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Oracle Talent Advisory

Recruit & Hire at Oracle

MODULE 1: Introduction to Recruiting & Hiring

Talent Acquisition Learning Series for Oracle Hiring Managers

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Summary of Comments on How to Use the PowerPoint Template

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Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 3:15:15 PM

Welcome to Module 1 of the Talent Acquisition Learning Series for Oracle Hiring Managers.
Today we will introduce you to Recruiting and Hiring at Oracle

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Module Learning Topics

- Recruit & Hire at Oracle – Key Principles to Attract the Right Talent
- Oracle Talent Advisory (OTA) – Your Global Recruitment Team
- Expertise And Value Of Your Talent Advisor Partnership
- Oracle Recruit & Hire Process & Methodology
- Talent Acquisition Cloud (TAC - Taleo) & iRecuitment Systems & Workflow

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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 you to the 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 in both
- And, introduce, at a high level, Oracle's talent acquisition systems and workflows; The Taleo system to create job requisitions and evaluate qualified candidate, the iRecruitment system to create offers and manage the approval process

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 and what can you do as a hiring manager?

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Talent Acquisition Has Changed

Your Role in Creating the Optimal Candidate Experience

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Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 3:15:16 PM

The way companies attract and acquire top talent today has significantly changed.

Organizations can no longer rely on the "post-and-pray" methods to attract top talent. The days of posting a job to a traditional job board and waiting for that perfect candidate to see it, email their resume and/or fight through a clunky application process are long gone.

This Employer-Centric approach with the expectation that top talent will simply find you is no longer an option.

Organizations that are succeeding in today's war for talent have shifted or better shift quickly to a Candidate-Centric approach. Why this approach?

Today, candidates are shopping for their next employer like they shop for consumer goods.
Hiring managers witness "the consumerization of the hiring experience," and organizations now need to approach talent acquisition more like marketers.

As a manager, it is key that you first define your go-to-market strategy – your business strategy and goals, then determine the right talent and the right skills that can help you achieve your strategy and goals.
And, if you have a need to hire this talent in your organization, you better ensure your talent acquisition process creates the optimal candidate experience for every qualified candidate that is interviewed. For those candidates you do not select for the job, you want them to be your biggest advocates even if they did not get hire.

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The modern candidate expects more

46% of job seekers are reading reviews when they have just started their job search and have not yet spoken with a company's recruiting or hiring manager.

– Glassdoor 2016

Hiring manager realities still the same

38-40 (million)

Projected **shortage of college- educated** workers by 2020

- McKinsey Global Institute 2012

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Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 3:15:16 PM

Here are two interesting statistics tied to the new expectations and behaviors of the modern job seeker and, why the high competition for finding the right talent.

The Modern Candidate Expects More:
Recent statistics tell us that 46% of job seekers are reviewing companies more intently before they have even spoken with a company's recruiter or hiring manager.

So, nearly half of the active talent pool that's in the process of checking out Oracle careers, have not even connected with us.
Increased transparency through sites like Indeed, Glassdoor, LinkedIn, and connectivity through social networks means job seekers are more empowered than ever to discover new opportunities before they even connect with any company. And, with the ever-increasing competition for top talent, if an organization's reputation or first impression is poor, most top candidates will simply move-on to the next opportunity. This is why it is critical that we create a positive candidate experience for EVERY candidate we connect with and interview.

If you look at the other statistic…organizations cannot afford to be losing out on the war for talent because the talent shortages still remain, and will likely get worse. In less than 5 years, there is a projected shortage of 30-40 million college educated workers based on employer needs.

Also, as you know, the perspective on job loyalty has changed considerably. Today, the average job tenure is 3-5 years. For millennials, the average is 2-3 years. Which means a good portion of our own and our competitors' talent are constantly looking for the next big opportunity, and the recruiters are scrambling to backfill.

So, how can you effectively acquire the right talent for your business effectively and efficiently?

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Hire Smart – Find the Right Talent For Oracle

Utilize Oracle's **highly skilled, internal recruitment team** that provides **comprehensive, high quality, and cost effective recruiting services** to help you hire qualified talent for your business.

We are an **Equal Opportunity Employer –**
Promote **diversity** & **inclusion.**
And, always ensure **compliance!**

Hire **internally first** to provide opportunities for current employees to **broaden their skills and grow their careers long-term within Oracle**.
Positively impact **employee engagement and retention!**

Recommend employees to **refer talented friends** for Oracle positions via the global **Employee Referral Program.**

*Successful referrals may be eligible for a **referral bonus!***

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Follow these four key “value-add” talent acquisition principles to ensure you find the right talent, with the right skills, at the right time, for your business needs.

Walk through each of the principles.

Let me now introduce you to your recruitment organization that can fully support you with you hiring needs.

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The **Oracle Talent Advisory** Organization - ***OTA***

Regional Recruiting - EMEA, NA, LAD, JAPAC

Talent Advisors (TA) Teams for:

- ✓ Campus
- ✓ Professional
- ✓ Executive

Global Talent Advisory Programs

- Diversity
- Veterans
- Internal Placement

Global Talent Advisory Operations, Learning, & Branding

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Oracle Talent Advisory is your go-to-recruitment organization to support you throughout the entire talent acquisition process
As you can see, we refer to our regional recruitment teams as Talent Advisors.
Oracle does not use recruitment agencies as a source of candidates.
All sourcing and recruiting is done through OTA so we can meet your hiring needs more efficiently, and cost-effectively for the company.
You have an assigned Talent Advisor to support your business's hiring needs so you can stay focused on the business.
Like many corporate recruiting organizations, OTA supports college hiring and, we have a strong focus on Veteran and Diversity hiring; with recruitment teams that focus solely on these talent demographics
Our Internal Placement Team resides within OTA along with Executive Hiring.
As mentioned earlier, we strongly promote hiring internally – taking care of our own so they can develop and grow within Oracle. Our internal placement team can provide you the guidance you need to make this happen.
And, the OTA Operations team consistently assesses the efficiencies of our talent acquisition processes, systems, and learning for our Talent Advisors and for you, the Oracle Hiring Manager, so you are fully equipped with the support and resources to successfully hire the right, qualified talent for your business.

So, what makes our Talent Advisors the best recruiters in the industry?

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The Talent Advisor (TA) – Expertise & Value to You

- Exceptional Recruitment Experience with Agencies &/or Competitors
- Strategic Talent Consultant to the business
- Global Reach – Local Support
- Value Delivered via Processes & Systems
- Compliance & Confidentiality
- Strong Partnership Ecosystem
- "Cost to Hire" Saving
- Alignment to Oracle's Long Term Vision
- Talent Market & Business Knowledge
- Specific Industry Knowledge

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The Talent Advisors are highly experienced; with experience from recruitment agencies and/or having recruited with some of our direct competitors.
Our Talent Advisors have an average of 10+ years of recruitment experience.
Their primary focus is to source the best talent available in the market to meet your hiring needs. And, as indicated from the statistics on the war on talent, their job is not easy.
Yet, they are strongly positioned because they know the business and have specific industry and local knowledge about the talent market.
Your Talent Advisor will work closely with you to deliver significant value to your business.
Yet, their ability to deliver relies heavily on the close cooperation, talent discussions, and feedback they get from you, as their hiring manager.

How do we make this happen?...Partnerships!
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Recruit & Hire Partnerships & Responsibilities

TALENT ADVISOR (TA)

- Discuss with HM job requirements
- Support HM w/ job req creation
- Sources external candidates
  - *Job Postings*
  - *Networking*
  - *Talent Pools*
  - *Referrals, etc .*
- Phone screens & qualifies external candidates
- Soft closes selected candidate

HIRING MANAGER (HM)

- Discuss with TA job requirements
- Opens job requisition
- Manages internal hires
- Evaluates candidates
- Conducts final round of interviews & selects final candidate
- Raises & creates offer
- Manages new hire onboarding

HR BUSINESS PARTNER (HRBP)

- Provides talent management support
- Provides guidance on hiring approvals and job requirements
- Provides guidance on candidate offers; crafting offer justification & approvals
- Assists with internal hiring
- Supports new hire onboarding

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Do not walkthrough each one's responsibilities – this is just a snapshot to show the partnership

To be successful in your hiring practices, the partnership you have with your Talent Advisor and your HR business partner is pivotal.
Together, you three provide the optimal candidate experience which is critical in attracting and retaining top, qualified candidate talent in today's war on talent, as we mentioned earlier.
As, you can see from this slide, you, as a hiring manager, play an active role in talent acquisition.
With your TA, you need to discuss the candidate success profile; the job requirements aligned to the business needs, so they can work efficiently which will accelerate the process.
Your HRBP is also there to support you with your talent management needs, approvals, candidate offers, and new hire onboarding.

Now…Let's dive into the Oracle Recruiting and Hiring process, talent acquisitions systems we use, & the methodology that explains the partnering steps and responsibilities you have with your Talent Advisor

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The Oracle Recruit & Hire Process

Key Reminders

- Confirm approved budget and approval to hire prior to initiating a job requisition - *Work with HR*
- Contact your regional Talent Advisor to initiate your job requisition/posting
- Always post your position internally first to provide career development opportunities for current Oracle employees
- Explore your region's Employee Referral Program
- Create the optimal candidate experience throughout your interview process. Every candidate is a "brand advocate" for Oracle

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The key to filling a position quickly is having a solid recruiting process that both the recruiter and the hiring manager understand. It's important that throughout the recruiting and hiring stages, each step is clear to all parties involved, which includes the candidate. Applicants want to know where they stand with you and how things are progressing. It is you and the talent advisor that ensures this while creating the optimal candidate relationships and experience to entice, excite, and retain your top, qualified candidates throughout.

Walk through the process and key reminders

This process is accelerated by our talent acquisition systems.

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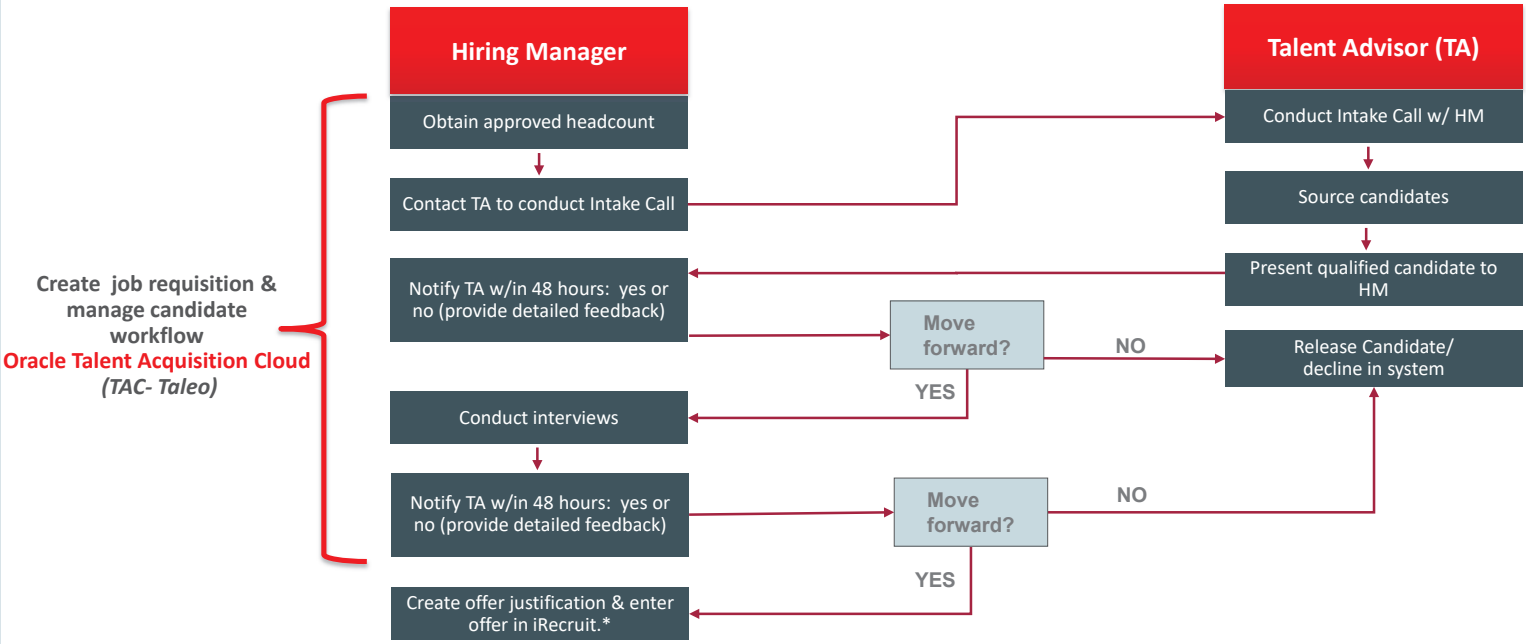
Hiring Process System Workflow: TAC System/Taleo



*Work with HR and TA to identify proper offer amount prior to submitting offer in iRecruitment.

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The Talent Advisor and you, the hiring manager, use these systems. Being active in these systems when you post a position is necessary so you can have real-time, accurate data on the candidates tied to your requisition to evaluate and qualify candidates - accelerating the process and communicating to the candidate on their status. These systems provide you the confidence in the accuracy of the candidate information and status.

The first system we use in our Talent Acquisition Cloud (TAC) solution – known as Taleo. This is the first of many HCM application solutions that we provide to our clients. This system is where we create a job requisition, post the requisition , and manage and review the candidate's information status in the process.

View Module 3 of the Talent Acquisition Learning Series on this Hiring Manager OTube channel to learn How to Create a Job Requisition using Taleo. And again, work closely with your Talent Advisor and HRBP to support you.

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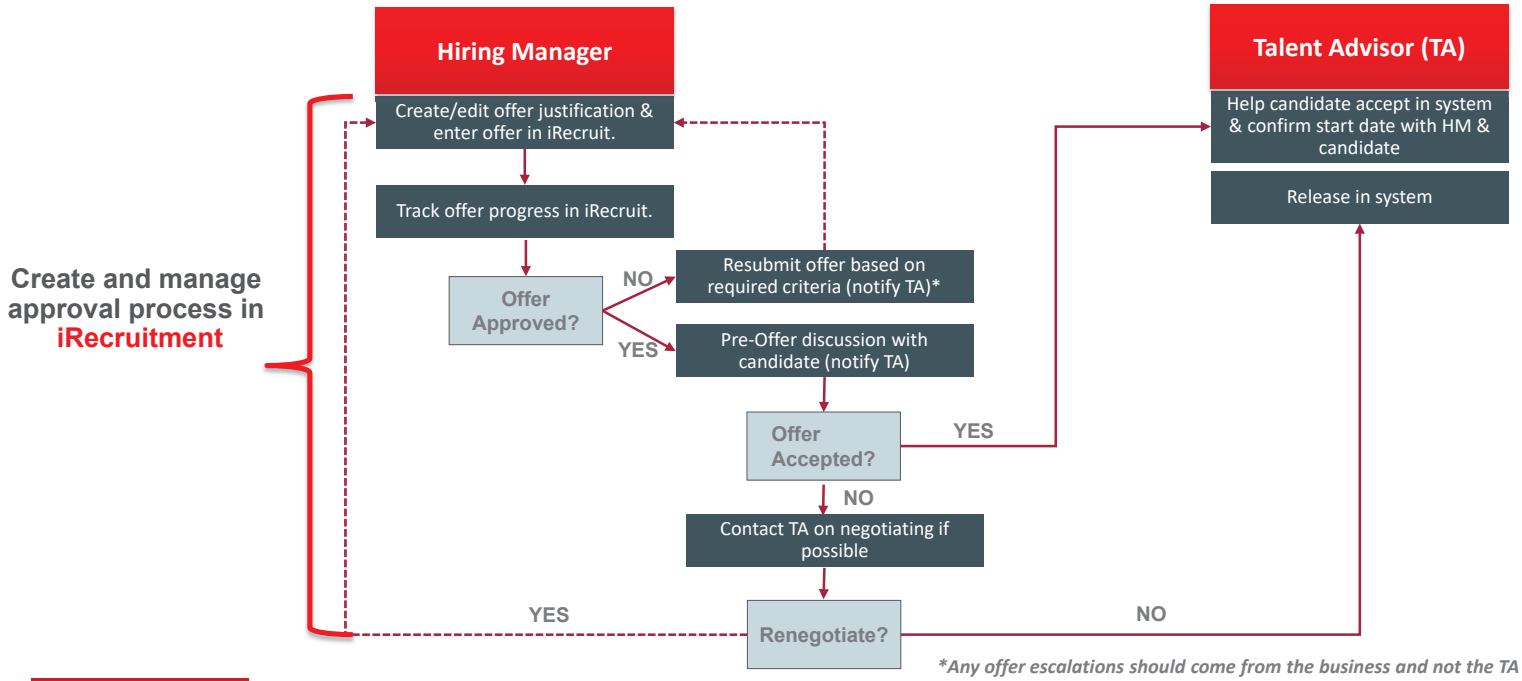
Offer Process System Workflow: iRecruitment System



**Any offer escalations should come from the business and not the TA*

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The second system we use is iRecruitment. This is where we create the candidate offer and manage the offer approval process. Here is where your HRBP plays a supporting role; assisting you with the offer creation, offer justifications, and approvals. Your Talent Advisor is still with you to support you with "soft" closes and negotiations, if needed.

View Module 6 of the Talent Acquisition Learning Series on this Hiring Manager OTube channel on How to create and manage both internal and external candidate offers in iRecruitment.

Now, let's dive into the Recruit & Hire methodology...

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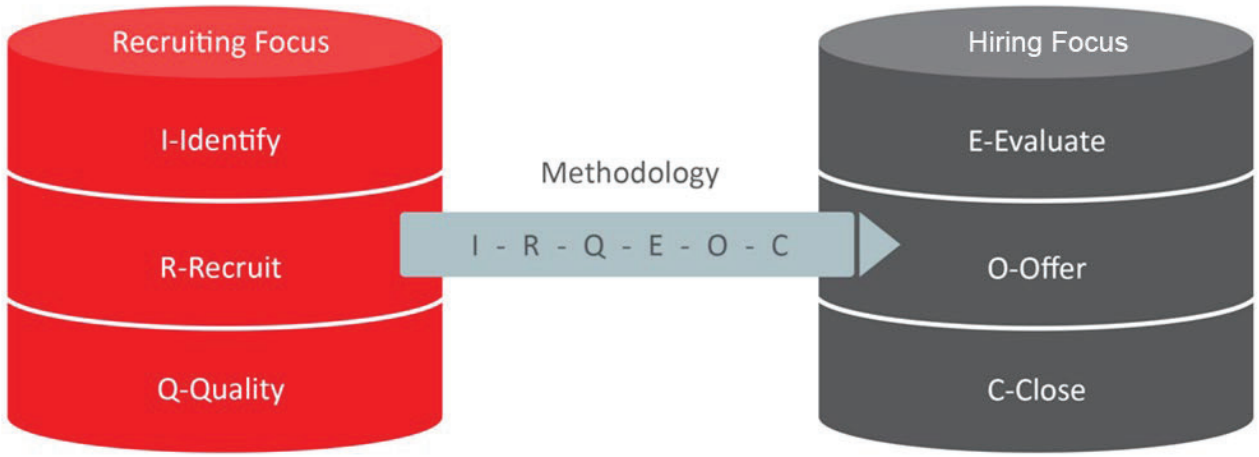
Oracle Recruit & Hire Methodology



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Our recruiting methodology is split into two separate functions.
The Talent Advisor owns the Recruiting Focus – the front end of the recruiting process, which includes: Identifying, Recruiting, and Qualifying the Candidate – The IRQ functions on the methodology.
The Hiring Manager owns the Hiring Focus - the backend of the process, which includes: Evaluating the candidates, Creating and Managing the Offer, and Closing the process.

While the TA can bring you the shortlist of qualified candidates, it is your responsibility, as a hiring manager, to evaluate and select the right candidate for your business.

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Talent Advisor (TA) Actions: **I.R.Q.**

In Partnership with Hiring Manager

Talent Advisor identifies prospective candidates from the market by using multiple tools

Once top talent has been identified, the Talent Advisor contacts and presents the opportunity to the prospective candidates

Those interested in the opportunity are qualified by Talent Advisor prior to presenting to the Hiring Manager

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Let's view the Recruiting Focus expectations of the Talent Advisor… the IRQ
After the Talent Advisor has gathered the job requirements from the Hiring Manager, the Talent Advisor will begin Identifying potential candidates.
This is done by Lead Generation, which is where the Talent Advisor uses several resources such as Networking for Employee Referrals, Social Networking, Calling into competitors, etc.
After candidates have been identified, the Talent Advisor will then work the pipeline of candidates to IDENTIFY and determine who to phone screen to pre-qualify; initiating the candidate experience.
Once the candidates are interested in pursuing the opportunity, the Talent Advisor will then conduct a full screen of the candidate, and further qualify them against the requirements of the position.
After Qualified, the Talent Advisor will send along the pre-screened candidate to you, the Hiring Manager to review, evaluate, and determine if you want to interview. Interview notes from the candidate screen will be provided along with the an attached resume.
We ask that the Hiring Manager submit feedback to the Talent Advisor within 24 hours of receiving the qualified candidate profiles.
All the steps above align to the Taleo system so that the talent advisor can track these steps and statuses, real time.

Now we move over to the Hiring Focus expectations of the Hiring Manger – the EOC
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Hiring Manager Actions: **E.O.C.**

In Partnership with Talent Advisor & HRBP

Hiring Manager phone screens or conducts one or multiple interviews with the pre-qualified candidates provided by the Oracle Talent Advisor

Hiring Manager prepares an offer for a candidate commensurate with compensation position guidelines

Hiring Manager confirms acceptance with the candidate regarding the offer

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The manager owns the Hiring Focus responsibilities that include:
Determining his/her interview team to assist in the candidate interviews; discussing the job requirements with the interview team and providing the targeting competencies for the interview questions
They are responsible for scheduling either an onsite or webconference interview to evaluate the selected, qualified candidates.
The Hiring Manager is asked to provide the feedback and a Go/No Go decision on candidates interviewed within 24 hours to the Talent Advisor.
As a guideline, the Hiring Manager should attempt to conduct a full evaluation of all candidates within 7-10 business days.
Once the Hiring Manager haWith the competitive employment market, and in consideration of our offer approval process, it's imperative that we make swift movement with all candidates.
s selected a Finalist for the position, it is the Hiring Managers responsibility to Check the Candidate References, Test the Offer with Candidate, and create and submit the offer via iRecruitment.
The Talent Advisor can assist the HM to "soft close" the offer with the candidate prior to submitting.
Remember that "soft closing" an offer does NOT constitute an offer. It is only an final offer once the offer is approved, the offer letter is generated and released to the candidate.
The HM should not delay in creating and submitting the offer into workflow so it gets approved quickly. Here is where the hiring manager should look to the HRBP to help them with creating and managing the offer. It is the offer justifications that can cause an offer to get rejected.
Although, these are the expectations of the Hiring Manager, the Talent Advisor and HRBP will be there to support you throughout the entire recruiting and hiring process. And contribute to the candidate experience.

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MODULE 1 LEARNING RECAP

Now that you completed this module, you aware of:

- ✓ The key principles to attract the right talent
- ✓ The value of the Oracle Talent Advisory (OTA) team & your talent advisor (TA) and HR business partner
- ✓ The Oracle Recruit & Hire Process and the talent acquisition systems, Taleo & iRecuitment
- ✓ The Oracle Recruit & Hire methodology - IRQEOC

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You have completed Module 1 of the Talent Acquisition Learning Series – your introduction to Recruiting and Hiring at Oracle.
You now are aware of…
The key principles to attract the right talent
The value of the Oracle Talent Advisory (OTA) & Your Talent Advisor and HRBP
The Oracle Recruit & Hire Process and the Talent Acquisition systems, Taleo & iRecuitment, that align to this process
And…the Oracle Recruit & Hire Methodology that outlines the focus areas of the talent advisor and the hiring manager

View the other Talent Acquisition learning modules to help you be successful as a hiring manager for your business and for Oracle.

Our goal in OTA is to consistently improve Oracle's hiring manager learning; updating the modules and resources. Revisit this Hiring Manager OTube Channel and Oracle's Manager Essentials website to keep your talent acquisition skills sharp and smart.

If you see a module "under construction" that you want to view, come back soon. We will have back up live soon.

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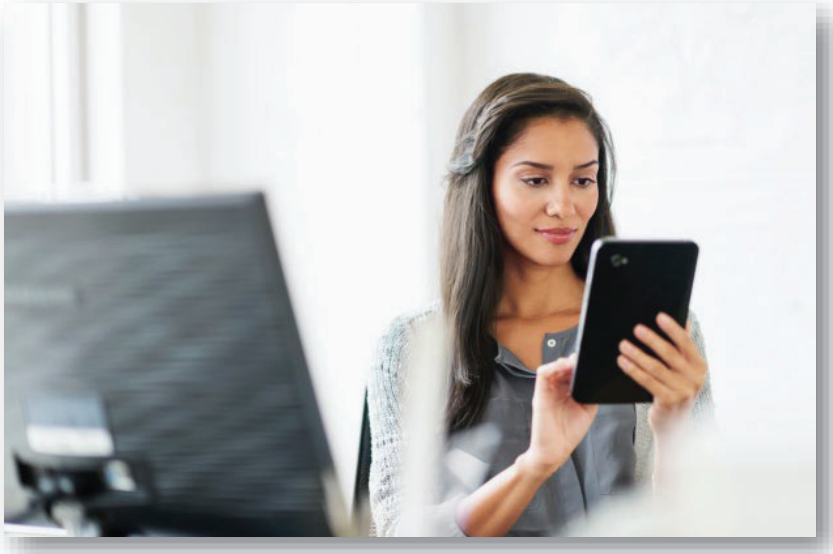
Questions?

Contact your regional Talent Advisor and/or HR Business Partner



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Thank you for completing Module 1

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

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