

JD EDWARDS ENTERPRISEONE eRECRUIT



PRODUCT HIGHLIGHTS

- Streamline recruiting processes
- Improve productivity
- Reduce employee turnover
- Integration to other JD Edwards EnterpriseOne modules

JD Edwards EnterpriseOne eRecruit enables businesses to significantly reduce the time and effort needed to recruit and hire. eRecruit provides a comprehensive set of tools that serve managers, recruiters, and candidates throughout the hiring process. HR professionals and managers are able to concentrate their skills on locating and evaluating new talent rather than administrative tasks. Applicants are provided with an easy-to-use interface to search and apply for open positions. Finally, as an integrated solution to JD Edwards EnterpriseOne Human Resources Management and Self Service modules, implementing and maintaining eRecruit is cost effective and quickly provides a return on your investment.

The Issue: Time-Consuming, Inefficient Recruiting Processes

Matching the right people to the right job is crucial for any organization. If you are unable to do so effectively, overall job performance suffers and you increase turnover rates.

Time-consuming and inefficient processes that add costs and slow hiring often hamper effective recruiting. Rather than being able to focus on finding good employees, HR staff becomes swamped with paperwork and routine tasks.

The Solution: Integrated eRecruiting Management

Oracle's JD Edwards EnterpriseOne eRecruit transforms the paper-intensive processes associated with recruiting into a streamlined electronic system. By automating many time-consuming tasks—such as creating and posting job openings, matching candidate qualifications to job requirements, and converting applicants to employees—this solution allows you to compress the entire recruiting cycle, from job posting to hiring.

Streamline the Recruit-to-Hire Process

Recruiters will be able to manage the complete recruit-to-hire process from an easy-to-use recruiter workbench that is fully integrated with our applicant tracking functionality.

Whether you are searching for help inside or outside your organization, eRecruit speeds the recruiting process, helping you quickly find the strongest candidates for your open requisitions. It makes it easier for your human resources staff to post jobs, search through submitted applications, and hire employees.

It all starts with the job posting. By using eRecruit, you can easily and quickly create new job postings that can be published on your intranet or corporate Web site. The

system provides the option to specify date ranges for internal and external postings, so that you can automatically advertise a job internally before making it available outside your organization.

Once the jobs are posted, potential employees can pick those that interest them and apply online. This means that instead of digging through stacks of paper resumes, human resources staff can quickly sort and scan through electronic applications and select specific records for further review.

The system automatically matches applicant skills to job requirements, which helps filter those candidates who are clearly not qualified for a job. You are able to quickly narrow down your pool of candidates to a select few. And, once an offer is made and accepted, the eRecruit solution allows you to automatically transfer applicant information into an employee record, further minimizing paperwork hassles.

Simplify Application Processes for Candidates

With a paperless application process, eRecruit allows your applicants to manage their own job searches. They can browse job postings by any combination of job category, job location, keywords, and job posting date.

When they locate jobs that interest them, applicants can review detailed information about the job postings, apply for jobs, or e-mail the postings to others. They can also move the job to their job baskets for centralized tracking of job postings they may want to pursue. From the job basket, an applicant can apply for selected jobs or all the jobs in the basket and keep track of dates when the applications were submitted.

To apply for a job, applicants fill out a form with their relevant personal information, job-specific qualifications and references. With eRecruit, you can allow the applicant to paste a cover letter and resume into the application.

The system stores completed applications and enables applicants to use the information they submit to apply for any new jobs you post. Because eRecruit makes it so easy for applicants to apply for jobs, they are more likely to do so, which gives you a wider choice of candidates for your open positions.

Track Recruiting Results with Ease

Organizations continually strive to measure program effectiveness and make process improvements where needed. In addition to streamlining recruiting processes, eRecruit increases your visibility into recruiting results. You can see exactly where your employees come from and analyze turnover rates and qualification matches. By staying on top of these important statistics, you are better able to manage your recruiting efforts to ensure that you are attracting the best candidates. Doing so enables you to make better hiring decisions, increase employee retention rates, and reduce costs.

Feature/Function Highlights

- Job posting management
- Job posting reporting
- Internal/external coding
- Automatic posting status updates
- Applicant self-service
- Applicant job basket
- Posting and standard-phrase categories
- Advanced application and résumé search
- Applicant record review
- Applicant-to-employee record conversion

Solution Integration

This module is designed to be integrated with these JD Edwards EnterpriseOne products and suite across your operations using common tools and a Pure Internet Architecture:

- JD Edwards EnterpriseOne Human Capital Management
 - Human Resources Management
 - Manager Self Service
 - Employee Self Service

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