

Recruiting for Success with Oracle iRecruitment

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Presentation Topics

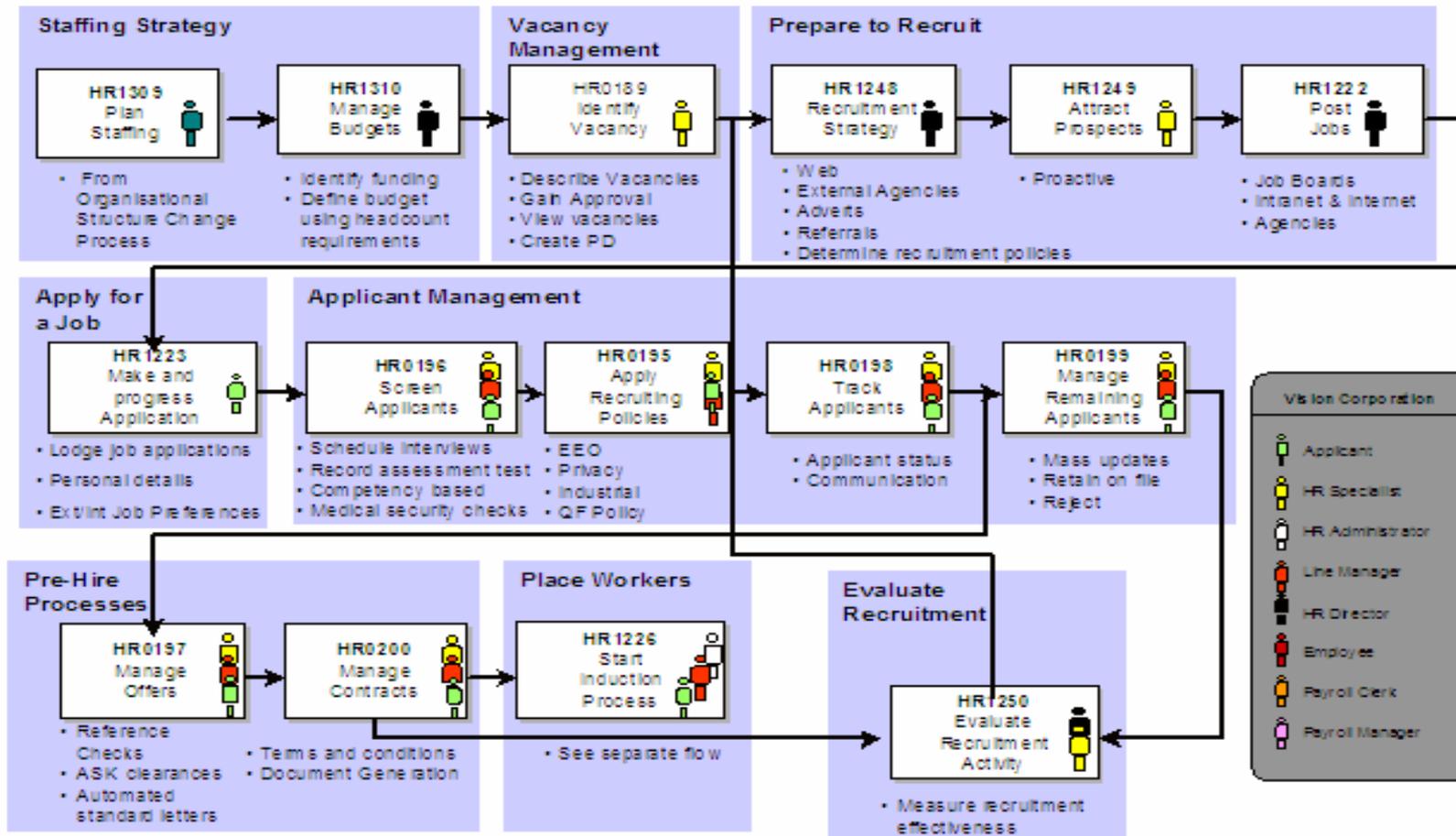
Implementation Considerations to Maximize your Investment in iRecruitment

Pros and Cons of iRecruitment

Recruiting for Success – Features of iRecruitment

Issues, Gotcha's and Workarounds

iRecruitment Flow Chart



iRecruitment Terminology

- **Candidate** – a person who has registered on your iRecruitment site, but has not applied for a job. Candidates do not have to register to browse the recruiting website.
- **Applicant** – a person who has applied for a job on your recruiting site, they must register to apply and by so doing they become an Applicant.
- **Contingent Worker** – a person who is not an employee (not paid through payroll), but who is performing a specific job/task for a specific period of time. You do not want them included in Head Count Reports.
- **Statuses** – there are many statuses used in IRC, vacancy status, hiring status, applicant status, each has a slightly different meaning and use. Explained further in presentation.

Implementation Considerations

Recruiting Life Cycle and Processes

Manual verse Automation (i.e.) Alerts

Approval Requirements (i.e.) Who

Security, Custom Responsibilities (i.e.) Needs

End User Training (i.e.) Support Staff, Help Desk

Testing (i.e.) How to Test External Candidates?

System Decisions (i.e.) Proxy Server

Implementation Considerations

Recruiting Life Cycle and Processes

- Document what your recruiting life cycle (process flow) will look like from the creation of a vacancy to the filling of the vacancy
- During this period consideration should be given to 'exceptions', such as approvals and contingent workers
- This document will be used to design/build your system and will be used to extract your test plan
- Consider job postings as they relate to vacancies and segregation of duties, job responsibilities. Who does what?
- Prepare detailed fit/gap analysis so you know what features of IRC meet your organization needs.

Implementation Considerations

Manual verse Automated

- Decisions must be made on how you are going to 'notify' key groups when actions must be taken (i.e.) How will your HR team know when you have hired someone? Will you use Alerts? Manual Process?
- Approvals – what are the approval requirement for new vacancies created? Do requisitions require approvals? This will require the use of AME (Approvals Management)
- Processes should be carefully documented during your requirements gathering so you know exactly what you expect the system to do for you automatically and what end-users will be required to do.

Implementation Considerations

Approval Requirements

- What needs to be approved? Requisitions? Offer Letters?
- What is the timeline for approvals? How many days should it take for an Offer Letter to be approved?
- What is the approval hierarchy? Who approves what?
- Do not forget the criticality of writing and approving the specifications for your approvals. These should be documented, signed by the functional team and saved into the project library.
- Approval Requirements must be documented into a 'technical design' document as well, the document your developer will use to create the approval flow you are requesting.

Implementation Considerations

Security and Custom Responsibilities

- What types of security do you need?
- What types of responsibilities are required? It is recommended you develop a responsibility matrix built upon your corporate needs. This matrix will assign your end-users by 'group' to the responsibilities they are to be granted.
- Remember to include what access you end-users require. Who has access to job postings? Assessments? Creating Vacancies?
- Remember you can use personalization's, at Responsibility Level to help with security requirements, but this needs to be 'thought out'.

Implementation Considerations

End User Training

- Do your end users need training? In particular your HR Team who will be hiring Applicants into Oracle HR.
- What is your timeline for training? When should it occur in the project timeline?
- What is your delivery method? Classroom, Train the Trainer, Web Cast?
- Who is going to support the system after go-live? Do they need training?
- Don't forget your Help Desk. What type of training do they require to support the system after go-live? What is the help desk process? This needs to be clearly documented and communicated to the user community.

Implementation Considerations

Testing

- Testing is critical to any implementation, but more so with iRecruitment because of the External Candidates.
- Develop a strong testing strategy, what is being tested (scripts), who will be testing (test team), when will testing occur (part of project plan)
- Insure your test plan includes rework and retesting built into it. Expect that things won't work the first time, this doesn't mean you have failed!
- Remember the more testing you perform the more items you will 'flush' out of the system before you go live, so don't shy away from multiple test cycles.

Implementation Considerations

System Decisions

- A key decision - Proxy Server and it's setup for external candidates
- Remember to consider data integrity and security
- Make sure you put this decision at the 'front' of the project plan so your tech team can be researching, deciding and obtaining approval for the chosen plan of action early on. You don't want to wait until the "11th Hour"
- Other Technical items, such as uploading resumes. Size constraints, system configuration, etc.

Recruiting for Success – Features of iRecruitment

Look and Feel of iRecruitment

Using Descriptive Flexfields and Special Information Types

Assessments and Security

Job Postings

Searching

Viewing Details

Candidates, Prospect Pools, Individuals and Resumes

....Recruiting for Success

Applicants and Statuses

External Candidates

Custom Responsibilities

Viewing Details

Issues and Gotcha's

Other Issues and Workarounds

Look and Feel of iRecruitment

Vacancy Statuses

Start with Creating Requisitions

“Pulling” DFF’s and SIT’s onto the Forms

Applying for an Opening (Vacancy)

Assessments, Creating Grants & Permission Sets

Vacancy Statuses

- **Unapproved** – if approval process for vacancy is used and vacancy is not approved yet.
- **Hold** – used by managers to hold onto a vacancy when candidates apply for the vacancy.
- **Rejected** – Approver has rejected the approval of a new vacancy.
- **Approved** – the approver has approved. Candidate can only see vacancies in Status = Approved.
- **Pending** – It means that someone is working or doing modification on vacancy description.
- **Assigned** – the vacancy has been assigned to an approver to review.

Creating a Vacancy

Remember: You can change 'links', tabs, and you can add links to your pages to give it a more 'personal' look; how 'your organization wants their recruiting system to look.

Create a Requisition (Vacancy)

Create a Requisition | Home | Requisitions | Candidates

Welcome Hoffmann, John Happy Herman II to iRecruitment

Save For Later

Created On	Description	Update	Delete
17-Sep-2007	Creating vacancy IRC321 , which you saved for later		
06-Sep-2007	Editing vacancy IRC149 , which you saved for later		
06-Sep-2007	Creating vacancy IRC261 , which you saved for later		
30-Aug-2007	Creating vacancy IRC176 , which you saved for later		
28-Aug-2007	Creating vacancy IRC106 , which you saved for later		

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
Wilder, Susan M	Create vacancy IRC295 for Wilder, Susan M G requires approval	11-Sep-2007 11:06:24

New to iRecruitment?
Salary Ranges
1. Create a Requisition
2. Search for Requisitions
3. Search for Candidates

Drug Screening
My e-Screen

Hire Right
Background Check
Maintenance

Creating a Vacancy

You can modify your screens to meet your company needs. Make fields required, pull in DFF and SIT information, hide fields using personalization's.

Create Requisition: Enter Primary Details

Some data has already been entered for your vacancy according to your security model, specified business group, and organization.

Cancel Save For Later Step 1 of 5 Next Review

* Indicates required field

Overview

Requisition Name IRC464 * Date Requested 18-Oct-2007 (example: 18-Oct-2007) * Number Of Openings 1 * Professional Area * Job Title Grade * Location Burnett, TX	Status Unapproved Manager Hoffmann, John Happy Herman II * Cost Center Communication * Budgeted * Budget Type * Budget Reason Assigned to Recruiter * Requisition Type * Employee Type * Total Openings 1
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Compensation Information

USD is US Currency and CAD is Canadian Currency, do not use STAT

Salary Minimum (example: 80,000)
 Salary Maximum
 Currency USD



Be prepared to make a lot of personalization's with IRC, this is not uncommon.



Create Vacancy - Assessments

Assessments are actually part of Oracle Training Administration and are shared with iRecruitment. You can set up assessments and attach them to your vacancies.

In this example the client wanted to attach their 'application form' to vacancies for external employees only, this had to be done through personalization's and OA Framework by the technical team. It would be considered a customization.

Enter Primary Details Enter Required Skills Enter Team Members Format Job Posting Review

Create Requisition: Attach Application

* Indicates required field

Cancel Save For Later Back Step 2 of 5 Next Review

Application

Personalize "Application"

Select an assessment that applicants must complete for this vacancy.

* Application Application Questions - U.

Cancel Save For Later Back Step 2 of 5 Next Review



We created two questionnaires, one for US Applicants and the other for Canadian because of the different types of questions.

Create Vacancy - Security Rules

This allows you to select the individuals who can view the requisitions.

Create Requisition: Enter Team Details

Use this page to enter your recruiting team. Cancel Save For Later Back Step 3 of 5 Next Review

* Indicates required field

Recruiter Name

Security Method

Please select **TEAM** as the Security Method to restrict access to the requisition and add yourself to the Interview Team.

Team
 Business and Team
 Public

Interview Team

Managers MUST assign themselves as a Team Member to Requisitions. Individuals selected for Interview Team will be able to see detailed application and requisition information, including salary range.

Select Team Members: Delete

Select All | Select None

Select	Name	Security
<input type="checkbox"/>	Hoffmann, John Happy Herman II	<input type="text"/>

Add Another Row

Cancel Save For Later Back Step 3 of 5 Next Review



You can add notes and personalize for further clarity

Create Vacancy - Job Postings

Job postings are created so that when a vacancy is created it is automatically associated with a job posting. The details pull into the vacancy based on this link.

Create Requisition: Format Job Posting

Use this page to enter the job posting details for the vacancy.

* Indicates required field

* Job Posting Title
 Job Title
 Organization Name

Brief Posting Description [Change to Plain Text Mode](#)

View HTML Source

B *I* U

BASIC FUNCTION

AOC Campus Project Grade 1

The Account Maintenance Clerk I performs post funding debit and credit maintenance transactions to customer accounts, processes related to the processing of loan payoff lien release, ensures compliance with associated state regulatory release requirements, and processes associated with customer correspondence. This team member has access to multiple company system applications and is responsible for updating account status. This team member has contact with other company departments, as well as, branches, customers, financial institutions, and automobile dealerships.

Detailed Description [Change to Plain Text Mode](#)

View HTML Source

B *I* U

JOB DUTIES

- Provide quality, professional customer service to each incoming and outgoing telephone call, written request and interaction with our internal and external customers.
- Demonstrate knowledge and application of acknowledged policies and procedures and if applicable state and federal regulation requirements. Initiate and share ideas for process and quality improvements.
- Effectively and efficiently utilize AmeriCredit's systems and tools to perform duties and service customer requests. Accurately document efforts in computer system.
- Achieve and maintain objectives and competencies as outlined in specific Performance Planning Review (PPR).

Search Requisitions

The search requisition page can be personalized to meet your business needs; hiding columns, hiding search fields.

Remember you can base your personalization's on responsibility so they can be different for managers, employees and recruiters if you like.

The screenshot shows the Oracle Requisitions search page. At the top, there are navigation tabs for Home, Requisitions, and Candidates. Below the tabs, there is a search section with various filters: Requisition Name (IRC4%), Job Title, Organization, Recruiter, Status, Location, Creation Date, and Manager. There are also buttons for 'Go', 'Clear', 'Save Search', and 'Views'. Below the search filters, there is a table of requisitions with columns for Requisition, Job Title, Openings, Filled, Applicants, Location, Manager, Recruiter, and Add Applicant. The table contains four rows of data.

Select	Requisition	Job Title	Openings	Filled	Applicants	Location	Manager	Recruiter	Add Applicant
<input type="radio"/>	IRC404	Compliance Staff Auditor II.Administrative.6241	1	0	0	Burnett, TX			
<input type="radio"/>	IRC424	Account Maintenance Clerk.Administrative.3561	2	0	0	Burnett, TX			
<input type="radio"/>	IRC426	Account Maintenance Clerk.Administrative.3561	2	0	2	Burnett, TX			
<input type="radio"/>	IRC444	Human Resources Associate.Administrative.5392	5	0	1	Burnett, TX			

Update Requisition

Note: You have to select “update” on the form, if it doesn’t appear then the vacancy isn’t updateable, it may be closed or someone has saved it.

Vacancy: IRC404



Primary Details

Vacancy Name	IRC404	Status	Approved
Start Date	06-Oct-2007	End Date	
Manager		Total Openings	1
Organization	Internal Audit	Location	Burnett, TX
Professional Area	Internal Audit	Job Title	Compliance Staff Auditor II.Administrative.6241
Grade	E.140	Position Name	
Recruiter Name		Employment Status	
Budgeted	Yes	Creation Date	06-Oct-2007
Budget Type	Replacement	Security Method	Team
Budget Reason	another tm left company		
Assigned to Recruiter			
Requisition Type	Temp/Contractor		
Employee Type	Fulltime		

Compensation Information

Minimum Salary	50400
Maximum Salary	75600
Currency	USD

View Applicants

View applicants, who have applied for postings. Here you can validate their status and you can also apply ratings.

In this example we added in our Disclosure Link so that it is visible on the form. This is done through personalization.

View Applicants : IRC426 Cancel Revert Apply

Note: you can only search for applicants that have applied for THIS requisition

Vacancy Details
 Vacancy Name IRC426
 Start Date 09-Oct-2007
 End Date

Search
 Applicant Name Current Applicants
 Status
 Resume Keyword Search

Select Applicants:

Select All | Select None

Select	Applicant Name	Email	Status	Location	Rating	File Name	Preview	Disclosures
<input type="checkbox"/>	OBrien, Kevin	kevinobrien@fakemail.com	Accepted	Ft. Worth, TX, US	<input type="text"/>	Obrien, Kevin.htm		Disclosures
<input type="checkbox"/>	test_test	testuat@test.com	Active Application		<input type="text"/>	Test_Test.htm		Disclosures



Job postings are not generally maintained by the recruiting team. This means another group is involved which can impact training and the need for additional responsibilities.

View Applicant Details

- View Details of Applicants
- Recruitment Terminology
- View Assessment Responses
- Create an Offer from Form

View Applicant Details

Candidate Details: OBrien, Kevin

<p>Name OBrien, Kevin Email Address kevinobrien@fakemail.com City, State/Prov, Zip/Postal Code Ft. Worth, TX, US Current Employer All Furniture Current Offers 0</p>	<p>Home Phone Number 817-555-9999 Last Degree Completed Preferred Language American English Current Applications 1</p>
---	--

Background Check Refer Printable Page Candidate 1 Next Apply For Job

Vacancy **IRC426** Application Date **10-Oct-2007**
 Job Title **Account Maintenance Clerk.Administrative.3561** Offer Status **Approved**
 Offer Extended Date Date

[Candidate Profile](#) [Qualifications](#) [Resumes and Documents](#) [Jobs Considered For](#) [Applications](#) [Offers](#)

Personalize Stack Layout: (ApplicationDetails)

Below is the list of applications available for this candidate. You can choose the type of applications that you want to view, in the Application Status poplist.

Application Status: Active

Select Application: [Create Offer](#) [View Details](#)

Select	Vacancy	Job	Organization	Status	Rating	Date Applied
<input checked="" type="radio"/>	IRC426	Account Maintenance Clerk.Administrative.3561	Communication	Accepted		10-Oct-2007

[Cancel](#) [Save](#)

IRC426

Application Details

Vacancy **IRC426**
 Posting Name **IRC426**
 Location **Fort Worth, TX, US**
 Description
 Attachments **None** [Add](#)
 Job Posting Source
 Source Name

Application Assignment History

Status Changed Date	Assignment Status
10-Oct-2007 11:21:41	Active Application
10-Oct-2007 11:23:37	Create Offer
10-Oct-2007 11:26:02	Accepted

Status Details and Change Reason

New Status
 Change Reason

Applicant Rating

Rating

[Application Assessment](#)

[Cancel](#) [Save](#)

If you are making changes to this form you must SAVE here or your changes will not be committed. For example Adding an Attachment, you must SAVE here as well.



Candidates

- **Prospect Pool** – list of candidates/applicants in the system based on search criteria.
- **Individuals** – only those employees who have applied for a position.
- **Resumes** – search your resume pool for keywords.
- **Applicants** – a person who has applied for a job on your recruiting site, they must register to apply

Prospect Pool

Find all candidates and applicants in the system.

Candidates: Prospect Pool

Search

Professional Area Credit Division

Applicant Type Resume Keyword Search

Employee Type Location (example: San Diego or 92101)

Select Candidates:

Select All | Select None

Select	Candidate Name <input type="text"/>	Email	Location	Jobs Applied For	File Name	Preview
<input type="checkbox"/>	Edwards, Daniel	tyler.edwards@fakeemail.com			1 Edwards, Daniel.htm	
<input type="checkbox"/>	Edwards, Tyler	tyler.edwards@fakeemail.com			1 Edwards, Tyler.htm	
<input type="checkbox"/>	Edwards, Zoe	zoe.edwards@fakeemail.com			2 Edwards, Zoe.htm	
<input type="checkbox"/>	Mack, Rodrick	rodrick.mack@fakeemail.com			Mack, Rodrick.htm	
<input type="checkbox"/>	Ted Sigman, Ted	tedsigman@fakeemail.com			Alfred Sigman.doc	

Individuals

You can only find individuals who have applied for jobs (applicants)

Prospect Pool | **Individuals** | Resumes | Applicants

Candidates: Individuals

Search

Last Name

Email

First Name

Location

Home Phone

Select Candidate Name	Email	Location	Home Phone	Last Application
No results found.				

Resumes

Search applicant's resumes using Keyword Search.

Prospect Pool | Individuals | Resumes | Applicants

Candidates: Resumes

Search

Keywords: Credit

Go Clear

Select Candidates: Take Action Refer

Select All Select None

Select	Candidate Name	Email	Location	Search Results	File Name	Preview
<input type="checkbox"/>		tedsigman@fakeemail.com		Search Results	Alfred Sigman.doc	
<input type="checkbox"/>		zoe.edwards@fakemail.com		Search Results	Edwards_Zoe.htm	



There are some setup steps required in order to get keyword search to work; refer to MetaLink Doc. #395107.1. You have to run the iRecruitment Index Synchronization process in Full and Online Mode.

Employee Candidates

View Employee Candidate Forms

View New Jobs in Last 7 Days Form

Search Results

Applying for an Opening

Employee Candidate

Employee's can log into the Oracle Recruiting site and search for openings and apply for them based on what you post internally.

Home Jobs

Welcome to our Job Site Wallace, Vicki Lynn
[Personalize Header: \(WelcomeRegRN\)](#)

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 results found.	Carter, Samantha	

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
No results found.			

Quick Links

- [New Jobs \(Last 7 days\)](#)
- [Search for Jobs](#)
- [Salary Ranges](#)



You can personalize the employee candidate forms to meet your business needs and requirements. TEST the personalization's to make sure you are not impacting the external candidate forms as well.

New Jobs, Last (7) Days

If you use “Location” as a search criteria you must use “Distance from Location” as they are tied. By using City, Location you aren’t forced to use Distance.



Only those City, Locations appear in the Search that are tied to an actual vacancy. A user cannot enter this combination if it isn’t valid.

Jobs: Available Jobs

Advanced Search

Please enter your search criteria and select the “Go” button to see the result. Note that the search is case insensitive.

Keywords

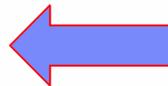
Date Posted

Job Category

- Asset Remarketing
- Collections
- Communication
- Community Investment
- Corporate Services
- Credit Division
- Credit Review
- Facilities

City Location

- Arlington, TX, US
- Fort Mitchell, KY, US
- Fort Worth, TX, US
- Jacksonville, FL, US
- Lexington, KY, US
- Peterborough, CA
- Saint Louis, MO, US
- Tarrytown, NY, US



This form has been personalized significantly.

Search Results

You can personalize the search results table as shown below.

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Date Posted	Apply Now
<input type="checkbox"/>	IRC1057			Community Investment	bo b o buo	Arlington, TX AOC II	22-Aug-2007	
<input type="checkbox"/>	IRC1039			Sales Division	kolsa	Arlington, TX AOC II	22-Aug-2007	
<input type="checkbox"/>	IRC954			Security	dfkjhgkjfhkjfh eruiure	Arlington, TX AOC I	16-Aug-2007	
<input type="checkbox"/>	IRC969			Credit Division	jagan test	Arlington, TX AOC I	16-Aug-2007	
<input type="checkbox"/>	IRC936			Facilities	JAGAN TEST	Arlington, TX AOC I	15-Aug-2007	
<input type="checkbox"/>	IRC921			Finance	SJDFHSHDF	Arlington, TX AOC I	15-Aug-2007	
<input type="checkbox"/>	IRC938			Community Investment	qwqew weeqeqweqwe	Arlington, TX AOC II	15-Aug-2007	
<input type="checkbox"/>	IRC942			Legal	jsgds jgsdgyu uqwydqwy	Arlington, TX AOC II	15-Aug-2007	
<input type="checkbox"/>	IRC926			Special Accounts	dfgdsdfgsg	Arlington, TX AOC I	15-Aug-2007	
<input type="checkbox"/>	IRC499			Collections		Arlington, TX AOC I	12-Jul-2007	

...Apply Now

...Apply Now

Personal Information...continued on next slide

Application: Review Account IRC1057

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application.

[Cancel](#) [Step 1 of 3: Review Account](#) [Next](#)

* Indicates required field

Resume

To upload your resume to your account click Upload Resume.

[Upload Resume](#)

Basic Details

[Return to Top](#)

Please enter your personal information.

* Last Name

* Legal First Name

Email

Preferred Name

You must answer the following questions to be considered for Internal Transfer

Have you been in your current position for 6 months?

Do you have corrective actions?

Did you receive at least "3-Effective" or above on your last performance review?

What is the reason you are applying for this job?

Address

[Return to Top](#)

Recruiting Address

Phone Numbers

[Return to Top](#)

	Phone Number	Times to Call
Home	<input type="text" value="817-581-5815"/>	<input type="text"/>
Mobile	<input type="text" value="817-581-5815"/>	<input type="text"/>
Work	<input type="text" value="817-581-5815"/>	<input type="text"/>
Work Fax	<input type="text" value="817-581-5815"/>	<input type="text"/>

...Continued on Next Slide

...Apply Now

...Continued from Previous Slide...Personal Information

Resumes / Cover Letters [Return to Top](#)

File Name	File Type	Upload Date	Description	Preview	Delete
No results found.					
<input type="button" value="Add Another Document"/>					

TIP To upload additional documents to your account, choose the Add Another Document button.

Employment History [Return to Top](#)

If applicable candidates must include seven (7) years of employment history.

Details Employer	Start Date	End Date	Job Title	City, State/Prov, Zip/Postal Code	Delete
No results found.					
<input type="button" value="Add Another Employer"/>					

Higher Education [Return to Top](#)

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.

*College or University	*City, State/Prov, Zip/Postal Code	Start Date	End Date	*Degree	Major Subject	Date Received	Add Degree	Delete
No results found.								
<input type="button" value="Add Another Establishment"/>								

TIP If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

Skills & Qualifications [Return to Top](#)

Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.

Category	*Qualification Type	Qualification	Date Received	Delete
No results found.				
<input type="button" value="Add Another Qualification"/>				

Step 1 of 3: Review Account



You can personalize - make fields required, hide fields, add tips and DFF's all depending on your business needs

Apply Now...continued

Applicants continue through the application process to the EEO form, which can be personalized.

Application: Other Info IRC1057

* Indicates required field

[Personalize Stack Layout: \(MainHeader\)](#)

[Cancel](#) [Back](#) Step 2 of 3: Enter Application Details [Next](#)

THIS APPLIES TO U.S. APPLICANTS ONLY!!

Equal Employment Opportunity

We are an Equal Opportunity Employer. State and Federal regulations require us to obtain information from each applicant for statistical analysis of our compliance with fair employment practices. We request your cooperation in completing the following questions.

All information which you voluntarily provide is confidential and is used only in accordance with the regulations governing Equal Employment Opportunity and Affirmative Action. If you do not wish to provide this information, you will not be subject to any adverse treatment.

If this information is incorrect please go to *ACF US Employee Self Service* to update.

Date of Birth 22-Oct-1962
Sex Female
Ethnic Origin White (Not Hispanic or Latino)
Select the ethnic group with which you identify most closely.
 I do not want to disclose my EEO information.

[Cancel](#) [Back](#) Step 2 of 3: Enter Application Details [Next](#)

External Candidates/Applicants

View External Candidate Forms

Registering and Viewing My Account

Basic Details

Employment History

Higher Education

Preferences

Resumes

External Candidate

The external candidate form is different from an employee form and you can personalize both forms as required.

The screenshot shows the Oracle iRecruitment website interface. At the top, there is a navigation bar with "ORACLE iRecruitment" on the left and "Job Basket" and "Personalize Page" on the right. Below this, there are "Home" and "Jobs" buttons. The main content area is divided into several sections:

- Welcome to our Job Site:** Contains links for "New Jobs (Last 7 days)" and "Post Your Resume".
- Job Search:** Includes a "Personalize 'Job Search'" link and a prompt: "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."
 - Keywords:** A text input field with an example "Marketing Java DBA".
 - City Location:** A dropdown menu showing a list of cities including Arlington, TX, US; Fort Mitchell, KY, US; Fort Worth, TX, US; Jacksonville, FL, US; Lexington, KY, US; Peterborough, CA; Saint Louis, MO, US; and Tarrytown, NY, US.
 - Job Category:** A dropdown menu with options like Asset Remarketing, Collections, Communication, Community Investment, Corporate Services, Credit Division, Credit Review, and Facilities.
 - Date Posted:** A dropdown menu.
 - Search:** "Search" and "Clear" buttons.
- Login:** A section with a key icon and the text "Login". It asks "Is this your first time to our Job Site?" and provides a "Personalize 'Is this your first time to our Job Site?'" link and a "Register today" button. Below this, it asks "Already registered on our Job Site?" and provides fields for "Email" and "Password" with a "Login" button. A "TIP" section asks "Did you forget your password?".
- New to Our Jobs Site?:** A section with a magnifying glass icon and a list of links: "Manage My Account", "Conduct Job Search", "View Job Basket", and "View Jobs Applied for".



Remember: A candidate is not an applicant until they register AND apply for a vacancy.

Registering in iRecruitment

External Candidates can register on your website using an email address.

Registration

If you have already registered with iRecruitment, then please [log in](#) now. If you have not already registered, please enter your details below.

* Indicates required field

[Personalize Stack Layout: \(Register\)](#)

Your Details

* Email	<input type="text" value="sbeals@fakemail.ca"/>
* Family Name	<input type="text" value="Beals"/>
First Name	<input type="text" value="Susan"/>

Your Password

* Password	<input type="password" value="....."/>
* Confirm Password	<input type="password" value="....."/>



The system will accept one unique email address per registrant.

External Candidate

I am registered, but I have not applied for a vacancy therefore I am still a candidate. When candidates register they can upload their resume. They simply select it from the file path.

General | My Account

Create Account

If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online.

Yes, I have a resume File Path
Click Browse to find your resume.

No, I do not have a resume



Make sure you **TEST** this functionality, you may encounter size issues with resume uploads and you want this to be fully tested before you open your system to external candidates.

Basic Details

External candidates must enter their data the first time, then it is stored.

Register: Personal Information

Provide your personal and professional details to complete your profile.

* Indicates required field

Basic Details

Please enter your personal information.

* Last Name

* Legal First Name

Email Address

Preferred Name

Address

Country

* Address Line1

Address Line2

Address Line3

City

County

State 
Missouri

Zip Code

Phone Numbers

	Phone Number
Home	<input type="text" value="999-999-9999"/>

Employment History

Employment history can be entered by the external candidate. The form can be personalized to make certain fields required.

Register: Add Qualifications and Skills Cancel Back Step 2 of 4 Next

* Indicates required field
Personalize "Qualifications and Skills"

Employment History
If applicable candidates must enter seven (7) years of employment history.
[Show All Details](#) | [Hide All Details](#)

Details Employer	Start Date	End Date	Job Title	City, State/Prov, Zip/Postal Code	Delete
<input type="checkbox"/> Hide * Include Description of Duties and Reason for Terminating or Changing Jobs * Employer Phone Number * Supervisors Name * Recent Salary * May We Verify Employment					



Once the candidate completes the registration all data entered will be saved in the system.

Higher Education

Higher Education is also required in this example and the same applies, if they do not select to “Add Another Establishment” the required will not take affect.

One way to assist with this is to add a tip stating that they are required to add information you require.

Higher Education

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.

*College or University	*City, State/Prov, Zip/Postal Code	Start Date	End Date	*Degree	Major Subject	Date Received	Add Degree	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1825 821 1848 837" type="button" value="+"/>	<input data-bbox="1892 821 1915 837" type="button" value="🗑️"/>
<input data-bbox="324 853 526 869" type="button" value="Add Another Establishment"/>								

Create Default Resume

A resume is created using a default template selected by the candidate based on the information they entered when they registered.

Register: Create Resume

Thank you for completing your profile. Select the resume format that you would like to use.

[Cancel](#) [Back](#) [Step 4 of 4](#) [Finish](#)

Select Resume Format

[Personalize "Select Resume Format"](#)



Susan Beals

e-mail: sbeals@fakemail.ca Phone: 999-999-9999

Career History

Company: [Wal Mart](#)

City: [Kansas City / MO](#)

Dates: [2005 to date](#)

Floor Manager

I managed the floor staff



Candidates can also upload resumes.

External Job Application

After the Candidate registers available jobs will appear depending on the criteria, they can now apply for jobs.

Confirmation
Thank you for registering.

Matching Jobs
These jobs match your work preferences. You can apply for any of the jobs straight away or store them in the job basket and apply later. [Search for More Jobs](#)
[Personalize "Job Matches Region"](#)

Select Jobs: [Add To Basket](#) Previous 1-10 Next 10

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

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Date Posted	Employment Status	Apply Now
<input type="checkbox"/>	IRC1226			Credit Review		Fort Worth, TX, US	06-Sep-2007		
<input type="checkbox"/>	IRC1206			Credit Division		Fort Worth, TX, US	05-Sep-2007		

Assessment

Application Questionnaire External Applicants must complete.

Test Instructions: Application Questions

Answer the questions on this page . Click Finish Test if you are ready to submit your test.

Application Questions

If YES, please explain
(Answer all questions in this section)

1. Are you 18 years of age or older?

- No
- Yes

2. Do you have a High School Diploma or GED? If YES, please list the name of the school or institution.

3. Are you authorized to work in the USA without VISA sponsorship? (If you are hired, you will be required to furnish proof of eligibility)

- No
- Yes

4. What type of employment are you seeking?

- Full-time
- Part-time
- Internship
- Temporary or Contract

5. What is your salary requirement?



This is just a sample, there are in fact 22 questions required.

View Applicants

Recruiters can view applicants against their vacancies, simply select 'View Applicants' Hot Button.

Select Vacancy:						
Select	Requisition	Job Title	Openings	Filled	Applicants	Location
<input type="radio"/>	IRC135	Funding Specialist I - Funding Administration.Administrative.6207	1	0	0	Cincinnati RBC
<input type="radio"/>	IRC137	Funding Specialist I - Funding Administration.Administrative.6207	3	0	0	Cincinnati RBC
<input type="radio"/>	IRC147	AVP Account Administration.Assistant Vice President.6219	1	0	0	Cincinnati RBC
<input type="radio"/>	IRC149	Account Maintenance Clerk.Administrative.3561	1	2	3	Burnett, TX
<input type="radio"/>	IRC158	Credit Analyst - Zone C.Administrative.6409	1	0	1	Arlington, TX AOC II
<input type="radio"/>	IRC162	Communication Manager.Manager/Supervisor.6638	1	0	0	Cincinnati RBC
<input type="radio"/>	IRC168	Sr Credit Analyst - Zone A.Administrative.6529	1	0	1	Arlington, TX AOC I
<input checked="" type="radio"/>	IRC170	Analyst - Pricing.Administrative.6372	1	0	4	Burnett, TX
<input type="radio"/>	IRC171	Credit Manager - Zone D.Administrative.6420	2	0	3	Arlington, TX AOC I



You must select the Vacancy you want to view applicants against by clicking in the radio button.

View Applicant

In the view applicant window you can update the applicant's status or create an offer. Again you must select the applicant you wish to take action for.

Select Applicants:

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

Select	Applicant Name	Email	Status	Location	Rating	File Name	Preview	Disclosures
<input type="checkbox"/>	Castleman, Ron (Ronnie)		Create Offer		<input type="text"/>	Castleman.Ron.htm		Disclosures
<input type="checkbox"/>	Edwards, Daniel		Accepted		<input type="text"/>	Edwards.Daniel.htm		Disclosures
<input type="checkbox"/>	Edwards, Zoe		Create Offer		<input type="text"/>	Edwards.Zoe.htm		Disclosures
<input type="checkbox"/>	Grimes, Jacqueline Renee		Active Application		<input type="text"/>			Disclosures

View Applicant Assessment

IRC170

Application Details

Vacancy **IRC170**
 Posting Name **IRC170**
 Location **Fort Worth, TX, US**
 Description
 Attachments **None**
 Job Posting Source
 Source Name

Application Assignment History

Status Changed Date	Assignment Status	Change Reason
30-Aug-2007 15:04:18	Active Application	
30-Aug-2007 15:10:16	Offer	
30-Aug-2007 15:16:31	Accepted	

Status Details and Change Reason

New Status
 Change Reason

Applicant Rating

Rating

Application Assessment

U.S. Application

× 1. Please explain any gaps in your employment history

Explain gaps (*)

× 2. Are you authorized to work in the USA without VISA sponsorship? (If you are hired, you will be required to furnish proof of eligibility)

Yes
 No (*)

System Setup

Considerations

Descriptive Flexfields and Special Information Types

Creating a Disclosure Link

Freeze Flexfields and Set Profile Options

Personalization's

System Setup - Considerations

Descriptive Flexfields – do you want to pull data from your DFF and SITs into iRecruitment? What data? Is it required?

Links – are you going to add links to your forms? Such as Disclosures?

Personalization's – what type of personalization's are you going to use? Remember to validate them –

- (a) Read Only
- (b) Remove from Form
- (c) Rename Fields
- (d) Add Tips and Notes
- (e) Responsibility Level
- (f) Changing 'button and tab' Names
- (g) Pulling DFF / SIT data

System Setup – DFF & SIT Information

There are several available DFF's and SIT's that can be used to collect additional information on your forms that isn't 'seeded'.

Create Requisition: Enter Primary Details

Some data has already been entered for your vacancy according to your security model, specified business group, and organization.

* Indicates required field

Overview

Requisition Name	IRC464	Status	Unapproved
* Date Requested	18-Oct-2007	Manager	Hoffmann, John Happy Herman II
	<small>(example: 18-Oct-2007)</small>	* Cost Center	Communication
* Number Of Openings	1	* Budgeted	
* Professional Area		* Budget Type	
* Job Title		* Budget Reason	
Grade		Assigned to Recruiter	
* Location	Burnett, TX	* Requisition Type	
		* Employee Type	
		* Total Openings	1

These are examples of DFF's being pulled into IRC

Compensation Information

USD is US Currency and CAD is Canadian Currency, do not use STAT

Salary Minimum (example: 80,000)

Salary Maximum

Currency

System Setup – DFF: Vacancy Details

There are several DFF's that are specific to HR and Recruiting. If you need to add additional fields to your forms you can do so by pulling information into IRC using personalization's.

Descriptive Flexfield Segments

Application: **Human Resources** Title: **Additional Vacancy Details**

Freeze Flexfield Definition Segment Separator: **Period (.)**

Context Field

Prompt: **Context Value**

Value Set:

Default Value:

Reference Field:

Required

Displayed

Synchronize with Reference Field

Context Field Values

Code	Name	Description	Enabled
Global Data Elements	Global Data Elements	Global Data Element Context	<input checked="" type="checkbox"/>
			<input type="checkbox"/>

System Setup - Vacancy Details: Segments

Caution: Some of the DFF's are shared with employees, in the case of the Vacancy DFF it only applies to applicants, you are safe making segments required if you need to. However, DFF's on the "Person Form" are shared by both Applicants and Employees.

Number	Name	Window Prompt	Column	Value Set	Enabled	Displayed
<input checked="" type="checkbox"/> 1	Budgeted	Budgeted	ATTRIBUTE1	HR_US_YES_NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2	Budget Type	Budget Type	ATTRIBUTE2	IRC_PERSON_TYPE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 3	Budget Reason	Budget Reason	ATTRIBUTE3	50 Characters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4	Assigned to Recruiter	Assigned to Recruiter	ATTRIBUTE4	HR_US_YES_NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 5	Requisition Type	Requisition Type	ATTRIBUTE5	IRC_REQ_TYPE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6	Employee Type	Employee Type	ATTRIBUTE6	IRC_EMP_TYPE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>



Careful planning is required for DFF and SIT's used in IRC.

System Setup – DFF: Personal Details

Additional personal Details DFF resides on the People Form. This is shared by all person types so making it required for one can make it required for all others.

Descriptive Flexfield Segments

Application: **Human Resources** Title: **Additional Personal Details** ←

Freeze Flexfield Definition Segment Separator: **Period (.)**

Context Field

Prompt: **Context Value** Required

Value Set: Displayed

Default Value: Synchronize with Reference Field

Reference Field:

Context Field Values

Code	Name	Description	Enabled
Global Data Elements	Global Data Elements	Global Data Element Context	<input checked="" type="checkbox"/>
			<input type="checkbox"/>

System Setup - Personal Details: Segments

Remember: Person Segments can be seen by 'All' employee's on their Person record. You must be careful making segments required since they will be required for all your employee's.

Number	Name	Window Prompt	Column	Value Set	Enabled	Displayed
1	ABC User ID	ABC User ID	ATTRIBUTE1	ACF_USERID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20	Contractor ABC Super	Contractor's ABC Super	ATTRIBUTE2	ACF_HR_EMPLOYEES	<input type="checkbox"/>	<input type="checkbox"/>
100	Reserved for CRM	Reserved for CRM	ATTRIBUTE10		<input type="checkbox"/>	<input type="checkbox"/>
105	Postion Question	Have you been in your	ATTRIBUTE11	HR_US_YES_NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
110	Corrective Action	Have you received a Cc	ATTRIBUTE12	HR_US_YES_NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
115	Rating Question	Did you receive at least	ATTRIBUTE13	HR_US_YES_NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
120	Job Explain	What is the reason you	ATTRIBUTE14	50 Characters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The above represent segments in the DFF > Additional Personal Details

System Setup - DFF Results: Apply Now Form

Application: Review Account IRC1057

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application.

[Cancel](#) [Step 1 of 3: Review Account](#) [Next](#)

* Indicates required field

Resume

To upload your resume to your account click Upload Resume.

[Upload Resume](#)

Basic Details

Please enter your personal information.

[Return to Top](#)

* Last Name	<input type="text" value="Carter"/>
* Legal First Name	<input type="text" value="Samantha"/>
Email	<input type="text" value="sbeals@ca.ibm.com"/>
Preferred Name	<input type="text" value="Sam"/>

You must answer the following questions to be considered for Internal Transfer

Have you been in your current position for 6 months?	<input type="text" value="Yes"/>
Do you have corrective actions?	<input type="text" value="No"/>
Did you receive at least "3-Effective" or above on your last performance review?	<input type="text" value="Yes"/>
What is the reason you are applying for this job?	<input type="text" value="Need a Change"/>

After adding DFF segments and setting up the Personalization you see the results on the form.

Address

Recruiting Address



Certain information pulled may only be required for 'internal candidates' as above. Consider this in your development and planning phase.

System Setup – DFF: Employment History

Employment history has been modified to use the DFF, it is required information that the candidate must enter.

Register: Add Qualifications and Skills (Cancel) (Back) Step 2 of 4 (Next)

* Indicates required field
Personalize "Qualifications and Skills"

Employment History
If applicable candidates must enter seven (7) years of employment history.
[Show All Details](#) | [Hide All Details](#)

Details Employer	Start Date	End Date	Job Title	City, State/Prov, Zip/Postal Code	Delete
▼ Hide					
<p>* Include Description of Duties and Reason for Terminating or Changing Jobs</p> <p>* Employer Phone Number <input type="text"/></p> <p>* Supervisors Name <input type="text"/></p> <p>* Recent Salary <input type="text"/></p> <p>* May We Verify Employment <input type="text"/></p>					



Although it is required it is only required AFTER the candidate selects Add Another Row. We cannot force them to open this window if they do not select "Add Another Row".

System Setup - Disclosure Link

PLEASE READ CAREFULLY BEFORE SIGNING

1. Misrepresentation of Information. I certify that all information given on this application and in connection with my application for employment is true and correct. I acknowledge and agree that any falsification, misrepresentation or omission of facts supplied by me will result in making this application null and void; and may, if I become employed, result in termination of my employment, regardless of when discovered.
2. Consumer Report Authorization. In making this application, I agree that the company may investigate my background as has been disclosed to me. Should the results of this investigation be unsatisfactory, in the judgment of the Company, I will not be given further consideration for employment or any job offer will be withdrawn.
3. Substance Abuse Test. In making this application, I agree to a pre-employment drug test. Should the results of this test be unsatisfactory, in the judgment of the Company, I will not be given further consideration for employment or any job offer will be withdrawn. I further authorize the doctor/medical review officer designated by the Company to release any and all information regarding this examination to the Company.
4. Employment at Will. I understand and agree that nothing in this employment application, the Company's policy statements, personnel guidelines or employee handbook is intended to create an offer of employment or an employment contract between the Company and me. I understand and agree that employment and compensation with the Company shall be on an at will basis, meaning that my employment will be for no definite duration and can be terminated with or without cause and with or without prior notice, at any time, at the option of either the Company or myself. Further, I understand that only an officer of the Company may alter or amend my at will employment status and any such change must be in writing and executed by the Company and me. My signature below certifies that I understand that the foregoing is the entire understanding between the Company and me concerning the duration of my employment and the circumstances under which my employment may be terminated and supersedes all prior arrangement's understandings and representations.
5. Compliance with Company Work Rules and Policies. I agree that if I am employed I will abide by all the work rules and policies of the Company and acknowledge that these rules and policies may be changed, interpreted, withdrawn, or added to by the Company at any time, at the Company's sole option, and with or without prior notice to me.
6. Accommodations Needed in Employment Process. I understand that I may request necessary accommodations to participate in the application and/or testing process, and accommodations determined to be reasonable by the Company will be provided.
7. Electronic Signature. I understand that Company makes use of Electronic Signatures between the Company and its employees. I consent to the use of my electronic signature as required by the Company, if employed by Company I acknowledge that use of my electronic signature is a condition of employment with Company and my failure to acknowledge the use of my electronic signature will remove my application from consideration for employment with Company I hereby acknowledge that I have read, understand and agree to the preceding statements and to the best of my knowledge and belief, the information on the application form is true and correct.

Print Name

Signature

Date

System Setup - Creating Disclosure Link

Create your document and you must save it in an available file that can be found, Destination URL. You also personalize the column as shown below.

▼ Personalization Context

Scope Page: View Applicants
 Document Name /oracle/apps/per/irc/candidateSearch/webui/Apl4vacSrchPG
 Function Irc CM Applicants For Vacancy Search
 Location United States of America
 Site Include
 Organization
 Responsibility ABC iRecruitment Recruiter

Personalization Properties

Clear Personalization

	Original Definition	Function: Irc CM Applicants For Vacancy Search	Location: United States of America	Site	Organization Management Company	Responsibility: ABC iRecruitment Recruiter	Result / Source
Access Key	Default	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Default / Original Definition
Admin Personalization	true	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	true / Original Definition
CSS Class	OraPrivacy	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	OraPrivacy / Original Definition
Destination Function	Default	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Default / Original Definition
Destination URI	http://filenet/hr/disclosures.doc	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	http://filenet/hr/disclosures.doc / Original Definition
Rendered	true	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	true / Original Definition
Target Frame	Default	Inherit <input type="text"/>	Inherit <input type="text"/>	_blank <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	_blank / Site
Text	Disclosures	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Disclosures / Original Definition
User Personalization	false	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	Inherit <input type="text"/>	false / Original Definition

☑ TIP The table rows show the personalizable properties for the object. Table columns show the personalization levels for each property. Any property set to inherit will assume its value from the next highest level.

System Setup – Freezing Flexfields

If you encounter an issue entering and saving addresses insure that the Additional Notifications Preference Details Flexfield is frozen.

Register: Personal Information

Provide your personal and professional details to complete your profile.

* Indicates required field

Basic Details

Please enter your personal information.

* Last Name	<input type="text" value="Beals"/>
* Legal First Name	<input type="text" value="Susan"/>
Email Address	<input type="text" value="sbeals@fakemail.ca"/>
Preferred Name	<input type="text"/>

Address

Country	<input type="text" value="United States"/>
* Address Line1	<input type="text" value="801 Main Street"/>
Address Line2	<input type="text"/>
Address Line3	<input type="text"/>
City	<input type="text" value="Kansas City"/>
County	<input type="text"/>
State	<input type="text" value="MO"/>  Missouri
Zip Code	<input type="text" value="30122"/>

Phone Numbers

	Phone Number
Home	<input type="text" value="999-999-9999"/>

System Setup – Profile Option

A Profile Option can be set so that the “Allow Account to be Searched” defaults to ‘checked’, this is recommended.

Register: Enter Preferences

 **Want to Find the Right Job?**
 Personalize "Want to Find the Right Job?"
 Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences.

Keywords _____
 Job Category
 Employment Category

Account Privacy
 Personalize "Account Privacy"
 Display Language

Allow Account To Be Searched
 TIP if you do not check this box then your details are not visible to managers searching for suitable candidates.

Email Preferences

Receive emails of Matching Jobs
 Receive General emails

Frequency of emails
 Email Format HTML mail with attachments
 Plain text mail

System Setup – Profile Option & Freezing

- **Test for Registrants** – remember you have to set the profile option IRC: Registration Test to “NO” otherwise registrants will be required to complete the assessment and when using it as an application you wouldn’t want it completed until they actually apply for an opening.
- **Registration Information Not Pulled When Candidate Applies for a Job** – Context Box must be enabled on Personal Address Information DFF.
- **External Applicants Address Does Not Save on the Form** – Refer to Note # 387203.1. Freeze DFF

System Setup - Personalization

Note: Remember to change your Logo to your corporate logo!! You don't have to leave the Oracle logo on your recruiting site.

The screenshot shows the Oracle iRecruitment website interface. At the top left, the 'ORACLE iRecruitment' logo is highlighted with a red box. The top right navigation bar includes links for 'Job Basket', 'Personalize Page', 'Home', and 'Jobs'. The main content area is divided into several sections:

- Welcome to our Job Site:** Contains links for 'New Jobs (Last 7 days)' and 'Post Your Resume'.
- Job Search:** Features a 'Personalize "Job Search"' link and a prompt: '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.' It includes input fields for 'Keywords' (with an example 'Marketing Java DBA') and 'City Location' (with a dropdown menu showing options like 'Arlington, TX, US', 'Fort Mitchell, KY, US', etc.). There is also a 'Job Category' dropdown menu with options like 'Asset Remarketing', 'Collections', 'Communication', etc., and a 'Date Posted' dropdown menu. 'Search' and 'Clear' buttons are at the bottom of the search section.
- Login:** A yellow box containing a 'Login' link, a question 'Is this your first time to our Job Site?' with a 'Personalize "Is this your first time to our Job Site?"' link and a 'Register today' button, and a section for 'Already registered on our Job Site?' with 'Email' and 'Password' input fields and a 'Login' button. A 'TIP' section asks 'Did you forget your password?'.
- New to Our Jobs Site?:** A section with a list of links: 'Manage My Account', 'Conduct Job Search', 'View Job Basket', and 'View Jobs Applied for'.

System Setup - Personalization's

Personalize your EEO information, particularly if you operate outside of the United States where EEO is not captured

Application: Other Info IRC1057

* Indicates required field

[Personalize Stack Layout: \(MainHeader\)](#)

[Cancel](#) [Back](#) Step 2 of 3: Enter Application Details [Next](#)

THIS APPLIES TO U.S. APPLICANTS ONLY!!



Equal Employment Opportunity

We are an Equal Opportunity Employer. State and Federal regulations require us to obtain information from each applicant for statistical analysis of our compliance with fair employment practices. We request your cooperation in completing the following questions.

All information which you voluntarily provide is confidential and is used only in accordance with the regulations governing Equal Employment Opportunity and Affirmative Action. If you do not wish to provide this information, you will not be subject to any adverse treatment.

If this information is incorrect please go to *ACF US Employee Self Service* to update.

Date of Birth 22-Oct-1962
Sex Female
Ethnic Origin White (Not Hispanic or Latino)
Select the ethnic group with which you identify most closely.
 I do not want to disclose my EEO information.

[Cancel](#) [Back](#) Step 2 of 3: Enter Application Details [Next](#)

Gotcha's and Issues

Pro's and Con's

Cautions

Issues and Concerns

Helpful MetaLink Notes

Potential Workarounds

Pros and Cons of iRecruitment

Offer Letters – positive feature, but there are some limitations (i.e.) no ability to create ad hoc offer letters.

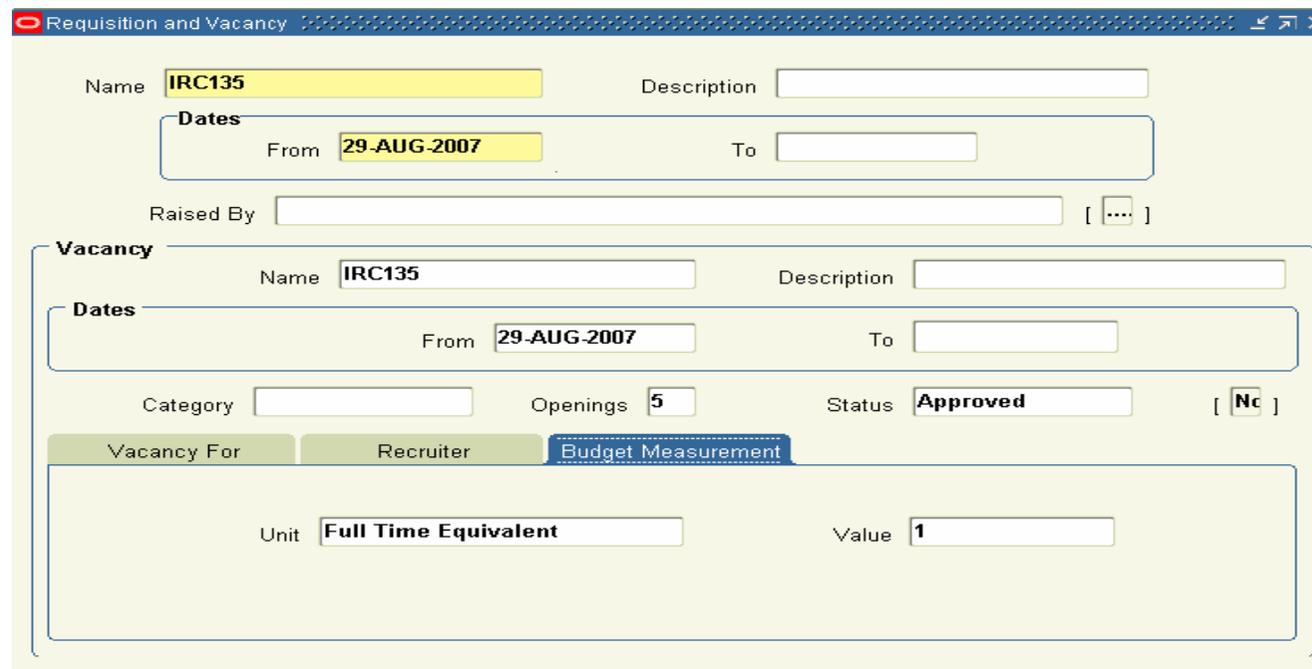
Offer Letters – do not contain “State” in the address in the delivered letter, you must insert this. Requires someone with ability to work with XML Publisher.

Assessments – positive feature, create assessments, tests and questionnaires for recruiting; remember this is part of Oracle Training and Admin, not iRecruitment.

Contingent Workers – no functionality, currently, to handle the hiring of contingent workers into HRMS, you must develop an internal process that meets your organizations needs.

Gotcha – Total Openings

Openings in Oracle HR equates to Total Openings in IRC and this is the 'Check and Balance' in HR telling them that you have 'exceeded' the total openings. The default for this field is set as 'rendered = false'.



Requisition and Vacancy

Name Description

Dates
From To

Raised By [...]

Vacancy

Name Description

Dates
From To

Category Openings Status [Nc]

Vacancy For Recruiter **Budget Measurement**

Unit Value



You will want to enable Total Openings through personalization's.

Gotcha - Currency

Currency is driven by Financials, you cannot 'remove' STAT from the LOV, so you should incorporate its meaning into a tip or training.

Create Requisition: Enter Primary Details

Some data has already been entered for your vacancy according to your security model, specified business group, and organization.

* Indicates required field

Overview

Requisition Name	IRC465	Status	Unapproved
* Date Requested	18-Oct-2007	Manager	Hoffmann, John Happy Herman II
	(example: 18-Oct-2007)	* Cost Center	Communication
* Number Of Openings	1	* Budgeted	Yes
* Professional Area	Collections	* Budget Type	Addition
* Job Title	Web Content Manager.Manager/Sup		Addition
Grade	E. 160	* Budget Reason	We need help
* Location	Burnett, TX	Assigned to Recruiter	
		* Requisition Type	Employee
			Employee
		* Employee Type	Fulltime
			Full Time Employment
		* Total Openings	1

Compensation Information

USD is US Currency and CAD is Canadian Currency, do not use STAT

Salary Minimum 68496
(example: 80,000)

Salary Maximum 102744

Currency

[Home](#) | [Requisitions](#) | [Candidates](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Personalize Page](#) | [Diagnostics](#)



Add tips for your users to help clarify fields or provide instructions.



Assessment Gotcha

Custom Responsibilities Only

- **Cannot See Assessments > Assessment Admin in Custom Recruiting Responsibility – Use Functional Administrator**
 - Click Create Grant
 - Enter Grant Name & Effective Date
 - Enter Responsibility Name
 - Click Next
 - Enter IRC Assessment Administration Permission Set > Finish

Create Grants

Responsibility = Functional Administrator > Create Grants

Grants Save Search

Search
The search is case insensitive.

Name

Grantee Type

Set

Object

Name	Grantee Type	Grantee	Set	Object	Data Context Type	Access Policy	Last Update	Duplicate	Update	Delete
No search conducted.										

Save Search

Define Grant

Enter the required information into the Defined Grant form – “Name, Effective Date” and select the “Custom” Responsibility you are working with.

Create Grant: Define Grant

* Indicates required field

* Name

Description

* Effective From  Effective To 
(example: 22-Oct-2007)

Security Context

Define the context when the grant is applied by selecting a grantee, a responsibility and/or operating unit.

Grantee Type 

Operating Unit

Responsibility 

Data Security

To define a data security policy, select an object.

Object 

Grant Permission Set

Select the Assessment Administration Permission set from the list of values

Create Grant: Define Object Parameters and Select Set

* Indicates required field

Set

Select the permission set or menu navigation set that defines the grantee's access.

* Set 

Review & Finish

Review the Grant and Select Finish. This will now allow you to see the Assessment Link in your Custom Responsibility

Create Grant: Review and Finish

Name **IRC Assessment**
Description
Effective From **01-Jan-2007**
Effective To

Security Context

Grantee Type **All Users**
Grantee **Everyone**
Operating Unit
Responsibility **ABC iRecruitment Recruiter**

Set

Name **IRC Assessment Administration Permission Set**
Code **IRC_OTA_ASMT_ADMIN**
Description **Permission Set for iRecruitment Assessment Administration**

Security Gotcha

This allows you to select the individuals who can view the requisitions.

Create Requisition: Enter Team Details

Use this page to enter your recruiting team. Cancel Save For Later Back Step 3 of 5 Next Review

* Indicates required field

Recruiter Name

Security Method

Please select **TEAM** as the Security Method to restrict access to the requisition and add yourself to the Interview Team.

Team
 Business and Team
 Public

Interview Team

Managers **MUST** assign themselves as a Team Member to Requisitions. Individuals selected for Interview Team will be able to see detailed application and requisition information, including salary range.

Select Team Members: Delete

Select All | Select None

Select	Name	Security
<input type="checkbox"/>	Hoffmann, John Happy Herman II	<input type="text"/>

Add Another Row

Cancel Save For Later Back Step 3 of 5 Next Review



There is no correlation between IRC security and HR security profiles. We tried to tie the two and ran into standard functionality issues not supporting this approach (per Oracle Support).

Further, we were unable to set the default to “Team” through personalization’s so we added in a ‘colourful’ note as shown.



Create Vacancy Gotcha

Issue: If the Site name didn't include External Site then the posting wasn't available to Internal Applicants either. There were cases where we didn't want the posting available to External candidates until a certain date, but when this was not dated current our internal applicants could not see the posting either. We ended up with an SR on this issue.

Recruiting Sites

Personalize "Recruiting Sites"

	Proposed
Site Name	iRecruitment External Site
Start Date	2007-10-18 11:26:11.0
	Proposed
Site Name	iRecruitment Internal Site
Start Date	2007-10-18 11:26:11.0

Contingent Workers Gotcha

In the current release of iRecruitment you cannot hire into the person type “Contingent Worker” from IRC. You must create a process for hiring this type of worker. If you do not hire into Person Type: Employee; “Filled” is not populated.

Select Vacancy: <input type="button" value="Find Candidates"/> <input type="button" value="View Applicants"/>						
Select	Requisition <input type="button" value="△"/>	Job Title	Openings	Filled	Applicants	Location
<input type="radio"/>	IRC135	Funding Specialist I - Funding Administration.Administrative.6207	1	0	0	Cincinnati RBC
<input type="radio"/>	IRC137	Funding Specialist I - Funding Administration.Administrative.6207	3	0	0	Cincinnati RBC
<input type="radio"/>	IRC147	AVP Account Administration.Assistant Vice President.6219	1	0	0	Cincinnati RBC
<input type="radio"/>	IRC149	Account Maintenance Clerk.Administrative.3561	1	2	3	Burnett, TX
<input type="radio"/>	IRC158	Credit Analyst - Zone C.Administrative.6409	1	0	1	Arlington, TX AOC II
<input type="radio"/>	IRC162	Communication Manager.Manager/Supervisor.6638	1	0	0	Cincinnati RBC
<input type="radio"/>	IRC168	Sr Credit Analyst - Zone A.Administrative.6529	1	0	1	Arlington, TX AOC I
<input type="radio"/>	IRC170	Analyst - Pricing.Administrative.6372	1	0	4	Burnett, TX
<input type="radio"/>	IRC171	Credit Manager - Zone D.Administrative.6420	2	0	3	Arlington, TX AOC I



You can add a new status (i.e.) Hired Contingent Worker so Recruiters know that the opening was filled by a contractor.



Issues

- **Missing Test Questions** – An assessment was created during testing we found some of the questions were missing. We had to recreate the assessment and then found the all the questions appeared. There was on Oracle solution and we were not certain it wasn't 'user error'.
- **Do Not Want Qualification Type on Skills & Qualifications Form, but it is required** – this is expected behavior.
- **Uploading Resume** – a specific user couldn't upload their resume from their laptop. This was laptop specific, you are advised to check your desktops and laptops in the event external applicants contact you for support.
- **Update Pencil Grayed Out** – Bug #5901421 will be fixed in next RUP, no one off.



Issues

- **Skills & Competencies** – Make sure there is a note on the preference page telling candidates “Not to Check” the Match my Competencies and Skills. They will not receive any matching jobs if you aren’t using them.
- **Hiring** – You cannot hire an applicant on the same day you accept their offer, important to remember!!
- **Guest Account** – Must have the STANDARD security attached to the responsibility for the External and Employee candidates.
- **Approval Rejection** – If an approver rejects a Vacancy they must use “Return for Correction” button. If they click Reject button the vacancy disappears, an SR was raised.
- **Comments** – Must be on RUP1 (5061111) in order for a manager/recruiter to view comments. Refer to MetaLink Doc ID #377346.1



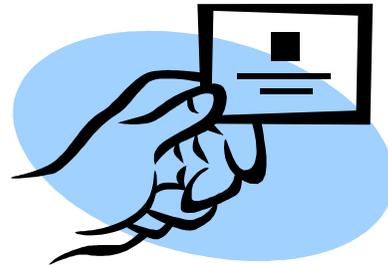
More Issues

- **Seeded Offer letter, No State Placeholder** - As per development you can create a copy of the template shipped with iRecruitment and modify according to your needs. Apart from the other attributes for address region_1, region_2, region_3 are available in the data store xml provided
- **Alpha Characters in Phone No., Ext Candidate** – Intended functionality for all legislations.
- **Questions In Our Candidate Questionnaire Must be Required** - Patch 6182607 1OFF:6130867:HR FP K RUP 2:ASSESSMENT IN IRECRUTMNT NOT WORKING address this issue through note 443782.1
- **Offer Letters** – cannot approve salaries for new hires. The person type is “employee”, the salary approval function is attached to the responsibility. The workaround, delete the record created for the new hire, re-enter the salary information and approve it. An SR is open on this issue.

Questions



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