

**Oracle Onsite Interview with Marianna Gurovich on 3/26/15 by Hea Jung Atkins and Anna Liu. Oracle representative Shuana Holman Harries was present**

**Name:** Marianna Gurovich

**Date of Hire:** 2006 with Siebel acquisition

**Current Job Title:** Sr. Recruiter

**Email:** Marianna.gurovich@oracle.com

**Race/Gender:** white, female.

I was hired into the position of Sr. Recruiter. My supervisor, since the last 2 or 3 months, is Shane Driggers, Sr. Director. Before Shane, I reported to Christie Book, VP of Recruiting, since I joined Oracle. I don't have anyone reporting to me at this time.

I am responsible for full life cycle recruiting working with the Global Business Industry Units. I'm responsible for working with managers to identify job specs and then I recruit, source, identify qualified candidates and then help close the positions. I find candidates through our internal career site. Candidates apply through our career portal and I review them. I use LinkedIn recruiter where I'll go out and identify the type of candidates I need (Direct Head Hunter). We don't use outside agencies, everything is done by the in-house recruiting team.

Sometimes there are referrals from employees through my network. I have different networks which could be internal or external. External referrals can be LinkedIn, professional recruiting groups, industry groups. I will send out information for whatever position we're hiring for and ask them to share the posting. I don't work in the College Recruiting Team.

The Global Business Industry Units is an organization responsible with sales to provide tools necessary to sell products. They can be working on marketing tools or other training collateral, or business intelligence. They gather information to create marketing information to help sell Oracle products.

If there is a hiring need, the hiring manager will contact me, let me know there's an open position, and let me know what's necessary. I work with them to identify the needs of the role (qualifications), and the position gets posted on the career site. I'll review the applicants and screen them. I will present my profile summary with resume to the hiring manager so they can interview them. After the interview, the hiring manager will let me know that they want to go forward with a candidate. The hiring manager gets back to me to discuss the offer and then we close out the candidate. We work with HR to close out the process.

Usually in screening phase, I will talk to the candidate about their current compensation and find out what their expectations are. I will talk with the hiring manager and HR to discuss what the appropriate package should be. Based on expectations, job code ranges and their skill sets, we identify what's the right compensation. Oracle has job codes and within job codes, there are ranges and depending on

what the candidate's expectations are and what their skill set is, we identify the packet for the candidate.

My discussions with HR are about compensation because I don't have access to see what the compensation is everywhere in the organization.

Employees come to Oracle through various channels: career sites; employees; other sites we post on; connections through a friend. The process is the same: we review the application and screen the candidate. They all have to apply through the Oracle career site. If we post a position on any other site other than the Oracle website, there is always a link that directs the applicant back to our Oracle website.

I think there's training on hiring for managers on the HR side. I walk managers through the recruiting process when they contact me. I explain what my role is and what their role is.

The managers I work with are people I work with all the time since I work specifically with the Global Business Industry Organization. There are one or two recruiters who work with the organization. There could be dozens of managers I work with, I don't know the number. I'll work with the hiring manager, but I can also work with the executive that runs the organization for forecasting.

The hiring manager knows what position they need to fill. They would come to me with a job title and they'll have a description. We have ready job descriptions available and the hiring manager will adjust it based on the needs of that particular role. For example, Product Marketing. Within the Product Marketing Organization, the manager may need someone only responsible for business intelligence or only responsible for engineering systems. Even though the title says "Product Marketing," the person hired will have different skill sets depending on the position. The manager could say they want storage experience or someone who comes out of a company that only sells the business. We have so many products and it's not a generalist. The job descriptions are very specific to the technology and industry in the posting.

Sometime I need to make adjustments to the hiring manager's description before posting. For example, when managers use internal acronyms, or terms that are used internally, we would have to make adjustments so applicants will understand.

My work is not reviewed by anyone. There are job templates that require certain language.

Global career level is based on experience. For example, Senior or Director level. We identify the leveling in our minds beforehand but it depends on expertise and years of experience.

The job posting process is documented in that it's posted on the career website, which is tied to our internal recruiting site.

During the screening process, I identify the skill sets of the candidate. I find out what kind of industry knowledge they have, their current compensation, what are the drivers for opportunity (what's

important to them), what are they looking for in the next step in their career and do they have the right experience based on the job description.

I identify these factors by calling the candidate. We talk about the role and I answer questions they have. I ask about their experiences, skills, knowledge of the industry. We talk about next steps. I work with the hiring manager to formulate questions if it's a specific type of role since I'm not an expert. I would want to know the key things the candidate needs to have to be successful in the position.

I decide who to speak to by reviewing all the applications and looking for skills that stand out. I look at their experiences. Lots of applicants may not qualify for any role. After reviewing the applicants, I will speak with those that have applicable skills and experience. If they're still interested after I speak with them, I'll present them to the hiring manager.

I make notes when I speak with a candidate. I keep the notes. Sometimes a person I speak with may not qualify for the position but a new position may open up and the candidate may be a good fit so I might call the person back. I hand write my notes. I don't know if every recruiter makes notes and keeps them. I will share my notes with the hiring manager.

The next step is that the hiring manager will interview the candidate (phone or in person). Maybe a technically skilled person will also be involved in the interview.

The manager will get back to me and let me know which candidate they want to go forward with. I will close out the candidates Oracle is not interested in hiring and assist the manager with HR and compensation. I'll work with the manager on the proposed offer terms and speak with the candidate about it. I will go back to work with HR and the hiring manager and see if what the candidate is asking for is reasonable and warranted. I'm the intermediary between the candidate and hiring manager and HR. I'm not involved with deciding the terms of the offer.

Everything is proposed. If a candidate says I would accept this if I see this, we would create an offer work flow and send the details up to the director's office. Once approved, the candidate will receive an offer letter.

An offer work flow is an outline of all the offer details and justifications comments. Those details would be sent to the board of directors for final approval. All details are electronically stored in our recruitment tool: iRecruitment.

Individuals are hired into the position they apply for. A candidate would not be hired into a position they didn't apply for. The decision to apply for multiple positions is up to the candidate. They can apply to as many or as few positions as they want.

Requisitions are opened for a minimum of 14 days. Maximum number of days is unlimited.

Requisitions may be posted only internally. They can be posted both internally and externally at the same time. HR and hiring manager makes this decision.

Oracle employees would have to look at the Oracle website to find out about open positions. We do not send out email notices. There would be too many. We have an employee referral link that encourages employee referrals.

My job duties do not involve working with foreign employees coming into the United States. I don't know how large the college recruiting team is. There's a director and a team under the director. There are several college recruiting teams.

I've been recruiting for over 17 years. I get training on up to date techniques on how to find talent and we get training on how to use our internal recruiting systems and tools that are available to us and how to use the tools. If there are changes, I would get training. Otherwise, I know what to do in the recruitment process.

I'm sure I've received training on equal employment opportunity. We have mandatory training through HR and we take trainings every year. I'm sure I've taken one.

The professional organizations I reach out to to find talent include LinkedIn groups typically. There are groups like Recruiters, Controllers, and Industry Marketing people. I don't know who's comprised of the groups but there are hundreds of groups. I don't meet with them or call them. I don't know them. It's just a particular audience.

We do have a team that deals with diversity and they make sure all the positions are posted at the different diversity sites so they have the same information and access to apply for a position.

There is a bonus plan for referring employees. I haven't seen it in awhile so I don't know. I don't think there is an extra reward for referring diverse candidates. I'm not sure.

If I have a complaint, I would start with my manager and if it's not resolved there, I would talk with my HR representative.

My experience as an employee at Oracle is great. There's a lot of flexibility. I can work remotely. I have a strong collaborative team and a lot of support from management. I think the compensation and benefits are great. It's been a really good experience. I would have full support from my manager if any concerns came up.

**I understand that the U.S. Department of Labor will keep my identity confidential to the maximum extent permitted under existing law. I certify that the above statements are true and correct to the best of my knowledge.**

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Signature

Date

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Compliance Officer  
Office of Federal Contract Compliance Programs

Date

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