Oracle Taleo Recruiting Cloud Service
2012 Essentials (1Z1-474)
Exam Study Guide

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Objective & Audience

Objective
Help you prepare to take the Oracle Taleo Recruiting Cloud Service 2012 Essentials (1Z1-474) exam by providing you with useful resources.

Targeted Audience

- Strong Talent Management business process knowledge
- HCM expertise derived from participation in one to three implementations
- Up-to-date training and field experience
Exam Topics & Objectives

Exam Topics
The Oracle Taleo Recruiting Cloud Service 2012 Essentials exam consists of six topics:

1. Overview
2. Data Segmentation and Security
3. Recruiting Process Configuration
4. Foundation Data – Fields, Files and Forms
5. Career Section Configuration
6. Prescreening

Exam Objectives
The exam objectives are defined by learner or practitioner level of knowledge:

- **Learner-level**: questions require the candidate to recall information to determine the correct answer.

  Example: Which three are true about Global HR?

- **Practitioner-level**: questions require the candidate to derive the correct answer from the application of their knowledge, which can only be attained by extensive experience with the product.

  Example: Your client has these 3 requirements:
  - Requirement 1
  - Requirement 2
  - Requirement 3
  What actions must you take in order to meet all these requirements?
Training Options

For each exam topic there have been identified alternative training options that are available at Oracle. The training options are divided into three categories:

• **Boot Camps**
  The Boot Camps are designed as a "jump start" training to enhance your skills by providing role-based training on industry-leading Oracle solutions and services. The boot camps are built as concise, intensive, and real-time training to give partners a competitive advantage as they prepare to build powerful solutions for their own customer base. Partners can choose to attend these boot camps in class or in a live virtual class format to maximize the effectiveness and the time allocated to training.

• **Instructor-Led Training (delivered by Oracle University)**
  Partners can take any publicly-scheduled Oracle University courses at steep discounts. Benefit from hands on experience to gain real working skill and work toward Oracle certifications.

• **Online Training**
  Oracle Partners are entitled free access to the Oracle Knowledge Center (OUKC), a vast library of recorded product courses. New courses are regularly added to the library, providing partners with the latest information and training to master new products or to increase proficiency on the new releases.
Topic 1: Overview

Objectives

- Oracle Taleo Enterprise Recruiting Cloud Service Components
- Primary Oracle Taleo Enterprise Cloud Service business processes
- Configure System General Configuration Settings

Level

- Learner
- Learner
- Practitioner

Training Options

- Instructor-Led Training (delivered by Oracle University)
  - Taleo (TEE) Getting Started with the Recruiting Center (REC-EU101)
  - Taleo (TEE) Introduction to Taleo Configuration (Taleo-SA100)

Sample Question

- Your client would like to reflect their unique branding in the system. What elements can be configured to reflect unique client specific branding in the Taleo system?
  a) Welcome Center Message
  b) Organizational Logo
  c) Home Icon
  d) Default Theme

The answer is a, b & d
Topic 2: Data Segmentation and Security

Objectives

- Explain Data Segmentation via Smart Org Level Learner
- Explain the impact of User Types Level Learner
- Create, Assign and Manage content elements using SmartOrg Level Practitioner

Training Options

- Instructor-Led Training (delivered by Oracle University)
  - Taleo (TEE) Introduction to Taleo Configuration (Taleo-SA100)

Sample Question

- Your client would like to allow only a certain hiring managers the ability to create requisitions in the system. How would you configure this requirement?

a) Create two separate Hiring Manager Configuration Profiles and adjust the settings in each to match the requirement. Assign the appropriate configuration profile to each manager’s User Group.

b) Create two separate Hiring Manager User Groups and adjust the settings in each to match the requirement. Assign the appropriate User Group to each manager’s account profile.

c) Create two separate User Types and adjust the permissions in each to match the requirement. Assign the appropriate User Type to each manager’s account profile.

d) Create two separate User Types and adjust the permissions in each to match the requirement. Assign the appropriate User Type to each manager’s configuration profile.

The answer is c
Topic 3: Recruiting Process Configuration

Objectives

- Define Candidate Selection Workflow
- Configure Candidate Selection Workflow
- Configure Correspondence

Level

- Learner
- Practitioner

Training Options

- Instructor-Led Training (delivered by Oracle University)
  - Taleo (TEE) Introduction to Taleo Configuration (Taleo-SA100)
  - Taleo (TEE) Essentials of Recruiting Configuration (REC-SA101)

Sample Question

- Your client would like to restrict a certain group of hiring managers visibility into all new applicants. What two elements would you configure to meet this requirement for this group?

  a) Set the final step in the Candidate Selection Workflow to “Restricted”
  b) On this group of Hiring Manager’s User Type, Revolve the permission: View candidates in steps whose security level is "Restricted"
  c) Set the initial step in the Candidate Selection Workflow to “Restricted”
  d) On this group of Hiring Manager’s User Type, grant the permission: View candidates in steps whose security level is "Restricted"

The answer is b & c
Topic 4: Foundation Data - Fields Files and Forms

Objectives

- Explain the relationship between Fields, Files and Forms
- Create Candidate and Requisition Forms and Files
- User Defined Fields

Level

- Learner
- Practitioner

Training Options

- Instructor-Led Training (delivered by Oracle University)
  - Taleo (TEE) Introduction to Taleo Configuration (Taleo-SA100)
  - Taleo (TEE) Essentials of Recruiting Configuration (REC-SA101)

Sample Question

- Your client has decided that they would like to use a single requisition file across the entire organization with a single exception; they would like to collect one piece of information on the “Budget” section for Requisitions located in California. What are the two steps to configure this?

a) Create the User Defined Field with the Context set to “Location = California”

b) Create two Budget Requisition Forms, one that contains the User Defined Field and one that does not, assign them both to the Requisition File

c) Add the User Defined Field to the Budget Requisition Form, assign this form to the Requisition File

d) Create two Requisition Files, one that has the Budget Requisition form with the Contextualized UDF, and one that does not. Set the Context in the file that has the UDF to “Location = California”

The answer is a & c
Topic 5: Career Section Configuration

Objectives

- Configure Application Flow Elements  
  - Practitioner
- Configure Internal, External and Agency Career Portals  
  - Practitioner
- Describe Application Flows, Career Sections and User Defined Forms  
  - Learner

Training Options

- Instructor-Led Training (delivered by Oracle University)
  - Taleo (TEE) Building Career Sections for System Administrators (REC-CS101)

Sample Question

- A customer would like to allow for candidates to search for jobs based on a distance from a given location. What is a prerequisite for the radius search to function properly on a Career Section when a candidate is searching for a position?

  a) Work Locations need to be assigned on the only certain requisitions posted to the Career Site
  b) The Application Flow needs to have the Radius Search feature enabled
  c) Work Locations need to be assigned on all posted requisition to the Career Site
  d) The Career Site must have the Google Maps feature enabled

The answer is c
Topic 6: Prescreening

Objectives
- Implement Prescreening Questions
  Practitioner
- Configure Disqualification Questions
  Practitioner
- Describe the candidate prescreening functions available in Taleo
  Learner

Training Options
- Instructor-Led Training (delivered by Oracle University)
  - Taleo (TEE) Prescreening Made Easy (REC-ACE101)
  - Taleo (TEE) Introduction to Taleo Configuration (Taleo-SA100)

Sample Question
- Your customer would like to ensure that a certain population of candidates answers a disqualification question related to the validity of their professional license. Your client would like to flag those candidates that may not have a valid licenses, but not disqualify them. What are two steps to configure this?

  a) Contextualize the question to the job families for which you want to verify licensure.
  b) Set the answer in which the candidate indicates they do not have valid licensure to “To Be Verified”
  c) Set the answer in which the candidate indicates they do have valid licensure to “Disqualified”
  d) Set the answer in which the candidate indicates they do have valid licensure to “ACE Candidate”
  e) Contextualize the answers to the job families for which you want to verify licensure.

The answer is a & b
Exam Registration

• **How to register for the exam?**
  You can register for all Oracle certification exams with Pearson VUE. Before a registration can be submitted, a Pearson VUE profile must be created using your Company ID. Your Company ID can be obtained by contacting your local Oracle Partner Business Center or by signing in to your OPN account. Your Company ID is located in the section on the right under "Company information".

  Please follow these instructions in order to properly set-up your Pearson VUE account for the first time.

• **Have you completed an Oracle Certification Exam in the past?**
  Due to systems enhancements, each partner who has completed an Oracle Certification Exam will need to update their Pearson VUE profile in order to receive credit and for those records to appear in the OPN Competency Center.

• **How to get full recognition as Certified Implementation Specialist?**
  To get full recognition as a Certified Implementation Specialist you need to:
  A. Update your Pearson VUE profile with your Company ID
  B. Activate your Certview Account

  Please follow these instructions and your records will be properly recorded.
SOFTWARE. HARDWARE. COMPLETE.