# Oracle Fusion Cloud Talent Management

## How do I set up the Recruiting Activity Center?

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# 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

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# 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. They can view a list of activities and easily see the priority level of each activity (high, medium, low). From the activities list, recruiters and hiring managers can take action directly using an Action button or an action from the Actions menu.

Actions in the Recruiting Activity Center are only displayed to users who have the privilege required to perform the action.

## Activities in the Recruiting Activity Center

The following tables list the activity items for job applications, job requisitions, and job offers and their triggering conditions. Note that some activity items are only generated when the scheduled process is run while others are generated automatically and don't rely on the scheduled process.

If an activity item was created, but has been dismissed by the user, the item won't be recreated unless the trigger conditions are met again. For example, if interviewer 1 proposed a new time and the activity was dismissed by the recruiter, when interviewer 2 proposes a new time the activity item would appear again in the recruiter's list.

If the object no longer qualifies for the rule, the activity item is deleted and if it qualifies again in the future a new activity item will be created. For example, if a draft requisition was created 4 days ago and yesterday the activity item 'Waiting to be submitted' was added to the recruiter's list. If the recruiter submitted the requisition yesterday they should no longer see the activity item in their list.

### Job Application Activities

| Activity | Triggering Condition |
|---|---|
| Interviewer proposed new time | Application status: Any.<br>Event: An interviewer proposes a new time for an upcoming scheduled interview, but the interviewer hasn't been removed from the interview and the interview hasn't been rescheduled (the interview hasn't been rescheduled and no request to reschedule has been sent to the candidate).<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: No |
| Interviewer provided feedback | Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer. |

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| Activity | Triggering Condition |
|---|---|
| | Event: Feedback was received for all feedback requests (all feedback requests are in Completed status), but the job application is still on the same phase and state as when the last feedback was received.<br><br>Seeded time frame: 3 days.<br><br>Triggered by scheduled process: Yes |
| Candidate provided more info | Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer.<br>Event: The candidate submitted a response to the request for information, but the job application is still on the same phase and state as when the response was received.<br><br>Seeded time frame: 3 days.<br><br>Triggered by scheduled process: Yes |
| Awaiting hiring team review | Application status: Any job application status.<br>Event: The hiring team review notification was sent to the hiring manager or recruiter, but there are still some job applications in the phase and state where the action is configured.<br><br>Seeded time frame: 7 days.<br><br>Triggered by scheduled process: Yes |
| Candidate to schedule interview | Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer.<br>Event: An interview invitation was sent to the candidate, but no interview was scheduled by the candidate for this request.<br><br>Seeded time frame: 3 days. Setting this to immediately is an invalid configuration.<br><br>Triggered by scheduled process: Yes |
| Candidate to provide more info | Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer.<br>Event: A request for information was sent to the candidate, but the candidate didn't submit a response.<br><br>Seeded time frame: 3 days. Setting this to immediately is an invalid configuration.<br><br>Triggered by scheduled process: Yes |
| Expired interview feedback requests | Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer.<br>Event: Feedback request has expired and the request wasn't renewed (expiration date hasn't been changed).<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: Yes |

# Job Requisition Activities

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| Activity | Triggering Condition |
| --- | --- |
| Approval rejected | Requisition status: Approval - Rejected<br>Event: Requisition rejected during the approval process.<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: No |
| Waiting to be submitted | Requisition status: Draft - In Progress<br>Event: Draft requisition created but not yet submitted.<br><br>Seeded time frame: 3 days.<br><br>Triggered by scheduled process: Yes |
| Awaiting formatting | Requisition status: Job Formatting - In Progress<br>Event: Draft requisition submitted, might be pending approval depending on the configured requisition creation process.<br><br>Seeded time frame: 3 days.<br><br>Triggered by scheduled process: Yes |
| Awaiting posting | Requisition status: Posting - In Progress<br>Event: Requisition moved to posting.<br><br>Seeded time frame: 3 days.<br><br>Triggered by scheduled process: Yes |
| Pending approval | Requisition status: Approval - Pending<br>Event: Requisition submitted for approval.<br><br>Seeded time frame: 3 days.<br><br>Triggered by scheduled process: Yes |
| No applications lately | Requisition status: Open - Posted<br>Event: No new job applications have been added to the job requisition in the configured time frame. For example, if the time frame is set to 7, it means that no new job applications have been added in the last 7 days. Doesn't consider draft job applications.<br><br>Seeded time frame: 7 days. Setting this to immediately is an invalid configuration.<br><br>Triggered by scheduled process: Yes |
| Expired career site posting | Requisition status: Open - Posted or Open - Expired<br>Event: Internal or external career site posting has expired and the requisition hasn't been posted on any career site since expiry.<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: Yes |
| Expired staffing agents invitations | Requisition statuses:<br>• Open - Not Posted |

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|---|---|
| | • Open - Scheduled<br>• Open - Posted<br>• Open - Expired<br>• Open - Unposted<br>• Open - Suspended<br><br>Event: The expiration date and time for an invitation has passed. Only applicable for invitations which have been sent (not applicable if the agent hasn't been invited yet).<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: Yes |
| All openings filled | Requisition statuses:<br>• Open - Not Posted<br>• Open - Scheduled<br>• Open - Posted<br>• Open - Expired<br>• Open - Unposted<br>Event: A candidate is hired for the last remaining opening of the requisition.<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: No |

## Job Offer Activities

| Activity | |
|---|---|
| Waiting to be submitted | Offer status: Offer - Draft<br>Event: Draft offer created but not yet submitted.<br><br>Seeded time frame: 3 days after draft is created.<br><br>Triggered by scheduled process: Yes |
| Waiting to be extended | Offer status: Offer - Approved<br>Event: Offer approved but not yet extended to candidate.<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: No |
| Approval rejected | Offer status: Offer - Approval Rejected<br>Event: Offer rejected in approval process.<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: No |

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| Activity | |
|---|---|
| | |
| Candidate to accept offer | Offer status: Offer - Extended<br>Event: Offer extended to candidate but not yet accepted.<br><br>Seeded time frame: 3 days after extended.<br><br>Triggered by scheduled process: Yes |
| Declined by candidate | Offer status: Offer - Withdrawn by Candidate<br>Event: Offer extended and declined by candidate.<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: No |
| Pending approval | Offer status: Offer - Pending Approval<br>Event: Offer submitted for approval.<br><br>Seeded time frame: 3 days.<br><br>Triggered by scheduled process: Yes |
| Accepted offer | Offer status: Offer - Accepted<br>Event: Offer accepted by candidate or on behalf of candidate.<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: No |
| Expired offer | Offer status: Offer - Extended<br>Event: The offer letter's expiration date is now in the past.<br><br>Seeded time frame: Immediately.<br><br>Triggered by scheduled process: Yes |

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# 2 Set Up Recruiting Activity Center

## Set Up the Profile Option for the Recruiting Activity Center

You need to configure the ORA_IRC_ENABLE_RAC profile option at the site level to enable the Recruiting Activity Center.

1. In Setup and Maintenance, click the **Tasks** icon, then click **Search**.
2. Search and select **Manage Administrator Profile Values**.
3. Search for profile option code **ORA_IRC_ENABLE_RAC**.
4. In the Profile Values section, specify **Site** level, then select **Y** from the Profile Value drop-down list.
5. 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 Setup and Maintenance, 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 Activity Centers**.

   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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# 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**.

# What privileges are required to view actions in the Recruiting Activity Center?

Actions in the Recruiting Activity Center are only displayed to users who have the privilege required to perform the action.

## Requisition Actions and Privileges

| Action | Privilege |
|---|---|
| Cancel | Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV) |
| Edit Date | Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV) |
| Edit Formatting | Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV) |
| Edit Requisition | Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV) |
| Fill | Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV) |
| Open for Sourcing | Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV) |
| Post | Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV) |
| Redraft | Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV) |
| Review Posting | View Job Requisition (IRC_VIEW_JOB_REQUISITION)<br>Post Job Requisition to Company Career Site (IRC_POST_JOB_REQUISITION or IRC_POST_JOB_REQUISITION_TO_JOB_DISTRIBUTORS_PORTAL) |
| Send Message to Team | View Job Requisition (IRC_VIEW_JOB_REQUISITION) |
| View Approval Status | View Job Requisition (IRC_VIEW_JOB_REQUISITION) |

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## Job Application Actions and Privileges

| Action | Privilege |
|---|---|
| Message Candidate | Interact with Candidate (IRC_INTERACT_WITH_CANDIDATE) |
| Move Application | Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS) |
| Renew Request | Manage Job Requisition Questionnaire Request (IRC_MANAGE_JOB_REQUISITION_QUESTIONNAIRE_ REQUEST) |
| Review Feedback | View Completed Job Requisition Questionnaire (IRC_REVIEW_COMPLETE_JOB_REQUISITION_ QUESTIONNAIRE) |
| Send Invite Approval Status | View Candidate Job Application (IRC_VIEW_CANDIDATE_JOB_APPLICATION) |
| Send Message to Team | View Candidate Job Application (IRC_VIEW_CANDIDATE_JOB_APPLICATION) |
| View Application | View Candidate Job Application (IRC_VIEW_CANDIDATE_JOB_APPLICATION) |
| View Interview | View Candidate Job Application (IRC_VIEW_CANDIDATE_JOB_APPLICATION) |

## Offer Actions and Privileges

| Action | Privilege |
|---|---|
| Accept for Candidate | Communicate Job Offer (IRC_COMMUNICATE_JOB_OFFER)<br>Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS) |
| Extend | Communicate Job Offer (IRC_COMMUNICATE_JOB_OFFER)<br>Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS) |
| Message Candidate | Interact with Candidate (IRC_INTERACT_WITH_CANDIDATE) |
| Move Application | Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS) |
| Move to HR | Communicate Job Offer (IRC_COMMUNICATE_JOB_OFFER_PRIV)<br>Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS) |
| Preview | View Job Offer (IRC_VIEW_JOB_OFFER) |
| Redraft | Initiate Job Offer (IRC_INITIATE_ JOB_OFFER_PRIV)<br>Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS_PRIV) or if in HR,<br> Redraft Job Offer After HR Phase (IRC_REDRAFT_JOB_OFFER_AFTER_HR_PHASE_PRIV) |
| Send Message to Team | View Job Offer (IRC_VIEW_JOB_OFFER) |
| View Approval Status | View Job Offer (IRC_VIEW_JOB_OFFER) |
| View Offer | View Job Offer (IRC_VIEW_JOB_OFFER) |

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# Run the Scheduled Process to Synchronize Activities

Go to **Tools > Scheduled Processes** and run the **Synchronize Recruiting Activity Center Action Items** scheduled process to generate and update the action items in the Recruiting Activity Center. The recommended frequency is daily.

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Test Your Setup

# 3 Test Your Setup

## Test Your Setup

You can test your setup by signing 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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