

Oracle Internal Hiring FAQ

Advantage YOU ♦ Internal FIRST

This resource is available to educate and enable hiring managers to support internal hiring at Oracle. Visit the [Advantage YOU website](#) to learn more about internal career mobility.



Questions & Answers

Foster an Internal Career Growth

How does Advantage YOU support me and my employees with internal career mobility?

Advantage YOU educates and enables managers on the value of internal career mobility so that they hire internally first. The Advantage YOU team partners with the business and Oracle's Talent Acquisition team to support full-cycle internal hiring.

Advantage YOU also provides employees guidance and resources on how to explore jobs and gain visibility of open positions to effectively manage their internal job search using Opportunity Marketplace, Oracle's internal job search site.

When I am ready to hire should I prioritize internal applicants over external applicants?

To support Oracle's Internal FIRST culture, hiring managers should always consider internals when reviewing candidates for their open position. Work with your Talent Advisor (recruiter), if engaged, to discuss the importance of having a blend of both internal and external candidates. Discuss with the Talent Advisor the key job requirements needed from an internal applicant to qualify.

Keep in mind that internal candidates may not have 100% of the skills and experience but can grow into the role. Consider the key skills and aptitudes required for the position, and what can be developed on the job. Our internal mobility data shows internal hires onboard quicker by knowing Oracle systems, products, and culture, and their existing internal networks. They are also three times more likely to be engaged in their work, leading to higher retention.

Is there an Oracle policy on how long an employee should be in their current role before looking internally?

Review the [Global Internal Career Mobility Policy](#) to learn more. Typically, an employee will need to be in their current role for 12 months before becoming eligible to progress to a new role internally.

Do my employees need to inform me that they are looking for other internal job opportunities?

Managers are encouraged to have ongoing [career conversations](#) with their employees to understand and support the employee's career goals and development needs. An employee can apply and interview for new roles without informing their manager. However, employees

are encouraged to notify their manager if they are progressing in the interview process with another team. We highly recommend maintaining openness and transparency with your team to ensure that career mobility is supported. An employee should feel comfortable discussing growth opportunities in other Oracle organizations that support their career goals with their manager.

Hiring Manager Ready to Hire

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

External candidates apply to open positions through Oracle Recruiting (OR), while internal candidates use Opportunity Marketplace (OM). For more insight, watch our [tutorial](#) on how internals can search for open roles in Opportunity Marketplace.

The interview process may differ as internal candidates may reach out to you directly. If the employee meets basic qualifications, we encourage you to connect with them to support our Internal FIRST culture. It is essential to partner with your Talent Advisor to ensure an optimal candidate experience for internal candidates.

How can Advantage YOU help promote my job opening to increase internal applications?

Advantage YOU can help promote your job opening(s) with a single or multiple job spotlight that highlights your job(s) and key requirements for an internal to qualify on the [#jobs-at-oracle](#) Slack channel. And/or Advantage YOU can host a customized live, interactive Job Spotlight session via Zoom. For Job Spotlight sessions, Advantage YOU partners with the business, organization/hiring leaders and, your Talent Advisor to showcase opportunities in your organization.

These three Job Spotlight options help drive employees, who are eligible to search internally, to Opportunity Marketplace for more details about your open position(s) and, if qualified, they can apply and keep track of their application submission(s).

Job Spotlight postings can also be shared on additional Slack channels, including LOB, organization, within regions/countries, and on Employee Resource Group (ERG) channels.

To promote your open position(s), submit a request through the [Workflows](#) tab located in the banner of the [#job-at-oracle](#) Slack channel.

I need to post a requisition and, I already know who I plan to hire internally. What do I do next?

When you have already identified an internal candidate for hire, or you have a few people in mind that you are considering, you can post and manage the role directly without recruiting support. When you are posting a position, be sure to review the Oracle Recruiting resources, [Manager Essentials](#). It is legally required that a requisition is posted for three (3) business days before an offer can be created and that all applicants are fairly reviewed.

For additional support on how to create an offer, refer to the [MyHelp](#) article and/or get support from your HR representative/manager.

Can Advantage YOU help source internal candidates?

Advantage YOU cannot source or search for candidates internally. An employee needs to apply online to initiate the next steps in the interview process. Our goal is to educate and enable employees to conduct an effective internal job search, create greater visibility of opportunities and increase internal applications.

However, following a live Job Spotlight Session, we can partner with Oracle Talent Advisory to identify employees who registered and/or attended the event, who are qualified and have applied to your open jobs within a specified timeframe. These internal applicants will undergo a rapid review, and those who meet the jobs requirements will be shared with you as the hiring manager for consideration. This helps expedite interviews and the interview-to-offer process if the internal candidate is selected.

Is there a list of employees that I can consider for my open position?

We cannot actively source or search for candidates internally. However, when employees apply to positions or have expressed an interest in a job change, we can inform them about your open position if they are qualified. The employee can choose to apply online if they are interested. Additionally, in Opportunity Marketplace, employees can opt in to receive email notifications about opportunities that align with their interests.

There are many internals who make it through the interview process that may not be selected for hire that can opt in to be considered for other opportunities by various Talent Advisors. Discuss with your Talent Advisor the process of identifying qualified employees who are active in their job search that may be qualified for your open position.

Who notifies the internal candidate if we do not plan to go forward with a job offer?

When an internal candidate applies and is reviewed and screened by a Talent Advisor, it is recommended that the Talent Advisor informs the candidate if they are not progressing, providing feedback specific to the job requirements.

If an internal candidate is in the interview process, it is ideal that the hiring manager or a member of the hiring team inform the candidate of decision not to progress or hire, providing feedback specific to the job requirements. The Talent Advisor can assist if they have been engaged with the internal candidate in the interview process.

I want to hire an internal who do I talk to about their current salary and performance?

For insights on employee compensation, performance, and other relevant hiring details about an internal candidate, please work with your HR Business Partner.

How soon can the internal hire transfer to my team?

Refer to the [Global Internal Career Mobility Policy](#) to learn more. The transfer date should be discussed and agreed upon by you, the internal candidate, their current manager, and HR.

Advantage YOU

Thank you! We appreciate your efforts to support internal career mobility at Oracle!

Review the [Global Internal Career Mobility Policy](#) and discuss it with your team. You can explore how to grow your career and your employees' careers in the [Career Development website](#).

Work closely with your Talent Advisor to define your hiring needs, including key skills and qualifications for internal candidates. A clear understanding of the role and requirements will help the Talent Advisor identify the most qualified candidates for your consideration.

Work with your HR Business Partner on details like workforce planning, reduction in force, employee compensation, relocation, immigration, job descriptions, job codes and creating the final job offer. You can find your HR Business Partner's contact information on your [Connections](#) page.

If you have additional questions about the internal hiring process, reach out to the [Advantage YOU team](#) for guidance and support.