

DOCUMENT PRODUCED IN NATIVE FORMAT

Exhibit P-176

Oracle Talent Advisory

Recruit & Hire at Oracle

MODULE 6: *How to Create an Offer in iRecruitment*

Talent Acquisition Learning Series for Oracle Hiring Managers



Summary of Comments on How to Use the PowerPoint Template

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Welcome to the OTA Learning Services Channel. My name is Whitney Lindsey and I am a Learning Consultant on our OTA Operations team. In this video, I will be taking you step by step through the process to create an offer in the iRecruitment application which is part of your Oracle Self Service applications. This is a necessary step and the first step in our offer approval process. I recommend that you follow along closely and take notes as we move through the slides today. A detailed user guide will also be made available for you through OTA Learning Services. NEXT SLIDE

Module 6: Learning Topics

- Accessing iRecruitment
- iRecruitment System Workflow
- Key Steps to Create An Offer in iRecruitment
- Writing an Effective Offer Justification
- Offer Approval Steps & Guidelines
- Offer Process for Internal Transfers
- Withdrawing an Offer or a Candidate In iRecruitment



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In this OTube learning module, we are going to...

- Share the key principles to attract the right talent for your business and for Oracle
- Introduce Oracle Talent Advisory (OTA) group – your Global Recruitment Team
- Promote the expertise and value of your Talent Advisor and their partnership with you to ensure you interview and select the right, qualified talent
- Explain the Oracle Recruit & Hire process and methodology and the key roles you have, as the hiring manager
- And, introduce, at a high level, Oracle's talent acquisition systems and workflows; creating job requisitions using Talent Acquisition Cloud (TAC
- Taleo) & creating offers in iRecruitment

Your role, as a hiring manager, is key to your business success and to Oracle. The war on top talent is tougher today. Why is that?

Next Slide

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Accessing iRecruitment

ORACLE
MY.ORACLE

Employee Tools | Lines of Business | Products & Services

MyOracle Employee Portal
In the Know News

GLOBAL INTERNAL COMMUNICATIONS
You are here: Marketing Home Internal Communications > ITK Home

EMPLOYEE TOOLS
Accessibility
Find People Search
Asset Recovery & Recycling
Beehive Central
Corporate Card
Enterprise Apps
eSource
Global Support
Hoovers
Identity Self Service (OIM)
Projects
Meetings & Events
MyDesktop
MyForums
MyHelp
MyPhone & Remote Access
OTube
Production Engineering & Operations
QuickSurvey
Sales Intelligence
Self-Service Apps
Social
Travel
Virtual Library
Web, Video & Audio Conferencing

ORACLE Employee Self Service Cloud Self-service applications to manage transa

ORACLE E-Business Suite

Oracle Applications Home Page

Worklist
Talent Advisor View

From:
There are no notifications in this view.

Navigator

- iRecruitment Recruiter
- Recruitment Files
- iRecruitment Recruiter
- Recruitment Files
- Recruitment Processes
- Submitt Processes and Reports
- View Requests
- View Reports
- Web Reporting
- Web Vacancy and Offer Status Report

ORACLE Employees

- MyHR
- Recruiting
- Other Self-Service

Contractor - Notifiable Spouse Self-Service
Daily Human Resources Intelligence
At Risk Employee Self-Service
R1, DCR Expense Reporting
R1, DCR
Recruitment Recruiter
Manager HR Self-Service
Recruitment
MMA Internal Applicant App

HR Transactions Management
Submit HR Transactions
Action HR Transactions Spared for Later
View Status of HR Transactions

Compensation Workbench
Timecard and LOA Management
Directs Timecard
Time Absence
Vacation Inquiry
Vacation Balance and Liability Report
Personal LOA (Email Template)
Medical LOA (Email Template)

Appraisal Management
Appraisals
Training
Appraisal Development Plan
Performance Management Toolkit

HR Daily Business Intelligence
Customer
Headcount
Turnover

Hiring Management
Take Home (Post-Selection)
Recruitment Work (Offers, Acceptance)



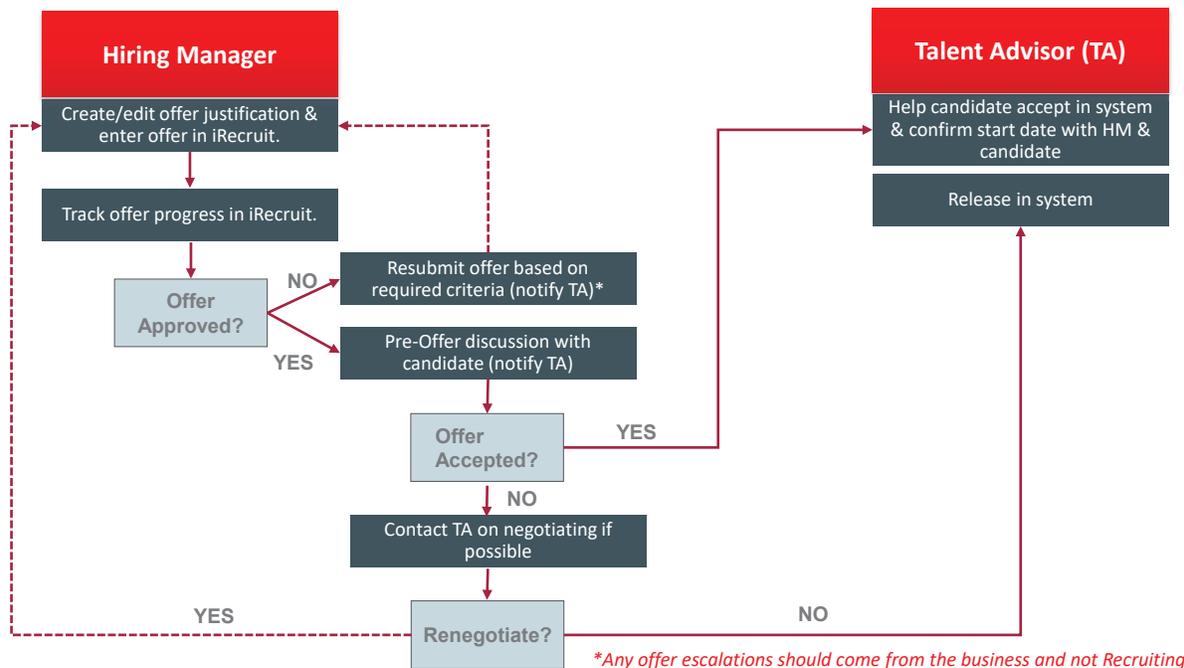
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First, let me show you how to get to the right place. You will access your Self Service Applications from your My Oracle homescreen as shown here, from there you'll select iRecruitment Recruiter if you are a Talent Advisor or Manager HR Self Service if you're a hiring manager. You can see both of these options here on the right. Next

Offer Process System Workflow: iRecruitment System

Offer creation & approval workflow in iRecruitment



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Before we move into section 1, lets take a look at the process workflow at a high level. You can see that this process begins with the hiring manager. Once the manager submits an offer for approval, the approval progress will be tracked in the iRecruitment application. Once the offer is approved, the hiring manager and Talent Advisor can begin to have the pre-offer discussion with the potential new-hire. If the offers is rejected or renegotiated by the candidate, the offer will need to be submitted again for approval with the new terms. Once an approved offer is accepted, the Talent Advisor would then assist the candidate in correctly accepting the offer in the system. Next lets take a look at these steps in more detail. NEXT

Key Steps To Create an Offer

1. In Oracle Recruiting Cloud – ORC/Taleo, adjust the candidate’s step/status to ‘Move Candidate to GSI/iRec’
2. Login to Self Service Applications > Select ‘Other Self-Service’
3. Navigate to ‘Manager HR Self-Service’ or iRecruitment Recruiter
4. Click on the ‘iRecruitment Home’ link
5. Select the ‘Vacancies and Offers’ tab on the home page
6. Search for your vacancy using the vacancy search criteria
7. Select your vacancy from the ‘Vacancy Worklist’
8. Click the ‘Active Applicants’ link to gain access to the ‘Applicant Worklist’
9. Select your candidate and choose the ‘Create Offer’ button
10. Complete the ‘Basic Details Page’ of the offer template

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In order to create the offer in iRecruitment, you will need to initiate this process in Oracle Recruiting by adjusting your candidate's status to Move Candidate to GSI/iRec. An integration will run that will move your candidate's information into iRecruitment. This transition may take up to 4 hours. Then, In order to process your offer, you will need to follow these nine easy steps. Start by navigating to your iRecruitment homescreen. Search for your vacancy via the vacancy and offers tab, select your candidate via your applicant list and select the create offer button. Okay, so lets walk through these steps in more detail. NEXT

1

REMINDER... Transition the selected candidate from Taleo to iRecruitment

Candidates for:
Accountant 3-Fin (14000DIV)

Candidate	Step	Selection Status	Email Address	Current Employer	Country/State/Metric	City
Adams, Robert (1686332)	Interview	Disposed	ro_adams@gmail.co		US > NC > Raleigh	Raleigh
Ajedho, Michael (1217440)	Interview	To Be Scheduled	1217140@invalidem		JP	01102
Mead, Hubert (1665416)	Interview	1st Interview	hubertmead@invalid			Ridgeway Springs
Shmoe, Joe (1666589)	New	To Be Reviewed	joeshmoe@invalid.c			
Turner, Cheryl (1686758)	New	To Be Reviewed	cherylturner@gmail.c			

Candidates for:
Accountant 3-Fin (14000DIV)

Candidate	Step	Selection Status	Address	Current Employer	Country/State/Metric	City
Adams, Robert (1686332)	Int		adams@gmail.co			
Ajedho, Michael (1217440)	Int		40@invalidem			
<input checked="" type="checkbox"/> Mead, Hubert (1665416)	Int		hmead@invalid			
Shmoe, Joe (1666589)	Ne		joe@invalid.c			
Turner, Cheryl (1686758)	Ne		turner@gmail.c			

Change Step and Status

Current Step	Current Status
Interview	1st Interview

Information

New Step:

New Status:

2nd Interview

To Be Scheduled

Additional Interviews

Move Candidate to GSI/iRec*

Requester:

Additional Information

Event Date:

1. Click the check box next to the candidate's name that you would like to move forward with an offer.
2. Next go to the **More Actions** drop down and select 'Change Step/ Status.'
3. Adjust the candidate's status to 'Move Candidate to GSI/iRec'.
4. The window will adjust requesting that you as the hiring manager confirm information regarding the candidate prior to clicking Save and Close.
5. Once in this status, your candidate and requisition information will move into iRecruitment so you can complete the offer process.
6. This transition will happen and update to iRecruitment when the systems integrate. This happens at 1:00 am PST, daily
7. When the transition has moved to iRecruitment, you will receive an email notification

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In order to initiate the offer process, click the check box next to the candidate's name in Oracle Recruiting Cloud. Go to the More Actions drop down and select, Change Step/ Status. Adjust the candidate's status to Move Candidate to GSI/iRec. The window will adjust requesting that you as the hiring manager confirm information regarding the candidate prior to clicking Save and Close. Then, you can begin the steps to create the offer in iRecruitment. NEXT

1

Create Offer

ORACLE iRecruitment Home Logout Preferences Help

Recruitment Home **Vacancy & Offers**

Welcome Gurovich, Marianna (Marianna) to iRecruitment

Reporting Information Training Oracle Contact Background Checks Maintenance

Save For Later
This table contains your 'Saved for Later' transactions and 'Pending for Approval' vacancies. You can update and delete your saved for later transactions using this table. Also you can view and delete your pending for approval vacancies.

Created On	Description	Update	Delete
24-Feb-2017	Creating offer for vacancy Palmer, Nicole(BK3347520) , which you saved for later		
17-Feb-2014	Editing vacancy BJC2191540 , which you saved for later		

* If TIP Above is a list of your 'Saved for Later' iRecruitment transactions. Please note that if any of these vacancies contain restricted language in their job posting descriptions, you will not be allowed to use them.

Notifications
Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

From	Subject	Sent
No results found.		

Full List

Privacy Statement | iRecruitment Home | Vacancy & Offers | Home | Logout | Preferences | Help | Copyright (c) 2016, Oracle. All rights reserved.

Click on Vacancy & Offers

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Once you have successfully navigated to your iRecruitment homescreen, You will be taken to this screen in iRecruitment, on this page you will want to click on the Vacancy and Offers tab at the top of the page as shown here. NEXT

1

Create Offer *continue*

The screenshot shows the Oracle Recruitment interface. At the top, there's a navigation bar with "ORACLE Recruitment" and "Home Logout Preferences Help". Below that, there's a "Vacancies & Offers" section. A search bar is visible with various filters like Vacancy Name, Location, Job Title, etc. Below the search bar, there's a table of search results. The first row of the table is circled in red, and a red arrow points to the "Import Taleo Requisition and Candidates" link in the first column of that row.

Select Vacancy Name	Creation Date	Business Group	Job Title	Vacancy Status	Manager	Total Applicants	Active Applicants	Filled/Candidacy Closed	Taleo Requisition Number
61540.Recruiter 4-HR.HR.RECREMP.IC4	19-06-2015	Oracle America, Inc.	61540.Recruiter 4-HR.HR.RECREMP.IC4	Closed - Filled	Gurovich, Marianna (Marianna)	1	0	1.0	15000VD2
61540.Recruiter 4-HR.HR.RECREMP.IC4	22-03-2015	Oracle America, Inc.	61540.Recruiter 4-HR.HR.RECREMP.IC4	Closed - Filled	Gurovich, Marianna (Marianna)	1	0	1.0	15000VD9
9301.Principal Sales Consultant.PRESALES.PRODAPPS.IC4	31-08-2017	Recruitment Registration Business Group	9301.Principal Sales Consultant.PRESALES.PRODAPPS.IC4	Approved	Gurovich, Marianna (Marianna)	0	0	0.0	1700001E
61720.Recruitment Manager-HR.HR.RECREMP.IA2	23-06-2017	Oracle America, Inc.	61720.Recruitment Manager-HR.HR.RECREMP.IA2	Approved	Gurovich, Marianna (Marianna)	1	0	0.0	1700001F

1. Import your ORC – Taleo requisitions and active candidate
2. Find your job vacancy and click on the “Active Applicants” link to find your selected candidate

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Next, you will want to import your ORC Taleo Requisitions and Candidates, by selecting the button above your vacancy list, Then you will be able to find your vacancy and click on your active candidates. NEXT

Create Offer *continue*

ORACLE Recruitment

Home Logout Preferences Help

Recruitment Home | Vacancy & Offers

Vacancy & Offers >

View Applicants - IRC3347520

Using the criteria below you can search for applicants and view resumes. Prior to the offer being created the status and reason must be updated for all applicants that have applied to this vacancy with the exception of the candidate for whom you wish to initiate an offer. You can update the status and reason for each applicant or a group of applicants at one time by checking the box on the left for each applicant. Once you've made your hiring decision you can initiate an offer for the selected applicant. As you progress and review resumes and interview you should update the status and reason for each applicant.

REMINDER: Oracle's pre-employment process requires candidates to complete a background check. Your applicant's resume must be accurate. If we are unable to verify your applicant's education or work experience exactly as it has been presented on their resume, the individual may not be hired. Questions? Please use the link below to find your local background check contact:
[Contact Us](#)

The following message applies to candidates applying for US jobs only:
 Please note that if your applicant is currently a Government employee, or has been involved in any Government procurement process on behalf of the Government, you are required to secure clearance from Oracle Legal before initiating any employment discussions. In addition, if you decide to proceed with an offer to a current or former Government employee, you must obtain clearance from Oracle Legal so that Oracle Legal can determine whether there are any restrictions on the applicant's work activities required by law if hired by Oracle and, if so, the duration of any applicable work activity restrictions. The Oracle Legal contact is Su Kwak.

Use the Candidate Toolkit for assistance during the interview and selection process. [Candidate Interview Toolkit](#)
 The Field Definitions Document provides additional information about the fields located on this page. [Field Definitions](#)

Vacancy Details

Vacancy Name: IRC3347520
 Start Date: 01-Feb-2017
 End Date:

Search

IF TIP Please select at least one of the Applicant Status or enter one of the search criteria to ensure complete results.

Applicant Name: Active Applications
 Candidate Status: Hired Applicants
 Resume Keyword Search: Candidacy Closed

Select Applicants: IF TIP If a candidate has already been hired or an offer is in progress, you will not be allowed to hire a second candidate against the same vacancy.

Select All	Select None	Select Applicant Number	Applicant Name	Email	Candidate Status	Date Last Updated	Date Applied	Review Resume	Employee Type	Offer Status	Change Reason	Active Offer Exists	Application Notes	Country
<input type="checkbox"/>	<input type="checkbox"/>	301333	Shirley, Nicole	shirlyn@bnet.com	Active Application	24-Feb-2017	24-Feb-2017	3021new_resume.docx				No	+	New York, US

Privacy Statement | Recruitment Home | Vacancy & Offers | Home | Logout | Preferences | Help

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Select your candidate and click on “Create Offer”

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On this next screen you will want to select your candidate and click to the button to "create offer". NEXT

1

Create Offer *continue*

ORACLE iRecruitment

iRecruitment Home Vacancy & Offers Home Logout Preferences

Recruiting Area

This is the first step in the Offer Creation Flow. Start by selecting the location for this offer, which will be used to default information further in the process. Make sure you select the right location values, as location cannot be changed except by withdrawing and recreating the offer.

* Offer Location

Select the location where the new employee will physically work. This is contractual in some countries. Select home for home workers where legal. Location is used for tax, payroll and many other applications and cannot be changed without withdrawing and recreating the offer. Search Tips: You can search by country, city or location. Use B4373 as a wild card before and after your search term. When searching by location start the location with the country code followed by B4373 and your location. Clicking the magnifying glass will show all the locations available for the offer, as well as the candidate preference.

* Business Group

Select the Business Group for this offer. The drop down list of Business Groups will contain only valid Business Groups for on the Location you previously selected.

Privacy Statement iRecruitment Home Vacancy & Offers Home Logout Preferences Copyright (c) 2008, Oracle. All rights reserved.

1. Enter Offer Location:

- Choose a physical office from the location indicated on the ORC requisition
- For Flex/Remote employees, choose physical office closest to candidate location and can change after they've joined

2. Enter Business Group:

- Example: Business Group = Oracle America, Inc. for North America

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iRecruitment will then ask you to confirm your offer location. You will choose a physical office location based on the requisition location, or for remote or flex employees you will want to choose the closest physical location to the candidate. Don't worry, This can always be changed after the individual has joined. You'll also enter the business group using the drop down list as shown here. NEXT

Create Offer *continue*: Approval Guideline

Via Executive Office

Information required for all offers submitted for review:

- ✓ Job code, Level, Job Title, Discretionary Job Title
- ✓ Correct Job Category: Revenue Generating, Billable, Non Revenue Generating
- ✓ Replacement vs. New headcount
- ✓ Salary (not OTE) range for job code and location
- ✓ Proposed base salary and OTE
- ✓ Current base salary and OTE
- ✓ In the case of rehires: termination date, final salary, severance paid, and circumstances of departure
- ✓ For revenue generating positions: quota, territory coverage, justification for non-standard ATV (attainable target variable)
- ✓ Pertinent information to justify why candidate is a great hire for Oracle and the best fit for the particular role (NOT generic information about the open position), which may include
 - Education, Brief work history, including relevant years of experience and significant former employers
 - Quota, territory coverage, and product family
 - Expected billable rate and utilization

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It is important to note that all offers get approved by the Oracle executive office. On this slide you will find all of the required information for your offer to get approved. Information such as job details, salary details and other pertinent information is required for all offers. It is important to include any, and all information that you have, so that your offer does not get sent back and so that you do not have to unnecessarily re-submit your offer for approval. After this tutorial, Make sure that you download the reference guide that will include these details, so that you can reference this information once the time comes to submit an offer for approval. NEXT

Create Offer: The Offer Template

* **Proposed State Date** field: this is a tentative date; OK if this date changes, it will be confirmed once offer is fully approved

* **Job** field: will pre-populate based on original job requisition. Can change this field to reflect Job/IC level one level above or one level below what was originally posted. Use magnifying glass to choose and populate this field if changing it.

Inputting this job requisition will pre-populate many of the required information needed in the template.

* **Cost Center/Organization**: can be found in your ARIA page under Organization

Vacation Plan: Select "Standard Vacation Plan" for M3 and below offer. Select "Flexible Vacation Plan" for M4 and above offers.

* **Channel**: Select "Internal Recruiter"

* **Candidate's Current Salary/ATV**: Enter numerals only

* **Previous Email Address**: Must complete this field only if candidate is a Rehire or from a previously acquired company

* **Justification for this Hire**: Enter "Please see 'comments to approve'" below"

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Okay, following the location and business group screen, the next screen as shown here is what you'll see and where you will begin to build your offer template. A few important tips: the proposed start date is tentative, so don't worry if you think this might change. It will be confirmed once the offer is fully approved. For the job code, you are permitted to hire your candidate at one level above or one level below the posted requisition. To do that, simply search for the appropriate level and select that job code. Your cost center and organization can be found on your personal aria page. For the "previous email address" field, you will only enter the individual's past Oracle email if they are a rehire, or a previously acquired company. Finally, we'll talk more about justifications in a moment. NEXT

Create Offer: Additional Salary Information Template *If Required*

ORACLE Recruitment

Home Logout Preferences Help

Create Offer: Enter Compensation

Enter Basic Details | Enter Compensation | Review

Cancel Save For Later Back Step 2 of 3 Next

Enter the pay information that you plan to provide to the employee if they accept the offer. All Sales employees are required to have an annual target variable (ATV) entered. Please review the car and relocation policy via the links below before entering this compensation information to make sure you follow guidance provided.

Car Program and Car Allowance Policy	US	UK	Canada	APAC	EMEA
Relocation Policy	US	UK	Canada	APAC	EMEA

The Field Definitions Document provides additional information about the fields located on this page.

Field Definitions

Applicant Name: Palmer, Nicole
Vacancy Name: JRC3147520
Home Number: 1 123 231234
Email: nicpalmer@oracle.com

Individual Compensation Plans for Offers

Restricted Stock Units: 0
Justification:

Car Allowance: 0
Justification:

Relocation Amount: 0
Justification:

Sign On Bonus: 0
Justification:

Cancel Save For Later Back Step 2 of 3 Next

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On this next screen, you will have the opportunity to ask for a signing bonus, stock options, a relocation bonus or car allowance.

Create Offer: Final Summary Review

Create Offer: Review

APPLICANT NAME: Palmer, Nicole
 VACANCY NAME: HR3347210

Home Number: 1 123 231234
 Email: nicolap@oracle.com

Review your offer details before you submit the offer for approval.

Offer Basic Details

Proposed
 Business Group Oracle America, Inc.
 Offer Status Unapproved
 Job 51726-Recruitment Manager-HR-ML-RECREM-02
 Grade E 10
 Cost Center/Organization 0066 - Recruiting - Divisional - ORCL USA
 Location US-NY-New York-120 Park Avenue
 Manager Name Gurovich, Marianna (Marianna)
 Recruiter Gurovich, Marianna (Marianna)
 Offer Creation Date 01-Mar-2017
 Proposed Start Date 31-Mar-2017
 Offer Version 1
 Normal Hours 40
 Employment Status Full Time - Regular
 Discretionary Job Title Manager Talent Advisor
 Product Association N/A
 Rep Type N/A
 Product Descriptor N/A
 Budgeted Headcount Yes
 Salary in Budget Yes
 Replacement Hire Yes
 Justification for this hire Please see "Comments to Approver" below.
 Industry Not Applicable
 Channel Internal Recruiter
 Candidate's Current Salary (ATV 100000)/60000
 Hire Type New Hire - Regular
 Vacation Plan Standard Vacation Plan
 Work Schedule 1 Schedule: 8-8-8-8-8-0
 Candidate's Current Job Title Manager Recruiting
 Air Fare No
 Car Rental No
 Offer Outside of This Vacancy No

Offer Salary Details

Proposed
 Salary Basis Annual
 Currency USD
 Proposed Salary [REDACTED]
 Grade Range [REDACTED]
 Component 79.376
 Quartile 1
 Annualized FTE Salary 110,000.00 USD
 Annualized Salary 110,000.00 USD

Cancel View Offer Letter Save For Later Back Step 3 of 3 Submit



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Then, once you have entered all of the required information, you will see this summary screen. You will have the opportunity to review the offer prior to submitting. Make sure to the opportunity to read through the summary to see if there are any necessary edits. NEXT

1

Submit Offer & Next Steps

Individual Compensation Plans for Offers

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

Documents

Documents Available As Of Application Date

File Name	File Type	Upload Date	Description	Preview
302Folmer_Resume.docx	Resume	22-Feb-2017	This file includes a resume from which basic candidate information has been extracted.	Preview

View Documents

Attachments

Add Documents

Comments to Approver

Enter full justification write-up in this box

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status
Show 1	1	BOCHECK	FND Users	1	For Your Information	View
Show 2	2	Aronstam, Kristi	HR People	2	Approver	View
Show 3	3	Drippers, Shane	HR People	3	Approver	View
Show 4	4	Gill, Amanda	HR People	4	Approver	View
Show 5	5	Nelitz, Jonn	HR People	5	Approver	View
Show 6	6	Westerdahl, Joyce	HR People	6	Approver	View
Show 7	7	Board of Directors, Oracle	HR People	7	Approver	View
Show 8	8	BOCHECK	FND Users	8	Approver	View
Show 9	9	Gurovich, Marianna	HR People	9	Approver	View
Show 10	10	HROFFERS	HR People	10	For Your Information	View

Cancel View Offer Letter Save For Later Back Step 1 of 3 **Submit**

WHAT TO EXPECT NEXT...

- Offer will move up approval chain concurrent to background check process initiated by 3rd party background check provider, Hire Right.
- Candidate will be contacted directly by Hire Right shortly after offer workflow is submitted for approvals.
- Hiring Manager will receive email to approve sending offer to candidate after all approvals.
- **Offers can be released while the background check is still underway.** Employment will **remain contingent** on the completion of a positive background check.
- After offer is accepted and required new hire paperwork is returned by candidate per instructions in offer packet, HR will send email to Hiring Manager asking confirmation of final/official start date.

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Okay, so once have read through your offer summary, you will see a page to view each approver that will be part of the approval chain and then the offer will begin the approval process. Once this process is initiated, the background check will also begin and will happen concurrently. We use a company called Hire Right, so your candidate will be contacted by this organization to complete the background check. Once all approvals are completed, the you, the hiring manager will be notified as the final approver and then the offer will be released to your potential new hire.

NEXT

Offer Approval Justification: Hints and Tips

- Justifications should be factual, numerical and in bullet format
- Justifications should include
 - Brief work history, including relevant years of experience and significant former employers
 - Quota, territory coverage, and product family
 - Education
 - Expected billable rate and utilization (Consultants)
- A hiring manager should think about their approval request and try to pre-empt any questions from the Executive Office by addressing any non-standard requests in the justification
- Rehiring after less than a year = same base, same level, any severance repaid (Pro rata)
- Stock is not offered for most roles and is not a standard part of an offer
- International transfer should be at same level at same point in the salary range
- Recruitment/HR/C&B – can also help to review each approval before it gets submitted through the chain and address any irregularities before it goes to the Executive Office
- Non-standard offer request could require further justification. Such as:
 - Salary outside of range
 - High increase in comp compared to current comp
 - Salary increase for international transfers (cost of living linked)
 - Rehire coming back with increase
 - Non-Direct Sales comp plans

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On this slide we have listed a number of hints and tips in submitting your offer approval justification. The more information you supply, the more likely your offer will be approved. You should include factual and numerical data in a bulleted format so that approvers can clearly understand the individual's background. The hiring manager should do his or her best to think about the approval and to pre-empt any questions that might come up from the executive office. Take advantage of your HR and Recruitment partners – ask them to preview your offer to get a second opinion before you submit. There are also some non-standard offer requests that could require further justification as shown on this slide. Again make sure to download the reference guide so that you can have these important details in front of you once the time comes to submit an offer. NEXT

Offer Justification Examples: For a New Hire

- Replacement/Backfill Hire
- We are looking to bring XXX on as a BI Sales Rep to sell our solutions in to the US market of Retail, Manufacturing, Travel and Transport covering accounts such as XXX, YYY, ZZZ
- He will carry a target of \$2.4 million. He has an excellent new business background ,
- He previously worked for Company A (2 years), Company B(2 years) and Company C(4 years). He has a successful track record of selling into a number of vertical market sectors. He understands solution selling and overall will bring a strong new business element to the team.
- He has a Degree from Carnegie Mellon in IT and Multimedia
- He is currently with AAA who are a provider of Software, selling Bespoke Enterprise Software and BI Data Consolidated Tools .
- He currently carries a target of \$2.5 million.
- His current salary / OTE is USD /USD and we are proposing USD/USD which is within current salary range for this grade which is Base Salary [REDACTED]

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You can see that we have included a few justification examples for a NEW Hire on this slide. On the following slide you'll see examples for good justification information to include for Rehires. NEXT

Offer Justification Examples: For a Rehire

- New Headcount - Oracle Re-Hire
- Left us on (this date), at (this title),at (this salary)
- Oracle compensation was below market rate; no focal was available to resolve
- Joined xxx company at xxx salary
- Accomplished xyz at xxx company during his/her tenure
- Has been gone from Oracle for xxx
- List immediate impact coming to us
- List why he would come back outside of purely compensation. What is the attraction?
- List competitive offers in hand if available
- His current salary / OTE is USD/USD and we are proposing USD/USD which is within current salary range for this grade which is Base Salary Min USD67k; Mid USD82k; Max USD97k

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For Rehires, it is important to note why this person left Oracle previously. Include their title, level and salary information. Make sure to include information about the individual's tenure at Oracle and what they had contributed to the organization. It is also good to include information regarding why this person is interested in coming back to Oracle and if its purely compensation based for other reasons. NEXT

The Offer is Approved: Next Steps & Required Actions

- 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 global-hr-services-newhires_ww@oracle.com
- Candidates will receive an email confirmation that New Hire docs have been received once the documents have been reviewed and audited.

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Once your offer is approved a letter will be sent your new hire with all new hire documentation. The New hire will need to closely follow the enclosed instructions to correctly accept the offer and return the paperwork to Global HR Services. New Hires will receive an email to confirm that all new hire documents have been received, reviewed and audited. NEXT

The Offer is Approved: Next Steps & Required Actions

- An email from global-hr-services-newhires_ww@oracle.com will be sent to hiring manager requesting a start date
 - ❖ **IMPORTANT:** Signed acceptance papers MUST be received by global-hr-services-newhires_ww@oracle.com 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

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Once the new hire has completed these steps, Global HR Services will send the hiring manager an email asking for the confirmed start date. It is important to respond immediately as the individual will only be able to start at a minimum of 5 business days following receipt of this start date confirmation email. From there the APS team will begin creating SSO accounts and these log ins will be sent to the hiring manager in plenty of time before the new hire starts. NEXT

Offer Process for 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

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First, it is important to note that Enabling Oracle employees to develop their career within Oracle is strongly supported. However, make sure that when dealing with internal candidates, you keep these simple principles shown here in mind.

Keep in mind that there are specific Hiring Manager Responsibilities

1. With your Recruitment or HR contact, look at what policies apply in the job location, i.e. job posting length of time and advertisement requests
2. 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. We highly discourage poaching at Oracle
3. The hiring manager need not inform the current manager of an employee-initiated application as long as the employee has not yet formally applied
4. Before extending an offer or initiating the transfer form, this is when you will want to consult with the current manager as a reference check.
5. Discuss transfer details with local HR -employment conditions including but not limited to salary, career level, etc. Additionally, make sure you have headcount approval, review the needs for the new role with HR and check what approvals you'll need before moving forward.

NEXT

Offer Process for Internal Transfers *continue*

- 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 global-hr-services-newhires_ww@oracle.com 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

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Finally, you will also use your iRecruitment application to process and manage internal transfers and the approval process. Note that you will still need to create a vacancy or requisition in ORC, the internal candidate will need to complete the online application and the internal candidate's profile will still need to be pushed over to iRecruitment the same way you would an external candidate. Once all the necessary steps are completed the hiring manager will receive an email asking for a confirmed transfer date if the date has already passed. Again Manager should respond immediately so that HR Services can keep the process moving. NEXT

How To... Withdraw an Offer in iRecruitment

1. Go to the my.oracle.com home page
2. Select "Self Service Apps" under Employee Tools from the list on the left side of the screen
3. Log in to iRecruitment Manager
4. Click on the "Vacancies and Offers" tab
5. Retrieve your vacancy by entering the IRC number in Vacancy Name field
6. Select **the number** in the 'Active Applicants' **column** (if no applicants are listed initially, select Go)
7. Click on the candidate's name
8. Click on the Offers tab
9. On the right hand side under 'Action' , select **Withdraw Offer** in the drop down menu
10. Click the 'Go' button and process the transaction

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At times, you may need to withdraw an offer in iRecruitment. To do this you will need to follow the instructions on this slide. Navigate to iRecruitment, click on your vacancies and offers tab, select your candidate and click on the offers tab. You'll then select withdraw offer under the action section and click go. NEXT

How To... Change a Candidate Offer Back to Active

1. Go to the my.oracle.com home page
2. Select "Self Service Apps" under Employee Tools from the list on the left side of the screen
3. Log in to iRecruitment Manager
4. Click on the "**Vacancies and Offers**" tab
5. Retrieve your vacancy by entering the number in Vacancy Name field
6. ***Select **the number** in the "Total Applicants" **column (if no applicants are listed initially, select Go)*****
7. Check the box to the left of the candidate's name under Select
8. Select **Reconsider Application** or Update Status (both options will have the same affect) and enter **Not As Qualified As Selected Candidate** because none of the reasons apply to this case
9. Submit
10. Go back to the "**Vacancies and Offers**" tab, enter the IRC under Vacancy Name and select 'Go.'
The candidate should be Active and the number one should be visible under Active Applicants
11. Select the number one under active applicants and check mark the box to the left of the active applicant's name to create a new offer

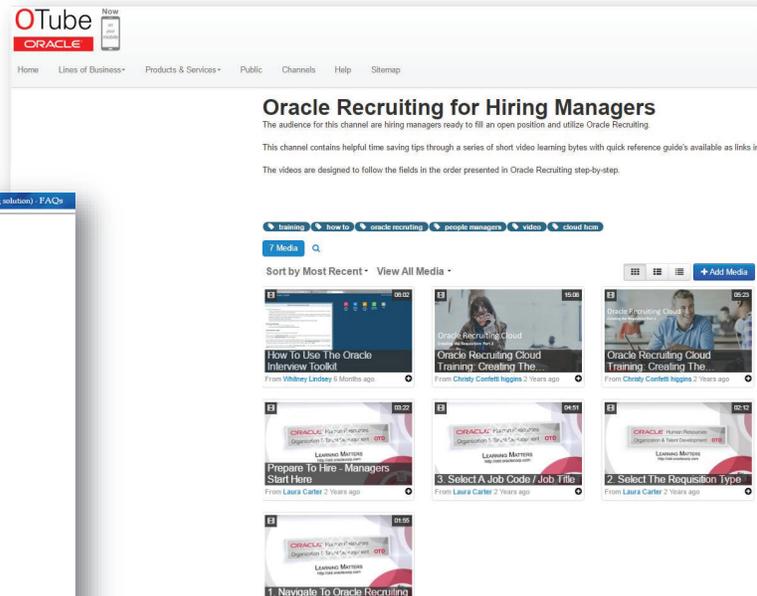
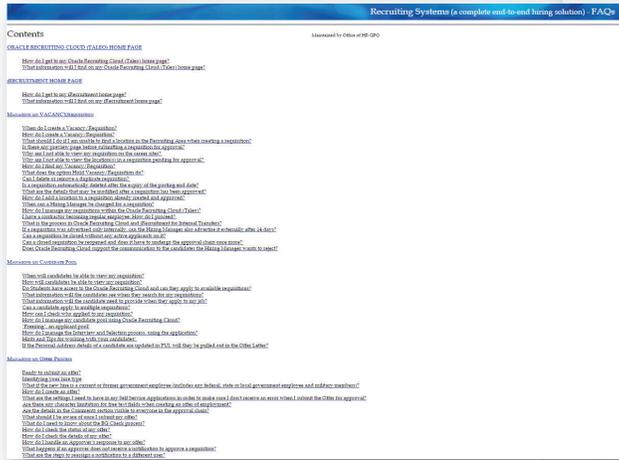
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Finally – there will be times when you need to w/d an offer and change the candidate status back to “active”. To do this, you will need to check the box next to your candidates name while in iRecruitment and select Reconsider Application and enter Not as Qualified as Selected Candidate, then hit submit. You should then see this candidate as “active” again. To create a new offer, you can select the box again next to the candidates name and select create offer to start the process over once more. NEXT

1

Online Self-Service Learning Resources

See the below OTube learning description for links to additional Hiring Manager learning resources, such as Recruit & Hire at Oracle Learning Modules for Hiring Manager OTube videos and a **How To FAQ** with tutorials on Oracle Recruiting Cloud – ORC & iRecruitment



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Thank so much for watching this learning tutorial on iRecruitment and offers today. On this slide you will see a direct link to our FAQ guide. So Make sure to download your reference guide to get access to this presentation and other OTA Learning resources. NEXT

MODULE 6 LEARNING RECAP

Now that you completed this module, you are able to:

- ✓ Create an offer for a selected candidate
- ✓ Write an effective offer justification
- ✓ Follow the required offer approval guidelines and monitor the approval process
- ✓ Manage an offer for an internal transfer
- ✓ Withdraw and re-activate a candidate offer

Questions?

Contact your regional Talent Advisor
and/or HR Business Partner



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This concludes our Module 1 Learning. You now have a good understanding of the key principles of recruiting and hiring at Oracle – all key to making smarter hiring decisions and ensuring we are candidate centric throughout the entire process. Also, you have awareness of your role in the methodology and the systems to support it.

If you have any questions, please contact your regional Talent Advisor and/or HR Business Partner.

Thank you

Integrated Cloud

Applications & Platform Services

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