Oracle Recruiting Program Manager (RPM) Training Manual

INDEX:

I. RECRUITING PROGRAM MANAGER RECRUITING PROCESS

- Step 1: Candidate Assignment
- Step 2: Candidate Initial Contact
- Step 3: Create Candidate Folder
- Step 4: Set-up Candidate Visit Date and pass off to RSS
- Step 5: Meet with the candidate
- Step 6: Determine Match and Inform of Interview results
- Step 7: Start approval process
- Step 8: Offer Work Flow
- Step 9: Send offer to candidate
- Step 10: Inform candidate of Oracle offer
- Step 11A: Processing Candidate Acceptance
- Step 11B: Processing Candidate Decline
- Step 12: Onboarding a New Hire

II. RESUMATE MISCELLANEOUS INFORMATION

- Resumate Status Codes
- Resumate required fields

III. [redacted] MISCELLANEOUS INFORMATION

- Accessing [redacted]
- Useful information on [redacted]

IV. E-MAIL TEMPLATES

- "Opportunities at Oracle -- Response Requested"
- "Oracle Recruiting"
- "College Hire BGCHECK Request: Crim Only. <CANDIDATE>
- "Oracle Interview Confirmation and Travel Details
- "Oracle Interview Results"

Exhibit P-177

- "Headcount Filled: Hiring Manager's Name"
- "Oracle interview results"
- "Offer Details for (Candidate Name)"
- "+++UNIVERSITY OFFER APPROVAL REQUEST FOR (Candidate Name of Candidate school)"
- "Offer Sent for CANDIDATE NAME - DATE"
- "Congratulations from Oracle!"
- "Paperwork Received!"
- "Relocation for New Hire: CANDIDATE NAME"
- "H1-B process for new college hire: CANDIDATE NAME"
- "Reply to Managers forwarding BAL H-1B confirmation email"
- "Offer Declined: CANDIDATE NAME"

I. RECRUITING PROGRAM MANAGER RECRUITING PROCESS

Step 1: Candidate Assignment

Candidates will get assigned to you by the team's sourcer. Currently that person is Mallory Brook. She will either email a spreadsheet with a list of a few candidates recently assigned to you or will send you an email with just a one-off candidate recently approved.

(Return to Index)

Step 2: Candidate Initial Contact

Send initial contact email to candidate(s). This is a template that you can access on [redacted] or request one of the current RPMs to send to you. It is titled "Opportunities at Oracle -- Response Requested". After sending that email, update Resumate for each candidate that you contacted. Do this by noting email sent and the date sent in the Explanation field. For example, "EM 3/26".

Step 2A: Follow up with non-responsive candidates

→ If candidate does not respond, send follow-up email a week later and note second date contact was made. At that point, also try calling the candidate directly and leaving a voicemail. If after 3 attempts candidate is unresponsive, You can reduce the frequency to 2-3 weeks between follow-up and find creative ways to get an answer either way from candidate. You can cease attempting to contact the candidate after 3 months. Make note of this in both the Notes field in Resumate and the Explanation field. For the candidates you get in the fall do make another attempt for the non-responsive after the holidays.

Step 2B: Follow up with responsive candidates

→ If candidate does respond, schedule a phone call with the candidate. The purpose of this call is to introduce yourself, and to obtain the necessary information to set up on-site interviews. Primary questions you will need to get answers to are:

1. When is the candidate free to visit Oracle for on-site visits? (2-3 weeks from that date is ideal)

2. Does the candidate have a work location preference? If open to working anywhere, note "Any", and if will only work in specific location (e.g. Bay Area) mark that.

3. When does the candidate plan to start work? e.g. July 2015.

--> If candidate does not answer or return phone call, send "Oracle Recruiting" email template to candidate to request information and proceed.

(Return to Index)

Step 3: Create Candidate Folder

Obtain manila folder and fill in relevant details for your candidate. Print out a copy of the candidate's resume and transcript and include that in the folder. This is where all information related to this candidate will be kept. You can also have your RSS (Recruiting Support Staff) or RC (Recruiting Coordinator) do this. The RPM is typically responsible for the following tasks on the left hand side of the folder:

__ Resume on E-mail

__Location/s Preferred

__Visit Date/s

__Update RESUMATE

__Request Travel Authorization

__Request Background Check

__Background Check Approval #

- When first beginning, you will need to request an initial background check number for you to start with. For example: 15000. Thus, your first candidate would be assigned # 15000, your second candidate # 15001 and so on.
- Record BG check number in candidate folder

__E-mailed Visit Information to RSS

__E-mailed Oracle Travel Information

*note: Some RPMs choose to have their RSS handle some of these tasks. Find a system that works best for you and your RSS.

(Return to Index)

Step 4: Set-up Candidate Visit Date and pass off to RSS

This requires a series of emails (use templates) and updates. In no particular order, this is what must be done:

- Send background check template email to background check team (email address: bgcheck@oracle.com)

- Subject line for email should read: "College Hire BGCHECK Request: Crim Only. Candidate: <CANDIDATE NAME>"
- Fill out template and include copy of candidate's resume

- Assign background check number to candidate. (side note: it is recommended that you keep track of the background check numbers you assign and the candidates associated in an excel spreadsheet)

- When first beginning, you will need to request an initial background check number for you to start at. For example: 15000. Thus, your first candidate would be assigned # 15000, your second candidate # 15001 and so on.
- Record BG check number in candidate folder

- Request travel authorization by emailing oraclesupport.us@contactcwt.com with completed excel spreadsheet

- Spreadsheet must be saved as "Add_RPMfirst name_RPMlast name_XXFEB2013(date).xlsx. Example: "Add_Sarah_Adams_24FEB2013.xlsx"
- Send travel authorization email with spreadsheet at end of the day with ALL candidates listed for which you are requesting authorization.
- *see "Key" tab on excel spreadsheet template for further instructions

- E-mail Oracle travel and hotel accommodations instructions template to candidate.

- Subject line should read: "Oracle Interview Confirmation and Travel Details"
- Make sure to update interview date(s) and user ID (this is the background check number you assigned to this candidate) within the template.

- Update Resumate with the visit date(s) (on-site interview date) for the candidate. Do this by updating the date in the "Visit Date" field. Depending on the candidate's group preferences and availability, you can schedule separate visit dates in multiple locations (try to schedule each visit date close to one another to avoid delay in the process).

- Send email to RSS with candidate information:

- Subject line should read "Candidate Name VD: (visit date) SD: (start date) Loc: (location preference). Example: "John Doe VD: 2/24/13 SD: July 2013 Loc: Any"
- Body of email should have the candidate's resume. Clean up resume as necessary. Remove any GPAs noted on resume that are [redacted].

- Hand off folder to your RSS. Your RSS is then responsible for all of the scheduling and travel arrangements, and will return the folder to you the day before the interview. At that time, your RSS will also give you a black Oracle candidate folder that includes information about Oracle, campus maps, reimbursement details, and their finalized interview schedule with applicable group descriptions.

(Return to Index)

Step 5: Meet with the candidate

You will be scheduled to meet with the candidate 30 minutes before his/her's first interview. This is usually 9am, as a first interview time of the day is 9:30am. During your time with the candidate you want to make sure to review their interview schedule, remind them to check in with the receptionists, review the benefits of working at Oracle, review reimbursement policies, and gather information about salary expectations and other companies that candidate is actively interviewing with and/or current offers that they have. Also, review timelines moving forward for the candidate.

Example of things to cover with the candidates: Oracle benefits overview including holidays and vacations; Oracle's continuing education reimbursement plan; Oracle gym; what they should expect the day of the interview and in the days and weeks after including Oracle's offer process review, how much time they will have to make a final decision and what type of offer package they can expect if we are able to move ahead with an offer. We also review who else they are interviewing with and when, what offer packages they have currently and if they are leaning toward any location or company.

(Return to Index)

Step 6: Determine Match and Inform of Interview results

Both the candidate and the hiring managers have 2 business days to return their feedback to you. For the candidate, this means ranking the teams he/she interviewed with in order of preference. For hiring managers, this means and yes/no decision on extending an offer. Match the candidate with the highest ranked team that is extending an offer. While waiting on feedback, update Resumate STATUS from "Visit1" to "Group Choice"

> ***side note**: If the match is with a manager that is in Thomas Kurian's organization (referred to as TK), then you will need to check the TK board to make sure that headcount is still available. If there is another candidate scheduled to interview within 24 hours and the hiring manager only has 1 remaining headcount (HC), you must honor that interview and wait to move forward with an offer until after that interview has been completed and you confirm with the manager that he/she still wants to make the offer to your candidate.
>
> ==> *If there is a match, proceed to Step 6A*
>
> ==> *If there is no match, find out from the hiring managers why exactly they are passing on this candidate and forward all information to* [redacted]*, call the candidate and let them know that we are not able to move ahead with an offer for them. Update Resumate with No Match as status and include all relevant information in the notes section.*

Step 6A: Match made

- Call candidate with interview results and congratulate them on receiving an offer. Review process and timelines going forward.
- Email "Oracle Interview Results" email template to candidate
- Send out "Headcount Filled" template email to College Recruiting team members if placement is in TK's organization.
  - Subject line should read: "Headcount Filled: Hiring Manager's Name (#/# of Headcounts), example: "Headcount Filled: Joydip Kundu 1/1"
- Update Resumate STATUS from "Group Choice" to "Approvals"

Step 6B: No Match

- Send out "Oracle interview results" email template to candidate to inform candidate that they will not be receiving an offer from Oracle at this time. It is however, preferable to speak to the candidate in person.

(Return to Index)

Step 7: Start approval process

- Email hiring manager "Offer Details for (Candidate Name)" template
  - Side note: base salary ranges for 2014 grads are as follows:
    - BS: $[redacted]
    - MS: $[redacted], [redacted] for [redacted]
    - PhD: starts at $[redacted]. Needs justification from hiring manager to go above $[redacted].
- Once hiring manager has completed offer details template and returned to you, send out "+++UNIVERSITY OFFER APPROVAL REQUEST FOR (Candidate Name of Candidate school, e.g. John Doe of Stanford)"
  - sidenote: Only list school if it is one of our core schools.
  - This email should be sent to the hiring manager, and BCC Les, all RPMs, and whomever is in charge of the TK board and master list.
  - Need 3 email approvals: Hiring Manager, Hiring Manager's Manager, and direct report to Larry Ellison's direct report(SVP) -- e.g. TK's direct, Fowler's direct, etc)
    - Once you receive the email approval from the hiring manager, forward email to that manager's manager requesting approval of offer
    - then forward this to SVP
    - after have all email approvals, print this out and forward all approvals to Les

(Return to Index)

Step 8: Offer Workflow

- Begin offer workflow by completing the candidate's offer template in SSA
- Enter candidate information in "Last Name" and "First Name" fields, then click continue
- Fields to complete under:
  - "**Candidate Offer Information**"
    - Title
    - First Name
    - Last Name
    - Known As (if relevant, e.g. American name)
    - Home Telephone
    - Address-- formatted as (with no abbreviations):

        - Apartment ####
        - 123 Street Name Lane
    - City
    - State
    - Zip Code
    - Organization -- enter cost center number (eg AV04) from Email Offer Approval Request, then click search, then click link
    - Job Code -- enter number provided from Offer Template
        - 10510 or 10520= SW with Bachelors (10510) or Masters (10520) degree: Software Engineer, Software Developer, Member of Technical Staff
        - 10530= SW with PhD
        - 10710 or 10720= Applications Engineer or Applications Developer (also a SW title) with BS or MS.
        - 100310 or 100320=HW: Hardware Engineer or Hardware Developer with BS (100301) or MS (100320)
        - NOTE: All Hardware Engineers with a BS only (10501) are paid [redacted] so please use the template that shows [redacted] salary ([redacted] divided by [redacted])
    - Office Location -- usually the same location as hiring manager
        - e.g. HQ building 400= US-CA-Redwood City-400 Oracle Parkway
- "**Terms and Conditions**"
    - Discretionary Job Title
        - software titles= Software Engineer, Software Developer, Applications Developer, Applications Engineer, and Member of Technical Staff, Product Manager, Technical Writer, etc. (PhDs usually have "Senior title"- e.g. Senior Software Engineer)

          hardware title= Hardware Engineer or Senior Hardware Engineer (for PhDs).

    - Product -- select "All Products"
    - Industry Code -- select "All Industries"
    - Annual Base Salary -- e.g. $[redacted]
    - Candidate's previous employer and compensation information -- enter "College Hire"
    - Employment Category -- select "Full Time - Regular"
    - FLSA classification -- enter "EX"
- "**Timing Issues**"
    - Target Start Date (to be confirmed by the Candidate on his/her acceptance paper) -- enter MONTH YEAR (e.g. June 2013)
    - (delete date listed in "Offer Packet mailing information" field)
- "**Special Compensation**"
    - Proposed option shares -- enter "[redacted]"

        - (Sign-on Bonus) Amount -- enter "$[redacted]"
        - Relocation -- check Yes box, then select desired plan "Silver ($[redacted])
    - "**Rehire/Previous Contractor/International Transfer"**
        - --all fields should be blank unless this is a rehire (typically someone who interned previously) in which case you will include the employee ID number, salary, last day of employment, location and reason for leaving (temporary employee).
    - "**Acquisition Candidate"**
        - --> all fields should be blank
    - "**Justification"**
        - --> clear first 4 fields, and make sure information is only entered in following fields:
        - Provide three statements of justification for hiring this candidate 1. -- enter "College Hire"
        - for PhD and other candidates if salary is out of range:
            - enter justification provided by hiring manager for salary (2-3 sentences) in Interviewer's Comments box
        - Person Type -- select "Employee"
        - Hire Type -- select "New Hire"
        - Eligible to work in the US? -- select "Yes"
    - "**Additional Information"**
        - Candidate email address -- enter email address
        - Jobpost ID -- enter "999999"
    - "**Candidate Source"**
        - select: University Recruiting Program
    - "**Management Information"**
        - (hiring manager) Userid -- enter "firstname.lastname" and on drop down select "userid" then click search
            - --> userid= oracle email address (e.g. alan.wood@oracle.com)
            - --> contact information (Name, Employee ID number, and Phone number) will auto-populate
        - (other contact) Userid -- enter your oracle email address (e.g. sally.smith@oracle.com)
        - (other contact) Name -- enter your name (eg Sally Smith)
        - (other contact) Employee ID number -- enter your EID (6 digit # provided to you on first day of work)
        - (other contact) Phone number -- enter your desk phone number
- click "Save" then click "Enter Resume"
- copy & paste Candidate's resume into resume box (correct any formatting issues)
- click "Submit for Approval"
- click "Preview" (at top), select all text, and print copy of Work Flow for candidate folder

(Return to Index)

Step 9: Send offer to candidate

- Have RSS generate offer letter (2 copies- 1 for folder, one for candidate), and review offer letter for errors.
- Print out copy of Candidate Offer Information from Workflow.
- In candidate folder, order of relevant documents should be: offer letter, Larry Ellison's approval, candidate offer information, email approvals, background check.
- Give offer to Les to sign (if Les is not available, Milton or Wendy can sign).
- Have RSS send offer packet.

(Return to Index)

Step 10: Inform candidate of Oracle offer

Call the candidate and inform them that their offer has been fully approved and will be sent to them that day. Review offer deadline, and terms of offer. Confirm correct mailing address. Action items:

- Update Resumate fields: "Offer Sent" date, "Decision date", and update STATUS as "Offer Sent"
- Send "Offer Sent for CANDIDATE NAME - DATE" email template to hiring manager to alert them of approved offer, and timeline for decision.
- Send "Congratulations from Oracle!" email template to candidate to confirm official offer and offer deadline.
- Update candidate folder with date "Offer Letter sent on", "Decision Date", and "Emailed 'Offer Sent' template to hiring manager"

==> *If candidate accepts, follow Step 11A*

==> *If candidate declines, follow Step 11B*

(Return to Index)

Step 11A: Processing Candidate Acceptance

Candidate can indicate their acceptance via phone or email. Action Items to complete:

- Update Resumate fields: STATUS from "Offer Sent" to "Accepted", input "START DATE" if you have it then
- Update Work Flow (iRecruitment) - click "Accept" button for candidate

- send email to individual responsible for TK Board/Masterlist tracking to confirm candidate acceptance
- *once receive acceptance paperwork from candidate:
    - send "Paperwork Received!" email template to candidate to confirm receipt of acceptance paperwork, and request relocation package preference
    - once receive relocation package preference:
        - send "Relocation for New Hire: CANDIDATE NAME" email template to hiring manager for them to initiate relocation approximately 2 months before the candidate's intended start date.
        - send "H1-B process for new college hire: CANDIDATE NAME" email template to hiring manager for them to initiate H1-B visa sponsorship
            - send "Reply to Managers forwarding BAL H-1B confirmation email" when the hiring manager forwards the BAL confirmation email to the RPMs
    - give candidate folder back to RSS and request that they scan and upload acceptance paperwork to Beehive
        - --> paperwork should be sent to HR 3-5 weeks before start date (RSS does this)

(Return to Index)

Step 11B: Processing Candidate Decline

- Send "Offer Declined: CANDIDATE NAME" email template to team
- email hiring manager to let them know of candidate decline
- Update Resumate fields: STATUS from "Offer Sent" to "Declined"
- Update Work Flow (iRecruitment): click "Decline" button for candidate

(Return to Index)

Step 12: Onboarding a new hire

3-4 weeks before a candidate's confirmed start date, you will need to forward the following items scanned into one document to oracle-offers_us@oracle.com:

1. BG check email
2. Approval email
3. LJE approval
4. Workflow summary sheet
5. A copy of the offer letter
6. Signed acceptance papers (ALL pages – front and back)
7. System assigned ID number which you will automatically receive after submitting an offer on workflow (email subject line is Action Required: Important Information Regarding NAME's Offer). You can also find the ID number if you look up a

candidate on workflow. Make note of the ID number that is generated when you enter an offer in workflow. It is recommended that you print the email and add it to the candidate folder.

Once oracle-offers processes this document, HRSSC who will reach out to the hiring manager to confirm work authorization if the candidate is an international hire, or to confirm the start date with the hiring manager. We are usually cc'd on these requests but the response must come from the hiring managers. Once the hiring manager responds, HRSSC will enter the new hire into the system and an employee ID number and account information will automatically be sent to the hiring manager 2-5 working days before the candidate starts working.

PLEASE NOTE: After items are scanned, it is important to make sure that every page is legible before forwarding to oracle-offers. If any page is illegible, HRSSC will request that a new document with all forms be sent to them before they are able to proceed.

II. RESUMATE MISCELLANEOUS INFORMATION

Useful information:

- The "STATUS" codes we use are the following:
  - "Visit"= the candidate has been approved to move forward by Larry Lynn and either needs to be contacted, or has been contacted and been unresponsive.
  - "Visit1"= Visit Date has been scheduled for this candidate.
  - "Group Choice"= Candidate has interviewed and you are waiting on candidate and/or manager feedback to make a match.
  - "Approvals"= A match has been made and the offer is in the approvals stage
  - "Offer"= Offer has been fully approved, but has not been sent yet.
  - "Offer Sent"= Approved offer packet has been sent to candidate.
  - "Accepted"= Candidate has accepted offer.
  - "Declined"= Candidate has declined offer.
  - "Withdrew"= Candidate has withdrawn from the recruiting process after a visit date has been set, but before an offer was sent.
  - "No"= Candidate no longer approved due to GPA below standards.
  - " GPA" RPM or Mallory to request GPA via GPA Template.
  - "Not Interested"= Candidate is not interested in pursuing opportunities at Oracle.

- The fields requiring updates are the following:
  - STATUS (e.g. Visit)
  - SOURCECODE (e.g. Stanford13)
  - EXPLANATION (e.g. EM 2/26/13)

- SALARY (formatted "[redacted]" to represent $[redacted])
- HIRING MANAGER (e.g. Joydip Kundu)
- EVP - SVP - Next level manager

  Example: Kurian - Mendelsohn - Loiaza

- VISIT DATE (interview date)
- for candidates who accept: also fill out "START DATE", "OFFER SENT" and "DECISION DATE".

(Return to Index)

III. BEEHIVE MISCELLANEOUS INFORMATION

- **How to access [redacted]:**
  - Access [redacted] via my.oracle.com. It is under '[redacted]' on left-hand navigation bar
  - sign on using your Single Sign-On (SSO) login and password
  - click "[redacted]" on right hand side
  - click "[redacted]" at top of page
  - click "[redacted]" on left under Favorite Workspaces
  - click "[redacted]
  - click "[redacted] on left hand navigation bar

- **Useful documents located on Beehive:**
  - TK Board, TK Masterlist, and TK Distribution list
  - SAII RPM HR docs (aka candidate acceptance paperwork)
  - Resumate Source Codes
  - HQ and SCA (Santa Clara) campus maps
  - Calendar of scheduled campus recruiting events
  - Candidate Offer Packet
  - Process documents
  - Basically if we use it - it should be on [redacted]

(Return to Index)

IV. E-MAIL TEMPLATES

1. Opportunities at Oracle -- Response Requested

To: (candidate email address)

Subject: Opportunities at Oracle -- Response Requested

Body of email:

Hello NAME,

I am part of the College Recruiting team for product development at Oracle.

We have a copy of your resume on file. If you are interested in opportunities at Oracle, please complete your application by sending me your most up to date plain text or ascii resume along with a copy of your transcripts (unofficial is fine) and please indicate if you are interested in hardware or software opportunities, or both. Once we receive these documents, we can move you forward to the review stage. If you are selected for a job opportunity here, we will be in contact with you regarding next steps.

If you will be continuing on for graduate school next year, we would like to encourage you to apply to Oracle's summer internship program. Please let me know so that we can update your file accordingly.

If you are not interested in pursuing opportunities with Oracle, I would appreciate you letting us know.

I look forward to hearing back from you!

Thanks,

<RPM>

(Return to Index)

2. Oracle Recruiting

To: (candidate)

Subject: Oracle Recruiting

Body of email:

Hi NAME,

Thank you for sending your resume and transcript. Congratulations, you have been approved to move forward with interviews! Now we can set a date for your interview. In order to do that, please respond to the following questions.

1. When are you free to come to our headquarters for interviews? At least 2-3 weeks from today is ideal. You should reserve one day for interviews and one day beforehand to travel. In some cases, we might need a second day to complete all of your interviews so please keep this in mind when reviewing your schedule.

2. When do you plan to start? An approximate date is fine.

3. Which areas of the country are you interested in working in? The majority of our positions are in Redwood Shores, but we do have some positions available elsewhere. Let me know if you are *only* open to certain areas. If you have a location preference, but you do not mind the idea of working in different parts of the country, then say "any."

4. Do you have any other offers currently? If so, please indicate with which companies and when those offer deadlines are so that we may accommodate your timelines as much as possible.

Once you have answered the above questions, please become familiar with the following recruiting process.

Overview of Recruiting Process:

I will send your resume to our hiring managers. If they think you're a potential fit for their group, they will reply to me with their job descriptions. I will then collect their responses and send them to you approximately 5 days before your interview date. You will reply to me by ranking the groups in preferential order. Then, I will arrange your interview schedule based upon groups that you choose. Interviews normally take place in 1 to 2 days, and typically go from 9 a.m. - 5:45 p.m. You can meet with up to 5 groups in one day.

After **your interview day, you will rank the groups that you met with in preferential order. Then, based upon your rankings, I will see which groups are also interested in you--starting with your top choice. If your top choice is not a match, then I will move on to your second choice, etc. Once an offer is initiated for approvals, it takes approximately 2-3 weeks to secure the final approval. Once your offer receives the final approval I will send the offer to you in the mail.**

Once I have received your answers to the questions above, I will initiate your background check. At that point, please keep an eye out for an email from our background check team, HireRight. Also, if necessary, I will send you information

on how to book your travel through our travel agency—our office covers all of your traveling costs to and from headquarters.

If you have any questions about the process, please feel free to email or call me at any time.

Thank you,

<RPM>

(Return to Index)

3. College Hire BGCHECK Request: Crim Only. Candidate: <CANDIDATE>

To: bgcheck_us@oracle.com

Subject: College Hire BGCHECK Request: Crim Only. Candidate: <CANDIDATE>

Body of email:

College Recruiting Background Check Request Form

Request Date:
Applicant Name:
Applicant E-mail Address:
Applicant ID:
Recruiting Manager:
Cost Center: 0107
Line of Business: Development

Full Time Hire

Thanks,
<RPM>

----------resume----------

(Copy and paste candidate's complete resume)

(Return to Index)

4. Oracle Interview Confirmation and Travel Details

To: (candidate)

Subject: Oracle Interview Confirmation and Travel Details

Body of email:

Hi Recruit Name,

In preparation for your interview, please review the attached documents. I have included a description of our Bay Area office locations, Oracle's Travel and Reimbursement Guidelines and an expense report. Instructions for how to book your travel are below.

For your travel arrangements, let's plan on having you arrive in the San Francisco Bay Area on XXXXX (Day date), thus making you available for interviews on XXXXX (Day date). You are welcome to a 3 night hotel stay during your visit, or 4 nights if you are interviewing over 2 days. If a car is required, please book for the length of stay for the interviews. **Please note that due to the multiple locations of our development offices in the bay area, you may need to be available for interviews on your scheduled interview day as well as the next business day.** If your schedule allows, we recommend booking a return flight departing after 6:00pm on the second day of interviews. Please book your travel arrangements at least 10 days before your travel day.

A link to our travel site and login information to book your travel are listed below. You will be prompted to change the password as soon as you login with the information provided below. Please note a credit card will not be required to book your trip and you MUST book your travel trough our site https://wcp.getthere.net/oracletravel.

Your login information - **please allow 24 hours before using the link**.

User ID: [redacted]

Password: [redacted]

For your convenience, the nearest airport and preferred hotels for your interview location are listed below.

San Francisco International Airport - SFO

-Sofitel San Francisco Hotel Redwood Shores- walking distance to HQ

-Marriott San Mateo Hotel - 4 miles from HQ

-Marriott San Francisco Airport Hotel in Burlingame- 10 miles to HQ

Please note: you may also book the following hotels listed on the site if none of the above properties are available: Hyatt House Belmont, Crown Plaza Mid Peninsula Airport, Doubletree By Hilton San Francisco, Hyatt Regency San Francisco Airport.

On the day of your interview, please allow yourself extra time to find a parking spot if you plan to drive to our facility. I will send you the reporting location and time no later than 24 hours prior to your confirmed interview date. You will receive your interview schedule on the day of your interviews.

For ground transportation, you can either choose to drive yourself and obtain a rental car, or we can book a car service for you. Please let us know which method of ground transportation you would prefer.

Our dress code is business casual. Please let me know if I can be of any additional assistance. I look forward to meeting you!

Best Regards,

RPM

(Return to Index)

5. Oracle Interview Results

To: (candidate)

Subject: Oracle Interview Results

Body of email:

Hi CANDIDATE,

Congratulations! MANAGER of GROUP NAME team is interested in making you an offer! I will initiate the offer approval process today, which will take approximately 2 to 3 weeks to complete. Once I secure all the necessary approvals, I will send you the offer packet and you will have 2 weeks to formally accept or decline the offer.

If you have any questions or comments in the meanwhile, please do not hesitate to give me a call or to shoot me an email.

Congratulations again!

Best Regards,

RPM

(Return to Index)

6. Headcount Filled: Hiring Manager's Name

To: all RPMs, TK board/masterlist manager, your RSS/RC

Subject: Headcount Filled: Hiring Manager's Name (#/# of Headcounts), example: "Headcount Filled: Joydip Kundu 1/1

Body of email:

Hi team,

I am filling MANAGER's headcount with NAME of SCHOOL.

Please update the Board, Masterlist, and distribution lists accordingly.

Thanks,

RPM

(Return to Index)

7. Oracle interview results

To: (candidate)

Subject: Oracle interview results

Body of email:

Hi NAME,

Thank you for your interest in joining Oracle and for coming on-site to visit us. We are fortunate to have many well-qualified candidates. After careful consideration, we regret to inform you that we will not be moving forward at this time.

We will keep your resume on file in case an opportunity comes up that is a better match in the future.

We wish you continued success in your career.

Sincerely,

RPM

(Return to Index)

8. Offer Details for (Candidate Name)

To: (hiring manager)

Subject: Offer Details for (Candidate Name)

Body of email:

Hi NAME,

Please provide the following information:

1. Title of position & Job Code:

2. Group Name:

3. Cost Center #:

4. Hiring Manager Name:

5. Salary:

6. Intended Start Date:

Note: For candidates with a(n) DEGREE, we offer salaries in the range of RANGE.

Thanks!

Best regards,

RPM

(Return to Index)

9. +++UNIVERSITY OFFER APPROVAL REQUEST FOR (Candidate Name of School)

To: (hiring manager)

Subject: +++UNIVERSITY OFFER APPROVAL REQUEST FOR (Candidate Name of School)

Body of email:

NAME,

Please approve the following offer and return to me as soon as possible.

Thanks,

RPM

Candidate:
Title:
Group:
Cost Center:
Hiring Manager:
Salary: $
Relocation: Silver Level for College Hires
Sign-on Bonus: $10k
Stock: As approved by Larry Lynn
Intended start date:

Resume: (enclose in body of email)

(Return to Index)

10. Offer Sent for CANDIDATE NAME - DATE

To: (hiring manager)

Subject: Offer Sent for CANDIDATE NAME - DATE

Body of email:

Hi NAME,

CANDIDATE's offer will be sent to him today to arrive tomorrow and will expire on DATE.

The terms of the offer are as follows:

Salary:

Options: 2800

Sign-on Bonus: $10K

Please follow up with CANDIDATE next week to answer any questions s/he may have. If s/he accepts the offer, please report his/her intended start date to me.

For contact information, please see attached resume.

Thanks,

(enclose resume at bottom of email)

(Return to Index)

11. Congratulations from Oracle!

To: (candidate)

Subject: Congratulations from Oracle!

Body of email:

Dear CANDIDATE,

Congratulations! Your offer was recently approved and I am able to send it to you today.

You will have **2 weeks** to make a decision before your offer expires. If the timing of our offer conflicts with any of your other deadlines, please let me know now.

Cheers,

RPM

(Return to Index)

12. Paperwork Received!

To: (candidate)

Subject: Paperwork Received!

Body of email:

Hi CANDIDATE,

Welcome to Oracle! I have received your acceptance paperwork with a XX-XX-2013 start date. Please let me or your hiring manager know if this date changes.

With regard to your relocation package, you can choose to accept:

(1) A lump sum payment of 7K with no coordination of services by Lexicon

OR

(2) Relocation coordination through Lexicon with a budget of 10K.

If you need more information regarding what Lexicon will cover under the allowed $10K budget, let me know, and we can discuss your options. The huge majority of our candidates (~95%) select the lump sum payment of $7K as this will allow them to move and relocate their own way. Please let me know what you prefer.

Thanks,

RPM

(Return to Index)

13. Relocation for New Hire: CANDIDATE NAME

To: (hiring manager)

Subject: Relocation for New Hire: CANDIDATE NAME

Body of email:

MANAGER,

Below is a summary of how to get the relocation process started for your new hire.

JOHN DOE

Apartment 1, 123 Anywhere Street, Redwood Shores, CA, 94065, U.S.

+1-123-456-7890, johndoe@gmail.com

Please note that all college recruits are given the following options for relocation:

(1) A lump sum payment of 7K with no coordination of services by Lexicon

(2) Relocation coordination through Lexicon with a budget of 10K.

John has requested the cash settlement of $7k

It is the hiring manager's responsibility to initiate their new hire(s) relocation with Lexicon via the following link: http://my.oracle.com/site/hr/working_worldwide/AmericasMobility/AmericasMobility?Auth=Internet . Once in the Americas Relocation Home Page, you'll want to select the "Please click here for instructions on how to access Lexicon's Website". Please complete the "Registration" section to proceed. Upon successful registration, you will receive a confirmation e-mail with your login information and a link to the Lexicon portal. Once you log in, you will be asked to create a new password. On the main page, please select the candidate authorization on the left hand of the page.

Please make sure you select either the Lump Sum or Managed Move (estimate request) option.

Following completion of the template via the above link, it is also the hiring manager's responsibility to request a PO via iProcurement.

Since **John** is requesting the lump sum, the PO amount should be $7,220.00 ($7K check to the new hire - $220 processing fees charged by Lexicon).

Upon receiving the Approved PO #, Lexicon will contact the new hire to start the relocation process. The new hire will need to sign and return a Repayment Agreement to Lexicon before a check can be issued or relocation benefits can start.

Please note that checks are mailed via US mail unless other arrangements are made. In addition, Lexicon can issue lump sum payments a maximum of 45 days prior to the new hire's start date if needed.

Thanks,

RPM

(Return to Index)

14. **H1-B process for new college hire: CANDIDATE NAME**

To: (hiring manager)

Subject: H1-B process for new college hire: CANDIDATE NAME

Body of email:

Hi MANAGER,

Congrats on your new hire! CANDIDATE has accepted your offer and I have received his signed paperwork. It is a requirement that an immigration case be initiated now so that proper assessment for future work authorization can be done. Please contact

Denise Rahmani (denise.rahmani@oracle.com) with Oracle Immigration for assistance on initiating an immigration case.

Thanks,

RPM

*** Copy & Paste "Candidate Offer Information" from Work Flow into body of email

(Return to Index)

15. Reply to Managers forwarding BAL H-1B confirmation email

To: Hiring Manager (Note: no need to Cc Denise Rahmani or others on the Visa/Immigration team.)

Subject: (reply when the hiring manager forwards the BAL confirmation email to the RPM)

Body of email:

Hi MANAGER,

Thank you for forwarding over the BAL confirmation email for CANDIDATE. College Recruiting will submit the new hire's paperwork 3-4 weeks in advance of the new hire's start date. At this time, HRSSC (hrssc-new-hires_us@oracle.com) may email you to confirm visa requirements. If they do, in order to complete the hiring process, please respond by forwarding the BAL email to HRSSC when asked. Once visa requirements have been confirmed, HRSSC will ask you to confirm the new hire's start date.

If you have any questions, feel free to let me know. Again, congrats on your new hire!

Thanks,
RPM

(Return to Index)

16. Offer Declined: CANDIDATE NAME

To: PD recruiting team (all RPMs, TK board/masterlist manager, and your RSS)

Subject: Offer Declined: CANDIDATE NAME

Body of email:

Hi Team,

Please note that the following offer has been declined:

Candidate: _____

Hiring Manager: _____

Location: _____

Please add the manager back to the distribution list and make him available for interviews. Please add the manager back onto the board for interview tracking purposes.

Thanks,

RPM

(Return to Index)