# Oracle Fusion Cloud Talent Management

## Grow Questions and Answers

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# Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

## Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

## Get Support

You can get support at *My Oracle Support*. For accessible support, visit *Oracle Accessibility Learning and Support*.

## Get Training

Increase your knowledge of Oracle Cloud by taking courses at *Oracle University*.

## Join Our Community

Use *Cloud Customer Connect* to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest *ideas* for product enhancements, and watch events.

## Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the *Oracle Accessibility Program*. Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

## Share Your Feedback

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

You can email your feedback to *oracle_fusion_applications_help_ww_grp@oracle.com*.

Thanks for helping us improve our user assistance!

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# 1 Grow Questions and Answers

## How do I enable the Know Your Role button on the Grow page?

The **Know Your Role** button is displayed only if an active position profile or job profile has been set up for the employee's role.

To define a job or position profile:

1. Go to **My Client Groups** > **Profiles** and select **Job Profiles** or **Position Profiles**.
2. Enter the job or position details and set the status as **Active**.
3. Click **Create**.
4. Associate the profile you just created with a job name or position name.

   If you don't do this association, the **Know Your Role** button won't appear.

## Where do the competencies for an employee's career role get their ratings from?

The ratings for the current level and target level competencies that are displayed for an employee's career role (when they click **Know your role**) come from here:

- The target level rating (also known as the Minimum Proficiency Level and Maximum Proficiency Level) comes from the employee's job or position profile, if the target level has been set.

- The current level rating comes from an employee's talent profile (also known as person profile) based on their self-evaluation. If they haven't provided a self-rating, this value will be blank.

## Where do the skills on Grow's side panel come from?

The skills displayed on the side panel come from a worker's person profile (also called the talent profile). The skills in a person profile could come from any of these sources:

- Skills that a worker has chosen in Skills Center as "Skills I'm developing" or "Skills I have".

- Skills that have been defined in the worker's job or position profile. If the worker has both a job profile and position profile defined, the skills from the position profile will be displayed.

- Any core skill that a manager has assigned to a worker from Team Skills Center.

- Any skill that a worker has attained because of completing a learning item, goal, journey, or gig.

> **Note:** All the skills in a person profile are also available in Skills Center in either the developing or attained category.

To view the skills in your person profile, go to **Me** > **Career and Performance** > **Skills and Qualifications** and scroll down to the Skill Center section.

# How do I configure and run the Skills Library Enrichment Agent?

The Skills Library Enrichment agent leverages the power of Oracle AI to help you enrich your skills library for your business needs and provides you the flexibility of curating the skills suggested by AI.

**Before you start**

To view this agent, an administrator needs to have the functional security privilege, WLF_MANAGE_BULK_SKILLS_LIBRARY_ENRICHMENT.

**Here's what to do**

1. Configure and run this agent:
   a. Go to **My Client Groups** > **Learning and Development**. In the HCM agents section, click **Skills Library Enrichment**.
   b. From the **Add** menu, select **Skills Library Enrichment**.
   c. Enter a name and description for the agent.
   d. By default, the **Include synonyms for skills** checkbox is selected, which adds synonyms along with skill suggestions to the target skill catalog. It adds a maximum of 10 synonyms per skill.

      A skill synonym is another name that's commonly used for a skill, such as a short name, an abbreviation or industry-specific jargon. For example, if there's a skill called Python Scripting Framework, and it's known by synonyms such as Py scripting or Python, a single skill called Python Scripting will be added to the skill catalog and the synonyms will be appended to that skill.

   e. Specify the confidence score thresholds to filter skills for your review and for automatic approval. If you don't specify any confidence score threshold, you'll need to review all skill suggestions manually.
   - Confidence score threshold for automatic approval: Any skills that receive a score of this threshold or higher will be automatically added to the skill catalog of your choice without your review.
   - Confidence score threshold for your review: Any skill that receives a score above this threshold value, but below the auto-approval threshold value, will be added to your skill catalog in a 'Needs Review' status. Note that skills in this status are only visible to catalog administrators, giving them the ability to review these skills either in Microsoft Excel or from **My Client Groups** > **Profiles** > **Item Catalogs**. Any skills that are below the level of the 'Needs Review' threshold won't get added to the skill catalog for any review.
   a. From **Default item catalog**, select the skill catalog to which you want to add the AI skill suggestions. Two predefined catalogs are available for your use: Oracle Dynamic Skills Seed Library with predefined skills and Skills Library, which is an empty catalog. To use your own custom-defined skill catalog, you must create an item catalog of type Skill and associate it with a Skills Center-subscribed content section.
   b. Click **Apply**.
   c. Select the agent and click **Run Agent**.
   d. When the agent completes, click **Download and Update**. This downloads a Microsoft Excel workbook where skill suggestions are added by Oracle AI.
2. Review the Microsoft Excel workbook and upload the skills to your skill catalog:

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> **Note:** Before you can review the Excel workbook, you need to download and install the Desktop Integration Installer tool from **Navigator** > **Tools**.

    a. Review the skills that you want to add or remove, and change the approval status in the **Curation Status** column.

> **Note:** The synonyms aren't available in the workbook. However, you can view them using the Item Catalogs application. You can add or remove synonyms using Item Catalogs or HCM Data Loader.

    b. (Optional) From the **Item Catalog Name** column, you can also choose a different skill catalog to add the skills to.

    c. On the **Oracle Visual Builder** tab in the Microsoft Excel plug-in, click **Upload Changes**.

3. Verify whether the skills are added to the skill catalog:

    a. On the **My Client Groups** > **Profiles** page, click **Item Catalogs**.

    b. From the **Actions** menu (displayed as three dots) next to your skill catalog, select **View and Edit Content Items**. You'll see the list of skills that were automatically approved and manually approved.

> **Note:** You can also curate skills directly from this page. To do so, edit a skill and set it as 'Approved' or 'Rejected'. Only 'Approved' skills are added to the skill catalog and available to users.

# How do I configure and run the Skills Library Training agent?

You can upload files containing skills data into the AI engine using the Skills Library Training agent. This skills data is then used by the Skills Library Enrichment agent to discover and suggest skills to add to your skills library.

**Before you start**

You need to have the Manage Bulk Skills Library Training privilege (WLF_MANAGE_BULK_SKILLS_LIBRARY_TRAINING) to run this agent.

To use the Skills Library Training agent, you need to include the skill data in a JSON file format and upload the file. Skill data can come from one or more of these object types:

- Requisitions
- Candidates
- Applicants
- Job
- Skills
- Person
- Position
- Catalog
- Learning items

You can upload more than one JSON file to an agent process. Each file must contain data about a specific object type from the above list.

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**JSON File Specifications**

- Each JSON file should be less than or equal to 512 MB. The file name must be in this format: `Source_Objecttype_yyyyMMdd_HHmmss.json.`

- For the object type in the file name, you need to choose from one of these: requisitions, candidates, applicants, job, person, position, catalog, skills, or learning items. For example, a valid file name would be: `Oracle_person_20240817_123045.json.`

- The file name must be unique and shouldn't have been used in any other existing process, including completed processes.

- The metadata definition in the JSON file must contain these fields: `source, object_type, version,` and `isoCreationDate.`

To configure and run this agent:

**Here's what to do**

1. Go to **My Client Groups** > **Learning and Development**. In the HCM agents section, click **Skills Library Training**.
2. From the **Add** menu, select **Skills Library Training**.
3. Enter a name and description for the agent.
4. Upload a JSON file that contains the data you want to import.
5. Click **Apply**.
6. On the Learning and Development Agents page, select the process you just created and click **Run Agent**.

**What to do next**

- After the process completes, you can edit it by changing the name and description or adding more attachments. If you add attachments and run the process again, the attachments uploaded earlier won't be processed. Only the new attachments will be processed.

- You can delete a completed process. This won't retract the data that's already added to the AI object store.

# How do I configure and run the Skills Library Translation agent?

Using the Skills Library Translation agent, you can translate the skills in your custom skills catalog to any language supported by the Oracle HCM application. This agent uses an external translation provider to translate the skills.

**Before you start**

The prerequisite for running this agent is to configure Google Translation as an external translation provider.

The HCM Application Administrator role needs to have the functional security privilege, Manage Skills Library Translation Agent (WLF_MANAGE_SKILLS_LIBRARY_TRANSLATION_AGENT), to run this agent.

A new functional security privilege, Configure External Providers for Learning and Development (WLF_CONFIGURE_EXTERNAL_PROVIDERS_FOR_LEARNING_AND_DEVELOPMENT) is granted to the HCM Application Administrator role. Using this privilege, they can access the Configure External Providers page from **My Client Groups Learning** and set up the translation service provider.

**Here's what to do**

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1. Go to **My Client Groups** > **Learning and Development**. In the HCM agents section, click **Skills Library Translation**.
2. From the **Add** menu, select **Skills Library Translation**.
3. Enter a description and name for this process.
4. From **Skill Item Catalog**, select the skill catalog that you want to translate.

   > **Note:** The Oracle Dynamic Skills Seed Library isn't available for translation.

5. Select the Google translation provider and the account name you've configured for it.
6. Select one or more languages that you want to translate the skills to.

   Note: The languages that are available for selection depend on the language packs that are installed in the Oracle HCM application.
7. Click **Apply**.
8. On the Learning and Development Agents page, select the process and click **Run Agent**.

**What to do next**

When the process completes, click **Download and Update**. This downloads a Microsoft Excel workbook where you can review the translations and make changes as necessary.

> **Note:** Before you can review the Excel workbook, you need to download and install the Desktop Integration Installer tool from **Navigator** > **Tools**.

In the Microsoft Excel spreadsheet, you'll see that the skill title, description, and short description are translated. If the skills already have existing translations, you'll see the old translation and the new suggested translation in the **Before** and **Proposed** columns.

If the Excel sheet has more than 5000 rows, the Excel sheet will display the first 5000 rows. After you curate and click **Upload Changes** on the Oracle Visual Builder tab, the next 5000 rows will be displayed for your review.

# How do I configure and run the Job Skills Enrichment agent?

Enrich job profiles with AI-suggested skills using the Job Skills Enrichment agent. This agent analyzes the job description, job title, skills associated with the job profile, your organization's skills library, and other relevant HCM transactional data, and suggests new or extra skills that are relevant to the job profile.

**Before you start**

The HCM Application Administrator role needs to have the functional security privilege, WLF_MANAGE_JOBS_BULK_SKILLS_ADVISOR (Manage Job Skills Enrichment Agent), to run this agent.

When skill suggestions are made, they have a confidence score based on the relevancy of the skill to the job. When configuring this agent, you can use the confidence score to decide which skills should automatically be approved, which skills you want to review and approve or reject, and which skills not to consider at all.

**Here's what to do**

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1. Configure and run this agent:

   a. Go to **My Client Groups** > **Learning and Development**. In the HCM agents section, click **Job Skills Enrichment**.

   b. From the **Add** menu, select **Job Skills Enrichment**.

   c. Enter a name and description for the agent.

   d. From **Filtered List**, select a job-specific list that you want to add skills to.

      If you don't find the jobs list you're looking for, click the **Manage Filtered Lists** link to create a new list. To create a filtered list for use with this agent, select the **Jobs** object and the **Grow** subscriber. From the **Conditions** section, select a job family, function, job set or active jobs.

   e. Specify the confidence score thresholds to filter skills for your review and for automatic approval. If you don't specify any confidence score threshold, you'll need to review all skill suggestions manually.

   o Confidence score threshold for automatic approval: Any skill with a score equal to or above this threshold will be automatically approved and added to a job profile, with a curation status of Yes.

   o Confidence threshold for your review: Any skill with a score above this threshold (but below the auto-approval threshold), will be added to the job profile with a curation status of No, which you can then review and approve. Note that skills in this status are only visible to administrators, giving them the ability to review these items either in the Microsoft Excel workbook or from **My Client Groups** > **Profiles** > **Job Profiles**.

      Any skills with a score below the manual review threshold won't be suggested as part of the Microsoft Excel workbook or added to the job profile for you to review.

   a. Define the maximum number of highest scoring skills to suggest across both auto-approval and manual review categories.

      The number of skills selected will be up to the limit you define.

   b. Click **Apply**.

   c. On the Learning and Development Agents page, select the agent and click **Run Agent**.

   d. When the agent completes, click **Download and Update**. This downloads a Microsoft Excel workbook where skill suggestions are added by Oracle AI.

   **Note:** Before you can review the Excel workbook, you need to download and install the Desktop Integration Installer tool from **Navigator** > **Tools**.

2. Review the Microsoft Excel workbook and upload the skills to the respective job profiles:

   a. Review the skills that you want to add or remove from each job profile, change the approval status in the **Skill Curation Status** column.

   b. On the **Oracle Visual Builder** tab in the Microsoft Excel plug-in, click **Upload Changes**.

3. Verify whether the skills are added to the skill catalog:

   a. On the **My Client Groups** > **Profiles** page, click **Job Profiles**.

   b. Search for the job profile name. If the job profile didn't exist before, the AI agent would have created it in Inactive status. So clear the **Active** filter if it was applied before.

   c. Click the job profile. Note that the profile will be in **Needs Review** status regardless of whether the skills have a curation status of Yes or No.

   d. Scroll down to the content section that's subscribed to Skills Center.

   e. Click the **Edit** icon to change the curation status.

      Unreviewed skills (curation status of No) are also added to this section. However, employees won't see the skills as part of their job profile until you approve them and change the curation status to Yes. As an administrator, you can decide whether to allow the Gap recommender process to consider these unreviewed skills for learning recommendations.

# How do I configure and run the Skills Library Description agent?

You can now add descriptions to all the skills in a skill catalog by using the Skills Library Description agent. You can add skill descriptions to any skill catalog except Lightcast Skills Library.

**Before you start**

1. Enable Enhanced Dynamic Skills.
2. The administrator needs to have the functional security privilege, Manage Skills Library Description (WLF_MANAGE_SKILLS_LIBRARY_DESCRIPTION). By default, it's added to the Skills Library Administration duty role. If you're creating a custom role, ensure that this privilege is added to the role.

**Here's what to do**

1. Configure and run this agent:
   a. Go to **My Client Groups** > **Profiles** > **HCM Agents**.
   b. On the **Add** menu, select **Skills Library Description**.
   c. Enter an agent name and its description.
   d. Select the skill item catalog to which you want to add skill descriptions.
   e. Select the language in which the descriptions must be created.
   f. Click **Apply**.
   g. On the Learning and Development Agents page, select the agent and click **Run Agent**.
   h. When the agent completes, click **Download and Update**. This downloads a Microsoft Excel workbook where skill descriptions generated by the agent are available for you to review.

   **Note:** Before you can review the Excel workbook, you need to download and install the Desktop Integration Installer tool from **Navigator** > **Tools**.

2. Review the Microsoft Excel workbook:
   a. Review the skill descriptions in the **Proposed Description** column and make edits, if required.
   b. Select **Y** in the **Accept** column against each description to confirm adding it to the skill.
   c. Once you're done reviewing all skill descriptions, on the **Oracle Visual Builder** tab in the Microsoft Excel plug-in, click **Upload Changes**.
3. Verify whether the skill descriptions are added to the target skill item catalog:
   a. On the **My Client Groups** > **Profiles** page, click **Item Catalogs**.
   b. On the Item Catalogs page, click **Content Items**.
   c. Filter based on the skill item catalog name or skill name.
   d. Click the **Edit** icon in each skill row to confirm that the description is added to the skill.

# How do I show or hide swim lanes in Grow?

You can show or hide swim lanes and sections in Grow using the Express mode in Visual Builder Studio (VBS).

1. Go to the **Me** > **Grow** page.
2. From the **Settings and Actions** menu, select **Edit Page in Visual Builder Studio**.
3. Select your project or create a new one.
4. VBS opens in a new window. Ensure that you are in Express mode.
5. You'll see three container layouts:
   - Item Overview Container Layout (this is for the side panel in Grow)
   - Container Layout for Excel in Your Current Role
   - Container Layout for Grow Your Career

   Each container layout lists the swim lanes that are currently displayed and are available to display on your Grow page.

6. Click the **Rules** button in the container layout that you want to configure.
7. In the Rules area, you'll see built-in rules. You can't change these. Click the **Rule** button to create a new extension rule.
8. Enter a label for the extension rule, and an optional description.
9. In the extension rule that you created, you'll see two sections: **Sections Included in Rule** and **Available Sections**. To show a region, click the **Add Section** icon in Available Sections. To hide a section, click the **Remove Section** icon in Sections Included in Rule.

   To reorder sections, drag a section up or down in the order in Sections Included in Rule.

10. Preview and publish your changes.

   **Note:** Even if you show or hide a swim lane using rules, that swim lane will display on the Grow page only if it's supported by the ORA_WLF_ENABLE_GROW_RECOMMENDATIONS profile option. If this profile option is set to No, you won't be able to see the swim lane even if you choose it to display in VB Studio.

# How do I enable the Role Alignment feature?

Complete these prerequisites to enable business leaders to view the Role Alignment tab and associated data on the page:

1. Run the Import Role Assignment Skills scheduled process so that assignment data is indexed. This process must be scheduled to run weekly. It can also be run as necessary when job assignment changes are made.
2. The View Role Guide Alignment (ORA_WLF_VIEW_ROLE_GUIDE_ALIGNMENT) aggregate privilege needs to be added to any custom role that's created. It's added by default to the following duty roles:
   - Career Growth Access by Manager (ORA_WLF_CAREER_GROWTH_ACCESS_BY_MANAGER_DUTY) duty role, which is added to the Executive Manager abstract role.
   - Career Growth Access by Administrator (ORA_WLF_CAREER_GROWTH_ACCESS_BY_ADMIN_DUTY) duty role, which is added to the Human Resource Specialist job role.
3. Set up Dynamic Skills:
   - Enable Enhanced Dynamic Skills (earlier called Dynamic Skills V2) to use the role alignment and role guide features.
   - Set the ORA_HRT_SKILLS_ENRICHMENT_ENABLED profile option to **Yes**.

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