

**Oracle® iRecruitment**

Implementation Guide

Release 11*i*

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Oracle iRecruitment Implementation Guide, Release 11i

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# Preface

## Intended Audience

Welcome to Release 11*i* of the Oracle iRecruitment Implementation Guide.

This Implementation Guide has been written to help implementation teams set up and configure Oracle iRecruitment. This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle HRMS
- Oracle Workflow
- Oracle Self-Service Web Applications
- Oracle HRMS System Administration
- Oracle HRMS Applications

If you have not yet been introduced to these applications, we suggest you attend one of the training classes available through Oracle University. See *Other Information Sources* for more information about Oracle Applications product information.

### How To Use This Guide

This guide contains the information you need to understand and use Oracle iRecruitment.

- Chapter 1 introduces iRecruitment and its features. It contains a short description of the iRecruitment functions.
- Chapter 2 lists the implementation steps for iRecruitment. The steps are structured according to the type of implementation, for example, minimum implementation steps, advanced implementation, and implementation if Oracle HRMS is not currently installed.
- Chapter 3 covers the security aspects of an iRecruitment implementation including profile options, user access, and vacancy security.
- Chapter 4 illustrates how to configure page layouts using the OA Personalization Framework. This chapter includes information on the Personalization Framework in general and also more specific information such as creating messages and instructions and configuring flexfields.
- Chapter 5 covers the specific configuration options for the iRecruitment functions. For each function, the document gives a short description, function name, tips and instructions, and any other pertinent information.

- Chapter 6 contains information on extending Oracle iRecruitment, for example, using the delivered APIs

### **Other Information Sources**

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- Glossary

## Related Documents

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

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

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

### Guides Related to All Products

#### Oracle Workflow Guide

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications–embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow–enabled processes.

#### Oracle Applications User’s Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle HRMS (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes. You can access this user’s guide online by choosing “Getting started with Oracle Applications” from any Oracle Applications help file.

#### Oracle Alert User’s Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

#### Oracle Applications Developer’s Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components

needed to implement the Oracle Applications user interface described in the Oracle Applications User Interface Standards for Forms-Based Products. It also provides information to help you build your custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

#### Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

#### **Guides Related to This Product**

##### Using Oracle HRMS – The Fundamentals

Use this guide to learn about representing your enterprise on your application. This includes setting up your organization hierarchy, recording details about jobs and positions within your enterprise, defining a payroll, and also how to manage your costs.

##### Managing Your Workforce Using Oracle HRMS

Use this guide to learn about all aspects of managing your workforce. This includes how to represent your workforce on your application, recruiting new employees and developing their careers, and also defining and managing budgets.

##### Configuring, Reporting and System Administration in Oracle HRMS

This guide provides information about extending and configuring Oracle HRMS, managing security, auditing, information access, and letter generation.

##### Implementing Oracle HRMS

This guide explains the setup procedures you need to carry out in order to successfully implement Oracle HRMS in your enterprise.

##### Implementing Oracle Self-Service Human Resources (SSHR)

This guide provides information about setting up the self-service human resources management functions for managers and employees. Managers and employees can then use an intranet and Web browser to have easy and intuitive access to personal information and career management functionality.

##### Oracle Self-Service Web Applications

This guide provides information on self-service applications in general.

##### Oracle Self-Service Web Applications Guide

This guide explains how to use and implement the Oracle applications dictionary.

#### **Installation and System Administration**

##### Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11i. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

##### Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11i, much of the installation process is handled using Oracle

Rapid Install, which minimizes the time to install Oracle Applications and the Oracle8 technology stack, and the Oracle8i Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

#### Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11i. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11i. You cannot upgrade to Release 11i directly from releases prior to 10.7.

#### Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the applications file system and database.

#### Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

#### **Other Implementation Documentation**

##### Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11i. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

##### Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle HRMS. This manual details additional steps and setup considerations for implementing Oracle HRMS with this feature.

##### Multiple Organizations in Oracle Applications

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Oracle HRMS installation, this guide describes all you need to know about setting up and using Oracle HRMS with this feature.

##### Oracle Applications Flexfields Guide

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

##### Oracle Technical Reference Manuals

The technical reference guides are now available in electronic format only. You can now access technical reference manuals for any Oracle Applications product you have licensed.

### Oracle Applications Message Reference Manual

This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11i.

## **Training and Support**

### **Training**

Oracle offers a complete set of training courses to help you and your staff master Oracle HRMS and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network, Oracle University's online education utility. In addition, Oracle Training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

### **Support**

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep iRecruitment working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle8i server, and your hardware and software environment.

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

## **Do Not Use Database Tools to Modify Oracle Applications Data**

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

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

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

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



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# Introduction

## Oracle iRecruitment

### What are the advantages to the HR or the recruiting group of using iRecruitment?

Oracle iRecruitment is a full-cycle recruitment solution. It automates every phase of the recruitment process. iRecruitment integrates with Oracle HRMS to manage the entire workforce lifecycle. Information that the two applications share simplifies your day-to-day administrative tasks. For example, after you hire an applicant, your administrative staff need not spend time filling out forms about the new hire. The employee's assignment details are already available.

### Can I configure iRecruitment site according to my enterprise's requirements?

Oracle iRecruitment is a highly extensible and configurable application that enables you to design a recruitment site that addresses your enterprise's needs. You can configure data, content, labels, links, and logos to address the specific goals of your job site.

### What type of user does iRecruitment support?

iRecruitment supports four different types of users:

- **Site visitor:** A user who accesses the external web site but does not create an account.
- **Registered user:** A user who registers on your web site and provides a minimum amount of personal information. When an external visitor registers in iRecruitment, the system creates an Oracle HRMS user with the e-mail address as the username.
- **Employee:** A user who can access internal and external job postings. You can advertise jobs to your employees internally, before releasing them on external site. You must assign iRecruitment Employee Candidate responsibility to your employees to enable them to access iRecruitment using their standard self-service login.
- **Manager or recruiter:** A user who can access the entire functionality. They can post and manage vacancies, and process candidates and applicants. You must assign the iRecruitment Manager responsibility to your managers or recruiters to enable them to access iRecruitment using their standard self-service login.

## **What are the reporting options available in Oracle iRecruitment?**

iRecruitment provides you with business intelligence reports. These reports are called the iRecruitment Performance Management Viewer (PMV) reports. They help you to report on various measures of the recruitment process; for example, you can measure the time taken to fill a vacancy or the effectiveness of a recruitment source. These are supplied as standard with iRecruitment and need no further licenses. You also get a restricted license to HRMSi, and can view the Discoverer reports.

## **Can I create common job description for vacancies?**

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

## **Can I format job posting details?**

You can use HTML tags to format the job posting details. For example, you can use HTML to define the bold and italic styles for your posting content.

## **How do applicants monitor the status of their applications?**

Applicants can monitor the status of their job applications on their home page. They can view the current status of their application on their home page, for example, first interview, second interview, and so on.

## **Can I post job details on third party job sites?**

If your enterprise has agreements to post your job advertisements with third party job sites, you can record information about these sites using the Recruiting Sites function. You can send a single job posting to multiple third party sites using the HR-XML output from iRecruitment.

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

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

## **Can I remove the old data in iRecruitment?**

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

# iRecruitment

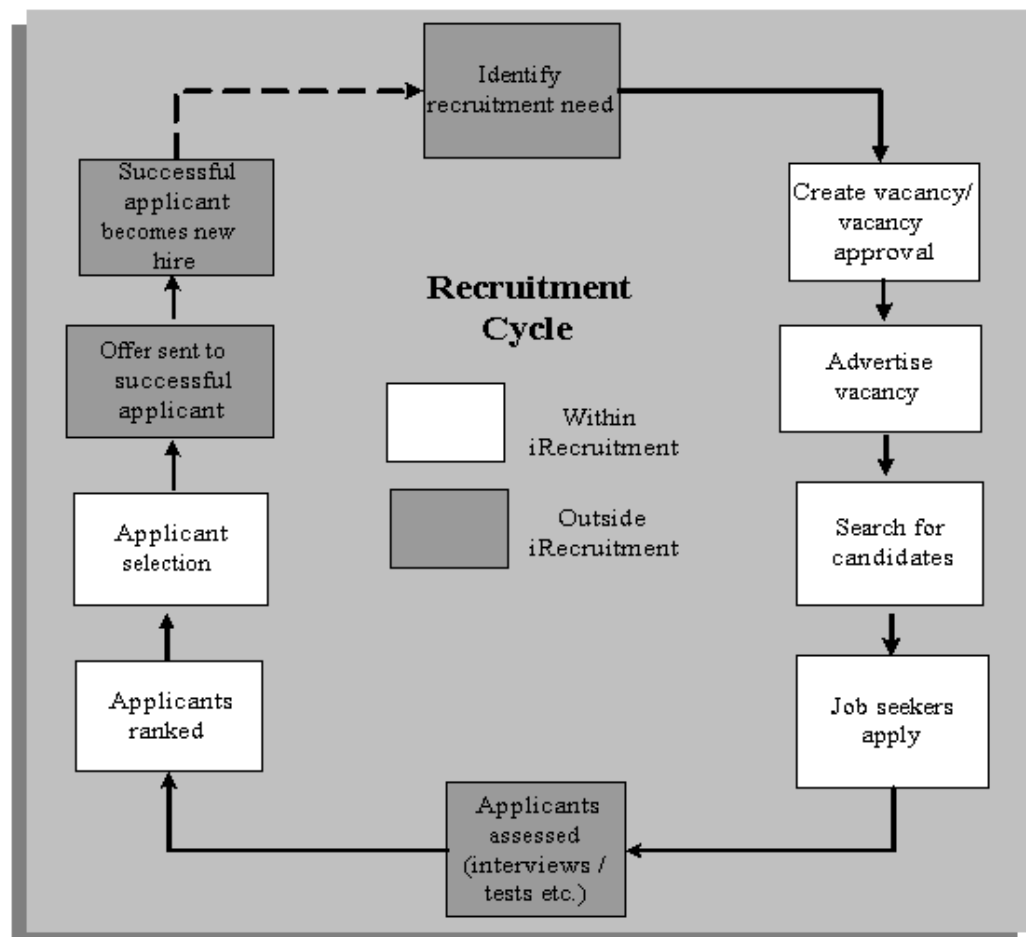
## iRecruitment Overview

iRecruitment is an online recruitment system that enables a company to manage all its recruitment activities via a single self-service interface.

This section gives you a brief overview of iRecruitment and what it can do.

The following graphic shows the typical path through the recruitment process, highlighting the steps that can be performed in iRecruitment.

### A Typical Recruitment Cycle



## iRecruitment for Managers and Recruiters

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

### Working with Vacancies

Using iRecruitment, managers and recruiters can create and manage their vacancies directly via the iRecruitment interface. When creating a vacancy the manager or recruiter can specify relevant vacancy details, including the skills and qualifications required, and

create a job posting to be advertised to candidates. The manager or recruiter can even nominate the recruiting team that will work with the vacancy, allocating different team members different levels of access to the vacancy.

iRecruitment enables managers and recruiters to progress their vacancies through the recruitment process, from initial vacancy creation to vacancy approval, selection of suitable candidates, and eventual vacancy closure, for example, when an applicant is hired.

## Working with Candidates

Using iRecruitment, managers and recruiters can perform detailed searches of the complete pool of candidates based on personal details, skills, qualifications, and resume details to find suitable people for their vacancies. They can also search for candidates that specifically match their own vacancy requirements. Managers/recruiters can view the candidates complete details and allocate them a consideration level to indicate their level of interest in the candidate. They can then invite the best candidates to apply.

Managers and recruiters can use iRecruitment to work with the candidates that have applied for their vacancies. They can search for and select specific applicants and progress the best applicants through the application process to eventual hire.

iRecruitment is linked to an independent applicant background checking facility that enables managers and recruiters to verify the education history, qualifications, and other details of their applicants.

## iRecruitment for Job Seekers

Job seekers can access your iRecruitment site to search for suitable vacancies.

When job seekers first go to the iRecruitment site as site visitors, they can search all the available vacancies. To apply for vacancies, site visitors must register with the iRecruitment site.

Job seekers can search for jobs based on location using the following search options:

- Search for jobs using a list of cities: Job seekers can select a city in which vacancies are available. They can easily distinguish between cities with the same name as the application lists each city with either its country, or state and country. For example: London, UK or San Francisco, CA, USA.
- Search for jobs using city name or zip code and distance from location: Job seekers can search for jobs available within a certain number of miles from a city, or zip code. For example, they can enter a city name or a zip code and specify a distance from that location. If vacancies are available within the search area they are listed by the application. For example, they can search for jobs available within 30 miles of San Francisco.

**Note:** This search facility uses eLocation, a service hosted by Oracle and is included with iRecruitment license. Currently this service is supported in the United States, Canada, the United Kingdom, France, Germany, and Ireland. Please check with your Oracle account manager for further details.

The country against which a candidate runs a geo-code search is defined in the Country field. You use the IRC: Default Country profile option to set the default value for this field. If you want to give candidates the

ability to search on different countries you must use personalization to display the Country field on the Search pages. It is hidden by default.

- Search for jobs using location code: The location code is the name you give to a location when you enter it in Oracle HRMS. This enables you to distinguish between different locations in the same city, for example, if you have more than one office in the same city. Being able to search on the location code allows candidates to identify exactly where a job is based.
- Search for jobs using location name: Job seekers can do a text search for a location in which vacancies are available. For example, they can enter a full name or partial name of a city to search for available jobs in that location.

**Note:** The Location Code field and the text search Location field are hidden by default for external users. The City Location and text search Location fields are hidden by default for employees. You can display these fields using the Personalization function depending on the search facilities you want to offer your users.

To register, job seekers must enter an email address and password. Once registered, job seekers can create a personal account, or recruiting profile, by entering personal and professional details, including employment experience, skills, and qualifications. They can optionally upload a resume, which can be used to fill in most of their account details automatically, as well as other documents that they would like to store with their account details.

Registered users can also choose to receive email notifications about suitable jobs via email and can create and save personalized job searches using their own search criteria.

A registered user's personal account details are only available to iRecruitment managers/recruiters searching for suitable candidates if the user has agreed to allow their details to be searched.

Registered users have access to a job basket, in which they can save the jobs that interest them. Users can apply for jobs directly from the job basket.

## Summary of iRecruitment Functions

This section provides a brief description of the functions delivered with iRecruitment.

### Homepages

iRecruitment includes a separate homepage for each group of iRecruitment users: site visitors, registered users, and managers/recruiters.

The homepages outline the iRecruitment functions available for each user, and provide direct access to these functions. You can personalize the functions available from the homepages and the appearance of the homepages using the Personalization functionality. You can also include links to other Internet sites.

### Site Visitors

The homepage for site visitors includes a job search capability and a link to the registration function. The site visitor can also access a job basket.

**Note:** If the site visitor does not register, the job basket will be reset when the user leaves the iRecruitment site.

If a site visitor finds a job they want to apply for, they can click the Apply Now icon and register as part of the application process.

### **Registered Users**

The homepage for registered users contains any notifications that the user has received and information on any vacancies they have applied for. The registered user can also access the job search function, the job basket, and has direct access to the newest vacancies to appear on the site.

### **Managers and Recruiters**

The homepage for managers and recruiters displays their notifications. From the homepage, the manager can search for other vacancies and candidates, and access the vacancy functions, such as create or update.

### **Registration**

The Registration function enables site visitors to become registered users. They can register using their email address and enter a password.

### **Job Functions**

Site visitors and registered users can use the Search for a Job function to search for jobs that meet their search criteria. The user can either execute a simple search or define a more advanced search using additional criteria. As a system administrator, you can modify the search criteria using the Personalization functionality. The search results are displayed in a results table.

After searching for a job, the site visitors and registered users can choose the Apply for the Job function or add the job to their job basket.

**Note:** Before a site visitor can apply for a job they must first become a registered user, which they can do as part of the Apply for a Job process or from the iRecruitment homepage.

### **Job Basket**

Both site visitors and registered users can access and store jobs using the Job Basket function. However, the site visitor must register before they are able to save jobs to the database permanently. This means that jobs are only stored in the site visitor's job basket for the duration of the iRecruitment session. The job basket is available from any page.

The job details are stored in a table which the user can sort as required. Once a user has applied for a job then it is no longer visible in their job basket.

### **My Account**

The My Account function enables registered users to store and update their personal information, qualification information, employment history, work preferences and other pertinent information. Registered users can also upload their resume and other documents and extract data to populate the My Account information fields.

**Note:** To use the resume parsing functionality, the enterprise must be registered with a resume parsing vendor.

Work preferences enable users to enter information about the types of vacancies for which they are looking. For example, they can enter information relating to the location

in which they want to work, and their minimum salary requirements. In addition they can enter a set of keywords or phrases that describe the type of work they are interested in. Work preferences, along with qualifications and skills, are used when managers use iRecruitment to find candidates who match the requirements for their vacancies. Information in the keywords field is compared to the job posting for the vacancy to see if any matches occur.

As part of My Account, users can define their email and site preferences. This defines what notifications of jobs they receive, and also controls whether managers searching in iRecruitment have access to their information. If they elect to receive notifications about suitable jobs, they will automatically be sent information on any job that matches the work preferences they have entered.

## Recruiting Sites

If your enterprise has an agreement to post your job advertisements with any third party job sites, you can record information required to use these sites using the Recruiting Sites function. Enter details such as:

- URL and name of the recruiting site
- User name and password needed to post to the site
- Style sheet that defines the job posting format

By default, the vacancy is sent in HR-XML JobPositionPosting format, using the JobPositionPosting.xsl stylesheet from the OA\_HTML directory. If you want to change the format of the data sent you can create your own stylesheet, and enter this in the Recruiting Sites table. You must store any new stylesheet you create in the OA\_HTML directory.

The HR-XML used in the job posting process, along with the background checking and resume parsing processes is certified by the HR-XML Consortium. For more information on the HR-XML certification program see: <http://www.hrcertify.org>.

## Vacancy Functions

iRecruitment managers and recruiters can search for existing vacancies, update vacancies, and create new vacancies.

### Searching for vacancies

A manager/recruiter can search for vacancies using criteria such as the vacancy name, location, organization, or recruiter.

### Updating vacancies

From the vacancy search results page, the manager/recruiter can select vacancies and update the details, provided that the vacancy does not have the status *Pending Approval*.

When a manager/recruiter has updated the vacancy it may have to be resubmitted for approval. This depends on how approvals are set up for your enterprise.

### Creating vacancies

iRecruitment managers/recruiters can create new vacancies by either filling in a new template or copying an existing vacancy. Managers/recruiters can assign skills and competencies to the vacancy and also define who has access to the vacancy information.

You create the skills and competencies using the Professional Forms interface.

**Note:** iRecruitment only uses global competencies.

When you create vacancy details, you can select multiple third-party sites for posting the job details. The internal and external sites appear by default. You can specify separate start and end dates for job postings on internal, external, and third-party sites.

If your enterprise posts the vacancy details to employees for a fixed period first, use the IRC: Internal Posting Days profile option to determine the number of days the vacancy appears internally before appearing externally. If the administrator sets the profile option you can enter only the internal posting date and you cannot alter the external posting start date. When the vacancy is approved, the application sets the external posting start date according to the number specified in the profile.

For example, you set 10 as the value for the profile and create vacancy details. You set the internal posting start date to 2nd January 2004 on the Create Vacancy: Job Posting page. When the vacancy is approved, the application sets the internal posting start date to 2nd January 2004 and external posting start date to 12th January 2004. See: Profile Options, page 2-2

**Note:** At the time of approval, if the start date of the internal posting is prior to the approval date, the approval date becomes the new start date of the internal posting. For example, you create a vacancy on 10-Dec-2003 and specify 10-Dec-2003 as the start date of the internal posting. If the vacancy is approved on 12-Dec-2003, the application sets the internal posting start date to 12-Dec-2003 and the external posting start date according to the number specified in the profile.

### Posting vacancy details

When the vacancy is approved, managers can post the vacancy details to the third party sites using the Post Advert button in the Vacancy Details page. By default, the vacancy is sent in HR-XML format. They can view and track the responses from each third party site in the Response column. The job advertisements will become visible on the internal and external sites on the date specified in the Start date field, providing the vacancy is approved.

## Vacancy Security

When setting up a vacancy, managers must define the security of the vacancy in order to control access to it to the correct people. In addition to standard security, they can create a recruiting team so that people in addition to those with access through standard security are able to manage a vacancy. Vacancy security can be set as:

- Team only: Only people in the recruiting team can see it.
- Business and team: People with the appropriate security profile, plus the recruiting team, can see it.
- Unsecured: Anyone can see it.

When setting up Team Only security, the recruiter or manager must be included in the team, or they will not be able to see the vacancy. They are not included in the team automatically just because of being the recruiter or manager. When defining the team members, you can specify different levels of security. These are:

- Update

- Update/Delete
- View Only

**Note:** In the current release of iRecruitment you cannot delete vacancies, so in effect Update and Update/Delete are the same. The Delete function is reserved for future development.

If you want to create a vacancy using the standard security as defined by the security profiles, then use the default setting of Business and Team, and do not define a team.

When supervisor security is used, managers can see their own vacancies, as well as the vacancies for which their subordinates are managers. A single user can create or manage vacancies on a global basis using global security profiles. The use of global security profiles means that a single manager can maintain vacancies in many countries. For example, if the Senior Marketing Manager of a global company is based in the U.S., but wants to recruit local managers for the U.K. and France, this could be achieved using a global security profile.

## Candidate Management Functions

There are several ways in which managers/recruiters can search for candidates and applicants.

**Note:** In iRecruitment, candidates are users who have registered with the application and applicants are those candidates who have applied for specific vacancies.

Managers/recruiters can either search for candidates and applicants for a specific vacancy, they can search the prospect pool for possible applicants using specific criteria such as skills and qualifications, or they can search for a candidate by name. When managers/recruiters search for candidates and applicants for a specific vacancy, they can view the candidates and applicants with the required skills, qualifications, and work preferences, or they can view candidates that have not yet applied for the vacancy but have the required skills and qualifications.

The prospect pool contains all registered users who have given permission for their information to be accessed.

### Candidate matching

When managers or recruiters try to identify candidates whose work preferences and skills match those of a particular vacancy using the Find Candidates button, the suitable candidates are returned ranked according to their *skills match percentage*.

### Resume search

The Resume Search function enables managers to find suitable candidates for a vacancy by searching candidate resumes for specific keywords relating to the vacancy. For example, you could search the resumes for a particular skill or qualification. Any keywords you enter will be searched for in all sections of the resume. The application highlights the search keyword in the HTML preview of candidate's resume. This helps you identify where the matches occur on the resume quickly and easily. You can only search those resumes uploaded directly onto the site by the candidate.

You can use the Resume Keyword Search feature when you search candidates in the prospect pool and applicants. You can examine the resumes to process a candidate or an applicant.

## Background Checking

The Background Check function allows a manager or recruiter to request a background check to verify the information such as the education history, qualifications, and relevant experience of your applicants.

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

A manager or recruiter can initiate a background check directly from iRecruitment. The Background Check function links the manager or recruiter to the vendor's site and transfers the applicant information.

The manager or recruiter can check the status of a background check at any time using the Background Check button. When the check is complete, the manager or recruiter receives feedback from the background check vendor, for example they may receive an email containing a link to the results on the vendor's site.

## Mass Mailing Process

Using iRecruitment's mass mailing process you can send general email notifications to registered users who have selected the Receive General Emails check box in the My Account: email Preferences page, for example if you want to inform users about a job fair you have planned. Run the iRecruitment General Mail to Job Seekers process from the Submit Requests window.

## Job Postings

Job postings contain job descriptions and other information that a manager can create for internal or external recruitment sites. You create the job postings as part of the Create a Vacancy process.

If required, a Manager or Recruiter can create standard descriptions (default postings) at the business group, organization, job, or position level. These default postings enable you to store information that is applicable to a business group, organization, job, or position. For example, you could create a standard posting for an administrator job which could include information on standard responsibilities and tasks. Managers can use HTML tags to format the information. For example, they can use HTML to define the bold and italic styles for the posting content.

## Virus Scanning

Oracle iRecruitment is integrated with the Symantec AntiVirus engine so you can perform virus checks on any documents uploaded to your system. This feature enables you to detect infected files and protect your systems from possible virus attack when you download documents for recruitment purposes.

**Note:** To make use of this functionality, you must have a licensed copy of the Symantec AntiVirus Scan engine.

## Oracle HRMS and iRecruitment: Sharing Common Information

As Oracle HRMS and Oracle iRecruitment use a single data repository this enables you to share and leverage common information for recruitment purposes. This information includes:

- Workstructures
- Competencies
- Job qualifications
- Applicant assignments
- Job requisitions and vacancies
- Recruitment activity
- Applicant and employee information

When you create vacancies, you use details of workstructures, such as organization, job, position, and grade. Whenever a candidate registers with iRecruitment, a record for that person is created in the default business group defined in the IRC: Registration Business Group profile option. This person record is given the person type as defined in Recruitment Information for your business group, and is also shown as a iRecruitment Registered User in the Person Type Usage window. Information of the candidates, such as personal information, address, and contact details, are available for managers in Oracle HRMS to generate recruitment letters, for example rejection or offer letters, and also to hire the successful candidate.

**Note:** When a candidate registers in iRecruitment, the application creates the person record two days earlier than the actual date. This is so that candidates can register, apply for a job, and be hired into it all on the same day.

## Oracle iRecruitment Reports

You can use the iRecruitment Performance Management Viewer (PMV) reports to analyze various measures of the recruitment process. The PMV status and detail reports are supplied as standard with iRecruitment and need no further licenses. You also get a restricted license to HRMSi, and can view the Discoverer reports. You need a full license to modify or create the Discoverer reports.

See: *HRMSi Patch 2475607: iRecruitment Reports* (available on Oracle *Metalink*- technical note number: 247644.1).

## Configuration Overview

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

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

- Implementation Steps

- Security
- Configuring Page Layouts

## Guidelines for Configuring iRecruitment Functions

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

### User Access

For each responsibility (or combination of responsibility and user), you need to define a security profile to restrict the user to an appropriate business group and, if required, a subset of a business group. Alternatively, you can use a global security profile to enable your managers and recruiters to work in multiple business groups.

See: *User Access and Security*, page 3-2

### Process Flows

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

See: *Oracle Applications Workflow User Guide* (available on Oracle Metalink)

### Profile Options

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

For a full list of profile options for iRecruitment, see: *Profile Options*, page 2-2

### HRMS Data

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

See: *Using Oracle HRMS - The Fundamentals* and *Managing Your Workforce Using Oracle HRMS* (both available on Metalink)

### Page Layouts

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

You modify page layouts using the Personalization Framework.

See: *The Personalization Framework*, page 4-2

## Function-specific Configuration Options

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

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

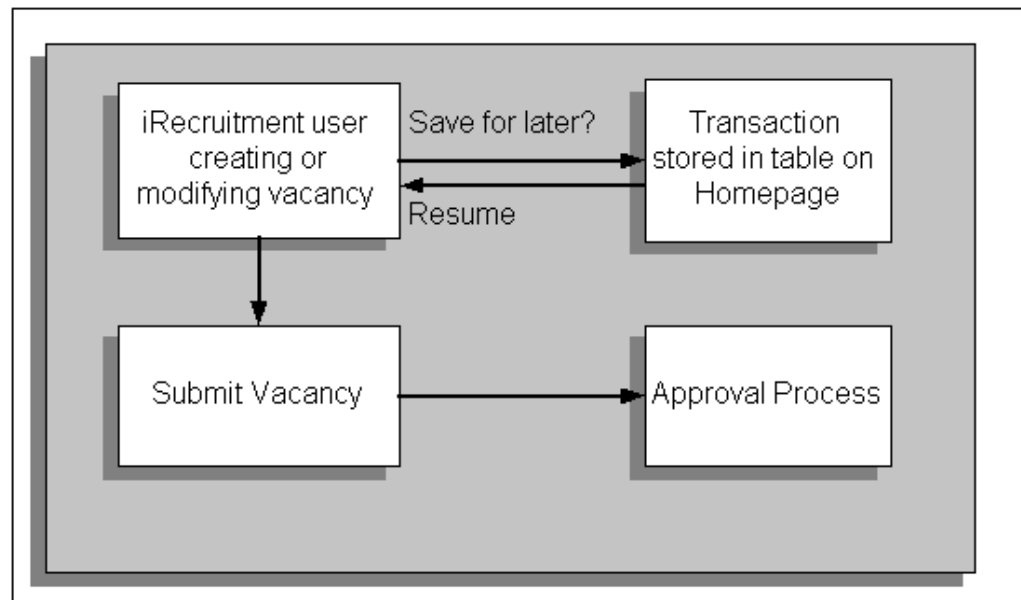
## Save For Later

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

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

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

**Save for Later Functionality**



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

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

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## Implementation

### iRecruitment Implementation

#### Can I migrate legacy data into iRecruitment?

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

#### Is a HR Professional User Interface delivered with iRecruitment?

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

#### How do approvals work in iRecruitment?

Oracle iRecruitment uses a default supervisor-based approvals hierarchy, using Oracle Approvals Management (AME) rules. To meet your business needs, you can add to the existing transaction type, or create a new transaction type using Oracle Approvals Management (AME).

# Implementation

## Profile Options

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

### *iRecruitment Profile Options*

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

Profile	Configurable Levels	Description	Default
Applications SSO Type	Site, Application, Responsibility, User	<p>Determines if you use Oracle Portal for logging-in.</p> <p>Oracle Portal is not appropriate for use with iRecruitment external candidate responsibilities, therefore if this profile is not set to SSWA at site level it should be set to SSWA at responsibility level for the following responsibilities:</p> <p>iRecruitment External Site Visitor</p> <p>iRecruitment External Candidate</p>	SSWA
IRC: Accent Background Color	Site, Application, Responsibility, User	<p>Identifies the background color set for action buttons and table background. Set a six-digit hexadecimal value for the corresponding color. If you do not set any value, the application displays the default color set in the xss style sheet.</p>	
IRC: Anti Virus Server	Site	<p>Set this profile option to scan the documents that managers and candidates upload to the iRecruitment database. To scan the documents, enter the name of the server on which Symantec AntiVirus Scan engine is running.</p>	
IRC: Background Checking Vendor URL	Site	<p>URL of background check vendor. Required for Background Check function.</p>	
IRC: Background Check Sender Credential	Site, User	<p>Company account name for background checking.</p>	

Profile	Configurable Levels	Description	Default
IRC: Core Background Color	Site, Application, Responsibility, User	Sets the core color background for page components such as the tab bar and the global header and footer. Set a six-digit hexadecimal value for to set the corresponding color. If you do not set any value, the application displays the default color set in the xss style sheet.	

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

<b>Profile</b>	<b>Configurable Levels</b>	<b>Description</b>	<b>Default</b>
IRC: Document Upload Count Limit	Site, Responsibility	Set this profile option to limit the total number of documents that a candidate can upload to the iRecruitment database. Enter a value for the number of document uploads that you want to limit. For example, if you specify 10, a candidate can load only 10 documents. If you leave this profile option blank, then the candidate can upload any number of documents, provided the total document count does not exceed the number of uploads allowed each month.	20 at Site level
IRC: Extract Skills	Site	Indicates whether skills should be extracted when candidates parse a resume. If you select No, then candidates will have to select their skills manually.	Yes
IRC: Geocode Host	Site	URL for geocode information.	
IRC: Internal Posting Days	Site, Responsibility	Defines the number of days the vacancy details appear on the internal recruitment site before these details appear on the external recruitment site. If your administrator sets this profile, you cannot alter the start date of the external posting in the Create Vacancy: Job Posting page. When the vacancy is approved, the application sets the external posting start date according to the number specified in the profile.	

<b>Profile</b>	<b>Configurable Levels</b>	<b>Description</b>	<b>Default</b>
IRC: Installed	Site	Indicates that iRecruitment has been licensed.	No
IRC: Job Notification Function	Site, Responsibility	This profile option identifies the function used to show advertisements to users when they click a link in a notification.	IRC_APL_VAC_DISPLAY - for candidate responsibilities IRC_VIS_VAC_DISPLAY - for all other responsibilities
IRC: Monthly Document Upload Count Limit	Site, Responsibility	Set this profile option to limit the number of documents that a candidate can upload within a period of one month. For example, if you specify 5, a candidate can upload only 5 documents within a calendar month. If you leave this profile option blank, then the candidate can upload any number of documents provided the document upload count does not exceed the total document count.	10 at Site level
IRC: Notification List Types	Site, Application, Responsibility	Set this profile option to define which workflow notifications are displayed on the home pages of managers and candidates. For example, in addition to the default iRecruitment workflow item types you may want to include notifications associated with business events you have set up. Enter the workflow item types that you want to include and use a comma to separate each item type.	IRC_WF
IRC: Proxy Authorization Password	Site	Password for proxy server if required.	

Profile	Configurable Levels	Description	Default
IRC: Proxy Authorization User Name	Site	User name for proxy server if required.	
IRC: Registration Business Group	Site, Responsibility	<p>Define the business group for candidate registration. When a candidate registers, the application creates a person record in the specified business group.</p> <p><b>Note:</b> To set this profile at the responsibility level, use the iRecruitment External Site Visitor responsibility that you associated with the Guest user. For example, if you host multiple recruiting sites and have multiple Java Server Pages (jsp) for visitor login, you can use this profile option to register candidates in different business groups.</p>	
IRC: Registration Responsibility	Responsibility	Responsibility that a user is given after registration.	iRecruitment External Candidate or iRecruitment Employee Candidate.
IRC: Resume Parsing Sender Credential	Site, User	Password for resume parsing vendor. Required for Resume parsing. Note that not all vendors required this to be set.	
IRC: Resume Parsing Sender ID	Site, User	User name for resume parsing vendor. Required for Resume parsing. Note that not all vendors required this to be set.	

<b>Profile</b>	<b>Configurable Levels</b>	<b>Description</b>	<b>Default</b>
IRC: Resume Parsing Vendor URL	Site	<p>URL for resume parsing vendor.</p> <p>Set this profile option if you are registered with a resume parsing provider. If you do not set this profile, then the resume parsing functionality, and the text in the Upload Resume Region is hidden from your users and replaced with standard document upload functionality and text.</p>	
IRC: Search Criteria Segment Matching	Site, Responsibility	<p>Determines the segments that are matched when your managers perform candidate matching for a vacancy, or when you run the processes: iRecruitment Email Job Seekers Details to Vacancy Owner and the iRecruitment Email Vacancies to Job Seekers. Enter the segment numbers that you want matched, separated with a   symbol. For example: if you want to match attributes 2,5, and 7 set the value as 2 5 7. If you do not set any value for this profile option, the application matches all the active segments.</p>	
IRC: Suitable Seekers Function	Site	<p>This profile option identifies the function used to show candidates to managers when they click on a link in a notification.</p>	IRC_CM_CAND_DET ILS

Profile	Configurable Levels	Description	Default
IRC: Text Background Color	Site, Application, Responsibility, User	Identifies the background color of the content. Set a six-digit hexadecimal value for the corresponding color. If you do not set any value, the application displays the default color set in the xss style sheet.	
IRC: Text Foreground Color	Site, Application, Responsibility, User	Identifies the color of the text. Set a six-digit hexadecimal value for the corresponding color. If you do not set any value, the application displays the default color set in the xss style sheet.	
IRC: Vacancy Approval Function	Site	When a person receives a vacancy to approve, the notification contains a link to a page that displays the vacancy that they have been asked to approve. This profile defines the function for that page.	IRC_VACANCY_APPROVE
IRC: Vacancy Approval Transaction Type	Site, Responsibility	Defines which vacancy approvals transaction type is used. To select a transaction type, enter the transaction type ID. If you do not want to use approvals, ensure this profile is blank at all levels.	IRCVACAPPROVAL
IRC: Workflow Item Type	Site, Responsibility	Defines which workflow item is used in iRecruitment. The seeded workflow item type delivered with iRecruitment is IRC_WF. This item type governs the workflow in the vacancy process: vacancy creation, approval and notifications.	IRC_WF

**Note:** If you have previously used the ICX\_OA\_HTML profile, please note that this profile is now obsolete and has been replaced by the profile ICX\_PREFIX. This new profile option works in the same way as ICX\_OA\_HTML, however, the OA\_HTML part of the code is now obsolete. For example:

- ICX\_OA\_HTML = /OA\_HTML/xyz becomes
- ICX\_PREFIX = xyz

## iRecruitment and Oracle Approvals Management (AME)

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

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

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

For more information on the components used in AME, see: *Implementing Oracle Approvals Management* (available on MetaLink).

## Default Use of AME Configuration in iRecruitment

The default behavior of Oracle iRecruitment is to use a supervisor-based approvals hierarchy which is delivered using AME rules.

The default AME configuration consists of:

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

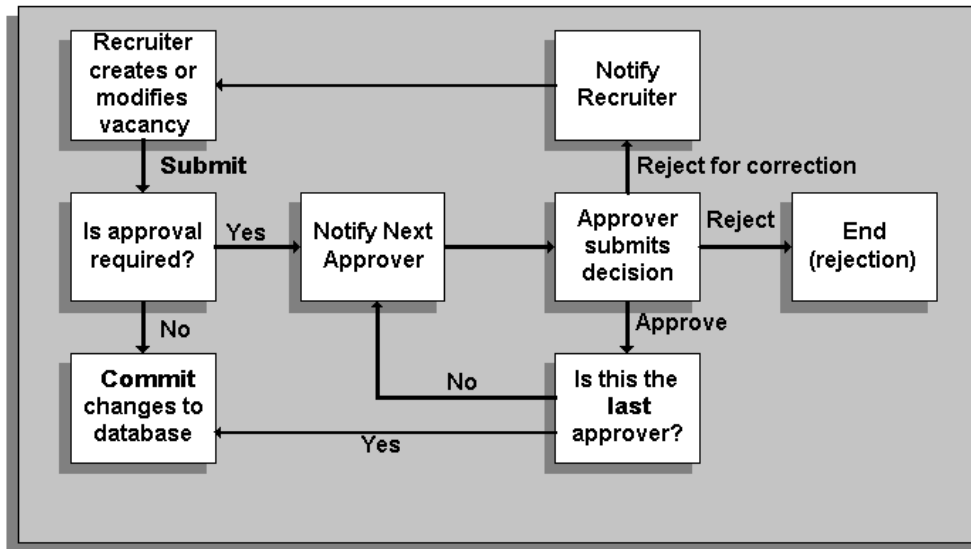
For details about the AME components supplied with iRecruitment see: *AME Components in iRecruitment*, page 2-13

## The Approvals Process in iRecruitment

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

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

### Approval Process in iRecruitment



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

- **Approve:** If the approver is happy with the suggested changes they can approve them. If they are the final approver, the changes are committed to the database, and the person submitting the vacancy is notified that their vacancy has been approved. If not the approval is routed to the next person in the approvals hierarchy.
- **Reject:** If the approver is not happy with the changes they can reject them. This ends the approval process and the changes submitted for approval are discarded. The person submitting the vacancy is notified of the rejection.
- **Reject for Correction:** If the approver wants amendments to be made to the change before they approve them, they can select Reject for Correction. This ends the approval process and the person who submitted the change is notified of the need for corrections to be made. Once they have made the changes they submit them for approval again.

## Configuring iRecruitment Approval Levels in AME

To meet your business needs, you may add additional rules, conditions, or attributes within the delivered iRecruitment Vacancy Approval transaction type, or you can define a custom transaction type.

For more information on configuring AME rules, conditions, and attributes, see: *Implementing Oracle Approvals Management* (available on Metalink).

Some examples of minor changes to the delivered AME configuration that you can make are shown below.

### Example 1

To define a different approval level for the creation of vacancies, for example, to specify that a vacancy must be approved by two people rather than one:

- The approval level is currently defined in the rule 'iRecruitment Create Vacancy'. You would edit this default rule and change the approval level for the supervisory level approval type to 'requires approval up to the first two superiors at most'.

### Example 2

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

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

### Example 3

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

- You create a List Modification Condition and specify a user, for example, a manager, as the final approver. You would add this list modification condition to your rules so that the approval chain would stop at this specified approver.

### Example 4

To use only a subset of the supplied rules:

- Make a copy of the supplied approvals transaction type and remove the rules that you do not want to apply. Then insert the name of your new transaction type in the IRC: Vacancy Approval Transaction Type profile option.

For more information on the configuration options offered by AME, see: *Implementing Oracle Approvals Management* (available on Metalink).

## AME Components in iRecruitment

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

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

For more information about Oracle Approvals Management see: *Implementing Oracle Approvals Management* (available on Metalink).

## Transaction Type

The transaction type supplied with iRecruitment is:

- iRecruitment Vacancy Approval

## Attributes

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

### POSTING\_ADDITIONAL\_DETAILS\_CHANGED

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

**Note:** A boolean attribute type returns either True or False.

### POSTING\_BRIEF\_DESCRIPTION\_CHANGED

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

### POSTING\_DEPARTMENT\_CHANGED

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

### POSTING\_DEPARTMENT\_DESCRIPTION\_CHANGED

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

### POSTING\_DETAILED\_DESCRIPTION\_CHANGED

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

### POSTING\_FOR\_EXTERNAL

This is a string attribute type that indicates whether a vacancy has been marked for posting to an external job site in the Job Posting page.

### POSTING\_FOR\_INTERNAL

This is a string attribute type that indicates whether a vacancy has been marked for posting to an internal job site in the Job Posting page.

### POSTING\_GRAPHIC\_CHANGED

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

### POSTING\_HOW\_TO\_APPLY\_CHANGED

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

**POSTING\_JOB\_CHANGED**

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

**POSTING\_JOB\_REQUIREMENTS\_CHANGED**

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

**POSTING\_TITLE\_CHANGED**

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

**VACANCY\_BUDGET\_MEASUREMENT\_TYPE**

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

**VACANCY\_BUDGET\_MEASUREMENT\_TYPE\_CHANGED**

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

**VACANCY\_BUDGET\_MEASUREMENT\_VALUE**

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

**VACANCY\_BUDGET\_MEASUREMENT\_VALUE\_CHANGED**

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

**VACANCY\_BUSINESS\_GROUP\_ID**

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

**VACANCY\_EMPLOYMENT\_CATEGORY**

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

**VACANCY\_FOR\_CONTRACTOR**

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

**VACANCY\_FOR\_EMPLOYEE**

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

**VACANCY\_GRADE\_CHANGED**

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

**VACANCY\_GRADE\_ID**

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

**VACANCY\_INSERT\_OR\_UPDATE**

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

**VACANCY\_JOB\_CHANGED**

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

**VACANCY\_JOB\_ID**

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

**VACANCY\_LOCATION\_ID**

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

**VACANCY\_MAXIMUM\_SALARY**

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

**VACANCY\_MINIMUM\_SALARY**

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

**VACANCY\_ORGANIZATION\_CHANGED**

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

**VACANCY\_ORGANIZATION\_ID**

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

**VACANCY\_POSITION\_CHANGED**

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

**VACANCY\_PROFESSIONAL\_AREA**

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

**VACANCY\_STATUS**

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

**VACANCY\_STATUS\_CHANGED**

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

## VACANCY\_WORK\_FROM\_HOME

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

## Conditions

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

- POSTING\_ADDITIONAL\_DETAILS\_CHANGED is true
- POSTING\_BRIEF\_DESCRIPTION\_IS\_CHANGED is true
- POSTING\_DEPARTMENT\_CHANGED is true
- POSTING\_DEPARTMENT\_DESCRIPTION\_CHANGED is true
- POSTING\_DETAILED\_DESCRIPTION\_CHANGED is true
- POSTING\_JOB\_CHANGED is true
- POSTING\_JOB\_REQUIREMENTS\_CHANGED is true
- POSTING\_TITLE\_CHANGED is true
- VACANCY\_BUDGET\_MEASUREMENT\_TYPE\_CHANGED is true
- VACANCY\_BUDGET\_MEASUREMENT\_VALUE\_CHANGED is true
- VACANCY\_GRADE\_CHANGED is true
- VACANCY\_JOB\_CHANGED is true
- VACANCY\_ORGANIZATION\_CHANGED is true
- VACANCY\_POSITION\_CHANGED is true
- VACANCY\_STATUS\_CHANGED is true
- VACANCY\_INSERT\_OR\_UPDATE in {INSERT}
- VACANCY\_INSERT\_OR\_UPDATE in {UPDATE}

## Rules

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

**Note:** When you install iRecruitment these approval rules are enforced. If you want to use a subset of the rules, then create a copy of the supplied approval transaction type and remove the rules you do not want to apply. You must then update the IRC: Vacancy Approval Transaction Type profile option to point to your new approval transaction type.

If you do not want any approval rules to be applied then you should delete the value against the IRC: Vacancy Approval Transaction Type profile option and leave it blank.

**AME Rules supplied with iRecruitment**

<b>Rule Name</b>	<b>Conditions</b>	<b>Approval Rule</b>
iRecruitment Create Vacancy	VACANCY_ INSERT_ OR_U PDATE in [INSERT]	Require approval up to the first superior, at most.
iRecruitment Update Posting Additional Info	POST ING_ ADDIT IONAL_ DETA ILS_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.
iRecruitment Update Posting Brief Description	POST ING_ BRIEF_ DESCRI PTION_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.
iRecruitment Update Posting Detailed Description	POST ING_ DETA ILED DESCRI PTION_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.

<b>Rule Name</b>	<b>Conditions</b>	<b>Approval Rule</b>
iRecruitment Update Posting Job Requirements	POST ING_ JOB_ REQU IREMENTS_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.
iRecruitment Update Posting Job Title	POST ING_ JOB_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Budget Type	VACANCY_ BUDGET_ MEASUREMENT_ TYPE_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Budget Value	VACANCY_ BUDGET_ MEASUREMENT_ VALUE_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.

<b>Rule Name</b>	<b>Conditions</b>	<b>Approval Rule</b>
iRecruitment Update Vacancy Grade	VACANCY_ GRADE_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Job	VACANCY_ JOB_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Organization	VACANCY_ ORGAN IZAT ION_ CHANGED is true  VACANCY_ INSERT_ OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.

<b>Rule Name</b>	<b>Conditions</b>	<b>Approval Rule</b>
iRecruitment Update Vacancy Position	VACANCY_POSIT ION_CHANGED is true  VACANCY_INSERT_OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Status	VACANCY_STATUS_CHANGED is true  VACANCY_INSERT_OR_U PDATE in [U PDATE}	Require approval up to the first superior, at most.

## User and Extensible Lookups

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

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

### ***User and Extensible Lookups***

<b>Area</b>	<b>Lookup</b>	<b>Description</b>
Person	MAR_STATUS	The marital status of the person
Documents	IRC_DOCUMENT_TYPE	The type of document being uploaded
Notification preferences	IRC_MESSAGE_FREQ	The frequency of the notifications
Candidate Search Criteria, Vacancy Criteria, and Work Preferences	IRC_PROFESSIONAL_AREA	The professional area
	IRC_TRAVEL_PERCENTAGE	The amount of travel
Candidate Search	IRC_VACANCY_SEARCH_DATE	The maximum age of the vacancy that you are looking for
Compensation Elements	IRC_VARIABLE_COMP_ELEMENT	The compensation options that are available to managers when creating a vacancy
Application	REC_TYPE	The recruiting source, for example "How did you hear about us?"
Phones	IRC_CONTACT_TIMES	The times at which the person is willing to be contacted

## **Implementation Steps for iRecruitment**

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

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

### **Minimum Implementation Steps for iRecruitment:**

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

#### **1. Install Oracle HRMS**

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

See: APIs in Oracle HRMS (*Implementing Oracle HRMS*)

See also: *Oracle Applications System Administrator's Guide*

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

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

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

## **2. Install the latest Oracle Human Resources 11i patch**

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

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

## **3. Install Apache server and Apache**

Set up the Apache server as specified in the *Oracle Self-Service Web Applications Implementation Manual* (available on [OracleMetaLink](#)).

## **4. Install and configure intermedia**

See the readme file for iRecruitment at the time of installation. If you do not configure intermedia correctly you will still be able to perform text searches, however you will get errors when you try to upload documents.

## **5. See the readme file for iRecruitment at the time of installation.**

See also: *Configuring and Troubleshooting Oracle HTTP Server with Oracle Applications* (available on [OracleMetaLink](#) - technical note number: 139863.1)

## **6. Apply the iRecruitment patch**

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

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

## **7. Install compatibility patches for your self - service components**

If you are using other self-service products, you may want to check [Oracle MetaLink](#) for information on compatibility patches.

## **8. Install Oracle Workflow Builder**

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

## **9. Add the iRecruitment responsibilities to your users**

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

See: iRecruitment Responsibilities and User Menus, page 3-4

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

## **10. Add site visitor responsibilities to your Guest user**

Assign the iRecruitment Employee Site Visitor and iRecruitment External Site Visitor responsibilities to your guest user (identified by the Guest User Password profile

option). This step is required to allow access to the site visitor screens without logging in to the application.

See: iRecruitment Responsibilities and User Menus, page 3-4

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

#### **11. Define the business group for candidate registration**

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

See: Profile Options, page 2-2

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

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

See: Entering Business Group Information, page 2-31

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

See: Running the Change Person Numbering to Automatic Process, page 2-33

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

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

See: Enterprise Modelling Overview (*Using Oracle HRMS - The Fundamentals*)

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

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

#### **15. Unzip the ircdtd.zip file**

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

#### **16. Schedule the following concurrent processes**

- iRecruitment Index Synchronization

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

- Online index rebuild - to run every 5 minutes
- Full index rebuild - to run each night

To schedule this process, use the iRecruitment HRMS Manager responsibility.

#### **Additional Implementation Steps:**

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

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

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

See: Entering Recruitment Information, page 2-33

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

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

See: Profile Options, page 2-2

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

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

See: Job Postings, page 1-10

**4. Create Recruiting Sites for your enterprise**

If you have any agreements with external job posting sites you can record information about them.

See: Recruiting Sites, page 1-7

**5. Create external assignment statuses**

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

See: Defining Assignment Statuses (Assignment Window), page 2-34

**6. Create compensation element lookups**

Create compensation element Lookups to be advertised against your vacancies using the IRC\_VARIABLE\_COMP\_ELEMENT Lookup type..

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

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

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

See: User and Extensible Lookups, page 2-21

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

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

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

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

See: Messages Window (*Oracle Applications Developer's Guide*)

#### **10. Configure the approvals rules if required**

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

If you want some, but not all of these approval rules to be applied you can make a copy of the supplied approval transaction type and remove the rules that you do not want enforced. Then enter your new transaction type in the IRC: Vacancy Approval Transaction Type profile option. If you do not want any approvals applied, you should ensure the IRC: Vacancy Approval Transaction Type profile option is blank.

See: iRecruitment and Oracle Approvals Management (AME), page 2-11

See: Profile Options, page 2-2

#### **11. If you are using the Candidate Matching functionality:**

##### **Set up qualifications and ranks in Oracle HRMS**

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

See: Creating Qualification Types, *Managing Your Workforce Using Oracle HRMS*

#### **12. If you are using the Competences functionality:**

##### **Check the competences in Oracle HRMS**

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

You must create global competences for use in iRecruitment.

See: Creating a Competence, *Managing Your Workforce Using Oracle HRMS*

#### **13. If you are using the Background Check functionality:**

##### **Register with a background check provider**

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

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

#### **14. Set the profiles for the background check**

Set the following profiles:

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

See: Profile Options, page 2-2

#### **15. If you are using the Resume Parsing functionality:**

##### **Register with a resume parsing provider**

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

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

#### **16. Set the profiles for resume parsing**

Set the following profiles:

- Enter the URL provided by the partner in the IRC: Resume Parsing Vendor URL profile.
- Enter the sender ID provided by the partner in the IRC:Resume Parsing Sender ID profile.
- Enter the credential provided by the partner in the IRC: Resume Parsing Credential profile.
- Set the IRC: Default Country profile option to select a default country for:
  - Resume parsing: The application uses the default country address style when parsing a resume.
  - Entering address details: The application provides candidates with an address format appropriate for their country.
  - Distance-from-location searching: If you are using eLocation, a geospatial data service hosted by Oracle for distance-from-location searching, the application uses the default country for the search.
- Indicate whether you want skills to be extracted during the parsing process in the IRC: Extract Skills profile.

See: Profile Options, page 2-2

#### **17. Display notifications of different item types**

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

See: Profile Options, page 2-2

#### **18. Set profile options for different color schemes**

You can define colors for the various components on the page such as text, table headers, and links. Set the following profile options:

- IRC: Core Background Color
- IRC: Accent Background Color
- IRC: Text Background Color
- IRC: Text Foreground Color

See: Profile Options, page 2-2

#### **19. Set posting days to define the number of days for internal job postings**

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

See: Profile Options, page 2-2

#### **20. Limit the number of document uploads**

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

- IRC: Document Upload Count Limit
- IRC: Monthly Document Upload Count Limit

See: Profile Options, page 2-2

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

## 21. Set up virus scan

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

See: Setting up Virus Scan, page 2-37

### What Next:

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

#### 1. Set up proxy server

Use the following profiles to set up your proxy server:

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

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

See: Profile Options, page 2-2

#### 2. Run the location upgrade script

If you are using Geo-code data for searching locations, then enter the URL for geo-code information in the following profile:

IRC: Geocode Host

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

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

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

The script uses two parameters: `worker_id` and `total_workers`. This enables you to run the script in parallel. For example, if you want to run the script with two processors in parallel, you would run the script in different sessions with the values 1 and 2, and 2 and 2. If you only want to run with a single processor you may just

accept the default values. This process may take a long time and depends on a number of factors, such as the volume of data that you have and the speed of the internet connection from your database.

Once the upgrade script has completed, reload your spatial indexes by running the script: `$PER_TOP/patch/115/sql/irctxid.sql`

**If you are not using Geo-code data for searching locations:** use the Personalization function to hide the Location and Distance From Location (Miles) geo-code search fields.

### **Geocoding Disclaimer**

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

### **3. Schedule the following concurrent processes:**

- iRecruitment Email Job Seekers Details to Vacancy Owner

This sends email notifications to the managers of open vacancies to inform them of suitable candidates for their vacancy. Candidates are matched based on their work preferences, qualifications and skills. Schedule this process to run each night, or as often as you want managers to receive notifications.

- iRecruitment Email Vacancies to Job Seekers

This sends email notifications to the job seekers to inform them of suitable vacancies. Jobs are matched based on the job seeker's work preferences, qualifications and skills. Schedule this process to run each night.

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

**Note:** For email notifications to be sent you must also ensure that the Workflow email engine is running.

### **4. Check the log-in URL for iRecruitment users**

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

For external site visitors, you access the `IrcVisitor.jsp`. The location of this jsp will depend on your applications server, however, it is of the form:

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

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

http://hostname:port/OA\_HTML/IrcEmpVisitor.jsp

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

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

?L=<language code>

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

The language codes are available in the table FND\_INSTALLED\_LANGUAGES.

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

## 5. Configure the web pages for iRecruitment

You configure the web page layout using the Personalization Framework.

See: Personalization Framework, page 4-2

If applicable, configure flexfields, instructions and tips, and the delivered logos.

See: Configuring Flexfields, page 4-4

See: Adding Instructions to Web Pages, page 4-5

See: Replacing the Default Oracle Logo, page 4-6

## 6. Set up searchable flexfield

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

See: Setting Up a Searchable Flexfield, page 2-35

## 7. Freeze your flexfields

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

See: Oracle Applications Flexfields (*Oracle Applied Technology Guide*)

## 8. Set up workflow processes using business events

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

See: Workflow Business Events, page 6-2

# Running the iRecruitment Person Data Migration Process

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

that the details that the candidates' enter using iRecruitment, such as personal details and qualifications, are visible to Oracle HRMS users.

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

When you run the migration process, the process:

- Creates person records for registered users in the PER\_ALL\_PEOPLE\_F table in the iRecruitment default business group, with the default user person type. It assigns the user person type iRecruitment Registered User to the candidate person record. This type identifies the candidates who have registered through iRecruitment. You can view these multiple person types for the candidate record in the Person Type Usages window.
- Creates person records for existing iRecruitment applicants who do not have a person record in the iRecruitment default business group in the PER\_ALL\_PEOPLE\_F table.
- Updates the phones, addresses, previous employers, qualifications, establishment attendances, competencies, documents, job basket items, notification preferences, and vacancy consideration tables with the PERSON\_ID for the new person records.

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

See: Profile Options, page 2-2

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

See: Business Groups: Entering Recruitment Information, page 2-33

You run the process from the Submit Request window.

### **To run the iRecruitment Person Data Migration process:**

1. Select iRecruitment Person Data Migration process in the Name field.
2. Choose the Submit button.

**Attention:** Use the Additional Personal Details flexfield to capture additional information after the migration process. The Person Information flexfield is no longer available to you from IRC.C.

## **Entering Business Group Information**

### **To enter Business Group information:**

1. In the Organization window, query the Business Group if it does not already appear there. In the Organization Classifications region, select Business Group, choose the Others button, and select Business Group Information.
2. Click in a field of the Additional Organization Information window to open the Business Group Information window.

3. You can enter a short name for the Business Group. This name is no longer used in Oracle HRMS it is provided for compatibility with earlier releases, where it appeared in the header line of each form.
4. Select the method of creating identifying numbers for employees, applicants, and contingent workers. The choices are:

- Automatic number generation.

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

See: Running the Global Sequencing for Person Number Generation Process, *Using Oracle HRMS - The Fundamentals*

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

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

- Manual entry.

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

See: Running the Change Person Numbering to Automatic Process, page 2-33

- Automatic use of the national identifier (for example, the social security number in the US, and the NI number in the UK). If you choose this option you must ensure that a national identifier is entered for each new person. This option is not available for applicants.

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

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

5. Select the names of the key flexfield structures you want to use in this Business Group.
6. Select the appropriate Legislation Code and default currency. The Legislation Code determines the startup data you can access and the contents of some legislation-specific windows.

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

7. **US users:** To maintain fiscal year balances in Oracle Payroll if your fiscal year is different from the calendar year, enter the fiscal year start date.  
**South African users:** You must enter the fiscal year start date for your Business Group, or you will not be able to define payrolls later.
8. You can enter a Minimum and Maximum Working Age for the Business Group. When you enter or hire employees, you receive a warning if the person's age is outside this range.
9. Save your work.

## Running the Change Person Numbering to Automatic Process

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

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

### To run the change person numbering to automatic process:

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

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

## Business Groups: Entering Recruitment Information

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

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

### To enter Recruitment information:

1. In the Organization window, query the business group. In the Organization Classifications region, select Business Group, choose the Others button, and select Recruitment.
2. Click in a field of the Additional Organization Information window to open the Recruitment information window.
3. You can specify how the vacancy code is allocated. The choices are:
  - Manual - the Vacancy Name field is displayed when you create a vacancy. You must manually enter a name for the vacancy.
  - Automatic - the application assigns a unique vacancy name automatically. The Vacancy Name field is not displayed when you create a vacancy.

4. You can specify the default number of openings for a vacancy. The default number is displayed in the Total Openings field when you create a vacancy. You can overwrite the default value if required.
5. You can specify the organization defaulting method. The choices are:
  - Creator - The default organization for a vacancy is the organization for the person who has created the vacancy (employee who has logged in).
  - Manager - The default organization for a vacancy is the organization for the manager of the vacancy.

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

6. You can specify the location defaulting method. The choices are:
  - Manager - The default location for the vacancy is the same location as the manager for the vacancy.
  - Position - The default location for the vacancy is the same location as the position for the vacancy.
7. You can select a default budget measurement type, for example, FTE or headcount. To find out more about budgets, see *Budgeting Overview, Managing Your Workforce Using Oracle HRMS*
8. You can specify a default status which is assigned to a candidate when a candidate withdraws an application. If you do not specify a particular status here, the candidate receives the Terminate status.
9. You can specify a user-defined person type as a default for candidates who register in iRecruitment. Oracle HRMS will create a record with this default person type when a candidate registers in iRecruitment. If you do not specify a value, the default person type is Candidate.

**Note:** The user person type that you define here is associated with the External system person type. The internal code for this system person type is OTHER.

10. Save your work.

## Defining Assignment Statuses (Assignment Window)

You define both primary and secondary user statuses. In the Assignment Statuses window you can define these statuses for both employee and applicant assignments.

### Defining Primary User Statuses

#### To rename a user status:

1. Delete the contents of the User Status field and type in your preferred name.

#### To supply additional user statuses for a system status:

1. Insert a new record.
2. Type in your user status name.

3. If you are using iRecruitment, you can enter an external status for your applicant assignment user statuses. This status is displayed to candidates in iRecruitment. For example, you may want to create an external status of 'Interview' for applicant assignment user statuses of 'Pending Interview' and 'Interview Passed'. The candidate in iRecruitment would see the external status and the manager would see the user status names.
4. Select a Human Resource system status.
5. For employee assignment statuses, you must also select a Payroll system status. You must do this, even if you do not have Oracle Payroll. If you have Oracle Payroll, the payroll system status controls whether payroll processes the assignment in a payroll run.

**Note:** If you select a payroll system status of Do Not Process, payroll will still create assignment actions for assignments with this status. It is these assignment actions that will not be processed.

6. Save the new status.

**Note:** For each system status, you must have one default user status. The system automatically uses the default in certain situations. For example, when you create a new employee assignment, it automatically has the default user status corresponding to the system status Active Assignment. You can override this default.

You cannot delete a user status, but you can prevent its use by deactivating it. To deactivate a user status, uncheck the Active check box.

### Defining Secondary Statuses

A user status associated with a system status is called a *primary* status because it determines how the system processes the assignment. You can also define *secondary* statuses not associated with a system status. You use secondary statuses for analysis and reporting, but not to control pay processing for assignments.

#### To create a secondary status:

1. Insert a new record.
2. Type in a user status and do not select a system status.

The Type field displays *Secondary*.

## Setting Up a Searchable Flexfield

Oracle iRecruitment enables you to set up a flexfield to capture additional candidate and vacancy information that can then be used by managers looking for a suitable candidate and by candidates searching for a job.

You must use the Additional Search Criteria Details flexfield to define what information you want to capture and then add these additional fields to the Create Vacancy and the candidate's Work Preference pages. You can then include these same fields in your candidate and vacancy search pages so that the information is available to candidates or managers performing searches.

When you run the concurrent processes to notify managers of suitable candidates or to notify candidates of suitable jobs, or when your managers perform candidate matching for a vacancy, you may not want to include all of the flexfield segments in these searches. For example, imagine you have set up a segment in your flexfield to record *Number of Years Experience* and have a vacancy that requires 5 or more years experience. If this segment was included when matching candidates to vacancies, only those candidates with exactly 5 years experience would be considered as matches. Those with more than 5 years would not be returned as the search only performs an exact match on the value in the segment. To control which segments are included in these searches you use the IRC: Search Criteria Segment Matching profile option.

**Note:** The IRC: Search Criteria Segment Matching profile has no impact on searches run from any of the search pages.

### To set up a searchable flexfield:

1. Define the segments for the Additional Search Criteria Details descriptive flexfield in the Descriptive Flexfields Segments window.

**Note:** When defining this flexfield Oracle recommends that your segments should not be context sensitive.

See: *Defining Descriptive Flexfields, Oracle Applications Flexfields Guide*

2. Personalize the Create Vacancy pages and candidate's Work Preference pages to display the Additional Search Criteria Details flexfield segments.

See: *Configuring Flexfields*, page 4-4

3. Personalize the following pages to display the Additional Search Criteria Details flexfield segments in the Search criteria region and the results table as required. The Column Name is SearchCriteriaFlex:

- Vacancy Search
- Candidate Search
- Candidates for Vacancy Advanced Search
- Visitor Job Search
- Candidate Job Search
- Candidate Job Advanced Search

To configure the flexfield, see: *Configuring Flexfields*, page 4-4

4. Set the profile option IRC: Search Criteria Segment Matching in the System Values Profiles window. This profile option determines the segments that are matched when the concurrent processes to notify managers of suitable candidates or to notify candidates of suitable jobs are run, or when your managers perform candidate matching for a vacancy. For example, to include only segments two, three, and five enter 2|3|5.

See: *Profile Options*, page 2-2

## Setting Up Virus Scan

Oracle iRecruitment is integrated with Symantec AntiVirus Scan engine to perform a virus scan and repair the documents that managers and candidates upload to the database. If you are setting this up on an existing installation of iRecruitment you can scan existing documents that are already uploaded to your database. Complete the following steps to set up the virus scan.

### To set up virus scan:

Set the IRC: Anti Virus Server profile option to specify the server name on which the Symantec AntiVirus Scan engine is running.

See: Profile Options, page 2-2

**Note:** After you set the profile option, you must bounce your application server so that files are checked before they are uploaded to the database.

The server on which the Symantec AntiVirus Scan engine is running must be accessible from inside your firewall. The Symantec AntiVirus Scan Engine must be running in the Internet Content Adaptation Protocol (ICAP) mode on the standard port of 1344. Oracle recommends that you set the server to scan all files, regardless of their file extension. You should also allow preview mode (default), and run in "Scan and repair or delete" mode (default).

### To test integration of iRecruitment with Symantec AntiVirus Scan server:

To test the integration with the server on which the Symantec AntiVirus Scan engine is running, run the following command on your application server:

```
java oracle.apps.per.irc.common.VirusCheck checkFile [file name][virus server name]
```

For example:

```
java oracle.apps.per.irc.common.VirusCheck checkFile myfile.doc  
myserver.mycompany.com
```

The command performs a virus check on the file, and creates a clean version of the file. The file name of the cleaned version has the `_REPAIRED` added to it, for example `myfile_REPAIRED.doc`.

### To check existing documents in the database:

To check existing files in the database, run the following command on your application server:

```
java oracle.apps.per.irc.VirusCheck checkDB [connection string][apps username] [apps  
password] {repair}
```

The connection string is for the database in the form of `server:port:instance`, for example: `mydb.mycompany.com:1521:mydb`, and `repair` is an optional parameter that indicates whether files should be repaired or deleted if they have a virus. If you do not specify this option, then the application just checks the files without taking any action.

For example, to repair the files run the following command:

```
java oracle.apps.per.irc.VirusCheck checkDB mydb.mycompany.com:1521:mydbapps  
apps repair
```

When you run the command in the repair mode, the application repairs the infected files. If the application is not able to repair the infected files, it deletes the files from the system.

When you run the check, you can view the status of the files in the console window in the following format:

- fileName: No virus detected (Number of the file/Total number of files). For example, mydoc.doc: No virus detected (48/419)
- fileName:Virus detected and repaired
- fileName:Repairable virus detected but not repaired (not in repair mode)
- fileName:Unrepairable Virus detected and deleted
- fileName:Unrepairable virus detected but not deleted (not in repair mode)
- fileName: Unexpected error

## **Security**

### **Can I access site visitor responsibilities through self-service login?**

You cannot access site visitor responsibilities through self-service login. You can access them only through standalone Java Server Pages (jsp).

### **Can candidates define privacy for their accounts?**

Yes. When candidates create their account information they can choose if they want to include their details in the managers' general search. When managers or recruiters search candidates, the prospect pool, or individuals iRecruitment searches only the registered users who have given permission to view their information. If candidates choose not to publish their information only managers or recruiters with access to the vacancies, to which the candidates apply can view the candidates' details.

### **Do we define users for iRecruitment candidates?**

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

### **What are the security features of Oracle iRecruitment?**

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

# Security

## User Access and Security

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

See: *Security Overview, Configuring, Reporting, and System Administration in Oracle HRMS*

The purpose of this chapter is to identify the key concepts relating to self-service user access and security and to provide information on how to apply these concepts to address the needs of your enterprise.

## Responsibilities

A responsibility combines low-level elements of user access configuration to control which functions the user can access (User Access to Functions) and on whom they can perform these actions (see User Access to People).

You define responsibilities in the same way as you define responsibilities for Oracle HRMS applications.

**Note:** When you define your responsibilities, make sure they are available from Oracle Self-Service Web Applications.

## Users

You define users for iRecruitment managers in the same way as you define users for other Oracle HRMS applications.

See: *Users Window (Oracle Applications System Administration Guide)*

The Person field of the Users window is important for self-service applications as it acts as the link between the professional forms interface and the self-service application. This link enables the application to recognize who is using iRecruitment. For example, if a user's name is entered in the Person field, the user's name is displayed on the homepage.

You do not need to create users for registered users (candidates). These users create their own user IDs and passwords using the Registration function. When site visitors become registered users by creating their user ID and password, their name is automatically entered in the Person field of the Users window.

If, however you do need to create external candidates manually, then you must associate the user with a person in the Person field of the Users window.

See: *Registration, page 1-6*

## System Profiles

You apply user profiles to control how self-service applications run. You can set profile options at site level, application level, responsibility level, and user level.

See: *Profile Options, page 2-2*

See: *User Profiles, Configuring, Reporting, and System Administration in Oracle HRMS*

## User Access to Vacancies (Vacancy Security)

iRecruitment uses security profiles to control a user's access to vacancy information and their ability to create vacancies. By assigning the appropriate security profile, you can determine the business groups and organizations in which a manager or recruiter can create vacancies.

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

### Registered Users and Site Visitors

Registered users and site visitors can access vacancy information for all vacancies so there is no need to set a security profile for registered users or site visitors.

### Managers and Recruiters

You should always create security profiles to control manager and recruiter access to vacancy information. For example, you could set up a supervisor-based profile which would restrict managers and recruiters to viewing only the vacancies that are managed by people within their supervisor hierarchy. The supervisor-based security profile dynamically generates the list of vacancies based on the supervisor hierarchy (starting with the current user).

**Note:** If required, you can override the top-level user in the supervisor hierarchy by specifying a user in the Named User field of the Security Profile window.

Supervisor-based security allows you to set up a single security profile and use it for multiple users. To activate supervisor-based security, flag the Restrict by Supervisor check box in the Security Profile window.

If you set up a global security profile, you can create and manage vacancies in multiple security profiles.

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

In addition to the security managed using a security profile manager and recruiters can define further security when creating the vacancy. See: *Vacancy Security*, page 1-8

See: *Defining a Security Profile, Configuring, Reporting, and System Administration in Oracle HRMS*

## User Access to Personal Information

User access to the personal information of candidates is defined by the candidates themselves. When site visitors register with iRecruitment and become registered users (candidates), they can choose whether their information should be made available to your managers. If they choose to publish the information, it is made available to all iRecruitment users with access to the manager functions.

If a candidate does not choose to publish their information, it can only be seen by the managers and recruiters who access the vacancies for which they have applied.

**Note:** Registered users (candidates) can only access their own personal information.

## User Access to Functions

You can control which functions employees, managers, and recruiters can access by creating function exclusions at the responsibility level.

## iRecruitment Responsibilities and User Menus

iRecruitment functions are accessible from predefined responsibilities, each with a corresponding top level menu.

In this version of iRecruitment, the predefined responsibilities are:

- iRecruitment Manager
- iRecruitment Advanced Manager (not currently used)
- iRecruitment Employee Candidate
- iRecruitment External Candidate
- iRecruitment Employee Site Visitor
- iRecruitment External Site Visitor
- iRecruitment HRMS Manager

The additional responsibilities provided by OSSWA (Oracle Self-Service Web Applications) are:

- Workflow User Web Applications
- Preferences

See: *Oracle Self-Service Web Applications User Guide* (available on Metalink)

**Note:** These responsibilities are provided as a starting point only. If you need to change any of these responsibilities or menus you should create your own using the predefined responsibilities and menus as examples. Otherwise, your changes may be lost during an upgrade.

See: *User Access and Security*, page 3-2

## User Menus

iRecruitment includes several predefined top-level menus:

- IRC Advanced Manager Menu
- IRC Employee Candidate Menu
- IRC Employee Site Visitor Menu
- IRC External Candidate Menu
- IRC External Site Visitor Menu
- IRC Manager Menu

These top-level menus contain submenus for the homepages, tabbed regions, and global menus.

See: *Self-Service Menus*, page 3-5

## Self-Service Menus and User Access

iRecruitment uses six types of menu: top-level menus, homepage menus, submenus (subtabbed regions, tabbed regions), hidden submenus, and global menus. The following section looks at each of these menus in detail.

If the delivered menus contain functions that you do not require, you should define function/menu exclusions at the responsibility level. Do not make changes to the delivered menus.

### Types of Menus

#### Top-level Menu

The top-level menus define the choices available to the user when they log in to iRecruitment. For example, the top-level menu for the Manager responsibility is the IRC Manager menu.

See: Self-Service Responsibilities and User Menus, page 3-4

#### Homepage Menu

The homepage menus are the application menus for the user. They contain the functions that a user can access from the homepage. The menus are named as in the following example:

- IRC <user> Application Menu
  - For example, IRC Employee Candidate Application Menu

#### Submenus (Tab and Subtab)

Submenus group together functions in a logical group. You can add functions to a tab or subtab menu so that they appear on the tabbed (or subtab) regions of the iRecruitment pages. Tabbed regions include Jobs and Home. The submenus are named as in the following example:

- IRC <user> Home Site Name
  - For example, IRC External Site Visitor Home Side Nav

#### Hidden Submenus (Security)

By attaching a submenu to the top-level menu without defining a prompt, you can assign functions to the responsibility but hide them from the user so that they do not appear on a menu.

All functions that are available within iRecruitment must be added to either a security menu or another type of menu, depending on how they will be accessed. If you do not want a function to appear on a menu, add it to the appropriate security menu. The menus are named as in the following example:

- IRC <user> Other Functions
  - For example, IRC Advanced Manager Other Functions

## Global Menus

The global menus define the functions that are available in the top right-hand corner of the web page in the global menu bar. These menus generally contain links to functions such as Log Out. iRecruitment delivers one global menu for each user type. The menus are named as in the following example:

- IRC <user> Global Menu
  - For example, IRC Manager Global Menu

## Defining User Access to Self-Service Functions

To define user access to self-service functions, you need to define a user, assign a responsibility, and assign profile values. The following process takes you through the separate procedures.

**Note:** It is not necessary for you to complete this procedure for iRecruitment candidates.

If you do not want to use the delivered responsibilities, we recommend that you create a different responsibility for each target group of users.

### To define a responsibility for a self-service application:

1. Follow the standard procedure for creating a responsibility.  
See: *Defining a Responsibility (Oracle Applications System Administration Guide)*
2. Define your responsibilities to be available from Oracle Self-Service Web Applications.
3. Consider whether you should create menu or function exclusions to restrict the employee menus.

### To set your system profiles:

1. Set the system profiles for security groups.  
If Security Groups are not enabled, use the System Profile Values window to link your responsibility to a security profile in the appropriate Business Group.  
If Security Groups are enabled, you can set the security profile at the user level using the Assign Security Profiles window.
2. Set any additional required profiles.  
See: *Profile Options, page 2-2*

### To define a user:

1. Define the people you would like to access Self-Service. There are two ways to do this. You can follow the typical steps for defining a new user and then assign each individual user to a responsibility that enables access to self-service.

**Note:** You should assign the IRC Employee Candidate responsibilities to all employees.

See: *Users Window (Oracle Applications System Administrator's Guide)*

Alternatively, you can set up concurrent programs to automate this manual process.

See: [Creating Batch User Accounts with Concurrent Programs](#) (*Implementing Oracle Self-Service Human Resources 4.2*)



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# Configuring Page Layouts

## Configuring Page Layouts

### Can I use personalization options in iRecruitment?

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

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

### What are the personalization levels available in iRecruitment?

For iRecruitment, you can currently configure pages at the site and the responsibility levels. HRMS products do not make use of multi organizations, so personalizing at Organization level has no effect in iRecruitment. iRecruitment delivers predefined Function-level customizations and you cannot customize the pages at the function level.

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

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

# Configuring Page Layouts

## The Personalization Framework

The Personalization Framework, a component of the Oracle Applications (OA) Framework technology, enables you to modify many aspects of the appearance and behavior of self-service web pages which are defined in an the MDS Repository. The Personalization Framework is a subset of the Web Applications Dictionary functionality and provides a user-friendly interface for making changes to the definitions held in the MDS Repository.

See: *Oracle Self-Service Framework Documentation* (available on Metalink)

## Personalization Framework Hierarchy

The Personalization Framework enables you to configure web pages at different levels: function, localization, site, organization, responsibility, and user. The lower level personalizations, for example, user-level personalizations, take precedence over the higher level personalizations, for example, site-level personalizations.

**Note:** Not all personalization levels may be available for your self-service application. For example, iRecruitment, does not use the organization level.

If you make personalizations at the site level, they will affect all users. For this reason, you should make site level personalizations wherever possible. For example, you may want to include a particular logo in a web page for all users.

If you want a particular personalization to only appear for a certain group of users, then you should do your personalization at responsibility level. For example, you may want to show certain details about a vacancy to employees only, not external users. Many of the iRecruitment screens make use of common regions. This allows you to make a change to a region in one place, and have it reflected throughout the application, for example you may want to hide the brief description field from the job search results table. Doing this personalization at site level will hide it in both the simple job search and the advanced job search. If you do not want to hide it on both screens then you must do a function level personalization, just doing the personalization on the function that you want to change.

There are a number of function level personalizations delivered with iRecruitment.

To enable administration-level personalizations (at the localization, site, organization, function, and responsibility levels), the system administrator must set the personalization profile options for the user in question. The user then logs on to the self-service application and selects a responsibility. If the profile options have been set correctly, the user will see the Personalize Region links on the web page. By clicking on these links, the user can customize the page to the level defined by the system administrator.

Typical administration-level personalizations include:

- Creating views
- Changing column labels
- Hiding/Displaying columns
- Configuring tables

- Filtering and sorting data

The system administrator decides whether to enable the Personalization Framework at the different levels. For more information, see the Oracle Self-Service Framework documentation, which is available on Metalink.

## Configurable Profile Options

The following table presents a list of configurable profile options.

### *Configurable Profile Options*

Profile	Configurable Levels	Values	Default
Personalize Self-Service Defn (FND_CUSTOM_OA_DEFINIT ION)	Responsibility, User	Yes/No	No
Disable Self-Service Personal (FND_DISABLE_OA_CUSTOM IZATIONS)	Site, Application, User	Yes/No	No

#### **Personalize Self-Service Defn**

This profile option enables or disables the global Personalize URL link that appears on each self-service web application page for Admin-level customizations.

#### **Disable Self-Service Personal**

If this system profile option is set to Yes, the configurations you make will not be applied, regardless of the level at which you make the configurations. Only the original definition of each self-service page will be displayed.

## Configuring Web Pages

It may sometimes be necessary to modify the predefined web page regions to suit your business requirements. You configure your web pages using the Personalization Framework.

For iRecruitment, you cannot configure pages at the organization level.

See: *Oracle Self-Service Framework* documentation (available on Metalink)

#### **To configure web pages:**

1. Make sure that you are using a responsibility with administration-level customization access.
2. Navigate to the web page you want to configure.
3. Choose the global Personalize link for the web page or the Personalize Region link for a specific region.

**Note:** If you want to configure the page at site level, you do not need to enter a customization value. If you are configuring at the responsibility or functional level, you must specify which responsibility or function is affected.

The Create View page is displayed.

4. Make your configuration changes.
5. . If required, you can hide or display flexfield segments.

See: *Configuring Flexfields*, page 4-4

6. Save your work.

## Configuring Flexfields

Flexfields are user-defined data structures which are provided with many of the applications database tables. Key flexfields are used to uniquely identify a record. Descriptive flexfields add attributes to an existing object. Each flexfield can consist of multiple flexfield segments, each with its own validation rules.

See: *Overview of Flexfield Concepts*, *Oracle Applied Technology Guide*

If the self-service function you are using has flexfields enabled, you can access them using the Personalization Framework. The flexfields are not automatically displayed so you can choose to hide or display the flexfields using the Personalization Framework. However, not all self-service functions use flexfields. For a list of the available flexfields for each self-service function, please see the corresponding functional description in this Implementation Guide.

**Note:** It may be the case that flexfields available in the Professional Forms Interface are not available in SSHR.

You can also add flexfields to regions of your web pages using the Personalization Framework.

### To modify the flexfields displayed in a region:

1. Select the region.
2. Configure the region by choosing the Personalize Region link.

### To personalize existing flexfields

3. Navigate to the flexfield by expanding the hierarchy structure and click on the Personalize icon.

The Personalization Properties page is displayed.

4. To hide or display a flexfield, change the value in the Render column to True (to display the flexfield) or False (to hide the flexfield).
5. Leave the Flex Segment List field blank if you want to display all the segments in the flexfield. If you only want to display some of the segments, you must manually specify the segments in the Flex Segment List.

You enter the segments to be displayed as follows:

**context1 | segment1 | segment | | context2 | segment 1**

For example,

Global Data Element | New Employer | Address | | US | Zip Code

6. Choose Save.

## Adding Instructions to Web Pages

You can change the predefined instructions, messages, and tips attached to your Web pages to provide additional information for your users. You can create the following texts:

- Instructions appear at the top of a region and generally give advice applicable to the whole region or page.
- Long messages are attached to a field. When the user clicks the Information next to a field, the message is displayed in a separate window.
- Short tips are also attached to a field, however, they are displayed underneath the field in blue.

You create texts in the Messages window and add them to your region in the Personalization Framework.

### To create a new text:

1. Log on to the database using an Application Developer responsibility.
2. Navigate to the Messages window.
3. Enter the name for your message.
4. Select Note as the message type.
5. Enter the application and the message text. You can enter a long message, short message, or tip text.
6. Save your work.

### To add a text to a region:

1. Log on to a self-service application using a responsibility that allows configuration.  
**Note:** To enable configuration, the Personalize Self-Service profile option (FND\_CUSTOM\_OA\_DEFINITION) must be set to Yes at an administration level.
2. Navigate to the self-service page or region for which you want to change the text.
3. Choose the Personalize Region or Personalize Page link.
4. Enter the personalization context. For more information, see: Personalization Context Page, *ERROR: linkend not in current document and TARGET\_BOOK\_TITLE missing*.
5. When the personalization structure is displayed, drill down to the region or page element you wish to configure.
6. If you want to modify the message or instruction for a page element, select the Personalize icon to display the Personalization Properties for the element.
7. In the Tip Message Name column for the corresponding region, search for your new instruction, message, or tip.
8. If you are adding an instruction, leave the Tip Type field blank. Otherwise, select either Long Message or Short Tip.
9. Save your work.

## Replacing the Default Oracle Logo

You can replace the default Oracle logo, which appears in the upper left corner of the Web pages, with your own logo. You can do this in one of two ways, you can overwrite the default logo with a logo of the same name or you can replace the default logo with one of your own.

### To overwrite the default logo with your own logo:

1. Create a logo.
2. Save and name the logo:
  - FNDSSCORP.gif (Oracle logo)
  - PERBRAND.gif (Human Resources logo)
  - IRCBRAND.gif (iRecruitment logo)
  - LOGO.gif (log-in logo)
3. Place the gif in the \$OA\_MEDIA/<Language> directory.

**Note:** If you have a multilingual install, you must also copy this file to the other language locations.

### To replace the default logo with your own logo:

1. Create a .gif logo.
2. Place the gif in the \$OA\_MEDIA/<Language> directory.

**Note:** If you have a multilingual install, you must also copy this file to the other language locations.
3. Query each of the Web Page Regions.
4. Overwrite the Image File Name column entry with the name of your Logo.
5. Save your work.

---

# iRecruitment Functions

## iRecruitment Functions

### **Can I customize the regions and messages in iRecruitment pages?**

Yes. You can customize regions, flexfields, tips, and instructions in the iRecruitment pages. The implementation guide lists the flexfields, configurable tips, and instructions available in the pages.

### **Can I configure the pages at the function level?**

Oracle iRecruitment delivers predefined Function-level customizations that you cannot update or delete. If you wish to modify you can either make the personalizations at the site or the responsibility level. If you create a copy of the function and make your own personalizations, you may lose the delivered function level personalizations.

# iRecruitment Functions

## Applicant Advanced Search Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplAdJobSchPG

Description: Page to enable registered users to perform an advanced job search.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ADV_JOB_SEARCH_PAGE

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Advanced Search	Instruction	FND_INQUIRIES_GO
Advanced Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Advanced Search	shortTip	IRC_LOC_EXAMPLE
Advanced Search	shortTip	IRC_412135_SALARY_FORMAT

### Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Advanced Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Posting Content Details	IRC_POSTING_CONTENTS
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### **Seeded Function Level Personalizations:**

Not applicable.

## **Applicant Advanced Search Page**

### **Document Name:**

`/oracle/apps/per/irc/candidateSelfService/webui/EmpAplAdJobSchPG`

Description: Advanced job search page for registered users.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_EMP_APL_ADV_JOB_SRCH_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Advanced Search	Instruction	FND_INQUIRIES_GO
Advanced Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Advanced Search	shortTip	IRC_412135_SALARY_FORMAT

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Advanced Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Posting Content Details	IRC_POSTING_CONTENTS
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

## Seeded Function Level Personalizations:

Not applicable.

## Application Confirmation Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/AplConfirmAplyPG`

Description: Page displayed to confirm an application has been successfully submitted.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_CONFIRM_APPLY_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Confirmation	Instruction	IRC_VIS_CONFIRM1
Confirmation	Instruction	IRC_VIS_CONTINUE_APPL
Confirmation	Instruction	IRC_VIS_CONTINUE_APPL2
Email Preferences	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION
Site Preferences	shortTip	IRC_APL_ALLOW_SEARCH_INST

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Email Preferences	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

# Application Details Page

## Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/ApplicationDetsPG

Description: Page to enable applicants to view a description and status history for their applications.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APPLICATION_DETAILS_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Description	Additional Personal Details	PER_PEOPLE
Description	Further Person Information	Person Developer DF
Description	Additional Assignment Details	PER_ASSIGNMENTS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/ candidateSelfService/webui/ ApplicationDetsPG	IRC_APPLICATION_DETAILS_PAGE

## **Applicant Document Upload Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplDocUpldPG

Description: Page to enable registered users to upload their resume.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### **Menu and Function Names**

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_DOCUMENT_UPLOAD_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### **Configurable Tips and Instructions**

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Personal Details: Upload Resume	Instruction	IRC_APL_DOC_UPLOAD_ONLY_INST
Personal Details: Upload Resume	Instruction	IRC_APL_UPLOAD_INSTRUCTIONS

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

Not applicable.

# Applicant Email Preferences Page

## Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplEmailPrefsPG

Description: Page to enable candidates to set their email preferences as part of My Account.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
IRC_EXT_CAND_MY_ACC_SIDE_NAV(email Preferences)	IRC_APL_EMAIL_PREFS_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
email Preferences	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION
Site Preferences	shortTip	IRC_APL_ALLOW_SEARCH_INST

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
email Preferences	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

## Applicants For Vacancy Search Page

### Document Name:

/oracle/apps/per/irc/candidateSearch/webui/Apl4vacSrchPG

Description: Page to enable managers to view a list of applicants for a vacancy.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_CM_APPL4VAC_SEARCH

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Results	Person Information	HZ_PERSON_PROFILES
Results	Additional Personal Details	PER_PEOPLE
Results	Further Person Information	Person Developer DF
Results	Person Information	HZ_PERSON_PROFILES
Results	Additional Personal Details	PER_PEOPLE
Results	Further Person Information	Person Developer DF

### **Seeded Function Level Personalizations:**

Not applicable.

## **Applicant Generic Document Upload Page**

### **Document Name:**

*/oracle/apps/per/irc/documentLoad/webui/AplGenDocUpldPG*

Description: Page to enable registered users to upload documents as part of My Account, for example resumes, or covering letters.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_GENERIC_DOC_UPLOAD

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Document Upload	Instruction	IRC_GEN_DOC_LOAD_TIP

### Flexfields:

Not applicable.

### Seeded Function Level Personalizations:

Not applicable.

## Applicant Job Basket Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/EmpAplJobBsktPG`

Description: Job basket page for employee applicant.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
IRC_EMP_CANDIDATE_GLOBAL(Job Basket)	IRC_EMP_APL_JOB_BASKET_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Job Basket	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### **Seeded Function Level Personalizations:**

Not applicable.

## **Applicant Job Basket Page**

### **Document Name:**

`/oracle/apps/per/irc/candidateSelfService/webui/AplJobBsktPG`

Description: Job basket page for applicant.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
IRC_EXT_CANDIDATE_GLOBAL(Job Basket)	IRC_APL_JOB_BASKET_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Job Basket	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

# Applicants Management Applicant Details

## Document Name:

*/oracle/apps/per/irc/applicant/webui/AplMgtAplDetsPG*

Description: Page to enable manager to view the details of applicants who have applied for a particular vacancy. This page is displayed when a manager clicks on the name of an applicant in the Vacancy Search page.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_APPLICANT_DETAILS

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Application Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

## Flexfields:

The following table presents a list of flexfields:

**Flexfields**

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Overview	Additional Personal Details	PER_PEOPLE
Overview	Further Person Information	Person Developer DF
Address	Personal Address Information	Address Structure
Address	Additional Address Details	PER_ADDRESSES
Phone Numbers	Add'l Telephone Number Det's	PER_PHONES
Application Details	Additional Personal Details	PER_PEOPLE
Application Details	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	Additional Personal Details	PER_PEOPLE
Applicant Rating	Additional Assignment Details	PER_ASSIGNMENTS
Other Jobs Applied To	Additional Assignment Details	PER_ASSIGNMENTS
Other Jobs Applied To	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

**Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/applicant/webui/AplMgmtVwHeaderRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/applicant/webui/AplMgmtAplDetRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS

## Applicants Management Mass Update Page

### Document Name:

**/oracle/apps/per/irc/applicant/webui/AplMgtMassUpdPG**

Description: Page to enable managers to update many applications.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_CM_MASS_UPDATE_PAGE

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Applicant Rank	Additional Personal Details	PER_PEOPLE
Applicant Rank	Additional Assignment Details	PER_ASSIGNMENTS

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/SubmitCnclBarRN	IRC_VIS_APPLY_REGISTER_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgmtMassUpdateRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgmtAplicantListRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/CmSelectedAplicantsTbIRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS

# Applicant Other Information Page

## Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/AplOtherInfoPG`

Description: Page to enable applicants to enter other information when required as part of the job application.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_OTHER_INFO

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

## Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
How Did You Hear About Us	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	Further Person Information	Person Developer DF
Equal Employment Opportunity	Further Person Information	Person Developer DF
Equal Employment Opportunity	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	Additional Personal Details	PER_PEOPLE

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/per/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

## **Applicant Personal Account Details Page**

### **Document Name:**

***/oracle/apps/per/irc/candidateSelfService/webui/AplPersAccDetsPG***

Description: Page to enable registered users to enter their personal details as part of My Account.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
IRC_EXT_CAND_MY_ACC_SIDE_NAV(Personal Details)	IRC_APL_PERSONAL_ACC_DET'S_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
My Account: Personal Details	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
My Account: Personal Details	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Basic Details	Additional Personal Details	PER_PEOPLE
Basic Details	Further Person Information	Person Developer DF
Address	Personal Address Information	Address Structure
Address	Additional Address Details	PER_ADDRESSES
Phone Numbers	Add'l Telephone Number Det's	PER_PHONES

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersAccDetsPG	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPrsAcDetsSkRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS

## Applicant Previous Employer Page

### Document Name:

**/oracle/apps/per/irc/candidateSelfService/webui/AplPrevEmplrPG**

Description: Page to enable registered users to enter their employment history as part of My Account.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_PREVEMP_PAGE

**Configurable Tips and Instructions:**

Not applicable.

**Flexfields:**

The following table presents a list of flexfields:

***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Qualifications: Employment History	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

**Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE

## Applicant Previous Employer Review Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplPrevempRevPG

Description: Page to enable registered users to review their previous employment details.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACCOUNT_REVIEW_PREVEMP

### Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Employment History	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE

## Applicant Qualification Update Flex Page

### Document Name:

/oracle/apps/per/irc/applicant/webui/AplCmQualUpdFxPG

Description: Flexfield page to enable a registered user to update qualification details.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_CM_QUALUPD_FLEX_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Additional Qualification Details	Additional Qualification Details	PER_QUALIFICATIONS

## Seeded Function Level Personalizations:

Not applicable.

## Applicant Qualifications Review Flex Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplEduQuaRevFxPG

Description: Flex page to enable candidates to update their educational qualifications.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EDUQUAL_REV_FLEX_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
Region Name	Flexfield Name	Flexfield Code
Additional Qualification Details	Additional Qualification Details	PER_QUALIFICATIONS

## Seeded Function Level Personalizations:

Not applicable.

## Applicant Qualification Details Flex Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/AplQualDetFxPG`

Description: Flexfield page to enable a registered user to enter additional qualification details.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUAL_DET_FLEX_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
Region Name	Flexfield Name	Flexfield Code
Additional Qualification Details	Additional Qualification Details	PER_QUALIFICATIONS

## Seeded Function Level Personalizations:

Not applicable.

## Applicant Qualification View Flex Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/AplQualVwFxPG`

Description: Flex page to enable managers to view qualification details of candidates.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUAL_VIEW_FLEX_PAGE

### Configurable Tips and Instructions:

Not applicable.

### Flexfields:

The following table presents a list of flexfields:

#### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Additional Qualification Details	Additional Qualification Details	PER_QUALIFICATIONS

## Seeded Function Level Personalizations:

Not applicable.

## Applicant Qualifications Flex Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/AplQualsFxPG`

Description: Flexfield page to enable a registered user to enter additional qualification details.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUALS_FLEX_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Additional Qualification Details	Additional Qualification Details	PER_QUALIFICATIONS

## Seeded Function Level Personalizations:

Not applicable.

## Applicant Qualifications Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplQualsPG

Description: Page to enable registered users to enter more detailed information about their qualifications as part of My Account.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EDUQUALS_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Educational Qualifications	Additional Qualification Details	PER_QUALIFICATIONS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE

# Applicant Referral Page

## Document Name:

/oracle/apps/per/irc/candidateSearch/webui/AplReferPG

Description: Page to enable site visitors and registered users to refer vacancies to other people.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REFERER

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Refer Vacancy	Instruction	IRC_CM_REFERER_HDR

## Flexfields:

Not applicable.

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

Document Name	Level Value
/oracle/apps/per/irc/candidateSearch/webui/CmReferSCRN	IRC_APL_REFERER
/oracle/apps/per/irc/candidateSearch/webui/CmReferSCRN	IRC_CM_REFERER

# Applicant Review Page

## Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplRevPG

Description: Page to enable an applicant to review and update their account details as part of an application.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APPLY_ACCOUNT

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Application:	Instruction	IRC_APL_REVIEW_DETAILS
Resume	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Resume	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP
Employment History	Instruction	IRC_APL_EMPLOYMNT_HIST_INSTRCN
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Basic Details	Additional Personal Details	PER_PEOPLE
Basic Details	Further Person Information	Person Developer DF
Address	Personal Address Information	Address Structure
Address	Additional Address Details	PER_ADDRESSES
Phone Numbers	Add'l Telephone Number Det's	PER_PHONES
Employment History	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education Qualifications	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Additional Qualifications	Additional Qualification Details	PER_QUALIFICATIONS
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DET_S_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE

## Applicant Search Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplJobSchPG

Description: Page to enable registered users to perform a job search.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
IRC_EXT_CANDIDATE_JOBS_ SUB(Available Jobs)	IRC_APL_JOB_SEARCH_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Search	Instruction	IRC_APL_JOB_SEARCH_INSTRUCTS
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Posting Content Details	IRC_POSTING_CONTENTS
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

## Seeded Function Level Personalizations:

Not applicable.

# Applicant Search Page

## Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpApIJobSchPG

Description: Job search page for registered users.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
IRC_EMP_CANDIDATE_JOBS_ SUB(Available Jobs)	IRC_EMP_APL_JOB_SEARCH_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Search	Instruction	IRC_APL_JOB_SEARCH_INSTRUCTS
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT
Search	shortTip	IRC_LOC_EXAMPLE

## Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Posting Content Details	IRC_POSTING_CONTENTS
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### **Seeded Function Level Personalizations:**

Not applicable.

## **Applicant Skills Flex Page**

### **Document Name:**

`/oracle/apps/per/irc/candidateSelfService/webui/AplSklsFxPG`

Description: Flexfield page to enable a registered user to enter additional skills information.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_SKILLS_FLEX_PAGE

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Additional Skill Information	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

### **Seeded Function Level Personalizations:**

Not applicable.

## **Applicant Update Password Page**

### **Document Name:**

*/oracle/apps/per/irc/candidateSelfService/webui/AplUpdPasswordPG*

Description: Page to enable registered users to changed their login password.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_UPD_PASSWORD_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
My Account: Login Information	Instruction	IRC_APL_CHANGE_PASSWORD_HDR

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

## **Applicant Update Password Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/VisUpdPasswordPG

Description: Page to enable registered users to update their password if required, for example, if their existing password has expired

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VIS_UPD_PASSWORD_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Login Information	Instruction	IRC_APL_CHANGE_PASSWORD_HDR

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

## **Applicant Vacancy Display Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplVacDispPG

Description: Page to enable registered users to display the details of a vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_VAC_DISPLAY

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

The following table presents a list of flexfields:

**Flexfields**

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Description	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	Additional Posting Content Details	IRC_POSTING_CONTENTS
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

**Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/VacDispStkRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

## Candidate Establishment Attendances Flex Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplEstAttFxPG

Description: Flexfield page to enable candidates and managers to add additional details about educational establishments attended.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EST_ATT_FLEX_PAGE

### Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Page Level	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES

## Seeded Function Level Personalizations:

Not applicable.

## Candidate Establishment Attendances Flex Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/CandEstAttFxPG`

Description: Flexfield page to enable candidates to add additional details about educational establishments attended.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_CAND_EST_ATT_FLEX_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Page Level	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES

## Seeded Function Level Personalizations:

Not applicable.

## Candidates For Vacancy Advanced Search Page

### Document Name:

`/oracle/apps/per/irc/candidateSearch/webui/Cnd4VacAdvSrchPG`

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAN4VAC_ADV_SEARCH

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Advanced Search	Instruction	IRC_CAND4VAC_ADV_SRCH_HDR
Candidate Search Criteria	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Results	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

### Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Candidate Search Criteria	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Personal Details	PER_PEOPLE
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/SubmitCnclBarRN	IRC_VIS_APPLY_REGISTER_PAGE

## **Candidates For Vacancy Search Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSearch/webui/Cnd4VacSrchPG

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_CM_CAN4VAC_SEARCH

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Vacancy Details	Instruction	IRC_CAND4VAC_SRCH_HDR
Results	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Results	Additional Personal Details	PER_PEOPLE
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/SubmitCnclBarRN	IRC_VIS_APPLY_REGISTER_PAGE

## **Candidate Management Applicant Search Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSearch/webui/CmAplSrchPG

Description: Page to enable managers to search for suitable applicants for a particular vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
IRC_MANAGER_CANDIDATE_ SUB(Applicants)	IRC_CM_APL_SEARCH_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Results	Instruction	IRC_CM_PERSON_SRCH_REFER_HDR

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Results	Person Information	HZ_PERSON_PROFILES
Results	Additional Personal Details	PER_PEOPLE
Results	Further Person Information	Person Developer DF

### **Seeded Function Level Personalizations:**

Not applicable.

## **Candidate Management Candidate Details Page**

### **Document Name:**

`/oracle/apps/per/irc/candidateSelfService/webui/ApIVwPG`

Description: Page to enable a manager to view a candidate's details.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_CM_CAND_DETAILS

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Applicant Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

### **Flexfields:**

The following table presents a list of flexfields:

**Flexfields**

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Overview	Additional Personal Details	PER_PEOPLE
Overview	Further Person Information	Person Developer DF
Address	Personal Address Information	Address Structure
Address	Additional Address Details	PER_ADDRESSES
Phone Numbers	Add'l Telephone Number Det's	PER_PHONES
Employment History	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Educational Establishments	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Educational Qualifications	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	Additional Qualification Details	PER_QUALIFICATIONS
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Jobs Applied For	Additional Assignment Details	PER_ASSIGNMENTS
Jobs Applied For	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

**Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ ApIVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ ApIVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ ApIPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ ApIPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ ApIPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ ApIPhoneNumbersTblRN	IRC_CM_CAND_DETAILS

## Candidate Management Educational Qualifications Page

### Document Name:

/oracle/apps/per/irc/applicant/webui/ApICmEduQualPG

Description: Page to enable managers to view and update the details of an applicant's qualifications.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_EDUQUAL_PAGE

### Configurable Tips and Instructions:

Not applicable.

### Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Educational Qualifications	Additional Qualification Details	PER_QUALIFICATIONS

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE

## **Candidate Management Previous Employment Page**

### **Document Name:**

***/oracle/apps/per/irc/applicant/webui/AplCmPrevempPG***

Description: Page to enable managers to view and update previous employer information for registered users.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_PREVEMP_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Previous Employer	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE

## Candidate Management Qualification Information Page

### Document Name:

/oracle/apps/per/irc/applicant/webui/AplCmQualUpdPG

Description: Page to enable a manager to update a candidate's qualification details.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_QUAL_DETAILS

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Employment History	Instruction	IRC_APL_EMPLOYMNT_HIST_INSTRCN
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Employment History	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education Qualifications	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Additional Qualifications	Additional Qualification Details	PER_QUALIFICATIONS

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE

## Candidate Management Qualifications Flex Page

### Document Name:

/oracle/apps/per/irc/applicant/webui/AplCmEduQualFxPG

Description: Flexfield page to enable a registered user to enter additional qualification details.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_CM_EDUQUAL_FLEX_PAGE

### Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
Region Name	Flexfield Name	Flexfield Code
Additional Qualification Details	Additional Qualification Details	PER_QUALIFICATIONS

## Seeded Function Level Personalizations:

Not applicable.

## Candidate Search Page

### Document Name:

`/oracle/apps/per/irc/candidateSearch/webui/CmCandSrchPG`

Description: Page to enable managers to search for candidates in the prospect pool.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_SUB( Prospect Pool)	IRC_CM_CANDIDATE_SEARCH

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

<i>Configurable Tips and Instructions</i>		
Region Name	Tip Type	Message Name
Search	Instruction	IRC_CM_CAND_SRCH_HDR
Candidate Search Criteria	longMessage	IRC_CM_RESUME_SEARCH_TIP2

## Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Candidate Search Criteria	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Personal Details	PER_PEOPLE
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSearch/webui/CmCandSrchCritDumRN	IRC_CM_CAN4VAC_ADV_SEARCH
/oracle/apps/per/irc/candidateSearch/webui/CmCandSrchCritDumRN	IRC_CM_CANDIDATE_SEARCH

## **Candidate Upload Details Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/UpldCandDetsPG

Description: Review uploaded candidate details page.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_RESUME_REVIEW_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Page Level	Instruction	IRC_412143_APL_PARSE_RES_HDR
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Number	Instruction	IRC_APL_PHONES_INST
Employment History	Instruction	IRC_APL_EMPLOYMNT_HIST_INSTRCN
Education	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Overview	Additional Personal Details	PER_PEOPLE
Overview	Further Person Information	Person Developer DF
Address	Personal Address Information	Address Structure
Address	Additional Address Details	PER_ADDRESSES
Phone Number	Add'l Telephone Number Det's	PER_PHONES
Employment History	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Additional Qualifications	Additional Qualification Details	PER_QUALIFICATIONS
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_APPLY_ACCOUNT

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTbIRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTbIRN	IRC_APL_RESUME_REVIEW_PAGE

## Candidate Work Preferences

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/MgrWorkPrefPG

Description: Page to enable a manager to update a registered user's work preferences.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_MGR_WORK_PREFS_PAGE

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS
Page Level	Instruction	IRC_MGR_WORK_PREFS
Page Level	shortTip	IRC_412133_KEYWORDS_FORMAT
Page Level	shortTip	IRC_412135_SALARY_FORMAT

### Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Page Level	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/ candidateSelfService/webui/ ApIWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ ApIWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ ApINavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/ candidateSelfService/webui/ ApINavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/ candidateSelfService/webui/ ApINavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ ApINavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ ApINavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ ApINavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ ApINavBarRN	IRC_CM_CAND_PREVEMP_PAGE

## **Default Posting Page**

### **Document Name:**

*/oracle/apps/per/irc/vacancy/webui/DpostPG*

Description: Page to enable managers to define default job postings.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
IRC_MANAGER_MENU(Default Postings)	IRC_REQ_DFLT_JOB_POSTING

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Create Default Job Advert	Instruction	IRC_REQ_DPOST_HEADER
Select Default Posting	Instruction	IRC_REQ_DEFLT_POST_SEARCH
Posting Details	longMessage	IRC_REQ_IMAGE_URL_TIP

### Flexfields:

The following table presents a list of flexfields:

#### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Posting Details	Additional Default Posting Details	IRC_DEFAULT_POSTINGS

### Seeded Function Level Personalizations:

Not applicable.

## Document Preview Page

### Document Name:

`/oracle/apps/per/irc/candidateSearch/webui/DocPreviewPG`

Description: Page to enable any document to be previewed.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_DOCUMENT_PREVIEW

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

Not applicable.

## Seeded Function Level Personalizations:

Not applicable.

## Document Search Page

### Document Name:

`/oracle/apps/per/irc/candidateSearch/webui/DocSrchPG`

Description: Page to enable managers to perform a search on resumes that have been uploaded by candidates.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_ SUB(Resumes)	IRC_CM_DOCUMENT_SEARCH

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

**Configurable Tips and Instructions**

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

**Flexfields:**

Not applicable.

**Seeded Function Level Personalizations:**

Not applicable.

## Employee Applicant Vacancy Display Page

**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplVacDispPG

Description: Vacancy details display page.

**Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

**Menu and Function Names**

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_VAC_DISPLAY

**Configurable Tips and Instructions:**

Not applicable.

**Flexfields:**

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Description	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	Additional Posting Content Details	IRC_POSTING_CONTENTS
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

# Employee Visitor Advanced Search Page

## Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisAdJobSchPG

Description: Advanced Job search page for visitors.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_ADV_JOB_SRCH_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Advanced Search	Instruction	FND_INQUIRIES_GO
Advanced Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Advanced Search	shortTip	IRC_412135_SALARY_FORMAT

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Advanced Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Jobs: Available Jobs	Additional Posting Content Details	IRC_POSTING_CONTENTS
Jobs: Available Jobs	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Jobs: Available Jobs	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

## Seeded Function Level Personalizations:

Not applicable.

## Employee Visitor Job Basket Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/EmpVisJobBsktPG`

Description: Job Basket page for employee site visitors.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
IRC_EMP_SITE_VISITOR_GLOBAL(Job Basket)	IRC_EMP_VIS_JOB_BASKET_PAGE

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

### Flexfields:

The following table presents a list of flexfields:

#### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Job Basket	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### Seeded Function Level Personalizations:

Not applicable.

## Employee Visitor Login on Apply Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisAplyLginPG

Description: Page to enable employee site visitors to log in when applying for a vacancy.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_APPLY_LOGIN_PAGE

### Configurable Tips and Instructions:

Not applicable.

### Flexfields:

Not applicable.

### Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

## **Employee Visitor Search Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisJobSchPG

Description: Page to enable employee visitors to perform a job search.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### **Menu and Function Names**

<b>User Menu Name</b>	<b>Function Name</b>
IRC_EMP_SITE_VISITOR_JOBS_SUB(Available Jobs)	IRC_EMP_VIS_JOB_SEARCH_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Search	Instruction	IRC_VIS_QUICK_SEARCH
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT
Search	shortTip	IRC_LOC_EXAMPLE

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Jobs: Available Jobs	Additional Posting Content Details	IRC_POSTING_CONTENTS
Jobs: Available Jobs	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Jobs: Available Jobs	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### **Seeded Function Level Personalizations:**

Not applicable.

## **Employee Visitor Vacancy Display Page**

### **Document Name:**

`/oracle/apps/per/irc/candidateSelfService/webui/EmpVisVacDispPG`

Description: Page to enable an employee site visitor to display the details of a vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_EMP_VIS_VAC_DISPLAY

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Description	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	Additional Posting Content Details	IRC_POSTING_CONTENTS
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/EmpVisVacDispPG	IRC_EMP_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

## Establishment Attendances Flex Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/MgrEstAttFxPG

Description: Flexfield page to enable candidates and managers to add additional details about educational establishments attended.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_MGR_EST_ATT_FLEX_PAGE

### Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
Region Name	Flexfield Name	Flexfield Code
Page Level	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES

## Seeded Function Level Personalizations:

Not applicable.

## Establishment Attendances Qualification Flex Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/MgrQualEstAttFxPG`

Description: Flexfield page to enable candidates and managers to add additional details about educational establishments attended.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_MGR_QUAL_EST_ATT_FLEX_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
Region Name	Flexfield Name	Flexfield Code
Page Level	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES

## Seeded Function Level Personalizations:

Not applicable.

## IRC Applicant Account Review Page Skills Flex Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/ApISklsFIRevPG`

Description: Flexfield page to enable a registered user to enter additional skills information.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACREV_SKILLS_FLEX_PAGE

### Configurable Tips and Instructions:

Not applicable.

### Flexfields:

The following table presents a list of flexfields:

#### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Additional Skills Information	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

## Seeded Function Level Personalizations:

Not applicable.

## IRC Applicant Skills Flex Update Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/ApISklsFIUpdPG`

Description: Flex page to enable candidates to update their skills information.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SKILLS_FLEX_UPD_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Additional Skills Details	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

## Seeded Function Level Personalizations:

Not applicable.

## IRC Applicant Skills Flex View Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplSkillsFIVwPG

Description: Flex page to enable candidates to view their skills information.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SKILLS_FLEX_VIEW_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Additional Skills Details	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

## Seeded Function Level Personalizations:

Not applicable.

## IRC Applicant Vacancy Skills Flex Display Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/AplVacSklsFxPG`

Description: Flexfield page to enable a registered user to enter additional skills information.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_VAC_SKILLS_FLEX_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Additional Skills Details	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

## Seeded Function Level Personalizations:

Not applicable.

## IRC Employee Job Basket Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpJobBsktPG

Description: Job Basket page for employees.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_JOB_BASKET_PAGE

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

### Flexfields:

The following table presents a list of flexfields:

#### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Job Basket	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/ApJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/ApJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

## IRC External Job Basket Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/ExtJobBsktPG

Description: Job Basket page for external registered users.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EXT_JOB_BASKET_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

## Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Job Basket	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

## **IRC Vacancy Display Skills Flex Page**

### **Document Name:**

*/oracle/apps/per/irc/vacancy/webui/VacDispSklsFxPG*

Description: Flexfield page to enable a registered user to enter additional skills information, or a manager to enter additional skills information for a vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VAC_DISP_SKILLS_FLEX_PAGE

### **Configurable Tips and Instructions:**

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Additional Skills Details	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

## Seeded Function Level Personalizations:

Not applicable.

## IRC Visitor Vacancy Skills Flex Display Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/VisVacSklsFxPG`

Description: Page to enable a site visitor to display the details of a vacancy.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VIS_VAC_SKILLS_FLEX_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>		
<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Additional Skills Details	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

## Seeded Function Level Personalizations:

Not applicable.

# iRecruitment Employee User Home Page

## Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplHomePG

Description: Home page for registered employee users.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
IRC_EMP_CANDIDATE_MENU(Home)	IRC_EMP_APL_HOME_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_MGR_HOME_HEADER1
Jobs Applied For	Instruction	IRC_APL_HOME_HEADER2

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Jobs Applied For	Additional Assignment Details	PER_ASSIGNMENTS
Jobs Applied For	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

## Seeded Function Level Personalizations:

Not applicable.

# iRecruitment Employee Visitor Home Page

## Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisHomePG

Description: Home page for employee site visitors.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
IRC_EMP_SITE_VISITOR_MENU(Home)	IRC_EMP_VIS_HOME_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_VIS_QUICK_SEARCH
Page Level	shortTip	IRC_412133_KEYWORDS_FORMAT
Page Level	shortTip	IRC_412135_SALARY_FORMAT

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Page Level	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeSideNavRN	IRC_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

## **iRecruitment Manager Home Page**

### **Document Name:**

/oracle/apps/per/irc/vacancy/webui/MgrHomePG

Description: Home page for managers.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### **Menu and Function Names**

<b>User Menu Name</b>	<b>Function Name</b>
IRC_MANAGER_MENU(Home)	IRC_CM_HOME

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Notifications	Instruction	IRC_MGR_HOME_HEADER1
My Current Vacancies	Instruction	IRC_MGR_HOME_HEADER2
My Current Applicants	Instruction	IRC_MGR_HOME_HEADER3

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/MgrHomePG	IRC_CM_HOME
/oracle/apps/per/irc/vacancy/webui/MgrHomeStkRN	IRC_CM_HOME
/oracle/apps/per/irc/vacancy/webui/SaveForLaterStkRN	IRC_CM_HOME
/oracle/apps/per/irc/vacancy/webui/SaveForLaterRN	IRC_CM_HOME

## **iRecruitment Manager Visitor Home Page**

### **Document Name:**

***/oracle/apps/per/irc/vacancy/webui/MgrvisHomePG***

Description: Home page for managers.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_CM_LOGIN

**Configurable Tips and Instructions:**

Not applicable.

**Flexfields:**

Not applicable.

**Seeded Function Level Personalizations:**

Not applicable.

## **iRecruitment Registered User Home Page**

**Document Name:**

*/oracle/apps/per/irc/candidateSelfService/webui/AplHomePG*

Description: Home page for registered users.

**Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
IRC_EXT_CANDIDATE_MENU(Home)	IRC_APL_HOME_PAGE

**Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Notifications	Instruction	IRC_MGR_HOME_HEADER1
Jobs Applied For	Instruction	IRC_APL_HOME_HEADER2

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Jobs Applied For	Additional Assignment Details	PER_ASSIGNMENTS
Jobs Applied For	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/JobApplForTbIRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/JobApplForTbIRN	IRC_CM_CAND_DETAILS

## iRecruitment Site Visitor Home Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisHomePG

Description: Site visitor home page.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
IRC_EXT_SITE_VISITOR_MENU(Home)	IRC_VIS_HOME_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Job Search	Instruction	IRC_VIS_QUICK_SEARCH
Job Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Job Search	shortTip	IRC_412135_SALARY_FORMAT

**Flexfields:**

The following table presents a list of flexfields:

***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Job Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

**Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeSideNavRN	IRC_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

## Jobs Applied For Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpJobsApldForPG

Description: Page to enable employee candidates to see the full list of jobs for which they have applied.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### Menu and Function Names

User Menu Name	Function Name
IRC_EMP_CANDIDATE_JOBS_SUB(Jobs Applied For)	IRC_EMP_APPLIED_JOBS_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Page Level	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

## Seeded Function Level Personalizations:

Not applicable.

## Jobs Applied For Page

### Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/JobAppldForPG`

Description: Page to enable registered users to see the full list of jobs for which they have applied.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
IRC_EXT_CANDIDATE_JOBS_SUB(Jobs Applied For)	IRC_APL_APPLY_JOB_DETAILS_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Page Level	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

Not applicable.

## **Job Notifications Page**

### **Document Name:**

`/oracle/apps/per/irc/candidateSelfService/webui/JobNotifsPG`

Description: Page to enable registered users to see their job notifications.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_JOB_NOTIFS_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Notifications	Instruction	IRC_NOTIFS_RECEIVED

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

Not applicable.

## Manager Document Preview Page

### Document Name:

/oracle/apps/per/irc/candidateSearch/webui/MgrDocPreviewPG

Description: Page to enable managers to preview documents uploaded by candidates.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_NAV_DOCUMENT_VIEW

### Configurable Tips and Instructions:

Not applicable.

### Flexfields:

Not applicable.

### Seeded Function Level Personalizations:

Not applicable.

## My Account: Work Preferences

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/ApiWorkPrefPG

Description: Page to enable registered users to enter work preferences as part of My Account

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
IRC_EXT_CAND_MY_ACC_SIDE_ NAV(Work Preferences)	IRC_APL_MY_ACCT_SEARCHES_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Page Level	Instruction	IRC_APL_WORK_PREFS
Page Level	Instruction	IRC_MGR_WORK_PREFS
Page Level	shortTip	IRC_412133_KEYWORDS_FORMAT
Page Level	shortTip	IRC_412135_SALARY_FORMAT

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Page Level	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_EDUQUAL
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_ACCOUNT_REVIEW_PREVEMP
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_EDUQUALS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_APL_PREVEMP_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_EDUQUAL_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_PREVEMP_PAGE

## Person Search Page

### Document Name:

**/oracle/apps/per/irc/candidateSearch/webui/CmPersonSrchPG**

Description: Page to enable managers to search for individual people, for example, by name.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
IRC_MANAGER_CANDIDATE_SUB(Individuals)	IRC_CM_PERSON_SEARCH

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Results	Instruction	IRC_CM_PERSON_SRCH_REFER_HDR

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Results	Person Information	HZ_PERSON_PROFILES

### **Seeded Function Level Personalizations:**

Not applicable.

## **Pursue Consider Reject Candidates For Vacancy Page**

### **Document Name:**

`/oracle/apps/per/irc/candidateSearch/webui/PcrCnd4VacPG`

Description: Page to enable managers to pursue, consider or reject a candidate.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_PCR_CAND4VAC_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Pursue Consider Reject Candidate(s)	Instruction	IRC_CM_PCR_HDR
Candidate List	Instruction	IRC_CM_PCR_INST_TXT

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Candidate List	Additional Personal Details	PER_PEOPLE
Candidate List	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/ webui/SubmitCnclBarRN	IRC_VIS_APPLY_REGISTER_PAGE

## **Referrals Page**

### **Document Name:**

**/oracle/apps/per/irc/candidateSearch/webui/CmReferPG**

Description: Page to enable managers to refer candidates to other managers or recruiters.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_REFERER

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Refer Prospects	Instruction	IRC_CM_REFERER_HDR

## Flexfields:

Not applicable.

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

Document Name	Level Value
/oracle/apps/per/irc/candidateSearch/webui/CmReferSCRN	IRC_APL_REFERER
/oracle/apps/per/irc/candidateSearch/webui/CmReferSCRN	IRC_CM_REFERER

## Recruiting Site Flex Page

### Document Name:

/oracle/apps/per/irc/posting/webui/RecSiteMaintFxPG

Description: Flexfield page to enable a manager to enter additional details for a recruiting site.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_REC_SITE_MAINTAINFLEX_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Additional Recruiting Site Information	Additional Recruiting Site Information	IRC_ALL_RECRUITING_SITES

## Seeded Function Level Personalizations:

Not applicable.

## Recruiting Site Page

### Document Name:

`/oracle/apps/per/irc/posting/webui/RecSiteMaintPG`

Description: Page to enable managers to enter details of external recruiting sites to which they can submit job postings.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
IRC_ADVANCED_MANAGER_MENU(Recruiting Sites)	IRC_REC_SITE_MAINTAIN_PAGE

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Job Posting Vendor Details	Additional Recruiting Site Information	IRC_ALL_RECRUITING_SITES

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

Document Name	Level Value
/oracle/apps/per/irc/common/webui/SubmitCnclBarRN	IRC_VIS_APPLY_REGISTER_PAGE

## Registered User Save Search Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplSaveSrchPG

Description: Page to enable registered users to save the criteria of a job search.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accesible from a menu	IRC_EMP_APL_SAVE_SEARCH_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Page Level	Instruction	IRC_APL_CREATE_SV_SRCH_HDR

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

## **Registered User Save Search Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplUpdSaveSrchPG

Description: Page to enable registered users to save the criteria of a job search.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_EMP_UPD_SAVE_SEARCH_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Page Level	Instruction	IRC_APL_UPD_SV_SRCH_HDR

**Flexfields:**

Not applicable.

**Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

***Seeded Function Level Personalizations***

Document Name	Level Value
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

**Registered User Save Search Page****Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplSaveSrchPG

Description: Page to enable registered users to save the criteria of a job search.

**Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

***Menu and Function Names***

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SAVE_SEARCH_PAGE

**Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

***Configurable Tips and Instructions***

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_CREATE_SV_SRCH_HDR

**Flexfields:**

Not applicable.

**Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/AplSaveSrchPG	IRC_APL_SAVE_SEARCH_PAGE
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

## **Registered User View Save Search Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplVwSrchesPG

Description: Page to enable registered users to view the job searches they have saved.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### **Menu and Function Names**

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_VIEW_SAVED_SEARCHES

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### **Configurable Tips and Instructions**

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Personal Job Search Views	Instruction	IRC_APL_YOUR_SAVED_SEARCHES

### **Flexfields:**

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Personal Job Search Views	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/ApIVwSrchesRegRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/ApIVwSrchesTblRN	IRC_APL_MY_ACCT_SEARCHES_PAGE

### **Registered User Save Search Page**

#### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplUpdSaveSrchPG

Description: Page to enable registered users to update the criteria of a saved job search.

#### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_APL_UPD_SAVE_SEARCH_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Page Level	Instruction	IRC_APL_UPD_SV_SRCH_HDR

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

## **Registered User View Save Search Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplVwSrchesPG

Description: Page to enable registered users to view the job searches they have saved.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_EMP_VIEW_SAVED_SEARCHES

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Personal Job Search Views	Instruction	IRC_APL_YOUR_SAVED_SEARCHES

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Personal Job Search Views	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

Not applicable.

## **Vacancy Approve Page**

### **Document Name:**

*/oracle/apps/per/irc/vacancy/webui/VacApprovePG*

Description: Page to enable people approving new or changed vacancies to see the vacancy details.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VACANCY_APPROVE

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

The following table presents a list of flexfields:

**Flexfields**

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Primary Details	People Group Flexfield	GRP
Primary Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	Additional Vacancy Details	PER_VACANCIES
Compensation Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	Additional Posting Content Details	IRC_POSTING_CONTENTS

**Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

## Vacancy Cancel Page

### Document Name:

**/oracle/apps/per/irc/vacancy/webui/VacCancelPG**

Description: Page displayed when an action is cancelled.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_CANCEL

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Warning	Instruction	IRC_CANCEL_VACANCY

## Flexfields:

Not applicable.

## Seeded Function Level Personalizations:

Not applicable.

## Vacancy Edit Details Page

### Document Name:

`/oracle/apps/per/irc/vacancy/webui/VacEditDetsPG`

Description: Page to enable a manager to update the primary details of a vacancy.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_DET_EDIT

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Update Vacancy: Primary Details	Instruction	IRC_REQ_DETAILS_HEADER
Overview	shortTip	IRC_VAC_EMP_CON_TIP
Compensation Information	shortTip	IRC_412060_MIN_SALARY_FORMAT
Compensation Information	shortTip	IRC_412061_MAX_SALARY_FORMAT

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Overview	People Group Flexfield	GRP
Overview	Additional Vacancy Details	PER_VACANCIES
Compensation Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/ReqDetsStkRN	IRC_VAC_DETS_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqDetsStkRN	IRC_VAC_DETS_NEW
/oracle/apps/per/irc/vacancy/webui/ReqOverviewDCRN	IRC_VAC_DETS_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqOverviewDCRN	IRC_VAC_DETS_NEW
/oracle/apps/per/irc/vacancy/webui/ReqTravelDCRN	IRC_VAC_DETS_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqTravelDCRN	IRC_VAC_DETS_NEW

## **Vacancy Edit Posting Page**

### **Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacEditPostingPG

Description: Page to enable a manager to update the job posting for a vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### **Menu and Function Names**

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VAC_POST_EDIT

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### **Configurable Tips and Instructions**

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Update Vacancy: Job Posting	Instruction	IRC_POSTINGS_HEADER
Update Vacancy: Job Posting	shortTip	IRC_REQ_IMAGE_URL_TIP

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Update Vacancy: Job Posting	Additional Posting Content Details	IRC_POSTING_CONTENTS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_NEW

## Vacancy Edit Review Page

### Document Name:

/oracle/apps/per/irc/vacancy/webui/VacEditRevPG

Description: Page to enable managers to review the vacancy they create.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_REVIEW_EDIT

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Update Vacancy: Review	Instruction	IRC_REQ_REVIEW_HEADER

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Primary Details	People Group Flexfield	GRP
Primary Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	Additional Vacancy Details	PER_VACANCIES
Vacancy Criteria Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Compensation Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	Additional Posting Content Details	IRC_POSTING_CONTENTS

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

## **Vacancy Edit Skills Page**

### **Document Name:**

**/oracle/apps/per/irc/vacancy/webui/VacEditSklsPG**

Description: Page to enable managers to update the skills and qualifications required for a vacancy.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_SKILLS_EDIT

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Update Vacancy: Skills and Qualifications	Instruction	IRC_REQ_SKILLS_HEADER

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Qualifications	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/VacSklsTblRN	IRC_CM_CAN4VAC_ADV_SEARCH
/oracle/apps/per/irc/vacancy/webui/VacSklsTblRN	IRC_CM_CANDIDATE_SEARCH
/oracle/apps/per/irc/vacancy/webui/VacSklsTblRN	IRC_VAC_SKILLS_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsTblRN	IRC_VAC_SKILLS_EDIT

## **Vacancy Edit Team Page**

### **Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacEditTeamPG

Description: Page to enable managers to update the security for a vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### **Menu and Function Names**

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VAC_TEAM_EDIT

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### **Configurable Tips and Instructions**

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Recruiting Team	Instruction	IRC_REQ_TEAM_HEADER
Recruiting Team	Instruction	IRC_REQ_TEAM_HEADER

### **Flexfields:**

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Recruiter Details	Additional Vacancy Details	PER_VACANCIES
Security Method	Additional Vacancy Details	PER_VACANCIES
Security Method	Additional Vacancy Details	PER_VACANCIES

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/RecrDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/per/irc/vacancy/webui/SecTeamDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/per/irc/vacancy/webui/SecTeamDetsRN	IRC_VAC_TEAM_NEW

## **Vacancy New Details Page**

### **Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacNewDetsPG

Description: Page to enable managers to enter the primary details for a vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VAC_DETTS_NEW

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Create Vacancy: Primary Details	Instruction	IRC_REQ_DETAILS_HEADER
Overview	shortTip	IRC_VAC_EMP_CON_TIP
Compensation Information	shortTip	IRC_412060_MIN_SALARY_FORMAT
Compensation Information	shortTip	IRC_412061_MAX_SALARY_FORMAT

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Overview	People Group Flexfield	GRP
Overview	Additional Vacancy Details	PER_VACANCIES
Compensation Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/ReqDetsStkRN	IRC_VAC_DETS_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqDetsStkRN	IRC_VAC_DETS_NEW
/oracle/apps/per/irc/vacancy/webui/ReqOverviewDCRN	IRC_VAC_DETS_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqOverviewDCRN	IRC_VAC_DETS_NEW
/oracle/apps/per/irc/vacancy/webui/ReqTravelDCRN	IRC_VAC_DETS_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqTravelDCRN	IRC_VAC_DETS_NEW

## **Vacancy New Posting Page**

### **Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacNewPostingPG

Description: Page to enable managers to create a job posting for a vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### **Menu and Function Names**

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VAC_POST_NEW

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### **Configurable Tips and Instructions**

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Create Vacancy: Job Posting	Instruction	IRC_POSTINGS_HEADER
Create Vacancy: Job Posting	shortTip	IRC_REQ_IMAGE_URL_TIP

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Create Vacancy: Job Posting	Additional Posting Content Details	IRC_POSTING_CONTENTS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_NEW

## Vacancy New Skills Page

### Document Name:

/oracle/apps/per/irc/vacancy/webui/VacNewSkillsPG

Description: Page to enable managers to enter the skills and qualifications required for a vacancy.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_SKILLS_NEW

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Create Vacancy: Skills and Qualifications	Instruction	IRC_REQ_SKILLS_HEADER

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Qualifications	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/ webui/VacSklsTblRN	IRC_CM_CAN4VAC_ADV_SEARCH
/oracle/apps/per/irc/vacancy/ webui/VacSklsTblRN	IRC_CM_CANDIDATE_SEARCH
/oracle/apps/per/irc/vacancy/ webui/VacSklsTblRN	IRC_VAC_SKILLS_NEW
/oracle/apps/per/irc/vacancy/ webui/VacSklsTblRN	IRC_VAC_SKILLS_EDIT

## **Vacancy New Review Page**

### **Document Name:**

**/oracle/apps/per/irc/vacancy/webui/VacNewRevPG**

Description: Page to enable managers to review an updated vacancy.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_REVIEW_NEW

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Create Vacancy: Review	Instruction	IRC_REQ_REVIEW_HEADER

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Primary Details	People Group Flexfield	GRP
Primary Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	Additional Vacancy Details	PER_VACANCIES
Vacancy Criteria Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Compensation Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	Additional Posting Content Details	IRC_POSTING_CONTENTS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/ webui/VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/ webui/VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/ webui/VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/ webui/VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/ webui/VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/ webui/VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/ webui/VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/ webui/VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/ webui/VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTbIRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTbIRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTbIRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTbIRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTbIRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTbIRN	IRC_VAC_REVIEW_EDIT

# Vacancy New Team Page

## Document Name:

*/oracle/apps/per/irc/vacancy/webui/VacNewTeamPG*

Description: Page to enable managers to set the security for their vacancy, for example by defining a recruiting team.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_TEAM_NEW

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Recruiting Team	Instruction	IRC_REQ_TEAM_HEADER
Recruiting Team	Instruction	IRC_REQ_TEAM_HEADER

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Create Vacancy: Enter Team Details	Additional Vacancy Details	PER_VACANCIES
Security Method	Additional Vacancy Details	PER_VACANCIES
Security Method	Additional Vacancy Details	PER_VACANCIES

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/RectrDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/per/irc/vacancy/webui/SecTeamDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/per/irc/vacancy/webui/SecTeamDetsRN	IRC_VAC_TEAM_NEW

## **Vacancy Posting Page**

### **Document Name:**

/oracle/apps/per/irc/vacancy/webui/ReqPostingPG

Description: Page to enable managers to create and update job postings.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### **Menu and Function Names**

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_REQ_JOB_POSTING

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

#### **Configurable Tips and Instructions**

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Create Requisition: Job Posting	Instruction	IRC_POSTINGS_HEADER
Create Requisition: Job Posting	shortTip	IRC_REQ_IMAGE_URL_TIP

### **Flexfields:**

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Create Requisition: Job Posting	Additional Posting Content Details	IRC_POSTING_CONTENTS

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_NEW

## **Vacancy Search Page**

### **Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacSrchPG

Description: Page to enable managers to search for vacancies.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
IRC_MANAGER_APPL(Vacancies)	IRC_CM_VACANCY_SEARCH

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Vacancy Details	PER_VACANCIES

### **Seeded Function Level Personalizations:**

Not applicable.

## **Vacancy Skills Flex Page**

### **Document Name:**

`/oracle/apps/per/irc/vacancy/webui/VacSklsFxPG`

Description: Flexfield page to enable a manager to enter additional skills information for a vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VAC_SKILLS_FLEX_PAGE

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Page Level	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

### **Seeded Function Level Personalizations:**

Not applicable.

## **Vacancy View External Posting Page**

### **Document Name:**

*/oracle/apps/per/irc/vacancy/webui/VacVwExtPostngPG*

Description: Page to enable managers to preview external job postings.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VAC_PREV_EXT_POST

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Preview Job Posting	Additional Posting Content Details	IRC_POSTING_CONTENTS

### **Seeded Function Level Personalizations:**

Not applicable.

# Vacancy View Internal Posting Page

## Document Name:

/oracle/apps/per/irc/vacancy/webui/VacVwIntPostngPG

Description: Page to enable a manager to preview a job posting.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_PREV_INT_POST

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Description	Additional Vacancy Details	PER_VACANCIES
Description	Additional Posting Content Details	IRC_POSTING_CONTENTS
Description	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTbIRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

## Vacancy View Page

### Document Name:

/oracle/apps/per/irc/vacancy/webui/VacVwPG

Description: Vacancy details review page.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VAC_VIEW

### Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Primary Details	People Group Flexfield	GRP
Primary Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	Additional Vacancy Details	PER_VACANCIES
Compensation Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	Additional Posting Content Details	IRC_POSTING_CONTENTS

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/vacancy/webui/VacVwStkRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

## Visitor Advanced Search Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisAdJobSchPG

Description: Page to enable visitors to perform an advanced job search.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_ADV_JOB_SEARCH_PAGE

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Advanced Search	Instruction	FND_INQUIRIES_GO
Advanced Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Advanced Search	shortTip	IRC_LOC_EXAMPLE
Advanced Search	shortTip	IRC_412135_SALARY_FORMAT

### Flexfields:

The following table presents a list of flexfields:

### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Advanced Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Posting Content Details	IRC_POSTING_CONTENTS
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### **Seeded Function Level Personalizations:**

Not applicable.

## **Visitor Confirm Page**

### **Document Name:**

*/oracle/apps/per/irc/candidateSelfService/webui/VisConfirmPG*

Description: Page displayed to confirm the candidate registration.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VIS_CONFIRM_PAGE

### **Configurable Tips and Instructions:**

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Confirmation	Instruction	IRC_VIS_CONFIRM1
Confirmation	Instruction	IRC_VIS_CONFIRM2
Email Preferences	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION
Site Preferences	shortTip	IRC_APL_ALLOW_SEARCH_INST

### **Flexfields:**

The following table presents a list of flexfields:

#### ***Flexfields***

<b>Region Name</b>	<b>Flexfield Name</b>	<b>Flexfield Code</b>
Email Preferences	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

## **Visitor Job Basket Page**

### **Document Name:**

**/oracle/apps/per/irc/candidateSelfService/webui/VisJobBsktPG**

Description: Job basket page for visitor.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
IRC_EXT_SITE_VISITOR_GLOBAL(Job Basket)	IRC_VIS_JOB_BASKET_PAGE

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

### Flexfields:

The following table presents a list of flexfields:

#### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Job Basket	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### **Seeded Function Level Personalizations**

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/candidateSelfService/webui/VisJobBsktRN	IRC_VIS_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisJobBsktRN	IRC_EMP_VIS_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisJobBasketTblRN	IRC_VIS_JOB_BASKET_PAGE

## **Visitor Login on Apply Page**

### **Document Name:**

**/oracle/apps/per/irc/candidateSelfService/webui/VisApplyLoginPG**

Description: Page to enable site visitors to log in when applying for a vacancy.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### **Menu and Function Names**

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VIS_APPLY_LOGIN_PAGE

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/VisAplyLoginPG	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

## Visitor Password Page

### Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisPasswordPG

Description: Page to enable registered users to request that their password is reset.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_PASSWORD_PAGE

## Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

### ***Configurable Tips and Instructions***

<b>Region Name</b>	<b>Tip Type</b>	<b>Message Name</b>
Reset Password	Instruction	IRC_VIS_PASSWORD_EMAIL

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

## **Visitor Registration on Apply Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/VisApplyRegPG

Description: Visitor registration page.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
Not directly accessible from a menu	IRC_VIS_APPLY_REGISTER_PAGE

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/SubmitCnclBarRN	IRC_VIS_APPLY_REGISTER_PAGE

## **Visitor Registration Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/VisRegisterPG

Description: Page to enable site visitors to register for iRecruitment.

### **Menu and Function Names:**

This module can be accessed from the following menus and functions presented in the table:

#### ***Menu and Function Names***

<b>User Menu Name</b>	<b>Function Name</b>
IRC_EXT_SITE_VISITOR_HOME_SUB(Registration)	IRC_VIS_REGISTER_PAGE

### **Configurable Tips and Instructions:**

Not applicable.

### **Flexfields:**

Not applicable.

### **Seeded Function Level Personalizations:**

The following table presents a list of seeded function level personalizations:

#### ***Seeded Function Level Personalizations***

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/common/webui/SubmitCnclBarRN	IRC_VIS_APPLY_REGISTER_PAGE

## **Visitor Search Page**

### **Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/VisJobSchPG

Description: Page to enable visitors to perform a job search.

### Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

#### *Menu and Function Names*

User Menu Name	Function Name
IRC_EXT_SITE_VISITOR_JOBS_SUB(Available Jobs)	IRC_VIS_JOB_SEARCH_PAGE

### Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

#### *Configurable Tips and Instructions*

Region Name	Tip Type	Message Name
Search	Instruction	IRC_VIS_QUICK_SEARCH
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT
Search	shortTip	IRC_LOC_EXAMPLE

### Flexfields:

The following table presents a list of flexfields:

#### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Search	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Additional Posting Content Details	IRC_POSTING_CONTENTS
Results	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

### Seeded Function Level Personalizations:

Not applicable.

# Visitor Vacancy Display Page

## Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisVacDispPG

Description: Page to enable a site visitor to display the details of a vacancy.

## Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

### *Menu and Function Names*

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_VAC_DISPLAY

## Configurable Tips and Instructions:

Not applicable.

## Flexfields:

The following table presents a list of flexfields:

### *Flexfields*

Region Name	Flexfield Name	Flexfield Code
Description	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	Additional Posting Content Details	IRC_POSTING_CONTENTS
Skills	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

## Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

### *Seeded Function Level Personalizations*

<b>Document Name</b>	<b>Level Value</b>
/oracle/apps/per/irc/ candidateSelfService/webui/ VacDispStkRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/ webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/ webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/ webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

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## Extending iRecruitment

### Extending iRecruitment

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

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

#### Can I configure the existing notifications in iRecruitment?

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

#### Can I customize the color schemes for hosted iRecruitment sites?

Oracle iRecruitment provides profile options to define different presentation schemes for your recruiting sites. You can define the colors used for the text, foreground, and background for your iRecruitment sites.

#### Can I generate recruitment letters for candidates and applicants?

You can use Oracle HRMS and Web Applications Desktop Integrator (Web ADI) to generate different recruitment letters. You can generate:

- Acknowledgement letter for all active applications.
- Confirmation letters for interviews.
- Offer and rejection letters.

If you are using Oracle HRMS, you can issue standard letters to applicants when their application status changes. For example, you can issue a first interview letter when an applicant's assignment status is changed to First Interview.

# Extending iRecruitment

## Workflow Business Events

Workflow business events are trigger points in an application which can be used to drive custom code, for example, workflow notifications, and other workflow processes.

iRecruitment allows you to use workflow business events to define your processing logic. For example, you may choose to create a workflow process to send a notification to a candidate on receipt of an application. Alternatively, you could create a workflow process to notify an HR manager if a vacancy is created.

For more information on the Oracle Workflow Builder and business events, see the following sections in the Oracle Workflow Guide (available on Oracle MetaLink):

- Introduction to Oracle Workflow
- Using Oracle Workflow Builder
- Managing Business Events

Oracle provides workflow business events for all APIs used in iRecruitment.

- For a list of iRecruitment business events, see Business Events in iRecruitment, page 6-2

The names of the workflow business events are structured as follows:

- oracle.apps.<product>.<subproduct>.api.<object>.<event>
- For example, oracle.apps.per.api.vacancy.create\_vacancy  
or, oracle.apps.per.irc.api.party.create\_us

**Note:** You can also display the list of events using the Workflow Administrator Event Manager responsibility. Select the Find Event Groups function and search for events with the name oracle.apps.per%.

- For a list of iRecruitment APIs, see Publicly Callable Business Process APIs in iRecruitment, page 6-8

The business events are triggered at the same time as the After Process API user hook. The business event is also able to use all of the data passed to the After Process API user hook.

## Workflow Business Events and XML Data

You may choose to include XML data in your workflow processes. This enables you to customize a notification to include a specific vacancy name, for example. The XML data is passed to the workflow business event using the event message (notification). To include XML in your notifications, you include the Get XML Value function in your workflow process.

See: Using Workflow Business Events, page 6-13

## Business Events in iRecruitment

The following table lists all the business events supplied with Oracle iRecruitment. For further information on using business events see: Workflow Business Events, page 6-13

**Business Events supplied with Oracle iRecruitment**

<b>Name</b>	<b>Internal Name</b>
Update Apl Details	oracle.apps.per.api.application.update_apl_details
Accept Apl Asg	oracle.apps.per.api.assignment.accept_apl_asg
Activate Apl Asg	oracle.apps.per.api.assignment.activate_apl_asg
Activate Emp Asg	oracle.apps.per.api.assignment.activate_emp_asg
Actual Termination Emp Asg	oracle.apps.per.api.assignment.actual_termination_emp_asg
Create Secondary Apl Asg	oracle.apps.per.api.assignment.create_secondary_apl_asg
Create Secondary Emp Asg	oracle.apps.per.api.assignment.create_secondary_emp_asg
Final Process Emp Asg	oracle.apps.per.api.assignment.final_process_emp_asg
Interview1 Apl Asg	oracle.apps.per.api.assignment.interview1_apl_asg
Interview2 Apl Asg	oracle.apps.per.api.assignment.interview2_apl_asg
Offer Apl Asg	oracle.apps.per.api.assignment.offer_apl_asg
Set New Primary Asg	oracle.apps.per.api.assignment.set_new_primary_asg
Suspend Emp Asg	oracle.apps.per.api.assignment.suspend_emp_asg
Terminate Apl Asg	oracle.apps.per.api.assignment.terminate_apl_asg
Update Apl Asg	oracle.apps.per.api.assignment.update_apl_asg
Update Emp Asg	oracle.apps.per.api.assignment.update_emp_asg
Update Emp Asg Criteria	oracle.apps.per.api.assignment.update_emp_asg_criteria
Copy Competencies	oracle.apps.per.api.competence_element.copy_competencies
Create Competence Element	oracle.apps.per.api.competence_element.create_competence_element
Delete Competence Element	oracle.apps.per.api.competence_element.delete_competence_element
Maintain Student Comp Element	oracle.apps.per.api.competence_element.maintain_student_comp_element

<b>Name</b>	<b>Internal Name</b>
Update Competence Element	oracle.apps.per.api.competence_element.update_competence_element
Update Delivered Dates	oracle.apps.per.api.competence_element.update_delivered_dates
Update Personal Comp Element	oracle.apps.per.api.competence_element.update_personal_comp_element
Create Attended Estab	oracle.apps.per.api.estab_attendances.create_attended_estab
Delete Attended Estab	oracle.apps.per.api.estab_attendances.delete_attended_estab
Update Attended Estab	oracle.apps.per.api.estab_attendances.update_attended_estab
Update Person	oracle.apps.per.api.person.update_person
Create Person Address	oracle.apps.per.api.person_address.create_person_address
Update Pers Addr With Style	oracle.apps.per.api.person_address.update_pers_addr_with_style
Update Person Address	oracle.apps.per.api.person_address.update_person_address
Create Phone	oracle.apps.per.api.phone.create_phone
Delete Phone	oracle.apps.per.api.phone.delete_phone
Update Phone	oracle.apps.per.api.phone.update_phone
Create Prev Job Extra Info	oracle.apps.per.api.previous_employment_api.create_prev_job_extra_info
Create Previous Employer	oracle.apps.per.api.previous_employment_api.create_previous_employer
Create Previous Job	oracle.apps.per.api.previous_employment_api.create_previous_job
Create Previous Job Usage	oracle.apps.per.api.previous_employment_api.create_previous_job_usage
Delete Prev Job Extra Info	oracle.apps.per.api.previous_employment_api.delete_prev_job_extra_info
Delete Previous Employer	oracle.apps.per.api.previous_employment_api.delete_previous_employer
Delete Previous Job	oracle.apps.per.api.previous_employment_api.delete_previous_job

<b>Name</b>	<b>Internal Name</b>
Delete Previous Job Usage	oracle.apps.per.api.previous_employment_api.delete_previous_job_usage
Update Prev Job Extra Info	oracle.apps.per.api.previous_employment_api.update_prev_job_extra_info
Update Previous Employer	oracle.apps.per.api.previous_employment_api.update_previous_employer
Update Previous Job	oracle.apps.per.api.previous_employment_api.update_previous_job
Update Previous Job Usage	oracle.apps.per.api.previous_employment_api.update_previous_job_usage
Create Qualification	oracle.apps.per.api.qualifications.create_qualification
Delete Qualification	oracle.apps.per.api.qualifications.delete_qualification
Update Qualification	oracle.apps.per.api.qualifications.update_qualification
Create Rec Activity For	oracle.apps.per.api.rec_activity_for.create_rec_activity_for
Delete Rec Activity For	oracle.apps.per.api.rec_activity_for.delete_rec_activity_for
Update Rec Activity For	oracle.apps.per.api.rec_activity_for.update_rec_activity_for
Create Recruitment Activity	oracle.apps.per.api.recruitment_activity.create_recruitment_activity
Delete Recruitment Activity	oracle.apps.per.api.recruitment_activity.delete_recruitment_activity
Update Recruitment Activity	oracle.apps.per.api.recruitment_activity.update_recruitment_activity
Create Requisition	oracle.apps.per.api.requisitions.create_requisition
Delete Requisition	oracle.apps.per.api.requisitions.delete_requisition
Update Requisition	oracle.apps.per.api.requisitions.update_requisition
Create Vacancy	oracle.apps.per.api.vacancy.create_vacancy
Delete Vacancy	oracle.apps.per.api.vacancy.delete_vacancy
Update Vacancy	oracle.apps.per.api.vacancy.update_vacancy
Create Irc Asg Status	oracle.apps.per.irc.api.asg_status.create_irc_asg_status

<b>Name</b>	<b>Internal Name</b>
Delete Irc Asg Status	oracle.apps.per.irc.api.asg_status.delete_irc_asg_status
Update Irc Asg Status	oracle.apps.per.irc.api.asg_status.update_irc_asg_status
Create Default Posting	oracle.apps.per.irc.api.default_posting.create_default_posting
Delete Default Posting	oracle.apps.per.irc.api.default_posting.delete_default_posting
Update Default Posting	oracle.apps.per.irc.api.default_posting.update_default_posting
Create Document	oracle.apps.per.irc.api.document_api.create_document
Delete Document	oracle.apps.per.irc.api.document_api.delete_document
Update Document	oracle.apps.per.irc.api.document_api.update_document
Create Job Basket Item	oracle.apps.per.irc.api.job_basket_items.create_job_basket_item
Delete Job Basket Item	oracle.apps.per.irc.api.job_basket_items.delete_job_basket_item
Create Notification Prefs	oracle.apps.per.irc.api.notification_prefs.create_notification_prefs
Delete Notification Prefs	oracle.apps.per.irc.api.notification_prefs.delete_notification_prefs
Update Notification Prefs	oracle.apps.per.irc.api.notification_prefs.update_notification_prefs
Create Registered User	oracle.apps.per.irc.api.party.create_registered_user
Create User	oracle.apps.per.irc.api.party.create_user
Registered User Application	oracle.apps.per.irc.api.party.registered_user_application
Update Registered User	oracle.apps.per.irc.api.party.update_registered_user
Create Posting Content	oracle.apps.per.irc.api.posting_content.create_posting_content
Delete Posting Content	oracle.apps.per.irc.api.posting_content.delete_posting_content

<b>Name</b>	<b>Internal Name</b>
Update Posting Content	oracle.apps.per.irc.api.posting_content.update_posting_content
Create Rec Team Member	oracle.apps.per.irc.api.rec_team_members.create_rec_team_member
Delete Rec Team Member	oracle.apps.per.irc.api.rec_team_members.delete_rec_team_member
Update Rec Team Member	oracle.apps.per.irc.api.rec_team_members.update_rec_team_member
Delete Recruiting Site	oracle.apps.per.irc.api.recruiting_sites.delete_recruiting_site
Update Recruiting Site	oracle.apps.per.irc.api.recruiting_sites.update_recruiting_site
Create Saved Search	oracle.apps.per.irc.api.search_criteria.create_saved_search
Create Vacancy Criteria	oracle.apps.per.irc.api.search_criteria.create_vacancy_criteria
Delete Saved Search	oracle.apps.per.irc.api.search_criteria.delete_saved_search
Delete Vacancy Criteria	oracle.apps.per.irc.api.search_criteria.delete_vacancy_criteria
Update Saved Search	oracle.apps.per.irc.api.search_criteria.update_saved_search
Update Vacancy Criteria	oracle.apps.per.irc.api.search_criteria.update_vacancy_criteria
Create Vacancy Consideration	oracle.apps.per.irc.api.vacancy_considerations.create_vacancy_consideration
Delete Vacancy Consideration	oracle.apps.per.irc.api.vacancy_considerations.delete_vacancy_consideration
Update Vacancy Consideration	oracle.apps.per.irc.api.vacancy_considerations.update_vacancy_consideration
Create Variable Compensation	oracle.apps.per.irc.api.variable_comp_element.create_variable_compensation
Delete Variable Compensation	oracle.apps.per.irc.api.variable_comp_element.delete_variable_compensation

## Publicly Callable Business Process APIs in iRecruitment

Application Programmatic Interfaces (APIs) are a logical grouping of all external process routines. The Oracle HRMS API strategy delivers a set of PL/SQL packages procedures and functions that provide an open interface to the database.

See: APIs in Oracle HRMS, *Implementing Oracle HRMS*. See also the *Oracle Applications System Administrator's Guide*.

See also:

- Publicly Callable Business Process APIs in HRMS, *Configuring, Reporting, and System Administration in Oracle HRMS*
- Publicly Callable Business Process APIs in Oracle Training Administration, *Implementing Oracle Training Administration*
- Publicly Callable Business Process APIs in Oracle Time and Labor, *Implementing Oracle Time & Labor*

The following table shows the APIs delivered with Oracle iRecruitment.

### ***Business Process APIs in iRecruitment***

<b>Package Name</b>	<b>File Name</b>	<b>Business Process</b>	<b>Supported Legislation by Data Pump</b>	
hr_application_api	peaplapi	update_apl_details	No	WW
hr_assignment_api	peasgapi	create_secondary_apl_asg, update_apl_asg	No	WW
hr_competence_element_api	pecelapi	create_competence_element, delete_competence_element	Yes*	WW
hr_person_api	peperapi	update_person		WW
hr_phone_api	pephnapi	create_phone, update_phone	Yes	WW
hr_phone_api	pephnapi	delete_phone	No	WW
hr_previous_employment_api	pepemapi	create_previous_employer, create_previous_job, delete_previous_employer, delete_previous_job, update_previous_employer, update_previous_job	No	WW

<b>Package Name</b>	<b>File Name</b>	<b>Business Process</b>	<b>Supported Legislation by Data Pump</b>	
irc_party_api	irhzpapi.pkh	create_registered_user, update_registered_user, registered_user_application, create_user	No	WW
irc_asg_status_api	iriasapi.pkh	create_irc_asg_status, update_irc_asg_status, delete_irc_asg_status	No	WW
irc_document_api	iridoapi.pkh	synchronize_index, create_document, update_document, delete_document	No	WW
irc_default_posting_api	iridpapi.pkh	create_default_posting, update_default_posting, delete_default_posting	No	WW
irc_notification_prefs_api	irinpapi.pkh	create_notification_prefs, update_notification_prefs, delete_notification_prefs	No	WW
irc_posting_content_api	iripcapi.pkh	synchronize_index, create_posting_content, update_posting_content, delete_posting_content	No	WW
irc_search_criteria_api	iriscapi.pkh	create_saved_search, update_saved_search, delete_saved_search, create_vacancy_criteria, update_vacancy_criteria, delete_vacancy_criteria	No	WW
irc_vacancy_considerations_api	irivcapi.pkh	create_vacancy_consideration, update_vacancy_consideration, delete_vacancy_consideration	No	WW
irc_job_basket_items_api	irjbiapi	create_job_basket_item, delete_job_basket_item	No	WW

Package Name	File Name	Business Process	Supported Legislation by Data Pump	
irc_rec_team_members_api	irrtmapi	create_rec_team_member, update_rec_team_member, delete_rec_team_member	No	WW
irc_variable_comp_element_api	irvceapi	create_variable_compensation, delete_variable_compensation	No	WW
per_estab_attendances_api	peesaaapi	create_attended_estab, update_attended_estab, delete_attended_estab	No	WW
per_qualifications_api	pequaapi	create_qualification, update_qualification, delete_qualification	No	WW
per_recruitment_activity_api	peraaapi	create_recruitment_activity, update_recruitment_activity, delete_recruitment_activity	No	WW
per_rec_activity_for_api	percfapi	create_rec_activity_for, update_rec_activity_for, delete_rec_activity_for	No	WW
per_requisitions_api	pereqapi	create_requisition, update_requisition, delete_requisition	No	WW
per_vacancy_api	pevacapi	create_vacancy, update_vacancy, delete_vacancy	No	WW

\* CREATE\_COMPETENCE\_ELEMENT is supported by Data Pump only when the type = COMPETENCE\_USAGE; that is, when categorizing competences under the relevant competence categories.

**Note:** The per\_xx\_api packages (with the exception of per\_qualifications\_api) are supported in iRecruitment but will not be included in HRMS until Family Pack D which is released in November 2002. The per\_qualifications\_api package is already supported in HRMS.

### Key to Localization Codes

- AU - Australia

- BE - Belgium
- CA - Canada
- FD - US Federal
- FR - France
- HK - Hong Kong
- IE - Ireland
- IT - Italy
- JP - Japan
- NL - Netherlands
- NZ - New Zealand
- SG - Singapore
- UK - United Kingdom
- US - United States
- WW - All Legislations

## Predefined Notifications

There are a number of predefined notifications supplied with iRecruitment. These notifications are sent when certain actions occur in iRecruitment, for example when a manager refers a candidate to another manager.

To edit the content of these notification messages log on to the application using an Application Developer responsibility use the Messages window.

### Daily e-mail to candidates about new vacancies

IRC\_EMAIL\_SEEKERS\_SUBJECT  
 IRC\_EMAIL\_SEEKERS\_INTRODUCTION  
 IRC\_EMAIL\_SEEKERS\_CONCLUSION

### Manager refers candidates to other managers

IRC\_CM\_REFER\_MSG\_SUBJECT  
 IRC\_CM\_REFER\_MSG\_HEADER  
 IRC\_CM\_REFER\_MSG\_FOOTER

### Daily e-mail to managers about candidates matching their vacancies

IRC\_EMAIL\_RECRUITER\_SUBJECT  
 IRC\_EMAIL\_RECRUITER\_INTRO  
 IRC\_EMAIL\_RECRUITER\_CONCLUSION

### **Candidate refers a vacancy to another candidate**

IRC\_VAC\_REFER\_MSG\_SUBJECT  
IRC\_VAC\_REFER\_MSG\_HEADER  
IRC\_VAC\_REFER\_MSG\_FOOTER

### **Manager pursues a candidate**

IRC\_PURSUE\_SEEKER\_SUBJECT  
IRC\_PURSUE\_SEEKER\_INTRO  
IRC\_PURSUE\_SEEKER\_CONC

### **A vacancy is submitted for approval**

IRC\_VACANCY\_APPROVAL\_SUBJECT  
IRC\_VACANCY\_APPROVAL\_TEXT  
IRC\_VACANCY\_APPROVAL\_HTML

### **A vacancy has been approved**

IRC\_VACANCY\_APPROVED\_SUBJECT  
IRC\_VACANCY\_APPROVED\_TEXT  
IRC\_VACANCY\_APPROVED\_HTML

### **A vacancy approval request is returned for correction**

IRC\_VACANCY\_CORRECTION\_SUBJECT  
IRC\_VACANCY\_CORRECTION\_TEXT  
IRC\_VACANCY\_CORRECTION\_HTML

### **A vacancy approval request is rejected**

IRC\_VACANCY\_REJECT\_SUBJECT  
IRC\_VACANCY\_REJECT\_TEXT  
IRC\_VACANCY\_REJECT\_HTML

### **General e-mail to candidates**

IRC\_SEEKER\_INFO\_NOTE\_SUBJECT  
IRC\_SEEKER\_INFO\_NOTE\_TEXT  
IRC\_SEEKER\_INFO\_NOTE\_HTML

### **New password is sent to a candidate**

IRC\_VIS\_NEW\_PASSWORD\_TITLE  
IRC\_VIS\_NEW\_PASSWORD\_TEXT

## Using Workflow Business Events

Oracle provides a sample workflow process in the workflow item type IRC\_EVT (iRecruitment Business Events). The Create Vacancy Sample Process within this item type can be triggered whenever a vacancy is created and a notification is sent to a specified user to inform them that the event has taken place.

Oracle recommends that you use the delivered business events to create your own workflow processes to suit the particular requirements of your enterprise. A suggested process is given below, however, you should also see the Oracle Workflow Guide for more detailed information.

### Creating Workflow Processes Using Business Events:

1. Create a new item type for your processes.

See: To Create an Item Type (*Oracle Workflow Guide*)

**Note:** Oracle recommends that you use a separate workflow item type for your workflow business events. Other workflow processes, such as approvals processes, may use a different sequence to generate the workflow item keys and this may result in duplicate keys. Duplicate keys within a workflow process will cause the second process to fail.

2. Create your new workflow process. If necessary, you can use the sample workflow process in the item type IRC\_EVT as an example.
3. Copy the following attributes from the sample workflow process.
  - Event Name
  - Event Key
  - Event Message

You should copy these attributes to your item type and also include them at the workflow process level.

4. Copy the sample business event to your workflow item type.

You specify which business event the activity references by entering the internal name of the business event in the Event Filter field of the Activity tab.

For a list of delivered business events, see: Business Events in iRecruitment, page 6-2.

5. Include your business event in your workflow processes.

**Note:** You must change the value in the Start/End field of the Node tab to Start.

6. If your workflow process will generate a notification, you can either create a new message or use the delivered sample message contained in the sample item type. If you create a new message, include it in your workflow process.
7. Add the notification activity to your workflow process. In the Message field of the Activity tab, select the required message.

You can either send the notification to a specific performer or you could create a workflow item attribute to define the performer.

8. Create an additional key attribute for your workflow process. For example, with the Create Vacancy example, you need to copy the Vacancy Name attribute from the sample item type to your own item type. Similarly, if you have created a process which generates a notification when a phone number is updated, you could create an attribute with the display name Phone Number.

**Note:** Make sure that your key attributes are copied to the process, message, and notification levels.

9. If you choose to use XML data in your notifications, copy the Get XML Values function to your item type and include it in your workflow process.

The Get XML Value function will extract information from the XML message based on the attribute values for the Get XML Value function.

The attributes for the function are as follows:

- Tag  
Defines the access path to the XML data to be extracted. You enter this path in the form: /<object>/<parameter>  
for example, /vacancy/name, where the object name is taken from the business event name, and the parameter is taken from the After Process API user hook parameters.
- Item Attribute  
Contains the name of the key workflow item attribute for your process in which the XML data from the notification will be placed for subsequent access. For example, if you have defined XML data to provide a vacancy name, the value for the Item Attribute could be Vacancy Name.
- Event Tag  
Contains the workflow item attribute containing the XML data, for example, the Event Message item attribute.

### What Next?

When you have set up your workflow process and business event, you need to subscribe to the business event using the Workflow Administrator Event Manager responsibility.

See: [Subscribing to Workflow Business Events](#), page 6-14

Finally, test your subscription.

See: [Testing Your Business Event Subscriptions](#), page 6-15

## Subscribing to Workflow Business Events

### To subscribe to the business event:

1. Use the Workflow Administrator Event Manager responsibility and select the Find Event Groups function.

**Note:** Oracle delivers the business events as Disabled. Before you can subscribe to business events, you must update the settings so that the business events are Enabled.

2. Search for your event.
3. Choose the Subs button to display the Event subscriptions page.
4. Select the Workflow Item Type and Workflow Process Name for the event.

**Note:** When you set up your subscription, you can set the Rule Data to Key or Message. If you set this to Key, the workflow business event will not send the XML message to the workflow. If you set the Rule Data to Message, then the full XML message will be sent to the workflow process.

For more information on subscriptions, see Event Subscriptions.

## Testing Your Business Event Subscriptions

After setting up your workflow processes and event subscriptions, you should test your subscription to ensure that the process runs as expected.

For example, when a business event is triggered, the event information is passed to the attributes. With the Create Vacancy example, the information is passed as follows:

- Event name (oracle.apps.<product>.<subproduct>.api<object>.<event>) is passed to the Event Name attribute
- Event key (unique transaction number) is passed to the Event Key attribute
- Event message (containing the XML data) is passed to the Event Message attribute

The Get XML Value function extracts the XML data as defined in the node attributes.

The notification is sent to the specified performer. The message generated by the Notification activity includes the XML data defined using the Get XML Value function.

The process is completed and ends.

### To test your subscription:

1. To test your subscription, connect to the application using the Workflow Administrator Event Manager responsibility, and select the Raise Business Event function.
2. Enter an Event Key.

**Note:** When testing your event, you should enter an item key that cannot be auto-generated, for example, an alphanumeric key. This is because the APIs will generate their own numeric event key when they run the business event.

3. Submit your request.
4. To check that your workflow process has run successfully, use the Workflow Administrator Event Manager responsibility to run the Find Processes function.

5. Search for your workflow process. If the process has run successfully, the status should be Completed.

**Note:** To check that you are accessing the correct process, make sure that the Item Key is the same as the Event Key you entered in step 2.

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# Reports and Processes in Oracle iRecruitment

## Running the iRecruitment Purge Old Data Process

As a system administrator you can run the iRecruitment Purge Old Data process. Oracle iRecruitment provides various purge types and activity criteria that enables you to:

- Notify users that their accounts are to be deleted.
- Meet data protection legislative requirements by hiding users' identities whilst still retaining some user data for use in statistical or other reporting.
- Remove user data completely.

The purge options and activity criteria except Application Date, will consider data of users whose person record is shown as iRecruitment Registered User in the Person Type Usage window. The Application Date criterion limits the purge only to ex-applicants associated with iRecruitment Registered User person type and who have not applied for any job within the specific period. The purge process does not delete any data if the person record is associated with any other person types.

You run the process from the Submit Request window.

### To run the iRecruitment Purge Old Data process:

1. Select the iRecruitment Purge Old Data process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Enter the date from when you want to run the purge process. The default is your system date.
4. Select any of the following purge type options:
  - **Pre-Purge Notification:** Use this option if you want to notify registered users before you purge their data. This option sends a notification requesting users to log into iRecruitment and apply for a job to avoid removal from iRecruitment. You can use this option before you run any of the other purge types.
  - **Anonymize:** Use this purge option if you want to hide the identity of users, but retain information about them such as qualifications, address details and work preferences. The process replaces the family name of the candidate with the word Anonymous and deletes the first name. It also unchecks the Allow Account to be Searched check box in the candidate's My Account: email Preferences page so that the user record is no longer searchable. After you

run this process, users can still log into iRecruitment and update their name details, and change their e-mail preferences again.

- **Anonymize and Partial Purge:** Use this purge option to hide the identity of users and to delete sensitive information relating to them. A user's qualifications, previous employment history, address details, job stored in job basket, skills information, work preferences, schools and colleges attended are all deleted when you use this option. The Anonymize feature of this option is the same as that of the Anonymize option explained in the earlier step. After you run this process, users can still log into iRecruitment and update their personal and professional details.
  - **Complete Purge:** Use this purge option to completely remove user records and all of the data associated with them. Purged users will no longer be able to log into iRecruitment. They have to register again if they want to access the application, other than as a site visitor.
5. Select any of the following activity criteria options. This determines the records on which the application will perform the defined purge type.
    - **Application Date:** You select this option to remove data of ex-applicants who have not applied for any job in the specified period.
    - **Login Date:** You select this option to remove data of users who have not logged into the application in the specified period.
    - **Update Date:** You select this option to remove data of users who have not updated their account in the specified period.
  6. In the Months Since Activity field, specify the number of months that the application should consider to purge the data. For example, if you enter 6 for six months, the application will purge records of candidates who have not performed the activity defined in the Activity Criteria in the last six months from the effective date that you specified.
  7. Choose the OK button.
  8. Choose the Submit button.

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# Glossary

## **360 Degree Appraisal**

Part of the SSHR Appraisal function and also known as a Group Appraisal. This is an employee appraisal undertaken by managers with participation by reviewers.

## **360 Degree Self Appraisal**

Part of the SSHR Appraisal function and also known as a Group Appraisal. This is a 360 Degree appraisal initiated by an employee. The employee (initiator) can add managers and reviewers to the appraisal.

## **Absence Types**

Categories of absence, such as medical leave or vacation leave, that you define for use in absence windows.

## **Accrual**

The recognized amount of leave credited to an employee which is accumulated for a particular period.

## **Accrual Band**

A range of values that determines how much paid time off an employee accrues. The values may be years of service, grades, hours worked, or any other factor.

## **Accrual Period**

The unit of time, within an accrual term, in which PTO is accrued. In many plans, the same amount of time is accrued in each accrual period, such as two days per month. In other plans, the amount accrued varies from period to period, or the entitlement for the full accrual term is given as an up front amount at the beginning of the accrual term.

## **Accrual Plan**

See: *PTO Accrual Plan*, page Glossary-20

## **Accrual Term**

The period, such as one year, for which accruals are calculated. In most accrual plans, unused PTO accruals must be carried over or lost at the end of the accrual term. Other plans have a rolling accrual term which is of a certain duration but has no fixed start and end dates.

## **Activity Rate**

The monetary amount or percentage associated with an activity, such as \$12.35 per pay period as an employee payroll contribution for medical coverage. Activity rates can apply to participation, eligibility, coverages, contributions, and distributions.

**Actual Premium**

The per-participant premium an insurance carrier charges the plan sponsor for a given benefit.

**Administrative Enrollment**

A type of scheduled enrollment caused by a change in plan terms or conditions and resulting in a re-enrollment.

**API**

Application Programmatic Interfaces, used to upload data to the Oracle Applications database. APIs handle error checking and ensure that invalid data is not uploaded to the database.

**Applicant**

A candidate for employment in a Business Group.

**Applicant/Candidate Matching Criteria**

Matching functionality in the iRecruitment system that systematically identifies which candidates and applicants possess the skills, knowledge and abilities to be considered for a specific vacancy. The following columns are used for matching:

- Skills
- FT/PT
- Contractor/Employee
- Work at Home
- Job Category
- Distance to Location
- Key Words
- Salary

**Apply for a Job**

An SSHR function that enables an employee to, apply, search and prepare applications for an internally advertised vacancy.

**Appraisal**

An appraisal is a process where an employee's work performance is rated and future objectives set.

See also: *Assessment*, page Glossary-3.

**Appraisee**

A person being appraised by an appraiser..

**Appraiser**

A person, usually a manager, who appraises an employee.

**Appraising Manager**

The person who initiates and performs an Employee-Manager or 360 Degree Appraisal. An appraising manager can create appraisal objectives.

**Arrestment**

Scottish court order made out for unpaid debts or maintenance payments.

See also: *Court Order* , page Glossary-8

**Assessment**

An information gathering exercise, from one or many sources, to evaluate a person's ability to do a job.

See also: *Appraisal*, page Glossary-2.

**Assignment**

A worker's assignment identifies their role within a business group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is required (for employees only) for payment purposes.

**Assignment Number**

A number that uniquely identifies a worker's assignment. A worker with multiple assignments has multiple assignment numbers.

**Assignment Rate**

A monetary value paid to a contingent worker for a specified period of time. For example, an assignment rate could be an hourly overtime rate of \$10.50.

**Assignment Set**

A grouping of employees and applicants that you define for running QuickPaint reports and processing payrolls.

See also: *QuickPaint Report*, page Glossary-21

**Assignment Status**

For workers, used to track their permanent or temporary departures from your enterprise and, for employees only, to control the remuneration they receive. For applicants, used to track the progress of their applications.

**BACS**

Banks Automated Clearing System. This is the UK system for making direct deposit payments to employees.

**Balance Adjustment**

A correction you make to a balance. You can adjust user balances and assignment level predefined balances only.

**Balance Dimension**

The period for which a balance sums its balance feeds, or the set of assignments/transactions for which it sums them. There are five time dimensions: Run, Period, Quarter, Year and User. You can choose any reset point for user balances.

**Balance Feeds**

These are the input values of matching units of measure of any elements defined to feed the balance.

**Balances**

Positive or negative accumulations of values over periods of time normally generated by payroll runs. A balance can sum pay values, time periods or numbers.

See also: *Predefined Components* , page Glossary-19

**Bargaining Unit**

A bargaining unit is a legally organized group of people which have the right to negotiate on all aspects of terms and conditions with employers or employer federations. A bargaining unit is generally a trade union or a branch of a trade union.

**Base Currency**

The currency in which Oracle Payroll performs all payroll calculations for your Business Group. If you pay employees in different currencies to this, Oracle Payroll calculates the amounts based on exchange rates defined in the system.

**Behavioral Indicators**

Characteristics that identify how a competence is exhibited in the work context.

See also: *Proficiency Level* , page Glossary-19

**Beneficiary**

A person or organization designated to receive the benefits from a benefit plan upon the death of the insured.

**Benefit**

Any part of an employee's remuneration package that is not pay. Vacation time, employer-paid medical insurance and stock options are all examples of benefits.

See also: *Elements*, page Glossary-10

**Block**

The largest subordinate unit of a window, containing information for a specific business function or entity. Every window consists of at least one block. Blocks contain fields and, optionally, regions. They are delineated by a bevelled edge. You must save your entries in one block before navigating to the next.

See also: *Region*, page Glossary-22, *Field*, page Glossary-11

**Budget Value**

In Oracle Human Resources you can enter staffing budget values and actual values for each assignment to measure variances between actual and planned staffing levels in an organization or hierarchy.

**Business Group**

The highest level organization in the Oracle HRMS system. A Business Group may correspond to the whole of your enterprise or to a major grouping such as a subsidiary or operating division. Each Business Group must correspond to a separate implementation of Oracle HRMS.

**Business Number (BN)**

In Canada, this is the employer's account number with Revenue Canada. Consisting of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account

involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

### **Cafeteria Benefits Plan**

See: *Flexible Benefits Program*, page Glossary-11

### **Calendar Exceptions**

In Oracle SSP/SMP you define calendar exceptions for an SSP qualifying pattern, to override the pattern on given days. Each calendar exception is another pattern which overrides the usual pattern.

### **Calendars**

In Oracle Human Resources you define calendars that determine the start and end dates for budgetary years, quarters and periods. For each calendar you select a basic period type. In Oracle SSP/SMP you define calendars to determine the start date and time for SSP qualifying patterns.

### **Canada/Quebec Pension Plan (CPP/QPP) Contributions**

Contributions paid by employers and employees to each of these plans provide income benefits upon retirement.

### **Candidate**

(iRecruitment) A candidate is a person who has either directly provided their personal and professional information to a company's job site or provided their resume and details to a manager or recruiter for entering in the iRecruitment system.

### **Candidate Offers**

An SSHR function used by a line manager to offer a job to a candidate. This function is supplied with its own responsibility.

### **Career Path**

This shows a possible progression from one job or position from any number of other jobs or positions within the Business Group. A career path must be based on either job progression or position progression; you cannot mix the two.

### **Carry Over**

The amount of unused paid time off entitlement an employee brings forward from one accrual term to the next. It may be subject to an expiry date i.e. a date by which it must be used or lost.

See also: *Residual*, page Glossary-22

### **Cash Analysis**

A specification of the different currency denominations required for paying your employees in cash. Union contracts may require you to follow certain cash analysis rules.

### **Ceiling**

The maximum amount of unused paid time off an employee can have in an accrual plan. When an employee reaches this maximum, he or she must use some accrued time before any more time will accrue.

**Certification**

Documentation required to enroll or change elections in a benefits plan as the result of a life event, to waive participation in a plan, to designate dependents for coverage, or to receive reimbursement for goods or services under an FSA.

**Child/Family Support payments**

In Canada, these are payments withheld from an employee's compensation to satisfy a child or family support order from a Provincial Court. The employer is responsible for withholding and remitting the payments to the court named in the order.

**Collective Agreement**

A collective agreement is a form of contract between an employer or employer representative, for example, an employer federation, and a bargaining unit for example, a union or a union branch.

**Collective Agreement Grade**

Combination of information that allows you to determine how an employee is ranked or graded in a collective agreement.

**Communications**

Benefits plan information that is presented in some form to participants. Examples include a pre-enrollment package, an enrollment confirmation statement, or a notice of default enrollment.

**Compensation**

The pay you give to employees, including wages or salary, and bonuses.

See also: *Elements*, page Glossary-10

**Compensation Object**

For Standard and Advanced Benefits, compensation objects define, categorize, and help to manage the benefit plans that are offered to eligible participants. Compensation objects include programs, plan types, plans, options, and combinations of these entities.

**Competence**

Any measurable behavior required by an organization, job or position that a person may demonstrate in the work context. A competence can be a piece of knowledge, a skill, an attitude, or an attribute.

See also: *Unit Standard Competence*, page Glossary-26

**Competence Evaluation**

A method used to measure an employees ability to do a defined job.

**Competence Profile**

Where you record applicant and employee accomplishments, for example, proficiency in a competence.

**Competence Requirements**

Competencies required by an organization, job or position.

See also: *Competence*, page Glossary-6, *Core Competencies*, page Glossary-7

**Competence Type**

A group of related competencies.

**Configurable Forms**

Forms that your system administrator can modify for ease of use or security purposes by means of Custom Form restrictions. The Form Customization window lists the forms and their methods of configuration.

**Consideration**

(iRecruitment) Consideration means that a decision is registered about a person in relation to a vacancy so that the person can be contacted.

**Consolidation Set**

A grouping of payroll runs within the same time period for which you can schedule reporting, costing, and post-run processing.

**Contact**

A person who has a relationship to an employee that you want to record. Contacts can be dependents, relatives, partners or persons to contact in an emergency.

**Content**

When you create a spreadsheet or word processing document using Web ADI, the content identifies the data in the document. Content is usually downloaded from the Oracle application database.

**Contingent Worker**

A worker who does not have a direct employment relationship with an enterprise and is typically a self-employed individual or an agency-supplied worker. The contingent worker is not paid via Oracle Payroll.

**Contract**

A contract of employment is an agreement between an employer and employee or potential employee that defines the fundamental legal relationship between an employing organization and a person who offers his or her services for hire. The employment contract defines the terms and conditions to which both parties agree and those that are covered by local laws.

**Contribution**

An employer's or employee's monetary or other contribution to a benefits plan.

**Core Competencies**

Also known as *Leadership Competencies* or *Management Competencies*. The competencies required by every person to enable the enterprise to meet its goals.

See also: *Competence*, page Glossary-6

**Costable Type**

A feature that determines the processing an element receives for accounting and costing purposes. There are four costable types in Oracle HRMS: costed, distributed costing, fixed costing, and not costed.

**Costing**

Recording the costs of an assignment for accounting or reporting purposes. Using Oracle Payroll, you can calculate and transfer costing information to your general ledger and into systems for project management or labor distribution.

**Court Order**

A ruling from a court that requires an employer to make deductions from an employee's salary for maintenance payments or debts, and to pay the sums deducted to a court or local authority.

See also: *Arrestment*, page Glossary-3

**Credit**

A part of the Qualifications Framework. The value a national qualifications authority assigns to a unit standard competence or a qualification. For example, one credit may represent 10 hours of study, a unit standard competence may equate to 5 credits, and a qualification may equate to 30 credits.

**Criteria Salary Rate**

Variable rate of pay for a grade, or grade step. Used by Grade/Step Progression.

**Database Item**

An item of information in Oracle HRMS that has special programming attached, enabling Oracle FastFormula to locate and retrieve it for use in formulas.

**Date To and Date From**

These fields are used in windows not subject to DateTrack. The period you enter in these fields remains fixed until you change the values in either field.

See also: *DateTrack*, page Glossary-8, *Effective Date*, page Glossary-9

**DateTrack**

When you change your effective date (either to past or future), DateTrack enables you to enter information that takes effect on your new effective date, and to review information as of the new date.

See also: *Effective Date*, page Glossary-9

**Default Postings**

(iRecruitment) Default text stored against business groups, organizations, jobs, and/or positions. The default postings are used to create job postings for a vacancy.

**Dependent**

In a benefit plan, a person with a proven relationship to the primary participant whom the participant designates to receive coverage based on the terms of the plan.

**Deployment Factors**

See: *Work Choices*, page Glossary-27

**Derived Factor**

A factor (such as age, percent of fulltime employment, length of service, compensation level, or the number of hours worked per period) that is used in calculations to determine Participation Eligibility or Activity Rates for one or more benefits.

**Descriptive Flexfield**

A field that your organization can configure to capture additional information required by your business but not otherwise tracked by Oracle Applications.

See also: *Key Flexfield* , page Glossary-13

**Developer Descriptive Flexfield**

A flexfield defined by your localization team to meet the specific legislative and reporting needs of your country.

See also: *Extra Information Types*, page Glossary-11

**Direct Deposit**

The electronic transfer of an employee's net pay directly into the account(s) designated by the employee.

**Distribution**

Monetary payments made from, or hours off from work as allowed by, a compensation or benefits plan.

**Download**

The process of transferring data from the Oracle HRMS application to your desktop (the original data remains in the application database).

**Effective Date**

The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window.

See also: *DateTrack*, page Glossary-8

**EIT**

See: *Extra Information Type*, page Glossary-11

**Electability**

The process which determines whether a potential benefits participant, who has satisfied the eligibility rules governing a program, plan, or option in a plan, is able to elect benefits. Participants who are *eligible* for benefits do not always have *electable* benefit choices based on the rules established in a benefit plan design.

**Element Classifications**

These control the order in which elements are processed and the balances they feed. Primary element classifications and some secondary classifications are predefined by Oracle Payroll. Other secondary classifications can be created by users.

**Element Entry**

The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

See also: *Recurring Elements*, page Glossary-22, *Nonrecurring Elements*, page Glossary-16

### **Element Link**

The association of an element to one or more components of an employee assignment. The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element.

See also: *Standard Link*, page Glossary-25

### **Elements**

Components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

### **Element Set**

A group of elements that you define to process in a payroll run, or to control access to compensation information from a configured form, or for distributing costs.

### **Eligibility**

The process by which a potential benefits participant satisfies the rules governing whether a person can ever enroll in a program, plan, or option in a plan. A participant who is *eligible* for benefits must also satisfy *electability* requirements.

### **Employee**

A worker who has a direct employment relationship with the employer. Employees are typically paid compensation and benefits via the employer's payroll application.

### **Employee Histories**

An SSHR function for an employee to view their, Training History, Job Application History, Employment History, Absence History, or Salary History. A manager can also use this function to view information on their direct reports.

### **Employment Category**

A component of the employee assignment. Four categories are defined: Full Time - Regular, Full Time - Temporary, Part Time - Regular, and Part Time - Temporary.

### **Employment Equity Occupational Groups (EEOG)**

In Canada, the Employment Equity Occupational Groups (EEOG) consist of 14 classifications of work used in the Employment Equity Report. The EEOGs were derived from the National Occupational Classification system.

### **Employment Insurance (EI)**

Benefit plan run by the federal government to which the majority of Canadian employers and employees must contribute.

### **Employment Insurance Rate**

In Canada, this is the rate at which the employer contributes to the EI fund. The rate is expressed as a percentage of the employee's contribution. If the employer maintains an approved wage loss replacement program, they can reduce their share of EI premiums by obtaining a reduced contribution rate. Employers would remit payroll deductions under a different employer account number for employees covered by the plan.

**Enroll in a Class**

An SSHR function which enables an employee to search and enroll in an internally published class. An employee can also use this function to maintain their competencies.

**Enrollment Action Type**

Any action required to complete enrollment or de-enrollment in a benefit.

**Entitlement**

In Australia, this is all unused leave from the previous year that remains to the credit of the employee.

**ESS**

Employee Self Service. A predefined SSHR responsibility.

**Event**

An activity such as a training day, review, or meeting, for employees or applicants.

**Ex-Applicant**

Someone who has previously applied for a vacancy or multiple vacancies, but all applications have ended, either because the applicant has withdrawn interest or they have been rejected. Ex-Applicants can still be registered users.

**Expected Week of Confinement (EWC)**

In the UK, this is the week in which an employee's baby is due. The Sunday of the expected week of confinement is used in the calculations for Statutory Maternity Pay (SMP).

**Extra Information Type (EIT)**

A type of developer descriptive flexfield that enables you to create an unlimited number of information types for six key areas in Oracle HRMS. Localization teams may also predefine some EITs to meet the specific legislative requirements of your country.

See also: *Developer Descriptive Flexfield*, page Glossary-9

**Field**

A view or entry area in a window where you enter, view, update, or delete information.

See also: *Block*, page Glossary-4, *Region*, page Glossary-22

**Flex Credit**

A unit of "purchasing power" in a flexible benefits program. An employee uses flex credits, typically expressed in monetary terms, to "purchase" benefits plans and/or levels of coverage within these plans.

**Flexible Benefits Program**

A benefits program that offers employees choices among benefits plans and/or levels of coverage. Typically, employees are given a certain amount of flex credits or moneys with which to "purchase" these benefits plans and/or coverage levels.

**Flexible Spending Account**

(FSA) Under US Internal Revenue Code Section 125, employees can set aside money on a pretax basis to pay for eligible unreimbursed health and dependent care

expenses. Annual monetary limits and use-it-or-lose-it provisions exist. Accounts are subject to annual maximums and forfeiture rules.

### **Form**

A predefined grouping of functions, called from a menu and displayed, if necessary, on several windows. Forms have blocks, regions and fields as their components.

See also: *Block*, page Glossary-4, *Region*, page Glossary-22, *Field*, page Glossary-11

### **Global Value**

A value you define for any formula to use. Global values can be dates, numbers or text.

### **Goods or Service Type**

A list of goods or services a benefit plan sponsor has approved for reimbursement.

### **Grade**

A component of an employee's assignment that defines their level and can be used to control the value of their salary and other compensation elements.

### **Grade Comparatio**

A comparison of the amount of compensation an employee receives with the mid-point of the valid values defined for his or her grade.

### **Grade Ladder**

The key component of Grade/Step Progression. You use a grade ladder to categorize grades, to determine the rules for how an employee progresses from one grade (or step) to the next, and to record the salary rates associated with each grade or step on the ladder.

### **Grade Rate**

A value or range of values defined as valid for a given grade. Used for validating employee compensation entries.

### **Grade Scale**

A sequence of steps valid for a grade, where each step corresponds to one point on a pay scale. You can place each employee on a point of their grade scale and automatically increment all placements each year, or as required.

See also: *Pay Scale*, page Glossary-17

### **Grade Step**

An increment on a grade scale. Each grade step corresponds to one point on a pay scale.

See also: *Grade Scale*, page Glossary-12

### **Grandfathered**

A term used in Benefits Administration. A person's benefits are said to be grandfathered when a plan changes but they retain the benefits accrued.

### **Group**

A component that you define, using the People Group key flexfield, to assign employees to special groups such as pension plans or unions. You can use groups to determine employees' eligibility for certain elements, and to regulate access to payrolls.

**Group Certificate**

In Australia, this is a statement from a legal employer showing employment income of an employee for the financial year.

**Hierarchy**

An organization or position structure showing reporting lines or other relationships. You can use hierarchies for reporting and for controlling access to Oracle HRMS information.

**Imputed Income**

Certain forms of indirect compensation that US Internal Revenue Service Section 79 defines as fringe benefits and taxes the recipient accordingly. Examples include employer payment of group term life insurance premiums over a certain monetary amount, personal use of a company car, and other non-cash awards.

**Initiator**

In SSHR a person who starts a 360 Degree appraisal (Employee or Self) on an individual. An initiator and the appraisee are the only people who can see all appraisal information.

**Input Values**

Values you define to hold information about elements. In Oracle Payroll, input values are processed by formulas to calculate the element's run result. You can define up to fifteen input values for an element.

**Instructions**

An SSHR user assistance component displayed on a web page to describe page functionality.

**Integrator**

Defines all the information that you need to download or upload from a particular window or database view using Web ADI.

**Interface**

A Web ADI term for the item that specifies the columns to be transferred from the Oracle applications database to your desktop or vice versa.

**Job**

A job is a generic role within a business group, which is independent of any single organization. For example, the jobs "Manager" and "Consultant" can occur in many organizations.

**Job Posting**

An advertisement for a specific vacancy. This is the public side of the vacancy for which a candidate would apply.

**Key Flexfield**

A flexible data field made up of segments. Each segment has a name you define and a set of valid values you specify. Used as the key to uniquely identify an entity, such as jobs, positions, grades, cost codes, and employee groups.

See also: *Descriptive Flexfield*, page Glossary-9

**Layout**

Indicates the columns to be displayed in a spreadsheet or Word document created using Web ADI.

**Leave Loading**

In Australia, an additional percentage amount of the annual leave paid that is paid to the employee.

**Leaver's Statement**

In the UK, this Records details of Statutory Sick Pay (SSP) paid during a previous employment (issued as form SSP1L) which is used to calculate a new employee's entitlement to SSP. If a new employee falls sick, and the last date that SSP was paid for under the previous employment is less than eight calendar weeks before the first day of the PIW for the current sickness, the maximum liability for SSP is reduced by the number of weeks of SSP shown on the statement.

**Legal Employer**

A business in Australia that employs people and has registered with the Australian Tax Office as a Group Employer.

**Life Event**

A significant change in a person's life that results in a change in eligibility or ineligibility for a benefit.

**Life Event Collision**

A situation in which the impacts from multiple life events on participation eligibility, enrollability, level of coverage or activity rates conflict with each other.

**Life Event Enrollment**

A benefits plan enrollment that is prompted by a life event occurring at any time during the plan year.

**Linked PIWs**

In the UK, these are linked periods of incapacity for work that are treated as one to calculate an employee's entitlement to Statutory Sick Pay (SSP). A period of incapacity for work (PIW) links to an earlier PIW if it is separated by less than the linking interval. A linked PIW can be up to three years long.

**Linking Interval**

In the UK, this is the number of days that separate two periods of incapacity for work. If a period of incapacity for work (PIW) is separated from a previous PIW by less than the linking interval, they are treated as one PIW according to the legislation for entitlement to Statutory Sick Pay (SSP). An employee can only receive SSP for the maximum number of weeks defined in the legislation for one PIW.

**LMSS**

Line Manager Self Service. A predefined SSHR responsibility.

**Long Service Leave**

Leave with pay granted to employees of a particular employer after a prescribed period of service or employment with that employer.

**Lookup Types**

Categories of information, such as nationality, address type and tax type, that have a limited list of valid values. You can define your own Lookup Types, and you can add values to some predefined Lookup Types.

**Lower Earnings Limit (LEL)**

In the UK, this is the minimum average weekly amount an employee must earn to pay National Insurance contributions. Employees who do not earn enough to pay National Insurance cannot receive Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP).

**Manager**

(iRecruitment) A manager accesses the iRecruitment system to document their hiring needs and conduct their recruiting activities online. Specifically, these activities include vacancy definition, searching for candidates, and processing applicants through the vacancy process.

**Manager-Employee Appraisal**

Part of the SSHR Appraisal function. A manager appraisal of an employee. However, an appraising manager does not have to be a manager.

**Mapping**

If you are bringing in data from a text file to Oracle HRMS using a spreadsheet created in Web ADI, you need to map the columns in the text file to the application's tables and columns.

**Maternity Pay Period**

In the UK, this is the period for which Statutory Maternity Pay (SMP) is paid. It may start at any time from the start of the 11th week before the expected week of confinement and can continue for up to 18 weeks. The start date is usually agreed with the employee, but can start at any time up to the birth. An employee is not eligible to SMP for any week in which she works or for any other reason for ineligibility, defined by the legislation for SMP.

**Medicare Levy**

An amount payable by most taxpayers in Australia to cover some of the cost of the public health system.

**Menus**

You set up your own navigation menus, to suit the needs of different users.

**My Account**

(iRecruitment) My Account is the total of either a candidate or applicant's personal and vacancy-specific information including the information needed to manage their progress through the recruitment process.

**NACHA**

National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.

**National Identifier**

This is the alphanumeric code that is used to uniquely identify a person within their country. It is often used for taxation purposes. For example, in the US it is the Social Security Number, in Italy it is the Fiscal Code, and in New Zealand it is the IRD Number.

**National Occupational Classification (NOC) code**

In Canada, the National Occupational Classification (NOC) System was developed to best reflect the type of work performed by employees. Occupations are grouped in terms of particular tasks, duties and responsibilities. The use of this standardized system ensures consistency of data from year to year within the same company as well as between companies. These codes are used in the Employment Equity Report.

**Net Accrual Calculation**

The rule that defines which element entries add to or subtract from a plan's accrual amount to give net entitlement.

**Net Entitlement**

The amount of unused paid time off an employee has available in an accrual plan at any given point in time.

**Nonrecurring Elements**

Elements that process for one payroll period only unless you make a new entry for an employee.

See also: *Recurring Elements*, page Glossary-22

**North American Industrial Classification (NAIC) code**

The North American Industrial Classification system (NAICs) was developed jointly by the US, Canada and Mexico to provide comparability in statistics regarding business activity across North America. The NAIC replaces the US Standard Industrial Classification (SIC) system, and is used in the Employment Equity Report.

**Not in Program Plan**

A benefit plan that you define outside of a program.

**Open Enrollment**

A type of scheduled enrollment in which participants can enroll in or alter elections in one or more benefits plans.

**Oracle FastFormula**

An Oracle tool that allows you to write Oracle HRMS formulas without using a programming language.

**Organization**

A required component of employee assignments. You can define as many organizations as you want within your Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. You can structure your organizations into organizational hierarchies for reporting purposes and for system access control.

**OSSWA**

Oracle Self Service Web Applications.

**OTM**

Oracle Training Management.

**Outcome**

For a unit standard competence, a behavior or performance standard associated with one or more assessment criteria. A worker achieves a unit standard competence when they achieve all outcomes for that competence.

**Overrides**

You can enter overrides for an element's pay or input values for a single payroll period. This is useful, for example, when you want to correct errors in data entry for a nonrecurring element before a payroll run.

**Pattern**

A pattern comprises a sequence of time units that are repeated at a specified frequency. Oracle SSP/SMP uses SSP qualifying patterns to determine employees entitlement to Statutory Sick Pay (SSP).

**Pattern Time Units**

A sequence of time units specifies a repeating pattern. Each time unit specifies a time period of hours, days or weeks.

**Pay Scale**

A set of progression points that can be related to one or more rates of pay. Employee's are placed on a particular point on the scale according to their grade and, usually, work experience.

See also: *Grade Scale*, page Glossary-12

**Pay Value**

An amount you enter for an element that becomes its run item without formula calculations.

See also: *Input Values*, page Glossary-13

**Payment Type**

There are three standard payment types for paying employees: check, cash and direct deposit. You can define your own payment methods corresponding to these types.

**Payroll**

A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

**Payroll Reversal**

A payroll reversal occurs when you reverse a payroll run for a single employee, in effect cancelling the run for this employee.

**Payroll Rollback**

You can schedule a payroll rollback when you want to reverse an entire payroll run, cancelling out all information processed in that run. To preserve data integrity, you can roll back only one payroll at a time, starting with the one most recently run.

**Payroll Run**

The process that performs all the payroll calculations. You can set payrolls to run at any interval you want.

**People List**

An SSHR line manager utility used to locate an employee.

**Performance (within Assessment)**

An expectation of "normal" performance of a competence over a given period. For example, a person may exceed performance expectation in the communication competence.

See also: *Proficiency (within Assessment)*, page Glossary-19, *Competence*, page Glossary-6, *Assessment*, page Glossary-3

**Period of Incapacity for Work (PIW)**

In the UK, this is a period of sickness that lasts four or more days in a row, and is the minimum amount of sickness for which Statutory Sick Pay can be paid. If a PIW is separated by less than the linking interval, a linked PIW is formed and the two PIWs are treated as one.

**Period of Placement**

The period of time a contingent worker spends working for an organization. A contingent worker can have only one period of placement at a time although they can have multiple assignments during that time.

**Period Type**

A time division in a budgetary calendar, such as week, month, or quarter.

**Personal Public Service Number (PPS)**

The Irish equivalent to National Insurance number in the UK, or the Social Security number in the US.

**Personal Tax Credits Return (TD1)**

A Revenue Canada form which each employee must complete. Used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount to withhold from the employee's wages for federal/provincial taxes.

**Person Search**

An SSHR function which enables a manager to search for a person. There are two types of search, Simple and Advanced.

## **Person Type**

There are eight system person types in Oracle HRMS. Seven of these are combinations of employees, ex-employees, applicants, and ex-applicants. The eighth category is 'External'. You can create your own user person types based on the eight system types.

## **Personnel Actions**

*Personnel actions* is a public sector term describing business processes that define and document the status and conditions of employment. Examples include hiring, training, placement, discipline, promotion, transfer, compensation, or termination. Oracle HRMS uses the term *self-service actions* synonymously with this public sector term. Oracle Self Service Human Resources (SSHR) provides a configurable set of tools and web flows for initiating, updating, and approving self-service actions.

## **Plan Design**

The functional area that allows you to set up your benefits programs and plans. This process involves defining the rules which govern eligibility, available options, pricing, plan years, third party administrators, tax impacts, plan assets, distribution options, required reporting, and communications.

## **Plan Sponsor**

The legal entity or business responsible for funding and administering a benefits plan. Generally synonymous with employer.

## **Position**

A specific role within the Business Group derived from an organization and a job. For example, you may have a position of Shipping Clerk associated with the organization Shipping and the job Clerk.

## **Predefined Components**

Some elements and balances, all primary element classifications and some secondary classifications are defined by Oracle Payroll to meet legislative requirements, and are supplied to users with the product. You cannot delete these predefined components.

## **Professional Information**

An SSHR function which allows an employee to maintain their own professional details or a line manager to maintain their direct reports professional details.

## **Proficiency (within Assessment)**

The perceived level of expertise of a person in a competence, in the opinion of the assessor, over a given period. For example, a person may demonstrate the communication competence at Expert level.

See also: *Performance (within Assessment)*, page Glossary-18, *Competence*, page Glossary-6, *Assessment*, page Glossary-3

## **Proficiency Level**

A system for expressing and measuring how a competence is exhibited in the work context.

See also: *Behavioral Indicators*, page Glossary-4.

**Progression Point**

A pay scale is calibrated in progression points, which form a sequence for the progression of employees up the pay scale.

See also: *Pay Scale*, page Glossary-17

**Prospect Pool**

(iRecruitment) The prospect pool contains all registered users who have given permission for their information to be published.

**Provincial/Territorial Employment Standards Acts**

In Canada, these are laws covering minimum wages, hours of work, overtime, child labour, maternity, vacation, public/general holidays, parental and adoption leave, etc., for employees regulated by provincial/territorial legislation.

**Provincial Health Number**

In Canada, this is the account number of the provincially administered health care plan that the employer would use to make remittances. There would be a unique number for each of the provincially controlled plans i.e. EHT, Quebec HSF, etc.

**PTO Accrual Plan**

A benefit in which employees enroll to entitle them to accrue and take paid time off. The purpose of absences allowed under the plan, who can enroll, how much time accrues, when the time must be used, and other rules are defined for the plan.

**QPP**

(See Canada/Quebec Pension Plan)

**QA Organization**

Quality Assurance Organization. Providers of training that leads to Qualifications Framework qualifications register with a QA Organization. The QA Organization is responsible for monitoring training standards.

**Qualification Type**

An identified qualification method of achieving proficiency in a competence, such as an award, educational qualification, a license or a test.

See also: *Competence*, page Glossary-6

**Qualifications Framework**

A national structure for the registration and definition of formal qualifications. It identifies the unit standard competencies that lead to a particular qualification, the awarding body, and the field of learning to which the qualification belongs, for example.

**Qualifying Days**

In the UK, these are days on which Statutory Sick Pay (SSP) can be paid, and the only days that count as waiting days. Qualifying days are normally work days, but other days may be agreed.

**Qualifying Pattern**

See: *SSP Qualifying Pattern*, page Glossary-25

**Qualifying Week**

In the UK, this is the week during pregnancy that is used as the basis for the qualifying rules for Statutory Maternity Pay (SMP). The date of the qualifying week is fifteen weeks before the expected week of confinement and an employee must have been continuously employed for at least 26 weeks continuing into the qualifying week to be entitled to SMP.

**Quebec Business Number**

In Canada, this is the employer's account number with the Ministère du Revenu du Québec, also known as the Quebec Identification number. It consists of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

**Questionnaire**

An SSHR function which records the results of an appraisal.

**QuickPaint Report**

A method of reporting on employee and applicant assignment information. You can select items of information, paint them on a report layout, add explanatory text, and save the report definition to run whenever you want.

See also: *Assignment Set*, page Glossary-3

**QuickPay**

QuickPay allows you to run payroll processing for one employee in a few minutes' time. It is useful for calculating pay while someone waits, or for testing payroll formulas.

**Ranking**

(iRecruitment) A manually entered value to indicate the quality of the applicant against other applicants for a specific vacancy.

**Rates**

A set of values for employee grades or progression points. For example, you can define salary rates and overtime rates.

**Rating Scale**

Used to describe an enterprise's competencies in a general way. You do not hold the proficiency level at the competence level.

See also: *Proficiency Level*, page Glossary-19

**Record of Employment (ROE)**

A Human Resources Development Canada form that must be completed by an employer whenever an interruption of earnings occurs for any employee. This form is necessary to claim Employment Insurance benefits.

**Recruitment Activity**

An event or program to attract applications for employment. Newspaper advertisements, career fairs and recruitment evenings are all examples of recruitment activities. You can group several recruitment activities together within an overall activity.

### **Recurring Elements**

Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links.

See also: *Nonrecurring Elements*, page Glossary-16, *Standard Link*, page Glossary-25

### **Region**

A collection of logically related fields in a window, set apart from other fields by a rectangular box or a horizontal line across the window.

See also: *Block*, page Glossary-4, *Field*, page Glossary-11

### **Registered Pension Plan (RPP)**

This is a pension plan that has been registered with Revenue Canada. It is a plan where funds are set aside by an employer, an employee, or both to provide a pension to employees when they retire. Employee contributions are generally exempt from tax.

### **Registered Retirement Savings Plan (RRSP)**

This is an individual retirement savings plan that has been registered with Revenue Canada. Usually, contributions to the RRSP, and any income earned within the RRSP, is exempt from tax.

### **Registered User**

(iRecruitment) A person who has registered with the iRecruitment site by entering an e-mail address and password. A registered user does not necessarily have to apply for jobs.

### **Report Parameters**

Inputs you make when submitting a report to control the sorting, formatting, selection, and summarizing of information in the report.

### **Report Set**

A group of reports and concurrent processes that you specify to run together.

### **Requisition**

The statement of a requirement for a vacancy or group of vacancies.

### **Request Groups**

A list of reports and processes that can be submitted by holders of a particular responsibility.

See also: *Responsibility*, page Glossary-23

### **Residual**

The amount of unused paid time off entitlement an employee loses at the end of an accrual term. Typically employees can carry over unused time, up to a maximum, but they lose any residual time that exceeds this limit.

See also: *Carry Over*, page Glossary-5

**Responsibility**

A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.

See also: *Security Profile*, page Glossary-24, *User Profile Options*, page Glossary-27, *Request Groups*, page Glossary-22, *Security Groups*, page Glossary-22

**Resume**

A document that describes the experience and qualifications of a candidate.

**Retry**

Method of correcting a payroll run or other process *before* any post-run processing takes place. The original run results are deleted and the process is run again.

**Revenue Canada**

Department of the Government of Canada which, amongst other responsibilities, administers, adjudicates, and receives remittances for all taxation in Canada including income tax, Employment Insurance premiums, Canada Pension Plan contributions, and the Goods and Services Tax (legislation is currently proposed to revise the name to the Canada Customs and Revenue Agency). In the province of Quebec the equivalent is the *Ministere du Revenu du Quebec*.

**Reversal**

Method of correcting payroll runs or QuickPay runs *after* post-run processing has taken place. The system replaces positive run result values with negative ones, and negative run result values with positive ones. Both old and new values remain on the database.

**Reviewer (SSHR)**

A person invited by an appraising manager to add review comments to an appraisal.

**Rollback**

Method of removing a payroll run or other process *before* any post-run processing takes place. All assignments and run results are deleted.

**Run Item**

The amount an element contributes to pay or to a balance resulting from its processing during the payroll run. The Run Item is also known as calculated pay.

**Salary Basis**

The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

**Salary Rate**

The rate of pay associated with a grade or step. Used by Grade/Step Progression.

**Scheduled Enrollment**

A benefits plan enrollment that takes place during a predefined enrollment period, such as an open enrollment. Scheduled enrollments can be administrative, open, or unrestricted.

**Search by Date**

An SSHR sub-function used to search for a Person by Hire date, Application date, Job posting date or search by a Training event date.

**Security Group**

Security groups enable HRMS users to partition data by Business Group. Only used for Security Groups Enabled security.

See also: *Responsibility*, page Glossary-23, *Security Profile*, page Glossary-24, *User Profile Options*, page Glossary-27

**Security Groups Enabled**

Formerly known as Cross Business Group Responsibility security. This security model uses security groups and enables you to link one responsibility to many Business Groups.

**Security Profile**

Security profiles control access to organizations, positions and employee and applicant records within the Business Group. System administrators use them in defining users' responsibilities.

See also: *Responsibility*, page Glossary-23

**Self Appraisal**

Part of the SSHR Appraisal function. This is an appraisal undertaken by an employee to rate their own performance and competencies.

**Site Visitor**

(iRecruitment) A person who navigates to the iRecruitment web site and may view job postings. This person has not yet registered or logged in to the iRecruitment system. This individual may search for postings on the web site and also has the ability to log in or register with the iRecruitment site.

**SMP**

See: *Statutory Maternity Pay*, page Glossary-25

**Social Insurance Number (SIN)**

A unique number provided by Human Resources Development Canada (HRDC) to each person commencing employment in Canada. The number consists of 9 digits in the following format (###-###-###).

**Source Deductions Return (TP 1015.3)**

A Ministère du Revenu du Québec form which each employee must complete. This form is used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount of provincial tax to withhold from the employee's wages.

**Special Information Types**

Categories of personal information, such as skills, that you define in the Personal Analysis key flexfield.

**Special Run**

The first run of a recurring element in a payroll period is its normal run. Subsequent runs in the same period are called special runs. When you define recurring elements you specify Yes or No for special run processing.

**SSHR**

Oracle Self-Service Human Resources. An HR management system using an intranet and web browser to deliver functionality to employees and their managers.

**SSP**

See: *Statutory Sick Pay*, page Glossary-25

**SSP Qualifying Pattern**

In the UK, an SSP qualifying pattern is a series of qualifying days that may be repeated weekly, monthly or some other frequency. Each week in a pattern must include at least one qualifying day. Qualifying days are the only days for which Statutory Sick Pay (SSP) can be paid, and you define SSP qualifying patterns for all the employees in your organization so that their entitlement to SSP can be calculated.

**Standard HRMS Security**

The standard security model. Using this security model you must log on as a different user to see a different Business Group.

**Standard Link**

Recurring elements with standard links have their element entries automatically created for all employees whose assignment components match the link.

See also: *Element Link*, page Glossary-10, *Recurring Elements*, page Glossary-22

**Statement of Commissions and Expenses for Source Deduction Purposes (TP 1015.R.13.1)**

A Ministere du Revenu du Quebec form which allows an employee who is paid partly or entirely by commissions to pay a constant percentage of income tax based on his or her estimated commissions for the year, less allowable business expenses.

**Statement of Remuneration and Expenses (TD1X)**

In Canada, the Statement of Remuneration and Expenses allows an employee who is paid partly or entirely by commission to pay a constant percentage of income tax, based on his or her estimated income for the year, less business-related expenses.

**Statutory Maternity Pay**

In the UK, you pay Statutory Maternity Pay (SMP) to female employees who take time off work to have a baby, providing they meet the statutory requirements set out in the legislation for SMP.

**Statutory Sick Pay**

In the UK, you pay Statutory Sick Pay (SSP) to employees who are off work for four or more days because they are sick, providing they meet the statutory requirements set out in the legislation for SSP.

**Succession Planning**

An SSHR function which enables a manager to prepare a succession plan.

**Suitability Matching**

An SSHR function which enables a manager to compare and rank a persons competencies.

**Superannuation Guarantee**

An Australian system whereby employers are required to contribute a percentage of an eligible employee's earnings to a superannuation fund to provide for their retirement.

**Supplier**

An internal or external organization providing contingent workers for an organization. Typically suppliers are employment or recruitment agencies.

**Tabbed Regions**

Parts of a window that appear in a stack so that only one is visible at any time. You click on the tab of the required region to bring it to the top of the stack.

**Task Flows**

A sequence of windows linked by buttons to take you through the steps required to complete a task, such as hiring a new recruit. System administrators can create task flows to meet the needs of groups of users.

**Template Letter**

Form letter or skeleton letter that acts as the basis for creating mail merge letters. The template letter contains the standard text, and also contains field codes, which are replaced by data from the application during the mail merge process.

**Terminating Employees**

You terminate an employee when he or she leaves your organization. Information about the employee remains on the system but all current assignments are ended.

**Termination Rule**

Specifies when entries of an element should close down for an employee who leaves your enterprise. You can define that entries end on the employee's actual termination date or remain open until a final processing date.

**Tips**

An SSHR user assistance component that provides information about a field.

**Unit Standard**

A nationally registered document that describes a standard of performance. The standard is typically defined and maintained by industry representatives.

**Unit Standard Competence**

A competence that is defined in a Unit Standard and linked to a Qualifications Framework qualification.

## **Upload**

The process of transferring the data from a spreadsheet on your desktop, created using Web ADI, back to the Oracle HRMS application.

## **User Assistance Components**

SSHR online help comprising tips and instructions.

## **User Balances**

Users can create, update and delete their own balances, including dimensions and balance feeds.

See also: *Balances*, page Glossary-4

## **User Profile Options**

Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements.

See also: *Responsibility*, page Glossary-23, *Security Profile*, page Glossary-24

## **View**

An example of an interface that you can use to download data from the Oracle HRMS application to a spreadsheet using Web ADI.

## **Viewer (SSHR)**

A person with view only access to an appraisal. An appraising manager or an employee in a 360 Degree Self appraisal can appoint view only access to an appraisal.

## **Viewer (Web ADI)**

A desktop application, such as a spreadsheet or word processing tool, that you use to view the data downloaded from Oracle HRMS via Web ADI.

## **Waiting Days**

In the UK, statutory Sick Pay is not payable for the first three qualifying days in period of incapacity for work (PIW), which are called waiting days. They are not necessarily the same as the first three days of sickness, as waiting days can be carried forward from a previous PIW if the linking interval between the two PIWs is less than 56 days.

## **WCB Account Number**

In Canada, this is the account number of the provincially administered Worker's Compensation Board that the employer would use to make remittances. There would be a unique number for each of the provincially controlled boards i.e. Workplace Safety & Insurance Board of Ontario, CSST, etc.

## **Work Choices**

Also known as Work Preferences, Deployment Factors, or Work Factors. These can affect a person's capacity to be deployed within an enterprise, such willingness to travel or relocate. You can hold work choices at both job and position level, or at person level.

## **Worker**

An employee or a contingent worker.

**Worker's Compensation Board**

In Canada, this is a provincially governed legislative body which provides benefits to employees upon injury, disability, or death while performing the duties of the employer. Worker's Compensation Board premiums are paid entirely by the employer.

**Workflow**

An Oracle application which uses charts to manage approval processes and in addition is used in SSHR to configure display values of sections within a web page and instructions.

**Work Structures**

The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.

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