



ORACLE®

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

ORACLE_HQCA_000056566-1

Welcome to New Recruiter On-boarding!



ORACLE®

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

ORACLE_HQCA_000056566-2

Summary of Comments on Slide 1

Page: 2

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:48 PM

Welcome to New Recruiter On-Boarding! We are excited to finally have you on the team.

During the course of the next couple of days we will be covering a lot of content. Our goal is simple: we want you to walk away from this training with enough knowledge and comfort around our processes, policies and systems to start recruiting. We don't expect you to master all of this content in a few days, but our hope is that we lay a solid foundation in which you can scale from.

We recognize that learning new systems/processes/procedures, at any company, can be daunting. It's with that understanding that we've developed a comprehensive onboarding to help ease some of the pain that comes along with learning a new organization. Please know we are here to help and we are confident that we will get you up to speed quickly.

Let's get started!

Why Oracle Recruitment? — Top 10 Reasons

- 1 Ex Agency/Competitor Recruiters
- 2 Specific Industry Knowledge
- 3 Local Experience
- 4 Focus on Customer Satisfaction
- 5 Delivering Recruitment Value
- 6 Strong Partnership Ecosystem
- 7 Saving on the “Cost to Hire”
- 8 Clear Long Term Vision for Oracle
- 9 Understanding of the Business
- 10 Confidentiality

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:48 PM

One of many things that you'll find unique to Oracle's Internal Recruiting team is that we employ recruiters with both recruiting agency and corporate recruiting experience. Many of the recruiters within our organization come from our direct competitors and have an average of 10+ years recruitment experience.

Our primary job as recruiters at Oracle is to source the best talent available in the market.

Oracle Internal Recruiting is strongly positioned to identify the best talent in the market place as we have specific industry and vertical domain knowledge. As a recruiter, you will be assigned to specific hiring managers within a line of business (LOB). As you grow in your role, you will gain a specialized knowledge with regard to that LOB. You will have knowledge with regard to the types of projects the business works on as well as a strong cultural understanding of the business. Long-term engagement with an LOB empowers the recruiter to learn the business at a much deeper level and form meaningful relationships with the hiring teams. This enables our recruiters to go deep and broad with their respective searches, candidates and hiring managers.

We are focused on providing high quality touches with the business with a focus on customer satisfaction. The managers, our partners, evaluate us after every hire. There is a survey that is presented to the hiring manager and they provide feedback.

We deliver recruitment value to the organization. We are a complete in house recruiting model.

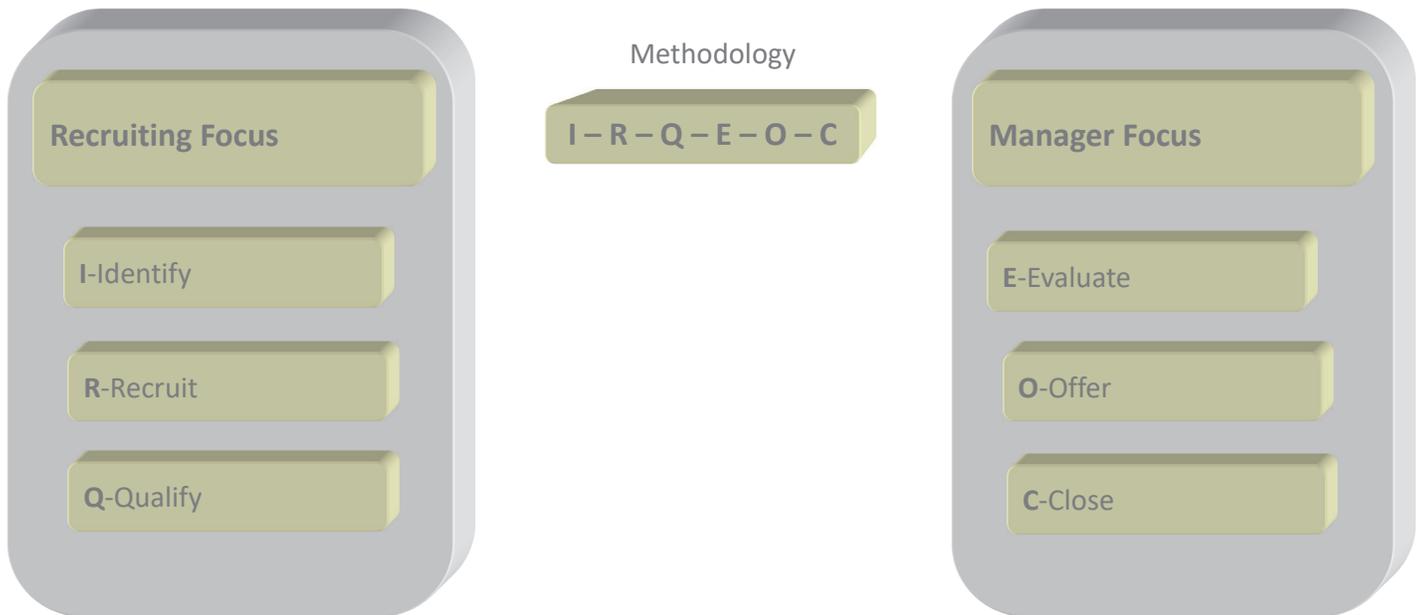
We work effectively by partnering closely with and delivering significant value add to the business. We view ourselves as strategic business partners to our hiring managers.

Our in house model, provides a huge cost savings to the organization. The charge back that we have to the business is significantly less than what the organization would have if agencies were used.

The recruitment team has a clear long term vision for Oracle and we have an understanding of the business. We add value in that we know how to sell Oracle to our prospective candidates.

Lastly, we provide a degree of confidentiality to managers. Managers come to our team and at times they require discretion. Perhaps they are replacing someone or they are working on a new project and need additional team members. As recruiters, we assist our partners in maintaining a level of discretion.

Recruiting Methodology



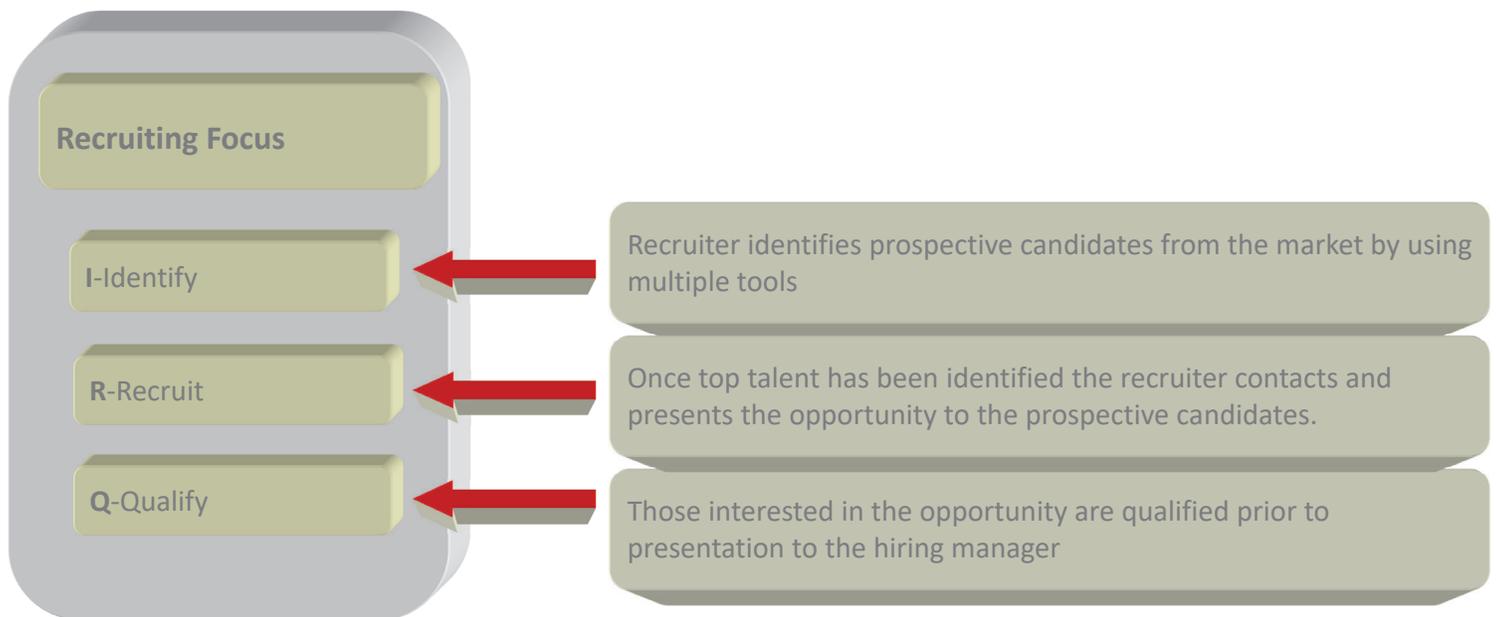
Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:49 PM

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 you, as the recruiter, can identify and attract top talent for the opening. This information should include detailed information on how to properly position and sell the opportunity to all candidates.

We bring top candidates to the hiring manager so they can proceed to hire the best person for thier org by evaluating, offering and closing out the best hire.

Expectations of the Recruiter



Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:49 PM

First let's talk a little bit more about the expectations of the recruiter. After the you have gathered the vacancy requirements from the Hiring Manager, you will begin Identifying potential candidates. This is done by Lead Generation. You will uses several resources such as Networking for Employee Referrals, Taleo mining, Web 2.0 Social Networking, Calling into competitors, etc.

After candidates have been identified, you will then work the pipeline of candidates that you have identified and begin to sell them on the company and opportunity.

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

After qualifying the candidate, you will submit the pre-screened candidate to the Hiring Manager for review. A submittal is how you sell your candidate to the Hiring Manager and must include the candidate's resume' and your candidate's profile summary.

Important: The profile summary contains notes about your conversation with the candidate: how he or she matches the req, years of experience in certain skills, how he or she will impact the team, relevant projects and achievements, availability to start at Oracle, current and expected salary expectations. The profile summary should be well written and reviewed for spelling and grammatical errors. Details are important as your submittal can often be the determining factor in the Hiring Manager's decision to proceed or not to.

Your email to the HM, with the résumé and summary should contain a bulleted summary in the text clearly showing why a HM should spend time to interview the candidate. It may be a good idea to follow up with an immediate call to the HM as well.

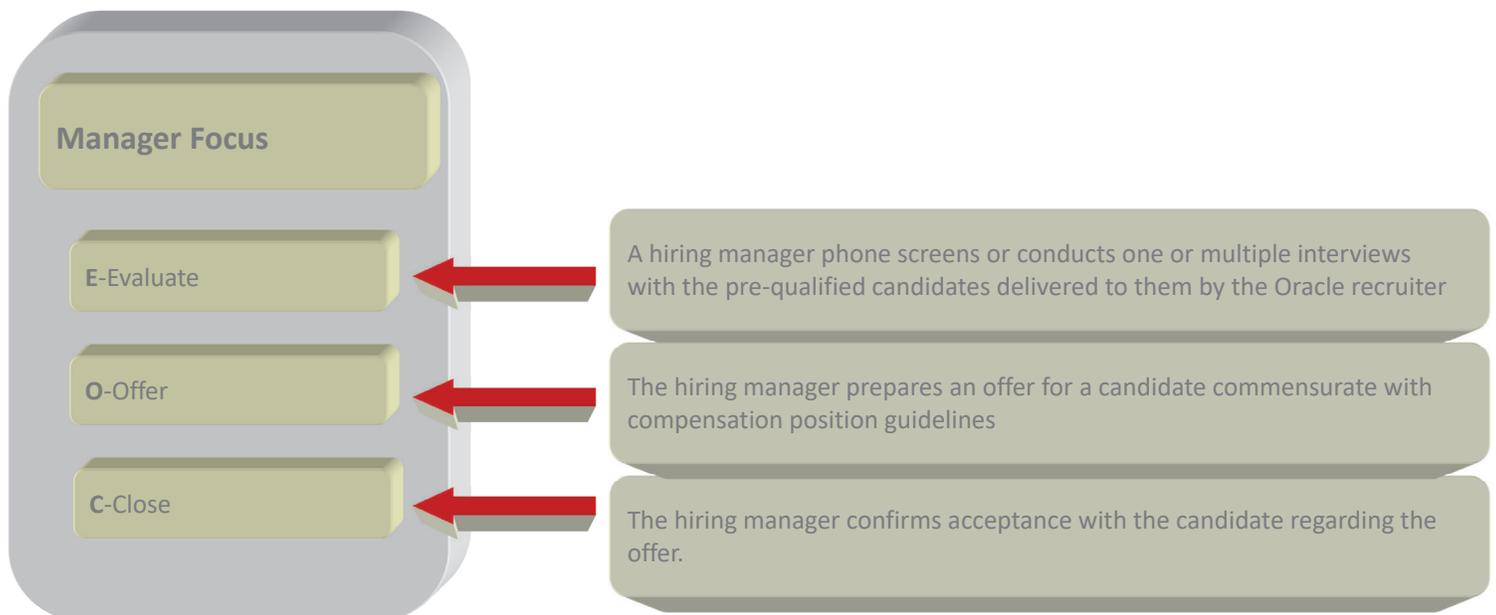
Important: The candidate's resume' also needs to be neat and free of misspellings and grammatical errors.

We ask that the Hiring Manager provide feedback to the recruiter within 24 hours of receiving the candidate submittal.

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

Important: Do not be pressured to submit low quality candidates who do not properly fit the profile. Our role is to add value by only submitting the highest quality. This shows respect for the HMs time as well as the candidates' time.

Expectations of the Hiring Manager



Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:50 PM

It is the Hiring Manager's responsibility to schedule the onsite interview to further evaluate the candidates qualifications. HM's can utilize recruiting operations schedulers if they chose to.

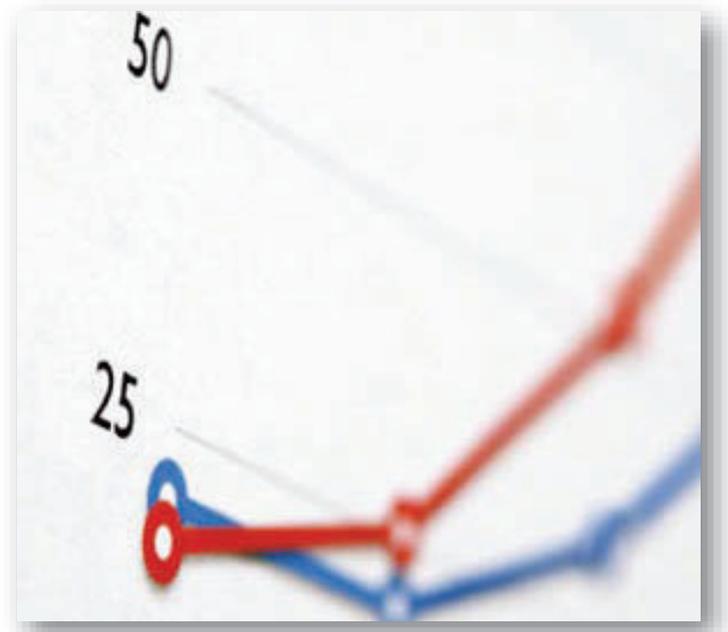
The Hiring Manager is asked to provide a Go/No Go decision within 24 hours of completing the onsite interview. As a guideline, the Hiring Manager should attempt to conduct a full evaluation of all candidates within 7-10 business days. With the competitive employment market, and in consideration of our 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, negotiate the Offer with Candidate, and submit the offer via Taleo/GSI. Either the HM or the recruiter should provide a verbal "whisper" offer to the candidate prior to the offer submittal. The recruiter can assist the HM in verbal negotiations with the candidate prior to submitting via candidate workflow.

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, you will be there to support them throughout the entire recruiting process.

Recruitment Process



Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:50 PM
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

1. Headcount Approval Process
2. Contact Recruitment with the new vacancy
3. Hiring Manager and Recruiter Kick-off Call
4. Sourcing / Short Listing / Interviewing
5. Offer Approval Process
6. Issue of Letter of Employment
7. Closing out unsuccessful candidates

Adjust this field to
specific

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

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:50 PM

As mentioned earlier, the recruitment process is hiring manager's responsibility, and it is up to the hiring manager to engage with recruitment early and continuously while 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

- Headcount 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

.....

Recruitment Process – Steps to Follow

Identifying a recruitment need

Manager contacts recruiting manager or recruiter with a recruitment need

Initiate approval process for the vacancy (EMEA only)

Provide your recruiter with a job description and key selling points

Hiring Manager creates vacancy in Oracle Recruiting and recruiter begins to source candidates

Posts job external & internally
Proactively Search for top talent
Searches market for passive candidates

Recruiter screens & qualifies candidates
Supplies top talent candidates to the HM

Hiring manager conducts phone & face to face interviews

Hiring manager informs recruitment with the outcome of the interviews

Recruiter notifies all candidates of their outcome – closes process

Hiring manager enters the offer into iRecruitment

Communication with the recruiter

ORACLE

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:51 PM
This is a data flow diagram of what the recruitment process looks like.

Once the manager has gained approved headcount, the manager will contact their recruiter or will reach out to someone on the recruitment management team who will assign the task to a recruiter.

The hiring manager must then work with the 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.

The 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 the manager with a suitable list of talent which we will expect the manager to interview in a timely fashion.

Once this has been completed, the manager will work with their recruiter to close out all non-selected candidates and to proceed through the offer process with the selected hire.

Pre-Employment Background Checks

Oracle's pre-employment process requires candidates to complete a background check, and provided below are a few critical points about this process.

- Applicant resumes should be up-to-date and accurate. Their profile in the Oracle Recruiting Cloud should also match the information presented on their resume, and be entirely accurate. We have included instructional tips and an attestation regarding Oracle's background check process and the expected accuracy of the information being provided to Oracle in the new Oracle Recruiting Cloud.
- The background screening will be used to verify all of the information presented on the applicant's resume, including education (highest degree listed) and work experience. In addition, Oracle will conduct a criminal background check, in accordance with local, state and federal legislation and guidance.
- The background screening process will begin after a candidate has been selected for a position and just after an offer has been submitted for management approval. The screening process will run in parallel with the offer approval process.
- Recruiters should inform the applicants during their initial contact that the background check is mandatory and not a formality. The highest degree obtained and employment must be verifiable, exactly as presented on the applicant's resume.

Pre-Employment Background Checks

Oracle's pre-employment process requires candidates to complete a background check, and provided below are a few critical points about this process.

- Recruiters can communicate the background check process to the applicant by stating the following, *“All of the information presented in your application (forms, profile and resume) will be submitted for verification during the background check process. Please make sure your resume is current and accurate before uploading. Oracle reviews background check results very closely and on a case-by-case basis. If you are selected for a position at Oracle and we are unable to verify the information provided on your resume, and in our recruiting application, we may not be able to extend you an offer of employment.”*
- Oracle's screening program strives for consistency but acknowledges that no two situations are alike. Each screening report is reviewed and assessed individually. If the Background Check group is unable to verify the applicant's education or work experience exactly as it has been presented on their resume, we will work very closely with the applicant to ensure we understand the situation; but please be advised that if the results do not meet Oracle guidelines, the individual may not be hired.
- Applicants who have been previously disqualified due to their background check may still apply to positions at Oracle. Hiring managers and/or recruiters do not have access to current or prior screening results; however, Oracle HR's Background Check group may consider prior screening results as part of its background check process. If a candidate has specific questions about a previous disqualification, please contact us at bgcheck_us@oracle.com.
- Any questions or concerns? Please contact bgcheck_us@oracle.com for more information. Or Kaye Little or Kacey Heal for escalations.

ORACLE®

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

ORACLE_HQCA_0000056566-19

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
- Weekly newsletters
- Encourage the managers to talk to their teams

30% of placements are through referral

Refer a Candidate through the Internal Candidate Portal

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:52 PM
Employees Referral Program

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.

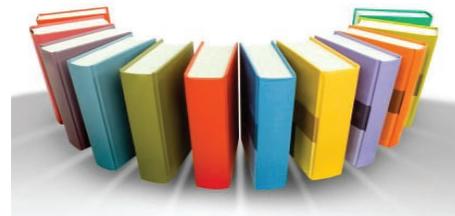
<Stop and Show Recruiter where this is located on our site, view Referral policy information on the website>

Last year, 30% of positions that were filled were made through the referral process. Candidates are referred through our Internal Taleo Candidate Portal.

Candidates can be referred to HMs and/or recruiters directly but audit verification requires email trails to prove the submittals. It is easier and more efficient for employees to refer candidates via the referral tool which requires no additional documentation for pay-out.

Rehire Policy

- Some LOB's may have their own non-written re-hire practices
- Rehire Verification
 - Recruiter provides following information to HR Representative
 1. First Name, Last Name
 2. Dates of Employment
 3. Previous Oracle Manager



Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:52 PM

Former employees' rehire eligibility should be checked by the recruiter via the Hiring Manager's HR rep prior to engaging a candidate. Additionally, once interest in the candidate is established, recruiting should contact the candidate's former Oracle manager or leader to insure that there is support for that candidate's rehire.

Internal Hiring Process

- Job Posting** ▶ Posted by Hiring Manager – Clear close date
- Candidate Management** ▶ Interviews and candidate feedback to be handled directly by Hiring Manager
- Internal Offers** ▶ Internal Transfers

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.

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:53 PM

This is an overview of the internal hiring process. Recruitment is not involved with the internal hiring process.

All 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.

Recruiter Variable Training and Discussion



ORACLE®

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

ORACLE_HQCA_000056566-26

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:53 PM
Recruiter Variable Training and Discussion

In this section we will have a presentation from Operations to discuss in depth, the Recruiter Variable as well as have a open discussion on compensation.

My Oracle.com

• Useful Links

- Aria
- BeeHive Central
- MyDesktop
- MyHelp
- OTube
- Self-Service Apps
- Travel

The screenshot shows the Oracle Employee Portal interface. At the top, there's a navigation bar with 'Employee Tools', 'Lines of Business', and 'Products & Services'. Below this is a search bar and a 'Current Site' dropdown. The main header area includes the Oracle logo and the text 'Oracle Corporate - Global In the Know News'. A secondary navigation bar lists various employee tools and services. The central content area is divided into several news sections: 'GLOBAL EMPLOYEE NEWS' with articles like 'Oracle OpenWorld Special Edition Now Available' and 'Eve Hill of US Department of Justice to Speak at Internal Oracle Accessibility Conference'; 'GLOBAL BUSINESS UNIT NEWS' with articles such as 'Korea's Dong-A ST Builds Global Pharmacovigilance System with Oracle Argus Safety'; 'APAC AND JAPAN NEWS' with 'New Oracle Asia Pacific and Japan Customer Success Collateral Available'; 'LAD NEWS' with 'New Oracle Latin America Customer Success Collateral Available'; 'GLOBAL NEWS' with 'Oracle Reinvests Database Protection with Zero Data Loss Recovery Appliance'; 'EMEA NEWS' with 'Oracle EMEA Media Highlights for the Week Ending September 26'; and 'NORTH AMERICA NEWS' with 'Dimensions of Diversity Newsletter - October 2014'. On the right side, there are sections for 'Oracle OpenWorld', 'Employee Highlights', and 'Internal Webcasts'.

ORACLE

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

ORACLE_HQCA_000056566-28

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:53 PM

My Oracle.com is your first stop for all things Oracle, and is your homepage by default. Here you will find company announcements and information. On the left hand side of the window you will have access to Employee Tools, Lines of Business, and Products & Services. Many of the links that you will use everyday can be found under Employee Tools. Aria People Search is Oracle's corporate directory. Here you can search for other employees and build your own profile.

You will also have access to BeeHive Central. Within BeeHive Central, you will have access to create and collaborate with others through workspaces, online conferencing and a variety of other tools.

The MyDesktop area is where you will find useful software applications that can be downloaded, or where you will find software upgrades.

On the MyHelp site, you will have access to frequently asked questions and our support team. If you need to create a Service Request, you will go to this site. MyPhone and Remote Access is the location where you can set up your Smart/Mobile phone access for email, calendar, and find other useful remote access details.

Otube is a new site for us here at Oracle. It is the Oracle version of YouTube and has information from our various groups and programs. Self-Service Apps is the site that you will spend much of your time. This is the link where you will launch Oracle Recruiting (Taleo). This area also houses your employee information. Lastly, there is a link for travel which you will use to book hotels, airfare and rental cars if needed. You will more information on all of these sites as you move through your new hire checklist.

Accessing Your New Hire Checklist

- New Hire Site

- Click **Complete My New Employee Checklist**
- Answer the question prompts for a detailed corporate checklist
- * You will need your SSO information which can be obtained from your manager.

The screenshot displays the Oracle Global Human Resources website. At the top, there is a navigation bar with links for Benefits, Compensation, Recruiting, Career Development, New Employees, Working Worldwide, HR Professionals, Managers, and Regions. A search bar for 'HR QUICK LINKS' is also present. The main content area features a large banner with the text 'Welcome New Employees!' and a congratulatory message. Below the banner, there is a section titled 'Get started on your new career with Oracle:' with a 'French version, click here >' link. A row of five buttons is shown: 'Complete My New Employee Checklist' (highlighted with a red box), 'How Do I...?', 'I Need Help!', 'Managers: On Board A New Employee (access restricted)', and 'Managers New to Oracle: Complete Your Checklist (access restricted)'. Below this row, there is a section titled 'Ask Your Questions, Get Answers, and Connect with Others' with an 'Access Now >' button. At the bottom, there is a footer with a site map and contact information.

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:53 PM

You can access your new hire checklist on the Human Resources site or by clicking the link listed on the slide. You will need to click the Complete My New Employee Checklist. You will need your Single Sign On or SSO login in order to access this information. You can obtain this information from your manager. Once you have logged in, you will be provided with a short series of questions regarding your employment. Once your responses are submitted your personal checklist will be generated.

Accessing Your New Hire Checklist

- New Hire Site

- The checklist will include details regarding activities to be completed on your First Day, First Week and First Month.
- At the bottom of the page, you can print the list if you would like.

Complete My New Employee Checklist: Things you need to do your first day, week, and month

Joining Oracle from Acquisition: **No** Acquisition Company: Region: **North America (NA)** Country: **US**

New Employee Checklist	
PRIORITY	TASK INSTRUCTIONS
First Day	
1	Obtain Single Sign On (SSO) Username and Password (Show)
2	Obtain Oracle Security Badge (Show)
3	Change Single Sign On (SSO) Password (Show)
4	Complete Required Forms (Show)
5	Obtain Global User ID (Show)
6	Setup Direct Deposit (Show)
7	View / Attend New Employee Orientation (Show)
8	View / Attend Your Organization's Orientation (Show)
9	Plan to Attend HR Q&A Session (optional) (Show)
First Week	
PRIORITY TASK INSTRUCTIONS	
1	Setup Email, Calendar, Instant Message (Show)
2	Manage Your Phones (Show)
3	Request Virtual Private Network (VPN) Account (Show)
4	Install Printers (Show)
5	Order Office Supplies (Show)
6	Order Hardware (Show)
7	Confirm Employee ID (Show)
8	Apply for Oracle Corporate Card (Show)
9	Confirm Personal Info in Self Service Applications (Show)
10	Setup Travel Profile (Show)
11	Enroll in Benefits (Show)
12	Submit Your Timecard (Show)
13	Update Aria Profile (Show)
14	Setup OSN Profile (Show)
15	Order Business Cards (Show)
16	Download Additional Software (Show)

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:53 PM

Your check list will be broken down into activities that you should complete on your first day, throughout your first week and your first month. This list will walk you through updating your access, setting up your employee information and email, and connecting you to Oracle corporate training information. At the bottom of the page, you will have the ability to print or save the list to your desktop.

< Stop and help the recruiter access the new hire checklist that they will need >

Recruiting Tools



Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:53 PM

Oracle recruiters use a variety of tools for identifying quality candidates as well as for claiming credit for new hires. Some of these are in-house and others such as Linked In are through vendor relationships. Let explore the different tools you will have at your disposal.

Oracle Recruiting Cloud

- Cloud Based Recruiting Tool
- Applicant Tracking System
- Collaborative Tool
- User Friendly
- Access through Employee Self Service

Training Links:

[Oracle Recruiting Cloud Training Site](#)

[Requisition Management](#)

[Candidate Process Flow](#)

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:53 PM

We have decided to adopt Taleo at Oracle because it is part of the Oracle Cloud Solutions product offerings. Oracle Taleo Recruiting is a highly collaborative tool. When you take the training, you will see how you and the hiring manager can work together on requisitions and how you can invite colleagues to assist you in reviewing and interviewing candidates. The system is very intuitive and user friendly. Taleo is used by Recruiting to close out all starts for variable pay-out. Your diligence and proficiency in using the system correctly is mandatory and in your best interest. Timely and accurate use of Taleo can help to minimize audits.

You will be trained on this tool as you complete your on boarding. Much of the training information can be found on the Oracle Recruiting Cloud Training Site. There you will find links to recorded demonstrations, self-paced trainings, FAQs, Walkthroughs, and Advanced Trainings. To get started, watch the requisition management and candidate process flow training.

Variable Information Module (VIM)

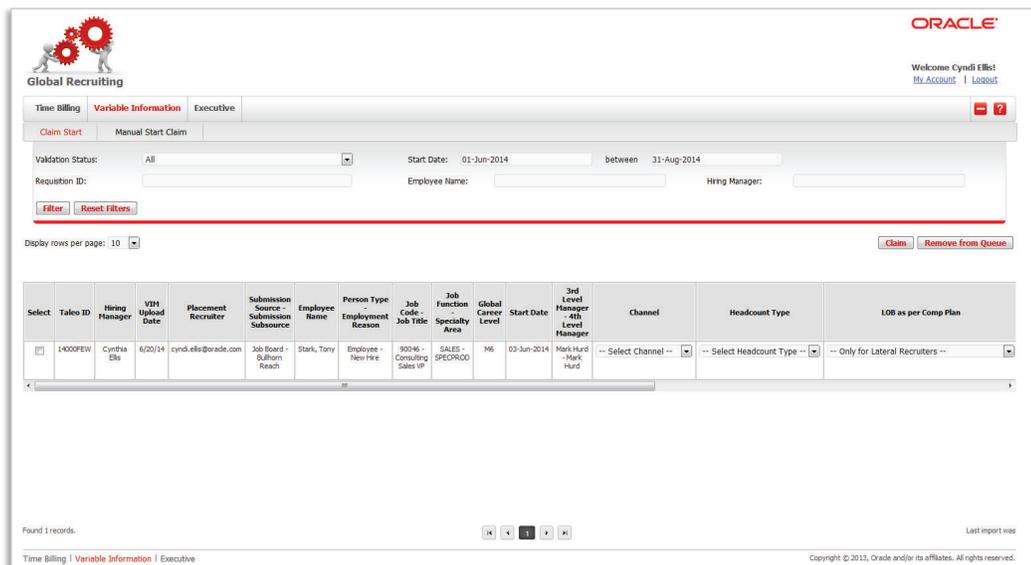
- Time Billing
- Start Claims
- [VIM Home Page](#)

Training Links:

[VIM Help](#)

[VIM TimeBilling](#)

[VIM Claim Start](#)



Global Recruiting

Welcome Cyndi Ellis!
My Account | Logout

Time Billing | **Variable Information** | Executive

Claim Start | Manual Start Claim

Validation Status: All | Start Date: 01-Jun-2014 between 31-Aug-2014
 Requisition ID: | Employee Name: | Hiring Manager: |

Filter | Reset Filters

Display rows per page: 10 | Claim | Remove from Queue

Select	Takeo ID	Hiring Manager	VIM Upload Date	Placement Recruiter	Submission Source - Submission Subsource	Employee Name	Person Type - Employment Reason	Job Code - Job Title	Job Function - Specialty Area	Global Career Level	Start Date	3rd Level Manager - 4th Level Manager	Channel	Headcount Type	LOB as per Comp Plan
<input type="checkbox"/>	1400PEW	Cynthia Ellis	6/20/14	cyndi.ellis@oracle.com	Job Board - Subform Reach	Stark, Tony	Employee - New Hire	90046 - Consulting Sales VP	SALES - SPROKED	M6	03-Jun-2014	Mark Hurd - Mark Hurd	-- Select Channel --	-- Select Headcount Type --	-- Only for Lateral Recruiters --

Found 1 records. | Last report view

Time Billing | Variable Information | Executive | Copyright © 2013, Oracle and/or its affiliates. All rights reserved.

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:54 PM

In addition to using Oracle Recruiting, you will use the Variable Information Module or VIM. The VIM is also used to claim your starts for placement credit.

Gaining VIM Access

- Role for **VIM** in order to access and claim starts in VIM

Variable Information Module – for account

- Recruiter (Variable Information Module) – for role access
- The access request - workflow mails will be shared with the new Recruiter with a copy to their Recruiting manager
- Follow ups (if any) and future change in request will need to be managed by the respective Recruiter / Recruiting Manager

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:54 PM

Your manager will request VIM access for you. Once your first hires get through the complete process, you need to check VIM daily to claim your starts. This is critical.

Sometimes new hires are loaded into VIM the day they start and sometimes it can take 4-5 business days. You should to open a Service Request if starts do not appear in VIM after 5 business days.

Global Recruiting Page

<http://my.oracle.com/site/hr/Recruiting/GlobalRecruiting/GlobalRecruiting>

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](#).



Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:54 PM

< Take the time to explore the Global Recruiting Page. Show the Recruiter how to access the Regional Recruiting Website and address region specific policies while on site. >

Recruitment Branding

- Recruitment Branding Site
 - Information on our Branding
 - Social Media Branding Policy
 - Communication Templates
 - Powerpoint
 - Images

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:54 PM

Recruitment Branding, we have tons of information on the recruitment branding site regarding our brand. Here you will find information regarding Social media branding, communication templates, email signatures, PowerPoint templates and images that you can use.

All social media campaigns must be approved by Shane Driggers, Colleen Varana or Kathi Baker prior to engaging with the Social Media team. Lindsay Parks is our North America contact for Global Social Media. Lindsay reports into Celinda Appleby.

Social Media Tools

- Oracle Social Network [OSN](#)
- [Internal Tools](#)
- [External Tools](#)

SOURCING TOOLS	
	Boolean Search
	BranchOut
	Glassdoor
	XRay Searches
	Internations

	Recruitment Blog (Info about Blogging policy here)
	Facebook Best Practices Guide
	LinkedIn Best Practices Guide
	Youtube
	Google Plus Guide
	Pinterest
	Twitter Best Practices Guide
	Google Searches
	Bullhorn
	Vitrue
	Tencent WeChat
	Sina Weibo
	Instajob
	Work4us Facebook

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:54 PM

We also have several social media tools at our finger tips. Internally, we have the Oracle Social Network or OSN that you can explore. We also have links to additional internal and external tools that you can use as well as best practices guides. We have access to a great training called Social Talent, that will help you become an expert on how to use these tools in your day to day job. We also have a Social Media team supporting recruiting for Social Media Campaigns. The Recruitment Branding Specialist that supports North America is Lindsay Parks.

Gaining Taleo Access

- Recruiting Partner will verify the details of New Hire report/ Contractors report to check for any new joinee within the recruiting organization and reach out to the respective Manager to confirm the details such as employee id, career level, role, start date
- Clarify with the recruiting manager on the tools required, access type and allotment

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:54 PM

Before you start, your hiring manager will alert the operations team that you are starting and they will put in a request for you to have access to Taleo and iRecruitment. You will need recruiter access for both. The accounts take a few days to provision, so you might need to be patient for a few days until your credentials are verified. To check to see if you have access, please go to SSA and check your worklist to see if you have access to Taleo and iRecruitment.

Gaining Taleo Access

- Partners will request for the system access (as mentioned below) once they have the confirmation from the Recruiting manager on the new joinee within the first week of the individuals start date.
- Role for **Taleo** depending on the type of req's they will be creating -
 - Taleo Recruiter
 - Taleo Campus Recruiter
 - Taleo Executive Recruiter
- Role for **iRecruitment** in order to see Candidates that have moved to iRecruitment:
 - iRecruitment Recruiter

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:54 PM

As we mentioned on the previous slide, your manager will request Taleo access for you. As a professional recruiter, you will have access to Taleo Recruiter. This will allow you to post, source, and select candidates. You will be able to move candidates through the appropriate steps and statuses in the hiring process as they happen. You will also need access to iRecruitment so that you can see your candidates once they have moved over to irecruitment which is the system we use for approvals and offer letters.

Taleo Training

<https://otube.oracle.com/createdby/cheryl.turner@oracle.com>

ORACLE®

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

ORACLE_HQCA_000056566-52

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:54 PM

Oracle Recruiters can take advantage of recorded trainings on Oracle's O-Tube site. Following this link will take you to a page that includes more than 20 recorded trainings, covering topics including, folder usage, searching Taleo, sharing resumes, troubleshooting, requisition creation and management, and more.

You will schedule a Beehive conference with your mentor to observe all of the necessary recruiting activities that take place in Taleo. You will see how candidates are entered and kept active with the recruiter, statuses are updated, how managers enter offers, etc.

Taleo is very intuitive and user-friendly but there are many components to it. Please continue to ask your mentor, manager or other colleagues for help and guidance as you become more proficient. Everyone is here to help!

Immigration and Visa Transfers



Immigration

Reqs in Taleo for Immigration Purposes are not to be used or altered by Internal Recruiting

Recruiters are not to ask about candidates' visa statuses or ability to work in the US, except under certain limited circumstances (National Security Group, etc)

Recruiters should not paraphrase or take excerpts from Oracle's immigration website or create their own guidance for hiring managers.

Recruiters should direct Hiring Manager immigration questions and issues to Denise Rahmani, Sr Director – Immigration. Denise.Rahmani@oracle.com

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:55 PM
Recruiters should stay out of immigration process and only direct managers to the immigration team.

From the EEOC.gov website:

Employers should not ask whether or not a job applicant is a United States citizen before making an offer of employment. The Immigration Reform and Control Act of 1986 (IRCA) makes it illegal for employers to discriminate with respect to hiring, firing, or recruitment or referral for a fee, based on an individual's citizenship or immigration status. For example, the law prohibits employers from hiring only U.S. citizens or lawful permanent residents unless required to do so by law, regulation or government contract; it also prohibits employers from preferring to hire temporary visa holders or undocumented workers over qualified U.S. citizens or other protected individuals, such as refugees or individuals granted asylum.

There are a few exceptions such as NSG and some other areas in government or banking. Our legal team should review and decide on whether it is legal to ask about citizenship in these special cases. Recruiters can introduce the hiring manager to representatives in Immigration or Legal.

Verbiage on Immigration Req

4. Description (External)

External Description

Enter Job details below. For postings in Quebec or Japan, please include text for native language in addition to English. Please ensure you review and follow the guidelines for location-specific [Reserved Words](#).

Preferred Qualifications - External

>>ALERT — Oracle Managers/Recruiters: Please DO NOT alter, modify or change any part of this notice<<

Opening Date (Period for Applying) - External
Jun 11, 2015

Closing Date (Period for Applying) - External
Sep 11, 2015

Detailed Description and Job Requirements - External

Oracle America, Inc. has Software Developer positions available in Austin, TX. Design, develop, troubleshoot and/or test/QA software. As a member of the software engineering division, apply knowledge of software architecture to perform tasks associated with developing, debugging, or designing software applications or operating systems according to provided design specifications. Build enhancements within an existing software architecture and/or suggest improvements to the architecture. Employer will accept Bachelor's degree in Computer Science, Engineering or related technical field and 4 years of work experience in job offered or 4 years of work experience in a software developer-related occupation. Experience to include: 1) At least 4 years of experience in following performance methodology for establishing baseline results, creating performance regression tests, application performance trends and load testing; 2) At least 4 years of experience in automation of performance testing scenarios and

in Linux and Windows operating systems; 5) At least 4 years of experience in throughput, latency, memory, network, CPU and I/O utilization and use of tools to capture this data; 6) At least 2 years of experience in performance tuning and capacity planning; 7) At least 1 year of experience in benchmark execution to ensure proper test execution, data collection and results publication; and 8) At least 1 year of experience in writing and publishing benchmark and performance test white papers. Experience may be gained concurrently.

Oracle is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law.



 Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:55 PM

These reqs are locked but the Taleo team and are for immigration tracking purposes only. If you see this verbiage, please avoid these reqs and do not attempt to modify them.

The Immigration Team has Immigration User access to Taleo created only for them which allows them to modify the standard default job descriptions, etc.

 Number: 2 Author: Date: Indeterminate

Visa Transfer Process

The Visa transfer will need to be initiated once the offer has been officially extended and the candidate has sent their acceptance paperwork back (in certain circumstances, managers can start the visa process before this).

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:55 PM

Once the candidate accepts the electronic offer, and sends in the necessary paperwork to HR, the hiring manager will be notified about the next steps in completing the new hire's visa transfer. There is not much the hiring manager has to do as this process is primarily handled by our immigration team.

The candidate cannot actually start work until his/her visa has been fully transferred to Oracle. The hiring manager should take this into account when determining the new hire's start date.

Visa Transfer Process

1. Manager follows the normal hiring process.
2. Once written acceptance of offer is received by HRSSC an email alert is sent to the US hiring manager with instructions to start visa process.
3. Please e-mail the BAL Oracle Case Coordinator, Susana Weir, at sweir@usabal.com with the hiring managers name, email and phone number and the H-1B employee's/candidate's name, telephone number and e-mail address. Susana will then send out links to the online Employer and Employee Questionnaire.

These steps are good to share with hiring managers who have not hired a candidates with a visa in the past.

Visa Transfer Process

4. BAL will advise which PO to open. Review [this](#) under Announcements and News under new Purchase Orders for US Immigration Matters information regarding the PO process.
5. Immigration attorney will contact manager and candidate with an acknowledgement of materials and introduction to services.
6. BAL Global provides online questionnaires for completion by manager and new hire, and advises which Lifespan PO to raise. Contract obligations require that Oracle issue PO before law firm staff can begin case. Manager and new hire work directly with BAL Global and will be advised when case is filed.

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:55 PM

Recruiters should not to comment, advise, or direct HMs or candidates to contact Oracle's immigration attorneys to hurry up the process. This is unprofessional and will not speed thing up. All immigration-related questions should be directed to Denise Rahmani and her team.

Visa Transfer Process

More Info on the visa process can be found at:

[http://my.oracle.com/site/hr/us immigration/work authorization/index.htm](http://my.oracle.com/site/hr/us_immigration/work_authorization/index.htm)

Please be watching for any emails from the immigration team and reply with any necessary information to them as soon as possible. *Any delays could delay the start date by weeks.***

ORACLE

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

ORACLE_HQCA_000056566-66

Additional Resources



ORACLE®

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

ORACLE_HQCA_000056566-67

Selecting Winners

- Recruiters are strongly encouraged to attend a training
 - Trainings can be taken in-person as a group or through OTD
 - Discuss with your manager prior to signing up for a class
- End to End Process for Hiring
- Improves Interviewing Skills
- Improves Decision Making Skills

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:56 PM

Let's talk about Selecting Winners. Selecting Winners is a training program that you are strongly encouraged to attend. You can take the training in person or as a group through the Organization and Talent Development Team or OTD. There is a cost so you will want to discuss it with your recruiting manager to determine the method in which you should take it. Selecting Winners covers and end to end process for hiring and is designed to improve your interviewing and decision making skills.



<https://wittyparrot.wistia.com/medias/t0w4y0jzny>

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:56 PM

What We Do

WittyParrot is a Cloud-based content delivery platform that helps companies to speak with one voice.

This is not a cliché. We are deeply interested in solving the problems common to both small and large companies and individuals in communicating consistently and responsively.

The problem WittyParrot is addressing is non-trivial and has a number of elements. Solving the problem creates opportunities for knowledge management, sales enablement, improving productivity of knowledge workers and increasing the value of information and brand.

Recruiters can request a Witty Parrot license through their managers.

Social Talent Overview



Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:56 PM
See attached slide deck

At Oracle, we recognize that to find top talent, we want be on the cutting edge of technology, and that includes social media. For this reason, we offer all Recruiters training in effective social media sourcing techniques. You can become a sourcing ninja!

Recruiter Best Practices Videos

Presented by

April Beard

Phil Cooksey

Lance Phillips

Louise Kemp-de Jong

Available at [dropbox.com](https://www.dropbox.com)

ORACLE

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:56 PM

Sharing best practices is another way to increase our effectiveness in our roles. The following are videos from some of our most successful Oracle Recruiting teammates. We encourage you to utilize these as you work to get acclimated.

Internal Partners



ORACLE®

Copyright © 2014, Oracle and/or its affiliates. All rights reserved. | Oracle Confidential – Internal

ORACLE_HQCA_000056566-76

Number: 1 Author: Presenter Subject: Presentation Notes Date: 10/17/2019 2:41:56 PM

Complement each other to meet our goals and have a productive recruiting business partnerships with various business units. Work closely with different team members but at the same time be mindful about their subject matter expertise. Provide your guidance and suggestions as business demands. We want to have close partnership as Recruiting Subject Matter Expert (SME) with them.

```

(int nb dev); /* # of devices attached to the zone */
(char oldval); /* Devices attached to the zone */
asm __volatile (
    "xchgb %b0,%l"
    : "=q" (oldval), "=m" (lock->slock)
    : "0" (oldval), "memory");
raid0 private data raid0_conf_t;
return oldval > 0;
)
struct strip_zone **hash_table; /* Table of indexes into strip_zone */
struct strip_zone *strip_zone;
/* raw_spin_unlock based on writing 1 to the low byte
 * This method works, despite all the confusion.
 * (except on PPro SMP or if we are using OOSTORE, so we use xchgb there)
 * (PPro errata 66, 92)
 */
sector_t hash_spacing;
int preshift; /* shift this before divide by hash_spacing */
#if !defined(CONFIG_X86_OOSTORE) && !defined(CONFIG_X86_PPRO_FENCE)
#define __raw_spin_unlock_string \
    __asm __volatile (
        "xchgb %b0,%l"
        : "=q" (oldval), "=m" (lock->slock) \
        : "0" (oldval) : "memory"
    );
static inline void __raw_spin_unlock(raw_spinlock_t *lock)
{
    char oldval = 1;
    __asm __volatile (
        "xchgb %b0,%l"
        : "=q" (oldval), "=m" (lock->slock) \
        : "0" (oldval) : "memory"
    );
}
#endif
#define __raw_spin_unlock_string \
    __asm __volatile (
        "xchgb %b0,%l"
        : "=q" (oldval), "=m" (lock->slock) \
        : "0" (oldval) : "memory"
    );
static inline void __raw_spin_unlock(raw_spinlock_t *lock)
{
    char oldval = 1;
    __asm __volatile (
        "xchgb %b0,%l"
        : "=q" (oldval), "=m" (lock->slock) \
        : "0" (oldval) : "memory"
    );
}
#endif
#define __raw_spin_unlock_wait(lock) \
    do { while (__raw_spin_is_locked(lock)) cpu_relax(); } while (0)
/*
 * Read-write spinlocks, allowing multiple readers
 * but only one writer.
 *
 * NOTE! it is quite common to have readers in interrupts
 * but no interrupt writers. For those circumstances we
 * can "mix" irq-safe locks - any writer needs to get a
 * irq-safe write-lock, but readers can get non-irqsafe
 * read-locks.
 *
 * On x86, we implement read-write locks as a 32-bit counter
 * with the high bit (sign) being the "contended" bit.

```

```

    __asm __volatile (
        "rep;insb;"
        : "0" (0), "1" (0)
        : "D" (0), "S" (0)
        : "cc", "memory");
#define __raw_spin_lock_string_up \
    __asm __volatile (
        "insb;"
        : "0" (0), "1" (0)
        : "D" (0), "S" (0)
        : "cc", "memory");
static inline void __raw_spin_lock(raw_spinlock_t *lock)
{
    alternative_implicit
    {
        __raw_spin_lock_string;
        __raw_spin_lock_string_up;
        "m" (lock->slock) : "memory");
    }
}
static inline void __raw_spin_lock_flags(raw_spinlock_t *lock, unsigned int flags)
{
    alternative_implicit
    {
        __raw_spin_lock_string;
        __raw_spin_lock_string_up;
        "m" (lock->slock) : "r" (flags) : "memory");
    }
}
static inline int __raw_spin_trylock(raw_spinlock_t *lock)
{
    char oldval;
    __asm __volatile (
        "xchgb %b0,%l"
        : "=q" (oldval), "=m" (lock->slock)
        : "0" (0) : "memory");
    return oldval == 0;
}
/*
 * lock based on writing 1 to the low byte.
 * works. Despite all the confusion.
 * PPro SMP or if we are using OOSTORE, so we use xchgb there)
 * 66, 92)
 */
#if !defined(CONFIG_X86_OOSTORE) && !defined(CONFIG_X86_PPRO_FENCE)
#define __raw_spin_unlock_string \
    __asm __volatile (
        "xchgb %b0,%l"
        : "=q" (oldval), "=m" (lock->slock) \
        : "0" (oldval) : "memory"
    );
static inline void __raw_spin_unlock(raw_spinlock_t *lock)
{
    __asm __volatile (
        "xchgb %b0,%l"
        : "=q" (oldval), "=m" (lock->slock) \
        : "0" (oldval) : "memory"
    );
}
#endif
#define __raw_spin_unlock_string \
    __asm __volatile (
        "xchgb %b0,%l"
        : "=q" (oldval), "=m" (lock->slock) \
        : "0" (oldval) : "memory"
    );
static inline void __raw_spin_unlock(raw_spinlock_t *lock)
{
    char oldval = 1;
    __asm __volatile (
        "xchgb %b0,%l"
        : "=q" (oldval), "=m" (lock->slock) \
        : "0" (oldval) : "memory"
    );
}
#endif
#define __raw_spin_unlock_wait(lock) \
    do { while (__raw_spin_is_locked(lock)) cpu_relax(); } while (0)
/*
 * Read-write spinlocks, allowing multiple readers

```

