

Oracle Fusion Cloud Talent Management

How do I set up a candidate pool?



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1 Introduction

About this Playbook

You set up candidate pools so that recruiters and hiring managers can group candidates and manage sourcing activities for a current or future job position that they will potentially fill.

Managing sourcing activities through candidate pools helps to ensure that candidates are engaged with the organization even if they aren't actively involved in a hiring effort.

Candidate Pool Processes

To set up candidate pools, you need a candidate pool process which provides the framework to progress candidates through the sourcing lifecycle.

You can create candidate pool processes to match your internal business processes. This includes adding, removing, renaming, and reordering the various phases and states that the pool members will go through. You can create multiple candidate pool processes but only one candidate pool process can be active at any given time.

Two candidate pool processes are provided:

- **Candidate Pool Process Template (CPP-TEMPLATE):** This process can't be made active, but rather is duplicated to create your own candidate pool process. This process contains predefined phases and states.
- **Default Candidate Pool Process (CPP-DEFAULT):** This process is a copy of the candidate pool process template so it contains the same predefined phases and states. This process is provided so that there's an active process in new environments however, you can't make many modifications to this process because it's already active. You can use the process for your candidate pools or you can inactivate it to use your own processes instead.

2 Set Up a Candidate Pool

Define Process Properties

When you create a candidate pool process, the first step is to define process properties.

1. In the Setup and Maintenance work area, go to **Offering: Recruiting, Functional Area: Source Candidates, Task: Candidate Pool Management Process Configuration**.
2. On the Candidate Pool Management Process Configuration page, click **Create**.
3. On the Create Process Page, enter process properties such as the process type, name, code and description of the process.
4. Click **Save and Continue**.

Create Phases and States

Once you've entered process property information, the details page of the candidate pool process displays.

All phases include the terminal states Rejected by Employer and Withdraw by Candidate.

1. In the Phases section, click **Create**. Enter a name and a description for the phase.
2. In the States section, click **Create** to add a state to the phase.
3. Click **Save and Close**.

Activate the Process

1. On the Candidate Pool Management Process Configuration page, click the name of the candidate pool process you just created.
2. Click **Edit Process Properties**. In the Status field, select **Active**.

