

Oracle

Talent Acquisition Cloud Implementing Sourcing

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Implementing Sourcing

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Preface

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

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1 Getting Started

About Sourcing

About This Guide

This guide documents the Sourcing application's configuration management functionality available to Administrators, as well as user-setting management functionality available to Administrators and other users.

- Sourcing provides users with an Administrator role that includes the functionality to effectively configure application-wide settings and build sites from the Configuration area within the application.
- End-users having an Administrator, Recruiter, Employee or other role can easily personalize their account information within the Settings area within the application.

 **Note:** The exact functionality and features a particular user can access depends upon their organization's implementation, and the access granted by their user role.

About Oracle Taleo Sourcing

Oracle Taleo Sourcing (Sourcing) is a web-service portal for organizations offering talent acquisition services such as career sites, job postings, job promotion campaigns and messages, employee referrals of candidates and applications.

Sourcing integrates with social media channels (such as Facebook, LinkedIn or Twitter), recruiting and career applications such as Oracle Taleo Enterprise (TE) or Oracle Taleo Business Edition (TBE), and other Applicant Tracking Systems (ATSs).

The site mode can be set to function as:

- A job site for external candidates to look for jobs, apply, and review their profile and submissions.
- A site for internal users to use the job sharing and referral features.
- Both of the above.

Site preferences can also be set to support Sourcing as:

- An internal employee job site.
- An alumni job site.
- Both of the above.

Configuration

Configuration settings for these features are listed in the following table.

Setting	
Name	Location
Site Mode	[Sourcing] Administrator login > [Home Page] Settings (Name) > Configuration > Site Builder > Edit Site Settings > General
Site Preference	[Sourcing] Administrator login > [Home Page] Settings (Name) > Configuration > Company > Application

Navigation Paths

This guide provides navigation paths to key features, especially in reference to configuration settings and performing tasks.

A shorthand convention is used to present navigation paths. For example:

[Sourcing] Administrator login > [Home page] Search > [Job Search page] Create a Widget > [Configuration] [Widgets].

Where:

- The complete navigation path is bolded.
- Terms in brackets (e.g. [Sourcing] or [Configuration]), indicate UI elements for which no user action is required, but provide landmarks for the user to identify where they are in the system.
- Terms not in brackets (e.g. Search or Create a Widget), indicate UI elements for which user action is required, such as clicking a link or button.
- Right arrows indicate a move to the next step in the path.

Languages

Sourcing is available to customers in several supported languages. The default language, and language activation for your organization's implementation, are configured by an Administrator. Individual language preference can be set by each individual user.

Sourcing automatically presents the Sourcing site in the users expected language using their browser language. This allows users to experience Sourcing in their expected language without having to change the language. Sourcing loads into the user's browser and is able to identify the language configured for that browser. If that language is an active locale in Sourcing then the system is able to show Sourcing in that language. If the browser's language is not an active locale in Sourcing, the system will then show Sourcing in its configured Default Locale. If there is no Default Locale configured, Sourcing is presented in English-US.

All supported language translations are loaded into the system as a default. Language locale configuration for Administrators provides the means to set a default language locale, and the active locales available to users of the application. The Administrator can add or remove locales from the active list. At least one active language locale must be selected, the same

one as the default. The Default Locale cannot be removed from the list until another language is set as the default and made active.

Supported languages must be configured by an Administrator before language preferences can be selected by end-users. Depending upon the configuration, all or a subset of the supported languages may be available to users. Users can set their language preferences during registration, and with their user settings.

Supported Languages

Sourcing supports the following languages:

- English - UK
- English - US
- French
- French - Canada
- German
- Italian
- Japanese
- Korean
- Netherlands - Dutch
- Polish
- Portuguese
- Russian
- Simplified Chinese
- Spanish
- Swedish
- Thai

Language Locales

Available locales (on the Configuration > Company > Active Locales selector) include:

- English
- English (United Kingdom)
- Francais
- Francais (France)
- Deutsch
- Espanol
- Portugues
- Portugues (Brasil)
- Italiano
- Nederlands
- Polski
- Svenska
- Pyccknn (Russian)

- Chinese (labeled in its alphabet)
- Japanese (labeled in its alphabet)
- Korean (labeled in its alphabet)
- Taiwanese (labeled in its alphabet)
- Thai (labeled in its alphabet)

TE Job Feed

As part of the TE Job Feed API, job requisition translations are brought over to Sourcing. The TE Job Feed API requires both TE and Sourcing 14B or greater to work.

Language Configuration and Settings

Sourcing language-related configurations and user settings are listed in the following table.

Language Configuration, Setting or Function		
Name	Description	Location
Active Locales	Administrators can control the active languages for the Sourcing application from the list of supported locales. The default setting is English. If a different locale is selected, it will become the default locale (and associated language).	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Company > Application
Default Locales	Administrators can control the default locale/ language for the Sourcing application. The default setting is English. If changed, the language selected will be the default language.	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Company > Application
Choose Locales in Registration	Administrators can control the display of the Locale field when a user is registering on Sourcing. It is Off by default. Turning it On adds Locale to the user registration page.	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Users > [Registration]
Choose Locales in User Settings	Administrators can control the display of the Language/Locale field in user settings. It is On by default, allowing users to set their preferred language on their Settings page.	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Users > [User Settings]
Language/Locale	End-users can choose their preferred language/ locale to view Sourcing in that language. If a user selects a language, the application will be localized to that language. All dictionary tags of the application will be translated for the users, with the exception of job descriptions from a job scrape.	[Sourcing] Administrator or other user login > [Home page] Settings (Name) > Settings > User Info
Job Language Indicator (Globe icon)	When multiple languages are used for a job requisition, a Globe icon is displayed. A user can hover their mouse over the icon to display the languages activated for the requisition. When only one language is used for a requisition, the name of the language is displayed and there is no Globe icon.	[Sourcing] Administrator or other user login > [Home page] Jobs

Supported Languages

The languages supported for Oracle Talent Acquisition Cloud products as well as specific features are listed below. For details regarding language availability for Oracle Learn Cloud and Oracle Taleo Business Edition, see the documentation for those products.

- 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 and Onboarding	Performance	Mobile	Sourcing	Resume Parsing
Bulgarian	bg	Available	Available			
Chinese (China)	zh_CN	Available	Available	Available	Available	
Chinese (Taiwan)	zh_TW	Available	Available	Available	Available	
Croatian	hr	Available	Available			
Czech	cs	Available	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		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		Available	
Italian	it	Available	Available	Available	Available	Only Personal Details

Language	Locale	Recruiting and Onboarding	Performance	Mobile	Sourcing	Resume Parsing
Indonesian (Bahasa)*	in	Available	Available	Available		extraction, not full resume
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		Available	
Polish	pl	Available	Available	Available	Available	
Portuguese (Brazil)	pt_BR	Available	Available	Available	Available	Only Personal Details extraction, not full resume
Portuguese (Portugal)*	pt	Available	Available		Available	
Romanian	ro	Available	Available		Available	
Russian	ru	Available	Available	Available	Available	
Serbian*	sr (sh)	Available	Available			
Slovak	sk	Available	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		Available	


Sourcing Configuration Basics

Configuration and User Settings

The Settings (Name) dropdown provides access to configuration and user settings, features to invite recruiters and manage channels, the user sign out option, and more.

From the top right of the Home page header, the Settings (Name) dropdown (displaying your username as the label) provides access to the configuration and user settings. Click the dropdown menu to view and select from the list of available options:

- Configuration
- Settings
- Invite a Recruiter
- Manage My Channels
- Sign Out

 **Note:** The options available to you depend upon your user role and your organization's implementation. Configuration and Invite a Recruiter are available to administrators only.

Configuration

The Configuration area is available to Administrators (Taleo, consultant, partner and customer), providing access to the following sections for setting up and managing functionality:

- Company
- Jobs
- Site Builder
- Users
- Social Channels
- Campaigns
- Talent Community
- Taleo
- Search
- Geolocation
- Messaging
- Dictionary
- Picklists

- Facets
- Custom
- Widgets
- Change Logs
- Security

The configuration settings in these sections are detailed in the corresponding configuration and administration chapters of this guide.

Settings


The Settings option provides users, depending upon their user role, access to the following user settings and functions:

- Unique Link
- Job Alerts
- User Info
- Interests
- Password Reset
- Social Networks
- Email Job Alerts
- Privacy

High Level Configuration Steps

Initial configuration of your Oracle Taleo Sourcing application can involve the following high-level steps. The exact steps and associated tasks vary greatly depending upon your organization's business needs and implementation.

1. Brandability and design.
2. Initial configuration settings.
3. Languages and localization.
4. Facebook application; API and application ID, keys and secret; privacy policy URL.
5. Messaging, automated emails and campaign templates.
6. Jobs and open requisition integration.
7. Applicant Tracking System (ATS) integration (e.g. Oracle Taleo Recruiting).
8. Additional TBE or TE integration settings, if applicable.
9. Check for integration user.
10. Employee data integration from customer Human Resources Information System (HRIS).
11. Single Sign-on, if applicable.

 **Note:** This list is provided as a high-level overview. It is not an exhaustive list of all tasks needed, mandatory or optional, to configure the system. Nor is it an exhaustive list all implementation tasks done to set the system up. Work closely with your Oracle Services and Support representatives.

Initial Configuration Settings

Below is an initial list of configuration settings to be adjusted based on project kickoff. This is a minimal, but critical set of the available configuration settings.

Configuration

Settings for the initial configuration are listed in the following table.

Settings	
Name	Locations
Client Name, Program Name, Client ID, Client Code	<ul style="list-style-type: none"> • Dictionary: global.nameclient • Dictionary: global.nameprogram • Configuration > Company > [General]
Allow Employees to Apply	<ul style="list-style-type: none"> • Configuration > Jobs > [Apply]
Email Domains	<ul style="list-style-type: none"> • Configuration > Company > [Company URLs]
From Email Alias	<ul style="list-style-type: none"> • Dictionary: Campaign.Message.email.acquisition
Support Email Enabled, Support Email Address	<ul style="list-style-type: none"> • Dictionary: ContactUs.email • Configuration > Company > [Front End Support]
New Jobs Flag	<ul style="list-style-type: none"> • Configuration > Jobs > [New Flags]
Landing Page Campaigns, Category Landing Pages, Location Landing Pages, Enable State/Province Pages, Maximum Number of Category Tiles to Display	<ul style="list-style-type: none"> • Configuration > Campaigns > [General] • Configuration > Site Builder > Edit Site Settings > [Category and Location Landing Pages] • Configuration > Site Builder > Edit Site Settings > [Home Page]

Branding

Sourcing can be configured in many ways to reflect your organization's branding. Administrators are provided functionality to brand some elements of Sourcing from within the application, and to configure others using the Site Builder.

As a prerequisite, helpful resources you should have before beginning work to brand Sourcing include the organization's:

- Corporate or organization logo.
- Background images for use in page banners on the Portal/Home page, Landing pages, and Facebook Application.
- Corporate or organization style guide and/or branding standards.

Brandable elements Administrators can set from within the application include:

- Home page search banner image, size 940 by 200 pixels.
- Home page search banner text.
- Landing page banner image, size 692 by 290 pixels.
- Landing page header text.
- Landing page banner text.

Brandable elements Administrators can set from the Configuration area's Site Builder section include:

- Content colors (body background, font colors, link colors, etc.).
- Navigation colors (headers, footers, navigation links).
- Button colors (borders, body).
- Category tile colors.
- Application-wide fonts (body text, header, footer, buttons, navigation, promotional, messaging).
- Logos and images (in vector or .eps file format); for Company logo, Portal/Home page, Facebook Application, LinkedIn, and Landing pages.
- Advanced CSS/HTML and images for organizational website header, footer and left navigation menu..
- Page layout.
- Pre-header and sub-footer HTML.
- Modules display.

Branding Sourcing for Use in Career Site/Job Search Mode

Customers have the option to wrap Sourcing with a customer-specific header, footer and left navigation; whether from their corporate website or from some other careers-specific website. This means customers can, potentially, link to Sourcing from the Careers page of their organization's website and have Sourcing serve as the front-end job search user interface for their jobs. This would replace their organization's current Careers page and job search.

For more information see the [Site Builder Configuration](#) chapter of this guide.

Production and Vanity URLs

Sourcing is a separate application that resides under its own URL and domain, independent of a customer's other Oracle Taleo Enterprise (TE) or Oracle Taleo Business Edition (TBE) zones.

Oracle provisions customers 2 instances of a Sourcing application, one in a staging/upgrade environment and one in production. The URL domains for Sourcing instances consist of the following structure:

- Production: <http://sub-domain.referrals.selectminds.com>
- Staging/Upgrade: <http://sub-domain.upgrade.selectminds.com>

Oracle also can support the provisioning of Sourcing with vanity URLs to reflect your organization's name (e.g. jobs.organizationname.com). Using vanity URLs helps prevent users from knowing, from the URL, they have left your

organization's site and are on a Sourcing hosted site. Customers with multiple brand identities, aligned to unique sites in Sourcing, can also configure a vanity URL for each site. This contributes to helping organizations build employment brands.

Configuration

Configuration for this feature is listed in the following table.

Setting	
Name	Location
Global Vanity Domains	[Sourcing] Administrator login > Settings (Name) > Configuration > Company > Company URLs
Site Vanity Domains	[Sourcing] Administrator login > Settings (Name) > Configuration > Site Builder > Edit Site Settings

2 User Account Administration

User Accounts

User Accounts

A user account is needed for administrator, recruiter and front-end users of Sourcing to log into the application through the Portal page.

Administrator accounts are set up by Oracle. To perform configuration, branding and integration work on your organization's Sourcing zone, submit a service request to Oracle to have Administrator role privileges assigned to you.

Recruiter accounts are set up when an administrator sends an Invitation to Recruiter email to a potential recruiter, and the recruiter follows the link in the email and completes the registration process.

Front-end user accounts are allowed when the Site Mode is set to Referrals. They are created when a potential user (e.g. employee or alumni) clicks the Sign Up button from the Portal page and completes the registration process.

- The Email Domains configuration setting enables a check of a user's login email address against your organization's email domains to verify whether the user is an employee.
- The Choose Relationship configuration setting requires registrants to select their relationship to the company during the registration process.
- If Choose Relationship is enabled, the Employee Number Validation configuration setting requires registrants to input their Employee Number when selecting an Employee relationship.

Generally, users with accounts log into Sourcing using the Sign In button on the Portal page. Employees can also access Sourcing these ways:

- If the Partially Log in Trusted Referrers configuration setting is enabled, employees who are trusted referrers, and are navigating in from recruiter emails, get partially logged in as likely users. This allows them to access Sourcing to refer a candidate without signing in, and still get referral credit.
- Employees can sign in through Twitter, Facebook or LinkedIn, and access Sourcing without the need for a separate login and password.

Configuration

Configuration settings affecting user accounts are listed in the following table.

Settings	
Name	Location
Invite a Recruiter	[Sourcing] Administrator login > Configuration > Users > Recruiters
Email Domains	[Sourcing] Administrator login > Configuration > Company > Company URLs
Choose Relationship	[Sourcing] Administrator login > Configuration > Users > Registration
Employee Number Validation	[Sourcing] Administrator login > Configuration > Users > Registration
Partially Log In the Likely User	[Sourcing] Administrator login > Configuration > Users > Login

Sending an Invite to Recruiter Email

As an administrator you want to send an Invitation to Recruiter email.

[Sourcing] Administrator login > [Home Page] User Settings (Name)

1. Select the Invite a Recruiter option.
2. In the Invite a Recruiter modal enter the colleague's email address.
3. Click Send, then click OK to confirm.

The potential recruiter receives an Invitation to Recruiter email, from which they should click the link to register.

Setting Up a Recruiter Account

You are a potential recruiter and an administrator has sent you an Invitation to Recruiter email.

1. Access your email system and open the Invitation to Recruiter email.
2. Click the link in the email to open the registration modal.
3. Complete the required registration information including a username and password.
4. Click Send and click OK to confirm.

Your recruiter account is created.

During subsequent visits to the Sourcing site you can login with Recruiter privileges using the account credentials you set up.

When you log in the recruiter version of the Home page, it displays the same information as the regular one, with two added section links: Promote Jobs, and Analytics.

Signing Up as a User (Referral Site Mode)

You want to sign up for Sourcing to refer jobs as an employee, alumnus or guest.

Site mode must be set up for Referrals.

[Sourcing Portal page]

1. Click Sign Up at the upper right corner of the page.
The Sign Up modal opens.

2. Choose whether to sign up through a valid social network account, or with your email address.
For this task we assume you are signing up with your email address.
3. Click Sign Up with Email.
The Submit Your Information modal opens.
4. Enter your signup information.
 - a. Enter your First and Last Name, Email address and Password (twice to confirm).
 - b. Select the applicable option to indicate whether you are an employee, alumnus or other.
5. Click Sign Up.

You are signed up for Sourcing. The exact functionality you will see when you log in depends upon your access privileges and your organization's implementation.

Signing Up as a User (Job Site Mode)

You want to sign up for Sourcing to use it as a job site, and be able to review your profile and submissions.

Site mode must be set up as Job Site.

[Sourcing Portal page]

1. Click Go To Profile at the right side of the page.
The Sign Up modal opens.
2. Use the option to sign up as a new user.
3. Enter your signup information: First and Last Name, Email address and Password (twice to confirm).
4. Click Sign Up.

You are signed up for Sourcing as a job site, and can use our login credentials to enter, edit and review your profile and submissions. The exact functionality you will see when you log in depends upon your access privileges and your organization's implementation.

3 User Settings Administration


User Settings

User Settings

Use the Settings area to update your user account information and personal settings, connected social channels, job alerts, privacy settings and more. Depending upon your role, you may also have access to functions such as Invite a Recruiter, Manage My Channels and Sign Out.

To access Settings first sign into Sourcing from the Portal page. Once you are signed in the Settings link displays on the right side of the Home page header. The link has your username for a label. Click the link to display a dropdown menu with a list of available options, which can include:

- Configuration
- Settings
- Invite a Recruiter
- Manage My Channels
- Sign Out

 **Note:** The settings and functions available to you depend upon your user role and your organization's implementation. Various combinations of this functionality are available to administrators, recruiters, employees, alumni and referrals. Depending on your role and Sourcing configuration, you may only see a Settings button instead of the full drop-down menu.

Settings

Use the Settings page to view and/or update your:

- Unique Link
- Job Alerts
- User Info
- Interests
- Password Reset
- Social Networks
- Email Job Alerts
- Privacy


The Unique Link section displays your referral link, which you can send to friends and other potential candidates via email or social network(s). You can copy the full URL and share it; or you can click Get Short Link, copy the short URL and send that

to friends and candidates. (Short URLs allow otherwise long web addresses to be referred to in a Twitter tweet, for example.) If a candidate uses your link to search for a job posting and start an application via Sourcing, you will automatically be listed as the referrer.

The User Info section displays your current user information, if any. Update your information by entering free text or using the dropdown menus in the fields provided. In the Language/Locale and Timezone fields you can select your country and timezone. Selecting a locale will allow you to view Sourcing in the language associated with that particular country. No updates to your account will be made until you click the Save User Info button.

Use the Interests section to tailor the jobs that are sent to you by entering your Interests, Locations and Companies. Click on the fields to view and select options in a dropdown selection list. Save your changes. Based upon your selections, Sourcing will include jobs relevant to your interests each time it generates an automated email to you.

Use Password Reset when you know your password but want to change it. To change your login credentials type in your current password, then enter and confirm a new password. Save your changes.

 **Note:** This is not the same as the Forgot Password function available at Sign In. If you've forgotten your password, click the Forgot Password link during the login process and enter your email address. You'll receive an email message with instructions on how to set up a new password.

Use Social Networks to enter and update any Facebook, Twitter or LinkedIn accounts that you want connected with your Sourcing user account. To connect a new social channel, click Connect next to the desired social channel icon. This opens a modal from which you can authorize the connection. Click Disconnect for any currently connected social channel to rescind authorization for the connection with Sourcing.

Use Email Job Alerts to choose whether or not to receive email job alerts from the system. Click the checkbox to receive email job alerts and clear it to opt out. If you opt in, you can receive job alerts at the email address tied to your account or another preferred email address. Save your changes.

Use Privacy to choose whether or not you want your account to appear in the Activity Feed and the Top Referrers section. Select the checkbox to allow publishing of your activity to the Activity Feed and Top Referrers section. Clear the checkbox to opt out. Save your changes.

On the Settings page you can also view the Top Referrers and Activity Feed boxes.

Invite a Recruiter

Administrators can use this feature to open a modal from which you can invite a colleague to sign up for Sourcing. Enter an email address, click Send, and the system will generate an invitation email. Your colleague will be able to click a link in the email to register for a Sourcing account with recruiter privileges.

Manage My Channels

Use the Manage My Channels link to open the page of the same name. From this page you can manage your connected social channels (e.g. Facebook, Twitter, Linked or Weibo).

Sign Out

The Sign Out feature is for a logged in user to end their session and log them out of Sourcing.

User Information Maintenance

Several enhancements have been made to allow Administrators to view registered users and to maintain those users.

Administrators can use the Edit Users feature to search for users and then view or update their user profiles and settings, or delete users entirely.

- Enter search criteria in the keyword search to search for specific users, then select Find Users.
- Click on the name of the user in the search results to bring up the user's profile and settings.
- Click on the Trash Can icon to delete the user. A warning message will be given to confirm deletion.

The following role level security permissions have been implemented to be sure that only the appropriate roles are able to edit and delete users:

- Recruiter Administrators and Partners cannot edit or delete Sourcing Administrators (SM Admin) or Oracle Consulting Services (OCS) users.
- The OCS role cannot edit or delete the SM Admin role.
- Recruiter Administrators and Partners cannot change any users role to an SM Admin or an OCS user.
- OCS users cannot change any users role to an SM Admin role.

4 Company Configuration

Company Configuration Settings

Company Configuration Settings

The Company configuration section provides access to settings relating to the general organization, product application, URLs, front-end support and Google analytics for the site.

Configuration

Settings for the Company configuration are listed in the following table.

Settings	
Name	Description
Configuration > Company > General	
Client Name	The client name (e.g. Vision).
Program Name	The client's name for their jobs and/or referral program (e.g. Vision Sourcing).
Client ID	The client ID unique to every client.
Client Code	The three letter internal code unique to this client.
Configuration > Company > Application	
Application Version	The product version the site was last updated with.
Launch Date	The date on which your career site or referral program officially launched, in mm/dd/yyyy format. Set by the project manager, it is the start date for all analytics.
Site Mode	Select from these options: <ul style="list-style-type: none"> Jobs - As a job site Sourcing does not have any of the job sharing and referral features. It functions as a portal for external candidates to look for jobs, apply, and review their profile and submissions in TE. Referrals - In referral mode an internal user also sees all the job sharing and referral features. Jobs and Referrals - A hybrid setting that allows a dual experience, as a job site to an external job seeker, and as a referral site for an internal employee.
Site Preference	Select from these options: <ul style="list-style-type: none"> Employee Only - Sourcing serves as an internal employee job site. Alumni Only - Sourcing serves as an alumni job site. Hybrid - Sourcing serves as both an internal employee and an alumni job site.

Settings	
Name	Description
Active Locales	Enable which translations are made available to users.
Default Locales	The default locale (and by extension, language and date format) used throughout the application.
Reset Site	Reset all services and refresh all caches for this application.
Configuration > Company > Company URLs	
Global Vanity Domains	Vanity domains for this site, complete with "www." (or subdomain) prefix and separated by pipe characters. (Vanity domains are specific URLs set up to reflect your company's name. Using them helps prevent users from knowing, from the URL, they have left your company's site and are on the Sourcing hosted site.)
Email Domains	Comma separated list of domains used in email addresses by current employees.
Internal Career Site URL	Sets the internal career site URL.
External Career Site URL	Sets the external career site URL.
Alumni Site URL	Sets the alumni site URL.
Alumni Site Profile Edit URL	Sets the URL for the alumni site's profile edit.
Configuration > Company > Front End Support	
Support Email Enabled	Enables a Contact Us support email link to show to users in the application; in standard messaging, error notifications and help text.
Support Email Address	Sets the company support email address provided to users.
Configuration > Company > Google Analytics	
Google Analytics ID	Enables entry of a customer site-specific code to track in Google Analytics.
Google Analytics Dashboard	Click here to open the Google Analytics dashboard.

5 Jobs Configuration

Jobs Configuration Settings

Jobs Configuration Settings

The Jobs configuration section provides access to settings relating to the general display, application process, applicant tracking system, recommendations and endorsements, jobs search filter, "New" flags, bonus display, and internal facing fields and jobs display.

Configuration

Settings for the Jobs configuration are listed in the following table.

Settings	
Name	Description
Configuration > Jobs > General	
Display Preferences	Set the three toggles: 1. Post Date. 2. Total Views. 3. Requisition Number. At least one field must be enabled.
Configuration > Jobs > Apply	
View Type	Selects the type of job application handoff process. ATS (applicant tracking system), Taleo, Upload Resume, Taleo Direct Internal, Taleo Direct External.)
Redirect Text Enabled	Show explanatory text to the user within the apply modal, informing them that they are about to be redirected to an ATS, eRecruitment platform or related site, to continue the application process.
Redirect Text	Enables the Redirect Text function.
Join Talent Community Checkbox	Enables the Sign Up for Job Alerts button.
Allow Employees to Apply	Enables employees to apply for jobs.
Allow Employees to Sign Up for Job Alerts	Determines whether the Allow Employees to Sign Up for Job Alerts checkbox displays on the Apply for this Job modal.
Employee Apply Prevention Message	Sets message for employee application prevention.
Employee Apply Redirect Message	Sets message for employee apply redirect.
Notify Starred Recruiters on Job Apply	When a user begins an application to a particular job, notify recruiters that have starred that job. Starring a job allows a recruiter to take ownership and receive activity alerts.
Allow "Remember Me" in Login	Enables the Remember Me checkbox on the login.
Job Apply Additional Fields	Sets any additional fields for the apply tray.
Prefer Original Referrer	If multiple referrers exist for a given application, favor the original referrer over others.

Settings	
Name	Description
Capture Identification from Applicants	Allows Administrators to hide the apply modal from recognized users.
Configuration > Jobs > ATS Parameters	
Default Value	Enter the default ATS URL.
Unaffiliated Value	Enter the unaffiliated ATS URL.
Source Parameter Value	Enter the source parameter value.
Alumnus Applicant Value	Enter the ATS URL for when the applicant is an alumnus. (For example, http://sample.url/job?src=OTH-10300.)
Employee Applicant Value	Enter the ATS URL for when the applicant is an employee. (For example, http://sample.url/job?src=UNS-10260.)
Unaffiliated Applicant Value	Enter the ATS URL for when the applicant is unaffiliated.
Referred by Alumnus Value	Enter the ATS URL for when the applicant is referred by an alumnus. (For example, http://sample.url/job?src=REF-10280.)
Referred by Employee Value	Enter the ATS URL for when the applicant is referred by an employee.
Referred by Unaffiliated Value	Enter the ATS URL for when the applicant is referred by unaffiliated.
Configuration > Jobs > Recommend	
Default Subject	Enter default subject text for job recommendation.
Default Message	Enter default message text for job recommendation.
Show Recommend Button to Trusted Referrers Only	Enables Recommend button for Trusted Referrers only.
Endorsements	Enables endorsement emails to referrers asking for information as to why they are referring particular candidates. (Also see the additional endorsement message settings for Recruiters, Starred Recruiters and Common Email Address, in the Messaging Configuration chapter of this guide.)
Configuration > Jobs > Filters	
ATS Filter	Enables ATS Status and Status Date columns in the Referrer Activity/Candidates modal. Displays the ATS Status values that are loaded with ATS Status feed.
ATS Default Status ID	If ATS Filter is enabled, displays this status for applications by default, if an updated status from the ATS has not yet been uploaded.
Show Hot Jobs Filter to Employees	Enables display to employees of filter for flagged Hot Jobs, which are jobs prioritized by Oracle Taleo recruiters.
Show Hot Jobs Filter to Candidates	Enables display to candidates of filter for flagged Hot Jobs, which are jobs prioritized by Oracle Taleo recruiters.
Configuration > Jobs > New Flags	
New Job Date Range	The number of days after a job is uploaded during which it is considered new.
Show New Flags to External Users	Enables display to external users of flagged New jobs, which are jobs posted within the New Job Date Range value.
Show New Flags to Trusted Referrers	Enables display to trusted referrers of flagged New jobs, which are jobs posted within the New Job Date Range value.
Configuration > Jobs > Bonus	

Settings	
Name	Description
Show Eligibility	Enables display of referrer bonus eligibility on job description.
Show Amount	Enables display of referrer bonus amount on job description.
Configuration > Jobs > Internal Information	
Additional Information	Enables display of Additional Information section on job description.
Hiring Manager	Enables display of hiring manager on job description.
Internal Contact Name	Enables display of internal contact name on job description.
Internal Contact Email	Enables display of internal contact email address on job description.
Maximum Salary	Enables display of maximum salary on job description.
Minimum Salary	Enables display of minimum salary on job description.
Midpoint Salary	Enables display of midpoint salary on job description.
Internal Only Jobs	Enables display of Internal Only jobs.

Apply View Type and Source Code Setup

If your organization uses Oracle Taleo Recruiting, during the integration setup process Oracle Support configures the Apply View Type and Source Codes, as well as the Career Site URLs.

The process of setting up your Apply View Type and Source Codes involves:

- Using a developer portal to set up Oracle Taleo Recruiting's Configuration module, in the Recruiting Administration section.
- Configure Sources, under Source Tracking: Set up Source Types for "Referral" and "Other", and configure new Corporate Source properties for each type.
- Making note of the Source IDs (codes) created for each type.
- Entering the Apply View Type in Sourcing's Configuration area, in the Jobs > Apply subsection.
- Entering the Source Codes in Sourcing's Configuration area, in the Jobs > ATS Parameters subsection.

Career Site URLs are configured in Sourcing's Configuration area, in the Company > Company URLs subsection.

Image Tracking Code for TE Apply Flows

If your organization uses Oracle Taleo Recruiting, during the integration setup process Oracle Support configures the TE application flow for the Career Sections to add an image tracking code. It is used by a scheduling job in Sourcing to search for unfinished applications and update the source and referrer information in TE.

This is done in the Career Section Administration section of the TE Configuration module. The process of adding the image tracking code involves:

- Temporarily deactivating the desktop Career Section, the Application Flow associated with the desktop Career Section, and all other Career Sections using the desktop Application Flow.

- Adding the Apply Start tracking image code to the desktop Application Flow, on the source code for the first mandatory page a user will see.
- Adding the Apply Finish tracking image code to the desktop Application Flow, on the source code for the last page of the flow.
- Activating the desktop Application Flow, associating it with your desktop Career Section and other Career Sections, and activating the desktop Career Section.
- Repeating the same process with the mobile Career Section.
- Submitting an SR using My Oracle Support to the Cloud Operations Production DBA team to schedule a job that will run to look for unfinished applications that were completed, in order to insert referrer and source data into TE.

Internal Mobility View Features

Internal Mobility View features help customers who use Sourcing to support internal mobility for those employees who want to find new positions within the organization.

Working in concert with information brought from the TE Job Feed API, the Internal Mobility View features provide customers:

- Fields that are relevant to, and can be displayed only to internal candidates.
- Display controls for showing internal jobs to employees only.
- Display of currency type that is relevant to the employee.
- Administrator configuration to determine whether or not to show specific internal features and fields to employees.

Internal Facing Fields

As part of the Job Feed, TE sends the following internal-facing job fields to Sourcing, so they can be displayed to internal users (recruiters and employees).

- Hiring Manager Name
- Contact Name Internal
- Contact Email Internal
- Maximum Salary
- Minimum Salary
- Midpoint Salary
- Pay Basis
- Currency

Currency Display with Salary Information

The appropriate currency type is displayed for internal users seeing internal job details for compensation (salary and bonus).

Internal Only Jobs

When a user is logged in as an internal user (recruiter or employee), many Sourcing views take this into account. For example:

- Job searches only display internal jobs for internal users.
- Job postings (on the Job Details page) display the message "This job is for internal candidates only".
- On the Job Details page the Recommend to a Friend and Upload Resume buttons are hidden for internal jobs. Only the Apply button is displayed.

- Employees cannot share or refer internal jobs to other candidates.
- External candidates are taken to a job details-style page for internal only jobs, with a message saying they can't access the job posting.
- Campaigns (Automated Referrals Marketing, Referrals On-Demand and Social Jobs Distribution) do not show internal jobs.

Configuration

Configuration settings for this feature are listed in the following table:

Settings	
Name	Location
<ul style="list-style-type: none"> • Additional Information • Hiring Manager • Internal Contact Name • Internal Contact Email • Maximum Salary • Minimum Salary • Midpoint Salary • Internal Only Jobs 	Configuration > Jobs > Internal Information

Administrators have the ability to configure whether or not to show specific internal fields to employees. They can choose the information that is appropriate based on organizational policy. Settings include:

- Additional Information toggle - Use to hide or display the Additional Information section on the Job Details page.
- Other toggles for internal facing fields - Use to hide or display specific internal facing fields: Hiring Manager, Internal Contact Name, Internal Contact Email, Maximum Salary, Minimum Salary and Midpoint Salary fields.
- Internal Only Jobs toggle - Use to hide or display "internal only" jobs for employees.

If the settings are On, the appropriate fields display for employees (recruiters and internal candidates). If the settings are Off, the fields do not display for the employee. External users cannot view the internal only jobs and fields on the site.

Referral Bonus Features

Referral bonus features help customers who use Sourcing to support employee referrals of candidates for open positions. Customers have the option whether or not to display relevant bonus eligibility and amount information for an employee if they refer someone to a job.

Working in concert with information brought from the TE Job Feed API, the referral bonus features provide customers:

- New fields to appear on the bottom of the requisition that are relevant to, and can be displayed only to, employees who might want to refer candidates.
- Display of currency type that is relevant to the employee.
- Administrator configuration to determine whether or not to show the referral bonus fields to employees.

Referral Fields

As part of the Job Feed, TE sends the following referral fields to Sourcing, so they can be displayed to employees:

- Employee Referral Bonus Activated
- Employee Referral Bonus Amount
- Currency

There is a configuration setting for administrators to turn the display of bonus eligibility On/Off. If the bonus eligibility display is On there is a toggle to turn On/Off display of the bonus amount.

Currency Display with Referral Bonus Information

The appropriate currency type is displayed for employees seeing referral bonus details.

Configuration

Configuration settings for this feature are listed in the following table:

Settings	
Name	Location
<ul style="list-style-type: none"> • Show Eligibility 	Configuration > Jobs > Bonus
<ul style="list-style-type: none"> • Show Amount 	

Adding Videos at the Country and Company Level

Sourcing Administrators can post a video to a Job Requisition at the Country and Company (organization) levels.

Videos that are attached to Job Requisitions can be made available to all jobs within a country and/or an organization. For example, a video can be used to enhance all job requisitions across Canada and/or across all jobs within the Facilities Management organization. When activated, the selected video gets pushed to every job requisition within a particular country or organization.

Configuration

Note:

- If the Country filter is off in the Site Builder, then there is no ability to push the video to the Country on the job requisition. Likewise, if the Company filter is off, then there's no option to push the video company-wide.
- When a new job requisition is added, the most recent rule is followed.

Settings	
Name	Location
Country Filter	[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site [Settings] > Jobs

Settings	
Name	Location
Company Filter	[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site [Settings] > Jobs

CS URL Redirect to Sourcing Job Details

For customers who want to use Sourcing as their primary career site, this feature provides a configuration setting in Oracle Taleo Enterprise (TE) to redirect the Career Section (CS) job description pages to the Sourcing equivalent Job Details pages.

When Sourcing is used as the primary career site, external links to job descriptions normally take users (candidates from a job board, or from a URL embedded in an email) to the TE job descriptions. Administrators can use a setting in TE configuration, on a Career Section basis, to have external links to job descriptions get redirected to a Job Details page on the Sourcing default site or a targeted Sourcing site. The Job Description Redirect URL setting is a text box into which a Sourcing page URL can be entered by an Administrator. When this setting is configured, candidates who come from job boards or links from correspondence sent by TE, can be redirected to the job descriptions in Sourcing.

Redirecting to the Default Sourcing Site

In the Job Description Redirect URL setting (in TE Configuration) the URL format must be: `https://zone.referrals.selectminds.com/taleo/jobdetails`

Where:

- zone = to be replaced with customer name
- referrals = to be the zone type, 'referrals' or 'upgrade'

If the original URL doesn't include a language parameter, the base language of the requisition will be included in the redirection. Sourcing renders the job description in the language specified in the URL, if the language exists in Sourcing. If the language is unavailable in Sourcing, the job description is rendered in the Sourcing default locale.

If the original URL is carrying a source parameter (`src=`), Sourcing will carry that source into the application into the career section. No interface element will tell the user they are redirected, unless they monitor the changing URL in the browser.

Redirecting to a Targeted, Branded Sourcing Site

Candidates accessing a Career Section job URL which targets a Job Description page can be redirected to the Job Details page for that same job in Sourcing, on a targeted Sourcing site for an end-to-end branded user experience. To do this:

- The Job Description Redirect URL setting on each Career Section is to be populated with the URL for the appropriate Sourcing site.
- The site URL fragment you need to include in the URL which is entered in this Career Section setting is found in the Sourcing configuration.


Access the URL fragment from Sourcing and enter into Career Section Configuration:

- **[Sourcing] > Configuration > Site Builder > Edit Site Settings > [General]**
Under General, you will see the Site URL setting. That value will be included in the URL string.
- **[Career Section] > Configuration > Administration > [Career Sections] > Career Sections**
Click on the name of the Career Section you wish to modify. (Note that it must be inactive to display an edit option).
- **[Properties] > Edit**

Scroll down to the URL section and enter the appropriate URL in the Job Description Redirect URL field.

To direct candidates to a targeted Sourcing site, enter the URL obtained from Sourcing, i.e., `http://customer.referrals.selectminds.com/Site URL/taleo/jobdetails`.

- **Save**

 **Note:** You will want to switch out customer and referrals as needed to target the correct zone.

On each Career Section which is tethered to a Sourcing site, be sure to target the correct Sourcing site you wish job seekers who come from Career Section URL's to be directed to. Ensure that the site you are targeting is also tethered to that site for the Job Connector API.

Configuration

Configuration settings for this feature are listed in the following table.

Settings	
Name	Location
Job Description Redirect URL	[TE] Login as Administrator > Configuration > [Career Section] Administration > [Career Sections] Select a Career Section > [Career Section Editor] > [Properties] > [URL]

CS Job Search Tab Redirect to Sourcing

This feature provides Oracle Taleo Career Section (CS) customers, who want to use Sourcing (or another product) as the primary career site, the ability to redirect users from the CS Job Search tab back to Sourcing (or other product).

When a customer uses Sourcing as the Job Search front-end for Taleo Enterprise, and a candidate searches for jobs and finds one they are interested in applying to, the candidate is handed off to CS for the application flow. During the application process, if the candidate decides to search for more jobs and this feature is enabled, when the user clicks the Taleo Enterprise Job Search tab they are navigated back to Sourcing via the configured URL. They can then use Sourcing to search for more jobs.

Candidates using external URLs which point to a CS job search or job list page are also redirected to the configured Sourcing job search.

The settings to enable this feature are located in the Taleo Enterprise Configuration module under the Career Section Administration section. See the table below for the full navigation path and settings names.

Configuration

Configuration properties for this feature are listed in the table below.

Property Name	Location
Alternate Job List URL text box	[TEE Career Section] Configuration > [Career Section] Administration > Career Sections (click career section name) [Properties] Edit

Property Name	Location
Apply Alternate Job List URL to Job Search Tab dropdown list (Yes or No)	[TEE Career Section] Configuration > [Career Section] Administration > Career Sections (click career section name) [Properties] Edit

One of the CS portal pages for job search needs to be activated, to display the Job Search tab for a navigation link that can be redirected.

Hide Apply Modal from Recognized Users


A setting, Capture Identification from Applicants, allows Administrators to hide the apply modal from recognized users.

Hiding the apply modal allows candidates applying to jobs to go directly from the Apply for Job button into the Career Section application, streamlining the candidate experience. Recognized users include:

- Users that access the site from a campaign or job alert email.
- Users that are logged in with username/password.
- Users that have a cookie on their device from a previous session which is connected to a user record within 3 months.

The Capture Identification from Applicants setting has two configuration options. They are:

- Always – The apply modal will display to all users.
- Only from unrecognized users – The apply modal will only display to unrecognized users.

 **Note:** In the case of email or device sharing, the person detected as the recognized user will be credited with the Apply Start for purposes of metrics captured in Sourcing which is surfaced in Analytics. The actual applicant, who authenticates in the Career Section, will show in Taleo Recruiting.

6 Site Builder

Site Builder Overview

The Site Builder provides clients access to all of the pages that exist within a site to enable them to easily and simply build, brand and manage one or more targeted sites. Site Builder allows customers to build up to 100 different sites. Before diving into the Site Builder capabilities, it's good to have a basic understanding of what a site is for Sourcing purposes and what it's comprised of.

Sites and the Home Page

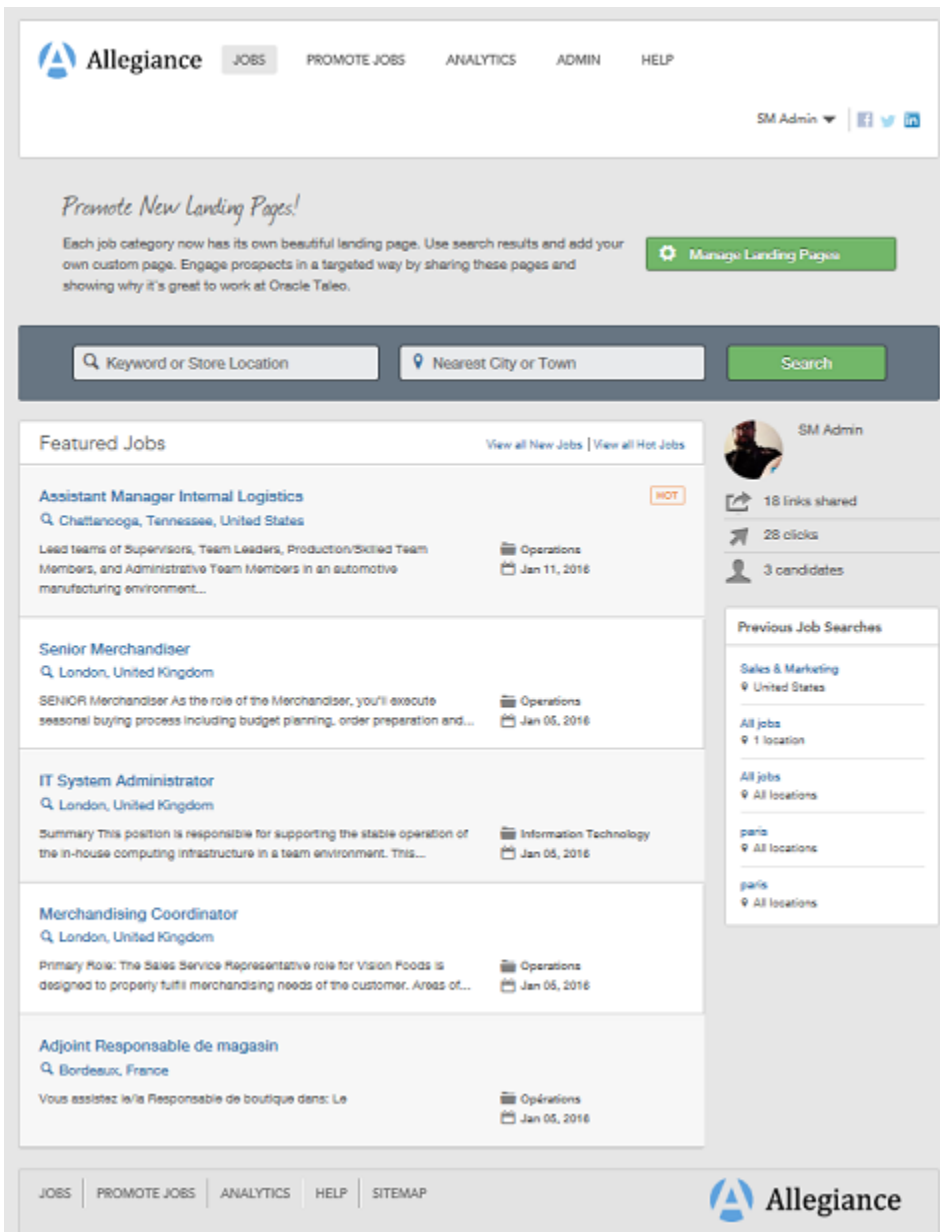
Each implementation of Sourcing includes a default site. A site in Sourcing is a website where candidates and/or recruiters access and search different job opportunities, can learn about company values and areas of specialization or interest, can apply for jobs, etc. A Sourcing site can be used in addition to a company's Recruiting site and can provide an experience that may be different and more personalized than what is possible using their core Recruiting product alone. A site attracts many different types of populations and generally contains content for those populations whether someone is looking for an internship, internal jobs, external jobs or is interested in a particular line of business, brand, location, etc. A site is broad and contains general information as its goal is to attract as many users as possible.

The central access point to a site is its Home page, meaning that when a user first logs into a site, the page that displays is this Home page. A Sourcing site is delivered with Pages, Landing pages and Modules and each of these elements can be accessed via the site's Home page.

The default Sourcing site is delivered with the following pages:

- Home page (referred to as the Jobs page in the navigation) - central access point to a site; job opportunities are typically listed here.
- Job Details page - when a job is selected, the Job Details page opens. This describes individual job opportunities in detail.
- Help page - usually contains company FAQ's, contact information, etc. Some configuration is required to use the following pages to your site, but the functionality to do so is delivered:
- Category and Location Landing pages - a page that groups job opportunities either by their location or by job category.
- Combination Custom Landing pages - a page that groups job opportunities by both their location and job category. Up to 200 Custom Landing pages per site are allowed.
- Custom pages - can contain any HTML content. Custom pages are limited to 3 across all sites, meaning only 3 custom pages total are available for each Sourcing instance, not per site. An additional page, the Rewards page, is available but can only be accessed and implemented by creating a Service Request.

The image below is likely how your delivered default Sourcing site will look upon implementation:



Using Site Builder, Administrators can configure and brand this default site to best fit and represent their organization's needs. In this example, we've taken the default site above and branded it for a company named Vision Fashion. We've transformed the default site into Vision Fashion's site using Sourcing's Site Builder.

The image below is Vision Fashion's Home page, which we created using the default site and all of Site Builders capabilities. This is what users are presented with when they login to Vision Fashion's site:

VISION FASHION

1 **JOB** 2 **HELP** 3 **WORKING**


External Cand... (Not External) [Facebook] [Twitter] [LinkedIn]

Refer Your Friends
Search below to find specific jobs for your friends or submit a general referral by clicking on the button to the right. **Submit Referral**

4 **Search**


Change the World with Us

Fashion has the ability to inspire, inform and document society. The 1920's was an era that gave women suffrage. Fashion's response was the flapper; with her pixie crop hair and trousers, this was true reflection of the radical changes that enabled female emancipation. That is the beauty of fashion.




Join our Fashion Stores

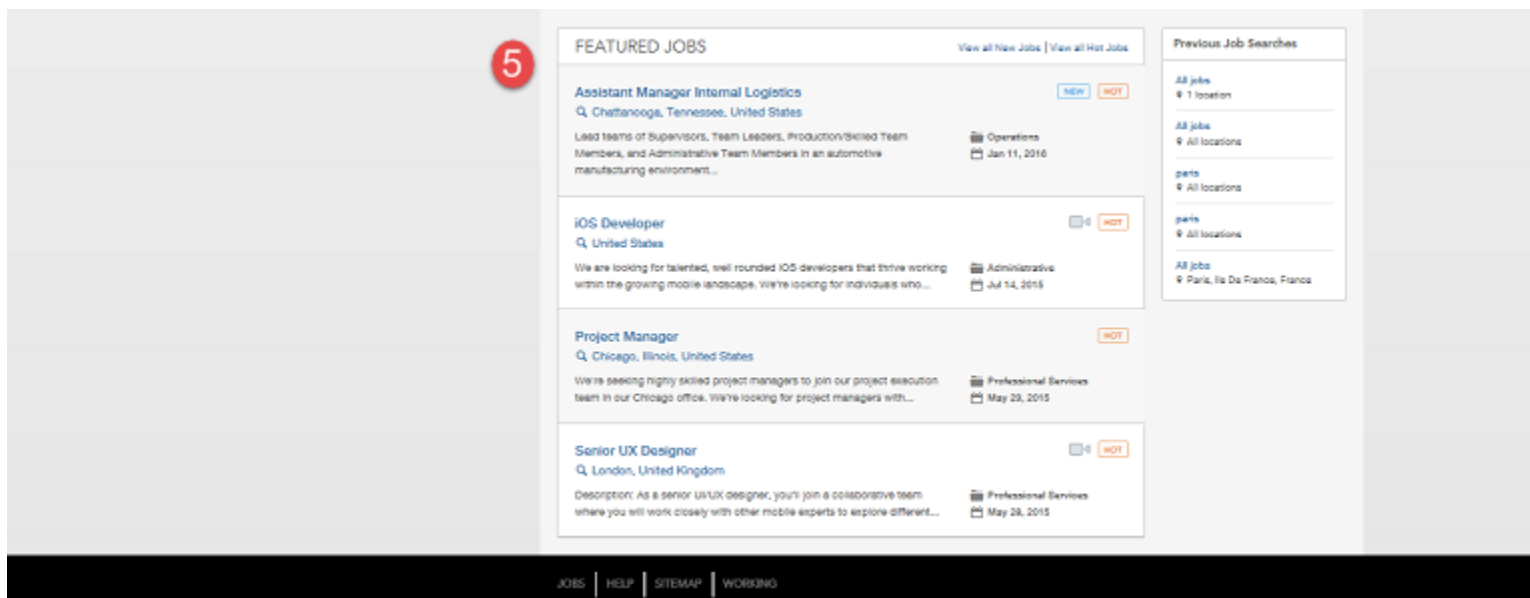
We are a luxury heritage fashion retailer committed to providing the best customer service within a friendly, positive working environment. Learn about our opportunities. We have plenty of positions for Sales Associates or Store Managers.



Design the future of Fashion

You'll work through design challenges drawn from the real world and explore what it takes to take styles from concept to consumer. Your hands-on learning will be guided by talented and experienced instructors. But your fashion design education is all about bringing out your own individual style as you work





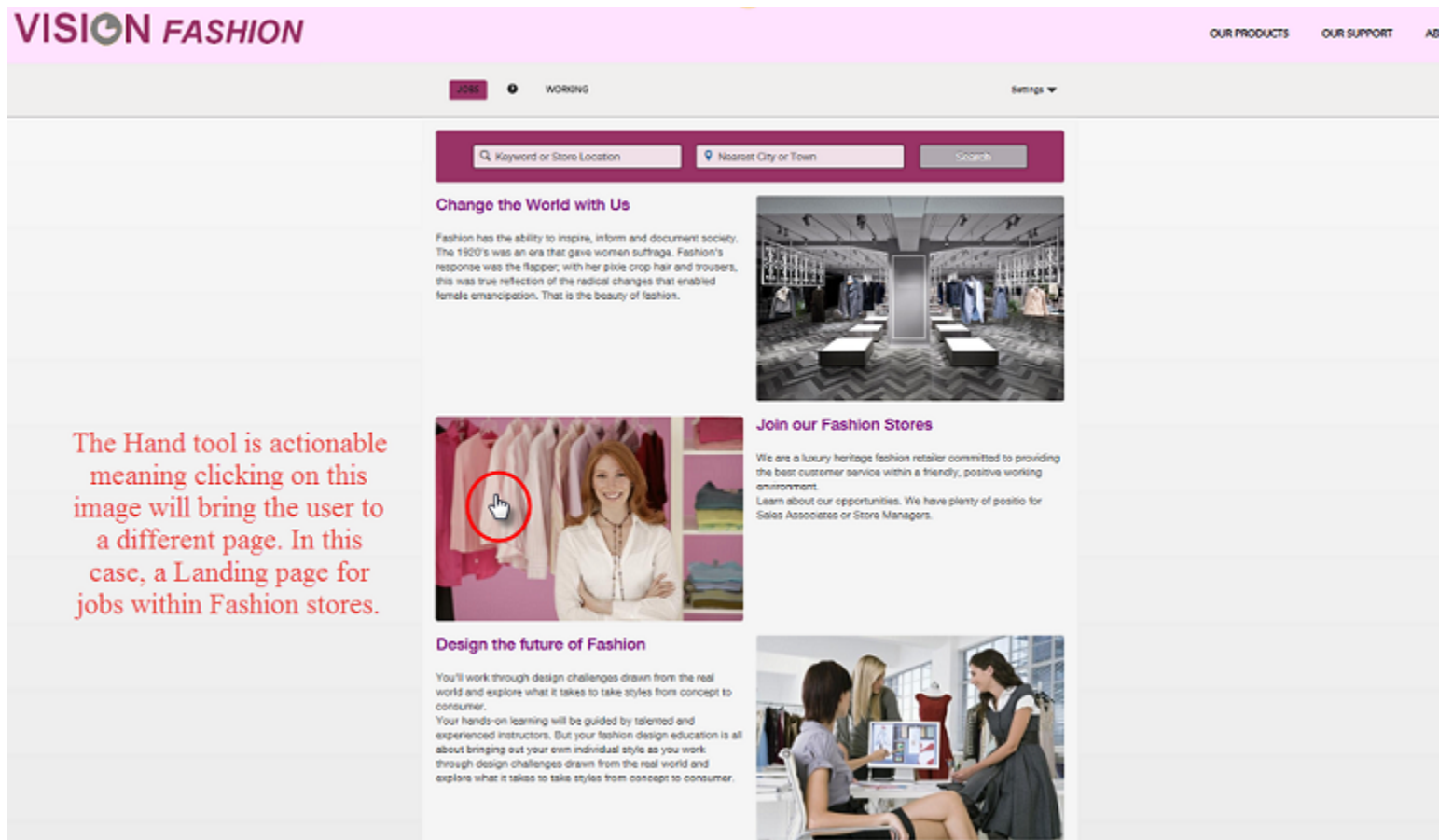
For the image above:

1. Jobs page - This is also a site's Home page. Remember, the Home page is the central access point to a site, so when users first login, this is the page that displays.
2. Link to the Help page.
3. Link to the Working page - This is an example of a Custom page that was created by Vision Fashion for their site. We know it's a Custom page because Working is not listed as one of the pages that Sourcing delivers. Creating and managing Custom pages is discussed TDT.
4. Search Banner - This is useful for users to initiate their job search. This is an optional item as it can be hidden from view, however, if an organization chooses not to list their job opportunities on their Home page, this Search Banner is a method that candidates can use to view job opportunities. The options for the Search Banner are discussed later in this document.
5. Featured Jobs Module - Because sites are highly configurable, organizations may choose not to list their job opportunities on their Home page. In this example, however, the Featured Jobs Module is enabled and jobs do display on Vision Fashion's Home page. Modules and the different ways that organizations can choose to have their candidates navigate to job opportunities are discussed later in this document.

Landing Pages

While a Home page is the central access point to a site and is broad in its content, Landing pages narrow the focus of the content presented. Landing pages group jobs by job category or job location which helps reduce the navigation for the users. A Home page may contain links to several Landing pages. Landing pages have a narrower focus than the Home page and are directed at targeted populations of users, as opposed to the broader populations that a site's Home page is designed to attract.

Continuing with the example of Vision Fashion, notice that in the image below the hand icon displays as we hover over some of the images on the Home page. This indicates that this image is actionable and that if clicked, the user is taken to another page within the site; this secondary page is an example of a Landing page.



The Hand tool is actionable meaning clicking on this image will bring the user to a different page. In this case, a Landing page for jobs within Fashion stores.

Landing pages ease the navigation for a user as they reduce the number of clicks they need to perform to get to the information that's relevant to them. For Vision Fashion, if a candidate is only interested in opportunities in their retail stores, they could click on the image beside Join our Fashion Stores. This would bring the user directly to the jobs within the retail stores instead of having to navigate through the entire site via the Home page to search for those jobs.

The image below is the result of clicking on the image next to Join our Fashion Stores from the site's Home page. You can see that the page that opens speaks to and lists only those jobs within Vision Fashion's retail stores.


Learn about our Store positions

Our stores are meant to inspire and be a welcoming, creative environment. By giving guidance and being accessible we make it easy to shop and provide everything the customers need to create their personal style or story.


STORE MANAGER
As a Store Manager you'll need an inspirational and motivating leadership approach that enables growth. Sales driven core along with fashion knowledge is needed as well as the ability to encourage employees to create an inspirational shopping experience for the customers. You also have the business skills needed to reach challenging goals.

DEPARTMENT MANAGER
As a Department Manager a motivating leadership approach that enables growth is important. A service minded core is behind the inspiring shopping experience you are able to create for the customers. You drive business with a strong fashion awareness that puts a magic touch on the sales results.

SALES ASSOCIATES
As a Sales Associates a motivating leadership approach that enables growth is important. You have the ability to work in an ever-changing environment with a flow of new collections and customers. This job requires a people person with an equal love for numbers and sales combined with fashion awareness and analytical abilities.



Store Opportunities at Vision Fashion



Join the World of Vision Fashion

Click to further refine these results

Store Manager NEW

London, United Kingdom

Overall Job Function: Responsible for maximizing sales to drive profitability. Leads, manages and organizes the store according to VISION FASHION's shared values, standards, policies and procedures along with the District team. Serves as manager on duty, manager of a department and support on the floor when needed in a Symbolic leader function. Job Responsibility...

Jan 06, 2016
3 Total Views

[Learn More](#)

Store Associate NEW

London, United Kingdom

The Store Associate maximizes stores sales through effective selling, service and thorough product knowledge. By putting the customer at the

Jan 06, 2016
1 Total Views

My Profile

Create and manage profiles for future opportunities.

[Go to Profile](#)

My Submissions

Track your opportunities.

[My Submissions](#)

Sign Up for Job Alerts

Not ready to apply? Take just a minute to sign up for job alerts.

[Sign Up Now](#)

There are three different types of Landing pages:

- Location Landing pages - a page that groups and displays job search results by the location of the job, i.e. all available jobs in Northern California.
- Category Landing pages - a page that groups and displays job search results by the category of the job, i.e., all available jobs within retail stores. The example from the image above for retail store jobs within Vision Fashion is a Category Landing page.

- Custom Combination Landing pages - a page that groups and displays job search results by a combination of both the location and the category of the job, i.e, all available Retail Store positions (category) that are also located in California (location).

Creating and maintaining Landing pages is discussed in detail later in this document.

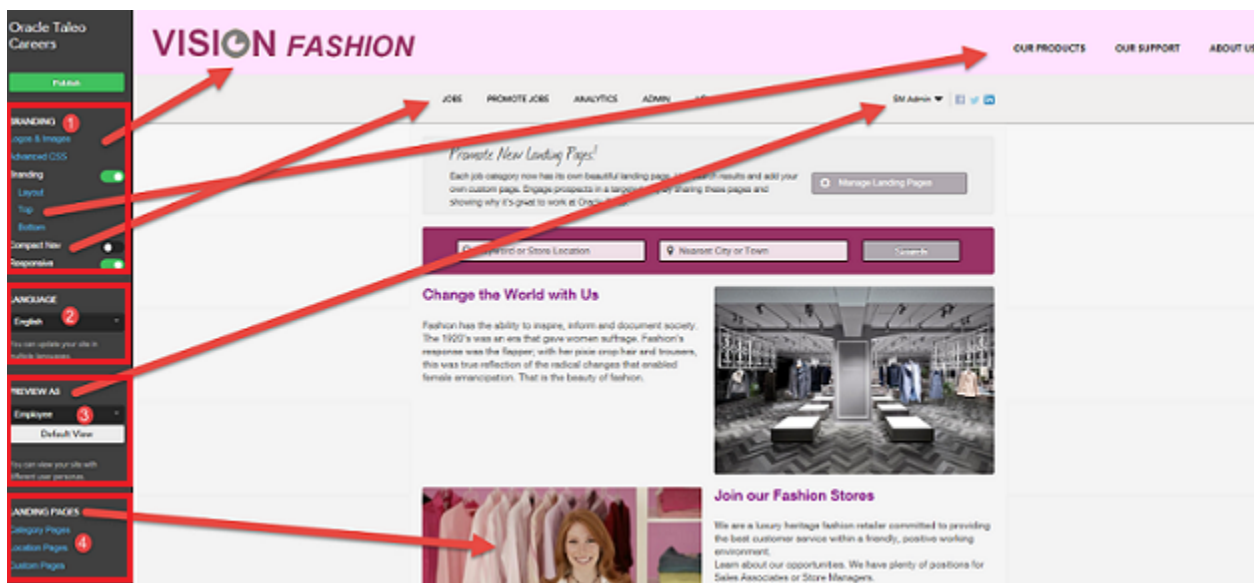
Site Builder

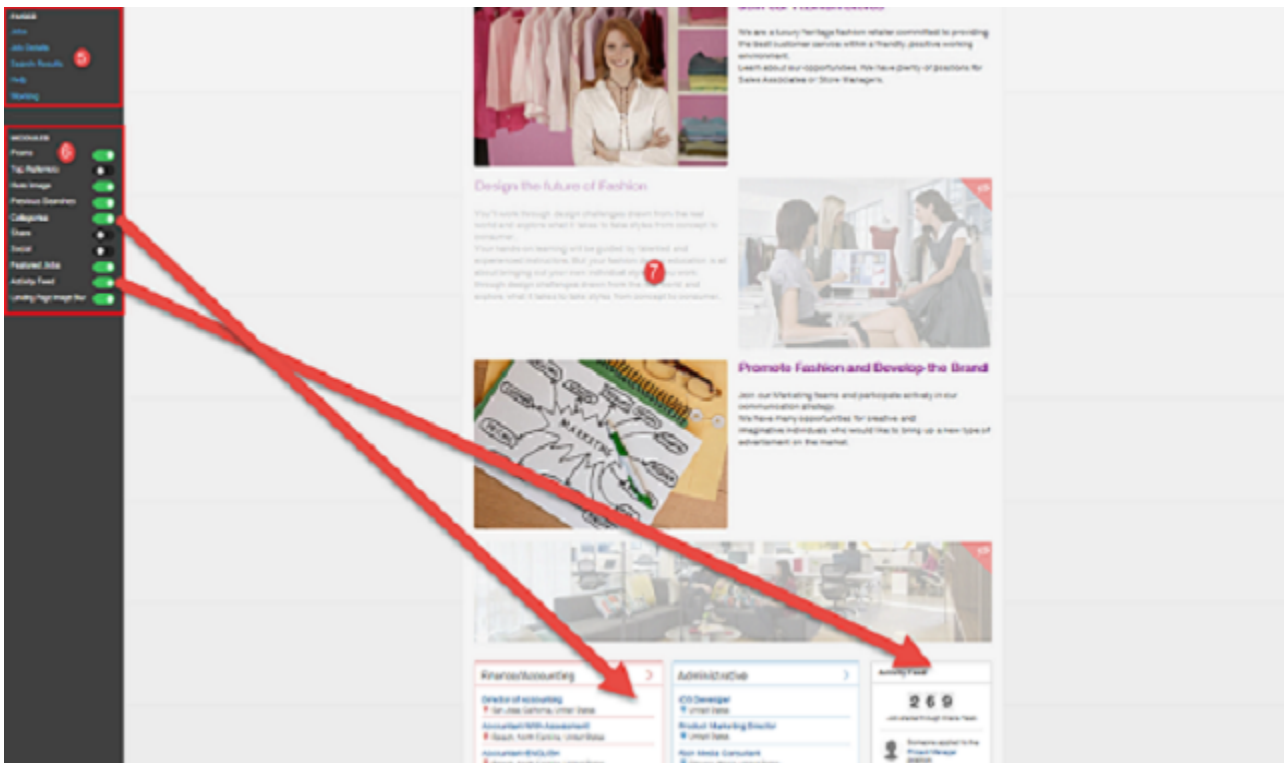
The Vision Fashion site in our example has been branded. That is to say that company colors and logos have been used, content has been edited, images have been uploaded, their company story has been told, etc. All of this branding has been done to Vision Fashion's default site using the Site Builder.

Site Builder allows clients to build their own sites which can be branded and customized to best fit and represent their organization, its brands if applicable, and its business needs. Multiple sites can be created from one Sourcing instance. Both Home pages are Landing pages are configured at the site level, enabling each of your sites to have a unique Home page and Landing pages. The ability to create and manage multiple sites is useful for customers who want to segment audiences into distinct populations based upon brands, geographies, job types, etc. Sourcing's Site Builder functionality allows for a brand-specific career site experience.

The Site Builder allows Client Administrators (must have Administrator privileges) to centrally access all of the many different experiences and content that are presented to candidates, employees and referrals and to easily customize these experiences with consistent branding, different languages, Landing pages, and so on. Administrators can freely customize their sites without worry of corrupting their Sourcing instance because for each instance, a default site is delivered which cannot be deleted.

The image below is how the Vision Fashion site that we've been working with displays when opened in Site Builder.





1. Branding elements
2. Language
3. Preview As
4. Landing Pages
5. Pages
6. Modules
7. Content Blocks

Each of the elements listed above are accessible in Site Builder and used to build, brand and customize sites.

Site Maintenance

By default, a single site is created for each client and this default site persists and cannot be deleted. Administrators can create new sites using this instance, or can clone the default site. Individual sites can be deleted within Site Builder by clicking the trash can icon. Once an individual site is deleted, all incoming links that formerly went to the deleted site will be rerouted to the default site. Site names and URL's can be edited in the Site Settings of the Site Builder. Clicking the pencil opens up the Site Name and Site URL fields for editing. Once the changes are saved, the changes are reflected both in the Site Settings and on the Site Builder main page (Site Builder - All Sites).

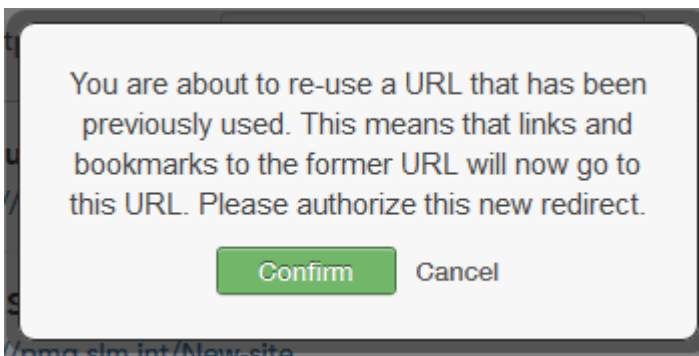
Path: **[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site Settings**

Settings

General

Program Name	<input type="text" value="Vision Talent Community"/>	
Name for this career site / referral program		
Short Name	<input type="text" value="Oracle Taleo"/>	
Short name for this career site / referral program		
Site Name	<input type="text" value="tdt"/>	
Site name for this career site / referral program, this will update the site name in the configuration zone		
Site URL	<input type="text" value="tdt"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		
URL for this career site / referral program, by updating the URL, all existing links and bookmarks will no longer be available and will not be redirected to the new URL.		

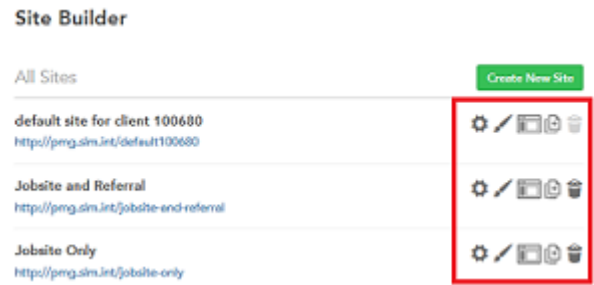
Whether a site is deleted, or the Site URL is changed, the original URL is stored. If an Administrator attempts to add a site with the same name as a deleted site, a warning message displays informing the user the URL is one of a previously deleted site, which means that the links and the bookmarks to the former URL will now go to the new URL. Users will receive this same warning message when they change a site's URL within the Site Builder's Site Settings.



Users going to the original URL are redirected to the new URL. In the case of a deleted site, users will be taken to the default URL.

Note: All deletions are recorded in the Change Logs.

Listed in the table below are the different entry points of editing when accessing the Site Builder.

Setting	
Name	Location
<ul style="list-style-type: none"> • Create New Site • Edit Site Settings - General settings, enabling Landing pages, Home page parameters, TEE account URLs, etc. • Edit Site Branding - Colors and fonts • Edit Site - content blocks, enabling modules, preview site, language view, etc. • Create Clone of Site • Delete Site 	<p>[Sourcing] Administrator login > User Settings (Name) > Configuration > Site Builder</p> 

Branding

For Sourcing purposes, branding refers to the different colors, fonts, images, logos, content, etc. that appear on a site. Generally speaking, established, well-known organizations have some colors and fonts that we tend to associate with them. For a newer organization that's trying to establish their brand, brand consistency is key; something that their customers come to identify them with. For this reason, it's recommended that some time and consideration be spent on branding.

Each site is controlled and configured independently which means that branding can be customized from site to site; each site can have its own unique look, feel and branding. This should be taken into consideration upon beginning to build your sites using the Site Builder. Something as simple as the font color can help identify an organization and either differentiate or assimilate brands.

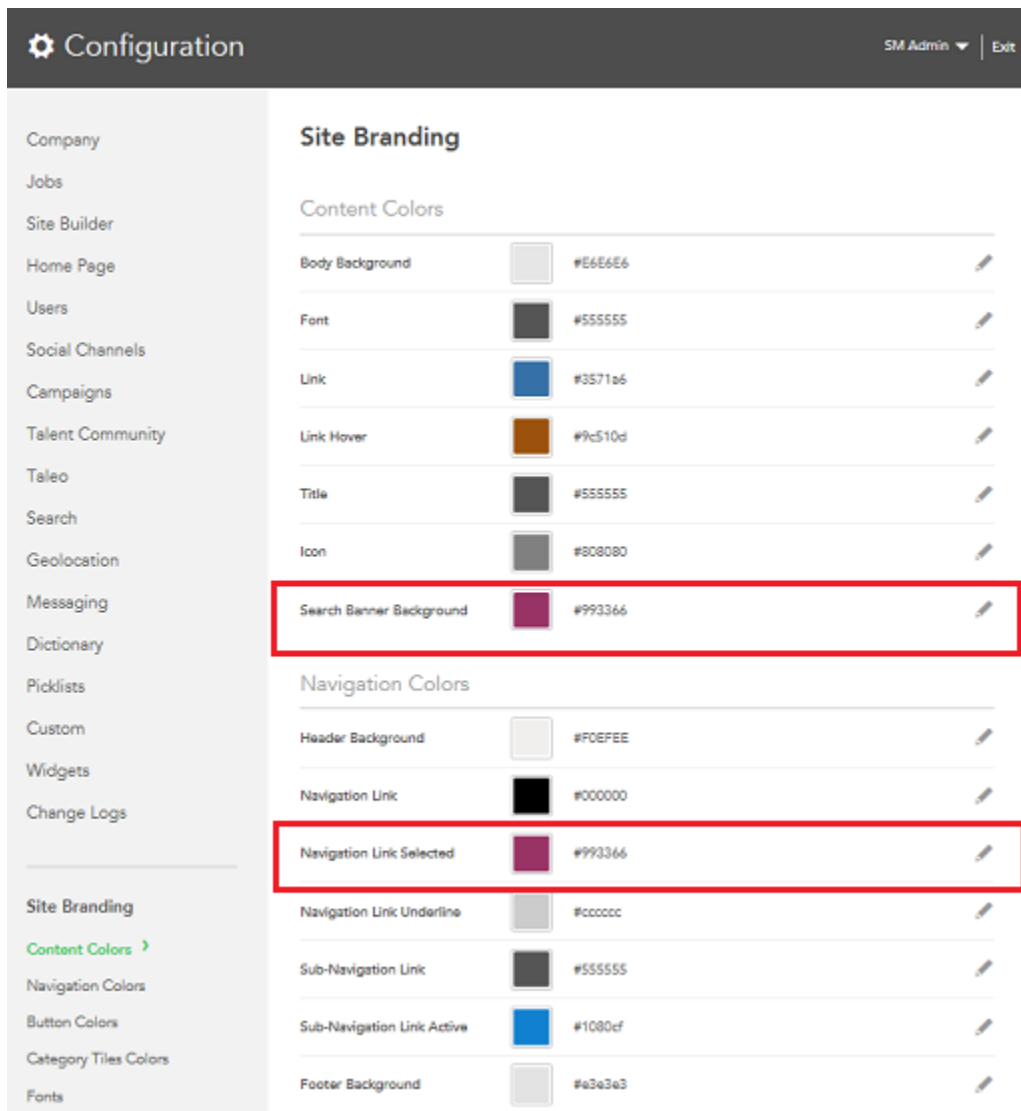
There are 2 different places in Site Builder that you're able to edit your site branding: Edit Site Branding and Edit Site which are both accessed from the Configuration > Site Builder menu.



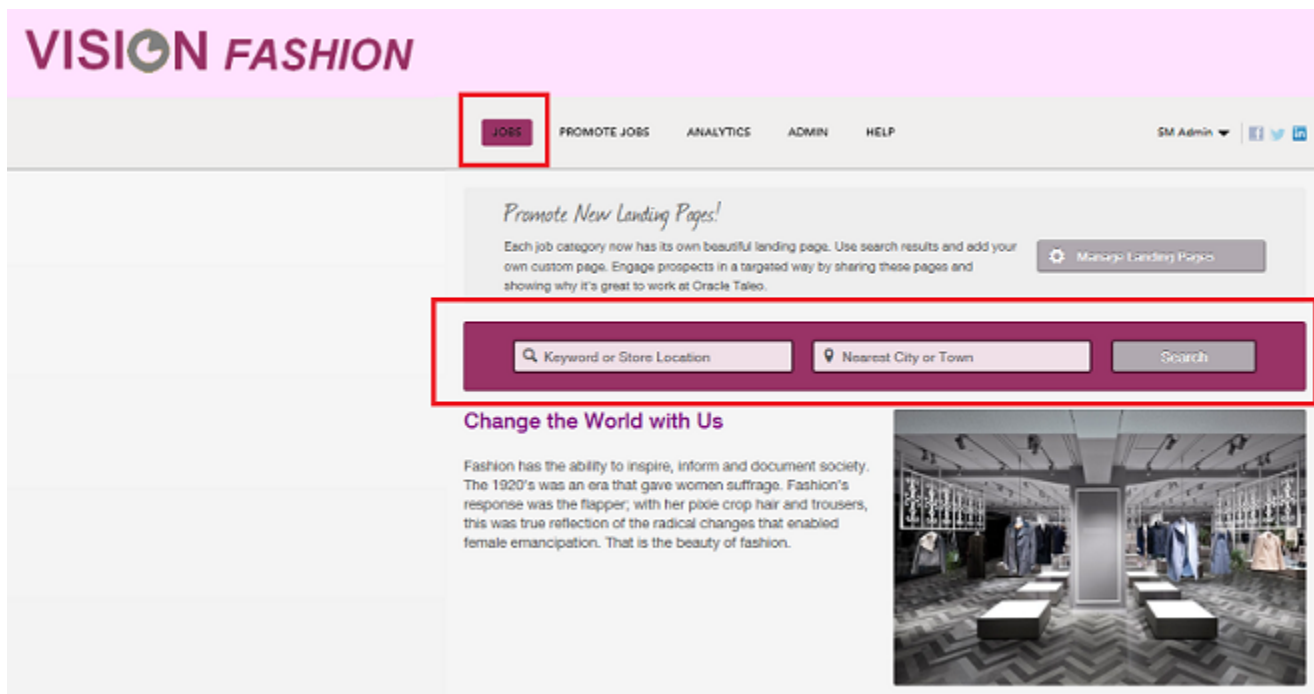
Edit Site Branding

When accessing Edit Site Branding from the Site Builder, there are 5 areas of customization available: Content Colors, Navigation Colors, Button Colors, Category Tiles Colors and Fonts.

Path: **[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site Branding** (paint brush icon)



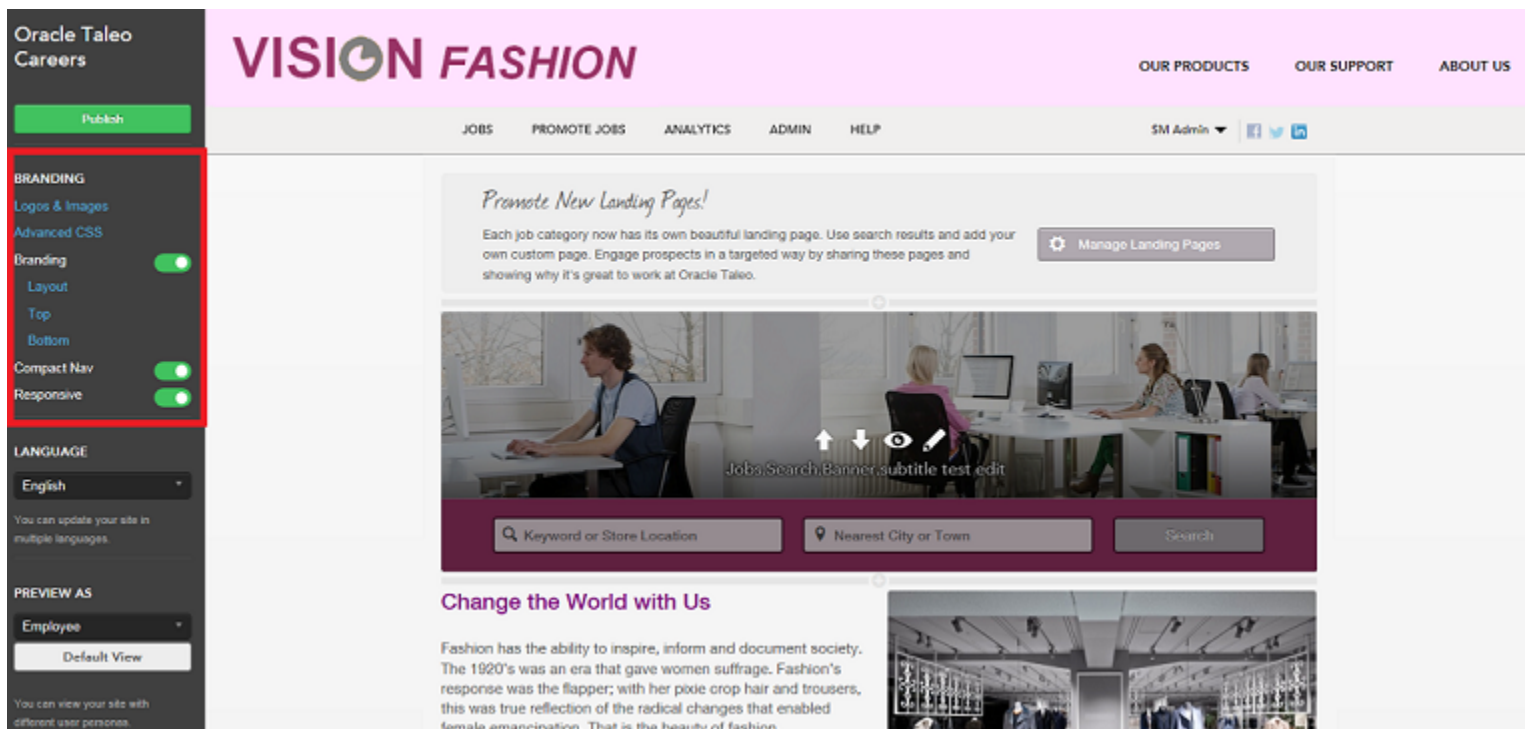
In the image above, you can see that the Search Banner Background and Navigation Link Selected are Vision Fashion's signature magenta shade in the Site Branding. Each of these settings are site-specific allowing companies to use different colors and fonts for each site. The desired colors should be entered as a hexadecimal value. In the image below, you can see how those color choices translate on the site.



Edit Site

When you open a site in Site Builder, you're presented with a Branding section. The elements contained within this section work together and affect each other.

Path: **[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site** (screen icon)



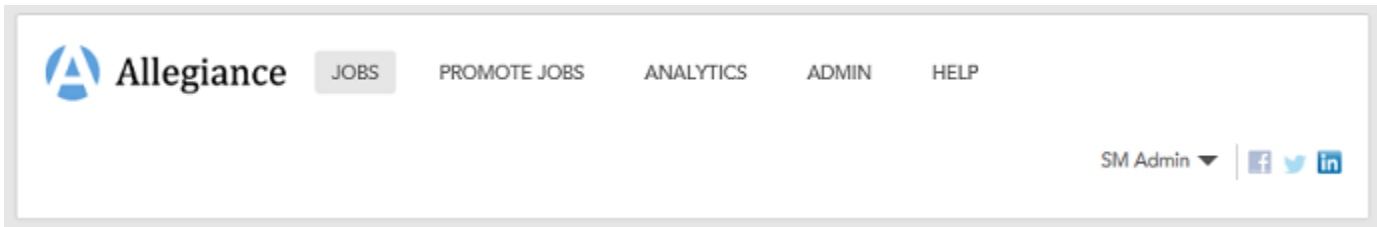
Advanced CSS

The Edit Site Branding described in the previous section is the user-friendly way of updating your style sheets. If you want something beyond what's delivered, then you have the option of entering HTML here in the Advanced CSS section of the Branding area in Site Builder. This allows the ability for Administrators to use their own buttons, fonts, etc. that are not delivered in Edit Site Branding. A list of custom styles can be created and then must be referred to in the Branding HTML.

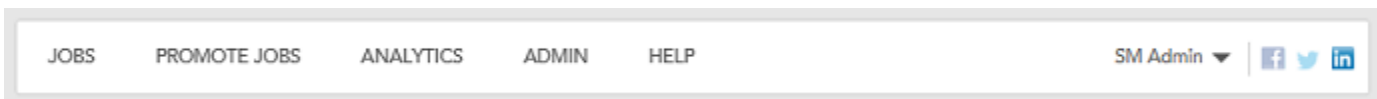
Logos and Images and Compact Nav

The Logos and Images section of the Branding area is where images are uploaded, stored and managed for the site; your default site will be pre-populated with images, but any image can be uploaded to be made available in the navigation on the site. Also stored here are the images that are attached to social media outlets. For example, if you share a Landing page URL on Facebook, you can upload an image here that will display with the URL. Logos and Images works in conjunction with the Compact Nav setting. If an organization is satisfied with the default images and logos and does not wish to include their logo in the Branding header, then the logo will display in the same area as the navigation. In this case, the Compact Nav setting should be disabled as when the Compact Nav is enabled, the logo does not display in the navigation area.

The image below shows the header of the default site with the Compact Nav setting disabled and no HTML entered into the Branding Top area:

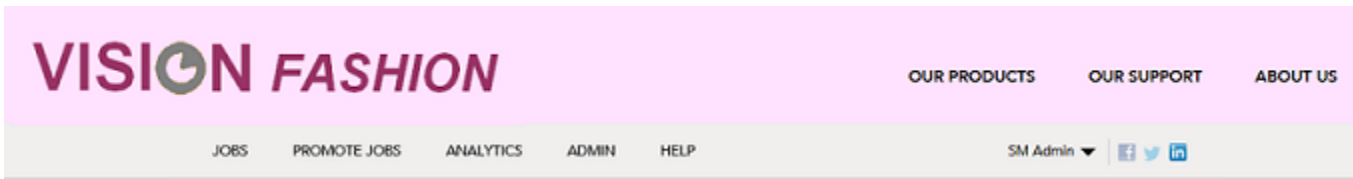


Now let's look at what happens when we enable the Compact Nav setting, again with no HTML entered into the Branding Top area:



Notice that in the image above, the logo is gone and the navigation is on the same line as the user login and social media icons reducing the area of real estate that the header takes up on the page. This is to lend a bit more space on the header to allow an organization to brand the header with their own colors, logos and images.

The image below is the result of branding the default site to use Vision Fashion's brand:



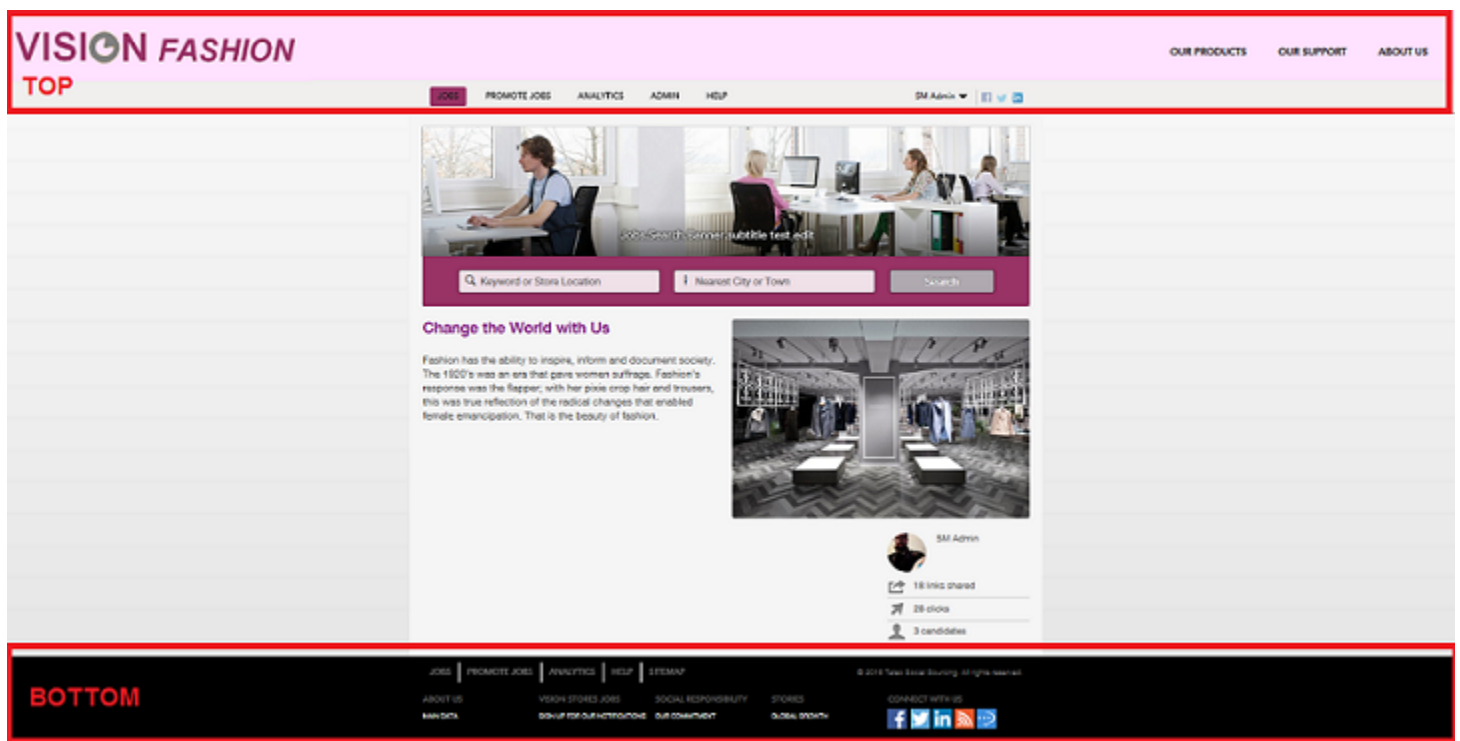
To display the logo as it is in the header above for Vision Fashion, Compact Nav was enabled and HTML was entered into the Top Branding area.

Layout, Top and Bottom

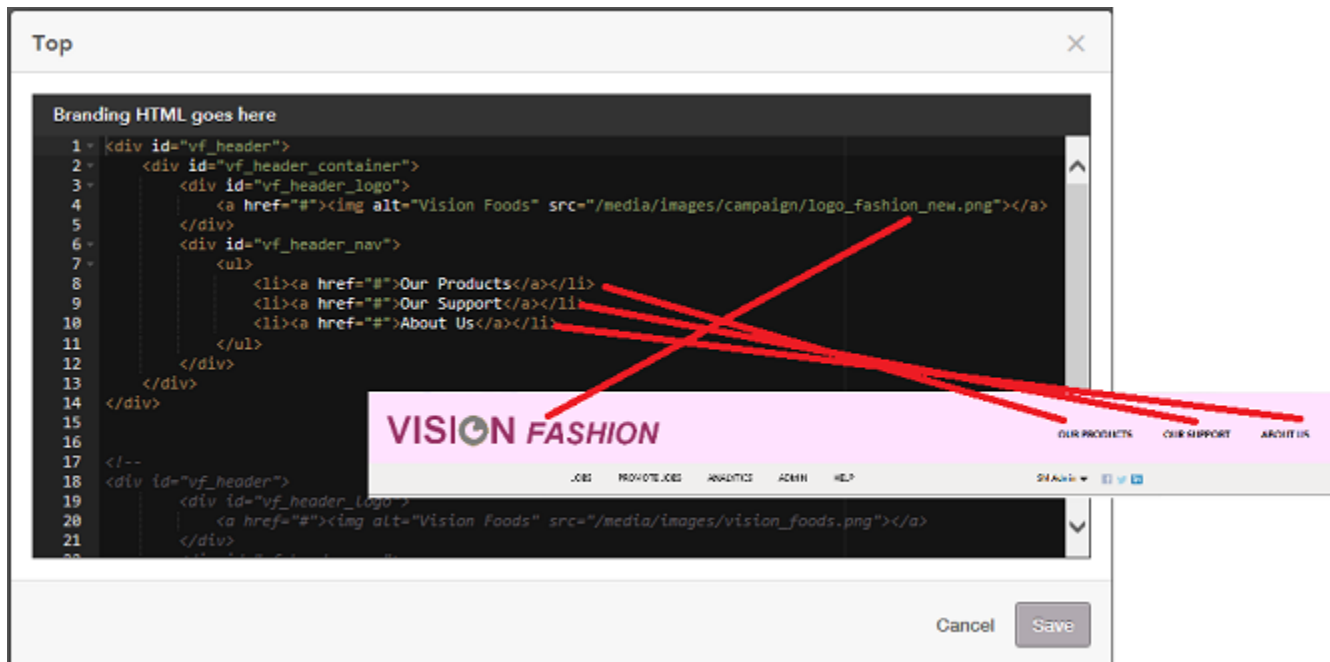
When the Branding setting is enabled, Layout and Top, Side (if you choose a layout that includes a Side) and Bottom display. Layout determines how your site displays its content. You can choose to have just a Top (Header) and Bottom (Footer) or a layout that has a Top, Bottom and Side.



Vision Fashion uses a layout with only a Top and Bottom:



When you select Top, Side or Bottom under Branding, a Branding HTML window opens allowing Administrators to enter branded HTML for the Top (Header), Side and Bottom (Footer) of their sites. The image below shows how what's entered into the Top Branding HTML translates into the header for the Vision Fashion site.



Note: The branding HTML should be entered in the language that's desired for the entire site. While Site Builder allows Administrators to select the language their site is to render in, the HTML must be edited manually to allow for site language changes.

Responsive

Sourcing optimizes its rendering no matter the device used to access it. The Responsive toggle allows the Administrator to indicate whether Responsive Design HTML was used when branding the site. If Responsive Design was used then the Responsive setting should be enabled. If Responsive Design was not used then the setting should be disabled to allow Sourcing to compensate and render the branding appropriately on the different devices.

Custom Fonts

Customers can align the Sourcing interface even more closely with their corporate identity with the ability to upload custom fonts to be used in Site Builder and in campaigns.

The custom font upload formats supported are:

- eot
- woff
- ttf
- svg

The custom fonts will not be available for use in the new Font dropdown menu in the RTF editor, but can be consumed through the use of Advanced CSS.

Administrators can upload custom fonts in the same way they upload images. Once these fonts are uploaded, they are available for use. These fonts can only be referenced through branding, and are not surfaced through the standard font selector in the content block editor.

Uploading Custom Fonts

Administrators can upload custom fonts in the same way they upload images using Site Builder.

Login to Site Builder.

1. Temporarily insert a content block using a template that has an image.
2. Click the image button to select an image to upload. Instead of uploading an image, upload a font.
3. Delete the temporarily inserted content block.
4. Add advanced CSS to configure the custom font family.
5. The following code should be used as a guide and added to the Advanced CSS panel in Site Builder (Site Builder > Edit Site > [Branding] > Advanced CSS):

```
@font-face {  
  
font-family: 'FONT NAME HERE'; (example, "Arial", "MyFont", "Helvetica")  
  
src: url('FONT_URL.eot');  
  
src: url('FONT_URL.eot?#iefix') format('embedded-opentype'),  
url('FONT_URL.woff') format('woff'),  
url('FONT_URL.ttf') format('truetype'),  
url('FONT_URL.svg#FONT_NAME_HERE') format('svg');
```

6. For the path to the uploaded fonts, ensure the path set in the Advanced CSS matches the path in the CKFinder window. This can be confirmed by right-clicking on an existing image file (in the same folder) in CKFinder and selecting View, then right-clicking on the image and selecting Open in New Tab.
7. Configure custom font as Body Text Normal. Save the Advanced CSS and publish the site.
8. Navigate to Edit Site Branding for your site and add your font name to the Fonts section under Body Text Normal.

Your custom font is available to use in the Edit Site Branding area of Site Builder.

Content Blocks and Modules

Administrators can easily customize sites by adding, deleting, hiding, moving and editing content containing text and images using pre-defined content blocks. Content blocks are available on all the pages of your sites.

The look and content of your site's pages can be configured, customized and branded quickly and easily using one of Site Builder's most powerful features, configurable content blocks. Different content layouts are available to the user depending on what page they are configuring and where on the page they are placing the content. Content blocks can contain text that can be enhanced with a rich text editor and images that can contain links to other pages. Content blocks can be deleted, hidden and moved to customize the layout of a site.

Custom content blocks are multilingual enabling Administrators to configure the content blocks in Site Builder with content that can be translated to each locale and can be unique to each locale. When site users toggle their language preference, the content in the custom content blocks will display in that language, provided the blocks have been configured in the locale/language selected.

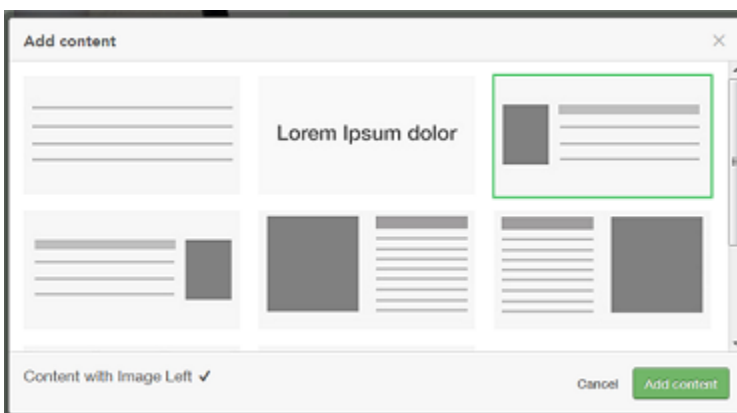
For new custom content blocks that customers add after migrating to Release 15B, it is mandatory for content to be entered into the Default Locale. If for whatever reason content is not entered into an active locale, these locales with missing content will borrow the content from the Default Locale. This ensures that users will see actual content, although perhaps not in the language of their choice, instead of the placeholder Lorem Ipsum text and the placeholder image delivered with the blocks.

All of the system locales, including inactive ones, are available to select in Site Builder to allow Administrators to immediately configure the multilingual content blocks. Content blocks in inactive locales can be pre-configured to make efforts more scalable. Administrators can freely create content in inactive locales without risk of exposing incomplete or inaccurate content as that content remains internal until that locale is activated.

Adding Content Blocks


To add content, users click on the [+] symbol and the available content block types display.

Path: **[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site**

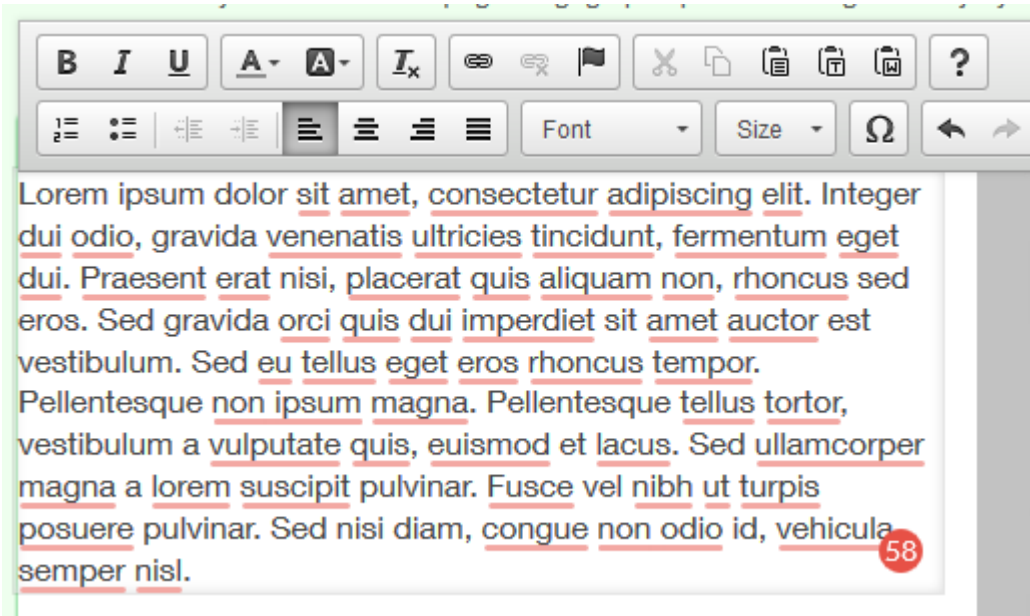


Users get presented a series of relevant content blocks to choose from for creating the new content. The following content formats are available:

- Paragraph Text
- Text with Heading
- Heading
- Content with Image Left
- Content with Image Right
- Two Columns, Image Left
- Two Columns, Image Right
- Image
- Three Columns, Images and Text

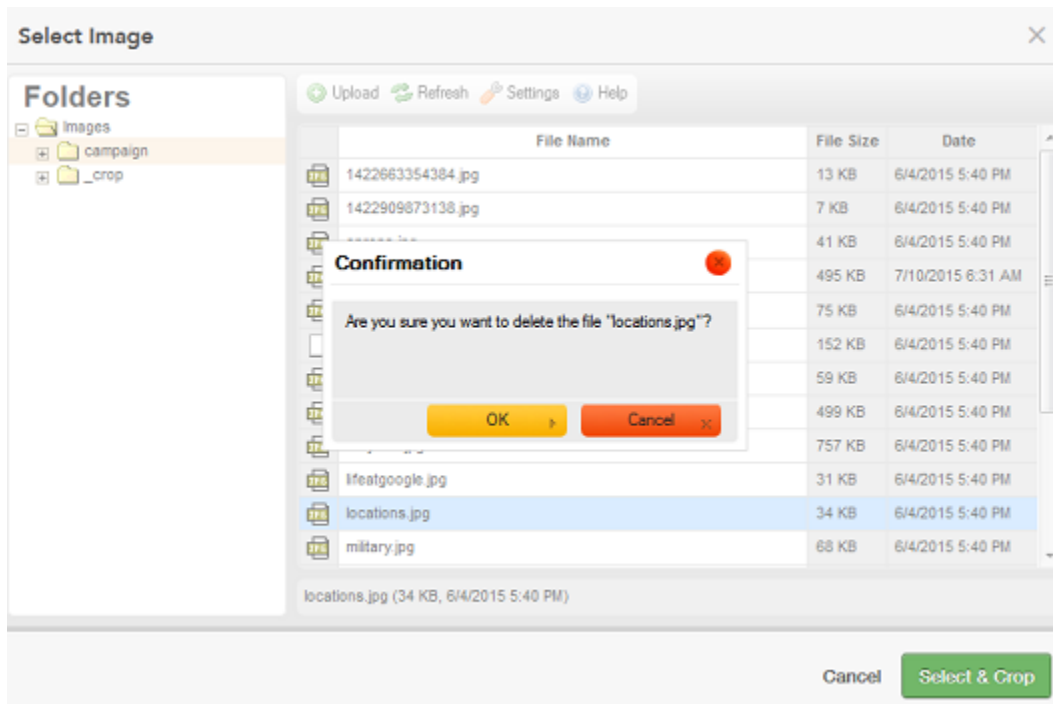
 **Note:** Which of the content block types are available for selection is dependent on what page and area of the page is being edited. Not every block will have the option of all eight block types.

When a block is selected, the content template is created and ready to edit and format. A rich text editor is available on all content blocks enabling content font type, color, size, orientation, styles, etc. to be customized for each individual block.

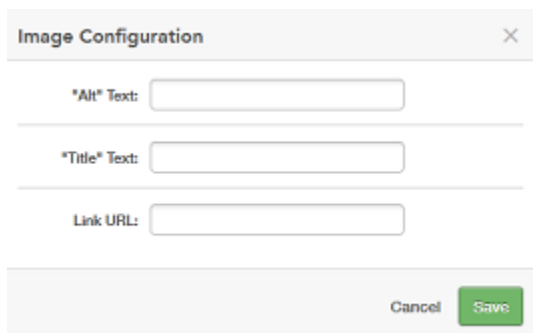


Images

When you choose to create a content block that includes an image, clicking on the white space of the image displays upload options where you can select and crop the image. To keep a more concise and organized list of images, you can delete images by selecting the image in the list and pressing delete on the keyboard.

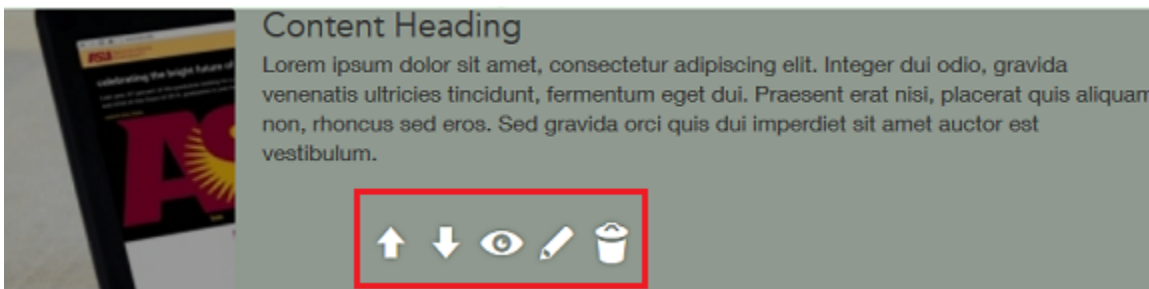


Clicking on the gear icon of the image enables you to configure the image to include hover text as well as embed a link within the image. A link could potentially be a URL to a specific Landing page so that clicking on the image would take users directly to that Landing page.





Once a new content block is added to a page it can be edited, moved, hidden or deleted.



Changes are saved as the user works and saves throughout the Site Editor. Flipping the blocks triggers a refresh that allows the user to see the content in the Site Builder mode, but these changes are not published to the live site until the user selects Publish.

Deleting and Hiding Content Blocks and Disabling Modules

One of the benefits of this feature is the ability to create a clean site or whitespace where you can begin creating a customized site. This is accomplished by hiding or deleting content blocks and disabling modules.

For example, the image below is an example of the default site accessed through Site Builder:

Allegiance JOBS PROMOTE JOBS ANALYTICS ADMIN HELP

Promote New Landing Pages!
Each job category and region now has its own beautiful landing page. Use search results and add your own custom page. Engage prospects in a targeted way by sharing these pages and showing why it's great to work at Oracle Talco. [Manage Landing Pages](#)

Grow your career!

Find jobs by keyword Location (e.g. "New York") Search

Content Heading
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer dui odio, gravida venenatis ultricies sitidunt, fermentum eget dui. Praesent enim nisi, placeret quis aliquam non, rhoncus sed eros. Sed gravide orci quis dui imperdiet. Ait amet auctor est vestibulum. Sed eu tellus eget eros rhoncus tempor. Pellentesque non ipsum magna. Pellentesque tellus tortor, vestibulum a vulputate quis, euismod et laeas. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilla Curae; Maecenas vulputate convalle ardu sed congue

SM Admin
9 links shared
0 clicks
0 candidates

Featured Jobs [View all New Jobs](#)

Graphic Designer [new](#)
San Francisco, California - United States
Graphic Designer Job Duties: Prepares work to be accomplished by gathering information and materials. Plans concept by studying information and...
4 Total Views

Cabin Crew [new](#)
Reno, Nevada - United States
Zymurgist - a scientist who studies the chemical process of fermentation in brewing and distilling; also, by extension, a brewer
1 Total Views

Previous Job Searches

All jobs
All locations

All jobs
East York, OH, CA

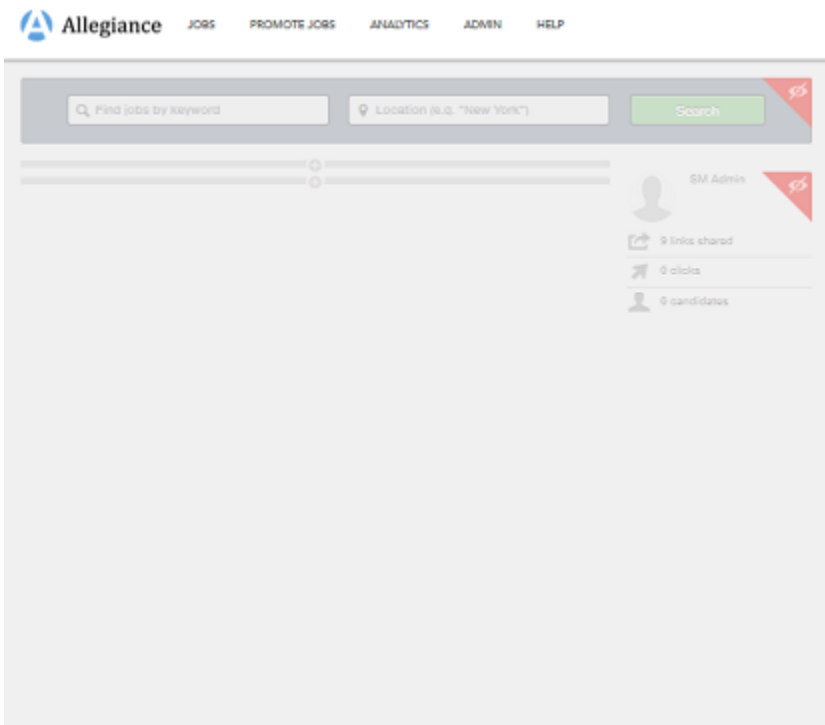
All jobs
Boston, Massachusetts, Unite...

All jobs
Boston, Massachusetts, Unite...

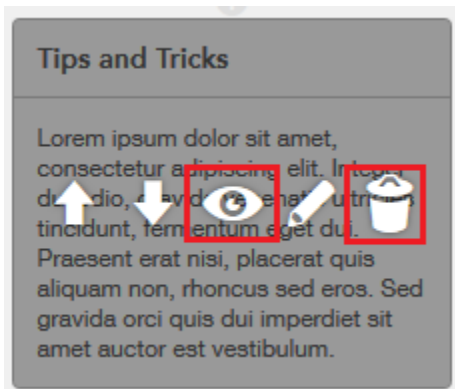
All jobs
1 location


Tips and Tricks
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer

Very quickly the site shown above can be transformed into the site shown below with a few clicks.



To hide content, users click on the Eye icon. To delete content, users click on the Trash Can icon.



 **Note:** Not all content blocks can be deleted. The option to delete the block depends on the placement and content contained in the block. Most blocks can be hidden.

Modules

In addition to being comprised of pages (the Home page, Job Details page, Help page, Custom pages and Landing pages), the default Sourcing site is also comprised of and delivered with modules. Modules are system delivered. What you see on

Site Builder is an exhaustive list and while you cannot create additional modules, you can disable and enable and move them to customize the pages within your sites. Modules provide additional content and more configuration options for your site and can be used throughout its different pages. The default Sourcing site is delivered with the following modules:

- Promo - enables the management and creation of Landing pages and Widgets. This must be enabled to create Custom Combination Landing pages.
- Top Referrers
- Hero Image - the main image for your site.
- Previous Searches - displays the previous job searches performed.
- Categories - enables Landing page tile capabilities. This must be enabled for your Home page to display tiles.
- Share - only displays on Landing pages. It allows you to share the Landing page URL to Facebook, Twitter and LinkedIn with a single click.
- Social
- Featured Jobs - on the Home page only. Hot jobs and new jobs are listed.
- Hero Image - the main image for your site.
- Previous Searches - displays the previous job searches performed.
- Categories - enables Landing page tile capabilities. This must be enabled for your Home page to display tiles.
- Share - only displays on Landing pages. It allows you to share the Landing page URL to Facebook, Twitter and LinkedIn with a single click.
- Featured Jobs - on the Home page only. Hot jobs and new jobs are listed first with the most recent posting listed first and then in reverse chronological order. Also, the user's locale is taken into consideration and jobs that are within their vicinity are also listed here.
- Activity Feed - tracks and displays the activity on the site. Items included are which jobs have been applied to, which jobs have been referred, etc.
- Landing Page Image Blur - allows the image on the Landing pages to display blurred.

Modules displayed on the Home page:

The screenshot displays the VISION FASHION website builder interface. At the top, the logo "VISION FASHION" is on the left, and navigation links "OUR PRODUCTS", "OUR SUPPORT", and "ABOUT US" are on the right. Below the header is a secondary navigation bar with "JOBS", "PROMOTE JOBS", "ANALYTICS", "ADMIN", and "HELP". A user profile "DM Admin" and social media icons are also present.


The main content area features several modules:


- Promo Module:** A red-bordered box containing the text "Promote New Landing Pages!" and "Each job category now has its own beautiful landing page. Use search results and add your own custom page. Engage prospects in a targeted way by sharing these pages and showing why it's great to work at Oracle Talent." A "Message Landing Page" button is located to the right.
- Hero Image Module:** A red-bordered box with a background image of people working at computers. It includes the text "Hero Image Module" and "Jobs Search Results subtitle text edit". Below the image are search input fields for "Keyword or Store Location" and "Nearest City or Town", along with a "Search" button.
- Change the World with Us:** A text-based module with a paragraph about fashion's impact on society and a photograph of a clothing store interior.
- Join our Fashion Stores:** A module featuring a photograph of a smiling woman in a white shirt and a paragraph describing the company as a luxury heritage fashion retailer.

Design the future of Fashion

You'll work through design challenges drawn from the real world and explore what it takes to take styles from concept to consumer.

Your hands-on learning will be guided by talented and experienced instructors. But your fashion design education is all about bringing out your own individual style as you work through design challenges drawn from the real world and explore what it takes to take styles from concept to consumer.






Promote Fashion and Develop the Brand

Join our Marketing teams and participate actively in our communication strategy.

We have many opportunities for creative and imaginative individuals who would like to bring up a new type of advertisement on the market.



Finance/Accounting

Director of Accounting
San Jose, California, United States

Accountant With Assessment
Raleigh, North Carolina, United States

Accountant ENGLISH
Raleigh, North Carolina, United States

Administrative

iOS Developer
United States

Product Marketing Director
United States

Rich Media Consultant
Chicago, Illinois, United States

Activity Feed

271
Job three through Oracle Talent

Someone applied to the iOS Developer position as a result of Matthew Conner's referral.
10 months ago

FEATURED JOBS Featured Jobs Module

[View all New Jobs](#) | [View all the 2016](#)

Assistant Manager Internal Logistics
Chattanooga, Tennessee, United States

Lead teams of Supervisors, Team Leaders, Production/Plant Team Members, and Administrative Team Members in an automotive manufacturing environment...

Operational
Jan 11, 2016

iOS Developer
United States

We are looking for talented, well-rounded iOS developers that thrive working within the growing mobile landscape. We're looking for individuals who...

Administrative
Jul 14, 2015

Project Manager
Chicago, Illinois, United States

We're seeking highly skilled project managers to join our project execution team in our Chicago office. We're looking for project managers with...

Professional Services
May 26, 2015

Senior UX Designer
London, United Kingdom

Description: As a senior UX designer, you'll join a collaborative team where you will work closely with other mobile experts to explore different...

Professional Services
May 26, 2015

Project Manager position, 6 days ago

Someone applied to the Senior Merchandiser position as a result of John Teagard's referral.
Feb 19, 2016

John Teagard referred the Senior Merchandiser position.
Feb 18, 2016

Someone applied to the iOS Developer position.
Feb 16, 2016

SM Admin

18 links shared

28 clicks

3 candidates

Previous Job Searches

- Sales & Marketing
France
- Sales & Marketing
France
- Sales & Marketing
France
- Sales & Marketing
France
- Sales & Marketing
France

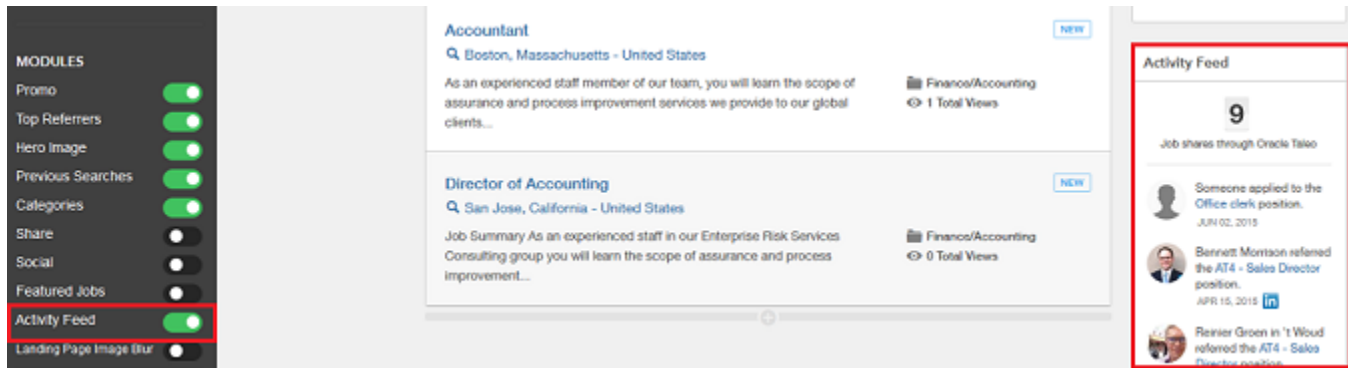
My Profile

Create and manage profiles for future opportunities.

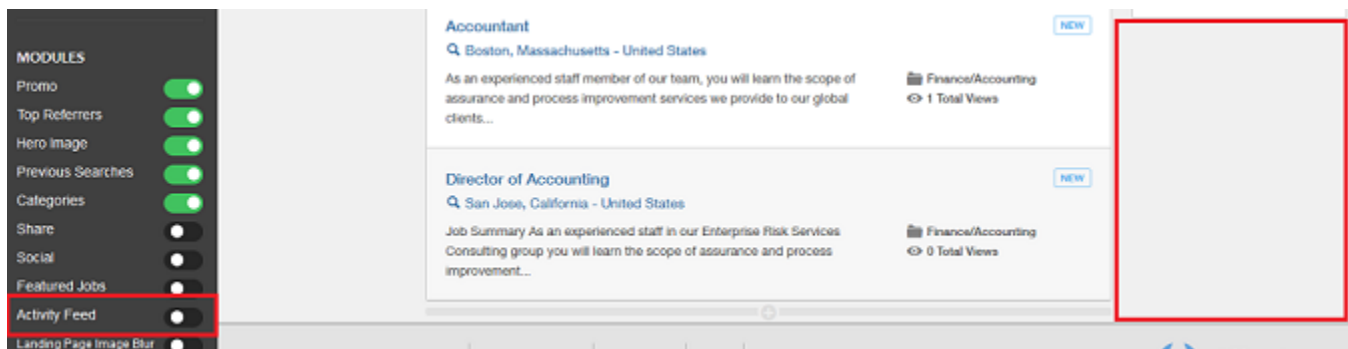
[Go to Profile](#)

My Submissions

In the image below, the Activity Feed is displayed as you can see that it is toggled on in the Module menu.



In the image below, the Activity Feed is missing as it has been toggled off.



While not a necessary starting point, users can continue to hide and disable content until they are left with a white space to begin their custom site if that's their preference.

Site Pages

Sites in Sourcing tend to be aligned by brand, vertical, or other recruitment segment to differentiate audiences. Using Site Pages allows each of these audiences to have multiple supporting content pages.

Administrators can create and configure multiple content pages associated to specific sites. These Site Pages:

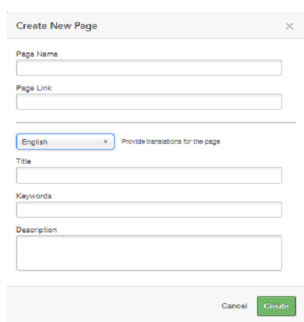
- Leverage existing multilingual content blocks which include an RTF editor and the ability to display images.
- Share the Custom Branding and Advanced CSS with the rest of the site.
- Share the header, footer and all navigation components and styling with the rest of site.

- Leverage the existing Site Builder Configuration toolbar and its functions, but at the page level, rather than the site level.

When a site is created in Site Builder, the site automatically displays in the Site Pages tab. A Create New Page button allows Administrators to create site pages tailored to each site. The site must be published within Site Builder first to be able to begin creating Site Pages.

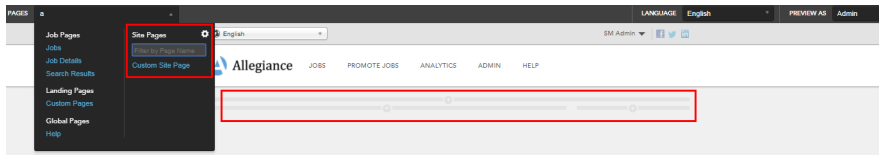


Each page has several attributes. Page Name and Page Link are unilingual while Title, Keywords, and Description are multilingual. Multiple site pages can have the same page link across different sites, however, a single site cannot contain pages with duplicate links. For the multilingual page attributes, there is a usability benefit included in the system in that values will get propagated to all locales from the default locale. If values have been entered into the other locales, other than the default locale, those values will remain and the default locale will not propagate over the top of what has already been entered.



Once a Site Page is created, Administrators can edit the page in Site Builder. Content blocks can be added to the page using the same content block functionality as elsewhere in Site Builder. Referencing the image below:

- The three Plus icons on the page Indicate places where content blocks may be added.
- Multiple content blocks can be stacked within each of these three areas.
- Site Pages share the same layout dimensions as other system-delivered pages.



A Site Page can be edited, cloned and deleted. When a Site Page is cloned it can be used again within the same site using a different name, or the cloned page can be tethered to other sites. If a page is deleted, links to that page that may still remain will be redirected to the Home Page of that site. Page links that were previously deleted can be reused.

 **Note:**

- The three legacy Custom Pages are still delivered and are now referred to as Global Pages within Site Builder.
- To add the Site Pages to the navigation bar custom branding work is needed at this time.
- It is recommended that customers review any Custom CSS and Branding HTML for rendering on Site Pages.

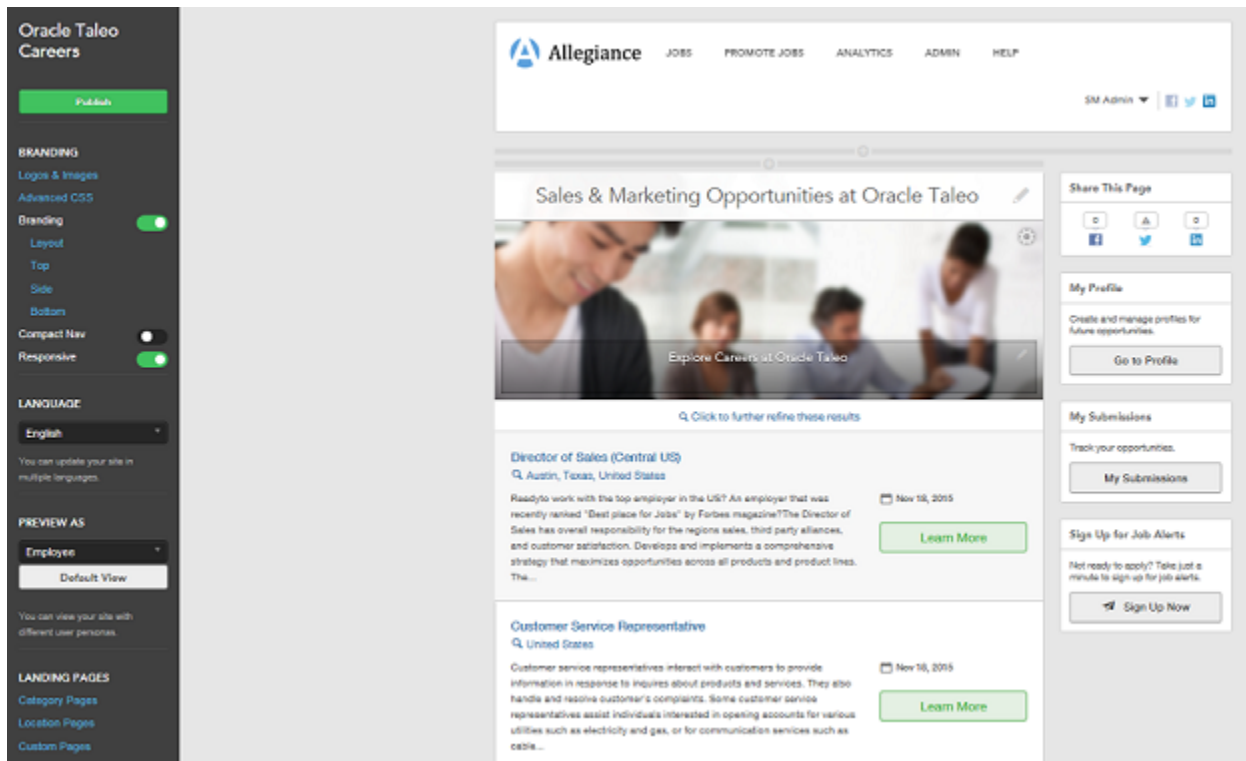
Landing Pages and Landing Page Tiles

Although aspects of Landing Pages can be managed and maintained outside of Site Builder, the focus of this chapter is creating, managing and branding Landing pages within the context of Site Builder.

Location and Category Landing Pages

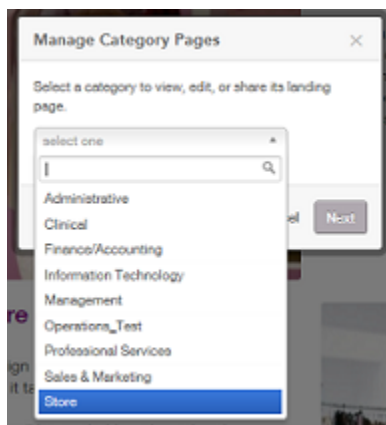
When Landing pages are enabled, Site Builder automatically populates and creates the Location and Category Landing pages. Administrators can then select any of those locations and categories from within Site Builder and customize and brand the associated Landing pages. An unlimited number of Landing pages may be created. As explained earlier in this document, the goal of a Landing page is to ease the navigation for users by targeting specific populations. For example, a Location Landing page could target the candidates that were interested in job opportunities in New York, whereas a Category Landing page could target the candidates that were interested in Retail Store opportunities. Landing pages take users directly to the information they're interested in; they do not have to look through the entire site for the opportunities in New York or for Retail Store opportunities; one click and they are there. Administrators can copy and email Landing page URL's or they can also post the Landing page URL to social media sites with one click using the Share module.

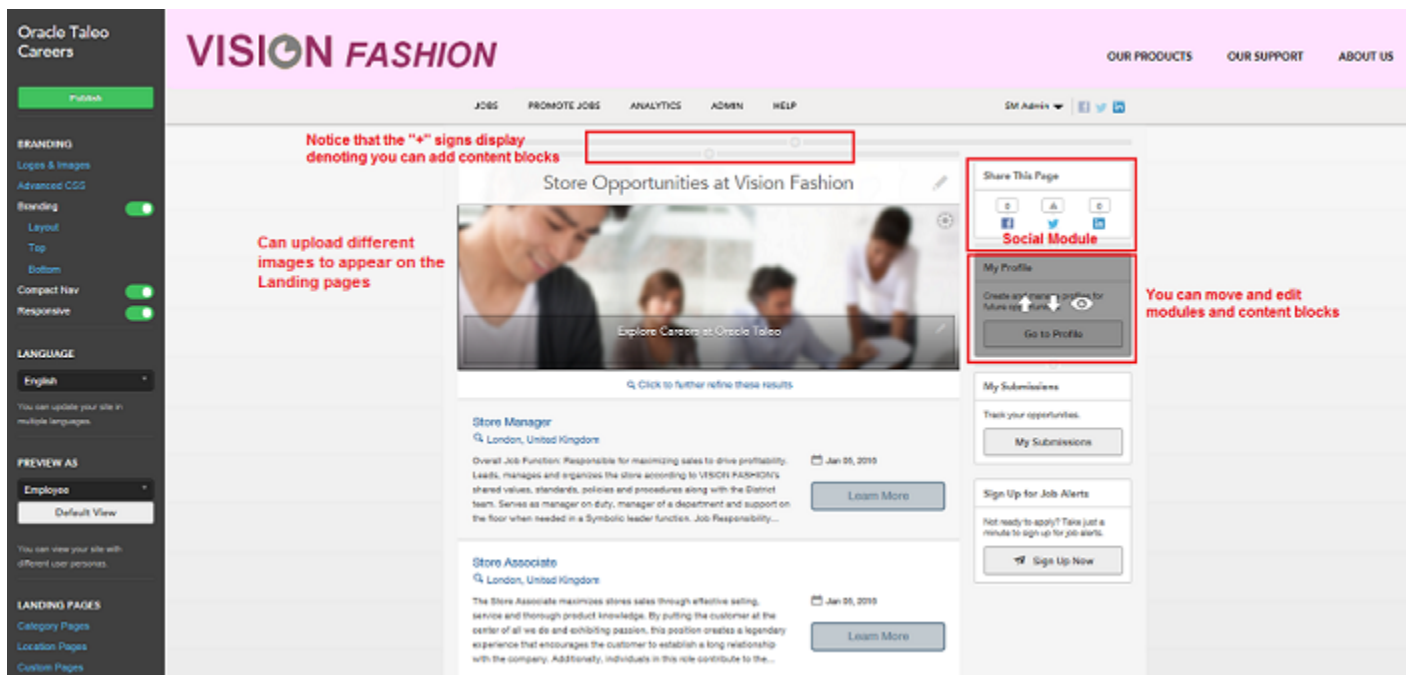
The image below is an example of how a default Category Landing page displays in Site Builder. Notice that the only jobs that are listed are those within the Sales and Marketing category.



If you are working with a site that you've branded, such as our example, Vision Fashion, the branding elements you've already established will be carried over to the Landing pages. You can then continue to customize your Landing pages by adding or removing content blocks, enabling and disabling modules, etc.

Path: **[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site > [Landing Pages] > Category Pages**

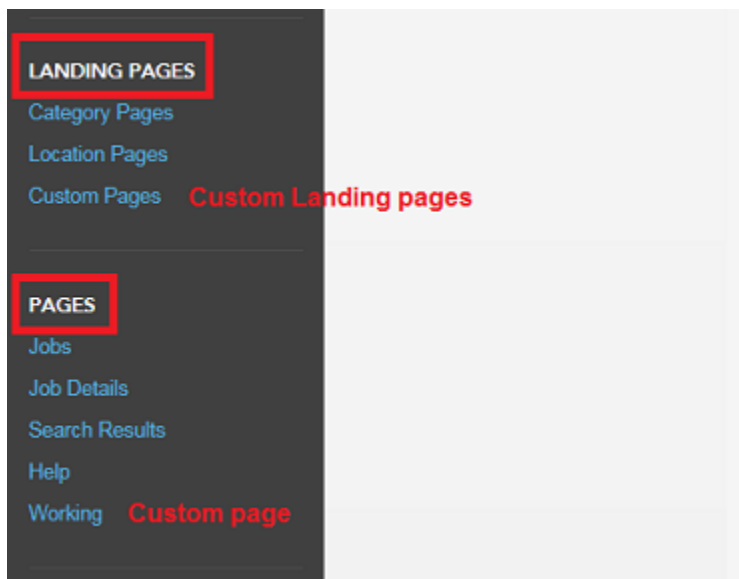




Custom Combination Landing Pages

A Custom Combination Landing page allows the combination of both category and location. For example, this may be useful if a company has many retail stores but wants to promote the jobs within a new store that is opening in a particular location. A Custom Landing page could gather all jobs that are store-related (category) in New York (location) only. The Promo module needs to be enabled to create Custom Combination Landing pages. Once it's enabled, be sure to Publish so that the change gets pushed to your site. Then, to create a Custom Landing page, perform a job search entering parameters for both category and location on your newly published site. Once you do this the Create a Landing Page button displays. Click this button and your new Landing page displays. You can then give your page a title and edit this page to your liking inside Site Builder. Once published, this Custom Landing page is available from within Site Builder as a choice under Landing Pages > Custom Pages.

Note: Your Custom Landing pages are referred to as Custom Pages under Landing Pages. This is different than the Custom pages that you may manage within your site. Custom pages are listed under your Pages in Site Builder.



Pinning Landing Page Tiles to the Home Page

If an organization chooses to use Landing page tiles on their Home page, Administrators can select which Category and Location Landing page tiles display by pinning tiles. Sourcing uses logic that places the tile with the highest number of new job openings first. There must be 3 new jobs for a tile to display. Then, if that requirement is met in more than one location or category, the tiles display in order of the number of jobs that are new. For example, if both Sales and Design have 10 open jobs, and 3 jobs in Sales are new and 6 jobs in Design are new, the Design tile is displayed first. Pinning Landing page tiles allows Administrators to override this existing logic.

Pinning Category and Location tiles and overriding this logic is useful as an organization may, for example, always have a need for Engineers or Sales Managers, no matter if these categories have new jobs in them. Or, they may generally have a high demand for jobs in certain geographic locations. The ability to pin tiles to the Home page gives Sourcing users the benefit of highlighting particular areas of need in their organizations. These needs are displayed using tiles on the Home page, which then links users directly to the associated Landing pages.

When pinning Landing page tiles to the Home page, consider the following:

- If there are 3 open jobs, not just new jobs, in any category or location, the tile can be pinned.
- If a pinned tile has at least 3 open jobs, then it will display on the Home page; if not, it will stay hidden until there are enough jobs to populate a tile.
- A maximum of 6 tiles can be pinned.
- Unpinning the Landing page tile defaults it back to the original display logic.
- The tile in the upper left is generated by the current algorithm and persists. It cannot be edited; this is the anchor.
- If a candidate has selected preferences for specific job categories and locations, the tile will display according to their preferences if the 3 new jobs criteria is met.

To be able to take advantage of pinning tiles, Landing pages must be enabled and you must select to have more than one tile displayed on your Home page. Both of these settings are in the Site Settings of your site.

Path: **[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site Settings (Gear icon) > [Settings] > Category + Location Pages**

Category + Location Pages

Category Landing Page

Location Landing Page

Path: **[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site Settings (Gear icon) > [Settings] > Home Page**

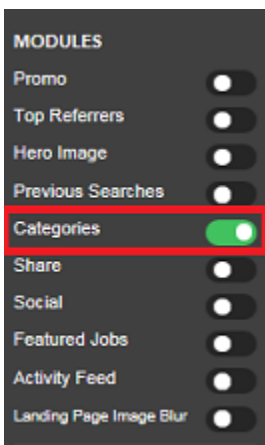
Home Page

Max # of Category Tiles to Display

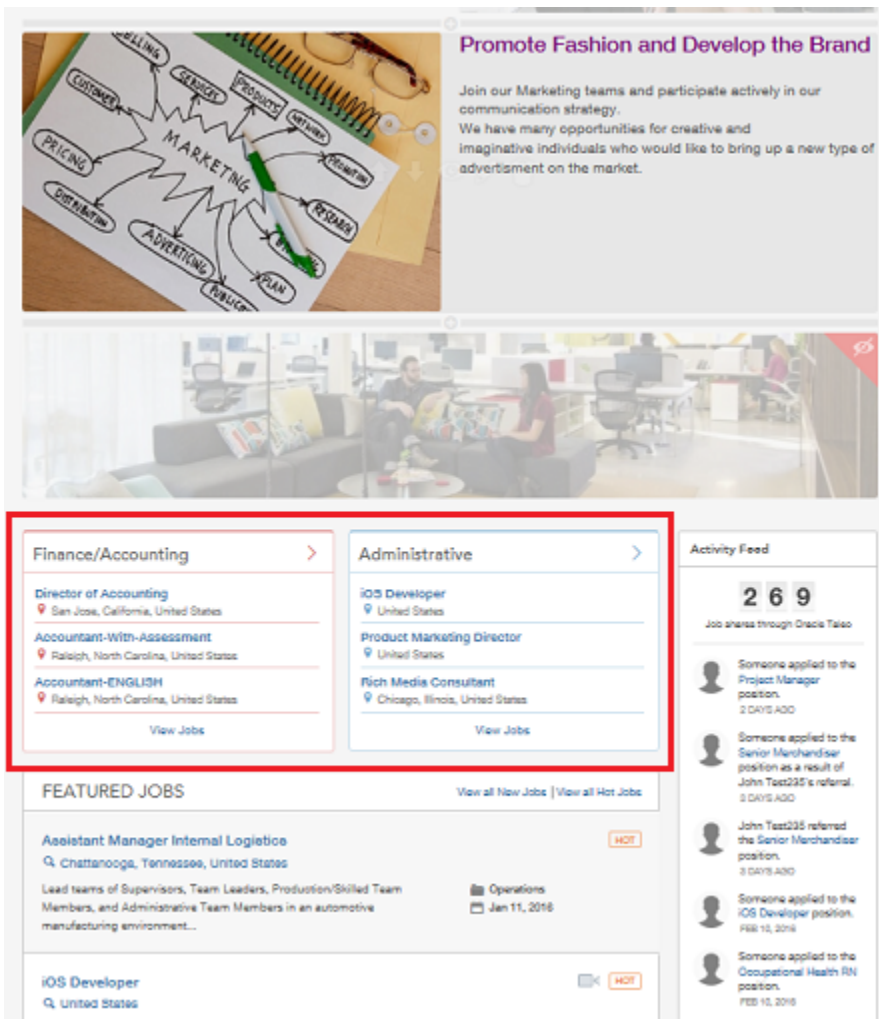
4



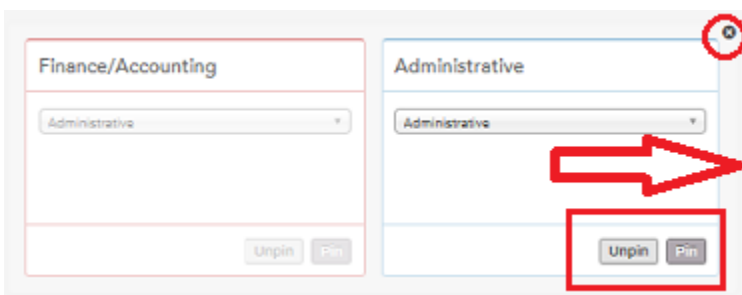
Also, for the tiles to display on the Home page, the Categories module must be enabled in the Site Builder.

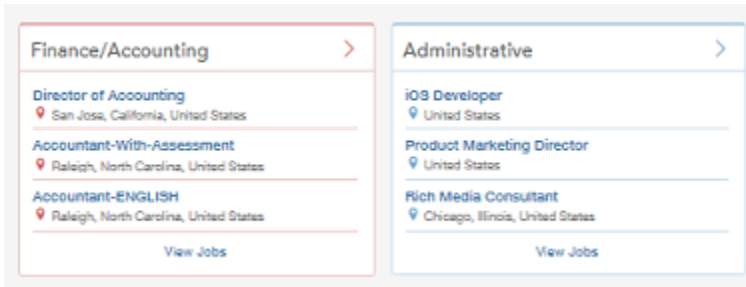


The image shows two Category tiles.



When pinning tiles, flipping the page by clicking on the X triggers a refresh and allows users to see the new tiles in the Site Builder mode.



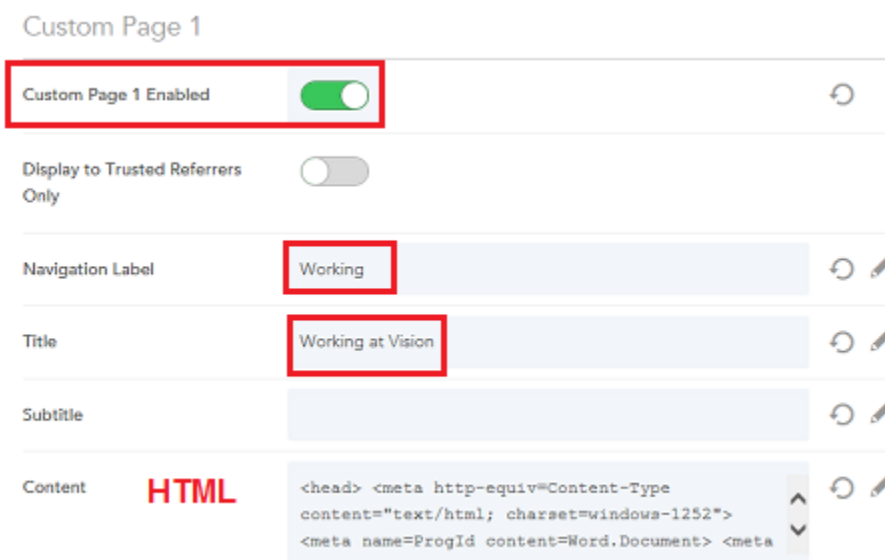


Custom Pages

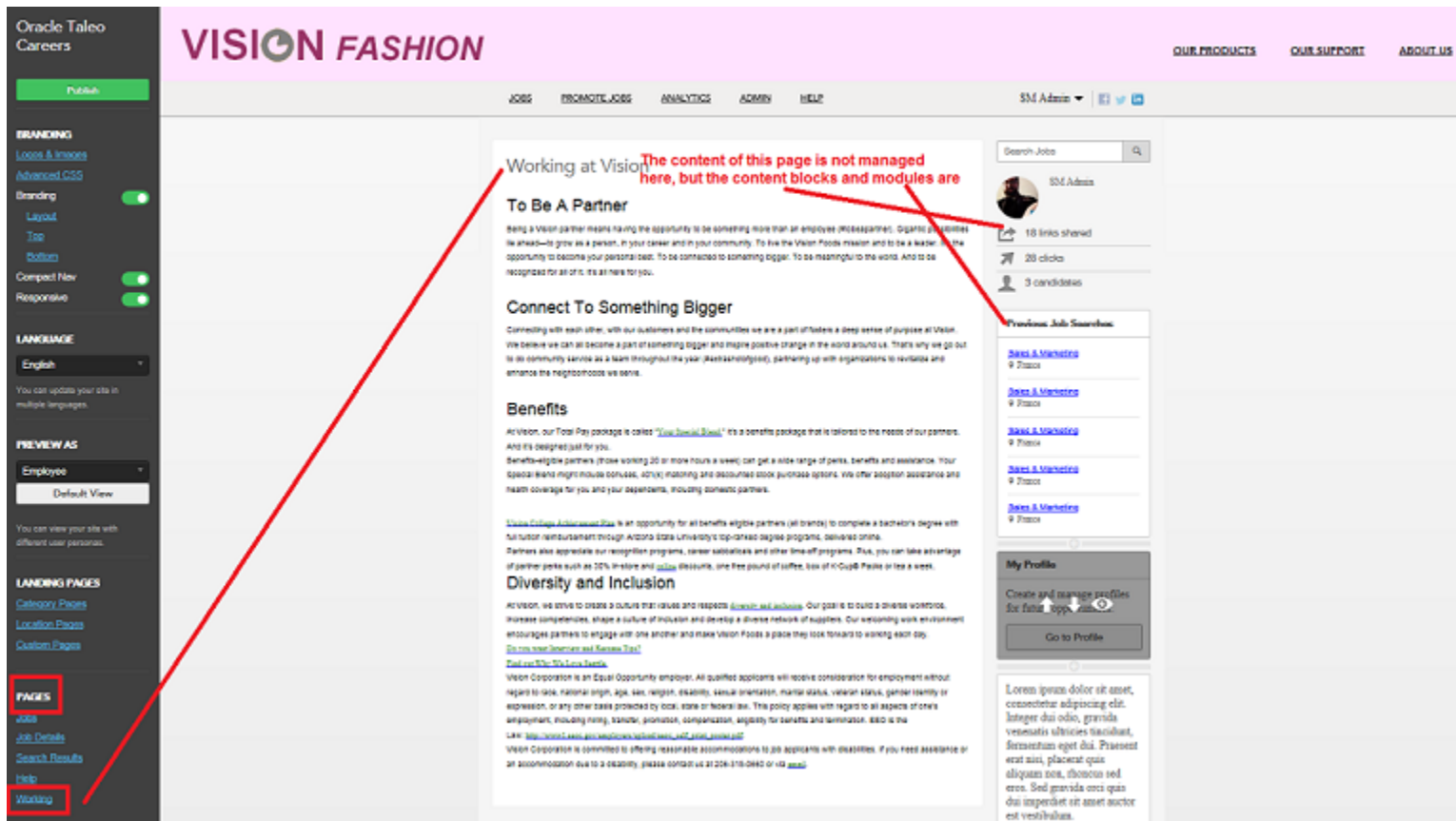
In addition to the delivered pages in the site, Administrators have the option of creating up to 3 custom pages per Sourcing instance; these 3 pages must be shared among all sites.

While the Custom pages are not created using the Site Builder, they are displayed and accessible in the Site Builder under Global Pages. Again, this is to give the Administrator a complete picture of the site in one place; every page and module contained within a site is displayed in Site Builder. The content of the custom pages is managed in the Custom menu in the Configuration, however, the content blocks and modules that surround the Custom page content can be added, moved, edited, deleted, etc. in Site Builder.

Path: **[Sourcing] Login as Administrator > Configuration > Custom > [Custom Page 1, Custom Page 2, Custom Page 3]**

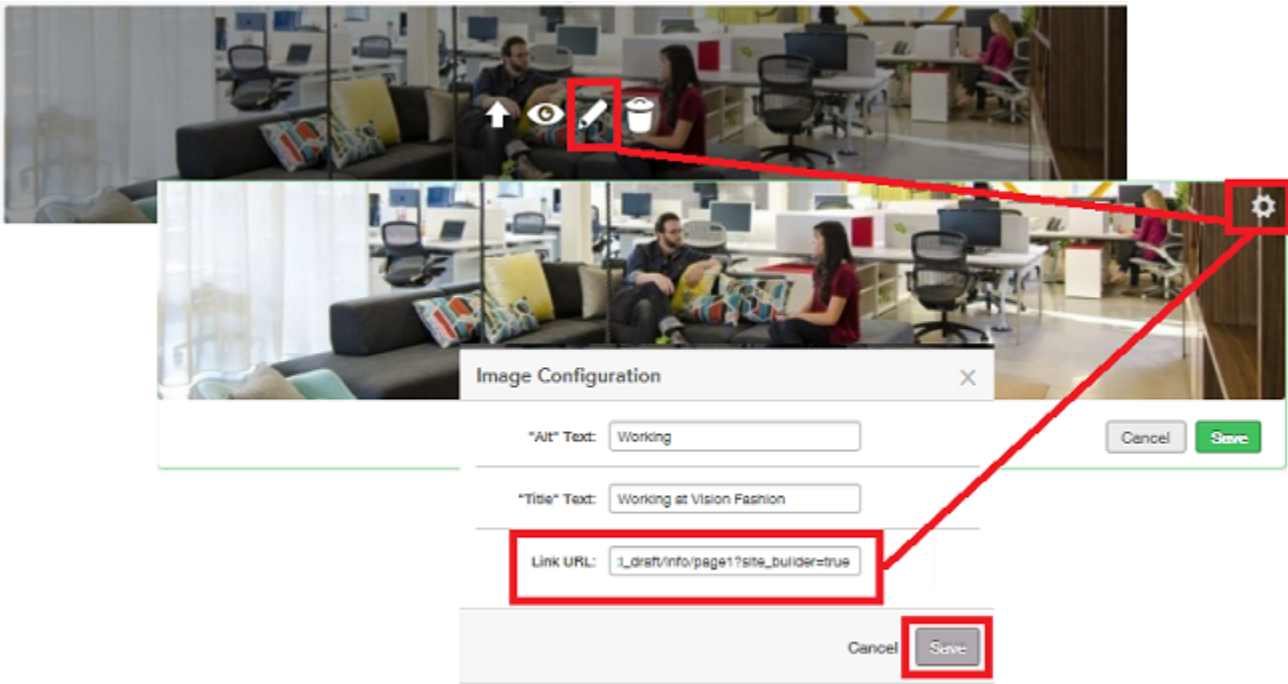


The image below shows the Custom page titled Working at Vision (Navigation Label = Working) enabled in Site Builder:

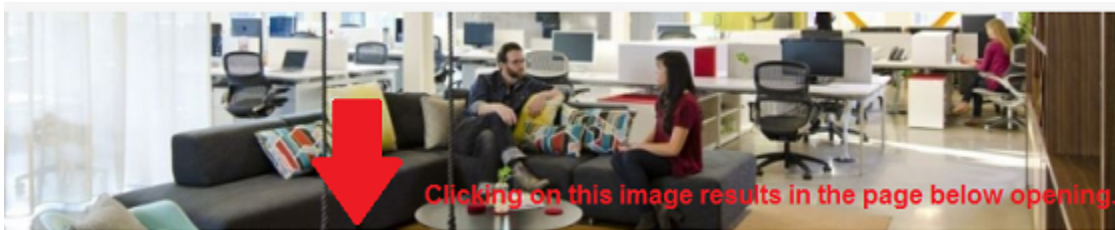


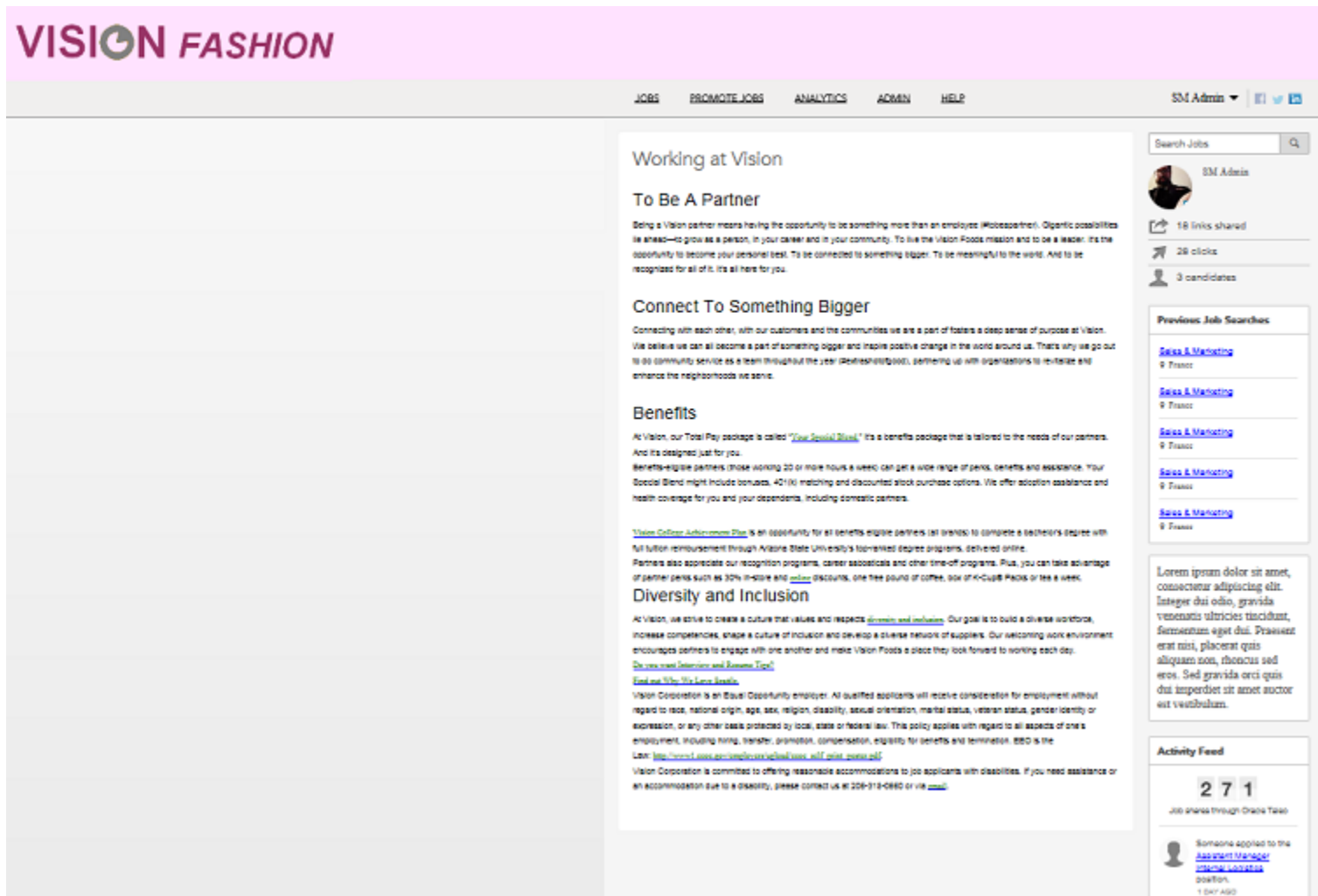
Note: The navigation links to Custom pages are not displayed to the Administrator, however, we know the page exists because it's listed under Pages. To view the navigation links, in this case, Working, the user role needs to be changed to either Referral or External Candidate using Preview As in Site Builder.

Disabling a Custom page removes the navigation link from the page, but the page still exists. This is useful if you'd like to embed the link to your Custom page within an image and have users navigate to the page that way instead of having the page as part of your top navigation links. To do this, you go to the page, copy the URL from the browser and then edit a content block entering the URL on the image.



Now, when users will know the image is actionable as it will display the hand tool when they hover over it. If they click on the image, the Working page will open.





You must delete the HTML used to create the page to remove the actual content from the page. This is good to keep in mind if for example, you have previously sent someone a link to that page. If they use that link, they will still be able to access it even if it's disabled. If you don't wish the page to be accessible after you disable it, you need to delete the HTML. You may want to replace the HTML with a message stating the page is not longer available, or something of the like, to better inform your users.

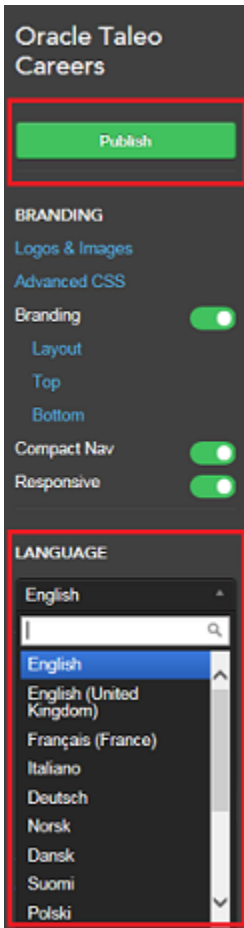
Language and Preview As


Administrators have the ability to preview and publish their sites in different languages and preview their sites using different user roles.

Language

As Administrators are building different sites using different languages, they can use the Language dropdown in the Site Builder to change the language in which the site is displayed. The language is changed based on the users selection and allows them to edit in that language. Changing the language using the Language menu only changes the site view; nothing is actually saved into the database until the site is published. When published, the language settings are pushed into the site dictionary, and the site is published in that language.

Path: **[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site > Language**



 **Note:** When Administrators change the display language and plan to publish the site in this language, the branding should also reflect the chosen language. Administrators should update the site-specific branding by manually updating the language in the top, side and bottom HTML areas. If no language-specific branding is specified, the site default language branding is displayed.

Preview As

Administrators can apply different user roles in the Site Builder to see how the site displays to the different users. Different modules and content are presented depending on what permissions the user role grants.

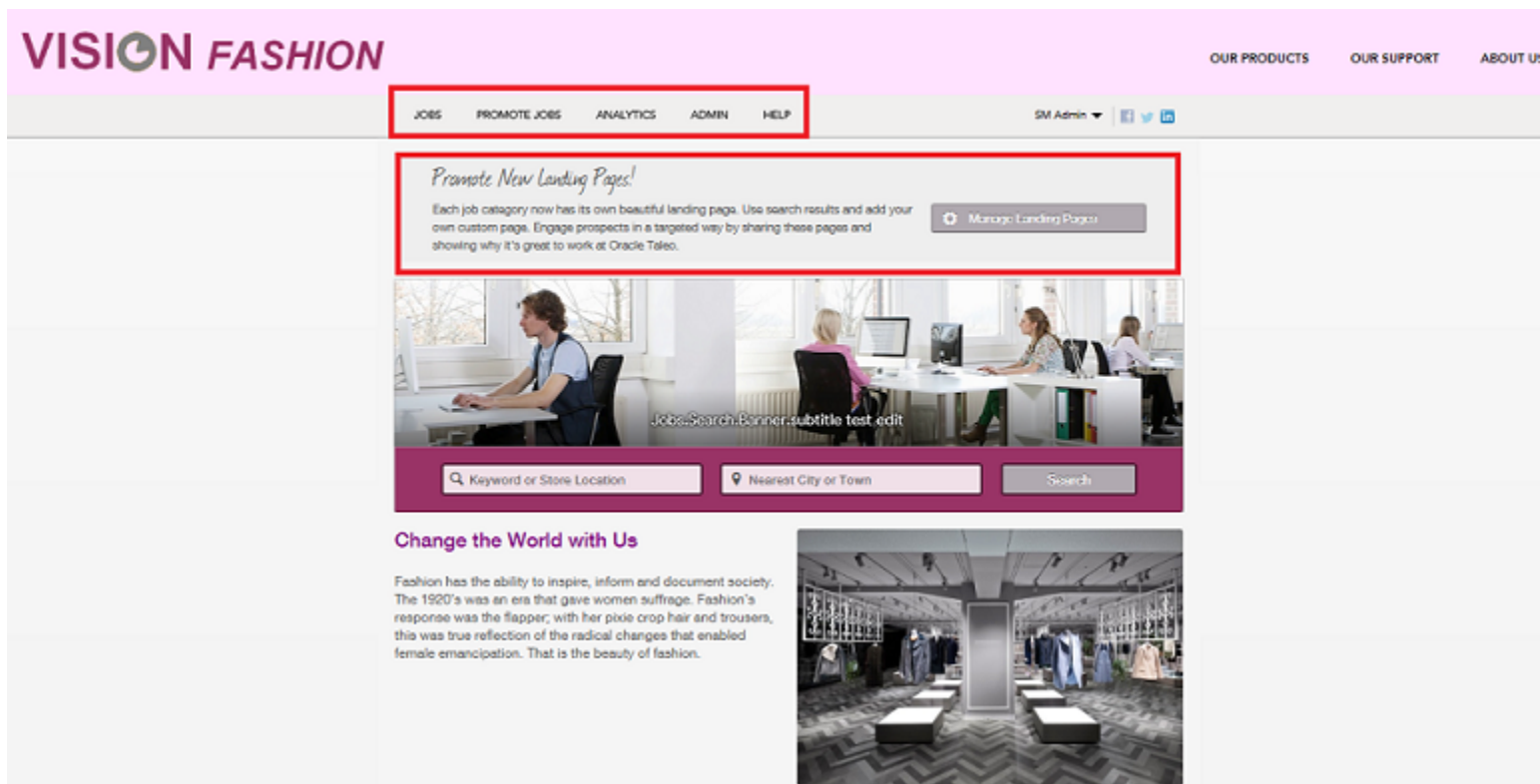
Administrators can toggle between the following user roles:

- External Candidate
- Employee
- Referral

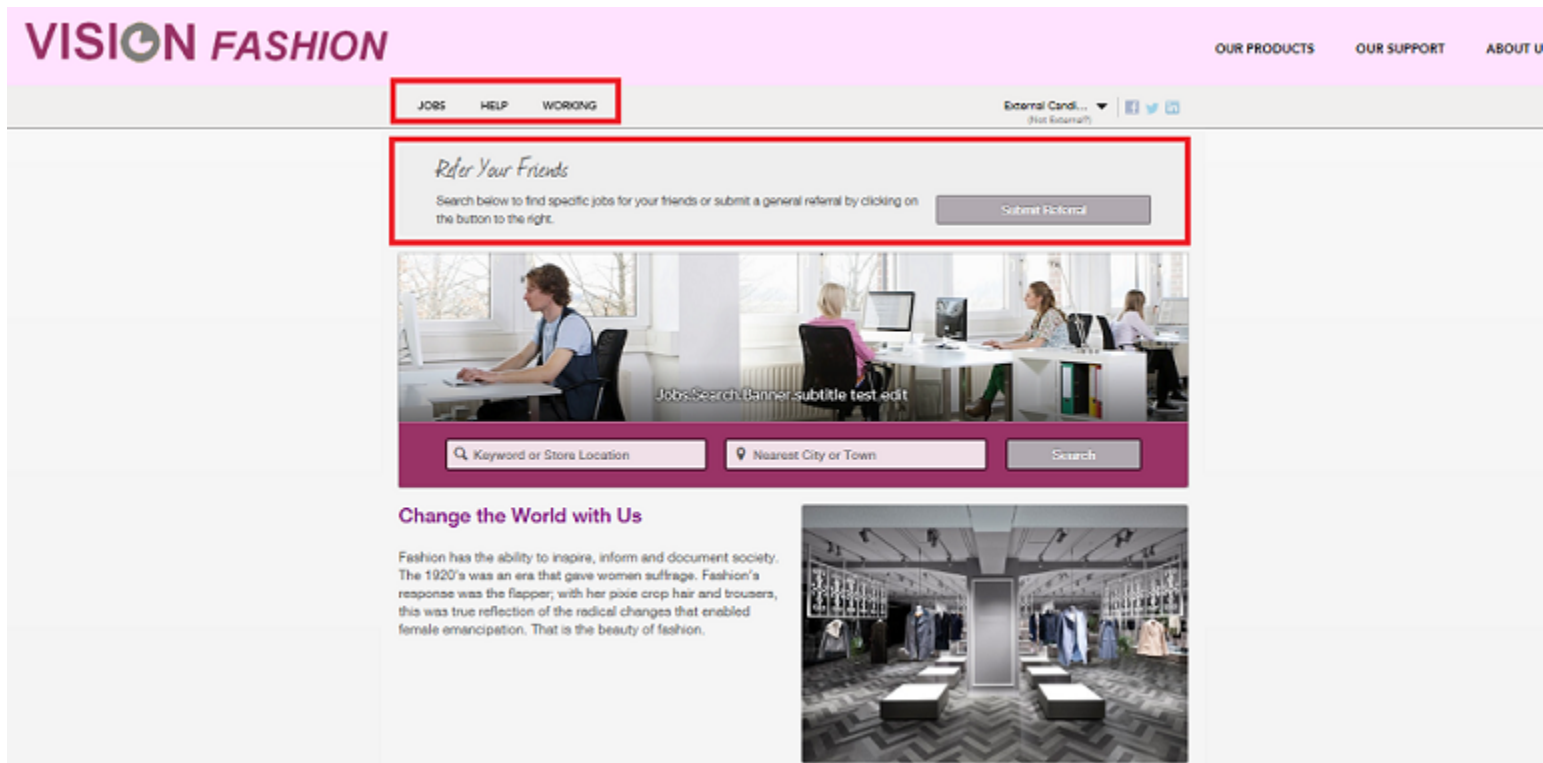
Selecting Default View returns the view to the Administrator role.

Path: **[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site > Preview As**

The image below shows the Vision Fashion site as viewed by an Administrator.



The image below shows the Vision Fashion site as viewed by an External Candidate.



Site Builder Configuration Settings

Site Builder Configuration Settings

The Site Builder configuration section provides access to settings relating to the ability to create multiple new sites related to the organization's main site, see a list of all sites in the organization's implementation, edit site-specific settings, edit site branding, and edit site pages.

Configuration

Settings for the Site Builder configuration are listed in the following table.

Settings

Name	Description
------	-------------

Configuration > Site Builder > All Sites

Create New Site	Allows entry of a new site name and site URL path to create a site based on the default site. Once the name and path are saved the site appears in the list of existing sites, and the Site Builder tools can be used to complete the editing and customization of the site.
List of Existing Sites	Allows viewing and editing of existing sites in your implementation.
Site Name and URL Link	Allows viewing of an existing site's name, and opening of the site to see it in deployed mode, respectively.

Configuration > Site Builder > Edit Site Settings

General

Program Name	The client's name for their jobs and/or referral program (e.g. Vision Sourcing).
Short Name	The client's short name for their jobs and/or referral program (e.g. Vision).
Site Mode	Select from Jobs, Referrals, or Jobs and Referrals.
Referral Only Authentication Display	Enables Administrators to hide the Sign Up and Sign In buttons that display on sites configured as Referral Only. This setting only impacts sites with Site Mode configured as Referral Only. Sites with Site Mode configured as Job Site Only or Job Site and Referral are not impacted by this setting.
Site Vanity Domains	Customers with multiple brand identities, aligned to unique sites in Sourcing, can configure a vanity URL for each site here.
Google Analytics ID	Enables entry of customer site specific Google Analytics code to track site activity in Google Analytics. When code is present here, it appears in source code for front-end (e.g. Portal or Home) pages to enable Google Analytics tracking.
Google Analytics Dashboard	Use the link stating "Click here to open Google Analytics dashboard" to access the site's Google Analytics dashboard.

Category and Location Pages

Category Landing Page	Enables landing pages based on job categories.
Location Landing Page	Enables landing pages based on job locations.
Enable State/Prov. Pages	Enables location landing pages based on states and provinces. A list of countries displays. For each country a counter shows the number of states or provinces enabled as landing pages, and the total number of states or provinces. Click on a country name to open a list of the states or provinces for the country. Use the toggle to enable or disable the landing page for each state or province.

Jobs

Filter Jobs by Country	Select which countries to include in the jobs for this site.
Filter Jobs by Company	Select which companies to include in the jobs for this site.
Filter Jobs by Career Section	Select which career sections to include in the jobs for this site.
Reload Job Results	Reload job listings in all relevant landing pages. Reload this page to update Location Landing pages (above).
Upload Friend's Resume	Available to trusted referrers only. User has the ability to upload a friend's resume.

Settings	
Name	Description
Country Filter	Enables country facet in jobs search, campaign creations and country filter in analytics.
Display Country After Location	Enables display of Country after Location on Job Details page.
Company Filter	Enables company facet in jobs search, campaign creations and company filter in analytics.
Start Date Range	Enables start date range.
Languages	Enables Languages facet in jobs search.
Show Hot Flags to Trusted Referrers	Enables showing flagged Hot Jobs to trusted referrers.
Show Hot Flags to External Users	Enables showing flagged Hot Jobs to external users.
Home Page	
Maximum Number of Category Tiles to Display	<p>Selects maximum number of category tiles for display on the Home page. Promotes category landing pages by displaying tiles for the top landing pages that are published. Tile display is based upon the following criteria:</p> <ol style="list-style-type: none"> 1. The user has categories listed in their preferences, and there are more than 2 open jobs for that category, or, 2. The system fills the rest of the tiles based on the published categories that have the most New jobs.
Anonymous Activity Feed	Hide all names and pictures from Activity Feed.
Referrer Activity	If the Site Mode supports referral capabilities, show the user their referral activity via a widget in the sidebar.
Show External ID in Referrer Activity	Enables display of external ID in Referrer Activity.
Search	
Country List Filter	Select which countries will show up in PlaceFinder jobs search.
Maximum Number of Results	Enter maximum number of results to show in PlaceFinder jobs search.
TEE Account URLs	
Submit Profile URL - Guests	Allows the links Go to Profile and My Submissions to target career sections configured for their Sourcing privilege class allowing candidates to go through the targeted flows.
Manage Profile URL - Guests	
My Submissions URL - Guests	Allows the links Go to Profile and My Submissions to target career sections configured for their Sourcing privilege class allowing candidates to go through the targeted flows.
Submit Profile URL - Employees	Allows the links Go to Profile and My Submissions to target career sections configured for their Sourcing privilege class allowing candidates to go through the targeted flows.
Manage Profile URL - Employees	
My Submissions URL - Employees	Allows the links Go to Profile and My Submissions to target career sections configured for their Sourcing privilege class allowing candidates to go through the targeted flows.
Configuration > Site Builder > Edit Site Branding	
Content Colors	
Body Background	Enter hexadecimal value.
Font	Enter hexadecimal value.
Link	Enter hexadecimal value.

Settings	
Name	Description
Link Hover	Enter hexadecimal value.
Title	Enter hexadecimal value.
Icon	Enter hexadecimal value.
Search Banner Background	Enter hexadecimal value.
Navigation Colors	
Header Background	Enter hexadecimal value.
Navigation Link	Enter hexadecimal value.
Navigation Link Selected	Enter hexadecimal value.
Navigation Link Underline	Enter hexadecimal value.
Sub-Navigation Link	Enter hexadecimal value.
Sub-Navigation Link Active	Enter hexadecimal value.
Footer Background	Enter hexadecimal value.
Footer Text	Enter hexadecimal value.
Footer Link	Enter hexadecimal value.
Footer Link Underline	Enter hexadecimal value.
Button Colors	
Primary Background	Enter hexadecimal value.
Primary Text	Enter hexadecimal value.
Secondary Background	Enter hexadecimal value.
Secondary Text	Enter hexadecimal value.
Search Background	Enter hexadecimal value.
Search Text	Enter hexadecimal value.
Create Background	Enter hexadecimal value.
Create Text	Enter hexadecimal value.
Category Tiles Colors	
Category Tile 1	Enter hexadecimal value.
Category Tile 2	Enter hexadecimal value.
Category Tile 3	Enter hexadecimal value.
Category Tile 4	Enter hexadecimal value.
Category Tile 5	Enter hexadecimal value.
Category Tile 6	Enter hexadecimal value.
Fonts	
Body Text Normal	Enter font family name. Font family must include web-safe fonts.

Settings	
Name	Description
Body Text Bold	Enter font family name. Font family must include web-safe fonts.
Header Light	Enter font family name. Font family must include web-safe fonts.
Header Normal	Enter font family name. Font family must include web-safe fonts.
Header Bold	Enter font family name. Font family must include web-safe fonts.
Button	Enter font family name. Font family must include web-safe fonts.
Navigation	Enter font family name. Font family must include web-safe fonts.
Promo (Promotional text)	Enter font family name. Font family must include web-safe fonts.
Footer	Enter font family name. Font family must include web-safe fonts.
Messaging Body	Enter font family name. Font family must include web-safe fonts.
Messaging Header	Enter font family name. Font family must include web-safe fonts.
Configuration > Site Builder > Edit Site	
Publish	Publishes the edited site, saves the site settings.
Branding	
Logos and Images	Opens Logos and Images modal, enabling uploading of site Portal/Home page banner, Facebook Application and LinkedIn logos; and Favicon and Landing Page images.
Advanced CSS	Opens the Advanced CSS (Cascading Style Sheets) modal. Enables entry of custom, advanced CSS that works in conjunction with customer's specific branding, so that Sourcing is styled correctly for wrapping Sourcing with the customer's header, footer and sidebar navigation. This CSS is separate from the CSS that controls the colors and styling of Sourcing-specific content.
Branding	Toggles On/Off links to branding functions for page layout, pre-header and sub-footer. When activated, each link opens a modal for configuring that feature. Language-specific branding can be manually edited here. If no language-specific branding is specified, the site default language branding is displayed.
Layout	Modal enables selection from available page layouts.
Top	Modal enables entry and editing of pre-header HTML.
Bottom	Modal enables entry and editing of sub-footer HTML.
Compact Navigation	Toggles On/Off the company logo in the pre-header.
Responsive	Enables site branding to be responsive to viewing on a mobile device.
Language	
Language dropdown	Ability to preview sites in different languages.
Preview As	
User role dropdown	Administrators can select different roles to see how the site will present to different users.
Default View	Selecting this brings the user back to the Default user role, the role that they logged in with.
Landing Pages	
Category Pages	Select a category to view, edit, or share its landing page.
Location Pages	Select a location to view, edit, or share its landing page.

Settings	
Name	Description
Custom Pages	Select a custom page from a list to view, edit, or share.
Pages	
Pages (List)	Lists links to the pages in the site that can be edited with Page Editor. Click a page name link to open it in the Page Editor.
Modules	
Promo	Toggles On/Off display of the Promo block.
Top Referrers	Toggles On/Off display of the Top Referrers block.
Hero Image	Toggles On/Off display of the Hero image.
Search	Toggles On/Off display of the Search block.
Previous Searches	Toggles On/Off display of the Previous Searches block.
Categories	Toggles On/Off display of the Categories block.
Share	Toggles On/Off display of the Share block.
Social	Toggles On/Off display of the Social block.
Featured Jobs	Toggles On/Off display of the Featured Jobs block.
Activity Feed	Toggles On/Off display of the Activity Feed block.
Landing Page Image Blur	Toggles On/Off Land Page Image Blur.
Configuration > Site Builder > Create Clone of Default Site	
Site Name	Allows entry of a name for a new site that is a clone of a selected, existing site.
Site Path	Allows entry of a URL path for the cloned site.
Configuration > Site Builder > Delete Site	
Delete Site	Allows deletion of sites. Prior to deletion, the following message displays: Warning: You are about to delete this site and all it's settings. All incoming links will be rerouted to the default site. The default site cannot be deleted

Role-Specific Links to My Profile and My Submissions

The links Go to Profile and My Submissions target career sections configured for their Sourcing privilege class, or role, and users will be directed to the appropriate profiles and submissions (external and internal) based upon those privileges. The settings that allow candidates to go through the targeted flows are:

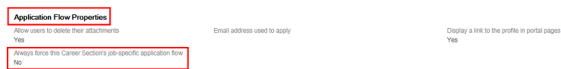
- Submit Profile URL – Guests
- My Submissions URL – Guests
- Submit Profile URL – Employees
- My Submissions URL - Employees

For customers who tether multiple career sections with different application flows to a single Sourcing site, the following is recommended:

For the career sections which are targeted by these new Site Builder settings, it is best practice for customers to configure the “Always force this Career Section’s job-specific application flow” setting in Career Section to No.

- Having this setting configured to No, ensures that candidates who edit their job submissions using the deeplink in Sourcing will be directed to the correct application flow; the flow in which the submission was originally created. A value of No here translates to saying, “Force the application flow on which this submission was originally created.”
- This configuration mitigates any perceived need for multiple links to multiple career sections for accessing the My Submissions page.

Path: **Career Section Configuration > Administration > Career Sections > Select a career section > Properties (not Application Flow Properties) > Scroll down to Application Flow Properties**



Requisition Data on Job Details Page

There are four sections on which to display up to twenty fields total for each requisition. Customers can choose which fields to display on job requisitions at the site level and can further specify whether to show those fields to internal, external or both types of job seekers. This functionality allows job seekers to better evaluate if a job is right for them by learning more details about the job using this additional job-specific information.

An editor, the Field Display and Layout Editor, is available in Site Builder which provides the interface for Administrators to configure which fields in the various sections display on the Job Details page for each site.

The four section titles can be relabeled in the dictionary if desired. Any field can reside in any section. The default sections are:

- Additional Information
- Bonus Eligibility
- Compensation
- Contact Information

Job Details Page

Requisition Fields
select one ▼
Add

Field	Employee	Non-employee
Additional Information		
Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External Opening Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Target Start Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Target End Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bonus Eligibility		
Referral Eligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Referral Bonus Amount	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compensation		
Maximum Salary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum Salary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact Information		
Hiring Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Internal Contact Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>

New fields that are added appear in the Additional Information section and inherit the existing styling, colors and fonts used to show requisition data. Drag-and-drop allows Administrators to easily move the newly added fields to different sections and to reorder the fields within sections. Fields are easily removed by clicking the Trash icon. Fields which are not populated do not appear as blank to job seekers; the label is suppressed. When a section has zero displayed fields for a user the section title is suppressed.

Fields can be activated for display to employees, non-employees, or both by using the toggle next to each field. Note that non-employees are defined as users with a relationship of Other, Alumni or Referral.

Authentication Buttons for Employees Only

A setting, Referral Only Authentication Display, enables Administrators to hide the Sign Up and Sign In buttons that display on sites configured as Referral Only.

When the site in Sourcing is in Referral Only mode, the Sign Up and Sign In buttons display to authenticate into Sourcing. When combined with authenticating into the application process on the Career Section, users perceive two separate registration experiences. These buttons can be hidden behind a link that displays as, Are you an employee? This reinforces to non employees that they do not need to authenticate in Sourcing in order to apply to jobs.

Clicking the Are you an employee? link surfaces the Sign Up and Sign In buttons along with a Not an employee? link. Clicking the Not an employee? link hides the Sign Up and Sign In buttons and reverts the view. The Referral Only Authentication Display setting has two configuration options. They are:

- Sign Up and Sign In Buttons for All Users – The Sign Up and Sign In buttons will display to all users and no Are you an employee? link displays.
- Employee Prompt Before Sign Up and Sign In – The Are you an employee? link displays and the Sign Up and Sign In buttons display only after clicking that link.

Note:

- Employees who are loaded through the synch still have to sign up to claim their accounts.
- This setting only applies to Referral Only mode and has no impact on the other site modes.
- This feature does not prevent non employees from using the Sign Up button. Its purpose is limited to being a visual reinforcement of the intended audience of the authentication buttons.

User Cookie Acceptance

The Display Cookie Acceptance setting enables Administrators to either advise jobseekers on the site's use of cookies or to require jobseekers to agree to the site's use of cookies prior to using their jobs site.

The configuration setting allows Administrators to select whether to display the Cookie Blocking Modal, the Cookie Advisory Banner or no cookie policy information at all. The Advisory Banner is informational so users may dismiss the banner and will be able to continue with all actions on the site. The Blocking Modal forces agreement. The user will not be able to continue using the site unless they click Accept. If users dismiss the banner or agree to the modal, another cookie is loaded and the banner or modal will not show again for that site. However, if cookies are cleared from a device, the previously dismissed banner or previously agreed to modal will reappear. All of these actions are site-specific.

At upgrade the Display Cookie Acceptance setting is set to None. Administrators can choose to display either the Advisory Banner or the Blocking Modal by accessing the Site Builder's configuration and clicking the Gear icon next to the site that is to be configured. Administrators click the Pencil icon next to the Display Cookie Acceptance setting and select either the Advisory Banner or Blocking Modal.

7 Users Configuration

Users Configuration Settings

Users Configuration Settings

The Users section provides access to settings relating to the user settings configuration; as well as user registration, login, login redirect, trusted referrer, top referrer, priority referrer, and recruiter settings.

Configuration

Settings for the Users configuration are listed in the following table.

Settings	
Name	Description
Configuration > Users > General	
Username Display Max Length	Enter the maximum number of characters for the username display on the Home page's user settings link.
Trusted Referrer Relationship IDs	Enter the relationship IDs of the user roles that are considered trusted referrers. If multiple values then enter in a pipe delimited format. For example, for alumni and employees, enter "10 20".
Configuration > Users > Registration	
Choose Relationship	Require registrants to select their relationship to the company during the registration process.
Employee Number Validation	If Choose Relationship is enabled, require registrants to input their Employee Number when selecting an Employee relationship on the Registration modal.
Choose Department and Location	If Choose Relationship is enabled and Employee Number Validation is disabled, require registrants to select their corresponding Department and Location when selecting an Employee relationship on the Registration modal.
Choose Locale in Registration	Enables registrants to choose their language locale in the Registration modal.
Terms and Conditions Check	Enables Terms and Conditions checkbox and link on the registration modal.
Configuration > Users > Login	
Partially Log In the Likely User	When enabled, partially logs in trusted referrers navigating from recruiter emails, when their identity is reasonably known (such as via email campaign link tracking).
Configuration > Users > Login Redirect	
Front End User	Sets the login redirect URL for front-end users.
Recruiter	Sets the login redirect URL for recruiter users.
Administrator	Sets the login redirect URL for administrator users.

Settings	
Name	Description
Supreme Administrator	Sets the login redirect URL for Supreme Administrator users.
Configuration > Users > Top Referrers	
Show to Candidates	<p>Regulates if the Top Referrers modal will be available to users other than trusted referrers. Top Referrers are scored using these criteria:</p> <ul style="list-style-type: none"> • Job shares • Clicks resulting from job shares • Apply starts from job shares <p>Each criterion is weighted according to your preferences. In order to be eligible as a Top Referrer, users must meet a configurable minimum Qualifying Score.</p>
Qualifying Score	Sets qualifying score for top referrers.
Referral Weight	Sets "job shares referral" weight.
Click Weight	Sets "clicks resulting from job shares" weight.
Candidate Weight	Sets "candidate apply starts from job shares" weight.
Hired Weight	Sets "candidates hired" weight.
Configuration > Users > Priority Referrer	
Priority Referral Enabled	Enables passing of priority referrer parameter in the ATS (Applicant Tracking System) URL.
Parameter Name	Enter parameter name (e.g. pr_flag).
Parameter Value	Enter parameter value (e.g. true).
Configuration > Users > User Settings	
Choose Locale in User Settings	Enables locale selector in User Settings (Name) > Settings.
User Settings in Additional Fields	Sets any additional fields for the User Settings (Name) > Settings.
Location User Preference	Describes how job locations are formatted across the application. Valid keywords are: City, State, Country, Municipality and Address. Valid delimiters are dashes, commas and pipes.
Hierarchical Location Selector	When enabled, allows the selection of locations through choosing levels such as country, state or province, city, and address.
Configuration > Users > Recruiters	
Invite a Recruiter	Enables the ability of administrators to send email invitations to recruiters via the application.
Grant Recruiters Access to Referral On Demand and Talent Community Campaigns	Enables recruiters to have access to create and manage Referral On Demand (ROD) and Talent Community (TC) campaigns.
Notify Starred Recruiters on Job Apply	When a user begins an application to a particular job, notify recruiters that have starred that job of this activity via email.
Recruiter System Notifications	On/Off toggle is provided for each recruiter in the system, whether or not to receive system notifications.

Location Display Behavior

Duplicate Location Display Solution

Administrators define the location levels in Sourcing using the Location User Preference setting. Prior to 15B.6, if the location data that came over from SmartOrg had levels below what was defined in Sourcing, Sourcing would show multiple, duplicate locations representing those lower levels. If, for example, Sourcing was configured with Country, State and City (US, CA, San Francisco) and SmartOrg went a level below that (Country, State, City, Address), each location with a different address would show as a duplicate result, displaying only as US, CA, San Francisco; Sourcing hid the children. If US, CA, San Francisco had Folsom Street, Lombard Street and Post Street in SmartOrg, Sourcing displayed US, CA, San Francisco three separate times. Now, in 15B.6, there are no more duplicate locations representing the elements on the hidden level. Selecting the parent will include the elements for all its children resolving duplicate locations being listed for levels lower than the Location User Preference setting in Sourcing.

Places within Sourcing where this is resolved include:


- Job Search (with Geolocation Search disabled)
- Location Selector on Sign-Up page
- Location Facet in Job Search
- Location Facet in Campaigns
- Preferred Locations on Settings page
- Preferred Locations on Job Alerts sign-up
- Location picklist in Analytics

Increased Location Display

The limit for the location list in Sourcing is 9,999 as of 15B.6. Organizations with even larger location tables and a need for more than 9,999 locations may contact Oracle Support and log a Service Request to increase their limit.

Display Jobs on Children of Search String

If users are searching for jobs with Geolocation Search disabled, historically an exact match of the search string must be entered to find jobs in that location. In 15B.6, we are adding children to the search results of the exact matches for the levels configured in the Location User Preference setting. For example, if the Location User Preference has been configured for the Country, State and City levels (US, CA, San Francisco), and there are children of that string, i.e., Address levels (US, CA, San Francisco, Folsom Street), those children of exact matches are now included in the search results as well.

 **Note:** For performance reasons, when the location searched has fewer levels than the Location User Preference configuration and is higher in the location tree, rather than a child, then it is still the case that only the jobs of an exact match are surfaced.

Hierarchical Location Selector

The Hierarchical Location Selector enhances usability by introducing a user interface pattern which allows the selection of locations through choosing levels such as country, state or province, city, and address.

Administrators can choose to display the new hierarchical selector to users that are:

- Signing up for Job Alerts
- Managing location preferences in Settings
- Creating a user account using the Sign Up button (if displayed)

The screenshot shows a 'Sign up for Job Alerts' form with the following fields and options:

- Name ***: Two input fields containing 'Ryan' and 'Taylor'.
- Email ***: Input field containing 'ryan@invalidemail.com'.
- Interests ***: Two tags: 'Coffee Bar X' and 'Community and Social Services X'.
- Locations ***: A series of dropdown menus for Country (United States), State (New York), Municipality (Long Island), and City (select one), each with a 'Clear' button.
- Add**: A button to add a location.
- Added Locations**: Three tags: 'United States, New York City, New York X', 'United States, New York X', and 'United States, Westchester, New York X'.
- Send alerts every**: A dropdown menu set to 'Week'.
- Agree to Terms & Conditions**: A checkbox.
- Buttons**: 'Cancel' and 'Sign up' buttons.

Users select locations by drilling into the location levels displayed. Locations can be added at any level by clicking Add. Individual levels can be cleared by clicking Clear.

The Hierarchical Location Selector setting must be enabled for the hierarchical selector to display. The setting resides in Configuration > Users. The setting is delivered disabled; to enable the setting click on the toggle.

Two other settings drive which levels display in the hierarchical selector and, in which order those levels display. The Location User Preferences setting (Configuration > Users > User Settings) determines which levels display in the Hierarchical Location Selector. Only the levels configured here will display in the hierarchical selector as choices for users. However, the order in which the levels are listed in this setting does not determine the order in which they'll display in the hierarchical selector. Only levels that contain elements will be displayed.

The OLF Locations Levels setting (Configuration > Taleo > Taleo Enterprise Edition) determines in which order the levels are displayed. Having the order of the levels configured with respect to this setting ensures that the Hierarchical Location Selector displays the levels in the same location hierarchy as in SmartOrg.

8 Social Channels Configuration

Social Channels Configuration Settings

Social Channels Configuration Settings

The Social Channels configuration section provides access to settings relating to site connectivity to Facebook, LinkedIn, Twitter and Weibo.

Configuration

Settings for the Social Channels configuration are listed in the following table.

Settings	
Name	Description
Configuration > Social Channels > Facebook	
Facebook Enabled	Enables the Facebook application/channel in Sourcing.
API Key	Enter the Facebook API key.
Application ID	Enter the Facebook Application ID.
Application Secret	Enter the Facebook Application Secret.
Facebook Quickshare	Enables Quickshare button to post to Facebook without being tethered.
Description Maximum Length	Enter the maximum length for the description.
Tab App Activation	Enables display of the Facebook Tab application.
SJD - Use Facebook App Job Link	Enables use in SJD (Social Jobs Distribution) of the Facebook application job link.
Configuration > Social Channels > Twitter	
Twitter Enabled	Enables the Twitter channel in Sourcing.
Consumer API Key	Enter the Twitter consumer API key.
Consumer Secret	Enter the Twitter consumer secret.
Configuration > Social Channels > LinkedIn	
LinkedIn Enabled	Enables the LinkedIn channel in Sourcing.
Consumer API Key	Enter the LinkedIn consumer API key.
Consumer Secret	Enter the LinkedIn consumer secret.


Settings	
Name	Description
LinkedIn API	Enables the LinkedIn API.
LinkedIn JS API	Enables the Java Script API for LinkedIn.
Configuration > Social Channels > Weibo	
Weibo Enabled	Enables the Weibo channel in Sourcing. When activated, Weibo shows up as a sharing option when an employee acts to recommend a job to a friend. This Send a Status Update (Weibo) option sends and embedded link to the friend.
API Key	Enter the Weibo API key.
Application ID	Enter the Weibo application ID.
Application Secret	Enter the Weibo application secret.
Weibo Like Share Widget	Enables the Weibo Lite Share Widget.

Facebook Integration Setup

To take advantage of the Sourcing integration for Social Job distribution and Job Sharing capabilities, users must create and register a Facebook (FB) Developer account.

To configure the Social Job Distribution and sharing functionality for Facebook on Sourcing you will need to login to Facebook with our developer account and create Facebook apps for both your staging and production Sourcing zones.

- Job Sharing: Any user with a Facebook account connected to Sourcing can share jobs using the job sharing capabilities.
- Social Job Distribution: Only users who are designated as Administrators for a Facebook page via Facebook Business Manager can use the Social Job Distribution capabilities.

 **Note:** It is best practice to create the Facebook app and enable the integration prior to loading any candidate information. This is recommended as Facebook will need to test the application and ensure it can reproduce the capabilities as described by the user.

Creating a New Facebook App

1. Go to <https://developers.facebook.com/apps/>
 - a. Enter the Facebook user name and password for your company account. If your company does not have an account, create one.
2. Create a new app by selecting Create New App.
3. Select Website as the platform for your app.
4. Enter the App Display Name using the format CUSTOMER_NAME Sourcing and select Create new Facebook App ID.
5. Select Business as the category and select Create App ID.

6. Scroll down until you see the "Tell us about your website" section and enter your Sourcing website url and select Next.
An example of a possible Sourcing website url is `http://yourcompany.referrals.selectminds.com/`.
7. Select Share.

You have created a Facebook App to connect to Sourcing. It's from this app that you'll obtain the App ID and App Secret to configure in Sourcing.

Next, you will need to select your newly created Facebook App to obtain and enter configuration parameters to integrate Facebook and Sourcing.

Obtaining App ID and App Secret for Sourcing

You must have already created a new Facebook app. This newly created app will be used to obtain and enter configuration information for the Facebook integration to Sourcing. This task picks up from the last step of the Creating a New Facebook App task.

1. From the new window that displays after selecting Share select My Apps and then select the app you created in the last task from the list of apps.
2. Select Settings from the left panel and select the Basic tab.
 - a. Note down the App ID and App Secret. If the App Secret is hidden, select Show to display it.
You may be prompted for the company Facebook password in order to obtain the App Secret. Do so, if prompted, select Submit and the App Secret will display.
3. Still in the Basic tab, enter the App Domains, (e.g., `customer.referrals.selectminds.com`), the Contact Email, (e.g., `yourcompanyemail@companydomain.com`) and the Site url, (e.g., `http://yourcompany.referrals.selectminds.com`) and select Save.
4. Select the Advanced tab and toggle Embedded Browser OAuth Login to Yes.
5. Enter a value in the Valid OAuth redirect urls field, e.g., `http://yourcompany.referrals.selectminds.com`, and select Save Changes.

App ID and App Secret obtained and configuration parameters entered enabling user to setup the Facebook App in Sourcing to test the connection.

Users will work with their consulting partner or Oracle Support to configure a Sourcing instance to utilize and test the developer account.

Setting Up and Testing a Facebook App in Sourcing

Users should already have created a new Facebook app and obtained the App ID and App Secret by completing the two previous tasks titled, Creating a New Facebook App and Obtaining App ID and App Secret for Sourcing. You will need to work with your consulting partner or open a Service Request with Oracle Support to help you through the steps in this task.

1. Work with your consulting partner or Oracle Support to configure your Sourcing instance to utilize your developer account.
 - a. Provide Oracle Support the App ID and App Secret you obtained from creating your Facebook app.
2. Once Oracle Support informs you that your Sourcing zone has been configured with your Facebook App details connect your Sourcing account to the Facebook account associated with the Facebook app you recently created.
Next, you'll want to test this capability.
3. Click on a job that shows up in your site.
 - a. Select Recommend This Job.

4. Select Send a status update.
 - a. Enter a brief message about what you want to broadcast to your social network through the logged-in user and select Send.

If you receive a confirmation that states, Your job share was successfully posted on Facebook, then you have verified that this integration works.

Job share successfully posts to Facebook.

Users will next need to submit their Facebook app for review and approval by Facebook.

Submitting a Facebook App for Review and Approval

Users should already have created a Facebook app, set up this app for the Sourcing zone and tested posting an update to the Facebook profile using the Recommend Job feature. This task picks up from the last step of the Setting Up and Testing a Facebook App in Sourcing task.

1. Log into the Facebook developer's site with Sourcing's developer account:
 - o url: <http://developers.facebook.com/apps>
 - o username: CustomerEmail@CustomerDomain.com
 - o password: your password
2. Search for your app and select the App Details tab.
 - a. Enter a Short Description, e.g., Refer your friends to opportunities at our company.
 - b. Enter a Long Description, e.g., Do you know someone who would be a great asset to Company Name? Then we encourage you to refer them to our Recruitment Team! Our robust Employee Referral Program rewards you for recommending top talent to our company. We appreciate your contributions to Company Program and we look forward to growing our strong employee network together.
 - c. Complete the Explanation for Permissions field, e.g., Allows Sourcing to access your contact information to simplify the job referral and/or job application process.
 - d. Provide the url of your company's Privacy Policy, e.g., <http://yourcompany.referrals.selectminds.com/info/page3>, in this example page 3 is the privacy policy.
 - e. Provide the url of your company's Terms of Service, e.g., <http://yourcompany.referrals.selectminds.com/info/TOS>, in this example TOS represents your terms of service.
 - f. Upload 1024x1024 logo for your app icon.
3. Once all of the information in the above step is entered, select Save Changes.
4. Select Status and Review and select Start a Submission.
5. In the Select the Items you want to include in this submission modal, select `manage_pages` and `publish_actions`, then click Add 2 Items.
6. Fill out the justification for the permission being requested.
 - a. Under `publish_actions` click Add Notes.
 - b. Select Other and in the space provided enter, Allows employees to share jobs on Facebook.
 - c. Under What platforms does your app use `publish_actions` on?, toggle the Web setting to On.
7. In the step by step section, do the following:
 - a. Go to the app's home page, <http://yourcompany.referrals.selectminds.com> and select Sign up.
 - b. Sign up with Facebook and follow the instructions.
 - c. After registration is complete, search for a job from the home page and select a job from the search results.
 - d. On the Job Details page, select Recommend Friend and choose post a status update.
 - e. Click Save.

After selecting Save you should be returned to the Status and Review page.

8. In the Status and Review page, select Add Notes under `manage_pages` and when the modal opens select Other and enter the following: Administrators of the "Your Company" Sourcing application (HR Administrators and Recruiters) are able to link Sourcing to one or more Facebook pages that they own and/or administer. This allows recruiters to post job opportunities and other recruitment related messages to the timeline of their linked Facebook page.

a. Toggle the Web setting to On.

9. In the step by step section, provide steps on how a recruiter would use the app.

The following are sample steps that may be used to show how recruiters would promote jobs on Facebook.

- o Step 1: User follows the RRL of the site
- o Step 2: User clicks on the Sign In button from the upper right corner of the page.
- o Step 3: User enters the email ID and password and clicks on the Sign in button from the modal. (Note: You will need to create a dummy recruiter account that Facebook can use to verify the application behaves as it has been described.)
- o Step 4: User clicks on the Promote Jobs link from the top of the Portal page.
- o Step 5: User clicks Create button from Send Jobs to Fans and Followers Campaign section.
- o Step 6: User clicks on the Add Facebook Page link from the page. (If users social channel is not tethered with the application.)
- o Step 7: User enters credentials and logs in. (Note: This may fail if the app is not approved. You may need to approve the app first.)
- o Step 8: User selects the page by clicking the Post Jobs Now link from the page card.
- o Step 9: User selects the jobs from the job list or from the Show Only facets and clicks on Continue and Create Your Message.
- o Step 10: User selects the Interval between job post, edits the editable text from the message and clicks on Post Now.
- o Step 11: User clicks OK on the confirmation message.

10. Upload images of your Sourcing site.

11. Select Submit for Review.

Remember to disable any accounts you may have created for Facebook to validate functionality.

Facebook will notify you as to whether your app was approved. Once the Facebook app has been approved, candidates and employees will be able to use the Facebook integration to share jobs to their network. Additionally, recruiters will be able to post jobs and run campaigns on their company's Facebook page.

9 Campaigns Configuration

Campaigns Configuration Settings

Campaigns Configuration Settings

The Campaigns configuration section provides access to settings relating to Referrals On Demand (ROD), Talent Community (TC), and Landing Page campaigns.

Configuration

Settings for the Campaigns configuration are listed in the following table.

Settings	
Name	Description
Configuration > Campaigns > General	
Referral On Demand Campaigns	Enables Administrators and Recruiters to see the link for Referrals On Demand campaign creation.
Talent Community Campaigns	Enables Administrators and Recruiters to see the link for TC campaign creation.
Grant Recruiters Access to Referral On Demand and Talent Community Campaigns	Enables Recruiters to access links to the Referrals On Demand (ROD) and Talent Community (TC) campaigns in the Promote Jobs module.
Landing Page Campaigns	Enables email campaigns where recruiters set Landing pages.

Landing Pages Administration

Administrators create and maintain Landing pages in Sourcing as a means to present job search results, and other information about your organization and site. The URL link for a Landing page can be deployed by sharing in an email or on a social networking site.

Landing pages serve as focal points for candidates to find out more about similar positions. Additionally, they provide the benefit of Search Engine Optimization, attracting more users back to your site. Use Landing pages to target populations of prospects interested in jobs within a specific category or at a specific location. You can also create and share custom Landing pages with a combination of job category and location to attract candidates with special interests.

Enable Landing Pages

Administrators use the Landing Page Campaigns setting (located in the Campaigns section of Configuration) to enable Landing pages related functionality for campaigns in Sourcing. In the Site Builder configuration, Administrators can also toggle on and off the site specific settings for Landing pages.

There are three types of Landing pages:

- Category - Displays the results of a job search based on a job category.
- Location - Displays the results of a job search based on organizational locations at the city, state/province, or country level.
- Custom (Combination) - Displays the results of a job search based on a combination of job category and location, as defined by a search.

Category Landing Pages

Category Landing page functionality for a site is enabled or disabled by an Administrator, from the Site Builder Configuration area, by toggling on and off the Category Landing Page setting.

If the setting is On, the system:

- Generates and stores the information for a Landing page for each job category. Each Category Landing page has a title, image area, and job search results for all job requisitions in that category.
- Turns on the option for administrators to create Category Landing pages from the Job Search page, and deploy them for end-users to see.

If the setting is Off, it turns off the option for the Administrators to create and deploy Category Landing pages.

Administrators create Category Landing pages using the Create a Landing Page button from the Job Search page. Once a Category Landing page is published and deployed, Administrators can make edits and changes to it by clicking the Manage Landing Pages button on the Home and Promote Jobs pages.

Deployed Category Landing page links will take users to the corresponding Category Landing page.

Location Landing Pages

Location Landing page functionality for a site is enabled or disabled by an Administrator, from the Site Builder Configuration area, by toggling on and off the Location Landing Page setting.

If the setting is On, the system:

- Generates and stores the information for a Landing page for each country, state or province. Each Location Landing page has a title, image area, and job search results for all job requisitions at that location.
- Turns on the option for Administrators to create these Location Landing pages from the Job Search page, and deploy them for end-users to see.

If the setting is Off, it turns off the option for the Administrators to create and deploy Location Landing pages.

Administrators create Location Landing pages using the Create a Landing Page button from the Job Search page. Once a Location Landing page is published and deployed, Administrators can make edits and changes to it by clicking the Manage Landing Pages button on the Home and Promote Jobs pages.

Deployed Location Landing page links will take users to the corresponding Location Landing page.

Custom Combination Landing Pages

Custom Combination Landing page functionality is always enabled. Administrators create Custom Combination Landing pages from the Job Search page, by first initiating a search on a category and location. Each Custom Combination Landing page has a title, image area, and job search results for jobs relevant to the category and location.

Administrators can deploy them for end-users to see. Deployed Custom Combination Landing page links will take end-users to the corresponding Custom Combination Landing page.

Once a Custom Combination Landing page is created and deployed, Administrators can make edits and changes to it by clicking the Manage Landing Pages button on the Home and Promote Jobs pages.

Configuration

Settings to enable Landing pages are listed in the following table.

Settings	
Name	Location
Landing Page Campaigns	[Sourcing] Administrator login > [Home page] User Settings (Name) > Configuration > Campaigns > General
<ul style="list-style-type: none"> • Category Landing Page • Location Landing Page 	[Sourcing] Administrator login > [Home page] User Settings (Name) > Configuration > Site Builder > Edit Site Settings > Category and Location Pages

10 Talent Community Configuration

Talent Community Configuration Settings

Talent Community Configuration Settings

The Talent Community configuration section provides access to settings relating to the general talent community, user registration, job alert schedule, and candidate referral marketing (CRM) redirect for the site.

Configuration

Settings for the Talent Community configuration are listed in the following table.

Settings	
Name	Description
Configuration > Talent Community > General	
Talent Community Enabled	Enables users to subscribe to Talent Community (TC) automatic alerts.
Talent Community Campaigns	Enables Administrators and Recruiters to see the link for TC campaign creation.
Limited Access to Referrals to Trusted Referrers	Enables limiting Talent Community automatic alerts to only referrals from trusted referrers.
Configuration > Talent Community > Registration	
Modular Registration	Enables modular way to subscribe to Talent Community.
Choose Relationship	Require Talent Community registrants to select their relationship to the company during the registration process.
Allow new user Sign Up with company Email Domain.	Enables Administrators to allow or prevent the creation of new users using the company email domain.
Configuration > Talent Community > Schedule	
Day to Send Weekly Alert	Sets the day of the week for the weekly alert.
Day to Send Monthly Alert	Sets the day or the week for the monthly alert.
Configuration > Talent Community > CRM Redirect	
CRM Redirect Enabled	Enables the candidate referral marketing (CRM) redirect. When you prefer to use your organization's own CRM system, any Sourcing promotions or links to join the Talent Community or sign up for job alerts will send the user to the URL you configure for the external CRM.
CRM Redirect URL	Sets the URL for the CRM redirect.
Configuration > Talent Community > Additional Fields	

Settings	
Name	Description
Talent Community Additional Fields	Sets any additional fields for the Talent Community.

Prevent Sign Up with Company Email Domain

A setting, Allow new user Sign Up with company Email Domain, enables Administrators to allow or prevent the creation of new users using the company email domain.

This configuration option allows Administrators to prevent users from registering as new users using email addresses which include the customer's corporate email domain, which would mark that user as an employee. This feature closes a backdoor which permitted non employees to view jobs posted only internally.

Messaging and error handling informs users that a company domain cannot be entered into the Email field (when the setting is disabled). Users will be informed that this is an invalid action when they attempt to enter a company domain in the following areas:

- Sign Up for Job Alerts
- Sign Up (Referral Only mode)
- Settings page
- Apply modal
- Upload Friend's Resume

The Allow new user Sign Up with company Email Domain setting has two configuration options. They are:

- Enabled (On) – Allows creation of new system users with addresses using the company email domain.
- Disabled (Off) – Does not allow creation of new system users with email addressed using the company email domain.

Note:

- Loaded employees still use the Sign Up button to claim their account for first time use.
- Disabling this setting is recommended for customers where all employees are in the system already and where there is no use case where an employee should need to register as a new user.

11 Taleo Configuration

Taleo Configuration Settings

Taleo Configuration Settings

Sourcing's Taleo configuration section provides access to settings relating to the Oracle Taleo Business Edition (TBE) and Oracle Taleo Enterprise (TE) integrations for the site.

Configuration

Settings for the Taleo configuration are listed in the following table.

Settings	
Name	Description
Configuration > Taleo > Taleo Business Edition	
TBE Enabled	Enables Taleo Business Edition (TBE) integration with Sourcing.
SSO Verifying Key	Sets the TBE SSO verifying key.
Signing Key	Sets the TBE signing key.
Configuration > Taleo > TBE Employee Connector	
Last Synchronized Date	Displays date employees were last synchronized between Sourcing and TBE.
Synchronize Employees	Synchronizes Sourcing's user base with that of the associated TBE instance by retrieving and uploading a user feed containing records of all new users in TBE since the Last Synchronized Date. Can replace doing this import of job and employee data with a third-party job scrape.
Feed Schedule	Sets the automated running of the Synchronize Employees feed on a daily, weekly or monthly schedule.
API URL	Enter the URL for the TBE zone you are integrating with.
Username	Enter the TBE account username for the integration user.
Password	Enter the TBE account password for the integration user.
Company Code	Enter the TBE company code.
Configuration > Taleo > Taleo Enterprise Edition	
TEE Enabled	Enables TE integration with Sourcing.
TEE Version	Enter the TE version.
TEE Base Domain URL	Enter the TE base domain URL.

Settings	
Name	Description
Username	Enter the TE account username.
Password	Enter the TE account password.
Use LDAP	Enables the use of LDAP.
Upload Resume	Enables the display of the Upload Resume button.
Unique Email Constraint	Enables the Unique Email Constraint to be active.
Accept Referrals for Known Candidates	Enables referrals for known candidates.
Allow Adding Employees	Enables employees to be added to TE.
Allow General Candidates	Enables allowing for a general submission of a candidate not attached to a job. This feature only works if TE allows general submissions. When activated, a button at the top of the Home page allows an option for a logged-in employee to submit a friend's resume. On the Upload Friend's Resume modal the employee enters their friend's contact information and can upload their resume. When the resume is uploaded in this fashion it creates a profile in TE for the friend.
Allow Integration Sending Email	Enables allowing emails from the TE system.
OLF Location Levels	Map the TE OLF (Organization, Location and Job Fields) locations to Sourcing address, municipality, city, state or province, and country fields.
Refresh Job Location Levels	Refresh all location mapping between Sourcing and TE. Use this only if needed. Normally this is refreshed as part of the TE Job Feed integration on a regular schedule.
OLF Category Level	Map the TE OLF (Organization, Location and Job Fields) job fields to Sourcing job category.
OLF Organization Level	Map the TE OLF (Organization, Location and Job Fields) job fields to Sourcing company (organization) facet.
Configuration > Taleo > Taleo OLF Structure	
Organizations	Click the folder icon to display the TE organization tree imported from the TE Job Feed integration.
Locations	Click the folder icon to display the TE location tree imported from the TE Job Feed integration.
Job Fields	Click the folder icon to display the TE job category tree imported from the TE Job Feed integration.
Map Previous Location Data to Taleo	For existing customers who are upgrading from use of a job scrape to use the job feed integration. Use to run a query to match job location data already in Sourcing to TE.
Map Previous Category Data to Taleo	For existing customers who are upgrading from use of a job scrape to use the job feed integration. Use to run a query to match job location data already in Sourcing to TE.
Configuration > Taleo > Taleo Career Section	
Synchronized Career Sections	Provides synchronization of active CSs from TE to load jobs from. Click the Edit (Pencil) icon to display a list of the CSs available from the TE Job Feed integration. Use the toggles to turn On/Off the CSs you want to activate/deactivate for use with Sourcing. Activating a career section makes available the jobs from that CS to end-users in Sourcing.
Configuration > Taleo > Taleo Enterprise Edition Job Connector	
Manual Job Synchronization	Runs the TE Job Feed integration on demand or at a designated point in time.
Run On Schedule	Enables the setting of a schedule for automated running of the TE Job Feed integration on a recurring schedule.
Feed Schedule	Sets the TE Job Feed integration run schedule. Valid values vary from every 3 minutes to every 24 hours.

Settings	
Name	Description
Configuration > Taleo > Synchronize Employees with TEE Zone	
Last Run Date	Date the feed was last run.
Synch all Employees Now	Triggers a feed of all employees from TEE.
Synch Delta Employees Now	Triggers the import of changes to employees.
Deltas Days Ago	Sets how far back the delta synch should look for changes.
Employee Synch Page Size	
Run on Schedule	Toggle for running the feed on schedule.
Employee Synch Schedule	Timing for when the synch should be run.
Configuration > Taleo > TE Account URLs	
Submit Profile URL	Enter the TE CS's Submit Profile URL.
Manage Profile URL	Enter the TE CS's Manage Profile URL.
My Submission URL	Enter the TE CS's My Submission URL.
Configuration > Taleo > Taleo Direct (Multiple Career Sections)	
Allow Multiple Career Sections for Handoff	Enables ability to handoff candidates in a direct application flow to one of multiple TE CSs.
Multiple Career Sections URL Format	Enter the URLs for the multiple CSs.
Configuration > Taleo > Taleo Direct (External)	
Taleo External Desktop URL Format	Sets the URL format for an external candidate, desktop user's direct application flow to a TE career section.
Taleo External Desktop Career Section Path	Enter the external candidate, desktop user's TE career section URL path.
Taleo External Mobile URL Format	Enter the URL format for an external candidate, mobile user's direct application flow to a TE career section.
Taleo External Mobile Career Section Path	Enter the URL format for an external candidate, mobile user's TE career section URL path.
Configuration > Taleo > Taleo Direct (Internal)	
TE Internal Desktop URL Format	Sets the URL format for an internal candidate, desktop user's TE career section.
TE Internal Desktop Career Section Path	Enter the internal candidate, desktop user's TE career section URL path.
TE Internal Mobile URL Format	Sets the URL format for an internal candidate, mobile user's TE career section URL.
TE Internal Mobile Career Section Path	Enter the internal candidate, mobile user's career section URL path.
Configuration > Taleo > Candidate's Statuses Updated	
Candidate Status Synch	Enables the TE Candidate Status Synchronization integration feed. The TE job submission status for external and internal candidates are exported to Sourcing in an API feed, so the appropriate candidate job submission statuses are displayed in Sourcing. When this setting is turned On the job submission information is shown to recruiters, referrers of a candidate, and candidates themselves.

Settings	
Name	Description
Update Schedule	Sets the automated running of the TE Candidate Status Synchronization integration feed on a recurring basis. Valid values are Off, Daily, Twice a Day and Four Times a Day.

Integrations Administration

Administrators can set up integrations between Sourcing and other applicant tracking systems (ATS), and human resources information systems (HRIS). Some of the integrations can be complex and require implementation by Oracle.

Sourcing integrations fall into the following categories:

- Oracle Taleo integrations
- Job Feed integrations
- Employee Data integrations
- Applicant Tracking System (ATS) integrations
- Additional Sourcing/TE integration settings

Oracle Taleo Integrations

This implementation task is to verify the basic configuration settings required if your implementation includes integration with either Oracle Taleo Business Edition (TBE) or Oracle Taleo Enterprise (TE). These settings are configured by Oracle at the beginning of an implementation.

Configuration

Basic enabling configuration settings for Oracle Taleo integrations are listed in the following tables.


Basic Settings for TBE Integration	
Name	Location
TBE Enabled	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > Taleo Business Edition
API URL	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > TBE Employee Connector
Username	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > TBE Employee Connector
Password	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > TBE Employee Connector

Basic Settings for TE Integration	
Name	Location
TE Enabled	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition
TE Version	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition
TE Base Domain URL	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition
Username	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition
Password	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition

Job Feed Integrations

This implementation task is to integrate your organization’s open job requisitions to Sourcing, whether from your career site, an Oracle Taleo application or another non-Taleo ATS. Prior to Sourcing 15A, customers needed to choose either the Job Feed API Integration introduced in 14B or the standard third-party job scrape to transfer job information. Now, they can use both. Customers can choose to use both the Job Feed API and the standard job scrape instead of selecting one method over the other to better meet their needs. This allows customers to either grab jobs from different ATS’s or include additional data from the job feed.

- In the case where the Job Feed API is used to populate jobs, jobs can also be populated by the standard job feed without causing issue to the Location table.
- Once the Job Feed API is running, the user can add new jobs through the third-party scrape.
- The third-party locations are matched to TE locations.

 **Note:** If a client is using a third-party job scrape, they must first migrate to using the TE API Job Feed, and then re-establish the feed from the job scrape to use both methods. The steps to set up the API Job Feed can be found in the documentation for Release 14B.

Job Requisition Integration via Job Scrape

One way this integration can be accomplished is for Oracle to initiate a job scraping process through a third party vendor. This is the traditional method used prior to release 14B, and requires Oracle implementation. Job scrape is required for customers with non-Taleo ATSs.

TBE Job Integration

For TBE customers, the job scrape can be replaced by setting up an API feed from the TBE zone.

Configuration

Configuration settings for the TBE job integration are listed in the following table.

Settings	
Name	Location
Last Synchronized Date	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > TBE Employee Connector
Synchronize Employees	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > TBE Employee Connector
Feed Schedule	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > TBE Employee Connector
API URL	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > TBE Employee Connector
Username	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > TBE Employee Connector
Password	[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > TBE Employee Connector

TE Job Feed Integrations

Beginning with Sourcing version 14B, customers can synchronize open requisitions from Oracle Taleo Enterprise's career sections to Sourcing by leveraging the TE Job Feed API, which integrates jobs at regular intervals or on demand. The API sends Sourcing:

- TE organization, location and job field (OLF) information.
- TE job requisition information, including the association for which CS a job is posted at.

This feature requires both TE and Sourcing version 14B or later. The Job Feed benefits customers who use both CS and Sourcing, as well as those who use Sourcing as a front-end to CS. It provides the ability to self-manage the transfer of OLF data from TE to Sourcing, replacing the need to engage third party services to perform job scrapes. Once the Job Feed is configured, Sourcing requests OLF and jobs information from TE at regular intervals or on demand, and the API sends the information to the Sourcing database.

To set up the job feed integration the administrator performs the following high-level steps:

1. Review the details of the TE OLF structure in the TE Configuration module's SmartOrg Administration section.
2. Configure the OLF structure, Career Section synchronization, and Job Feed settings in the Sourcing Configuration area's Taleo section.
3. Run the initial job feed load.
4. Review the results of the job feed in the Sourcing application to verify intended results.

Job Requisition in Multiple Languages

When an administrator sets up a Job Feed integration between TE and Sourcing, TE sends job fields that are translated or relate to the job requisition language (e.g. title, title (by manager), description internal, description external, qualifications internal, qualifications external, base language). Translated information from TE is mapped to the locales/languages in Sourcing.

Job Category

When an administrator sets up a Job Feed integration between TE and Sourcing, they can map which fields in the TE Job Field correspond to the Sourcing Job Category. This provides Sourcing a synchronized view of that component of the TE Organization, Location, and Job Field (OLF) structure. In the Sourcing Configuration area a read-only browser is populated for viewing the job field (job category level) tree information. If the API feed is run on regular intervals the Sourcing tree is updated

when job fields are changed in TE. The data feed from TE also populates the corresponding job category facet in Sourcing, which is used throughout Sourcing (e.g. for category landing pages and job searches).

Job Location

When an administrator sets up a Job Feed integration between TE and Sourcing, they can map which fields in the TE Location correspond to the Sourcing city, state/province and country. This provides Sourcing a synchronized view of that component of the TE Organization, Location, and Job Field (OLF) structure. In the Sourcing Configuration area a read-only browser is populated for viewing the location tree information. If the API feed is set to run on regular intervals the Sourcing tree is updated when location fields are changed in TE. The data feed provides Sourcing all the different TE job locations, including secondary locations for a job, so that Sourcing can use them in job searches.

Job Organization

Customers that have different companies in TE and who want to be able to use them as facets in Sourcing (while running the Job Feed API), now have a tool to map the Organization in the OLF to a Company facet.

- When used, the mapping function maps Organization to a company or brand.
- When activated, this creates a facet in the Job Results page from which users can filter jobs.
- When activated, this allows the Administrator to filter sites based on company (organization).

 **Note:** For a job to show up on the Job Details page, the Company filter must be enabled in the Site Builder.

To use this feature, users must go into the configuration and set the Organization level. It is recommended that customers minimize the number of times that the Organization mapping is changed; this should only happen during setup or while changing the organization in SmartOrg.

Career Sections

When an administrator runs the Career Section synchronization between TE and Sourcing, and subsequently a candidate applies to a job, Sourcing can route the candidate to the most appropriate CS application flow.

Currency Fields

Currency is part of the job feed, and represented as a text value (e.g. USD for United States Dollars). The currency displayed to a candidate is that for their selected language locale.

sourcing

Date Override on Manual Job Synchronization

If it is discovered that a job that resides in Recruiting did not come over into Sourcing through the scheduled Job Synchronization, a new Manual Job Synchronization feature enables the Administrator to correct this error. The scheduled Job Connector requests requisitions with a last modification time and date since the last time it ran. If there are jobs, which for some anomaly did not synchronize into Sourcing, the Manual Job Synchronization can be invoked to retrieve the missing jobs. Administrators enter a date into the Manual Job Synchronization and the synchronizer will request all jobs that are currently posted on the tethered career sections with a last modification date on or after the date selected.

When no date is selected, clicking the Synchronize Now button will request jobs from Recruiting that were modified or posted after the last time the Job Connector ran. Selecting a specific date will request jobs from Recruiting which were modified or posted after the date entered.

Employee Data Integrations

This implementation task is to integrate your organization's employee data to Sourcing, whether from an Oracle Taleo application or another Human Resources Information System (HRIS).

The HRIS integration for most Sourcing customers consists of a flat file delivery to an Oracle hosted sFTP server. The upload file must be in CSV format, and in accordance with Oracle specifications. Customers go over file specifications, data fields and delivery processes with Oracle during implementation. Existing Oracle Taleo customers who use Oracle Taleo Performance Management (PM) can also leverage a PM extract in lieu of an additional inbound integration that they would need to develop to send the employee data into Sourcing. Oracle implementation is required. For customers wanting to establish a direct feed from their HRIS to Sourcing, an Employee Feed API integration is offered.

It is recommended customers do a full re-synchronization of all employees with the Synch ALL Now button which invokes a manual resynchronization. This is so that the additional datafields which are added to the Employee Sync are brought over into Sourcing.

Employee Feed API Integration

The Employee Feed is an Oracle Taleo Enterprise (TE) integration based on an API. The Employee Feed provides employee information for Oracle Taleo Sourcing (Sourcing) customers that have an HRIS feed into TE without having to set up a separate user feed from HRIS to Sourcing. This integration provides the data in a familiar API with relevant fields so that it can be consumed by Sourcing.

When the Employee Feed runs, Sourcing populates new employees and deactivates terminated employees. The fields that are synchronized are:

- First Name
- Last Name
- Email
- Employee ID
- Office Location
- Department/Category

The Employee Feed calls synchronization to the OLF repository before it loads to make sure all of the available picklist values are in the database. Settings within Sourcing Configuration allow the feed to be manual or set up as a recurring feed at designated intervals. There is a trigger for a full load, and if scheduled, it can pull the delta. These configuration settings are found in Configuration > Taleo > Synchronize Employees with TEE.

Applicant Tracking System (ATS) Integrations

This integration sets up the handoff of candidates to the customer's ATS, such as Oracle Taleo Career Section.

Apply Flow Integration

Apply Flow Integration allows you to configure and direct the routing of applicants between Oracle Taleo Enterprise (TE) and Oracle Taleo Sourcing (Sourcing).

This ensures candidates are directed to the most appropriate application process when applying for a job, and have an application experience that is designed for their role (i.e. whether they are an internal, external or mobile user).

Administrator users synchronize the TE Career Sections (CS) integration by running a process from the TSS Configuration area. Once they have the synchronized career sections, they use that as the basis for where to direct users to. If this is configured, when an applicant clicks an Apply button in TSS, they get directed to an application flow in CS that:

- Exists as one of the priority CS application flows specified in the TE configuration module.

- Includes the job the candidate is applying for.
- Respects whether the applicant is internal (employee), external or a mobile user.
- Is in the same language the applicant was viewing the job from.

If the applicant is on a mobile device, and the preferred application flow does not have a mobile pairing, they are sent to a site with the job that has a mobile pairing.

Configuration

Configuration settings for the TE apply flow integration are listed in the following table.

Settings	
Name	Location
Synchronized Career Sections	[TSS] Administrator login > Configuration > Taleo > Taleo Career Sections
Allow Multiple Career Sections for Handoff	[TSS] Administrator login > Configuration > Taleo > Taleo Direct (Multiple Career Sections)

Configuration

Additional configuration settings for the apply flow integration are listed in the following table.

Settings	
Name	Location
<ul style="list-style-type: none"> • View Type • Redirect Text Enabled • Redirect Text • Employee Apply Redirect Message 	[Sourcing] Administrator login > Configuration > Jobs > Apply
<ul style="list-style-type: none"> • Default Value • Unaffiliated Value • Source Parameter Value • Alumnus Applicant Value • Employee Applicant Value • Unaffiliated Applicant Value • Referred by Alumnus Value • Referred by Employee Value • Referred by Unaffiliated Value 	[Sourcing] Administrator login > Configuration > Jobs > ATS Parameters
<ul style="list-style-type: none"> • ATS Filter • ATS Default Status ID 	[Sourcing] Administrator login > Configuration > Jobs > Filters
<ul style="list-style-type: none"> • Allow Multiple Career Sections for Handoff 	[Sourcing] Administrator login > Configuration > Taleo > Taleo Enterprise Edition > Taleo Direct (Multiple Career Sections)

Settings	
Name	Location
<ul style="list-style-type: none"> Multiple Career Sections URL Format 	
<ul style="list-style-type: none"> TEE External Desktop URL Format TEE External Desktop Career Section Path TEE External Mobile URL Format TEE External Mobile Career Section Path 	[Sourcing] Administrator login > Configuration > Taleo > Taleo Enterprise Edition > Taleo Direct External
<ul style="list-style-type: none"> TEE Internal Desktop URL Format TEE Internal Desktop Career Section Path TEE Internal Mobile URL Format TEE Internal Mobile Career Section Path 	[Sourcing] Administrator login > Configuration > Taleo > Taleo Enterprise Edition > Taleo Direct Internal
<ul style="list-style-type: none"> Candidate Status Synch Update Status 	[Sourcing] Administrator login > Configuration > Taleo > Taleo Enterprise Edition > Candidate Status

For more information see the [Jobs Configuration](#) chapter of this guide.

Additional Sourcing and TE Integration Settings

This implementation task is to ensure certain additional Sourcing integration-related settings match those for the TE Recruiting Administration configuration.

Configuration

Configuration settings for these additional settings are listed in the following table.

Additional Sourcing/TE Integration Settings		
Setting in Sourcing / Location	Corresponding Setting in TE / Location	Comments
Unique Email Constraint [Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition	Email Uniqueness [TE] Configuration > Recruiting Administration > General Configuration > Settings	Controls how the integration determines if a candidate exists in TE in order to get the Candidate ID and associate the referral information to the candidate profile
Accept Referrals for Known Candidates [Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition	Accept Referrals from Employees for Known Candidates [TE] Configuration > Recruiting Administration > General Configuration > Settings	Enables referrals from employees for known candidates
Allow Integration Sending Email	Allow Integration Sending Email	Validate the TE setting and make sure it matches in Sourcing. If TE is set to No, Sourcing should be set to Off.

Additional Sourcing/TE Integration Settings		
Setting in Sourcing / Location	Corresponding Setting in TE / Location	Comments
[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition	[TE] Configuration > General Configuration > Settings	<p>If Sourcing is Off, enable the following email settings in Sourcing:</p> <ul style="list-style-type: none"> • Notify Applicant of Behalf of Taleo — Toggle • Notify Applicant of Behalf of Taleo — Text <p>[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Messaging > Automated Messaging</p>

TE OLF Structure

In preparation for setting up the organization, location and job fields (OLF) structure integration between Taleo Enterprise (TE) and Taleo Sourcing (Sourcing), administrators use TE's configuration module to review its OLF structure.

Configuration

Configuration settings for reviewing the TE OLF structures are listed in the following table.

Settings	
Name	Location
<ul style="list-style-type: none"> • Structure Management 	<p>[TE] Administrator login > Configuration > [SmartOrg] Administration > Organizations</p> <p>[TE] Administrator login > Configuration > [SmartOrg] Administration > Locations</p> <p>[TE] Administrator login > Configuration > [SmartOrg] Administration > Job Fields</p>

The following tables present examples of TE OLF structures as might be viewed in the TE SmartOrg Administration configuration section:

Organization	
Level	Description
1	Company
2	Sector
3	Department
4	Division

Location	
Level	Description
1	Country
2	State/Province
3	Region
4	City
5	Work Location

Job Fields	
Level	Description
1	Category
2	Function
3	Specialty

OLF Integration in Sourcing

Administrators use Sourcing's configuration area to synchronize Oracle Taleo Enterprise (TEE) organization, location and job field (OLF) information to Sourcing's business, country/state/province, and job categories.

The TEE Job Feed sends Sourcing the OLF information relevant to TEE job requisitions, when requested by Sourcing at intervals set in the Sourcing configuration. Jobs data and OLF structure are fetched at the same time, and the two systems are synchronized.

Sourcing Administrators use settings within TEE and the OLF Structure configuration sections to:

- Synchronize the job feed (right now or at defined intervals).
- Synchronize the employee feed (right now or at defined intervals).
- View the imported TEE OLF information in a set of read-only tree structures.
- Map the TEE location information to Sourcing address, city, state or province, and country.
- Map the TEE job field information to Sourcing job category.
- Map the TEE company information to Sourcing organization.

 **Note:** When TEE Career Section is in Maintenance Mode, the job feed synchronization is disabled. When CS is back in production mode, changes made during maintenance are fetched during the next job feed load.

Mapping TEE Locations to Sourcing

You must have Administrator access to Sourcing.

Review the TEE OLF Structure in the TEE SmartOrg Administration configuration section before initial setup or making any changes.

If this is for an initial load there is no information in the Location tree structure. Set the location levels prior to the initial load.

If the Job Feed has been loaded previously, location levels have been set before and are visible in the configuration, and the Location tree in the Taleo OLF Structure subsection is populated with data from TEE.

[Sourcing] Administrator login > [Home page] User Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition

1. Select the OLF Location Levels for the location data from the job feed to populate the location facet in Sourcing, corresponding to the Sourcing address, city, state/province and country.

Locations are used in areas of the application such as:

- o Jobs short description in Search results and email campaigns.
- o Job Details page.
- o Job search and campaigns facets.
- o Job alerts (Interests).
- o Manage Location Landing pages.

2. When you change a location level, make sure TEE is enabled, and then click the Refresh button (required). This is necessary to refresh the job location and translations data.

When the levels are set and the data refreshed, Location data is re-populated in relevant tables.

TE jobs populate in Sourcing with the location information at the configured levels.

The location data also populates the Location tree structure.

Mapping TEE Job Fields to Sourcing Job Category

You must have Administrator access to Sourcing.

Review the TEE OLF Structure in the TE SmartOrg Administration configuration section before initial setup or making any changes.

If this is for an initial load there is no information in the Job Category tree structure. Set the job category levels prior to the initial load.

If the Job Feed has been loaded previously, job category levels have been set before and are visible in the configuration, and the Job Category tree in the Taleo OLF Structure subsection is populated with data from TEE.

[Sourcing] Administrator login > [Home page] User Settings (Name) > Configuration > Taleo > Taleo Enterprise Edition

1. Select the OLF Category Level, for the job field data from the job feed to populate the category facet in Sourcing.

Categories are used in areas of the application such as:

- o Portal tiles.
- o Landing pages.
- o Job Search facets.
- o Job Search results list.
- o Job Details page.
- o Job Alerts (Interests).
- o Auto-suggest in Search.

2. When you change the Category Level, and don't want to wait for the next run of the job feed, click the Synchronize Now button.

The button is located in the Taleo Enterprise Edition Job Connector subsection.

When the level is set and the job feed run again, this will cause the TEE jobs to populate in Sourcing with the category information from that level.

The job categories and job titles also populate the Job Fields tree structure.

12 Search Configuration

Search Configuration Settings

Search Configuration Settings

The Search configuration section provides access to settings relating to the geolocation search, geocoding, PlaceFinder and Solr.

Glossary

These glossary terms and descriptions pertain to the settings for the Search configuration section:

Geocoding - A location defined as a string or semi-formatted text, then translated to standard geographical coordinates (i.e. longitude and latitude). "Reverse Geocoding" refers to longitude and latitude coordinates converted to a human-readable location description.

Geocode-based searching - Sourcing uses geocoding to convert job locations and user locations (strings) into longitude and latitude coordinates, and radius search to match users to jobs within a user-defined distance from their location.

Geolocation - The identification of a meaningful, real world location of an object, such as a street address, using its latitude and longitude coordinates. Geolocation search works in Sourcing by using the address, city, state or province, and country from the TE job feed, and coding those fields to a specific longitude and latitude.

Job Location - The geographic location where a job is based. There can be multiple locations for a job posting.

Job Location Translation - The supported language translation, if there is one, for the locale (country) the job location is in.

PlaceFinder - Geocoding technology to make applications location-aware, by converting place formats (such as street addresses or place names) into geographic coordinates and address components.

Solr Search - A search engine platform for websites with features such as faceted search, database integration and geospatial search that make it useful for performing geolocation searches.

Whitelist parser - A part of the Solr technology that is used in the geocoding process, containing a list of places around the world. In order to geocode the job location through the Oracle eLocation API correctly, the location string must be parsed into country, state/province, city and address values. The parsed values are then sent to the API and the coordinates returned to Sourcing.

Configuration

Settings for the Search configuration are listed in the following table.

Settings	
Name	Description
Configuration > Search > SOLR	
SOLR Enabled	Enables Solr search platform.
Server URL	Enter the search server URL.
Core Name	Enter the core name. Defaults to client code if blank.
Fields Queried	Enter the fields queried in the search.
Boost Query	Enter the boost query.
Configuration > Search > SOLR PlaceFinder	
Sever URL	Enter the Solr PlaceFinder server URL.
Core Name	Enter the core name.
Country List Filter	Select which countries should show up in PlaceFinder.
Maximum Number of Results	Sets the maximum number of results in PlaceFinder searches.
Configuration > Search > SOLR Data Population	
Import Jobs	Runs a process to import jobs into Solr.
Import Jobs and Delete Archived	Runs a process to import jobs and delete archived.
Import Jobs (Java Version)	Runs a process to import jobs (Java version).
Configuration > Search > Geolocation and Geocoding	
Geolocation Search Enabled	Enables Geolocation Search. When turned On, Sourcing will ask the user's location upon loading. If the user agrees, the system will prepopulate the Location Search box with their location.
Metric Default	Sets the radius search to work with metric measurements.
User Control Radius Unit	Enables the user control radius unit in job search. When enabled, if a user agrees to share their location, or types the city into the Location Search box, the Sourcing search results will find all the jobs that are within a radius of that location. The user can set the search radius distance on the Job Search page.
Default Country	Enter the default country.
Location Match Pattern	Enter the Location Match Pattern.
Geocode Job Locations	Normally done during the TE job feed to Sourcing, configured to run at set intervals. Click Geocode Jobs to run it now.
Whitelist Parser - Server URL	Enter the Whitelist Parser server URL.
Whitelist Parser - Core Name	Enter the Whitelist Parser core name.

13 Geolocation Configuration

Geolocation Configuration Settings

Geolocation Coding

Administrators can edit and add geolocation parameters using the Geolocation Editor.

The Geolocation Editor displays which locations are geocoded and which are not. When data comes in that is not geocoded, the Geolocation Editor allows Administrators to geocode these locations by entering latitude and longitude parameters. Some locations do not have geolocation coordinates, such as rural areas or cities that are not incorporated. By entering the latitude and longitude manually in the Geolocation Editor, these locations can then be found using geolocator functionality. The Geolocation Editor provides the ability for Administrators to edit the geocoding of their locations to be certain those locations are properly placed. Users can search for locations, edit geocoding details of those locations, and then, re-trigger geocoding.


Locations are easy to find using the filters and sorting capabilities in the Geolocation Editor. Administrators can filter and search job locations and company offices as well as sort the locations in either ascending or descending order. The filter criterion available differs depending on whether you are searching for job locations or company offices.

Geolocation Customization Backup and Restore

When a full refresh of all jobs via the Job Connector is performed, all new locations are imported and previously entered Geolocation customizations are removed. Administrators have the option to backup and save their custom Geolocation latitude and longitude values for job locations to eliminate the need to reconfigure customizations.

This backup feature creates a single cloud-based file for geo-coded locations which can be used to easily restore the customizations. Only a single file is created and saved in the cloud and previous backups are not available. For this reason, Administrators have the option to export each file into an Excel format that can be saved for later reference.


After entering geolocation customizations, Administrators click the Backup Job Geolocation Data button. Their customizations are saved in the cloud until another backup is performed. When another backup is performed this file gets overwritten, so if Administrators want to keep each of their backups, they must export the cloud files into Excel. This is done by clicking Download backup file. Once a job refresh is run, the customizations are removed, and can then be restored by clicking the Restore Job Geolocation Data button.

 **Note:** Remember that only one cloud-based file is saved at a time. Clicking the Backup Job Geolocation Data button overwrites the existing backup file. To preserve this data, the file must be exported to Excel.

Disable Browser Geolocator

Administrators can disable the location services that prompts users to share their location.

Administrators can now choose to disable the browser geolocator without disrupting the PlaceFinder functionality. When the Use Browser Geolocation setting is on, and the user has no previous settings for the site's URL in their browser, the location services will prompt the user for sharing their location. When the setting is off, and no privacy settings were previously set, then the user will not be prompted to share their location. This setting is found in Configuration > Geolocation > Geo Search > Use Browser Geolocation.

 **Note:** The setting is only valid for users visiting the site for the first time since the choice for this setting would exist in the browser's preferences on every consecutive visit.

14 Messaging Configuration

Messaging Configuration Settings

Messaging Configuration Settings

The Messaging configuration section provides access to settings relating to message templates, message editors and automated messaging for the site. As part of the initial implementation the copy for your organization's campaign messages and automated email templates must be edited.

Configuration

Settings for the Messaging configuration are listed in the following table.

Settings	
Name	Description
Configuration > Messaging > Template Includes	
Message Header	Enter default message header text.
Message Footer	Enter default message footer text.
Message Signature	Enter default message signature text.
Configuration > Messaging > Broadcast Messaging	
Talent Community Job Alerts	Enables the Job Alerts signup button.
Use Composer	Enables the message composer (for messaging beginning in release 1.10/14B).
Configuration > Messaging > Campaign Templates	
Classic + No Jobs (ARM)	Enter default From, Subject and Body text for this type of message template.
Classic + Selected Jobs (Talent Community)	Enter default From, Subject and Body text for this type of message template.
Classic + Selected Jobs (Email)	Enter default From, Subject and Body text for this type of message template.
Classic + Targeted Jobs (ARM)	Enter default From, Subject and Body text for this type of message template.
Landing Page (Email)	Enter default From, Subject and Body text for this type of message template.
Landing Page (Talent Community)	Enter default From, Subject and Body text for this type of message template.
Modern + No Jobs (ARM)	Enter default From, Subject and Body text for this type of message template.
Modern + Selected Jobs (Talent Community)	Enter default From, Subject and Body text for this type of message template.

Settings	
Name	Description
Modern + Selected Jobs (Email)	Enter default From, Subject and Body text for this type of message template.
Modern + Targeted Jobs (ARM)	Enter default From, Subject and Body text for this type of message template.
Configuration > Messaging > Campaign Template Colors	
Button Background	Enter the hexadecimal color value for the button background.
Button Border	Enter the hexadecimal color value for the button border.
Button Text	Enter the hexadecimal color value for the button text.
Link	Enter the hexadecimal color value for the hyperlink.
Configuration > Messaging > Automated Messaging	
Congratulate Applicant to Being Hired	Enables this type of email message.
Congratulate Applicant to Being Hired - Text	Enter default To, From, Subject and Body text for this type of message template.
Email Report Download	Enables this type of email message.
Email Report Download - Text	Enter default To, From, Subject and Body text for this type of message template.
Forgot Password	Enables this type of email message.
Forgot Password - Text	Enter default To, From, Subject and Body text for this type of message template.
Invite a Recruiter - Toggle	Enables this type of email message.
Invite a Recruiter - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant of Apply for Friend on Behalf of Taleo - Toggle	Enables this type of email message.
Notify Applicant of Apply for Friend on Behalf of Taleo - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant of Apply Start - Toggle	Enables this type of email message.
Notify Applicant of Apply Start - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant of Apply for Friend - Toggle	Enables this type of email message.
Notify Applicant of Apply for Friend - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant of Apply for Friend CC - Toggle	Enables this type of email message.
Notify Applicant of Apply for Friend CC - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant of Talent Community Subscription - Toggle	Enables this type of email message.
Notify Applicant of Talent Community Subscription - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant on Behalf of Taleo - Toggle	Enables this type of email message.
Notify Applicant on Behalf of Taleo - Text	Enter default To, From, Subject and Body text for this type of message template.

Settings	
Name	Description
Notify New Quick Clients Admin - Toggle	Enables this type of email message.
Notify New Quick Clients Admin - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Recruiter of Apply - Toggle	Enables this type of email message.
Notify Recruiter of Apply - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Recruiter of Candidate Status Change - Toggle	Enables this type of email message.
Notify Recruiter of Candidate Status Change - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Referrer of Apply - Toggle	Enables this type of email message.
Notify Referrer of Apply - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Referrer of Apply CC - Toggle	Enables this type of email message.
Notify Referrer of Apply CC - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify SM of New Quick Client - Toggle	Enables this type of email message.
Notify SM of New Quick Client - Text	Enter default To, From, Subject and Body text for this type of message template.
Post-ARM Notification - Toggle	Enables this type of email message.
Post-ARM Notification - Text	Enter default To, From, Subject and Body text for this type of message template.
Pre-ARM Notification - Toggle	Enables this type of email message.
Pre-ARM Notification - Text	Enter default To, From, Subject and Body text for this type of message template.
Pre-ARM Notification Time	Enter the number of hours prior to ARM campaign to send campaign administrators an email reminder.
Send Applicant Link - Toggle	Enables this type of email message.
Send Applicant Link - Text	Enter default To, From, Subject and Body text for this type of message template.
Thank Applicant for Applying - Toggle	Enables this type of email message.
Thank Applicant for Applying - Text	Enter default To, From, Subject and Body text for this type of message template.
Welcome New User - Toggle	Enables this type of email message.
Welcome New User - Text	Enter default To, From, Subject and Body text for this type of message template.
Configuration > Messaging > Endorsement Notifications	
Notify Recruiter of Endorsement - Toggle	Enables this type of email message.
Notify Recruiter of Endorsement - Text	Enter default To, From, Subject and Body text for this type of message template.
Send to Starred Recruiters - Toggle	Enables this type of email message.
Send to Starred Recruiters - Text	Enter default To, From, Subject and Body text for this type of message template.
Send to Common Email Address - Toggle	Enables this type of email message.
Send to Common Email Address - Text	Enter default To, From, Subject and Body text for this type of message template.
Common Email Address	Enter the common email address for this type of message.

Email Message Editor

The Email Editor (or Composer) provides recruiters the ability to set up and edit emails for marketing campaigns, allowing them to create well-designed and engaging emails for candidates and employees.

Administrators can turn the Email Editor on and off in the Configuration area's Messaging section, with the Use Composer setting. The default is Off. If the setting is On, when a recruiter is performing the Compose Message Step in setting up a campaign, and begins editing an email message in the Campaigns tab, a modal appears providing the option of using either the Modern or Classic version of the message template:

- Classic - Has a heading, salutation, body text containing a list of jobs, complimentary close and identification. For each job in the list the message provides the job title (as a link to job details), location and job category.
- Modern - Has all the same elements as Classic. In addition, more information is provided about each listed job: a video indicator, Hot and New job tags, job description introductory text, the posting date, and a View and Recommend button.

The Email Message Editor provides recruiters features such as:

- An improved message previewer, with the body section displaying the whole message.
- Email sections that are empowered as blocks; which can be added, moved or deleted.
- A standard block display that, when you hover over or tab into a block, highlights it with a border and gives it a light gray background.
- A control panel that displays on the right side of a content block when you hover over or tab into the block. It contains buttons to move the block up or down in the message, or remove it from the message.
- Action to move away from a block hides the control panel and restores the block to its preview state.
- Rich-text editing capability (in an HTML editor) which opens when you click into a content block.
- HTML editor functionality (such as font characteristics, lists, colors, spacing, alignment and more) varies depending on the block type being edited (Smart, Text or Image) .
- Functions to import images into blocks and crop them.

When a recruiter is working in an updated Sourcing zone, existing emails in all campaigns in the zone will continue to work:

- All existing campaigns (created prior to upgrade to release 14B) continue to be accessible from the "Manage Campaigns" pages, load up with the final message editing/scheduling step (including all saved data), can be edited using the legacy capabilities, and function as they normally do (e.g. when choosing templates, editing text, scheduling and sending, etc.).
- All newly-created campaigns with a messaging component (beginning with release 14B) load up the new Email Editor. Accessing these new campaigns afterwards also loads up the Email Editor.

Configuration

Configuration settings for this feature are listed in the following table.

Settings

Name

Location

Use Composer

Configuration area > Messaging > Broadcast Messaging

15 Dictionary Configuration

Dictionary Configuration Settings

Dictionary Configuration Settings

The Dictionary configuration section provides access to settings relating to editing the data dictionary, and downloading translations and exceptions reports for the site.

The Dictionary Editor is a powerful tool for the administrator. Much the text on the site is editable using the dictionary editor. (For example, the Promo text on the Portal/Home page, or the Contact Us text in the Help/FAQ section.)

Configuration

Settings for the Dictionary configuration are listed in the following table.

Settings	
Name	Description
Configuration > Dictionary > Edit Dictionary	
Tag Name	Enter the dictionary tag name. Keywords and partial values are accepted.
Tag Value	Enter the dictionary tag value. Keywords and partial values are accepted.
Locale	Select the language locale.
Site	Select the site.
Search	Use to search for and/or edit a dictionary entry. To begin, enter any combination of Dictionary tag name, tag value, locale or site. Then click Search. Matching entries appear in a selector. Choose the desired entry from the selector.
Edit	Once a dictionary entry is selected using Search, click the Edit (Pencil) icon to edit the Tag Value and/or Locale and/or Site for the entry. Then Save.
Configuration > Dictionary > Dictionary Download	
Download Translations	Click the Download Report link to open a download dialog for report.
Download Exceptions	Click the Download Report link to open a download dialog for report.

Dictionary Reports

Dictionary reports are available to administrators for use when either translating a site or auditing it for policy reasons.

They provide the ability to download all the text for a site that could be shown to a job seeker or employee. You can provide the reports to a third-party translator to get translated, or an auditor to ensure that the messages on the site meet organizational policies.

The reports are generated in Excel (CSV) format. They include tags that are for site text, email messages, error messages, apply modals, referral messages, user messages and help messages. They exclude configuration area elements.

The settings for the dictionary reports are in the Configuration area's Dictionary section. There are links to download two reports:

- Translations
- Exceptions

The Translations report includes:

- A list of dictionary tag names.
- The Data Class (Exception or Default).
- Time stamps of when the tags were last rendered.
- All language translations for a tag, downloaded in separate columns for each translation.
- Client exceptions.
- Where there isn't a translation exception, the corresponding field is blank.

The Exceptions report includes:

- A list of tag IDs.
- With the corresponding tag name.
- Locale ID.
- Tag value.

Configuration

Configuration settings for this feature are listed in the following table.

Settings	
Name	Location
<ul style="list-style-type: none"> • Download Translations 	[Sourcing] Administrator login > User Settings (Name) > Configuration > Dictionary > [Dictionary Download]
<ul style="list-style-type: none"> • Download Exceptions 	

16 Picklists Configuration

Picklists Configuration Settings

Picklist Editor

Administrators can view and edit entire picklists; view, edit, add and delete picklist values; and, view and edit data feed picklist mappings.

Exposing the Picklist Editor allows Administrators to configure picklists, better diagnose issues and generally clean up picklist data.

Edit Picklists

Using the Edit Picklists section, an Administrator can select from pre-existing picklists in the system using a drop-down menu, and view a list of all picklist ID's and values for a given picklist. Individual values can be edited, for example, to update or correct a typo, or completely removed from the system. A value can only be removed if it is not being used by the application. If it is being used, it must be remapped before removal and the Administrator will be asked to remap it to another existing picklist value first. A single value or multiple values in bulk, separated by line breaks, may also be added to the picklist. The entire picklist can also be downloaded to Excel, in CSV format, using the link on the top right of the list if the data is needed externally.

Edit Data Feed Picklist Mapping

Using the Edit Data Feed Picklist Mapping section, an Administrator can download or upload an Excel document, .xls or .xlsx file, containing a mapping of data feed values to display values. Changes can be made to the mapping by downloading the existing mapping file, editing individual one-to-one mappings as needed in Excel or another spreadsheet editor and re-uploading the file to the application.

 **Note:**

- The Picklist Editor is intended for use primarily during setup and should not be used for maintenance.
- Values for job-related picklists, `job_location` and `job_category`, are populated as the Job Feed runs and should not be edited.

17 Facets Configuration

Facet Configuration

Facets

Customers and partners are able to configure standard facets themselves eliminating the need to enter a Service Request.

Employee/Referrer, Job and Talent Community facets are all managed by a Facet setting in Sourcing Configuration. Select Job and Employee facets are aligned to standard profile fields in Recruiting. These facets can be used by Job Seekers to more effectively refine their job search efforts and by Recruitment Marketers to create more focused campaigns.

All facets in the configuration are color-coded; user-created facets are in blue, default facets are green and inactive are red. Facets are easily managed using the gear icon, up and down arrows or by dragging and dropping them into place. A maximum of ten facets will appear to end-users. The configuration tools allow Administrators to place more than ten facets in the Active Facets section, however only the first ten will display to users on the front-end.

18 Custom Configuration

Custom Configuration Settings

Custom Configuration Settings

The Custom configuration section provides access to settings relating to creating custom pre-headers, fields, pages and other features for the site.

Custom pages provide administrators the ability to create and publish custom company and program-specific information. Up to three custom pages (disabled by default) can be turned on using the settings provided below. When enabled, each page's title displays on the main navigation bar at the top of the Portal or Home page. The pages are also visible within Site Builder and listed as Global Pages.

Configuration

Settings for the Custom configuration are listed in the following table.

Settings	
Name	Description
Configuration > Custom > Pre-Header	
Custom Pre-Header	Enables ability to enter custom HTML for the Portal/Home page pre-header.
Custom Pre-Header HTML	Enter custom HTML for the Portal/Home page pre-header.
Configuration > Custom > Additional Fields	
Job Apply Additional Fields	Enter code for custom fields for the Apply tray, to capture required information from end users (e.g. a question about security clearances).
Talent Community Additional Fields	Enter code for custom fields for the Talent Community, to capture required information from end users.
User Settings Additional Fields	Enter code for custom fields for the Settings page, to capture required information from end users.
Configuration > Custom > JavaScript and CSS	
Custom JavaScript Enabled	Enables ability to enter custom JavaScript.
Custom JavaScript	Click Edit (Pencil) icon to enter custom JavaScript.
Advanced CSS	Click Edit (Pencil) icon to enter custom advanced CSS code for the stylesheet.
Facebook CSS	Click Edit (Pencil) icon to enter custom Facebook CSS code.
Configuration > Custom > Custom Page 1	

Settings	
Name	Description
Custom Page 1 Enabled	Enables creation of a custom page and display of the page name in the navigation bar. Provides the ability to enable/disable and customize pages for a Sourcing zone, to publish company and program-specific information. Custom pages are disabled by default. They have editable title, subtitle and content. An example is the creation of a custom page to display the Privacy Policy, for the Facebook Application to link to.
Display to Trusted Referrers Only	Enables display of the custom page to trusted referrers only.
Navigation Label	Enter a navigation label for the page.
Title	Enter a title for the page.
Subtitle	Enter a subtitle for the page.
Content	Enter text content for the page.
Configuration > Custom > Custom Page 2	
Custom Page 2 Enabled	Enables creation of a custom page and display of the page name in the navigation bar.
Display to Trusted Referrers Only	Enables display of the custom page to trusted referrers only.
Navigation Label	Enter a navigation label for the page.
Title	Enter a title for the page.
Subtitle	Enter a subtitle for the page.
Content	Enter text content for the page.
Configuration > Custom > Custom Page 3	
Custom Page 3 Enabled	Enables creation of a custom page and display of the page name in the navigation bar.
Display to Trusted Referrers Only	Enables display of the custom page to trusted referrers only.
Navigation Label	Enter a navigation label for the page.
Title	Enter a title for the page.
Subtitle	Enter a subtitle for the page.
Content	Enter text content for the page.

19 Widgets Configuration

Widgets Configuration Settings

Widgets Configuration Settings

The Widgets configuration section provides access to settings relating to the creation and sharing of Oracle Taleo Sourcing (Sourcing) widgets that can be embedded on other websites.

Configuration

Settings for the Widgets configuration are listed in the following table.

Settings	
Name	Description
Configuration > Widgets > Job List Widgets	
Create New Job List Widget - Button	Click the button to enable creation of a new Job List widget. Enter the Title/Name, Notes, Width in pixels, Height in pixels, and hexadecimal value for the link color. Toggle whether to Include Header On or Off.
Create New Job List Widget - Edit	Click the Edit (Pencil) icon to edit the widget Title/Name, Notes, Width, Height, Link Color, or Include Header option.
Create New Job List Widget - Copy and Paste This Code	Upon Save, the code for the new or updated widget appears in the text entry area. Copy the code and paste it into the code for an external site to deploy the widget.
Configuration > Widgets > Search Bar Widgets	
Create New Search Widget - Button	Click the button to enable creation of a new Search widget. Enter the Title/Name, Notes, Placeholder Text, Button Text, Width in pixels, Height in pixels, and hexadecimal value for the button color. Toggle whether or not to include a header, or a button.
Create New Search Widget - Edit	Click the Edit (Pencil) icon to edit the widget Title/Name, Notes, Placeholder Text, Button Text, Width, Height, Button Color, Include Header option, and Include button option.
Create New Search Widget - Copy and Paste This Code	Upon Save, the code for the new or updated widget appears in the text entry area. Copy the code and paste it into the code for an external site to deploy the widget.
Configuration > Widgets > Email Sign-Up Widget	
Create New Email Signup Widget - Button	Click the button to enable creation of a new Email Signup widget. Enter the Title/Name, Notes, Button Text, Width in pixels, Height in pixels, or hexadecimal value for the Button Color. Toggle whether or not to include a header.
Create New Email Signup Widget - Edit	Click the Edit (Pencil) icon to edit the widget Title/Name, Notes, Button Text, Width, Height, Button Color, or Include Header option.

Settings	
Name	Description
Create New Email Signup Widget - Copy and Paste This Code	Upon Save, the code for the new or updated widget appears in the text entry area. Copy the code and paste it into the code for an external site to deploy the widget.

Widget Creation and Sharing

The Widgets feature provides administrators the ability to embed certain Sourcing functionality (such as job searches or job alert signups) on other websites.

The main purpose of creating and deploying Sourcing widgets on other sites is to attract users back to the host Sourcing site. The following widget templates are available:

- Search Result (Job Listing)
- Search Bar
- Sign Up for Job Alerts

 **Note:** Widget creation only works off of the default site.

Widget Creation

Functionality to create and manage widgets is in the Configuration area, under Widgets. The section lists all previously created widgets; which you can edit, preview and save. You can edit the Name, Notes, Descriptive Text, Width, Height, Header, Button Text and Button Color of a widget. The settings available vary depending on the type of widget.

Search Result (Job Listing) Widget

To create a search result (job listing) widget:

1. Use the Job Search to perform a search and generate a search result (list of jobs) based on category and/or location. (Job listing results can only be created from a search.)
2. Click the Create a Widget button that appears at the top of the page.
3. This opens the Configuration > Widgets page.
4. Click the Edit button (Pencil icon).
5. Check the page layout, the Job Search ID is prepopulated.
6. Enter a Title, Notes (for internal use), and style features.
7. Preview and save the widget information. Or you can Cancel.
8. In preview mode the first few job search results display in the widget.
9. Upon Save, code for the widget displays in the text field. It is read only and not editable.
10. The widget code can be copied and pasted (embedded) into HTML code on other web pages.
11. Search results in embedded widgets update as new jobs meeting the criteria used to create the widget become available.
12. Users can view and interact with the job list from any web page the code is added to.
13. When a user clicks on a job in the list, they are redirected to Sourcing to view the job description details.

Search Bar Widget

To create a search bar widget:

1. Use the settings in the Configuration area, under Widgets > Search Bar Widgets.
2. Click Create New Search Widget button.
3. Create and style the search bar by editing the Title, internal only Notes, Description, Placeholder Text and Button Text.
4. Set style features: Width (pixels), Height (pixels), Include Header toggle, Include Button toggle, Button Color.
5. Preview and save the widget information. Or you can Cancel.
6. In preview mode the first few job search results display in the widget.
7. Upon Save, code for the widget displays in the text field. It is read only and not editable.
8. The widget code can be copied and pasted (embedded) into HTML code on other web pages.
9. Users can view the widget advertising your company and the job search results.
10. Users can interact with the search bar. Upon clicking Go they are redirected to the Sourcing host site, and complete the search and view results from there.

 **Note:** Recommended practice is to use this type of widget on external career welcome pages or intranet sites.

Sign Up for Job Alerts Widget

To create a job alerts widget:

1. Use the settings in the Configuration area, under Widgets > Email Sign Up Widgets.
2. Click Create New Email Widget button.
3. Create and style the widget by editing the Title, internal only Notes, Description, and Button Text.
4. Set style features: Width (pixels), Height (pixels), Include Header toggle, Include Button toggle, Button Color.
5. Set the Location and/or Category and/or Company information for the alert.
6. Preview and save the widget information. Or you can Cancel.
7. In preview mode the first few job search results display in the widget.
8. Upon Save, code for the widget displays in the text field. It is read only and not editable.
9. Widget code can be copied and pasted (embedded) into HTML code on other web pages.
10. Users see the widget advertising your company and the job alerts.
11. Users can initiate signing up for alerts, and are redirected to a Sourcing modal to register.

Configuration

Configuration settings for this feature are listed in the following table.

Settings	
Name	Location
<ul style="list-style-type: none"> • Job List Widgets • Search Bar Widgets • Email Alert Widgets 	Configuration > Widgets

20 Change Logs Configuration

Change Logs Configuration Settings

Change Logs

A change log has been added to the Configuration module in Sourcing to track all changes made within it.

Administrators maintaining a Sourcing instance have the benefit of the Change Log which tracks and displays all of the Configuration changes made within a site. The Change Log displays the following information:

- Config Element - the element within the Configuration that was modified.
- User Name - the login name of the user that made the change.
- Old Value - what the value was prior to the change.
- New Value - what the value was changed to.
- Site - the name of the site that the change was made in.
- Date Changed - the date and time that the change was made.

By default, Sourcing displays only the changes made within the last hour, 20 per page. If no changes occurred within the last hour, the Change Log will be blank. Users can search for changes either by selecting the hour, day or week links, or by entering a specific date range. The Old Value and New Value display areas are limited to 20 characters. If the changes are longer than that, a View changes link displays that allows users to drill into the change details.

21 Security Configuration

Security Settings Overview

The Security configuration module enables Administrators to configure security settings related to password formats, single sign-on (SSO), and session timeout.

The following sections are available in the new Security module:

- Password Settings
- Session Timeout Security Settings
- SSO/SAML Settings (OIF)
- Security Settings

User Session Timeout


There are two configuration settings, Session Maximum Inactive Interval (Seconds) and Session Timeout Reminder Interval (Seconds), that allow Administrators to expire a user's login session after a particular time period of browser inactivity.

When a user abandons their session without terminating their login session, the session will be terminated unless action is taken by the user. A warning modal displays to the user advising them that their session will be terminated within a particular time period unless they extend their session by clicking OK on the modal. Clicking OK dismisses the modal and resets the timers. If no action is taken, the session terminates within the time configured by the Administrator.

The feature is enabled at upgrade and cannot be disabled; a positive integer must be entered in both configurations. The delivered default value for the Session Maximum Inactive Interval is 1800 seconds. The delivered default value for the Session Timeout Reminder Interval is 1500 seconds.

Identity Provider Logout for SSO Users

When enabled, the SSO Global Logout setting terminates an employee's session on the Identity Provider (IdP) when their Sourcing session is terminated either manually or through abandonment. This feature is disabled at upgrade.


 **Note:** All concurrent sessions within the browser will be terminated for the user if Global Logout is invoked through session termination in Sourcing. This may cause friction for users with concurrent applications using the network.

Exit URL for SSO Users

The SSO Exit URL setting allows Administrators to enter a configurable Exit URL.

Employees who are authenticated through SSO can now be directed to a specific destination page via the Exit URL when they terminate their session. Using this configurable Exit URL also ensures that employees only use the site in the authenticated state.

The default value at upgrade is blank; no value is entered in the SSO Exit URL setting. In this state, SSO users are directed to the site's home page when terminating a session.

 **Note:** The SSO Exit URL setting accepts a single value which is applied to all users terminating sessions from SSO.

Security Configuration Settings

Security Configuration

22 Glossary

Glossary

The following is a quick glossary of Oracle Taleo Sourcing terminology.

Applicant: A person who is applying for a job. Applicants are of three types:

- **Alumnus** - A former employee.
- **Employee** - An existing employee.
- **Unaffiliated** - Never have been an employee.

Apply Start: Creation of an application, when users click “Start Application” in Sourcing and are passed off to an application flow; via the Upload Resume modal, Taleo Enterprise integration, or other eRecruitment platform or Applicant Tracking System.

Applicant Tracking System (ATS): A software application that enables the electronic handling of recruitment needs.

Automated Referral Marketing (ARM): Scheduled, recurring automated messages sent to a population encouraging them to share jobs.

Candidate: A person interested in or seeking a job. There are several types in Sourcing:

- **Alumnus** - A former employee.
- **Employee** - An existing employee.
- **General** - A candidate being referred in without being tied to a specific job.
- **Known** - A candidate being referred in who is already registered in the system.

Campaign: Messages that are scheduled to be sent to a chosen population on a recurring basis.

Category Tiles: Display on the Home page. Promote category landing pages by displaying tiles for the top landing pages that are published. Tile display is based upon the following criteria:

1. The user has categories listed in their preferences, and there are more than 2 open jobs for that category, or,
2. The system fills the rest of the tiles based on the published categories that have the most New jobs.

Each tile contains the following information:

- Category name.
- 3 most recently posted jobs in that category.
- Number of New jobs in that category.
- Tile is a link to the associated landing page.

CS: Oracle Taleo Career Section.

Endorsement: Giving information as to why you are referring a particular candidate, when prompted by an endorsement email sent by the system. Generally your reply is provided to interested recruiters.

External User: A user who is outside of or not affiliated with your organization. Not an employee or alumnus.

Facebook Jobs Application: A Sourcing job search application recruiters can embed on a Facebook page for which they have administrator privileges, so visitors to the page can be directed to your organization's job postings.

Geocoding: A location defined as a string or semi-formatted text, then translated to standard geographical coordinates (i.e. longitude and latitude). "Reverse Geocoding" refers to longitude and latitude coordinates converted to a human-readable location description.

Geolocation: The identification of a meaningful, real world location of an object, such as a street address, using its latitude and longitude coordinates. Geolocation search works in Sourcing by using the address, city, state or province, and country, and coding those fields to a specific longitude and latitude.

Geolocation Search: Sourcing uses geocoding to convert job locations and user locations (strings) into longitude and latitude coordinates, and radius search to match users to jobs within a user-defined distance from their location.

Hot Job: Jobs that recruiters and/or administrators have selected as "Hot", meaning they will appear first in all job searches and in campaigns. Administrators and recruiters can toggle the Hot Job tag on and off from the Job Search and Job Details pages.

Internal User: A user who is affiliated with your organization, an employee or alumnus.

Job Alert: Emails sent to users who have signed up for the Talent Community, including relevant jobs based upon each user's Location and Interests.

Job Apply Start: See Apply Start above.

Job Location: The geographic location where a job is based. There can be multiple locations for a job.

Job Location Translation: The supported language translation for the locale (country) the job location is in.

Job Share: A user recommending a job to one or more friends, via copied-and-pasted referral links or URLs, in emails or through social channels.

Job Site: Use of Sourcing as a site for candidates to search for and apply to an organization's jobs. Job sites can be for external candidates, internal employee candidates, or both.

Job View: A users' view of an individual job, whether done by an employee, referral and other role.

Landing Page: A page branded for displaying postings for your organization's jobs, based on job category and/or location, whose URL can be provided to users via email or social channels.

Language Locale: A country, for which there is a standard language or languages that Sourcing is translated into. For example, for United States the language is English, and for Canada there is Canada English and Canada French. See the Oracle Taleo Sourcing Configuration Guide for a list of supported languages and locales.

New Job A job tagged by the system, based on the number of days after the job is uploaded during which it is considered new. Administrators set the date range in the Jobs configuration.

PlaceFinder: Geocoding technology to make software applications location-aware, by converting place formats (such as street addresses or place names) into geographic coordinates and address components.

Recruiter Site: Use of Sourcing as a site for an organization's recruiters to advertise and share open jobs in messages, campaigns, and on social channels.

Referral: A candidate's submittal of their resume for a specific job, when the candidate is associated to a referrer who has sent the candidate a referral link. Or a general referral of a candidate by a referrer who enters the candidate's contact information and uploads their resume.

Referrals On-Demand (ROD): One-time messages sent to a population sharing specific jobs or social channels.

Referral Site: Use of Sourcing as a site for employees, alumni and others to refer in candidates, in general or for specific jobs.

Referrer: A person who refers in a candidate. Certain logged-in users of Sourcing can view and copy their personal referral link in user settings, and can share their link with candidates via email or social channels. There are several types of referrers:

- **Alumnus** - A former employee.
- **Employee** - An existing employee.
- **Original Referrer** - The first referrer of a candidate, if there are multiple referrers.
- **Priority Referrer** - A setting in the Users configuration enables passing of priority referrer parameter in the Applicant Tracking System URL.
- **Top Referrer** - A block on the right side of the Home and Job Search pages showing information about users who have referred the most candidates. A setting in the Users configuration allows administrators to regulate if the Top Referrers will be available to users other than Trusted Referrers. Top referrers are scored by the system using these criteria: job shares, clicks resulting from job shares, and apply starts from job shares. Each criterion is weighted according to your preferences. In order to be eligible as a Top Referrer, users must meet a configurable minimum Qualifying Score.
- **Trusted Referrer** - A setting in the Users configuration allows administrators to enter the relationship IDs of the user roles that are considered trusted referrers. Based on configuration, Trusted Referrers can be allowed to partially log in to refer candidates, recommend candidates for jobs, upload candidate's resumes, and see New and Hot jobs flags.
- **Unaffiliated Referrer** - Referrers who are not employees or alumni.

Social Channels: Social networking sites (such as Facebook, LinkedIn, Twitter and Weibo) with which Sourcing has functionality to integrate.

Social Job Distribution (SJD): Campaigns that post jobs to connected Facebook fan pages, Twitter handles, and LinkedIn pages.

Solr Search: A search engine platform for websites, having features such as faceted search, database integration and geospatial search that make it useful for performing geolocation searches.

Starred Job: Jobs that recruiters and/or administrators have selected to receive notifications for when users share or apply to them. You can manually star jobs on the Job Search page. When you send a campaign from your account, Sourcing automatically stars the jobs you selected for that message. Users can also filter the Job Search page to view only starred jobs.

Talent Community (TC): User population that has signed up to receive, based on location and interests, automated job alerts and direct TC messages.

TBE: The Oracle Taleo Business Edition product.

TE: The Oracle Taleo Enterprise product line (Recruiting, Legacy Onboarding, Onboarding Transitions, Scheduling Center, Career Section, Performance Management and related platform applications).

Sourcing: The Oracle Taleo Sourcing product.

Unique Referral Link: The long or short URL to your Sourcing site, which you can provide to candidates to expose them to your organization's jobs. If a candidate applies to a job you are automatically identified as the referrer.

Whitelist parser: A part of the Solr technology that is used in the geocoding process, containing a list of places around the world. In order to geocode the job location through the Oracle eLocation API correctly, the location string must be parsed into country, state/province, city and address values. The parsed values are then sent to the API and the coordinates returned to Sourcing.