Recruit & Hire at Oracle

MODULE 6: How to Create an Offer in iRecruitment

Talent Acquisition Learning Series for Oracle Hiring Managers
Welcome to the OTA Learning Services Channel. My name is Whitney Lindsey and I am a Learning Consultant on our OTA Operations team. In this video, I will be taking you step by step through the process to create an offer in the iRecruitment application which is part of your Oracle Self Service applications. This is a necessary step and the first step in our offer approval process. I recommend that you follow along closely and take notes as we move through the slides today. A detailed user guide will also be made available for you through OTA Learning Services. NEXT SLIDE
Module 6: Learning Topics

- Accessing iRecruitment
- iRecruitment System Workflow
- Key Steps to Create An Offer in iRecruitment
- Writing an Effective Offer Justification
- Offer Approval Steps & Guidelines
- Offer Process for Internal Transfers
- Withdrawing an Offer or a Candidate In iRecruitment
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 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
- And, introduce, at a high level, Oracle’s talent acquisition systems and workflows; creating job requisitions using Talent Acquisition Cloud (TAC Taleo) & creating offers in iRecruitment

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?
Accessing iRecruitment

Talent Advisor View

Employee Self Service Cloud
Self-service applications to manage transactions

Hiring Manager View

ORACLE Employees
- MyHR
- Recruiting
- Other Self-Service

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First, let me show you how to get to the right place. You will access your Self Service Applications from your My Oracle homescreen as shown here, from there you’ll select iRecruitment Recruiter if you are a Talent Advisor or Manager HR Self Service if you’re a hiring manager. You can see both of these options here on the right. Next
Offer Process System Workflow: iRecruitment System

**Offer creation & approval workflow in iRecruitment**

1. **Hiring Manager**
   - Create/edit offer justification & enter offer in iRecruit.
   - Track offer progress in iRecruit.

2. **Offer Approved?**
   - YES
     - Offer Accepted?
     - YES
     - Contact TA on negotiating if possible
     - YES
     - Renegotiate?
     - NO
   - NO
     - Contact TA on negotiating if possible

3. **Pre-Offer discussion with candidate (notify TA)**

4. **Resubmit offer based on required criteria (notify TA)*

5. **Talent Advisor (TA)**
   - Help candidate accept in system & confirm start date with HM & candidate
   - Release in system

*Any offer escalations should come from the business and not Recruiting.*

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Before we move into section 1, let's take a look at the process workflow at a high level. You can see that this process begins with the hiring manager. Once the manager submits an offer for approval, the approval progress will be tracked in the iRecruitment application. Once the offer is approved, the hiring manager and Talent Advisor can begin to have the pre-offer discussion with the potential new-hire. If the offer is rejected or renegotiated by the candidate, the offer will need to be submitted again for approval with the new terms. Once an approved offer is accepted, the Talent Advisor would then assist the candidate in correctly accepting the offer in the system. Next let's take a look at these steps in more detail. NEXT
Key Steps To Create an Offer

1. In Oracle Recruiting Cloud – ORC/Taleo, adjust the candidate’s step/status to ‘Move Candidate to GSI/iRec’
2. Login to Self Service Applications > Select ‘Other Self-Service’
3. Navigate to ‘Manager HR Self-Service’ or iRecruitment Recruiter
4. Click on the ‘iRecruitment Home’ link
5. Select the ‘Vacancies and Offers’ tab on the home page
6. Search for your vacancy using the vacancy search criteria
7. Select your vacancy from the ‘Vacancy Worklist’
8. Click the ‘Active Applicants’ link to gain access to the ‘Applicant Worklist’
9. Select your candidate and choose the ‘Create Offer’ button
10. Complete the ‘Basic Details Page’ of the offer template
In order to create the offer in iRecruitment, you will need to initiate this process in Oracle Recruiting by adjusting your candidate’s status to Move Candidate to GSI/iRec. An integration will run that will move your candidate’s information into iRecruitment. This transition may take up to 4 hours. Then, in order to process your offer, you will need to follow these nine easy steps. Start by navigating to your iRecruitment homescreen. Search for your vacancy via the vacancy and offers tab, select your candidate via your applicant list and select the create offer button. Okay, so let’s walk through these steps in more detail. NEXT
REMINDER… Transition the selected candidate from Taleo to iRecruitment

1. Click the check box next to the candidate’s name that you would like to move forward with an offer.
2. Next go to the More Actions drop down and select ‘Change Step/ Status.’
3. Adjust the candidate’s status to ‘Move Candidate to GSI/iRec’.
4. The window will adjust requesting that you as the hiring manager confirm information regarding the candidate prior to clicking Save and Close.
5. Once in this status, your candidate and requisition information will move into iRecruitment so you can complete the offer process.
6. This transition will happen and update to iRecruitment when the systems integrate. This happens at 1:00 am PST, daily
7. When the transition has moved to iRecruitment, you will receive an email notification.
In order to initiate the offer process, click the check box next to the candidate’s name in Oracle Recruiting Cloud. Go to the More Actions drop down and select, Change Step/Status. Adjust the candidate’s status to Move Candidate to GSI/iRec. The window will adjust requesting that you as the hiring manager confirm information regarding the candidate prior to clicking Save and Close. Then, you can begin the steps to create the offer in iRecruitment. NEXT
Click on Vacancy & Offers
Once you have successfully navigated to your iRecruitment homescreen, you will be taken to this screen in iRecruitment, on this page you will want to click on the Vacancy and Offers tab at the top of the page as shown here. NEXT
1. Import your ORC – Taleo requisitions and active candidate
2. Find your job vacancy and click on the “Active Applicants” link to find your selected candidate
Next, you will want to import your ORC Taleo Requisitions and Candidates, by selecting the button above your vacancy list. Then you will be able to find your vacancy and click on your active candidates. NEXT
Create Offer continue

Select your candidate and click on “Create Offer”
On this next screen you will want to select your candidate and click the button to "create offer". NEXT
Create Offer continue

1. Enter Offer Location:
   - Choose a physical office from the location indicated on the ORC requisition
   - For Flex/Remote employees, choose physical office closest to candidate location and can change after they’ve joined

2. Enter Business Group:
   - Example: Business Group = Oracle America, Inc. for North America
 Recreation will then ask you to confirm your offer location. You will choose a physical office location based on the requisition location, or for remote or flex employees you will want to choose the closest physical location to the candidate. Don't worry, this can always be changed after the individual has joined. You'll also enter the business group using the drop down list as shown here. NEXT
Create Offer *continue*: Approval Guideline
Via Executive Office

**Information required** for all offers submitted for review:

- Job code, Level, Job Title, Discretionary Job Title
- Correct Job Category: Revenue Generating, Billable, Non Revenue Generating
- Replacement vs. New headcount
- Salary (not OTE) range for job code and location
- Proposed base salary and OTE
- Current base salary and OTE
- In the case of rehires: termination date, final salary, severance paid, and circumstances of departure
- For revenue generating positions: quota, territory coverage, justification for non-standard ATV (attainable target variable)
- Pertinent information to justify why candidate is a great hire for Oracle and the best fit for the particular role (NOT generic information about the open position), which may include
  - Education, Brief work history, including relevant years of experience and significant former employers
  - Quota, territory coverage, and product family
  - Expected billable rate and utilization
It is important to note that all offers get approved by the Oracle executive office. On this slide you will find all of the required information for your offer to get approved. Information such as job details, salary details and other pertinent information is required for all offers. It is important to include any, and all information that you have, so that your offer does not get sent back and so that you do not have to unnecessarily re-submit your offer for approval. After this tutorial, Make sure that you download the reference guide that will include these details, so that you can reference this information once the time comes to submit an offer for approval. NEXT
Create Offer: The Offer Template

* **Proposed State Date** field: this is a tentative date; OK if this date changes, it will be confirmed once offer is fully approved

* **Job field**: will pre-populate based on original job requisition. Can change this field to reflect Job/IC level one level above or one level below what was originally posted. Use magnifying glass to choose and populate this field if changing it.

Inputting this job requisition will pre-populate many of the required information needed in the template.

* **Cost Center/Organization**: can be found in your ARIA page under Organization

  **Vacation Plan**: Select “Standard Vacation Plan” for M3 and below offer. Select “Flexible Vacation Plan” for M4 and above offers.

* **Channel**: Select “Internal Recruiter”

* **Candidate’s Current Salary/ATV**: Enter numerals only

* **Previous Email Address**: Must complete this field only if candidate is a Rehire or from a previously acquired company

* **Justification for this Hire**: Enter “Please see comments to approver” below
Okay, following the location and business group screen, the next screen as shown here is what you’ll see and where you will begin to build your offer template. A few important tips: the proposed start date is tentative, so don’t worry if you think this might change. It will be confirmed once the offer is fully approved. For the job code, you are permitted to hire your candidate at one level above or one level below the posted requisition. To do that, simply search for the appropriate level and select that job code. Your cost center and organization can be found on your personal aria page. For the “previous email address” field, you will only enter the individual’s past Oracle email if they are a rehire, or a previously acquired company. Finally, we’ll talk more about justifications in a moment. NEXT
Create Offer: Additional Salary Information Template

*If Required*
On this next screen, you will have the opportunity to ask for a signing bonus, stock options, a relocation bonus or car allowance.
Create Offer: Final Summary Review
Then, once you have entered all of the required information, you will see this summary screen. You will have the opportunity to review the offer prior to submitting. Make sure to read through the summary to see if there are any necessary edits. NEXT
WHAT TO EXPECT NEXT...

- Offer will move up approval chain concurrent to background check process initiated by 3rd party background check provider, Hire Right.
- Candidate will be contacted directly by Hire Right shortly after offer workflow is submitted for approvals.
- Hiring Manager will receive email to approve sending offer to candidate after all approvals.
- Offers can be released while the background check is still underway. Employment will remain contingent on the completion of a positive background check.
- After offer is accepted and required new hire paperwork is returned by candidate per instructions in offer packet, HR will send email to Hiring Manager asking confirmation of final/official start date.
Okay, so once you have read through your offer summary, you will see a page to view each approver that will be part of the approval chain and then the offer will begin the approval process. Once this process is initiated, the background check will also begin and will happen concurrently. We use a company called Hire Right, so your candidate will be contacted by this organization to complete the background check. Once all approvals are completed, the you, the hiring manager will be notified as the final approver and then the offer will be released to your potential new hire.
Offer Approval Justification: Hints and Tips

- Justifications should be factual, numerical and in bullet format
- Justifications should include
  - Brief work history, including relevant years of experience and significant former employers
  - Quota, territory coverage, and product family
  - Education
  - Expected billable rate and utilization (Consultants)
- A hiring manager should think about their approval request and try to pre-empt any questions from the Executive Office by addressing any non-standard requests in the justification
- Rehiring after less than a year = same base, same level, any severance repaid (Pro rata)
- Stock is not offered for most roles and is not a standard part of an offer
- International transfer should be at same level at same point in the salary range
- Recruitment/HR/C&B – can also help to review each approval before it gets submitted through the chain and address any irregularities before it goes to the Executive Office
- Non-standard offer request could require further justification. Such as:
  - Salary outside of range
  - High increase in comp compared to current comp
  - Salary increase for international transfers (cost of living linked)
  - Rehire coming back with increase
  - Non-Direct Sales comp plans
On this slide we have listed a number of hints and tips in submitting your offer approval justification. The more information you supply, the more likely your offer will be approved. You should include factual and numerical data in a bulleted format so that approvers can clearly understand the individuals background. The hiring manager should do his or her best to think about the approval and to pre-empt any questions that might come up from the executive office. Take advantage of your HR and Recruitment partners – ask them to preview your offer to get a second opinion before you submit. There are also some non-standard offer requests that could require further justification as shown on this slide. Again make sure to download the reference guide so that you can have these important details in front of you once the time comes to submit an offer. NEXT
Offer Justification Examples: For a New Hire

- Replacement/Backfill Hire
  - We are looking to bring XXX on as a BI Sales Rep to sell our solutions in to the US market of Retail, Manufacturing, Travel and Transport covering accounts such as XXX, YYY, ZZZ
  - He will carry a target of $2.4 million. He has an excellent new business background,
  - He previously worked for Company A (2 years), Company B(2 years) and Company C(4 years). He has a successful track record of selling into a number of vertical market sectors. He understands solution selling and overall will bring a strong new business element to the team.
  - He has a Degree from Carnegie Mellon in IT and Multimedia
  - He is currently with AAA who are a provider of .......... Software, selling Bespoke Enterprise Software and BI Data Consolidated Tools .
  - He currently carries a target of $2.5 million.
  - His current salary / OTE is USD /USD and we are proposing USD/USD which is within current salary range for this grade which is Base Salary
You can see that we have included a few justification examples for a NEW Hire on this slide. On the following slide you'll see examples for good justification information to include for Rehires. NEXT
Offer Justification Examples: For a Rehire

• New Headcount - Oracle Re-Hire
• Left us on (this date), at (this title), at (this salary)
• Oracle compensation was below market rate; no focal was available to resolve
• Joined xxx company at xxx salary
• Accomplished xyz at xxx company during his/her tenure
• Has been gone from Oracle for xxx
• List immediate impact coming to us
• List why he would come back outside of purely compensation. What is the attraction?
• List competitive offers in hand if available
• His current salary / OTE is USD/USD and we are proposing USD/USD which is within current salary range for this grade which is Base Salary Min USD67k; Mid USD82k; Max USD97k
For Rehires, it is important to note why this person left Oracle previously. Include their title, level and salary information. Make sure to include information about the individual’s tenure at Oracle and what they had contributed to the organization. It is also good to include information regarding why this person is interested in coming back to Oracle and whether it is purely compensation based for other reasons.
The Offer is Approved: Next Steps & Required Actions

• An offer letter will be sent to your applicant’s Oracle Recruiting Cloud Account (Taleo)
  ❖ **IMPORTANT:** Candidate must accept the following documents online:
    - Offer Letter
    - Proprietary Information Agreement
    - Employment Agreement
    - Privacy Policy (Students and Temporary Employees Only)

• Download the Personal Information Form and complete it.
• Follow the instructions on the Offer Packet for returning the required documents
• Candidates must send all required documents/files to GHRS at [global-hr-services-newhires_ww@oracle.com](mailto:global-hr-services-newhires_ww@oracle.com)
• Candidates will receive an email confirmation that New Hire docs have been received once the documents have been reviewed and audited.
Once your offer is approved a letter will be sent your new hire with all new hire documentation. The New hire will need to closely follow the enclosed instructions to correctly accept the offer and return the paperwork to Global HR Services. New Hires will receive an email to confirm that all new hire documents have been received, reviewed and audited.
The Offer is Approved: Next Steps & Required Actions

• An email from global-hr-services-newhires_ww@oracle.com will be sent to hiring manager requesting a start date
  
  ❖ **IMPORTANT:** Signed acceptance papers MUST be received by global-hr-services-newhires_ww@oracle.com before your new hire can begin employment

• **Respond immediately!**
• GHRS cannot enter new hires into the HR database until they receive a start date
• Earliest start date = 5 days AFTER receipt of hiring manager’s email reply
• Once start date is set, GHRS enters the new employee into the HR database
• APS will create SSO accounts within 24-48 hours thereafter
Once the new hire has completed these steps, Global HR Services will send the hiring manager an email asking for the confirmed start date. It is important to respond immediately as the individual will only be able to start at a minimum of 5 business days following receipt of this start date confirmation email. From there the APS team will begin creating SSO accounts and these log ins will be sent to the hiring manager in plenty of time before the new hire starts. NEXT
Offer Process for Internal Transfers

✓ Check with local HR regarding possible constraints in country
✓ Use Manager Self-Service to manage the transfer workflow and follow the approval process
✓ International transfer: request corporate approval & work with the Global Mobility Team
✓ Conditions: transfer at equal career level and salary
✓ Internal candidate must inform current manager before formally applying
✓ 14-day posting requirement applies
First, it is important to note that Enabling Oracle employees to develop their career within Oracle is strongly supported. However, make sure that when dealing with internal candidates, you keep these simple principles shown here in mind.

Keep in mind that there are specific Hiring Manager Responsibilities 1. With your Recruitment or HR contact, look at what policies apply in the job location, i.e. job posting length of time and advertisement requests. 2. If a hiring manager wants to encourage an employee to respond to a posting, the hiring manager must first seek approval from the current manager. We highly discourage poaching at Oracle. 3. The hiring manager need not inform the current manager of an employee-initiated application as long as the employee has not yet formally applied. 4. Before extending an offer or initiating the transfer form, this is when you will want to consult with the current manager as a reference check. 5. Discuss transfer details with local HR - employment conditions including but not limited to salary, career level, etc. Additionally, make sure you have headcount approval, review the needs for the new role with HR and check what approvals you’ll need before moving forward. NEXT
Offer Process for Internal Transfers continue

- Use iRecruitment Manager to process and manage the transfer workflow and approval process
- A Vacancy must still be created in Oracle Recruiting
- No background check required
- Approval process is slightly different
- System auto-accepts on behalf of the employee in iRecruitment
- Email from global-hr-services-newhires_ww@oracle.com is sent to the hiring manager asking for transfer effective date if Proposed Date has passed
  - Rule: Transfer effective date must be the date the offer was approved or a date in the future
  - Manager should respond to email immediately – HRSSC cannot enter into database until they receive an effective date & (if applicable) until transferee’s directs are reassigned
Finally, you will also use your iRecruitment application to process and manage internal transfers and the approval process. Note that you will still need to create a vacancy or requisition in ORC, the internal candidate will need to complete the online application and the internal candidate’s profile will still need to be pushed over to iRecruitment the same way you would an external candidate. Once all the necessary steps are completed the hiring manager will receive an email asking for a confirmed transfer date if the date has already passed. Again Manager should respond immediately so that HR Services can keep the process moving. NEXT
How To... Withdraw an Offer in iRecruitment

1. Go to the my.oracle.com home page
2. Select "Self Service Apps" under Employee Tools from the list on the left side of the screen
3. Log in to iRecruitment Manager
4. Click on the "Vacancies and Offers" tab
5. Retrieve your vacancy by entering the IRC number in Vacancy Name field
6. Select the number in the ‘Active Applicants’ column (if no applicants are listed initially, select Go)
7. Click on the candidate’s name
8. Click on the Offers tab
9. On the right hand side under 'Action', select Withdraw Offer in the drop down menu
10. Click the 'Go' button and process the transaction
At times, you may need to withdraw an offer in iRecruitment. To do this you will need to follow the instructions on this slide. Navigate to iRecruitment, click on your vacancies and offers tab, select your candidate and click on the offers tab. You’ll then select withdraw offer under the action section and click go.
**How To...  Change a Candidate Offer Back to Active**

1. Go to the [my.oracle.com](https://my.oracle.com) home page
2. Select "Self Service Apps" under Employee Tools from the list on the left side of the screen
3. Log in to iRecruitment Manager
4. Click on the "Vacancies and Offers" tab
5. Retrieve your vacancy by entering the number in Vacancy Name field
6. ***Select the number in the "Total Applicants" column (if no applicants are listed initially, select Go)***
7. Check the box to the left of the candidate’s name under Select
8. Select Reconsider Application or Update Status (both options will have the same affect) and enter Not As Qualified As Selected Candidate because none of the reasons apply to this case
9. Submit
10. Go back to the "Vacancies and Offers" tab, enter the IRC under Vacancy Name and select ‘Go.’ The candidate should be Active and the number one should be visible under Active Applicants
11. Select the number one under active applicants and check mark the box to the left of the active applicant’s name to create a new offer
Finally – there will be times when you need to withdraw an offer and change the candidate status back to “active”. To do this, you will need to check the box next to your candidate's name while in iRecruitment and select Reconsider Application and enter Not as Qualified as Selected Candidate, then hit submit. You should then see this candidate as “active” again. To create a new offer, you can select the box again next to the candidate's name and select create offer to start the process over once more. NEXT
Online Self-Service Learning Resources

See the below OTube learning description for links to additional Hiring Manager learning resources, such as Recruit & Hire at Oracle Learning Modules for Hiring Manager OTube videos and a How To FAQ with tutorials on Oracle Recruiting Cloud – ORC & iRecruitment.
Thank you so much for watching this learning tutorial on iRecruitment and offers today. On this slide you will see a direct link to our FAQ guide. So make sure to download your reference guide to get access to this presentation and other OTA Learning resources. NEXT
Now that you completed this module, you are able to:

- Create an offer for a selected candidate
- Write an effective offer justification
- Follow the required offer approval guidelines and monitor the approval process
- Manage an offer for an internal transfer
- Withdraw and re-activate a candidate offer
Questions?
Contact your regional Talent Advisor and/or HR Business Partner
This concludes our Module 1 Learning. You now have a good understanding of the key principles of recruiting and hiring at Oracle – all key to making smarter hiring decisions and ensuring we are candidate centric throughout the entire process. Also, you have awareness of your role in the methodology and the systems to support it.

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

Thank you
Integrated Cloud
Applications & Platform Services