

College Recruiting Home

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College Recruiting Home

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Content (College Recruiting Home):

Oracle College Recruiting is the only vehicle for managers to fill their open college headcount in the U.S.

What We Do: College Recruiting sources the best college graduates from selected technical programs (*please link "selected technical programs" to "School List" page*) and works to place them within Product Development.

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

Can I Hire?

Content:

Headcount

College Recruiting does not determine headcount. College headcounts are determined by a division's upper management prior to the start of the recruiting season. If you are unsure about whether you have been assigned college headcount, please check with your management.

If you have college headcount, you can move forward with accessing our candidate resumes so you can begin the interview process and work towards filling your headcount.

Accessing Resumes

Content:

Resume Distribution Lists

Software managers in Thomas Kurian's Organization:

- Are automatically added to the distribution list by College Recruiting if they have college headcount.
- Managers should email us if they want to assign someone under them as the Point of Contact for their headcount. Please note that the request needs to come from the manager and not the manager they want to assign the POC to.
- We only allow *one email per headcount* on the distribution list to avoid duplication with candidates.
- Managers will be removed as their college headcounts are filled and will be added back automatically if any offers are declined.

Software managers *outside* of Thomas Kurian's Organization can request to be added to the software resume distribution list by doing the following:

1. Go to [REDACTED]
2. Select [REDACTED] (top tab)
3. Select [REDACTED]
4. Group Action
 - Subscribe to [REDACTED]
 - Use your own Oracle email
 - Hit [REDACTED]
5. Group Type:
 - Group Name: [REDACTED] (You may need to put a "%" after the group name to find it.)
 - Hit [REDACTED]
6. Once it populates in [REDACTED], select it and hit [REDACTED]
 - Select it in [REDACTED]
 - Hit [REDACTED]
7. Then type in a justification ("To fill hiring needs" or something generic is fine.)
8. Submit

Hardware managers can request to be added to the hardware resume distribution list by following the same steps listed above, but with this group name: [REDACTED]
[REDACTED]

Managers have the ability to remove themselves once their college headcount is filled, or if they no longer wish to receive resume distributions by unsubscribing from the beehive group through APS.

[REDACTED] Workspace

All active candidates' resumes are also posted on [REDACTED] Full time resumes can be found under Current Active Candidates

[REDACTED]
Once they are no longer available, their resumes will be removed.

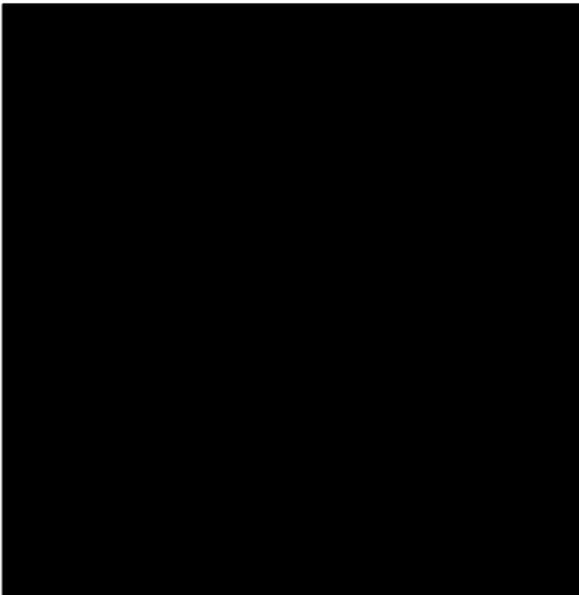
School List

Content:

About Our School List

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

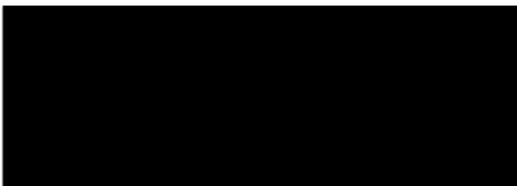
Core Schools (Both Hardware and Software)



Software Only: We consider graduate students from these schools for software positions.



Hardware Only



International Schools

Australia

[REDACTED]

Austria

[REDACTED]

Belgium

[REDACTED]

Brazil

[REDACTED]

Canada

[REDACTED]

Chile

[REDACTED]

China

[REDACTED]

Czech Republic

[REDACTED]

Denmark

[REDACTED]

France

[REDACTED]

Germany

[REDACTED]

Hong Kong

[REDACTED]

India

[REDACTED]

Ireland

[REDACTED]

Israel

[REDACTED]

Japan



Software Interview Process

Content:

Software Interview Process

Once a candidate's resume is distributed to hiring managers, it takes approximately 3 weeks to complete the recruiting process and to place the candidate.

Please see below to understand the phases of the recruiting process.

Resume Distribution:

Once you are subscribed to our mailing list, you will begin to receive candidate resumes. You can also access resumes of candidates who are currently scheduled to come on-site for interviews through the College Recruiting Beehive Workspace.

Group Description:

Respond to resumes with your group description to indicate your interest in a candidate. College Recruiting compiles all group descriptions received for a particular candidate and sends compilation to candidate for consideration.

Scheduling:

An interview will be scheduled with your group *only if* there is mutual interest. In other words, the student must indicate that he or she is interested in interviewing with your group in order for an interview to be scheduled. College Recruiting will notify you if your group has been selected by the candidate.

Interviewing:

Interviews last 1 hour and 15 minutes, no exceptions. Should your group interview a candidate, send your feedback, whether positive or negative, to the Recruiting Manager within 48 hours.

Offer:

Candidates interview with multiple groups. If the candidate selects your group after interviewing, and your group is mutually interested, College Recruiting will assist with making an offer.

Hardware Interview Process

Content:

Hardware Interview Process

Once a candidate's resume is distributed to hiring managers, it takes approximately 3 weeks to complete the recruiting process and to place the candidate.

Please see below to understand the phases of the recruiting process.

Resume Distribution:

Once you are subscribed to our mailing list, you will begin to receive candidate resumes. You can also access current candidate resumes through the College Recruiting Beehive Workspace.

Phone Screens:

If you are interested in a candidate based upon his or her resume, please reply directly to the distribution email. College Recruiting will provide you with the candidate's email address so that you can set up a quick phone screen to determine if there is mutual interest in moving forward with on-site interviews.

Scheduling:

An interview will be scheduled with your group *only if* there is mutual interest. In other words, the student must indicate that he or she is interested in interviewing with your group in order for an interview to be scheduled. College Recruiting will notify you if your group has been selected by the candidate.

Interviewing:

Interview slots are set at 2 hours and 30 minutes. After your group interviews a candidate, please send your feedback, whether positive or negative, to the Recruiting Manager within 48 hours.

Offer:

Candidates interview with multiple groups. If the candidate selects your group after interviewing, and your group is mutually interested, College Recruiting will assist with making an offer.

Making an Offer

Content:

Making an Offer

What is Included?

All College Recruiting offers include non-negotiable 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.

Compensation

College Recruiting offers may not necessarily be in line with HR IC levels as our offers are based on current industry rates.

Timeline

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

Post Acceptance (Overview)

Content:

Congratulations! Your candidate has accepted. It is up to you, the hiring manager, to make sure certain steps are completed after your recruit has accepted the offer and signed with Oracle.

See below for a basic outline of what to expect from here:

Acceptance notification and determining tentative start date

College Recruiting will notify you when the candidate accepts. The 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.

Work authorization requirements (please see subsection for more details)

Export License for certain HW hires (please see subsection for more details)

Relocation (please see subsection for more details)

Paperwork sent to HR

College Recruiting will email the new hire's acceptance paperwork to HR New Hires (HRSSC) approximately three weeks in advance of start date.

Confirming official 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. **Important Note:** For last minute changes, the start date must be confirmed with HRSSC New Hires at least **5 business days** in advance.

Receive ID

HRSSC will enter a new hire no earlier than 5 business days prior to the start date. If you have not received an employee ID at least 2 business days before the start date, please contact HRSSC: hrssc-new-hires_us@oracle.com or 888-404-2494. After entry, their EID and account info will be emailed to the hiring manager by HRSSC.

Onboard (please see subsection for more details)

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 his or her first day, so managers should confirm in advance the meeting time and location for their new hires.

Post Acceptance (Work Authorization)

Content:

All candidates must have valid work authorization before they start working. Should your candidate require visa sponsorship, you will receive an email from the Recruiting Manager with instructions.

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.

H1B (http://my.oracle.com/site/hr/us_immigration/F1H1Status/index.htm)

Green Card (http://my.oracle.com/site/hr/us_immigration/greencard/index.html)

Post Acceptance (Hardware Export License)

Content:

Post Acceptance - Export Licenses

Hardware new hires (full-time or intern) from the following areas require an export license.

- 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

If a new hire does not fall into these specific classifications, then an export license is not necessary. If you are unsure whether your new hire requires an export license please contact your Recruiting Manager.

What to Do

The transfer of technology controller under the US Export Regulations to a non-US person in the US constitutes an export.

Who to Contact

Please contact export_ww@oracle.com for licensing requirements.

Post Acceptance (Relocation)

Content:

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. Please contact College Recruiting to find out more details about the respective amounts and other details.

Timing

Please create the purchase order **two months** prior to the candidate's start date as this will allow time for processing and approval. Relocation benefits can be provided up to 45 days in advance of a new hire's start date.

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

Contact

For questions, please contact: relocation_us@oracle.com

Post Acceptance (On-boarding)

Content:

Below please find several links pertaining to on-boarding new hires:

[New Hire Checklist \(http://my.oracle.com/site/hr/new_hires/NHChecklist/index.html\)](http://my.oracle.com/site/hr/new_hires/NHChecklist/index.html)

[Global HR Webpage \(http://my.oracle.com/site/hr/index.htm\)](http://my.oracle.com/site/hr/index.htm)

[New Hire Portal \(http://my.oracle.com/site/hr/new_hires/new_hires\)](http://my.oracle.com/site/hr/new_hires/new_hires)

Get Involved

Content:

College Recruiting hosts a variety of on-campus events at our core schools that you can participate in such as career fairs, Tech Talks, and on-campus interviews. If you would like to participate, please contact the Recruiting Manager responsible for the school at which you would like to volunteer. Please see [Contact Us](#) (*please link to Contact Us page*) page for school responsibility list.

Career Fairs

Careers Fairs are an excellent way to engage with prospective candidates and to help them learn more about Oracle and our recruiting process. When selecting career fair representatives, we give preference to recent alumni of the school we plan to visit.

Tech Talks

A tech talk is a chance to explore a topic with a student audience, share information about Oracle's latest technologies, as well as the challenges we face and need help solving. A tech talk is NOT a product demo. We're looking for experienced, engaging managers to host Tech Talks. History with a particular school is a plus, but not required.

On-Campus Interviews

On-Campus Interviews are used as a tool to bolster our campus presence and to generate more interest in Oracle. These interviews are only conducted at select schools. If you would like to find out if we host On-Campus Interviews at a particular school, please ask the appropriate Recruiting Manager.

Internships

Content:

Overview

Oracle College Recruiting's summer internship program provides students with an opportunity to get real time work experience in a challenging environment, while networking with other driven interns, industry experts, and award-winning developers. While many of our interns receive full-time offers once their internships are completed, this program is not designed as a trial period to evaluate whether managers want to hire them. Instead, the main purpose of the program is to have these interns return to their respective schools as Oracle ambassadors and spokespeople.

Headcount and selection

Managers who have been approved for a summer internship headcount will be notified by their management. Please note that:

- Internships are only for the summer (none are available for the Fall or Spring)
- College Recruiting has NO input in which managers get assigned an intern headcount
- The headcount selection process usually begins around November or December for the following summer's internships
- If you want an intern but have not been assigned a headcount, please check with your management before the selection process starts

Process

Just as for standard full-time hires, College Recruiting will select intern candidates and then distribute their resumes to approved managers. During intern recruitment, all active intern resumes will also be posted on College Recruiting's ██████████ Workspace.

If managers are interested in an intern candidate, they should submit a group description to College Recruiting and we will set up phone interviews. Please note that interns are hired if mutual interest is established after phone interviews are completed. **No on-site interviews are conducted for internship positions.**

Other useful info

College Recruiting pays for all travel and housing expenses so hiring groups are only responsible for the intern's salary. Internships last a minimum of 10 weeks and a maximum of 14 weeks, typically between May and September.

FAQ

Content:

What defines a college candidate?

A college recruiting candidate is defined as any applicant who is a recent graduate of any school or university or has work experience of 2 years or less.

The experience can be acquired at any time, for example, in between degrees, after graduation etc. Internship experience does not count towards work experience.

What is my role as a hiring manager?

As the hiring manager, you play a 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.

The Hiring Manager's Role in the Recruiting Process:

- 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.

How does a candidate qualify for the College Recruiting Program?

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.

From Our Approved Schools List

Maximum Work Experience	GPA
- Less than three years - Does not include internship experience	- [redacted] on a [redacted] scale (consider some [redacted])

Schools Outside Approved List
(All approvals MUST go through Larry Lynn)

Maximum Work Experience	GPA
- Less than two years - Does not include internship experience	- [redacted] on a [redacted] scale (consider some [redacted])

How do I refer a student for the College Recruiting Program?

Please direct all referrals to the appropriate email below:

Full Time	Interns
college_us@oracle.com	interns_us@oracle.com

Please include the candidate's resume. If more information is needed, College Recruiting will be in contact.

When does College Recruiting recruit?

Our recruiting efforts are primarily based upon the academic calendar, so our peak time to recruit for students who are graduating in December or the following summer is from September to January.

While the peak of the season is September to January, we continue to recruit and place qualified available graduates throughout the year.

What are the guidelines for creating a group description?

Your group description is one of your team's key recruiting tools. Candidates will review your group description as well as many others and decide if they want to interview with your group. When writing your group description, focus on selling and setting your group apart. Keep in mind that you are writing to a college audience. Make sure that you include your position location, relevant projects, and required and desired skills. Finally, please send your group description as a text reply to our resume distributions; please do not send your group description as an attachment.

Contact Us

Contacts

Name	Title	Phone	Email	Schools
Larry Lynn	VP		larry.lynn@oracle.com	
Chantal Dumont	Director	650.506.4015	chantal.dumont@oracle.com	
Dei Ashcraft	College Recruiting Manager		dei.ashcraft@oracle.com	
Les Cundall	Senior Manager	650.506.5259	les.cundall@oracle.com	
Wendy Lee	Team Lead	650.506.5556	wendy.l.lee@oracle.com	
Hong Trinh	Recruiting Specialist	650.506.0636	duhong.trinh@oracle.com	
Jane Tu	Recruiting Program Manager	650.506.0241	jane.tu@oracle.com	
Liz Lee	Sr. Recruiting Program Manager	650.506.5219	liz.lee@oracle.com	
Milton Liu	Team Lead - Hardware	650.506.0097	milton.liu@oracle.com	
Mallory Brook	Recruiting Program Manager	650.506.5606	mallory.brook@oracle.com	
Florence Wadley	Sr. Recruiting Program Manager	650.506.6214	florence.wadley@oracle.com	
Satarupa Bhattacharya	College Recruiting Manager	650.633.5761	satarupa.bhattacharya@oracle.com	
James Cabalu	Recruiting Program Manager	650.506.5805	james.cabalu@oracle.com	
Amra Kuduzovic	Recruiting Coordinator	650.506.2988	amra.kuduzovic@oracle.com	

Sandy Do	Recruiting Coordinator	650.506.6164	my.do@oracle.com	
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