R12.x Oracle HRMS iRecruitment Fundamentals

Duration: 2 Days

What you will learn

Oracle iRecruitment is a full-cycle solution that gives managers, recruiters and candidates the ability to manage every phase of finding, recruiting, hiring, and tracking new employees. This course provides an overview of iRecruitment processes and the implementation steps required to perform a basic, non-customized implementation.
As managers or recruiters, site visitors, registered users, employees, and agency users you learn how to use and work with iRecruitment features. You learn how to personalize iRecruitment pages to suit your business requirements. The topics in this course show you how to generate recruitment letters and reports to analyze your recruitment process. You will also learn how to remove the candidate and applicant data that you no longer require.

This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1.

Learn To:Perform the setup, functional, and post install stepsLearn how to configure iRecruitment pagesLearn to create assessments for recruitment purposesUse and work with iRecruitment functionsGenerate letters for recruitment and analyze reportsIdentify key features in iRecruitment

Course Objectives

Progress applications and manage offers to applicants

Generate recruitment letters and reports for analysis

Identify the benefits of using iRecruitment

Identify different types of iRecruitment users

Understand how iRecruitment security works

Perform the setup

functional

and post install steps

Understand the Recruitment cycle and where iRecruitment fits into it

Understand approval rules in iRecruitment

Configure iRecruitment site to suit business requirements

Create assessments for registration and job application processes

Create common job descriptions

Create and manage vacancies in iRecruitment

Use the site visitor functionality

Register in iRecruitment and use registered user functionality

Apply for jobs and complete job application test

Process candidates

Course Topics

Overview of Oracle iRecruitment
Identifying iRecruitment features
Learning about the benefits of iRecruitment
Describing different iRecruitment Users
Explaining how iRecruitment security works
Understanding the concept of People in iRecruitment
Understanding the Approval process in iRecruitment
Discussing how iRecruitment fits in with Oracle HRMS and HRMSi

Implement Oracle iRecruitment
Understanding implementation cycle for iRecruitment

Setting up work structures details to work with iRecruitment
Creating Recruiting Site information
Setting base URL profile options
Adding iRecruitment menus to required users
Setting up offers and assessments
Configure approvals
Completing Post Install steps

Configuring iRecruitment Pages
Understanding Personalization Levels in iRecruitment
Enabling Profile Options for Personalization
Learning about personalization components
Changing and Displaying Fields in iRecruitment Pages
Adding or Editing User Instructions
Creating and Displaying Flexfield Segments
Configuring a Searchable Flexfield

Managers and Recruiters: Assessments
Understanding assessments
Learning about assessment components
Creating tests and surveys for the registration and job application processes
Analyzing test results

Managers and Recruiters: Vacancies and Job Posting
Learning about vacancy and vacancy status concepts
Creating default posting values for vacancies
Creating Vacancy details
Approving Vacancies
Posting Vacancies to multiple Recruiting Sites
Managing Vacancies

Job Seekers: Site Visitors and Registered Users
Using Site Visitor functionality
Searching for jobs using different search options
Registering in iRecruitment
Creating user account details include a resume online
Defining privacy for user accounts
Applying for jobs and completing tests online
Monitoring job applications

Managers and Recruiters: Candidate Processing
Learning about different search options in iRecruitment
Searching the Prospect Pool, Resumes, and Individuals
Using different search criteria such as location search and agency search
Finding Candidates using the Skills Matching Functionality
Processing Candidates and using different options
Inviting candidates to apply for jobs

Managing Communications
Understanding iRecruitment Communication
Creating Topics and Adding Messages for Recruitment Communication
Managing Communication for Multiple Applicants

Recording interviews—discuss how using iRecruitment Employee Interview function, employees can update interview re

Managing Interview Tasks
Creating Interviews for Multiple Applicants
Viewing Interview Details

Managers and Recruiters: Working with Applicants
Viewing Applicants' details
Progressing Applications
Updating Applications
Creating offers for applicants
Approving offers
Sending offers to applicants
Managing offers
Hiring Successful Applicants using People Management Template and Oracle SSHR

Using Employee Interface
iRecruitment for Employees
Managing Employee Referrals
Using the iRecruitment Employee Candidate Home Page
Providing cross-references to interview tasks explained in the Managing interviews module

Agency Users - Working with iRecruitment
Understanding an agency user's tasks
Searching for vacancies
Searching for candidates
Creating details of candidates
Applying for jobs on behalf of candidates
Searching for applicants
Progressing applications

Generate Letters, Reports, and Perform Purge
Defining Standard letters for Web ADI and Oracle HRMS
Generating recruitment letters using Web ADI
Generating Performance Management Viewer (PMV) reports
Purging Candidate and Applicant Data