

Talent Acquisition Cloud Using Fluid Recruiting

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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 Overview

Overview of Fluid Recruiting

Fluid Recruiting is an HTML recruiting solution that helps enterprises assess and hire the best talent.

Fluid Recruiting offers a simple and modern user interface usable on desktop, laptop, tablet, and smartphone. Fluid Recruiting works on the Oracle Talent Acquisition Cloud platform, capitalizing on the same user accounts, user types, user permissions, settings, and other configuration. Fluid Recruiting leverages concepts, icons, data and behavior similar to the Recruiting Center while providing an improved user experience.

Users can use Fluid Recruiting in parallel with the existing Recruiting Center. They can process requisitions and candidates in Fluid Recruiting. If they need to take further actions, they can return to the Recruiting Center to complete the tasks.

For a list of available features, see article Fluid Recruiting Feature Availability (ID 2491009.1) on My Oracle Support.

Language Support

Fluid Recruiting supports the same set of languages as the Recruiting Center. All languages activated in the Recruiting Center are reflected in the Fluid Recruiting.

Mobile Support

Fluid Recruiting is supported on a variety of devices. Whether a desktop or smartphone is used, the UI will adjust to render the optimal experience on the device.

For example, viewing and navigating into submission details has been optimized on the smartphone. Instead of displaying all of the submission details (which can result in a lot of scrolling on a phone's small screen), the view initially opens on the submission's summary card and users can flip to view other submissions while always viewing this same level of detail. If necessary, users can click to see the complete submission details. The same applies to the requisition details.

Because of the limited space on smartphones, the information is displayed differently than on a desktop. For example, on smartphones and portrait mode of tablets, the columns displayed in requisitions and submissions lists are limited and lists cannot be sorted. Also, submission disposition actions are only available in the details page (and not on the list page).

Permissions and Access

Users have access to different Oracle Talent Acquisition Cloud (OTAC) products according to their user permissions.

To access Fluid Recruiting, the following user type permission is required. This permission is available under SmartOrg Administration > User Types > Recruiting > Other > General.

- Access Fluid Recruiting

Once the permission is granted, Fluid Recruiting appears in the Quick Access links section of the Welcome Center.

2 Requisitions

Requisition List

Use the requisition list to quickly and effectively view and find requisitions.

From the requisition list, you can:

- View the list of open requisitions based on requisition ownership.
- View all requisitions including those in inactive statuses such as Draft, Deleted, and Canceled.
- Navigate through the paginated requisition list.
- Filter requisitions using various criteria. Once you have selected criteria, click **Apply Filters** to refresh the list accordingly, or click **Clear All** to clear the selected filters. Applied filters are shown in the top of the list. Click the **x** icon next to each filter to remove the filter.
- Sort requisitions using the available columns.
- Hover your mouse over the requisition title to get requisition info such as the hiring manager, recruiter, primary location, hired candidates, activated languages.
- Click the title of a requisition to view detailed requisition content.
- Click the candidate count of a requisition to access the list of active candidate submissions for that requisition.
- Perform actions available in the More Actions menu.
- Create requisitions.

Requisition Details

When you view a requisition, the details of the requisition are presented in the following tabs:

- **Requisition Info:** Contains all the info for the job organized into different sections that you can expand and collapse depending on their pertinence.
- **Prescreen Alerts:** You can set an ACE alert and a Request More Information (RMI) alert.
- **Attachments:** Contains files attached to the requisition. You can view, preview, delete, upload, and download attachments.
- **Approvals:** Displays the progress of the approval such as the approvers, the decision made, and the date and time of the approval.
- **Sourcing:** You can post requisitions on external and internal career sections, and on job boards. You can also use staffing agents to refer candidates for a requisition. This is also where you can invite candidates to apply to a requisition when they match criteria defined for the requisition.
- **Interviews:** You can add evaluation questionnaires, send evaluation feedback requests to evaluators to ask them to evaluate candidates, view feedback provided by evaluators.

You can navigate back to the requisition list using the **Back to Requisition List** button. You're returned to the requisition list and the most recent requisition you were viewing is highlighted.

You can also flip through the requisition details for each of the requisitions displayed on your list by clicking the previous and next buttons.

Requisition Summary Card

When you view a requisition, a summary of the requisition is displayed on the summary card. The summary highlights important details of the requisition such as links to pre-filtered submissions (active and new), requisition status, structure, hiring team, job information. Use the arrow to expand or collapse the summary card.

When you're editing a requisition, the summary card displays a table of contents of the requisition sections. You can click section titles to quickly navigate to specific content.

Prescreening Section in the Requisition

The Prescreening section in the requisition file may contain disqualification questions, prescreening questions, and competencies used to find the top candidates for a position. The combination of these three elements is referred to as ACE Prescreening because they help identify ACE or top candidates for a position.

- A disqualification question is a single-answer question that contains the minimum requirements for a candidate to be eligible for a job. For example "Are you entitled to work in the United States?" When candidates apply for a job, it's mandatory to respond to the disqualification questions. Answers to the disqualification questions decide if candidates move forward in the selection process or are automatically disqualified.
- You use a prescreening question to question candidates to learn more about their career goal, job preferences, knowledge, and more. For example you can ask "How good are your Java skills?". If the prescreening question is configured as mandatory, the candidate can't skip it while applying for the job.
- You use competencies to gather proficiency level and years of experience of a candidate. Competencies are supplied with the system, they are available in the Competencies Library and can be added in the Prescreening section of a requisition file.

You can perform several actions to prescreening questions and competencies in requisitions:

- You can add prescreening questions and competencies. Click the Add button. In the selector window, use filters to find the desired question or competency. Then add the question or competency to the requisition.
- You can reorder prescreening questions and competencies. Select an order number from the list. Click the Reorder button.
- You can remove prescreening questions and competencies. Select the question or competency. Click the Remove button.
- You can configure prescreening result criteria. When you add prescreening questions and competencies to a requisition, you can specify if the question or competency is required for the position or if it's an asset. You can also add weight to questions and competencies to give them more consideration when prescreening candidates.

Create Requisitions

You create requisitions to detail the specific requirements of a job for which somebody must be hired.

You create a requisition using the **Create Requisition** button. You first start by selecting basic information such as the hire type for the requisition, the template you want to use, and attributes such as organization, location, job field. Once you're done, the requisition form is displayed and you complete all the information required in the form.

When you save the requisition, a message appears if you forgot to enter information in certain fields. When you are done completing the requisition, the requisition goes through an approval process before being posted on internal or external career sections.

Submit Requisitions for Approval

When you are creating a requisition and are done entering all the details, you can submit the requisition for approval using the **Submit for Approval** action.

If the dynamic approval routing (DAR) process is used, a predefined list of approvers is displayed. If you have the permissions, you can modify the list of approvers by adding and removing approvers. You can also define the order of approval by assigning a sequence number to each approver.

Once you submit the requisition for approval, the approvers receive an approval request notification in the order set in the approval path. You can see the progress of the approval such as the decision made and the date and time of the approval in the job requisition Approvals tab.

Post Requisitions

When a requisition has been approved, you can post it to career sections and job boards. You can also use the services of staffing agents who will refer candidates to a job.

Post Requisitions to Career Sections

You can post requisitions to internal and external career sites.

1. Go to the requisition Sourcing tab.
2. Expand the Career Sections section.
3. Click the **Add career sections** button to access the career sections selector. A list of default career sections and their posting schedule is displayed.
4. You can select a default career section or select other career sections.
5. Once you have selected a career section, you can:
 - a. Use the default posting schedule or modify it.
 - b. Mark the posting as urgent.
 - c. Set the **Apply Online** option before posting the requisition.
 - d. Add and remove career sections.
 - e. Unpost the requisition from a career section.
 - f. View the list of career section along with their posting status.

Post Requisitions to Job Boards

Job board posting is available for requisitions posted on external career sections.

1. Go to the requisition Sourcing tab.
2. Expand the Job Boards section.
3. Click the **Select job boards for posting** button.
4. Select the supplier, account, and language.
5. Click **Next**.
6. You are then taken to the supplier's site where you can select job boards and provide more details about the posting.

Use Staffing Agents

You can use the services of staffing agents who will refer candidates to a job.

1. Go to the requisition Sourcing tab.
2. Expand the Staffing Agents section.
3. Click the **Add Agents** button to access the staffing agents selector. The list of agents available is dependent on the organization, location, and job field selected for the requisition.
4. Select an agent and click **Add / Update Agents**.
5. Set the start and end date of the posting.
6. Click **Save and Apply**.

An email is sent to staffing agents inviting them to refer candidates for the job. The staffing agent signs in to the agency portal, locates the requisition, and refers a candidate. Candidates being referred receive an email informing them that they were referred by an agent for a job. Candidates are invited to review the profile information submitted by the agent.

When you search candidates in the database, you can easily identify candidates referred by an agent with the **Candidate referred by an agent icon**.

Duplicate Requisitions

You duplicate requisitions to create requisitions similar to an existing one.

When you view a requisition, use the **Duplicate this requisition** action to create a similar requisition. A requisition can be duplicated regardless of its status. When duplicating a requisition, all of the information is duplicated.

Set the ACE Alert

The ACE alert allows you to set a threshold to identify the ideal candidates for a job. ACE candidates are identified based on their responses to the competencies and questions in the requisition file.

You set the ACE alert in the requisition Prescreen Alerts tab. The following options are available:

Option	Description
Result: A submission meeting all the prescreening required criteria and obtaining a result of at least n %	Candidates who meet all the required criteria and the result value will be considered ACE candidates.
Asset: A submission meeting all the prescreening required criteria and obtaining n of 3 assets	Candidates who meet all the required criteria and the minimum number of assets will be considered ACE candidates.
Both Result and Assets must be met	This option is used to identify ACE candidates using the result and asset conditions.
Either Result or Assets must be met	This option is used to identify ACE candidates using the result or asset condition.

When you set the ACE alert, you can send an email to specific recipients to inform them that ACE candidates were found. The email contains a PDF of the candidate files. All recipients receive the same candidate files, regardless of their permissions to view candidate information.

Once the ACE alert is set on a requisition, the ACE star icon appears on the Requisitions list, next to a requisition and also on the requisition summary card.

Candidates who apply to the requisition and meet the criteria are marked as ACE candidate on their respective submission. The ACE star icon is displayed.

Set the Request More Information Alert

The Request More Information (RMI) alert allows you to contact candidates who meet prescreening required criteria for a job and to request more information from them. Candidates receive an email inviting them to return to their submission and provide missing information.

You set the RMI alert in the requisition Prescreen Alerts tab. The following options are available:

Option	Description
Result: A submission meeting all the prescreening required criteria and obtaining a result of at least n %	Candidates who meet all the required criteria and the result value will be considered ACE candidates.
Asset: A submission meeting all the prescreening required criteria and obtaining n of x assets	Candidates who meet all the required criteria and the minimum number of assets will be considered ACE candidates.
Both Result and Assets must be met	This option is used to identify ACE candidates using the result and asset conditions.
Either Result or Assets must be met	This option is used to identify ACE candidates using the result or asset condition.

Add Collaborators to Requisitions

A collaborator is a person chosen by the owner of a requisition who helps out or takes responsibility for certain parts of the requisition process.

When you create a requisition, you can add collaborators who would be responsible for selected steps within the requisition or recruitment process. In the Requisition Info tab, click the **Add Collaborators** link. When you add collaborators, you can use the **Frequent Collaborators** option or other filters to find the people you want to add as collaborators. You can add a maximum of 30 collaborators.

Invite Candidates Who Match Requisition Criteria

You can invite candidates to apply to a requisition when they match criteria defined for the requisition.

When a requisition is posted on a career section, go to the requisition's Sourcing tab and expand the Invite Matching Candidates section. From there, you can view default matching criteria, default matching filters, and sources used to match candidates to the requisition.

Default matching criteria are set by your administrator. Use the edit icon next to Matching Criteria to modify these default criteria to find more relevant candidates for a particular requisition.

Default matching filters are also set by your administrator. Use the edit icon next to Resulting Invite List to modify these default filters.

You can also modify the list of sources used by candidates to apply for a job.

Once you have found the right candidates, click the Send Invite button to send an email to these candidates to invite them to apply for the job. Candidates receiving the invitation to apply can submit their applications using the career section portal.

Matching criteria are:

- Place of residence / Location
- Preferred Jobs / Job
- Preferred Locations / Locations
- Preferred Organizations / Organization
- Competencies
- Questions
- Job Level
- Job Type
- Schedule
- Shift
- Employment Status
- Education Level
- Travel
- Minimum Annual Salary

Matching criteria can be set as Required, Desired, or Ignore / Not Applicable:


- **Required:** The criterion is mandatory. The candidate has to meet this specific criterion to appear in the list of matching candidates.
- **Desired:** The criterion is not mandatory, it's considered an asset. Candidates who don't have an asset will be matched as long as they meet all the required criteria. Candidates who don't match a Desired criterion are not

rejected. Candidates who meet all the Required criteria and who also meet some of the Desired criteria will appear at the top of the list of candidate displayed to the user.

- Ignore / Not Applicable

Matching filters are:

- Do not include active candidates if they reached the following selection process step
 - New
 - Reviewed
 - 1st, 2nd, 3rd Interview
 - Testing
 - Offer
 - Hired
 - Rejected
 - Declined
 - Inactive
 - Pipeline
- Include candidates that reside
 - All countries
 - The requisition country
 - The requisition state/province
 - The requisition region
- Include candidates if last update is older than
- Include candidates if
 - Internal
 - External
- Sourcing
 - Invite
 - Do not invite

 **Note:** To use this feature, you need these user permissions:

- Match candidates to requisitions
- Email Job Matching Candidates Default

Add Comments in a Requisition

Use the **Add Comment** action in the requisition or requisition list to add a comment to the requisition.

Use Attachments in Requisitions

You can view, preview, delete, upload, and download attachments in requisitions.

Attachments are available in the requisition Attachments tab. The following file formats are supported. System administrators define which formats are available to users.

- Any File Format
- Excel (.xls and .xlsx)
- Hypertext Markup Language (.htm and .html)
- OpenOffice Writer (.odt)
- Portal Document Format (.pdf)
- Rich Text Format (.rtf)
- Text (.txt)
- Word (.doc and .docx)
- Word Perfect (.wpd)
- Zip Format

Once a file is uploaded, you can preview, delete, and download the file.

Manage Pipeline Requisitions

Pipeline requisitions are used to gather candidates who have the skills, background, and experience your organization is looking for. These candidates can later be added to a regular requisition for which they can eventually get hired.

You can create and manage pipeline requisitions. The creation process of a pipeline requisition is similar to a regular requisition. On the requisitions list, click **Create Requisition**. Select the type of pipeline requisition you want to create:

- Pipeline - General
- Pipeline - Executive

Complete the fields as for a regular requisition.

 **Note:** To manage pipeline requisitions, you need these user permissions:

- Allow access to pipeline - general requisitions
- Allow access to pipeline - executive requisitions

3 Candidate Profile

Candidate Profile

A candidate profile contains information such as candidate personal information, work experience, employment preferences.

You can view the general profile of candidates while looking at their job submissions. When you view the job submission, you can toggle between the general profile and submission of the candidate. The general profile view provides you with a better and more complete understanding of the candidate.

The general profile view is organised into four tabs:

- **General Profile:** Provides high level information about the candidate such as personal information, work experience, employment preferences.
- **Attachments:** Contains resume and other attachments provided by the candidate and attachments you provided. You can view, preview, edit, download, and delete attachments.
- **Referral:** Contains referrals provided by candidates, employees, and agents.
- **History:** Contains a log of all actions performed on the candidate file. You can view the history of the general profile only, the general profile and all submissions, or all active submissions.

You can edit the general profile of a candidate. Click the Edit icon next to a section or the Edit All icon. Once you're in edit mode, a summary section appears on the left side of the page. You can click section titles to quickly navigate to specific content.

General Profile Summary Card

When you view the general profile of a candidate, a summary of the profile is displayed on the summary card. The summary highlights important details about the candidate such as contact information in the information callout, active submissions, most relevant education, work experience.

When you're editing the general profile of a candidate, the summary card displays a table of contents of the general profile sections. You can click section titles to quickly navigate to specific content.

Use Attachments in Candidate Profiles

You can view, preview, delete, upload, and download attachments in candidate general profiles.

Attachments are available in the Attachments tab. The following file formats are supported. System administrators define which formats are available to users.

- Any File Format
- Excel (.xls and .xlsx)
- Hypertext Markup Language (.htm and .html)
- OpenOffice Writer (.odt)
- Portal Document Format (.pdf)

- Rich Text Format (.rtf)
- Text (.txt)
- Word (.doc and .docx)
- Word Perfect (.wpd)
- Zip Format

When you upload an attachment, you can indicate if the file is a candidate resume or another type of attachment. You can also indicate if the attachment is visible to candidates.

Once a file is uploaded, you can preview, edit, delete, and download the file.

4 Candidate Submissions

Submission List

You can access the list of all submissions by clicking the **Submissions** tab. You can also navigate directly to the submissions of a specific requisition by clicking the candidate count of the requisition in the requisition list.

From the submission list, you can:

- View the list of submissions and see their progress in the selection process.
- Navigate through the paginated submission list.
- Open a candidate submission to view its content.
- Filter submissions using various criteria. Once you have selected criteria, click **Apply Candidate Filters** to refresh the list, or click **Clear All** to clear the selected filters. Applied filters are shown in the top of the list. Click the **x** icon next to each filter to remove the filter.
- See how many candidate submissions are currently in the various steps and statuses of the selection process.
- Sort candidate submissions using the available columns.
- Perform actions directly from the list. Select a candidate submission then select the action from the action toolbar. You can also use the More Actions menu displayed directly on each submission's row.
- Perform bulk actions. Select multiple submissions then perform these actions: Change Step/Status, Send Correspondence, Add Comments.
- Select a list format to display candidate submissions.

When you view a requisition, you can get to three different pre-filtered submission lists: New Candidates (candidates who are in the step New), Active Candidates, All Candidates (including rejected, declined, and hired).

When you hover over a candidate name, a pop up appears and provides candidate details such as contact phone, contact email, candidate ID.

Candidate Submission Details

A candidate submission is a record containing information provided by the candidate when applying for a job. It also contains information about the progression of the candidate submission in the candidate selection process.

When you view a candidate submission, the details of the submission are presented in the following tabs:

- **Job Submission:** Contains all the details of the candidate submission organized into different sections that you can expand and collapse depending on their pertinence.
- **Attachments:** Displays attachments into different sections. The first section contains the resumes attached to the submission. The second section contains attachments relevant to the submission. The third section contains offer-related attachments. And the last section contains attachments that are either relevant to other submissions or to the candidate's general profile. You can preview and download the contents of an attachment.

- **Offers:** This tab is displayed once an offer is created. It contains details about the current offer. You can display previous offers, if any, and highlight the differences between the offers. You can view the offer letter as well as files attached to the offer. The offer grid can be displayed in full screen size or normal size.
- **Referral:** Contains referrals provided by candidates, employees, and agents.
- **History:** Presents useful tracking details on actions performed on the submission. Click the **Modify Categories** button to select the event categories you want to display.
- **Interviews:**

You can navigate to the requisition details from a submission by clicking the requisition name. You can also get a quick preview of the requisition details without navigating away from the current screen by clicking the preview icon next to the requisition name.

You can navigate back to the submission list using the **Back to Submission List** button. You are returned to the submission list and the most recent requisition you viewed is highlighted.

You can flip through the submission details for each of the submissions displayed on your list by clicking the previous and next buttons.

You can perform actions by selecting actions in the More Actions menu or in the action toolbar.

Submission Summary Card

When you view a candidate submission, a summary of the job submission is displayed on the submission card. The summary highlights important details about the submission such as candidate identification, work experience, education, prescreening results, submission status.

If a resume is attached to the submission, you can click the **Resume** button to view the resume. While viewing the resume, you can navigate through the resume if it contains several pages, you can flip through the other candidate submissions and see their resumes, and you have direct access to the action toolbar from where you can disposition the candidate. When you close the resume preview, you are right back to where you were previously.

Use the arrow to expand or collapse the summary card.

Submission List Format

List formats allow the display of candidate submission information using different columns.

Your administrator creates list formats that suit the needs of your organization and make them available. When you are viewing a list of submission, you can select the list format you wish to use to display submission information.

Create Candidate Submissions

You can create a candidate submission while reviewing the list of submissions for a requisition.

1. Open a requisition.
2. Access the submissions for the requisition.
3. In the More Actions menu, select **Create New Candidate**.

4. Indicate for which requisition you want to create the submission, the current requisition or another requisition.
5. Click **Next**. You are then taken to the creation flow.
6. Select the form you want to use to create the candidate submission.
7. Upload the resume of the candidate. This step is optional.
8. A duplicate check is performed.
 - o If duplicate candidates are found, you can overwrite an existing candidate profile or create a new candidate profile. You can upload a resume or enter the submission details manually.
 - o If no duplicates are found or if duplicates are found but the candidate is not on the list, you can go back to the previous page and change the information used to find duplicates. Or, you can create a new candidate
9. Complete the fields.

Search for Candidate Submissions

The submission search allows you to quickly find specific candidate submissions and candidate profiles.

The search engine searches for candidates who applied on a job or who submitted a profile. The search engine searches information in the following fields:

- first name
- last name
- middle name
- email address
- username
- candidate ID

When you do a submission search, you can enter partial names (either the first or last name with the * wildcard) or complete names in the field. A best practice is to enter complete names to obtain better results. You can also search with a middle initial if you know the person's full name (example: Sam P Jones). If you search for someone who's first name contains initials, enter just the initials (example: Jr. will give you the following results: Jr., j.r., or JR). If you are looking for someone who hyphenates his/her name, you don't have to enter both names. Let's say Smith-Jones is the name you are looking for. Entering Smith, Jones, Smith space Jones or Smith-Jones, will bring back Smith-Jones.

Send Correspondence to a Candidate

Use the **Send Correspondence** action in the candidate submission or submission list to create a message and send it to the candidate.

You can send a correspondence to one candidate or several candidates (bulk action).

You can select how the message is sent. Two options are available:

- email
- printed letter

You can use a message template to create a message or create the message from scratch.

Write Message From a Template

The list of templates that you can use is displayed. Use filters to find the desired template. You can see a preview of the message before selecting it. If you are granted the permission, you can edit the message and attach files.

Write Message From Scratch

You can create a message from scratch using the text editor. Before sending the message, you can see a preview of the message and make final edits if needed. You can also attach files.

Change Submission Step and Status

Use the **Change Step/Status** action in the candidate submission or submission list to change the step and status of a candidate submission.

You can change the step/status for one candidate submission or several candidate submissions (bulk action).

Available step and status selections are based on the requisition's candidate selection process configuration and on your user permissions.

Add Comments to a Submission


Use the **Add Comment** action in the candidate submission or submission list to add a comment to the submission.

You can add comments in one candidate submission or several candidate submissions (bulk action).

Attach Files to Candidate Submissions

You can attach files to candidate submissions.

Access the Attachments tab of a candidate submission and click **Upload Attachment**. Indicate if the attachment is a resume, an offer-related file, or any other type of attachment. You can also indicate if the attachment is visible to the candidate. Once a file is attached to the submission, it appears in the corresponding section in the Attachments tab. You can then preview, edit, and delete it.

-  **Note:** To attach files, you need these user permissions:
- Attach a file (general)
 - Attach a file (on preselected candidates)

View Candidate Submission History

View all the events that occurred for a candidate submission in the History tab.

From the History tab, you can view events:

- For the current submission
- For all active submissions
- For the general profile and all submissions

Submission history entries are listed with recent events at the top. For each history event, you can view the date, event name, details plus comments, and the user who performed the event.

You can select the history event categories you want to display. Click the **Modify Categories** button and select events you want. You can also sort events by date and by the person who performed the event.

Request Screening Services for Candidates


You can request screening services for candidates such as background checks, tax credit eligibility, candidate assessments.

When you open a candidate submission, select the **Request a Screening Service** action in the More Actions menu. Screening services configured for the requisition are available for selection. Select the service you want to request.

 **Note:** To request a screening service, you need this user permission:

- Request services from Taleo partners

You can view results of screening services performed on candidates. When you open a candidate submission, go to the Screening Services tab. From there, you can view a summary of the results displayed in a table. Click the Show Details link to view a detailed report of the screening services performed on the candidate. If screening services were previously performed on the candidate, you can access historical results.

 **Note:** To view screening results, you need these user permissions:

- Access Taleo partners summary results
- Access Taleo partners detailed results


Link Candidates to Requisitions

You can link a candidate to a requisition to create a prospect candidate profile associated with the job requisition.

When you are on the submissions list, select a candidate then choose the Link to Requisition action in the More Actions menu. Select a requisition then click the Link to Requisition button. You can then choose to send an email to the candidate

to if you need more info about their profile. Once the candidate is linked to the requisition, they can continue their application process.

You can link multiple candidates at a time to more than one requisition.

 **Note:** Emails are sent only for posted requisitions, to avoid inviting candidates to requisitions they can't see on the career section.

5 Offers

Create Offers

You create job offers to present the terms and conditions of a job offer.

When a candidate reaches the Offer step, you can create an offer using the **Create Offer** action.

The offer form is where all the information is gathered to create an offer. You specify info such as the start date, salary, pay basis, vacation, car allowance. Once you have completed the fields, you save the offer and you can then submit it for approval.

There can only be one current offer per candidate application at a time. The current offer can be modified until it is approved or extended to a candidate, after which only the start date and expiration date can be modified.

Submit Offers for Approval

When you create an offer for a candidate, you can route the offer for approval by selecting the Submit Offer for Approval action. This action is used when at least one person must approve an offer before extending it to the candidate.

1. Open a candidate submission.
2. Click the **Offers** tab.
3. In the More Actions menu, select **Submit Offer for Approval**.
4. Select the approvers.
5. Define the sequence of approval by assigning a sequence number using the drop-down list under the Order column.
6. Indicate if you want to add the approvers to the list of collaborators for the requisition and the list of frequent collaborators.
7. Click **Submit for Approval**.

The system assigns the task to the first approver in the sequence. The approver receives an Approve Offer task.

Extend Offers

Extend offers to candidates verbally, by email, using a printed letter, or using E-offer.

Once the offer for a candidate is approved, you can extend it to the candidate using the **Extend Offer** action. These options are available:

- E-offer: When you use the E-offer option, you can review and edit the content of the message before sending it to the candidate. When you are satisfied with the content, you click the **Extend Offer** button to send the offer.
- Email: When you use the email option, you can review and edit the content of the message before sending it to the candidate. When you are satisfied with the content, you click the **Extend Offer** button to send the offer.
- Printed Letter: When you use the printed letter option, you can review and edit the content of the letter before sending it to the candidate. When you are satisfied with the content, you click the **Print** button to print the offer.


- Verbally: For verbal offers, you enter the date when the offer was extended to the candidate. You then click the **Mark as Extended Verbally** button.

E-Offer

With the advanced E-Offer process, organizations who have more complex electronic offer requirements can configure advanced electronic offer workflows in Onboarding (Transitions) for use in Recruiting.

As a recruiter, you can extend offers electronically to a candidate using the advanced E-Offer process. Depending on how your administrator configured the process, candidates may receive an email notification containing a URL link that they click to access a secure career section portal where they can view offer details online. Once they signed in into the portal, candidates are brought to the Tasks tab where they can view and print the offer and offer letter attachments, if any. Candidates indicate if they accept or refuse the offer. They must complete any mandatory fields which may include an electronic signature. As soon as candidates respond to the offer, the candidate submission status changes to Offer - Accepted or Offer - Refused, depending on the candidate's response. A tracking event is added in the History tab of the candidate submission.

Depending on how your administrator configured the process, you may receive an email notification which contains the candidate's response, e-signature information, and any relevant info. You can then move the candidates to the next step in the selection process.

-  **Note:** To use e-offer, you need this user permission:
- Extend Offers Electronically

Send Offers

Send offers to candidates by email or printed letter once offers have been extended.

Once an offer is extended to a candidate whether verbally, by email, or using a printed letter, you can use the **Send Offer** action to send the offer to the candidate. You can send the offer by email or printed letter. You can edit the content of the message or letter before sending it. This feature is mostly used when an offer is extended verbally and then mailed to the candidate.

Capture Offer Responses

You can capture the response to an offer on behalf of a candidate. For example, you can capture the response if a candidate contacts you to give a response before responding to the offer online.

Use the **Capture Offer Response** action in the More Actions menu.

Three responses are available:

- The candidate accepted the offer. Indicate the date when the offer was accepted and the start date of the candidate.
- The candidate wants to negotiate the offer. Indicate the reasons.
- The candidate refused the offer. Indicate the reasons.

6 Evaluation Management

Evaluation Management

Evaluation Management allows your organization to electronically capture, review, and analyze an evaluator's input obtained during a candidate interview screening process.

Fluid Recruiting is using the existing Evaluation Management functionalities of Taleo Recruiting. From the Interviews tab of a job requisition, you can:

- Add evaluation questionnaires.
- Send evaluation feedback requests to evaluators to ask them to evaluate candidates using evaluation questionnaires.
- View feedback provided by evaluators.

