

Oracle Artificial Intelligence

**Using AI Apps for Talent
Management**

April 2024



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Author: Oracle AI Apps Information Development

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Get Help

Here's an introduction to some information sources that can help you use the application and this guide.

Get Support

You can get support at [My Oracle Support](#). For accessible support, visit [Oracle Accessibility Learning and Support](#).

Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#).

Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to oracle_aiapps_doc_feedback_grp@oracle.com.

Thanks for helping us improve our user assistance!

1 Overview

Welcome to Oracle AI Apps for Talent Management

Oracle AI Apps for Talent Management uses artificial intelligence and machine learning algorithms to provide features to the HR specialists, recruiters, candidates, employees, and managers.

Here's a summary of the AI Apps features, along with activation and ingestion scheduled processes details:

Feature	Product	AI Apps to Activate	Scheduled Processes for Ingestion	Audience	Description
Time to Hire	Recruiting	Time to Hire	None. AI Apps will use BI Publisher credentials to retrieve data	Recruiters	Provide estimates about the time taken to make a hire for job requisition.
Suggested Candidates	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Recruiters	Suggest best-fit candidates for job requisitions.
Similar Candidates	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Recruiters	Find candidates who have skills and experience similar to existing candidates.
Similar Jobs	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Candidates	Suggest jobs similar to the selected job requisition.
Suggested Jobs	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Candidates	Suggest jobs that match a candidate's profile.
Skills Advisor for Candidates	Recruiting	Dynamic Skills	Synchronize Recruiting Data for Candidate Recommendations Synchronize Talent Data for AI Recommendations	Candidates	Suggest skills to candidates so that they can quickly select the relevant skills and add details.
Skills Advisor for Job Requisitions	Recruiting	Dynamic Skills	Synchronize Recruiting Data for Candidate Recommendations Synchronize Talent Data for AI Recommendations	Recruiters	Suggest skills to recruiters so that they can quickly add the required skills to a requisition and enhance the job description.
Suggested Careers	Career Development	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Employees	Suggest careers to employees to plan their career path.
Suggested Successors	Succession Management	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	HR specialists Managers	Suggest candidates for HR specialists and

Feature	Product	AI Apps to Activate	Scheduled Processes for Ingestion	Audience	Description
					managers to add to succession plans.
Skills Center	Profile Management	Both Dynamic Skills and AI Talent Best Match	Synchronize Recruiting Data for Candidate Recommendations Synchronize Talent Data for AI Recommendations	Employees Managers	Provides a centralized place for employees and managers to manage skills and suggest actions to drive personal and organizational growth.
Skills Advisor for Job Profiles	Profile Management	Both Dynamic Skills and AI Talent Best Match	Synchronize Recruiting Data for Candidate Recommendations Synchronize Talent Data for AI Recommendations	Recruiters	Provide AI suggestions for skills for recruiters to enter skills for job profiles.
Skills Advisor for Position Profiles	Profile Management	Both Dynamic Skills and AI Talent Best Match	Synchronize Talent Data for AI Recommendations	HR administrators	Suggest relevant skills for HR administrators to create and maintain a targeted position specification.
Skills Advisor for Gigs	Opportunity Marketplace	Dynamic Skills	Synchronize Recruiting Data for Candidate Recommendations Synchronize Talent Data for AI Recommendations	Gig creators (Recruiters, managers) Candidates	Provide skill suggestions that gig creators can associate with their gigs. Provide an ability for candidates to see the skills comparison of the gig against their own skills.
Skills Advisor for Learning	Learning	Dynamic Skills	Synchronize Talent Data for AI Recommendations	Learning administrators	Suggest appropriate skills to set as learning outcomes when configuring a course or specialization.

Note: The AI Apps features work only when the environment uses English as the operation language.

To activate AI Apps for Talent Management, see [Activate Oracle AI Apps for Talent Management](#).

Version Compatibility

Oracle AI Apps for Talent Management is supported on devices with a width of 768 pixels or higher. For detailed information on Oracle’s browser support policy, see [System Requirements for Oracle Applications Cloud](#).

This table lists version compatibility for the supported integration.

Integrated Application	Version Requirement
Oracle Recruiting Cloud	20C or later

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.

Feature	Description
Zoom	You can use your browser's zoom feature to resize text up to two hundred percent without loss of content or functionality.
Contrast	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.
Screen Reader	You can use screen readers. No special mode is required to enable it.
Timing Adjustable	If you experience being timed out of the application, your Oracle Identity Cloud Service administrator can extend the session expiry period.

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

Oracle AI Apps 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 allowlists. For more information, refer to the following topics in [Administering Oracle Identity Cloud Service](#).

- Understand Multi-Factor Authentication

- Understand Network Perimeters
- Understand Administrator Roles

Consent Notice

Oracle AI Apps 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.

Oracle AI Apps doesn't use any tracking technologies, such as cookies and device fingerprinting.

2 Time to Hire

Get Predictions About the Time Required for a First Hire

When the Time to Hire feature is enabled within your organization, you can get predictions about the time it will take to make a first hire for a job requisition. The Time to Hire feature uses Artificial Intelligence (AI) and machine-learning algorithms to estimate the time for a first hire, based on previous similar job requisitions.

The Estimated Time to Hire section is available when you create a job requisition and edit a draft job requisition, so that you can see the estimated time to hire before finalizing the details of the requisition.

When you start creating a job requisition, only the estimated time to hire is displayed. When the requisition reaches the Open phase, another number is displayed to indicate the current number of days for which the requisition has been open, letting you compare the current time with the estimated time to hire. After a first hire is made on the requisition, the current number of open days is no longer displayed. It's replaced by the number of days it took for a first hire to be made.

You can use the feature to model scenarios where the location or education required for that position is changed. For example, you've posted a role for an Engineer in San Francisco and you view a prediction of 42 days to hire. You can then model a scenario where you change the location to California to see how the days to hire prediction is impacted. You can change the value of these 3 fields displayed in the Estimated Time to Hire section so you can see the impact it has on the time to hire prediction.

- Requisition Title
- Education Level
- Locations

When you change these values, it has no impact on the actual requisition values. You need to change the corresponding values in the requisition details if you want to keep them.

How Time to Hire Works

The Time to Hire model trains on all job requisitions that had a hire in the last 365 days, and each job requisition can influence the prediction outcome. It not only considers the length of time that a job requisition was open, but also considers factors such as the job location and title. Therefore, the time to hire predictions are more than just an average of the time it took to close historical requisitions.

The Time to Hire feature uses a supervised machine learning model known as Random Forest. This classification algorithm works by generating and comparing all the job requisition input data with all possible variations of that same input data. After these computations are made for all possible variations, an average is taken across the entire set to generate a prediction.

After every job requisition is closed, the model uses the days required to close the requisition to improve the quality of future recommendations. The Time to Hire model trains on this and other new data once a week. So, if you're hiring within a short period of time, you can't expect an immediate change in the prediction.

Set Up Time to Hire

To set up the Time to Hire feature, you must activate AI Apps and complete configuration steps in Oracle Recruiting. See [Enable Time to Hire](#).

3 Use Matching Features

View Suggested Candidates for a Job Requisition

When the Oracle AI Apps Suggested Candidates feature is enabled within your organization, you can view a list of suggested candidates for open job requisitions.

Filter Suggested Candidates

When you view the results in the Suggested Candidates section, the candidates are sorted by those with the strongest profile match by default. You can further refine the results based on these filters. When you apply a filter, the Suggested Candidates section refreshes to show candidates that meet the filter criteria.

- **Location:** If you select a city in the Location field, candidates within a 100 mile radius of that city are displayed in the Suggested Candidates section. If you select a country, then candidates in that country are displayed.
- **Years of Experience**
- **Degree**
- **Last Updated:** This refines the list of suggested candidates based on the number of days or months the candidate profile was last updated.

Remove Employees from Suggested Candidates

You can select the **Exclude employees** check box to exclude employees from the suggestions. By default, the option isn't selected, and all candidate suggestions are displayed.

If the job requisition includes non-English languages, the Suggested Candidates section in the requisition isn't displayed. The Suggested sort option on the job applications list is also not displayed.

Dismiss Candidates from Suggested Candidates

When you view the list of suggested candidates for a job requisition, you can dismiss a candidate suggestion from the list. After you select the **Dismiss** action available in the Actions menu, you can provide a reason for dismissing the candidate suggestion. Possible reasons are:

- Not a good match
- Appears repeatedly
- View other suggestions

The candidate is then removed from the list of suggestions and won't be shown again as a suggested candidates for that requisition.

Note: When you dismiss a candidate, the candidate is no longer suggested to you. Though, another recruiter could see the suggested candidate.

Exclude Suggestions for Specific Countries

Candidate suggestions are enabled for all countries by default. However, if you've a business need, your administrator can exclude certain countries from receiving candidate suggestions. When certain countries are excluded, here's what happens:

- The Suggested Candidates section doesn't appear when requisitions are posted in the excluded list of countries.
- Candidates whose address is in the excluded list of countries aren't included in the list of suggested candidates. So even if the posting location isn't in the excluded list, when you refine the list of suggested candidates by location, candidates located in the countries excluded aren't included in the list of suggested candidates.

Similar Candidates

When the Intelligent Matching features are enabled within your organization, you can find candidates that have similar traits with an existing candidate.

The Similar Candidates feature increases your productivity, helps reduce the time in the overall candidate selection process, and improves the quality of selected candidates. The Similar Candidates feature uses artificial intelligence (AI) and machine-learning algorithms to suggest similar candidates. You can benefit most from the feature when you're hiring for professional or skilled positions where the number of candidates is reasonably high. You spend less time manually screening resumes, while still sourcing and recruiting the best talent.

This feature is available for candidates, prospects, and candidate pool members. You can view a maximum of 30 similar candidates based on a specific candidate profile.

Your administrator may have defined a list of countries for which the Similar Candidates feature is hidden. If the posting location of a job requisition is part of the list of countries defined by your administrator:

- The Similar Candidates tab in candidate profiles, prospect records, and candidate pool members isn't displayed.

Suggested Jobs

When the Intelligent Matching features are enabled within your organization, candidates can use the Suggested Jobs feature to review jobs based on their profile.

This feature helps candidates find relevant jobs based on their profile and therefore also discover jobs quickly. The Suggested Jobs feature uses artificial intelligence (AI) and machine-learning algorithms.

Similar Jobs

When the Intelligent Matching features are enabled within your organization, you can use the Similar Jobs feature to suggest similar jobs to candidates based on a specific job requisition.

This feature helps candidates find similar jobs quickly and apply for the right roles. The Similar Jobs feature uses artificial intelligence (AI) and machine-learning algorithms.

Data Used for Suggestions in Matching Features

Suggested Candidates, Similar Candidates, Similar Jobs, and Suggested Jobs use Oracle AI Apps matching algorithms to provide suggestions based on the data presented in this table.

Feature	Data Used for Suggestions
Suggested Candidates Suggested Jobs Similar Jobs	Job Requisition Data: <ul style="list-style-type: none"> • Title • Description • Education Level • Job Function • Job Family • Qualifications • Responsibilities
Suggested Candidates Suggested Jobs Similar Candidates	Candidate Profile Data: <ul style="list-style-type: none"> • Work History (Previous Employment) <ul style="list-style-type: none"> ○ Title ○ Achievements ○ Responsibilities • Degrees (Education) <ul style="list-style-type: none"> ○ Degree ○ Major ○ Education Level • Skill <ul style="list-style-type: none"> ○ Name ○ Description • Licenses or Certification <ul style="list-style-type: none"> ○ Title ○ Comments

Set Up Matching Features

To set up the matching features, you must activate AI Apps and complete configuration steps in Oracle Recruiting. See *Enable Matching Features: Suggested Candidates, Similar Candidates, Similar Jobs, Recommended Jobs*.

4 Use Oracle Career Development AI Features

Explore Careers from Your Career Development Page

You can explore careers to find more information about them and identify careers that you want to pursue for your professional growth within the organization.

In the Career Outlook section of your Career Development page, click **Explore Careers**.

Suggested Careers Based on Profile Data

The application matches and suggests careers to you based on your talent profile. Ensure that you've updated your talent profile information to view relevant suggestions.

Search Careers

On the Explore Careers page, search the career for which you want to find more information. For more information about how to use keyword search when searching careers, see the topic [How Keyword Search Works When You Explore Careers](#).

View Career Details

Click the career name to review the requirements defined for the career and how well you meet those requirements.

Related Topics

- [Career Development Work Area](#)
- [How the Overall Score in a Best-Fit Analysis is Calculated](#)
- [Talent Profiles](#)

Data Used for AI-Based Career Suggestions

To suggest suitable careers for a person, the Artificial Intelligence (AI) based Best Careers feature compares the person's Talent profile attributes with existing job model profile attributes.

Person Profile Data

This table lists the Person Profile data used by Oracle AI Apps matching algorithms to provide career suggestions.

Profiles Content Type	Content Items
Profile	<ul style="list-style-type: none">• Description• Status

Profiles Content Type	Content Items
Competencies	Competency
Education	<ul style="list-style-type: none"> • Degree • Description • Major • Minor • Highest Education Level • Summary of Activities • Area of Study
Licenses and Certifications	<ul style="list-style-type: none"> • License or Certificate • Issued By • Issue Date • Expiration Date • Renewal in Progress • Renewal Required
Languages	<ul style="list-style-type: none"> • Language • Reading • Writing • Speaking • Evaluated On • Native • Able to Translate • Able to Teach
Honors or Awards	<ul style="list-style-type: none"> • Honor or Award • Grantor • Date Awarded • Description • Title
Career Statement	N/A
Career Preferences	<ul style="list-style-type: none"> • Next Career Move • Preferred Job Function • Preferred Job Family • Preferred Job Description • Preferred Region • Career Aspirations - 3 Years or Short Term • Career Aspirations - 5 Years or Long Term

Profiles Content Type	Content Items
Skills	<ul style="list-style-type: none"> • Skill • Description • Specialty
Work Preferences	<ul style="list-style-type: none"> • Travel Domestically • Travel Internationally • Willing to Relocate • First Preferred Location • Second Preferred Location • Third Preferred Location • Fourth Preferred Location • First Excluded Location • Second Excluded Location • Third Excluded Location • Fourth Excluded Location • Temporary Assignment • Part-Time Work • Flexible Schedule
Work History	<ul style="list-style-type: none"> • Job Title • Responsibilities • Job Family • Job Function • Achievements
Accomplishments	<ul style="list-style-type: none"> • Accomplishment • Date Accomplished • Description

Model Profile Data

This table lists the Model Profile data used by Oracle AI Apps matching algorithms to provide suitable career suggestions.

Profiles Content Type	Content Items
Profile	<ul style="list-style-type: none"> • Name • Description • Qualifications
Job Description	N/A

Profiles Content Type	Content Items
Job Responsibility	N/A
Job Qualifications	N/A
Competencies	<ul style="list-style-type: none"> Competency Name Minimum Proficiency Level Weight Minimum Weight Required
Education	<ul style="list-style-type: none"> Degree Major
Accomplishments	Accomplishment
Certifications	<ul style="list-style-type: none"> License or Certification Name Title
Skills	<ul style="list-style-type: none"> Skill Description Specialty
Work Requirements	<ul style="list-style-type: none"> Travel Required International Travel Required International Travel Frequency Willing to Relocate

Set Up Career Recommendations

To set up career recommendations, see [Set Up Suggested Career](#).

5 Use Succession Management AI Features

Add AI-Recommended Candidates to Succession Plans

If your Oracle Cloud administrator has activated AI apps and performed the required setup tasks, you can view and add artificial intelligence (AI) recommended candidates to succession plans.

The candidate recommendations are based on AI machine learning and web-scale data. Note that after your administrator enables the AI recommended candidates feature, you can no longer use the best-fit feature to find candidates for succession plans.

Set Up AI Apps for Succession Plans

To add AI recommended candidates to your succession plan, see [How You Add Artificial Intelligence Suggested Candidates to Succession Plans](#). To set up AI candidate recommendations for succession plans, see [Enable AI Candidate Recommendations for Succession Plans](#).

6 Use Dynamic Skills

Overview of Dynamic Skills

To better understand and grow your organization's talent with an always-current, well-defined, and tailored skills data set, use Oracle Dynamic Skills. It makes use of your organizational data to automatically identify, infer, and recommend skills for people, jobs, and other skills related resources. You've a continuously updated view into the ever-evolving skills to effectively connect people to opportunities.

Here's a summary of the Dynamic Skills features.

Product	Features
Recruiting	Skills Advisor for Candidates Skills Advisor for Job Requisitions
Profile Management	Skills Center Skills Advisor for Job Profiles
Opportunity Marketplace	Skills Advisor for Gigs
Career Development	Career Ambassadors Career Details Oracle-Search Based Explore Careers
Learning	Skills Advisor for Learning

You can use Dynamic Skills on Break Glass environments. For details, see [Can AI Apps be enabled in Fusion Break Glass pods](#).

You can't use Dynamic Skills if your HCM environment is on any of these pods or environments:

- A government pod
- A European Union Restricted Access (EURA) pod
- A Dedicated Region Cloud Customer (DRCC) environment

Your organization must not be in the healthcare sector, which is defined as providing clinical services, or businesses in healthcare manufacturing and life sciences.

For best results, it's also recommended that the environment meets these criteria:

- The Core HR and Talent Management environment must be live in production for at least 12 months. Or the environment must have prior production data for Talent Profile of at least 12 months to benefit from high-quality recommendations.
- The Recruiting environment, if applicable, must be live in production for at least 6 months. Or the environment must have prior production data of at least 6 months to benefit from high-quality recommendations.

Data Used for Dynamic Skills Features

The Dynamic Skills features use Oracle AI Apps matching algorithms to provide skills recommendation based on the data in this table.

Product	Feature	Data Used
Recruiting	Skills Advisor for Candidates	Candidate Profile Data: <ul style="list-style-type: none"> • Work History (Previous Employment) <ul style="list-style-type: none"> ○ Title ○ Achievements ○ Responsibilities • Degree (Education) <ul style="list-style-type: none"> ○ Degree ○ Major ○ Education Level • Skill <ul style="list-style-type: none"> ○ Name ○ Description • Licenses or Certification <ul style="list-style-type: none"> ○ Title ○ Comments • Candidate ID or Applicant ID • Summary • Job Function • Experience
	Skills Advisor for Job Requisitions	Job Requisition Data: <ul style="list-style-type: none"> • Title • Description • Education Level

Product	Feature	Data Used
		<ul style="list-style-type: none"> • Job Function • Job Family • Qualifications • Responsibilities • Requisition ID • Job Type • Questions (description) • Competencies (name) • Skills
Profile Management	Skills Center	<p>Person Profile Data:</p> <ul style="list-style-type: none"> • Person ID • Business Title • Job Name • Description • Career Ambassador Summary • Career Statement • Areas of Interest • Areas of Expertise • Accomplishments • Areas of Study • Certifications • Education • Education Level • Honors • Skills • Skills Center Skills • Special Projects • Previous Employment • Career Preferences • Competencies <p>Model Profile and Position Profile</p> <ul style="list-style-type: none"> • Profile ID • Name • Model Description • Model Responsibilities • Model Qualifications • Accomplishments

Product	Feature	Data Used
		<ul style="list-style-type: none"> • Certifications • Competencies • Education • Honors • Skills • Skills Center Skills • Special Projects
	Skills Advisor for Job Profiles	<ul style="list-style-type: none"> • Profile ID • Profile Name • Profile Summary • Profile Description • Profile Responsibilities • Profile Qualifications • Accomplishments • Certifications • Competencies • Education • Honors • Skills • Skills Center-Subscribed Skills • Special Projects
Learning	Skills Advisor for Learning	<ul style="list-style-type: none"> • Course ID • Course Title • Course Description

Set Up Skills Center for Dynamic Skills

For details on configuring dynamic skills, see [Set Up Skills Center for Dynamic Skills](#).

Use Skills Advisor for Candidates in Recruiting

Candidates can pick from the AI-suggested skills for a specific job based on their experience. They can pick relevant skills easily and add details.

Use Skills Advisor for Job Requisitions in Recruiting

Recruiters can add required skills for a job requisition using the AI-suggested skills to enhance the job description.

Explore Careers on Skills Center

If your organization has enabled artificial intelligence (AI) based career suggestions, you can view suitable career suggestions on your Skills Center. You can also search for and explore careers other than those suggested to you.

On the Career banner of your Skills Center, you can see the most relevant suggestion based on your Talent Profile data.

If there are more suggestions, you can see the **More career suggestions** link on the Career banner. Click this link to view your current career and other appropriate suggestions on the Explore Careers page. If you don't see any suggestion on the banner in the Skills Center, click the banner and search for careers you're interested in on the Explore Careers page.

Explore Careers

On the Explore Careers page, the suggestions are arranged in order of their suggestion scores and are based on AI and machine-learning algorithms.

You can also search for other careers that you're interested in on the Explore Careers page. Use the search field to do this. You can filter the career results of your search by job family, job function, and skills.

View Career Details

Click a career card on the Explore Careers page to understand how well you qualify for that career and the resources you can use to close the gaps. For more information on the career details shown, see the *Career Details* topic.

When you access the career details page from the Skills Center, you can also see some career ambassador suggestions in the Resources you can use section of the career details page. These career ambassadors can help you close the gaps you've for that career.

Related Topics

- [Overview of Dynamic Skills](#)
- [Understanding Skills Center](#)
- [How You Connect with Career Ambassadors](#)
- [How can I add content to my profile?](#)
- [Adding Content to an Employee's Profile: Procedure](#)
- [Using the LinkedIn Profile Import Feature](#)

Use Skills Advisor for Job Profiles in Profile Management

If your administrator has enabled dynamic skills, you can add skills to the Skill Center-subscribed content section in job profiles.

- You can pick a skill from the AI-generated suggestions.
- You can type a skill and the application provides type-ahead suggestions that you can select.

Set Up Skills Advisor in Profile Management

For details on configuring Skills Advisor for Profile Management, see [Set Up Skills Advisor for Job Profiles in Profile Management](#).

Use Skills Advisor for Gigs in Opportunity Marketplace

If your administrator has set up dynamic skills, as a gig creator, you can associate skills to your gigs. Job seekers can see the skills comparison of that gig against their own skills. When a job seeker applies to the gig, the gig creator can see how the job seeker's skills compare to the skills of the gig in the Skills Match section.