

Storyboard Template

Background: This website is a resource for hiring managers with College Headcount. There are sections that will help new managers learn about us, and sections for experienced managers who need information on specific tasks.

GENERAL PORTAL/Web Site REQUIREMENTS

LOB Group/Sponsor: Human Resources

Approximate number of web pages to be created: 31

Is this replacing a current Web site? If so, provide current url for home page: Not replacing a current website

Is this a new Web site? If so, location in Global HR Web will be: Human Resources => Recruiting

Refer to FLOWCHART – if applicable

Security Requirements:

Overall graphic ideas/special requests: We are seeking expertise in styling and displaying the content. There are multiple pages that are meant to be 'infographics'. The goal is to be visually very easy to read and follow, with a nice clean look, consistent with Oracle.

There should be a large image on the landing page, however, beyond that we have no specific areas we are requesting images. We are open to adding images anywhere you would recommend. In general, for images, we prefer to represent diversity and both genders.

Insert a new page if content exceeds the length of the table

Storyboard Template

College Recruiting Web Site Home Page	
<p style="text-align: center;"><u>Welcome</u></p> <p>Oracle College Recruiting is the only vehicle for managers to fill their open college headcount in the US.</p> <p><u>What We Do:</u></p> <p>College Recruiting identifies and sources the best college graduates from selected technical programs at top schools (Schools List) to be strategically placed within Product Development to advance Oracle's purpose.</p> <p><i>College Recruiting does not seek out individual graduates for specific positions.</i> Our pool of candidates is a resource that divisions use to fill their college headcount.</p> <p><u>"College Candidate":</u></p> <p>A college recruiting candidate is defined as <i>any applicant</i> who is a recent graduate <u>of any school or university or has two years or less work experience of 2 years or less</u> such as in the cases where the applicant is from one of our core US schools.</p> <p>The experience can be acquired at any time, for example, in between degrees, after graduation etc. Internship experience does not count towards work experience.</p>	<p>Notes:</p> <p>Large photo on landing page. Appropriate for College Recruiting,</p> <p>We prefer to represent diversity and both genders.</p> <p>"Schools List" Links to: Schools List page</p>

Insert a new page if content exceeds the length of the table

Storyboard Template

HR Web Site TK'S Org Hiring and Headcount	
<p><u>Thomas Kurian's Organization</u> College headcount are determined prior to the start of the recruiting season and communicated to College Recruiting. College Recruiting is <i>not</i> a part of the headcount assigning process therefore, does not determine headcount. Managers with open college headcount(s) will be notified and added to our distributions through our resume distribution list.</p> <p><u>Actual Hiring Manager and Point of Contact:</u> The hiring manager assigned by Thomas Kurian's office may elect to delegate an assigned college headcount or change the point of contact. The delegation must happen downwards within the manager's reporting chain. Any lateral reassignments require Thomas Kurian's office approval <u>from Thomas Kurian's office</u>. The original manager assigned the headcount must email college recruiting their <u>the approval from Thomas Kurian's office</u> approval to make the change.</p>	<p>Notes: Enter graphic ideas (istock image identifiers)</p> <p>Enter notes for the graphic designer and/or the website developer in this area.</p> <p>Typical notes may include how pop up windows should be displayed, animation ideas, istock images, etc.</p> <p>Resume List links to-- "Join Resume List" Page</p>

Insert a new page if content exceeds the length of the table

Storyboard Template

<Title> HR Web Site Other Orgs	
<p><u>All Other Software Organizations Not Reporting to Thomas Kurian</u></p> <p>If you have college headcount, you can request to be added to our resume distributions and participate in interviewing college recruits.</p> <p>Please contact your management to confirm whether you have college headcount.</p>	<p>Notes:</p> <p>None</p> <p>No Links <u>Resume Distribution List</u> <u>Link</u></p>

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Storyboard Template
<Title> HR Web Site
Manager Role Expectations

<p>As the hiring manager, you play a very critical role in the recruitment process. College Recruiting identifies a pool of candidates and makes them available to Hiring Managers to fill Oracle Product Development roles. However, it is the Hiring Manager's responsibility to partner with College Recruiting to recruit for your open positions.</p> <p>The Hiring Manager's Role in the Recruiting Process:</p> <ul style="list-style-type: none">- Follow up with the Candidate once the offer process is started, when the offer is being sent, and during the candidate's decision period.- Hiring Manager works to "Sell" their position/group to the candidate.- It is the Hiring Manager's responsibility to close the candidate, this involvement is essential to offer acceptance.	<p>Notes:</p> <p>No Links</p>
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Storyboard Template

**<Title> HR Web Site
Hardware**

Some key differences exist between hiring for Hardware and hiring for Software, including the interview and post acceptance processes. Please find below specifics of the process for hiring hardware college graduates.

[Hiring for Hardware: How it Works](#)

[Interviewing Hardware candidates](#)

[Hardware Schools List](#)

[Post Acceptance](#)

Notes:

Link to each sub-page on this "Home Page" for Hardware

Insert a new page if content exceeds the length of the table

Storyboard Template

<Title> HR Web Site

How It Works - Hardware

Resume Distribution -	<ul style="list-style-type: none"> - Resumes are all approved by Larry Lynn. Obtain Candidate Approval. - Candidates are sourced from top schools. See the Hardware Schools List. - Can you hire? Learn more about hardware college headcount in the "Other Orgs" page. 	Notes: Intent is for a clean, easy to follow info graphic of this information.
Phone Screen -	<ul style="list-style-type: none"> - Request contact information for candidates you are interested in - Conduct a brief phone screen to determine if there is mutual interest in scheduling an onsite interview, please send feedback either way to college recruiting immediately after the phone screen. - View active Hardware candidates 	Boxes/outlines/ some sort of emphasis for the keywords on the left side.
Scheduling –	<ul style="list-style-type: none"> - Send your group's description to college recruiting - Candidate chooses visit date after choosing groups. - You will be notified of the candidate's choice either way. 	Obtain Candidate Approval links to the "Obtain Candidate Approval page Hardware Schools List links to the "Hardware Schools List" Page
Interviewing -	<ul style="list-style-type: none"> - If you are unable to make your interview, please arrange for a team member to take your place. - Please send your feedback to the recruiting manager, whether you would like to proceed or not, within 48 hours of the interview. 	Other Orgs links to the "Other Orgs" Page under "Hiring"
Offer –	<ul style="list-style-type: none"> - College Recruiting team works with the hiring manager to finalize an offer. - Offer package includes salary, stock options, sign-on bonus and relocation. - College Recruiting will request all approvals on behalf of the hiring manager 	Active Hardware Candidates external link is: http://stbeehive.oracle.com/teambollab/library/st/College+Recruiting+Resumes/Documents
Post-Acceptance -	<ul style="list-style-type: none"> - Students typically start 5-8 months after acceptance (if hired during the high season). - Explore the Process after candidate accepts the offer as well as On-boarding and visas. 	Explore the Process Links to the "Explore the Process" sub tab of "Post Acceptance"
		Onboarding links to "On-Boarding" Page
		Visas Links to "Visas" page.

Insert a new page if content exceeds the length of the table

Storyboard Template

<Title> HR Web Site Interviewing Hardware Candidates	
<p><u>Timeline Notes:</u> The time line for interviewing varies from candidate to candidate. Interview visit date is particularly influenced by the candidate's current class schedule and commitments. On average, the "interviewing segment" detailed below takes about two weeks.</p> <p>Group Selected by Candidate - - After phone screen is completed. - College Recruiting will notify the hiring manager either way if the team is selected.</p> <p>Visit Date Chosen- - Please confirm a substitute if you are unable to make your interview. - College Recruiting sends travel authorizations and travel instructions to candidate.</p> <p>Scheduling Request- - College Recruiting tries to schedule your top choice time slots, but do appreciate your flexibility. - Provide <i>at least</i> two time availability options - Please let us know if the interviewer will be someone other than yourself.</p> <p>Confirmed Time Slot- - Your time slot will be confirmed by email from College Recruiting before the final schedule is set. - College Recruiting strives to confirm time slot as quickly as possible.</p> <p>Final Schedule- - You will be emailed if any changes are made that affect your slot - Please reply right away with any changes that need to be made to the schedule.</p> <p>Interview- - It can be helpful to confer with the managers surrounding your time slot for "hand offs". - Please have someone ready as a backup in case you are unable to make your interview.</p> <p>Feedback- - Please send your feedback to the Recruiting Manager within 48 hours of interviewing, even if you would not like to proceed with an offer.</p> <p>Offer- ** You will only hear from College Recruiting if the candidate is interested in an offer from your group. - Make an Offer and other details on the offer process.</p>	<p>Notes:</p> <p>Intent is for a clean, easy to follow info graphic of this information.</p> <p>Boxes/outlines/ some sort of emphasis for the keywords on the left side.</p> <p>Make an Offer Links to the "Make an Offer" page</p>

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**<Title> HR Web Site
Hardware Schools List**

Insert a new page if content exceeds the length of the table

Storyboard Template

Hardware Core Schools

Core Schools, Software and Hardware

For all Hardware Only schools, please contact Milton Liu for questions at milton.liu@oracle.com

Hardware Only



Core Schools (Both Hardware and Software) Recruiting Manager Recruiter Email



Satarupa Bhattacharya	Satarupa.bhattacharya@oracle.com
Liz Lee	Liz.lee@oracle.com
Satarupa Bhattacharya	Satarupa.bhattacharya@oracle.com
Satarupa Bhattacharya	Satarupa.bhattacharya@oracle.com
Liz Lee	Liz.lee@oracle.com
Milton Liu	milton.liu@oracle.com
Jane Tu	jane.tu@oracle.com
Milton Liu	milton.liu@oracle.com
Liz Lee	Liz.lee@oracle.com



Kimberley Tanksley	kimberley.tanksley@oracle.com
Liz Lee	Liz.lee@oracle.com
Jane Tu	jane.tu@oracle.com
Milton Liu	milton.liu@oracle.com
Jane Tu	jane.tu@oracle.com
Milton Liu	milton.liu@oracle.com
Satarupa Bhattacharya	Satarupa.bhattacharya@oracle.com
Kimberley Tanksley	kimberley.tanksley@oracle.com

Notes:

Intent is for a clean, easy to follow info graphic of this information.

Two *Hyperlinks* at the top that link to sections on the page:

- Hardware Schools
- Core Schools

Insert a new page if content exceeds the length of the table

Storyboard Template

<Title> HR Web Site Hardware – Post Acceptance	
<p>Congratulations! Your candidate has accepted. It is up to you, the hiring manager, to make sure all steps are complete once the recruit has accepted your offer and signed with Oracle. Typically, when hired during the high season, a candidate accepts an offer 5-8 months before they will start. See below for a basic outline of what to expect from here:</p> <p>Acceptance Notification- - College Recruiting will notify you when the candidate accepts</p> <p>Determine Start Date- - Recruiting Manager and Hiring Manager work with the student to determine approximate start date depending on candidate's graduation schedule and hiring manager's needs. - Typically, 5-8 months in advance, if hired during the high season. - May be specific or general at this stage depending on the case. - Important: start date must be confirmed with HR New Hires at least 5 business days in advance.</p> <p>Acceptance Paperwork Returned - Student returns acceptance paperwork to College Recruiting. - If student is from mainland China, be sure to keep export license process in mind.</p> <p>Visa- about Visas. - If your student requires sponsorship, you will be notified by the Recruiting Manager when to start the process. - Students needing eligibility to work start with OPT, which is obtained They apply through their schools. Learn</p> <p>Relocation- - Relocation is handled through Lexicon - Paid up to 45 days in advance of start date.</p> <p>Acceptance Papers Sent to HR - College Recruiting emails paperwork to HR New Hires(HRSSC) approximately 3 weeks in advance of start date.</p> <p>Confirm Start Date with HRSSC- - HRSSC will email the hiring manager asking for a confirmed start date (and work authorization, if applicable.) - It is the hiring manager's responsibility to respond to the email with the requested information ASAP so as not to delay the hiring process.</p> <p>Receive ID- - If the hiring manager does not respond in time, candidate will not be able to start as planned. - Contact HRSSC if you do not receive ID: hrssc-new-hires_us@oracle.com or 888-404-2494 - HRSSC will enter a new hire no earlier than 5 business days prior to the start date. - After being entered, their EID and account info will be emailed to the hiring manager by HRSSC.</p> <p>Onboard- - Set up station, phone etc. For more information visit the HR site</p> <p>Candidate Starts- - The new hire receives his/her badge through Security by presenting his/her identification and EID number. - The new hire will not meet with HR or College Recruiting on their first day. - Managers should confirm in advance the meeting time and location for their new hires.</p>	<p>Notes:</p> <p>Clean info graphic, same style as How it Works Page</p> <p>Export license links to the "Export License" Page under Hardware</p> <p>Relocation links to "Relocation" under Post Acceptance</p> <p>Visas links to "Visas" under Post Acceptance</p> <p>**HR site should be the appropriate HR site link for Employee setup information.</p>

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<Title> HR Web Site

Hardware – Post Acceptance – Export License

<u>Export Licenses</u>	
<p>Hardware new hires (full-time or intern) from the following areas require an export license.</p> <ul style="list-style-type: none">• Mainland China (not Taiwan)• Armenia, Azerbaijan, Belarus• Burma, Cambodia, China• Georgia, Iraq, Kazakhstan• Kyrgyzstan, Laos, Libya• Macau, Moldova, Mongolia• Russia, Tajikstan, Turkmenistan• Ukraine, Uzbekistan, Vietnam <p>If a new hire does not fall into these specific classifications, then an export license is not necessary.</p> <p><u>What to Do</u></p> <p>The transfer of technology controller under the US Export Regulations to a non-US person in the US constitutes an "export". To determine if an export license applies to your new hire, and how to proceed, please review the Legal Requirements for non-US hire Process.PDF document.</p> <p><u>Who to Contact</u></p> <p>Please contact export_ww@oracle.com for licensing requirements.</p>	<p>Notes:</p> <p>Link is to a pdf document (attached by email to this submission)</p>

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**<Title> HR Web Site
Schools List**

About our Schools List

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.

Find out about [candidate requirements](#).

Core Schools, Software and Hardware

Software Core Schools (Graduate Students Only)

Hardware Core Schools

International Schools

INSERT THE MOST UP TO DATE FULL SCHOOLS LIST HERE

Notes:

The schools list is long, so looking for a clean way to view it with hyperlinks to the different sections

****The full schools list was attached with this email****

[Candidate requirements](#) links to "Requirements" page under Candidate Profile and Referral

Hyperlink/expand within the page to the corresponding Sections.

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Storyboard Template

**<Title> HR Web Site
About Process**

Objective

College Recruiting identifies and sources the best college graduates from selected technical programs at top schools (see [Schools List](#) here) to be strategically placed within Product Development to advance Oracle's purpose.

College Recruiting does not seek out individual graduates for specific positions. Our pool of candidates is a resource that divisions use to fill their college headcount.

Overview

- 1) College Recruiting distributes resumes of approved candidates.
- 2) Hiring managers respond with a group description.
- 3) Candidate chooses teams and interviews.
- 4) With mutual interested, we will move forward with processing an offer.

See specific College Recruiting process steps in the [About Process](#) page

Notes:

[Schools List](#) links to the "Schools List" page.

[About Process](#) links to the "About Process" page under "The Process" tab.

Formatted: Numbered +
Level: 1 + Numbering
Style: 1, 2, 3, ... + Start at:
1 + Alignment: Left +
Aligned at: 0.25" + Indent
at: 0.5"

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Storyboard Template

<Title> HR Web Site

How it Works

<p><u>Timeline Notes:</u> The timeline for interviewing and hiring varies from candidate to candidate. Candidate timeline depends on the individual student's current class schedule. Some candidates have immediate availability to interview, while others need to wait for a break.</p> <p>On average, from resume distribution to interviewing takes about 3 weeks. The offer process takes 1-2 weeks on average, and a candidate may accept a position five to eight months before their intended start date. However, some candidates may need to interview and decide more quickly, while others will delay interviewing based on their unique circumstances.</p> <p>*See the Hardware process, if you are a Hardware manager.</p>		<p>Notes: Clean, info graphic, same theme as others.</p> <p>Hardware links to the "Hardware" page under "Hiring" TK's Org links to "TK's Org – Hiring and Headcount" Other Orgs Links to "Other Orgs" under "Hiring" Schools List links to "Schools List" Current Active Candidates links to the "Current Active Candidates" page TK's Org links to "TK'sOrg- Hiring and Headcount" Create a group Description links to the "Create a group description" page. Offer links to the "Make an Offer" page. Explore the Process Links to the "Explore the Process" sub tab of "Post Acceptance" Onboarding links to "On-Boarding" Page Visas Links to "Visas" page.</p>
Resume Distribution-	<ul style="list-style-type: none"> - Can you hire? TK's Org or other Orgs - Candidates are sourced from top schools. See the Schools List. - You can view current active candidates - For TK managers, learn how to change your point of contact for resume distributions in the TK's Org section. 	
Group Description-	<ul style="list-style-type: none"> - Keep your audience in mind and "sell" your group. Learn to create a group description. - Managers <i>only</i> hear back from College Recruiting if the candidate selects their group. 	
Scheduling-	<ul style="list-style-type: none"> - College Recruiting typically emails scheduling requests 1 week prior to the visit date. - We try our best to accommodate your top choice interview times, but do appreciate your flexibility - Arrange in advance for another team member to meet the candidate should you be unable to make it the day of the interview. 	
Interviewing-	<ul style="list-style-type: none"> - Send your feedback, either way, to the Recruiting Manager <i>within 48 hours</i>. - Recruiting Manager will contact hiring manager if there is mutual interest in pursuing an offer. 	
Offer-	<ul style="list-style-type: none"> - College Recruiting team works with hiring manager to finalize offer. - College offer package includes salary, stock options, sign-on bonus and relocation. - College Recruiting will request all approvals on behalf of the hiring manager 	
Post Acceptance-	<ul style="list-style-type: none"> - Most hires typically start 3-8 months after accepting the offer. - Explore the Process after candidate accepts the offer as well as On-boarding and visas. 	

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Storyboard Template

<Title> HR Web Site When We Recruit	
<p><u>Recruiting Season</u></p> <p>Our recruiting efforts are primarily based upon the academic calendar, so our <u>peak</u> time to recruit for students who are graduating in December or the following summer is from September to January.</p> <p><u>We Recruit Year Round</u></p> <p>While the peak of the season is September to January, we continue to recruit and place qualified available graduates <u>throughout</u> the year.</p> <p><u>When Hires Will Start</u></p> <p>College hires usually start <u>three to eight months</u> after they accept the offer.</p>	<p>Notes:</p> <p>None</p> <p>No Links</p>

Insert a new page if content exceeds the length of the table

Storyboard Template

<Title> HR Web Site
Join Resume List

About

College Recruiting will email the resumes of students ready to begin interviewing with Oracle. Distributed resume emails include:

- Name
- School
- Location requirements
- Response due date
- Candidate's resume

The candidate's contact information is not included, and we request you *do not contact the student directly*. If you are interested in pursuing a particular candidate, reply to the email with your group's description. Learn to [create a group description](#).

How to Receive Resume Distributions

Managers *in* Thomas Kurian's Organization

- Are automatically added to the distribution list by College Recruiting if you have college headcount.
- Email us if you would like to assign someone under you as the Point of Contact for your headcount, the request needs to come from you and not the manager you would like to assign the POC to.
- **We only allow *one email per headcount* on the distribution list to avoid duplication with candidates.
- You will be removed as your college headcount fills or added back automatically if an offer is declined

Managers *outside of* Thomas Kurian's Organization

You may request to be added to our mailing list when you have college headcount by going to [REDACTED] under APS and subscribe to: COLLEGE-RECRUIT_US_GRP

You may also remove yourself if you fill your college headcount, or no longer wish to receive resume distributions. You can remove yourself through [REDACTED] on APS.

Hardware Managers

You may request to be added to the Hardware mailing list when you have college headcount by going to [REDACTED] under APS and subscribe to: HW-COLLEGE-RECRUIT_US_GRP

Notes:

[Create a group description](#) links to the "Create a Group Description" page.

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Storyboard Template

<Title> HR Web Site Requirements									
<p><u>Requirements</u></p> <p>All candidates are approved by Larry Lynn. The initial criteria for approval of acceptance into our program is listed below. Other factors considered include specific degree and skills. Oracle strives for high quality hires, so any candidate for development should match the quality expected for college recruits.</p> <p><u>From Our Approved Schools List</u></p> <table border="1" style="width: 100%;"><thead><tr><th style="width: 50%; text-align: center;">Maximum Work Experience</th><th style="width: 50%; text-align: center;">GPA</th></tr></thead><tbody><tr><td>- Less than <u>three</u> years - Does not include internship experience</td><td>- <u> </u> on a <u> </u> scale (consider some <u> </u>)</td></tr></tbody></table> <p><u>Schools Outside Approved List</u></p> <p><i>All approvals <u>MUST</u> go through Larry Lynn</i></p> <table border="1" style="width: 100%;"><thead><tr><th style="width: 50%; text-align: center;">Maximum Work Experience</th><th style="width: 50%; text-align: center;">GPA</th></tr></thead><tbody><tr><td>- Less than <u>two</u> years - Does not include internship experience</td><td>- <u> </u> on a <u> </u> scale - Consider some <u> </u></td></tr></tbody></table> <p>Refer a Student or Obtain Candidate Approval</p>	Maximum Work Experience	GPA	- Less than <u>three</u> years - Does not include internship experience	- <u> </u> on a <u> </u> scale (consider some <u> </u>)	Maximum Work Experience	GPA	- Less than <u>two</u> years - Does not include internship experience	- <u> </u> on a <u> </u> scale - Consider some <u> </u>	<p>Notes:</p> <p>Seeking a good way to display candidate requirements. Needs to have good emphasis, easy to read</p> <p>Refer a Student links to the "Refer a Student" page.</p> <p>Obtain Candidate Approval links to the "Obtain Candidate Approval" page</p>
Maximum Work Experience	GPA								
- Less than <u>three</u> years - Does not include internship experience	- <u> </u> on a <u> </u> scale (consider some <u> </u>)								
Maximum Work Experience	GPA								
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Storyboard Template
<Title> HR Web Site
Refer a Student

<p>Referrals</p> <hr/> <p>Please direct all referrals or students interested in our program to email their resume and transcript to the appropriate email below:</p> <table border="1" data-bbox="258 606 758 735"><tr><td data-bbox="258 606 506 677">Full Time</td><td data-bbox="506 606 758 677">Interns</td></tr><tr><td data-bbox="258 677 506 735">college_us@oracle.com</td><td data-bbox="506 677 758 735">interns_us@oracle.com</td></tr></table>	Full Time	Interns	college_us@oracle.com	interns_us@oracle.com	<p>Notes:</p> <p>No Links</p>
Full Time	Interns				
college_us@oracle.com	interns_us@oracle.com				

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Storyboard Template
<Title> HR Web Site
Obtain Candidate Approval

<p>Candidate Approval Request</p> <hr/> <p>Candidate <u>MUST</u> be approved by Larry Lynn</p> <p>If you have found a student you are interested in and would like to have them approved for our program so you can interview them, please email the following <u>before</u> interviewing:</p> <ul style="list-style-type: none">• Resume• Transcripts <p><u>DO NOT</u> have students email their resume directly to Larry Lynn.</p>	<p>Notes:</p> <p>No Links</p>
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Storyboard Template
<Title> HR Web Site
Current Active Candidates

<p>██████ <u>Workspace</u></p> <p>The workspace "College Recruiting Resumes" holds resumes for all active full time candidates including a separate folder for Hardware candidates. Posted resumes are kept up to date. Candidates are removed when they are no longer available.</p> <p><u>Link to Active Candidates</u></p> <p>All active candidates are posted on Beehive here: Full Time Resumes can be found under the <u>Current Active Candidates</u> workspace on beehive.</p> <p><u>How to Contact Candidates</u></p> <p>Please contact the College Recruiting representative who posted the resume <u>with your group description</u> if you are interested in the candidate. Again, you will only hear back if there is mutual interest from the candidate.</p>	<p>Notes:</p> <p>http://stbeehive.oracle.com/teambollab/library/st/College+Recruiting+Resumes/Documents</p>
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Storyboard Template

**<Title> HR Web Site
Interview Process**

Timeline Notes:

The time line for interviewing varies from candidate to candidate. Interview visit date is particularly influenced by the candidate's current class schedule and commitments. On average, the "interviewing segment" detailed below takes about two weeks.

Notes:

Same format as similar pages.

Offer links to the "Make an Offer" Page

- | | |
|------------------------------|--|
| Group Selected by Candidate- | - Managers will <i>only</i> hear back regarding candidates with <i>mutual interest</i> . |
| Scheduling Request- | - College Recruiting will email scheduling request approximately 1 week prior to visit date.
- We try to schedule your top choice time slots, but do appreciate your flexibility.
- Please provide at least two time availability options |
| Time Confirmation- | - Your time slot will be confirmed by email before the final schedule is set.
- College Recruiting strives to confirm time slot as quickly as possible. |
| Final Schedule Sent- | - Once the entire schedule has been confirmed, it will be emailed to all managers.
- You will be emailed if any changes are made <i>that affect your slot</i>
- Please reply right away with any changes that need to be made to the schedule. |
| Candidate Interviews- | - It can be helpful to confer with the managers surrounding your time slot for "hand offs".
- Please have someone ready as a backup in case you are unable to make your interview. |
| Feedback- | - Please send your feedback to the Recruiting Manager within 48 hours of interviewing |
| Offer- | ** You will only hear from College Recruiting if candidate is interested in an offer from your group.
- Details on the <u>offer</u> process. |

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 <Title> HR Web Site
 Create a Group Description

A Key Recruiting Tool

Group descriptions are one of your team's key recruiting tools.

Candidates will review the description and decide if they would like to interview with your group.

What to keep in mind

- Candidate may have many group descriptions to review.
- Sell your group, set yourselves apart.
- Target the college audience.

Information to Include

- Position Location(s)
- A bit about the location and team
- Projects
- ~~Skills~~
- Skills required/desired

Format

College Recruiting requests that you send your group description *each time* you reply to a candidate. Group descriptions should be included as text in the body of your email. Please do not send group descriptions as attachments.

Notes:

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No Links

Insert a new page if content exceeds the length of the table

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**<Title> HR Web Site
Make an Offer**

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What's Included

All college recruit offers include fixed elements: relocation, stock, and sign-on bonus. Salary levels are commensurate with candidate education level. The recruiting manager will provide the recommended salary at the beginning of the offer process based on the candidate's education and school.

Compensation

College Recruiting offers may not be in line with HR IC levels. The base salary compensation for College Hire offers may not correspond with what HR levels on file. College Hire salaries through College Recruiting offers are based on current industry rates.

Before the Offer Letter is Mailed: What College Recruiting Requires

College Recruiting handles processing all approvals for the offer.

Before an offer can be sent out to the candidate, College Recruiting must have the following:

- Approval Chain: Hiring MGR, SVP's Direct, SVP
- Workflow
- Background Check
- Larry Ellison's Approval

Timeline

The offer process timeline varies, but on average is two to three weeks.

Offer Process

Confirm Offer Terms - The Recruiting Manager will email the hiring manager to confirm the terms of the offer.

Offer Approval Chain -College Recruiting handles this, as the hiring manager you will be copied on all stages.

Offer on Workflow -College Recruiting posts the offer to Workflow and tracks the process.

Larry Ellison Approval - Recruiting Manager notifies the Hiring Manager once the offer is ready and being sent out.

Offer is Mailed - It is important for the hiring group to reach out to the candidate and help close him/her for Oracle.

Candidate Decision - Candidate has ten business days to make a decision on the offer.
Insert a new page if content exceeds the length of the table. College recruiting will contact you with the candidate's decision and how to proceed if they accept.

Post Accept Process - [Explore the Process here](#)

Notes:

Offer Process section should have the same format as other processes in this website.

[Explore the Process](#) links to the "Explore the Process" page under "Post Acceptance"

Storyboard Template

**<Title> HR Web Site
Volunteering**

Events

College Recruiting hosts a variety of on-campus events at our core schools only. We participate in many core school-sponsored campus activities such as career fairs, on-campus interviews, etc.

Projects Book

A College Recruiting publication that lists a description of all ongoing projects at Oracle. When the book is updated and published we contact divisions for submissions. The goal of this material is to help the student recognize the vast variety of opportunities available to them at Oracle.

Download the "Projects at Oracle" book.

How to Participate

Specific recruiting managers are responsible for managing Oracle's relationship with each school. If you have any questions regarding any of these schools, or you would like to attend any of these College Recruiting activities on behalf of Oracle, please contact the appropriate recruiting manager listed in the schools list. To learn more about getting involved, please go to the volunteering page.

Notes:

Projects at Oracle book:

<http://www.oracle.com/us/corporate/064943.pdf>

Schools List links to the "Schools List" page

Volunteering links to the "Volunteering" page under "Get Involved"

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**<Title> HR Web Site
Career Fairs**

We attend the career fairs at our core schools only.

At career fairs, we give preference to oracle representatives who are recent graduates from that school. This is a powerful resource to connect with prospective students and help them learn what the experience of working at Oracle is like.

If you are interested in attending, please contact the Recruiting Manager for the school.

Notes:

No links

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**<Title> HR Web Site
Tech Talks**

A tech talk is a chance to explore a topic with the students, share what Oracle is doing, what challenges we face and what we need help solving.

A tech talk is NOT a product demo.

We're looking for experienced, engaging managers. History with a particular school is a plus, but not required. Please contact the Recruiting Manager for the school where you are interested in hosting the talk.

Notes:

None

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**<Title> HR Web Site
Campus Interviews**

~~Hiring managers interview candidates on campus and provide a written assessment for College Recruiting to determine if the candidate is approved for the College Recruiting process.~~

Notes:

None

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<Title> HR Web Site Explore the Process

Congratulations! Your candidate has accepted. It is up to you, the hiring manager, to make sure all steps are complete once the recruit has accepted your offer and signed with Oracle. Typically, when hired during the high season, a candidate accepts an offer 5-8 months before they will start. See below for a basic outline of what to expect from here:

- | | |
|--------------------------------|--|
| Acceptance Notification- | - College Recruiting will notify you when the candidate accepts. |
| Determine Start Date- | - Recruiting Manager and Hiring Manager work with the student to determine approximate start date depending on candidate's graduation schedule and hiring manager's needs.
- Typically, 5-8 months in advance, if hired during the high season.
- May be specific or general at this stage depending on the case.
- Important: for last minute changes, start date must be confirmed with HR New Hires at least 5 business days in advance. |
| Acceptance Paperwork Returned- | - Student returns acceptance paperwork to College Recruiting. |
| Visa- | - If your student requires sponsorship, you will be notified by the Recruiting Manager when to start the process.
- Students needing eligibility to work start with OPT, which they apply for through their schools. Learn about Visas . |
| Relocation- | - Hiring Manager must create the P.O. for relocation expenses
- Relocation is handled through Lexicon.
- Paid up to 45 days in advance of start date. |
| Acceptance Papers Sent to HR- | - College Recruiting emails paperwork to HR New Hires (HRSSC) approximately three weeks in advance of start date. |
| Confirm Start Date with HRSSC- | - HRSSC will email the hiring manager asking for a confirmed start date (and work authorization, if applicable.)
- It is the hiring manager's responsibility to respond to the email with the requested information ASAP so as not to delay the hiring process. |
| Receive ID- | - If hiring manager does not respond in time, candidate will not be able to start as planned.
- Contact HRSSC if you do not receive ID: hrssc-new-hires_us@oracle.com or 888-404-2494
- HRSSC will enter a new hire no earlier than 5 business days prior to the start date.
- After entry, their EID and account info will be emailed to the hiring manager by HRSSC. |
| Onboard-
Candidate Starts- | - Set up station, phone etc. For information visit the HR site
- The new hire receives his/her badge through Security by presenting his/her identification and EID number.
- The new hire will not meet with HR or College Recruiting on their first day.
- Managers should confirm in advance the meeting time and location for their new hires. |

Notes:

Same format as other similar pages.

[Visas](#) links to the "Visas" page

[Relocation](#) links to the "Relocation" page

HR site is the same as the Hardware page, need help finding the appropriate link here. .

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 <Title> HR Web Site
 On-Boarding

<p>Below please find several links pertaining to on-boarding new hires.</p> <p>New Hire Orientation</p> <p>Global HR Webpage</p> <p>Top 15 Transactions for New Hires</p> <p>New Hire Portal</p>	<p>Notes:</p> <p>None</p> <p>Orientation:</p> <p>http://my.oracle.com/site/hr/new_hires/U.S.NewHires/orientation/orientation</p> <p>Global HR:</p> <p>http://my.oracle.com/site/hr/index.htm</p> <p>Top 15 Transactions:</p> <p>http://my.oracle.com/site/hr/new_hires/top_15/top_15</p> <p>New Hire Portal:</p> <p>http://my.oracle.com/site/hr/new_hires/new_hires#</p>

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**<Title> HR Web Site
Relocation**

Once the candidate accepts the offer, the recruiting manager will notify the hiring manager. It is the hiring manager's responsibility to start the relocation process for their new hire. All costs incurred in the relocation process will be covered by the hiring manager's cost center.

Options

The candidate has two options for relocation; a cash lump sum or a managed move.

When it can be paid

Up to 45 days in advance

How to Initiate

The Recruiting Manager will email you instructions for how to generate the P.O. for the candidate's relocation.

You can find the internal site for the Americas Relocation Home Page here:

http://my.oracle.com/site/hr/working_worldwide/AmericasMobility/AmericasMobility?Auth=Internet

When to create the P.O.

Please create the P.O. two months prior to the candidate's start date.

Contact

For questions, please contact: relocation_us@oracle.com

Notes:

None

Relocation home page,
link is in text.

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Storyboard Template

**<Title> HR Web Site
Visas**

Work Authorization

All candidates must have valid work authorization before they start working.

Visa Sponsorship

Should your candidate require visa sponsorship, you will receive an email from the Recruiting Manager with instructions. You can find out more information on the HR site here:

http://my.oracle.com/site/hr/us_immigration/work_authorization/index.htm

Optional Practical Training (OPT)

Students who are in the US on an F1 visa typically start with their OPT letter. OPT is work authorization sponsored by their school in their field of study.

Contact

For questions, please contact: ins_us@oracle.com

Notes:

None

Link to Work Authorization page of HR site is included in text.

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**<Title> HR Web Site
Interns**

<p><u>About</u></p> <p>Participation in our summer internship program offers many advantages. The intern program provides an opportunity to get real time work experience in a challenging environment, while networking with other driven interns, industry experts, and award-winning developers. When a happy intern returns to their school, they become a "spokesperson" for Oracle.</p> <p><u>College Recruiting Selects Interns</u></p> <p>Just as for standard full-time hires, College Recruiting selects intern candidates and introduces them to hiring groups.</p> <p><u>Expenses</u></p> <p>College Recruiting pays for all travel and housing expenses. Hiring groups are only responsible for the intern's three-month salary.</p> <p><u>About Intern Headcount</u></p> <p>Headcount is provided to the hiring group. Internships last a minimum of 10 weeks and a maximum of 14 weeks, typically between May and October. Taking place between May and September.</p> <ul style="list-style-type: none">• Interns are only placed in the Summer• College Recruiting has NO control over who is assigned an intern. <p><u>Slot Assignment</u></p> <ul style="list-style-type: none">• Occurs <u>mid November to early December</u> for the following summer.• If you want an intern, and have not been assigned one, please check with your management <u>before</u> slot assignment <p><u>Intern Resumes on Beehive Workspace</u></p> <p>During intern recruitment, all active intern resumes are posted here: <u>Active Intern Candidates</u></p>	<p>Notes:</p> <p>None</p> <p>http://stbeehive.oracle.com/teambollab/library/st/College+Recruiting+Intern+Resumes+2013/Documents</p>
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<Title> HR Web Site
FAQ

Sourcing

I need a position filled that calls for a specific skill set. Is the purpose of College Recruiting to find the right candidate for my open position?

No. According to our process, we hire the best and the brightest students from top schools to fill product development positions. We do not find specific candidates for open positions. Also, it is important to note that Larry Lynn's approval is required before engaging in any type of recruitment or interview activity with a potential College Recruiting candidate.

If you would like to refer a candidate for the College Recruiting program, email your referral to larry.lynn@oracle.com. Please include unofficial transcripts when requesting Larry Lynn's approval.

Candidate Related-Questions

I need to hire a hardware engineer. Do I still need Larry Lynn's approval?

Yes. Any candidate who fits the College Recruiting profile must be processed through the College Recruiting program and therefore must be approved by Larry Lynn.

If I see a resume on the distribution list that I am interested in, can I contact the student directly?

No. If you are interested in a particular candidate that you become familiar with through the Distribution List, simply reply with your group description. We will then pass your description on to the college recruit along with the other descriptions that other hiring managers have sent. The college recruit will then review the descriptions and choose which groups to interview with. If there is mutual interest, you will be contacted and asked to set up an interview.

Participating

How can I gain visibility for my group among the college recruiting candidates?

To gain visibility for your group among the college recruits, it is very important to reply to resumes with a description of your group that is geared towards the college audience. Aim to make your description engaging.

How do I submit a description of my group's work to the Projects at Oracle Book?

The Projects at Oracle Book is a College Recruiting publication. When we start production on the book, we will be in contact with several division heads who will then delegate to their groups the task of submitting a group description to us.

I would like to attend a College Recruiting sponsored activity. Who do I contact?

If you would like to participate in a College Recruiting sponsored activity, please refer to the College Recruiting Contacts section and contact the Recruiting Manager who handles the school for which you would like to volunteer.

Notes:

More content will be added to this section. The idea is to have hyperlinked categories for the questions so a manager can easily find the information they're looking for.

Make sections Expandable to easily review information

Relocation link on the last question is:

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Intern Questions

What if I ultimately want to hire my intern? Do we have to go through the entire college recruiting process?

If you are interested in hiring your intern, let the College Recruiting representative know and the appropriate Recruiting Manager will be in touch with your intern to confirm mutual interest and available headcount.

Post-Hire

Who do I contact to initiate relocation for my new hire?

The Recruiting Manager will email you instructions for how to generate the P.O. for the candidate's relocation. You can find the internal site for the Americas [Relocation Home Page](#)

(http://my.oracle.com/site/hr/working_worldwide/AmericasMobility/AmericasMobility?Auth=Internet)

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<Title> HR Web Site

Contact Us

<u>Name</u>	<u>Role</u>	<u>Email</u>	<u>Phone</u>	<u>Supports</u>	Notes:
Larry Lynn	VP	larry.lynn@oracle.com			
Chantal Dumont	Director	chantal.dumont@oracle.com	(650) 506-4015		
<u>Les Cundall</u>	<u>Senior Manager</u>	les.cundall@oracle.com	(650) 506-5259		
<u>Wendy Lee</u>	<u>Team Lead</u>	wendy.l.lee@oracle.com	(650) 506-5556		
Satarupa Bhattacharya	College Recruiting Manager	satarupa.bhattacharya@oracl.com	(650) 633-5761	[Redacted]	
Kimberley Tanksley	College Recruiting Manager	kimberley.tanksley@oracle.com	(650) 506-2547	[Redacted]	
Milton Liu	Recruiting Program Manager Hardware Process Team Lead	milton.liu@oracle.com	(650) 506-0097	[Redacted]	
Liz Lee	Senior Recruiting Program Manager	liz.lee@oracle.com	(650) 506-5219	[Redacted]	
Jane Tu	Recruiting Program Manager	jane.tu@oracle.com	(650) 506-0241	[Redacted]	
Sarah Adams	Recruiting Specialist	sarah.adams@oracle.com	(650) 506-2326		
Hong Trinh	Recruiting Specialist	duhong.trinh@oracle.com	(650) 506-0636		
Rachael LaMielle	Recruiting Coordinator	rachael.lamielle@oracle.com	(650) 506-0407	Kimberley Tanksley	
Amra Kuduzovic	Recruiting Coordinator	amra.kuduzoivc@oracle.com	(650) 506-2988	Wendy Lee	
<u>Mallory Brook</u>	<u>Recruiting Program</u> <u>Manager</u>	mallory.brook@oracle.com	(650) 506-5606		

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