

Oracle Internal Job Search FAQ

Advantage YOU ♦ Internal FIRST

Oracle's Advantage YOU team educates and enables Oracle employees with the resources and tools to support an internal job search at Oracle. Visit the [Advantage YOU website](#) to learn more.



Questions & Answers

How can Advantage YOU help me with internal career mobility?

Advantage YOU provides employees, *who are ready now or ready soon*, with guidance and resources on how to effectively prepare for and manage their internal job search. We enable employees on how to explore jobs that align with their skills and career goals, create an internal job search strategy, gain visibility of open positions, and effectively apply to jobs of interest using **Opportunity Marketplace**, Oracle's internal job search site.

To determine if you are ready now or ready soon, first visit the [Career Development website](#) to complete key activities and [explore careers](#) and jobs at Oracle. Define your career path and the skills and experience needed for you to qualify for jobs of interest so you can grow your career here at Oracle.

What resources and tools are available to help me prepare for and manage my internal job search?

- **[Attend a “Make a Career Move at Oracle” Live, learning session](#)**

Attend the Advantage YOU “Make a Career Move” interactive learning session when you are ready now or ready soon (1-2 months) to search and apply to jobs of interest using Opportunity Marketplace. This session will provide you with key information, tips, and actions to help you manage your internal job search. The session also includes live demos of career tools and Opportunity Marketplace with interactive Q&A.

Sessions are conducted the **first Thursday of each month**. For more information on the session, session schedule, and registration details, click [HERE](#).

- **[Join the #jobs-at-oracle Slack channel](#)**

Check out the channel's banner to find valuable resources and tools under “Employee Resources”.

Also, hiring managers in all regions who are interested in hiring internal employees spotlight their open job(s) on this Slack channel. And, **every Wednesday**, this channel spotlights [newly posted jobs in the last 7 days](#) plus all jobs posted in the last 60 days that are still active.

How do I know if I am eligible to make a career move internally?

Review the [Global Internal Career Mobility Policy](#). After reviewing, initiate a career conversation with your manager to talk about your career goals and development.

How do I initiate a career conversation with my manager?

Don't be afraid to advocate for yourself! Your manager is there to help you achieve career success. Find resources to support [initiating a career conversation](#) on the [Career Development portal](#). Use the Career Development portal to learn how to define your career path, create your plan, build your skills, and get career support before making a career move.

Do I have to notify my manager when I apply for a position?

You can apply to jobs internally without your manager's awareness. Managers do not receive any system notifications when you apply. You do need to inform your manager when you receive a verbal offer for a position - before an offer can be created. Refer to the [Global Internal Career Mobility Policy](#) to learn more.

Where do I apply to open jobs in Oracle?

Employees apply to jobs internally in [Opportunity Marketplace](#). You can access Opportunity Marketplace (OM) via myoracle > SSA > and click on the Opportunity Marketplace tile. To learn how to effectively search and apply to jobs using OM, attend an Advantage YOU monthly ["Make a Career Move" live, learning session](#) or view the [OM video tutorial](#) and [MyHelp learning guide](#).

What do I do if I apply to a position(s) and don't hear back?

After you apply to a position, you should be notified of your qualification status, progressing, or not progressing, typically within 7-10 business days. If you have not been notified, check your Submitted Applications page in HCM (*Self-Service Apps* → *Opportunity Marketplace* → *Submitted Applications*). This is where you can see the status for your application(s).

If you see that your status has not changed, i.e., still in "New to be reviewed", contact the talent advisor/recruiter first to inquire about your qualification status. If no response, please [reach out to our Advantage YOU team](#) and provide your job search details, including requisition number and date applied, so that we can help research your status.

Will I be paired with a talent advisor/recruiter to help me with my internal job search?

The talent advisor works directly with hiring managers to review your resume and qualifications against the posted job requirements. Talent advisors do not assist internal employees with their internal job search and/or provide guidance on which open jobs you should apply.

Where can I go for 1:1 support and coaching?

The first step is to have ongoing career conversations with your manager. In addition, [network internally](#) with colleagues, other managers, or organizations of interest, such as an [Employee Resource Group or Affiliate Group](#) that you can join. Sign up to participate with [Mentoring at Oracle](#). Building and nurturing your internal professional network is key to supporting your career goals and advancement. Another advantage for you is access to all the internal career development and job search resources provided by HR and Advantage YOU.

If you find that you are still having difficulty with your internal job search and would like additional support from Advantage YOU, visit the [Advantage YOU website](#), or [connect with the team directly](#). Provide us with your job search tracker, describe your issue or concern, and outline the specific support you need.

Is there a list of job openings that are not visible on the internal job search site?

All open positions are visible through the internal job search site, [Opportunity Marketplace](#). Each job will provide a detailed job description and the job requirements needed to qualify. The advantage for internal, is the job description also shares who is the talent advisor/recruiter and hiring manager hiring for the job.

If you would like to learn more about a job before applying, you can schedule an informational interview with the hiring manager.

You can also join the Advantage YOU Slack channel [#jobs-at-oracle](#) for visibility to jobs that are spotlighted by hiring managers in all regions who want to hire internally.

Where can I find information about relocation and visa/work permit sponsorship?

Visit the [Working Worldwide website](#) for information on global mobility – international transfers, relocation, immigration, policies and more. Contact the global mobility regional teams to learn about current process or restrictions. Also, make sure to review the job description of roles to learn if visa/work permit sponsorship is available. Reach out to the hiring manager or talent advisor/recruiter for additional details on relocation and visa/work permit sponsorship.

Are internal applicants a priority over external applicants?

The hiring manager of an open position will consider both internal and external applicants, so it is very important that you prepare thoroughly for the application process and for your interviews to ensure you are qualified to progress through the interview and hiring process. Hiring managers know the importance of hiring internals first to support career growth. At the same time, they need to ensure they have the right talent with the right skills for their organization and business.

Is the internal and external interview and hiring process the same?

Not always. If you are qualified to progress for a job which you have applied, consult with the talent advisor/recruiter and/or hiring manager for information on the process; especially the interviewing process, so you are prepared.

Can I apply and interview for multiple jobs at the same time?

Yes you can, but be mindful of how you approach this. ***Be strategic when you apply for jobs.***

First, identify job opportunities of interest in [Opportunity Marketplace](#). Begin your application strategy by targeting 2-3 job openings at a time for which you are well qualified. Read the job description and requirements in detail. In general, apply to jobs that are no more than one career level up or down.

Ensure that there is transparency when you are pursuing multiple opportunities. Reflect on your career goals before pursuing any opportunity, so that you can be certain that the roles you are applying to and interviewing for meet your career goals. It is also recommended that you inform the hiring manager/team that you are interviewing for other jobs internally.

Advantage YOU

We want to see you grow your career at Oracle!

Review the [Internal Career Mobility Policy](#) so you are familiar with the policy guidelines and your eligibility to transfer. You can learn more about how to develop and grow your career by exploring the [Career Development website](#).

For questions about immigration and VISA status, relocation, compensation, or any other questions outside of the internal job search process, please contact HR and/or discuss with the hiring manager when interviewing for a position. You can find your HR Support information on your [Connections](#) page.

If you have additional questions about the internal job search process, reach out to the [Advantage YOU team](#) for support. [Use this guide](#) if you need help applying to jobs online.