Oracle Fusion Cloud Talent Management

Using Enhanced Talent Profiles

24B

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1 Introduction to Oracle Cloud HCM Profile Management

Oracle Cloud HCM Profile Management

Enhancements made in Profile Management include changes to the user experience and to talent profile administration.

This document describes the Enhanced Talent Profiles. It will give you guidance on configuring your talent profiles and using the new responsive UIs.

For information about any issues related to your setup configuration and how they can be resolved using application diagnostics available in Fusion, see the MOS article *Oracle Fusion Profile Management: 23B Profile Setup Diagnostics (Doc ID 2938508.1)* and *Oracle Fusion Profile Management: 23D Talent Profiles Data Diagnostics (Doc ID 2983123.1)*.

Overview of Enhanced Talent Profile Scheduled Processes

Scheduled processes are available for specific business needs in Enhanced Talent Profile.

Use **Tools** > **Scheduled Processes** to schedule processes.

Process Name	Description
Propagate Dynamic Skills to Workers	Propagates core skills and role skills to workers
Synchronize Talent Data for AI Recommendations	Uploads talent data to cloud storage for use in ML models to generate AI recommendations
Manage Best Fit Batch Process	Performs the best-fit analysis of profiles and persists the results
Purge Skill Endorsement Requests Job	Purge endorsement requests
Delete Skill Endorsements and Recalculate Skill Confirmations	Deletes endorsements that are no longer valid and recalculates skill confirmations if applicable
Update Profile Search Keywords	Updates the profiles search keyword table
Optimize Profile Search Keywords Index	This process optimizes the index on the profiles search keyword table to avoid index getting fragmented
Synchronize Profile Search Keywords Index	Performs the synchronization of profiles search keyword indexes

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2 Profile Management

Profile Management Explained

Profile Management provides a framework for developing and managing talent profiles that meet your industry or organizational requirements. Profiles summarize the qualifications and skills of a person or a workforce structure such as a job or position.

Profiles are valuable for tracking employees' skills, competencies, and accomplishments, and for various talent management activities, such as career planning, identifying training needs, performance management, and in the recruitment process for identifying job requirements and suitable applicants.

Profile Management's presentation of the person profile and talent ratings provide a more engaging and responsive interface design. The user experience enables features that can be presented on both mobile and web pages. The interfaces are simpler, intuitive, and consistent across Oracle Cloud Oracle Cloud Human Capital Management (HCM).

Profile Management Components: How They Work Together

You can configure Oracle Cloud HCM Profile Management to meet your business requirements using these components: the content library, profiles and profile types, content subscribers, and rating models.

This figure illustrates how the components of Profile Management fit together.

Content Library

Content Templates	Content Sections	Item Catalogs

Rating Model

Competencies → Job Related Competencies → Adapt to Change, Plan & Organize, Decision Making, Build Relations

Competencies → Leadership Competencies → Prof. HR Mgmt. Project Mgmt. Org. SHRM Cert.

Certifications → Technical Certifications → Bachelor, Science Bachelor, Arts Master, Engineer

Certifications → General Licenses → National HR Fed. HC Institute HR Certification

Education → Degrees → Bachelor, Science Bachelor, Arts Master, Engineer

Membeships → Memberships → Bachelor, Science Bachelor, Arts Master, Engineer

Membeships → Vounteer

Profile Types

Person Profile Type

Job Related Competencies
Leadership Competencies
Technical Certifications
General Licenses
Degrees
Memberships
Volunteer

Model Profile Type

Job Related Competencie
Technical Certifications
Degrees
Memberships

Jason Roberts' Talent Profile

Job Related Competencies:
- Adapt to Changes - 3
- Build Relationships - 2
- Plan & Organize - 3

Leadership Competencies:
- Leading
- Communications

Technical Certifications:
- Prof. HR Management

General Licenses:
- Notary

Degrees:
- Bachelor of Science, Economics

Memberships:
- No Memberships

Volunteer:
- Volunteers of America
- American Red Cross

HR Manager Job Profile

Job Related Competencies:
- Adapt to Changes - 3
- Build Relationships - 3
- Plan & Organize - 3
- Decision Making – 3

Technical Certifications:
- Prof. HR Management

Degrees:
- Bachelor of Science

Memberships:
- National HR Federation

Overall Fit: 85%

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3 Rating Models

Rating Models

Use rating models to rate employees on their performance and level of proficiency in the skills and qualities that are set up on the person profile. You can also use rating models to specify target proficiency levels for items on a model profile, so that the model profile can be compared to employees' profiles. Use the Profile Rating Models task in the Profiles work area to create a rating model.

To rate employees on their performance and proficiency, attach rating models to the content sections included in the person profile. Then you can rate employees on the items within the type. For example, you can rate employees on the Communication profile item within the Competencies content section.

For model profiles, you can specify target proficiency levels for items on the profile, to compare model profiles with employee profiles. Using the ratings:

- Managers can compare a model profile to employees' profiles and determine the best person suited to fill a position.
- Employees can compare their profile to model profiles to identify:
  - Suitable positions within the organization.
  - Skill gaps and fill the gaps before applying for other positions.

Rating models that measure employees' potential and the impact and risk of loss are also available.

Rating models can include some or all of the following components, depending on the use for the model:

- Rating Levels
- Review Points
- Rating Categories
- Distributions

Rating Levels

Rating levels identify the qualitative values, such as 1, 2, 3, or 4, that you use to rate an employee.

For rating models that are used by Performance Management, you must:

- Define numeric ratings, particularly for rating models in performance documents that use calculated ratings.
- Define rating levels using whole numbers, with the highest number indicating the best rating. Rating levels determine high and low ratings in the analytics.

You must define numeric ratings in the rating model associated with Skills Center content section.

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Review Points

Define review points for rating models in performance documents that use the average, sum, or band calculation method.

The review points and point ranges that you define for the rating model are used to calculate ratings.

Rating Categories

Using rating categories, you can group rating levels together for analysis tools used in the talent review process, such as the box chart that is used in the talent review process.

You can group rating levels into categories such as low, medium, and high, and those categories then become the labels for the analytic. You should not change rating categories after setting them up, as the changes could affect the analytics.

Distributions

Compensation Management and Performance Management both use rating model distributions to determine the targeted minimum and maximum percentage of employees that should be given each rating level.

Compensation Management uses the distribution values that you set up directly on rating models. However, you can set up distributions using the Target Ratings Distribution task for rating models that are used in Performance Management.

How to Create a Rating Model

1. In the Profiles work area, find the **Profile Rating Models** task.
2. On the **Profile Rating Models** page, click **Create.**
3. On the **Create Rating Model** page, complete the following fields, as shown in the table. Use the default values except where indicated.

Field	Value
Code	Citizenship
Rating Name	Corporate
Description	Rating model for corporate citizenship

4. On the rating levels tab, complete the following fields, as shown in this table.

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1.

Rating Level	Name	Short Description
1	Demonstrates limited or unused influence.	Limited
2	Demonstrates clear evidence of influence.	Clear Evidence
3	Provides a successful image of the company as socially responsible in limited environments.	Successful Image
4	Actively called upon to use influence as a corporate representative in selective environments.	Influential in Selected Environments
5	Demonstrates high level of influence and can operate effectively in all environments.	High Level of Influence

5. Click **Save and Close**

How to Delete Rating Model Rating Levels

The Rating Model is a user setup and is maintained by an HR Specialist. Profiles is a core product, and the Rating Model is part of the Content Library that can be consumed by other applications.

There is currently no way in the application to provide validations to catch where the Rating Levels is used, so the Delete button is hidden out of the box.

Procedure

1. Enable a sandbox and make sure that Page Composer is available.
2. In Page Composer, use the Expression Editor to enable the Delete button.
3. After enabling the Delete button and deleting the item, we recommend that you disable the Delete button again.

Related Topics
- Modify Page Content Using Page Composer

How to Specify Behaviors for Competencies

You can refine job requirements by specifying behaviors for competencies included in job profiles.

Set up competency-behavior associations in job profiles sections. These associations and only these associations can be added to the Skills and Qualifications page for employees and employees can be rated against those behaviors.

1. Create catalogs of behaviors. You will associate one behaviors catalog with each competency section that you want to enable with behaviors. The values in each catalog will be used to associate with individual competencies in the

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section that the catalog is associated with. You can associate different values with different competencies. From **My Client Groups > Profiles > Item Catalogs** , select the **Behaviors** template.

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2. Enable behaviors for competencies sections in the Person Profile Type. This will automatically enable behaviors for model profiles configured with these competencies sections (through Job Profile Type inheritance). From My Client Groups > Profiles > Profile Types > Edit Person Profile Type.

    a. Select the Competencies section.

    b. Select the Behaviors check box to enable behaviors for this competencies section.

    c. Select a specific item catalog representing the catalog of behaviors to be used later for individual competencies in this competencies section.

    d. Specify the Relationship type between the behaviors and the competencies. This type will be used to determine how to roll up Proficiency Ratings from behaviors to competencies.

Enabling Behaviors for Competencies Sections in Person Profile Type

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3. Associate specific behaviors with individual competencies in model profiles.

    a. From **My Client Groups > Profiles > Model Profiles >** select the Profile Type: **Job**.

    b. Select a job profile to edit.

    c. Navigate to a competencies section, and add competencies as required for the given job profile.

Configuring Specific Competencies for a job Model Profile

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4. Select a competency to edit, add behaviours from the behavior catalog (that you associated earlier with the competencies section) as required for the given competency.

Configuring Specific Behaviors for Individual Competencies

After you set this up, the Behaviors section is shown in the Skills and Qualifications page below:

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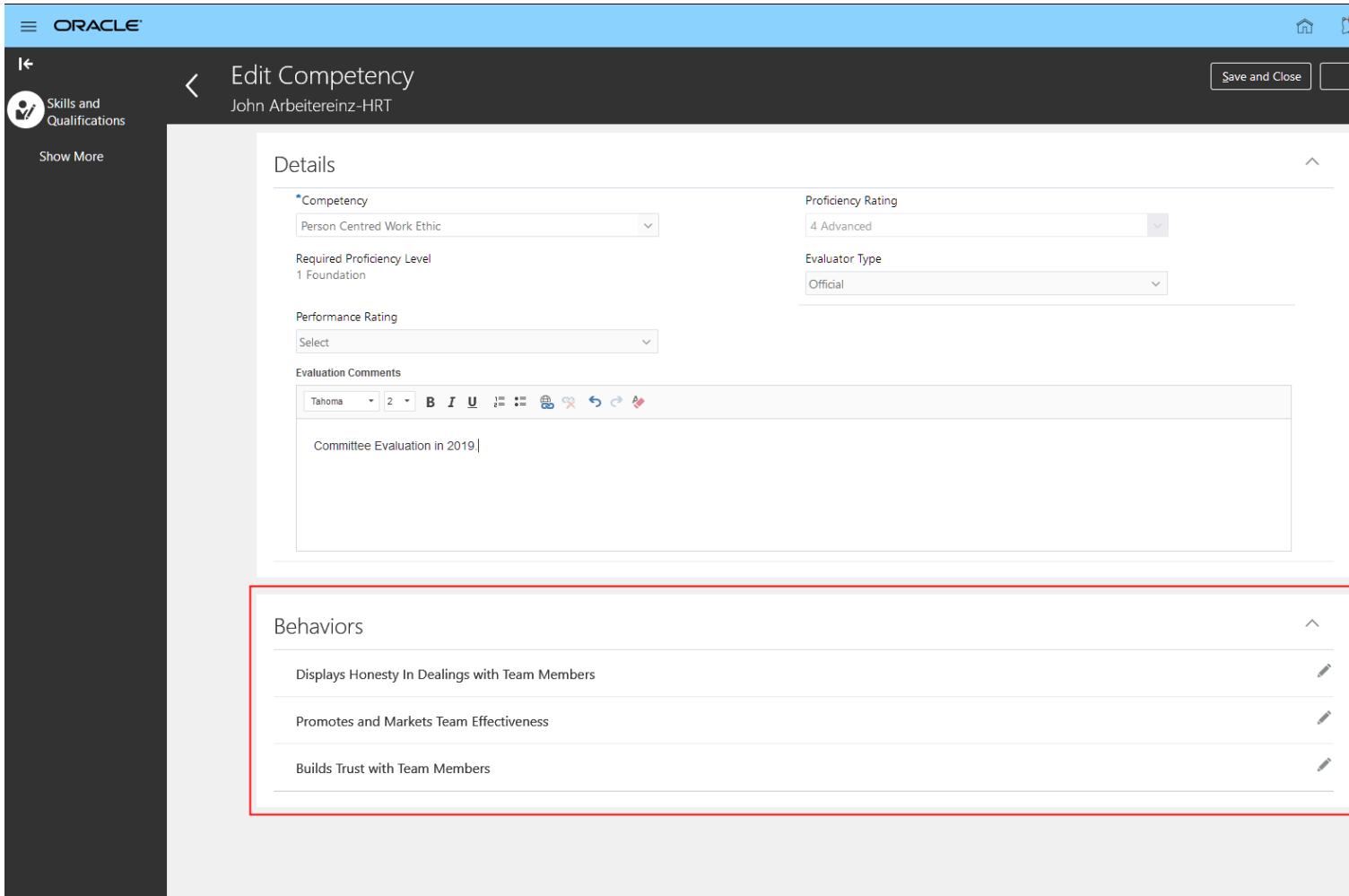
5. Edit Competency in Skills and Qualifications.

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4 Evaluator Type Setup

Improvements to Evaluator Type Setup for Competency Content Sections

We've improved the user experience when setting up and using evaluator types for competency content sections for talent profiles. A competency always carries an evaluation type, regardless of whether the Admin has chosen to hide it or show it in the content section. That means that different evaluator type settings can be created for different competency content sections.

Additionally, we made it more intuitive for end users to enter competency ratings against different evaluator types on the **Skills and Qualifications** page. Admins can hide or show the evaluator type field on the **Skills and Qualifications** page. When the Evaluator Type is hidden, the default evaluator type for the roles defined in the Person Profile Type Content Section will be used when an employee or manager create a competency. For HR, it will default to the **Official** evaluator type.

If the Content Section evaluator type setup is hidden, then the defaults or any settings created by the Admin user prior to 21A will apply. The defaults are based on the role or the application that contributes a competency rating:

- Employee: SELF
- Manager: SUPERVISOR
- HR Admin: OFFICIAL
- Goal Management: GOAL
- Career Development: GOAL
- Performance Management: SUPERVISOR
- Learning: LEARNING

The evaluator type settings are based on system defaults or in the case of employee and manager, it will be based on the default defined by the Admin in content section setup.

On the **Skills and Qualifications** page, a new selection option in the **View By** drop down enables users to see **All** evaluator types or select only one (like **Official**) that they have access to and want to see.

Navigation	View by filter defaults to
Me > Career and Performance > Skills and Qualifications page	Self
My Team > My Team > search for a person > Skills and Qualifications page	Supervisor
My Client Groups > Profiles > search for a person > Skills and Qualifications page	Official

During the set up for Evaluator Type List of Values, Admin users can choose the same setting for the Employee Default and the Manager Default radio buttons. For example, both can be chosen as Official for the Evaluator Type. A new warning message appears that says employees and managers will be able to modify the same competency.

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An evaluator type must be configured for each section that uses the competency template. Admin users can display or hide the evaluator type, but once the evaluator type is set and a competency section is created for it, the evaluator type can no longer be changed by the user.

If the Admin user decides to show evaluator types:

- If there are profile items created for a competency section, Admin users cannot change evaluator type settings. These settings will be read-only so they can view them.

- Permissioned end users can filter by evaluator type to view ratings from different evaluators.

- When adding or updating a competency rating, end users can see, and in some cases, enter an evaluator type value of their own, based on what's allowed in the settings created by the Admin for the content section.

When records are added to the **Skills and Qualifications** page by other applications like Goal Management, Performance Management, or Learning, there is no option to edit those records.

Note that if there is existing profile item data for the section, Admins can only see the List of Values in read-only mode:

Evaluator Type List of Values

+ Add   ✖ Delete

Evaluator Type	Code	Employee View	Manager View	Employee Default	Manager Default
Official	A	☑	☑	○	○
Subordinate	B	☐	☑	○	○
Customer	C	☐	☑	○	○
Executive Com...	E	☑	☑	○	○
Goal	G	☑	☑	○	○
Learning	L	☑	☑	○	○

OK

Existing values are read-only

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5 Talent Profiles

Talent Profiles

Profile types are either person or model profile types and define the data to be captured by instances of the relevant type.

Profile test Types

The Person Profile Type maintains the definition of the person talent profile necessary for tracking employee's skills, qualities, and qualifications. The Model Profile Types maintain the definition of the workforce structures necessary for tracking targeted and required skills, qualities, and qualifications.

Configuring Profile Types

Use the Profile Types task in the Profiles work area to configure a profile type and add content sections based on the predefined templates to the Person and/or Model Profile Types.

Manage Profile Types

Name	Profile Type	Description
Person	PERSON	Person Profile Type Summary
Job	JOB	Job Profile Type Summary
Position	POSITION	Position Profile Type Summary
Organization	ORGANIZATION	Organization Profile Type Summary
Prerequisite	PREREQUISITE	Learn Prerequisite Profile Type Summary

Profile Types Task

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6 Person Profile

Person Profile

Use the Person Profile Type to create profiles of your workers or non-workers. Person Profile Types contain the skills, qualities, and qualifications that you want to track for your workers.

Use this navigation: **My Client Groups > Profiles > Profile Types >** select the **Person** link to see the **Edit Profile Type: Person** page.

The **Edit Profile Type: Person** page is divided into 3 areas: Profile Definition, Content Sections, and Profile Talent Ratings.

Edit Profile Type: Person

Profile Type	PERSON
* Name	Person
Description	Person Profile Type Summary
Status	Active
Autocreate Person Profiles	✓

Content Sections

 Add Content Section   ✕ Delete

Order	Section Name	Description
∧ ∨	Accomplishments	Accomplishments
∧ ∨	Licenses and Certifications	Licenses and Certifications
∧ ∨	Competencies	Competencies
∧ ∨	Degrees	Degrees
∧ ∨	Education Levels	School Education
∧ ∨	Honors and Awards	Honors and Awards
∧ ∨	Languages	Languages
∧ ∨	Memberships	Memberships
∧ ∨	Career Preferences	Career Preferences
∧ ∨	Work Requirements	Work Requirements
∧ ∨	Previous Employment	Previous Employment
∧ ∨	Highest Education Level	Highest Education Level
∧ ∨	Skill	Skill
∧ ∨	LTLANGUAGE	LTLANGUAGE
∧ ∨	Custom Work Pref	Custom Work Pref

Profile Talent Ratings

Section Name	Description
Performance Rating	Performance Rating
Talent Score	Talent Score
Career Potential	Career Potential
Advancement Readiness	Advancement Readiness
Risk of Loss	Risk of Loss
N Box Cell Assignment	N Box Cell Assignment

Edit Profile Type: Person to add new content sections based on predefined templates

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Profile Definition

The Profile Definition page contains the name and description of the profile, together with the active status. In addition, in the case of person profiles, it provides the capability to autocreate profiles.

The application provides the functionality to automatically create person profiles for person records. You can enable or disable this functionality using the **Autocreate Person Profiles** check box in the Person Profile. By default, this check box is already selected. The **Autocreate Person Profiles** check box is available on the Edit Profile Type page of the person profile type. Use the Profile Types task in the Profiles work area to edit the person profile type.

When the **Autocreate Person Profiles** check box is selected:

- The application automatically creates the person profile for that person when someone accesses the Skills and Qualifications page for a person.

- The person profile added for a pending worker is activated on the effective hire date for an employee or the effective placement date for a contingent worker.

If you choose to clear the **Autocreate Person Profiles** check box for the person profile type and no profile exists for a person, the application displays an error message to create or upload profile when you access that person's Skills and Qualifications page. However, when uploading talent profile data from external sources, you must clear the **Autocreate Person Profiles** check box to avoid duplication of person profiles.

Here is how profiles are automatically created in the application:

1. Selecting the Autocreate Person Profiles check box in the Profile Type UI will create profiles automatically only when the user navigates to either the Skills and Qualifications or Talent Rating UIs.
2. Hiring a person through the UI needs to have the HRT_CREATE_PROFILE_FOR_NEW_HIRE profile option configured. Create a person profile automatically for a new hire by creating the HRT_CREATE_PROFILE_FOR_NEW_HIRE profile option. By default, the HRT_CREATE_PROFILE_FOR_NEW_HIRE profile option is not available in the application. You must create and enable this profile option at the site, product, and user profile levels. Once the profile option is created and enabled for all profile levels, the application creates a person profile for each new hire.
3. When loading person data via HDL, customers must also load Profile data to create a person profile. If the above-mentioned profile option is configured and set, customers can try adding the SET ENABLE_INCREMENTAL_LOAD_EVENTS Y in the dat file to simulate UI behavior where the profile records are auto-created, but please note that this may cause performance issues during HDL load as this triggers an event process that will validate and create a profile for each record inserted; thus not a recommended approach.

Content Sections

Content sections are sections in a profile, person or model, containing profile items. The properties for the content sections are configured under the profile type. You define properties for each content section. However, the accessibility of a content section for person profiles is dependent on the role and security privileges assigned to you.

In the **Edit Profile Type** page, you can create multiple content sections using the predefined templates. For example, you can create a content section named Management Competencies with the Competencies template and another content section named Engineering Competencies with the Competencies template. These two content sections will display as two distinct profile sections in the profile (for example, a Person Profile will have a Management

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Competencies section and an Engineering Competencies section in their profile). Content sections can be deleted from the Profile only if they haven't been used in a Profile.

When adding content sections to a Person Profile, you must select a predefined template and select the attributes you want to display or use from the predefined template in the newly created content section. You can reuse the predefined templates and create additional content sections for the Profile. The reusability of the content templates allows for multiple content sections of the same type of content to be separately defined. For example, the Work History template can be used to create a section that captures previous employment and another section that captures military experience. This capability provides for richer talent profile definitions.

The delivered Content Templates include:

Accomplishment[2]	Language[12]
Career Preferences	Membership[12]
Certification[12]	Skill[2]
Competency[12]Special Project	Special Project[12]
Education[12]	Work History
Honor[12]	Work Preferences/Requirements[2]

[1]Template supports the construction of structured and unstructured content

[2]Template supports Model Profile configuration

Note the following:

1. The Career Statement content section is predefined and therefore, is not included in the Person Profile Type for configuration. The Career Statement content section will appear on the **Skills and Qualifications** page as the default leading content section for that page. After the Career Statement, the first two sections of the **Skills and Qualifications** page are expanded by default, and the rest of the sections are collapsed--simply click to expand a section. Just because the sections are collapsed doesn't mean that they don't have data.
2. Talent Ratings content sections (performance rating, career potential, risk of loss, impact of loss, talent score, Nbox assignment, and advancement readiness) are also predefined as part of the Person Profile Type definition however, their configuration can be modified to meet your requirements. The Talent Ratings content sections will appear on the **Talent Ratings** page. Content section security secures user access to the various delivered talent ratings. The aggregate security privilege, View Talent Ratings, is required to gain access to the new Talent Ratings UI.
3. Career Preferences and Work Preferences content sections are configured in the Person Profile Type definition but each one is displayed as a section on the **Career Development** page.
4. The Skill Level attribute available in the Skill template is specific to Skills Center and it doesn't get displayed in the content section on the Skills and Qualification page.

Content sections can be configured as default sections, which determines if a content section is presented on a person's talent profile without being explicitly added. Section default settings can be changed by administrators for any section.

In addition, you can order content sections in the order you want them to be displayed in the Person Profile, set up Approvals for each content section, and define whether a content section is active. You can determine which attributes are displayed as part of summary or detail display or not display the attribute at all.

You can also define structured and unstructured content. For example, the delivered Special Projects template gives you the flexibility to configure content sections to capture content from a predefined list of projects or from manual entry of projects, enabling customers to capture details related to known internal projects or to capture details about unknown projects to which their employed talent is connected.

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When you select to add a new content section or select a specific content section link in the **Edit Profile Type** page, you will be directed to the **Add/Edit Content Section** page.

Edit Content Section: Competencies

Note that content section access security (configured using the Profile Content Section Access task) secures user access to the various content sections including talent ratings as well as the relevant data for the person profile. To access the content for person profiles, you must give the required access for the content section to a role. You can specify the level of access as view, edit, or report for each role. For example, users in the line manager role can be given edit access to add and edit the Competencies content and view access to only read the Degrees content for their employees (for more information, see the Content Section Access section later in this document). You must have the IT Security Manager role or privileges to perform this task.

After saving your changes on the Profile Content Section Access page, you must regenerate:

- Data roles that inherit any of the job roles to which you mapped a content section

- Abstract roles to which you mapped a content section and to which security profiles are assigned

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Regenerating roles updates their data security permissions. If you don't regenerate relevant roles, then users can't access content sections in person profiles.

> **Note:** When you edit a content section, a leading attribute can no longer be edited. This change help ensure that it does not invalidates any of the supporting attributes in the section and avoid referential integrity issues for consuming applications.

The table below helps you to understand the list of attributes relevant to Skills Center and other subscribers.

Field Name	Relevant to Skills Center	Possible Values
SKILLS	No	
SPECIALITY	No	HARD_SKILL, COMMUNICATION, and LEADERSHIP
SKILL_CATEGORY	Yes	
SKILL_RECOMMENDATION_TYPE	No	
SKILL_CURATION_STATUS	No	Y (For learn)
DATE_ACHIEVED	No	
YEARS_OF_EXPERIENCE	No	
PROJECT_NAME	No	
COMMENTS	No	
DESCRIPTION	No	
SKILL_LEVEL_ID	Yes	
SKILL_RATING_MODEL_ID	Yes	
SKILL_GROUP	Yes	ORA_DEVELOPED/ ORA_DEVELOPING
CONFIRMATION_STATUS	Yes	
CONFIRMATION_DATE	Yes	

You can't subscribe the Skills content section to Skills Center and Talent Profile at the same time. A read only version of the Skills Center section is shown on the Skills and Qualifications page.

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Content Section Properties

Content section properties or content properties are attributes that are used to define data included in a profile. Use the Profile Types task in the Profiles work area to select and edit a content section associated with a profile and define its properties. You must have the HR specialist or implementor role or privileges to perform this task. You have to maintain the leading attributes for the content sections either in freeform or non-freeform.

> **Note:** When you edit a content section, a leading attribute can no longer be edited. This change help ensure that it does not invalidates any of the supporting attributes in the section and avoid referential integrity issues for consuming applications.

The configuration of the content sections for person profiles includes:

1. Section Name – name of the newly created or predefined content section name.
2. Description – description for the content section.
3. Active – whether the content section is active or not.
4. Approval Required – if checked, approval is required when adding, updating or deleting the content section from the profile.
5. Default Section – if checked, this content section will automatically display in the Skills and Qualifications page (using the "Talent Profile" subscriber code) for the Person Profile. The employee will not need to add this content section to their Skills and Qualifications.
6. Content Section Properties – represent the information that you want to capture for a section.
    a. Label – the attribute label for the content section property displayed on the profile when the property is included within a content section.

       You can update attribute labels presented in the UIs by using Page Composer and define the required content section (using Section_ID) as part of the conditions or EL expression. Each content section has a different SectionID therefore, make sure you change the SectionID when changing the label to multiple content sections.

       If you would like to query the SectionID, you can use the following:

       SectionID Query:

       ```
       SELECT (SELECT PROFILE_TYPE_CODE FROM HRT_PROFILE_TYPES_B WHERE PROFILE_TYPE_ID =
       SE.PROFILE_TYPE_ID) PROFILE_TYPE, SE.SECTION_CONTEXT,
       SE.SECTION_ID,CO.CONTENT_TYPE_NAME AS TEMPLATE, SE.NAME
       FROM FUSION.HRT_PROFILE_TYP_SECTIONS_VL SE, FUSION.HRT_CONTENT_TYPES_VL CO
       WHERE CO.CONTENT_TYPE_ID = SE.CONTENT_TYPE_ID
       AND SE.TEMPLATE_BASED_SECTION_FLAG = 'Y'
       ORDER BY SE.PROFILE_TYPE_ID, SE.CONTENT_TYPE_ID
       ```

       Sample EL Expression – use correction SectionID for each content section:

       #{pageFlowScope.pSectionId == '<section_id>' ? 'CustomLabelName' :

       row.bindings.EvalComments.label }
    b. Field Type – the type of attribute
        i. Character Large Object (CLOB).
        ii. Date.

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        iii. Decimal.

        iv. Item Value Set – the list of values for the profile items.

        v. List of Values – an attribute can be configured either as a List of Values or a free form text. When the attribute is defined as an item list, the list of values source for that attribute is enabled. For example, you can create a list of values for Organization and when you add a profile item that contains Organization as an attribute, you will be able to select the Organization from the list of values.

        vi. Lookup – assign a custom list of values (Common Lookup) for relevant attributes within a section; name of the lookup type or a predefined value set that provides values for the content section property.

        vii. Number.

        viii. Text – an attribute can be configured either as a List of Values or a free form text. When an attribute is defined as free form text, the list of values source for that attribute is disabled. For example, you can have a profile item that contains a free form text attribute for Organization.

    c. Value Set Name – the catalog items defined for the relevant item template. The Item Catalogs task supports the functional requirement for defining structured content representing specific skills and

credentials a person has and can be used to evaluate and determine if a person is qualified or fit for a role. Catalog items enable the definition of item lists for specific talent skills and credentials.

To create an Item Catalog, go to the Item Catalogs task in the Profiles work area and select one of the following predefined Item Catalog Templates:

- Behaviors
- Competencies
- Degrees
- Education Levels
- Establishment
- Honors and Awards
- Languages
- Licenses and Certifications
- Memberships
- Projects
- Tags

Then, create an Item Catalog Name and add the relevant items and their descriptions. The attributes presented in the Create Content Item page are based on the item catalog template. For example, let's say you want to create two Item Catalogs for Certifications – one called Driver's Licenses and the other called Financial Securities Licenses. You will create both catalog value sets in the Item Catalogs task and then add the items such as Truck Driver's license and Special Motorist license under the Driver's license Item Catalog and Series 6 and Series 7 under the Financial Securities Licenses Item Catalog. Therefore, you

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will have a value set for Driver's Licenses and another value set for Financial Securities Licenses that you can select to add to the profile for Licenses and Certifications.

You can also upload the Item Catalogs and Items using HCM Data Loader. (For more information about how to use HCM Data Loader, see the HCM Data Loader documentation.) Before uploading HCM Data Loader files, the system administrator has to complete the following steps:

i. Create the Item Catalog in the Item Catalogs task (for example, create Licenses and Certifications Item Catalog).

ii. Associate the Item Catalog to the Content Section (for example, add Licenses and Certifications Catalog to the Licenses and Certifications Content Section as part of the Value Set Name).

iii. Refresh the HCM Data Loader files (you can do this one time, but some patches will include updates to the files and the refresh will pull in the updated files):

   a. Go to Data Exchange - Navigate to My Client Groups > Data Exchange > Right Panel > View Business Objects. You will need the Human Capital Integration Specialist Job role assigned to the user to View Business Objects and the HCM Data Loader Scope configuration parameter must be set to Full.

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      b. Search for Talent Management (Product Area) and Content Item (Business Object), select every row, and select Refresh Object or Refresh All Objects.

   iv. Download the files you will use and review:

       o The Content Item files must contain the Value Set ID and Value Set Name.

   v. When creating the Content Item files, make sure you add the Value Set Name (for example, Licenses and Certifications) created in Step 1 above.

   vi. Upload the files.

Once an Item Catalog is defined and added to the content section property, the Item Catalog name will be included in the list of values for Value Set Name.

One of the predefined Item Catalogs is Establishments, which can be used to define the schools or educational institutions and is one of the predefined attributes within the following content templates:

- Accomplishments
- Certifications
- Honors
- Memberships

In the case of the Competencies content section, one of the predefined Value Set Names is Evaluator Type for the content section property Evaluator Type. This content section property identifies the role of the person who rated or updated a particular competency for an employee.

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Evaluator Type Item Catalog

You can change the Evaluator Type List of Values by selecting the hyperlink for *Evaluator Type Value Set*. Each predefined Evaluator Type is assigned a code and you can add additional Evaluator Types. Also, you can select the default Employee View and Manager View. For example, in Figure 6, for the Evaluator Type of Official, the Employee View and Manager View are checked, therefore, the employee and the manager will be able to view all the ratings that are Official. In the case of Employee Default vs Manager Default, you can select which will be the Evaluator Type for the Employee (in this case Self), and for the Manager (in this case Supervisor).

The default value for Evaluator Type will be based on the reviewer:

- If the reviewer is an employee, the Evaluator Type is Self.
- If the reviewer is a Manager, the Evaluator Type is Supervisor.
- If the reviewer is a Human Resource Specialist, the Evaluator Type is presented as a list of values.

d. Display – the attribute is displayed in the content section as part of the Summary view or the Detail view or hidden. This content section property determines if the content section attribute is displayed on the profile and whether the attribute is displayed on the content section summary or detail area. The display options are:
   i. Summary
   ii. Detail
   iii. Hide

If you have defined content subscribers for the content section, the Display property in the content subscriber determines how the attribute will be displayed in the Oracle Cloud HCM application or work area where the subscribed content section is displayed. Keep in mind, the Display property in the content section properties MUST be set to Summary or Display in order for the attribute to be able to be configured in the Configure Content Section Subscriber page. If the Display property is set to Hide, the attribute will not be displayed in the Configure Content Section Subscriber page.

For example, in the figure below, you can see that Assessment Year is set as Hide in the Content Section for Competencies and therefore, you can't configure Assessment Year in the Human Resources Subscriber, Configure Content Section Subscriber: Competencies page – the attribute won't be listed as an available attribute to be configure. Also, you can see that Comments attribute is set to Detail in the Content Section for Competencies and therefore, it is included in the list of attributes available to be

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configured in the Human Resources Subscriber, Configure Content Section Subscriber: Competencies page.
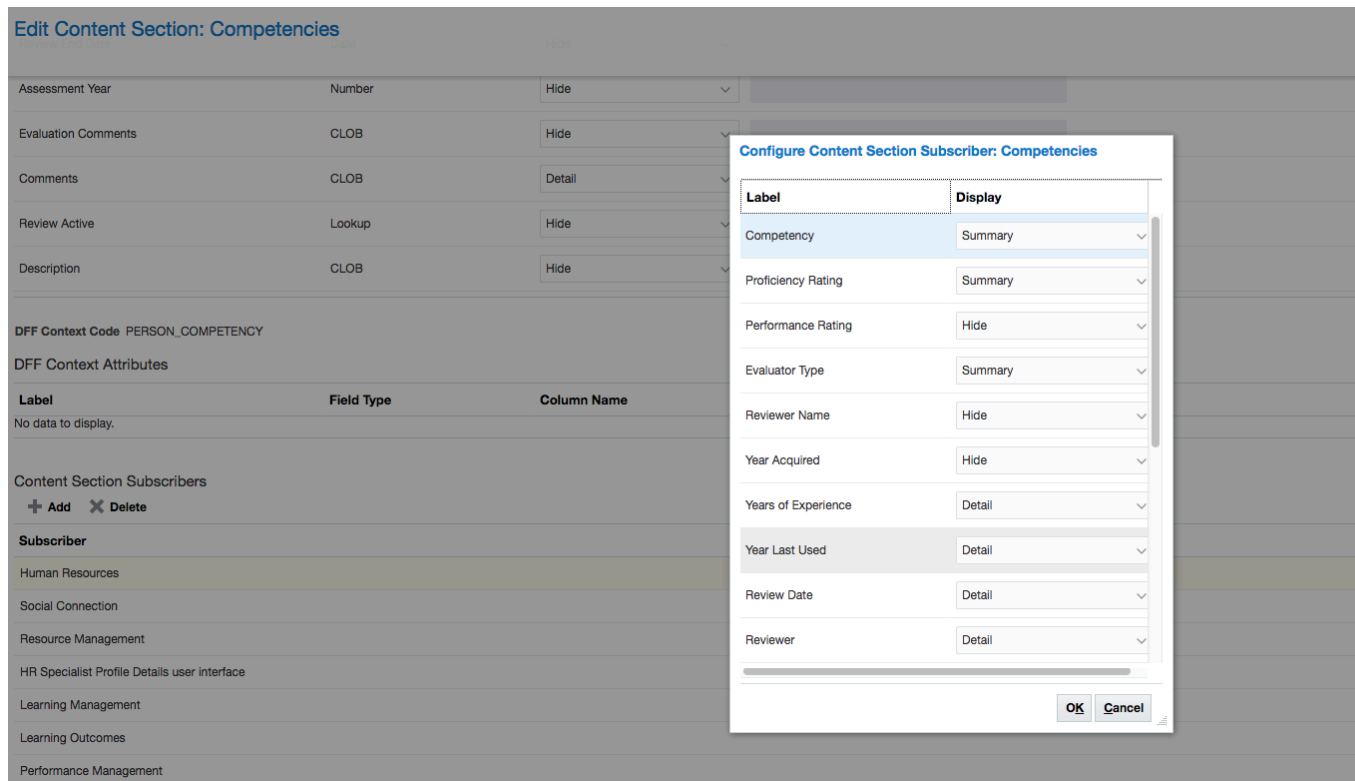
Configure Content Section Subscriber: Competencies

   e. Default Value – define the default value for a value set that will display in the content section for an attribute with the exception of the Item Catalog.

7. DFF Context Code – used to create flexfields for each content section by selecting the Manage Descriptive Flexfields task under Setup and Maintenance.

Flexfields can be updated to reflect corrected attribute name, attribute order, and attribute requirements. Additionally, flexfields can be configured to include value sets that may be required for some attributes that were previously configured with a common lookup. Consider exporting the common lookup values and importing them into the appropriate flexfield value set or manually inputting the values into the new flexfield value set. Note the following tips when creating or updating flexfields:

   o When searching for Profile Management flexfields use the flexfield code "HRT_PROFILE_ITEMS."

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    ○ After creating a flexfield or updating an existing flexfield, you must deploy the flexfield before you will see changes or new flexfields in the interface.

For more information, see this article on My Oracle Support Profile Management: How to setup DFF using table base Value Set pointing to lookup types (*Doc ID 2761755.1*).

If flexfields don't display in the Skills and Qualifications content section or when you go to Page Composer they show as hidden, follow these steps:

    a. Go to Manage Descriptive Flexfields FSM task.
    b. Filter on HRT_PROFILE_ITEMS.
    c. Edit it.
    d. Set the display type to List of Values/ Text Box under Context Segment.
    e. Save and Close.
    f. Click on Deploy Flexfields.
    g. Logout.
    h. Clear browser cache.
    i. Open a private window and login.
    j. Access the Skills and Qualifications page and the flexfields should appear now.

8. Content Section Subscribers – you can add, delete, and configure subscribers that will use this specific content section. Content section subscribers support content presentation within Profile Management and other Oracle Cloud HCM consuming products. The enhanced administration provides the ability to define subscription specific configuration of a content section.

To use a content section within the Profile Management work areas or other Oracle Cloud HCM consuming product, you must add the associated predefined subscriber to the content section. Example: you created a content section based on the Competency Template called Managerial Competencies. To view the content section for Managerial Competencies in the Skills and Qualifications work area, you must add the Talent Profile content subscriber code to the Managerial Competencies content section.

Content Section Subscribers

The following table displays the predefined subscriber codes and the corresponding Oracle Cloud HCM applications or work areas where the subscribed content sections are displayed.

Subscriber Code	Oracle C loud HCM Application or Work Areas
Career Development	Career Development
Learning Outcomes	Learning
Oracle Taleo Recruiting Cloud Service	Human Capital Management Cloud Taleo Recruiting integration flows
Recruiting	Recruiting

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Subscriber Code	Oracle C loud HCM Application or Work Areas
Resource Management	Resource Management
Talent Profile	Skills and Qualifications and Talent Ratings pages
Goals	Target Outcomes

Note:

- Customer-defined subscriber codes aren't supported.
- Skills Center is part of Oracle Dynamic Skills. Choose Skills Center as a subscriber if you own Dynamic Skills.

In addition to adding/deleting subscribers, you can configure subscribers by selecting the Configure icon and selecting the attributes that you would like to be subscribed to for that specific content section. All attributes are enabled for subscription by default. If an attribute Display property in the Content Section Properties is set to Hide, the attribute will not be displayed in the Configure Content Section Subscriber page; you will need to change the Display property to Summary or Detail in order to display the attribute in the Configure Content Section Subscriber page.
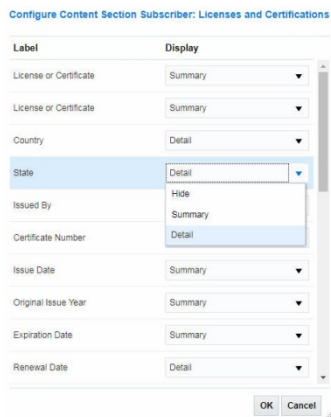
Configure Content Section Subscribers for Licenses and Certifications

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7 Profile Talent Rating

Profile Talent Ratings

The last area of the Edit Profile Type: Person page contains the Profile Talent Ratings. Talent ratings are ratings that are used to evaluate an employee, including performance, potential, proficiency, readiness, and impact. Ratings are used in multiple products within the Oracle Cloud HCM product family such as Profile Management, Performance Management, and Talent Review.

These predefined talent ratings can be defined as Active or not and can be configured to meet property presentation and subscription requirements. There are different configuration options depending on the specific rating.

Edit Profile Type: Profile Talent Ratings

Enabling Talent Ratings and Skills and Qualifications for Managers

Use the Manage Administrator Profile Values task in the Setup and Maintenance work area to set the value of the profile options listed in this table:

Profile Option Code	Profile Option Name	Value
ORA_HCM_VBCS_PWA_ENABLED	Enable VBCS Progressive Web Application User Interface	Y
HRC_ELASTIC_SEARCH_ENABLED	HRC: Enable Elastic Search	Y

Talent Ratings Templates

The following table displays the predefined templates for talent ratings and their description. Depending on application settings and roles assigned, you can view, add, and update these talent ratings across multiple products within the Oracle Cloud HCM product family.

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Talent Ratings	Descriptions
Advancement readiness	Evaluate a person's readiness for the next position in their career development.
Career Potential	Evaluate a person based on the execution of the person's work.
N box cell assignment	Evaluate a person's current contribution and potential contribution to the organization on a box chart matrix with N boxes. N represents the number of boxes in the grid.
Performance rating	Evaluate an item, section, or overall performance document.
Risk of loss	Evaluate the likelihood of a person leaving the company. Configure Impact of Loss rating by using the Risk of Loss rating and selecting the Impact Rating Model in the Person Profile Type, Edit Talent Rating page.
Talent score	Evaluate a person's overall value to the organization using a rating model your organization defines.

Creating Custom Talent Rating Templates

You can create up to 5 custom talent ratings in addition to the existing standard talent ratings on the **Edit Profile Type: Person** page.

Here are the steps:

Navigate to **My Client Groups** > **Profiles**> **Profile Type** >**Edit Profile Type: Person** page,

- In the **Profile Talent Ratings** section, click **Add Talent Rating** button. The **Add Talent Rating** page will be displayed.
- In the **Add Talent Rating** page,
    - Provide a unique **Section Name**.
    - Provide a **Section Description**.
    - Choose a **Rating Model** from the rating models in the dropdown.
    - Select the **Active** checkbox.
    - Configure the **Evaluator Type Definition** section for each of the **Evaluator Type** for **Employee View** or **Manager View**.
    - Click **Save and Close**.
- The newly created custom talent rating is now available in the **Profile Talent Ratings** section.

Note the following:

- After creating the custom talent rating, you must add the roles for each of the those for the employee or manager to access it. You can set up the roles using the **Profile Content Section Access** task in the **Profiles** work area by searching for the custom talent rating that you created.
- Apart from the standard talent ratings, you can add and view only up to 5 additional custom talent ratings on the **Profile Talent Ratings** section.

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- You can't delete a custom talent rating. You may only set it as inactive.

Talent Ratings Properties

The configuration of the Talent Ratings includes (varies by Talent Rating):

1. Talent Rating Template Name – name of the talent rating
2. DFF Context Code – used to create flexfields for each talent rating by selecting the Manage Descriptive Flexfields task under Setup and Maintenance.

   Flexfields can be updated to reflect corrected attribute name, attribute order, and attribute requirements. Additionally, flexfields can be configured to include value sets that may be required for some attributes that were previously configured with a common lookup. Consider exporting the common lookup values and importing them into the appropriate flexfield value set or manually inputting the values into the new flexfield value set. Note the following tips when creating or updating flexfields:

   - When searching for Profile Management flexfields use the flexfield code "HRT_PROFILE_ITEMS."
   - After creating a flexfield or updating an existing flexfield, you must deploy the flexfield before you will see changes or new flexfields in the interface.

   For more information, see this article on My Oracle Support Profile Management: How to setup DFF using table base Value Set pointing to lookup types (*Doc ID 2761755.1*).

   If flexfields don't display in the Talent Ratings or when you go to Page Composer they show as hidden, follow the steps outlined here:

   - Go to Manage Descriptive Flexfields FSM task
   - Filter on HRT_PROFILE_ITEMS
   - Edit it
   - Set the display type to List of Values/ Text Box under Context Segment
   - Save and Close
   - Click on Deploy Flexfields
   - Logout
   - Clear browser cache
   - Open a private window and login
   - Access the Talent Ratings page and the flexfields should appear now.
3. Description - description for the talent rating
4. Rating Model – rating model used for the talent rating
5. Active - whether the talent rating is active or not
6. Evaluation Type Definition – values are predefined for each talent rating (except for Advancement Readiness that doesn't have Evaluation Type) but you can change the predefined configuration.
   a. Evaluator Type – instance identifier for the rating
   b. Code – code for the instance identifier
   c. Employee View – if checked, the employee will be able to view this instance of the rating
   d. Manager View – if checked, the manager will be able to view this instance of the rating

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Edit Talent Rating: Performance Rating

Updating Talent Ratings

You can update talent ratings depending on application settings and roles assigned to you. The following table shows where talent ratings can be updated.

Talent Rating	Talent Ratings	Talent Review	Performance Management	Succession Management	Talent Pools
Advancement readiness	Yes	No	No	No	No
Career Potential	Yes	Yes	No	No	No
N box cell assignment	No	Yes	No	No	No
Performance Rating	Yes	Yes	Yes	No	No
Risk of loss	Yes	Yes	No	Yes	Yes
Talent score	Yes	Yes	No	No	No

When you update talent ratings:

- The performance rating from the employee's performance document overall section is then displayed on the employee's profile when configured to do so in the performance template.

- The talent review process uses talent ratings on the employee's profile to build talent review information. When a talent review meeting concludes, an employee's profile is automatically updated with the calibrated ratings. Therefore, the performance rating displayed in an employee's performance document might be different from the one displayed in the employee's profile.

Note:
- The ratings on the Performance Rating section are ordered by the date created and then by the last updated date.

- You can edit only ratings created in Talent Ratings. For example, you cannot edit a performance rating sourced from Performance Management.

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8 Content Section Access

Content Section Access

To access the content for person profiles, you must give the required access for the content section to a role. You can specify the level of access as view, edit, or report for each role. For example, users in the line manager role can be given edit access to add and edit the Competencies content and view access to only read the Education content for their workers.

In addition, content section security secures user access to the various delivered talent ratings. The aggregate security privilege, View Talent Ratings, is required to gain access to the new Talent Ratings page.

Use the Profile Content Section Access task in the Profiles work area to secure access to content sections in person profiles. You must have the IT Security Manager role or privileges to perform this task. For a selected content section, you can:

- Identify the predefined or custom job roles and abstract roles that can access the content section in person profiles.
- Specify the level of access for each role. The levels are shown in this table.

Access Level	Description
View	Users can view content-section data.
Edit	Users can edit content-section data. This access includes View and Report access.
Report	Users can include content-section data in Oracle Business Intelligence Publisher reports.

When you map a content section to a role, a data security privilege is granted to the role automatically. For example, you could map the Leadership content section to the predefined Employee abstract role and set the access level to Edit. This table shows the resulting data security policy. The data security privilege shown in this data security policy would be generated and granted to the role.

Data Security Policy	Data Resource	Data Security Privilege	Condition
ORA_PER_EMPLOYEE_ABSTRACT, Grant on Profile Content Type LEADERSHIP	Person Detail	Manage Leadership Content Type	HCM:PER:PER_ALL_PEOPLE_F:View Own Record

These rules apply to the data security policy:

- The policy name is in the form: `role code, Grant on Profile Content Type content type code`. The policy description is the same as the policy name.
- The data resource is Person Detail.

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- The data security privileges are in the form: `Manage | Report | View | content type name Content Type`

- The condition, which controls access to specific instances of person records, identifies the relevant person security profile.

▶ **Watch video**

> **Note:** If a Skill section is subscribed to Skills Center, it gets displayed on Skills and Qualifications page irrespective of the content section access.

Regeneration of Data and Abstract Roles

After saving your changes on the Profile Content Section Access page, you must regenerate:

- Data roles that inherit any of the job roles to which you mapped a content section

- Abstract roles to which you mapped a content section and to which security profiles are assigned

Regenerating roles updates their data security permissions. If you don't regenerate relevant roles, then users can't access content sections in person profiles.

> **Note:** If you plan to copy abstract or job roles to which security profiles are assigned, then revoke the security profiles before you perform the copy. This precaution ensures that any data security policies, including those generated when you map content sections to a role, aren't copied.

Restrictions

Content sections in person profiles are unsecured when person profiles are included in:

- Best-fit analyses

- Oracle Transactional Business Intelligence reports

No access is required for content sections added to model profiles as their contents aren't secured.

Public Access to View Content Section Data

In addition to the seeded roles, you will need a custom role to access (View and/or Edit) content section data for other employees in the Directory.

This custom role is a job role and should be added to the user. Enclosed are the steps that you must follow to create the Public View Custom role but keep in mind that you will also have to grant content section access to his role in order to View and/or Edit the content sections that you want the employee to view other employees Skills and Qualifications via the Directory.

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How to Create the Custom Public Role

Use the following steps to create a Custom Public Role:

1. Go to the Security Console.
2. On the Roles page, select Create Role.
3. Enter the Role Name and Role Code (i.e. Custom Employee Public Profile Role).
4. Select HCM – Job Roles under Role Category.
5. Add any other information such as Description.
6. Make sure the Role Hierarchy is empty.
7. Select Next and under Users, you can add the users to the role.
8. Select Next and Save and Close.
9. After you created the Custom Public Role, make sure that you grant appropriate Content Section Access security to the new role via the Profile Content Section Access task.
10. Navigate to Manage Data Role and Security Profiles UI and assign "View all workers" person security profile (or an appropriate person security profile that identifies the correct "Other Workers" population) and select "Submit" to regenerate the role. Please note that the content section access works based on the person security profile only and not based on the public person security profile.

Person Profile Content Access for Roles: Examples

You must identify which job roles and abstract roles need access to content sections and the level of access each role needs. This topic provides examples of content-section access for some roles and identifies tasks that users with those roles can perform.

Scenario:

The First Software organization associates the following content sections with the person profile type. These content sections are available as searchable profile content.

- Competencies
- Degree
- Languages
- Licenses and Certifications

The organization has employee, line manager, and license manager roles. An appropriate person security profile is assigned to each role. According to the person security profile:

- Users with the employee role can search for employees according to their access privileges for person records in the directory and manage their own records.
- Users with the line manager role can manage the person records of their reports.
- Users with the license manager role can manage the person records of employees in their department.

The access level for each content section for a role can be defined as shown in the following table:

Content Section	Access Level for the Employee Role	Access Level for the Line Manager Role	Access Level for the License Manager Role
Competencies	Edit	Edit	None

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Content Section	Access Level for the Employee Role	Access Level for the Line Manager Role	Access Level for the License Manager Role
Degree	Edit	Edit	None
Languages	Edit	Edit	None
Licenses and Certifications	View	Edit	Edit

Content Access for Employees

As the employee role has the edit access level for all content sections in the organization, all users associated with the role can do the following tasks:

- Search for all employees in the directory and view the publicly accessible content of a person profile

- Search for their own person profile using the searchable profile content

- View their own person profile content for which they have edit or view access. In the example, all employees can view their competencies, degree, languages, and licenses and certifications content on their profile

- Edit their own person profile content for which they have edit access. In the example, all employees can edit their competencies, degree, and languages content on their person profile

- View, add, and remove attachments for their person profile content

Content Access for Line Managers

As the line manager role has the edit access level for all content sections in the organization, all users associated with the role can do the following tasks:

- Search for direct reports within their own person security profile on the Team Talent page

- View secured content of person profiles of their direct reports within their own person security profile. In this example, all line managers can view competencies, degree, languages, and licenses and certifications content on their reports' person profile

- Edit secured content of person profiles of their direct reports within their own person security profile. In this example, all line managers can edit competencies, degree, languages, and licenses and certifications content on their reports' person profile

- View, add, and remove attachments for person profile content of their direct reports within their own person security profile

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Content Access for License Managers

As the license manager role has the edit access level for only the Licenses and Certifications content section in the organization, all users associated with the role can do the following tasks:

- Search for employees within their own person security profile in the directory using the searchable profile content

- View Licenses and Certifications content for person profiles of employees within their own person security profile

- Edit Licenses and Certifications content of person profiles of employees within their own person security profile

Adding Content to an Employee's Profile: Procedure

Depending on the content section access settings for HR specialists and managers, they can edit content or add it to an employee's profile. To view, add, or edit content of an employee's profile, they must use the employee's Skills and Qualifications and/or the Talent Ratings page.

As an HR specialist, follow these steps to either edit the content or add it to the employee's profile:

1. Click **My Client Groups** > **Profiles > Talent Profile** to open the Search: Profiles page.
2. Enter the name of the employee in the **Search** and click the employee name in the Results section to open the **Skills and Qualifications** page of that employee.
3. **Tip**: Alternatively, in the Person Management work area, search for the employee name, choose the Talent Profile option in the Actions to open a person's Skills and Qualifications page.
4. In the **Skills and Qualifications** page you can use the **Actions** menu to add sections or click **Add** in existing sections to either edit the content, or add it to the employee's profile.

As a manager, follow these steps to either edit the content or add it to a report's profile:

1. Click **My Team**. In the **Overview** page, search for and click to open a report's person card. Click **Show More** to see the **Skills and Qualifications** page or the **Talent Ratings** page for the report.
2. On the **Skills and Qualifications** page, use the **Actions** menu to add sections, or click **Add** in existing sections to either edit the content, or add it to the employee's profile. On the **Talent Ratings** page, click **Add** to add to the employee's profile.

Adding Attachments to Content Section on the Employee's Profile: Procedure

You can now associate attachments to individual items in the Honors, Degrees, and Licenses and Certifications content sections of the Talent Profile. Attach a file by dragging and dropping it into the attachment region or add a link by simply typing or pasting it in.

> **Note:** Content section attachments are only possible through the Skills and Qualification page.

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9 Talent Profile Summary Report

Talent Profile Summary Report

The Talent Profile report provides talent-related information for an employee. This topic describes options that you can select when printing the report.

To print the report, select the Talent Profile task in the Person Management work area. On the **Skills and Qualifications** page, select **Actions** - **Print Profile**. Talent review meeting participants can also print the report for one or more employees from the Talent Review dashboard.

Report Sections

The Talent Profile report can contain a person summary and five configurable sections. This table describes the contents of each section.

| Report Section	Contents
Experience	Current and previous assignments.
Talent Overview	Performance evaluation information for up three years. The section includes the evaluation period, overall rating, overall comments, and a bar graph comparing the performance ratings. You can also include talent ratings.
Education and Qualification	Competency ratings and evaluation types, degrees, licenses and certifications, honors and awards, and memberships.
Career Options and Interests	Career preference and advancement readiness information, including willingness to travel, relocate, consider part-time employment, or adopt flexible work schedules. You can also include preferred career moves and any jobs in an employee's interest list.
Goals	Development and performance goal information, such as goal names, completion dates, statuses, and descriptions. This section includes a graph of goal achievements for the employee.

Note that the personal profile flag is hidden by default in the person summary section. You can print the talent profile report devoid of personal information such as date of birth, ethnicity, gender, nationality, and preferred name.

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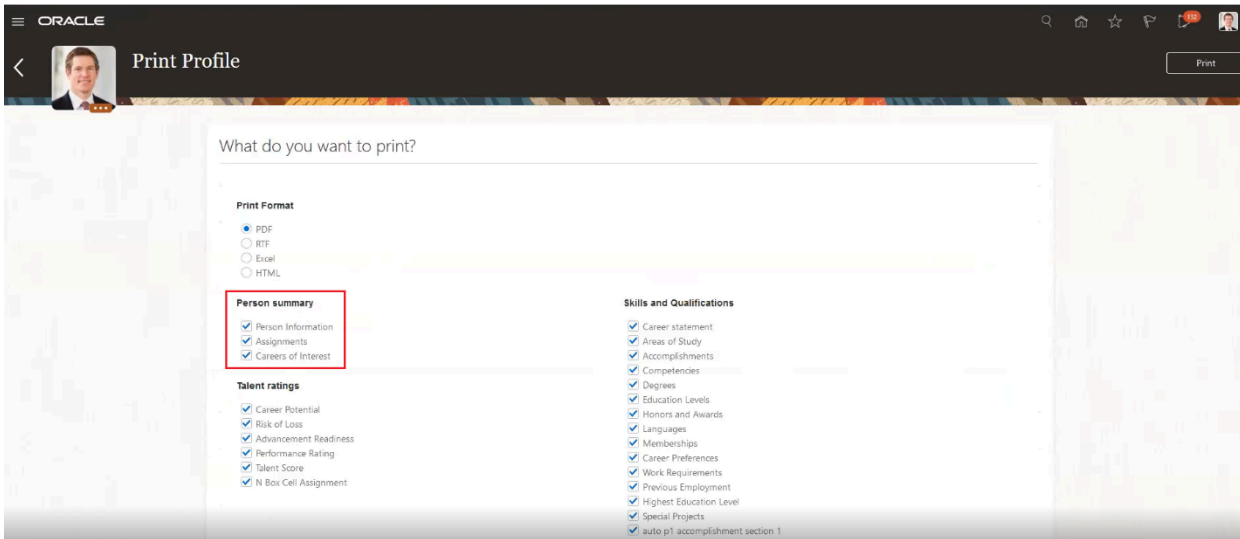
If you need to display the personal profile flag, follow these steps:

1. Enable a sandbox, and make sure that Page Composer is available.
2. In the Page Composer, click structure and select the Person Summary area to edit.
3. In the Component Properties window, select the Child Components tab.
4. Select the Personal Profile checkbox and click Apply, and then OK.

The Personal Profile checkbox, unchecked by default, is displayed in the Person summary section.
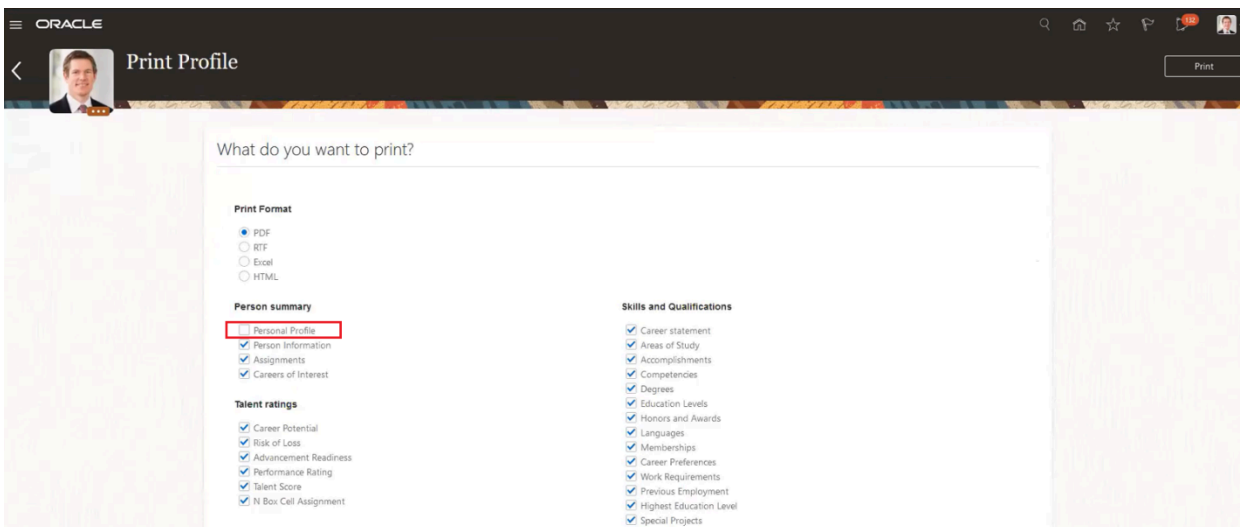
Related Topics

- Modify Page Content Using Page Composer

Print Formats

You can print the Talent Profile Summary as a PDF, RTF, Excel, or HTML.

10 Model Profile Types

Model Profile Types

The model profile type:

- You use for workforce structures such as jobs, positions, and organizations.

- Identifies the targeted and required skills and qualifications for a job, position, or organization.

- Identifies work requirements, such as work schedule and travel frequency.

- Identifies the prerequisites of a learning activity within Oracle Learning.

You will only be able to associate workforce structures with the corresponding profile types. Specifically:

- Jobs can only be associated with job profiles.

- Positions can only be associated with position profiles.

- Organizations can only be associated with organization profiles.

If you had previously created associations between workforce structures and disparate profile types, you will be able to view and delete them. You will no longer be able to create or edit disparate associations.

Delivered model profile types include:

- Job

- Position

- Organization

- Prerequisite

In the Profile Types task, you can manage a Job, Position, or Organization Model Profile. Once you select the Model Profile you would like to configure, the application takes you to the Edit Profile Type page which displays the general attributes for the Model Profile together with the Content Sections Properties.

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Edit Profile Type: Job

Profile Type	JOB
* Name	Job
Description	Job Profile Type Summary
Status	Active ▼
Include Job Description	☑
Include Job Responsibilities	☑
Include Job Qualifications	☐
Include Criticality	☑

Edit Profile Type for Model Profile flags

In addition to the Name and Description for the Model Profile, you have the option of configuring the following flags:

Flag	If checked includes in the Model Profiles
Description	Description for the job, position, or organization
Responsibilities	Responsibilities for the job, position, or organization
Qualifications	Qualifications for the job, position, or organization
Criticality	Criticality, Job Risk, Job Risk Comments, and Requires Succession Plan flag for the job, position, or organization

Model Profile Content Sections

The content sections available to be added to the Model Profile are the content sections defined in the Person Profile.

Therefore, the application has intuitive features that allow administrators to properly and without incident, define model profiles that have proper alignment to the person profile definition. The delivered model profiles types (Job, Position, or Organization) are functionally aligned with the Person Profile Type thereby preventing administrators from configuring

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a model profile type that does not relate to the Person Profile Type. If a content section has been inactivated on the person profile, that section will not be available for selection in a model profile.

Content section access security does not apply to model profiles.

Content Sections Templates

The predefined templates that contain additional attributes specific to the Model Profile are:

- Accomplishments
- Certification[1]
- Competency[1]
- Education[1]
- Honor[1]
- Language[1]
- Membership[1]
- Skill
- Special Project[1]
- Work Requirements

[1]Template supports the construction of structured and unstructured content

The Minimum and Maximum Skill Level attribute is specific to Skills Center and is related to the skill level defined in person profile type.

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Edit Profile Type: Job

Profile Type	JOB
* Name	Job
Description	Job Profile Type Summary
Status	Active ▾
Include Job Description	✔
Include Job Responsibilities	✔
Include Job Qualifications	☐
Include Criticality	✔

Content Sections

➕ Add Content Section   ✖ Delete

Order	Section Name	Description
⌃ ⌄	Licenses and Certifications	Licenses and Certifications
⌃ ⌄	Competencies	Competencies
⌃ ⌄	Degrees	Degrees
⌃ ⌄	Honors and Awards	Honors and Awards
⌃ ⌄	Languages	Languages
⌃ ⌄	Memberships	Memberships
⌃ ⌄	Work Requirements	Work Requirements

Edit Profile Type to add new content sections based on predefined templates

Once the content section is added, you can determine which content section properties are displayed or not displayed. In addition, you can put content sections in the order in which you want them to be displayed in the Model Profile and define whether a content section is active.

When you select add a new content section or select a specific content section link in the Edit Profile Type page, you will be directed to the Add/Edit Content Section page.

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Content Sections Properties

Since the content sections in the Model Profile are based on the Person Profile, the content section properties are mostly based on the values in the Person Profile, except for a few listed below:

1. **Section Name** – name of the newly created or predefined content section name
2. **Section Source** – name of the Person Profile content section
3. **Description** – description for the content section
4. **Active** – whether the content section is active or not
5. **Content Section Properties** – represent the information that you want to capture for a section
   a. **Label** – the attribute label for the content section property displayed on the profile when the property is included within a content section.

      You can update attribute labels presented in the UIs by using Page Composer and define the required content section (using Section_ID) as part of the conditions or EL expression. Each content section has a different SectionID therefore, please make sure you change the SectionID when changing the label to multiple content sections. If you would like to query the SectionID, you can use the following:

      SectionID Query:

      ```
      SELECT (SELECT PROFILE_TYPE_CODE FROM HRT_PROFILE_TYPES_B WHERE
      PROFILE_TYPE_ID = SE.PROFILE_TYPE_ID) PROFILE_TYPE, SE.SECTION_CONTEXT,
      SE.SECTION_ID,CO.CONTENT_TYPE_NAME AS TEMPLATE,SE.NAME
      FROM FUSION.HRT_PROFILE_TYP_SECTIONS_VL SE, FUSION.HRT_CONTENT_TYPES_VL CO
      WHERE CO.CONTENT_TYPE_ID = SE.CONTENT_TYPE_ID
      AND SE.TEMPLATE_BASED_SECTION_FLAG = 'Y'
      ORDER BY SE.PROFILE_TYPE_ID, SE.CONTENT_TYPE_ID
      ```

      Sample EL Expression – use correction SectionID for each content section:

      #{pageFlowScope.pSectionId == '<section_id>' ? 'Client/Customer' :

      row.bindings.EvalComments.label }

      b. Field Type – the type of attribute.
          i. Character Large Object (CLOB)
          ii. Date
          iii. Decimal
          iv. Item Value Set – the item value set used in the Person Profile for the specific content section
          v. List of Values – the list of values used in the Person Profile for the specific content section
          vi. Lookup – the lookup or a predefined value set used in the Person Profile for the specific content section
          vii. Number
          viii. Text
      c. Display –the property is displayed or not displayed within the content section
      d. Value Set Name - the item value set used in the Person Profile for the specific content section

Edit Content Section: Competencies

* Section Name	Competencies
Section Source	Competencies
DFF Context Code	JOB_COMPETENCY
Description	Competencies

☑ Active

Content Section Properties

Label	Field Type	Display		* Value Set Name	
Competency	Item Value Set	Show	⌄	Competencies	▾
Minimum Proficiency Level	List of Values	Show	⌄	Proficiency Rating Model	▾
Maximum Proficiency Level	List of Values	Hide	⌄	Proficiency Rating Model	▾
Weight	Text	Show	⌄		
Minimum Weight	Text	Show	⌄		
Required	Lookup		⌄	Yes or No	▾
Importance	Lookup	Hide	⌄	Importance Priority	▾

Edit Content Section for Model Profile content sections

6. DFF Context Code – used to create flexfields for each content section by selecting the Manage Descriptive Flexfields task under Setup and Maintenance.

Flexfields can be updated to reflect corrected attribute name, attribute order, and attribute requirements. Additionally, flexfields can be configured to include value sets that may be required for some attributes that were previously configured with a common lookup. Consider exporting the common lookup values and

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importing them into the appropriate flexfield value set or manually inputting the values into the new flexfield value set. Note the following tips when creating or updating flexfields:

- When searching for Profile Management flexfields use the flexfield code "HRT_PROFILE_ITEMS."

- After creating a flexfield or updating an existing flexfield, you must deploy the flexfield before you will see changes or new flexfields in the interface.

For more information, see this article on My Oracle Support Profile Management: How to setup DFF using table base Value Set pointing to lookup types (*Doc ID 2761755.1*).

Note: When editing a content section, a leading attribute can no longer be edited. This change help ensure that it does not invalidates any of the supporting attributes in the section and avoid referential integrity issues for consuming applications.

The table below helps you to understand the list of attributes relevant to Skills Center and other subscribers.

| Field Name	Relevant to Skills Center	Possible Values
SKILLS	No	
SPECIALITY	No	HARD_SKILL, COMMUNICATION, and LEADERSHIP
SKILL_CATEGORY	Yes	
SKILL_RECOMMENDATION_TYPE	No	
SKILL_CURATION_STATUS	No	Y (For learn)
MIN_YEARS_EXPERIENCE	No	
REQUIRED_FLAG	No	
IMPORTANCE	No	
MIN_SKILL_LEVEL_ID	Yes	
MAX_SKILL_LEVEL_ID	Yes	
MIN_SKILL_RATING_MODEL_ID	Yes	
MAX_SKILL_RATING_MODEL_ID	Yes	

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Creating Instances of a Model Profile

Model profile types are templates for workforce structures such as jobs and positions. Instances of a model profile identify:

- Targeted and required skills and qualifications for a job or position or organization

- Work requirements, such as work schedule and travel frequency

HR specialists or implementers can create model profiles from the application, or implementers can upload model profiles using tools such as HCM Data Loader.

Use the Model Profiles task to create an instance of a Model Profile.
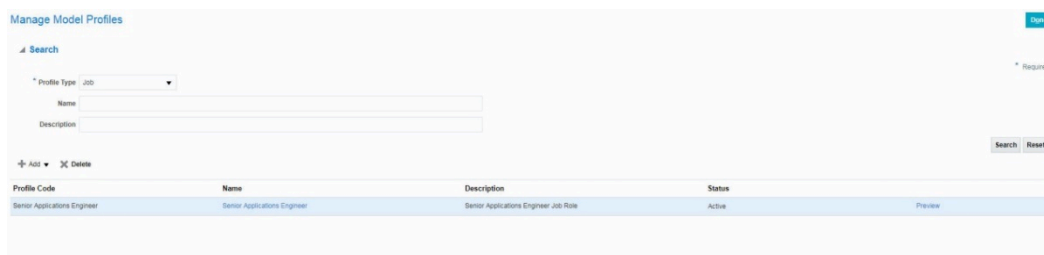
Model Profiles

The Create/Edit Job/Position/Organization Profile page provides you with the ability to create or edit a model profile. For each type of model profile (job or position or organization), you can select the corresponding workforce structure. For example, for an instance of a job model profile, you can only add job workforce structures; for a position model profile, you can only add position workforce structures. This interface will also display all the attributes required for the selected features identified in the Profile Type (i.e. Description, Criticality, Requirements, etc.) as well as the configured content sections. Note that while you can associate a single workforce structure with multiple instances of a model profile, you can only activate one instance of a model profile at any given time.

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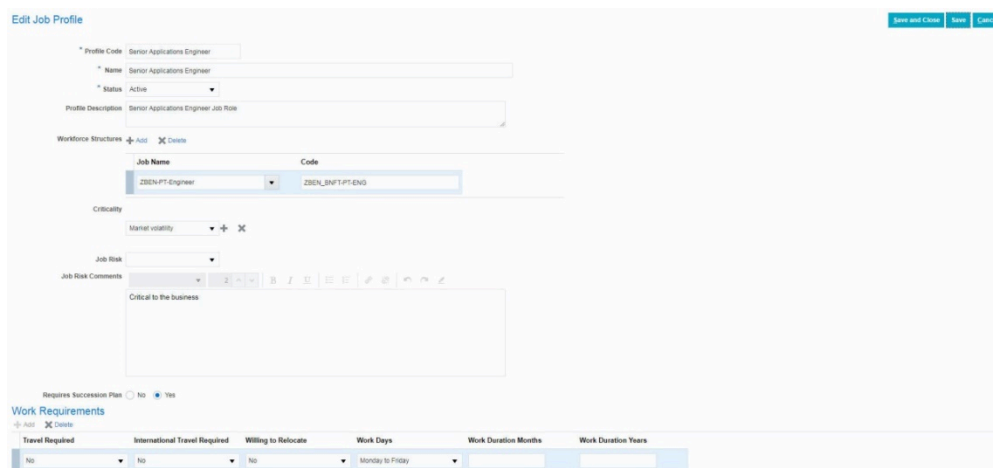
Create/Edit Job/Position/Organization Profile

Automated Synchronization of Linked Job and Position Profiles

Automated synchronization enables administrators to effortlessly manage position profiles through job profiles. This ensures constant synchronization between job profiles and position profiles, thereby keeping position profiles up to date.

The synchronization or sync process updates and maintains position profiles by inheriting items from linked job profiles and keeping the job and position profile in sync thereafter. You can also access logs for all the position profiles that were part of the sync process.

Related Topics
- Rules for Synchronization

Rules for Synchronization

Scenario	Outcome	Message on Log Report
Create a position profile and derive values from a job profile.	All the items from the job profile are synced to the position profile.	Each item from the position profile is reported on the log along with the status **Item synced from job profile**.
Add an additional item to a job profile.	When synced, the additional item is added to the position profile if it doesn't already exist.	The newly added item is reported in the log with the status **Item synced from job profile**.
	If the item exists in the job profile and position profile, it tries to sync if the attribute values in both profiles match. If the attribute values don't match, this item is not synced.	The item is reported in the log with the status **Item exists in job profile and position profile with different attribute values**.
Delete an item in a job profile.	The item is deleted from the position profile if it is in sync with the job profile.	The item is reported in the log with the status **Item deleted from position profile**.
Update attribute value on job profile.	The item is updated on the position profile if it is in sync.	The modified item from the position profile is reported in the log with the status **Item synced from job profile**.
Change an attribute value on a position profile that is previously synced from a job profile.	The synced item on the position profile, once modified, is not considered by the sync process until it finds an exact matching item on the job profile in future runs.	Only this item is printed on the report with the status **Item exists in job profile and position profile with different attribute values**.
A standalone item is added on the position profile.	This item is unaffected by the sync process.	This item is reported every time in the log as **Item exists only in the position profile and not in the job profile**.
One position profile is associated with multiple job profiles.	The sync process errors out this position profile.	This position profile is reported every time in the log as **Couldn't sync the profile because**

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Scenario	Outcome	Message on Log Report
		the position profile is referenced by multiple job profiles.
Job and position profiles are in sync. Now, delete the job profile and re-run the sync process.	Items that were synced from job profile to position profile would be deleted in the position profile. The remaining items are not affected.	This position profile is reported in the log as **Synced position profile is no longer being referenced by the job profile**. Will be reported only once.
Job and position profiles are in sync. Now, deactivate the job profile and re-run the sync process.	All the items in the position profile will no more be referenced from the job profile.	This position profile is reported in the log as **Synced position profile is no longer being referenced by the job profile**. Will be reported only once.
Job and position profiles are in sync. Now, deactivate the position profile and re-run the sync process.	All the items in the position profile will no more be referenced from the job profile.	This position profile is reported in the log as **Synced position profile is no longer being referenced by the job profile**. Will be reported only once.
Job and position profiles are in sync. Now, delete all the positions from the position profile and re-run the sync process.	All the items in the position profile will no more be referenced from the job profile.	This position profile is reported in the log as **Synced position profile is no longer being referenced by the job profile**. Will be reported only once.
Job and position profiles are in sync. Now, end date all the positions from the position profile and re-run the sync process.	All the items in the position profile will no more be referenced from the job profile.	This position profile is reported in the log as **Synced position profile is no longer being referenced by the job profile**. Will be reported only once.
Job and position profiles are synced. Sync is now turned off on the **Job to position profile sync configuration** section.	All sync-related buttons on the job profile and position profile pages will not be available. The user will be able to add, update, or delete items on the job profile and position profile pages.	
The user activates the sync process again.	All sync-related buttons on the job profile and position profile pages will be available. If the item exists in the job profile and position profile, it tries to sync if the attribute values in both profiles match. If the attribute values don't match, this item is not synced.	
Active position profile has a position with a future start date.	Position profiles with future dated positions are not considered for inheritance.	Not reported.
Post sync, the position profile is linked to a different job profile and the sync process runs again.	• Deletes only the synced items from the previous job profile. • Syncs the items from the new job profile.	
When you run the inheritance process for the very first time and if there are any inactive position profiles or no workforce structure defined, then these profiles are not considered for inheritance and will not be reported.		This position profile is not picked by the process and is not reported.
If values exist in the job profile attributes Description, Qualification, Responsibility, Criticality, and Risk.	All the values from these attributes are copied from the job profile to the position profile only if the corresponding position profile attributes are blank. Any future update to these attributes	Not reported.

Scenario	Outcome	Message on Log Report
	to the job profile are not updated to the position profile.	
Add attachments to the job profile. Run the sync process.	All the attachments appear on the position profile.	Reported on the log once with the status **Attachments added from job profile**.
Delete attachments on the position profile.	All the attachments that were previously synced from the job profile are deleted.	Reported on the log once with the status **Attachments deleted from job profile**.

Note:

- A profile administrator can't delete any item that is in sync with job profile.

- Do not make any updates when the sync process runs.

Configure Synchronization

1. Navigate to **My Client Groups** > **Profiles** > **Profile Types** > **Job** > **Edit**.

   As this image shows, you can configure sync.
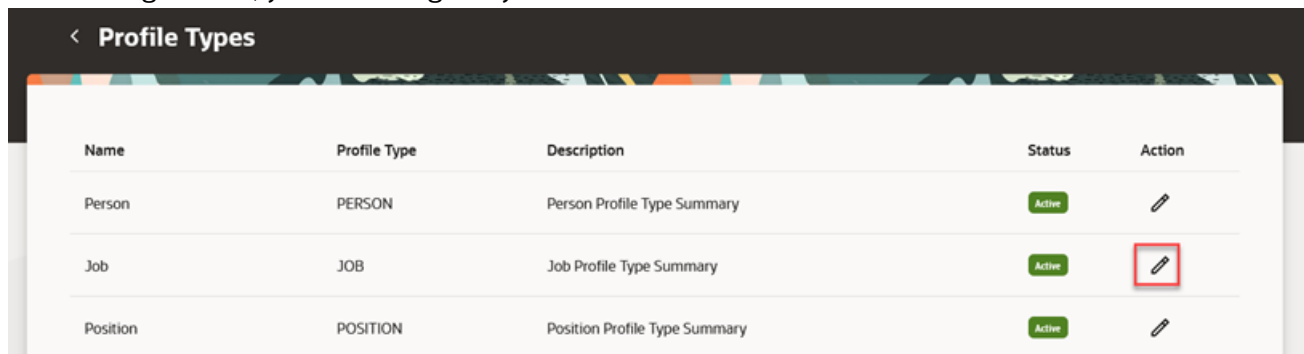
2. To enable sync, select the **Sync to position profile** check box. The **Overwrite synced items** check box if selected enables the sync process to overwrite the items that were already synced to the position profile but can't be deleted.

   As this image shows, you have to enable sync.

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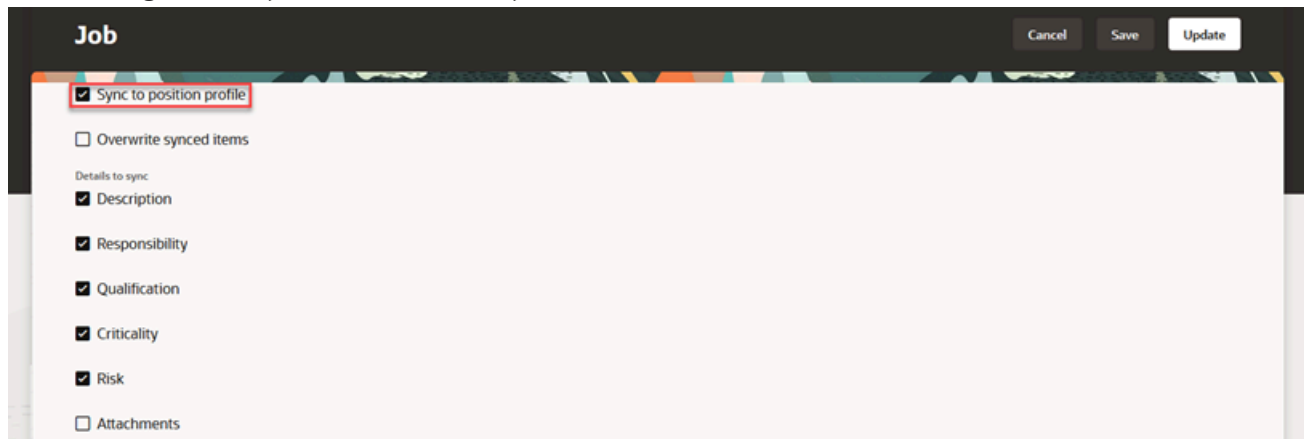
3. Select the details to be synced from job profile to position profiles.

4. Save the changes.

Related Topics

- Initiating Synchronization

Initiating Synchronization

Synchronization can be initiated from a job profile, position profile, or by scheduling the job Sync Position Profile in the process scheduler.

- *Initiate Sync from Job Profile*
- *Initiate Sync from Position Profile*
- *Schedule Sync in Process Scheduler*

Initiate Sync from Job Profile

If the sync is initiated from a job profile, only the associated position profiles are synced.

1. Go to the job profile whose details need to be synced to the position profile.

2. Click **Actions** > **Sync to Position Profiles**. Using extensibility, you can hide or display the **Sync to Position Profiles** option if sync is enabled on the **Job to position profile sync configuration** section.

As this image shows, you can initiate sync from a job profile.
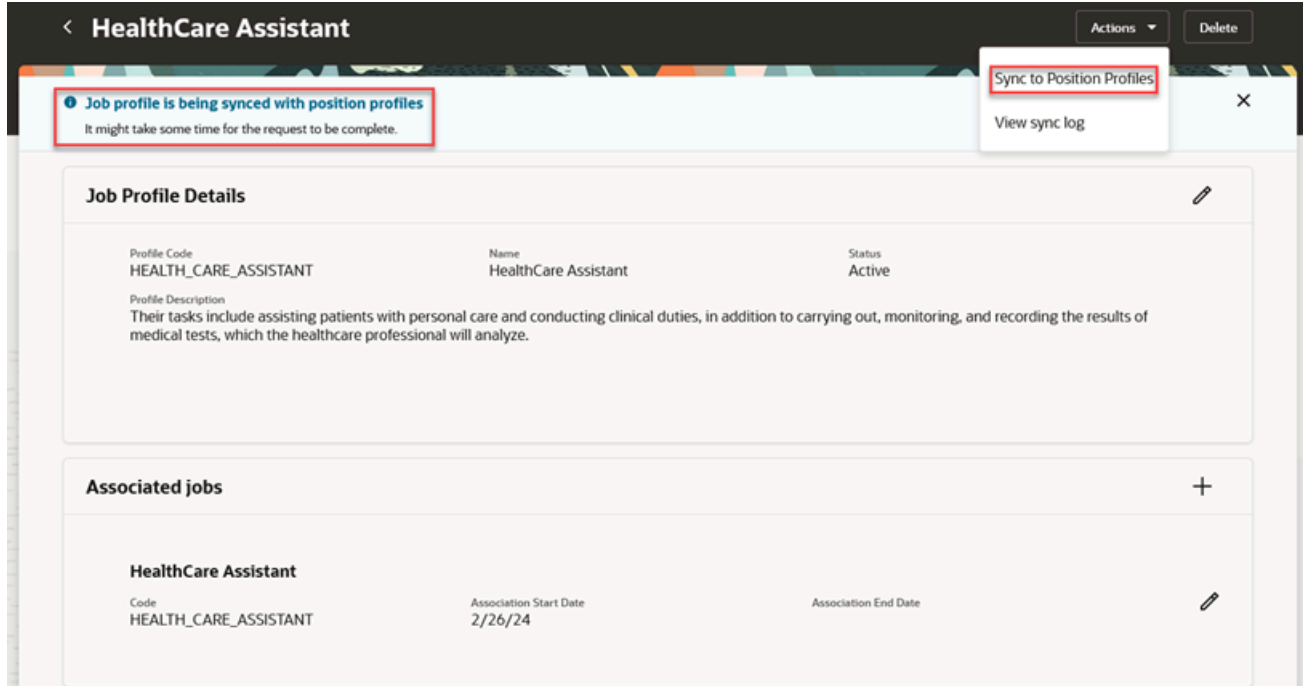
Initiate Sync from Position Profile

If the sync is initiated from a position profile, only that position profile is synced with the job profile.

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1. Go to the position profile whose details need to be synced with the associated job profile
2. Click **Actions** > **Sync from Job Profile**. Using extensibility, you can hide or display the **Sync from Job Profile** option if sync is enabled on the **Job to position profile sync configuration** section.

   As this image shows, you can initiate sync from a position profile.
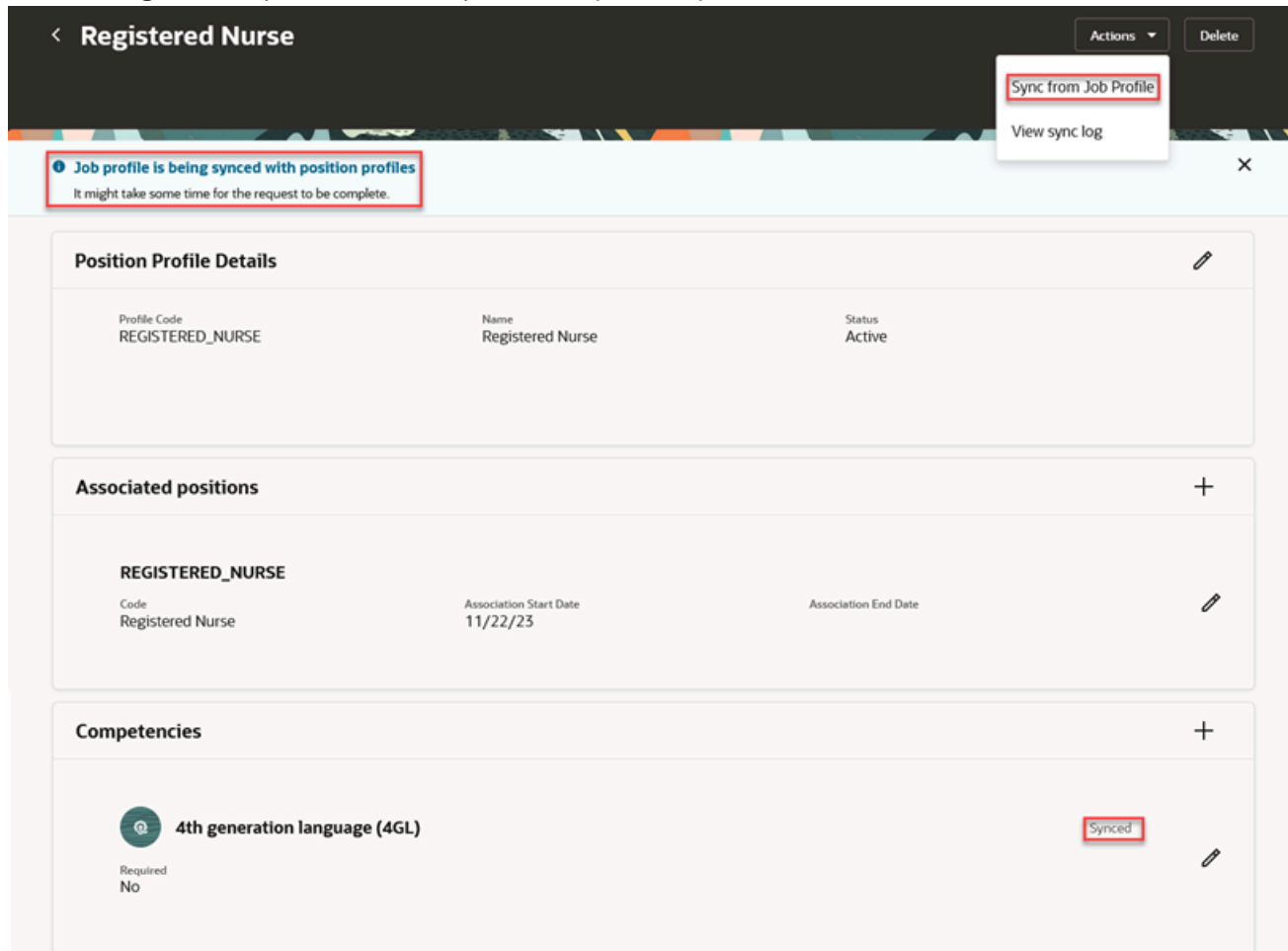
Schedule Sync in Process Scheduler

Schedule the job Sync Position Profile in the process scheduler, to sync all the jobs and their associated position profiles. We recommend that you run the job daily.

Review the Results of the Completed Sync Runs

You access logs to review the results of completed sync runs. These logs present warnings and errors as well as actions you may need to take to ensure consistency of data being synced. To view the logs, your role needs to have the ORA_HRT_WORKFORCE_PROFILE_SPECIALIST_DUTY aggregate privilege.

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1. Navigate to **My Client Groups** > **Profiles** > **Job Profile and Position Profile Sync Log**.

   As this image shows, you can navigate to the sync log from the Profiles page.
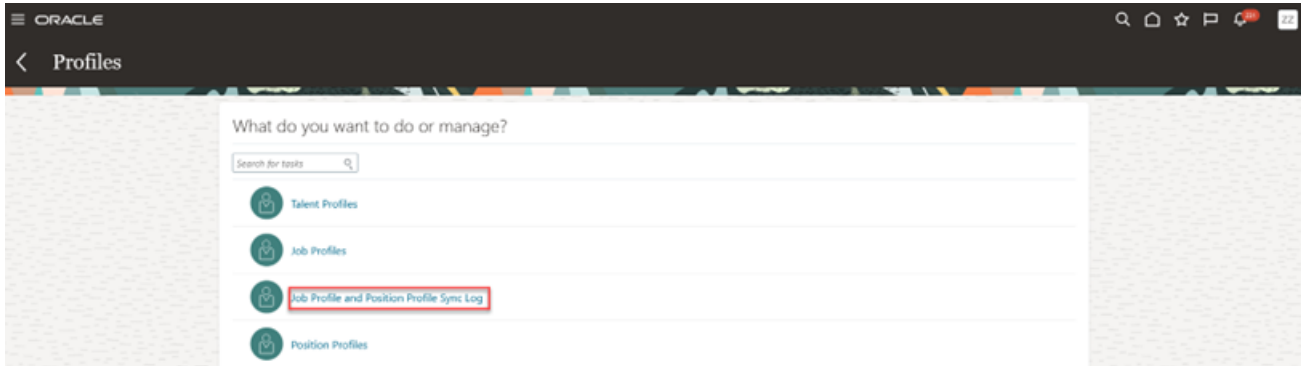
2. Analyse the sync log.

   As this image shows, you can view the sync log.

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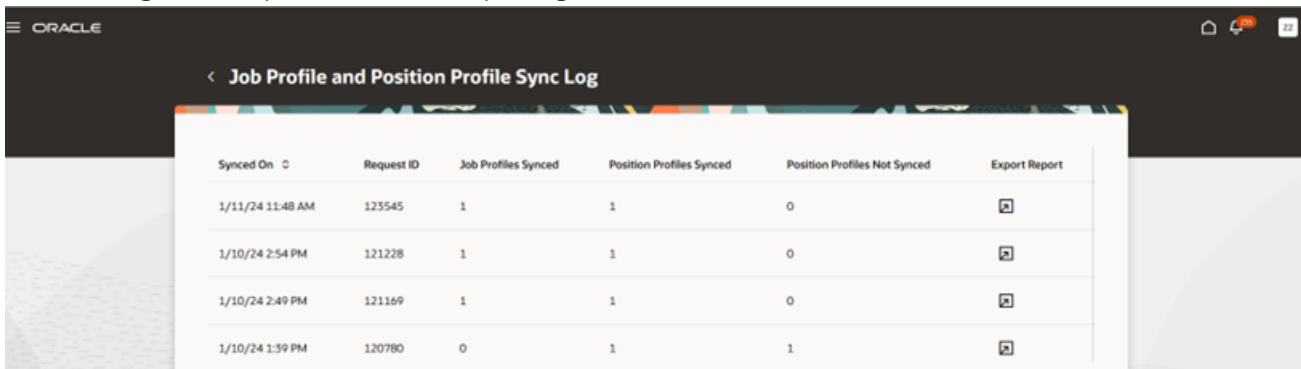
11 Profile Search

Profile Search

You can search for employee, job, position, and organization profiles based on certain criteria.

For example, a Human Resource (HR) Specialist in London that wants to fill an Applications Developer position internally, can search for profiles of all employees who are based in London and have experience with Java and PL/SQL.

You can use the keyword search to search for the person profiles that contain the following:

Core HR attributes:

- Department
- Work Location
- Job Family
- Job Function
- Job Name
- Organization Name
- Person First Name
- Person Full name
- Person Last Name
- Person List Name
- Person Id
- Person Number

Profile Management attributes:

- Attachment Name
- Profile Code
- Profile Id
- Rating Model Name
- Rating Level Name
- Rating Level Short Description
- Talent Scores:
    - Impact of Loss (Rating Level Short Description)
    - Performance Rating (Rating Level Short Description)
    - Potential Level (Rating Level Short Description)
    - Proficiency (Rating Level Short Description)
    - Readiness Level
    - Reading ((Rating Level Short Description)

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- o Risk of Loss (Rating Level Short Description)

- o Speaking (Rating Level Short Description)

- o Talent Score (Rating Level Short Description)

- o Writing (Rating Level Short Description)

- Accomplishments
  - o Accomplishment
  - o Organization

- Areas of Study
  - o Area of Study
  - o Grade

- Career Preferences
  - o Next Career Move
  - o Preferred Job Function
  - o Preferred Job Family
  - o Preferred Region

- Career Statement
  - o Career Statement

- Certifications
  - o License/Certificate Name

- Competencies
  - o Competency
  - o Proficiency Rating
  - o Performance Rating
  - o Evaluator Type

- Education
  - o Degree
  - o Major*see below
  - o School

- Education Levels
  - o School Education

- Highest Education Level
  - o Highest Education Level

- Honors and Awards
  - o Honor/Award
  - o Organization

- Languages
  - o Language

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- - Writing
  - Speaking
  - Reading

- Memberships
  - Affiliation/Professional Body Name

- N Box Rating
  - Box Sequence

- Performance Rating
  - Performance Rating

- Potential Rating
  - Potential Rating

- Projects
  - Project Name
  - Project Role

- Readiness Rating
  - Job Profile
  - Readiness Level

- Risk Rating
  - Risk of Loss
  - Impact of Loss

- Skills
  - Skill

- Talent Score
  - Talent Score

- Technical Post Details
  - Content Item ID
  - Technical Level

- Work History
  - Job Title
  - Employer Name

- Work Preferences
  - Frequency
  - Travel Domestically
  - Travel Internationally
  - Willing to Relocate

This is based on the seeded column attributes within the content section. If you modify or use additional attribute columns, the keyword search will not be updated. For example, in Certifications the Profile keyword search looks for the seeded Certification Name that is mapped to the attribute column ITEM_TEXT240_3. If you use another attribute

column to capture the Certificate Name (i.e. ITEM_TEXT240_2), and you search for Certificate Name PMP, the Profile keyword search will not return any values. The Certificate Name must be stored in ITEM_TEXT240_3 for the keyword search to return the PMP value.

Another example is that the Profile keyword search only finds Majors that are set up as text field types. If you have Major set up as an LOV in the Education template, the keyword search cannot find it. The application always captures the data that is stored in the Degree Profile Item Major (ITEM_TEXT240_1) attribute. The value in this field is the one that can be searched on.

Set-up for Profile Keyword Search

After profiles are created or modified, the Update Profile Search Keywords process should be run to sync-up the Profile Keyword index with the new profile data.

This will ensure that the new or modified profile record will show up in the Profile Search.

Run the processes in this order:

1. Update Profile Search keywords:

   This process will update the Profile Search Keywords information with profile data. The process can be run in two modes:

   ○ Full Mode - deletes all data from the profile keywords table and creates new data from the profile tables.

   ○ Incremental mode - creates profile data that does not exist in profile keywords. This mode will only create the new profile data that does not exist in Profile Keywords, for example, new hire profile information. It does not update the Profile Keyword information for existing profiles or users. This means that when users modify their profile information (update/delete/insert data into profile items), the profile search keywords will not be updated with the new info.

2. Synchronize Profile Search Keywords Index:

   Keywords are indexed values that's copied from profile records and organized in the keywords table for faster retrieval. The Profile Search Keywords table and the Index table need to be synced-up for the profile search to return the available data that's in the Profile Search Keywords table.

3. Optimize Profile Search Keywords Index:

   The synchronization of Profile Search Keywords to the Index table creates indexes for all data. Duplicate indexes could exist for the same keywords. This process cleans up the duplicate indexes that point to the same keywords data.

Profiles are searched using keywords. If you have created or updated a talent profile, then make sure to run the processes related to profile search index as mentioned above. If profile search does not display the results even after running the related processes mentioned above, verify the following information:

1. Verify the security profile to ensure that searching employees satisfy the security rule.

2. Ensure that you can search for this person from **Person Management** > **Search**.

3. Ensure that the person you are searching for has a profile by navigating to Skills and Qualifications page through Person Management.

   > **Note:** If the **Auto-Create Person Profile** check box is checked in **My client Groups** > **Profiles** > **Profile Types** > **Person**, then the person profile is created automatically when the user is opening the Skills and Qualification page for the first time. Otherwise, the profile must be created using HDL.

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Related Topics

- Profile Search
- Uploading Talent Profile Data

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12 Uploading Talent Profile Data

Uploading Talent Profile Data

To simplify the data entry, you can use HCM Data Loader to load Item Catalogs and Additional Model Profile Information into the Enhanced Talent Profiles architecture.

If you need to extract data from the original Profile Management architecture, note that the data continues to exist in the data model during and post upgrade.

For Person Profiles, see this file Enhanced Talent Profiles Section Template.pdf on My Oracle Support: Upgrading Oracle Cloud Profile Management ((*Doc ID 2421964.1*)). It describes the structure of each template that can be used to help create the TalentProfile.dat file to load Person Profile information via HCM Data Loader (HDL).

Loading Additional Model Profile Information:

1. Navigate to the Profile Type task and select a model profile type (for example, Job, Position, or Organization).
2. Select to include the required additional information in the relevant model profile type. For Job Profile Type the options include Job Description, Job Responsibility, and Job Qualifications.
3. Save the Model Profile Type.
4. Refresh the HCM Data Loader files:
    a. Go to Data Exchange - Navigate to My Client Groups > Data Exchange > Right Panel > HCM Data Loader - > View Business Objects. You will need the Human Capital Integration Specialist Job role assigned to the user to View Business Objects and the HCM Data Loader Scope configuration parameter must be set to "Full".
    b. Search for Talent Management (Product Area) and Talent Model Profile Extra Information Translation (Business Object), select the row in results, and select Refresh All Objects.
5. Download the files you will use and review:
    a. The Content Item files should contain the Value Set ID and Value Set Name
    b. The Profile files should contain the Section ID and Section Name
6. When creating the load files, make sure to add the Section Name for each content section that contains the profile item data.
7. Upload the file.

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Additional Model Profile Information Setting in Model Profile Type

Loading Item Value Sets: Before uploading HCM Data Loader files for Item Value Sets, the system administrator must complete the following steps:

1. Create the Item Catalog in the Item Catalog task (for example, create Degrees Item Catalog)
2. Associate the Item Catalog to the Content Section (for example, add Degrees Catalog to the Degrees Content Section)
3. Refresh the HCM Data Loader files:
    a. Go to Data Exchange - Navigate to My Client Groups > Data Exchange > Right Panel > View Business Objects. You will need the Human Capital Integration Specialist Job role assigned to the user to View Business Objects and the HCM Data Loader Scope configuration parameter must be set to Full.
    b. Search for Talent Management (Product Area) and Content Item (Business Object), select every row, and select Refresh Object or Refresh All Objects.
4. Download the files you will use and review:
    a. The Content Item files should contain the Value Set ID and Value Set Name
    b. The Profile files should contain the Section ID and Section Name

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5. When creating the Content Item files, make sure you add the Value Set Name (for example, Degrees) created in Step 1 above).

6. If also loading Profile files, make sure you add the Section Name for each content section that contains profile item data.

7. Upload the files

Note: Attachments for the Person and Model Profile can be added using the HCM Data Loader, Talent Profile file.

All the Profile Management business objects supported for HCM Data Loader include:

- Content Item

- Content Item Translation

- Content Item Rating Description Translation

- Content Item Relationship

- Talent Profile

- Talent Profile Translation

- Talent Model Profile Extra Information Translation

Related Topics
- Overview of Integrating with Oracle HCM Cloud

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13 Validation of Licenses and Certifications by Third-Party Providers

Validation of Licenses and Certifications by Third-Party Providers

Ensuring the validity of licenses and certifications is crucial for organizations such as healthcare to uphold quality standards, adhere to regulations, prioritize patient safety, and maintain trust.

Oracle Talent Management streamlines this process by offering integration with third-party providers, simplifying the validation of licenses and certifications. This integration enhances efficiency and accuracy of verification, ultimately contributing to the overall effectiveness and reliability of healthcare services.
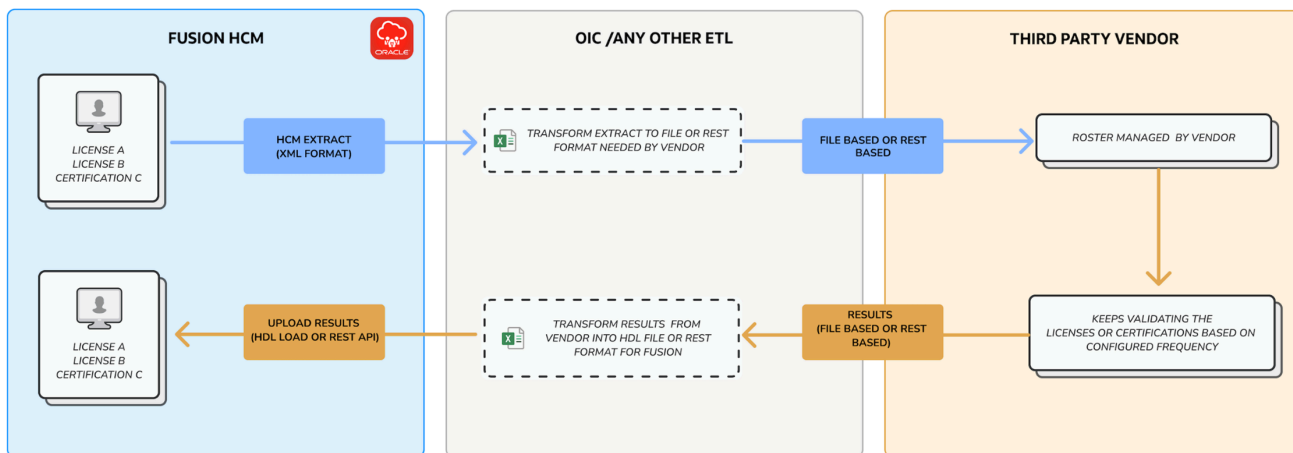
Related Topics

- Configuration
- Importing the Oracle HCM Cloud Extract Definition
- Integrating HCM Cloud Talent Profile License and Certification with EverCheck using Oracle Integration Cloud
- Support for Validation of Licenses and Certifications by Third-Party Providers

Configuration

Perform the following configuration steps to enable validation of licenses and certifications by third-party providers and upload the results of validation.

1. *Enable Display of Last Verified by and Last Verified on*
2. *Configure Licenses and Certifications that Require Third-Party Verification*
3. *Configuring Licenses and Certifications Statuses*
4. *Importing the Sample HCM Extracts into the Fusion HCM System*

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Enable Display of Last Verified by and Last Verified on

Perform the following steps to display **Last Verified by** and **Last Verified on** in the Licenses and Certifications section of Talent Profile:

1. Navigate to **My Client Groups** > **Profiles** > **Profile Types** > **Person**.
2. Select **Edit** icon.
3. For the Licenses and Certifications content section, set the attributes **Last Verified by** and **Last Verified on** to display on Summary or Detail.

   As this image shows, you can enable the attributes to be displayed on the summary or detail.
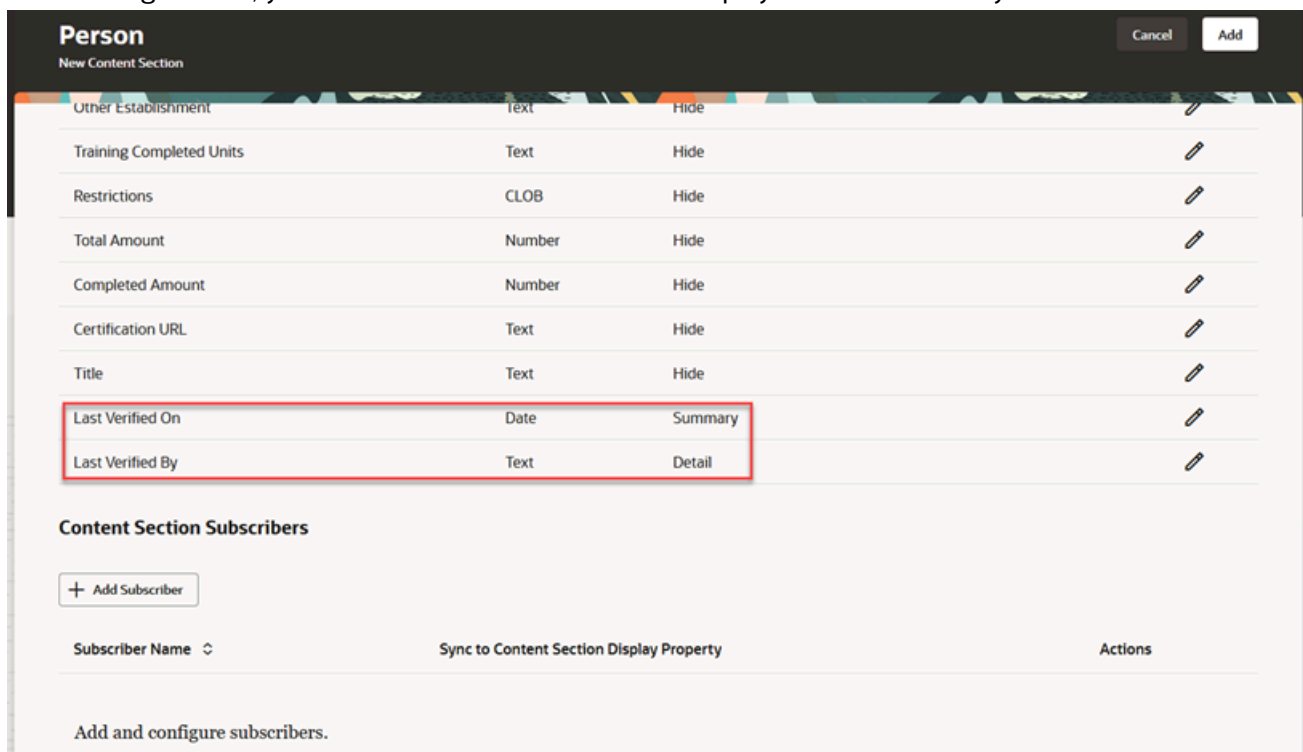
Configure Licenses and Certifications that Require Third-Party Verification

Perform the following steps to configure third-party verification for licenses and certifications in item catalogs:

1. Navigate to **My Client Groups** > **Profiles** > **Item Catalogs**.
2. Select **Licenses and Certifications** template.
3. Select the content items from item catalog.

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4. Select the licenses and certifications that require third party verification.

5. Perform the following steps to select mandatory requirements for a job:

    a. Navigate to **My Client Groups** > **Profiles** > **Job Profile or Position Profile**.

    b. In the job or position profile, select the licenses and certifications that are mandatory requirements for the job.

The flag **Verification is done by third party** displays to the user viewing the job profile or position profile.

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The employee associated with this job and has this license or certification,
sees the flag **Verification is done by third party** on the talent profile.
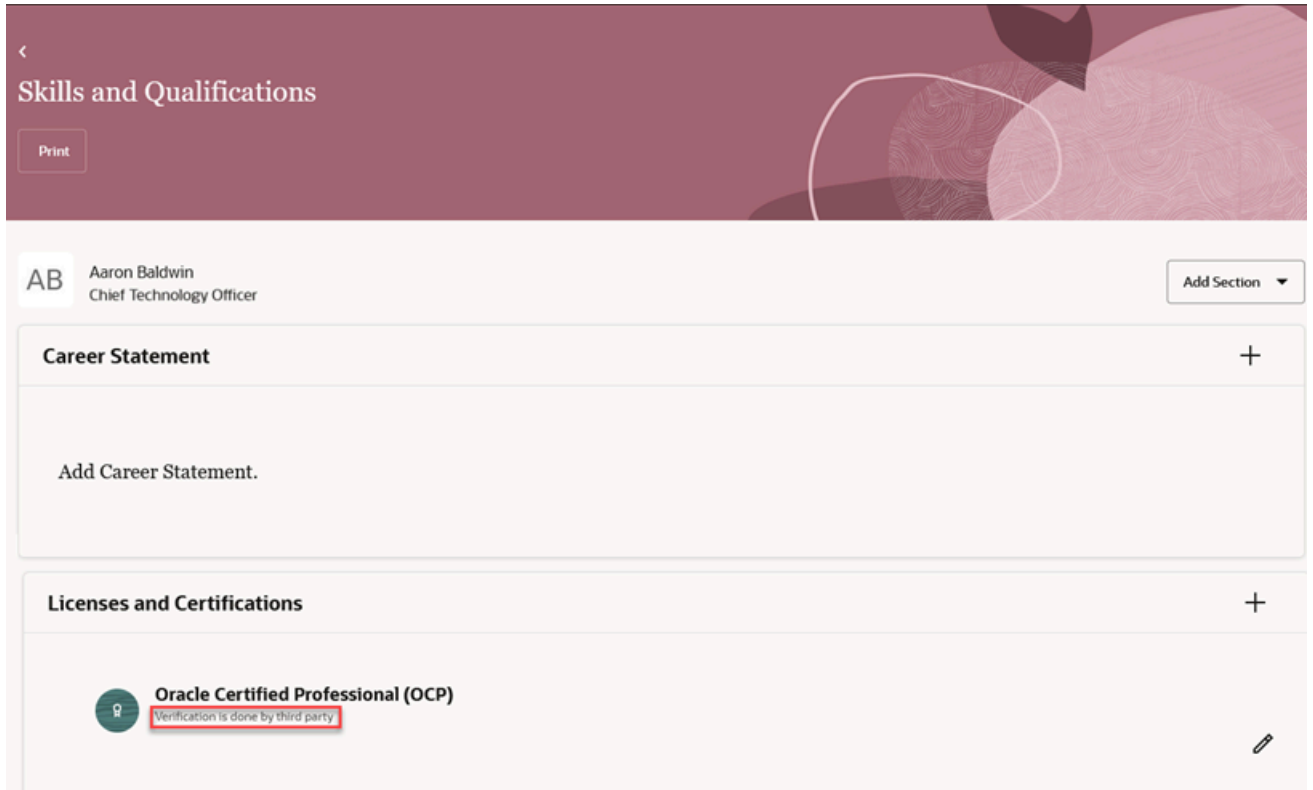
Additional attributes like Last Verified on and Last Verified by are added to the Licenses and Certifications
template.

Employees and managers can't update Last Verified on and Last Verified by attributes.

The Last Verified on attribute can be updated by a permissioned verifying
authority or through third-party automated updates. The Last Verified by is auto

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populated with the logged in username when the Last Verified on is updated.

Note:

- Employees and managers can't update **Last Verified by** and **Last Verified on**.
- Administrator can't update **Last Verified by** attribute on the UI.
- During the status **Pending Verification**, the **Verified** attribute will be reset to No.

Configuring Licenses and Certifications Statuses

The administrator sets up various statuses for licenses and certifications. This allows for seamless updating of the talent profile with the current status obtained from third-party verification through the licensing and certifying board. Use the lookup type ORA_HRT_CERT_STATUS to configure status values.

As this image shows, you can configure the status values.

Importing the Sample HCM Extracts into the Fusion HCM System

The following sample extracts have been delivered:

- *Full Extract of Licenses and Certifications*
- *Full File and Changes only Extract of Licenses and Certifications*

Full Extract of Licenses and Certifications

This is a full file extract, required by the third-party provider that consistently accepts the entire file. Use the listed User Entities (UEs) and their corresponding Database Items (DBIs) to retrieve licenses and certifications.

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User Entity	Root Block	Level	Function	How to Identify Database Item Identifier under User Entity?	Connect Data Groups
HRT_EXT_MODEL_ CERTIFICATION_UE	Y	1	Extract licenses and certifications from position or job profile, which are flagged as Verification is done by third party.	Extract Model Certifications %	NA
HRT_EXT_ POS_PERSON_ CERTIFICATION_ DETAILS_UE	N	2	Extract licenses and certifications of a person, which are flagged as Verification is done by third party in the position profile. The position profile is derived using the position ID on the person's assignment.	Extract Person Position Certifications Details %	Parent Data Group Database Item: Extract Model Certifications Object ID

Database Item: Extract Person Position Certifications Details Position ID

Parent Data Group Database Item: Extract Model Certifications Content Item ID

Database Item: Extract Person Position Certifications Details Content Item ID |
| HRT_EXT_ JOB_PERSON_ CERTIFICATION_ DETAILS_UE | N | 2 | Extract licenses and certifications of a person, which are flagged as Verification is done by third party in the job profile, provided the person assignment doesn't have a position ID, or the position ID doesn't have an associated position profile. | Extract Person Job Certifications Details | Parent Data Group Database Item: Extract Model Certifications Object ID

Database Item: Extract Person Job Certifications Details Job ID

Parent Data Group Database Item: Extract Model Certifications Content Item ID

Database Item: Extract Person Job Certifications Details Content Item ID |

The HRT_EXT_POS_PERSON_CERTIFICATION_DETAILS_UE user entity will provide output for person licenses and certifications that match the position profile requirements, and HRT_EXT_JOB_PERSON_CERTIFICATION_DETAILS_UE will provide output for person licenses and certifications that match job profile requirements in case the person is not associated with the position. If both job and position profiles are found for a person, then the person licenses and certifications that match the position profile take precedence.

> **Note:** For adding database items to the records of a block, use the database item identifier provided in the above table to search for the available attributes in the user entity.

The next example demonstrates how to add a filter to this extract.

While creating the extract with the previous user entities, if the user is already aware of the positions and jobs that would have licenses or certifications flagged for third-party verification, then an additional filter criteria can be provided on the root block with user entity as HRT_EXT_MODEL_CERTIFICATION_UE using position ID and job ID or a combination of both against the objectId attribute in root block.

In the basic mode of filter criteria, provide the filter for the DBI Extract Model Certifications Object ID.
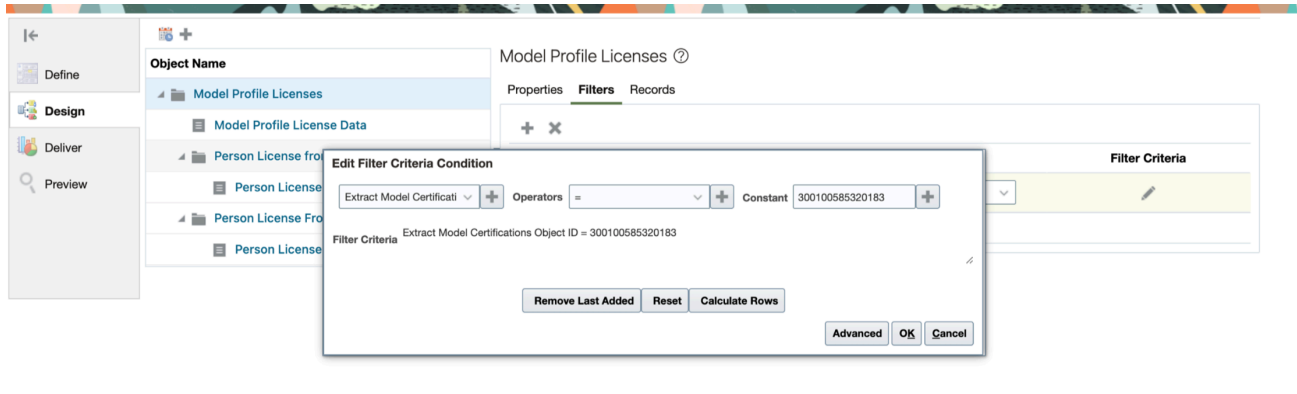
In advanced mode, the filter criteria are provided for pr.object_id. This helps the extract to query only those positions and jobs restricted by the filter query. The next image is an example displaying the filter criteria provided to run the extract for licenses part of 6 positions and 2 jobs.
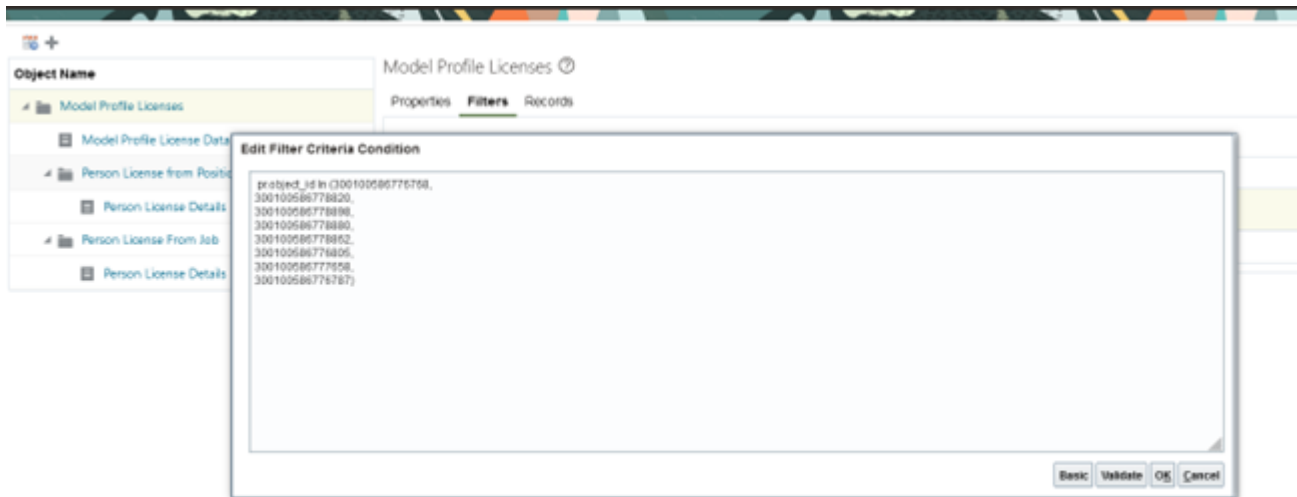
Extract Output Mapped to the UI Attributes

Fusion Attribute Name	Extract Output XML Tag Name
Person ID	Employee_ID

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Fusion Attribute Name	Extract Output XML Tag Name
First name	Person_First_Name
Middle Name	Person_Middle_Name
Last Name	Person_Last_Name
Status	License_Status
State	State_Code
Country	Country_Code
License Number	License_or_Certification_Number
License Name	License_or_Certification_Name
Issue Date	Issue_Date
Issue By	Issued_By
Expiration Date	Expiration_Date
Employee email address	Person_EMail_Address
Content Item Code	Item_ID
SSN	National_Identifier_Number
Date of Birth	Person_Date_of_Birth
Profile Item Id	Certification_ID
Profile Id	Profile_ID
Address Line 1	Person_Address_Line1
Address Line 2	Person_Address_Line2
Address Line 3	Person_Address_Line3
Address Line 4	Person_Address_Line4
Address Region 1	Person_Address_Region1
Address Region 2	Person_Address_Region2
Address Region 3	Person_Address_Region3
Home Town or City	Person_Home_Town_or_City
Postal code	Person_Postal_Code
Person Country Code	Person_Country
Person Country Name	Person_Country_Name

Full File and Changes only Extract of Licenses and Certifications

Certain third-party providers require the initial generation of a complete file, followed by subsequent runs that only incorporate updated data, if any changes in the data are detected compared to the previous run. Use the listed user entities (UEs) and their corresponding database items (DBIs) to retrieve licenses and certifications.

User Entity	Root Block	Level	Hide	How to Identify Database Item Identifier under User Entity?	Function	Connect Data Groups
PER_EXT_SEC_ PERSON_UE	Y	1	N	Extract Person %	Extract the person's details.	NA
PER_EXT_SEC_ ASSIGNMENT_ BASIC_UE	N	2	Y	Extract Assignment %	Extract all the assignments of a given person. Example: Filter criteria to ensure that all assignments that have at least 1 license for third-party verification based on position/ job profile, with preference given to position profile, are only identified. Assignment status is also another condition. `EXISTS(SELECT 1 FROM fusion.per_all_ am, FUSION.HRT_PROF pq, FUSION.HRT_CERT piq, FUSION.HRT_CONT ciq where piq.profile_id= and ciq.content_ite and pq.PROFILE_USAG = 'P' and pq.PROFILE_STAT = 'A' and am.person_id =pq.person_id and am.assignment_i and am.ASSIGNMENT_S`	Parent Data Group Database Item: Extract Person ID Database Item: Extract Assignment Person ID

`V`

`_item_id`

`_id`

`VE'`

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User Entity	Root Block	Level	Hide	How to Identify Database Item Identifier under User Entity?	Function	Connect Data Groups
					and am.ASSIGNMENT_T in ('E','C','P','N and TRUNC(pay_repor between am.effective_st and am.effective_en and am.effective_la ='Y' and pq.BUSINESS_GRO and ciq.BUSINESS_GR and am.BUSINESS_GRO and exists (select 1 from FUSION.HRT_PROF P, FUSION.HRT_CERT pi, FUSION.HRT_CONT ci ,FUSION.HRT_PRO pr where pi.profile_id=p and ci.content_item and pi.content_item and pr.object_id = NVL(am.POSITION and P.PROFILE_USAGE = 'M' and pr.PROFILE_ID = p.PROFILE_ID and TRUNC(pay_repor between pr.OBJECT_EFF_S and nvl(pr.OBJECT_E MM-YYYY')) and p.BUSINESS_GROU and ci.BUSINESS_GRO and ci.ITEM_TEXT_9= and pi.REQUIRED_FLA	meter_va SS_GROUP ESS_GROU SS_GROUP V tem_id item_id meter_va ate('31- _GROUP_ S_GROUP_

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User Entity	Root Block	Level	Hide	How to Identify Database Item Identifier under User Entity?	Function	Connect Data Groups
HRT_EXT_ ASG_MODEL_ CERTIFICATION_ UE	N	3	Y	Extract Assignment Model Certifications %	Extract all the licenses that require third-party verification related to the position or job of a given assignment.	Parent Data Group Database Item: Extract Assignment ID Database Item: Extract Assignment Model Certification Details Assignment ID
HRT_EXT_ ASG_PERSON_ CERTIFICATION_ UE	N	4	N	Extract Assignment Person Certifications %	Extract all the licenses of a person that require third-party verification related to the position or job of a given assignment.	Parent Data Group Database Item: Extract Assignment Model Certification Details Database Item: Extract Assignment Person Certification Assignment ID Parent Data Group Database Item: Extract Assignment Model Certification Content Item Database Item: Extract Assignment Person Certification Content Item ID

In the above approach, all the licenses and certifications belonging to a person that need third-party verification can be brought under one node in the output. This approach is easy to implement when the changes only data is required in the subsequent runs. The extract can be threaded based on person ID. When implementing the changes-only extract, ensure to include only those DBIs

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in the records, whose value change must trigger the person record to be reported in the extract.

Also, while implementing this extract, ensure to add additional filter predicates on the root block to extract the person records. This could be based on a legal entity ID, business unit ID, department ID, location ID, and so on. This will ensure the extract doesn't run for all the person records in the Fusion HCM system and would be performance efficient.

When you provide the filter criteria on level 1, note that if the person record undergoes a change filtering it out of this filter criteria, then this record won't be reported in the subsequent changes only run.

For example, if the filter criteria was based on country USA and if there was an employee in USA, the record would be part of the extract. Now, if the employee changes the country, the employee record is no longer part of this extract and the customer must manually remove it from the provider's roster.

Note: It's not recommended to change the structure of the extract.

Any changes made to the 1st, 2nd, 3rd, 4th block will result in changes only data. Attributes from each block is listed below.

Block Name	Attribute Tag Name in Extract Definition	UI Attribute
PER_EXT_SEC_PERSON_UE	Person_First_Name	First Name
	Person_Last_Name	Last Name
	Person_Middle_Name	Middle Name
	Person_Number	Person Number
	Person_Latest_Termination_Date	Termination Date
	Extract_Person_ID	Person ID
	Person_EMail_Address	Person Primary Email Address
	Person_Primary_National_Identifier_Number	Person Primary National Identifier Number
	Person_Date_of_Birth	Date of Birth
	Person_Country	Person Address Country Code
	Person_Country_Name	Person Address Country Name
	Person_Postal_Code	Person Address Postal Code

Block Name	Attribute Tag Name in Extract Definition	UI Attribute
	Person_Address_Line1	Person Address Line 1
	Person_Address_Line2	Person Address Line 2
	Person_Address_Line3	Person Address Line 3
	Person_Address_Line4	Person Address Line 4
	Person_Primary_NID_Legislation_Code	Person National Identifier Country Code
	Person_Primary_NID_Legislation_Name	Person National Identifier Country Name
	Person_Phone_Type	Person Primary Phone Type
	Person_Address_Region1	Person Address County (For US Legislation for Postal Address format)
	Person_Address_Region3	
	Person_Phone_Number	Person Primary Phone Number
	Person_Home_Town_or_City	Person Address City
	Person_Primary_NID_Type	Person National Identifier Type
	Person_Address_Region2	Person Address State (For US Legislation for Postal Address format)
PER_EXT_SEC_ASSIGNMENT_BASIC_UE	Extract_Assignment_ID	Assignment ID
	Extract_Assignment_Name	Assignment Name
	Extract_Assignment_Number	Assignment Number
HRT_EXT_ASG_MODEL_CERTIFICATION_UE	Extract_Assignment_Model_Certifications_Certification_Number	Certification Number
	Extract_Assignment_Model_Certifications_Content_Item_ID	Content Item ID
	Extract_Assignment_Model_Certifications_Job_Code	Job Code (of the respective Job profile, which states this certification needs third-party verification)
	Extract_Assignment_Model_Certifications_Job_ID	Job ID (of the respective Job profile, which states this certification needs third-party verification)
	Extract_Assignment_Model_Certifications_Name	Certification Name
	Extract_Assignment_Model_Certifications_Object_ID	Job ID or Position ID (based on the model profile from which certification is marked for third-party verification)
	Extract_Assignment_Model_Certifications_Position_Code	Position Code (of the respective Position profile, which states this certification needs third-party verification)

Block Name	Attribute Tag Name in Extract Definition	UI Attribute
	Extract_Assignment_Model_Certifications_Position_ID	Position ID (of the respective Position profile, which states this certification needs third-party verification)
	Extract_Assignment_Model_Certifications_Need_Third_Party_Verification	
	Extract_Assignment_Model_Certifications_Details_Assignment_ID	
	Extract_Assignment_Model_Certifications_Educational_Establishment_ID	
	Extract_Assignment_Model_Certifications_Title	
	Extract_Assignment_Model_Certifications_Country_Code	
	Extract_Assignment_Model_Certifications_State_or_Province_Code	
	Extract_Assignment_Model_Certifications_Status	
HRT_EXT_ASG_PERSON_CERTIFICATION_UE	Extract_Assignment_Person_Certifications_Assignment_ID	
	Extract_Assignment_Person_Certifications_Certification_Number	
	Extract_Assignment_Person_Certifications_Expiration_Date	
	Extract_Assignment_Person_Certifications_Expired	
	Extract_Assignment_Person_Certifications_Name	
	Extract_Assignment_Person_Certifications_Person_ID	
	Extract_Assignment_Person_Certifications_Profile_ID	
	Extract_Assignment_Person_Certifications_Profile_Item_ID	
	Extract_Assignment_Person_Certifications_External_Party_Verified	
	Extract_Assignment_Person_Certifications_Educational_Establishment	
	Extract_Assignment_Person_Certifications_Country_Code	
	Extract_Assignment_Person_Certifications_Completed_Amount	

Block Name	Attribute Tag Name in Extract Definition	UI Attribute
	Extract_Assignment_Person_Certifications_Date_To	
	Extract_Assignment_Person_Certifications_State_or_Province_Code	
	Extract_Assignment_Person_Certifications_Issued_By	
	Extract_Assignment_Person_Certifications_Type	
	Extract_Assignment_Person_Certifications_Status	

When a person is no longer required for validation, you must remove them from the provider's licenses and monitoring roster.

When you run this extract in changes-only mode and you get only the person data and no child data, that means one of the following occurred:

- The person is terminated or doesn't have any active assignments.

- The person doesn't have any licenses to be validated.

Note: To achieve this, add extra filter criteria in level 2 to verify that only assignments that have at least 1 license for third-party verification based on position or job profile, with preference given to position profile, are identified.

The output of the extract will be in XML format.

Extract Output Mapped to the UI Attributes

Fusion Attribute Name	Extract Output XML Tag Name
Person ID	Extract_Person_ID
Person Number	Person_Number
First Name	Person_First_Name
Middle Name	Person_Middle_Name
Last Name	Person_Last_Name
Actual Termination Date	Person_Latest_Termination_Date
Employee Email Address	Person_EMail_Address
SSN	National_Identifier_Number
NID Legislation Code	Person_Primary_NID_Legislation_Code
NID Legislation Name	Person_Primary_NID_Legislation_Name
NID Type	Person_Primary_NID_Type
Date of Birth	Person_Date_of_Birth

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Fusion Attribute Name	Extract Output XML Tag Name
Address Line 1	Person_Address_Line1
Address Line 2	Person_Address_Line2
Address Line 3	Person_Address_Line3
Address Line 4	Person_Address_Line4
Address Region 1	Person_Address_Region1
Address Region 2	Person_Address_Region2
Address Region 3	Person_Address_Region3
Home Town or City	Person_Home_Town_or_City
Postal Code	Person_Postal_Code
Person Country Code	Person_Country
Person Country Name	Person_Country_Name
Person Phone Type	Person_Phone_Type
Person Phone Number	Person_Phone_Number
Assignment ID	Extract_Assignment_Person_Certifications_Assignment_ID
Certification Number	Extract_Assignment_Person_Certifications_Certification_Number
Expiration Date	Extract_Assignment_Person_Certifications_Expiration_Date
Expired (Transient)	Extract_Assignment_Person_Certifications_Expired
Certification Name	Extract_Assignment_Person_Certifications_Name
Person ID	Extract_Assignment_Person_Certifications_Person_ID
Profile ID	Extract_Assignment_Person_Certifications_Profile_ID
Profile Item ID	Extract_Assignment_Person_Certifications_Profile_Item_ID
External Party Verified	Extract_Assignment_Person_Certifications_External_Party_Verified
Educational Establishment	Extract_Assignment_Person_Certifications_Educational_Establishment
Certification country code	Extract_Assignment_Person_Certifications_Country_Code
Certification State Code	Extract_Assignment_Person_Certifications_State_or_Province_Code
Issued By	Extract_Assignment_Person_Certifications_Issued_By
Certification Type	Extract_Assignment_Person_Certifications_Type
Certification Status	Extract_Assignment_Person_Certifications_Status

Configuring Data Mapping between Oracle® Fusion Cloud Human Capital Management and Third-Party Provider

Configure data mapping between HCM and third-party provider for both outbound file and inbound file to integrate the systems.

Related Topics

- Guidelines for Loading Verified Licenses and Certifications Results

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14 Other Considerations

Use Alerts Composer for Worklist and Email Notifications

Enhanced Talent Profiles uses Alerts Composer to send FYI worklist and email notifications, replacing Events Notifications. You can enable these notifications:

Before you start

- HR profile change notification to worker
- HR profile change notification to manager
- Manager changes profile
- Feedback notification to manager and worker

For the list of notifications in Profile Management, see *DOC ID 2234224.1*

Here are the steps:

Here's what to do

1. In the **Setup and Maintenance** work area, go to the **Talent Notifications > Profile Management** tab and check the **Enable** check box for each notification.
2. Save and Close.
3. Go to **Tools > Alerts Composer.**
4. Search for **HRT.**
5. To customize any of the alerts, click **Action > Edit.**

   Note: The Learning and Recruiting applications use the Events framework for notifications related to the profile content sections they are subscribed to.

Related Topics
- Alerts Composer

What Happens When You Update or Delete Profile Items

In Enhanced Talent Profiles, if you update a profile item, no history record is created and deleting profile items permanently removes them from the database.

(In classic Talent Profiles, the history gets tracked and no hard delete happens.) End-dating is still used for maintaining Person Profile Talent Ratings and any sections created using the Competency template.

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Permanent deletion applies to these re-usable templates:

- Accomplishments
- Career Preferences
- Certifications
- Education
- Honor
- Languages
- Memberships
- Special Projects
- Skills
- Work History
- Work Preferences

Why Aren't My Audits Working Properly?

In Enhanced Talent Profiles, the audit tables are template based.

You may need to review your audit rules and modify if needed. There are new business objects, as shown below:

These are the shadow tables that are supported for Enhanced Talent Profiles:

HRT_ACCOMPLISHMENT_ITEMS_V_

HRT_ADV_READINESS_ITEMS_V_

HRT_AREA_OF_STUDY_ITEMS_V_

HRT_CAREER_POTENTIAL_ITEMS_V_

HRT_CERTIFICATION_ITEMS_V_

HRT_COMPETENCY_ITEMS_V_

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HRT_EDUCATION_ITEMS_V_

HRT_HONOR_ITEMS_V_

HRT_LANGUAGE_ITEMS_V_

HRT_MEMBERSHIP_ITEMS_V_

HRT_PERF_RATING_ITEMS_V_

HRT_SKILLS_ITEMS_V_

HRT_TALENT_RATING_ITEMS_V_

The audit data will be inserted into its respective section in the shadow table, not the HRT_PROFILE_ITEMS_ table.

> **Note:**
> - The exception to this is Profile Content Items which are added via Oracle Learning (as part of Learning Outcomes on a course). If a Profile Item is added to a Person's profile by Oracle Learning/Learning outcome, then the old style shadow table HRT_PROFILE_ITEMS_ is updated.
> - DFFs are not considered when auditing fields in Talent Profile content sections.

For more information about configuring your audit policies, see *Implementing Applications, Common Reference Objects, Audit Policies*.

Update Talent Profiles

When the performance document is complete, the application updates the worker's profile to include the changes made in the performance document, if the performance document is configured to do so.

Here's what's included in the updated content:

- Overall rating
- Competencies and their proficiency levels provided by the manager
- Competencies and goal section ratings

The ratings provided by the worker are included when the section in the performance document is populated using the employee's person profile competencies from their Talent profile. After the performance document is complete, it becomes a static document, and any changes to the job competencies aren't reflected in the performance document.

Considerations for Adding or Removing Competencies in Talent Profile Competency Sections

Here are some things to consider when adding or removing competencies in talent profile competency sections.

- Competencies added by managers or employees to the performance document are added to the employee's talent profile with the evaluator type configured in the performance template.

- Talent profile approvals aren't triggered when adding or removing a competency directly in a performance document person profile competency section. If you use approvals in talent profiles and don't want these to be bypassed in the performance document, you can use personalization to hide the add and remove buttons in the performance document.

- Any changes made to competencies in a person profile competency section in a performance document will update any other in-progress performance documents with person profile competency sections where the set goals or evaluation tasks aren't complete. For example, if a new competency is added in a midyear performance document, that competency is displayed in the employee's talent profile and added to the end of year performance document, if created.

- Only competencies added directly in performance documents can be deleted. Competencies in an employee's talent profile that have come from another source, can't be removed in performance documents, and must be removed from the original source.

- Competencies deleted by employees won't be removed from other in-progress performance documents if they've already been evaluated by the manager.

About the FSM Export Import Feature

You can only export and then import from one Enhanced Talent Profiles instance to another.

You cannot export from a classic instance and then import it into an Enhanced Talent Profiles instance.

About Best Fit

Classic Best Fit is available for Enhanced Talent Profiles. Recall that Classic Best Fit works against seeded content sections only.

Owing to the new template architecture in Enhanced Talent Profiles, Classic Best Fit works most accurately when there is only ONE active content section defined for any template. If there are multiple content sections defined for a template, all data in all content sections are used as a unit for matching for that template which may produce unpredictable results.

> **Note:** Best Fit supports finding a fit for position profiles, that is, where a position profile is the source profile. However, Best Fit does not support finding position profile matches, that is, where position profile is the target of the Best Fit operation.

Related Topics
- Best Fit Analysis and best-fit score calculation

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About Deep Links

You can find out what tasks are supported by searching in the **Tools > Deep Links** page. Search for "Talent" in the Deep Links page to see the tasks.

*Related Topics*
- Deep Links

How Can I Display Section Descriptions in the Skills and Qualifications page?

The section description defined in the person profile content sections can now be displayed to users when they edit or add profile items on the Skills and Qualifications page.

This allows you to control what users see in the person's profile.

Steps to display a section description:

1. Edit the profile type and select the person profile.
2. Edit the section and add a section description.
3. Enable a sandbox, and ensure that Page Composer is available.
4. Choose **Edit Pages.**
5. Navigate to the **Skills and Qualifications** page.
6. Edit or Add a profile item in the section for which you want to display the section description.
7. Select the line below the section header to select the entire section's panelCollection.
8. Select the hidden panelFormLayout component and choose **Show Component,** as shown below:

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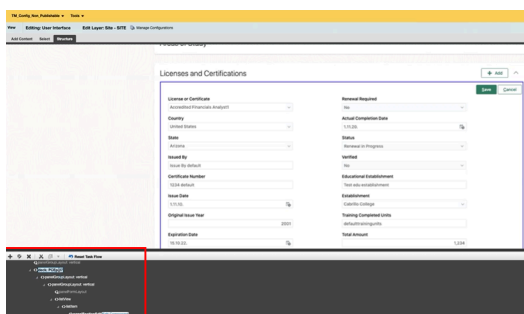
Clean Up and Re-Activate Profile Section DFF and Profile Item Attribute Category Data

Descriptive flexfield context is automatically created and enabled when a new content section is created from UI or through REST service.

As a convenience to you and for optimal performance when loading Skills and Qualifications page or Talent Ratings page, the DFF contexts are created with disabled status when a new content section is created from UI or through REST service.

These DFF contexts need to be enabled and deployed before they can be used and the Sync Talent Profile Data ESS Job needs to be run to sync-up the existing profile items data.

Perform the steps mentioned below for each scenario:

- When a new content section is created

  Manually enable the content section DFF context, and ensure that at least one DFF contextual segment is enabled under it. Then, deploy.

- When DFF context is configured for an existing active content section

  Manually enable the content section DFF context. Deploy and run the Sync Talent Profile Data ESS job.

- When a content section is disabled

  Run the Sync Talent Profile Data ESS job.

- When a content section is reactivated

  Manually enable the content section DFF context and ensure that at least one DFF contextual segment is enabled under it. Deploy and run the Sync Talent Profile Data ESS job.

> **Note:** Configure auto-complete rules using attribute context only when DFF segments are specified for the content sections. If no DFF segments are defined, use the section name for configuration. The list of section names is always presented in English, regardless of the session language.

The ATTRIBUTE_CATEGORY column in HRT_PROFILE_IEMS table gets populated only if the following conditions are met:

- The content section is active.
- DFF context pertaining to the content section is enabled.
- DFF context pertaining to the content section is configured with at least one enabled contextual segment.
- DFF is re-deployed after above configuration.

For more details on descriptive flexfield, see MOS Document - *https://support.oracle.com/epmos/faces/DocumentDisplay?id=2975795.1*. In order to ensure better performance of Redwood pages, it is recommended to run the Sync Talent Profile Data ESS job if you have migrated from responsive pages.

> **Note:** DFFs in a content section are not considered for audit.

Set Up Oracle Search Index

You need to configure profile options and run the initial data ingestion process to set up Oracle Search index for VBCS Talent Profile and Model Profile searches pages.

In addition to the profile options related to Oracle Search, create and set the profile option HRT_PROFILE_ORACLE_SEARCH_ENABLED to "Y" for creating the indexes mentioned below. For more details on profile options, see *Overview of Profile Options*.

The table below provides the details required to run the initial data ingestion process.

Job Name	Parameter Name	Parameter Value
ESS job to create index definition and perform initial ingest to OSCS	Index Name to Reingest	fa-hcm-personprofile
ESS job to create index definition and perform initial ingest to OSCS	Index Name to Reingest	fa-hcm-modelprofile

For more details on configuring profile options and intial data ingetsion process, see *Set Up Oracle Search for HCM*.

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15 LinkedIn Profile Import

Activating the LinkedIn Profile Import

Take advantage of our new partnership with LinkedIn, which allows your employees to import their LinkedIn profile information into their talent profile. This enhanced functionality provides you with greater access to your employees' updated skills, preferences, and credentials. It's an easy way for your employees to keep their talent profile updated.

Before you can use this feature, you must activate it. Follow these steps.

Required:

1. The LinkedIn Recruiter System Connect (RSC) must be activated in order to implement the LinkedIn Profile Import.
   a. Customers must have a LinkedIn Recruiter account (Recruiter Seat) associated with a paid LinkedIn Recruiter Contract (license) in order to enable the RSC and then activate the LinkedIn Profile Import.
   b. Customers should contact their LinkedIn representative or their Customer Success Manager if they want a demo of RSC, if they have questions about how RSC works, if they have questions around security concerns, and so on.
   c. For more information about LinkedIn Recruiter licenses, Contracts, and how secure the RSC integration is, ask your system integrator or implementation partner to contact LinkedIn.
2. For activation steps for Oracle Recruiting Cloud (ORC), see this article on My Oracle Support: *Oracle Fusion Recruiting Cloud: LinkedIn Recruiter System Connect Integration (Doc ID 2638039.1)*.

Activation Steps for the LinkedIn Profile Import (LPI)

1. In the **Oracle Talent Acquisition Cloud (OTAC)** production zone, navigate to: **Configuration > Recruiting > Administration > Recruiting Services > LinkedIn Recruiter System Connect (RSC).** The LinkedIn RSC should already be in Active status.
2. Take note of the values populated in the Settings table for Client ID, and Client Secret.

Settings | Hide

Name	Value
Client ID	81hv27tibxgpms9
Client Secret	hB⁴¹ᴹⁿⁱᶻⁱᵘˣᵞᶠ⁵⁼ᶠᶜ⁹ᶠᵗ
Application ID	7639055
Zones	https://salachi01.taleodev.oraclecorp.com
TPI - Redirect URL	—
TPI - Application Name	TEE:salachi01
Organization	12596172
Contracts	255898633

3. In the Properties section, click **Edit** to get the partner service into edit mode.
4. Populate a value in the field Talent Profile Import - Redirect URL (e.g. https://<fusion-pod>/hcmUI/PDF/LinkedInAccess), and click the **Update** button. The value will be passed to LinkedIn, and added to the Settings table.
5. Populate a value in the field Talent Profile Import - Application Name, and click the **Update** button. The value will be passed to LinkedIn, and added to the Settings table.

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✱ Talent Profile Import - Redirect URL

Update

✱ Talent Profile Import - Application Name

Update

6. Click **Save** to exit edit mode.
7. In the **HCM Home Page**, go to the **Setup and Maintenance** work area, go to the following:
8. Offering: Recruiting and Candidate Experience
9. Functional Area: Recruiting and Candidate Experience Management
10. Task: Recruiting Category Provisioning and Configuration
11. On the **Partner Integration Provisioning** page, go to the **Profile Import Partners** page and the **LinkedIn** section.
12. Make sure that the **Create LinkedIn Customer Application** check box is cleared and enter the **Client ID** and **Client Secret** from Step 3.

LinkedIn

Create LinkedIn Customer Application ☐

Client ID

Client Secret

13. Go to the **LinkedIn Talent Profile Import** section, click **View LinkedIn Terms and Conditions** and review the LinkedIn Profile Import terms and conditions.
14. Select the **Active** check box to activate the LinkedIn Profile Import.

LinkedIn Talent Profile Import   View LinkedIn Terms and Conditions.   Active ☐

15. Click **Save**.

After activating the LinkedIn Profile Import feature, you can find instructions for using it next.

Related Topics
- Enable the Integration with LinkedIn Recruiter System Connect

Using the LinkedIn Profile Import Feature

Employees can now easily import their LinkedIn information into their talent profile. The biggest benefit to your enterprise is in capturing richer data about your employees. Employees across the board tend to provide more updated details about their skills, credentials, and qualifications in their LinkedIn profile than in their employer-based talent profile. You will now have access to this rich data.

Your enterprise HR strategies, including internal mobility and employee retention programs, will benefit from richer and more complete talent profiles. Ultimately, this integration allows your enterprise to grow its talent pool and enhance your employees' experience in developing their career internally.

For your end users or employees, the LinkedIn Profile Import feature is an easy way to maintain an internal talent profile.

From the **Skills and Qualifications** page, choose **Import LinkedIn Profile:**

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Then you will see a page that asks you to enter your credentials.

Linked in

Welcome Back
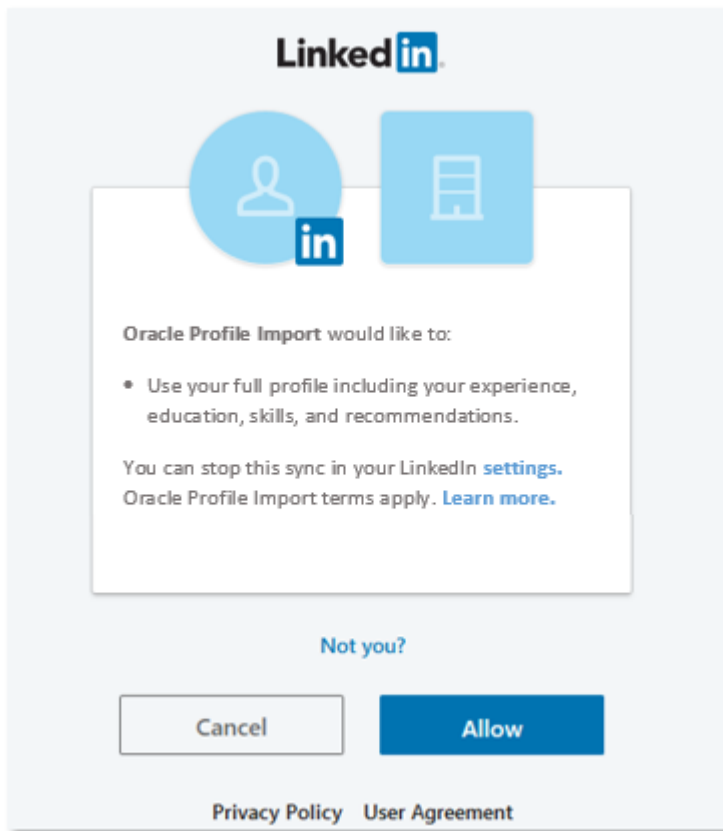
Don't miss your next opportunity. Sign in to stay updated on your professional world.

Email or Phone

Password   Show
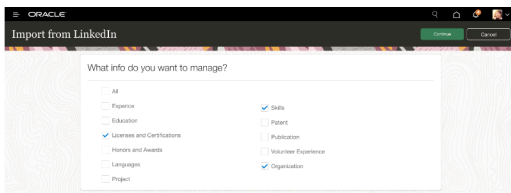
Cancel   Sign in

Forgot password?

New to LinkedIn? Join now

Linked in © 2019   User Agreement   Privacy Policy   Community Guidelines   Cookie Policy   Copyright Policy   Send Feedback

Review the access information:

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Employees can choose the specific LinkedIn content and they can only see and import the content that maps to content sections they have access to:

Employees can see clearly what content they are importing for each of the content templates, and they can correct errors as they go. When they choose the content section they want to import to, the relevant content section attributes are displayed so they know exactly what the content is being mapped to on their talent profile.

Note the following about the LinkedIn Import:

- The Current Job Indicator is not supported. Employees must manually set this in their content section.

- Descriptive flexfields (DFFs) are not supported.

- If you are attempting an import into a value-set restricted content section, you must ensure the values exist in the value set. Alternatively, if your requirement is to capture general information that may not exist in your value sets, then you need to define a free form content section for LinkedIn import.

After reviewing and correcting the imported profile data, workers can keep it up to date. On the **Skills and Qualifications** page, workers can now see the strength of their talent profile based on the content in it, so that they can make their profile more impactful and help advance their career.

A new gauge shows the strength of their talent profile—hover over it to see a list that shows Completed and Not Completed sections. If the LinkedIn Profile Import is enabled, there is an easy to use button that lets workers import their LinkedIn profile data and get a jump start on their talent profile.

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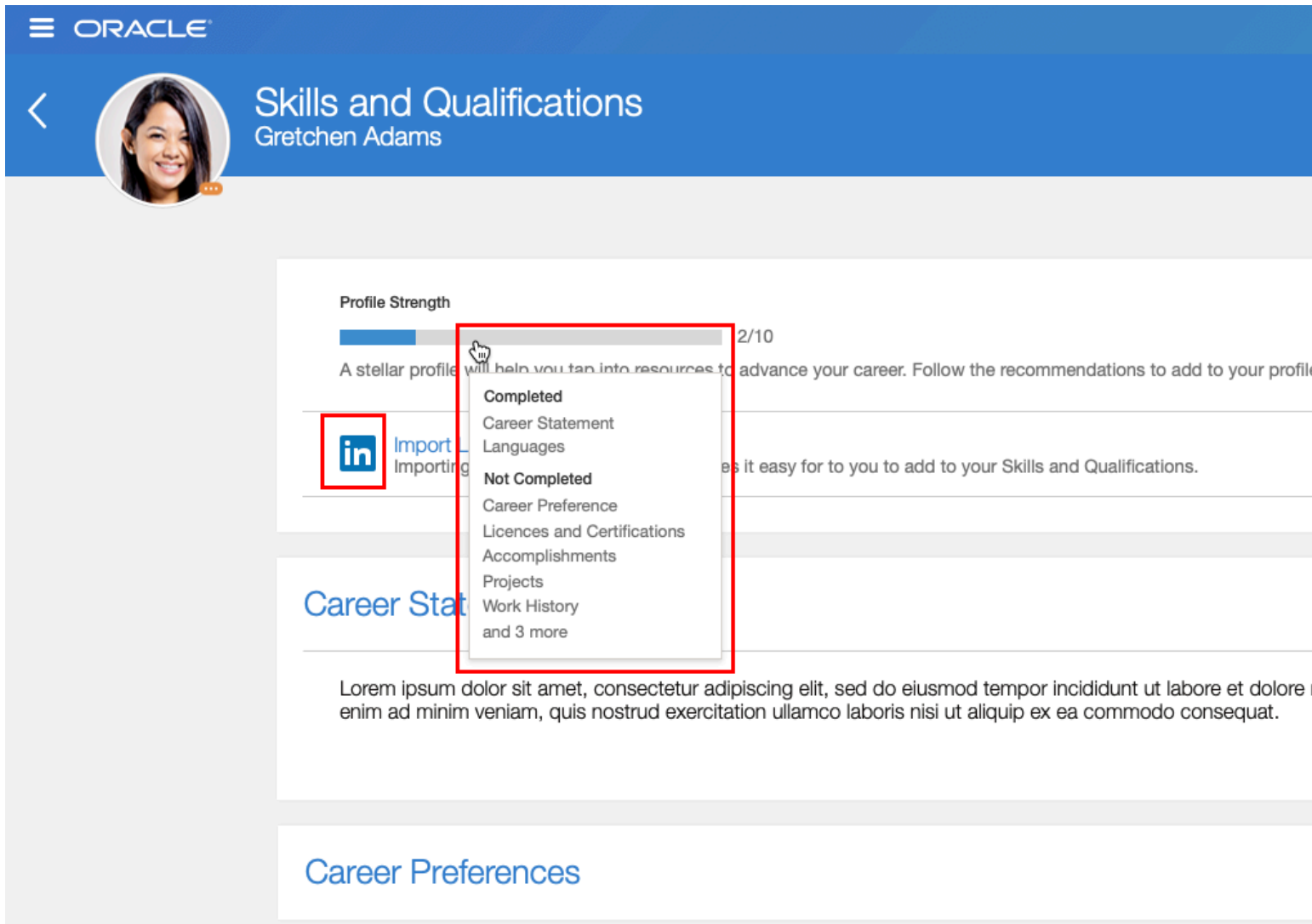
How the Sections are Mapped

The LinkedIn Profile Import is made possible through the integration of the delivered content templates in the Enhanced Talent Profiles and the LinkedIn profile talent sections. The table below shows how the LinkedIn profile sections are mapped to the Talent Profile templates. Notice that the Accomplishment and Membership templates have multiple usages for defining relevant LinkedIn sections. Additionally, multiple sections can be created using a single Talent Profile template and those sections can all be enabled for LinkedIn import.

Here is how the sections are mapped:

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LinkedIn Section	Talent Profile Template
Experience	Work history
Education	Education
Licenses and Certifications	Certifications
Honors and Awards	Honors
Languages	Languages
Project	Projects
Skills	Skills
Patent	Accomplishments
Publication	Accomplishments
Volunteer Experience	Memberships
Organization	Memberships

Note:

- Sections created using the Competency template cannot be enabled for LinkedIn import.

- Hidden templates are not supported for the LinkedIn import.

In the **My Client Groups -> Profiles-> Profile Type -> Person** page, the table will display if the section is LinkedIn Import enabled:

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Edit Profile Type: Person

Save   Save and Close   Cance

Profile Type	PERSON
*Name	Person
Description	Person Profile Type Summary
Status	Active
Autocreate Person Profiles	✔

Content Sections

➕ Add Content Section

Order	Section Name	Section Description	Talent Rating Template	Approval Required	Active	LinkedI Enable
∧ ∨	Degrees	Degrees	Education	Yes	Yes	No
∧ ∨	Areas of Study	Areas of Study	Areas of Study	No	Yes	No
∧ ∨	Licenses and Certifications	Licenses and Certifications	Certification	Yes	Yes	No
∧ ∨	Competencies	Competencies	Competency	Yes	Yes	No
∧ ∨	Education Levels	School Education	Education Level	No	Yes	No
∧ ∨	Honors and Awards	Honors and Awards	Honor	No	Yes	Yes
∧ ∨	Licenses and Certifications	Recruiting Set	Certification	Yes	Yes	No
∧ ∨	Degrees	Degrees_Recruiting	Education	Yes	Yes	No
∧ ∨	Languages	Languages	Language	Yes	Yes	No
∧ ∨	Memberships	Memberships	Membership	No	Yes	Yes
∧ ∨	Career Preferences	Career Preferences	Career Preferences	No	Yes	
∧ ∨	Work Requirements	Work Requirements	Work Preferences	No	Yes	No

How the Fields are Mapped

For information about how the fields in each section are mapped, see this file Talent Profile Attribute Mapping to LinkedIn Attributes.xlsx on the same MOS article where this file was posted: *Upgrading Oracle Fusion Profile Management (Doc ID 2421964.1).*

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Approvals

Note that when approvals are enabled on a content section that is also LinkedIn import enabled, the approvals flow will be ignored when the user is importing the LinkedIn items.

Once the items are added to the section that has been approvals enabled, the item will need to adhere to the approvals rule requirements. Any updates or deletion of an item in that section will need to go through approvals.

About Importing Secondary Language Profile Data

LinkedIn allows users to create profiles in multiple languages. All the LinkedIn profiles created in other languages (after creating the first profile) are called secondary LinkedIn profiles.

If the Fusion session language matches with one of the LinkedIn secondary languages, then users can only import Education and Work History content sections.

If the Fusion session language does not match with one of the LinkedIn secondary languages, then users will be able to cancel out of the import.

Enabling Alerts for Expiring or Expired Licenses and Certifications

You can use Alerts Composer to notify workers and managers on expired and expiring licenses and certifications.

For details on how to set up alerts, see *Enable Alerts for Expiring and Expired Licenses and Certifications*

16 Frequently Asked Questions

Can I See Source and Dates for Changes to Language Content Sections?

Yes, you can track history and source for changes to profile items in the Languages content section on a talent profile. When changes are made to languages in the talent profile, you will now see the date-tracked history of the changes as well as the source of those changes as Prerequisite, Learning Outcome, Development Goal Target Outcome, Goal Target Outcomes, or Talent Profile. Note that the language source tracking is different from the Competency end date tracking functionality.

What's a rating category?

A label for a grouping of rating levels. Rating categories are used in talent management processes such as performance management and talent reviews to group ratings for analysis tools (performance and potential box chart, for example.)

How can I delete an attribute from the person profile?

You must have the HR specialist role to delete an attribute from the person profile.

> **Note:** You can hide predefined attributes, but you can't delete them.

To delete an attribute that isn't a predefined attribute from the person profile:

1. Click **Profile Types** in the Profiles work area.
2. Search for the Person profile type and select the row for the profile type in the Search Results section.
3. Click **Edit** in the Search Results section to open the Edit Profile Type page.
4. On the Content Sections tab, select the content section that includes the attribute you want to delete.
5. In the Content Sections region, click the selected content section link to open the Content Section page.
6. In the Content Properties section, select the row for the attribute and click **Delete**.

Can I edit the skills and qualification data of a person's profile?

Yes. Depending on the content section access settings for your role, you can view and edit any of the predefined or custom content of an employee's profile.

How can I add content to my profile?

Select **About Me > Skills and Qualifications** on the Home page. Click Edit on the Skills and Qualifications page to edit or add the content to your profile. Depending on the content section access settings for your role, you can view and edit any of the predefined or custom content on your profile. You can also use LinkedIn. For more information, see Activating and Using the LinkedIn Profile Import feature.

Related Topics
- Activating the LinkedIn Profile Import