

Solution Design Document - Recruitment (ORC)

Author:
Creation Date:
Last Updated:
Document Ref:
Version:

XXXXXX
06th March 2023
22nd September 2023
V3.1

1. Document Control

1.1 Change Record

Date:	Author:	Version :	Change Reference:
06-Mar-2023	Author 1	1.0	Initial Document
14-June-2023	Author 2	2.0	Post CRP1 Decisions and solution
31-Aug-2023	Author 2	3.0	Post CRP2 Workshops
			Update in Vanity email functionality 5.5
			Update in Candidate pool 5.6
			Update in Job requisition (Advert) Posting 6.4
			Added candidate Application for Agency Workers 6.8.3
			Update in Candidate Application for External Candidates 6.8.1
			Added Redeployment Process 6.9
			Update in Candidate Selection Process 7
			Update in interview Management - Only use candidate managed type - 7.3
			Added Agency Worker Candidate Offer management 8.3
			Added Move to HR Process for External candidate, Internal candidate, and Agency Workers 9.1, 9.2, 9.3
			Update in Pre-hire and Post Hire Journey 10
22 Sept 2023	Author 2	3.1	Update after Barnet Review and Comments
			Update on Current application process for external candidate, Internal candidate, and agency worker
			Adding process flow and description for disability confident employer and anonymisation in shortlisting process flow

1.2 Reviewers

Name:	Position:	Date:
Reviewer 1	HCM Solution Architect - Mastek	
Reviewer 2	Project Manager - Mastek	

1.3 Distributions

Name:	Position:	Date:
Mastekeer 1	HCM Solution Architect - Mastek	
Mastekeer 2	Project Manager - Mastek	

1.4 Approvers

Name:	Position:	Date:

2. Contents

1. Document Control	2
1.1 Change Record	2
1.2 Reviewers	3
1.3 Distributions	3
1.4 Approvers	3
2. Contents	4
3. Introduction	6
3.1 Objective and Purpose	7
3.2 How This Document is Organised	8
3.3 Process Symbols	9
4. Future Business Process	10
5. About Oracle Recruitment Cloud (ORC)	11
5.1 Recruitment Cycle Overview	11
5.2 Recruiting Organization Tree Name and Tree Version	12
5.3 Maximum number of unverified job applications	12
5.4 Duplicate Check	12
5.5 Vanity Email and Notifications	12
5.6 Candidate Pool	12
5.7 Download Offer Letter with Resolved Tokens	13
5.8 Google Job Search	13
5.9 Contingent Worker is External Candidate	13
5.10 Candidate Auto confirmation	13
5.11 Keep Me Signed in for External Candidates	13
5.12 Job Requisition Templates	14
5.13 Interview Schedule Templates	14
5.14 Career Site	14
5.15 Offer Letter	14
5.16 Onboarding	15
5.17 Reports and Analytics	15
6. Business Process Flow for Recruitment	16
6.1 Position Control: BARNET_HCM_ORC_6.1	16
6.2 Create Job Requisitions: BARNET_HCM_ORC_6.2	18
6.3 Manage Job Requisition Lifecycle: BARNET_HCM_ORC_6.3	20
6.4 Post Job Requisitions: BARNET_HCM_ORC_6.4	22
6.5 Source Candidates: BARNET_HCM_ORC_6.5	25

6.6	Manage Career Sites: BARNET_HCM_ORC_6.6	26
6.7	Search Jobs: BARNET_HCM_ORC_6.7	28
6.8	Apply for Jobs: BARNET_HCM_ORC_6.8	29
6.8.1	Candidate application External BARNET_HCM_ORC_6.8.1	30
6.8.2	Candidate Application Internal BARNET_HCM_ORC_6.8.2	31
6.8.3	Candidate Application Contingent Worker (Agency Staff) BARNET_HCM_ORC_6.8.3	31
6.9	Redeployment BARNET_HCM_ORC_6.9	33
7.	Candidate Selection Process BARNET_HCM_ORC_7.0	34
7.1	Shortlisting BARNET_HCM_ORC_7.1	35
7.2	Assessment BARNET_HCM_ORC_7.2	36
7.3	Interview Management BARNET_HCM_ORC_7.3	36
7.4	Verbal Offer BARNET_HCM_ORC_7.4	38
8.	Offer Management	39
8.1	External Candidate BARNET_HCM_ORC_8.1	39
8.2	Internal Candidate BARNET_HCM_ORC_8.2	39
8.3	Agency Worker Candidate BARNET_HCM_ORC_8.3	41
9.	Move to HR	42
9.1	External Candidates BARNET_HCM_ORC_9.1	42
9.2	Internal Candidates (Movers) BARNET_HCM_ORC_9.2	43
9.3	Agency Staff BARNET_HCM_ORC_9.3	44
10.	Pre-Hire and Post Hire Journey	45
11.	Open Items	46

3. Introduction

This document is the **Future Target Operating Model** constructed for the **Recruiting module at UK Customer**. This document highlights the events that drives the business areas of the UK Customer and focuses to map it with the functionalities provided by Oracle HCM Cloud.

The requirement of multiple Business Processes was gathered during the Advisory phase, Conference Room Pilot (CRP-1) & CRP-2 Workshops.

The key focus of this phase is as follows:

- Quick mapping of processes wherein the practices followed by the UK Customer are in line with Oracle Standards.
- Identifying the business pain areas. This includes areas which are GAP / Process change areas as per the GAID log.
- Identification of process from the product that needs to be implemented at the UK Customer.
- Key users should be able to understand the product and get used to the process flow and terminologies, hence be able to contribute effectively and efficiently in training phases.

3.1 Objective and Purpose

- Introduce best practices followed across the Recruiting Processes - Requisition management, Candidate Application, Interview management, Offer Management and Onboarding
- Capture any further key requirements from the Process Owners.
- This document also represents the business processes to be followed by UK Customer henceforth.
- The complete Oracle Applications features related to the business processes identified during the Advisory phase were demonstrated to the respective **Recruiting Users** as part of Advisory Workshop, CRP1 & CRP2 workshops.

This document includes a listing of all the business processes discussed, a detailed description of the involved process steps, either automated or manual, and supported by Process Maps. The aim of this document is to consolidate all UK Customer's business processes.

The setup information for all modules will be part of Configuration Workbooks and will not be a part of Solution Design Document (SDD).

3.2 How This Document is Organised

This document contains Key Processes which are currently handled by Recruiting Cloud module within the scope of this project under the following heads:

The Process Id naming convention follows the following format:

Project Name_Functional Area _Process Code _Serial Number

Example: BARNET_HCM_ORC_01

The process step catalogue identifies the process steps that form part of the business process. The table has the following columns

ID: Process Step Id

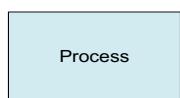
Description: Records the process step as clearly as possible.

Type: Manual means it's done outside the system; System means step will be conducted through the system

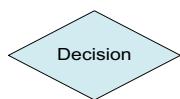
The Process Flow Diagram includes a diagrammatic representation of the process steps that form part of the business process.

3.3 Process Symbols

The following symbols represent different actions/activities in a process flow, and it is included to facilitate process communication.



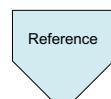
This symbol represents a group of steps or activities to perform



This symbol represents a Decision. Decisions are typically phrased as Yes / No Questions



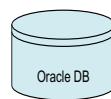
This symbol represents information input/output such as report or document. This symbol does not always imply hard copy, as some are verbal



This symbol represents an offset page reference. Indicates a cross reference with another page of the flowchart



This symbol represents start and end of the process



This represents the input symbol of information entered in the Database



This represents the Manual Operations. Manual Operations are all parts of process which are carried outside the Oracle System

4. Future Business Process

Process ID	Process Name	Description
BARNET_HCM_ORC_6.1	Position Control	This process explains the request a new position and request position change transactions.
BARNET_HCM_ORC_6.2	Create Job Requisitions	This process explains the entire requisition creation process from Hiring Manager and Recruiter
BARNET_HCM_ORC_6.3	Manage Job Requisition Lifecycle	This process explains the actions that can be taken on a Job Requisition
BARNET_HCM_ORC_6.4	Post Job Requisitions	This process explains about the internal and external posting of job requisition and job boards.
BARNET_HCM_ORC_6.5	Source Candidates	This process explains sourcing strategy for candidates
BARNET_HCM_ORC_6.6	Manage Career Sites	This process explains the career site maintenance
BARNET_HCM_ORC_6.7	Search Jobs	This process explains searching of jobs on career sites
BARNET_HCM_ORC_6.8	Apply for Jobs	This process explains the internal and external process of application of jobs
BARNET_HCM_ORC_7.0	Candidate Selection Process	List of phase and States in candidate selection process on which candidate will be moved throughout recruitment process
BARNET_HCM_ORC_7.1	Shortlisting	This process explains the shortlisting strategy in oracle and how Hiring manager will use ORC to shortlist candidates
BARNET_HCM_ORC_7.2	Assessment	This process explains any assessment required prior to interview and how these will be processed with future business process
BARNET_HCM_ORC_7.3	Interview Management	First Interview and second interview will be scheduled through ORC. The process explains how candidates will be invited for interview
BARNET_HCM_ORC_7.4	Verbal Offer	This process explains how verbal offer will be communicated with candidate and candidate will be reserved
BARNET_HCM_ORC_8.0	Offer Management	This process explains the offer management for internal and External candidate in respective subsections.
BARNET_HCM_ORC_9.0	Move to HR	This process explains how different types of candidates will be moved to HR through recruitment through different tasks based on their candidate type
BARNET_HCM_ORC_10.0	Pre-hire and Onboarding	After accepting offer candidate is moved to HR and journeys tasks are allocated for clearances. The mentioned process describes the tasks and onboarding process for both internal and external candidate.

5. About Oracle Recruitment Cloud (ORC)

Oracle Recruiting Cloud provides one window for the recruitment-related transaction. Being part of the Fusion system, the solution gives advantages of Talent Aware, Candidate Centric and Data Driven approach.

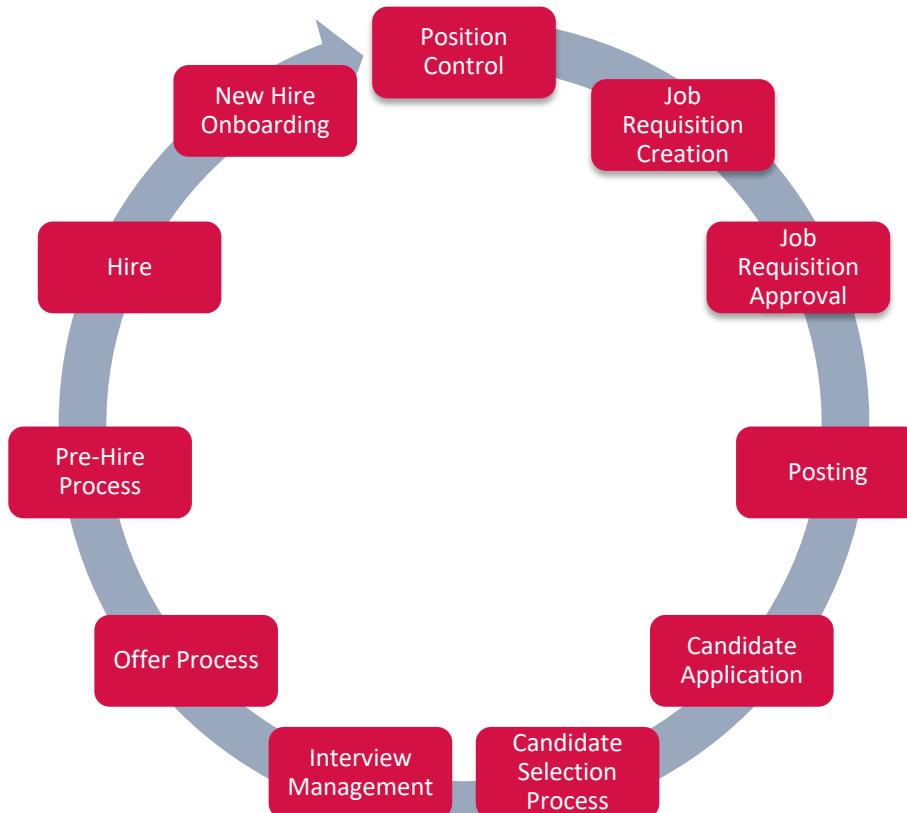
Talent Aware: A unified platform simplifies administration and opens up new possibilities for cross pillar insights and a recruiting process powered by all your talent data. No integration. No data management. No cost. No hassle.

Candidate Centric: Oracle's combination of recruitment marketing, CRM, and applicant tracking features eliminates the need for multiple disparate recruiting systems. Eliminates cost, streamlines the experience, and gives recruiting teams line of site across their entire process.

Data Driven: Oracle technical innovations and thought leadership combine to deliver a next generation recruiting system and not simply a re-platform of our old one. A differentiated offering for today's market.

ORC is a compact system that satisfies recruiting and onboarding requirements and helps hire the best candidates to cultivate a culture of performance and productivity. It offers talent acquisition management at the click of a button and streamlines recruiting, talent acquisition management and Onboarding, allowing quick access to key data, allowing for intelligent decision making.

5.1 Recruitment Cycle Overview



5.2 Recruiting Organization Tree Name and Tree Version

Organization Tree for Recruitment is used and set up at the time of setting up Recruitment Cloud. BARNET will use same Organization Tree as the one used in Core HR. Named as ORC Organization Tree.

5.3 Maximum number of unverified job applications

Number of job applications that can be made by a candidate before the candidate verifies its identity.

Maximum number of unverified Job Application is set to default value of 1.

5.4 Duplicate Check

Define settings to perform a duplicate check for external candidates in their move to HR. There are three options available for Duplicate Check:

- None - no duplicate validation
- Use Person Creation Duplicate Check setting for all candidates
- Use Person Creation Duplicate Check setting only for candidates with date of birth and national identifier

Note - Duplicate Check parameter confirmed by Barnet - First name, Last Name and NI number should be checked. To be demonstrated in KUT.

5.5 Vanity Email and Notifications

Vanity email can be used to send notifications to external candidates through Barnet email address.

Note: This email address is provided on enterprise level thus it will same for both Barnet and BELS. Both LEs need to finalize on one common ‘From email address’ which will be entered in system.

Confirmed Email address by Barnet and BELS: [NoReplyRecruitment@Barnet.gov.uk](mailto>NoReplyRecruitment@Barnet.gov.uk)

5.6 Candidate Pool

Allows to create candidate pool and add suitable candidates in the pool.

Type of candidate pools:

1. Shared
2. Private
3. Global

Note: Global Candidate pool will not be used as candidate added in this pool will be accessible by both BELS and Barnet.

Candidates will not be added by recruitment team directly - Barnet wants to send notification to candidate asking for permission to add them in talent pool. Candidate can respond back to that email with Yes or No with request more information flow. After confirmation from candidate recruiter will manually add candidate in the pool.

Barnet need report to indicate the time spent by a candidate in the candidate pool every month in order to whether keep them in the candidate pool or remove.

5.7 Download Offer Letter with Resolved Tokens

If you enable the setting Download Offer Letter with Resolved Tokens, recruiting users will only see the actual values that belong in that offer letter and they will see only the actual sections that are relevant to that specific candidate. With this method, all the tokens get replaced with values entered while creating or editing the offer by the recruiter.

Note: Download Offer Letter with Resolved Tokens will be enabled for BARNET.

5.8 Google Job Search

When you enable Google Job Search, Google is notified that a new job is available to be posted on Google.

Note: Google Job Search functionality can only be enabled in Production environment.

Google Job Search will be enabled in Production Instance for BARNET.

5.9 Contingent Worker is External Candidate

When you enable this feature, contingent workers are processed as external candidates.

Note: Contingent worker will be treated as External candidate and will be processed Separately.

5.10 Candidate Auto confirmation

When you enable this feature, candidates don't need to confirm their email address when they apply for a job. Their email address is automatically confirmed.

Note: Candidate Auto confirmation will not be enabled for BARNET.

5.11 Keep Me Signed in for External Candidates

You can allow external candidates to be signed in instantly when they go to a career site to schedule interviews, provide more information, view offers, or apply to another job.

Note: Keep Me Signed in for External Candidate will be Enabled for BARNET with 1 Day as default.

5.12 Job Requisition Templates

Oracle Recruiting Cloud allows creation of job requisition templates to reduce the time in creating job requisitions. Job requisition templates contain specific requirements for a job and are used by recruiters and hiring managers when they create job requisitions.

There can be three types of job requisition templates that can be defined:

- Standalone
- Job
- Position

Note - One unique Position Based Requisition Template will be created at BARNET based on information in Requirement Template.

5.13 Interview Schedule Templates

Predefined interview schedule templates in Oracle Recruiting Cloud help recruiters and hiring managers save time when they create interview schedules for job requisitions.

There can be two types of interview schedule templates that can be defined:

- Hiring Team Managed
- Candidate Managed

Note: BARNET will only use Candidate Managed interview schedule template according to their business process.

5.14 Career Site

Career Site is the portal for recruiters to post the jobs and candidates to find the job and apply. In ORC, a career section will be created for both Internal (Opportunity Marketplace) and External candidates. This platform will be used for posting jobs. Employees will have access to the career section and will be able to perform the operations. While external career sites are configurable, internal career sites can be accessed within Oracle Cloud and is predefined and cannot be edited.

Note: As per best practices, Oracle standard theme will be applied to the career site. Training will be provided on how to make changes to the theme to empower BARNET to create their own theme and make ongoing changes.

Note: External Career Site Requirement document to be approved by Barnet.

5.15 Offer Letter

The Candidate will land in the Offer stage and Offer details will be entered in the system. Output of successful acceptance of Offer will be candidate is Moved to HR as a pending worker. On-boarding Process will also be triggered automatically.

5.16 Onboarding

Onboarding is the process of getting an employee fully initiated within the organization by allocating all required resources and completing all formalities like reading policy documents and other employee related information (like benefits etc.) to get the employee to be productive as soon as possible.

As a product feature Journeys will be used for onboarding. And the tasks will be assigned to the respective user at the start of the onboarding process.

Based on the requirement onboarding task will be performed at two levels:

- Pending Worker
- Employee

Note - Detailed Onboarding requirements are to be provided by BARNET in the requirement template.[\[LD1\]](#)

5.17 Reports and Analytics

There are standard reports and dashboards delivered by Oracle.

Recruit to Hire Dashboard is the out of the box standard dashboard available for Recruitment Users which was demonstrated in Advisory Sessions.

6. Business Process Flow for Recruitment

Recruiters and hiring managers use the Hiring work area to hire new employees and for internal mobility. The Hiring work area includes the following major areas:

- Job requisition management
- Candidate management
- Candidate job application management
- Job offers management
- Hiring management

Note: The Business Processes defined in this Document are based on the discussions done in CRP-1 & CRP-2 workshops & Standard Practices followed. Each process will need to be reviewed through and finalized with BARNET SME's.

6.1 Position Control: BARNET_HCM_ORC_6.1

6.1.1 Business Need:

Hiring Managers to create Position's and change Positions.

6.1.2 Standard Functionality:

User can initiate by using Request New Position and Request Position change.

6.1.3 Current Process:

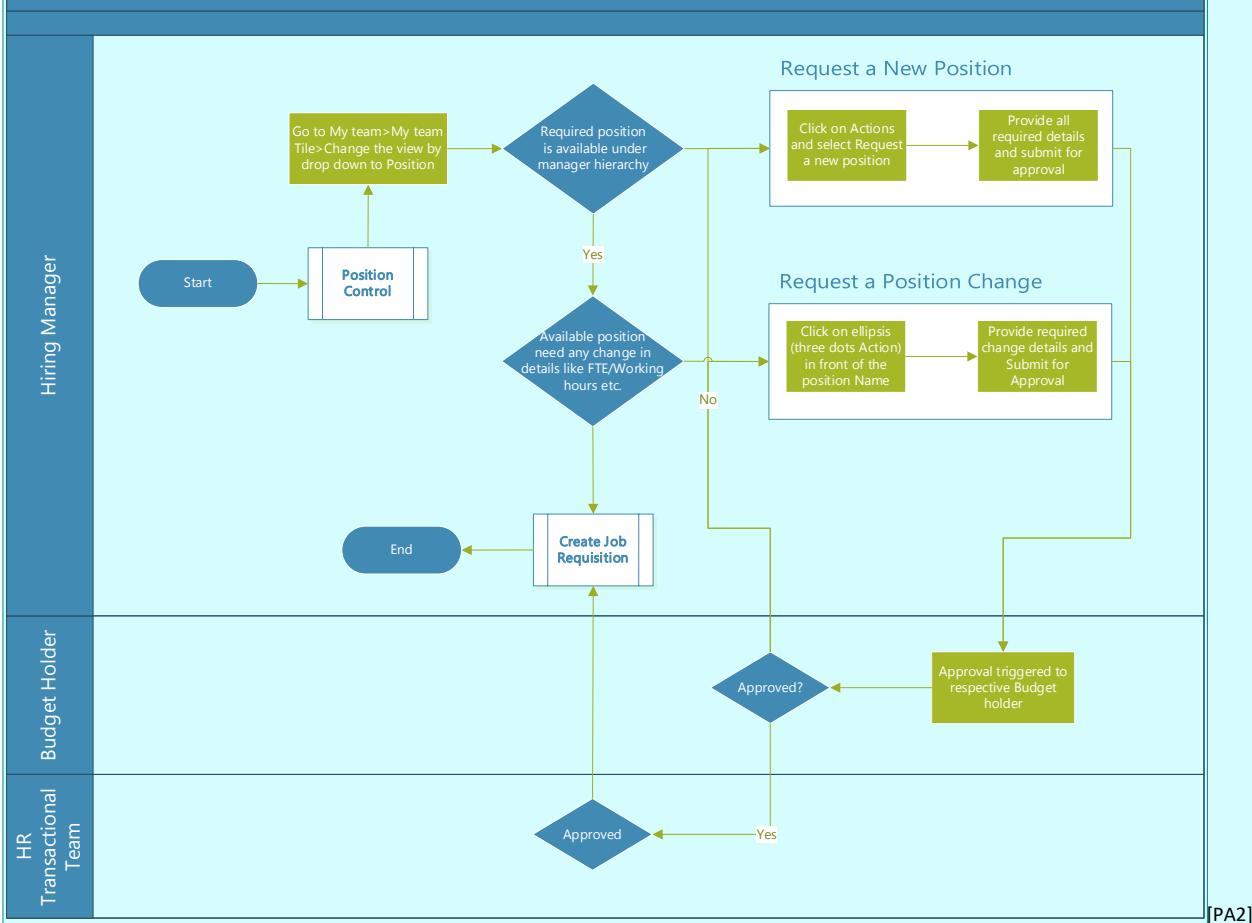
BARNET: Any new position that is required to be created a form is filled for approval to vacancy approval panel with job description. This currently happens off-system.

6.1.4 Scope/Future process

As a part of Establishment Control, Position Control from recruiting side will include transactions around position. Two major transactions being described in the flow below are as follows:

1. Request New Position
2. Request Position Change

BARNET_HCM_ORC_6.1 Position Control



Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.1.1	The hiring manager uses the manager self-service to check if the appropriate position is available for hiring.	System
BARNET_HCM_ORC_6.1.2	The hiring manager goes to my team and validates the availability of the position.	System
BARNET_HCM_ORC_6.1.3	The Hiring manager checks if the position has FTE (Full-time equivalent) and headcount left.	System
BARNET_HCM_ORC_6.1.4	The process of recruitment continues requisition and eventually ends.	System
BARNET_HCM_ORC_6.1.5	The position is not available for hiring, so the Hiring manager will raise a request for the new needed position from the manager self-service.	System
BARNET_HCM_ORC_6.1.6	The hiring manager will raise a request for the position change from the manager self-service if any update is required in existing position under their hierarchy.	System
BARNET_HCM_ORC_6.1.7	The Budget holder will now approve the new position/position change.	System

Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.1.8	The HR Transactional team will check the change/new position details and approve the position. The system will notify the Hiring manager about the update on position.	System
BARNET_HCM_ORC_6.1.9	If the finance team will not approve the new position request, the recruitment process cannot initiate.	System
BARNET_HCM_ORC_6.1.10	If the finance team do not approve the position update request, the recruitment process cannot be initiated as there is no free FTE/HC.	System

6.2 Create Job Requisitions: BARNET_HCM_ORC_6.2

6.2.1 Business Need:

Hiring Manager or Recruiter to create Job Requisitions.

6.2.2 Standard Functionality:

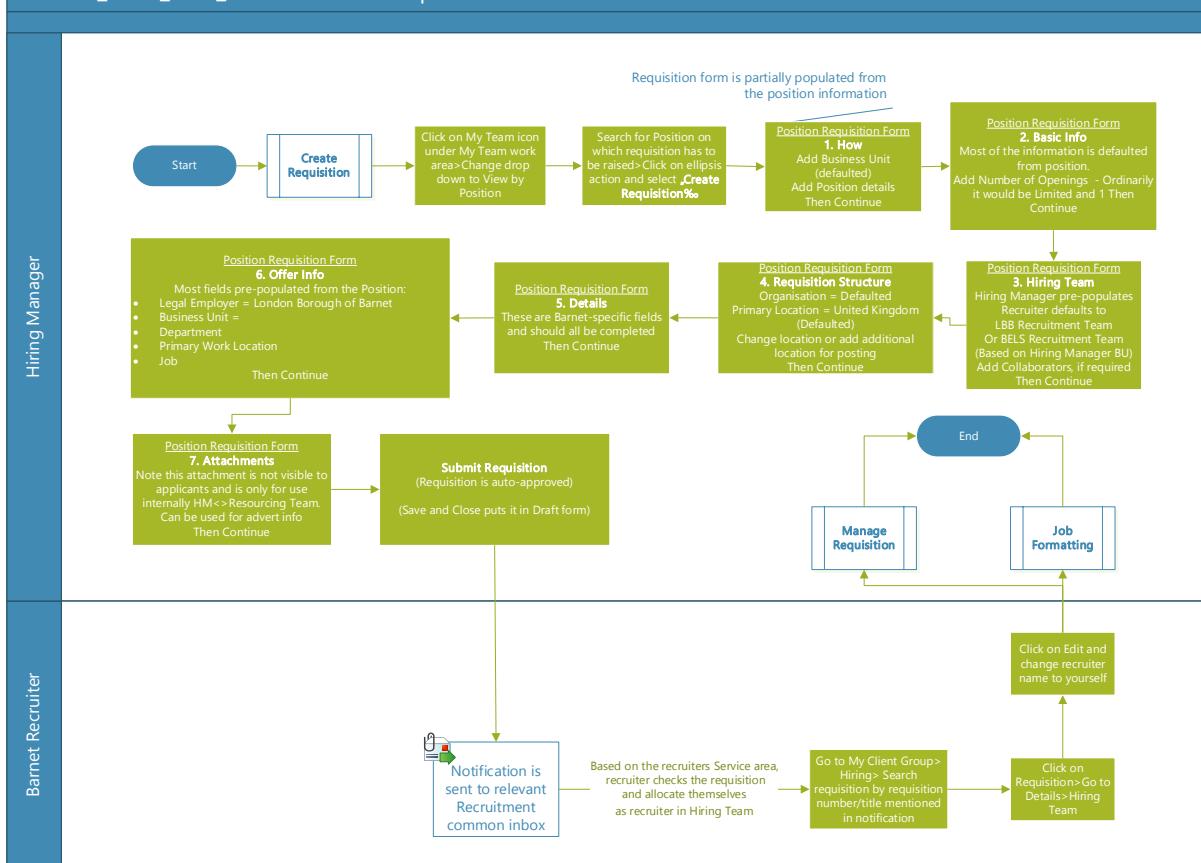
Users can create Job Requisitions using different Blank Requisition or templates or by using Job and Positions.

6.2.3 Current Process:

BARNET: Hiring manager initiates job requisition off system via email and send for approval. After recruiter has reviewed the details recruiter posts the advert on current system

6.2.4 Scope

Barnet hiring managers will use this functionality to request a new requisition. The below process flow describes the job requisition creation process from a Hiring Manager:

BARNET_HCM_ORC_6.2: Create Job Requisition


Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.2.1	The hiring manager will create a job requisition in the My Team area available in Manage Self Service	System
BARNET_HCM_ORC_6.2.2	Hiring manager goes to My team > View by Position and selects Position to initiate Job requisition Clicks on Action three dots menu and create requisition	System
BARNET_HCM_ORC_6.2.3	The hiring manager will now fill up all the relevant details.	System
BARNET_HCM_ORC_6.2.4	To complete the job requisition the hiring manager can- -> Add job requisition details -> Define interview panel in Hiring team -> Add any attachments if required	System
BARNET_HCM_ORC_6.2.5	The hiring manager will now review and submit the requisition and the system will notify the recruiter about the creation of the new requisition.	System
BARNET_HCM_ORC_6.2.6	The recruiter will navigate to the hiring area (My Clients Group -> Hiring) and select the relevant requisition which was created by hiring manager.	System

Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.2.7	The recruiter will now review the job requisition and change recruiter from common account to themselves. Review and submit.	System
BARNET_HCM_ORC_6.2.8	The recruiter can format the job requisition.	System

6.3 Manage Job Requisition Lifecycle: BARNET_HCM_ORC_6.3

6.3.1 Business Need:

Manage the Job requisition and to keep track of updating.

6.3.2 Standard Functionality:

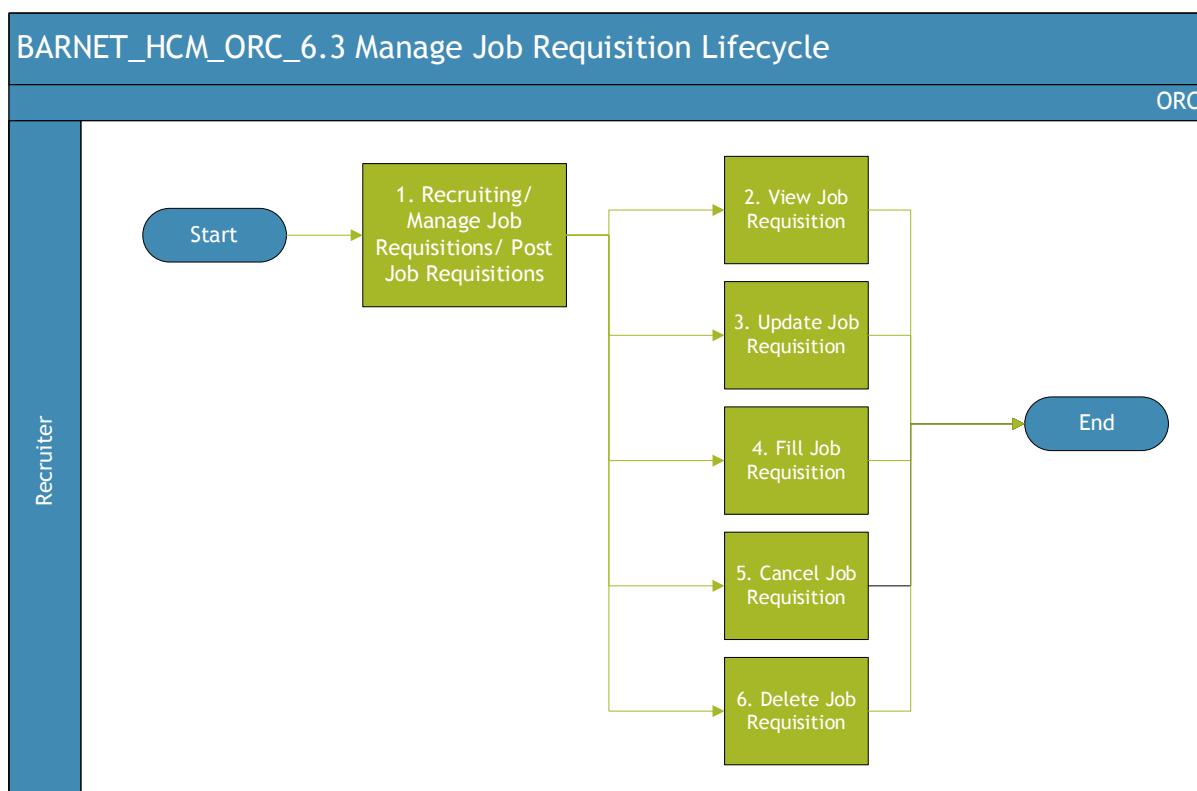
Recruiter will manage the complete lifecycle starts from Positing, viewing, updating, filling, cancel and deleting the requisition.

6.3.3 Current Process:

Requisition lifecycle is managed in current system by recruiter

6.3.4 Scope

BARNET will use the functionality to update Job Requisition



Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.3. 1	The recruiter will either do recruiting or manage job requisition or post job requisition.	System
BARNET_HCM_ORC_6.3. 2 To BARNET_HCM_ORC_6.3. 6	The recruiter will now - -> View job requisition -> Update job requisition -> Fill job requisition -> Cancel job requisition -> Delete job requisition	System

6.4 Post Job Requisitions: BARNET_HCM_ORC_6.4

6.4.1 Business Need:

Customer to post the created requisition in the desired channels.

6.4.2 Standard Functionality:

The requisition can be posted by the Recruiter in Internal/External career site, Job Distribution portal and Agent Referral.

6.4.3 Current Process: BARNET jobs are posted on official website and job boards

6.4.4 Scope

Job Posting can be done on 4 main areas listed below:

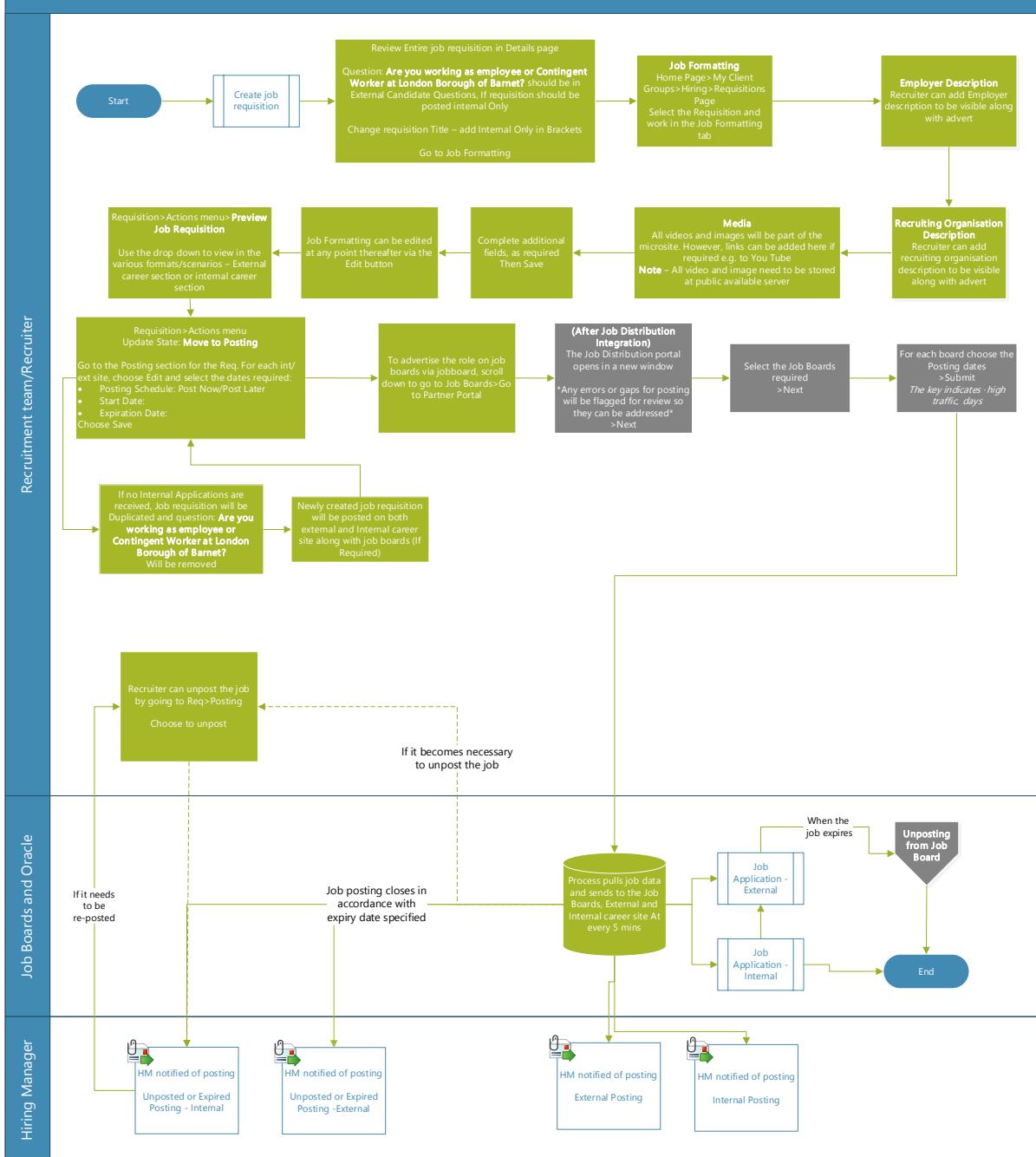
- Internal Career Site
- External Career Site
- Job Distribution Portal - BARNET need to contact job distribution partners for integration with ORC.
- Agent Referral^{[LD3][PA4]} - Will not be used in ORC as future process.

For Internal and External career sites, we also have the 'Post Later' option to post in a future date/time.

If job is Internal Only for first few days, Job requisition will be posted on both internal and External career site with a DQ question - **'Are you a UK Customer Employee or working as an agency worker for the past 12 weeks?'**

If no applications are received then the job requisition will be duplicated, DQ question will be removed, and this new requisition will be posted on both external and internal career site. Previous job requisition will be filled/Closed.

BARNET_HCM_ORC_6.4: Job Formatting and Posting



Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.4.1	The recruiter will select a job posting option. Internal - if the hiring is to be done within the organization. External - if hiring is done outside the organization.	System
BARNET_HCM_ORC_6.4.2	The job requisition will be posted on the Career sites or internally as per selected by the recruiter. A system driven	System

Process Step:	Process Description:	Process Type:
	notification will be sent to hiring manager informing about the requisition posting. This is a scheduled process.	
BARNET_HCM_ORC_6.4.3	The recruiter will provide candidate services / apply for jobs.	System
BARNET_HCM_ORC_6.4.4	The recruiter can invite agents which will then refer the requisition to the desirable candidate. The agents will provide candidate services / Apply for jobs.	System
BARNET_HCM_ORC_6.4.5	The recruiter can post job requisition to job distributor's portal. The job requisition will be posted to the Distributors panel.	System
BARNET_HCM_ORC_6.4.6	The recruiter can view the job requisition posting and view it.	System
BARNET_HCM_ORC_6.4.7	The recruiter will unpost the job requisition when required.	System

6.5 Source Candidates: BARNET_HCM_ORC_6.5

6.5.1 Business Need:

Customer had to source candidates on the published jobs.

6.5.2 Standard Functionality:

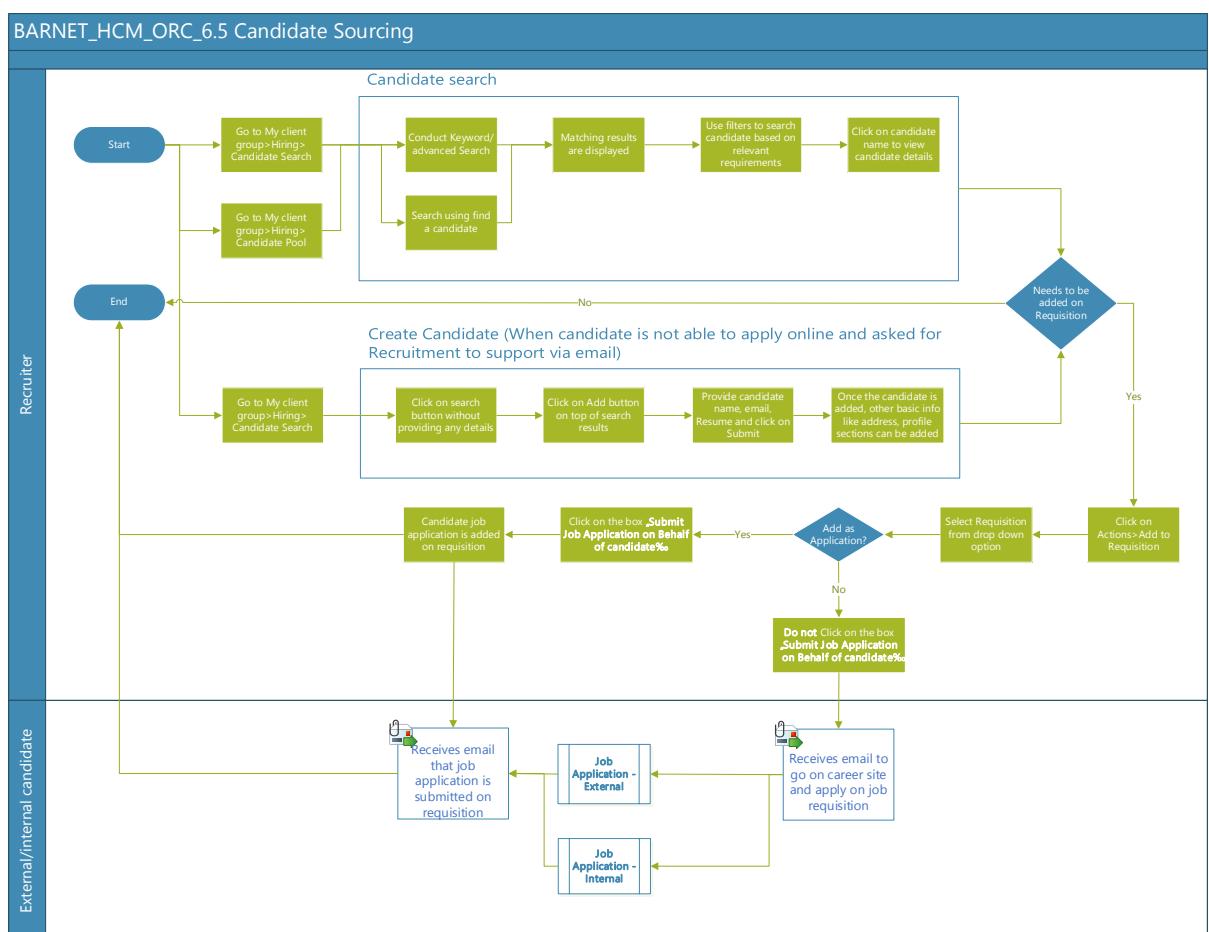
Users can conduct search, filter, sort and compare. These sourced candidates can be managed under Manage Candidate.

6.5.3 Current Process:[LD5][PA6]

Currently no process for candidate sourcing

6.5.4 Scope

A generic keyword search is available to search for all the candidates (Internal and External) within the system. For more granular searching, advanced query-based searching is available with multiple filtering criteria.



Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.5.1	To search for candidates, the recruiter will conduct keyword search or an advanced search and display the matched results.	System

Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.5.2	The recruiter needs to view the candidate.	System
BARNET_HCM_ORC_6.5.3	The recruiter will filter or sort the search results according to the candidate.	System
BARNET_HCM_ORC_6.5.4	The recruiter will either- -> View candidate applications -> View candidate details	System
BARNET_HCM_ORC_6.5.5	The recruiter needs to manage candidates.	System
BARNET_HCM_ORC_6.5.6	The candidates sourced and managed under Manage candidates.	System
BARNET_HCM_ORC_6.5.7	Candidate then can be added to relevant job requisition by recruiter if required	System

6.6 Manage Career Sites: BARNET_HCM_ORC_6.6

Barnet will maintain below 1 External Career Sites and 1 Internal Career Sites:

- External - For BARNET jobs with Apply button.
- Internal - For internal employees

For agency workers to access jobs a separate icon will be created under 'Me' section with direct link of Barnet External Career Site

6.6.1 Business Need:

Created Job Requisition had to be posted in Career Site.

6.6.2 Standard Functionality:

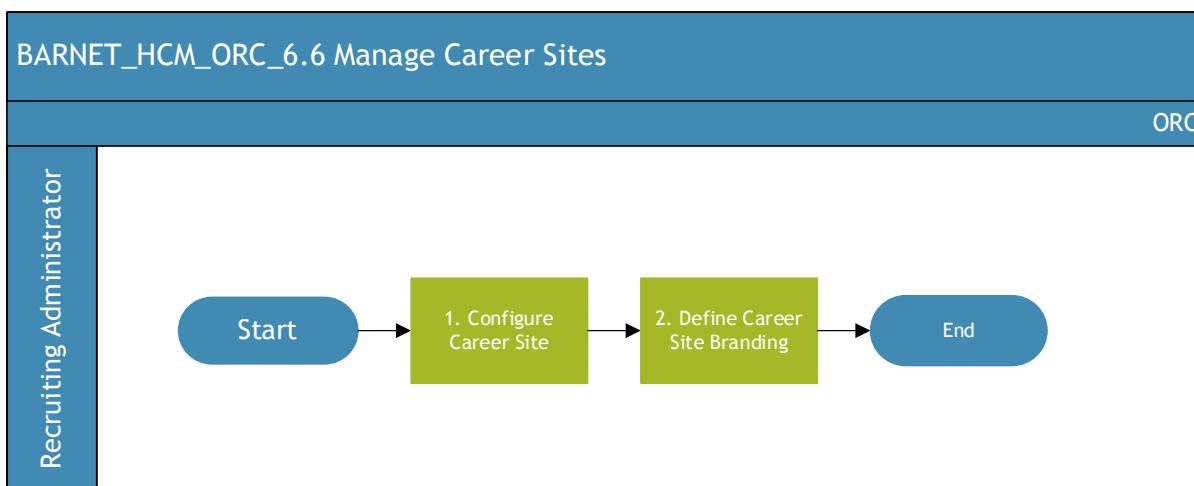
User can post Job Requisition on the Career Site and Recruiting administrator can create multiple career site and manage it.

6.6.3 Current Process:

Agency workers can see Barnet career opportunities on the external careers page. Recruitment also share internal and external vacancies on Yammer. Agency workers can also see vacancies posted at the office such as the depot workers.[LD7]

6.6.4 Scope:

Recruiting Administrators have the ability to Manage Career Sites in the system. As described earlier, the standard Oracle provided theme can be managed from this area in the system and overall career site branding can be amended from this area.



Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.6.1	The recruiting administrator will configure Career site for external candidates. (External candidates interact with a career site when they search for jobs, apply for jobs, create a profile, share job details, get referred for a job, manage their job applications and talent community settings.)	System
BARNET_HCM_ORC_6.6.2	The recruiting administrator will define the Career site branding. Under this, recruiter can personalize elements such as logos, background image, text, fonts, colours, custom header, footer, and CSS.	System

6.7 Search Jobs: BARNET_HCM_ORC_6.7

6.7.1 Business Need:

Candidate searches for the posted jobs to apply.

6.7.2 Standard Functionality:

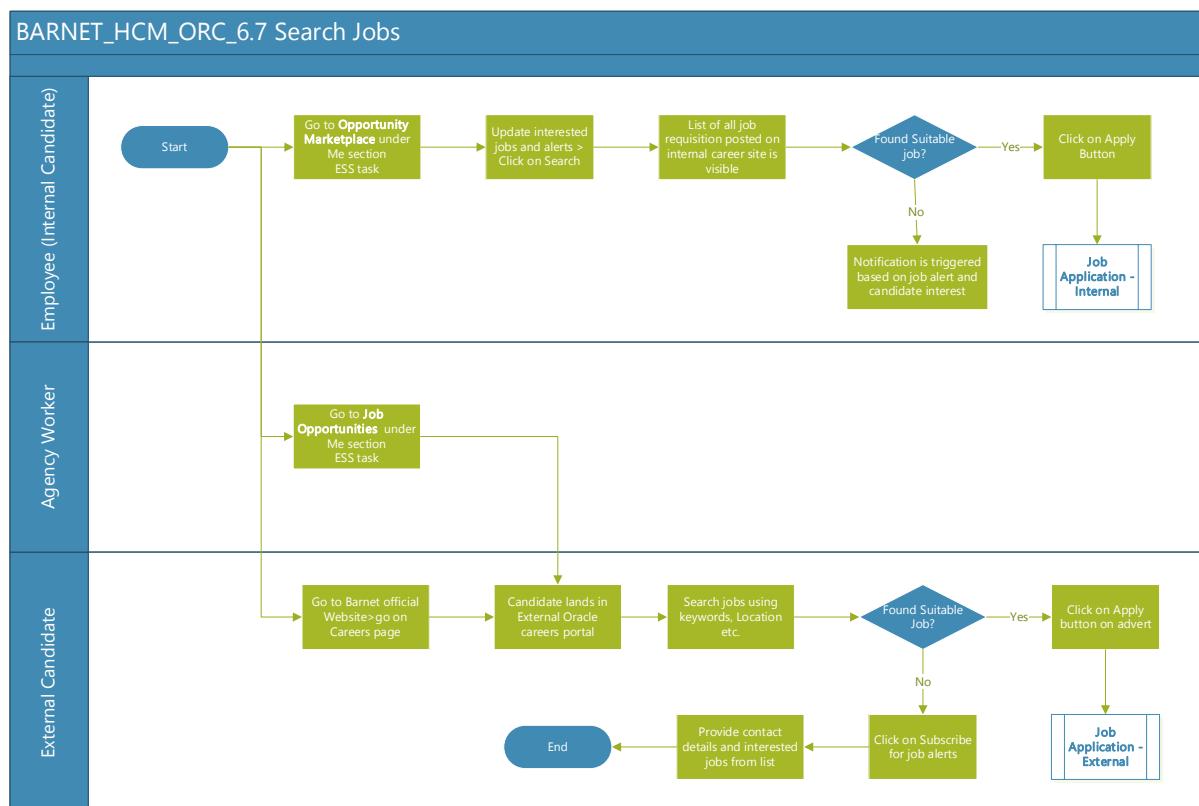
External candidates will have access to the External Career Site and for Internal employees they can view all requisitions under Opportunity Marketplace

6.7.3 Current Process:

BARNET: External candidate search jobs on official website or job boards and internal vacancies are posted on Yammer or BARNET offices [LD8][PA9].

6.7.4 Scope

Internal Employee have a Internal Career Site where all the job applications and offers can be managed and searched. External Career Site will be hosted on the Oracle Cloud network where any member of the public can access this site from anywhere globally.



Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.7.1	Based on candidate type - if the candidate is internal/external.	System
BARNET_HCM_ORC_6.7.2	The internal candidate (who is an employee in the organization) will authenticate the Career site to view jobs.	System

Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.7.3	The internal candidate conducts a job search. Under this, the candidate will either conduct a keyword search or a location-based search.	System
BARNET_HCM_ORC_6.7.4	The internal candidate views job search results posted internally. The candidate either filters the search results or sort the search results.	System
BARNET_HCM_ORC_6.7.5	The internal candidate wants to view the job details.	System
BARNET_HCM_ORC_6.7.6	The external candidate conducts a job search. Under this, the candidate will either conduct a keyword search or a location-based search.	System
BARNET_HCM_ORC_6.7.7	The external candidate views job search results posted externally. The candidate either filters the search results or sort the search results.	System
BARNET_HCM_ORC_6.7.8	The external candidate wants to view the job details.	System

6.8 Apply for Jobs: BARNET_HCM_ORC_6.8

6.8.1 Business Need:

Candidates to apply for the posted jobs.

6.8.2 Standard Functionality:

External candidates will apply in the External Career Site with the related Job application flow and same goes for Internal candidate using Opportunity Marketplace and the related Job application flow.

6.8.3 Current Process:

Barnet: External candidate submit job application on application tracking system and internal candidates apply offline

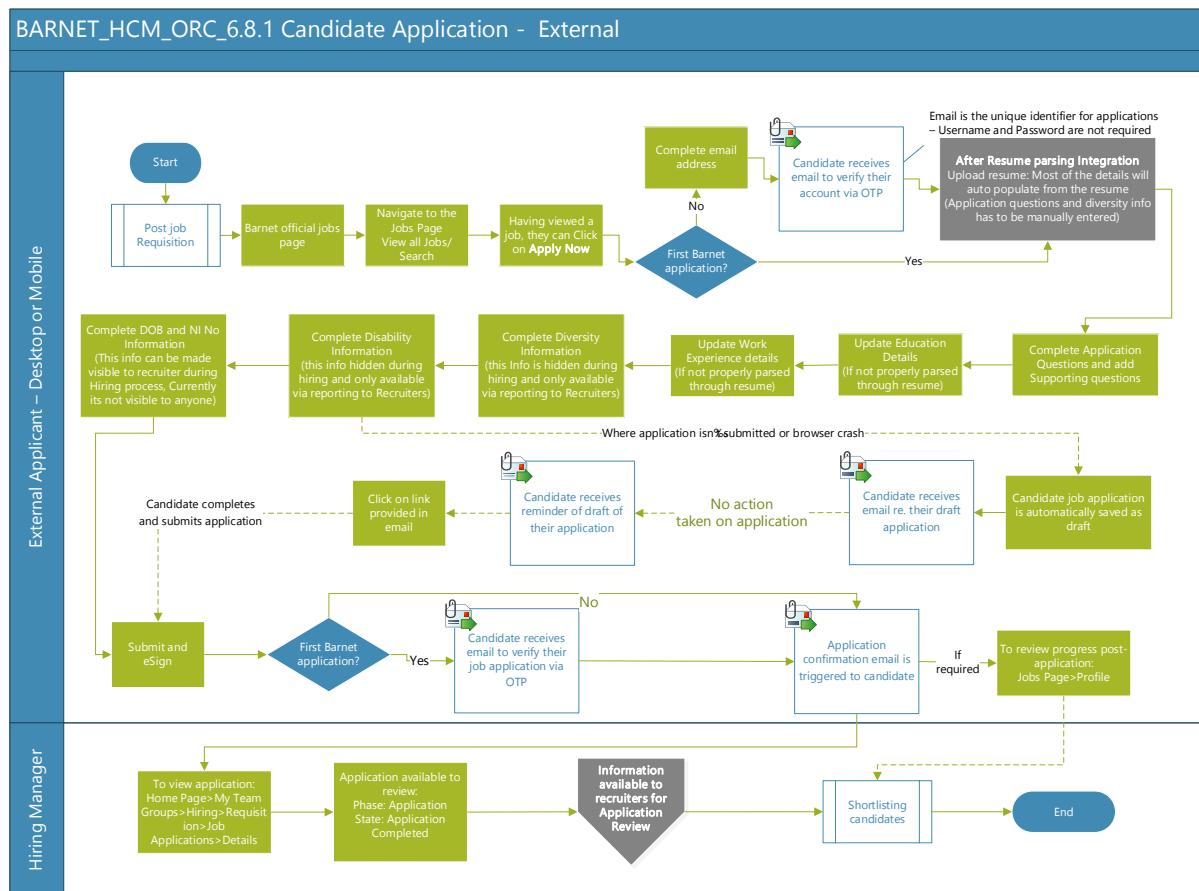
6.8.4 Scope:

Job application flow for external candidate has all the blocks to record information. For an internal candidate all the necessary personal information and skills and qualifications are being pulled from their 'Talent Profile'

Two disability confident scheme related questions will be asked to the candidates as part of their job application. If candidate states that they have disability and are applying under disability confident scheme - Hiring manager will be able to see this information under 'Questions' area in job application.

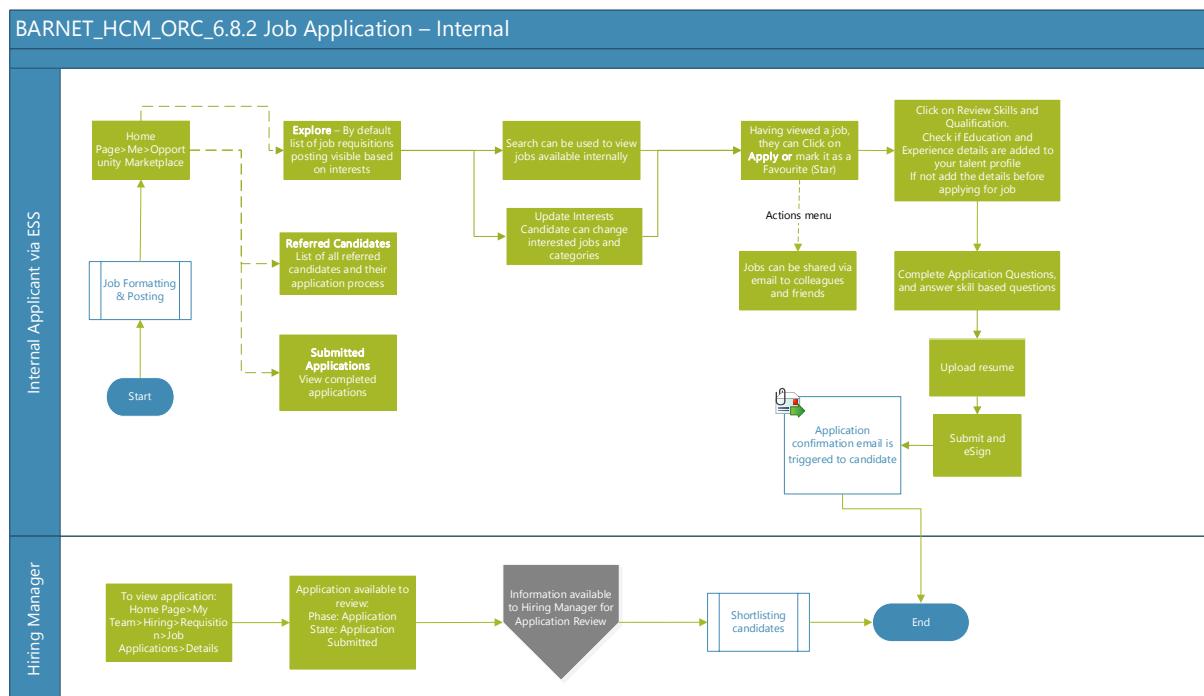
Such candidates will be shortlisted for interview directly by the hiring manager.

6.8.1 Candidate application External BARNET_HCM_ORC_6.8.1



Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.8.1.1	The external candidate (not from the organization) applies for the job on external career site.	System
BARNET_HCM_ORC_6.8.1.2	The external candidate imports resume through resume parsing and add the required attachment.	System
BARNET_HCM_ORC_6.8.1.3	The candidate then fills all the details in the application.	System
BARNET_HCM_ORC_6.8.1.4	The external candidate submit job application and esign.	System
BARNET_HCM_ORC_6.8.1.5	The system will create a candidate record and a job application. A system driven notification will be sent to candidate.	System
BARNET_HCM_ORC_6.8.1.6	Hiring manager can see the candidate in Hiring on job requisition	System

6.8.2 Candidate Application Internal BARNET_HCM_ORC_6.8.2

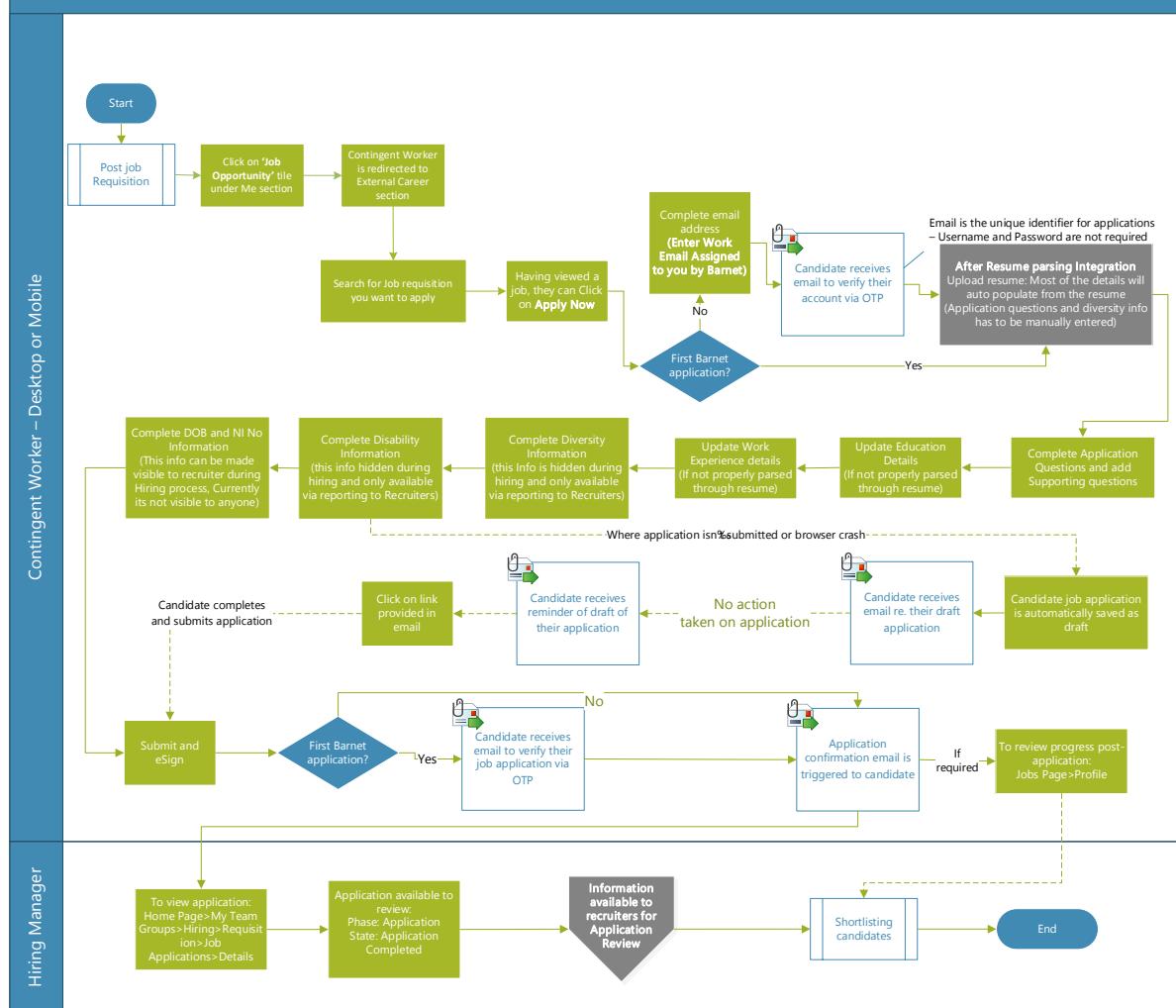


Process Step:	Process Description:	Process Type:
BARNET_HCM_ORC_6.8.2.1	The Internal candidate (employee in Organisation) applies for the job on opportunity marketplace.	System
BARNET_HCM_ORC_6.8.2.2	Internal candidate searches for job in Opportunity marketplace.	System
BARNET_HCM_ORC_6.8.2.3	The candidate then fills all the details in the application.	System
BARNET_HCM_ORC_6.8.2.4	The Internal candidate submit job application and esign.	System
BARNET_HCM_ORC_6.8.2.5	The system will create a candidate record and a job application. A system driven notification will be sent to candidate.	System
BARNET_HCM_ORC_6.8.2.6	Hiring manager can see the candidate in Hiring on job requisition	System

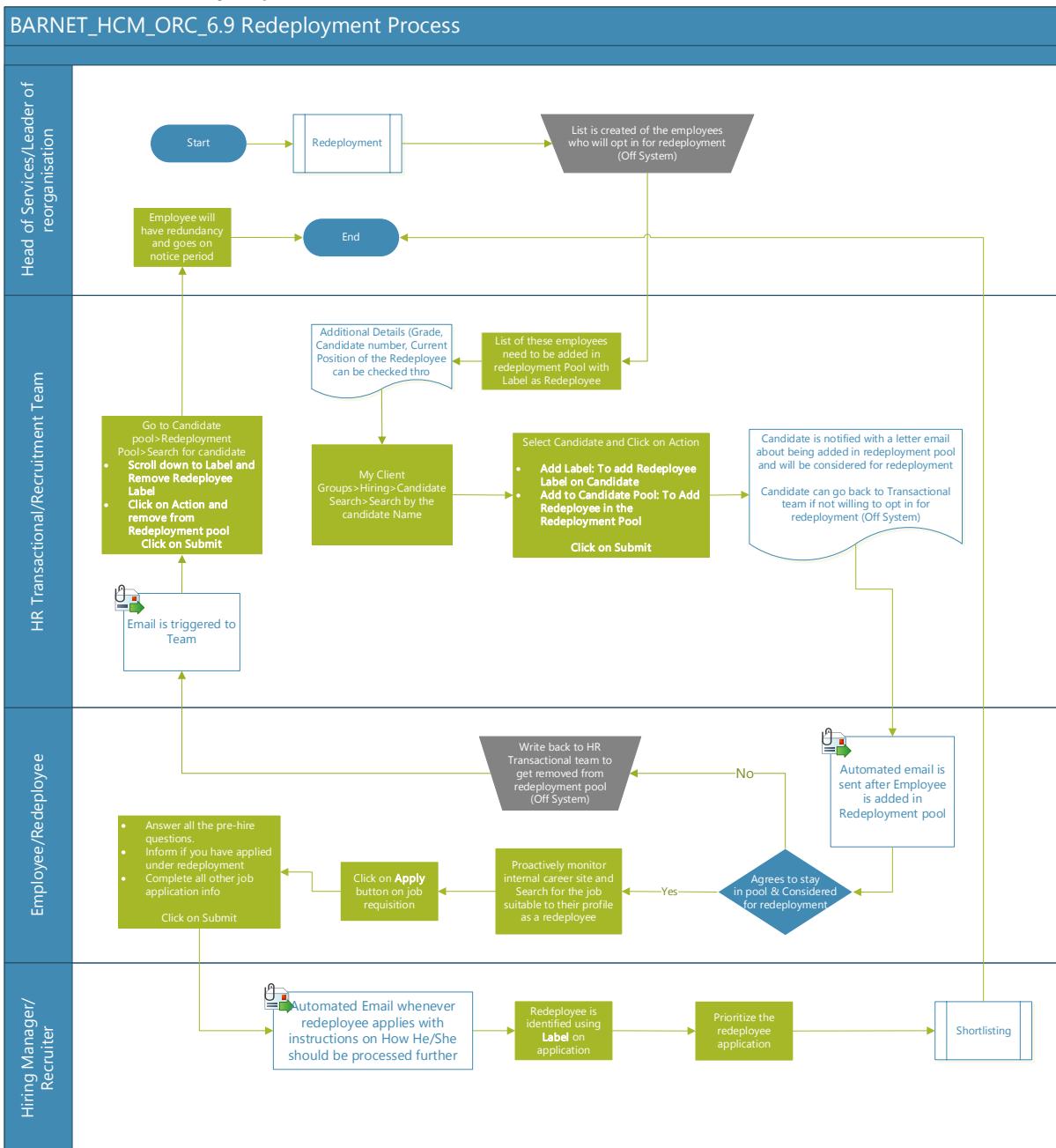
6.8.3 Candidate Application Contingent Worker (Agency Staff) BARNET_HCM_ORC_6.8.3

Contingent workers will see ‘Job Opportunities’ under ‘Me’ section. Once they click on the icon, they will be redirected to external career site to complete their job application.

BARNET_HCM_ORC_6.8.3 Candidate Application - Agency Worker



6.9 Redeployment BARNET_HCM_ORC_6.9



7. Candidate Selection Process BARNET_HCM_ORC_7.0

- **Process Input & Initiators**

Candidate applies on posted requisition and Employee Services/Hiring Manager will move candidate to different steps of the selection flow.

- **Process Output**

Candidate is converted to Pending Worker and On-boarding process is started.

States	Phase							
	Application	Shortlisting	Initial Assessment	First Interview	Second Interview	Verbal Offer	Offer	HR
Application Completed	Suitable	Assessment Requested	Interview Requested	Interview Requested	Negotiating	To be Created	Pending Automated Processing	
Rejected by employer	Not Suitable	Invited for assessment	Invited for 1st Interview	Invited for 2nd Interview	Verbal Offer Accepted	Draft	Pending Manual Processing	
Withdrawn By Candidate	Maybe Suitable	Confirmed Attendance	Confirmed Attendance	Confirmed Attendance	1st Reserve Offered - Verbal	Pending Approval	Error During Processing	
	Added to Talent Pool	Assessment Rescheduled	Interview Rescheduled	Interview Rescheduled	2nd Reserve Offered - Verbal	Approval Rejected	Processing in Progress	
	Rejected by employer	Candidate Not Responded	Candidate Not Responded	Candidate Not Responded	Rejected by employer	Approved	Processed	
	Withdrawn By Candidate	Assessment Unsuccessful	Interview Unsuccessful	Interview Unsuccessful	Withdrawn by Candidate	Extended	Rejected by Employer	
		Assessment - No Show	Interview - No Show	Interview - No Show		Accepted	Withdrawn by Candidate	
		Feedback Provided	Feedback Provided	Feedback Provided		Rejected by Employer		
		Rejected by employer	Rejected by employer	Rejected by employer		Withdrawn by Candidate		
		Withdrawn By Candidate	Withdrawn By Candidate	Withdrawn By Candidate				

7.1 Shortlisting BARNET_HCM_ORC_7.1

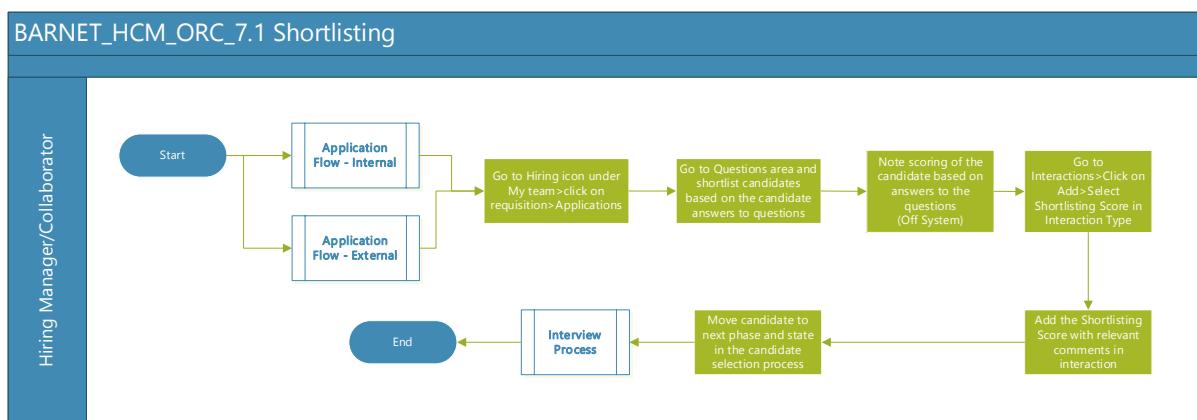
Input: Candidate will land in ‘Shortlisting’ Phase once application is processed for shortlisting.

Output: Shortlisting is completed, and candidate is moved to the next phase/state accordingly.[PA10]

UK Customer is going with Anonymised Recruitment. Thus all the personal details of the candidate will be masked till Interview phase.

As a Disability Confident Employer, Barnet wants to invite candidates who has opted for disability confident scheme for interviews.

Answer provided by candidate on disability confident scheme is visible under ‘Questions’ area on job application. Hiring manager can view such candidates and move them to interview phase.



7.2 Assessment BARNET_HCM_ORC_7.2

Input: Candidate will land in ‘Assessment’ Phase once shortlisting is completed and will be in ‘Assessment Requested’ state.

Output: Assessment is completed off system, and candidate is moved to the next phase/state accordingly.

Interview management process in Oracle will be used to schedule assessment and invite candidates for assessment.

7.3 Interview Management BARNET_HCM_ORC_7.3

Input: Candidate will land in ‘First Interview’ Phase once Assessment is completed and will be in ‘Interview Requested’ state.

Output: Interview is completed, and candidate is moved to the next phase/state accordingly.

Candidate will be moved to second interview if required or directly moved to the Verbal offer.

There are two classifications for interview management in ORC:

1. Candidate Managed
2. Hiring Team Managed

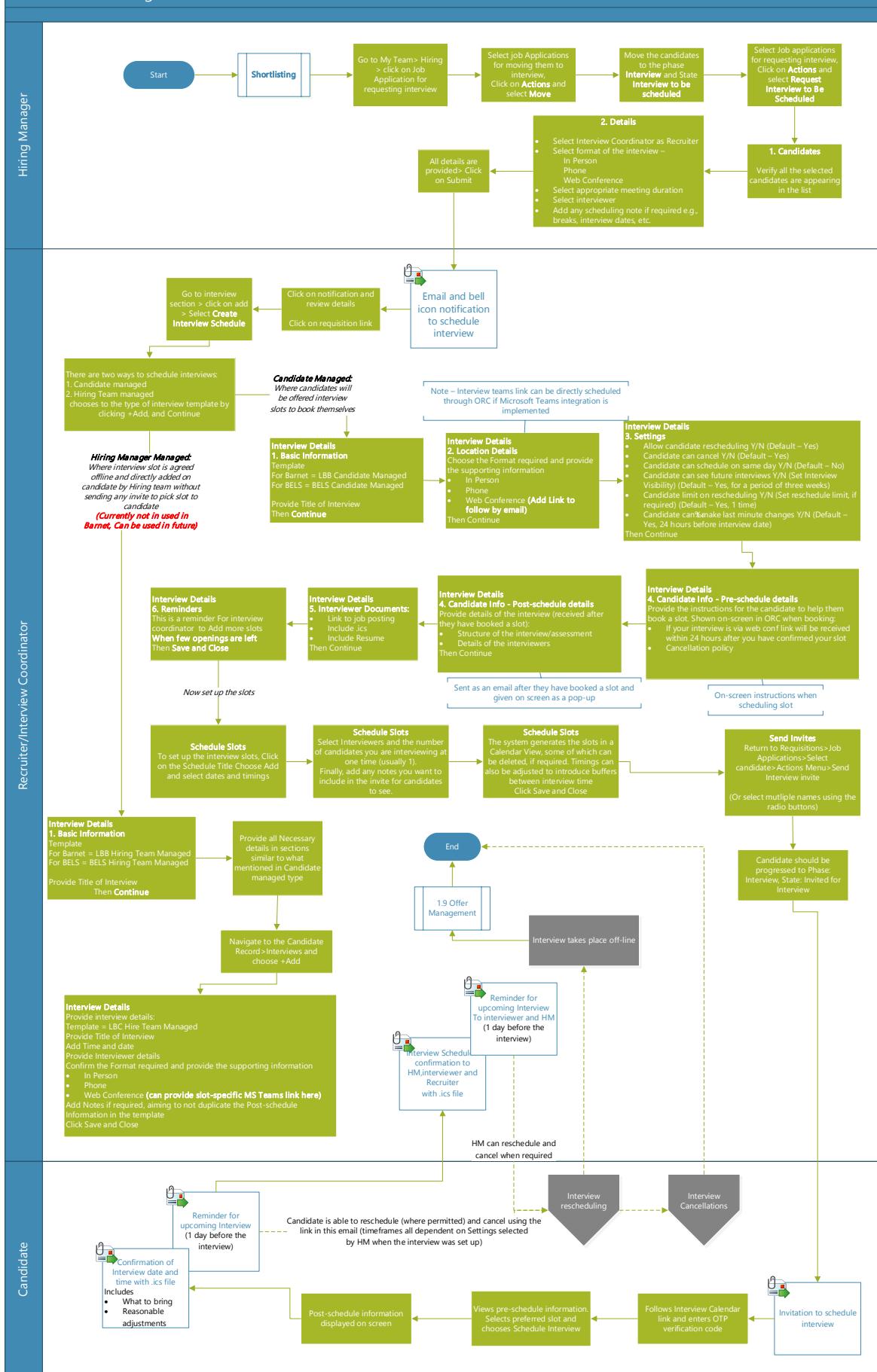
Candidate Managed: Based on the availability entered by the Hiring Manager on the requisition template, candidate can select their own time slots and relevant emails and details will be triggered.

Hiring Team Managed: When selecting this option at requisition level, the scheduling of interviews is at the sole discretion of the Hiring Team (Hiring Manager/Collaborator/Recruiter).

Barnet Team has decided to Use Candidate Managed interview type for all the requisitions and recruitment Processes.

Hiring Team can send out the scheduled interview from the system.

7.2 Interview Management

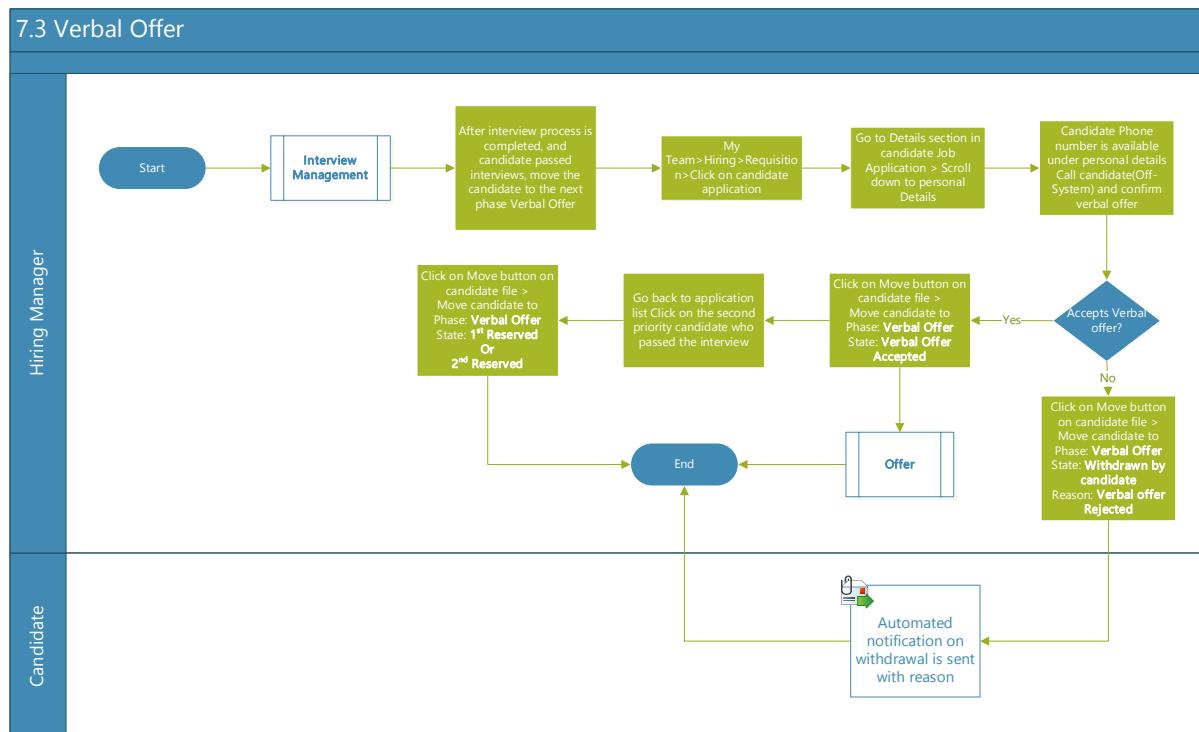


7.4 Verbal Offer BARNET_HCM_ORC_7.4

Input: Candidate will land in 'Verbal Offer' stage once all the interviews are completed and will not be in 'Negotiating' state.

Output: Offer confirmation is completed by Hiring manager, and candidate is moved to the next phase/state accordingly.

As a part of business process, hiring manager will confirm the verbal offer with candidate off system. For backup, hiring manager will reserve multiple candidates for offer in case if first potential candidates decline to join the organization.



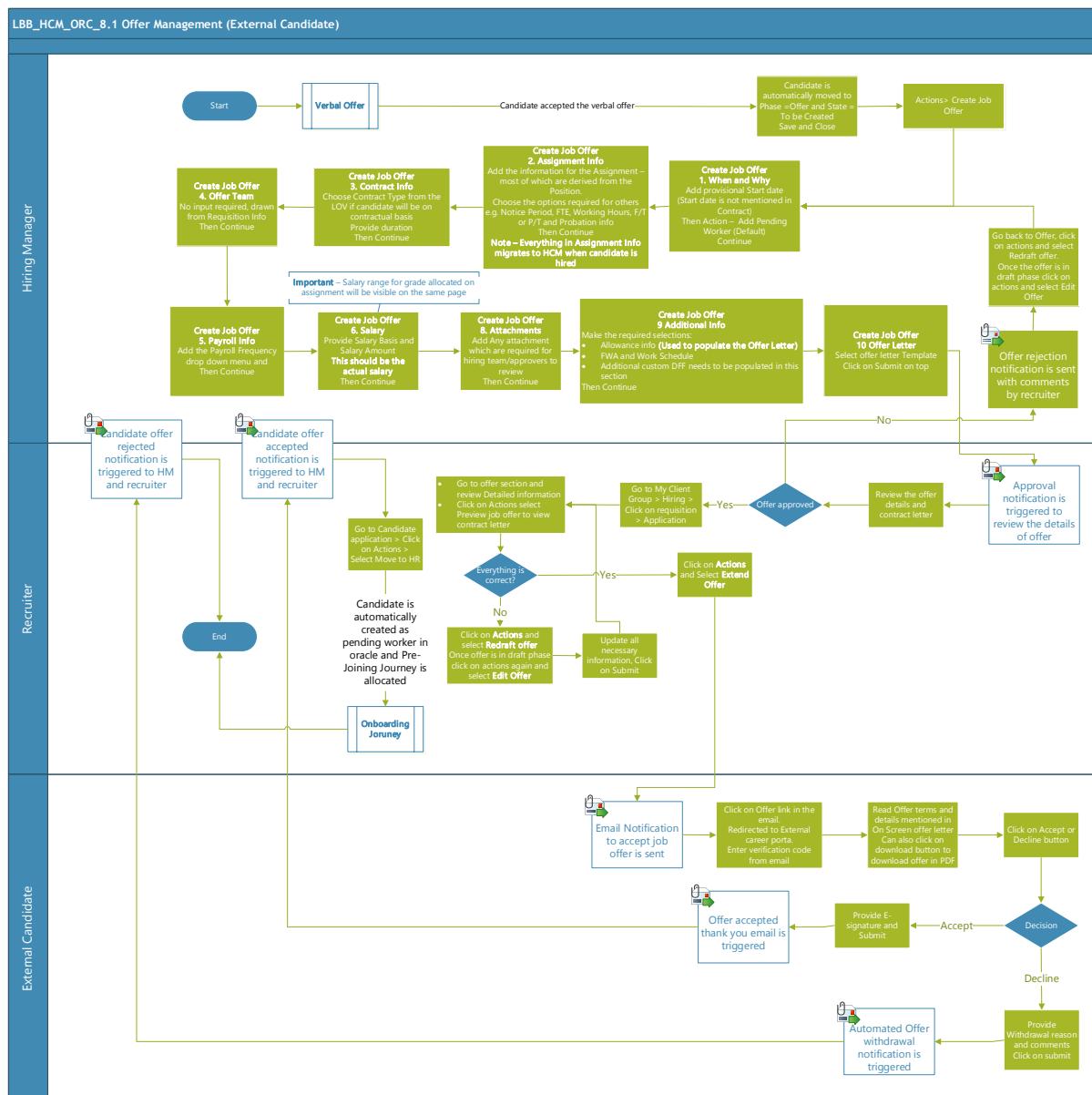
8. Offer Management

8.1 External Candidate BARNET_HCM_ORC_8.1

Input: After verbal offer is confirmed candidate will land in the Offer stage and Offer details will be entered in the system by Hiring Manager.

Output: External Candidate - Offer is accepted, and candidate is Moved to HR as a pending worker. On-boarding Process will be triggered automatically.

BARNET: After verbally confirming details of offer with candidate, Hiring manager will initiate the offer for candidate which will be sent for approval to Recruiter. After reviewing all the details in offer, Recruiter will do any updates if required extend the offer to candidate.



8.2 Internal Candidate BARNET_HCM_ORC_8.2

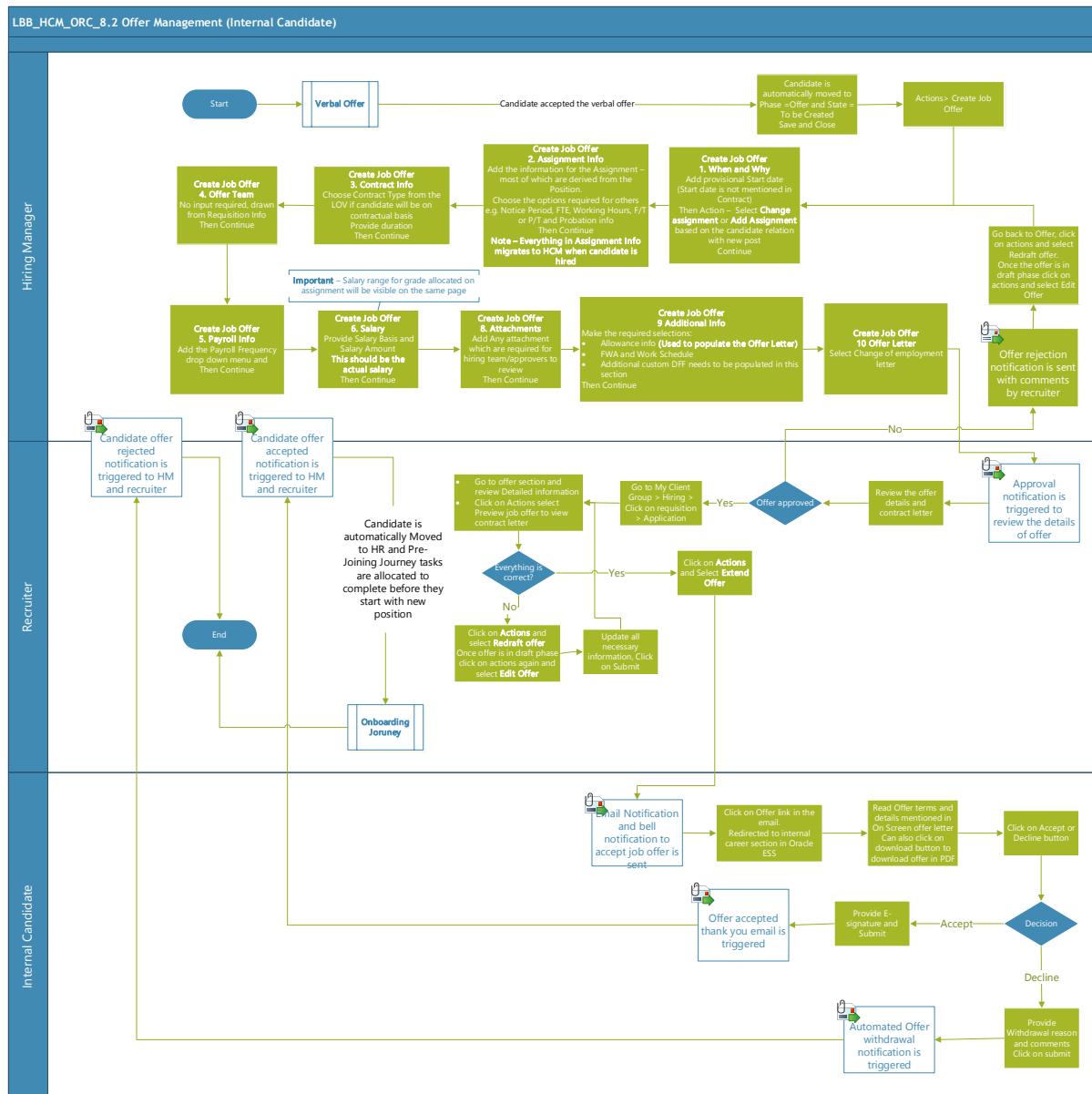
Input:

After verbal offer is confirmed, candidate will land in the Offer stage and Offer details will be entered in the system by Hiring Manager.

Output:

Internal Candidate - Offer is accepted, and candidate is automatically Moved to HR. On-boarding Process will be triggered automatically

BARNET: After verbally confirming details of offer with candidate, Hiring manager will initiate the offer for candidate which will be sent for approval to Recruiter. After reviewing all the details in offer, Recruiter will do any updates if required extend the offer to candidate.

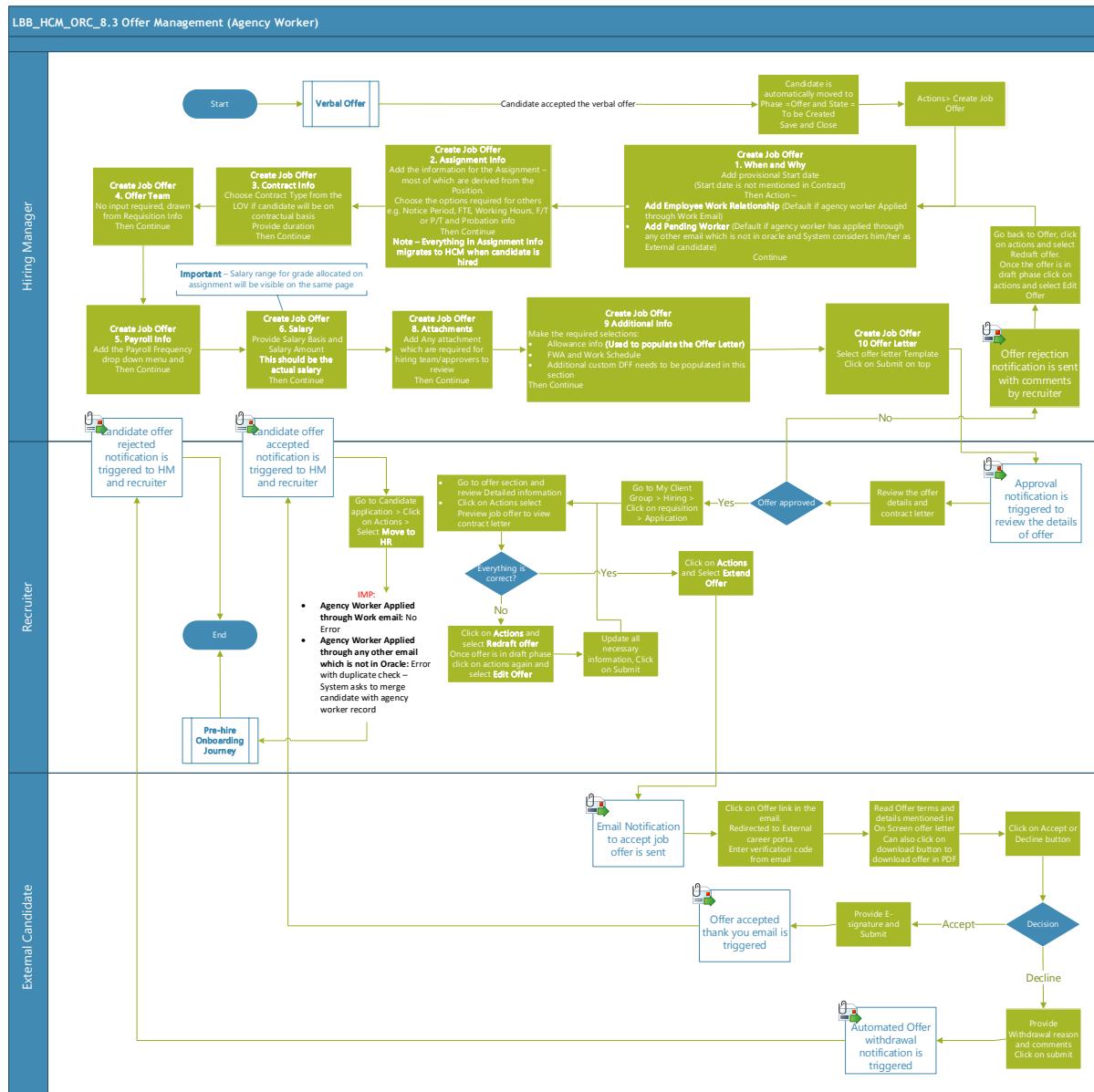


8.3 Agency Worker Candidate BARNET_HCM_ORC_8.3

Input: After verbal offer is confirmed candidate will land in the Offer stage and Offer details will be entered in the system by Hiring Manager.

Output: Agency Worker Candidate - Offer is accepted, and candidate is Moved to HR. Pre hire On-boarding Process will be triggered automatically to existing contingent worker record.

BARNET: After verbally confirming details of offer with candidate, Hiring manager will initiate the offer for candidate which will be sent for approval to Recruiter. After reviewing all the details in offer, Recruiter will do any updates if required extend the offer to candidate.



9. Move to HR

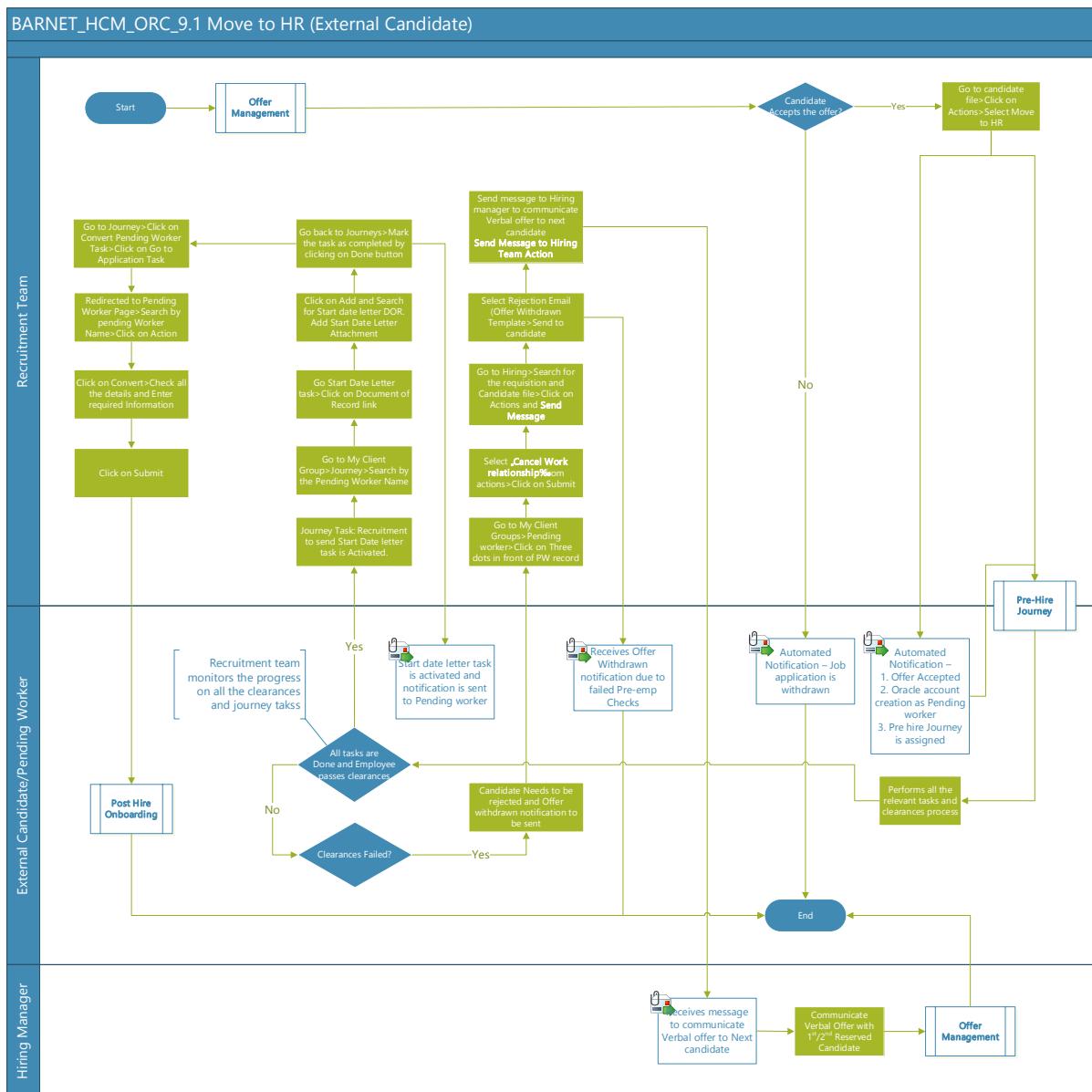
9.1 External Candidates BARNET_HCM_ORC_9.1

Input:

After External candidate has accepted the job offer the candidate is moved to HR by the recruiter and a Pending worker record is created for the candidate to perform clearances and Pre-hire Journey Tasks

Output:

Pending worker completes all the clearances and pre-hire journey tasks, if passed Pending worker is converted to Employee and starts as an employee on Hire Date.



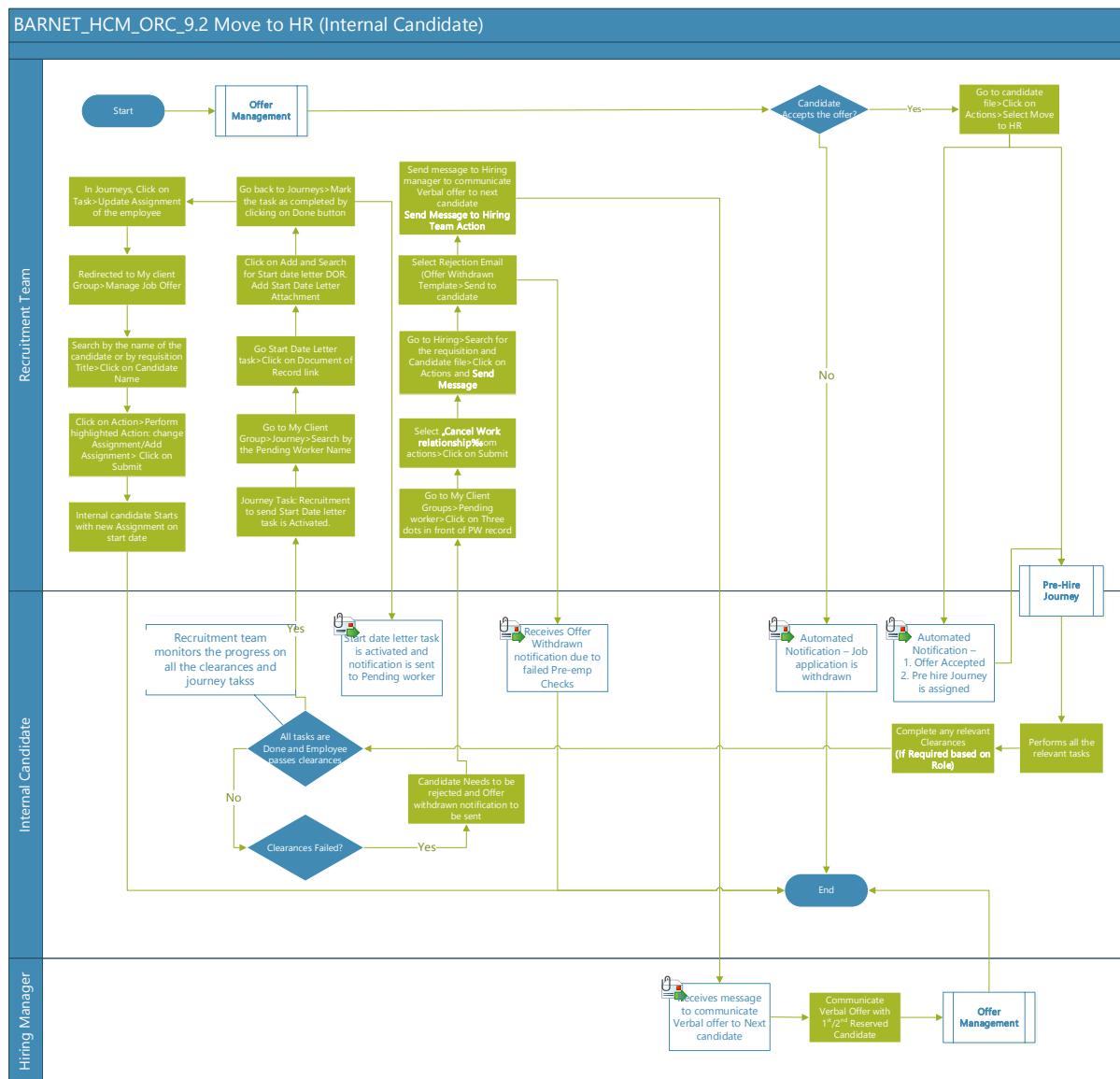
9.2 Internal Candidates (Movers) BARNET_HCM_ORC_9.2

Input:

After Internal candidate has accepted the job offer the candidate is moved to HR automatically and Internal Pre-Hire journey is triggered to perform clearances and complete any required Pre-hire Tasks

Output:

Internal candidate completes all the clearances and pre-hire journey tasks, if all the clearances are done successfully, new assignment is added on Employee and starts with new assignment on start Date.



9.3 Agency Staff BARNET_HCM_ORC_9.3

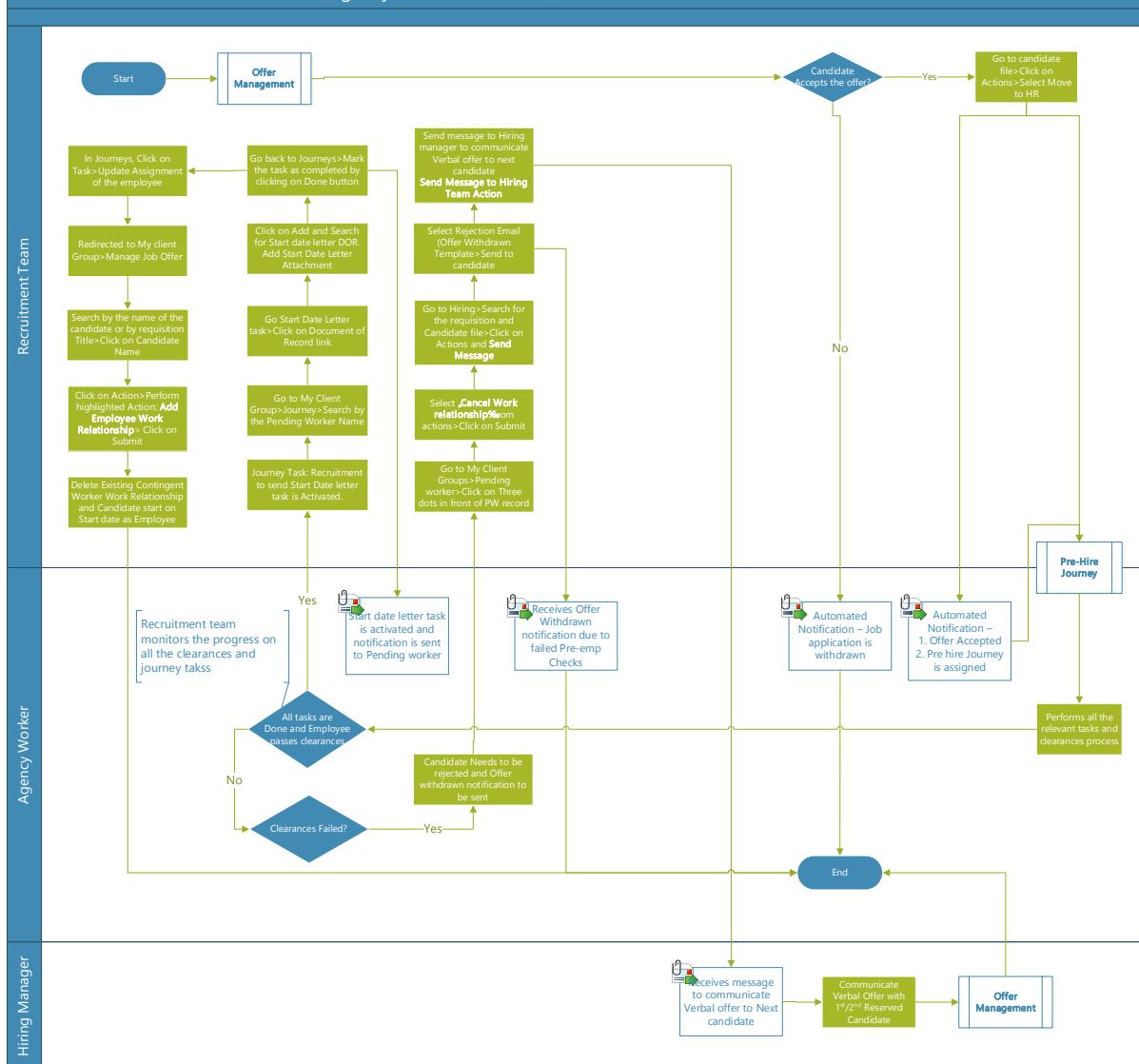
Input:

After an agency worker has accepted the job offer the candidate is moved to HR automatically and Agency Worker Pre-Hire journey is triggered to perform clearances and complete any required Pre-hire Tasks

Output:

Agency Worker completes all the clearances and pre-hire journey tasks, if all the clearances are done successfully, new Employee Work relationship is added on agency worker and existing agency worker work relationship is terminated. starts with new employee work relationship on start Date.

BARNET_HCM_ORC_9.3 Move to HR (Agency Worker Candidate)



10. Pre-Hire and Post Hire Journey

Onboarding is the process of getting an employee fully initiated within the organization by allocating all required resources and completing all formalities like reading policy documents and other employee related information (like Bank details etc.) to get the employee to be productive as soon as possible.

As a product feature Enterprise Onboarding Journeys functionality will be used for onboarding. And the tasks will be assigned to the respective user at the start of the on-boarding process.

For Barnet, Pre-Hire Journey will be triggered when the Candidate has accepted the offer and is converted as pending worker in case of External candidate. This journey includes all the clearances tasks that Pending worker has to complete before they start as employee.

Post Hire Onboarding will be triggered once the pending worker is converted to employee. It will be a Day 1 activity when an employee starts. More details on Tasks and Templates configured is included in the document below.

For internal candidates/Agency staff at Barnet, If they accept the job offer and moved to HR to trigger onboarding. The Pre-Hire Journeys will be assigned to their existing record and once they start with their new assignment/Work relationship, on day 1 of their employment - Post Hire Journey will be allocated

After completing these tasks, Post-employment change journey will be triggered.

Note: Barnet will share the Pre-Hire and Post Hire Journey tasks for Internal candidates, Agency Staff and External candidates in requirement template.

Following Is the List of Task Provided as of CRP2 config and are completed as mentioned in the Process flow Diagram.



ORC Checklist
Requirement Templat

11. Open Items

GAID Log is a live document and here is the [link to the GAID Log](#) on BARNET SharePoint to find the latest updates on Open and Closed points. Due to the list of open points being too long, we have not added the points here

Sr. No.	Process/Topic	Details	Status	Solution
1	Use of Job Function or Job Family	Use of Job function or Job Families impact use of recruitment alerts. For solution design on above functionality use of job function/family is finalised. Barnet to provide with list of Job Functions and Jobs Mapping.	Open	
2	Use of Job Distribution Portal	Use of Job distribution portal e.g., eQuest/Broadbean need to be finalised for advert posting solution by BARNET and BELS	Open	
3	Use of HireRight integration	Use of HireRight integration needs to be confirmed by BARNET for screening	Open	
4	Onboarding	Onboarding Journeys tasks needs to be finalised for Agency Worker and Internal candidate BARNET	Open	