Oracle Adaptive Intelligent Apps for HCM

Getting Started with Adaptive Intelligent Best Candidates

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Preface

This preface introduces information sources that can help you use the application and this guide.

Using Oracle Applications
To find guides for Oracle Applications, go to the Oracle Help Center.

Documentation Accessibility
For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website.

Contacting Oracle
Customers can access electronic support through Oracle Support. For information, visit My Oracle Support or visit Accessible Oracle Support if you are hearing impaired.

Please give us feedback about Oracle Applications Help and guides. You can send an e-mail to: oracle_aiapps_doc_feedback_grp@oracle.com.
Welcome to Adaptive Intelligent Best Candidates

The best candidates feature in Oracle Adaptive Intelligent Apps for HCM gives you smart candidate recommendations for job requisitions. You spend less time manually screening resumes, while still sourcing and recruiting the best talent. Here’s how it works:

- Artificial intelligence models match candidates’ skills and work experience to the requirements of the job requisition.
- Machine-learning algorithms learn synonymous words that are commonly used in resumes (like manage, oversee or supervise) to rank recommendations that match closely with the job requisition.

This flow chart explains the data ingestion process. The model uses data from HR records and the current recruitment process:

- HR data, comprising applicant, candidate, employee, and job requisition data from an applicant tracking system (Oracle HCM Cloud).
- Your decisions at each hiring stage.
- Your feedback to the candidate recommendations provided by the model.

Note: Feedback received during the hiring stage improves candidate recommendation.
You get the candidate recommendations in a ranked list. For example, if you use Oracle Recruiting Cloud, you see the recommendations on the Job Requisitions page. See: Recommendations: Explained.

You can also set preferences in the applicant tracking system. For example, you can set the job posting target option as internal to select candidates from within your organization. You can also set other preferences like location, experience, educational qualification, and so on, to influence the recommendations you receive.

### About Oracle Cloud and Oracle Adaptive Intelligent Apps

Oracle Cloud is an enterprise cloud for businesses. Oracle Cloud offers self-service business applications delivered on an integrated development and deployment platform with tools to extend and create new services rapidly. To get started, see Get Started with Oracle Cloud Applications.
Use the Applications Console in Oracle Cloud to:

- Activate your order
- Sign in for the first time
- Access your service instance

**Note:** You can’t manage users through the Applications Console. Manage users directly through Oracle Identity Cloud Service (IDCS). To access IDCS from Oracle Adaptive Intelligent Apps, select **User Administration** on the user menu.

## Roles and User Administration

Roles and privileges control the access that users have to different features within the application. You can manage users in Oracle Identity Cloud Service and assign them to roles, which determine the tasks they can perform.

The following table describes the roles that you can assign.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Adaptive Intelligent HCM Operations Administrator</td>
<td>Coordinates and supervises all activities related to the operation of Oracle Adaptive Intelligent Apps for HCM, such as managing connections.</td>
</tr>
<tr>
<td>Oracle Adaptive Intelligent HCM User</td>
<td>Obtains recommendations for the recruitment application through REST API services, such as Job-to-Applicant Recommender, Job-to-Candidate Recommender, and so on. This is an additional security role assigned with the primary role in a recruitment application.</td>
</tr>
</tbody>
</table>

You can manage users in Oracle Identity Cloud Service (IDCS) and assign them to specific roles, which determine which tasks they can perform. If you have the appropriate privileges, select the **User Administration** shortcut on the user menu to go to IDCS, where you can map users to roles.

See [Manage Oracle Identity Cloud Service Users](#) for information about user administration.

## Version Compatibility

The best candidates feature is supported on devices with a width of 768 pixels or higher. For detailed information on Oracle’s browser support policy, see [Oracle Software Web Browser Support Policy](#).

The following table lists version compatibility for the supported integrations.

<table>
<thead>
<tr>
<th>Integrated Application</th>
<th>Version Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Recruiting Cloud</td>
<td>Release 13 (update 18B or later)</td>
</tr>
</tbody>
</table>
Accessibility

You can use assistive technology products, such as screen readers, while you work in the application. You can also use the keyboard instead of the mouse.

This table lists the supported accessibility features.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zoom</strong></td>
<td>You can use your browser’s zoom feature to resize text up to two hundred percent without loss of content or functionality.</td>
</tr>
<tr>
<td><strong>Contrast</strong></td>
<td>Large-scale text, and images of large-scale text have a contrast ratio of at least 3:1. Other text and images of text have a contrast ratio of at least 4.5:1.</td>
</tr>
<tr>
<td><strong>Screen Reader</strong></td>
<td>You can use screen readers. No special mode is required to enable it.</td>
</tr>
<tr>
<td><strong>Timing Adjustable</strong></td>
<td>If you experience being timed out of the application, your Oracle Identity Cloud Service administrator can extend the session expiry period.</td>
</tr>
</tbody>
</table>

Privacy Regulations and Data Protection

Only information necessary to make recommendations is stored from the info provided by your recruitment application. Personal identifiable information is not stored.

**Data Deletion**

Candidates you delete from your recruitment application are assigned the status DELETED and removed from the records after 30 days. These candidates won’t show in recommendations.

If you stop your subscription, all data is deleted after 60 days. See the Oracle Cloud Suspension and Termination Policy in the Oracle Cloud Hosting and Delivery Policies document available on the Oracle Cloud Services page for more information.

**Data Modification**

The best candidates feature doesn’t hold data that can be edited, corrected, or directly accessed. You can access and update candidate data in your recruitment application only.

**Data Security**

Oracle Identity Cloud Service uses multifactor authentication, encryption, and custom white-listing. For more information, refer to the following topics in Administering Oracle Identity Cloud Service.

- Understanding Multifactor Authentication
- Understanding Network Perimeters
- Understanding Administrator Roles
Consent Notice

The best candidates feature doesn't provide any consent notice. Your recruitment application manages consent forms and opt-out options.

Privacy and Cookies

All consumer data is anonymized and secured in Oracle Cloud. Your system logs are stored in your regulatory region. They are accessible for service optimization only.

The best candidates feature doesn't use any tracking technologies, such as cookies and device fingerprinting.
Set Up Connections for Best Candidate Recommendations

Before you start, check your recruitment application's documentation to know where to enter the connection details. If you're using Oracle Recruitment Cloud, see: Configuring Recommendations: Explained.

Here's what you need to do to set up the best candidates feature.

❗ Note: You must have the Operations Administrator role to do this task.

1. Sign in to Adaptive Intelligent Apps for HCM.
2. Click Connections on the home page.
3. Do one of the following.
   a. Copy these values to the corresponding fields in the recommendations and data ingestion sections of your recruitment application.
      - Authentication URL (also known as Access Token URL)
      - Application ID
      - Application Secret
      - Scope (also known as Service URL)
   b. If you didn’t find the fields described in the previous step in your recruitment application, expand Services and copy the Endpoint URL for the services you want to activate. Enter the values you copied on the Connections page in your recruitment application. Here’s a list of services you can activate.

<table>
<thead>
<tr>
<th>Service</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload to Oracle Storage Cloud</td>
<td>Transfers data from your recruitment application to Oracle Storage Cloud.</td>
</tr>
<tr>
<td>Download from Oracle Storage Cloud</td>
<td>Transfers data from Oracle Storage Cloud to Oracle Adaptive Intelligent Apps for HCM.</td>
</tr>
<tr>
<td>Best Candidates: Job-to-Applicant Recommender</td>
<td>Generates applicant recommendations for your job requisitions.</td>
</tr>
<tr>
<td>Best Candidates: Job-to-Candidate Recommender</td>
<td>Generates candidate recommendations for your job requisitions.</td>
</tr>
</tbody>
</table>

4. Save the settings in your recruitment application.
You have enabled data ingestion and recommendations on your recruitment application. Nice work!