

OAUG
iRecruitment (IRC)
Workshop

4/15/08

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Introductions

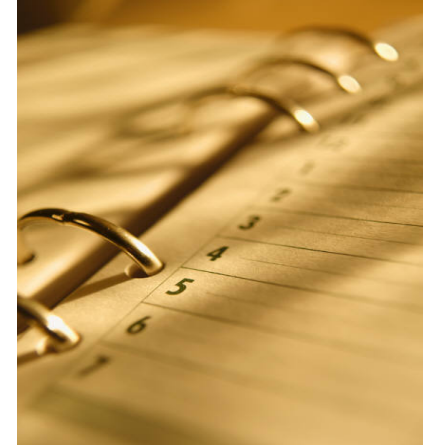
- Bill Holloway, Principal Consultant
 - Over 10 years of Oracle implementation experience
 - Modules: HRMS, Payroll, OAB, iRecruitment, SSHR, OLM, HR Intelligence, iLearning
 - Presented at several OHUG and HR SIG meetings, white paper published in SHRM magazine.

Disclaimer

This presentation is specific to US legislation.

Agenda

- **iRecruitment Strategy**
- **iRecruitment Overview**
- **Considerations**
- **Implementation Questions**
- **Reporting**
- **Integration Points**
- **Q & A**



What is iRecruitment?

- **iRecruitment is a web-based recruitment solution that enables your enterprise to manage all recruitment activities using a single self-service interface and provides an easy-to-use interface for job seekers.**

iRecruitment Product Strategy

- **Manager-Recruiter-Candidate Relationship**
 - Empower Managers to Manage the Recruitment Process
 - Shift Recruiter Focus to Value Add Tasks
 - Build a Relationship with Candidate
- **Matching, Matching, Matching**
 - Profile, Skills, Qualifications, Assessments, Cloning

iRecruitment Product Strategy

- **Integration For More Than Just Table Reuse**
- **Source Effectiveness**
 - **External Candidate Site, Job Boards, Job Crawling, Lead Generation**
- **Global Recruitment While Adhering to Local Practices**

iRecruitment for Job Seekers

With iRecruitment, Job Seekers can:

- Search for jobs, and add jobs to a personal job basket.
- Apply for jobs, track the progress of job applications, or withdraw their applications.
- Upload or Create their resumes online.
 - Oracle provides 5 resume templates but customized templates can be developed.

iRecruitment for Job Seekers (Cont'd)

- Create their User account.
- Store information about their education and qualifications, skills, and previous employment history.
- Specify whether managers searching for candidates can access their details.
- Complete Assessments for the opening.

iRecruitment for Job Seekers (Cont'd)

- Set e-mail preferences for receiving notifications about new job opportunities, invitations to interviews, and notifications of company events.
- Set work preferences, such as a preferred work location and minimum salary requirements.
- Receive job offers online, and view offer details. Candidates can accept or decline an offer online.

iRecruitment for Recruiters and Managers

Managers and Recruiters manage both their vacancies and applicants directly, using a single interface.

- **Delivered Functionality:**
 - Create and Advertise Vacancies
 - Search for Candidates
 - Process Candidates
 - Review Applicants using Assessment Tool
 - Progress Applicants
 - Rate Applicants
 - Send Offers



iRecruitment Functions

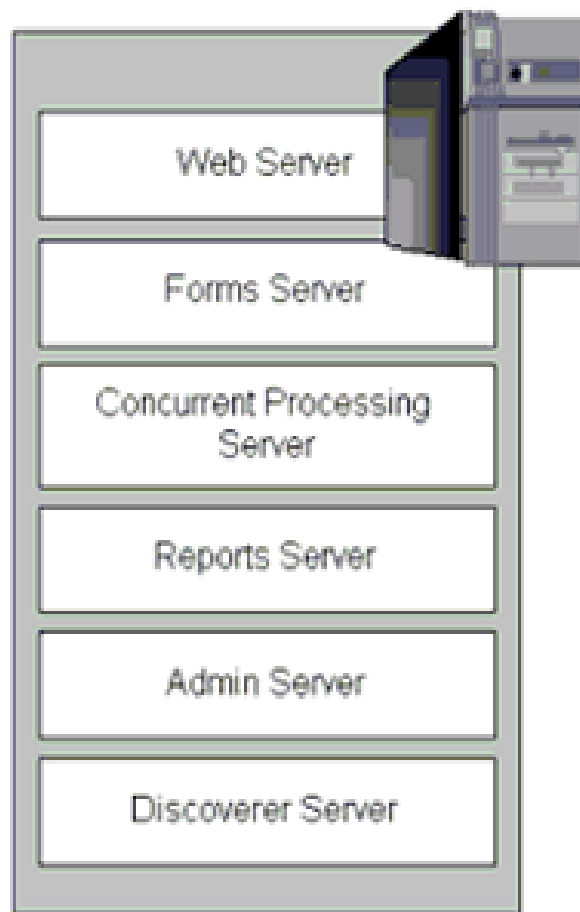
iRecruitment provides the following features to support the recruitment process in your enterprise:

- Analyze the Recruitment Process through the Performance Management Viewer (PMV)
- Use Third-Party Agencies for Recruitment
- Use the iRecruitment High Availability Feature
- Virus Checks
- Integration with Other E-Business Products
- Use Assessments to pre-screen candidates

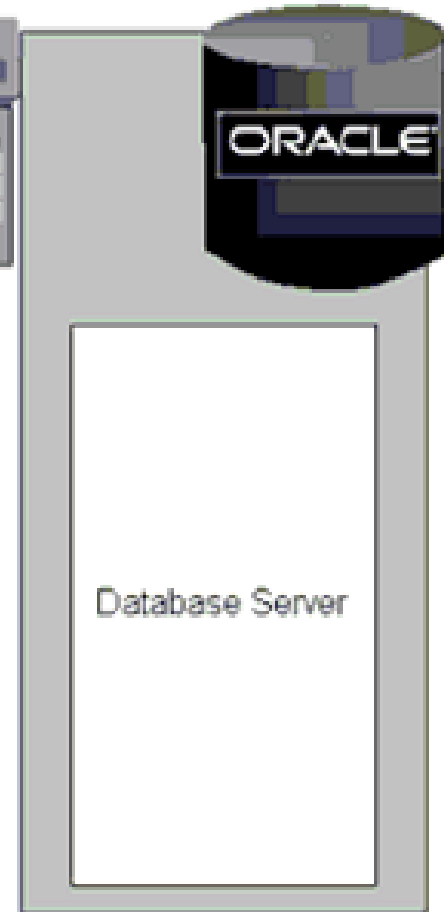
Desktop Tier



Application Tier



Database Tier



iRecruitment Homepage

iRecruitment includes a separate homepage for each group of iRecruitment users:

- Site Visitors (Unregistered Candidates)
- Registered Users
- Managers
- Recruiters
- Agency Users

External Candidate IRC Homepage

iRecruitment Visitor Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://oapps.cityofnorthlasvegas.com/OA_HTML/RF.jsp?function_id=1016584&resp_id=23350&resp_appl_id=800&security_group_id=0&lang_code=US¶ms=wffr Go Links >>

CITY OF NORTH LAS VEGAS iRecruitment Job Basket

Home Jobs

Welcome to our Job Site

- [New Jobs \(Last 7 days\)](#)
- [New Contract Jobs](#)
- [Conduct an Advanced Search](#)
- [Post Your Resume](#)

Job Search

Want to find a job quickly? Choose one of the job categories on the left or use the fields below to refine your search and click Search to begin. Choose the Advanced Search button to further refine your search

Keywords
(example: Marketing Java DBA)

Date Posted

City Location

Login

Is this your first time to our Job Site?

If you have previously worked for this company, then click [here](#) to register with your existing details.

Already registered on our Job Site?

Email

Password

TIP Did you [forget your password?](#)

New to Our Jobs Site?

- [Manage My Account](#)
- [Conduct Job Search](#)
- [View Job Basket](#)
- [View Jobs Applied for](#)

start | 2 Internet E... | Inbox - Micro... | Microsoft Pow... | IRC Implemen... | Desktop | 12:45 PM

Candidate Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Home Stop Refresh Search Print

Address http://kelly.solbourne-hq.com:8013/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&akRegionAppli Go

[New Jobs \(Last 7 Days\)](#)

Welcome Sachs, Robert (Bob)
to iRecruitment

New To iRecruitment?

- [My Account](#)
- [Job Search](#)
- [Job Basket](#)
- [Jobs Applied For](#)

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications. [Full List](#)

From	Subject	Sent
No data exists.		

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications. [Full List](#)

Name	Job Title	Organization	Location	Status	Application Details
No data exists.					

[New Vacancy](#)

Welcome Sachs, Robert (Bob)
to iRecruitment

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

[Full List](#)

From	Subject	Sent
No data exists.		

Save For Later

Saved On	Description	Update	Delete
No data exists.			

New to iRecruitment?

- [1. Create a Vacancy](#)
- [2. Search for Vacancies](#)
- [3. Search for Candidates](#)

News

[Oracle](#)

Background Checking

[Background Check](#)
[Maintenance](#)

Job Postings

- **Job postings** are the advertisements attached to your vacancies. They provide information about your vacancy such as:
 - describe how to apply for jobs
 - give general details of your enterprise.
- Recruiters can use the **Default Job Postings** feature to create a set of default values to use whenever a particular business group, organization, job, or position is selected for a vacancy.

Default Job Postings

- Job Title
- Organization
- Department
Description
- Brief Description
- Detailed Description
- Job Requirements
- Additional Details
- How to Apply



Default Postings Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Home Stop Refresh Search Print

Address http://kelly.solbourne-hq.com:8013/OA_HTML/OA.jsp?_rc=IRC_DPOST_PAGE&_ri=8008&OAPE Go

Default Job Advert

Use this page to create or edit a default job posting.

Delete Revert Apply

* Indicates required field

Select Default Posting

Please select the required scope for the posting. Then use the text field to qualify this scope.

* Default Posting Scope: Organization

* Default Posting Value: Business Services Dept

Job Title: Account Generator

Organization Name: New Business Development

Department Description: [Change to Plain Text Mode](#)

View HTML Source

Rich text editor toolbar with icons for cut, copy, paste, bold, italic, underline, bulleted list, numbered list, indent, outdent, and link.

Fast Paced, dynamic organization led by an individual who fosters creativity, personal responsibility for making things happen. Department has a total of 10

Brief Description

[Change to Plain Text Mode](#)

View HTML Source

Rich text editor toolbar with icons for cut, copy, paste, bold, italic, underline, bulleted list, numbered list, indent, outdent, and link.

Individual will be responsible for creating new avenues for new business generation

start | Internet | Taskbar with icons for various applications | 3:02 PM

Recruiting Sites

If your enterprise has an agreement to post job advertisements with third-party recruiting sites, use the Job Posting Vendor Details page.

Job Posting Vendors - Microsoft Internet Explorer

Address: http://kelly.solbourne-hq.com:8013/OA_HTML/RF.jsp?function_id=174288resp_id=23351&res

ORACLE iRecruitment

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Job Posting Vendors

* Indicates required field

Select Vendors:

[Select All](#) | [Select None](#)

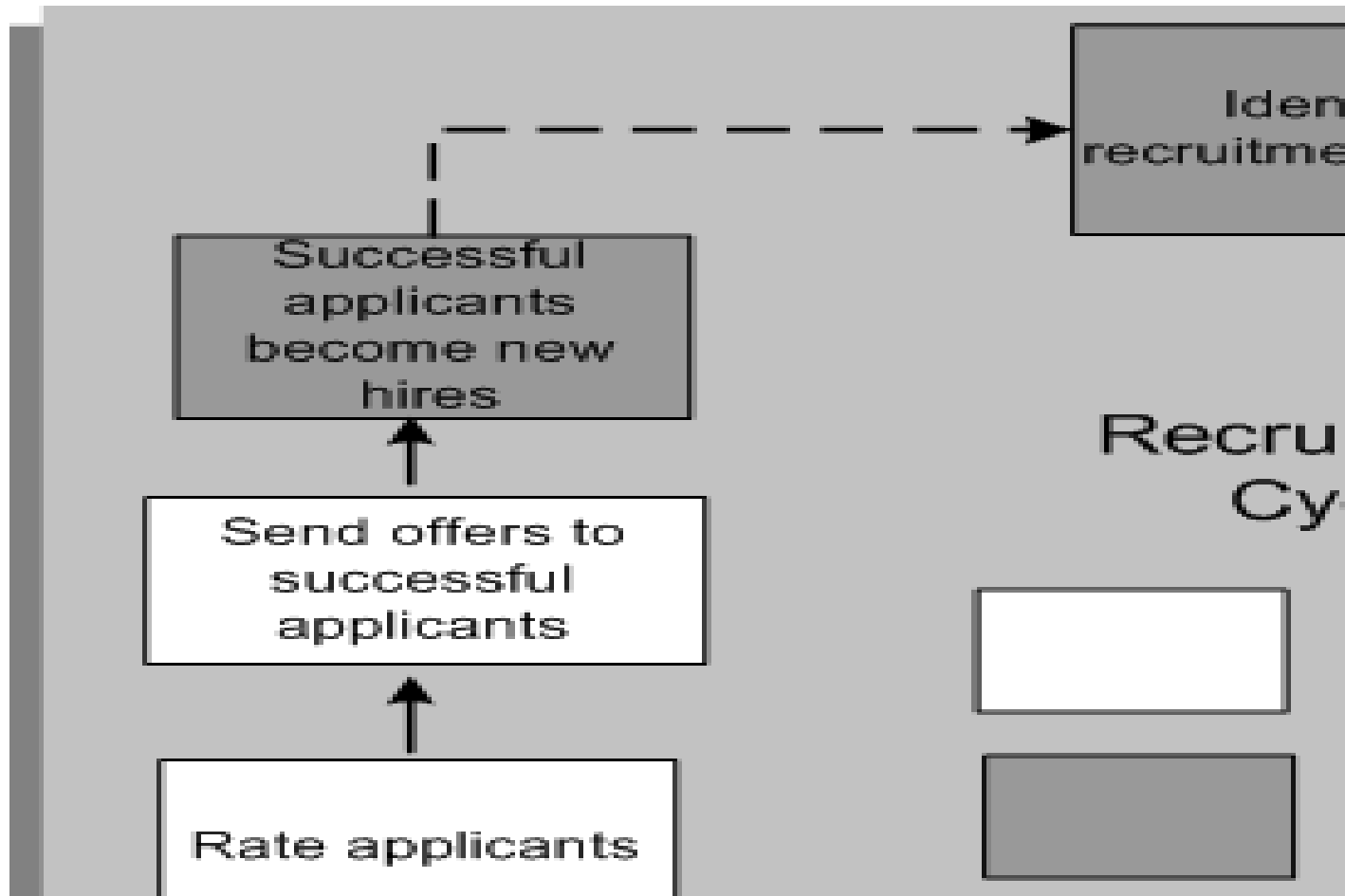
Select	Site Name	Posting URL	Posting Cost	Cost Period	Currency	Posting Username
<input type="checkbox"/>	CareerBuilder.com	www.careerbuilder.com	800	Week	USD	John Brown
<input type="checkbox"/>	Monster.com	www.monster.com	300	Week	USD	John Brown

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

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Typical Recruitment Cycle



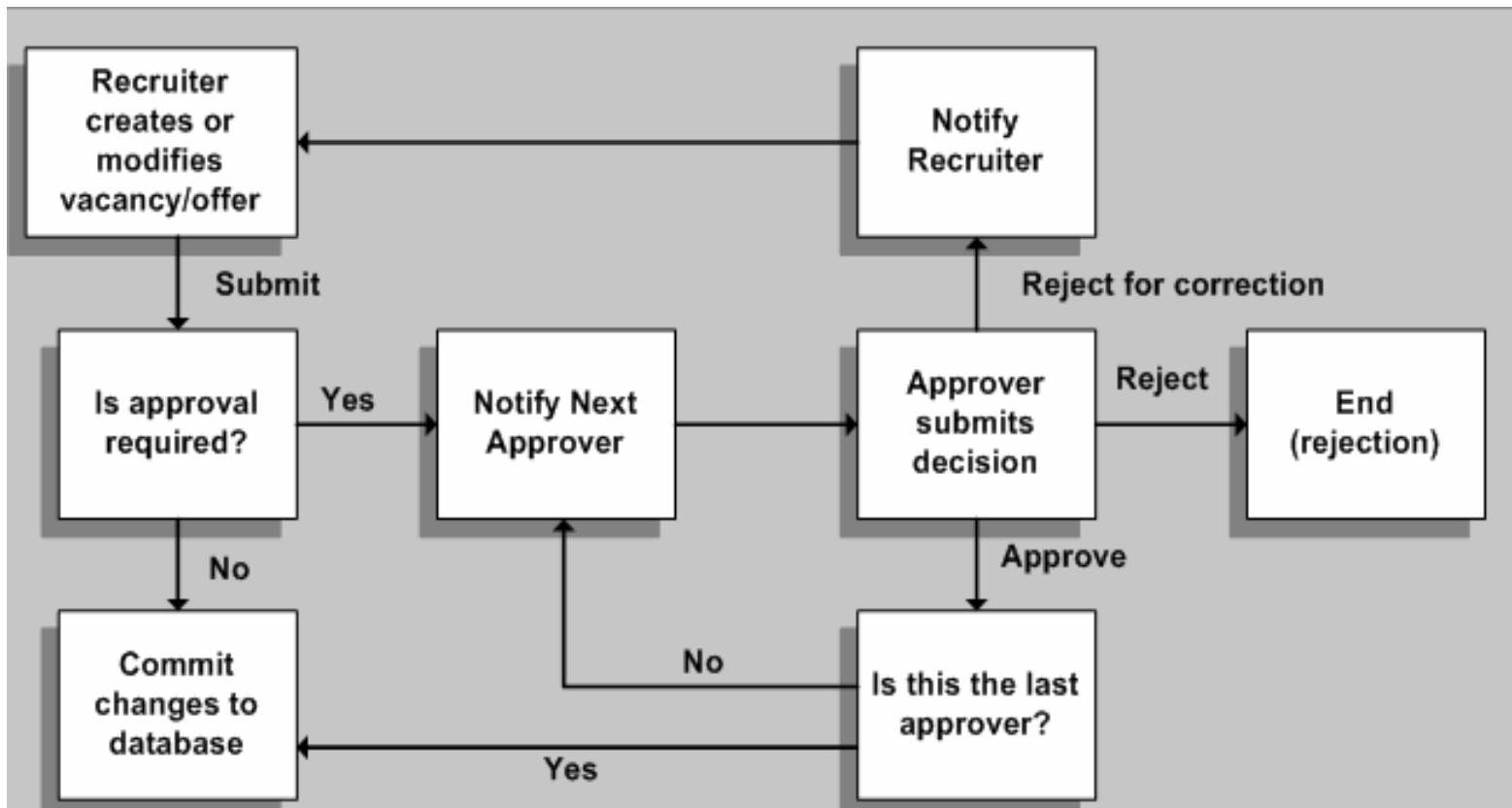
Approvals Management

- **Oracle Approvals Management (AME)** is a web-based application which is integrated with Oracle Workflow and which enables you to define business rules to control your approvals processes.
- **Approvals Management** may used when:
 - Vacancies are created.
 - Offers need approval
 - The default behavior of Oracle iRecruitment is to use a supervisor-based approvals hierarchy which is delivered using AME rules.



Approvals Management (cont'd)

A typical Approvals Management routing



New Functionality with IRC-E

- AME – can use dynamic approvals
- Automate the Job Offer Process
- Use Third Party Agencies for Recruitment Use
- iRecruitment High Availability Feature
- Assessments – pre-screening

Assessments – Question Bank

ORACLE iRecruitment

Home Logout Preferences Personalize Page Diagnostics

Question Banks | Tests

iRecruitment: Question Banks

Manage question banks. A question bank is a collection of questions that you can use to create one or more tests.

[Show Search Options](#)

Select Question Banks: [Delete](#) | [Create Question Bank](#)

Select All | Select None

Select Question Bank Name	Published Status	Start Date	End Date	Manage Questions	Update	Preview	Create Quick Test
<input type="checkbox"/> Police	Published	28-Jan-2008	28-Jan-2008				
<input type="checkbox"/> Fire	Published	28-Jan-2008	28-Jan-2008				

Assessment | Home | Logout | Preferences | Personalize Page | Diagnostics

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start Assessments.doc - M... iRecruitment: Questio... 3:31 PM

Assessments

ORACLE iRecruitment Home Logout Preferences Personalize Page Diagnostics

Question Banks | Tests Assessment

Assessment: Question Banks > [Create Question Bank](#) >

Confirmation
Administrative question bank created successfully.

iRecruitment: Question Banks
Manage question banks. A question bank is a collection of questions that you can use to create one or more tests.
[Show Search Options](#)

Select Question Banks: [Delete](#) | [Create Question Bank](#)

Select All | Select None

Select Question Bank Name	Published Status	Start Date	End Date	Manage Questions	Update	Preview	Create Quick Test
<input checked="" type="checkbox"/> Administrative	Published	05-Feb-2008					
<input type="checkbox"/> Police	Published	28-Jan-2008					
<input type="checkbox"/> Fire	Published	28-Jan-2008					

Assessment | Home | Logout | Preferences | Personalize Page | Diagnostics

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Assessments - Questions

The screenshot shows a web browser window titled "Administrative: Questions - Microsoft Internet Explorer - Provided by The City of North Las Vegas". The address bar contains a long URL: http://cobra.ci.north-las-vegas.nv.us:8004/OA_HTML/OA.jsp?addBreadcrumb=Y&OAFunc=OTA_ADMIN_CONT_Q_SRCH&OASF=OTA_ADMIN_CONT_Q_SRCH&pQuestionBankId=%7B11Y-.eG11n0HG2RbQFOxtnA%7D&pFo. The page content includes:

- Oracle iRecruitment logo and navigation links: Home, Logout, Preferences, Personalize Page, Diagnostics.
- Section: **Question Banks | Tests** with a sub-section for **Assessment**.
- Breadcrumbs: Assessment > Question Banks > Create Question Bank > iRecruitment Question Banks >
- Section: **Administrative: Questions**
- Text: "Manage questions in the question bank. You cannot delete questions that have been used in a test. Instead, set an end date to prevent questions being displayed in a test."
- Link: [Show Search Options](#)
- Buttons: [Create Question](#), [Select Question Text](#)
- Table with columns: Question Type, Start Date, End Date, Render HTML, Manage Responses, Update, Preview, Question Statistics. The table body contains the text "No results found."
- Link: [Return to Question Banks](#)
- Footer: Copyright (c) 2006, Oracle. All rights reserved. About this Page. Privacy Statement.

Enhanced Functionality with IRC - E

- To Manager/Recruiter Interface
 - Use different transfer methods to send job details
 - View details of candidates easily
 - Process Candidates using the Resumes Search
 - Distinguish between vacancies easily
 - Use Default Grade Values
 - Use Location to search Candidates
 - Creator name defaults in the Manager field
 - View Candidate registration date
 - Access locked vacancies
 - View most recent vacancies
 - View Job Posting source and name

Enhanced Functionality with IRC - E

- To Candidate Interface
 - Uses improved interface to Register with IRC
 - Enable Self-Registration for Ex-Employees
 - View Manager's Details on Job Postings
 - Make Resumes Mandatory for Job Applicants
 - Record different types of phone numbers of candidates
 - Use URLs specific to recipients in job notifications
 - Registration made easy for existing accounts
 - Use of Single Sign-on made easy

Considerations

- How will external users access iRecruitment?
- How will internal users access iRecruitment?
- User account creation/deactivation?
- To parse or not to parse?

Considerations (cont'd)

- Maintenance (you will need down time).
 - You will need a maintenance down page.
- Sending to other job sites –licensing and formatting
- Creating/Maintaining user accounts for employees and external candidates.
- Access from Local Libraries –
 - Test to make sure you can access iRecruitment.



Security

- **SSL- Short for *Secure Sockets Layer***
 - A protocol developed by Netscape for transmitting private documents via the Internet.
 - SSL works by using a private key to encrypt data that's transferred over the SSL connection.
 - Many Web sites use the protocol to obtain confidential user information.
 - By convention, URLs that require an SSL connection start with *https:* instead of *http:*
- **Wallet Manager - security**

Security (cont'd)

- DMZ - Short for *demilitarized zone*
 - A computer or small sub-network that sits between a trusted internal network such as a corporate private LAN and an un-trusted external network, such as the public Internet.
 - Typically, the DMZ contains devices accessible to Internet traffic, such as Web servers, FTP servers, and e-mail servers
- Firewall
 - A firewall is a system or group of systems that enforces an access control policy between two networks.
 - The firewall can be thought of as a pair of mechanisms: one that exists to block traffic, and the other that exists to permit traffic.



Implementation Questions

- How will you develop and implement new Business Processes and Procedures based on functionality and recruitment requirements?
- Does your enterprise need the ability to send notifications to Candidates, Managers and Recruiters when a vacancy or applicant status changes?
- Does your enterprise want the ability for Candidates to upload and parse resumes and build an online profile?
- Do you want the ability for Recruiters to electronically initiate background checks?

Implementation Questions (cont'd)

- Will job postings be posted on an internal website?
- Will selected job postings be sent to external websites?
- AME – How will Approvals Mgt. process work?
- What's the approval process be for creating a new vacancy for Budgeted and Unbudgeted positions?
- Will your Recruiters/Managers need the ability to capture data to complete the application and hiring process?

Customization Examples

- AME – modify approvals routing
- Custom PL/SQL function to be used by AME for the New Unbudgeted Positions approval process.
- Custom extract to send candidate information to the background check vendor.
- Custom extracts to send selected job postings to external websites.
- Multiple Business Events to send notifications to Candidates, Managers and Recruiters when the status of the vacancy or candidate changes.

Reporting

- Modify existing Discoverer reports to access new fields and data that was moved - Performance Management Viewer (PMV) – need license.
- Develop new Discoverer reports
 - Source Type or Location
 - Qualifications and/or Competence
 - School Attended
 - Address or Phone
 - Manager or Recruiter
 - Vacancy Status
 - Org, Job, Grade, Position
 - Location



Reporting (cont'd)

Daily Business Intelligence (DBI) delivers 37 reports with drill down capability. These do not require a separate license. Examples are:

- Vacancy Ageing
- Vacancy Fill to Start
- Vacancy Time to Fill
- Vacancy Time to Start
- Vacancy Status



- Source Effectiveness
- Applicant Efficiency
- Applicant Time to Fill
- Applicant Time to Start
- Applicant Fill to Start

iRecruitment Integration Points

- Integration to HRMS
 - Data elements feed HR eliminating double data entry when individual is hired.
- Assessment Integration
 - Integrate assessment infrastructure from Learning Management.
 - Assessments can be created with no additional licensing.
 - Question Banks, Tests, & Scoring

iRecruitment Partnerships

Current Partnerships

- **HireRight** – Background Checks
- **Resume Mirror (MagnaWare)** – Resume Management
 - **Mohomine Parsing Service Embedded**
- **FirstDoor** – Manager Business Content
- **Staffing Outsource Solutions**
 - Paper/Fax Resume Processing



Resources for iRecruitment

- iRecruitment Implementation Guide – Part # B14469-04 (IRCIG. 6/2006)
- Implementation and User Guide – Part # B14469-05 (IRCIG. 6/2007)
- DMZ Server Config. - MetaLink Note **287176.1**
- Enable IRC: Geocode Host – IRCIG, p.1-20 to 1-21 (enable location search functionality)
- Default Postings – inconsistent text – Patch # 3210001 (10/2003)
- Messages & Tips – adding, updating, etc. – IRCIG, p.1-20 to 1-21
- Workforce Intelligence for iRecruitment – IRCIG, p. A-41
- OA Framework Personalization and Extensibility Guide Note:236618.1

Questions and Answers

