

ORACLE CORPORATION

# US COLLEGE RECRUITING Oracle Recruiting Cloud Instruction Manual

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## Part 1: Recruiting Process

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This document is meant to help streamline US College Recruiter usage of Oracle Recruiting Cloud Services (Taleo) and iRecruitment. This part of the manual guides the user in entering new candidates into Oracle Recruiting Cloud Services (Taleo).

**Exhibit P-189**

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00 INTRODUCTION – PART 1: RECRUITING

This document is meant to help streamline US College Recruiter usage of Oracle Recruiting Cloud Services (Taleo) and iRecruitment throughout the US College Recruiting and Offering processes. Following is the current set of processes; the new Taleo and iRecruitment processes are denoted with blue text and hyperlinks are provided for content within this document.

1. At the beginning of a season
  - a. The College Recruiter should prepare by creating and posting a Repository Requisition to hold the candidates they will be working with
2. Larry Lynn reviews hard copies of the resumes
  - a. If the resume is not approved, it is filed away
  - b. If the resume is approved, it is given to College Recruiters to add to the Resume repository
3. College Recruiters will contact the candidates to determine if they are interested or not
  - a. If they are not interested, no further processing is required
  - b. If they are interested
    - i. The College Recruiter will create a job-specific candidate profile on the Repository Requisition for the current season
    - ii. The College Recruiter will ask the Candidate to enter required EEO information by applying to the Repository Requisition
    - iii. The College Recruiter will send the Background Check group a correspondence requesting that they initiate a background check and also send the Candidate a correspondence informing them that a background check is being started
    - iv. The College Recruiter will coordinate a visit, remove contact information from the resume, and send an email with Candidate details and the edited resume to at least 5 different groups
      1. Interested Hiring Managers will interview the candidate and return an email if they are interested in the candidate.
4. The College Recruiter will inform the Candidate which development groups are interested in them and provide job descriptions
  - a. The Candidate decides and informs the College Recruiter of their desired position
5. The College Recruiter will create the job requisition for the desired position, match the Candidate to the job requisition, and attach the Candidate's resume to make it relevant to the job requisition
6. The College Recruiter coordinates the first round of approvals by email (HM up to SVP)
7. Decision whether to make an offer to the Candidate
  - a. If the background check failed, decide whether the reason is acceptable
  - b. If the Candidate has not completed the EEO information, the College Recruiter follows up with the Candidate
  - c. If the Candidate is not approved, failed the background check or refuses to apply for the job, reject the candidate, and replace the Candidate with another candidate on that requisition
  - d. If the Candidate was approved, passed the background check or the reason for failure is accepted, and has completed their EEO information, move the Candidate to GSI/iRecruitment status in Taleo
8. The College Recruiter completes the Offer template in iRecruitment, inputs the actual Hiring Manager's name, and submits it for the second round of approvals
9. Once the Offer is approved, GHRS will extend the offer to the Candidate
10. After the Candidate accepts the offer and returns the completed paperwork, GHRS will notify the College Recruiter and Hiring Manager, and create the employee record in the HR database
  - a. For OCH new hires, the College Recruiter will send a Welcome Letter in email

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01 PROCESS MAP

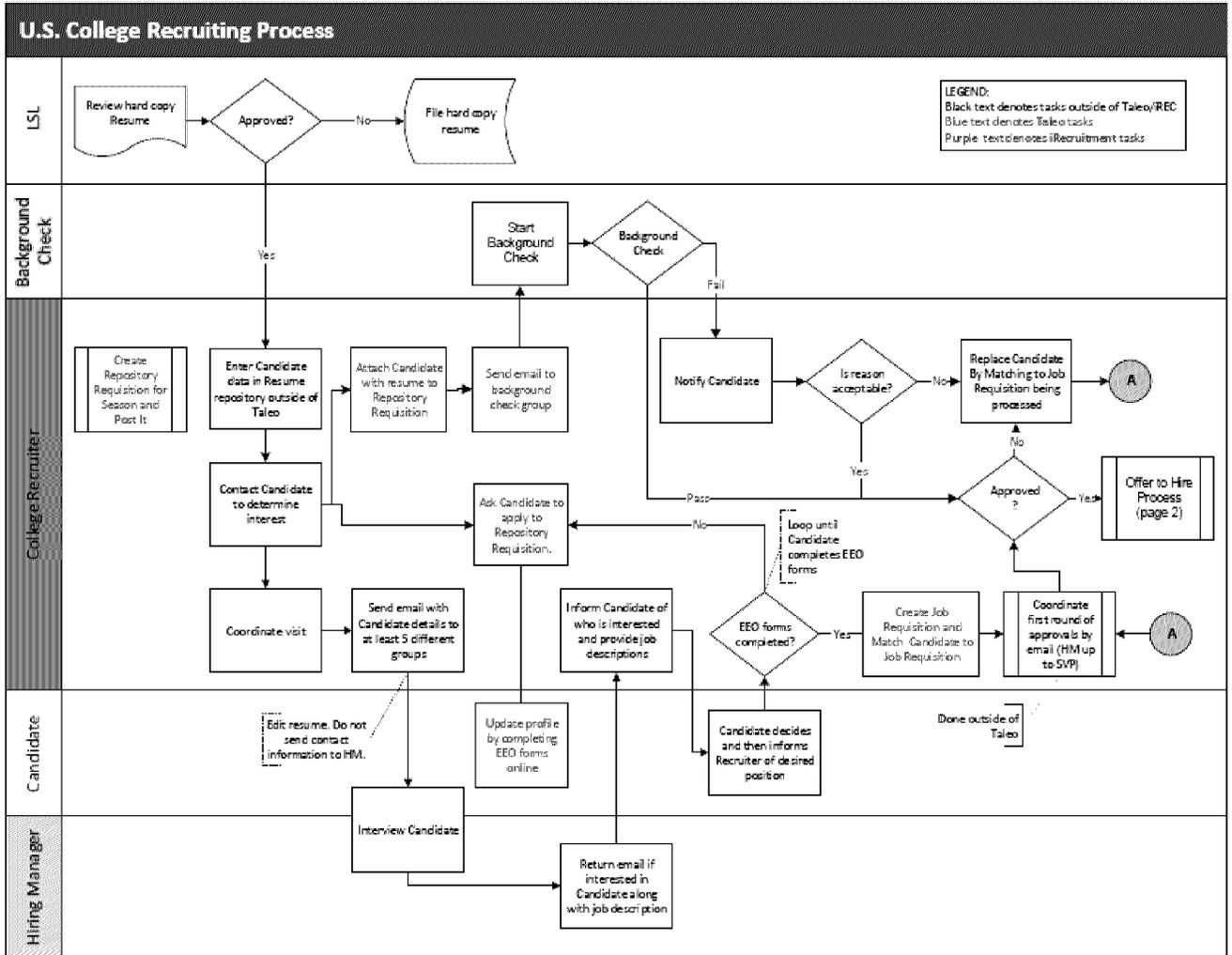


Figure 1: Recruiting Process

US COLLEGE RECRUITING ORACLE RECRUITING CLOUD INSTRUCTION MANUAL PART 1: RECRUITING

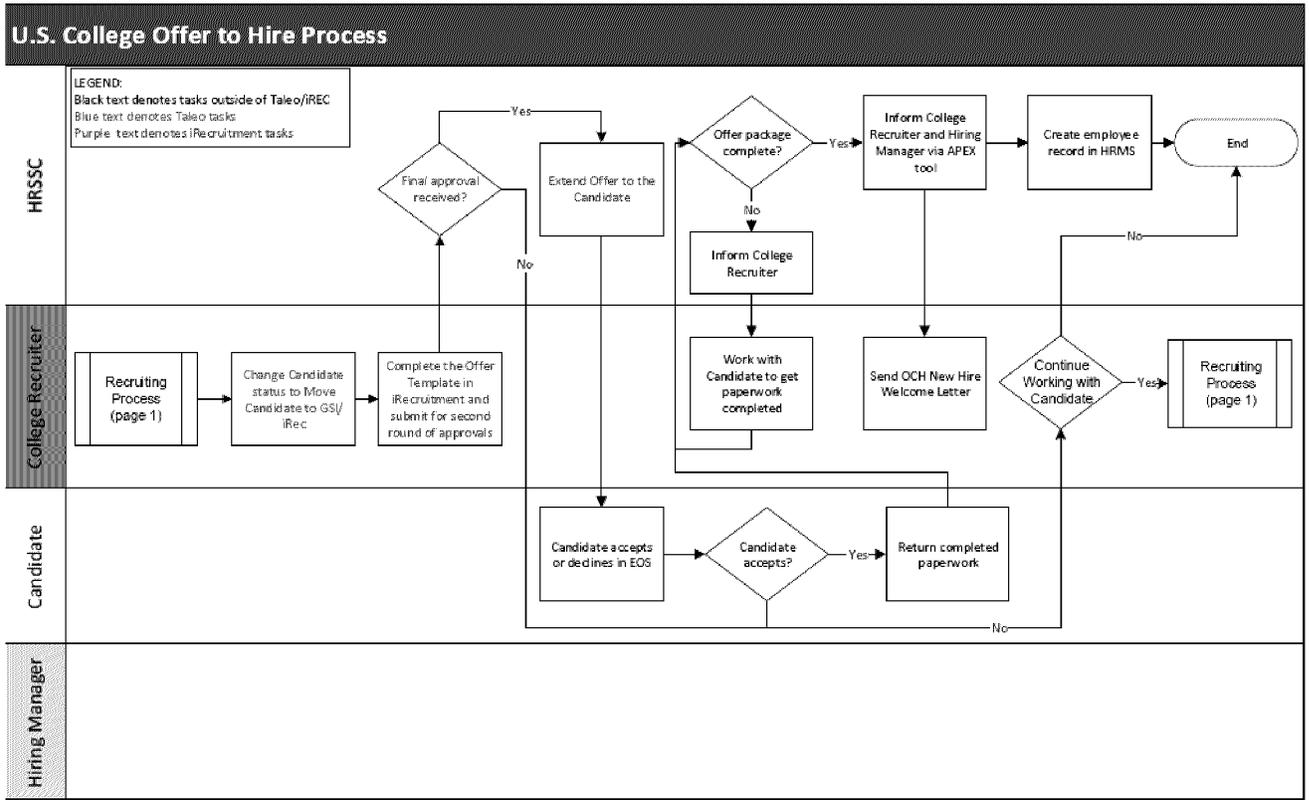
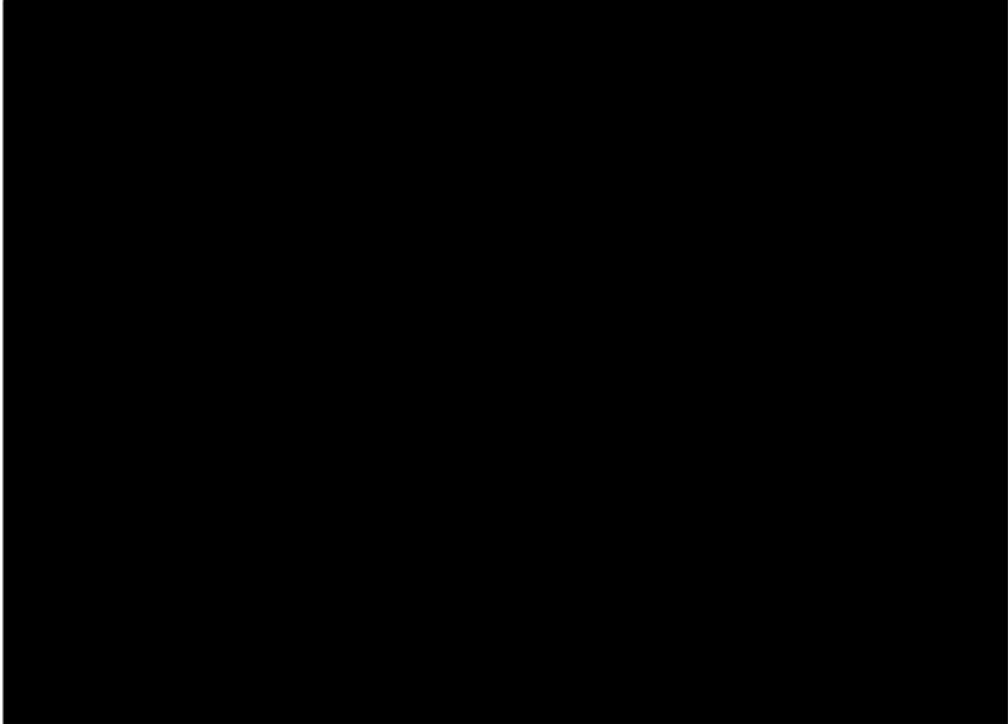


Figure 2: Offer to Hire Process

02 HOW TO LOG IN TO TALEO

1. Click on



- 2.
- 3.





03 SEASONAL PREPARATION

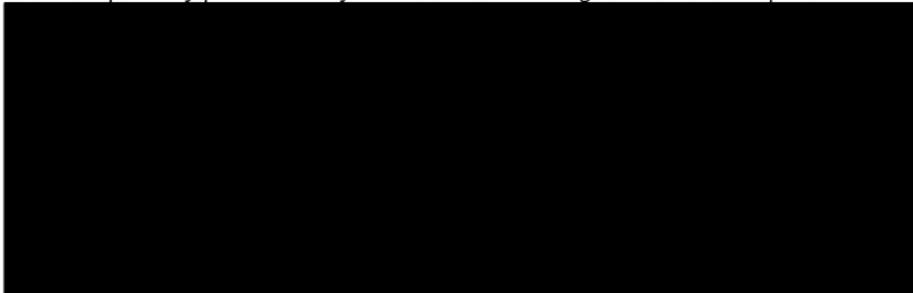
CREATE A REPOSITORY REQUISITION THAT WILL HOLD ALL OF YOUR CANDIDATES

This is done at the beginning of each season to hold the candidates you will be promoting through the recruiting/hiring process.

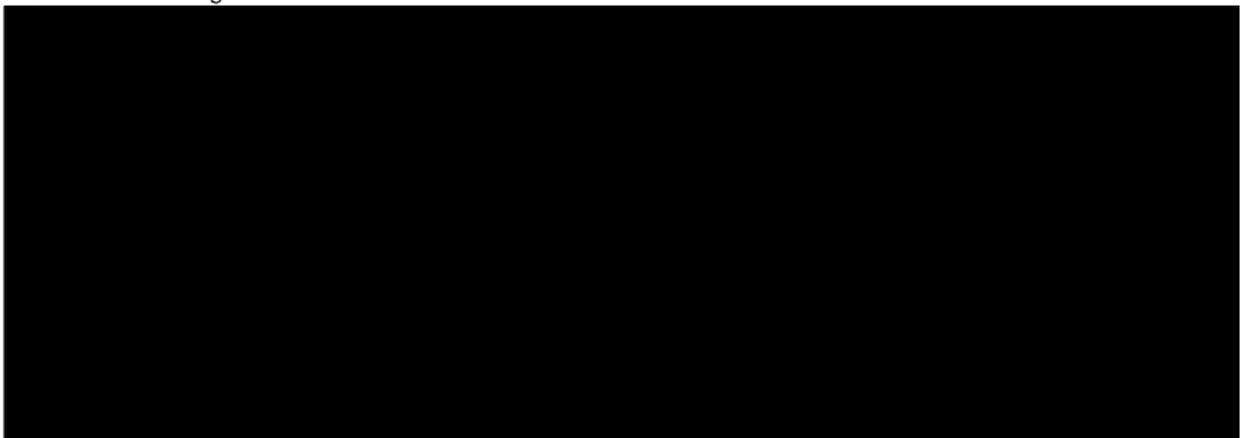
1. [Login to Taleo](#)
2. Create Requisition
  - a.

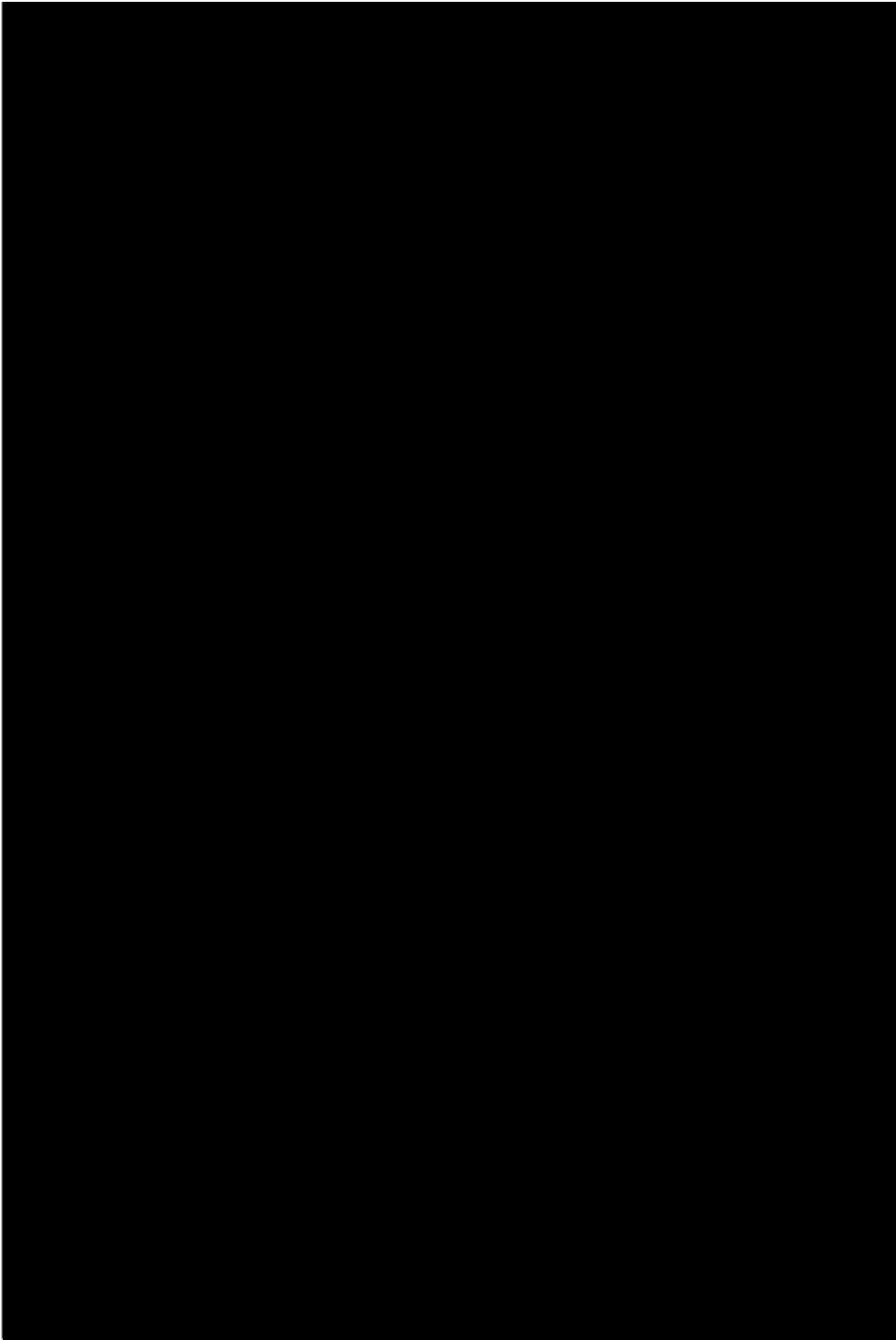


- b. Select Campus Requisition  
*This step is only performed if you are NOT accessing Taleo as a Campus Recruiter*



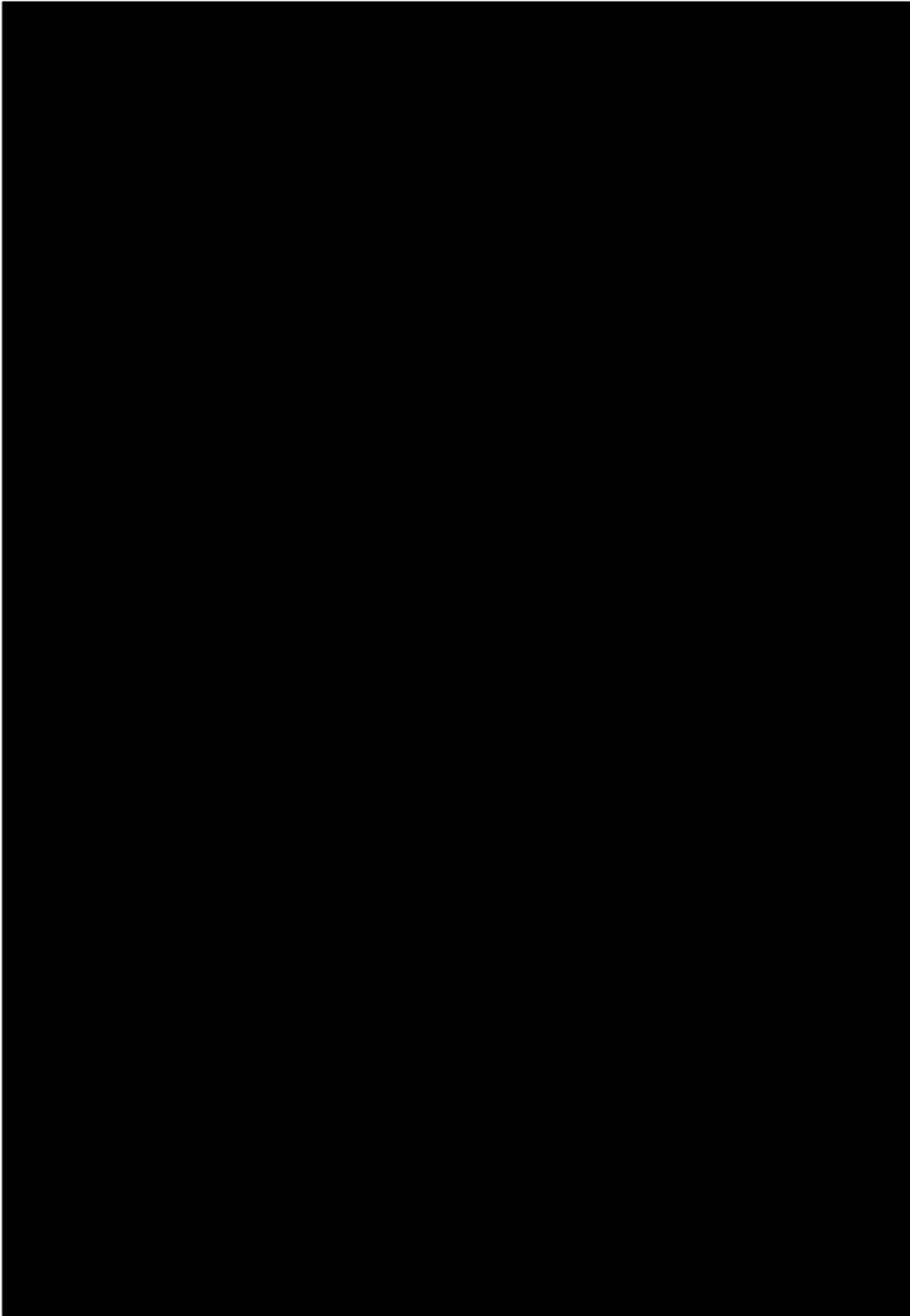
- c. Enter the following information:

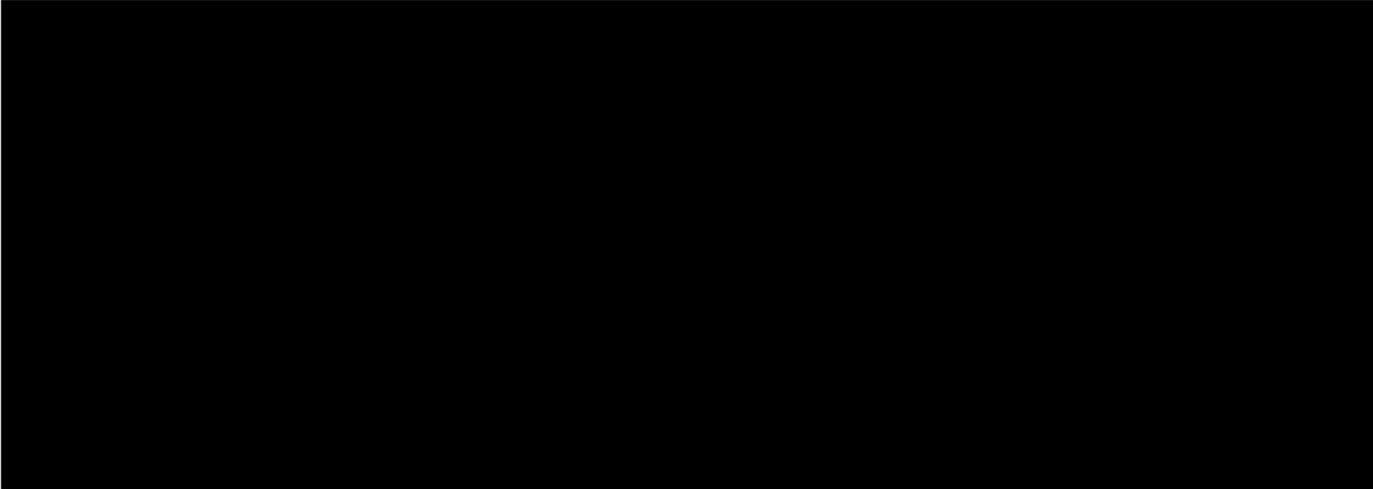




ORACLE CONFIDENTIAL: NEED TO KNOW ONLY

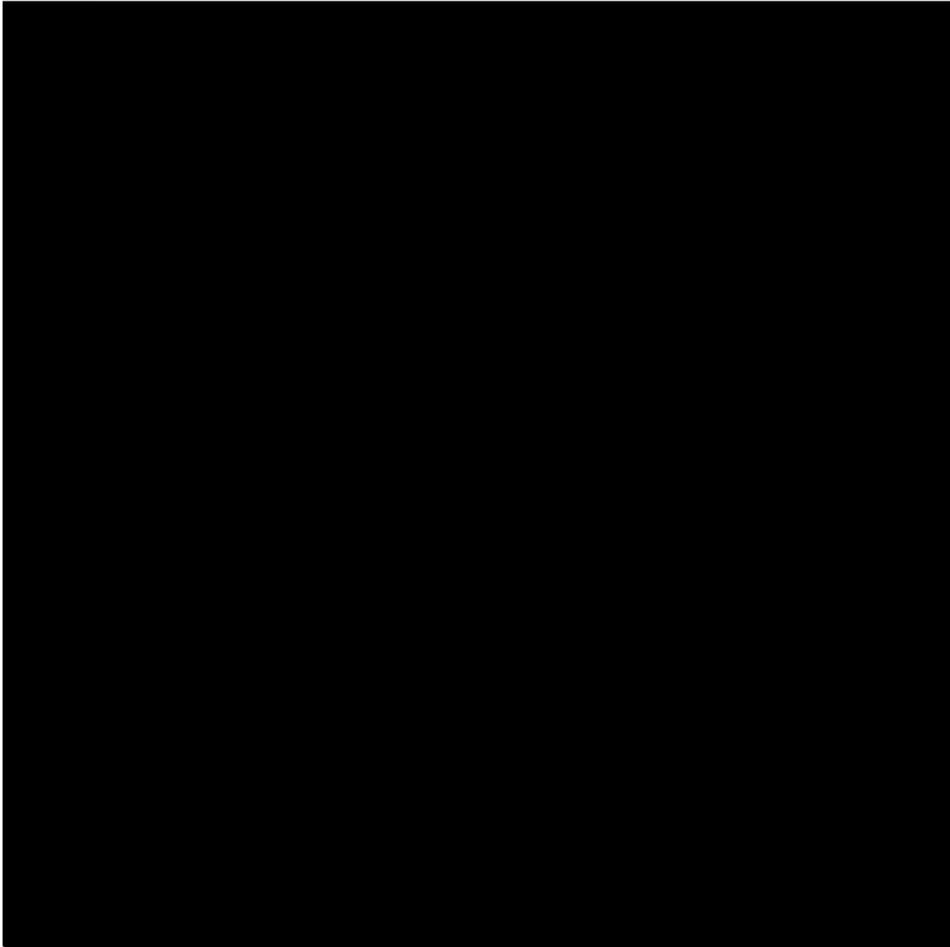
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3. Request Approval

a.



b.

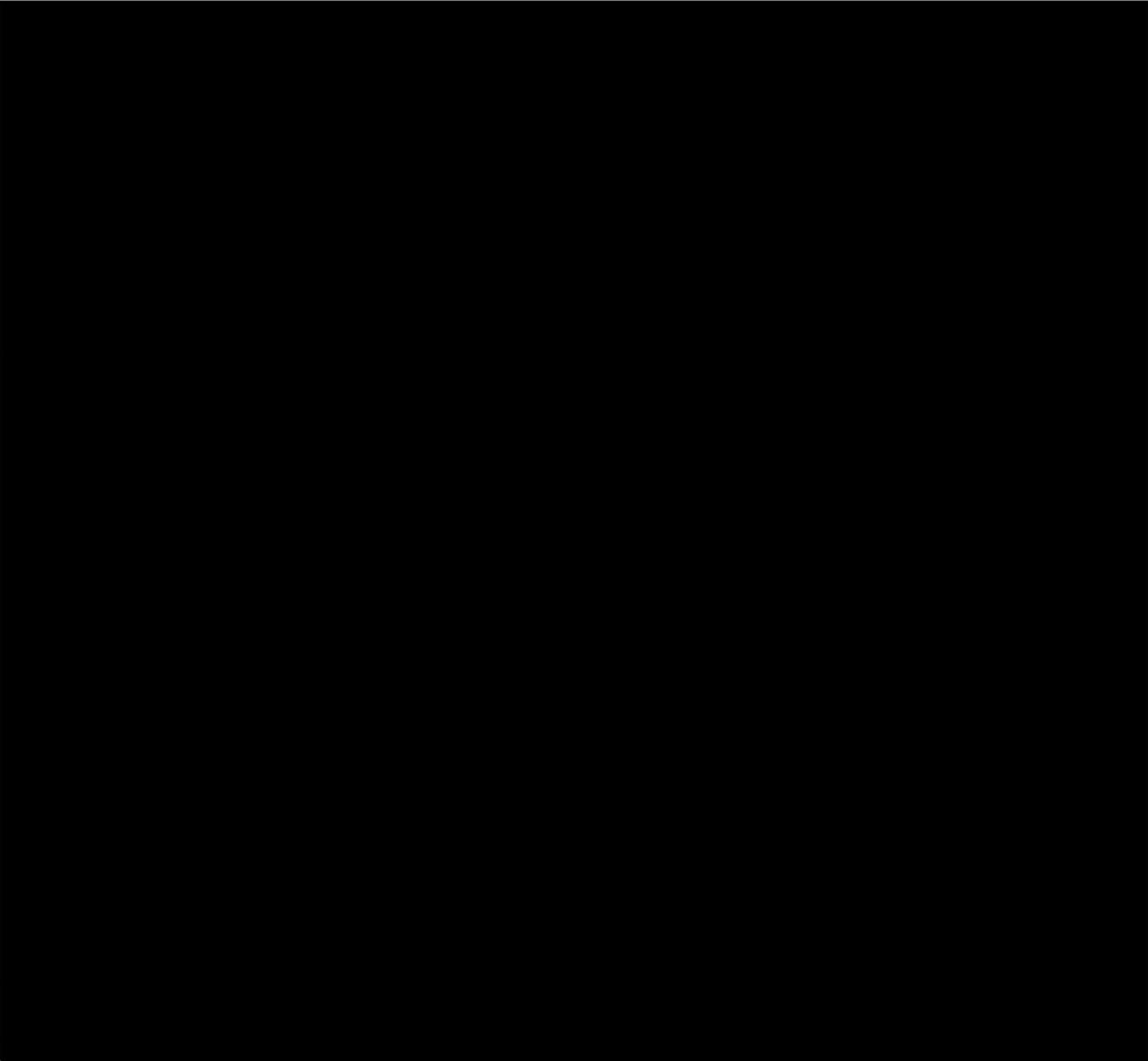
c.

04 CREATE CANDIDATE PROFILES ON YOUR REPOSITORY REQUISITION

*Pre-requisites: A Repository Requisition and the Candidate has expressed interest in Oracle*

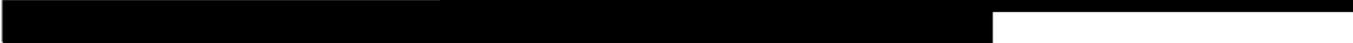
CREATE A JOB-SPECIFIC CANDIDATE AGAINST THE REPOSITORY REQUISITION

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



- 11.
- 12.

If you have more candidates to create,



## 05 SEND CORRESPONDENCES

*Pre-requisites: A candidate has been added to the Repository Requisition*

In order to cover HR policy requirements, ask the Candidate to complete their EEO/self ID information and start a background check on the Candidate

1.

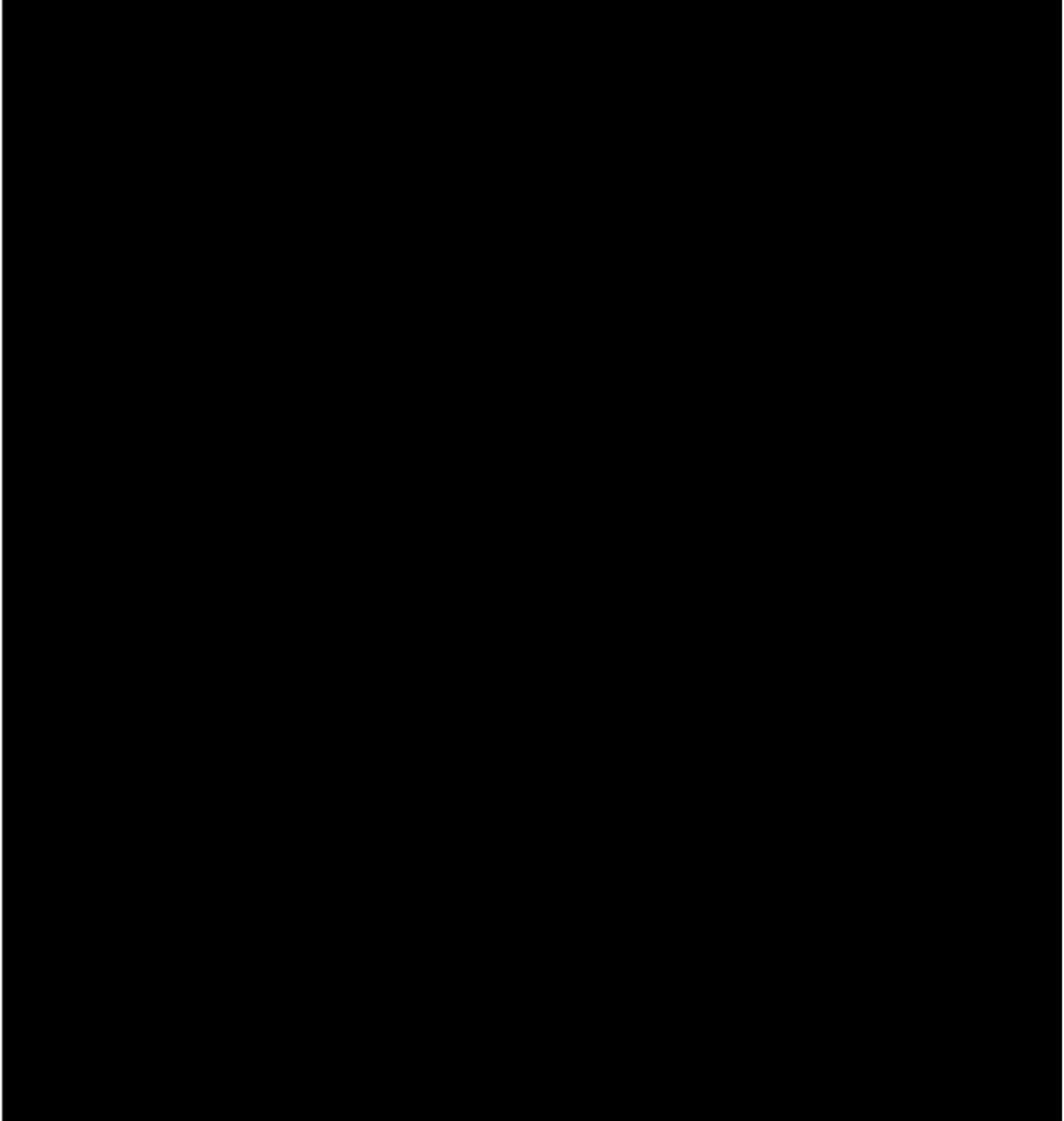
2.

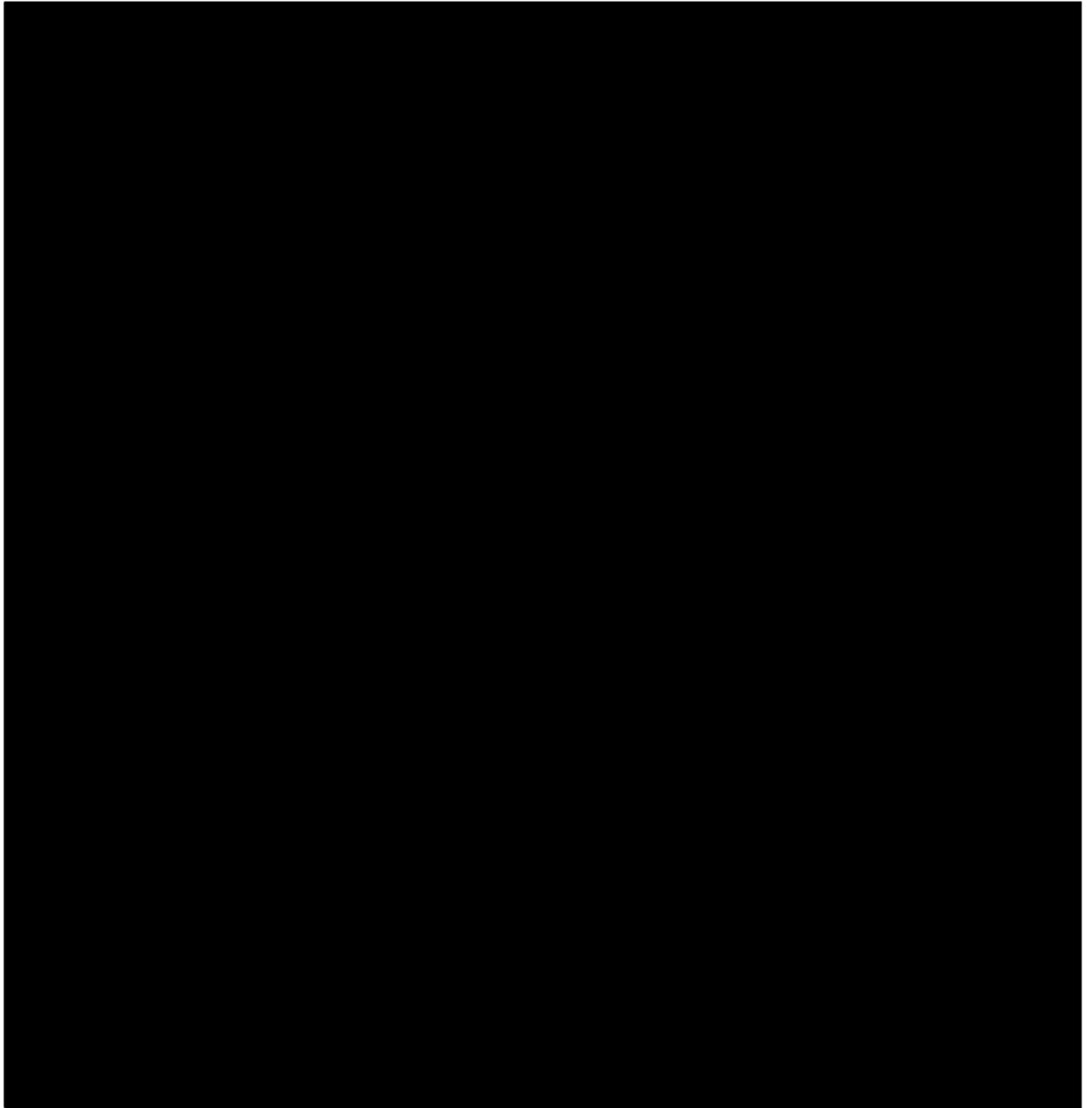
3.

05A ASK THE CANDIDATE TO COMPLETE THE EEO INFORMATION

*Pre-requisites: A candidate matched to the posted repository requisition*

1. Send Correspondence "Invitation to apply for a college requisition"





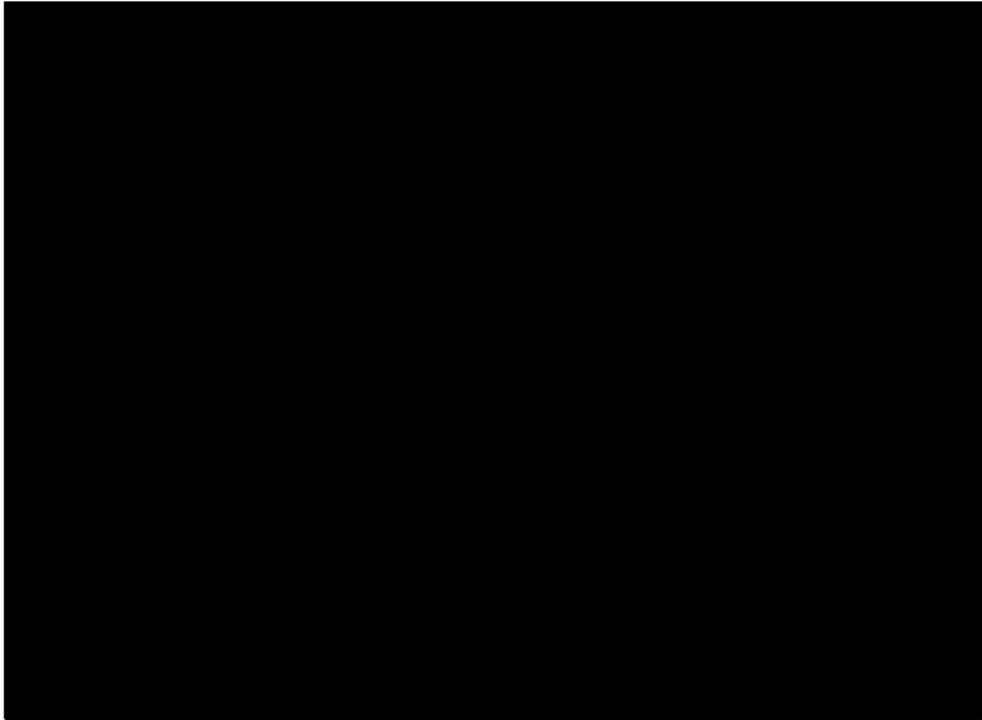
05B SEND BACKGROUND CHECK REQUEST

*Pre-requisites: A candidate attached to your Repository Requisition and their resume*

4. Send the Background Check group a request to start a background check

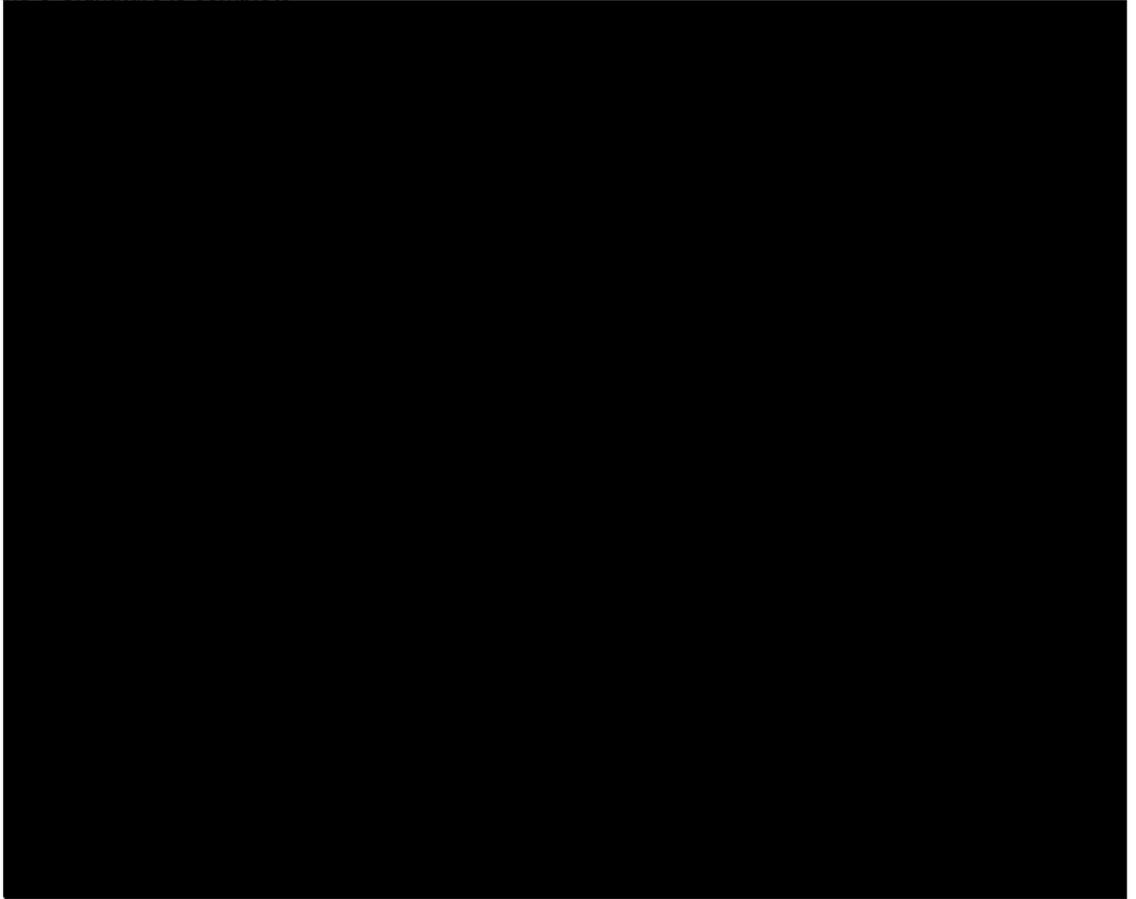






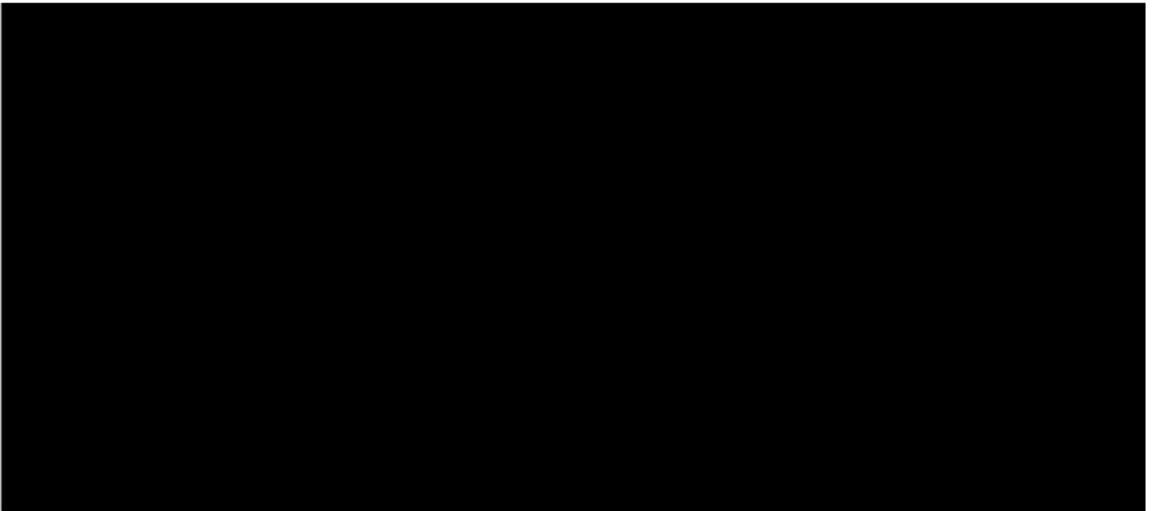
2. Check the e-Signature is complete

- a.
- b.



3. Check that the resume is attached correctly

- a.
- b.

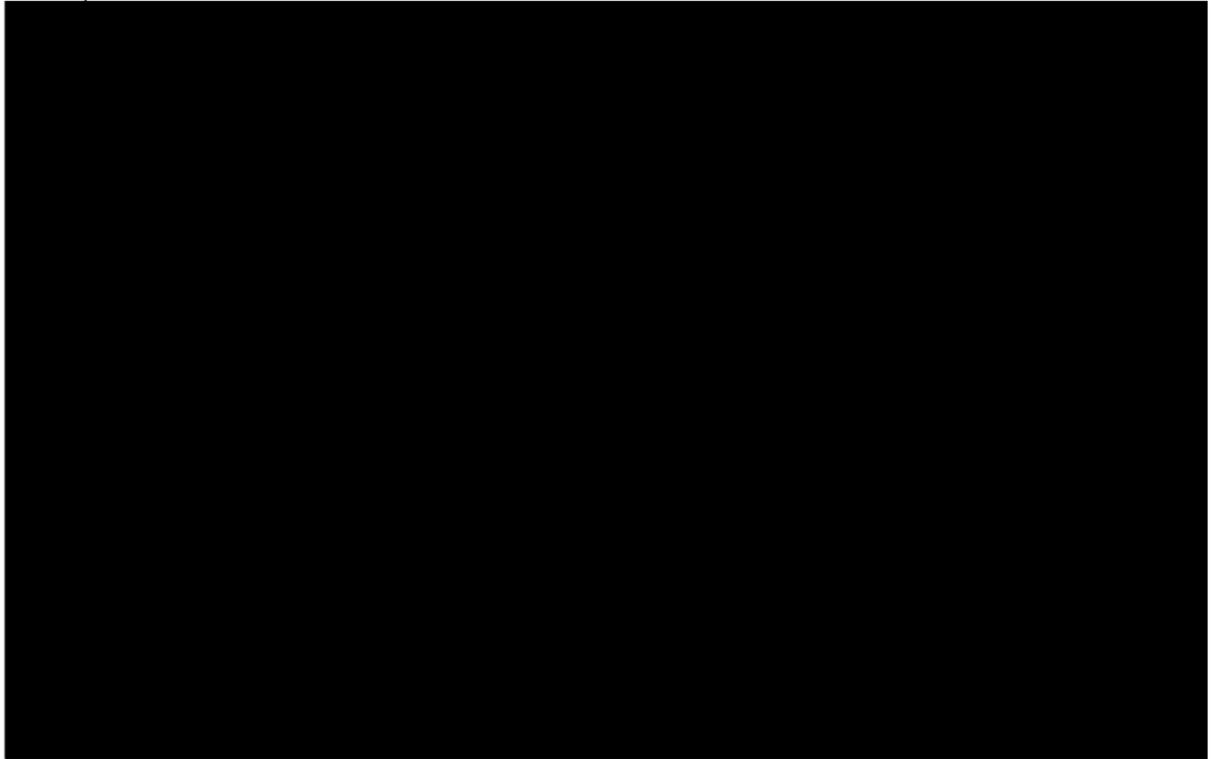


06B CREATE A JOB REQUISITION FOR THE JOB THE CANDIDATE HAS CHOSEN

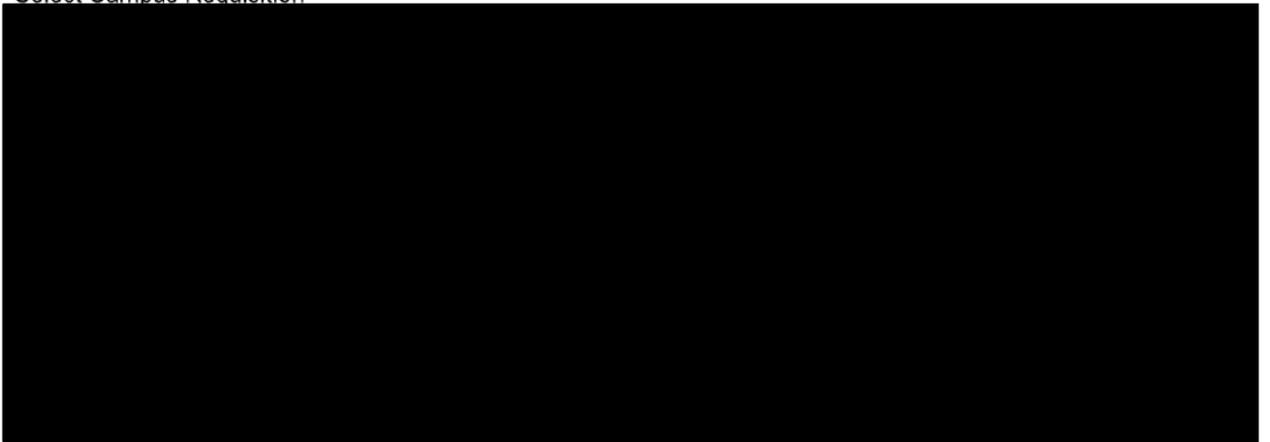
*Pre-requisite: candidate has decided upon their job choice*

1. Create Requisition

a.



b. Select Campus Requisition



c. Enter the following information:



d.  
e.

- c.
- d.
- e.

)

- f.
- g.

the offer in iRecruitment

2. Structure

- a.
- b.

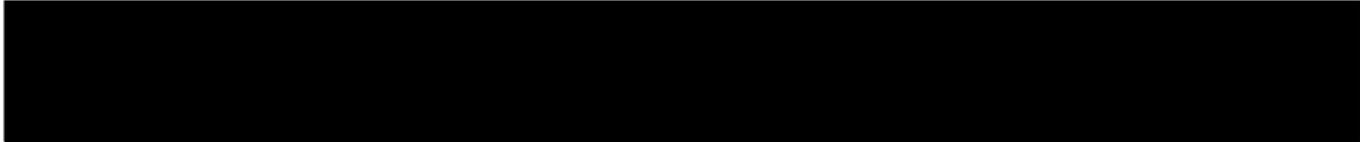
## 2. Structure

Job Code / Job Title must be valid for the region you are hiring. Failure to validate this information with HR could negate your hire.

- 3. Description (Internal)
- 4. Description (External)

*Opening Date and Closing Date are not needed for this requisition. It does not need to be posted.*

f. 



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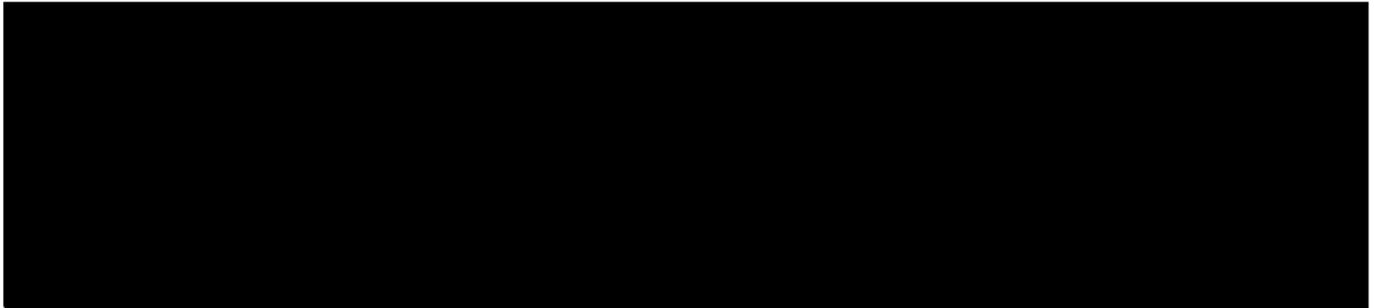
## 1. Basic Information

Identification

**Please use Taleo supported browsers to access this screen. Find out Taleo supported browsers here**

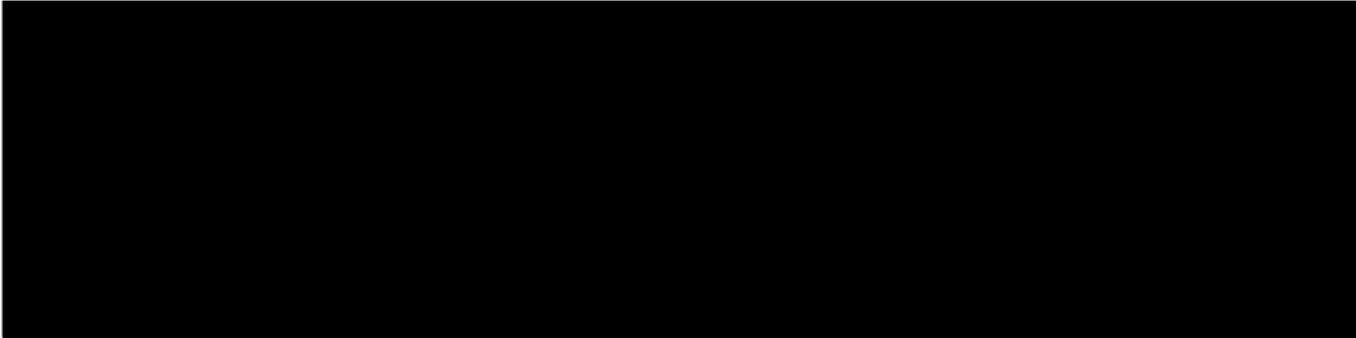
It is against Oracle Policy to change some of the information on the requisition after the requisition has been approved & posted. If you want to make changes please contact your recruiting manager or HRSSC for approval before making any edits. Unauthorized edits can be subject to disciplinary action.

**As part of Oracle's employment process candidates will be required to complete a pre-employment screening process, prior to an offer being made. This will involve identity and employment verification, salary verification, professional references, education verification and professional qualifications and memberships (if applicable).**



2. Request Approval

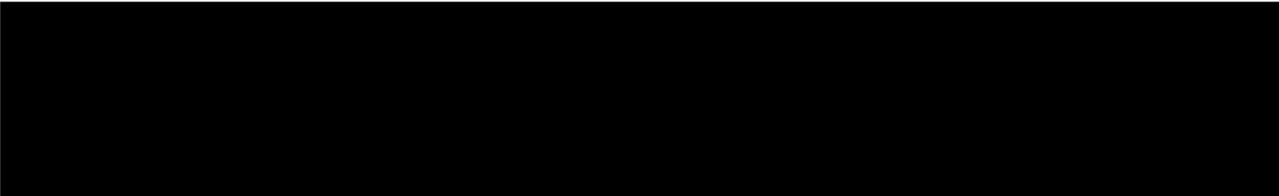
a.



**Please use Taleo supported browsers to access this screen. Find out Taleo supported browsers here**

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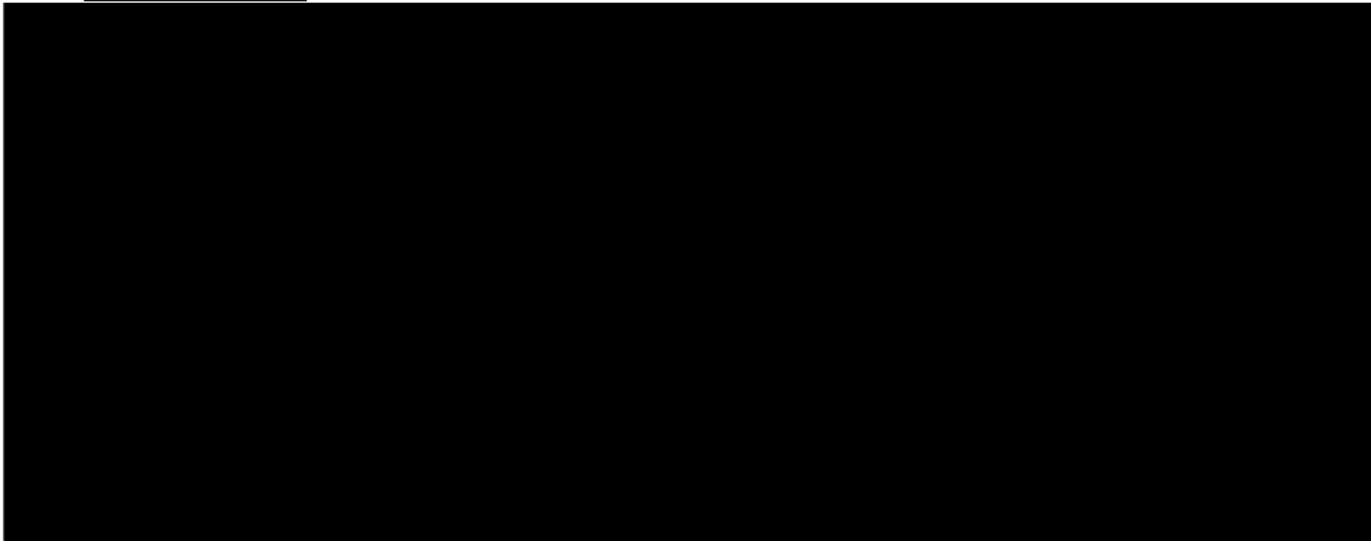
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b.



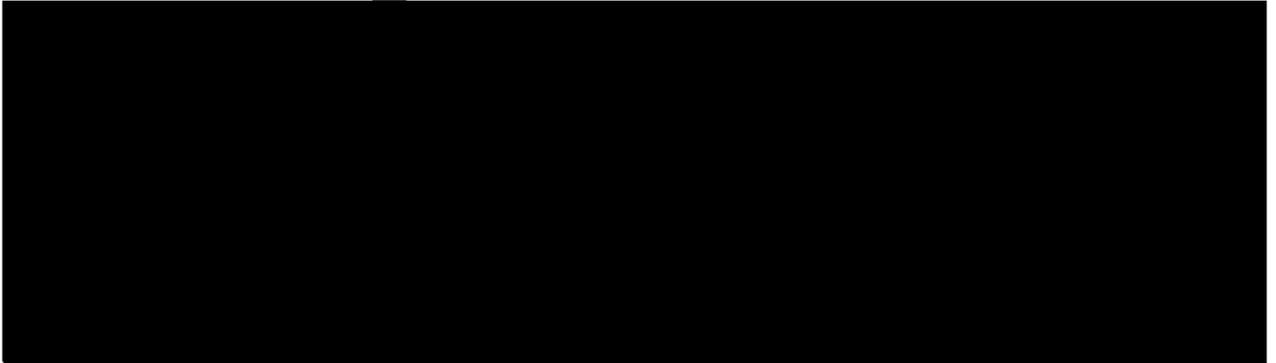
c.



3. To Duplicate the job requisition

*Remain in the job requisition that you just created*

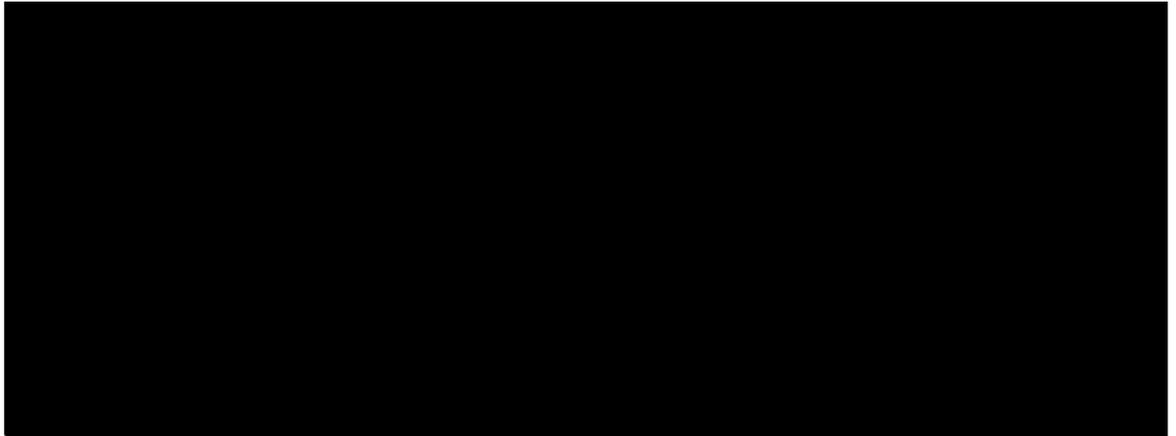
a.



b. Enter the following information

1. Basic Information

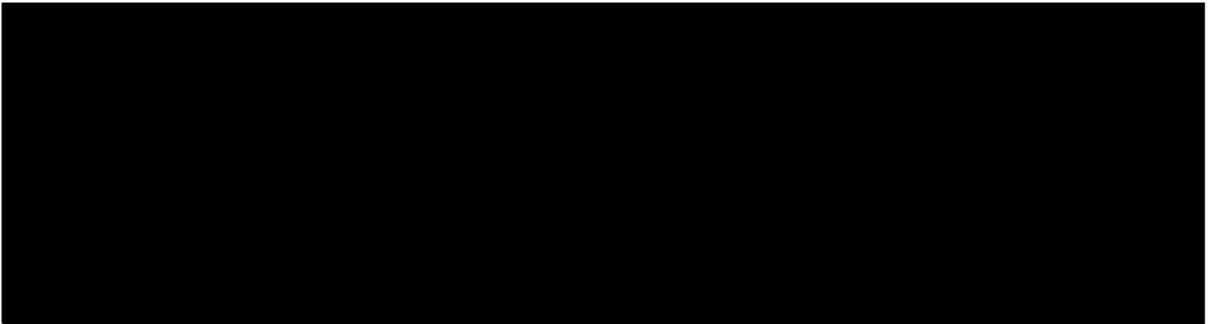
a.



**Please use Taleo supported browsers to access this screen. Find out Taleo supported browsers here**

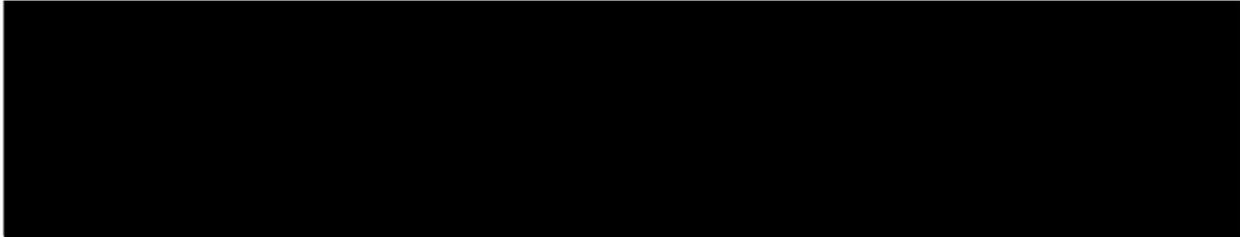
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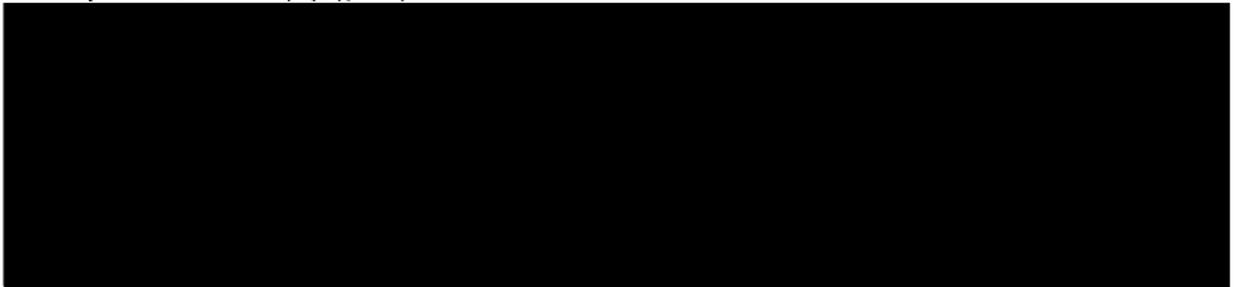
- 2. Enter any additional information specific to this particular job
- 3. 



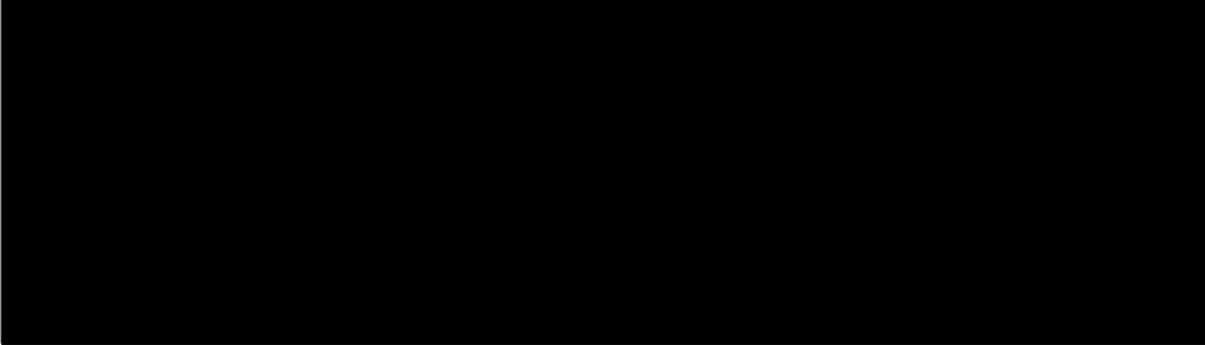
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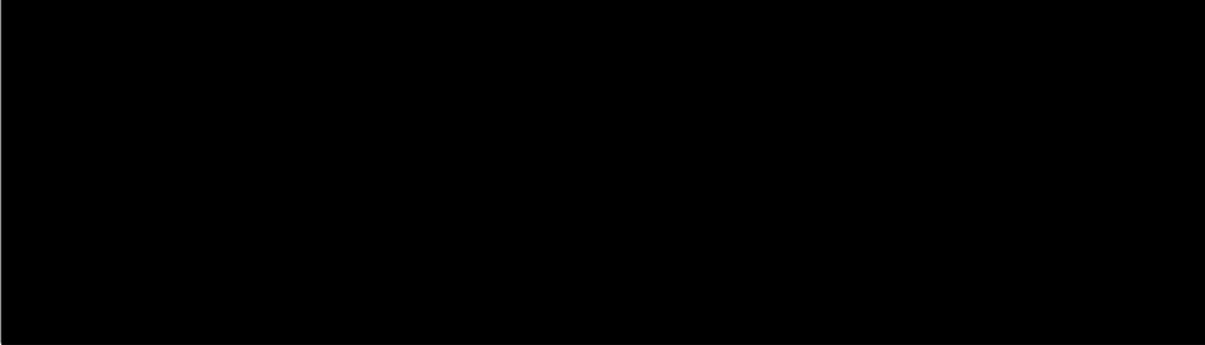
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c. Request Approval

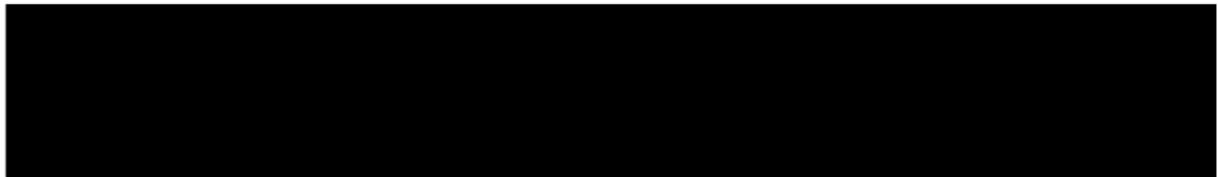
- 4. 



**Please use Taleo supported browsers to access this screen. Find out Taleo supported browsers here**

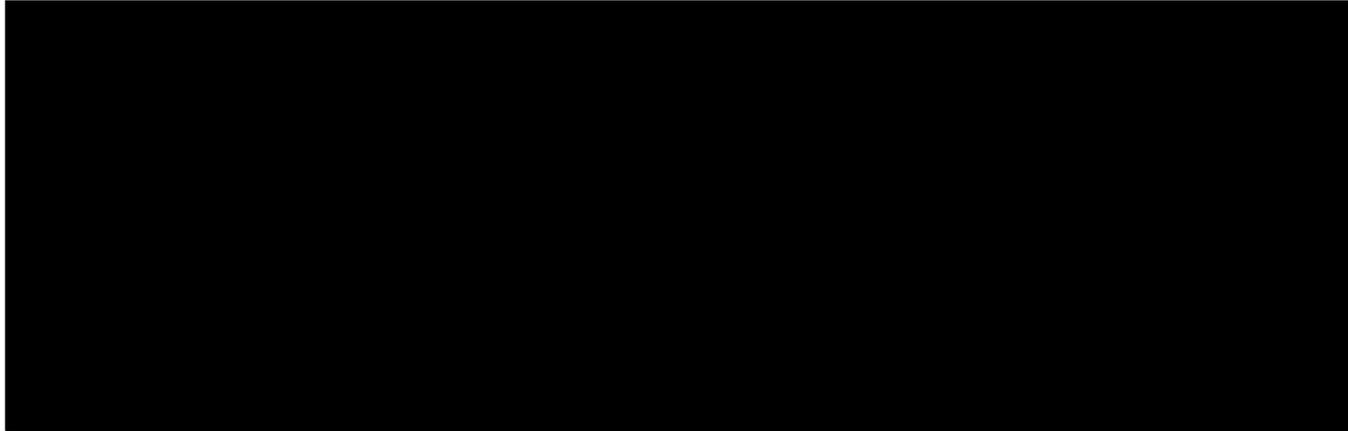
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**As part of Oracle's employment process candidates will be required to complete a pre-employment screening process, prior to an offer being made. This will involve identity and employment verification, salary verification, professional references, education verification and professional qualifications and memberships (if applicable).**



5. [REDACTED]

6. [REDACTED]



d. Repeat from Step 4a as many times as needed.

4. To create another job requisition using a different job code

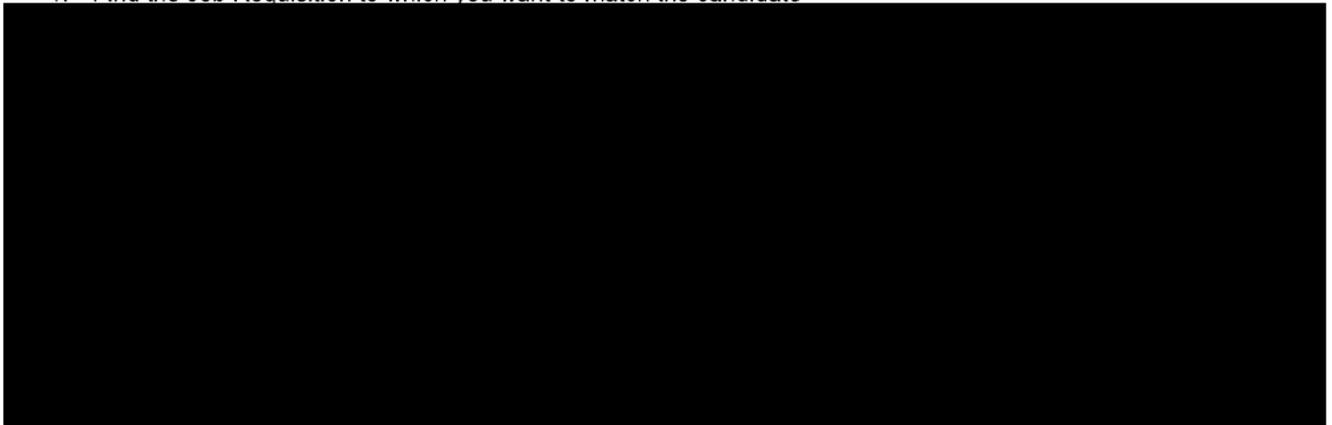
e. [REDACTED]



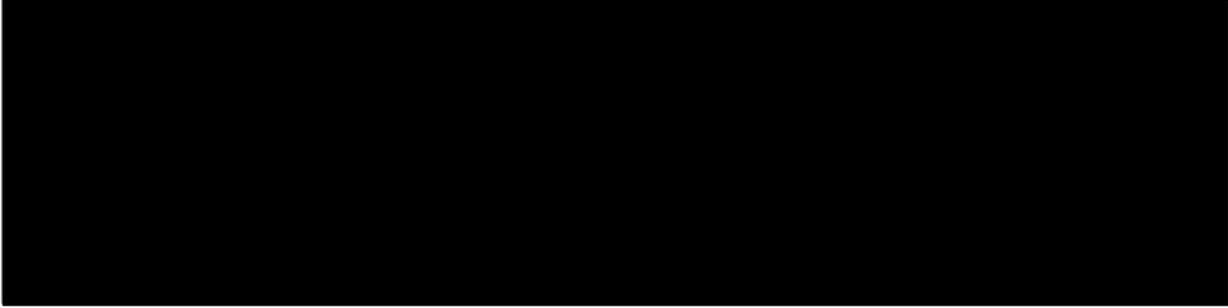
## 06C MATCH THE CANDIDATE TO THE JOB REQUISITION

*Pre-requisites: A candidate attached to your Repository Requisition and a job requisition*

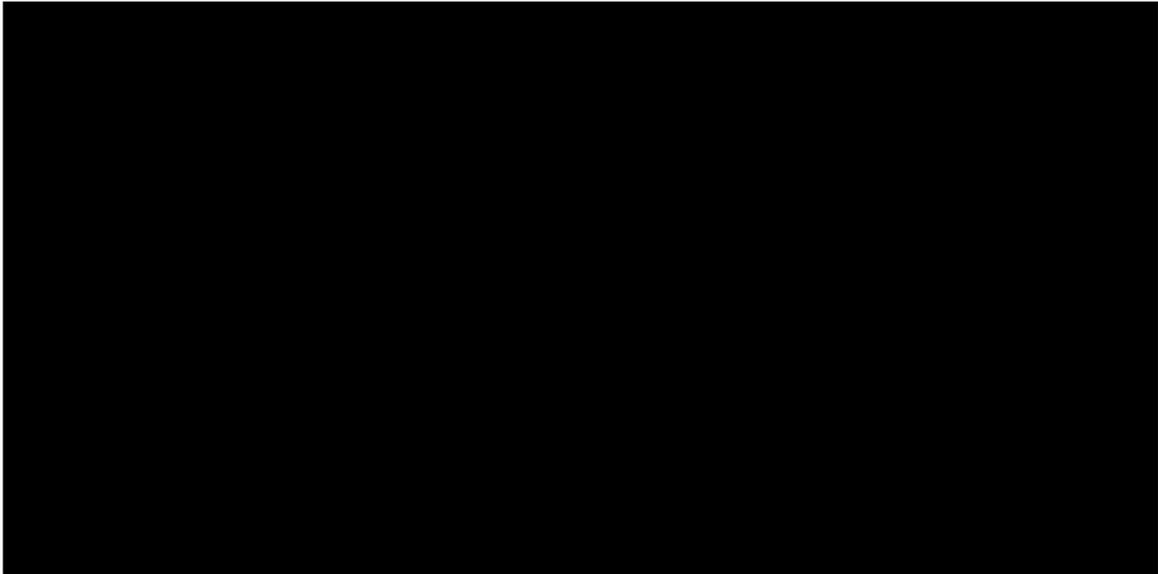
1. Find the Job Requisition to which you want to match the candidate



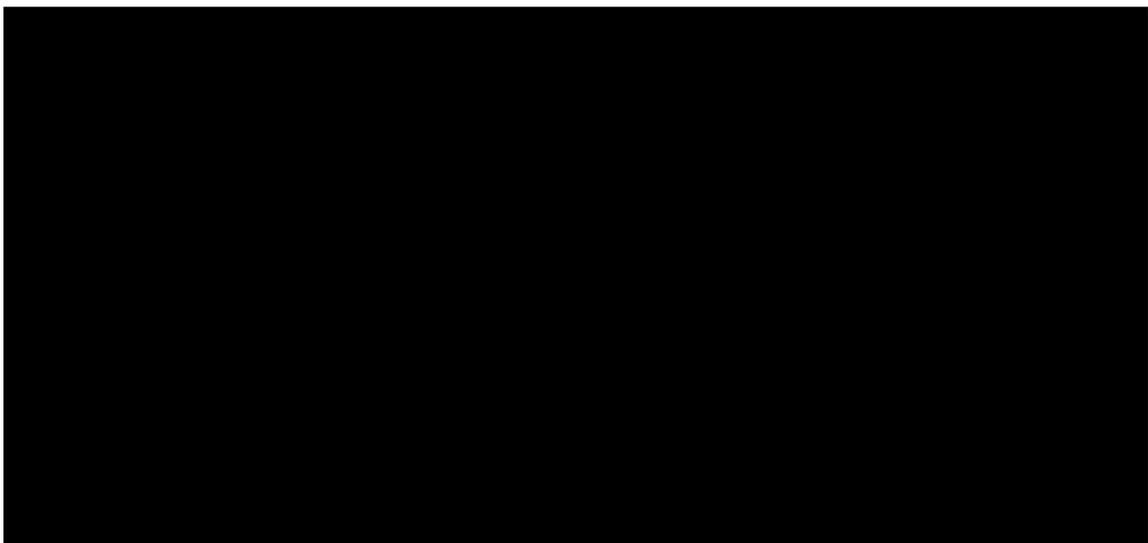
b. Find the Requisition you want to match with the candidate

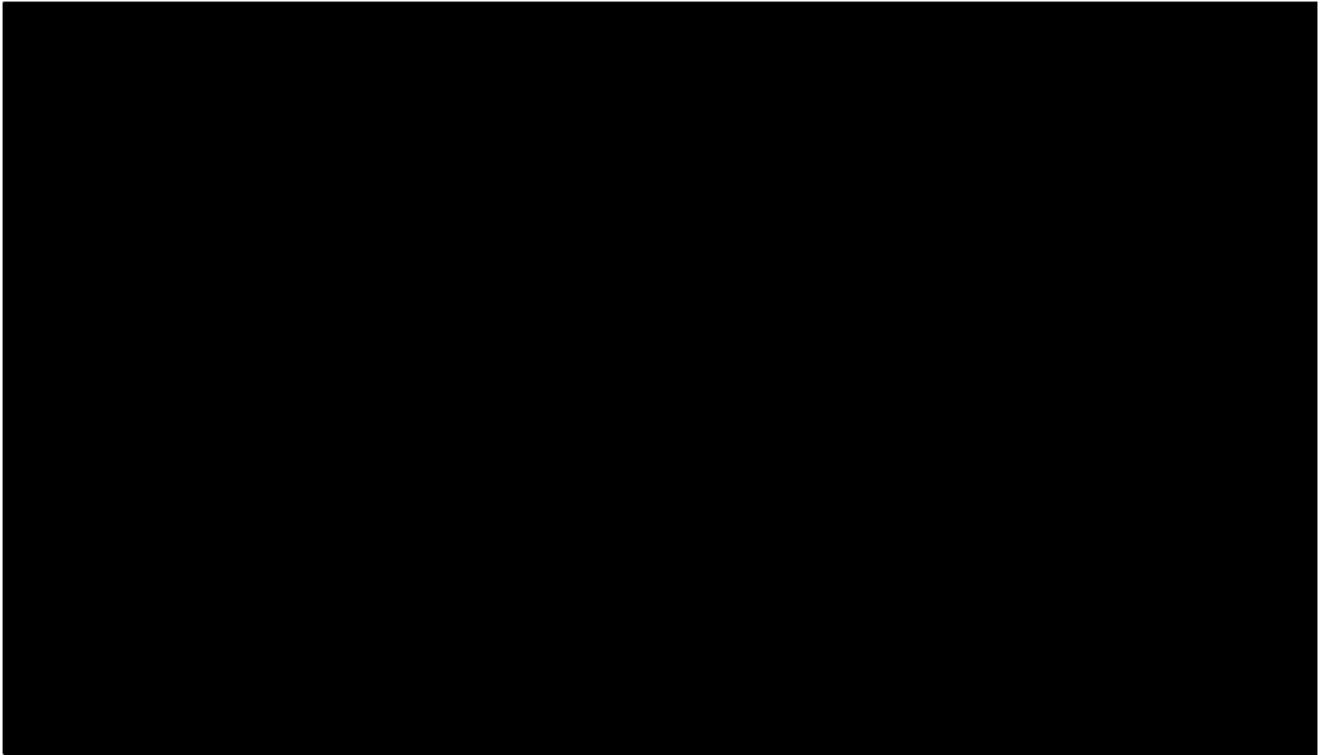


2. Find the Candidate

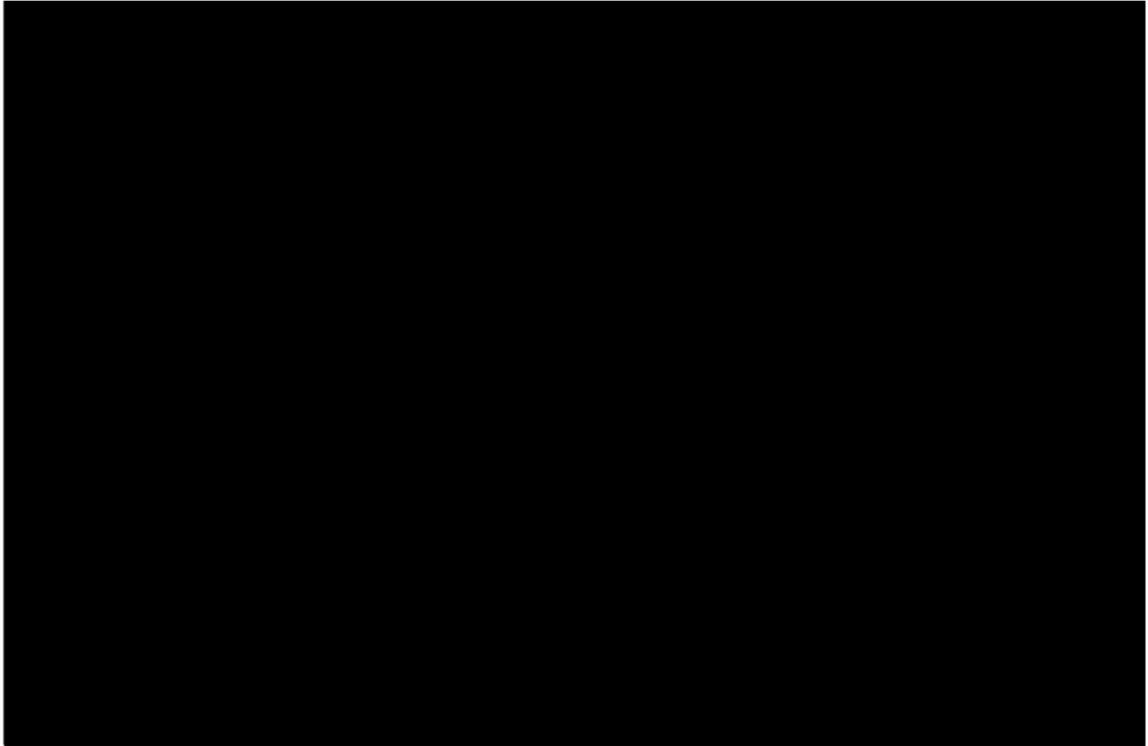


3. Match the Candidate





4. Go to the job requisition submission



5. Attach the Candidate Resume to the Profile

*This is done so the candidate will not have to click on the checkbox to say the resume already attached is relevant for this job submission.*

