iRecruitment - Tips and Techniques

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Presented By

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Agenda

Project Management Tips

Implementation Tips

Administration Tips

Questions and Answers
Project Management Tips
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
Project Management Tips

- **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
Project Management Tips

- 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
**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
Implementation Tips

- 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)
Implementation Tips

- Sample 11i Architecture with DMZ Configured
  - Figure 2 from Note 287176.1
Implementation Tips

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
Implementation Tips

- Personalizations
  - Personalization Context & Structure

- 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.
Implementation Tips

- **Personalizations – Create Links**
  - Select
    - Create Item
  - Retain other defaults. Select “Apply”. Select “Return to Application”.

![Diagram of Create Item process]

- Property: ID, Value: ncoaug_link_create_vac
- Property: Destination URI, Value: http://www.ncoaug.org
- Property: Prompt, Value: NCOAUG
Implementation Tips

- **Personalizations – Create Notes / Text**
  - Select
  
  ![Create Item](image)

<table>
<thead>
<tr>
<th>Property</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>ncoaug_text_create_vad</td>
</tr>
<tr>
<td>Text</td>
<td>Click on this link to navigate to the NCOAUG website.</td>
</tr>
</tbody>
</table>

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

  [NCOAUG](link)

  Click on this link to navigate to the NCOAUG website.
Implementation Tips

- **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’
Implementation Tips

- **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
Implementation Tips

- **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
**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

![Menu Table](image)
### Implementation Tips

**Menus – Corrections (cont.):**

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

![Menu Configuration](image)

<table>
<thead>
<tr>
<th>Seq</th>
<th>Prompt</th>
<th>Submenu</th>
<th>Function</th>
<th>Description</th>
<th>Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Home</td>
<td>IRC Employee Candidate</td>
<td>Home Tab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>IRC External Candidate Jr.</td>
<td>Obsolete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>IRC Employee Candidate</td>
<td>Global Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>ICX_STANDARD_GLOBAL</td>
<td>Standard Global Menu</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>5</td>
<td>Jobs</td>
<td>IRC Employee Candidate</td>
<td>Jobs Tab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>IRC Employee Candidate</td>
<td>Security Functions</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>
### Implementation Tips

- **Recruitment Additional Organization Information Flexfield**

![Screen capture of the Recruitment Additional Organization Information Flexfield](image-url)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancy Code Allocation Method</td>
<td>Manual</td>
</tr>
<tr>
<td>Default Number Of Openings</td>
<td>2.00</td>
</tr>
<tr>
<td>Organization Defaulting Method</td>
<td>Manager</td>
</tr>
<tr>
<td>Location Defaulting Method</td>
<td>Manager</td>
</tr>
<tr>
<td>Default Budget Measurement Type</td>
<td>Percent Full Time</td>
</tr>
<tr>
<td>Withdraw Assignment Status</td>
<td>Terminate Application</td>
</tr>
<tr>
<td>Candidate Person Type</td>
<td>Candidate</td>
</tr>
<tr>
<td>Exclude From Vacancy Creation</td>
<td>No</td>
</tr>
<tr>
<td>Default Resume Style</td>
<td>Style 3</td>
</tr>
<tr>
<td>Enable Applicant Tracking</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Implementation Tips

- Recruiter – Create Vacancy
Implementation Tips

- **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
Implementation Tips

- **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

- Select Applicants
- Update Status
- Refer
- Create Offer

Select Applicant Name | Email | Status
--- | --- | ---
Able, Ms. Marsha | | Active Application
Braxton, Ms. Tory | | Active Application
Brennan, Mr. John | | Second Interview
Brickman, Mr. John | | Active Application

Applicants list for the Vacancy
Administration Tips

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

- **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
Administration Tips

- **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
Questions and Answers

Questions and Open Discussions

Contact Information

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www.astcorporation.com/papers/ncoaug