

## Opening a Vacancy

- Verify your available headcount
- Engage your HR Business Partner early on
  - Select the correct job code. The offer form will only allow you to change the job code up a level or down a level within the same job family.
- Your open position must be posted for 14 days before an offer can be generated
  - Labor law requirement
- Confirm you have iRecruitment responsibility in SSA
  - Provides iRecruitment and Oracle Recruiting Cloud access

Deposition Exhibit 68  
PMK Witness: *EMERALS*  
Date: October 16, 2018  
Reporter: Jane Grossman, CSR No. 5225

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Exhibit P-188

*00030956*

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# Creating a Vacancy in Oracle Recruiting Cloud

Personalize

- Contractor - Nonbillable Sponsor Self Service
- Daily Human Resources Intelligence
- IN IDC Employee Self Service
- IN IDC Expense Reporting
- IN IDC Procurement
- Recruitment Recruiter
- Manager HR Self Service**
- Notifications
- OBA Expense By Manager User

**HR Transactions Management**

- Submit HR Transactions
- Action HR Transactions Saved for Later
- View Status of HR Transactions
- Manager Views
- Manager Resource Guide

**Compensation Management**

- Compensation Workbench

**Timecard and LOA Management**

- Directs Timecard
- Mass Approval
- Vacation Inquiry
- Vacation Balance and Liability Report
- Personal LOA (Email Template)
- Medical LOA (Email Template)

**Appraisals Management**

- Appraisals
- Training
- Appraisal Development Plan
- Performance Management Toolkit

**HR Daily Business Intelligence**

- Overview
- Headcount
- Turnover

**Hiring Management**

- Taleo Home (Posting, Sourcing, Selection)
- Recruitment Home (Offering, Acceptance)

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# Creating a Vacancy in Oracle Recruiting Cloud

Recruiting Tasks Requisitions Candidates Offers Libraries

Welcome [Redacted]

Welcome to the Recruiting Center.

Show information for [Location]

**Candidates**

	Create Candidate	Total
In My Folders	0	2

**Requisitions**

	Create Requisition	Total
Job Requisitions		
Open	0	7

**Tasks**

	Total
Recruiting	
Tasks assigned to me	3
All staffing tasks	3
Requisitions	
Ready for sourcing	3
	7

# Creating a Vacancy

## New Requisition

Requisition ▾

Save Save and Close Cancel

\* Show fields required to: Save ▾

### 1. Basic Information

#### Identification

**It is against Oracle Policy to change some of the information on the requisition after the requisition has been approved & posted. If you want to make changes please contact your recruiting manager or HRSSC for approval before making any edits. Unauthorized edits can be subject to disciplinary action.**

Number of Openings  
1

* Requisition Title	Department Name
Employment Spec 1	

Requisition Title is an Editable field. This is the Job Title that will appear on the career sites and job boards.

* Type of Opening	Job Name
New Position ▾	61410.Employment Spec 1.HR.RECREMP.IC1

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# Create Vacancy

**Solution Specialist V (14000EXT)**

More Actions ▾

Request Approval  
Request Contribution  
Put on Hold

Requestion ▾ Alerts Posting

Edit

1. Basic Information

Identification

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## Create Vacancy

- All approvers must approve in order for a requisition to be eligible for posting.
- Once completely approved, you will be unable to edit the requisition and will need to request assistance in order to make changes.
- A nightly integration runs at 1am PST which will post your position internally and externally if that option was selected.
- Please ensure that you followed your region's appropriate procedures and policies.
- If you need additional support, create a service request in MyHelp

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## Offer Process - Create Offer

- In Oracle Recruiting adjust the candidate's step/status to Move Candidate to GSI/iRec
- Login to Self Service applications
- Navigate to your 'iRecruitment Manager' responsibility
- Click on the 'iRecruitment Home' link
- Select the 'Vacancies and Offers' tab on the home page
- Search for your vacancy using the vacancy search criteria
- Select your vacancy from the "Vacancy Worklist"
- Click the 'Active Applicants' link to gain access to the "Applicant Worklist"
- Select your candidate and choose the 'Create Offer' button.

This will take you to the 'Basic Details Page' of the offer template.

# Offer Process - Create Offer

The screenshot displays the Oracle HR system interface for the 'Create Offer' process. It features three overlapping windows:

- Candidates for Accountant 3-Fin (14000DIV):** A list of candidates with names and IDs. A callout '1' points to the list.
- More Actions:** A dropdown menu with options: Check for Duplicates..., Compare..., Create Candidate..., Create Self-assigned Task..., Schedule an Interview..., Send Correspondence..., Bypass..., Change Step/status..., and Revert... A callout '2' points to this menu.
- Candidate Information:** A form for entering candidate details. A callout '3' points to the 'Create Offer' button at the bottom right of the form.

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# Offer Process - Create Offer

- [US HR Manager Query](#)
- [US HR Read Only SSA Reports](#)
- [US HR Reporting User](#)
- [US Human Resources Professional](#)
- [US Human Resources Self Service](#)
- [US Procurement](#)
- [US Manager HR Self Service](#)

## Timecard and LOA Management

- [Directs Timecard](#)
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- [Personal LOA \(Email Template\)](#)
- [Medical LOA \(Email Template\)](#)

## Appraisals Management

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## HR Daily Business Intelligence

- [Overview](#)
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## Hiring Management

- [Recruitment Home](#)
- [Cancel Hire \(Email Template\)](#)
- [Change Hire Date \(Email Template\)](#)
- [Relocation](#)

# Offer Process - Create Offer

**ORACLE** iRecruitment

Home Logout Preferences

Recruitment Home | Vacancy & Offers

Welcome Anderson, Matthew (Matt) to iRecruitment

**Save for Later**

This table contains your Saved for Later transactions and Pending for Approval vacancies. You can update and delete your saved for later transactions using this table. Also you can view and delete your pending for approval vacancies.

Created On	Description	Update	Delete
No results found.			

TIP Above is a list of your 'Saved for Later iRecruitment transactions'. Your saved for later vacancies may contain restricted language. You will not be able to continue working on those vacancies with restricted language. Please delete and create a new vacancy omitting the restricted language.

**Notifications**

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

From	Subject	Sent
No results found.		

[Full List](#)

[My Recent Vacancies](#)

[New Applications](#)

[Recent Offers](#)

**Reporting Information**

1. Monitor my Offers
2. Report Vacancies and Offers for my Organization

**Training**

1. Getting Started
2. Hiring Tutorial
3. FAQs
4. Manager Resource Guide - Hiring

**Contact**

1. Contact Us

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# Offer Process - Create Offer

**ORACLE** iRecruitment Home Logout Preferences Diagnostics

Home **Vacancies & Offers**

Vacancies & Offers >

**View Applicants : IRC1205600**

Using the criteria below you can search for applicants and view resumes. You can update the status and reason for each applicant or a group of applicants at one time by checking the box on the left for each applicant. Once you've made your hiring decision you can initiate an offer for the selected applicant. As you progress and review resumes and interview you should update the status and reason for each applicant. Prior to the offer being created the status and reason must be updated for all applicants that have applied to this vacancy. For more information regarding the fields below view [Field Definitions](#).

Please note that if your applicant is currently a Government employee, or has been involved in the Federal Procurement Process, you are required to receive clearance from Oracle Legal before initiating an offer. Oracle Legal contact is Michael Gancy.

**Vacancy Details**

Vacancy Name: **IRC1205600**  
 Start Date: **21-Apr-2009**  
 End Date: **05-May-2009**

**Search**

Applicant Name:   Active Applications  
 Status:  or  Hired Applicants  
 Resume keyword Search:

This is where you click to begin the process of "Creating an Offer". For step by step instructions refer to our FAQ section "Managing my Offer Process" posted on your iRecruitment home page.

Select Applicants:

Applicant select number	Applicant Name	Email	Candidate Status	Status Effective Date	Data Applied	Review Resume/Documents	Employee Type	Change Reason	Offer Status	Active Offer Exists
<input checked="" type="checkbox"/> 255707	Irachan, Srinivas	irachan.srinivas@oracle.com	Active Application	21-Apr-2009	21-Apr-2009	Salary.doc				No
<input type="checkbox"/> 255732	Irachan, Srinivas	irachan.srinivas@oracle.com	Active Application	28-Apr-2009	28-Apr-2009	Irachan's Resume.doc				No
<input type="checkbox"/> 255733	Irachan, Srinivas	irachan.srinivas@oracle.com	Active Application	28-Apr-2009	28-Apr-2009	Irachan's Resume.doc				No

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# Offer Process - Create Offer (Offer Template)

**Offer Basic Details**

Business Group	Oracle do Brasil Sistemas Ltda	* Candidate's Current Company/Job Title	<input type="text"/>
Other Offers in Progress	No	* Candidate's Current Salary/ATV	<input type="text"/>
Offer Status	Unapproved	Work Schedule	<input type="text"/>
Offer Creation Date	21-Apr-2011	Former Acquired Company Name	<input type="text"/>
* Proposed Start Date	<input type="text"/>	Tip: If candidate worked recently (1 yr) with a company acquired by Oracle, insert Company Name.	
* Job	90221.HR Support A1.HR.GENHR.IC0	Vacation Plan	Standard Vacation Plan
Tip: This is the date the candidate will begin working in this position. Offer the start date will change. You will be contacted later in the process to confirm or provide the actual start date.	Select the job that represents the work your employee will be performing. Information about Oracle's job classification system is available at <a href="http://ejobexchange.oracle.com/offerchangeinfo">http://ejobexchange.oracle.com/offerchangeinfo</a> and <a href="http://ejobexchange.oracle.com/offerchangeinfo/offerchangeinfo.asp?loaditem=masterthings&amp;22827829p_standalone">http://ejobexchange.oracle.com/offerchangeinfo/offerchangeinfo.asp?loaditem=masterthings&amp;22827829p_standalone</a> . If you still have questions after reviewing the job classification document, please contact your local HR Representative. (Only applicable to USA and Puerto Rico) If you change an employee's job from Overtime Eligible to Not Overtime Eligible or the reverse, you will be required to change their Salary also in this page and because Overtime Eligible employees must have an hourly salary and not Overtime Eligible employees must have an annual salary for payroll processing. The offer letter will display the System Title for jobs in Canada.	Product Association	<input type="text"/>
* Local Job Title	<input type="text"/>	Industry	<input type="text"/>
Tip: Please enter the discretionary job title in local language.		Previous Country/Business Group	<input type="text"/>
* Discretionary Job Title	<input type="text"/>	* Is this headcount budgeted?	<input type="text"/>
This title should add more information about the employee's job assignment but should not deviate from the basic description of the duties that the employee will perform once working. Should correlate closely with the system job title. The offer letter will display the System Title for jobs in Canada.		* Is the proposed annual salary in budget?	<input type="text"/>
* Cost Center/Organization	7550 - Human Resources - Business	* Is this a Replacement Hire?	<input type="text"/>
* Location	4000 Sao Paulo	Name of Replaced Employee	<input type="text"/>
Select the location where the new employee will physically work (Contractual in some countries). Home workers - where local select "Home". This field is used for tax, payroll and many other applications within Oracle.		Employee Referral Name	<input type="text"/>
* Manager	Orozco, Arthur	Previous Email Address	<input type="text"/>
* Employment Status	Full Time - Regular	Tip: If the job was referred by an Oracle employee, please enter the referral person's Oracle #/Mail address. Otherwise, leave this field blank.	
* Work Hours	40	To avoid delays in provisioning accounts, please complete if the record you are entering is an International Transfer or Contractor to Regular employee conversion by entering their existing oracle email address as (firstlast@oracle.com). If this is a regular New Hire or Rehire leave the field blank.	
If the person will be part-time input the hours per week, the person will work otherwise the standard full time working hours for the country will be the default. Please note that New Hires in India will always be hired as full time staff.		* Justification for this hire	<input type="text"/>
* Candidate Source	<input type="text"/>	Please enter information that will help the approvers understand your reason for hiring this person. You may also use this field to provide any additional details needed to process the offer eg. CTE, Quota, Global CTE/RA, or SALES/PRELES function role.	
* Hire Type	<input type="text"/>		
Channel	<input type="text"/>		

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# Offer Process - Create Offer (Salary)

## Salary Information

Enter the proposed salary. If the job is paid hourly enter an hourly rate otherwise enter an annual rate. If a salaried employee is working part-time, their salary must reflect the amount at the part-time rate. For example, if a full-time, salaried employee with an annual salary of \$100,000.00 reduces their hours to 20 per week, their new annual salary should be entered below as \$50,000.00. Example: (part-time hours/standard working hours)\*(full-time annual salary)=part-time salary (20/40)\*\$100,000=\$50,000. For Offers made in US, HQ salary range is displayed. For Non-HQ locations managers are advised to deduct 10% for geographical differential. (Note: Salaried employees are not eligible for overtime in the US)

Salary Basis Annual  
\* Proposed Salary  (13472.5 USD)  
PPR (Brazil)/Consulting Bonus

The PPR amount is automatically populated based on the Job. If you have any questions about this amount, please contact your local HR department at CENTER-OF-EXCELLENCE\_BR@oracle.com

Currency BRL  
Grade Range   
Comparatio   
Quartile 1

Annualized FTE Salary 25000 BRL (13472.5 USD)

Annualized Full Time Equivalent (FTE) Salary is calculated based on the Annualization factor entered in Salary Basis and Proposed Salary. Work hours and work frequency are not taken in consideration for this calculation.

Annualized Salary 25000 BRL (13472.5 USD)

Calculates the annualized payment as a change (increase/decrease) in FTE. The calculation uses Annualization Factor, Proposed Salary and Annualized Hours defined.

Shift/Premium Eligible

✓ TIP Conversion rate as on 31-May-2010 from USD to BRL: 1 USD = 1.8556 BRL

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# Offer Process - Create Offer (Other Compensation)

For more information on the relocation program in the corporate review the information posted on the [relocation.com](#) website. To get to the website, click on 'Relocation Login' to access the Lexipon site for US Inbound and Domestic relocation information.

Questions about relocation can also be directed to: [relocation\\_us@oracle.com](mailto:relocation_us@oracle.com).

Applicant Name **Test, Johnny**  
Vacancy Name **IRC1259582**

Home Number  
Email **applehall@yahoo.com**

## Individual Compensation Plans for Offers

\* Stock

(0 min, 999999999 max)

Justification

\* Car Allowance

(0 min, 500 max)

Justification

\* Relocation Amount

(0 min, 999999999 max)

Justification

\* Sign On Bonus

(0 min, 999999999 max)

Justification

\* Annual Target Variable

(1 min, 999999999 max)

Justification

[Cancel](#)

[Save For Later](#)

[Back](#)

Step 2 of 3

[Next](#)

[Home](#) [Vacancies & Offers](#) [Home](#) [Logout](#) [Preferences](#)

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# Offer Process - Create Offer (Review)

Home | Vacancies & Offers

Enter Basic Details      Enter Compensation      Review

Create Offer: Review

Cancel   View Offer Letter   Save For Later   Back   Step 3 of 3   Submit

Applicant Name: jrectest0001, Bob  
Vacancy Name: BRCS200660

Home Number: \_\_\_\_\_  
Email: jrectest@oracle.com

Review your offer details before you submit the offer for approval.

**Offer Basic Details**

Proposed  
Offer Status: Unapproved  
Job: 3311 Applications Sales Representative USA ES SPEC PROJ CT  
Grade: E-105  
Cost Center/Organization: 0731 - HR Admin - 001  
Location: ROCKLIN  
Manager Name: Crozza, Arthur  
Offer Creation Date: 28-Apr-2009  
Proposed Start Date: 15-May-2009  
Business Group: Oracle USA, Inc.  
Offer Version: 1  
Normal Hours: 40  
Employment Status: Full Time - Regular  
Discretionary Title: Sales Rep  
Product Association: All Applications  
Budgeted Headcount: Yes  
Salary in Budget: Yes  
Replacement Hire: No  
Justification for this Hire: Qualified to fill the job.  
Industry: All Industries  
Channel Hiring Manager  
Candidate's Current Company / Job Title: Yahoo/Sales Rep  
Candidate's Current Salary / AIV: 50000/50000  
Shift / Premium Eligible: No  
Vacation Plan: Standard Vacation Plan  
Offer Outside of This Vacancy: No

**Offer Salary Details**

Proposed  
Salary Basis: Annual

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# Offer Process - Create Offer (*Justifications & Approvers*)

Comments to Approver

Approvers						
Details	Line No	Approver	Approver Type	Order No	Category	Status
Show	1	BGCHECK	HR People	1	For Your Information	
Show	2	CORPCOMP	HR People	2	Approver	
Show	3	Graves, Lorieann	HR People	3	Approver	
Show	4	Benjamin, Sujana	HR People	4	Approver	
Show	5	Charley, Susan	HR People	5	Approver	
Show	6	Westerdahl, Joyce	HR People	6	Approver	
Show	7	Catz, Safra	HR People	7	Approver	
Show	8	BGCHECK	HR People	8	Approver	
Show	9	Orozco, Arthur	HR People	9	Approver	
Show	10	HROFFERS	HR People	10	For Your Information	

Cancel View Offer Details Save for Later Back Step 3 of 3 Cancel

Home Vacancies & Offers Home Logout Preferences

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## Business Justification Example #1

- New hire (replacement) for Jane Sales Rep • Territory – 40 Named accounts, cross-industry, Houston based – National Accounts Team (TOLA Region – Central Area) • Annual Quota – \$1.5M (L&S) • Kevin has sold software and services for over 14 years. Has sold for 7 years in the EPM industry, a number of those years working for direct competitors. He has sold specifically in the Houston area, where the open territory is located. He is a multi-year exceeding quota and meeting club qualification. His previous successfully license sales experience, product knowledge, financial background and industry knowledge will be highly beneficial. He has also successful sold into the current customer base throughout his tenure. • Kevin was interviewed by Greg Manager, Scott Manager, Tom VP • We are currently competing against Cognos/IBM on this candidate; his current base is at \$110k, OTE: \$240k

## Offer Process – Offer is approved!

- An offer letter will be sent to your applicant's iRecruitment account
- **IMPORTANT!** Candidate accepts the offer, prints, signs and scans and/or overnights signed hard copies back to HRSSC in Rocklin, CA
  - ✓ HRSSC now accepts scanned offer paperwork [oracle-offers\\_us@oracle.com](mailto:oracle-offers_us@oracle.com)
  - ✓ Candidate will receive an email confirmation that New Hire docs have been received.
- Email from [HRSSC-new-hires\\_us@oracle.com](mailto:HRSSC-new-hires_us@oracle.com) is sent to hiring manager requesting a start date
  - ✓ **IMPORTANT!** Signed acceptance papers MUST be received by [HRSSC-new-hires\\_us@oracle.com](mailto:HRSSC-new-hires_us@oracle.com) before new hire can begin
  - ✓ **Respond immediately!**
    - HRSSC cannot enter into 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, HRSSC enters into HR database > creates employee ID, accounts created within 24-48 hours thereafter

## Internal Transfers Hiring Within Oracle

- Check with local HR regarding possible constraints in country
- Use Manager Self-Service to manage the transfer work-flow 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

## Internal Transfers

- 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 [HRSSC-new-hires\\_us@oracle.com](mailto:HRSSC-new-hires_us@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

## Rehires – Policy

- Rehires must set up their Oracle Recruiting account as an “Ex-Employee”. Their employment history will populate on the form.
- Two Strikes - a candidate who previously has been employed by Oracle as a regular employee and left twice voluntarily is ineligible for rehire

\*Please contact your HR Business Partner with any questions on this policy. This policy excludes any candidates who were terminated as part of a Reduction In Force (RIF)

- One Year Rehire - salary and level should remain the same for rehire candidates’ being hired within one year of leaving Oracle