

Inbox

III. TRANSFER INTO THE FINANCE & ADMINISTRATION DIVISION
Or TRANSFER WITHIN THE FINANCE & ADMINISTRATION DIVISION WHEN
A CHANGE IN SALARY IS REQUESTED
Final Approver: [REDACTED]

- 1. Post the position using the "Job Post Request" template.
2. Obtain written comments from the releasing manager regarding the employee's job performance.
3. Complete this "Development / Finance & Administration Transfer Request" template.
4. Obtain approvals up through the highest level manager, in both the releasing and hiring organizations.
5. Obtain Jeff Henley's approval.
6. Forward completed template with approvals and releasing manager's comments to your HR Manager.
7. Complete the "HR Applicant Tracking" template and forward it to your HR Manager.
8. Forward all "Applicant Self-Identification Forms" to your HR Manager.
9. Human Resource Operations will notify the hiring manager once the HR Database has been updated.

PART 2 - TRANSFER PROCESS FORM:

It is the hiring manager's responsibility to complete this template in its entirety. Missing information will result in the request being returned to the hiring manager, thus delaying this transfer.

A. EMPLOYMENT DATA:

Employee's Name: [REDACTED]
Employee's ID#: 19937
Effective Date of Transfer: October 28, 1996

CURRENT Division: Server Technology NEW Division: Tools
CURRENT Cost Center: 651 NEW Cost Center: 561
CURRENT Location: lop771 NEW Location: 2op679
CURRENT Manager: [REDACTED] NEW Manager: [REDACTED]
CURRENT Title: Technical Writer NEW Title: Information Designer
CURRENT Job Classification: [REDACTED] NEW Job Classification: [REDACTED]
Technical Writer I Technical Writer I

CURRENT Direct Reports:
NEW Direct Reports:

B. POSITION INFORMATION:

Hiring Manager, by requesting this transfer, you are stating you have posted the position for at least two weeks and, after interviewing candidates, you believe that this candidate is the most qualified.

Job Post number: 105000 Date posted: 8/15/96

Job Description - provide a brief description of the position:
Will work with principal instructional designer on the design of the next generation documentation, online help, and information systems.

Is this position exempt or non-exempt? exempt
(if unclear, contact your HR Manager)

What brought about this transfer request? (check one)
Employee initiated response to jobposting X
Hiring manager approached current manager
Current manager initiated the move due to:
Job elimination
Downsizing
Wrong skill set

Inbox

Justification - provide three reasons why this candidate is the most qualified for the position:

- 1) Strong technical writing skill
- 2) Design experience
- 3) Excellent communication skills including teaching experience

C. RELEASING MANAGER'S COMMENTS:

The current releasing manager must provide brief written comments regarding the employee's job performance:

Kristen is very hard-working, diligent employee. She has very good technical writing skills. She has a the right attitude to get a quality job done.

D. SALARY INFORMATION:

Transfers should involve a change in compensation only if it is necessary to bring the employee up to the minimum salary level for the position or if the employee is moving to a new compensation plan.

Note: All Development salary changes require Larry Ellison's approval. All Finance & Administration changes require [redacted] approval.

Does this transfer involve a change in base salary and/or total target compensation? Yes No

If yes: What was the old base salary? _____
What was the old total compensation? _____
If old total compensation is different from old base salary, what other components are included in old total compensation (please be specific): _____

What is the new base salary? _____
What is the new target compensation? _____
If new target compensation is different from new base salary, what other components are included in new total compensation (please be specific): _____

What is the justification for this change in base salary or total target compensation? _____

E. APPLICANT TRACKING:

Federal law requires that we analyze our employment practices to verify that we do not discriminate on the basis of sex, race, disability, or veteran status. To comply with the law, we need you complete the "HR Applicant Tracking" template and forward the information on to your HR Manager. The HR Manager must receive the applicant tracking information before the transfer can be processed.

F. APPLICANT SELF-IDENTIFICATION FORM:

All external applicants must complete the "Applicant Self-Identification Form" and provide a resume. The "HR Applicant Self-Identification Form" is available on email as a public template to be printed. Forward all "HR Applicant Self-Identification Forms", resumes, and a hard copy of this completed "Transfer Request" to your Human Resources Manager.

TRANSFERS ARE NOT OFFICIAL, AND WILL NOT BE PROCESSED UNTIL ALL INFORMATION, DOCUMENTS, AND APPROVALS HAVE BEEN RECEIVED BY HUMAN RESOURCES.

***** form updated 03/01/95 *****
per [redacted]

Inbox

backup documentation may be required for your organization's approval process.)

- 5. Complete the "HR Applicant Tracking" template and forward it to your HR Manager.
- 6. Forward all "Applicant Self-Identification Forms" to your HR Manager.
- 7. Complete the "HR Executive CoverSheet" (available as a public template to be printed).
- 8. Deliver a hard copy of the transfer packet to Larry Ellison's office on the 11th floor of the 500 building. (Exec Suite Mailstop 659525).

The transfer packet includes the following (stapled together):

- Executive Cover Sheet (see public template "HR Executive Cover Sheet").
- Completed "Development / Finance & Administration Transfer Request" template.
- Releasing management's approvals.
- Hiring management's approvals.
- Comments from the releasing manager regarding the employee's performance.
- Employee's resume (which includes employee's Oracle experience).

- 9. Larry Ellison's office will forward the approved transfer paperwork to Human Resources.
- 10. Human Resource Operations will notify the hiring manager once the transfer has been approved.
- 11. Human Resource Operations will notify the hiring manager once the HR Database has been updated.

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Technical Writer I	Technical Writer I

Inbox

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Downsizing _____
Wrong skill set _____

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What was the old total compensation? _____

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What is the new base salary? _____

What is the new target compensation? _____

If new target compensation is different from new base salary, what other components are included in new total compensation (please be specific): _____

What is the justification for this change in base salary or total target compensation? _____

February 8, 1996



Dear [REDACTED],

We are pleased to offer you the position of Technical Writer I with Oracle Corporation. We offer you starting compensation at the monthly rate of [REDACTED] (equivalent to an annual rate of [REDACTED]). In addition, you will be eligible to receive discretionary incentive compensation based on your productivity and the Company's performance.

To accept this offer, please sign the enclosed Employment Agreement (be sure to confirm your intended start date), the Proprietary Information Agreement and all other documents required by the Human Resources Department and return them to the attention of Francine Wan in Human Resources at One Lagoon Drive, Box 659951, Redwood Shores, CA 94065. Employment and employee benefits begin only after you have signed these documents and they have been received by Human Resources.

If you have any questions, please feel free to call your Human Resources Representative, [REDACTED], at [REDACTED] or [REDACTED] at [REDACTED]. This offer remains open until March 8, 1996. We look forward to having you begin work with us.

Sincerely,

Rebecca G. Hawes
Director, Human Resources

Sincerely,

Lawrence J. Ellison
Chairman and CEO

Enclosure: New Employee Packet

RECEIVED

FEB 09 1996

O.O.P.

OFFER REQUEST SUMMARY

Candidate: [Redacted]

Position: *Tech. Writer I*

Exempt/Non-Exempt

Assignment: *Work group Solutions*

2/15

Location: *10P765*

Manager: [Redacted]

Vice President: [Redacted]

Salary: [Redacted]

Special Compensation:

*Approved
J. Baker
2/9/96*

Ø

Recruiting Firm Fee (Y/N/S):

Education:

95: UC Berkeley - Tech. Writer I

88: Univ. of Cal., Berkeley - BA, Architecture

Work Experience:

95: Oracle Corp - Tech. Writer / Intern

95: Fxm Productions: Production Editor

93-95: Nelson Personnel: PALS Agency

88-90: Strotz + Assoc - Sr. Architect

V

Inbox

Received: FEBRUARY 06, 1996 14:37 Sent: FEBRUARY 06, 1996 14:29
From: [REDACTED] ([REDACTED]) <[REDACTED].US.ORACLE.COM>
To: [REDACTED]
Subject: Re: Offer Letter Request For: [REDACTED]
Cc: [REDACTED]
In-Reply-To: [REDACTED].US.ORACLE.COM's message of 01-Dec-95 14:42

approved.

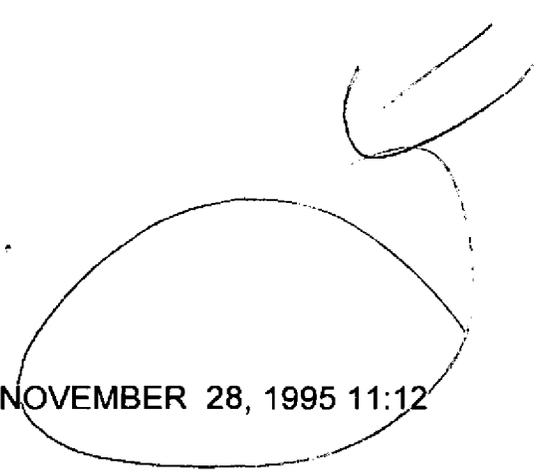
---- Included Message ----

Received: DECEMBER 01, 1995 14:44 Sent: DECEMBER 01, 1995 14:42
From: [REDACTED] <[REDACTED].US.ORACLE.COM>
To: [REDACTED]
Subject: Fwd: Offer Letter Request For: [REDACTED]
Cc: [REDACTED]
Reply-to: [REDACTED]

approved. [REDACTED], as we discussed, [REDACTED] is one of our interns that we'd like to hire. She's been doing a great job.

thanks,

[REDACTED]
Director, Marketing
[REDACTED]
[REDACTED]



---- Included Message ----

Received: NOVEMBER 28, 1995 12:38 Sent: NOVEMBER 28, 1995 11:12
From: [REDACTED] <[REDACTED].US.ORACLE.COM>
To: [REDACTED]
Subject: Offer Letter Request For: [REDACTED]
Cc: [REDACTED]

[REDACTED], here is the Offer Letter Request for junior writer [REDACTED], currently an intern, as we discussed.

>>>>>> OFFER LETTER REQUEST <<<<<<<<

INSTRUCTIONS:

Judy
7

Inbox

1) APPROVALS: The hiring manager is responsible for obtaining all approvals up to the highest appropriate level. If you are in the Product organization, Larry Ellison's direct report will approve and send to <HROFFERS>. If you are in Ray Lane's Worldwide Operations organization, the Vice President of your organization will send to the following userid: <SHAWHR> for Robert Shaw's division, and <LANEHR> for the rest of Ray Lane's organizations.

2) APPLICANT TRACKING: Send a completed Applicant Tracking Form with the resumes and Applicant Self-Identification Forms of all external applicants (individuals NOT currently employed by Oracle) interviewed for this position to HROFFERS, Mailstop 659307, or you may fax to HROFFERS at (415) 506-7102. Offer letters will not be generated until all applicant tracking information is received. Both of these forms are available online through the public templates called "HR Applicant Tracking Form" and "HR Applicant Self-ID Form".

3) JOB POST: A copy of the current (within the last 60 days) job posting for this position, with the number listed, must be included in the offer letter packet, when submitting an offer letter request. The number MUST match the number for the job posting listed on this form. Fax to (415) 506-7102, email HROFFERS, or interoffice to Mailstop 659307 with the posting.

4) JOB CODE: The proper 5 digit job code must be part of this offer, or the request will not be processed. Contact your HR manager if you are not sure what the job code is.

PLEASE NOTE: We present all letters to Larry Ellison or one of his designees for signature. Offers are valid only after Larry Ellison or one of his designees reviews and approves them. We do not pay any employee until she/he signs and returns to Human Resources all new employee documents. NEW EMPLOYEES ARE NOT PAID RETROACTIVELY.

The information below MUST be completed in its entirety. Incomplete or missing information will result in delays in generating the offer letter and establishing an employee number and account setup for the new employee.

CANDIDATE & OFFER INFORMATION*****

Candidate's name: [REDACTED]
Candidate's street address: [REDACTED]
Candidate's city/state/zip code: [REDACTED]
Candidate's daytime phone number: [REDACTED]
Position title: **Technical Writer I**
Position job code/classification(required to process): **13510**
(contact your HR Mgr. if unsure of job code)

Department name: **Workgroup Solutions**

Cost center number: **612**

Candidate's office location:

Building: **100**

Floor: **7**

Office/Cube: **765**

Manager: [REDACTED]

Manager's userid: [REDACTED]

Manager's employee ID number: [REDACTED]

Manager's phone number: [REDACTED]

Other contact: [REDACTED]

Other contact's userid: [REDACTED]

Other contact's phone number: [REDACTED]

Salary: [REDACTED]

Non-exempt or exempt: **Exempt**

Proposed option shares (if any): **none**

Offer remains open until: **1/30/96**

Proposed first date of employment: **12/15/95**

Please send letter via:

Federal Express 1-Day (we cannot Fed-Ex to P.O. Boxes)

Federal Express 2-Day economy service

Hold for pickup

U.S. Mail

Please send letter to (if other than above):

NOTE: References should be thoroughly checked for candidates with three years of experience or more. Answer yes or no:

Have you thoroughly checked this candidates references? **Yes**

Is this candidate a replacement for a current employee? **Yes**

If yes, for whom? [REDACTED]

If no, is this position included in your approved headcount? **Yes**

Is this candidate involved in the federal procurement process? **No**

Are salary/related expenses covered by your approved budget? **Yes**

Has this candidate ever worked at Oracle before? **No**

NOTE: Candidate is currently temporary/hourly.

(If yes, please call your HR Manager to discuss the rehire policy.)

Does this candidate presently work at another Oracle subsidiary? **No**

(If yes, please use the public template "International Transfer Form".)

For the Product Division Only - Please complete this section during this period while we are slowing our hiring rates:

1.) Is this a replacement for an individual who has left? **Yes.**
If yes, please supply the name of the person who terminated or transferred to another division. **[REDACTED]**

2.) Is this a critical position? **Yes.**
If so, identify the position and why it is critical.

The documentation group is severely understaffed (we're still below FY95 headcount) and with Thomas's transfer, we are now in danger of being unable to accommodate all of our Windows porting responsibilities. Porting group technical writers typically spend a higher percentage of time on documentation pre-production tasks (instead of writing manuals for a single product, each writer must make changes to dozens of existing products, with a great deal of time invested in "overhead" such as installing, filtering, editing, and archiving). We feel that by hiring a number of junior writers who are enthusiastic about production responsibilities, we can reduce burnout among senior staff and distribute high-level and low-level work more efficiently.

3.) Is this an exceptional candidate? **Yes.**
If yes, please state why this person is exceptional.

[REDACTED] UC Berkeley degree in Architecture prepared her for technical writing through extensive use of CAD/CAM software. She has taken a number of technical writing continuing education classes at UC Berkeley, and has excelled in those classes (I was her instructor). Her stellar work earned her an internship in this division, where she has proved adept, competent, and invaluable.

JOB POST identification number: **8823**

NOTE: Open positions are to be posted for 2 weeks before you make an employment decision. A current copy of the job posting, with the job post number must be submitted with the offer letter request.

Provide 3 statements of justification for hiring this candidate (this information will be placed in the employee's personnel file):

- 1)Excellent academic background and initiative through continuing education**
- 2)Proven skills through an internship in our division**
- 3)Demonstrated intelligence and problem-solving skills**

CANDIDATE SOURCE*****

EMPLOYEE REFERRAL

Employee Referral Name: [REDACTED]

N/E Temp - Perm.

INTERNAL RECRUITER

Corporate Recruiting

Other (name: _____)

ADVERTISEMENT

Periodical:

Cost of Periodical:

UNIVERSITY RECRUITING PROGRAM

UC Berkeley Extension / Oracle internship

RECRUITING AGENCY

Company Name:

Address:

Contact:

Phone:

Fax:

Fee: \$ _____ (No more than 20%, \$10K max)

Standard Agency Referral Terms: Fee paid after employee works 45 days with a replace/refund guarantee of 180 days. We do not generate letter without a signed recruiter contract on file. **NON-STANDARD TERMS REQUIRE PRIOR APPROVAL OF PRESIDENT OR SENIOR VP.**

UNSOLICITED RESUME

Is this a contractor from Contract Services?

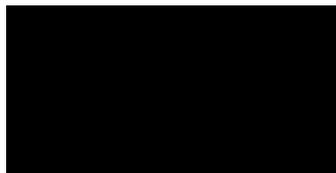
OTHER: _____

INTERVIEW PROCESS*****

Provide the names of all Oracle Employees who interviewed this candidate:

- 1) [REDACTED]
- 2) [REDACTED]
- 3) [REDACTED]
- 4) [REDACTED]
- 5) [REDACTED]

FOR ORACLE SERVICES (OS) ONLY:



OBJECTIVE An entry-level technical writing position.

TECHNICAL EXPERIENCE

Oracle Corporation 1995
Technical Writer/Intern, Workgroup Solutions Division
Contributor, Oracle Software Manager Installation and User Guide; author, Documentation Department Standard Operating Procedures Manual (to be delivered on internal web server in HTML); designer, pilot HTML class for internal training.

FXM Traduction 1995
Production Editor
Reorganized, edited, and formatted documentation training materials for a software development project in India. Designed the FXM project notebook, a repository of project management and training materials used to facilitate coordination between FXM's US and Swiss partners.

Nelson Personnel, San Rafael 1993-1995
PALS Agency, San Francisco
Created pleadings, spreadsheets, correspondence, and reports for law firms, software companies, nonprofit corporations and other businesses.

Strotz & Associates, Tiburon 1988-1990
Pedersen Architects, San Rafael
Junior Architect
Drafted design and construction documents for residential, commercial and retail projects. Generated specifications. Performed construction administration, including payment and change order processing, job site inspections, and forming liaisons between building owners, contractors and company. Worked with public agencies on permit processes.

EDUCATION

UC Berkeley Extension 1995
Technical Writing I
Intermediate Technical Writing and Editing

University of California, Berkeley 1988
B.A., Architecture
Architectural emphasis was in social and cultural design issues. Senior papers included: a post-occupancy evaluation of a day care facility, an analysis of the historical and cultural elements in the development of a small town, a comparison of the Renaissance theory of architecture with the pattern language. Extensive course work in English and Art History.

COMPUTER SKILLS

Software
FrameMaker, Interleaf, MS-Word, Excel, WordPerfect. Several HTML authoring tools.

Operating Systems
Windows (NT, 3.1), Macintosh, some UNIX.