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AUGUST MAINTENANCE PACK 20B.3

REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Product	Feature	Notes
03 AUG 2020			Created initial document.

OVERVIEW

This guide outlines the information you need to know about new or improved functionality in Oracle Talent Enterprise August Maintenance Pack 20B.3 and describes any tasks you might need to perform for the update. Each section includes a brief description of the feature, the steps you need to take to enable or begin using the feature, any tips or considerations that you should keep in mind, and the resources available to help you.

GIVE US FEEDBACK

We welcome your comments and suggestions to improve the content. Please send us your feedback at talent_acquisition_doc_feedback_ww_grp@oracle.com

FEATURE SUMMARY

Column Definitions:

Features Delivered Enabled

Report = New or modified, Oracle-delivered, ready to run reports.

UI or Process-Based: Small Scale = These UI or process-based features are typically comprised of minor field, validation, or program changes. Therefore, the potential impact to users is minimal.

UI or Process-Based: Larger Scale* = These UI or process-based features have more complex designs. Therefore, the potential impact to users is higher.

Features Delivered Disabled = Action is needed BEFORE these features can be used by END USERS. These features are delivered disabled and you choose if and when to enable them. For example, a) new or expanded BI subject areas need to first be incorporated into reports, b) Integration is required to utilize new web services, or c) features must be assigned to user roles before they can be accessed.

Feature	Ready for Use by End Users (Features Delivered Enabled)			Action is Needed BEFORE Use by End Users (Features Delivered Disabled)
	Report	UI or Process-Based: Small Scale	UI or Process-Based: Larger Scale*	
Career Section				
Candidates Provide Password When Changing Email Address		✓		
New Voluntary Self-Identification of Disability Forms for OFCCP				✓
OBI Reporting				
New OBI Reporting Fields		✓		
Fluid Recruiting				
Create Candidate General Profiles and Submissions Using Referral Mode		✓		

Feature	Ready for Use by End Users (Features Delivered Enabled)			Action is Needed BEFORE Use by End Users (Features Delivered Disabled)
	Report	UI or Process-Based: Small Scale	UI or Process-Based: Larger Scale*	
View and Filter Tasks Related to Requisitions and User Groups		✓		
View and Use Up to 20 Organization Levels		✓		
Start and Cancel an Onboarding Process from Requisition's Submission List		✓		
Sort at Multilevel in All List Formats		✓		
Share Jobs Through Social Media		✓		
Create a Requisition Using a Position		✓		
Support Position Field for Integration with HCM		✓		
View and Edit Requisition Template and Position Fields of a Requisition		✓		
Use Backward and Forward Menus to Navigate Through Lists		✓		
Sourcing				
Flash Removed from Sourcing User Interface		✓		

CAREER SECTION

CANDIDATES PROVIDE PASSWORD WHEN CHANGING EMAIL ADDRESS

Enhances account security by requiring candidates to provide their password or OpenID authentication when changing their email address. To accomplish this, a new Security setting, "Require users to authenticate after changing their email address", is available for each internal and external career section. This setting is delivered enabled for optimal security. Administrators are able to disable the feature at their discretion.

Candidates using Apply as Guest or Apply with LinkedIn will only be able to change their email address after setting up a user name and password.

This authentication validation is possible on both internal and external career sections with the exception of internal career sections with SSO enabled. If SSO is enabled on an internal career section, the "Require users to authenticate after changing their email address" setting will be ignored.

Another new **global** setting, "Require users to authenticate after changing their email address" is introduced to determine the default value imposed when Administrators create new career sections. This setting is also delivered enabled and can be disabled by Administrators.

Addresses potential account hijacking situations for abandoned devices, without a screen lock and with active candidate sessions.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

TIPS AND CONSIDERATIONS

If you have branding files with styling impacts on the career section, you should review how this interface renders within your branding file.

NEW VOLUNTARY SELF-IDENTIFICATION OF DISABILITY FORMS FOR OFCCP

Provides two new versions of the Voluntary Self-Identification of Disability form, one with and one without the Employee ID field. You will need to create a new user-defined field (UDF) to utilize the new Employee ID field that the OFCCP has introduced.

These new forms have an expiration date of May 31, 2023.

These forms are available as of Release 20B.1, and can be added to zones on older releases by opening an Oracle Service Request.

Allows you to work toward OFCCP compliance by implementing the latest forms.

STEPS TO ENABLE

1. Ensure that a Diversity Form for the United States is active.

2. Configure UDFs for Name and Employee ID in text format, and date format for Today's Date. Note that you may have preexisting UDFs for Name and Today's Date from prior implementations of older versions.
3. In the Configuration, select Career Section Administration, then Documents. Complete the field binding to connect the form to the diversity UDFs. Activate the form.
4. Position the PDF Form block in your application flow. In the block properties, select the new form.

TIPS AND CONSIDERATIONS

U.S. government contractors should deploy the forms by August 4, 2020 to work toward regulatory compliance.

OBI REPORTING

NEW OBI REPORTING FIELDS

Use these fields to report on the System Users folder in the Administration Subject Area and the Candidate Q&A folder in the Recruiting Subject Area:

- User Correspondence Email
- User Work Email
- User Country
- User State
- User City
- Address 1
- Address 2
- Address 3
- SSO ID
- Module Accessed
- Answer Score
- Is Asset
- Is Required

Use the Administration fields to audit users in the system. Use the Recruiting fields to check answer scores and required answers to hire the best candidates.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

FLUID RECRUITING

CREATE CANDIDATE GENERAL PROFILES AND SUBMISSIONS USING REFERRAL MODE

You can create candidate general profiles and candidate submissions using the referral mode.

Let's say you receive information from a referrer about a potential candidate for a requisition and you want to create a candidate general profile or submission along with referrer details.

1. Go to the **Submissions** tab.
2. In the More Actions menu, select **Create New Candidate**.
3. Select **Create a new candidate (General profile)** or **Create a new candidate and submission**.
4. If you create a candidate and submission, select a requisition.
5. Select the referral form.
6. On the Referrer – Duplicate Check page, enter details about the referrer such as the first name, last name, email address. The application will use that info to search for potential referrer duplicates. If duplicates are found, they're listed on the page.
7. If you have the resume of the candidate, you can upload it. The system will populate as many fields as possible. The file must not exceed 5120 kilobytes. It's format must be one of the following: Word (.doc, .docx), WordPerfect (.wpd), Text (.txt), Rich Text Format (.rtf), Hypertext Markup Language (.html, .htm), Portable Document Format (.pdf), Excel (.xls, .xlsx), OpenOffice Writer (.odt).
8. You can also enter basic info about the candidate such as the first name, last name, email address. The application will use that info to search for potential duplicates. If duplicates are found, they're listed on the page. You can then:
 - a. Open a duplicate file and edit it.
 - b. Create a new candidate profile.
 - c. Click Previous to go back to the previous page and enter new info to search for potential duplicates.
9. If you decide to create a new candidate profile, complete the fields.

When you're done, the referrer details are shown in the Referral tab of the general profile or submission.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

VIEW AND FILTER TASKS RELATED TO REQUISITIONS AND USER GROUPS

You can use filters to filter tasks and view Tasks list information in different columns based on the applied filters.

In the Tasks tab, you can filter the list of tasks based on:

- ownership and groups
- task type
- selectors related to candidate, requisition, and assignee.

You are here > *Tasks List*

Filters  

Show tasks for requisitions

Tasks assigned to me 

Show only new or recently active

Include completed tasks

Task type

All 

Related to Candidate  

Related to Requisition  

Related to Assignee  

Apply Filters **Clear All**

Tasks List Filters

The Tasks list has a column called "Related to". Elements in this column are sorted based on potential relative importance of the entities:

- Tasks related to offers entity first



- Followed by tasks related to submissions



- Followed by tasks related to general profile



- Followed by tasks related to requisition



STEPS TO ENABLE

You don't need to do anything to enable this feature.

VIEW AND USE UP TO 20 ORGANIZATION LEVELS

You can view and use up to 20 levels in the Organization hierarchy. Before this release, only 5 levels were available.

While you create a requisition and define the requisition structure, the Organization selector displays up to 20 levels for organizations. You can use all the levels.

11 Organizations are available [Select Organization to proceed](#)

FILTERS Organization: Food Processing (25) Niveau 8 - EN: canada [Clear All](#)

Company	Sector	Department	Division	Niveau 5 - EN	Niveau 6 - EN	Niveau 7 - EN	Niveau 8 - EN
Food Processing	Food Production	Agriculture	Fruits & Vegetables	"Vegetables"	Northern Hemisphere	North America	Canada

Organization Selector in Requisition

In the Organization selector, the levels are shown in different columns. The Organization selector also displays the 20 levels in the Filters panel. You can use the scroll bar to view all the level.

Organization Selector

Filters 

▸ Organization

Company

Sector

Department

Division

Niveau 5 - EN

Niveau 6 - EN

Niveau 7 - EN

Niveau 8 - EN

Filters in the Organization Selector

If you type the name of an organization in the Organization field in the Filters panel, the autosuggest feature can display up to 20 levels.

When you print a requisition, you can view all the organizations hierarchy in the PDF.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

START AND CANCEL AN ONBOARDING PROCESS FROM REQUISITION'S SUBMISSION LIST

You can start and cancel a pre-hire onboarding process or a new hire onboarding process for one candidate submission or several submissions related to a specific requisition.

Let's say you want to start a new hire onboarding process for 20 candidates and later cancel the process for a 5 hires.

1. Go to the **Requisitions** tab.
2. Click the candidate count for a specific requisition.
3. Select the 20 candidates.
4. In the More Actions menu, select the **Start New Hire Onboarding Process** action.
5. Select the available process and enter a comment.
6. Click **Start Process**.
7. In the Requisitions list, select the 5 candidates for which you want to cancel the process.
8. In the More Actions menu, select the **Cancel New Hire Onboarding Process** action.
9. Click **Cancel Process**.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

SORT AT MULTILEVEL IN ALL LIST FORMATS

When a list format is configured to allow sorting using up to 3 columns, you can view which columns can be sorted and you can sort the list using these sorting criteria.

Let's say the Education list format was configured to sort files by Item Requiring Attention, then by Candidate File Identifier, then by Requisition ID, Title. When you're in the Submissions list and select the Education list format, the submissions are sorted as configured. You can see an indicator next to the columns used to sort files, and the order in which the sorting is done.

The screenshot shows the 'All Submissions (917)' interface. At the top, there are filters and a 'List Format' dropdown set to 'Education'. Below this is a table with columns: Candidate, Req. ID, Title, Selection Step, Status, and Education Level. The columns are sorted by 3 criteria, indicated by red boxes around the numbers 1, 2, and 3. The 'Candidate' column has a '1' with an upward arrow, 'Req. ID, Title' has a '2' with an upward arrow, and 'Selection Step, Status' has a '3' with a downward arrow.

Education List Sorted by 3 Columns

Here are the list formats that are supported:

- All Candidates / By Folder
- All Candidates / By Offer
- All Candidates / By Requisition
- Candidate Capture / Possible Duplicates
- List of automatically pooled candidates
- Requisition-specific Candidate List

- Search Results / Advanced Search
- Search Results / Conceptual Search
- Search Results / Quick Search

Multilevel sorting is also supported for custom list formats.

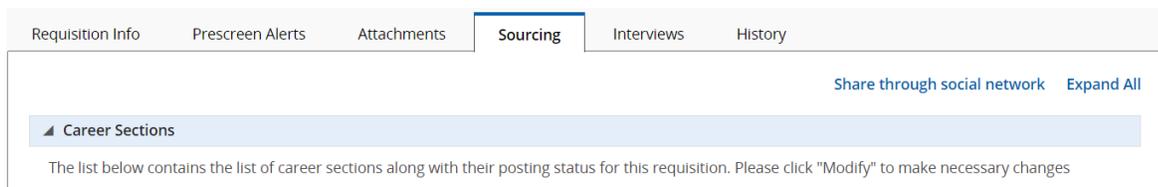
STEPS TO ENABLE

You don't need to do anything to enable this feature.

SHARE JOBS THROUGH SOCIAL MEDIA

You can share jobs through social media or by email by sharing the link to a specific job description page to your contacts on multiple social networks.

1. Go to the **Requisitions** tab.
2. Open a requisition that is posted on an external career section.
3. Click the **Sourcing** tab.
4. Click the **Share through social network** link.
5. Select social networks.



Link to Share a Requisition Through Social Networks

STEPS TO ENABLE

You don't need to do anything to enable this feature.

CREATE A REQUISITION USING A POSITION

You can create a requisition by selecting a position to base it upon. When you select a position, fields relevant to the position get pre-filled into the requisition. You can also manually enter details in the requisition.

1. Go to the **Requisitions** tab.
2. Click **Create Requisition**.
3. On the Create New Requisition page, select the option **Specify a position**.
4. Select a position using the selector.
5. Continue the creation process.

You are here > *Requisition List* > *Create Requisition*

Create New Requisition

Please select how to create your requisition

- Specify a position
- Use a template
- Start from the beginning

Specify a Position Option

When the requisition is created, you can see the position you selected in the Structure section.

Structure

 [Modify Structure](#)

Hire Type	Position Used
Professional	AA01 - Administrative Assistant  

Position Selected in the Requisition

If you select another requisition creation method, you can select a value for the Position field, if that field is available.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

SUPPORT POSITION FIELD FOR INTEGRATION WITH HCM

The Position field has been made available in requisitions and offers to facilitate the integration with Oracle HCM products.

- When you create a requisition, you can select a position to base it upon. Requisitions support Position field and their imported values.
- The Position field is available in the Structure section of requisitions.
- Position can be associated within offers.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

VIEW AND EDIT REQUISITION TEMPLATE AND POSITION FIELDS OF A REQUISITION

You can edit the Requisition Template and Position field values for an existing requisition. When you change the value of these fields, it triggers an override for fields having an existing value.

1. Go to the **Requisitions** tab.
2. Click on a requisition.
3. Click the **Edit All** link.
4. In the Structure section, modify the Requisition Template or Position field.
5. In the Select Field Values to Overwrite window, select fields for which you want to overwrite the value.
6. Click **Apply**.

Select Field Values to Overwrite ×

You have specified a new position for this requisition, the system will update some fields.
The following fields already contain data, select the fields that you want to overwrite.

<input type="checkbox"/> All Fields
<input type="checkbox"/> Logistics
<input type="checkbox"/> Requisition Title
<input type="checkbox"/> Number of Openings
<input type="checkbox"/> Validity period enabled
<input type="checkbox"/> Primary Location
<input type="checkbox"/> Job Field
<input type="checkbox"/> Employee Status
<input type="checkbox"/> Schedule

Select Field Values to Overwrite Window

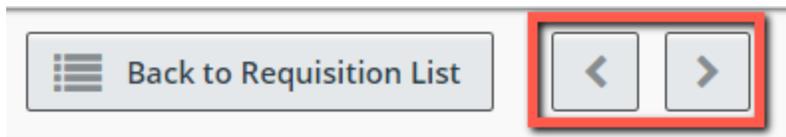
STEPS TO ENABLE

You don't need to do anything to enable this feature.

USE BACKWARD AND FORWARD MENUS TO NAVIGATE THROUGH LISTS

You can navigate back and forth through a list of items directly within the details view and land on selected tabs or contexts. Two menu buttons are available:

- Display previous item from the list
- Display next item from the list



New Navigation Buttons

Also, when you decide to navigate back to the list, you're taken to the list where you selected the row and the row is highlighted.

Let's say you're on the Requisitions list.

1. Open a requisition.
2. Go to the **Attachments** tab.
3. Click the button.

You will land on the Attachments tab of the next requisition of the requisitions list.

If you click the **Back to Requisition List** button, you're taken back to the Requisitions list, and the requisition you previously opened is highlighted.

Areas where this feature is available are:

- Requisitions
- Submissions
- Requisition-specific submissions
- Offers
- Candidate pools
- Find submission
- Lookup a candidate
- Lookup a candidate (detailed)
- Duplicate check results

STEPS TO ENABLE

You don't need to do anything to enable this feature.

SOURCING

FLASH REMOVED FROM SOURCING USER INTERFACE

Prepares Sourcing for the end-of-life of Flash on December 31, 2020, by removing remaining Flash elements from the user interface (UI).

Specifically, employees uploading a resume or cover letter when using the referral process and Administrators uploading images while using Site Builder no longer rely on Flash, making Sourcing free of Flash.

Allows business continuity after the end-of-life for Flash on Dec 31, 2020.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

UPDATE 20B

REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Product	Feature	Notes
23 JUN 2020		Accessing Online Product Help and Guidance	Updated document. Revised feature information.
04 MAY 2020			Created initial document.

OVERVIEW

This guide outlines the information you need to know about new or improved functionality in Oracle Talent Enterprise Update 20A and describes any tasks you might need to perform for the update. Each section includes a brief description of the feature, the steps you need to take to enable or begin using the feature, any tips or considerations that you should keep in mind, and the resources available to help you.

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FEATURE SUMMARY

Column Definitions:

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Feature	Ready for Use by End Users (Features Delivered Enabled)			Action is Needed BEFORE Use by End Users (Features Delivered Disabled)
	Report	UI or Process- Based: Small Scale	UI or Process- Based: Larger Scale*	Not disruptive as action is required to make these features ready to use. As you selectively choose to leverage, you set your test and roll out timing.
Recruiting				
Users with Recruiting Center Granted Fluid Recruiting Access at Upgrade		✓		
Product Naming and Navigation Finalization		✓		
Fluid Recruiting				
Accessing Online Product Help and Guidance		✓		
Center Stage (Recruiting Center)		✓		
Check for Duplicate Candidates and Candidate Submissions		✓		

Feature	Ready for Use by End Users (Features Delivered Enabled)			Action is Needed BEFORE Use by End Users (Features Delivered Disabled)
	Report	UI or Process- Based: Small Scale	UI or Process- Based: Larger Scale*	
Perform Candidate Selection Process Changes Using Actions in the More Actions Menu		✓		
Change Step and Status Consecutively as Bulk Action		✓		
View and Perform Tasks Assigned to You		✓		
Use Forms for the Hiring Process		✓		
Capture Candidate Expectations		✓		
Preview and Download Attachments		✓		
Start the Onboarding Process While Changing Step and Status		✓		
Export Submissions and Candidate General Profiles to Excel		✓		
Candidate Pools		✓		
Use Candidate Search Tools		✓		
Print Candidate General Profiles, Submissions, and Requisitions		✓		
Use Advance Filters to Filter Submissions and Offers		✓		
Configurable Requisition List		✓		
Create Questions Specific to a Requisition		✓		
Identify Missing Information While Creating and Editing Requisitions		✓		
Identify New Submissions on a Requisition		✓		
Use Deep Links to Access Tasks		✓		
Worker Related Fields Available for Integration		✓		
Sourcing				
Self-Service Native Single Sign-On				✓

Feature	Ready for Use by End Users (Features Delivered Enabled)			Action is Needed BEFORE Use by End Users (Features Delivered Disabled)
	Report	UI or Process- Based: Small Scale	UI or Process- Based: Larger Scale*	
OBI Reporting				
New OBI Reporting Fields		✓		

RECRUITING

USERS WITH RECRUITING CENTER GRANTED FLUID RECRUITING ACCESS AT UPGRADE

All user types who have access to the Recruiting Center will now also have access to Fluid Recruiting (Recruiting).

Once granted, the Access Fluid Recruiting permission can't be rescinded. You can grant the Access Fluid Recruiting permission to user types where it isn't granted yet. It's not possible to create new user types with only the Legacy Recruiting permission.

Let's take a look at what will remain the same and what may be different when you log in at upgrade.

- If you landed on the Welcome Center prior to 20B, you will continue to do so at upgrade. You'll then be able to choose between Recruiting and Legacy Recruiting.
- If you landed on the Table of Contents (TOC) prior to 20B, you will continue to do so at upgrade. You'll see a single Recruiting link. If you have both Legacy Recruiting and Recruiting, that link takes you to Legacy Recruiting. If you only have access to Recruiting, you'll be taken to Recruiting.
- If you landed directly in the Recruiting Center prior to 20B, what you see depends on how the Display Welcome Center setting is configured.
 - If Display Welcome Center is configured to No, you will continue to land directly in Legacy Recruiting.
 - If Display Welcome Center is configured to Yes, you will now land on the Welcome Center and be able to choose between Recruiting and Legacy Recruiting.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

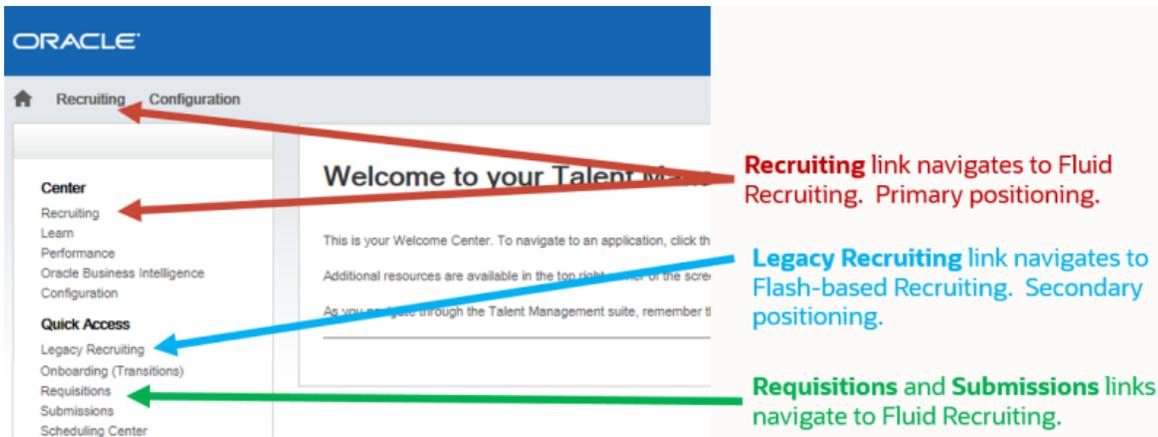
TIPS AND CONSIDERATIONS

- There is no impact if you don't have access to Legacy Recruiting.
- Deep links will default to Fluid Recruiting (Recruiting).

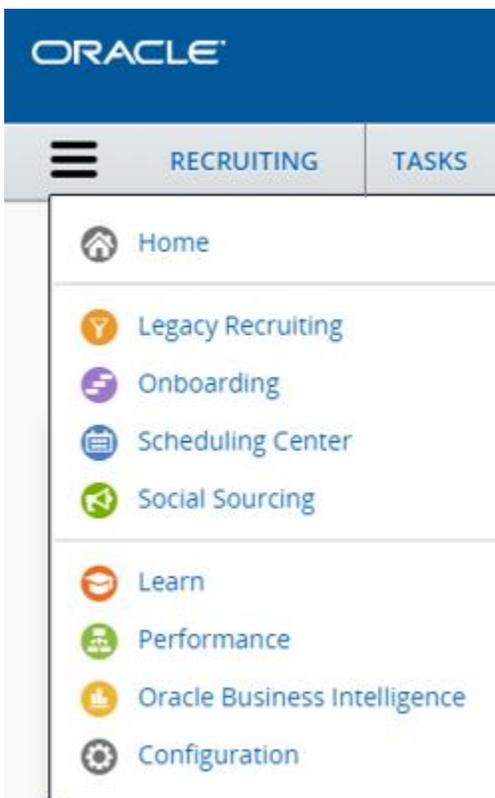
PRODUCT NAMING AND NAVIGATION FINALIZATION

Fluid Recruiting has been renamed to Recruiting, while the Recruiting Center (flash-based) has been renamed Legacy Recruiting.

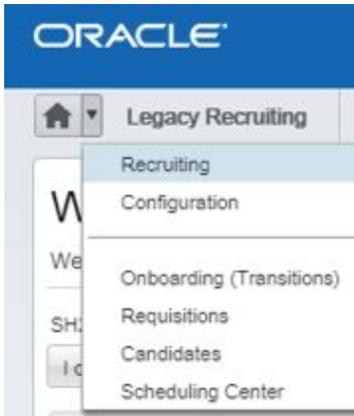
On the Welcome Center, the primary Recruiting link takes you to Fluid Recruiting (now Recruiting) and a new Legacy Recruiting link takes you to Legacy Recruiting (Recruiting Center). The placement of the Recruiting link repositions Recruiting (Fluid Recruiting) as the primary user experience. You're able to navigate from Legacy Recruiting to Recruiting.



You can toggle to Legacy Recruiting from Recruiting. It's just one of the new links accessible from the Recruiting Hamburger menu.



You're also able to toggle to Recruiting from Legacy Recruiting.



STEPS TO ENABLE

You don't need to do anything to enable this feature.

TIPS AND CONSIDERATIONS

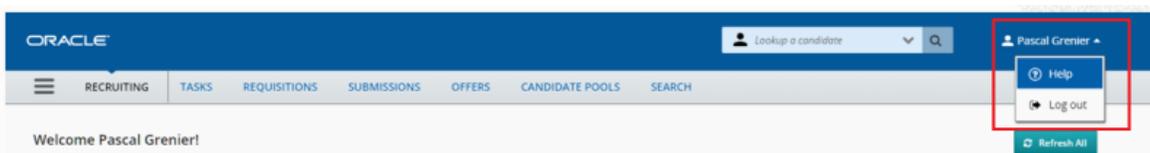
The new link behavior is not configurable and is mandatory.

FLUID RECRUITING

ACCESSING ONLINE PRODUCT HELP AND GUIDANCE

You can access the Recruiting (Fluid) Help Center to view communications specific content which is configured using the custom communications channel.

When you click on your name in the upper right of the page, you can select Help from the menu and a new window is opened which lists all the sections related to Communications channel. Also, any of the customizations made in Communication Channel will be automatically reflected in Recruiting (Fluid) on upgrade.



Help Available from the Menu

Communications

Documentation Center

What is new for this release?

To obtain the latest information on what is new for the Oracle Talent Acquisition Cloud, consult the Oracle Talent Acquisition What's New document (formerly called Recruiting Release Notes), available by clicking the link below. Bookmark this site for future reference, as all 'What's New' content will be published to this location. Available in English only.

[Human Capital Management Release Readiness site, under Talent Management](#)

Additional Information

For the latest announcements, events, and social media updates on Taleo, follow us to our new home at Customer Connect at the below location. Bookmark this site and check back periodically for the most recent updates. Available in English only.

[Customer Connect](#)

Resource Center

Informational links within the hiring cycle, articles, research content, and more.

[Resource Center](#)

Help Center Page

STEPS TO ENABLE

You don't need to do anything to enable this feature.

CENTER STAGE (RECRUITING CENTER)

Center Stage provides a comprehensive landing page that summarizes recruiting activities that you own, or for which you're a collaborator.

The screenshot shows the Oracle Recruiting Center dashboard. At the top, there is a navigation bar with 'ORACLE' on the left and 'Lookup a candidate' and 'Team Support' on the right. Below the navigation bar, there is a 'Welcome Team Support!' message and a 'Refresh All' button. The dashboard is divided into four main sections, each with a table of metrics:

- Candidates:**

		Total
My Pools	0	6
Active submissions	60	97
ACE	1	1
New	59	91
Manually Matched	0	13
- Offers:**

		Total
Draft (Since Feb 1, 2020)	0	1
Extended (Since Feb 1, 2020)	0	1
- Job Requisitions:**

		Total
Draft	0	5
Pending	0	2
Open	0	140
- Tasks:**

Recruiting		Total
Assigned to me	5	17
Requisitions		Total
Complete requisition	0	5
Configure requisition sourcing	0	7
Extend Posting dates	5	5
Onboarding		Total
Due Today		0
Overdue		10
My Opened Tasks		10

STEPS TO ENABLE

You don't need to do anything to enable this feature.

TIPS AND CONSIDERATIONS

A shortcut named Legacy Recruiting displays in the Quick Access section so you can continue to use Flash-based Recruiting (Legacy Recruiting). This shortcut will be available until Legacy Recruiting is retired, or when an Administrator removes the permission to access Legacy Recruiting from a user type.

CHECK FOR DUPLICATE CANDIDATES AND CANDIDATE SUBMISSIONS

You can run a duplicate check to identify potential duplicate candidates or candidate submissions. If you find duplicate files, you can merge them into a single master file.

The Check for Duplicates action is available from the Submissions list, Tasks list, and within candidate general profiles. Let's say you're in the Submissions list.

1. Select a candidate file.
2. In the More Actions menu, select the **Check for Duplicates** action. The application verifies if the candidate file already exists in the database. A list of potential duplicate files is displayed.

The screenshot shows the 'Duplicate Check Result for Hirt, Andreas(1705185780)' page. It features a 'Reference Candidate' table with one entry: Hirt, Andreas (1705185780) with email myfriend4@invalidemail.com, home phone 250-564-1613, and residence ZA. Below this, a message states '2 potential duplicates were found. You should select and merge the candidates that you believe to be duplicates.' A second table lists these duplicates: Hirt, Andreas (1705185720) with email mcbelanger8@taleo.com, home phone 250-564-1613, and residence ZA > NL > Durban; and Hirt, Andreas (1705186180) with email mcbelanger3@taleo.com, home phone 250-564-1613, and residence CA > AB. The first duplicate is selected. At the bottom, there are 'Cancel' and 'Merge selected candidates' buttons.

Duplicate Check Result for Hirt, Andreas(1705185780)							
Reference Candidate							
	Candidate	Home	Bar Chart	Email Address	Home Phone	Residence	Link
<input checked="" type="checkbox"/>	Hirt, Andreas (1705185780)			myfriend4@invalidemail.com	250-564-1613	ZA	

FILTERS No filters are applied

2 potential duplicates were found. You should select and merge the candidates that you believe to be duplicates.

	Candidate	Home	Bar Chart	Email Address	Home Phone	Residence	Link
<input checked="" type="checkbox"/>	Hirt, Andreas (1705185720)			mcbelanger8@taleo.com	250-564-1613	ZA > NL > Durban	
<input type="checkbox"/>	Hirt, Andreas (1705186180)			mcbelanger3@taleo.com	250-564-1613	CA > AB	

1 item(s) selected.

Cancel Merge selected candidates

Duplicate Check Results Page

3. If you determine that one or multiple candidate files are a duplicate, you can merge the files with the reference file. Select the reference candidate file and the duplicate files, then click the **Merge selected candidates** button.
4. On the Merge Candidate Files page, select which candidate file will be the master file. You can also set the merge sequence. It's important to select the master file and merge sequence with care because files are processed one at a time as per the configured sequence and only information that doesn't already exist is copied.
5. If you select the option to send an email notification, an email message is sent to the master candidate or the agent owning the master candidate to inform them that the candidate files were merged and to invite that person to review the new candidate file.
6. Click **Merge Candidates**.

Merge Candidate Files x

Select the candidate master file and sequence for merging [?](#)

Candidate file(s) to be merged in

↕ Reorder

Order	Candidate	Email	Referred By	Creation Date
Master ▾	Hirt, Andreas (1705185780) ✕	myfriend4@invalidemail.com		May 11, 2011, 11:51:12 AM
2 ▾	Hirt, Andreas (1705185720) ✕	mcbelanger8@taleo.com		May 11, 2011, 10:59:49 AM

Comments

Send an email notification to the master candidate or the agent to inform them that the candidate files are merged

Cancel
Merge Candidates

MergeCandidate Files Window

What happens once the merge is done:

- The complete master candidate file's information is preserved and enriched by merging in the information from the duplicate candidate files.
- The candidate files that were not retained are deleted.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

PERFORM CANDIDATE SELECTION PROCESS CHANGES USING ACTIONS IN THE MORE ACTIONS MENU

You can perform candidate selection process changes using actions directly available in the More Actions menu instead of using the Change Step/Status action.

These actions are available in the Actions menu:

- Reject Submission
- Candidate has declined
- Hire Candidate
- Make an Offer

STEPS TO ENABLE

You don't need to do anything to enable this feature.

CHANGE STEP AND STATUS CONSECUTIVELY AS BULK ACTION

You can select several candidate submissions on different requisitions and move them to the next step, bypass the current step, or change the status provided all the submissions are at the same step and all the requisitions use the same candidate selection workflow. When you're done, you can continue changing the step and status of those selected submissions as part of a bulk action.

1. Go to the **Submissions** list.

2. Select several submissions that are at the same step.
3. In the More Actions menu, select the **Change Step/Status** action.
4. Change the step, status, or both.
5. Enter comments if desired.
6. If you select the **Send Correspondence** action, the Bulk Action – Send Correspondence window appears and you can decide to send a message by email or printed letter, and to write a message from scratch or using a template.
7. Click **Apply and Continue**.
8. You can continue to change the step and status of those selected submissions using the above steps.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

VIEW AND PERFORM TASKS ASSIGNED TO YOU

A task is an action you need to perform regarding a requisition, a candidate file, or an offer. Tasks are generated by the system and displayed in the Tasks list.

When you're on the Tasks list, you can view tasks assigned to you, you can filter tasks by type, and you can perform the task by clicking on it.

Here's the list of available tasks:

- Approve offer
- Approve requisition
- Complete requisition (To be Completed)
- Complete selection process
- Configure requisition sourcing (Ready for Sourcing)
- Contribute
- Extend offer
- Finalize start date
- Modify approval process (Amend Approval Path)

STEPS TO ENABLE

You don't need to do anything to enable this feature.

USE FORMS FOR THE HIRING PROCESS

You can use forms associated to candidate selection workflows, steps, and statuses and use them at any point during the hiring process.

You can use forms for instance for various new hire paperwork, or to print a candidate submission in a particular format, or during an interview with a candidate to complete a candidate's "Do not disclose" information. You can also print a form, complete it, and have it signed by a candidate.

1. Go to the **Submissions** list.
2. Select a submission.

3. In the More Actions menu, select the **Fill Out Form** action. The Fill Out Form page displays the forms associated with the respective submission's step and status (as per the candidate selection workflow configuration).
4. Click on a form. Acrobat® Reader opens, displaying the form. The form is filled automatically using the corresponding fields of the candidate file or requisition file.
5. Validate the information.
6. Click **Print**. A PDF form is automatically generated.

Fill Out Form x

Candidate Name Smith, John	Requisition Title Consultant	Step Offer	Status Draft
-------------------------------	---------------------------------	---------------	-----------------

Forms available to fill out (15)

The forms you select below will be filled automatically using the corresponding fields of the candidate file or the requisition.

Title	Code	Description
Agence des douanes et du Revenu du Canada	F-9898	F-9898
All tokens	All	Tous les tokens disponibles
C2B Africa	Hiring form Zimbabwe	Hiring form Zimbabwe
C2B Asia-Pacific	Hiring form Japan	Hiring form Japan
C2B Europe	Hiring form France	Hiring form France
C2B International	International document form	International document form
C2B North America	Hiring form Canada	Hiring form Canada
C2B South America	Hiring form Honduras	Hiring form Honduras
FW9 with fields	FW9	
Form CSW & Available	Form CSW & Available	Test Form for the "Forms in CSW feature"this form is available in the Candidate Action Dialog for all statuses.
GoD Industries	Employment	Employment form
Government 99-0987 form	99-0987	99-0987
Government iTax form	iTax	iTax

Close

Fill Out Form Page

STEPS TO ENABLE

You don't need to do anything to enable this feature.

CAPTURE CANDIDATE EXPECTATIONS

You can capture different types of candidate expectations which will assist you during the offer and hiring process.

Let's say you want to capture expectations for an offer.

1. Go to the **Offers** list.
2. Click a candidate file to open it.
3. In the More Actions menu, select the **Capture Candidate Expectations** action.
4. In the Capture Candidate Expectations window, select the type of expectation:
 - Would accept
 - Would refuse
 - Desires
 - Current job
5. Click **Capture**.
6. Complete the fields in the temporary offer section.
7. Click **Save and Close**. The expectations are shown on the page.

Capture Candidate Expectations			
Candidate Name Smith, John	Requisition Title Consultant	Step Offer	Status Draft

Select the type of expectation to be captured

Would accept

Would refuse

Desires

Current job

Capture Candidate Expectations Window

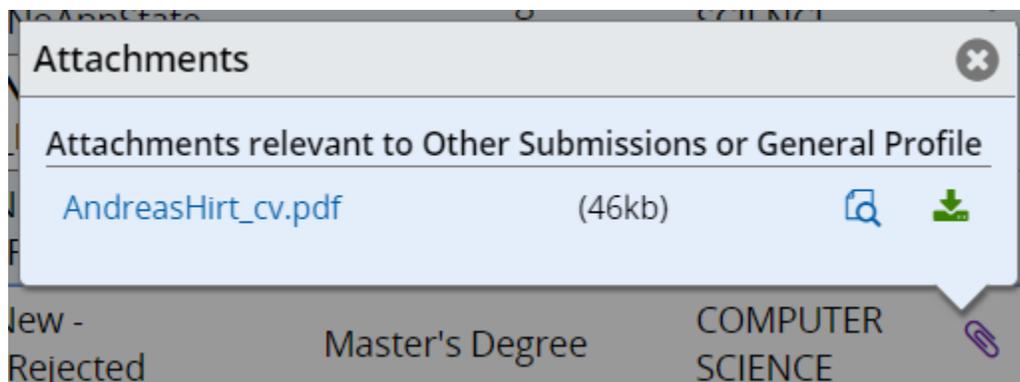
STEPS TO ENABLE

You don't need to do anything to enable this feature.

PREVIEW AND DOWNLOAD ATTACHMENTS

You can preview and download attachments directly from the Submissions list.

1. Go to the **Submissions** list.
2. Click the paper clip icon.
3. From the Attachments window, you can preview the content of the attachment and download the attachment. When you preview an attachment, you can navigate from one attachment to another.



Attachments Window

STEPS TO ENABLE

You don't need to do anything to enable this feature.

START THE ONBOARDING PROCESS WHILE CHANGING STEP AND STATUS

You can start a pre-hire or new hire onboarding process while changing a submission's step and status.

1. Go to the **Submissions** list.
2. Select a submission.
3. In the More Actions menu, select the **Change Step/Status** action.
4. In the Change Step and Status window, update the step, the status, or both.
5. In the Select Other Action section, select the option **Start Onboarding Process**.
6. Select the Pre-Hire or New Hire process.
7. Click **Apply and Close**.

Select Other Action

Start Onboarding process

Pre-Hire

Select a process

P-Process-1



New-Hire

Start Onboarding Process Option

STEPS TO ENABLE

You don't need to do anything to enable this feature.

EXPORT SUBMISSIONS AND CANDIDATE GENERAL PROFILES TO EXCEL

You can export submissions and candidate general profiles in a Microsoft Excel spreadsheet.

Let's say you want to export submissions.

1. Go to the **Submissions** list.
2. Select one or multiple submissions.
3. In the More Actions menu, select the **Download as Excel** action.
4. Select where you want to download the file.
5. Click **Save**.

The selected submissions are downloaded to an Excel file with all the relevant information. A View link is available for each file. If you click the link, you're taken directly to the submission. Columns in the Excel file are determined by the actual columns displayed in the Submissions list.

- If a column is represented by an icon (such as the Item Requiring Attention icon), the column header will display the icon value.
- If a field displays a boolean value, the table cell will display True or False.
- If a field has multiple values, the table cell will display the actual text value.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

CANDIDATE POOLS

You can use candidate pools to organize your candidate files into personal or shared folders.

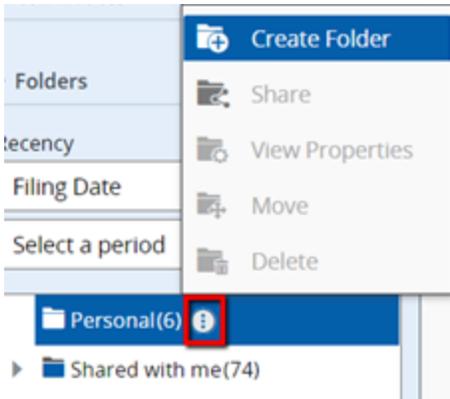
In the Candidate Pools page, you can organize files into personal and shared folders. Files in the Personal folder are only available to you. You can add and remove files. Files in the Shared with me folder are available to other recruiters.

The screenshot displays the 'Candidate Pools' interface. On the left, a sidebar contains filter options: 'Filters' and 'Advanced Filters' tabs, a 'Keyword' search box, a 'Candidates' section, a 'Folders' section with 'Personal(6)' and 'Shared with me(74)' (highlighted in a red box), and a 'Recency' section with 'Filing Date' and 'Select a period' dropdowns. The main area shows the 'Candidate Pools' header, a 'FILTERS' button indicating 'No filters are applied', and a toolbar with icons for sharing, adding, email, chat, and print. Below is a table with columns for selection, flags, and candidate names.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cand
<input type="checkbox"/>			Blais
<input type="checkbox"/>			Bonc
<input type="checkbox"/>			Canc
<input type="checkbox"/>			CanM (509)
<input type="checkbox"/>			M, R

Candidate Pools Page

When you select any personal or shared folder, the More Actions icon becomes available. Click it to access more actions such as creating a new folder, sharing an existing folder, viewing folder properties, moving and deleting a folder.



More Actions Menu for Candidate Pool Folders

STEPS TO ENABLE

You don't need to do anything to enable this feature.

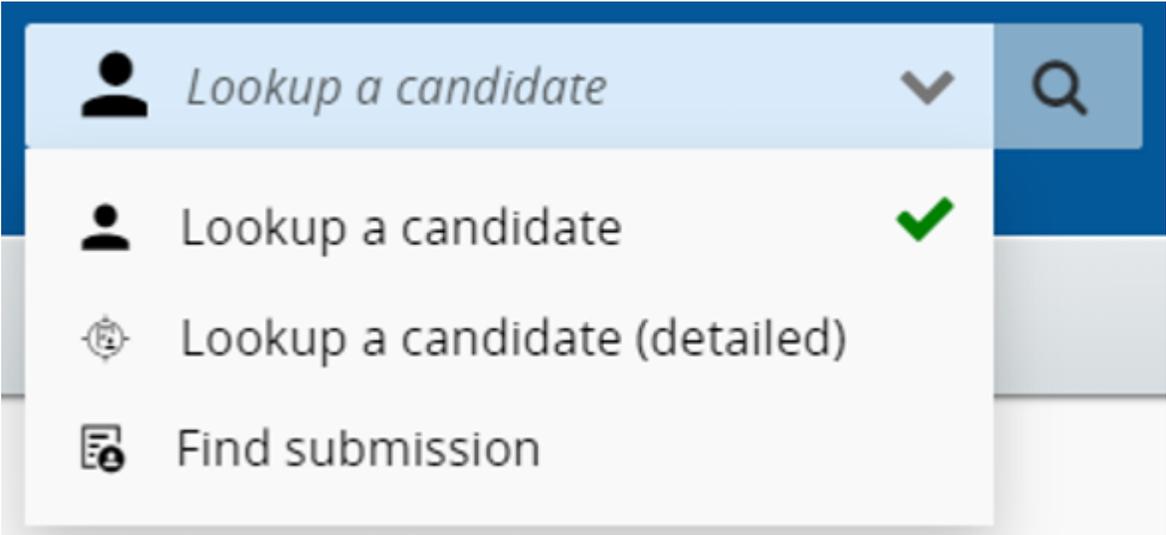
USE CANDIDATE SEARCH TOOLS

You can use the "Lookup a candidate" and "Lookup a candidate (Detailed)" search tools to quickly find specific candidates.

When you use the "Lookup a candidate" search tool, you can enter the first name, last name, middle name, email address, user name, or candidate identification number of the candidate you're looking for. You can also use the AND and OR operators along with partial names and wildcard. However, a best practice is to enter complete names to obtain better results.

If you want greater precisions in your search results, you can use the "Lookup a candidate (Detailed)" search tool. If there's an exact match, you're taken directly to the candidate's general profile.

With both the types of search, you can use regular filters to filter the search results list.



Lookup a Candidate Actions

STEPS TO ENABLE

You don't need to do anything to enable this feature.

PRINT CANDIDATE GENERAL PROFILES, SUBMISSIONS, AND REQUISITIONS

You can use the print functionality to create a PDF version of a candidate general profile, submission, or requisition and then print a PDF of the file.

Let's say you want to print two requisitions.

1. Go to the **Requisitions** list.
2. Select the two requisitions.
3. Click the **Print** icon.
4. In the Print Requisitions window, decide how you want to print the files:
 - **List only:** The content of the file is presented in different columns and the content of each file is displayed in a row. The format of the list is identical to the requisition or candidate list format used. A maximum of 1000 lines can be printed in the list.
 - **File details:** All sections of the file or only specific sections can be printed. For example, you can choose to print the Description, Prescreening, and Screening sections of the requisition file. The sections you select are saved as defaults for the next print action. Also, sections you can select are based on how the file is configured and on your user permissions. For requisitions, a maximum of 15 files can be printed. For candidate files, a maximum of 50 files can be printed.
5. Click **Print PDF**.

Print Requisitions

What do you want to print?

All requisitions (145)

Selected requisitions (2)

What content do you want included?

List only

Requisition file details

Note: When there are more than 15 requisitions selected you can only print the list, not the requisition file details.

6 Sections are selected

Select all sections Insert page break after each section

1 **Requisition**

Logistics Administration Description (External) Description (Internal)

Prescreening Screening

2 **History**

3 **Reports**

Warning

This action will store information locally on your computer. This can be a security hazard if sensitive information is contained. If you want to proceed, click Print PDF. Then, if applicable, delete.

Reset Cancel **Print PDF**

Print Requisitions Page

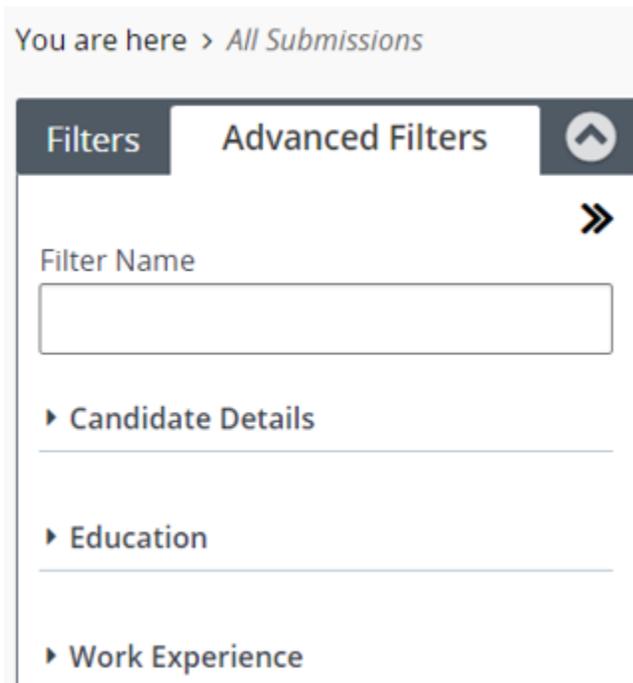
STEPS TO ENABLE

You don't need to do anything to enable this feature.

USE ADVANCE FILTERS TO FILTER SUBMISSIONS AND OFFERS

You can use advanced filters to filter the list of submissions and offers.

Both the Submissions list and Offers list have an Advanced Filters tab in the left panel, next to the regular filters. You can select one or several advanced filter criteria to filter a list. When criteria are selected, they appear at the top of the screen with a Remove Filter icon next to the criteria. When you click the Remove Filter icon, the criteria is removed and the list is dynamically updated according to the updated criteria set.



Advanced Filters for Submissions

STEPS TO ENABLE

You don't need to do anything to enable this feature.

CONFIGURABLE REQUISITION LIST

You can use list formats and three new quick filters to configure what content displays on your requisition list.

Both your personalized list formats and those configured by your administrator can be applied to your requisition list. To further configure your requisition list, you can use the existing quick filters in addition to the newly added Hiring Manager, Recruiter, and Hire Type quick filters.

The screenshot shows the Oracle Recruiting interface. The top navigation bar includes the Oracle logo, a user profile dropdown, and a search bar. Below this is a secondary navigation bar with tabs for 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The main content area is titled 'Requisitions (2)' and features a table with columns: Title, ID, Recruiter, Status, and Status Detail. Two requisitions are listed: 'Analyst' (ID: CAN0002029) and 'Ken Delegate-Test' (ID: ANT0000095). A 'List Format' dropdown menu is highlighted with a red box, showing 'Default requisition list format'. Another red box highlights the 'Hiring Manager' dropdown in the filters sidebar.

STEPS TO ENABLE

You don't need to do anything to enable this feature.

CREATE QUESTIONS SPECIFIC TO A REQUISITION

You can create, edit, and duplicate questions specific to a requisition.

1. Go to the **Requisitions** list.
2. Open a requisition.
3. Click the **Requisition Info** tab.
4. Go to the **Prescreening** section and click the **Edit** icon.
5. In the Questions section, you can do the following:
 - Click **Add** to add a question from the Questions Library.
 - Click **Create** to create your own question specific to this requisition. The question isn't available in the Questions Library and for other requisitions.
 - Click **Duplicate** to duplicate a question already added to this requisition.
 - Click **Copy from Library** to copy a question from the Question Library and use that it to create a question specific to that requisition.
6. When questions are added to the requisition, you can reorder them.

Order	Question	Answer	Required	Asset	N/A	Weight	
No questions have been added. Click "Add" to add questions.							
Total for Competencies and Questions:						Weight: 0	0%

Questions in a Requisition

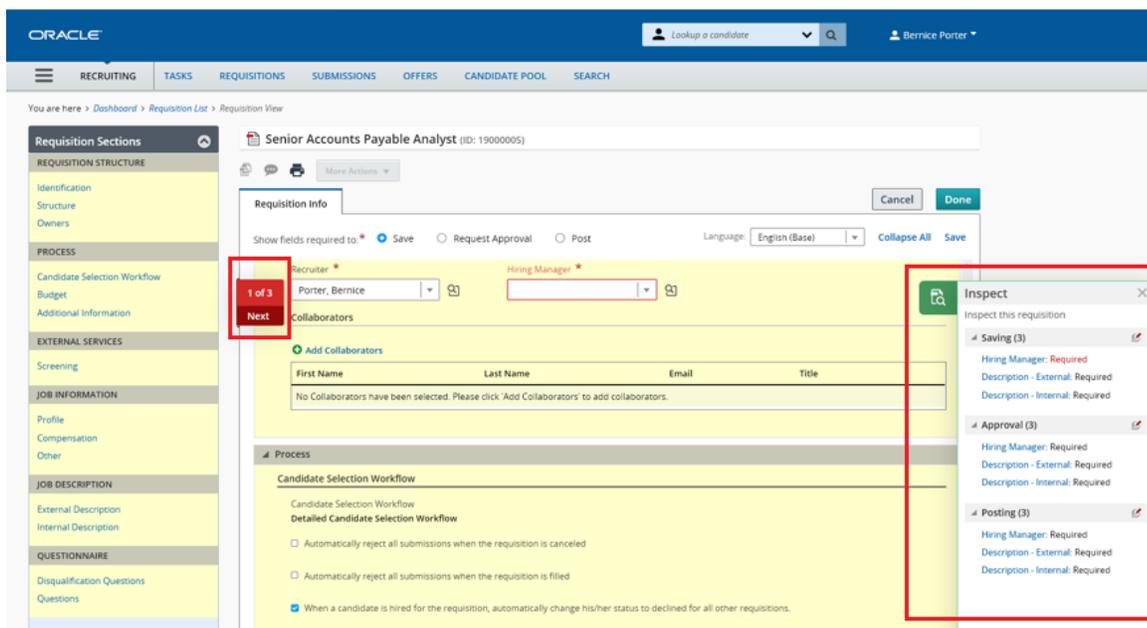
STEPS TO ENABLE

You don't need to do anything to enable this feature.

IDENTIFY MISSING INFORMATION WHILE CREATING AND EDITING REQUISITIONS

You can easily and quickly identify what required information is missing from requisitions as you're creating or editing those requisitions using the new Inspect icon.

To see which fields need to be completed to save, approve, or post the requisition, click the Inspect icon. A panel opens and lists what's needed to move forward with the requisition. You're able to add missing translations here as well. Then, clicking on Inspect All opens a navigator that takes you through the mandatory fields that you need to complete.

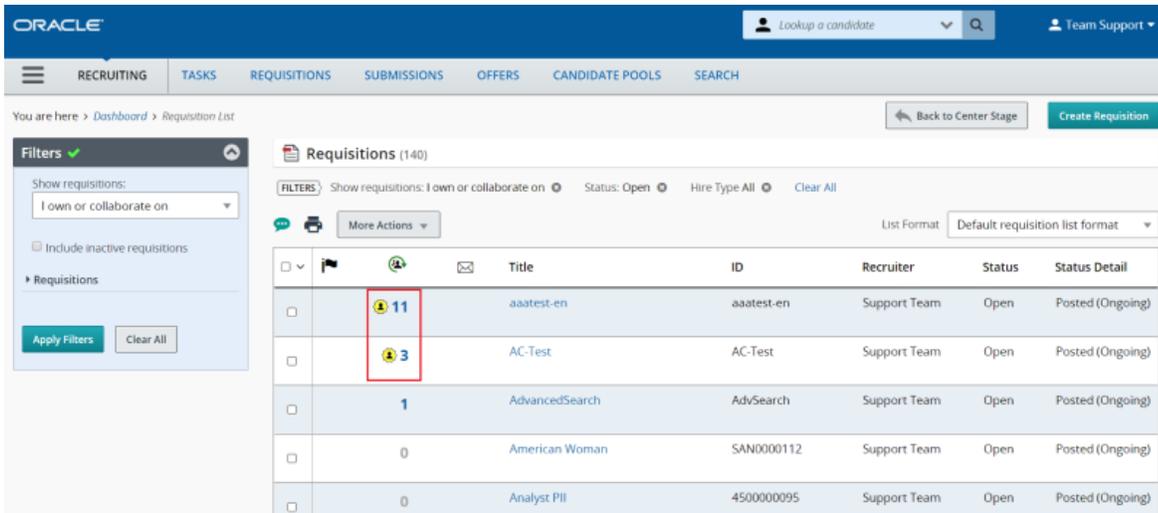


STEPS TO ENABLE

You don't need to do anything to enable this feature.

IDENTIFY NEW SUBMISSIONS ON A REQUISITION

An icon displays in the Candidate Count column next to requisitions that contain new submissions allowing you to quickly identify and manage those submissions.



STEPS TO ENABLE

You don't need to do anything to enable this feature.

USE DEEP LINKS TO ACCESS TASKS

You can use deep link URLs to go directly to specific pages to perform tasks.

Deep links are useful when you need for instance to send a URL to users in an email, portal, or other environments outside Taleo's application (including eShare) to allow them to navigate directly to a page or task in the application. Users click the URL and they're redirected to a specific requisition, submission, or candidate profile with appropriate instructions to complete the task.

To create a URL that directs users to a page to perform a specific action, certain parameters are required. Here's an example of a URL that directs users to a requisition that needs approval.

<http://client.taleo.net/enterprise/publicurl/tasks?type=approveRequisition&requisitionNumber=7317>

Parameter	Description	Example
<Product URL>	Taleo product identifier URL.	http://client.taleo.net/enterprise/publicurl/tasks
<action>	Action available for the product.	approveRequisition
<parameter>	Parameter identifier.	requisitionNumber
<value>	Key value.	7317

Here are examples of URLs to specific actions:

- View tasks: <http://client.taleo.net/enterprise/publicurl/tasks>
- Approve a requisition: <http://client.taleo.net/enterprise/publicurl/tasks?type=approveRequisition&requisitionNumber=7317>
- Approve an offer: <http://client.taleo.net/enterprise/publicurl/tasks?type=approveOffer&offerNumber=18787>
- Extend an offer: <http://client.taleo.net/enterprise/publicurl/tasks?type=extendOffer&offerNumber=15066>
- Amend an approval path: <http://client.taleo.net/enterprise/publicurl/tasks?type=amendApprovalPath&requisitionNumber=7498>
- Finalize start date: <http://client.taleo.net/enterprise/publicurl/tasks?type=finalizeStartDate&offerNumber=10437>
- Ready for sourcing: <http://client.taleo.net/enterprise/publicurl/tasks?type=readyForSourcing&requisitionNumber=5300>
- Contribute: <http://client.taleo.net/enterprise/publicurl/tasks?type=contribute&requisitionNumber=7517>
- To be completed: <http://client.taleo.net/enterprise/publicurl/tasks?type=toBeCompleted&requisitionNumber=7483>
- Complete selection process: <http://client.taleo.net/enterprise/publicurl/tasks?type=completeSelectionProcess&applicationNumber=7347>

STEPS TO ENABLE

You don't need to do anything to enable this feature.

WORKER RELATED FIELDS AVAILABLE FOR INTEGRATION

Worker related fields are available in requisitions and offers to facilitate the integration with Oracle HCM products.

Worker related fields are available in the Profile section of requisitions, and in the Other Terms section of offers. Here's the list of available worker related fields:

- Worker Grade
- Worker Job
- Worker Business Unit
- Worker Legal Employer
- Worker Location
- Pay Basis

STEPS TO ENABLE

You don't need to do anything to enable this feature.

SOURCING

SELF-SERVICE NATIVE SINGLE SIGN-ON

Native Single Sign-On (SSO) replaces the legacy SSO allowing the SSO flow directly into Sourcing.

You'll need to make some configuration changes both in Sourcing as well as the Identity Provider (IDP) application on your infrastructure.

STEPS TO ENABLE

As mentioned, you'll need to make configuration changes in both Sourcing and your IDP. The following steps take you through both of these changes.

Begin in Sourcing:

1. Upgrade your Sourcing zone to Release 20B.
2. Navigate to Sourcing > Configuration > Security > SSO/SAML Settings (OIF).
3. Confirm that the SSO Enabled setting is enabled. (This confirms that you have SSO enabled).
4. Confirm that the Legacy SSO setting is enabled. (This confirms that the SSO service that is enabled is the Legacy SSO).
5. Contact your IDP Administrator and ask for your Metadata URL.
6. In the IDP Metadata URL setting, enter the Metadata URL given to you by your IDP Administrator. If a valid URL is entered, the metadata will appear in the IDP Metadata setting. You can manually enter or edit the metadata in this setting as needed.
7. Click Generate SP Metadata in the SP Metadata setting. An XML file with Service Provider (SP) metadata for the Sourcing application will be downloaded. Note that this SP Metadata is specific to each zone. Separate SP Metadata needs to be generated for staging and production zones.

Now for your IDP application:

8. The SP Metadata xml file from Step 7 above must be uploaded to the IDP. Please contact your IDP Administrator as needed.

If the SSO Administrator adds a new federation to the customer's IDP, then the SSO remains operable until the cutover is made in Step 10.

If the SSO Administrator replaces the federation on the customer's IDP with a new one, then the SSO becomes inoperable until the cutover is made in Step 10.

9. Your IDP-initiated SSO URL needs to reference the new federations created in Step 9. This URL string for the modification comes from your IDP.

IMPORTANT: This step, Step 9, is only applicable if you have an IDP-initiated flow from your Internet Service Provider (ISP) to Sourcing. If you have only an ISP-initiated flow from your IDP to Sourcing, you can skip this step. Please contact your SSO Administrator for information if you need to understand the difference between these two.

Lastly, back to Sourcing:

10. Disable the Legacy SSO setting. You're all set. Once you disable the Legacy SSO, you'll be using your newly configured Native SSO.

TIPS AND CONSIDERATIONS

It is mandatory that everyone that has SSO with Sourcing makes this configuration change to SSO while on Release 20B and before September 15, 2020.

OBI REPORTING

NEW OBI REPORTING FIELDS

Use these fields to report on the RSC LinkedIn and Candidate Passport Services folders:

- Exclude from LinkedIn
- LinkedIn PersonId
- LinkedIn First Name
- LinkedIn Last Name
- LinkedIn Email Address
- Linked In Creation Date
- Linked In Last Modified Date
- Seat Status
- Candidate > Candidate Passport Services (Same as Legacy Subject Area)

STEPS TO ENABLE

You don't need to do anything to enable this feature.



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