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2 Working with iRecruitment

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HRMS Glossary

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Send Us Your Comments

Oracle iRecruitment Implementation and User Guide, Release 12.1

Part No. E13518-14

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

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Preface

Intended Audience

Welcome to Release 12.1 of the *Oracle iRecruitment Implementation and User Guide.*

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle HRMS.

  If you have never used Oracle HRMS, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University
- Oracle Self-Service Web Applications.
- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle E-Business Suite User's Guide*.

See Related Information Sources on page xxvi for more Oracle E-Business Suite product information.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

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com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Structure

1 Implementing iRecruitment
2 Working with iRecruitment
3 iRecruitment Functions
HRMS Glossary

Related Information Sources

Oracle HRMS shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle HRMS.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at http://oraclestore.oracle.com.

Guides Related to All Products

Oracle E-Business Suite User's Guide

This guide explains how to navigate, enter data, query, and run reports using the user interface (UI) of Oracle E-Business Suite. This guide also includes information on setting user profiles, as well as running and reviewing concurrent requests.

Guides Related to This Product

Oracle Daily Business Intelligence for HRMS User Guide

This guide describes the dashboards and reports available for HR Line Managers, Chief HR Officer, Budget Managers, and Benefits Managers using Daily Business Intelligence for HRMS. It includes information on using parameters, how DBI for HRMS derives values, and how to troubleshoot dashboards and reports.

Oracle Daily Business Intelligence for HRMS Implementation Guide

This guide provides basic setup procedures for implementing and maintaining HRMS-related dashboards.

Oracle Daily Business Intelligence Implementation Guide

This guide describes the common concepts for Daily Business Intelligence. It describes the product architecture and provides information on the common dimensions, security considerations, and data summarization flow. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot Daily Business Intelligence pages and reports for the following functional

areas: Financials, Interaction Center, iStore, Marketing, Product Lifecycle Management, Projects, Procurement, Sales, Service, Service Contracts, and Supply Chain.

Oracle Daily Business Intelligence User Guide

This guide describes the common concepts for Daily Business Intelligence. It describes the product architecture and provides information on the common dimensions, security considerations, and data summarization flow. It includes a consolidated setup checklist by page and provides detailed information on how to set up, maintain, and troubleshoot Daily Business Intelligence pages and reports for the following functional areas: Financials, Interaction Center, iStore, Marketing, Product Lifecycle Management, Projects, Procurement, Sales, Service, Service Contracts, and Supply Chain.

Oracle Application Framework Personalization Guide

Learn about the capabilities of the OA Framework technologies.

Oracle Human Resources Management Systems Enterprise and Workforce Management Guide

Learn how to use Oracle HRMS to represent your enterprise. This includes setting up your organization hierarchy, recording details about jobs and positions within your enterprise, defining person types to represent your workforce, and also how to manage your budgets and costs.

Oracle Human Resources Management Systems Workforce Sourcing, Deployment, and Talent Management Guide

Learn how to use Oracle HRMS to represent your workforce. This includes recruiting new workers, developing their careers, managing contingent workers, and reporting on your workforce.

Oracle Human Resources Management Systems Payroll Processing Management Guide

Learn about wage attachments, taxes and social insurance, the payroll run, and other processes.

Oracle Human Resources Management Systems Compensation and Benefits Management Guide

Learn how to use Oracle HRMS to manage your total compensation package. For example, read how to administer salaries and benefits, set up automated grade/step progression, and allocate salary budgets. You can also learn about setting up earnings and deductions for payroll processing, managing leave and absences, and reporting on compensation across your enterprise.

Oracle Human Resources Management Systems Configuring, Reporting, and System Administration Guide

Learn about extending and configuring Oracle HRMS, managing security, auditing, information access, and letter generation.

Oracle Human Resources Management Systems Implementation Guide

Learn about the setup procedures you need to carry out in order to implement Oracle

HRMS successfully in your enterprise.

Oracle Human Resources Management Systems FastFormula User Guide

Learn about the different uses of Oracle FastFormula, and understand the rules and techniques you should employ when defining and amending formulas for use with Oracle applications.

Oracle Self-Service Human Resources Deploy Self-Service Capability Guide

Set up and use self-service human resources (SSHR) functions for managers, HR Professionals, and employees.

Oracle Performance Management Implementation and User Guide

Learn how to set up and use performance management functions. This includes setting objectives, defining performance management plans, managing appraisals, and administering questionnaires.

Oracle Succession Planning Implementation and User Guide

Learn how to set up and use Succession Planning functions. This includes identifying succession-planning requirements, using talent profile, suitability analyzer, and performance matrices.

Oracle Human Resources Management Systems Deploy Strategic Reporting (HRMSi)

Implement and administer Oracle Human Resources Management Systems Intelligence (HRMSi) in your environment.

Oracle Human Resources Management Systems Strategic Reporting (HRMSi) User Guide

Learn about the workforce intelligence reports included in the HRMSi product, including Daily Business Intelligence reports, Discoverer workbooks, and Performance Management Framework reports.

Oracle Human Resources Management Systems Approvals Management Implementation Guide

Use Oracle Approvals Management (AME) to define the approval rules that determine the approval processes for Oracle applications.

Oracle Human Resources Management Systems Window Navigation and Reports Guide

This guide lists the default navigation paths for all windows and the default reports and processes as they are supplied in Oracle HRMS.

Oracle iRecruitment Implementation and User Guide

Set up and use Oracle *i*Recruitment to manage all of your enterprise's recruitment needs.

Oracle Learning Management User Guide

Use Oracle Learning Management to accomplish your online and offline learning goals.

Oracle Learning Management Implementation Guide

Implement Oracle Learning Management to accommodate your specific business practices.

Oracle Time and Labor Implementation and User Guide

Learn how to capture work patterns, such as shift hours, so that this information can be used by other applications, such as General Ledger.

Oracle Labor Distribution User Guide

Learn how to maintain employee labor distribution schedules, distribute pay amounts, encumber (commit) labor expenses, distribute labor costs, adjust posted labor distribution, route distribution adjustment for approval, and manage error recovery processes. You also learn how to set up effort reporting for Office of Management and Budget (OMB) compliance.

Other Implementation Documentation

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle E-Business Suite-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle E-Business Suite Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle E-Business Suite implementation team, as well as for users responsible for the ongoing maintenance of Oracle E-Business Suite product data. This guide also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing

applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on My Oracle Support.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the Oracle E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Part 1

Implementing iRecruitment

1

Implementing iRecruitment

iRecruitment Implementation

What type of user does iRecruitment support?

iRecruitment supports the following types of users:

- Site visitor: A user who accesses the external web site but does not create an account.
- Registered user: A user who registers on your web site and provides a minimum amount of personal information. When an external visitor registers in iRecruitment, iRecruitment creates an Oracle HRMS user with the e-mail address as the username.
- Employee: A user who can apply to internal job postings, perform employee referral, and interview tasks.
- Manager or recruiter: A user who can access the entire functionality. Using iRecruitment, managers or recruiters can:
  - Post and manage vacancies
  - Process candidates and applicants
  - Manage recruitment communication
  - Create and manager offers
  - Create and manage interviews

  You must assign the iRecruitment Manager and iRecruitment Recruiter responsibilities to your managers or recruiters to enable them to access

iRecruitment using their standard self-service login.

- Agency user: An external person who belongs to a recruiting agency and accesses iRecruitment to conduct recruiting activities such as creating candidates and applying on behalf of candidates. You assign the iRecruitment Agency responsibility to agency users to enable them to access iRecruitment.

Is a HR Professional User Interface delivered with iRecruitment?

You need Oracle HRMS to hold work structure information that is used in iRecruitment. An HR responsibility - iRecruitment HRMS Manager, is supplied to customers who do not have the complete Oracle HRMS application. Using this responsibility they can access all the HR functionality they require to run iRecruitment.

Can I migrate legacy data into iRecruitment?

Yes. You can migrate data such as candidate information and vacancy details to the iRecruitment system. You can also import other data such as qualifications and competencies. To load your legacy data to the Oracle database, use Application Programming Interfaces (APIs).

What are the security features of Oracle iRecruitment?

You can define user profiles, security profiles, responsibilities, and menu structures to control who uses iRecruitment. You can create security profiles to control manager access to vacancy information. Managers can set up vacancy security to define who has access to vacancy details.

Do we define users for iRecruitment candidates?

When an external site visitor registers in iRecruitment, an Oracle HRMS user is automatically created using the visitor's e-mail address as the username. The iRecruitment External Candidate responsibility is assigned to the user.

Can I use personalization options in iRecruitment?

Yes. Since iRecruitment uses the standard OA Framework, you can use all of the personalization options. To enable administration-level personalizations you need to set the profile options that are available for personalization as required:

- Personalize Self–Service Defn
- Disable Self–Service Personal

Can I modify flexfields that are available on the iRecruitment web pages?

You can use Personlization Framework, a component of the Oracle Applications (OA) Framework technology to customize pages and flexfields. You can restrict the display of the whole flexfield, or certain segments of a flexfield.

Can I configure the existing notifications in iRecruitment?

A number of predefined notifications are supplied with iRecruitment. For example, candidates can receive notifications about matching jobs and new vacancies. Managers can receive notifications about the status of the vacancy that they have created. They get a vacancy approval notification if the vacancy is approved. You can use the Application Developer responsibility and the Messages window to edit the contents of the notification messages.

Can I use iRecruitment to meet country-specific recruitment requirements?

Yes. iRecruitment supports localization level personalization. You can use this feature to meet legislative or country-specific recruitment requirements. For example, you can hide the gender field in the Enter Applicant Details page at the localization level to conform to the legal requirements of a specific country.

Does iRecruitment support the approval process for vacancies and job offers?

Yes. You can set up an approval process to route vacancies and offers to appropriate managers for approval.

Can I create common job description for vacancies?

Yes. The Default Postings feature enables you to enter a set of values to use as a default whenever a particular business group, organization, job, or position is selected for a vacancy. For example, if you create a lot of similar job postings for administration jobs, then you could set up a default job posting to use whenever you select Administrator as the job for a vacancy.

How do I ensure that the offer letters follow our enterprise branding and HR policy standards?

You can use offer letter templates or standard descriptions to create offer letters for your business group, organization, jobs, or positions.

How does iRecruitment help my enterprise work with agencies to manage the recruitment process?

Enterprises can use agencies functionality to manage a range of recruitment activities.

Agencies can register their candidates with iRecruitment and apply for jobs on their behalf. Enterprises can process agency candidates to fill job openings or hand over the complete placement process to an agency.

Is the candidate data secure when the enterprise works with multiple agencies using iRecruitment?

Yes. Agencies can view data only of their candidates and cannot access details of candidates who are self-registered or from other agencies. For example, agencies can view details of the candidates that they themselves registered or candidates associated with their agencies by managers.

Can I validate the email addresses candidates supply when they register?

You can set up a business event to send an e-mail to candidates when they register, instructing them to reply to the e-mail to confirm that their e-mail address is correct. This enables you to confirm if the candidates have supplied valid e-mail addresses. You can then use Application Programmatic Interfaces (APIs) to delete records of candidates who do not respond within a certain time period.

Does iRecruitment support multi-lingual and multi- currency requirements?

Yes, iRecruitment supports multi-lingual and multi -currency requirements. You can configure the application to address specific local and cultural requirements.

What is High Availability?

When you shut down the iRecruitment instance to carry out maintenance tasks, your job site is not available for candidates to search and apply for jobs. You can use the iRecruitment High Availability functionality to set up an alternate or *high availability* instance to make the basic candidate job site available. This functionality enables you to switch between the two instances to continuously support the candidate job site.

What are the iRecruitment features accessible through the HA functionality?

The iRecruitment High Availability solution supports only iRecruitment Candidate functionality. You can maintain a basic job site that enables job seekers to apply for jobs and enter basic information such as their e-mail address, first name, and last name.

Can I remove the old data in iRecruitment?

Oracle iRecruitment provides the iRecruitment Purge Old Data process to remove the candidate and applicant data from the database. This process helps you meet any Data Protection statutory requirements in your country. You can select any deletion method from the various options and identify time criteria for deleting the inactive data.

Are there any processes that I should schedule to run regularly for iRecruitment?

You can schedule the Index Synchronization process to run regularly to update the indexes for job postings and resumes.

Introduction

iRecruitment Overview

iRecruitment is a web-based recruitment solution that enables your enterprise to manage all recruitment activities using a single self-service interface and provides an easy-to-use interface for job seekers.

iRecruitment includes a separate homepage for each group of iRecruitment users: site visitors, registered users, managers, recruiters, and agency users. The homepages outline the iRecruitment functions available for each user, and provide direct access to these functions.

iRecruitment for Job Seekers

When job seekers visit your enterprise's job site, they can search for jobs, refer jobs to other individuals, and add jobs to a temporary job basket. They must register with the job site to apply for jobs.

See: Using the Candidate Interface, page 2-21

iRecruitment for Contingent Workers

Contingent workers can search and apply for jobs using iRecruitment. They can track their job applications, interview schedules, communicate with recruiters, and receive job offers online.

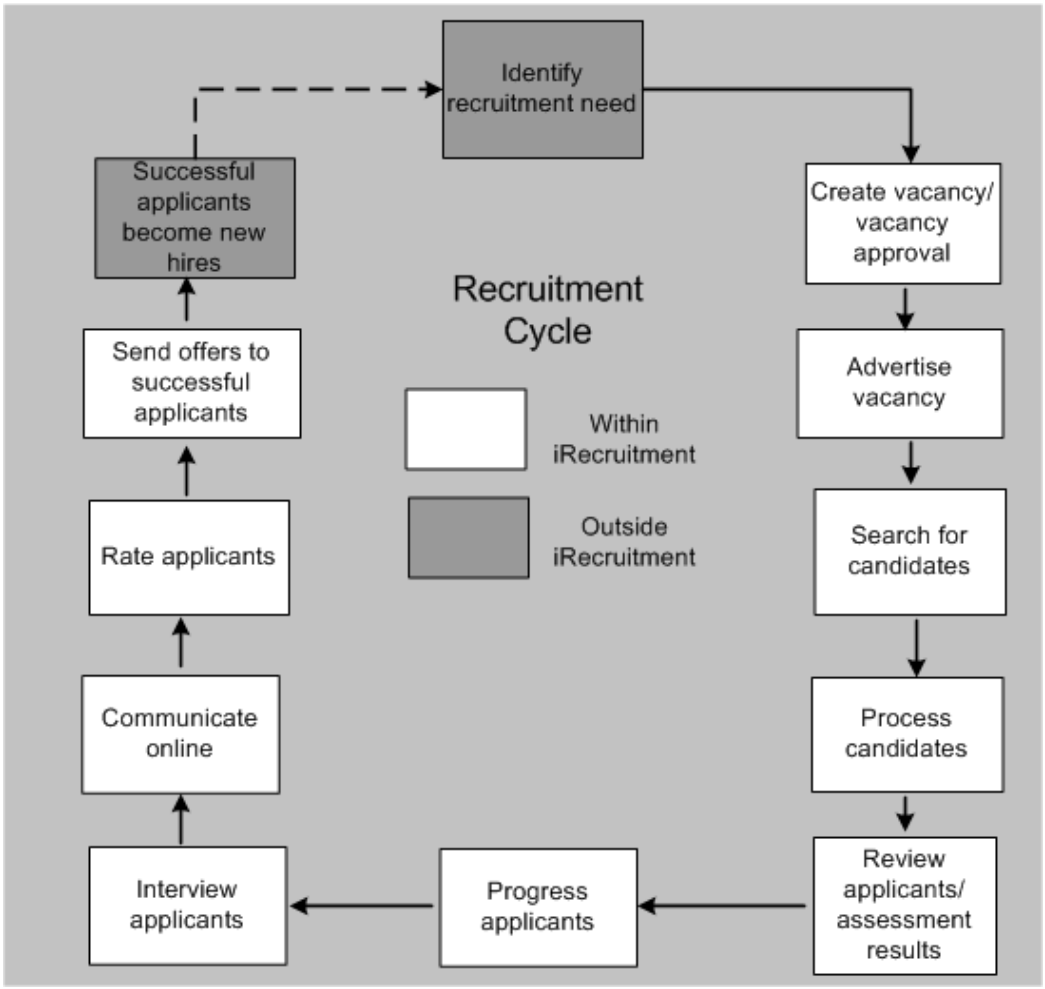
Contingent workers can use iRecruitment, if enterprises complete the requisite setup steps. Depending on business requirements, enterprises can enable contingent workers to apply for internal, external, or both internal and external jobs.

iRecruitment for Recruiters and Managers

iRecruitment enables managers and recruiters to manage both their vacancies and applicants directly using a single interface.

The following figure shows the typical path through the recruitment process, highlighting the steps that managers and recruiters can perform in iRecruitment.

A Typical Recruitment Cycle



Create and Advertise Vacancies

After your enterprise identifies staffing requirements, managers can create vacancies. They can provide vacancy details such as the job description, skills, and details of the recruiting team. Managers can also associate an assessment with a vacancy, for example, a test to measure the knowledge and skills of applicants. Assessments can be created and administered in more than one language.

Using the Default Job Advert functionality, recruiters can create default job posting information for vacancies. When managers create vacancies, the default job posting details automatically appear on the Create Vacancy page, thus reducing the effort required to create vacancies.

Managers can route their vacancies through an approval process to ensure that vacancy details are correct. Following approval, managers can post the vacancies to the third-party recruiting sites with whom the enterprise has an agreement. iRecruitment

automatically posts vacancies to your enterprise's internal and external job sites.

Managers can update vacancy details, for example, to change the location of a vacancy. If your enterprise has multiple vacancies that contain the same information, managers can copy vacancies using the duplicate functionality, and then edit the vacancy information as required.

Search for Candidates

Managers can search for candidates using a variety of search methods. They can:

- Search for candidates using criteria such as work preferences, skills, and employment status.
- Search for individual candidates using last name or e-mail ID.
- Perform keyword searches on the resumes of candidates. For example, they can search for resumes containing a particular skill or qualification.

When managers search for candidates using criteria such as skills, keywords, salary, and work preferences, iRecruitment identifies candidates who match the specified criteria. For example, when managers search for candidates whose skills match those of a particular vacancy, iRecruitment showing for each a skills match percentage. This function enables managers to make informed decisions when processing candidates and applicants.

Process Candidates

Managers can view candidate details and:

- Allocate a consideration level to indicate their level of interest in the candidates.
- Invite candidates to apply for their vacancies.
- Refer candidates to other managers.
- Reject candidates for a specific vacancy.

To view details of candidates along with application details, managers can use the Candidate Details page or the Candidate Profile page, based on how an enterprise configures iRecruitment:

- Candidate Details page

  The Candidate Details page is a multi-tabbed region page that shows complete details of a candidate along with the application information.

- Candidate Profile page

  The Candidate Profile is a single page interface that provides a comprehensive picture of candidates along with application information. It helps managers to

understand the skills match percentage of applicants and analyze the applicant pool.

Review Applicants using Assessment Results

Managers can use assessment or test results to evaluate applicants for vacancies. They can identify applicants who have passed the vacancy test to progress them to the next level of the recruitment process.

Progress Applicants

After managers review applicants, they can progress applicants through the interview process and update applicants' details. They can use the Background Check function to request a background-check to verify information such as the education history, qualifications, and relevant experience of applicants. Managers can use the Mass Update functionality to change the status of multiple applications for a vacancy.

> **Note:** To use the background-check functionality, your enterprise must be registered with a background check vendor.

Interview Applicants

Managers can schedule interviews for applicants. When managers create interviews, they can provide details such as the interview type, date and time, location, category, status, internal and external contact name and numbers, interviewers, notes to candidate, interview notes, feedback and result (recorded when the interview is completed).

Applicants can view scheduled interviews in the My Interviews region of their home page. They can also view the interview details along with the interview notes on the Applications Details page.

Communicate Online

iRecruitment enables communication between the recruitment team members and candidates either individually or as a group. Applicants can verify their job application status and check additional information for vacancies online using the communications module. Hiring managers and recruitment team members can discuss interview feedback. Recruiters can check with candidates their suitable time and date for interviews.

Rate Applicants

Managers can rate applicants for their vacancies based on their performance during the recruitment process. They can sort applicants in the rating order to select applicants for their vacancies.

Send Offers

Managers can create and send offers to successful applicants. They can track applicants responses to offers online and extend the offer duration, if required.

Hire Applicants

To hire iRecruitment applicants, managers or recruiters can initiate the hiring process from iRecruitment and complete the entire hiring process. If enterprises use Oracle SSHR, then they can configure iRecruitment to enable managers to launch the hire applicant process directly from offer details and complete the hire process.

Employee Interface

Use the Employee Candidate Home Page

Employees can search for internal jobs, maintain their accounts, and apply for jobs using the Employee Candidate Home page.

Refer Candidates

Employees can search for vacancies posted on the internal referral site using the Employee Referral function. Employees can create candidate profiles, and refer candidates to vacancies posted on the internal referral site. They can refer candidates to managers who can pursue the candidate for a suitable vacancy.

Perform Interview Tasks

Employees who are interviewers, can view and update interview details using the iRecruitment Employee responsibility. The Application tab of the Candidate Details page displays the applications for which the employee is an interviewer. Employees can update interview details based on their interviewer role. Only primary interviewers can update interview details.

Key Functions of iRecruitment

iRecruitment provides the following features to support the recruitment process in your enterprise.

Analyze the Recruitment Process

The Performance Management Viewer (PMV) status and detail reports supplied with iRecruitment help managers and recruiters to analyze various measures of the recruitment process. You need a full license to modify or create new Discoverer reports.

Use Third-Party Agencies for Recruitment

If you work with recruiting agencies, then you can manage a range of activities using the Agency functionality. You can:

- Identify one or more agencies to recruit for a vacancy.
- Specify how long the agencies can access the vacancy, and limit the number of applicants that agencies can submit.
- Define whether agencies can manage all applicants for a vacancy.

Track Applicant Data for Compliance Purposes

iRecruitment enables enterprises to track applicant data for business requirements, such as:

- Compliance with the Office of Federal Contract Compliance Programs (OFCCP) regulations for U.S. government contractors.
- Data analysis for recruitment management.

Enterprises can use the applicant data for internal audit purposes. For example, enterprises can review applicant searches that managers perform to check for EEO compliance.

For information about functional solutions to meet the OFCCP requirements, see *Oracle iRecruitment Response to the OFCCP Internet Applicant Rule*, an Oracle white paper on My Oracle Support, Note ID 418762.1

Use the iRecruitment High Availability Feature

iRecruitment provides the high availability (HA) functionality to set up an alternate or high availability instance to make the basic candidate job site available when you shut down the iRecruitment instance to carry out maintenance tasks. This functionality enables you to switch between the two instances to continuously support the candidate job site. Using the basic job, site job seekers can apply for jobs and enter basic information such as their e-mail address, first name, and last name.

Virus Checks

Oracle iRecruitment's integration with Symantec AntiVirus engine enables you to perform virus checks on any documents uploaded to your system. You can use this feature to secure your systems from virus attacks.

Integration with Other E-Business Products

Oracle HRMS and Oracle iRecruitment use a single data repository to enable you to share common information for recruitment purposes. This information includes: work structures, competencies, applicant assignments, job requisitions, vacancies, and compensation plans for applicants. Oracle iRecruitment uses Oracle Approvals Management to provide flexible approval processes for vacancies and offers. Integration with Oracle SSHR enables managers to launch the hire applicant process

directly from offer details and complete the hire process for iRecruitment applicants. Since iRecruitment uses the standard OA Framework, you can use the personalization options to configure data, content, labels, links, and logos to address the specific goals of your job site.

Key Concepts

The following topics provide conceptual and procedural information about using iRecruitment:

Using the Manager and Recruiter Interface

- For information on manager and recruiter tasks, see: Overview of Manager and Recruiter Tasks, page 2-3
- For information on using assessments, see: Creating and Managing Assessments for iRecruitment, page 2-28
- For information on how to create and manage vacancies, see: Creating and Maintaining Vacancies, page 2-36
- For information on how to search for vacancies, find candidates, and view applicants, see: Searching for Vacancies to Manage Vacancies and to Process Candidates, page 2-91
- For information on how to search for candidates, see: Working with Candidates, page 2-50
- For information on how to search for applicants, see: Working with Applicants, page 2-86
- For information on how to process candidates and applications using the Candidate Details page, see:
  - Using the Candidate Details Page to View Candidate Details, page 2-54
  - Processing Applications Using the Candidate Details Page, page 2-87
- For information on how to use the Candidate Profile page, see: Using Candidate Profile, page 2-63
- For information on iRecruitment Communication functionality, see: Understanding iRecruitment Communication, page 2-44
- For information on how to create communication messages, see: Creating Topics and Adding Messages for Recruitment Communication, page 2-47 and Managing Communication for Multiple Applicants, page 2-48

- For information on how to manage interviews in iRecruitment, see: Managing Interviews, page 2-97

- For information on how to create and update interviews, see: Creating and Updating Interviews, page 2-102, and Creating Interviews for Multiple Applicants, page 2-105

- For information on how to create and send offers to applicants, see: Creating Offers, page 2-119 and Sending Offers, page 2-123

- For information on how to enter an applicant's response for an offer and update an offer, see: Updating Offers, page 2-125

- For information on how to extend the duration of an offer and complete other offer tasks, see: Maintaining Offers, page 2-127, Withdrawing Offers, page 2-128 and Closing Offers, page 2-129

- For recruitment summary, see: Viewing the Recruitment Summary, page 2-8

Using the Agency Interface

- For information on how to search for agency candidates, and create details of candidates, see: Working with Candidates -Agencies, page 2-131

- For information on how to view details of applicants, and progress applicants if you get the permission to manage a vacancy, see: Working with Applicants - Agencies, page 2-133

- For information on how to search for agency vacancies, and progress applicants, see: Searching for Vacancies - Agencies, page 2-136

Using the Candidate Interface

For information on the tasks that site visitors and registered users can perform in iRecruitment, see: Using the Candidate Interface, page 2-21

Using the Employee Interface

- For information on how employees and contingent workers can use iRecruitment, see: Using iRecruitment as Employee Candidates or Contingent Workers, page 2-13

- For information on how to manage employee referrals, see: Managing Employee Referrals, page 2-16

- For information on how to manage interviews, see: Managing Interview Tasks, page 2-19

Implementation

Implementation Steps for iRecruitment

The following section gives you the implementation steps that are required to enable you to run iRecruitment. For additional information on running iRecruitment in a production environment, please see the detailed chapters in this Implementation Guide.

The number of required implementation steps depend on your installation of Oracle HRMS. The minimum steps are given first. These minimum steps are required to set up and run iRecruitment. You can then carry out the additional steps to implement and configure iRecruitment to suit the specific needs of your enterprise.

Minimum Implementation Steps for iRecruitment

The following section lists the minimum implementation steps that are required for you to be able to use iRecruitment.

1. **Install Oracle HRMS**

   If you have recently implemented Oracle HRMS, you may wish to migrate legacy data to your new Oracle HRMS system. To do this, use Application Programmatic Interfaces (APIs) to load your legacy data from extracted flat files to the Oracle database.

   The full list of public APIs and the purpose of each API is available in the Oracle Integration Repository. See: Oracle Integration Repository Overview, *Oracle Integration Repository User Guide*

   For information on how to access and use Oracle Integration Repository, see: Accessing Oracle Integration Repository, *Oracle Integration Repository User Guide*

   For information on how to call APIs, see the technical essay APIs in Oracle HRMS, *Oracle HRMS Implementation Guide*

   Decide which components you want to migrate to the iRecruitment system. You will typically import the following components:

   - Job Postings - create vacancies for each advert and map the text in your adverts to the fields in iRecruitment.
   - Candidates - map the name and address information in your legacy system to the iRecruitment system.
   - Applications - map the work structures in your legacy system to the structures for vacancies in iRecruitment.

   You may also want to import other data such as qualifications and competences.

2. **Install the latest Oracle Human Resources patch**

   Check that the most up-to-date patch has been applied.

   See the readme file for iRecruitment at the time of installation.

3. **Install Apache server and Apache**

   Set up the Apache server as specified in the *Oracle Self-Service Web Applications Implementation Manual*

   See the readme file for iRecruitment at the time of installation.

4. **Install and configure Oracle Text**

   If you do not configure Oracle Text correctly you will still be able to perform text searches, however you will get errors when you try to upload documents.

   See: *Oracle Text Application Developer's Guide*

5. **Apply the iRecruitment patch**

   Make sure that all prerequisites are met, including those for the OSSWA Framework.

   See: *Oracle Application Framework Documentation Resources, Release 12* (My Oracle Support Note 391554.1)

6. **Install compatibility patches for your self - service components**

   If you are using other self-service products, you may want to check My Oracle Support for information on compatibility patches.

7. **Install Oracle Workflow Builder**

   See the readme file for iRecruitment at the time of installation for the latest version.

8. **Set up security to define access to iRecruitment**

   iRecruitment uses the same security mechanisms as Oracle HRMS applications. By defining user profiles, security profiles, responsibilities, and menu structures, you can control who uses iRecruitment, which information they can access, and how they access it.

   See: User Access and Security, page 1-134

   If you are an existing Oracle HRMS user, then review security profiles to ensure that the correct access to candidates is setup

   The Candidate Security feature of Oracle HRMS enables all users to access iRecruitment candidates by default. This feature takes effect when you install iRecruitment.

   You must review your security profiles and consider whether all users can access candidates. For example, you may not want users other than the iRecruitment

managers to access candidates.

Depending on your enterprise requirements, you can update all or specific security profiles.

See: Defining Security Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See: Running the Change Candidate Access for Security Profiles Process, page 1-117

9. **Set up the Security Performance Enhancement feature, if required**

   Typically, most of the Oracle HRMS products use the security mechanism that Oracle HRMS provides. Defining which records and information users can access is fundamental to HRMS security. To enhance product performance when person security evaluation happens during processing of voluminous data, Oracle HRMS provides the security performance enhancement feature. You can set up this feature, if required, based on your business needs.

   For more information, see: Setting Up the Security Performance Enhancement Feature, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

10. **Add the iRecruitment responsibilities to your users**

    Oracle iRecruitment includes several standard responsibilities which contain the appropriate functions for different user groups.

    See: iRecruitment Responsibilities and User Menus, page 1-137

    See: Responsibilities, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

11. **Set up iRecruitment access for site visitors and candidates**

    1. Assign the iRecruitment External Candidate and the iRecruitment Employee Candidate responsibilities to your guest user (identified by the Guest User Password profile option). This step is required to allow access to the site visitor screens without logging in to the application.

       You use the Guest User Password profile option to create a generic user name and password to enable users access iRecruitment. For more information, see: Setting Up a Generic User ID For New User Registration, *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*

       See: iRecruitment Responsibilities and User Menus, page 1-137

       See: Responsibilities, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

    2. Ensure that the IrcVisitor.jsp refers to the IRC_EXT_CANDIDATE responsibility and IrcEmpVisitor.jsp refers to the IRC_EMP_CANDIDATE responsibility. The Responsibilitykey variable in the JSP must contain the

correct responsibility key, so that the users access the relevant pages. For example, the supplied IrcVisitor.jsp contains the IRC_EXT_CANDIDATE (iRecruitment External Candidate) responsibility key.

Create the classes and new methods for JSPs if you plan to use copies of the delivered JSP files.

3. Review current settings of these profile options, and update if necessary.
   - IRC: Visitor Homepage Function
   - IRC: Homepage Function
   - IRC: Candidate Permission Set
   - IRC: Registration Responsibility
   - IRC: Registration Business Group

4. Set the IRC: Employee Visitor URL profile option only at the responsibility level for the employee candidate responsibility. This setting ensures that employees access the correct URL and not the page for external candidates.

   See: Profile Options, page 1-53

5. Check the log-in URL for iRecruitment users.

   The URL for connecting to the iRecruitment system varies according to the user group. For example, the internal site visitor URL is different from the external site visitor URL.

   External site visitors access the IrcVisitor.jsp. The location of this jsp depends on your applications server and is of the syntax:

   http://hostname:port/OA_HTML/IrcVisitor.jsp

   Typically employees will access iRecruitment using their portal homepage, however you can enable internal site visitor, to access the IrcEmpVisitor.jsp. The location of this jsp also depends on your applications server and it is the syntax:

   http://hostname:port/OA_HTML/IrcEmpVisitor.jsp

   You should replace the http://hostname:port/OA_HTML part of the URL with the URL of the html directory on your applications server.

   > **Note:** If you have installed other languages, you activate iRecruitment in the required language by adding the following suffix to the log-in URLs:

?L=<language code>

For example, http://hostname:port/OA_HTML/IrcVisitor.jsp?L=F would activate the French language version.

The language codes are available in the table FND_INSTALLED_ LANGUAGES.

If you do not specify a language code, the default (US) is used.

6. Create grants if you are using custom responsibilities for external candidates and employee candidates. Use the Functional Administrator responsibility to create Grants.

   iRecruitment supplies predefined grants for the GUEST user that enable site visitors access to the application functions. The grants are associated with the predefined iRecruitment External Candidate and iRecruitment Employee Candidate responsibilities.

   - If you plan to use the custom responsibility for external candidates, then you must create a grant specifically for the GUEST user with the IRC External Site Visitor Permission Set in the custom responsibility context.
   - If you plan to use the custom responsibility for employee candidates, then you must create a grant specifically for the GUEST user with the IRC Employee Site Visitor Permission Set in the custom responsibility context.

   For information on creating grants and using permission sets, see: Grants and Permissions Sets *Oracle E-Business Suite System Administrator's Guide - Security*

7. Set the Applications SSO User Creation and Updation Allowed Profile Option for external candidate and ex-employee registration and profile updates.

   iRecruitment applies the Applications SSO User Creation and Updation Allowed profile option for ex-employee or external candidate registration and profile updates.

   This profile option works independently and does not impact setting of the following profile options:

   - Applications SSO Login Types
   - Applications SSO Type

Using the System Profile Values window, select the Applications SSO User Creation and Updation Allowed profile option. Set the Enabled value for the iRecruitment External Candidate responsibility.

Following is the impact of the profile option, if the profile option is set to Disabled:

- On the iRecruitment Site Visitor page, Register Today button will display an error message: 'Registration is currently disabled'.

- Register Today button and Register Here link for ex-employees will be visible on the Visitor Home Page, but when users click the button, the following error appears: Registration is currently disabled.

- On My Accounts Page in the Personal Information tab the email field will not be enabled. Similarly, email field will not be enabled on the first-page in Apply For Job flow.

- On the My Accounts Page in Login Information tab the change-password fields will not be enabled.

12. **Assign iRecruitment Employee Candidate or iRecruitment Employee responsibility to your employees**

    iRecruitment Employee Candidate Responsibility

    The iRecruitment Employee Candidate responsibility (IRC Employee Candidate Menu) includes only the iRecruitment Employee Home page (function: IRC_EMP_APL_HOME_PAGE). To enable employees to search and apply for internal jobs and maintain their account, you must grant the IRC Employee Candidate Permission Set (IRC_EMP_CANDIDATE_PSET).

    iRecruitment Employee Responsibility

    The iRecruitment Employee responsibility (IRC Employee Menu) includes the following functions and employees can perform all recruitment related functions from a single responsibility:

    - Employee Candidate (IRC_EMP_APL_HOME_PAGE): Page to search and apply for internal jobs, and maintain an account.

    - Employee Referral (EMP_REF_HOME_PG_FUNCTION): Page to perform referral functions. See: Managing Employee Referrals, page 2-16

    - Interview (IRC_INTERVIEWER_HOME_PG): Page to manage interview tasks. See: Managing Interview Tasks, page 2-19

    You can assign either one of the responsibilities to your employees based on your business requirements.

    If your employees use the predefined iRecruitment Employee responsibility they can automatically refer candidates to vacancies posted on the internal referral site and perform the Employee Referral function tasks.

    To enable employees to:

    - Use the Employee Candidate features, you must grant them the IRC Employee

Candidate Permission Set (IRC_EMP_CANDIDATE_PSET).

- Use the Interview function, you must grant them the iRecruitment Interviewer Permission Set (IRC_INTERVIEWER_PSET).

See: iRecruitment Responsibilities and User Menus, page 1-137

> **Note:** If you are on a release level R12.1 or above, you need not run the iRecruitment Create Grants Process. To enable employees to search and apply for internal jobs, you can grant the relevant permission sets discussed in this section. For information on creating grants and using permission sets, see: *Grants and Permissions Sets, Oracle E-Business Suite System Administrator's Guide - Security*)

13. **Enable contingent workers to use iRecruitment**

    Contingent workers can search and apply for jobs using iRecruitment. They can track their job applications, interview schedules, communicate with recruiters, and receive job offers online.

    To enable contingent workers to use iRecruitment, complete the following setup steps:

    1. Assign the iRecruitment Employee Candidate responsibility (IRC Employee Candidate Menu) to contingent workers. If you are using a custom employee candidate responsibility, then ensure that the custom responsibility is granted the appropriate employee candidate permissions. See: iRecruitment Employee Candidate responsibility, page 1-19

    2. Define the IRC: Allow Jobs for Contingent Worker profile option. Depending on your business requirements, you can enable contingent workers to apply for internal, external, or both internal and external jobs. See: Profile Options, page 1-53

14. **Define the business group for candidate registration**

    Set the IRC: Registration Business Group to define the default business group for candidate registration. When a candidate registers, the application creates a person record in the selected business group.

    See: Profile Options, page 1-53

15. **Configure iRecruitment manager menu, if required**

    - iRecruitment assigns the following functions to the IRC Manager Menu by default. Managers can:

- Create new candidates using the Irc Agency Create Candidate function.
- Add applicants to a vacancy using the Irc Agency Candidate Select function.

To prevent managers from creating candidates and applying on their behalf, you can exclude these functions from the menus associated with the manager responsibilities.

- To restrict access to the agencies functionality and hide agency fields from specific managers you can exclude the Irc CM Show Agency Information function from the IRC Manager menu. This function is available with the IRC Manager menu by default.

16. **Ensure to set the number generation method for applicants to automatic**

    When you define information for your business group make sure to set the Applicant Number Generation to Automatic.

    See: Entering Business Group Information, page 1-120

    If you have set the applicant numbering to Manual, then run the Change Person Numbering to Automatic process for your business group.

    See: Running the Change Person Numbering to Automatic Process, page 1-122

17. **Check that the work structures in Oracle HRMS meet your requirements**

    Work structures include the jobs, positions, grades, and pay scales used in your enterprise. You define your work structures using Oracle HRMS.

    See: Organization Structures Overview (*Oracle HRMS Enterprise and Workforce Management Guide*)

18. If you have licensed iRecruitment, set the IRC: Installed profile option to Yes in the System Profiles window of Oracle HRMS.

    If you have not licensed iRecruitment, please contact Oracle for information on purchasing a license.

19. **Unzip the ircdtd.zip file**

    The ircdtd.zip is situated in your html directory. Extract the ircdtd file to your html directory. If you do not extract the dtd file you will encounter problems when parsing resumes or initiating background checks.

20. **Schedule the iRecruitment Index Synchronization concurrent process**

    This process ensures the job posting and document indexes are kept up to date and should be scheduled to run as follows:

- Online index rebuild - to run every 5 minutes

  Note: If the online synchronization process starts before the previous one has completed, then the process will display an error. Ensure that you set it to run 5 minutes after completion, and not the start.

- Full index rebuild - to run each night

To schedule this process, use the iRecruitment HRMS Manager responsibility. Schedule this process to run regularly.

See: Running the iRecruitment Index Synchronization Process, page 1-238

Additional Implementation Steps

When you have implemented the minimum steps, you can carry out the following steps which enable you to define additional security options and function-specific implementation requirements.

1. **Set up the Recruitment additional organization information flexfield**

   To access the flexfield, display your business group in the Organization window.

   See: Entering Recruitment Information, page 1-122

2. **Enable and manage applicant tracking, if required**

   You can record and track applicant data for compliance purposes. Use the Recruitment window in Oracle HRMS to define the applicant tracking functionality for a business group.

   See: Entering Recruitment Information, page 1-122

   To track changes to applicant profiles, schedule the iRecruitment Applicant Profile Snapshot process.

   See: Running the iRecruitment Applicant Profile Snapshot Process, page 1-240

   To remove data that is retained for statutory compliance, run the iRecruitment Purge Applicant Tracking Data process.

   See: Running the iRecruitment Purge Applicant Tracking Data Process, page 1-241

3. **Set the IRC: Suitable Seekers Function, IRC: Job Notification Function and the IRC: Vacancy Approval Function profiles**

   If you want to use a function other than the default from the suitable candidate, or suitable job notification, then use these profiles to select them. In most cases, you will not need to change these values .

See: Profile Options, page 1-53

4. **Create default postings for your work structures**

   Job postings are the advertisements attached to your vacancies. You can create default postings containing standard information at the organization, business group, job, or position level.

   See: Creating and Maintaining Default Job Postings, page 1-146

5. **Set up details of recruiting sites**

   If your enterprise has an agreement to post job advertisements with third-party job sites, you can record information about them.

   You can use any of the following data transfer methods to send job details to the recruiting sites:

   - Hyper Text Transport Protocol (HTTP)
   - E-mail
   - File Transfer Protocol (FTP)

     Note: You can use the FTP method only if the destination server supports Passive File Transfer Protocol (PASV) data transfers. The FTP feature is a beta version and may not work on all servers.

   Your decision to use a specific method depends on whether the recruiting site accepts job postings through HTTP, e-mail or FTP. After you identify the posting method, provide the recruiting sites details.

   See: Creating and Maintaining Recruiting Sites Details, page 1-148

6. **Create a style sheet to post job details, if required**

   iRecruitment sends job postings to third-party recruiting sites in the default HR-XML formats:

   - JobPositionPosting.xsl (JobPositionPosting-1_1.dtd), which is compliant with HR-XML 1.1 version.
   - PositionOpening.xsl (PositionOpening.xsd), which is compliant with HR-XML 2.5 version.

   If you use the standard HR-XML document, the Username field corresponds to the SenderID column and the Password field corresponds to the Credentials column in the HR-XML document sent to the recruiting site. These style sheets are stored in the OA_HTML directory.

To send a posting in a format other than the default HR-XML format, create your own style sheet using any text editor. Use the DTD of the supplied style sheet as an example. Ensure that the style sheet format is correct, and store the style sheet in the OA_HTML directory.

> **Note:** The HR_XML Consortium certifies the HR-XML used in the job-posting, background-checking, and resume-parsing processes. For more information on the HR-XML certification program, see: http://www.hrcertify.org.

7. **Write a Java class to define job posting implementation mechanism, if required**

   iRecruitment provides a default posting implementation Java class: oracle.apps.irc.posting.JobPostingImpl that uses the standard HTTP Post, FTP, or MailTo option to send job posting details to job sites.

   To define a different data job posting mechanism, such as Web Services to send job postings to job sites, you must create a Java class that implements iRecruitment's predefined Java interface: oracle.apps.irc.posting.JobPosting. For information on writing a Java class, see: Note ID 1117344.1 on My Oracle Support

   Provide the Java class value in the Posting Implementation Class column in the Job Vendor Details page. For more information, see: Creating and Maintaining Recruiting Sites Details, page 1-148

8. **Create external assignment statuses**

   Create external assignment statuses if required. You can use external assignment statuses to assign an alternative name to a status for external users. For example, you may want to create an external name for a status so that the manager sees the status "Pending Interview" or "Interview Passed" while the external user sees just "Interview". To enter an external name, enter the new name in the External Status column of the Assignment Statuses window.

   See: Defining Assignment Statuses (Assignment Window), page 1-124

9. **Create compensation element lookups**

   Create compensation element Lookups to be advertised against your vacancies using the IRC_VARIABLE_COMP_ELEMENT Lookup type.

   User and Extensible Lookups, page 1-115

10. **Define Lookup values for use with iRecruitment**

    Ensure that all the Lookups supplied with iRecruitment contain the values required for your enterprise.

    See: User and Extensible Lookups, page 1-115

11. **Add job postings to existing vacancies**

    To add a posting to an existing vacancy, search for the vacancy in iRecruitment and choose Update. You can then add the posting to the vacancy.

12. **Configure the existing messages if required**

    You configure the delivered messages in the Messages window of the Professional Forms Interface. The prefix for iRecruitment messages is IRC.

    See: Messages Window (*Oracle E-Business Suite Developer's Guide*)

13. **Configure the approvals rules if required**

    You can modify or create new approvals processes using Oracle Approvals Management. iRecruitment is delivered with a number of approval rules that will be applied unless you change your iRecruitment settings.

    See: iRecruitment and Oracle Approvals Management (AME), page 1-94

    See: Profile Options, page 1-53

14. If you are using the Candidate Matching functionality:

    Set up qualifications and ranks in Oracle HRMS

    You can create qualification and qualification types in Oracle HRMS. Make sure that the existing qualifications and qualification types meet your requirements.

    See: Creating Qualification Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

15. If you are using the Competencies functionality:

    Check the competencies in Oracle HRMS

    Check that the competencies in Oracle HRMS meet your business requirements.

    You must create global competencies for use in iRecruitment.

    See: Creating a Competency, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

16. **Define the skills types for iRecruitment**

    Edit the IRC_COMPETENCE_TYPE lookup type to include the skill types that candidates can select in the Add Skills page. This lookup type controls the skills types displayed in iRecruitment. If you do not want to display all the lookups defined in the COMPETENCE_TYPE in iRecruitment, then include only the required lookups in the IRC_COMPETENCE_TYPE lookup type. Ensure that the lookups in the IRC_COMPETENCE_TYPE lookup are same as the lookups in the COMPETENCE_TYPE lookup type.

    See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See: User and Extensible Lookups, page 1-115

17. **Identify the file types that users can upload**

    iRecruitment enables users to upload documents. For example, candidates can attach resumes and cover letters while registering or submitting job applications in iRecruitment. You can set the IRC_ALLOWED_FILE_TYPES lookup type to define the file types that users can upload. This lookup type definition applies only to the documents such as resumes, cover letters, and other documents that are attached to the candidate's profile and not to the documents such as attachments to vacancies or offers. You can use the IRC_ALLOWED_FILE_TYPES lookup type to prevent users from uploading documents that introduce program codes to damage the system.

    User and Extensible Lookups, page 1-115

18. **Set up offers**

    To enable managers and recruiters to create and progress offers for applicants, set up the offers functionality.

    See: Setting Up Offers, page 1-155

19. **Set up assessments**

    To evaluate candidates and applicants during the recruitment process, set up the assessments functionality.

    See: Setting Up Assessments, page 1-152

20. If you are using the Background Check functionality:

    Register with a background check provider

    The Background Check functionality enables a manager to verify applicant information such as education, qualifications, and employment history. To use this functionality, you must register with a background check provider.

    For a list of providers, please contact your Oracle sales representative.

21. **Enable self-registration for ex-employees**

    Ex-employees can identify themselves on iRecruitment and the application automatically creates user accounts for the ex-employees. You must take steps to protect the data of ex-employees before you implement this functionality.

    To implement this functionality:

    - Evaluate your security structure and place additional checks to protect the data of your ex-employees. Use the API user hook IRC_PARTY_BK6. SELF_REGISTER_USER_A to validate the user registration data. For example, you can make data such as date of birth and national identifier mandatory to confirm that it is the previous employee who registers.

- Add the IRC Ex Employee Registration function to the IRC External Site Visitor Permission Set menu, to display the registration link for ex-employees on the Site Visitor Registration page.

The ex-employee registration function uses the workflow item type IRC_REG. When an ex-employee provides details for registration, iRecruitment matches the information with the existing records and if it finds the appropriate record, initiates the Registration Request (REG_REQUEST) process within the IRC_REG item type. This process sends an e-mail to the ex-employee about the new user account and the password that they can use to log in to iRecruitment.

22. **Set the profiles for the background check**

    Set the following profiles:

    - Enter the URL provided by the partner in the IRC: Background Check Vendor URL profile.

    - Enter the credential provided by the partner in the IRC: Background Checking Senders Credential profile.

    See: Profile Options, page 1-53

23. If you are using the Resume Parsing functionality:

    Register with a resume parsing provider

    The Resume Parsing functionality enables iRecruitment users to extract information from a resume. To use this functionality, you must register with a resume parsing vendor.

    For a list of providers, please contact your Oracle sales representative.

24. **Set the profile option to calculate annualized salary for offers with hourly salary basis**

    If the Oracle HRMS HR: Base Annual Salary On FTE profile option is not already set, then you can set up this profile option to calculate annualized salary when creating or updating offers. For more information, see: Calculation of annualized salary, page 2-109

25. **Set the profiles for resume parsing**

    Set the following profiles:

    - Enter the URL provided by the partner in the IRC: Resume Parsing Vendor URL profile.

    - Enter the sender ID provided by the partner in the IRC:Resume Parsing Sender ID profile.

- Enter the credential provided by the partner in the IRC: Resume Parsing Credential profile.

- Indicate whether you want skills to be extracted during the parsing process in the IRC: Extract Skills profile.

See: Profile Options, page 1-53

26. Display notifications of different item types

Set the profile option IRC: Notification List Types to display notifications of different item types on the home pages of managers and candidates.

The delivered iRecruitment workflow item types are HRSSA, HR_SFL, and IRC - WF. These workflows support notifications for vacancies and offers. You can create workflow item types to display notifications other than the predefined ones. You can then add the workflow item types in the IRC: Notification List Types profile option.

See: Profile Options, page 1-53

27. Change color schemes, if required

To alter the layout and color settings of iRecruitment pages, you must use Look-and-Feel Extensions (Custom Skins) that OA Framework provides.

See: *Oracle Application Framework Personalization Guide, Oracle Application Framework Documentation Resources, Release 12* (*My Oracle Support* Note 391554.1)

28. Set posting days to define the number of days for internal job postings

If you want to make the job details available to your employees first, then set the IRC: Internal Posting Days profile option. You specify the number of days that the application posts an advertisement internally before posting the advertisement on the external site.

See: Profile Options, page 1-53

29. Limit the number of document uploads

You can limit the number of documents that the candidates can upload to the iRecruitment database. Set the following profile options:

- IRC: Document Upload Count Limit

- IRC: Monthly Document Upload Count Limit

See: Profile Options, page 1-53

> **Note:** If you do not want to limit the number of document uploads, you can leave both the profile options blank.

30. **Indicate resumes as mandatory for job applications**

    If your enterprise requires applicants to attach a resume with their job application, then set the IRC: Resume Required profile option to enforce this business requirement. This enables managers to get the required professional details of the applicants for further processing.

    See: Profile Options, page 1-53

31. **Set up different phone types in the My Account page**

    To set up different phone type fields in the My Account page, follow these steps:

    1. Add the lookup values to the PHONE_TYPE lookup type.

       See: User and Extensible Lookups, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

    2. Set the IRC: Phone Types profile option to specify the type of phone number fields for candidates to record.

       See: Profile Options, page 1-53

32. **Identify the default phone type for individuals search, if required**

    Set the IRC: Preferred Phone Type Display profile option to identify the default phone type that iRecruitment can use when managers or recruiters search for candidates without specifying the phone number on the Candidates: Individuals page. If you do not set this profile option, then iRecruitment uses Home Phone as the default phone type.

    See: Profile Options, page 1-53

33. **Define whether managers can extend multiple offers**

    Set the IRC: Allow Multiple Offers for Candidate to determine whether managers can extend multiple offers to applicants.

    See: Profile Options, page 1-53

34. **Determine whether iRecruitment must create external user accounts for candidates created by managers or recruiters**

    Set the IRC: Create User Account profile option to determine whether iRecruitment must create external user accounts for candidates created by managers or recruiters.

    See: Profile Options, page 1-53

35. **Control access to vacancy applications**

    Set the IRC: Show Applications profile option to determine the vacancy applications that managers can access.

    See: Profile Options, page 1-53

36. **Enable managers to view employee applicant and ex-employee salary and performance history during the offer process**

    iRecruitment displays employment history of employee applicants or ex-employees when creating or updating offers, or when viewing candidate details in the Qualifications tabbed region of the Candidate Details page, or the Candidate Profile page. Managers can view employment details such as assignment number, years of service, department, and location.

    However, if managers require to view the salary and performance history of employees or ex-employees, you must grant the following permission sets to the managers or recruiters who are assigned the iRecruitment Manager or iRecruitment Recruiter responsibility:

    - iRecruitment Employee Salary Permissionset (IRC_EMP_SALARY_PSET): Displays Salary History

    - iRecruitment Employee Performance Permissionset (IRC_EMP_PERFORMANCE_PSET): Displays Performance History

37. **Set the profile options to make salary basis and proposed salary fields mandatory or optional for offers**

    For offers, enterprises can make the Salary Basis and Proposed Salary fields optional or mandatory or base Salary Basis and Proposed Salary on work structure configuration using the IRC: Salary Details Mandatory in Offer profile option.

    See: Profile Options, page 1-53

    When you set the IRC: Salary Details Mandatory in Offer profile option value to Based on Work Structure Configuration, you must:

    1. Create a flex segment for salary details at organization, job, position, grade, and salary basis levels and then, define the segment value at the appropriate work structure level.

    2. Enter the flex segment name in the IRC: Proposed Salary Flex Segment Name profile option. To make the Salary Basis and Proposed Salary fields mandatory or optional, iRecruitment validates the flex segment value configured at the work structure levels.

    See: Setting up Information for Salary Basis and Proposed Salary Fields in Offers, page 1-158

38. **Set the profile option to validate proposed salary for applicants when creating or updating offers**

    When managers create or update offers, iRecruitment validates the salary entered using the vacancy salary range. To validate salary during offer creation or update, define the IRC: Offer Proposed Salary Validation profile option.

Based on your enterprise's requirements, you can decide whether to:

- Apply the salary validation rule
- Validate salary offered using the vacancy salary
- Validate salary offered using the grade rate

See: Profile Options, page 1-53

39. **Select the business group to display compensation information in corporate currency**

Select the business group in the IRC: Corporate Business Group profile option that iRecruitment can use to display compensation information in the corporate currency. In the IRC: Currency Conversion Date profile option, enter the effective date that iRecruitment can consider for currency conversion rate.

See: Profile Options, page 1-53

Set up currency conversion rate to view salary information in corporate currency

When managers and recruiters create vacancies, offers, or view a candidate's desired minimum salary, they can view salary information in corporate currency. Approvers can view salary details in corporate currency before approving or rejecting an offer. A read-only field provides salary information after converting salary into corporate currency. iRecruitment converts the currency using the conversion rates configured in Oracle General Ledger.

Set up the currency conversion rate to display salary information in a common currency using the Conversion Rate Types window of Oracle General Ledger. Set up the Corporate conversion rate to define a standard rate for your enterprise. Oracle General Ledger currency setup is a shared product. Contact your Financials implementation team to get this information. If you do not use Oracle General Ledger, add the GL_GCS_RATES menu or individual functions from the menu to an existing menu that users access through their standard responsibilities. For further information about conversion rates, see the *Oracle General Ledger User Guide* in the Oracle Financial Applications documentation.

The corporate currency fields for salary are hidden by default. If required, you must display these fields.

On the create, view, update offer, and offer notification pages display the following salary fields to view in corporate currency:

- Proposed Salary
- Grade Range
- Comparatio

- Annualized FTE Salary
- Annualized Salary

On the create, update, view vacancy pages, and vacancy notification pages display the Salary Minimum and Salary Maximum corporate currency fields.

On the Candidate Details page, display the Minimum Salary corporate currency field.

40. **Control the ability of managers to apply for vacancies created by subordinate employees in their supervisor hierarchy**y

When a manager applies to a vacancy created by a subordinate employee reporting to the supervisor, a loop is formed and it creates problems in the HR security evaluation. iRecruitment provides the ability to avoid these types of job applications. Enterprises can control the ability of managers to apply for vacancies created by subordinate employees in their supervisor hierarchy using the 'IRC: Allow job application in subordinate hierarchy' profile option.

See: Profile Options, page 1-53

41. **Enable access to details of applicants**

If required, set the HR: Enable RTM Security profile option to the iRecruitment Manager or iRecruitment Recruiter responsibility to enable users who require access to applicants to view their application and other details. The user can be anyone who is involved in the recruitment process.

See: Profile Options, page 1-53

42. **Display the Candidate Details Page or the Candidate Profile Page based on your business requirement**

By default, the Candidate Details page (CandAplDetsPG) appears, when managers click the name link in the candidate name or applicant name column in the search results table of the iRecruitment candidate and applicant search pages. The column that displays the Candidate Profile page (CandProfilePG) is hidden by default.

The Candidate Details page is a multi-tabbed region page that shows complete details of a candidate along with the application information. The Candidate Profile page is a single page interface that presents comprehensive picture of a candidate along with application details and helps analyze the applicant pool.

For more information, see:

- Using Candidate Profile, page 2-63
- Using the Candidate Details Page to View Candidate Details, page 2-54
- Processing Applications Using the Candidate Details Page, page 2-87

Pages from where managers or recruiters can navigate to the Candidate Details Page:

- Candidates: Prospect Pool - CmCandSrchPG
- Candidates: Individuals - CmPersonSrchPG
- Candidates: Resumes - DocSrchPG
- Candidates: Applicants - CmAplSrchPG
- View Applicants - Apl4vacSrchPG (Vacancies > View Applicants)
- Manager Home page - MgrHomePG
    - New Applications table
    - Interviews table
    - Recent Offers table
- Applications page - ApplicationsViewPG (Recruitment Summary > Applications column links)
- Offers page - OffersViewPG (Recruitment Summary > Offers column links)
- Offers Workbench - OfferSearchPG
- Find Duplicates - FindDuplicatesPG

Depending on your business requirement, you can display the Candidate Details page or Candidate Profile page.

To display the Candidate Details page or Candidate Profile page, personalize the relevant page and set the Render property to either False or True for the page attributes. For example, to use the Candidate Profile Page in iRecruitment, set the Render property to True for Candidate Profile page and the Render property to False for Candidate Details page properties.

The following table lists pages and properties that you can personalize:

Page Name with Region Name of the Search Results Table	Attribute to display the column for the Candidate Profile page	Attribute to hide the column for the Candidate Details Page	Navigation
Candidates: Prospect Pool CmCandResultsTblRN	Column: (CandidateProfileColumn)	Column: (PrPoolcolumn1)	Candidates tab > Prospect Pool. For example, to display the Candidate Profile page, click Personalize Candidates: Prospect Pool. Look for for CandidateProfileColumn, click Personalize and set Rendered to True for iRecruitment Manager. Click Apply and look for PrPoolcolumn. Click personalize and set Rendered to False for iRecruitment Manager. Click Apply and then Return to Application.
Candidates: Individuals CmPersonSrchQueryRN	Column: (CandidateProfileColumn)	Column: (IndQrycolumn1)	Candidates tab > Individuals and click Personalize Query Region.
Candidates: Resumes DocSrchQueryRN	Column: (CandidateProfileColumn)	Column: (DocTabcolumn1)	Candidates tab > Resumes and click Personalize Search.
Candidates: Applicants CmAplSrchQueryRN	Column: (CandidateProfileColumn)	Column: (CandidateNameColumn)	Candidates tab > Applicants and click Personalize Query Region.

Page Name with Region Name of the Search Results Table	Attribute to display the column for the Candidate Profile page	Attribute to hide the column for the Candidate Details Page	Navigation
View Applicants Apl4vacSrchQueryRN	Column: (CandidateProfileAplColumn)	Column: (Apl4vacSrchQueryRNcolumn1)	Vacancies tab > enter vacancy name and click Go. Select a vacancy and click View Applicants. Click Personalize "Applicants list for the Vacancy"
Manager Home New Applications table (ApplicantsSummaryTblRN)	Message Styled Text : Applicant Name Destination Function: IRC_CANDIDATE_PROFILE	Message Styled Text : Applicant Name Destination Function: IRC_CAND_APPL_DETAILS	Home tab > click Personalize "Results for the Recent Applicants. Find Message Styled Text: Applicant Name. Click Personalize. To display the Candidate Profile page, change the Destination Function to IRC_CANDIDATE_PROFILE for the responsibility
Manager Home Interviews table (MgrInterviewsTblRN)	Message Styled Text : Applicant Name Destination Function: IRC_CANDIDATE_PROFILE	Message Styled Text : Applicant Name Destination Function: IRC_CAND_APPL_DETAILS	Home tab > click Personalize Interview
Manager Home Recent Offers table (OfferSummaryTblRN)	Message Styled Text : Applicant Name Destination Function: IRC_CANDIDATE_PROFILE	Message Styled Text : Applicant Name Destination Function: IRC_CAND_APPL_DETAILS	Home tab > click Personalize Recent Offers

Page Name with Region Name of the Search Results Table	Attribute to display the column for the Candidate Profile page	Attribute to hide the column for the Candidate Details Page	Navigation
Applications page (ApplicationTblRN)	Column: (ApplicantNameCP Column)	Column: (ApplicantNameCol umn)	Home >4. Recruitment Summary. Click any of the number in the columns of the Applications section. Click Personalize Advanced Table.
Offers page (ApplicationTblRN)	Column: (ApplicantNameCP Column)	Column: (ApplicantNameCol umn)	Home > 4. Recruitment Summary. Click any of the numbers in the Offers columns and then click Personalize Advanced Table
Offers Workbench page (OfferSrchQueryRN)	Column: (CPApplicantName Column)	Column: (ApplicantNameCol umn)	iRecruitment Recruiter > Offers Workbench
Find Duplicates page PotentialDuplicatesT blRN ConfirmedDuplicate sTblRN NotDuplicatesRN	Column: (FullNameColumnC P)	Column: (FullNameColumn)	Candidates tab > search for a candidate and click Find Duplicates icon in the Potential Duplicates region. Click Personalize Advanced Table

You can use the Candidate Profile feature that Oracle iRecruitment delivers or you can configure some of the components of the Candidate Profile feature according to your business requirements. For example, iRecruitment delivers XML templates to compare profiles of two or three candidates. To compare more than two or three candidates, you can create your own XML templates.

For more information, see: Configuring Candidate Profile Components, page 1-125

43. Make the Find Duplicates function available to specific users

When managers search for applicants or candidates on the following pages, they

can click the Find Duplicates icon to find duplicate profiles.

The Find Duplicates column is available by default on the following pages:

- Candidates: Prospect Pool
- Candidates: Individuals
- Candidates: Resumes
- Candidates: Applicants
- View Applicants (Vacancies > View Applicants)

See: Finding Duplicate Profiles, page 2-56

If you do not want all managers or recruiters to use the Find Duplicates function, then hide the Find Duplicates column in the appropriate pages of the iRecruitment Manager or iRecruitment Recruiter responsibility.

Grant the Add Potential Duplicate Function to the Find Duplicates feature

When managers or recruiters click the Find Duplicates icon, the Duplicate Profile page that lists the duplicate records of candidates appears. By default, this page does not display the Add Potential Duplicate button.

To make this feature available, you must grant the IRC_FIND_DUPLICATES_PSET permission set to the iRecruitment Manager or iRecruitment Recruiter responsibility or to a specific user. This permission set grants the IRC: Adhoc Duplicate Search Function.

44. **Configure the Address Style flexfield segments to display global or local address style as required**

In iRecruitment, the address style defined to capture the address details is based on the order of the segment list attached to the Address flexfield. Using personalization, you can order the flexfield segments to specify the address style that must be used. For example, if the segment list contains US_CUSTOM before US and US_GLB, the application selects US_CUSTOM.

Complete the following steps to display the address style as required:

1. Using the System Administrator responsibility, query the 'Personal Address Information' descriptive flexfield and verify that the Displayed check box in the Context field section is enabled.

   For more information on the Personal Address Information flexfield, see: *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

2. Enable personalization by setting the following profile options:

   Personalize Self-Service Defn

FND: Personalization Region Link Enabled

3. Log in to iRecuritment and navigate to the candidate My Account page. In the Address region, click the personalization link.

4. Search for the Personalize Flex : (FndFlexField) row in the Personalization Structure and click the Personalization icon.

5. In the Segment List, enter the flexfield list in the order that you want the address style to be displayed.

   For example, consider the following segment list order:

   ```
   BE|Street|Num|Box|City|Postal Code||BE_GLB|Address Line 1|Address
   Line 2|Address Line 3|Postal Code|City||US_GLB|Address
   Line1|Address  Line2|Address Line3|City|County|State|Zip
   Code||US|Address Line 1|Address Line 2|Address Line
   3|City|State|County|Zip_Code|||!!
   US|Country||US_GLB|Country||BE_GLB|Country||BE|Country
   ```

   Example 1: If a user selects Belgium as the country, as the local format (BE) is first in the order, iRecruitment uses the local format as the address style.

   Example 2: If a user selects United States, as the global address format (US_GLB) is in the order before the local format (US), iRecruitment uses the global format as the address style.

   Example 3: If a user selects United Kingdom as the country, as there are no flexfield entries for United Kingdom, iRecruitment uses the Generic address style.

Repeat these steps to configure the address styles in the required iRecruitment pages.

45. **Set up steps to launch the Applicant Hire and Rehire function from iRecruitment**

    When an applicant accepts an offer, the hiring manager can select the Hire action in the Offers tabbed region of the Candidate Details page to launch the Applicant Hire and Rehire function and complete the hiring process for iRecruitment applicants. The Hire action appears for only those applications where an offer is closed with the close reason of 'Offer Accepted by Applicant'.

    If your enterprise uses Oracle SSHR, then you can complete the following steps to enable managers to launch the Applicant Hire and Rehire function from iRecruitment:

    1. **Display the Hire option in the Actions list**

       Grant the iRecruitment Hire Permission Set (IRC_HIRE_PSET) to the iRecruitment Manager or iRecruitment Recruiter responsibility or to a specific user. This permission set displays the Hire option in the Actions list of the Candidate Details Offers tabbed region. Managers can initiate the hire process using the Hire option.

Use the Functional Administrator responsibility to create grants. For information on creating grants and using permission sets, see: *Grants and Permissions Sets, Oracle E-Business Suite System Administrator's Guide - Security*

2. **Complete the step required to navigate to the Hire function**

   To navigate to the Applicant Hire and Rehire function from the Candidate Details page and Candidate Profile page, modify the following functions:

   IRC_CAND_APPL_DETAILS

   IRC_CANDIDATE_PROFILE

   Complete these steps:

   1. Navigate to the Form Functions window using the System Administrator responsibility.

   2. Query the IRC_CAND_APPL_DETAILS function. Click the Form tabbed region.

   3. Click the Parameter field.

   4. Select Edit > Edit Field icon to display the value of the field.

   5. Set the &pHireFunction parameter value to HR_APPL_HIRE_MGR_SS, for example, &pHireFunction=HR_APPL_HIRE_MGR_SS. Save your changes

      Note: If you have defined a custom function other than "HR_APPL_HIRE_MGR_SS", then set the &pHireFunction parameter value to that custom function.

   Repeat the steps to modify the IRC_CANDIDATE_PROFILE function.

46. **Set up virus scan**

    Set up virus scan to check the documents that candidates and managers upload to the database. This helps you to detect infected files and protect your systems from possible virus attacks when you download documents for recruitment purposes.

    See: Setting up Virus Scan, page 1-130

47. **Set the profile option to filter Cross Site Scripting (XSS)**

    When users upload documents to the database or preview documents, some of the documents may contain cross site scripting (XSS) that may affect your system. To detect and disable XSS, set the IRC: XSS Filter profile option.

    See: Profile Options, page 1-53

48. **Create resume templates**

    iRecruitment supplies predefined resume templates for candidates to create resumes online. You can use the predefined templates or create templates to suit your business needs.

    See: Customizing Resume Templates, page 1-132

49. **Set up agencies**

    If your enterprise has agreements with recruiting agencies, then you define agencies and set up agency users to work with iRecruitment.

    See: Setting up Agencies, page 1-198

50. **Set up iRecruitment High Availability (HA)**

    You can set up a secondary (HA) instance of iRecruitment to maintain the iRecruitment candidate job site when the instance that hosts the job site is unavailable.

    See: Setting up High Availability, page 1-203

What Next

When you have installed iRecruitment, you need to carry out the following additional steps:

1. **Set up proxy server**

   Use the following profiles to set up your proxy server:

   Note: If you do not use a proxy server, you can skip this step.

   - Applications Server Side Proxy Host and Domain
   - Applications Proxy Port
   - Applications Proxy Bypass Domain
   - IRC: Proxy Authorization Password
   - IRC: Proxy Authorization User Name

     See: Profile Options, page 1-53

2. **Run the location upgrade script**

   If you are using Geocode data for searching locations, then enter the URL for geocode information in the following profile:

IRC: Geocode Host

> **Note:** You can obtain the value for this profile option by contacting your Oracle Support representative.

Before running the upgrade script, delete the spatial indexes by running the script $IRC_TOP/patch/115/sql/irctxdrp.sql.

This script uses parameters of the HR schema owner name and the HR schema owner password.

Then run the upgrade script $IRC_TOP/patch/115/sql/irlocupd.sql

The script uses three parameters: worker_id, total_workers, and update_name. This enables you to run the script in parallel. For example, if you want to run the script with two processors in parallel, you would run the script in different sessions with the values 1 and 2, and 2 and 2. If you only want to run with a single processor you may just accept the default values. This process may take a long time and depends on a number of factors, such as the volume of data that you have and the speed of the internet connection from your database.

You may have to run this script in future to capture geocode information for locations in countries that may be supported by geocode service. The next time you are run the script in parallel ensure that the update_name is different. For example, run the script in different sessions with the values 1, 2 and RUN2, and 2, 2 and RUN2.

Once the upgrade script has completed, reload your spatial indexes by running the scripts:

- $IRC_TOP/patch/115/sql/irctxloc.sql. This script uses parameters of the HR schema name, the FND schema name, the APPS schema name, and the Oracle Text schema name, for example, $IRC_TOP/patch/115/sql/irctxloc.sql HR APPLSYS APPS CTXSYS

- $IRC_TOP/patch/115/sql/irctxadr.sql. This script uses parameters of the HR schema name, the FND schema name, the APPS schema name, and the Oracle Text schema name, for example, $IRC_TOP/patch/115/sql/irctxadr.sql HR APPLSYS APPS CTXSYS

- $IRC_TOP/patch/115/sql/irctxisc.sql. This script uses parameters of the HR schema name, the FND schema name, the APPS schema name, and the Oracle Text schema name, for example, $IRC_TOP/patch/115/sql/irctxisc.sql HR APPLSYS APPS CTXSYS

If you are not using Geocode data for searching locations: use the Personalization function to hide the Location and Distance From Location (Miles) geocode search fields.

Geocoding Disclaimer

ORACLE MAY INCLUDE, WITHOUT ANY ADDITIONAL FEE, THE PROVISION OF A GEOCODING SERVICE THROUGH A HOSTED SERVICE THAT USES CONTENT PROVIDED BY THIRD PARTIES TO APPLY LATITUDE AND LONGITUDE COORDINATES TO ADDRESSES WITHIN THE TCA SCHEMA. THIS SERVICE IS MADE AVAILABLE TO DEMONSTRATE HOW GEOCODING AND GEOSPATIAL QUERIES COULD BE USED IN BUSINESS DECISIONS, AND IS PROVIDED EXCLUSIVE OF ANY WARRANTY, INCLUDING, WITHOUT LIMITATION, ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER WARRANTY, WHETHER EXPRESSED OR IMPLIED. ORACLE DOES NOT WARRANT THAT THE GEOCODING SERVICE WILL BE AVAILABLE, OR THAT IT WILL MEET USERS' REQUIREMENTS, OR THAT ITS OPERATION WILL BE UNINTERRUPTED OR ERROR FREE. THE GEOCODING SERVICE IS PROVIDED SOLELY ON AN "AS IS BASIS."

3. **Schedule the following concurrent processes**

   - iRecruitment Email Job Seekers Details to Vacancy Owner

     This sends e-mail notifications to the managers of open vacancies to inform them of suitable candidates for their vacancy. Schedule this process to run each night, or as often as you want managers to receive notifications.

     See: Running the iRecruitment Email Job Seekers Details to Vacancy Owner Process, page 1-239

   - iRecruitment Email Vacancies to Job Seekers

     This sends e-mail notifications to the job seekers to inform them of suitable vacancies. Schedule this process to run each night.

     See: Running the iRecruitment Email Vacancies to Job Seekers Process, page 1-237

     To schedule these processes, use the iRecruitment HRMS Manager responsibility.

     > **Note:** For e-mail notifications to be sent you must also ensure that the Workflow e-mail engine is running.

   - iRecruitment Recruitment Summary

     This program populates the recruitment summary data in summary tables. iRecruitment retrieves recruitment data from summary tables. Schedule the iRecruitment Recruitment Summary program to run regularly.

     See: Running the iRecruitment Recruitment Summary Program, page 1-243

4. **Enter the URLs to use in notifications for external and internal candidates**

When iRecruitment sends notifications for job invites, referrals, or matching jobs, it identifies the receiver as internal or external using the e-mail address of the person. It inserts the internal URL for internal candidates and external URL for external candidates in the job details link in the notification. This feature enables internal and external candidates to access the appropriate job detail pages.

> **Note:** Internal candidates are employees or contingent workers. External candidates are all other people who are not employees or contingent workers.

To specify internal and external URLs, complete the following steps:

- Enter the URL of your external web server as the value for the IRC: External Framework Agent profile option.
- Ensure that the Application Framework Agent profile option value is set to the internal web server URL.

See: Profile Options, page 1-53

5. **Set the profile option to avoid connection issues when using DMZ instance for iRecruitment**

   In a DMZ enabled instance for iRecruitment, accessing iRecruitment Style Sheets and DTD from OA_HTML directory may cause issues during candidate registration, resume parsing, background check, and job postings to third-party recruiting sites. If you are using a DMZ enabled instance for iRecruitment, then you can set the IRC: Avoid accessing stylesheets during URL formation profile option to avoid such issues. This profile allows reading the style sheet content directly from the file system instead of reading it through a URL formed using the Application Framework Agent, thereby preventing any connection issues.

   See: Profile Options, page 1-53

6. **Set Up iRecruitment for external users**

   Candidates and recruiting agencies who are external users access iRecruitment to complete recruitment tasks such as applying for jobs and creating profiles of agency candidates. For information on how to secure iRecruitment for use outside the firewall, see:

   - *DMZ Configuration with Oracle E-Business Suite 12* (Note: 380490.1) on *My Oracle Support*
   - *Enabling SSL in Oracle Applications Release 12* (Note: 376700.1) on *My Oracle Support*

7. **Enable partial registration for iRecruitment**

If you have implemented multiple E-business suite products, then you can enable external users having an account with any one of the products such as iProcurement, to use their existing username and password to register with iRecruitment. To use this registration feature, set the IRC: Enable Partial Registration profile option.

See: Profile Options, page 1-53

8. **Configure the web pages for iRecruitment**

   You configure the web page layout using the Personalization Framework. If applicable, configure flexfields, instructions and tips, and the delivered logos.

   Using personalization, you can:

   - **Display required fields**

     If required by your enterprise, you can display information hidden by default, such as manager's details on the Job Details page, candidate registration date in the search results of the Candidate pages, and vacancy duration dates (creation, start, and end dates) in the search results of the Vacancy page. Also, the Location Code field and the text search Location field are hidden by default for external users. The City Location and the text search Location fields are hidden by default for employees. You can display these fields using the Personalization function depending on the search facilities you want to offer your users.

   - **Display the Approvers region or Approval History region on Offer pages as required**

     Oracle iRecruitment provides the following regions to view information on offer approval:

     - Approvers region: Displays offer approval information such as the offer approver, approver type, approver category, offer approval status, approval date, and offer approval comments if any.

     - Approval History region: Displays offer approval action history, action date, and offer comments, if any. Using this region, managers can track all the actions that happen in an offer approval cycle. For example, they can monitor offers that are reassigned, returned for correction, or require further information.

     On the following pages and regions, by default, the Approvers region is displayed and the Approval History region is hidden:

     - iRecruitment Manager/Recruiter home > Recent Offers region > Approvers column > Offer Details page (irc/offers/webui/IrcOfferApproverPG)

     - Recruitment Summary > Offers columns > Offers page > Approvers column > > Offer Details page (irc/offers/webui/IrcOfferApproverPG)

- Offers Workbench > Approvers column > > Offer Details page (irc/offers/webui/IrcOfferApproverPG)

- Candidate Applicant Details Page > Offers tab > Offer Details region (/oracle/apps/irc/offers/webui/OfferDetailsRN)

- Candidate Applicant Details Page > Offers tab > View Offer history > View Offer History region (/oracle/apps/irc/offers/webui/OfferHistoryDetsStkRN)

To display the Approval History region, you must complete the following steps using the Personalization feature:

1. Navigate to the relevant page or region using the Personalization feature.

2. Display the Approval History region by setting the Render personalization property to True for the "Stack Layout: Approval History" element.

   Note: If you want to hide the default Approvers region, then set the Render personalization property to False for the "Default Single Column: Approvers" or "Default Single Column" elements.

- **Display the Application Time Resume and Application Time Resume Preview columns**

  The Application Time Resume and Application Time Resume Preview columns available on the following pages enable managers or recruiters to view resumes added by applicants at the time of job application:

  - iRecruitment Manager Home (MgrHomePG) > New Applications region

  - View Applicants page (Apl4vacSrchPG)

  - Candidates: Applicants (CmAplSrchPG)

  - Applications (ApplicationsViewPG)

    (Navigation: Recruitment Summary > Applications > To Be Processed, In Process, Rejected columns)

  The Application Time Resume and Application Time Resume Preview columns are hidden by default on these pages. If required, these columns can be displayed using the OAF Personalization feature.

  The following steps explain how to display the Application Time Resume and Application Time Resume Preview columns in the iRecruitment Manager Home page, New Applications region:

1. Enable personalization by setting the following profile options: Personalize Self-Service Defn and FND: Personalization Region Link Enabled.

2. Log in to iRecruitment.

3. Navigate to the iRecruitment Manager Home (MgrHomePG), New Applications region.

4. Click the Personalize "Results for the Recent Applicants" link. The Personalize Region: Results for the Recent Applicants page appears.

5. Select Complete View and click the Expand All link.

6. Scroll down the page.

7. Click the personalize icon in the Message Styled Text: Application Time Resume row. The Personalize Message Styled Text : Application Time Resume page appears.

8. View the default value for the Rendered item. It is set to false.

9. Select true at the appropriate level.

10. Click Apply. The Personalize Region: Results for the Recent Applicants page appears.

11. Click the personalize icon in the Switcher: Application Time Resume Preview row. The Personalize Switcher : Application Time Resume Preview page appears.

12. Scroll to the Rendered row. The default value is false.

13. Select true at the appropriate level and click Apply.

14. Click Return to Application.

Now, you can view the Application Time Resume and Application Time Resume Preview columns. Complete these steps to display the columns in the following pages:

- View Applicants page (Apl4vacSrchPG)
- Candidates: Applicants (CmAplSrchPG)
- Applications (ApplicationsViewPG)

  (Navigation: Recruitment Summary > Applications > To Be Processed, In Process, Rejected columns)

- **Display the Upload button on the Offer Letter page, if required**

  When managers create or update offers, they can upload offer letters using the Upload button on the Offer Letter page. The Upload button is hidden by default. If required, you can display the Upload button on the following pages using the Personalization feature:

  - OfferLetterPreviewPG (in the create offer flow)
  - UpdOfferLetterPreviewPG (in the update offer flow)

  Set the Rendered property to true for Button: Upload. The value is set to False by default

- **Configure additional validation criteria for employee referral**

  When candidates create their profiles or submit job applications, they can select Employee Referral as source and provide either the e-mail address or employee number as the source referral information. iRecruitment uses this information to verify or validate the employee information.

  You can configure additional validation criteria to validate the employee information such as Department Name when candidates select Employee Referral as source in the Registration or Job Application process. For information on how to enable additional validation criteria, refer to this My Oracle Support note: 954140.1 *Enabling Additional Validation Criteria for Employee Referrals.*

- **Enable the Application Status field**

  The Application Status field on the Candidates: Applicants page enables managers to search for applications using the application status criteria. Managers can select single or multiple statuses to search for applications. The Application Status field is hidden by default.

  Using personalization, you can display the Application Status field. Display the Business Group field as application statuses are dependant on the business group selection.

- **Enable Enterprise Search**

  Using the Enterprise Search functionality, recruiters and hiring managers can search for vacancies and candidates. Similarly, external candidates can search for jobs. The Enterprise Search region is hidden by default on the home page for managers, recruiters, and candidates. If required, using the Personalization function, you can displays this region for managers, recruiters, and candidates.

  Complete the following steps to display the Enterprise Search region on the manager, recruiter, site visitor, and external candidate home pages:

  Manager and recruiter home pages

1. Click the Personalize Page link on the Home page (/oracle/apps/irc/vacancy/webui/MgrHomePG) for managers and recruiters.

2. On the Personalize Page: iRecruitment Manager Home page, click the Complete View option.

3. Click the Personalize icon for the OAHomeAppsSearchRow item.

4. Set the Rendered field to True for the OAHomeAppsSearchRow item.

5. Click Apply to display the Enterprise Search region on the home page for managers or recruiters.

Site visitor and external candidate home pages

Repeat the steps to display the Enterprise Search region on the site visitor (/oracle/apps/irc/candidateSelfService/webui/VisHomePG) and external candidate home (/oracle/apps/irc/candidateSelfService/webui/AplHomePG) pages.

To enable Vacancies and Candidates search on the iRecruitment manager and recruiter home page, complete the following steps:

1. Log on to the Functional Administrator responsibility.

2. Grant the following permission sets to the iRecruitment Manager and iRecruitment iRecruiter responsibilities:

Vacancies (SESG_CTX_HR_IRC_VACANCIES)

Candidates (SESG_HR_IRC_CANDIDATES)

To enable Jobs search on the site visitor and external candidate pages, complete the following steps:

1. Log on to the Functional Administrator responsibility.

2. Grant the Jobs (SESG_HR_IRC_JOBS) permission set to the iRecruitment External Candidate responsibility.

> **Note:** Additionally you must grant the Application Search Menu (APPSSEARCH_MENU) permission to the **Guest** user.

See: Personalization Framework, page 1-143

9. **Enable the export of interview details**

From the Interviews table on their home page, managers, recruiters, and candidate can export interview data to the calendar application that they use. Using the Personalization function, you can enable the Export feature for interviews to help users save interview details and view interview schedules.

You can configure Oracle Workflow Builder to display the iCalendar file (.ics) in the interview notifications for confirmed or rescheduled interviews. Managers and

candidates can export the interview details in the iCalendar file to the calendar applications that support the .ics format and monitor upcoming interview events easily in the calendar application.

For information on how to configure the Export feature and include the iCalendar file in interview notifications, refer to this note on *My Oracle Support Configuring the iCalendar Export Feature in Oracle HRMS Applications*, Note ID: 761563.1

10. **Set up searchable flexfield**

    You can enable managers and candidates to record extra information that can be included in a candidate or vacancy searches.

    See: Setting Up a Searchable Flexfield, page 1-129

11. **Freeze your flexfields**

    Freeze all flexfields used in iRecruitment. This stops error messages appearing on the screen telling you that your flexfields have not been frozen.

    See: *Oracle E-Business Suite Flexfields Guide*

12. **Set up workflow processes using business events**

    If required, you can use the Oracle Workflow functionality to create your own workflow processes. By including the delivered business events in your workflow processes, you can define processing and routing logic for iRecruitment events.

    See: Workflow Business Events, page 1-207

13. **Enable the RSS Feeds Functionality**

    Site visitors and external candidates can use the RSS Feed links on the Job search pages to subscribe to the RSS feeds with the job search criteria that they use. RSS feeds help users to monitor job vacancies without having to visit iRecruitment.

    To enable the RSS Feeds functionality:

    - Grant the HR RSS Feeds (PER_RI_RSS_FEEDS) permission set to site visitor and external candidate responsibilities.

    - The RSS Feeds link on the following pages is hidden by default. To display the link using personalization, set the Render property for the 'rssRegion' (RowLayout) item to true:

      VisitorJob Search Page (VisJobSchPG)

      Visitor Advanced Job Search Page (VisAdJobSchPG)

      External Candidate Job Search Page (AplJobSchPG)

      External Candidate Advanced Job Search Page (AplAdJobSchPG)

14. **Generate letters, other than offer letters, using Web Application Desktop**

Integrator (Web ADI)

You can also use the HRMS Web Application Desktop Integrator (Web ADI) to generate form letters such as interview and rejection to send to applicants.

See Data Download and Upload Using Web ADI Overview, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See: Requesting Letters/Running the Report, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

15. **Enable the Info Online content container to access Enwisen**

    You can configure access between Oracle iRecruitment and Enwisen, a third-party information provider to enable end users to access company information hosted on the Enwisen web site. The Info Online content container displays hypertext links to information providers.

    See: Info Online Links to Enwisen from Oracle iRecruitment Pages, page 1-230

    See: Configuring Links between HRMS Products and Enwisen, page 1-230

Configuration Overview

All Oracle Self-Service Applications, including iRecruitment, are built on the Oracle Applications (OA) Framework to enable maximum flexibility. Although the iRecruitment functions are delivered with predefined settings which meet the HRMS requirements of the majority of enterprises with little or no configuration, there are configuration options available if required.

This chapter provides an overview of the different configuration steps for iRecruitment. For detailed information on the set-up and configuration steps, see the following chapters:

- Implementation Steps
- Security
- Configuring Page Layouts

Guidelines for Configuring iRecruitment Functions

The iRecruitment functions have been developed to meet the majority of business requirements and should rarely require modification. However, there are several security and configuration steps that you can carry out if required.

User Access

For each responsibility (or combination of responsibility and user), you need to define a security profile to restrict the user to an appropriate business group and, if required, a

subset of a business group. Alternatively, you can use a global security profile to enable your managers and recruiters to work in multiple business groups.

See: User Access and Security, page 1-134

Process Flows

If the iRecruitment functions are workflow-enabled (currently the Vacancy function), you can choose to modify the predefined process flow if required. However, the delivered workflows have been designed to meet the business requirements of most enterprises so modification should rarely be required.

See: *Oracle Applications Workflow User's Guide*

Profile Options

You must set up several profile options to enable iRecruitment. These profile options include browser proxy settings, resume parsing provider information, and background check information.

For a full list of profile options for iRecruitment, see: Profile Options, page 1-53

HRMS Data

You set up work structures (grade, position, organization, job), qualifications, and competencies for iRecruitment using the Professional Forms interface of Oracle HRMS. This data is then available in iRecruitment.

See: *Oracle HRMS Enterprise and Workforce Management Guide* and *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Page Layouts

In most cases, the predefined page layouts contain all the fields that users need to perform a transaction. However, you may decide that some changes are required. For example, you could change the field prompts to match terminology used by your enterprise. You can also add more detailed instructions to the web pages, display selected flexfield segments, and hide fields or sections of web pages.

You modify page layouts using the Personalization Framework.

See: The Personalization Framework, page 1-143

Function-specific Configuration Options

Detailed information on the configuration options for each function is given in the corresponding sections. Each section contains the following information:

- menu and function names
- workflow process names and attributes, if applicable

- profile options

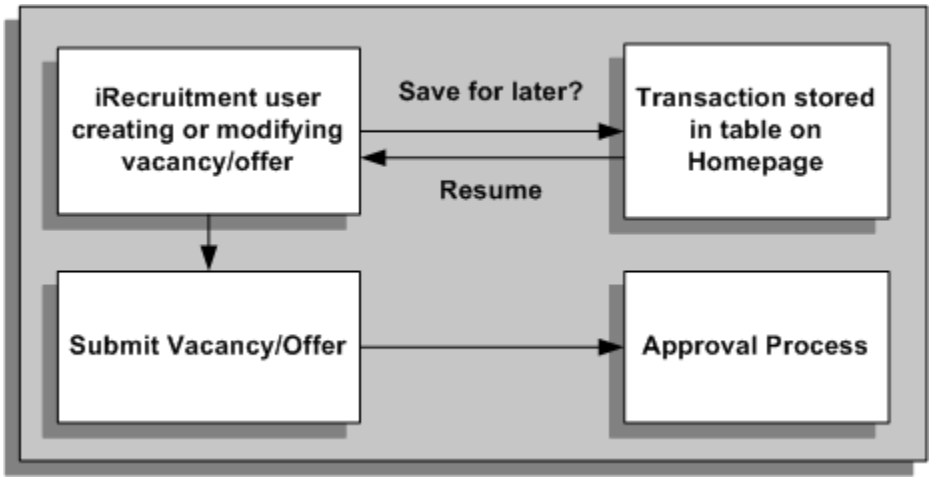
Save For Later

The *save for later* functionality enables a manager or recruiter to store a vacancy or an offer they are creating or modifying prior to submitting it. They can then complete the creation or modifications at a later date. The vacancy or the offer can be saved for later at any point during the creation or modification process, up until it is submitted.

If the creation or modification of a vacancy or an offer is interrupted, for example if the browser is closed or if the session is timed-out through user inactivity, then this vacancy or the offer is also saved for later.

Managers and recruiters can see the vacancies and offers that they have stored in the Save for Later table on their home page. From here they can resume the work they were doing. The following graphic depicts the save for later process.

Save for Later Functionality



When a manager or recruiter creates or makes a modification to a vacancy or an offer, they can either submit the transaction for approval immediately or save the transaction for subsequent processing. If they submit the transaction immediately, the transaction is subject to the usual approval processes. If they choose to save the transaction for later, it is suspended and the user can restart it or delete it from the Save for Later table on their home page.

If a manager or recruiter has made a modification to an approved vacancy or an offer, saves the change for later, and then deletes the save for later record, the vacancy or the offer remains as it was before the modifications were made.

iRecruitment Profile Options

There are several profile options for use with iRecruitment. The following table lists the required profile options and gives a short description of their functionality.

iRecruitment Profile Options

Profile	Configurable Levels	Description	Default
Applications Proxy Bypass Domain	Site	Define the proxy exclusion list, if appropriate. You must set the profile option in this format:*.mydomain1.com;*.mydomain2.com. **Note:** Make sure you use this syntax or else resume parsing may not work. Only the format with a *. before the domain, and a ; separator will work.	
Applications Proxy Port	Site	Define the port for your proxy server, if appropriate.	
Applications Server-Side Proxy Host And Domain	Site	Define the address of your proxy server, if appropriate.	

Profile	Configurable Levels	Description	Default
HR: Enable RTM Security	Site, Application, Responsibility, User	Set the profile option to 'Yes' at the iRecruitment Manager or iRecruitment Recruiter responsibility level to provide an access to all the applicants of that vacancy despite of HR security for recruiting team members. The default value is null or blank. If you set the profile value to 'Yes' and if the logged person is a recruiting team member of the vacancy, then using the iRecruitment Manager or iRecruitment Recruiter responsibility, the user can access applicants' details despite of HR security profile rules. If you set the profile option value to No or leave it blank, then iRecruitment applies the HR security profile and vacancy team security rules when providing access to applicants.	

Profile	Configurable Levels	Description	Default
IRC: Agency Name	Responsibility, User	Identifies the agency and the agency users who use iRecruitment. Set this profile option to restrict agency access only to their candidates. For a manager user and the manager responsibility, leave the profile option blank to display all candidates.	

Profile	Configurable Levels	Description	Default
IRC: Allow Jobs for Contingent Worker	Site, Responsibility, User	Defines the kind of jobs that contingent workers can search and apply using iRecruitment. You can select any one of the values: • Internal Jobs: If you select this value, then contingent workers can search and apply for jobs that are published internally. • External Jobs: If you select this value, then contingent workers can search and apply for jobs that are published externally. • Both Internal and External Jobs: If you select this value, then contingent workers can search and apply for internal or external jobs. **Note:** If you do not set the profile option value or leave it blank, then contingent workers	

Profile	Configurable Levels	Description	Default
		can search and apply for external jobs only.	
IRC: Allow job application in subordinate hierarchy	Site, Application, Responsibility, User	Controls the ability of supervisors to apply for vacancies created by subordinate employees in their supervisor hierarchy. • If the profile option value is set to No, then supervisors are prevented from applying to vacancies created by subordinate employees in their supervisor hierarchy. • If the profile option value is set to Yes or left blank, then supervisors can apply to vacancies created by subordinate employees in their hierarchy. Null is the default value.	

Profile	Configurable Levels	Description	Default
IRC: Allow Multiple Offers for Candidate	Site, Responsibility	Defines the appropriate setting for managers or recruiters when they extend more than one offer to an applicant. You can select any one of the values: • Yes: Managers can create and extend another offer. • Warning: Managers can create and extend another offer. iRecruitment displays a warning that an active offer exists for the applicant. • No: Managers can create an offer, but cannot extend the offer to the applicant. iRecruitment displays a warning that an active offer exists for the applicant. Managers must close the existing extended offer before extending the new offer. • Error: Managers cannot create or extend another offer.	No

Profile	Configurable Levels	Description	Default
		The IRC: Allow Multiple Offers for Candidate profile option works with the HR: Cross Business Group profile option. If the IRC: Allow Multiple Offers is set to Yes applicants can receive multiple offers from your business group and other business groups. If the Multiple Offers profile is set to No, and: • The Cross Business Group profile is set to No, applicants can have only one offer per business group. • The Cross Business Group profile is set to Yes, applicants can have only one offer irrespective of the number of business groups.	

Profile	Configurable Levels	Description	Default
IRC: Alternate Instance URL	Site, Responsibility	Set this profile option on the primary instance to identify the high availability (HA) instance url: http://hostname:port /OA_HTML//OA_HTML/IrcVisitor.jsp, that should be used when the primary is unavailable. Set this profile option on the HA instance to identify the primary instance url: http: //hostname: port/OA_HTML//OA_ HTML/IrcVisitor.jsp, that is used during normal operation. To enable employee access to the job site, replace the value IrcVisitor.jsp in the primary and HA instance URLs with IrcEmpVisitor.jsp at the responsibility level.	
IRC: Anti Virus Server	Site	Scans the documents that managers and candidates upload to the iRecruitment database. To scan the documents, enter the name of the server on which Symantec AntiVirus Scan engine is running.	

Profile	Configurable Levels	Description	Default
IRC: Avoid accessing stylesheets using URL formation	Site, Application, Responsibility, User	Set this profile option If you are using a DMZ enabled instance for iRecruitment to avoid issues during candidate registration, resume parsing , background check, and job postings to third-party recruiting sites. This profile allows reading the style sheet content directly from the file system instead of reading it through the URL formed using Application Framework Agent. If the profile option is set to Yes, then the application reads the files from the file system, thereby preventing connection issues. If the profile is set to No or not defined, then the iRecruitment XSL Style Sheet and DTD from OA_HTML will continue to be accessed through a URL formed using the Application Framework Agent.	

Profile	Configurable Levels	Description	Default
IRC: Availability Mode	Site	Defines the mode in which the primary and the HA instances run. You use this profile to transition between your primary and HA instance when using the high availability functionality. For information on the values that you can set for this profile, see: Setting the IRC Availability Profile Option, page 1-202	
IRC: Background Checking Vendor URL	Site	URL of background check vendor. Required for Background Check function.	
IRC: Background Check Sender Credential	Site, User	Company account name for background checking.	
IRC: Candidate Permission Set	Site, Responsibility	Identifies the permission set (menu) that iRecruitment grants to candidates when they register with the job site. The permission set enables candidates to create an account and work with the application.	IRC_EXT_CANDIDATE_PSET at the iRecruitment External Candidate responsibility level IRC_EMP_CANDIDATE_PSET at the iRecruitment Employee Candidate responsibility level

Profile	Configurable Levels	Description	Default
IRC: Corporate Business Group	Site, Responsibility	Identifies the business group whose default currency iRecruitment uses to convert currency to corporate currency. Managers and recruiters can view salary details in corporate currency.	
IRC: Currency Conversion Date	Site	Use this profile option in conjunction with the IRC: Corporate Business Group profile option. When you set this profile option, iRecruitment uses the conversion rate on the specified date for currency conversion. Enter the date in the DD-MMM format, for example, 10-Oct. If you enter 10-Oct, then iRecruitment uses the conversion rate on the specified date for currency conversion. If this profile option is left blank, then iRecruitment uses the latest conversion date available in the system for currency conversion.	

Profile	Configurable Levels	Description	Default
IRC: Create User Account	Site, Application, Responsibility, and User	Determines whether iRecruitment can create external user accounts for candidates created by managers or recruiters. Set the value to Yes to create user accounts for candidates created by managers or recruiters. **Note:** If you set the value to Yes, then the Email Address field on the Create Personal Details page becomes mandatory. Using the email specified on the Create Personal Details page, iRecruitment sends email to candidates with the login information. Candidates can log in to the iRecruitment job site and search for jobs, submit job applications, and complete tasks that self-registered candidates perform.	No

Profile	Configurable Levels	Description	Default
IRC: Default Country	Site, Application, Responsibility	Defines the default country when: **Parsing resumes**: If the application cannot find a country when parsing a resume, it uses the default country address style. **Entering address details**: When candidates enter their address details, the address style defaults to that of the country entered in the profile option. The candidate can override this style. **Using eLocation for distance-from-location searching**: If you are using eLocation, a service hosted by Oracle to search locations, the application uses the default country for geo-code location search. **Note:** If the default country that you specify is not eLocation supported country, the distance-from-location search will not work.	

Profile	Configurable Levels	Description	Default
IRC: Default Max. Applicants	Site, Responsibility, User	Defines the default maximum number of applicants that an agency can submit for a vacancy. This value defaults to the Maximum Applicant Count field in the Create Vacancy: Enter Team Members page. Managers can override this value when they create vacancy details.	
IRC: Default Offer Letter Output Type	Site, Responsibility	Defines the default format that iRecruitment uses to create offer letters. For example, select PDF to create letters in the PDF format.	

Profile	Configurable Levels	Description	Default
IRC: Document Upload Count Limit	Site, Responsibility	Determines the total number of documents that a candidate can upload to the iRecruitment database. Enter a value for the number of document uploads that you want to limit. For example, if you specify 10, a candidate can load only 10 documents. If you leave this profile option blank, then the candidate can upload any number of documents, provided the total document count does not exceed the number of uploads allowed each month.	20
IRC: EEO Required Fields	Site, Application, Responsibility, and User	Determines whether candidates must enter gender and ethnic origin when they choose to provide EEO information. You can select any one of the values: • All: Candidates must enter both gender and ethnic origin. • Any: Candidates can enter either gender or ethnic origin.	Any

Profile	Configurable Levels	Description	Default
IRC: Employee Visitor URL	Responsibility	Identifies the URL that iRecruitment uses to redirect logged in employees to, if they access the external job site. Set this profile option only for the employee candidate responsibility.	
IRC: Enable Offers Compensation	Site, Responsibility	Indicates whether the benefits functionality is used to complete compensation details for applicant offers. Set to Yes to enable managers to use the Create Offer: Enter Compensation page to assign compensation for applicants. For a simplified offer process that hides the Enter Compensation page, set the value to No. If you set the option value to Yes at the site level, but for example, do not offer compensation benefits to temporary workers, then set this profile to No at the responsibility level. When managers create offers using this responsibility, the offer letter includes only the basic details.	Yes

Profile	Configurable Levels	Description	Default
IRC: Enable Partial Registration	Site, Responsibility	Enables existing E-Business suite account holders to register with iRecruitment using their current username and password. If their information already exists in the database, iRecruitment instead of creating a new account assigns the iRecruitment Candidate responsibility to their account. Set this profile to No at the responsibility level if you are using your custom responsibility for employee candidates.	Yes at the site level No at the iRecruitment Employee Candidate responsibility level
IRC: Extract Skills	Site	Indicates whether skills should be extracted when candidates parse a resume. If you select No, then candidates will have to select their skills manually.	Yes
IRC: Extend Offer Duration Function	Site	Identifies the function that enables managers to access the Extend Offer Duration page when they click a link in the offer notification.	IRC_EXTEND_OFFER_DURATION

Profile	Configurable Levels	Description	Default
IRC: Extend Offer Duration Transaction Type	Site	Identifies the transaction type used for extend offer duration approvals. If you do not want to use approvals for offer duration extension, then ensure that this profile is left blank.	IRCOFFERAPPROVAL
IRC: External Framework Agent	Site	Identifies the URL of your external web server. If you use a different server for external candidates to access the job details, then enter the external server name as the value for this profile option in this format: http://server:port/. iRecruitment uses the external server URL in e-mails to external candidates and in the links for the job posting documents to the third-party recruiting sites.	
IRC: Geocode Host	Site	URL for geocode information.	
IRC: HA Apply For Job Function	Site	Enables candidates to access the Apply for Job page on the HA instance and submit the job applications.	IRC_HA_APPLY_FOR_JOB_PAGE

Profile	Configurable Levels	Description	Default
IRC: HA Information Message	Site, Responsibility	Set this HA profile option to display an instruction message to candidates accessing the candidate job site on the primary instance. This message informs the candidates about the unavailability of the candidate job site after a specific time. You set the time using the profile option IRC: System Down Time.	IRC_HA_SYS_MAINT_ MSG for the iRecruitment External Candidate and iRecruitment Employee Candidate responsibilities.
IRC: HA Job Search Function	Site, Responsibility	Set this HA profile option to identify the job search page that users can access when they click Search for Jobs on the HA instance, running in the High Availability mode.	IRC_VIS_JOB_SEARCH_ PAGE at the iRecruitment External Site Visitor responsibility level. IRC_EMP_VIS_JOB_SEA RCH_PAGE at the iRecruitment Employee Site Visitor responsibility level.
IRC: HA Login Page Function	Site, Responsibility	Set this HA profile option to identify the login function that directs users from the primary instance to the HA instance.	IRC_VIS_APPLY_LOGIN _PAGE at the iRecruitment External Site Visitor responsibility level. IRC_EMP_VIS_JOB_SEA RCH_PAGE at the iRecruitment Employee Site Visitor responsibility level.

Profile	Configurable Levels	Description	Default
IRC: HA Redirect Information Message	Site, Responsibility	Set this HA profile option to determine the instruction message that users view about the availability of the alternate candidate job site.	IRC_HA_SYS_NOT_AVAILABLE_MSG at the site level. IRC_HA_MGR_SYS_NOT_AVAIL_MSG at the iRecruitment Manager responsibility level
IRC: Homepage Function	Site, Responsibility	Determines the home page function that redirects users (candidates, managers, agency users and , recruiters) to the previous page after they complete or cancel a transaction.	IRC_APL_HOME_PAGE at the iRecruitment External Candidate responsibility level IRC_EMP_APL_HOME_PAGE at the iRecruitment Employee Candidate responsibility level IRC_CM_HOME at the iRecruitment Manager responsibility level IRC_AGENCY_HOME at the iRecruitment Agency responsibility level IRC_CM_HOME at iRecruitment Recruiter responsibility level

Profile	Configurable Levels	Description	Default
IRC: Internal Posting Days	Site, Responsibility	Defines the number of days the vacancy details appear on the internal recruitment site before these details appear on the external recruitment site. If your administrator sets this profile, you cannot alter the start date of the external posting in the Create Vacancy: Job Posting page. When the vacancy is approved, the application sets the external posting start date according to the number specified in the profile.	
IRC: Installed	Site	Indicates that iRecruitment has been licensed.	No

Profile	Configurable Levels	Description	Default
IRC: Job Notification Function	Site, Responsibility	Identifies the function used to show advertisements to users when they click a link in a notification. To displays job details when users click the job link in a notification, set the profile option for the following responsibilities: • iRecruitment Employee Candidate: IRC_EMP_VIS_VAC_DISPLAY • iRecruitment External Candidate: IRC_VIS_VAC_DISPLAY	IRC_VIS_VAC_DISPLAY
IRC: Monthly Document Upload Count Limit	Site, Responsibility	Determines the number of documents that a candidate can upload within a period of one month. For example, if you specify 5, a candidate can upload only 5 documents within a calendar month. If you leave this profile option blank, then the candidate can upload any number of documents provided the document upload count does not exceed the total document count.	10

Profile	Configurable Levels	Description	Default
IRC: Notifications AME Transaction Type	Site, Responsibility	Identifies the Oracle Approvals Management (AME) transaction type used to identify the recipients for the notifications. Provide the correct value if you use a customized AME transaction type for notifications.	IRCNTFAPPROVALS
IRC: Notifications Workflow Item Type	Site, Responsibility	Identifies the workflow item type used to send notifications. Provide the correct value if you use a customized workflow to send notifications.	IRC_NTF
IRC: Notification List Item Types	Site, Application, Responsibility	Identifies which workflow notifications are displayed on the home pages of managers and candidates. For example, in addition to the default iRecruitment workflow item types you may want to include notifications associated with business events you have set up. Enter the workflow item types that you want to include and use a comma to separate each item type.	IRC_WF, HRSSA,HRSFL, IRC_NTF

Profile	Configurable Levels	Description	Default
IRC: Offer Details Approval Transaction Type	Site	Defines which offer approval transaction type is used. If you do not want to use approvals for offers, then you ensure that this profile is left blank.	IRCOFFERAPPROVAL
IRC: Offer Duration Measurement	Site, Responsibility	Determines the default measurement value for offer duration. The values are days, weeks, and months. Use the offer duration profile option along with the IRC: Offer Duration Value profile. The IRC: Offer Duration Value profile option section explains how iRecruitment uses the two offer duration profile values to set the offer expiry date.	

Profile	Configurable Levels	Description	Default
IRC: Offer Duration Value	Site, Responsibility	Determines the default period within which applicants must respond to the job offers. The offer duration value along with duration measurement defaults to the Basic Details and Send Offer pages. iRecruitment uses the duration measurement and the measurement value to calculate the offer expiry date while extending the offer. For example, the offer duration value is 5 and the IRC: Offer Duration Measurement value is Days. If a manager extends the offer on 31-Aug-2005, then iRecruitment calculates the expiry data for the offer as 04-Sep-2005 and displays the expiry date on the Send Offer page. You can leave both the profile values blank, if you want managers to set the expiry date for the offers. In this case, you must use the Personalization function to make the Expiry Field enterable.	

Profile	Configurable Levels	Description	Default
IRC: Offer Proposed Salary Validation	Site, Application, Responsibility, User	Defines how salary has to be validated while creating or updating offers. Select any one of the values: • No Validation: iRecruitment does not apply the salary validation rule. • Validate against Grade Rate: iRecruitment uses the grade rate defined for the vacancy for proposed salary validation. • Validate against Vacancy Salary Range: iRecruitment uses the salary range defined for the vacancy for proposed salary validation.	Validate against Vacancy Salary Range
IRC: Offer Send Method	Site	Defines how offers are sent to candidates. Set to System to send online offers, or set to Hardcopy to direct managers to print offer letters. If you leave the profile blank, then the application defaults to sending offers online.	

Profile	Configurable Levels	Description	Default
IRC: Offer Workflow Item Type	Site	Identifies the workflow item type used for offer approvals.	HRSSA
IRC: Phone Types	Site	Identifies the type of phone numbers that candidates can record in the Phone Numbers table of the My Account details page. Enter the lookup codes defined in the PHONE_TYPE lookup as values for this profile option. To display the phone type fields correctly, you must enclose each lookup value in a single quotation mark and use a comma to separate the values as in this example: 'W1', X1', 'Y1', 'Z1'	'H1','W1','M','WF'

Profile	Configurable Levels	Description	Default
IRC: Salary Details Mandatory in Offer	Site, Application, Responsibility, User	Determines whether the Salary Basis and Proposed Salary fields become mandatory or optional for offers. Select any one of the following values: • Yes: If you select this option, then managers must select the salary basis and enter the proposed salary when creating or updating an offer. • No: If you select this option, then the Salary Basis and Proposed Salary fields become optional when creating or updating an offer. • Based on Work Structure Configuration: If you select this option, then the IRC: Proposed Salary Flex Segment Name profile option must be defined. iRecruitment uses the flexfield segment defined at the work structure level to make the Salary Basis and	Yes

Profile	Configurable Levels	Description	Default
		Proposed Salary fields either optional or mandatory. For more information, see: IRC: Proposed Salary Flex Segment Name, page 1-82	

Profile	Configurable Levels	Description	Default
IRC: Proposed Salary Flex Segment Name	Site, Responsibility	Identifies the flex segment that iRecruitment uses to make the Salary Basis and Proposed Salary fields mandatory or optional when creating or updating an offer. To make the fields mandatory or optional, iRecruitment validates the flex segment value configured at the work structure levels. Set this profile option only if you select the Based on Work Structure Configuration value for the IRC: Salary Details Mandatory in Offer. Enter the flex segment related to the salary basis and proposed salary that you created for the following descriptive flexfields • Add'l Org. Unit Details • Additional Job Details • Additional Position Details • Additional Grade Details • Additional Salary	

Profile	Configurable Levels	Description	Default
		Basis Details For more information, see: Setting up Information for Salary Basis and Proposed Salary Fields in Offers, page 1-158	
IRC: Preferred Phone Type Display	Site, Application, Responsibility, User	Identifies the default phone type that iRecruitment can use when managers or recruiters search for candidates without specifying the phone number on the Candidates: Individuals page. You must enter any one value (lookup code) that you set for the IRC: Phone Types profile option. If you do not set this profile option, then iRecruitment uses Home Phone as the default phone type for individual searches.	
IRC: Proxy Authorization Password	Site	Password for proxy server if required.	
IRC: Proxy Authorization Username	Site	Username for proxy server if required.	
IRC: Proxy Authorization User Name	Site	User name for proxy server if required.	

Profile	Configurable Levels	Description	Default
IRC: Refresh Job Posting	Site, Application, Responsibility, User	Populates the associated job posting content on the Format Job Posting page whenever managers update or duplicate vacancies. If the profile value is set to Yes, then when managers change business group, organization, job, or positing, while updating or duplicating vacancies, iRecruitment displays the associated job posting content.	No

Profile	Configurable Levels	Description	Default
IRC: Registration Business Group	Site, Responsibility	Identifies the business group for candidate registration. When a candidate registers, the application creates a person record in the specified business group. Note that this profile option must be set at the Site level to run the iRecruitment Person Data Migration process. You can set it at the Responsibility level for candidate registration. If you host multiple recruiting sites and have multiple Java Server Pages (jsp) for visitor login, then you can use this profile to register candidates in different business groups. Set this profile for the iRecruitment External Site Visitor responsibilities associated with the Guest user for each site.	

Profile	Configurable Levels	Description	Default
IRC: Registration Test	Site, Responsibility	Identifies the survey or test that iRecruitment presents to candidates during the registration process. If you do not set this profile option at the site level but want external candidates to complete an assessment, for example, then set this profile option at the responsibility level for the iRecruitment External Candidate or your custom candidate responsibility.	
IRC: Registration Responsibility	Responsibility	Responsibility that a user is given after registration.	iRecruitment External Candidate or iRecruitment Employee Candidate.
IRC: Resume Parsing Sender Credential	Site, User	Password for resume parsing vendor. Required for Resume parsing. Note that not all vendors required this to be set.	
IRC: Resume Parsing Sender ID	Site, User	User name for resume parsing vendor. Required for Resume parsing. Note that not all vendors required this to be set.	

Profile	Configurable Levels	Description	Default
IRC: Resume Parsing Vendor URL	Site	URL for resume parsing vendor. Set this profile option if you are registered with a resume parsing provider. If you do not set this profile, then the resume parsing functionality, and the text in the Upload Resume Region is hidden from your users and replaced with standard document upload functionality and text.	
IRC: Resume Required	Site, Responsibility	Set this profile option to On Application to ensure that applicants upload their resume with the job application. Otherwise, leave this profile set to No (default value at site level). If you set this to Yes at the site level, but, for example, do not want to force managers to upload a resume when they apply on behalf of a candidate, then you can set this profile to No at their responsibility level.	No at site level.

Profile	Configurable Levels	Description	Default
IRC: Search Criteria Segment Matching	Site, Responsibility	Determines the segments that are matched when your managers perform candidate matching for a vacancy, or when you run the processes: iRecruitment Email Job Seekers Details to Vacancy Owner and the iRecruitment Email Vacancies to Job Seekers. Enter the segment numbers that you want matched, separated with a | symbol. For example: if you want to match attributes 2,5, and 7 set the value as 2|5|7. If you do not set any value for this profile option, the application matches all the active segments.	
IRC: Skip Job Assessment	Site, Application, Responsibility, User	Defines whether managers, recruiters, or agency users must complete assessment when they apply for jobs on behalf of candidates. If you set this profile option value to Yes, then iRecruitment does not present the assessment when managers, recruiters, or agency users apply for jobs on behalf of candidates.	

Profile	Configurable Levels	Description	Default
IRC: Show Applications	Application, Responsibility	Determines the vacancy applications that managers can access. You can select the following values: • Default: If you set the value to Default, then managers can view applications for vacancies that they manage and also access other vacancy applications submitted by the applicants. • Restrict On Assignment Security: If you set the value to Restrict On Assignment Security, then managers can view only applications for the vacancies that they manage. They cannot view job applications that the candidates submit for other vacancies. iRecruitment applies the Restrict on Individual Assignments option configured	Default

Profile	Configurable Levels	Description	Default
		in the Security Profiles window to restrict managers access to applications for vacancies that they manage.	
IRC: Suitable Seekers Function	Site	Identifies the function used to show candidates to managers when they click on a link in a notification.	IRC_CAND_APPL_DETAILS
IRC: System Down Time	Site, Responsibility	Set this HA profile option to indicate the beginning of the primary instance down time. The message defined by the IRC: HA Information Message profile option shows this time. You can use whatever time format you like. For example, 15-MAR-2005 5:30 PM or March 15th, 5:30 PM (PST) or 5 PM.	DD-MON-YYYY HH:MI
IRC: Vacancy Approval Function	Site	When a person receives a vacancy to approve, the notification contains a link to a page that displays the vacancy that they have been asked to approve. This profile defines the function for that page.	IRC_VACANCY_APPROVE

Profile	Configurable Levels	Description	Default
IRC: Vacancy Approval Transaction Type	Site, Responsibility	Defines which vacancy approvals transaction type is used. To select a transaction type, enter the transaction type ID. If you do not want to use approvals, ensure this profile is blank at all levels.	IRCVACAPPROVAL
IRC: View Offer Function	Site	Identifies the function that shows applicants the offer letter when they click a link in the offer notification.	IRC_APPLICATION_DETAILS_PAGE

Profile	Configurable Levels	Description	Default
IRC: Visible Preference Default	Site, Responsibility	Controls the default setting for the Allow Account to be Searched check box on the candidate Preferences page. Set the profile option to Yes to display Allow Account to be Searched automatically selected. Otherwise, the check box is deselected by default. Candidates can update the default settings when they create or update their account details. **Important:** The default setting must comply with the data privacy rules of the country in which the recruiting organization is operating.	
IRC: Visitor Homepage Function	Site, Responsibility	Identifies the function that displays the site visitor home page when users access iRecruitment using the IrcVisitor.jsp or IrcEmpVisitor.jsp	IRC_VIS_HOME_PAGE at the iRecruitment External Candidate responsibility level IRC_EMP_VIS_HOME_PAGE at the iRecruitment Employee Candidate responsibility level

Profile	Configurable Levels	Description	Default
IRC: Workflow Item Type	Site, Responsibility	Defines which workflow item is used in iRecruitment. The IRC_WF workflow manages general notifications in iRecruitment. Notifications are sent when certain actions occur, for example, when a manager refers a candidate to another manager. **Important:** iRecruitment no longer uses this workflow for vacancies.	IRC_WF
IRC: XSS Filter	Site	Protects the instance from Cross Site Scripting (XSS) when users upload or preview files that have cross site script enabled in the documents. When you set the profile option value to Enable, iRecruitment scans and filters the documents during the upload and preview stages. By default, the profile value is left blank and the XSS check is disabled.	

If you have previously used the ICX_OA_HTML profile, note that this profile is now obsolete and has been replaced by the profile ICX_PREFIX. This new profile option works in the same way as ICX_OA_HTML, however, the OA_HTML part of the code is

now obsolete. For example:

- ICX_OA_HTML = /OA_HTML/xyz becomes
- ICX_PREFIX = xyz

Applications SSO Type profile option

For information on this profile option, see: *Integrating Oracle E-Business Suite Release 12 with 10g AS Oracle Internet Directory and Oracle Single Sign-On* (My Oracle Support Note 376811.1)

> **Note:** The IRC: Recruitment Summary Program Last Run is for information purpose only and stores the date and time of the last completed run of the iRecruitment Recruitment Summary program. This date and time appears on the Report Summary page. You must not modify the profile option value.

iRecruitment and Oracle Approvals Management (AME)

Oracle Approvals Management (AME) is a web-based application which is integrated with Oracle Workflow and which enables you to define business rules to control your approvals processes.

With AME, you use the following components to define your approvals processes. They are associated with a transaction type for a particular application.

- Attribute - this is a business variable, for example, a salary amount, user ID, or a vacancy status.
- Condition - a condition compares an attribute value with a set of allowed attribute values. For example, a condition could look at a salary amount. If the salary is greater than a specified value, a particular approver list is created.
- Approval type and approval specifications - these components define the type of approver list that is generated. For example, to generate a supervisor-based approver list with 5 levels, you use the 'supervisory level' approval type with the 'requires approval up to the first 5 approvers' approval specification.
- Rules - a rule links the other components together by associating one or more conditions with the approval type and approval rule.

For more information on the components used in AME, see: *Oracle HRMS Approvals Management Implementation Guide.*

Default Use of AME Configuration in iRecruitment

The default behavior of Oracle iRecruitment is to use a supervisor-based approvals

hierarchy which is delivered using AME rules.

The default AME configuration consists of:

- Transaction types with
- a number of attributes and conditions and
- a number of rules specifying that a transaction must be approved by the initiator's immediate supervisor if certain conditions are true.
    - This is based on the standard AME approval type 'chains of authority based on number of supervisory levels'.

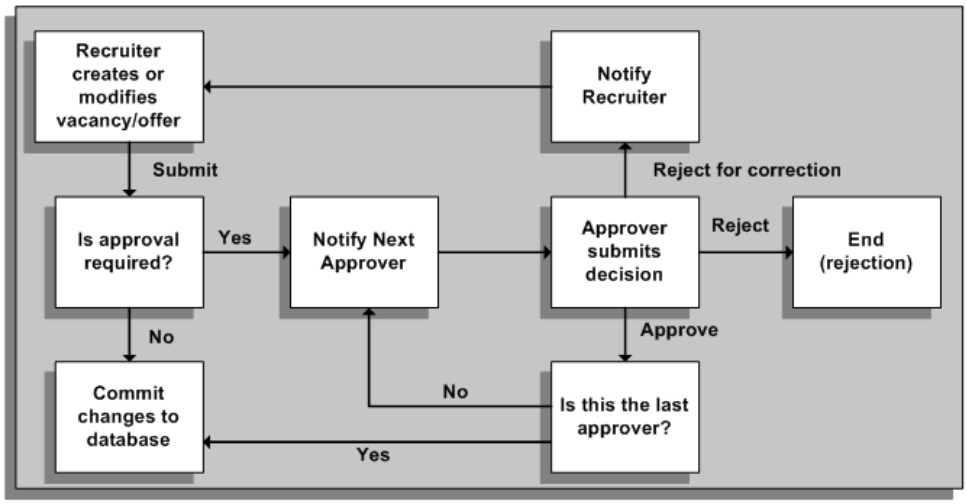
    For details about the AME components supplied with iRecruitment see: AME Components in iRecruitment, page 1-98

The Approvals Process in iRecruitment

Whenever a manager or recruiter creates or modifies a vacancy or an offer, iRecruitment checks to see if an approval is required for the action that has been taken.

The following diagram shows the approvals cycle, starting with the recruiter creating or modifying a vacancy or an offer.

Approval Process in iRecruitment



When a person is required to approve an action, they are sent a notification, which is displayed on their home page. From here they can do one of the following options:

- **Approve**

If the approver is happy with the suggested changes they can approve them. If they are the final approver, the changes are committed to the database, and the person submitting the vacancy or the offer is notified that their transaction has been approved. If not the approval is routed to the next person in the approvals hierarchy.

- **Reject**

  If the approver is not happy with the changes they can reject them. This ends the approval process and the changessubmitted for approval are discarded. The person submitting the vacancy is notified of the rejection.

- **Return for Correction**

  If the approver wants amendments to be made to the change before they approve them, they can select Return for Correction. This ends the approval process and the person who submitted the change is notified of the need for corrections to be made. Once they have made the changes they submit them for approval again.

Dynamic Approvals for Vacancies and Offers

When managers create or update vacancies and offers, in addition to the default approvers, they can add approvers and identify recipients of the transaction notifications in the Add Adhoc Approver region of the Create/Update Offer: Review and Create/Update: Review Vacancy pages. Managers can send a For Your Information (FYI) notification or an approval request. They can use the person or user name to add an approver:

- Person: Add a person, for example, John Smith
- User: Add a user, for example, JSMITH

Managers can specify the approver's' position in the approvals chain (the insertion point). They can:

- Insert a new approver either before or after an existing approver in the list.
- Add a new approver to the list.

Configuring iRecruitment Approval Levels in AME

You can configure the Vacancy Approval and Offer Approval transaction types to meet local approval requirements.

- **Vacancy Approval Transaction Type**

  You can add rules, conditions, and attributes to the predefined vacancy approval transaction type. For example, the iRecruitment Create Vacancy rule requires one level of approval at the most for creating or updating a vacancy. To enable a process

that varies with the number of openings, for example, you can create a new rule requiring three levels of approval for vacancies with 10 or more openings, and add the rule to the predefined transaction type.

- **Offer Approval Transaction Type**

  You can add rules, conditions, and attributes to the predefined offer transaction type. By default, the offer approval rule requires one level of approval for offer creation and update. You can modify the default offer approval rule according to your business requirements. For example, you can create a new rule that requires three levels of approvals for offers to senior manager positions and add the rule to the predefined transaction type.

For more information on configuring AME rules, conditions, and attributes, see: *Oracle HRMS Approvals Management Implementation Guide.*

Some examples of minor changes that you can make to the customized transaction type are shown below.

Example 1

To define a different approval level for the creation of vacancies or offers, for example, to specify that a vacancy or an offer must be approved by a specific number of approvers:

- The approval level for a vacancy is currently defined in the rule 'iRecruitment Create Vacancy'. You can define a new approval level for the supervisory level approval type that 'requires approval up to the first two superiors at most'.

- The approval level for an offer is currently defined in the rule 'iRecruitment Offer Approval' You can define a new approval level for the supervisory level approval type that 'requires approval up to the first three superiors at most'.

Example 2

To define a new approval level (if the delivered approvals do not meet your requirements):

- You create a new approval (for example, 'requires approval up to the first 15 superiors at most') in the 'supervisory level' approval type. You then apply this to whichever rules are required.

Example 3

To define a particular user as the final approver, or final authority (even if they are not the last person in the approval chain):

- You create a List Modification Condition and specify a user, for example, a manager, as the final approver. You would add this list modification condition to

your rules so that the approval chain would stop at this specified approver.

AME Components in iRecruitment

Oracle iRecruitment uses Oracle Approvals Management (AME) to manage the approvals processes. With AME, administrators can create business rules to define approvals hierarchies without the need to write code or customize the application.

Oracle provides standard AME transaction types for iRecruitment. These transaction types include a number of standard conditions, rules, and attributes for use with iRecruitment. If you require additional conditions, rules, or attributes, you can create them using the supplied components as examples.

For more information about Oracle Approvals Management see: *Oracle HRMS Approvals Management Implementation Guide*

Transaction Types

iRecruitment delivers the following transaction types:

- iRecruitment Vacancy Approval, page 1-99

  iRecruitment uses this transaction type for vacancy approvals.

- iRecruitment Offer Approval, page 1-107

  iRecruitment uses this transaction type to approve new offers and offers whose duration is extended.

- iRecruitment Notification Approvals , page 1-109

  This transaction type defines the workflow rules to send notifications when following transactions occur:

  - Managers change the status of job applications
  - Candidates apply for jobs
  - Candidates withdraw applications
  - Candidates request for reconsideration of their terminated applications
  - Managers reconsider terminated applications
  - Recruitment communication occurs
  - Employees create candidate profiles using the Employee Referral function
  - Employees refer candidates

- Employees apply for jobs on behalf of candidates using the Employee Referral function
- Managers change the interview status. iRecruitment also sends notifications when primary interviewers update interviews with their feedback
- Candidates provide incorrect employee referral information
- Managers update referral information in candidate profiles or job applications

iRecruitment Vacancy Approval Transaction Type

The following sections describe the attributes, rules, and conditions supplied with the iRecruitment Vacancy Approval transaction type.

Attributes

The following attributes are supplied with iRecruitment. These are in addition to the mandatory attributes supplied with AME. You can use these attributes to create your own conditions, or as examples for creating your own attributes.

POSTING_ADDITIONAL_DETAILS_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Additional Details field in the Job Posting page.

Note: A boolean attribute type returns either True or False

POSTING_BRIEF_DESCRIPTION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Brief Description field in the Job Posting page.

POSTING_DEPARTMENT_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Organization Name field in the Job Posting page.

POSTING_DEPARTMENT_DESCRIPTION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Department Description field in the Job Posting page.

POSTING_DETAILED_DESCRIPTION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to

the Department Description field in the Job Posting page.

POSTING_GRAPHIC_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Graphic field in the Job Posting page. This field contains a URL for any graphic associated with a job posting.

POSTING_HOW_TO_APPLY_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the How To Apply field in the Job Posting page.

POSTING_JOB_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Job Title field in the Job Posting page.

POSTING_JOB_REQUIREMENTS_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Job Requirements field in the Job Posting page.

POSTING_TITLE_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Job Posting Title field in the Job Posting page.

VACANCY_BUDGET_MEASUREMENT_TYPE

This is a string attribute type that returns the budget measurement type for a vacancy. Note that this field is not displayed in iRecruitment by default.

VACANCY_BUDGET_MEASUREMENT_TYPE_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the budget measurement type for a vacancy. Note that this field is not displayed in iRecruitment by default.

VACANCY_BUDGET_MEASUREMENT_VALUE

This is a string attribute type that returns the value in the Number of Openings field in the Primary Details page.

VACANCY_BUDGET_MEASUREMENT_VALUE_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Number of Openings field in the Primary Details page.

VACANCY_BUSINESS_GROUP_ID

This is a number attribute type that returns the ID of a business group for a vacancy.

VACANCY_EMPLOYMENT_CATEGORY

This is a string attribute type that returns value in the Employee Status field in the Primary Details page.

VACANCY_FOR_CONTRACTOR

This is a string attribute type that indicates whether a vacancy has been marked as being for a contractor in the Primary Details page.

VACANCY_FOR_EMPLOYEE

This is a string attribute type that indicates whether a vacancy has been marked as being for an employee in the Primary Details page.

VACANCY_GRADE_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Grade field in the Primary Details page.

VACANCY_GRADE_ID

This is a number attribute type that returns the ID of a grade for a vacancy.

VACANCY_INSERT_OR_UPDATE

This is a string attribute type that indicates whether a vacancy has just been created (INSERT) or modified (UPDATE).

VACANCY_JOB_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Job field in the Primary Details page.

VACANCY_JOB_ID

This is a number attribute type that returns the ID of a job for a vacancy.

VACANCY_LOCATION_ID

This is a number attribute type that returns the ID of a location for a vacancy.

VACANCY_MAXIMUM_SALARY

This is a currency attribute type that returns the maximum salary for a vacancy.

VACANCY_MINIMUM_SALARY

This is a currency attribute type that returns the minimum salary for a vacancy.

VACANCY_ORGANIZATION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Organization field in the Primary Details page.

VACANCY_ORGANIZATION_ID

This is a number attribute type that returns the ID of an organization for a vacancy.

VACANCY_POSITION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Position field in the Primary Details page.

VACANCY_PROFESSIONAL_AREA

This is a string attribute type that returns value in the Professional Area field in the Primary Details page.

VACANCY_STATUS

This is a string attribute type that returns value in the Status field in the Primary Details page.

VACANCY_STATUS_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Status field in the Primary Details page.

VACANCY_WORK_FROM_HOME

This is a string attribute type that indicates whether a vacancy has been marked as allowing working from home in the Primary Details page.

VACANCY_RULE_TYPE

This is a string attribute type that identifies which rule applies either SEEDED or CUSTOM.

Conditions

The following conditions are supplied with iRecruitment to support some of the supplied attributes. These conditions can be used in rules to invoke particular approvals processes, or can be used as examples upon which to base your own conditions.

- POSTING_ADDITIONAL_DETAILS_CHANGED is true
- POSTING_BRIEF_DESCRIPTION_IS_CHANGED is true
- POSTING_DEPARTMENT_CHANGED is true
- POSTING_DEPARTMENT_DESCRIPTION_CHANGED is true
- POSTING_DETAILED_DESCRIPTION_CHANGED is true
- POSTING_JOB_CHANGED is true
- POSTING_JOB_REQUIREMENTS_CHANGED is true
- POSTING_TITLE_CHANGED is true
- VACANCY_BUDGET_MEASUREMENT_TYPE_CHANGED is true
- VACANCY_BUDGET_MEASUREMENT_VALUE_CHANGED is true
- VACANCY_GRADE_CHANGED is true
- VACANCY_JOB_CHANGED is true
- VACANCY_ORGANIZATION_CHANGED is true
- VACANCY_POSITION_CHANGED is true
- VACANCY_STATUS_CHANGED is true
- VACANCY_INSERT_OR_UPDATE in {INSERT}
- VACANCY_INSERT_OR_UPDATE in {UPDATE}
- VACANCY_RULE_TYPE in {SEEDED}

Rules

The following table describes the rules that are supplied with iRecruitment. They link one or two of the supplied conditions to an approval type and a rule. For all of the rules supplied the approval type is based on the supervisor hierarchy, and the approval rule is always to require approval up to the first superior at most. All of the supplied rules are of the List Creation type.

AME Rules supplied with iRecruitment

Rule Name	Conditions	Approval Rule
iRecruitment Create Vacancy	VACANCY_INSERT_OR_UPDATE in [INSERT} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Posting Additional Info	POSTING_ADDITIONAL_DETAILS_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Posting Brief Description	POSTING_BRIEF_DESCRIPTION_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Posting Detailed Description	POSTING_DETAILED DESCRIPTION_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Posting Job Requirements	POSTING_JOB_REQUIREMENTS_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.

Rule Name	Conditions	Approval Rule
iRecruitment Update Posting Job Title	POSTING_JOB_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy	VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_STATUS_CHANGED is True	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Budget Type	VACANCY_BUDGET_MEASUREMENT_TYPE_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Budget Value	VACANCY_BUDGET_MEASUREMENT_VALUE_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Grade	VACANCY_GRADE_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.

Rule Name	Conditions	Approval Rule
iRecruitment Update Vacancy Job	VACANCY_JOB_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Organization	VACANCY_ORGANIZATION_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Position	VACANCY_POSITION_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Status	VACANCY_STATUS_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE} VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.

Example - Using the VACANCY_RULE_TYPE Attribute

To enable you to add rules to the predefined transaction type, iRecruitment provides an attribute VACANCY_RULE_TYPE that you can customize to create a new condition for your rule.

This example shows how to customize the iRecruitment Vacancy Approval transaction type to use different set of rules.

The predefined rule - iRecruitment Create Vacancy has the following conditions:

VACANCY_RULE_TYPE in {SEEDED_RULE}

VACANCY_INSERT_OR_UPDATE in {CREATE_VACANCY}

To customize the transaction to enable a different approval process based on the number of openings (Budget Measurement Value), follow these steps:

1. Create a new condition: VACANCY_RULE_TYPE in {CUSTOM_RULE}.

2. Create new rules with your condition as given in the example:

   - Rule: Create Vacancy Custom

     Conditions:

     VACANCY_RULE_TYPE in {CUSTOM_RULE}

     VACANCY_INSERT_OR_UPDATE in {INSERT}

     VACANCY_BUDGET_MEASUREMENT_VALUE <= 9

     Actions: Supervisory level: require approvals up to the first superior, at most.

   - Rule: Create Vacancy Custom - large

     Conditions:

     VACANCY_RULE_TYPE in {CUSTOM_RULE}

     VACANCY_INSERT_OR_UPDATE in {INSERT}

     10 <= VACANCY_BUDGET_MEASUREMENT_VALUE

     Actions: supervisory level: Require approvals up to the first three superiors, at most.

3. Change the value of the attribute VACANCY_RULE_TYPE to the static text CUSTOM_RULE.

4. Save your changes and bounce the Apache listener.

After these changes, users would require 3 levels of approval when creating vacancies with 10 or more openings, and would require only 1 level of approval when the number of openings is less than 10. Note that after you change the VACANCY_RULE attribute, none of the supplied rules apply any more. In this example, only create transactions will require approval.

iRecruitment Offer Approval Transaction Type

The following sections describe the attributes, rules, and conditions supplied with the iRecruitment Offer Approval transaction type. You can add additional rules, conditions, or attributes to the predefined transaction type.

Attributes

The following attributes are supplied with iRecruitment. These are in addition to the mandatory attributes supplied with AME. You can use these attributes to create your own conditions, or as examples for creating your own attributes.

OFFERS_APPROVAL _ACTION

This string attribute type indicates whether the offer requires any approval.

SUPERVISORY_NON_DEFAULT_STARTING_POINT_PERSON_ID

This number attribute type indicates the person ID of the approver who is not part of the default supervisor hierarchy chain.

TOP_SUPERVISOR_PERSON_ID

This number attribute type indicates the person ID of the final approver in the offer approval chain.

TRANSACTION_REQUESTOR_PERSON_ID

This number attribute type indicates the person ID of the manager who initiates the offer transaction.

Conditions

The following condition supports some of the supplied attributes. This condition can be used in rules to invoke particular approvals processes. You can create your condition using the supplied one as an example.

OFFERS_APPROVAL _ACTION in {CREATE, EXTEND, UPDATE}

Rules

The following table describes the rule supplied with iRecruitment for offer approval. The rule links one or two of the supplied conditions to an approval type and a rule. For the rule supplied the approval type is based on the supervisor hierarchy, and the approval rule is always to require approval up to the first two superiors at the most. All of the supplied rules are of the List Creation type.

> **Note:** When you install iRecruitment the approval rule is enforced. If you want to use a custom set of rules, then you must create your own transaction type based on the supplied transaction type and add the rules that you want to apply. Then update the profile options IRC: Offer Approval Transaction Type and IRC: Extend Offer Duration

Transaction Type to point to your new approval transaction type.

If you do not want to apply any approval rules, then delete the value against the profile options and leave them blank.

AME Rule supplied with iRecruitment for offer approval

Rule Name	Conditions	Approval Rule
iRecruitment Offer Approval	OFFERS APPROVAL ACTION in {CREATE, EXTEND, UPDATE}	Require approvals up to the first two superiors, at the most.

iRecruitment Notification Approvals Transaction Type

The following sections describe the attributes, rules, and conditions supplied with the iRecruitment Notification Approvals transaction type. You can add additional rules, conditions, or attributes to the predefined transaction type.

Attributes

The following attributes are supplied with iRecruitment. These are in addition to the mandatory attributes supplied with AME. You can use these attributes to create your own conditions, or as examples for creating your own attributes.

DESCRIPTION_OF_TRANSACTION

This string attribute type describes the transaction.

IRC_EVENT_NAME

This string attribute type indicates the name of the transaction flow that initiates the notifications event.

IRC_INTERVIEW_FEEDBACK_UPDATE

This boolean attribute type identifies if the interview event has been raised to indicate that the feedback has been updated for a completed interview. In this case, only manager and/or recruiter are notified.

IRC_JOB_APPLICATION_NEW_STATUS

This string attribute type indicates the new status of a job application.

IRC_INCORRECT_EMPLOYEE_REFERRAL_INFORMATION

This boolean attribute type indicates whether the employee referral information provided by candidate is incorrect.

IRC_INTERVIEW_INCLUDE_CANDIDATE

This boolean attribute type indicates whether candidate has to be included in interview recipients list.

IRC_INTERVIEW_STATUS_CONFIRMED_ATLEAST_ONCE

This boolean attribute type whether the status of an interview has been confirmed at least once in the history.

Conditions

The following condition supports some of the supplied attributes. This condition can be used in rules to invoke particular approvals processes. You can create your condition using the supplied one as an example.

IRC_EVENT_NAME in (INTVCRE)

IRC_EVENT_NAME in (COMTOPCRE)

IRC_EVENT_NAME in (APLFORJOB)

IRC_EVENT_NAME in (APLSTACHG)

IRC_EVENT_NAME in (CANDREG)

IRC_EVENT_NAME in (REQREVTER)

IRC_EVENT_NAME in (UPDREF)

IRC_EVENT_NAME in (WTDRAPL)

IRC_INTERVIEW_FEEDBACK_UPDATE is False

IRC_INTERVIEW_FEEDBACK_UPDATE is True

IRC_JOB_APPLICATION_NEW_STATUS in (ACCEPTED)

IRC_EVENT_NAME in (CANDREG, UPDCANDREF)

IRC_EVENT_NAME in (COMTOPUPD)

IRC_EVENT_NAME in (INTVCRE, INTVUPD)

IRC_EVENT_NAME in (INTVUPD)

IRC_EVENT_NAME in (REVTERACK)

IRC_EVENT_NAME in (UPDCANDREF)

IRC_INCORRECT_EMPLOYEE_REFERRAL_INFORMATION is False

IRC_INCORRECT_EMPLOYEE_REFERRAL_INFORMATION is True

IRC_INTERVIEW_INCLUDE_CANDIDATE is True

IRC_INTERVIEW_STATUS_CONFIRMED_ATLEAST_ONCE is True

Rules

The following table describes the rule supplied with iRecruitment for this transaction type. All of the supplied rules are of the List Creation type and belong to the For Your Information category type.

Note: When you install iRecruitment the rules are enforced. If you want to use a custom set of rules, then you must create your own transaction type based on the supplied transaction type and add the rules that you want to apply. You can create only For Your Information category type rules for this transaction type. Update the IRC: Notifications AME Transaction Type profile option to point to your new notifications transaction type.

AME Rule supplied with iRecruitment for notifications

Rule Name	Conditions	Approval Rule
Candidate Registration by Employee - Candidate Rule	IRC_EVENT_NAME in (CANDREG)	Require approval from iRecruitment Candidate Group
Application Status Changed - Candidate Rule	IRC_EVENT_NAME in (APLSTACHG)	Require approval from iRecruitment Candidate Group
Application Status Changed - Manager Rule	IRC_EVENT_NAME in (APLSTACHG)	Require approval from iRecruitment Recruiter Group Require approval from iRecruitment Manager Group
Apply For Job - Candidate Rule	IRC_EVENT_NAME in (APLFORJOB)	Require approval from iRecruitment Candidate Group

Rule Name	Conditions	Approval Rule
Apply For Job - Manager Rule	IRC_EVENT_NAME in (APLFORJOB)	Require approval from iRecruitment Recruiter Group Require approval from iRecruitment Manager Group
Request Reverse Termination - Default Rule	IRC_EVENT_NAME in (REQREVTER)	Require approval from iRecruitment Manager Group
Interview Feedback Updated - Manager Rule	IRC_INTERVIEW_FEEDBACK_UPDATE is True IRC_EVENT_NAME in (INTVW)	Require approval from iRecruitment Recruiter Group Require approval from iRecruitment Manager Group
Candidate Withdraws Application - Manager Rule	IRC_EVENT_NAME in (WTDRAPL)	Require approval from iRecruitment Recruiter Group Require approval from iRecruitment Manager Group
Apply For Job - Referrer Rule	IRC_EVENT_NAME in (APLFORJOB)	Require approval from iRecruitment Referrer Group
Update Referral in Candidate Profile by Manager - Candidate Rule	IRC_EVENT_NAME in (UPDCANDREF)	Require approval from iRecruitment Candidate Group
Update Referral in Job Application by Manager - Candidate Rule	IRC_EVENT_NAME in (UPDREF)	Require approval from iRecruitment Candidate Group

Rule Name	Conditions	Approval Rule
Candidate Profile Incorrect Employee Referral - Candidate Rule	IRC_INCORRECT_EMPLOYEE_REFERRAL_INFORMATION is True IRC_EVENT_NAME in (UPDCANDREF)	Require approval from iRecruitment Candidate Action Performer Group
Apply For Job Incorrect Employee Referral - Candidate Rule	IRC_INCORRECT_EMPLOYEE_REFERRAL_INFORMATION is True IRC_EVENT_NAME in (APLFORJOB)	Require approval from iRecruitment Candidate Action Performer Group
Candidate Self Registration Acknowledgement - Candidate Rule	IRC_EVENT_NAME in (CANDREG)	Require approval from iRecruitment Candidate Action Performer Group
Communication Topic Created - Candidate Rule	IRC_EVENT_NAME in (COMTOPCRE)	Require approval from iRecruitment Communication Candidate Group
Communication Topic Created - Default Rule	IRC_EVENT_NAME in (COMTOPCRE)	Require approval from iRecruitment Communication Recipients
Communication Topic Updated - Candidate Rule	IRC_EVENT_NAME in (COMTOPUPD)	Require approval from iRecruitment Communication Candidate Group
Communication Topic Updated - Default Rule	IRC_EVENT_NAME in (COMTOPUPD)	Require approval from iRecruitment Communication Recipients

Rule Name	Conditions	Approval Rule
Interview Created - Default Rule	IRC_INTERVIEW_FEEDBACK_UPDATE is False IRC_EVENT_NAME in (INTVCRE)	Require approval from iRecruitment Recruiter Group Require approval from iRecruitment Manager Group Require approval from iRecruitment Interviewers Group
Interview Details Changed - Candidate Rule	IRC_INTERVIEW_FEEDBACK_UPDATE is False IRC_EVENT_NAME in (INTVCRE, INTVUPD) IRC_INTERVIEW_STATUS_CONFIRMED_ATLEAST_ONCE is True IRC_INTERVIEW_INCLUDE_CANDIDATE is True	Require approval from iRecruitment Candidate Group
Interview Updated - Default Rule	IRC_INTERVIEW_FEEDBACK_UPDATE is False IRC_EVENT_NAME in (INTVUPD)	Require approval from iRecruitment Recruiter Group Require approval from iRecruitment Manager Group Require approval from iRecruitment Interviewers Group
Interviewers Added Rule	IRC_INTERVIEW_FEEDBACK_UPDATE is False IRC_EVENT_NAME in (INTVCRE, INTVUPD)	Require approval from iRecruitment Added Interviewers Group
Interviewers Deleted Rule	IRC_INTERVIEW_FEEDBACK_UPDATE is False IRC_EVENT_NAME in (INTVCRE, INTVUPD)	Require approval from iRecruitment Deleted Interviewers Group

Rule Name	Conditions	Approval Rule
Reverse Termination Acknowledgement - Candidate Rule	IRC_EVENT_NAME in (REVTERACK)	Require approval from iRecruitment Candidate Group
Update Referral in Candidate Profile - Referrer Rule	IRC_EVENT_NAME in (CANDREG, UPDCANDREF) IRC_INCORRECT_EMPLOYEE_REFERRAL_INFORMATION is False	Require approval from iRecruitment Referrer Group
Update Referral in Job Application by Manager - Referrer Rule	IRC_EVENT_NAME in (UPDREF)	Require approval from iRecruitment Referrer Group

User and Extensible Lookups

The following table contains a list of user and extensible lookups that are used within Oracle iRecruitment.

See: Adding Lookup Types and Values (*Oracle HRMS Configuring, Reporting, and System Administration Guide*)

Area	Lookup and Description
Documents	IRC_DOCUMENT_TYPE: The type of document being uploaded, such as resume, cover letter, and any other document. IRC_ALLOWED_FILE_TYPES: The file types that users can upload as resumes, cover letters, and other documents. **Note:** This lookup type definition applies only to the documents such as resumes, cover letters, and other documents that are attached to the candidate's profile and not to the documents such as attachments to vacancies or offers.
Notification preferences	IRC_MESSAGE_FREQ: The frequency of the notifications.
Candidate Search Criteria, Vacancy Criteria, and Work Preferences	IRC_PROFESSIONAL_AREA: The professional area.
	IRC_TRAVEL_PERCENTAGE: The amount of travel.
Candidate Search	IRC_VACANCY_SEARCH_DATE: The maximum age of the vacancy that you are looking for.
Compensation Elements	IRC_VARIABLE_COMP_ELEMENT: The compensation options that are available to managers when creating a vacancy.
Phones	IRC_CONTACT_TIMES: The times at which the person is willing to be contacted.
Skill Type	IRC_COMPETENCE_TYPE: Skill types that candidates can select in the Add Skills page.
Create Resume	IRC_RESUME_STYLE: Resume styles that candidates can select to create resumes during registration.

Area	Lookup and Description
Offer	IRC_OFFER_DECLINE_REASON: Reasons available to applicants when they decline an offer. IRC_OFFER_POSTAL_SERVICE: Names of shipping companies to send offers. IRC_OFFER_WITHDRAWAL_REASON: Reason that managers or recruiters can select when they withdraw offers to applicants.
Interviews	IRC_INTERVIEW_TYPE: Interview type such as first interview or second interview. IRC_INTERVIEW_CATEGORY: Interview category such as technical or personal interview. IRC_INTERVIEW_RESULTS: Indicates interview result such as pass, fail or hold.
Referrals	IRC_REFERRAL_CRITERIA: Identifies the employee referral source detail options such as e-mail address and employee number that candidates can provide during the registration or job application process.

iRecruitment uses Oracle HRMS lookups such as VACANCY_STATUS, APL_ASSIGN_REASON, MAR_STATUS, and REC_TYPE. For more information, see: User and Extensible Lookups, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Running the Change Candidate Access for Security Profiles Process

This process enables you to change candidate access settings for your security profiles. This process is intended for use only if you use iRecruitment.

> **Warning:** The process changes the candidate access settings for **all** security profiles except the default View All security profiles that the system creates automatically when you create a business group. You should be aware of this before you run the process.

System Implications

With the introduction of Candidate Security, the default setting for the View Candidates box in the Define Security Profiles window is All. However, if you use both Oracle HRMS and iRecruitment, you will generally have some security profiles that should allow access to candidates and some that should not allow access. In this case,

you can run the Change Candidate Access for Security Profiles process to override the security settings.

For example, if the majority of your security profiles should allow access to candidates, you can run the process with the View Candidates parameter set to All. This would reset the candidate access for all security profiles. Then, you could manually change the View Candidates setting to None for those security profiles that should not allow candidate access using the Define Security Profiles window.

See: Defining Security Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

You run the Change Candidate Access for Security Profiles process from the Submit Requests window.

Prerequisites

- ❒ This process is not delivered in any request sets or groups. To use the process, you need to add the process to a request group and, if applicable, a request set.

  See: Organizing Programs into Request Groups, *Oracle E-Business Suite System Administrator's Guide - Configuration*

  See: Organizing Programs into Request Sets, *Oracle E-Business Suite System Administrator's Guide - Configuration*

To run the Change Candidate Access for Security Profiles process:

1. In the Name field, select Change Candidate Access for Security Profiles.
2. In the View Candidates field of the Parameters window, select one of the following values:
   - All

     Select this value to update your security profiles to include candidates.
   - None

     Select this value to update your existing security profiles to exclude candidates.
3. Choose OK and submit the process.

Running the iRecruitment Person Data Migration Process

You must run the iRecruitment Person Migration process if you are moving from a previous version of iRecruitment to IRC C. When you run this process a person record is created in Oracle HRMS for each of your existing iRecruitment candidates. This means that the details that the candidates' enter using iRecruitment, such as personal

details and qualifications, are visible to Oracle HRMS users.

> **Important:** If you are a new customer installing iRecruitment for the first time you do not need to run this process.

When you run the migration process, the process:

- Creates person records for registered users in the PER_ALL_PEOPLE_F table in the iRecruitment default business group, with the default user person type. It assigns the user person type iRecruitment Registered User to the candidate person record. This type identifies the candidates who have registered through iRecruitment. You can view these multiple person types for the candidate record in the Person Type Usages window.

- Creates person records for existing iRecruitment applicants who do not have a person record in the iRecruitment default business group in the PER_ALL_PEOPLE_F table.

- Updates the phones, addresses, previous employers, qualifications, establishment attendances, competencies, documents, job basket items, notification preferences, and vacancy consideration tables with the PERSON_ID for the new person records.

Prerequisite for migration: Before you run the migration process, make sure to set the IRC: Registration Business Group profile option to define the default business group. Oracle HRMS places the candidate details in the specified default business group when you run the migration process.

See: Profile Options, page 1-53

Optional step: If you do not want to use the supplied user person type *Candidate* , you can specify a user-defined person type for candidates as a default. You set the person type for your default business group. Oracle HRMS creates records using this default person type when you run the migration process.

See: Business Groups: Entering Recruitment Information, page 1-122

You run the process from the Submit Request window.

To run the iRecruitment Person Data Migration process:

1. Select iRecruitment Person Data Migration process in the Name field.

2. Choose the Submit button.

What's Next

> **Important:** Use the Additional Personal Details flexfield to capture

additional information after the migration process. The Person Information flexfield is no longer available to you from IRC.C.

Entering Business Group Information

To enter Business Group information:

1. In the Organization window, query the Business Group if it does not already appear there. In the Organization Classifications region, select Business Group, choose the Others button, and select Business Group Information.

2. Click in a field of the Additional Organization Information window to open the Business Group Information window.

3. You can enter a short name for the Business Group. This name is no longer used in Oracle HRMS it is provided for compatibility with earlier releases, where it appeared in the header line of each form.

4. Select the method of creating identifying numbers for employees, applicants, and contingent workers. The choices are:

   - Automatic number generation.

     If you choose the automatic entry method of number generation you can at a later date decide to switch to global sequencing. Global sequencing enables you to use a single sequence of person numbers for applicants, employees or contingent workers across multiple business groups.

     See: Running the Global Sequencing for Person Number Generation Process, *Oracle HRMS Enterprise and Workforce Management Guide*

     You can switch from local automatic numbering to manual numbering for a person type by editing the business group information and selecting Manual.

     > **Note:** If you are using Oracle iRecruitment, ensure to set the applicant numbering to Automatic.

   - Manual entry.

     If you choose the manual entry method of number generation, but at a later date decide to change to the Automatic method of number generation, you can run the Change Person Numbering to Automatic process.

     See: Running the Change Person Numbering to Automatic Process, page 1-122

   - Automatic use of the national identifier (for example, the social security

number in the US, and the NI number in the UK). If you choose this option you must ensure that a national identifier is entered for each new person. This option is not available for applicants.

> **Note:** For whichever method of number generation you choose, it is important to be aware that the number is displayed in various windows and reports. Therefore, if you choose the national identifier method, the person's national identifier is displayed.

- Employee numbering for contingent worker. This option allows you to use the same sequence of numbers for contingent workers as you use for your employees. For example, you enter an employee and the application gives the employee number 101. If the next person entered is a contingent worker they receive the number 102.

5. Select the names of the key flexfield structuresyou want to use in this Business Group.

6. Select the appropriate Legislation Code and default currency. The Legislation Code determines the startup data you can access and the contents of some legislation-specific windows.

   Mexico only: Specify MXN as the currency. Do not select MXP.

   > **Important:** Selecting the correct legislation code is essential for the correct functioning of Oracle HRMS. You cannot change the legislation code after entering employees against the Business Group.

7. **US users:** To maintain fiscal year balances in Oracle Payroll if your fiscal year is different from the calendar year, enter the fiscal year start date.

   The application does not provide a connection between the fiscal year functionality in Oracle General Ledger and in Oracle HRMS. In Oracle General Ledger you specify how the fiscal calendar is broken down in the Accounting Calendar view. Oracle HRMS calculates a fiscal quarter as a three month period. The application calculates four equal three month periods beginning from the fiscal year start date.

   South African users: You must enter the fiscal year start date for your Business Group, or you will not be able to define payrolls later.

8. You can enter a Minimum and Maximum Working Age for the Business Group. When you enter or hire employees, you receive a warning if the person's age is outside this range.

9. Save your work.

Running the Change Person Numbering to Automatic Process

Use this process to change the method of number generation for your employees, applicants or contingent workers from manual to automatic. This process applies to your current business group.

Run the Change Person Numbering to Automatic process from the Submit Request window.

To run the change person numbering to automatic process:

1. Select the Change Person Numbering to Automatic process in the Request Name field.
2. Click in the Parameters field if it does not automatically open.
3. Select the person type that you want the method to change from manual number generation to automatic.
4. Choose OK and then Submit.

   After the process has run, the first automatic number assigned to a person is one higher than the maximum number already in use.

Business Groups: Entering Recruitment Information

You enter recruitment information at the business group level to define various default values for iRecruitment.

You enter additional information for iRecruitment in the Organization window of Oracle HRMS.

To enter Recruitment information:

1. In the Organization window, query the business group. In the Organization Classifications region, select Business Group, choose the Others button, and select Recruitment.
2. Click in a field of the Additional Organization Information window to open the Recruitment information window.
3. Specify how the vacancy code is allocated. The choices are:
   - Manual - the Vacancy Name field is displayed when you create a vacancy. You must manually enter a name for the vacancy.

- Automatic - the application assigns a unique vacancy name automatically. The Vacancy Name field is not displayed when you create a vacancy.

4. Enter the default number of openings for a vacancy. The default number is displayed in the Total Openings field when you create a vacancy. You can overwrite the default value if required.

5. You can specify the organization defaulting method. The choices are:

   - Creator - The default organization for a vacancy is the organization for the person who has created the vacancy (employee who has logged in).

   - Manager - The default organization for a vacancy is the organization for the manager of the vacancy.

   You can overwrite these defaults when you create a vacancy. Both methods use the primary assignment.

6. Specify the location defaulting method. The choices are:

   - Manager - The default location for the vacancy is the same location as the manager for the vacancy.

   - Position - The default location for the vacancy is the same location as the position for the vacancy.

7. You can select a default budget measurement type, for example, FTE or headcount.

   To find out more about budgets, see Budgeting Overview, *Oracle HRMS Enterprise and Workforce Management Guide*

8. Select a default status which is assigned to a candidate when a candidate withdraws an application. If you do not specify a particular status here, the candidate receives the Terminate status.

9. Specify a user-defined person type as a default for candidates who register in iRecruitment. Oracle HRMS creates a record with this default person type when a candidate registers in iRecruitment. If you do not specify a value, the default person type is Candidate.

   Note: The user person type that you define here is associated with the External system person type. The internal code for this system person type is OTHER.

10. Select Yes if you want to exclude this business group from the list of business groups available on the Create Vacancy page. You should do this if you do not want managers or recruiters to be able to create vacancies for this business group.

11. Select a default resume template that iRecruitment can use to create resumes for candidates. When candidates register, they can use the default template or select a template of their choice in the Create Resume page.

12. Select Yes to record and track applicant data for compliance purposes. When you enable the applicant tracking functionality, Oracle iRecruitment creates snapshots of applicants who apply for vacancies in that business group. The snapshots include personal information, skills, qualifications, and work preferences.

13. Save your work.

Defining Assignment Statuses (Assignment Window)

You define both primary and secondary user statuses. In the Assignment Statuses window you can define these statuses for both employee and applicant assignments.

Defining Primary User Statuses

To rename a user status:

1. Delete the contents of the User Status field and type in your preferred name.

To supply additional user statuses for a system status:

1. Insert a new record.

2. Type in your user status name.

3. If you are using iRecruitment, you can enter an external status for your applicant assignment user statuses. This status is displayed to candidates in iRecruitment. For example, you may want to create an external status of 'Interview' for applicant assignment user statuses of 'Pending Interview' and 'Interview Passed'. The candidate in iRecruitment would see the external status and the manager would see the user status names.

4. Select a Human Resource system status.

5. For employee assignment statuses, you must also select a Payroll system status. You must do this, even if you do not have Oracle Payroll. If you have Oracle Payroll, the payroll system status controls whether payroll processes the assignment in a payroll run.

   Note: If you select a payroll system status of Do Not Process, payroll will still create assignment actions for assignments with this status. It is these assignment actions that will not be processed.

6. Save the new status.

> **Note:** For each system status, you must have one default user status. The system automatically uses the default in certain situations. For example, when you create a new employee assignment, it automatically has the default user status corresponding to the system status Active Assignment. You can override this default.
>
> When you update the assignment statuses, the application saves the changes in the PER_ASS_STATUS_TYPE_AMENDS table instead of the PER_ASSIGNMENT_STATUS_TYPES table.

You cannot delete a user status, but you can prevent its use by deactivating it. To deactivate a user status, uncheck the Active check box.

Defining Secondary Statuses

A user status associated with a system status is called a *primary* status because it determines how the system processes the assignment. You can also define *secondary* statuses not associated with a system status. You use secondary statuses for analysis and reporting, but not to control pay processing for assignments.

To create a secondary status:

1. Insert a new record.
2. Type in a user status and do not select a system status.

   The Type field displays *Secondary*.

Configuring Candidate Profile Components

The Candidate Profile feature helps managers or recruiters to obtain a comprehensive picture of candidates along with application information and analyze the applicant pool.

See: Using Candidate Profile, page 2-63

You can configure some of the components of the Candidate Profile feature according to your business requirements, if required.

Configuring the Print Profile and Compare Profile Default XML Templates:

Managers can print profiles of candidates and applicants. They can also generate comparison reports of candidates and applicants.

Predefined Templates to Print Profiles

Oracle iRecruitment delivers the following predefined templates to print profiles:

- iRecruitment Print Applicant Profile (IRCAPLTP.rtf)
- iRecruitment Print Candidate Profile (IRCCANDTP.rtf)

Predefined Templates to Compare Profiles

By default, managers can compare two or three candidates or applicants using the following predefined templates:

- iRecruitment Comparison Report for 2 Candidates (IRCCCMP2.rtf)
- iRecruitment Comparison Report for 3 Candidates (IRCCCMP3.rtf)
- iRecruitment Comparison Report for 2 Applicants (IRCACMP2.rtf)
- iRecruitment Comparison Report for 3 Applicants (IRCACMP3.rtf)

To enable your managers to compare the profiles of more than two or three candidates or applicants, you must create suitable templates using Oracle XML Publisher. For more information, see: *Creating an RTF Template* topic in the *Oracle XML Publisher Report Designer's Guide*

Configuring Region Icons in the Candidate Profile Regions:

You can add icons to the Candidate Profile regions using the Personalization function. Each region is shared region and a separate XML document. Place the icons that are going to be used in the Candidate Profile Regions in the OA_MEDIA folder.

Locate the region icon item and navigate to the IconCellRN page element. The IconCellRN element has an Image: Icon item. This item has an Image URI property, which is set to a blank image, by default. To display another image, personalize this property to point to the required image to be used in the region by starting with /OA_MEDIA/ followed by the icon file name of the icon being used for this region.

Personalizing Candidate Profile:

This section provides information on personalizing the Candidate Profile regions and region columns.

See: *Oracle Application Framework Personalization Guide* for more information on personalizing OA Framework pages.

Use the information in the following table to create or rearrange regions on the Candidate Profile page (/oracle/apps/irc/candidateProfile/webui/CandProfileRN):

> **Note:** CandProfileRN represents the entire page.

Region Display Name	Region Path
Candidate Details	/oracle/apps/irc/candidateProfile/webui/CandidateDetailsRN
Application Details	/oracle/apps/irc/candidateProfile/webui/CandAplDetailsRN
Skills Match Percentage	/oracle/apps/irc/candidateProfile/graphs/webui/SkillsMatchGraphRN
Skills	/oracle/apps/irc/candidateProfile/skills/webui/SkillsOverviewRN
Jobs Considered For	/oracle/apps/irc/candidateProfile/jobs/webui/JobsConsideredOverviewRN
Registration Assessment	/oracle/apps/irc/candidateProfile/candidate/webui/RegistrationAssmntRN
Education Qualifications	/oracle/apps/irc/candidateProfile/qualifications/webui/EducationQualsOverviewRN
Jobs Applied For	/oracle/apps/irc/candidateProfile/applications/webui/JobsAppliedOverviewRN
Resume and Documents	/oracle/apps/irc/candidateProfile/documents/webui/DocumentsOverviewRN
Additional Qualifications	/oracle/apps/irc/candidateProfile/qualifications/webui/AdditionalQualsOverviewRN
Work Preferences	/oracle/apps/irc/candidateProfile/candidate/webui/WorkPrefOverviewRN
Employment History	/oracle/apps/irc/candidateProfile/employment/webui/EmpHistoryOverviewRN
Communication	/oracle/apps/irc/candidateProfile/communication/webui/CommunicationOverviewRN
Application Status History	/oracle/apps/irc/candidateProfile/applications/webui/AplnAssgHistoryOverviewRN

Region Display Name	Region Path
Application Assessment	/oracle/apps/irc/candidateProfile/applications/webui/ApplicationAssmntRN
Interviews	/oracle/apps/irc/candidateProfile/interview/webui/InterviewsOverviewRN
Offers	/oracle/apps/irc/candidateProfile/offers/webui/OffersOverviewRN
EEO Details	/oracle/apps/irc/candidateProfile/applications/webui/EEOOverviewRN
Suitability Analysis	/oracle/apps/irc/candidateProfile/applications/webui/SuitabilityAnalysisRN
Essential Skills	/oracle/apps/irc/candidateProfile/graphs/webui/EssentialSkillsRN
Desirable Skills	/oracle/apps/irc/candidateProfile/graphs/webui/DesirableSkillsRN
Salary Expectation	/oracle/apps/irc/candidateProfile/graphs/webui/SalaryDetailsRN
Assessment Score	/oracle/apps/irc/candidateProfile/graphs/webui/AssessmentRN
Employee Details	/oracle/apps/irc/candidateProfile/employee/webui/EmpDetailsOverviewRN
Salary History	/oracle/apps/irc/candidateProfile/employee/webui/SalHistoryOverviewRN
Performance History	/oracle/apps/irc/candidateProfile/employee/webui/PerfHistoryOverviewRN

Other Personalizations:

Using personalization, you can change labels, hints, tips, and messages.

See: *Oracle Application Framework Personalization Guide*, Extensibility chapter.

Setting Up a Searchable Flexfield

Oracle iRecruitment enables you to set up a flexfield to capture additional candidate and vacancy information that can then be used by managers looking for a suitable candidate and by candidates searching for a job.

You must use the Additional Search Criteria Details flexfield to define what information you want to capture and then add these additional fields to the Create Vacancy and the candidate's Work Preference pages. You can then include these same fields in your candidate and vacancy search pages so that the information is available to candidates or managers performing searches.

When you run the concurrent processes to notify managers of suitable candidates or to notify candidates of suitable jobs, or when your managers perform candidate matching for a vacancy, you may not want to include all of the flexfield segments in these searches. For example, imagine you have set up a segment in your flexfield to record *Number of Years Experience* and have a vacancy that requires 5 or more years experience. If this segment was included when matching candidates to vacancies, only those candidates with exactly 5 years experience would be considered as matches. Those with more than 5 years would not be returned as the search only performs an exact match on the value in the segment. To control which segments are included in these searches you use the IRC: Search Criteria Segment Matching profile option.

> **Additional Information:** The IRC: Search Criteria Segment Matching profile has no impact on searches run from any of the search pages.

To set up a searchable flexfield:

1. Define the segments for the Additional Search Criteria Details descriptive flexfield in the Descriptive Flexfields Segments window.

   > **Additional Information:** When defining this flexfield Oracle recommends that your segments should not be context sensitive.

   See: Defining Descriptive Flexfields, *Oracle E-Business Suite Flexfields Guide*

2. Personalize the Create Vacancy pages and candidate's Work Preference pages to display the Additional Search Criteria Details flexfield segments.

3. Personalize the following pages to display the Additional Search Criteria Details flexfield segments in the Search criteria region and the results table as required. The Column Name is SearchCriteriaFlex:

   - Vacancy Search

- Candidate Search
- Candidates for Vacancy Advanced Search
- Visitor Job Search
- Candidate Job Search
- Candidate Job Advanced Search

To configure the flexfield, see: *Oracle Application Framework Personalization Guide, Oracle Application Framework Documentation Resources, Release 12* (My Oracle Support Note 391554.1)

4. Set the profile option IRC: Search Criteria Segment Matching in the System Values Profiles window. This profile option determines the segments that are matched when the concurrent processes to notify managers of suitable candidates or to notify candidates of suitable jobs are run, or when your managers perform candidate matching for a vacancy. For example, to include only segments two, three, and five enter 2|3|5.

   See: Profile Options, page 1-53

Setting Up Virus Scan

Oracle iRecruitment is integrated with Symantec AntiVirus Scan engine to perform a virus scan and repair the documents that managers and candidates upload to the database. If you are setting this up on an existing installation of iRecruitment you can scan existing documents that are already uploaded to your database. Complete the following steps to set up the virus scan.

To set up virus scan:

Set the IRC: Anti Virus Server profile option to specify the server name on which the Symantec AntiVirus Scan engine is running.

See: Profile Options, page 1-53

> **Note:** After you set the profile option, you must bounce your application server so that files are checked before they are uploaded to the database.

The server on which the Symantec AntiVirus Scan engine is running must be accessible from inside your firewall. The Symantec AntiVirus Scan Engine must be running in the Internet Content Adaptation Protocol (ICAP) mode on the standard port of 1344. Oracle recommends that you set the server to scan all files, regardless of their file extension. You should also allow preview mode (default), and run in "Scan and repair or delete"

mode (default).

To test integration of iRecruitment with Symantec AntiVirus Scan server:

To test the integration with the server on which the Symantec AntiVirus Scan engine is running, run the following command on your application server:

java oracle.apps.per.irc.common.VirusCheck checkFile [file name][virus server name]

For example:

java oracle.apps.per.irc.common.VirusCheck checkFile myfile.doc myserver.mycompany.com

The command performs a virus check on the file, and creates a clean version of the file. The file name of the cleaned version has the _REPAIRED added to it, for example myfile_REPAIRED.doc.

To check existing documents in the database:

To check existing files in the database, run the following command on your application server:

java oracle.apps.per.irc.common.VirusCheck checkDB [connection string][apps username] [apps password] {repair}

The connection string is for the database in the form of server:port:instance, for example: mydb.mycompany.com:1521:mydb, and repair is an optional parameter that indicates whether files should be repaired or deleted if they have a virus. If you do not specify this option, then the application just checks the files without taking any action.

For example, to repair the files run the following command:

java oracle.apps.per.irc.common.VirusCheck checkDB mydb.mycompany.com:1521:mydbapps apps repair

When you run the command in the repair mode, the application repairs the infected files. If the application is not able to repair the infected files, it deletes the files from the system.

When you run the check, you can view the status of the files in the console window in the following format:

- fileName: No virus detected (Number of the file/Total number of files). For example, mydoc.doc: No virus detected (48/419)
- fileName:Virus detected and repaired
- fileName:Repairable virus detected but not repaired (not in repair mode)
- fileName:Unrepairable Virus detected and deleted
- fileName:Unrepairable virus detected but not deleted (not in repair mode)

- fileName: Unexpected error

Customizing Resume Templates

Oracle iRecruitment provides predefined resumes templates to enable candidates to create their resumes online. To customize the resume content and style, you can create your own resume templates.

> **Important:** Oracle iRecruitment recommends that you create your own templates using the predefined templates as samples. Do not modify the predefined templates as your changes may be lost during an upgrade.

To customize resume templates:

1. Create resume templates in XSL using any text editor or XML editor and store the new resume XSL files in the $HTML_TOP directory. If you want to create a language specific resume template, then place it in the $HTML_TOP/{Language Code} directory, for example, $HTML_TOP/US. If no language specific file exists, the application will then look in the $HTML_TOP directory.

2. Create image files of the resume templates to enable candidates to view a snapshot of the resume styles in the Create Resume page. Use the resume template file name as the image file name. For example, if the resume file name is companyresume1.xsl, then save the image file as companyresume1.gif. Store the image files in the media directory $OA_MEDIA/ directory.

   > **Note:** Ensure that the size of the custom resume images is same as the predefined resume images.

3. Edit the IRC_RESUME_STYLE lookup type to include the resume templates. You can then select the default resume in the Additional Recruitment Business Group window. Use the resume file names without the extension as the lookup codes. For example, if the resume file name is companyresume1.xsl, then enter the lookup code as COMPANYRESUME1.

   > **Note:** As with all seed data, do not use the IRC prefix for the custom resume file names. The IRC prefix identifies the predefined templates.

   See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

   See: User and Extensible Lookups, page 1-115

4. Restart the Apache listener after creating the resume templates. This ensures that the new resume templates are available to the candidates.

5. Select a default resume template for your business group. The Create Resume page displays the default. Candidates can override the default and select a resume template of their choice.

   See: Entering Recruitment Information, page 1-122

   Note: If you choose to create your own resume styles, you must create a fully valid XSL stylesheet. If your stylesheet is not valid, then the resume generation and registration process will fail with a fatal error.

Security

User Access and Security in iRecruitment

Self-service applications use the same security mechanisms as Oracle HRMS applications. By defining user profiles, security profiles, responsibilities, and menu structures, you can control who uses the self-service applications, which information they can access, and how they access it.

See: Security Overview, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

The purpose of this chapter is to identify the key concepts relating to self-service user access and security and to provide information on how to apply these concepts to address the needs of your enterprise.

Responsibilities

A responsibility combines low-level elements of user access configuration to control which functions the user can access (User Access to Functions) and on whom they can perform these actions (see User Access to People).

You define responsibilities in the same way as you define responsibilities for Oracle HRMS applications.

> **Note:** When you define your responsibilities, make sure they are available from Oracle Self-Service Web Applications.

Users

You define users for iRecruitment managers in the same way as you define users for other Oracle HRMS applications.

See: Users Window (*Oracle HRMS Configuring, Reporting, and System Administration Guide*)

The Person field of the Users window is important for self-service applications as it acts as the link between the professional forms interface and the self-service application. This link enables the application to recognize who is using iRecruitment. For example, if a user's name is entered in the Person field, the user's name is displayed on the homepage.

You do not need to create users for registered users (candidates). These users create their own user IDs and passwords using the Registration function. When site visitors become registered users by creating their user ID and password, their name is automatically entered in the Person field of the Users window.

If, however you do need to create external candidates manually, then you must associate the user with a person in the Person field of the Users window and assign the iRecruitment External Candidate responsibility along with the relevant permission sets.

System Profiles

You apply user profiles to control how self-service applications run. You can set profile options at site level, application level, responsibility level, and user level.

See: Profile Options, page 1-53

See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

User Access to Vacancies

iRecruitment uses security profiles to control a user's access to vacancy information and their ability to create vacancies. By assigning the appropriate security profile, you can determine the business groups and organizations in which a manager or recruiter can create vacancies.

> **Important:** If you do not define security profiles, then everyone in your enterprise can view vacancies. To control access to iRecruitment, you must create security profiles.

See: Security Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Managers and Recruiters

You should always create security profiles to control manager and recruiter access to vacancy information. For example, you could set up a supervisor-based profile which would restrict managers and recruiters to viewing only the vacancies that are managed by people within their supervisor hierarchy. The supervisor-based security profile dynamically generates the list of vacancies based on the supervisor hierarchy (starting with the current user).

> **Note:** If required, you can override the top-level user in the supervisor hierarchy by specifying a user in the Named User field of the Security Profile window.

Supervisor-based security allows you to set up a single security profile and use it for multiple users. To activate supervisor-based security, flag the Restrict by Supervisor check box in the Security Profile window.

If you set up a global security profile, then you can create and manage vacancies in multiple business groups.

See: Security Profiles, *Oracle HRMS Configuring, Reporting, and System Administration*

Guide

See: Defining a Security Profile, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Create Additional Security for Vacancies

In addition to the security managed using a security profile, managers and recruiters can define additional security for the vacancy when creating a vacancy. See: Vacancy Security, page 2-38

Registered Users and Site Visitors

Registered users and site visitors can access vacancy information for all vacancies so there is no need to set a security profile for registered users or site visitors, if a single visitor page is configured.

Manager Access to Vacancy Applications

Managers can view applications to the vacancies that they manage and also access other vacancy applications submitted by applicants based on their security profile, if you set the IRC: Show Applications profile option to Default. For example, John Smith who manages the Plant Manager vacancy is assigned the supervisor security profile. Scott Bird, who is an applicant submits job applications to the Plant Manager vacancy and two other vacancies. When John reviews applications to the Plant Manager vacancy, and navigates to the Candidate Details page of Scott Bird, he can view the application to the Plant Manager vacancy and also access job applications to the other two vacancies.

To restrict managers' access to applications for vacancies that they manage, select the Restrict on Assignment Security value in the IRC: Show Applications profile option. See: Profile Options, page 1-53

You must also select the Restrict on Individual Assignments option in the Security Profiles window when you are setting up security to restrict managers access to the vacancy that they manage. For more information, see: Defining a Security Profile, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Therefore, in the example, if both the security profile and profile option are set appropriately, then John Smith can only access the job applications for Plant Manager vacancy and cannot access the other job applications submitted by Scott Bird.

Access to Applicants

If required, set the HR: Enable RTM Security profile option to the iRecruitment Manager or iRecruitment Recruiter responsibility to enable users who require access to applicants to view their application and other details. The user can be anyone who is involved in the recruitment process.

See: Profile Options, page 1-53

User Access to Personal Information

User access to the personal information of candidates is defined by the candidates themselves. When site visitors register with iRecruitment and become registered users (candidates), they can choose whether their information should be made available to your managers. If they choose to publish the information, it is made available to all iRecruitment users with access to the manager functions.

If a candidate does not choose to publish their information, it can only be seen by the managers and recruiters who access the vacancies for which they have applied.

> **Note:** Registered users (candidates) can only access their own personal information.

User Access to Functions

You can control which functions employees, managers, and recruiters can access by creating function exclusions at the responsibility level.

iRecruitment Responsibilities and User Menus

iRecruitment functions are accessible from predefined responsibilities, each with a corresponding top level menu.

In this version of iRecruitment, the predefined responsibilities are:

- iRecruitment Manager
- iRecruitment Employee Candidate
- iRecruitment External Candidate
- iRecruitment HRMS Manager
- iRecruitment Agency
- iRecruitment Recruiter
- iRecruitment Employee

The additional responsibilities provided by OSSWA (Oracle Self-Service Web Applications) are:

- Workflow User Web Applications
- Preferences

See: *Oracle Self-Service Web Applications Implementation Manual*

Note: These responsibilities are provided as a starting point only. If you need to change any of these responsibilities or menus you should create your own using the predefined responsibilities and menus as examples. Otherwise, your changes may be lost during an upgrade.

See: User Access and Security, page 1-134

User Menus

iRecruitment includes several predefined top-level menus:

- IRC Employee Candidate Menu
- IRC External Candidate Menu
- IRC Manager Menu
- IRC Agency Menu
- IRC Recruiter Menu
- iRecruitment HRMS Navigator
- IRC Employee Menu

These top-level menus contain submenus for the homepages, tabbed regions, and global menus.

See: Self-Service Menus, page 1-140

iRecruitment Grants

Grants determine the functions that users can access. iRecruitment delivers the following grants:

- Global Grant for the IRC External Site Visitor Permission Set (IRC_EXT_SITE_VISITOR_PSET) that gives users access to iRecruitment External Site Visitor functions.
- Global Grant for the IRC Employee Site Visitor Permission Set (IRC_EMP_SITE_VISITOR_PSET) that gives users access to iRecruitment Employee Site Visitor functions.
- Grant for the GUEST user to the IRC External Site Visitor Permission Set in the iRecruitment External Candidate responsibility context. Responsibility context refers to the user responsibility at runtime.

- Grant for the GUEST user to the IRC Employee Site Visitor Permission Set in the iRecruitment Employee Candidate responsibility context.

Grants and iRecruitment Responsibilities

To enable enterprises to easily maintain site visitor and candidate pages, iRecruitment supports a single responsibility for both site visitors and candidate users. The responsibilities are:

- iRecruitment External Candidate for external site visitors and external candidates
- iRecruitment Employee Candidate for employee site visitors and employee candidates

As site visitors and candidates access the same responsibility, iRecruitment uses the grants model to control the functions that users can access. Users can access a function only if they have a grant to a permission set (menu) with that function.

- The iRecruitment External Candidate responsibility uses the IRC_EXT_SITE_VISITOR_PSET permission set for site visitors. When the site visitor registers, iRecruitment automatically grants the IRC_EXT_CANDIDATE_PSET permission set for candidates to create an account and work with all the features of the application.
- The iRecruitment Employee Candidate responsibility uses the IRC_EMP_SITE_VISITOR_PSET permission set for employee site visitors. When the employee site visitors log in, iRecruitment uses the IRC_EMP_CANDIDATE_PSET permission set for the employees.

For information on creating grants and using permission sets, see: *Grants and Permissions Sets, Oracle E-Business Suite System Administrator's Guide - Security*

Grant Employee Candidate and Interview Permission Sets to the iRecruitment Employee Responsibility

Enable the Employee Candidate Features

To enable employees to search for internal jobs and apply to these jobs, grant the IRC Employee Candidate Permission Set (IRC_EMP_CANDIDATE_PSET) to employees who are assigned the iRecruitment Employee responsibility.

Enable the Interview Function

To enable employees in your organization perform their interview tasks, grant the iRecruitment Interviewer Permission Set (IRC_INTERVIEWER_PSET) to employees who are assigned the iRecruitment Employee responsibility.

For information on creating grants and using permission sets, see: *Grants and Permissions Sets, Oracle E-Business Suite System Administrator's Guide - Security*)

Self-Service Menus and User Access

iRecruitment uses six types of menu: top-level menus, homepage menus, submenus (subtabbed regions, tabbed regions), hidden submenus, and global menus. The following section looks at each of these menus in detail.

If the delivered menus contain functions that you do not require, you should define function/menu exclusions at the responsibility level. Do not make changes to the delivered menus.

Types of Menus

The following sections describe the types of menus delivered with iRecruitment.

Top-level Menus

The top-level menus define the choices available to the user when they log in to iRecruitment. For example, the top-level menu for the Manager responsibility is the IRC Manager menu.

See: Self-Service Responsibilities and User Menus, page 1-137

Homepage Menus

The homepage menus are the application menus for the user. They contain the functions that a user can access from the homepage. The menus are named as in the following example:

- IRC <*user*> Application Menu
    - For example, IRC Employee Candidate Application Menu

Submenus (Tab and Subtab)

Submenus group together functions in a logical group. You can add functions to a tab or subtab menu so that they appear on the tabbed (or subtab) regions of the iRecruitment pages. Tabbed regions include Jobs and Home. The submenus are named as in the following example:

- IRC <*user*> Home Site Name
    - For example, IRC Manager Side Nav

Hidden Submenus (Security)

By attaching a submenu to the top-level menu without defining a prompt, you can assign functions to the responsibility but hide them from the user so that they do not appear on a menu.

All functions that are available within iRecruitment must be added to either a security menu or another type of menu, depending on how they will be accessed. If you do not want a function to appear on a menu, add it to the appropriate security menu. The menus are named as in the following example:

- IRC <*user*> Other Functions
    - For example, IRC Recruiter Security Functions

Global Menus

The global menus define the functions that are available in the top right-hand corner of the web page in the global menu bar. These menus generally contain links to functions such as Log Out. iRecruitment delivers one global menu for each user type. The menus are named as in the following example:

- IRC <*user*> Global Menu
    - For example, IRC Manager Global Menu

Defining User Access to Self-Service Functions

To define user access to self-service functions, you need to define a user, assign a responsibility, and assign profile values. The following process takes you through the separate procedures.

> **Note:** It is not necessary for you to complete this procedure for iRecruitment candidates.

If you do not want to use the delivered responsibilities, we recommend that you create a different responsibility for each target group of users.

To define a responsibility for a self-service application:

1. Follow the standard procedure for creating a responsibility.

   See: Defining a Responsibility (*Oracle HRMS Configuring, Reporting, and System Administration Guide*)

2. Define your responsibilities to be available from Oracle Self-Service Web Applications.

3. Consider whether you should create menu or function exclusions to restrict the employee menus.

To set your system profiles:

1. Set the system profiles for security groups.

   If Security Groups are not enabled, use the System Profile Values window to link your responsibility to a security profile in the appropriate Business Group.

   If Security Groups are enabled, you can set the security profile at the user level using the Assign Security Profiles window.

2. Set any additional required profiles.

   See: Profile Options, page 1-53

To define a user:

1. Define the people you would like to access Self-Service. There are two ways to do this. You can follow the typical steps for defining a new user and then assign each individual user to a responsibility that enables access to self-service.

   > **Note:** You should assign the IRC Employee Candidate responsibilities to all employees.

   See: Users Window (*Oracle HRMS Configuring, Reporting, and System Administration Guide*)

   Alternatively, you can set up concurrent programs to automate this manual process.

   See: Creating Batch User Accounts with Concurrent Programs (*Oracle HRMS Deploy Self-Service Capability Guide*)

2. If you manually create a new user, in addition to granting the user the correct responsibility, you must now grant them the correct permission set using the Functional Administrator responsibility. iRecruitment uses the Grants model to determine the functions that users can access.

   See: Grants and iRecruitment Responsibilities, page 1-139

   For information on creating grants and using permission sets, see: Grants and Permissions Sets *(Oracle E-Business Suite System Administrator's Guide - Security)*

Configuring Page Layouts

The Personalization Framework

The Personalization Framework, a component of the Oracle Applications (OA) Framework technology, enables you to modify many aspects of the appearance and behavior of self-service web pages which are defined in the MDS Repository. The Personalization Framework is a subset of the Web Applications Dictionary functionality and provides a user-friendly interface for making changes to the definitions held in the MDS Repository.

See: *Oracle Application Framework Personalization Guide, Oracle Application Framework Documentation Resources, Release 12* (My Oracle Support Note 391554.1)

Personalization Framework Hierarchy

The Personalization Framework enables you to configure web pages at different levels: function, localization, site, organization, responsibility, and user. The lower level personalizations, for example, user-level personalizations, take precedence over the higher level personalizations, for example, site-level personalizations.

> **Note:** Not all personalization levels may be available for your self-service application. For example, iRecruitment, does not use the organization level.

If you make personalizations at the site level, they will affect all users. For this reason, you should make site level personalizations wherever possible. For example, you may want to include a particular logo in a web page for all users.

If you want a particular personalization to only appear for a certain group of users, then you should do your personalization at responsibility level. For example, you may want to show certain details about a vacancy to employees only, not external users. Many of the iRecruitment screens make use of common regions. This allows you to make a change to a region in one place, and have it reflected throughout the application, for example you may want to hide the brief description field from the job search results table. Doing this personalization at site level will hide it in both the simple job search and the advanced job search. If you do not want to hide it on both screens then you must do a function level personalization, just doing the personalization on the function that you want to change.

There are a number of function level personalizations delivered with iRecruitment.

To enable administration-level personalizations (at the localization, site, organization, function, and responsibility levels), the system administrator must set the personalization profile options for the user in question. The user then logs on to the self-

service application and selects a responsibility. If the profile options have been set correctly, the user will see the Personalize Region links on the web page. By clicking on these links, the user can customize the page to the level defined by the system administrator.

Typical administration-level personalizations include:

- Creating views
- Changing column labels
- Hiding/Displaying columns
- Configuring tables
- Filtering and sorting data

The system administrator decides whether to enable the Personalization Framework at the different levels. For more information, see: *Oracle Application Framework Personalization Guide, Oracle Application Framework Documentation Resources, Release 12* (My Oracle Support Note 391554.1)

Configurable Profile Options

The following table presents a list of configurable profile options.

Configurable Profile Options

Profile	Configurable Levels	Values	Default
Personalize Self-Service Defn (FND_CUSTOM_OA_DEFINITION)	Responsibility, User	Yes/No	No
Disable Self-Service Personal (FND_DISABLE_OA_CUSTOMIZATIONS)	Site, Application, User	Yes/No	No

Personalize Self-Service Defn

This profile option enables or disables the global Personalize URL link that appears on each self-service web application page for Admin-level customizations.

Disable Self-Service Personal

If this system profile option is set to Yes, the configurations you make will not be applied, regardless of the level at which you make the configurations. Only the original definition of each self-service page will be displayed.

Configuring Web Pages

It may sometimes be necessary to modify the predefined web page regions to suit your business requirements. You configure your web pages using the Personalization Framework, see: *Oracle Application Framework Personalization Guide, Oracle Application Framework Documentation Resources, Release 12* (My Oracle Support Note 391554.1)

To configure web pages:

1. Make sure that you are using a responsibility with administration-level customization access.

2. Navigate to the web page you want to configure.

3. Choose the global Personalize link for the web page or the Personalize Region link for a specific region.

   Note: If you want to configure the page at site level, you do not need to enter a customization value. If you are configuring at the responsibility or functional level, you must specify which responsibility or function is affected.

   The Choose Personalization Context page is displayed.

4. Make your configuration changes.

5. If required, you can hide or display flexfield segments.

6. Save your work.

Setting Up Information for iRecruitment

Creating and Maintaining Default Job Postings

Job postings are the advertisements attached to your vacancies. They provide information about your vacancy requirements, describe how to apply for jobs, and give general details of your enterprise. As a recruiter, you can use the Default Job Postings feature to create a set of default values to use whenever a particular business group, organization, job, or position is selected for a vacancy.

> **Important:** If you are using APIs to upload default job postings, add HTML tags when uploading job postings using APIs. Paragraphs, numbered steps and other types of formatting will only be loaded if HTML tags are added when loading the postings.

Using the default postings functionality:

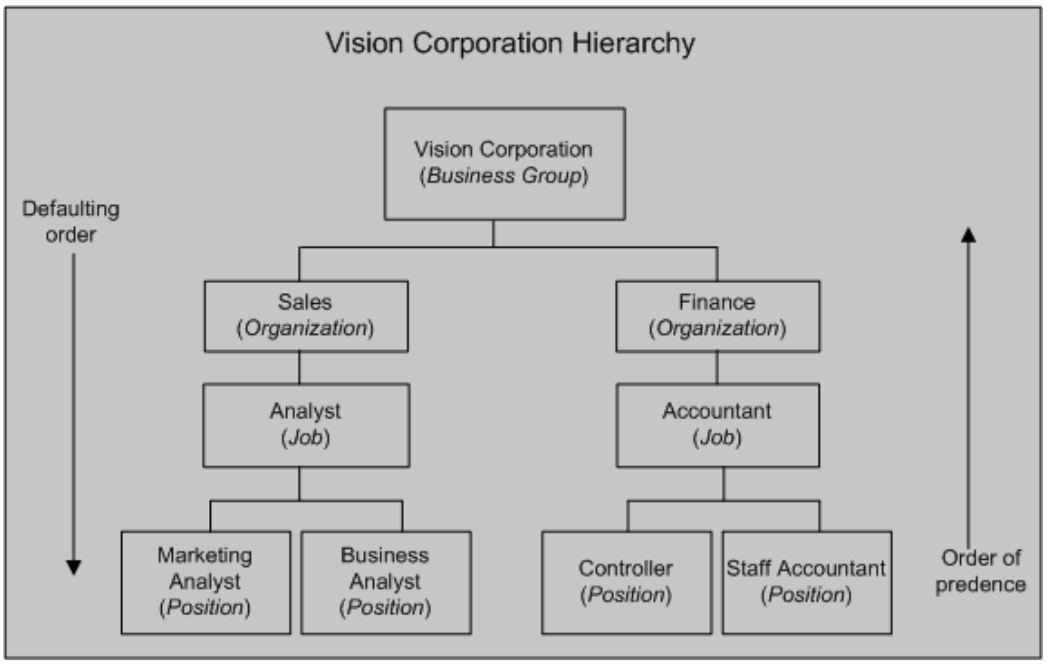
- Saves you from reentering all the information when creating vacancy details
- Reduces the effort required to create vacancies

How default job postings work

When managers select a business group, organization, job, or position when creating vacancy details, the default posting information automatically appears on the Create Vacancy: Format Job Posting page. Managers can edit and format the default details.

Example - Creating Default Postings for Your Business Group

The following figure shows an example of a business group - Vision Corporation with its organizations, jobs, and positions.



You can define default posting information according to your business needs. Using Vision Corporation Hierarchy as an example, the following points explain different approaches that you can take when creating default posting information.

- Set up default information for the business group

  To use the same posting information for all vacancies in the Vision Corporation business group, create the default posting information for the business group only. If you define the job posting at the highest level and do not create posting information at lower levels, then the default values appear automatically for all vacancies in that business group.

- Set up default information for organizations and jobs

  To use different job posting information for organizations and jobs in the business group, create posting information specific to organizations and jobs. For example, if the posting information is similar for Business Analyst and Marketing Analyst positions, then create default posting information for the Analyst Job. When managers select the Analyst Job when creating vacancy details for the Business Analyst position, the default information defined for the Analyst job, automatically appears for that vacancy.

- Set up default information for a position

  You can create posting information for a position (lowest default level). For example, you can create default information for the Staff Accountant position associated with the Accountant job.

  The default job postings at the lower levels override the default job posting set at

the higher levels. For example, posting information exists for the Accountant job and Staff Accountant position. When managers select the Accountant job and the Staff Accountant position to create vacancy details, the default posting information defined for the Staff Accountant position appears on the vacancy details page.

- Set up default information in a hierarchy

  You can enter specific information at each level instead of providing complete information at all levels. For example, you can define only:

  - The how-to-apply information for the Finance organization.
  - The job requirements for the Accountant job.
  - Any additional information for the Staff Accountant position associated with the Accountant job.

  When managers select the position while creating vacancies, posting information defaults from the organization, job, and position levels.

Creating Default Postings

On the Default Job Advert page:

- Select the posting level and the value for which you want to create a default description.
- Enter information such as department description, additional job information, and how-to-apply details.
- To display a graphic on job postings, for example, your enterprise logo, specify the file path of the directory in which you saved the graphic file.

Updating Default Postings

You can make any changes to default job postings that are in use. For example, you might want to change the job requirements or how-to-apply information. You can also delete in-use job postings and add new job postings to jobs, positions, organizations, and the business group. Your changes or deletions do not affect vacancies associated with previous job postings.

Creating and Maintaining Recruiting Sites Details

If your enterprise has an agreement to post job advertisements with third-party recruiting sites, use the Job Posting Vendor Details page to record information about the recruiting sites.

Complete the following information:

1. Enter the recruiting site name that identifies the third-party recruiting site where your enterprise posts the job details.

2. Depending on the data transfer method that your enterprise uses, enter the following details:

   - To send job postings through HTTP, enter the Posting URL specified by the recruiting site. Enter the user name to track those who submit job postings to the recruiting sites. To base the user name on the manager or recruiter who submits the posting, enter one of the following parameters. The application dynamically includes the appropriate details for the person when the posting is made:

     #USERID

     Sends the person's unique user ID as assigned by the application, for example, 10569.

     #USERNAME

     Sends the person's login name, for example, JDOE.

     #EMAIL

     Sends the person's e-mail address, for example, john.doe@abc.com.

   - To send job postings through e-mail, enter the receiver's address as the Posting URL. Enter the address in this format: mailto:{email address}, for example, mailto:firstname.lastname@company.com.

   - To send job postings using FTP, enter the username and password to enable the manager to post job details to the FTP server. This username and password is used to authenticate the user on the FTP server. Specify the Posting URL as FTP URL with the directory that stores the job postings. For example, ftp://fptserver.mycompany.com/inbound_postings.

     Note: You can use the FTP method only if the destination server supports Passive File Transfer Protocol (PASV) data transfers. The FTP feature is a beta version and may not work on all servers.

3. Specify the style sheet that defines the job-posting format.

   iRecruitment provides the following default style sheets:

   - JobPositionPosting.xsl, which is compliant with HR-XML 1.1 standards.

   - PositionOpening.xsl, which is compliant with HR-XML 2.5 standards.

   If you leave the Stylesheet field blank, then iRecruitment uses the

JobPositionPosting.xsl. To make use of HR-XML 2.5 compliant data, enter PositionOpening.xsl

4. Provide other details:

   - Provide the Date From and Date To information to specify how long your job advertisements appear on the recruiting site.

   - Enter the posting cost of the job advertisements for the specified period.

5. In the Posting Implementation Class field, enter the Java class that provides the job posting mechanism. You can enter the default implementation class: oracle.apps.irc.posting.JobPostingImpl. Or, you can write an implementation class based on your posting requirements and enter the complete path of the class.

   For information about writing custom posting implementation class, see the *Write a Java class to define job posting implementation mechanism* section in the Implementation Steps, page 1-14 topic

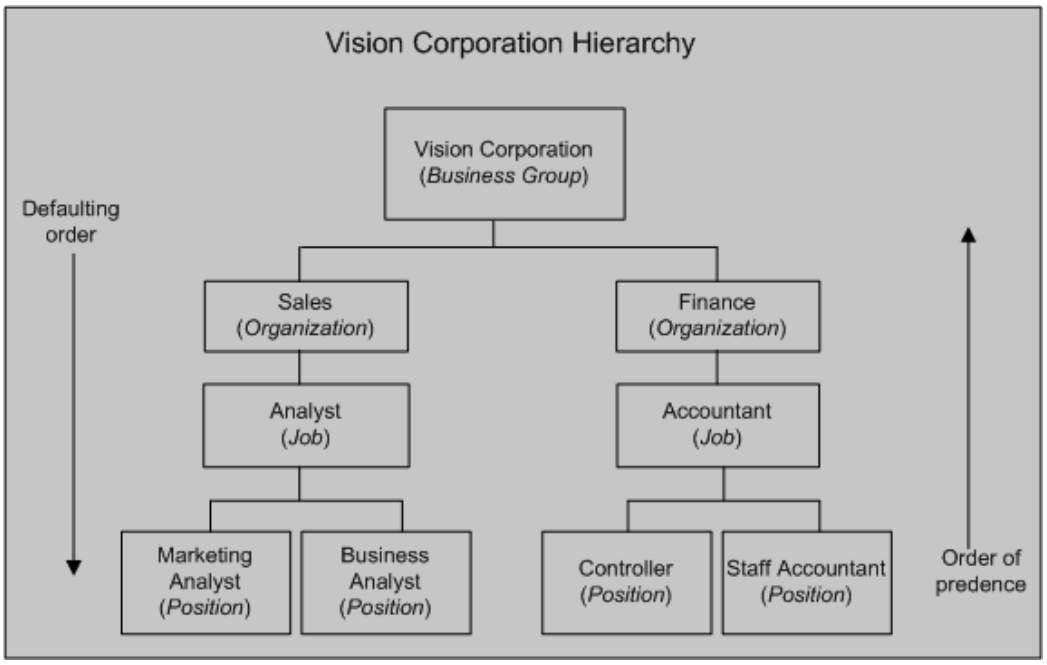
Defining and Maintaining Templates for Offer Letters

iRecruitment uses offer templates to create offer letters. When you define a template, iRecruitment uses Oracle XML Publisher, a template-based publishing tool, to merge your template file with the offer data to create an offer letter.

Selecting a Default Template

On the Offer Template Associations page, you can select a default offer template for a business group, organization, job, or position. When a manager creates an offer, iRecruitment uses the default template to create an offer letter.

The following figure shows an example of a business group Vision Corporation with its organizations, jobs, and positions.



You can analyze your recruitment practice to decide whether you want to set a default template for your business group or specify different default templates. Using Vision Corporation as an example, the following points explain different approaches that you can take when setting up default templates for offer letters:

- Set a default template for the business group

  To use the same offer details for all job offers in the Vision Corporation business group, select a default template for the business group. When managers create offers in the Vision Corporation business group, iRecruitment uses the default template set for the business group to create offer letters.

  Business Group is the highest level. If you select a default template at the highest level and do not define default templates for organizations, jobs, and positions, then the default template at the business group level is inherited at the lower levels.

- Set a default template for different levels in the business group

  Alternatively, if terms and conditions of job offers vary, then select default templates at the appropriate levels. For example, if job offer details are different in the Sales and Finance organizations, then select different default offer templates for those organizations.

  The default templates set at the lower levels override the default offer template set at the higher levels. For example, you select *Vision Offer Template* as a default template for the Vision Corporation business group and *Sales Offer Template* as a default template for the Sales organization. When managers create offers for the Sales organization in the Vision Corporation business group, iRecruitment uses the default template set at the organization level (*Sales Offer Template*) to create offer

letters.

Updating Offer Template Associations

You can delete template associations in use and add new templates to jobs, positions, organizations, and business groups. For example, you can add a new template, if there is a change in the company policy or a request for a change from the HR department. Your changes or deletions do not affect offers associated with previous templates.

Setting Up Assessments

iRecruitment enables you to use assessments to evaluate candidates and applicants during the recruitment process. Follow these steps to set up the assessments functionality:

To set up assessments:

1. The OTA Assessment Top Menu appears by default in the IRC Recruiter menu. This menu enables recruiters to:

   - Manage questions and question banks.
   - Manage surveys, tests, and test. sections.
   - See test previews and test statistics.

   To enable users of other responsibilities to create and manage assessments:

   1. Add the OTA Assessment Top Menu to their corresponding menus.
   2. Grant the IRC Assessment Administration Permission Set to those responsibilities using the Functional Administrator responsibility.

      For information on creating grants and using permission sets, see: Grants and Permission Sets in the *Oracle E-Business Suite System Administrator's Guide - Security*.

2. Review the following profile options:

   - OTA: Assessment Branding Image

     An Oracle Learning Management (OLM) product profile option that controls the display of the product brand name on assessment headers. The profile value is set to IRCBRAND (iRecruitment graphic) by default for the predefined candidate responsibilities. To display a different graphic, for example, the logo of your job site or enterprise, enter the file name of your graphic as the profile option value for predefined or custom candidate responsibilities. Omit any file extension from the name.

- OTA: Data Source Module

  An OLM product profile option that restricts access to assessment data based on the product defined in the profile option. By default, the profile value is set to iRecruitment for the predefined iRecruitment responsibilities so that users view assessment data only from iRecruitment. If you add the Assessment Administration function to any custom iRecruitment responsibility, then you must set iRecruitment as the profile value for that custom responsibility.

- OTA: Hide Assessment Points

  An OLM product profile option to determine whether candidates can view assessment points for test questions. If you set the profile option to Yes, then candidates cannot view the assessment points allocated for the test questions. If you plan to hide the assessments points, then set the OTA: Hide Assessment Points profile option to 'Yes' at the Responsibility level (for example, iRecruitment External Candidate responsibility) or Application level (for example, Human Resources). If you use the custom iRecruitment external candidate responsibility, then you must set the profile option at that responsibility level. When external candidates attempt assessment tests, they cannot view the assessment points. The assessment points are hidden for the external candidates.

What's Next

The following steps summarize how to create and use assessments:

1. **Creating assessments**

   After you set up the Assessments functionality, your recruiters or managers can create surveys and tests to use during the recruitment process.

   See: Creating and Managing Assessments for iRecruitment, page 2-28

2. **Making assessments available to candidates and applicants**

   - To make a survey or test available to candidates during the registration process, set the IRC: Registration Test profile option.

     See: Profile Options, page 1-53

   - Managers can select a test when they create vacancy details. iRecruitment presents the test when candidates apply for the vacancy.

     See: Creating and Maintaining Vacancies, page 2-36

     If an assessment is selected for a vacancy, then iRecruitment presents it when managers or agencies apply on behalf of candidates. Use the IRC: Skip Job Assessment profile option to decide whether managers, recruiters, or agency users can complete assessment when they apply for jobs on behalf of

candidates. See: iRecruitment Profile Options, page 1-53

Setting Up Offers

Setting Up Offers

To enable managers to create and process offers for applicants, you must complete the following steps:

1. Configure iRecruitment Manager and iRecruitment Recruiter menus, if required.

   You can use the default menus that iRecruitment provides to work with the offers functionality or configure the menus to suit your business needs.

   - iRecruitment assigns the Irc CM Home Page Create Offer and Irc Enter Offer Detail functions to the IRC Manager Menu and IRC Recruiter Menu by default. This function enables managers and recruiters to create offers for applicants. If you do not want specific managers to create offers, then you can hide this functionality by excluding the Irc CM Home Page Create Offer and Irc Enter Offer Detail functions from the responsibilities of other managers.

   - iRecruitment assigns the Extend Offer Duration function to the IRC Manager Menu and IRC Recruiter Menu by default. This function enables managers to extend the duration of the offer when the offer expires. If you do not want specific managers to extend the duration of the job offers after the expiry date, then you can exclude the Extend Offer Duration function from the responsibilities of other managers.

   - iRecruitment assigns the following offer functions to the IRC Recruiter Menu by default:

     - Irc Offer Search Workbench: to search offers and make changes to the offer letters.

     - Irc Template Associations Setup Page: to associate offer templates with a business group, organization, job or position to generate offer letters.

     - Irc Track Offer Letter: to enter tracking information such as the shipping and offer number.

     If you want your managers to carry out the recruiter tasks, then assign the recruiter functions to the responsibilities associated with the managers.

2. Review current settings of these profile options, and update if necessary:

   - IRC: Allow Multiple Offers for Candidate

   - IRC: Enable Offers Compensation

- IRC: Extend Offer Duration Function
- IRC: Offer Duration Measurement
- IRC: Offer Duration Value
- IRC: Offer Send Method
- IRC: View Offer Function
- IRC: Offer Workflow Item Type
- IRC: Offer Details Approval Transaction Type
- IRC: Extend Offer Duration Transaction Type

See: Profile Options, page 1-53

3. Ensure that the following Lookups contain the values required for your enterprise:
   - IRC_OFFER_DECLINE_REASON: Enter the reasons that applicants select when they decline the offer in the Decline Offer page.
   - IRC_OFFER_POSTAL_SERVICE: Enter the names of the shipping companies that your enterprise uses to send offers. The Shipping field on the Track Offer page displays the lookup values.
   - IRC_OFFER_EXPIRATION_DATE: Enter the values that your managers can use to search offers that will close within a specific time, for example within a day or within two weeks. The Offer Expiry Date list on the Offers Search page displays the lookup values.

   See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

   See: User and Extensible Lookups, page 1-115

4. Configure the offer approval process, if required.

   iRecruitment supplies default offer approval process. You can create your own approval process to meet your business needs.

   - If you create your own approval process, ensure that you:
     - Update the following profile options for the transaction type and workflow process:
       - IRC: Extend Offer Duration Transaction Type

- IRC: Offer Details Approval Transaction Type
- IRC: Offer Workflow Item Type

- Update the parameters for the Irc Create Offer Review function using the Form Functions window with the new values.

  In addition to the default approvers, managers can select additional approvers in the Add Adhoc Approvers region. To enforce default approval rules, you can hide the Add Adhoc Approvers region using the Personalization function.

See: iRecruitment and Oracle Approvals Management (AME), page 1-94

See: iRecruitment Offer Approval Transaction Type, page 1-107

See: Profile Options, page 1-53

See: Personalization Framework, page 1-143

5. Create your own offer letter templates if you do not want to use the supplied offer template.

   See: Customizing Offer Templates, page 1-163

6. Select a default template to generate offer letters for your business group, organization, jobs, or positions. iRecruitment uses the default template to create offer letters when managers create or update offers for applicants.

   See: Creating and Maintaining Offer Templates, page 1-150

7. Set up compensation plans to enable hiring or line managers to assign benefits components when they create or update the offers.

   See: Setting Up Individual Compensation Distributions for Employees and iRecruitment Applicants, page 1-165

8. Subscribe to the workflow event type IRCOFFER to send notifications to the offer participants such as managers, recruiters, and applicants.

   See: Using Workflow Business Events, page 1-222

   See: Subscribing to Workflow Business Events, page 1-223

9. Set up equity analysis to enable hiring managers to make an informed decision about salary when they create offers for applicants.

   See: Setting Up Equity Analysis for Offers, page 1-161

10. Schedule the following concurrent processes:
    - iRecruitment Offer Expiry Notifications

- iRecruitment Offer Expired Notifications

See: Running the iRecruitment Offer Expiry Notifications Process, page 1-164

See: Running the iRecruitment Offer Expired Notifications Process, page 1-165

Schedule these processes to run daily to notify managers and applicants about offers approaching the closing date and closed offers. Use the iRecruitment HRMS Manager responsibility to schedule these processes.

Setting up Information for Salary Basis and Proposed Salary Fields in Offers

Oracle iRecruitment provides enterprises the flexibility to decide if candidates hired through iRecruitment should have their pay administered using Salary Administration or not. For offers, enterprises can make the Salary Basis and Proposed Salary fields optional or mandatory or base Salary Basis and Proposed Salary on work structure configuration using the IRC: Salary Details Mandatory in Offer profile option.

See: Profile Options in iRecruitment, page 1-53

When you set the IRC: Salary Details Mandatory in Offer profile option value to Based on Work Structure Configuration, you must define the IRC: Proposed Salary Flex Segment Name profile option, which identifies the flex segment that iRecruitment uses to make the Salary Basis and Proposed Salary fields mandatory or optional for offers.

You can set up information at the following work structure levels to make the Salary Basis and Proposed Salary fields either mandatory or optional:

- Organization
- Job
- Position
- Grade

Note that the Salary Basis work structure level impacts only the Proposed Salary field.

To make Salary Basis and Proposed Salary fields optional or mandatory in offers, you must create flexfield segments and define values for these segments at the work structure levels. Before you start implementing these steps, plan your requirements and decide the work structure level that you want to use to make the salary details mandatory or optional.

Setting up Information for Salary Basis and Proposed Salary Fields in Offers:

1. Using the Descriptive Flexfield Segments window, create a flexfield segment for the

following DFFs. You can define the flexfield segment at any of the work structure levels or at all levels:

Work structure	Flexfield	Flexfield Segment *Example*	Value Set
Organization	Add'l Org. Unit Details	*Salary Details Reqd*	Yes_No
Job	Additional Job Details	*Salary Details Reqd*	Yes_No
Position	Additional Position Details	*Salary Details Reqd*	Yes_No
Grade	Additional Grade Details	*Salary Details Reqd*	Yes_No

Note: You must provide the same flex segment name if you are creating the flex segment at different levels. The flexfield segment given in the table is just an example. When you create a segment, you can name the segment as per your business requirement.

If you decide to make Salary Basis mandatory at any of the work structure levels, then create a flex segment for the Salary Basis work structure to make the Proposed Salary field mandatory or optional. For example, you can make salary basis mandatory at organization, job, position, or grade level and make proposed salary optional by defining a flexfield segment for the Additional Salary Basis Details flexfield:

Work structure	Flexfield	Flexfield Segment *Example*	Value Set
Salary Basis	Additional Salary Basis Details	*Salary Details Reqd*	Yes_No

2. Using the System Profile Values window, enter the flex segment name as the value for the IRC: Proposed Salary Flex Segment Name profile option.

   iRecruitment checks the value set for the flex segment at organization, job, position, grade, or salary basis level to make the salary basis and proposed salary basis fields

mandatory or optional.

3. Set the value to Yes or No for the flex segment for all or required work structure components:

   - Organization: Impacts the Salary Basis and Proposed Salary fields and defines whether they are mandatory or optional.

     To set the flex segment value:

     Navigate to the Organization window and select the organization to define the flex segment. Click the additional details icon to display the Add'l Org. Unit Details window. Select Yes or No in the flex segment field.

     For example, if you decide that all the offers created in an organization, Vision Corporation must have salary basis and proposed salary, then select Yes for the flex segment field.

   - Job: Impacts the Salary Basis and Proposed Salary fields and defines whether they are mandatory or optional.

     To set the flex segment value:

     Navigate to the Job window and select the job to define the flex segment. Click the additional details icon to display the Additional Job Details window. Select Yes or No in the flex segment field.

   - Position: Impacts the Salary Basis and Proposed Salary fields and defines whether they are mandatory or optional.

     To set the flex segment value:

     Navigate to the Position window and select the position to define the flex segment. Click the additional details icon to display the Additional Position Details window. Select Yes or No in the flex segment field.

   - Grade: Impacts the Salary Basis and Proposed Salary fields and defines whether they are mandatory or optional.

     To set the flex segment value:

     Navigate to the Grades window and select the grade to define the flex segment. Click the additional details icon to display the Additional Grade Details window. Select Yes or No in the flex segment field.

   - Salary Basis: Impacts the *Proposed Salary* field and defines whether it is mandatory or optional

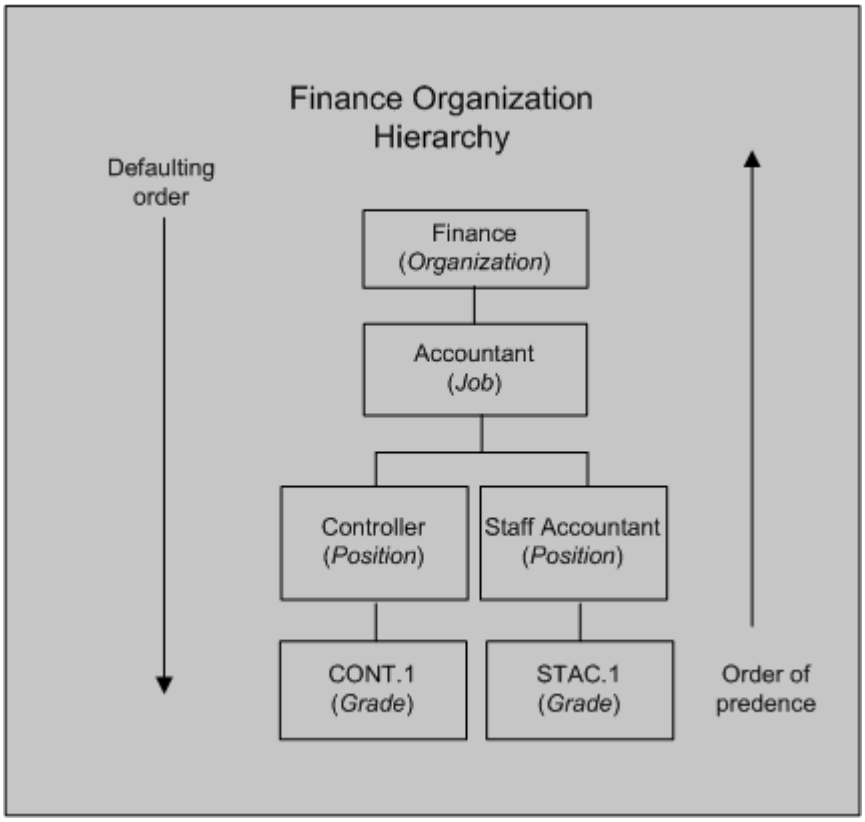
     To set the flex segment value:

     Navigate to the Salary Basis window and select the salary basis to define the flex segment. Click the additional details icon to display the Additional Salary Basis Details window. Select Yes or No in the flex segment field.

You can make salary basis mandatory at organization, job, position, or grade level and make proposed salary optional. For example, for the Stores Clerk job, set the Salary Basis as mandatory. Set the value for the Additional Salary Basis Details flex to No for Hourly Salary Basis. When a manager creates an offer for the Stores Clerk job and selects the Hourly Salary Basis, the Proposed Salary field becomes optional.

> **Note:** However, if the Salary Basis field is optional, then the Proposed Salary field also becomes optional, regardless of the Additional Salary Basis Details flex segment set to Yes.

If the flex segment is configured at a higher level for example, for an organization and the flex segment is left blank at the lower levels such as job or position, then the value set at a higher level cascades as a default value to the lower levels. Values set at a lower level, for example, grade, overrides any default from a higher level. The following diagram shows the defaulting order and order of precedence:



Setting Up the Equity Analysis Organization Report for Offers

To enable managers to use the Equity Analysis for Organization report to make an informed decision about salary for an applicant, you must complete the following steps:

To set up the Equity Analysis Organization report for offers:

1. Run the following concurrent programs if this is the first time you are using HRMSi or DBI for HR:

   Note: If you already use HRMSi or DBI, then you need not run these programs. You would have run these concurrent programs at the time of set up.

   - **Update Gregorian Hierarchy in the Time Dimension**

     Run this program to load the FII_TIME_DAY table with time information. The Offers Materialized view uses this table to display information in real time. Set the Date To parameter at least one year into the future when you run the concurrent program.

   - **HRI Load All Supervisor Hierarchies**

     Run this program to load the Supervisor Hierarchy Summary Table (HRI_CS_SUPH.) with supervisor hierarchy details. The Equity Analysis for Organization report uses these details to display salary information for jobs in the supervisor hierarchy.

2. Run the concurrent process HRMSi (Embedded Analytics) Materialized View Refresh to refresh the HRI_MDP_SUP_WRKFC_JX_MV materialized view that updates workforce information.

   Prerequisites

   These processes are not delivered in any request sets or groups. To use these processes, you need to add the processes to a request group and, if applicable, a request set.

   See: Organizing Programs into Request Groups, *Oracle E-Business Suite System Administrator's Guide - Configuration*

   See: Organizing Programs into Request Sets, *Oracle E-Business Suite System Administrator's Guide - Configuration*

3. Set the profile option HRI: Enable Embedded Analytics to Yes for Application Human Resources at the Application level. You set the profile option to enable the Equity Analysis for Organization region in the Basic Details page.

4. Check that jobs and salary basis are set up correctly in Oracle HRMS to meet your requirements for offers equity analysis. The report uses the job and the hiring manager details to display the salary information.

   See: Jobs and Positions, *Oracle HRMS Enterprise and Workforce Management*

   See: Salary Basis, *Oracle HRMS Compensation and Benefits Management Guide*

5. Set up the currency conversion rate to display salary information in a common currency using the Conversion Rate Types window of Oracle General Ledger. Set up the Corporate conversion rate to define a standard rate for your enterprise. Oracle General Ledger currency setup is a shared product. Liaise with your Financials implementation team to get this information. If you do not use Oracle General Ledger, add the GL_GCS_RATES menu or individual functions from the menu to an existing menu that users access through their standard responsibilities. For further information about conversion rates, see the *Oracle General Ledger User's Guide* in the Oracle Financial Applications documentation.

6. Schedule to run the following processes to display the latest information. You can schedule the processes to run according to your business needs. For example, you can schedule to run these processes daily or once a week.

    - HRI Load All Supervisor Hierarchies

        Note: If you do not use Daily Business Intelligence, then set the Full Refresh parameter to Yes for subsequent runs. If you use Daily Business Intelligence, you must set the Full Refresh parameter to No for subsequent runs. Oracle supports only incremental refresh of supervisor hierarchy if DBI is installed.

    - HRMSi (Embedded Analytics) Materialized View Refresh

Customizing Offer Templates

Offer letter templates simplify the offer-letter-preparation task and ensure consistency among offer letters. An offer letter template determines the basic structure of an offer letter and contains document settings such as text entries, page layout, and special formatting.

iRecruitment supplies the following predefined documents to generate offer letters:

- IRCESOLDD_SD.xml: A data definition source file that contains all the data tags that offer templates can use.

- IRCESOLT_en.rtf: A sample RTF offer template that you can use to generate offer letters.

Oracle iRecruitment provides these predefined templates as an example reference. You must modify and create new templates according to your business requirements. For example, the predefined template uses Pounds as the default currency value. To use a different currency value, you must create your own offer letter template.

To customize the offer letter details, you can create your own templates. You customize the XML version of the offer template using Oracle XML Publisher.

Important: Oracle iRecruitment recommends that you create your own templates. Do not modify the predefined templates as your changes may be lost during an upgrade.

To customize the offer templates:

1. Create a new rich text or PDF format template.

   Using the predefined offer template as a sample, create a new offer template and save it as a rich text or PDF format file.

   See: *Creating an RTF Template and Creating a PDF Template in the Oracle XML Publisher User's Guide*

2. Create a new template definition.

   Using the predefined template definition as a sample, create a new template definition in the Template Manager for your template design file. When you create the template definition in the Template Manager, you register and upload your template design files.

   See: *Creating the Template in the Oracle XML Publisher User's Guide*

To use the custom templates for offer letter generation, associate the custom templates with your business group, organization, job, or position using the Offer Templates Associations page.

See: Defining and Maintaining Templates for Offer Letters, page 1-150

Running the iRecruitment Offer Expiry Notifications Process

Run the iRecruitment Offer Expiry Notifications process to alert managers and applicants about offers approaching the closing date.

You run the process from the Submit Request window.

To run the iRecruitment Offer Expired Notifications process:

1. Select the iRecruitment Offer Expired Notifications process in the Name field.

2. Click in the Parameters field to open the Parameters window.

3. Enter the number of days that the application should consider to track offers approaching the closing date. For example, if you enter 3, the process tracks the offers that close within three days from the offer extended date and notifies the participants. The default value is seven.

4. Click OK.

5. Click Submit.

Running the iRecruitment Offer Expired Notifications Process

Run the iRecruitment Offer Expired Notifications process to inform managers and applicants about the closed offers. If required, managers can extend the duration of the closed offers and send the offers to the applicants again.

To run the iRecruitment Offer Expired Notifications process:

1. Select the iRecruitment Offer Expired Notifications process in the Name field.
2. Click Submit to run the process.

Setting Up Individual Compensation Distributions for Employees and iRecruitment Applicants

As a compensation manager, you set up individual compensation distribution (ICD) plans to define the components of an award or allowance. The line manager uses the self-service interface to assign the award - setting the start and end date of the distribution - while the back-office maintains control of the plan's administration. You can set up compensation plans so that hiring or line managers assign benefits components to applicants when they create or update offers in iRecruitment.

Follow these process steps to set up a variety of plans for ICD and iRecruitment offers, such as:

- Periodic or spot bonuses
- Sponsored allowances
- Resettlement compensation
- Severance Payments
- Relocation
- Sign-on bonus
- New hire stock
- Other periodic or recurring awards

As a compensation and benefits administrator, you define plans for individual compensation distribution and iRecruitment using the features of standard benefits or Oracle Advanced Benefits following the guidelines in these sections.

- Define Plans, page 1-166
- Define Enrollment Requirements for the Plan, page 1-168
- Set Up Activity Rates and Coverages for the Plan, page 1-171
- Configure Web Pages, page 1-174
- Enter People for Test Purposes, page 1-174
- Set Up Employee Self-Service Access to ICD, page 1-175

Define Plans:

You set up plans for individual compensation distribution and iRecruitment by defining the characteristics of the plan and any electable options in the plan. If necessary, you can define participant eligibility profiles to limit the participants who are eligible for the plan or option.

To set up plans for self-service individual compensation distribution and iRecruitment

1. Define the Plan Year start and end dates for the compensation plan. Set up several plan years to account for future plan years.

   See: Defining a Program or Plan Year Period, page 1-176

2. Optional: define a participant eligibility profile to control eligibility for the compensation plan.

   If you do not define a participant eligibility profile:

   - ICD finds all employees and contractors reporting to the manager eligible for the distribution.
   - iRecruitment finds all applicants eligible for the compensation plans defined for applicant offers.

     Note: Set the participant eligibility profile status to active if you define a profile.

   See: Defining an Eligibility Profile, page 1-177

3. Set up one or more Plan Types to group the compensation plans you administer.

   - Required: select an Option Type of Individual Compensation Distribution to enable a manager to distribute the award or assign benefits to applicants. When you define Plan Types for iRecruitment, select Enterable Amount or Select List as the option for Self Service Display format. Currently the other self-service

options do not apply for iRecruitment plans.

- Optional for ICD: select a Compensation Category of Compensation for reporting purposes or for system extracts.

You can choose to set up a single plan type for all your compensation plans, or you can define multiple plan types for groupings of plans (Bonus, Allowance, Severance, and others).

> **Note:** You should base the number of plan types you define on your reporting requirements.

See: Defining Plan Types, page 1-180

4. Required for iRecruitment: Define reporting groups to group the compensation plans for iRecruitment. Select the purpose as iRecruitment to display the plans on the Compensation page of iRecruitment.

   See: Defining a Reporting Group, page 1-181

5. Optional: define the options in the compensation plan.
   - Enter a user friendly option name to display in the self service web page.
   - Select the corresponding plan type of each option.

   > **Note:** Use options when there is a logical grouping of choices within a plan, such as a car allowance plan with options of BMW, Honda, and Ford. For bonus plans, severances, and allowances, set up each compensation type as a separate plan.

   See: Defining Options, page 1-189

6. Define compensation plans for ICD and iRecruitment
   - Enter a user friendly plan name to display in the self service web page.
   - Select the plan type of the plan.
   - Set the plan status to active. You can update the status to inactive if you need to temporarily disable the plan.
   - Select a Plan Usage code of May Not Be In a Program.

   In the Not in Program tabbed region:
   - Enter a sequence number that indicates the order in which the plan displays in

the self service web page relative to other plans in the plan type.

- Select the currency of the plan for monetary distributions. You do not enter a currency for non monetary allowances, such as cars.

- Select the Activity Reference Period of the plan. For recurring awards, the activity reference period is the period the manager sees when distributing the award, for example, $100 per period.

For non recurring awards, you can select any activity reference period.

> **Note:** For an iRecruitment plan, ensure that you select frequency specific values such as Per Month or Per Year as the Enrollment rate/frequency. As applicants are not assigned any payrolls, if you select values such as Per Pay Period no plans will be displayed to hiring managers when they create or update offers.

See: Defining a Benefits Plan, page 1-182

7. Link the Plan Years to the plan that you defined in Step 1.

   See: Maintaining Plan Related Details, page 1-184

8. If you defined options in Step 5, link the options to the plan.

   - Set the status for each option to active. You can update the status to inactive if you need to temporarily disable an option.

   See: Associating Options with a Plan, page 1-187

9. Link a participant eligibility profile to the plan if you limit eligibility for the plan.

10. For iRecruitment: Define a single life event reason with the iRecruitment type. Oracle iRecruitment uses this life event type to process compensation plans for applicants.

    See: Defining General Characteristics of Life Event Reasons, page 1-191

Define Enrollment Requirements:

You use the Plan Enrollment Requirements window to control the enrollment method.

ICD only: You can also set up required certifications that the individual must provide before Oracle Payroll distributes the award.

To define enrollment requirements for ICD and iRecruitment plans

1. Define enrollment requirements for the plan.

- Query the plan you defined in step 6 above.
- Select an enrollment method of Explicit.
- Check the Allows Unrestricted Enrollment check box.
- Select Current, Can Keep or Choose; New, Can Choose as the Enrollment code.

For ICD Plans

- If you define coverages, select a Coverage Start Date code of Enterable if you want to let the manager enter the coverage start date. The application distributes the award to Payroll following the date. If you do not want the manager to enter the start date, select any other coverage state date code.
- Select a Coverage Start Date code of Event to set the start date to the system date when the manager enters the self service web page. Use this code for non-recurring awards. The application distributes the award to Payroll in the following payroll period.
- Required: select a Coverage End Date code that corresponds to your Coverage Start Date code.
- Activity Rate Start and End Date codes function similarly to coverage codes. Choose Enterable for recurring allowances; for non-recurring allowances, choose Event.

For iRecruitment Plans

You must define enrollment requirements by specifying coverage and rates start and end codes.

General Tab

1. With the General tab and the Plan tab selected, select the Coverage tabbed region.
2. Enter the enrollment coverage start and end dates to specify when the coverage begins and ends for participants in the plan. For example, select Event as the start date and 1 Day Before Event as the end date code.
3. Select the Rates tabbed region.
4. Enter the rates start and end date codes to specify when the activity rates start and end for participants in this plan. For example, select Event as the start date and 1 Day Before Event as the end date code.

When you set up compensation plans for iRecruitment offers, you must associate the plans with the iRecruitment life event. When a hiring manager completes the

basic details of an offer and clicks Continue on the Basic Details page, the application detects that the iRecruitment life event has occurred for the applicant assignment and runs the Participation process. The Participation process evaluates the eligibility for the applicant and displays the appropriate benefit plans in the Compensation page.

Timing Tab

Define the following iRecruitment Life Event in the Life Event region of the Timing tab to allow users to make or change elections.

- Select Enrollment Type as the life event.
- Select iRecruitment Life Event as the life event.
- Select a Coverage Start Date code of Event and select the corresponding code 1 Day Before Event as the end date code.
- Select Event as the Rate Start Date and select the corresponding code 1 Day Before Event as the end date code.
- Select As of Event Date as the Enrollment Period Start date code and select a Enrollment Period end date that corresponds to the Period start date such as Thirty Days After Event Date or Sixty Days After Event.

For information on compatible start and end codes, see the white paper, *Oracle Applications HRMS Compatible Start & End Date Codes, My Oracle Support* Note ID: 247317.1

See: Defining Enrollment Requirements for Not in Program Plans, page 1-197

2. Optional for an ICD plan: for Advanced Benefits users, link one or more certifications to the plan if you request or require certification from the participant before you make the distribution.

   Oracle HRMS supplies the certification types available with the application.

   > **Note:** If you require a certification, the application suspends the payroll distribution of the award until the participant returns the certification. A message displays to the issuing manager indicating that the distribution is suspended.

   See: Defining Certifications for Enrollment in a Plan, *Oracle HRMS Compensation and Benefits Management Guide*

   See: Defining an Action Item Due Date (Advanced Benefits), *Oracle HRMS Compensation and Benefits Management Guide*

3. Optional for ICD: for Advanced Benefits, you can define communication types that

the application generates to inform the participant of a suspended distribution.

You set up a system extract to write the applicable information from the communication type to a text file. You can then merge the data from the text file into the body of the participant communication.

See: Defining Communication Types, *Oracle HRMS Compensation and Benefits Management Guide*

Set Up Activity Rates and Coverages for the Plan:

You set up activity rates to define:

- The amount of a distribution (for fixed rate distributions) or to indicate that the manager enters the distribution amount when the award is assigned in the self-service web page.

  Note: You can set up multiple activity rates for an ICD plan; however, you can choose only one rate to display on enrollment to the self-service user.

- The amount ranges that hiring managers can assign when they create or update offers for applicants in iRecruitment

To set up activity rates for a plan

1. Optional: set up an activity rate for an ICD/iRecruitment plan or option in the following cases:

   - You do not use coverages.
   - You offer a monetary award and you want to distribute the amount of the award to payroll.
   - You create element entries for the award.
   - You award a non monetary gift (defined as a coverage) and you need to keep records of the taxable benefit.
   - You want to control the maximum amount that can be distributed for a recurring element.

     Note: In order to control the maximum distribution amount, you must configure Oracle Payroll using FastFormula.

   Follow these guidelines when setting up the activity rate:

- Set the activity rate status to active.
- Indicate if the activity rate applies to a plan or to an option in a plan.
- Select any Activity Type code.
- Select a Usage code of Standard Contribution/Distribution.
- Select a Unit of Measure if the award is non monetary.

  Note: If the Unit of Measure is monetary, do not select any unit of measure.

- For ICD only: Select a rate certification type if you want to suspend the rate until the appropriate certification is received and approved.

Define the calculation method for the activity rate.

- If the award is a flat amount, enter the value of the award.
- If the award is not a flat amount, check the Enter Value at Enrollment check box. For recurring awards, the value the manager enters at enrollment is per the activity reference period defined for the plan.
- Check the Assign on Enrollment and Display on Enrollment check boxes.

See: Defining Activity Rates for a Standard Contribution/Distribution, page 1-195

Note: Steps 2 - 3 do not apply to iRecruitment plans.

2. Optional for ICD: define a variable rate profile if the activity rate varies according to one or more factors, such as the assignment of the person to whom the manager distributes the award.

   You can also use variable rate profiles to define minimum and maximum distributions, increments, and default rates.

   See: Defining General Information for a Variable Rate Profile, *Oracle HRMS Compensation and Benefits Management Guide*

3. Optional for ICD: create a taxable benefit rate for use with non monetary coverages.

   You set up a taxable benefit rate for non monetary coverages like you define a standard activity rate, with the following exceptions:

   - Leave the Unit of Measure field blank.
   - Select a Calculation Method of Multiple of Coverage.

- Uncheck the Enter Value at Enrollment field.
- Define a multiplier where the number represents the value of one non monetary award.
- Select a Coverage Operator of Multiply by.
- Select a Rounding Code of Round to Nearest Hundredth.
- Uncheck the Display on Enrollment check box.

  Note: You may have to define your coverage first before saving this rate.

4. Optional for ICD and iRecruitment: create a Maximum Distribution Rate to accompany the standard rate.

   You set up a Maximum Distribution Rate like you define a standard activity rate, with the following exceptions:

   - Select an Activity Type of Total Distribution Limit.
   - Leave the Unit of Measure field blank.
   - Leave the Recurring field blank.

5. Optional for ICD: define coverages for the plan if:

   - The award is non monetary and you do not want element entries created for the non monetary award.
   - The award is a non monetary gift (which is defined as a coverage) and you need to keep records of the taxable benefit.
   - You do not define standard activity rates.

   See: Defining a Coverage Calculation, *Oracle HRMS Compensation and Benefits Management Guide*

   Follow these guidelines when you set up a coverage definition:

   - Enter a name for the coverage.
   - Select a coverage type.
   - Select a Unit of Measure if the Type is not Coverage.
   - On the Calculation Method Tab, select a Calculation Method of Flat Amount.

Note: If you want the user to enter the value during the enrollment check the Enter Value at Enrollment check box. Otherwise, enter the amount.

- For recurring distributions, the coverage amount is per the activity reference period defined in the plan.

  Note: You should set up no more than one coverage per compensation plan or option.

Configure Web Pages:

To configure ICD web pages, use the Application Dictionary to configure the field labels, hints, tips, and messages that display in an ICD web page. You can also configure menu names, function names, and certain workflow attributes, see: Individual Compensation Distributions (ICD), *Oracle HRMS Compensation and Benefits Management Guide*

To configure iRecruitment offers pages, including the Compensation page, see: Setting Up Offers, page 1-155

Enter People for Test Purposes:

You can enter sample people into the Oracle HRMS database to test your Individual Compensation Distribution plan.

Define a Manager

Using the People window, define a manager with a date of birth, social security number, and address.

1. Enter an Assignment for the manager.
2. Check the Manager check box located in the Miscellaneous tabbed region.
3. Select the manager's GRE in the GRE tabbed region.

Define an Employee

Using the People window, define an employee with a date of birth, social security number, and address.

Note: If you use eligibility profiles, make sure the test employee meets your eligibility requirements.

1. Enter an Assignment for the employee.

2. Select the test manager you created as the employee's supervisor on the Supervisor tabbed region.

3. Select the employee's GRE in the GRE tabbed region.

Create a User Name and Password for the Test Manager

As a system administrator, open the User Types window to define a user name and password for the manager you created.

1. Link the Manager Self Service responsibility to the user name.

2. Save your work and close the window.

Assign an Individual Compensation Distribution to the Employee

1. Using the manager's user name and password, log on to Oracle Self Service HR.

2. Choose the Individual Compensation menu item.

3. Find the Employee you created.

4. Assign the individual an award.

Set Up Employee Self-Service Access to ICD:

You can configure ICD for employee self-service access. Use this feature if your enterprise administers charitable contribution plans, savings bond plans, or service recognition plans where you allow the employee to select from one or more awards.

> **Note:** You set up employee self-service plans as you would other plans, using the professional user interface. However, you should include employee self-service plans in their own plan type, so that participants cannot view plans only available to managers.

To set up employee self-service access to ICD

1. Log in to Oracle HRMS using a System Administrator responsibility and open the Form Functions window.

2. Choose the Description tab.

3. Enter a new function name--without spaces--in the Function field.

4. Enter a User Function Name for this function.

5. Select SSWA JSP Function as the function Type.

6. Optional: enter a Description of the function.

7. Choose the Form tab.

8. Enter the following parameter, substituting the function name you entered in Step 3 and your plan type IDs where indicated:

   - pProcessName=HR_INDIVIDUAL_COMP_PRC&pItemType=HRSSA&pCalledFrom=<your new function code>&PLANTYPE=<your plan type IDs separated by commas>

9. Choose the Web HTML tab.

10. Enter the following string in the HTML Call field:

    - OA.jsp?akRegionCode=HR_CREATE_PROCESS_TOP_SS&akRegionApplicationId=800

11. Save your work.

12. Close the Form Functions window and open the Menus window.

13. Add the function you just created to the Employee Self-Service Menu.

14. Save your work.

    See: Defining Communication Types, *Oracle HRMS Compensation and Benefits Management Guide*

    See: Defining When a Communication is Used, *Oracle HRMS Compensation and Benefits Management Guide*

Defining a Program or Plan Year Period

You use the Program/Plan Year window to record the dates through which programs or plans are in effect.

To define a program or plan year period:

1. Enter the Start and End dates in the Plan region through which this program or plan year period is valid.

   In the Limitation region:

2. Choose the Start and End dates that define the limitation year that acts as the reference period used to calculate a participant's yearly compensation.

   You typically define a limitation year to determine a participant's yearly contribution ceiling for a benefits plan such as a 401(k) plan in the US.

In the Period region:

3. Select the period Type code that identifies the period type by which you divide the program or plan year, for example fiscal or calendar.

> **Note:** The period type must be Fiscal if you are defining a year other than from 01-JAN to 31-DEC. When the year period is from 01-JAN to 31-DEC the period type must be Calendar.

In the Within Year Periods block:

4. Enter the first day and first month of the within year period and the last day and last month of the within year period in the following fields:
   - Start Day
   - Start Month
   - End Day
   - End Month.
5. Select the Unit of Measure by which you are dividing this period.
6. Save your work.

Defining an Eligibility Profile

You use the Participation Eligibility Profiles window to define an eligibility profile with an effective start date of your choice. Before defining the profile, define any derived factors (such as length of service or compensation level), or your own eligibility criteria, that you plan to use as eligibility criteria.

If you want to create your own criteria to include in the eligibility profile, click User Defined Eligibility Criteria and create new criteria, see: Creating your own Eligibility Criteria., *Oracle HRMS Compensation and Benefits Management Guide* To access these criteria, choose the Other tabbed region, and select User Defined Criteria from the list

You can use eligibility profiles to determine:

- employee eligibility for compensation and benefits plans
- entitlements in collective agreements
- eligibility for grade/step progression
- eligibility for various work schedules, and so on

The information you can enter differs slightly depending on whether you have accessed this window from the Total Compensation or Collective Agreements area of the application.

> **Note:** If you use the Total Compensation Setup Wizard to set up grade ladders, programs and plans, and Total Compensation Statements, you can create or update eligibility profiles while you are working in the Wizard.

To define an eligibility profile:

1. Enter the Name of the eligibility profile you are defining.
2. Enter a Description of this eligibility profile.
3. Select an Assignment Type to which this eligibility profile applies.

   For example, you can define an eligibility profile for employee assignments if this profile is only used for employees.

   > **Note:** You can only select Employee Assignment Only for profiles to be used with collective agreements.

4. Select the profile Status.

   Pending: This eligibility profile is currently proposed, but not active.

   Active: This eligibility profile is in use.

   Inactive: This eligibility profile is in use but cannot be associated with any new programs, plans, or options.

   Closed: This eligibility profile was once Active or Pending, but is no longer in use.

5. Select whether this eligibility profile applies to benefits or collective agreements. If you are defining an eligibility profile for work schedules or grade step progression, then select benefits.
6. Choose the tabbed region that contains a criteria element that you want to include in your eligibility profile. Choose from:
   - Personal
   - Employment
   - Derived Factors
   - Related Coverages (Not applicable to collective agreements)

- Other

7. Select a criteria element.

   For example, you could choose Person Type as one of several eligibility criteria of the Personal type.

   > **Note:** When you define more than one value for a criterion, at least one of the values must be present in the person's record for them to be eligible. However, when you use multiple criteria in an eligibility profile (for example, a Work Location and an Organization), the person must meet at least one value for *each* criterion.

   If you use a FastFormula eligibility rule as part of your eligibility profile, the participant must meet the criteria of the rule and one value from any other criteria that you include in the eligibility profile. If you use more than one FastFormula rule, by default the participant must meet the criteria of all the rules. If you change the user profile option BEN:Eligible Profile Rule from AND to OR, the participant need only meet the criteria of one rule.

8. Enter a Seq (sequence) number specifying the order the system processes this criteria element relative to any other criteria in this eligibility profile.

   > **Note:** You must assign a sequence number of a higher priority to all criteria that are used to exclude eligibility.

9. Select one or more values for the criteria element you have selected.

10. Check the Exclude field if a person becomes ineligible to participate in the compensation object, or to receive the collective agreement entitlement you associate with this eligibility profile if they meet this criterion.

    You typically check the Exclude field when it is easier or faster to define which persons are excluded from eligibility, as opposed to defining which person are eligible.

11. If you are defining an eligibility profile for a grade ladder, and you want to rank your employees to determine the most eligible person to progress, enter an eligibility Score for this criteria.

    The application calculates the eligibility rank based on the total score for all criteria that the person satisfies.

12. For grade ladders, you can also enter an eligibility Weight for a criteria.

    The application multiplies the weight by the criteria value. You can only use

weights with criteria that contain numeric values. If you enter a score and a weight for a criteria, the application adds the person's score to the weight to arrive at the final number.

13. Repeat steps 6, page 1-178 to 12, page 1-179 for each criteria element that you include in your eligibility profile.

14. Choose the Display All tabbed region to view the criteria elements in this eligibility profile.

15. Save your work.

Defining Plan Types

You use the Plan Types window to date effectively define, update, and delete or end-date plan types.

To define a plan type:

1. Enter a unique Name for the plan type you are defining.

2. Select an Option Type to classify the options you associate with this plan type.

3. For Advanced Benefits users, enter the alphanumeric identifier in the IVR field that participants use to identify this plan type using interactive voice response or telephony technology.

4. Select a Compensation Category that classifies the benefit provided by the plans and options in this plan type.

   Note: You can use this information in system extracts that you send to benefits carriers and other third party agents.

5. Select a Self Service Display format of horizontal or vertical to control how you display the plans and options in a self-service enrollment form.

   Note: The display format defaults to horizontal.

   In the Enrollment block:

6. Enter the Minimum number of plans in this plan type in which an eligible person can be enrolled simultaneously or check the No Minimum field if there is no minimum.

7. Enter the Maximum number of plans in this plan type in which an eligible person

can be enrolled simultaneously or check the No Maximum field if there is no maximum.

8. Save your work.

Defining a Reporting Group

You use the Reporting Groups window to define a reporting group and to associate programs and plans with the reporting group. You can also define which regulatory bodies and regulations govern the reporting group.

You can create reporting groups to represent:

- Groups of programs and plans that you report on as a set by entering the reporting group name as a report parameter.
- Self-service personnel actions, such as promotions or transfers, and to configure rules for these business processes.

  See: Overview of Self-Service Actions, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
- Compensation plans for applicants on the Compensation page of iRecruitment.

To define a reporting group:

1. Enter a unique Name for the reporting group.
2. Select the Global check box to include plans in the reporting group from any business group.
3. Select the Purpose of the reports that will be generated for this reporting group.

   Select the Personnel Action purpose if you are defining a self-service action.

   Select the iRecruitment purpose if you are defining plans for iRecruitment applicant offers. The Compensation page displays only reporting groups defined with the purpose of iRecruitment.
4. Enter a Description for the reporting group. The description that you enter for iRecruitment reporting group appears as an instruction text on the Enter Compensation page of iRecruitment.
5. Select the first Program Name if the reporting group is to consist of one or more programs.

   Alternatively, select the first Plan Name in the reporting group.

Note: Ensure that you do not include the same plan in multiple reporting groups with the purpose iRecruitment.

Any row (record) in this table can include a Program Name or a Plan Name, but not both simultaneously. While it is unlikely that you would want to use the same reporting group to report at the program and plan levels, you could do so by choosing a Program Name for one record, and then choosing a Plan Name for each subsequent record in the reporting group.

Note: When a plan is selected, the Regulatory Bodies and Regulations button is enabled, indicating that you can define regulatory bodies for, and associate regulations with, that plan.

6. Save your work.

Defining a Benefits Plan

You use the Plans window to date effectively define the plans that you offer to employees and other eligible participants.

To define a benefits plan:

1. Set the effective date to the date on which you want to create the plan.

   Note: You must create the plan with an effective date on or before the first day of the enrollment period in which it will be used.

2. Enter the Name of this plan starting with a letter of the alphabet (not a number or symbol).

   Note: By setting the profile option BEN: Compensation Objects Display Name Basis in the System Profile Values window, you can choose whether compensation object names display in application windows (both in the professional and Self-Service user interfaces) based on the life event occurred on date or the user's session date. The default option value is Session.

3. Select the plan Status.

   Pending: No participants are actively enrolled in this plan, but could be in the future if you change its status to Active. Eligibility processes operate on this plan in "evaluate-only" mode, but do not create active records. Select the Pending status

when setting up a plan that possibly may not become Active.

Active: Eligible persons currently may be enrolled in this plan.

Inactive: Current participants may remain in this plan, but no new participants may enroll in this plan.

Closed: No participants are enrolled in this plan, nor will any enroll in the future (unless you reactivate the plan).

4. Enter a Short Name if you also refer to this plan by an abbreviation.

5. Enter a Short Code if you also refer to this plan by a code.

   You can extract data for a compensation object based on its Short Name or Short Code.

6. Select the plan type for which you are defining a plan in the Type field.

7. For Advanced Benefits users, enter the alphanumeric identifier in the IVR field that participants use to identify this plan using interactive voice response or telephony technology.

8. Choose the Inception Date to specify the calendar date on which you first introduced this plan.

9. Select if this plan must be in a program or may not be in a program in the Plan Usage field.

   Note: If you include this plan in a program, benefits eligibility is determined when eligibility is determined for the program. If you do not want to determine participant eligibility for this plan during a specific time period, you can link a required dummy eligibility profile to the plan (for example, a benefits group containing no people) so that no persons are found eligible for the plan.

10. Choose the General tabbed region.

11. Check the Savings Plan field if you are defining a savings plan.

12. Enter the COBRA Payment Day that corresponds to the day of the month on which COBRA payments are due for this plan.

    For example, 1 refers to the first day of each month.

13. Select the Primary Funding Method to specify the source of funds for this plan.

    Self Insured: You self-insure to fund this plan.

    Trust: A financial institution such as a bank maintains a trust to fund this plan.

Split: You self-insure as well as use a trust to fund this plan.

Fully Insured: You set up an annuity to fund this plan.

14. Select a Health Service code to describe the type of health service this plan provides.

15. Select the participant type whose coverage is subject to imputed income taxation in the Subject to Imputed Income field. Choose either participant, dependent, or spouse.

16. Enter a URL in the Web Address field to create a hypertext link from this plan name on an Oracle Self-Service Human Resources benefits enrollment web page to a URL containing information about this plan. This URL can reside on an intranet or the World Wide Web.

17. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for the participant to be eligible for this plan.

18. Save your work.

Defining a Plan to Determine Eligibility for a Self-Service Action:

You can use Compensation and Benefits functionality as a generic engine to determine eligibility for self-service actions. You define a plan to represent a sub action, such as Promotion (Sales) or Promotion (Italy). After defining a plan type with the option type Personnel Action, use the Plans window to define a sub action and link it to a form function. When users choose the function from a menu, the application calculates each person's eligibility for the action.

See: Set Up Eligibility Processing, *Oracle HRMS Deploy Self-Service Capability Guide*

See: Overview of Self-Service Actions , *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

1. On the Miscellaneous tab, in the Personnel Action Function Name field, select the name of the form function from the LOV.

2. Make sure to activate the Plan Years Not Applicable check box. Plan years do not apply to self-service actions, and this step eliminates needless processing.

Maintaining Plan Related Details

You use the Maintain Plan Related Details window to:

- Associate a plan year period with a plan
- Associate a reporting group with a plan

- Associate reimbursable goods or services with a plan
- Associate regulations and reporting groups with a plan
- Associate an organization with a plan

Associating a Plan Year Period with a Plan

You associate a plan year period with a plan to define the period for which the plan is active.

To associate a plan year period with a plan:

1. Enter or query the plan in the Plans window to which you are associating a plan year period and choose the Details button.
2. Choose the Plan Year Periods tabbed region.
3. Enter a Seq (sequence) number to specify the order in which the system processes this plan year period relative to any other plan year period for this plan.
4. Select the plan year period Start date.

   The period end date displays based on the start date you select.
5. Save your work.

Associating a Reporting Group with a Plan

You can associate a plan to those reporting groups that you use to report on the plan.

To associate a reporting group with a plan:

1. Enter or query the plan in the Plans window to which you are associating a reporting group and choose the Details button.
2. Choose the Reporting Group tabbed region.
3. Select the Name of a reporting group that you use to report on this plan.
   - Select more reporting groups, as necessary.
4. Save your work.

Associating Goods or Services with a Plan

You can associate the goods or services that your enterprise provides as a benefit or has approved for reimbursement as part of a plan.

To associate a good or service with a plan:

1. Enter or query the plan in the Plans window to which you are associating goods or services and choose the Details button.

2. Choose the Goods or Services tabbed region.

3. Select the type of goods or services that you are associating with this plan in the Type field.

4. Save your work.

Associating Regulations with a Plan

You can associate regulations with a plan and the reporting groups that support these regulations.

To associate a regulation or a reporting group with a plan:

1. Enter or query the plan in the Plans window to which you are associating a regulation and choose the Details button.

2. Choose the Regulations tabbed region.

3. Select a Regulation.

4. Select a Reporting Group associated with this regulation.

5. Complete the following fields based on the regulations that govern this plan. These regulations support US non-discrimination legislation.

   - **Regulatory Plan Type** is used to define the type of regulation that governs this plan, such as Fringe benefit regulations or pension regulations.

   - **Contribution Nondiscrimination** is used to identify those participants who cause the plan to be out of compliance with contribution nondiscrimination provisions.

   - **Key Employee Determination** is used to determine those participants who are key in the context of the plan for nondiscrimination testing purposes.

   - **Highly Compensated Determination** is used to determine those participants who are highly compensated in the context of the plan for nondiscrimination testing purposes.

   - **Five Percent Owner** is used to determine those participants who are 5% owners of the business.

- **Coverage Nondiscrimination** is used to identify those participants who cause the plan to be out of compliance with coverage nondiscrimination provisions.

6. Save your work.

Associating an Organization with a Plan

You can associate organizations with a plan, such as third party administrators and benefits suppliers. For example, you can link an organization to a plan when the organization is a benefits supplier to whom you owe a monthly premium.

To define an organization for a plan:

1. Enter or query the plan in the Plans window to which you are associating an organization and choose the Details button.
2. Choose the Organizations tabbed region.
3. Select the name of this Organization.
4. Enter the Customer Identifier this organization uses to identify this plan.
5. Enter the Policy or Group Number this organization uses to identify this plan.
6. Enter the Organization Role that describes the services this organization provides for this plan.
7. Save your work.

Associating Options with a Plan

You use the Maintain Plan Options window to associate an option with a plan.

Advanced Benefits users can define how life event reasons impact a person's participation eligibility for an option in a plan.

To associate an option with a plan:

1. Enter or query a plan in the Plans window.
2. Choose the Options button.
3. Enter a Seq (sequence) number for an option you are associating with this plan if you want the options to display in a particular order in the enrollment window.

Note: Advanced Benefits customers can use sequence numbers to

control the interim coverage assigned when an election is suspended.

4. Select an Option you are associating with this plan.

5. Select the Status of the option.

   Pending: No participants are actively enrolled in this option, but could be in the future if you change its status to Active. Eligibility processes operate on this option in "evaluate-only" mode, but do not create active records. Select the Pending status when setting up an option that possibly may not become Active.

   Inactive: No participants currently are enrolled in this option in this plan, but may be in the future.

   Active: Participants currently may be enrolled in this option in this plan.

   Closed: No participants are enrolled in this option in this plan, nor will any enroll in the future (unless you reactivate the plan).

6. For Advanced Benefits users, enter the numeric identifier in the IVR field that participants use to identify this option using interactive voice response or telephony technology.

7. Enter the URL for this option in plan in the Web Address field if participants can enroll in this option by using the product's self-service web interface.

8. Enter a URL in the Web Address field to create a hypertext link from this option name on an Oracle Self-Service Human Resources benefits enrollment web page to a URL containing information about this plan. This URL can reside on an intranet or the World Wide Web.

9. Choose the Eligibility tab.

10. For Advanced Benefits users, check the Participation Eligibility Override Allowed field if the standard eligibility criteria that this option inherits from this plan can be overridden.

    Checking this field is useful when you want to allow special circumstances for participation in this option, such as a negotiated benefits package for a new hire.

11. For Advanced Benefits users, check the Track Ineligible Person field to cause the system to track persons who are found ineligible for participation in this plan when the Participation batch process is run.

    Note: You use the View Participation Information window to view the compensation objects for which a participant is either eligible or

ineligible.

Note: You must check this field if you determine benefits eligibility based on temporal factors, such as age or length of service.

12. Choose the Dependent Criteria tab.

13. Select a person type or person type combination in the Eligibility Check field to determine eligibility for this option for these person types.

14. Select if the participant's eligibility for this option is based on dependent eligibility in the Eligibility Check field. Choose one:

    - **Participant:** The participant is eligible if he or she meets the participant eligibility requirements associated with the option. Eligibility for the option is not based on dependent eligibility.

    - **Participant and Dependent:** The participant is eligible only if he or she meets the participant eligibility requirements associated with the option, and his or her dependents meet the dependent eligibility profiles and designation requirements associated with the option.

    - **Dependent Only:** The participant is eligible if the participant's dependents meet the dependent eligibility profiles and designation requirements associated with the option. If you select this value, the system does not check for participant eligibility.

15. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for that participant to be eligible for this option.

    Note: Family Members are recorded in the Contact window.

16. Save your work.

Defining Options

You use the Options window to date effectively define, maintain, and delete options.

To define an option:

1. Enter a unique Name for the option you are defining starting with a letter of the alphabet (not a number or symbol).

2. Enter a Short Name if you also refer to this option by an abbreviation.

3. Enter a Short Code if you also refer to this option by a code.

   You can extract data for a compensation object based on its Short Name or Short Code.

4. Check the Waive Option field if a person's election of this option represents the waiver of coverage.

5. If this option is for a Compensation Workbench plan, select a Salary Component if you want to link the option to a salary component.

   At the end of a salary review cycle, a system administrator runs the Compensation Workbench Post Process to update salary components with the new values stored by the compensation components.

   In the Required Period of Enrollment block:

6. Enter a Value that represents the length of time in which a person must be enrolled in this option.

7. Select the unit of measure of this value in the UOM field.

8. Select a rule if you use a formula to determine the required period of enrollment for this option.

9. Select one or more plan types you are associating with this option to indicate that plans of this plan type may provide this option.

   The option type displays in the Option Usage field to indicate the benefits category for this option.

10. Save your work.

Defining Designation Requirements for an Option

You use the Designation Requirements window to limit the personal relationship types that are covered by an option.

If you do not define designation requirements for an option, a participant can designate a person of any relationship type as the designee for an option.

You can only have one designation profile per option, even if you associate the option with more than one plan.

> **Note:** Regardless of the designation requirements you define, you must check the Personal Relationship field in the Contacts window in order for a contact to display in a participant's list of eligible dependents.

To define designation requirements for an option:

1. Enter or query an option in the Options window and choose the Designation Requirements button.

2. Select a Group Relationship for which you are defining designation requirements.

3. Specify if this designation requirement applies to dependents or beneficiaries in the Type field.

4. Enter the minimum and maximum number of designees that can be covered under this option or indicate that there is no minimum or maximum number of designees by checking the appropriate field.

   Note: Select a Group Relationship type of No Designees and enter the maximum number of designees as zero for an employee only coverage option.

5. Check the Cover All Eligible field if there is no minimum or maximum number of designees for this option and you want to provide coverage to all designees who meet your eligibility criteria.

6. Select one or more Relationship Types to include with this group relationship.

7. Save your work.

Defining General Characteristics of Life Event Reasons

You use the Life Event Reasons window to date effectively define life events and their associated processing.

To define general characteristics of a life event reason:

1. Set your effective date to the appropriate start date for this life event reason.

2. Enter a Name for this life event reason.

   Note: Use a noun for the life event reason name since this life event may appear in communications that you send to participants.

3. Select a life event reason Type. Choose from a variety of types including:

   - **Absence:** Select this type if you want entry and ending of absences to trigger life events.

- **Checklist**: Select this type to trigger HR Checklist events for HR administrators.
- **Compensation** : Select this type if you are defining a life event for a Compensation Workbench plan.
- **Personal (Advanced Benefits only)**: Examples include Marriage, Divorce, and Birth.
- **Scheduled (Advanced Benefits only)**: Examples include age and length of service changes.
- **Work (Advanced Benefits only)**: Examples include Change in Job Assignment, New Hire, and Termination.
- **iRecruitment**: Select this type if you are defining a life event for compensation plans for iRecruitment applicants.

4. If you selected Absence as the Type, select the Life Event Operation Code: Delete Event, Start Event, or End Event. For example, to set up the life event reason that detects entry of an absence end date, select End Event.
5. Select an Evaluation Rule to apply to this life event reason. You can use an evaluation rule to define:
   - How to combine multiple detected life events into one
   - How to fully detect a life event when its detection is complex
   - When to eliminate a previously detected life event.
6. Enter a description of the life event in the Description field.
7. Select a Life Event Treatment code if you want to limit the detection of seeded temporal life events. Choose from:
   - **Do Not Detect Past Temporal Events**: Prevents the detection of past temporal events while the application processes this life event.
   - **Do Not Detect Past or Future Temporal Events**: Prevents temporal event detection while the application processes this life event. Use this code with the seeded open and administrative events, or any other explicit events, when you do not want to detect temporal events.
   - **Never Detect This Temporal Life Event**: Prevents the automatic detection of a specific temporal event. Set this code for any seeded temporal event, such as Age Change or Length of Service Change, that you do not want to detect, such as for mid-year changes.

8. Select a Timeliness Evaluation code to indicate how the system processes potential life events that fall outside a time period that you define.

   By default, the Timeliness Evaluation field is set to Process Potential Life Event Manually.

9. Do one of the following:

   - Enter the number of days after the life event occurred beyond which the system does not process this potential life event in the Timeliness Days field.

     By default, Timeliness days is set to 90.

     Note: By selecting timeliness evaluation and timeliness days values for user-defined events, you can avoid over writing processed life events during retroactive batch processing.

   - Select a Timeliness Period if the potential life event should be voided or processed manually because it occurred prior to the current calendar year.

   - Select a Rule that controls your timeliness definition.

     Note: The Timeliness Days and Timeliness Period fields are mutually exclusive.

10. Select an Occurred Date Determination code that controls if the life event is processed according to the date the event occurred or the date the event was recorded in the system.

    Note: By setting the profile option BEN: Comp Objects Display Name Basis in the System Profile Values window, you can choose whether compensation object names display in application windows (both in the professional and Self-Service user interfaces) based on the life event occurred on date or the user's session date. The default profile option value is Session.

11. If you want to link a life event reason to a self-service process, select a value in the Selectable for Self Service field to indicate in which processes this life event should be available.

    - All--the life event can be selected in all self-service processes

    - Add/Update/Delete Family Members--the life event can be selected in Self-Service Benefits when the user adds, updates, or end dates a family member contact

- Add/Update Family Members--the life event can be selected in Self-Service Benefits when the user adds or updates a family member contact
- Delete Family Members--the life event can be selected in Self-Service Benefits when the user end dates a family member contact
- Basic Registration--the life event can be selected in the New Employee Registration process
- COBRA Registration--the life event can be selected in the Non-employee Registration process
- Basic and COBRA Registration--the life event can be selected in both the New Employee and the Non-Employee Registration processes

Note: In Self-Service Benefits, a user can select life event reasons with a Selectable for Self Service value of All, Add/Update/Delete Family Members, or Delete Family Members as valid reasons for ending a relationship between the primary participant and a dependent or beneficiary.

Note: Do not use the Life Events page in self-service registration if you are the employer of benefits recipients. This page is only for third party benefits providers.

See: Configuring the New Employee and Non-Employee Registration Processes, *Oracle HRMS Deploy Self-Service Capability Guide*

12. Select the appropriate value from the Show Primary Care Providers in Self Service to display or hide primary care providers in Self-Service for this life event. By default, the application displays all the primary care providers in Self-Service for this life event.

13. Select the Check Related Persons Eligibility field if the system generates a related person life event when the primary participant experiences this life event.

    If you select the Check Related Persons Eligibility field, complete the Causes Related Person Life Events block as described in step 15, page 1-195

14. Select the Override field if this life event is the overriding life event in the case of the collision of two or more life events.

    Note: When two or more overriding life events collide, no life event is selected as the winner. You use the Potential Life Events form to

select the winning life event.

15. Select the COBRA Qualifying Life Event field if this life event impacts eligibility for US COBRA benefits.

16. Select the name of the related person life event this life event triggers in the Causes Related Person Life Event field.

    Repeat this step for each related person life event that is triggered by this life event.

17. Save your work.

Next Step

Associating a Person Change With a Life Event, *Oracle HRMS Compensation and Benefits Management Guide*

Defining Activity Rates for a Standard Contribution/Distribution

You create a separate contribution or distribution activity rate calculation for each plan or option in your benefits offering that requires a contribution or distribution. After you link the calculation to the plan or option, you define the calculation.

You date effectively maintain standard contributions and distributions using the Standard Rates window. You can also use Total Compensation Setup Wizard, *Oracle HRMS Compensation and Benefits Management Guide* to update multiple rates simultaneously.

To define an activity rate for a standard contribution/distribution:

1. Enter or query the standard contribution or distribution that you are defining in the Name field.

2. Select the Status of this activity rate.

   Pending: This plan or option in plan currently does not use this calculation, but could in the future if you change the Status of this calculation to Active. Select the Pending status when setting up a standard contribution/distribution calculation that possibly may not become Active.

   Active: The system currently calculates this standard contribution/distribution for this plan or option in plan.

   Inactive: The system currently does not calculate this standard contribution/distribution for this plan or option in plan.

   Closed: The system currently does not calculate this standard contribution/distribution, nor will it do so in the future.

3. Choose the General tabbed region if it is not already selected.

4. Select the Level in the compensation object hierarchy at which you are defining the activity rate.

5. Select the Compensation Object for which you are defining the activity rate.

6. Select an Activity Type code that identifies the business function this calculation performs, such as an Employee Contribution or an Employer Payroll Distribution.

7. Select the Tax Type indicating the tax impact of this calculation to participants.

   You select this Tax Type primarily for classification purposes; the payroll system is primarily responsible for processing taxability.

8. Select a Usage code that limits the use of this activity rate to a particular kind of contribution or distribution.

9. Select a UOM (unit of measure) to express the result of this calculation if this activity rate is for a non-monetary distribution.

10. Select an Element Determination Rule. The application uses this rule to determine an employee's currency for the worksheet amount rate if you choose a Determination Code of Automatic or do not choose a determination code.

    See: Defining Processing Information for a Standard Contribution/Distribution, *Oracle HRMS Compensation and Benefits Management Guide*

11. Select the Element you defined that corresponds to this activity rate definition.

    Note: Set up your elements as a prerequisite to defining your activity rates. If your element definition changes, you must re-attach the element to the rate. For an absence plan, you must also re-select the Extra Input Rule and re-map the input values to formula results.

12. Check the Element and Input Value Required field.

13. Select the Input Value for the activity rate, such as pay value.

14. If you are defining a rate for an absence plan and you need to associate more than one input value with the activity rate, select the Extra Input Rule. This is a formula that calculates the values to be returned to the other input values. When you have finished defining the rate, choose the Extra Inputs button to associate the formula results with the appropriate input values.

15. Check the Uses Variable Rate field if the result of this calculation varies due to some

factor or other piece of discreet data about the participant and you associate a variable rate profile with the calculation.

To associate a variable rate profile to this activity rate, see Associating a Variable Rate Profile with a Standard Contribution/Distribution Calculation, *Oracle HRMS Compensation and Benefits Management Guide*

16. Select the Parent/Child code to specify whether this calculation is a parent activity rate (the primary activity rate) or a child activity rate (dependent upon the parent activity rate).

17. Check the Subject to Imputed Income field if the activity rate for this compensation object is governed by US imputed income regulations.

18. Save your work.

Defining Enrollment Requirements for Not in Program Plans

You use the Plan Enrollment Requirements window to define special enrollment requirements for plans that you do not associate with a program.

To define enrollment requirements for a not in program plan:

1. Query the plan for which you are defining enrollment requirements in the Plan field.

   The current status of the plan is displayed. For a definition of the plan statuses, see Defining a Benefits Plan, page 1-182.

2. With the General tab and the Plan tab selected, select the Not in Program tabbed region.

3. For Advanced Benefits users, select a Default Enrollment Code or Rule to define how the system processes enrollments when a participant fails to make an election.

   See: Enrollment Codes, *Oracle HRMS Compensation and Benefits Management Guide*

   > **Note:** If an option in this plan is the default option, you must still select this plan as the default plan.

4. Save your work.

Setting Up Agencies

Setting Up Agencies

Follow these steps to set up agencies to enable agency users to work with the iRecruitment Agencies functionality:

1. **Define agencies as suppliers**

   Record the information about agencies that your enterprise works with in the Suppliers window of Oracle Services Procurement. Define the agency with the classification of iRecruitment Job Agency to show the agency in the application. If you do not use Oracle Services Procurement, add the Customer and Supplier Setup menu or individual functions from the menu to an existing menu that users access through their standard responsibilities. For further information about the functions in the Customer and Supplier Setup menu, see the *Oracle Payables User Guide* in the Oracle Financial Applications documentation.

2. **Create a person record in Oracle HRMS**

   Create a person record for an agency or agency user using the People window in Oracle HRMS. Unlike the employee or contingent worker record, this record need not represent an actual person. You could set up one person record for all users at an agency to use iRecruitment. Enter the details that the agency provides and any mandatory information that Oracle HRMS requires. Select Contact as the person type to identify the record as an external person record. You associate this person record with the user record to enable the agency access to iRecruitment.

   See: Entering a New Person (People Window), *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

3. **Create a user record to enable an agency user to access iRecruitment**

   Create a user record for an agency user to access iRecruitment. Define the user and assign the iRecruitment Agency responsibility to the user in the Users window of the System Administrator responsibility. In the Person field, select the person record that you defined in step 2. You associate the user record with the person record to identify the agency user who accesses iRecruitment.

   > **Note:** Depending on the business need, you can create one user per person or one user for all agency people to access iRecruitment. If you create multiple user records and want all the agency users to access the same functionality, then assign the appropriate responsibility to all the user records.

   See: Users Window, *Oracle E-Business Suite System Administrator's Guide - Security*

4. **Set the profile options for agencies**

   - To define which agency the agency user belongs to, set the name of the agency as the value for the IRC: Agency Name profile option. Typically you set this profile option at the user level to identify the agency users.

   - To determine the default maximum number of applicants that agencies can submit for a vacancy, set the default value for the IRC: Default Max. Applicants profile option. You can set the value at different levels:

     - To specify the same default value for all your managers set the value at the site level.

     - To specify different default values for the manager responsibility and manager users set the values at the responsibility and user levels.

   See: Profile Options, page 1-53

5. **Configure the agency menu, if required**

   To enable an agency to edit a vacancy, add the following functions to the iRecruitment Agency responsibility. These functions are not available with the IRC Agency Menu by default.

   - Irc Vacancy New Launch Workflow (IRC_VAC_NEW_LAUNCH_WF)

   - Irc Vacancy View (IRC_VAC_VIEW)

   - Irc Vacancy Details - Edit (IRC_VAC_DETS_EDIT)

   - Irc Vacancy Skills - Edit (IRC_VAC_SKILLS_EDIT)

   - Irc Vacancy Team - Edit (IRC_VAC_TEAM_EDIT)

   - Irc Vacancy Posting - Edit (IRC_VAC_POST_EDIT)

   - Irc Vacancy Review - Edit (IRC_VAC_REVIEW_EDIT)

   Agency users can use the Update button on the Vacancy page to edit the vacancy information. To enable agency users to navigate to the Home page after submitting the updated vacancy, you must set the IRC: Homepage Function profile option value to IRC_AGENCY_HOME at the iRecruitment Agency responsibility level.

   See: Defining Menus, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

6. **Set up the login URL for agency users to access iRecruitment**

   Agency users access iRecruitment through E-Business suite login page. For information on how to make this login page accessible through a firewall: refer to

the white paper

See: *DMZ Configuration with Oracle E-Business Suite 12* (Note: 380490.1) on My Oracle Support

iRecruitment High Availability

iRecruitment High Availability

Oracle iRecruitment provides the High Availability (HA) functionality to maintain the candidate job site even if the instance (primary) that hosts the job site is down for maintenance, such as application of patches or hardware updates.

You set up a secondary (HA) instance of iRecruitment that you use when the primary instance is unavailable. The HA instance includes a basic job site that enables job seekers to apply for jobs and enter basic information such as their e-mail address, first name, and last name.

> **Important:** The iRecruitment High Availability solution supports only iRecruitment Candidate functionality. Managers and other users must not use the HA system since any data which they process will not be synchronized with the primary instance.

Features of the High Availability Candidate Job Site

Job seekers can:

- Search for jobs using search criteria such as data posted and location of the job.
- View details of vacancies such as organization, location and vacancy requirements.
- Apply for jobs when they identify suitable vacancies. The HA instance takes the site visitor through a slightly different job application process. When the site visitor applies for a job, they provide details such as their e-mail address, last name, first name, and upload a resume for their job application. iRecruitment checks the e-mail address to see if they are a registered user. If the site visitor is a registered user, then they provide their password to submit the job application. Otherwise, the application prompts the user to enter registration information before they apply for the job.

Candidate Account on the HA Instance

When the site visitor provides the registration details as part of the job application process, the HA instance creates a new user account for the newly registered user. It subsequently recognizes the person as an existing user if the person applies for another job. When the system administrator copies the user details to the primary instance, and runs the iRecruitment HA Process Applications concurrent program, the program creates a new iRecruitment account for the user in the primary instance and makes the actual job application.

Data Synchronization

You must ensure that the latest applicant and vacancy data is available on both the primary and HA instances. The method of data transfer depends on factors, such as the database version and the physical arrangement of the servers and it varies across enterprises. Oracle provides sample scripts to help you transfer the data.

To enable efficient job searches and to display job details, you must keep the tables in synchronization between the primary and the HA instances.

For information on the sample scripts and data synchronization between the instances, refer to the *High Availability Streams Processes* white paper available on My Oracle Support note number: 299180.1.

Setting the IRC Availability Profile Option

The IRC: Availability profile option defines the mode in which the primary and the HA instances run. You set this profile option on the primary and the HA instances to transition between the two instances to support the candidate job site.

The profile option values are:

Full

This value indicates that the complete iRecruitment functionality is available. This is the default value and you must set it only on the primary instance.

High Availability

This value indicates that only the limited High Availability functionality is available. Set this value only on the HA instance. When set, site visitors cannot log in or use the complete registration functionality. They can only search and apply for jobs. During the application process, if the person is not an existing iRecruitment registered user, the HA instance prompts the person to register before they apply for a job.

HA Information

This value indicates that an alternate job site with limited features is available. Select this value on the primary and HA instances in the following scenarios:

Scenario 1: Set this value on the primary instance before the maintenance downtime to indicate the availability of the candidate job site on the HA instance. When you set this value, the primary instance automatically directs the site visitors to the candidate job site on the HA instance. Site visitors who have already accessed the candidate job site on the primary instance cannot log in or register. The job site displays an instruction message that informs site visitors to access the alternate candidate job site to search and apply for jobs. It prompts the users who have already logged in to complete their work and log out. Managers can continue their work and by default will not see any information messages on their pages.

Scenario 2: Set this value on the HA instance when the candidate job site is available

again on the primary instance and is in the Full functionality mode. When you set this value, the HA instance automatically redirects the new site visitors to the candidate job site on the primary instance. The HA instance displays an information message to the site visitors who have already accessed the candidate job site to access the job site on the primary instance. Registered users who are in the process of submitting their job applications in the HA instance can complete their work. If the person is not an iRecruitment registered user, the HA instance directs the person to the candidate job site on the primary instance.

HA Redirect

This value suspends all user actions on either the primary instance or the HA instance and informs the users that an alternate instance is available to search and apply for jobs. Set this value on the primary and HA instances in the following scenarios:

Scenario 1: Set this value on the primary instance after the instance is in the HA Information mode for a specific period. When you set the profile option to HA Redirect, the primary instance informs the site visitors, or candidates to access the candidate job site on the HA instance to search and apply for jobs. Managers cannot access the HA instance when the primary instance is down for maintenance.

Scenario 2: Set this value on the HA instance after it has been in the HA Information mode for a specific period of time. When you set the profile option to HA Redirect, the HA instance automatically redirects the site visitors and candidates to the job site on the primary instance.

The following table gives a combination of values that you set for the primary and HA instances when switching between the instances.

Combination of values that you set when switching between instances

Primary Instance	High Availability Instance
Full	HA Redirect
HA Info	High Availability
HA Redirect	High Availability
Full	HA Info

Setting up the High Availability Instance

Follow these steps to set up the high availability instance:

1. Build the HA instance using one of the following methods:

- Make a full copy of the primary instance.
- Install a clean instance and create all data required for the iRecruitment Site Visitor functionality such as custom responsibilities, business groups and organizations necessary for security, lookup values, profile options, and any personalizations applicable to the High Availability pages.

  You must have a unique URL for each instance to run the primary and HA instances simultaneously. You can either have a different domain name for the HA instance or run HA with the same domain name but on a different port. Make sure you change the Web Agent profiles to reflect the URL.

  > **Note:** The URLs for both instances must be full domain names, and not the Internet Protocol (IP) addresses.

2. Set the IRC: Alternate Instance profile option for both the HA and primary instances.

   For information on IRC: Alternate Instance profile option, see: Profile Options, page 1-53

3. Ensure that all profile options are set to the correct functions to be used in the HA candidate job site.

   For information on the IRC: Apply for a Job Function, IRC: HA Job Search Function, and IRC: HA Login Page Function profile options, see: Profile Options, page 1-53

Transition from a Primary Instance to an HA Instance and Back to the Primary

The following steps take you through a complete cycle of using an HA instance when you carry out maintenance and shutdown your primary instance. You must complete the steps in sequence to ensure a smooth transition.

How to Transition from a Primary Instance to an HA Instance and back to the Primary:

Prerequisites: Both the primary and HA URLs start off pointing to the same middle-tier instance. Set the values as given in the example:

"primary url" - Primary Machine

"ha url" - Primary Machine

Note that the primary instance is running in the FULL mode.

1. Run your scripts to copy data from the primary instance to the HA instance.

See: Data Synchronization, page 1-202

2. Start the HA instance application server, if it is not already running.

3. Set the IRC: Availability Mode profile option to High Availability on the HA instance.

   See: Setting the IRC Availability Profile Option, page 1-202

4. Change your network settings as given in this example:

   "primary url" - PrimaryMachine

   "ha url" - HAMachine

5. Set the IRC: HA Information Message profile option on the primary instance to inform the users about the downtime of the primary instance.

   For information on the IRC: HA Information Message profile option, see: Profile Options, page 1-53

6. Enter the time from when the primary instance will be unavailable in the IRC: System Down Time profile option.

   For information on the IRC: HA Information Message and IRC: System Down Time profile option, see: Profile Options, page 1-53

7. Set the IRC: Availability Mode profile option to HA Information at the site level on the primary instance.

   See: Setting the IRC Availability Profile Option, page 1-202

8. Set the IRC: HA Redirect Information Message profile option to display appropriate messages to your users and managers. .

   See: Profile Options, page 1-53

9. Set the IRC: Availability Mode profile option to HA Redirect on the primary instance. This suspends all users actions on the primary instance.

   See: Setting the IRC Availability Profile Option, page 1-203

10. Re-run your scripts to copy any data created since step 1 from the primary instance to the HA instance.

    See: Data Synchronization, page 1-202

11. Change your network setting as given in the example:

    "primary url" - HAMachine

    "ha url" - HAMachine

12. Shut down the primary instance and complete the maintenance tasks.

13. Set the IRC: Available Mode profile option to Full on the primary instance when the maintenance work is complete.

    See: Setting the IRC Availability Profile Option, page 1-202

14. Run your SQL script to copy data from the IRC_PENDING_DATA table on the HA instance to the IRC_PENDING_DATA table on the primary instance.

    See: Data Synchronization, page 1-202

15. Run the iRecruitment HA Process Applications concurrent program on primary instance to process the data of application users.

    See: Running the iRecruitment HA Process Applications, page 1-239

16. Change your network setting as given in the example:

    "primary url" - PrimaryMachine

    "ha url" - HAMachine

17. Set the IRC: Available Mode profile option on the HA instance to the HA Information when the iRecruitment HA Process Applications concurrent program is complete.

    See: Setting the IRC Availability Profile Option, page 1-202

18. Set the IRC: Availability Mode profile option on the HA instance to HA Redirect at the site level.

    See: Setting the IRC Availability Profile Option, page 1-203

19. Re-run the SQL script to copy any data from the IRC_PENDING_DATA table on the HA instance created since step 13 to the table on the primary instance and run the iRecruitment HA Process Applications concurrent program to process the copied applications.

    See: Data Synchronization, page 1-202

20. Change your network setting as given in this example:

    "primary url" - PrimaryMachine

    "ha url" - HAMachine

Your transition from the primary instance to the HA instance and back again is now complete.

Extending iRecruitment

Workflow Business Events

Workflow business events are trigger points in an application which can be used to drive custom code, for example, workflow notifications, and other workflow processes.

iRecruitment allows you to use workflow business events to define your processing logic. For example, you may choose to create a workflow process to send a notification to a candidate on receipt of an application. Alternatively, you could create a workflow process to notify an HR manager if a vacancy is created.

For more information on the Oracle Workflow Builder and business events, see the following sections in the *Oracle Workflow Developer's Guide:*

- Overview of Oracle Workflow
- Overview of Oracle Workflow Builder
- Managing Business Events

Oracle provides workflow business events for all APIs used in iRecruitment.

- For a list of iRecruitment business events, see: Business Events in iRecruitment, page 1-208

  The names of the workflow business events are structured as follows:

  - oracle.apps.<product>.<subproduct>.api.<object>.<event>
  - For example, oracle.apps.per.api.vacancy.create_vacancy

    or, oracle.apps.per.irc.api.party.create_us

    Note: You can also display the list of events using the Workflow Administrator Event Manager responsibility. Select the Find Event Groups function and search for events with the name oracle.apps.per%.

- The full list of public APIs and the purpose of each API is available in the Oracle Integration Repository. See: Oracle Integration Repository Overview, *Oracle Integration Repository User Guide*

The business events are triggered at the same time as the After Process API user hook. The business event is also able to use all of the data passed to the After Process API user hook.

Workflow Business Events and XML Data

You may choose to include XML data in your workflow processes. This enables you to customize a notification to include a specific vacancy name, for example. The XML data is passed to the workflow business event using the event message (notification). To include XML in your notifications, you include the Get XML Value function in your workflow process.

For more information, see the section, *Managing Business Events* in the *Oracle Workflow Developer's Guide*.

Business Events in *i*Recruitment

The following table lists all the business events supplied with Oracle *i*Recruitment. For further information on using business events see: Workflow Business Events, page 1-222

Business Events supplied with Oracle iRecruitment

Name	Internal Name
Accept Apl Asg	oracle.apps.per.api.assignment.accept_apl_asg
Activate Apl Asg	oracle.apps.per.api.assignment.activate_apl_asg
Interview1 Apl Asg	oracle.apps.per.api.assignment.interview1_apl_asg
Interview2 Apl Asg	oracle.apps.per.api.assignment.interview2_apl_asg
Offer Apl Asg	oracle.apps.per.api.assignment.offer_apl_asg
Terminate Apl Asg	oracle.apps.per.api.assignment.terminate_apl_asg
Update Apl Details	oracle.apps.per.api.application.update_apl_details
Create Secondary Apl Asg	oracle.apps.per.api.assignment.create_secondary_apl_asg
Update Apl Asg	oracle.apps.per.api.assignment.update_apl_asg

Name	Internal Name
Create Competence Element	oracle.apps.per.api.competence_element.create_competence_element
Delete Competence Element	oracle.apps.per.api.competence_element.delete_competence_element
Update Competence Element	oracle.apps.per.api.competence_element.update_competence_element
Create Attended Estab	oracle.apps.per.api.estab_attendances.create_attended_estab
Update Attended Estab	oracle.apps.per.api.estab_attendances.update_attended_estab
Delete Attended Estab	oracle.apps.per.api.estab_attendances.delete_attended_estab
Update Person	oracle.apps.per.api.person.update_person
Create Phone	oracle.apps.per.api.phone.create_phone
Delete Phone	oracle.apps.per.api.phone.delete_phone
Update Phone	oracle.apps.per.api.phone.update_phone
Create Previous Employer	oracle.apps.per.api.previous_employment.create_previous_employer
Create Previous Job	oracle.apps.per.api.previous_employment.create_previous_job
Delete Prev Job Extra Info	oracle.apps.per.api.previous_employment_api.delete_prev_job_extra_info
Delete Previous Employer	oracle.apps.per.api.previous_employment.delete_previous_employer

Name	Internal Name
Delete Previous Job	oracle.apps.per.api.previous_employment.delete_previous_job
Update Previous Employer	oracle.apps.per.api.previous_employment.update_previous_employer
Update Previous Job	oracle.apps.per.api.previous_employment.update_previous_job
Create Qualification	oracle.apps.per.api.qualifications.create_qualification
Delete Qualification	oracle.apps.per.api.qualifications.delete_qualification
Update Qualification	oracle.apps.per.api.qualifications.update_qualification
Create Rec Activity For	oracle.apps.per.api.rec_activity_for.create_rec_activity_for
Delete Rec Activity For	oracle.apps.per.api.rec_activity_for.delete_rec_activity_for
Update Rec Activity For	oracle.apps.per.api.rec_activity_for.update_rec_activity_for
Create Recruitment Activity	oracle.apps.per.api.recruitment_activity.create_recruitment_activity
Delete Recruitment Activity	oracle.apps.per.api.recruitment_activity.delete_recruitment_activity
Update Recruitment Activity	oracle.apps.per.api.recruitment_activity.update_recruitment_activity
Create Requisition	oracle.apps.per.api.requisitions.create_requisition

Name	Internal Name
Delete Requisition	oracle.apps.per.api.requisitions.delete_requisition
Update Requisition	oracle.apps.per.api.requisitions.update_requisition
Create Vacancy	oracle.apps.per.api.vacancy.create_vacancy
Delete Vacancy	oracle.apps.per.api.vacancy.delete_vacancy
Update Vacancy	oracle.apps.per.api.vacancy.update_vacancy
Create Irc Asg Status	oracle.apps.per.irc.api.asg_status.create_irc_asg_status
Delete Irc Asg Status	oracle.apps.per.irc.api.asg_status.delete_irc_asg_status
Update Irc Asg Status	oracle.apps.per.irc.api.asg_status.update_irc_asg_status
Create Default Posting	oracle.apps.per.irc.api.default_posting.create_default_posting
Delete Default Posting	oracle.apps.per.irc.api.default_posting.delete_default_posting
Update Default Posting	oracle.apps.per.irc.api.default_posting.update_default_posting
Create Document	oracle.apps.per.irc.api.document_api.create_document
Delete Document	oracle.apps.per.irc.api.document_api.delete_document
Update Document	oracle.apps.per.irc.api.document_api.update_document
Create Job Basket Item	oracle.apps.per.irc.api.job_basket_items.create_job_basket_item

Name	Internal Name
Delete Job Basket Item	oracle.apps.per.irc.api.job_basket_items.delete_job_basket_item
Create Notification Prefs	oracle.apps.per.irc.api.notification_prefs.create_notification_prefs
Delete Notification Prefs	oracle.apps.per.irc.api.notification_prefs.delete_notification_prefs
Update Notification Prefs	oracle.apps.per.irc.api.notification_prefs.update_notification_prefs
Create Registered User	oracle.apps.per.irc.api.party.create_registered_user
Create User	oracle.apps.per.irc.api.party.create_user
Registered User Application	oracle.apps.per.irc.api.party.registered_user_application
Update Registered User	oracle.apps.per.irc.api.party.update_registered_user
Create Posting Content	oracle.apps.per.irc.api.posting_content.create_posting_content
Delete Posting Content	oracle.apps.per.irc.api.posting_content.delete_posting_content
Update Posting Content	oracle.apps.per.irc.api.posting_content.update_posting_content
Create Rec Team Member	oracle.apps.per.irc.api.rec_team_members.create_rec_team_member
Delete Rec Team Member	oracle.apps.per.irc.api.rec_team_members.delete_rec_team_member
Update Rec Team Member	oracle.apps.per.irc.api.rec_team_members.update_rec_team_member

Name	Internal Name
Delete Recruiting Site	oracle.apps.per.irc.api.recruiting_sites.delete_recruiting_site
Update Recruiting Site	oracle.apps.per.irc.api.recruiting_sites.update_recruiting_site
Create Saved Search	oracle.apps.per.irc.api.search_criteria.create_saved_search
Create Vacancy Criteria	oracle.apps.per.irc.api.search_criteria.create_vacancy_criteria
Delete Saved Search	oracle.apps.per.irc.api.search_criteria.delete_saved_search
Delete Vacancy Criteria	oracle.apps.per.irc.api.search_criteria.delete_vacancy_criteria
Update Saved Search	oracle.apps.per.irc.api.search_criteria.update_saved_search
Update Vacancy Criteria	oracle.apps.per.irc.api.search_criteria.update_vacancy_criteria
Create Vacancy Consideration	oracle.apps.per.irc.api.vacancy_considerations. create_vacancy_consideration
Delete Vacancy Consideration	oracle.apps.per.irc.api.vacancy_considerations. delete_vacancy_consideration
Update Vacancy Consideration	oracle.apps.per.irc.api.vacancy_considerations. update_vacancy_consideration
Create Variable Compensation	oracle.apps.per.irc.api.variable_comp_element. create_variable_compensation
Delete Variable Compensation	oracle.apps.per.irc.api.variable_comp_element. delete_variable_compensation
Create Work Choices	oracle.apps.per.irc.api.search_criteria.create_work_choices

Name	Internal Name
Update Work Choices	oracle.apps.per.irc.api.search_criteria.update_work_choices
Delete Work Choices	oracle.apps.per.irc.api.search_criteria.delete_work_choices
Offer Apl Asg	oracle.apps.per.api.assignment.offer_apl_asg
Create Offer Status History	oracle.apps.per.irc.api.offer_status_history.create_offer_status_history
Delete Offer Status History	oracle.apps.per.irc.api.offer_status_history.delete_offer_status_history
Update Offer Status History	oracle.apps.per.irc.api.offer_status_history.update_offer_status_history
Create Offer	oracle.apps.per.irc.api.offers.create_offer
Delete Offer	oracle.apps.per.irc.api.offers.delete_offer
Update Offer	oracle.apps.per.irc.api.offers.update_offer
Create Agency Vacancy	oracle.apps.per.irc.api.agency_vacancies.create_agency_vacancy
Update Agency Vacancy	oracle.apps.per.irc.api.agency_vacancies.update_agency_vacancy
Delete Agency Vacancy	oracle.apps.per.irc.api.agency_vacancies.delete_agency_vacancy
Create Note	oracle.apps.per.irc.api.notes.create_note
Update Note	oracle.apps.per.irc.api.notes.update_note
Delete Note	oracle.apps.per.irc.api.notes.delete_note
Create Template Association	oracle.apps.per.irc.api.template_association.create_template_association

Name	Internal Name
Update Template Association	oracle.apps.per.irc.api.template_association.update_template_association
Delete Template Association	oracle.apps.per.irc.api.template_association.delete_template_association
Create Location Criteria	oracle.apps.per.irc.api.location_criteria_val.create_location_criteria
Create Prof Area Criteria	oracle.apps.per.irc.api.prof_area_criteria_val.create_prof_area_criteria
IRC Generic Notifications Event	oracle.apps.per.irc.common.notifications

Publicly Callable Business Process APIs in iRecruitment

Application Programmatic Interfaces (APIs) are a logical grouping of all external process routines. The Oracle HRMS API strategy delivers a set of PL/SQL packages procedures and functions that provide an open interface to the database.

Oracle® Integration Repository, an integral part of Oracle E-Business Suite, is a compilation of information about the numerous interface endpoints exposed by Oracle applications. The full list of public APIs and the purpose of each API is available in the integration repository. See: Oracle Integration Repository Overview, *Oracle Integration Repository User Guide*

For information on how to access and use Oracle Integration Repository, see: Accessing Oracle Integration Repository, *Oracle Integration Repository User Guide*

For information on how to call APIs, see the technical essay APIs in Oracle HRMS, *Oracle HRMS Implementation Guide*

Predefined Notifications

There are a number of predefined notifications supplied with iRecruitment. These notifications are sent when certain actions occur in iRecruitment, for example when a manager refers a candidate to another manager.

To edit the content of these notification messages log on to the application using an Application Developer responsibility use the Messages window.

Daily e-mail to candidates about new vacancies

IRC_EMAIL_SEEKERS_SUBJECT

IRC_EMAIL_SEEKERS_INTRODUCTION

IRC_EMAIL_SEEKERS_CONCLUSION

Manager refers candidates to other managers

IRC_CM_REFER_MSG_SUBJECT

IRC_CM_REFER_MSG_HEADER

IRC_CM_REFER_MSG_FOOTER

Daily e-mail to managers about candidates matching their vacancies

IRC_EMAIL_RECRUITER_SUBJECT

IRC_EMAIL_RECRUITER_INTRO

IRC_EMAIL_RECRUITER_CONCLUSION

Candidate refers a vacancy to another candidate

IRC_VAC_REFER_MSG_SUBJECT

IRC_VAC_REFER_MSG_HEADER

IRC_VAC_REFER_MSG_FOOTER

Manager pursues a candidate

IRC_PURSUE_SEEKER_SUBJECT

IRC_PURSUE_SEEKER_INTRO

IRC_PURSUE_SEEKER_CONC

General e-mail to candidates

IRC_SEEKER_INFO_NOTE_SUBJECT

IRC_SEEKER_INFO_NOTE_TEXT

IRC_SEEKER_INFO_NOTE_HTML

New password is sent to a candidate

IRC_VIS_NEW_PASSWORD_TITLE

IRC_VIS_NEW_PASSWORD_TEXT

IRC_VIS_NEW_PASSWORD_HTML

Mail to a user who registered on the HA instance about their new account

IRC_HA_NOTIF_NEW_USER_SUBJ

IRC_HA_NOTIF_NEW_USER_BODY

IRC_HA_NOTIF_RES_PASS

IRC_HA_NOTIF_MISC_TEXT

Mail to a user who registered on the HA instance about the status of their job application

IRC_APL_JOBAPPL_NOTIF_SUBJECT

IRC_HA_NOTIF_VAC_APPLD

IRC_HA_NOTIF_VAC_NAME

IRC_HA_NOTIF_VAC_FAILED

Mail to a user who registered on the HA instance to upload their resume again

IRC_HA_NOTIF_RES_FAILED

Mail to a manager about an accepted offer

IRC_OFFER_ACCEPTED_MGR_HTML

IRC_OFFER_ACCEPTED_MGR_SUBJECT

IRC_OFFER_ACCEPTED_MGR_TEXT

Mail to an applicant about their expired offer

IRC_OFFER_EXPIRED_APL_HTML

IRC_OFFER_EXPIRED_APL_TEXT

Mail to a manager about an expired offer

IRC_OFFER_EXPIRED_MGR_HTML

IRC_OFFER_EXPIRED_MGR_TEXT

IRC_OFFER_EXPIRED_SUBJECT

Mail to an applicant about their offer approaching the closing date

IRC_OFFER_EXPIRY_APL_HTML

IRC_OFFER_EXPIRY_APL_TEXT

IRC_OFFER_EXPIRY_APL_SUBJECT

Mail to a manager about an offer approaching the closing date

IRC_OFFER_EXPIRY_MGR_HTML

IRC_OFFER_EXPIRY_MGR_TEXT

IRC_OFFER_EXPIRY_SUBJECT

Mail to a manager about an offer on hold

IRC_OFFER_ONHOLD_MGR_HTML

IRC_OFFER_ONHOLD_MGR_TEXT

IRC_OFFER_ONHOLD_MGR_SUBJECT

Offer to an applicant

IRC_OFFER_RECEIVED_APL_HTML

IRC_OFFER_RECEIVED_APL_TEXT

IRC_OFFER_RECEIVED_APL_SUBJECT

Applicant rejects offer

IRC_OFFER_REJECTED_MGR_HTML

IRC_OFFER_REJECTED_MGR_TEXT

IRC_OFFER_REJECTED_MGR_SUBJECT

Offer sent to an applicant

IRC_OFFER_SENT_MGR_HTML

IRC_OFFER_SENT_MGR_TEXT

IRC_OFFER_SENT_MGR_SUBJECT

Application status change

Mail to candidates

IRC_412427_APLSTACHG_CAND_SUB

IRC_412428_APLSTACHG_CAND_BODY

Mail to managers and recruiters

IRC_412429_APLSTACHG_MGR_SUB

IRC_412430_APLSTACHG_MGR_BODY

Apply for jobs

Mail to candidates when managers, recruiters, or employees apply on behalf of the candidates

IRC_412431_APLFORJOB_CAND_SUB

IRC_412432_APLFORJOB_CAND_BODY

Mail to managers or recruiters when candidates, managers, recruiters, or employees apply for jobs

IRC_412433_APLFORJOB_MGR_SUB

IRC_412434_APLFORJOB_MGR_BODY

Mail to a referrer when managers, candidates, or recruiters apply for jobs

IRC_412443_APLFORJOB_REFR_SUB

IRC_412444_APLFORJOB_REFR_BODY

Mail to candidates about incorrect employee referral information in a new job application

IRC_412537_APLREFINC_CAND_SUB

IRC_412538_APLREFINC_CAND_BODY

Manager updates referral information in job application

Mail to candidates

IRC_412535_APLREFUPD_CAND_SUB

IRC_412536_APLREFUPD_CAND_BODY

Mail to referrers

IRC_412449_UPDREF_REFR_SUB

IRC_412450_UPDREF_REFR_BODY

Mail on communication messages

To managers, recruiters, and any other recruiting team members, if included

IRC_412435_COMTOPCRE_DFT_SUB

IRC_412436_COMTOPCRE_DFT_BODY

To candidates

IRC_412523_COMTOPCRE_CAND_SUB

IRC_412524_COMTOPCRE_CAND_BODY

Communication updated or message created

Mail to managers, recruiters, and any other recruiting team members if included

IRC_412437_COMTOPUPD_DFT_SUB

IRC_412438_COMTOPUPD_DFT_BODY

To candidates

IRC_412525_COMTOPUPD_CAND_SUB

IRC_412526_COMTOPUPD_CAND_BODY

Request reconsideration of application

To managers or recruiters

IRC_412439_REQREVTER_MGR_SUB

IRC_412440_REQREVTER_MGR_BODY

Reconsideration of application acknowledgement

To candidates

IRC_412507_REVTERACK_CAND_SUB

IRC_412508_REVTERACK_CAND_BODY

Candidate registration

To candidates when an employee registers

IRC_412445_CANDREG_CAND_SUB

IRC_412446_CANDREG_CAND_BODY

To candidates when candidate self-registration happens

IRC_412453_CANDREG_SELF_SUB

IRC_412454_CANDREG_SELF_BODY

To referrers when candidates fill up or update profile

IRC_412447_CANDREG_REFR_SUB

IRC_412448_CANDREG_REFR_BODY

Mail to candidates about incorrect employee referral information in candidate profiles

IRC_412539_PRFREFINC_CAND_SUB

IRC_412540_PRFREFINC_CAND_BODY

Mail to candidates when managers update candidate profiles

IRC_412533_PROFUPD_CAND_SUB

IRC_412534_PROFUPD_CAND_BODY

Mail to managers and recruiters on interview feedback update

IRC_412451_INTVW_MGR_SUB

IRC_412452_INTVW_MGR_BODY

Mail to managers, recruiters, and interviewers on interview creation

IRC_412516_INTVCRE_DFT_SUB

IRC_412517_INTVCRE_DFT_BODY

Mail to managers, recruiters, and interviewers on interview update

IRC_412518_INTVUPD_DFT_SUB

IRC_412519_INTVUPD_DFT_BODY

Mail to candidates about scheduled interviews or updated interviews

IRC_412521_INTVCMN_CAND_SUB

IRC_412522_INTVCMN_CAND_BODY

Mail to interviewers who are added to an interview

IRC_412501_INTVW_ADINT_SUB

IRC_412502_INTVW_ADINT_BODY

Mail to interviewers who are no longer part of an interview

IRC_412503_INTVW_DLINT_SUB

IRC_412504_INTVW_DLINT_BODY

Mail to managers and recruiters when candidates withdraw applications

IRC_412455_WTDRAPL_MGR_SUB

IRC_412456_WTDRAPL_MGR_BODY

Mail to an employee referrer when a referral applicant accepts an offer

IRC_412441_OFR_ACCEPT_REF_SUB

IRC_412442_OFR_ACCEPT_REF_HTML

IRC_412509_OFR_ACCEPT_REF_TEXT

Mail when a manager withdraws an offer

To an applicant

IRC_412572_OFFER_WITHDRAW_APL

IRC_412573_WITHDRAWAL_APL_HTML

IRC_412574_WITHDRAWAL_APL_TEXT

To a manager, recruiter or vacancy creator

IRC_412575_OFFER_WITHDRAW_MGR

IRC_412564_WITHDRAWAL_MGR_HTML

IRC_412565_WITHDRAWAL_MGR_TEXT

Mail when a manager records an applicant's response when the applicant declines offer after acceptance

To an applicant

IRC_412566_DECLINED_ACCEPT_APL

IRC_412567_DEC_ACCEPT_APL_HTML

IRC_412568_DEC_ACCEPT_APL_TEXT

To a manager or recruiter

IRC_412569_DECLINED_ACCEPT_MGR

IRC_412570_DEC_ACCEPT_MGR_HTML

IRC_412571_DEC_ACCEPT_MGR_TEXT

Using Workflow Business Events

Oracle iRecruitment provides a sample business event: iRecruitment Sample Business

Event (IRC_EVT).

The Create Vacancy Sample Process within the IRC_EVT business event can be triggered whenever a vacancy is created and a notification is sent to a specified user to inform them that the event has taken place.

Oracle recommends that you use the delivered business events to create your own workflow processes to suit the particular requirements of your enterprise.

See the *Oracle Workflow Developer's Guide* for detailed information on:

1. Creating workflow processes using business events
2. Subscribing to business events
3. Testing your business event subscriptions

For a list of delivered iRecruitment business events, see: Business Events in iRecruitment, page 1-208.

Info Online Links to Information Provider Websites

Info Online Links to Information Provider Web Sites

Info Online is a generic framework to integrate Oracle Applications with partner applications. Info Online enables users to access information from third-party providers and integrations. Once the links have been enabled, users can access an information provider web site directly from a button or link on an Oracle HRMS window or self-service web page. Depending on the level of configuration available, the link can lead directly to a page relevant to the window or even the record on which the user is working.

For example, someone entering tax information might access a web site providing up-to-date information on tax regulations, or an administrator looking at benefit details for an employee could open a web page providing documentation for that employee's benefit plan.

Note: Info Online was previously known as the Knowledge Integrator.

See: Accessing Information Provider Web Sites, page 1-224

See: Integration between Oracle HRMS Products and Information Providers, page 1-226

Accessing Information Provider Web Sites

Oracle HRMS supports two versions of Info Online. The HR: KI Framework Version profile option value identifies the Info Online version.

Info Online Version 1

If the system administrator sets the profile to Version 1, users can access:

- RIA (Research Institute of America) through the user interface for some payroll forms
- Authoria, a provider of health insurance and compensation information, through links on some Benefits self-service web pages
- My Oracle Support (formerly Oracle Metalink), Oracle's support web site, though the Info Online button from the user interface

Info Online Version 2

If the system administrator sets the profile to Version 2, users can access:

- My Oracle Support and iLearning on self-service web pages in which the content container has been included
- Transcentive through the menu link from the professional user interface and self-services pages, after completing the setup steps.
- Enwisen through Oracle HRMS products after completing the setup steps
- Any other information provider with whom your enterprise has an agreement.

Accessing Information Providers from Oracle HRMS Interface

Info Online Button on Oracle HRMS Windows

Once the system administrator enables the links between Oracle HRMS and the information provider pages, users access information provider web sites from the user interface by clicking the Info Online button on the Oracle HRMS toolbar, or by selecting Tools > Info Online from the menu (Shift+Control+F7). This button is enabled in windows for which information provider links have been configured and enabled.

> **Note:** Shift+Control+F7 is the key sequence currently mapped to Function 7. Choose Help -> Keyboard on the menu to determine the actual key combination. The *Oracle Forms Deployment Guide* explains how to change this key assignment in the Oracle Terminal resource file fmrweb.res.

Clicking the Info Online button first opens a list of values, displaying a list of links to any information provider web sites that are enabled for the current window. When the user selects a value from the list, a browser window opens at the appropriate page.

If the user chooses the Info Online button from a window for which no links to information provider web sites are enabled, no list of values appears.

Users can control the behavior of the Info Online button using the Open in New Window option on the Tools menu. When this option is checked, each new search opens in a new browser window. This option allows users to compare results from different queries side by side, but the windows remain open until the user specifically closes them. When this option is unchecked, the page appears in the last browser window opened.

Info Online Content Container on the Oracle HRMS Products' Pages

Users access information provider web sites from the self-service web pages either through links on Benefits pages or through the Info Online content container. The list of applicable topics and providers appear alphabetically in the content container. See: Info Online Content Container, page 1-227

Integration between Oracle HRMS Products and Information Providers

Information Providers

Integration is available between Oracle HRMS and the following information providers:

My Oracle Support

My Oracle Support web site provides access to the latest product information, discussion forums, bug fixes, and patch information for Oracle HRMS, as well as enabling users to contact Oracle Support. Integration is available for all Oracle HRMS windows in the user interface in KI Framework Version 1 and for self-service web pages which include the content container in KI Framework Version 2. This integration is available for all legislations.

See My Oracle Support Note 229585.1 for details of how to set up links from Oracle HRMS to My Oracle Support pages.

Authoria HR

Integration is available between a number of Oracle Advanced Benefits windows and self-service pages and the third-party product Authoria HR in KI Framework Version 1. This integration is available for UK and US legislations. See: Links to Authoria HR, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Also see My Oracle Support Note 215637.1 for details of how to set up links from Oracle HRMS to Authoria HR pages.

RIA PCP on Checkpoint

Integration is available between Oracle HRMS US tax windows and third-party information provider RIA's Payroll Compliance Pro on Checkpoint in KI Framework Version 1. This integration is available for US legislations.

See My Oracle Support Note 148468.1 for further details of how to set up links from Oracle HRMS to RIA PCP on Checkpoint.

Transcentive

Integration is available between Oracle HRMS windows and Transcentive, a third-party compensation management solutions provider, in KI Framework Version 2. This integration is available for all legislations.

See My Oracle Support Note 294453.1 for further details of how to set up links from Oracle HRMS to Transcentive.

iLearning

Oracle iLearning is an enterprise learning management system that prescribes, delivers and tracks learning, and monitors and manages the learning process. Integration is available between the Rapid Implementation Workbench web pages and Oracle iLearning in KI Framework Version 2.

See My Oracle Support Note 294453.1 for further details of how to set up links from the Rapid Implementation Workbench web pages to Oracle iLearning.

Enwisen

Integration is available between Oracle HRMS products and Enwisen, a third-party information provider.

See: Info Online Links to Enwisen from Oracle iRecruitment Pages, page 1-230

See: Info Online Links to Enwisen from Oracle Performance Management Pages, *Oracle Performance Management Implementation and User Guide*

See: Info Online Links to Enwisen from Oracle SSHR Pages, *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*

See: Info Online Links to Enwisen from Oracle Time and Labor Pages, *Oracle Time and Labor Implementation and User Guide*

See: Configuring Links between HRMS Products and Enwisen, page 1-230

See: Oracle white paper *Integrating Oracle Applications with Partner Applications* on Oracle *My Oracle Support* Note 294453.1 for further details of how to set up links from Oracle HRMS to Enwisen.

Info Online Content Container

The Info Online content container is an ancillary region that appears on self-service web pages. Topics and providers appear as an alphabetical list of links in the content container.

On clicking a topic, the list of providers who provide content for the topic appears in a new web page. If only one provider exists for the selected topic, the single provider's page opens immediately.

Users can also select a provider from the list in the content container, and view a list of topics offered by that provider.

The More link appears when the number of topics or providers exceeds a predefined limit. The limit of topics or providers is set in the HR: KI Maximum Topics and Integrations profile. If no limit is set, the More link appears when the number of topics or providers exceeds 3. On clicking the More link from the topics or providers region, the complete set of topics or providers appears in a new page.

Configuring Links between Oracle HRMS Products and Information Providers

You can configure links between Oracle HRMS products and information providers to enable users to access content on information provider web sites.

> **Note:** The information that your workforce can access on the information provider web site depends on the agreement with the information provider.

To configure links between Oracle HRMS products and information providers:

1. **Setting Profiles Options**

   Set the following profile options to set up links between Oracle HRMS and any information provider web sites:

   - HR: KI Framework Version
   - HR: Extension Agent Enabled
   - HR: Extension Agent Client Timeout

   Setting the following additional profile options is optional if you are setting up links between Oracle HRMS and any information provider web sites:

   - HR: Extension Agent
   - HR: Info Online: Open in New Window
   - HR: Info Online: Toolbar Icon
   - HR: KI Maximum Topics and Integrations
   - HR: Servlet Timeout
   - HR: KI Providers Enabled
   - HR: KI Topics Enabled
   - HR: KI User Options Enabled

   Additional required and optional profile options exist for individual information providers. See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

2. **Configure links to information providers**

   After you configure Info Online, you can access configured partners in self service pages through the Info Online content container and in forms through the Info Online icon. You can also access configured partners as a menu link.

   For more information on configuring links to information providers, see: Oracle white paper *Integrating Oracle Applications with Partner Applications* on My Oracle Support Note 294453.1

3. **Display the Info Online content container, if hidden by default**

   The links to information providers are available in the Info Online content container on the Oracle HRMS products' pages. If the content container is hidden by default, then use the Personalization Framework functionality to display the content container on the appropriate applications pages.

Info Online Links to Enwisen

Info Online Links to Enwisen from Oracle iRecruitment Pages

You can configure access between Oracle iRecruitment and Enwisen, a third-party information provider to enable end users to access company specific information or any other relevant information hosted on the Enwisen web site. The Info Online content container on the self-service pages displays hypertext links to information providers.

The Info Online content container that is available on the iRecruitment Manager and Recruiter Home page, is hidden by default. This content container includes the iRecruitment Process link (default link) to access, for example, information on company's recruitment policies.

To enable users to access Enwisen, complete the following steps. Using the Personalization Framework function:

- Display the Info Online content container.
- Display the default iRecruitment Process link or configure links to Enwisen according to your agreement with Enwisen.

See: Configuring Links between HRMS Products and Enwisen, page 1-230

Configuring Links between HRMS Products and Enwisen

If your enterprise has an agreement with Enwisen, a third-party information provider to enable your workforce access company specific information or any other relevant information hosted on the Enwisen web site, then you can configure links to Enwisen.

> **Note:** The company information that your workforce can access on Enwisen depends on your agreement with Enwisen.

See: Info Online Links to Enwisen from Oracle iRecruitment Pages, page 1-230

See: Info Online Links to Enwisen from Oracle Performance Management Pages, *Oracle Performance Management Implementation and User Guide*

See: Info Online Links to Enwisen from Oracle SSHR Pages, *Deploy Oracle SSHR Self-Service Capability Guide*

See: Info Online Links to Enwisen from Oracle Time and Labor Pages, *Oracle Time and Labor Implementation and User Guide*

To configure links between HRMS products and Enwisen:

The following section lists the basic implementation steps that are required to configure

links between Oracle HRMS products and Enwisen.

1. Set the HR: Extension Agent profile option to enable the Info Online functionality.

   See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

2. Set the HR: Enwisen Login URL profile option.

   See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

3. Enable the Info Online content container and Topics region by setting an applicable value for the HR: KI Topics Enabled profile option.

   See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

   See: Info Online Content Container, page 1-227

4. Use the Personalization Framework function to display the Info Online content container on the product pages that support Enwisen integration. The content container is hidden by default on the following pages:

   - **iRecruitment**

     Manager and Recruiter Home page

   - **Oracle Self-Service HR**

     Absence Management page (Manager Self-Service and Employee Self-Service responsibilities)

     Personal Information page (Employee Self-Service responsibility)

   - **Oracle Performance Management**

     Performance Management page (Manager Self-Service and Employee Self-Service responsibilities)

   - **Oracle Time and Labor**

     Recent Time Cards page

5. Enter the login and authentication details that you receive from Enwisen for Enwisen:Provider integration option on the Integration Options page.

   To provide the details:

   - Log on to the Info Online Administrator responsibility.

   - Click the Info Online Options link.

- Search for the Enwisen:Provider integration option on the Integration Options page.
- In the Option Name region, set the Enabled and User Visible options to Yes.

Mandatory Details

Provide the following mandatory information:

- Enwisen Subscriber Name
- Enwisen TPPassword
- Enwisen TPUserID

Enwisen Secret Key

In the Enwisen Secret Key field enter the Enwisen authentication key.

Additional Implementation Steps:

After you implement the basic steps, you can carry out the following steps to define user specific additional security to access Enwisen. For example, depending on your business requirements, you can:

- Restrict access to information on Enwisen based on criteria such as jobs, positions, or departments. Additionally, you can restrict information to different users such as employees, line managers, and HR personnel.
- Enable specific users to view data across geographical areas. For example, if your enterprise has a global presence, then the Vice President of the HR team may require access to recruitment policies across geographic locations. You can define security options to enable the vice president to access the required information.

To define additional security when accessing Enwisen:

1. Enwisen requires users to log in to access the provider's site for information. To define additional security depending on your business requirements, you must create a Java class that implements Oracle's predefined Java interface: oracle.apps.per.ki.kiserver.KIDataFetcher. The Java class contains the method to retrieve login values when end users access Enwisen from Oracle HRMS product pages.

   For technical details of creating a Java class, see: Oracle white paper *Integrating Oracle Applications with Partner Applications* on My Oracle Support Note 294453.1

2. Provide the Java class value in the HR: Class Name to Fetch KI Data profile option to enable users to launch Enwisen from Oracle HRMS product pages that support Enwisen integration.

   See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration*

Guide

Reports and Processes

iRecruitment Reports and Processes

This topic lists the reports and processes supplied with Oracle iRecruitment. Use the iRecruitment HRMS Manager responsibility to run the reports and processes.

iRecruitment Processes

- iRecruitment Email Job Seekers Details to Vacancy Owner, page 1-239

  Run this process to inform the managers of suitable candidates for their vacancies.

- iRecruitment Email Vacancies to Job Seekers, page 1-237

  Run this process to notify candidates about suitable vacancies.

- iRecruitment General Mail to Job Seekers , page 1-239

  Run this process to send general e-mail notifications to registered users.

- iRecruitment Index Synchronization, page 1-238

  Run this process to keep up to date the text indexes for iRecruitment documents and job postings.

- iRecruitment Person Migration, page 1-118

  Run this process if you are moving from a previous version of iRecruitment to IRC C. This process creates a person record in Oracle HRMS for each of your existing iRecruitment candidates.

- iRecruitment Purge Old Data, page 1-235

  Run this process to remove the candidate and applicant data from the database.

- iRecruitment HA Process Applications, page 1-239

  Run this program to process the applications submitted on the HA instance.

- iRecruitment Offer Expiry Notifications , page 1-164

  iRecruitment Offer Expired Notifications, page 1-165

  Run these processes to notify managers and applicants about offers approaching the closing date and closed offers.

- iRecruitment Applicant Profile Snapshot , page 1-240

  Run this process to create snapshots of applicant profiles.

- iRecruitment Purge Applicant Tracking Data, page 1-241

  Run this process to remove the data that is retained for statutory compliance.

- iRecruitment Recruitment Summary, page 1-243

  Run this process to populate the recruitment summary data in summary tables and to enable the application display data faster on the Recruitment Summary page. The performance is faster as iRecruitment retrieves recruitment data from summary tables instead of transaction tables.

iRecruitment Reports

iRecruitment US OFCCP Disability/VEVRAA Audit Report, page 1-244

This report is for US users only.

Run the iRecruitment US OFCCP Disability/VEVRAA Audit Report to generate the Office of Federal Contract Compliance Programs (OFCCP) and veteran external applicant data in the event of a compliance audit.

iRecruitment Processes Available in Oracle HRMS

iRecruitment Create Enrollment Process, page 1-242

The iRecruitment Create Enrollment process is supplied with Oracle HRMS. After you hire iRecruitment applicants as employees, run this process to enroll new hires in the compensation plans included in their offer letters.

Running the iRecruitment Purge Old Data Process

Oracle iRecruitment provides various purge types and activity criteria that enables you to:

- Notify users that their accounts are to be deleted.
- Meet data protection legislative requirements by hiding users' identities whilst still retaining some user data for use in statistical or other reporting.
- Remove person data completely and end date user name.

This process purges iRecruitment data which belong to the following system person types only:

- EX_APL (Ex-Applicant)
- OTHER (Candidate, Contact, etc)
- IRC_REG_USER (iRecruitment Registered User)

The purge options and activity criteria except Application Date, will consider data of users whose person record is shown as iRecruitment Registered User in the Person Type Usage window. The Application Date criterion limits the purge only to ex-applicants associated with iRecruitment Registered User person type and who have not applied for any job within the specific period. The purge process does not delete any data if the person record is associated with any other person types.

You run the process from the Submit Request window.

> **Caution:** If you enable the Applicant Tracking functionality, then ensure that you do not run the 'iRecruitment Purge Old Data' process till you generate reports for audit purposes. For information about the applicant tracking functionality, see:
>
> - Track Applicant Data for Compliance Purposes, page 1-11 in the iRecruitment Overview topic
>
> - Enable and manage applicant tracking, if required, page 1-22 in the Implementation Steps for iRecruitment topic

To run the iRecruitment Purge Old Data process:

1. Select the iRecruitment Purge Old Data process in the Name field.

2. Click in the Parameters field to open the Parameters window.

3. Enter the date from when you want to run the purge process. The default is your system date.

4. Select any of the following purge type options:

   - Pre-Purge Notification: Use this option if you want to notify registered users before you purge their data. This option sends a notification requesting users to log into iRecruitment and apply for a job to avoid removal from iRecruitment. You can use this option before you run any of the other purge types.

   - Anonymize: Use this purge option if you want to hide the identity of users, but retain information about them such as qualifications, address details and work preferences. The process replaces the family name of the candidate with the word Anonymous and deletes the first name. It also unchecks the Allow Account to be Searched check box in the candidate's My Account: email Preferences page so that the user record is no longer searchable. After you run this process, users can still log into iRecruitment and update their name details, and change their e-mail preferences again.

   - Anonymize and Partial Purge: Use this purge option to hide the identity of users and to delete sensitive information relating to them. A user's

qualifications, previous employment history, address details, job stored in job basket, skills information, work preferences, schools and colleges attended are all deleted when you use this option. The Anonymize feature of this option is the same as that of the Anonymize option explained in the earlier step. After you run this process, users can still log into iRecruitment and update their personal and professional details.

- Complete Purge: Use this purge option to completely remove user records and all of the data associated with them. Purged users will no longer be able to log into iRecruitment. They have to register again if they want to access the application, other then as a site visitor.

5. Select any of the following activity criteria options. This determines the records on which the application will perform the defined purge type.
   - Application Date: You select this option to remove data of ex-applicants who have not applied for any job in the specified period.
   - Login Date: You select this option to remove data of users who have not logged into the application in the specified period.

     Note: The purge process uses the login date recorded on the E-Business Suite login page to process data. The process does not consider login through either the iRecruitment JSP page or Single Sign On (SSO) to purge data.

   - Update Date: You select this option to remove data of users who have not updated their account in the specified period.
6. In the Months Since Activity field, specify the number of months that the application should consider to purge the data. For example, if you enter 6 for six months, the application will purge records of candidates who have not performed the activity defined in the Activity Criteria in the last six months from the effective date that you specified.
7. Choose the OK button.
8. Choose the Submit button.

For more information on the process, refer to the My Oracle Support note: I*nformation Regarding the iRecruitment Purge Old Data Process (Doc ID 561222.1)*

Running the iRecruitment Email Vacancies to Job Seekers Process

Run the iRecruitment Email Vacancies to Job Seekers process to notify candidates about

suitable vacancies. The application matches the candidates' work preferences, qualifications, and skills with the jobs and sends e-mail notifications of matching jobs to the e-mail address specified in the candidate's profile.

You run the process from the Submit Request window.

To run the iRecruitment Email Vacancies to Job Seekers process:

1. Select the iRecruitment Email Vacancies to Job Seekers process in the Name field.

2. Click Submit to run the process.

> **Note:** You should not change the parameters for this process if you are running it on a live installation. If you are working on a testing environment you can set the Ignore Job Seekers Matching Frequency and the Ignore Job Age parameters to Yes. This will generate more data for your testing purposes.

Running the iRecruitment Index Synchronization Process

To keep the text indexes up to date for iRecruitment documents and job postings run the iRecruitment Index Synchronization process. Oracle iRecruitment uses Oracle Text to perform content-based searches on resumes and job posting details. When candidates upload resumes or managers post new job details, you must synchronize the index at a regular interval to keep the user searches accurate.

You run the process from the Submit Request window.

To run the iRecruitment Index Synchronization process:

1. Select the iRecruitment Index Synchronization process in the Name field.

2. Click in the Parameters field to display the Parameters window, if it does not automatically open. The Parameters window displays two parameters:

   - Posting Index indicates index of job postings that managers post.

   - Document Index indicates index of candidates' resumes.

3. Select any one of the following options for the Posting Index and Document Index parameters:

   - Online: In the Online mode, the process adds new entries to the index, enabling simultaneous searches.

   - Full: In the Full mode, the process defragments the index, reducing its size, and optimizing the performance. The process does not add new entries to the index.

4. Click OK.

5. Click Submit to run the process.

Running the iRecruitment Email Job Seekers Details to Vacancy Owner Process

Run the iRecruitment Email Job Seekers Details to Vacancy Owner process to inform the managers of suitable candidates for their open vacancies. When you run the process the application matches the candidates with jobs based on their work preferences, qualifications, and skills and sends e-mail notifications of suitable candidates.

You run the process from the Submit Request window.

To run the iRecruitment Email Job Seekers Details to Vacancy Owner process:

1. Select the iRecruitment Email Job Seekers Details to Vacancy Owner process in the Name field.

2. Click Submit to run the process.

Running the iRecruitment General Mail to Job Seekers Process

Run the iRecruitment General Mail to Job Seekers process to send general e-mail notifications to registered users. For example, if you want to inform users about a job fair you have planned you can use this process to send mass mails. This process sends notifications to registered users who have selected the Receive General Emails check box in the My Account: email Preferences page.

You run the process from the Submit Request window

To run the iRecruitment General Mail to Job Seekers process:

1. Select the iRecruitment General Mail to Job Seekers process in the Name field.

2. Click Submit to run the process.

Running the iRecruitment HA Process Applications

Run this program to process the applications submitted on the HA instance. This program processes data copied from the IRC_PENDING_DATA table on the HA instance to the IRC_PENDING_DATA table on the primary instance and keeps the application users' information up to date on the primary instance.

Important: You must run this program only on the primary instance when it is available after maintenance. Ensure that you run this program only after final migration to process all the applications.

Use the iRecruitment HRMS Manager responsibility to run this program. When you run the process, it:

1. Creates new iRecruitment user accounts on the primary instance if the users have registered on the HA instance.
2. Adds or updates resumes if the users have uploaded any resumes on the HA instance. The process updates the IRC_DOCUMENT table. If a previous resume with same file name exists, then the new resume overwrites the previous one.
3. Creates job applications on the primary instance.
4. Updates the users accounts using information parsed from the resume if resume parsing is enabled.
5. Notifies users of the application status indicating whether the applications to the vacancies were successfully submitted or not.

You run the process from the Submit Request window.

To run the iRecruitment HA Process Applications:

1. Select the iRecruitment HA Process Applications process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Enter the server name of the primary instance to process the details of the application users.
4. Click OK.
5. Click Submit.

Running the iRecruitment Applicant Profile Snapshot Process

If you enable the applicant tracking functionality for a business group, then Oracle iRecruitment creates snapshots of applicant profiles during the job application process. To track changes to applicant profiles, run the iRecruitment Applicant Profile Snapshot process. This process creates snapshots whenever applicants change their details, such as, personal information, qualifications, and work preferences, or upload supporting documents.

You run the process from the Submit Request window.

Important: Schedule this process to run daily to track changes to applicant profiles.

To run the iRecruitment Applicant Profile Snapshot process:

1. Select the iRecruitment Applicant Profile Snapshot process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Set the Consider Job Applications without Snapshot parameter to specify the applicant profiles that Oracle iRecruitment must consider when creating snapshots.

   You can select one of the following options:

   - **Yes**: iRecruitment creates snapshots of applicant profiles for which snapshot data does not exist. For example, you can create snapshots for the applicant data that you migrate from the High Availability instance to the primary instance. You can also generate snapshots for applicants if you enable the applicant tracking functionality for a new or an existing business group.

     When you select Yes, Oracle iRecruitment also reviews the existing applicant profiles and creates snapshots of the changed profiles.

   - **No**: Oracle iRecruitment reviews the existing applicant profiles and creates snapshots only of the changed profiles. The default value is No.

4. Click OK.
5. Click Submit.

Running the iRecruitment Purge Applicant Tracking Data Process

Run the iRecruitment Purge Applicant Tracking Data process to remove the data that you retain for statutory compliance.

This process removes:

- The applicant snapshots including stored resumes
- The applicant search criteria and saved searches
- The applicant profile access records
- The end dated documents

You run the process from the Submit Request window.

To run the iRecruitment Purge Applicant Tracking Data process:

1. Select the iRecruitment Applicant Profile Snapshot process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. In the Purge Data Older than Months field, specify the number of months that the application must consider to purge the data from the system date. The default value is 24. For example, run the process with the default value to remove the data that is more than two calendar years older than the system date.

   Note: For testing purposes, you can enter a decimal value in the 'Purge Data Older than Month' parameter. A value of '0.1' is equal to 3 days.

4. Click OK.
5. Click Submit.

Running the iRecruitment Create Enrollment Process

In Oracle iRecruitment, when managers or recruiters create offers for applicants they can select the compensation plans for applicants. iRecruitment includes these compensation plans in the offer letters to applicants. As an HR administrator, you can run the iRecruitment Create Enrollment process to automatically enroll new hires in the compensation plans included in their offer letters. This program processes the compensation plans associated with an offer and creates the enrollment records for the employee.

Using this program, you can create enrollment records for:

- An individual person hired for a vacancy.
- All the employees hired for a vacancy.
- All the employees hired in a business group.

You run this process from the Submit Request window.

To run the iRecruitment Create Enrollment process:

1. Select the iRecruitment Create Enrollment Process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Select the business group for which you want to run the process. iRecruitment

processes the compensation plans for the new hires in this business group and enrolls them into the relevant compensation plans. The business group information is mandatory.

4. Optionally, you can run the process for a specific vacancy or an employee in the business group.

   If you leave these fields blank, then the application creates enrollment records for all the new hires in the business group.

5. Click Submit, and then OK.

What's Next

After you run the process, you can view the enrollments in the View Enrollment Results window. For more information, see: Displaying Enrollment Results, *Oracle HRMS Compensation and Benefits Management Guide*

Running the iRecruitment Recruitment Summary Process

The Recruitment Summary report that provides summarized recruitment information by directs, recruiters and organizations handles voluminous data. To improve performance and display recruitment summary details faster when handling huge volumes of recruitment data, run the iRecruitment Recruitment Summary process. This process populates the summary data in the summary tables. The performance is faster as the application retrieves recruitment data from summary tables instead of transaction tables.

Before running the program, ensure that there are no broken supervisor hierarchies. If a broken supervisor hierarchy exists during the process run, then iRecruitment populates the data only up to the supervisor who has a manager.

Schedule this process to run regularly depending on your business needs. You run the process from the Submit Request window.

To run the iRecruitment Recruitment Summary process:

1. Select the iRecruitment Recruitment Summary process in the Name field.

2. Click in the Parameters field to open the Parameters window.

3. Enter the number of simultaneous requests or threads that you want the process to run and populate the summary tables. The maximum number of requests is 12.

4. Select the mode to run the process. You can select any one of the values:

   - Full Refresh: If you select this value, then all the existing data is deleted from

summary tables and the tables are repopulated with the latest data.

- Incremental Refresh: If you select this value, then only the modified data and data of failed transactions in the previous run are processed.

5. Click OK and then Submit.

The Recruitment Summary page displays the date and time of the last completed process run.

Running the iRecruitment US OFCCP Disability/VEVRAA Audit Report

This report is for US users only. To comply with the Office of Federal Contract Compliance Programs (OFCCP) regulations, Oracle iRecruitment enables external applicants to provide their disability and veteran status.

Run the iRecruitment US OFCCP Disability/VEVRAA Audit Report to generate the Office of Federal Contract Compliance Programs (OFCCP) and veteran external applicant data in the event of a compliance audit.

You run this report from the Submit Request window.

To run the iRecruitment US OFCCP Disability/VEVRAA Audit Report:

1. Select iRecruitment US OFCCP Disability/VEVRAA Audit Report in the Name field.

2. Enter the following parameters:

    1. Report Type: Select either Disability Status Data or Veteran Status Data. Selecting Disability Status Data will generate an audit report containing CC 305 form data. Selecting Veteran Status Data will generate an audit report containing veteran status data.

    2. Business Group: Select the business group for which you want to run the report. All applicants who submitted either disability or veteran status data that belong to business group selected will be included in the report.

    3. Vacancy: This is an optional parameter and you can run the report for applicants belonging to a particular vacancy. Note that the vacancies listed are dependent upon the business group selected earlier.

    4. Applicant: This is also an optional parameter and allows you to select a specific applicant for which you need to generate the audit report. This list of values is dependent upon both the business group and the vacancy selected earlier so will be enabled once a vacancy is selected. Note that the list of values for this parameter also considers terminated applicants or ex-applicants. All applicants

belonging to the business group selected will be considered when the report is run.

5. Effective Start Date and Effective End Date: Specify the period for which you want to run the report.

3. to run the report. Click OK and then Submit.

Part 2

Working with iRecruitment

2

Working with iRecruitment

Working with Oracle iRecruitment

What are the advantages to the HR or the recruiting group of using iRecruitment?

Oracle iRecruitment is a full-cycle recruitment solution. It automates every phase of the recruitment process. iRecruitment integrates with Oracle HRMS to manage the entire workforce lifecycle. Information that the two applications share simplifies your day-to-day administrative tasks. For example, after you hire an applicant, your administrative staff need not spend time filling our forms about the new hire. The employee's assignment details are already available.

What are the reporting options available in Oracle iRecruitment?

iRecruitment provides you with business intelligence reports. These reports are called the iRecruitment Performance Management Viewer (PMV) reports. They help you to report on various measures of the recruitment process; for example, you can measure the time taken to fill a vacancy or the effectiveness of a recruitment source.

Can I format job posting details?

You can use the editor to apply advanced formatting features when you create or update job postings. You can use formatting options such as italics or bold to highlight certain information.

How do applicants monitor the status of their applications?

Applicants can monitor the status of their job applications on their home page. They can view the current status of their application on their home page, for example, first interview, second interview, and so on. Candidates receive notifications when their application status is updated.

Can I post job details on third party job sites?

If your enterprise has agreements to post your job advertisements with third party job sites, you can record information about these sites using the Recruiting Sites function. You can send job postings to multiple third party sites using the HR-XML output from iRecruitment.

Can I create and send offers to applicants?

Using iRecruitment, you can create offer details, review offers, and send offers to applicants. You can send offers online or print and send paper copies. You can update the offer details to include changes, for example, revised compensation.

Is the offer data secure when multiple managers work with the offers functionality?

Yes. Managers or recruiters can view only offers of the applicants to their vacancies. They cannot access offer details of applicants to other vacancies unless they are part of the vacancy security. You use the vacancy security to define whether managers can create, view, update, and maintain offers for a specific vacancy.

As a manager, can I create profiles of candidates and apply on their behalf?

Yes. Managers can create candidates and apply on their behalf. You can use this feature only if your enterprise assigns the Create Candidate function to your responsibility.

How do I secure interview data?

When you create vacancies, you can define interview security. You can define who can view interview details and which of the interviews are visible to the interviewers.

How do I maintain a record of communication that happens during the recruitment cycle?

iRecruitment supports online communication both among recruitment participants (recruiters, hiring managers, and recruiting team members) and between recruitment participants and applicants. You can initiate communication for vacancy applications. For the purpose of communication, you can create topics and messages for applications. You can select recipients based on the subject of the topic. Recipients can respond to the messages and attach supporting documents. While creating or updating vacancies, recruiters or hiring managers can define communication properties such as the communication status, moderator, and who can add recipients and attachments to messages.

Overview of Manager and Recruiter Tasks

Overview of Manager and Recruiter Tasks

Manage Recruitment Tasks

From the iRecruitment home page, as a manager or recruiter you can:

- Create vacancies. When creating a vacancy, you can specify relevant vacancy details, including the skills and qualifications required, and create a job posting for candidates. You can nominate the recruiting team that will work with the vacancy, allocate team members, and specify different levels of access to the vacancy.

- Search for vacancies to:

  - Update vacancies.

  - Copy vacancies using the duplicate functionality.

  - Find candidates for a vacancy using the matching skills functionality.

  - View applicants for a vacancy.

- Search for candidates using various searches such as prospect pool, individual names, and resumes. You can also search for candidates who specifically match your own vacancy requirements. You can view a candidate's complete details and allocate them a consideration level to indicate your level of interest in the candidate.

- Use the Enterprise Search feature to search for vacancies and candidates, if your enterprise enables this feature. You can search for vacancies using any of the vacancy search criteria such as Vacancy Name, Vacancy Description, Location, Recruiter, Manager, Applicants, Description, Job, Business group, Position, Status, Openings, Professional Area, Organization Name, Job Title, Brief Description, Detailed Description, Job Requirements, Additional Details, Skill, and Agency Name. You can search for candidates using any of the candidate search criteria such as Last Name, First Name, Email, Country, Postal Code, City, Resume, Phone Number, Phone, Qualification, Skills and Professional Area. When you search for vacancies or candidates, you can use additional filter options to narrow down your search results.

- Create offers for successful applicants.

- Initiate a background-check to verify information such as the education history, qualifications, and relevant experience of your applicants.

Important: To use the background-check functionality, your enterprise must be registered with a background check vendor. The results of the background-check are not stored in the iRecruitment database.

The Background Check Maintenance function links the manager or recruiter to the vendor's site and transfers the applicant information. You can check the status of a background check at any time using either the Background Check Maintenance link on the home page or the Background Check button on the Candidate Details page.

- Access the web site of Enwisen, a third-party information provider, if your enterprise enables the Info Online content container. Click the Handbook link for information on job postings and recruitment policies.

View Notifications

On your home page, you can view notification messages. You receive notification messages when:

- Approvers approve, reject, or send vacancies back for correction.
- Applicants submit job applications. You can view applicants' resumes when you receive notifications for new job applications.
- The application status changes for an application.
- Applicants accept or decline offers.
- Managers or applicants send communication messages.
- Applicants withdraw their job applications.
- Applicants request for reconsideration of their terminated applications.
- Managers refer candidates
- Offers approach their closing date. You also receive notifications about closed offers.
- Managers schedule interviews or update interview details. You can view applicants' resumes when you receive notifications for interviews, which are at the Planned, Confirmed, or Rescheduled status.

  The interview notifications for interviews, which are at the Confirmed or Rescheduled status display an iCalendar file (.ics) that contains the interview schedule details. You can export the interview details in the iCalendar file to the calendar application that supports the .ics format and monitor upcoming interview events easily in your calendar application.

- Vacancies and offers are routed for approval
- Managers withdraw job offers to applicants

Some of the notifications contain links that you can use to navigate to the iRecruitment pages. For example, when you receive a communication notification, you can click the link in the notification to navigate to the Communication Details page and reply to the message.

View Save for Later and Pending Approval Transactions

You can view draft vacancies and offers in the Save for Later table. You can update these vacancies and offers at a later date. Vacancy creators can view their vacancies that are pending approval in the Save for Later table.

Use Dashboards

You can track recruitment progress using a summary of the recruitment transactions that dashboards present. The dashboard presents the information for both hiring managers and recruiters. Hiring managers can view dashboard information for the vacancies that they directly manage as managers. Recruiters can view dashboard information for the vacancies that they directly manage as recruiters.

As hiring managers or recruiters, you can view the following information on your dashboards:

- **My Recent Vacancies**

  You can view created or updated vacancies. You can view details of vacancies and vacancy applicants. From this table, you can access the applications submitted for the vacancies, and other details such as status of the vacancies.

- **New Applications**

  You can view new applications submitted for your vacancies. From this table, you can access details such as candidate details, application details, source information, and assessment test scores.

  When you click an applicant's name, any one of the following pages appears based on how your enterprise configures iRecruitment:

  - Candidate Details

    See: Processing Applications Using the Candidate Details Page, page 2-87

  - Candidate Profile

    See: Using Candidate Profile, page 2-63

- **Interviews**

  You can view all the interviews scheduled for applicants of vacancies. From this

table, you can access the interview details and update interviews.

Select any one of the View Interviews options:

- All: View all interviews that are assigned to the logged in user as an interviewer, whether the user is a vacancy manager or a recruiting team member.

- Assigned to Me: View all interviews that are scheduled for that logged in user as an interviewer or member of the recruiting team.

- For My Vacancies: View all interviews that are scheduled for the vacancy where the logged in person is a hiring manager or recruiter.

  Note: If the Export column on the Interviews table is available, then you can save the interview details to the calendar application that you use and view interview schedules. Check with your system administrator for the availability of the Export feature.

When you click an applicant's name, any one of the following pages appears based on how your enterprise configures iRecruitment:

- Candidate Details

  See: Processing Applications Using the Candidate Details Page, page 2-87

- Candidate Profile

  See: Using Candidate Profile, page 2-63

- **Recent Offers**

  You can view offers generated for your vacancies. You can view details such as the offer status, offer expiry date, offer close reason, and approvers for offers . You can also view offer letters from this region. From the Approvers column, you can navigate to the Offer Details page to view the complete history of an offer approval. If the Approvers region is visible, then you can view offer approval information such as the offer approver, approver type, approver category, offer approval status, approval date, and offer approval comments if any. If the Approval History region is visible, then you can view the offer approval action history, action date, and offer comments, if any. Using this region, managers can track all the actions that happen in an offer approval cycle. For example, they can monitor offers that are reassigned, returned for correction, or require further information.

  When you click an applicant's name, any one of the following pages appears based on how your enterprise configures iRecruitment:

  - Candidate Details

See: Processing Applications Using the Candidate Details Page, page 2-87

- Candidate Profile

  See: Using Candidate Profile, page 2-63

In My Recent Vacancies, New Applications, and Recent Offers regions, you can specify the number of days for which you want to view information. For example, you can view offers extended to candidates in the last 10 days from the system date.

In the Interviews region, you can specify the next number of days for which you want to view information. For example, you can view all the interviews scheduled for your applicants in the next 7 days from the system date.

View Recruitment Summary

The Recruitment Summary page presents recruitment summary information based on direct reports, recruiters or hiring managers, and organizations.

See: Viewing the Recruitment Summary, page 2-8

Key Concepts

For more information, see:

- Creating and Managing Assessments for iRecruitment, page 2-28
- Creating and Maintaining Vacancies, page 2-36
- Troubleshooting Vacancies, page 2-43
- Working with Candidates, page 2-50
- Using the Candidate Details Page to View Candidate Details, page 2-54
- Processing Applications Using the Candidate Details Page, page 2-87
- Using Candidate Profile, page 2-63
  - Viewing Candidate Details on the Candidate Profile Page, page 2-67
  - Viewing Application Details on the Candidate Profile Page, page 2-70
- Working with Applicants, page 2-86
- Searching for Vacancies to Manage Vacancies and to Process Candidates, page 2-91
- Troubleshooting Candidates and Applicants, page 2-95

- Understanding iRecruitment Communication, page 2-44
- Creating Topics and Adding Messages for Recruitment Communication, page 2-47 and Managing Communication for Multiple Applicants, page 2-48
- Managing Interviews, page 2-97
- Creating and Updating Interviews, page 2-102 and Creating Interviews for Multiple Applicants, page 2-105
- The Offer Process, page 2-114
- Creating Offers, page 2-119 and Sending Offers, page 2-123
- Updating Offers, page 2-125
- Maintaining Offers, page 2-127, Withdrawing Offers, page 2-128, and Closing Offers, page 2-129
- Troubleshooting Offers, page 2-129

Viewing the Recruitment Summary

The Recruitment Summary page presents recruitment summarized information based on direct reports, recruiters or hiring managers, and organizations.

iRecruitment uses the supervisory hierarchy to display a recruitment summary for hiring managers and recruiters. To improve performance and display recruitment summary details faster when handling huge volumes of recruitment data, for example, data for top-level executives, your system administrator must run the iRecruitment Recruitment Summary program. For information on the program, see: Running the iRecruitment Recruitment Summary Program, page 1-243. Regardless of multiple hierarchies and volume of data, recruitment data processing happens faster. On the Recruitment Summary page, you can view the date and time of last completed run of the Recruitment Summary program.

- If you use the iRecruitment Manager responsibility, then you view the recruitment information for the vacancies that you and your direct reports manage as vacancy managers. The summary also includes vacancy information that your directs' subordinates manage as vacancy managers.
- If you use the iRecruitment Recruiter responsibility, then you view recruitment information for the vacancies that you and your direct reports manage as vacancy recruiters. The summary also includes vacancy information that your direct' subordinates manage as vacancy recruiters.

Recruitment Summary Information for Hiring Managers

As hiring managers, you can view information using the following View Bys:

- **By Directs**

  Displays information for vacancies that are not end-dated or closed as of the system date. You can summarize information by one of your direct reports to view the recruitment progress in that direct's hierarchy. You can summarize information up to one level in your direct's hierarchy.

- **By Recruiters**

  Displays vacancy information by vacancy recruiters. You can view information for a particular recruiter using the Recruiters list.

- **By Organizations**

  Displays vacancy information by vacancy organizations. You can view information for a particular organization using the Organizations list.

Recruitment Summary Information for Recruiters

As recruiters, you can view information using the following View Bys:

- **By Directs**

  Displays information for vacancies that are not end-dated or closed as of the system date. You can summarize information by one of your direct reports to view the recruitment progress in that direct's hierarchy. You can summarize information up to one level in your direct's hierarchy.

- **By Hiring Managers**

  Displays vacancy information by hiring managers. You can view information for a particular hiring manager using the Managers list.

- **By Organizations**

  Displays vacancy information by vacancy organizations. You can view information for a particular organization using the Organizations list.

Recruitment Summary Column Information

The recruitment summary columns display the following information for vacancies, applications, and offers:

Vacancy

- The Number of Vacancies column displays vacancies that are not end-dated or closed as of the system date. From the Number of Vacancies link, you can drill down to the Vacancies page. The Vacancies page displays information such as the vacancy name, job, position name, status, and active applications for the vacancy. From this page, you can further drill down to vacancy, applications, and offer related pages.

- The Number of Openings column displays the total number of openings for vacancies at the Approved status.
- The Filled column displays the number of applicants hired for the vacancies.
- The Total Number of Applications column displays the total number of applications submitted for these vacancies.

From the Filled and Total Number of Applications columns you can navigate to the Applications page. The Applications page displays information such as the applicant name, vacancy name, manager name, and application status. You can also view applicants' resumes. From the Applications page, you can further drill down to candidate details, vacancy, and offer related pages.

Applications

- The To Be Processed column displays the number of applications at the Active Application status.
- The In process column displays all applications except the applications at the Active or Terminate Application status.
- The Rejected column displays the applications at the Terminate Application status.

From the Applications column links, you can navigate to the Applications page. The Applications page displays information such as the applicant name, vacancy name, manager name, and application status. You can also view applicants' resumes.

From the Applications page, you can further drill down to candidate details, vacancy, and offer related pages.

Offers

- The Pending for Approval column displays offers that are at the Pending for approval status.
- The Approved column displays the number of offers at the Approved status.
- The Extended column displays the number of offers at the Extended status.
- The Accepted column displays the number of offers at the Closed status with the offer close reason as Offer Accepted by Applicant.
- The Declined by Applicants column displays the number of offer at the Closed status with the offer close reason as Offer Declined by Applicant.
- The On Hold column displays the number of offers at the Hold status.
- The Withdrawn column displays the number of offers at the Closed status with the offer close reason as Offer Withdrawn

From these Offer column links, you can navigate to the Offers page. The Offers page displays offer information such as the applicant name, vacancy name, job title, and manager name.

From the Offers page, you can further drill down to candidate details, vacancy, and offer related pages such as offer letter and offer approval history. From the Approvers column, you can navigate to the Offer Details page to view the complete history of an offer approval. If the Approvers region is visible, then you can view offer approval information such as the offer approver, approver type, approver category, offer approval status, approval date, and offer approval comments if any. If the Approval History region is visible, then you can view the offer approval action history, action date, and offer comments, if any. Using this region, managers can track all the actions that happen in an offer approval cycle. For example, they can monitor offers that are reassigned, returned for correction, or require further information.

Total Values

The Vacancy, Applications, and Offers columns display total values that give a complete picture of the recruitment process.

Viewing Application Details

When you click an applicant's name in the Applications or Offers page, any one of the following pages appears based on how your enterprise configures iRecruitment:

- Candidate Details

  See: Processing Applications Using the Candidate Details Page, page 2-87

- Candidate Profile

  See: Using Candidate Profile, page 2-63

Using the Employee or Contingent Worker Interface

iRecruitment for Employees

iRecruitment for Employees

Using iRecruitment, as an employee, you can:

- Search and apply for internal job postings

  See: Using the iRecruitment Employee Candidate Home Page, page 2-13

- Create candidate profiles, refer candidates, or apply for jobs on behalf of your referral candidates

  See: Managing Employee Referrals, page 2-16

- View vacancies for which your an interviewer and update interviews if you are the primary interviewer

  See: Managing Interview Tasks, page 2-19

iRecruitment for Contingent Workers

Using iRecruitment, contingent workers can:

- Search and apply for jobs

  See: Searching for Jobs, page 2-13

- Maintain their account

  See: Using the My Account Function, page 2-15

- Track job applications

  See: Applying for Jobs, page 2-15

- View interview schedules

  See: Viewing Application Details, page 2-16

- Communicate with recruiters

  See: Viewing Application Details, page 2-16

- Manage job offers online

  See: Viewing Application Details, page 2-16

Using iRecruitment as Employee Candidates or Contingent Workers

Using iRecruitment, as an employee or a contingent worker, you can:

- Search for internal job postings

  Note: Contingent workers can search for external or both internal and external jobs depending on how an enterprise configures iRecruitment for contingent workers.

- Maintain account
- Apply for jobs
- Track job applications
- View details of scheduled interviews

Accessibility Preference

Employees can select their accessibility preference when they log in to iRecruitment. The accessibility preference is retained when the employee logs in again and searches for jobs, applies for jobs, or refers jobs to friends.

Search for Jobs

iRecruitment presents the following job search options:

- Search for jobs using a list of cities: You can select a city in which vacancies are available. You can easily distinguish between cities with the same name as the application lists each city with either its country, or state and country. For example: London, UK or San Francisco, CA, USA.

- Search for jobs using city name or zip code and distance from location: You can search for jobs available within a certain number of miles from a city, or zip code. For example, you can enter a city name or a zip code and specify a distance from that location. If vacancies are available within the search area they are listed by the application. For example, you can search for jobs available within 30 miles of San Francisco.

- Search for jobs using location name: You can do a text search for a location in which vacancies are available. For example, you can enter a full name or partial name of a city to search for available jobs in that location.

- Search for jobs using location code: The location code is the name given to a location in Oracle HRMS. This enables you to distinguish between different

locations in the same city, for example, if you have more than one office in the same city. Being able to search on the location code allows you to identify exactly where a job is based.

You can view the basic details of the job such as job requirements, skills required, and salary details in a popup window when you place the mouse over the Job Name field.

Job Basket

You can access and store jobs using the Job Basket function.

Home Page Regions

The home page for employees displays the following regions:

- **Notifications**

  You receive notifications when your job application status changes or when registered users indicate you as the referral source in their job applications.

  Some of the notifications contain links that you can use to navigate to the iRecruitment pages. For example, when you receive a communication notification, you can click the link in the notification to navigate to the Communication Details page and reply to the message.

  > **Note:** The notifications that you receive may be related to the responsibilities assigned to your user account. For example, you may receive notifications related to your role as manager if your user account is associated with the iRecruitment Manager responsibility.

  The interview notifications for interviews, which are at the Confirmed or Rescheduled status display an iCalendar file (.ics) that contains the interview schedule details. You can export the interview details in the iCalendar file to the calendar application that supports the .ics format and monitor upcoming interview events easily in your calendar application.

- **Jobs Applied For**

  This region displays information about job applications that you submit. You can view job details such as the job title and organization and track the progress of their job applications using the Status column. You can navigate to the Application Details page to perform further tasks. See: Application Details Page, page 2-16

- **My Interviews**

  This region displays information about scheduled interviews. You can view interview details such as the interview location, interview status, and interviewer.

My Account

The My Account function enables you to store and update personal information, qualification information, employment history, work preferences and other pertinent information.

Using iRecruitment, you can:

- Store information about your education, qualifications, skills, and previous employment history.
- Upload resumes and other documents. If the resume-parsing functionality is available, iRecruitment extracts the data from resumes and automatically populates the My Account information fields.
- Set work preferences, such as a preferred work location and minimum salary requirements. When managers search for candidates, iRecruitment identifies candidates whose skills and work preferences match those of the vacancy. You can receive job alerts based on your work preferences.
- Set e-mail preferences for receiving notifications about new job opportunities, invitations to interviews, and notifications of company events.
- Change the accessibility preference
- Specify whether managers searching for candidates can access your details. Candidates can elect to remain hidden from managers during a candidate search. In this case, candidate details are available to only those managers who oversee the vacancies for which the candidates applied.
- Search for jobs, and add jobs to a personal job basket.

Apply for Jobs

On the Jobs: Available Jobs page, you can search for jobs using the search criteria such as keywords and city location. For information on job search, see: Search for Jobs, page 2-13

You can review the available jobs and submit job applications. You can review your profile information before submitting the job application. Any changes that you make to your account while applying for a job is not limited to the specific job application, but applies to your account.

You can attempt the job assessment, if the assessment is available in the language that you selected as a display language in the My Account, Preferences tab region. If you attempt an assessment in a specific language, then you cannot retake the assessment in a different language, if you change the display language.

When you apply for jobs, you can either provide your Equal Employment Opportunity

(EEO) information or elect not to disclose the EEO information by selecting a check box on the Enter Application Details page.

iRecruitment notifies managers when you submit job applications.

Application Details Page

The Application Details page presents the following tabbed regions:

- **Job Details**

  You can view details of your job application such as the job details and application status. You can also view details of your scheduled interviews such as the interview status, interview type, location, timezone, interviewers' contact details and additional notes to the candidate.

- **Application Assessment**

  If an assessment is associated with the job, then you can view details of the assessment that you completed during the job application process. You can retake assessments, if the enterprise enable this feature.

- **Communication**

  As an applicant, you can initiate communication for your applications and view communication details in this region. You can view topics and messages for your applications and respond to the messages.

- **Offer Details**

  You can receive job offers online, and view offer details. You can accept or decline an offer online.

Withdraw Job Applications

iRecruitment enables applicants to withdraw their job applications from the Application Details page. You can provide comments when you withdraw your job applications and managers can view these comments. When an applicant withdraws the job application, the application status changes to the Terminate Application status and vacancy managers receive a withdrawal notification.

Request Reconsideration of Terminated Applications

You can request managers to reconsider applications that you have voluntarily withdrawn. When the applicant requests for reconsideration of application, vacancy recruiters or managers receive notifications. Recruiters can review the application details and reconsider the applications if they find them suitable for the job.

Managing Employee Referrals

This topic provides an overview of the tasks that employees can perform using the

Employee Referrals function available through the iRecruitment Employee responsibility.

Using the Employees Referrals function, employees can:

- Create candidate profiles to refer candidates to vacancies in their enterprise.
- Apply on behalf of their referral candidates.
- Search for referral candidates to track their progress or submit applications on their behalf.
- Search for vacancies to refer candidates.
- Refer vacancies to their friends.
- Refer their candidates to managers or recruiters.
- View referral notifications.

Creating Referral Candidate Profiles

iRecruitment enables you to create candidate profiles using the Create Candidate button.

To create a candidate profile:

- Enter details such as name, address, phone numbers, e-mail address, skills and qualifications, and upload a resume. In the Referral Details region, the Source field displays the default Employee Referral value. The Source Name automatically displays the employee name. You can enter referral comments about the candidate while creating the profile and also during the job application process.
- Specify the candidate's work preferences such as a preferred work location and minimum salary requirements. When managers search for candidates, iRecruitment uses work preferences and skills to find candidates who match the enterprise's vacancy requirements.
- Indicate whether the candidate's details can appear in the manager or recruiter search by selecting the Allow Account To Be Searched check box. If you do not select this check box, then the candidate's information is available only to managers or recruiters of vacancies for which they have applied. Irrespective of the setting of this check box, you can view your referral candidates when you use the My Referrals search.

After you create the candidate profile, the candidate receives an email notification with the login information. The referral candidate can log in to iRecruitment using these login details and perform the tasks that an external candidate can perform, such as update account information, search for jobs, submit job applications, or respond to job

offers.

Searching for Referral Candidates

On the Candidates page, you can search for referral candidates using criteria such as last name, location, or e-mail address and refer these candidates to other managers or recruiters. If you know the home phone number of your referral, then you can use it to quickly search for your referral candidate. Select the My Referrals check box to search for all your referral candidates.

The search results table displays:

- Candidates that an employee refers using the Create Candidate function.
- External candidates who provided the employee's name as a reference.

Searching for Vacancies

Employees can search for vacancies using criteria such as job title, vacancy name, or keywords and submit job applications on behalf of their referral candidates.

They can refer the vacancies to their friends. However, these vacancies must be available on the external site for their friends to apply.

Applying for Jobs on Behalf of Referral Candidates

As an employee, you can submit job applications for your referral candidates. You can use the Add Applicant function when you search for vacancies on the Vacancies page. You can also apply for jobs on behalf of your referral candidates when you create their profiles or search for existing profiles.

Review the candidate's information before you submit the job application. Changes that you make to a candidate's account while applying for a job are not limited to the specific job application, but they generally apply to the candidate's account.

When you apply for a job on behalf of a referral candidate, you can either provide the applicant's Equal Employment Opportunity (EEO) information or choose not to disclose it.

After an employee submits a job application on behalf of a referral candidate, the candidate receives a notification that includes the job application details. The candidate can log in to view the application details, and withdraw the application, if required.

Viewing Notifications

You receive notifications when your referral candidates apply for jobs identifying you as the source or accept job offers.

You also receive notifications when external candidates or managers provide your

name as a reference while creating or updating candidate profiles or submitting job applications.

> **Note:** The notifications that you receive may be related to the responsibilities assigned to your user account. For example, you may receive notifications related to your role as manager if your user account is associated with the iRecruitment Manager responsibility.

Managing Interview Tasks

This topic provides an overview of the tasks that employees who are recruiting team members, can perform as interviewers using the Interview function available through the iRecruitment Employee responsibility. The interview information that you access depends on the interview security that is defined for interview participants and whether you are the primary interviewer for the interview.

Using the Interview function, you can:

- View vacancy details for which you are the interviewer.
- View applications for which you are an interviewer.
- View interview details, such as the locations, times, and dates of your interviews.
- Update interviews.

Using the My Interviews Region

The My Interviews region on the Interviewer home page provides a summary of the scheduled interviews. This region provides interview details such as the applicants, interview location, interview start and end time, and interview status. You can specify the number of days for which you want to view interview information. For example, you can verify if any interviews are scheduled for the next 10 days from the system date. From this region, you can access the interview details and also update interviews, if you are the primary interviewer.

If the Export column on the Interviews table is available, then you can save the interview details to the calendar application that you use and view interview schedules. Your system administrator configures the Export feature.

Searching for Vacancies

On the Vacancies page, as an interviewer you can search for vacancies for which you are added as the recruiting team member. You can view applicants for the vacancies and update the interview information, if you are the primary interviewer.

Viewing Notifications

You receive notifications when managers schedule interviews, update the interview status, and provide interview feedback. You also receive a notification if you are no longer part of the interview panel.

The interview notifications for interviews, which are at the Confirmed or Rescheduled status display an iCalendar file (.ics) that contains the interview schedule details. You can export the interview details in the iCalendar file to the calendar application that supports the .ics format and monitor upcoming interview events easily in your calendar application.

Updating Interview Details

You can update interviews from the My Interviews table or navigate to the Candidate Details page of the applicant.

When you conduct interviews, you can update the interview status and record feedback. If multiple interviewers are listed, only the interviewer designated as the primary interviewer can update the interview. Interviewers other than the primary interviewer have read-only access to interview details of the applicants. For example, you are designated as the interviewer for the first and second interviews for the Human Resources Manager vacancy and added as a primary interviewer only for the first interview. Because you are the primary interviewer for the first interview, you can update the interview. iRecruitment does not enable the Update icon on the Interview tab of the applications for the second interview.

See: Creating and Updating Interviews, page 2-102

Maintaining Communication on Interviews

Depending on the default communication status set for a vacancy, participants (applicants, recruiters, hiring managers, recruiting team members, and agency users) can initiate communication for vacancy applications. Use the Start Communication button (enabled only if the default communication status is set to Not Started) in the Communication tabbed region of the Candidate Details page to create topics and messages for applications. If you receive any message, then you can reply to that message. For example, other interviewers can verify your availability when scheduling further interview dates or they can discuss offer details with you.

Using the Candidate Interface

Using the Candidate Interface

When job seekers first go to the iRecruitment site they are classified as site visitors and have the ability to search all the available jobs. To apply for jobs, site visitors must register with the iRecruitment site. Once registered, job seekers can create a personal account or recruiting profile. Site visitors and registered users have an option to view the iRecruitment site using accessibility modes such as screen reader or other assistive technologies. Using the Accessibility link, users can navigate to the Accessibility Preferences page to select their accessibility preference.

Accessibility Preference for Site Visitors

The accessibility preference that a site visitor selects is maintained for a specific session only when the site visitor searches for jobs, views job details, or adds jobs to the job basket. For information on how accessibility works for registered users, see: Accessibility Preference for Registered Users, page 2-23

Site Visitors Home Page

The home page for site visitors includes a job search capability and a link to the registration function. The site visitor can also access a job basket.

Job Functions

As a site visitor, you can search for jobs that meet your search criteria. You can either execute a simple search or define a more advanced search using additional criteria. The search results are displayed in a results table.

Search for Jobs

You can search for jobs using various options that iRecruitment presents. The following sections discuss the options.

Use Different Job Search Options

iRecruitment presents the following job search options:

- Search for jobs using a list of cities: You can select a city in which vacancies are available. You can easily distinguish between cities with the same name as the application lists each city with either its country, or state and country. For example: London, UK or San Francisco, CA, USA.

- Search for jobs using city name or zip code and distance from location: You can

search for jobs available within a certain number of miles from a city, or zip code. For example, you can enter a city name or a zip code and specify a distance from that location. If vacancies are available within the search area they are listed by the application. For example, you can search for jobs available within 30 miles of San Francisco.

- Search for jobs using location name: You can do a text search for a location in which vacancies are available. For example, you can enter a full name or partial name of a city to search for available jobs in that location.

When you move the mouse over the Job Name field, you can view the basic details of the job such as job requirements, skills required, and salary details in a pop-up window.

Use Enterprise Search

If the Enterprise Search feature is available, then directly from your home page, you can search for jobs using any of the job search criteria such as Professional Area, Employment Category, Job, Description, Date Start, City, Country, Location, Organization Name, Job Title, Brief Description, Detailed Description, Job Requirements, Additional Details, and Skills. You can use additional filter options to narrow down your search results.

Use RSS (Really Simple Syndication or Rich Site Summary) Feeds

Site visitors and external candidates can use the RSS feed links on the Job search pages to subscribe to the RSS feeds with the job search criteria that they use. RSS feeds enable users to monitor job vacancies without having to visit iRecruitment. You can view the newly created or updated information that match the search criteria provided during the feed subscription directly on the RSS Feeds reader.

Job Basket

After you search for jobs, you can store jobs using the Job Basket function. However, if you are a site visitor, you must register before you can save jobs to the database permanently. This means that jobs are only stored in the site visitor's job basket for the duration of the iRecruitment session.

Registration

The Registration function enables site visitors to become registered users. You can register using your e-mail address and enter a password. If required, you may have to complete a registration assessment. You can attempt the registration assessment in the language in which iRecruitment is displayed.

Create Resumes Online

During registration if you do not have a resume, you can create your resume online. iRecruitment uses the candidate's personal and professional information to

automatically create a resume in HTML, based on the candidate's choice of the format. The application adds the automatically generated resume to the candidate's profile. When you update your profile, iRecruitment does not automatically update the system generated resume. You can download and update the resume, if required.

Ex-Employee Registration

If ex-employees want to register with iRecruitment they need not create a new user account. They can provide unique data such as last name and date of birth to identify themselves on iRecruitment. The application then matches this information with the existing records of the ex-employee and end dates old records, if they exist. The new account contains personal information entered in the previous account. Ex-employees can review and update this information, if required.

Accessibility Preference for Registered Users

When a site visitor initiates the registration process and selects the accessibility preference, the preference is set at the user level. The accessibility preference is retained when the registered user logs in again and searches for jobs, views job details, adds jobs to the job basket, refers jobs, or applies for a job. Registered candidates can change the accessibility mode in the Preferences tab region of their My Account , page 2-24 page.

Registered User Home Page

Registered users or candidates can access the job search function, the job basket, and have direct access to the newest vacancies that appear on the site.

The home page for registered users displays the following regions:

- **Notifications**

  You receive notifications when:

  - You register in iRecruitment.
  - Your job application status changes.
  - Managers submit job applications on you behalf.
  - Communication participants send messages.
  - Managers reconsider terminated applications.
  - An employee registers you in iRecruitment.
  - Managers schedule interviews.

    The interview notifications for interviews, which are at the Confirmed or Rescheduled status display an iCalendar file (.ics) that contains the interview schedule details. You can export the interview details in the iCalendar file to the

calendar application that supports the .ics format and monitor upcoming interview events easily in your calendar application.

- Managers update your profile.
- Managers update the referral information in your job application.
- You provide incorrect employee referral information in your profile.
- You receive job offers.

Additionally, iRecruitment notifies registered users when employees apply for jobs on their behalf using the Employee Referral function.

Some of the notifications contain links that you can use to navigate to the iRecruitment pages. For example, when you receive a communication notification, you can click the link in the notification to navigate to the Communication Details page and reply to the message.

- **Jobs Applied For**

  This region displays information about job applications that you submit. Applicants can view job details such as the job title and organization and track the progress of their job applications using the Status column. You can navigate to the Application Details page to perform further tasks. See: Application Details Page, page 2-26

- **My Interviews**

  This region displays information about scheduled interviews. Applicants can view interview details such as the interview location, interview status, and interviewer. You can click the Interview Details link to navigate to the Interview Details page to view more interview information. See: Interview Details Page, page 2-27

  If the Export column on the Interviews table is available, then you can save the interview details to the calendar application that you use and view interview schedules.

My Account

The My Account function enables registered users to store and update their personal information, qualification information, employment history, work preferences, accessibility preference, and other pertinent information.

Using iRecruitment, as a registered user you can:

- Store information about your education, qualifications, skills, and previous employment history.
- Upload resumes and other documents. If the resume-parsing functionality is

available, iRecruitment extracts the data from resumes and automatically populates the My Account information fields.

- Set work preferences, such as a preferred work location and minimum salary requirements. When managers search for candidates, iRecruitment identifies candidates whose skills and work preferences match those of the vacancy. You can receive job alerts based on your work preferences.
- Change the accessibility preference, if required
- Set e-mail preferences for receiving notifications about new job opportunities, invitations to interviews, and notifications of company events.
- Specify whether managers searching for candidates can access your details. Candidates can elect to remain hidden from managers during a candidate search. In this case, candidate details are available to only those managers who oversee the vacancies for which the candidates applied.
- Search for jobs, and add jobs to a personal job basket.
- View the registration assessment details, if a registration assessment has been associated.

Provide Source Information

When candidates create their profiles or submit job applications, they can provide the source information, for example, employee referral or advertisement. If they select Employee Referral as source, they can enter either the email address or employee number as the referral information for validation.

Apply for Jobs

On the Jobs: Available Jobs page, you can search for jobs using the search criteria such as keywords and city location. For information on job search, see: Search for Jobs, page 2-21

You can review the available jobs and submit job applications. You can review your profile information before submitting the job application. Any changes that you make to your account while applying for a job is not limited to the specific job application, but applies to your account. If required, you may have to complete a job assessment. You can attempt the job assessment, if the assessment is available in the language that you selected as a display language in the My Account, Preferences tab region. If you attempt an assessment in a specific language, then you cannot retake the assessment in a different language, if you change the display language.

When you apply for jobs, you can either provide your Equal Employment Opportunity (EEO) information or elect not to disclose the EEO information by selecting a check box on the Enter Application Details page. If you choose to provide EEO information, then

you must enter either gender or ethnic origin or both, depending on country specific legislative requirements or business needs.

iRecruitment notifies managers when you submit job applications.

Unsubscribe

If candidates do not want to receive job alert and general mails from iRecruitment, then they can the deselect the Receive emails of Matching Jobs and Receive General emails check boxes in the Email Preferences region of My Account.

Candidates can also click the Unsubscribe link on the:

- New Jobs Alert notification page to stop receiving mails on matching jobs.
- General iRecruitment Update notification page to stop receive general mails.

Application Details Page

The Application Details page presents the following tabbed regions:

- **Job Details**

  You can view details of your job application such as the job details and application status. You can also view details of your scheduled interviews such as the interview status, interview type, location, timezone, interviewers' contact details and additional notes to the candidate.

- **Application Assessment**

  If an assessment is associated with the job, then you can view details of the assessment that you completed during the job application process. You can retake assessments, if the enterprise enable this feature.

  Candidates can attempt job assessment based on their preferred language, if the assessment is available in the preferred language. Therefore, iRecruitment displays the assessment results based on the language the applicant has attempted the test.

- **Communication**

  As an applicant, you can initiate communication for your applications and view communication details in this region. You can view topics and messages for your applications and respond to the messages.

- **Offer Details**

  You can receive job offers online, and view offer details. You can accept or decline an offer online.

Withdraw Job Applications

iRecruitment enables applicants to withdraw their job applications from the Application

Details page. When an applicant withdraws the job application, the application status changes to the Terminate Application status and vacancy managers receive a withdrawal notification. Applicants can provide comments when they withdraw their job applications and managers can view these comments.

Request Reconsideration of Applications

You can request managers to reconsider applications that you have voluntarily withdrawn. When the applicant requests for reconsideration of application, vacancy recruiters or managers receive notifications. Recruiters can review applications and reconsider applications.

> **Note:** Applicants cannot request managers to reconsider applications that managers have terminated.

Interview Details Page

The Interview Details page displays interview information such as the interview type, date and time of interview, and the interviewer's contact information. You can also view the time zone of the interview location and notes about the interview.

Providing Disability and Veteran Status during Job Application (US Users Only)

To comply with the Office of Federal Contract Compliance Programs (OFCCP) regulation on providing disability and veteran status while applying for a job vacancy, the following pages are available to external candidates:

- Applicant Disability Information Page: Offers candidates the opportunity to self-identify their disability status when applying for a new job.
- Applicant Veteran Information Page: Enables candidates to self identify as a protected veteran when applying for a new job.

The disability and veteran status information provided during a job application defaults to subsequent job applications. If the candidate updates the information, then new values are updated to the person record.

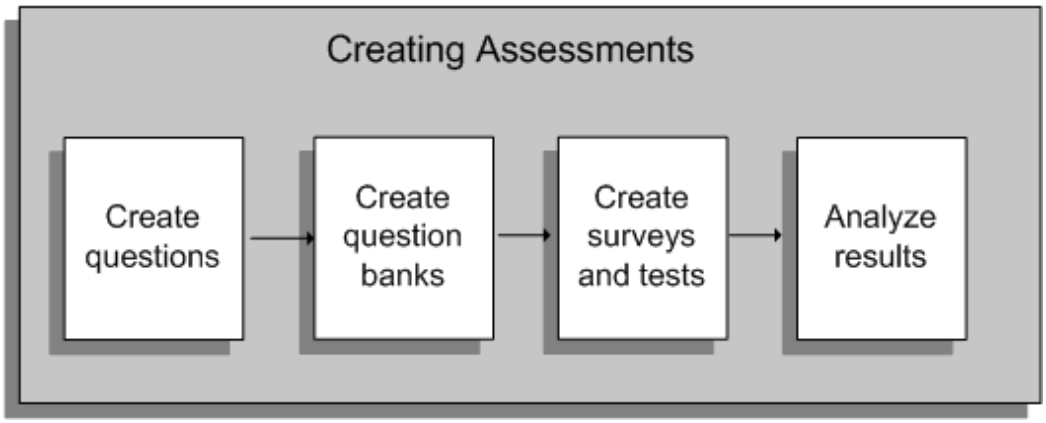
Note that if the external candidate applies for different jobs on different days, then a history of the disability and veteran status is maintained due to the date tracking of the person record. But, if the candidate applies for multiple jobs on the same day, the last update (status) on the person record is considered the final one for all the jobs that were applied on that day.

Creating and Managing Assessments for iRecruitment

Creating and Managing Assessments for iRecruitment

Using the Assessment Administration functionality, you can create tests and surveys to evaluate candidates and applicants during the recruitment process. Oracle iRecruitment enables recruiters to create assessments in more than one language. Candidates can attempt the registration or vacancy assessment based on their preferred language, if the assessment is available in their preferred language. If an assessment is not available in the candidate's preferred language, then iRecruitment displays the assessment in the default language in which the assessment is created.

The following figure shows the sequence of tasks required to create assessments.



To create and manage assessments for iRecruitment:

You must understand the following concepts to create and manage tests and surveys for iRecruitment:

1. **Creating questions and question banks**

   A question bank is a repository of questions and possible responses. Question banks enable you to create questions once and use them multiple times. At least one question bank must exist before you create a test.

   See: Creating Question Banks, page 2-29

2. **Creating surveys and tests**

   After you have created a question bank and added the required questions, you can create tests and surveys. You can:

   - Design surveys, for example, to gather information on work history,

employability, and work preferences of candidates. Surveys help you to screen candidates when they register with your job site. To create a survey, select the Assessment Type 'Survey' on the Create Test page.

- Create scored tests to measure candidates' knowledge and skills. When you create a scored test, you specify a mastery score to indicate the minimum pass mark for a test. Managers can associate a test with a vacancy when they create vacancy details. iRecruitment presents the test to applicants during the job application process and uses the mastery score to identify candidates who have passed the test for a vacancy.

You must publish surveys and tests so that they are available for use in iRecruitment. If you plan to use a test for multiple vacancies, Oracle recommends that you do not limit the maximum number of attempts. Limiting the number of attempts prevents applicants from applying for vacancies associated with the same test. For example, you define a test and limit the number of attempts to 2. If your managers associate the test with multiple vacancies, for example 4, then a candidate cannot apply for more than 2 vacancies, as the maximum attempt limit is set to 2.

Creating Tests in iRecruitment, page 2-31

Managing sections

Tests comprise test sections, which contain questions drawn from one or more question banks. You create test sections to organize the questions drawn from a question bank. A test must contain at least one test section and at least one question.

See: Section Management, page 2-33

3. **Analyzing test results**

   Analyze the results of candidates and applicants, either for a test or for individual questions in the Learner summary section. You can view details such as the number of applicants who have attempted, passed, or failed a vacancy test.

   See: Reviewing Test and Question Statistics, page 2-34

Creating Questions Banks in iRecruitment

A question bank is a collection of questions that you can use to create one or more tests. When a question bank is ready for use in a test, you publish the question bank. After publication, you can use the question bank to create tests, or select the Quick Test option to create a test based on all the questions in the bank.

Creating Questions

Question banks consist of questions, each containing the question text (or question stem or prompt), possible responses, and feedback (if any). The feedback typically informs the test taker if they have answered correctly, and can include a learning tip.

When you create a question, you decide what type it is, such as multiple choice, or true-or-false. Once you create the question, you cannot change from one type to another, since the style of responses depends on the question type. The exception is for multiple choice, where you can change from a multiple choice single correct response to a multiple choice multiple correct response.

Creating Responses

A response is a possible answer to a question. Each question has a set of responses, depending on the question type:

- True or False: The two values, True and False, are not editable. Select the correct response value, either True or False.
- Fill-in-the-Blank: Enter one or more correct responses. Text responses are case-sensitive, so enter the correct response in both lower and upper case, if either is correct.
- Multiple Choice (Single Correct Response): Enter two or more response values, from which the learner must select one correct choice.
- Multiple Choice (Multiple Correct Responses): Enter three or more response values, from which the learner must select two or more correct choices. Learners must select all the correct responses to gain the points awarded to the question.

Removing Questions or Responses

Once you use a question in one or more tests, and a candidate has taken that test, you cannot delete the question from the question bank. Similarly, you cannot delete a response value if the question already appears in a test and if at least one candidate has answered that question. You can mark a question or response as inactive, which makes it unavailable for future tests, but does not affect previously created tests and existing performance records.

Creating Quick Tests

You create a Quick Test if the test uses all or majority of questions in a question bank. A Quick Test takes the default properties, and contains a single test section that holds all questions (preselected) from the question bank. You can edit the test to modify the properties, for example to set the scoring option and mastery score, or to add or remove questions.

> **Note:** You cannot use the quick test option to create a rule-based test, in which you display a number of questions extracted randomly from the question bank to the learner.

Creating Tests in iRecruitment

After you have a created question bank and added the required questions, you can create a test and define the test properties.

Selecting Specific or Random Questions at Run Time

For each test section, you can select exactly the questions you wish to add (pre-selected) or you can enter the number of questions and allow the test to extract a random selection of questions when a learner launches the test (rule-based). The default is pre-selected.

Randomizing the Sequence of Sections and Questions

You can choose whether multiple sections always occur in the same sequence, or in a randomized sequence each time learners launch the test. There is a similar option for sequencing questions within a section. However, you cannot randomize questions across more than one section.

Resuming Tests

Select the Is Resumable box for learners to resume a test if they previously exited or were logged out without submitting the test. Learners are taken to the page where they last left the test. If the time has expired for the test, learners are taken to the page that allows only submission of the test. The Resumable Instructions appear each time a learner resumes a test.

Assessment Types

Depending on your business requirements, you can create tests, surveys, and evaluations by selecting the appropriate option in the Assessment Type field. Typically, you create tests that are scored to measure candidates' knowledge and skills, and evaluations that are not scored to collect feedback on training courses.

Scoring a Test

The scoring options are percentage scored, or sum of item scores. If your test is rule-based (random questions at run time), be aware that the sum of item scores will vary if some questions have different points from others.

If you select either the percentage or sum scoring options, you can also set the mastery score to indicate the minimum pass mark for the test. For example, using the percentage scored option, enter a mastery score of 75 to indicate a 75 per cent pass mark. Using the sum of item scores option, enter a mastery score of 12, to indicate the learner must obtain at least 12 points to pass the test.

When you set a mastery score for the test, a learner passes or fails a test based on the results. If you do not define a mastery score, the application calculates the points scored, but marks the learner's test attempt as completed, rather than passed or failed.

Providing Feedback

By default, feedback is provided at the end of the test. You can change the feedback type to After Each Page to provide more frequent feedback. You can define the following feedback options:

- Select Questions Inherit Feedback if you have test questions that do not have defined feedback, and you want them to inherit (and display) the section or test feedback.
- Deselect Show Answer in Feedback to prevent learners seeing the correct answers when they review the feedback. This option is useful to encourage learners to retake the test. (The default is selected.)
- Enter text for Correct Response Feedback and Incorrect Response Feedback, to provide different feedback for the learners' responses.
- Enter Post Test Feedback to display a message to learners at the end of the test.

Limiting Test Attempts

You can limit the maximum number of times that a learner can attempt the test before being prevented from launching the test. You can also specify the minimum time that must elapse between each attempt.

Creating a Timed Test

To restrict the time allowed for a learner to complete a test, enter values for the duration properties of the test. If you specify a value for Time Allowed in Minutes, you can optionally set the additional duration fields. For example, if the time allowed is 30 minutes, you can enable the Time Remaining Alert, and display an alert five minutes prior to the end, so the alert appears after 25 minutes into the test.

> **Note:** The timer resides on the server, not on the learner's client, so this message is only updated each time the browser page is refreshed. As long as the learner remains on the same page, the alert is not updated.

Creating Tests in Multiple Languages

Oracle iRecruitment enables you to create tests or assessments in more than one language. You can create the same test in multiple languages. When you create a test in

any other language other than the Default language, append the test name with the '_language code' format for iRecruitment to correctly identify the language. For example, the requirement is to administer a vacancy assessment in Korean and Arabic languages. In such a scenario, create the assessment 'SampleTest' in the default language. Create the same test in Korean and Arabic languages respectively. While creating the tests in Korean and Arabic, append the language code to the test name. For example, SampleTest_KO and SampleTest_AR. You can find the appropriate language code in the FND_LANGUAGES_VL table.

Assessments in Multiple Languages

- Registration Assessment:

  Candidates can attempt the registration assessment in the language in which iRecruitment is launched.

  For more information, refer to the *Set up iRecruitment access for site visitors and candidates* section, in Implementation Steps for iRecruitment, page 1-14

- Vacancy Assessment

  An applicant can attempt an assessment, if the assessment is available in the language that is selected as a display language in their My Account, Preferences tab region. If applicants attempt assessments in a specific language, then they cannot retake the assessment in a different language, even if they change their display language. If an assessment is not available in the language based on the applicant's preference, then iRecruitment displays the assessment in the default language.

Section Management

A test must contain at least one test section and at least one question. You create test sections to organize the questions drawn from a question bank. If your test has multiple sections, you can specify the order in which the sections are displayed to the learner in the test. However, you can determine a section order only if you have selected the Fixed option in the Section Order field in the test properties. If the Random option has been selected for the Section Order field in the test properties, the test displays a different order of sections on each learner attempt

Deleting Sections

Once you make a test available to your learners, and at least one learner has taken the test, you cannot delete the test section (or the test), since this affects learner performance and test statistics on your production system. If one section becomes invalid, but the test itself is still available, make the section inactive, instead of deleting it. Unpublish a test to make the complete test unavailable to learners. Past performance and test statistics information remain in the system when you unpublish a test.

Reviewing Test and Question Statistics

Statistics are available for you to analyze learners' performance for a given test or question. Statistics exist only after at least one learner has attempted the test or question.

Reviewing Test Statistics

For each test, the Test Statistics page provides a summary of learner scores for the selected test. Use the statistics to analyze both overall performance and individual attempt results. The page initially displays summary results in a tabular format, and provides an option to display a graph for each summary.

The summary statistic sections are:

1. **Score Summary:** Summarizes performance records for all learners. Each learner has one performance record that in turn is a summary of the learner's attempts. A performance record shows the score for the first Pass attempt, or the score for the first Fail attempt. The application updates a performance record from Fail to Pass (including the Pass score), if a learner subsequently passes the test. However, a performance record is never updated from Pass to Fail if a learner subsequently fails the test. A performance record does not change even if the learner score improves. A learner's performance record may show a Pass with a score of 60, even though the learner achieves a Pass with a score of 70 in a later attempt.

   The User Score Summary graph displays the number of users who achieved a specific performance score.

2. **Learner Summary:** Summarizes the total number of learners who launched the test, and the total number of performance records (one record per learner). The summary groups performance records as one of the following:

   - Passed: The learner completed the test and achieved the mastery score or better.
   - Failed: The learner completed the test but failed to achieve the mastery score.
   - Completed: The learner completed the test, but the test has no mastery score, or the scoring option is specified as not scored.
   - Incomplete: The learner started the test but exited the player without submitting the test.

   The table enables you to drill down to more detailed statistics for each learner. Click the Total Learners number to view all learners, or click the Passed number to view only those learners who passed the test. The drill-down table shows one performance record for each learner. Click an individual learner name to view all attempts for the learner. An individual attempt can show a higher score than the

learner's performance record, since a performance record stores only the score for the first pass.

The User Attempt Score Summary graph displays the score for each individual attempt number. Attempts are color coded to show the day of the attempt.

In the table, click a specific attempt number to view the learner's individual attempt details for each question in the test.

The Learner Performance Status graph shows the percentage of Passed, Failed, Completed or Incomplete performance records.

3. **Attempt Summary:** Summarizes all attempt records for all learners, not just performance records.

   The Monthly Attempt Summary graph shows the number of attempts made in each month.

4. **Question Summary:** Summarizes the total number of questions displayed to all learners in all attempts.

Reviewing Question Statistics

For each question bank, the Question Statistics page provides a summary of learners' performance for each question, across multiple tests. Statistics appear in both tabular and graphical formats. The graph shows Correct, Incorrect and Skipped totals as percentages of the total number of attempts for the question.

Managing Vacancies

Creating and Maintaining Vacancies

As a manager or recruiter, you create and post vacancies to advertise job openings in your enterprise.

Creating Vacancies

The following sections explain how to create vacancy details.

Entering Primary Details for a Vacancy

On the Create Vacancy: Enter Primary Details page, you specify:

- Primary details for a vacancy such as location, grade, job, position, and the employment status.

  For a new vacancy, the status is Unapproved by default.

  If your enterprise has set up default recruitment information for your business group, then the following details appear automatically on this page for the vacancy:

  - Vacancy Name

    If this field displays a unique vacancy number, for example, IRC1234, then you cannot change the value. This setting indicates that your enterprise has set the automatic vacancy code allocation method to generate vacancy names. If this field is blank, then provide a vacancy name.

  - Number of vacancy openings
  - Organization
  - Location

  Enterprise policy determines whether you can modify the default information.

- The manager who manages the vacancy. The Manager field displays the user name by default. You can select a different manager from the list of people in your enterprise.

  Note: The people whom you can access depends on the HR: Cross Business Group profile option defined in your enterprise.

- Start and end dates to define the vacancy availability period.

- Compensation details such as stock options, company car, or pension options. Note that they do not define the compensation elements that are included in the employment assignment after a candidate has been hired.

  You can view minimum and maximum salary in corporate currency. For example, if you enter the maximum salary amount as 5,000 USD and the corporate currency is set as GBP, then iRecruitment displays the corresponding value as 3085.905 GBP (if the conversion rate is: 1 USD = 0.61 GBP)

Entering Skills and Qualifications

On the Create Vacancy: Enter Required Skills page, you:

- Define the skills and qualifications required for the vacancy. If the vacancy is associated with a position, for example, any competencies required in that position appear automatically. During a manager search, iRecruitment compares the skills required for the vacancy with the candidates' skills and displays a list of candidates whose skills match the vacancy requirements.

- Select an assessment, for example, a test that applicants can complete when they apply for your vacancy. You can use tests to evaluate applicants' knowledge and skills. iRecruitment presents the test to applicants during the job application process.

Entering Team Members:

On the Create Vacancy: Enter Team Members page, you define a security method for recruiting team members. You define security for the vacancy to control vacancy access. If managers or recruiters have the appropriate security profile, then they can view vacancies in their own organization (typically their own business group) or across business groups.

- **Defining a Security Method**

  You can select any one of the security methods:

  - Team

    Only people in the recruiting team that you select can see the vacancy. When you select the Team members, you can select only those people that your security profile gives access to. Your system administrator defines your security access.

    Note: If your enterprise has not defined security to restrict access to iRecruitment data, then everyone in your enterprise can view the vacancy. Check with your system administrator to define user access.

For more information on how user access and security is defined in iRecruitment, see: User Access and Security, page 1-134

When setting up Team Only security, you must include the recruiter or manager in the team, or they will not be able to see the vacancy.

- Business and team

  The recruiting team that you select and users with the appropriate security profile can see the vacancy. Business indicates the security profile or the current business group that you are part of.

- Public

  If you select Public, anyone in your business group can see the vacancy.

- **Identifying the Recruiting Team Members**

  You select a recruiting team to define who can access the vacancy and view interviews details. When you define a recruiting team, you can also assign additional vacancy and interview security to each of the members. Select hiring managers and recruiters as part of the recruiting team if they perform interviewer tasks also.

- **Defining Additional Security for the Vacancy**

  Define additional security for the vacancy to control vacancy access. You can select different levels of vacancy security. These are:

  - Update
  - Update/Delete
  - View Only

    Additional Information: In the current release of iRecruitment you cannot delete vacancies, so in effect Update and Update/Delete are the same. The Delete function is reserved for future development.

- **Defining Interview Security**

  Define additional security for the recruiting team members to restrict interview access. Only employees who are part of the recruiting team appear in the Interviewers list while creating an interview. As part of the interview security, you specify the interviews that the interviewers can access.

iRecuritment provides the following interview security options:

- Assigned Interviews

  The recruiting team member can only view the interviews that the member is directly associated as an interviewer.

- Assigned and Previous Interviews

  The recruiting team member can not only view assigned interviews but also view interviews conducted prior to the assigned interview.

- All Interviews

  The recruiting team member can view all interviews scheduled for applicants during the entire interview cycle.

- **Defining Agency Access**

  Define agency access to a vacancy in the Agencies table. You can make the vacancy details available to recruiting agencies that your enterprise uses. The agencies can then submit applicants for the vacancy or, if given authority, manage the whole recruitment process.

  Identify one or more agencies to assist with recruiting for a vacancy. You can:

  - Specify the duration for which the agencies access the vacancy. This is the duration for which the agency assists the enterprise in the recruitment process.

  - Indicate the maximum number of applicants that agencies can submit for each vacancy. This prevents agencies from indiscriminately submitting many applications.

  - Enable an agency to complete the recruitment process for a vacancy. Select the Manage Applicants check box when assigning the vacancy to an agency to enable the agency to progress applicants through the entire application process. Otherwise, agencies can view only their assigned vacancies and submit applications for these vacancies.

- **Defining Communication Properties**

  Define communication properties for the vacancy. You can:

  - Set the default communication status for the vacancy. Select from these options:

    Closed

    Indicates that none of the users can communicate. The moderator must initiate the communication at the application level to open the communication for the vacancy. This is the default value.

    Not Started

Only a recruiter, hiring manager, or recruiting team member who can view or update vacancy can initiate communication by clicking the Start Communication button on the Application tab of the Candidate Details page.

Started

Anyone who can view or update vacancy (hiring manager, recruiter, or recruiting team member) or applicants can initiate communication.

- Define whether recruitment communication notifications can be sent to communication participants. The default value is No.
- Define who can add attachments to the messages. Select from these options:

  All

  All the communication participants, including applicants can add attachments.

  Internal

  A recruiter, hiring manager, recruiting team member, or agency user with manage applicant access can add attachments to messages.

  None

  None of the participants can add attachments. This is the default value.
- Define who can add recipients to messages. If you select Internal, then a recruiter, hiring manager, recruiting team member, or agency user with manage applicant access can add recipients to messages. Internal is the default value.
- Define who can moderate messages. The moderator can view, reply, and delete messages initiated for applications. Only the moderator can close communication for an individual application using the Candidate Details page and multiple applications using the Mass Communication page. The moderator can also view the entire message log for all topics. The default value is Recruiter and Hiring Manager.

Formatting Job Posting

On the Create Vacancy: Format Job Posting page, you:

- Provide job posting information, such as job requirements. Depending on your vacancy, the job postings details may appear automatically, for example, if the position associated with the vacancy has default job posting information. You can edit the job details as required.
- Use the editor to apply formatting features such as italics or bold to highlight certain information.
- Specify whether candidates can view the recruiter's details, such as name and

contact phone number, so that they can contact the hiring manager directly.

In the Recruiting Sites region, internal, internal referrals, and external sites appear by default. You can select multiple third-party sites for posting job details. You can specify separate start and end dates for job postings on internal, external, internal referral, and third-party sites. You can post vacancies on the internal referral site and employees can refer candidates here. You can chose to post vacancies for internal referrals for a specific time period and then make the vacancies available to external candidates and employees.

If your enterprise posts the vacancy details to employees for a period of time before posting to external candidates, then you can enter only the internal posting date and not the external posting start date. The application automatically sets the external posting start date when the vacancy is approved.

Reviewing and Submitting Vacancy Details

The Review page displays the default approvers for your vacancy. In addition to the default approvers, you can add other people as approvers and recipients of the vacancy notification. You can add approvers only if your system administrator enables the Add Approvers region.

Adding Attachments

You can upload supporting documents to vacancies to provide additional information. You can add documents for internal users (recruiting team members, managers, and recruiters), for example, about headcount approvals and recruitment budget. External user attachments can include documents such as company policies and additional information about the grade, position, and location of the vacancy. Agency users and candidates are external users. Managers, recruiters, vacancy approvers, and recruiting team members can view both internal and external documents.

Review the vacancy to ensure that the details correct, and submit it for approval, if appropriate. You can also save a draft of the vacancy and complete the details later.

See: Save for Later, page 1-52

Posting Vacancies to Third-Party Recruiting Sites

Use the Post Advert button on the Vacancy Details page to post the vacancy to third-party recruiting sites. When you post vacancies, iRecruitment sends the documents using the data transfer method specified by your enterprise. You can view and track responses from each third-party site in the Response column. If your enterprise uses:

- HTTP to post the job details, the recruiting site sends an immediate response that confirms the successful receipt of the job details
- E-mail to post the job details, you can view only the posting date in the Response column

- FTP to post the job details, you can view the posting date and error details if the transfer process fails

You do not post vacancies to your enterprise's internal and external sites. iRecruitment automatically posts the job advertisements on the internal and external sites on the date specified in the Start Date field of the Create Vacancy: Format Job Posting page.

Updating Vacancies

You can update a vacancy to modify the assignment and job posting details. For example, if your enterprise moves the job opening to another location, you can change the location information. You can update a vacancy when you receive the vacancy back for correction. You can also update an approved vacancy, if required.

When you update vacancy details, you can:

- Change any of the details that you provided earlier, such as the end date of the vacancy and the employment status.
- Change the skills and skill ratings required for the job.

  You cannot select a new assessment if applicants have already applied to the vacancy and taken the test.
- Add agencies that can access your vacancy, and nominate a different recruiting team.

  Note: When you update a vacancy, you cannot delete recruiting team members associated with interviews that are at the Planned or Confirmed status for the vacancy.
- Update the posting details, such as the How-to-Apply details.
- Select new approvers for the vacancy and new recipients of the vacancy notification.

On the Update Vacancy: Review page, you can view the changed information (highlighted with a blue dot in the proposed data region).

Depending on your enterprise's approval process, iRecruitment routes the updated vacancy for approval.

Repost the Updated Vacancy on Recruiting Sites

If you update a vacancy that you posted to third-party recruiting sites, remember to repost the updated vacancy once it is approved.

For troubleshooting vacancies, see: Troubleshooting Vacancies, page 2-43

Troubleshooting Vacancies

This topic looks at some common problems that may occur while managing vacancies and suggests some approaches.

Problem Description	What To Do
When you create a vacancy, the Vacancy Name field on the Create Vacancy: Basic Details page displays an automatically generated number.	If your enterprise decides to follow the automatic vacancy code allocation method for vacancy names, then iRecruitment assigns a unique number for the vacancy. You cannot update the Vacancy Name field.
After you create and submit a vacancy for approval, you cannot find the vacancy.	You cannot view a vacancy that you submitted for approval until it is approved.
When you create a vacancy, you cannot provide the external site posting start date on the Format Job Posting page.	If your enterprise posts the vacancy details to employees before posting to external candidates, then you can enter only the internal posting start date; you cannot enter the external posting start date. When the vacancy is approved, the application automatically sets the external posting start date.
The iRecruitment session timed out when you were creating a vacancy. How do you retrieve the vacancy details?	Check the Save for Later table on your Home page. iRecruitment saves the vacancy as a draft if the browser closes or the session times out.
You are not able to update vacancy details.	Check the status of the vacancy. You can update a vacancy only if it is approved; you cannot update a vacancy in pending approval status.
You have posted a vacancy to the third-party recruiting site with whom your enterprise has an agreement. At a later date, you update the vacancy details. The vacancy updates do not appear on the recruiting site.	If you update a vacancy posted on a third-party recruiting site, you must post the vacancy again using the Post Advert button on the Vacancy Details page.

Managing Communication in iRecruitment

Understanding iRecruitment Communication

In a typical recruitment process, communication occurs both among recruitment participants and between recruitment participants and applicants.

For example:

- Recruiters check with candidates about suitable times and dates for interviews.
- Candidates verify their job application status and check for additional information about vacancies.
- Hiring managers and recruitment team members discuss candidate offers.
- Candidates request changes to their job offers or their proposed start dates.
- Third-party recruiting agencies verify the progress of their agency's applicants with the enterprise.

To support online recruitment communications and to enable enterprises to maintain a record of communication for compliance purposes, iRecruitment provides the Recruitment Communication functionality.

The Recruitment Communication functionality enables enterprises to:

- Facilitate communication between their recruitment team and applicants, either individually or as a group for vacancy *applications*.
- Enable third-party recruiting agencies to participate in the recruitment communication process.
- Define communication options for each vacancy based on their recruiting requirements.
- Enable communication for job applications using communication features such as topics and messages.

Communication Participants

Communication can involve the following types of participants in iRecruitment:

- Recruiters, who manage vacancy recruitment. You identify a recruiting using the Recruiter name field on the Create Vacancy: Enter Team Members or Update Vacancy: Enter Team Members pages.

- Hiring Managers, who manage the vacancies in iRecruitment. You identify a hiring manager using the Manager name field on the Enter/Update: Create Vacancy Primary Details page.

  The roles of recruiters and hiring managers in your enterprise depend on the responsibilities assigned to them by your enterprise.

- Recruiting team members, who participate in the recruiting process. They have access only to appropriate vacancy and candidate related information.

- Applicants, who submit applications for employment to an organization.

- Agencies are external organizations that assist enterprises in their recruitment process. Agencies act on behalf of the candidates to help them search and apply for jobs. They provide candidates to the fill up job openings in an enterprise or sometimes handle the complete placement process for a vacancy.

The Communication Process

The following sections describe how Recruitment Communication functionality works in iRecruitment.

Defining Communication Properties for a Vacancy

In iRecruitment, communication occurs for each *application* for the vacancy. Therefore, when hiring managers or recruiters create vacancy details, they can:

- Define the default communication status for a vacancy and who can initiate communication.

- Specify whether participants receive recruitment notifications.

- Define who can add attachments to messages.

- Define who can add recipients to messages.

- Define who can moderate the communication for the vacancy. The moderator can view, reply, and delete messages initiated for applications. The moderator can also view the entire message log for all topics and close communication channel if no more communication is required with the applicant.

See: Defining Communication Properties, page 2-39

Initiating Communication for a Vacancy

Depending on the default communication status set for a vacancy, participants (applicants, recruiters, hiring managers, recruiting team members, and agency users) can initiate communication for vacancy applications. Use the Start Communication

button to initiate the communication if the default communication status is set to Not Started. This button is available in the Communication tabbed region of the Candidate Details page. After the communication starts, participants can create topics and message for applications.

A topic is a collection of messages about a subject. For example, hiring managers can create different topics, such as additional information about vacancies, interview availability, job offers, and joining date. They can select recipients based on the subject of the topic. Hiring managers can select an applicant and interviewers as recipients of common messages, such as interview location details. They can select an applicant and a recruiter for messages on the proposed joining date.

In addition to communicating with individual applicants, recruiters or managers can communicate with multiple applicants using the Mass Communication page. Managers can start or close communication with multiple applicants using a single interface.

See: Creating Topics and Adding Messages for Recruitment Communication , page 2-47

See: Managing Communication for Multiple Applicants, page 2-48

Closing Communication for a Vacancy

The communication status can remain open until the moderator decides to close it. Communication can remain open with the candidates even though the vacancy is closed. After the communication is closed, the Communication tab on the Candidate Details page displays the topics and messages created for the application. A recruiter or hiring manager can close the communication for an application by clicking the Close Communication button on the Communication tabbed region of the Candidate Details page. Using the Mass Communication page, managers can close communication for multiple applications.

Communication and Candidates

Applicants can view the communication details in the Communication tabbed region of the Application Details page. They can view topics and messages for their applications. The communication properties set for a vacancy determine whether candidates can create topics, reply to messages, add attachments, and add recipients to messages.

If the Add Recipients option is not available to applicants, then, by default, iRecruitment adds the moderator to the recipients list. The moderator can reply by adding the appropriate recipients.

Communication and Employees

Employees who are assigned to conduct interviews can view communication details on the Communication tab of the candidate's Application Details page. They can review messages, create topics, and reply to messages, if they have the required privileges and are message recipients.

Communication and Agencies

Agencies can create and respond to messages for their applicants using the Candidate Details page.

- If an agency does not have the appropriate access to manage applicants for a vacancy, then it can view messages only of their applicants.
- If an agency has the access to manage applicants for a vacancy and is set up as the moderator for the communication, then the agency can review all messages related to all of the applications for that vacancy.

Creating Topics and Adding Messages for Recruitment Communication

This topic explains how hiring managers, recruiters, recruiting team members, or agency users can create topics to initiate the communication for an application.

For a general introduction to recruitment communication, see: Understanding iRecruitment Communication, page 2-44

On the Create Topic page:

- Specify the topic name.
- Describe the message.
- Select recipients of the topic. Recipients can view these topics and reply to messages. You can add recipients, such as hiring managers, recruiters, recruiting team members, or an applicant.

  The communication properties set for the vacancy determine whether you can add recipients for your topic. You cannot select multiple applicants as message recipients. For more information, see: Defining Communication Properties, page 2-39

The Communication tab of the Candidate Details page displays the following information:

- A brief summary of the topic
- The date on which the last message was posted for the topic
- The date on which the topic was started
- The creator of the topic
- The names of the topic recipients

- The total number of replies for the topic

Creating and Replying to Messages

After you initiate a topic, anyone (recruiter, hiring manager, members of the recruiting team, agency user, or applicants) with access to the topic can reply to messages using the Reply button on the Topics table. Only moderators can delete topics.

When you reply to a message using the Reply to Message page, you can:

- Enter a description of your message.
- Select recipients for your message. You can add recipients, such as recruiters, recruiting team members, or applicants.

  Note: You cannot delete recipients when you reply to messages. However, if you want to send a message to only select recipients, then you can create a new topic.

- Attach supporting documents to your message. For example, a recruiter can upload a location map to provide additional information about interview location.

  The ability to add recipients and attachments to messages depends on the communication properties set for the vacancy.

Deleting Communication Messages and Closing Communication

You cannot close communication for an application unless you are a moderator for the vacancy communication. Only the moderator can close communication if no more communication is required with the applicant. iRecruitment displays the Close Communication button only if you are the moderator for the vacancy communication. Only the moderator can delete communication messages for an application. For more information, see: Defining Communication Properties, page 2-39

Managing Communication for Multiple Applicants

During the recruitment process, hiring managers and recruiters can create a communication topic to share the same information with multiple applicants for a vacancy. The Mass Communication page enables you to send communication messages to multiple applicants using a single interface. This page appears when you select applicants for a vacancy and click Manage Communication.

Using the Mass Communication page, you can start and close communication for the selected applications for a vacancy. You cannot close communication for applications unless you are a moderator for the vacancy communication. Only the moderator can close communication if no more communication is required with the applicants.

iRecruitment displays the Close Communication button only if you are the moderator for the vacancy communication. For more information, see: Defining Communication Properties, page 2-39

Creating a Topic

You can create a topic with the following details:

- Enter the appropriate message subject and text for communication.
- Select the internal recipients such as recruiting team members, recruiters, and hiring managers who will receive your message.
- Attach any supporting documents, if allowed to add to the message.
- Review and click Send to communicate with multiple applicants.

Working with Candidates

Working with Candidates

In iRecruitment, candidates are users who register with your job site. As a recruiter or manager, you can:

- Search for candidates using a variety of search methods.
- View candidate details.
- Invite candidates to apply for jobs.
- Create candidate details for candidates who are not registered with the job site.

Searching for Candidates

The following sections describe ways of searching for candidates.

Searching the Prospect Pool

The prospect pool contains all registered users who have given permission for their information to be available on the job site. You can:

- Search for candidates using a variety of search criteria such as skills, applicant type, or employment status.
- Search for agency candidates only, if your enterprise uses the Agencies functionality to work with recruiting agencies.

If your enterprise uses location search to find candidates, then you can view the Location, Country, and Distance from Location (Miles) fields on the Prospect Pool page. To perform a location search, enter a city name or zip code in the Location field and specify a distance from that location to find candidates within that distance. For example, you can search for candidates located within 30 miles of San Diego or zip code 92101.

Searching for Resumes

On the Candidates: Resumes page, you can search for resumes using specific keywords. For example, you can search for resumes that contain a particular skill or qualification. iRecruitment highlights the search keyword in the HTML preview of the candidate's resume to help you to identify where the matches occur quickly and easily.

Linking Searches with Vacancies

When you search for candidates using the Candidates: Prospect Pool page and the Candidates: Resume page, you can select a vacancy in the 'Link Search with a Vacancy' field to associate your candidate searches with vacancies. An enterprise can use this information to identify the types of searches made for vacancies and to check for data compliance.

Searching for Individuals

On the Candidates: Individuals page, you can search for individual users using criteria such as last name, e-mail ID, or agency name. You can also search for candidates using any of the phone types such as mobile, work or work fax numbers.

Searching for Referral Candidates

The Candidates: Individuals, Candidates: Prospect Pool, and Applicants pages present the Employee Referrals check box to enable managers to search for employee referral candidates.

Viewing Candidate Details in a Pop-up Window

When you move the mouse over the candidate name in the search results table, you can view the basic details of a candidate such as work preferences, skills, qualifications, and previous employment details in a pop-up window. Candidate details pop-up is available on all the candidate search pages: Prospect Pool, Individuals, Resumes, and Applicants.

Processing Candidates

When you identify candidates, you can process them using the Take Action button on the Prospect Pool and Resumes pages. When you click this button, the Pursue Consider Reject Candidates page appears.

See: Processing Candidates, page 2-52

You can also create details of candidates. For more information, see: Creating Candidate Details, page 2-53

Viewing Candidate Details

When you click a candidate's name in the search results table, any one of the following pages appears based on how your enterprise configures iRecruitment:

- Candidate Details

  See: Using the Candidate Details Page to View Candidate Details, page 2-54

- Candidate Profile

See: Using Candidate Profile, page 2-63

Finding Duplicate Profiles

After you search candidates, you can click the Find Duplicates icon available in the search results table of the Candidates: Prospect Pool, Candidates: Individuals, Candidates: Resumes, and Candidates: Applicants pages. Use this functionality to identify duplicate profiles.

The Find Duplicates functionality helps to:

- Compare duplicate profiles.
- Confirm records as duplicates.
- Mark a profile as not duplicate.
- De-link profiles if two or more profiles are incorrectly linked.

See: Finding Duplicate Profiles, page 2-56

Processing Candidates

Processing Candidates

To process candidates, you can select any one of the following options that you can view on the Pursue Consider Reject Candidates page or the Jobs Considered For tab on the Candidate Details page:

- **Consider**: Decide whether to encourage a candidate to apply, or consider them for a future job opening. This information is just for your reference. Unless you select Pursue or Reject, the application takes no further action on the candidate. Consider does not deliver any notification to the person. The application updates the consideration status column for the candidate.
- **Pursue**: Invite a candidate to apply for a job. When you select this option, iRecruitment sends a notification to the candidate inviting them to apply for the vacancy. When the candidate applies to the specific vacancy, the person becomes an applicant and is moved to the applicant list. The iRecruitment database maintains a record of the action.

  Note: Sending job invitations to candidates created by agency users

  Unlike self-registered candidates, candidates created by managers and agency users do not have user accounts and cannot receive automatic job notifications or job invitations from iRecruitment.

Use the e-mail address (on the Candidate Details page) to send job invitations to candidates created by managers and agency candidates.

- **Reject**: Indicate that you do not find a candidate suitable for a vacancy. iRecruitment excludes rejected people from future searches for a particular vacancy but not for all vacancies.

- **Refer**: Suggest a candidate to other managers or recruiters, if you find a candidate suitable for other vacancies.

For information on troubleshooting candidates and applicants, see: Troubleshooting Candidates and Applicants, page 2-95

Creating Candidates

Creating Candidate Details

iRecruitment enables you to create candidate details using the Create Candidate button. For example, you may receive resumes from candidates or referrals for candidates who are not registered with iRecruitment. To refer or to process these candidates, their profiles must exist in iRecruitment. To create a candidate profile, you can:

- Enter details such as name, address, phone numbers, e-mail address, skills and qualifications, and upload a resume.

  Note: If your enterprise determines that iRecruitment must create external user accounts for candidates created by managers or recruiters, then the Email Address field becomes mandatory. Using the email address, iRecruitment sends email to candidates with the login information. Candidates can log in to the iRecruitment job site and search for jobs, submit job applications, and complete tasks that self-registered candidates perform.

- Specify work preferences such as preferred work location and their minimum salary requirements. When managers search for candidates, iRecruitment uses work preferences and skills to find candidates who match their vacancy requirements.

- Indicate whether the candidate's details can appear in the manager search using the Allow Account To Be Searched check box. If you do not select this check box, then the candidate's information is available only to managers of vacancies for which they have applied. iRecruitment does not automatically include candidates in the manager search.

Applying for a Job on Behalf of a Candidate

You can apply for jobs on behalf of your candidates. Review the candidate's information before submitting the job application. Any changes that you make to a candidate's account while applying for a job are not limited to the specific job application, but generally apply to the candidate's account.

EEO Information

When you apply for a job on behalf of an applicant, you can either provide the applicant's Equal Employment Opportunity (EEO) information or elect not to disclose it. Only managers who provide the applicant's EEO information can view or update the information for the applicant. The EEO fields display a value of 'Entered' when other managers or recruiters view the application details. If you choose to provide EEO information, then you must enter either gender or ethnic origin or both, depending on country specific legislative requirements or business needs.

Attempt Assessments on Behalf of a Candidate

As a manager or recruiter, when you register on behalf of a candidate, you can attempt the registration assessment in the language in which iRecruitment is launched or manager's preferred language, if the assessment is available in the language that is selected as the display language by manager or recruiter in their iRecruitment account, Preferences tab.

If you attempt an assessment in a specific language, then you cannot retake the assessment in a different language, if you change the display language.

Using the Candidate Details Page to View Candidate Details

You can view details of a candidate using the Candidate Details page. For a candidate, you can view the information in the following tabbed regions:

Candidate Profile

This tab shows the candidate's personal details such as the name, e-mail address, and date of birth. You can find out if the candidate is an agency candidate or a referral candidate. You can view the work preferences of the candidate such as the candidate's preferred location of work or minimum desired salary.

Confirmed Duplicates

This region displays duplicate profiles of a candidate. When managers search for duplicates profiles using the Find Duplicates functionality, the profiles that are validated as confirmed duplicates appear in this region.

See: Finding Duplicate Profiles, page 2-56

Qualifications

You can view the candidate's employment history and education qualifications. If the candidate has entered information about their skills, this region presents the details such as skill and the proficiency level of the candidate.

Resumes and Documents

You can preview the candidate's resume. You can view other supporting documents if available such as a cover letter.

Jobs Considered For

After you review the candidate's details, if you find the candidate suitable for a vacancy, you can invite the candidate to apply for the job. You can also consider the candidate for a job opening.

For information on the processing options, see: Processing Candidates, page 2-52

You can apply for a job on behalf of the candidate. See: Applying for a Job on Behalf of a Candidate, page 2-54

If the candidate has applied for jobs, you can process the applications using the Candidate Details page. For more information, see: Processing Applications Using the Candidate Details Page, page 2-87

Managers can use the Background Check function to request a background-check to verify information such as the education history, qualifications, and relevant experience of candidates.

> **Note:** To use the background-check functionality, your enterprise must be registered with a background check vendor.

Finding Duplicate Profiles

Finding Duplicate Profiles

Duplicate candidate records can occur, for example, when:

- External candidates register multiple times in iRecruitment with different e-mail addresses. They can also apply to vacancies using different user accounts.
- Employees register on the external iRecruitment site with their personal e-mail address and submit job applications instead of using the iRecruitment Employee Candidate responsibility.
- Multiple sources like recruiters, employees, and agencies register the same candidate.

Using the Find Duplicates functionality, managers can search and identify duplicate profiles that exist in iRecruitment. For example, when they review candidates or applicants for a vacancy, they can perform a Find Duplicates search to identify duplicate profiles.

Oracle iRecruitment uses the following criteria to identify profiles as duplicates:

Full name (last name and first name) and date of birth must match

OR

Full name (last name and first name) and social security number (SSN) must match

Managers can use the Find Duplicates functionality to:

- Compare duplicate profiles
- Confirm records as duplicates
- Mark a profile as not duplicate so that the profile does not appear in the future Find Duplicates searches.
- De-link profiles if two or more profiles are incorrectly identified as duplicate profiles.

The Duplicate Profile page that lists the duplicate records of candidates appears when managers search for candidates and click the Find Duplicates icon on the following pages:

- Candidates: Prospect Pool
- Candidates: Individuals

- Candidates: Resumes
- Candidates: Applicants
- View Applicants (Vacancies > View Applicants)

The following sections describe the features of the Duplicate Profile page:

Potential Duplicates

This region lists the probable duplicate profiles matching the criteria. You can drill-down to view the candidate's details, only if you have the security access to a record.

This example explains working with the Potential Duplicates section. When you search for candidates in the Candidate: Individuals page using the last name 'Snow', the search table lists three records with the full name Snow, Mark. You want to verify if the three records are of the same candidate or not. You select a candidate Snow, Mark, and click the Find Duplicates icon. In the Potential Duplicates table, the following results appear:

- Snow, Mark whose e-mail address is marksnow@net.com
- Snow, Mark whose e-mail address is snowmark@ten.com
- Snow, Mark whose email address is msnow@abc.com

To verify whether the profiles are duplicate of the selected candidate, you can perform the following tasks:

- **Compare Profiles**

  Select the profiles that you want to compare and click Compare Profiles. iRecruitment displays a comparison report in Adobe Acrobat PDF file format. You can either save the report to your local machine or open the report directly. This report displays *candidate details* such as phone numbers, skills, educational qualifications, work preferences, and registration assessment.

  See: Comparing Candidates, page 2-82

- **Not a Duplicate**

  After you compare profiles, if you find that a profile is not same as another profile, select the profile that is unique and click Not Duplicate. iRecruitment moves the unique profile to the Not Duplicate table and this profile does not appear in future duplicates search in this candidate group.

- **Confirm Duplicate**

  After you compare profiles, if you find that one or two profiles are same as a profile, select the profiles and click Confirmed Duplicate. iRecruitment links the profiles and moves the profiles to the Confirmed Duplicates table.

- **Add Potential Duplicate**

  You can add candidates directly as potential duplicates using this option. For example, when you review other candidates or applicants, if profiles look similar, then you can search and add those profiles to the Potential Duplicates table to see whether they are duplicates.

  > **Note:** The Add Potential Duplicate function is not available by default on the Duplicate Profile page. Your enterprise may decide to give access to this function only to a few users.

If duplicate profiles exist for a candidate, then you can view the number of profiles that are linked in the Duplicates column. Click the number to view details of duplicate profiles.

Confirmed Duplicates

This region displays the profiles that you have validated as duplicate profiles.

When you confirm a profile as a duplicate of another profile, you can:

- **Compare Profiles**

  See: Compare Profiles, page 2-57

- **De-Link Profiles**

  Select this option if you want to disassociate profiles that you confirmed as duplicate profiles. When you select the de-link profiles option, the de-linked profiles move to the Potential Duplicates table.

The Confirmed Duplicates region is also available on the Candidate Details page. See: Using the Candidate Details Page to View Candidate Details, page 2-54

Not Duplicates

This region displays profiles of candidates that are unique. Profiles appear in this region, when you perform the find duplicates search for a candidate and indicate that the candidate's profile is unique by selecting the profile as Not Duplicate.

Calculating Skills Match Percentage

Calculating Skills Match Percentage

This topic discusses the calculation of skills match percentage on:

- Find Candidates Page (Vacancies > Find Candidates button)

  See: Finding Candidates, page 2-92

- Skills Match Percentage pie chart on the Candidate Profile page

  See: Using Candidate Profile, page 2-63

- Skills Match Percentage row in the Suitability Analysis table in the Applicant Pool Analysis section

  See: Analyzing the Applicant Pool Using the Candidate Profile Page, page 2-74

Skills Match Percentage Calculation Rules

iRecruitment applies the following rules when calculating the skills match percentage:

- **Vacancy Requirement Specifies Essential and Desirable Skills**

  If a vacancy requirement specifies Essential and Desirable skills along with the levels, then iRecruitment checks whether a candidate possesses **all** the Essential skills. Then, it verifies the number of Desirable skills that the candidate has. For both the essential and desirable skills, the application verifies if the skill levels specified by the candidate are equal to or fall within the minimum and maximum range of values specified for the vacancy. If the candidate does not possess all the Essential skills required for the vacancy, then iRecruitment considers the profile as a mismatch, and the skills match percentage is shown as 0%.

- **Vacancy Requirement Specifies Only Desirable Skills**

  If a vacancy requirement specifies only Desirable skills along with the levels, then the application checks the number of desirable skills that the candidate possess and if the skill levels specified by the candidate are equal to or fall within the minimum and maximum range of values specified for the vacancy. The application considers the number of desirable skills that match with vacancy requirements and calculates the skills match percentage.

- **Vacancy Requirement Specifies only Essential Skills**

  If a vacancy requirement specifies only Essential skills along with the levels, then iRecruitment checks whether the candidate possess all the Essential skills. If the candidate does not possess any one of the essential skills, then iRecruitment

considers the profile as a mismatch, and the skills match percentage is shown as 0%. If the candidate possesses all the essential skills, then it verifies whether the applicant's skill levels are equal to or fall within the minimum and maximum range of values specified for the vacancy

The skills match percentage is calculated as follows:

Skills Match Percentage = % of Skills a Candidate Possess/Total Skills required for a vacancy

The total skills for vacancy = Essential skills + Desirable skills.

Skills Match Percentage Calculation - Examples

The following examples explain how iRecruitment calculates the skills match percentage in various scenarios:

Example 1: Skills Defined as Desirable for a Sales Manager Vacancy

When defining the Sales Manager vacancy, the following skills are defined as the requirement:

Skill Name	Minimum Level	Maximum Level	Desirability
Functional Sales Experience	3-5 Years	10+ Years	Desirable
Functional Strategic Selling	Leaner	Expert	Desirable
Core Presentation Skills	Semi - Proficient	Expert	Desirable
Core Negotiation	Leaner	Expert	Desirable
Functional Conduct Effective Meeting Deadlines	Learner	Proficient	Desirable
Core Customer Orientation	Proficient	Expert	Desirable

Applicant Alex Thomas who applies to the Sales Manager vacancy has defined his skills as follows:

Skill Name	Level
Core Presentation Skills	Proficient
Functional Strategic Selling	Proficient
Functional Sales Experience	3-5 Years

In this example, three skills of Thomas match with vacancy requirements. Therefore, iRecruitment calculates skills match percentage as:

3/6 = 50%

In another example, applicant Jane Woodworth who applies to the Sales Manager vacancy has listed her skills as follows:

Skill Name	Level
Core Presentation Skills	Proficient
Core Negotiation	Expert
Core Customer Orientation	Semi-Proficient

Though three skills of Jane match with vacancy skills, the Core Customer Orientation skill level does not fall between the minimum and maximum levels and so it is ignored during the calculation ofskills percentage, which is:.

2 / 6 = 33%.

Example 2: Skills Defined as Essential and Desirable for a Sales Representative Vacancy

The skills defined for the vacancy are as follows:

Skill Name	Minimum Level	Maximum Level	Desirability
Core.Oral Communication	Proficient	Expert	Essential
Core.Presentation Skills	Proficient	Expert	Essential

Skill Name	Minimum Level	Maximum Level	Desirability
Functional.Sales Experience	3 to 5 years	--	Essential

Applicant Price, Georgia who applies to the Sales Representative vacancy has defined her skills as follows:

Skill Name	Level
Core Presentation Skills	Proficient
Core Oral Communication	Proficient
Functional Sales Experience	1-3 Years

In this example, three skills of Georgia match with vacancy requirements. But, since the applicant does not have the required Functional Sales Experience, which is an Essential skill, iRecruitment considers the profile as a mismatch and the skills match percentage is shown as 0%.

Using Candidate Profile

Using Candidate Profile

The Candidate Profile feature helps managers or recruiters to obtain a comprehensive picture of candidates along with application information and analyze the applicant pool.

Candidate and Applicant Details

On the Candidate Profile page, you can view a snapshot of the candidate in the following sections:

Candidate Details

You can view details of the candidate such as the candidate name, e-mail address, phone number, current number of applications, and current number of offers. You can view additional personal details and complete address of the candidate by clicking the Additional Personal Details and Address links.

Applicant Details

You view the vacancy for which the candidate has applied, vacancy details such as job, position, and organization. You can click the Vacancy link to view details of the vacancy and navigate back to the Candidate Profile page. If the applicant is rated for the vacancy, then you can view the rating value.

You can also add attachments. An Add Attachments window appears when you move the mouse over the Add button. Use this window to add quick notes, for example your feedback or observations on the applicant. You can add text, provide a URL to a relevant document, or attach a supporting document. You can view, edit, or delete existing attachments. You can also upload attachments using the Add Attachments page that appears when you click the Add button.

Click Additional Application Details to view more details such as referrer comments on the applicant.

Skills Match Percentage

iRecruitment compares the applicant's skills with skills required for a vacancy and displays the data in a pie chart.

For information on how iRecruitment calculates the skills-match percentage, see: Calculating Skills Match Percentage., page 2-59

Recently Visited Profiles

This region lists the names of candidates whose profiles a manager views during a browser session. This list is related to a specific session and the values change if the manager logs in to iRecruitment at a later date and views candidate profiles. You can view the name of the vacancy along with the candidate's name, if the candidate is an applicant.

Candidate Profile Regions

The Candidate Profile page displays information in the following regions:

- Candidate Details, page 2-64
- Application Details, page 2-65
- Applicant Pool Analysis, page 2-65

Candidate Details Region

For a candidate, managers can view information in the following regions:

- Skills
- Jobs Considered For
- Education Qualifications
- Jobs Applied For
- Registration Assessment
- Resumes and Documents
- Additional Qualifications
- Work Preferences
- Employment History

If the candidate is an ex-employee or an employee applicant, then the following regions are available:

- Employee Details
- Salary History
- Performance History

See: Viewing Candidate Details on the Candidate Profile Page, page 2-67

Note: Managers can view the salary history and performance history regions if they have required permissions. System administrator must grant the following permission sets:

- iRecruitment Employee Performance Permissionset (IRC_EMP_PERFORMANCE_PSET) to view the performance history.
- iRecruitment Employee Salary Permissionset (IRC_EMP_SALARY_PSET) to view the salary history

See: Implementation Steps for iRecruitment, page 1-14

Application Details

If the candidate is an applicant, then in addition to the Candidate Details regions, managers can view the following regions:

- Communication
- Application Status History
- Application Assessment
- Interviews
- Offers
- EEO Details

See: Viewing Application Details on the Candidate Profile Page, page 2-70

Applicant Pool Analysis

The applicant pool is a set of candidates who have applied for a specific vacancy. Managers require to analyze the skills and skill levels of the applicants, assessment scores, and find if applicants match the vacancy requirements. iRecruitment presents the following regions to enable managers perform the analysis:

- Suitability Analysis: Compares the candidate attributes with the various vacancy requirements.

  For information on how iRecruitment calculates the skills-match percentage, see: Calculating Skills Match Percentage., page 2-59

- Essential Skills: Graphically represents the distribution of the applicant pool for the

essential skills defined for a vacancy.

- Desired Skills: Graphically represents the distribution of the applicant pool for the desired skills defined for a vacancy.

- Salary Expectation: Graphically represents the distribution of applicants based on the minimum and maximum salary level in the applicant pool. Use this pie chart to understand the salary expectation of applicants for a job.

- Assessment Score: Graphically represents distribution of applicants based on their assessment score. The pie chart indicates the number of applicants who did not take the assessment, failed, and passed. The applicants who achieved the pass mark are further categorized into various buckets.

For more details, see: Analyzing the Applicant Pool Using the Candidate Profile Page, page 2-74

Performing Actions

If you are viewing the details of a candidate, then you can:

- Apply for a job on behalf of the candidate
- Initiate background check
- Print the profile of the candidate
- Refer the candidate to other managers
- Compare the candidate with other candidates
- Update the profile of the candidate

In addition, for an applicant, you can perform the following actions:

- Print profile with application details
- Compare the applicant with other applicants
- Create an interview for the applicant
- Create an offer for the applicant
- Update the details of an application
- Update the status of an application
- Add notes to an offer

- Search for individual candidates or applicants
- Create a communication topic

Viewing Candidate Details on the Candidate Profile Page

View Candidate Details Presented in Different Regions

This section lists the candidate profile regions that managers can view on the Candidate Profile page. Your enterprise may display all the regions or hide some of the regions according to business needs and processes.

Skills

This region displays the list of skills of the candidate. This region contains the skill name and skill level of the candidate.

Click the More link to navigate to the Qualifications region of the Candidate Details page where you can view additional skill details.

Jobs Considered For

When managers or recruiters review candidates on the Candidates: Prospect Pool or Candidates: Individual page they can use the Take Action feature and consider them for vacancies. Similarly, they can consider candidates using the Find Candidates page. This region lists the jobs that the candidate is considered for with the vacancy name, organization, last update date, and current consideration.

Click the More link to navigate to the Jobs Considered For region of the Candidate Details page.

Education Qualifications

This region provides information about the candidate's education qualifications such as degree, graduation date, graduation subject, education establishment, and location.

Click the More link to navigate to the Qualification region of the Candidate Details page to view additional details.

Jobs Applied For

This region displays the list of vacancies or jobs for which the candidate has applied and the manager can access. This region displays the vacancy name, organization, and the status of the application.

Click the More link to navigate to the Applications region of the Candidate Details page to view details of job applications.

Registration Assessment

This region displays information about the assessment taken by the candidate during registration. If the assessment type is of Test, then you can view the assessment score and result. If the assessment is scored and has sections, then you can view the section level score. If the assessment is not scored, then iRecruitment displays the assessment questionnaire with the candidate's responses.

Click the More link to navigate to the Candidate Details page to view assessment questions and the candidate's response to the questions.

If the candidate has not taken the assessment during registration, then this region does not display any data and is indicated as Not Attempted.

Resumes and Documents

This region displays the list of resumes and documents that the candidate has uploaded. You can view the file name, file type, uploaded date and description. You can click the name of the document to download the document to your local machine. You can also preview the document.

Click the More link to navigate to the Candidate Profile region of the Candidate Details page where you can view additional details of the uploaded documents.

Additional Qualifications

You can view other professional qualifications of the candidate such as an award. This region does not display educational qualifications, which are displayed in the Qualifications region. You can view information in the fields such as category, qualification type, date received, and qualification.

Click the More link to navigate to the Qualifications region of the Candidate Details page where you can see more information about the additional qualifications.

Work Preferences

This region displays the work preferences that the candidate specifies, such as a preferred work location and minimum salary expected.

Click the More link to navigate to the Qualifications region of the Candidate Details page to view additional work preferences.

Employment History

This region displays employment history information such as the previous employer, previous employment period, and employer location.

Click the More link to navigate to the Qualifications region of the Candidate Details page to view additional employment history details.

Employee Details

This region is available only if the candidate is an employee or ex-employee. The title of the region changes to Ex-employee Details if the candidate is an ex-employee. Employee details region displays the employee details of the candidate such as the assignment number, department, years of service, and location.

Click the More link to navigate to the Qualifications region of the Candidate Details page to view more employee details

Performance History

This region is available only if the candidate is an employee or ex-employee. The title of the region changes to Ex-employee Performance History if the candidate is an ex-employee and Employee Performance History if the candidate is an employee. Performance History details include last rating, main appraiser, and appraisal period

Click the More link to navigate to the Qualifications region of the Candidate Details page to view more details on the performance history.

Salary History

This region is available only if the candidate is an employee or ex-employee. The title of the region changes to Ex-employee Salary History if the candidate is an ex-employee and Employee Salary History if the candidate is an employee. Salary History details include proposal reason, annualized salary, and currency.

Click the More link to navigate to the Qualifications region of the Candidate Details page to view more details on the salary history.

Perform Actions

The Select an Action list displays the list of actions that you can perform for a candidate. You can:

- Apply for a job on behalf of the candidate.

  See: Applying for a Job on Behalf of a Candidate, page 2-54

- Initiate background check

  Use the Background Check function to request a background-check to verify information such as the education history, qualifications, and relevant experience of the candidate.

  The Background Check Maintenance function links the manager or recruiter to the vendor's site and transfers the candidate information. You can check the status of a background check at any time using either the Background Check Maintenance link on the home page or the Background Check button on the Candidate Details page.

Note: To use the background-check functionality, your enterprise must be registered with a background check vendor. The results of the background-check are not stored in the iRecruitment database.

- Print the candidate's profile

  Managers can print a candidate's profile. Select Print Profile in the Action list and click Go. The Candidate Profile page appears where you can generate a profile in the form of a PDF document.

  See: Printing Candidate or Applicant Profiles, page 2-78

- Refer the candidate to other manager or recruiters

  As you process the candidate's details, you may find that the candidate is suitable for other vacancies. Select the Refer action and click Go. On the Refer Prospects page, select the manager's name, and edit the default message subject and text, if required. The candidate's resume gets automatically attached to the referral notification.

- Compare with other candidates

  You can compare the candidate's profile with other candidates using the Compare with Other Candidates option. Select this option and click Go. The Compare Candidate Profiles page appears where you can select the regions that you want to print and generate a report.

  See: Comparing Candidates, page 2-82

- Update profile

  When you select the Update Profile action, and click Go, the Candidate Details page appears. You can update information such as the candidate's address, qualifications, or work preferences.

Viewing Application Details on the Candidate Profile Page

This topic lists the information that you can view for an applicant and tasks that you can perform for an applicant using the Candidate Profile page.

For information on the candidate details, see: Viewing Candidate Details on the Candidate Profile Page, page 2-67

The Candidate Profile page lists the job applications that you can access. By default, the Job Applications list displays active applications. You can select the All value to view all applications.

View Application Details

You can view the application details such as the vacancy, organization, and referral source. You can also add attachments. An Add Attachments window appears when you move the mouse over the Add button. Use this window to add quick notes, for example your feedback or observations on the applicant. You can add text, provide a URL to a relevant document, or attach a supporting document. You can view, edit, or delete existing attachments. You can also upload attachments using the Add Attachments page that appears when you click the Add button.

You can view application details of hired applicants. You can view the complete job history of hired applicants and use the referral details to award referral bonuses. While viewing the application details of a hired applicant, the application details are read-only.

Communication

This region displays the communication summary for an application. You can view the subject of the communication, the last posted date, communication participants and the number of messages for a subject. When you click the number link in the Messages column, the Communication region of the Candidate Details page appears.

Depending on the default communication status set for a vacancy, you can initiate communication for an application. You can start communication, create a topic, or close communication based on the rules that iRecruitment applies for the recruitment communication function.

See: Understanding iRecruitment Communication, page 2-44

See: Creating Topics and Adding Messages for Recruitment Communication , page 2-47

Click More link to navigate to the Communication region of the Candidate Details page.

Application Status History

This region displays the application status change history for the application such as the status changed date, current application status, change reason, and comments.

When you select the Update Application Status action or click the More link, the Applications region of the Candidate Details page appears. In the Status Details and Change Reason, you can select a new status and provide applicant rating.

See: Updating Application Status, page 2-87

Application Assessment

This region contains information about the assessment taken by the applicant when applying for the vacancy. If the assessment type is of Test, then you can view the assessment score and result. If the assessment is scored and has sections, then you can view the section level score. If the assessment is not scored, then iRecruitment displays

the assessment questionnaire with the candidate's responses.

If the candidate has not taken the assessment during job application, then this region does not display any data and is indicated as Not Attempted.

Click the More link to navigate to the Applications region of the Candidate Details page to view the assessment questions and the applicant's response to the questions.

Interviews

This region displays a summary of interviews for the vacancy application. For an interview, you can view details such as the interview type, interview date, and status. You can view feedback and other notes for the interview in the Details column. Click the View Interview icon to view details of an interview. You can update the details of an interview depending on the status of the interview. For example, if you are the primary interviewer, and if an interview is at the Completed status, you cannot update the status of the interview, you can only change the interview result, and provide feedback.

For interview statuses available to the primary interviewer at each stage of the interview, see: Interview Statuses, page 2-100

You create an interview using the Create Interview action. For information on how to create interview details, see: Creating and Updating Interviews, page 2-102

Click the More link to navigate to the Interviews region of the Candidate Details page.

Offers

This region shows the summary of an offer, if it exists for an application and you can preview the offer. The offer summary details include offer status, proposed salary, and close reason. The list of actions depend on the current offer status. For example, you can send or update the offer, if it is at the Approved status. If an offer does not exist for an application, then you select the Create Offer action.

For information on how to perform offer related tasks, see:

- Creating Offers, page 2-119
- Sending Offers, page 2-123
- Updating Offers, page 2-125
- Maintaining Offers, page 2-127
- Withdrawing Offers, page 2-128
- Recording Applicants Declining Offers After Acceptance, page 2-128
- Closing Offers, page 2-129

- Hiring an Applicant, page 2-91

Click the More link to navigate to the Offers region of the Candidate Details page.

EEO Details

If the applicant provides EEO details such as gender and ethnic origin, then it is indicated as Entered. The value Not Entered indicates that the EEO data is not available.

Click the More link to navigate to the Application region of the Candidate Details page.

Perform Actions

The Select an Action list displays the list of actions that you can perform for an applicant. You can:

- Print profile of the applicant with application details

  Select the Print Profile with Application Details action and click Go. The Applicant Profile page appears where you can generate a profile report.

  See: Printing Candidate or Applicant Profiles, page 2-78

- Compare the applicant with other applicants

  Select the Compare with Other Applicants action and click Go. The Compare Applicant Profiles page appears where you can generate the comparison report.

  See: Comparing Applicants, page 2-83

- Create an interview

  See: Creating and Updating Interviews, page 2-102

- Create a communication topic

  See: Creating Topics and Adding Messages for Recruitment Communication , page 2-47

- Update the application details

  See: Processing Applications, page 2-87

- Update the application status

  See: Updating Application Status, page 2-87

Understanding Skills Match Percentage for an Applicant

You can view the Skills Match Percentage pie chart on the Candidate Profile page.

Skills match percentage compares the applicant's skills with skills required for a

vacancy and displays the data in a pie-chart.

The pie chart measures:

- The percentage of applicant's skills that match with vacancy skills. This data is displayed as the applicant's skills percentage.
- The difference between an applicant's skills and the required skills of the job. This data is displayed as the gap percentage.

For information on how iRecruitment calculates the skills match percentage, see: Calculating the Skills Match Percentage, page 2-59

Analyzing the Applicant Pool Using the Candidate Profile Page

Applicant pool is a set of candidates who have applied for a specific vacancy. During the recruitment process, recruiters or hiring managers process huge volume of applications and data to identify the most suitable applicants for a vacancy.

The Applicant Pool Analysis answers some of the business questions that managers or recruiters have:

- Does an applicant's profile match that of the vacancy requirements?
- What is the skill level of an applicant for a vacancy? Is it better than the average of the applicants for the vacancy?
- What is the scoring pattern for the assessment for a vacancy?
- What is the percentage of applicants who have passed the vacancy assessment?
- What is the salary expectation of applicants for a job? Does it match the salary offered for the job?

The Applicant Pool Analysis region shows the following sections:

- Suitability Analysis
- Essential Skills
- Desirable Skills
- Salary Expectation
- Assessment Score

Suitability Analysis

Suitability Analysis compares the candidate's information available in the job

application with vacancy requirements. When applicants apply for jobs, they enter their qualifications, skills, and work preferences. iRecruitment uses the following attributes to compare an applicant with the vacancy requirements for suitability analysis:

- Skills Match Percentage

  iRecruitment compares the skills required for the vacancy with the applicant's' skills and displays the skills-match percentage.

  For information on how iRecruitment calculates the skills-match percentage, see: Calculating Skills Match Percentage., page 2-59

- Qualifications
- Assessment Score
- Salary
- Amount of Travel
- Work From Home
- Professional Area
- Location
- Employment Category
- Employee
- Contractor

Essential Skills

This is a graphical representation of the distribution of the applicant pool for the essential skills defined for a vacancy. As manager, you can use the Essential Skills graph to assess an applicant's level of essential skills defined for a vacancy. You can compare the applicant's skills with that of the applicants for the vacancy.

Essential Skills Graph

The following section explains the Essential Skills graph:

- The vertical Y axis plots the skills' levels on a scale of 1 to 5.

  Note: Your enterprise may use a rating scale from 1 to 10 to assess skill levels. Regardless of the different rating scales, iRecruitment normalizes the data to convert Y values from different data sets of maximum and minimum values to a scale of 1 to 5.

- The horizontal X axis displays the names of essential skills defined for the vacancy.

The graphs shows:

- The minimum and maximum levels defined for each of the essential skills defined for a vacancy on a scale of 1 to 5.
- The applicant skill level for each of the skills.
- The average score for each of the skills from the applicant pool.

  When calculating the average score for each skill, iRecruitment considers only those applicants who have that particular skill.

  This table lists skills defined for the Sales Manager vacancy. A total of 100 applicants have applied for the job.

Skill Name	Number of Applicants who have listed the skill
Functional Sales Experience	20
Functional Strategic Selling	30
Core Presentation Skills	80
Core Negotiation	70

In this example, when calculating the average of Functional Sales Experience skill, iRecruitment considers only the 20 applicants out of 100 as they have specified this skill in their application.

Desirable Skills

This is a graphical representation of distribution of the applicant pool for the desirable skills defined for a vacancy. As manager, you can use the Desirable Skills graph to assess an applicant's level of desirable skills defined for a vacancy. You can compare the applicant's desirable skills with that of the applicants for a vacancy.

Desirable Skills Graph

The following section explains the Desirable Skills graph:

- The vertical Y axis plots the skills' levels on a scale of 1 to 5.

  Note: Your enterprise may use a rating scale from 1 to 10 to assess

skill levels. Regardless of the different rating scales, iRecruitment normalizes the data to convert Y values from different data sets of maximum and minimum values to a scale of 1 to 5.

- The horizontal X axis displays the names of desirable skills defined for the vacancy.

The graphs shows:

- The minimum and maximum levels defined for each of the desirable skills defined for a vacancy on a scale of 1 to 5.
- The applicant skill level for each of the skills.
- The average score for each of the skills from the applicant pool.

  When calculating the average score for each skill, iRecruitment considers only those applicants who have that particular skill.

Salary Expectation

The Salary Expectation region displays the salary expectation of the applicants distributed in various buckets or bands. Managers can use this chart to understand the salary expectation of applicants for a vacancy.

When applying for a job, applicants can specify minimum desired salary, which can vary, for example from $40000 to $100000. In the applicant pool, iRecruitment identifies the minimum expected salary amount and maximum expected salary amount. iRecruitment uses the minimum and maximum amount to determine the salary range and categorize applicants into various salary bands. For example, if the minimum expected salary is $40000 and maximum expected salary is $100000, iRecruitment creates bands dynamically and places applicants in bands of: 40,000 - 45,000, 45,001-50,000, 50,001-55,000, and so on.

You can view the applicant desired salary and vacancy salary (minimum and maximum) in corporate currency, if your enterprise sets up currency conversion.

Note: iRecruitment displays data in the Salary Expectation pie chart only if the currency is defined for minimum and maximum salary for a vacancy. If conversion rate is not set up to convert an applicant's salary currency to that of the vacancy salary currency, then iRecruitment does not consider such applicants when displaying data in the pie chart.

Assessment Score

You can use the assessment type of scored test to evaluate applicants for a vacancy. The Assessment Score pie chart is a graphical representation of the percentage of applicants

who:

- Passed the test
- Failed the test
- Not attempted the test

In addition to displaying the percentage of applicants who passed the test, iRecruitment places the passed applicants in different score bands. To create the score bands, iRecruitment uses the assessment test passing score or mastery score and the maximum applicant score. For example, if the assessment test passing score is 60 and the maximum points an applicant scored is 100, then iRecruitment creates score bands dynamically in the range, for example: 60-70, 71-80, 81-90, and so on and places the applicants in appropriate score bands.

Printing Reports Using Candidate Profile

From the Candidate Profile page, you can print the following reports:

- Candidate Profile

  See: Printing Candidate Profiles, page 2-78

- Applicant Profile

  See: Printing Applicant Profiles, page 2-80

- Candidates Comparison Report

  See: Comparing Candidates, page 2-82

- Applicants Comparison Report

  See: Comparing Applicants, page 2-83

Printing Candidate Profiles

Managers can print profiles of candidates when they view their details on the Candidate Profile page.

When you select the Print Profile action on the Candidate Profile page and click Go, the Print Candidate Profile page appears. On this page, the Include in Report check box is automatically selected for all the *Candidate Details* regions. You can select only the required regions, select the template and click Go. The application generates a printable profile in the Adobe Acrobat PDF format.

The Candidate Profile Report

The PDF report displays the following information of the candidate.

General Information

You can view details of the candidate such as the candidate name, email address, phone number, location, current employer, current number of applications, and current number of offers.

Work Preferences

This region displays the work preferences that the candidate specifies, such as a preferred work, amount of travel, and expected salary.

Education Qualification

The report displays information on the candidate's education qualifications such as degree, graduation date, graduation subject, education establishment, and location.

Additional Qualification

You can view other professional qualifications of the candidate such as an award. For example, certificate of proficiency in French language or best employee award.

Skills

The report displays information on the skills along with the skill levels of the candidate.

Previous Employment History

You can view previous employment details such as the previous employer, previous employment period, job title, key responsibilities, and employment location.

Jobs Applied For

The report displays the list of vacancies or jobs for which the candidate has applied. You can view the vacancy name, organization, the status and last update date of the application.

Jobs Considered For

This region lists the jobs that the candidate is considered for with the vacancy name, organization, status, and last update date.

Registration Assessment

You can view information on the assessment taken by the candidate during registration.

If the assessment type is of Test, then you can view the assessment score and result. If the assessment is scored and has sections, then you can view the section level score. If the assessment is not scored, then iRecruitment displays the assessment questionnaire with the candidate's responses.

Employment History

This region is available only if the candidate is an employee or ex-employee. Report displays the employee details of the candidate such as the assignment number, department, assignment start and end dates, and location.

Performance History

This region is available only if the candidate is an employee or ex-employee. The title of the region changes to Ex-employee Performance History if the candidate is an ex-employee and Employee Performance History if the candidate is an employee. Performance History details include last rating and main appraiser.

Salary History

This region is available only if the candidate is an employee or ex-employee. The title of the region changes to Ex-employee Salary History if the candidate is an ex-employee and Employee Salary History if the candidate is an employee. Salary History details include salary proposal reason, salary change date, annualized salary, and currency.

Printing Applicant Profiles

Managers can print profiles of applicants when they view their details on the Candidate Profile page.

When you select the Print Profile with Application Details action on the Candidate Profile page and click Go, the Print Applicant Profile page appears. The Include in Report check box is automatically selected for all the *Candidate Details and Application Details* regions. You can select only the required regions, select the template and click Go. The application generates a printable profile in the Adobe Acrobat PDF format.

The Applicant Profile Report

For information on the candidate details of the applicant, see: The Candidate Profile Report, page 2-79

In addition to the candidate details, you can view the following information for an applicant:

Work Preferences

If the candidate is an applicant for a vacancy, then when you print the applicant profile, in addition to the work preferences that the candidate specifies, you can view the

preferences specified for a vacancy. For example, you can view the amount of travel that the job requires or vacancy salary range. You can compare work preferences of the applicant with the vacancy work requirements.

Skills Matching Vacancy Requirement

If the candidate is an applicant for a vacancy, then you can view the skills required for the vacancy along with the minimum and maximum skill level and know whether a skill is desirable to have or is essential. You can use this information to compare the applicant's skills with vacancy skills requirement.

Other Skills

This region displays additional skills of the applicant that are different from the vacancy skills requirement.

Application Assessment

You can view details of the assessment taken by the applicant when applying for the vacancy. If the assessment type is of Test, then you can view the assessment score and result. If the assessment is scored and has sections, then you can view the section level score. If the assessment is not scored, then iRecruitment displays the assessment questionnaire with the candidate's responses.

Application Status History

The report displays the application status change history of the application such as the status changed date, current application status, and change reason.

Communication

You can view the subject of the communication, status, communication participants, number of messages for a subject, and last posted date.

Interview Details

The report displays a summary of interviews for the vacancy application. For an interview, you can view details such as the interview type, interview category, interview date, status, and location. For each interview, you can also view the feedback from the members of the interview team.

Offer Details

The offer details include job and position name, offer status, proposed start date of employment, and proposed salary,

EEO Details

If the applicant provides EEO details such as gender and ethnic origin, then it is

indicated as Entered. The value Not Entered indicates that the EEO data is not available.

Comparing Candidates

You can compare profiles of candidates. By default, you can compare the profiles of two or three candidates. Your system administrator can make available templates to compare profiles of required number of candidates according to business requirements.

Generating the Candidates Comparison Report

The Compare Candidate Profiles page appears when you select the Compare with Other Candidates action on the Candidate Profile page of a candidate.

Select the candidates that you want to compare. For each of the regions, the Include in Report is automatically selected. You can choose to compare all the candidate profile regions or select only the required regions. Select the required template and click Go. The File Download window appears.

You can either save the PDF report to your local machine or view the report directly. You can use the Candidates Comparison Report to analyze the profiles of candidates.

Contents of the Candidates Comparison Report

The report displays general information on candidates such as names, phone numbers, and e-mail address.

You can compare the following information of candidates:

Work Preferences

This region displays the work preferences that the candidates specify, such as a preferred work, amount of travel, and expected salary. You can compare the data that the candidates provide.

Education Qualification

Compare candidates' education qualifications such as degree, graduation date, graduation subject, education establishment, and location.

Additional Qualification

Compare other professional qualifications of candidates such as awards. For example, find out if any of the candidates is proficient in any of the European languages or has been chosen as the best employee.

Skills

Compare skills of candidates along with the skill levels.

Previous Employment History

You can compare previous employment details such as the previous employer, previous employment period, job title, key responsibilities, and employment location.

Jobs Applied For

The report displays the list of vacancies or jobs for which candidates have applied. You can view the vacancy name, organization, the status and last update date of the application.

Jobs Considered For

The report lists the jobs that the candidates are considered for with the vacancy name, organization, status, and last update date.

Registration Assessment

You can view information on the assessment taken by the candidates during registration and compare their performance. If the assessment type is of Test, then you can view the assessment score and result. If the assessment is scored and has sections, then you can view the section level score. If the assessment is not scored, then iRecruitment displays the assessment questionnaire with the candidate's responses.

Employment History

This region is available only if the candidate is an employee or ex-employee. Report displays the employee details of the candidate such as the assignment number, department, assignment start and end dates, and location.

Performance History

This region is available only if the candidate is an employee or ex-employee. The title of the region changes to Ex-employee Performance History if the candidate is an ex-employee and Employee Performance History if the candidate is an employee. Performance History details include last rating and main appraiser.

Salary History

This region is available only if the candidate is an employee or ex-employee. The title of the region changes to Ex-employee Salary History if the candidate is an ex-employee and Employee Salary History if the candidate is an employee. Salary History details include salary proposal reason, salary change date, annualized salary, and currency.

Comparing Applicants

You can compare profiles of applicants. By default, you can compare the profiles of two

or three applicants. Your system administrator can make available templates to compare profiles of required number of applicants according to business requirements.

Generating the Applicants Comparison Report

You can use the Applicants Comparison Report to analyze the profiles of applicants.

The Compare Applicant Profiles page appears when you select the Compare with Other Applicants action on the Candidate Profile page of an applicant. Select the applicants that you want to compare. For each of the Candidate Details and Application Details regions, the Include in Report option is automatically selected. You can choose to compare all the regions or select only the required regions. Select the required template and click Go. The File Download window appears. You can either save the PDF report to your local machine or view the report directly.

You can also compare applicants using the Compare Applicants button on the View Applicants page or when you use the Find Duplicates functionality.

Contents of the Applicants Comparison Report

To compare the candidate details' of the applicants, see: Comparing Candidates, page 2-82

For applicants, you can compare the following information:

Work Preferences

If the candidates are applicants for a vacancy, then the report displays the preferences specified for a vacancy. For example, you can view the amount of travel that the job requires or vacancy salary range. This information helps you to compare work preferences of applicants with the vacancy work requirements. You can find out whose salary expectations match with the vacancy salary or the applicant who is willing to travel as per the vacancy requirement.

Skills Matching Vacancy Requirement

If the candidates are vacancy applicants, then the report displays skills required for the vacancy along with the minimum and maximum skill levels. You can know whether a skill is desirable to have or is essential. You can find out whether the applicants' skills match with vacancy requirements and also compare the applicants' skills with vacancy skills requirement.

Other Skills

This region displays additional skills of applicants that are different from the vacancy skills requirement. You can compare the additional skills that applicants have listed.

Application Assessment

You can view details of the assessments taken by applicants when applying for the vacancy. If the assessment type is of Test, then you can compare the assessment scores and results. If the assessment is scored and has sections, then you can view the section level score. If the assessment is not scored, then iRecruitment displays the assessment questionnaire with the candidate's responses.

Application Status History

The report displays the application status change history for applications such as the status changed date, current application status, and change reason. You can track the progress of applicants for a vacancy using this information. For example, you can find whether applicants have progressed from processing stage to the interview stage.

Communication

You can view the subject of the communication, status, communication participants, number of messages for a subject, and last posted date.

Interview Details

The report displays a summary of interviews of applicants for a vacancy. For an interview, you can view details such as the interview type, interview category, interview date, status, and location. The feedback details help you to understand the performance of an applicant compared to other applicants for the vacancy.

Offer Details

You can view if any of the applicants for the vacancy has been offered the job. The offer details include job and position name, offer status, proposed start date of employment, and proposed salary,

EEO Details

If an applicant provides EEO details such as gender and ethnic origin, then it is indicated as Entered. The value Not Entered indicates that the EEO data is not available.

Working with Applicants

Working with Applicants

In iRecruitment, applicants are candidates who have applied for a specific vacancy. On the Candidates: Applicants page, you can search for applicants to:

- View their application details.
- Refer applicants to other managers, if you find them suitable for other vacancies.
- Update the status of applications.
- Create offers for applicants.
- Make additional notes on the applicants.

Searching for Applicants

You can search for applicants by vacancy, name, application status, or vacancy assessment results, for example. The My Applicants search enables you quickly to identify applicants for all your vacancies.

If your enterprise uses the Agencies functionality to work with recruiting agencies, then you can search for applicants from a specific agency or exclude agency applicants from the applicants search.

The search results table displays information relevant to your search criteria. For example, if you search for applicants for a specific vacancy, then you can view search results such as the applicant's name, e-mail address, application status , and the applicant's test score. You can also preview applicants' resumes or download resumes to gather further information. If the Application Time Resume and Application Time Resume Preview columns are visible, then you can view resumes added by applicants at the time of the job application. When you move the mouse over the candidate name, you can view the basic details of a candidate such as work preferences, skills, qualifications, and previous employment details in a pop-up window.

An Add Attachments window appears when you move the mouse over the Application Notes icon in the search results table. Use this window to add quick notes, for example your feedback or observations on applicant. You can add text, provide a URL to a relevant document, or attach a supporting document. You can view, edit, or delete existing attachments. You can also upload attachments using the Add Attachments page that appears when you click the Application Notes icon.

Viewing Application Details

When you click an applicant's name in the search results table, any one of the following pages appears based on how your enterprise configures iRecruitment:

- Candidate Details

  See: Processing Applications Using the Candidate Details Page, page 2-87

- Candidate Profile

  See: Using Candidate Profile, page 2-63

Processing Applications Using the Candidate Details Page

You can view application details on the Candidate Details page. If an applicant has multiple applications, then you can view details of a specific application using the View Details button. While viewing the application details of a hired applicant, the application details are read-only.

For an employee applicant or ex-employee, on the Qualifications tabbed region, you can view the employee details such as the employee number and years of service. iRecruitment displays the salary history and performance history, if you have the required permissions.

Resume and Other Supporting Documents

In the Applications tabbed region, you can view the resume and supporting documents that the applicant has uploaded when applying for the vacancy. You can also review any latest supporting documents that are available as of the system date.

When you view the application details, you can complete the following tasks.

Updating Application Status

When an applicant applies for a job, iRecruitment sets the application status to *Active* by default. In the Status Details and Change Reason region, select a status to indicate at what stage an application is in the recruitment process. For example, you can select the *First Interview* status, then *Second Interview*, and then *Terminate* or *Offer* for an application. You can view the status history for each application in the Application Assignment History table.

The significant statuses are:

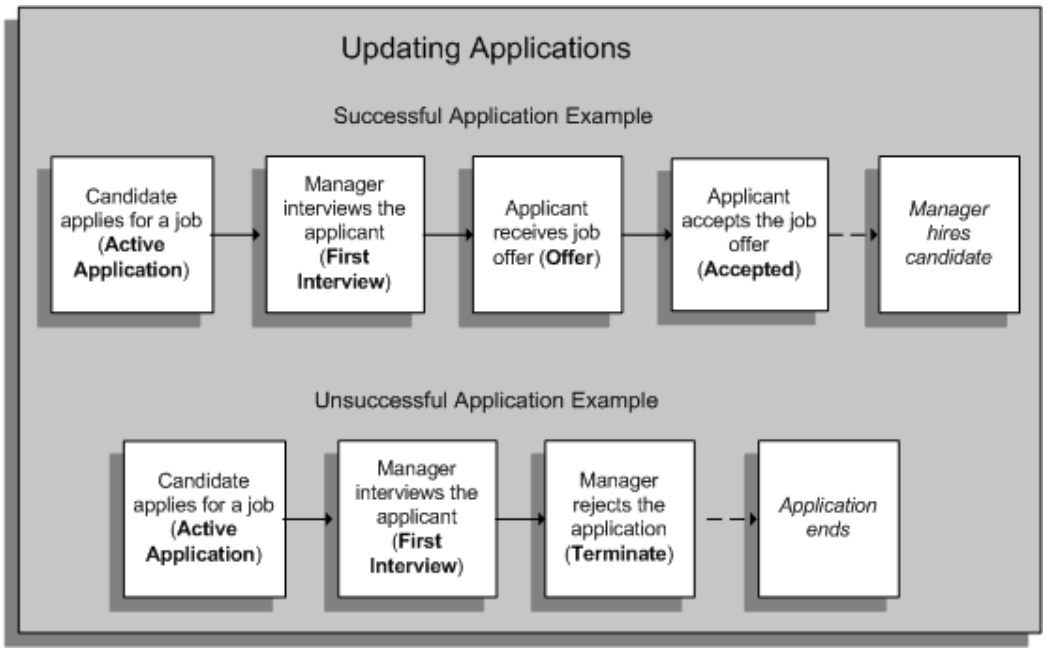
- Active Application: The default status for an application.
- Offer: Indicates that the job has been offered to the applicant.
- Accepted: Indicates that the applicant has accepted the job. Applications must have

this status before you can hire applicants.

- Terminate Application: Ends the application because either you have rejected the applicant or the applicant has withdrawn.

  You can provide comments when you terminate applications.

The following figure shows examples of successful and unsuccessful applications.



Recording the Application Status Change Date

When you update the status of an application, you can record the date of the status change. Sometimes, it may not be possible for you to update all applications in iRecruitment on the same day an event occurs, for example, first interview of all applicants for a vacancy. In such cases, you can always record the event date at a future date. For example, you interviewed John Smith, an applicant on 15-May-2010 and could not update the application. On 17-May-2010, you can change the status of John Smith's application and record the interview date as 15-May-2010. If you enter a date for a change of status, then you must enter a date that is between the last update date of the application and the current date. When updating the status of an application if you leave the Status Change Date field blank, then iRecruitment uses the system date as the effective date for the status change.

Rating an Applicant for a Vacancy

You can rate applicants for your vacancy based on their performance during the recruitment process. In the Applicant Rating region of the Candidate Details page, you can enter a manual rating, for example, 3. On the View Applicants page, you can then

sort applicants in the rating order for a specific vacancy. iRecruitment saves only one rating for each application.

Adding Attachments to an Application

You can add attachments to an application to include documents relevant to the person's application. To add attachments, you can use the Add Attachments window that appears when you move the mouse over the Add button, or the Add Attachment page that appears when you click Add.

You can:

- Attach a file, such as a Microsoft Word document or a text file
- Provide the location of the directory in which you saved the feedback document
- Provide a text description of your observations

You can add multiple attachments to a single application by adding one attachment at a time. You can also update the attachments when you progress the application. Applicants cannot view the documents that you add as attachments to the job applications.

Providing the Missing EEO Information

If the Equal Employment Opportunity (EEO) information is not available for an applicant, then you can enter the information. For example, you can gather the EEO information when you meet face-to-face with an applicant, such as in an interview. You can add a note that this information was obtained through visual inspection. Only managers who provide the applicant's EEO information can view or update the information for the applicant. The EEO fields display a value of 'Entered' when other managers or recruiters view the application details. The EEO information that you provide for an applicant is visible to that applicant when the person applies for a vacancy in a business group in which the applicant tracking functionality is enabled.

Creating an Interview for an Applicant

Using the Interviews tab, you can create interviews for an applicant. The interview details include the interview location, date and time of the interview, and list of interviewers. If you are the primary interviewer, then you can update interviews.

See: Managing Interivews, page 2-97

See: Creating and Updating Interviews, page 2-102

Initiating Communication and Sending Messages

Depending on the default communication status set for a vacancy, you can initiate

communication for an application. Use the Start Communication button in the Communication tabbed region on the Candidate Details page to create topics and messages for applications. The Communication tab displays topics and messages for the application.

See: Creating Topics and Adding Messages for Recruitment Communication , page 2-47

Creating an Offer for an Applicant

When managers search for an applicant to create an offer, they can verify whether an active offer exists for that applicant using the Active Offer Exists column on the View Applicants page. You can create an offer for a successful applicant using the Create Offer button on the Candidate Details page.

See: Creating and Sending Offers, page 2-119

> **Note:** When a manager creates an offer for a vacancy, iRecruitment checks the number of active offers existing for that vacancy with the number of openings. The application considers the following offers as active: accepted offers, offers pending for approval, extended offers, offers on hold, and offers where applicants are hired. iRecruitment validates active offers only for vacancies with the budget measurement type of Headcount. If the number of active offers is more than the number of vacancy openings, then the application displays an error message. This validation also happens when managers try to create new versions when updating offers.

Reconsidering an Application

If an application is at the Terminate Application status, you can reverse the termination of the application using the Reconsider Application button and specify the change reason for reconsideration. When you reconsider an application, iRecruitment changes the application status to the status prior to the Terminate Application status. Applicants receive notifications when you reconsider terminated applications.

You can also reconsider multiple applications that are terminated applications. See: Reconsidering Multiple Terminated Applications, page 2-95

Referring Applicants to Other Managers

As you process the application details, you may find that some applicants are more suitable for other vacancies. Using the Refer button, you can refer applicants to other managers or recruiters in your enterprise.

For information on troubleshooting candidates and applicants, see: Troubleshooting Candidates and Applicants, page 2-95

Hiring an Applicant

To hire iRecruitment applicants, hiring managers or recruiters can initiate the hiring process from iRecruitment and complete the hiring process. You can launch the hire applicant process directly from offer details, if your enterprise uses Oracle SSHR and has configured integration between Oracle SSHR and iRecruitment.

Initiating the Hire Process for iRecruitment Applicants

The Action list in the Offers tabbed region for an application includes the Hire action. The Hire action appears for only those applications where an offer is closed with the close reason of 'Accepted by Applicant'. For such an application, when you select the Hire action, the Applicant Hire and Rehire page appears. Click Hire to initiate the hiring process for the applicant. If the offer has a proposed start date, then this date appears in the Effective Date field. If there is no proposed start date for an offer, then iRecruitment displays a date one day later than the system date. You can override the date that automatically appears as the effective date to specify a new hiring date.

To complete the hiring process, you can provide basic details such as , phone and address information. You can enter new assignment data, propose a pay, and select a manager for the new employee assignment. You can review the new hire details and submit the transaction for approval, if approvals are setup in your enterprise. For more information, see the Oracle SSHR help topic: Applicant Hire and Rehire, *Oracle SSHR Deploy Self-Service Capability Guide*

Searching for Vacancies to Manage Vacancies and to Process Candidates

In iRecruitment, you can search for approved vacancies to:

- Update vacancies.
- Copy vacancies using the duplicate functionality.

For a vacancy, you can:

- Find candidates using the skills matching functionality.
- View applicants.

Searching for Vacancies

The vacancies that you can view are based on the vacancy security. For example, if the vacancy is restricted to the recruiting team, you cannot view the vacancy unless you are part of the recruiting team. On the Vacancies page, you can search for:

- Vacancies using criteria such as the vacancy name, job title, position, or recruiter.

- Your vacancies using the My Vacancies check box.
- Latest vacancies using the creation date.
- Referral vacancies that are posted on the internal referral site.

Copying Vacancies

If you have multiple vacancies that contain the same information, such as location, position, and requisite skills, you can use the duplicate functionality to copy vacancy details and create new vacancies. You can reuse common information and make required changes to the new vacancy. For example, you can retain the job posting details, but nominate a different security team for the new vacancy.

Using the duplicate functionality:

- Helps you avoid reentering vacancy details
- Reduces the effort required to create vacancies
- Ensures that vacancy details are uniform and accurate

To copy a vacancy, select the vacancy and click the Duplicate button. Provide a vacancy name, and complete vacancy details. See: Creating and Maintaining Vacancies, page 2-36

Finding Candidates and Viewing Applicants

- For a vacancy, you can use the Find Candidates button to find candidates whose work preferences and skills match those of a particular vacancy.

  See: Finding Candidates, page 2-92

- You can progress applications for a vacancy.

  See: Viewing Applicants, page 2-93

Finding Candidates

Matching Skills in iRecruitment

Use the Find Candidates button to find candidates whose work preferences and skills match those of a particular vacancy. When you search for candidates for a vacancy, iRecruitment compares the skills required for the vacancy with the candidates' skills and returns a list of candidates showing their skills-match percentage. You can use this information along with other search results to shortlist candidates for vacancies.

See: Calculating Skills Match Percentage, page 2-59

Processing Candidates

When you find suitable candidates for your vacancy, you can:

- Consider candidates for vacancies.
- Invite candidates to apply for jobs.
- Refer candidates to other managers.
- Reject candidates for a specific vacancy.

For information about these tasks, see: Processing Candidates, page 2-52

Viewing Applicants

Viewing Applicants

On the View Applicants page, you can refine your search to find only current applicants. You can also search for applicants with a specific status. For example, using the Status field, you can search for applicants with the First Interview status to progress them to the next level of the recruitment process. You can use the Qualified field to search for qualified applicants. The Communication Status column displays the communication status for each of the applications. When you move the mouse over the candidate name, you can view the basic details of a candidate such as work preferences, skills, qualifications, and previous employment details in a pop-up window.

An Add Attachments window appears when you move the mouse over the Application Notes icon in the search results table. Use this window to add quick notes, for example your feedback or observations on applicant. You can add text, provide a URL to a relevant document, or attach a supporting document. You can view, edit, or delete existing attachments. You can also upload attachments using the Add Attachments page that appears when you click the Application Notes icon.

When you view applications, you can perform the following tasks:

- Update the status of an application.

  See: Updating the Application Status, page 2-87

- Perform a mass update of applications.

  See: Using the Mass Applicant Update Feature, page 2-94

- Rate an applicant for a vacancy.

  See: Rating an Applicant for a Vacancy, page 2-88

- Refer an applicant to other managers.

  See: Referring Applicants to Other Managers, page 2-90

- Add attachments to share your feedback with the recruiting team.

  See: Adding Attachments to an Application, page 2-89

- Provide the Equal Employment Opportunity (EEO) information if it is missing for an applicant.

  See: Providing the Missing EEO Information, page 2-135

- Initiate recruitment communication for an application

  See: Creating Topics and Adding Messages for Recruitment Communication , page 2-47

- Create communication topic for multiple applicants using the Manage Communication button on the View Applicants page

  In addition to communicating with individual applicants, recruiters or managers can communicate with multiple applicants using a single interface: Mass Communication page.

  See: Managing Communication for Multiple Applicants, page 2-48

- Create an interview for an applicant using the Candidate Details page

  See: Creating and Updating Interviews, page 2-102

- Create interviews for multiple applicants using the Create Interview button on the View Applicants page

  See: Creating Interviews for Multiple Applicants, page 2-105

- Create offers for successful applicants.

  See: Creating and Maintaining Offers, page 2-119

Using the Mass Applicant Update Feature

You can update the status of multiple applications for a vacancy, using the Applicant Mass Update functionality. For example, if you want to reject most applicants for a vacancy, select the relevant applicants on the View Applicants page and click the Update Status button. On the Applicants: Mass Update page, select the status *Terminate Application* and provide a status change reason, for example, poor performance. You can enter the application status change date. See: Recording the Status Changed Date, page 2-88

For information on troubleshooting candidates and applicants, see: Troubleshooting Candidates and Applicants, page 2-95

Reconsidering Multiple Applications

When you process applications for a vacancy, you can reverse the termination of one or more applications. For example, if you mistakenly terminated applications, select the relevant applications on the View Applicants page and click Reconsider Application. The Mass Reconsider Applications page appears where you can select a change reason for reconsidering terminated applications. You can enter the application status change date. See: Recording the Status Changed Date, page 2-88

When you reconsider a terminated application, iRecruitment changes the application status to the status set prior to the termination status. Applicants receive notifications when you reconsider terminated applications.

Comparing Applicants

You can compare applicants for a vacancy to analyze their skill sets, education qualifications or application details.

See: Comparing Applicants, page 2-83

Finding Duplicate Profiles

After you search applicants, you can click the Find Duplicates icon available in the search results table to identify duplicate profiles.

> **Note:** The Find Duplicates functionality may be available only to a few super users based on your enterprise's requirements.

The Find Duplicates functionality helps to:

- Compare duplicate profiles.
- Confirm records as duplicates.
- Mark a profile as not duplicate.
- De-link profiles if two or more profiles are incorrectly linked.

See: Finding Duplicate Profiles, page 2-56

Troubleshooting Candidates and Applicants

This topic looks at some common problems that may occur while processing candidates and applicants and suggests some approaches.

Problem Description	What To Do
You cannot send job invitations to agency candidates.	Use the e-mail ID on the Candidate Details page to inform agency candidates about jobs or offers.
When you search for applications for a vacancy, you cannot locate applications of a specific status.	To locate applications of a specific status, use the Status field on the View Applicants page.
The candidates that you created, now want to hide their details in all manager searches.	To hide candidate details that were previously displayed, you must clear the Allow Account To Be Searched check box on the candidate's Preferences page. When you clear this check box, the application displays candidate details only to managers for vacancies to which the candidate has applied.

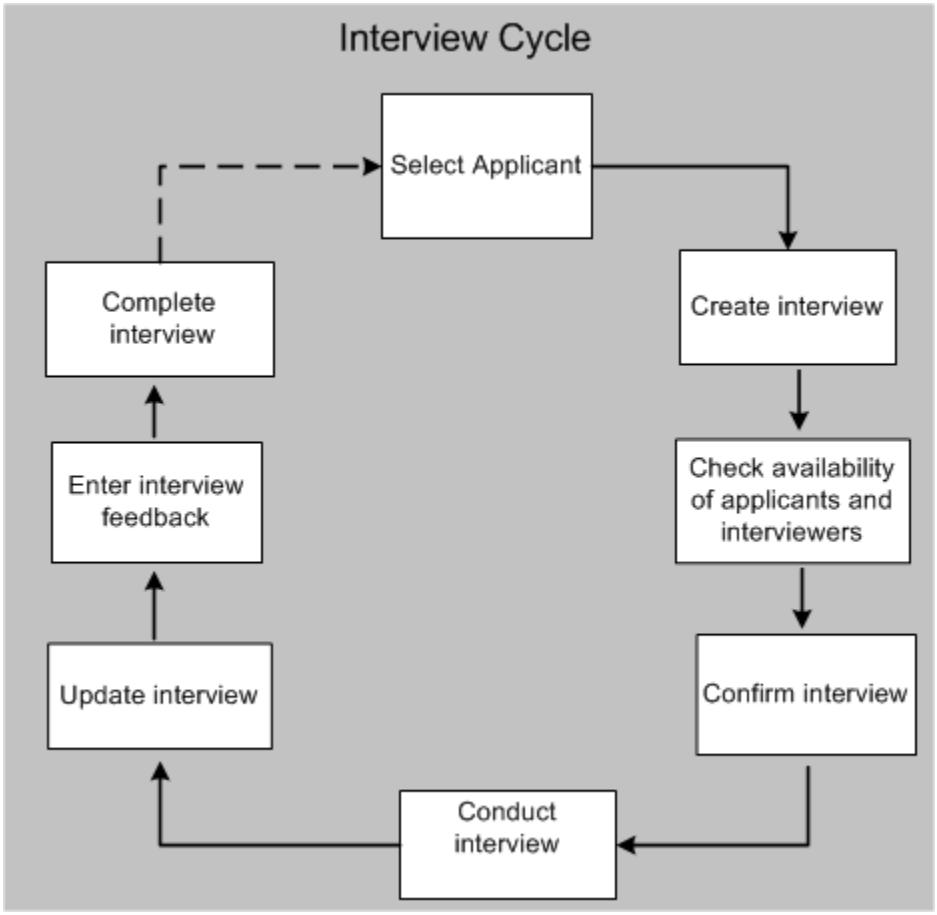
Managing Interviews

Managing Interviews

Typically, a job interview is a discussion between a candidate and interviewers to evaluate the candidate for a vacancy in an enterprise. The interviews can be in person or telephonic.

The Interview Process

The following graphic shows the tasks in a typical interview cycle:



iRecruitment enables your enterprise to automate the interview process and to progress applicants from initial interviews to eventual closure, for example, a job offer.

Managing the Interview Process

Using iRecruitment, you can manage the following key interview tasks:

Create interview

Identify suitable applicants in your enterprise and schedule interviews for applicants. You create an interview for an applicant in the Interviews tabbed region of the Candidate Details page. The interview details can include the interview type, location, date and time, and interviewers. You must designate a primary interviewer who can update interviews. Additionally, you can create interviews for more than one applicant for a vacancy using the Create Interview button on the View Applicants page for a vacancy.

Confirm the interview schedule

Check for the availability of interviewers and confirm the interview schedule. You can use the recruitment communication functionality to send messages to interviewers and applicants to check their availability for interviews. When you set the interview status to Planned, only interviewers receive notifications. When you change the status to Confirmed, iRecruitment notifies applicants.

Conduct interview and add feedback

Interviewers can view the interviews assigned to them using the iRecruitment Employee responsibility. Primary interviewers can record interview results and feedback.

Complete the interview

After you complete all the interviews, you can record the final result, feedback, interview notes, and indicate that the interview as completed.

Maintain information about the interview

Complete tasks that are related to an interview, for example, updating the interview schedule to include the revised date and time for an interview or change the interviewers.

An analysis of your working practices will help you decide how to use the interview management functionality and how to assign the interview functions based on the recruiting roles.

Interview Participants

Interviews can involve the following types of participants in iRecruitment:

- Recruiters, who manage vacancy recruitment. You identify a recruiting using the

Recruiter name field on the Create Vacancy: Enter Team Members or Update Vacancy: Enter Team Members pages.

- Hiring Managers, who are managers for vacancies in iRecruitment. They typically create and manage vacancies. You identify a hiring manager using the Manager name field on the Enter/Update: Create Vacancy Primary Details page.

  The roles of recruiters and hiring managers vary depending on the responsibilities assigned to them in your enterprise.

- Recruiting team members, who participate in the recruiting process and can access appropriate vacancy related information.

- Applicants, who submit applications for employment.

Interview Details

When hiring managers create interviews, they can define information such as the interview type (first or second interview), interview category (technical or personal), interviewers, date and time of the interview, location, and the interview status. Managers can update interview details but restrictions apply. In iRecruitment, only interviewers designated as the primary interviewer can update interview details.

See: Creating and Updating Interviews, page 2-102

See: Creating Interviews for Multiple Applicants, page 2-105

Interview Security

Interview security specifies who can view interview information for a specific vacancy and at what stage of the interview process they can view the interview. The interview process involves different stages, different types of interviews, and different participants, and you can assign interview security based on the roles that workers perform throughout the process.

Interview stages can include the first interview, second interview, and HR round. Interview categories can include personal interview, telephonic interview, and technical interview. Interview participants can include, recruiters, hiring managers, and recruiting team members.

The following example discusses how you can use interview security in iRecruitment.

As hiring manager, Sam Taylor, you create the Technical Consultant vacancy and identify the following members of the recruiting team:

- Alison Smith, an HR manager

- John Ford, manager of the consulting team

- Tracy Price and Alex Palmer, consulting team members

Your interview process:

- Tracy Price and Alex Palmer conduct the first interview and finalize candidates for the second interview. Tracy is the primary interviewer for the first interview.

- John Ford conducts the second interview, which is a technical interview to assess candidates' knowledge and skills. John is the primary interviewer for the second interview.

- Alison conducts the HR interview. You assist Alison, who is the primary interviewer for the HR interview round.

You decide who can view the interview details of the entire interview cycle. You:

- Assign the Assigned Interviews security option to Tracy Price and Alex Palmer to restrict their access to the first interview, for which they are the interviewers. As Tracy is the primary interviewer, she can update the first interview to provide feedback from the team. Alex Palmer cannot update the interview as he is not the primary interviewer.

- Assign the Assigned and Previous Interviews security option to John Ford to enable him to view interview details of the previous interview (in this case the first interview) and the second interview, for which he is the primary interviewer. John can update the second interview with his feedback.

- Assign the All Interviews security option to Alison and yourself to enable both of you to view details of all the interviews from the first interview to the final interview. Alison can update the interview status to Completed and enter the interview result.

For information on defining interview security, see: Defining Interview Security, page 2-38

Interview Statuses

A predefined (system) status helps managers identify the interview stage of the interview process.

The following table explains interview statuses and lists the statuses available to the primary interviewer at each stage of the interview:

Interview statuses available at each stage of the interview

The interview status is	When	Manager can change the interview status to
Planned	Manager schedules the interview and checks for the availability of interviewers and applicants.	Confirmed Hold Cancelled
Confirmed	Manager moves it to the Confirmed status after interviewers and applicants confirm their availability.	Hold Cancelled Rescheduled Completed
Hold	Manager places the interview on hold, for example, when the interviewer is awaiting a response from other interview panel members or the candidate's availability is not yet known.	Confirmed Cancelled Rescheduled Completed
Rescheduled	Manager changes the schedule of the interview, for example, the date and time.	Confirmed Cancelled
Completed	Manager provides feedback and sets the interview status to Completed.	Not Applicable
Cancelled	Manager cancels the scheduled interview	Not Applicable

Interviewers in iRecruitment

Employees who are interviewers, can view, and update interview details using the Interview function available through the iRecruitment Employee responsibility. The Application tab of the Candidate Details page displays the applications for which the employee is an interviewer. Employees with a primary interviewer role can update the interview details.

See: Managing Interview Tasks, page 2-19

Interviews and Candidates

Candidates can view their interview information on the Job Details page. They can view information such as the interview status, location, type, and interviewers's contact details. For candidates to view interview details, managers must set the interview status to Confirmed at least once in the interview cycle. For example, if the manager sets the status to Confirmed, and later updates the status to Cancelled or Hold, then the interview details are visible. However, if the interview is in the Planned status, and the manager changes the status to Cancelled or Hold, then candidates cannot view the interview details. Candidates cannot view feedback comments and the interview notes entered by the interviewers.

If candidates want to cancel or reschedule interviews, then they can send messages using the Communication tabbed region on the Application Details page. Candidates can withdraw their applications at any time during the interview cycle.

Interviews and Agencies

Agencies cannot create any interviews. However, agencies with the manage applicant access can view interviews scheduled for all applicants; otherwise they can view the interviews scheduled for agency candidates only.

Interview Notifications

All the participants (recruiters, hiring managers, and interviewers) in the interview process receive notifications. Applicants receive notifications when managers change the interview status to Confirmed.

For example:

- Applicants can view the interview details online. They can view information such as interview type, status, date, time, and interviewer's contact details.
- Managers and employees receive notifications for assigned interviews.

The interview notifications for interviews, which are at the Confirmed or Rescheduled status display an iCalendar file (.ics) that contains the interview schedule details.You can export the interview details in the iCalendar file to the calendar application that supports the .ics format and monitor upcoming interview events easily in your calendar application.

Creating and Updating Interviews

Hiring managers or recruiters can create interviews for applicants.

For a general introduction to interview management, see: Managing Interviews, page 2-97

The following sections explain how to create, update, and view interview details.

Creating Interview Details

On the Create Interview page:

- Specify the type of interview such as the first interview or the final interview.
- Identify the interview category, which is either technical or personal interview.
- Select the interview status. Set the initial status to Planned. When you set the status to Planned, only interviewers receive notifications. iRecruitment does not send interview notifications to the applicants, when the interview is at the Planned status. When you change the status to Confirmed, iRecruitment notifies applicants.
- Specify the date, time, and location of the interview. The Location field displays HR locations defined in Oracle HRMS. The Timezone field displays the time zone associated with the interview location selected, irrespective of your location.
- Verify the internal contact name and phone number. The recruiter's name and phone number appear by default. This information is available to candidates.
- Verify the external candidate's name and phone number. The name and phone number of an external candidate appear by default. The external candidate's name is read-only.
- Select a list of interviewers to conduct the interviews and designate one interviewer as the primary interviewer. You can only select employees who are part of the recruiting team for the vacancy as interviewers. If you want to select recruiters or hiring managers as interviewers, then they must be a part of the recruiting team for the vacancy. Otherwise, the Interviewers region on the Create Interview page does not list the recruiters or hiring managers.

  If multiple interviewers participate, then only the primary interviewer can update interviews giving the final result and feedback.

  If you are one of the interviewers, then you must select your name as an interviewer. The person who creates the interview is not automatically selected as an interviewer.
- Check the availability of interviewers for the specified date and time by clicking the Check Availability button. iRecruitment verifies the booking records of interviewers in iRecruitment and Oracle HRMS for the next seven days including the date of the interview. If date and time overlap with other interview bookings, then iRecruitment displays the conflicts along with a warning message but does not prevent you from selecting the interviewer. You can use the Recruitment Communication feature to send messages to interviewers to check their availability.

- Enter notes to the candidate, for example, additional information about the interview. You can also record additional interview details for the benefit of other interviewers.

- Review the interview and click Apply to create an interview. Interview participants (interviewers and applicants) can view the interview details in the My Interviews region of their home page.

For record purposes, you can create interviews with Completed status and set the interview date to a past date.

Updating Interview Details

As an interviewer, you can view interview details but cannot update interview details if you are not the primary interviewer.

As the primary interviewer, you can perform these interview updates:

- Change the interview details such as date and time of the interview.

- Update the list of interviewers to add or delete interviewers when the interview status is Planned, Hold, Rescheduled, or Confirmed.

- Set the status to Completed and provide the interview feedback, interview results, and interview notes.

- Update the interview notes, for example, to provide information about the interview.

See: Interview Statuses, page 2-100

The following rules apply when you update an interview:

- When the interview status is at the Cancelled status you can only edit the interview notes.

- When the interview status is at the Completed status, you can only update the feedback, interview result, and interview notes.

- When the interview status is at the Completed status you cannot add or delete interviewers.

Viewing Interview Details

The interview security setting defines the interviews that you can view.

See: Interview Security, page 2-38

You can view details of an applicant's interview such as the interview status, interview type, location, timezone, interviewers' contact details and additional notes to the

candidate. In addition, hiring managers, recruiters, and interviewers can view the interview feedback and interview notes for their assigned interviews.

Creating Interviews for Multiple Applicants

To create interviews for more than one applicant, you can use the Mass Interview Creation page.

For a general introduction to interview management, see: Managing Interviews, page 2-97

On the Mass Interview Creation page, you schedule interviews for the selected applicants from the View Applicants page.

To create interviews:

- Specify the type of interview such as first interview or final interview.
- Identify the interview category as a technical interview or a personal interview.
- Select the interview status. Set the initial status to Planned. When you set the status to Planned, only interviewers receive notifications. iRecruitment does not send interview notifications to applicants, when the interview is at the Planned status. When you change the status to Confirmed, iRecruitment notifies applicants.

  Note: You can create interviews only with the status of Planned or Confirmed.

- Specify the date, time, and location of the interview. The Location field displays HR locations as defined in Oracle HRMS. The Timezone field displays the time zone associated with the interview location selected, irrespective of your location.
- Verify the internal contact name and phone number. The recruiter's name and phone number appear by default. This information is for candidates.
- Select the primary interviewer who can update interviews.

  Note: When you create interviews for applicants using the Mass Interview Creation page you can select only one interviewer.

- Enter notes to applicants, for example, additional information about the interview.
- Click the Populate button to fill in the interview details for each applicant. You can then make specific changes to each of the applicant interview details before you save the interview record.

- Click Apply to save the interview records.

The View Applicants page displays the number of completed interviews.

Viewing Interview Details

You can view the following details of the scheduled interview:

- Interview type: Specifies the type of interview such as the first interview or the final interview.
- Interview category: Specifies the kind of interview such as technical or personal interview.
- Date, start, and end time: Indicates the interview date and duration of the interview.
- Interview status: Indicates at what stage the interview is in the recruitment process. For example, the status can be either confirmed or completed.
- Interview location: Provides details about where the interview will be conducted.
- Time zone: Displays the time zone associated with the interview location.
- Interviewer's contact details: Provides information such as the interviewer's name and contact phone number.
- Additional notes to the candidate: Provides further information about the interview such as the exact location of the interview.

Managing Offers

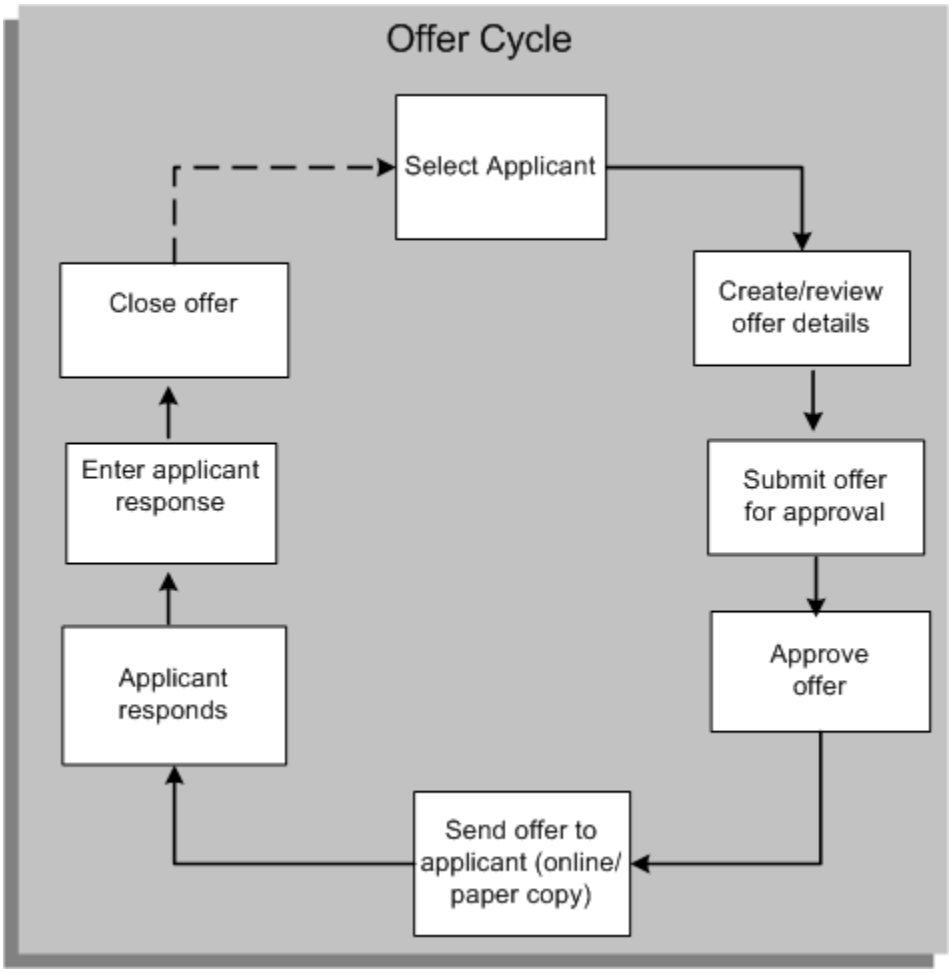
Offers Overview

A job offer is a proposal from your enterprise to an applicant that defines the applicant's job title, terms, and conditions of employment including salary and benefits. The offer process includes tasks such as initiating offers for applicants, completing offer details, reviewing offers, and sending offers to applicants.

Offer Process

The following graphic shows the tasks in a typical offer cycle.

A Typical Offer Cycle



iRecruitment enables your enterprise to automate the entire job offer process and to

progress offers from initial creation to approval, and eventual closure, for example, when an applicant accepts a job offer.

Managing the Offer Process

Using iRecruitment, you can manage these key offer tasks:

- **Create offers**

  Identify applicants in your enterprise and create offers for successful applicants. The offer includes details such as the applicant's job title, terms, and conditions of employment including salary. iRecruitment provides offer letter templates to automatically generate offer letters. Offer letters can also be created manually and uploaded to iRecruitment. Managers can upload manually created offer letters when creating or updating offers. Recruiters can upload offer letters when they review approved offers from the Offers Workbench functionality.

- **Define approval process**

  Route offers through an approval process to ensure that the offer details are correct.

- **Create offer letters**

  Create offer letters for your business group, organization, jobs, or positions using predefined or custom templates.

- **Send offers**

  Send offers online or send paper copies to applicants.

- **Track responses**

  You can view the response of the applicants online. You can also record an applicant's response to a job offer, if you hear from the applicant or receive a written note.

- **Extend duration of job offers**

  If an applicant requests for more time to evaluate an offer, then extend the job offer.

- **Maintain offers**

  Carry out tasks related to an offer, for example update an offer to include the revised compensation and enter notes for the offer. Place an offer on hold if there is a recruitment freeze in your enterprise. You can also withdraw an offer or record an applicant's response if the applicant declines an offer after acceptance.

An analysis of your working practices will help you decide how to use the offers feature and assign the offer functions based on the recruiting roles.

Offer Details

The offer details depend on the configuration choices you make in the create offer process. A standard offer includes information about job, position, salary, and compensation.

Salary basis and proposed salary:

The salary basis selected during offer creation defines the period of time, such as hour or year, to which the proposed salary applies. Oracle iRecruitment provides enterprises the flexibility to decide if candidates hired through iRecruitment should have their pay administered using Salary Administration or not. For offers, enterprises can make the Salary Basis and Proposed Salary fields optional or mandatory or base Salary Basis and Proposed Salary on work structure configuration using the IRC: Salary Details Mandatory in Offer profile option. When you set the IRC: Salary Details Mandatory in Offer profile option value to Based on Work Structure Configuration, you must define the IRC: Proposed Salary Flex Segment Name profile option, which identifies the flex segment that iRecruitment uses to make the Salary Basis and Proposed Salary fields mandatory or optional for offers.

For more information, see: Set the profile options to make salary basis and proposed salary fields mandatory or optional for offers, page 1-30

Annualized salary and annualized FTE salary:

When managers create or update offers, the Salary Information region displays annualized salary and annualized FTE salary based on the selected salary basis and the proposed salary.

- **Calculation of Annualized Salary**

  The application calculates Annualized Salary based on the Proposed Salary and Annualization Factor. The calculation is: Annualized Salary = Proposed Salary * Annualization Factor.

  For Hourly salary basis, Oracle HRMS delivers the HR: Base Annual Salary On FTE profile option for calculation of annualized salary.

  - If the profile option is set to Yes, then the application calculates annualized salary based on the proposed salary, annualization factor and the FTE factor. The calculation is: Annualized salary = Proposed Salary * Annualization Factor * FTE Factor

  - If the profile option is set to No or left blank, then the application calculates annualized salary based on the proposed salary and the annualization factor. The calculation is: Annualized Salary = Proposed Salary * Annualization Factor

- **Calculation of Annualized FTE Salary**

  The application calculates Annualized FTE Salary based on the Annualized Salary and FTE Factor. The calculation is: Annualized FTE Salary = Annualized Salary / FTE Factor

Note: To calculate FTE Factor, the application divides the person's working hours by the business group's working hours.

Managers can view salary information in corporate currency when creating, updating, or viewing offers. Approvers can view salary information in corporate currency when they receive offer notifications.

Offers Equity Analysis for Organization

When your managers create offer details, they can use the Offers Equity Analysis for Organization report to make an informed salary allocation for the applicant. The report shows the salary range and average salary of employees reporting to the hiring manager in a given job. Using this information, managers can decide the salary for the jobs that they offer to the applicants. The salary information in the equity analysis report is dynamic. When an approver receives an offer for approval they can view the salary ranges for the total number of employees in the same job in their hierarchy and the hiring manager's hierarchy. For example, ten employees in the Accountant job report to the approver and eight employees in the same job report to the hiring manager. The equity report shows the average salary of ten employees in the approver's hierarchy and eight employees in the manager's hierarchy.

Note: iRecruitment does not display the salary amounts in the equity report in corporate currency.

Salary and Performance History of Employee Applicants or Ex-employees

When managers create or update offers for employee applicants or ex-employees, they can view the salary history and performance history of such applicants, if they have the requisite permissions. By default, iRecruitment displays employee details such as the assignment number, department, years of service, and location.

Note: Managers can view the salary history and performance history regions if they have required permissions. System administrator must grant the following permission sets:

- iRecruitment Employee Performance Permissionset (IRC_EMP_PERFORMANCE_PSET) to view the performance history.

- iRecruitment Employee Salary Permissionset (IRC_EMP_SALARY_PSET) to view the salary history

See: Implementation Steps for iRecruitment, page 1-14

Compensation Details

When managers complete basic details for an offer, iRecruitment uses the applicant's details to check whether the applicant is eligible for benefits and displays benefit plans in the Compensation page. Managers can view the plan amounts in corporate currency. Managers can then select the appropriate compensation options for the applicant. For example, benefits administrator sets up plans such as car and relocation. If the applicant is eligible for these benefits, then hiring managers can pick the appropriate options when they create offers. If a manager updates an offer and if any assignment information such as location or job changes, then iRecruitment checks the benefits based on the new details and displays the revised compensation plans.

Offer Security

The vacancy security determines whether your managers can create, view, update, and maintain offers for a specific vacancy. If managers cannot update a vacancy, then they cannot create, update, or perform any other update action on the offer, for example, send or extend the offer.

For example, as a hiring manager you create the Human Resources Manager vacancy and define Business and Team security for the vacancy. You identify John Smith and Dan Bird as members of the recruiting team and restrict their vacancy security to View Only. When candidates apply to the Human Resources Manager vacancy, people within the business vacancy security can create and update offer, while John Smith and Dan Bird can only view the offer details. For information on vacancy security, see: Vacancy Security, page 2-38

Offer Approvals

iRecruitment uses the approval process for offer approvals. By default, the predefined offer approval process uses two levels of supervisory hierarchy. In addition, to the default approvers, managers can add new approvers and specify their position in the approvals chain. They can send also send a For Your Information (FYI) notification. When managers submit offers for approval, iRecruitment routes the offers to people in the approval chain. Each approver receives a workflow notification requesting their approval when the previous approver in the chain has approved the offer. When the final approver has approved the offer, the manager receives a workflow notification. If any approver disagrees with the offer, they return the offer to the manager for correction. Managers cannot extend the offer to the applicant, until the offer is approved by all the participants in the approval chain.

See: iRecruitment and Oracle Approvals Management (AME), page 1-94

Offer Approval and Action History

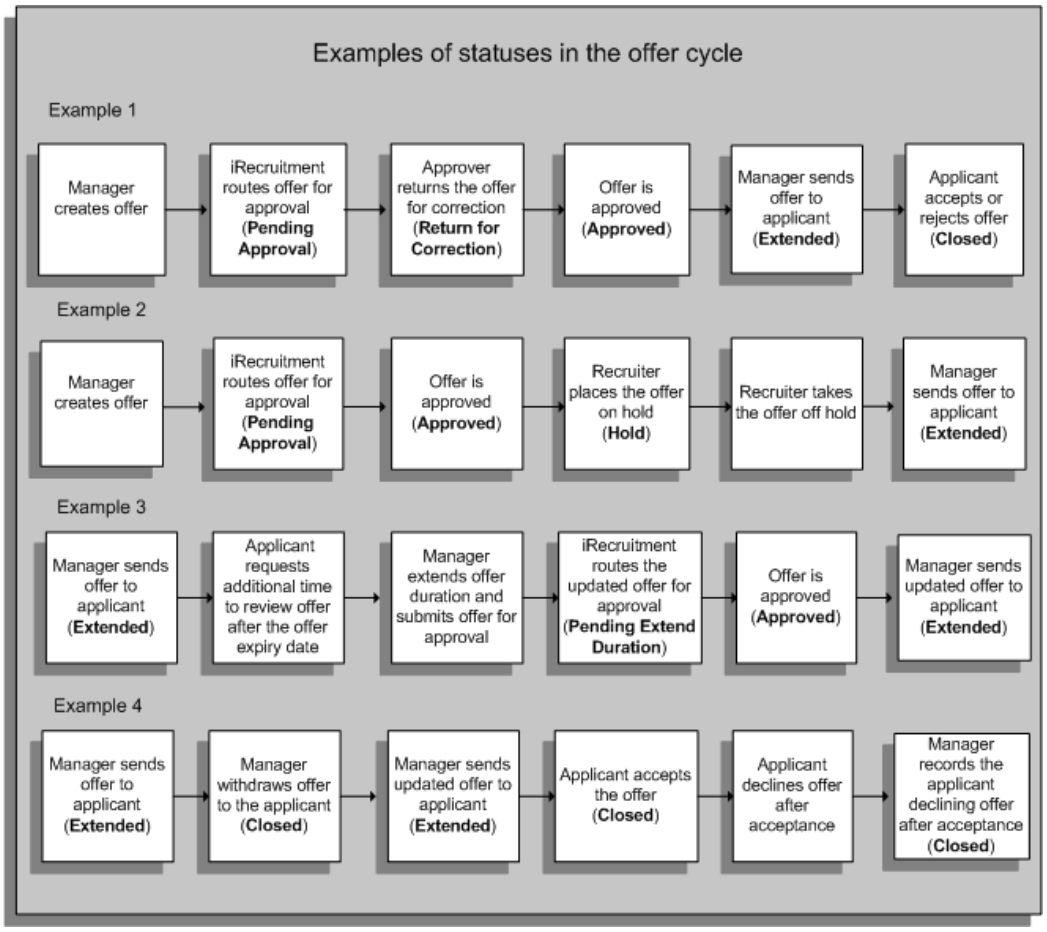
Recruiters or managers can view the approval history of an offer at any stage in the offer process. Recruiters can view the offer approval history using the Offers Workbench page. They can click the Approvers link to view the offer approval history. Managers or recruiters can click the Approvers link in the Recent Offers table on their home page to view the offer approval history. From the Approvers column, recruiters or managers can navigate to the Offer Details page to view the complete history of an offer approval. If the Approvers region is visible, then you can view offer approval information such as the offer approver, approver type, approver category, offer approval status, approval date, and offer approval comments if any. If the Approval History region is visible, then you can view offer approval action history, action date, and offer comments, if any. Using this region, all the actions that happen in an offer approval cycle can be tracked. For example, managers can monitor offers that are reassigned, returned for correction, or require further information. For individual applications, managers can view the offer approval and action history in the Offers tabbed region of the Candidates Details page.

Offer Statuses

A predefined (system) status helps managers to identify at what stage an offer is in the offer process. When the participants complete a specific action on an offer, iRecruitment automatically assigns a status to the offer. For example, when a manager sends an approved offer to an applicant, the offer status changes from Approved to Extended. When the applicant accepts or rejects the offer online, the offer status changes from Extended to Closed. Managers cannot manually assign a status to an offer or update the status of an offer.

The following graphic shows examples of how the status of an offer changes at each stage of the offer process. You can view the system statuses such as Pending Approval and Return for Correction.

Offer Status Values



Offer Versions

iRecruitment maintains versions of offers. Managers can view the version history of the offer in the Offer History page. The Offer History page displays information such as the offer status, offer change or decline reason, offer withdrawal reason, and notes about the offer. iRecruitment creates a new version of the offer whenever a manager or a recruiter updates the offer. When managers update an offer that is extended to the applicant, the applicant can no longer respond to the offer until they receive a new version of the offer. Applicants receive only the latest version of the offer.

Offer Notifications

All the participants in the offer process receive notifications. They can view the notifications on their home page and take further action. For example:

- Applicants can view the job offer notifications online. The notifications contain links

to the job offer details that the applicants can view and respond.

- Managers receive notifications when offers are approved, returned for correction, extended to applicants, or withdrawn.

Offers Save for Later

The save for later functionality enables a manager or recruiter to store an offer they are creating or modifying prior to submitting the offer. They can view the saved offers in the Save for Later table on their home page and complete the offers at a later date.

See: Save for Later, page 1-52

Key Concepts

To effectively use the offers functionality and to manage the offer process, see:

- The Offer Process, page 2-114
- Defining and Maintaining Templates for Offer Letters, page 1-150
- Customizing Offer Templates, page 1-163

The Offer Process

This topic presents a high-level overview of the tasks in the offer process. The topic also describes the various offer statuses and the actions that you can perform for each of the statuses.

For a general introduction to offers, see: Offers Overview, page 2-107

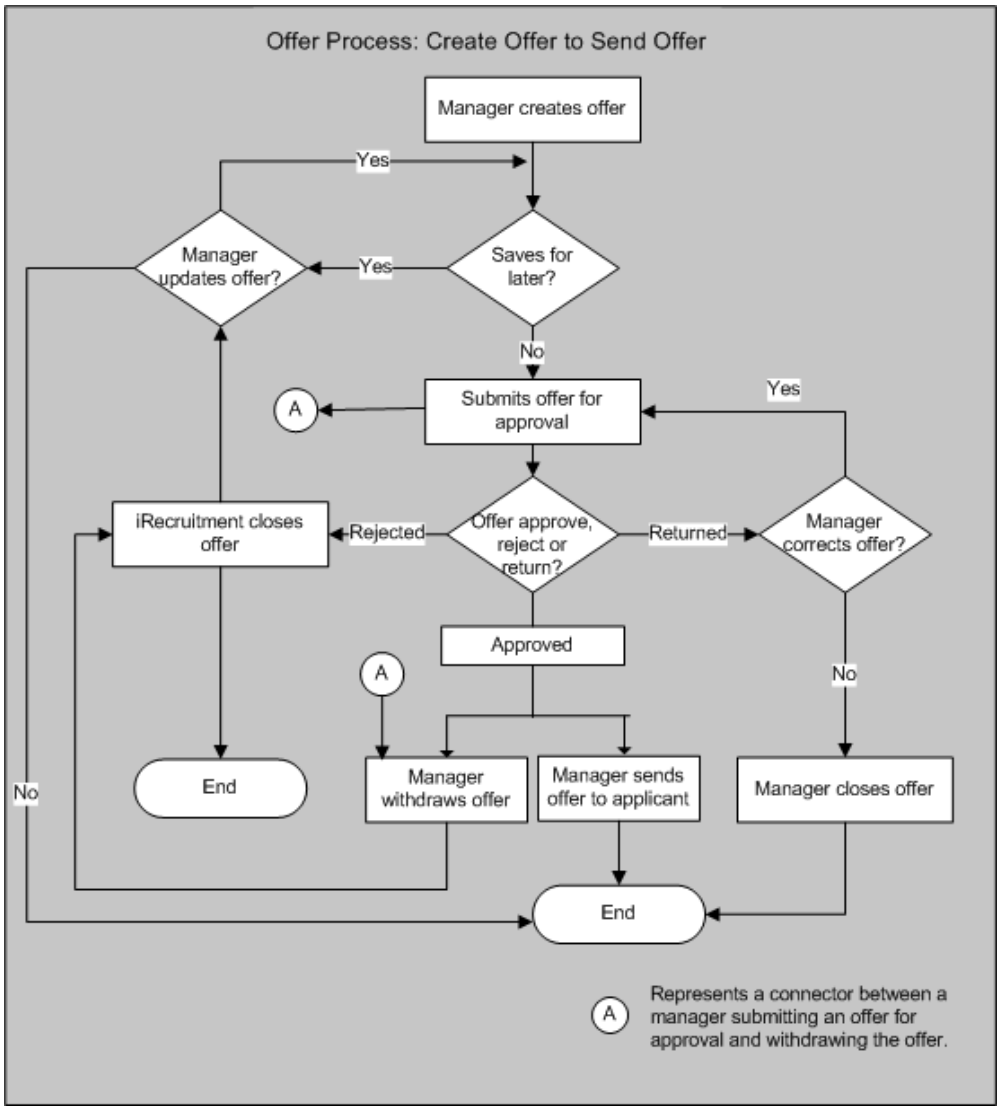
Offer Tasks

- **Creating and sending offers**

  When you create offer details, you provide information such as job, position, and compensation details. You can send the offer to an applicant once the offer is approved.

  The following figure summarizes the tasks from creating an offer to sending the offer to an applicant.

Offer Process: Create Offer to Send Offer



For information about creating and sending offers:

- See: Creating Offers, page 2-119
- See: Sending Offers, page 2-123

- **Maintaining Offers**

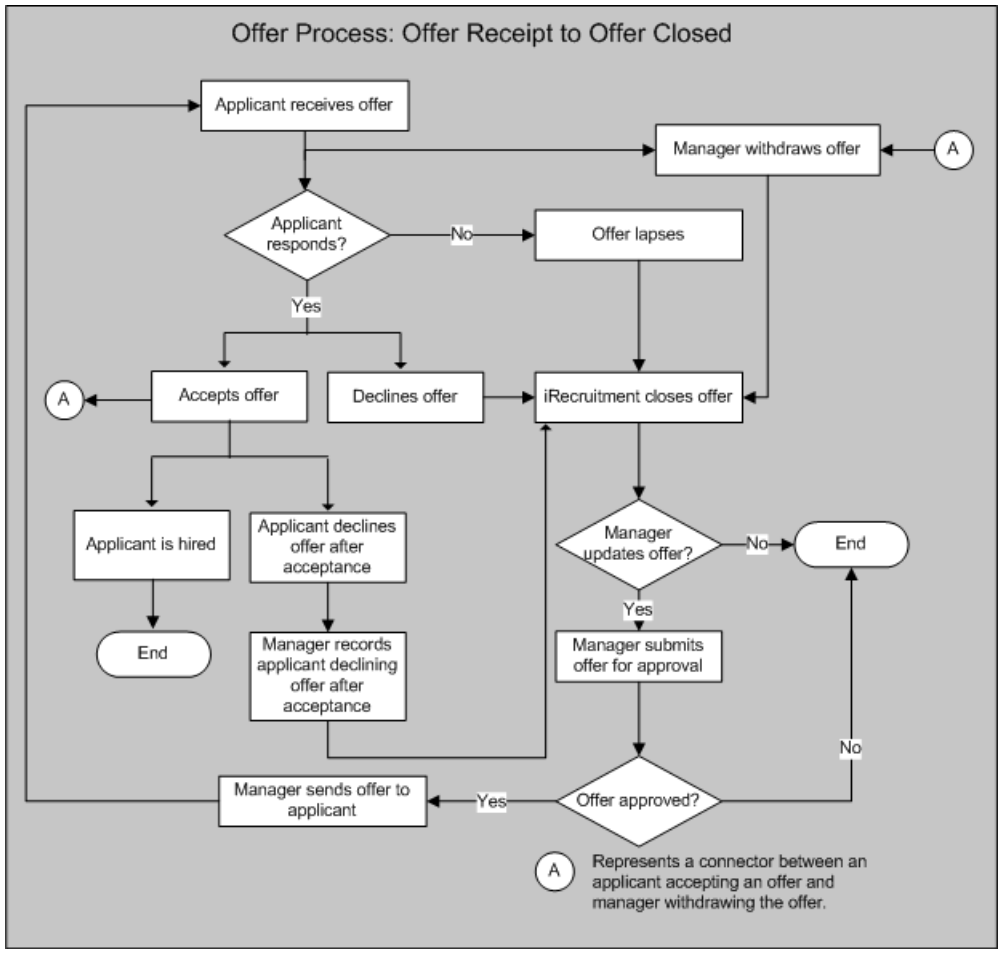
  After you send an offer letter to an applicant, you can:

  - Enter the applicant's response.
  - Update an offer to modify the details.

- Extend the duration of the offer, if the applicant requests more time to evaluate the offer.
- Withdraw the offer

The following graphic shows the flow of tasks after an applicant receives the job offer.

Offer Process: Offer Receipt to Offer Closed



For information about updating and maintaining offers, see:

- Updating Offers, page 2-125
- Maintaining Offers, page 2-127
- Withdrawing Offers, page 2-128
- Recording Applicants Declining Offers After Acceptance, page 2-128

- Closing Offers, page 2-129

Offer Status and Actions

The offer status determines the actions you can perform on the offer.

The following table lists the actions that you can perform at each stage of an offer.

The offer status is	When	Tasks available at this stage
Saved for Later	Recruiter saves the offer to complete it later	Recruiters can: • Update the offer • Close the offer
Pending Approval	Recruiter submits an offer for approval	Only approvers can update the offer.
Approved	Approvers review the offer and approve	Recruiters can: • Extend the offer to the applicant • Update the offer • Close the offer
Extended	Recruiters extend the offer to the applicant	Recruiters can: • Revise the offer letter • Change the expiry date of the offer • Record the applicant's response • Close the offer

The offer status is	When	Tasks available at this stage
Closed	Recruiter or iRecruitment closes an offer Recruiters withdraw offers to applicants Recruiter enters an applicant's response when the applicant accepts or declines an offer Recruiter records the applicant's response when the applicant declines an offer after acceptance Offers lapse	Recruiters can update the offer.
Hold	Recruiters temporarily place an offer on hold	Recruiters can: • Take the offer off hold • Close the offer
Pending Extend Duration	Recruiters extend the duration of the offer and the action is pending approval	Only approvers can update the offer.
Return for Correction	Recruiters return an offer for correction	Recruiters can update the offer.

For more information on offer statuses, see: Offer Status Values, page 2-112

Hiring an Applicant

To hire iRecruitment applicants, you can:

- Initiating the Hire Process from iRecruitment

  To hire iRecruitment applicants, hiring managers or recruiters can initiate the hiring process from iRecruitment and complete the hiring process. You can launch the hire applicant process directly from offer details, if your enterprise uses Oracle SSHR and has configured integration between Oracle SSHR and iRecruitment.

  See: Hiring an Applicant, page 2-91

- Use Oracle HRMS or Oracle SSHR

  Once an applicant accepts a job offer, you can hire applicants using Oracle HRMS or Oracle SSHR.

  See: Hiring an Applicant (People Window and Application Window), *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

  See: Hire or Placement, Place Contingent Worker Processes, *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*

After you hire iRecruitment applicants as employees, run the iRecruitment Create Enrollment process to enroll new hires in the compensation plans included in their offer letters. For more information, see: Running the iRecruitment Create Enrollment Process, page 1-242

When you hire an applicant, the application status changes to Active Assignment and the offer status changes to Closed with the offer close reason as Applicant Hired. This feature enables you to use the offers functionality for employee or ex-employee candidates when the IRC: Allow Multiple Offers profile option for candidates is set to No.

Hiring a Contingent Worker

To hire a contingent worker, the contingent worker's hire date must be a date after the current placement end date or after the offer acceptance date, whichever date is later. You cannot hire a contingent worker until the current period of placement ends.

Creating Offers

The process of extending a job offer to an applicant starts with identifying a successful applicant.

Creating an Offer

The following sections explain how to create offer details and send an offer to an applicant.

Entering Basic Offer Details

On the Create Offer: Basic Details page, the assignment details of the vacancy, such as job, position, and location, appear by default. Your enterprise policy determines whether you can update the assignment details for an offer. For a new offer the status is Unapproved, by default. You specify the:

- Discretionary Job Title

  This value is the job title for the offer, and the vacancy job posting title appears automatically in this field. You can either retain the default information or provide

a new job title.

- Proposed Start Date

  The applicant's proposed employment start date, if the person accepts the job offer.

- Expiry Date

  Indicates the offer closing date. If your enterprise has set an expiry date for all offers, then you cannot update the Expiry Date field for an individual offer.

Providing Salary Details

You can use the Offers Equity Analysis for Organization report to make an informed salary allocation for the applicant. The report shows the salary range and average salary of the people who you supervise in a given job. Based on how your enterprise configures iRecruitment, the Salary Basis and Proposed Salary fields become mandatory or optional. Select the salary basis for the applicant. The salary basis defines the period of time, such as hour or year, to which the quoted salary applies. Depending on information set for your business group, the salary basis and currency details can appear automatically. You cannot use the Equity Analysis for Organization Report if your system administrator disables the report region.

The Salary Information region displays annualized salary and annualized FTE salary based on the selected salary basis and the proposed salary. For information, see: Calculation of annualized salary, page 2-109

You can view the salary information in corporate currency. For example, if you enter the proposed salary amount as 5,000 USD and the corporate currency is set as GBP, then iRecruitment displays the corresponding value as 3085.905 GBP (if the conversion rate is: 1 USD = 0.61 GBP). You can view details such as the currency conversion rate and date.

If you are creating an offer for an employee applicant or ex-employee, then on the Enter Basic Details page, you can view the employee details such as the employee number and years of service. iRecruitment displays the salary history and performance history, if you have the required permissions.

Entering Compensation Details for an Offer

When you complete basic offer details, iRecruitment checks whether the applicant is eligible for benefits and displays benefit plans on the Create Offer: Compensation page. You can select appropriate compensation options for the applicant. For example, your benefits administrator sets up plans such as car and relocation benefits. If the applicant is eligible for these benefits, these plans appear on the Compensation page. You can then pick the appropriate options. You can view the plan amounts in corporate currency.

If you are creating an offer for an employee applicant, then you can view details of the compensation plans that the employee is currently enrolled in. These details help you to make an informed decision on compensation given as part of the offer.

You can allocate compensation for applicants only if you have access to the Compensation page. Your enterprise may limit access to this page to a few hiring managers, based on the recruiting policy.

Reviewing and Submitting an Offer

The Review page displays the default approvers for your offer. You can add approvers only if your system administrator enables the Add Approvers region. Review the offer to ensure that the offer details are correct. You can view the resume and supporting documents that the applicant has uploaded when applying for the vacancy. You can also review any latest supporting documents that are available as of the system date.

For an employee applicant, the Review page provides a comparison between the current employee assignment and the proposed offer assignment.

Adding Attachments

You can upload supporting documents to offers to provide additional information. You can add documents for internal users, such as HR and recruiting managers about offer and candidate analysis. External user attachments for candidates can include documents, such as contractual obligations for job offers. Managers and recruiters can view both internal and external documents. Candidates can view only external documents.

Viewing the Offer Letter

You can preview the offer letter in any one of the formats decided by your enterprise: PDF, HTML, or RTF. iRecruitment provides offer letter templates to automatically create offer letters. You select a new offer template in the New Template field and save the offer letter using the new template. Offer letters can also be created manually and uploaded to iRecruitment. If the Upload button is enabled, then managers can upload manually created offer letters when creating offers using the Upload button on the Offer Letter page.

For more information, see: Viewing and Updating Offer Letters, page 2-122

When you create an offer, you may have to submit the offer for approval, depending on the approval requirements of your enterprise. You can also save the draft offer and submit it at a later date.

See: Save for Later, page 1-52

Taking Further Action on an Offer

You can view an offer approval notification on your home page only after the offer is approved. Using the list of actions displayed on the Candidate Details page for an offer, you can complete subsequent tasks, such as sending an offer.

See: Sending Offers, page 2-123

Viewing and Updating Offer Letters

This topic explains how managers and recruiters can view offer letters and update letters, if required.

Viewing Offer Letters

When managers create or update offers, iRecruitment uses the predefined offer template to generate offer letters automatically. Managers can preview offer letters on the Offer Letter page before submitting offers for approval or saving them as drafts.

Using the Offers Workbench page, recruiters can search for offers and click the applicant's Offer Letter link in the search results table to preview the offer letter.

Approvers can view offer letters when offers are pending for their approval. They receive an approval notification that includes the View Offer Letter link to preview the offer letter.

Changing the Predefined Offer Letter Template

iRecruitment provides offer letter templates to automatically create offer letters. To automatically generate offer letters, when setting up the offer functionality, the system administrator selects a default offer template for a business group, organization, job, and position.

For more information, see: Defining and Maintaining Templates for Offer Letters, page 1-150

As a manager or recruiter, when you create or update an offer and view the offer letter, you can select a new offer template in the New Template field of the Offer Letter page. iRecruitment uses the new template to generate the offer letter and displays the letter. You must save the offer letter before submitting it for approval, saving it as a draft, approving or rejecting it.

> **Note:** You can change the offer letter template only if your enterprise enables this feature.

Exporting the Offer Letter

Managers and recruiters can save the offer letter that iRecruitment generates to their local desktop using the Export button.

Uploading Offer Letters

iRecruitment enables:

- Managers to upload offer letters when they create or update offers, if the Upload button is enabled on the Offer Letter page. They can create an offer letter, click the Upload button on the Offer Letter page when they create or update an offer, and upload the offer letter. However, if an offer that has a manually uploaded offer letter is saved for a later date, then the manager must upload the offer letter again when the offer transaction is processed from the Save for Later table.

- Recruiters can upload offer letters after offers are approved from the Offers Workbench functionality.

Manual Offer Letters

To create offer letters manually, the following options are available:

- Updating iRecruitment generated offer letters:

  Managers or recruiters can export the offer letters generated by iRecruitment to their desktop to edit the contents of the offer letters. The offer letter can be in any of the formats decided by the enterprise: PDF, HTML, or RTF. As a manager or recruiter, you must have access to the appropriate text editor to make changes to the offer letter. Using the Export button on the Offer Letter page, you can download an offer letter, make required changes in the offer letter, and upload the changed offer letter using the Upload button. You must save the uploaded offer letter.

- Creating offer letters that are not template based:

  Managers or recruiters can also create offer letters depending on the requirements of the enterprise. They can create offer letters that are not template based. Instead of exporting and updating the iRecruitment generated offer letter, managers can create letters that are specific to their business needs.

Sending Offers

Sending an Offer to an Applicant

Enterprise policy determines: whether you can send an offer letter as an electronic copy or as a paper copy. If your enterprise:

- Sends offers as electronic copies, then the Send Offer page appears when you select the Send Offer action. The Send Offer page displays the offer duration value and the offer expiry date. If your enterprise has set a duration for all offers, then you cannot update these fields for an individual offer. You can enter notes for the applicant before sending the offer.

- Sends paper copies of offers, iRecruitment directs you to print the offer letter when you select the Send Offer action. Before you send a paper copy of the offer, check the address details of the applicant on the Maintain Address page and update if

necessary. Record details such as shipping information and the offer number on the Track Offer page.

Sending offers to agency applicants and applicants created by managers If agency applicants and applicants created by managers do not have user accounts, then use the e-mail address on the Candidate Details page to inform such applicants about offers or send paper copies of offer letters.

Maintaining an Offer

After you send an offer to an applicant, you can update the offer or extend the duration of the offer. For information about these tasks, see:

- Updating Offers, page 2-125
- Maintaining Offers, page 2-127

For information on offers, see:

- Offers Overview, page 2-107
- The Offer Process, page 2-114
- Troubleshooting Offers, page 2-129

Using Offers Workbench

As recruiters, you can access the Offers Workbench page using the iRecruitment Recruiter responsibility.

The Offers Workbench enables recruiters to search and track offers and take further action on offers.

Searching for Offers

You can search for offers using the following search criteria:

- Applicant name
- Vacancy name
- Offer approval date
- Offer expiry date
- Offer status such as Closed, Extended or Approved
- Offer close reason such as Offer Accepted by Applicant or Offer Expired

- Manager, recruiter, or job title

Using the Search Results Table

You can navigate to different iRecruitment pages from the links in the search results table.

- When you click an applicant's name, any one of the following pages appears based on how your enterprise configures iRecruitment:
  - Candidate Details

    See: Processing Applications Using the Candidate Details Page, page 2-87

  - Candidate Profile

    See: Using Candidate Profile, page 2-63

- From the Vacancy Name link, you can navigate to the vacancy details page.
- From the Offer Letter link, you can navigate to the Offer Letter page. For more information, see: Viewing and Updating Offer Letters, page 2-122
- From the Approvers column, you can navigate to the Offer Details page to view the complete history of an offer approval. If the Approvers region is visible, then you can view offer approval information such as the offer approver, approver type, approver category, offer approval status, approval date, and offer approval comments if any. If the Approval History region is visible, then you can view the offer approval action history, action date, and offer comments, if any. Using this region, managers can track all the actions that happen in an offer approval cycle. For example, they can monitor offers that are reassigned, returned for correction, or require further information.

Updating Offers

This topic describes how to enter an applicant's response to an offer and update an offer.

Entering an Applicant's Response

If an applicant telephones you or sends a letter, you can record whether the applicant has accepted or declined the offer on the Enter Applicant Response page. iRecruitment changes the status of the offer to Closed on either of the responses.

If an applicant responds to an offer online, then iRecruitment automatically records the applicant's response for the offer and closes the offer. You receive an e-mail notification when an applicant accepts or declines an offer.

Updating an Offer

You can update an offer that is approved or already sent to an applicant. You cannot update an offer that is pending approval or on hold. When you update an offer, iRecruitment closes the existing version and creates a new version of the offer. The applicant can no longer respond to the offer until they receive a new version.

Updating Basic Details

On the Update Offer: Enter Basic Details page, you can change details such as the location or position offered to the applicant . When you update an offer, the status is Unapproved by default. The Salary Information region displays annualized salary and annualized FTE salary based on the selected salary basis and the proposed salary. For information, see: Calculation of annualized salary, page 2-109

Updating Compensation Details

If you update assignment information such as location or position, then iRecruitment checks the benefits based on this information and displays any revised compensation plans on the Update Offer: Enter Compensation page. Review the compensation details, and select the appropriate benefits for the applicant.

Reviewing Updated Offer Details

On the Update Offer: Review page, you can view the changed information (highlighted with a blue dot in the proposed data region), before submitting it.

Viewing the Updated Offer Letter

You can preview the updated offer letter in any one of the formats decided by your enterprise: PDF, HTML, or RTF. iRecruitment provides offer letter templates to automatically create offer letters. You also select a new offer template in the New Template field and save the offer letter using the new template. Offer letters can also be created manually and uploaded to iRecruitment. Managers can upload manually created offer letters when updating offers using the Upload button on the Offer Letter page, if the Upload button is enabled.

For more information, see: Viewing and Updating Offer Letters, page 2-122

Based on the approval rules set up in your enterprise, iRecruitment routes the updated offer for approval.

Viewing Offer Notes

Use the Offer Notes page to add notes to an offer and update existing notes. You can also view notes recorded for an offer, for example, notes on extending an offer, notes to an applicant, and the applicant's response to the offer.

For more information, see:

- Offers Overview, page 2-107

- The Offer Process, page 2-114
- Troubleshooting Offers, page 2-129

Maintaining Offers

As a recruiter, you can extend the duration of an offer or place the offer on hold.

For general information on offers, see:

- Offers Overview, page 2-107
- The Offer Process, page 2-114
- Troubleshooting Offers, page 2-129

Extending Offer Duration

Use the Extend Offer Duration page to extend the duration of an offer. For example, you may need to extend the offer duration if the applicant requests extra time to evaluate the offer. You can also extend the duration of an offer if the offer is approaching its expiry date. When you extend the duration of an offer, you can provide a new offer expiry date. If your enterprise has set an extend duration value for all offers, then you cannot update the New Expiry Date field for an individual offer. Based on approval rules, iRecruitment routes the offer for approval and displays the Pending Extend Duration status during the approval stage. When the offer is approved, iRecruitment automatically sends the offer to the applicant.

Placing an Offer on Hold and Taking an Offer off Hold

You may need to place an offer on hold, for example, if your enterprise cancels a project or an organizational restructure occurs. When you place an extended offer on hold, applicants can no longer respond to the offer. You can make the offer available to the applicant again by taking the offer off hold. iRecruitment displays confirmation messages when you place an offer on hold or take the offer off hold.

Other Offer Tasks

You can close an offer, withdraw an offer, and also record an applicant's response when the applicant declines the offer after acceptance.

See: Withdrawing Offers, page 2-128

See: Recording Applicants Declining Offers After Acceptance, page 2-128

See: Closing Offers, page 2-129

Withdrawing Offers

Using the Withdraw Offer page, as a manager or recruiter, you can withdraw an offer that is at one of the following statuses:

- Pending for Approval
- Pending Extend Duration
- Returned for Correction
- Approved
- Extended
- Placed on Hold
- Closed, with offer reasons as Offer Accepted by Applicant or Offer Declined by Applicant

The Withdraw Offer page appears when you select Withdraw Offer in the Action field of the Offers tabbed region for an application. On the Withdraw Offer page, you can select the offer withdrawal reason for example, Hire Freeze in the Organization, and enter additional notes about the withdrawal. When you submit the change, the offer is withdrawn from the applicant.

After the transaction is complete, the offer status changes to Closed with the Offer Close Reason as Offer Withdrawn and the Application Status changes to the status before the offer is extended to the applicant. The manager, recruiter, and applicant receive a notification on the offer withdrawal after the transaction is complete. You can update closed offers and extend them to applicants.

Recording Applicants Declining Offers After Acceptance

When an applicant declines an offer after accepting an offer, you can record the response using the Applicant Declined Acceptance page. This page appears when you select the Applicant Declined Acceptance value in the Action list in the Offers tabbed region of the Candidate Details page.

On the Applicant Declined Acceptance page, you can select the offer decline reason for example, Not Willing to Relocate, and enter additional notes. When you click Submit, iRecruitment saves the record.

After the transaction is complete, the offer status changes to Closed with Offer Close Reason as Applicant Declined Acceptance and the application status changes to the status before the offer is extended to the applicant. The manager, recruiter, and applicant receive a notification after the transaction is complete.

Closing Offers

Using the Close Offer page, as a manager or recruiter, you can close an offer to applicant, when the offer is:

- Saved as a draft
- Approved
- Extended to the applicant
- Placed on hold

When you close an offer, you can enter the reason for closing the offer in the Notes text box. When you save the changes, iRecruitment changes the offer close reason to Manager Closed Offer and the offer status to Closed.

Troubleshooting Offers

This topic looks at some common problems that may occur while managing the offers functionality and suggests some approaches.

Problem Description	What To Do
iRecruitment fails to generate an offer letter when you create an offer.	iRecruitment uses offer templates to create offer letters. Check with your HR administrator to ensure that a default template exists for offer letters. See: Defining and Maintaining Templates for Offer Letters, page 1-150
iRecruitment displays offer letters only in the PDF format.	iRecruitment generates offer letters in the default PDF format. Contact your system administrator about generating offer letters in other formats, such as RTF and HTML.
The iRecruitment session timed out when you were creating an offer. How do you retrieve the offer details?	Check the Save for Later table on your Home page. iRecruitment saves an offer as a draft if the browser closes or the session times out.
You cannot update an offer.	Check the offer status. You cannot update an offer that is pending approval or on hold. You can update an offer when the offer is approved or extended to the applicant.

Problem Description	What To Do
iRecruitment does not display the View Offer History page for an offer.	The View Offer History page provides information on offer versions. You can view the history of an offer only if the offer has more than one version.
iRecruitment closed an offer as an applicant did not respond within the offer expiry period. How do you extend the offer again to the applicant?	Navigate to the Candidate Details page and select the Extend Offer Duration action on the Offer tab to extend the offer again. Depending on the approval rules, iRecruitment routes the updated offer for approval. iRecruitment sends the offer to the applicants after it is approved.
iRecruitment displays the following message when you select the Send Offer action on the Offer Summary page: "This offer is extended to the applicant. Please print the offer letter to send the offer to the applicant."	This message appears if your enterprise sends paper copies of offers to applicants. Before you send a paper copy of the offer, check the address details of the applicant in the Maintain Address page and correct if necessary. Record details such as shipping information and the offer number in the Track Offer page.

Working with iRecruitment - Agencies

Overview of Agency User Tasks

From the iRecruitment home page, as an agency user you can:

- Search for vacancies assigned to your agency, and view vacancy details such as the maximum number of applicants that you can submit for a vacancy and current number of applicants.
- Create user accounts for your candidates.
- Search for agency candidates using search criteria such as prospect pool, resumes, or individuals.
- Apply for jobs on behalf of your candidates.
- Progress applicants for a vacancy, if appropriate. For example, some enterprises delegate the complete recruitment process to an agency. In this instance, the agency processes all applications for a vacancy to provide the enterprise with the best candidate.

Key Concepts

For more information, see:

- Working with Candidates -Agencies, page 2-131
- Working with Applicants - Agencies, page 2-133
- Searching for Vacancies - Agencies, page 2-136

Working with Candidates - Agencies

Searching for Candidates

As an agency user, you can view details of your agency candidates only. You can search for candidates using the following search criteria:

- Prospect pool

  Search for candidates using criteria such as work preferences, skills, and employment status. You can use a combination of criteria to search for specific candidates, for example, candidates who prefer part-time jobs in marketing.

- Individuals

  Search for individual users using last name, first name, e-mail ID, or location. You can also search for candidates using any of the phone types such as mobile, work or work fax numbers.

  When you search for candidates using the Candidates: Prospect Pool page and the Candidates: Resume page, you can select a vacancy in the 'Link Search with a Vacancy' field to associate candidate searches with vacancies. An enterprise can use this information to identify the types of searches made for vacancies and to check for compliance.

- Resumes

  Search for resumes using specific keywords, such as a skill or qualification. iRecruitment highlights the search keyword in the HTML preview of the candidate's resume to identify where the matches occur on the resume quickly and easily.

Viewing Candidate Details

When you move the mouse over the candidate name, you can view the basic details of a candidate such as work preferences, skills, qualifications, and previous employment details in a pop-up window. Candidate details pop-up is available on all the candidate search pages: Prospect Pool, Individuals, Resumes, and Applicants.

When you identify suitable candidates, you can apply for vacancies on their behalf.

See: Applying for Jobs on Behalf of Your Candidates, page 2-133

Creating Candidates

From the Prospect Pool, Individuals, or Resumes pages, you can create candidate profiles. You can:

- Provide details such as name, address, phone numbers, e-mail address, skills and qualifications, and upload a resume.

  Note: You can enter a common e-mail ID for your candidates, for example, the e-mail address of your agency. As agency candidates do not have user accounts, managers or recruiters can use the e-mail ID to send suitable vacancies for candidates or any offer information.

- Specify work preferences such as preferred work location and their minimum salary requirements. When managers search for candidates, iRecruitment uses work preferences and skills to find candidates who match their vacancy requirements.

- Indicate whether the candidate's details can appear in the manager search using the

Allow Account To Be Searched check box. If you do not select this check box, then the candidate's information is available only to managers of vacancies for which they have applied.

When you create candidates, iRecruitment associates the candidates with your agency and identifies them as your agency candidates for all subsequent recruitment activities. Recruiting managers can easily distinguish agency candidates as the application lists them with the agency names. You can apply for jobs on behalf of your candidates. See: Applying for Jobs on Behalf of Your Candidates, page 2-133

Applying for Jobs on Behalf of Your Candidates

You can apply for jobs on behalf of your candidates when you create their details or search for vacancies. The changes that you make to a candidate's account while applying for a job are not limited to the specific job application, but apply generally to the candidate's account.

EEO Information

When you apply for a job on behalf of your agency applicant, you can either provide the applicant's Equal Employment Opportunity (EEO) information or elect not to disclose it. Only agency users who provide the applicant's EEO information can view or update the information for the applicant. The EEO fields display a value of 'Entered' when other agency users view the application details. If you choose to provide EEO information, then you must enter either gender or ethnic origin or both, depending on country specific legislative requirements or business needs.

Working with Applicants - Agencies

Managing Applicants

If your agency has permission to manage applicants for a specific vacancy, then you can view and progress not only your agency applicants but also other applicants for that vacancy. For more information, see: Progressing Applications, page 2-134

However, you cannot submit job applications on behalf of other applicants except your agency applicants.

If you do not have permission to manage applicants for a specific vacancy, then you can view details of your agency applicants only but cannot see self-registered and other agency applicants.

> **Note:** If a recruiter or a manager applies to a vacancy on behalf of your agency candidate, then you can view application details of that candidate. However, you cannot progress the application unless your agency has permission to manage applicants for the vacancy.

Recruiters or managers can create candidate profiles and associate candidates with agencies. If recruiters apply on behalf of such candidates, then agencies can view the application details. However, agencies cannot progress applications if they do not have access to manage applicants for vacancies.

Searching for Applicants

On the Candidates: Applicants page, you can search for applicants using criteria such as vacancy name or application test result.

The search results table displays information relevant to your search criteria. For example, if you search for applicants for a specific vacancy, then you can view search results such as the applicant's name, e-mail address of the applicant, application status, and the applicant's test score. When you move the mouse over the candidate name, you can view the basic details of a candidate such as work preferences, skills, qualifications, and previous employment details in a pop-up window.

If you have permission to manage applications for a vacancy, then you can use the Add Attachments window that appears when you move the mouse over the Application Notes icon in the search results table. Use this window to add quick notes, for example your feedback or observations on an applicant. You can add text, provide a URL to a relevant document, or attach a supporting document. You can view, edit, or delete existing attachments. You can also upload attachments using the Add Attachments page that appears when you click the Application Notes icon.

Viewing Application Details

To view the details of an application on the Candidate Details page, click the applicant's name. If an applicant has applied for multiple vacancies, then you can view only the applications for vacancies that your agency manages.

Progressing Applications

The following sections explain how you can progress applications if you have permission to manage applications for a vacancy.

Updating the Application Status

When an applicant applies for a job, iRecruitment sets the application status to *Active* by default. In the Status Details and Change Reason region, select a status to indicate at what stage an application is in the recruitment process. For example, you can select the *First Interview* status, then *Second Interview*, and then *Terminate* or *Offer* for an application. You can view the status history for each application in the Application Assignment History table.

The significant statuses are:

- Active Application: The default status for an application.
- Offer: Indicates that the job has been offered to the applicant.
- Accepted: Indicates that the applicant has accepted the job.
- Terminate Application: Ends the application because either you have rejected the applicant or the applicant has withdrawn.

Providing the Missing EEO Information

If the Equal Employment Opportunity (EEO) information is not available for an applicant, then you can enter the information. For example, you can gather the EEO information when you meet face-to-face with an applicant, such as in an interview. You can add a note that this information was obtained through visual inspection. Only agency users who provide the applicant's EEO information can view or update the information for the applicant. The EEO fields display a value of 'Entered' when other agency users view the application details. The EEO information that you provide for an applicant is visible to that applicant when the person applies for a vacancy in a business group in which the applicant tracking functionality is enabled.

Rating an Applicant for a Vacancy

You can rate applicants for your vacancy based on their performance during the recruitment process. In the Applicant Rating region of the Candidate Details page, you can enter a manual rating, for example, *3*. On the View Applicants page, you can then sort applicants in the rating order for a specific vacancy.

Adding Attachments to an Application

You can add attachments to an application to include documents relevant to the person's application. To add attachments, you can use the Add Attachments window that appears when you move the mouse over the Add button, or the Add Attachment page that appears when you click Add.

You can:

- Attach a file, such as a Microsoft Word document or a text file
- Provide the location of the directory in which you saved the feedback document
- Provide a text description of your observations

You can add multiple attachments to a single application by adding one attachment at a time. You can also update the attachments when you progress the application. Applicants cannot view the documents that you add as attachments to the job applications.

Managing Recruitment Communication for Applicants

iRecruitment supports online recruitment communication for applications.

For more information, see: Understanding iRecruitment Communication, page 2-44

Depending on the following rules set, agencies can view, create, and respond to messages for applicants using the Candidate Details page.

Initiating Communication and Viewing Messages

- If your agency does not have the appropriate access to manage applicants for a vacancy, then you can view messages only of your agency applicants. Use the Start Communication button in the Communication tabbed region of the Candidate Details page to create topics and messages for applications

  Note: iRecruitment enables the Start Communication Button only if an agency has the access to manage applicants for a vacancy. Otherwise, you can only communicate if the communication status is Started.

- If your agency has the access to manage applicants for a vacancy and is set up as the moderator for the vacancy communication, then you can review all messages related to all the applications for that vacancy. Additionally, you can create topics and messages for applications using the Start Communication button in the Communication tabbed region. You also get the access to close the communication and delete messages.

  Note: The communication status of vacancy depends on the default value defined for the vacancy.

For information about creating topics and adding messages, see: Creating Topics and Adding Messages for Recruitment Communication , page 2-47

Viewing Interview Details of Applicants

Agencies cannot create any interviews. However, if your agency has the access to manage applicants for a vacancy, then you can view interviews scheduled for all applicants; otherwise you can view the interviews scheduled for your agency candidates only.

Searching for Vacancies - Agencies

Searching for Vacancies

On the Vacancies page, you can search for vacancies using criteria such as vacancy

name, professional area, and the creation date. You can view only the vacancies assigned to your agency.

When you find a vacancy, you can view the following details:

- The number of job applications you can make for the vacancy
- The vacancy availability period
- Whether your agency is the sole agency
- Whether your agency can manage all applicants for a vacancy

For a vacancy, you can:

- Find candidates whose skills match the vacancy requirements.
- View applicants for a vacancy.

Matching Skills in iRecruitment

Use the Find Candidates button to find candidates whose work preferences and skills match those of a particular vacancy. When you search for candidates for a vacancy, iRecruitment compares the skills required for the vacancy with the candidates' skills and returns a list of candidates with their skills match percentage. You can review the skills information to apply for vacancies on behalf of your agency candidates.

Viewing Applicants for a Vacancy

On the View Applicants page, for a vacancy, you can view details of your agency applicants only. You cannot see self-registered and other agency applicants, unless you have permission to manage a specific vacancy. When you move the mouse over the candidate name, you can view the basic details of a candidate such as work preferences, skills, qualifications, and previous employment details in a pop-up window.

If you have permission to manage applications for a vacancy, then you can use the Add Attachments window that appears when you move the mouse over the Application Notes icon in the search results table. Use this window to add quick notes, for example your feedback or observations on an applicant. You can add text, provide a URL to a relevant document, or attach a supporting document. You can view, edit, or delete existing attachments. You can also upload attachments using the Add Attachments page that appears when you click the Application Notes icon.

The following sections explain how you can progress applications if you have permission to manage applications for a vacancy.

When you view applications, you can perform the following tasks:

- Update the status of an application.

See: Updating the Application Status, page 2-134

- Rate an applicant for a vacancy.

  See: Rating an Applicant for a Vacancy, page 2-135

- Add attachments to an application.

  See: Adding Attachments to an Application, page 2-135

- Provide the Equal Employment Opportunity (EEO) information if it is missing for an applicant.

  See: Providing the Missing EEO Information, page 2-89

- Perform a mass update of applications.

  See: Using the Mass Applicant Update Feature, page 2-138

- Manage recruitment communication for applicants.

  See: Managing Recruitment Communication for Applicants, page 2-136

- View interview details of applicants.

  See: Viewing Interview Details of Applicants, page 2-136

Using the Mass Applicant Update Feature

You can update the status of multiple applicants for a vacancy, using the Applicant Mass Update functionality. For example, if you want to reject most applicants for a vacancy, select the relevant applicants on the View Applicants page and click the Update Status button. On the Applicants: Mass Update page, select the status *Terminate Application* and provide a status change reason, for example, poor performance.

Workforce Intelligence for iRecruitment

Workforce Intelligence Key Concepts for Recruiting and Hiring

To enable you to get the most out of Workforce Intelligence iRecruitment reports, you need to understand the following key concepts:

- Recruiting and Hiring PMV reports, page 2-139
- Key Concepts for iRecruitment, page 2-140

Recruiting and Hiring PMV reports

Budget Measurement Types for KPIs

All predefined KPIs consider only those vacancies which have values set up for the Budget Measurement Type of HEAD for headcount, and FTE for Full Time Equivalent. You set Budget measurement values by using the Lookup type of BUDGET_MEASUREMENT_TYPE on the HRMS Requisition and Vacancy window.

To see the success of your recruitment for all vacancies, you must use the same Budget Measurement Type for all vacancies.

Percentage Recruitment Success

To compare actual recruitment success against your target, the reports define recruitment success as the percentage of vacancies filled compared to openings.

Vacancies

The reports calculate vacancies by totaling the Budget Measurement Value of the relevant vacancies within the time dimension of the target.

Filled Vacancies

The reports calculate filled vacancies total by totaling the workforce created to fill the vacancies. The reports calculate workforce by using assignments. They calculate the worth of each assignment by using the Budget Measurement Value or, if a value does not exist, the predefined Oracle FastFormula for Headcount and FTE.

For more information, see: Workforce Calculation, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Guidelines for Recruitment Targets

Use the following guidelines when setting up targets for the HRI Recruitment Success

(Starts) Status KPI and HRI Recruitment Success (Starts) with Job Category Status KPI:

- **Percentage success:** Enter the target as a percentage of the success you expect. For example, enter 70 if the recruitment success target is 70%.

- **Below Target Values:** Only set up Below Target values in the ranges for each notification responsibility. For example, if you enter 10% in the Below Target field, and the target is 70%, the KPI sends a notification when the recruitment success falls below 63%. These KPIs indicate when recruitment falls below the targets level. Do **not** set up Above Target values.

Key Concepts for iRecruitment

If you use the iRecruitment within Workforce Intelligence for Recruiting and Hiring, you need to understand the following key concepts:

- iRecruitment responsibilities, page 2-140

- iRecruitment PMV Reports, page 2-140

iRecruitment Licenses and Responsibilities

To use the iRecruitment reports you must have an Oracle iRecruitment license, but do not need an HRMSi license.

You can view the PMV reports by using one of the following responsibilities:

- Human Resources Intelligence - Administrator (OLTP)

- Human Resources Intelligence – End User

iRecruitment PMV Reports

The iRecruitment Performance Management Viewer (PMV) reports allow you to report by organization (Org) or manager (Mgr) hierarchies. The reports contain two graphs that display your results in different formats. The first shows the actual values, and the second shows the values as a percentage values for the View By Parameter that you select. For example, when you run the Applicant Efficiency (Hires - Organization Hierarchy) Status report, the application shows the graphical representation of actual value in the Fill (Days) and Fill to Start (Days) columns. The percentage graph displays the Fill percentage value calculated as (Fill (Days)/Start Days) * 100. The Start (Days) value is the sum total of the values in the Fill (Days) and Fill to Start (Days) columns.

The following concepts enable you to accurately interpret the results of the Oracle iRecruitment PMV reports.

Parameters in iRecruitment PMV Reports

This section describes all the parameters available in iRecruitment PMV reports, and

how to use them effectively. Which parameters you see, depends on which report you are viewing. See the individual report descriptions for details of which parameters are available for a specific report.

You can control the output of the reports and the linked reports by selecting values from the parameter lists. Every time you change a report parameter, the reports automatically refresh the data, so that you view only the business information you are interested in.

Parameters are one of the following two types:

- Single-select: These parameters enable you to choose one value from the parameter list.

- Multi-select: These parameters enable you to choose multiple values from the parameter list. The default value of multi-select parameters is All.

Reporting Period

Use this parameter to restrict report data for a specific period. The report type displays vacancies with a start date between these entered dates.

Organization Hierarchy

This parameter in the organization hierarchy reports displays a list of organization hierarchy names and versions in your business group. Use this parameter to view data for a specific organization hierarchy.

Top Manager

This parameter in the manager hierarchy reports displays a list of Recruitment Managers. Use this parameter to select the Recruitment Manager you want at the top of the manager hierarchy.

Recruitment Manager is a concept in iRecruitment. You create a Recruitment Manager by entering a name in the Manager field of the Enter/Update vacancy page in iRecruitment.

The Top Manager parameter list of values should not be confused with a list of Recruiters (enterable in Oracle HRMS only), or a list of Employee Supervisors, as they are not the same as Recruitment Managers (although a person may perform one, more, or all of these roles).

Top Organization

This parameter selects the node of the organization hierarchy from which to restrict the results. If subordinate organizations exist within the organization hierarchy, then the reports displays results for those subordinate organizations. In addition displayed values are affected by the View By parameter selection.

Recruiter

This parameter displays a list of current employees who have been a vacancy recruitment manager at any point in time in your enterprise. You create a Recruiter by entering a name in the Recruiter field of the Enter/Update vacancy page in iRecruitment.

Vacancy

This parameter lists vacancies. The vacancy list includes only those vacancies created using iRecruitment and not Oracle HRMS.

View By

This single-select parameter enables you to change the category by which you view your report data. The View By value affects the first column of your reports, enabling you to compare your data across a different set of criteria. The categories available in the View By parameter vary across reports. See the individual report description for details.

You can select from the following View By categories:

- Direct Subordinates with Rollup

  By Organization: The report type displays the details for the top organization and the organizations in that specific reporting line.

  By Manager: The report type displays details for the top manager and the persons in the reporting line.

- All Subordinates No Rollup

  By Organization: The report displays details of all organizations in that specific organization hierarchy.

  By Manager: The report type displays the details of all the managers in that specific supervisor hierarchy.

- Department (Organization)

  This parameter lists recruitment data by vacancy organization. You can select one or more organizations from a list of all the current organizations. Vacancies not associated with a department appear in an Unassigned row.

- Location

  This parameter displays recruitment data by vacancy location. You can select one or more locations from a list of all the current valid locations. Vacancies not associated with a location appear in an Unassigned row.

- Grade

  This parameter displays recruitment data by vacancy grade. Vacancies not associated with a grade appear in an Unassigned row.

- Position

  This parameter shows recruitment data by vacancy position. Vacancies not associated with a position appear in an Unassigned row.

- Source Type

This parameter shows recruitment data by a source type, for example, Newspaper. Applicants can select the source type in the Job Posting Source field when they apply for vacancies in iRecruitment. The REC_TYPE Lookup stores the recruitment source types. Applications and hires not associated with a source type appear in an Unassigned row.

- Source Name

  This parameter shows recruitment data by a source name, for example, The Daily Telegraph. Applicants can enter the source name in the Source Name field when they apply for vacancies in iRecruitment. Applications and hires not associated with a source name appear in an Unassigned row.

Applicant Detail Workbook

This workbook enables you to report on applicant details; for example, name, type, current employer, and projected hire date. The details are shown as of the date you select as your effective date.

Worksheets

This workbook has the following worksheets:

- Detail, page 2-144
- By Vacancy, page 2-144
- By Source Type, page 2-145
- By Organization, page 2-145
- By Location, page 2-145
- By Job, page 2-145
- By Grade, page 2-146
- By Position, page 2-146
- Qualification, page 2-146
- Competence, page 2-146
- School College Attendance, page 2-146
- Address, page 2-147

- Phone, page 2-147

Workbook parameters

The worksheets have the following parameters.

You must specify a value for the following parameter:

- Effective Date

You can also enter a value for the following optional parameters, for all worksheets:

- Business Group Name
- Applicant Name

For the Detail, By Vacancy, By Source Type, By Organization, By Location, By Job, By Grade, and By Position worksheets, you can also enter a value for the following optional parameters:

- Vacancy Name
- Source Type
- Organization Name
- Location Name
- Job Name
- Position Name
- Grade Name

Detail Worksheet

The Detail worksheet enables you to report on the details of your applicants based on the parameters you set for the report.

Business Question

Show me the details of the applicants in whom I am interested.

By Vacancy Worksheet

The By Vacancy worksheet enables you to report the applicants who have applied for a particular vacancy as of the date you select as your effective date. Vacancy Name is a page item on this worksheet so you can group your results by the vacancy for which the applicant has applied.

Business Question

Who has applied for a vacancy?

By Source Type Worksheet

The By Source Type worksheet enables you to report where applicants have indicated they saw the advertisement for your job. Source Type is a page item on this worksheet so you can group your results by the source type the applicant indicated.

Business Questions

Where are applicants seeing my job advertisements?

Which of my sources of job posting has been most or least successful in attracting applications?

By Organization Worksheet

The By Organization worksheet enables you to report on the applicants who have applied to a specific organization. Organization Name is a page item on this worksheet so you can group your results by organization.

Business Question

Who has applied for vacancies in my organization?

By Location Worksheet

The By Location worksheet enables you to report on the applicants who have applied to a specific location. Location Name is a page item on this worksheet so you can group your results by the locations to which applicants have applied.

Business Question

Who has applied for vacancies based at my location?

By Job Worksheet

The By Job worksheet enables you to report on the applicants that have applied for a specific job. Job Name is a page item on this worksheet so you can group your results by the jobs for which your applicants have applied.

Business Question

Who has applied for specific jobs in my organization hierarchy?

By Grade Worksheet

The By Grade worksheet enables you to report on the applicants who have applied to a specific grade. Grade Name is a page item on this worksheet so you can group your results by the grades for which your applicants have applied.

Business Question

Who has applied for vacancies at a particular grade in my organization hierarchy?

By Position Worksheet

The By Position worksheet enables you to report on the applicants who have applied for a specific position. Position Name is a page item on this worksheet so you can group your results by the positions for which your applicants have applied.

Business Question

Who has applied for a position in my organization hierarchy?

Qualification Worksheet

The Qualification worksheet enables you to report on the qualifications your applicants have.

Business Question

What level of qualifications have my applicants achieved?

Competence Worksheet

The Competence worksheet enables you to report on the competencies your applicants have indicated they possess. Competencies are entered by your applicants as 'skills' as part of their account.

Business Question

What competencies do my applicants possess?

School College Attendance Worksheet

The School College Attendance worksheet enables you to report on the schools and colleges your applicants have attended.

Business Question

Which schools and colleges have my applicants attended?

Address Worksheet

The Address worksheet enables you to report on the addresses of your applicants.

Business Question

What are the addresses of my applicants?

Phone Worksheet

The Phone worksheet enables you to report on the phone numbers of your applicants.

Business Question

What are the phone numbers of my applicants?

Related Topics

Key concepts for iRecruitment, page 2-140

Candidate Detail Workbook

This workbook enables you to report on candidate details; for example, name, address, employment history and qualifications. The details are shown as of the date you select as your effective date. Candidate details are only displayed for iRecruitment users who have checked the Allow my account to be searched checkbox.

Worksheets

This workbook has the following worksheets:

- Personal Detail, page 2-148
- Address, page 2-148
- Phone, page 2-149
- Employment History, page 2-149
- Education, page 2-150
- Competency (Skill), page 2-150
- Qualification, page 2-151
- Job Search Views, page 2-151

Personal Detail Worksheet

The Personal Details worksheet enables you to report on the details that your candidates have entered as part of their iRecruitment account.

Business Question

What preferences have my candidates set up for receiving email notifications of suitable vacancies?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Candidate Name (like): this parameter restricts the report to candidates whose names partially match the entered value.
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value.

Address Worksheet

The Address worksheet enables you to report on the addresses of your candidates.

Business Question

Where do my candidates live?

Parameters

You must specify values for the following parameters:

- Effective Date

You can also enter a value for the following optional parameters:

- Candidate Name
- Country (like): this parameter restricts the report to candidates whose country names partially match the entered value
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Phone Worksheet

The Phone worksheet enables you to report on the phone numbers of your candidates.

Business Question

What are the phone numbers of my candidates?

Parameters

You must specify values for the following parameters:

- Effective Date

You can also enter a value for the following optional parameters:

- Candidate Name
- Candidate Name (like): this parameter restricts the report to candidates whose names partially match the entered value
- Phone Type
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Employment History Worksheet

The Employment History worksheet enables you to report on the previous and current employers of your candidates

Business Question

Who are my candidates currently working for? Who have my candidates worked for in the past?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Candidate Name (like): this parameter restricts the report to candidates whose names partially match the entered value
- Employer Name (like): this parameter restricts the report to candidates whose employer names partially match the entered value
- Employer Country (like): this parameter restricts the report to candidates whose

country names partially match the entered value

- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Education Worksheet

The Education worksheet enables you to report on which schools and colleges your candidates have attended and the qualifications they have achieved. Business Question Where have my candidates studied? What qualifications have schools or colleges awarded my candidates?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Qualification Type
- Qualification Category
- School or College Name (like): this parameter restricts the report to candidates whose school or college names partially match the entered value
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Competency (Skill) Worksheet

The Competency (Skill) worksheet enables you to report on the competencies of your candidates. It also includes their level of proficiency. Competencies are entered by your candidates as 'skills' as part of their account.

Business Question

What competencies do my candidates have, and how proficient are they?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Candidate Name (like): this parameter restricts the report to candidates whose names partially match the entered value
- Competence Name (like): this parameter restricts the report to candidates whose

competence names partially match the entered value

- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Qualification Worksheet

The Qualification worksheet enables you to report on the level of qualifications that your candidates have.

Business Question

What qualifications do my candidates have, and at what level?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Email Address (like) – this parameter restricts the report to candidates whose email addresses partially match the entered value
- Qualification Type
- Qualification Category

Job Search Views Worksheet

The Job Search Views worksheet enables you to report on the saved job searches your candidates have set up.

Business Questions

What are my candidates searching on? What sort of jobs are my candidates looking for?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Related Topics

Key concepts for iRecruitment, page 2-140

Job Posting Content Detail Workbook

This workbook enables you to report on the content of the job postings that have been created for your vacancies; for example, job title, job description, and job requirements

Worksheets

This workbook has the following worksheets:

- Posting Detail, page 2-152

Posting Detail Worksheet

The Posting Detail worksheet enables you to report on the details of your job postings.

Business Question

What information is contained in the job postings for vacancies in my enterprise?

Parameters

You can enter a value for the following optional parameters:

- Recruiter Activity Name
- Business Group Name

Related Topics

Key concepts for iRecruitment, page 2-140

Vacancy Detail Workbook

This workbook enables you to report on the vacancies that have been created in your organization. You can report on information such as salary, qualifications and competencies (skills) required, the location of the vacancy and whether it is for a contractor or an employee. The worksheets show the available vacancies in the date range you select. The worksheets use the organization hierarchy version that is effective as of the date you enter.

Parameters

All worksheets have the following parameters.

You must specify values for the following parameters:

- Date From
- Date To
- Organization Hierarchy
- Top Organization

You can also enter a value for the following optional parameters:

- Hiring Manager
- Recruiter Name
- Vacancy Status
- Location
- Job
- Grade
- Position

Worksheets

This workbook has the following worksheets:

- Detail, page 2-154
- By Hiring Manager, page 2-154
- By Recruiter, page 2-154
- By Vacancy Status, page 2-154
- By Organization, page 2-154
- By Location, page 2-155
- By Job, page 2-155
- By Grade, page 2-155
- By Position, page 2-155

Detail Worksheet

The Detail worksheet enables you to report on the details of the vacancies in your organization hierarchy.

Business Question

Show me the details of the vacancies in which I am interested.

By Hiring Manager Worksheet

The By Hiring Manager worksheet enables you to report on the vacancies associated with each hiring manager. Hiring Manager Name is a page item on this worksheet so you can group your results by vacancy hiring manager.

Business Question

What vacancies do my managers have?

By Recruiter Worksheet

The By Recruiter worksheet enables you to report on the vacancies associated with each recruiter. Recruiter Name is a page item on this worksheet so you can group your results by vacancy recruiter.

Business Question

What vacancies are my recruiters responsible for?

By Vacancy Status Worksheet

The By Vacancy Status worksheet enables you to report on the vacancies with each vacancy status. Vacancy Status is a page item on this worksheet so you can group your results by vacancy status.

Business Question

Which of my vacancies are at a particular status (for example Approved)?

By Organization Worksheet

The By Organization worksheet enables you to report on the vacancies that are available in each of your organizations. Organization Name is a page item on this worksheet so you can group your results by vacancy organization.

Business Question

What vacancies exist in my organizations?

By Location Worksheet

The By Location worksheet enables you to report on the vacancies available at each location. Location Name is a page item on this worksheet so you can group your results by the location of the vacancy.

Business Question

What vacancies are available at each of my locations

By Job Worksheet

The By Job worksheet enables you to report on the vacancies that exist for a specific job. Job Name is a page item on this worksheet so you can group your results by the vacancy job.

Business Question

What vacancies exist for jobs in my organization hierarchy?

By Grade Worksheet

The By Grade worksheet enables you to report on the vacancies that exist with a specific grade. Grade Name is a page item on this worksheet so you can group your results by the vacancy grade.

Business Question

What vacancies exist at each grade in my organizations

Position Worksheet

The By Position worksheet enables you to report on the vacancies that exist for a specific position. Position Name is a page item on this worksheet so you can group your results by vacancy position.

Business Question

What vacancies exist for positions in my organization hierarchy?

Related Topics

Key concepts for iRecruitment, page 2-140

Applicant Efficiency (Hires – Manager Hierarchy) PMV Report

This report measures the average amount of time it takes to fill a vacancy, and also the average time from filling the vacancy to the employee starting, for employees starting in the selected reporting period.

This report restricts the results to measure performance within a manager hierarchy.

Business Questions

How efficient is my recruitment process?

How long on average does it take managers to fill vacancies?

How long on average does it take from a manager filling a vacancy to the employee actually starting?

How long on average do managers take to recruit?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up
  - All Subordinates
  - Organization
  - Job
  - Location
  - Geography
  - Grade
  - Position
  - Recruiter
  - Recruitment Activity

- Recruitment Source Type
- Vacancy

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter
- Recruitment Source Type
- Vacancy

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Heading and Calculations

The application calculates the average days to fill a vacancy based on average of difference between the accepted date and start date or the vacancy from date. It does not consider the hire date. The report uses the following calculations:

- Time to Fill: Interval in calendar days between the vacancy start date and the applicant offer acceptance date.
- Time from Fill to Start: Interval in calendar days between the applicant offer acceptance date and the employee start date.
- Time to start: Interval in calendar days between the vacancy start date and the employee start date.

For more information, see: Recruiting and Hiring PMV reports, page 2-139

Applicant Efficiency (Hires – Organization Hierarchy) PMV Report

This report measures the average amount of time it takes to fill a vacancy, and also the average time from filling the vacancy to the employee starting, for employees starting in the selected reporting period.

This report restricts the results to measure performance within an organization hierarchy.

Business Questions

How efficient is my recruitment process?

How long on average does it take to fill vacancies for organizations in a specific organization

hierarchy?

How long on average does it take from filling the vacancy to the employee actually starting for organizations in a specific organization hierarchy

How long on average, is the recruitment process for organizations in a specific organization hierarchy

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up
  - Geography
  - Location
  - Position
  - Grade
  - Manager
  - Recruiter
  - Recruitment Activity
  - Recruitment Source Type
  - Vacancy

You can also enter a value for the following optional parameters:

- Manager
- Recruiter
- Recruitment Source Type

- Vacancy

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Heading and Calculations

The application calculates the average days to fill a vacancy based on average of difference between the accepted date and start date or the vacancy from date. It does not consider the hire date. The report uses the following calculations: The application uses the following calculations:

- Time to Fill: Interval in calendar days between the vacancy start date and the applicant offer acceptance date.
- Time from Fill to Start: Interval in calendar days between the applicant offer acceptance date and the employee start date.
- Time to start: Interval in calendar days between the vacancy start date and the employee start date.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Applicant Time from Fill to Start (Manager Hierarchy) Status PMV Report

This report measures the days between the date that the vacancy was filled and the date on which the successful applicant becomes an employee for employees starting in the reporting period, within a manager hierarchy.

Business Questions

How long on average does it take from a manager filling a vacancy to the employee actually starting?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up

- Organization
- Geography
- Location
- Job
- Grade
- Position
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

Drill Down Reports

From the Applicant Fill to Start (Manager Hierarchy) Status report you can drill down to the Applicant Fill to Start (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Applicant Time from Fill to Start (Organization Hierarchy) Status PMV Report

This report measures the days between the date that the vacancy was filled and the date on which the successful applicant becomes an employee for employees starting in the reporting period, within an organization hierarchy.

Business Questions

How long does it take from when an applicant accepts a job offer to the date they begin working in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
    - Direct Subordinates with roll up
    - All Subordinates no roll up
    - Geography
    - Location
    - Job
    - Grade
    - Position
    - Manager
    - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Applicant Fill to Start (Organization Hierarchy) Status report you can drill down to the Applicant Fill to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Applicant Time to Fill (Manager Hierarchy) Status PMV Report

This report measures the number of days between the start date of the vacancy and the date upon which the vacancy is filled for employees starting in the reporting period for vacancies that are filled in the reporting period, within a manager hierarchy. The report

displays the number of applicants hired for the reporting period for each manager in the Manager hierarchy.

Business Questions

How long does it take managers to fill their vacancies?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up
  - Department (Organization)
  - Location
  - Geography
  - Job
  - Grade
  - Position
  - Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Applicant Time to Fill (Manager Hierarchy) Status report you can drill down to the Applicant Time to Fill (Manager Hierarchy) Detail report. This enables you to see the details of the applicants hired in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Applicant Time to Fill (Organization Hierarchy) Status PMV Report

This report measures the number of days between the start date of the vacancy and the date upon which the vacancy is filled for employees starting in the reporting period for vacancies that are filled in the reporting period, within an organization hierarchy. The report displays the number of applicants hired for the reporting period for each organization in the Organization hierarchy.

Business Questions

How long does it take to fill vacancies in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up
  - Location
  - Job
  - Grade
  - Position
  - Manager
  - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Applicant Time to Fill (Organization Hierarchy) Status report you can drill down to the Applicant Time to Fill (Organization Hierarchy) Detail report. This enables you to see the details of the applicants hired in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Applicant Time to Start (Manager Hierarchy) Status PMV Report

This report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for employees starting in the reporting period, within a manager hierarchy.

Business Questions

How long, on average, does it take between the start of a vacancy and an employee starting for a manager?

How long, on average, does a manager take to complete the recruitment cycle?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up
  - Location
  - Job
  - Grade
  - Position
  - Manager

- Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Applicant Time to Start (Manager Hierarchy) Status report you can drill down to the Applicant Time to Start (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Applicant Time to Start (Organization Hierarchy) Status PMV Report

This reports measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for employees starting in the reporting period, within an organization hierarchy.

Business Questions

How long, on average, does it take between the start of a vacancy and an employee starting in an organization?

How long, on average, is the recruitment cycle in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up

- Location
- Job
- Grade
- Position
- Manager
- Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Applicant Time to Start (Organization Hierarchy) Status report you can drill down to the Applicant Time to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Recruitment Source Effectiveness Status PMV Report

This report measures the number of applications received in the reporting period for a source type. The report also counts the number of employees starting employment (hires) in the reporting recorded against that source type.

Business Questions

Which recruitment source types and sources generate the most applicants?

Which recruitment source types and sources generate the most hires?

Report Parameters

You must specify values for the following parameters:

- Reporting Period
- View By

- Recruitment Activity
- Source Type
- Source Name

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter
- Manager

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Vacancy Aging (Manager Hierarchy) PMV Report

This report measures the number of days between the start of the vacancy and the current date, or the vacancy end date if that is entered using the hiring manager hierarchy.

Business Questions

How old are a manager's vacancies?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- View By
  - Direct Subordinates with roll up
  - All Subordinates
  - Organization
  - Location
  - Job
  - Grade

- Position
- Department
- Geography
- Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Vacancy Aging (Organization Hierarchy) PMV Report

This report measures the number of days between the start of the vacancy and the current date, or the vacancy end date if that is entered using the organization hierarchy.

Business Questions

How old are active vacancies in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up
  - Location
  - Job
  - Grade
  - Position

- Manager
- Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Vacancy Ageing (Organization Hierarchy) Status report you can drill down to the Vacancy Ageing (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each age range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Vacancy Status (System Defaults - Manager Hierarchy) PMV Report

This report measures the number of vacancies at each vacancy status as of the current date using the hiring manager hierarchy. This report only includes the vacancy statuses supplied with the application. Any vacancy statuses you have added will not be taken into account by this report.

Business Questions

What stage in the recruitment process are a manager's vacancies at?

How many of a manager's vacancies are unapproved, pending approval, rejected, on hold, or approved?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- View By
  - Direct Subordinates with roll up
  - All Subordinates
  - Organization

- Department (Organization)
- Location
- Job
- Grade
- Position
- Geography

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Vacancy Status (System Defaults - Manager Hierarchy) Status report you can drill down to the Vacancy Status (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies at each of the vacancy statuses.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Vacancy Status (System Defaults - Organization Hierarchy) PMV Report

This report measures the number of vacancies at each vacancy status as of the current date using the organization hierarchy. This report only includes the vacancy statuses supplied with the application. Any vacancy statuses you have added will not be taken into account by this report.

Business Questions

What stage in the recruitment process are my vacancies at in an organization?

How many vacancies are unapproved, pending approval, rejected, on hold, or approved in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy

- Top Manager
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up
  - Geography
  - Location
  - Job
  - Grade
  - Position
  - Manager
  - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Vacancy Status (System Defaults - Organization Hierarchy) Status report you can drill down to the Vacancy Status (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies at each of the vacancy statuses.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Vacancy Time from Fill to Start (Manager Hierarchy) Status PMV Report

This report measures the average number of days between filling a vacancy and the employee starting, for vacancies that started in the reporting period, within a manager hierarchy.

Business Questions

How long on average does it take from a manager filling a vacancy to the employee actually

starting?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up
  - Organization
  - Department (Organization)
  - Location
  - Job
  - Grade
  - Position
  - Geography
  - Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Vacancy Fill to Start (Organization Hierarchy) Status report you can drill down to the Vacancy Fill to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Vacancy Time from Fill to Start (Organization Hierarchy) Status PMV Report

This report measures the average number of days between filling a vacancy and the employee starting, for vacancies that started in the reporting period, within an organization hierarchy.

Business Questions

How long does it take from when an applicant accepts a job offer to the date they begin working in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
    - Direct Subordinates with roll up
    - All Subordinates no roll up
    - Organization
    - Location
    - Job
    - Grade
    - Position
    - Manager
    - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Vacancy Fill to Start (Organization Hierarchy) Status report you can drill down to the Vacancy Fill to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Vacancy Time to Fill (Manager Hierarchy) Status PMV Report

This report measures the number of days between the start date of the vacancy and the date on which the vacancy is filled for employees starting in the reporting period for vacancies that start in the reporting period. The report displays the number of vacancies for the reporting period for each manager in the Manager hierarchy.

It reports on the time period between filling a vacancy and the employee starting, within a hiring manager hierarchy.

Business Questions

How long does it take managers to fill their vacancies?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up
  - All Subordinates no roll up
  - (Organization
  - Location
  - Geography
  - Job
  - Grade

- Position
- Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Heading and Calculations

The application calculates the average days to fill a vacancy based on average of difference between the accepted date and start date or the vacancy from date. It does not consider the hire date. The report uses the following calculations:

- Time to Fill: Interval in calendar days between the vacancy start date and the applicant offer acceptance date.
- Time from Fill to Start: Interval in calendar days between the applicant offer acceptance date and the employee start date.
- Time to start: Interval in calendar days between the vacancy start date and the employee start date.

Drill Down Reports

From the Vacancy Time to Fill (Manager Hierarchy) Status report you can drill down to the Vacancy Time to Fill (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies such as vacancy name and number of applicants in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Vacancy Time to Fill (Organization Hierarchy) Status PMV Report

This report measures the number of days between the start date of the vacancy and the date on which the vacancy is filled for employees starting in the reporting period for vacancies that start in the reporting period. The report displays the number of vacancies for the reporting period for each organization in the Organization hierarchy.

It reports on the time period between filling a vacancy and the employee starting, within an organization hierarchy.

Business Questions

How long does it take to fill vacancies in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
    - Direct Subordinates with roll up
    - All Subordinates no roll up
    - Organization
    - Geography
    - Location
    - Job
    - Grade
    - Position
    - Manager
    - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Heading and Calculations

The application calculates the average days to fill a vacancy based on average of

difference between the accepted date and start date or the vacancy from date. It does not consider the hire date. The report uses the following calculations:

- Time to Fill: Interval in calendar days between the vacancy start date and the applicant offer acceptance date.
- Time from Fill to Start: Interval in calendar days between the applicant offer acceptance date and the employee start date.
- Time to start: Interval in calendar days between the vacancy start date and the employee start date.

Drill Down Reports

From the Vacancy Time to Fill (Organization Hierarchy) Status report you can drill down to the Vacancy Time to Fill (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies such as vacancy name and number of applicants in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Vacancy Time to Start (Manager Hierarchy) Status PMV Report

This report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for vacancies that start in the reporting period.

It reports on the time period between filling a vacancy and the employee starting, within a hiring manager hierarchy.

Business Questions

How long, on average, does it take between the start of a vacancy and an employee starting for a manager?

How long, on average, does a manager take to complete the recruitment cycle?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
  - Direct Subordinates with roll up

- All Subordinates no roll up
- Organization
- Department (Organization)
- Location
- Job
- Grade
- Position
- Geography

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Vacancy Time to Start (Manager Hierarchy) Status report you can drill down to the Vacancy Time to Start (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

Vacancy Time to Start (Organization Hierarchy) Status PMV Report

This report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for vacancies that start in the reporting period.

It reports on the time period between filling a vacancy and the employee starting, within an organization hierarchy.

Business Questions

How long, on average, does it take between the start of a vacancy and an employee starting in an organization?

How long, on average, is the recruitment cycle in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
    - Direct Subordinates with roll up
    - All Subordinates no roll up
    - Organizations
    - Location
    - Job
    - Grade
    - Position
    - Manager
    - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-140

Drill Down Reports

From the Vacancy Time to Start (Organization Hierarchy) Status report you can drill down to the Vacancy Time to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-139

3

iRecruitment Functions

iRecruitment Functions

Add Attachments

Document Name:

/oracle/apps/irc/vacancy/webui/VacRevStkAttachmentPG

Description: Page to add internal and external documents as attachments to a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Add Skills

Document Name:

/oracle/apps/irc/candidateManagement/webui/CmAplSkillsSearchPG

Description: Page to search for applicant skills.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_ADD_SKILLS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicants Management Applicant Details

Document Name:

/oracle/apps/irc/candidateManagement/webui/CandAplDetsPG

Description: Page to enable manager to view the details of candidates and their applications and offers. This page is displayed when a manager clicks on the name of a candidate or applicant.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CAND_APPL_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_NO_APPLICATION_MSG
Page Level	Instruction	IRC_APPLICATION_STATUS_INST
Application Details	Instruction	IRC_APL_SOURCE_TIP
Application Details	Instruction	IRC_APL_SOURCE_TIP
Status Details and Change Reason	shortTip	IRC_412601_COMMENT_LEN_TIP
Page Level	Instruction	IRC_NO_OFFER_MSG
Page Level	Instruction	IRC_OFFER_DETAILS_INST
Page Level	Instruction	IRC_NO_SINGLE_OFFER_MSG

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Page Level	PersonDeveloper Flex	Further Person Information	Person Developer DF
Page Level	NotificationPrefe rencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFEREN CES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	SearchCriteriaFle x	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTEND ANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Region Name	Item Name	Flexfield Name	Flexfield Code
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Application Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexField2	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	Notifflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Application Details	IrcFlexFieldRO1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexFieldRO2	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	NotifflexRO	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
EEO Information	EthnicGroup	Further Person Information	Person Developer DF
EEO Information	EthnicGroup	Further Person Information	Person Developer DF
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	AssignmentFlex	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	AssignmentFlex	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField1	Additional Event Details	PER_EVENTS
Basic Offer Details	AdditionalAssignmentDetailsDFF	Additional Assignment Details	PER_ASSIGNMENTS
Basic Offer Details	OfferDetailsFlex	Offer Details	IRC_OFFERS
Basic Offer Details	PersonDeveloperFlex	Additional Personal Details	PER_PEOPLE
Salary Information	OfferPayProposalFlex	Add'l Salary Admin. Details	PER_PAY_PROPOSALS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW
/oracle/apps/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS

Applicants Management Applicant Details

Document Name:

/oracle/apps/irc/candidateManagement/webui/CandAplDetsROPG

Description: Page to enable manager to view the details of candidates and their applications and offers. This page is displayed when a manager clicks on the name of a candidate or applicant.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CAND_APPL_DETAILS_RO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_NO_APPLICATION_MSG
Application Details	Instruction	IRC_APL_SOURCE_TIP
Application Details	Instruction	IRC_APL_SOURCE_TIP
Page Level	Instruction	IRC_NO_OFFER_MSG
Page Level	Instruction	IRC_NO_SINGLE_OFFER_MSG

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Candidate Profile	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Candidate Profile	PersonDeveloper Flex	Further Person Information	Person Developer DF
Candidate Profile	NotificationPrefe rencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFEREN CES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Contact Details	FndFlexField	Personal Address Information	Address Structure
Contact Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Application Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexField2	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	Notifflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Application Details	IrcFlexFieldRO1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexFieldRO2	Additional Assignment Details	PER_ASSIGNMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Application Details	NotifflexRO	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	AssignmentFlex	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	AssignmentFlex	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField1	Additional Event Details	PER_EVENTS
Basic Offer Details	AdditionalAssignmentDetailsDFF	Additional Assignment Details	PER_ASSIGNMENTS
Basic Offer Details	OfferDetailsFlex	Offer Details	IRC_OFFERS
Basic Offer Details	PersonDeveloperFlex	Additional Personal Details	PER_PEOPLE
Salary Information	OfferPayProposalFlex	Add'l Salary Admin. Details	PER_PAY_PROPOSALS

Seeded Function Level Personalizations:

Not applicable.

Accessibility Preferences

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisAccessibilityPG

Description: Page that enables visitors to enter their accessibility preference.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_ACCESSIBILITY_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Application Details Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplicationDetsPG

Description: Page to enable applicants to view a description and status history for their

applications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APPLICATION_DETAILS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Description	IrcFlexField2	Further Person Information	Person Developer DF
Description	IrcFlexField3	Additional Assignment Details	PER_ASSIGNMENTS
Description	IrcFlexField4	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplicationDetsPG	IRC_APPLICATION_DETAILS_PAGE

Applicant Qualifications Review Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplEduQuaRevFxPG

Description: Flex page to enable candidates to update their educational qualifications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EDUQUAL_REV_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Disability Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/US/RegAplyCreateResumeDisInfoPG

Description: Page to enable applicants to enter Disability information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_DISABILITY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Document Upload Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplDocUpldPG

Description: Page to enable registered users to upload their resume.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_DOCUMENT_UPLOAD_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_DOC_UPLOAD_ONLY_INST
Page Level	Instruction	IRC_APL_UPLOAD_INSTRUCTIONS

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Other Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateResumeOtherInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_OTHER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL

Region Name	Tip Type	Message Name
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF
Equal Employment Opportunity	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	IrcFlexField4	Additional Personal Details	PER_PEOPLE

Region Name	Item Name	Flexfield Name	Flexfield Code
Equal Employment Opportunity	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

Accept Offer

Document Name:

/oracle/apps/irc/offers/webui/AplAcceptOfferPG

Description: Page to enable an applicant accept a job offer online. This page is displayed when the applicant clicks the Accept button on the Offer Details page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACCEPT_OFFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_ACCEPT_OFFER_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Veteran Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplVeteranInfoPG

Description: Page to enable applicants to enter veteran information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VETERAN_INFO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Other Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplOtherInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_OTHER_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Region Name	Item Name	Flexfield Name	Flexfield Code
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF
Equal Employment Opportunity	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	IrcFlexField4	Additional Personal Details	PER_PEOPLE
Equal Employment Opportunity	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

Applicant Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpAplJobSchPG

Description: Job Search Page for Registered Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_APL_JOB_SEARCH_INSTRUCTS
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Application Review

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumeReviewPG

Description: Page to enable an applicant to review their details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_UPLD_REV

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper Flex	Further Person Information	Person Developer DF
Overview	NotificationPrefe rencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFEREN CES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Region Name	Item Name	Flexfield Name	Flexfield Code
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW

Applicant Previous Employer Review Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplPrevempRevPG

Description: Page to enable registered users to review their previous employment details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACCOUNT_REVIEW_PREVEMP

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Seeded Function Level Personalizations:

Not applicable.

Application: Assessment

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyParseResumeAsmntPG

Description: Page that displays assessment during the job application process after registration in iRecruitment.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PARSE_ASMT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_412553_ASSESSMENT_WARNING

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Apply For Job Page

Document Name:

/oracle/apps/irc/highAvailability/webui/ApplyForJobPG

Description: Page that enables visitors to enter their accessibility preference.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_HA_APPLY_FOR_JOB_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_APL_ALLOW_SEARCH_INST
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP
Page Level	Instruction	IRC_HA_APPLYFORJOB_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Applicant Declined Acceptance

Document Name:

/oracle/apps/irc/offers/webui/AplDeclinedAcceptancePG

Description: Page to record the reason for applicant declining the offer after acceptance and notes about declining the offer.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_DECLINED_ACCEPTANCE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Personal Account Details Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplPersAccDetsPG

Description: Page to enable registered users to enter their personal details as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_PERSONAL_ACC_DETS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Resume	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Resume	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_ADDRESS_INST
Page Level	Instruction	IRC_APL_PHONES_INST
Page Level	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Page Level	PersonDeveloperFlex	Further Person Information	Person Developer DF
Page Level	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPersAccDetsPG	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Application Selection Page

Document Name:

/oracle/apps/irc/offers/webui/CreateOfferAplSelectionPG

Description: Page to enable Managers to search for suitable applications to make an offer for.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APPLICATION_SELECTION

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicants For Vacancy Search Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/RtApl4vacSrchPG

Description: Page to enable managers to view a list of applicants for a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_RTM_APPL4VAC_SEARCH

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Referral Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/AplReferPG

Description: Page to enable site visitors and registered users to refer vacancies to other

people.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_REFER_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSearch/webui/CmReferSCRN	IRC_CM_REFER

Document Name	Level Value
/oracle/apps/irc/candidateSearch/webui/CmReferSCRN	IRC_APL_REFER

Applicants For Vacancy Search Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/Apl4vacSrchPG

Description: Page to enable managers to view a list of applicants for a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_APPL4VAC_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
View Applicants :	IrcFlexField1	Person Information	HZ_PERSON_PROFILES
View Applicants :	IrcFlexField2	Additional Personal Details	PER_PEOPLE
View Applicants :	IrcFlexField3	Further Person Information	Person Developer DF
Page Level	IrcFlexField1	Person Information	HZ_PERSON_PROFILES
Page Level	IrcFlexField2	Additional Personal Details	PER_PEOPLE
Page Level	IrcFlexField3	Further Person Information	Person Developer DF
Search	IrcFlexField1	Person Information	HZ_PERSON_PROFILES
Search	IrcFlexField2	Additional Personal Details	PER_PEOPLE
Search	IrcFlexField3	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Account Verify Page

Document Name:

/oracle/apps/irc/highAvailability/webui/AccountVerifyPG

Description: Page in the high availability instance candidate job site to verify if the candidate is already registered with iRecruitment.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_HA_APPLY_ACCT_VERIFY_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_HA_NEW_USER_INST
Page Level	Instruction	IRC_HA_EXIST_USER_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Advanced Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplAdJobSchPG

Description: Page to enable registered users to perform an advanced job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ADV_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Advanced Search	Instruction	FND_INQUIRIES_GO
Advanced Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Advanced Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Advanced Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Advanced Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Advanced Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Advanced Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Applicant Advanced Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpAplAdJobSchPG

Description: Advanced Job Search Page for Registered Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_ADV_JOB_SRCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Advanced Search	Instruction	FND_INQUIRIES_GO
Advanced Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Advanced Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Advanced Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Advanced Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Advanced Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Advanced Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Applicant Disability Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/US/AplDisabilityInfoPG

Description: Page to enable applicants to enter Disability information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_DISABILITY_INFO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Veteran Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/US/RegAplyParseResumeVetsInfoPG

Description: Page to enable applicants to enter veteran information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APLY_RES_PARSE_VETERAN

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Veteran Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/US/AplVeteranInfoPG

Description: Page to enable applicants to enter veteran information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VETERAN_INFO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Disability Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/US/RegAplyParseResumeDisInfoPG

Description: Page to enable applicants to enter Disability information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APLY_RES_PARSE_DISABILITY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Disability Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/US/RegAplyUpldResumeDisInfoPG

Description: Page to enable applicants to enter Disability information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_DISABILITY_INFO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Veteran Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/US/RegAplyCreateResumeVetsInfoPG

Description: Page to enable applicants to enter veteran information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_VETERAN

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Disability Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumeDisInfoPG

Description: Page to enable applicants to enter Disability information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_DISABILITY_INFO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualification Review Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplQualRevFxPG

Description: Flexfield page to enable a candidate to enter additional qualifications information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUAL_ACCREV_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Add Skills

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplSkillsSearchPG

Description: Page to search for applicant skills.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ADD_SKILLS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Job Basket Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpAplJobBsktPG

Description: Job Basket Page for Applicant

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Applicant Email Preferences Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplEmailPrefsPG

Description: Page to enable candidates to set their email preferences as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EMAIL_PREFS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Region Name	Item Name	Flexfield Name	Flexfield Code
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Applicant Qualifications Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplQualsFxPG

Description: Flexfield page to enable a registered user to enter additional qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUALS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Application Review

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyParseResumeReviewPG

Description: Page to enable an applicant to review their details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PARSE_REV

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper Flex	Further Person Information	Person Developer DF
Overview	NotificationPrefe rencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFEREN CES
Page Level	FndFlexField	Personal Address Information	Address Structure

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW

Applicant Qualification Details Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplQualDetFxPG

Description: Flexfield page to enable a registered user to enter additional qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUAL_DET_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Disability Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyParseResumeDisInfoPG

Description: Page to enable applicants to enter Disability information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APLY_RES_PARSE_DISABILITY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualifications Details Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplQualifyDetsPG

Description: Page to enable registered users to enter details of their qualifications as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUALIFY_DETS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR

Region Name	Tip Type	Message Name
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT

Applicant Veteran Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/US/RegAplyUpldResumeVetsInfoPG

Description: Page to enable applicants to enter veteran information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_VETERAN_INFO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Veteran Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateResumeVetsInfoPG

Description: Page to enable applicants to enter veteran information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_VETERAN

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Skills Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplSklsFxPG

Description: Flexfield page to enable a registered user to enter additional skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skill Information	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

Apply for Job: Assessment

Document Name:

/oracle/apps/irc/agency/webui/AgencyAssessmentPG

Description: Page that appears when an agency user applies for a vacancy associated with an assessment.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_ASMNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_412385_NO_ASMNT_ATTACHED
Page Level	Instruction	IRC_412553_ASSESSMENT_WARNING

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Agency Applicant Search Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyAplSrchPG

Description: Page to enable Agency to search for suitable applicants for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_CANDIDATE_SUB (Applicants)	IRC_AGENCY_APL_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	shortTip	IRC_LINK_VACANCY
Page Level	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField2	Additional Personal Details	PER_PEOPLE
Page Level	IrcFlexField3	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Applicant Email Preferences Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyAplEmailPrefsPG

Description: Page to enable candidates to set their email preferences as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_EMAIL_PREFS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Region Name	Item Name	Flexfield Name	Flexfield Code
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Applicant Job Basket Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplJobBsktPG

Description: Job Basket Page for Applicant

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

Applicant Other Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumeOtherInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_OTHER_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF

Region Name	Item Name	Flexfield Name	Flexfield Code
Equal Employment Opportunity	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	IrcFlexField4	Additional Personal Details	PER_PEOPLE
Equal Employment Opportunity	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

Applicant Update Password Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisUpdPasswordPG

Description: Page to enable registered users to update their password if required, for example, if their existing password has expired

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_UPD_PASSWORD_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Applicant Previous Employer Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplPrevEmplrPG

Description: Page to enable registered users to enter their employment history as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_PREVEMP_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Qualifications: Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Seeded Function Level Personalizations:

Not applicable.

Applicants For Vacancy Search Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyApl4vacSrchPG

Description: Page to enable managers to view a list of applicants for a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_APPL4VAC_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
View Applicants :	IrcFlexField1	Person Information	HZ_PERSON_PROFILES
View Applicants :	IrcFlexField2	Additional Personal Details	PER_PEOPLE
View Applicants :	IrcFlexField3	Further Person Information	Person Developer DF
Search	IrcFlexField1	Person Information	HZ_PERSON_PROFILES

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	IrcFlexField2	Additional Personal Details	PER_PEOPLE
Search	IrcFlexField3	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Applicant Account Details Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplAccountDetailsPG

Description: Page to enable employee applicants to save their job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACCOUNT_DETAILS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Page Level	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Page Level	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_SOURCE_TIP
Page Level	Instruction	IRC_APL_ADDRESS_INST
Page Level	Instruction	IRC_APL_PHONES_INST
Page Level	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_RESET_PASSWORD_DISABLED

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Page Level	PersonDeveloper Flex	Further Person Information	Person Developer DF
Page Level	NotificationPrefe rencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFEREN CES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTEND ANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Applicant Veteran Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyParseResumeVetsInfoPG

Description: Page to enable applicants to enter veteran information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APLY_RES_PARSE_VETERAN

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Application Review

Document Name:

/oracle/apps/irc/agency/webui/AgencyAplReviewPG

Description: Page enables an agency user to review application details of their candidate.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_APLN_REVIEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper Flex	Further Person Information	Person Developer DF
Overview	NotificationPrefe rencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFEREN CES
Personal Details	FndFlexField	Personal Address Information	Address Structure

Region Name	Item Name	Flexfield Name	Flexfield Code
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Personal Details	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW

Applicant Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplJobSchPG

Description: Page to enable registered users to perform a job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_APL_JOB_SEARCH_INSTRUCTS

Region Name	Tip Type	Message Name
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Application Confirmation Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplConfirmAplyPG

Description: Page displayed to confirm an application has been successfully submitted.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_CONFIRM_APPLY_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Region Name	Item Name	Flexfield Name	Flexfield Code
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Applicant Vacancy Display Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplVacDispPG

Description: Page to enable registered users to display the details of a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VAC_DISPLAY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS
Description	IrcFlexField3	Additional Vacancy Details	PER_VACANCIES
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VacDispStkRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY

Applicant Update Password Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplUpdPasswordPG

Description: Page to enable registered users to changed their login password.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_UPD_PASSWORD_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_CHANGE_PASSWORD_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Application Details Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpAplicationDetsPG

Description: Page to enable applicants to view a description and status history for their applications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APPL_DETAILS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Page Level	IrcFlexField2	Further Person Information	Person Developer DF
Page Level	IrcFlexField3	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField4	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

Not applicable.

Applicant Review Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyCreateCandPG

Description: Page to enable an applicant to review and update their account details as part of an application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CREATE_CAND

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Resume	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Resume	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_SOURCE_TIP
Page Level	Instruction	IRC_CREATE_CAND_ASMT_INSTR
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Page Level	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Education	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Work Preferences	Instruction	IRC_APL_WORK_PREFS_INSTR

Region Name	Tip Type	Message Name
Work Preferences	shortTip	IRC_412135_SALARY_FORMAT
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcAplPrevEmpFlex	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES

Region Name	Item Name	Flexfield Name	Flexfield Code
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Applicant Review Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyAplRevPG

Description: Page to enable an applicant to review and update their account details as part of an application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_APL_ACCOUNT_REVIEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Resume	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Resume	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Page Level	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Education	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS

Region Name	Tip Type	Message Name
Work Preferences	Instruction	IRC_APL_WORK_PREFS_INSTR
Work Preferences	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Instruction	IRC_APL_REVIEW_DETAILS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcAplPrevEmpFlex	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Region Name	Item Name	Flexfield Name	Flexfield Code
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE

Applicant Review Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/ApplyReviewPG

Description: Page to enable an applicant to review and update their account details as part of an application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	HR_APPLY_REVIEW_SS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT

Region Name	Tip Type	Message Name
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Page Level	Instruction	IRC_412188_UPLOAD_RESUME_APPLY

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Region Name	Item Name	Flexfield Name	Flexfield Code
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcAplPrevEmpFlex	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/ApplyReviewPG	HR_APPLY_REVIEW_SS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Application Review

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateResumeReviewPG

Description: Page to enable an applicant to review their details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_REVIEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT

Region Name	Tip Type	Message Name
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper Flex	Further Person Information	Person Developer DF
Overview	NotificationPrefe rencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFEREN CES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTEND ANCES

Region Name	Item Name	Flexfield Name	Flexfield Code
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW

Application Review

Document Name:

/oracle/apps/irc/candidateSelfService/webui/ApplicationReviewPG

Description: Page to enable an applicant to review their details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APPLY_REVIEW_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloperFlex	Further Person Information	Person Developer DF
Overview	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW

Applicant Review Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplRevPG

Description: Page to enable an applicant to review and update their account details as part of an application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APPLY_ACCOUNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Resume	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Resume	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Page Level	Instruction	IRC_APL_REVIEW_DETAILS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcAplPrevEmpFlex	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Region Name	Item Name	Flexfield Name	Flexfield Code
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Applicant Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegConfirmPG

Description: Page to enable registered users to perform a job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_CONFIRM_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REGISTER_MATCHED_RESULTS
Page Level	Instruction	IRC_REGISTER_NO_MATCH_RESULTS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Applicant Other Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyParseResumeOtherInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PARSE_OTHR

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF
Equal Employment Opportunity	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	IrcFlexField4	Additional Personal Details	PER_PEOPLE
Equal Employment Opportunity	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

Applicant Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpJobSearchPG

Description: Job Search Page for Registered Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
HR_EMPLOYEE_DIRECT_ACCESS_V 4.0(Apply for Job)	HR_APPLY_FOR_JOB_SS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_CUST_APL_JOB_SCH_INSTRUCTS
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/EmpJobSearchPG	HR_APPLY_FOR_JOB_SS

Applicant Veteran Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumeVetsInfoPG

Description: Page to enable applicants to enter veteran information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_VETERAN_INFO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Add Attachments

Document Name:

/oracle/apps/irc/offers/webui/OffersAttachmentPG

Description: Page to add internal and external documents as attachments to offers.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applications

Document Name:

/oracle/apps/irc/dashBoard/webui/ApplicationsViewPG

Description: Page displays information such as the applicant name, vacancy name, manager name, and application status. This page appears when managers click the Filled, Total Number of Applications, To be Processed, In process, or Rejected column links in the Recruitment Summary Report.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicants Management Applicant Details

Document Name:

/oracle/apps/irc/applicant/webui/AplMgtAplDetsPG

Description: Page to enable manager to view the details of applicants who have applied for a particular vacancy. This page is displayed when a manager clicks on the name of an applicant in the Vacancy Search page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_APPLICANT_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Application Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP
Application Details	Instruction	IRC_APL_SOURCE_TIP
Status Details and Change Reason	shortTip	IRC_412601_COMMENT_LEN_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloperFlex	Further Person Information	Person Developer DF
Overview	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure

Region Name	Item Name	Flexfield Name	Flexfield Code
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Application Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexField2	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	Notifflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Other Jobs Applied To	JobsApldPerAssignmentsFlex	Additional Assignment Details	PER_ASSIGNMENTS
Other Jobs Applied To	JobsApldSearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/applicant/webui/AplMgmtVwHeaderRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW
/oracle/apps/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS

Applicants Management Applicant Details

Document Name:

/oracle/apps/irc/applicant/webui/CmMgtAplDetsPG

Description: Applicant Details Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_APPLICANT_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Application Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP
Application Details	Instruction	IRC_APL_SOURCE_TIP
Status Details and Change Reason	shortTip	IRC_412601_COMMENT_LEN_TIP

Region Name	Tip Type	Message Name
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloperFlex	Further Person Information	Person Developer DF
Overview	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Application Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexField2	Additional Assignment Details	PER_ASSIGNMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Application Details	Notifflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Other Jobs Applied To	JobsApldPerAssignmentsFlex	Additional Assignment Details	PER_ASSIGNMENTS
Other Jobs Applied To	JobsApldSearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/applicant/webui/AplMgmtVwHeaderRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW
/oracle/apps/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Applicants Management Mass Update Page

Document Name:

/oracle/apps/irc/applicant/webui/AplMgtMassUpdPG

Description: Page to enable managers to update many applications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_MASS_UPDATE_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Status Details and Change Reason	shortTip	IRC_412601_COMMENT_LEN_TIP

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/applicant/webui/AplMgmtMassUpdateRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/irc/applicant/webui/AplMgmtAplicantListRN	IRC_CM_MASS_UPDATE_PAGE

Document Name	Level Value
/oracle/apps/irc/applicant/webui/CmSelectedAplicantsTblRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE

Applicant Qualification Update Flex Page

Document Name:

/oracle/apps/irc/applicant/webui/AplCmQualUpdFxPG

Description: Flexfield page to enable a registered user to update qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_CM_QUALUPD_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicants Management Mass Reconsider Applications Page

Document Name:

/oracle/apps/irc/applicant/webui/AplMgtMassRevTermPG

Description: Page to enable managers to update many applications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_MASS_REVTERM_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/applicant/webui/AplMgmtAplicantListRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/irc/applicant/webui/CmSelectedAplicantsTblRN	IRC_CM_MASS_UPDATE_PAGE

Applicant Background Check Page

Document Name:

/oracle/apps/irc/backgroundCheck/webui/AplBgrndCheckPG

Description: Page used to redirect mangers to the background check vendor.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_BACKGROUND_CHECK_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Document Upload Page

Document Name:

/oracle/apps/irc/documentLoad/webui/AplApplyDocUpldPG

Description: Page to enable Agencies and Managers to upload documents as part of Creating a Candidate, for example resumes, or covering letters

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APPLY_DOC_UPLOAD

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_GEN_DOC_LOAD_TIP

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Generic Document Upload Page

Document Name:

/oracle/apps/irc/documentLoad/webui/AplGenDocUpldPG

Description: Page to enable registered users to upload documents as part of My Account, for example resumes, or covering letters

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_GENERIC_DOC_UPLOAD

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_GEN_DOC_LOAD_TIP

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Disability Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateResumeDisInfoPG

Description: Page to enable applicants to enter Disability information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_DISABILITY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Disability Information Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplDisabilityInfoPG

Description: Page to enable applicants to enter Disability information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_DISABILITY_INFO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualifications Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplQualsPG

Description: Page to enable registered users to enter more detailed information about their qualifications as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EDUQUALS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualification View Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplQualVwFxPG

Description: Flex page to enable managers to view qualification details of candidates.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUAL_VIEW_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicants Management Applicant Details

Document Name:

/oracle/apps/irc/agency/webui/AgencyAplDetsPG

Description: Page to enable manager to view the details of applicants who have applied for a particular vacancy. This page is displayed when a manager clicks on the name of an applicant in the Vacancy Search page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_APPLICANT_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Application Details :	Instruction	IRC_AGENCY_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP
Status Details and Change Reason	shortTip	IRC_412601_COMMENT_LEN_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloperFlex	Further Person Information	Person Developer DF

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Application Details	PersonFlexfield	Additional Personal Details	PER_PEOPLE
Application Details	AssignmentFlexfield	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	Notifflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Other Jobs Applied To	PerAssignmentsFlexfield	Additional Assignment Details	PER_ASSIGNMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Other Jobs Applied To	SearchCriteriaFlexField	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW
/oracle/apps/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE

Document Name	Level Value
/oracle/apps/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS

Applicant Other Information Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyAddAplInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_ADDITIONAL_APL_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_SOURCE_TIP
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_EQUAL_OPPOR
Page Level	Instruction	IRC_APL_CONFIDENTIAL
Page Level	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EthnicGroup	Further Person Information	Person Developer DF
Page Level	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField4	Additional Personal Details	PER_PEOPLE

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO

Candidate Upload Details Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/UpldCandDetsPG

Description: Review Uploaded Candidate Details Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_RESUME_REVIEW_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Number	Instruction	IRC_APL_PHONES_INST
Education	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Page Level	Instruction	IRC_412143_APL_PARSE_RES_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloperFlex	Further Person Information	Person Developer DF

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Number	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Candidate Select Page

Document Name:

/oracle/apps/irc/agency/webui/EmployeeCandSelPG

Description: Page to enable managers to search for individual people, for example, by

name.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMPLOYEE_CANDIDATE_SELECT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Page Level	Instruction	IRC_AGENCY_CAND_SEL_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Person Information	HZ_PERSON_PROFILES

Seeded Function Level Personalizations:

Not applicable.

Candidates For Vacancy Search Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyCnd4VacSrchPG

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CAN4VAC_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Vacancy Details	Instruction	IRC_CAND4VAC_SRCH_HDR
Vacancy Details	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Vacancy Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Vacancy Details	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Candidate Management Candidate Details Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyAplVwPG

Description: Page to enable a manager to view a candidate's details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CAND_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Applicant Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP
Site Preferences	shortTip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloperFlex	Further Person Information	Person Developer DF
Overview	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Personal Details	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/agency/webui/AgencyAplVwPG	IRC_AGENCY_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW

Candidate Management Qualifications Flex Page

Document Name:

/oracle/apps/irc/applicant/webui/AplCmEduQualFxPG

Description: Flexfield page to enable a registered user to enter additional qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_CM_EDUQUAL_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Candidate Management Qualification Information Page

Document Name:

/oracle/apps/irc/applicant/webui/AplCmQualUpdPG

Description: Page to enable a manager to update a candidate's qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_QUAL_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Education	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education	Tip	IRC_ADD_EDU_QUALS_INSTR
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Candidate Management Educational Qualifications Page

Document Name:

/oracle/apps/irc/applicant/webui/AplCmEduQualPG

Description: Page to enable managers to view and update the details of an applicant's qualifications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_EDUQUAL_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Candidate Management Personal Information Page

Document Name:

/oracle/apps/irc/applicant/webui/AplCmPerupdPG

Description: Page to enable a candidate to update personal details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_PER_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_SOURCE_TIP
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloperFlex	Further Person Information	Person Developer DF
Overview	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES

Region Name	Item Name	Flexfield Name	Flexfield Code
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS

Candidate Management Previous Employment Page

Document Name:

/oracle/apps/irc/applicant/webui/AplCmPrevempPG

Description: Page to enable managers to view and update previous employer information for registered users.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_PREVEMP_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Previous Employer	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Seeded Function Level Personalizations:

Not applicable.

Candidate Establishment Attendances Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplEstAttFxPG

Description: Flexfield page to enable candidates and managers to add additional details about educational establishments attended.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EST_ATT_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES

Seeded Function Level Personalizations:

Not applicable.

Candidate Management Candidate Details Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplVwPG

Description: Page to enable a manager to view a candidate's details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Applicant Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloperFlex	Further Person Information	Person Developer DF
Overview	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Personal Details	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Region Name	Item Name	Flexfield Name	Flexfield Code
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Jobs Applied For	JobsApldPerAssignmentsFlex	Additional Assignment Details	PER_ASSIGNMENTS
Jobs Applied For	JobsApldSearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APPLY_REVIEW_PAGE
/oracle/apps/irc/candidateManagement/webui/MgrAplDocTblRN	IRC_APL_APLY_RESUME_REVIEW

Candidate Establishment Attendances Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/CandEstAttFxPG

Description: Flexfield page to enable candidates to add additional details about educational establishments attended.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CAND_EST_ATT_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES

Seeded Function Level Personalizations:

Not applicable.

Candidate Select Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyCandSelPG

Description: Page to enable managers to search for individual people, for example, by name.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CANDIDATE_SELECT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Page Level	Instruction	IRC_AGENCY_CAND_SEL_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Person Information	HZ_PERSON_PROFILES

Seeded Function Level Personalizations:

Not applicable.

Candidates For Vacancy Advanced Search Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyCnd4VacAdvSrchPG

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CAN4VAC_ADV_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Advanced Search	Instruction	IRC_CAND4VAC_ADV_SRCH_HDR
Advanced Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Results	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Advanced Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Results	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Candidate Search Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyCandSrchPG

Description: Page to enable managers to search for candidates in the prospect pool.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_CANDIDATE_SUB (Prospect Pool)	IRC_AGENCY_CANDIDATE_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_CM_CAND_SRCH_HDR
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	shortTip	IRC_LINK_VACANCY

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Candidates: Prospect Pool	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Candidates: Prospect Pool	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSearch/webui/CmCandSrchCritDumRN	IRC_CM_CANDIDATE_SEARCH
/oracle/apps/irc/candidateSearch/webui/CmCandSrchCritDumRN	IRC_CM_CAN4VAC_ADV_SEARCH

Create Account

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegCreateAccountPG

Description: Page to enable a registered user to create their account details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_CREATE_ACCOUNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REG_NOPARSE_CREATE_ACCOUNT
Page Level	Instruction	IRC_REG_CREATE_ACCOUNT_INSTR
Page Level	shortTip	IRC_REG_RESUME_UPLOAD_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Account

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateAccountPG

Description: Page to enable registered users to enter their account details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_CREATE_ACCOUNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REG_NOPARSE_CREATE_ACCOUNT
Page Level	Instruction	IRC_REG_CREATE_ACCOUNT_INSTR
Page Level	shortTip	IRC_REG_RESUME_UPLOAD_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Compare Profiles

Document Name:

/oracle/apps/irc/compare/webui/ProfileComparePG

Description: Page to print profiles of candidates and applicants, compare candidates

and compare applicants.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Candidate Document Upload Page

Document Name:

/oracle/apps/irc/documentLoad/webui/CreateCandDocUpldPG

Description: Page to enable Agencies and Managers to upload documents as part of Creating a Candidate, for example resumes, or covering letters

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CREATE_CAND_DOC_UPLOAD

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_GEN_DOC_LOAD_TIP

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Offer Review Page

Document Name:

/oracle/apps/irc/offers/webui/CreateOfferReviewPG

Description: Page to enable Managers to create an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CREATE_OFFER_REVIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Candidate Work Preferences

Document Name:

/oracle/apps/irc/candidateSelfService/webui/MgrWorkPrefPG

Description: Page to enable a manager to update a registered user's work preferences

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_MGR_WORK_PREFS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Instruction	IRC_MGR_WORK_PREFS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS

Candidates For Vacancy Advanced Search Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/Cnd4VacAdvSrchPG

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAN4VAC_ADV_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Advanced Search	Instruction	IRC_CAND4VAC_ADV_SRCH_HDR
Advanced Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Results	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Advanced Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Results	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Candidate Profile

Document Name:

/oracle/apps/irc/candidateProfile/webui/CandProfilePG

Description: Page for managers or recruiters to view a snapshot of the candidate in the following sections: Candidate Details, Application Details, Skills Match Percentage, and Applicant Pool Analysis.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CANDIDATE_PROFILE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_412606_SAL_GRAPH

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Candidate Name	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Candidate Name	PersonDeveloper Flex	Further Person Information	Person Developer DF
Candidate Name	FndFlexField	Personal Address Information	Address Structure
Candidate Name	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Application Details	AssignmentFlex	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	AplPersDetsFlex Field	Additional Personal Details	PER_PEOPLE
Application Details	AplPersonDevelo perFlex	Further Person Information	Person Developer DF

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	DEE	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Candidates For Vacancy Search Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/Cnd4VacSrchPG

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAN4VAC_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Vacancy Details	Instruction	IRC_CAND4VAC_SRCH_HDR

Region Name	Tip Type	Message Name
Vacancy Details	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Vacancy Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Vacancy Details	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Close Offer

Document Name:

/oracle/apps/irc/offers/webui/CloseOfferPG

Description: Page to close an offer.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CLOSE_OFFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_OFFER_NOTES_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Interview

Document Name:

/oracle/apps/irc/interview/webui/CreateInterviewPG

Description: Page to create interviews for applicants.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Interview Details	shortTip	(example: 20:45)
Interview Details	shortTip	(example: 20:45)

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Interview Details	IrcFlexField1	Additional Event Details	PER_EVENTS

Seeded Function Level Personalizations:

Not applicable.

Create Offer Note

Document Name:

/oracle/apps/irc/offers/webui/CreateOfferNotePG

Description: Page to create offer notes.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Offer Details Page

Document Name:

/oracle/apps/irc/offers/webui/OfferNewBasicDetsPG

Description: Page to enable Managers to create an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_ENTER_OFFER_DETAILS

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Offer Compensation Details Page

Document Name:

/oracle/apps/irc/offers/webui/CreateOfferCompPG

Description: Page to enable Managers to create an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CREATE_OFFER_COMP

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Candidate Search Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/CmCandSrchPG

Description: Page to enable managers to search for candidates in the prospect pool.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_SUB (Prospect Pool)	IRC_CM_CANDIDATE_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_CM_CAND_SRCH_HDR
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Region Name	Tip Type	Message Name
Search	shortTip	IRC_LINK_VACANCY

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Candidates: Prospect Pool	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Candidates: Prospect Pool	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSearch/webui/CmCandSrchCritDumRN	IRC_CM_CANDIDATE_SEARCH
/oracle/apps/irc/candidateSearch/webui/CmCandSrchCritDumRN	IRC_CM_CAN4VAC_ADV_SEARCH

Candidate Management Applicant Search Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/CmAplSrchPG

Description: Page to enable managers to search for suitable applicants for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_SUB (Applicants)	IRC_CM_APL_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	shortTip	IRC_LINK_VACANCY
Page Level	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField2	Additional Personal Details	PER_PEOPLE
Page Level	IrcFlexField3	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Create Topic

Document Name:

/oracle/apps/irc/communication/webui/CreateTopicPG

Description: Page enables an applicant to create a new communication topic, update topics for communication messages for managers, recruiters, and agency users.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Topic

Document Name:

/oracle/apps/irc/communication/webui/CreateTopicMgrPG

Description: Page to create and update topics for communication messages for managers, recruiters, and agency users.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Document Search Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyDocSrchPG

Description: Page to enable managers to perform a search on resumes that have been uploaded by candidates.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_CANDIDATE_SUB (Resumes)	IRC_AGENCY_DOCUMENT_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	shortTip	IRC_LINK_VACANCY

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Default Posting Page

Document Name:

/oracle/apps/irc/vacancy/webui/DpostPG

Description: Page to enable managers to define default job postings

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_ADVANCED_MANAGER_MENU(Default Postings)	IRC_REQ_DFLT_JOB_POSTING

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REQ_DEFLT_POST_SEARCH
Page Level	longMessage	IRC_REQ_IMAGE_URL_TIP
Page Level	Instruction	IRC_REQ_DPOST_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Default Posting Details	IRC_DEFAULT_POSTINGS

Seeded Function Level Personalizations:

Not applicable.

Document Preview Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/DocPreviewPG

Description: Page to enable any document to be previewed.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_DOCUMENT_PREVIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Document Search Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/DocSrchPG

Description: Page to enable managers to perform a search on resumes that have been uploaded by candidates.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_SUB (Resumes)	IRC_CM_DOCUMENT_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	shortTip	IRC_LINK_VACANCY

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Duplicate Profile

Document Name:

/oracle/apps/irc/findDuplicates/webui/FindDuplicatesPG

Description: Page for managers or recruiters to search and identify duplicate profiles that exist in iRecruitment.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_LINKED_CANDIDTATES

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Decline Offer

Document Name:

/oracle/apps/irc/offers/webui/AplDeclineOfferPG

Description: Page for an applicant to decline a job offer online. This page is displayed when the applicant clicks the Decline Offer button on the Offer Details page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_DECLINE_OFFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_DECLINE_OFFER_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Employee Visitor Job Basket Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpVisJobBsktPG

Description: Job Basket page for employee site visitors.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Employee Applicant Vacancy Display Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpAplVacDispPG

Description: Vacancy Details Display Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_VAC_DISPLAY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS
Description	IrcFlexField3	Additional Vacancy Details	PER_VACANCIES
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY

Employee Person Search Page

Document Name:

/oracle/apps/irc/employeeReferral/webui/EmpPersonSrchPG

Description: Page to enable managers to search for individual people, for example, by name.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
IRC_EMP_REF_APPL(Candidates)	IRC_EMP_PERSON_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Person Information	HZ_PERSON_PROFILES

Seeded Function Level Personalizations:

Not applicable.

Employee Applicant Vacancy Display Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/JobDisplayPG

Description: Vacancy Details Display Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	HR_APPLY_JOB_DETAILS_SS

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS
Description	IrcFlexField3	Additional Vacancy Details	PER_VACANCIES
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/JobDisplayPG	HR_APPLY_JOB_DETAILS_SS
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY

Enter Applicant Response

Document Name:

/oracle/apps/irc/offers/webui/MgrAplOfferResponsePG

Description: Page to enable managers to enter an applicant's response to a job offer. Managers can select whether an applicant has accepted or declined an offer.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_ENTER_APL_RESP2OFFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_MGR_APL_OFFER_RESP_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Employee Visitor Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpVisJobSchPG

Description: Page to enable employee visitors to perform a job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_VIS_QUICK_SEARCH
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Establishment Attendances Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/MgrEstAttFxPG

Description: Flexfield page to enable candidates and managers to add additional details about educational establishments attended.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_MGR_EST_ATT_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES

Seeded Function Level Personalizations:

Not applicable.

Employee Visitor Advanced Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpVisAdJobSchPG

Description: Advanced Job Search Page for Visitors

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_ADV_JOB_SRCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	FND_INQUIRIES_GO
Page Level	shortTip	IRC_412133_KEYWORDS_FORMAT
Page Level	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Employee Visitor Vacancy Display Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpVisVacDispPG

Description: Page to enable an employee site visitor to display the details of a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_VAC_DISPLAY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS
Description	IrcFlexField3	Additional Vacancy Details	PER_VACANCIES
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/EmpVisVacDispPG	IRC_EMP_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY

Establishment Attendances Qualification Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/MgrQulEstAttFxPG

Description: Flexfield page to enable candidates and managers to add additional details about educational establishments attended.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_MGR_QUAL_EST_ATT_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES

Seeded Function Level Personalizations:

Not applicable.

Employee Visitor Login on Apply Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpVisAplyLginPG

Description: Page to enable employee site visitors to log in when applying for a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_APPLY_LOGIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE

Employee Visitor Login Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpVisLoginPG

Description: Page to enable employee site visitors to log in

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_LOGIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE

Existing Linked Profiles

Document Name:

/oracle/apps/irc/findDuplicates/webui/MultipleProfilesPG

Description: Page appears when managers click the number in the Duplicates column of the Potential Duplicates region. This page displays details of the duplicate profiles.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Extend Offer Duration

Document Name:

/oracle/apps/irc/offers/webui/ExtendOfferDurationPG

Description: Page to enable a manager to extend the duration of an offer.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EXTEND_OFFER_DURATION

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_EXTEND_OFFER_DRTN_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Ex-employee Registration

Document Name:

/oracle/apps/irc/candidateSelfService/webui/PreviousEmpRegPG

Description: Ex-employee registration page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EX_EMP_REGISTRATION

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_EX_EMP_REGISTRATION
Page Level	Instruction	IRC_EXEMP_REGISTER_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Generate Resume

Document Name:

/oracle/apps/irc/candidateSelfService/webui/GenerateResumePG

Description: Page to enable candidates to select a resume format and create a resume.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_GENERATE_RESUME

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

HA System Administration Page

Document Name:

/oracle/apps/irc/highAvailability/webui/HASysAdminPG

Description: Page for High availability feature administration.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Steps	Instruction	IRC_HA_SYS_ADMIN_STEP1
Steps	Instruction	IRC_HA_SYS_ADMIN_STEP2
Steps	Instruction	IRC_HA_SYS_ADMIN_STEP3
Steps	Instruction	IRC_HA_SYS_ADMIN_STEP4
Steps	Instruction	IRC_HA_SYS_ADMIN_STEP5
Steps	Instruction	IRC_HA_SYS_ADMIN_STEP6

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Interviewer Home Page

Document Name:

/oracle/apps/irc/interview/webui/InterviewerHomePG

Description: Page for employee interviewers to view vacancy details of their interviews and view applications for which they are the interviewers. They can also view interview details, such as the location, time, and date of their interviews. Only primary interviewers can update interview details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_EMPLOYEE_MENU(Interview)	IRC_INTERVIEWER_HOME_PG

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_MGR_HOME_HEADER1

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Interview Details

Document Name:

/oracle/apps/irc/vacancy/webui/InterviewDetailsPG

Description: Interview details page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Event Details	PER_EVENTS

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Manager Visitor Home Page

Document Name:

/oracle/apps/irc/vacancy/webui/MgrvisHomePG

Description: Home page for manager

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_LOGIN

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Manager Home Page

Document Name:

/oracle/apps/irc/vacancy/webui/MgrHomePG

Description: Home page for managers

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_MENU(iRecruitment Home)	IRC_CM_HOME

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_MGR_HOME_HEADER1
Page Level	shortTip	IRC_412244_NMBR_TOL_TIP
Page Level	shortTip	IRC_412244_NMBR_TOL_TIP
Page Level	shortTip	IRC_412244_NMBR_TOL_TIP
Page Level	shortTip	IRC_412244_NMBR_TOL_TIP
Save For Later	Instruction	IRC_412505_SFL_HEADER

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/MgrHomePG	IRC_CM_HOME
/oracle/apps/irc/vacancy/webui/MgrHomeStkRN	IRC_CM_HOME

iRecruitment Vacancy Display Skills Flex Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacDispSklsFxPG

Description: Flexfield page to enable a registered user to enter additional skills information, or a manager to enter additional skills information for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_DISP_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Set Effective Date Page

Document Name:

/oracle/apps/irc/vacancy/webui/SetEffDatePG

Description: Page to enable users to set the effective date

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_SET_EFFECTIVE_DATE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Interview Details

Document Name:

/oracle/apps/irc/interview/webui/InterviewDetailsPG

Description: Page displays details of scheduled interviews.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_INTERVIEW_DETAILS

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Event Details	PER_EVENTS

Seeded Function Level Personalizations:

Not applicable.

Interviewer Bookings

Document Name:

/oracle/apps/irc/interview/webui/InterviewerBookingsPG

Description: Page displays any booking conflict when managers click the Check Availability button to verify the availability of the interviewer on the date of interview.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

iRecruitment External Job Basket Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/ExtJobBsktPG

Description: Job Basket page for external registered users.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EXT_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

iRecruitment Apl Skills Flex Update Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplSklsFlUpdPG

Description: Flex page to enable candidates to update their skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SKILLS_FLEX_UPD_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

iRecruitment External Site Visitor Job Basket Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/ExtVisJobBsktPG

Description: Obsolete

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EXT_VIS_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

iRecruitment Site Visitor Home Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisHomePG

Description: Site Visitor Home Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_EXT_SITE_VISITOR_MENU (Home)	IRC_VIS_HOME_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Search	Instruction	IRC_VIS_QUICK_SEARCH
Job Search	shortTip	IRC_412603_EID_KEYWORDS_TIP
Job Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Job Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE

iRecruitment Referral Home Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpRefHomePG

Description: Home page for managers

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_EMPLOYEE_MENU(Employee Referral)	EMP_REF_HOME_PG_FUNCTION

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_MGR_HOME_HEADER1

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Emp Job Basket Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpJobBsktPG

Description: Job Basket page for employees.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

iRecruitment Apl Skills Flex View Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplSklsFlVwPG

Description: Flex page to enable candidates to view their skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SKILLS_FLEX_VIEW_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Employee Visitor Home Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpVisHomePG

Description: Home page for employee site visitors.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_HOME_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Search	Instruction	IRC_VIS_QUICK_SEARCH
Job Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Job Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE

iRecruitment Relaunch Page

Document Name:

/oracle/apps/irc/common/webui/IrcRelaunchPG

Description: iRecruitment relaunch page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_RELAUNCH_PG

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Mail Unsubscription Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/UnsubscribePG

Description: Confirmation page that appears when candidates click the Unsubscribe link on the New Jobs Alert notification and General iRecruitment Update notification pages.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UNSUBSCRIB_FUNC

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Employee User Home Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpAplHomePG

Description: Home Page for Registered Employee Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_EMPLOYEE_MENU(Employee Candidate)	IRC_EMP_APL_HOME_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_MGR_HOME_HEADER1
Jobs Applied For	Instruction	IRC_APL_HOME_HEADER2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Jobs Applied For	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Jobs Applied For	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Apl Vacancy Skills Flex Display Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplVacSklsFxPG

Description: Flexfield page to enable a registered user to enter additional skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VAC_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Apl Account Review Page Skills Flex Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplSklsFlRevPG

Description: Flexfield page to enable a registered user to enter additional skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACREV_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Information	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Visitor Vacancy Skills Flex Display Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisVacSklsFxPG

Description: Page to enable a site visitor to display the details of a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_VAC_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Registered User Home Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplHomePG

Description: Home Page for Registered Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_HOME_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_MGR_HOME_HEADER1
Jobs Applied For	Instruction	IRC_APL_HOME_HEADER2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Jobs Applied For	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Jobs Applied For	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/JobsApldForTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/JobsApldForTblRN	IRC_CM_CAND_DETAILS

iRecruitment Agency Home Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyHomePG

Description: Home page for agencies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_MENU(Home)	IRC_AGENCY_HOME

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_MGR_HOME_HEADER1

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Job Notifications Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/JobNotifsPG

Description: Page to enable registered users to see their job notifications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_JOB_NOTIFS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_NOTIFS_RECEIVED

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Jobs Applied For Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/JobsApldForPG

Description: Page to enable applicants to see the full list of jobs for which they have applied.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APPLY_JOB_DETAILS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Jobs Applied For Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpJobsApldForPG

Description: Search Jobs Applied For

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APPLIED_JOBS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Maintain Offer Address

Document Name:

/oracle/apps/irc/offers/webui/MaintainOfferAddressPG

Description: Page to enable managers or recruiters to check whether the address details of an applicant is correct before a paper copy of an offer letter is sent to the applicant. If an applicant wants the offer letter to be sent to another address, then the changed

address details can be entered using this page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_MAINTAIN_OFFER_ADDRESS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Address Information for Offer	Instruction	IRC_SEND_OFFER_HARDCOPY_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES

Seeded Function Level Personalizations:

Not applicable.

Mass Communication

Document Name:

/oracle/apps/irc/communication/webui/MassCreateTopicPG

Description: Page for mass communication.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Mass Interview Creation

Document Name:

/oracle/apps/irc/interview/webui/MassCreateInterviewPG

Description: Mass interview creation page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Interview Details	shortTip	(example: 20:45)
Interview Details	shortTip	(example: 20:45)

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Manager Document Preview Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/MgrDocPreviewPG

Description: Page to enable managers to preview documents uploaded by candidates.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_NAV_DOCUMENT_VIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

My Account: Work Preferences

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefPG

Description: Page to enable registered users to enter work preferences as part of My Account

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_MY_ACCT_SEARCHES_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Instruction	IRC_APL_WORK_PREFS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS

Offer Approvers

Document Name:

/oracle/apps/irc/offers/webui/IrcOfferApproverPG

Description: Page displays offer details and offer approval history.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offers

Document Name:

/oracle/apps/irc/dashBoard/webui/OffersViewPG

Description: Page that displays offer information such as the applicant name, vacancy name, job title, and manager name. This page appears when managers click the Pending for Approval, Approved, Extended, Accepted, Declined by Applicants, On Hold, or Withdrawn column links in the Recruitment Summary Report.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Letter

Document Name:

/oracle/apps/irc/offers/webui/OfferLetterPG

Description: Offer letter page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_TEMPLATE_OFFER_LETTER

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Details

Document Name:

/oracle/apps/irc/offers/webui/AplJobOfferPG

Description: AplJobOfferPG

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VIEW_OFFER

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer History

Document Name:

/oracle/apps/irc/offers/webui/OfferHistoryPG

Description: Offer history page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIEW_OFFER_HISTORY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Notes

Document Name:

/oracle/apps/irc/offers/webui/OfferNotesPG

Description: Page to view offer notes.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Letter

Document Name:

/oracle/apps/irc/offers/webui/OfferLetterPreviewPG

Description: Offer letter preview page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Template Associations

Document Name:

/oracle/apps/irc/offers/webui/OfferTemplateAssocPG

Description: Page to enable managers or recruiters to associate offer letter templates with business group, organization, jobs, or positions. This page is used to create and maintain default offer letter template associations.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_RECRUITER_SETUP(Offer Letter Template Associations)	IRC_OFFER_TEMPLATE_ASSOC_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_TEMPLATE_ASSOCIATIONS_TEXT
Page Level	Instruction	IRC_REQ_TEMPLATE_ASSO_SEARCH

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Letter

Document Name:

/oracle/apps/irc/offers/webui/PreviewOfferLetterPG

Description: Page to enable managers or recruiters to preview offer letters.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_PREVIEW_OFFER_LETTER

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Letter

Document Name:

/oracle/apps/irc/offers/webui/UpdOfferLetterPreviewPG

Description: Page to enable managers or recruiters to preview offer letters.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPD_OFFER_LETTER_PREVIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offers Workbench

Document Name:

/oracle/apps/irc/offers/webui/OfferSearchPG

Description: Page enables managers or recruiters to search for offers using criteria such as offer status. Managers can click the applicant's name to view the offer details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_RECRUITER_MENU(Offers Workbench)	IRC_OFFER_SEARCH_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	OfferDetailsFlex	Offer Details	IRC_OFFERS

Seeded Function Level Personalizations:

Not applicable.

Offer History Details

Document Name:

/oracle/apps/irc/offers/webui/OfferHistoryDetailsPG

Description: Offer history details page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_OFFER_HISTORY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Offer Details	AdditionalAssignmentDetailsDFF	Additional Assignment Details	PER_ASSIGNMENTS
Basic Offer Details	OfferDetailsFlex	Offer Details	IRC_OFFERS
Basic Offer Details	PersonDeveloperFlex	Additional Personal Details	PER_PEOPLE
Salary Information	OfferPayProposalFlex	Add'l Salary Admin. Details	PER_PAY_PROPOSALS

Seeded Function Level Personalizations:

Not applicable.

Person Search Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyPersonSrchPG

Description: Page to enable managers to search for individual people, for example, by name.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_CANDIDATE_SUB (Individuals)	IRC_AGENCY_PERSON_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_412510_PHONE_NUMBER_TIP
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Person Information	HZ_PERSON_PROFILES

Seeded Function Level Personalizations:

Not applicable.

Primary System Administration Page

Document Name:

/oracle/apps/irc/highAvailability/webui/PrimarySysAdminPG

Description: Page for High availability primary system administration.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Steps	Instruction	IRC_HA_PRIM_ADMIN_STEP1
Steps	Instruction	IRC_HA_PRIM_ADMIN_STEP2
Steps	Instruction	IRC_HA_PRIM_ADMIN_STEP3
Steps	Instruction	IRC_HA_PRIM_ADMIN_STEP4
Steps	Instruction	IRC_HA_PRIM_ADMIN_STEP5

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Pursue Consider Reject Candidates For Vacancy Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/PcrCnd4VacPG

Description: Page to enable managers to pursue, consider or reject a candidate.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_PCR_CAND4VAC_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Pursue Consider Reject Candidates	Instruction	IRC_CM_PCR_HDR
Candidate List	Instruction	IRC_CM_PCR_INST_TXT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Candidate List	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Candidate List	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Registered User Save Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplSaveSrchPG

Description: Page to enable registered users to save the criteria of a job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SAVE_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_CREATE_SV_SRCH_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplSaveSrchPG	IRC_APL_SAVE_SEARCH_PAGE
/oracle/apps/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Register and Apply: Enter Preferences

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumePrefsPG

Description: Page to enable candidates to enter work preferences as part of registration process to apply for jobs.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Register and Apply: Add Qualifications and Skills

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateResumeQualsPG

Description: Page to enable candidates to add qualifications and skills to their account as part of the registration process and create resumes online.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_QUALS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT

Person Search Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/CmPersonSrchPG

Description: Page to enable managers to search for individual people, for example, by name.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_SUB (Individuals)	IRC_CM_PERSON_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_412510_PHONE_NUMBER_TIP
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Person Information	HZ_PERSON_PROFILES

Seeded Function Level Personalizations:

Not applicable.

Reply to Message

Document Name:

/oracle/apps/irc/communication/webui/ReplyToTopicPG

Description: Page for an applicant to reply to an existing communication topic.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Reply to Topic

Document Name:

/oracle/apps/irc/communication/webui/ReplyToTopicMgrPG

Description: Page for managers to reply to an existing communication topic.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Referrals Page

Document Name:

/oracle/apps/irc/candidateSearch/webui/CmReferPG

Description: Page to enable managers to refer candidates to other managers or recruiters.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_REFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_CM_REFER_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Recruiting Team Vacancy Search Page

Document Name:

/oracle/apps/irc/vacancy/webui/RtVacSrchPG

Description: Page to enable managers to search for vacancies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_REC_TEAM_VAC_SRCH_FUNCTION

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Recruitment Summary

Document Name:

/oracle/apps/irc/dashBoard/webui/RecruitmentSummaryPG

Description: Recruitment summary.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_RECRUITMENT_SUMMARY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register: Enter Preferences

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegCreateResumePrefsPG

Description: Page to enable registered users to enter work and e-mail preferences as part of their account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_RESUME_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Register: Personal Information

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegCreateResumePersInfoPG

Description: Enter personal information page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_RESUME_PERSON_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_SOURCE_TIP
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_PERSONAL_INFO_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPrsAcDetsSkRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Register: Enter Preferences

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyParseResumePrefsPG

Description: Page to enable registered users to add preferences to their account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PARSE_PREF

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Registered User View Save Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpAplVwSrchesPG

Description: Page to enable registered users to view the job searches they have saved.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIEW_SAVED_SEARCHES

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Personal Job Search Views	Instruction	IRC_APL_YOUR_SAVED_SEARCHES

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Personal Job Search Views	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Register and Apply: Review Account Information

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyReviewParsedInfoPG

Description: Page to enable registered users to review their account information after resume extraction.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_PARSE_REVIEW_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_SOURCE_TIP
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Other Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_REVIEW_PARSE_INFO

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper Flex	Further Person Information	Person Developer DF

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Registration

Document Name:

/oracle/apps/irc/candidateSelfService/webui/PartialRegistrationPG

Description: Partial registration page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_PARTIAL_REG_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register and Apply: Personal Information

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateResumePersInfoPG

Description: Page to enable candidates to add work preferences to their account as part of the registration process and create resumes online.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PERSON_INF

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_SOURCE_TIP
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_PERSONAL_INFO_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper Flex	Further Person Information	Person Developer DF

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPrsAcDetsSkRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Register: Enter Preferences

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegUpldResumePrefsPG

Description: Page to enable registered users to enter work preferences as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Registered User View Save Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplVwSrchesPG

Description: Page to enable registered users to view the job searches they have saved.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VIEW_SAVED_SEARCHES

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Personal Job Search Views	Instruction	IRC_APL_YOUR_SAVED_SEARCHES

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Personal Job Search Views	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplVwSrchesRegRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplVwSrchesTblRN	IRC_APL_MY_ACCT_SEARCHES_PAGE

Register: Create Resume

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegCreateResumePG

Description: Create resume during registration page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_CREATE_RESUME

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REG_CREATE_RESUME_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register: Personal Information

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegUpldResumePersInfoPG

Description: Page to enable candidates to update personal details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_PERSON_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_SOURCE_TIP
Address	Instruction	IRC_APL_ADDRESS_INST

Region Name	Tip Type	Message Name
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_PERSONAL_INFO_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPrsAcDetsSkRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Recruiting Site Flex Page

Document Name:

/oracle/apps/irc/posting/webui/RecSiteMaintFxPG

Description: Flexfield page to enable a manager to enter additional details for a recruiting site

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_REC_SITE_MAINTAINFLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Recruiting Site Information	FndFlexField	Additional Recruiting Site Information	IRC_ALL_RECRUITING_SITES

Seeded Function Level Personalizations:

Not applicable.

Recruiting Site Page

Document Name:

/oracle/apps/irc/posting/webui/RecSiteMaintPG

Description: Job posting vendor details page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_ADVANCED_MANAGER_MENU(Recruiting Sites)	IRC_REC_SITE_MAINTAIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Posting Vendor Details	RecruitingSites	Additional Recruiting Site Information	IRC_ALL_RECRUITING_SITES

Seeded Function Level Personalizations:

Not applicable.

Register and Apply: Create Resume

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateResumePG

Description: Page to enable candidates to register with iRecruitment and create their resumes to apply for jobs.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_CREATE_RESUME

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REG_CREATE_RESUME_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register and Apply: Assessment

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumeAsmntPG

Description: Page in the job application process that provides the application assessment.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_UPLD_RESUME_ASMNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_412553_ASSESSMENT_WARNING

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register: Review Account Information

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegReviewParsedInfoPG

Description: Page to enable registered users to review their account information after resume extraction.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_PARSE_REVIEW_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_SOURCE_TIP
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Other Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_REVIEW_PARSE_INFO

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexFiel d	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper Flex	Further Person Information	Person Developer DF

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Register: Enter Preferences

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegParseResumePrefsPG

Description: Page to enable registered users to enter their preferences as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_RESUME_PARSE_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Register and Apply: Enter Preferences

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateResumePrefsPG

Description: Page to enable candidates to add work preferences.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Registration Assessment

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegisterAssessmentPG

Description: Page appears during candidate registration, if a registration assessment is defined.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REGISTER_ASSESSMENT

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register and Apply: Add Qualifications and Skills

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumeQualsPG

Description: Add qualifications and skills page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_QUAL_SKILLS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Region Name	Item Name	Flexfield Name	Flexfield Code
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT

Register: Add Qualifications and Skills

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegCreateResumeQualsPG

Description: Page to enable registered users to add details about their educational qualifications and skills.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_RESUME_QUAL_SKILLS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT

Register: Add Qualifications and Skills

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegUpldResumeQualsPG

Description: Page to enable registered users to enter details of their qualifications and skills as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_QUAL_SKILLS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT

Registration Assessment

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyAssessmentPG

Description: Page appears during candidate registration, if a registration assessment is defined.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_REG_ASSESSMENT

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Registered User Save Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpAplUpdSaveSrchPG

Description: Page to update the criteria of a saved job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_UPD_SAVE_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_UPD_SV_SRCH_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Registered User Save Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplUpdSaveSrchPG

Description: Page to enable registered users to update the criteria of a saved job search

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_UPD_SAVE_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_UPD_SV_SRCH_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Register and Apply: Assessment

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyCreateResumeAsmntPG

Description: Page appears during the registration process where external candidates

can attempt registration assessment.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_REG_APL_ASMNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_412553_ASSESSMENT_WARNING

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register and Apply: Personal Information

Document Name:

/oracle/apps/irc/candidateSelfService/webui/RegAplyUpldResumePersInfoPG

Description: Page to enable registered users to add personal information to their account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_PERSON_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_SOURCE_TIP
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_PERSONAL_INFO_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	NotificationPreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPrsAcDetsSkRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Requisition Launch Region

Document Name:

/oracle/apps/irc/vacancy/webui/ReqLaunchWfPG

Description: Vacancy Workflow Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_NEW_LAUNCH_WF

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Registered User Save Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/EmpAplSaveSrchPG

Description: Page to enable employee applicants to save their job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_SAVE_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_CREATE_SV_SRCH_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Send Offer

Document Name:

/oracle/apps/irc/offers/webui/SendOfferECopyPG

Description: Page to enable managers send offers to applicants online.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_SEND_OFFER_EMAIL

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Track Offer

Document Name:

/oracle/apps/irc/offers/webui/TrackOfferPG

Description: Track offer page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_TRACK_OFFER_LETTER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_TRACK_OFFER_HDR_MSG

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Mailing Address	Address	Personal Address Information	Address Structure
Mailing Address	AddressAdtnlDets	Additional Address Details	PER_ADDRESSES

Seeded Function Level Personalizations:

Not applicable.

Update Interview

Document Name:

/oracle/apps/irc/interview/webui/UpdateInterviewPG

Description: Update interview details page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPDATE_INTERVIEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Interview Details	shortTip	(example: 20:45)
Interview Details	shortTip	(example: 20:45)

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Interview Details	IrcFlexField1	Additional Event Details	PER_EVENTS

Seeded Function Level Personalizations:

Not applicable.

Update Offer Review Page

Document Name:

/oracle/apps/irc/offers/webui/UpdateOfferReviewPG

Description: Page to enable Managers to update an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPDATE_OFFER_REVIEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_OFFER_REVIEW_INST
Page Level	Instruction	IRC_OFFER_REVIEW_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Offer Basic Details	WorkScheduleFlex	Additional Assignment Details	PER_ASSIGNMENTS
Offer Basic Details	OffersFlexField	Offer Details	IRC_OFFERS
Offer Basic Details	PersonDeveloperFlex	Additional Personal Details	PER_PEOPLE
Offer Salary Details	OfferPayProposalFlex	Add'l Salary Admin. Details	PER_PAY_PROPOSALS
Offer Basic Details	EmpOffersFlexField	Offer Details	IRC_OFFERS
Proposed Additional Assignment Details	UpdWorkScheduleFlexCompare	Additional Assignment Details	PER_ASSIGNMENTS
Employee Additional Assignment Comparison	GlbWorkScheduleFlexCompare	Additional Assignment Details	PER_ASSIGNMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Employee Additional Assignment Comparison	WorkScheduleFlexCompare	Additional Assignment Details	PER_ASSIGNMENTS
Employee Additional Assignment Comparison	WorkScheduleFlexEmp	Additional Assignment Details	PER_ASSIGNMENTS
Employee Additional Assignment Comparison	WorkScheduleFlexOffer	Additional Assignment Details	PER_ASSIGNMENTS

Seeded Function Level Personalizations:

Not applicable.

Update Offer Letter: Upload New Offer Letter Version

Document Name:

/oracle/apps/irc/offers/webui/UploadOfferLetterPG

Description: Update offer letter page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPLOAD_OFFER_LETTER

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Update Offer: Enter Compensation

Document Name:

/oracle/apps/irc/offers/webui/UpdateOfferCompPG

Description: Update offer compensation details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPDATE_OFFER_COMP

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_OFFER_COMP_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Update Offer Note

Document Name:

/oracle/apps/irc/offers/webui/UpdateOfferNotePG

Description: Update offer note.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Update Offer Details Page

Document Name:

/oracle/apps/irc/offers/webui/UpdateOfferBasicDetailsPG

Description: Page to enable Managers to update an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPDATE_OFFER_DETAILS

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Visitor Login on Apply Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisAplyLoginPG

Description: Page to enable site visitors to log in when applying for a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the

table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_APPLY_LOGIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisAplyLoginPG	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE

Visitor Login Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisLoginPG

Description: Page to enable site visitors to log in

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_LOGIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE

Vacancy View Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyVacVwPG

Description: Vacancy Details Review Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_VAC_VIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Primary Details	IrcPeopleGroupFlex	People Group Flexfield	GRP
Primary Details	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Vacancy Search Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyVacSelPG

Description: Page to enable managers to search for vacancies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_VACANCY_SELECT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_SELECT_VAC_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

Not applicable.

Vacancy Search Page

Document Name:

/oracle/apps/irc/agency/webui/AgencyVacSrchPG

Description: Page to enable managers to search for vacancies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_APPL(Vacancies)	IRC_AGENCY_VACANCY_SEARCH

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

Not applicable.

Vacancy Search Page

Document Name:

/oracle/apps/irc/agency/webui/EmployeeVacSelPG

Description: Page to enable managers to search for vacancies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMPLOYEE_VACANCY_SELECT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_SELECT_VAC_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

Not applicable.

Vacancy Search Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacSrchPG

Description: Page to enable managers to search for vacancies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_APPL(Vacancies)	IRC_CM_VACANCY_SEARCH

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

Not applicable.

Vacancy Edit Review Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacEditRevPG

Description: Page to enable managers to review the vacancy they are creating

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_REVIEW_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REQ_REVIEW_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Update Vacancy: Review	IrcPeopleGroupFlex	People Group Flexfield	GRP
Update Vacancy: Review	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Update Vacancy: Review	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Update Vacancy: Review	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Salary Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Update Vacancy: Review	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Update Vacancy: Review	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Update Vacancy: Review	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

Not applicable.

Vacancy Cancel Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacCancelPG

Description: Page displayed when an action is cancelled

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_CANCEL

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Warning	Instruction	IRC_CANCEL_VACANCY

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Vacancy Edit Details Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacEditDetsPG

Description: Page to enable a manager to update the primary details of a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_DETS_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	shortTip	IRC_VAC_EMP_CON_TIP
Compensation Information	shortTip	IRC_412060_MIN_SALARY_FORMAT
Compensation Information	shortTip	IRC_412060_MIN_SALARY_FORMAT
Page Level	Instruction	IRC_REQ_DETAILS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	IrcPeopleGroupFlex	People Group Flexfield	GRP

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	FndFlexField	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1____1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/ReqDetsStkRN	IRC_VAC_DETS_NEW
/oracle/apps/irc/vacancy/webui/ReqDetsStkRN	IRC_VAC_DETS_EDIT
/oracle/apps/irc/vacancy/webui/ReqOverviewDCRN	IRC_VAC_DETS_NEW
/oracle/apps/irc/vacancy/webui/ReqOverviewDCRN	IRC_VAC_DETS_EDIT
/oracle/apps/irc/vacancy/webui/ReqTravelDCRN	IRC_VAC_DETS_NEW
/oracle/apps/irc/vacancy/webui/ReqTravelDCRN	IRC_VAC_DETS_EDIT

Vacancy View Internal Posting Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacVwIntPostngPG

Description: Page to enable a manager to preview a job posting

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_PREV_INT_POST

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES
Description	IrcFlexField2	Additional Posting Content Details	IRC_POSTING_CONTENTS
Description	IrcFlexField3	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Region Name	Item Name	Flexfield Name	Flexfield Code
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Vacancy New Posting Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacNewPostingPG

Description: Page to enable managers to create a job posting for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_POST_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_REQ_IMAGE_URL_TIP
Page Level	Instruction	IRC_POSTINGS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_EDIT
/oracle/apps/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_NEW

Vacancy View Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacVwPG

Description: Vacancy Details Review Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_VIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Primary Details	IrcPeopleGroupFlex	People Group Flexfield	GRP
Primary Details	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacVwStkRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_VIEW

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Vacancy Approve Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacApprovePG

Description: Page to enable people approving new or changed vacancies to see the vacancy details

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VACANCY_APPROVE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Primary Details	IrcPeopleGroupFlex	People Group Flexfield	GRP
Primary Details	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_EDIT

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Vacancy View External Posting Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacVwExtPostngPG

Description: Page to enable managers to preview external job postings

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_PREV_EXT_POST

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Preview Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

Not applicable.

Vacancy New Details Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacNewDetsPG

Description: Page to enable managers to enter the primary details for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_DETS_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	shortTip	IRC_VAC_EMP_CON_TIP
Compensation Information	shortTip	IRC_412060_MIN_SALARY_FORMAT
Compensation Information	shortTip	IRC_412060_MIN_SALARY_FORMAT
Page Level	Instruction	IRC_REQ_DETAILS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	IrcPeopleGroupFlex	People Group Flexfield	GRP
Overview	FndFlexField	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1____1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/ReqDetsStkRN	IRC_VAC_DETS_NEW
/oracle/apps/irc/vacancy/webui/ReqDetsStkRN	IRC_VAC_DETS_EDIT
/oracle/apps/irc/vacancy/webui/ReqOverviewDCRN	IRC_VAC_DETS_NEW
/oracle/apps/irc/vacancy/webui/ReqOverviewDCRN	IRC_VAC_DETS_EDIT
/oracle/apps/irc/vacancy/webui/ReqTravelDCRN	IRC_VAC_DETS_NEW
/oracle/apps/irc/vacancy/webui/ReqTravelDCRN	IRC_VAC_DETS_EDIT

Vacancy Assessment Preview

Document Name:

/oracle/apps/irc/vacancy/webui/VacAssessmentPreviewPG

Description: Page to enable managers to enter the skills and qualifications required for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_ASSESSMENT_PREVIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Vacancy Posting Page

Document Name:

/oracle/apps/irc/vacancy/webui/ReqPostingPG

Description: Page to enable managers to create and update job postings

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_REQ_JOB_POSTING

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Vacancy View Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacROVwPG

Description: Vacancy Details Review Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_DETAILS_RO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Primary Details	IrcPeopleGroupFlex	People Group Flexfield	GRP
Primary Details	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Page Level	IrcPeopleGroupFlex	People Group Flexfield	GRP
Page Level	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Salary Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacVwStkRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_EDIT

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Vacancy Edit Skills Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacEditSklsPG

Description: Page to enable managers to update the skills and qualifications required for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_SKILLS_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Update Vacancy: Skills and Qualifications	Instruction	IRC_VACANCY_ASSESSMENT_INSTR
Page Level	Instruction	IRC_REQ_SKILLS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Qualifications	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacSklsTblRN	IRC_VAC_SKILLS_EDIT
/oracle/apps/irc/vacancy/webui/VacSklsTblRN	IRC_VAC_SKILLS_NEW
/oracle/apps/irc/vacancy/webui/VacSklsTblRN	IRC_CM_CANDIDATE_SEARCH
/oracle/apps/irc/vacancy/webui/VacSklsTblRN	IRC_CM_CAN4VAC_ADV_SEARCH

Vacancy Edit Team Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacEditTeamPG

Description: Page to enable managers to update the security for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_TEAM_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	longMessage	IRC_412461_STATUS_COMM_TIP
Page Level	longMessage	IRC_412462_ATTACH_COMM_TIP
Page Level	longMessage	IRC_412492_RCPT_COMM_TIP
Page Level	longMessage	IRC_412493_MOD_COMM_TIP
Page Level	Instruction	IRC_REQ_TEAM_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Recruiter Details	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES
Security Method	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Region Name	Item Name	Flexfield Name	Flexfield Code
Security Method	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/RectrDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/irc/vacancy/webui/SecTeamDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/irc/vacancy/webui/SecTeamDetsRN	IRC_VAC_TEAM_NEW

Vacancy Edit Posting Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacEditPostingPG

Description: Page to enable a manager to update the job posting for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_POST_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_REQ_IMAGE_URL_TIP
Page Level	Instruction	IRC_POSTINGS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_EDIT
/oracle/apps/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_NEW

Vacancy New Team Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacNewTeamPG

Description: Page to enable managers to set the security for their vacancy, for example by defining a recruiting team

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_TEAM_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	longMessage	IRC_412461_STATUS_COMM_TIP
Page Level	longMessage	IRC_412462_ATTACH_COMM_TIP
Page Level	longMessage	IRC_412492_RCPT_COMM_TIP
Page Level	longMessage	IRC_412493_MOD_COMM_TIP
Page Level	Instruction	IRC_REQ_TEAM_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Create Vacancy: Enter Team Details	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES
Security Method	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES
Security Method	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/RectrDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/irc/vacancy/webui/SecTeamDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/irc/vacancy/webui/SecTeamDetsRN	IRC_VAC_TEAM_NEW

Vacancy Search Page

Document Name:

/oracle/apps/irc/employeeReferral/webui/EmpVacSrchPG

Description: Page to enable managers to search for vacancies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_EMP_REF_APPL(Vacancies)	IRC_EMP_VACANCY_SEARCH

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Vacancy New Skills Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacNewSklsPG

Description: Page to enable managers to enter the skills and qualifications required for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_SKILLS_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Create Vacancy: Skills and Qualifications	Instruction	IRC_VACANCY_ASSESSMENT_INSTR
Page Level	Instruction	IRC_REQ_SKILLS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Qualifications	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacSklsTblRN	IRC_VAC_SKILLS_EDIT
/oracle/apps/irc/vacancy/webui/VacSklsTblRN	IRC_VAC_SKILLS_NEW
/oracle/apps/irc/vacancy/webui/VacSklsTblRN	IRC_CM_CANDIDATE_SEARCH
/oracle/apps/irc/vacancy/webui/VacSklsTblRN	IRC_CM_CAN4VAC_ADV_SEARCH

Vacancy Skills Flex Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacSklsFxPG

Description: Flexfield page to enable a manager to enter additional skills information for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

Vacancy New Review Page

Document Name:

/oracle/apps/irc/vacancy/webui/VacNewRevPG

Description: Page to enable managers to review an updated vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_REVIEW_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REQ_REVIEW_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcPeopleGroupFlex	People Group Flexfield	GRP
Page Level	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Page Level	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Salary Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

Not applicable.

Vacancies

Document Name:

/oracle/apps/irc/dashBoard/webui/VacancyViewPG

Description: View vacancy details page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Visitor Advanced Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisAdJobSchPG

Description: Page to enable visitors to perform an advanced job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	FND_INQUIRIES_GO
Page Level	shortTip	IRC_412133_KEYWORDS_FORMAT
Page Level	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Visitor Registration on Apply Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisAplyRegPG

Description: Visitor Registration Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_APPLY_REGISTER_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Your Details	PersonDeveloper Flex	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Visitor Search Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisJobSchPG

Description: Page to enable visitors to perform a job search

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_VIS_QUICK_SEARCH
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Visitor Vacancy Display Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisVacDispPG

Description: Page to enable a site visitor to display the details of a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_VAC_DISPLAY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField3	Additional Vacancy Details	PER_VACANCIES
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VacDispStkRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY

Document Name	Level Value
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY

Visitor Registration Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisRegisterPG

Description: Page to enable site visitors to register for iRecruitment

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_REGISTER_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Your Details	PersonDeveloper Flex	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Visitor Job Basket Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisJobBsktPG

Description: Job Basket Page for Visitor

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisJobBsktRN	IRC_VIS_JOB_BASKET_PAGE

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/VisJobBsktRN	IRC_EMP_VIS_JOB_BASKET_PAGE
/oracle/apps/irc/candidateSelfService/webui/VisJobBasketTblRN	IRC_VIS_JOB_BASKET_PAGE

Visitor Confirm Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisConfirmPG

Description: Page displayed to confirm the candidate registration.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_CONFIRM_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Visitor Password Page

Document Name:

/oracle/apps/irc/candidateSelfService/webui/VisPasswordPG

Description: Page to enable registered users to request that their password is reset

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_PASSWORD_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_VIS_PASSWORD_EMAIL

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Withdraw Application

Document Name:

/oracle/apps/irc/candidateSelfService/webui/AplnWithdrawPG

Description: Page to enable applicants to provide reasons when they withdraw their applications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_WITHDRAW_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_412601_COMMENT_LEN_TIP

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Withdraw Application

Document Name:

/oracle/apps/irc/candidateManagement/webui/AgencyWithdrawPG

Description: Page to enable agency users to withdraw application on behalf of their applicants.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_WITHDRAW_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Withdraw Offer

Document Name:

/oracle/apps/irc/offers/webui/MgrWithdrawOfferPG

Description: Page to withdraw an offer extended to an applicant.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_WITHDRAW_OFFER

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Glossary

360-Degree Appraisal

Part of the Performance Management Appraisal function and also known as a Group Appraisal. This is an employee appraisal undertaken by managers with participation by reviewers.

Absence

A period of time in which an employee performs no work for the assigned organization.

Absence Case

Two or more absences for the same person that you associate manually because they share a common factor, such as the same underlying cause.

Absence Type

Category of absence, such as medical leave or vacation leave, that you define for use in absence windows.

Accrual

The recognized amount of leave credited to an employee which is accumulated for a particular period.

Accrual Band

A range of values that determines how much paid time off an employee accrues. The values may be years of service, grades, hours worked, or any other factor.

Accrual Period

The unit of time, within an accrual term, in which PTO is accrued. In many plans, the same amount of time is accrued in each accrual period, such as two days per month. In other plans, the amount accrued varies from period to period, or the entitlement for the full accrual term is given as an up front amount at the beginning of the accrual term.

Accrual Plan

See: *PTO Accrual Plan*, page Glossary-33

Accrual Term

The period, such as one year, for which accruals are calculated. In most accrual plans, unused PTO accruals must be carried over or lost at the end of the accrual term. Other plans have a rolling accrual term which is of a certain duration but has no fixed start and end dates.

Action

In AME, an Action is the *Then* part of an Approval Rule that specifies how the application must progress a transaction's approval process in a particular way depending on the conditions met.

See: Approval Rule., page Glossary-5

Action Type

In AME, an action type is the generic container for specific actions. It enables you to specify the action to take if a transaction meets the condition of an approval rule. The action type, thus, generates the appropriate approvers for a transaction. As an AME administrator you can make particular action types available for specified transaction types. See: Transaction Types., page Glossary-42

Active Employee

DBI for HRMS counts an employee, page Glossary-17 as active if they have a current period of service, page Glossary-13 at the effective date, page Glossary-16

If an employee is suspended, DBI for HRMS still counts them as active.

DBI for HRMS also uses the term Incumbent to refer to an active employee.

Active Contingent Worker

DBI for HRMS counts a contingent worker, page Glossary-12 as active if they have a current period of placement , page Glossary-13 at the effective date, page Glossary-16.

If a contingent worker is suspended, DBI for HRMS still counts them as active. DBI for HRMS also uses the term Incumbent to refer to an active contingent worker.

Activity Rate

The monetary amount or percentage associated with an activity, such as $12.35 per pay period as an employee payroll contribution for medical coverage. Activity rates can apply to participation, eligibility, coverages, contributions, and distributions.

Actual Premium

The per-participant premium an insurance carrier charges the plan sponsor for a given benefit.

Administrative Enrollment

A type of scheduled enrollment caused by a change in plan terms or conditions and resulting in a re-enrollment.

AdvancePay

A process that recalculates the amount to pay an employee in the current period, to make an authorized early payment of amounts that would normally be paid in future payroll periods.

Agency

An external organization that assists an enterprise in their recruitment process. Agencies act on behalf of the candidates to help them search and apply for jobs. They provide candidates to the fill up job openings in an enterprise or sometimes handle the complete placement process for a vacancy.

Agency Candidate

An agency candidate is a person whose profile is created in iRecruitment by a recruiting agency. This profile includes personal and professional information.

Agency User

An external person who belongs to a recruiting agency and accesses iRecruitment to conduct recruiting activities such as creating candidates and applying on behalf of the candidates.

Alert

An email notification that you can set up and define to send a recipient or group of recipients a reminder or warning to perform a certain task or simply a notification to inform the recipient of any important information.

Align

To define a relationship between objectives. Workers can align their own objectives with objectives that other workers have shared with them. Aligned objectives are also known as *supporting objectives*.

AME

Oracle Approvals Management Engine. A highly extensible approvals rules engine that enables organizations implementing Oracle Applications to simply and effectively define business rules that determine who must approve a transaction originating within an application. You can devise simple or complex rules, as your organization requires, which then form part of your overall business flow. A central repository holds all the rules to facilitate management and sharing between business processes.

API

Application Programmatic Interfaces, used to upload data to the Oracle Applications database. APIs handle error checking and ensure that invalid data is not uploaded to the database.

Applicant

An applicant is a person who submits an application for employment to an organization.

Applicability

In HRMS budgeting, a term describing whether a budget reallocation rule pertains to donors or receivers.

Applicant/Candidate Matching Criteria

Matching functionality in the iRecruitment system that systematically identifies which candidates and applicants possess the skills, knowledge and abilities to be considered for a specific vacancy. The following columns are used for matching:

- Skills
- FT/PT
- Contractor/Employee
- Work at Home
- Job Category
- Distance to Location
- Key Words
- Salary

Apply for a Job

An SSHR function that enables an employee to, apply, search and prepare applications for an internally advertised vacancy.

Appraisal

An appraisal is a process where an employee's work performance is rated and future objectives set.

See also: *Assessment*, page Glossary-5.

Appraisee

The person who is the subject of an appraisal.

Appraiser

A person, usually a manager, who appraises an employee.

Appraising Manager

The person who initiates and performs an Employee-Manager or 360 Degree Appraisal. An appraising manager can create appraisal objectives.

Approval Rule

In AME, a business rule that determines a transaction's approval process. You construct rules using *conditions* and *actions*. For example, you can write a business rule with the conditions that if the total cost of a transaction is less than 1000 USD, and the transaction is for travel expenses, then the action must be to obtain approval from the immediate supervisor of the person triggering the transaction.

See also Conditions, page Glossary-11, Actions, page Glossary-2.

Approver Groups

In AME, an approver group is a collection of approvers you define, which you can include as part of actions when you set up your approval rules.

Arrestment

Scottish court order made out for unpaid debts or maintenance payments.

See also: *Court Order* , page Glossary-12

Assessment

An information gathering exercise, from one or many sources, to evaluate a person's ability to do a job.

See also: *Appraisal*, page Glossary-4.

Assignment

A worker's assignment identifies their role within a business group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is required (for employees only) for payment purposes.

Assignment Number

A number that uniquely identifies a worker's assignment. A worker with multiple assignments has multiple assignment numbers.

Assignment Rate

A monetary value paid to a contingent worker for a specified period of time. For example, an assignment rate could be an hourly overtime rate of $10.50.

Assignment Set

A grouping of employees and applicants that you define for running QuickPaint reports and processing payrolls.

See also: *QuickPaint Report*, page Glossary-34

Assignment Status

For workers, used to track their permanent or temporary departures from your enterprise and, for employees only, to control the remuneration they receive. For applicants, used to track the progress of their applications.

Attribute

In AME, attributes are the business facts of a transaction, such as the total amount of a transaction, percentage of a discount, an item's category, or a person's salary and so on. These business variables form part of the conditions of an approval rule, and determine how the transaction must progress for approvals.

Authoria

A provider of health insurance and compensation information, that provides additional information about benefits choices.

BACS

Banks Automated Clearing System. This is the UK system for making direct deposit payments to employees.

Balance Adjustment

A correction you make to a balance. You can adjust user balances and assignment level predefined balances only.

Balance Dimension

The period for which a balance sums its balance feeds, or the set of assignments/transactions for which it sums them. There are five time dimensions: Run, Period, Quarter, Year and User. You can choose any reset point for user balances.

Balance Feeds

These are the input values of matching units of measure of any elements defined to feed the balance.

Balances

Positive or negative accumulations of values over periods of time normally generated by payroll runs. A balance can sum pay values, time periods or numbers.

See also: *Predefined Components* , page Glossary-32

Bargaining Unit

A bargaining unit is a legally organized group of people which have the right to negotiate on all aspects of terms and conditions with employers or employer federations. A bargaining unit is generally a trade union or a branch of a trade union.

Base Summary

A database table that holds the lowest level of summary. Summary tables are populated and maintained by user-written concurrent programs.

Beneficiary

A person or organization designated to receive the benefits from a benefit plan upon the death of the insured.

Benefit

Any part of an employee's remuneration package that is not pay. Vacation time, employer-paid medical insurance and stock options are all examples of benefits.

See also: *Elements*, page Glossary-17

Block

The largest subordinate unit of a window, containing information for a specific business function or entity. Every window consists of at least one block. Blocks contain fields and, optionally, regions. They are delineated by a bevelled edge. You must save your entries in one block before navigating to the next.

See also: *Region*, page Glossary-35, *Field*, page Glossary-19

Budget Measurement Type (BMT)

A subset of Workforce Measurement Type. It consists of a number of different units used to measure the workforce. The most common units are headcount and full time equivalent.

Budget Value

In Oracle Human Resources you can enter staffing budget values and actual values for each assignment to measure variances between actual and planned staffing levels in an organization or hierarchy.

Business Group

The business group represents a country in which your enterprise operates. It enables

you to group and manage data in accordance with the rules and reporting requirements of each country, and to control access to data.

Business Group Currency

The currency in which Oracle Payroll performs all payroll calculations for your Business Group. If you pay employees in different currencies to this, Oracle Payroll calculates the amounts based on exchange rates defined in the system.

Business Number (BN)

In Canada, this is the employer's account number with Revenue Canada. Consisting of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Business Rule

See Configurable Business Rules, page Glossary-11

Cafeteria Benefits Plan

See: *Flexible Benefits Program*, page Glossary-19

Calendar Exceptions

If you are using the Statutory Absence Payments (UK) feature, you define calendar exceptions for an SSP qualifying pattern, to override the pattern on given days. Each calendar exception is another pattern which overrides the usual pattern.

Calendars

In Oracle Human Resources you define calendars that determine the start and end dates for budgetary years, quarters and periods. For each calendar you select a basic period type. If you are using the Statutory Absence Payments (UK) feature, you define calendars to determine the start date and time for SSP qualifying patterns.

Canada/Quebec Pension Plan (CPP/QPP) Contributions

Contributions paid by employers and employees to each of these plans provide income benefits upon retirement.

Candidate

(iRecruitment) A candidate is a person who has either directly provided their personal and professional information to a company's job site or provided their resume and details to a manager or recruiter for entering in the iRecruitment system.

Candidate Offers

An SSHR function used by a line manager to offer a job to a candidate. This function is

supplied with its own responsibility.

Career Path

This shows a possible progression from one job or position from any number of other jobs or positions within the Business Group. A career path must be based on either job progression or position progression; you cannot mix the two.

Carry Over

The amount of unused paid time off entitlement an employee brings forward from one accrual term to the next. It may be subject to an expiry date i.e. a date by which it must be used or lost.

See also: *Residual*, page Glossary-36

Cascade

A process managers at each level in a hierarchy use to allocate their own objectives to workers who report directly to them. This technique enables the allocation of enterprise objectives in some form to all workers.

Cash Analysis

A specification of the different currency denominations required for paying your employees in cash. Union contracts may require you to follow certain cash analysis rules.

Ceiling

The maximum amount of unused paid time off an employee can have in an accrual plan. When an employee reaches this maximum, he or she must use some accrued time before any more time will accrue.

Certification

Documentation required to enroll or change elections in a benefits plan as the result of a life event, to waive participation in a plan, to designate dependents for coverage, or to receive reimbursement for goods or services under an FSA.

Chief HR Officer

In DBI for HRMS the Chief HR Officer is the chief executive of the enterprise who can view the HR data at an enterprise-level.

Child/Family Support Payments

In Canada, these are payments withheld from an employee's compensation to satisfy a child or family support order from a Provincial Court. The employer is responsible for withholding and remitting the payments to the court named in the order.

Collective Agreement

A collective agreement is a form of contract between an employer or employer representative, for example, an employer federation, and a bargaining unit for example, a union or a union branch.

Collective Agreement Grade

Combination of information that allows you to determine how an employee is ranked or graded in a collective agreement.

Communications

Benefits plan information that is presented in some form to participants. Examples include a pre-enrollment package, an enrollment confirmation statement, or a notice of default enrollment.

Compensation

The pay you give to employees, including wages or salary, and bonuses.

See also: *Elements*, page Glossary-17

Compensation Category

A group of compensation items. Compensation Categories determine the type of compensation that you award under a plan.

Compensation Object

For Standard and Advanced Benefits, compensation objects define, categorize, and help to manage the benefit plans that are offered to eligible participants. Compensation objects include programs, plan types, plans, options, and combinations of these entities.

Competency

Any measurable behavior required by an organization, job or position that a person may demonstrate in the work context. A competency can be a piece of knowledge, a skill, an attitude, or an attribute.

See also: *Unit Standard Competency*, page Glossary-42

Competency Assessment Template

The entity that configures the Competencies section of an appraisal.

See also: *Objective Assessment Template*, page Glossary-27

Competency Evaluation

A method used to measure an employees ability to do a defined job.

Competency Profile

Where you record applicant and employee accomplishments, for example, proficiency

in a competency.

Competency Requirements

Competencies required by an organization, job or position.

See also: *Competency*, page Glossary-10, *Core Competencies*, page Glossary-12

Competency Type

A group of related competencies.

Condition

In AME, a Condition is the *If* part of an Approval Rule that specifies the conditions a transaction must meet to trigger an approval action. A condition consists of an attribute, which is a business variable, and a set of attribute values that you can define. When a transaction meets the specified attribute values, then the application triggers the appropriate action.

See: Approval Rule., page Glossary-5

Configurable Business Rule

In HRMS position control and budgeting, predefined routines (also called process rules) that run when you apply an online transaction, and validate proposed changes to positions, budgets, or assignments. You set their default status level (typically Warning) to Warning, Ignore, or Error.

Configurable Forms

Forms that your system administrator can modify for ease of use or security purposes by means of Custom Form restrictions. The Form Customization window lists the forms and their methods of configuration.

Consideration

(iRecruitment) Consideration means that a decision is registered about a person in relation to a vacancy so that the person can be contacted.

Consolidation Set

A grouping of payroll runs within the same time period for which you can schedule reporting, costing, and post-run processing.

Contact

A person who has a relationship to an employee that you want to record. Contacts can be dependents, relatives, partners or persons to contact in an emergency.

Content

When you create a spreadsheet or word processing document using Web ADI, the

content identifies the data in the document. Content is usually downloaded from the Oracle application database.

Contingent Worker

A worker who does not have a direct employment relationship with an enterprise and is typically a self-employed individual or an agency-supplied worker. The contingent worker is not paid via Oracle Payroll.

Contract

A contract of employment is an agreement between an employer and employee or potential employee that defines the fundamental legal relationship between an employing organization and a person who offers his or her services for hire. The employment contract defines the terms and conditions to which both parties agree and those that are covered by local laws.

Contribution

An employer's or employee's monetary or other contribution to a benefits plan.

Core Competencies

Also known as *Leadership Competencies* or *Management Competencies*. The competencies required by every person to enable the enterprise to meet its goals.

See also: *Competency*, page Glossary-10

Costable Type

A feature that determines the processing an element receives for accounting and costing purposes. There are four costable types in Oracle HRMS: costed, distributed costing, fixed costing, and not costed.

Costing

Recording the costs of an assignment for accounting or reporting purposes. Using Oracle Payroll, you can calculate and transfer costing information to your general ledger and into systems for project management or labor distribution.

Court Order

A ruling from a court that requires an employer to make deductions from an employee's salary for maintenance payments or debts, and to pay the sums deducted to a court or local authority.

See also: *Arrestment*, page Glossary-5

Credit

A part of the Qualifications Framework. The value a national qualifications authority assigns to a unit standard competence or a qualification. For example, one credit may represent 10 hours of study, a unit standard competence may equate to 5 credits, and a

qualification may equate to 30 credits.

Criteria Salary Rate

Variable rate of pay for a grade, or grade step. Used by Grade/Step Progression.

Current Period of Service

An employee's period of service is current if their most recent hire date is on or before the effective date, and either the employee does not have a termination date for their latest employment, or their termination date is later than the effective date.

The table below provides an example using an effective date of 12 October 2004:

Effective Date	Hire Date	Termination Date	Current Period of Service?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Additional Information: In Oracle HRMS an employee cannot transfer from one business group to another. To move from one business group to another, the business group they are leaving must terminate the employee, and the business group they are joining must re-hire the employee. Therefore the definition of period of service, above, does not take account of any service prior to the most recent business group transfer.

Current Period of Placement

A contingent worker's period of placement, page Glossary-30 is current if their most recent placement start date is on or before the effective date, and either the contingent worker does not have a placement end date for their latest placement or their placement end date is later than the effective date.

Effective Date	Place Date	End Placement Date	Current Period of Placement?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Database Item

An item of information in Oracle HRMS that has special programming attached, enabling Oracle FastFormula to locate and retrieve it for use in formulas.

Date Earned

The date the payroll run uses to determine which element entries to process. In North America (and typically elsewhere too) it is the last day of the payroll period being processed.

Date Paid

The effective date of a payroll run. Date paid dictates which tax rules apply and which tax period or tax year deductions are reported.

Date To and Date From

These fields are used in windows not subject to DateTrack. The period you enter in these fields remains fixed until you change the values in either field.

See also: *DateTrack*, page Glossary-14, *Effective Date*, page Glossary-16

DateTrack

When you change your effective date (either to past or future), DateTrack enables you to enter information that takes effect on your new effective date, and to review information as of the new date.

See also: *Effective Date*, page Glossary-16

Default Postings

(iRecruitment) Default text stored against business groups, organizations, jobs, and/or positions. The default postings are used to create job postings for a vacancy.

Department

In DBI for HRMS, the term Department has the same meaning as Organization.

Dependent

In a benefit plan, a person with a proven relationship to the primary participant whom the participant designates to receive coverage based on the terms of the plan.

Deployment

The temporary or permanent employment of an employee in a business group.

See also: *Secondment*, page Glossary-38

Deployment Factors

See: *Work Choices*, page Glossary-44

Deployment Proposal

The entity that controls the permanent transfer or temporary secondment of an employee from a source business group to a destination business group. The HR Professional in the destination business group creates the deployment proposal using the Global Deployments function.

Derived Factor

A factor (such as age, percent of fulltime employment, length of service, compensation level, or the number of hours worked per period) that is used in calculations to determine Participation Eligibility or Activity Rates for one or more benefits.

Descriptive Flexfield

A field that your organization can configure to capture additional information required by your business but not otherwise tracked by Oracle Applications.

See also: *Key Flexfield* , page Glossary-23

Deviation

A change to the standard approver list is a deviation.

Developer Descriptive Flexfield

A flexfield defined by your localization team to meet the specific legislative and reporting needs of your country.

See also: *Extra Information Types*, page Glossary-18

Direct Deposit

The electronic transfer of an employee's net pay directly into the account(s) designated by the employee.

Discoverer Workbook

A grouping of worksheets. Each worksheet is one report.

Discoverer Worksheet

A single report within a workbook. A report displays the values of predefined criteria for analysis.

Distribution

Monetary payments made from, or hours off from work as allowed by, a compensation or benefits plan.

Download

The process of transferring data from the Oracle HRMS application to your desktop (the original data remains in the application database).

Effective Date

The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window.

See also: *DateTrack*, page Glossary-14

EIT

See: *Extra Information Type*, page Glossary-18

Electability

The process which determines whether a potential benefits participant, who has satisfied the eligibility rules governing a program, plan, or option in a plan, is able to elect benefits. Participants who are *eligible* for benefits do not always have *electable* benefit choices based on the rules established in a benefit plan design.

Element Classifications

These control the order in which elements are processed and the balances they feed. Primary element classifications and some secondary classifications are predefined by Oracle Payroll. Other secondary classifications can be created by users.

Element Entry

The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

See also: *Recurring Elements*, page Glossary-35, *Nonrecurring Elements*, page Glossary-27

Element Link

The association of an element to one or more components of an employee assignment.

The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element.

See also: *Standard Link*, page Glossary-39

Elements

Components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

Element Set

A group of elements that you define to process in a payroll run, or to control access to compensation information from a configured form, or for distributing costs.

Eligibility

The process by which a potential benefits participant satisfies the rules governing whether a person can ever enroll in a program, plan, or option in a plan. A participant who is *eligible* for benefits must also satisfy *electability* requirements.

Eligibility Profile

A set of eligibility criteria grouped together. Eligibility profiles help determine eligibility for compensation and benefits and are re-usable. Eligibility profiles can be linked to a compensation object (such as a program, plan, or option), a collective agreement, a grade ladder, or a work schedule to restrict eligibility for these.

Employee

A worker who has a direct employment relationship with the employer. Employees are typically paid compensation and benefits via the employer's payroll application.

Employees have a system person type of Employee and one or more assignments with an assignment type of Employee.

Employee Histories

An SSHR function for an employee to view their Learning History, Job Application History, Employment History, Absence History, or Salary History. A manager can also use this function to view information on their direct reports.

Employment Category

A component of the employee assignment. Four categories are defined: Full Time - Regular, Full Time - Temporary, Part Time - Regular, and Part Time - Temporary.

Employment Equity Occupational Groups (EEOG)

In Canada, the Employment Equity Occupational Groups (EEOG) consist of 14 classifications of work used in the Employment Equity Report. The EEOGs were

derived from the National Occupational Classification system.

Employment Insurance (EI)

Benefit plan run by the federal government to which the majority of Canadian employers and employees must contribute.

End Placement Date

DBI for HRMS uses this term to specifically refer to the contingent worker's most recent placement end date prior to the effective date.

Employment Insurance Rate

In Canada, this is the rate at which the employer contributes to the EI fund. The rate is expressed as a percentage of the employee's contribution. If the employer maintains an approved wage loss replacement program, they can reduce their share of EI premiums by obtaining a reduced contribution rate. Employers would remit payroll deductions under a different employer account number for employees covered by the plan.

Enrollment Action Type

Any action required to complete enrollment or de-enrollment in a benefit.

Entitlement

In Australia, this is all unused leave from the previous year that remains to the credit of the employee.

ESS

Employee Self Service. A predefined SSHR responsibility.

Event

An activity such as a training day, review, or meeting, for employees or applicants. Known as *class* in OLM.

Ex-Applicant

Someone who has previously applied for a vacancy or multiple vacancies, but all applications have ended, either because the applicant has withdrawn interest or they have been rejected. Ex-Applicants can still be registered users.

Expected Week of Childbirth (EWC)

In the UK, this is the week in which an employee's baby is due. The Sunday of the expected week of childbirth is used in the calculations for Statutory Maternity Pay (SMP).

Extra Information Type (EIT)

A type of developer descriptive flexfield that enables you to create an unlimited number of information types for six key areas in Oracle HRMS. Localization teams may also predefine some EITs to meet the specific legislative requirements of your country.

See also: *Developer Descriptive Flexfield*, page Glossary-15

Field

A view or entry area in a window where you enter, view, update, or delete information.

See also: *Block*, page Glossary-7, *Region*, page Glossary-35

Flex Credit

A unit of "purchasing power" in a flexible benefits program. An employee uses flex credits, typically expressed in monetary terms, to "purchase" benefits plans and/or levels of coverage within these plans.

Flexible Benefits Program

A benefits program that offers employees choices among benefits plans and/or levels of coverage. Typically, employees are given a certain amount of flex credits or moneys with which to "purchase" these benefits plans and/or coverage levels.

Flexible Spending Account

(FSA) Under US Internal Revenue Code Section 125, employees can set aside money on a pretax basis to pay for eligible unreimbursed health and dependent care expenses. Annual monetary limits and use-it-or-lose it provisions exist. Accounts are subject to annual maximums and forfeiture rules.

Form

A predefined grouping of functions, called from a menu and displayed, if necessary, on several windows. Forms have blocks, regions and fields as their components.

See also: *Block*, page Glossary-7, *Region*, page Glossary-35, *Field*, page Glossary-19

Format Mask

A definition of a person-name format. The format mask comprises standard name components, such as title, first name, and last name, in an order appropriate to its purpose and legislation.

Format Type

A format-mask classification that identifies the mask's purpose. Oracle HRMS defines the Full Name, Display Name, List Name, and Order Name format types. You can also define your own format types for use in custom code.

Full Time Equivalent (FTE)

A Workforce Measurement Type (WMT) that measures full time equivalent. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

Global Value

A value you define for any formula to use. Global values can be dates, numbers or text.

Goods or Service Type

A list of goods or services a benefit plan sponsor has approved for reimbursement.

Grade

A component of an employee's assignment that defines their level and can be used to control the value of their salary and other compensation elements.

Grade Comparatio

A comparison of the amount of compensation an employee receives with the mid-point of the valid values defined for his or her grade.

Grade Ladder

The key component of Grade/Step Progression. You use a grade ladder to categorize grades, to determine the rules for how an employee progresses from one grade (or step) to the next, and to record the salary rates associated with each grade or step on the ladder.

Grade Rate

A value or range of values defined as valid for a given grade. Used for validating employee compensation entries.

Grade Scale

A sequence of steps valid for a grade, where each step corresponds to one point on a pay scale. You can place each employee on a point of their grade scale and automatically increment all placements each year, or as required.

See also: *Pay Scale*, page Glossary-29

Grade Step

An increment on a grade scale. Each grade step corresponds to one point on a pay scale.

See also: *Grade Scale*, page Glossary-20

Grandfathered

A term used in Benefits Administration. A person's benefits are said to be grandfathered when a plan changes but they retain the benefits accrued.

Group

A component that you define, using the People Group key flexfield, to assign employees to special groups such as pension plans or unions. You can use groups to determine employees' eligibility for certain elements, and to regulate access to payrolls.

Group Certificate

In Australia, this is a statement from a legal employer showing employment income of an employee for the financial year..

Headcount(HEAD)

A Workforce Measurement Type (WMT) that measures headcount. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

HR Staff

In DBI for HRMS the HR Staff are people who work in the Human Resources role. Chief HR Officers can track the ratio of HR professionals to the number of workers in their enterprise.

DBI for HRMS uses the HRI_MAP_JOB_JOB_ROLE formula to categorize workers into HR staff and non-HR staff.

Headcount Activity

DBI for HRMS uses this term to mean all the gains and losses occurring in a manager's hierarchy during a reporting period.

Hierarchy

An organization or position structure showing reporting lines or other relationships. You can use hierarchies for reporting and for controlling access to Oracle HRMS information.

High Availability

iRecruitment functionality that enables enterprises to switch between two instances to continuously support the candidate job site.

Hire Date

In DBI for HRMS Hire Date is the employee's most recent hire date.

Imputed Income

Certain forms of indirect compensation that US Internal Revenue Service Section 79 defines as fringe benefits and taxes the recipient accordingly. Examples include employer payment of group term life insurance premiums over a certain monetary amount, personal use of a company car, and other non-cash awards.

Incumbent

In Oracle HRMS and DBI for HRMS, the term Incumbent refers to an active worker (employee or contingent worker).

See also: *Active Employee*, page Glossary-2

Individual Compensation Distribution

A tool that enables managers assign one-time or recurring awards, bonuses, and allowances to qualified employees such as housing allowances, spot bonuses, and company cars. Also enables employees to enter voluntary contributions, such as savings plans, charitable organizations, and company perquisites.

Info Online

A generic framework to integrate Oracle applications with partner applications, enabling users to access information from third-party providers, My Oracle Support (formerly MetaLink) and Learning Management.

Initiator

A person who starts a 360 Degree appraisal (Employee or Self) on an individual. An initiator and the appraisee are the only people who can see all appraisal information.

Input Values

Values you define to hold information about elements. In Oracle Payroll, input values are processed by formulas to calculate the element's run result. You can define up to fifteen input values for an element.

Instructions

An SSHR user assistance component displayed on a web page to describe page functionality.

Integrating Application

In AME, an application that uses Oracle Approvals Management Engine to manage the approval processes of its transactions.

See: Oracle Approvals Management Engine (AME), page Glossary-3

Integrator

Defines all the information that you need to download or upload from a particular window or database view using Web ADI.

Interface

A Web ADI term for the item that specifies the columns to be transferred from the Oracle applications database to your desktop or vice versa.

Involuntary

Used in turnover to describe employees who have ceased employment with the enterprise not of their own accord, for example, through redundancy.

Job

A job is a generic role within a business group, which is independent of any single organization. For example, the jobs "Manager" and "Consultant" can occur in many organizations.

Job Posting

An advertisement for a specific vacancy. This is the public side of the vacancy for which a candidate would apply.

Key Flexfield

A flexible data field made up of segments. Each segment has a name you define and a set of valid values you specify. Used as the key to uniquely identify an entity, such as jobs, positions, grades, cost codes, and employee groups.

See also: *Descriptive Flexfield*, page Glossary-15

Key Performance Indicator (KPI)

Target values that you set for the performance of your enterprise. This value comes from the corresponding KPI Portlet/Report. You can configure the Performance Management Framework to send a notification when actual performance falls short of, or exceeds, the target value. For example, you may configure the Performance Management Framework to send you a notification when workforce variance is greater than 10 percent, or when training success is below 50 percent.

Key Performance Indicator (KPI) Portlet/Report

Displays the executive summary of key measures such as total headcount and total salary.

Layout

Indicates the columns to be displayed in a spreadsheet or Word document created

using Web ADI.

Learning Management

Oracle's enterprise learning management system that administers online and offline educational content.

Leave Loading

In Australia, an additional percentage amount of the annual leave paid that is paid to the employee.

Leaver's Statement

In the UK, this Records details of Statutory Sick Pay (SSP) paid during a previous employment (issued as form SSP1L) which is used to calculate a new employee's entitlement to SSP. If a new employee falls sick, and the last date that SSP was paid for under the previous employment is less than eight calendar weeks before the first day of the PIW for the current sickness, the maximum liability for SSP is reduced by the number of weeks of SSP shown on the statement.

Legal Employer

A business in Australia that employs people and has registered with the Australian Tax Office as a Group Employer.

Legal Entity

A legal entity represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer.

Life Event

A significant change in a person's life that results in a change in eligibility or ineligibility for a benefit.

Life Event Collision

A situation in which the impacts from multiple life events on participation eligibility, enrollability, level of coverage or activity rates conflict with each other.

Life Event Enrollment

A benefits plan enrollment that is prompted by a life event occurring at any time during the plan year.

Linked PIWs

In the UK, these are linked periods of incapacity for work that are treated as one to calculate an employee's entitlement to Statutory Sick Pay (SSP). A period of incapacity

for work (PIW) links to an earlier PIW if it is separated by less than the linking interval. A linked PIW can be up to three years long.

Linking Interval

In the UK, this is the number of days that separate two periods of incapacity for work. If a period of incapacity for work (PIW) is separated from a previous PIW by less than the linking interval, they are treated as one PIW according to the legislation for entitlement to Statutory Sick Pay (SSP). An employee can only receive SSP for the maximum number of weeks defined in the legislation for one PIW.

LMSS

Line Manager Self Service. A predefined SSHR responsibility.

Long Service Leave

Leave with pay granted to employees of a particular employer after a prescribed period of service or employment with that employer.

Lookup Types

Categories of information, such as nationality, address type and tax type, that have a limited list of valid values. You can define your own Lookup Types, and you can add values to some predefined Lookup Types.

Lower Earnings Limit (LEL)

In the UK, this is the minimum average weekly amount an employee must earn to pay National Insurance contributions. Employees who do not earn enough to pay National Insurance cannot receive Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP).

Manager

(iRecruitment) A manager accesses the iRecruitment system to document their hiring needs and conduct their recruiting activities online. Specifically, these activities include vacancy definition, searching for candidates, and processing applicants through the vacancy process.

DBI for HRMS counts a person as a manager if they supervise assignments (directly or through subordinates) for which the total headcount value is greater than zero at the effective date.

Manager-Employee Appraisal

Part of the Appraisal function. A manager appraisal of an employee. However, an appraising manager does not have to be a manager.

Mapping

If you are bringing in data from a text file to Oracle HRMS using a spreadsheet created

in Web ADI, you need to map the columns in the text file to the application's tables and columns.

Maternity Pay Period

In the UK, this is the period for which Statutory Maternity Pay (SMP) is paid. It may start at any time from the start of the 11th week before the expected week of confinement and can continue for up to 18 weeks. The start date is usually agreed with the employee, but can start at any time up to the birth. An employee is not eligible to SMP for any week in which she works or for any other reason for ineligibility, defined by the legislation for SMP.

Medicare Levy

An amount payable by most taxpayers in Australia to cover some of the cost of the public health system.

Menus

You set up your own navigation menus, to suit the needs of different users.

My Account

(iRecruitment) My Account is the total of either a candidate or applicant's personal and vacancy-specific information including the information needed to manage their progress through the recruitment process.

NACHA

National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.

National Identifier

This is the alphanumeric code that is used to uniquely identify a person within their country. It is often used for taxation purposes. For example, in the US it is the Social Security Number, in Italy it is the Fiscal Code, and in New Zealand it is the IRD Number.

National Occupational Classification (NOC) code

In Canada, the National Occupational Classification (NOC) System was developed to best reflect the type of work performed by employees. Occupations are grouped in terms of particular tasks, duties and responsibilities. The use of this standardized system ensures consistency of data from year to year within the same company as well as between companies. These codes are used in the Employment Equity Report.

Net Accrual Calculation

The rule that defines which element entries add to or subtract from a plan's accrual

amount to give net entitlement.

Net Entitlement

The amount of unused paid time off an employee has available in an accrual plan at any given point in time.

Nonrecurring Elements

Elements that process for one payroll period only unless you make a new entry for an employee.

See also: *Recurring Elements*, page Glossary-35

North American Industrial Classification (NAIC) code

The North American Industrial Classification system (NAICs) was developed jointly by the US, Canada and Mexico to provide comparability in statistics regarding business activity across North America. The NAIC replaces the US Standard Industrial Classification (SIC) system, and is used in the Employment Equity Report.

Not in Program Plan

A benefit plan that you define outside of a program.

Objective Assessment Template

The entity that configures the Objectives section of the appraisal.

See also: **Competency Assessment Template**, page Glossary-10

Objectives Library

A collection of reusable objectives. HR Professionals can either create individual objectives in the Objectives Library or import them from an external source.

Off-Boarding

Descriptive term covering all HR processes and procedures involved in removing a worker from your organization, including termination, relocation, and long-term sickness.

OLM

Oracle Learning Management.

On-Boarding

Descriptive term covering all HR processes and procedures involved in hiring and integrating a worker in your organization, including recruitment, hiring, and orientation.

Online Analytical Processing (OLAP)

Analysis of data that reveals business trends and statistics that are not immediately visible in operational data.

Online Transactional Processing (OLTP)

The storage of data from day-to-day business transactions into the database that contains operational data.

Open Enrollment

A type of scheduled enrollment in which participants can enroll in or alter elections in one or more benefits plans.

Options

A level of coverage for a participant's election, such as Employee Only for a medical plan, or 2x Salary for a life insurance plan.

Oracle FastFormula

Formulas are generic expressions of calculations or comparisons you want to repeat with different input values. With Oracle FastFormula you can write formulas using English words and basic mathematical functions. The output of FastFormulas is fed back into reports.

Organization

A required component of employee assignments. You can define as many organizations as you want within your Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. You can structure your organizations into organizational hierarchies for reporting purposes and for system access control.

Organization Manager Hierarchy

An HRMS structure that contains supervisors and subordinates on a reporting chain who also own organizations. HRMS uses this hierarchy to filter the information you display in report modules, such as the Daily Business Intelligence Workforce Budget Management dashboard, to include only managers who own organizations.

OSSWA

Oracle Self Service Web Applications.

Outcome

For a unit standard competence, a behavior or performance standard associated with one or more assessment criteria. A worker achieves a unit standard competence when they achieve all outcomes for that competence.

Overrides

You can enter overrides for an element's pay or input values for a single payroll period. This is useful, for example, when you want to correct errors in data entry for a nonrecurring element before a payroll run.

Parameter Portlet

A portlet in which you select a number of parameters that may affect all your portlets on your page. These may include an effective date, the reporting period, the comparison type, the reporting manager, and the output currency for your reports. The parameter portlet is usually available at the top of the portal page.

Pattern

A pattern comprises a sequence of time units that are repeated at a specified frequency. The Statutory Absence Payments (UK) feature, uses SSP qualifying patterns to determine employees entitlement to Statutory Sick Pay (SSP).

Pattern Time Units

A sequence of time units specifies a repeating pattern. Each time unit specifies a time period of hours, days or weeks.

Pay Scale

A set of progression points that can be related to one or more rates of pay. Employee's are placed on a particular point on the scale according to their grade and, usually, work experience.

See also: *Grade Scale*, page Glossary-20

Pay Value

An amount you enter for an element that becomes its run item without formula calculations.

See also: *Input Values*, page Glossary-22

Payment Type

There are three standard payment types for paying employees: check, cash and direct deposit. You can define your own payment methods corresponding to these types.

Payroll

A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

Payroll Reversal

A payroll reversal occurs when you reverse a payroll run for a single employee, in effect cancelling the run for this employee.

Payroll Rollback

You can schedule a payroll rollback when you want to reverse an entire payroll run, cancelling out all information processed in that run. To preserve data integrity, you can roll back only one payroll at a time, starting with the one most recently run.

Payroll Run

The process that performs all the payroll calculations. You can set payrolls to run at any interval you want.

People List

An SSHR line manager utility used to locate an employee.

Performance Management Framework (PMF)

A business intelligence tool used to alert users to exceptional circumstances, as defined by KPIs. When a particular factor measured by HRMSi goes beyond a threshold chosen by the user, the system sends the user a workflow notification.

Performance Management Plan

The entity that defines the performance-management process for a specified period. A component of the Workforce Performance Management function.

Performance Management Viewer (PMV)

A reporting tool that displays the report that corresponds to one or more PMF targets.

Period of Incapacity for Work (PIW)

In the UK, this is a period of sickness that lasts four or more days in a row, and is the minimum amount of sickness for which Statutory Sick Pay can be paid. If a PIW is separated by less then the linking interval, a linked PIW is formed and the two PIWs are treated as one.

Period of Placement

The period of time a contingent worker spends working for an enterprise. A contingent worker can have only one period of placement at a time; however, a contingent worker can have multiple assignments during a single period of placement.

Period Type

A time division in a budgetary calendar, such as week, month, or quarter.

Personal Public Service Number (PPS)

The Irish equivalent to National Insurance number in the UK, or the Social Security number in the US.

Personal Tax Credits Return (TD1)

A Revenue Canada form which each employee must complete. Used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount to withhold from the employee's wages for federal/provincial taxes.

Person Search

An SSHR function which enables a manager to search for a person. There are two types of search, Simple and Advanced.

Person Type

There are eight system person types in Oracle HRMS. Seven of these are combinations of employees, ex-employees, applicants, and ex-applicants. The eighth category is 'External'. You can create your own user person types based on the eight system types.

Personal Scorecard

A collection of objectives for a single worker arising from a single Performance Management Plan.

Personnel Actions

Personnel actions is a public sector term describing business processes that define and document the status and conditions of employment. Examples include hiring, training, placement, discipline, promotion, transfer, compensation, or termination. Oracle HRMS uses the term *self-service actions* synonymously with this public sector term. Oracle Self Service Human Resources (SSHR) provides a configurable set of tools and web flows for initiating, updating, and approving self-service actions.

Plan Design

The functional area that allows you to set up your benefits programs and plans. This process involves defining the rules which govern eligibility, available options, pricing, plan years, third party administrators, tax impacts, plan assets, distribution options, required reporting, and communications.

Plan Sponsor

The legal entity or business responsible for funding and administering a benefits plan. Generally synonymous with employer.

Placement Start Date

In DBI for HRMS Placement Date is the contingent worker's most recent start date prior to the effective date.

Position

A specific role within the Business Group derived from an organization and a job. For example, you may have a position of Shipping Clerk associated with the organization Shipping and the job Clerk.

Predefined Components

Some elements and balances, all primary element classifications and some secondary classifications are defined by Oracle Payroll to meet legislative requirements, and are supplied to users with the product. You cannot delete these predefined components.

Process Rule

See Configurable Business Rules, page Glossary-11

Professional Information

An SSHR function which allows an employee to maintain their own professional details or a line manager to maintain their direct reports professional details.

Proficiency

A worker's perceived level of expertise in a competency, in the opinion of an assessor, over a given period. For example, a worker may demonstrate the communication competency at Novice or Expert level.

Progression Point

A pay scale is calibrated in progression points, which form a sequence for the progression of employees up the pay scale.

See also: *Pay Scale*, page Glossary-29

Prospect Pool

(iRecruitment) The prospect pool contains all registered users who have given permission for their information to be published.

Provincial/Territorial Employment Standards Acts

In Canada, these are laws covering minimum wages, hours of work, overtime, child labour, maternity, vacation, public/general holidays, parental and adoption leave, etc., for employees regulated by provincial/territorial legislation.

Provincial Health Number

In Canada, this is the account number of the provincially administered health care plan

that the employer would use to make remittances. There would be a unique number for each of the provincially controlled plans i.e. EHT, Quebec HSF, etc.

PTO Accrual Plan

A benefit in which employees enroll to entitle them to accrue and take paid time off (PTO). The purpose of absences allowed under the plan, who can enroll, how much time accrues, when the time must be used, and other rules are defined for the plan.

QPP

(See Canada/Quebec Pension Plan)

QA Organization

Quality Assurance Organization. Providers of training that leads to Qualifications Framework qualifications register with a QA Organization. The QA Organization is responsible for monitoring training standards.

Qualification Type

An identified qualification method of achieving proficiency in a competence, such as an award, educational qualification, a license or a test.

See also: *Competence*, page Glossary-10

Qualifications Framework

A national structure for the registration and definition of formal qualifications. It identifies the unit standard competencies that lead to a particular qualification, the awarding body, and the field of learning to which the qualification belongs, for example.

Qualifying Days

In the UK, these are days on which Statutory Sick Pay (SSP) can be paid, and the only days that count as waiting days. Qualifying days are normally work days, but other days may be agreed.

Qualifying Pattern

See: *SSP Qualifying Pattern*, page Glossary-39

Qualifying Week

In the UK, this is the week during pregnancy that is used as the basis for the qualifying rules for Statutory Maternity Pay (SMP). The date of the qualifying week is fifteen weeks before the expected week of confinement and an employee must have been continuously employed for at least 26 weeks continuing into the qualifying week to be entitled to SMP.

Quebec Business Number

In Canada, this is the employer's account number with the Ministere du Revenu du Quebec, also known as the Quebec Identification number. It consists of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Questionnaire

A function which records the results of an appraisal.

QuickPaint Report

A method of reporting on employee and applicant assignment information. You can select items of information, paint them on a report layout, add explanatory text, and save the report definition to run whenever you want.

See also: *Assignment Set*, page Glossary-6

QuickPay

QuickPay allows you to run payroll processing for one employee in a few minutes' time. It is useful for calculating pay while someone waits, or for testing payroll formulas.

Ranking

(iRecruitment) A manually entered value to indicate the quality of the applicant against other applicants for a specific vacancy.

Rates

A set of values for employee grades or progression points. For example, you can define salary rates and overtime rates.

Rate By Criteria

A function that enables the calculation of pay from different rates for each role a worker performs in a time period.

Rating Scale

Used to describe an enterprise's competencies in a general way. You do not hold the proficiency level at the competence level.

Record of Employment (ROE)

A Human Resources Development Canada form that must be completed by an employer whenever an interruption of earnings occurs for any employee. This form is necessary to claim Employment Insurance benefits.

Recruitment Activity

An event or program to attract applications for employment. Newspaper advertisements, career fairs and recruitment evenings are all examples of recruitment activities. You can group several recruitment activities together within an overall activity.

Recurring Elements

Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links.

See also: *Nonrecurring Elements*, page Glossary-27, *Standard Link*, page Glossary-39

Referenced Rule

In HRMS budgeting, any predefined configurable business rule in the Assignment Modification, Position Modification, or Budget Preparation Categories you use as the basis for defining a new rule.

See Configurable Business Rules, page Glossary-11

Region

A collection of logically related fields in a window, set apart from other fields by a rectangular box or a horizontal line across the window.

See also: *Block*, page Glossary-7, *Field*, page Glossary-19

Registered Pension Plan (RPP)

This is a pension plan that has been registered with Revenue Canada. It is a plan where funds are set aside by an employer, an employee, or both to provide a pension to employees when they retire. Employee contributions are generally exempt from tax.

Registered Retirement Savings Plan (RRSP)

This is an individual retirement savings plan that has been registered with Revenue Canada. Usually, contributions to the RRSP, and any income earned within the RRSP, is exempt from tax.

Registered User

(iRecruitment) A person who has registered with the iRecruitment site by entering an e-mail address and password. A registered user does not necessarily have to apply for jobs.

Reporting Group

A collection of programs and plans that you group together for reporting purposes, such as for administrative use or to meet regulatory requirements.

Report Parameters

Inputs you make when submitting a report to control the sorting, formatting, selection, and summarizing of information in the report.

Report Set

A group of reports and concurrent processes that you specify to run together.

Requisition

The statement of a requirement for a vacancy or group of vacancies.

Request Groups

A list of reports and processes that can be submitted by holders of a particular responsibility.

See also: *Responsibility*, page Glossary-36

Residual

The amount of unused paid time off entitlement an employee loses at the end of an accrual term. Typically employees can carry over unused time, up to a maximum, but they lose any residual time that exceeds this limit.

See also: *Carry Over*, page Glossary-9

Responsibility

A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.

See also: *Security Profile*, page Glossary-38, *User Profile Options*, page Glossary-43, *Request Groups*, page Glossary-36, *Security Groups*, page Glossary-36

Resume

A document that describes the experience and qualifications of a candidate.

RetroPay

A process that recalculates the amount to pay an employee in the current period to account for retrospective changes that occurred in previous payroll periods.

Retry

Method of correcting a payroll run or other process *before* any post-run processing takes place. The original run results are deleted and the process is run again.

Revenue Canada

Department of the Government of Canada which, amongst other responsibilities,

administers, adjudicates, and receives remittances for all taxation in Canada including income tax, Employment Insurance premiums, Canada Pension Plan contributions, and the Goods and Services Tax (legislation is currently proposed to revise the name to the Canada Customs and Revenue Agency). In the province of Quebec the equivalent is the Ministere du Revenu du Quebec.

Reversal

Method of correcting payroll runs or QuickPay runs *after* post-run processing has taken place. The system replaces positive run result values with negative ones, and negative run result values with positive ones. Both old and new values remain on the database.

Reviewer (SSHR)

A person invited by an appraising manager to add review comments to an appraisal.

RIA

Research Institute of America (RIA), a provider of tax research, practice materials, and compliance tools for professionals, that provides U.S. users with tax information.

Rollback

Method of removing a payroll run or other process *before* any post-run processing takes place. All assignments and run results are deleted.

Rollup

An aggregate of data that includes subsidiary totals.

Run Item

The amount an element contributes to pay or to a balance resulting from its processing during the payroll run. The Run Item is also known as calculated pay.

Salary Basis

The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

Salary Rate

The rate of pay associated with a grade or step. Used by Grade/Step Progression.

Scheduled Enrollment

A benefits plan enrollment that takes place during a predefined enrollment period. Scheduled enrollments can be administrative, or open.

Search by Date

An SSHR sub-function used to search for a Person by Hire date, Application date, Job posting date or search by a Training event date.

Secondment

The temporary transfer of an employee to a different business group.

Security Group

Security groupsenable HRMS users to partition data by Business Group. Only used for Security Groups Enabled security.

See also: *Responsibility*, page Glossary-36, *Security Profile*, page Glossary-38, *User Profile Options*, page Glossary-43

Security Groups Enabled

Formerly known as Cross Business Group Responsibility security. This security model uses security groups and enables you to link one responsibility to many Business Groups.

Security Profile

Security profiles control access to organizations, positions and employee and applicant records within the Business Group. System administrators use them in defining users' responsibilities.

See also: *Responsibility*, page Glossary-36

Self Appraisal

Part of the Appraisal function. This is an appraisal undertaken by an employee to rate their own performance and competencies.

Separation Category

Separation category groups the leaving reasons. HRMS*i* refers to Termination Category as Separation Category.

See also: *termination category*, page Glossary-41

Site Visitor

(iRecruitment) A person who navigates to the iRecruitment web site and may view job postings. This person has not yet registered or logged in to the iRecruitment system. This individual may search for postings on the web site and also has the ability to log in or register with the iRecruitment site.

SMP

See: *Statutory Maternity Pay*, page Glossary-40

Social Insurance Number (SIN)

A unique number provided by Human Resources Development Canada (HRDC) to each person commencing employment in Canada. The number consists of 9 digits in the following format (###-###-###).

Source Deductions Return (TP 1015.3)

A Ministere du Revenu du Quebec form which each employee must complete. This form is used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount of provincial tax to withhold from the employee's wages.

Special Information Types

Categories of personal information, such as skills, that you define in the Personal Analysis key flexfield.

Special Run

The first run of a recurring element in a payroll period is its normal run. Subsequent runs in the same period are called special runs. When you define recurring elements you specify Yes or No for special run processing.

SSHR

Oracle Self-Service Human Resources. An HR management system using an intranet and web browser to deliver functionality to employees and their managers.

SSP

See: *Statutory Sick Pay*, page Glossary-40

SSP Qualifying Pattern

In the UK, an SSP qualifying pattern is a series of qualifying days that may be repeated weekly, monthly or some other frequency. Each week in a pattern must include at least one qualifying day. Qualifying days are the only days for which Statutory Sick Pay (SSP) can be paid, and you define SSP qualifying patterns for all the employees in your organization so that their entitlement to SSP can be calculated.

Standard HRMS Security

The standard security model. Using this security model you must log on as a different user to see a different Business Group.

Standard Link

Recurring elements with standard links have their element entries automatically created for all employees whose assignment components match the link.

See also: *Element Link*, page Glossary-16, *Recurring Elements*, page Glossary-35

Statement of Commissions and Expenses for Source Deduction Purposes (TP 1015.R.13.1)

A Ministere du Revenu du Quebec form which allows an employee who is paid partly or entirely by commissions to pay a constant percentage of income tax based on his or her estimated commissions for the year, less allowable business expenses.

Statement of Earnings (SOE)

A summary of the calculated earnings and deductions for an assignment in a payroll period.

Statement of Remuneration and Expenses (TD1X)

In Canada, the Statement of Remuneration and Expenses allows an employee who is paid partly or entirely by commission to pay a constant percentage of income tax, based on his or her estimated income for the year, less business-related expenses.

Statutory Adoption Pay

In the UK, Statutory Adoption Pay (SAP) is payable to a person of either sex with whom a child is, or is expected to be, placed for adoption under UK law.

Statutory Maternity Pay

In the UK, you pay Statutory Maternity Pay (SMP) to female employees who take time off work to have a baby, providing they meet the statutory requirements set out in the legislation for SMP.

Statutory Sick Pay

In the UK, you pay Statutory Sick Pay (SSP) to employees who are off work for four or more days because they are sick, providing they meet the statutory requirements set out in the legislation for SSP.

Statutory Paternity Pay

In the UK, Statutory Paternity Pay Birth (SPPB) is payable to a person supporting the mother at the time of birth. In cases of adoption, the primary carer receives Statutory Adoption Pay, while the secondary carer receives Statutory Paternity Pay Adoption (SPPA).

Student Employee

A student who is following a work-study program. Student employees have HRMS person records (of system type Employee) so that you can include them in your payroll.

Succession Planning

An SSHR function which enables a manager to prepare a succession plan.

Suitability Matching

An SSHR function which enables a manager to compare and rank a persons competencies.

Superannuation Guarantee

An Australian system whereby employers are required to contribute a percentage of an eligible employee's earnings to a superannuation fund to provide for their retirement.

Supplier

An internal or external organization providing contingent workers for an organization. Typically suppliers are employment or recruitment agencies.

Supporting Objective

An objective aligned with another objective. Supporting objectives contribute to the achievement of the objectives they support.

Tabbed Regions

Parts of a window that appear in a stack so that only one is visible at any time. You click on the tab of the required region to bring it to the top of the stack.

Task Flows

A sequence of windows linked by buttons to take you through the steps required to complete a task, such as hiring a new recruit. System administrators can create task flows to meet the needs of groups of users.

Tax Point

The date from which tax becomes payable.

Template Letter

Form letter or skeleton letter that acts as the basis for creating mail merge letters. The template letter contains the standard text, and also contains field codes, which are replaced by data from the application during the mail merge process.

Terminating Employees

You terminate an employee when he or she leaves your organization. Information about the employee remains on the system but all current assignments are ended.

Termination Category

When employees leave an enterprise, the decision is either made by the employee or by the enterprise. When the decision is made by the employee the termination is Voluntary. When the decision is made by the enterprise, the termination is Involuntary.

DBI for HRMS uses a formula to determine which category each termination belongs to, based on the associated leaving reason.

HRMSi elsewhere refers to Termination Category as Separation Category.

Termination Date

DBI for HRMS uses this term to specifically refer to the employee's most recent termination date prior to the effective date.

Termination Rule

Specifies when entries of an element should close down for an employee who leaves your enterprise. You can define that entries end on the employee's actual termination date or remain open until a final processing date.

Tips

An SSHR user assistance component that provides information about a field.

Total Compensation Statement

A module to communicate compensations, rewards, and benefits to employees and contingent workers.

Transaction Type

In AME, an integrating application may divide its transactions into several categories, where each category requires a distinct set of approval rules. Each set of rules is a transaction type. Different transaction types can use the same attribute name to represent values that the application fetches from different places. This enables several transaction types to share approval rules, thus facilitating a uniform approval policy across multiple transaction types.

Transcentive

A third-party compensation management solutions provider, that provides additional information about benefits choices.

Unit Standard

A nationally registered document that describes a standard of performance. The standard is typically defined and maintained by industry representatives.

Unit Standard Competency

A competency that is defined in a Unit Standard and linked to a Qualifications Framework qualification.

Upload

The process of transferring the data from a spreadsheet on your desktop, created using

Web ADI, back to the Oracle HRMS application.

User Assistance Components

SSHR online help comprising tips and instructions.

User Balances

Users can create, update and delete their own balances, including dimensions and balance feeds.

See also: *Balances*, page Glossary-6

User Profile Options

Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements.

See also: *Responsibility*, page Glossary-36, *Security Profile*, page Glossary-38

User-based Security

With this type of security, the application generates the security permissions for a current user when that user logs on to a system. The system uses the security profile (can be position, supervisor, or organization-based, for example) to generate security permissions for the current user, for example, based on the user's position. An alternative to user-based security is a security profile with defined security rules, for example, to specify that the top-level position for a position-based security profile is Position A, irrespective of the current user's position.

View

An example of an interface that you can use to download data from the Oracle HRMS application to a spreadsheet using Web ADI.

Viewer (SSHR)

A person with view only access to an appraisal. An appraising manager or an employee in a 360 Degree Self appraisal can appoint view only access to an appraisal.

Viewer (Web ADI)

A desktop application, such as a spreadsheet or word processing tool, that you use to view the data downloaded from Oracle HRMS via Web ADI.

Voluntary

Term used in turnover to describe employees who have ceased employment with the enterprise of their own accord, for example, by resigning.

Waiting Days

In the UK, statutory Sick Pay is not payable for the first three qualifying days in period of incapacity for work (PIW), which are called waiting days. They are not necessarily the same as the first three days of sickness, as waiting days can be carried forward from a previous PIW if the linking interval between the two PIWs is less than 56 days.

WCB Account Number

In Canada, this is the account number of the provincially administered Workers' Compensation Board that the employer would use to make remittances. There would be a unique number for each of the provincially controlled boards i.e. Workplace Safety & Insurance Board of Ontario, CSST, etc.

Work Choices

Also known as Work Preferences, Deployment Factors, or Work Factors. These can affect a person's capacity to be deployed within an enterprise, such willingness to travel or relocate. You can hold work choices at both job and position level, or at person level.

Worker

An employee, page Glossary-17 or a contingent worker, page Glossary-12

In DBI for HRMS workers are employees and contingent workers who report to the selected manager.

Workers' Compensation Board

In Canada, this is a provincially governed legislative body which provides benefits to employees upon injury, disability, or death while performing the duties of the employer. Workers' Compensation Board premiums are paid entirely by the employer.

Workflow

An Oracle application which uses charts to manage approval processes and in addition is used in SSHR to configure display values of sections within a web page and instructions.

Workforce Measurement Type (WMT)

Groups of different units combined to measure the workforce. The most common units are headcount and full time equivalent.

Workforce Measurement Value (WMV)

A WMT value, for example, headcount or FTE.

Workforce Performance Management

The Oracle HRMS functions that support enterprise-directed objective setting,

management, and assessment.

Work Structures

The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.

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