# R12.x Oracle HRMS iRecruitment Fundamentals

Oracle E-Business Suite

| DURATION | MODULES | COURSE CODE |
| --- | --- | --- |
| **2 Days** | **4 Lectures** | **—** |

## Course Overview

Oracle iRecruitment is a full-cycle solution that enables managers, recruiters, candidates, and agency users to manage all phases of recruitment, from vacancy definition through recruiting and hiring new employees. This course provides an overview of the functionality included in Oracle iRecruitment and the implementation steps you need to install iRecruitment. The content in the course is relevant for both Oracle Applications 11i and Release 12 users.

## What You Will Learn

- Module 1 – Course Introduction
- R12.x Oracle HRMS iRecruitment Fundamentals
- Introduction
- Course Objectives
- Course Topics
- Module 2 – Overview of Oracle iRecruitment (Part 1)
- Recruitment Cycle
- Recruit to Hire Process
- Recruit to Hire Using Oracle Applications
- What Is Oracle iRecruitment
- Why Use iRecruitment
- iRecruitment Users
- Self-Service Recruiting Processes
- iRecruitment and HRMS Integration
- Quiz
- Summary
- Module 3 – Overview of Oracle iRecruitment (Part 2)
- iRecruitment Features Overview
- Job Seeker Features
- Site Visitors
- Registered Users
- Manager and Recruiter Features
- Agency User Features

- People in iRecruitment
- Analyzing the Recruitment Process
- iRecruitment Security
- Global Security Profile
- Supervisor-Based Security
- Approvals in iRecruitment
- Approval Process
- Approval Options
- High Availability Features
- Interview Management
- Recruitment Communication
- Employee Referrals
- Compliance and Applicant Tracking
- Third-Party Integration
- Quizzes
- Summary
- Module 4 – Implementing Oracle iRecruitment (Part 1)
- Implementation Overview and Objectives
- Implementation Cycle
- Pre-Implementation Steps
- Installation Requirements
- Oracle Text Setup
- Implementation Steps
- Responsibilities
- Access for Site Visitors and Candidates
- Security Profiles
- Business Group for Candidate Registration
- Work Structures
- Default Job Postings
- Applicant Assignment Statuses
- Recruiting Site Information
- Profile Options
- Permission Sets
- Quizzes
- Module 5 – Implementing Oracle iRecruitment (Part 2)
- External Assignment Statuses
- Additional Information Configuration
- Editing System Messages
- Approval Configuration
- Personalization
- Workflow Business Events
- Searchable Flexfields
- Offer Setup
- Assessment Setup
- Quizzes
- Module 6 – Implementing Oracle iRecruitment (Part 3 – Administration)

- Background Checks
- Resume Parsing
- Notification Display Options
- Additional Profile Options
- Virus Scan Setup
- Geospatial Data
- Email Notification Concurrent Programs
- Index Synchronization
- Proxy Server Setup
- Manager Access
- Agency Setup
- External User Access
- High Availability Configuration
- Third-Party Integration (Enwisen)
- Quizzes
- Summary
- Module 7 – Configuring iRecruitment Pages
- Page Components
- Page Configuration
- Personalization Framework
- Personalization Levels
- Profile Options for Personalization
- Tabular Region Options
- User Instructions
- Display Flexfields
- Quizzes
- Summary
- Module 8 – Managers and Recruiters: Assessments
- Assessments Overview
- Creating Assessments
- Question Banks
- Questions
- Surveys and Tests
- Analyzing Test Results
- Quiz
- Summary
- Module 9 – Managers and Recruiters: Vacancies and Job Posting
- Vacancy Management Overview
- Creating Vacancies
- Primary Details
- Skills and Qualifications
- Job Posting Formatting
- Vacancy Security
- Interview Security
- Communication Properties
- Reviewing and Submitting Vacancies

- Posting Vacancies
- Searching and Copying Vacancies
- Maintaining Vacancies
- Quizzes
- Summary
- Module 10 – Job Seekers: Site Visitors and Registered Users
- Site Visitor Features
- Job Search
- Location-Based Search
- Enterprise Search
- Job Basket
- Job Referrals
- Registered User Features
- Account Creation
- Personal Details
- Skills and Qualifications
- Work Preferences
- Employee Referrals
- Email Preferences
- Privacy Settings
- Applying for Jobs
- Managing Accounts
- Monitoring Applications
- Viewing Messages and Interviews
- Quizzes
- Summary
- Module 11 – Managers and Recruiters: Candidate Processing
- Candidate Processing Overview
- Manager and Recruiter Searches
- Enterprise Search
- Dashboards
- Prospect Pool Search
- Resume-Based Search
- Skill Matching
- Candidate Processing Options
- Using Dashboards
- Quizzes
- Summary
- Module 12 – Managing Communications
- iRecruitment Communication Overview
- Creating Topics and Messages
- Managing Communication for Multiple Applicants
- Quiz
- Summary
- Module 13 – Managing Interview Tasks
- Interview Process

- Managing Interview Tasks
- Creating Interviews for Multiple Applicants
- Viewing Interview Details
- Recording Interviews
- Quizzes
- Summary
- Module 14 – Managers and Recruiters: Working with Applicants
- Progressing Applicants
- Interviewing and Communication
- Updating Application Status
- Ranking Applicants
- Attachments
- Mass Applicant Updates
- Background Checks
- Reconsidering Applications
- Creating and Sending Offers
- Offer Approvals
- Offers Workbench
- Hiring Applicants
- Quizzes
- Summary
- Module 15 – Using Employee Interface
- Employee Self-Service Interface
- Managing Employee Referrals
- Managing Interviews
- Quizzes
- Summary
- Module 16 – Agency Users: Working with iRecruitment
- Agency User Overview
- Searching for Vacancies
- Candidate Search and Creation
- Applying for Jobs
- Searching for Applicants
- Progressing Applications
- Managing Communications
- Viewing Interview Details
- Quizzes
- Summary
- Module 17 – Letters, Reports, and Data Purge
- Letter Generation
- Letters Using Web ADI
- Letters in Oracle HRMS
- Standard Letter Definition
- Generating Letters
- Recruitment Reports
- Analyzing Recruitment Process

- Maintaining Candidate Data
- Purging Old Data
- Quizzes
- Summary
- Module 18 – Course Conclusion
- R12.x Oracle HRMS iRecruitment Fundamentals Conclusion
- Final Summary