

ORACLE COLLEGE RECRUITING

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Last Updated 07/14/14

Exhibit P-178

CONFIDENTIAL

ORACLE_HQCA_0000020125

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Where We Recruit

We proactively recruit top graduates at the following schools in the US and consider top graduates from the following international schools for Oracle product development positions. We also consider candidates that attend schools outside of our core list for the program on a case by case basis. We will consider graduate students from non-core schools who have an undergraduate degree (or lesser graduate degree) from any of the US or international schools on this list.

Core Schools (*Both Hardware and Software*)

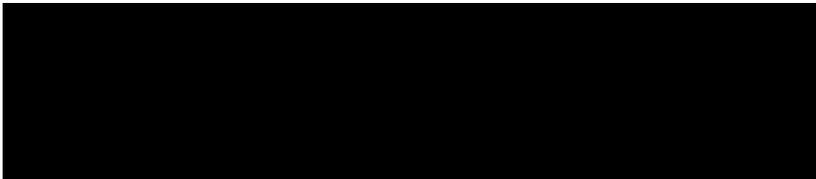


We also consider candidates from the following schools

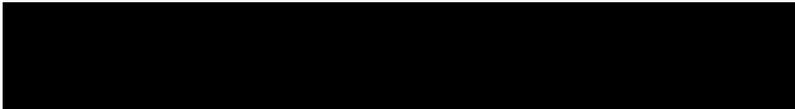
Hardware and Software:



Software Only:



Hardware Only:



International Schools

Australia



Austria



Belgium



Brazil



Canada



Chile



China



Czech Republic



Denmark



France



Germany



Hong Kong



India

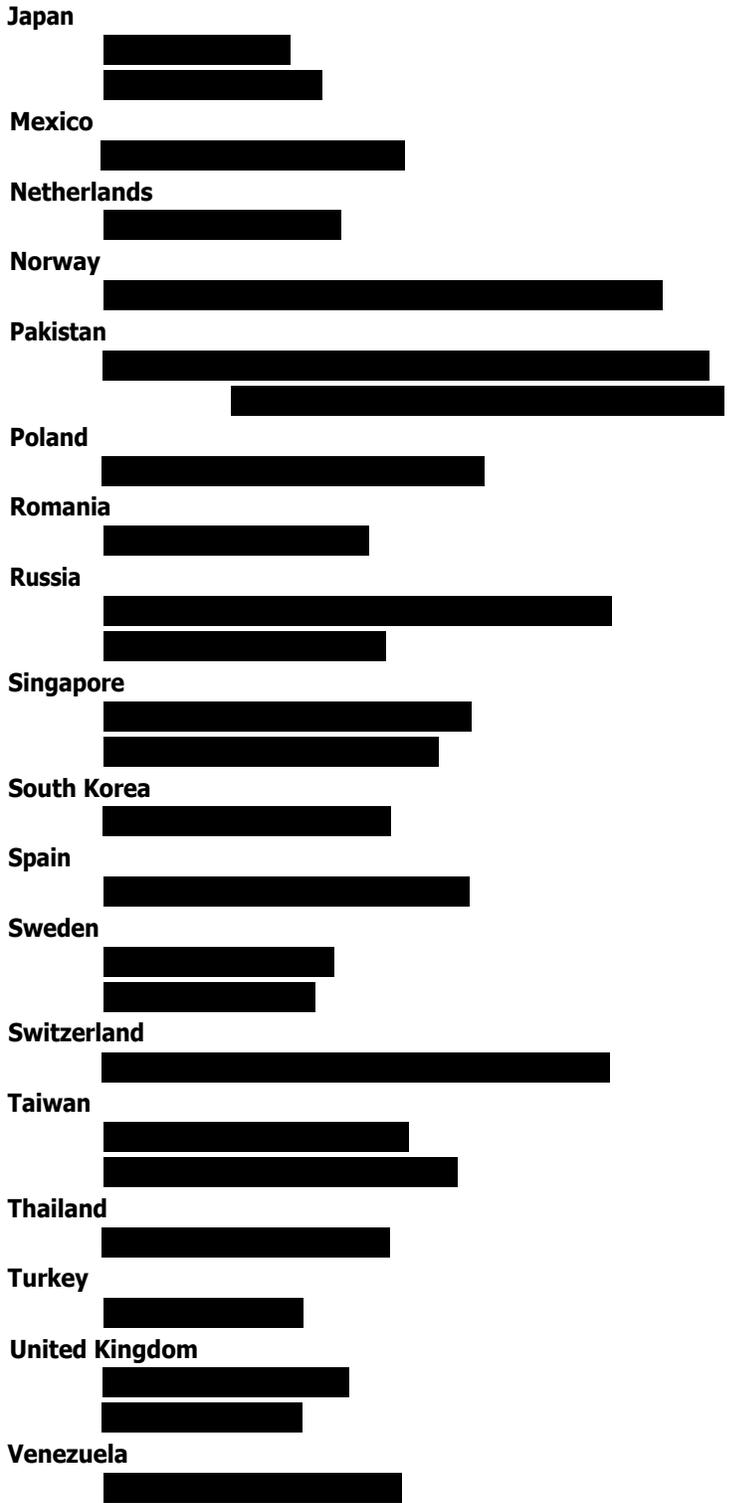


Ireland



Israel





Oracle College Recruiting Sourcing Overview: Objective and Implementation

Objective:

Obtain as many applicants as possible, from our select schools, in the engineering and computer science departments, while assisting to increase top-of-mind recognition for Oracle College Recruiting, by the use of internet research, information acquisition and phone/email networking, on campus face-time and support to the RPMs, resume books and other means.

Implementation:

College Recruiting E-mail Accounts

Monitor College_US, Interns_US, and LSLynn_US e-mail inboxes on a daily basis.

Forward any resumes that meet qualifications to Larry for final approval

For more information, see "Sourcing from College Recruiting Inboxes"

Internet Research

- Search EE/ECE departments for resumes and possible applicants (undergrad and grad).
- Search CS departments for resumes and possible applicants (undergrad and grad).
- Search out engineering department employer liaisons for and provide contact info to RPMs if requested. Make introductory contact where appropriate.
- Update or obtain all student groups and department groups contact info (see "*University Groups and Contacts*" folder) and provide to RPMs if requested.
 - o Contact officers to ask about resume books and/or advertise for Oracle and request personal resumes.

Source any other specific areas of interest if requested by Larry.

Resume Books and Other Means

Obtain and resource any available resume books from our top schools, including CS/engineering departments, student groups (HKN, IEEE, etc.) and others.

E-mail possible applicants that are located at our top schools where resumes are unavailable to us via online or resume books.

- Use of LinkedIn accounts to locate and/or contact possible applicants at our target schools.
 - Use of Facebook/Twitter search engines to locate possible applicants at our target schools.
- Use of other college recruiting/social networking sites: Readyforce, AfterCollege, Collegefeed, etc.

Information Acquisition and Phone/E-mail Networking

Contact the career centers for additional information on any engineering groups contacts, updated info, etc. Provide any updated info to the RPMs. Send introductory information where appropriate.

Contact [REDACTED] from top schools to obtain any on-campus contacts they may have from the departments/groups they participated in; provide info to the appropriate RPMs.

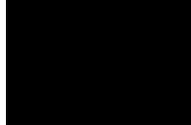
On-Campus Face Time and Support to the RPMs

Assist RPMs with Career Fairs, Info Sessions, Tech Talks, Brown Bag Lunches, Informal Q&As, etc. as needed.

- Visit engineering departments and computer science departments prior to career fairs or info sessions when appropriate; leave literature and promotional items.
- Create a list of our schools where engineering and computer science are separated. Determine which of these have no career fair or info session visits planned and determine with Larry which, if any, should be visited.

Specific Sourcing Guidelines

1. Check all intranet sites at our schools or resume lists with logins (get from RPMs)
 - a. Cross reference to Resumate list and omit all those names.
 - b. Review remaining resumes that are linked
 - c. Graduate student lists and their websites are often provided by the school in the CS or SECS Department website. Review resumes for all students not in already in Resumate:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - d. Look for math and physics resumes from specific schools below (if they have coding experience):



2. Source all school groups in:
 - a. Academic — Computer Science, Engineering, etc. 4 send email requesting resume books annually
 - Eta Kappa Nu (HKN)
 - Tau Beta Phi (TBP)
 - Institute for Electrical and Electronics Engineers (IEEE)
 - Society of Women Engineers (SWE)
 - Other SECS or engineering groups, especially diversity engineering groups (NSBE, SHPE, etc.)
 - b. Research Area groups — often listed on computer science or electrical engineering department webpages by research area. (Note: These may yield resumes, but mostly names — primarily PhDs)
 - c. Math groups from specific schools ([REDACTED])

NOTE: See "University Groups and Contacts" spreadsheet for all group information

3. Undergraduates:
 - a. These are often more difficult to find on department websites, but can often be found by searching in student groups and on class lists (Wikis from professors, etc.)
 - b. When names are found, look in the school people directory for email address (and sometimes major, class year, etc.) and send email requesting resume if interested.
 - Google name of student and check out their LinkedIn page or relevant sites to find resume or more information to decide if student could be a good candidate and is worth contacting

4. Social Networks:
 - a. Facebook — Graph Search
 - The Graph Search function allows you to use natural language to search for people who meet specific criteria
 - For example: "Computer science majors at [REDACTED] University" or "Students at [REDACTED] [REDACTED] who study electrical engineering and computer science"

- After running the initial search, can refine it further for things like gender, degree, etc.
- b. LinkedIn — Most grad students and many undergrads have LinkedIn pages that provide useful information about major, graduation year, work experience, etc.
 - If you already know the name of a student, use LinkedIn to acquire more information to judge whether student is a good candidate
 - Some LinkedIn pages are very detailed, and some even contain GPA info or have a link to the student's resume — see "Sourcing Using LinkedIn" for more information
 - Can also conduct a Boolean-style search on LinkedIn (use AND/OR/NOT to include/exclude certain criteria, use quotes to search for a specific phrase)
- c. Readyforce — More students are joining Readyforce, and several universities are providing "resume book" access via Readyforce profiles rather than a traditional paper or PDF resume book
 - See "Sourcing Using Readyforce" for more information

5. Publication Sites:

- a. DBLP: <http://www.informatik.uni-trier.de/~db/>
You can search by name to see what the student is working on or topic if you need a specific skill.
- b. IEEE: http://www.ieee.org/publications_standards/index.html
Search by name or topic
- c. DAC: <http://www.dac.com/>
Design Automation Conference — lists paper winners , etc.
- d. Gigascale: <http://www.gigascale.org/students/summary>
Most of our schools participate and student's names are listed here.

Sourcing Tasks by Month

June

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

July

1. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

August

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

September

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

November

[REDACTED]

December

[REDACTED]

[REDACTED]

[REDACTED]

January

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

February

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

March

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

April

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

May

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Sourcing from College Recruiting Inboxes

1. E-mail account Set Up on your Mozilla Desktop.

- A. Open Mozilla Thunderbird and click on File -> New -> Existing Mail Account
- B. Type "Your Name" which should be the name of the resume drop site; College_US, Interns_US, etc.
- C. Enter the full email address and password to the site, and check the box for "remember password."
- D. Click continue, and after a few moments a bottom field will appear.
- E. For "Incoming," select IMAP and enter the Server Hostname [REDACTED]. Change the port to [REDACTED] and the authentication to [REDACTED].
- F. For "Outgoing," select SMTP and enter the Server Hostname [REDACTED]. Change the port to [REDACTED] and the authentication to [REDACTED].
- G. Add "[REDACTED]" to the username field, and then click "done."

Usernames and Passwords:

- [REDACTED]
- [REDACTED]
- [REDACTED]

2. Filter Set Up

- A. Click on Tools > Message Filters, then click the "New" button on the right.
- B. Enter a Filter name. (E.g., Preferred Schools, LinkedIn, etc.)
- C. Check the "Match any of the following" button and continue on your drop down menu.
- D. To set up for preferred schools, drop down to "From" then "Contains" then add a part of your email address from a preferred school, such as [REDACTED] etc. Click the + sign to add more for this filter.
- E. At the bottom of this screen use the "Perform these Actions" drop down menu to "Add a Star". This will alert you that these messages are priority.
- F. Go back into Message Filters and follow the same instructions above to remove any unwanted messages: *From Contains* "LinkedIn/Twitter/Facebook", ".infuk" (denotes sent from outside the US) OR *Subject Contains* "B.Tech", "Fresher," etc.... "Delete Message". As you use the accounts, you will see patterns of junk mail and be able to create filters to eliminate these emails.

3. Reviewing the Emails.

- A. Open every email, preferred schools first, and review resume for school, GPA, major, and type of work done. (**Note:** often students from our preferred schools will send emails from their personal accounts so it is imperative that each email be reviewed.)

B. If the applicant appears to qualify:

- a. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] - [REDACTED] - [REDACTED] - [REDACTED] - [REDACTED]
[REDACTED]
[REDACTED]

- d. **Note:** be sure to check for qualifying [REDACTED] students, such as [REDACTED]. Refer to "COMPLETE LIST of SCHOOLS" for these.

C. If the applicant may qualify but is missing the GPA info:

- a. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

D. If the applicant does not qualify:

- a. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- f. Reply to experienced candidates and ask them to apply at irecruitment.oracle.com .

Sourcing Using LinkedIn

ADVANCED SEARCH (*available with LinkedIn Premium Account)

BOXES TO CHECK:

Relationship – check all (1st connections, 2nd connections, Group Members, 3rd + everyone else)

Industry – Depending on what you are sourcing for, choose the following:

- Computer and Network Security (HW/SW)
- Computer Games (SW)
- Computer Hardware (HW)
- Computer Software (SW)
- Electrical/Electronic Manufacturing (HW)
- Information Technology and Services (SW)
- Mechanical or Industrial Engineering (HW)
- Semiconductors (HW)

School – Choose the school(s) from which you are sourcing

- Note: it is better to search by individual schools (or no more than 3 schools at one time).

Profile Language – Select "English" to help narrow down search

Years of Experience* – Choose "Less than 1 year" and/or "1-2 years"

Function* – Depending on what you are sourcing for, choose "Engineering" and/or "Information Technology"

- Note: this may not be useful/may be too limiting – use at your own discretion

Seniority Level* – Choose "Students & Interns" or "Entry Level"

When Joined* – If you are re-doing a search that you've previously done in order to find more students, it might be helpful to use the "When Joined" option to limit your search to recently added profiles.

Choose the appropriate time period based on your needs.

FILL IN ON LEFT SIDE PANEL:

Keywords – These are some examples of keyword searches (in Boolean form) that you might try depending on what you are sourcing for:

- **SW:** (student OR intern OR assistant) AND (software OR sw) AND ("computer science" OR cs)
- **HW:** (student OR intern OR assistant) AND (hardware OR hw) AND ("electrical engineer" OR ee)
- **SW/HW:** (student OR intern OR assistant) AND (software OR hardware)
- *Note:* adjust keywords as needed to match what you are looking for; if search seems too narrow, exclude some words; if it seems too wide, add additional parameters.

Title – You can enter some of the words from the "keywords" section into the title box instead:

- **Student, Assistant, Intern,** Graduate, Engineer, Software, and/or Hardware

- *Note:* Having these words in the title field (especially the bolded words) can really help narrow down your search, but it can also exclude students who may not have entered a title or who used different wording.

The screenshot shows the LinkedIn Advanced People Search interface. At the top, there is a search bar with the text "Search for people, jobs, companies, and more...". Below the search bar, the left sidebar contains a "SEARCH" button. The main content area is titled "Advanced People Search" and displays various filters:

- Keywords:** ts1udent OR intern OR ass
- First Name:**
- Last Name:**
- Title:**
- Company:**
- School:**
- Location:** Located in or near United States
- Relationship:** 1st Connections, 2nd Connections, Group Mercers, 3rc + Everione Else
- Location:**
- Current Company:**
- Industry:**
- Past Company:** Cornell Mnivprcity
- Profile Language:** English
- Function:** Entry, Students & Interns, etc.
- Seniority Level:**
- Years of Experience:** Less than 1 year

ONCE YOU FILL IN ALL DESIRED FIELDS, HIT **SEARCH** ON THE LEFT SIDE COLUMN. ONCE YOUR SEARCH RESULTS COME UP, YOU CAN CONTINUE TO ADJUST YOUR SEARCH BY SELECTING OR UNSELECTING BOXES ON THE LEFT SIDE COLUMN.

SOURCING FROM PROFILE PAGES

IF YOU ARE ON THE PAGE OF A CANDIDATE WHO LOOKS PROMISING, YOU CAN FIND ADDITIONAL CANDIDATES WHO MIGHT HAVE SIMILAR EXPERIENCES. **THIS IS OFTEN THE MOST SUCCESSFUL WAY TO SOURCE USING LINKEDIN.**

People Similar to (Name):

On the top of the right side panel, there will be 4 profiles featured as being similar to the person whose page you are currently viewing. By hovering your mouse over the person's name or picture, you can read their "title," which often gives you enough information to decide if the profile is worth viewing. For example, if the profile is for a student at the same school or they are an intern at a technology development company, check out the profile to see if the student might fit our qualifications.

People Also Viewed:

Below the "People Similar to..." section, there is usually (but not always) a section with 10 profiles that visitors to the current page might have also viewed. Again, these profiles are often similar to the person whose profile you are currently viewing, so they are worth clicking on if their "title" has the name of one of our schools or if they are an intern at a technology development company.

The image shows a LinkedIn profile for Xue Wang, an Undergraduate Student at Cornell University. The profile includes sections for Education (Cornell University, Bachelor of Science in Computer Science) and Experience (Summer Analyst at Morgan Stanley, Computer Science Teaching Consultant at Cornell University). Annotations highlight two sections: 'People Similar to XUE' and 'People Also Viewed'.

People Similar to XUE: This section features four profiles. An arrow points to the first profile, Thomas W. Perreault, Jr., a former Deployed Software Engineer at the U.S. Army, with the annotation "click here to download the article".

People Also Viewed: This section lists ten profiles with annotations:

- Wendy Chan, Student at Cornell University: Worth Visiting (core school)
- Rowena Yishu Guo, Student at University of Pennsylvania
- Ariel Wu, Business Development Summer Intern at ONYX Hospitality Group: Don't Visit (not product development)
- Ran Ci, Student at Cornell University
- Boyang Fan, Student at The Wharton School, University of Pennsylvania
- Scarlett (Yuran) Yin, Student at Harvard University: Don't Visit (not a core school)
- Limin Zhu, Software Engineering Intern at Arista Networks, Inc.: 1- Worth Visiting (SW intern)

FIND ALUMNI

Go to the drop-down menu under "Network" on the main menu bar and select "Find Alumni." This will allow you to search for current students and alumni from individual schools. The default school will always be the most recent school you attended.

DIRECTIONS FOR SEARCHING:

1. **Change School** (upper right drop-down) — Browse by name, typing in the name of the school you want to search.
2. **Attended** date(s) — Select the date range you want to search, depending on if you are looking for BS, MS, and/or PhD students
 - You can also change the search to **Graduated** and just enter one year — this graduation year can be the current year or a future year (i.e., the year the student expects to graduate)
 - UNCHECK the box that says "include people with no dates" (the majority of students include dates of attendance)
3. **Where they live** — At minimum, click on United States. You can also select the city/area in which the school is located, but this could eliminate some students from the search if they have their location entered as their home city rather than their school city.
4. **Where they work** — Either select nothing or select the name of the school if that comes in as the top place of employment. However, students who have an internship at an outside listed as their job might be eliminated from the search if you select the school. When in doubt, try the search both ways to see if it significantly changes the search results.
5. **What they do** — Again, this is one where you may not want to select anything. However, if you are searching for PhDs (or some MS candidates), you might want to select "Research" or "Education." Other good selections are "Engineering" or "Information Technology." If you decide to search using just one of these selections (e.g., engineering" you might want to redo the search after with a different area selected so that you can see more profiles.
6. **What they studied** — click the arrow to the right of "What they do" to find this field. Select the major(s) you want based on whether you are looking for HW, SW, and/or both.
 - **Major(s) to select:** Computer Science, Computer and Information Sciences, Electrical and Electronics Engineering, Engineering, and/or related options.
 - *Note:* the more majors you select, the more students you have to go through. It sometimes helps to select one at a time and then redo the search with another major after.
7. **What they're skilled at** — This is usually one you can ignore, UNLESS you are sourcing for a specific position that a manager is struggling to fill. In general, by selecting specific majors you have narrowed down the search enough for the purposes of general sourcing.
8. **Search this set** — this is like a Keyword search; choose the key skills/areas you are interested in sourcing and then **press ENTER to complete the search.**
 - SW: software OR sw (add more if desired)

- **HW:** hardware OR hw (add more if desired)
- *Note:* it is less important to put words like student/intern/assistant in this search because you have already specified the graduation years you want —this should eliminate the majority of older, experienced people.

...for people, jobs, companies and more.

Stanford University
 1976 - 1980

Students & Alumni Recommendations

288 results for software OR sw

United States Worldwide

Where they live

- United States
- San Francisco Bay Area
- Greater Los Angeles Area

Where they work

- Microsoft
- Google
- LinkedIn



Anand Arora
 Software Engineer at Microsoft



Anand Arora
 Software Engineer at Microsoft



Anand Arora
 Software Engineer at Microsoft



Pararth Shah
 Student at Stanford University



Amrit Saxena
 Research Assistant at Stanford University

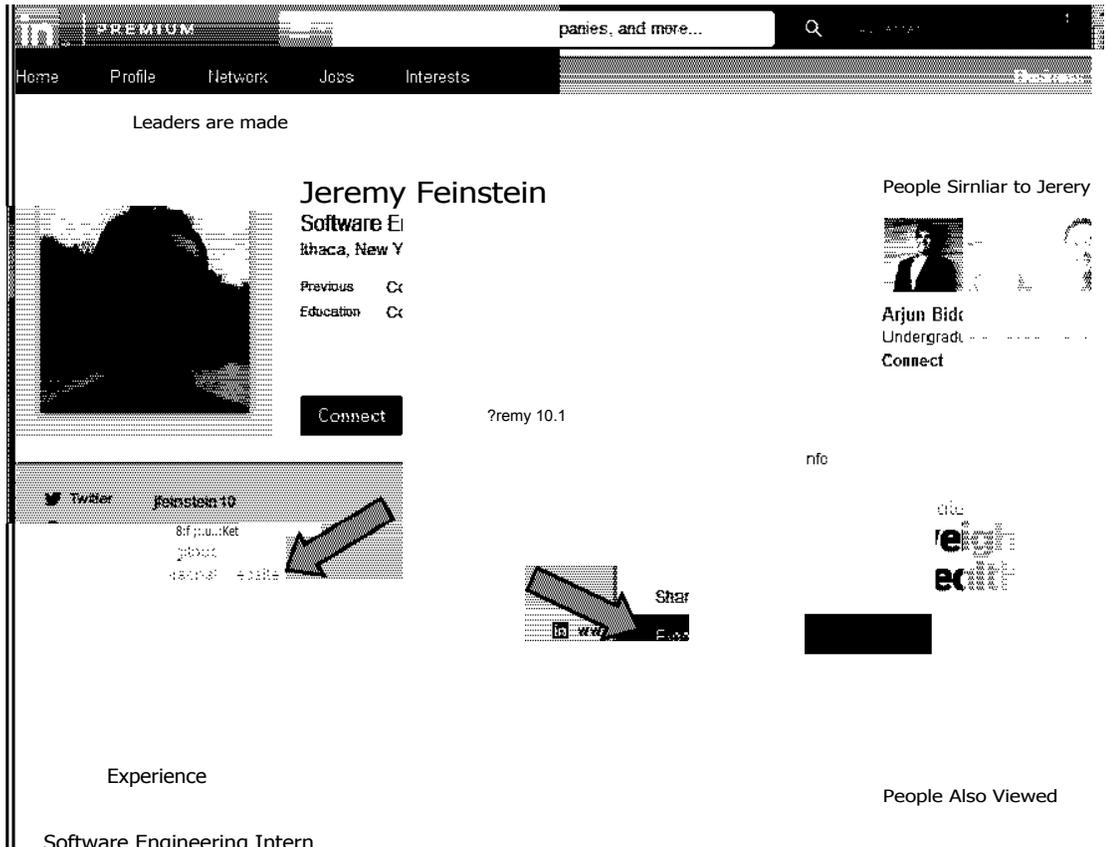
GETTING RESUMES FROM LINKEDIN PROFILES

Potential Candidate with GPA listed:

1. If there is a "Contact Info" box under the profile picture/heading, click on it to see if there is a link to a Personal Website, Resume, or any other site that could contain a resume. Check out those links and save resume if you find one.
2. If there is NOT a "Contact Info" box or if none of the links lead to a resume, you can try to Google the candidate (using full name and name of school) to see if a personal website or resume comes up in the search results. This doesn't often work, but it's quick and worth a try.

Otherwise, you can save the LinkedIn profile as a resume:

- Mouse over the arrow next to "Send (name) InMail — a drop-down menu will appear
- Click on "Export to PDF" and open the PDF document
- You can either save the "resume" as-is OR copy and paste it into a Word doc, which allows you to slightly re-format the information and enter an email address. Save the completed resume as a PDF to submit to LSL for review.
- *Note:* when you export to PDF, there will not be an email address or any other contact information provided; if you decide to copy onto a Word doc, you can enter an email address so that you have it when you go to enter the candidate into Resumate. Sometimes there will be email address/contact info for the candidate listed at the bottom of the LinkedIn profile, but if not, search the school directory or Google for the email address.



Potential Candidate without GPA listed:

1. If there is a "Contact Info" box under the profile picture/heading, click on it to see if there is a link to a Personal Website, Resume, or any other site that could contain a resume. Check out those links and save resume if you find one.
2. If there is not a "Contact Info" box or if none of the links lead to a resume, you can try to Google the candidate (using full name and name of school) to see if a personal website or resume comes up in the search results.
 - ReadyForce is also a good resource for finding resume/GPA information, but it often does not come up in a Google search. Log into ReadyForce and search for the person by name. If their profile appears, click on it and see if there is a GPA listed.
 - If you find the GPA on ReadyForce: Export the LinkedIn resume as a PDF, copy/paste it into a Word doc, and enter the GPA in next to the education section. At this time, you can also add the student's email address/contact information to the document. Save the completed resume as a PDF to submit to LSL for review.
3. If you cannot find a GPA after searching online and with ReadyForce, you have to decide whether you believe the candidate is worth contacting directly. Things to think about:
 - Whenever possible, do not contact a candidate and express interest if you don't have GPA information, because you don't want to give the candidate false hope.
 - Key things to look for on the student's profile(s) to help you decide if they're worth contacting include mention of academic scholarships, Dean's list (especially for multiple semesters), other academic honors, and/or undergraduate GPA or class ranking if the student is now a MS/PhD.
 - If you decide to contact a candidate, you can either send a LinkedIn InMail (with a LinkedIn Premium Account) or find the candidate's email address and email them. You can either email from your personal account or from college_us/interns_us. Regardless of where you send from, make sure that the message is fairly general (see email templates) and says that they *could be* a good candidate and asks if they'd be interested in applying — we might not even be able to consider them if it turns out that their GPA is too low.
 - Another option is simply to save the student's name/profile and check back later — sometimes they will update their profile with more information or will attach a resume.

Sourcing Using Readyforce

Readyforce is a college recruiting website that contains profiles of students at all of our core schools, specifically tech-focused students (CS, EE, ECE, ME, Math, etc.) More students include their GPAs on their Readyforce profiles than they do in their LinkedIn profiles, so it can be very beneficial. However, not all profiles are complete, so if you are passively sourcing it can be best to use Readyforce and LinkedIn together to create a comprehensive "resume" to send to LSL for consideration for our program. Also, if you decide to connect with students, you immediately have access to their full resume.

Downside: Currently, there is not a way to view students' profiles secretly/privately, so if you click on their profile they will be notified. This is a negative if it turns out that the student is not qualified, yet they think you are interested in them and send you messages and/or try to connect with you.

Search Tips

Go to the **Students** tab to search for potential candidates.

SCHOOL: It is usually best to search one school at a time so that you don't have as many candidates to go through, UNLESS you are sourcing for something very specific and are entering many different criteria for the other categories

MAJORS: The majority of the students on Readyforce have engineering-related majors, so it might not be necessary to choose anything here. However, if you do select majors, choose more than one major for your search, as some students might have coded their major slightly differently:

- Select "Computer Science" AND "Software Engineering" for SW searches; searching "Math" can also be a good idea for SW for some schools.
- Select "Electrical Engineering" AND "Computer Engineering" for HW searches.

DEGREES: Search for undergrad students separately from graduate students.

- In general, you only need to choose BS for undergrad student searches; however, for schools from which LSL approves BA students, you can add that as well.
- There are not as many graduate students on Readyforce (especially not PhDs), so you can usually search MS and PhD together. However, it doesn't hurt to do them separately if you prefer.

GRAD DATE: This depends on whether you are sourcing for FT candidates, interns, or both.

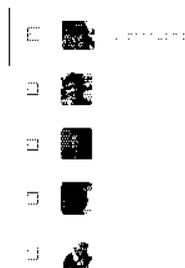
- If you are looking for both, choose the current graduation year and the subsequent year — choosing more than that will be overwhelming
- If you are only looking for interns, search the 2 subsequent years — anyone graduating after that is probably not going to be eligible for our internships (unless they are a PhD).

SKILLS: Usually not worth using this search UNLESS you are sourcing for a candidate with very particular skills (i.e., if a manager asks for someone who knows a particular skill or programming language).

KEYWORD/NAME: This is also only useful in particular situations, not for general sourcing.

- Searching for a particular keyword is similar to the "Skills" search; usually only necessary if you are sourcing for something specific
- You can type a student's full name into this box if you are trying to find a student's profile. This is the quickest way to look someone up if you are trying to find their GPA or more information about them.

RECENCY: Select a time period if you are re-running a search you did previously and you want to find out if more students were added who fit the criteria.



Skat

Finding or Making Resumes

Once you run a search for a particular group of students, you can go through the search results on the left side column to see which students meet our qualifications. The nice thing about this site is that by clicking on the name on the left panel, you see an overview of their education, experience, skills, honors, etc. Based on this information, you can decide which profiles to click on — as previously stated, students will be notified if you click on their profile, and you may not want to give them false hope that you're interested. Also, before clicking on a profile, do a quick check to see if the candidate is already in Resumate — no sense in taking time to learn about a candidate we already have.

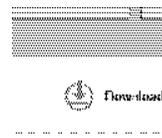
Once you click on a student's profile:

- Scroll down to the education information and see if there is a GPA.

- o If the GPA is below our cutoffs, move on.
- o If there is not a GPA, you have two options —
 1. Do a Google search for the person and see if you can find their resume and/or another website with GPA listed (but if it isn't here, it probably won't be on LinkedIn, etc.) **OR**
 2. "Connect" with the student. If the student chooses to accept your invitation, you will obtain access to their resume, which MIGHT have their GPA listed (but not always). This also sets you up to begin a dialogue with the student, which could be an issue if it turns out that their GPA is below our standards, so use discretion.
- o If the GPA meets our cutoffs, you can either —
 1. "Connect" with the student, hoping that they'll accept your invitation and give you access to their resume, **OR**
 2. Create a resume by copy and pasting the information from the profile into a Word doc. If you can find the student's LinkedIn page, it might be easier to just export the LinkedIn page as a PDF and then add the GPA on in a Word doc, as copy/pasting and reformatting Readyforce profiles as resumes can be messier.

Yihua

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Download resume IF you have connected with the student



6

Follow up

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Look here for GPA

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Sourcing Using Google+

1. Search for Profiles

- Go to <https://plus.google.com/s>
- In the search bar, search using keywords and phrases
 - E.g., “software developer intern” CA
- Narrow down search by clicking on “People and pages” to view all people that meet your search criteria
- Can do a keyword search for companies, schools, job titles, etc.

2. People Search

- Go to <https://plus.google.com/people/find>
- On the left hand search bar, click on “Find coworkers” or “Find Classmates”
- Enter the name of the school or company you would like to search
 - Click the box for “current” if you want to find people who are currently at this company/school
 - Enter the year range you would like to search
 - Note: It will ask if you want to add the company to your employment history or the school to your academic history – unless you actually attended this school, UNCHECK the box

3. X-Ray Search

- Searches within a particular site using Google search engine (*site:___*)
 - E.g., site:edu
site:nih.gov
site:supportforums.cisco.com/thread
site:plus.google.com
- Can add additional search terms
 - E.g., site:ca.gov “for internal use only”
- For x-ray searches on Google+, often include inurl:about
 - site:plus.google.cominurl:about
 - This is asking Google to find the work “about” in pages
 - E.g., site:plus.google.cominurl:about “works at Verizon Wireless”
- X-ray search using * (asterisk):
 - In Google searches, using * means “fill in the blanks”
 - Used at the end of a phrase to make Google show extra word(s)
 - E.g., site:plus.google.cominurl:about “lives in *”
 - Google will fill in * with where the person lives
 - Can also use it as “lives in * CA” to only show people who live in CA and then ID the city they live in
 - “lives OR lived in * CA” to show people who lived in CA past or present
- Other x-ray search tips:
 - Use the word **present** as part of your search to ID people who currently work at a certain job or attend a certain school

- E.g., site:plus.google.com “lives or lived in (location)” “software engineer, **present**”
site:plus.google.com “lives in (location)” “engineer, **present**” “works at *”
- If looking specifically for *women*: site:plus.google.com “attends OR attended (school)” “have in **her** circles”
- *Other good search terms*: lives/lived in, attends/attended, works/worked at, present/currently

4. Communities

- Go to <https://plus.google.com/communities> to search for events and communities to find relevant members
- If you join a community, you can continually share with all members within the community (e.g., job information, etc.)
 - Can do an x-ray for communities as well
- Join communities of recruiters who are looking for similar candidates to get their shared information
 - Often recruiters will post search tips, upcoming events, etc. that might be useful

IMPORTANT NOTE:

If you have a Google+ and you are searching on Google while logged into Gmail, you will see “private” search results related to the people in your circles

- Change settings to “Do not use personal results” to see all results

Boolean Searches

Boolean searches use the words **AND, OR, NOT**, as well as quotation marks " ", asterisks *, and parentheses () to create search strings.

AND: pulls up any result with *all* of the specified words in your search

OR: pulls up any result that has *at least one* of the key words in it

NOT: used at the end of a search string to *exclude* all results with the keyword(s) that follow the NOT

"quotation marks": pulls up results that contain *all* of the specified key words *in the same order*

* **asterisk:** functions as a place holder for letters and can be used 1+ times in a search string

Example: **manag*** could pull up the words:

- manage
- manages
- managed
- manager
- managing
- management

(Parentheses): used to group terms connected by more than one Boolean command (e.g., AND or OR)

Example: (sugar OR honey OR molasses) AND (carrot or pepper OR cucumber)

STEPS FOR BUILDING A BOOLEAN STRING (for resume/candidate search):

1. a) Make a list of required skills/traits
b) pick keywords associated with each of the chosen skills
2. Make three (3) sets of requirements 4 () AND () AND ()
3. Connect the skills within the parentheses using OR
4. Eliminate anything you *do not want* by adding NOT () to the end of the string

Example: (student OR intern OR assistant) AND (software OR hardware) AND (Stanford OR Berkeley OR MIT) NOT wireless

Note: You can use parentheses to make long search strings more organized 4 this allows you to have 500+ characters in the string, but only –5 parentheses ()

BOOLEAN SEARCH TIPS FOR LINKEDIN

- Do not use AND; it is already implied by listing multiple keywords — simply write the keywords you want one after another rather than separating them
 - E.g., write Java SQL, *not* Java AND SQL
- OR can be written with a slash / rather than writing out the entire word
 - E.g., Java/SQL means the same as Java OR SQL
 - If you choose to write the word OR, it *must* be capitalized
- NOT can be written as a minus sign —
 - E.g., Java — SQL means the same as Java NOT SQL
 - If you choose to write the word NOT, it *must* be capitalized
- The asterisk * is not recognized by LinkedIn, so you must enter variations of a keyword to see more
 - E.g., (manage OR manager OR managed) rather than manag*

List of College Sites that Have Student Names/Webpages

CORE SCHOOLS

██████:

<http://www.eecs.██████.edu/GradAffairs/gradhomepages.shtml> ([[CS grads)

http://www.me.██████.edu/students/student_list.htnnl (ME grads)

██████:

<http://cs.██████.edu/people/ugrad/> (CS undergrads)

<http://cs.██████.edu/people/grad/> (CS grads)

<http://██████.edu/academics/engineering/people/graduate-student-directory> (Eng grads)

██████:

<http://www.cms.██████.edu/people/grad> (CS grads)

<http://ee2.██████.edu/people/gradstudents.htnnl> (EE grads)

<http://www.math.██████.edu/people/grad.html> (Math grads)

<http://www.pma.██████.edu/GSR/undergradroster.htnnl> (Physics undergrads)

<http://www.pma.██████.edu/GSR/gradclasslist.html> (Physics grads)

<http://www.mce.██████.edu/people/grad> (ME/Civil grads)

██████:

<http://www.csd.cs.██████.edu/people/grads.html> (CS grads)

<http://www.hcii.██████.edu/people/bhci> (HCI undergrads)

<http://www.hcii.██████.edu/people/mhci> (HCI MS students)

<http://www.hcii.██████.edu/people/phd> (HCI PhDs)

<http://isri.██████.edu/people/se-students.html> (Software Eng PhDs)

http://www.ebusiness.cs.██████.edu/?page_id=86 (MSIT students)

<http://mcds.cs.██████.edu/?q=node/25> (Computational Data Sci MS students)

<http://lti.cs.██████.edu/people/students> (Language Tech grads)

<http://www.ml.██████.edu/people/phd-students.html> (Machine Learning PhDs)

<http://www.ml.██████.edu/people/masters-students.html> (Machine Learning MS students)

http://www.ri.██████.edu/ri_people.html?fcode=3&menu_id=253 (Robotics Institute grads)

██████:

<http://www.cs.██████.edu/People/Students/PhDStudents/index.htm> (CS PhDs)

<http://www.cs.██████.edu/People/Students/MEngStudents/index.htm> (MS CS students)

http://www.ece.██████.edu/ece/people/grad_students.cfm (ECE grads)

██████:

<http://web.cs.██████.edu/graduate/current-students> (CS grads)

██████:

<http://www.cs.██████.edu/people/graduate/> (CS grads)

<http://www.cs.██████.edu/people/undergrad/> (CS undergrads)

██████:

<http://www.cc.██████.edu/people/grad> (CS/CS[grads)

<http://interactivity.cc.██████.edu/uploads/resumes/> (CS student uploaded resumes)

<http://mshci.██████.edu/students> (MS HCI students)

█:

http://math.█.edu/people/directory_graduate.php (Math grads)

█:

<http://www.cs.█.edu/people/ugrad> (CS undergrads)

<http://www.cs.█.edu/people/grad> (CS grads)

<http://ee.█.edu/people/grad-students> (EE grads)

█:

http://compsci.█.edu/people.cfm?doc_id=3462 (CS grads)

<http://www.ece.█.edu/people/ug.aspx> (ECE undergrads)

<http://www.ece.█.edu/people/students.aspx> (ECE grads)

http://www.caam.█.edu/people_undergrads.html (Comp & Applied Math undergrads)

http://www.caam.█.edu/people_grads.html (Comp & Applied Math grads)

█:

http://cs.█.edu/undergraduate_students (CS undergrads)

http://cs.█.edu/masters_students (MS CS students)

<http://cs.█.edu/content/phd-students> (CS PhDs)

<http://math.█.edu/directory/students.html> (Math grads)

█:

<http://www.cs.█.edu/people/grad> (CS grads)

█:

<http://www.cis.█.edu/departmental/students/> (CS grads)

<http://www.seas.█.edu/directory/personal-pages/>

█:

<https://www.cs.█.edu/undergraduate-program/student-engagement-and-support/student-homepages> (CS undergrads)

<https://www.cs.█.edu/graduate-program/current-students/student-homepages> (CS grads)

█:

<http://cpsc.█.edu/people/graduate-students> (CS grads)

<http://cpsc.█.edu/people/2013-2014-computer-science-degree-recipients> (2013-14 degree recipients)

SOFTWARE ONLY

██████:
<http://www.cs.██████.edu/people/graduate-students> (CS grads)
<http://www.cs.w██████.edu/people/undergraduate-students> (CS undergrads)
<http://www.engr.██████.edu/ece/ece-people-graduate-students.html> (ECE grads)

██████:
<http://www.cs.██████.edu/people/grad> (CS grads)

██████:
<https://www.cs.██████.edu/people/phonebook/grad-student> (CS grads)
<https://www.cs.██████.edu/grad/current-students> (CS grads)
<https://www.cs.██████.edu/grad/graduating-phds> (graduating PhDs)
<http://www.ece.██████.edu/meet/students/undergrad/>
<http://www.ece.██████.edu/meet/students/grad/>

HARDWARE ONLY

██████:
http://ee.██████.edu/applications/student_registry/view_students.php

GBUs

██████:
http://www.cs.██████.edu/people/directory#MS_student (MS CS students)
http://www.cs.██████.edu/people/directory#PhD_student (MS PhDs)

██████:
<http://www.mathcs.██████.edu/people.php#students-top> (Math/CS grads)

██████:
http://www.ece-██████.org/index.php/people/content/undergraduates_students (ECE undergrads)
http://www.ece-██████.org/index.php/people/content/graduate_students (ECE grads)

██████:
<http://www.cs.██████.edu/people/grad.php> (CS grads)

██████:
<http://www.csc.██████.edu/directories/undergraduate.php> (CS undergrads)
<http://www.csc.██████.edu/directories/graduate.php> (MS CS students)
<http://www.csc.██████.edu/directories/phds.php> (CS PhDs)

List of College Career Center Websites with Student Resume Databases

*Note: You must have an employer log-in to access these resume databases — Ask the RPM who handles the school for his/her log-in or create your own account.

CORE SCHOOLS

██████ :
<https://career.██████.edu/CareerApps/CEmail/ResBook.aspx>

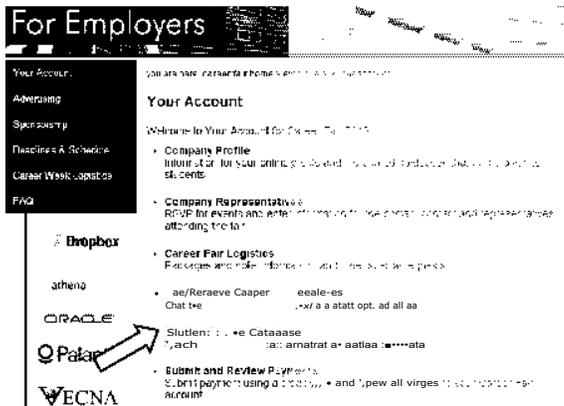
- You must purchase a subscription (currently \$400) to gain access for a full school year.

██████ :
<https://██████-students.experience.com/emp/sblogin>

- FREE; Once you log in, mouse over "CANDIDATE SEARCH" on the top menu and select "██████ University".

██████ :
<http://career-fair.██████.edu/>

- FREE; once you log in, click on "Student Resume Database" on Your Account page.

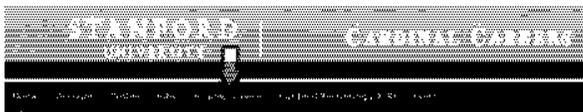


██████ :
<http://ccd.██████.edu/employerresumebook/>

- FREE; You must have a RICELink account and email ccd@rice.edu to request access to the book through your account.

██████ :
<https://██████-csm.symplicity.com/employers/index.php>

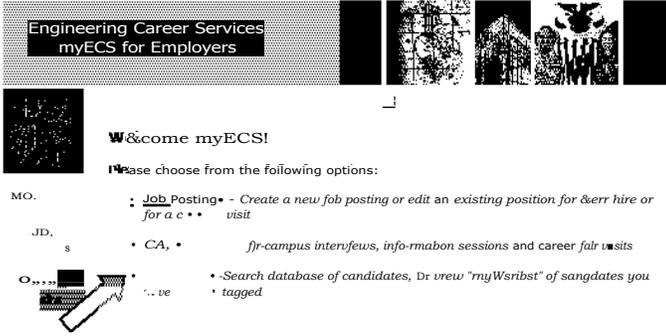
- FREE; once you log in, click on "resume service" on the top menu bar.



██████████:

<https://ecs.engr.██████████.edu/schubert/employer/login/login.php>

- FREE; Once you log in, click on "Candidates" on the main page.



GBUs

██████████:

<http://www.careereducation.██████████.edu/employershobposting>

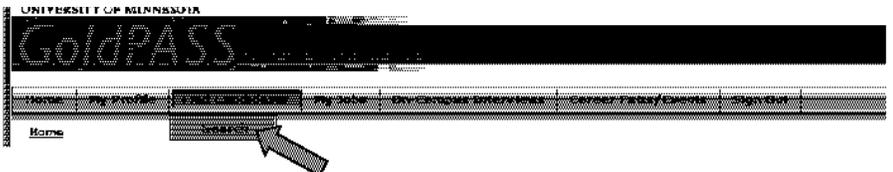
- \$75 for 1 week of unlimited access; once you log in, click on "Resume Books" on the top menu bar.



██████████:

<https://www.myinterfase.com/goldpass/ennplover/>

- FREE; once you log in, mouse over "Find Candidates" and click "Search" on the top menu bar.



██████████:

<https://██████████-csn.symlicity.com/employers/index.php>

- FREE; once you log in, click on "Resume Books" on the top menu bar.



██████████:

<https://██████████-csnmsymplicity.com/employers/index.php>

- FREE; once you log in, click on "Resume books" on the top menu bar.



Sourcing E-mail Templates

ONLY NAME (NO RESUME/RESEARCH PAGE) — PRIMARILY UNDERGRADS

Subject: Have you ever considered Oracle?

Dear,

I hope this e-mail finds you well! I came across your name on _____ and I wanted to let you know that Oracle College Recruiting is seeking top-caliber students for next year's class of interns and full-time product developers in both software and hardware. Oracle's unique program offers a wide range of projects from which to choose and gives you input in selecting a position that is well-suited to your skills and interests. You can view our current projects and see which ones could be a good fit for you by visiting oracle.comkollege.

If you might be interested in an internship or full-time opportunity at Oracle, simply respond to this email and attach your resume. Feel free to contact me if you have any questions or would like more information.

I look forward to hearing from you soon!

Best Regards,

Hi,

I see that you may be graduating this year from (Course 6) at (MIT). Might you be interested in submitting your resume for consideration with Oracle?

We have unique hiring process in which you have some choice in selecting your team based on your skills and interests. Our projects are diverse and offer many opportunities throughout the field of technology development. For more information about College Recruiting and our projects at Oracle, please visit our website at oracle.com/college.

To apply, simply send me your resume with GPA information. I look forward to your reply!

Best Regards,

LinkedIn/Readyforce Connection Message

Hi,

I hope you're doing well! Based on your profile, you look like you could be a good candidate for a product development position at Oracle. Might you be interested in submitting your resume for consideration?

To learn more about the many projects we have to offer, check out our interactive projects book at <http://www.oracle.com/webfolder/college-recruiting/project-search.html>.

Please let me know if you're interested in exploring (full-time/summer internship opportunities) at Oracle. I look forward to hearing from you soon!

Best Regards,

HAVE RESUME BUT NO GPA

Subject: Opportunities at Oracle (Primarily for undergrads and Masters)

Hi,

I hope you're doing well! I came across your resume on _____ as a possible candidate for an engineering position at Oracle. We're reaching out to selected students for both hardware and software development positions, and I was wondering if you'd be interested in applying.

Whether your interest is in a full-time position or an internship, I hope you will consider Oracle. Oracle's unique program offers a wide range of projects from which to choose and allows you to select a position that is well-suited to your skills and interests. You can learn more about College Recruiting and our projects at Oracle by visiting oracle.comkollege.

To apply, simply respond to this email and attach your resume with GPA information. I look forward to your reply!

Best Regards,

Subject: Opportunities at Oracle (For PhDs and some Masters)

Hi,

I hope you're doing well. I came across your resume while reviewing your research page and wondered if you are graduating this year and might be interested in submitting your resume for consideration with Oracle?

If you are looking to pursue a technology development position, I hope you will consider Oracle. Oracle's unique program offers a wide range of projects from which to choose and allows you to select a position that is well-suited to your skills and interests. You can learn more about Oracle and our projects by visiting oracle.comkollege.

To apply, simply reply to this email and attach your full resume with GPA information. I look forward to hearing from you soon!

Best Regards,

Subject: Oracle College Recruiting Follow-up (For paper resumes submitted at career fairs, etc.)

Hi,

We are in the process of reviewing your resume from the _____ career fair. Can you please share your cumulative GPA with us? Just a reply to this e-mail with your GPA is fine at this time -- if transcripts are requested, we will let you know.

Regards,
Oracle College Recruiting

GPA/TRANSCRIPT FOLLOW-UP FOR STUDENTS ALREADY IN RESUMATE

Subject: Oracle College Recruiting Follow-up For full-time candidates

Hi,

We hope you are having a wonderful summer break!

You previously expressed interest in Oracle, and we are beginning to look for next year's class of full-time developers. If you are still interested in being considered for a position at Oracle (and we hope you are), please send us your updated resume and your unofficial (Georgia Tech) transcript.

You can view our current projects and see which ones could be a good fit for you by visiting oracle.com/college. If you have any questions about Oracle, feel free to contact us at interns_us@oracle.com.

We look forward to hearing from you soon!

Regards,
Oracle College Recruiting

Subject: Oracle College Recruiting Follow-up For summer intern candidates

Hi,

We hope you are having a wonderful winter break!

You previously expressed interest in Oracle, and we are beginning to look for students for (2014) summer internships. If you are still interested in being considered for an internship at Oracle (and we hope you are), please send us your updated resume and your unofficial (Georgia Tech) transcript.

You can view our current projects and see which ones could be a good fit for you by visiting oracle.com/college. If you have any questions about Oracle, feel free to contact us at interns_us@oracle.com.

We look forward to hearing from you soon!

Regards,
Oracle College Recruiting

REFERRALS

Subject: Opportunities at Oracle

Hi,

I hope you're doing well! One of our Oracle employees,, recommended you for a product development position at Oracle, so I wanted to reach out and see if you'd be interested in submitting your resume for consideration. Oracle's unique program offers a wide range of software and hardware projects from which to choose and allows you to select a position that is well-suited to your skills and interests. You can learn more about Oracle and our current projects by visiting oracle.comkollege.

To apply, simply reply to this e-mail and attach your full resume with GPA information. I look forward to hearing from you soon!

Best Regards,

Subject: Oracle College Recruiting Follow-up

Hi,

I hope you're doing well! One of our Oracle employees,, recommended you for a position at Oracle. We are reviewing your resume and wondered if you might be interested in a software or hardware development role with Oracle. If so, would you please share your cumulative GPA with us? Just a reply to this e-mail with your GPA is fine at this time -- if transcripts are requested, we will let you know.

Thank you!

Regards,

RESPONSE TO RESUME/TRANSCRIPT SUBMISSION

No new subject line needed; just reply to student's message

Hi,

Thanks for your prompt response. Your application has been submitted for review, and if there is a match, one of our recruiters will reach out to you shortly to discuss next steps.

Best Regards,

Hi,

Thanks for your prompt response! Your updated documents will be reviewed, and if there is a match, one of our recruiters will reach out to you shortly to discuss next steps.

Regards,

"REJECTION" EMAIL

Only send if students follow up multiple times to inquire about application status

Hi,

Thank you for your interest in joining Oracle. We are fortunate to have many well-qualified candidates. After careful consideration, we regret to inform you that we will not be moving forward at this time. However, we will keep your resume on file in case an opportunity comes up that is a better match in the future.

Best of luck with your (career/internship) search.

Sincerely,

EMAILS TO STUDENT GROUPS _ REQUESTING RESUME BOOKS/JOB POSTINGS

Subject: (Organization) Resume Book/Job Posting

Hello,

My name is _____, and I coordinate the sourcing efforts for Oracle's College Recruiting division. We are currently seeking candidates for (software and/or hardware) development positions at Oracle, particularly students from the (Cornell computer science department).

If (TPB) has a current resume book available, can you please send me information about gaining access to the book? Also, if you would be willing to send out job opportunities to the students in your organization, please let me know and I'll be happy to send a posting.

Thank you for your assistance, and I look forward to hearing from you soon!

EMAIL TO CAREER CENTER _ PRIMARILY FOR INTERNAL HIRES

Subject: Assistance requested for recruiting graduates from _____

Dear _____

I hope this e-mail finds you well! My name is _____ and I'm a (Recruiting Program Manager) at Oracle. We are hiring (a new Recruiting Program Manager to work in the Oracle College Recruiting department), and we are very interested in (new graduates or recent alumni) from _____. I've already posted this position on your job board, but I was wondering if you have other recommendations for reaching out to your recent graduates.

For your reference, I've attached the full job description to this e-mail. I would really appreciate any information or assistance you could provide for this recruiting effort, or if you could direct me to a different person who might be better able to assist.

Please contact me if you have any questions, and I hope to hear from you soon.

Best Regards,

Oracle College Recruiting Job Descriptions

PRODUCT DEVELOPMENT INTERN

At Oracle, the project choice is yours. ...expect to create your vision.

Whatever your passion, you can follow it at Oracle. As the world's most complete, open, and integrated business software and hardware systems company, we have hundreds of development projects in virtually every technical area in many locations throughout the United States.

If you are a **CS, EE, ECE**, or related area of study major in college in the United States and you want to get a foot in the door at one of the best technology development jobs in the world, you may be an ideal candidate for our summer internship program. Oracle interns have the opportunity to work in areas such as **Business Applications, Database Security, Big Data, Computer Architecture, Circuit Design**, and **Verification**, just to name a few.

Why Intern at Oracle?

Through a product development internship, you will experience what it is like to work at a leading global hardware and software systems innovator. Your colleagues are industry experts, award-winning developers, and some of the most brilliant recent graduates, and your contributions will enhance real Oracle products and services. Who knows—you may invent entirely new features or even a new product! By the end of your internship you will be connected to a powerful network of developers, managers, and executives.

Beyond the invaluable experience you can gain while interning at Oracle, our internships offer:

- Excellent compensation
- Fully-furnished corporate apartments
- Car or bike rental for the duration of the internship
- Paid air travel expenses from and back to school
- Networking events with other interns
- Memorable activities and excursions

Oracle is currently hiring interns for this summer! Ideal candidates will be pursuing a **BS, MS, or PhD** in **CS, ECE**, or a related field. To apply, simply e-mail your resume to interns_us@oracle.com.

Consider your options at oracle.cern/collecie

SOFTWARE DEVELOPER - NEW COLLEGE GRAD

At Oracle, the job choice is yours...expect to create your vision.

Whatever your passion, you can follow it at Oracle. As the world's most complete, open, and integrated business software and hardware systems company, we have hundreds of development projects in virtually every technical area in many locations throughout the United States.

We are currently looking for **Software Developers** and **Computer Scientists** to join our energetic, exciting and fun work environment. You'll work with the most advanced technology and alongside people who are as bright, driven, and innovative as you are. We have opportunities available in numerous areas including, but not limited to:

- Business Applications (including Mobile, Tablet, and Social)
- Big Data
- Data Technology
- Advanced Analytics
- Cloud Computing
- Database Security
- Operating Systems

Take a look at our **Projects at Oracle** book to see more opportunities to use your exceptional talent:

<http://www.oracle.com/webfolder/college-recruiting/project-search.html>

Why work at Oracle?

New college graduates can expect to be involved with challenging projects that feature cutting-edge technology and best-in-class products and solutions. We also offer outstanding benefits to help our employees thrive, including:

- Excellent compensation
- Relocation assistance
- Custom benefits packages
- Oracle 401K retirement plan
- Employee Stock Purchase Plan
- Extensive career development opportunities
- Tuition reimbursement for continuing education
- Work-Life Balance

Oracle currently has many software development positions available! Ideal candidates will have a **BS, MS, or PhD** in **CS, CE**, or a related major. To apply, simply e-mail your resume to college_us@oracle.com.

Consider your options at oracle.com/college

HARDWARE DEVELOPER - NEW COLLEGE GRAD

At Oracle, the job choice is yours...expect to create your vision.

Whatever your passion, you can follow it at Oracle. As the world's most complete, open, and integrated business software and hardware systems company, we have hundreds of development projects in virtually every technical area in many locations throughout the United States.

We are currently looking for **Hardware Engineers** and **Chip Designers** to join our energetic, exciting and fun work environment. You'll work with the most advanced technology and alongside people who are as bright, driven, and innovative as you are. We have opportunities available in numerous areas including, but not limited to:

- Physical Design
- VLSI Circuit/SRAM Design
- RTL/Verification
- Analog/Mixed Signal Circuits
- Computer Architecture
- High Speed IOs/Networking
- Microprocessors/ASIC Chips
- Storage Technology

Take a look at our ***Projects at Oracle*** book to see more opportunities to use your exceptional talent:

<http://www.oracle.com/webfolder/college-recruiting/project-search.html>

Why work at Oracle?

New college graduates can expect to be involved with challenging projects that feature cutting-edge technology and best-in-class products and solutions. We also offer outstanding benefits to help our employees thrive, including:

- Excellent compensation
- Relocation assistance
- Custom benefits packages
- Oracle 401K retirement plan
- Employee Stock Purchase Plan
- Extensive career development opportunities
- Tuition reimbursement for continuing education
- Work-life Balance

Oracle currently has many hardware development positions available! Ideal candidates will have a **BS, MS, or PhD** in **EE, ECE**, or a related major. To apply, simply e-mail your resume to college_us@oracle.com.

Consider your options at oracle.com/college

COLLEGE RECRUITING E-MAIL BLAST

[Subject Line]

Oracle is Hiring: Software Developers, Hardware Engineers, and Product Development Interns

[Message]

At Oracle, the job choice is yours...expect to create your vision.

Whatever your passion, you can follow it at Oracle. As the world's most complete, open, and integrated business software and hardware systems company, Oracle has hundreds of development projects in virtually every technical area in many locations throughout the United States.

Oracle currently has many new graduate and internship positions available! Ideal candidates will have a **BS, MS, or PhD in CS, EE, ECE**, or a related major.

New Graduates

If you'd like to work with talented, inquisitive, and intelligent people like yourself, explore the exciting opportunities—and choices—that can be yours at Oracle. We are currently looking for **Software Developers, Hardware Engineers, Computer Scientists, & Chip Designers** to join our energetic, innovative, and fun work environment.

New college graduates can expect to be involved with challenging projects that feature cutting-edge technology and best-in-class products and solutions. In addition, new college grads at Oracle receive:

- Excellent compensation
- Custom benefits packages
- Extensive continuing education and career development opportunities
- Work-life balance

If this sounds like you, we definitely want to hear from you today! Email your resume to **college_us@oracle.com** for full-time opportunities.

Interns

Do you want to get a foot in the door for one of the best technology development jobs in the world? Through a summer product development internship you will experience what it is like to work at a leading global business software and hardware systems innovator. You will work with industry experts, award-winning developers, and some of the most brilliant recent graduates, and your contributions will enhance real Oracle products and services.

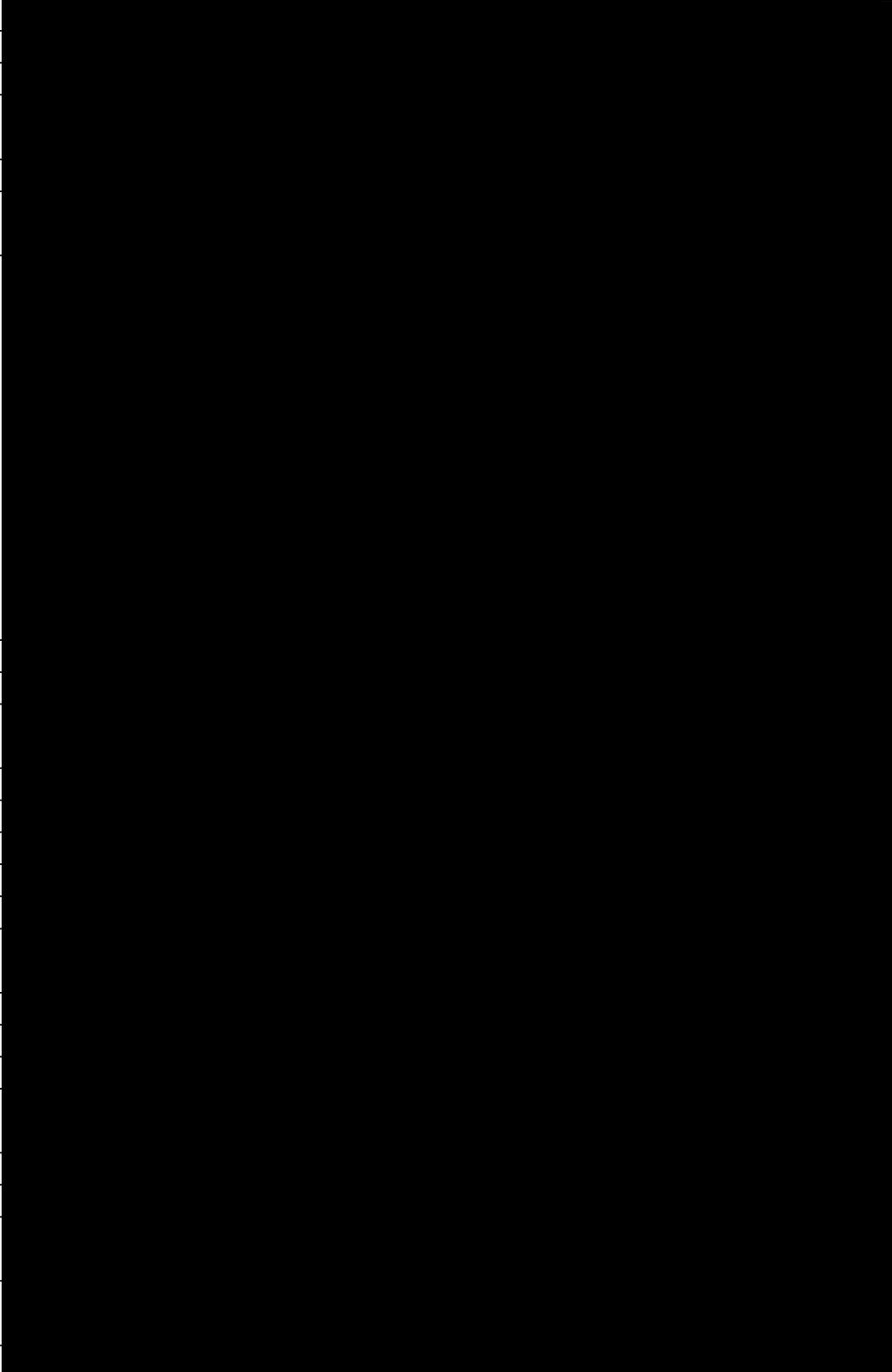
Beyond the invaluable experience you can gain while interning at Oracle, our internships offer:

- Excellent compensation
- Fully furnished corporate apartments
- Car or bike rental for the duration of the internship
- Air transportation from and back to school where required
- Memorable activities and excursions

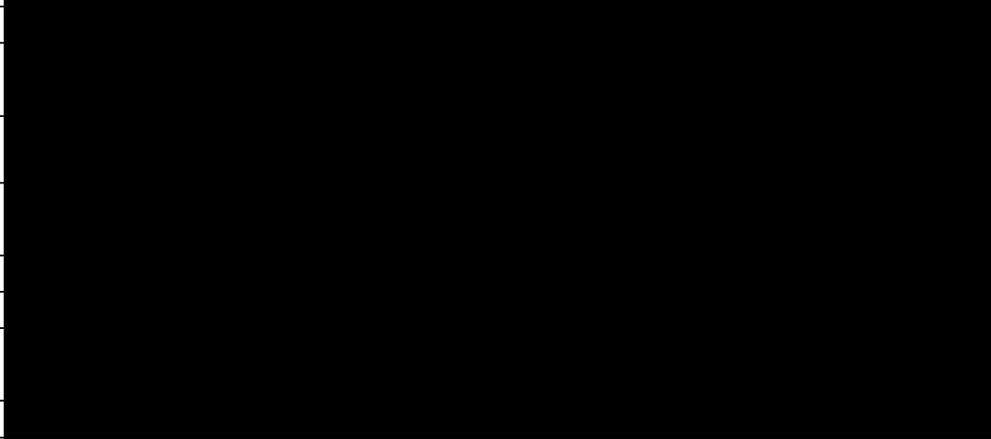
Email your resume today to **interns_us@oracle.com** for internship opportunities.

Consider your options at oracle.com/college

International Schools

Country	School	Source Code
Australia		
Austria		
Belgium		
Brazil		
Canada		
Chile		
China		
Czech Republic		
Denmark		
France		
Germany		
Hong Kong		
India		
Ireland		
Israel		
Japan		
Mexico		
Netherlands		
Norway		
Pakistan		
Poland		
Romania		
Russia		
Singapore		
South Korea		

Spain
Sweden
Switzerland
Taiwan
Thailand
Turkey
United Kingdom
Venezuela



RESUMate Input Directions

The following instructions are to assist with input of Resumes into the Resumate system. Please check with your assigned RPM or manager should you have any questions regarding the correct status or source codes.

1. ELECTRONIC FILES should be copy and pasted from original PDF/word/text document.
2. PAPER RESUMES should be SCANNED in as editable PDFs (see scanner instructions) and then copy and pasted into Resumate.

3. INPUT Resumes:

Single resumes can be entered by:

- a. Copy all text from the resume and then click on the icon of a folder with a [REDACTED]. An "Automated Data Entry" box will appear with the copied text inside – press OK to populate the new candidate record.
- b. The record will auto populate with the name, address, phone numbers and email. Check for placement into proper fields. BE SURE TO CHECK THE NAME – proper first, then middle or improper, then last – AND EMAIL/PHONE to ensure that they are entered correctly for query and reporting reasons. Also, **nothing should be in all capital letters.**

c. Enter the STATUS

[REDACTED]
[REDACTED]
[REDACTED]

d. Enter SOURCE CODE

Software – SchoolnameYR
Hardware – SchoolnameYR- HW
Hardware/Software – SchoolnameYR- HW/SW

For December grads, enter SchoolnameDecYR, using the NEXT year

Example 1 = [REDACTED]Dec14

[REDACTED] CS student graduating in December of 2013

Example 2 = [REDACTED]Dec15-HW

[REDACTED] EE student graduating in December of 2014

For candidates from non-core schools with a BS/MS from an approved international school, enter:
(Int'l School) – (Non-core school)YR

Example 1 = [REDACTED]Dec15

MS CS at [REDACTED] Dec 2014

Undergrad at [REDACTED] University

Example 2 = [REDACTED]14-HW

PhD EE at University of [REDACTED] in May 2014

MS at [REDACTED] in June 2010

BS at [REDACTED] in June 2008

(NOTE: If the preferred school is in the US, use only the preferred school name with the latest year the student will graduate from the current school, whatever school that is.)

e. Enter any important comments from Larry or specify Take-in candidates in the EXPLANATION field.

f. Assign RPM:

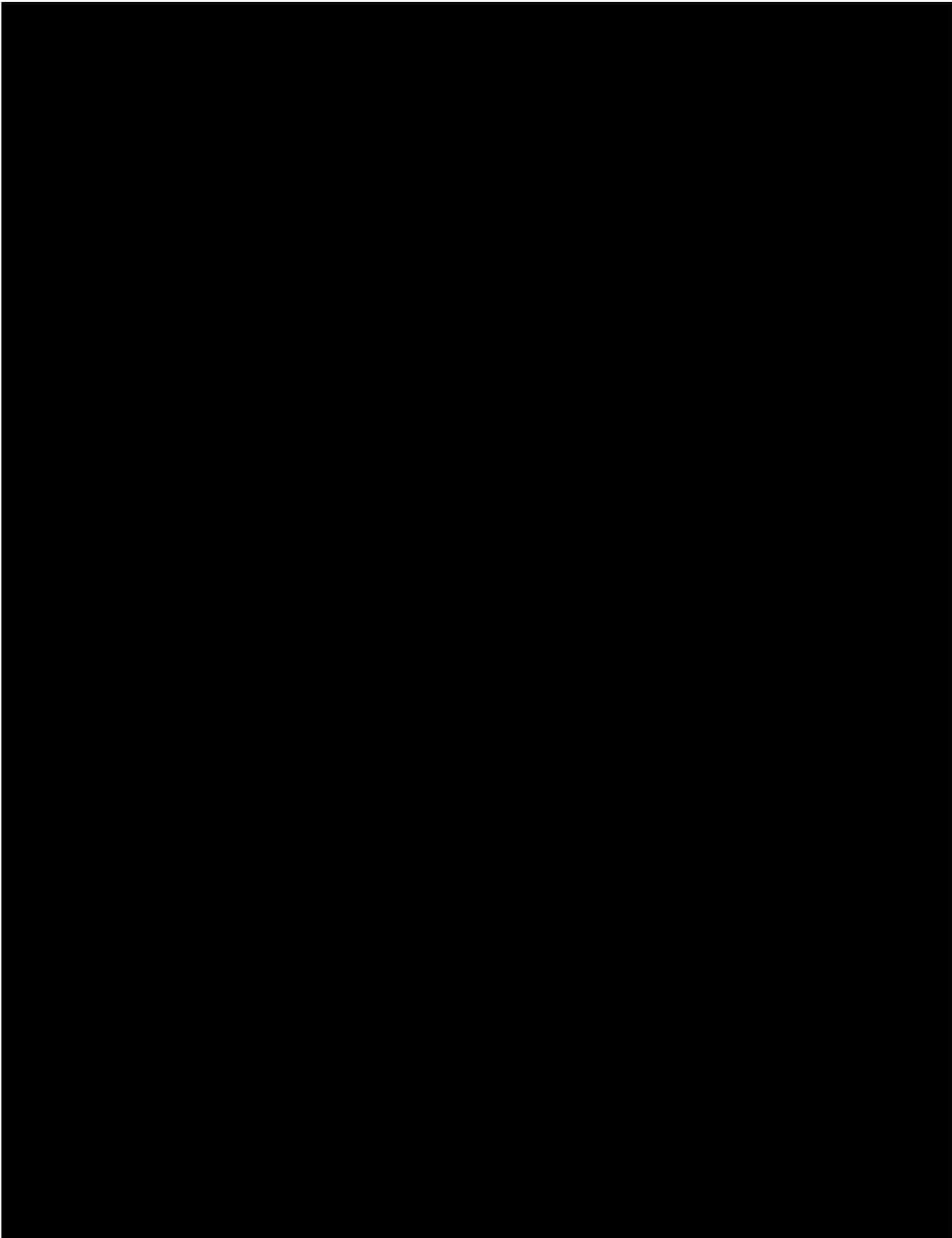


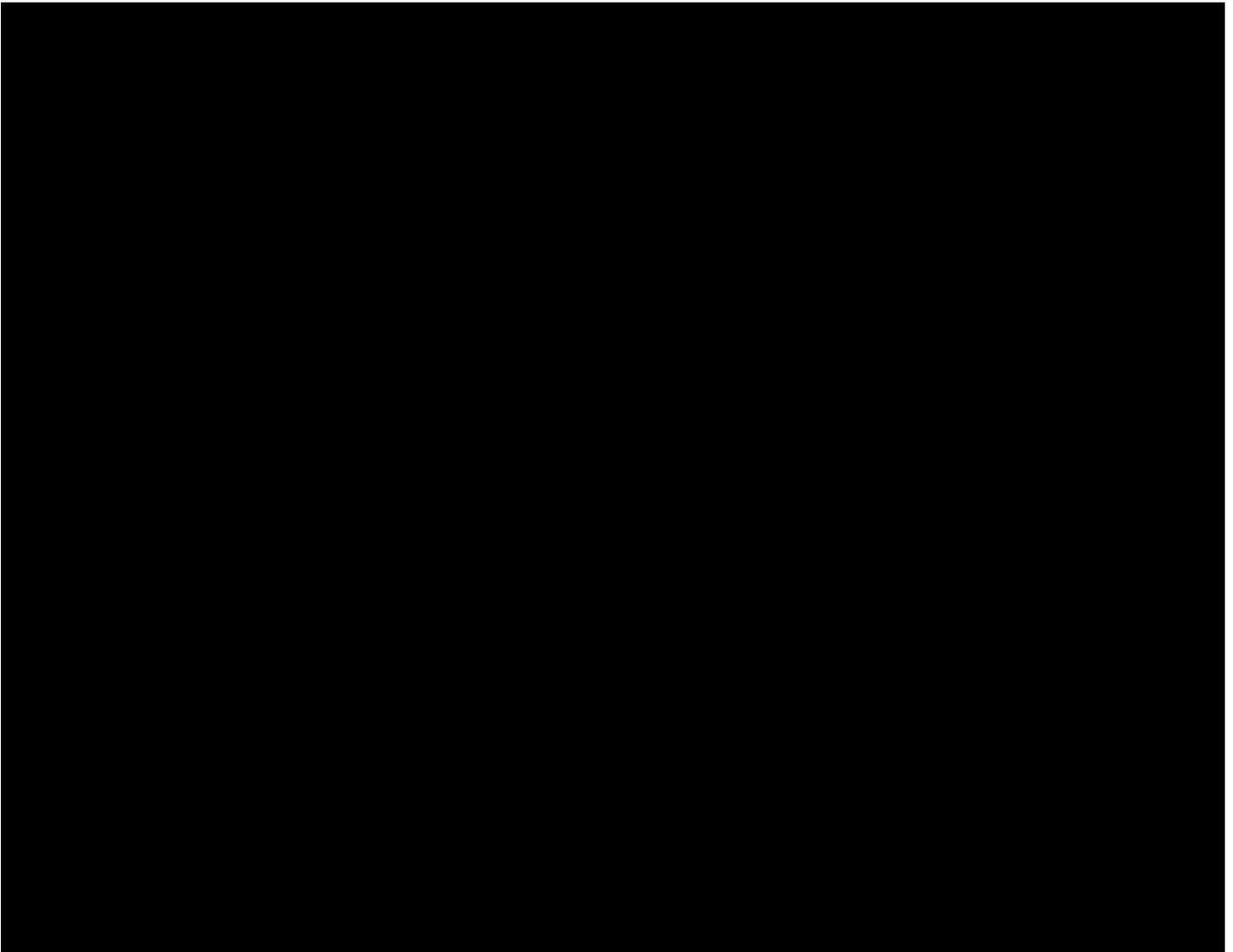
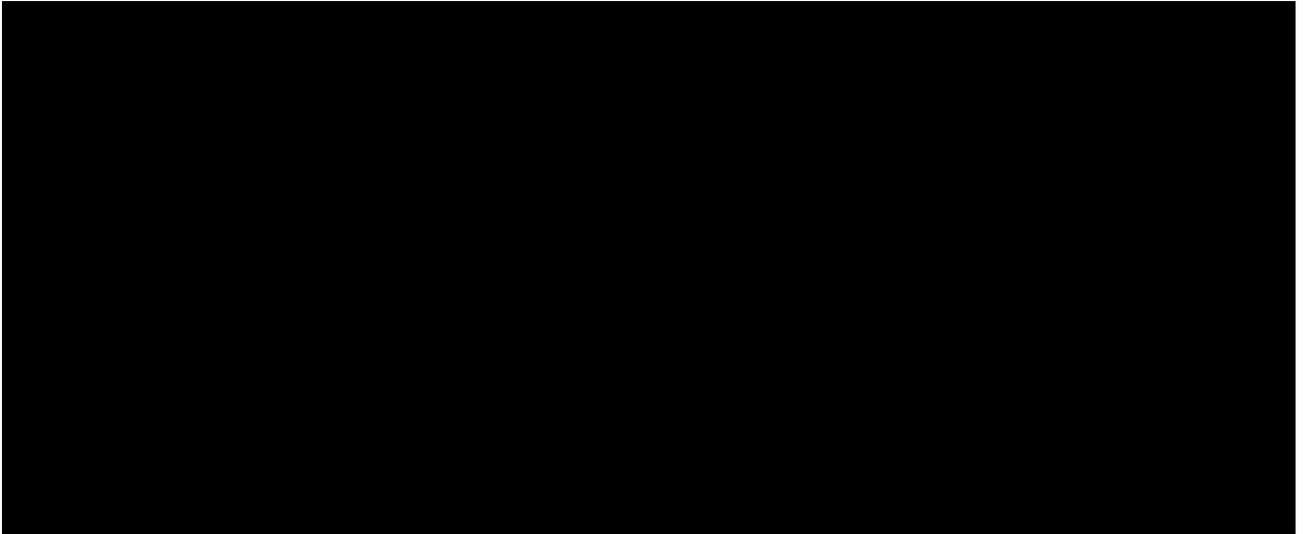
g. Email trail, transcripts, or other important information goes in NOTES section.

h. Save – make sure that the entry date auto-populates.

4. Some input hints:

- a. If your resume has scanned with lines you cannot read upon input, making all the text 10pt can help correct this.
- b. If you have strange formatting in your Resumate resume, copy the entire resume to a word document. Upon pasting, you will find a small letter icon at the bottom of the document. Right mouse click it and choose “Match destination formatting”. That may correct your issues. If so, copy the document again, as corrected and paste it into Resumate, replacing the ill formatted file.
- c. If parts of lines look like they are missing/overlapped, go to “Paragraph” and change the line spacing to “single”





New Season Candidate Assignment Instructions

Follow these guidelines for assigning candidates to RPMs when the time comes to assign candidates for the initial new season distribution. This will occur in late August or early September – you will be notified by Chantal or other management when it is time to do so.

1. **Hardware-Only Candidates:** All hardware candidates should be assigned to the RPM who is the head of software (Milton Liu or other).
 - Run an advanced search with the following parameters:
 - “Source Code” CONTAINS “(upcoming fiscal year – e.g., 15)”
 - “Source Code” CONTAINS “HW”
 - “Source Code” DOES NOT CONTAIN “SW”
 - “Status” IS NOT “Accepted,” “Declined,” “Withdrew,” “GPA,” “LSL,” “No,” “Not Interested”
 - Next, change the initials on all remaining HW candidates to ML (or lead hardware RPM’s initials)
 - NOTE: Check with the head HW RPM to ensure that s/he is still going to divide HW candidates between the other HW recruiters. If s/he would prefer you to distribute candidates evenly between all HW recruiters, follow SW instructions below for distributing candidates.
2. **████ Candidates:** All █████ candidates should be assigned to the RPM who handles █████ (Wendy Lee or other).
 - Run an advanced search with the following parameters:
 - “Source Code” CONTAINS “(upcoming fiscal year – e.g., 15)”
 - “Source Code” CONTAINS “████”
 - “Source Code” DOES NOT CONTAIN “HW”
 - “Status” IS NOT “Accepted,” “Declined,” “Withdrew,” “GPA,” “LSL,” “No,” “Not Interested”
 - Next, change the initials on all remaining █████ candidates to WL (or █████ person’s initials)
 - There will also be a few █████ candidates classified as HW/SW who were excluded from the original search – locate them by running this advanced search:
 - “Source Code” CONTAINS “(upcoming fiscal year – e.g., 15)”
 - “Source Code” CONTAINS “████”
 - “Source Code” CONTAINS “HW/SW”
 - “Status” IS NOT “Accepted,” “Declined,” “Withdrew,” “GPA,” “LSL,” “No,” “Not Interested”
 - As before, change the initials on all of these candidates to WL or other █████ RPM’s initials
3. **All other SW Candidates:** All non-████ software candidates should be evenly distributed between all other RPMs. To do this,
 - Run an advanced search with the following parameters
 - “Source Code” CONTAINS “(upcoming fiscal year – e.g., 15)”
 - “Source Code” DOES NOT CONTAIN “HW”

- “Status” IS NOT “Accepted,” “Declined,” “Withdrew,” “GPA,” “LSL,” “No,” “Not Interested”
- Export results to an Excel spreadsheet (only need first and last name, status, source code, RPM)
- Depending on the number of RPMs there are, divide these candidates as evenly as you can between the RPMs (e.g., if there are 800 candidates and 4 RPMs, each RPM would get approximately 800 candidates). The easiest way to do this is to split them up alphabetically, so that RPM #1 gets A-G, RPM #2 gets H-M, and so on (alphabet split will be dependent on the number of candidates and the number of RPMs; however, it is probably easier to have slightly uneven numbers and split cleanly between letters rather than trying to divide exactly into 4 even sections)
- Change the initials of the RPM in Resumate based on the above distribution.
- Run another advanced search to find the remaining HW/SW candidates:
 - “Source Code” CONTAINS “(upcoming fiscal year – e.g., 15)”
 - “Source Code” CONTAINS “HW/SW”
 - “Status” IS NOT “Accepted,” “Declined,” “Withdrew,” “GPA,” “LSL,” “No,” “Not Interested”
- Export these results to another Excel spreadsheet with the same fields as the first spreadsheet, and then split the list between the RPMs based on the alphabetic breakdown determined on the first sheet.
- Change the initials of the RPMs in Resumate for these HW/SW candidates according to the above distribution.

KEEP IN MIND....if a candidate was previously an intern or has had significant contact with a particular recruiter in the past, DO NOT reassign the candidate. It is preferable to have candidates continue working with the recruiter with whom they have already established relationships.

After all assignments have been made, create a spreadsheet with candidate assignments to send out to the RPMs:

1. Run an advanced search with the following parameters
 - “Source Code” CONTAINS “(upcoming fiscal year – e.g., 15)”
 - “Status” IS NOT “Accepted,” “Declined,” “Withdrew,” “GPA,” “LSL,” “No,” “Not Interested”
2. Export the list to an Excel spreadsheet, making sure to include the following fields:
 - First name, Last name, Middle name, Status, Source code, E-mail address and Recruiter
 - Once in Excel, move the Recruiter field to column A, and then sort A → Z by Recruiter
 - To make it easier for each RPM to just access their own list of candidates, you can create separate tabs within the spreadsheet with each RPM’s initials and then copy over their set of candidates to their tab
3. E-mail the spreadsheet to all RPMs so that they can make initial contact

UltraEx Courier Information

If you need to send hard copies of resumes or any large delivery to Larry, you must use the UltraEx Courier service rather than FedEx. Follow these guidelines to schedule deliveries and pickups.

To schedule a delivery to LSL or a pickup from LSL, call UltraEx:

Phone #1-800-858-7239

They will ask for your **account number** and **cost center number**:

Account #: [REDACTED]

Cost Center: [REDACTED]

Depending on whether you are delivering to LSL or picking up from his house, use the following addresses:

Oracle address: 600 Oracle Parkway, Redwood Shores, CA 94065

(bring the envelope to the front desk and tell them that it will be picked up by Ultra-Ex)

LSL address: [REDACTED]

UltraEx will deliver your package(s) the same day they are picked up, but they offer different speeds of delivery (i.e., 2 hour, 4 hour, etc.). Unless you know that it needs to be delivered by a certain time, you can tell them that it just needs to arrive by the end of the day (no extra speed required), which is a slightly more economical option.

When delivering to Larry, there are ALWAYS special instructions to use (though UltraEx cannot seem to keep them on file, so you have to tell them every time).

Special Instructions (delivery):

"The special instructions for this delivery are to [REDACTED] n [REDACTED] if there are any issues, please have them call my contact number" (Provide your office or cell number)

Special Instructions (pick-up):

"The special instructions are to pick up the package from [REDACTED] d [REDACTED]. If there are any issues, please have them call my contact number" (Provide your office or cell number)

If they ask, [REDACTED] s [REDACTED]. The main point is that Larry does not want to be disturbed, so make sure that you are the one contacted for any issues that may arise.