

(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