# Oracle iRecruitment

**ORACLE®**

**E-BUSINESS SUITE**

HUMAN RESOURCES
MANAGEMENT SYSTEM

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 Capital Management (HCM) systems 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.

**KEY FEATURES**

- Dashboards and Recruitment Summary track and manage recruitment activities
- Employees can refer friends and acquaintances to open vacancies
- Third party agencies can carry out the recruitment process, helping to increase candidate pool depth
- Ensure the right candidate is matched with the right job with Assessments
- Use Interview Management to schedule and manage the entire interview process
- Enable communication between applicants and employers online
- Automate the entire job offer process from initiating to closing an offer
- Enterprise Search for Vacancies, Candidates and Jobs offers advanced search capabilities
- Analyze various measures of the recruitment process using intelligence reports to enable better decision making and streamline complicated processes
- Track applicant data for compliance
- Set up an alternate instance using High Availability to keep your job site available at all times in order to reduce downtime and missed opportunities

## Main Features of Oracle iRecruitment

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

## Provide Easy-to-Use Interface for 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. "Site visitors" (those who don't register or login to the job site) 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 for an account.

Once job seekers register and establish an account, they can manage the entire recruitment process online. Using Oracle iRecruitment, registered users can search and apply for jobs as well as them to a personal job basket. Registered users can also upload resumes into a profile and save personal information, skills, educational background and employment history. Oracle iRecruitment can even create a resume for the applicant if they do not have one ready.

Once registered users apply for a job, they can track the progress of the job application or withdraw the application. Job offers can be delivered online. Registered users can view offer details as well as accept or decline the offer online. Registered users can also receive notification about new job opportunities, invitations to interviews and company events.

**ORACLE®**

# Manage Recruiting Process for Hiring Managers and Recruiters

Both recruiters as well as hiring managers 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.

Using Oracle iRecruitment, the hiring manager or recruiter can create/copy/update vacancies, create job descriptions for those vacancies as well as post job descriptions for internal and/or external review. Oracle iRecruitment has adopted HR-XML standards so managers and recruiters can promote vacancies by posting jobs 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 candidate 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 Referral functionality enables recruiters or hiring managers to mark vacancies, inviting referrals from employees. Employees can create candidate profiles, refer candidates to vacancies or refer them to a manager who can then pursue the candidate for a suitable vacancy. Candidates can provide a reference from an employee while creating their profile or submitting a job application.



Figure 1: Create Candidate Page

# Schedule and Manage the Interview Process

Time and labor costs are minimized for managers when performing recruiting and hiring activities 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 effectively engage with applicants 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 and cam reply to these messages.

## Track Recruitment Activity

The Dashboard on the Oracle 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. It provides hiring managers and recruiters direct access to 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 where they can review recruitment summary information.
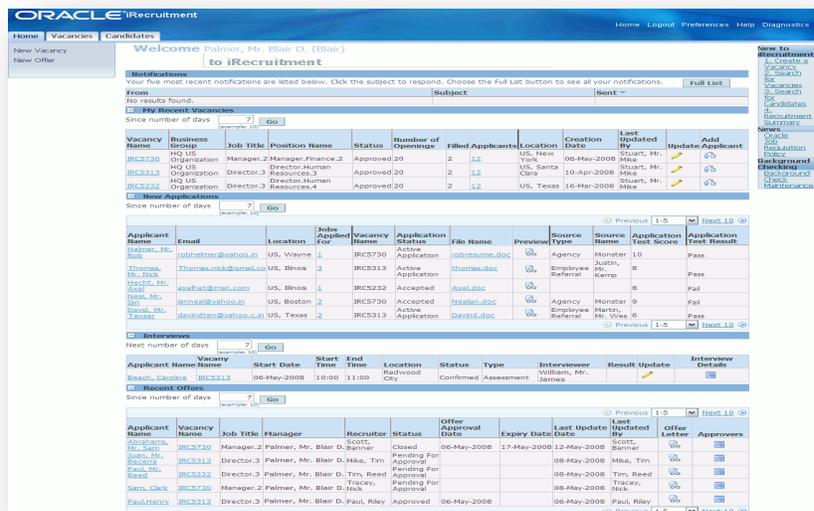


Figure 2: Recruitment Dashboard

## Automate the Entire Job Offer Process

Oracle 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 reporting to make an informed salary allocation for applicants. They can assign appropriate compensation plans for applicants. Managers can view and record an applicant's response to a job offer. Enterprises can set up an approval process for offers to ensure that the offer details are correct and meet requirements. Oracle iRecruitment generates the offer letter automatically using the offer templates that enterprises can customize based on their business requirements.

## 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 Oracle E-Business Suite and Third Party Applications

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

Oracle Human Resources and Oracle iRecruitment are tightly integrated to share all applicable information such as competencies, job qualifications, applicant assignments, job requisitions and vacancies, recruitment activity, employee information, and applicant information. Oracle iRecruitment leverages additional information in the Oracle E-Business HCM suite including compensation packages by role, budgets to justify the acquisition of more headcount, and benefits information for new hire enrollment.

Oracle 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 helps 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 also have greater business insight into their recruiting process and are therefore able to improve their ability to attract and retain the best 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 a single definition of your customers, suppliers, employees, and products—all important 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, visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.

CONNECT WITH US

blogs.oracle.com/oracle

facebook.com/oracle

twitter.com/oracle

oracle.com

**Hardware and Software, Engineered to Work Together**

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