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Exhibit P-70

Recruit & Hire Guidance

Role Checklist for a Successful Hire: New US Legislation

Hiring Manager, HR Business Partner and Talent Advisor Partnership

October 2017

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New Legislation Regarding Salary History

What is this new legislation?

Several US states and local municipalities recently passed equal pay laws that aim to prevent gender discrimination and salary inequity by banning questions regarding an individual's salary history during the hiring process. These laws prohibit companies from requesting or requiring candidates to disclose their current or prior salary during the hiring process and prohibits retaliation against candidates who withhold this information. This means you will no longer be able to rely on a candidate's current or prior salary history when you make compensation decisions.

What is the purpose of the legislation?

The laws aim to prevent gender discrimination and salary inequity by banning questions regarding salary history during the hiring process. The belief is that by shifting the focus of pay conversations away from salary history, companies will begin to close any existing gender wage gaps.

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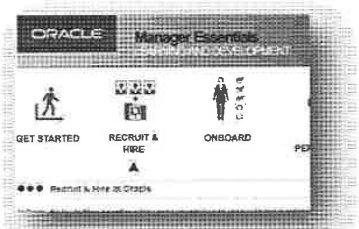
Recruiting & Hiring Guidance with New Legislation

For continued success in your hiring practices

- ✓ Always partner with your HR Business Partner (HRBP) and Talent Advisor (TA) prior and during the recruit and hire process
- ✓ Look to your HRBP for compensation guidance and consultative support when creating offers
- ✓ Always promote diversity and inclusion in your hiring practices
- ✓ Review the following slides for key information and steps to support you during the recruit and hire process
- ✓ Visit the following online Recruit & Hire learning resources:

OTube Learning Channel for Hiring Managers



Manager Essentials Portal – Recruit & Hire

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The Oracle Recruit & Hire Process

Important Reminders

Job Requisition Management

- Approve Headcount Budget & Hiring Need
- Create Job Requisition - Recruit & Qualify

Evaluation Management

- Interview & Evaluate - Select Best Qualified

Offer Management

- Create Offer for Approval; Background Check
- Provide Offer & Close Out Vacancy

- ✓ Confirm approved budget and approval to hire prior to creating a job requisition
- ✓ Contact your regional Talent Advisor to discuss your hiring needs for the right, qualified candidate to meet your business needs
- ✓ Job requisitions will require approvals up through M6 level manager in all regions prior to posting
- ✓ Job reqs must be posted for five (5) days before an offer can be submitted
- ✓ Always review internal candidates first to provide career development opportunities for current Oracle employees
- ✓ Explore your region's Employee Referral Program

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Key Compensation Actions for Hiring Managers

Job Requisition Management

Proactively gather information and partner with your HR Business Partner and Talent Advisor to effectively price the job

Evaluation Management

During interviews, request candidate's salary expectations; do not ask a candidate for current or past salary

Offer Management

Formulate offer based on relevant skills, experience, and education of the candidate as well as the salary range, job level, location of the role, market value of job, internal equity, etc. and prepare succinct justification to accompany offer approval workflow; extend approved offer

***ALWAYS* provide the optimal candidate experience to entice, excite, and retain the top qualified candidates throughout the process!**

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Partnering For a Successful Hire

Salary Questions and Key Steps to Complete during the Recruit & Hire Process

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Candidate Salary Questions - What You Can & Can't Say

What you used to say

- What is your current salary?
- In your current sales role, what are your annual earnings?
- Are there any other data points I should have as I move forward to obtain the appropriate approvals to make you an offer? *(This might be considered prompting for a response to salary.)*

What you can say now

- What are your expectations regarding salary?
- What is your expected Total Compensation?
- What is your current (or recent past) sales attainment percentage? How did you rank in sales compared to your peers?
- To meet your salary expectations, at what point (dollar-wise) would you accept our job offer? What point might you reject an offer?
- What financial benefit would you forego in order to accept this role (e.g., unvested equity or a future bonus through a current employer)?

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Job Requisition Management

HIRING MANAGER

- ❑ Define/refine business need - hiring need
- ❑ Obtain approval for hire
- ❑ Review or create job/role description
- ❑ Review comparable peers *(i.e., job, level, location, manager)*
- ❑ Anticipate pay needed to hire talent
- ❑ Define the go-to-market talent strategy
- ❑ Create and open the job requisition

HR BUSINESS PARTNER (HRBP)

- ❑ Review job/role description and provide Hiring Manager appropriate Job, Grade Level and assigned salary range *(HQ or Non-HQ)*
- ❑ Review comparable peers
- ❑ Anticipate pay needed to hire talent
- ❑ Help define potential talent pool
- ❑ Provide guidance on job requirements and the requisition approval process

TALENT ADVISOR (TA)

- ❑ Conduct Intake Call with Hiring Manager:
  - ✓ Job/role requirements to meet business needs
  - ✓ Comparable peers
  - ✓ Go-to-market strategy
  - ✓ Targeted Rate Of Pay
- ❑ Support Hiring Manager with job requisition
- ❑ Identify, recruit and qualify candidates - ***Keep in mind permissible questions***
- ❑ Present qualified candidates to Hiring Manager
- ❑ Manage and disposition candidates real-time in Taleo

Keep in Mind...

- ✓ Always review **internal candidates** to provide career development opportunities
- ✓ Job requisitions must be posted for **five (5) days** before an offer can be submitted
- ✓ Remember **EVERY** candidate is a brand advocate; create the right experience immediately
- ✓ View **Module 3 - 'How to Create a Job Requisition' using Taleo** on the Hiring Manager QTube Learning Channel

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Evaluation Management

Interview & Evaluate - Select Best Qualified

HIRING MANAGER

- ❑ Evaluate both **internal and external, qualified** candidates
- ❑ Prepare interview team on job/role description and ensure any focus on pay is on expectations
- ❑ Schedule and conduct interview(s)
- ❑ Inform TA of rejected candidates; provide reasons for "not qualified"
- ❑ Consult with TA on selection of right, best qualified candidate for offer

HR BUSINESS PARTNER (HRBP)

- ❑ Provide guidance on interview questions tied to job/role requirements
- ❑ Emphasize focus on salary expectations and NOT salary history
- ❑ Provide guidance on candidate offer based on factors including candidate's skills, knowledge, and experience, internal pay equity, target rate of pay, and salary expectations shared with Hiring Manager and/or TA
- ❑ Assist with internal hires

TALENT ADVISOR (TA)

- ❑ Help Hiring Manager with soft closing selected candidate

Keep in Mind...

- ✓ Continue to create the optimal candidate experience during interviews
- ✓ Effectively prepare for the interviews, creating the right situational questions to uncover performance and potential that meet the hiring and business needs
- ✓ Prepare your interview team—inform them of restrictions on current or prior salary questions

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Offer Management

HIRING MANAGER

- ❑ Select candidate and review proposed offer against similarly situated peers
- ❑ Check the candidate's references; soft close the offer with the candidate
- ❑ Create and submit the offer with succinct justification
- ❑ Provide offer to candidate once *all final* approvals are obtained – *contingent on positive background check*
- ❑ Manage new hire onboarding

HR BUSINESS PARTNER (HRBP)

- ❑ Support the Hiring Manager through the creation and submission of the candidate offer to include succinct justification
- ❑ If internal candidate is hired, guide manager and employee through transfer process
- ❑ Assist Hiring Manager in preparation of the new hire onboarding process

TALENT ADVISOR (TA)

- ❑ Continue to support the Hiring Manager with "soft" closes and negotiations, if needed
- ❑ Debrief recruiting and hiring results with HRBP and Hiring Manager – make improvements where needed

Keep in mind...

- ✓ Initiate onboarding – create the optimal new hire experience from offer to first day at Oracle through onboarding
- ✓ View Module 6 – How to Create & Manage an Offer in iRecruitment on the Hiring Manager OTube Learning Channel

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Questions on New Legislation?

Contact your HR Business Partner located on your Aria profile

For recruiting support, contact your regional Talent Advisor

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