
From: Bill O'Keefe <bill.okeefe@oracle.com>
To: Carrie Huang <carrie.huang@oracle.com>
CC: Daniel Johns <daniel.johns@oracle.com>
Sent: 11/20/2013 5:17:01 PM
Subject: RE: 答复: Question about internal transfers

Thanks, Carrie (and Daniel).

From: Carrie Huang
Sent: Wednesday, November 20, 2013 2:12 AM
To: Bill O'Keefe
Cc: Daniel Johns
Subject: 答复: Question about internal transfers

Hi Bill,

All internal transfer must be supported by the appropriate approved headcount and cost approvals prior to the processing of transfer via iRecruitment. All approved headcount/jobs must be posted via iRecruitment for a minimum of two (2) weeks even where candidates have already been identified. Employees must be in their current position for a minimum of twelve (12) months before they can apply for an internal opportunity. BTW, releasing manager is listed as one of the approvers in the transfer transaction. The information is same as US policy.

Below is some details process for your reference.

1. Hiring Mgr need login to iRecruitment manager create a vacancy for this internal applicant, vacancy will be routed to M6 manager for approval.
2. After all approval obtained, please inform candidate to apply this vacancy.
3. After the vacancy is approved two weeks, you can submit an offer for candidate.
4. Offer will be approved according to approval Matrix, HRSSC will send the notification to candidate when the offer is approved in system.
5. Then candidate need accept the offer via iRecruitment Employee and send the required documents to HRSSC.
6. Then HRSSC only need change some information for candidate in HR data base within 2-3 working day.
7. The internal transfer will be completed.

Candidate's email account and employee ID is not changed. Local HR will ask candidate sign some documents. Such as labor contract and legal documents. etc. if we change the legal entity for candidate.

Please do let me know if there is any further questions.

Best regards

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OARDC HR Blog: <http://webcenter.us.oracle.com/webcenter/spaces/OARDCHRBlog>

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发件人: Bill O'Keefe
发送时间: 2013年11月20日 6:24
收件人: Daniel Johns; Carrie Huang
主题: RE: Question about internal transfers

Hi Daniel,
Thank you very much!
Bill

From: Daniel Johns
Sent: Tuesday, November 19, 2013 5:13 PM
To: Bill O'Keefe; Carrie Huang
Subject: RE: Question about internal transfers

Hi Bill-
Here's the link to our Transfers policy...
http://my.oracle.com/site/hr/RegionalSites/U.S./us_handbook/us_transfers/us_transfers
So to answer your question, the global minimum time in position is 12 calendar months.

Thanks,
Daniel

From: Bill O'Keefe
Sent: Tuesday, November 19, 2013 12:52 PM
To: Daniel Johns; Carrie Huang
Subject: Question about internal transfers

Hi,

Not sure who to direct this two, but hopefully one or both of you can help. I want to make sure I understand the process for internal transfers within Oracle, specifically for China-based employees. I found this on an iRecruitment FAQ page, but I'm not sure if there are any China-specific variations to this policy. As I understand it, anyone within Oracle is free to apply for any position posted in iRecruitment, and assuming they pass the interview process with the hiring manager, they are free to transfer without any approval from their current manager. Are there any other conditions that must be met before requesting an internal transfer, e.g., length of tenure at current position? Thanks.

Bill

What is the process in iRecruitment for Internal Transfers?

The process for Internal Transfers in iRecruitment should follow these steps:

1. Hiring Manager: Log in with the iRecruitment responsibility available within the Manager HR Self Service. Create the vacancy and submit it for approval.
2. Recruiter: Review and approve the vacancy submitted by the Hiring Manager.
3. Candidate: Log in with iRecruitment Employee, search for the vacancy and apply to it.
4. Hiring Manager: Update statuses for the applicants that are rejected. Enter offer details for the selected candidate and submit the offer for approval.
5. Local HR Representative: Approve the offer submitted by the Hiring Manager.
6. Candidate: Receive a dummy offer letter, which refers her/him to the local HR department to work on the required paperwork (if there is any).
7. Candidate: Is asked to return to iRecruitment after the completion of the paperwork (if there was any) and to accept the paperwork also in iRecruitment.
8. EMEA HR Shared Services Centre: Update employee's assignment record with the new details.