



Oracle Fusion Cloud HCM: Recruiting

Student Guide
D106780GC10

Learn more from Oracle University at education.oracle.com



Copyright © 2025, Oracle and/or its affiliates.

Disclaimer

This document contains proprietary information and is protected by copyright and other intellectual property laws. The document may not be modified or altered in any way. Except where your use constitutes "fair use" under copyright law, you may not use, share, download, upload, copy, print, display, perform, reproduce, publish, license, post, transmit, or distribute this document in whole or in part without the express authorization of Oracle.

The information contained in this document is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

Restricted Rights Notice

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or "commercial computer software documentation" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

Trademark Notice

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

Third-Party Content, Products, and Services Disclaimer

This documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

230909202525C

Contents

1 Introduction to Recruiting

- Common questions 1-2
- Oracle Human Capital Management 1-3
- Oracle Recruiting 1-4
- By the end of this course, you will have configured... 1-5
- Recruiting process lifecycle example 1-6
- Prerequisites 1-7
- Accessing Recruiting administration areas within HCM 1-8
- Overview of Recruiting implementation - Steps 1-5 1-9
- Overview of Recruiting implementation - Steps 6-10 1-10
- Overview of Recruiting implementation - Steps 11-15 1-11
- Attract Talent to Onboard Workers* 1-12
- Key points 1-19
- Practices 1-20

2 Getting to Know Recruiting – The End User Experience

- Common questions 2-2
- End users involved in the recruiting process 2-3
- End user activities 2-4
- End user applications 2-5
- Recruiting Activity Center 2-6
- Tips and strategies for the end user experience 2-7
- Recruiting process lifecycle example 2-8
- Key points 2-9
- Practices 2-10

3 Configuring Recruiting Users and Security

- Common questions 3-2
- Role types in HCM 3-3
- Introduction to Recruiting roles and security 3-4
- Recruiting role-based security sample functions 3-5
- Understanding Data Roles and Security Profiles 3-6
- Data security through security profiles 3-7
- Data roles and security profiles 3-8
- Assigning security profiles to roles 3-9

Manage job requisition security profiles 3-10
Job requisition security 3-11
Requisition security navigation and profile option 3-12
Requisition secure by area of responsibility 3-13
Manage Area of Responsibility (AOR) 3-14
Manage candidate security profiles 3-15
Implementation list for configuring recruiting users & security - Steps 1-5 3-16
Implementation list for configuring recruiting users & security - Steps 6-7 3-17
Tips and strategies for Data Roles (Security Profiles) 1-4 3-18
Tips and strategies for Data Roles (Security Profiles) 5-9 3-19
Accessing the Security Console 3-20
Key points 3-21
Practices 3-22

4 Recruiting and Candidate Experience Management

Common questions 4-2
Recruiting and Candidate Experience Management introduction 4-3
Recruiting and Candidate Experience Management key tasks 4-4
Enterprise Recruiting and Candidate Experience information 4-5
Configure the Recruiting Activity Center 4-6
Configuring AI Ratings for job applications 4-7
Recruiting Content Library introduction 4-8
Content example 4-9
Implementation list for Recruiting Content Library 4-10
Recruiting Geography Hierarchies 4-11
Geography Hierarchy examples 4-12
Control country names through Manage Territories 4-13
Create labels to tag candidates 4-14
Implementation list for Geography Hierarchies 4-15
Tips and strategies for Geography Hierarchies 1-4 4-16
Tips and strategies for Geography Hierarchies 5-9 4-17
Key points 4-18
Demonstrations 4-19
Practices 4-20

5 Configuring Prescreening Questions

Common questions 5-2
Prescreening questionnaires introduction 5-3
Four types of recruiting questions added to library 5-4
Comparison: Disqualification vs. Prescreening questions 5-8
Disqualification question setup and scoring 5-9

Assembling questions – external questionnaire example 5-10
Tips for prescreening question scoring 5-11
Prescreening question privileges 5-12
Overview of question creation and lifecycle - Steps 1-5 5-13
Overview of question creation and lifecycle - Steps 6-10 5-14
Tips and strategies for prescreening questions (1-4) 5-15
Tips and strategies for prescreening questions (5-9) 5-16
Key points 5-17
Practices 5-18

6 Configuring Job Requisition Management

Common questions 6-2
Job requisition management configuration introduction 6-3
Early key decisions 6-4
The power of job requisition templates 6-5
Three types of job requisition templates 6-6
Implementation steps for configuring job requisition templates (standalone and job) –
Steps 1-4 6-7
Implementation steps for configuring job requisition templates - Steps 5-8 6-8
Tips and strategies for standalone templates (1-4) 6-9
Tips and strategies for standalone templates (5-7) 6-10
Position-based requisition management introduction 6-11
Position-based requisition management 6-12
Implementation steps for configuring position-based requisitions Steps 1-4 6-13
Tips and strategies for position-based requisition management (1-4) 6-14
Tips and strategies for position-based requisition management (5-8) 6-15
Job requisition creation security privileges 6-16
Workplace defined in job requisitions 6-17
Configure job requisition approvals 6-18
Setting up Time to Hire estimates 6-19
Key points 6-20
Practices 6-21

7 Configuring Candidate Sourcing Features

Common questions 7-2
Attract Talent to Onboard Workers* 7-3
Accessing candidate sourcing features 7-4
Recruiting campaigns introduction 7-5
Creating campaigns 7-6
Implementation steps for configuring Recruiting campaigns - Steps 1-5 7-7
Tips and strategies for campaigns (1-5) 7-8

- Candidate pools 7-9
- Job Notifications to pool members 7-10
- Agency hiring overview 7-11
- Key points 7-12
- Demonstrations 7-13
- Practices 7-14

8 Configuring Notifications, Alerts and Messages

- Common questions 8-2
- Attract Talent to Onboard Workers* 8-3
- Recruiting notifications introduction 8-4
- Who receives notifications? 8-5
- How are notifications initiated? 8-6
- Four general groupings for notifications 8-7
- Notification comparison chart 8-8
- What do notifications look like and where can they be viewed? 8-9
- Where are notifications and messages configured? 8-10
- Where are notifications to candidate pool members configured? 8-11
- The Messages tab (Recruiting Booster feature) 8-12
- Implementation steps for configuring automated job application notifications in Recruiting content library - Steps 1-4 8-13
- Tips and strategies for configuring notifications in Alerts Composer (1-5) 8-14
- Key points 8-15
- Practices 8-16

9 Configuring the Candidate Selection Process

- Common questions 9-2
- What is the candidate selection process? 9-3
- Configuring a candidate selection process (CSP) 9-4
- Configuring phases and states in a CSP 9-5
- Configuring phases and states in a CSP – Part 2 9-6
- Automatically progress candidates with move action 9-7
- Prevent moving candidates in states with a move condition 9-8
- Using Quick Move to states 9-9
- Combination conditions must be met for the move action 9-10
- Automatically initiate candidate duplicate check 9-11
- Automatically send feedback requests 9-12
- Bypass extending offers to candidates in offer phase 9-13
- Special options to modify the candidate selection process 9-14
- Define reject and withdraw reasons 9-15
- Implementation steps for configuring a candidate selection process - Steps 1-5 9-16

Implementation steps for configuring a candidate selection process –
Steps 6-10 9-17
Pipeline candidate selection process 9-18
Key points 9-19
Practices 9-20

10 Configuring Job Application Flows

Common questions 10-2
Job application flow introduction 10-3
Three types of application flows 10-4
Job application flow basics 10-5
Two ways to create a new application flow 10-6
Flow sections and blocks 10-7
Request information flow details 10-8
Request information flow setup 10-9
Sensitive personal information block 10-10
Job application flow optional settings 10-11
Verify or modify fields within profile types task 10-12
Steps for creating and using additional sections/blocks 10-13
Configuring diversity, disability, veteran and citizenship blocks 10-14
Implementation steps for configuring a job application flow - Steps 1-5 10-15
Implementation steps for configuring a job application flow - Steps 6-7 10-16
Tips and strategies for job application flows (1-5) 10-17
Key points 10-18
Demonstrations 10-19
Practices 10-20

11 Introduction to Career Site Configuration

Common questions 11-2
The career site serves two purposes 11-3
Career site standard features 11-4
How is a career site created? 11-5
Career site creation - template 11-6
Career site creation - duplicate 11-7
Career site creation - import 11-8
Career site configuration page 11-9
Add context to career sites 11-10
What are the different types of pages on a career site? 11-11
Standard and custom page design editing tools 11-12
Reference an online career site design guide 11-13
Key points 11-14

Demonstrations 11-15

Practices 11-16

12 Configuring Job Search, Job Details Display and Candidate Verification

Common questions 12-2

Attract Talent to Onboard Workers* 12-3

Configuring the splash page 12-4

Configurable search features 12-5

Keyword search configurations 12-6

Configurable search features 12-7

Location search - Settings 12-9

Location search – Alternate location names 12-10

Location search - Search jobs on maps 12-11

Search results – Distance calculation 12-12

Configurable search features 12-13

Configuring search filters 12-14

Search filter - Categories 12-15

Search tiles – Category landing pages 12-16

Configurable search features 12-17

Recommended jobs based on candidate resume 12-18

Configurable search features 12-19

Job search results – Configuring the search results page 12-20

Job search results – Results section edit options 12-21

Configure job information display – tiles and job details page 12-22

Configure job information display – Work locations and workplace 12-23

Configure job information display – displaying job tags 12-24

Configure job information display – Job fit 12-25

Candidate Verification Configuration Options 12-26

General verification settings 12-27

Email and phone authentication and reuse 12-28

Key points 12-29

Practices 12-30

13 Career Site Look and Feel and Enhanced Candidate Experience Features

Common questions 13-2

Attract Talent to Onboard Workers* 13-3

Configuring the look and feel of the career site on the theme and pages tabs 13-4

Setting up logos, headers and footers 13-5

Setting fonts, theme colors 13-6

Using custom CSS and JS options 13-7

Setting up URLs and favicons 13-8

What are some features to enhance the job application experience? 13-9
Resume parsing 13-10
Apply with Indeed or LinkedIn profiles 13-11
Setting up the Talent Community 13-12
Using the generative AI intelligent asset on job details page 13-13
User interface text tool 13-14
Career site translation tools 13-15
Managing career site cookies and the widget tab 13-16
Key points 13-17
Practices 13-18

14 Career Site Administration, Maintenance and Implementation Steps

Common questions 14-2
What are some features for administering and maintaining career sites? 14-3
Importing and exporting career sites 14-4
Managing multiple career sites 14-5
Career site update options 14-6
Configure career site search engine optimization (SEO) 14-7
Career site tracking pixel and social sharing 14-8
Implementation steps for configuring career sites - Steps 1-5 14-9
Implementation steps for configuring career sites - Steps 6-9 14-10
Key points 14-11
Practices 14-12

15 Configuring Job Offers

Common questions 15-2
Attract Talent to Onboard Workers* 15-3
Offer overview 15-4
Job offer life cycle for end users 15-5
Candidate selection process - Offer phase overview 15-6
Typical privileges and responsibilities for job offers 15-7
Job offer components 15-8
Setting up job offer letter templates 15-9
End user adjusts offer letter after offer template is selected 15-10
Implementation steps for configuring job offers - Steps 1-5 15-11
Implementation steps for configuring job offers - Steps 6-9 15-12
Tips and strategies for job offers (1-5) 15-13
Tips and strategies for job offers (6-10) 15-14
Key points 15-15
Practices 15-16

16 Other Configuration Tasks

- Common questions 16-2
- Attract Talent to Onboard Workers* 16-3
- Interview scheduling features 16-4
- Interview management lifecycle example 16-5
- Implementation steps for configuring interview schedules - Steps 1-5 16-6
- Implementation steps for configuring interview schedules - Steps 6-8 16-7
- Interview questions and questionnaires 16-8
- Setting up interview questions and questionnaires 16-9
- Example questionnaire 16-10
- Setting up zoom meetings in interview scheduling 16-11
- Implementation steps for configuring Zoom integration - Steps 1-5 16-12
- Implementation steps for configuring Zoom integration - Steps 6-7 16-13
- Tips and strategies for zoom meetings (1-5) 16-14
- Scheduled processes in Recruiting 16-15
- Tips and strategies for scheduled processes (1-3) 16-16
- AI Apps for Talent Management/Recruiting 16-17
- Additional AI Features (not AI Apps activated) 16-18
- Implementation steps for configuring AI Apps features - Steps 1-5 16-19
- Implementation steps for configuring AI Apps features - Steps 6-10 16-20
- Key points 16-21
- Practices 16-22

17 Final End-User Experience

- Common questions 17-2
- Attract Talent to Onboard Workers* 17-3
- Recruiting process lifecycle example 17-4
- Automatic processing of external candidates when hired – Part 1 17-5
- Automatic processing of external candidates when hired – Part 2 17-6
- Duplicate check options when moving to HR 17-7
- Key points 17-8
- Demonstrations 17-9
- Practices 17-10

18 Introduction to Recruiting Booster

- Common questions 18-2
- Attract Talent to Onboard Workers* 18-3
- What is Recruiting Booster? 18-4
- Recruiting Booster key features 18-5
- Hiring events 18-6
- Expanded interview features 18-7

Two-way messaging inside Recruiting 18-8

Message Center 18-9

Enhanced ODA capabilities 18-10

Implementation steps for configuring features in Recruiting Booster –

Steps 1-4 18-11

Key points 18-12

19 Recruiting Information Resources

Common questions 19-2

Information resources 19-3

