

Oracle Fusion Cloud Talent Management

**How do I set up Opportunity
Marketplace?**

FA Latest



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1 Introduction

About This Playbook

Use this playbook to learn how to set up Opportunity Marketplace and configure different options for both those who create and manage opportunities, and the candidates who are looking for them.

With Opportunity Marketplace, employees and external candidates have a place to easily search for new job or gig opportunities.

- Jobs are long term opportunities that can be offered to employees or external candidates.
- Gigs are intended for employees only. They're short term opportunities that use the skills and talents that employees might be using during their day-to-day job. For example, perhaps your team needs someone for a short period of time to create a web page. Gigs help employees improve the skills they already have, or gain skills they want to have.

2 Set Up Opportunity Marketplace

Create the Profile Option for Opportunity Marketplace Jobs

You need to create and enable a profile option for Opportunity Marketplace jobs called `ORA_HCM_OPP_MARKET_PLACE_JOBS`.

1. In the Setup and Maintenance work area, click the **Tasks** icon.
2. Click **Search**.
3. Search for the task **Manage Profile Options**.
4. Click the task name.
5. On the Manage Profile Options page, click the **New** icon.
6. On the Create Profile Option page, create the profile option by entering these values:
 - o Profile Option Code: `ORA_HCM_OPP_MARKET_PLACE_JOBS`
 - o Profile Display Name: Enable Jobs on Opportunity Marketplace.
 - o Application: Recruiting
 - o Module: Recruiting Opportunity Marketplace.
 - o Description: Enable Jobs for Opportunity Marketplace.
 - o Start Date: Today's date
7. Click **Save and Close**.

What to do next

When the profile option is created, you need to enable it at the Site level.

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

Related Topics

- [Create and Edit Profile Options](#)

Create the Profile Option for Opportunity Marketplace Gigs

You need to create and enable a profile option for Opportunity Marketplace gigs called ORA_HCM_OPP_MARKET_PLACE_GIGS.

1. In the Setup and Maintenance work area, click the **Tasks** icon.
2. Click **Search**.
3. Search for the task **Manage Profile Options**.
4. Click the task name.
5. On the Manage Profile Options page, click the **New** icon.
6. On the Create Profile Option page, create the profile option by entering these values:
 - o Profile Option Code: ORA_HCM_OPP_MARKET_PLACE_GIGS.
 - o Profile Display Name: Enable Gigs on Opportunity Marketplace.
 - o Application: Recruiting.
 - o Module: Recruiting Opportunity Marketplace.
 - o Description: Enable Gigs for Opportunity Marketplace.
 - o Start Date: Today's date.
7. Click **Save and Close**.

What to do next

When the profile option is created, you need to enable it at the Site level.

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

Related Topics

- [Create and Edit Profile Options](#)

Assign Opportunity Marketplace Privileges to Users

There are required privileges and roles for Opportunity Marketplace.

Jobs

If you're using Opportunity Marketplace for jobs, the following privilege is required for users. This privilege is given by default to the seeded employee role.

- IRC_ACCESS_INTERNAL_CANDIDATE_EXPERIENCE_PRIV

Employees also need the following privilege:

- HRT_REST_SERVICE_ACCESS_TALENT_MODEL_PROFILES_RO_PRIV

Gigs

For gigs you need to create creator and seeker job roles.

Seeker privileges allow users to view and search for opportunities (gigs) in Opportunity Marketplace and apply to them. A suggested approach is to create a specific role for a seeker, and then assign it to employees. You can add the privileges to the role of your choice or create specific seeker roles as required. Seekers require the following privileges.

- IRC_ACCESS_OPPORTUNITY_MARKETPLACE_PRIV
- PER_REST_SERVICE_ACCESS_WORKFORCE_STRUCTURE_LOVS_PRIV

Creator privileges allow a user to create opportunities, update them, review applicants, select and assign candidates to them, and close the opportunities.

- IRC_ACCESS_OPPORTUNITY_MARKETPLACE_PRIV
- IRC_MANAGE_OPPORTUNITY_MARKETPLACE_PRIV
- PER_REST_SERVICE_ACCESS_PUBLIC_WORKERS_RO_PRIV
- PER_REST_SERVICE_ACCESS_WORKFORCE_STRUCTURE_LOVS_PRIV

Gig Admin Persona

Allow certain users to perform all the functions of a gig manager for all gigs in Opportunity Marketplace. Having at least one gig admin is useful in situations where an original gig manager is unavailable but their gigs needs to be updated, or perhaps you want certain users to create all gigs for your organization and assign them to other gig managers. Only gig admins have access to the Manage Gigs tab on the Opportunity Marketplace home page. When they click it, the Manage Gigs page opens, showing all gigs created by all gig managers. From here gig admins can unpublish, duplicate as draft, edit, and cancel any of these gigs. They can view a gig manager's profile and update the details of a gig. On the Create Gig page, only gig admins can see a Gig Manager drop-down list, which they can use to assign new gigs to other gig managers.

- IRC_MANAGE_ALL_OPPORTUNITY_MARKETPLACE_GIGS_PRIV

Career Roles

To view the career role listing and detail pages, employees need to have the functional security privilege, Manage Career (HRG_MANAGE_CAREER_DETAILS_PRIV). This is already added to the seeded employee role.

If you use custom roles, ensure that these privileges are granted to the roles:

- To view career roles and details: Manage Career (IRC_VIEW_CAREER_ROLES_IN_OPPORTUNITY_MARKETPLACE_PRIV)
- To view jobs on the job tab: Access Internal Candidate Experience (IRC_ACCESS_INTERNAL_CANDIDATE_EXPERIENCE_PRIV_OBI)
- To view the career roles facets: ORA_HCM_OPP_MARKET_PLACE_CAREER_ROLES
- To manage career roles: ORA_HRG_MANAGE_CAREER_DETAILS_BY_WORKER_DUTY

Saved Search

To use the Saved Search functionality, the following functional privileges are required:

- HRC_REST_SERVICE_ACCESS_SAVED_SEARCHES_PRIV - Use REST Service - Saved Searches
- HRC_ACCESS_HCM_COMMON_COMPONENTS_PRIV - Access HCM Common Components

The HRC_REST_SERVICE_ACCESS_SAVED_SEARCHES_PRIV functional privilege is automatically assigned to the HCM Integration Specialist role. All employees will have the privileges required to use saved searches and create personal saved searches with the privileges mentioned above.

For managing system level saved searches the following privilege is required:

HRC_MANAGE_SYSTEM_SEARCHES_PRIV - Manage System Searches

This functional privilege is automatically assigned to the HCM Integration Specialist role, and to the Human Capital Management Application Administrator role.

Note: Once roles have been granted to users, run the Import User and Role Application Security Data scheduled process to ensure that the users are fully updated.

Related Topics

- [Predefined HCM Roles](#)
- [Role Types](#)

Enable Oracle Search for Opportunity Marketplace

Enable Oracle Search for Opportunity Marketplace so that your users can search for jobs and gigs using search term suggestions.

You need to configure profile options and then run the initial data ingestion process to set up Oracle Search index, which is the foundation of Oracle Search.

1. In the Setup and Maintenance work area, click the **Tasks** icon.
2. Click **Search**.
3. Search for the task **Manage Administrator Profile Values**.
4. Click the task name.
5. On the Manage Administrator Profile Values page, search for and set the following profile option code.

Profile Option Code	ORA_FND_SEARCH_EXT_ENABLED
Profile Display Name	Enable/Disable Search Ext Framework
Application	Oracle Middleware Extensions for Applications
Module	Oracle Middleware Extensions for Applications
Required Profile Level	Site
Required Profile Value	Yes

6. Click **Save and Close**.

Configure the Frequency of Opportunity Marketplace Email Notifications

Opportunity Marketplace sends recommendation emails to job seekers to notify them of new opportunities that match their preferences.

You can control the frequency of this email by using alert configurations.

1. In the Setup and Maintenance work area, go to:
 - o Offering: Recruiting and Candidate Experience
 - o Functional Area: Recruiting and Candidate Experience Management
 - o Task: Enterprise Recruiting and Candidate Experience Information
2. Click **Edit** for Talent Community.
3. Make the appropriate changes, and click **Save**.

Configure the Opportunity Marketplace Email Template

Opportunity Marketplace sends recommendation emails to job seekers to notify them of new opportunities that match their preferences. They're generated based on location, job code, organization, and job family preferences, plus the location and job codes of previously-applied-for or favored jobs.

If a job matches the location and job code/job family preference, it's listed higher in the recommendations and job alerts than a job that's only matching job code/job family from preferences. For example: Job 1 matches the job code and location preference. Job 2 matches only the Job code preference. Both jobs are recommended, but Job 1 is listed higher than Job 2. If Job 3 matches only the location preference then it won't be recommended because it doesn't align with the job code or job family preference of the user.

Note: A user's "Update Interest" selections are also considered but jobs are still ranked according to the number of preference matches found.

You can configure the email alert template by using Recruiting Content Library.

1. In the Setup and Maintenance work area, go to:
 - Offering: Recruiting and Candidate Experience
 - Functional Area: Recruiting and Candidate Experience Management
 - Task: Recruiting Content Library.
2. Create or edit a Marketplace Opportunity Notification (ORA_OM_OPPORTUNITY_ALERT).
3. Click **Save**.

Results:

Opportunity marketplace alert sends out new jobs (and gigs if you're using gigs) as per alert frequency. If you don't want the legacy job alert to be sent, you must deactivate the Job Alert Internal Notification (ORA_JOB_ALERT_INT) template.

Note: If you've made any configurations in the Job Alert Internal Notification template, you can copy them to the Marketplace Opportunity Notification.

3 Configure Career Roles in Opportunity Marketplace

Enable Career Roles in Opportunity Marketplace

You can enable the career roles functionality in Opportunity Marketplace. This lets employees search and browse through available career roles using a Career Roles facet, and update their career preferences to get better recommendations. Employees can set favorites so that they can browse these roles again later.

To display the career roles listing and detail pages, complete the configurations listed here.

Prerequisites

You need to enable Enhanced Dynamic Skills and Opportunity Marketplace.

Privileges and Profile Options

These privileges are already added to the predefined employee role. If you're using custom roles, ensure that you add them to the employee role:

Privilege Code	Privilege Name	Enables Employees To
HRG_MANAGE_CAREER_DETAILS_PRIV	Manage Career	View the list of career roles, the role details page, and the View Current Role button
IRC_VIEW_CAREER_ROLES_IN_OPPORTUNITY_MARKETPLACE_PRIV	View Career Roles in Opportunity Marketplace	View career role details
HRC_REST_SERVICE_ACCESS_SAVED_SEARCHES_PRIV	Use REST Service – Saved Searches	View career role details

Ensure that these profile options are set to **Y**:

- Enable career roles on Opportunity Marketplace (ORA_HCM_OPP_MARKET_PLACE_CAREER_ROLES)
- Your Role Details Enabled (ORA_WLF_YOUR_ROLE_DETAILS_ENABLED) - If this profile option is set to N, employees will see the previous career details page (How Well You Qualify for <Your> Role).

Career Role Listing Page

For a career role to be included on the career roles listing page:

- Define a position profile or job profile for the career role and associate it with the respective position or job. For details, see [Create a Job or Position Profile and Add Skills](#).
- Run the Process Career Roles for Oracle Search Ingestion scheduled process.

- Run the scheduled process called ESS job to create index definition and perform initial ingest to OSCS with the parameter **fa-hcm-careerrole** to show results in the listing page.

Current Role Button

To view the **Current Role** button, employees must have an active associated job profile. For more information on managing profiles, see the *Using Enhanced Talent Profiles* guide available on Oracle Help Center.

Career Progression Path

The career progression path is displayed if it's defined for the job. For details, see *Manage Career Paths*.

Resources to Help Fill Role Gaps

To enable learning items to appear in this 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.

For employees to view career ambassadors:

- The career ambassadors feature must be enabled. For more instructions, see this topic *Set Up Career Ambassadors in Career Development* in Oracle Help Center.
- Other employees in the same role should have enrolled themselves as career ambassadors in Connections.

Related Topics

- [Assign Opportunity Marketplace Privileges to Users](#)
- [Pathways to Enhanced Dynamic Skills](#)

Display Career Roles Based on Jobs, Positions, or Both

On the career role listing page, you can display career roles that are based on job profiles, position profiles, or both.

This is enabled using the profile option `ORA_OM_CAREER_ROLE_PROFILE_DISPLAY`. The value that you set in this profile option impacts the following pages in Opportunity Marketplace:

- Career Roles
- Career Paths
- Favorites
- Recommended

1. Ensure that the Enable career roles on Opportunity Marketplace (`ORA_HCM_OPP_MARKET_PLACE_CAREER_ROLES`) profile option is enabled.
2. Then, set the Display Job and Position Profiles in Career Roles (`ORA_OM_CAREER_ROLE_PROFILE_DISPLAY`) profile option to one of these values at the site level:
 - **Both Job and Position Profile**
 - **Only Job Profile**
 - **Only Position Profile**

The default value is **Both Job and Position Profile**.

Related Topics

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

Display Jobs in Career Roles

To display the **Jobs** tab on a career role details page:

- These profile options should be set to **Y** at the site level.
 - Enable career roles on Opportunity Marketplace (ORA_HCM_OPP_MARKET_PLACE_CAREER_ROLES)
 - Enable jobs on Opportunity Marketplaces (ORA_HCM_OPP_MARKET_PLACE_JOBS)
- Ensure that employees have the functional security privilege, Access Internal Candidate Experience (IRC_ACCESS_INTERNAL_CANDIDATE_EXPERIENCE_PRIV).

Related Topics

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

Display Role Guides for Career Roles

Ensure that these configurations are complete:

1. Use the **Role Guides** task in **My Team > Learning** to define role guides and associate them with appropriate positions or jobs.
2. Ensure that the Process Career Roles for Oracle Search Ingestion scheduled process has been scheduled at least once after every release version upgrade and P2T (production-to-test) process.
3. If you use custom roles, ensure that the View Role Guide (WLF_VIEW_ROLE_GUIDE) privilege is granted to the employee role.

Related Topics

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

Configure Career Role Recommendations

The **Recommend** button is displayed by default on the career role details page. However, you can hide it using the page property, **Show Recommend Button in Career Role Details**, in Visual Builder Studio.

To display the recommendations in the **Recommended** filter in Opportunity Marketplace, enable the profile option, `ORA_HRD_ENABLE_LLM_SUMM_CAREER_ROLE_SUGGSNS`.

Career role recommendations can be based on job profiles, position profiles, or both. You can control this setting using the profile option, `ORA_OM_CAREER_ROLE_PROFILE_DISPLAY`.

Related Topics

- [Display Career Roles Based on Jobs, Positions, or Both](#)
- [How do I control the display of a UI element in Visual Builder Studio?](#)
- [How do I enable a profile option?](#)
- [Recommend Career Roles Using Recommendation Profiles](#)
- [Recommend AI-Based Career Roles Using Recommendation Profiles](#)

Configure Career Role Filters Using Search Views

You can configure career role standard fields as filters and facets so that candidates can use them to browse career roles in Opportunity Marketplace.

For jobs and gigs, you can use both standard and descriptive flexfields. For career roles, you can use standard fields. For details, see [How do I configure filters and facets for search views?](#)

- To access the Search Views page, you need the Manage Search Views (`HRC_MANAGE_SEARCH_VIEWS_PRIV`) privilege.
- To use advanced search filters on the Opportunity Marketplace Jobs page, you need the Access HCM Common Components (`HRC_ACCESS_HCM_COMMON_COMPONENTS_PRIV`) privilege.

4 Manage Career Paths

Manage Career Paths

As an HR specialist, you can create and manage career progression paths for employees that allows them to explore lateral and vertical career opportunities in each step of the path. This feature is different from the existing job progression path that you define using the **Define Jobs and Positions** task list in Setup and Maintenance. The existing feature enables you to define only a linear one-to-one job/position progression and is tied to the compensation structure. However, this feature enables you to define multiple job or position profiles for each step of the career progression path and is independent of the compensation structure.

You can create, view, and manage career paths using one of these navigation paths:

- **My Client Groups > Show More > Quick Actions > Career Paths**
- **My Client Groups > Profiles > Career Paths**

Using the Career Path listing page, you can:

- *Create career paths.*
- Filter for career paths based on their status, job function, or job family.
- Search for a career path from the filtered results based on the career path name or description. Note that you need to apply a filter first and then use the **Search** bar.
- Sort career paths based on the alphabetical order of career path names.
- Activate or deactivate career paths from the **Actions** menu.
- Edit and delete career paths. Note that you can only delete inactive career paths.

Related Topics

- [Configure Career Paths in Opportunity Marketplace](#)

Define Multiple Steps in a Career Progression Path

A career progression path consists of multiple steps. Each step is associated with one or more job profiles or position profiles, which could be lateral or vertical positions across your organization.

For example, if you're an Associate Software Engineer in Software Development and are interested in the Product Development or UX Design tracks, two lateral career progression paths could be possible:

- **Associate Software Engineer > Product Manager > Senior Product Manager > Director of Product**
- **Associate Software Engineer > UX Designer > Senior UX Designer > Director of Design**

This example shows you how to create these career progression paths.

Before you start

This feature is secured by the same Functional Security Privilege that's applicable to Profiles, which is HRT_SEARCH_TALENT_PROFILE_PRIV. This privilege is included as part of the ORA_HRT_WORKFORCE_PROFILE_SPECIALIST_DUTY duty role.

Here's what to do

1. Go to **My Client Groups** > **Profiles** > **Career Paths**.
2. Select **Add**.
3. Enter a name and description for the career path. These fields are required. For example, the name could be Career Progression for Associate Software Engineer.
4. Set the career path as active or inactive.
5. Add the job functions and/or families that you want to associate with the career path. For example, you could select Software Development and Software Engineering.
6. Add each step of the career progression, starting from the highest to the lowest in the hierarchy:
 - a. Enter a step name. For example, Step 4. You can name the remaining steps as Step 3, Step 2, and Step 1.
 - b. Associate one or more job or position profiles with each step. In our example, associate the job profiles, Director of Product and Director of Design, with Step 4. For Step 3, associate Senior Product Manager and Senior UX Designer. Step 2 is Product Manager and UX Designer. And Step 1 is Associate Software Engineer.

Only active job and position profiles are available for associating with each step. The **Associated Profiles** list will display either job profiles, or position profiles, or both, depending on the value set in the profile option, ORA_OM_CAREER_ROLE_PROFILE_DISPLAY.

7. Select **Apply**.
8. Repeat step 6 as needed.
9. Select **Submit**.

Note: It's recommended to include a job profile or position profile in only one career path, and not in multiple career paths. In this example, because you've created two different career progressions for the Associate Software Engineer role, it's recommended that you don't include it in any other career path. To add more career progressions, you can add them to the steps in the existing career path instead of creating a new one.

Define a Linear 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, complete these steps to define the career path for a job-based role. This enables you to define only a linear one-to-one job or position progression and is tied to the compensation structure.

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.

What to do next

For position-based roles, the career path is 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.

To create a career path with multiple job or position progressions, see [Define Multiple Steps in a Career Progression Path](#).

Configure Career Paths in Opportunity Marketplace

Complete these steps to configure career paths:

- Career paths are enabled only if the career role feature is configured. For details, see [Enable Career Roles in Opportunity Marketplace](#).
- Career paths must also be already created. For details, see [Define Multiple Steps in a Career Progression Path](#).
- To enable the **Career Progression** tab on the career role details page, you must set the page property **Show Career Progression Tab on Career Roles** to True in Oracle Visual Builder Studio.
- To enable the **Career Paths** filter in Opportunity Marketplace, you must set the page property **showCareerPathsInContextSwitcher** to True in Oracle Visual Builder Studio.
- The value of the profile option `ORA_OM_CAREER_ROLE_PROFILE_DISPLAY` decides which career paths are displayed in Opportunity Marketplace when you apply filters or search for them. If this profile option is set to display only job profiles, then career paths that have job profiles included in them will be displayed. If a career path includes both job and position profiles, set this profile option to display both.

Related Topics

- [Display Career Roles Based on Jobs, Positions, or Both](#)
- [How do I control the display of a UI element in Visual Builder Studio?](#)

