Oracle Taleo Enterprise Edition

Implementing Sourcing

24C

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Preface

This preface introduces information sources that can help you use the application and this guide.

Oracle Applications Guides

To find guides for Oracle Applications, go to the Oracle Help Center at *http://docs.oracle.com/*.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the *Oracle Accessibility Program website*.

Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we're working to remove insensitive terms from our products and documentation. We're also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Comments and Suggestions

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit *My Oracle Support* or visit *Oracle Accessibility Learning and Support* if you are hearing impaired.

Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: *talent_acquisition_doc_feedback_ww_grp@oracle.com*.

1 Get Started

About Social Sourcing and This Guide

Sourcing Introduction

Sourcing is a powerful and flexible tool offering organizations talent acquisition services such as mobile-responsive career sites, job postings, job promotion campaigns and messages, employee referrals of candidates, etc. Sourcing can be used to build branded career sites, obtain referrals, build marketing campaigns, maximize internal mobility and much more. Customers are able to create multiple Career Sites (sites) that may target different populations that focus on differing regions or brands, for example. Sourcing integrates with social media channels, such as Facebook, LinkedIn or Twitter, and both Oracle Taleo Enterprise Edition and Oracle Taleo Business Edition (TBE).

Sourcing is three applications in one:

- Career Site
- Referral Tool
- Job Marketing Tool

Sourcing as a Career Site

Sourcing enables customers to build multiple, complex, multilingual, mobile-responsive career sites easily with Site Builder. Using Site Builder, your career sites, or sites, not only contain the list of your jobs (Career Section), but richly branded elements, custom pages, site-specific pages and much more. These sites are then simply maintained using the tools within Site Builder allowing for more frequent updates and less costs and dependence on third-party providers.

Progressive deployment of Sourcing is possible. For example, you can select which Career Sections that you want to include in your deployment and then filter those further whether it be by brand, country, etc. Or, you can create a Sourcing deployment pilot using only a small subset of jobs. This allows customers to experience the benefits of Sourcing with very low risk, assess the results and then later deploy to more users. Sourcing is scalable; it can be managed by a small subset of super users.

Sourcing is flexible in its configuration options. It allows groupings of jobs from various Career Sections and supports the creation of a global portal. There is no need to reconfigure OTAC to implement Sourcing; all of your OTAC configurations, permissions, groups, Career Sections, etc., remain.

Sites in Sourcing provide an easy and powerful user experience. Contributing to this optimal user experience is Sourcing's ability to configure and deploy Landing pages. Landing pages are dedicated, promotion-specific pages that are presented as links within a site and that can also be shared in emails, social media and campaigns. A Landing page narrows the focus of the content presented by grouping jobs by category, location or a customized combination of both category and location. This narrower focus of Landing pages eases the navigation for a user as they reduce the number of clicks they need to perform to get to the information that's relevant to them.

The first and most important group of people to look at when recruiting are your own employees. Sourcing provides tools such as tethering internal Career Sections to sites, Job Alerts and tailoring sites specifically to internal candidates, to name a few, that allow you to easily target your best talent first.

Sourcing as a Referral Tool

Second only to internal mobility, referrals are crucial to obtaining quality candidates. Sourcing offers tools for employees such as sharing job links through email and social media and a Resume Upload button to leverage your own employees for referrals. You can also create referral campaigns using criterion filters to make those campaigns more efficient by targeting the right audiences.

Sourcing as a Job Marketing Tool

Sourcing helps customers promote their jobs. Landing pages are easily created using Site Builder which allows you to group jobs by location, category, or a combination of both. Landing pages ease the navigation paths for users by eliminating the need for them to filter and drill down into those filters to find the jobs they are seeking. Again, this adds to the mobile users experience as filtering on mobile devices can be cumbersome.

Sourcing has tools to support adding videos to Jobs pages, creating rich content on Landing pages and creating campaigns to market to your Talent Community and fans and followers on social media. These tools all help to promote your jobs to both existing and prospective candidates.

Key Considerations

To make the most of your Sourcing implementation, you are encouraged to put time and thought into determining what you want to achieve with Sourcing. Answering several key questions prior to implementing Sourcing can help guide you into selecting the implementation that's best for your organization. A measured approach is recommended as too many configurations are challenging to maintain. Prior to implementing Sourcing, consider the following:

What do you want to achieve with Sourcing?

- What types of populations do you want to reach?
- Do you want to segregate jobs into regions?
- Do you have multiple brands and if so, do you want to support these different brands uniquely with different sites?

What are the mandatory steps to implement Sourcing and how do I want to complete them?

- Which Career Sections from Recruiting do you want to integrate?
- What are the steps to import your employees into Sourcing?
- What are the steps to get your jobs synced with Sourcing?
- What are the requirements to get your locations geocoded?

Production and Vanity URLs

Sourcing is a separate application that resides under its own URL and domain, independent of a customer's other Oracle Taleo Enterprise Edition or Oracle Taleo Business Edition (TBE) zones.

Oracle provisions customers 2 instances of a Sourcing application, one in a staging/upgrade environment and one in production. The URL domains for Sourcing instances consist of the following structure:

- Production: http://sub-domain.referrals.selectminds.com

- Staging/Upgrade: http://sub-domain.upgrade.selectminds.com

Oracle also can support the provisioning of Sourcing with vanity URLs to reflect your organization's name (e.g., jobs.organizationname.com). Using vanity URLs helps prevent users from knowing, from the URL, they have left your organization's site and are on a Sourcing hosted site. Customers with multiple brand identities, aligned to unique sites in Sourcing, can also configure a vanity URL for each site. This contributes to helping organizations build employment brands.

Setting	
Name	**Location**
Global Vanity Domains	**[Sourcing] Administrator login > Settings (Name) > Configuration > Company > Company URLs**
Site Vanity Domains	**[Sourcing] Administrator login > Settings (Name) > Configuration > Site Builder > Edit Site Settings**

Site Mode, Site Preference and Login Data

Site modes and site preferences allow you to configure for what purpose your site will be used and what populations will be using it. The login data and options presented to users are dependent upon these site modes and preferences.

Site Mode and Site Preference

The site mode can be set to function as:

Job Site and Referral (Recommended)

- Does not display the Sign Up and Sign In buttons.
- Displays the My Profile and My Submissions buttons.
- Does not allow external candidates to automatically share on their social networks. The are able to copy a link and send it in an email or manually post it in their social networks.

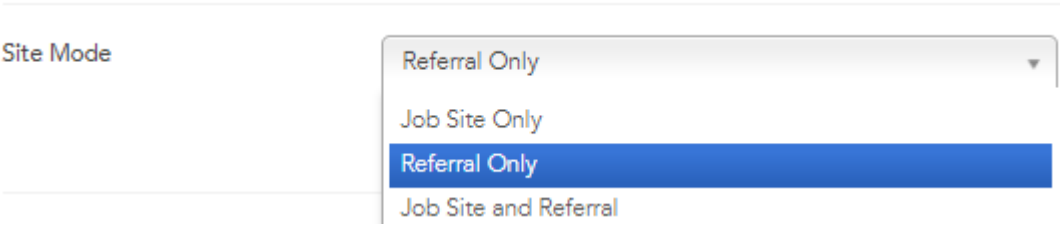
Referral Only - a site for internal users to use the job sharing and referral features.

- Displays Sign Up and Sign In buttons.
- Forces the idea of an account and logging in.
- Allows sharing of jobs on social networks.
- Does not display the My Profile and My Submissions buttons.

Job Site Only - a job site for external candidates to look for jobs, apply, and review their profile and submissions.

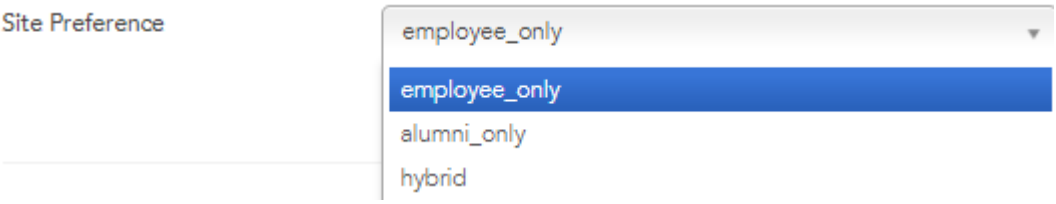
- Does not display the Sign Up and Sign In buttons.
- Displays the My Profile and My Submissions buttons.

- Does not allow external candidates to automatically share on their social networks. The are able to copy a link and send it in an email or manually post it in their social networks.



Site preferences can also be set to support Sourcing as:

- employee_only - an internal employee job site.
- alumni_only - an alumni job site.
- hybrid - both of the above.



Setting	
Name	**Location**
Site Mode	**[Sourcing] Administrator login > [Home Page] Settings (Name) > Configuration > Site Builder > Edit Site Settings > General**
Site Preference	**[Sourcing] Administrator login > [Home Page] Settings (Name) > Configuration > Company > Application**

Login Data

In Job Site and Referral and Job Site Only modes, the candidate does not create a login. A minimum set of data is requested of the candidate in hopes of limiting the number of drop-offs. If the candidate decides to subscribe to Job Alerts we only request their name, email and job category and location interests. When the candidate applies to a job a login must be created on the Career Section. This login allows the candidates to access their applications, review and edit their profile, access messaging, offers and tasks, if relevant. Once logged into the Career Section the candidate can navigate between the job search engine and the Career Section using the My Profile and My Submissions buttons.

Direct Apply (Recommended)

The Direct Apply feature set is recommended as it offers jobseekers direct access from the Job Details page on Sourcing to the authentication page on the Career Section. This is accomplished by selecting the OTAC_17.4 View Type.

Benefits of this view type include:

- Eliminates friction during the application process as the candidates are sent directly to the Career Section without any intermediate step to collect data.
- Uses data in Recruiting to underpin Analytics in Sourcing for all job submissions and referral ownership.
- Uses data and configurations in Recruiting to determine eligibility of referrals.
- Recruiting Center users are informed as to which referrals are the result of social job promotion by employees.
- Eliminates the need for Image Beacon configuration in application flows.

With the OTAC_17.4 View Type enabled, intermediary data collection by Sourcing ceases. Analytics in Sourcing is now populated with more authentic and accurate data from Recruiting. The OTAC_17.4 configuration supersedes the Capture Identification from Applicants setting, i.e. the OTAC_17.4 View Type makes this data collection screen obsolete.

Sourcing and the OTAC_17.4 View Type respect all existing paradigms in Recruiting to determine whether a referral is accepted or not. If Recruiting accepts the attempt to apply the referral:

- The referrer is associated to the referred candidate.
- A tracking event on the job submission displays, “Employee Job Promotion” indicating this is a passive referral.

> **Note:** A passive referral is when an employee uses social media job promotion or the copy link feature to generate leads and traffic. Then, their network of contacts finds the link and applies. An active referral is when an employee uses the Upload Friends Resume feature, thereby actively entering that candidate into the system. Pass

This feature set is disabled at upgrade. To enable the feature set:

1. Click Configuration.
2. Click Jobs.
3. In the Apply section, click on the pencil icon next to the View Type field.
4. Select OTAC_17.4.
5. Save.

> **Note:** The Employee Sync must be run at least once prior to enabling this feature. Also, both Sourcing and Recruiting must be on Release 17.4 before an Administrator is able to execute the OTAC_17.4 View Type configuration. There is no upgrade chronological dependency.

Hide Apply Modal from Recognized Users

A setting, *Capture Identification from Applicants*, allows Administrators to hide the apply modal from recognized users.

> **Note:** Direct Apply and selecting the OTAC_17.4 View Type supersedes this setting.

Hiding the apply modal allows candidates applying to jobs to go directly from the Apply for Job button into the Career Section application, streamlining the candidate experience. Recognized users include:

- Users that access the site from a campaign or Job Alert email.
- Users that are logged in with username/password.

- Users that have a cookie on their device from a previous session which is connected to a user record within 3 months.

The Capture Identification from Applicants setting has two configuration options. They are:

- Always – The apply modal will display to all users.
- Only from unrecognized users – The apply modal will only display to unrecognized users.

Note: In the case of email or device sharing, the person detected as the recognized user will be credited with the Apply Start for purposes of metrics captured in Sourcing which is surfaced in Analytics. The actual applicant, who authenticates in the Career Section, will show in Taleo Recruiting.

Authentication Buttons for Employees Only

A setting, Referral Only Authentication Display, enables Administrators to hide the Sign Up and Sign In buttons that display on sites configured as Referral Only.

When the site in Sourcing is in Referral Only mode, the Sign Up and Sign In buttons display to authenticate into Sourcing. When combined with authenticating into the application process on the Career Section, users perceive two separate registration experiences. These buttons can be hidden behind a link that displays as, *Are you an employee?*This reinforces to non employees that they do not need to authenticate in Sourcing in order to apply to jobs.

Clicking the *Are you an employee?* link surfaces the Sign Up and Sign In buttons along with a Not an employee? link. Clicking the Not an employee? link hides the Sign Up and Sign In buttons and reverts the view. The Referral Only Authentication Display setting has two configuration options. They are:

- Sign Up and Sign In Buttons for All Users – The Sign Up and Sign In buttons will display to all users and no *Are you an employee?* link displays.
- Employee Prompt Before Sign Up and Sign In – The *Are you an employee?* link displays and the Sign Up and Sign In buttons display only after clicking that link.

Note:

- Employees who are loaded through the synch still have to sign up to claim their accounts.
- This setting only applies to Referral Only mode and has no impact on the other site modes.
- This feature does not prevent non employees from using the Sign Up button. Its purpose is limited to being a visual reinforcement of the intended audience of the authentication buttons.

Email Confirmed Sign Up

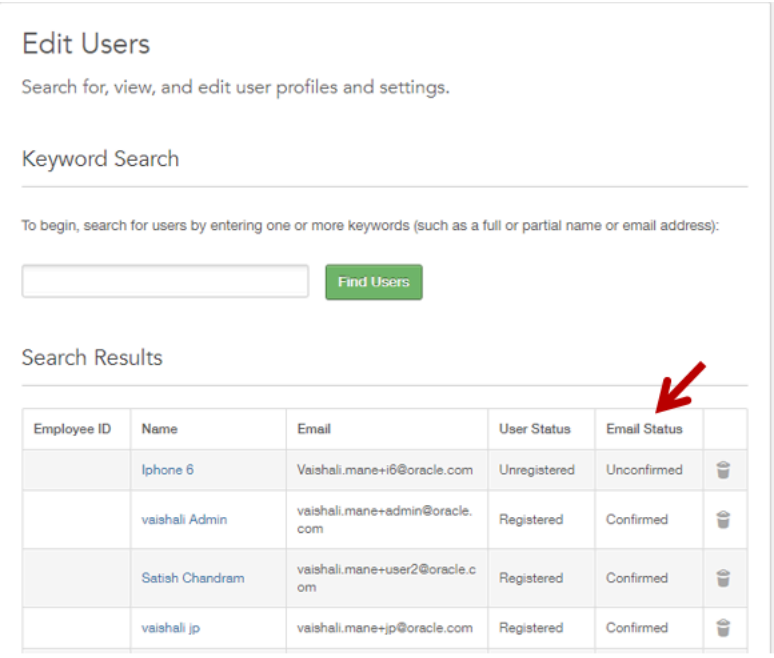
Enables you to require users to confirm their email address as part of the sign up process for job alerts and new user accounts. This helps to ensure that the Talent Community in Sourcing contains only email-confirmed users. Malicious users or users created through bots or human error will be removed.

Users are sent an email with a personalized link. Following that link confirms that this user is the owner of that email address. Sign up confirmation emails are sent immediately after the email is confirmed. The setting, Delete Unregistered Users, allows you to require email confirmation, but not force the purge of those candidates who do not confirm their accounts. If this setting is enabled, unconfirmed accounts will be deleted after a 24-hour period. Users with unconfirmed email addresses cannot use the Forgot Password function; instead, the email which allows them to confirm their account is resent.

Users created in Sourcing through data synchronization with Recruiting do not need to confirm their accounts.

When the Email Confirmed Sign Up setting is off, all new users who sign up will be marked as email-confirmed. When the Email Confirmed Sign Up setting is on, all new users who sign up through the UI will be marked as email-unconfirmed. This applies to users who sign up for job alerts and those who sign up for a new user account. Users who are unconfirmed will receive an email from Sourcing with a personalized link. They must click that link to confirm their email address. Users who sign up are not authenticated into a session. Users who are created in Sourcing through data synchronization with Recruiting are always marked as email-confirmed independent of the value of the setting; this includes employees as well as users created in Sourcing.

The email status and user status displays in User Management for Administrators to help Administrators understand why a user may not be receiving emails.



Some considerations:

- At upgrade, all preexisting users in the application will be marked as email-confirmed.
- Customers with the Email Confirmed Sign Up setting enabled will upgrade to the Delete Unregistered Users setting enabled, while customers with the Email Confirmed Sign Up setting disabled will upgrade to the Delete

Unregistered Users setting disabled. New Customers will have both the Email Confirmed Sign Up and Delete Unregistered Users settings enabled by default.

- This feature is supported on both the View Type otac_17.4 (Direct Apply) and the legacy View Type taleo_14b (Apply Modal).

Languages

Sourcing is available to customers in several supported languages. The default language, and language activation for your organization's implementation, are configured by an Administrator. Individual language preference can be set by each individual user.

Sourcing automatically presents the Sourcing site in the users expected language using their browser language. This allows users to experience Sourcing in their expected language without having to change the language. Sourcing loads into the user's browser and is able to identify the language configured for that browser. If that language is an active locale in Sourcing then the system is able to show Sourcing in that language. If the browser's language is not an active locale in Sourcing, the system will then show Sourcing in its configured Default Locale. If there is no Default Locale configured, Sourcing is presented in English-US.

All supported language translations are loaded into the system as a default. Language locale configuration for Administrators provides the means to set a default language locale, and the active locales available to users of the application. The Administrator can add or remove locales from the active list. At least one active language locale must be selected, the same one as the default. The Default Locale cannot be removed from the list until another language is set as the default and made active.

Supported languages must be configured by an Administrator before language preferences can be selected by end-users. Depending upon the configuration, all or a subset of the supported languages may be available to users. Users can set their language preferences during registration, and with their user settings.

Supported Languages and Locales

Sourcing supports the following languages:

Languages

- Czech
- English - US
- English - UK
- Finnish
- French
- French - Canada
- German
- Hungarian
- Italian
- Japanese
- Korean
- Netherlands - Dutch

- Norwegian
- Polish
- Portuguese
- Portuguese - Brazil
- Romanian
- Russian
- Simplified Chinese
- Slovak
- Spanish
- Swedish
- Taiwanese
- Thai
- Turkish

Language Locales

Available locales (on the Configuration > Company > Active Locales selector) include:

- English
- English (United Kingdom)
- Francais
- Francais (France)
- Deutsch
- Espanol
- Portugues
- Portugues (Brasil)
- Italiano
- Nederlands
- Polski
- Svenska
- Pyccknn (Russian)
- Chinese (labeled in its alphabet)
- Japanese (labeled in its alphabet)
- Korean (labeled in its alphabet)
- Taiwanese (labeled in its alphabet)
- Thai (labeled in its alphabet)
- Norsk
- Suomi
- Cestina
- Turkce
- Magyar

- Romana
- Slovencina

Multilingual Capabilities

Sourcing provides extensive multilingual capabilities. With the many languages that Sourcing supports, users experience:

- Automatic detection of the browser language.
- The ability to easily switch the language being used using the Language Toggle at the top of each page.
- The ability for candidates to filter jobs by their selected language.
- The ability to create site content and branding in multiple languages.
- The ability to read all job descriptions in all languages in which they are published using the Language Toggle on the top of the page.
- Preloaded languages; Administrators can activate languages as content is ready.

OTAC Job Feed API for Multilingual Jobs

As part of the OTAC Job Feed API, job requisition translations are brought over to Sourcing.

Language Configuration and Settings

Sourcing language-related configurations and user settings are listed in the following table.

Language Configuration, Setting or Function		
Name	**Description**	**Location**
Active Locales	Administrators can control the active languages for the Sourcing application from the list of supported locales. The default setting is English. If a different locale is selected, it will become the default locale (and associated language).	**[Sourcing] Administrator login >[Home page] Settings (Name) > Configuration > Company > Application**
Default Locales	Administrators can control the default locale/language for the Sourcing application. The default setting is English. If changed, the language selected will be the default language.	**[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Company > Application**
Choose Locales in Registration	Administrators can control the display of the Locale field when a user is registering on Sourcing. It is Off by default. Turning it On adds Locale to the user registration page.	**[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Users > [Registration]**
Choose Locales in User Settings	Administrators can control the display of the Language/Locale field in user settings. It is On by default, allowing users to set their preferred language on their Settings page.	**[Sourcing] Administrator login > [Home page] Settings (Name) > Configuration > Users > [User Settings]**
Language/Locale	End-users can choose their preferred language/locale to view Sourcing in that language. If a user selects a language, the application will be localized to that	**[Sourcing] Administrator or other user login > [Home page] Settings (Name) > Settings > User Info**

Language Configuration, Setting or Function		
Name	**Description**	**Location**
	language. All dictionary tags of the application will be translated for the users, with the exception of job descriptions from a job scrape.	
Job Language Indicator (Globe icon)	When multiple languages are used for a job requisition, a Globe icon is displayed. A user can hover their mouse over the icon to display the languages activated for the requisition. When only one language is used for a requisition, the name of the language is displayed and there is no Globe icon.	**[Sourcing] Administrator or other user login > [Home page] Jobs**

TE Supported Languages

The languages supported for Oracle Taleo Enterprise Edition products as well as specific features are listed below. For details regarding language availability for Oracle Learn Cloud and Oracle Taleo Business Edition, see the documentation for those products.

- Assessment: All listed languages are supported except Indonesian (Bahasa).
- OBIEE (Oracle Business Intelligence and OAS (Oracle Analytics): All listed languages are supported except Indonesian (Bahasa), Lithuanian, Malaysian (Malay), Serbian, Slovenian.
- Resume Parsing: Resume parsing is delivered using a third party partner service. The functionalities are delivered as-is. Customers needing additional or different resume parsing capabilities should explore partner services.

Language	Locale	Recruiting and Onboarding	Performance	Mobile	Sourcing	Resume Parsing
Bulgarian	bg	Available	Available			
Simplified Chinese	zh_CN	Available	Available	Available	Available	
Traditional Chinese	zh_TW	Available	Available	Available	Available	
Croatian	hr	Available	Available			
Czech	cs	Available	Available		Available	
Danish	da	Available	Available			
Dutch	nl	Available	Available	Available	Available	Limited
English	en	Available	Available	Available	Available	Supported
English (U.K.)	en_GB	Available	Available	Available	Available	Supported
Finnish	fi	Available	Available		Available	
French (Canada)	fr	Available	Available	Available		Limited

Language	Locale	Recruiting and Onboarding	Performance	Mobile	Sourcing	Resume Parsing
French (France)	fr_FR	Available	Available	Available	Available	Limited
German	de	Available	Available	Available	Available	Limited
Greek	el	Available	Available			
Hungarian	hu	Available	Available		Available	
Italian	it	Available	Available	Available	Available	Limited
Indonesian (Bahasa)*	in	Available	Available	Available		
Japanese	ja	Available	Available	Available	Available	
Korean	ko	Available	Available	Available	Available	
Lithuanian*	lt	Available	Available			
Malaysian (Malay)*	ms	Available	Available			
Norwegian	no	Available	Available		Available	
Polish	pl	Available	Available	Available	Available	
Portuguese (Brazil)	pt_BR	Available	Available	Available	Available	Limited
Portuguese (Portugal)	pt	Available	Available		Available	
Romanian	ro	Available	Available		Available	
Russian	ru	Available	Available	Available	Available	
Serbian*	sr (sh)	Available	Available			
Slovak	sk	Available	Available		Available	
Slovenian*	sl	Available	Available			
Spanish (Worldwide)	es	Available	Available	Available	Available	Limited
Swedish	sv	Available	Available	Available	Available	
Thai	th	Available	Available		Available	
Turkish	tr	Available	Available		Available	

Social Sourcing Configuration Basics

User Accounts

A user account is needed for administrator, recruiter and front-end users of Sourcing to log into the application through the Portal page.

Front-End User accounts are allowed when the Site Mode is set to Referrals. They are created when a potential user (e.g., employee or alumni) clicks the Sign Up button from the Portal page and completes the registration process.

Recruiter accounts are set up when an administrator sends an Invitation to Recruiter email to a potential recruiter, and the recruiter follows the link in the email and completes the registration process.

Administrator accounts are set up by Oracle. To perform configuration, branding and integration work on your organization's Sourcing zone, submit a service request to Oracle to have Administrator role privileges assigned to you.

- The Email Domains configuration setting enables a check of a user's login email address against your organization's email domains to verify whether the user is an employee.
- The Choose Relationship configuration setting requires registrants to select their relationship to the company during the registration process.
- If Choose Relationship is enabled, the Employee Number Validation configuration setting requires registrants to input their Employee Number when selecting an Employee relationship.

Generally, users with accounts log into Sourcing using the Sign In button on the Portal page. Employees can also access Sourcing these ways:

- If the Partially Log in Trusted Referrers configuration setting is enabled, employees who are trusted referrers, and are navigating in from recruiter emails, get partially logged in as likely users. This allows them to access Sourcing to refer a candidate without signing in, and still get referral credit.
- Employees can sign in through Twitter, Facebook or LinkedIn, and access Sourcing without the need for a separate login and password.

Configuration

Configuration settings affecting user accounts are listed in the following table.

Settings	
Name	**Location**
Invite a Recruiter	**[Sourcing] Administrator login > Configuration > Users > Recruiters**
Email Domains	**[Sourcing] Administrator login > Configuration > Company > Company URLs**

Settings	
Name	**Location**
Choose Relationship	**[Sourcing] Administrator login > Configuration > Users > Registration**
Employee Number Validation	**[Sourcing] Administrator login > Configuration > Users > Registration**
Partially Log In the Likely User	**[Sourcing] Administrator login > Configuration > Users > Login**

User Settings

Use the Settings area to update your user account information and personal settings, connected social channels, Jo Alerts, privacy settings and more. Depending upon your role, you may also have access to functions such as Invite a Recruiter, Manage My Channels and Sign Out.

To access Settings first sign into Sourcing from the Portal page. Once you are signed in the Settings link displays on the right side of the Home page header. The link has your username for a label. Click the link to display a dropdown menu with a list of available options, which can include:

- Configuration
- Settings
- Invite a Recruiter
- Manage My Channels
- Sign Out

Note: The settings and functions available to you depend upon your user role and your organization's implementation. Various combinations of this functionality are available to administrators, recruiters, employees, alumni and referrals. Depending on your role and Sourcing configuration, you may only see a Settings button instead of the full drop-down menu.

Settings

Use the Settings page to view and/or update your:

- Unique Link
- Job Alerts
- User Info
- Interests
- Password Reset
- Social Networks
- Email Job Alerts
- Privacy

The **Unique Link** section displays your referral link, which you can send to friends and other potential candidates via email or social network(s). You can copy the full URL and share it; or you can click Get Short Link, copy the short URL and send that to friends and candidates. (Short URLs allow otherwise long web addresses to be referred to in a Twitter tweet, for example.) If a candidate uses your link to search for a job posting and start an application via Sourcing, you will automatically be listed as the referrer.

The **User Info** section displays your current user information, if any. Update your information by entering free text or using the dropdown menus in the fields provided. In the Language/Locale and Timezone fields you can select your country and timezone. Selecting a locale will allow you to view Sourcing in the language associated with that particular country. No updates to your account will be made until you click the Save User Info button.

Use the **Interests** section to tailor the jobs that are sent to you by entering your Interests, Locations and Companies. Click on the fields to view and select options in a dropdown selection list. Save your changes. Based upon your selections, Sourcing will include jobs relevant to your interests each time it generates an automated email to you.

Use **Password Reset** when you know your password but want to change it. To change your login credentials type in your current password, then enter and confirm a new password. Save your changes.

Administrators must enter their own password to manage the password of another user.

> **Note:** This is not the same as the Forgot Password function available at Sign In. If you've forgotten your password, click the Forgot Password link during the login process and enter your email address. You'll receive an email message with instructions on how to set up a new password.

Use **Social Networks** to enter and update any Facebook, Twitter or LinkedIn accounts that you want connected with your Sourcing user account. To connect a new social channel, click Connect next to the desired social channel icon. This opens a modal from which you can authorize the connection. Click Disconnect for any currently connected social channel to rescind authorization for the connection with Sourcing.

Use **Email Job Alerts** to choose whether or not to receive email Job Alerts from the system. Click the checkbox to receive email Job Alerts and clear it to opt out. If you opt in, you can receive Job Alerts at the email address tied to your account or another preferred email address. Save your changes.

Use **Privacy** to choose whether or not you want your account to appear in the Activity Feed and the Top Referrers section. Select the checkbox to allow publishing of your activity to the Activity Feed and Top Referrers section. Clear the checkbox to opt out. Save your changes.

On the Settings page you can also view the **Top Referrers** and **Activity Feed** boxes.

Invite a Recruiter

Administrators can use this feature to open a modal from which you can invite a colleague to sign up for Sourcing. Enter an email address, click Send, and the system will generate an invitation email. Your colleague will be able to click a link in the email to register for a Sourcing account with recruiter privileges.

Manage My Channels

Use the Manage My Channels link to open the page of the same name. From this page you can manage your connected social channels (e.g., Facebook, Twitter, Linked or Weibo).

Sign Out

The Sign Out feature is for a logged in user to end their session and log them out of Sourcing.

User Information Maintenance

Several enhancements have been made to allow Administrators to view registered users and to maintain those users.

Administrators can use the *Edit Users* feature to search for users and then view or update their user profiles and settings, or delete users entirely.

- Enter search criteria in the keyword search to search for specific users, then select *Find Users*.
- Click on the name of the user in the search results to bring up the user's profile and settings.
- Click on the Trash Can icon to delete the user. A warning message will be given to confirm deletion.

The following role level security permissions have been implemented to be sure that only the appropriate roles are able to edit and delete users:

- Recruiter Administrators and Partners cannot edit or delete Sourcing Administrators (SM Admin) or Oracle Consulting Services (OCS) users.
- The OCS role cannot edit or delete the SM Admin role.
- Recruiter Administrators and Partners cannot change any users role to an SM Admin or an OCS user.
- OCS users cannot change any users role to an SM Admin role.

Synchronized User Delete

Change Logs

Administrators maintaining a Sourcing instance have the benefit of the Change Log which tracks and displays all of the Configuration changes made within a site. The Change Log displays the following information:

- Config Element - the element within the Configuration that was modified.
- User Name - the login name of the user that made the change.
- Old Value - what the value was prior to the change.
- New Value - what the value was changed to.
- Site - the name of the site that the change was made in.
- Date Changed - the date and time that the change was made.

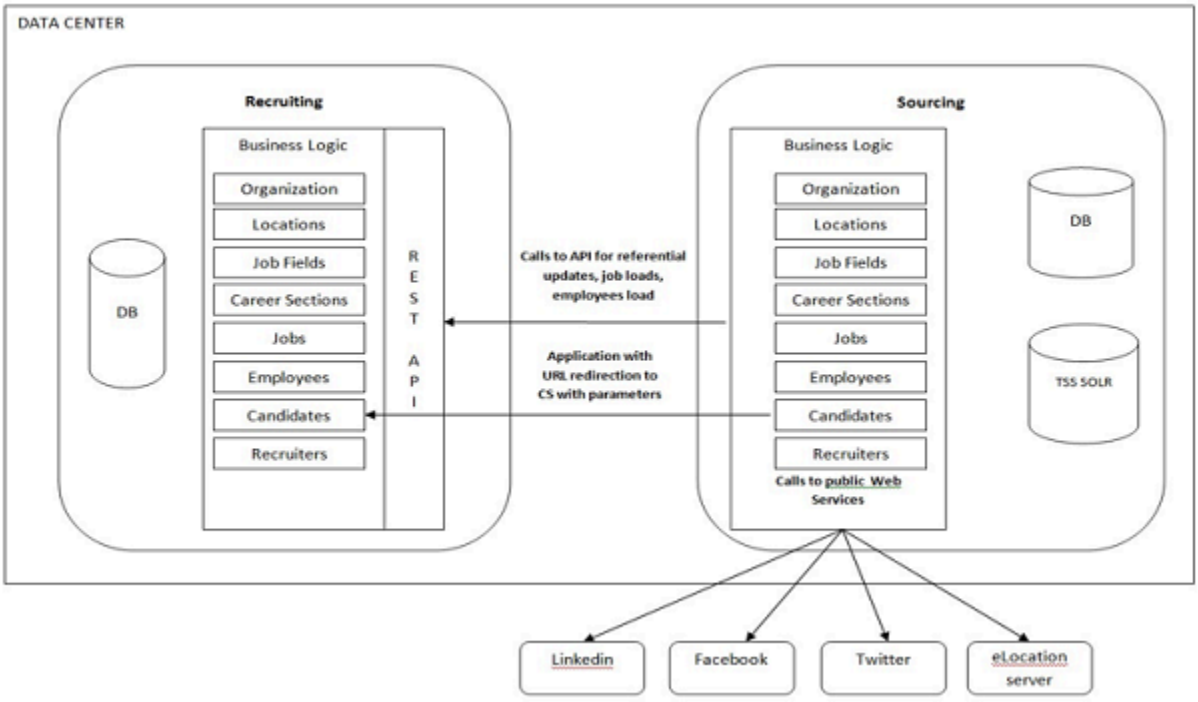
By default, Sourcing displays only the changes made within the last hour, 20 per page. If no changes occurred within the last hour, the Change Log will be blank. Users can search for changes either by selecting the *hour, day* or *week* links, or by entering a specific date range. The *Old Value* and *New Value* display areas are limited to 20 characters. If the changes are longer than that, a *View changes* link displays that allows users to drill into the change details.

2 Jobs Configuration

Jobs Configuration

Uploading Jobs

Sourcing directly integrates with OTAC Recruiting providing full autonomy to the Sourcing Administrator and multilingual support with no integration to maintain.

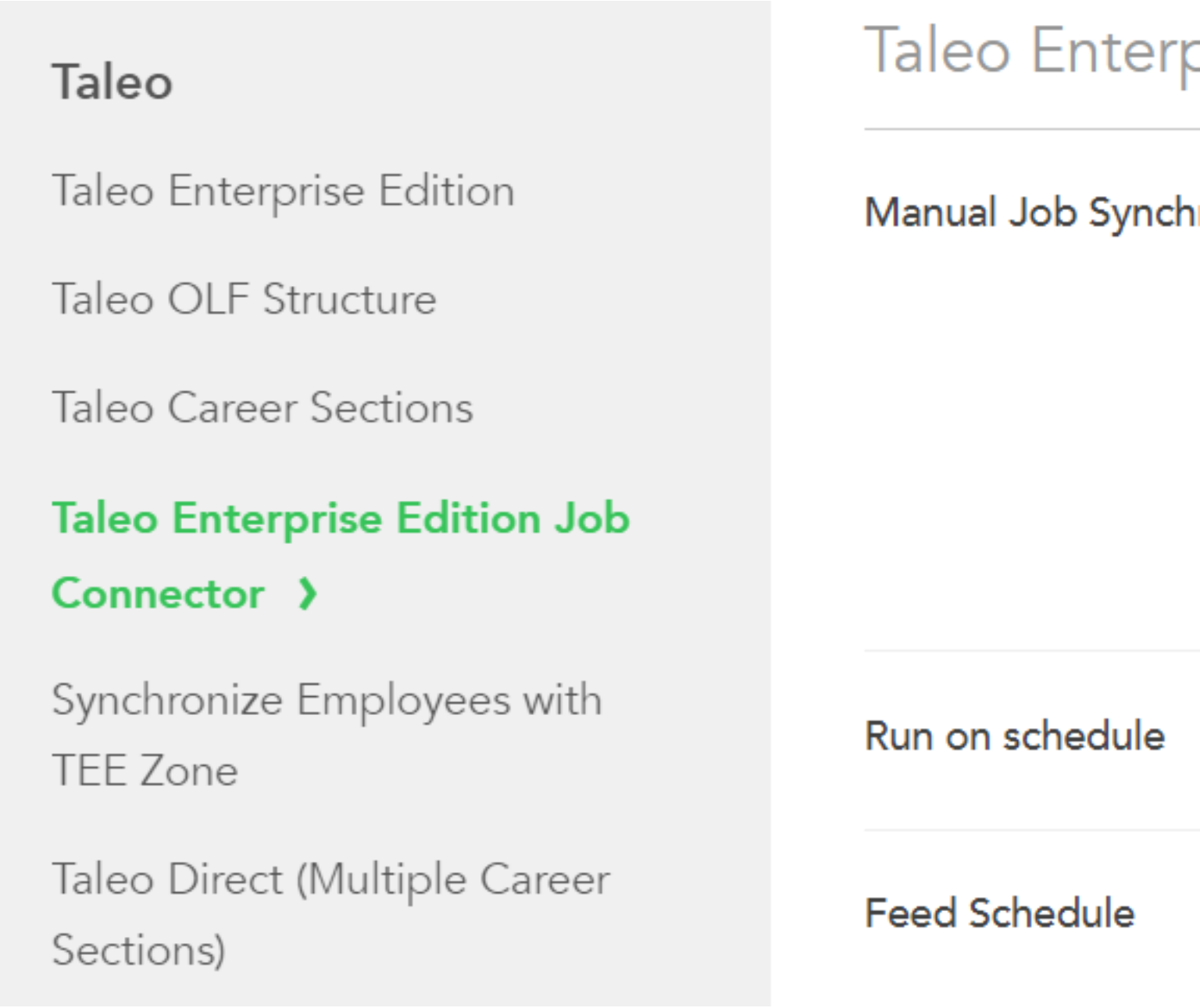


To integrate your organization's open job requisitions to Sourcing, whether from your company career website, job boards or Recruiting, the Job Feed API uses the Job Connector (Synchronization Scheduler) to automatically update the job sync data at automatic intervals between every 15 minutes to every 24 hours or on-demand manually. With the integration between Sourcing and Recruiting, customers are able to:

- Select which of the Career Sections will feed Sourcing.
- Filter jobs by country or company.
- Group several Career Sections for each site.

- Use different Career Sections for each site.

Path: ***Sourcing > Configuration > Taleo > [Taleo Enterprise Edition Job Connector]***



The API sends Sourcing:

- Req ID
- Application URL
- Posting Date
- Hot Flag

- Location ID
- Job ID
- Job Field ID
- Title
- External Description
- External Qualifications
- Education Level
- Employee Status
- Job Level
- Job Type
- Schedule
- Shift
- Travel
- User Group
- Internal Description
- Internal Qualifications
- Minimum Salary
- Maximum Salary
- Hiring Manager
- Internal Contact Name
- Internal Contact Email
- Internal Referral Bonus Flag
- External Referral Bonus Flag
- Status ID

Organization, Location and Job Field (Category)

Job Category

When an Administrator sets up a Job Feed integration between OTAC and Sourcing, they can map which fields in the OTAC Job Field correspond to the Sourcing Job Category. In the Sourcing Configuration area a read-only browser is populated for viewing the Job Field (Job Category level) tree information. The Sourcing tree is updated when job fields are changed in OTAC. The data feed from OTAC also populates the corresponding Job Category facet in Sourcing, which is used throughout Sourcing (e.g. for Category Landing pages and job searches).

Job Location

When an Administrator sets up a Job Feed integration between OTAC and Sourcing, they can map which fields in the OTAC Location correspond to the Sourcing city, state/province and country. In the Sourcing Configuration area a read-only browser is populated for viewing the location tree information. The Sourcing tree is updated when location fields are changed in OTAC. The data feed provides Sourcing all the different OTAC job locations, including secondary locations for a job, so that Sourcing can use them in job searches.

Job Organization

Customers that have different companies in TEE and who want to be able to use them as facets in Sourcing (while running the Job Feed API), can map the Organization in the OLF to a Company facet.

- When used, the mapping function maps Organization to a company or brand.
- When activated, this creates a facet in the Job Results page from which users can filter jobs.
- When activated, this allows the Administrator to filter sites based on company (organization).

> **Note:** For a job to show up on the Job Details page, the Company filter must be enabled in the Site Builder.

To use this feature, users must go into the configuration and set the Organization level. It is recommended that customers minimize the number of times that the Organization mapping is changed; this should only happen during setup or while changing the organization in SmartOrg.

Multilingual Capabilities

When an Administrator sets up a Job Feed integration between OTAC and Sourcing, OTAC sends job fields that are translated or relate to the job requisition language (e.g., title, description internal, description external, qualifications internal, qualifications external, base language). Translated information from OTAC is mapped to the locales/languages in Sourcing.

Troubleshooting Issues Uploading Jobs

If a job is posted in Recruiting, but is not loaded in Sourcing, there are several entities that should be verified and additional steps that can be taken to integrate the missing job.

If it is discovered that a job that resides in Recruiting did not come over into Sourcing, consider the following:

- **Date override on Manual Job Synchronization**

  Using the Manual Job Synchronization feature enables the Administrator to bring over jobs that did not come over through the feed. The scheduled Job Connector requests requisitions with a last modification time and date since the last time it ran. If there are jobs, which for some anomaly did not synchronize into Sourcing, the Manual Job Synchronization can be invoked to retrieve the missing jobs. Administrators enter a date into the Manual Job Synchronization and the synchronizer will request all jobs that are currently posted on the tethered career sections with a last modification date on or after the date selected.

  When no date is selected, clicking the Synchronize Now button will request jobs from Recruiting that were modified or posted after the last time the Job Connector ran. Selecting a specific date will request jobs from Recruiting which were modified or posted after the date entered.

- **Check the frequency set for the job feed**

  For the initial loads or when adding some Career Sections to the configuration in Sourcing, it is recommended that a low synchronization frequency is used; e.g., every three hours. If there is large volume of jobs to load its best to let the synchronization complete before a new sync is performed.

If an internal job is not visible in Sourcing, consider the following:

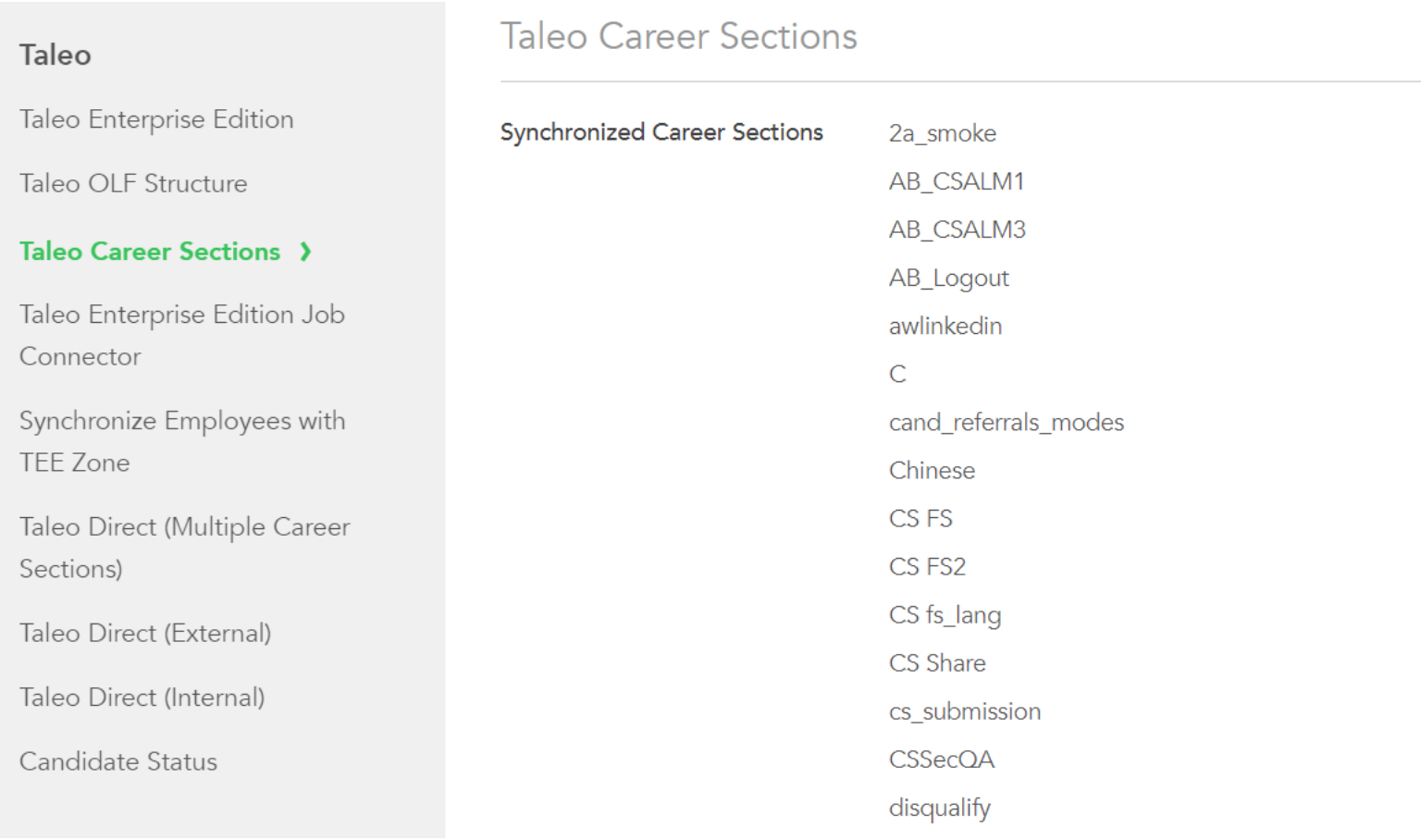
- **Internal Only Jobs Setting**

  The Internal Only Jobs Setting must be enabled for internal jobs to be visible to employees in Sourcing. Verify that this is enabled by going to **Sourcing > Configuration > Jobs > Internal Information**

Career Sections

The jobs are loaded from the Career Sections that are linked with Sourcing. Administrators are easily able to select which Career Sections to sync through the Sourcing configuration.

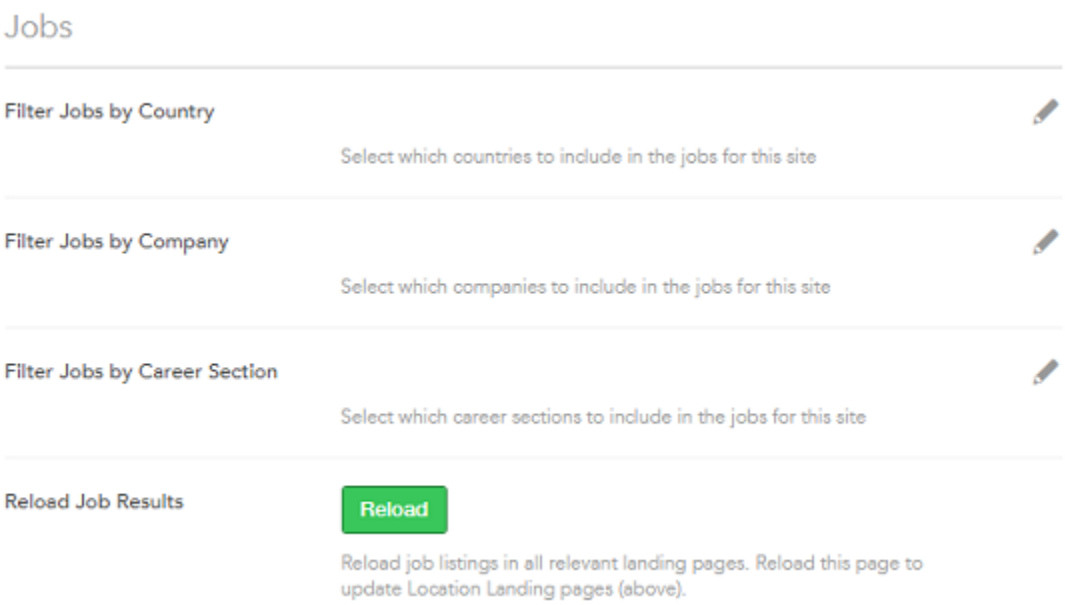
Path: ***Sourcing > Configuration > Taleo > [Taleo Career Sections]***



The list displays all of the Career Sections that are active, public and on which there is at least one job posted. The jobs from each of the selected CS's will be loaded into Sourcing. The flag icon indicates that the CS is internal. When an Administrator runs the Career Section synchronization between OTAC and Sourcing, and subsequently a candidate applies to a job, Sourcing can route the candidate to the most appropriate CS application flow.

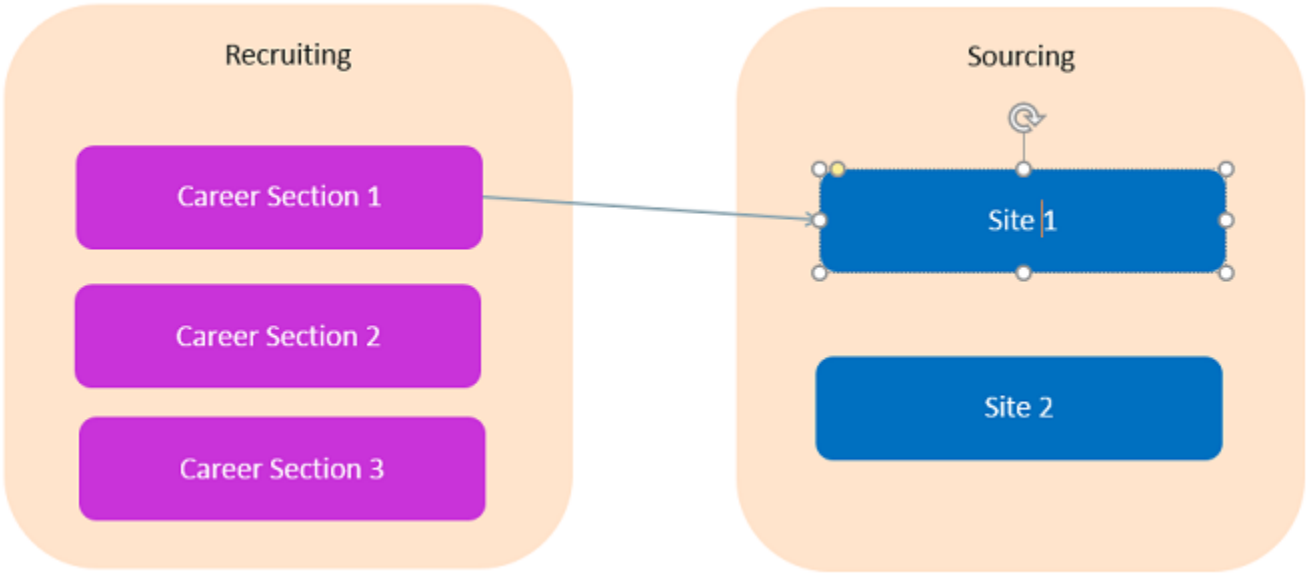
Filtering can be applied to refine the list of jobs that are displayed at the Site level. Administrators can choose to filter jobs by country, by company (uses the Organization level) or by Career Section. It is possible to select just one CS or several CS's from which you want the jobs retrieved. This is done in the Site Builder settings. Once you change your filtering options, click *Reload Job Results* to apply the new filters.

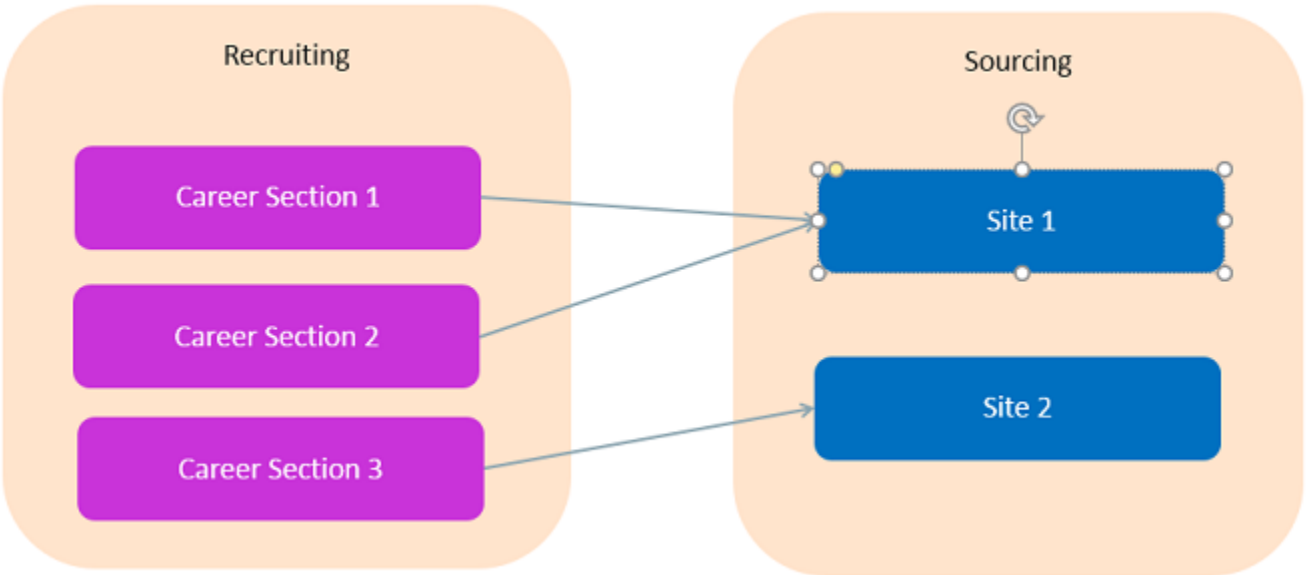
Path: ***Sourcing > Configuration > Site Builder > Edit Site Settings***

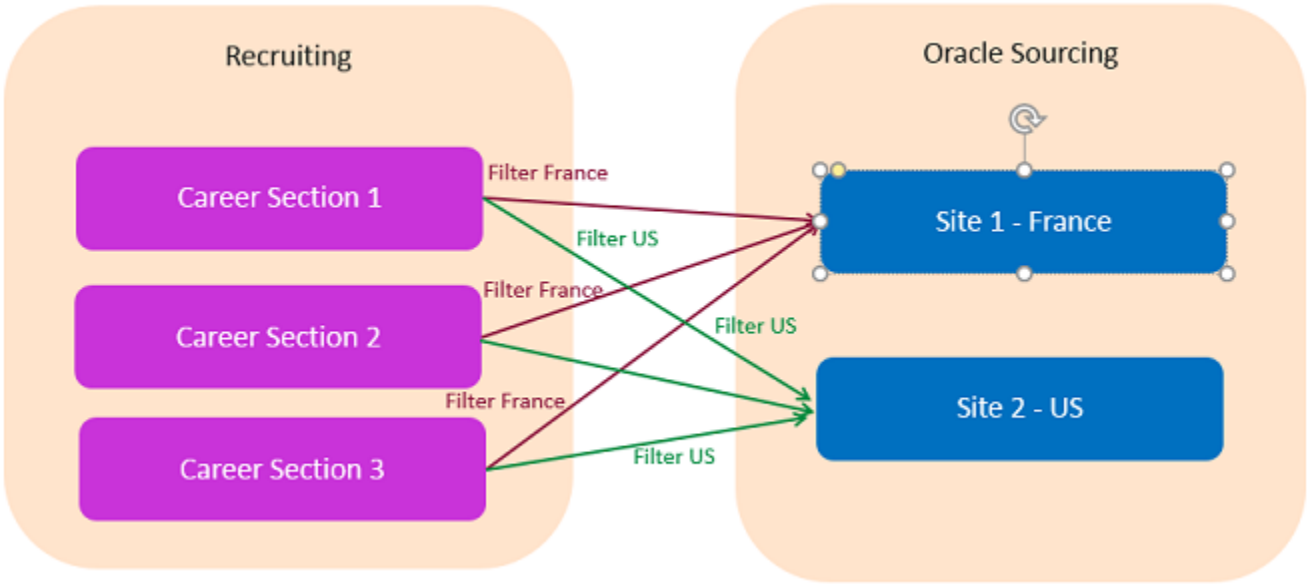


The Relationship Between Career Sections and Sites

In addition to having a 1:1 relationship between a Career Section and a Site, it is possible to create multiple Sites from a single instance of Sourcing. Each Site can have its own branding, job feed and vanity URL using a single Career Section or multiple Career Sections. Supporting multiple Sites allows for complex business cases and aligns with Recruiting configuration and the strategy in place when several Career Sections are being used. Supporting multiple sites is useful in that customers can choose to progressively roll out Sourcing as a solution; they can create a Site for each country, business line, job category, and so on.


Recruiting
Career Section 1
Career Section 2
Career Section 3
Sourcing
Site 1
Site 2


Recruiting
Career Section 1
Career Section 2
Career Section 3
Sourcing
Site 1
Site 2



Smart Redirection to Career Sections

When applying for a job, the candidate will be redirected to the appropriate apply flow and Career Section automatically.

The candidate is redirected to a Career Section:

- Where the job is posted.
- In the same language the applicant was viewing the requisition.
- In respect of the candidate type; internal, external or mobile.
- With the highest sequence number if there are multiple Career Sections that match the above criteria.

Candidates can apply in different languages and on multiple devices.

Alternate Job List URL

This feature provides OTAC Career Section (CS) customers, who want to use Sourcing (or another product) as the primary career site, the ability to redirect users from the CS Job Search tab back to Sourcing (or other product).

When a customer uses Sourcing as the Job Search front-end for OTAC, and a candidate searches for jobs and finds one they are interested in applying to, the candidate is handed off to CS for the application flow. During the application process, if the candidate decides to search for more jobs and this feature is enabled, when the user clicks the Taleo Enterprise Job Search tab they are navigated back to Sourcing via the configured URL. They can then use Sourcing to search for more jobs.

Candidates using external URLs which point to a CS job search or job list page are also redirected to the configured Sourcing job search.

The settings to enable this feature are located in the Taleo Enterprise Configuration module under the Career Section Administration section. See the table below for the full navigation path and settings names.

Configuration properties for this feature are listed in the table below.

Property Name	Location
Alternate Job List URL text box	**[TEE Career Section] Configuration > [Career Section] Administration > Career Sections (click career section name) [Properties] Edit**
Apply Alternate Job List URL to Job Search Tab dropdown list (Yes or No)	**[TEE Career Section] Configuration > [Career Section] Administration > Career Sections (click career section name) [Properties] Edit**

One of the CS portal pages for job search needs to be activated, to display the Job Search tab for a navigation link that can be redirected.

Job Description Redirect URL

For customers who want to use Sourcing as their primary career site, this feature provides a configuration setting in Oracle Taleo Enterprise Edition to redirect the Career Section (CS) job description pages to the Sourcing equivalent Job Details pages.

When Sourcing is used as the primary career site, external links to job descriptions normally take users (candidates from a job board, or from a URL embedded in an email) to the TE job descriptions. Administrators can use a setting in TE configuration, on a Career Section basis, to have external links to job descriptions get redirected to a Job Details page on the Sourcing default site or a targeted Sourcing site. The Job Description Redirect URL setting is a text box into which a Sourcing page URL can be entered by an Administrator. When this setting is configured, candidates who come from job boards or links from correspondence sent by TE, can be redirected to the job descriptions in Sourcing.

Redirecting to the Default Sourcing Site

In the Job Description Redirect URL setting (in TE Configuration) the URL format must be:

```
https//zone.referrals.selectminds.com/taleo/jobdetails
```

Where:

- zone = to be replaced with customer name
- referrals = to be the zone type, 'referrals' or 'upgrade'

If the original URL doesn't include a language parameter, the base language of the requisition will be included in the redirection. Sourcing renders the job description in the language specified in the URL, if the language exists in Sourcing. If the language is unavailable in Sourcing, the job description is rendered in the Sourcing default locale.

If the original URL is carrying a source parameter (src=), Sourcing will carry that source into the application into the career section. No interface element will tell the user they are redirected, unless they monitor the changing URL in the browser.

Redirecting to a Targeted, Branded Sourcing Site

Candidates accessing a Career Section job URL which targets a Job Description page can be redirected to the Job Details page for that same job in Sourcing, on a targeted Sourcing site for an end-to-end branded user experience. To do this:

- The Job Description Redirect URL setting on each Career Section is to be populated with the URL for the appropriate Sourcing site.
- The site URL fragment you need to include in the URL which is entered in this Career Section setting is found in the Sourcing configuration.

Access the URL fragment from Sourcing and enter into Career Section Configuration:

- **[Sourcing] > Configuration > Site Builder > Edit Site Settings > [General]**

  Under General, you will see the Site URL setting. That value will be included in the URL string.
- **[Career Section] > Configuration > Administration > [Career Sections] > Career Sections**

  Click on the name of the Career Section you wish to modify. (Note that it must be inactive to display an edit option).
- **[Properties] > Edit**

  Scroll down to the URL section and enter the appropriate URL in the Job Description Redirect URL field.

  To direct candidates to a targeted Sourcing site, enter the URL obtained from Sourcing, i.e., http://customer.referrals.selectminds.com/Site URL/taleo/jobdetails.
- **Save**

Note: You will want to switch out customer and referrals as needed to target the correct zone.

On each Career Section which is tethered to a Sourcing site, be sure to target the correct Sourcing site you wish job seekers who come from Career Section URLs to be directed to. Ensure that the site you are targeting is also tethered to that site for the Job Connector API.

Role-Specific Links and Application Flow Properties

The links Go to Profile and My Submissions target career sections configured for their Sourcing privilege class, or role, and users will be directed to the appropriate profiles and submissions (external and internal) based upon those privileges. The settings that allow candidates to go through the targeted flows are:

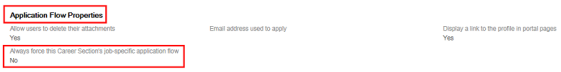
- Submit Profile URL – Guests
- My Submissions URL – Guests
- Submit Profile URL – Employees
- My Submissions URL - Employees

For customers who tether multiple career sections with different application flows to a single Sourcing site, the following is recommended:

For the career sections which are targeted by these Site Builder settings, it is best practice for customers to configure the “Always force this Career Section’s job-specific application flow” setting in Career Section to No.

- Having this setting configured to No, ensures that candidates who edit their job submissions using the deeplink in Sourcing will be directed to the correct application flow; the flow in which the submission was originally created. A value of No here translates to saying, “Force the application flow on which this submission was originally created.” If a candidate applies to multiple jobs which are on multiple Career Sections, each with their own application flow, this allows that candidate to view or edit their submissions using the correct flow for a particular job.
- This configuration mitigates any perceived need for multiple links to multiple career sections for accessing the My Submissions page.

Path: ***Career Section Configuration > Administration > Career Sections > Select a career section > Properties (not Application Flow Properties) > Scroll down to Application Flow Properties***



Internal Mobility

Market data recommends that you source your candidates in the following order:

- Internal candidates
- Referrals
- External candidates

Because your employees, or internal candidates, are the most important population to consider when you're recruiting, Sourcing offers multiple features for ease and promotion of internal mobility.

Jobs published on Internal-Only Career Sections are visible only to employees. The setting, Internal Only Jobs controls this. If this setting is disabled, Internal-Only jobs are not visible at all. If it is enabled, Internal-Only jobs are visible to employees, recruiters and administrators only.

Path: ***Sourcing > Configuration > Jobs***

In addition to providing Internal-Only job requisitions, the following features are also available to promote internal mobility:

- Sourcing can upload jobs from both external and internal Career Sections if they are public.
- Employees can sign up for Job Alerts.
- Job searches only display internal jobs for internal users.
- On the Job Details page the Recommend to a Friend and Upload Resume buttons are hidden for internal jobs. Only the Apply button is displayed.
- Employees cannot share or refer internal jobs to other candidates. Links pointing to Internal-Only jobs will get the message, "You do not have the necessary permissions to access the page" unless the user is logged in as employee.
- Campaigns (Automated Referrals Marketing, Referrals On-Demand and Social Jobs Distribution) do not show internal jobs.
- If an employee is applying for a job posted on both an external and internal Career Section, the employee is automatically sent to the internal Career Section.
- Employees are prevented from applying to External-Only jobs.
- Internal job descriptions and qualifications are indexed enabling employees to search keywords. In the search results list, an excerpt of the internal job description is displayed for employees.
- Employees can sign up for Job Alerts.

Job Alerts

Candidates, both employees and non-employees (other, alumni and external referral), are offered the opportunity to sign up for Job Alerts.

When a candidate applies for a job the checkbox to register for Job Alerts is selected by default. Candidates should deselect this box if they do not wish to receive Job Alerts. Candidates can indicate their preferences for jobs by selecting their interests (job category) and job locations at the time they sign up for Job Alerts. A user who has opted-in to Job Alerts, will not receive Job Alerts emails unless they have at least one interest selected. They also will not receive the emails if they have opted out of receiving all email from the system. The Job Alert email provides one link to unsubscribe and another to manage the Job Alerts. Job Alerts can also be managed in the User Settings.

Job Alerts for Existing Users

Existing users can add a Job Alert opt-in, or expand their job field and location interests. Both external candidates and employees with existing accounts can add a Job Alert opt-in to those accounts without signing in. Job seekers can use the Job Alert sign-up capability repeatedly to expand their job field and location interests. This feature supports all cases of Job Alert opt-in where the user is not authenticated, such as Home pages, Landing pages, Settings and widgets.

The display of the Job Alert section respects the Allow Employees to Sign Up for Job Alerts setting. When the Allow Employees to Sign Up for Job Alerts setting is enabled, the section only displays to employees and Administrators who edit employees.

> **Note:** The jobs that are included in the Job Alert emails to employees are the same jobs that they will find when searching for jobs when they are logged into the site.

Opting-out of Job Alerts will still require a user to authenticate. Removing locations or job fields in the Interests will still require a user to authenticate.

Hierarchical Location Selector

The Hierarchical Location Selector enhances usability by allowing the selection of locations through choosing levels such as country, state or province, city, and address.

Administrators can choose to display the hierarchical selector to users that are:

- Signing up for Job Alerts
- Managing location preferences in Settings
- Creating a user account using the Sign Up button (if displayed)

Users select locations by drilling into the location levels displayed. Locations can be added at any level by clicking Add. Individual levels can be cleared by clicking Clear.

The Hierarchical Location Selector setting must be enabled for the hierarchical selector to display. This setting resides in **Configuration > Users**. The setting is delivered disabled; to enable the setting click on the toggle.

Two other settings drive which levels display in the hierarchical selector and, in which order those levels display. The Location User Preferences setting (Configuration > Users > User Settings) determines which levels display in the Hierarchical Location Selector. Only the levels configured here will display in the hierarchical selector as choices for users. However, the order in which the levels are listed in this setting does not determine the order in which they will display in the hierarchical selector. Only levels that contain elements will be displayed.

The OLF Locations Levels setting (Configuration > Taleo > Taleo Enterprise Edition) determines in which order the levels are displayed. Having the order of the levels configured with respect to this setting ensures that the Hierarchical Location Selector displays the levels in the same location hierarchy as in SmartOrg.

Talent Community

When a candidate signs up for Job Alerts we register them in the Talent Community. Talent Communities contain the candidates that have applied for jobs and signed up for Job Alerts within the site, or that have applied for a job within the site and checked the box to opt in to receive Job Alerts. Each Talent Community is site-specific and allows recruiters to create campaigns and send emails and jobs to passive candidates.

Enabling and Disabling Job Alerts

Job Alerts for employees can be disabled by toggling the *Allow Employees to Sign Up for Job Alerts* setting to off. This setting is found in **Sourcing > Configuration > Jobs.**

Job Alerts for external candidates can be disabled by toggling the *Talent Community Enabled* setting to off. This setting is found in **Sourcing > Configuration > Talent Community.**

> **Note:** Job Alerts in Sourcing do not synchronize with the Job Alerts in Career Section. It is recommended that you disable the Job Alerts outside of Sourcing.

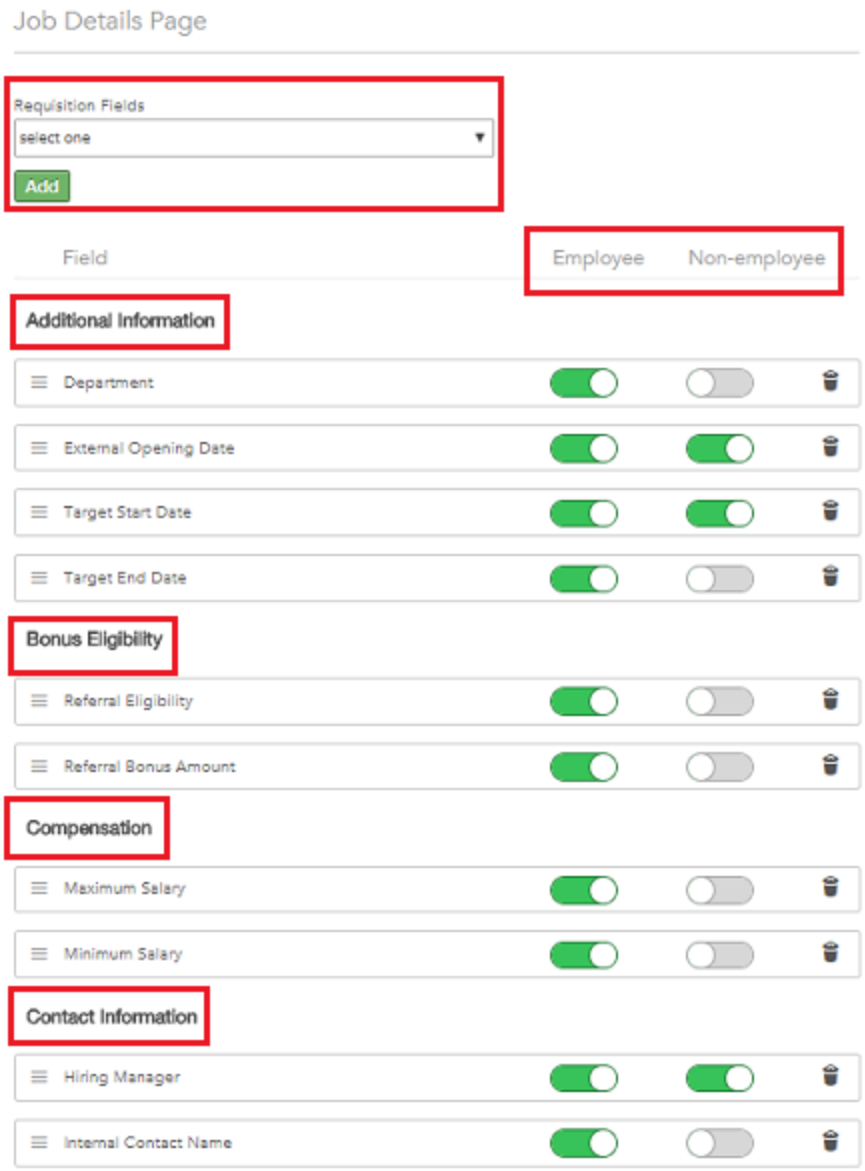
Requisition Data on Job Details Page

There are four sections on which to display up to twenty standard and user-defined fields total for each requisition. Customers can choose which fields to display on job requisitions at the site level and can further specify whether to show those fields to internal, external or both types of job seekers. This functionality allows job seekers to better evaluate if a job is right for them by learning more details about the job using this additional job-specific information.

An editor, the Field Display and Layout Editor, is available in Site Builder which provides the interface for Administrators to configure which fields and various sections display on the Job Details page for each site.

The four section titles can be relabeled in the dictionary if desired. Any field can reside in any section. The default sections are:

- Additional Information
- Bonus Eligibility
- Compensation
- Contact Information



New fields that are added appear in the Additional Information section and inherit the existing styling, colors and fonts used to show requisition data. Drag-and-drop allows Administrators to easily move the newly added fields to different sections and to reorder the fields within sections. Fields are easily removed by clicking the Trash icon. Fields which are not populated do not appear as blank to job seekers; the label is suppressed. When a section has zero displayed fields for a user the section title is suppressed.

Fields can be activated for display to employees, non-employees, or both by using the toggle next to each field. Note that non-employees are defined as users with a relationship of Other, Alumni or Referral.

Keyword Search

The fields can also be included in the index for keyword search by job seekers. This allows job seekers to search for jobs using keyword search criteria beyond the title and job description to include additional requisition data. Both standard and user-defined fields configured to display across all sites on the Job Details page are now searchable. Keyword

searches by employees query the requisition data configured for display to employees, while non-employees query the data configured for display to them.

To enable keyword search, login to Sourcing as an Administrator and go to Configuration > Search and toggle the Index Supplementary Fields on Job Details Page setting to enable.

Location Display Behavior

Duplicate Location Display Solution

Administrators define the location levels in Sourcing using the Location User Preference setting, **Configuration > Users > [User Settings]**. Previously, if the location data that came over from SmartOrg had levels below what was defined in Sourcing, Sourcing would show multiple, duplicate locations representing those lower levels. If, for example, Sourcing was configured with Country, State and City (US, CA, San Francisco) and SmartOrg went a level below that (Country, State, City, Address), each location with a different address would show as a duplicate result, displaying only as US, CA, San Francisco; Sourcing hid the children. If US, CA, San Francisco had Folsom Street, Lombard Street and Post Street in SmartOrg, Sourcing displayed US, CA, San Francisco three separate times. Now, there are no more duplicate locations representing the elements on the hidden level. Selecting the parent will include the elements for all its children resolving duplicate locations being listed for levels lower than the *Location User Preference* setting in Sourcing.

Places within Sourcing where this is resolved include:

- Job Search (with Geolocation Search disabled)
- Location Selector on Sign-Up page
- Location Facet in Job Search
- Location Facet in Campaigns
- Preferred Locations on Settings page
- Preferred Locations on Job Alerts sign-up
- Location picklist in Analytics

Increased Location Display

The limit for the location list in Sourcing is 9,999. Organizations with even larger location tables and a need for more than 9,999 locations may contact Oracle Support and log a Service Request to increase their limit.

Display Jobs on Children of Search String

If users are searching for jobs with Geolocation Search disabled, historically an exact match of the search string must be entered to find jobs in that location. However, now we've added children to the search results of the exact matches for the levels configured in the *Location User Preference* setting. For example, if the *Location User Preference* has been configured for the Country, State and City levels (US, CA, San Francisco), and there are children of that string, i.e., Address levels (US, CA, San Francisco, Folsom Street), those children of exact matches are now included in the search results as well.

> **Note:** For performance reasons, when the location searched has fewer levels than the Location User Preference configuration and is higher in the location tree, rather than a child, then it is still the case that only the jobs of an exact match are surfaced.

Jobs Marketing

Sourcing offers a wide variety of features that will support marketing your jobs. You can present the details of your job with rich content that includes text, pictures and videos. The Job Details pages are SEO optimized so that search engines index them accurately and present them with a high ranking when candidates search for positions. You can leverage Landing pages that group jobs with common attributes. You can use Category Landing pages, Location Landing pages and Custom Combination Landing pages that allow you to target both a job category and a location. These Landing pages can be enriched with videos, text and pictures.

Sourcing also offers the ability to create promotion campaigns for your jobs. You can create campaigns to promote your jobs on social media for both your corporate Facebook pages or Twitter accounts. With these campaigns you can share links to jobs or links to Landing pages to inform your followers about new opportunities. You can also reach out to your Talent Community, all candidates that have signed up for Job Alerrts, and send them emails with these links to new jobs or links to Landing pages. You can use their Job Alerts preferences to target the right populations. You can also promote your jobs internally using the referrals campaigns to source referrals from your employees. Sourcing also offers three different widgets; a list of jobs based on search criteria, a search bar and a Sign Up button for Job Alerts, that you can include in your corporate website.

Adding Videos at the Country and Company Level

Sourcing Administrators can post a video to a Job Requisition at the Country and Company (organization) levels.

Videos that are attached to Job Requisitions can be made available to all jobs within a country and/or an organization. For example, a video can be used to enhance all job requisitions across Canada and/or across all jobs within the Facilities Management organization. When activated, the selected video gets pushed to every job requisition within a particular country or organization.

Configuration

Note:

- If the Country filter is off in the Site Builder, then there is no ability to push the video to the Country on the job requisition. Likewise, if the Company filter is off, then there's no option to push the video company-wide.
- When a new job requisition is added, the most recent rule is followed.

Settings	
Name	**Location**
Country Filter	**[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site [Settings] > Jobs**
Company Filter	**[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site [Settings] > Jobs**

Widget Creation and Sharing

The Widgets feature provides administrators the ability to embed certain Sourcing functionality (such as job searches or Job Alert signups) on other websites.

The main purpose of creating and deploying Sourcing widgets on other sites is to attract users back to the host Sourcing site. The following widget templates are available:

- Search Result (Job Listing)
- Search Bar
- Sign Up for Job Alerts

Note: Widget creation only works off of the default site.

Widget Creation

Functionality to create and manage widgets is in the Configuration area, under Widgets. The section lists all previously created widgets; which you can edit, preview and save. You can edit the Name, Notes, Descriptive Text, Width, Height, Header, Button Text and Button Color of a widget. The settings available vary depending on the type of widget.

Search Result (Job Listing) Widget

To create a search result (job listing) widget:

1. Use the Job Search to perform a search and generate a search result (list of jobs) based on category and/or location. (Job listing results can only be created from a search.)
2. Click the Create a Widget button that appears at the top of the page.
3. This opens the Configuration > Widgets page.
4. Click the Edit button (Pencil icon).
5. Check the page layout, the Job Search ID is prepopulated.
6. Enter a Title, Notes (for internal use), and style features.
7. Preview and save the widget information. Or you can Cancel.
8. In preview mode the first few job search results display in the widget.
9. Upon Save, code for the widget displays in the text field. It is read only and not editable.
10. The widget code can be copied and pasted (embedded) into HTML code on other web pages.
11. Search results in embedded widgets update as new jobs meeting the criteria used to create the widget become available.
12. Users can view and interact with the job list from any web page the code is added to.
13. When a user clicks on a job in the list, they are redirected to Sourcing to view the job description details.

Search Bar Widget

To create a search bar widget:

1. Use the settings in the Configuration area, under Widgets > Search Bar Widgets.
2. Click Create New Search Widget button.
3. Create and style the search bar by editing the Title, internal only Notes, Description, Placeholder Text and Button Text.
4. Set style features: Width (pixels), Height (pixels), Include Header toggle, Include Button toggle, Button Color.

5. Preview and save the widget information. Or you can Cancel.
6. In preview mode the first few job search results display in the widget.
7. Upon Save, code for the widget displays in the text field. It is read only and not editable.
8. The widget code can be copied and pasted (embedded) into HTML code on other web pages.
9. Users can view the widget advertising your company and the job search results.
10. Users can interact with the search bar. Upon clicking Go they are redirected to the Sourcing host site, and complete the search and view results from there.

Note: Recommended practice is to use this type of widget on external career welcome pages or intranet sites.

Sign Up for Job Alerts Widget

To create a Job Alerts widget:

1. Use the settings in the Configuration area, under Widgets > Email Sign Up Widgets.
2. Click Create New Email Widget button.
3. Create and style the widget by editing the Title, internal only Notes, Description, and Button Text.
4. Set style features: Width (pixels), Height (pixels), Include Header toggle, Include Button toggle, Button Color.
5. Set the Location and/or Category and/or Company information for the alert.
6. Preview and save the widget information. Or you can Cancel.
7. In preview mode the first few job search results display in the widget.
8. Upon Save, code for the widget displays in the text field. It is read only and not editable.
9. Widget code can be copied and pasted (embedded) into HTML code on other web pages.
10. Users see the widget advertising your company and the Job Alerts.
11. Users can initiate signing up for alerts, and are redirected to a Sourcing modal to register.

Configuration

Configuration settings for this feature are listed in the following table.

Settings	
Name	**Location**
• Job List Widgets • Search Bar Widgets • Email Alert Widgets	**Configuration > Widgets**

3 Geolocation Configuration

Geolocation Configuration Settings

Geolocation Coding and Geosearch Overview

Geocoding a location, or geolocation coding as it's referred to in Sourcing, means assigning geographical coordinates, latitude and longitude, to that location; a city such as San Francisco is identified by those coordinates instead of its name in text. Once you have your locations geocoded, you can choose to enable Geosearch within Sourcing which provides several benefits.

Geocoding and enabling Geosearch is optional. When enabled, the following benefits are available:

- Radius Search Functionality - allows jobseekers to search for jobs within a defined perimeter around a location. For example, you may search for all jobs within a 50 mile perimeter of Paris.
- Automatic suggestions of locations when the jobseekers begin to type letters in the Location Search field.
- Radius search within the Automated Referral Campaigns (ARMs).

> **Note:** If Geosearch is not enabled the above functions are unavailable and the Location Search field is replaced by a dropdown list of all locations associated with jobs that are currently posted.

To enable Geosearch the locations in the location tree in Recruiting must be geocoded. The latitude and longitude coordinates that we use for geolocation coding reside in a repository that requires standardized location details to retrieve the proper coordinates. The required format of the location details is country, region/state and city. The location tree in Recruiting must exactly match the repository standards of country, region and city to retrieve the correct coordinates, or geolocation. If the location hierarchy does not match the standards, or if perhaps a location name is misspelled, the geolocation coding will fail and as a result, the candidates search experience may be degraded as not all of the Geosearch capabilities will be functional. To provide the best results and experience with Geosearch, it is critical that time and effort be spent upfront ensuring that locations are geocoded correctly.

Prior to enabling Geosearch, the location tree structure and names need to be validated. If the structure is inconsistent or not standardized with the levels needed for geolocation coding; country, region/state and city, then preliminary work in Recruiting will need to be done to standardize the location tree.

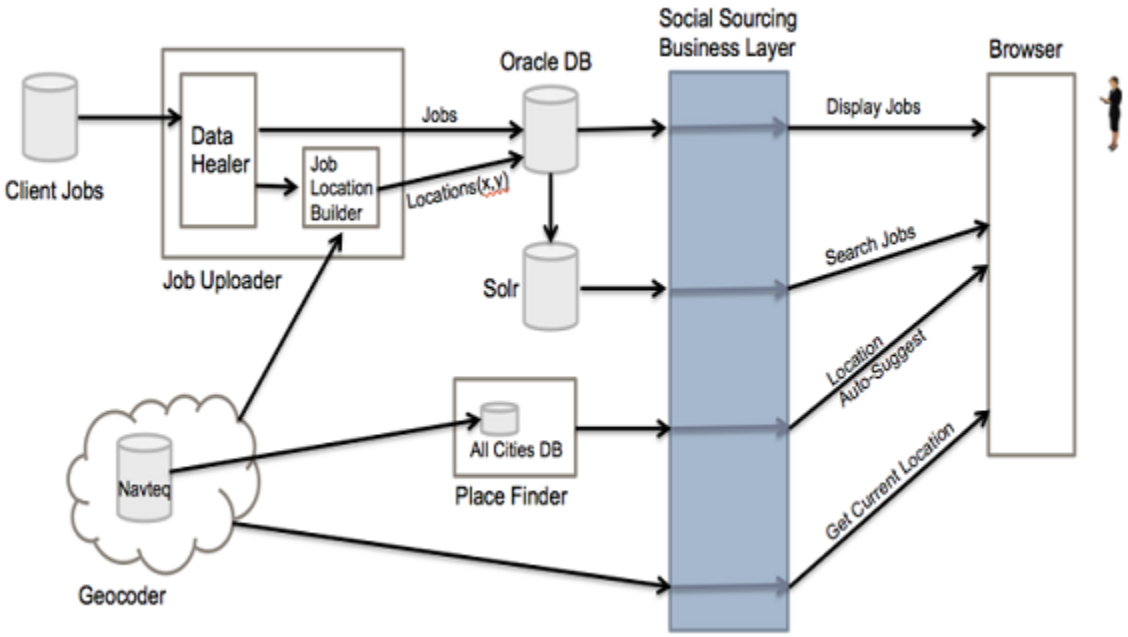
> **Note:** Standardizing the tree for geolocation coding purposes may have an impact on the organization and procedures in place for the recruitment process, so care should be taken.

The location tree must be precise and consistent for geolocation coding, and consequently Geosearch, to work properly. The locations in the location tree that are not standardized or contain spelling errors will not be geocoded. This means if you post jobs on these locations, jobseekers will not find these jobs when they search on the locations that have not

been geocoded. To prevent this, you can either manually geocode the locations by entering coordinates in Sourcing or disable Geosearch.

Geocoding Principles and Architecture

Sourcing attempts to automatically assign coordinates to all locations. This process uses several processes and databases including the following:



PlaceFinder

- Provides a list of locations when a user starts to type
- Contains a database of all locations and their coordinates sourced from NavTeq and Geonames.org
- Can be configured to show cities in specified countries
- Displays locations in the users language

eLocation Server

- Provides coordinates for the locations during the geocoding process
- Contains a database of all locations and their coordinates sourced from NavTeq and Geonames.org
- Requires a city, state/region and country as input

Solr

- Solr is a keyword search engine. This means that you can give this engine a piece of text such as, "Father went to the grocery store" and it will be able to find this text as it searches for, "groceries." Geosearch relies on four Solr cores:

Location Exception Core

- Stores additional or customized locations coordinates not covered by the eLocation server

1. **Job Load**

   First, jobs are loaded into Sourcing from Recruiting via the API. During this loading process, we identify new job locations and try to assign them coordinates.
2. **Geocoding**

   We look for a coordinate in the Location Exception Core. This core stores all locations that are not found in our third-party vendor's database. It also contains fixes and modifications to incorrect data by our vendors. We send the triplet country, state and city to the Oracle eLocation Geocoder to get the coordinates. If a coordinate is not found, an Administrator will need to manually assign coordinates to this location.
3. **Index Jobs**

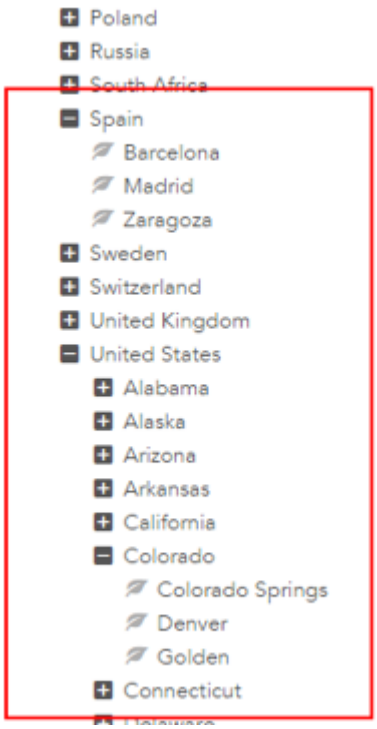
   After the job locations are geocoded, the Solr Job Core pulls all the jobs from the database into itself. It then indexes all the text from the title, description, qualifications, company, category, and of course, the coordinates.
4. **Search**
5. The jobs are now ready to be searched. When a job search is performed, Sourcing constructs a Solr query and sends it to Solr using their REST API.

Configuring Geolocation Coding to Enable Geosearch

Analysis of the Location Tree Structure

The location tree in Recruiting is configurable and as a result, the levels in the tree may not be consistent with the levels used in Sourcing that are required for geolocation coding. Sourcing relies on country, region/state and city. All countries, regions/states and cities must be at the same level of the tree; you cannot mix different structures within the same tree. The tree structure in Recruiting must exactly match the mapping in Sourcing or geolocation coding will fail.

The tree structure in the image below will cause geolocation coding to fail. You can see that the United States follows the structure required for geolocation coding, which in this example is country at Level 1, region or state at Level 2 and city at Level 3. However, Spain has cities in Level 2 of the tree instead of the required regions/states.



If the location tree structure is not consistent and does not meet the requirements for geolocation coding in Sourcing, the tree must be modified in Recruiting.

Analysis of the Location Names

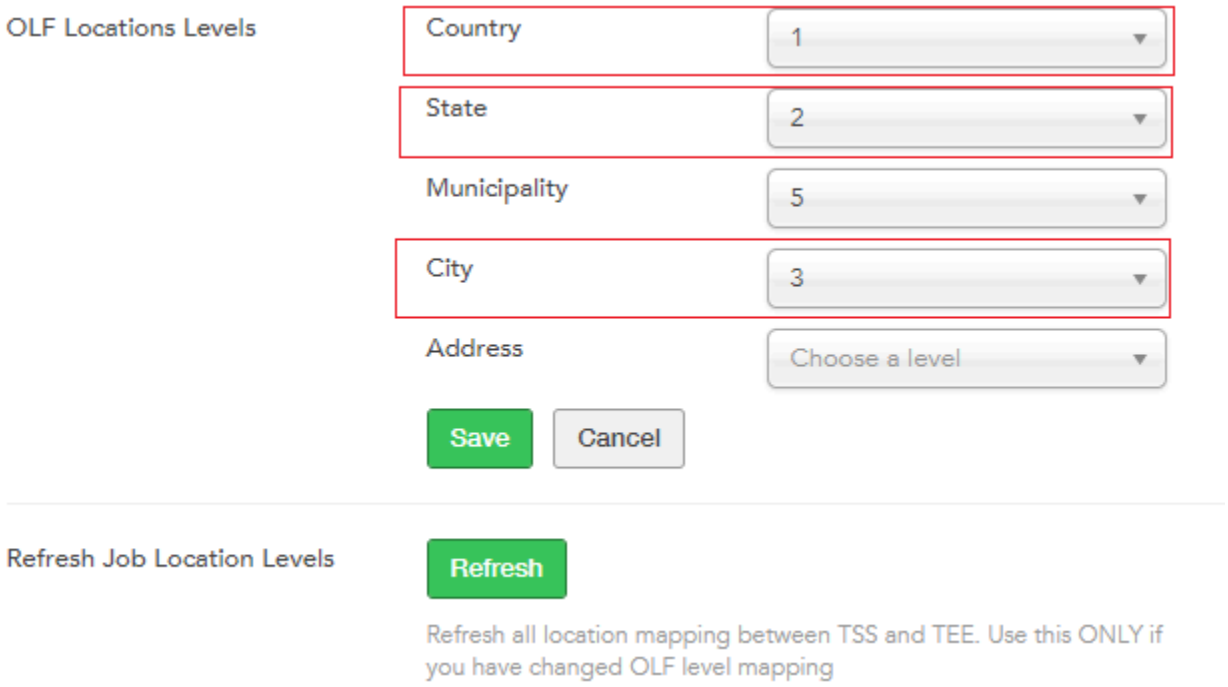
The repository used to return the coordinates for geolocation coding recognizes only the official names of countries, regions/states and cities. If the names are misspelled, abbreviated, customized, etc., they will not be recognized and therefore, not geocoded.

It is considered best practice to refer to Wikipedia for the proper names of countries, regions/states and cities.

Mapping Configuration

Once you've verified the location tree structure and the names contained within the tree are accurate, you can configure the mapping in Sourcing to the location tree in Recruiting.

Path: Sourcing > Configuration > Taleo > [Taleo Enterprise Edition]



You need to indicate at which level the values for country, region/state and city can be found here. Municipality and address are not required for geolocation coding, but may be configured for other purposes. Once the mapping is configured, click the Refresh button to refresh the Job Location Levels.

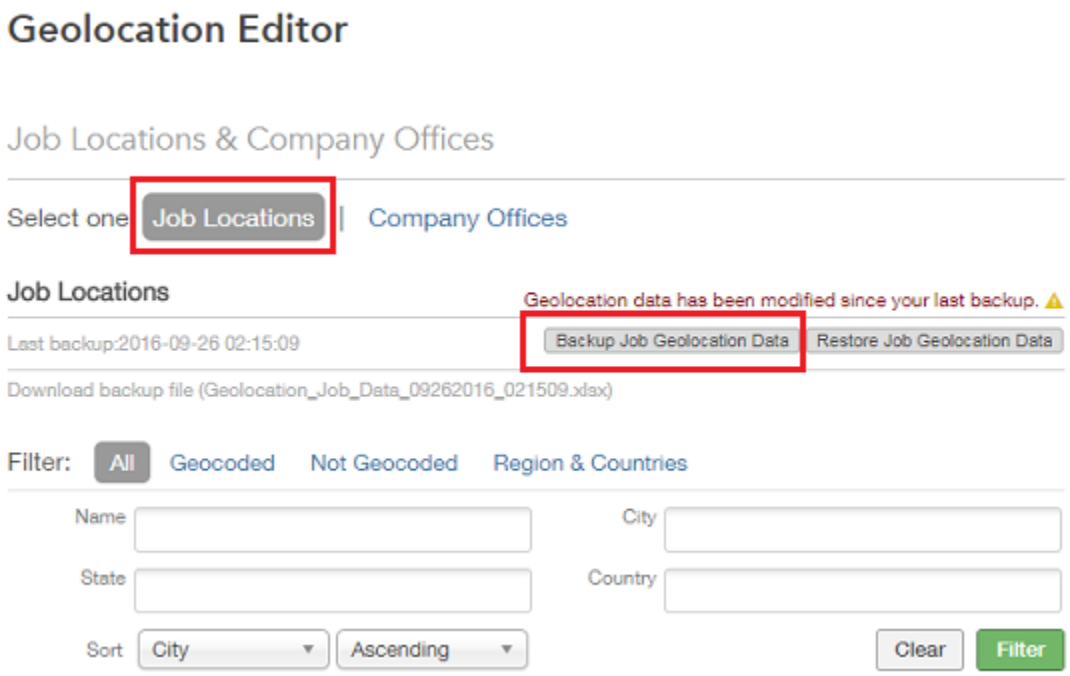
> **Note:** When you refresh the job location levels, all job location data will be refreshed and re-geocoded based on the new values you configured in the OLF Location Levels fields. As a result, all manual updates that you made to the coordinates of particular job locations prior to the refresh will be lost.

Trigger Geolocation Coding

Geolocation coding is automatically performed when the OLF levels are synchronized or when the jobs are loaded into the system. However, if for example, you have just made changes to your OLF mapping configuration and refreshed the location levels, you need to go into the Geolocation Editor in Sourcing to trigger the geolocation coding.

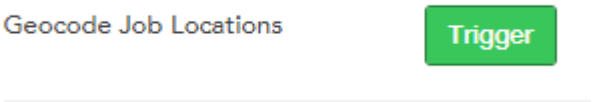
Triggering geolocation coding in Sourcing erases manual geocoding that you may have done. Therefore, it is highly recommended that you first back up your geocoding prior to triggering the geolocation coding.

Path: Sourcing > Configuration > Geolocation > [Geolocation Editor] > Click here to view the editor



To create a backup file of your current geocoding, click the *Click here to view the editor*. The editor opens and you will select the Job Locations tab and then click the Backup Job Geolocation Data button. Now that your prior geocoding efforts are saved, you can trigger the new geolocation coding.

Path: Sourcing > Configuration > Geolocation > [Geocoding - Job Locations] > Geocode Job Locations

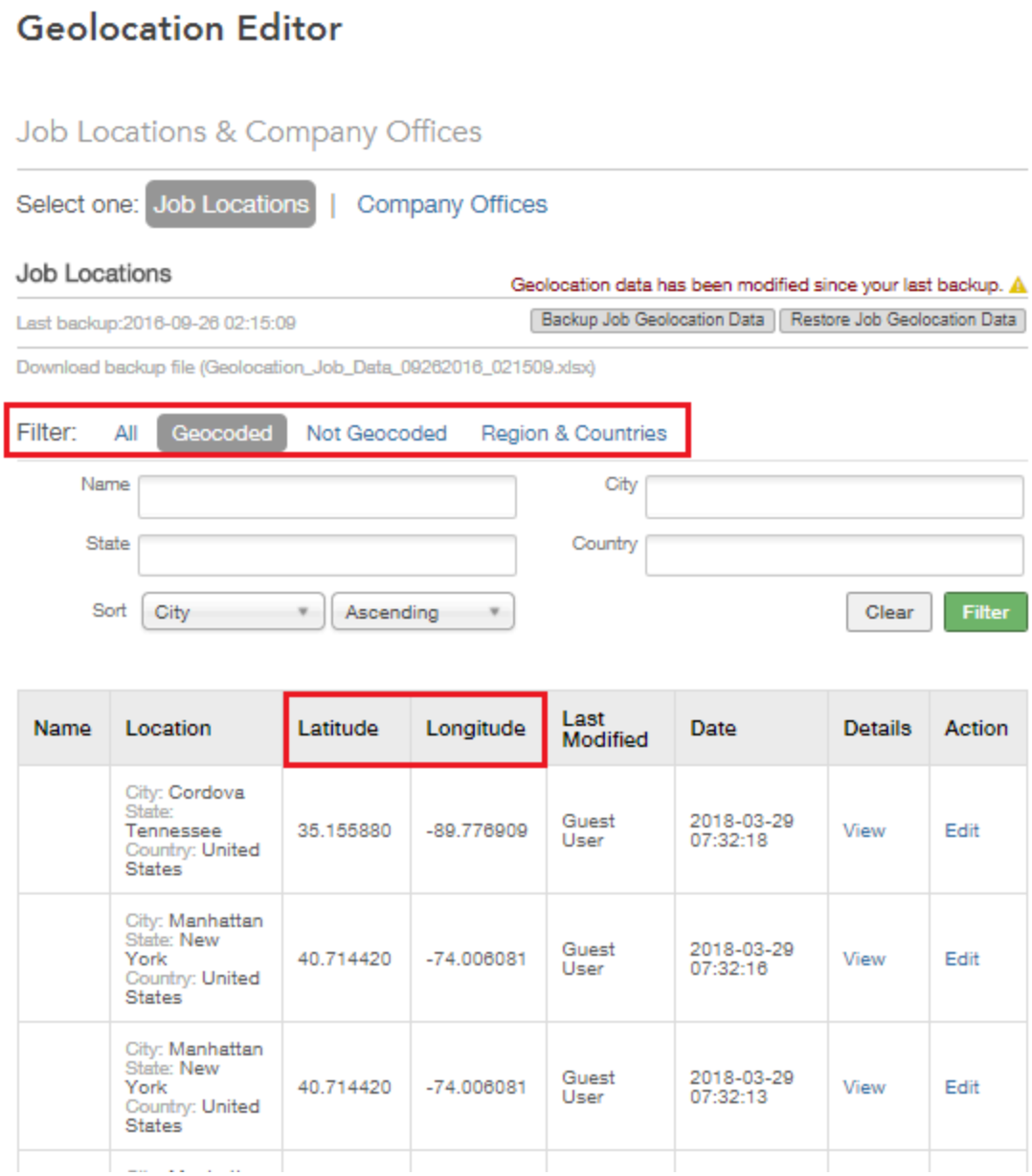


Click the Trigger button to initiate geolocation coding based on your new location mapping configuration. This action may take up to an hour depending on the number of jobs and locations you have to geocode.

Verify the Geolocation Coding Results

After the job location geocoding process completes, you should to back to the Geolocation Editor to verify that your locations have been geocoded properly.

Path: Sourcing > Geolocation > [Geolocation Editor] > Click here to view the editor



You can filter your geocoding results using the different tabs. You can see that your locations have now been assigned latitude and longitude coordinates and have been successfully geocoded. If your locations were not geocoded, you should review the location tree in Recruiting and verify the structure and names are accurate and also review the mapping configuration in Sourcing.

Troubleshooting and Correcting Failed Geolocation Coding

There are several reasons that geolocation coding may fail. Here, we'll discuss the possible reasons for failure and how to address each.

The most common reasons that a location may fail to be geocoded include:

- The name is incorrect - the misspelling of country, region/state or city will cause geocoding to fail.
- The location mapping configuration is incorrect - if country, region/state or city in the Recruiting location tree are not placed at the levels indicated in the Sourcing mapping configuration, or if a level is missing, geocoding will fail.
- The location is not found in the eLocation server nor in the Location Exception core server.

Now, let's take a look at how to correct each of these potential issues.

Incorrect Name

Refer to Wikipedia and Google Maps to verify that you've spelled your countries, regions/states and cities correctly and also consider the following when verifying that your names are entered correctly:

- Make certain that the regions/states are formatted correctly without abbreviations. For example, a state should never be listed with its abbreviation, e.g., California, CA.
- Make certain you've provided the actual city name and not a district within a city.
- Verify the region of the state that hosts a city. Some cities have a unique status and are a state in and of themselves, e.g., Buenos Aires contains cities even though it is in the country of Argentina.

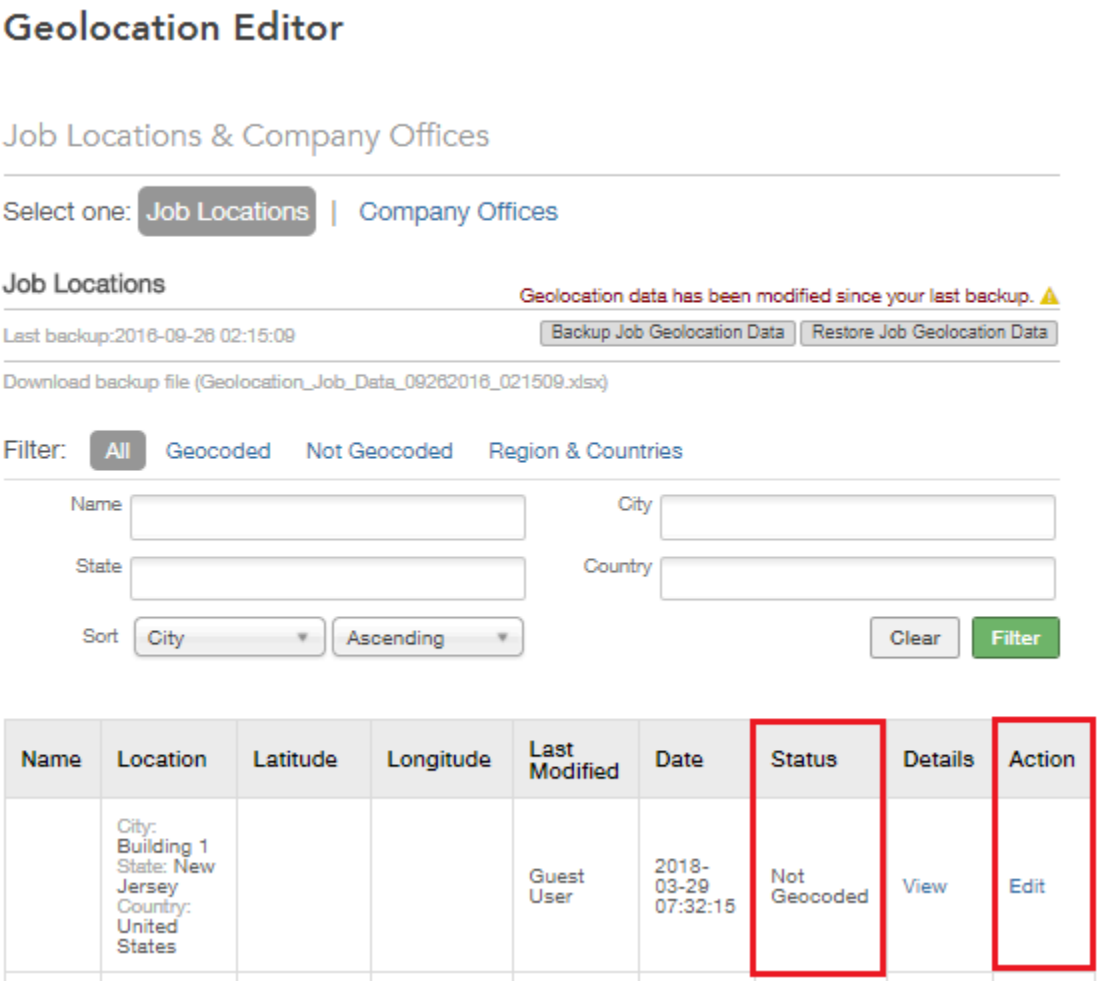
If you identify that a location name is incorrect, you can correct it one of two ways: you can change the name of the location or provide the geocoordinates for the location.

Changing the Name of the Location

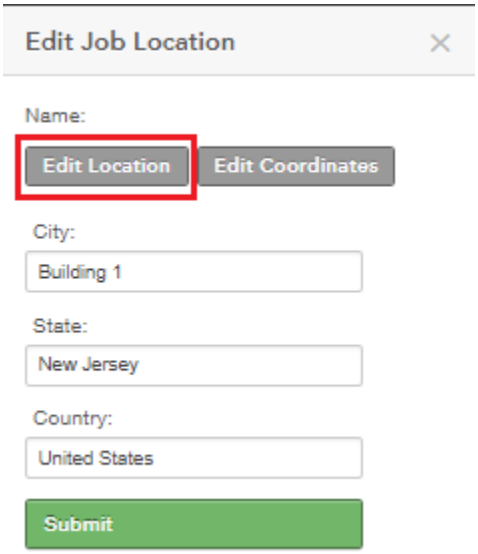
You can change the name in either Sourcing or Recruiting. To change the name in Sourcing, go to the Geolocation Editor and edit the Job Location.

Path: Sourcing > Configuration > Geolocation > [Geolocation Editor] > Click here to view the editor

Click the Edit link next to a location that was not geocoded.

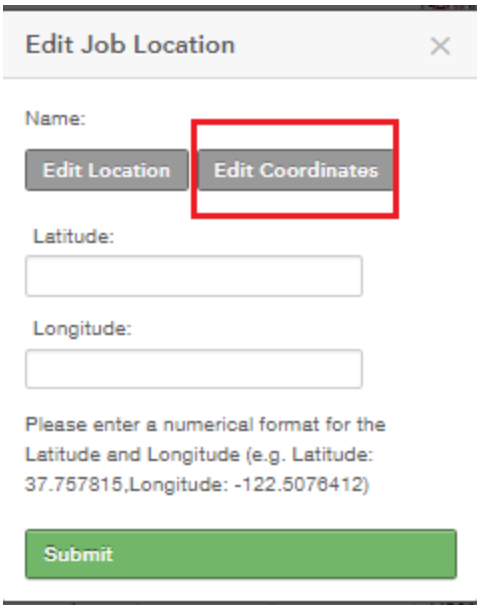


When you click the link, click the Edit Location button in the modal that opens. You'll then be able to enter new values for city, region/state and country. When you click Submit, Sourcing immediately attempts to geocode the location with the new information you provided.



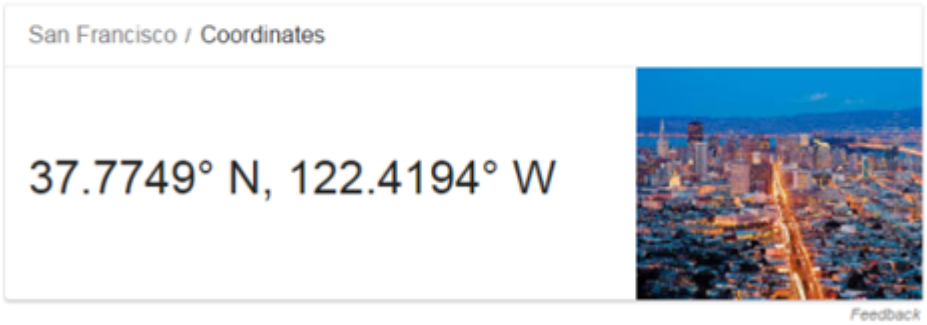
Providing the Geocoordinates for the Location

To provide the geocoordinates for the location, you follow the same path as above for editing the location as both editing the location and editing the coordinates are done in Sourcing using the Geolocation Editor. Instead of clicking the Edit Location button, click the Edit Coordinates button and enter the latitude and longitude for your location.



Again, you can refer to Google Maps or Wikipedia to obtain these coordinates. They can be easily found by googling *name of city coordinates*, e.g., San Francisco coordinates. The first number provided is the latitude and the second is the longitude. South and West must be entered as negative and North and East as positive.

Name	Location	Latitude	Longitude	Last Modified	Date	Details	Action
	City: San Francisco State: California Country: United States	37.777119	-122.419640	Guest User	2016-12-20 11:32:14	View	Edit



Incorrect Location Mapping Configuration

Check the read-only mapping you have provided in Sourcing in **Sourcing > Configuration > Taleo > [Taleo OLF Structure]** and look for the location not geocoded in your location tree. Validate that you find a country, state and city at the levels indicated in your mapping. It this is not the case, you need to modify your location tree in Recruiting to correct the mapping. Once you do this, the geocoding will not be triggered immediately. There must be OLF synchronization between Recruiting and Sourcing fore the location is geocoded again.

Location Not Found in eLocation Server nor in Location Exception Core Server

The repositories that we use to retrieve the coordinates for geolocation coding are stored in an eLocation server and in a Location Exception Core server. It is possible that the locations you would like to geocode are not present in either of these servers. If that is the case, Sourcing is not able to geocode these locations automatically as it relies on the coordinates contained in the repositories on these servers to do so. If you've first verified that your names are spelled correctly and that your location configuration mapping is accurate, and your locations are not being geocoded, you can look in these two servers to see if the problem is that your locations do not reside in either.

Looking for a Location in the eLocation Server

eLocation provides an interface that allows you to send a query to search for your location. To query the eLocation server for your location simply replace the city, state/region and country in the query below with your specific location.

Go to:

```
http://elocation.oracle.com/geocoder/xmlreq.html


<?xml version="1.0" standalone="yes"?>
<geocode_request vendor="elocation">
 <address_list>
 <input_location id="27010">
 <input_address match_mode="relax_base_name">
 <gen_form city="CITY" region="REGION" country="COUNTRY"/>
 </input_address>
 </input_location>
 </address_list>
</geocode_request>
```

Once you've replaced the city, state/region and country with your location information, click Submit. You will either be presented with your coordinates or a message indicating that the country you are searching for is not supported in eLocation.

Looking for a Location in the Location Exception Core Server

At this time, there is no interface that allows you to query this server, so you will need to create an Oracle Service Request with Support to retrieve the geocoordinates. Currently, the following countries are supported by the Location Exception Core server:

- China
- Gabon
- Iraq
- Israel
- Japan
- Korea
- Myanmar
- Pakistan
- Senegal
- Serbia
- Taiwan
- Yemen

Note: If the locations you are looking for are not found in either the eLocation server nor in the Location Exception Core server, then you have two options: you may create an Oracle Service Request detailing the specific locations that need to be geocoded that are not supported by either servers or you can geocode the needed locations manually.

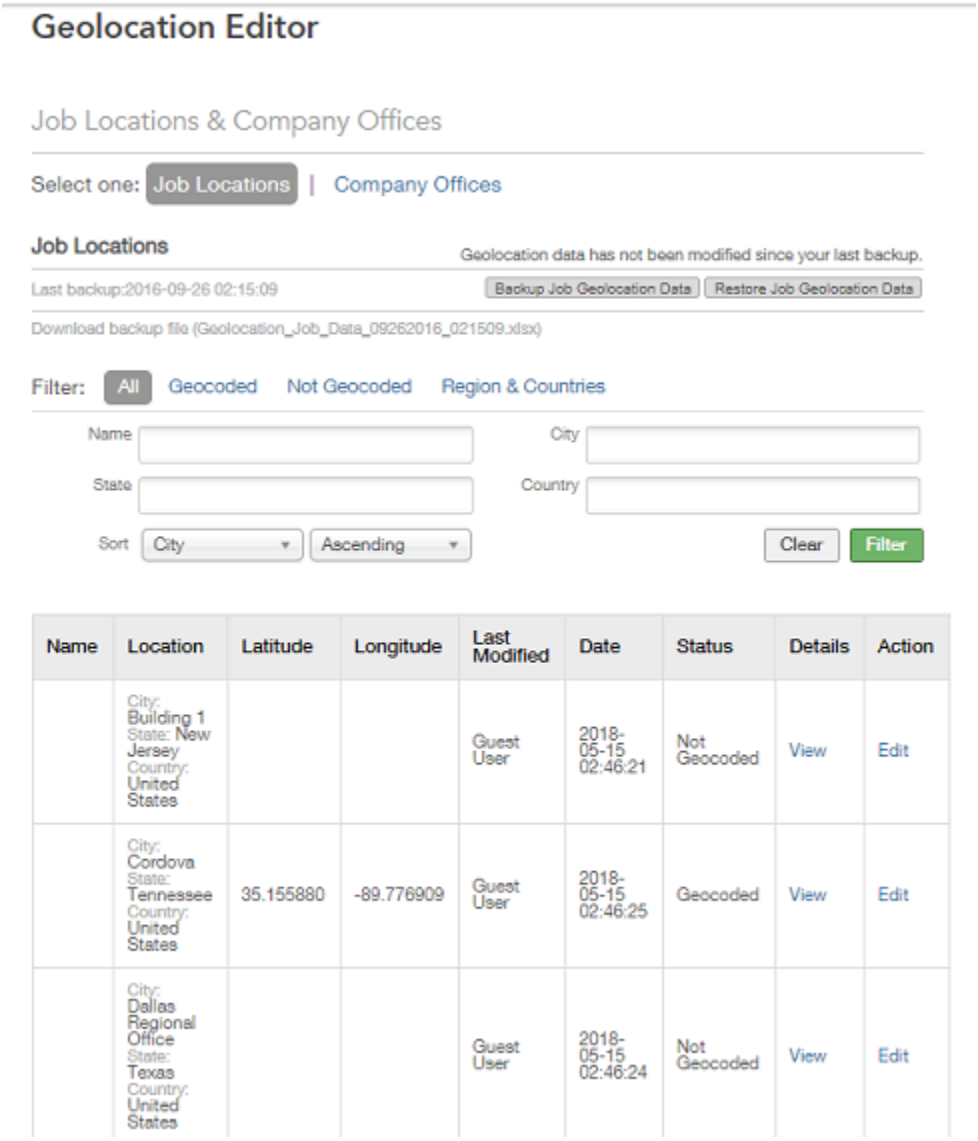
Geolocation Editor

Administrators can edit and add geolocation parameters using the Geolocation Editor.

The Geolocation Editor displays which locations are geocoded and which are not. When data comes in that is not geocoded, the Geolocation Editor allows Administrators to geocode these locations by entering latitude and longitude parameters. Some locations do not have geolocation coordinates, such as rural areas or cities that are not incorporated. By entering the latitude and longitude manually in the Geolocation Editor, these locations can then be found using geolocator functionality. The Geolocation Editor provides the ability for Administrators to edit the geocoding of their locations to be certain those locations are properly placed. Users can search for locations, edit geocoding details of those locations, and then, re-trigger geocoding.

Locations are easy to find using the filters and sorting capabilities in the Geolocation Editor. Administrators can filter and search job locations and company offices as well as sort the locations in either ascending or descending order. The filter criterion available differs depending on whether you are searching for job locations or company offices.

Path: **Sourcing > Configuration > Geolocation > [Geolocation Editor] > Click here to view the editor**



Geolocation Customization Backup and Restore

When a full refresh of all jobs via the Job Connector is performed, all new locations are imported and previously entered Geolocation customizations are removed. Administrators have the option to backup and save their custom Geolocation latitude and longitude values for job locations to eliminate the need to reconfigure customizations.

This backup feature creates a single cloud-based file for geocoded locations which can be used to easily restore the customizations. Only a single file is created and saved in the cloud and previous backups are not available. For this reason, Administrators have the option to export each file into an Excel format that can be saved for later reference.

After entering geolocation customizations, Administrators click the Backup Job Geolocation Data button. Their customizations are saved in the cloud until another backup is performed. When another backup is performed this file gets overwritten, so if Administrators want to keep each of their backups, they must export the cloud files into Excel. This is done by clicking Download backup file. Once a job refresh is run, the customizations are removed, and can then be restored by clicking the Restore Job Geolocation Data button.

Note: Remember that only one cloud-based file is saved at a time. Clicking the Backup Job Geolocation Data button overwrites the existing backup file. To preserve this data, the file must be exported to Excel.

Disable Browser Geolocator

Administrators can disable the location services that prompts users to share their location.

Administrators can choose to disable the browser geolocator without disrupting the PlaceFinder functionality. When the *Use Browser Geolocation* setting is on, and the user has no previous settings for the site's URL in their browser, the location services will prompt the user for sharing their location. When the setting is off, and no privacy settings were previously set, then the user will not be prompted to share their location. This setting is found in *Configuration > Geolocation > Geo Search > Use Browser Geolocation.*

Note: The setting is only valid for users visiting the site for the first time since the choice for this setting would exists in the browser's preferences on every consecutive visit.

4 Employees

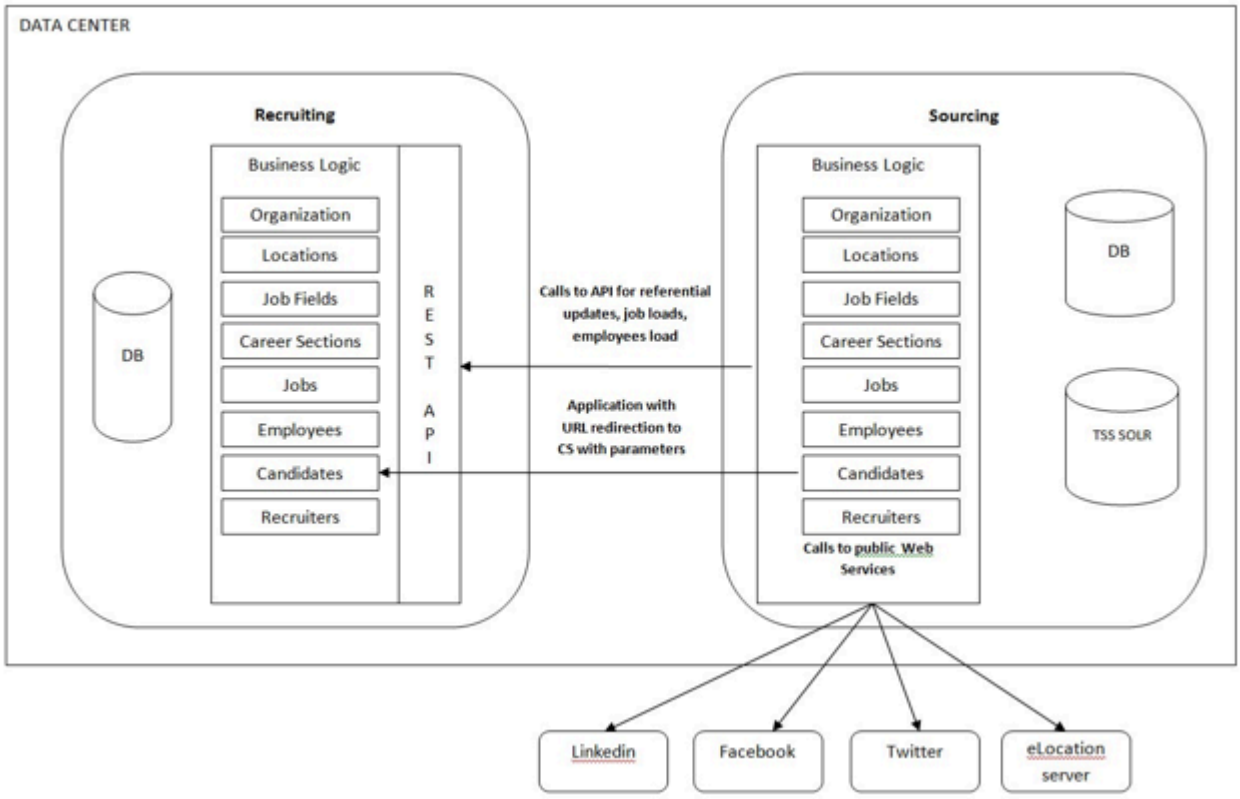
Employees

Employee Integration

Employee Data Integration

Your organizations' employee data by needs to be imported to Sourcing. Sourcing imports employees from Recruiting that have an account in SmartOrg, not internal candidates. Without the SmartOrg account, we do not have the Location, Organization and Job Role information needed to import the employee data accurately.

> **Note:** If your employees are internal candidates, the first step in getting them imported is to convert them into employees. This can be done with TCC.



Importing Employees through the API

The Employee Feed is an OTAC integration based on an API. The Employee Feed provides employee information for Sourcing customers that have an HRIS feed into TEE without having to set up a separate user feed from HRIS to Sourcing. This integration provides the data in a familiar API with relevant fields so that it can be consumed by Sourcing. The synchronization of the import or update is configured by the Administrator in the Taleo Configuration area. At this time it is not possible to filter the employees that are imported.

The Employee Feed calls synchronization to the OLF repository before it loads to make sure all of the available picklist values are in the database. Settings within Sourcing Configuration allow the feed to be manual or set up as a recurring feed at designated intervals. There is a trigger for a full load, and if scheduled, the feed can pull the deltas. There are several parameters to configure which include:

Navigation: ***Administrator Login > Configuration > Taleo > Synchronize Employees with TEE Zone***

- Synch All Employees Now - Clicking this button will perform synchronization for all employees. Be aware that this task may take a long while to complete if there is a large volume of employees.
- Synch Deltas Now - Clicking this button synchronizes only the employee files that have been updated during the period defined by the Delta Days Ago setting.
- Delta Days Ago - This defines the period of time to consider for the Synch Delta Employees Now setting.
- Run on Schedule - If this setting is enabled, the Employee Synch runs automatically at the interval defined in the Employee Synch Schedule setting.
- Employee Synch Schedule - Defines the frequency, the day and time of day the Employee Synch is run if the Run on Schedule setting is enabled.. The frequency can be set to either daily or weekly and you can choose at what hour the synch is run. It is recommended that a time of day when little activity is expected is chosen.

When the Employee Feed runs, Sourcing populates new employees and deactivates terminated employees. The fields that are imported from Recruiting into Sourcing are:

- ID - TALEMPLOYEENO from TALEMPLOYEE table. Internal field not exposed in TCC. This is the identifier used by the Employee Synch.
- Candidate ID - Internal Candidate ID for the employee.
- Employee Number: HRIS employee ID, can be null - from the User Profile in SmartOrg.
- First Name
- Last Name
- Correspondence Email - from Personal Information in SmartOrg.
- Personal Email - from Personal Information in SmartOrg.
- Corporate Email - from Personal Information in SmartOrg.
- Location ID - from Employee Information in SmartOrg.
- Organization ID - from Employee Information in SmartOrg.
- Job Field ID - from Employee Information in SmartOrg.
- Education Level
- Employee Status

- Job Level
- Job Type
- Schedule
- Shift
- Travel

It is recommended customers do a full re-synchronization of all employees with the *Synch ALL Now* button which invokes a manual resynchronization. This is so that the additional data fields which are added to the Employee Sync are brought over into Sourcing.

Populating the Employee Department Using Job Role

Sourcing is reliant on the Job Role concept in Recruiting to map and populate the Department in Recruiting so it is important that the Human Resources Management System (HRMS) that is integrated with Recruiting also uses the concept of Job Roles. At minimum, there needs to be the ability to define a list of Job Roles for Recruiting to create a mapping with another existing attribute in the HRMS.

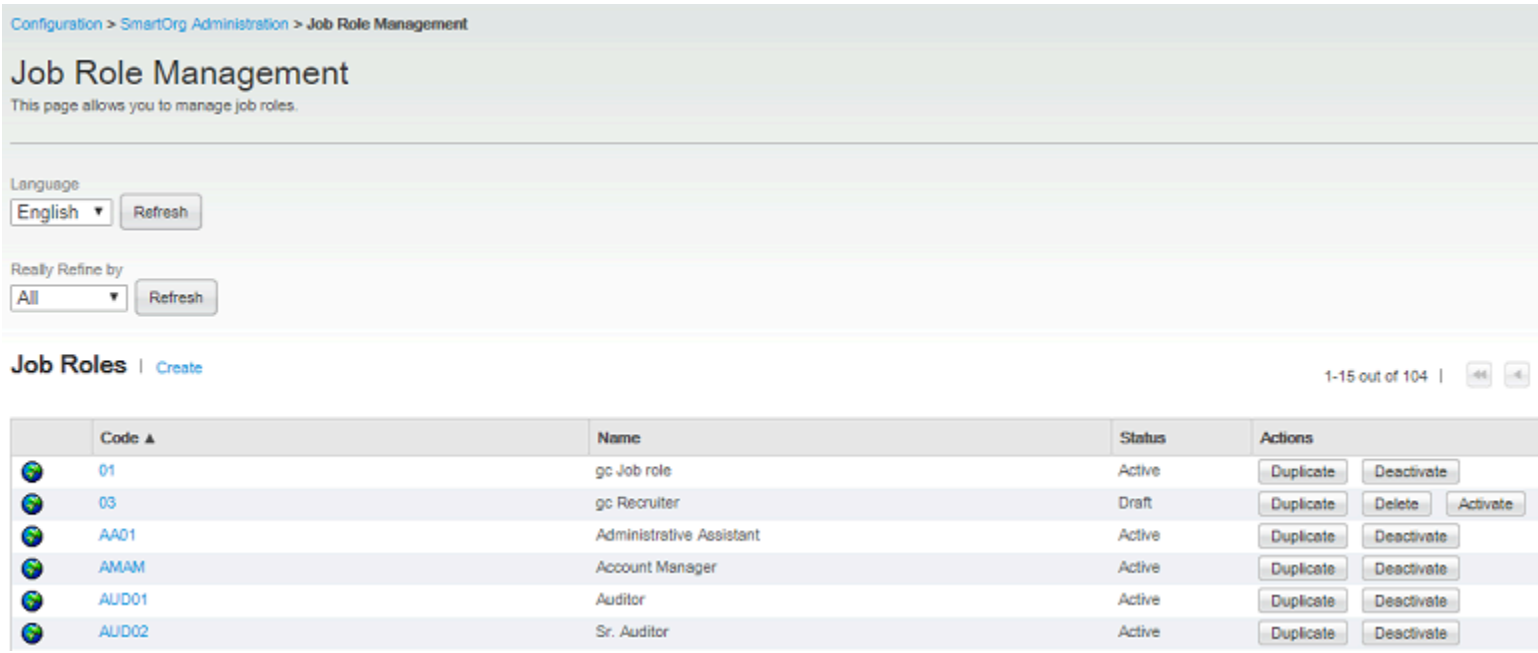
Assigning Job Roles with OTAC Performance Management Enabled

Employee Profiles are used within Performance Management (PM) and these profiles contain Job Roles. If the PM module is enabled, a list of Job Roles is available for Administrators to manage in the SmartOrg Administration Configuration. You can then assign these Job Roles found in SmartOrg to each employee as part of their User Account in SmartOrg. Once the Job Roles are known, you can then use these roles from PM and SmartOrg to populate the employee's Job Role in their SmartOrg User Account.

> **Note:** You do not need to access PM to find these roles; it only needs to be enabled in your implementation for you to access the list of roles in SmartOrg. If your particular implementation does not have the PM module enabled, you can update the Job Role table using TCC.

Navigation: ***Configuration > [SmartOrg] > Administration > [Job Roles] > Job Roles***

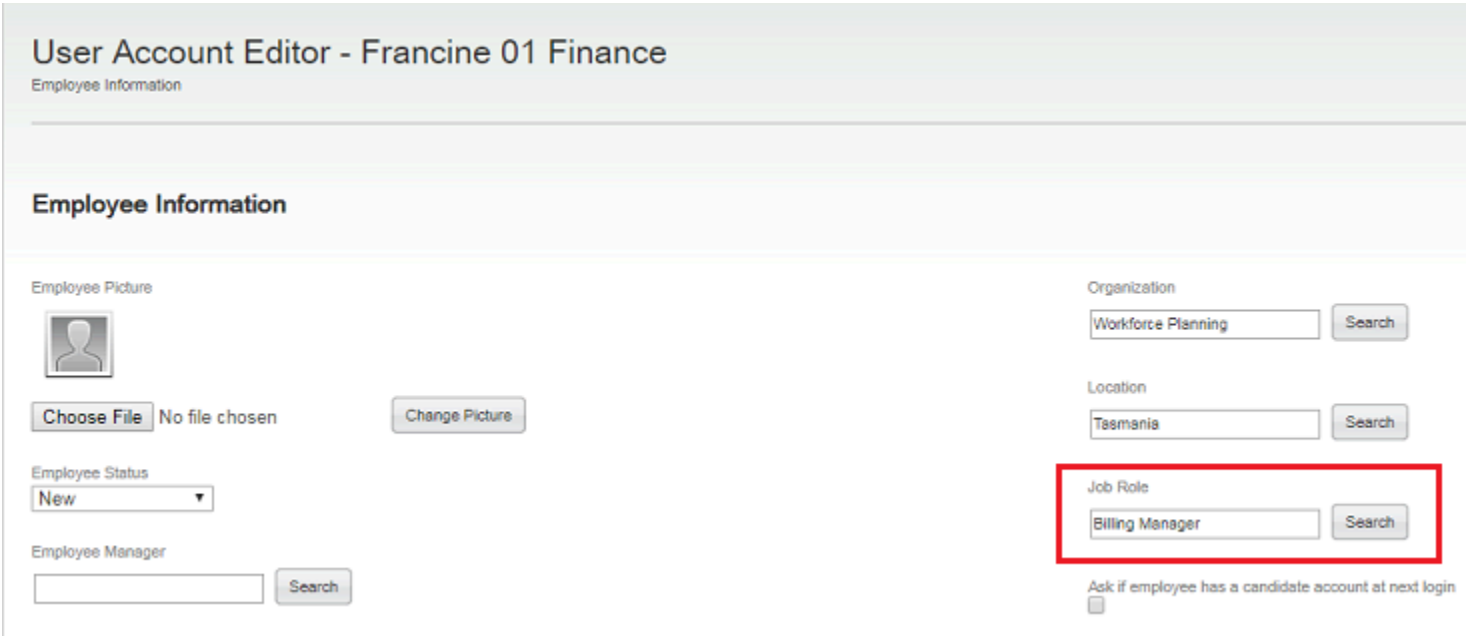
Use the path above to access the list of Job Roles that are available to assign to employees.



Now that you've verified the Job Roles table is populated in PM, you can assign these roles to each employee's SmartOrg User Account. You'll see that the Job Roles that are available to select are the same that were verified to exist in the Job Roles table in the previous step.

Navigation: ***Configuration > [SmartOrg] > Administration > [Users] > User Accounts > [Select User] > [Employee Information] > Edit***

Use the path above to assign each employee a Job Role in SmartOrg.



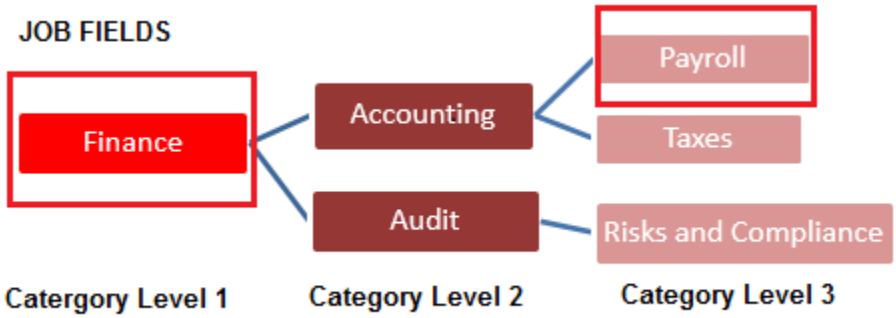
The Relationship between Job Role and Job Fields in Recruiting and Job Categories and Departments in Sourcing

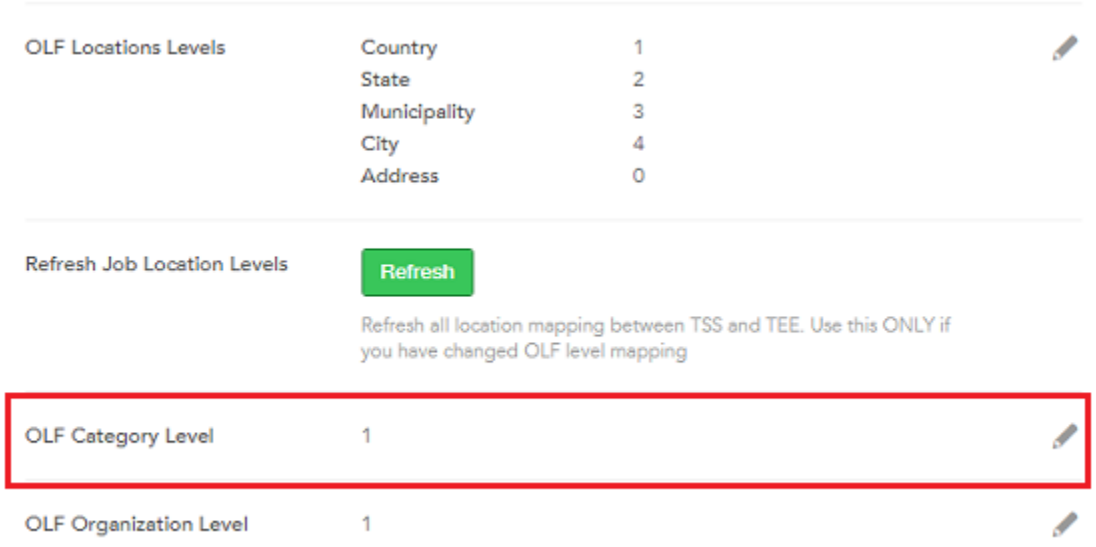
When importing employees into Sourcing we look to the Job Role (specific job function) and Job Field (the area of expertise a Job Role resides in) values from Recruiting to determine to which Job Category and Department in Sourcing they are related. In Sourcing, Job Fields in Recruiting are represented as Job Categories in Sourcing.

Job Roles are linked to Job Fields. For example:

- CFO (Job Role) > Finance (Job Field)
- Director of Accounting (Job Role) > Accounting (Job Field)
- Payroll Specialist (Job Role) > Payroll (Job Field)

There is typically a hierarchy of Job Categories in Sourcing that the Job Fields are contained within and we can represent that hierarchy in a tree as illustrated below:





Once you've determined to which Job Field the Job Role is related, you can then look in Sourcing to see at which OLF Category Level of the tree the particular Job Field resides. If the Job Field does not reside in the level configured in Sourcing, then we look to the parent in the tree to obtain the value .It is this value that is used to populate the

Department in Sourcing. The Department values are identical to the Job Category values and it is this direct and exact mapping that allows us to match employees to jobs in referral campaigns.

For example, we import Mr. Smith with a Job Role of Payroll Specialist. The Payroll Specialist Job Role is related to the Payroll Job Field, which as you can see in the above diagram resides at OLF Category Level 3. However, you can also see that the Sourcing Category Level is configured to 1. We need to match Mr. Smith's Job Role of Payroll Specialist to the appropriate Job Field (Department) and the appropriate Category Level. Because the Sourcing Category Level is 1, but the Job Field resides at 3, we look up the hierarchy to the parent at level 1 and can determine that the proper match for the Job Field/Department is Finance.

Note: It is considered best practice to work with levels 1 or 2. Too many categories that are too narrow make the candidate search and the organization of the Landing pages too complex and challenging to manage.

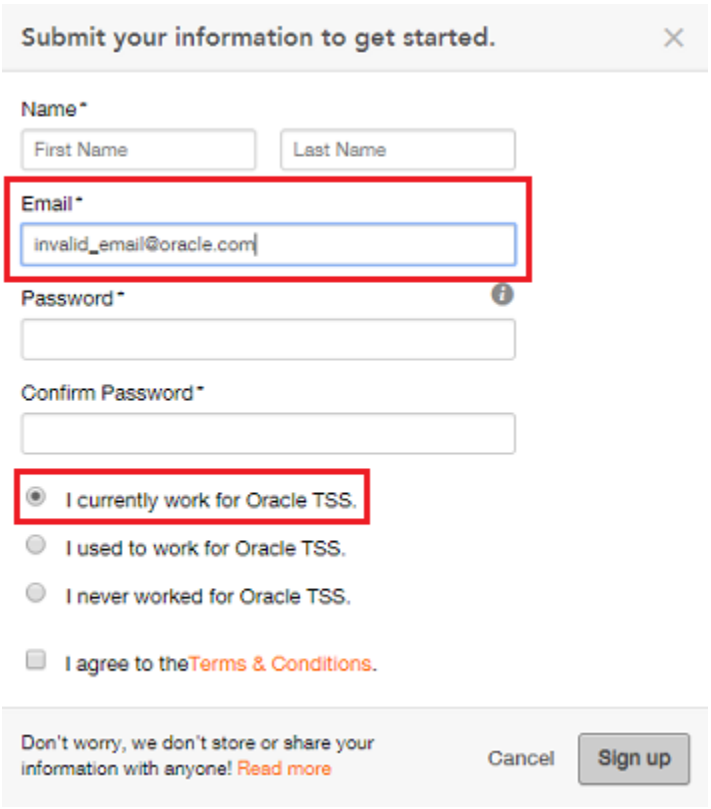
Employee Accounts

When employees are imported from Recruiting into Sourcing an account is automatically created, however, their status is *Unregistered.* Unless SSO is in place, employees will not be able to login unless their status is changed to *Registered.* There are two methods for registering employees:

- The employee signs up in Sourcing.
- A request is made to Support to run a script that changes the status to Registered. If choosing this option, note that the script will have to be run regularly to register new employees. Also, is you want to register employees without using corporate emails, running this script is the only way to activate/register their accounts; there is no other option.

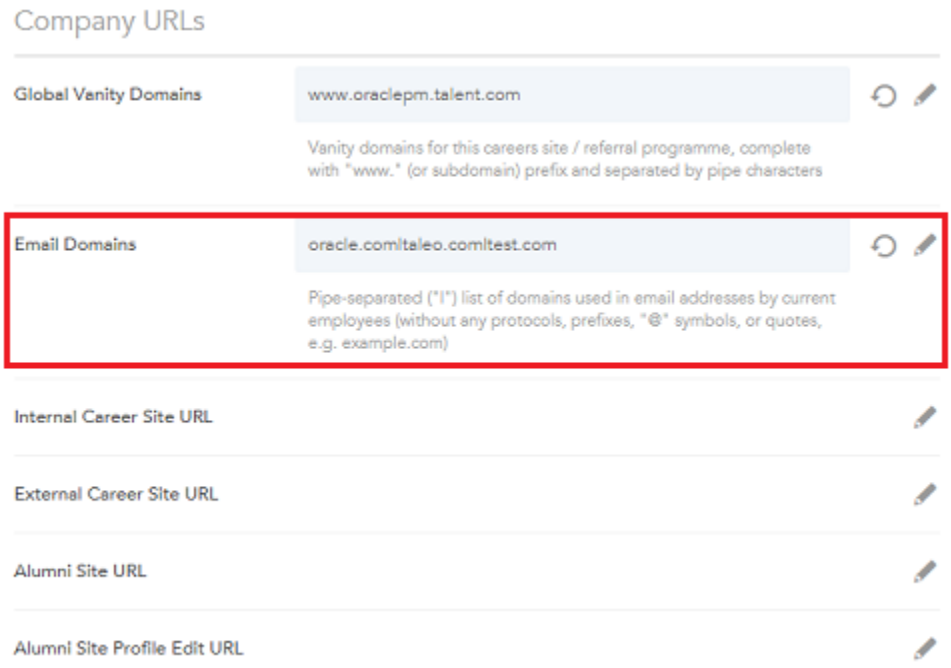
Employees Not in Recruiting

Employees that are not imported from Recruiting can register by clicking the Sign Up button.



Employees should provide a corporate email address and select *I currently work for [Company Name].*A corporate email address is defined as an email containing one of the corporate domains configured in Sourcing's Company URLs.

Navigation: ***Configuration > Company > Company URLs > Email Domains***


Company URLs
Global Vanity Domains
www.oraclepm.talent.com
Vanity domains for this careers site / referral programme, complete with "www." (or subdomain) prefix and separated by pipe characters
Email Domains
oracle.com|taleo.com|test.com
Pipe-separated ("|") list of domains used in email addresses by current employees (without any protocols, prefixes, "@" symbols, or quotes, e.g. example.com)
Internal Career Site URL
External Career Site URL
Alumni Site URL
Alumni Site Profile Edit URL

5 Picklists and Facets

Picklists and Facets

Picklist Editor

Administrators can view and edit entire picklists; view, edit, add and delete picklist values; and, view and edit data feed picklist mappings.

Edit Picklists

Using the *Edit Picklists*section, an Administrator can select from pre-existing picklists in the system using a drop-down menu, and view a list of all picklist IDs and values for a given picklist. Individual values can be edited, for example, to update or correct a typo, or completely removed from the system. A value can only be removed if it is not being used by the application. If it is being used, it must be remapped before removal and the Administrator will be asked to remap it to another existing picklist value first. A single value or multiple values in bulk, separated by line breaks, may also be added to the picklist. The entire picklist can also be downloaded to Excel, in CSV format, using the link on the top right of the list if the data is needed externally.

Edit Data Feed Picklist Mapping

Using the *Edit Data Feed Picklist Mapping* section, an Administrator can download or upload an Excel document, .xls or .xlsx file, containing a mapping of data feed values to display values. Changes can be made to the mapping by downloading the existing mapping file, editing individual one-to-one mappings as needed in Excel or another spreadsheet editor and re-uploading the file to the application.

Note:

- The Picklist Editor is intended for use primarily during setup and should not be used for maintenance.
- Values for job-related picklists, job_location and job_category, are populated as the Job Feed runs and should not be edited.

Facets

Customers and partners are able to configure standard facets themselves eliminating the need to enter a Service Request.

Employee/Referrer, Job and Talent Community facets are all managed by a Facet setting in Sourcing Configuration. Select Job and Employee facets are aligned to standard profile fields in Recruiting. These facets can be used by Job

Seekers to more effectively refine their job search efforts and by Recruitment Marketers to create more focused campaigns.

All facets in the configuration are color-coded; user-created facets are in blue, default facets are green and inactive are red. Facets are easily managed using the gear icon, up and down arrows or by dragging and dropping them into place. A maximum of ten facets will appear to end-users. The configuration tools allow Administrators to place more than ten facets in the Active Facets section, however only the first ten will display to users on the front-end.

Job Facets for Requisition User-Defined Fields

Job facets in Sourcing are aligned to requisition UDFs in Recruiting. You can activate up to five facets at a time for UDFs that can be used on the job search and on the following job promotion campaigns:

- Referrals On-Demand
- Send Jobs to Fans and Followers Search
- Search and Message Your Talent Community

As with all facets, UDF facets can be activated and deactived; they are displayed in blue. Facet names are multilingual and can be modified and translated using the dictionary.

6 Source Tracking

Source Tracking

Source Tracking Overview

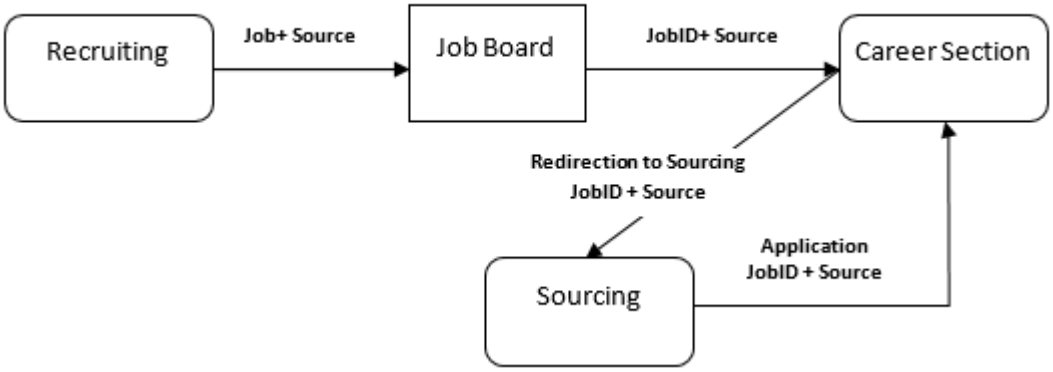
You can associate sources to job boards in Recruiting allowing recruiters to track where a candidate is coming from. This principle is maintained in Sourcing.

Path: **Configuration > [Recruiting] Administration > [Source Tracking] Sources**

When you post jobs on a job board using eQuest, Broadbean or Multiposting, the source code for that job board is added as a parameter to the URL that sends the candidate to the appropriate Career Section when they click on the job link in this job board. This is what allows Recruiting to track the source of the candidate. This principle is preserved in Sourcing using a URL redirection.

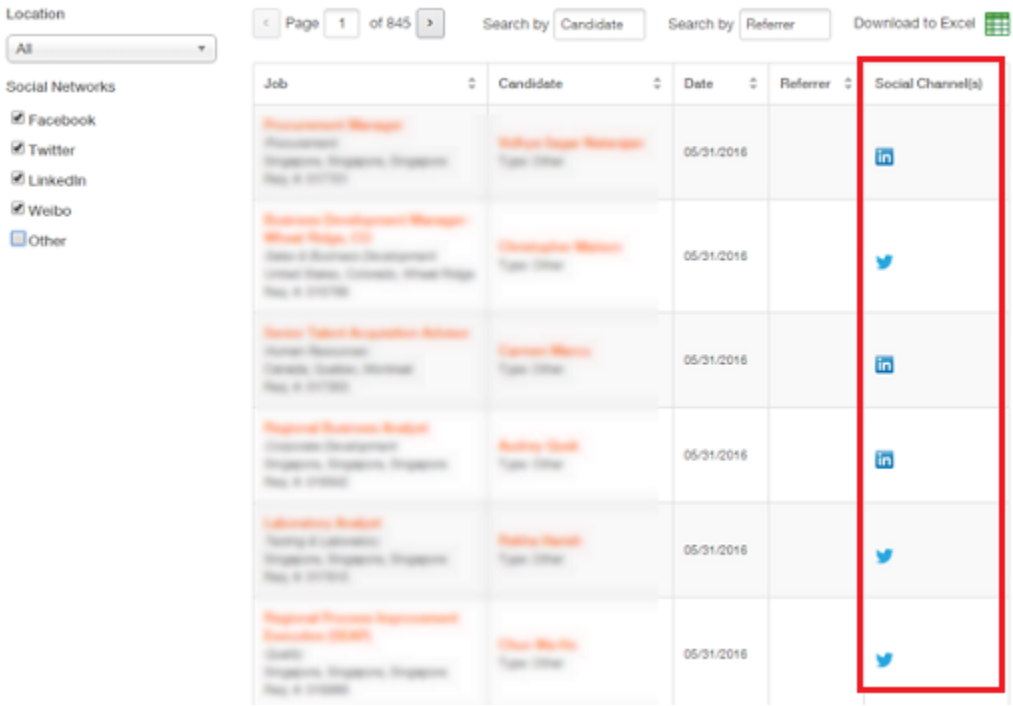
As recruiters continue to post jobs on job boards, the link in the job board, including the source parameter, will send candidates to the appropriate Career Section. In Sourcing, the Career Section then redirects the candidate to the Job page in Sourcing; the redirection process is transparent for the candidate. This redirection preserves the source code as a parameter and, if the candidate applies to the job, Sourcing sends this source code back to Recruiting so that we can track the source of the candidate. This behavior relies on the Job Description Redirect URL parameter which must be

configured in each Career Section that will be linked to Sourcing; this includes mobile Career Sections, if you are using them.



Social Network Sources in Sourcing Analytics

In Sourcing Analytics > Apply Starts, an icon displays in the Social Channel(s) column if the candidate is coming from Facebook, LinkedIn, Twitter or Weibo. However, this data is not sent to Recruiting. We track these sources only in the cases that the posting on LinkedIn was done through eQuest, or if the candidate clicked on a link sent via a Social Networks Campaign in Sourcing.



Additional Source Tracking using Google Analytics

Sourcing is configured for Google Analytics usage; there is no need to add Javascript. At both the application level and the site level, there is a field to declare your Google Analytics ID. Once your ID is registered in Sourcing, Google Analytics will start tracking your application or site traffic.

Google Analytics can gather data regarding:

- Traffic - Google Analytics provides a detailed view of both daily and hourly traffic coming to the site. You can track in real time how many candidates are connected. This helps to identify the best time to create and send your promotion campaigns.
- Geographical data - You are able to track precisely from which location your candidates are accessing your site. You can also see which language they are using by default to browse the internet. This helps in targeting precise populations with the most relevant language.
- Browsers and devices - The number of candidates accessing sites and applying through mobile devices is constantly increasing. Google Analytics provides detailed statistics on the type of devices and browsers used to access your site.
- Candidate sources - The visitors' sources are tracked and a dedicated dashboard provides insight about the provenance of the candidates.
- Navigation through the site - The users navigation is tracked. A set of dashboards provide insight about the most visited pages in your site and the behavior of its visitors.

Configuring Source Tracking

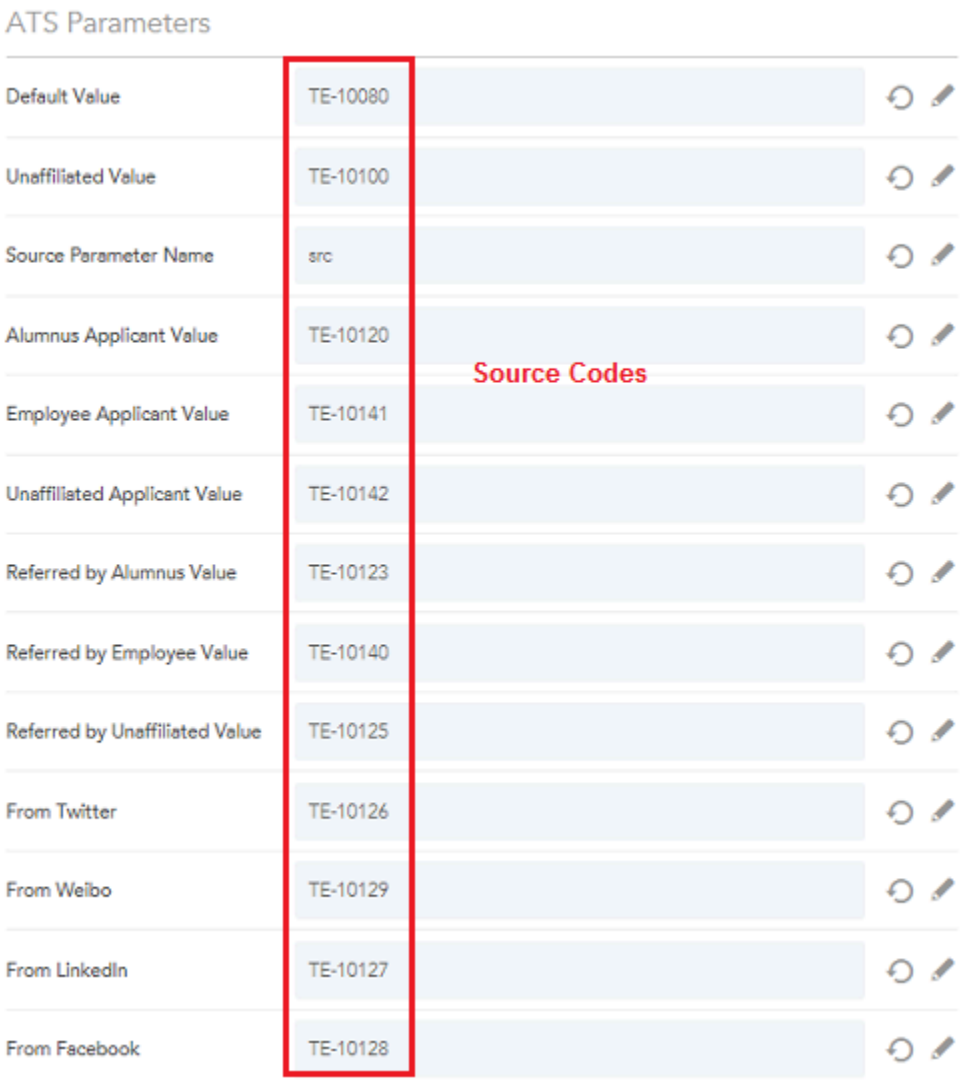
Sources Set by Sourcing

Sourcing provides its own sources that can be tracked in Recruiting. They include:

- Default Value - Source code used if no source code is provided for the options below
- Unaffiliated Value
- Alumnus Applicant Value - Alumnus applying from Sourcing
- Employee Applicant Value - Employee applying from Sourcing
- Unaffiliated Applicant Value - External candidate applying from Sourcing
- Referred by Alumnus Value - Candidate referred by alumnus
- Referred by Employee Value - Candidate referred by employee
- Referred by Unaffiliated Value - Candidate referred by external candidate
- From Twitter - Candidate applying from a Twitter post created through a Social Media Campaign
- From Weibo - Candidate applying from a Weibo post created through a Social Media Campaign
- From LinkedIn - Candidate applying from a LinkedIn post created through a Social Media Campaign
- From Facebook - Candidate applying from a Facebook post created through a Social Media Campaign

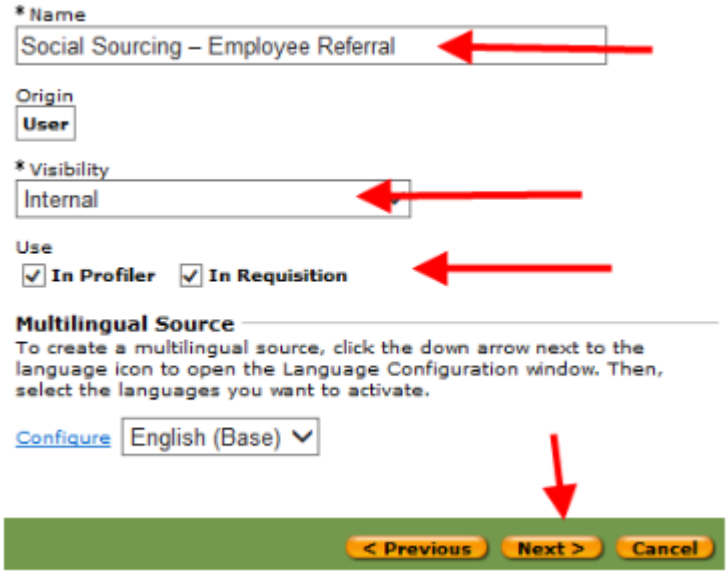
Note: Important! When a candidate is applying through the Facebook App the source code will be *External Candidate Applying from Sourcing*. There is no source code to identify the Facebook App.

Path: **Configuration > [Sourcing] > Jobs [ATS Parameters]**



Configuring the Sources for Sourcing

The sources set by sourcing listed above have to first to be created in Recruiting. To do this, go to **Configuration > [Recruiting] Administration > [Source Tracking] Sources.** Be certain you have the relevant source types created. Typically, the sources have Visibility configured as *Internal* and Use set to both *In Requisition* and *In Profiler.*



Once these sources are created go to **Configuration > [Sourcing] Jobs > [ATS Parameters]** and enter the source code to the corresponding option in the ATS parameters section.

Job Description Redirect URL

The Job Description Redirect URL parameter must be configured in each Career Section that will be linked to Sourcing. For a proper redirection that will support the sources, the URL must comply with the following syntax:

```
https://customer.referrals.selectminds.com/taleo/jobdetails
```

This URL will support vanity URLs if they are in place. For example:

```
https://jobs.customer.com/taleo/jobdetails
```

The URL also supports redirection to a specific site. For example:

```
https://customer.referrals.selectminds.com/SITE1/taleo/jobdetails
```

Job boards can append their Career Section URL with a source parameter (format: &src=).

When a candidate is directed to Sourcing as a result of the configuration of the Alternate Job Description URL, the Career Section URL Parameters language, job number, and source will be passed to Sourcing at the moment the candidate is redirected to Sourcing.

When candidates apply from Sourcing and into the Career Section, that Source parameter in the URL is consumed by Sourcing.

When the candidates click on the URL, the Career Section will redirect the candidate to Sourcing and send the parameters, Source and Language.

Troubleshooting Source Tracking

There are several common issues and questions that come up concerning source tracking. We will go through troubleshooting the most common scenarios.

The candidate is applying on a job board but the source is not visible in Recruiting

- Check if the job has been posted through eQuest, Broadbean or Multiposting, and whether a source is properly defined for this job board in Recruiting.
- Check if the link available for this job on the job board contains a source code parameter. The URL should be of the type below:
  `https://customer.taleo.net/careersection/10043/jobdetail.ftl?job=1606754&lang=en&src=JB-10288`
- Check that the redirection URL for each Career Section linked to Sourcing is properly set. The redirection URL should have the following syntax:

  `https://customer.referrals.selectminds.com/taleo/jobdetails`

  OR

  `https://customer.referrals.selectminds.com/taleo/Site/jobdetails`
- Analyze the HTTP headers from the click on the job board up through the application form in Recruiting Career Section. You may find using tools like the plugin HTTP Headers in Google Chrome helpful in doing this. The URLs should sustain the parameter **src=JB-xxx** until the redirection to the Career Section.

The candidate is applying from Indeed, Glassdoor, LinkedIn or others, but the source is not visible in Recruiting

> **Note:** As previously explained, if the job board is scraping Sourcing directly then the source will not be tracked.

- Check if the link on the job board is pointing to Sourcing or is pointing to a Career Section in Recruiting. If the link is pointing to Sourcing then get in touch with the job board and see if they can use the sitemap instead. If the link is pointing to a Career Section and has an src parameter in the URL, then go through the checklist described above in **The candidate is applying on a job board but the source is not visible in Recruiting**.

Candidate has applied from a social network but the source is not visible in Recruiting

> **Note:** Remember that we only track the source if the candidate clicked on a link created via a Social Network Campaign in Sourcing.

- If the candidate clicks on a link shared by an employee or other candidate on a social network, this will not be tracked in Recruiting. In this case, you may get statistics in Sourcing Analytics or in Google Analytics if that was set up. If the link is posted through a Social Network Campaign, then go through the check list described above in **The candidate is applying on a job board but the source is not visible in Recruiting**.

7 Social Channels Configuration

Social Channels Configuration Settings

Twitter Integration Setup

For the Sourcing application to interact with Twitter for purposes of job sharing, campaigns, authentication, and job posting, a secure connection must be made between the two platforms.

A System Administrator must create a Twitter App using a Twitter Developer account. Credentials which enable system interaction with Twitter must be configured in Sourcing by the System Administrator.

Requesting a Twitter Developer Account

You need a Twitter Developer account to be able to create a Twitter App.

Go to https://developer.twitter.com and follow the prompts.

Twitter has a review process prior to granting approval. You will need to connect the Developer account to an existing Twitter account.

Creating a Twitter App

Once you've created a Developer account and it's approved, you can then create the Twitter App.

1. Go to to apps.twitter.com, and login using your Twitter Developer account credentials.
2. Click Create New App.
3. **App Icon.** You may want to associate an image to this App.
4. **App Name (required).** Provide a name for the Twitter App. You may want to use your staging or production zone in the App name as each zone needs its own App.
5. **Description (required).** Provide a description of the application.

   The following is an example of the text you may enter here:

   This application will allow employees to share jobs through tweets on their Twitter account so that their followers can be made aware of new opportunities at the company. The application will also allow recruiters to share jobs with followers of the corporate account on Twitter through tweets on the company's Twitter account.
6. **Website URL (required).** Configure the URL for Sourcing. (Format: https://customer.referrals.selectminds.com.
   a. Modify the link to reflect your own zone. (e.g., change customer and referrals as needed). Must include https://

7. **Allow this application to be used to sign in with Twitter.** Ensure that the Enable Sign in with Twitter checkbox is selected.
8. **Callback URLs (required).** Two URLs must be configured.
    a. Configure https://customer.referrals.selectminds.com/auth/twitter/access to reflect your own Sourcing zone. Must contain https://
    b. Click Add another.
    c. Configure https://customer.referrals.selectminds.com/auth/twitter/page/access to reflect your own Sourcing zone. Must contain https://
9. **Terms of Service URL.** Provide a URL which contains your corporate Terms of Service statement. This may be inside Sourcing or from your corporate website.

    Include http:// or https:// as applicable to your URL.

    If needed, you may use Site pages or Custom pages in Sourcing to host this content.

10. **Privacy Policy URL.** Provide a URL which contains your corporate Privacy Policy statement. This may be inside Sourcing or from your corporate website.

    Include http:// or https:// as applicable to your URL.

    If needed, you may use Site pages or Custom pages in Sourcing to host this content.

11. **Organization Name.** Provide the name of your organization.
12. **Tell us how this app will be used (required).** Provide a description of the App.

    The following is an example of the text you may enter here:

    This application is linked to our careers website and allows employees to share jobs on their Twitter account so that their network and friends can be made aware of new job postings. The tweet will include a link to the job description and online application process on our platform. Recruiters can also use the application to share jobs on our company's Twitter account.

13. Click Save.

Configuring the Twitter App

1. In the Permissions tab of the App, select the Read and write radio button under Access permission.
2. Click Save.
3. In the Keys and Tokens tab of the App, click the Regenerate My Access Token and Token Secret button. This button is in the Your Access Token section under Token Actions.

    This regeneration must happen after Steps 1 - 2.
4. In the Twitter App, go to the Keys and Access Tokens tab.
    a. From the Application Settings section, note the Twitter credentials in the Consumer Key (API Key) and Consumer Secret (API Secret) fields.

Zones on Release 17.7 or later, proceed with Steps 2 - 5 and do not complete Step 6. If your Sourcing zone is on a release up to and including 17.6, skip to Step 6.

5. Sign into Sourcing as an Administrator.
6. Go to **Configuration > Social Channels**

7. In the Twitter section, do the following:
    a. Ensure the Twitter Enabled toggle in enabled.
    b. Enter the value from the Twitter API Key into the Sourcing Consumer (API) Key field.
    c. Enter the value from the Twitter API Secret into the Sourcing Consumer Secret field.
8. Go to **Configuration > Company**
    a. Locate the Reset Site setting and click on the Reset button.
9. **Do not complete this step if your zone is on Release 17.7 or higher.** Log a Service Request with My Oracle Support. They can update the Consumer (API) Key and API Secret settings for you.
    a. In the SR, provide the values for both the Consumer (API) Key and API Secret.

    Releases earlier than 17.7 do not expose these settings in the Configuration. This is why a Service Request is necessary.

Configuring the Twitter Credentials in Sourcing

1. In the Twitter App, go to the Keys and Access Tokens tab.
    a. From the Application Settings section, note the Twitter credentials in the Consumer Key (API Key) and Consumer Secret (API Secret) fields.

Zones on Release 17.7 or later, proceed with Steps 2 - 5 and do not complete Step 6. If your Sourcing zone is on a release up to and including 17.6, skip to Step 6.

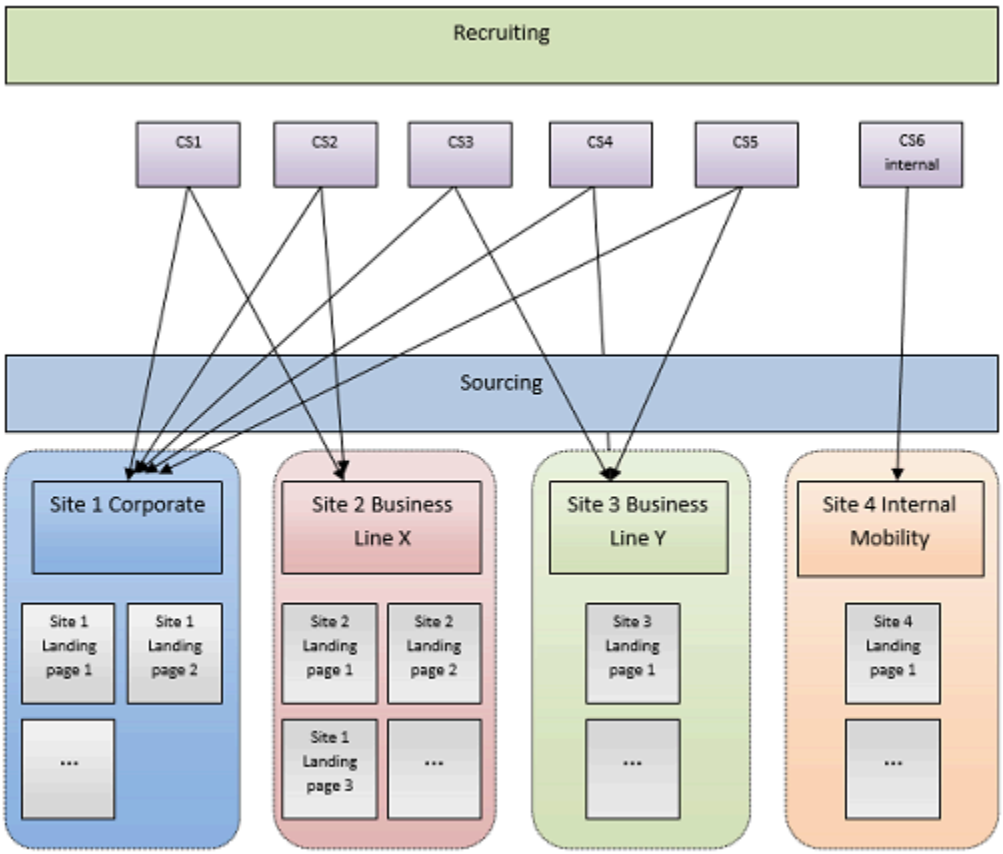
2. Sign into Sourcing as an Administrator.
3. Go to **Configuration > Social Channels**
4. In the Twitter section, do the following:
    a. Ensure the Twitter Enabled toggle in enabled.
    b. Enter the value from the Twitter API Key into the Sourcing Consumer (API) Key field.
    c. Enter the value from the Twitter API Secret into the Sourcing Consumer Secret field.
5. Go to **Configuration > Company**
    a. Locate the Reset Site setting and click on the Reset button.
6. **Do not complete this step if your zone is on Release 17.7 or higher.** Log a Service Request with My Oracle Support. They can update the Consumer (API) Key and API Secret settings for you.
    a. In the SR, provide the values for both the Consumer (API) Key and API Secret.

    Releases earlier than 17.7 do not expose these settings in the Configuration. This is why a Service Request is necessary.

8 Site Builder Configuration

Site Overview

Each implementation of Sourcing includes a single default site. A site in Sourcing is a website, your Career Site, which for clarity we'll refer to simply as, "site". It is important to note the difference between your site and your Career Sections (CS). Career Sections reside in Recruiting and contain your job requisitions. Career Sections from Recruiting are integrated with Sourcing and tethered to your sites; your site will contain one or more Career Sections.



A Sourcing site can be used in addition to a company's Recruiting site, or in place of, and can provide an experience that may be different and more personalized than what is possible using their core Recruiting product alone. A site attracts many different types of populations and generally contains content for those populations whether someone is looking for an internship, internal jobs, external jobs or is interested in a particular line of business, brand, location, etc. A site is broad and contains general information as its goal is to attract as many users as possible.

Sourcing offers several features that will help you to compose your site. The architecture of your site should be based on your individual business needs. Before working on your site architecture using Site Builder, you should review the functional business cases you would like to support. Following is a list of considerations:

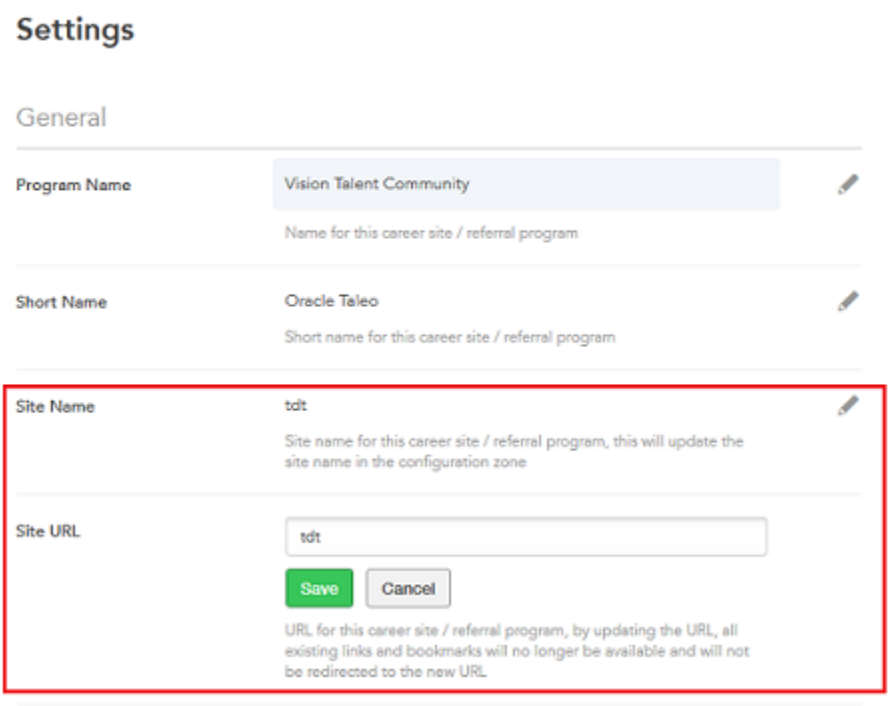
- Should your employees access the application and share jobs in order to provide referrals?
- Do you want to support internal mobility and allow employees to apply?
- Do you need to segregate your job offers and create several sites?
- Do you need to support several brands that use their own graphics?
- What languages are you planning to support?
- Do you want a different interface per country?
- Would you like to highlight specific job categories or job locations on the Home page?
- Do you want to add branded content about your entire company or just for some business lines?
- Do you want to bolster your brand ?

Once you will have defined your needs you will be able to select the elements you need and will want to use to create your site or sites.

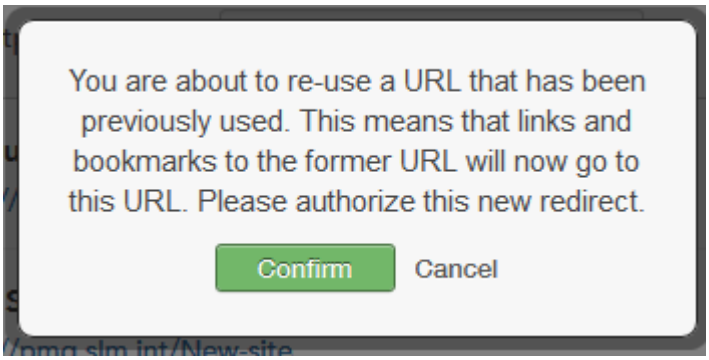
Site Maintenance and Accessing Site Builder

By default, a single site is created for each client and this default site persists and cannot be deleted. Administrators can create new sites using this instance, or can clone the default site. Individual sites can be deleted within Site Builder by clicking the trash can icon. Once an individual site is deleted, all incoming links that formerly went to the deleted site will be rerouted to the default site. Site names and URLs can be edited in the Site Settings of the Site Builder. Clicking the pencil opens up the Site Name and Site URL fields for editing. Once the changes are saved, the changes are reflected both in the Site Settings and on the Site Builder main page (Site Builder - All Sites).

Path: ***[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site Settings***



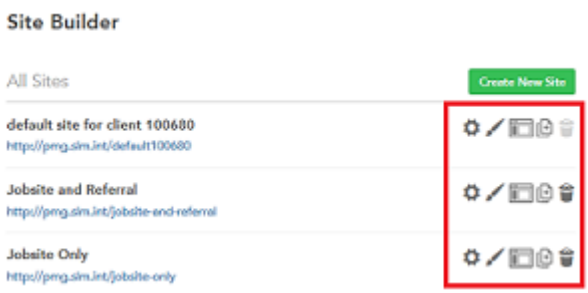
Whether a site is deleted, or the Site URL is changed, the original URL is stored. If an Administrator attempts to add a site with the same name as a deleted site, a warning message displays informing the user the URL is one of a previously deleted site, which means that the links and the bookmarks to the former URL will now go to the new URL. Users will receive this same warning message when they change a site's URL within the Site Builder's Site Settings.



Users going to the original URL are redirected to the new URL. In the case of a deleted site, users will be taken to the default URL.

Note: All deletions are recorded in the Change Logs.

Listed in the table below are the different entry points of editing when accessing the Site Builder.

Setting	
Name	**Location**
• Create New Site • Edit Site Settings - General settings, enabling Landing pages, Home page parameters, TEE account URLs, etc. • Edit Site Branding - Colors and fonts • Edit Site - content blocks, enabling modules, preview site, language view, etc. • Create Clone of Site • Delete Site	**[Sourcing] Administrator login > User Settings (Name) > Configuration > Site Builder** 

Sites and Home Pages

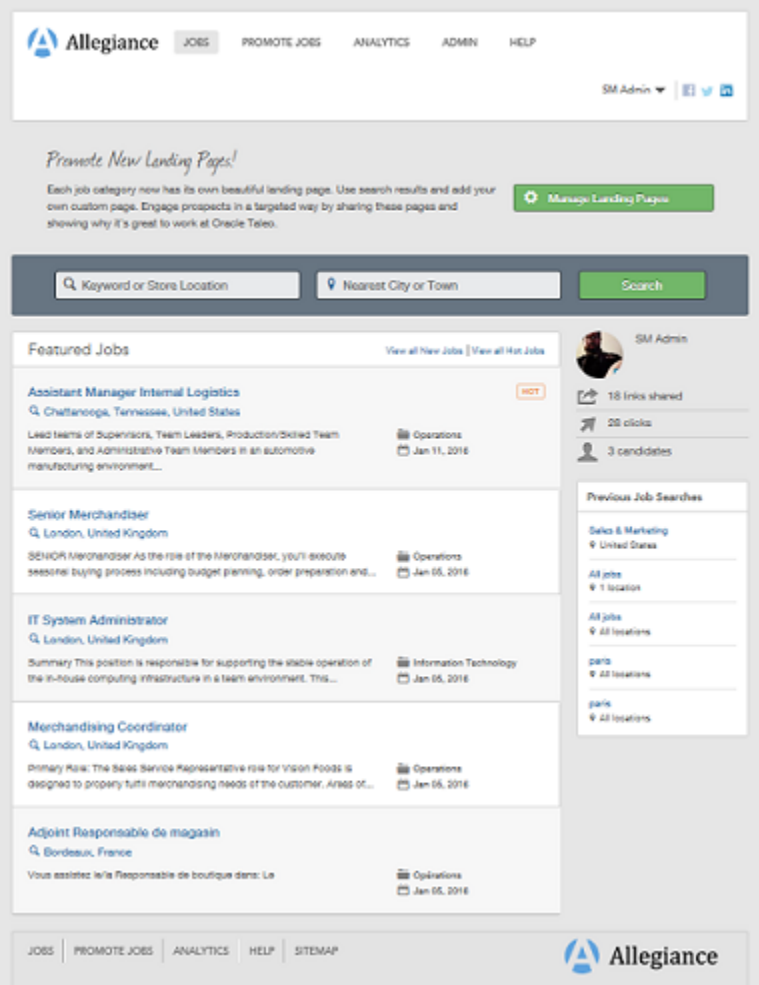
Sites and the Home Page

The central access point to a site is its Home page, meaning that when a user first logs into a site, the page that displays is this Home page. A Sourcing site is delivered with Pages, Landing pages and Modules and each of these elements can be accessed via the site's Home page.

The default Sourcing site is delivered with, or the ability to create, the following pages:

- Home page (referred to as the Jobs page in the navigation) - central access point to a site; job opportunities are typically listed here.
- Job Details page - when a job is selected, the Job Details page opens. This describes individual job opportunities in detail.
- Help page - typically contains company FAQ's, contact information, etc. Some configuration is required to use the following pages to your site, but the functionality to do so is delivered:
- Category and Location Landing pages - a page that groups job opportunities either by their location or by job category.
- Combination Custom Landing pages - a page that groups job opportunities by both their location and job category. Up to 200 Custom Landing pages per site are allowed.
- Custom (Global) pages - can contain any HTML content. Custom pages are limited to 3 across all sites, meaning only 3 custom pages total are available for each Sourcing instance, not per site. An additional page, the Rewards page, is available but can only be accessed and implemented by creating a Service Request.
- Site pages - Administrators can create and configure multiple content pages associated to specific sites.

The image below is likely how the Home page of your delivered default Sourcing site will look upon implementation:



Later in this chapter we'll discuss in detail how you can take advantage of Site Builder to clone and brand the default site to meet your business needs and represent your company and all of its brands, if applicable.

Landing Pages

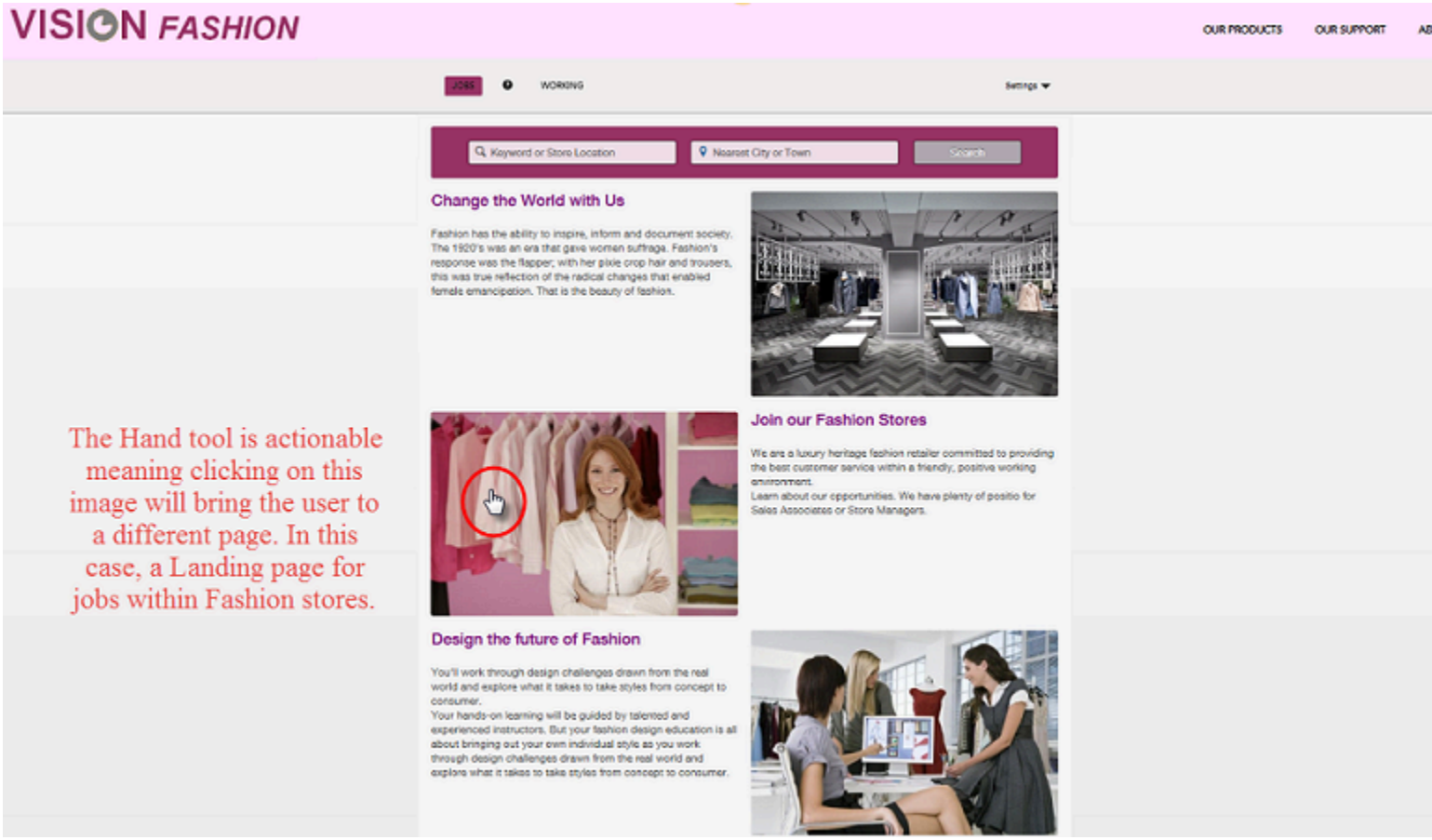
Landing Pages

While a Home page is the central access point to a site and is broad in its content, Landing pages narrow the focus of the content presented. Landing pages group jobs by job category, job location, or a combination of both, which helps reduce navigation for users. A Home page may contain links to several Landing pages. Landing pages have a narrower focus than the Home page and are directed at targeted populations of users, as opposed to the broader populations that a site's Home page is designed to attract.

A Landing page is one component of your site. For example, you may be a global organization with jobs in many different categories, however, you have more openings that need to be filled in your retail stores. You could create a Category Landing page within your site that contained only jobs that are in you retail stores. You could put a link to this Landing page on your site's Home page. Then, users that are interested only in those retail store jobs could click on

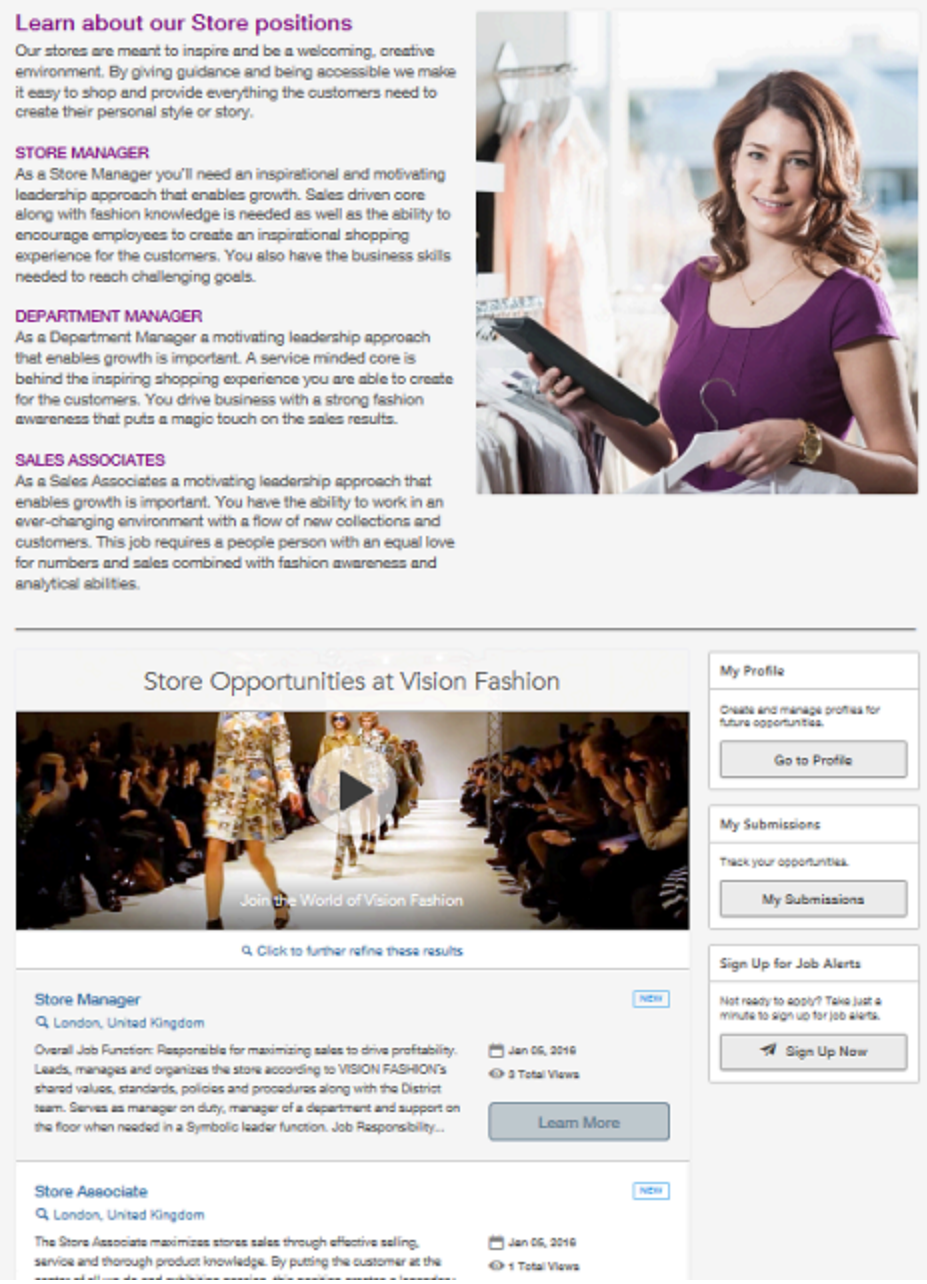
that link and be taken to that Landing page saving them time and providing a user experience with fewer clicks. Using Landing pages allows you to better target the appropriate populations to match the right people to the right jobs.

The image below is the Home page of a site that has been branded for a company named, "Vision Fashion." Notice that the hand icon displays as we hover over some of the images on the Home page. This indicates that this image is actionable and that if clicked, the user is taken to another page within the site; this secondary page is an example of a Landing page.



Landing pages ease the navigation for a user as they reduce the number of clicks they need to perform to get to the information that's relevant to them. For Vision Fashion, if a candidate is only interested in opportunities in their retail stores, they could click on the image beside *Join our Fashion Stores.* This would bring the user directly to the jobs within the retail stores instead of having to navigate through the entire site via the Home page to search for those retail store jobs.

The image below is the result of clicking on the image next to *Join our Fashion Stores* from the site's Home page. You can see that the page that opens speaks to and lists only those jobs within Vision Fashion's retail stores.



There are three different types of Landing pages:

- **Location Landing pages -** a page that groups and displays job search results by the location of the job, e.g., all available jobs in Northern California.
- **Category Landing pages -** a page that groups and displays job search results by the category of the job, e.g., all available jobs within retail stores. The example from the image above for retail store jobs within Vision Fashion is a Category Landing page.

- **Custom Combination Landing pages -** a page that groups and displays job search results by a combination of both the location and the category of the job, e.g., all available Retail Store positions (category) that are also located in California (location).

Creating and maintaining Landing pages is discussed in detail later in this chapter.

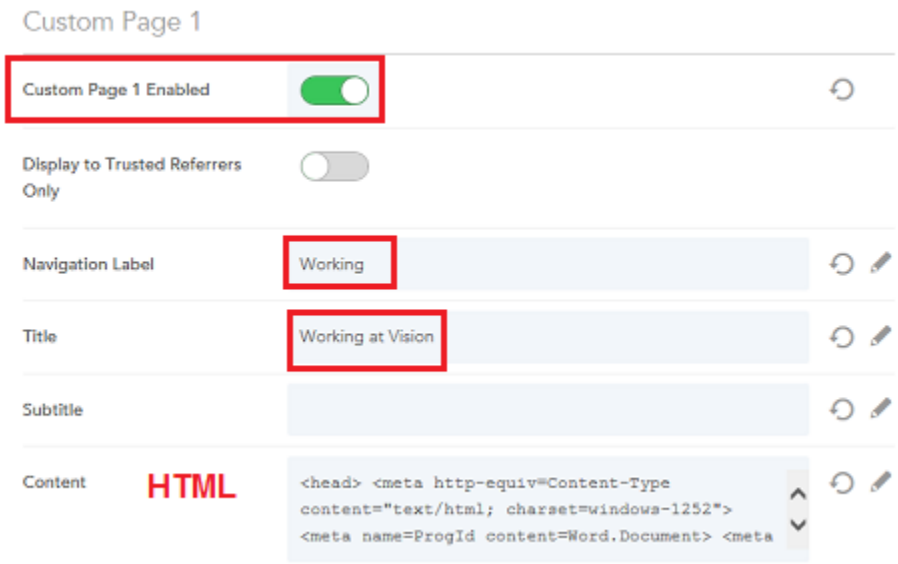
Custom (Global) Pages

In addition to the delivered pages in the site, Administrators have the option of creating up to 3 Custom pages per Sourcing instance; these 3 pages are global, meaning that they must be shared among all sites.

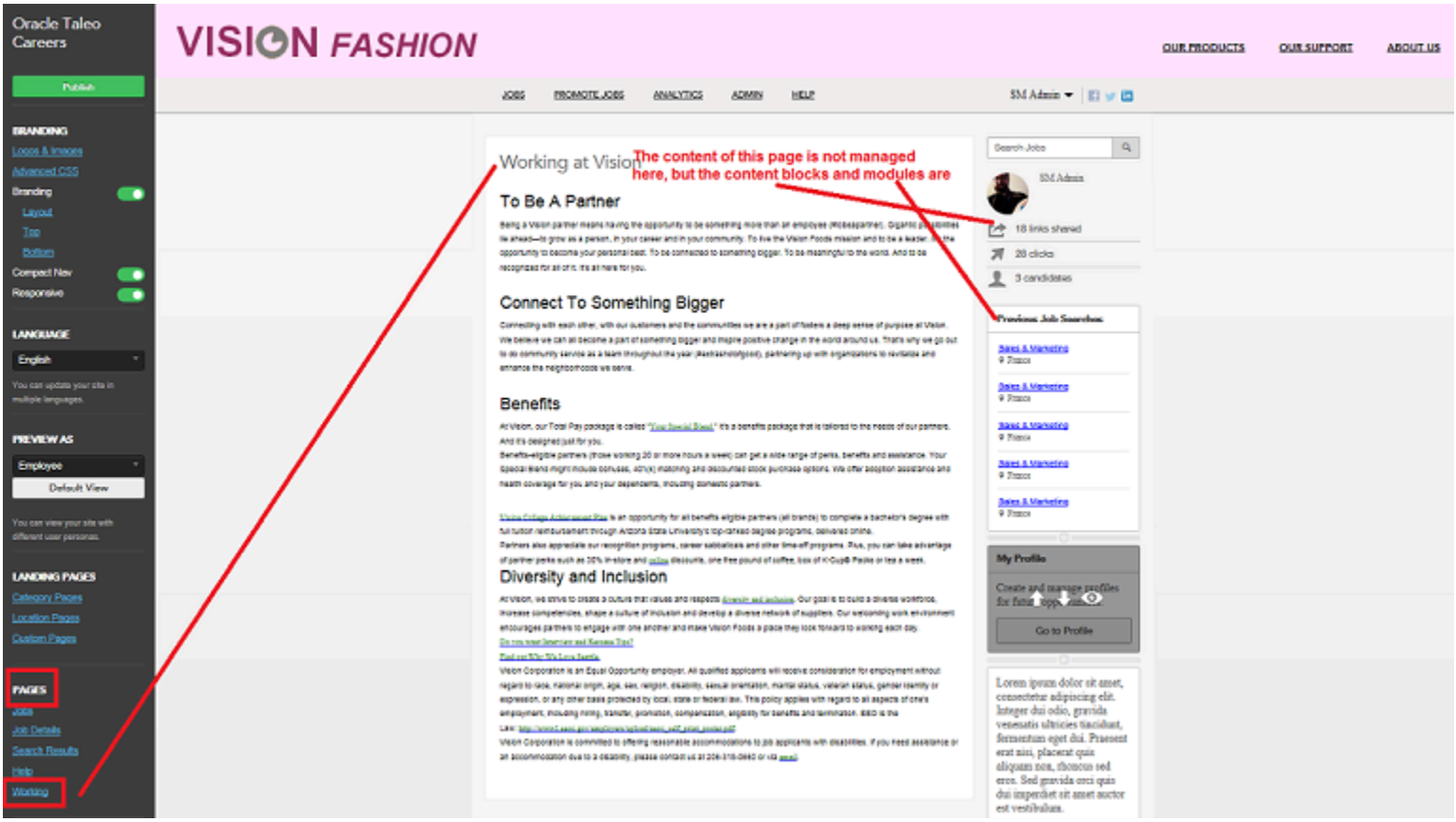
> **Note:** While in the Sourcing Configuration these pages are referred to as Custom pages, in Site Builder they are listed as Global pages.

While the Custom pages are not created using the Site Builder, they are displayed and accessible in the Site Builder under Global Pages. Again, this is to give the Administrator a complete picture of the site in one place; every page and module contained within a site is displayed in Site Builder. The content of the custom pages is managed in the Custom menu in the Configuration, however, the content blocks and modules that surround the Custom page content can be added, moved, edited, deleted, etc. in Site Builder.

Path: ***[Sourcing] Login as Administrator > Configuration > Custom > [Custom Page 1, Custom Page 2, Custom Page 3]***

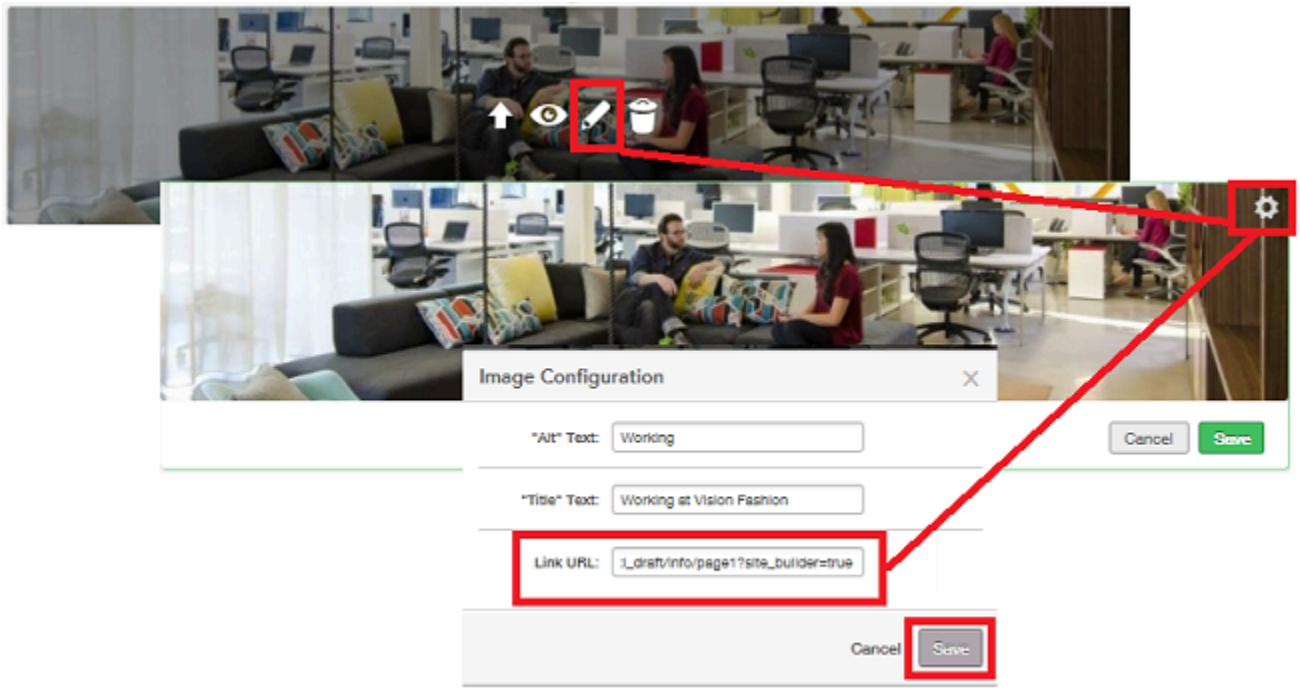


The image below shows the Custom page titled *Working at Vision* (Navigation Label = *Working*) enabled in Site Builder:

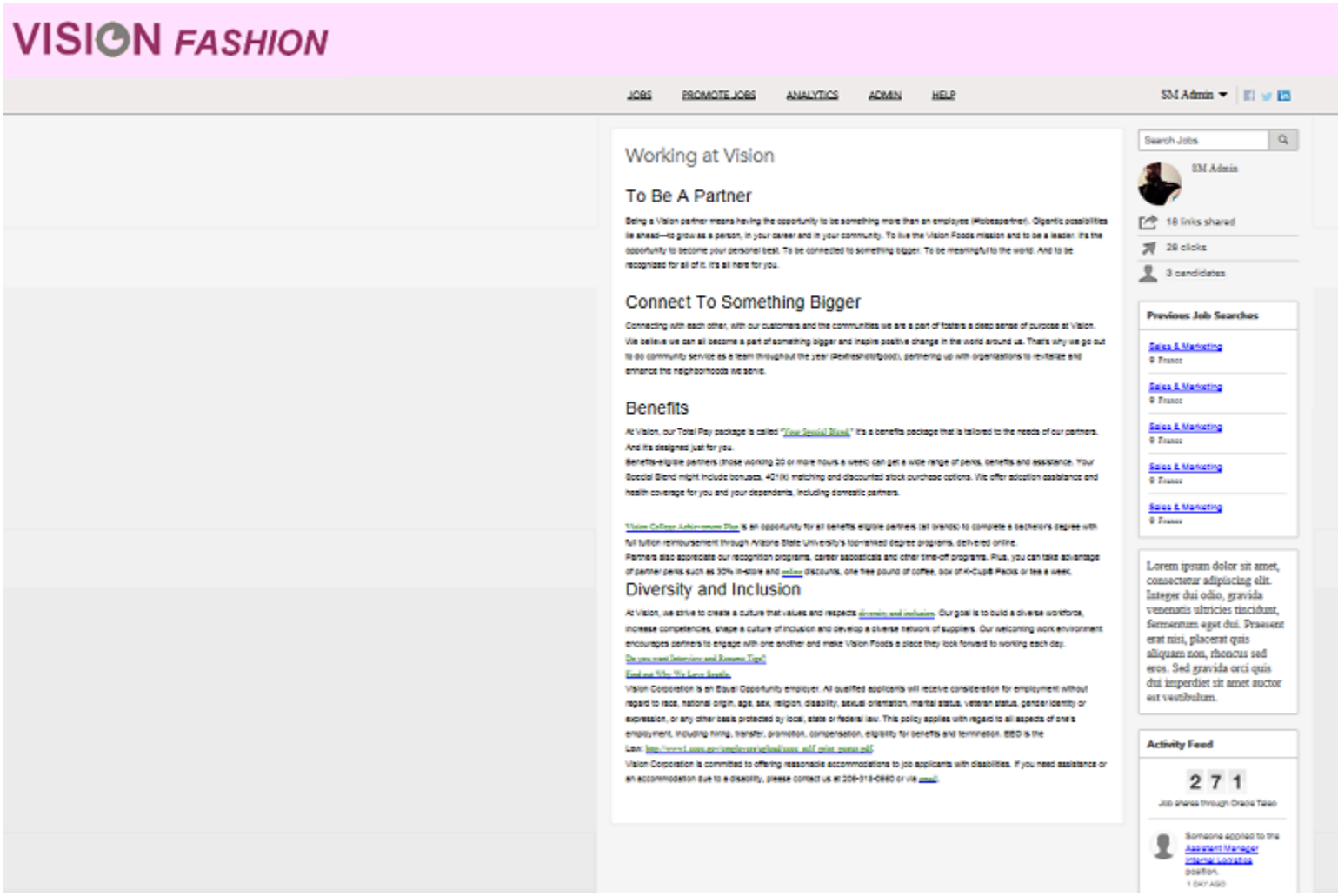


Note: The navigation links to Custom pages are not displayed to the Administrator, however, we know the page exists because it's listed under *Pages*. To view the navigation links, in this case, *Working*, the user role needs to be changed to either Referral or External Candidate using *Preview As* in Site Builder.

Disabling a Custom page removes the navigation link from the page, but the page still exists. This is useful if you'd like to embed the link to your Custom page within an image and have users navigate to the page that way instead of having the page as part of your top navigation links. To do this, you go to the page, copy the URL from the browser and then edit a content block entering the URL on the image.



Now, when users will know the image is actionable as it will display the hand tool when they hover over it. If they click on the image, the Working page will open.



You must delete the HTML used to create the page to remove the actual content from the page. This is good to keep in mind if for example, you have previously sent someone a link to that page. If they use that link, they will still be able to access it even if it's disabled. If you don't wish the page to be accessible after you disable it, you need to delete the HTML. You may want to replace the HTML with a message stating the page is not longer available, or something of the like, to better inform your users.

Site Pages

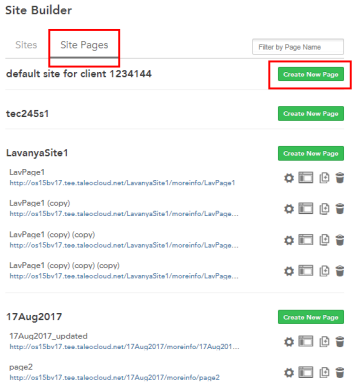
Sites in Sourcing tend to be aligned by brand, vertical, or other recruitment segment to differentiate audiences. Using Site pages allows each of these audiences to have multiple supporting content pages.

Administrators can create and configure multiple content pages associated to specific sites. These Site pages:

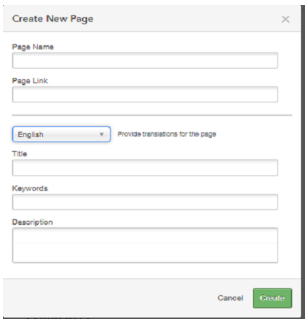
- Leverage existing multilingual content blocks which include an RTF editor and the ability to display images.
- Share the Custom Branding and Advanced CSS with the rest of the site.

- Share the header, footer and all navigation components and styling with the rest of site.
- Leverage the existing Site Builder Configuration toolbar and its functions, but at the page level, rather than the site level.

When a site is created in Site Builder, the site automatically displays in the Site Pages tab. A Create New Page button allows Administrators to create site pages tailored to each site. The site must be published within Site Builder first to be able to begin creating Site Pages.

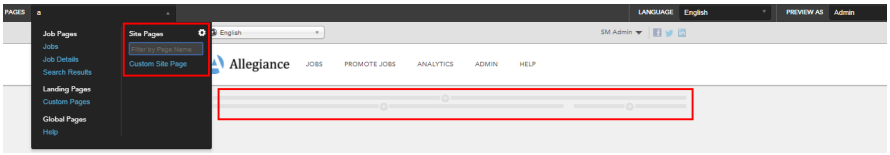


Each page has several attributes. Page Name and Page Link are unilingual while Title, Keywords, and Description are multilingual. Multiple site pages can have the same page link across different sites, however, a single site cannot contain pages with duplicate links. For the multilingual page attributes, there is a usability benefit included in the system in that values will get propagated to all locales from the default locale. If values have been entered into the other locales, other than the default locale, those values will remain and the default locale will not propagate over the top of what has already been entered.



Once a Site Page is created, Administrators can edit the page in Site Builder. Content blocks can be added to the page using the same content block functionality as elsewhere in Site Builder. Referencing the image below:

- The three Plus icons on the page Indicate places where content blocks may be added.
- Multiple content blocks can be stacked within each of these three areas.
- Site Pages share the same layout dimensions as other system-delivered pages.



A Site Page can be edited, cloned and deleted. When a Site Page is cloned it can be used again within the same site using a different name, or the cloned page can be tethered to other sites. If a page is deleted, links to that page that may still remain will be redirected to the Home Page of that site. Page links that were previously deleted can be reused.

Note:

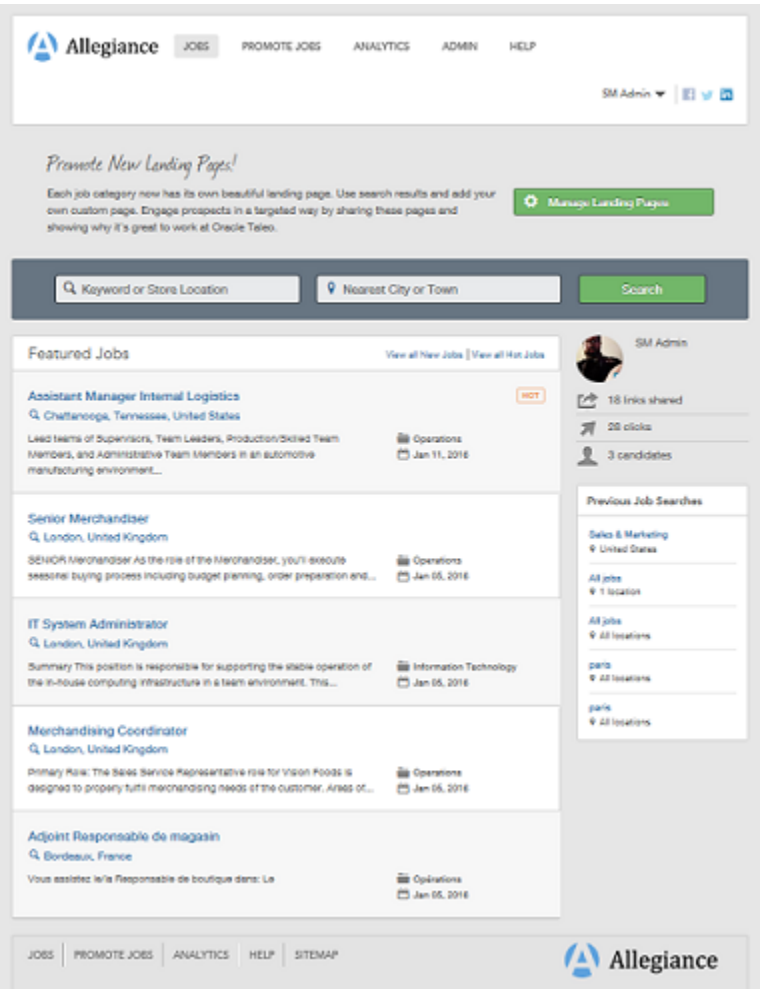
- The three legacy Custom pages are still delivered and are now referred to as Global pages within Site Builder.
- To add the Site pages to the navigation bar custom branding work is needed at this time.
- It is recommended that customers review any Custom CSS and Branding HTML for rendering on Site pages.

Site Builder

The Site Builder provides Administrators access to all of the pages that exist within a site to enable them to easily and simply build, brand and manage one or more targeted sites. Site Builder allows customers to build up to 100 different sites.

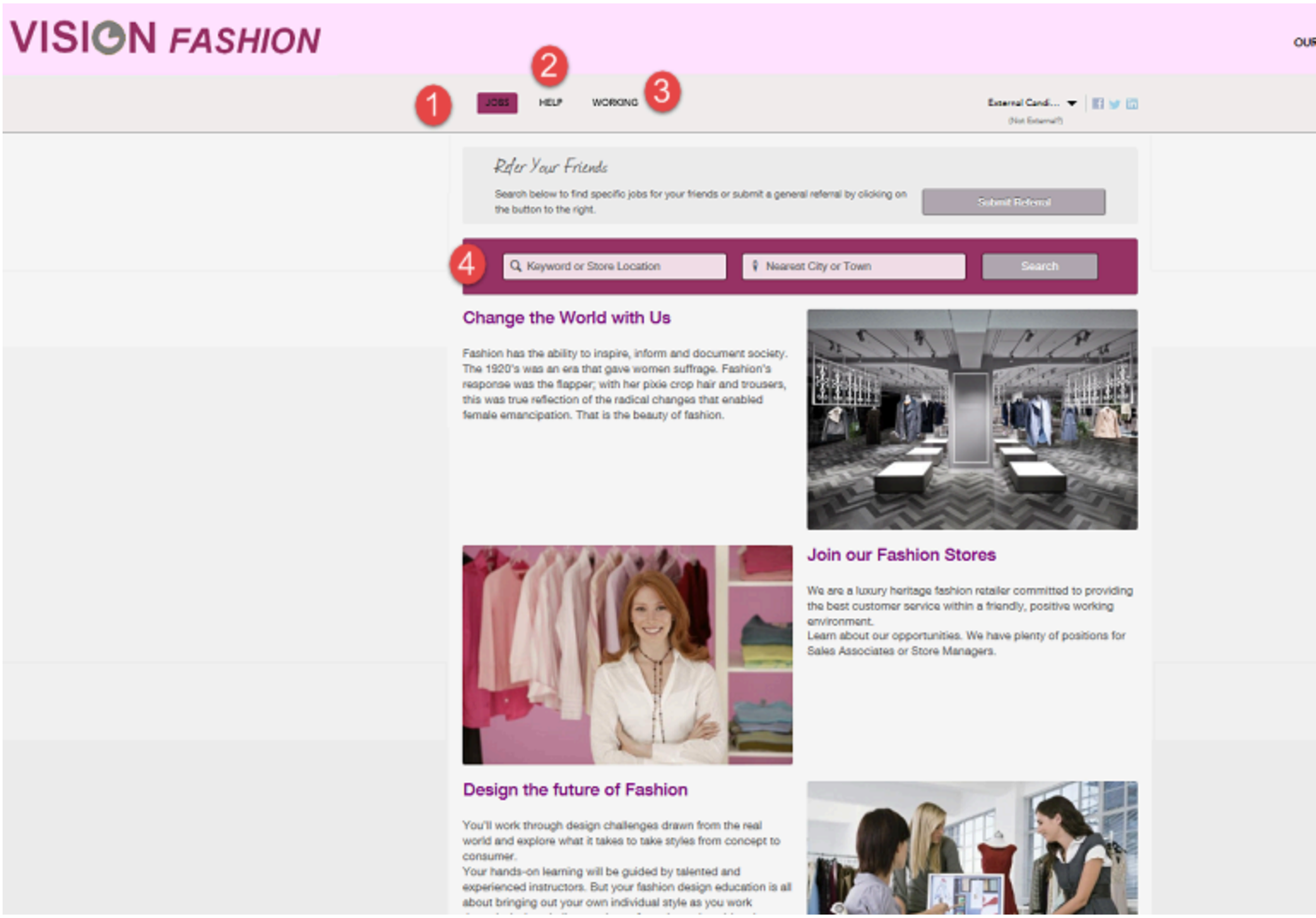
The Site Builder allows Administrators to centrally access all of the many different experiences and content that are presented to candidates, employees and referrals and to easily customize these experiences with consistent branding, different languages, customized Landing pages, and so on. Many different sites can be created from one Sourcing instance.

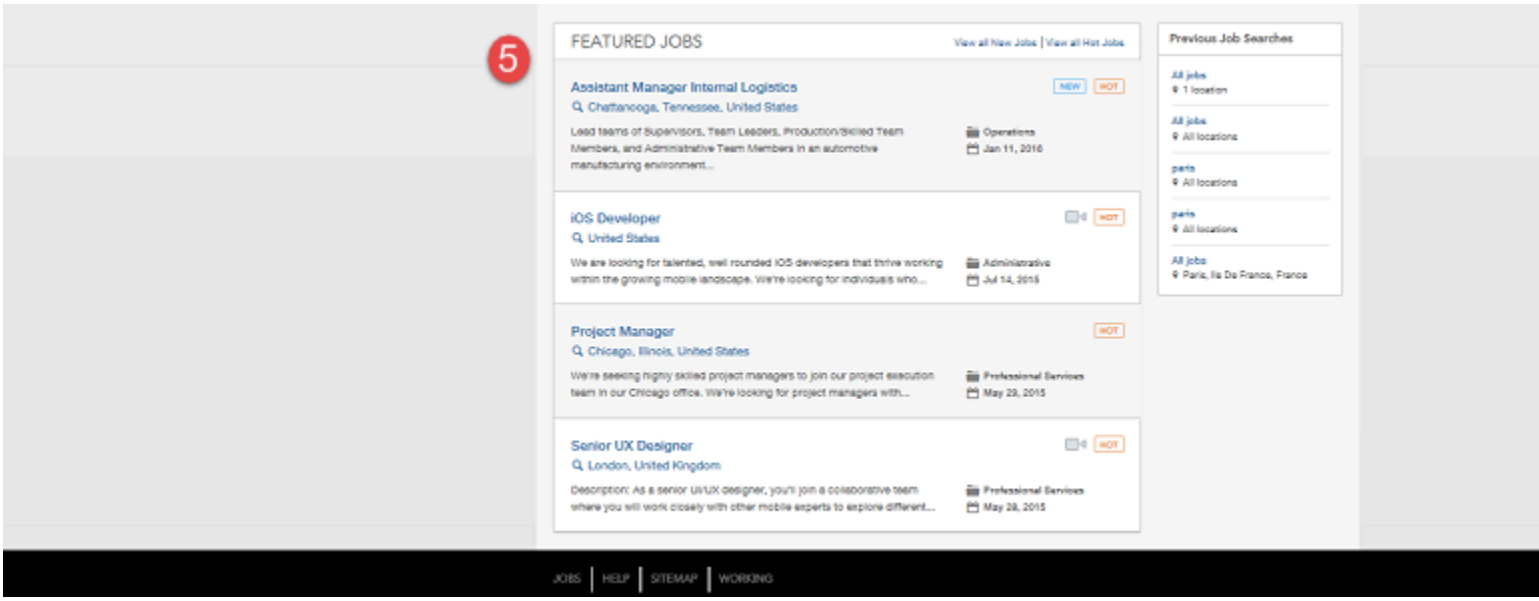
Again, we refer to the image below to illustrate how your delivered default site may look upon implementation:



Using Site Builder, Administrators can configure and brand this default site to best fit and represent their organization's needs. In this example, we've taken the default site above and branded it for Vision Fashion. We've transformed the default site into Vision Fashion's site using Sourcing's Site Builder. Administrators can freely customize their sites without worry of corrupting their Sourcing instance because for each instance, a default site is delivered which cannot be deleted.

The image below is Vision Fashion's Home page, which we created using the default site and all of Site Builders capabilities. This is what users are presented with when they login to Vision Fashion's site:


VISION FASHION
1
JOBS
2
HELP
WORKING
3
Refer Your Friends
Search below to find specific jobs for your friends or submit a general referral by clicking on the button to the right.
Submit Referral
4
Keyword or Store Location
Nearest City or Town
Search
Change the World with Us
Fashion has the ability to inspire, inform and document society. The 1920's was an era that gave women suffrage. Fashion's response was the flapper; with her pixie crop hair and trousers, this was true reflection of the radical changes that enabled female emancipation. That is the beauty of fashion.
Join our Fashion Stores
We are a luxury heritage fashion retailer committed to providing the best customer service within a friendly, positive working environment.
Learn about our opportunities. We have plenty of positions for Sales Associates or Store Managers.
Design the future of Fashion
You'll work through design challenges drawn from the real world and explore what it takes to take styles from concept to consumer.
Your hands-on learning will be guided by talented and experienced instructors. But your fashion design education is all about bringing out your own individual style as you work



For the image above:

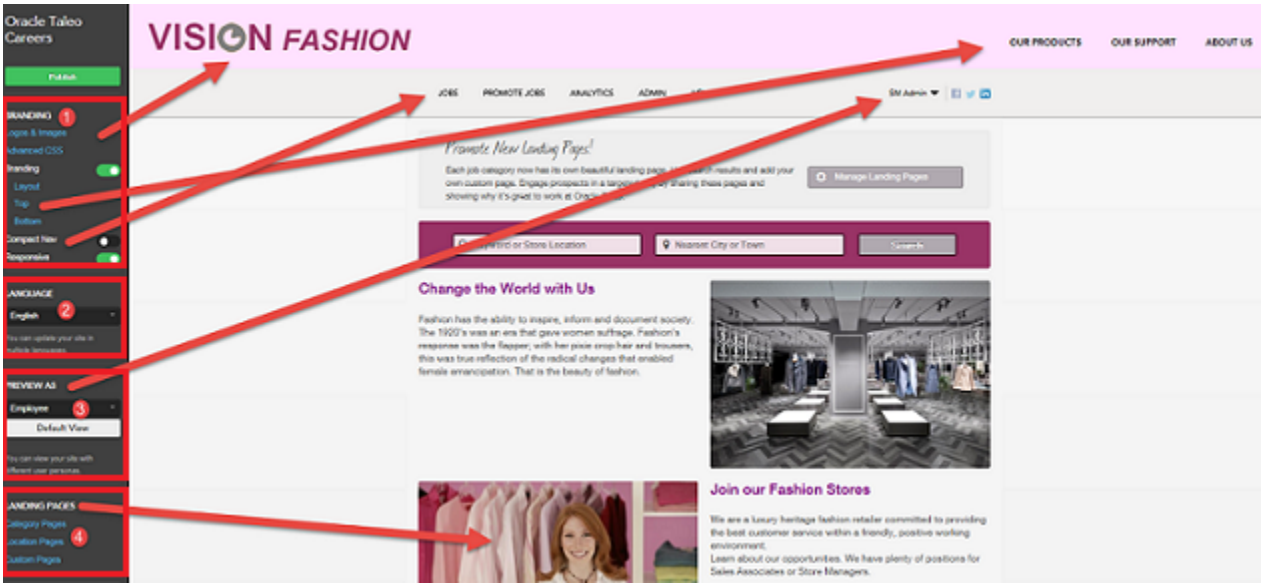
1. Jobs page - This is also a site's Home page. Remember, the Home page is the central access point to a site, so when users first login, this is the page that displays.
2. Link to the Help page.
3. Link to the Working page - This is an example of a Custom page that was created by Vision Fashion for their site. We know it's a Custom page because *Working* is not listed as one of the pages that Sourcing delivers.
4. Search Banner - This is useful for users to initiate their job search. This is an optional item as it can be hidden from view, however, if an organization chooses not to list their job opportunities on their Home page, this Search Banner is a method that candidates can use to view job opportunities.
5. Featured Jobs Module - Because sites are highly configurable, organizations may choose not to list their job opportunities on their Home page. In this example, however, the Featured Jobs Module is enabled and jobs do display on Vision Fashion's Home page.

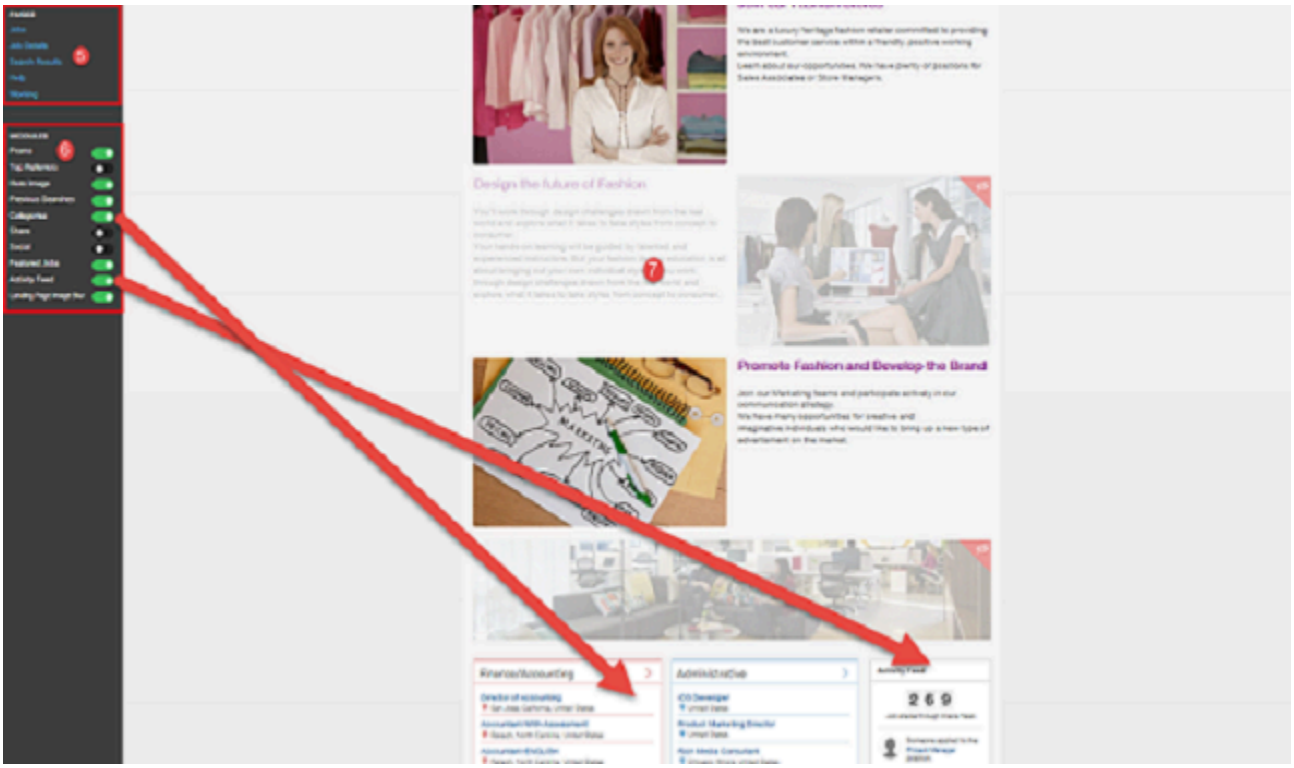
The Vision Fashion site in our example has been *branded*. That is to say that company colors and logos have been used, content has been edited, images have been uploaded, their company story has been told, etc. All of this branding has been done to Vision Fashion's default site using the Site Builder.

Site Builder allows clients to build their own sites which can be branded and customized to best fit and represent their organization, its brands if applicable, and its business needs. Multiple sites can be created from one Sourcing instance. Home pages, Landing pages and Site pages are configured at the site level, so that these pages can be unique to each of your sites.

The site builder opens by default on the home page. By default the home page will contain a search bar, some job category tiles and a list of featured jobs. Using the site builder tools, the administrator has full flexibility to customize this home page and start from a white page.

The image below is how the Vision Fashion site that we've been working with displays when opened in Site Builder. The left pane in the site builder provides a collection of tools that will give the administrator a full control on each page of the site: advanced branding, language selection, user type selection, landing pages branding, other pages branding and modules activation.





1. Branding elements
2. Language
3. Preview As
4. Landing Pages
5. Pages
6. Modules
7. Content Blocks

Each of the elements listed above are accessible in Site Builder and used to build, brand and customize sites.

Content Blocks

Administrators can easily customize sites by adding, deleting, hiding, moving and editing content containing text and images using pre-defined content blocks. Content blocks are available on all the pages of your sites.

The look and content of your site's pages can be configured, customized and branded quickly and easily using one of Site Builder's most powerful features, configurable content blocks. Different content layouts are available to the user depending on what page they are configuring and where on the page they are placing the content. Content blocks can contain text that can be enhanced with a rich text editor and images that can contain links to other pages. Content blocks can be deleted, hidden and moved to customize the layout of a site.

Custom content blocks are multilingual enabling Administrators to configure the content blocks in Site Builder with content that can be translated to each locale and can be unique to each locale. When site users toggle their language preference, the content in the custom content blocks will display in that language, provided the blocks have been configured in the locale/language selected.

If for whatever reason content is not entered into an active locale, these locales with missing content will borrow the content from the Default Locale. This ensures that users will see actual content, although perhaps not in the language of their choice, instead of the placeholder Lorem Ipsum text and the placeholder image delivered with the blocks.

All of the system locales, including inactive ones, are available to select in Site Builder to allow Administrators to immediately configure the multilingual content blocks. Content blocks in inactive locales can be pre-configured to make efforts more scalable. Administrators can freely create content in inactive locales without risk of exposing incomplete or inaccurate content as that content remains internal until that locale is activated.

Adding Content Blocks

To add content, users click on the [+] symbol and the available content block types display.

Path: ***[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site***

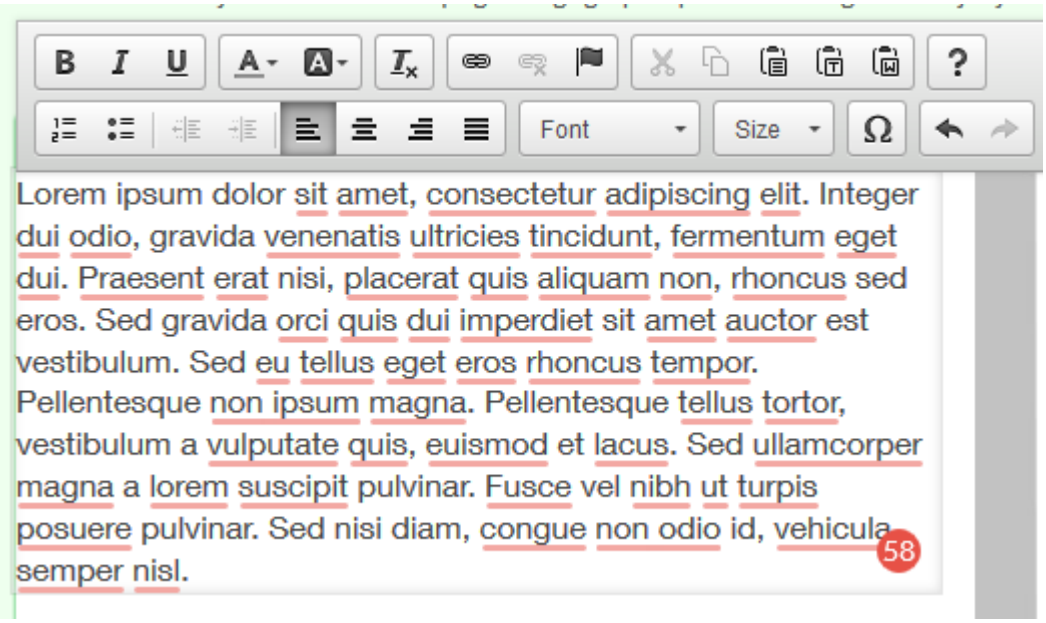
Users get presented a series of relevant content blocks to choose from for creating the new content. The following content formats are available:

- Paragraph Text

- Text with Heading
- Heading
- Content with Image Left
- Content with Image Right
- Two Columns, Image Left
- Two Columns, Image Right
- Image
- Three Columns, Images and Text

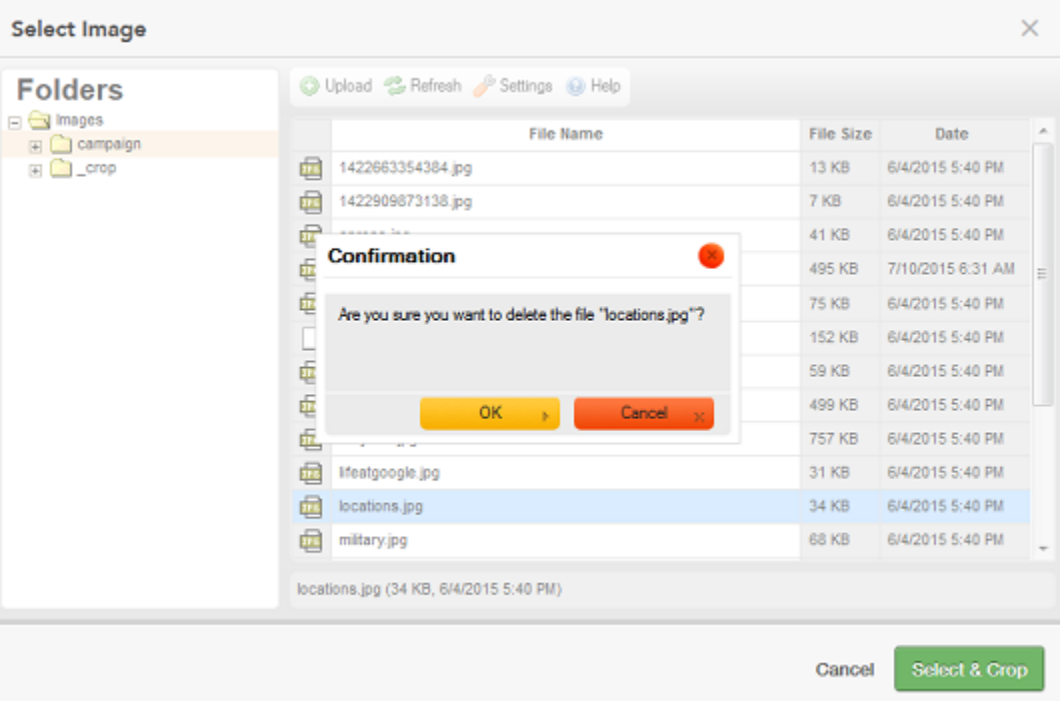
Note: Which of the content block types are available for selection is dependent on what page and area of the page is being edited. Not every block will have the option of all eight block types.

When a block is selected, the content template is created and ready to edit and format. A rich text editor is available on all content blocks enabling content font type, color, size, orientation, styles, etc. to be customized for each individual block.

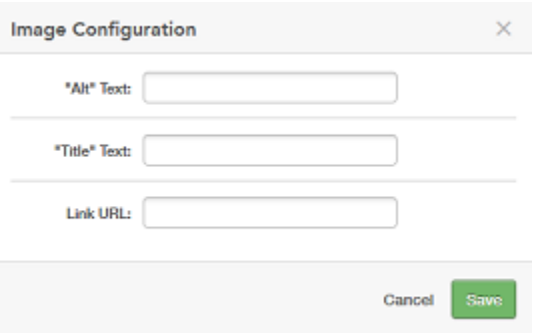


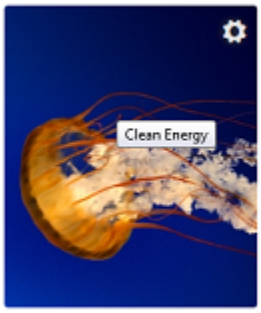
Images and Redirection Links

When you choose to create a content block that includes an image, clicking on the white space of the image displays upload options where you can select and crop the image. To keep a more concise and organized list of images, you can delete images by selecting the image in the list and pressing delete on the keyboard.

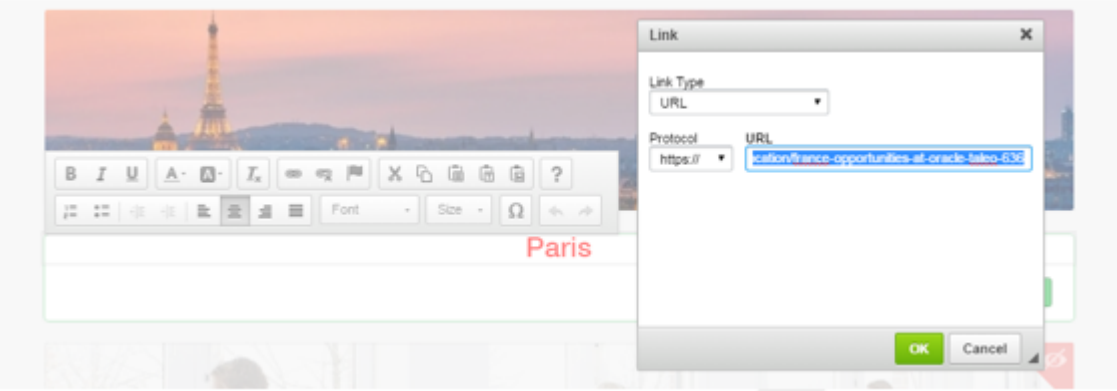


Clicking on the gear icon of the image enables you to configure the image to include hover text as well as embed a link within the image. A link could potentially be a URL to a specific Landing page or another site, so that clicking on the image would take users directly to that Landing page or site. The link embedded in an image will open a new tab in the user's browser.

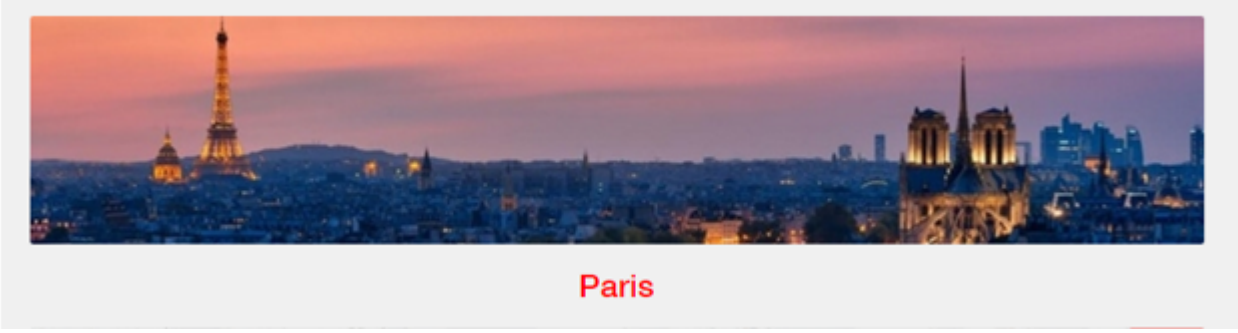




If you want to keep your user within the same tab, you can place a link using the rich text editor. A hyperlink in the text redirects the user to the URL set up within the same browser tab.



This example below is composed of one Image block with one Heading block placed beneath it. The link is placed on the Paris Heading block so that the Landing page for Paris will open within the same browser tab.



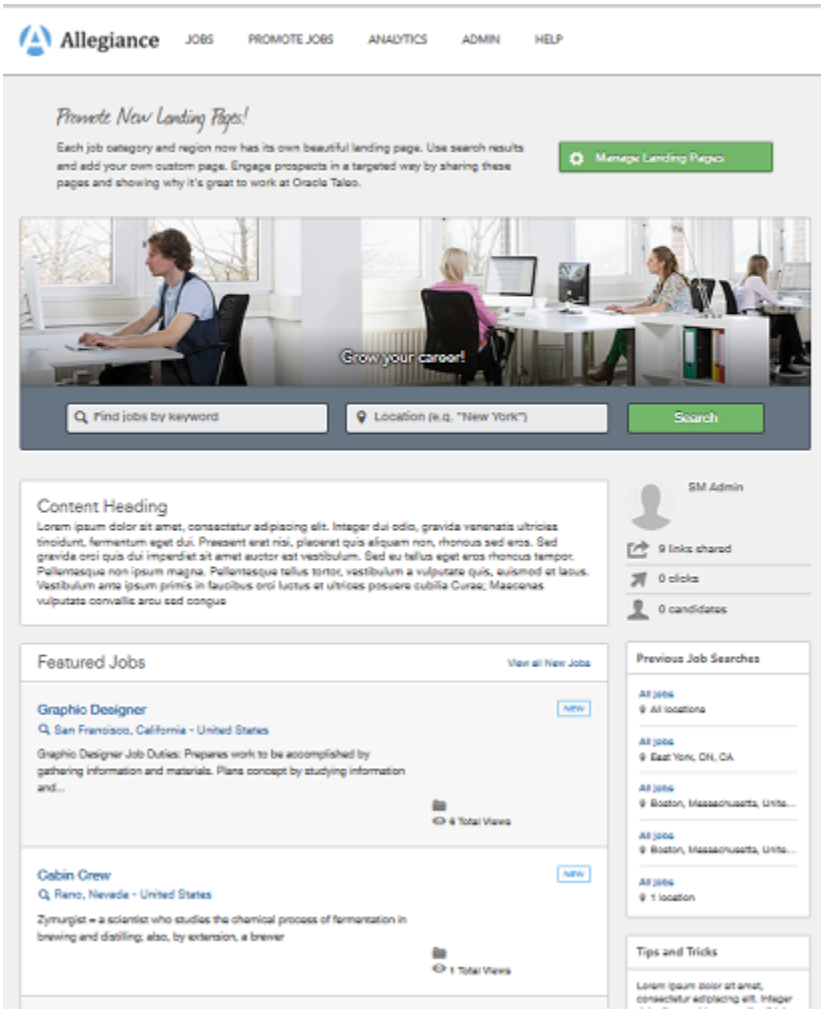
Once a new content block is added to a page it can be edited, moved, hidden or deleted.

Changes are saved as the user works and saves throughout the Site Editor. Flipping the blocks triggers a refresh that allows the user to see the content in the Site Builder mode, but these changes are not published to the live site until the user selects Publish.

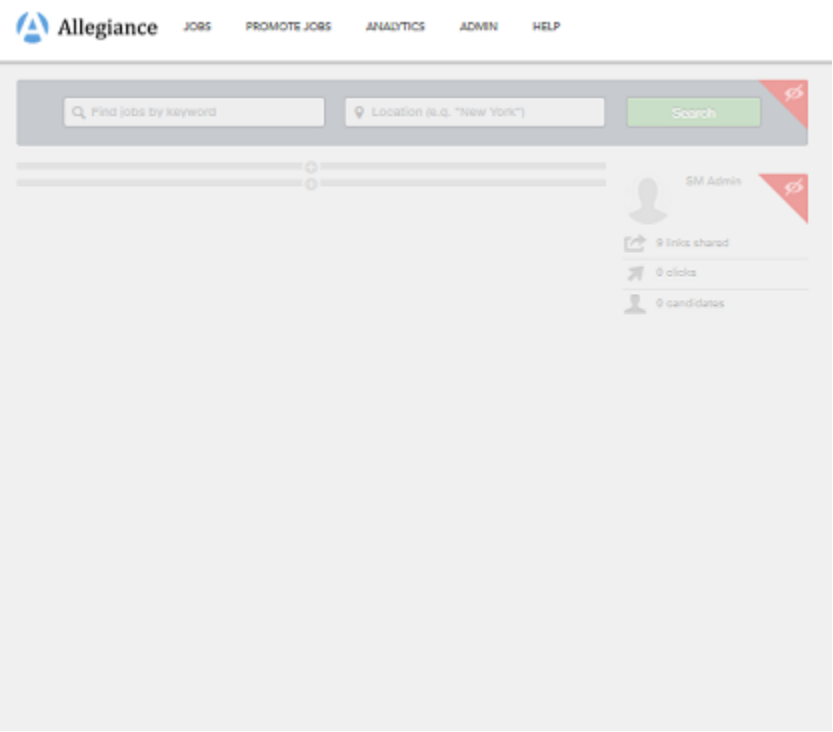
Deleting and Hiding Content Blocks

One of the benefits of this feature is the ability to create a clean site or whitespace where you can begin creating a customized site. This is accomplished by hiding or deleting content blocks and disabling modules. Disabling modules is detailed in the next section of this chapter.

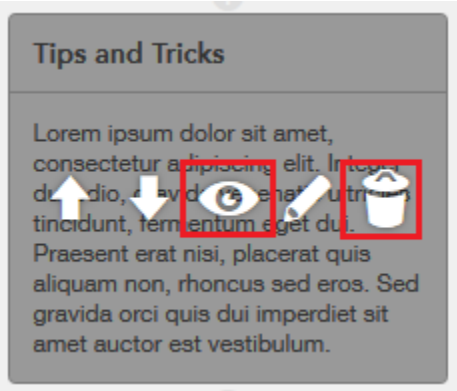
For example, the image below is an example of the default site accessed through Site Builder:



Very quickly the site shown above can be transformed into the site shown below with a few clicks.



To hide content, users click on the Eye icon. To delete content, users click on the Trash Can icon.



Note: Not all content blocks can be deleted. The option to delete the block depends on the placement and content contained in the block. Most blocks can be hidden.

While not a necessary starting point, users can continue to hide and disable content until they are left with a white space to begin their custom site if that's their preference.

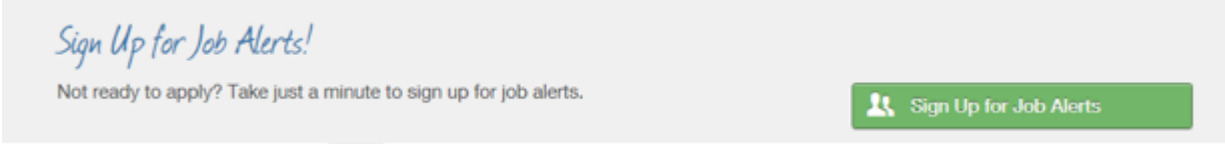
Modules

In addition to being comprised of pages (the Home page, Job Details page, Help page, Custom pages, Site pages and Landing pages), the default Sourcing site is also comprised of and delivered with modules. Modules are system delivered. What you see on Site Builder is an exhaustive list and while you cannot create additional modules, you can disable and enable and move them to customize the pages within your sites. Modules provide additional content and

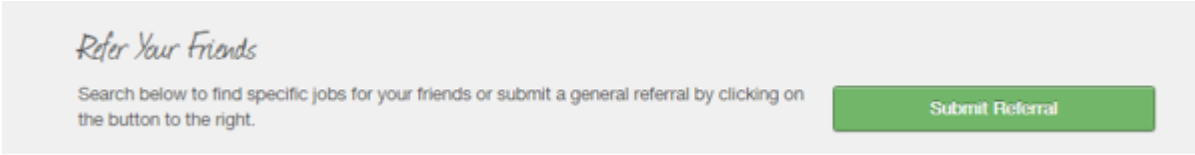
more configuration options for your site and can be used throughout its different pages. The default Sourcing site is delivered with the following modules:

- Promo - enables the management and creation of Landing pages and Widgets. This must be enabled to create Custom Combination Landing pages. The content displayed on this module depends on the user's profile.

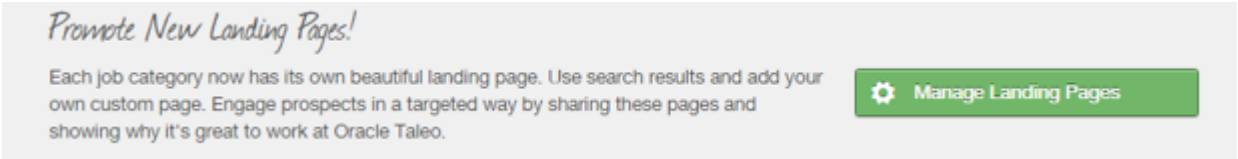
  External Candidate

  Employee

  Recruiter

  Which promo displays is determined by the following logic:

  if logged in user is an Admin show landing page promo

  else

  if site mode is REFERRALS ONLY or site mode is JOBS SITE PLUS REFERRALS if likely user isTrustedReferrer if taleoUploadFriendResumeEnabled show recommend friend promo

  else

  show facebook quickshare

  else

  if showJobAlertsPromo likely user show talent community promo

  isTrustedReferrer: determined by looking at the Property TrustedReferrer.RelationshipId

  taleoUploadFriendResumeEnabled is true if both Properties Taleo.EnterpriseEdition.enabled is true and Taleo.AllowGeneralCandidates is true

  showJobAlertsPromo is true if all of these are true:
  a. Job Alerts/Talent Community feature is enabled
  b. User is a not a trusted referrer

c. User hasn't already signed up for Job Alerts (don't show promo again if they have)
d. User is eligible to sign up for Job Alerts (either referred by a trusted referrer, or ANYONE if property ShowModule.TalentCommunityLimitAccess is disabled)

In config zone->Users: Trusted Referrer Relationship ID(s) determines who are considered trusted referrers.

10 - employee

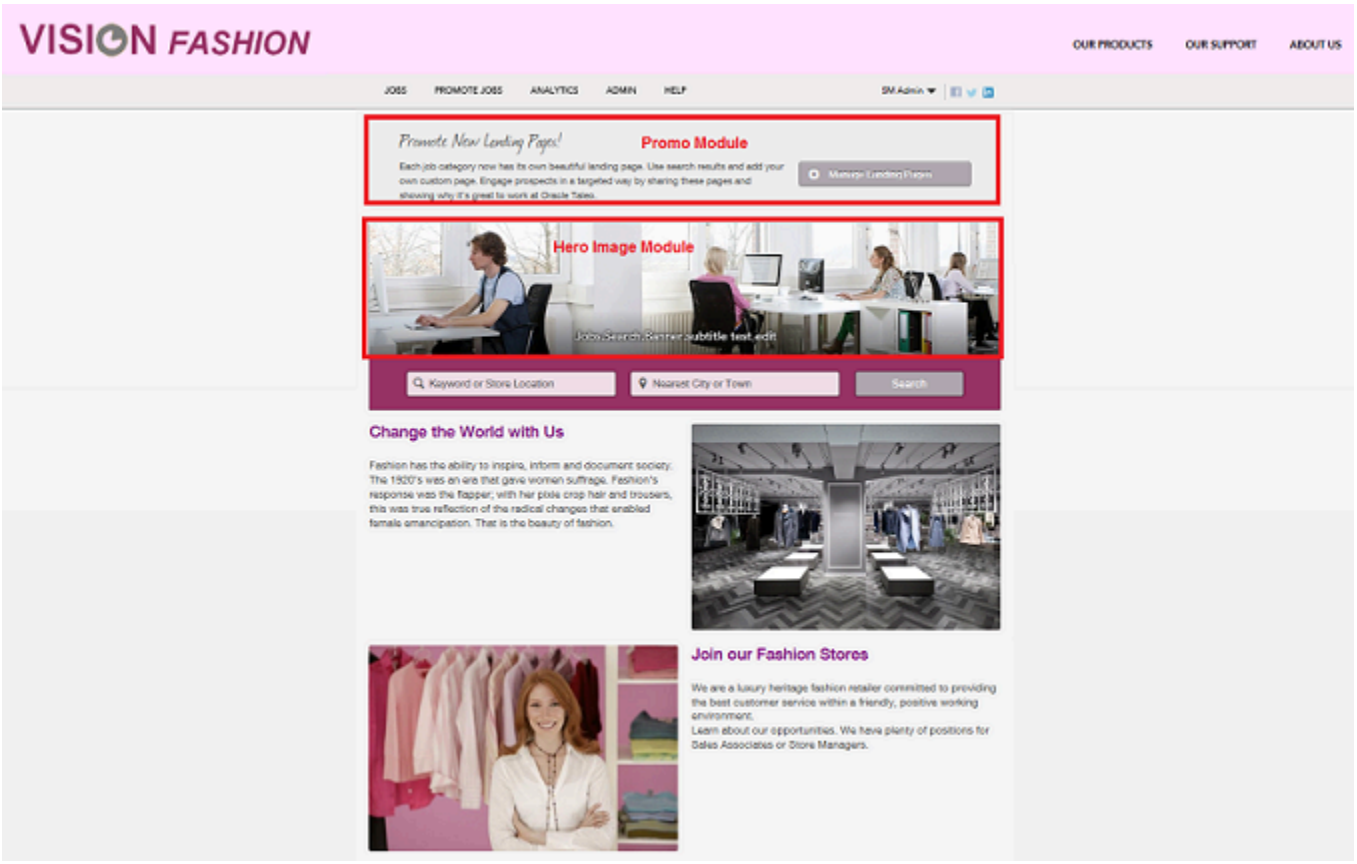
20 - alumni

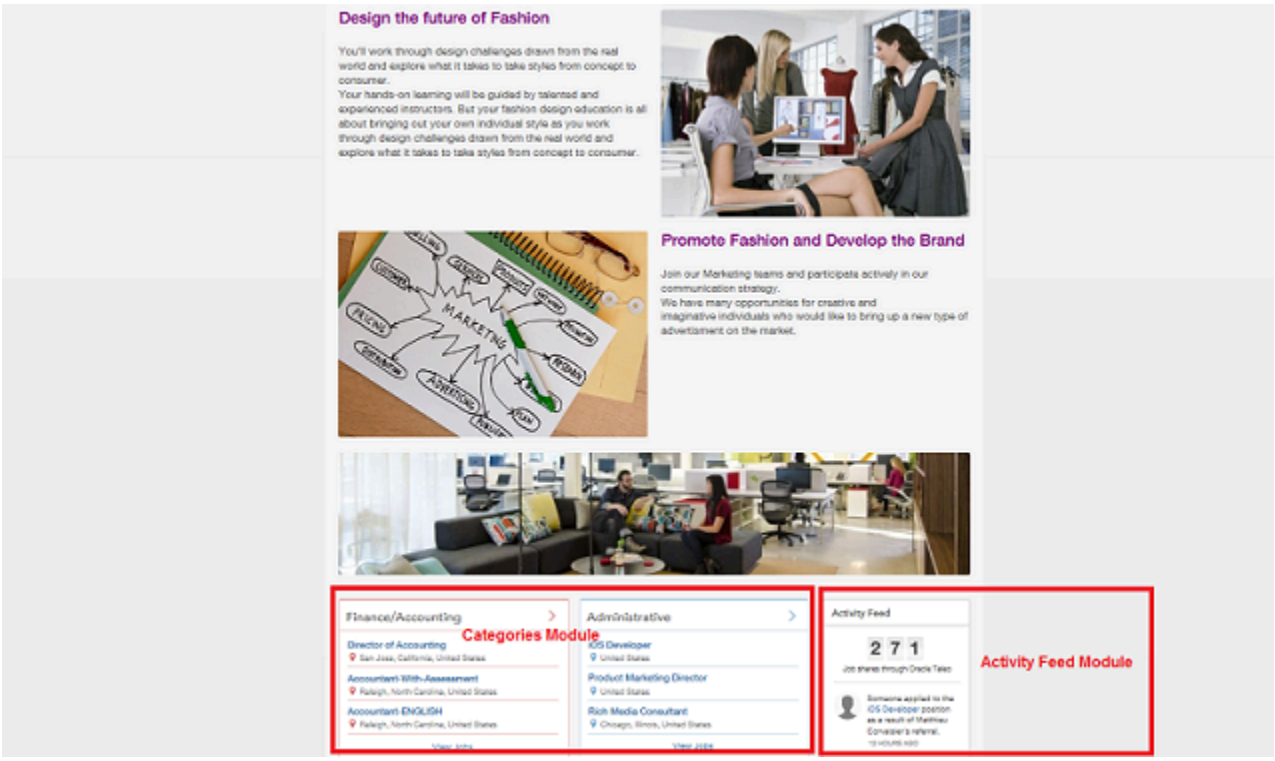
30 - other

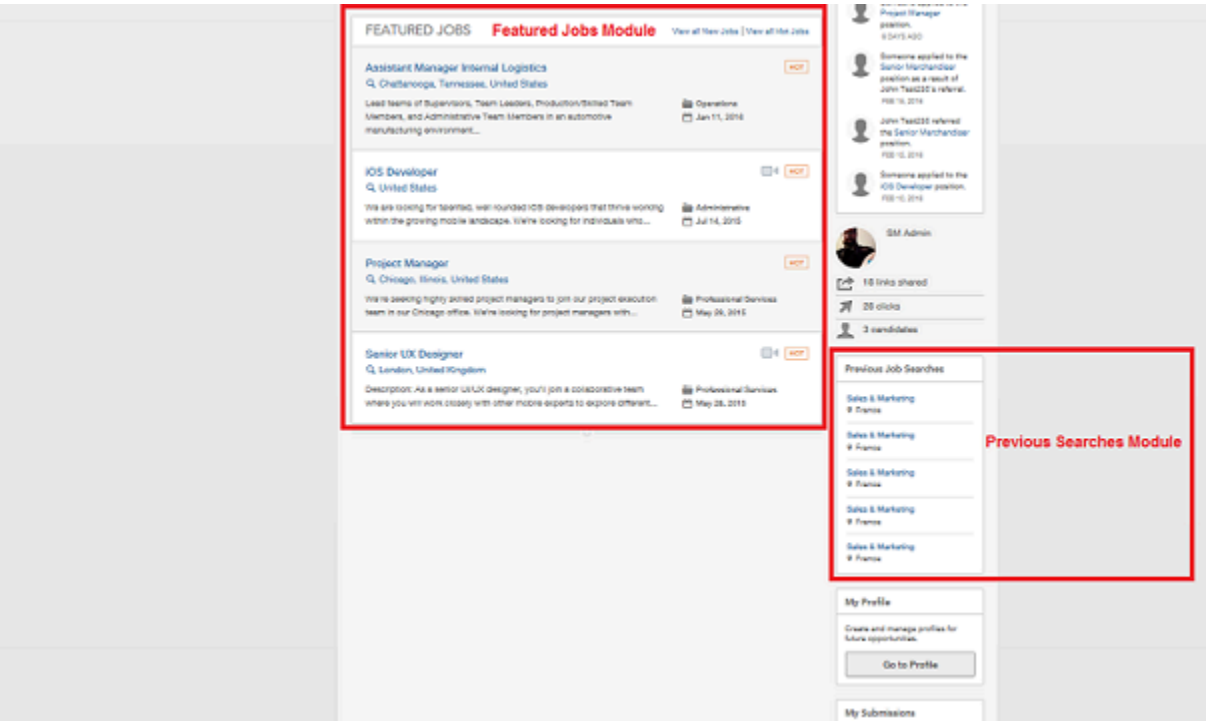
40 - referral

- Top Referrers
- Hero Image - the main image for your site.
- Previous Searches - displays the previous job searches performed.
- Categories - enables Landing page tile capabilities. This must be enabled for your Home page to display tiles.
- Share - only displays on Landing pages. It allows you to share the Landing page URL to Facebook, Twitter and LinkedIn with a single click.
- Social
- Featured Jobs - on the Home page only. Hot jobs and new jobs are listed.
- Hero Image - the main image for your site.
- Previous Searches - displays the previous job searches performed.
- Categories - enables Landing page tile capabilities. This must be enabled for your Home page to display tiles.
- Share - only displays on Landing pages. It allows you to share the Landing page URL to Facebook, Twitter and LinkedIn with a single click.
- Featured Jobs - on the Home page only. Hot jobs and new jobs are listed first with the most recent posting listed first and then in reverse chronological order. Also, the user's locale is taken into consideration and jobs that are within their vicinity are also listed here.
- Activity Feed - tracks and displays the activity on the site. Items included are which jobs have been applied to, which jobs have been referred, etc.
- Landing Page Image Blur - allows the image on the Landing pages to display blurred.

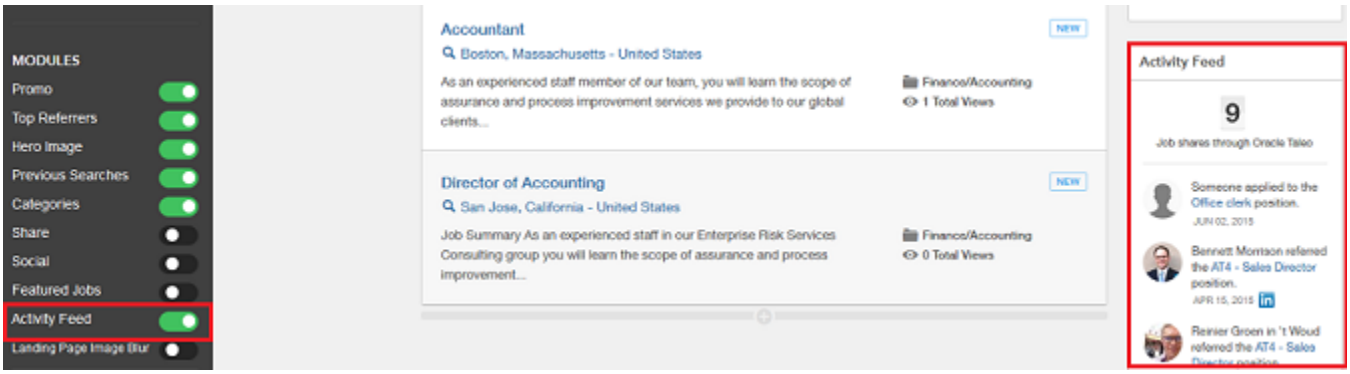
Modules displayed on the Home page:


VISION FASHION
OUR PRODUCTS
OUR SUPPORT
ABOUT US
JOBS
PROMOTE JOBS
ANALYTICS
ADMIN
HELP
Promote New Landing Pages!
Promo Module
Hero Image Module
Keyword or Store Location
Nearest City or Town
Search
Change the World with Us
Fashion has the ability to inspire, inform and document society. The 1920's was an era that gave women suffrage. Fashion's response was the flapper; with her pixie crop hair and trousers, this was true reflection of the radical changes that enabled female emancipation. That is the beauty of fashion.
Join our Fashion Stores
We are a luxury heritage fashion retailer committed to providing the best customer service within a friendly, positive working environment.
Learn about our opportunities. We have plenty of positions for Sales Associates or Store Managers.

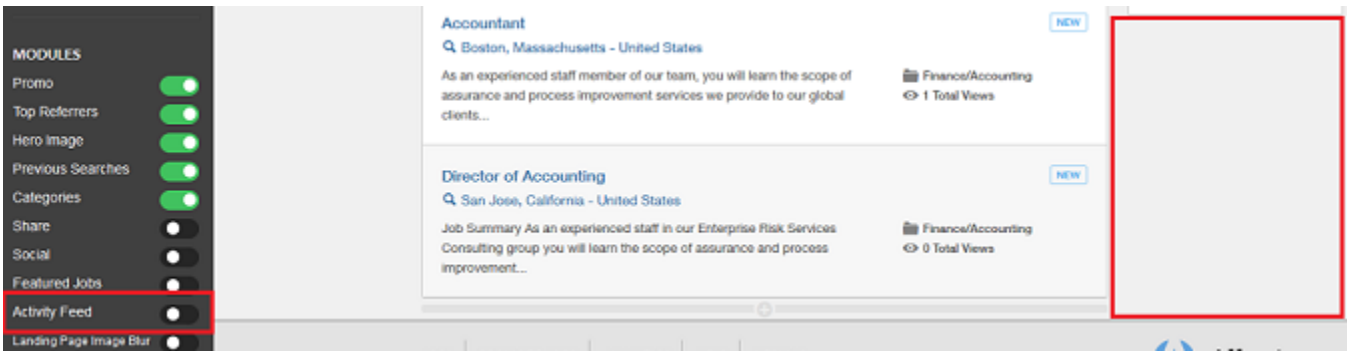

Design the future of Fashion
You'll work through design challenges drawn from the real world and explore what it takes to take styles from concept to consumer.
Your hands-on learning will be guided by talented and experienced instructors. But your fashion design education is all about bringing out your own individual style as you work through design challenges drawn from the real world and explore what it takes to take styles from concept to consumer.
Promote Fashion and Develop the Brand
Join our Marketing teams and participate actively in our communication strategy.
We have many opportunities for creative and imaginative individuals who would like to bring up a new type of advertisement on the market.
MARKETING
Finance/Accounting
Administrative
Categories Module
Activity Feed
271
Activity Feed Module



In the image below, the Activity Feed is displayed as you can see that it is toggled *on* in the Module menu.



In the image below, the Activity Feed is missing as it has been toggled *off*.



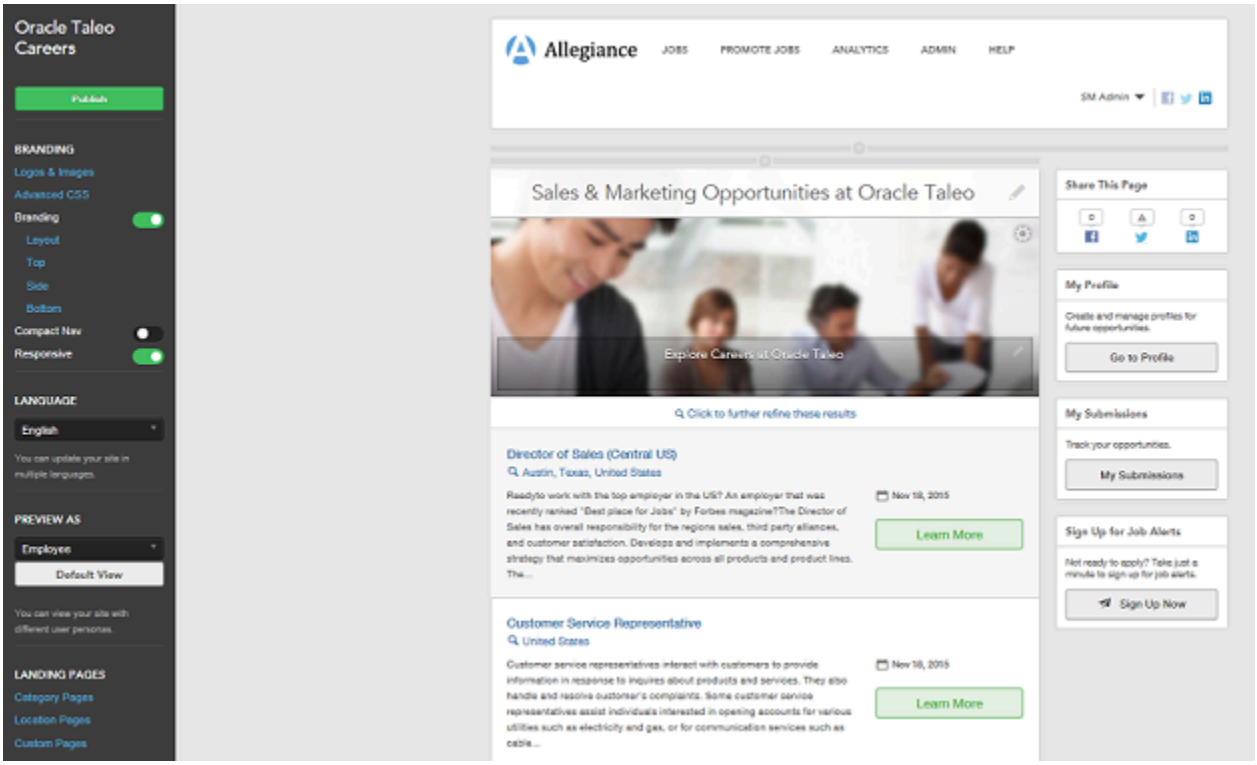
Landing Page Management and Landing Page Tiles

Although aspects of Landing Pages can be managed and maintained outside of Site Builder, the focus of this chapter is creating, managing and branding Landing pages within the context of Site Builder.

Location and Category Landing Pages

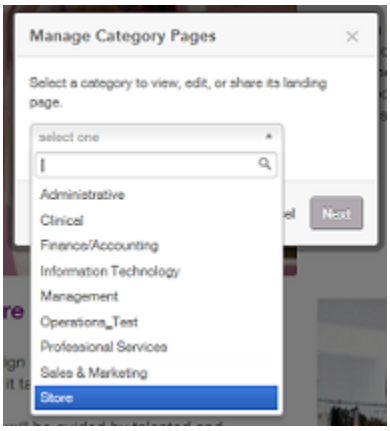
When Landing pages are enabled, Site Builder automatically populates and creates the Location and Category Landing pages. Administrators can then select any of those locations and categories from within Site Builder and customize and brand the associated Landing pages. An unlimited number of Landing pages may be created. As explained earlier in this document, the goal of a Landing page is to ease the navigation for users by targeting specific populations. For example, a Location Landing page could target the candidates that were interested in job opportunities in New York, whereas a Category Landing page could target the candidates that were interested in Retail Store opportunities. Landing pages take users directly to the information they're interested in; they do not have to look through the entire site for the opportunities in New York or for Retail Store opportunities; one click and they are there. Administrators can copy and email Landing page URLs or they can also post the Landing page URL to social media sites with one click using the Share module.

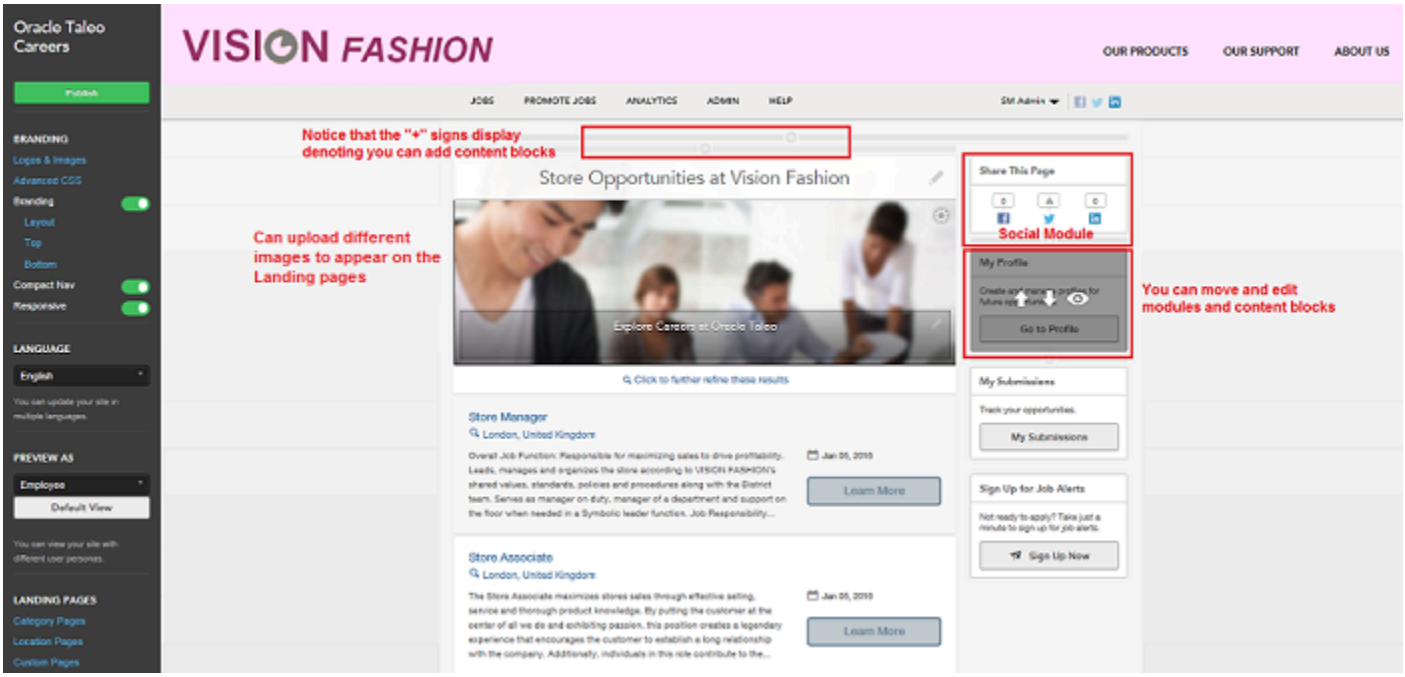
The image below is an example of how a default Category Landing page displays in Site Builder. Notice that the only jobs that are listed are those within the Sales and Marketing category.



If you are working with a site that you've branded, such as our example, Vision Fashion, the branding elements you've already established will be carried over to the Landing pages. You can then continue to customize your Landing pages by adding or removing content blocks, enabling and disabling modules, etc.

Path: ***[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site > [Landing Pages] > Category Pages***

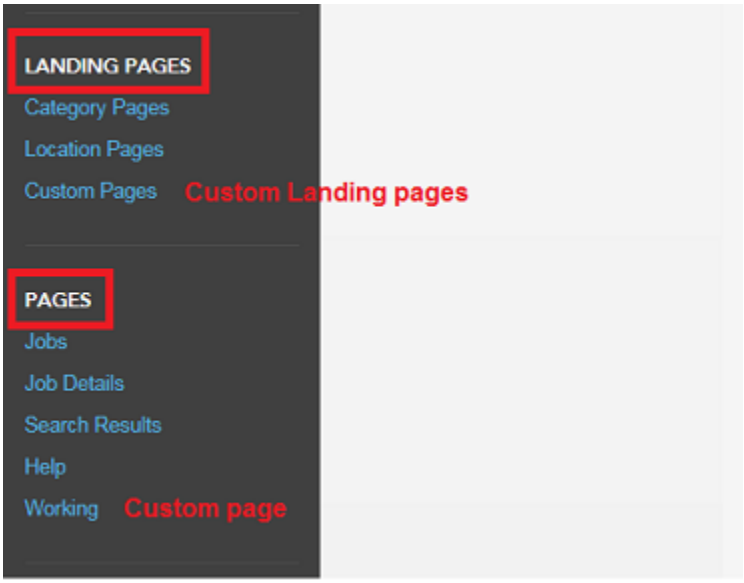




Custom Combination Landing Pages

A Custom Combination Landing page allows the combination of both category and location. For example, this may be useful if a company has many retail stores but wants to promote the jobs within a new store that is opening in a particular location. A Custom Landing page could gather all jobs that are store-related (category) in New York (location) only. The Promo module needs to be enabled to create Custom Combination Landing pages. Once it's enabled, be sure to Publish so that the change gets pushed to your site. Then, to create a Custom Landing page, perform a job search entering parameters for both category and location on your newly published site. Once you do this the *Create a Landing Page* button displays. Click this button and your new Landing page displays. You can then give your page a title and edit this page to your liking inside Site Builder. Once published, this Custom Landing page is available from within Site Builder as a choice under Landing Pages > Custom Pages.

Note: Your Custom Landing pages are referred to as *Custom Pages* under Landing Pages. This is different than the Custom pages that you may manage within your site. Custom pages are listed under your Pages in Site Builder.



Pinning Landing Page Tiles to the Home Page

If an organization chooses to use Landing page tiles on their Home page, Administrators can select which Category and Location Landing page tiles display by pinning tiles. Sourcing uses logic that places the tile with the highest number of **new** job openings first. There must be 3 new jobs for a tile to display. Then, if that requirement is met in more than one location or category, the tiles display in order of the number of jobs that are new. For example, if both Sales and Design have 10 open jobs, and 3 jobs in Sales are new and 6 jobs in Design are new, the Design tile is displayed first. Pinning Landing page tiles allows Administrators to override this existing logic.

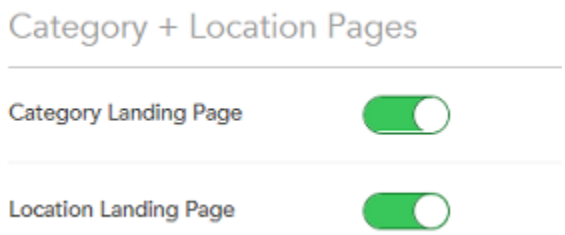
Pinning Category and Location tiles and overriding this logic is useful as an organization may, for example, always have a need for Engineers or Sales Managers, no matter if these categories have new jobs in them. Or, they may generally have a high demand for jobs in certain geographic locations. The ability to pin tiles to the Home page gives Sourcing users the benefit of highlighting particular areas of need in their organizations. These needs are displayed using tiles on the Home page, which then links users directly to the associated Landing pages.

When pinning Landing page tiles to the Home page, consider the following:

- If there are 3 open jobs, not just new jobs, in any category or location, the tile can be pinned.
- If a pinned tile has at least 3 open jobs, then it will display on the Home page; if not, it will stay hidden until there are enough jobs to populate a tile.
- A maximum of 6 tiles can be pinned.
- Unpinning the Landing page tile defaults it back to the original display logic.
- The tile in the upper left is generated by the current algorithm and persists. It cannot be edited; this is the anchor.
- If a candidate has selected preferences for specific job categories and locations, the tile will display according to their preferences if the 3 new jobs criteria is met.

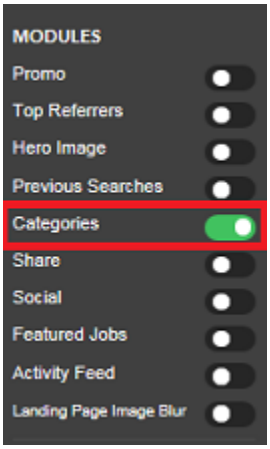
To be able to take advantage of pinning tiles, Landing pages must be enabled and you must select to have more than one tile displayed on your Home page. Both of these settings are in the *Site Settings* of your site.

Path: ***[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site Settings (Gear icon) > [Settings] > Category + Location Pages***

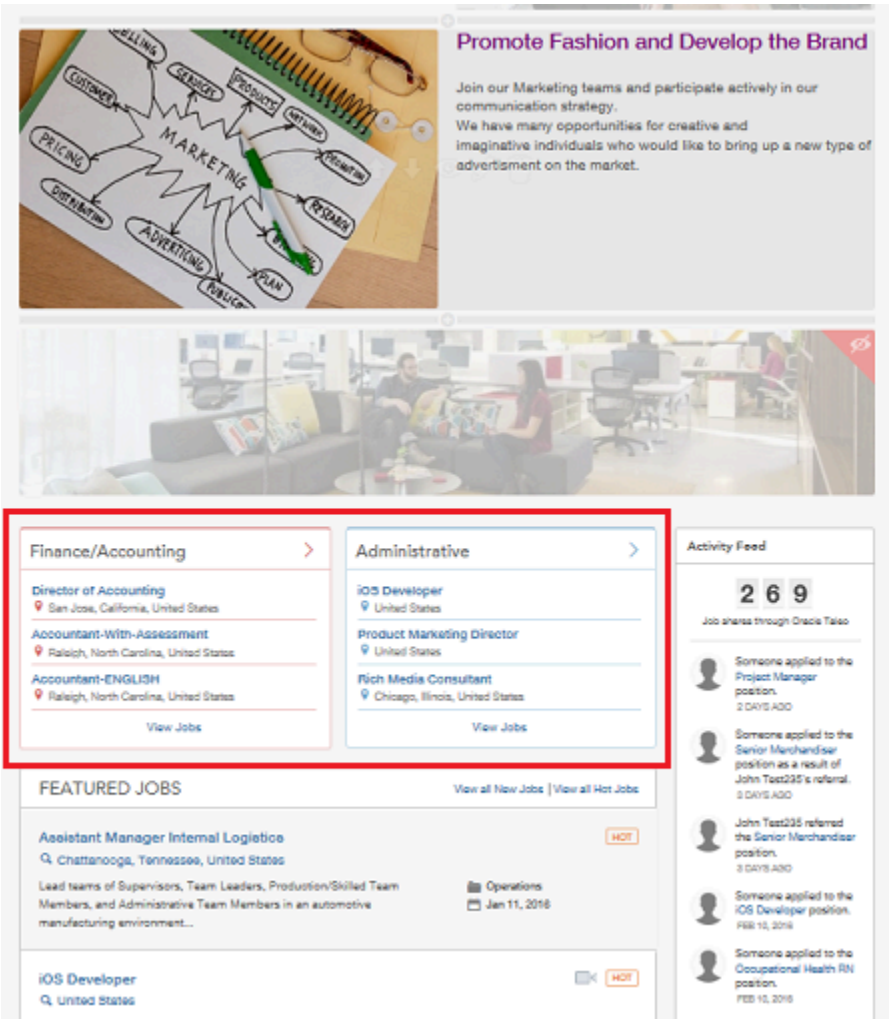


Path: ***[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site Settings (Gear icon) > [Settings] > Home Page***

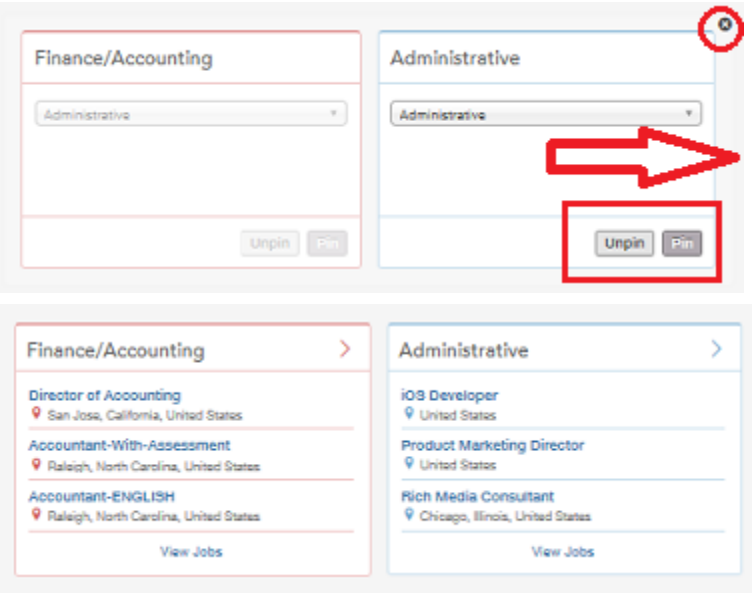
Also, for the tiles to display on the Home page, the Categories module must be enabled in the Site Builder.



The image shows two Category tiles.



When pinning tiles, flipping the page by clicking on the *X* triggers a refresh and allows users to see the new tiles in the Site Builder mode.



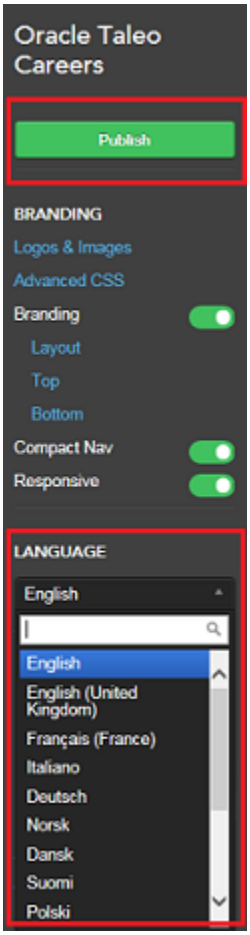
Language and Preview As

Administrators have the ability to preview and publish their sites in different languages and preview their sites using different user roles.

Language

As Administrators are building different sites using different languages, they can use the Language dropdown in the Site Builder to change the language in which the site is displayed. The language is changed based on the users selection and allows them to edit in that language. Changing the language using the Language menu only changes the site view; nothing is actually saved into the database until the site is published. When published, the language settings are pushed into the site dictionary, and the site is published in that language.

Path: ***[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site > Language***



Note: When Administrators change the display language and plan to publish the site in this language, the branding should also reflect the chosen language. Administrators should update the site-specific branding by manually updating the language in the top, side and bottom HTML areas. If no language-specific branding is specified, the site default language branding is displayed.

Preview As

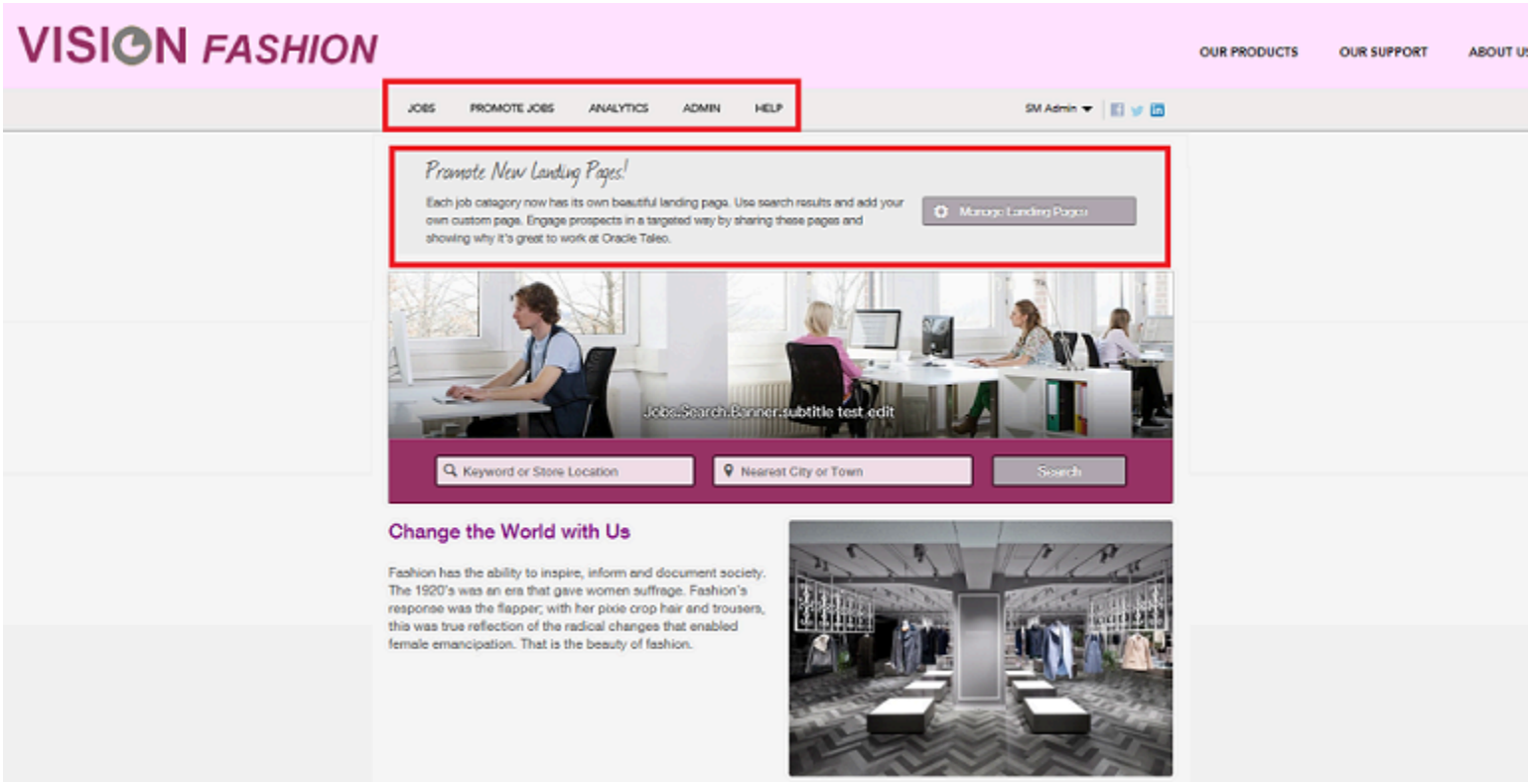
Administrators can apply different user roles in the Site Builder to see how the site displays to the different users. Different modules and content are presented depending on what permissions the user role grants.
Administrators can toggle between the following user roles:

- Administrator
- External Candidate
- Employee
- Referral

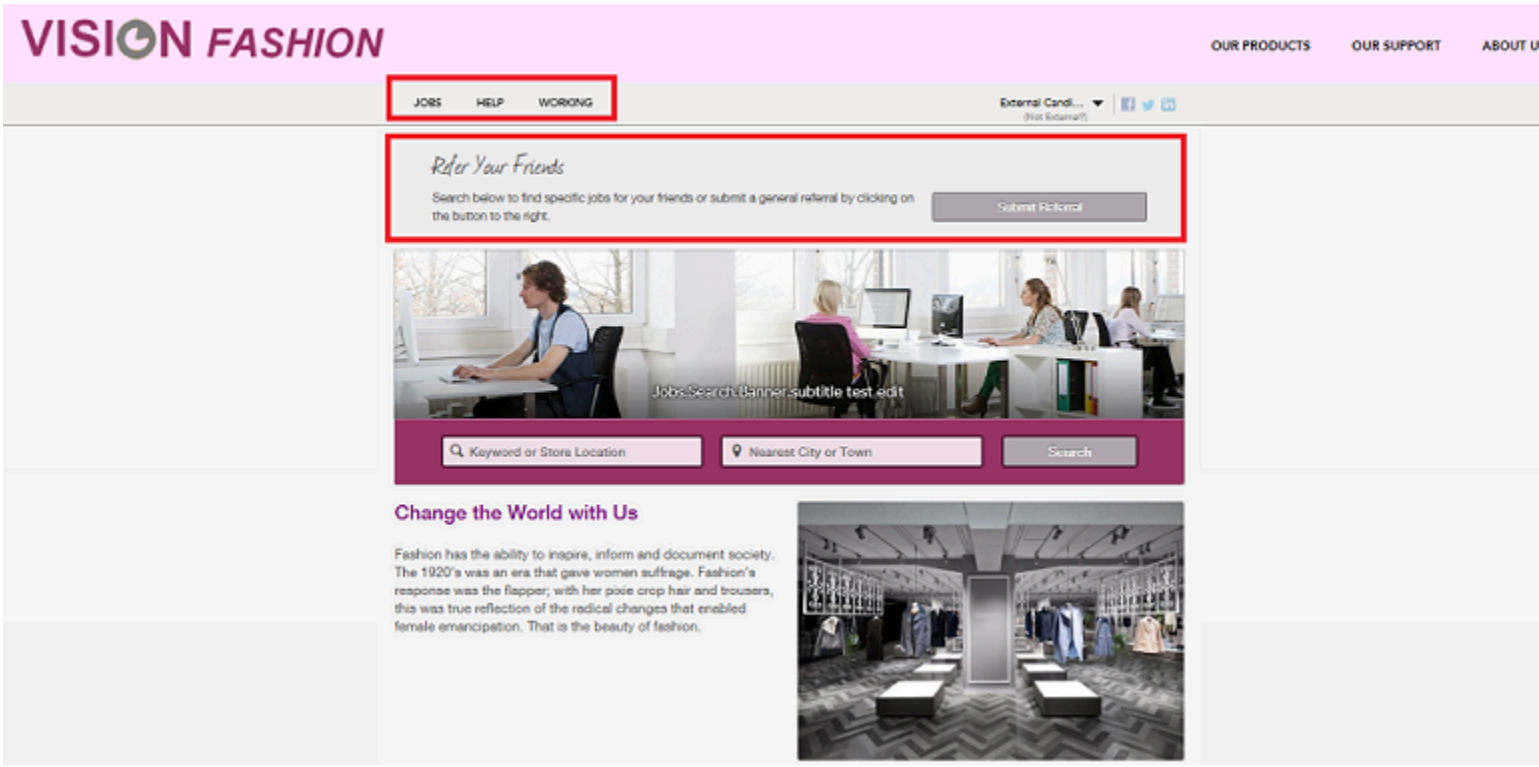
Selecting *Default View* returns the view to the Administrator role.

Path: ***[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site > Preview As***

The image below shows the Vision Fashion site as viewed by an Administrator.



The image below shows the Vision Fashion site as viewed by an External Candidate.



Advanced Branding

Branding refers to the different colors, fonts, images, logos, content, etc. that appear on a site. Generally speaking, established, well-known organizations have some colors and fonts that we tend to associate with them. For a newer organization that's trying to establish their brand, brand consistency is key; something that their customers come to identify them with. For this reason, it's recommended that some time and consideration be spent on branding.

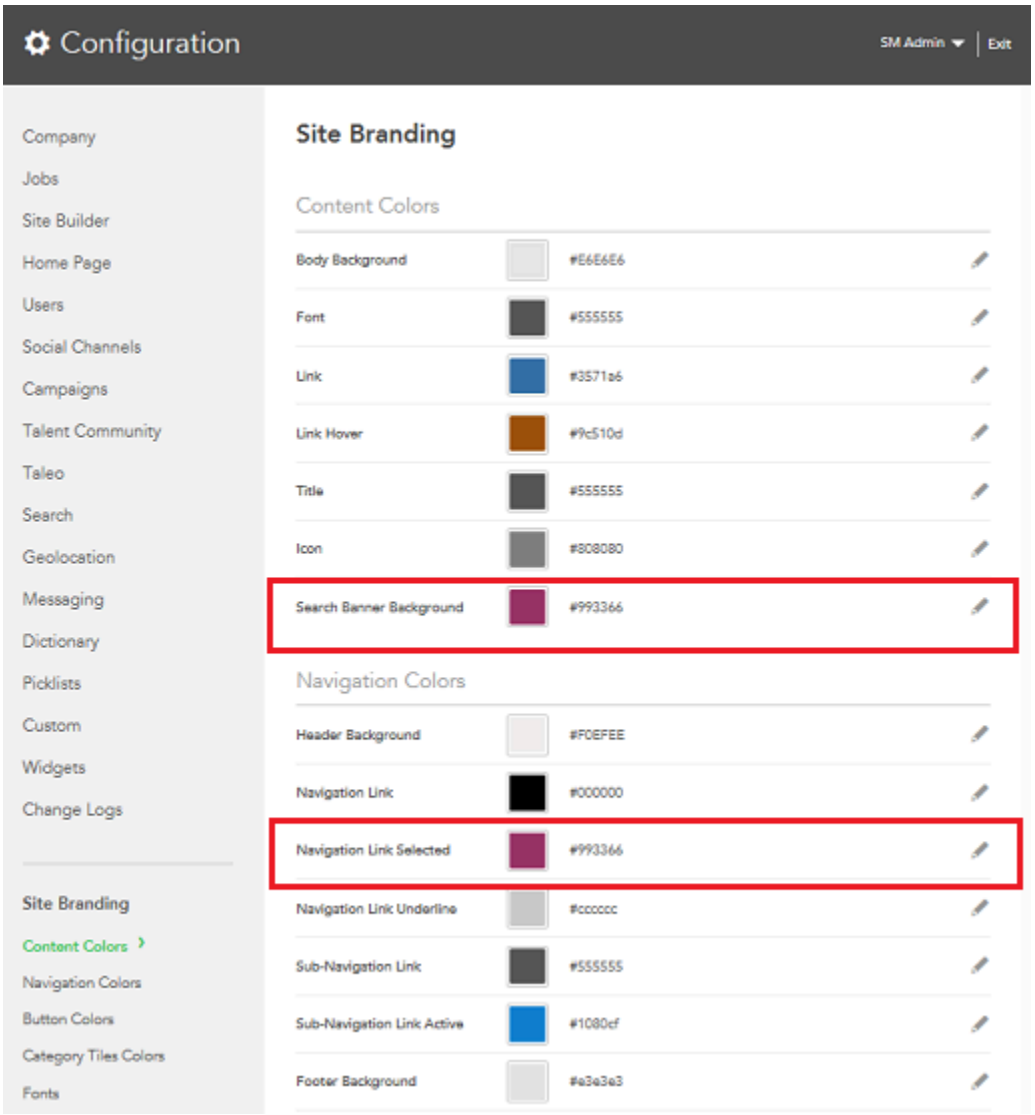
Each site is controlled and configured independently which means that branding can be customized from site to site; each site can have its own unique look, feel and branding. This should be taken into consideration upon beginning to build your sites using the Site Builder. Something as simple as the font color can help identify an organization and either differentiate or assimilate brands.

There are two different places in Site Builder that you're able to edit your site branding: Edit Site Branding and Edit Site which are both accessed from the Configuration > Site Builder menu.

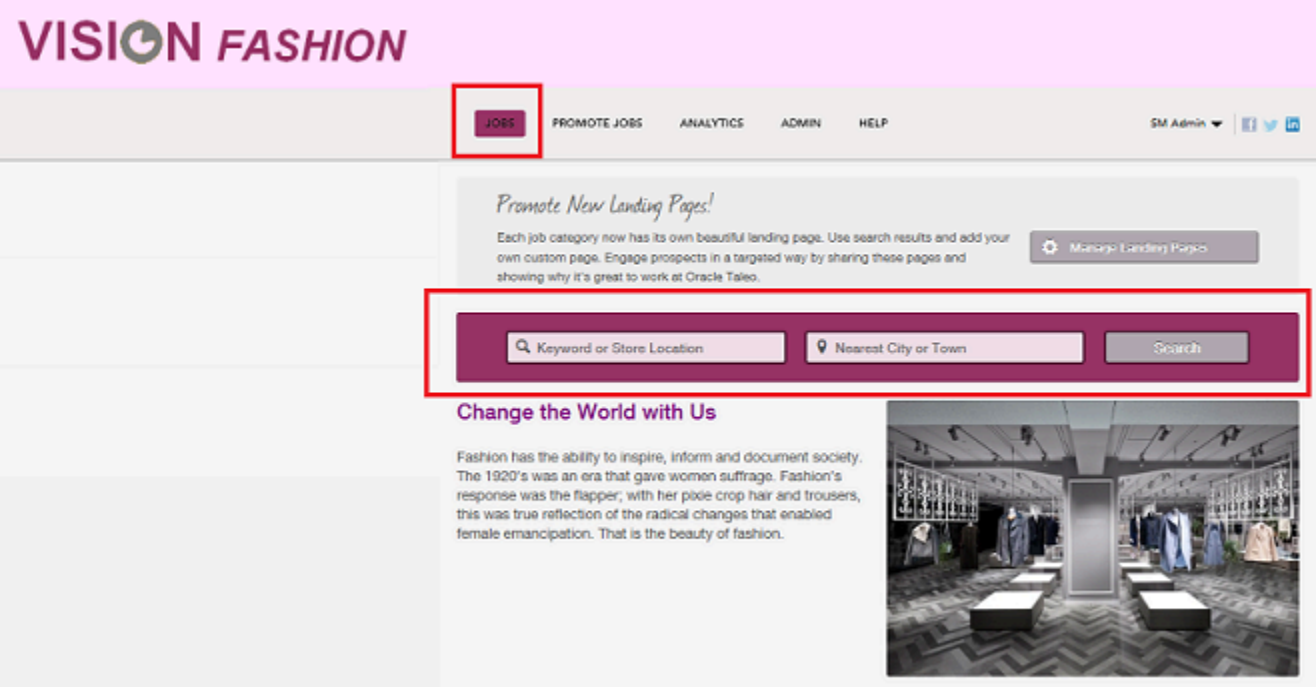
Edit Site Branding

When accessing *Edit Site Branding* from the Site Builder, there are 5 areas of customization available: Content Colors, Navigation Colors, Button Colors, Category Tiles Colors and Fonts.

Path: ***[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site Branding*** (paint brush icon)



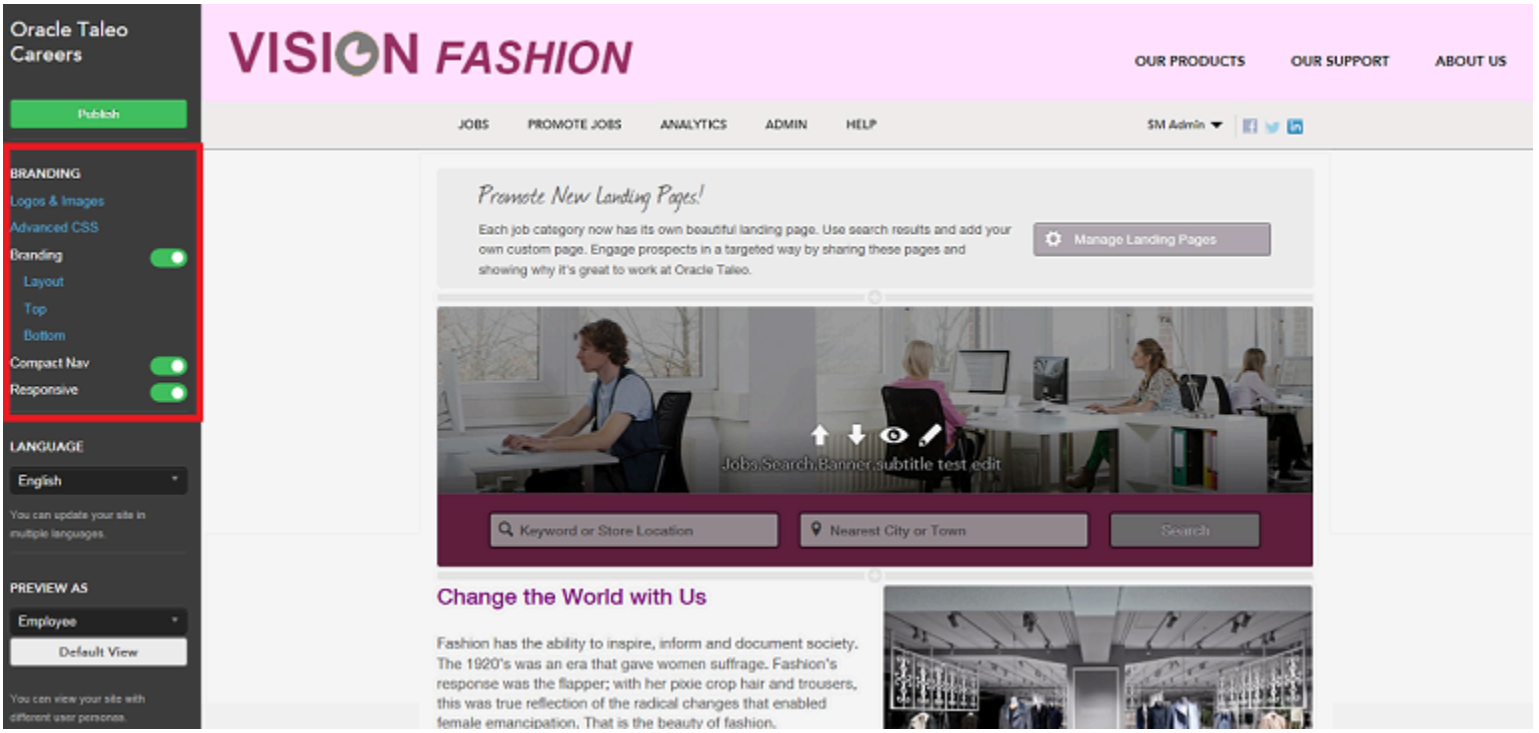
In the image above, you can see that the *Search Banner Background* and *Navigation Link Selected* are Vision Fashion's signature magenta shade in the Site Branding. Each of these settings are site-specific allowing companies to use different colors and fonts for each site. The desired colors should be entered as a hexadecimal value. In the image below, you can see how those color choices translate on the site.



Edit Site

When you open a site in Site Builder, you're presented with a Branding section. The elements contained within this section work together and affect each other.

Path: ***[Sourcing] Login as Administrator > Configuration > Site Builder > Edit Site*** (screen icon)



Advanced CSS

The Edit Site Branding described in the previous section is the user-friendly way of updating your style sheets. If you want something beyond what's delivered, then you have the option of entering HTML here in the Advanced CSS section of the Branding area in Site Builder. This allows the ability for Administrators to use their own buttons, fonts, etc. that are not delivered in Edit Site Branding. A list of custom styles can be created and then must be referred to in the Branding HTML.

Uploading Custom Fonts

Administrators can upload custom fonts in the same way they upload images. To upload a custom font:

1. Temporarily insert a content block using a template that has an image.
2. Click the image button to select an image to upload. Instead of uploading an image, upload a font.
3. Delete the temporarily inserted content block.

4. Add advanced CSS to configure the custom font family.

   The following code should be used as a guide and added to the Advanced CSS panel in Site Builder (Site Builder > Edit Site > [Branding] > Advanced CSS):

   @font-face {

   font-family: 'FONT NAME HERE'; (example, "Arial", "MyFont", "Helvetica")

   src: url('FONT_URL.eot');

   src: url('FONT_URL.eot?#iefix') format('embedded-opentype'),

   url('FONT_URL.woff') format('woff'),

   url('FONT_URL.ttf') format('truetype'),

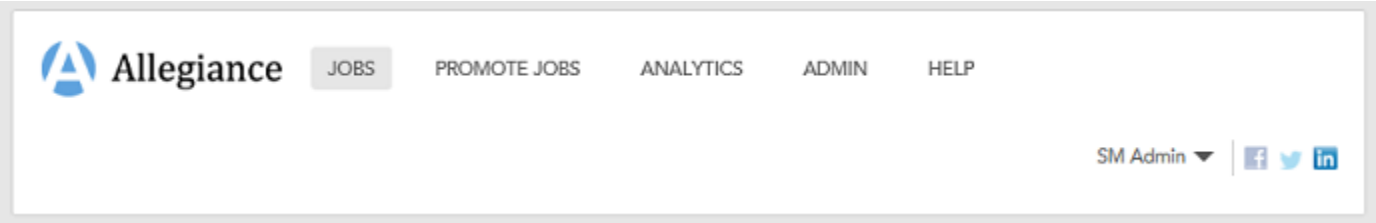
   url('FONT_URL.svg#FONT_NAME_HERE') format('svg');
5. For the path to the uploaded fonts, ensure the path set in the Advanced CSS matches the path in the CKFinder window. This can be confirmed by right-clicking on an existing image file (in the same folder) in CKFinder and selecting View, then right-clicking on the image and selecting Open in New Tab.
6. Configure custom font as Body Text Normal. Save the Advanced CSS and publish the site.
7. Navigate to Edit Site Branding for your site and add your font name to the Fonts section under Body Text Normal.

   Your custom font is available to use in the Edit Site Branding area of Site Builder.

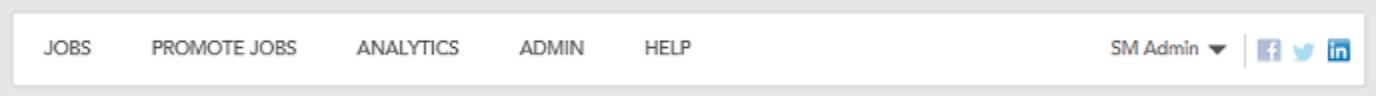
Logos and Images and Compact Nav

The Logos and Images section of the Branding area is where images are uploaded, stored and managed for the site; your default site will be pre-populated with images, but any image can be uploaded to be made available in the navigation on the site. Also stored here are the images that are attached to social media outlets. For example, if you share a Landing page URL on Facebook, you can upload an image here that will display with the URL. Logos and Images works in conjunction with the Compact Nav setting. If an organization is satisfied with the default images and logos and does not wish to include their logo in the Branding header, then the logo will display in the same area as the navigation. In this case, the Compact Nav setting should be disabled as when the Compact Nav is enabled, the logo does not display in the navigation area.

The image below shows the header of the default site with the Compact Nav setting disabled and no HTML entered into the Branding Top area:



Now let's look at what happens when we enable the Compact Nav setting, again with no HTML entered into the Branding Top area:



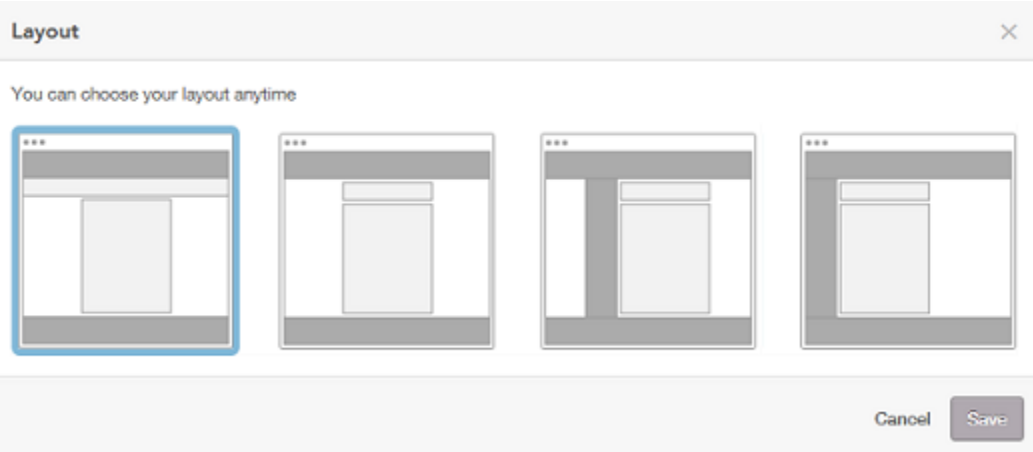
Notice that in the image above, the logo is gone and the navigation is on the same line as the user login and social media icons reducing the area of real estate that the header takes up on the page. This is to lend a bit more space on the header to allow an organization to brand the header with their own colors, logos and images.

The image below is the result of branding the default site to use Vision Fashion's brand:

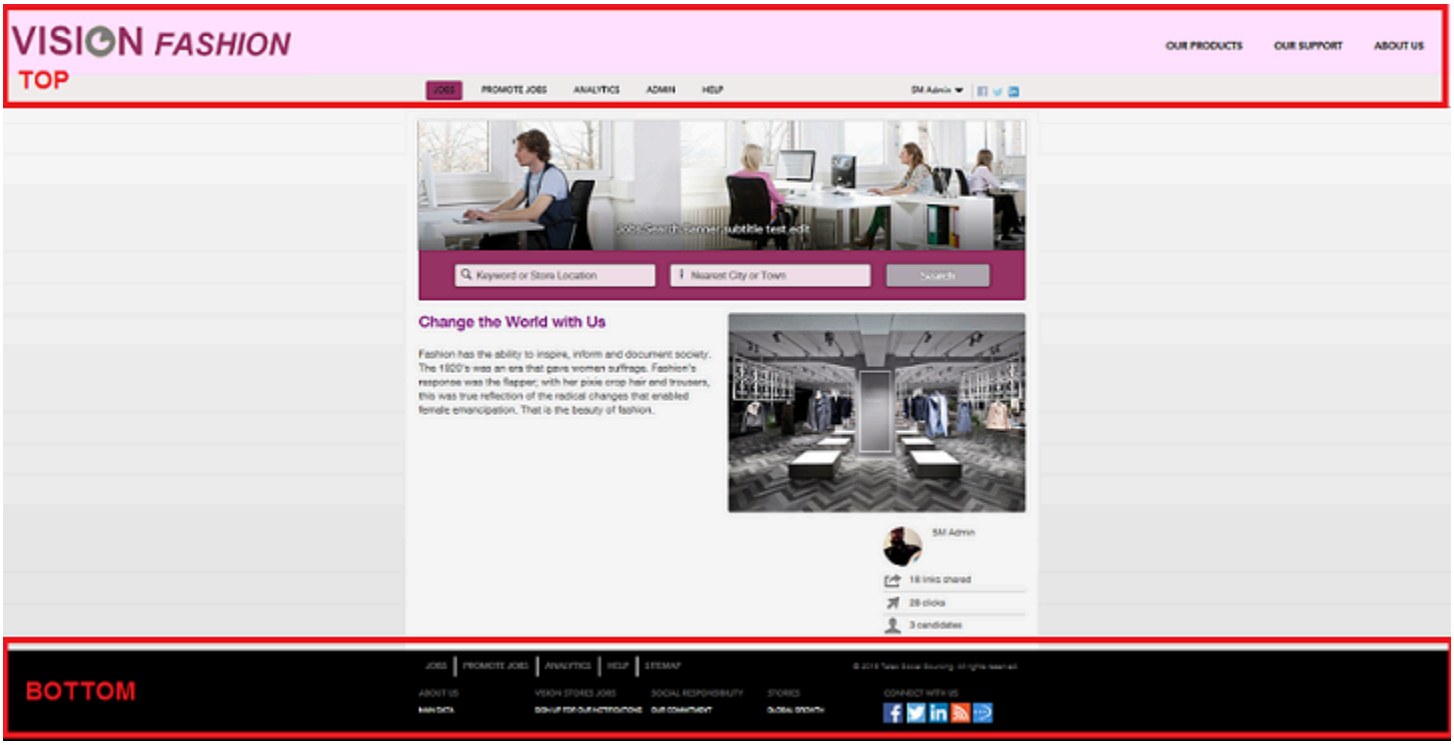
To display the logo as it is in the header above for Vision Fashion, Compact Nav was enabled and HTML was entered into the Top Branding area.

Layout, Top and Bottom

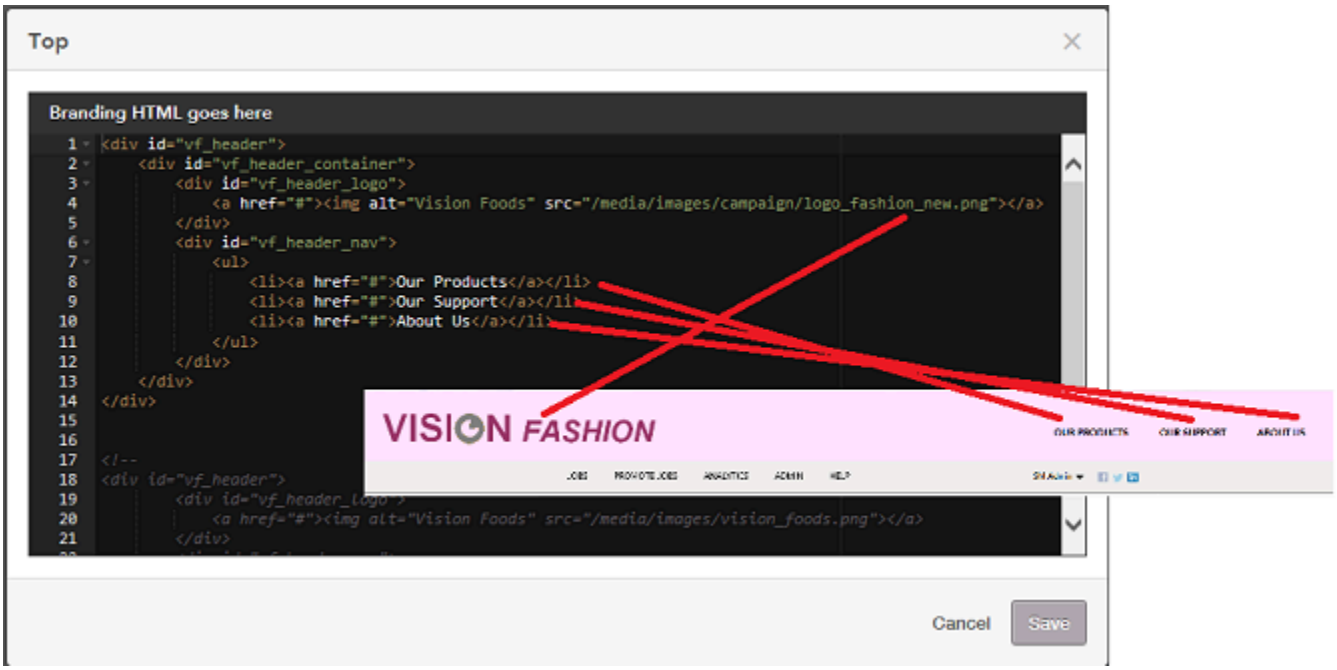
When the Branding setting is enabled, Layout and Top, Side (if you choose a layout that includes a Side) and Bottom display. Layout determines how your site displays its content. You can choose to have just a Top (Header) and Bottom (Footer) or a layout that has a Top, Bottom and Side.



Vision Fashion uses a layout with only a Top and Bottom:



When you select Top, Side or Bottom under Branding, a Branding HTML window opens allowing Administrators to enter branded HTML for the Top (Header), Side and Bottom (Footer) of their sites. The image below shows how what's entered into the Top Branding HTML translates into the header for the Vision Fashion site.



Note: The branding HTML should be entered in the language that's desired for the entire site. While Site Builder allows Administrators to select the language their site is to render in, the HTML must be edited manually to allow for site language changes.

Responsive

Sourcing optimizes its rendering no matter the device used to access it. The Responsive toggle allows the Administrator to indicate whether Responsive Design HTML was used when branding the site. If Responsive Design was used then the Responsive setting should be enabled. If Responsive Design was not used then the setting should be disabled to allow Sourcing to compensate and render the branding appropriately on the different devices.

User Cookie Acceptance

The Display Cookie Acceptance setting enables Administrators to either advise job seekers on the site's use of cookies or to require job seekers to agree to the site's use of cookies prior to using their jobs site.

The configuration setting allows Administrators to select whether to display the Cookie Blocking Modal, the Cookie Advisory Banner or no cookie policy information at all. The Advisory Banner is informational so users may dismiss the banner and will be able to continue with all actions on the site. The Blocking Modal forces agreement. The user will not be able to continue using the site unless they click Accept. If users dismiss the banner or agree to the modal, another cookie is loaded and the banner or modal will not show again for that site. However, if cookies are cleared from a device, the previously dismissed banner or previously agreed to modal will reappear. All of these actions are site-specific.

At upgrade the Display Cookie Acceptance setting is set to *None.* Administrators can choose to display either the Advisory Banner or the Blocking Modal by accessing the Site Builder's configuration and clicking the Gear icon next to the site that is to be configured. Administrators click the Pencil icon next to the Display Cookie Acceptance setting and select either the Advisory Banner or Blocking Modal.

9 Dictionary Configuration

Dictionary Configuration Settings

Dictionary Overview

The dictionary is a powerful tool that allows you to control most of the text displayed or sent to users. It supports customization per site and per language. You can search for entries in the dictionary by entering a tag name or portion of the tag name in the Tag Name field, or by entering a word in the Tag Value field. For example, if you enter Candidate in the Tag Value field and click search, all the text and labels that contain Candidate will be returned in your search results. Clicking on Download Translations will extract all tags and their content in all supported languages. Clicking on Download Exceptions extracts all tags that have been modified. The dictionary does not support upload of translations or customizations.

Note: Text and labels created with Site Builder are not editable using the dictionary.

Dictionary Reports

Dictionary reports are available to administrators for use when either translating a site or auditing it for policy reasons.

They provide the ability to download all the text for a site that could be shown to a job seeker or employee. You can provide the reports to a third-party translator to get translated, or an auditor to ensure that the messages on the site meet organizational policies.

The reports are generated in Excel (CSV) format. They include tags that are for site text, email messages, error messages, apply modals, referral messages, user messages and help messages. They exclude configuration area elements.

The settings for the dictionary reports are in the Configuration area's Dictionary section. There are links to download two reports:

- Translations
- Exceptions

The Translations report includes:

- A list of dictionary tag names.
- The Data Class (Exception or Default).

- Time stamps of when the tags where last rendered.
- All language translations for a tag, downloaded in separate columns for each translation.
- Client exceptions.
- Where there isn't a translation exception, the corresponding field is blank.

The Exceptions report includes:

- A list of tag IDs.
- With the corresponding tag name.
- Locale ID.
- Tag value.

Configuration

Configuration settings for this feature are listed in the following table.

Settings	
Name	**Location**
• Download Translations • Download Exceptions	**[Sourcing] Administrator login > User Settings (Name) > Configuration > Dictionary > [Dictionary Download]**

Email Message Editor

The Email Editor (or Composer) provides recruiters the ability to set up and edit emails for marketing campaigns, allowing them to create well-designed and engaging emails for candidates and employees.

Administrators can turn the Email Editor on and off in the Configuration area's Messaging section, with the Use Composer setting. The default is Off. If the setting is On, when a recruiter is performing the Compose Message Step in setting up a campaign, and begins editing an email message in the Campaigns tab, a modal appears providing the option of using either the Modern or Classic version of the message template:

- **Classic -** Has a heading, salutation, body text containing a list of jobs, complimentary close and identification. For each job in the list the message provides the job title (as a link to job details), location and job category.
- **Modern -** Has all the same elements as Classic. In addition, more information is provided about each listed job: a video indicator, Hot and New job tags, job description introductory text, the posting date, and a View and Recommend button.

The Email Message Editor provides recruiters features such as:

- An improved message previewer, with the body section displaying the whole message.
- Email sections that are empowered as blocks; which can be added, moved or deleted.
- A standard block display that, when you hover over or tab into a block, highlights it with a border and gives it a light gray background.

- A control panel that displays on the right side of a content block when you hover over or tab into the block. It contains buttons to move the block up or down in the message, or remove it from the message.
- Action to move away from a block hides the control panel and restores the block to its preview state.
- Rich-text editing capability (in an HTML editor) which opens when you click into a content block.
- HTML editor functionality (such as font characteristics, lists, colors, spacing, alignment and more) varies depending on the block type being edited (Smart, Text or Image) .
- Functions to import images into blocks and crop them.

When a recruiter is working in an updated Sourcing zone, existing emails in all campaigns in the zone will continue to work:

- All existing campaigns (created prior to upgrade to release 14B) continue to be accessible from the "Manage Campaigns" pages, load up with the final message editing/scheduling step (including all saved data), can be edited using the legacy capabilities, and function as they normally do (e.g. when choosing templates, editing text, scheduling and sending, etc.).
- All newly-created campaigns with a messaging component (beginning with release 14B) load up the new Email Editor. Accessing these new campaigns afterwards also loads up the Email Editor.

Configuration

Configuration settings for this feature are listed in the following table.

Settings	
Name	**Location**
Use Composer	Configuration area > Messaging > Broadcast Messaging

10 Security Configuration

Security Overview

The Security configuration module enables Administrators to configure security settings related to password formats, single sign-on (SSO), and session timeout.

The following sections are available in the Security module:

- Password Settings
- Session Timeout Security Settings
- SSO/SAML Settings (OIF)
- Security Settings

Single Sign-On (SSO)

Sourcing supports Single Sign-On (SSO) as an option for a customers' employees to gain access to the application from within their network without the need for credentials. This means an SSO process for employees to access Sourcing from the customers' network, not SSO between Sourcing and other applications.

Customers can select one of six values to automatically populate the SSOID with data from the Employee Connector from Recruiting. The chosen value from Recruiting will populate or re-map the SSOID in Sourcing. This allows easier deployment of Single Sign-On, and more choices in implementation.

Customers must choose a single value from the following list of six:

- Email
- Personal Email Address
- Corporate Email Address
- SmartOrg Username
- Candidate Username
- Employee ID

Additional implementation by Oracle is required to implement the above so please create a Service Request and contact your Oracle services or support representative for details.

Another setting, SSO Exit URL, allows Administrators to enter a configurable Exit URL. Employees who are authenticated through SSO can be directed to a specific destination page via the Exit URL when they terminate their session. Using this configurable Exit URL also ensures that employees only use the site in the authenticated state.

Note: The SSO Exit URL setting accepts a single value which is applied to all users terminating sessions from SSO.

Native SSO

Native Single Sign-On (SSO) replaces the legacy SSO allowing the SSO flow directly into Sourcing. You'll need to make some configuration changes both in Sourcing as well as the Identity Provider (IDP) application on your infrastructure.

To set up native SSO:

Begin in Sourcing:

1. Navigate to Sourcing > Configuration > Security > SSO/SAML Settings (OIF).
2. Confirm that the SSO Enabled setting is enabled.
3. Confirm that the Legacy SSO setting is enabled.
4. Contact your IDP Administrator and ask for your Metadata URL.
5. In the IDP Metadata URL setting, enter the Metadata URL given to you by your IDP Administrator. If a valid URL is entered, the metadata will appear in the IDP Metadata setting. You can manually enter or edit the metadata in this setting as needed.
6. Click Generate SP Metadata in the SP Metadata setting. An XML file with Service Provider (SP) metadata for the Sourcing application will be downloaded. Note that this SP Metadata is specific to each zone. Separate SP Metadata needs to be generated for staging and production zones.

   Now in your IDP application:
7. The SP Metadata xml file from Step 6 above must be uploaded to the IDP. Please contact your IDP Administrator as needed.

   If the SSO Administrator adds a new federation to the customer's IDP, then the SSO remains operable until the cutover is made in Step 9.

   If the SSO Administrator replaces the federation on the customer's IDP with a new one, then the SSO becomes inoperable until the cutover is made in Step 9.
8. Your IDP-initiated SSO URL needs to reference the new federations created in Step 9. This URL string for the modification comes from your IDP.

   Note: This step, Step 8, is only applicable if you have an IDP-initiated flow from your Internet Service Provider (ISP) to Sourcing. If you have only an ISP-initiated flow from your IDP to Sourcing, you can skip this step. Please contact your SSO Administrator for information if you need to understand the difference between these two.

   Lastly, back to Sourcing:
9. Disable the Legacy SSO setting. You're all set. Once you disable the Legacy SSO, you'll be using your newly configured Native SSO.

User Session Timeout

There are two configuration settings, Session Maximum Inactive Interval (seconds) and Session Timeout Reminder Interval (seconds), that allow Administrators to expire a user's login session after a particular time period of browser inactivity.

When a user abandons their session without terminating their login session, the session will be terminated unless action is taken by the user. A warning modal displays to the user advising them that their session will be terminated within a particular time period unless they extend their session by clicking OK on the modal. Clicking OK dismisses the modal and resets the timers. If no action is taken, the session terminates within the time configured by the Administrator.

The feature is enabled at upgrade and cannot be disabled; a positive integer must be entered in both configurations. The delivered default value for the Session Maximum Inactive Interval is 1800 seconds. The delivered default value for the Session Timeout Reminder Interval is 1500 seconds.

Prevent Sign Up with Company Email Domain

A setting, Allow new user Sign Up with company Email Domain, enables Administrators to allow or prevent the creation of new users using the company email domain.

This configuration option allows Administrators to prevent users from registering as new users using email addresses which include the customer's corporate email domain, which would mark that user as an employee. This feature closes a backdoor which permitted non employees to view jobs posted only internally.

Messaging and error handling informs users that a company domain cannot be entered into the Email field (when the setting is disabled). Users will be informed that this is an invalid action when they attempt to enter a company domain in the following areas:

- Sign Up for Job Alerts
- Sign Up (Referral Only mode)
- Settings page
- Apply modal
- Upload Friend's Resume

The Allow new user Sign Up with company Email Domain setting has two configuration options. They are:

- Enabled (On) – Allows creation of new system users with addresses using the company email domain.
- Disabled (Off) – Does not allow creation of new system users with email addressed using the company email domain.

Note:

- Loaded employees still use the Sign Up button to claim their account for first time use.
- Disabling this setting is recommended for customers where all employees are in the system already and where there is no use case where an employee should need to register as a new user.

11 Configuration Settings

Configuration Settings

Company Configuration Settings

The Company configuration section provides access to settings relating to the general organization, product application, URLs, front-end support and Google analytics for the site.

Configuration

Settings for the Company configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Company > General	
Client Name	The client name (e.g., Vision).
Program Name	The client's name for their jobs and/or referral program (e.g., Vision Sourcing).
Client ID	The client ID unique to every client.
Client Code	The three letter internal code unique to this client.
Configuration > Company > Application	
Application Version	The product version the site was last updated with.
Launch Date	The date on which your career site or referral program officially launched, in mm/dd/yyyy format. Set by the project manager, it is the start date for all analytics.
Site Mode	Select from these options: • Jobs - As a job site Sourcing does not have any of the job sharing and referral features. It functions as a portal for external candidates to look for jobs, apply, and review their profile and submissions in TE. • Referrals - In referral mode an internal user also sees all the job sharing and referral features. • Jobs and Referrals - A hybrid setting that allows a dual experience, as a job site to an external job seeker, and as a referral site for an internal employee.
Site Preference	Select from these options: • Employee Only - Sourcing serves as an internal employee job site. • Alumni Only - Sourcing serves as an alumni job site.

Settings	
Name	**Description**
	• Hybrid - Sourcing serves as both an internal employee and an alumni job site.
Active Locales	Enable which translations are made available to users.
Default Locales	The default locale (and by extension, language and date format) used throughout the application.
Reset Site	Reset all services and refresh all caches for this application.
Configuration > Company > Company URLs	
Global Vanity Domains	Vanity domains for this site, complete with "www." (or subdomain) prefix and separated by pipe characters. (Vanity domains are specific URLs set up to reflect your company's name. Using them helps prevent users from knowing, from the URL, they have left your company's site and are on the Sourcing hosted site.)
Email Domains	Comma separated list of domains used in email addresses by current employees.
Internal Career Site URL	Sets the internal career site URL.
External Career Site URL	Sets the external career site URL.
Alumni Site URL	Sets the alumni site URL.
Alumni Site Profile Edit URL	Sets the URL for the alumni site's profile edit.
Configuration > Company > Front End Support	
Support Email Enabled	Enables a Contact Us support email link to show to users in the application; in standard messaging, error notifications and help text.
Support Email Address	Sets the company support email address provided to users.
Configuration > Company > Google Analytics	
Google Analytics ID	Enables entry of a customer site-specific code to track in Google Analytics.
Google Analytics Dashboard	Click here to open the Google Analytics dashboard.

Jobs Configuration Settings

The Jobs configuration section provides access to settings relating to the general display, application process, applicant tracking system, recommendations and endorsements, jobs search filter, "New" flags, bonus display, and internal facing fields and jobs display.

Configuration

Settings for the Jobs configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Jobs > General	
Display Preferences	Set the three toggles: 1. Post Date. 2. Total Views. 3. Requisition Number. At least one field must be enabled.
Configuration > Jobs > Apply	
View Type	Selects the type of job application handoff process. ATS (applicant tracking system), Taleo, Upload Resume, Taleo Direct Internal, Taleo Direct External.)
Redirect Text Enabled	Show explanatory text to the user within the apply modal, informing them that they are about to be redirected to an ATS, eRecruitment platform or related site, to continue the application process.
Redirect Text	Enables the Redirect Text function.
Join Talent Community Checkbox	Enables the Sign Up for Job Alerts button.
Allow Employees to Apply	Enables employees to apply for jobs.
Allow Employees to Sign Up for Job Alerts	Determines whether the *Allow Employees to Sign Up for Job Alerts* checkbox displays on the *Apply for this Job* modal.
Employee Apply Prevention Message	Sets message for employee application prevention.
Employee Apply Redirect Message	Sets message for employee apply redirect.
Notify Starred Recruiters on Job Apply	When a user begins an application to a particular job, notify recruiters that have starred that job. Starring a job allows a recruiter to take ownership and receive activity alerts.
Allow "Remember Me" in Login	Enables the Remember Me checkbox on the login.
Job Apply Additional Fields	Sets any additional fields for the apply tray.
Prefer Original Referrer	If multiple referrers exist for a given application, favor the original referrer over others.
Capture Identification from Applicants	Allows Administrators to hide the apply modal from recognized users.
Configuration > Jobs > ATS Parameters	
Default Value	Enter the default ATS URL.
Unaffiliated Value	Enter the unaffiliated ATS URL.
Source Parameter Value	Enter the source parameter value.
Alumnus Applicant Value	Enter the ATS URL for when the applicant is an alumnus. (For example, http://sample.url/job?src=OTH-10300.)
Employee Applicant Value	Enter the ATS URL for when the applicant is an employee. (For example, http://sample.url/job?src=UNS-10260.)
Unaffiliated Applicant Value	Enter the ATS URL for when the applicant is unaffiliated.
Referred by Alumnus Value	Enter the ATS URL for when the applicant is referred by an alumnus. (For example, http://sample.url/job?src=REF-10280.)
Referred by Employee Value	Enter the ATS URL for when the applicant is referred by an employee.
Referred by Unaffiliated Value	Enter the ATS URL for when the applicant is referred by unaffiliated.

Settings	
Name	**Description**
Configuration > Jobs > Recommend	
Default Subject	Enter default subject text for job recommendation.
Default Message	Enter default message text for job recommendation.
Show Recommend Button to Trusted Referrers Only	Enables Recommend button for Trusted Referrers only.
Endorsements	Enables endorsement emails to referrers asking for information as to why they are referring particular candidates. (Also see the additional endorsement message settings for Recruiters, Starred Recruiters and Common Email Address, in the Messaging Configuration chapter of this guide.)
Configuration > Jobs > Filters	
ATS Filter	Enables ATS Status and Status Date columns in the Referrer Activity/Candidates modal. Displays the ATS Status values that are loaded with ATS Status feed.
ATS Default Status ID	If ATS Filter is enabled, displays this status for applications by default, if an updated status from the ATS has not yet been uploaded.
Show Hot Jobs Filter to Employees	Enables display to employees of filter for flagged Hot Jobs, which are jobs prioritized by Oracle Taleo recruiters.
Show Hot Jobs Filter to Candidates	Enables display to candidates of filter for flagged Hot Jobs, which are jobs prioritized by Oracle Taleo recruiters.
Configuration > Jobs > New Flags	
New Job Date Range	The number of days after a job is uploaded during which it is considered new.
Show New Flags to External Users	Enables display to external users of flagged New jobs, which are jobs posted within the New Job Date Range value.
Show New Flags to Trusted Referrers	Enables display to trusted referrers of flagged New jobs, which are jobs posted within the New Job Date Range value.
Configuration > Jobs > Bonus	
Show Eligibility	Enables display of referrer bonus eligibility on job description.
Show Amount	Enables display of referrer bonus amount on job description.
Configuration > Jobs > Internal Information	
Additional Information	Enables display of Additional Information section on job description.
Hiring Manager	Enables display of hiring manager on job description.
Internal Contact Name	Enables display of internal contact name on job description.
Internal Contact Email	Enables display of internal contact email address on job description.
Maximum Salary	Enables display of maximum salary on job description.
Minimum Salary	Enables display of minimum salary on job description.
Midpoint Salary	Enables display of midpoint salary on job description.

Settings	
Name	**Description**
Internal Only Jobs	Enables display of Internal Only jobs.

Site Builder Configuration Settings

The Site Builder configuration section provides access to settings relating to the ability to create multiple new sites related to the organization's main site, see a list of all sites in the organization's implementation, edit site-specific settings, edit site branding, and edit site pages.

Configuration

Settings for the Site Builder configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Site Builder > All Sites	
Create New Site	Allows entry of a new site name and site URL path to create a site based on the default site. Once the name and path are saved the site appears in the list of existing sites, and the Site Builder tools can be used to complete the editing and customization of the site.
List of Existing Sites	Allows viewing and editing of existing sites in your implementation.
Site Name and URL Link	Allows viewing of an existing site's name, and opening of the site to see it in deployed mode, respectively.
Configuration > Site Builder > Edit Site Settings	
General	
Program Name	The client's name for their jobs and/or referral program (e.g., Vision Sourcing).
Short Name	The client's short name for their jobs and/or referral program (e.g., Vision).
Site Mode	Select from Jobs, Referrals, or Jobs and Referrals.
Referral Only Authentication Display	Enables Administrators to hide the Sign Up and Sign In buttons that display on sites configured as Referral Only. This setting only impacts sites with Site Mode configured as Referral Only. Sites with Site Mode configured as Job Site Only or Job Site and Referral are not impacted by this setting.
Site Vanity Domains	Customers with multiple brand identities, aligned to unique sites in Sourcing, can configure a vanity URL for each site here.
Google Analytics ID	Enables entry of customer site specific Google Analytics code to track site activity in Google Analytics. When code is present here, it appears in source code for front-end (e.g., Portal or Home) pages to enable Google Analytics tracking.

Settings	
Name	**Description**
Google Analytics Dashboard	Use the link stating "Click here to open Google Analytics dashboard" to access the site's Google Analytics dashboard.
Category and Location Pages	
Category Landing Page	Enables landing pages based on job categories.
Location Landing Page	Enables landing pages based on job locations.
Enable State/Prov. Pages	Enables location landing pages based on states and provinces. A list of countries displays. For each country a counter shows the number of states or provinces enabled as landing pages, and the total number of states or provinces. Click on a country name to open a list of the states or provinces for the country. Use the toggle to enable or disable the landing page for each state or province.
Jobs	
Filter Jobs by Country	Select which countries to include in the jobs for this site.
Filter Jobs by Company	Select which companies to include in the jobs for this site.
Filter Jobs by Career Section	Select which career sections to include in the jobs for this site.
Reload Job Results	Reload job listings in all relevant landing pages. Reload this page to update Location Landing pages (above).
Upload Friend's Resume	Available to trusted referrers only. User has the ability to upload a friend's resume.
Country Filter	Enables country facet in jobs search, campaign creations and country filter in analytics.
Display Country After Location	Enables display of Country after Location on Job Details page.
Company Filter	Enables company facet in jobs search, campaign creations and company filter in analytics.
Start Date Range	Enables start date range.
Languages	Enables Languages facet in jobs search.
Show Hot Flags to Trusted Referrers	Enables showing flagged Hot Jobs to trusted referrers.
Show Hot Flags to External Users	Enables showing flagged Hot Jobs to external users.
Home Page	
Maximum Number of Category Tiles to Display	Selects maximum number of category tiles for display on the Home page. Promotes category landing pages by displaying tiles for the top landing pages that are published. Tile display is based upon the following criteria: 1. The user has categories listed in their preferences, and there are more than 2 open jobs for that category, or, 2. The system fills the rest of the tiles based on the published categories that have the most New jobs.
Anonymous Activity Feed	Hide all names and pictures from Activity Feed.
Referrer Activity	If the Site Mode supports referral capabilities, show the user their referral activity via a widget in the sidebar.
Show External ID in Referrer Activity	Enables display of external ID in Referrer Activity.

Settings	
Name	**Description**
Search	
Country List Filter	Select which countries will show up in PlaceFinder jobs search.
Maximum Number of Results	Enter maximum number of results to show in PlaceFinder jobs search.
TEE Account URLs	
Submit Profile URL - Guests	Allows the links Go to Profile and My Submissions to target career sections configured for their Sourcing privilege class allowing candidates to go through the targeted flows.
Manage Profile URL - Guests	
My Submissions URL - Guests	Allows the links Go to Profile and My Submissions to target career sections configured for their Sourcing privilege class allowing candidates to go through the targeted flows.
Submit Profile URL - Employees	Allows the links Go to Profile and My Submissions to target career sections configured for their Sourcing privilege class allowing candidates to go through the targeted flows.
Manage Profile URL - Employees	
My Submissions URL - Employees	Allows the links Go to Profile and My Submissions to target career sections configured for their Sourcing privilege class allowing candidates to go through the targeted flows.
Configuration > Site Builder > Edit Site Branding	
Content Colors	
Body Background	Enter hexadecimal value.
Font	Enter hexadecimal value.
Link	Enter hexadecimal value.
Link Hover	Enter hexadecimal value.
Title	Enter hexadecimal value.
Icon	Enter hexadecimal value.
Search Banner Background	Enter hexadecimal value.
Navigation Colors	
Header Background	Enter hexadecimal value.
Navigation Link	Enter hexadecimal value.
Navigation Link Selected	Enter hexadecimal value.
Navigation Link Underline	Enter hexadecimal value.
Sub-Navigation Link	Enter hexadecimal value.
Sub-Navigation Link Active	Enter hexadecimal value.
Footer Background	Enter hexadecimal value.
Footer Text	Enter hexadecimal value.

Settings	
Name	**Description**
Footer Link	Enter hexadecimal value.
Footer Link Underline	Enter hexadecimal value.
Button Colors	
Primary Background	Enter hexadecimal value.
Primary Text	Enter hexadecimal value.
Secondary Background	Enter hexadecimal value.
Secondary Text	Enter hexadecimal value.
Search Background	Enter hexadecimal value.
Search Text	Enter hexadecimal value.
Create Background	Enter hexadecimal value.
Create Text	Enter hexadecimal value.
Category Tiles Colors	
Category Tile 1	Enter hexadecimal value.
Category Tile 2	Enter hexadecimal value.
Category Tile 3	Enter hexadecimal value.
Category Tile 4	Enter hexadecimal value.
Category Tile 5	Enter hexadecimal value.
Category Tile 6	Enter hexadecimal value.
Fonts	
Body Text Normal	Enter font family name. Font family must include web-safe fonts.
Body Text Bold	Enter font family name. Font family must include web-safe fonts.
Header Light	Enter font family name. Font family must include web-safe fonts.
Header Normal	Enter font family name. Font family must include web-safe fonts.
Header Bold	Enter font family name. Font family must include web-safe fonts.
Button	Enter font family name. Font family must include web-safe fonts.
Navigation	Enter font family name. Font family must include web-safe fonts.
Promo (Promotional text)	Enter font family name. Font family must include web-safe fonts.
Footer	Enter font family name. Font family must include web-safe fonts.
Messaging Body	Enter font family name. Font family must include web-safe fonts.
Messaging Header	Enter font family name. Font family must include web-safe fonts.

Settings	
Name	**Description**
Configuration > Site Builder > Edit Site	
Publish	Publishes the edited site, saves the site settings.
Branding	
Logos and Images	Opens Logos and Images modal, enabling uploading of site Portal/Home page banner, Facebook Application and LinkedIn logos; and Favicon and Landing Page images.
Advanced CSS	Opens the Advanced CSS (Cascading Style Sheets) modal. Enables entry of custom, advanced CSS that works in conjunction with customer's specific branding, so that Sourcing is styled correctly for wrapping Sourcing with the customer's header, footer and sidebar navigation. This CSS is separate from the CSS that controls the colors and styling of Sourcing-specific content.
Branding	Toggles On/Off links to branding functions for page layout, pre-header and sub-footer. When activated, each link opens a modal for configuring that feature. Language-specific branding can be manually edited here. If no language-specific branding is specified, the site default language branding is displayed.
Layout	Modal enables selection from available page layouts.
Top	Modal enables entry and editing of pre-header HTML.
Bottom	Modal enables entry and editing of sub-footer HTML.
Compact Navigation	Toggles On/Off the company logo in the pre-header.
Responsive	Enables site branding to be responsive to viewing on a mobile device.
Language	
Language dropdown	Ability to preview sites in different languages.
Preview As	
User role dropdown	Administrators can select different roles to see how the site will present to different users.
Default View	Selecting this brings the user back to the Default user role, the role that they logged in with.
Landing Pages	
Category Pages	Select a category to view, edit, or share its landing page.
Location Pages	Select a location to view, edit, or share its landing page.
Custom Pages	Select a custom page from a list to view, edit, or share.
Pages	
Pages (List)	Lists links to the pages in the site that can be edited with Page Editor. Click a page name link to open it in the Page Editor.
Modules	
Promo	Toggles On/Off display of the Promo block.
Top Referrers	Toggles On/Off display of the Top Referrers block.
Hero Image	Toggles On/Off display of the Hero image.

Settings	
Name	**Description**
Search	Toggles On/Off display of the Search block.
Previous Searches	Toggles On/Off display of the Previous Searches block.
Categories	Toggles On/Off display of the Categories block.
Share	Toggles On/Off display of the Share block.
Social	Toggles On/Off display of the Social block.
Featured Jobs	Toggles On/Off display of the Featured Jobs block.
Activity Feed	Toggles On/Off display of the Activity Feed block.
Landing Page Image Blur	Toggles On/Off Land Page Image Blur.
Configuration > Site Builder > Create Clone of Default Site	
Site Name	Allows entry of a name for a new site that is a clone of a selected, existing site.
Site Path	Allows entry of a URL path for the cloned site.
Configuration > Site Builder > Delete Site	
Delete Site	Allows deletion of sites. Prior to deletion, the following message displays: *Warning: You are about to delete this site and all it's settings. All incoming links will be rerouted to the default site.* The default site cannot be deleted

Users Configuration Settings

The Users section provides access to settings relating to the user settings configuration; as well as user registration, login, login redirect, trusted referrer, top referrer, priority referrer, and recruiter settings.

Configuration

Settings for the Users configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Users > General	
Username Display Max Length	Enter the maximum number of characters for the username display on the Home page's user settings link.
Trusted Referrer Relationship IDs	Enter the relationship IDs of the user roles that are considered trusted referrers. If multiple values then enter in a pipe delimited format. For example, for alumni and employees, enter "10|20".

Settings	
Name	**Description**
Configuration > Users > Registration	
Choose Relationship	Require registrants to select their relationship to the company during the registration process.
Employee Number Validation	If Choose Relationship is enabled, require registrants to input their Employee Number when selecting an Employee relationship on the Registration modal.
Choose Department and Location	If Choose Relationship is enabled and Employee Number Validation is disabled, require registrants to select their corresponding Department and Location when selecting an Employee relationship on the Registration modal.
Choose Locale in Registration	Enables registrants to choose their language locale in the Registration modal.
Terms and Conditions Check	Enables Terms and Conditions checkbox and link on the registration modal.
Configuration > Users > Login	
Partially Log In the Likely User	When enabled, partially logs in trusted referrers navigating from recruiter emails, when their identity is reasonably known (such as via email campaign link tracking).
Configuration > Users > Login Redirect	
Front End User	Sets the login redirect URL for front-end users.
Recruiter	Sets the login redirect URL for recruiter users.
Administrator	Sets the login redirect URL for administrator users.
Supreme Administrator	Sets the login redirect URL for Supreme Administrator users.
Configuration > Users > Top Referrers	
Show to Candidates	Regulates if the Top Referrers modal will be available to users other than trusted referrers. Top Referrers are scored using these criteria: • Job shares • Clicks resulting from job shares • Apply starts from job shares Each criterion is weighted according to your preferences. In order to be eligible as a Top Referrer, users must meet a configurable minimum Qualifying Score.
Qualifying Score	Sets qualifying score for top referrers.
Referral Weight	Sets "job shares referral" weight.
Click Weight	Sets "clicks resulting from job shares" weight.
Candidate Weight	Sets "candidate apply starts from job shares" weight.
Hired Weight	Sets "candidates hired" weight.
Configuration > Users > Priority Referrer	
Priority Referral Enabled	Enables passing of priority referrer parameter in the ATS (Applicant Tracking System) URL.
Parameter Name	Enter parameter name (e.g., pr_flag).

Settings	
Name	**Description**
Parameter Value	Enter parameter value (e.g., true).
Configuration > Users > User Settings	
Choose Locale in User Settings	Enables locale selector in User Settings (Name) > Settings.
User Settings in Additional Fields	Sets any additional fields for the User Settings (Name) > Settings.
Location User Preference	Describes how job locations are formatted across the application. Valid keywords are: City, State, Country, Municipality and Address. Valid delimiters are dashes, commas and pipes.
Hierarchical Location Selector	When enabled, allows the selection of locations through choosing levels such as country, state or province, city, and address.
Configuration > Users > Recruiters	
Invite a Recruiter	Enables the ability of administrators to send email invitations to recruiters via the application.
Grant Recruiters Access to Referral On Demand and Talent Community Campaigns	Enables recruiters to have access to create and manage Referral On Demand (ROD) and Talent Community (TC) campaigns.
Notify Starred Recruiters on Job Apply	When a user begins an application to a particular job, notify recruiters that have starred that job of this activity via email.
Recruiter System Notifications	On/Off toggle is provided for each recruiter in the system, whether or not to receive system notifications.

Social Channels Configuration Settings

The Social Channels configuration section provides access to settings relating to site connectivity to Facebook, LinkedIn, Twitter and Weibo.

Configuration

Settings for the Social Channels configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Social Channels > Facebook	
Facebook Enabled	Enables the Facebook application/channel in Sourcing.
API Key	Enter the Facebook API key.
Application ID	Enter the Facebook Application ID.
Application Secret	Enter the Facebook Application Secret.

Settings	
Name	**Description**
Facebook Quickshare	Enables Quickshare button to post to Facebook without being tethered.
Description Maximum Length	Enter the maximum length for the description.
Tab App Activation	Enables display of the Facebook Tab application.
SJD - Use Facebook App Job Link	Enables use in SJD (Social Jobs Distribution) of the Facebook application job link.
Configuration > Social Channels > Twitter	
Twitter Enabled	Enables the Twitter channel in Sourcing.
Consumer API Key	Enter the Twitter consumer API key.
Consumer Secret	Enter the Twitter consumer secret.
Configuration > Social Channels > LinkedIn	
LinkedIn Enabled	Enables the LinkedIn channel in Sourcing.
Consumer API Key	Enter the LinkedIn consumer API key.
Consumer Secret	Enter the LinkedIn consumer secret.
LinkedIn API	Enables the LinkedIn API.
LinkedIn JS API	Enables the Java Script API for LinkedIn.
Configuration > Social Channels > Weibo	
Weibo Enabled	Enables the Weibo channel in Sourcing. When activated, Weibo shows up as a sharing option when an employee acts to recommend a job to a friend. This Send a Status Update (Weibo) option sends and embedded link to the friend.
API Key	Enter the Weibo API key.
Application ID	Enter the Weibo application ID.
Application Secret	Enter the Weibo application secret.
Weibo Like Share Widget	Enables the Weibo Lite Share Widget.

Campaigns Configuration Settings

The Campaigns configuration section provides access to settings relating to Referrals On Demand (ROD), Talent Community (TC), and Landing Page campaigns.

Configuration

Settings for the Campaigns configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Campaigns > General	
Referral On Demand Campaigns	Enables Administrators and Recruiters to see the link for Referrals On Demand campaign creation.
Talent Community Campaigns	Enables Administrators and Recruiters to see the link for TC campaign creation.
Grant Recruiters Access to Referral On Demand and Talent Community Campaigns	Enables Recruiters to access links to the Referrals On Demand (ROD) and Talent Community (TC) campaigns in the Promote Jobs module.
Landing Page Campaigns	Enables email campaigns where recruiters set Landing pages.

Talent Community Configuration Settings

The Talent Community configuration section provides access to settings relating to the general talent community, user registration, Job Alert schedule, and candidate referral marketing (CRM) redirect for the site.

Configuration

Settings for the Talent Community configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Talent Community > General	
Talent Community Enabled	Enables users to subscribe to Talent Community (TC) automatic alerts.
Talent Community Campaigns	Enables Administrators and Recruiters to see the link for TC campaign creation.
Limited Access to Referrals to Trusted Referrers	Enables limiting Talent Community automatic alerts to only referrals from trusted referrers.
Configuration > Talent Community > Registration	
Modular Registration	Enables modular way to subscribe to Talent Community.
Choose Relationship	Require Talent Community registrants to select their relationship to the company during the registration process.
Allow new user Sign Up with company Email Domain.	Enables Administrators to allow or prevent the creation of new users using the company email domain.
Configuration > Talent Community > Schedule	
Day to Send Weekly Alert	Sets the day of the week for the weekly alert.
Day to Send Monthly Alert	Sets the day or the week for the monthly alert.
Configuration > Talent Community > CRM Redirect	

Settings	
Name	**Description**
CRM Redirect Enabled	Enables the candidate referral marketing (CRM) redirect. When you prefer to use your organization's own CRM system, any Sourcing promotions or links to join the Talent Community or sign up for Job Alerts will send the user to the URL you configure for the external CRM.
CRM Redirect URL	Sets the URL for the CRM redirect.
Configuration > Talent Community > Additional Fields	
Talent Community Additional Fields	Sets any additional fields for the Talent Community.

Taleo Configuration Settings

Sourcing's Taleo configuration section provides access to settings relating to the Oracle Taleo Business Edition (TBE) and Oracle Taleo Enterprise Edition integrations for the site.

Configuration

Settings for the Taleo configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Taleo > Taleo Enterprise Edition	
TEE Enabled	Enables TE integration with Sourcing.
TEE Version	Enter the TE version.
TEE Base Domain URL	Configure the URL with the *.taleo.net domain. Vanity URLs are not supported in this setting
Username	Enter the TE account username.
Password	Enter the TE account password.
Use LDAP	Enables the use of LDAP.
Unique Email Constraint	Enables the Unique Email Constraint to be active.
Accept Referrals for Known Candidates	Enables referrals for known candidates.
Allow Adding Employees	Enables employees to be added to TE.
Allow General Candidates	Enables allowing for a general submission of a candidate not attached to a job. This feature only works if TE allows general submissions. When activated, a button at the top of the Home page allows an option for a logged-in employee to submit a friend's resume. On the Upload Friend's Resume modal the employee enters their friend's contact information and can upload their resume. When the resume is uploaded in this fashion it creates a profile in TE for the friend.
Allow Integration Sending Email	Enables allowing emails from the TE system.

Settings	
Name	**Description**
OLF Location Levels	Map the TE OLF (Organization, Location and Job Fields) locations to Sourcing address, municipality, city, state or province, and country fields.
Refresh Job Location Levels	Refresh all location mapping between Sourcing and TE. Use this only if needed. Normally this is refreshed as part of the TE Job Feed integration on a regular schedule.
OLF Category Level	Map the TE OLF (Organization, Location and Job Fields) job fields to Sourcing job category.
OLF Organization Level	Map the TE OLF (Organization, Location and Job Fields) job fields to Sourcing company (organization) facet.
Configuration > Taleo > Taleo OLF Structure	
Organizations	Click the folder icon to display the TE organization tree imported from the TE Job Feed integration.
Locations	Click the folder icon to display the TE location tree imported from the TE Job Feed integration.
Job Fields	Click the folder icon to display the TE job category tree imported from the TE Job Feed integration.
Map Previous Location Data to Taleo	For existing customers who are upgrading from use of a job scrape to use the job feed integration. Use to run a query to match job location data already in Sourcing to TE.
Map Previous Category Data to Taleo	For existing customers who are upgrading from use of a job scrape to use the job feed integration. Use to run a query to match job location data already in Sourcing to TE.
Configuration > Taleo > Taleo Career Section	
Synchronized Career Sections	Provides synchronization of active CSs from TE to load jobs from. Click the Edit (Pencil) icon to display a list of the CSs available from the TE Job Feed integration. Use the toggles to turn On/Off the CSs you want to activate/deactivate for use with Sourcing. Activating a career section makes available the jobs from that CS to end-users in Sourcing.
Configuration > Taleo > Taleo Enterprise Edition Job Connector	
Manual Job Synchronization	Runs the TE Job Feed integration on demand or at a designated point in time.
Run On Schedule	Enables the setting of a schedule for automated running of the TE Job Feed integration on a recurring schedule.
Feed Schedule	Sets the TE Job Feed integration run schedule. Valid values vary from every 3 minutes to every 24 hours.
Configuration > Taleo > Synchronize Employees with TEE Zone	
Last Run Date	Date the feed was last run.
Synch all Employees Now	Triggers a feed of all employees from TEE.
Synch Delta Employees Now	Triggers the import of changes to employees.
Deltas Days Ago	Sets how far back the delta synch should look for changes.
Employee Synch Page Size	
Run on Schedule	Toggle for running the feed on schedule.
Employee Synch Schedule	Timing for when the synch should be run.
Configuration > Taleo > TE Account URLs	

Settings	
Name	**Description**
Submit Profile URL	Enter the TE CS's Submit Profile URL.
Manage Profile URL	Enter the TE CS's Manage Profile URL.
My Submission URL	Enter the TE CS's My Submission URL.
Configuration > Taleo > Taleo Direct (Multiple Career Sections)	
Allow Multiple Career Sections for Handoff	Enables ability to handoff candidates in a direct application flow to one of multiple TE CSs.
Multiple Career Sections URL Format	Enter the URLs for the multiple CSs.
Configuration > Taleo > Taleo Direct (External)	
Taleo External Desktop URL Format	Sets the URL format for an external candidate, desktop user's direct application flow to a TE career section.
Taleo External Desktop Career Section Path	Enter the external candidate, desktop user's TE career section URL path.
Taleo External Mobile URL Format	Enter the URL format for an external candidate, mobile user's direct application flow to a TE career section.
Taleo External Mobile Career Section Path	Enter the URL format for an external candidate, mobile user's TE career section URL path.
Configuration > Taleo > Taleo Direct (Internal)	
TE Internal Desktop URL Format	Sets the URL format for an internal candidate, desktop user's TE career section.
TE Internal Desktop Career Section Path	Enter the internal candidate, desktop user's TE career section URL path.
TE Internal Mobile URL Format	Sets the URL format for an internal candidate, mobile user's TE career section URL.
TE Internal Mobile Career Section Path	Enter the internal candidate, mobile user's career section URL path.
Configuration > Taleo > Candidate's Statuses Updated	
Candidate Status Synch	Enables the TE Candidate Status Synchronization integration feed. The TE job submission status for external and internal candidates are exported to Sourcing in an API feed, so the appropriate candidate job submission statuses are displayed in Sourcing. When this setting is turned On the job submission information is shown to recruiters, referrers of a candidate, and candidates themselves.
Update Schedule	Sets the automated running of the TE Candidate Status Synchronization integration feed on a recurring basis. Valid values are Off, Daily, Twice a Day and Four Times a Day.

Search and Geolocation Configuration Settings

The Search configuration section provides access to settings relating to the geolocation search, geocoding, PlaceFinder and Solr.

Configuration

Settings for the Search configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Search > SOLR	
SOLR Enabled	Enables Solr search platform.
Server URL	Enter the search server URL.
Core Name	Enter the core name. Defaults to client code if blank.
Fields Queried	Enter the fields queried in the search.
Boost Query	Enter the boost query.
Configuration > Search > SOLR PlaceFinder	
Sever URL	Enter the Solr PlaceFinder server URL.
Core Name	Enter the core name.
Country List Filter	Select which countries should show up in PlaceFinder.
Maximum Number of Results	Sets the maximum number of results in PlaceFinder searches.
Configuration > Search > SOLR Data Population	
Import Jobs	Runs a process to import jobs into Solr.
Import Jobs and Delete Archived	Runs a process to import jobs and delete archived.
Import Jobs (Java Version)	Runs a process to import jobs (Java version).
Configuration > Search > Geolocation and Geocoding	
Geolocation Search Enabled	Enables Geolocation Search. When turned On, Sourcing will ask the user's location upon loading. If the user agrees, the system will prepopulate the Location Search box with their location.
Metric Default	Sets the radius search to work with metric measurements.
User Control Radius Unit	Enables the user control radius unit in job search. When enabled, if a user agrees to share their location, or types the city into the Location Search box, the Sourcing search results will find all the jobs that are within a radius of that location. The user can set the search radius distance on the Job Search page.
Default Country	Enter the default country.
Location Match Pattern	Enter the Location Match Pattern.
Geocode Job Locations	Normally done during the TE job feed to Sourcing, configured to run at set intervals. Click Geocode Jobs to run it now.
Allowlist Parser - Server URL	Enter the Allowlist Parser server URL.
Allowlist Parser - Core Name	Enter the Allowlist Parser core name.

Glossary

These glossary terms and descriptions pertain to the settings for the Search and Geolocation configuration sections:

Geocoding - A location defined as a string or semi-formatted text, then translated to standard geographical coordinates (i.e. longitude and latitude). "Reverse Geocoding" refers to longitude and latitude coordinates converted to a human-readable location description.

Geocode-based searching - Sourcing uses geocoding to convert job locations and user locations (strings) into longitude and latitude coordinates, and radius search to match users to jobs within a user-defined distance from their location.

Geolocation - The identification of a meaningful, real world location of an object, such as a street address, using its latitude and longitude coordinates. Geolocation search works in Sourcing by using the address, city, state or province, and country from the TE job feed, and coding those fields to a specific longitude and latitude.

Job Location - The geographic location where a job is based. There can be multiple locations for a job posting.

Job Location Translation - The supported language translation, if there is one, for the locale (country) the job location is in.

PlaceFinder - Geocoding technology to make applications location-aware, by converting place formats (such as street addresses or place names) into geographic coordinates and address components.

Solr Search - A search engine platform for websites with features such as faceted search, database integration and geospatial search that make it useful for performing geolocation searches.

Allowlist parser - A part of the Solr technology that is used in the geocoding process, containing a list of places around the world. In order to geocode the job location through the Oracle eLocation API correctly, the location string must be parsed into country, state/province, city and address values. The parsed values are then sent to the API and the coordinates returned to Sourcing.

Messaging Configuration Settings

The Messaging configuration section provides access to settings relating to message templates, message editors and automated messaging for the site. As part of the initial implementation the copy for your organization's campaign messages and automated email templates must be edited.

Configuration

Settings for the Messaging configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Messaging > Template Includes	
Message Header	Enter default message header text.
Message Footer	Enter default message footer text.
Message Signature	Enter default message signature text.
Configuration > Messaging > Broadcast Messaging	
Talent Community Job Alerts	Enables the Job Alerts signup button.

Settings	
Name	**Description**
Use Composer	Enables the message composer (for messaging beginning in release 1.10/14B).
Configuration > Messaging > Campaign Templates	
Classic + No Jobs (ARM)	Enter default From, Subject and Body text for this type of message template.
Classic + Selected Jobs (Talent Community)	Enter default From, Subject and Body text for this type of message template.
Classic + Selected Jobs (Email)	Enter default From, Subject and Body text for this type of message template.
Classic + Targeted Jobs (ARM)	Enter default From, Subject and Body text for this type of message template.
Landing Page (Email)	Enter default From, Subject and Body text for this type of message template.
Landing Page (Talent Community)	Enter default From, Subject and Body text for this type of message template.
Modern + No Jobs (ARM)	Enter default From, Subject and Body text for this type of message template.
Modern + Selected Jobs (Talent Community)	Enter default From, Subject and Body text for this type of message template.
Modern + Selected Jobs (Email)	Enter default From, Subject and Body text for this type of message template.
Modern + Targeted Jobs (ARM)	Enter default From, Subject and Body text for this type of message template.
Configuration > Messaging > Campaign Template Colors	
Button Background	Enter the hexadecimal color value for the button background.
Button Border	Enter the hexadecimal color value for the button border.
Button Text	Enter the hexadecimal color value for the button text.
Link	Enter the hexadecimal color value for the hyperlink.
Configuration > Messaging > Automated Messaging	
Congratulate Applicant to Being Hired	Enables this type of email message.
Congratulate Applicant to Being Hired - Text	Enter default To, From, Subject and Body text for this type of message template.
Email Report Download	Enables this type of email message.
Email Report Download - Text	Enter default To, From, Subject and Body text for this type of message template.
Forgot Password	Enables this type of email message.
Forgot Password - Text	Enter default To, From, Subject and Body text for this type of message template.
Invite a Recruiter - Toggle	Enables this type of email message.
Invite a Recruiter - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant of Apply for Friend on Behalf of Taleo - Toggle	Enables this type of email message.
Notify Applicant of Apply for Friend on Behalf of Taleo - Text	Enter default To, From, Subject and Body text for this type of message template.

Settings	
Name	**Description**
Notify Applicant of Apply Start - Toggle	Enables this type of email message.
Notify Applicant of Apply Start - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant of Apply for Friend - Toggle	Enables this type of email message.
Notify Applicant of Apply for Friend - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant of Apply for Friend CC - Toggle	Enables this type of email message.
Notify Applicant of Apply for Friend CC - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant of Talent Community Subscription - Toggle	Enables this type of email message.
Notify Applicant of Talent Community Subscription - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Applicant on Behalf of Taleo - Toggle	Enables this type of email message.
Notify Applicant on Behalf of Taleo - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify New Quick Clients Admin - Toggle	Enables this type of email message.
Notify New Quick Clients Admin - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Recruiter of Apply - Toggle	Enables this type of email message.
Notify Recruiter of Apply - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Recruiter of Candidate Status Change - Toggle	Enables this type of email message.
Notify Recruiter of Candidate Status Change - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Referrer of Apply - Toggle	Enables this type of email message.
Notify Referrer of Apply - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify Referrer of Apply CC - Toggle	Enables this type of email message.
Notify Referrer of Apply CC - Text	Enter default To, From, Subject and Body text for this type of message template.
Notify SM of New Quick Client - Toggle	Enables this type of email message.
Notify SM of New Quick Client - Text	Enter default To, From, Subject and Body text for this type of message template.
Post-ARM Notification - Toggle	Enables this type of email message.
Post-ARM Notification - Text	Enter default To, From, Subject and Body text for this type of message template.
Pre-ARM Notification - Toggle	Enables this type of email message.
Pre-ARM Notification - Text	Enter default To, From, Subject and Body text for this type of message template.

Settings	
Name	**Description**
Pre-ARM Notification Time	Enter the number of hours prior to ARM campaign to send campaign administrators an email reminder.
Send Applicant Link - Toggle	Enables this type of email message.
Send Applicant Link - Text	Enter default To, From, Subject and Body text for this type of message template.
Thank Applicant for Applying - Toggle	Enables this type of email message.
Thank Applicant for Applying - Text	Enter default To, From, Subject and Body text for this type of message template.
Welcome New User - Toggle	Enables this type of email message.
Welcome New User - Text	Enter default To, From, Subject and Body text for this type of message template.
Configuration > Messaging > Endorsement Notifications	
Notify Recruiter of Endorsement - Toggle	Enables this type of email message.
Notify Recruiter of Endorsement - Text	Enter default To, From, Subject and Body text for this type of message template.
Send to Starred Recruiters - Toggle	Enables this type of email message.
Send to Starred Recruiters - Text	Enter default To, From, Subject and Body text for this type of message template.
Send to Common Email Address - Toggle	Enables this type of email message.
Send to Common Email Address - Text	Enter default To, From, Subject and Body text for this type of message template.
Common Email Address	Enter the common email address for this type of message.

Dictionary Configuration Settings

The Dictionary configuration section provides access to settings relating to editing the data dictionary, and downloading translations and exceptions reports for the site.

The Dictionary Editor is a powerful tool for the administrator. Much the text on the site is editable using the dictionary editor. (For example, the Promo text on the Portal/Home page, or the Contact Us text in the Help/FAQ section.)

Configuration

Settings for the Dictionary configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Dictionary > Edit Dictionary	
Tag Name	Enter the dictionary tag name. Keywords and partial values are accepted.

Settings	
Name	**Description**
Tag Value	Enter the dictionary tag value. Keywords and partial values are accepted.
Locale	Select the language locale.
Site	Select the site.
Search	Use to search for and/or edit a dictionary entry. To begin, enter any combination of Dictionary tag name, tag value, locale or site. Then click Search. Matching entries appear in a selector. Choose the desired entry from the selector.
Edit	Once a dictionary entry is selected using Search, click the Edit (Pencil) icon to edit the Tag Value and/or Locale and/or Site for the entry. Then Save.
Configuration > Dictionary > Dictionary Download	
Download Translations	Click the Download Report link to open a download dialog for report.
Download Exceptions	Click the Download Report link to open a download dialog for report.

Picklists Configuration Settings

Please refer to the Picklists and Facets chapter in this guide for an explanation of how to use these configuration settings.

Facets Configuration Settings

Custom Configuration Settings

The Custom configuration section provides access to settings relating to creating custom pre-headers, fields, pages and other features for the site.

Custom pages provide administrators the ability to create and publish custom company and program-specific information. Up to three custom pages (disabled by default) can be turned on using the settings provided below. When enabled, each page's title displays on the main navigation bar at the top of the Portal or Home page. The pages are also visible within Site Builder and listed as Global Pages.

Configuration

Settings for the Custom configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Custom > Pre-Header	
Custom Pre-Header	Enables ability to enter custom HTML for the Portal/Home page pre-header.
Custom Pre-Header HTML	Enter custom HTML for the Portal/Home page pre-header.
Configuration > Custom > Additional Fields	
Job Apply Additional Fields	Enter code for custom fields for the Apply tray, to capture required information from end users (e.g., a question about security clearances).
Talent Community Additional Fields	Enter code for custom fields for the Talent Community, to capture required information from end users.
User Settings Additional Fields	Enter code for custom fields for the Settings page, to capture required information from end users.
Configuration > Custom > CSS	
Advanced CSS	Click Edit (Pencil) icon to enter custom advanced CSS code for the stylesheet.
Facebook CSS	Click Edit (Pencil) icon to enter custom Facebook CSS code.
Configuration > Custom > Custom Page 1	
Custom Page 1 Enabled	Enables creation of a custom page and display of the page name in the navigation bar. Provides the ability to enable/disable and customize pages for a Sourcing zone, to publish company and program-specific information. Custom pages are disabled by default. They have editable title, subtitle and content. An example is the creation of a custom page to display the Privacy Policy, for the Facebook Application to link to.
Display to Trusted Referrers Only	Enables display of the custom page to trusted referrers only.
Navigation Label	Enter a navigation label for the page.
Title	Enter a title for the page.
Subtitle	Enter a subtitle for the page.
Content	Enter text content for the page.
Configuration > Custom > Custom Page 2	
Custom Page 2 Enabled	Enables creation of a custom page and display of the page name in the navigation bar.
Display to Trusted Referrers Only	Enables display of the custom page to trusted referrers only.
Navigation Label	Enter a navigation label for the page.
Title	Enter a title for the page.
Subtitle	Enter a subtitle for the page.
Content	Enter text content for the page.
Configuration > Custom > Custom Page 3	
Custom Page 3 Enabled	Enables creation of a custom page and display of the page name in the navigation bar.
Display to Trusted Referrers Only	Enables display of the custom page to trusted referrers only.

Settings	
Name	**Description**
Navigation Label	Enter a navigation label for the page.
Title	Enter a title for the page.
Subtitle	Enter a subtitle for the page.
Content	Enter text content for the page.

Widgets Configuration Settings

The Widgets configuration section provides access to settings relating to the creation and sharing of Sourcing widgets that can be embedded on other websites.

Configuration

Settings for the Widgets configuration are listed in the following table.

Settings	
Name	**Description**
Configuration > Widgets > Job List Widgets	
Create New Job List Widget - Button	Click the button to enable creation of a new Job List widget. Enter the Title/Name, Notes, Width in pixels, Height in pixels, and hexadecimal value for the link color. Toggle whether to Include Header On or Off.
Create New Job List Widget - Edit	Click the Edit (Pencil) icon to edit the widget Title/Name, Notes, Width, Height, Link Color, or Include Header option.
Create New Job List Widget - Copy and Paste This Code	Upon Save, the code for the new or updated widget appears in the text entry area. Copy the code and paste it into the code for an external site to deploy the widget.
Configuration > Widgets > Search Bar Widgets	
Create New Search Widget - Button	Click the button to enable creation of a new Search widget. Enter the Title/Name, Notes, Placeholder Text, Button Text, Width in pixels, Height in pixels, and hexadecimal value for the button color. Toggle whether or not to include a header, or a button.
Create New Search Widget - Edit	Click the Edit (Pencil) icon to edit the widget Title/Name, Notes, Placeholder Text, Button Text, Width, Height, Button Color, Include Header option, and Include button option.
Create New Search Widget - Copy and Paste This Code	Upon Save, the code for the new or updated widget appears in the text entry area. Copy the code and paste it into the code for an external site to deploy the widget.
Configuration > Widgets > Email Sign-Up Widget	
Create New Email Signup Widget - Button	Click the button to enable creation of a new Email Signup widget. Enter the Title/Name, Notes, Button Text, Width in pixels, Height in pixels, or hexadecimal value for the Button Color. Toggle whether or not to include a header.

Settings	
Name	**Description**
Create New Email Signup Widget - Edit	Click the Edit (Pencil) icon to edit the widget Title/Name, Notes, Button Text, Width, Height, Button Color, or Include Header option.
Create New Email Signup Widget - Copy and Paste This Code	Upon Save, the code for the new or updated widget appears in the text entry area. Copy the code and paste it into the code for an external site to deploy the widget.

Change Logs Configuration Settings

Please refer to the Get Started chapter in this guide for an explanation of how to use these configuration settings.

Security Configuration Settings

Password Settings

- Minimum Password Length
- Maximum Password Length
- Uppercase Letter Required
- Is not the same as user id or user name
- Minimum number of numeric characters
- Minimum number of special characters

12 Glossary

Glossary

The following is a quick glossary of Sourcing terminology.

Applicant: A person who is applying for a job. Applicants are of three types:

- Alumnus - A former employee.
- Employee - An existing employee.
- Unaffiliated - Never been an employee.

Apply Start: Creation of an application, when users click “Start Application” in Sourcing and are passed off to an application flow; via the Upload Resume modal, Taleo Enterprise integration, or other eRecruitment platform or Applicant Tracking System.

Applicant Tracking System (ATS): A software application that enables the electronic handling of recruitment needs.

Automated Referral Marketing (ARM): Scheduled, recurring automated messages sent to a population encouraging them to share jobs.

Candidate: A person interested in or seeking a job. There are several types in Sourcing:

- Alumnus - A former employee.
- Employee - An existing employee.
- General - A candidate being referred in without being tied to a specific job.
- Known - A candidate being referred in who is already registered in the system.

Campaign: Messages that are scheduled to be sent to a chosen population on a recurring basis.

Category Tiles: Display on the Home page. Promote category landing pages by displaying tiles for the top landing pages that are published. Tile display is based upon the following criteria:

1. The user has categories listed in their preferences, and there are more than 2 open jobs for that category, or,
2. The system fills the rest of the tiles based on the published categories that have the most New jobs.

Each tile contains the following information:

- Category name.
- 3 most recently posted jobs in that category.
- Number of New jobs in that category.
- Tile is a link to the associated landing page.

CS: Career Section.

Endorsement: Giving information as to why you are referring a particular candidate, when prompted by an endorsement email sent by the system. Generally your reply is provided to interested recruiters.

External User: A user who is outside of or not affiliated with your organization. Not an employee or alumnus.

Facebook Jobs Application: A Sourcing job search application recruiters can embed on a Facebook page for which they have administrator privileges, so visitors to the page can be directed to your organization's job postings.

Geocoding: A location defined as a string or semi-formatted text, then translated to standard geographical coordinates (i.e. longitude and latitude). "Reverse Geocoding" refers to longitude and latitude coordinates converted to a human-readable location description.

Geolocation: The identification of a meaningful, real world location of an object, such as a street address, using its latitude and longitude coordinates. Geolocation search works in Sourcing by using the address, city, state or province, and country, and coding those fields to a specific longitude and latitude.

Geolocation Search: Sourcing uses geocoding to convert job locations and user locations (strings) into longitude and latitude coordinates, and radius search to match users to jobs within a user-defined distance from their location.

Hot Job: Jobs that recruiters and/or administrators have selected as “Hot”, meaning they will appear first in all job searches and in campaigns. Administrators and recruiters can toggle the Hot Job tag on and off from the Job Search and Job Details pages.

Internal User: A user who is affiliated with your organization, an employee or alumnus.

Job Alert: Emails sent to users who have signed up for the Talent Community, including relevant jobs based upon each user’s Location and Interests.

Job Apply Start: See Apply Start above.

Job Location: The geographic location where a job is based. There can be multiple locations for a job.

Job Location Translation: The supported language translation for the locale (country) the job location is in.

Job Share: A user recommending a job to one or more friends, via copied-and-pasted referral links or URLs, in emails or through social channels.

Job Site: Use of Sourcing as a site for candidates to search for and apply to an organization's jobs. Job sites can be for external candidates, internal employee candidates, or both.

Job View: A users' view of an individual job, whether done by an employee, referral and other role.

Landing Page: A page branded for displaying postings for your organization's jobs, based on job category and/or location, whose URL can be provided to users via email or social channels.

Language Locale: A country, for which there is a standard language or languages that Sourcing is translated into. For example, for United States the language is English, and for Canada there is Canada English and Canada French. See the Oracle Taleo Enterprise Edition Configuration Guide for Sourcing for a list of supported languages and locales.

New Job A job tagged by the system, based on the number of days after the job is uploaded during which it is considered new. Administrators set the date range in the Jobs configuration.

PlaceFinder: Geocoding technology to make software applications location-aware, by converting place formats (such as street addresses or place names) into geographic coordinates and address components.

Recruiter Site: Use of Sourcing as a site for an organization's recruiters to advertise and share open jobs in messages, campaigns, and on social channels.

Referral: A candidate's submittal of their resume for a specific job, when the candidate is associated to a referrer who has sent the candidate a referral link. Or a general referral of a candidate by a referrer who enters the candidate's contact information and uploads their resume.

Referrals On-Demand (ROD): One-time messages sent to a population sharing specific jobs or social channels.

Referral Site: Use of Sourcing as a site for employees, alumni and others to refer in candidates, in general or for specific jobs.

Referrer: A person who refers in a candidate. Certain logged-in users of Sourcing can view and copy their personal referral link in user settings, and can share their link with candidates via email or social channels. There are several types of referrers:

- Alumnus - A former employee.
- Employee - An existing employee.
- Original Referrer - The first referrer of a candidate, if there are multiple referrers.
- Priority Referrer - A setting in the Users configuration enables passing of priority referrer parameter in the Applicant Tracking System URL.
- Top Referrer - A block on the right side of the Home and Job Search pages showing information about users who have referred the most candidates. A setting in the Users configuration allows administrators to regulate if the Top Referrers will be available to users other than Trusted Referrers. Top referrers are scored by the system using these criteria: job shares, clicks resulting from job shares, and apply starts from job shares. Each criterion is weighted according to your preferences. In order to be eligible as a Top Referrer, users must meet a configurable minimum Qualifying Score.
- Trusted Referrer- A setting in the Users configuration allows administrators to enter the relationship IDs of the user roles that are considered trusted referrers. Based on configuration, Trusted Referrers can be allowed to partially log in to refer candidates, recommend candidates for jobs, upload candidate's resumes, and see New and Hot jobs flags.
- Unaffiliated Referrer - Referrers who are not employees or alumni.

Social Channels: Social networking sites (such as Facebook, LinkedIn, Twitter and Weibo) with which Sourcing has functionality to integrate.

Social Job Distribution (SJD): Campaigns that post jobs to connected Facebook fan pages, Twitter handles, and LinkedIn pages.

Solr Search: A search engine platform for websites, having features such as faceted search, database integration and geospatial search that make it useful for performing geolocation searches.

Starred Job: Jobs that recruiters and/or administrators have selected to receive notifications for when users share or apply to them. You can manually star jobs on the Job Search page. When you send a campaign from your account, Sourcing automatically stars the jobs you selected for that message. Users can also filter the Job Search page to view only starred jobs.

Talent Community (TC): User population that has signed up to receive, based on location and interests, automated Job Alerts and direct TC messages.

TBE: The Oracle Taleo Business Edition product.

TE: The Oracle Taleo Enterprise Edition product line (Recruiting, Legacy Onboarding, Onboarding Transitions, Scheduling Center, Career Section, Performance Management and related platform applications).

Sourcing: The Oracle Taleo Enterprise Edition Sourcing product.

Unique Referral Link: The long or short URL to your Sourcing site, which you can provide to candidates to expose them to your organization's jobs. If a candidate applies to a job you are automatically identified as the referrer.

Allowlist parser: A part of the Solr technology that is used in the geocoding process, containing a list of places around the world. In order to geocode the job location through the Oracle eLocation API correctly, the location string must be parsed into country, state/province, city and address values. The parsed values are then sent to the API and the coordinates returned to Sourcing.