

## R12 Oracle HRMS iRecruitment Fundamentals

**Duration:** 0 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 functionalities. 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. Learn To: Identify key features in iRecruitment Perform the setup, functional, and post install steps Discuss how iRecruitment fits in with Oracle HRMS and HRMSi Use and work with iRecruitment functions Generate letters for recruitment process Generate reports for recruitment analysis

### Audience

End Users  
Functional Implementer  
Sales Consultants  
Support Engineer  
Technical Consultant

### Course Objectives

Understand how iRecruitment security works

Perform the setup, functional, and post install steps

Understand approval rules in iRecruitment

Configure iRecruitment site to suit business requirements

Create assessments for registration and job application processes

Create default job postings

Create and manage vacancies in iRecruitment

Use the site visitor functionality

Register in iRecruitment and use the registered user functionality

Process candidates

Progress applications and manage offers to applicants

Generate recruitment letters

Generate reports to analyze recruitment process

Understand the Recruitment cycle and where iRecruitment fits into it

Identify the benefits of using iRecruitment

Identify different types of iRecruitment users

## **Course Topics**

### **Overview of iRecruitment**

Identifying features of iRecruitment

Learning the benefits of iRecruitment

Describing different iRecruitment Users

Explaining how iRecruitment security works

Understanding the concept of People in iRecruitment

Discussing how iRecruitment fits in with Oracle HRMS and HRMSi

### **Implement iRecruitment**

Understanding implementation cycle for iRecruitment

Setting up iRecruitment Access to Site Visitors and Candidates

Setting up work structures details to work with iRecruitment

Creating Recruiting Site information

Setting base URL profile options

Setting up offers and assessments

Adding iRecruitment menus to required users

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 the Site Visitor functionality

Searching for jobs using different search options

Registering in iRecruitment

Creating user account details include a resume

Defining privacy for user accounts

Applying for jobs and complete 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 search criteria such as location search and agency

Finding Candidates using the Skills Matching Functionality

Processing Candidates and using different options

### **Managers and Recruiters: Working with Applicants**

Viewing Applicants' details

Progressing Applications

Updating Applications

Creating offers

Approving offers

Sending offers to applicants

Managing offers

Hiring Successful Applicants using People Management Template and Oracle SSHR

### **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