

# ORACLE iRECRUITMENT

## KEY FEATURES

- Dashboards and Recruitment Summary to track and manage the recruitment activities
- Employee Referrals functionality for employees to refer friends and acquaints to open vacancies
- Agency functionality available to allow third party agencies to carry out recruitment process, helping to increase depth of candidate pool
- Assessments functionality available to evaluate candidates and applicants during the recruitment process, helping to ensure the right candidate is matched with the right job
- Add quick notes on the applications using popup windows
- Interview Management feature to schedule and manage the entire interview process
- Recruitment communications to enable communication between applicants and employers online
- Automate the entire Job Offer process from initiating an offer to its eventual closure
- Advanced search capabilities using Enterprise Search for Vacancies, Candidates and Jobs
- Recruitment intelligence reports available to analyze various measures of recruitment process, enabling better decision making and streamlining of complicated processes
- Track Applicant Data for Compliance Purposes
- High availability functionality enables set up of an alternate instance to keep the candidate job site available in case of maintenance routines to the main instance, reducing downtime and missed opportunities

*Oracle® iRecruitment is a full-cycle recruiting solution focused on the manager-recruiter-candidate hiring relationship that fully automates the entire recruitment process. Oracle iRecruitment works seamlessly with the Oracle Human Resource Management System (HRMS) to manage the entire workforce lifecycle. Oracle iRecruitment is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together. Oracle iRecruitment is also in integral part of an organization's Talent Management process and strategy.*

## Main Features of Oracle iRecruitment

iRecruitment enables your enterprise to manage all recruitment activities using a single self-service interface and provides an easy-to-use interface for job seekers. iRecruitment provides a personalized experience for each group of iRecruitment users: site visitors, registered users, managers, recruiters, and agency users. The homepages outline the iRecruitment functions available for each user, and provide direct access to these functions.

## Provide Easy-to-Use Functionality for the Job Seekers

When job seekers come to your company's job site, Oracle iRecruitment provides the freedom of searching for job openings without having to provide personal information. These people, who don't register or login to the job site, are referred to as "site visitors". Site visitors can search for jobs, subscribe to RSS Feeds, add jobs to a temporary job basket, refer jobs to other individuals, and evaluate the company. Site visitors can also register an account on the site.

Once job seekers register and establish an account, they can manage the entire recruitment process online. With Oracle iRecruitment, registered users can search for jobs, add jobs to a personal job basket and apply for jobs. Also, registered users can upload and extract resumes into a profile and save personal information, skills, educational background and employment history.

iRecruitment can create a resume for the applicant if they do not have one ready. Once registered users apply for a job, subscribe to RSS Feeds, they can track the progress of the job application or withdraw the application. They can receive job offers online; view the offer details and they can accept or decline an offer online. Registered users also can receive notification about new job opportunities, invites to interviews and notification of company events.

## Manage the Recruitment Process for Hiring Managers and Recruiters

Hiring managers and recruiters are directly involved in the recruitment process. With hiring managers taking on more involvement in recruitment, recruiting tools must be

simplified and easy to use without sacrificing functionality.

With Oracle iRecruitment, the hiring manager or recruiter can create/copy/update vacancies and create job descriptions for that vacancy and post the job descriptions for internal and/or external review. Because Oracle iRecruitment has adopted HR-XML standards, the manager or recruiter can promote the vacancy by posting the job to other external job boards.

Managers and recruiters can search for candidates using a variety of search methods. Oracle iRecruitment can automatically match candidates for a job based on the job details. The recruiter or hiring manager can review resumes, rank the candidates and pursue (or reject) candidates for that job vacancy.

A recruiter or hiring manager can refer the candidate to another manager. Managers or recruiters can progress candidates through the interview process, update candidates' details, perform background checks, submit offers to those selected candidates, and bring new hires on board.

### Invite and Manage Employee Referrals

Employee referrals offer a cost effective means of attracting best talent and quality applicants. Employee Referrals functionality enables recruiters or hiring managers to mark vacancies inviting referrals from employees. Employees can create candidate profiles, refer candidates to vacancies or refer their referral candidates to a manager who in turn can pursue the candidate for a suitable vacancy. Candidates can give the reference of an employee while creating their profile or submitting a job application.

The screenshot displays the 'Create Candidate Page' in the Oracle iRecruitment system. The page is divided into several sections:

- Navigation:** Home, Vacancies, Candidates.
- Section Headers:** Personal Details, Education, Qualification and Employment Details, Preferences.
- Create Personal Details:** Includes a note that an asterisk (\*) indicates a required field. Buttons for Cancel, Apply for Job, and Save are present.
- Resume:** A section with an 'Upload Resume' button and instructions: 'To fill out your account as quickly as possible, use the Upload Resume button to select a resume that will be used to populate your account. You will have the opportunity to verify the accuracy of the information once the upload is complete. You can upload a new resume or manually update your Account information at any time.'
- Personal Details:** A section with a 'Return to Top' link.
- Basic Details:** A form for personal information:
  - Family Name: James
  - First Name: Kattich
  - Email Address: jameskattich@yahoo.com
- Referral Details:** A form for referral information:
  - Source: Employee Referral
  - Source Name: Sarni, Mr. Balantrapu
  - Referral Comments: Good Candidate, has vast experience in Java technology along with good implementation experience.

Figure 1: Create Candidate Page

### Schedule and Manage the Interview Process

Time and labor costs for managers to perform recruiting and hiring activities are made more productive by reducing and automating previously manual tasks. Using Interview Management, recruiters and hiring managers can schedule job interviews for applicants for vacancies. They can select members of the interview team and maintain interview information such as the interview schedule, contact information, and details about the interviewers. Feedback concerning the interview, notes, and the result of the interview can also be recorded.

Recruiters, hiring managers, interviewers, and applicants can view the summary of their

interviews on the My Interviews region of the iRecruitment home page.

### Effective Applicant Engagement

Recruiters and hiring managers can effectively use the communication module to engage the applicants effectively and establish a long term relationship. Employers can keep in touch with applicants and get up to date information saving critical time in the recruitment process. Recruiters and hiring managers can communicate with recruiting team members, candidates, and agencies individually or as a group. They can initiate communication topics or messages and add recipients. Recipients receive notifications for these messages and can reply to these messages.

### Track Recruitment Activity

The Dashboard on the iRecruitment Home page provides ready to use recruitment information for hiring managers and recruiters to get started and manage the recruitment process without having to perform multiple searches. The Dashboard on the iRecruitment Home page provides hiring managers and recruiters direct access to the recent vacancies, new applications for vacancies, scheduled interviews, and recently created or updated offers. Managers and recruiters can view recruitment information for a specific time period. A link on the home page leads them to a page where they can review recruitment summary information.

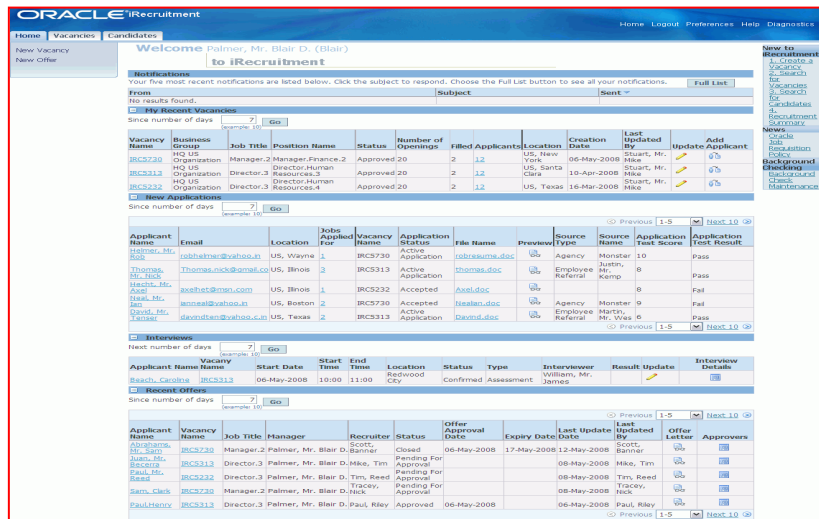


Figure 2: Recruitment Dashboard

### Automate the Entire Job Offer Process

iRecruitment enables your enterprise to automate the entire job offer process. Managers can create and send offers online to successful applicants. The offer includes details such as the applicant's job title, terms, and conditions of employment including salary and benefits. When managers create offers, they can use the Offers Equity Analysis for Organization report to make an informed salary allocation for applicants. They can assign appropriate compensation plans for applicants. Managers can View response of applicants to job offer and also record an applicant's response to a job offer. Enterprises can setup approval process for offers to ensure that the offer details are correct and meet requirements. iRecruitment generates the offer letter automatically using the Offer templates that enterprises can customize based on their business requirements.

**KEY BENEFITS****FOCUS ON THE MANAGER**

- Oracle iRecruitment allows companies to redirect part of the recruiting function to managers, enabling recruiters to focus on strategic recruiting initiatives. This also puts the manager “in control” of more of the process, giving them greater insight into the overall process.

**SUPPORTS “END-TO-END AND LOOP AROUND RECRUITMENT CYCLE”**

- Oracle iRecruitment automates the entire recruitment process and enables recruiters and managers to “loop around” and assess their recruitment practices against employee performance. This allows for continuous improvement of the recruiting process and better quality of hires.

**FRONT-END AND BACK-END RECRUITMENT APPLICATION**

- Supports the front-end, the interface for the candidate, recruiter, manager and staffing agency; the back-end, managing the recruitment data; and the integration between the two. This helps ensure data accuracy and a single source of truth.

**RELATED PRODUCTS**

- Human Resources
- HRMS Self Service
- Approvals Management
- Advanced Benefits
- Oracle Learning Management

**RELATED SERVICES**

The following services are available from Oracle Support Services:

- Oracle E-Business Suite Accelerators
- Oracle Application Solution Centers

**Global Support**

As part of the Oracle E-Business Suite, Oracle iRecruitment is a global solution that supports organizations that recruit in many locales around the world. You can run Oracle iRecruitment out-of-the-box globally and can configure the application to address specific local and cultural requirements. Oracle iRecruitment supports your multi-lingual and multi-currency requirements.

**Oracle Configurable End-User Environment**

Oracle iRecruitment is a highly extensible and configurable application that enables you to design a recruitment site that addresses your organization’s needs. Content, labels, links and logos can all be configured to address the specific goals of your job site – be it the type of message you wish to promote on the job site or the type of candidate you wish to attract.

**Integration with the Oracle E-Business Suite and Third Party Applications**

Oracle iRecruitment can be integrated with other modules in the Oracle E-Business Suite and third party applications to provide complete workforce management. As recruitment is part of the entire workforce lifecycle, it is necessary that your workforce management strategy encompass the recruitment process. For this reason, Oracle iRecruitment is deeply integrated with Oracle HR in order to share and leverage common information.

Information that is shared between Oracle HR and Oracle iRecruitment includes competencies job qualifications, applicant assignments, job requisitions and vacancies, recruitment activity, employee information, and applicant information. Additional information in Oracle HRMS that are leveraged by Oracle iRecruitment includes compensation packages by role, budgets to justify the acquisition of more headcount, and benefits information for new hire enrollment.

Oracle Corporation has also established partnerships with industry-leading software providers to offer you a complete recruitment solution. For pre-screening and background checks, HireRight is available through the Oracle iRecruitment interface. Using Oracle iRecruitment, you can seamlessly launch background requests and review results from HireRight. Oracle iRecruitment is also integrated with Resume Mirror’s Resume Extractor (EAM) to extract key candidate attributes in an accurate and timely manner. This provides a cost-effective, efficient and accurate means to process resumes.

**Oracle iRecruitment Delivers Business Value**

Oracle iRecruitment will help organizations improve their recruiting business processes, and thus their organizational brand image by providing a superior recruiting experience. Organizations that leverage leading best business practices for recruiting will also have greater business insight into their recruiting process and will improve the ability to attract and retain the best talent. All of which helps an organization attract the right talent and move towards becoming an “employer of choice”.

**Oracle E-Business Suite—The Complete Solution**

Oracle E-Business Suite enables companies to efficiently manage customer processes, manufacture products, ship orders, collect payments, and more—all from applications that are built on unified information architecture. This information architecture provides

- Oracle University
- Oracle Consulting

a single definition of your customers, suppliers, employees, and products—all aspects of your business. Whether you implement one module or the entire Suite, Oracle E-Business Suite enables you to share unified information across the enterprise so you can make smarter decisions with better information.

### Contact Us

For more information about Oracle iRecruitment please visit [oracle.com](http://oracle.com) or call +1.800.ORACLE1 to speak to an Oracle representative.



Oracle is committed to developing practices and products that help protect the environment

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