

# PeopleSoft Recruiting Solutions



In the face of changing demographics in the global workforce, increased competition for skilled workers and the ongoing desire to stay ahead of the competitors – timely and effective recruiting processes are increasingly becoming critical to an organization's success. It is no longer effective to simply identify and hire talent. Now, organizations need to identify and hire the best talent. To recruit effectively, managers and recruiters need collaborative applications that expand the traditional notion of self service – tools that provide the flexibility and information they need to make better and faster business decisions. Oracle's PeopleSoft Recruiting Solutions is comprised of two complimentary applications that work in conjunction to address enterprise recruiting challenges.

Candidate Gateway lets you brand your business or division to attract best-fit candidates and gives internal as well as external applicants the tools they need to find the right job.

Talent Acquisition Manager extends recruiting beyond the enterprise with comprehensive functionality, deep supplier integration, underlying global architecture, and tight integration with a world-class Human Resources system. From needs assessment through the hiring process, Talent Acquisition Manager is aimed at bringing together the complex business processes of recruiting into an integrated, seamless experience for hiring managers and recruiters.

## RECRUITING SOLUTIONS

### FEATURES

- End-to-end talent acquisition
- Seamless integration with HR
- Guided candidate experience

### KEY BENEFITS

- Streamline the recruiting process
- Higher quality of hire
- Ease of use candidate's experience

## A User-Friendly Candidate Experience

Today, top talent has more choices than ever. How they are treated during the application process can have a direct impact on their decision to join you rather than your competition.

Candidate Gateway lets you define a candidate experience that reflects positively on your organization and efficiently begins the relationship between you and your future employees. An optional welcome page provides an opportunity to give candidates additional information about your organization or application process before they begin.



Welcome your prospective candidates with your own custom branding and introductory information

With Candidate Gateway you can:

- Create a personalized candidate homepage to track job search activities. Applicants can view saved job searches, profiles, resumes, applications and notifications all from one location.
- Applicants, employees and managers can view information about the current job openings.
- Applicants' job agents can bring openings to them that meet their requirements and preferences.
- Applicants can create, review, and update their resumes.
- Candidate Gateway automatically displays existing information about internal applicants as they create a resume. External applicants can register and enter their information from scratch.
- Candidate Gateway meets U.S. and European standards regarding applicant diversity requirements.
- Applicants can review their interview schedule, job offers and offer documentation online. Applicants can accept or reject offers directly from the career home page.

## Streamline the Recruiting Process

Talent Acquisition Manager is highly configurable, offering you the flexibility to design the system to work in the way that best meets your needs and supports your unique business processes. Online tools allow users to create requisitions, search for applicants, post job openings, schedule interviews and create offers.

The Recruiting Home page is a collection of pagelets that gives recruiters, recruiting managers and hiring managers a central point for launching and performing recruiting activities. This page brings together links to commonly performed activities, search launches, alerts, applicant list collections, recruiting metrics, and lists of both job openings and applicants.

The screenshot displays the Oracle Recruiting Home dashboard. The main area is divided into two sections: 'My Job Openings' and 'My Applicants'.

**My Job Openings Table:**

Job Opening	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Total Applicants	Hot Job
500051 - Administrative Asses...	Corporation Headquarters		Rosanna Channing	94	0	1	
504026 - Director of Finance	Corporation Headquarters		Rosanna Channing	80	0	0	🔥
504027 - Interview Assistant S...	California		Rosanna Channing	109	3	3	
504029 - Junior Counsel Prod...	California Location		Rosanna Channing	85	0	0	
504030 - Sales Product Consult...	California Location		Rosanna Channing	84	2	2	
504032 - Labor Relations Spect...	Delaware Operations		Rosanna Channing	113	1	1	
504071 - Systems Analyst	Delaware Operations		Rosanna Channing	76	0	0	

**My Applicants Table:**

Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application
300283	William Wells			2	504030 - Sales Product Consult...		
500279	Erik Fujimoto	908/470-2247		3	504027 - Interview Assistant S...		
500278	Jay Kummer	312/504-2198		2	504027 - Interview Assistant S...		

Recruiting homepage – find all relevant information and actions in a single page

- **Integrated Interview Management.** This plug-in allows user to schedule interviews through integration with MS Outlook. Materials such as interview guides can be attached to interview notes, providing your recruiting team the resources they need when conducting interviews.
- **Profile Management.** Leverage the profile management features in PeopleSoft HCM to generate requisitions automatically based on responsibilities and competencies required for an organization or job. Compare individual person profile attributes to job requirements to assess an applicant's fit for the job. Allow employees to easily identify internal opportunities that match their interests and qualifications.
- **Continuous Job Openings.** Some high-turnover or hard-to-fill positions are always open. At times, a recruiter needs to start sourcing for a position before a job opening is approved. Unlike a standard requisition, a continuous job opening requires no approvals and does not count towards time-to-fill metrics.
- **Recruiting Teams.** By defining a recruiting team when you create a job opening, you are able to designate recruiters, managers, interviewers and interested parties as members of the recruiting team for a specific opening.
- **Generate Recruitment Letters Online.** Oracle's BI Publisher allows you to generate letters created during the recruiting process into third-party editors, then finalizes and emails them to an applicant, getting critical correspondence into the applicant's hands faster. A copy of the letter is automatically saved to the applicant's record and is easily accessible online.
- **Configurable Message and Text Catalogs.** Using these delivered tools, you can change instructional online text, button labels and links to reflect your organization's unique needs.
- **Robust Screening Questionnaires.** Disqualification questions allow you to automatically eliminate unqualified candidates upfront, avoiding costly manual record reviews. Open ended questions capture candidate's detailed responses and allow raters scoring for inclusion in screening calculations. Additional features allow for controlling question order as well as randomization of questions and or responses for a more secured setting.

- **User Defined Screening Levels.** You can define your own screening levels, choosing to evaluate applicants against established screening criteria all at once, break the criteria into categories, or skip screening altogether.
- **Compliance.** In the United States, many organizations must comply with OFCCP regulations regarding internet applicants. Auto-save capability for searches containing job openings and a report that identifies and generates required statistics on applicants will assist you in meeting these requirements.
- **Online Job Offers.** Expedite the offer process with the online job offer feature. Job offers are posted to candidate's career portal where they can review offer documents, submit updates as requested, and accept or reject offers directly online.
- **Applicant Hire Process.** You can complete the recruiting cycle by executing a streamlined hiring process that can be used for all worker types. Leveraging the person model, you can prepare an applicant for hire, internal transfer or a contract assignment.

## Higher Quality of Hire

Talent Acquisition Manager is designed with a transaction orientation that presents pages that allow users to find information, context, and perform analysis before taking action. They also have access to tools that support activities that frequently occur outside the traditional recruiting process, such as maintaining lists of potential candidates for future contact.

These features give recruiters and managers ready access to the information necessary to identify the best talent available and make prompt hiring decisions.

The screenshot displays a candidate profile for David Smith. Key sections include:

- Process Application:** Shows a disposition of '010 Applied' on 05/29/2015. Action buttons include 'Mark Reviewed', 'Route', 'Interview', 'Reject', and 'Other Actions'.
- Personal Information:** Fields include POI Type (Unknown), Eligible to Work in U.S. (No), Are you a former employee (No), and Previous Termination Date.
- Attachments:** A table listing 'Doc2.doc' as a resume attachment, uploaded by Betty Locherty on 05/29/2015 11:57AM.
- Work Experience:** A table with columns for Start Date, End Date, Employer, Ending Job Title, Ending Pay Rate, and Details. It lists three roles: Deputy Director of Finance at WIZ Company (07/01/2010), Assistant Financial Officer at LMN Company (03/01/1998 to 06/30/2010), and Accounts Payable Specialist at ABC Company (04/01/1990 to 02/25/1998).
- Preferences:** Fields include Desired Start Date (Regular/Temporary: Either, Full/Part-Time: Either), Willing to Relocate (Yes), Willing to Travel (No), and Travel Percentage (Up to 25% of the time).

View all the information about your candidate and take necessary actions from 360 Degree Views

- **360 Degree Views.** These pages bring together relevant applicant or job opening data and present the information in one view, putting users' just one click away from most of the transactions they need. This increases recruiter efficiency by displaying more information about candidates at a glance and providing one-click actions for positioning candidates.

**PRODUCT NAME**

PeopleSoft Recruiting Solutions

**RELATED PRODUCTS**

PeopleSoft Recruiting Solutions is a fully integrated solution that works seamlessly with other PeopleSoft products. For more information on related applications, refer to product datasheets on the following:

- Human Resources
- Profile Management

Visit [PeopleSoft Information Portal](#) for further updates and announcements on PeopleSoft products

They can easily see other activities or actions which help them to decide to act on an applicant or change a job opening, supporting better decision making for managers and recruiters.

- **Applicant lists.** Many recruiters like to maintain informal applicant lists. Users can create an applicant list from search results or other criteria and modify the contents over time. From an applicant list, recruiters can add contact notes, route applicants to others for review, and send correspondence to applicants – all without associating them to a specific job opening.
- **Contact Management.** Recruiters and managers have the ability to track notes and correspondence with applicants by associating them with the candidate record.

**Integration**

The ability to integrate with specialized vendors is a key need for Recruiting Solutions. Using the Open Integration Framework, you can integrate with any third- party provider you choose.

- **Resume Management.** You can choose from numerous extraction tools and third-party vendors. The resume management process also allows applicants to validate their information after it is entered into the system.
- **Background Checks.** Customers may use their preferred background check provider, integrating selected vendors into the business process flow through the open integration framework.
- **Tax Credit Verification.** You can choose your preferred vendor to complete appropriate tax credit verification and reporting.
- **Job Posting Management.** Leverage integration to facilitate posting to individual job boards or job board aggregators to streamline posting process and monitor results.
- **Pre-employment Assessments.** Assess your applicants and or employees through integrations with your preferred validated assessment vendor.
- **Staffing Suppliers.** Staffing suppliers can enter resumes into the database for customers using XML.

**CONTACT US**

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

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

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