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
Creating a Vacancy in Oracle Recruiting Cloud
Creating a Vacancy in Oracle Recruiting Cloud
Creating a Vacancy

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.

<table>
<thead>
<tr>
<th>Number of Openings</th>
<th>Requisition Title</th>
<th>Department Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of Opening</th>
<th>New Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>65410.Employment Spec 1: HR.RECREMP.1C1</td>
</tr>
</tbody>
</table>
Create Vacancy
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
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
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
- Leave Approval
- Vacation Inquiry
- Vacation Balance and Liability Report
- Personal LOA (Email Template)
- Medical LOA (Email Template)

Appraisals Management
- Appraisals
- Online Training
- Appraisal Development Plan
- Performance Management Tools

HR Daily Business Intelligence
- Overview
- Headcount
- Turnover

Hiring Management
- Recruitment Home
- Cancel Hire (Email Template)
- Change Hire Date (Email Template)
- Reopen
**Offer Process - Create Offer**

---

**Welcome Anderson, Matthew (Matt)**

**to iRecruitment**

---

- **Saved 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.

---

**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.

---

**Privacy Statement**

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Offer Process - Create Offer

This is where you start the process of "Creating an Offer". For step by step instructions, refer to our FAQ section "Managing my Offer Process" posted on your Recruitment Home Page.
# 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) x (full-time annual salary) = part-time salary (20/40) x $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)

<table>
<thead>
<tr>
<th>Salary Basis</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Proposed Salary</td>
<td>25000 (13472.5 USD)</td>
</tr>
</tbody>
</table>

PPR (Brazil)/Consulting bonus

<table>
<thead>
<tr>
<th>Currency</th>
<th>BRL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grade Range</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quartile</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annualized FTE Salary</th>
<th>25000 BRL (13472.5 USD)</th>
</tr>
</thead>
</table>

Annualized FTE Salary is calculated based on the annualization factor entered in Salary Basis and Proposed Salary, Work hours and work frequency are not taken into consideration for the calculation.

<table>
<thead>
<tr>
<th>Annualized Salary</th>
<th>25000 BRL (13472.5 USD)</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Shift/Premium Eligible</th>
<th>YES</th>
</tr>
</thead>
</table>

TIP: Conversion rate as on 31-May-2010 from USD to BRL: 1 USD = 2.8336 BRL.
## Offer Process - Create Offer (Other Compensation)

For more information on the relocation program, please see the relocation plan for US Inbound and Domestic relocation information. For relocation assistance, please contact relocation-us@oracle.com.

Questions about relocation can also be directed to relocation-us@oracle.com.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Test, Johnny</th>
<th>Vacancy Name</th>
<th>IRC123456789</th>
<th>Home Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:appabill@yahoo.com">appabill@yahoo.com</a></td>
</tr>
</tbody>
</table>

### Individual Compensation Plans for Offers

<table>
<thead>
<tr>
<th>Compensation Type</th>
<th>Amount</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Stock</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>* Car Allowance</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>* Relocation Allowance</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>* Sign On Bonus</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>* Annual Target Variable</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

### Steps

- Click on "Save For Later" or "Back" to return to previous steps.
- Click on "Next" to proceed to the next step.
Offer Process - Create Offer (Review)
Offer Process - Create Offer *(Justifications & Approvers)*

<table>
<thead>
<tr>
<th>Details Line No.</th>
<th>Approver</th>
<th>Approver Type</th>
<th>Order No</th>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Show 1</td>
<td>BGCHECK</td>
<td>HR People</td>
<td>1</td>
<td>For Your Information</td>
<td></td>
</tr>
<tr>
<td>3 Show 2</td>
<td>CORPCCMP</td>
<td>HR People</td>
<td>2</td>
<td>Approver</td>
<td></td>
</tr>
<tr>
<td>3 Show 3</td>
<td>Graves, Lorleann</td>
<td>HR People</td>
<td>3</td>
<td>Approver</td>
<td></td>
</tr>
<tr>
<td>3 Show 4</td>
<td>Benjamin, Sujana</td>
<td>HR People</td>
<td>4</td>
<td>Approver</td>
<td></td>
</tr>
<tr>
<td>3 Show 5</td>
<td>Charley, Susan</td>
<td>HR People</td>
<td>5</td>
<td>Approver</td>
<td></td>
</tr>
<tr>
<td>3 Show 6</td>
<td>Westerfalt, Joyce</td>
<td>HR People</td>
<td>6</td>
<td>Approver</td>
<td></td>
</tr>
<tr>
<td>3 Show 7</td>
<td>Catz, Safa</td>
<td>HR People</td>
<td>7</td>
<td>Approver</td>
<td></td>
</tr>
<tr>
<td>3 Show 8</td>
<td>BGCHECK</td>
<td>HR People</td>
<td>8</td>
<td>Approver</td>
<td></td>
</tr>
<tr>
<td>3 Show 9</td>
<td>Orozco, Arthur</td>
<td>HR People</td>
<td>9</td>
<td>Approver</td>
<td></td>
</tr>
<tr>
<td>3 Show 10</td>
<td>HROFFERS</td>
<td>HR People</td>
<td>10</td>
<td>For Your Information</td>
<td></td>
</tr>
</tbody>
</table>
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
  - Candidate will receive an email confirmation that New Hire docs have been received.
- Email from 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 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 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