

## (25C) Oracle Fusion Cloud HCM: Recruiting

Oracle Talent Management Cloud

DURATION

**2 Days**

MODULES

**19 Lectures**

COURSE CODE

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### Course Overview

This course is an introduction into implementing Oracle Recruiting Cloud, from user roles and security through candidate selection process setup, and offer letters.

### What You Will Learn

#### Introduction to Recruiting

- Common questions
- Oracle Human Capital Management
- Oracle Recruiting
- By the end of this course, you will have configured...
- Recruiting process lifecycle example
- Prerequisites
- Accessing Recruiting administration areas within HCM
- Overview of Recruiting implementation - Steps 1-5
- Overview of Recruiting implementation - Steps 6-10
- Overview of Recruiting implementation - Steps 11-15
- Attract Talent to Onboard Workers\*
- Key points
- Practices

#### Getting to Know Recruiting - The End User Experience

- Common questions
- End users involved in the recruiting process
- End user activities
- End user applications
- Recruiting Activity Center
- Tips and strategies for the end user experience
- Recruiting process lifecycle example

- Key points
- Practices

## Configuring Recruiting Users and Security

- Common questions
- Role types in HCM
- Introduction to Recruiting roles and security
- Recruiting role-based security sample functions
- Understanding Data Roles and Security Profiles
- Data security through security profiles
- Data roles and security profiles
- Assigning security profiles to roles
- Manage job requisition security profiles
- Job requisition security
- Requisition security navigation and profile option
- Requisition secure by area of responsibility
- Manage Area of Responsibility (AOR)
- Manage candidate security profiles
- Implementation list for configuring recruiting users & security – Steps 1-5
- Implementation list for configuring recruiting users & security – Steps 6-7
- Tips and strategies for Data Roles (Security Profiles) 1-4
- Tips and strategies for Data Roles (Security Profiles) 5-9
- Accessing the Security Console
- Key points
- Practices

## Recruiting and Candidate Experience Management

- Common questions
- Recruiting and Candidate Experience Management introduction
- Recruiting and Candidate Experience Management key tasks
- Enterprise Recruiting and Candidate Experience information
- Configure the Recruiting Activity Center
- Configuring AI Ratings for job applications
- Recruiting Content Library introduction
- Content example
- Implementation list for Recruiting Content Library
- Recruiting Geography Hierarchies
- Geography Hierarchy examples
- Control country names through Manage Territories
- Create labels to tag candidates
- Implementation list for Geography Hierarchies
- Tips and strategies for Geography Hierarchies 1-4
- Tips and strategies for Geography Hierarchies 5-9
- Key points
- Demonstrations

- Practices

## Configuring Prescreening Questions

- Common questions
- Prescreening questionnaires introduction
- Four types of recruiting questions added to library
- Comparison: Disqualification vs. Prescreening questions
- Disqualification question setup and scoring
- Assembling questions - external questionnaire example
- Tips for prescreening question scoring
- Prescreening question privileges
- Overview of question creation and lifecycle - Steps 1-5
- Overview of question creation and lifecycle - Steps 6-10
- Tips and strategies for prescreening questions (1-4)
- Tips and strategies for prescreening questions (5-9)
- Key points
- Practices

## Configuring Job Requisition Management

- Common questions
- Job requisition management configuration introduction
- Early key decisions
- The power of job requisition templates
- Three types of job requisition templates

Implementation steps for configuring job requisition templates (standalone and job) -

- Steps 1-4
- Implementation steps for configuring job requisition templates - Steps 5-8
- Tips and strategies for standalone templates (1-4)
- Tips and strategies for standalone templates (5-7)
- Position-based requisition management introduction
- Position-based requisition management
- Implementation steps for configuring position-based requisitions Steps 1-4
- Tips and strategies for position-based requisition management (1-4)
- Tips and strategies for position-based requisition management (5-8)
- Job requisition creation security privileges
- Workplace defined in job requisitions
- Configure job requisition approvals
- Setting up Time to Hire estimates
- Key points
- Practices

## Configuring Candidate Sourcing Features

- Common questions
- Attract Talent to Onboard Workers\*

- Accessing candidate sourcing features
- Recruiting campaigns introduction
- Creating campaigns
- Implementation steps for configuring Recruiting campaigns – Steps 1-5
- Tips and strategies for campaigns (1-5)
- Candidate pools
- Job Notifications to pool members
- Agency hiring overview
- Key points
- Demonstrations
- Practices

## Configuring Notifications, Alerts and Messages

- Common questions
- Attract Talent to Onboard Workers\*
- Recruiting notifications introduction
- Who receives notifications?
- How are notifications initiated?
- Four general groupings for notifications
- Notification comparison chart
- What do notifications look like and where can they be viewed?
- Where are notifications and messages configured?
- Where are notifications to candidate pool members configured?
- The Messages tab (Recruiting Booster feature)
- Implementation steps for configuring automated job application notifications in
- Recruiting content library – Steps 1-4
- Tips and strategies for configuring notifications in Alerts Composer (1-5)
- Key points
- Practices

## Configuring the Candidate Selection Process

- Common questions
- What is the candidate selection process?
- Configuring a candidate selection process (CSP)
- Configuring phases and states in a CSP
- Configuring phases and states in a CSP – Part 2
- Automatically progress candidates with move action
- Prevent moving candidates in states with a move condition
- Using Quick Move to states
- Combination conditions must be met for the move action
- Automatically initiate candidate duplicate check
- Automatically send feedback requests
- Bypass extending offers to candidates in offer phase
- Special options to modify the candidate selection process
- Define reject and withdraw reasons

- Implementation steps for configuring a candidate selection process – Steps 1-5
- Implementation steps for configuring a candidate selection process –
- Steps 6-10
- Pipeline candidate selection process
- Key points
- Practices

## Configuring Job Application Flows

- Common questions
- Job application flow introduction
- Three types of application flows
- Job application flow basics
- Two ways to create a new application flow
- Flow sections and blocks
- Request information flow details
- Request information flow setup
- Sensitive personal information block
- Job application flow optional settings
- Verify or modify fields within profile types task
- Steps for creating and using additional sections/blocks
- Configuring diversity, disability, veteran and citizenship blocks
- Implementation steps for configuring a job application flow – Steps 1-5
- Implementation steps for configuring a job application flow – Steps 6-7
- Tips and strategies for job application flows (1-5)
- Key points
- Demonstrations
- Practices

## Introduction to Career Site Configuration

- Common questions
- The career site serves two purposes
- Career site standard features
- How is a career site created?
- Career site creation – template
- Career site creation – duplicate
- Career site creation – import
- Career site configuration page
- Add context to career sites
- What are the different types of pages on a career site?
- Standard and custom page design editing tools
- Reference an online career site design guide
- Key points
- Demonstrations
- Practices

## Configuring Job Search, Job Details Display and Candidate Verification

- Common questions
- Attract Talent to Onboard Workers\*
- Configuring the splash page
- Configurable search features
- Keyword search configurations
- Configurable search features
- Location search - Settings
- Location search - Alternate location names
- Location search - Search jobs on maps
- Search results - Distance calculation
- Configurable search features
- Configuring search filters
- Search filter - Categories
- Search tiles - Category landing pages
- Configurable search features
- Recommended jobs based on candidate resume
- Configurable search features
- Job search results - Configuring the search results page
- Job search results - Results section edit options
- Configure job information display - tiles and job details page
- Configure job information display - Work locations and workplace
- Configure job information display - displaying job tags
- Configure job information display - Job fit
- Candidate Verification Configuration Options
- General verification settings
- Email and phone authentication and reuse
- Key points
- Practices

## Career Site Look and Feel and Enhanced Candidate Experience Features

- Common questions
- Attract Talent to Onboard Workers\*
- Configuring the look and feel of the career site on the theme and pages tabs
- Setting up logos, headers and footers
- Setting fonts, theme colors
- Using custom CSS and JS options
- Setting up URLs and favicons
- What are some features to enhance the job application experience?
- Resume parsing
- Apply with Indeed or LinkedIn profiles
- Setting up the Talent Community
- Using the generative AI intelligent asset on job details page
- User interface text tool

- Career site translation tools
- Managing career site cookies and the widget tab
- Key points
- Practices

## Career Site Administration, Maintenance and Implementation Steps

- Common questions
- What are some features for administering and maintaining career sites?
- Importing and exporting career sites
- Managing multiple career sites
- Career site update options
- Configure career site search engine optimization (SEO)
- Career site tracking pixel and social sharing
- Implementation steps for configuring career sites – Steps 1-5
- Implementation steps for configuring career sites – Steps 6-9
- Key points
- Practices

## Configuring Job Offers

- Common questions
- Attract Talent to Onboard Workers\*
- Offer overview
- Job offer life cycle for end users
- Candidate selection process – Offer phase overview
- Typical privileges and responsibilities for job offers
- Job offer components
- Setting up job offer letter templates
- End user adjusts offer letter after offer template is selected
- Implementation steps for configuring job offers – Steps 1-5
- Implementation steps for configuring job offers – Steps 6-9
- Tips and strategies for job offers (1-5)
- Tips and strategies for job offers (6-10)
- Key points
- Practices

## Other Configuration Tasks

- Common questions
- Attract Talent to Onboard Workers\*
- Interview scheduling features
- Interview management lifecycle example
- Implementation steps for configuring interview schedules – Steps 1-5
- Implementation steps for configuring interview schedules – Steps 6-8
- Interview questions and questionnaires
- Setting up interview questions and questionnaires

- Example questionnaire
- Setting up zoom meetings in interview scheduling
- Implementation steps for configuring Zoom integration – Steps 1-5
- Implementation steps for configuring Zoom integration – Steps 6-7
- Tips and strategies for zoom meetings (1-5)
- Scheduled processes in Recruiting
- Tips and strategies for scheduled processes (1-3)
- AI Apps for Talent Management/Recruiting
- Additional AI Features (not AI Apps activated)
- Implementation steps for configuring AI Apps features – Steps 1-5
- Implementation steps for configuring AI Apps features – Steps 6-10
- Key points
- Practices

## Final End-User Experience

- Common questions
- Attract Talent to Onboard Workers\*
- Recruiting process lifecycle example
- Automatic processing of external candidates when hired – Part 1
- Automatic processing of external candidates when hired – Part 2
- Duplicate check options when moving to HR
- Key points
- Demonstrations
- Practices

## Introduction to Recruiting Booster

- Common questions
- Attract Talent to Onboard Workers\*
- What is Recruiting Booster?
- Recruiting Booster key features
- Hiring events
- Expanded interview features
- Two-way messaging inside Recruiting
- Message Center
- Enhanced ODA capabilities
- Implementation steps for configuring features in Recruiting Booster –
- Steps 1-4
- Key points

## Recruiting Information Resources

- Common questions
- Information resources