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.

Prerequisites for Grow

Here are the prerequisites 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

These products and features should be 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.

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Required	Recommended	Optional
	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.

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 and Opportunity Marketplace

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.

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Profile Option Code	Description
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.
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.

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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 and Opportunity Marketplace

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 This ensures that a career role appears on the listing page in Opportunity Marketplace.	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**

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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 one-time setup 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.

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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

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. To define it, see *Define a Career Progression Path*.

Resources to help fill role gaps

To enable learning items to appear:

- 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.

To enable career ambassadors to appear:

- Set the ORA_HRD_CAREER_AMBASSADORS_ENABLED profile option to **Y** to enable the Career Ambassador feature. For more details, see *Set Up Career Ambassadors in Career Development*.
- Check whether employees in the same role as a career of interest role have enrolled themselves as career ambassadors in Connections.

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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.

Display the Skills Assigned by Manager Tab

As a manager, assign core skills to the employee:

- Go to **My Team** > **Team Skills Center**, and click the **Skills** tab.

As an administrator, complete these tasks:

1. Run the scheduled process, Propagate Dynamic Skills to Workers, after the skills are assigned.
2. Run the scheduled process, ESS job to create index definition and perform initial ingest to OSCS, with parameter as **fa-hcm-teamskills**.
3. Ensure that the privilege, HRT_REST_SERVICE_ACCESS_PERSON_SKILLS_SEARCHES_PRIV, is granted to the employee and manager roles.

Configure the Popular Next Careers Tab

As an administrator, you can show or hide the Popular Next Careers tab and also configure the number of past years to consider for displaying the most popular careers preferred by employees in the past.

- To show or hide this tab, use the page property, **Show Popular Next Careers Tab on Know Your Role** in Visual Builder Studio Express mode. For details on using page properties, see *How do I control the display of a UI element in Visual Builder Studio?*

- Configure the number of past years using the profile option, ORA_PER_EMPL_GROW_LOOK_BACK_PERIOD. For details on using profile options, see *How do I enable a profile option?*

Set Up Skills

Display Skills on the Side Panel

To show learning topics on the side panel, you need to have Dynamic Skills installed.

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As an employee, choose skills that you already have or are developing for your current role:

- 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

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*.

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

- Manage Career (HRG_MANAGE_CAREER_DETAILS_PRIV). This is already added to the predefined employee role.
- 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)

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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, 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).

- Ensure that these functional security privileges are granted, if you use custom roles:
  - Manage Career (HRG_MANAGE_CAREER_DETAILS_PRIV). This is already added to the predefined employee role.
  - 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 to appear:

- 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.

To enable career ambassadors to appear:

- Set the ORA_HRD_CAREER_AMBASSADORS_ENABLED profile option to **Y** to enable the Career Ambassador feature. For more details, see *Set Up Career Ambassadors in Career Development*.

- 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.

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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.

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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.

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