Oracle

Talent Acquisition Cloud
Implementing Mobile

17 (update 17.4)

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Implementing Mobile

Contents

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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 at *http://docs.oracle.com/*.

Documentation Accessibility

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

Contacting Oracle

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit *My Oracle Support* or visit *Accessible Oracle Support* if you are hearing impaired.

Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to:
talent_acquisition_doc_feedback_ww_grp@oracle.com.

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1 Getting Started

Technical Configuration and Software Performance

For the latest information, refer to the Taleo Enterprise Technical Configuration and Software Performance Guide document for the applicable release.

System Requirements for Oracle Taleo Mobile

System Requirements for Oracle Taleo Mobile can be found here: https://www.oracle.com/us/products/system-requirements/overview/index.html#HCM.

Permissions and Data

Oracle Taleo Mobile is driven by user permissions and data populated in the Oracle Taleo Enterprise system. The user's ability to view information and perform actions (e.g. search for requisitions, search for people, access Requisitions/People, etc.) is driven by the user permissions configured for them in the Oracle Taleo Enterprise application.

Single Sign-On

Oracle Taleo Mobile supports Single Sign-On (SSO) for customers using an external identity provider (IDP) to authenticate users. This applies to iOS-based devices or Android-based devices.

When SSO with the customer's IDP is enabled on a Taleo zone, a dedicated configuration is automatically passed to Oracle Taleo Mobile. This dedicated configuration contains two elements:

- Login URL
- Login Success URL

Oracle Taleo Mobile users open an embedded browser window and go to the page specified under the Login URL. This page redirects users to the customer's IDP. The IDP login page is displayed in Oracle Taleo Mobile. When the login is successful, users access the Login Success URL page. The embedded browser window is automatically closed and users can now use Oracle Taleo Mobile.

When SSO is enabled, it is recommended to turn off the Legal Agreement page in Oracle Taleo Enterprise because it is displayed in the Oracle Taleo Mobile embedded browser before the IDP login screen.

Taleo Enterprise Supported Languages

The table presents supported languages for Taleo Enterprise products as well as specific features. For details regarding language availability for Oracle Learn Cloud and Oracle Taleo Business Edition, see the documentation for those products.

- Legacy Onboarding: All listed languages are supported except Indonesian (Bahasa).

- Scheduling Center: All listed languages are supported except Portuguese (Portugal).

- Assessment: All listed languages are supported except Indonesian (Bahasa).

- OBIEE: All listed languages are supported except Indonesian (Bahasa), Lithuanian, Malaysian (Malay), Serbian, Slovenian.

Language	Locale	Recruiting	Onboarding	Mobile Tap	Sourcing	Resume Parsing
Bulgarian	bg	Available	Available			
Chinese (China)	zh_CN	Available	Available	Available	Available	

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Language	Locale	Recruiting	Onboarding	Mobile Tap	Sourcing	Resume Parsing
Chinese (Taiwan)	zh_TW	Available	Available	Available	Available	
Croatian	hr	Available	Available			
Czech	cs	Available	Available			
Danish	da	Available	Available			
Dutch	nl	Available	Available	Available	Available	Only Personal Details extraction, not full resume
English	en	Available	Available	Available	Available	Full resume extraction available
English (U.K.)	en_GB	Available	Available	Available	Available	Full resume extraction available
Finnish	fi	Available	Available			
French (Canada)	fr	Available	Available	Available		Full resume extraction available
French (France)	fr_FR	Available	Available	Available	Available	Full resume extraction available
German	de	Available	Available	Available	Available	Full resume extraction available
Greek	el	Available	Available			
Hungarian	hu	Available	Available			
Italian	it	Available	Available	Available	Available	Only Personal Details extraction, not full resume
Indonesian (Bahasa)*	in	Available	Available	Available		
Japanese	ja	Available	Available	Available	Available	
Korean	ko	Available	Available	Available	Available	
Lithuanian*	lt	Available	Available			
Malaysian (Malay)*	ms	Available	Available			
Norwegian	no	Available	Available			
Polish	pl	Available	Available	Available	Available	
Portuguese (Brazil)	pt_BR	Available	Available	Available		Only Personal Details extraction, not full resume

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Language	Locale	Recruiting	Onboarding	Mobile Tap	Sourcing	Resume Parsing
Portuguese (Portugal)*	pt	Available	Available		Available	
Romanian	ro	Available	Available			
Russian	ru	Available	Available	Available	Available	
Serbian*	sr (sh)	Available	Available			
Slovak	sk	Available	Available			
Slovenian*	sl	Available	Available			
Spanish (Worldwide)	es	Available	Available	Available	Available	Only Personal Details extraction, not full resume
Swedish	sv	Available	Available	Available	Available	
Thai	th	Available	Available		Available	
Turkish	tr	Available	Available			

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2 Oracle Taleo Mobile Overview

Oracle Taleo Mobile Overview

Oracle Taleo Mobile provides hiring managers with a simplified approach to managing multiple hiring activities. Some of the activities available to hiring managers using Mobile include reviewing candidate details, their job applications and evaluation results, progressing candidates in the selection workflow, reviewing open requisitions, approving requisitions and offers, comparing and evaluating active candidates, completing evaluations, etc.

Mobile is driven by user permissions and data populated in the Oracle Taleo Recruiting product. Mobile, for both tablets and smartphones, runs on cloud-based Oracle Taleo Enterprise Applications. A users ability to view information and perform actions is driven by user permissions configured for them in the that Taleo Enterprise application.

> ✏ **Note:** Mobile users must be granted appropriate permissions in Oracle Taleo Enterprise Recruiting and Smartorg. There are multiple permissions available that can restrict individual users access to particular information and actions. These permissions determine which actions are available to each hiring manager in Mobile.

Mobile is accessed by tapping the Navigator icon and is comprised of three tabs:
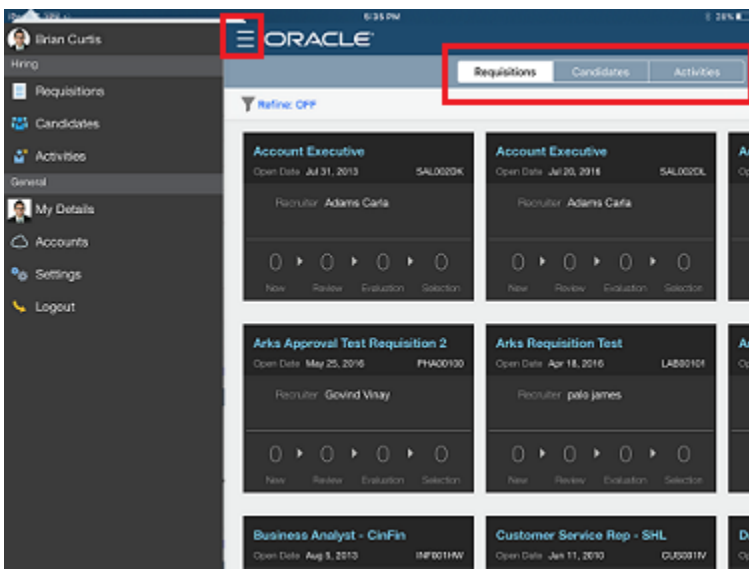
- Requisitions: list of open requisitions that you own.
- Candidates: list of active candidates who applied on requisitions that you own.
- Activities: list of requisitions and offers that you need to approve and evaluations that need your attention.

To enhance the user experience the Mobile app is optimized so that is renders properly using the appropriate amount of real estate no matter the device you're using whether in portrait or landscape mode.

If you have a specific requisition, candidate, etc., that you're interested in viewing, you can enter a term into the search field and the application will pull all of the relevant search results. It is a global search, which means all items containing your keyword will display. For example, you can see in the screenshot below that by entering, "Brett" you can see that the search results show that he is a candidate and is also associated to a requisition.
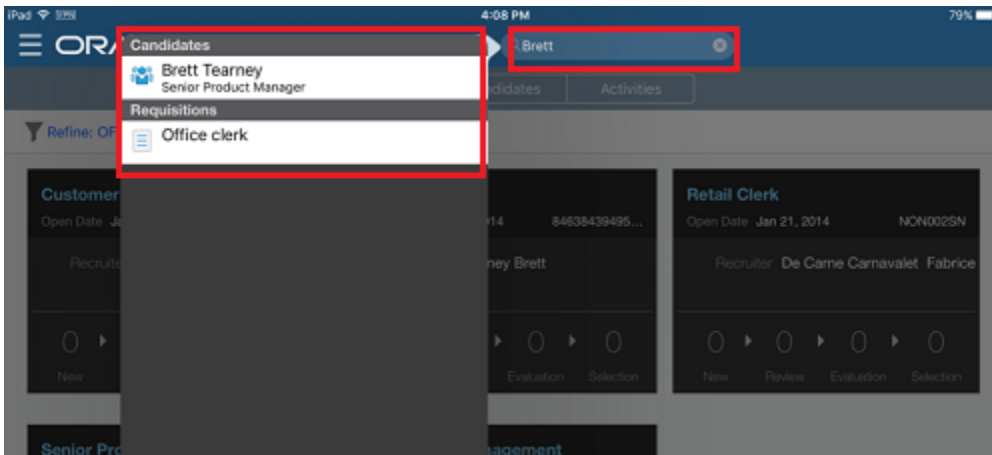

Features

Some of the actions users with the appropriate user permissions will be able to perform in Mobile are:

- View and approve requisitions and candidates for interviewing.
- Complete interview evaluations for candidates as they are interviewed; these can be for requisitions that you do or do not own.
- View candidate prescreening questions and competency evaluation ratings.
- Review interview evaluation results and progress selected candidates in the next step of the hiring process.
- Take actions on candidates.
- Review and approve pending hiring offers.
- Compare up to three candidates at one time.
- Search across requisitions, candidates and activities.

Requisitions Tab

The Requisitions tab allows hiring managers to view open requisitions that they own.

When the Requisitions tab is tapped, the requisitions are displayed as cards that provide requisition summary information.
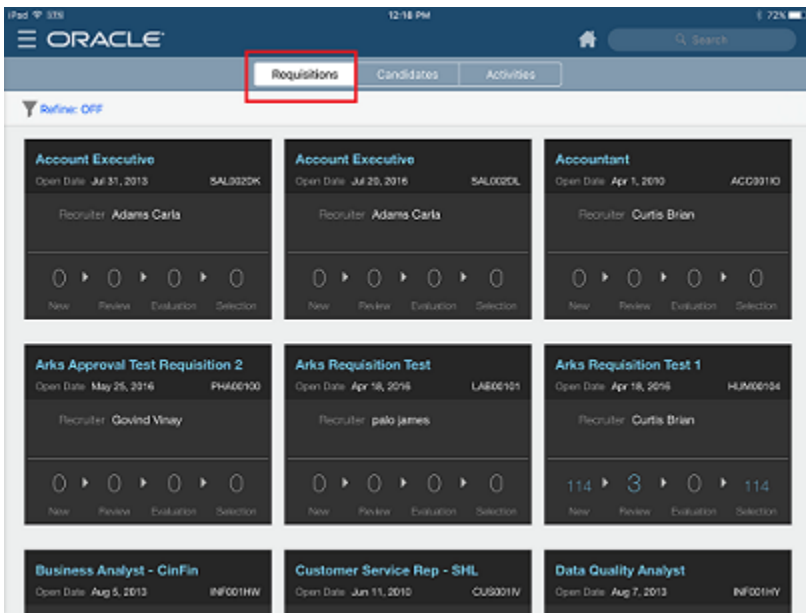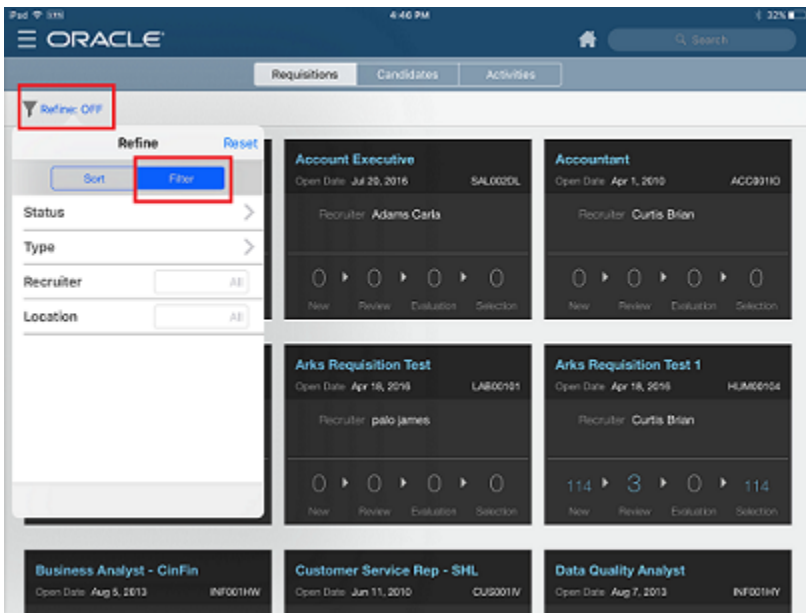
You can browse through the cards and narrow your search by refining the results using filters and sorting.

Filters

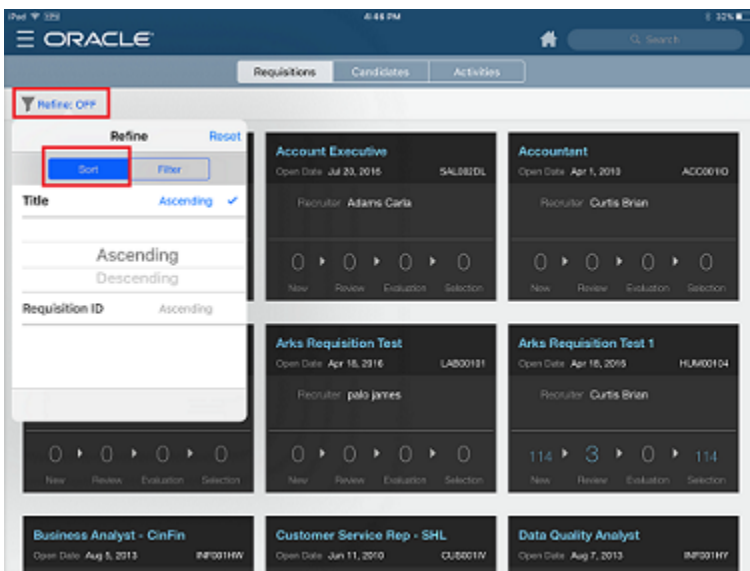Requisitions can be narrowed by four delivered filter values:

- Status
- Type
- Recruiter
- Location

Sort

Requisitions can be sorted in either ascending or descending order by the following criteria:

- Title
- Requisition ID

For each requisition card, the following basic information is displayed:

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- Requisition Title

- Requisition ID

- Posting Date

- Recruiter

- Collaborators (if any)

- Number of active candidates at various steps in the workflow - you can click on any one of these workflow steps to only view candidates who have reached that specific step.
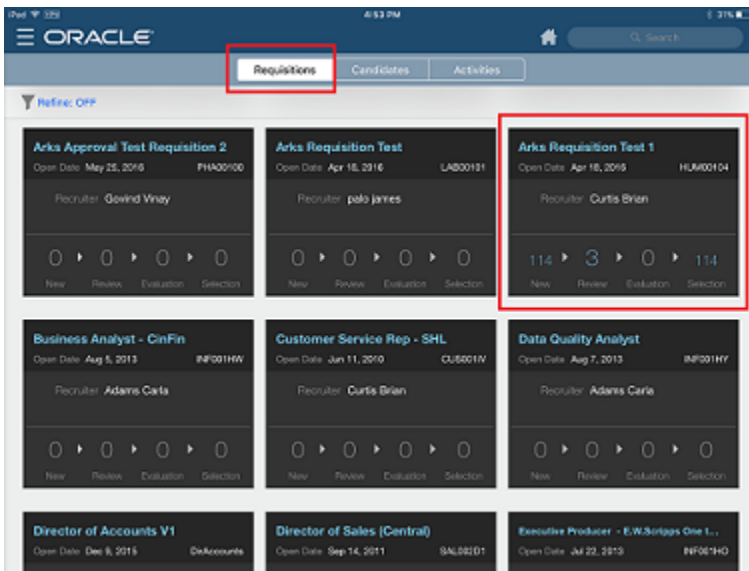

From the requisition cards list, you can click on the requisition title on any card to view the list of active candidates who applied on the requisition (an active candidate is a candidate who applied on a requisition that has not been rejected). These candidates are displayed as candidate cards and more requisition and candidate details can be found by drilling into these cards.

Working with Candidates Associated to a Requisition

Hiring managers can view the active candidates who applied on a specific requisition by tapping on the requisition title of the requisition cards. This will bring up a list of candidate cards.

Candidate cards are ordered based on the furthest workflow progression and can be scrolled through.
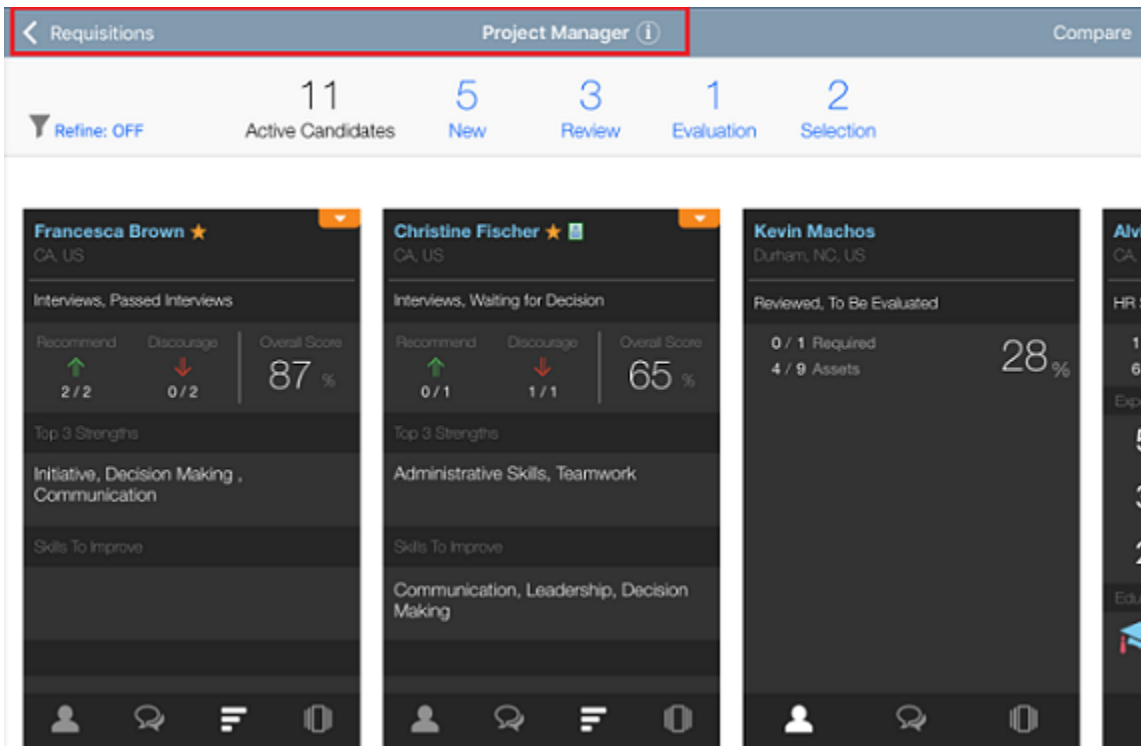
You can browse through the requisition candidate cards and refine your search by using filters and sorting.

Filters

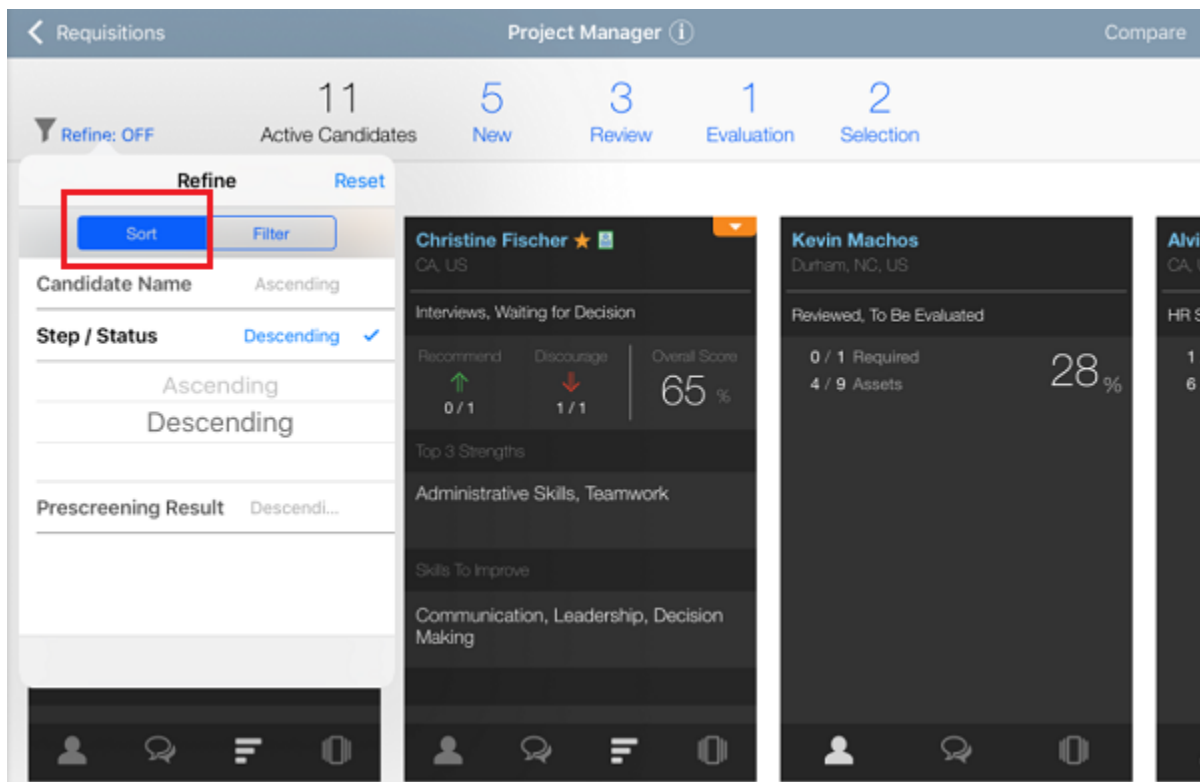Requisition candidate cards can be narrowed by three delivered filter values:

- Reference Model Step
- ACE (toggle on/off) - an ACE candidate is indicated with a star icon.
- Internal Application (toggle on/off) - an internal candidate is indicated with a person icon.
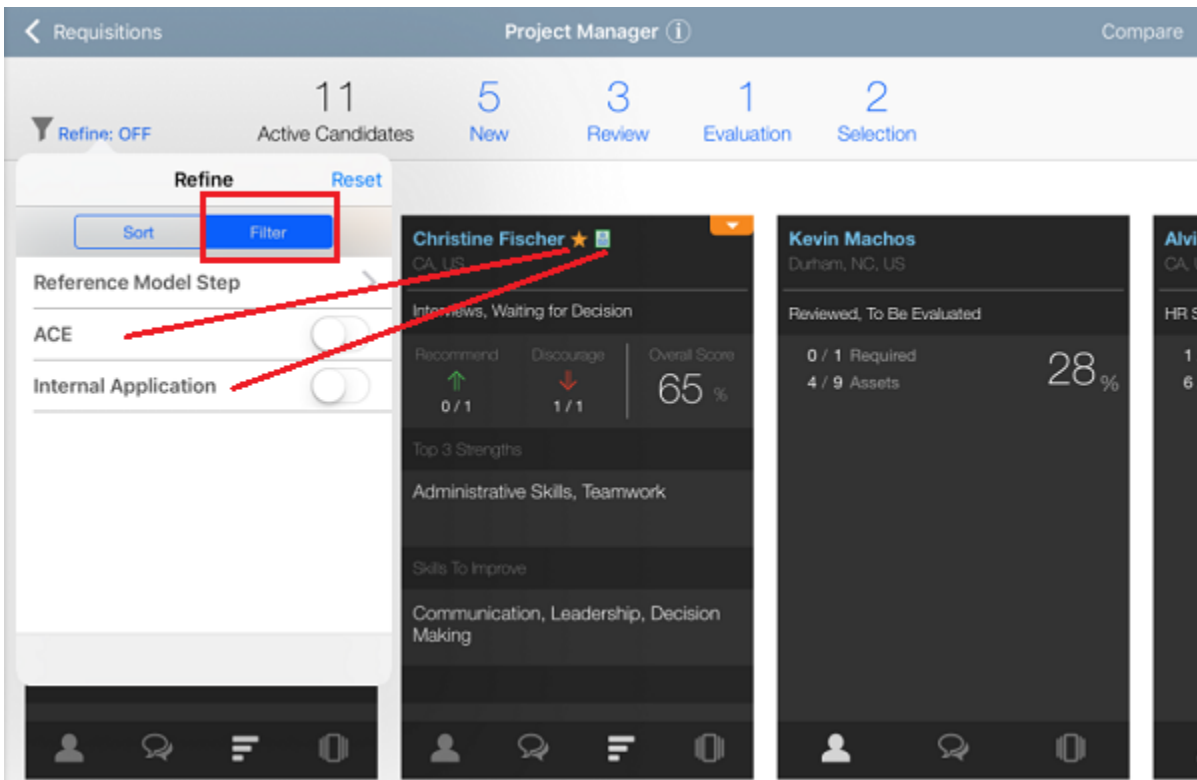
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Sort

Requisition candidate cards can be sorted in either ascending or descending order by the following criteria:
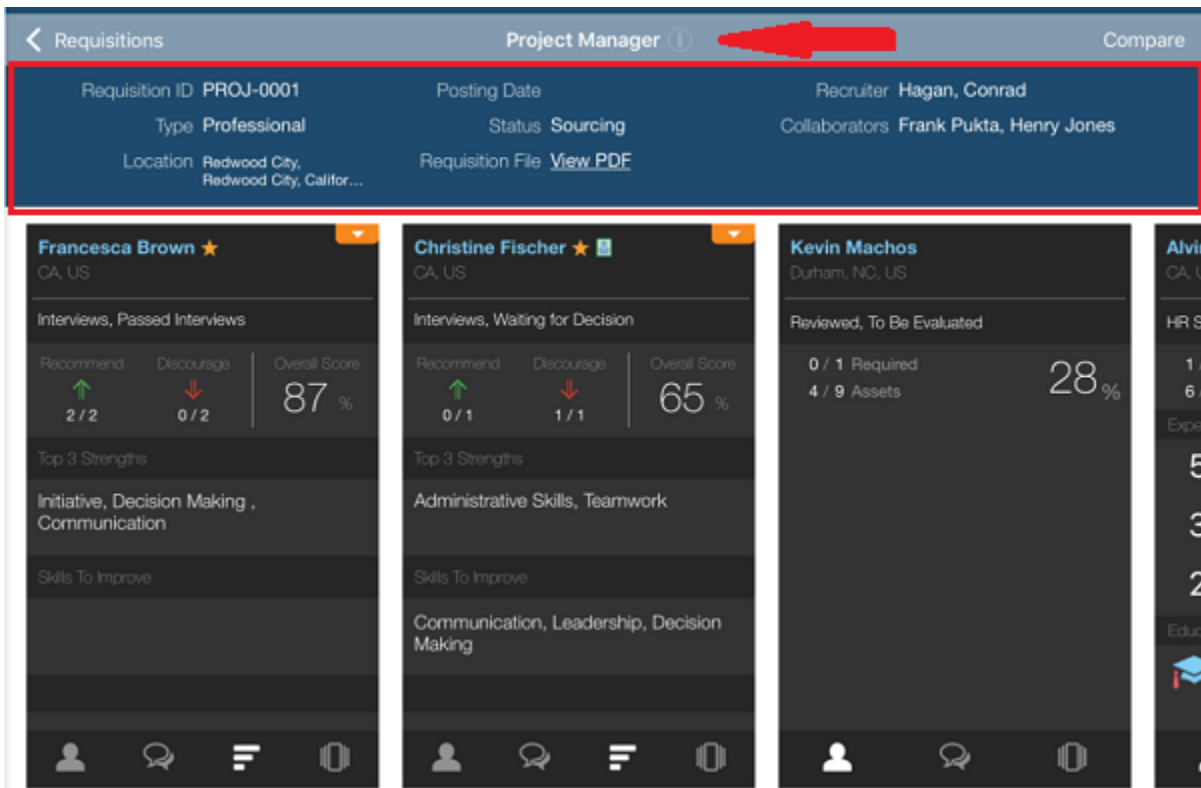
- Candidate Name
- Step/Status
- Prescreening Result

You can also filter the requisition candidate cards by clicking on the candidate workflow statuses displayed at the top of the page. Available statuses are:

- Active Candidates

- New

- Review

- Evaluation: Candidates who had an evaluation sent to interviewers that is still open (not expired).

- Selection

These statuses, or categories, are discussed in detail later in this document.
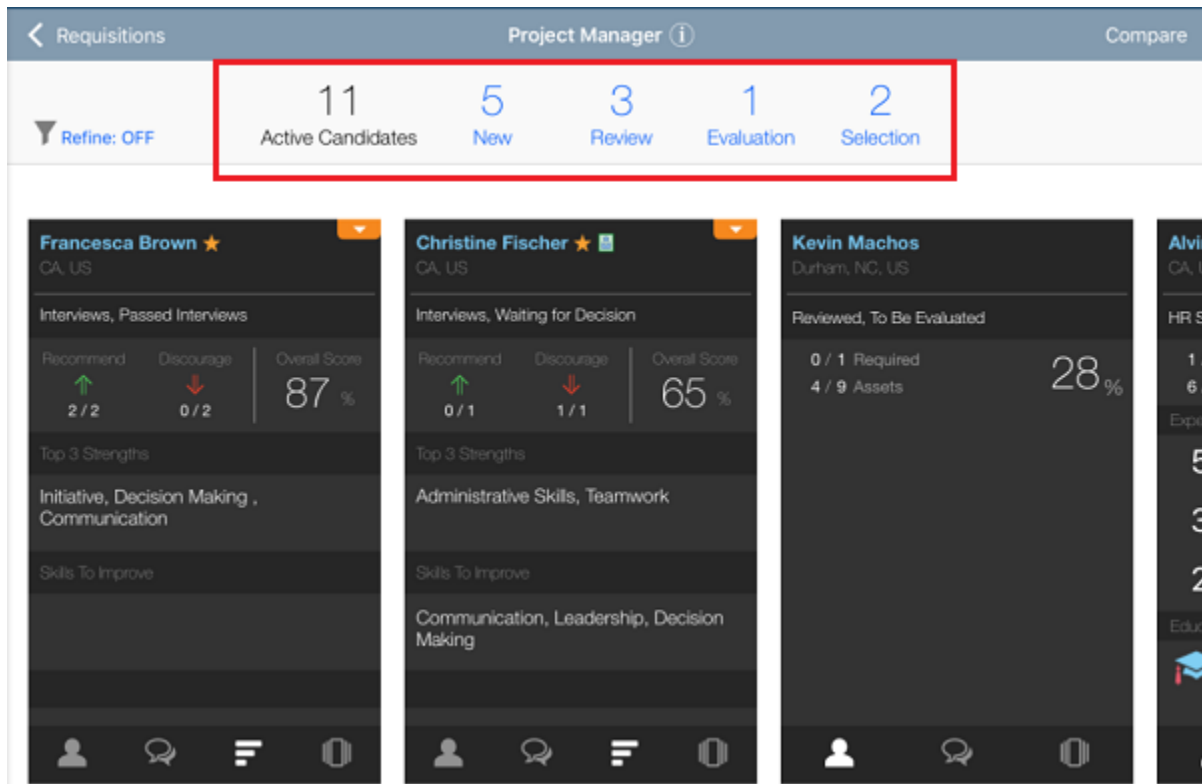
To get more information about the requisition, you can click the Information icon located next to the requisition title. A pop-up window displays summary information such as Requisition ID, Requisition Type, Recruiter and Collaborators. A link is also available to view the requisition file in PDF format which allows you to view the entire requisition file.

If the hiring manager has enough information to decide on a candidate action they do have the ability to move the candidate forward or reject them from this view. However, if they'd like more information before deciding on an action they can drill into the candidate card details.
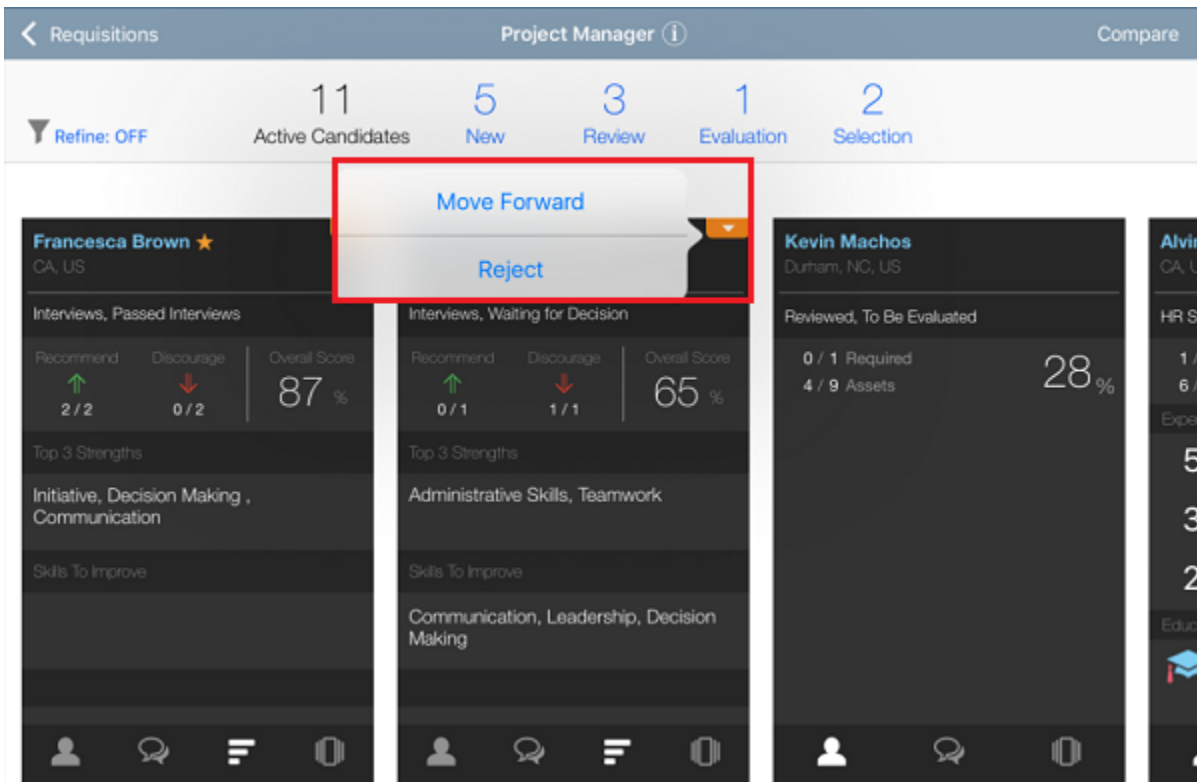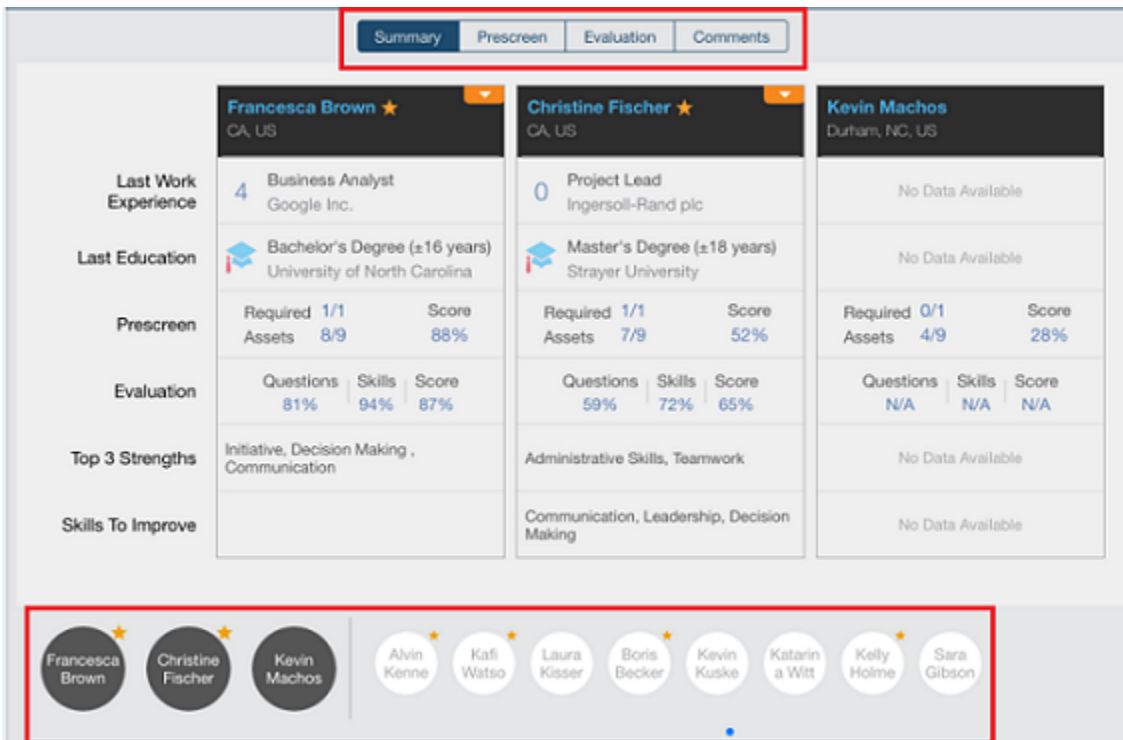
Compare

Mobile allows hiring managers to compare up to three candidates at one time side-by-side. To do, this click Compare.

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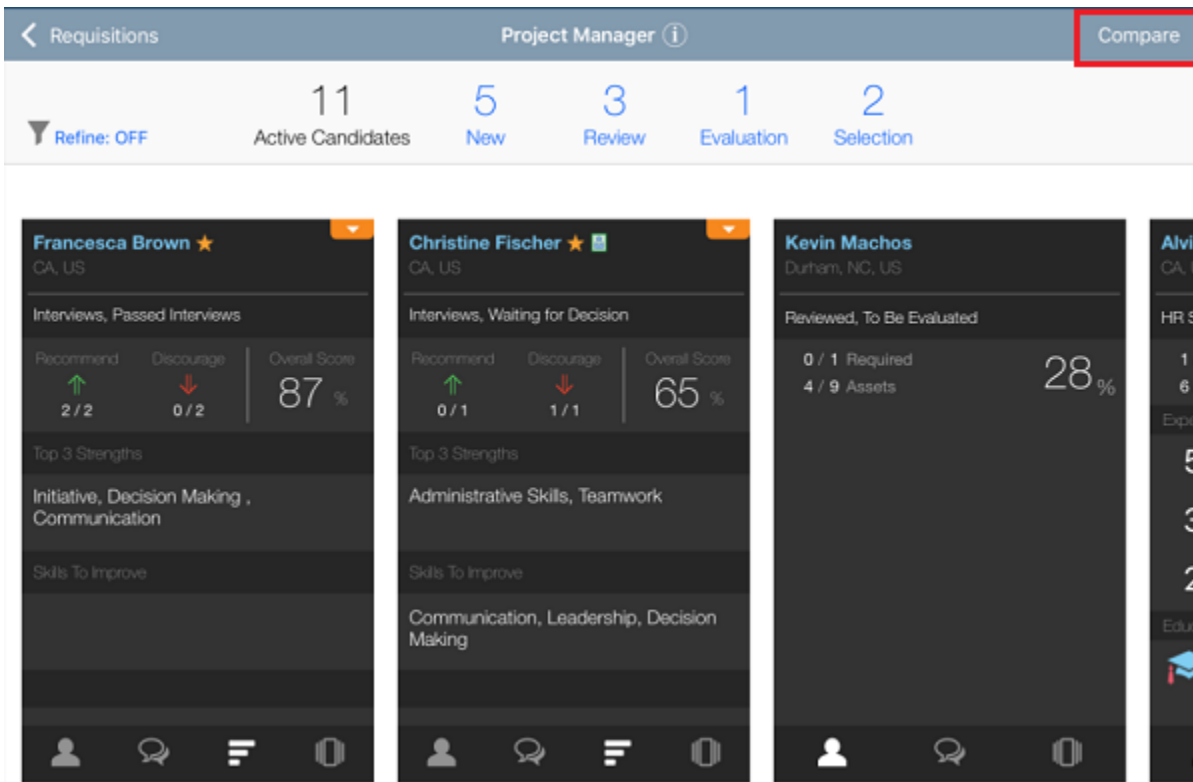
By default, clicking Compare displays and compares the first three candidates (first three candidate cards) and their summary information, prescreen information, evaluation information and any comments are compared. You can easily change the candidates in the comparison by dragging and dropping different candidates into the comparison view.

The dark circles on the left indicate which candidates are in the current comparison. The lighter circles on the right display the other candidates on this particular requisition that are available to be brought into the comparison. For example, you can choose to compare Alvin instead of Kevin. To do this, you tap and hold the circle with Alvin's name within it; the screen will flash signaling that you're in edit mode and able to move candidates in and out of the comparison. Now, simply drag and drop Alvin into the comparison. To replace Kevin with Alvin, you drop the circle onto Kevin's candidate card. To replace Christine with Alvin, you drop Alvin's circle onto Christine's candidate card, and so on.

You can refine the list of candidates that are available for comparison by first filtering or sorting the candidate cards prior to selecting Compare. For example, you may only want to see and compare ACE candidates or internal candidates, or both. If you set a filter prior to your comparison, the comparison will only displays those candidates that meet your particular filter criteria.

In the following screenshot, you can see that the ACE filter is enabled.

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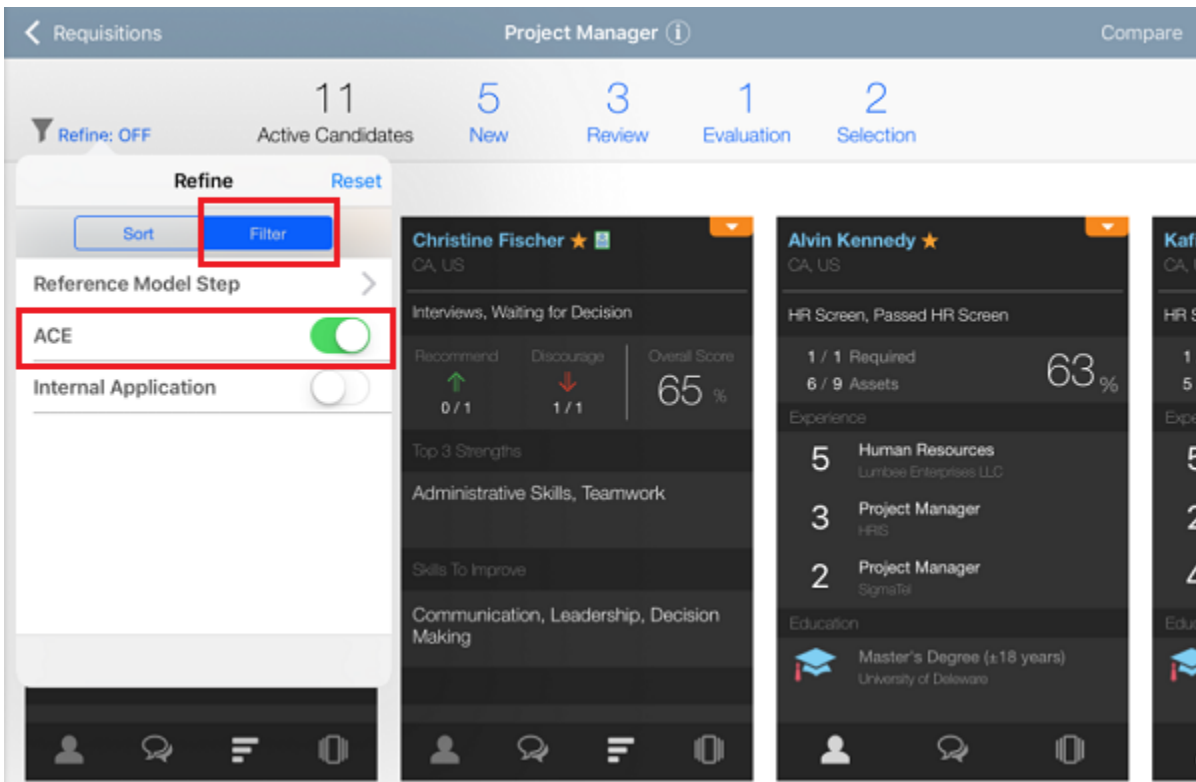
With the ACE filter applied, selecting Compare results in only those candidates that are identified as ACE (indicated by the star icon) being displayed and available for comparison.

Requisition Candidate Card Details and Actions

Hiring managers can get more detailed information on active candidates who applied on a requisition by drilling into the individual candidate cards.

The candidate card is organized into three sections:

- Top: the top section displays the candidate name, the candidate location, and the candidate step and status regarding the requisition. When clicking the name of the candidate, you are brought to the candidate file which contains the entire candidate submission that contains all of the information available for that candidate.

- Middle: the middle section displays prescreening information (required and asset criteria considered for the job as well as weight percentage), most recent work experience, and highest education attained. If you need to complete an evaluation for a particular candidate, an Evaluate Now link is also displayed here. Tapping on this link will bring you to the Evaluation Feedback tab in the candidate file which opens the evaluation for you to complete and submit.

- Bottom: the bottom section provides icons to display relevant information about the candidate.
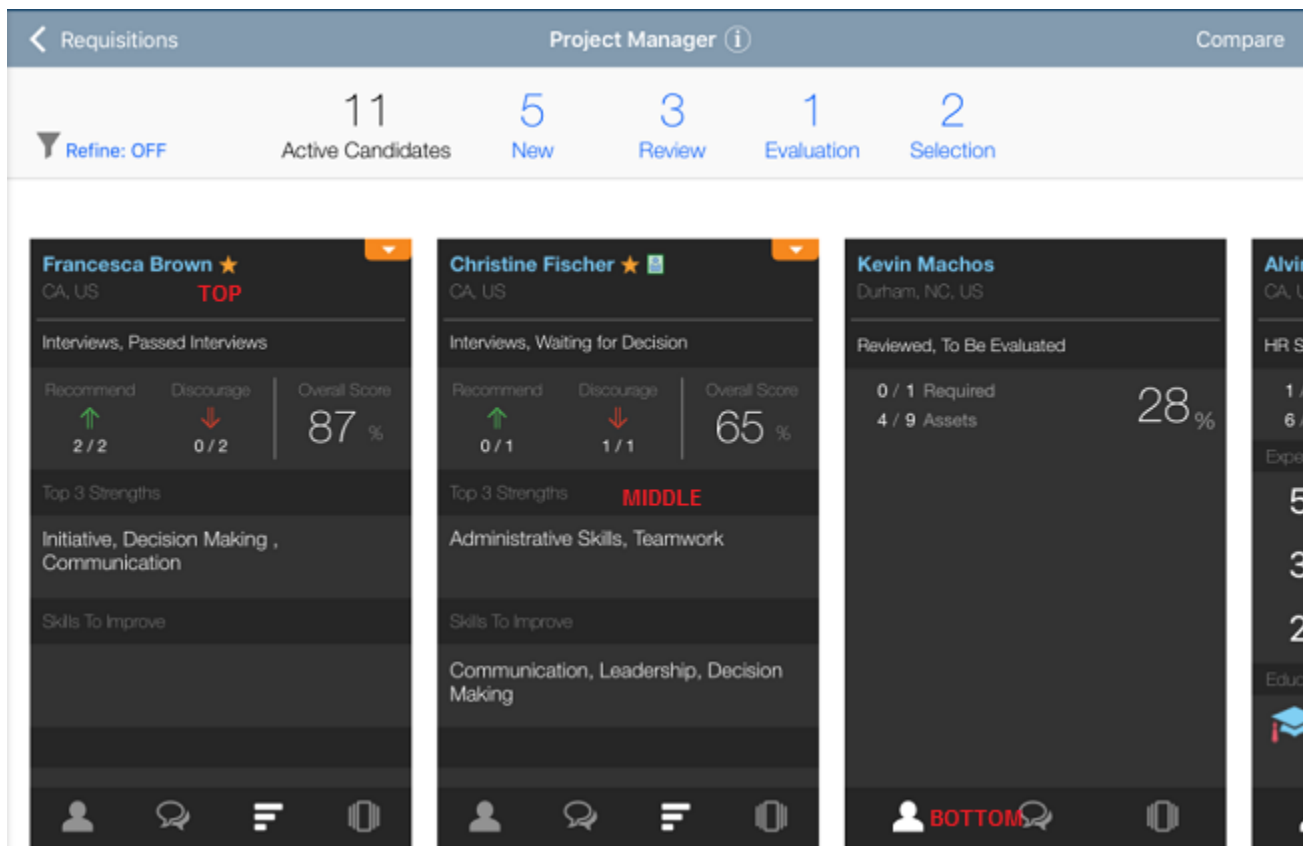
Note: The status of the candidate and where they are in the workflow impacts what actions, if any, are available on each candidate card.

When selecting the icons at the bottom of the card, you can access the following information:

Icon	Description
	When clicking the Person icon, you are presented with prescreening information, work experience, and education of the candidate.
	When clicking the Comments icon, you are presented with comments that were entered on the candidate regarding his/her submission and can enter comments here as well.

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| Icon	Description
	When clicking the Bar Chart icon, you are presented with evaluation results. The number of evaluators who recommended and discouraged the hiring of the candidate as well as the average score across all evaluations are indicated. The top three skills as well as skills requiring improvements are displayed.
	When clicking the Calendar icon, you are presented with the interview schedule information, that is date, time, conference room information, and a link to the evaluation form. This icon will not display if no interviews are scheduled.
	When clicking the Multi-Resume icon, you are presented with the PDF resume of the candidate as well as the resumes of the other candidates who applied on the requisition. You can move candidates forward or reject them from this view. You can also view and add comments about candidates here.

When viewing the candidate card, you can tap the Actions button to either move the candidate forward or reject the candidate.

- Move Forward: Moves the candidate to the completion status of the step, or to the initial status of the following step. If configured in Taleo Recruiting, you may be able to select the reason for moving the candidate forward.

- Reject: Puts the candidate in a rejected status and the candidate will no longer appear as an active candidate. If configured in Taleo Recruiting, you may be able to select the reason for rejecting the candidate and enter a comment. For example, you may want to add a comment to remind yourself to send a rejection letter to the candidate.

  Note: If your organization uses more than one rejection status in a Candidate Selection Workflow (CSW), this is not currently supported in Mobile. Mobile will use the first configured rejection status in the CSW step.

As previously stated, you can also access the Move Forward and Reject actions and view and add comments for a candidate from the multi-resume mode. Tap the Multi-Resume icon on the candidate card and you can view several candidate resumes in PDF format and quickly swipe through them to analyze and compare candidates.

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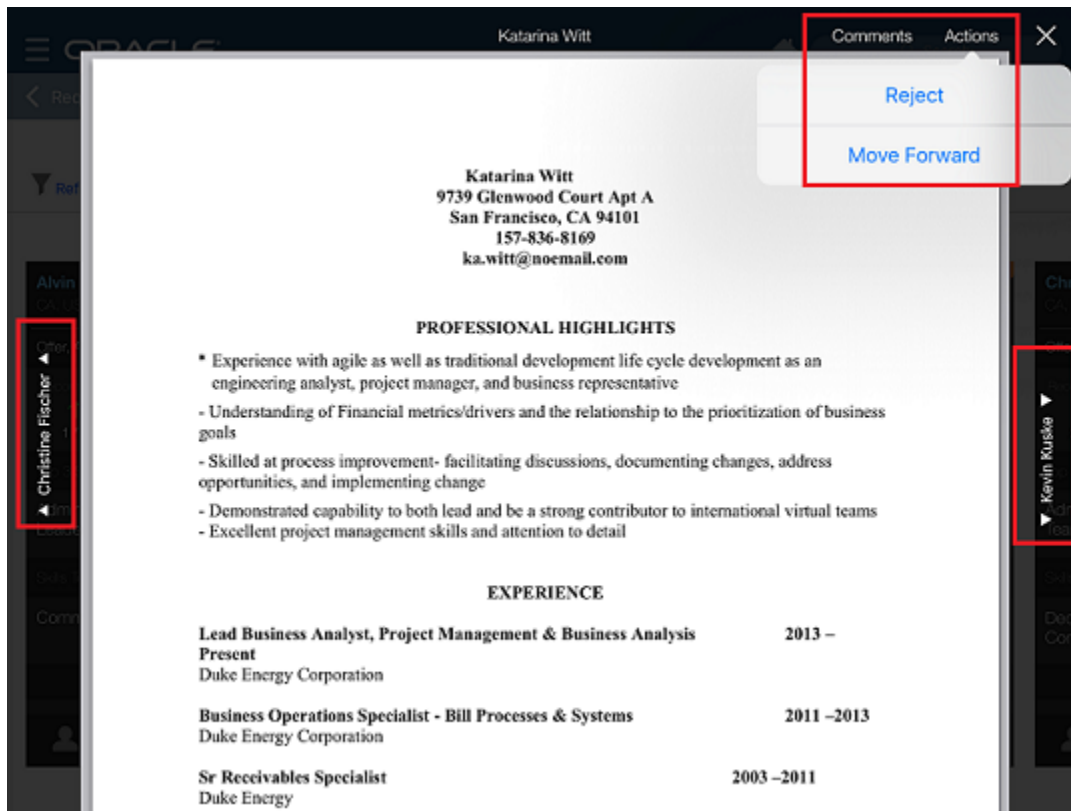
✎ **Note:** Multi-Resume mode is not available with Android at this time.

Candidates Tab

The Candidates tab allows hiring managers to view a list of candidates who applied on requisitions owned by them.

When on the Candidates list, you can browse through the list and refine your search by using a global keyword search, filters, and sorting. The filters and sort values available are the same here as what's available in the Requisitions tab when viewing the requisition candidate cards.

Search

The global search engine will search against the candidate name and the candidate ID. A list of candidates will be displayed based on the keyword used to search.

Filters

Requisition candidate cards can be narrowed by three delivered filter values:

- Reference Model Step
- ACE (toggle on/off)
- Internal Application (toggle on/off)

Sort

Requisition candidate cards can be sorted in either ascending or descending order by the following criteria:

- Candidate Name
- Step/Status
- Prescreening Result

You can also filter the requisition candidate cards by clicking on the candidate workflow statuses displayed at the top of the page. Available statuses are:

- Active Candidates

- New

- Review

- Evaluation: Candidates who had an evaluation sent to interviewers that is still open (not expired).

- Selection

From the Candidates list, you can tap on the candidate name to view the candidate submission file.

Working with Candidate Submission Details

The candidate submission file allows hiring managers to view candidate submission details and take action on these candidates.

From the Candidates list, you can tap on the candidate name to access the candidate submission file. The following information is available:

- Submission: Presents metrics, talent timeline, attachments, external profiles, other submissions.

- Resume: Displays the candidate resume.

- Submission File: Displays the submission file.

- Requisition File: Displays the requisition file.

- Prescreen: Displays the overall rating (required and asset criteria considered for the job as well as the overall score) and any prescreen information. You can tap on the Questions link to see how the candidate answered prescreening questions. You can also tap the Skills link to see the skills of the candidate regarding the requisition.

- Evaluations: Displays summary information across all the evaluations that have been completed for the candidate. Interviewers ratings on each evaluation is displayed, as well as if they recommended or did not recommend the candidate.

- Comments: Displays comments regarding the candidate submission.

- Evaluation Feedback.

- ✎ **Note:** Not every candidate file will contain each of the above tabs. For example, if a candidate did not submit a resume, the resume tab will not display. Or, if no evaluations have been completed for the candidate, the Evaluations tab will not display.

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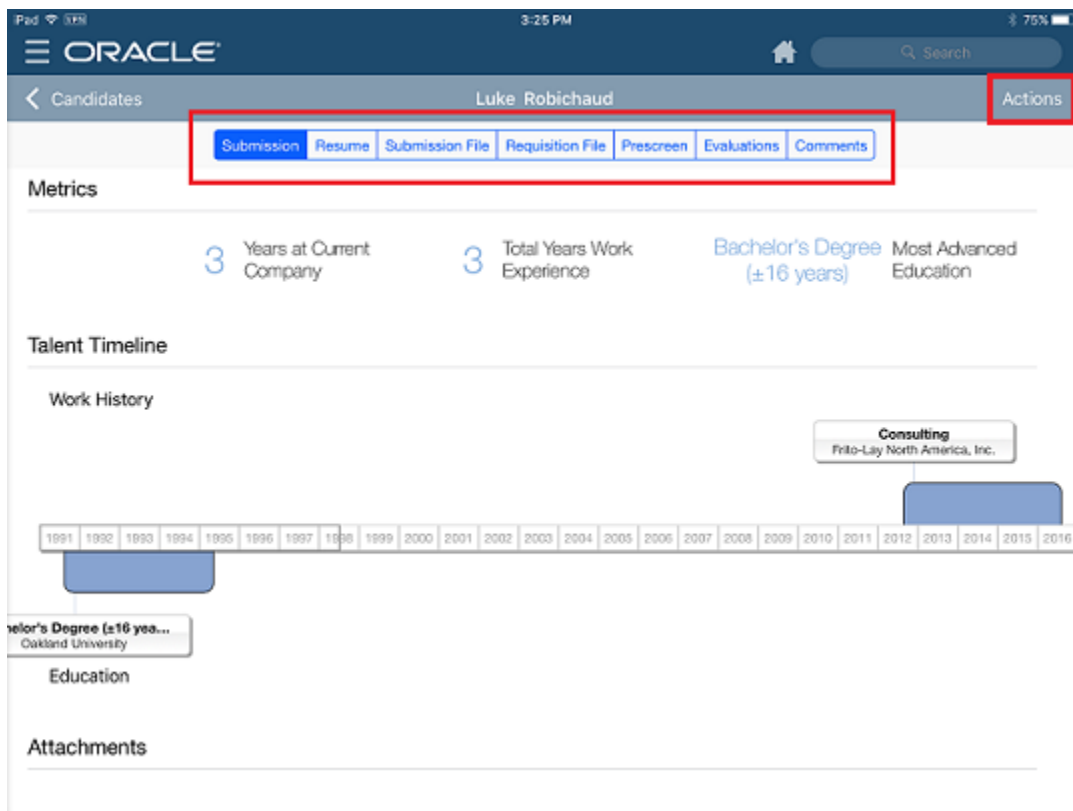
When viewing the candidate submission, you can tap the Actions button to perform one of the following actions on the candidate:

- Move Forward: Moves the candidate to the completion status of the step, or to the initial status of the following step. If configured in Taleo Recruiting, you may be able to select the reason for moving the candidate.

- Reject: Puts the candidate in a rejected status and the candidate will no longer appear as an active candidate. If configured in Taleo Recruiting, you may be able to select the reason for rejecting the candidate and enter a comment.

  🖊 **Note:** If your organization uses more than one rejection status in a Candidate Selection Workflow (CSW), this is not currently supported in Mobile. Mobile will use the first configured rejection status in the CSW step.

- Add Comment: Allows you to enter a comment in the candidate file.

Taking Actions on Candidates

Hiring managers may take certain actions on candidates who have applied to requisitions that they own.

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When looking at candidate submissions, you need to make decisions on how you want to move forward with some candidates that have submitted their information on a requisition. Whether you are in the requisition candidate cards, the candidate list, the candidate submission file or the multi-resume review mode you can click the actions arrow to perform one of the following actions on the candidate:

- Move Forward: Moves the candidate to the completion status of the step, or to the initial status of the following step. If configured in Taleo Recruiting, you may be able to select the reason for moving the candidate.

- Reject: Puts the candidate in a rejected status and the candidate will no longer appear as an active candidate. If configured in Taleo Recruiting, you may be able to select the reason for rejecting the candidate and enter a comment.

  > **Note:** If your organization uses more than one rejection status in a Candidate Selection Workflow (CSW), this is not currently supported in Mobile. Mobile will use the first configured rejection status in the CSW step.

- Add Comment: Allows you to enter a comment in the candidate file.

Moving a Candidate Forward

1. Tap the Candidates tab.

   The following steps can be performed in the requisition candidate list, the candidate submission or the multi-resume review mode.
2. Tap the Actions button.
3. Select Move Forward.
4. Enter the reason for moving the candidate forward.
5. Tap OK.

The candidate will be placed in the next status of the step, or the initial status of the next step if the candidate is already in the final status.

Rejecting a Candidate

1. Tap the Candidates tab.

   The following steps can be performed in the requisition candidate list, the candidate submission or the multi-resume review mode.

2. Tap the Actions button.

3. Select Reject.

4. Enter the reason for rejecting the candidate.

5. Enter a comment.

6. Tap OK.

The candidate is placed in a reject status and will no longer show as an active candidate for this requisition.

Adding a Comment on a Candidate

1. Tap the Candidates tab.

   The following steps can be performed in the requisition candidate list, the candidate submission or the multi-resume review mode.

2. Tap the Actions button.

3. Select Add Comment.

4. Enter a comment.

5. Tap OK.

The comment is associated with the candidate file and can be viewed later by the hiring manager or recruiter.

Activities Tab

The Activities tab allows hiring managers to view a list of requisitions and offers that require their approval and any evaluations they must complete before providing their approval.

You tap on the requisition title or offer title to view requisition and offer details before deciding which action to take. The Actions menu displays with the same options on both the detailed view and the Activities list view so you can take action on your offer and requisition approvals from either view.

It may be the case that a hiring manager is asked to participate in an interview and evaluation of a candidate on a requisition that they do not own. All evaluations that need attention from the hiring manager are listed under Evaluations in the Activities tab whether the evaluation is associated to a requisition that they own or not. Tapping on the requisition title under Evaluations brings you to the Evaluations Feedback tab within the candidate details. From here, you can complete the evaluation questionnaire.
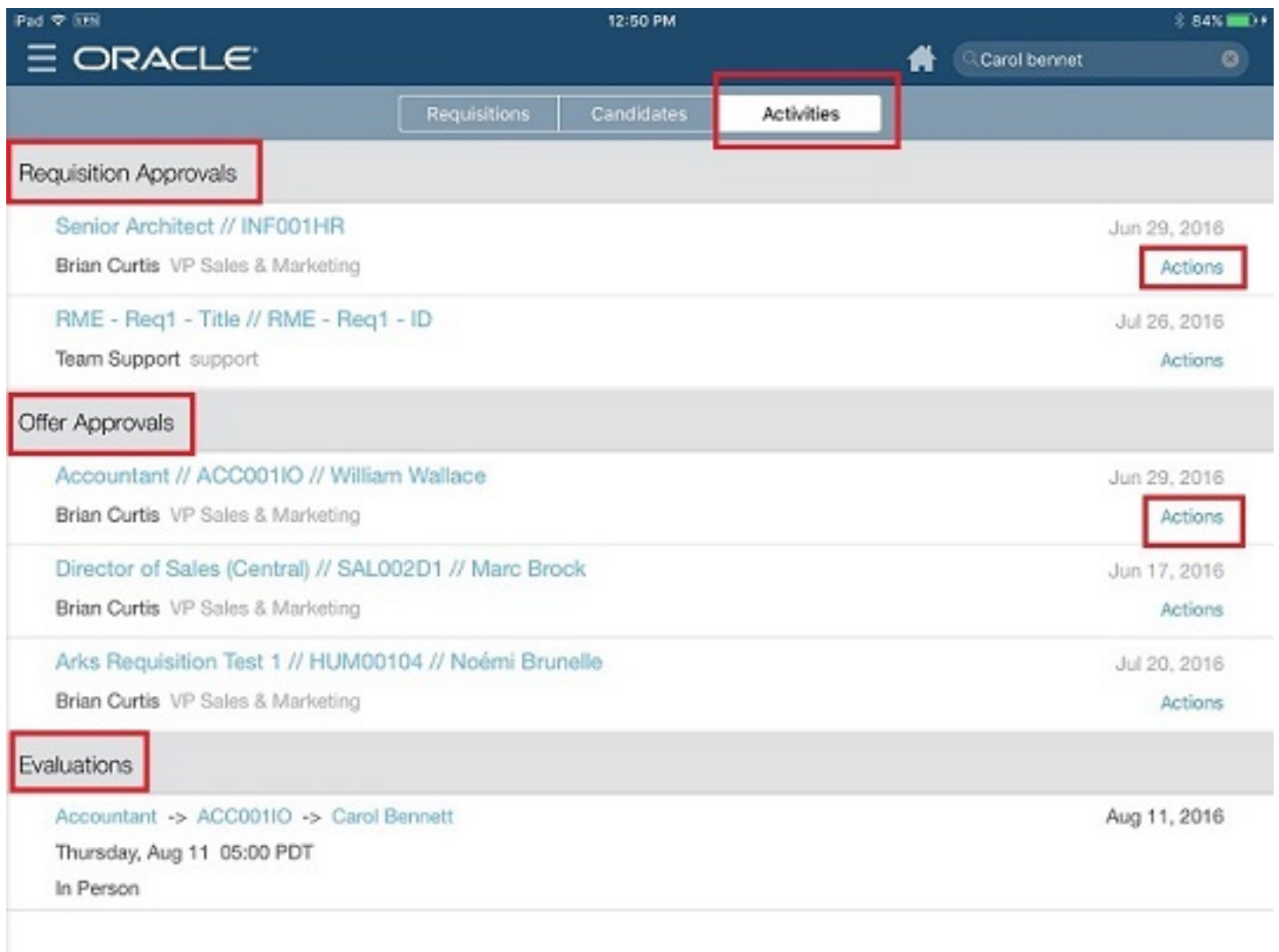
Requisition Approvals

The requisition approval activity is a task assigned to hiring managers. Hiring managers are responsible for approving requisitions that have been created by one of their direct reports or a recruiter.

A requisition approval is required before a job can be posted on career sites or job boards to receive candidate applications. Once a requisition has been created by a recruiter or one of your direct reports in the Taleo Recruiting product, you are assigned the approval of the requisition via the approval workflow.

Before approving the requisition, you can view the details of the requisition by clicking on the requisition title. The detailed requisition view provides access to the following information:

- Summary: General information about the requisition approval details (requisition ID, recruiter, hiring manager, number of openings, etc.), the requisition approval flow (who has approved the requisition as well as the outstanding approvals), and attachments.

- Comments: Comments provided by approvers on the requisition.

- Requisition File: Complete details about the requisition.

When you are ready, you can perform one of these actions on the requisition approval task using the Actions button:

- Approve: When you approve a requisition, the requisition moves into the next approval step in the workflow and the requisition appears in the next users' approval list.

- Decline: When you decline a requisition, the requisition moves back to the initiator of the requisition.

- Pass: When you decide to pass, the approval task is moved to another user in the approval flow.

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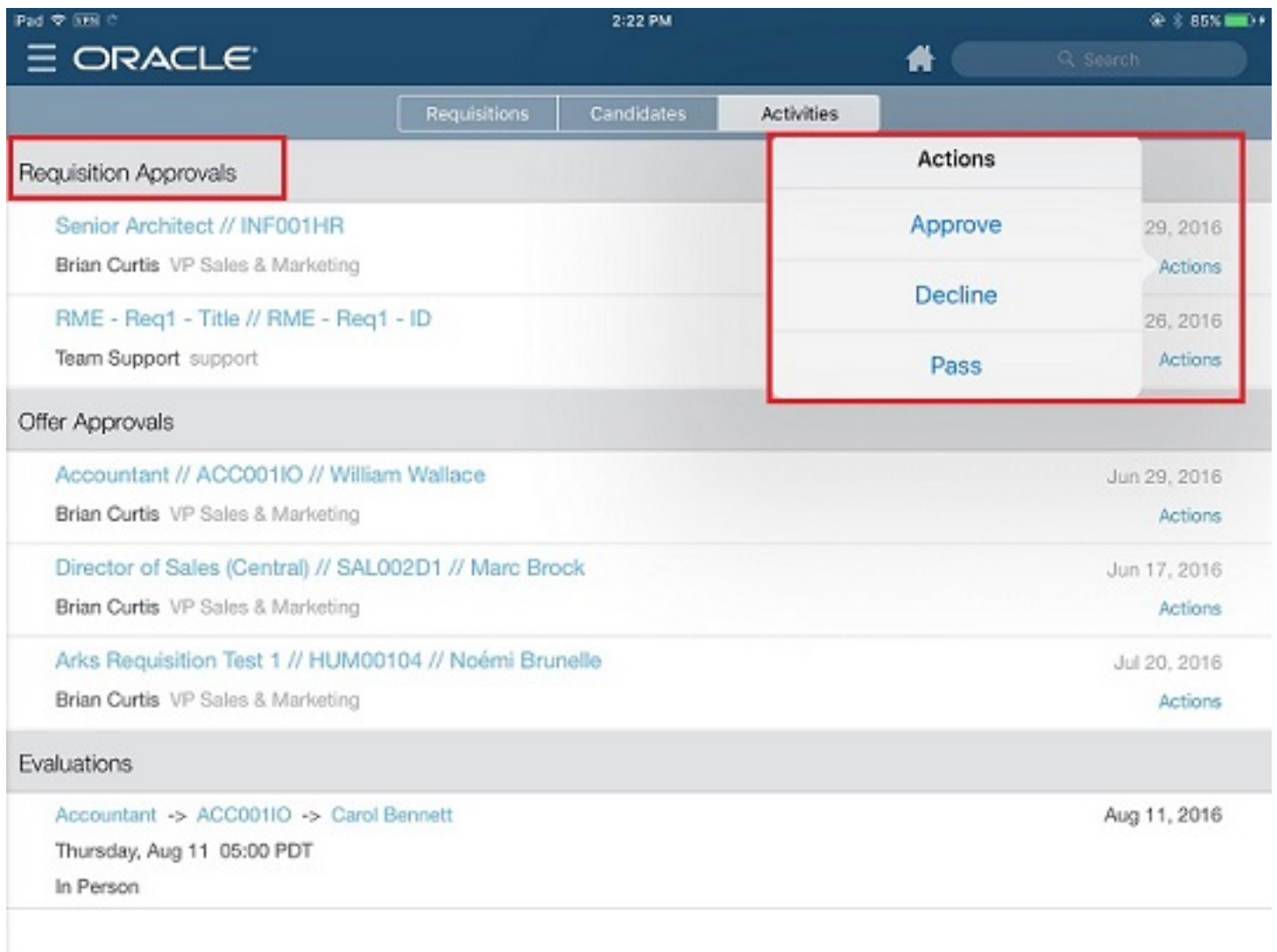
Whether users choose to approve, decline or pass a requisition, they will be prompted to add a comment. The requisition configuration determines whether a comment is mandatory, but it is considered best practice to add a comment so that there is a record of the reasoning behind decisions made.

Approving a Requisition

1. Tap the Activities tab.
2. Tap Actions or tap the requisition title and then Actions.
3. Tap Approve.
4. Enter a comment if desired. (A comment may or may not be required depending on the requisition configuration).
5. Tap OK.

This requisition is no longer displayed in your requisition approval list on the Activities tab. The requisition will move into the next approval step of the workflow and will appear in the requisition approval list of the next approver.

Declining a Requisition

1. Tap the Activities tab.
2. Tap Actions or tap the requisition title and then Actions.
3. Tap Decline.
4. Enter a comment if desired. (A comment may or may not be required depending on the requisition configuration).
5. Tap OK.

This requisition is no longer displayed in your requisition approval list on the Activities tab. The requisition will move back to the initiator of the requisition.

Choosing to Pass a Requisition's Approval

1. Tap the Activities tab.
2. Tap the requisition title.
3. Tap the Actions button.
4. Tap Pass.
5. Enter a comment if desired.
6. Tap OK.

This requisition is no longer displayed in your requisition approval list. The requisition will be routed to the next approver and will appear in their requisition approval list.

Offer Approvals

The offer approval activity is a task assigned to hiring managers. Hiring managers are responsible for approving offers before making a formal offer to a candidate.

When it is decided that an offer will be made to an active candidate and the offer is created, you can access the Activities tab to review and approve the pending offer. An offer approval is required at the end of the candidate selection workflow before you make a formal offer to hire the candidate. It helps in deciding the compensation, budget allocation, and other considerations.

Before approving the offer, you can view the details of the offer approval by clicking on the offer title. The detailed offer view provides access to the following information:

- Summary: General information about the offer approval details (such as requisition ID, recruiter, hiring manager, salary, vacation, etc.), the offer approval flow (who has approved the offer as well as the outstanding approvals), and attachments.

- Comments: Comments provided by approvers on the offer.

- Submission: Complete details about the candidate job application such as talent timeline, attachments, external profiles and other submissions.

- Submission File: Details about the submission process and status including the candidate's resume, prescreening information and workflow history.

- Resume: Resume provided by the candidate.

- Requisition File: Complete details about the requisition.

- Offer File: Complete details about the offer.

- Evaluations: Results of the candidate's evaluations.

When you are ready, you can perform one of these actions using the Actions button:

- Approve: When you approve an offer, the offer moves into the next approval step in the workflow and the offer appears in the next users approval list.

- Decline: When you decline an offer, the offer moves back to the initiator of the offer.

- Pass: When you decide to pass an offer, the approval task is moved to another user in the approval flow.
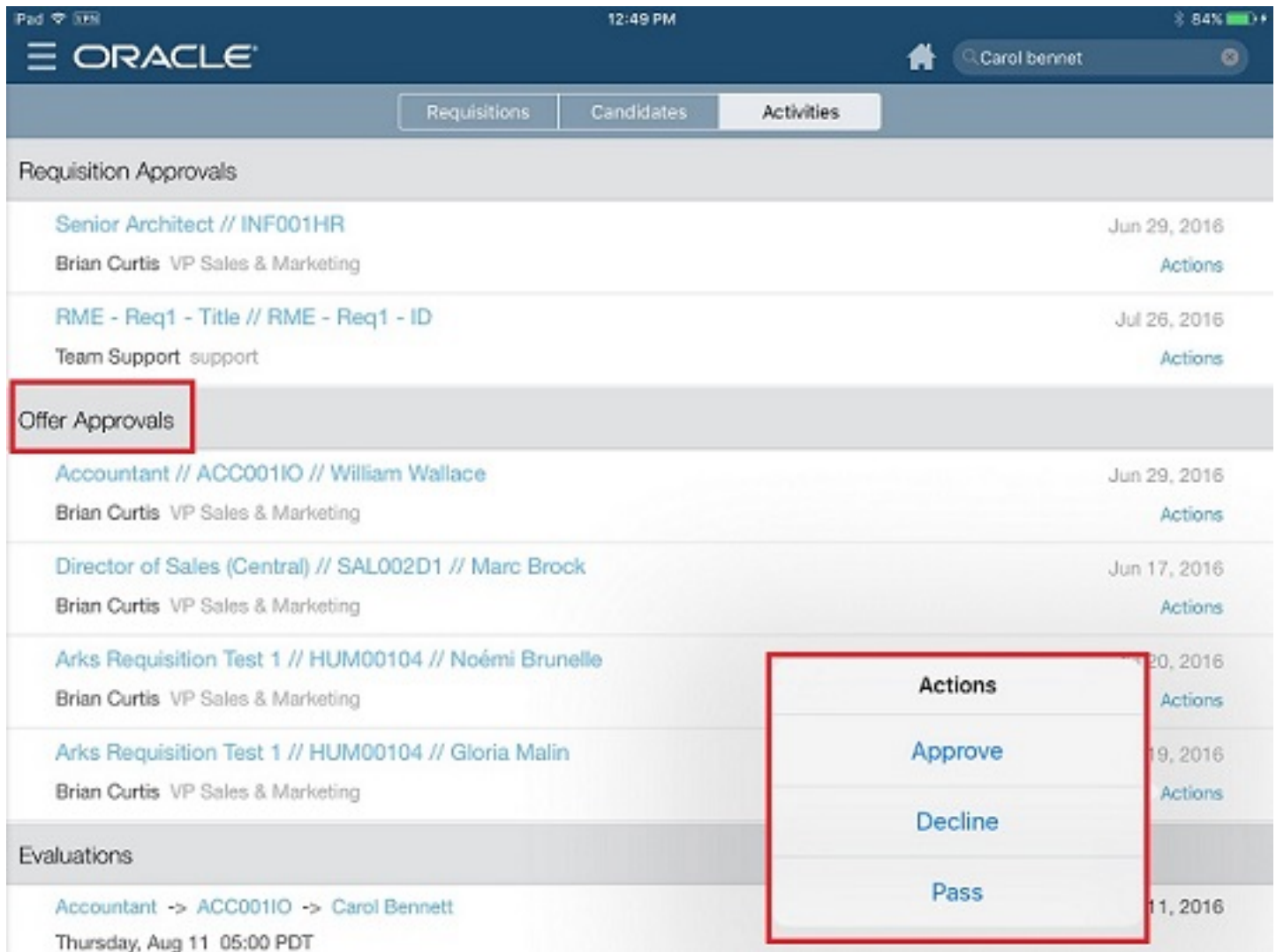
Whether users choose to approve, decline or pass an offer, they will be prompted to add a comment. The offer configuration determines whether a comment is mandatory, but it is considered best practice to add a comment so that there is a record of the reasoning behind decisions made.

Approving an Offer

1. Tap the Activities tab.

2. Tap the offer title.
3. Tap the Actions button.
4. Tap Approve.
5. Enter a comment if desired.
6. Tap OK.

This offer is no longer displayed in your offer approval list. The offer will move into the next approval step of the workflow and will appear in the offer approval list of the next approver.

Declining an Offer

1. Tap the Activities tab.
2. Tap the offer title.
3. Tap the Actions button.
4. Tap Decline.
5. Enter a comment if desired.
6. Tap OK.

This offer is no longer displayed in your offer approval list. The offer will move back to the initiator of the offer.

Choosing to Pass an Offer's Approval

1. Tap the Activities tab.
2. Tap the offer title.
3. Tap the Actions button.
4. Tap Pass.
5. Enter a comment if desired.
6. Tap OK.

This offer is no longer displayed in your offer approval list. The offer will be routed to the next approver and will appear in their offer approval list.

Evaluation Participation Requests

All evaluations that need attention from the hiring manager, for both requisitions that they own and those that they do not, are listed under Evaluations in the Activities tab.

The evaluations are accessed by tapping on the requisition title/candidate name. This brings you to the Evaluation Feedback tab in the candidate file. The evaluation loads and is ready for you to complete and submit. Once the evaluation is completed and submitted, it will be removed from your Evaluations list on the Activities tab. Evaluations can also be accessed from the candidate card in the Requisitions tab and in the candidate file from the Candidates tab. No matter the path, the evaluation is available for completion and submission.

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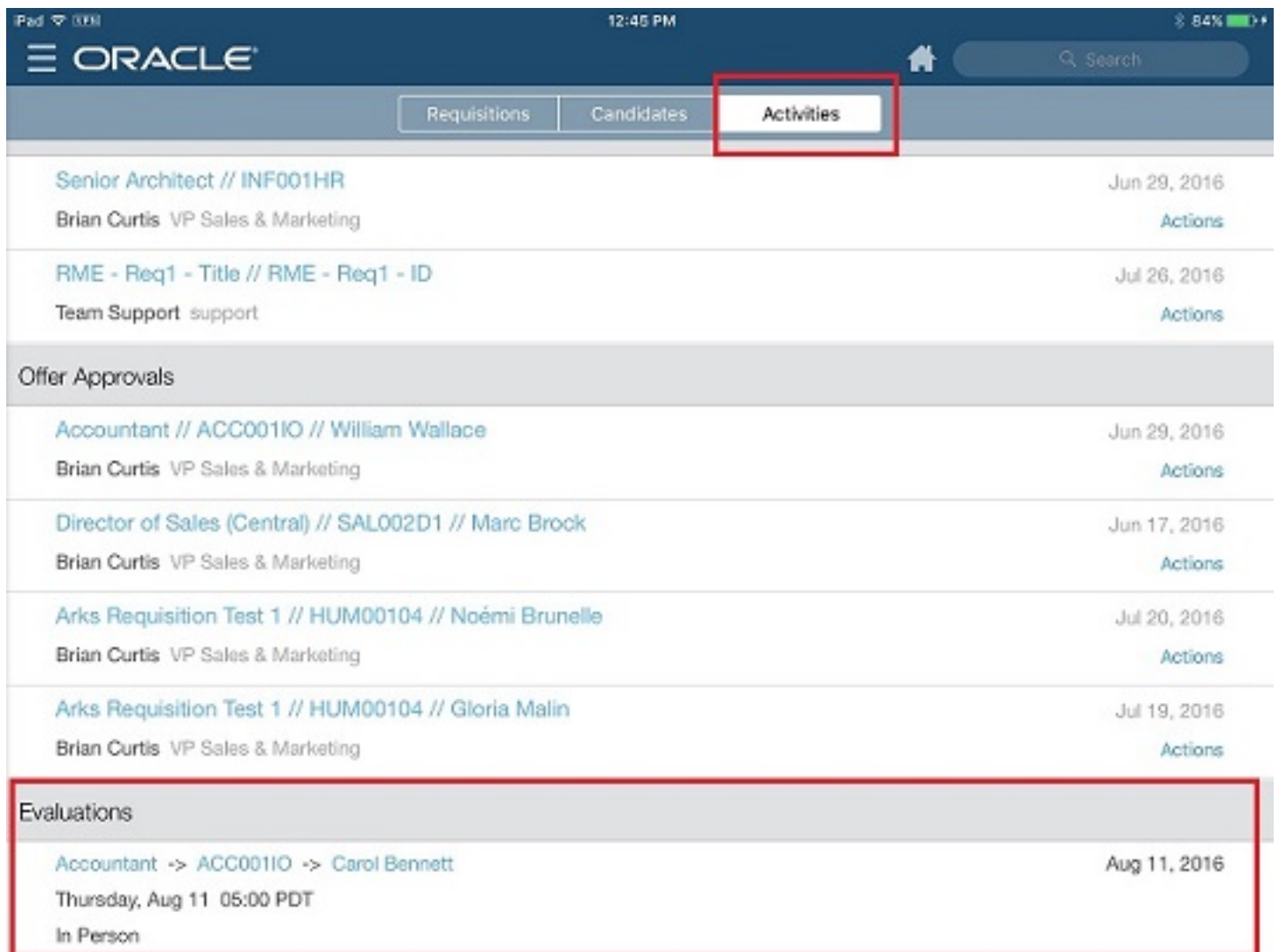
The evaluation questionnaire is divided into four sections:

- Questionnaire Information: General information about the evaluation questionnaire such as specific instructions to complete the questionnaire.

- Questions: Questions to ask the candidate during the interview. Depending on the type of questions, different answers may be provided. You can answer a question by:

  - o Selecting one radio button, or one value in a drop-down list.

  - o Selecting one or several checkboxes, or by selecting one or several values in a drop-down list.

  - o Typing text in a field.

  - o Entering a date using a calendar.

- Skill Ratings: Skills to evaluate the candidate. A rating scale is provided to later compare candidates against each other.

- Recommendation: Text box where you can enter details about your recommendation.

Once evaluators have completed the evaluation of a candidate, the completed questionnaires are available in the candidate job submission, under the Evaluations tab. The Evaluations tab is divided into three sections:

- In the Overall Rating section, the overall score of the evaluators is displayed as well as the number of evaluators who recommended and discouraged the hiring of the candidate.

- In the Interview Team section, the evaluators are displayed with the score they provided for the candidate.

- In the Evaluations section, completed evaluation questionnaires are listed. For each questionnaire, the overall score is displayed as well as the number of evaluators who recommended and discouraged the hiring of the candidate. Clicking the questionnaire title brings you to the Candidate Interview Evaluation form.
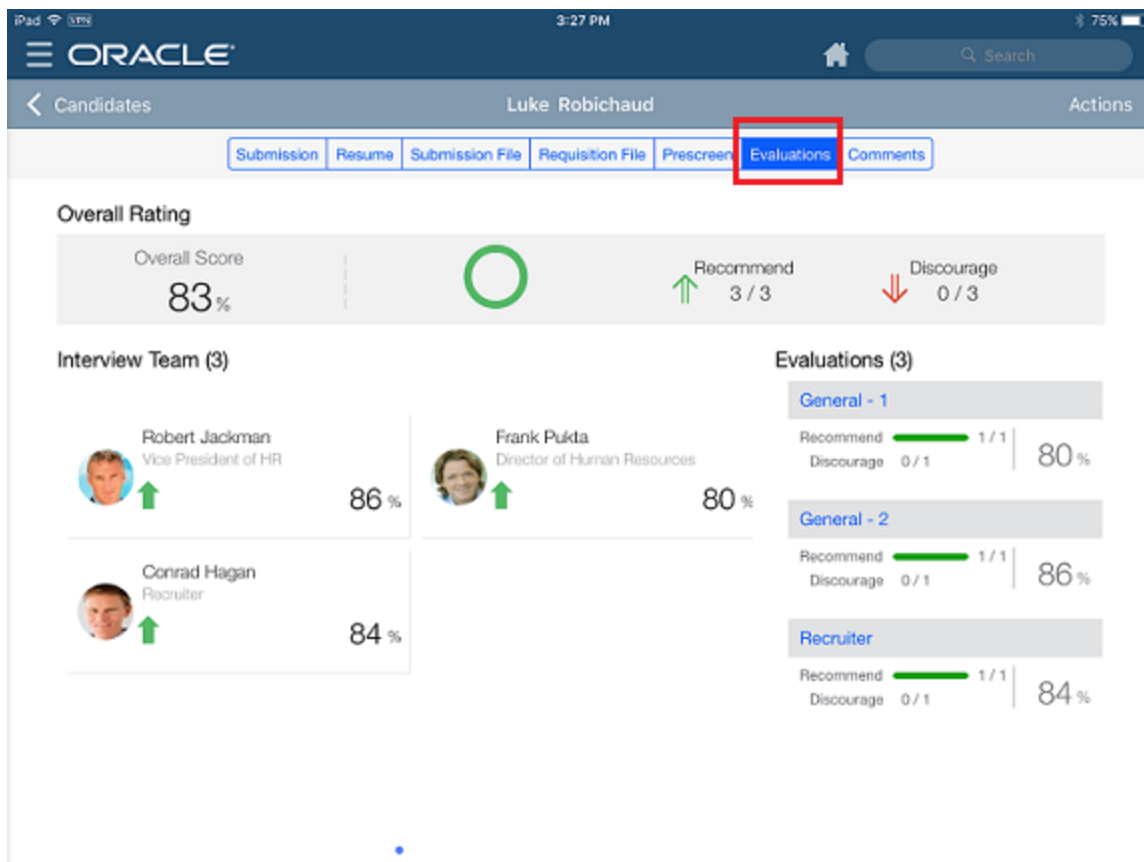
✎ **Note:** An Evaluation Feedback tab displays for the evaluator only; it is not visible to other Hiring Managers, collaborators, and so on; you must be an evaluator to see this tab. Evaluation results that are available to all are displayed in the Evaluations tab.
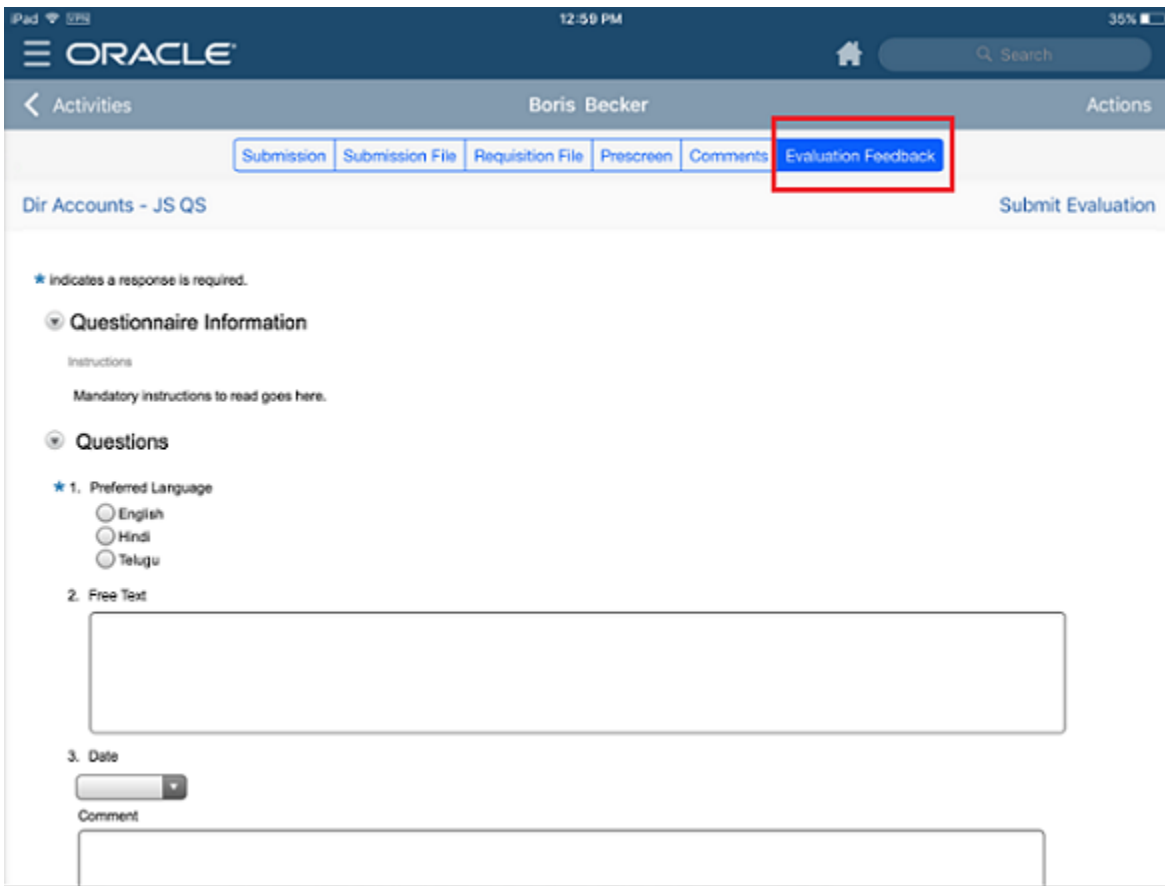
3 **Oracle Taleo Mobile Installation and Configuration**

Mobile Installation

The steps to install the Oracle Taleo Mobile application are outlined below. The iOS and Android installation steps and behavior are identical.

The steps to install Oracle Taleo Mobile are as follows:
Mobile Application Installation

1. User navigates to the Mobile site.
2. User downloads Oracle Tap (Oracle Taleo Mobile) from the Apple App store or the Google Play store.
3. User configures the Mobile application with the Oracle Taleo Enterprise product URL and logs in.
4. User launches the Mobile application.
5. (Optional) Alternative Manual Method for User to Configure the Mobile Application with Product URL and Log In Tile.

> 🖊 **Note:** This is a manual way to install Mobile which is helpful if troubleshooting is necessary or the automatic method is unavailable.

1. User Navigates to the Mobile Site

1. Using a tablet or smartphone, navigate to the URL available in the message sent by your Administrator (i.e. "https://<YourTaleoZone>.taleo.net/mobile"). If you have Mobile permissions, you will be redirected to the Mobile screen with instructions on how to configure the Mobile application. You will be presented with two links:

- Download the Mobile application.
- Configure the Mobile application.
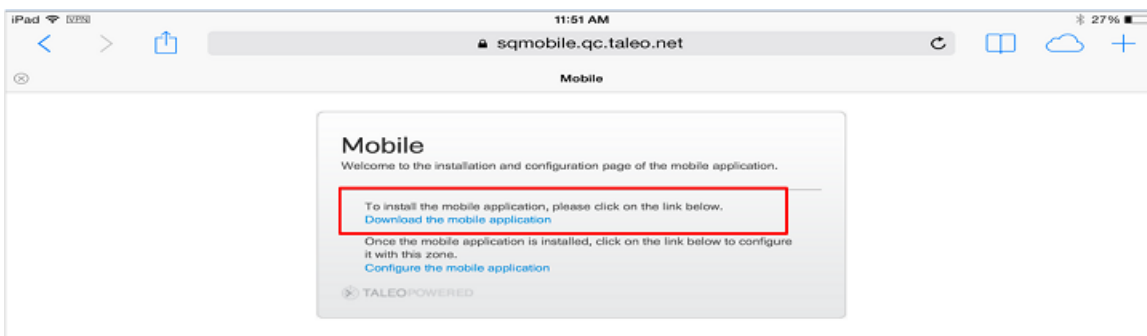
2. Tap the first link, "Download the mobile application", to be redirected to the Apple App store or Google Play store depending on the device. The Oracle Tap screen opens.

2. User Downloads Oracle Tap (Oracle Taleo Mobile) from the Apple App store or Google Play store.

1. Download Oracle Tap.
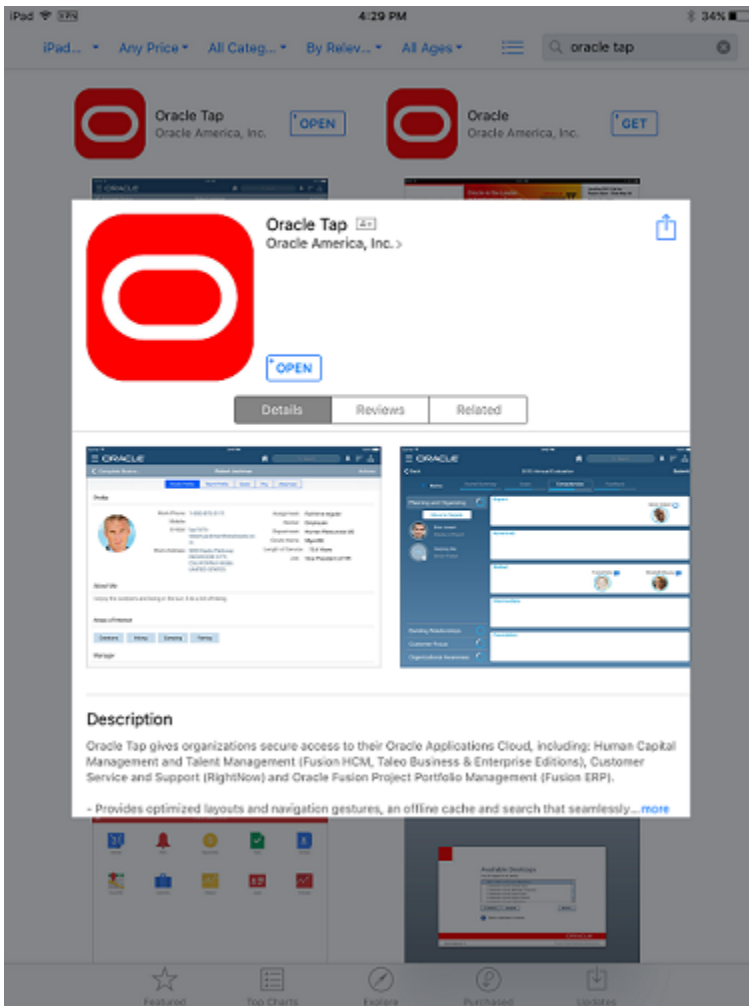
> ✏ **Note:** It is recommended you download the latest Oracle Taleo Mobile client from the Apple App Store or
> Google Play Store to in order to ensure you have the latest bug fixes and features.

3. User configures the Mobile application with the Oracle Taleo Enterprise product URL and logs in

The following steps provide an alternative automatic method for the user to configure Oracle Taleo Mobile to connect with their Taleo zone:

1. Once Oracle Taleo Mobile is downloaded and installed on your mobile device, return to the Mobile screen and tap the second link, "Configure the mobile application".
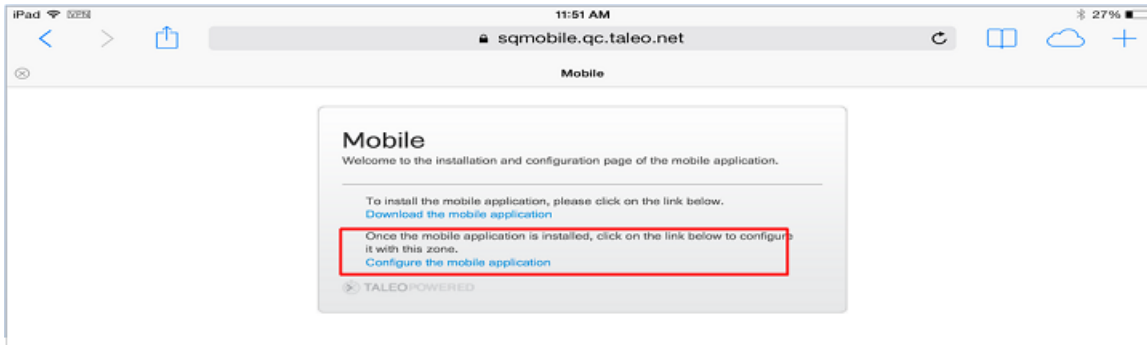
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2. The Oracle Taleo Enterprise server URL is injected into the server settings in Oracle Taleo Mobile.
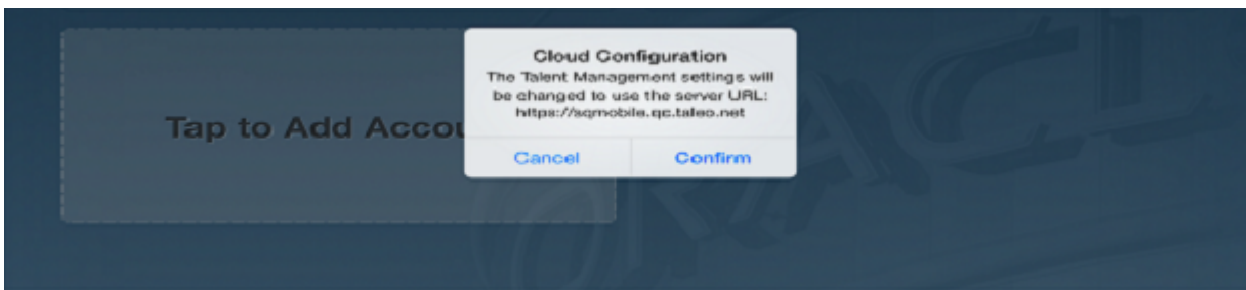
Figure: Oracle Cloud screen with Cloud Configuration confirmation dialog.

3. Tap Confirm at the Cloud Configuration confirmation screen.

4. The system auto configures your Mobile application to point to your company's Oracle Taleo Enterprise zone.

> ✎ **Note:** If you have SSO enabled and you use an Akamai URL for login (https://tas-<zone name>.taleo.net), you will not be able to use the Configure the mobile application link in this unique scenario. Please contact Oracle Support and request a custom configuration HTML file to correctly configure your app.

5. The Oracle Tap tile is placed on the mobile device's screen.

4. User launches the Mobile application

1. To access Oracle Taleo Mobile during installation, when prompted tap the Proceed to Login link or the Talent Management tile on the Oracle Cloud screen. During normal usage tap the Talent Management tile.
2. The Oracle Cloud Apps login screen opens.

3. Enter your Oracle Taleo Enterprise Username and Password, and tap Login to start using Oracle Taleo Mobile on your mobile device.

> ✎ **Note:** Upon initial installation login you may be required to log in twice . When first entering the user name and password, another pop-up may display. If it does, enter your Username and Password again to get authenticated in the Taleo Enterprise zone.

5. (Optional) Alternative Manual Method for User to Configure the Mobile Application with Product URL and Log In Tile

The following steps provide a manual method for the user to configure Oracle Taleo Mobile to connect with their Taleo zone:

1. Once you have completed downloading Oracle Taleo Mobile (see above), return to the Oracle Cloud screen on your mobile device.
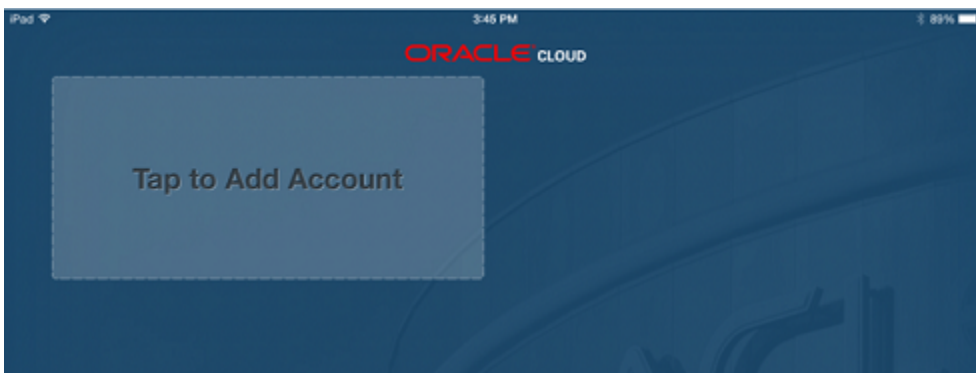
2. Tap the "Tap to Add Account" tile to start the configuration process.
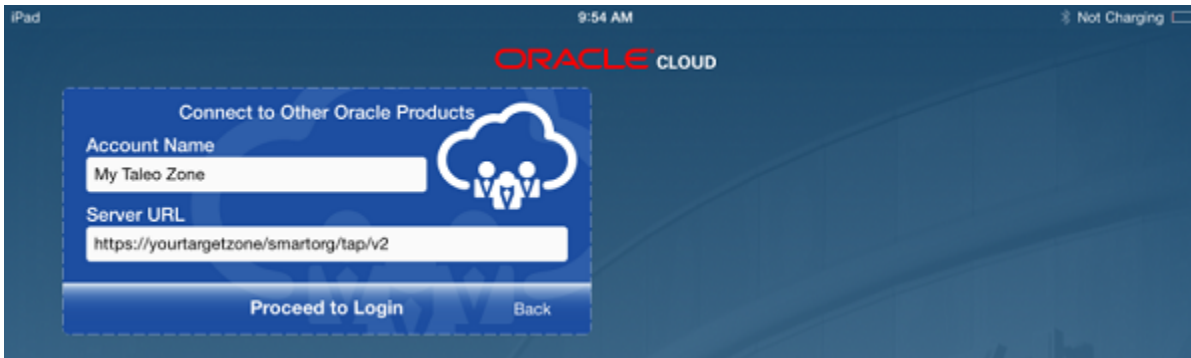
3. Under "Account Name" specify the name you would like to call your account.

4. Under "Server URL" enter "https://yourtargetzone/smartorg/tap/v2" or "https://tas-yourtargetzone/smartorg/tap/v2" if your environment is Akamai-enabled, where "yourtargetzone" is the Taleo zone to which you are connecting.

5. Tap "Proceed to Login" to be taken to the login screen.

Oracle Taleo Enterprise Configuration

For the Mobile application to receive the data from Taleo Recruiting, Oracle Taleo Enterprise must be configured to enable that integration. The steps to configure Oracle Taleo Enterprise are as follows:

1. Administrator activates the Enable Mobile setting.
2. Administrator creates a new user type and enables the Mobile access permission.
3. Administrator Associates users who will be using the Mobile application to the new or existing Mobile user type.
4. Administrator configures the Enable Data Cache setting..
5. Administrator sends out an email to all hiring managers using Mobile

1. Administrator activates the Enable Mobile setting.

The Enable Mobile setting in the Oracle Taleo Enterprise configuration enables the integration of Mobile and Oracle Taleo Enterprise integration. When the setting is off the Oracle Taleo Enterprise product will not send data to Mobile under any circumstance. When the setting is turned on, users that have the Mobile Access permission will have data passed to the mobile application.

Setting	Default Value at Upgrade	Default Value for New Zone	State (Public, Protected, Private)	Behavior for Each Value	Location
Enable Mobile	No	No	Public	• No - Mobile permission is turned off. Users cannot access Oracle Taleo Mobile on their mobile device. • Yes - Mobile permission is turned	General Configuration Settings

Setting	Default Value at Upgrade	Default Value for New Zone	State (Public, Protected, Private)	Behavior for Each Value	Location
				on. Users can access Oracle Taleo Mobile on their mobile device.	

Navigation: Configuration > [General Configuration] Settings > [Refine by] Category > Mobile > Refresh > Enable Mobile

1. In the Refine by drop-down list, select Category, then Mobile.
2. Click the Enable Mobile setting.
3. Click Edit.
4. Select Yes as the Value.
5. Click Save.

✎ **Note:** There are additional Mobile settings configurable from this list: Enable Data Cache and Retain Previous Login.

2. Administrator creates a new user type and enables the Mobile access permission.

There may be some users within an organization the Administrator wants to ensure do not have access to mobile. In this case, the Administrator should create (or duplicate) a new User Type for users who they wish to grant mobile permissions. This action is recommended to control the users who have access to mobile.

Permission	Default Value at Upgrade	Default Value for New Zone	State (Public, Protected, Private)	Behavior for Each Value	Location
Mobile Access	No	No	Public	• No - User Type does not have permission to access Oracle Taleo Mobile on their mobile device. • Yes - User Type has permission to access Oracle Taleo Mobile on their mobile device.	Configuration > [SmartOrg] Administration > [Users] User Types > User Type - Recruiting > [Functional Domain = Mobile]

1. Create a User Type **Navigation: Configuration > [SmartOrg Settings] > Administration > [Users] > User Types > Create**

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2. Enable the Access Mobile permission. Once you save your new user type, you're presented with the Functional Domains where you will enable access to Mobile for this user.

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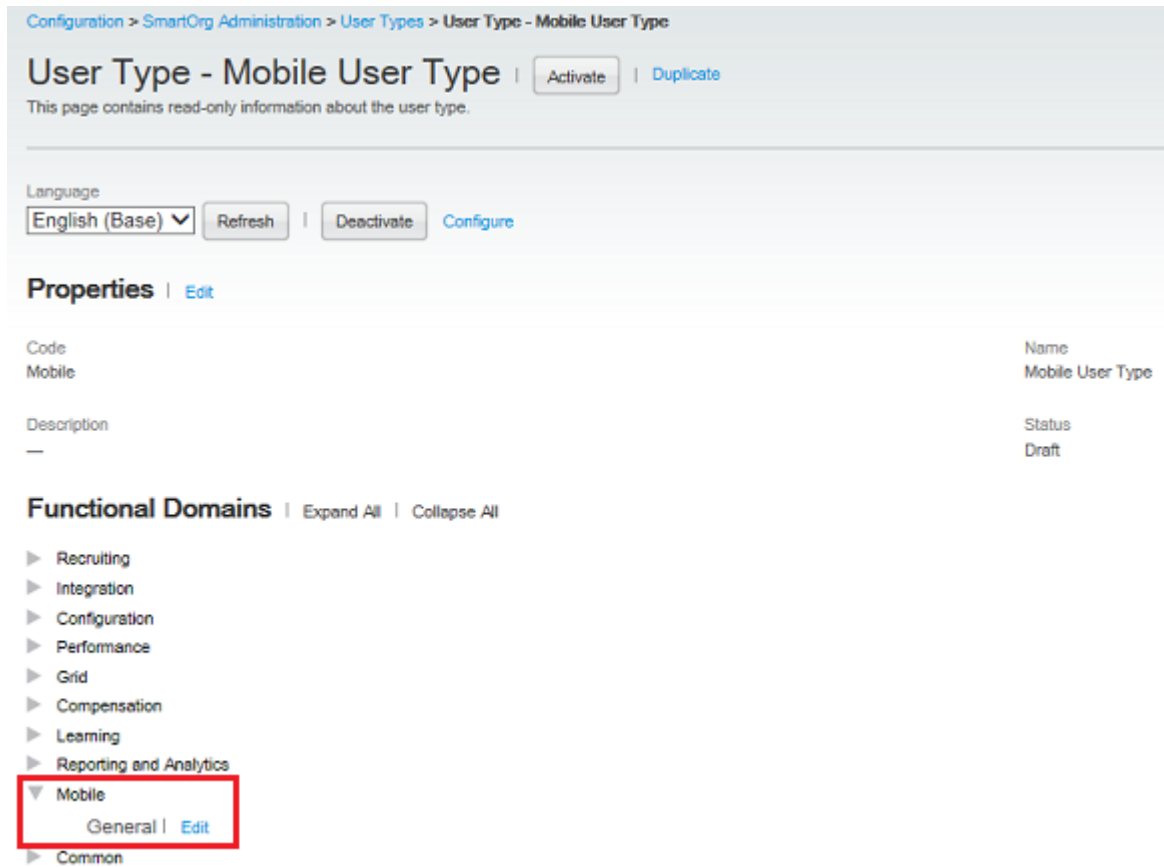
Click Edit next to General. Then, select the Access Mobile checkbox and click Save.
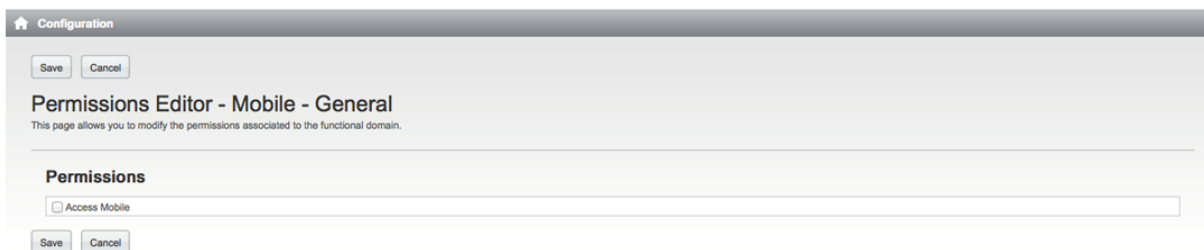
Alternatively, if there is already an existing user type, you can skip Step 1 and go directly to Step 2 and modify the existing permissions and enable the Access Mobile permission for users who are already associated with this user type.

3. Administrator associates users who will be using the Mobile application to the new or existing Mobile user type.

The Administrator associates users who will be using the Mobile application to the new Mobile user type.

Navigation: Configuration > [SmartOrg Settings] > Administration > [Users] > User Accounts

1. In the User Accounts page, search for and select a user for whom Mobile should be enabled.
2. Click Edit next to User Types.
3. Click Add.
4. In the User Type Selector page, select the user type for which Mobile Access was enabled and click Select.
5. From the User Account Editor page, confirm that the User Type for which the Access Mobile permission was enabled is associated with the user and click Save.

4. Administrator configures the Enable Data Cache setting.

The Enable Data Cache setting in the Oracle Taleo Enterprise configuration allows the Administrator to turn on or off data caching for mobile devices. The default value is Yes (On). When the setting is set to No, the mobile application will only present data when it is online. If the User switches applications, lets the screen go to sleep, taps the power button, turns it off, switches to General Settings, answers the phone, sends a text or email (outside of Mobile), or does anything that makes the mobile application not the frontmost visible application on the screen, then all of the data on the disk is instantly purged. When the User switches back to the mobile application again, the application will need to download data from the Oracle Taleo Enterprise application again.

Setting	Location
Enable Data Cache	General Configuration Settings

Navigation: Configuration > [General Configuration] > Settings

1. In the Refine by drop-down list, select Category, then Mobile and Refresh.
2. Click the Enable Data Cache setting.
3. Click Edit.
4. Select Yes for the value.
5. Click Save.

5. Administrator sends an email to all hiring managers using Mobile.

The Administrator sends an email to the users who will be using the mobile application, letting them know that they can access the mobile site, and that the URL will be: "your organization's zone name/mobile".

✏ **Note:** If Akamai is enabled on your zone, you can still use your organization's zone name without the tas- prefix.

Candidate Selection Workflow Configuration

Certain functions within the steps of a workflow that a hiring manager performs in Oracle Taleo Mobile integrate with the Candidate Selection Workflow (CSW) in Oracle Taleo Recruiting. Some configuration in Recruiting Administration is required of the System Administrator to associate these workflow functions with specific steps and statuses in the CSW.

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Oracle Taleo Mobile enables hiring managers to perform several managerial tasks associated with talent acquisition from their mobile device:

1. Approve requisitions.
2. Review and progress candidates for interviews.
3. Complete evaluation questionnaires and ratings.
4. Review candidates' interview performance and progress candidates for selection.
5. Review selected candidates and approve offers.

Of these, Candidate Review and Candidate Selection (items 2 and 4) are functions which integrate with the CSW and require some configuration. As stated previously, there are 5 different categories, or statuses, that candidates fall into:

- Active Candidates: No CSW configuration is necessary.

- New: No CSW configuration is necessary; all new candidates visible to managers are automatically assigned to this new status.

- Review: CSW configuration is necessary and the steps are detailed below.

- Evaluation: No CSW configuration is necessary, however, Evaluation Management must be enabled in the Recruiting Configuration. For complete steps and details, please refer to the Oracle Taleo Enterprise Recruiting Configuration Guide for Release 15A and later.

- Selection: CSW configuration is necessary and the steps are detailed below.

> ✏️ **Note:** If your organization uses more than one candidate rejection status in a CSW, this is not currently supported in Mobile. Mobile will use the first configured rejection status in the CSW step.

Candidate Review Configuration

The CSW must be configured to allow candidates that are in the Candidate Review status to be displayed in the Review category.

An example configuration for the Candidate Review function is as follows:

1. Log into Oracle Taleo Enterprise Configuration.

2. **Navigation: Configuration > [Recruiting] > Administration > [Process] > Candidate Selection Workflow**

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Taleo Recruiting Administration > **Workflows**

| Workflows | Steps | Statuses | Actions | Qualifier Groups | Qualifiers | Forms |

Code	Name
CAMPUS/STUDENT	Campus/Student
EXECUTIVE	Executive
EXECUTIVE (AGENCY)	Executive (Agency)
FR-Simplified	FR-Simplified
HEALTHCARE_DC	Healthcare Workflow - DC
Hourly - RV	Hourly (One-Step) - RV
HRLY_WRKFLW_BCKGRND	Hourly (Multi-Step)
INTERNAL	Internal

3. Locate and select a specific hiring manager-related CSW you want to integrate with the Candidate Review function (e.g. Executive) in Worklist. The Steps Usage tab opens.

| Steps Usage | Display Context |

	Code	Name
1	NEW 2	New
2	PRESCREEN 2	Prescreen
3	PHONE SCREEN 2	Phone Screen
4	HR INTERVIEW 1	HR Interview 1
5	TEST 2	Test
6	HM REVIEW	HM Review
7	HM INTERVIEW	HM Interview
8	PEER INTERVIEW	Peer Interview
9	MANAGEMENT INTERVIEW	Management Interview
10	VERBAL OFFER	Verbal Offer
11	REFERENCE CHECK 2	Reference Check
12	WRITTEN OFFER	Written Offer
13	BACKGROUND CHECK 2	Background Check
14	IMMIGRATION 2	Immigration
15	MEDICAL CHECK	Medical Check
16	HIRE 2	Hire

4. Determine the Steps Usage within the workflow you want to associate with the Candidate Review function (e.g. Hiring Manager Review). Note this Steps Usage name, you will need it in the next step. Cancel out of this page and you're brought back to the Workflows page.

5. Switch to the Steps tab.

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6. Locate and select the Step you want to associate with the Candidate Review function (the step you noted previously, e.g. Hiring Manager Review). The Statuses Usage tab opens.

7. Locate and select the Statuses Usage (e.g. Forwarded to HM) you want to associate with the Candidate Review function. The Status Details page opens.

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8. In "Include Status in Submission Filter (Mobile Only)", select the To be Reviewed option. This associates the Step and Status with the Candidate Review function.

> ✎ **Note:** You may need to repeat the above process if you intend to enable multiple CSW's for Mobile. You should configure each CSW that is used on each of the requisitions you own.

Candidate Evaluation Configuration

While no configuration to the CSW is necessary, the user must have an interview scheduled with the candidate through Evaluation Management in Oracle Taleo Recruiting for the candidate to display in the Evaluation category/status. This integration must be present for these Recruiting candidates to flow through to Mobile.

The setting to enable Evaluation Management is found in the Recruiting Configuration at: **Configuration > [Recruiting] > Administration > [General Configuration] > Settings > Evaluation Questions and Questionnaires Activation**.

Notice that the default value is No. You must edit this setting and enable it for candidates to display in the Evaluation category of the CSW.

Note: For details and comprehensive steps on enabling Evaluation Management, please refer to the Oracle Taleo Enterprise Recruiting Configuration Guide for Release 15A and beyond.

Candidate Selection Configuration

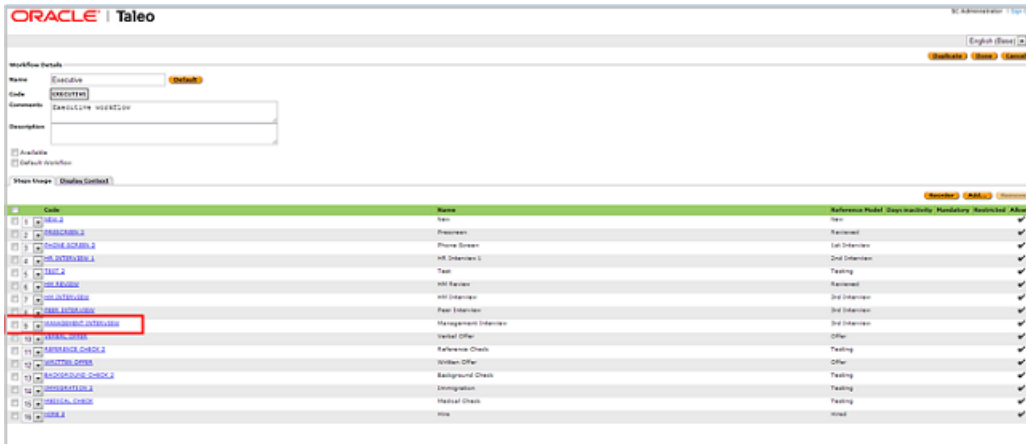The CSW must be configured to allow candidates that are in the Candidate Selection status to be displayed in the Selection category.

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An example configuration for the Candidate Selection function is as follows:

1. Log into Oracle Taleo Enterprise Configuration

2. **Navigation: Configuration > [Recruiting] > Administration > [Process] > Candidate Selection Workflow**
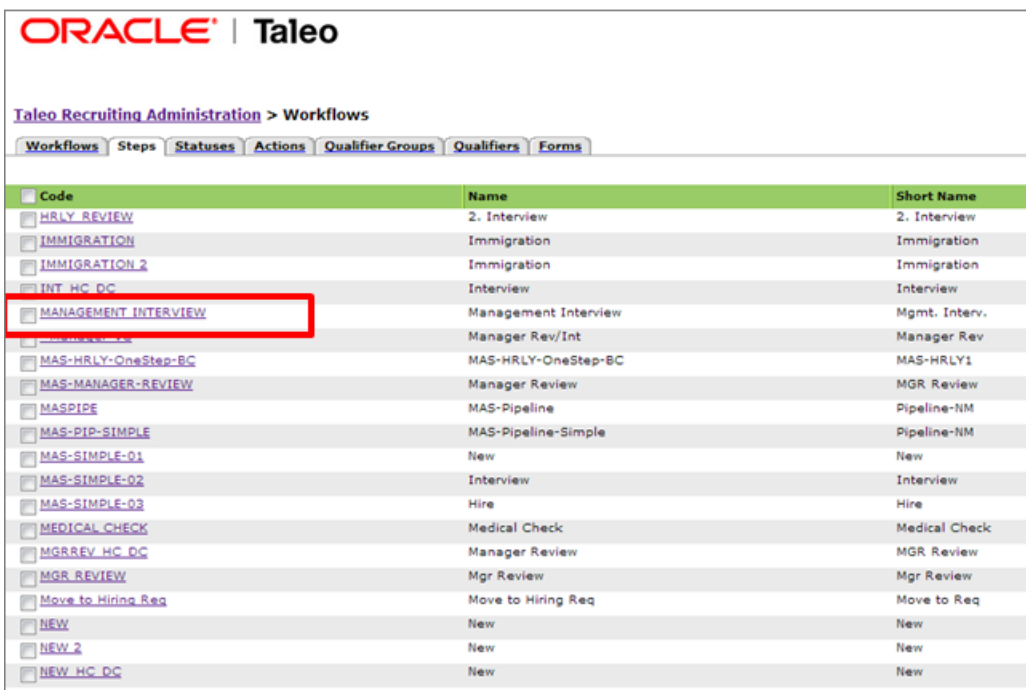

3. Locate and select a specific hiring manager-related CSW you want to integrate with the Candidate Selection function (e.g. Executive)in Worklist. The Steps Usage tab opens.

4. Determine the Steps Usage within the workflow you want to associate with the Candidate Selection function (e.g. Management Interview). Note this Steps Usage name, you will need it in the next step. Cancel out of this page and you're brought back to the Workflows page.

5. Switch to the Steps tab.

6. Locate and select the Step you want to associate with the Candidate Review function (the step you noted previously, e.g. Management Interview). The Statuses Usage tab opens.

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7. Locate and select the Statuses Usage (e.g. Successful) you want to associate with the Candidate Selection function. The Status Details page opens.

8. In "Include Status in Submission Filter (Mobile Only)", select the Waiting for Decision option. This associates the Step and Status with the Candidate Selection function.

> ✎ **Note:** You may need to repeat the above process if you intend to enable multiple CSW's for Mobile. You should configure each CSW that is used on each of the requisitions you own.

Status Change in One-Click Configuration

Oracle Taleo Enterprise users can access steps and statuses directly in the candidates list without having to select an action in the More Actions list. For this feature, the Next Action column must be added in a candidate list format. The Next Action column contains actions that will give access to the next status or step related to a candidate.

Actions available in the Next Action column are Candidate Selection Workflow (CSW) movements only and:

- Allow users to change the status of a candidate to the next completion status (if the step is not already completed).

- Allow users to move the candidate to the initial status of the next step if the current step is completed.

If the current status is not a completion status, the action displayed will be a move (change status) to the first completion status of the current step. If the current status is a completion status, then the action will be a move to the next step at the initial status.

> ✎ **Note:** In a one-step CSW (reference workflow), only statuses configured as a "completion status" will show up as next steps.

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