Oracle Fusion Cloud Talent Management

How do I set up the Recruiting Activity Center?

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Get Help

Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Some application pages have help icons (?) to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

Get Support

You can get support at *My Oracle Support*. For accessible support, visit *Oracle Accessibility Learning and Support*.

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We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to *oracle_fusion_applications_help_ww_grp@oracle.com*.

Thanks for helping us improve our user assistance!

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Chapter 1
Introduction

1 Introduction

About this Playbook

Use this playbook to learn how to set up the Recruiting Activity Center, configure items displayed to recruiters and hiring managers, and test the overall setup.

With the Recruiting Activity Center, recruiters and hiring managers have a place to easily access and manage recruiting activities related to the job requisitions, job applications, and job offers they own.

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Set Up Recruiting Activity Center

2 Set Up Recruiting Activity Center

Set Up the Profile Option for the Recruiting Activity Center

You need to enable the ORA_IRC_ENABLE_RAC profile option for the Recruiting Activity Center.

1. In the Setup and Maintenance work area, click the **Tasks** icon.
2. Click **Search**.
3. On the Search page, search for the task **Manage Administrator Profile Values**.
4. Click the task name.
5. On the Manage Administrator Profile Values page, search for the **ORA_IRC_ENABLE_RAC** profile option code.
6. In the Profile Values section, set the profile value to Y.
7. Click **Save and Close**.

Configure Activity Items to be Displayed

You configure the activity items displayed in the Recruiting Activity Center. You can enable or disable an activity item, select assignees, and configure the frequency when the activity item is triggered.

1. In the Setup and Maintenance work area, go to:
   - Offering: Recruiting and Candidate Experience
   - Functional Area: Recruiting and Candidate Experience Management
   - Task: Enterprise Recruiting and Candidate Experience Information
2. In the Recruiting Management section, click **Configure Recruiting Activity Center**.

   The Configure Recruiting Activity Items page lists all activity items for applications, offers, and requisitions with their status (enabled or disabled).
3. Click the **Edit** icon next to an activity item to enable and configure it.
   a. Click **Enable activity**.
   b. For assignees, you can select recruiter, hiring manager, collaborator. By default, all activities are enabled for the recruiter.
   c. Select the frequency when the activity item is triggered. Possible options are instantly, after 3 days, after 7 days. You can also select a specific number of days.
   d. Set the priority to high, medium, or low.
4. Click **Save**.

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Chapter 2
Set Up Recruiting Activity Center

Grant Privileges to Access the Recruiting Activity Center

You need to grant the duty role Access Recruiting Activity Center
(ORA_IRC_ACCESS_RECRUITING_ACTIVITY_CENTER_DUTY) for users to see the Recruiting Activity Center quick action.

Recruiters with this privilege will see the quick action in My Client Groups > Hiring. Hiring managers will see the quick action in My Team > Hiring.

Run the Scheduled Process to Synchronize Activities

You need to run the scheduled process Synchronize Recruiting Activity Center Action Items to generate and update the action items in the Recruiting Activity Center. Recommended frequency is daily.

1. In the Navigator menu, go to **Tools > Scheduled Processes**.
2. On the Overview page, click **Schedule New Process**.
3. Search for the process **Synchronize Recruiting Activity Center Action Items**.
4. Click **OK**.
5. Click **Submit**.

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Chapter 3
Test Your Setup

3 **Test Your Setup**

Test Your Setup

You can test your setup by sign in as a recruiter and looking at the functionalities from a user's perspective.

1. On the home page, click **My Client Groups > Hiring**.
2. Verify if the activity items you enabled are displayed.
3. Verify if the priority of activity items display as you configured them.

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