

NA Talent Advisory

Who? Why? How?



Summary of Comments on How to Use the PowerPoint Template

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Let's start with the first section where we will delve a little bit more into the philosophy behind the internal recruitment team and why Oracle is firmly supportive of sourcing our own talent directly

Why Oracle Recruitment? Top Reasons



Ex Agency/Competitor Recruiters



Specific Industry Knowledge



Delivering Recruitment Value



Focus on Customer Satisfaction



Confidentiality



Strong Partnership Ecosystem



Saving on the “Cost to Hire”



Clear Long Term Vision for Oracle



Understanding of the Business

The North America Recruiting Team consists of both highly experienced ex agency and recruiters from our direct competitors. The recruiters have an average of 10+ years recruitment experience each.

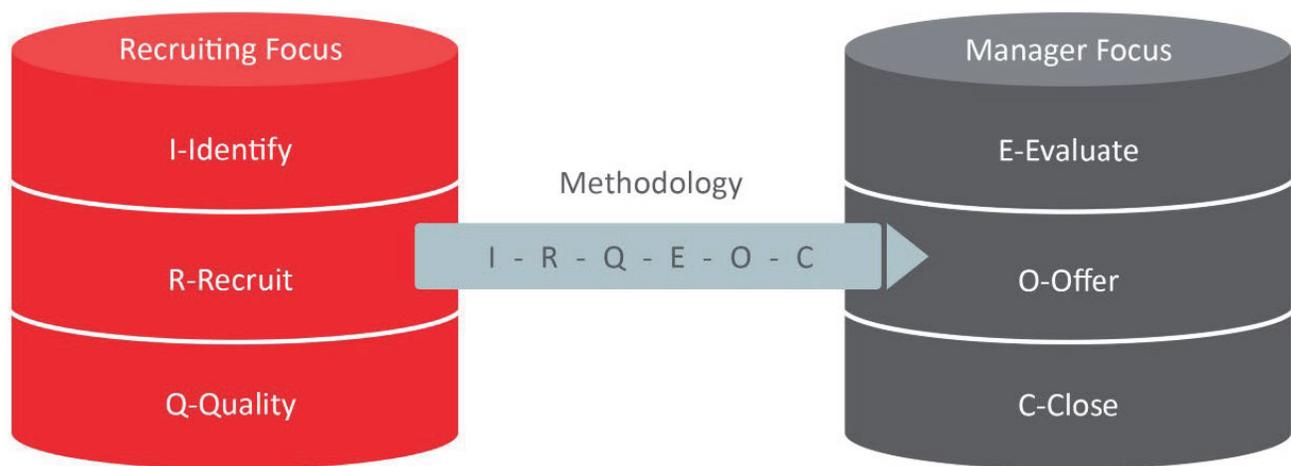
Our job is to source the best talent available in the market.

We are strongly positioned to do this based on our specific industry and local knowledge .

We work effectively by partnering closely with and delivering significant value add to the business

Our ability to deliver relies heavily on close cooperation and feedback with you as a hiring manager

Recruiting Methodology



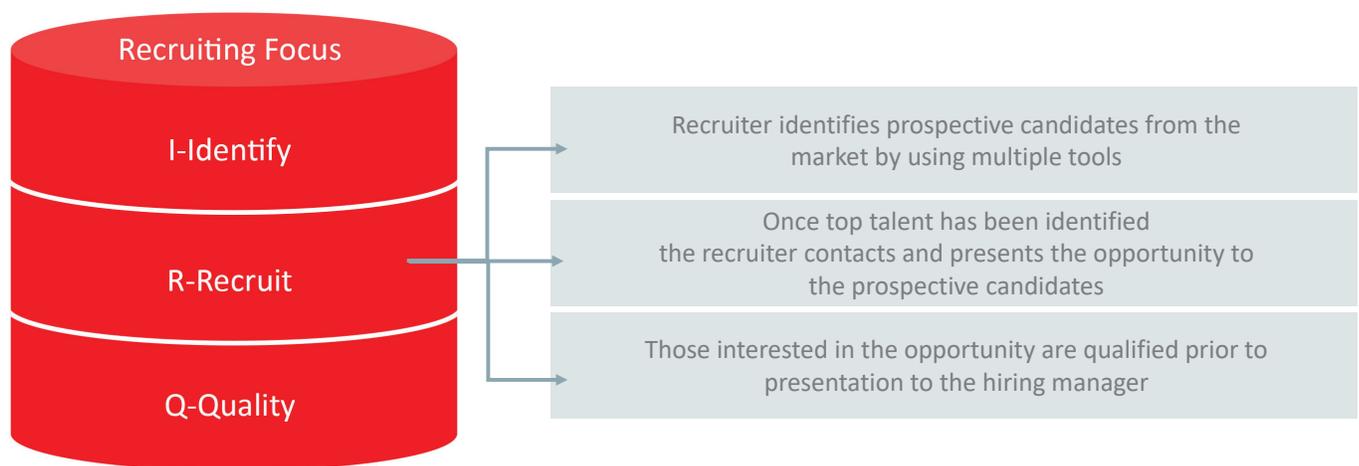
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Our recruiting methodology is split into two separate pieces. The Recruiter owns the front end of the recruiting process, which includes: Identifying, Recruiting, and Qualifying the Candidate. Where as the Hiring Manager is responsible for the backend of the process, which includes: Evaluating the candidates provided by the recruiter, Submitting the Offer, and Closing out the non-selected candidates. This Methodology allows the Recruiter to spend quality time seeking out top talent.

It's important to note, that the first step of this process is for the hiring manager to inform us of their opening, and to provide a detailed job description so that your recruiter can identify and attract top talent for your opening. This should include detailed information on how to properly position and sell the opportunity to all candidates.

While we can bring you the shortlist it is your responsibility (as a hiring manager) to hire the best person for your org by evaluating, offering and closing out the best hire for you.

Expectations of the Recruiter



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First let's talk a little bit more about the expectations of the recruiter while they are engaged with each of you. After the recruiter has gathered the vacancy requirements from the Hiring Manager, the Recruiter will begin Identifying potential candidates. This is done by Lead Generation, which is where the Recruiter uses several resources such as Networking for Employee Referrals, Web 2.0 Social Networking, Calling into competitors, etc.

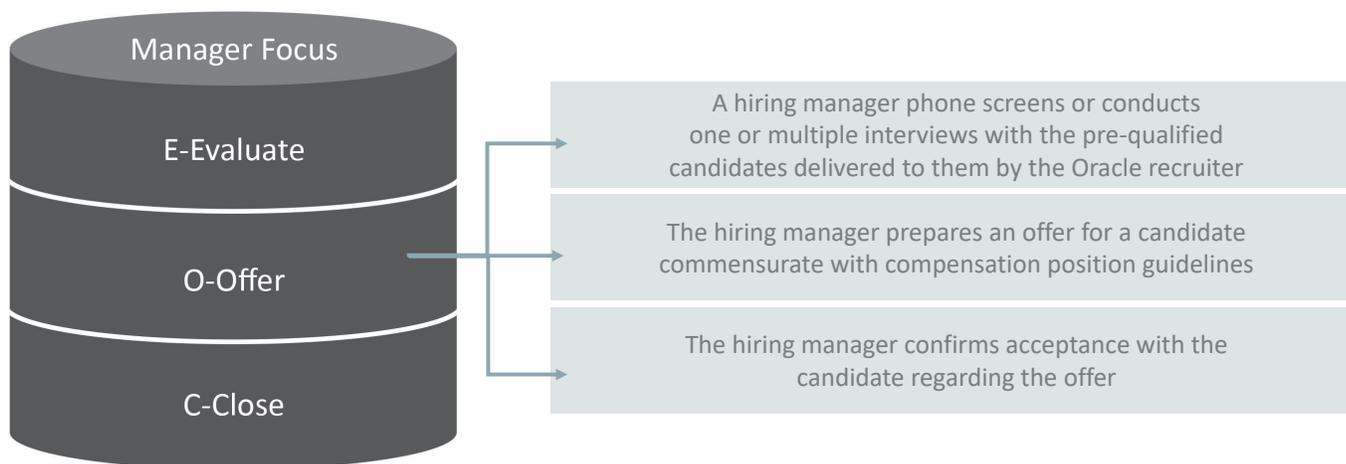
After candidates have been identified, the recruiter will then work the pipeline of candidates that he/she has identified and begin to sell them on the company and opportunity.

Once the candidates are interested in pursuing the opportunity, the recruiter will then conduct a full screen of the candidate, and qualify them against the requirements of the position.

After Qualified, the recruiter will send along the pre-screened candidate for Hiring Manager review. 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 recruiter within 24 hours of receiving the candidate profile.

If the Hiring Manager is interested in preceding with an onsite interview after completing the phone screen, we would then move on to the Manager responsibilities...

Expectations of the Hiring Manager



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It is the managers responsibility to schedule the onsite interview to further evaluate the candidates qualifications. The Hiring Manager is asked to provide a Go/No Go decision within 24 hours of completing the onsite interview. As a guideline, the Hiring Manager should attempt to conduct a full evaluation of all candidates within 7-10 business days. With the competitive employment market, and in consideration of our offer approval process, it's imperative that we make swift movement with all candidates.

Once the Hiring Manager has selected a Finalist for the position, it is the Hiring Managers responsibility to Check the Candidate References, Test the Offer with Candidate, and submit the offer via iRecruitment Offers. The recruiter can assist the HM to socialize the offer with the candidate prior to submitting via candidate workflow. *** socializing an offer does NOT constitute an offer. It is only an offer once a letter is generated and released to the candidate.

The HM should not delay in submitting the offer into workflow.

Lastly, The HM is responsible for extending regrets to all non-selected candidates.

Even though these are the expectations of the Hiring Manager, the recruiter will be there to support you throughout the entire recruiting process.

Recruitment Process



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And that of course is - The Recruitment process

In this section I am going to walk you through the different steps that any manager within this organization should follow in order hire the best talented people in the market

Recruitment Process

Headcount & Budget Approval Process

Contact Recruitment with the new vacancy

Hiring Manager and Recruiter Kick-off Call

Sourcing / Short Listing / Interviewing

Offer Approval Process

Issue of Letter of Employment

Closing out unsuccessful candidates

Please Note:

Recruitment agencies may not be used as a source of candidates.

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As mentioned earlier the recruitment process is your responsibility, and it is up to you to engage with recruitment early and continuously while you are filling open vacancies

We will go through this process in a little more detail in the coming slides but in essence the major steps in the recruitment process are;

In rare exceptional occasions recruitment agencies may be engaged, but only after written approval has been obtained via the recruitment team from the VP Recruitment NA.

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Please remember to reach out to the NA VP of recruitment – Amanda Gill or any one of her direct reports should you be unclear in relation to any part of the recruitment process

Recruitment Process – Steps to Follow



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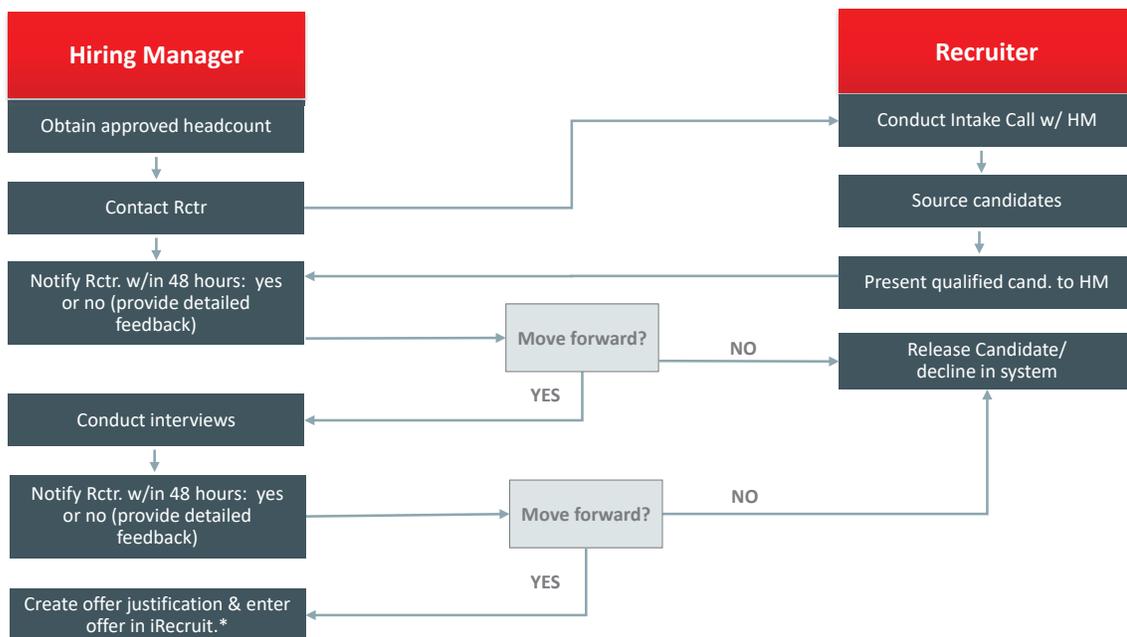
This is a data flow diagram of what the recruitment process looks like.

Once you have gained approval to hire somebody within your team, you should contact the recruiter that has been assigned to you or one of the recruitment management team who can steer you in the right direction. You must then work with your recruiter to provide detailed information in relation to the Job Description, top selling features, and any possible source companies or potential referrals for the role.

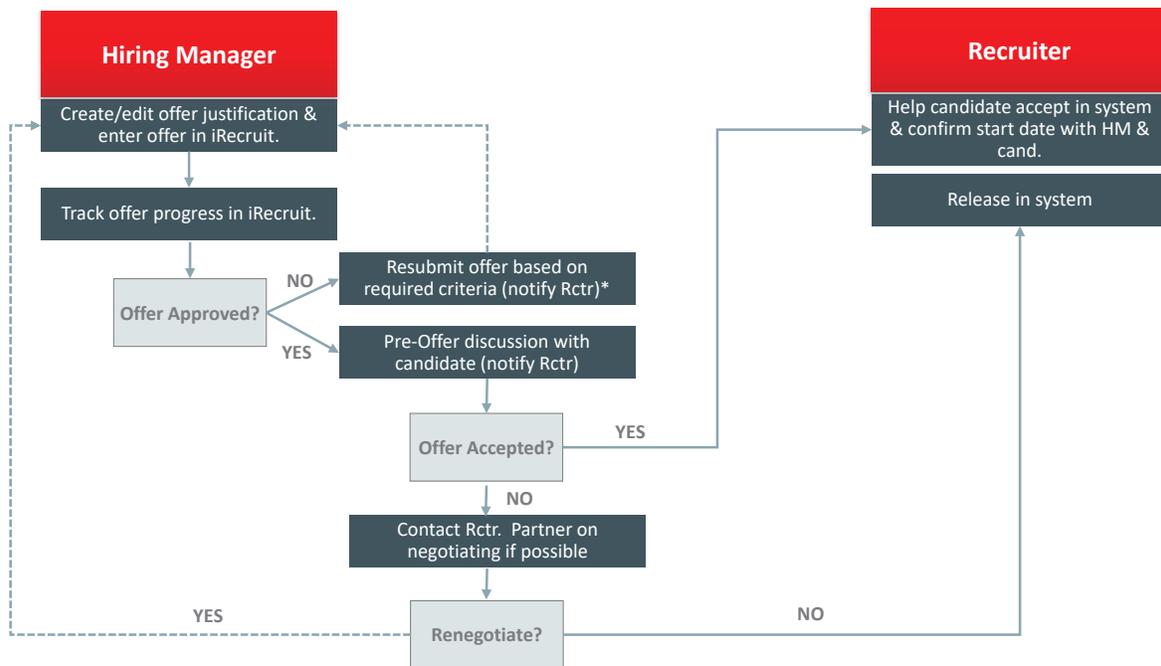
Your recruiter will then begin sourcing for this role using a variety of channels such as, headhunting, networking, social networks, internal database, job boards, etc. We will screen these candidates and provide you with a suitable list of talent which we will expect you to interview in a timely fashion.

Once this has been completed you need to work with your recruiter to close out all non-selected candidates and to proceed through the offer process with the selected hire.

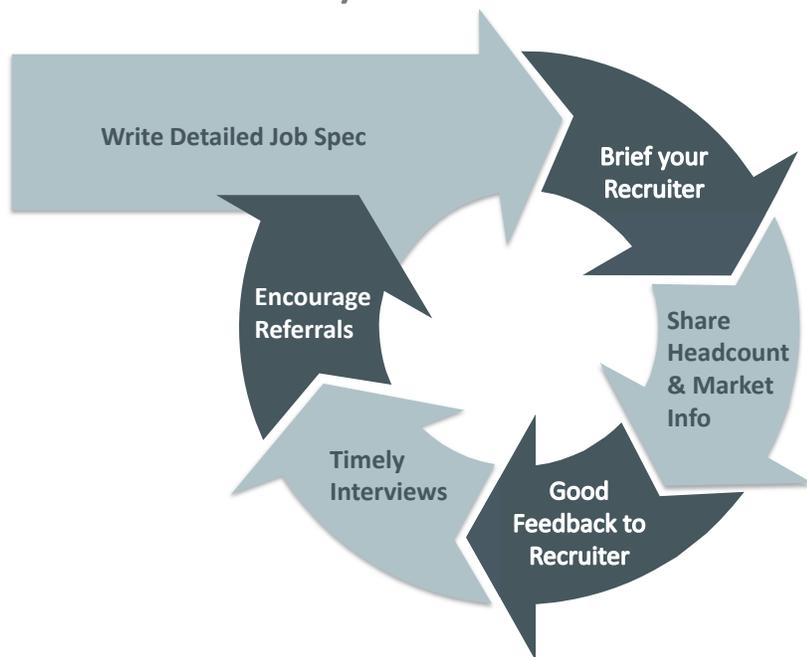
Recruitment Process: Who does What?



Recruitment Process: Offers



Partner with your Recruiter



Respond to Recruiter Feedback



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Again to highlight your responsibilities as hiring manager please note the various steps outlined here.

We expect you to:

Remembering that it is best to respond to the feedback from your recruiter as you both work your way through the process

Employee Referral Program

WHY

- Hire quality candidates
- Increase candidate pool
- Increase probability of cultural fit and Oracle skills

HOW

- Talk to employees and candidates
- Encourage new hires to bring their friends
- Referral slides in the new hire induction
- Weekly newsletters
- Encourage the managers to talk to their teams

30% of placements are through referral

Refer a candidate: <https://apex.oraclecorp.com/pls/htmldb/f?p=15398>

As you may know in Oracle we encourage employees to recommend suitable talent by offering an extensive ERP. Details of this program including local amounts and rules of eligibility can be found at the NA Recruitment page and also the NA HR page (recruiting section) – you will see the links at the end of this PPT.

Our aim is to hire 30% of external candidates via referrals

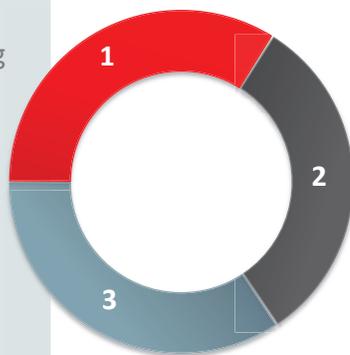
In addition to our proactive recruiting efforts, another good source of hires is those who come through the internal referral process. They have been referred by an employee who knows Oracle and knows that this particular person will be a match for Oracle.

You can increase the likelihood of getting good referrals by actively encouraging your team to recommend people they know and by generally raising the awareness of the program in your LOB

Background Checks

- Outsourced
- Managed by HR and
- Monitored by Recruiting
- Resumes must be accurate

It is highly recommended that hiring managers conduct their own reference checks once the candidate's permission is received.



Previous Employment

Education Verification

Criminal Record Check

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So let's move to the next stage of this recruitment process: The Background Check.

The background check process is a requirement for candidate's selected for hire. The standard check includes verification of a candidate's highest degree(s) received, previous employment, and a criminal record check. In the US, the process is managed by a centralized group within HR and Oracle contracts with a third party vendor, HireRight, a leading provider of pre-employment screening services, to perform the check. Your candidate's resume must be accurate and they should respond to Oracle and HireRight as quickly as possible once the process begins. It is recommended that you allow up to 15 working days for these checks to complete and build that time into your offer process. Please note, that background checks with an international component (i.e., a degree obtained outside of the US) may take longer. Every check is unique and individually assessed -- if you have any additional questions about your candidate's background check or this process in general, please reach out to the background check group directly at bgcheck_us@oracle.com. It is also highly recommended that hiring managers conduct their own reference checks with previous employers once we have the candidates permission to do so.

Rehire Policy

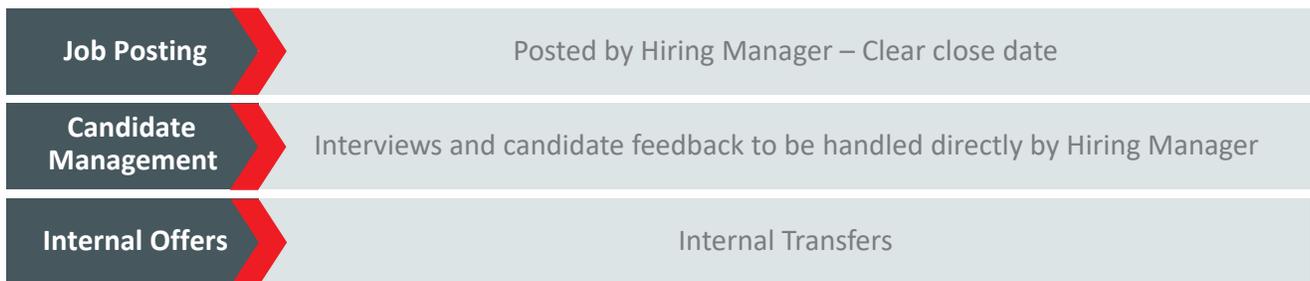
➤ Some LOB's may have their own non-written re-hire practices

Rehire Verification

Recruiter provides following information to HR Representative:

- First Name, Last Name
- Dates of Employment
- Previous Oracle Manager

Internal Hiring Process



Internal candidates are normally required to have a minimum period of service in their current role, the length of this period will vary from country to country. Full details are available in **Managers Resource Guide**.

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If you remember we mentioned earlier that the recruitment team do not get involved in the internal hiring process...

The rest of the activities involved in this process (i.e. manage the candidates and the completion of the internal transfer) are the responsibility of the HM.

Additional Resources

Global Recruiting Page

Global Human Resources

HR QUICK LINKS:

[Benefits](#) [Compensation](#) [Recruiting](#) [Career Development](#) [New Employees](#) [Working Worldwide](#) [HR Professionals](#) [Managers](#) [Regions](#)

Employee Recruitment Portal

This portal is dedicated to Oracle employees and contains basic information about internal recruitment process and referral program.



Employees



Want to know more about career development, benefits and others? [Click here!](#)

Recruiters



Want to know more about career development, benefits and others? [Click here!](#)

Managers



Want to know more about career development, benefits and others? [Click here!](#)

Our Mission

Oracle recruiters are always searching for brilliant employees with an entrepreneurial spirit, looking for a work culture where innovation is the goal, hard work is expected, and creativity is rewarded. Oracle employees enjoy competitive salaries, excellent health benefits, and a network of like-minded co-workers that drive innovation across the entire technology industry.

iRecruitment Announcement: At the moment, the only way to access iRecruitment as active employee is via your "Employee Self Service" menu line in the Self Service applications. The external gateway <http://recruitment.oracle.com> is for external applicants only!

IMPORTANT NOTE : If you have the access to Recruiter or Hiring Manager portal but cannot see the page after clicking on links below, make sure you are logged in. If you cannot see the portal even after logging in, email [here](#).

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