Oracle Fusion Cloud Talent Management

How do I set up the Recruiting Activity Center?

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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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Thanks for helping us improve our user assistance!

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1 Introduction

About this Playbook

Use this playbook to learn how to set up the Recruiting Activity Center, configure items displayed to recruiters and hiring managers, and test the overall setup.

With the Recruiting Activity Center, recruiters and hiring managers have a place to easily access and manage recruiting activities related to the job requisitions, job applications, and job offers they own. They can view a list of activities and easily see the priority level of each activity (high, medium, low). From the activities list, recruiters and hiring managers can take action directly using an Action button or an action from the Actions menu.

Actions in the Recruiting Activity Center are only displayed to users who have the privilege required to perform the action.

Activities in the Recruiting Activity Center

The following tables list the activity items for job applications, job requisitions, and job offers and their triggering conditions. Note that some activity items are only generated when the scheduled process is run while others are generated automatically and don't rely on the scheduled process.

If an activity item was created, but has been dismissed by the user, the item won't be recreated unless the trigger conditions are met again. For example, if interviewer 1 proposed a new time and the activity was dismissed by the recruiter, when interviewer 2 proposes a new time the activity item would appear again in the recruiter's list.

If the object no longer qualifies for the rule, the activity item is deleted and if it qualifies again in the future a new activity item will be created. For example, if a draft requisition was created 4 days ago and yesterday the activity item 'Waiting to be submitted' was added to the recruiter's list. If the recruiter submitted the requisition yesterday they should no longer see the activity item in their list.

Job Application Activities

Activity	Triggering Condition
Interviewer proposed new time	Application status: Any. Event: An interviewer proposes a new time for an upcoming scheduled interview, but the interviewer hasn't been removed from the interview and the interview hasn't been rescheduled (the interview hasn't been rescheduled and no request to reschedule has been sent to the candidate). Seeded time frame: Immediately. Triggered by scheduled process: No
Interviewer provided feedback	Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer.

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Activity	Triggering Condition
	Event: Feedback was received for all feedback requests (all feedback requests are in Completed status), but the job application is still on the same phase and state as when the last feedback was received. Seeded time frame: 3 days. Triggered by scheduled process: Yes
Candidate provided more info	Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer. Event: The candidate submitted a response to the request for information, but the job application is still on the same phase and state as when the response was received. Seeded time frame: 3 days. Triggered by scheduled process: Yes
Awaiting hiring team review	Application status: Any job application status. Event: The hiring team review notification was sent to the hiring manager or recruiter, but there are still some job applications in the phase and state where the action is configured. Seeded time frame: 7 days. Triggered by scheduled process: Yes
Candidate to schedule interview	Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer. Event: An interview invitation was sent to the candidate, but no interview was scheduled by the candidate for this request. Seeded time frame: 3 days. Setting this to immediately is an invalid configuration. Triggered by scheduled process: Yes
Candidate to provide more info	Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer. Event: A request for information was sent to the candidate, but the candidate didn't submit a response. Seeded time frame: 3 days. Setting this to immediately is an invalid configuration. Triggered by scheduled process: Yes
Expired interview feedback requests	Application status: Any active state. It won't trigger for terminal states such as Withdrawn by Candidate and Rejected by Employer. Event: Feedback request has expired and the request wasn't renewed (expiration date hasn't been changed). Seeded time frame: Immediately. Triggered by scheduled process: Yes

Job Requisition Activities

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Activity	Triggering Condition
Approval rejected	Requisition status: Approval - Rejected Event: Requisition rejected during the approval process. Seeded time frame: Immediately. Triggered by scheduled process: No
Waiting to be submitted	Requisition status: Draft - In Progress Event: Draft requisition created but not yet submitted. Seeded time frame: 3 days. Triggered by scheduled process: Yes
Awaiting formatting	Requisition status: Job Formatting - In Progress Event: Draft requisition submitted, might be pending approval depending on the configured requisition creation process. Seeded time frame: 3 days. Triggered by scheduled process: Yes
Awaiting posting	Requisition status: Posting - In Progress Event: Requisition moved to posting. Seeded time frame: 3 days. Triggered by scheduled process: Yes
Pending approval	Requisition status: Approval - Pending Event: Requisition submitted for approval. Seeded time frame: 3 days. Triggered by scheduled process: Yes
No applications lately	Requisition status: Open - Posted Event: No new job applications have been added to the job requisition in the configured time frame. For example, if the time frame is set to 7, it means that no new job applications have been added in the last 7 days. Doesn't consider draft job applications. Seeded time frame: 7 days. Setting this to immediately is an invalid configuration. Triggered by scheduled process: Yes
Expired career site posting	Requisition status: Open - Posted or Open - Expired Event: Internal or external career site posting has expired and the requisition hasn't been posted on any career site since expiry. Seeded time frame: Immediately. Triggered by scheduled process: Yes
Expired staffing agents invitations	Requisition statuses: • Open - Not Posted

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Activity	Triggering Condition
	• Open - Scheduled • Open - Posted • Open - Expired • Open - Unposted • Open - Suspended Event: The expiration date and time for an invitation has passed. Only applicable for invitations which have been sent (not applicable if the agent hasn't been invited yet). Seeded time frame: Immediately. Triggered by scheduled process: Yes
All openings filled	Requisition statuses: • Open - Not Posted • Open - Scheduled • Open - Posted • Open - Expired • Open - Unposted Event: A candidate is hired for the last remaining opening of the requisition. Seeded time frame: Immediately. Triggered by scheduled process: No

Job Offer Activities

Activity	
Waiting to be submitted	Offer status: Offer - Draft Event: Draft offer created but not yet submitted. Seeded time frame: 3 days after draft is created. Triggered by scheduled process: Yes
Waiting to be extended	Offer status: Offer - Approved Event: Offer approved but not yet extended to candidate. Seeded time frame: Immediately. Triggered by scheduled process: No
Approval rejected	Offer status: Offer - Approval Rejected Event: Offer rejected in approval process. Seeded time frame: Immediately. Triggered by scheduled process: No

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Activity	
Candidate to accept offer	Offer status: Offer - Extended Event: Offer extended to candidate but not yet accepted. Seeded time frame: 3 days after extended. Triggered by scheduled process: Yes
Declined by candidate	Offer status: Offer - Withdrawn by Candidate Event: Offer extended and declined by candidate. Seeded time frame: Immediately. Triggered by scheduled process: No
Pending approval	Offer status: Offer - Pending Approval Event: Offer submitted for approval. Seeded time frame: 3 days. Triggered by scheduled process: Yes
Accepted offer	Offer status: Offer - Accepted Event: Offer accepted by candidate or on behalf of candidate. Seeded time frame: Immediately. Triggered by scheduled process: No
Expired offer	Offer status: Offer - Extended Event: The offer letter's expiration date is now in the past. Seeded time frame: Immediately. Triggered by scheduled process: Yes

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2 Set Up Recruiting Activity Center

Set Up the Profile Option for the Recruiting Activity Center

You need to set the ORA_IRC_ENABLE_RAC profile option at the site level to enable the Recruiting Activity Center.

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

Configure Activity Items to be Displayed

You configure the activity items displayed in the Recruiting Activity Center. You can enable or disable an activity item, select assignees, and configure the frequency when the activity item is triggered.

1. In the Setup and Maintenance work area, go to:
    - Offering: Recruiting and Candidate Experience
    - Functional Area: Recruiting and Candidate Experience Management
    - Task: Enterprise Recruiting and Candidate Experience Information
2. In the Recruiting Management section, click **Configure Recruiting Activity Center**.

    The Configure Recruiting Activity Items page lists all activity items for applications, offers, and requisitions with their status (enabled or disabled).
3. Click the **Edit** icon next to an activity item to enable and configure it.
    a. Click **Enable activity**.
    b. For assignees, you can select recruiter, hiring manager, collaborator. By default, all activities are enabled for the recruiter.
    c. Select the frequency when the activity item is triggered. Possible options are instantly, after 3 days, after 7 days. You can also select a specific number of days.
    d. Set the priority to high, medium, or low.
4. Click **Save**.

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Grant Privileges to Access the Recruiting Activity Center

You need to grant the duty role Access Recruiting Activity Center (ORA_IRC_ACCESS_RECRUITING_ACTIVITY_CENTER_DUTY) for users to see the Recruiting Activity Center quick action.

Recruiters with this privilege will see the quick action in My Client Groups > Hiring. Hiring managers will see the quick action in My Team > Hiring.

What privileges are required to view actions in the Recruiting Activity Center?

Actions in the Recruiting Activity Center are only displayed to users who have the privilege required to perform the action.

Requisition Actions and Privileges

Action	Privilege
Cancel	Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV)
Edit Date	Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV)
Edit Formatting	Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV)
Edit Requisition	Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV)
Fill	Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV)
Open for Sourcing	Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV)
Post	Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV)
Redraft	Update Job Requisition (IRC_UPDATE_JOB_REQUISITION_PRIV)
Review Posting	View Job Requisition (IRC_VIEW_JOB_REQUISITION) Post Job Requisition to Company Career Site (IRC_POST_JOB_REQUISITION or IRC_POST_JOB_REQUISITION_TO_JOB_DISTRIBUTORS_PORTAL)
Send Message to Team	View Job Requisition (IRC_VIEW_JOB_REQUISITION)
View Approval Status	View Job Requisition (IRC_VIEW_JOB_REQUISITION)

Job Application Actions and Privileges

Action	Privilege
Message Candidate	Interact with Candidate (IRC_INTERACT_WITH_CANDIDATE)
Move Application	Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS)

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Action	Privilege
Renew Request	Manage Job Requisition Questionnaire Request (IRC_MANAGE_JOB_REQUISITION_QUESTIONNAIRE_REQUEST)
Review Feedback	View Completed Job Requisition Questionnaire (IRC_REVIEW_COMPLETE_JOB_REQUISITION_QUESTIONNAIRE)
Send Invite Approval Status	View Candidate Job Application (IRC_VIEW_CANDIDATE_JOB_APPLICATION)
Send Message to Team	View Candidate Job Application (IRC_VIEW_CANDIDATE_JOB_APPLICATION)
View Application	View Candidate Job Application (IRC_VIEW_CANDIDATE_JOB_APPLICATION)
View Interview	View Candidate Job Application (IRC_VIEW_CANDIDATE_JOB_APPLICATION)

Offer Actions and Privileges

Action	Privilege
Accept for Candidate	Communicate Job Offer (IRC_COMMUNICATE_JOB_OFFER) Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS)
Extend	Communicate Job Offer (IRC_COMMUNICATE_JOB_OFFER) Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS)
Message Candidate	Interact with Candidate (IRC_INTERACT_WITH_CANDIDATE)
Move Application	Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS)
Move to HR	Communicate Job Offer (IRC_COMMUNICATE_JOB_OFFER_PRIV) Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS)
Preview	View Job Offer (IRC_VIEW_JOB_OFFER)
Redraft	Initiate Job Offer (IRC_INITIATE_ JOB_OFFER_PRIV) Move Candidate Job Applications (IRC_MOVE_CANDIDATE_JOB_APPLICATIONS_PRIV) or if in HR, Redraft Job Offer After HR Phase (IRC_REDRAFT_JOB_OFFER_AFTER_HR_PHASE_PRIV)
Send Message to Team	View Job Offer (IRC_VIEW_JOB_OFFER)
View Approval Status	View Job Offer (IRC_VIEW_JOB_OFFER)
View Offer	View Job Offer (IRC_VIEW_JOB_OFFER)

Run the Scheduled Process to Synchronize Activities

Go to **Tools > Scheduled Processes** and run the **Synchronize Recruiting Activity Center Action Items** scheduled process to generate and update the action items in the Recruiting Activity Center. The recommended frequency is daily.

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Test Your Setup

You can test your setup by signing in as a recruiter and looking at the functionalities from a user's perspective.

1. On the home page, click **My Client Groups > Hiring**.
2. Verify if the activity items you enabled are displayed.
3. Verify if the priority of activity items display as you configured them.

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