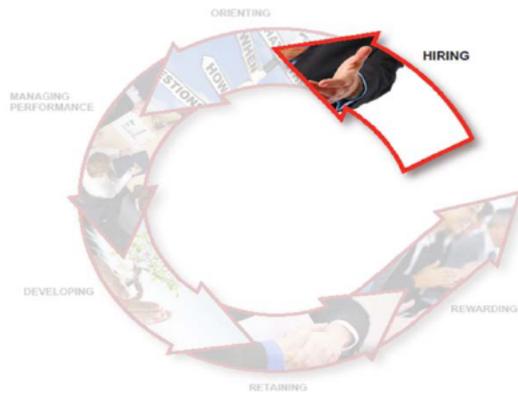


ORACLE®

Hiring Your People



- Oracle Internal Recruiting
- Creating a Vacancy

ORACLE

Copyright © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

2

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

Copy right © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

3

[REDACTED] will assist managers with the offer creation.

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 [REDACTED]. This is where you will 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.

Creating a Vacancy in Oracle Recruiting Cloud



ORACLE

Copyright © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

5

Once on the [REDACTED] page, click the word [REDACTED] to access the [REDACTED].

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

It is critical that you [REDACTED] when [REDACTED]. 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. [REDACTED].

Once you complete the [REDACTED] click the [REDACTED] button to [REDACTED].

Creating a Vacancy



ORACLE

Copyright © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

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

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

Once you have completed all of the information, click [REDACTED] (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.

[REDACTED]

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 

ORACLE

Copy right © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

8

Offer Process - Create Offer

- In Oracle Recruiting adjust the candidate's [REDACTED] to [REDACTED]
- Login to [REDACTED]
- Navigate to your [REDACTED]
- Click on the [REDACTED] link
- Select the [REDACTED] tab on the [REDACTED] page
- Search for your [REDACTED]
- Select your [REDACTED] from the [REDACTED]
- Click the [REDACTED] link to gain access to the [REDACTED]
- Select your [REDACTED] and choose the [REDACTED] button.

This will take you to the [REDACTED] of the offer template.

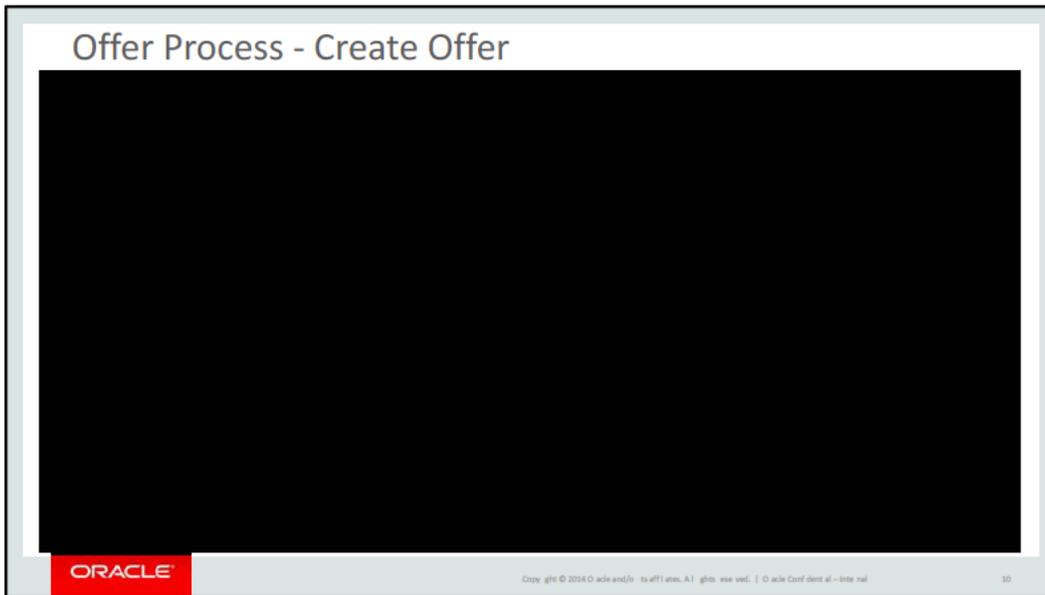
ORACLE

Copy ght © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

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] and [REDACTED].

Offer Process - Create Offer



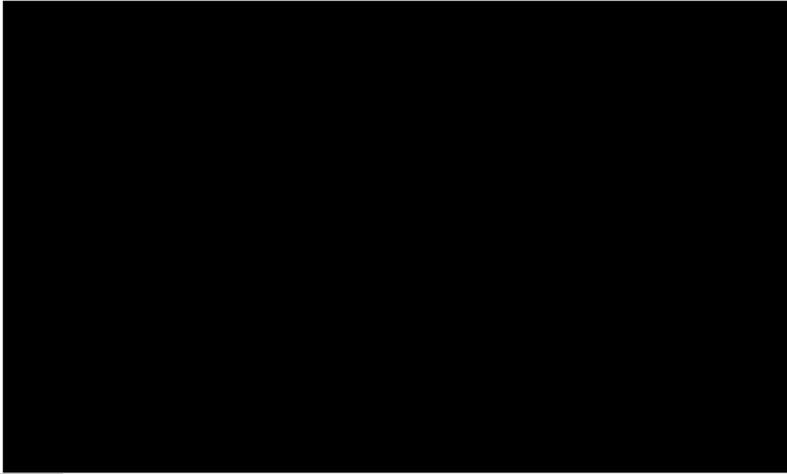
In order to [REDACTED], click the [REDACTED] that you would like to move forward with.

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

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

Once in this status, your candidate and requisition information will [REDACTED]. This transition may take several hours. You can [REDACTED] in instances in which an offer needs to be processed quickly.

Offer Process - Create Offer



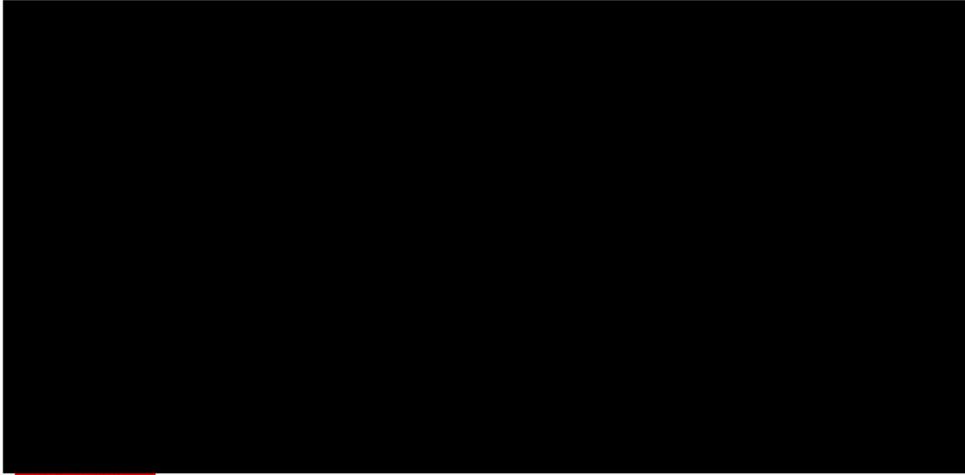
ORACLE

Copyright © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

11

Once the information has [REDACTED] you will need to login into iRecruitment.

Offer Process - Create Offer



ORACLE

Copyright © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

12

(The remainder of the offer is the same as before)

Offer Process - Create Offer



ORACLE

Copyright © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

13

Offer Process - Create Offer (Offer Template)

Offer Basic Details

Business Group **Oracle do Brasil Sistemas Ltda**

Offer Status **Unapproved**

Offer Creation Date **21-Apr-2011**

* Proposed Start Date

* Job **90221.HR Support A1.HRGERMILICO**

This is the date the candidate will begin working in this position. Often the start date will change. You will be contacted later in the process to confirm or provide the actual start date.
 Select the job that represents the work your employee will be performing. Information about Oracle's job classification system is available at <http://globalhrhelp.oracle.com/gp/gp/germ/abn/abnmain.html>. If you still have questions after reviewing the job classification document, please contact your local HR Representative. Only applicable to US and Puerto Rico. If you change an employee's job from Oracle Eligible to Not Oracle Eligible or the reverse, Oracle Eligible employees must have an annual salary and final expense. Eligible employees must have an annual salary for payroll processing. The offer letter will display the System Title for jobs in Canada.

* Local Job Title

Tip: Please enter the discretionary job title in local language.

* Discretionary Job Title

This field should add more information about the employee's job assignment, but should not deviate from the basic description of the job. The job title the employee will perform some working. Should correlate closely with the system job title. The offer letter will display the System Title for jobs in Oracle.

* Cost Center/Organization **7550 - Human Resources - Business**

* Location **4000 Sao Paulo**

Select the location where the main employee will physically work. (Contractor in some countries, please confirm, where legal, select "Home". This field is used for tax, pay roll and many other applications within Oracle.

* Manager **Drozov, Arthur**

* Employment Status **Full Time - Regular**

* Work Hours **40**

If the person will be part-time insert the hours per week the person will work, otherwise the standard full-time working hours for the country will be the default. Please note that Non-Hires in India will always be hired as full time staff.

* Candidate Source

* Hire Type

Channel

* Candidate's Current Company/Job Title

* Candidate's Current Salary/ATV

Work Schedule

Former Acquired Company Name

Tip: If candidate worked recently (1 yr) with a company acquired by Oracle, read Company Name.

Vacation Plan **Standard Vacation Plan**

Product Association

Industry

* Previous Country/Business Group

* Is the headcount budgeted?

* Is the proposed annual salary in budget?

* Is this a Replacement Hire?

Name of Replaced Employee

Employee Referral Name

If the job was referred by an Oracle employee, please enter the referral person's Oracle email address. Otherwise, leave this field blank.

Previous Email Address

To avoid delays in processing accounts, please complete if the record you are entering is an International Transfer or Contractor to Regular employee. (You cannot have more than one existing international record for the same employee.) If this is a Regular Non-Hire or Referral, leave the field blank.

* Justification for this hire

Please enter information that will help the approvers understand your reason for hiring this person. You may also use this field to provide any additional details needed to process the offer eg. OTE, Quota, Budget (Yr/Mo) for SALES/PRELES number role.



Offer Process - Create Offer (Salary)

Salary Information

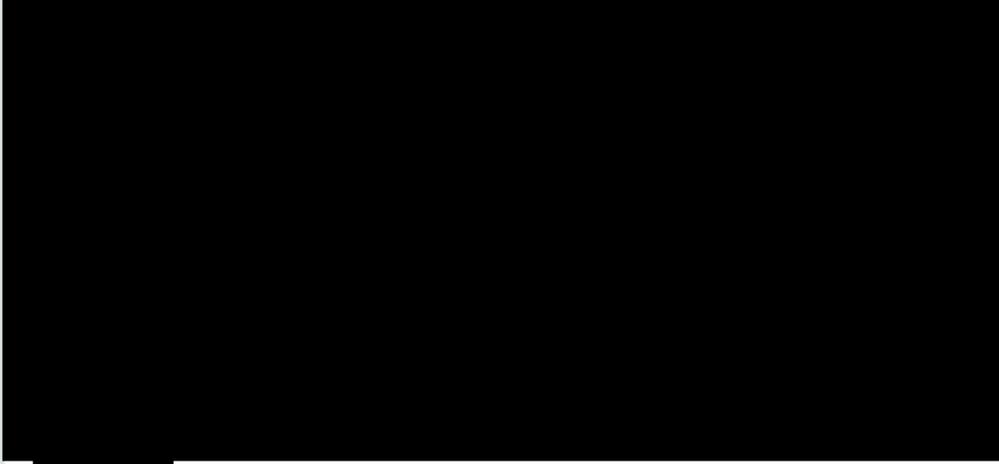
Enter the proposed salary. If the job is paid hourly enter an hourly rate otherwise enter an annual rate. If a salaried employee is working part-time, their salary must reflect the amount at the part-time rate. For example, if a full-time, salaried employee with an annual salary of \$100,000.00 reduces their hours to 20 per week, their new annual salary should be entered below as \$50,000.00. Example: (part-time hours/standard working hours)*(full-time annual salary)=part-time salary (20/40)*\$100,000=\$50,000. For Offers made in US, HQ salary range is displayed. For Non-HQ locations managers are advised to deduct 10% for geographical differential. (Note: Salaried employees are not eligible for overtime in the US)

Salary Basis	Annual
^a Proposed Salary	<input type="text" value=""/>
PPR (Brazil)/Consulting Bonus	<input type="text" value="0"/>
<small>The PPR amount is automatically populated based on the job. If you have any questions about this amount, please contact your local HR department at CENTER-OF-EXCELLENCE_BR@oracle.com</small>	
Currency	<input type="text" value=""/>
Grade Range	<input type="text" value=""/>
Comparto	<input type="text" value=""/>
Quartile	<input type="text" value=""/>
Annualized FTE Salary	<input type="text" value=""/>
Annualized Salary	<input type="text" value=""/>
<small>Annualized Full-time Equivalent (FTE) salary is calculated based on the Annualization factor entered in Salary Basis and Proposed Salary. Work hours and work frequency are not taken in consideration for the calculation.</small>	
Shift/Premium Eligible	<input type="checkbox"/>

TIP Conversion rate as on 31-May-2010 from USD to BRL: 1 USD = 1.8256 BRL



Offer Process - Create Offer (Other Compensation)



ORACLE

Copyright © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

16

Offer Process - Create Offer (Review)



ORACLE

Copyright © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

17

Offer Process - Create Offer (*Justifications & Approvers*)



ORACLE

Copyright © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

18

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 his 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

ORACLE

Copy right © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

19

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 GHR at [REDACTED]
- Candidates will receive an email confirmation that New Hire docs have been received once the documents have been reviewed and audited.

ORACLE

Copy right © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

20

Offer Process – Offer is approved! (continued)

- 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

Internal Transfers

- Check with local HR regarding possible constraints in country
- Use Manager Self-Service to manage the transfer workflow and follow the approval process
- International transfer: request corporate approval & work with the Global Mobility Team
- Conditions: transfer at equal career level and salary
- Internal candidate must inform current manager before formally applying
- 14-day posting requirement applies

ORACLE

Copy right © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

22

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

ORACLE

Copy ght © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

23

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

ORACLE

Copy right © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

24

Rehires – Continued

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

ORACLE

Copy right © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

25

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).

Hiring Your People Key Principles

Mandatory
Approval
Processes

Check
Regional
Recruitment
Policies

All recruitments
must go via
Oracle
Recruitment
Teams (do not
use external
agency)

Oracle
Corporation is an
**Equal Opportunity
Employer**

ORACLE

Copy ght © 2014 Oracle and/or its affiliates. All rights reserved. | Oracle Confidential - Internal

27

Cover the Key Principles

ORACLE®