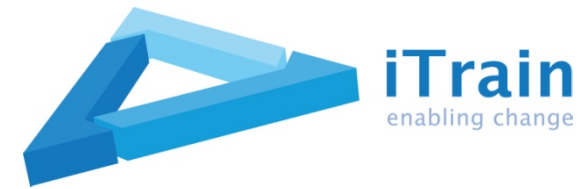


Recruitment

Presented By
Lewis Curley
iTrain

- Allows flexible control over your entire recruitment cycle:
 - from the stage where a vacancy is first identified
 - through to the rejection or appointment of an applicant

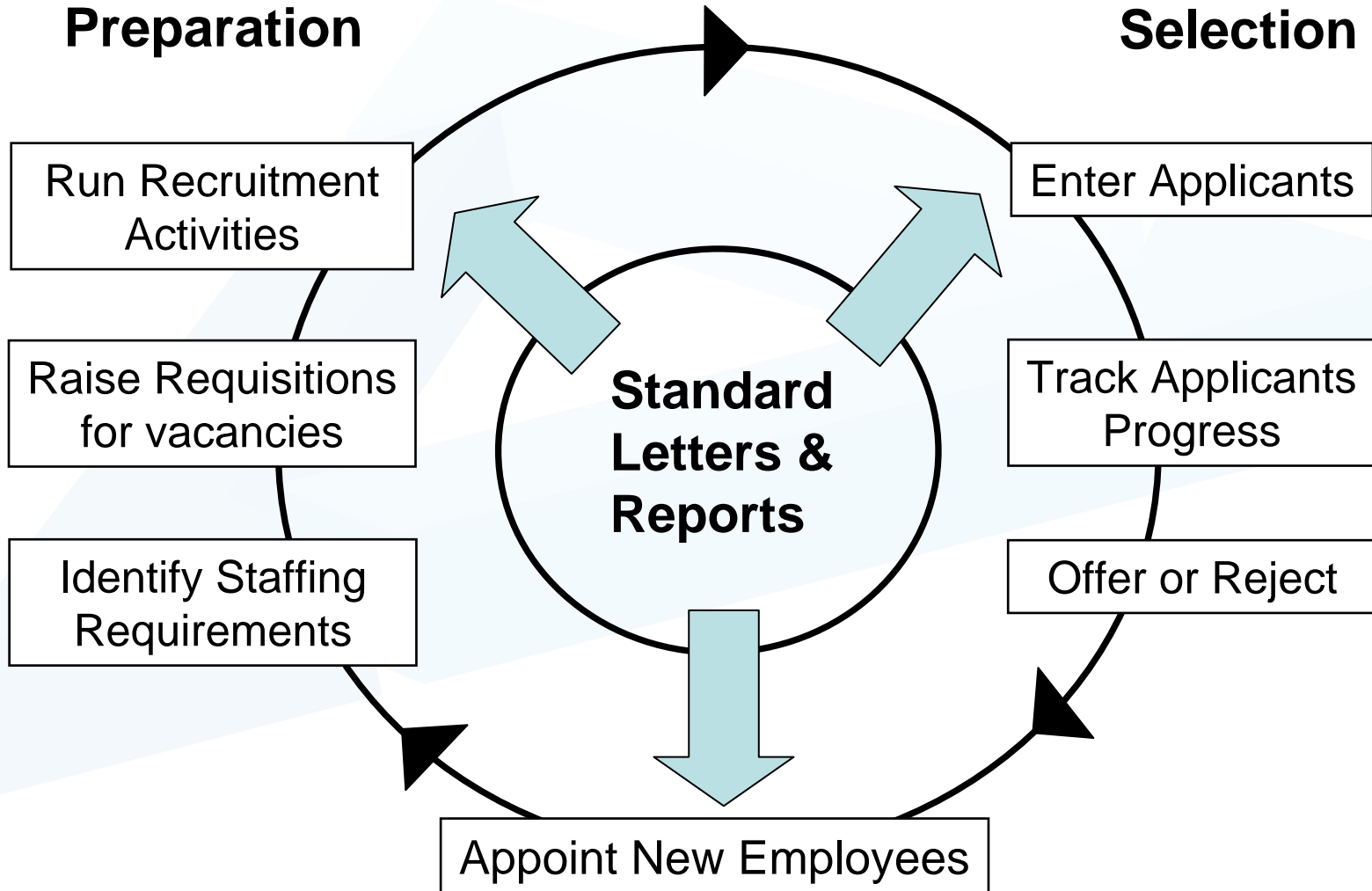
Stages of Recruitment



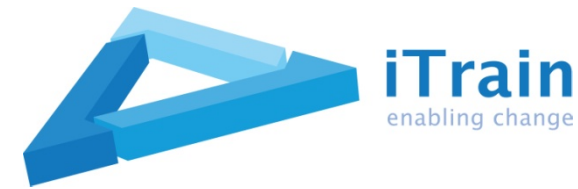
- There are 3 key areas to recruitment:
 - Preparation
 - Selection
 - Appointment

Preparation

Selection

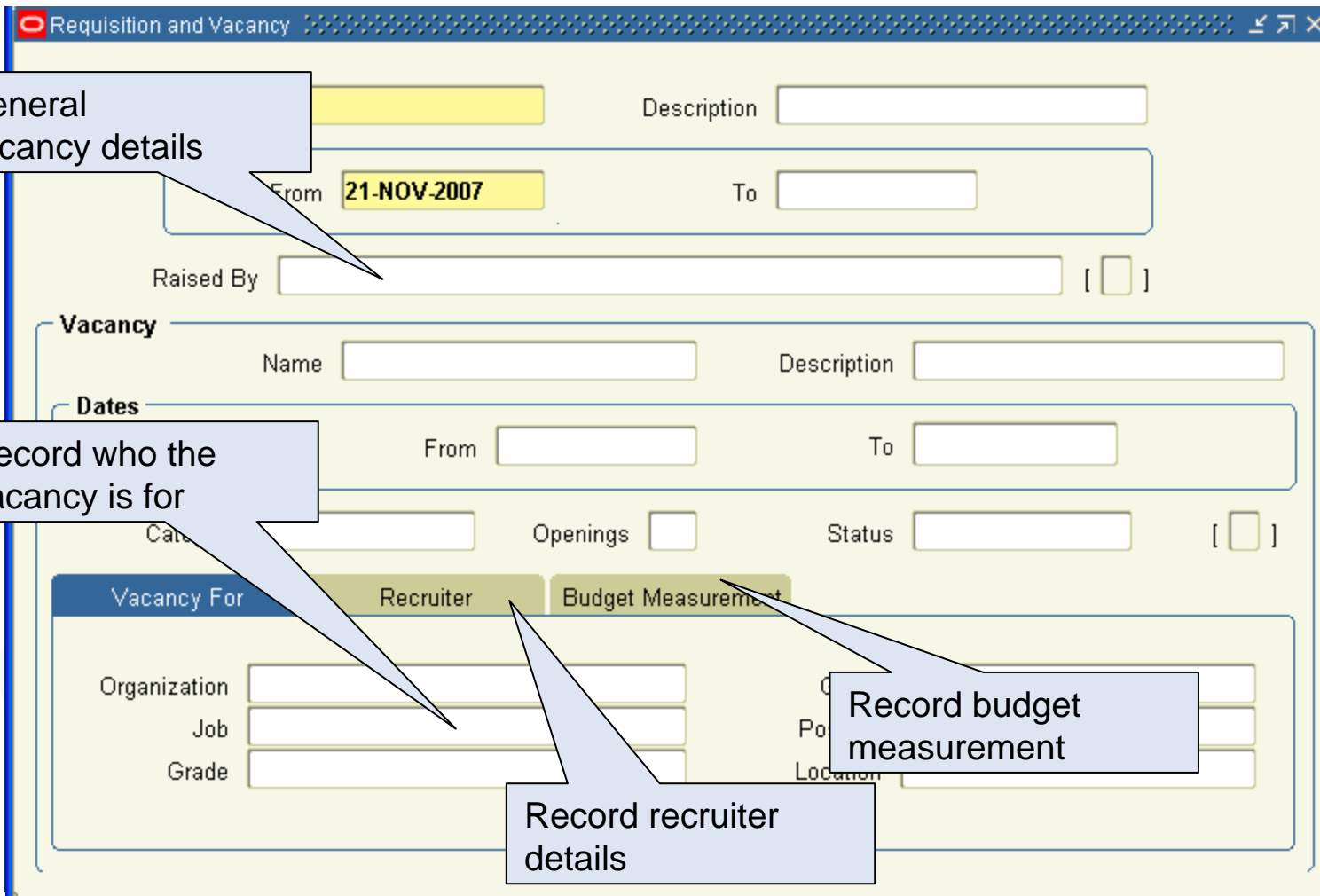


Vacancy Requisitions



- Record and use the information you need to raise a requisition at the time you need it.
- View lists of vacancies of a particular status, or a selected organization, location, job, position, grade, group, recruiter, or recruitment activity.

Requisition and Vacancy Form



Requisition and Vacancy

General vacancy details

Description

From **21-NOV-2007** To

Raised By []

Vacancy

Name Description

Dates

From To

Category Openings Status []

Vacancy For Recruiter Budget Measurement

Organization

Job

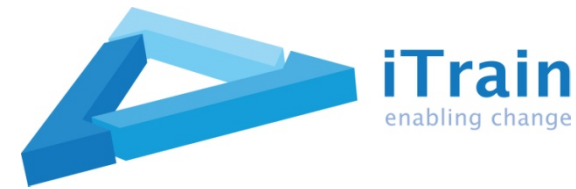
Grade

Record who the vacancy is for

Record budget measurement

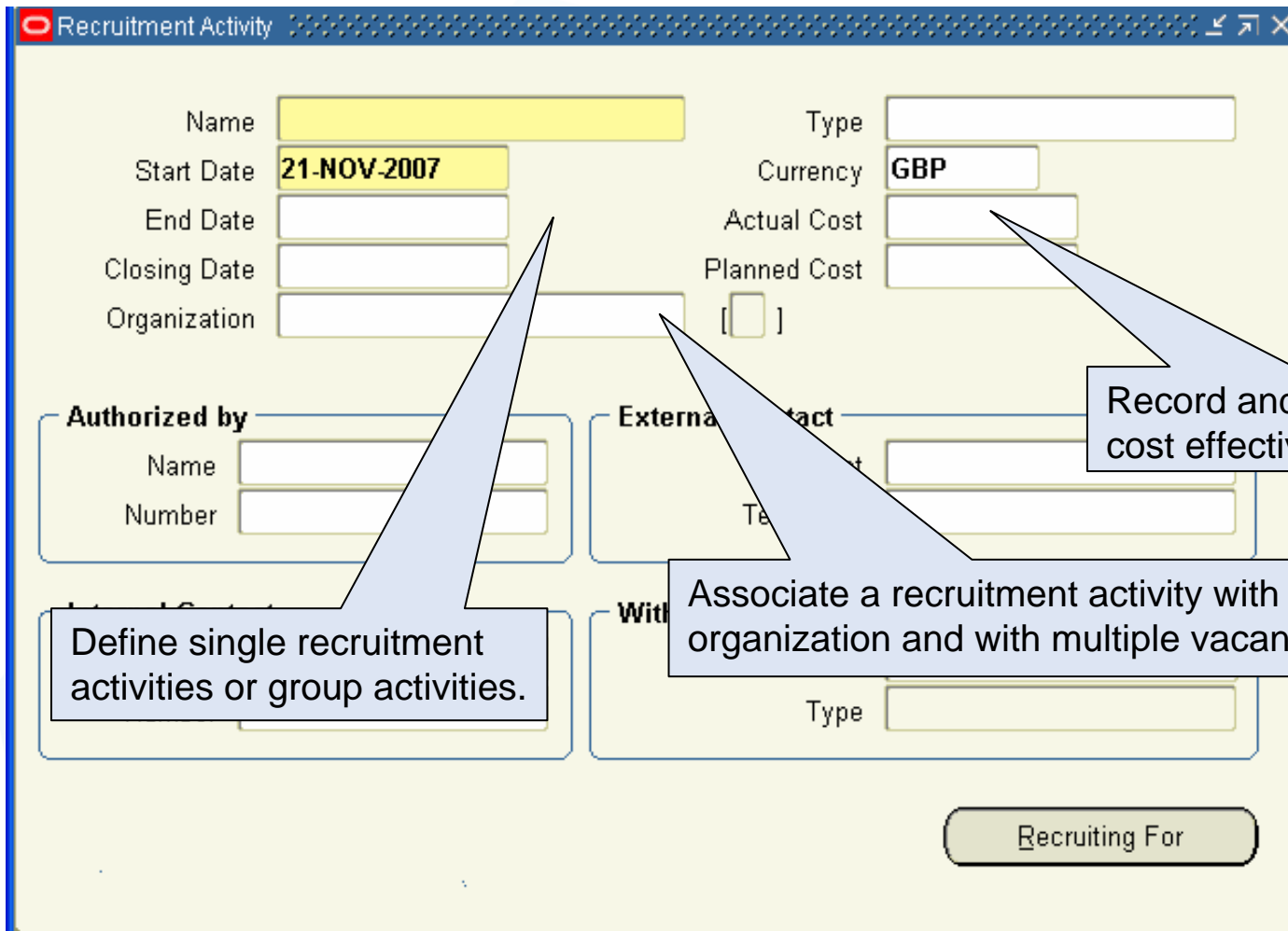
Record recruiter details

Recruitment Activities



- Record an event or program to attract applications for employment e.g. Newspaper advertisements, career fairs and recruitment evening.
- Group several recruitment activities together within an overall activity.

Recruitment Activity



Recruitment Activity

Name

Start Date **21-NOV-2007**

End Date

Closing Date

Organization

Type

Currency **GBP**

Actual Cost

Planned Cost

Authorized by

Name

Number

External Contact

Name

Telephone

With

Type

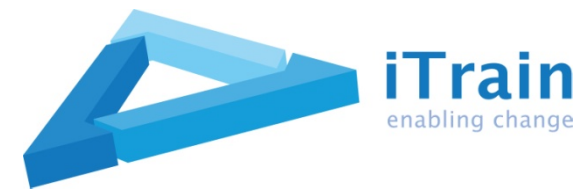
Recruiting For

Define single recruitment activities or group activities.

Associate a recruitment activity with an organization and with multiple vacancies.

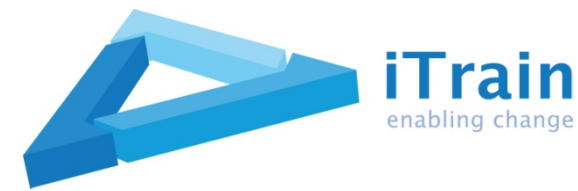
Record and monitor cost effectiveness.

Selection Process



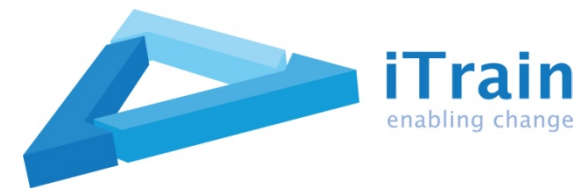
- The selection process begins with the receipt of applications and ends with the termination of an application or an offer letter.
- The tasks involved in selection processing include:
 - o Recording job offers with web based questionnaires and routing them for approval, Candidate Offers functionality.
 - o Entering applicants' details.
 - o Scheduling interviews and other recruitment events.
 - o Matching applicants' details to vacancies using Suitability Matching.
 - o Terminating applications.

Entering Applicants



- The Applicant Entry window allows you to enter basic personal information and one assignment for an application.
- If an application needs to be updated this information or add further information, use the People and Application windows.

Entering Applicant Details



Applicant Entry

Title	<input type="text" value="Mrs."/>	Gender	<input type="text" value="Female"/>	Person Type	<input type="text" value="Employee"/>
Last Name	<input type="text" value="Timberlake"/>	Applicant Number	<input type="text" value="2"/>	NI Number	<input type="text" value="NY905857D"/>
First Name	<input type="text" value="Kristina"/>	Further Information	<input type="text" value=".."/>		[<input type="checkbox"/>]
Work Phone	<input type="text"/>				

Address

Style	<input type="text"/>	Address	<input type="text"/>	[<input type="checkbox"/>]
-------	----------------------	---------	----------------------	------------------------------

Application

Date Received	<input type="text" value="21-NOV-2007"/>	Current Employer	<input type="text"/>	[..]
---------------	--	------------------	----------------------	--------

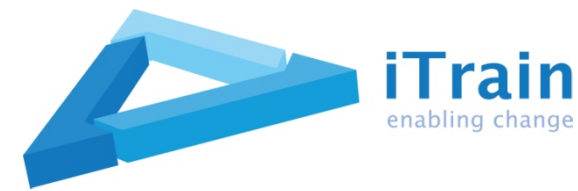
Assignment

Recruitment Activity	<input type="text"/>	Vacancy	<input type="text" value="HR Recruitment Team"/>	
Organization	<input type="text" value="Progress UK"/>	Group	<input type="text" value="HR Y LGPS 48.00 HRMS"/>	
Job	<input type="text" value="Administration"/>	Position	<input type="text"/>	
Grade	<input type="text"/>	Location	<input type="text" value="Progress UK"/>	
Status	<input type="text" value="Active Application"/>	Recruiter	<input type="text"/>	[..]

Application Source

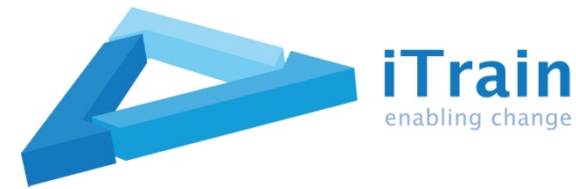
Type	<input type="text"/>	Organization	<input type="text"/>
Referred By	<input type="text"/>	Number	<input type="text"/>

Matching Applicants to Vacancies



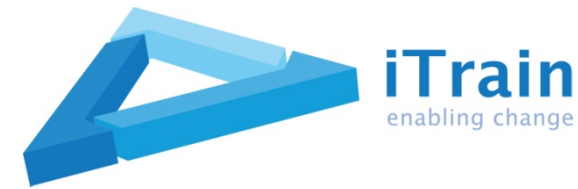
- Record both the competencies required for a position and those held by an applicant.
- Run easy searches to find applicants who match the competencies required for a certain position.

Applications and Assignments



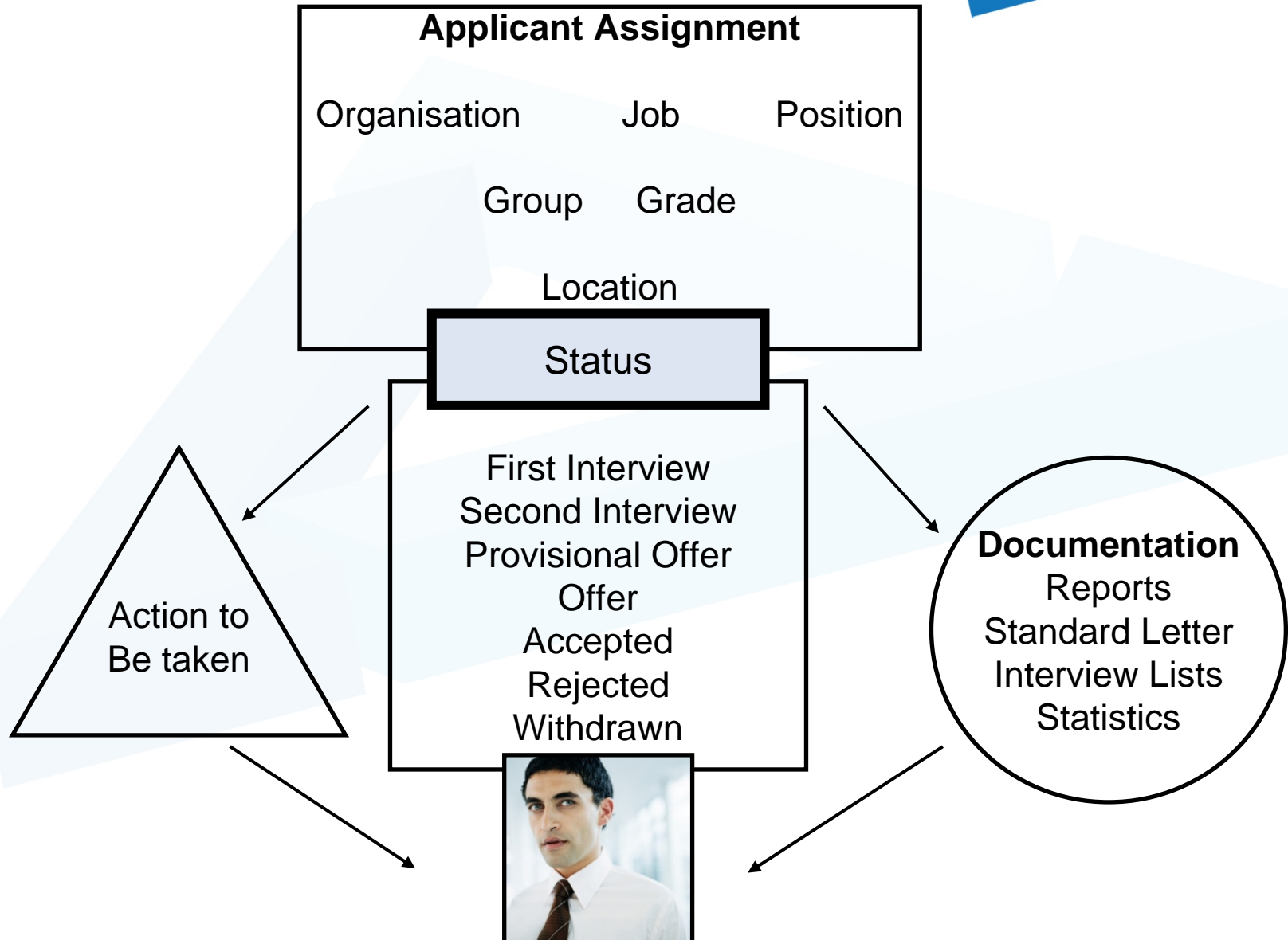
- Record addresses, personal details, application information, competencies, qualifications, school and college attendances, and work choices for all applicants.
- Track an application as one or more assignments for the applicant, similar to employee assignments.
 - It speeds up hiring the successful applicant since most of the important information is already on the system.
 - It makes it easy to track several applications from one applicant as separate assignments.
 - It enables you to enter an application from an existing employee.

Application Assignment Statuses

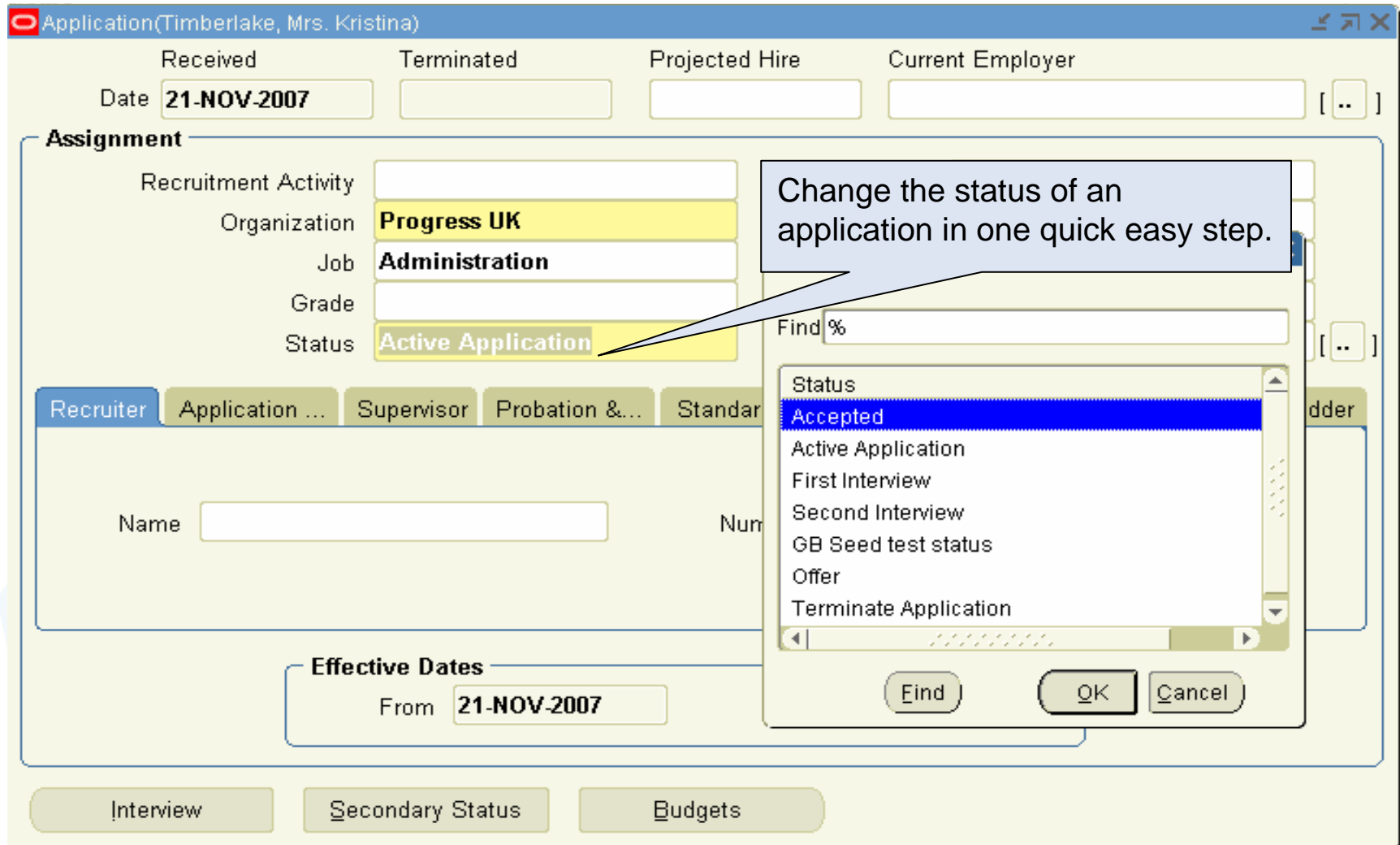


- As with employee assignment statuses, there is a set of system statuses that are used in various internal processes:
 - Active Application
 - Offer
 - Accepted
 - First Interview
 - Second Interview
 - Terminate Application

The Applicant Assignment and its Status



Statuses



Application(Timberlake, Mrs. Kristina)

Received Terminated Projected Hire Current Employer

Date **21-NOV-2007** [..]

Assignment

Recruitment Activity

Organization **Progress UK**

Job **Administration**

Grade

Status **Active Application**

Find % [..]

Recruiter Application ... Supervisor Probation &... Standar

Name Num

Effective Dates

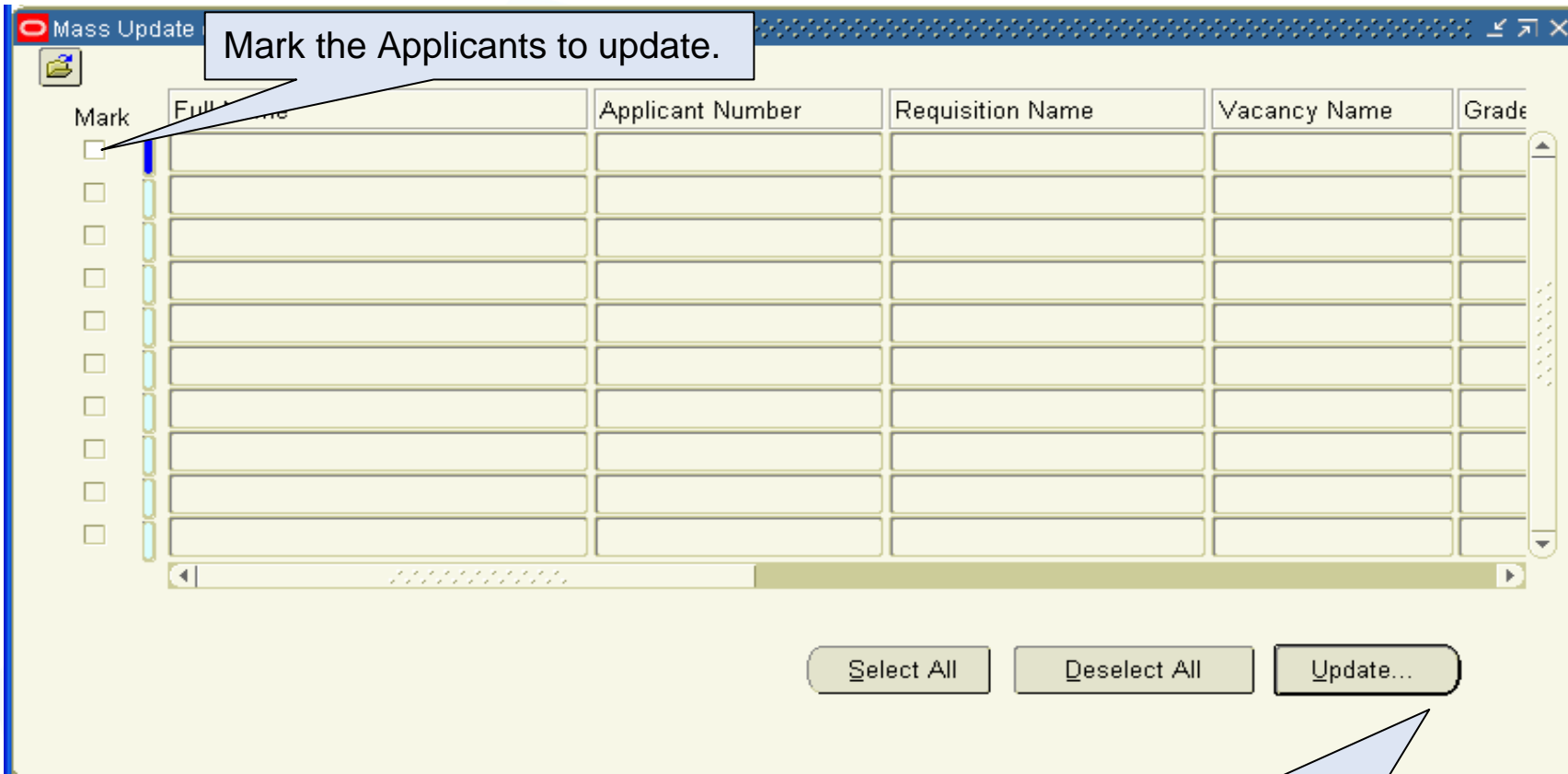
From **21-NOV-2007**

Find OK Cancel

Interview Secondary Status Budgets

Change the status of an application in one quick easy step.

Mass Update of Applicants



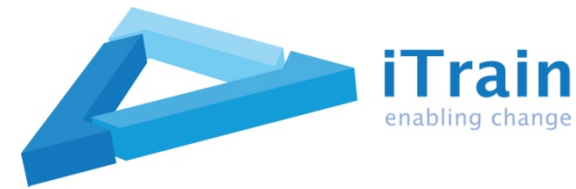
The screenshot shows a software window titled "Mass Update" with a table of applicant data. The table has columns for "Mark", "Full Name", "Applicant Number", "Requisition Name", "Vacancy Name", and "Grade". The first row is highlighted in blue, and a callout box points to its "Mark" checkbox with the text "Mark the Applicants to update." Below the table are three buttons: "Select All", "Deselect All", and "Update...". A second callout box points to the "Update..." button with the text "Click update to chose a status to update selected applicants to."

Mark	Full Name	Applicant Number	Requisition Name	Vacancy Name	Grade
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Select All Deselect All Update...

Click update to chose a status to update selected applicants to.

Interviews



- Schedule interviews and to update the assignment status of applicants.
- Produce a report on applicants and their interview schedules.

Interview

Applicant Interview(Timberlake, Mrs. Kristina)

Type **First Interview** Location **Leeds**
Timezone **(GMT +00:00) GMT**

Start Date **03-DEC-2007** End Date **03-DEC-2007** New Status **First Interview**
Time **09:00** **10:30**

[W]

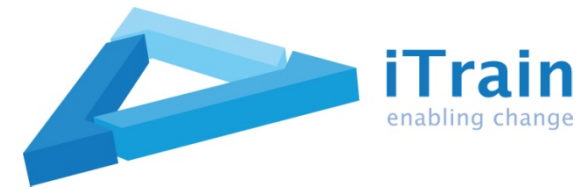
Interviewers

Number	Name	
21	Marshall, Chris	
36	Lewis, Mrs. Susan	...

Application

Record interview details including who, when and where.

Standard Letters



- You can create standard letters and link them to assignment statuses.
- For example, you can set up a standard letter that is triggered when an applicant's assignment status changes to "Offer".

Standard Letters

Request Letter

Letter Name ... Status **Pending**

Automatic or Manual **Manual** Date **21-NOV-2007**

Vacancy Name Concurrent Request

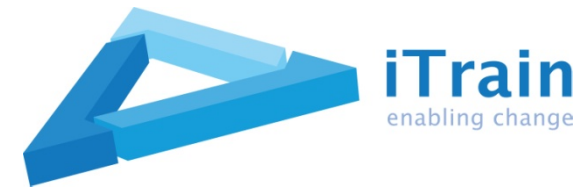
Requested For

Name	Employee Number	Applicant Number	Contingent Worker Number	Person Type

Select a Letter Name which is related to a status i.e. Offer.

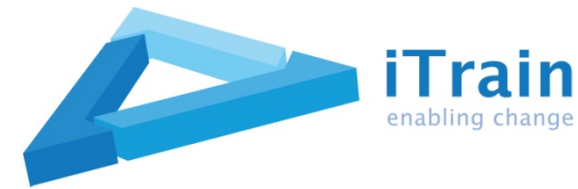
Any applicants with the matching status will populate the Requested for Field.

Approvals



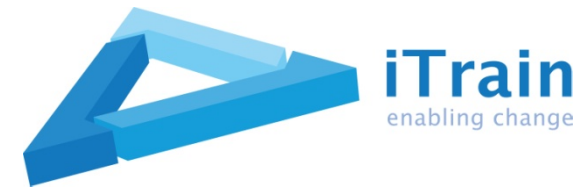
- Compose a job offer on the web and route it to the appropriate managers for approval.
- If approval is given, generate an offer letter and track the candidate's response.

Managing Hiring Process



- Convert your applicants or ex–employees to new employees with the minimum of effort.
- All details recorded as an applicant can then be used to form the basis of the new employee record.

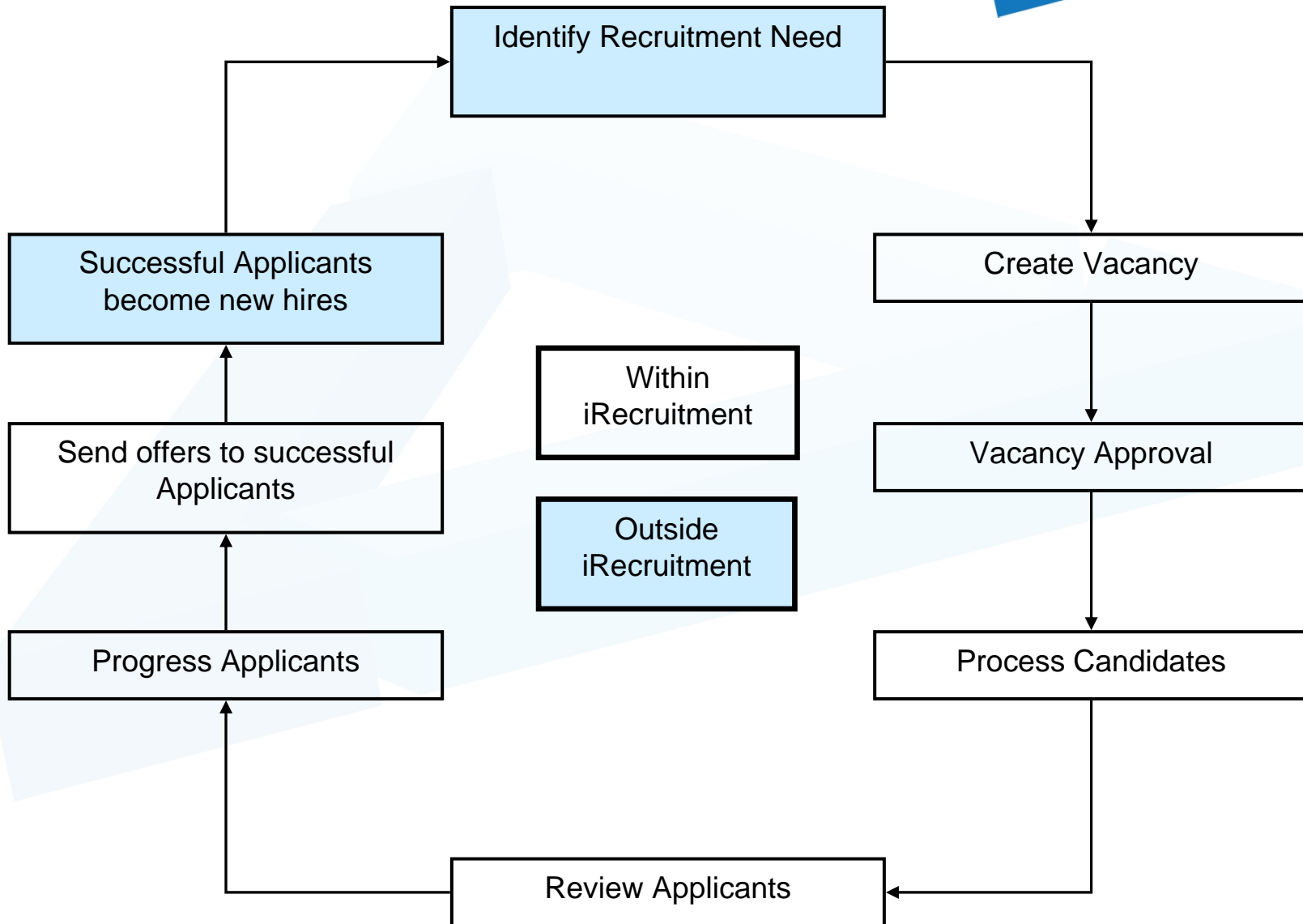
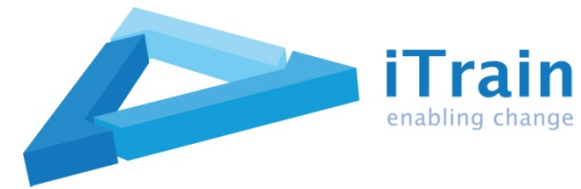
iRecruitment Overview



- iRecruitment is a web-based recruitment solution that enables your enterprise to manage all recruitment activities using a single self-service interface and provides an easy-to-use interface for job seekers.

- iRecruitment includes a separate homepage for each group of users: site visitors, registered users, Managers, recruiters, and agency users.
- The homepages outline the iRecruitment functions available for each user, and provides direct access to these functions.

iRecruitment Process



ORACLE iRecruitment [Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#)

[Home](#) [Vacancies](#) [Candidates](#)

[New Vacancy](#) **Welcome** Bird, Mr. Mark **to iRecruitment**

Notifications
Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List [Full List](#)

From	Subject
No data exists.	

Save For Later **View notifications.**

Saved On	Description	Update	Delete
No data exists.			

New to iRecruitment?

- [1. Create a Vacancy](#)
- [2. Search for Vacancies](#)

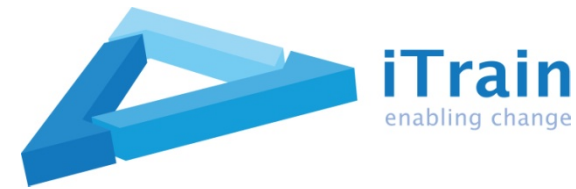
News
[Oracle](#)

Background Checking
[Background Check](#)
[Maintenance](#)

[Home](#) | [Vacancies](#) | [Candidates](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Diagnostics](#)

Copyright 2000-2004 Oracle Corporation. All rights reserved.
[About this Page](#) [Privacy Statement](#)

Vacancies and Applicants



- iRecruitment enables Managers and recruiters to create and manage both their vacancies and applicants directly using a single interface.
- Create vacancies and job adverts in a few easy steps.
- Search for and view applicants quickly.

Welcome to Central Systems

ORACLE iRecruitment

[Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#)

[Home](#) [Vacancies](#) [Candidates](#)

Vacancies

[Save Search](#)

Search

[Views](#)

Vacancy Name

Job Title

Organization

Recruiter

Status

Location

Position

Creation Date

Manager

My Vacancies

[Go](#) [Clear](#)

[Create A Vacancy](#)

Select	Vacancy Name	Business Group	Job Title	Name	Status	Number of Openings	Filled	Applicants	Location	Update
	No search conducted.									

[Save Search](#)

[Home](#) | [Privacy Statement](#)

Copyright 2000-2004 Oracle Corporation. All rights reserved.
[About this Page](#)

Search for vacancies by entering search criteria or click on My Vacancies to retrieve vacancies you have created.

Applicants


ORACLE iRecruitment [Home](#) [Logout](#) [Preferences](#) [Help](#) [Diagnostics](#)

[Home](#) [Vacancies](#) [Candidates](#)

[Vacancies](#) > **View Applicants : Test Junior** [Cancel](#) [Revert](#) [Apply](#)

Vacancy Details
Vacancy Name **Test Junior**
Start Date **18-Jul-2008**
End Date

Search

Applicant Name
Status
Resume Keyword Search 
[Go](#) [Clear](#)

Select Applicant Name	Email	Status	Location	Rating	File Name	Preview
No data exists.						

[Cancel](#) [Revert](#) [Apply](#)

[Home](#) | [Vacancies](#) | [Candidates](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#) | [Diagnostics](#)

Copyright 2000-2004 Oracle Corporation. All rights reserved.
[About this Page](#) [Privacy Statement](#)

Run easy searches for applicants.

Quickly view applicant details.

Thank you for your time

**Lewis Curley
iTrain
Stand 32**