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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 HR specialists, recruiters, candidates, employees, and managers.

Here’s a summary of the AI Apps features:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Product</th>
<th>Audience</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Time to Hire</td>
<td>Recruiting</td>
<td>Recruiters</td>
<td>Provide estimates about the time taken to make a hire for job requisition.</td>
</tr>
<tr>
<td>Best Candidates</td>
<td>Recruiting</td>
<td>Recruiters</td>
<td>Recommend best-fit candidates for job requisitions.</td>
</tr>
<tr>
<td>Similar Candidates</td>
<td>Recruiting</td>
<td>Recruiters</td>
<td>Find candidates who have skills and experience similar to existing candidates.</td>
</tr>
<tr>
<td>Similar Jobs</td>
<td>Recruiting</td>
<td>Candidates</td>
<td>Recommend additional jobs similar to the selected job requisition.</td>
</tr>
<tr>
<td>Recommended Jobs</td>
<td>Recruiting</td>
<td>Candidates</td>
<td>Recommend additional jobs that match a candidate’s profile.</td>
</tr>
<tr>
<td>Skills Advisor for Candidates</td>
<td>Recruiting</td>
<td>Candidates</td>
<td>Suggest skills to candidates so that they can quickly select the relevant skills and add details. You need to buy Oracle Dynamic Skills as well to use this feature.</td>
</tr>
<tr>
<td>Skills Advisor for Job Requisitions</td>
<td>Recruiting</td>
<td>Recruiters</td>
<td>Suggest skills to recruiters so that they can quickly add the required skills to a requisition and enhance the job description. You need to buy Dynamic Skills as well to use this feature.</td>
</tr>
<tr>
<td>Best Careers</td>
<td>Career Development</td>
<td>Employees</td>
<td>Recommend careers to employees to plan their career path.</td>
</tr>
<tr>
<td>Best Successors</td>
<td>Succession Management</td>
<td>HR specialists Managers</td>
<td>Recommend candidates for HR specialists and managers to add to succession plans.</td>
</tr>
<tr>
<td>Skills Center</td>
<td>Profile Management</td>
<td>Employees Managers</td>
<td>Provides a centralized place for employees and managers to manage skills and recommend actions to drive personal and organizational growth.</td>
</tr>
<tr>
<td>Feature</td>
<td>Product</td>
<td>Audience</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------</td>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Skills Advisor for Job Profiles</td>
<td>Profile Management</td>
<td>Recruiters</td>
<td>Provide AI suggestions for skills for Recruiters to enter skills for job profiles. You need to buy Dynamic Skills as well to use this feature.</td>
</tr>
<tr>
<td>Skills Advisor for Gigs</td>
<td>Opportunity Marketplace</td>
<td>Gig creators (Recruiters, managers)</td>
<td>Candidates</td>
</tr>
</tbody>
</table>

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

To activate AI Apps for Talent Management, see *Activating Oracle AI Apps for HCM Cloud*.

**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.

<table>
<thead>
<tr>
<th>Integrated Application</th>
<th>Version Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Recruiting Cloud</td>
<td>20C 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>Zoom</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>Contrast</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>Screen Reader</td>
<td>You can use screen readers. No special mode is required to enable it.</td>
</tr>
<tr>
<td>Timing Adjustable</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**

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 Estimates About the Time Required for a First Hire

When the Time to Hire feature is enabled within your organization, you can get estimates 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, allowing you to compare the current time with the estimated time to hire. Once a first hire is made on the requisition, the current number of open days is no longer be displayed; it’s replaced by the number of days it took for a first hire to be made.

You can modify the value of these 3 fields displayed in the Estimated Time to Hire section so you can see the impact it has on the estimated time to hire. When you modify these values, it has no impact on the actual requisition values. You need to modify the corresponding values in the requisition details if you want to keep them.

- Requisition Title
- Education Level
- Locations

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 the Best Candidates for a Job Requisition

When the Intelligent Matching features are enabled within your organization, you can review the recommended best candidates for open job requisitions.

In the job requisition’s Top Recommendations section, candidates are sorted in order of recommendations. You can refine the list of recommended candidates by location, years of experience, degree, and last updated criteria to review or decide who to invite to apply for a job. You can also view a matching score relative to the candidates recommended.

If the job requisition includes non-English languages, the Top Recommendations section in the requisition isn’t displayed. The Recommended sort option on the job applications list is also not displayed.

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

- The Top Recommendations section in the requisition isn’t displayed.
- When you refine the list of recommended candidates by locations, candidates located in the countries defined by your administrator won’t show up in the list of recommended candidates.

The Best Candidates feature increases your productivity, helps reduce the time in the overall candidate selection process, and improves the quality of selected candidates. The Best Candidates feature uses artificial intelligence and machine-learning algorithms to suggest best candidates for a job.

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.

Here are a few things to consider before using Best Candidates:

- Best Candidates works in English language environments only. If resumes, job applications, and job requisitions are in languages other than English, the candidate recommendations may be unpredictable, and we recommend that you don’t use the feature.
- You may not get the best results if you’re hiring for these positions:
  - Unskilled workers that require very simple hiring qualifications such as owning a phone or driver’s license.
  - Highly specialized positions where there are likely to be very few candidates applying.

Find 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 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.

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.

**Recommend Similar Jobs**

When the Intelligent Matching features are enabled within your organization, you can recommended similar jobs 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.

**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: Best 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.

Recommended Careers Based on Profile Data

The application matches and recommends careers to you based on your talent profile. Ensure that you have updated your talent profile information to view relevant recommendations.

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

Set Up Career Recommendations

To set up career recommendations, see Set Up AI-Recommended Careers.
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 Recommended 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 have a continuously updated view into the ever-evolving skills to effectively connect people to opportunities. Oracle Dynamic Skills is a separately sold product.

Here’s a summary of the Dynamic Skills features.

<table>
<thead>
<tr>
<th>Product</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting</td>
<td>Skills Advisor for Candidates</td>
</tr>
<tr>
<td></td>
<td>Skills Advisor for Job Requisitions</td>
</tr>
<tr>
<td>Profile Management</td>
<td>Skills Center</td>
</tr>
<tr>
<td></td>
<td>Skills Advisor for Job Profiles</td>
</tr>
<tr>
<td>Opportunity Marketplace</td>
<td>Skills Advisor for Gigs</td>
</tr>
<tr>
<td>Career Development</td>
<td>Career Ambassadors</td>
</tr>
<tr>
<td></td>
<td>Career Details</td>
</tr>
<tr>
<td></td>
<td>Oracle-Search Based Explore Careers</td>
</tr>
<tr>
<td>Learning</td>
<td>Skills Advisor for Learning</td>
</tr>
</tbody>
</table>

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

To use Dynamic Skills, your HCM environment must use English as the operation language. It can’t be mixed language.
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.

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 recommendations, you can view suitable career recommendations on your Skills Center. You can also search for and explore careers other than those recommended to you.

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

If there are more recommendations, you can see the More career recommendations link on the Career banner. Click this link to view your current career and other appropriate recommendations on the Explore Careers page. If you don’t see any recommendation 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 recommendations are arranged in order of their recommendation 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 recommendations in the Resources you can use section of the career details page. These career ambassadors can help you close the gaps you have 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.