

iRecruitment - Tips and Techniques

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Presented By

Patti Kost

pkost@astcorporation.com

Jobs: Available Jobs

Advanced Search

Please enter your search criteria and hit the "Go" button.

Keywords

Enter keywords separated by single spaces
(example: Java Manager Marketing IT)

Location

(example: San Diego or 92101)

Country

Date Posted

Last Week

Project Management Tips

Implementation Tips

Administration Tips

Questions and Answers



Project Management Tips

- **Project Manager Role**
 - ❖ Individual who understands Oracle Applications and Technology Requirements
- **Scope**
 - ❖ Define the High Level Requirements and Limitations
 - ❖ Manage to these criteria throughout the implementation
- **Project Plan**
 - ❖ Define Timeline & Deliverables
 - ❖ Monitor Progress & Make Required Adjustments as needed
- **Define Roles**
 - ❖ Determine Decisions Makers at the start of the project
 - ❖ Include all Stakeholders & Business Areas – Enterprise Architecture, Security, etc.
 - ❖ Reward Accomplishments

- **Communications – For each type determine:**
 - ❖ Audience
 - ❖ Frequency
 - ❖ Person Responsible
 - ❖ Method of Delivery
- **Training**
 - ❖ Knowledge Transfer from consultant to team starts Day 1 and ends on the last day of post production support
 - ❖ Determine Managers / Recruiters to train and appropriate method
- **Testing**
 - ❖ Determine appropriate testers and signoff for each level of testing at beginning of project
- **Cutover Plan**
 - ❖ Start early and address with all team members for transition

■ Third Party Solutions

- ❖ Background Checks – Preferred vendor is HireRight
- ❖ Virus Scanning - Integrated with Symantec AntiVirus Scan Engine
- ❖ Recruiting Sites
- ❖ Resume Parsing
- ❖ Vendors for Resume Parsing, Background Checks, Recruiting Sites – (Note:387524.1)

<http://www.hrcertify.org/conformance/certifications.php>

■ Licenses

- ❖ AME – Included so no separate license required
- ❖ iRecruitment Reports – Need iRecruitment license but not HRMSi
- ❖ Discoverer – Need a full license to modify existing reports or to create new reports

Implementation Tips

- **Requirements Analysis Phase - Timing**
 - ❖ Determine Third Party solutions and begin working with vendors
 - ❖ **Don't just copy your paper application or existing system**
 - ❖ Determine how Recruiters / Managers will access / update data
 - ❖ Determine how Employees / External Candidates should use iRecruitment
 - ❖ Determine hardware requirements for document uploads
 - ❖ Determine additional notifications / workflows required
 - ❖ Determine additional reporting requirements
 - ❖ Determine if High Availability is needed
 - ❖ Determine if Oracle has to be configured for access outside the firewall
 - ❖ Determine Security requirements

- **Implementation Approach**
 - ❖ Phases to later include Competencies, Offers, High Availability

■ Transitioning to iRecruitment Pages

- ❖ From company homepage, use various links to direct candidates

Search and Apply for Jobs

- [Current Job Openings](#)
- [Application Process](#)
- [Frequently Asked Questions](#)

- ❖ Use lead in page with all disclaimers – with an I Accept button to direct them to Oracle iRecruitment (I Don't Agree would redirect them to the Homepage)

If you require a reasonable accommodation to complete this application, or any other phase of the application process, please let us know. Your request and/or need for accommodation will be kept confidential and shared only with individuals who would assist with the need of providing accommodations. Making a request for an accommodation will not subject you to any adverse treatment.

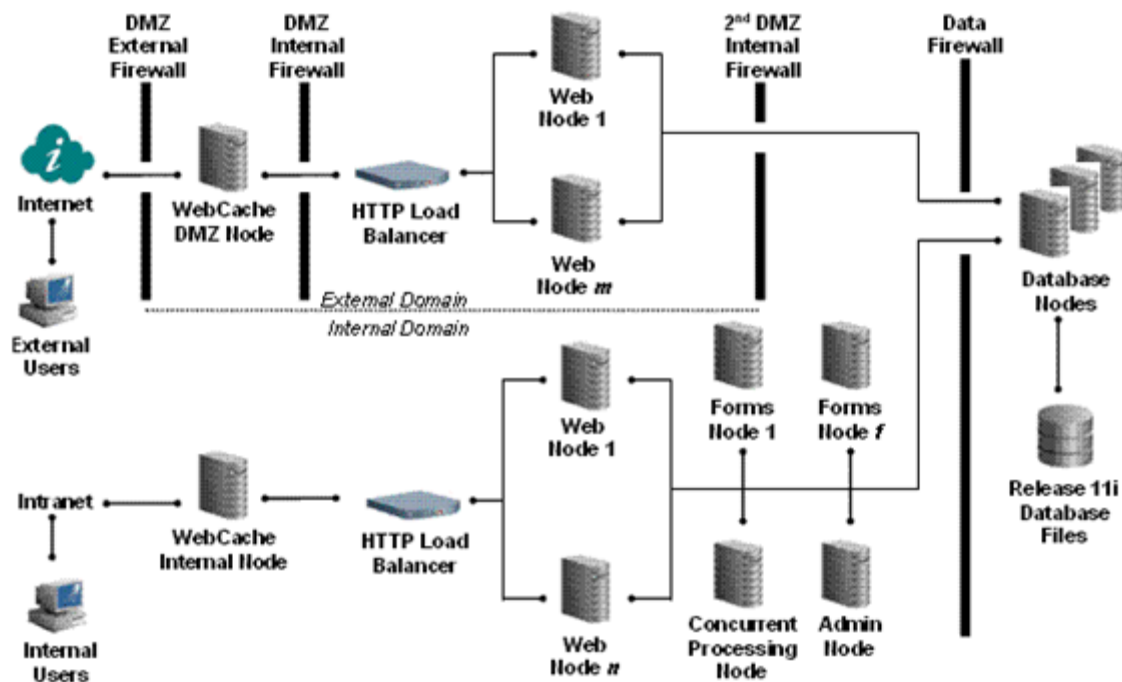
I Agree ▶

I Don't Agree ▶

- **External Users of iRecruitment - DMZ**
 - ❖ DMZ Setup – Securing for users outside of the firewall
 - ❖ DMZ (DeMilitarized Zone) consists of the parts of the network between the corporate intranet and the internet. It can be simple or multiple regions.
 - ❖ Six (6) deployment options including
 - ❖ Reverse Proxies
 - ❖ Separate E-Business Suite 11i Web Tier
 - ❖ Can take several weeks to configure. Should start 2 to 3 months before go-live to setup DMZ zone.
 - ❖ Metalink Whitepapers
 - ❖ Best Practices for Securing the E-Business Suite (Note:189367.1)
 - ❖ DMZ Configuration with Oracle E-Business Suite 11i (Note:287176.1)

- **Sample 11i Architecture with DMZ Configured**

- ❖ Figure 2 from Note 287176.1



■ Personalizations

- ❖ Out of the box
 - ❖ Recruiter & Manager screens are the same
 - ❖ Employee & External Candidates are the same
- ❖ Plan, Plan, Plan
 - ❖ Use out of the box screenshots and a red pen
 - ❖ Use Function Appendix in Setup Guide – For each document:
 - ❖ Menu & Function Names
 - ❖ Configurable Tips & Instructions
 - ❖ Flexfields
 - ❖ Seeded Function Level Personalizations
 - ❖ Have Decision Makers & Team approve the changes
 - ❖ Use custom responsibilities – could have menu changes
- ❖ Document, Document, Document
 - ❖ Use Checklists
 - ❖ Use Screenshots include Personalization Context

■ Personalizations

- ❖ Personalization Context & Structure

Personalization Context

Scope	Page: Create Primary Details
Document Name	/oracle/apps/irc/vacancy/webui/VacNewDetsPG
Function	Irc Vacancy Details - Create
Location	Hong Kong Special Administrative Region of China
Site	Include
Organization	Vision Operations
Responsibility	iRecruitment Recruiter

Search

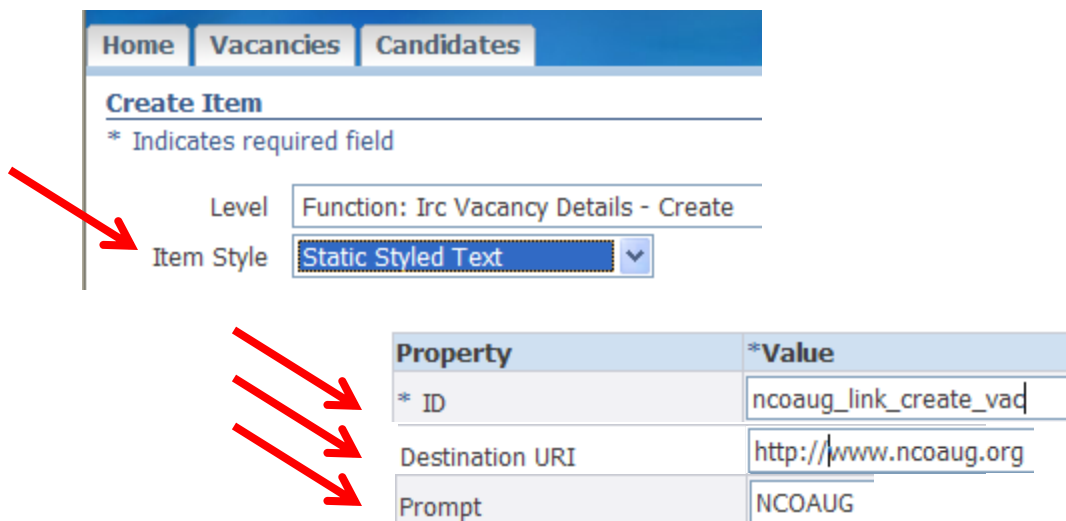
Personalization Structure

Simple View Complete View

- ❖ TIP In simple view mode, some items or regions may not be visible in the page structure and the reorder or create icon may be disabled for certain nodes. Please switch to complete view mode if you need full personalization capabilities over all items and regions.

■ Personalizations – Create Links

- ❖ Select 



Home | Vacancies | Candidates

Create Item

* Indicates required field

Level: Function: Irc Vacancy Details - Create

Item Style: **Static Styled Text**

Property	*Value
* ID	ncoaug_link_create_vad
Destination URI	http://www.ncoaug.org
Prompt	NCOAUG

- ❖ Retain other defaults. Select “Apply”. Select “Return to Application”.

NCOAUG

■ Personalizations – Create Notes / Text

❖ Select **Create Item**

Home | Vacancies | Candidates

Create Item

* Indicates required field

Level

Item Style

Property	*Value
* ID	ncoaug_text_create_vad
Text	Click on this link to navigate to the NCOAUG website.

❖ Retain other defaults. Select “Apply”. Select “Return to Application”.

[NCOAUG](#)

Click on this link to navigate to the NCOAUG website.

- **Personalizations - Migrate**
 - ❖ Migrate Personalizations from instance to instance
 - ❖ See Note:370734.1

- **Personalizations – Delete (2 Methods)**
 - ❖ Using Functional Administrator
 - ❖ Select the Personalization tab, then Import/Export sub tab
 - ❖ Search by Application & Date Range
 - ❖ Select checkbox for personalization and delete
 - ❖ Using System Administration (Profile Options) -Note:304670.1
 - ❖ Set Disable Self-Service Personal to 'Yes' which hides changes
 - ❖ Navigate back to personalized page and you should be able to delete / change the item
 - ❖ Reset Profile Option Disable Self-Service Personal to 'No'

■ Profile Options – General

- ❖ IRC: Installed: Set to “Yes” at Site level
- ❖ IRC: Default Country: Set to “United States” at Site level
- ❖ IRC: Registration Business Group: Set at Site level (i.e. Vision Corp)

■ Profile Options – Functionality Fixes

- ❖ Issue: The Irc Employee Applicant Home Page function is not available
 - ❖ Profile: IRC: Homepage Function for iRec Employee Candidate
 - ❖ Change Value: “IRC_EMP_APL_HOME_PAGE” to “IRC_EMP_HOME_PAGE”
- ❖ Issue: Wrong Employee Candidate Pages & Receive Error
 - ❖ Profile: IRC: Employee Visitor URL
 - ❖ Add Value: “IRC_EMP_VIS_HOME_PAGE” for iRec Employee Candidate

- **Profile Options – Document Upload Limits**
 - ❖ Limit both size and quantity of uploads by applicants
 - ❖ Upload File Size Limit – Value is in KB, i.e. 200
 - ❖ IRC: Document Upload Count Limit
 - ❖ IRC: Monthly Document Upload Count Limit
 - ❖ Assists with database space planning
 - ❖ No. of Applicants X Size Limit X Count Limit

- **Profile Options – Implementation**
 - ❖ Personalize Self–Service Defn
 - ❖ Disable Self–Service Personal

■ Descriptive Flexfields in iRecruitment

- ❖ Shares Person & Assignment DFF – Required / Not Required for all person types
- ❖ iRecruitment specific DFF's
 - ❖ Additional Vacancy Details
 - ❖ Additional Search Criteria Details
 - ❖ Additional Posting Content Details
 - ❖ Additional Default Posting Details
 - ❖ Additional Notification Preference Details
- ❖ Freeze all DFFs to avoid errors in iRec pages

■ Personalizing DFFs in iRecruitment

- ❖ Display / Hide all defined attributes – Set Rendered to True / False and leave the Flex Segment List field blank
- ❖ Display selective attributes – Set Rendered to True and in the Flex Segment List enter: context1|segment6|segment8
 - ❖ Example: Global Data Elements|Minimum Age|Lawfully Employ

■ Menus - Corrections

- ❖ Issue: iRecruitment Employee Candidate - There are no functions available for this responsibility (saw issue in 11i but not in R12 Vision)
- ❖ Fix: Check Grant Checkboxes

Seq	Prompt	Submenu	Function	Description	Grant
1		IRC Employee Candidat			<input type="checkbox"/>
2	Home		Irc Employee Applicant		<input type="checkbox"/>
3			iRecruitment	iRecruitment Branding Function	<input type="checkbox"/>
4		IRC Employee Site Visit			<input type="checkbox"/>
5			Irc Employee Visitor Ho		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

■ Menus – Corrections (cont.)

- ❖ Issue: You have insufficient privileges for the current operation. Please contact your System Administrator (saw issue in 11i but not in R12 Vision)
- ❖ Fix: Add the function IRC Employee Application Details Page in the menus IRC_EMP_CANDIDATE_HOME_NAV and IRC_EMP_CANDIDATE_OTHER

Seq	Prompt	Submenu	Function	Description	Grant
1			Irc Employee Applicant	Employee Applicant Home Page	<input type="checkbox"/>
2			Irc Apl Home New Jobs	Obsolete	<input type="checkbox"/>
3			Irc Emp Apl Home New	Link to New Jobs for Employee A	<input type="checkbox"/>
10			IRC Employee Applicati	IRC Employee Application Details	<input checked="" type="checkbox"/>

■ Menus – Corrections (cont.)

- ❖ Issue: Jobs Tab Missing for Employee Candidate
- ❖ Fix: Check Grant Checkbox

Menus

Menu: View Tree...

User Menu Name:

Menu Type:

Description:

Seq	Prompt	Submenu	Function	Description	Grant
1	Home	IRC Employee Candidate		Home Tab	<input type="checkbox"/>
2		IRC External Candidate Jc		Obsolete	<input type="checkbox"/>
3		IRC Employee Candidate		Global Menu	<input type="checkbox"/>
4		ICX_STANDARD_GLOBA		Standard Global Menu	<input checked="" type="checkbox"/>
5	Jobs	IRC Employee Candidate		Jobs Tab	<input type="checkbox"/>
11		IRC Employee Candidate		Security Functions	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

- ## Recruitment Additional Organization Information Flexfield

The screenshot shows a multi-pane window titled 'Organization' with a sub-pane 'Recruitment'. The 'Recruitment' pane contains the following fields and values:

Field Name	Value
Vacancy Code Allocation Method	Manual
Default Number Of Openings	2.00
Organization Defaulting Method	Manager
Location Defaulting Method	Manager
Default Budget Measurement Type	Percent Full Time
Withdraw Assignment Status	Terminate Application
Candidate Person Type	Candidate
Exclude From Vacancy Creation	No
Default Resume Style	Style 3
Enable Applicant Tracking	Yes

At the bottom of the window are buttons for OK, Cancel, Clear, and Help.

■ Recruiter – Create Vacancy

ORACLE iRecruitment

[Home](#) [Logout](#) [Preferences](#) [Personalize Page](#) [Diagnostics](#)

Home
Vacancies
Candidates

●
Enter Primary Details

○
Enter Required Skills

○
Enter Team Members

○
Format Job Posting

○
Review

Create Vacancy: Enter Primary Details

Some data has already been entered for your vacancy according to your security model, specified business group, and organization.

* Indicates required field

Cancel
Save For Later
Step 1 of 5
Next
Review

Overview

<p>* Business Group <input style="border: 1px solid #ccc;" type="text" value="Vision Corporation"/></p> <p>* Vacancy Name <input style="border: 1px solid #ccc;" type="text" value="IRC3716"/></p> <p>* Start Date <input style="border: 1px solid #ccc;" type="text" value="07-Feb-2008"/> <small>(example: 23-Jan-2008)</small></p> <p>Manager <input style="border: 1px solid #ccc;" type="text" value="Taylor, Andrew"/> </p> <p>Organization <input style="border: 1px solid #ccc;" type="text"/> </p> <p>Professional Area <input style="border: 1px solid #ccc;" type="text"/> </p> <p>Grade <input style="border: 1px solid #ccc;" type="text"/> </p>	<p>Status Unapproved</p> <p>End Date <input style="border: 1px solid #ccc;" type="text"/> </p> <p>Number Of Openings <input style="border: 1px solid #ccc;" type="text" value="2"/></p> <p>Location <input style="border: 1px solid #ccc;" type="text" value="M1- Seattle Mfg"/> </p> <p>Job Title <input style="border: 1px solid #ccc;" type="text"/> </p> <p>Position <input style="border: 1px solid #ccc;" type="text"/> </p> <p>Employment Status <input style="border: 1px solid #ccc;" type="text"/> </p>
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■ **Predefined Notifications**

- ❖ Many predefined notifications provided
 - ❖ Daily e-mail to candidates about new vacancies
 - ❖ Manager refers candidates to other managers
 - ❖ Daily e-mail to managers about candidates matching their vacancies
- ❖ Workflow and Notification Mailer must be configured and running

■ **Additional Notifications / Emails**

- ❖ “Extend” iRecruitment using Workflow Business Events
 - ❖ Interview 1 status assigned to an applicant
 - ❖ Offer Extended
 - ❖ Create / Update / Delete Vacancy
 - ❖ Create / Update / Delete Offer

■ Schedule Processes

- ❖ Recruitment Create Grants
 - ❖ Responsibility Key: IRC_EMP_CANDIDATE
 - ❖ Responsibility Application Short Name: Human Resources
 - ❖ Permission Set Menu: IRC_EMP_CANDIDATE_PSET
- ❖ iRecruitment Index Synchronization
- ❖ iRecruitment Email Job Seekers Details to Vacancy Owner
- ❖ iRecruitment Email Vacancies to Job Seekers

■ Assessments

- ❖ Use Assessments as prescreening tests. Ask questions such as:
 - ❖ Are you at least 18?
 - ❖ Are you legally able to work in the United States?

Administration Tips

■ Default Postings

- ❖ Save time on frequently posted jobs
- ❖ Set strong guidelines for everyone creating postings – ensures a more professional appearance
- ❖ Brief Description appears on summary / search pages so be “brief”
- ❖ Note: Can use Default Posting form to add html tags to other notes/tips you may add throughout iRecruitment

- Mass Update of Candidates

Home Vacancies Candidates

Vacancies >

View Applicants : Research Lab Technician

Select Applicants: **Update Status** Refer Create Offer

Select All | Select None

Select Applicant Name ▲	Email	Status
<input checked="" type="checkbox"/> Able, Ms. Marsha	mable@vision.com	Active Application
<input checked="" type="checkbox"/> Braxton, Ms. Tory		Active Application
<input type="checkbox"/> Brennan, Mr. John		Second Interview
<input checked="" type="checkbox"/> Brickman, Mr. John		Active Application

Status Details and Change Reason

New Status

Change Reason

- **Multiple Application Maintenance for New Hires**
 - ❖ Active Applicant Assignments form pops up when select “Hire Applicant”

Active Applicant Assignments

Accepted					Retain	End	Hire	Primary Flag
Status	Vacancy	Position	Organization	Grade				
Hired/Accepted	IRC5272		Recruitment Service	0090.0406	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unaccepted					Retain	End		
Active App	IRC5456		Recruitment Service		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		

OK Cancel

■ Reapply for a Vacancy

- ❖ Issue: Candidate has withdrawn application and cannot reapply using iRecruitment
- ❖ Workaround – HR Rep must go into PUI and reassign vacancy to candidate. Candidate will be able to see both the Terminated and Active application for the vacancy.
- ❖ Enhancement Request for Bug 2551417

S

ⓧ Error

The candidate has already applied for this job.

Apply for Job: Select Vacancy

Search for and select a vacancy to make an application

■ Resume Keyword Search Requirements





- ❖ 'Allow Account To Be Searched' checkbox must have been checked by candidate
- ❖ Candidate must have uploaded a document type "Resume"
- ❖ Oracle Text must be correctly installed
- ❖ Run iRecruitment Index Synchronization process
- ❖ Keyword search should not have quotations or words such as 'a,' 'and' and 'the'
- ❖ Includes HTML resumes that iRecruitment creates for applicants

■ Matching Skills

- ❖ Matches on skills & work preferences
- ❖ Use Find Candidate button
- ❖ Skills Match Percentage per Oracle is "percentage of skills a candidate has out of total skills required by a vacancy. The total skills for vacancy is sum of essential skills and preferred skills."

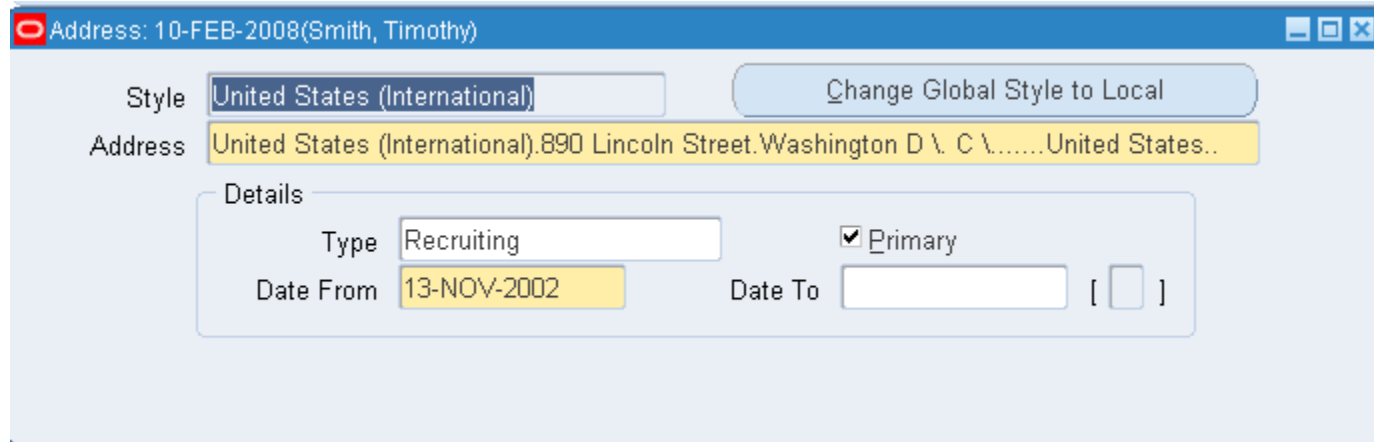
■ Posting on Recruiting Sites

- ❖ Recruiting Sites section is on the Format Job Posting screen
- ❖ To Post Internally Only – Use the Delete icon for the External Row during the Create or Update Vacancy
- ❖ Also enter End Dates to control how long the vacancy is advertised if needed

Recruiting Sites			
Personalize "Recruiting Sites"			
*Site Name	*Start Date	End Date	Delete
iRecruitment External Site	07-Feb-2008 	<input type="text"/> 	
iRecruitment Internal Site	07-Feb-2008 	<input type="text"/> 	
<input type="button" value="Add Another Row"/>			

Step 4 of 5

- **Workaround – External Applicant Address Style is US (International)**
 - ❖ Navigate to Fastpath, Address and select “Change Global Style to Local” button
 - ❖ Brings up address validation that enforces County field
 - ❖ Intended functionality
 - ❖ Note: 272477.1



Address: 10-FEB-2008(Smith, Timothy)

Style:

Address:

Details

Type: Primary

Date From: Date To: []

Questions and Open Discussions



Contact Information

Patti Kost

Email: pkost@astcorporation.com

Phone: 630-778-1180

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