Oracle Fusion Cloud Talent Management

Implementing Dynamic Skills

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Contents

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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.

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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 Overview of Dynamic Skills

Overview of Dynamic Skills

To better understand and grow your organization's talent with an always-current, well-defined, and tailored skills data set, use Oracle Dynamic Skills. It uses your organizational data to automatically identify, infer, and recommend skills for people, jobs, and other skills related resources. You've a continuously updated view into the ever-evolving skills to effectively connect people to opportunities.

Here's a summary of the Dynamic Skills features.

Product	Features
Recruiting	Skills Advisor for Candidates Skills Advisor for Job Requisitions
Profile Management	Skills Center Skills Advisor for Job Profiles
Opportunity Marketplace	Skills Advisor for Gigs
Career Development	Career Ambassadors Career Details Oracle-Search Based Explore Careers
Learning	Skills Advisor for Learning

You can use Dynamic Skills on Break Glass environments. For details, see *Can AI Apps be enabled in Fusion Break Glass pods*.

US Government Cloud customers can use Dynamic Skills functionality without AI support.

In addition to Dynamic Skills support for European Union Restricted Access (EURA), Dedicated Region Cloud Customer (DRCC), and UK government pods, the following HCM AI features are also supported:

- Suggested Candidates
- Similar Candidates
- Time to Hire
- Recommended Jobs
- Similar Jobs

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- Suggested Careers

- Suggested Successors

Components of Dynamic Skills

The key components of Oracle Dynamic Skills are Skills Nexus, Skills Advisor, and Skills Center.

- Skills Nexus

  Skills Nexus improves the quality and depth of organizational knowledge by streamlining the capture and management of skills while enhancing their consistency and freshness. It builds and manages a customer tailored inventory relating skills and jobs that will be used for making skills recommendations in various people processes.

- Skills Advisor

  Skills Advisor intelligently recommends skills to enhance people, job, and resource data using a customer-specific skills and jobs inventory across HCM applications.

- Skills Center

  Skills Center is a centralized workspace from which individuals can explore, review, and manage personalized, AI-driven recommendations for skills, as well as people connections, development, and new growth opportunities throughout their entire employment journey. In Skills Center, as well as other application areas, Oracle provides AI-based matching of people, jobs, and resources (called Intelligent Matching), employing a multi-stage Natural Language Processing (NLP) pipeline that provides superior results to search by performing matching based on contextual similarity rather than exact match.

  Pipeline: In this context, we see the steps required for natural language parsing and analysis of textual data to determine which words or phrases represent or are related to skills or job titles.

Related Topics
- Skills Nexus
- Skills Advisor

Skills Nexus

Skills Nexus enables the understanding of organizational skills by supporting the detection, capture, and refreshing of skills using an AI-powered inventory tailored to each business.

Skills Nexus combines a deep learning engine with a Global Skills Model that has been curated through an extensive human-in-the-loop labeling and machine-learning process. It then uses customer data to dynamically configure a customer-specific skills inventory of taxonomies defining skills, jobs, and their relationships, which can be further enhanced through customer curation, and transparently improves through application use. This helps to identify and enter relevant and consistent skills in a wide variety of HCM applications.

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Skills Advisor

Skills Advisor is an intelligent recommendation capability that provides personalized skills recommendations within various talent management business processes.

Skills Nexus enables Skills Advisor to recommend consistent, relevant skills based on a very limited set of input data. Skills Advisor shows you a set of relevant skill recommendations presented as a result of Skills Nexus accessing the customer skills inventory through two components of its deep learning engine. The first step involves passing the employee's job title to the Job Title Normalizer, which matches the job title in the Talent Profile to a small set of normalized job titles. These titles have been established by analyzing a large body of both public domain and proprietary data. The normalized job titles are then passed to the Skills Inventory pipeline, which utilizes the Skills Inventory to categorize skills by job title and business domain to make the skills recommendations. This results in Skills section of the UI populated with the initial set of relevant skills.

Skills Advisor also has the ability to recognize the skills already present in a user profile or job description, and adjust its recommendations accordingly. This results in skill recommendations that are significantly more relevant and better targeted. For example, you might have the job title Senior Marketing Analyst, for which Skills Advisor might recommend Advertising, Collateral Development, and Market Research. But, if you already had added Market Research as one of your skills, the recommendations would likely be adjusted to include more research-related skills such as Competitive Analysis, Market Sizing, or Sales Forecasting.

Even though Skills Advisor shortlists relevant skills to help you expand your profile, you may not see all the skills you are looking for in those initial recommendations set. You can then search for the skill. When you begin typing, Skills Advisor dynamically presents job-relevant skills that match the characters typed, thus allowing you to tap into the thousands of skills available through Skills Nexus. Moreover, you can introduce new skills that are not part of the inventory. Skills Nexus uses Natural Language Processing capabilities to analyze new skills entered in this way for potential addition to its current taxonomy.

Additional sources for skills recommendations include utilizing Skills Advisor to identify similar employees and recommend skills they have, as well as recommending skills that have been identified by a manager or through other methods as being critical or required for the employee's job or organization.

Data Used for Dynamic Skills Features

The Dynamic Skills features use Oracle AI Apps matching algorithms to provide skills recommendation based on the data in this table.

Product	Feature	Data Used
Recruiting	Skills Advisor for Candidates	Candidate Profile Data: • Work History (Previous Employment) o Title o Achievements o Responsibilities

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Product	Feature	Data Used
		• Degree (Education) ○ Degree ○ Major ○ Education Level • Skill ○ Name ○ Description • Licenses or Certification ○ Title ○ Comments • Candidate ID or Applicant ID • Summary • Job Function • Experience
	Skills Advisor for Job Requisitions	Job Requisition Data: • Title • Description • Education Level • Job Function • Job Family • Qualifications • Responsibilities • Requisition ID • Job Type • Questions (description) • Competencies (name) • Skills
Profile Management	Skills Center	Person Profile Data: • Person ID • Business Title • Job Name • Description • Career Ambassador Summary • Career Statement • Areas of Interest • Areas of Expertise

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Product	Feature	Data Used
		• Accomplishments • Areas of Study • Certifications • Education • Education Level • Honors • Skills • Skills Center Skills • Special Projects • Previous Employment • Career Preferences • Competencies Model Profile and Position Profile • Profile ID • Name • Model Description • Model Responsibilities • Model Qualifications • Accomplishments • Certifications • Competencies • Education • Honors • Skills • Skills Center Skills • Special Projects
	Skills Advisor for Job Profiles	• Profile ID • Profile Name • Profile Summary • Profile Description • Profile Responsibilities • Profile Qualifications • Accomplishments • Certifications • Competencies • Education • Honors • Skills

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Product	Feature	Data Used
		• Skills Center-Subscribed Skills • Special Projects
Learning	Skills Advisor for Learning	• Course ID • Course Title • Course Description

Welcome to Oracle AI Apps for Talent Management

Oracle AI Apps for Talent Management uses artificial intelligence and machine learning algorithms to provide features to the HR specialists, recruiters, candidates, employees, and managers.

Here's a summary of the AI Apps features, along with activation and ingestion scheduled processes details:

Feature	Product	AI Apps to Activate	Scheduled Processes for Ingestion	Audience	Description
Time to Hire	Recruiting	Time to Hire	None. AI Apps will use BI Publisher credentials to retrieve data	Recruiters	Provide estimates about the time taken to make a hire for job requisition.
Suggested Candidates	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Recruiters	Suggest best-fit candidates for job requisitions.
Similar Candidates	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Recruiters	Find candidates who have skills and experience similar to existing candidates.
Similar Jobs	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Candidates	Suggest jobs similar to the selected job requisition.
Suggested Jobs	Recruiting	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Candidates	Suggest jobs that match a candidate's profile.
Skills Advisor for Candidates	Recruiting	Dynamic Skills	Synchronize Recruiting Data for Candidate Recommendations Synchronize Talent Data for AI Recommendations	Candidates	Suggest skills to candidates so that they can quickly select the relevant skills and add details.
Skills Advisor for Job Requisitions	Recruiting	Dynamic Skills	Synchronize Recruiting Data for Candidate Recommendations	Recruiters	Suggest skills to recruiters so that they can quickly add the required skills to a requisition and

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Feature	Product	AI Apps to Activate	Scheduled Processes for Ingestion	Audience	Description
			Synchronize Talent Data for AI Recommendations		enhance the job description.
Suggested Careers	Career Development	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	Employees	Suggest careers to employees to plan their career path.
Suggested Successors	Succession Management	AI Talent Best Match	Synchronize Talent Data for AI Recommendations	HR specialists Managers	Suggest candidates for HR specialists and managers to add to succession plans.
Skills Center	Profile Management	Both Dynamic Skills and AI Talent Best Match	Synchronize Recruiting Data for Candidate Recommendations Synchronize Talent Data for AI Recommendations	Employees Managers	Provides a centralized place for employees and managers to manage skills and suggest actions to drive personal and organizational growth.
Skills Advisor for Job Profiles	Profile Management	Both Dynamic Skills and AI Talent Best Match	Synchronize Recruiting Data for Candidate Recommendations Synchronize Talent Data for AI Recommendations	Recruiters	Provide AI suggestions for skills for recruiters to enter skills for job profiles.
Skills Advisor for Position Profiles	Profile Management	Both Dynamic Skills and AI Talent Best Match	Synchronize Talent Data for AI Recommendations	HR administrators	Suggest relevant skills for HR administrators to create and maintain a targeted position specification.
Skills Advisor for Gigs	Opportunity Marketplace	Dynamic Skills	Synchronize Recruiting Data for Candidate Recommendations Synchronize Talent Data for AI Recommendations	Gig creators (Recruiters, managers) Candidates	Provide skill suggestions that gig creators can associate with their gigs. Provide an ability for candidates to see the skills comparison of the gig against their own skills.
Skills Advisor for Learning	Learning	Dynamic Skills	Synchronize Talent Data for AI Recommendations	Learning administrators	Suggest appropriate skills to set as learning outcomes when configuring a course or specialization.

> **Note:** The AI Apps features work only when the environment uses English as the operation language.

To activate AI Apps for Talent Management, see *Activate Oracle AI Apps for Talent Management*.

Pathways to Enhanced Dynamic Skills

There are different pathways to upgrade to Enhanced Dynamic Skills, depending on your current Talent Profile Type configuration. Review the considerations below to pick the one that's relevant for your configuration.

Pathway 1

You don't have any skills content section. Run the **Prepare Application for Skills Enrichment** job. This will bootstrap the setup and configuration of your new Skills Center application.

Pathway 2

You've only one skills content section that neither the Talent Profile nor the Skills Center are subscribed to. Below are some further considerations:

Do you want to choose this content section as the Skills Center?	Do you want to apply security to your existing content section? **	Steps to get you started
No	Yes or No	Run the **Prepare Application for Skills Enrichment** job. This will bootstrap the setup and configuration of your new Skills Center application.
Yes	Yes	You can't use the current content section for Dynamic Skills, you however, you can run the **Prepare Application for Skills Enrichment** job to bootstrap the setup and configuration of your new Skills Center application.
Yes	No	Add Skills Center as a subscriber on this content section. Then, run the **Prepare Application for Skills Enrichment** job. This will bootstrap the setup and configuration of your new Skills Center application.

** The Skills Center content section is considered public and doesn't honor content section security.

Pathway 3

You've one or more skills content sections and Skills Center is subscribed to one of them. Run **Prepare Application for Skills Enrichment** to upgrade your skills framework and any transactions in the Skills Center-subscribed content section.

Pathway 4

You've one or more skills content sections and the content section you want to choose as the Skills Center content section is subscribed to by Talent Profile. Below are some further considerations.

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Retain data in section to use with Dynamic Skills?	Is Recruiting, Learning, or Journeys subscribed to the content section?	Do you want to apply security to your existing content section? **	Steps to get you started
No	Yes or No	Yes or No	Run the **Prepare Application for Skills Enrichment** job. This will bootstrap the setup and configuration of your new Skills Center application.
Yes	Yes or No	Yes	This setup isn't yet eligible for Dynamic Skills.
Yes	No	No	This setup isn't yet eligible for Dynamic Skills.
Yes	Yes	No	This setup isn't yet eligible for Dynamic Skills.

Pathway 5

You've one or more skills content sections and the content section you want to choose as the Skills Center content section isn't subscribed to by Talent Profile. See Pathway 2.

Related Topics

- Upgrade to Enhanced Dynamic Skills

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2 Activate Next Gen Dynamic Skills

Upgrade to Enhanced Dynamic Skills

1. Run the job Prepare Application for Skills Enrichment. For more details, see *Enabling the Components*. If the environment is new to Dynamic Skills and didn't have a Skills section—whether for LinkedIn imports or other uses— set the parameters to **No** because no Skills data existed before the upgrade.
2. To use AI, perform the following:
   a. Enable Dynamic Skills in AI apps.
   b. Enable the profile option ORA_HRT_AI_SKILLS_ASSISTANT.
   c. To submit data to Fusion AI, run the job Synchronize Talent Data for AI Recommendations.
3. Review log to ensure that there are no issues.
4. Verify that ORA_HRT_SKILLS_ENRICHMENT_ENABLED is now set to Y.
5. Schedule the job to run daily.
   - Job to create index definition and perform initial ingest to OSCS.
   - Index: fa-hcm-contentitem
6. Navigate to **My Client Groups** > **Profiles** > **Item Catalogs**.
   Verify that the URL is ending with **-v2**.
7. In the **Template** filter, select only **Skills**.
8. Ensure that Oracle Dynamic Skills Library and Skills Library are active.
9. Navigate to **My Client Groups** > **Profiles** > **Profile Types**.
10. In the Skills Center section, click **Edit**.
11. Oracle Dynamic Skills Library and Skills Library are displayed in the skill attribute.

Activate Oracle AI Apps for Talent Management

As part of configuring the AI Apps features, you will need to activate Oracle AI Apps.

These steps apply to all features except time to hire. To activate the Time to Hire feature, see *Set Up Time to Hire*.

Before you start

To complete these activation steps, you must:

- Either have the predefined role Application Implementation Consultant (22D and above)
- Or have a custom role that inherits the predefined role Adaptive Intelligence Applications Administrator (22C and above)

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Note:

- When you activate Dynamic Skills, you must also activate AI Talent Best Match.

- If you were recently granted either the Application Implementation Consultant role or the Adaptive Intelligence Applications Administration role, you might be denied access while activating an app, or the status of the app may appear as Unavailable. Try signing into the application with another user who had the Application Implementation Consultant role granted to them a while ago.

Here's what to do

1. Sign into your Oracle Fusion Application.
2. On the home page, click the Tools tab and then click the quick action **AI Apps Administration**.

   The Application Administration page displays a list of apps and their current activation status.
3. Click the row for the app you want to activate, for example, Dynamic Skills.
4. On the app page, click **Activate App**.

   The status changes to Processing, and then will change to Active. It may take about 5 to 20 minutes for the status to change from Processing to Active.

Ingestion Steps for AI Apps Features

These steps apply to all Oracle AI Apps features except time to hire, and are meant for the implementation user.

Note: You must complete these steps to make sure that all the AI features work as expected.

These scheduled processes extract data from your Oracle HCM and transfer the data to the connected AI Apps environment. This data will then be processed by machine learning pipelines to build custom machine learning models. See the table in the topic *Welcome to Oracle AI Apps for Talent Management* to understand the AI application to activate and the processes for data ingestion.

Here are a few things to keep in mind:

Here's what to do

- These steps are required for all the AI features except time to hire.
- You must not proceed further unless you completed the steps outlined in the previous sections.
- You must set the **ORA_HRT_AI_SKILLS_ASSISTANT** profile option and/or the **ORA_HRD_AI_BEST_ROLES** profile option to **Yes** to integrate with AI Apps.
  a. Sign into your Oracle HCM application and navigate to the Setup and Maintenance work area.
  b. Search for and click **Manage Administrator Profile Values**.
  c. Search for and select the profile option **ORA_HRT_AI_SKILLS_ASSISTANT** or **ORA_HRD_AI_BEST_ROLES**.
  d. In the Profile Values section, make sure that the Profile Level is set to **Site**.
  e. Set the **Profile Value** field to **Yes**.
  f. Click **Save and Close**.
- If you're following these steps in a nonproduction environment, set the jobs to run just once. If you're setting this up in a production environment, you must set up a recurring schedule. Oracle recommends that you run these scheduled processes once a week initially and then decide if you need to do it more often. For example,

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you might need to do it more often if you've a significant hiring cycle, if you revised competencies, and so on. The first execution of these scheduled processes will take significantly longer because the scheduled process will try to extract historical data. Subsequent runs will be faster because the process extracts only incremental changes since the last run.

- After the scheduled processes complete, anonymized data from HCM Cloud will have been exported to the AI cloud service. Processing of this data will begin automatically and is expected to take about 8-12 hours to complete, depending on the volume of data. You can expect to start seeing recommendations after this process completes.

- If AI Talent Best Match is already activated and you're now activating Dynamic Skills, these scheduled processes might already be running in your environment. You might not need to run the processes again.

3 Skills Enrichment

Enabling the Components

To set up the components run the background job Prepare Application for Skills Enrichment (**Tools** > **Scheduled Processes**).

The following conditions need to be satisfied to run this job in either preview or upgrade mode:

- Enhanced Talent Profile Management is enabled

- A Skills Center-subscribed content section already exists with skill transactions

- All the applications subscribed to the Skills Center-subscribed content section needs to be on the Redwood user experience

The job performs the following actions:

- Adds a Skill template in the item catalog with the following predefined catalogs:
  - Oracle Dynamic Skills Seed Library, with a set of predefined skills
  - Skills Library, an empty catalog

- If a Skills Center subscribed content section doesn't exist, it creates a new content section, Skills Center Skills, with the following characteristics:
  - The content section is set to inactive, so you can activate it when appropriate.
  - Skills Center is added as subscriber.

- The Oracle Dynamic Skills Seed Library and Skills Library catalogs are associated as a source of skills on the Skills Center content section.

  Note: The Skills Center content section is the only content section that allows multiple item catalog associations.

- Sets the read-only profile option ORA_HRT_SKILLS_ENRICHMENT_ENABLED to Y to indicate the components have now been setup for skill catalog use and enrichment.

- If a skill already exists in the library, regardless of whether it's active or not, a reference (Skill ID) to the library skill is added to the skill on the transaction. If not, a new Skill ID is generated and added to the transaction and this skill might be presented for curation at a later point.

- If the option **Convert skills that are synonyms into catalog skills** is set to Yes, the job replaces any synonyms found with the corresponding catalog skill on transactions.

Oracle Search powers a greatly enhanced search experience for your profile content items including skills library and transactional pages where skills are added, for example, job profiles and requisitions.

You need to set up the job to create an Oracle Search index for all your item catalogs comprising skills and qualifications (competencies, certifications, and so on) available to your users. Specify index parameter as **fa-hcm-contentitem**, and set a frequency for the index to fully refresh regularly (we suggest a daily refresh).

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Related Topics
- Set Up the Components for Ongoing Skill Enrichment

Set Up the Components for Ongoing Skill Enrichment

Oracle AI can help you enrich your skills library.

To use skills enrichment AI, set up the following:

1. Complete the steps to setup AI. For details, see *Welcome to Oracle AI Apps for Talent Management*.
2. Run a background job for AI to ingest all the skills in your catalogs regularly. Schedule Synchronize Talent Data for AI Recommendations (**My Client Groups** > **Tools** > **Scheduled Processes**) to run regularly and choose the Skills item catalog as the object to propagate. The background job will propagate all skill catalog metadata and skills in those catalogs to AI. We recommend that you set up a monthly ingestion to AI.

Skill Item Catalogs

The Item Catalogs page (**My Client Groups** > **Profiles** > **Item Catalogs**) supports enhanced search and filtering capabilities to easily access and manage catalogs.

Just as you can maintain structured item lists in the Item Catalog for certifications, competencies, and so on, you can now maintain your skills library as a set of catalogs for the Skill template in the Item Catalog. Skill catalogs can be activated or deactivated, and their contents can be maintained either via the Item Catalog UI or HDL, just like any other item catalog.

These catalogs can be associated with the Skills Center content section so these skills are available to users.

To speed up your skills adoption, Oracle provides a catalog, the Oracle Dynamic Skills Seed Library, with a set of skills to get you started. This catalog has the following characteristics:

- Skills in this catalog are read-only, that's, you can't add or update any skills. You can, however, delete any skill in this catalog.
- The library is translated into 29 languages apart from English, so translations are available to you for the languages enabled in your environment.
- Usage of this library is optional for the Skills Center content section. You can activate or deactivate this library and associate or dissociate it with the Skills Center content section.

The Skills Library is an empty catalog, that you can add your own skills or third-party skills to.

- Any or all skills you want to use that aren't part of the predefined library can be maintained here.
- You can add translations for languages enabled in your environment.
- You can add, update, or delete any skills in this catalog.
- Usage of this library is optional.

In addition, you can create your own skill catalog at any point. This catalog is created as inactive by default, and you can activate it when you're ready to do so. For ease of maintenance, we suggest you only keep a few catalogs.

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You can also use the Oracle Data Loader (HDL / HSDL) background process to manage your skill catalogs and skill translations.

> **Note:**
> - You can't delete Oracle-delivered catalogs, but you can deactivate any of them if they're not associated with a Skill content section.
>
> - You can delete any skill catalog you created, but exercise caution as there might be transactions referencing skills in these catalogs.
>
> - Skills must be unique across all skill catalogs, that's, you can't create a duplicate skill in any skill catalogs, regardless of whether they've been deleted before.
>
> - You can rename skills in catalogs not delivered by Oracle. This new name will appear in all existing skill transactional data.
>
> - You can delete skills in any skill catalog, including the catalog delivered by Oracle. Deletion isn't permanent and can be undone, that's, the skill is simply end-dated or deactivated, so any transaction using the skill will continue to keep the skill reference. Also, if the skill had been added to any transaction and then deleted from the item catalog, any processing by the application of these transactions will continue to occur. Below are some examples of how this will manifest in transactions:
>
>   - Deleted skills that are learning outcomes will be recorded on a person's profile after learning is completed.
>   - Team Skills Center will continue to show achievement metrics, and core skill assignments of deleted skills will be propagated to person profiles.

Related Topics
- Associating Skill Catalogs to the Skills Center Subscribed Content Section
- Guidelines for Loading Synonyms

Associating Skill Catalogs to the Skills Center Subscribed Content Section

You associate one or more skill item catalogs with the Skills Center subscribed content section. This ensures a curated set of skills is available to your users from the catalogs you maintain. You can choose any active skill catalogs, whether they're delivered by Oracle or your own.

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You can't associate skill catalogs to a content section not subscribed by Skills Center. These sections will continue to function as free-form content sections.

> **Note:**
> - You can't associate an inactive item catalog to the Skills Center content section.
>
> - The Skills Center content section is the only content section that allows multiple item catalog associations.
>
> - Exercise caution when you disassociate any active skills catalog from the Skills Center content section, as transactions might reference skills in the catalog. If you do disassociate it, note that transactions referencing skills in the catalog keep their skill references. Also, just as with deleted skills, if a skill from a disassociated catalog is added to any transaction and later deleted from the item catalog, the application continues to process these transactions.
>
> - If you're using AI for skills enrichment, associate at least one active skills catalog with the Skills Center content section.
>
> - If you aren't using AI for skills enrichment, associate at least one active skills catalog not delivered by Oracle with the Skills Center content section.
>
>   The Skills Center subscriber is no longer available to you to add to a Skill content section on the **Person Profile Type** page in **My Client Groups**. This subscriber is automatically added by the background job referenced above. You also can't remove the Skills Center subscriber from a skill content section. You can, however, configure the attributes you need on the content section.

Skill Enrichment and Curation

The Skills Library Enrichment Advisor is a new process that leverages the power of Oracle AI to help you enrich your skill library for your business needs and provides you the flexibility of curating the AI enriched skills. When this process is run, Oracle AI suggests new skills it has identified in your transactions. Each skill suggestion is assigned a confidence score based on the relevance of the skill to your organization.

In the advisor, you can set a confidence score threshold, which allows:

- Skill that receives a score of this value or higher to be automatically added to your designated Skills item catalog without your review, OR

- Skill receiving a score above this value, but below the approval score value, to be added to your Skills item catalog in a **Pending** status. Note that skills in this status are only visible to catalog administrators, giving them

the ability to review these items either in Microsoft Excel or on the **Items Catalog** page. Skills that are below the level of the **Pending** threshold won't get added for any review.

- You can set any skill you review as **Approved** or **Rejected**. Only **Approved** skills are available to end users.

To configure and run the process, perform the following:

1. Select **My Client Groups** > **Learning** > **Advisor Processes** > **Add** > **Skills Library Enrichment**.
2. Enter a name and description for the process.
3. Specify the confidence score values to filter skills for your review and for auto-approval. If you don't specify any confidence score value, you'll need to review all skill suggestions manually.
4. In the **Default Content Item Value Set** field, select the skills item catalog to which you want the AI skill suggestions to be added. You can't choose the Oracle-delivered catalog, as that's read-only. You can choose any other catalog that you are able to edit, add, and delete skills.
5. Click **Apply**.
6. Select the process and click **Run Process**.
7. When the process completes, click **Download and Update**. This downloads a Microsoft Excel workbook where skill suggestions are added by Oracle AI.

To review the Microsoft Excel workbook and upload the skills to your skills item catalog, perform the following:

1. Review the skills that you want to add or remove and select an approval status in the **Curation Status** column.
2. You can also select a different catalog in the **Item Catalog Name** column.
3. On the **Oracle Visual Builder** tab in the Microsoft Excel plug-in, click **Upload Changes**.

   Note:
   - Before you review the Microsoft Excel workbook, you need to download and install the Desktop Integration Installer tool from **Navigator** > **Tools**.
   - To view this process, an administrator needs to have the functional security privilege, WLF_MANAGE_BULK_SKILLS_LIBRARY_ENRICHMENT.

You can verify if the skills are added to the Skills item catalog with the curation status you chose, on the **Item Catalogs** page (**My Client Groups** > **Profiles** > **Item Catalogs**).

Skills can also be curated directly on the **Item Catalogs** page. You can set a skill you review as **Approved** or **Rejected**. Only **Approved** skills are available to end users.

Enhanced Skills Center Experience

The Skills Center presents an enhanced, intuitive experience that allows employees to easily search for and add skills as either developing or developed. This experience is available regardless of whether you've enabled AI.

- Adding new skills that aren't suggested by AI as developing or developed skills is a one-click process, eliminating the need to first add the skill to the AI skill suggestions area and then designate it as either developing or developed.

- If the Skills Advisor is enabled, employees can access AI suggested skills. Also, when employees click the skill search box, they will no longer be shown a list of AI suggested skills. Instead, as they type, they will see library skills, based on Oracle Search.

- If the Skills Advisor isn't enabled, employees can search for library skills using Oracle Search.

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- If a relevant library skill isn't available, employees can add a new skill as free-form text.

How to Ingest External Files Containing Skill Data

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.

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.

When skill data from these object types is added to the AI object store, the AI engine analyzes this data and fine-tunes the AI skills model to provide better suggestions that are relevant to your business needs.

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

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:

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.

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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.

Enrich Your Skills Library

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.

When this agent is run, Oracle AI reads your existing skills library, understands your organization's skills and qualifications requirements, and suggests new skills based on an analysis of these requirements. Each skill suggestion is assigned a confidence score based on the relevancy of the skill to your organization.

When configuring this agent, these are the parameters you need to specify:

- Specify 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.

- Set confidence score thresholds for automatic approval and for your review:
  - 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.

- Choose to include synonyms for skill suggestions that are added to the target skill catalog.

  A synonym is another name that's commonly used for a skill. It could be a short name, an abbreviation, or industry-specific jargon. For example, if there's a skill called Python Scripting Framework, it could be known by other names such as Py scripting or just Python. Instead of creating separate skills for each of these in the skills catalog, a single skill will be added called Python Scripting and the synonyms will be appended to that skill.

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

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.

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      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.

      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.

      f. From **Default item catalog**, select one of the predefined skill catalogs to which the skill suggestions must be added.

      g. Click **Apply**.

      h. Select the agent and click **Run Agent**.

      i. 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:

> **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.

Related Topics

- Skill Item Catalogs
- Content Section Properties
- Content Items
- Set Up Desktop Integration for Excel

How to Translate Skills Catalogs

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.

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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

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.

Enrich Job Profiles with AI Suggested Skills

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.

The skills suggested by AI are added as 'pending' (also known as uncurated), and requires an admin to review and approve them to be added to a job profile.

When a job profile is enriched with relevant skills, the Gap Recommender process compares the skills in an employee's talent profile against the skills defined in the job profile and suggests relevant learning items in Grow to help address these gaps.

Before you run this agent, you need to create a filtered list to identify the jobs that you want to add the suggested skills to. While creating the filtered list, you need to choose a job family, job function, job set, or active jobs, as the filter criteria. The jobs relevant to these categories are then identified as a part of this list. When running the agent, you need to select this filtered list name. If you've included a job function or family in the filtered list, the AI agent suggests relevant skills for each job in that function or family.

For each job, the AI agent looks for an associated job profile and suggests skills for that job profile. If a job profile doesn't exist, it creates one in inactive status, and marks it as 'Needs Review', and adds suggested skills to it. If the job profile already exists, it may also add suggested skills to it. If it does, it will only update it as 'Needs Review', but not change the status to active or inactive.

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

When you set a confidence score threshold for auto-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.

When you set the confidence threshold for a manual 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.

You can also limit the total number of skills that can be suggested across both auto-approval and manual review categories. This will select the highest scoring skills across both categories. The number of skills selected will be up to the limit you define.

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.

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.
   f. Define the maximum number of highest scoring skills to suggest across both auto-approval and manual review categories.
   g. Click **Apply**.
   h. On the Learning and Development Agents page, select the agent and click **Run Agent**.
   i. 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 the respective job profiles:

   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 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.

Related Topics
- Create Filtered Lists
- Set Up Desktop Integration for Excel
- Recommend Learning

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4 Enable Skills Advisor for Candidates and Job Requisitions

Enable Skills Advisor for Candidates and Job Requisitions

When you enable Skills Advisor for candidates, candidates can select suggested skills for a specific job. When you enable Skills Advisor for job requisitions, recruiters can add required skills for a job requisition using suggested skills, thereby enhancing the richness of the job description.

1. *Create the Profile Option for Skills Assistant*
2. *Set Up the Skill Content Section for Person Profiles*
3. *Set Up the Skill Content Section for Job and Position Profiles*
4. *Configure the Skills Section in the Job Application Flow*
5. *Display the Skills Section in Job Requisitions*
6. *Enable Recommended Skills*

Create the Profile Option for Skills Assistant

You need to create and enable the profile option called ORA_HRT_AI_SKILLS_ASSISTANT.

When the profile option is created, you need to enable it at the Site level.

Related Topics
- Create and Edit Profile Options

Set Up the Skill Content Section for Person Profiles

You create a new content section using the Skill template to capture Skills Center skills or convert an existing Skills content section for Skills Center use.

1. Navigate to **My Client Groups** > **Profiles** > **Profile Types** > **Person**.
2. To make the content section available for Skills Center, select **Skills Center** as a subscriber.

   Either Skills Center or Talent Profile can subscribe to a Skill Content section.
   - If Skills Center is the subscriber, it appears only in Skills Center. The Skills Center can subscribe to only one Skill content section. After you start adding skills to the content section, you can't cancel the Skills Center subscription to the content section.
   - If Talent Profile is the subscriber, the skills content is available only in the Skills and Qualifications page.
3. If you're using specific applications to integrate with Skills Center as a subscriber for the content section, select subscribers such as Learning Outcomes and Career Development.

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4. If you want to enable the usage of skill levels on skills, associate a rating model to the Skill Level attribute and make sure that the attribute isn't hidden.

You can turn off skill levels later by hiding the attribute in the content section. You can create and use an N-level rating model as long as it has numerically increasing level values. The level ID with the highest numeric value is considered as the highest rating, and the level ID with the lowest numeric value is the lowest rating. The rating level ID can only go up to 9. It is set to Unspecified until the skill level is assigned. You can't change the rating model used in a Skills Center content section once you start adding skills in the content section.

Set Up the Skill Content Section for Job and Position Profiles

You can add the Skills Center content section to the job and position profile type the same way as you would add any other content section. It will enable the content section to define skill requirements for a job and other tasks such as creating learning item prerequisites.

Skills Advisor can be enabled for use in Job Profiles by enabling the profile option ORA_HRT_AI_SKILLS_ASSISTANT.

When the profile option is created, you need to enable it at the Site level.

Related Topics
- Create and Edit Profile Options

Configure the Skills Section in the Job Application Flow

You need to configure the Skills section in the job application flow so that the skill recommendations appear when the feature is enabled.

If it's not already configured, you need to add the Skills block in a job application flow. This enables candidates to view the Skills section to manually enter or bring in the skills as part of profile import.

1. 1. In the Setup and Maintenance work area, go to:
   - Offering: Recruiting and Candidate Experience
   - Functional Area: Candidate Experience
   - Task: Job Application Flow Configuration
2. Select an application flow.
3. Create a new version of the flow.
4. Add the **Skills** block.
5. Click **Save and Activate**.

Related Topics
- Create an Application Flow

Display the Skills Section in Job Requisitions

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You need to create a rule in Transaction Design Studio to display the Skills section in job requisitions. This will enable recruiting users to view the Skills section in requisitions and add skills relevant to the requisition. You can use these actions to create the rule:

In Transaction Design Studio, mark the Skills section as visible for both these actions:

You use these actions to create the rule:

- Recruiting - Create Job Requisition
- Recruiting - View and Edit Job Requisition

Related Topics
- Create a Rule to Configure a Page in Recruiting

Enable Recommended Skills

You enable recommended skills to make them available to users in Oracle Recruiting.

1. In the Setup and Maintenance work area, go to:
    a. Offering: Recruiting and Candidate Experience
    b. Functional Area: Recruiting and Candidate Experience Management
    c. Task: Enterprise Recruiting and Candidate Experience Information
2. Expand the **AI Feature Integration** section and click **Edit**.
3. Select the **Recommended Skills** option.
4. Click **Save**.

5 Enable Skills Center for Dynamic Skills

Enable Skills Center for Dynamic Skills

Oracle HCM offers several prediction and recommendation capabilities driven by machine learning.

Before you start

As part of configuring these features, you need to activate Oracle AI Apps that delivers machine learning workflows, models, and pipelines. To activate AI Apps for Talent Management, see *Activate Oracle AI Apps for Talent Management* and *Ingestion Steps for AI Apps Features*.

Here's what to do

1. *Set Up the Skill Content Section for Person Profiles*
2. *Set Up Security for Skills Center*
3. *Set Up Security for Team Skills Center*
4. *Enable the Use of AI Suggestions*
5. *Set Up the Skill Validation Scores*
6. *Set Up Cleanup Process to Maintain Endorsement Requests*
7. *Set Up Processes to Propagate and Maintain Core and Role Skills*
8. *Set Up Suggested Career*
9. *Set Up Career Ambassadors in Career Development*

Set Up the Skill Content Section for Person Profiles

You create a new content section using the Skill template to capture Skills Center skills or convert an existing Skills content section for Skills Center use.

1. Navigate to **My Client Groups** > **Profiles** > **Profile Types** > **Person**.
2. To make the content section available for Skills Center, select **Skills Center** as a subscriber.

    Either Skills Center or Talent Profile can subscribe to a Skill Content section.
    - If Skills Center is the subscriber, it appears only in Skills Center. The Skills Center can subscribe to only one Skill content section. After you start adding skills to the content section, you can't cancel the Skills Center subscription to the content section.
    - If Talent Profile is the subscriber, the skills content is available only in the Skills and Qualifications page.
3. If you're using specific applications to integrate with Skills Center as a subscriber for the content section, select subscribers such as Learning Outcomes and Career Development.
4. If you want to enable the usage of skill levels on skills, associate a rating model to the Skill Level attribute and make sure that the attribute isn't hidden.

    You can turn off skill levels later by hiding the attribute in the content section. You can create and use an N-level rating model as long as it has numerically increasing level values. The level ID with the highest numeric value is considered as the highest rating, and the level ID with the lowest numeric value is the lowest rating. The rating level ID can only go up to 9. It is set to Unspecified until the skill level is assigned. You can't change the rating model used in a Skills Center content section once you start adding skills in the content section.

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Enable the Use of AI Suggestions

You perform these steps to ensure that the AI skill suggestions are presented accurately to users.

Before you start

You must have the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege to display AI skill suggestions on the Skills Center page.

> **Note:** The ORA_PER_EMPLOYEE_ABSTRACT role is shipped with the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege. If you don't want certain users to access AI suggestions, make sure that they don't have the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege.

Here's what to do

1. Create a custom role based on the ORA_PER_EMPLOYEE_ABSTRACT role.
2. Remove the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege in this role.
3. Assign the new custom role to those specific users who shouldn't view the AI suggestions.

   Oracle recommends that your users have a job association to get the best skill suggestions. An HR Specialist can:

   a. Navigate to **My Client Groups** > **Person Management**.
   b. Search and edit the configuration for the user.

Set Up Security for Skills Center

Skills Center is available as a quick action through global search through a duty role Access Skills Center (ORA_HRT_ACCESS_SKILLS_CENTER), assigned to the Employee and Contingent Worker abstract roles (ORA_PER_EMPLOYEE_ABSTRACT and ORA_PER_CONTINGENT_WORKER_ABSTRACT).

If you had made copies of the seeded employee and contingent worker roles, add ORA_HRT_ACCESS_SKILLS_CENTER to these copies. Also add View Skill Recommendations (HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV), Use REST service - Content Items List of Values (HRT_REST_SERVICE_ACCESS_CONTENT_ITEMS_LOV_PRIV), and Use REST service - Talent Profile Comparisons Read Only (ORA_HRT_REST_SERVICE_ACCESS_TALENT_PROFILE_COMPARISONS_RO). If you are using Connections, add HCM Connections REST Services (ORA_PER_CONNECTIONS_DUTY) as well.

The HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV provides access to AI-backed skill recommendations and is associated with the Employee and Contingent worker abstract roles (ORA_PER_EMPLOYEE_ABSTRACT, ORA_PER_CONTINGENT_WORKER_ABSTRACT). If you had made copies of the seeded employee and contingent workers roles prior to this release, add HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV to these copies. If you choose not to have certain worker populations see AI-backed skill recommendations, you can remove this privilege from any custom role you create for them.

After you have made these changes, you must regenerate the grants for the data role.

Set Up the Skill Validation Scores

As users take on skill development activities or receive endorsements for their skills, their skill proficiency can be validated. This validation is performed by adding credibility scores associated with each type of evidence obtained. You can adjust the scores applied to evidence of skill proficiency in the Skills Settings page anytime, so skill validations occur based on your specifications.

- The **Skills Settings** page is available as a quick action in **My Client Groups** > **Talent** through the duty role Configure Skills Settings (ORA_HRT_CONFIGURE_SKILLS_SETTINGS). This role is granted to the Human Capital Management Application Administrator.

- When the scores are adjusted, the background job **Delete Skill Endorsements and Recalculate Skill Confirmations** will be scheduled to run to apply those changes to worker skills.

- Gigs is available as a type of evidence in **Skill Development Activities** only if skill rating levels aren't used for the Skills Center content section.

Automatic Confirmation of Skills

Activate automatic skill confirmation on the Skills Settings page to confirm a skill when a cumulative score of 100 points is reached for a proficiency level. If activated, the highest validated proficiency level is displayed.

If automatic confirmation is inactive:

- Change of endorsement scores isn't possible.

- The highest proficiency level selected for the skill is displayed, regardless of validation by a peer, manager, or expert. For example, if peers or a manager endorse a lower proficiency level compared to the worker's self-rating, the proficiency level selected by the worker is displayed.

The job **Delete skill endorsements and recalculate skill confirmations** needs to be scheduled on a periodic basis using one of the following options:

- Remove endorsements from all terminated workers and recalculate skill confirmations.

- Remove endorsements from purged workers and recalculate skill confirmations.

- Recalculate all skill confirmations after changing the endorsement scores.

- Remove endorsements from all terminated and purged workers, and recalculate skill confirmations.

Set Up Security for Team Skills Center

The Team Skills Center is available as a quick action through the duty roles ORA_HRT_VIEW_TEAM_SKILLS_AS_MANAGER and ORA_HRT_VIEW_TEAM_SKILLS_AS_HR. These roles are granted to the Line Manager role and HR Specialist role respectively (ORA_PER_LINE_MANAGER_ABSTRACT and ORA_PER_HUMAN_RESOURCE_SPECIALIST).

If you had made copies of the predefined line manager and HR specialist roles, add ORA_HRT_VIEW_TEAM_SKILLS_AS_MANAGER and ORA_HRT_VIEW_TEAM_SKILLS_AS_HR respectively, to these copies. After you have made this change, you must regenerate the grants for the data role.

Set Up Cleanup Process to Maintain Endorsement Requests

You can schedule a recurrent process to clear stale skill endorsement requests to provide an uncluttered user experience.

1. Sign in to Oracle HCM as an admin user with the PER_RUN_HR_PROCESSES_PRIV privilege.
2. On the **Tools** tab in the navigator, choose **Scheduled Processes**.
3. Choose **Schedule New Process**.
4. Within the job type, search for the job name. The following ESS jobs are available:

Job Name	Purpose
Purge Skill Endorsement Requests Job	Purges old endorsements. Specify the age of skill endorsement requests for purging. By default, endorsement requests older than 90 days will be purged.
Delete Skill Endorsements and Recalculate Skill Confirmations	Delete endorsements workers have received from terminated workers or purged workers and re-calculate any skill confirmations (if applicable), so that the worker can be better matched with career opportunities and skill-development resources.

5. You can change the frequency of the job run, pause, or re-start the process. You will see the number of deleted endorsement requests in the process log file.

Set Up Processes to Propagate and Maintain Core and Role Skills

You can schedule a recurrent process to propagate, reconcile, and maintain core and role skills on employee profiles so they can subsequently show up in their Skills Center pages.

This process propagates any changes in the list of required skills (core or role) to the person profiles of the target population the changes apply to.

- Any additions or updates initiated by the manager on core skill assignments or skill levels required.
- Any additions or updates initiated by the HR Administrator to role skills, such as:
  - Associating a job profile to or dissociating a job profile from a job, where the job profile specifies Skills Center skills
  - Adding or updating skills or skill levels on a job profile
- Any employees that have had any of the following employment changes, thereby requiring updates to their required (core or role) skills,
  - New hire
  - Primary assignment manager change
  - Termination
  - Job change

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1. Follow these steps to schedule this process.
   a. Sign in as an admin user with the PER_RUN_HR_PROCESSES_PRIV privilege.
   b. On the **Tools** tab in the navigator, choose **Scheduled Processes**.
   c. Choose **Schedule New Process**.
   d. Within job type, search for **Propagate Dynamic Skills to Workers**.
   e. You must specify the frequency for the process. We recommend the process be run daily in order to achieve optimum performance, and to keep role and core skills current on employee profiles.
   f. You can change the frequency of the job run, pause, or re-start the process.

2. In addition, for corresponding statistics to be displayed on the Team Skills Center views, you must run another recurrent process in conjunction with and on the same frequency as the above process:
   a. Sign in as an admin user with the PER_RUN_HR_PROCESSES_PRIV privilege.
   b. On the Tools tab in the navigator, select **Scheduled Processes**.
   c. Choose **Schedule New Process**.
   d. Within job type, search for **ESS job to create index definition and perform initial ingest to OSCS**.
   e. Specify parameter fa-hcm-teamskills.
   f. Specify the frequency for the process. Oracle recommends the process be run daily and on the same frequency as the Propagate Dynamic Skills to Workers process, in order to achieve optimum performance, and to keep the statistics and views current.
   g. You can change the frequency of the job run, pause, or restart the process.

Set Up Suggested Career

Employees can plan for their career growth when they see appropriate suggestions when exploring careers.

Before you start

Before you configure the Suggested Career feature that provides Artificial Intelligence (AI) based career suggestions, these tasks must have been completed:

1. Your organization should have migrated to Enhanced Talent Profiles.
2. Job model profiles and person profiles must be set up. Job model profiles must be associated with jobs.
3. Employees need to complete their talent profiles.
4. Employees need to be assigned a job that's associated with a job model profile.
5. AI apps must be activated, and ingestion of data must be complete.

Enable Suggested Career

1. Use the **Manage Administrator Profile Values** task in the Setup and Maintenance work area to set the value of the profile options listed in this table.

Profile Option Code	Profile Option Name	Value to Set
ORA_HRD_AI_BEST_ROLES	AI-Suggested Careers Enabled	Yes
HRC_ELASTIC_SEARCH_ENABLED	HRC: Enable Elastic Search	Y

2. Assign the delivered **Manage Career by Worker Duty** duty role to persons who need to view career suggestions. If you have custom roles that need to view career suggestions, ensure that you assign the privileges of the delivered **Manage Career by Worker Duty** duty role to these roles.

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What to do next

To change the number of AI suggested careers shown, update the value of the
ORA_HRD_AI_BEST_CAREER_RECOMMENDATIONS_LIMIT profile option. The default value for this profile option is **5**.
We recommend that you set a value that's less than **10**.

Related Topics

- Welcome to Oracle AI Apps for Talent Management
- Ingestion Steps for AI Apps Features
- Synchronize Talent Data for AI Recommendations
- Create and Edit Profile Options
- Creating Instances of a Model Profile
- Person Profile
- Role-Based Security

Set Up Career Ambassadors in Career Development

If you enable the Career Ambassadors feature, employees can view career ambassador suggestions on the Skills Center
and the career details page. Employees can also sign up to be career ambassadors on their Connections profile page.

Before you start

Before you configure the Career Ambassadors feature, these tasks must have been completed:

1. Your organization should have set up Connections.
2. Your organization should have migrated to Enhanced Talent Profiles.
3. Job model profiles and person profiles must be set up. Job model profiles must be associated with jobs.
4. Employees need to complete their talent profiles.
5. Employees need to be assigned a job that's associated with a job model profile.
6. AI apps must be activated, and ingestion of data must be complete.

Enable Career Ambassadors Feature

Use the **Manage Administrator Profile Values** task in the Setup and Maintenance work area and configure the profile
option listed in this table.

Profile Option Code	Profile Display Name	Required Profile Level	Required Profile Value
ORA_HRD_CAREER_ AMBASSADORS_ENABLED	Career Ambassadors Enabled	Site	Yes

Related Topics

- Ingestion Steps for AI Apps Features
- Set Up Connections
- Synchronize Talent Data for AI Recommendations
- Creating Instances of a Model Profile
- Person Profile

Enable Oracle Search for Exploring Careers

When you enable Oracle Search for exploring careers, your users can search for careers using search term suggestions.

Your users can also see an improvement in the performance of search and more relevant search results.

You need to configure profile options and run the initial data ingestion process to set up Oracle Search index, which is the foundation of Oracle Search.

Set Profile Options for Oracle Search

To enable Oracle Search, use the **Manage Administrator Profile Values** task in the Setup and Maintenance work area and configure the profile options listed in this table.

Profile Option Code	Profile Display Name	Application	Module	Required Profile Level	Required Profile Value
ORA_FND_SEARCH_ EXT_ENABLED	Enable/Disable Search Ext Framework	Oracle Middleware Extensions for Applications	Oracle Middleware Extensions for Applications	Site	Yes
HRC_ELASTIC_ SEARCH_ENABLED	HRC: Enable Elastic Search	HCM Common Architecture	Search Framework	Site	Y
PER_SEARCH_LOGIN_ EVENT_PUB	PER: User Login Event Publication for Search	Global Human Resources	Security	Site	NONE

If advised by Oracle, you might also need to configure the profile options listed in this table.

Profile Option Code	Profile Display Name	Application	Module	Required Profile Level	Required Profile Value
ORA_FND_SEARCH_ INITIAL_INGEST_ THREAD_COUNT	Number of threads used for initial ingest process	Oracle Middleware Extensions for Applications	Oracle Middleware Extensions for Applications	Site	As recommended by Oracle
ORA_FND_SEARCH_ FETCH_COUNT	Row fetch count for initial ingest process	Oracle Middleware Extensions for Applications	Oracle Middleware Extensions for Applications	Site	As recommended by Oracle

Run Initial Data Ingestion

You need to run the initial data ingestion process for model profiles. To run the initial data ingestion process, your role needs to have the **Manage Scheduled Job Definition** (**FND_MANAGE_SCHEDULED_JOB_DEFINITION_PRIV**) function privilege.

1. Navigate to **Tools** > **Scheduled Processes**.
2. Search for and select the **ESS job to create index definition and perform initial ingest to OSCS** process.

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3. Submit the process with the parameter specified in this table.

Parameter Name	Parameter Value
Index Name to Reingest	fa-hcm-modelprofile

> **Note:** You need to run the initial data ingestion process after every release version upgrade and P2T (production-to-test) process.

Set Profile Options for Exploring Careers Using Oracle Search

You need to enable exploring careers using Oracle Search. Use the **Manage Administrator Profile Values** task in the Setup and Maintenance work area and configure the profile options listed in this table.

Profile Option Code	Profile Display Name	Required Profile Level	Required Profile Value
HCM_RESPONSIVE_PAGES_ ENABLED	Mobile-Responsive HCM Pages Enabled	Site	Y
HRD_CAREER_DEVELOPMENT_ RESPONSIVE_ENABLED	Mobile-Responsive Career Development Pages Enabled	Site	Y
ORA_HRD_EXPLORE_CAREERS_ ORACLE_SEARCH_ENABLED	Oracle Search Based Explore Careers Enabled	Site	Y

Set Up Career Details in Career Development

Employees need to view career details when they click the career card on the Skills Center or when they select a career on the Explore Careers page.

Ensure that these tasks are complete so that employees can view career details:

- Assign the delivered **Manage Career by Worker Duty** duty role to persons who need to view career details. If you have custom roles that need to view career details, ensure that you assign the privileges of the delivered **Manage Career by Worker Duty** duty role to these roles.

- Enable the Career Ambassadors feature to enable employees to view career ambassador suggestions on the career details page. For instructions on how to do this, refer to the *Set Up Career Ambassadors in Career Development* topic.

- Ensure that employees are associated with jobs that have a well-defined job model profile.

- Ensure that employees have up-to-date skills and qualification profiles.

Related Topics
- Guidelines for Copying HCM Roles
- Guidelines for Configuring Security
- Creating Instances of a Model Profile

6 Enable Skills Advisor for Job and Position Profiles in Profile Management

Enable Skills Advisor for Job and Position Profiles in Profile Management

You can add the Skills Center content section to the job and position profile type the same way as you would add any other content section. It will enable the content section to define skill requirements for a job and other tasks such as creating learning item prerequisites. Skills Center-subscribed content section, when added to the job profile or position profile type, is behind the role skills.

Before you start

Enable Skills Center for Dynamic Skills

Here's what to do

1. *Set Up the Skill Content Section for Person Profiles*
2. *Set Up the Skill Content Section for Job and Position Profiles*
3. *Enable the Use of AI Suggestions*
4. *Set Up Skills Recommendation for Job and Position Profile*

Content Sections Used by Skills Center

Additional considerations for a content section used by Skills Center are as below.

- To ensure smooth operation, avoid setting up approvals for a content section subscribed by Skills Center. Enabling approvals or having transactions pending approval or in a draft state might lead to errors.

- You can enable LinkedIn import for a content section subscribed by Skills Center.

- Skills Center doesn't support descriptive flexfields. If they're set up in the content section, you'll see a warning indicating that the data will no longer be accessible or viewable.

- Skills in the Skills Center content section are public to your entire user base. Any existing access restrictions for the Skills Center content section will be disregarded.

- New content sections based on the Skill template will display the Skill level attribute. This attribute is reserved for the Skills Center and will not be available on the Skills and Qualifications page if the content section is subscribed to by Talent Profile.

Set Up the Skill Content Section for Person Profiles

You create a new content section using the Skill template to capture Skills Center skills or convert an existing Skills content section for Skills Center use.

1. Navigate to **My Client Groups** > **Profiles** > **Profile Types** > **Person**.

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2. To make the content section available for Skills Center, select **Skills Center** as a subscriber.

   Either Skills Center or Talent Profile can subscribe to a Skill Content section.
   - If Skills Center is the subscriber, it appears only in Skills Center. The Skills Center can subscribe to only one Skill content section. After you start adding skills to the content section, you can't cancel the Skills Center subscription to the content section.
   - If Talent Profile is the subscriber, the skills content is available only in the Skills and Qualifications page.

3. If you're using specific applications to integrate with Skills Center as a subscriber for the content section, select subscribers such as Learning Outcomes and Career Development.

4. If you want to enable the usage of skill levels on skills, associate a rating model to the Skill Level attribute and make sure that the attribute isn't hidden.

   You can turn off skill levels later by hiding the attribute in the content section. You can create and use an N-level rating model as long as it has numerically increasing level values. The level ID with the highest numeric value is considered as the highest rating, and the level ID with the lowest numeric value is the lowest rating. The rating level ID can only go up to 9. It is set to Unspecified until the skill level is assigned. You can't change the rating model used in a Skills Center content section once you start adding skills in the content section.

Set Up the Skill Content Section for Job and Position Profiles

You can add the Skills Center content section to the job and position profile type the same way as you would add any other content section. It will enable the content section to define skill requirements for a job and other tasks such as creating learning item prerequisites.

Skills Advisor can be enabled for use in Job Profiles by enabling the profile option ORA_HRT_AI_SKILLS_ASSISTANT.

When the profile option is created, you need to enable it at the Site level.

Related Topics
- Create and Edit Profile Options

Enable the Use of AI Suggestions

You perform these steps to ensure that the AI skill suggestions are presented accurately to users.

Before you start

You must have the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege to display AI skill suggestions on the Skills Center page.

> **Note:** The ORA_PER_EMPLOYEE_ABSTRACT role is shipped with the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege. If you don't want certain users to access AI suggestions, make sure that they don't have the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege.

Here's what to do

1. Create a custom role based on the ORA_PER_EMPLOYEE_ABSTRACT role.
2. Remove the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege in this role.

3. Assign the new custom role to those specific users who shouldn't view the AI suggestions.

   Oracle recommends that your users have a job association to get the best skill suggestions. An HR Specialist can:

   a. Navigate to **My Client Groups** > **Person Management**.
   b. Search and edit the configuration for the user.

Set Up Skills Recommendation for Job and Position Profile

You need to enable the profile option ORA_HRT_AI_SKILLS_ASSISTANT to enable Skills Advisor in job profiles.

1. In the Setup and Maintenance work area, click the **Tasks** icon.
2. Click **Search**.
3. Search for the task **Manage Administrator Profile Values**.
4. Click the task name.
5. On the Manage Administrator Profile Values page, search for the profile option code
   ORA_HRT_AI_SKILLS_ASSISTANT.
6. In the Profile Values section, set the Profile Level field to **Site**.
7. Set the Profile Value field to **Y**.
8. Click **Save and Close**

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7 Enable Skills Advisor for Gigs

Enable Skills Advisor for Gigs

If you have set up Dynamic Skills, you can enable skills advisor for gigs so that gig creators can associate skills related to a gig.

Skills advisor for gigs:

- Provides AI recommendations for skills that are related to gig titles and descriptions, which you can then add as you create gigs.

- Helps attract gig seekers who are interested in those relevant skills so that they can apply to a gig, grow their skill set, or further develop and attain skills they'd like to have.

- Utilizes location and skills as part of a matching algorithm to recommend gigs for the employees through the Opportunity Marketplace dashboard.

Before you start

Enable Skills Center for Dynamic Skills

Here's what to do

1. *Set Up the Skill Content Section for Person Profiles*
2. *Set Up the Skill Content Section for Job and Position Profiles*
3. *Enable the Use of AI Suggestions*
4. *Set Up Skills Recommendation for Gigs Profile Option*

Set Up the Skill Content Section for Person Profiles

You create a new content section using the Skill template to capture Skills Center skills or convert an existing Skills content section for Skills Center use.

1. Navigate to **My Client Groups** > **Profiles** > **Profile Types** > **Person**.
2. To make the content section available for Skills Center, select **Skills Center** as a subscriber.

    Either Skills Center or Talent Profile can subscribe to a Skill Content section.
    - If Skills Center is the subscriber, it appears only in Skills Center. The Skills Center can subscribe to only one Skill content section. After you start adding skills to the content section, you can't cancel the Skills Center subscription to the content section.
    - If Talent Profile is the subscriber, the skills content is available only in the Skills and Qualifications page.

3. If you're using specific applications to integrate with Skills Center as a subscriber for the content section, select subscribers such as Learning Outcomes and Career Development.
4. If you want to enable the usage of skill levels on skills, associate a rating model to the Skill Level attribute and make sure that the attribute isn't hidden.

    You can turn off skill levels later by hiding the attribute in the content section. You can create and use an N-level rating model as long as it has numerically increasing level values. The level ID with the highest numeric value is considered as the highest rating, and the level ID with the lowest numeric value is the lowest rating. The rating level

ID can only go up to 9. It is set to Unspecified until the skill level is assigned. You can't change the rating model used in a Skills Center content section once you start adding skills in the content section.

Set Up the Skill Content Section for Job and Position Profiles

You can add the Skills Center content section to the job and position profile type the same way as you would add any other content section. It will enable the content section to define skill requirements for a job and other tasks such as creating learning item prerequisites.

Skills Advisor can be enabled for use in Job Profiles by enabling the profile option ORA_HRT_AI_SKILLS_ASSISTANT.

When the profile option is created, you need to enable it at the Site level.

Related Topics
- Create and Edit Profile Options

Enable the Use of AI Suggestions

You perform these steps to ensure that the AI skill suggestions are presented accurately to users.

Before you start

You must have the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege to display AI skill suggestions on the Skills Center page.

> **Note:** The ORA_PER_EMPLOYEE_ABSTRACT role is shipped with the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege. If you don't want certain users to access AI suggestions, make sure that they don't have the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege.

Here's what to do

1. Create a custom role based on the ORA_PER_EMPLOYEE_ABSTRACT role.
2. Remove the HRT_VIEW_SKILL_RECOMMENDATIONS_PRIV privilege in this role.
3. Assign the new custom role to those specific users who shouldn't view the AI suggestions.
   Oracle recommends that your users have a job association to get the best skill suggestions. An HR Specialist can:
   a. Navigate to **My Client Groups** > **Person Management**.
   b. Search and edit the configuration for the user.

Set Up Skills Recommendation for Gigs Profile Option

You need to enable the profile option ORA_IRC_AI_GIG_SKILL_RECOMMENDATIONS to enable Skills Advisor in the gig creation page, in Opportunity Marketplace.

1. In the Setup and Maintenance work area, click the **Tasks** icon.
2. Click **Search**.

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3. Search for the task **Manage Administrator Profile Values**.

4. Click the task name.

5. On the Manage Administrator Profile Values page, search for the profile option code
   ORA_IRC_AI_GIG_SKILL_RECOMMENDATIONS.

6. In the Profile Values section, set the Profile Level field to **Site**.

7. Set the Profile Value field to **Y**.

8. Click **Save and Close**

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8 Enable Skills Advisor for Learning

Enable Skills Advisor for Learning

When you enable Skills Advisor for Learning, learning administrators can include dynamic skills when they configure prerequisites and learning outcomes for specializations and courses.

1. *Activate Oracle AI Apps for Talent Management*
2. Run the *Learning Skills Enrichment Agents*.

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9 Using Grow with Dynamic Skills

Overview of Oracle Grow

Oracle Grow enables employees to achieve their aspired career paths and roles by bringing together many elements that help career development. Employees can use Grow to develop their skills, get learning recommendations that are best for their current role and the role they aspire to grow into.

As an employee, here's what you can do using Oracle Grow:

- Get a consolidated view of interests, objectives, and skills that you choose or that are chosen for you in other parts of the application.
- Get learning recommendations from Oracle Fusion Cloud Learning to enhance your skills.
- Track the status of tasks assigned to you and follow them up to completion.
- Use Connections and follow people that are popular among your peers.
- Get relevant Journey recommendations and have them assigned to you.
- Get learning recommendations that help you excel in your current role and grow in the careers you're interested in.
- Complete learning courses that make you ready for the jobs and gigs you're interested in.

As a manager, here's what you can do:

- Assign learning courses to your employees based on the careers they're interested in.
- Assign predefined journeys that help employees achieve their career goals.
- Add skills that your employees can develop and so that they get relevant learning suggestions.
- Suggest gigs and jobs in Opportunity Marketplace to help your employees gain competencies.

You can access your Grow page using:

- The **Grow** quick action on the **Me** tab.
- The global search available across HCM applications.

Implement Oracle Grow

To implement Oracle Grow, you need to have these products and features enabled:

- Required:
    - Oracle Learning: Oracle Grow uses this to provide learning suggestions. For details, see *Implementing Learning*.
- Recommended:
    - Oracle Dynamic Skills: Oracle Grow provides development and growth recommendations based on the skill set you're looking to develop. For details, see *Implementing Dynamic Skills*.

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- o Career Development: Oracle Grow provides a comprehensive view of an employee's career information. For details, see *Implementing Career Development*.
  - o Profile Management: Oracle Grow takes input about an employee's skills, competencies, and accomplishments from their talent profile. For details, see *Profile Management*.

- Optional:
  - o Journeys: Oracle Grow lets you take up predefined journeys and also build your own personalized development journeys. These journeys must be of the category, Career Development. For details, see *How You Use Journeys* and *Journey Categories*.
  - o Opportunity Marketplace: Oracle Grow suggests learning recommendations for the jobs and gigs that you're interested in. For details, see *What is Opportunity Marketplace*.
  - o Oracle Recruiting Cloud: Opportunity Marketplace is available in Oracle Recruiting Cloud. For details, see *Implementing Recruiting*.
  - o Connections: Add favorite connections and view popular connections in Oracle Grow. For details, see *Connections*.

To implement Oracle Grow, you need one of these abstract roles with the Career Growth Access Worker duty, ORA_HRD_CAREER_GROWTH_ACCESS_BY_WORKER_DUTY, assigned to you:

- Contingent Worker, ORA_PER_CONTINGENT_WORKER_ABSTRACT

- Employee, ORA_PER_EMPLOYEE_ABSTRACT

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