

Oracle Fusion Cloud Talent Management

**How do I configure the side panel in
Grow?**



Oracle Fusion Cloud Talent Management
How do I configure the side panel in Grow?

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1 How do I configure the side panel in Grow?

Introduction

Scope of the Playbook

This playbook explains how to configure each section of the side panel in Grow.

The audience for this playbook includes these roles:

- Human Capital Management (HCM) Application Administrator
- HCM Integration Specialist
- Human Resource (HR) Specialist
- Employees and line managers

This playbook describes the tasks that one or more of these roles needs to complete in order to display data on the side panel.

Features of the Side Panel

As an employee, you can see a consolidated view of your interests and objectives on the side panel, which you chose or were chosen for you in other parts of HCM based on your job or position profile.

You can explore these sections and adjust as you see fit:

- Know your role – This displays your career role details page, which has all the resources and information to help you understand how well you align with your current role.
- Skills – This displays the skills you already have or are interested in developing. You can see the required skills that were added for your position or job in Skills Center. You can also discover more skills relevant for your position or job and add them to your profile.
- Learning Topics – This displays learning topic communities that you're following. The most recently followed communities appear first.
- Careers of Interest – Displays the careers you added to favorites. The ones you chose most recently appear first.
- Gigs – Displays your favorite gigs from Opportunity Marketplace. They appear in order of the most recently posted gigs. This list includes only those gigs that were posted less than six months from the current date.
- Jobs – Displays your favorite jobs from Opportunity Marketplace. They appear in order of the most recently posted jobs. This list includes only those jobs that were posted less than six months from the current date.
- Connections – Displays your favorite connections for your primary job assignment.

Before You Start

Prerequisites for Grow

To implement Oracle Grow, you need to have these products and features enabled.

Required	Recommended	Optional
Oracle Learning: Oracle Grow uses it to provide learning suggestions.	Oracle Dynamic Skills: Oracle Grow provides development and growth recommendations based on the skill set you're looking to develop.	Journeys: Oracle Grow lets you take up predefined journeys and also build your own personalized development journeys. These journeys must be of the category, Career Development.
	Opportunity Marketplace: You can view comprehensive details about your career role and other roles that you might be interested in using Opportunity Marketplace. In addition, Oracle Grow suggests learning recommendations for the jobs and gigs that you're interested in. Oracle Recruiting Cloud: Opportunity Marketplace is available in Oracle Recruiting Cloud.	Connections: Add favorite connections and view popular connections in Oracle Grow.
	Profile Management: Oracle Grow receives an employee's skills, competencies, and accomplishments from their talent profile.	Career Development: Oracle Grow provides a comprehensive view of an employee's career information in the legacy Career Development experience.

To implement Oracle Grow, you need one of these abstract roles with the Career Growth Access Worker duty, `ORA_HRD_CAREER_GROWTH_ACCESS_BY_WORKER_DUTY`, assigned to you:

- Contingent Worker, `ORA_PER_CONTINGENT_WORKER_ABSTRACT`
- Employee, `ORA_PER_EMPLOYEE_ABSTRACT`

Setup Workflow

To set up Grow, an administrator needs to complete these one-time setup tasks:

- Enable Profile Options for Grow*
- Run Scheduled Processes for Grow*
- Create a Job or Position Profile and Add Skills*
- Define a Career Progression Path*

After completing them, more setup tasks need to be completed to enable data in each section of the side panel. These could be administrator, HR specialist, or employee self-service tasks:

- *Display the Know Your Role Button*
- *Display Skills on the Side Panel*
- *Display Learning Topic Communities*
- *Display Careers of Interest*
- *Display Gigs*
- *Display Jobs*
- *Display Connections*

One-Time Setup Tasks

Enable Profile Options for Grow

Enable these profile options as a one-time setup activity for each of these products that support Grow.

Career Development

Profile Option Code	Description
HRC_ELASTIC_SEARCH_ENABLED	Enables elastic search-based search engine for HCM objects.
ORA_FND_SEARCH_EXT_ENABLED	Checks if Search Extension is enabled.
ORA_HRD_EXPLORE_CAREERS_ORACLE_SEARCH_ENABLED	Enables Oracle Search for exploring careers.
HRT_PROFILE_ORACLE_SEARCH_ENABLED	Enables Oracle Search for Talent Profile and Model Profile search pages.
ORA_HRD_AI_BEST_ROLES	Enables AI-based career suggestions on the Explore tab in Opportunity Marketplace.

Dynamic Skills

Profile Option Code	Description
ORA_HRT_AI_SKILLS_ASSISTANT	Enable AI-based skill suggestions.

Learning

Profile Option Code	Description
HRC_ELASTIC_SEARCH_ENABLED	Enables elastic search-based search engine for HCM objects.

Profile Option Code	Description
ORA_WLF_ORACLE_SEARCH_LEARNINGRECOMMENDATION_ENABLED	Enables Oracle Search for learning recommendation in responsive UI.

Connections

These are required to set up the search feature in Connections.

Profile Option Code	Description
ORA_FND_SEARCH_EXT_ENABLED	Enables elastic search-based search engine for HCM objects.
HRC_ELASTIC_SEARCH_ENABLED	Checks if Search Extension is enabled.

Enable **one** of these profile options:

Profile Option Code	Description
ORA_PER_ORACLE_SEARCH_WORKERSLOV_ENABLED	Enable Oracle Search-based search engine for search with workersLov rest.
HCM_CONNECTIONS_ENABLED	Enable the connection HCM pages.
FUSION_APPS_SEARCH_ENABLED	Enable search in the global header on all pages.
ORA_HRM_ENABLE_SUCCESSION_ORG_CHART	Enable succession organization chart.

Opportunity Marketplace

Profile Option Code	Description
ORA_HCM_OPP_MARKET_PLACE_GIGS	Enable gigs in Opportunity Marketplace.
ORA_HCM_OPP_MARKET_PLACE_JOBS	Enable jobs in Opportunity Marketplace.
ORA_HCM_OPP_MARKET_PLACE_CAREER_ROLES	Enable career roles in Opportunity Marketplace.

Related Topics

- [How do I enable a profile option?](#)

Run Scheduled Processes for Grow

From **Navigator** > **Tools**, use the Scheduled Processes task to run these processes as a one-time activity and also when required.

Career Development

Scheduled Process	Parameter
ESS job to create index definition and perform initial ingest to OSCS	Set Index Name to Reingest to fa-hcm-modelprofile
Process Career Roles for Oracle Search Ingestion	None
ESS job to create index definition and perform initial ingest to OSCS	Set Index Name to Reingest to fa-hcm-careerrole

Dynamic Skills

Scheduled Process	Parameter
Propagate Dynamic Skills to Workers Note: Run this scheduled process on a daily basis to propagate core and role skill assignments to the person profiles of the target population and to Skills Center.	None
ESS job to create index definition and perform initial ingest to OSCS	Set Index Name to Reingest to fa-hcm-teamskills

Learning

Scheduled Process	Parameter
ESS job to create index definition and perform initial ingest to OSCS Note: Run this scheduled process as a one-time setup activity or when required.	Set Index Name to Reingest to fa-hcm-learningitem
ESS job to create index definition and perform initial ingest to OSCS Note: Run this scheduled process when required to refresh recommendations.	Set Index Name to Reingest to fa-hcm-learningrecommendation

Connections

Scheduled Process	Parameter
ESS job to create index definition and perform initial ingest to OSCS	Set Index Name to Reingest to fa-hcm-person

Create a Job or Position Profile and Add Skills

As an HR specialist, complete these prerequisite tasks:

1. Define a position profile or job profile for a career role from **My Client Groups > Profiles > Job Profiles** or **Position Profiles**.
2. Set the status of the job or position profile as **Active**.
3. Associate it with a matching position or job. Ensure that the employee has this job or position assigned to them.
4. Add skills to the **Skill Center** content section of the job or position profile. At a minimum, mark one or more skills as Required.

Define a Career Progression Path

The career progression path for a career role is displayed if it's defined for a job or position. As an HR specialist, perform these steps to define it for a job:

1. In Setup and Maintenance, search for the **Define Jobs and Positions** task list, and select the **Manage Job** task.
2. Search for the job and edit it.
3. Select the next job in the career path from the Progression Job field.

Note: Note that for positions, the career path is displayed based on the job to which the position is associated. To view the job-to-position association, use the **Manage Positions** task in Setup and Maintenance.

Set Up Know Your Role

About the Know Your Role Feature

When you click the **Know your role** button, you can view an enhanced career role detail page that has all the resources and information to help you understand how well you align with your current role. This page displays your career progression path and the qualifications, skills, and competencies needed for each of the careers on that path. It details the role requirements as defined by HR and by your business and how you're doing in achieving those requirements. You can also find resources that will help you address the requirement gaps.

Note: The **Know Your Role** button is available only if a position profile or job profile has been set up for the employee.

View Your Career Progression Path

The career role detail page displays the career progression path for your role. You can add one or more careers from this path to your careers of interest.

A few points to consider about the career progression path:

- It's displayed only if it has been defined in the job or position details of that career.
- It lists the next three jobs in the progression hierarchy of the career. Note that you can see only a single progression path for a career.
- Apart from your current role, the other career names shown on the career progression path depends on whether an active job profile or position profile is associated with the career.

View Your Career Role Details

By default, your current role details are displayed across two tabs: **Role Requirements** and **Skills Assigned by Your Leadership**.

Role Requirements

On this tab, you'll see a job description, skills, and functional competencies such as languages, educational qualifications, accomplishments, licenses and certifications, and so on, that are required and good-to-have for the role. Skills that you have are listed first, followed by skills that you're yet to achieve. If you're yet to gain any of the functional competencies required for the role, you'll see an option to add it as a goal to your goal plan.

Work requirements such as travel, working hours, and so on will also be listed if they're defined for your role. You'll also see learning suggestions and career ambassadors to help you bridge the skills and qualifications gaps, if any, for your role.

This tab displays details related to your job or position depending on these criteria:

- If you have both position and job profiles defined for your career role, you'll see details for your position.
- If you don't have a position profile defined for your career role, you'll see details for your job.

Skills Assigned by Your Leadership

If you've been assigned a role guide, you'll see this tab. The purpose of a role guide is to define the requirements of a role for the particular business or organization you're in. It lists the skills that are required to help you excel in your role, tasks that can help you attain those required skills, and more resources recommended by your organization.

For each capability guide, you can view the skills that you need in order to be ready for a role and the skills that you need to master the role.

In the **Tasks to attain required skills** section, you can click the task to expand it and view more details, such as the skills you've attained and not attained. The number of required skills you've attained is also shown. If you've previously attained the required skills for a task, it will be marked as exempted; if you have been assigned the skills by the role guide and completed them you will see this task as completed.

On this page, you can also interact with any required skills, changing developing skills to developed, and requesting endorsements for the skill. Further, you can drill into a skill to view its details, including what development resources are available for that particular skill.

Display the Know Your Role Button

To use this feature, you need to have Career Development and Opportunity Marketplace installed.

As an HR specialist, complete these tasks:

- *Create a Job or Position Profile and Add Skills*

- Add this role membership to the employee role:
ORA_HRT_REST_SERVICE_ACCESS_PERSON_SKILLS_SEARCHES.

Display the Role Requirements Tab

On clicking the **Know Your Role** button, the enhanced career role details page is displayed on the **Role Requirements** tab. To view this tab, the administrator must complete these tasks:

- Enable the profile option, Your Role Details Enabled (ORA_WLF_YOUR_ROLE_DETAILS_ENABLED). If this profile option is set to N, they'll see the previous career details page (How Well You Qualify for <Your> Role).
- Employees need to have the functional security privilege, Manage Career (HRG_MANAGE_CAREER_DETAILS_PRIV). This is already added to the predefined employee role.
- If you use custom roles, ensure that these privileges are granted to the roles:
 - IRC_VIEW_CAREER_ROLES_IN_OPPORTUNITY_MARKETPLACE_PRIV (View Career Roles in Opportunity Marketplace)
 - HRC_REST_SERVICE_ACCESS_SAVED_SEARCHES_PRIV (Use REST Service – Saved Searches)

Career progression path

The career progression path is displayed if it's defined for the job. For details on how to define it, see [Define a Career Progression Path](#).

Resources to help fill role gaps

To enable learning items and career ambassadors to appear in the Resources to help fill role gaps section:

- Grant the security privilege ORA_WLF_REST_SERVICE_ACCESS_LEARNING_CATALOG_LOV (Use REST Service – Learning Catalog List of Values) to the employee role, which enables them to view learning items.
- Set the ORA_HRD_CAREER_AMBASSADORS_ENABLED profile option to **Y** to enable the Career Ambassador feature.
- Check whether employees in the same role as a career of interest role have enrolled themselves as career ambassadors in Connections.

Display the Skills Assigned by Your Leadership Tab

To display the **Skills Assigned by Your Leadership** tab on clicking the **Know Your Role** button, the administrator must complete these tasks.

- Ensure that a role guide is created and is associated with the employee's role. Go to **My Team > Learning and Development > Role Guides** to create and manage role guides.
- The employee role must have the View Role Guide (ORA_WLF_VIEW_ROLE_GUIDE) privilege, which is added to the predefined employee role through the Career Growth Access for Worker Duty role.

Set Up Skills

Display Skills on the Side Panel

To show learning topics on the side panel, you need to have Dynamic Skills installed. As an employee, choose skills that you already have or are developing for your current role:

To do this, click the **Skills** link on the side panel or go to **Me > Skills Center** and choose these skills.

Set Up Learning Topics

Display Learning Topic Communities

To show learning topics on the side panel, you need to have Learning installed. As an employee, choose learning topic communities to follow:

- Click the **Learning topics** link on the side panel. Select the learning community you're interested in and click the **Follow** icon. When you follow a learning community, you become a member of the community.
- Or, you can join a learning topic community from the Learning application. Go to **Me > Learning**, click **Search** and select the Learning type as **Learning Community**. Select a learning community you're interested in, click **Learn More** and then click **Join**.

Set Up Careers of Interest

About the Careers of Interest Feature

For any career role that you're interested in, you can view information that helps you prepare for that role and apply to jobs in that role. You can view the skills and functional competencies required for that role, learning resources and career ambassadors to help you upskill for it, and open jobs available, if any, in that role.

To search for and view career roles, click the **Careers of Interest** link on the side panel. This takes you to the Career Development experience in Opportunity Marketplace, with the **Career Roles** filter applied by default. You can search for career roles from here. You can view AI-suggested roles that are based on positions or jobs here.

When you click a career role card from search results, you can view these details:

- The career progression path, if it's defined for the role.
- Job description.
- Required skills for the role. Skills that you have are listed first with a color-coded indicator, followed by skills that you're yet to achieve.
- Competency map that shows the competency gap.

- Functional competencies such as languages, educational qualifications, accomplishments, licenses and certifications, and so on, that are required and good-to-have for the role. If you're yet to gain any of these competencies, you'll see an option to add it as a goal to your goal plan. You can also view the descriptive flexfields that are added to qualifications for the role.
- Work requirements such as travel, working hours, and so on, are displayed in the Additional Information section.
- Learning suggestions and career ambassadors to help you bridge the skills and qualifications gaps required for that role. If no learning resources or career ambassadors are available for the role, this section will be empty.

Note: One or more of the above sections might not be displayed if they're not defined in the job profile or position profile for that role.

Open jobs for the career role of your interest are displayed on the **Jobs** tab. If no jobs are currently available for the role, this tab will be empty. When the number of open jobs exceeds 12, you can view the rest of the jobs by clicking the **View all jobs** link. This takes you to the **Explore** tab, from where you can search for jobs.

You can view all the role guides associated with a career role, if role guides are defined and associated with jobs or positions relevant to that career role. Click the **Role Guides** tab to view the role guide cards associated with that career. By default, the most recently created role guides are listed on the first row. The role guide card indicates the number of skills that are required for that role guide. You can sort the role guides listed based on their name or the date they were updated. You can also add a role guide to your favorites.

Click a role guide card to view these details about the role guide and to add it to your favorites:

- Description of the role guide
- Capabilities for that role guide with these details:
 - Capability description
 - Skills required to attain that capability
 - Tasks to attain the required skills
 - Additional resources to attain the required skills

Display Careers of Interest

To display careers of interest on the side panel, you need to have Opportunity Marketplace and Career Development installed. As an employee, choose your careers of your interest:

1. Click the **Careers of interest** link. On the listing page, find a career you're interested in.
2. Click the career role card to view the career details page in Opportunity Marketplace.
3. Click **Add to Favorites**.

List Career Roles in Opportunity Marketplace

To display careers of interest on the side panel, the HR specialist and administrator have a few tasks to complete.

As an HR specialist, ensure that you've completed the steps in this topic, *Create a Job or Position Profile and Add Skills*.

Employees need to have the functional security privilege, Manage Career (HRG_MANAGE_CAREER_DETAILS_PRIV). This is already added to the predefined employee role.

As an administrator, if you use custom roles, ensure that these privileges are granted to the roles:

- IRC_VIEW_CAREER_ROLES_IN_OPPORTUNITY_MARKETPLACE_PRIV (View Career Roles in Opportunity Marketplace)
- HRC_REST_SERVICE_ACCESS_SAVED_SEARCHES_PRIV (Use REST Service – Saved Searches)

Display Career Role Details for a Career of Interest

To display careers role details for a selected career of interest, the HR specialist and administrator have a few tasks to complete.

As an administrator, enable the profile option, Your Role Details Enabled (ORA_WLF_YOUR_ROLE_DETAILS_ENABLED). If this profile option is set to N, they'll see the previous career details page (How Well You Qualify for <Your> Role).

Employees need to have the functional security privilege, Manage Career (HRG_MANAGE_CAREER_DETAILS_PRIV). This is already added to the predefined employee role.

As an administrator, if you use custom roles, ensure that these privileges are granted to the roles:

- IRC_VIEW_CAREER_ROLES_IN_OPPORTUNITY_MARKETPLACE_PRIV (View Career Roles in Opportunity Marketplace)
- HRC_REST_SERVICE_ACCESS_SAVED_SEARCHES_PRIV (Use REST Service – Saved Searches)

Career progression path

The career progression path is displayed if it's defined for the job. As an HR specialist, ensure that you've completed the steps in this topic, *Define a Career Progression Path*.

Resources to help fill role gaps

To enable learning items and career ambassadors to appear in the Resources to help fill role gaps section:

- Grant the security privilege ORA_WLF_REST_SERVICE_ACCESS_LEARNING_CATALOG_LOV (Use REST Service – Learning Catalog List of Values) to the employee role, which enables them to view learning items.
- Set the ORA_HRD_CAREER_AMBASSADORS_ENABLED profile option to **Y** to enable the Career Ambassador feature.
- Check whether employees in the same role as a career of interest role have enrolled themselves as career ambassadors in Connections.

Display the Jobs Tab on a Career Role Details Page

To display the Jobs tab on a career role details page, the administrator must complete these tasks.

- Grant employees the functional security privilege, Access Internal Candidate Experience (IRC_ACCESS_INTERNAL_CANDIDATE_EXPERIENCE_PRIV).
- Set the ORA_HCM_OPP_MARKET_PLACE_CAREER_ROLES profile option to **Y** at the site level.

Set Up Gigs

Display Gigs

To show favorite gigs on the side panel, you need to have Opportunity Marketplace installed. As an employee, complete these tasks:

- Choose favorite gigs by clicking the **Gigs** link. Select a gig that you're interested in, and select **Add to Favorites** from the **Actions** menu.
- Or, you can search for gigs in **Me > Opportunity Marketplace** (use the **Opportunity** filter on the **Explore** tab) and add them as favorites from the **Actions** menu.

Note: The posting date of these gigs must be less than six months from the current date.

Set Up Jobs

Display Jobs

To show favorite jobs on the side panel, you need to have Opportunity Marketplace installed. As an employee, complete these tasks:

- Choose favorite jobs by clicking the **Jobs** link. Select a job that you're interested in, and select **Add to Favorites** from the **Actions** menu.
- Or, you can search for jobs in **Me > Opportunity Marketplace** (use the **Opportunity** filter on the **Explore** tab) and add them as favorites from the **Actions** menu.

Note: The posting date of these jobs must be less than six months from the current date.

Set Up Connections

Display Connections

To show favorite connections on the side panel, you need to have Connections installed.

As an administrator, enable the favorite feature in Connections:

- Grant the Access Career Growth by Worker privilege (HRD_ACCESS_CAREER_GROWTH_BY_WORKER_PRIV) to the employee role.

As an employee, add other employees as favorites:

- Go to **Me > Connections**, search for the employees you wish to add, and click the **Favorite** icon in their profile.

