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PeopleSoft Recruiting Solutions

Today's global workforce is in constant change. There continues to be increased competition for skilled workers and finding the right fit to match your organization's needs. To stay ahead of your competitors, timely and effective recruiting processes are critical. It is no longer effective to simply identify and hire talent. Instead, you must hire the right talent. To recruit effectively, managers and recruiters need collaborative applications that expand the traditional notion of self-service tools and provide the flexibility and information they need to make better and faster business decisions. Oracle's PeopleSoft Recruiting Solutions is comprised of two complementary applications, Candidate Gateway and Talent Acquisition Manager, which work in conjunction to address these enterprise recruiting challenges.

Candidate Gateway

Just like its name, Candidate Gateway is all about the candidate. Candidate Gateway provides both external and internal candidates self-service tools to search for and find the right job, and apply for that job using any device at any time.

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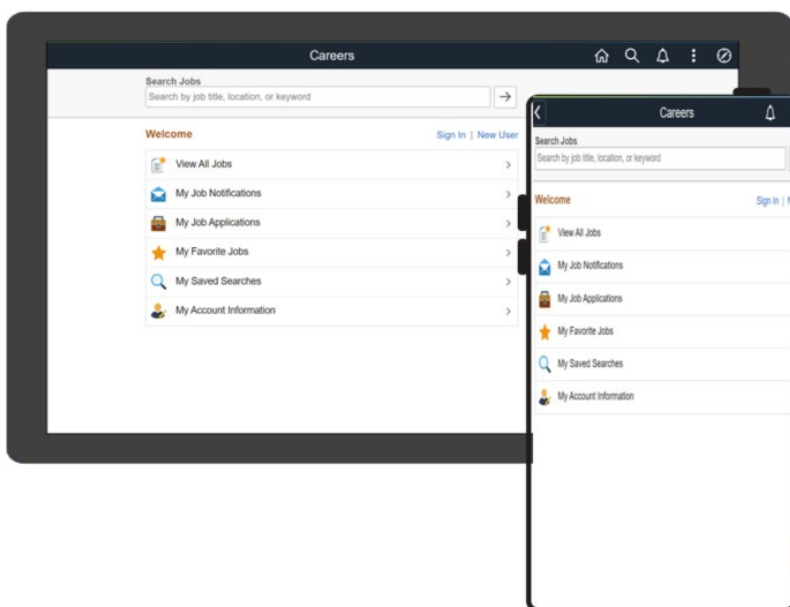
Figure 1. Candidates can search and apply on the device of their choice.

Today, top talent has more choices than ever. How they are treated during the application process can have a direct impact on their decision to join your organization, so first impressions count. The Candidate Gateway lets you define and configure the candidate experience and efficiently begin the relationship between you and future employees.

- The **Careers** homepage provides a clean format with intuitive menu options. Delivered pages provide for areas, also known as drop zones, to add additional instructional text and branding without compromising future enhancements.

- Candidates can **search for jobs and view current job openings** without registering, which provides the privacy many people seek from unwanted emails and spam calls.

- Candidates can **choose the type of device** they want to use. They may start a search on a phone, and then come back at a later point to complete that application using a tablet. This is all seamless to the candidate.

- Candidates can create **favorite jobs** or **job agents** to notify them via text, email, or notifications about job openings based on their interest.

- Utilize Oracle Digital Assistant to create a **Recruiting Assistant** to answer candidates' frequently asked questions or perform job searches.

- Automated text messaging can be configured using Twilio for external candidates with a one-time password process to assist in validation and security.

- You can configure acknowledgement confirmations to meet legal requirements.

- You can configure the number of steps that are required for your applications based on your organization's needs.

- Candidate Gateway meets U.S. and European standards regarding **applicant diversity** requirements.

Talent Acquisition Manager

Talent Acquisition Manager (TAM) extends recruiting beyond the collection of applications by providing comprehensive functionality for the recruiter and hiring manager, and then providing a tight integration with a world-class Human Resources system. From creating a job opening through the hiring process, TAM is aimed at bringing together the complex business processes of recruiting into an integrated, seamless experience. **Talent Acquisition Manager** is highly configurable, offering you the flexibility to design your system to work in the way that best meets your needs and supports your unique business processes.

- **Job Openings** can be tailored to your organization through configuration. Set up different recruiting sites, create templates by

Modern Candidate Experience

Candidates find it easy to navigate the system. They can:

- Search for Jobs
- Read Notifications
- View Applications and Status
- Accept Job Offers Online
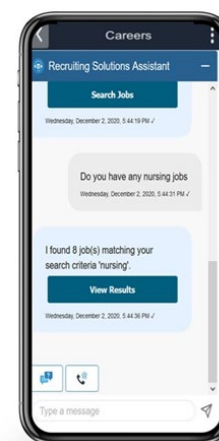- View or update their Profile
- Apply for Jobs

Figure 2. Utilizing Oracle Digital Assistant, external candidates can request answers to frequently asked questions and search for jobs with the Recruiting Assistant.

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specific job types, configure screening questions by job openings, and control approval processes.

- **Screening and Skills Questions** can be built to ask open ended, multiple answer, single answer, date, or numerical questions in the application. Change the order, the correct answer, and the screening points at the job opening level, or attach frequently repeated screening questions to a template for easy use by the recruiter.

- **Robust Screening Capabilities** allow the recruiter to automatically eliminate unqualified candidates upfront, via pre-screening or online screening, which avoids costly manual record reviews. Open ended questions capture a candidate's detailed responses and allow raters to score for inclusion in screening calculations. And you can also run iterative screening though out the recruiting process.

- Leverage the **Profile Management** features in PeopleSoft HCM to automatically generate requisitions based on responsibilities and competencies required for an organization or job.

- **Security** can be controlled not only on a department level but also via roles. This level of security controls access to applicant data based on the assignment to a job opening.

- **Recruiting Teams.** By defining a recruiting team when you create a job opening you are able to designate recruiters, managers, interviewers, and interested parties as members of the recruiting team for a specific opening.

- **Compliance** with OFCCP and DOL regulations are very important to many U.S. organizations. These regulatory features are available at the site level.

- **Configurable Message and Text Catalogs** are delivered tools that allow you to change instructional online text, button labels, and links to reflect your organization's unique needs.

- **Generate Recruitment Letters Online.** Oracle's XML publisher allows you to generate letters created during the recruiting process through third-party editors. The editors then finalize and email the letters to an applicant, which puts critical correspondence into the applicant's hands faster. A copy of the letter is automatically saved to the applicant's record and is easily accessible online.

- **Online Job Offers.** Expedite the offer process with the online job offer feature. Job offers are posted to the candidate's career portal where they can review offer documents, submit updates as requested, and accept or reject offers directly.

- **Applicant Hire Process.** You can complete the recruiting cycle using a streamlined hiring process for all worker types.

Built for the Recruiter

Highly Configurable Design

TAM is highly configurable, offering you the flexibility to:

- Create Requisitions
- Post Job Openings
- Search and Screen Applicants
- Route applicants to hiring managers
- Schedule Interviews
- Create offers
- Process the new-hires into core Human Resources

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Talent Acquisition Manager is designed for the recruiter to easily find information, context, and take quick action. Recruiters have access to tools that support activities that frequently occur outside the traditional recruiting process, such as maintaining lists of potential candidates for future contact.
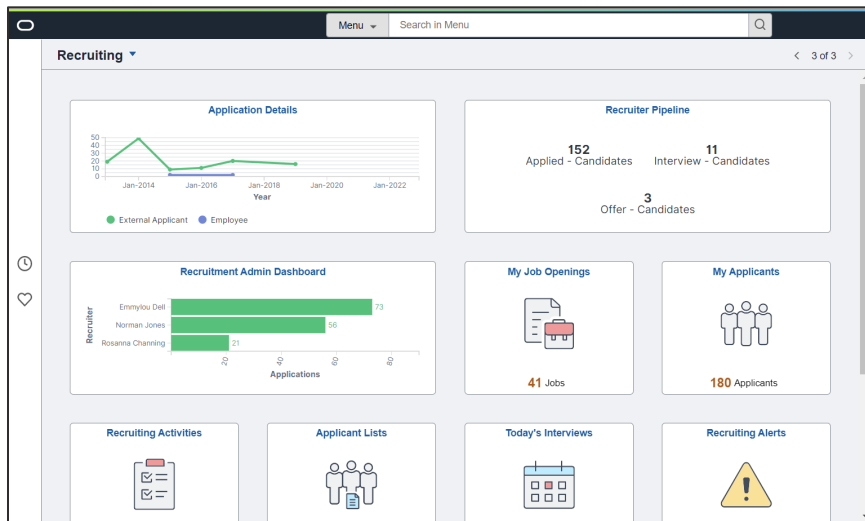

Figure 3. The Recruiting Homepage provides the recruiter with a one stop shop for the majority of their navigational needs.

The Recruiting Homepage provides recruiters, recruiting managers, and administrators a central location to launch and perform recruiting activities.

My Job Opening and **My Applicants** pages provide recruiters with flexible search, configurable summary data, and easy access to their job openings and applicants.

With one click, a recruiter is taken to the **Manage Job Opening** page that brings the relevant applicant or job opening data together. Recruiters can view the applicant resume or application. They can also take action to route or reject the applicant, or the numerous statuses in between. Individual or group actions are also available.

An efficient recruiter maintains informal **Applicant Lists**. Users can create an applicant list from search results or other criteria, modify the contents over time, send correspondence, and route applications. A great way to keep up with quality prospects.

Contact Management. Recruiters and managers have the ability to track notes and correspondence with applicants by associating them with the candidate record. Department and role security assures that this information is only reviewed by users that need to know the information.

Create a **pdf document** of an applicant's application, resume, and other attachments, or use a batch process to select a group action for multiple applicants.

Recruiting Activities is a navigation collection built just for the hiring manager. It is similar to the Recruiting Homepage but is geared to the different needs of a manager.

Recruiting Insights

PeopleSoft allows you to view applications and applicant data in modern, interactive visualizations. This enables recruiters to keep a pulse on where applicants are coming from, what their skills and competencies are, as well as the demographic data needed to ensure that organizations are meeting goals for a diverse workforce.
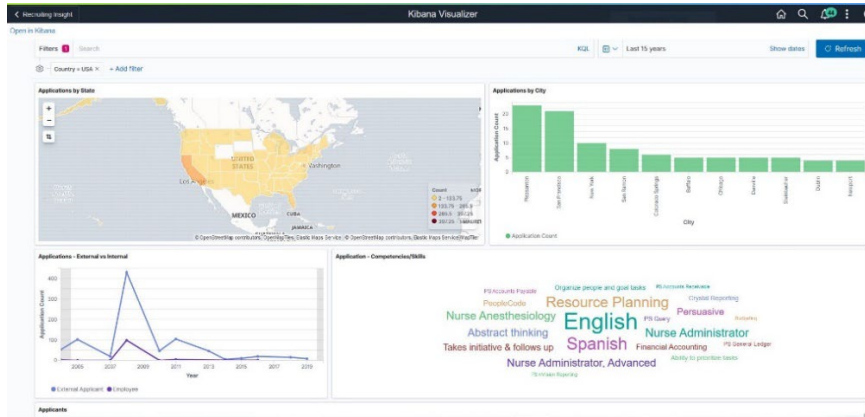

Figure 4. Visualizations provide interactive graphics for the recruiter and administrator..

Dashboards provide visual information to understand the many tasks they must manage as they fill vacancies efficiently and effectively. The **Recruiter Pipeline Dashboard** was built to aid the recruiter in understanding their active tasks and processes.

Integration

The ability to integrate with specialized vendors is a key need for Recruiting Solutions. Using the Open Integration Framework, you can integrate with a third- party provider of your choice.

Some key features include:

- **Resume Management.** You can choose from numerous extraction tools and third-party vendors.

- **Background Checks.** You can use your preferred background check provider, using the open integration framework.

- **Job Posting Management.** Leverage integration to facilitate posting to specific job boards or job board aggregators to streamline the posting process and monitor results.

- **Pre-employment Assessments.** Assess external and internal applicants using integrations with your preferred validated assessment vendor.

Recruiting Solutions

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Recruiting Solutions is more than an Applicant Tracking System. It provides a modern experience not only with your candidate in mind but in response to the needs of the back office as well.

Follow our PeopleSoft Blogs and Videos to learn more.

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Call +**1.800.ORACLE1** or visit **oracle.com**. Outside North America, find your local office at: **oracle.com/contact**.

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