Solution Design Document

Oracle Recruiting Cloud

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Creation Date: 17th October 2024

Last Updated: 17th October 2024

Version: V.1.0

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# Introduction

The recruitment process includes working with requisitions and tracking applicant information. You enter a requisition to begin the process of filling a vacancy within the organization. A requisition is a record or document that contains information about the open position (an employee assignment for a fiscal year) and job description (the duties that an employee performs for the organization).

This document provides Requisition Management, Candidate Management, Offer Process and other requirements.

1. List the milestones at which the metrics contained below will be recaptured.

## Purpose

1. Document requirements that differentiate the organization from the competition.

The purpose of this document is to describe the key business structural elements that affect subsequent set up of the application. This deliverable is use to assist in the development of application setup. It includes:

* Requisition Process
* Candidate Management
* Offer Process

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

# - Business Solutions

This section provides the below details as per recruiting structure:

* Job requisition management
* Candidate management
* Candidate job application management
* Job offer management
* Hiring management

This document will cover all process flows in details in the following section. Along with other subjects of the solution individually.

## Recruiting Process

1. Document requirements that differentiate the organization from the competition.

### Process Step Description

|  |  |  |
| --- | --- | --- |
| **Steps** | **Step Name** | **Process Description** |
| **01** | **Requisition Creation** | Requisition Creation is a shared process between Hiring manager and Recruiter, wherein Hiring Manager can create a requisition and will save the requisition. The recruiter will receive the Notification to review the details, update and Submit the requisition. |
| **02** | **Job Formatting** | In this step the Recruiter can add “Employer Description” and “Recruiting Organization Description” and “Media” links if any |
| **03** | **Posting** | Recruiter can select the Job Boards on which recruiter will post the requisition. Example internal and external job boards or other job board like LinkedIn. |
| **04** | **Candidate Job Application** | 1. In Candidate Job Application Recruiter can create new candidate and submit their Job Application to any requisition. 2. External and Internal candidate can fill the job application and Submit the same. |
| **05** | **Candidate selection Process** | Candidate selection process is a process where candidate has to go through some Stages in order get hire like Preliminary Screening, Interview stage, Offer Stage. Check up, HR etc. few stages can be skipped as all stages are not mandatory. |
| **06** | **Offer process** | In this Process, Offer Letter is generated based on details filled in the Offer Application and same will be sent for Approval as per the Approval Matrix provided by the . Once Approved the Offer can be extended to the candidate for Acceptance |
| **07** | **OnBoarding Process** | Recruiter will move candidate to HR and OnBoarding checklist will get triggered and candidate will get converted to pending worker. |
| **08** | **Hire** | Recruiter will Convert the Pending working to Employee. Onboarding checklist will get triggered As soon the candidate is converted as employee |

# Standard Business Highlights

The Standard Processes are described below, followed by the approval cycle according to the documents provided by .

## ALT\_HCM \_ORC JR Creation of Requisition

A Requisition is a document that describe all the details required to capture a human resource need in the organization. In ORC the requisition form is a standard form which covers all the aspect of the requisition fields. Along with that system gives the flexibility to extend the form and add more fields to capture more information if required.

* Hiring Managers will create the requisition and this will be sent to Recruiters to take it forward
* As part of the Solution Hiring Managers and Recruiters both will be able to create the requisition

### ALT\_HCM \_ORC\_JR Requisition Creation Process

A computer screen shot of a diagram

Description automatically generated

#### Process Description

The above flow shows a process flow diagram to Create Job requisition in the system. Job Requisition will be created by Hiring manager/Recruiter. In case Job Requisition is already created and need an update only same can be done from the same page by searching the Job requisition to be updated.

* **Process Input**

Information on Job Requisition such as:

* How
* Basic Info
* Requisition Structure
* Hiring Team
* Details
* Posting Description
* Offer Info (To be filled by Recruiter)
* Attachments
* Configuration (To be filled by Recruiter)
* Questionnaires (To be filled by Recruiter)
* **Process Output**
* Upon Approval as per the approval flow provided by , Recruiter will be able to Post the new Job Requisition on different Job boards.

#### Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| ALT\_HCM \_ORC\_JR\_01.01 | Hiring Manager will Create new Job Requisition. | System |
| ALT\_HCM \_ORC\_JR\_01.02 | To create new Job requisition Hiring Manager will Initiate the Job requisition request by using Position, Job, Template, Blank or Existing Job requisition options. | System |
| ALT\_HCM \_ORC\_ JR\_01.03 | Enter the Job Requisition details | System |
| ALT\_HCM \_ORC\_ JR\_01.04 | Hiring manager will Submit the requisition | System |
| ALT\_HCM \_ORC\_ JR\_01.05 | Recruiter will receive the notification | System |
| ALT\_HCM \_ORC\_JR\_01.06 | Recruiter will Review and update the requisition details. | System |
| ALT\_HCM \_ORC\_ JR\_01.07 | Recruiter will submit the transaction for approval | System |
| ALT\_HCM \_ORC\_JR\_01.08 | Once transaction is submitted, it is routed for approval process as per the approval matrix defined in the system | System |
| ALT\_HCM \_ORC\_JR\_01.09 | Requisition will be either approved/rejected in the process flow | Manual |
| ALT\_HCM \_ORC\_ JR\_01.09.01/02 | Recruiter will receive the notification once requisition is approved or reject | System |
| ALT\_HCM \_ORC\_ JR\_01.06 | If Requisition is rejected then Recruiter will have an option to redraft the Requisition again. | System |
| ALT\_HCM \_ORC\_JR\_01.10 | Once the requisition is approved, recruiter can take it forward for Job Formatting.  Job Formatting is an optional step and can be skipped by the recruiter. In this step the Recruiter can add “Employer Description” and “Recruiting Organization Description” and “Media” links. | System |
| ALT\_HCM \_ORC\_ JR\_01.11 | Recruiter will Assign the Interview template to job requisition | System |
| ALT\_HCM \_ORC\_JR\_01.12 | Recruiter will now move the requisition to “Posting” step where recruiter will select the Job Boards on which recruiter will post the requisition. Example internal and external career site or other job board like LinkedIn. | System |

#### Requisition Fields

Requisition Form: In following requisition form with the fields will be created. The same will be used by Hiring Managers/Recruiters to fill the requisition form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Block Name** | **Name of Fields** | **Type of Field** | **Values** | **Mandatory** | **Note** |
| **How Section (Visible to Hiring Manager & Recruiter)**  **\* Incase Hiring Manager is initiating the requisition, How section will be non- editable for Recruiter** | | | | | |
| How | Requisition Type | Drop Down | * Standard * Pipeline | No |  |
| How | Use | Drop Down | * Template * Position * Job * Existing Requisition * Blank Requisition | Yes |  |
| How | Business Unit | Drop Down | Business Unit List | No | On Selection of Position |
| How | Position | Drop Down | List of all Positions | Yes | On Selection of Position/based on persons position tree for hiring manager only / |
| How | Recruiting Type | Drop Down | * Permanent * Temporary * Part-time * Contract (6 months) * Contract (12 months) * Fixed-term * Internship * Seasonal * Project-based * Tamheer * Freelance | Yes | On selection of Template |
| How | Requisition Template | Drop Down | List of all the requisition template | Yes | On selection of Template |
| How | Requisition | Drop Down | List of all existing Requisition | Yes | On selection of Existing Template |
| How | Job | Drop Down | List of all the Job | Yes | On selection of Job |
| How | Primary Location | Drop Down | List of all the Primary Location | Yes | On selection of Template |
| **Basic Information (Visible to Hiring Manager & Recruiter)** | | | | | |
| Basic Information | Requisition Title | Text |  | Yes | This is the name of the Vacancy if other than Position Name |
| Basic Information | Number of Openings (Limited) | Text |  | Yes | By Default the Number will come from FTE defined at Position (If use is selected as Position) however can be overridden at Requisition stage |
| Basic Information | Language | Drop Down | American English, Arabic, All | No |  |
| **Hiring Team (Visible to Hiring Manager & Recruiter)** | | | | | |
| Hiring Team | Hiring Manager | Drop Down | List of all Active Employees | Yes |  |
| Hiring Team | Recruiter | Drop Down | List of all Active Employees | Yes |  |
| **Requisition Structure (Visible to Hiring Manager & Recruiter)** | | | | | |
| Requisition Structure | Organization | Drop Down | Organization Tree | Yes | Entity Visible to External Candidate |
| Requisition Structure | Primary Location | Drop Down | Locations Name | Yes | Location visible to External Candidate |
| Requisition Structure | Other Location | Drop Down | Locations Name | No | Location visible to External Candidate |
| Requisition Structure | Recruiting Type | Drop Down | * Permanent * Temporary * Part-time * Contract (6 months) * Contract (12 months) * Fixed-term * Internship * Seasonal * Project-based * Tamheer * Freelance | Yes |  |
| Requisition Structure | Job Function | Drop Down | * Administrative * Legal * Managerial | Yes | Values will come from Position (If use is selected as Position) |
| **Details (Visible to Hiring Manager & Recruiter)** | | | | | |
| Details | Recruiting Type | Drop Down | * Permanent * Temporary * Part-time * Contract (6 months) * Contract (12 months) * Fixed-term * Internship * Seasonal * Project-based * Tamheer * Freelance | Yes |  |
| Details | Vacancy Type | Drop Down | * New Position * Replacement * Unplanned Hiring Needs | Yes |  |
| Details | Replacement Employee | Drop Down | List of all Active Employees along with person number and job title | No | This list will populate only when “Replacement” option is selected in the Vacancy Type field |
| Details | Division | Drop Down | * CEO Office * Commercial * Corporate Communication * Corporate Services * Finance * Guest Experience * HSSQE * Human Capital * IT & Innovation * Internal Audit * Legal & Regulatory Affairs * Operations * Protocol & Government Relations * Strategy Management Office | Yes |  |
| Details | Role Level | Drop Down | * Management * Professional | Yes |  |
| Details | Justification For Hire | Text |  | No |  |
| Details | Internal Candidate Consideration | Drop Down | * Yes * No | Yes |  |
| Details | If Yes, Internal Candidate Details | Text |  | No |  |
| Details | Quarter | Drop Down | * Quarter 1 * Quarter 2 * Quarter 3 * Quarter 4 | Yes |  |
| **Posting Description (Visible to Hiring Manager & Recruiter)** | | | | | |
| Posting Description | Internal Posting Description | Drop Down | Posting Description LIST OF VALUES | Yes | Posting Description will be Mandatory |
| Posting Description | External Posting Description | Drop Down | Posting Description LIST OF VALUES | Yes | Posting Description will be Mandatory |
| Posting Description | Enter Custom Internal Posting Descriptio | Tick Box |  | No |  |
| Posting Description | Short Description for Internal Candidates | Text |  | Yes | Only when both “Enter Custom Internal Posting Description” and “Same Posting Description for Internal and External Candidates” is selected. |
| Posting Description | Description for Internal Candidates | Text |  | Yes | Only when both “Enter Custom Internal Posting Description” and “Same Posting Description for Internal and External Candidates” is selected. |
| Posting Description | Responsibilities for Internal Candidates | Text |  | No | Only when both “Enter Custom Internal Posting Description” and “Same Posting Description for Internal and External Candidates” is selected. |
| Posting Description | Qualifications for Internal Candidates | Text |  | No | Only when both “Enter Custom Internal Posting Description” and “Same Posting Description for Internal and External Candidates” is selected. |
| Posting Description | Same Posting Description for Internal and External Candidates | Tick Box |  | No |  |
| Posting Description | Enter Custom External Posting Description | Tick Box |  | No |  |
| Posting Description | Short Description for External Candidates | Text |  | Yes | Only when both “Enter Custom External Posting Description” and “Same Posting Description for Internal and External Candidates” is selected. |
| Posting Description | Description for External Candidates | Text |  | Yes | Only when both “Enter Custom External Posting Description” and “Same Posting Description for Internal and External Candidates” is selected. |
| Posting Description | Responsibilities for External Candidates | Text |  | No | Only when both “Enter Custom External Posting Description” and “Same Posting Description for Internal and External Candidates” is selected. |
| Posting Description | Qualifications for External Candidates | Text |  | No | Only when both “Enter Custom External Posting Description” and “Same Posting Description for Internal and External Candidates” is selected. |
| **Offer Information (Visible to Recruiter Only)** | | | | | |
| Offer Info | Legal Employer | Drop Down | Legal Employers Name | No | Information will be defaulted if maintained at Template / Position Level/Hiring Manager Assignment |
| Offer Info | Business Unit | Drop Down | Business Units Name | No |
| Offer Info | Department | Drop Down | List of Departments | No |
| Offer Info | Grade | Drop Down | List of Grades | No |
| Offer Info | Primary Location | Drop Down | All Locations Name | No |
| Offer Info | Other Work Location | Drop Down | All Locations Name | No |
| **Attachment (Visible to Hiring Manager & Recruiter)** | | | | | |
| Attachments |  | Drag and Drop |  | No |  |
| **Configuration (Visible to Recruiter only)** | | | | | |
| Configuration | Candidate Selection Process | Drop Down | CSP created for ALT | Yes |  |
| Configuration | External Application Flow | Drop Down | Application flow created for ALT | Yes |  |
| Configuration | Allow Candidates to Apply When Not Posted | Drop Down | * Yes * No | No |  |
| Configuration | Automatically Fill Requisition | Drop Down | * Yes * No | No |  |
| **Questionnaire (Visible to Recruiter only)** | | | | | |
| Questionnaire |  | List of Questions | * Pre-screening Questionnaire of External Candidate * Pre-screening Questionnaire of Internal Candidate * Interview Feedback Questionnaire | Yes |  |

### Manage Job Requisition

Once the job is posted to the career sites, recruiter will have full control on the postings. Following are the actions which recruiter can do to manage the job posting

* Fill Job Requisition
* Preview Job Requisition
* Suspend Job Requisition
* Cancel Job Requisition

## ALT\_HCM \_ORC CA- Candidate Application

Candidate application flow is a sequence of pages that must be completed by a candidate when applying for a job or when submitting a profile on a Career Section. A candidate can also be matched to a requisition directly by the owners of the requisition.

### ALT\_HCM \_ORC\_CA\_CCP 01 Candidate Creation – External Career Site by Candidate

#### Process Description

The above flow shows a process flow diagram to subscribe the talent community when candidate doesn’t find any suitable job.

* **Process Input**

Information to Create Candidate such as:

* Candidate Details
* Document Attachment (If Any)
* **Process Output**
* New Candidate will be created in system.

#### Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| **ALT\_HCM \_ORC\_CA\_CCP\_01** | Requisition is posted on career site ref. **ALT\_HCM\_ORC\_JR\_10.1.** | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.1** | In case the candidate doesn’t find any job posted matching his profile, candidate can subscribe to Talent Community | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.2** | To subscribes Talent Community candidate will enter the Email Id | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.3** | Email Verification will be done by sending Verification code to candidates email id | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.4** | After verification, Candidate will have two option either to fill manual details or import profile from other job boards | Manual |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.4.1** | In case candidate decides to enter the details manually, candidate will enter the details | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.4.2** | In case candidate decides to import the data from other Job Boards, candidate can login to other Job portal site and import the profile and candidate can review and update the details. | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.4.1.1** | Candidate will upload supporting document if required | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.4.1.2** | Candidate will submit the transaction | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.4.1.3** | Candidate will get created in the Global Talent Community Pool | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_01.4.1.4** | Candidate will receive the confirmation mail | System |

### A screenshot of a computer Description automatically generatedALT\_HCM \_ORC\_CA\_CCP 02 Candidate Creation – External Career Site by Recruiter

#### Process Description

The above flow shows a process flow diagram to add candidate manually by Recruiter.

* **Process Input**

Information to Create Candidate such as:

* Candidate Details
* Document Attachment (If Any)
* **Process Output**
* New Candidate will be created in system.

#### Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| **ALT\_HCM \_ORC\_CA\_CCP\_02** | In order to create new candidate, Initiator can add the candidates in their respective Candidate pools (Here Initiators are Recruiter) | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_02.2** | Initiator will enter the basic details and can upload the attachments | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_02.3** | Initiator will save and close the page | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_02.4** | Initiator will get confirmation message asking to add more details of candidate or exit the page | Manual |
| **ALT\_HCM \_ORC\_CA\_CCP\_02.5** | Incase Initiator decides to continue with the decision, will add more details in the profile | System |
| **ALT\_HCM \_ORC\_CA\_CCP\_02.6** | Incase Initiator decides to continue without addition of any further details, the process gets completed with the basic details provided | System |

### A computer screen shot of a diagram Description automatically generatedALT\_HCM \_ORC\_CA\_E 03 Candidate Application by Employee

#### Process Description

The above flow shows a process flow diagram to search for the job from internal career portal and submit the job application by Employee.

* **Process Input**

Information for Job Application such as:

* Candidate Personal Information
* Candidate Profile data
* Add Attachment if any
* **Process Output**
* After completion of the process New Job Application will be created into the system

#### Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| **ALT\_HCM \_ORC\_CA\_E\_03** | Employee will login in oracle fusion by using the login credentials and will search & Select for the Job Requisition ref. **ALT\_HCM\_ORC\_JR\_10.1** | System |
| **ALT\_HCM \_ORC\_CA\_E\_03.1** | Employee will search and select the Job Requisition | System |
| **ALT\_HCM \_ORC\_CA\_E\_03.2** | Employee will apply for the Job then Employee by filling the required Job Application details like   * **Job Application Questions** * **Add Supporting Documents (if Required)** * **Enter Signature** * **Review and Add Skills & Qualifications** | System |
| **ALT\_HCM \_ORC\_CA\_E\_03.3** | Employee will now submit the transaction after filling all the details | System |
| **ALT\_HCM \_ORC\_CA\_E\_03.4** | Employee’s Application will be created after submitting the transaction | System |
| **ALT\_HCM \_ORC\_CA\_E\_03.5** | Employee will receive the Confirmation message | System |

### A computer screen shot of a flowchart Description automatically generatedALT\_HCM \_ORC\_CA\_C 04 Candidate Application by Candidate

#### Process Description

The above flow shows a process flow diagram to search for the job from external career portal / LinkedIn and submit the job application by Candidate.

Candidate application flow is the forms and list of blocks that the candidate fills while applying for a job. For applying on a job, candidate follows the following flow

* If Candidate has already applied for Job Requisition then he/she can withdraw the application anytime if candidate is no more interested.
* **Process Input**

Information for Candidate Application such as:

* Candidate Personal Information
* Candidate Profile data
* Add Attachment if any
* **Process Output**
* After completion of the process New Job Application will be created into the system

#### Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| **ALT\_HCM \_ORC\_ CA\_C\_04** | Candidate will choose the job boards to apply for any new Job requisition, it could be External career site, LinkedIn etc. ref **ALT\_HCM\_ORC\_JR\_12.1** & **ALT\_HCM\_ORC\_JR\_12.2** | System |
| **ALT\_HCM \_ORC\_ CA\_C\_04.1** | Candidate will search & select the Job Requisition | System |
| **ALT\_HCM \_ORC\_CA\_C\_04.2** | Candidate can Apply the Job requisition or share the same with anyone. | Manual |
| **ALT\_HCM \_ORC CA\_C\_04.2.3** | To Apply for the Job Requisition candidate will enter the Email Id | System |
| **ALT\_HCM \_ORC\_ CA\_C\_04.2.3.1** | Email Verification will be done by sending Verification code to email id | System |
| **ALT\_HCM \_ORC\_ CA\_C\_04.2.3.2** | After verification Candidate will have two option either to fill manual details or import profile from other job portals | Manual |
| **ALT\_HCM \_ORC\_ CA\_C\_04.2.3.2.1** | In case candidate decides to import the data from other Job Boards, candidate can login to other Job portal site and import the profile and candidate can review and update the details. | System |
| **ALT\_HCM \_ORC\_ CA\_C\_04.2.3.2.2** | In case candidate decides to enter the details manually, candidate will enter the details | System |
| **ALT\_HCM \_ORC\_ CA\_C\_04.2.3.3** | Candidate will upload supporting document if required | System |
| **ALT\_HCM \_ORC\_ CA\_C\_04.2.3.4** | Candidate will submit the transaction | System |
| **ALT\_HCM \_ORC\_ CA\_C\_04.2.3.5** | Application will be created once transaction is submitted | System |
| **ALT\_HCM \_ORC\_ CA\_C\_04.2.3.6** | Candidate will receive the confirmation mail | System |

### A screenshot of a computer Description automatically generated ALT\_HCM \_ORC\_CA\_R 05 Candidate Application by Recruiter

#### Process Description

The above flow shows a process flow diagram convert the candidate to applicant by adding the candidate to Job Requisition by Recruiter.

1. Recruiter can perform various Actions once candidate is created in system like
   1. Add to Requisition – Add candidate to new Job requisition
   2. Add to Candidate Pool – Add candidate to any Candidate Pool for future reference
   3. Add Interaction - Recruiter can record all Interaction details
   4. Send Invite – Send invite to apply for job requisition
   5. Convert Prospect – Convert Prospect to Job Application
   6. Send Message – send message using Email id
   7. Update to not interested – Recruiter can update not interested in case candidate doesn’t want to apply for job
   8. Delete Prospect- Recruiter can delete the candidate
   9. Check Duplicate – Recruiter can check if the candidate already exist in the system by entering any keyword in search area.

* **Process Input**

Information for Candidate Application such as:

* Candidate Personal Information
* Candidate Profile data
* Add Attachment if any
* **Process Output**
* After completion of the process New Job Application will be created into the system

#### Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| **ALT\_HCM \_ORC\_ CA\_R\_05** | Recruiter will select the candidate which is already created in system ref.**ALT\_HCM\_ORC\_CA\_CCP\_01** | System |
| **ALT\_HCM \_ORC\_ CA\_R\_05.1** | Once Candidate is selected, Recruiter will perform the action, **Add to requisition** | System |
| **ALT\_HCM \_ORC\_ CA\_R\_05.2** | Recruiter will select the Requisition | System |
| **ALT\_HCM \_ORC\_ CA\_R\_05.3** | Recruiter will perform the Convert Prospect action | System |
| **ALT\_HCM \_ORC\_ CA\_R\_05.4** | Recruiter will receive the confirmation message | Manual |
| **ALT\_HCM \_ORC\_ CA\_R\_05.4.1** | Incase decision is yes, Application will be created | System |
| **ALT\_HCM \_ORC\_ CA\_R\_05.4.1.1** | Notification will be sent to the candidate once the application is created | System |
| **ALT\_HCM \_ORC\_ CA\_R\_05.4.2** | Incase decision is no, Application will not be created | System |

### Career Site Field Requirement Details

The Career site fields will be used when the candidate will apply on a particular job. These are the series of fields using which we are asking candidate to provide his/her information (Personal, Educational, Work Experience)

The table below provides a detail about all the fields that would exist on the career section forms for the Career Portals

Candidate information will be captured in the standard form from ORC and the same information will be used for the candidate selection process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Block Name** | **Name of Fields** | **Type of Field** | **Values** | **Mandatory** |
| Contact information | First name | Free text |  | Yes |
| Contact information | Middle name | Free text |  | Yes |
| Contact information | Last name | Free text |  | Yes |
| Contact information | Title | Drop down | 1)      Doctor | Yes |
| 2)      Mr |
| 3)      Mrs |
| 4)      Ms |
| Contact information | Phone number | Free text |  | Yes |
| Contact information | Email |  |  | Yes |
| Diversity Information | Gender | Drop Down | Male/Female | Yes |
| Diversity Information | Marital status | Drop down | 1)      Single | No |
| 2)      Married |
| 3)      Widowed |
| 4)      Divorced |
| Address | Country | Drop down | List of countries defined | No |
| Address | Address line 1 | Free text |  | No |
|
| Address | Address line 2 | Free text |  | No |
| Address | PO Box | Free text |  | No |
| Address | City | Free text |  | Yes |
| Address | Postal Code | Free text |  | No |
| Sensitive Personal Information | Date of Birth | Date Field |  | Yes |
| National Identifier | Country | Drop down | List of countries defined | Yes |
| National Identifier | National ID Type | Drop down | List of National ID Types according to the country selected | Yes |
| National Identifier | National ID | Free text |  | Yes |
| National Identifier | Issue Date | Date Field |  | No |
| National Identifier | Expiration Date | Date Field |  | No |
| National Identifier | Place of Issue | Free text |  | No |
| Additional Details | Arabic First Name | Free text |  | Yes |
| Additional Details | Arabic Middle Name / Father Name | Free text |  | Yes |
| Additional Details | Arabic Last Name | Free text |  | Yes |
| Additional Details | Nationality | Drop down | List of Nationalities | Yes |
| Additional Details | Number of dependents | Drop down | 0 to 10 | No |
| Additional Details | Industry you worked in the most | Drop down | List of industries | No |
| Additional Details | Where did you hear about this job opportunity? | Drop down | List of different sources | Yes |
| Additional Details | Disability Status | Drop down |  | Yes |
| Additional Details | LinkedIn Profile Link | Free text |  | No |
| Additional Details | Video Resume Link | Free text |  | No |
| Supporting documents and urls | Add resume | Attachment |  | Yes |
| Supporting documents and urls | Add Cover Letter | Attachment |  | No |
| Supporting documents and urls | Link 1 | Free text |  | No |
| Application questions | List of questions preselected for the requisition | As per configuration of the question. Mentioned in the below section |  | As per configuration of the question. Mentioned in the below section |
| Education | Degree | Drop down | Lov provided by | Yes |
| Education | Major | Free Text |  | No |
| Education | School | Drop down | Lov provided by | Yes |
| Education | School Name | Free Text |  | No |
| Education | Start Date | Date field |  | Yes |
| Education | End Date | Date field |  | Yes |
| Education | Country | Drop down | List of countries defined | Yes |
| Education | State | Drop down | List of states defined according to country selected | No |
| Education | City | Free Text |  | No |
| Education | Average Grade | Free Text |  | No |
| Education | GPA | Free Text |  | No |
| Education | Graduated | Tick Box |  | No |
| Education | Tuition Method | Drop down | Online, hybrid or blended, part time, regular, other | No |
| Experience | Employer Name | Free Text |  | Yes |
| Experience | Job Title | Free Text |  | Yes |
| Experience | Start Date | Date field |  | Yes |
| Experience | End Date | Date field |  | No |
| Experience | Current Job | Tick Box |  | No |
| Experience | Employer Country | Drop down | List of countries defined | Yes |
| Experience | Reason for leaving | Free Text |  | No |
| Licenses and Certificates | License or Certificate | Drop down | License/Certificate/both | Yes |
| Licenses and Certificates | Issued By | Free Text |  | Yes |
| Licenses and Certificates | Issue Date | Date field |  | Yes |
| Licenses and Certificates | Expiration Date | Date field |  | No |
| Licenses and Certificates | Status | Drop down | Active/Expired | No |
| Licenses and Certificates | Certification URL | Free Text |  | No |
| Licenses and Certificates | Title | Free Text |  | No |
| License and Certificate | Please upload the certificate or license, if applicable | Attachment |  | No |
| E-Signature |  | Free Text |  | Yes |

## ALT\_HCM \_ORC\_CJA Manage Candidate Application

### ALT\_HCM \_ORC\_CJA 01 Manage Candidate Selection Process

In , three candidate selection process is to be implemented namely:

1. Full Time Candidate Selection Process
2. Tamheer Candidate Selection Process
3. Internship Candidate Selection Process

Note: For all these three CSPs the stages and phases are same, only change is in their job offer flow. Some notification change is also is there between these three.

Following is the process flow to be configured in ALT. As required all phases will be optional except for “Offer” and “HR”

Following points were agreed in the requirement gathering session

* The phases of the Candidate Selection Process will be optional and the recruiter will have access to skip any Phase and Hire the candidate
* Offer and Move to HR Phases are Mandatory Steps
* Following is the Candidate Selection Workflow which involves all the Phases and stages for Standard Requisition.
* Following is the Candidate Selection Process for ALT

A computer screen shot of a diagram

Description automatically generated

**Prescreening Questions for Internal & External Candidate**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Question** | **Question Category** | **Answer type** | **Value set (if applicable)** | **Candidate type** |
| 1 | How many years of relevant work experience do you have for this role? | Prescreening | LoV (Single Choice) | Less than 1 year, 1-3 years, 3-5 years,  More than 5 years | External |
| 2 | What is your highest level of education? | Prescreening | LoV (Single Choice) | High School Diploma, Associate's Degree, Bachelor's Degree, Master's Degree or higher | External |
| 3 | What motivates you to apply for this role? | Prescreen-ing Automatically added | LoV (Single Choice) | Career advancement opportunities, Interest in the company's mission and values, Specific job responsibilities, Other | External |
| 4 |  | Prescreening | Freetext |  | External |
| Please mention the other reason |
| 5 | When would you be available to start if offered the position? | Prescreening | LoV (Single Choice) | Immediately, Less than 2 months, More than 2 months | external |
| 6 | How do your current job responsibilities and achievements qualify you for the new role? | Prescreening | LoV (Single Choice) | Directly related and highly relevant, Related but with some different skills required, Somewhat related, with significant new skills to learn, Not related, requiring substantial adjustment  Skills and Competencies | Internal |
| 7 |  | Prescreening | LoV (Single Choice) | Advanced technical skills, Project management skills, Leadership and team management skills, Communication and interpersonal skills  Reason for Applying | Internal |
|  |
|  |
| Which key skills from your current role will you apply to succeed in this new position? |
|  |
|  |
|  |
| 8 | What motivates you to apply for this position within the company? | Prescreening | LoV (Multiple Choice) | Career growth and advancement opportunities, A desire for a new challenge or change, Better alignment with personal career goals, Increased responsibility  Career Goals, other | Internal |
| 9 | Please mention the other reason. | Prescreening | Text |  | Internal |
| 10 | How does this new role fit into your long-term career objectives within the company? | Prescreening | LoV (Single Choice) | It is a direct step toward my career goals, It offers new learning and growth opportunities, It provides a chance to diversify my skills, It helps me achieve a personal career milestone | Internal |
| 11 | Do you have the required experience or skills specified in the job description? | Disqualification | LoV (Single Choice) | Yes, fully meets the requirements; Somewhat, with gaps in required experience; No, does not meet the experience requirements | Both |
| 12 | Do you meet the minimum educational qualifications required for this role? | Disqualification | LOV (Single, choidce) | Yes, with the required degree or certification; Partially, with relevant coursework or training; No, lacking necessary qualifications | Both |
| 13 | Are you a former Employee? | Prescreening | Drop down | Yes/No | External |
| 14 | Please enter the date when you last worked at | Prescreening | Free text |  | External |
| 15 | Do you have any relatives working at ? | Prescreening | Drop down | Yes/No | External |
| 16 | Please provide the name of the relative who is working at | Prescreening | Free text |  | External |
| 17 |  | Disqualification | LOV (Single, choidce) | Yes, over one year; Between 6 months and one year; Less than 6 months; Not applicable | Both |
| Have you been with the organization for at least one year in your current role? |

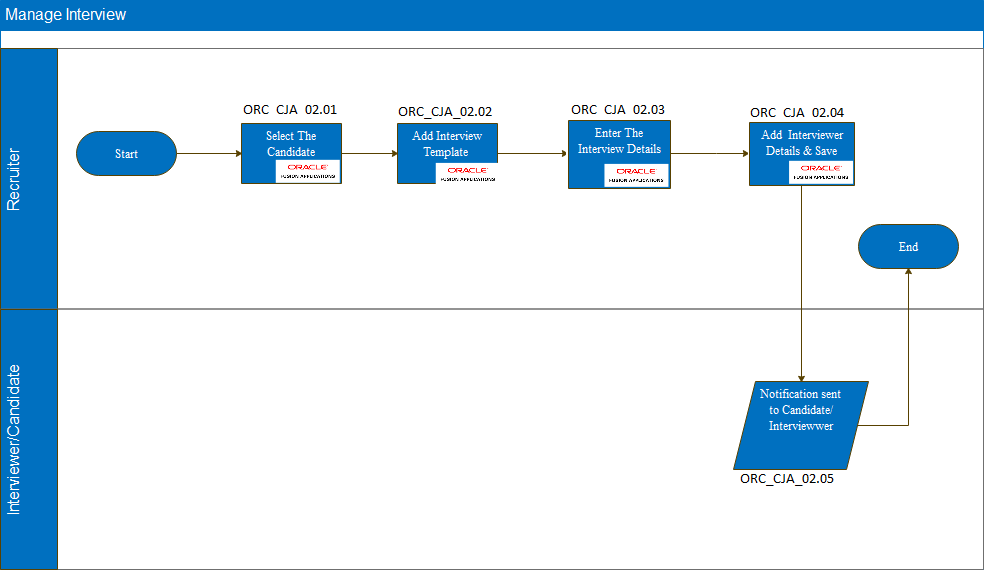
#### Process Description

Candidate Selection Process is the selection process a candidate goes through before being selected.

#### Process Step Description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** | |  |
| **ALT\_HCM \_ORC\_ CJA\_01.01** | Recruiter will select the candidate from Candidate Job Application **ALT\_HCM\_ORC\_CA\_CCP\_02** | | System | |
| **ALT\_HCM \_ORC\_ CJA\_01.02** | New phase will be considered for any new candidate which has applied in the system. | | Manual | |
| **ALT\_HCM \_ORC\_ CJA\_01.03** | Resume Screening will be done in this phase this is an optional stage it can be skipped by Recruiter | | System | |
| **ALT\_HCM \_ORC\_ CJA\_01.04** | Phone Screening will be done in this phase this is an optional stage it can be skipped by Recruiter | |  | |
| **ALT\_HCM \_ORC\_ CJA\_01.05** | “Assessment” phase will cover any assessment which needs to done by the candidate outside the system. This is an optional stage it can be skipped by Recruiter | | System | |
| **ALT\_HCM \_ORC\_ CJA\_01.06** | Recruiter will select the interview template which is assigned to job requisition **ALT\_HCM\_ORC\_JR\_09.** This is an optional stage it can be skipped by Recruiter. | | System | |
| **ALT\_HCM \_ORC\_ CJA\_01.07** | Recruiter will select the interview template which is assigned to job requisition **ALT\_HCM\_ORC\_JR\_09**. This is an optional stage it can be skipped by Recruiter. | | Manual | |
| **ALT\_HCM \_ORC\_ CJA\_01.08** | Recruiter will select the interview template which is assigned to job requisition **ALT\_HCM\_ORC\_JR\_09**. This is an optional stage it can be skipped by Recruiter. | | System | |
| **ALT\_HCM \_ORC\_ CJA\_01.09** | “Offer” phase comes next in the candidate selection process, where the candidate will be sent an offer. Ref.ALT\_HCM\_ORC\_CJA\_03 | | System | |
| **ALT\_HCM \_ORC\_ CJA\_01.10** | When candidate reaches offer stage, a RMI will be triggered to candidate | | System | |
| **ALT\_HCM \_ORC\_ CJA\_01.11** | “Check Up” phase is the phase where, medical check up and Background Verification process will be done. Recruiter will send mail related to medical checkup according to the grade using message functionality. this is an optional stage it can be skipped by Recruiter | | Manual | |
| **ALT\_HCM \_ORC\_ CJA\_01.12** | “HR” is the final phase in the selection process. Once the candidate is moved “HR” phase, then the candidate is considered as “Hired” and **Onboarding checklist will be triggered.** | | System | |
| **ALT\_HCM \_ORC\_ CJA\_01.13** | The candidate will be moved to Pending worker in Core HR system | | System | |

### ALT\_HCM \_ORC\_CJA\_02 Manage Interview



##### Process Description

The above flow shows a process flow diagram to schedule an interview with candidate

##### Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| ALT\_HCM \_ORC\_ CJA\_02.01 | Candidate will be selected at the interview stage in Candidate Selection Process. | Manual |
| ALT\_HCM \_ORC\_ CJA\_02.02 | To schedule an interview Recruiter will add the Interview Template for the candidate attached to the Job Requisition. | Manual |
| ALT\_HCM \_ORC\_ CJA\_02.03 | Recruiter will enter the Interview details as per the Interview Template | Manual |
| ALT\_HCM \_ORC\_ CJA\_02.04 | Recruiter will select the Interviewer and enter the details and save the form | Manual |
| ALT\_HCM \_ORC\_ CJA\_02.05 | Notification will be sent to Interviewer and candidate | Manual |

### A screenshot of a computer Description automatically generatedALT\_HCM \_ORC\_CJA\_02 UC Update and Cancel Interview Process

##### Process Description

The above flow shows a process flow diagram to reschedule or cancel an interview with candidate

* **Process Input**

Information for Manage Interview such as:

* Updated Interview details
* **Process Output**
* Recruiter will reschedule or cancel an interview.

##### Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| ALT\_HCM\_ORC\_ CJA\_02\_UC\_01 | Recruiter will select the candidate | System |
| ALT\_HCM\_ORC\_ CJA\_02\_UC\_02 | Recruiter will select the Scheduled Interview | System |
| ALT\_HCM\_ORC\_ CJA\_02\_UC\_03 | Recruiter can either Reschedule or cancel the interview | Manual |
| ALT\_HCM\_ORC\_ CJA\_02\_UC\_03.1 | Recruiter will update the interview details in case recruiter wants to Reschedule the interview | System |
| ALT\_HCM\_ORC\_ CJA\_02\_UC\_03.1.1 | Recruiter will Submit the transaction | System |
| ALT\_HCM\_ORC\_ CJA\_02\_UC\_03.2 | Notification will be sent to Interviewer and candidate in case of Reschedule or cancelation of Interview | System |

### ALT\_HCM \_ORC\_CJA 03 Interview Feedback Form

One standard interview feedback will be configured for all job / position and step of selection process.

Below is the Interview Feedback form:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Question** | **Answer type** | **Value set (if applicable)** | **Candidate type** |
| 1 | Should we proceed the candidate for the next round? | LoV (Single Choice) | Yes/No/Not Sure | Both |
| 2 | How much would you rate the candidate out of 10? | Text |  | Both |
| 3 | What is your opinion on the candidate? | Text |  | Both |

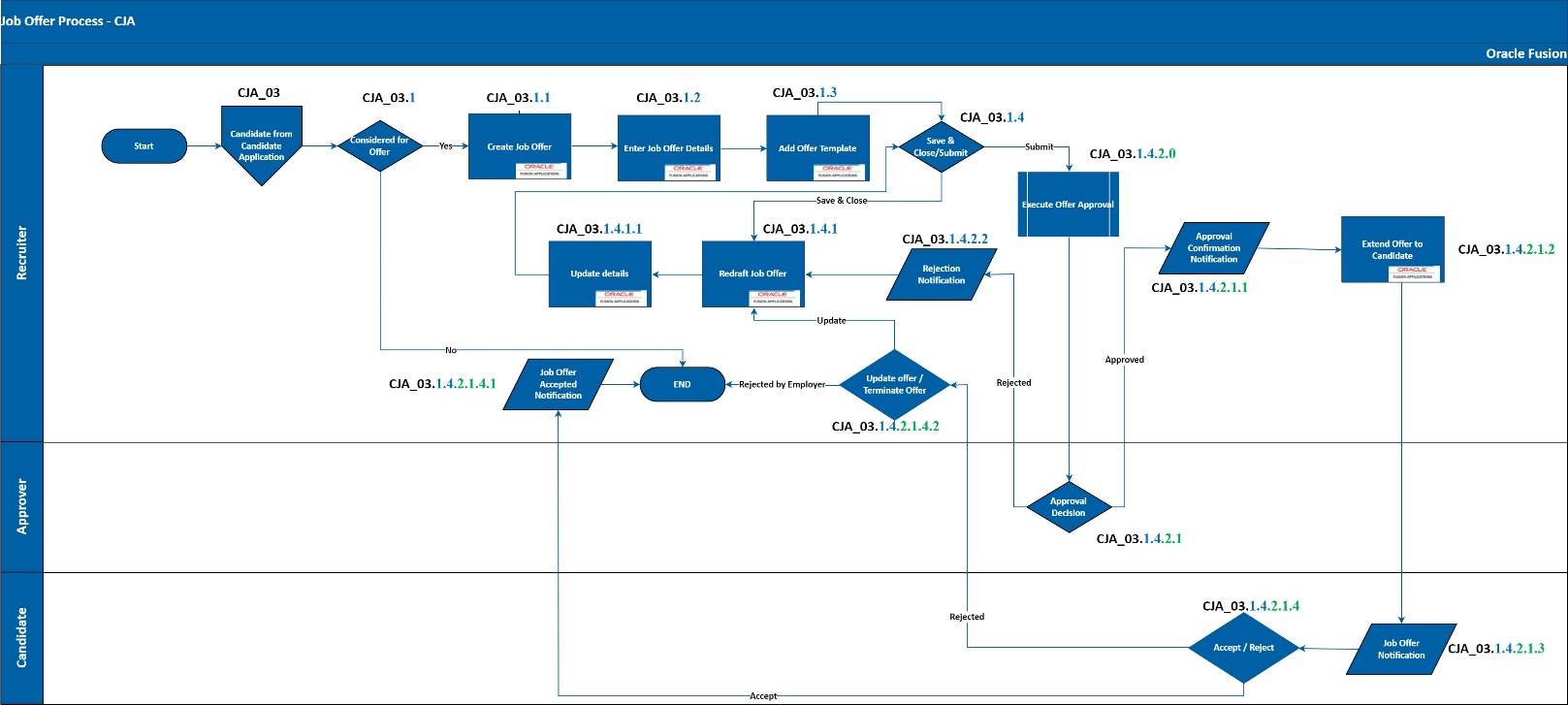
### ALT\_HCM \_ORC\_CJA\_04 Manage Job Offer

There are two types of Job Offer flow depending on the Candidate Selection Process of the requisition for which the offer is created.

**Job offer Flow 1**: Offer goes for approval and is extended to candidate and he/she will only take a decision on whether to accept/reject the offer. This would be for CSP: “Full Time Candidate Selection Process”.

**Job Offer Flow 2**: : Offer gets auto-approved and is not extended to the candidate and the recruiter will only accept the offer on candidate’s behalf. This would be for CSP: “Tamheer Candidate Selection Process” & “Internship Candidate Selection Process”.

#### Job Offer Flow 1: Process Description



The above flow shows a process flow diagram to generate Job Offer letter for candidates,

* **Process Input**
* Candidate Job Offer Details
* **Process Output**
* Job Offer Letter will be extended upon the offer approved by Approvers

#### Job Offer Flow 1: Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| ALT\_HCM \_ORC\_CJA\_03 | Recruiter will receive the Application from candidate Application **ALT\_HCM\_ORC\_CA\_CCP\_01** | System |
| ALT\_HCM \_ORC\_CJA\_03.**1** | Recruiter will decide whether to consider candidate for job offer or not | Manual |
| ALT\_HCM \_ORC\_CJA\_03.**1.1** | In case decision is yes Recruiter will create the Job Offer. | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.2** | To Create the Job Offer, Recruiter will Create the Job offer by filling the details | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.3** | Recruiter will select the Job Offer template from the drop down option | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4** | After filling all the details Recruiter will decide to Save & Close or submit the offer letter | Manual |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.1** | If Recruiter save and close the Job Offer, it will be save as a drafted | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.1.1** | Recruiter will update the drafted offer letter | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.0** | Upon submission of offer letter Approval process will get executed | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.1** | Approver will decide to Approve or Reject the transaction. | Manual |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.1.1** | In Case if the transaction is approved by all the stake holders, an approval confirmation will be sent to recruiter | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.1.2** | Once the offer is approved, the offer is extended to the candidate by recruiter | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.1.3** | Job Offer notification will be sent to the candidate | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.1.4** | Candidate will decide either to Accept or Reject the job offer | Manual |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.1.4.1** | In Case of acceptance Recruiter will receive the Job Offer Acceptance notification. | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.2** | If Transaction is rejected by Approver then notification will be sent to Recruiter for further action. In Case recruiter wants to redraft the job offer please follow steps from **CJA\_03.1.4.1** onwards | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.1.4.2** | If Job Offer is rejected by candidate then notification will be sent to recruiter for further action, Recruiter can either update the job offer or Terminate the offer letter. | System |

#### Job Offer Flow 2: Process Description

A computer screen shot of a diagram

Description automatically generated

#### Job Offer Flow 2: Process Step Description

|  |  |  |
| --- | --- | --- |
| **Process Step** | **Process Description** | **Process Type** |
| ALT\_HCM \_ORC\_CJA\_03 | Recruiter will receive the Application from candidate Application **ALT\_HCM\_ORC\_CA\_CCP\_01** | System |
| ALT\_HCM \_ORC\_CJA\_03.**1** | Recruiter will decide whether to consider candidate for job offer or not | Manual |
| ALT\_HCM \_ORC\_CJA\_03.**1.1** | In case decision is yes Recruiter will create the Job Offer. | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.2** | To Create the Job Offer, Recruiter will Create the Job offer by filling the details | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.3** | Recruiter will select the Job Offer template from the drop down option | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4** | After filling all the details Recruiter will decide to Save & Close or submit the offer letter | Manual |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.1** | If Recruiter save and close the Job Offer, it will be save as a drafted | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.1.1** | Recruiter will update the drafted offer letter | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.0** | Upon submission of offer letter, it will get auto-approved | System |
| ALT\_HCM \_ORC\_CJA\_03.**1.4.2.1.2** | Once the offer is auto-approved, the recruiter will accept the offer on behalf of candidate. | System |

#### Job Offer Fields

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section | Field Name | Field Type | Mandatory | Values |
| When and Why | When is the employee start date? | Date | Y |  |
| When and Why | Legal Employer | Drop Down | Y | All list of Legal Entities, The default value will be from Requisition |
| When and Why | Worker Type | Drop Down | Y | Employee  Contingent  The default value will be from Requisition |
| When and Why | Action | Drop Down | Y | **For External Candidate** Add Pending Worker  **For Internal Candidate**  Add Pending Worker Relationship |
| Assignment Info | Business Unit | Drop Down | Y | All list of Business Unit, The default value will be from Requisition |
| Assignment Info | Proposed Person Type | Drop Down | Y | Saudi Employee/Non- Saudi Employee |
| Assignment Info | Business Title | Text | N |  |
| Assignment Info | Position | Drop Down | N | All list of Position, The default value will be from Requisition |
| Assignment Info | Synchronize from Position | Drop Down | N | By Default Yes |
| Assignment Info | Job | Drop Down | N | Defaulted from Position |
| Assignment Info | Grade | Drop Down | N | Defaulted from Position |
| Assignment Info | Department | Drop Down | N | Defaulted from Requisition |
| Assignment Info | Location | Drop Down | N | Defaulted from Requisition |
| Assignment Info | Probation Period | Text | N | Defaulted from Position |
| Assignment Info | Regular or Temporary | Drop Down | N | Defaulted from Position |
| Assignment Info | Full Time or Part Time | Drop Down | N | Defaulted from Position |
| Assignment Info | Probation End Date | Date | N | Defaulted from Position |
| Assignment Info | Working Hours | Text | N | Defaulted from Position |
| Offer Team | Hiring Manager | Drop Down | N |  |
| Offer Team | Recruiter | Drop Down | N |  |
| Offer Team | Collaborators | Drop Down | N | Not Used by ALT |
| Payroll Info | Payroll Frequency | Drop Down | Y | List from Payroll elements |
| Salary | Salary Basis | Drop Down | Y |  |
| Salary | Salary Amount | NUMBER | Y | Basic Salary |
| Salary | Next Salary Review Date | DATE | N |  |
| Comments and Attachments | Offer Comments | Text | N |  |
| Comments and Attachments | Internal Documents | Attachment | N |  |
| Allowance Details | Division | READ ONLY Field |  |  |
| Allowance Details | Candidate Selection Process | READ ONLY Field |  |  |
| Allowance Deatils | Various Allowance details shown | READ ONLY Field |  |  |
| Offer Letter | Offer Letter | Drop Down | Y | ALT STANDARD Offer Letter |
| Offer Letter | Expiration Date | DATE | N |  |
| Offer Letter | Additional Text1 | Free text field | N | It can be used In case recruiter would like to add any addition details on Offer Letter |
| Offer Letter | Additional Text2 | Free text field | N | It can be used In case recruiter would like to add any addition details on Offer Letter |
| Offer Letter | Candidate Facing Document | Attachment | N |  |
| Contract | Contract Number | Text | N |  |
|  |  |  |  |  |
| Contract | Initial Duration | Text | N |  |
| Contract | Type | Dropdown | N | LOV from Core HR |
| Contract | Contract End Date | DATE | N |  |

#### Job Offer Letter Templates

The following is the Job Offer template which is in RTF File. This file along with its associated DM file is already uploaded into system.

## Move to HR

Once the candidate is moved to HR it will be converted as Pending Worker in System and it will be considered as Hired in Oracle Recruitment Cloud. Upon converting Candidate to Pending Worker Onboarding Checklist will be triggered and task will be assigned for the pending worker as defined in Checklist.

# ALT\_HCM \_ORC\_OB Onboarding Process

## ALT\_HCM \_ORC\_OB Onboarding Process

The checklist will be triggered based on the action called “Add Pending Worker” (this action occurs when the recruiter does "Move to HR" for a candidate).

This checklist can also be triggered manually by HR. The performer of the task will receive a weekly reminder if they have not completed the task. The performer can reassign the task to anyone. All tasks are mandatory for the performer to complete. The checklist will be marked as completed only when all tasks are finished. Below is the list of all tasks that will be assigned.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Onboarding Tasks Name** | **Task Performer Type** | **Performer Team** | **Task Type** |
| 1 | Send the "First Day" email with arrival details | User | Talent Acquisition Team | Manual |
| 2 | Request Laptop, Email | User | IT Department | Configurable Form |
| 3 | Request Office Setup, Car Parking | User | ADMIN | Configurable Form |
| 4 | Present the Induction and Give a Company Tour | User | Talent Acquisition Team | Manual |
| 5 | Complete the Onboarding Checklist and Send it to the People Experience Team | User | Talent Acquisition Team | Manual |
| 6 | Send a New Joiner Announcement Email to All Members | User | Talent Acquisition Team | Manual |
| 7 | Request a Security Permit (Card) from GACA | User | People Experience | Manual |
| 8 | Request Medical insurance for individual, family members and Parents | User | People Experience | Manual |
| 9 | Request Terminal journey visit | User | Talent Acquisition Team | Manual |
| 10 | Request Clearance Letter from the Candidate | User | Payroll | Manual |

# Notification and Alerts

The candidate notifications have been updated to align with 's template, with a few adjustments made to accommodate specific requirements. Notifications for the Hiring Manager and Recruiter have been maintained according to Oracle's default template.

# Access and Approval Matrix

Following is the access and approval matrix for transactions:

The data is secured in HCM Cloud using Data Security Profiles. There are different roles in HCM Cloud which have access to different set of data and define which actions can be performed by which role.

|  |  |  |
| --- | --- | --- |
| **Role Name** | **Key Responsibility** | **Provisioning Rules** |
| Hiring Manager Custom | - View own Requisition and below reporting hierarchy requisitions  - Create Requisition  - View Candidate Job Applications  - View Job Offer | Manually |
| Recruiter Custom | - View all Requisitions where he/ she is tagged as Recruiter  - Create Requisition  - Search all Candidates  - View Candidate Job Applications  - Move Candidate in Selection Process  - View Job Offer  - Create Job Offer  - Send Email  - Add Interaction  - Add to Candidate Pool  - Collect Feedback  - Manage Campaigns  - Manage Questionnaire | Manually |
| Recruiting Administrator Custom | - Manage Content Library (Offers, Ad-hoc email templates, Statements, etc.)  - Manage Questions  - Manage Requisition Templates  - Upload updated offer Template | Manually |

**Approval Matrix**

Following is the approval matrix

|  |  |  |
| --- | --- | --- |
| **Sr.No** | **Particular** | **Approval Hierarchy (One Level/ Two Level)** |
| 1 | Job Offer Approval (WITHOUT Offer) | The Job offer letter would get auto-approved for the offer with candidate selection process as “Tamheer Candidate Selection Process” or “Internship Candidate Selection Process” |
| 2 | Job Offer Approval (WITH Offer) | There would 3 level of approval and all of them are of “user” type.  This is only for the approval of Job offer letter with candidate selection process as “Full Time Candidate Selection Process” |
| 3 | Job Requisition Approval | There would 3 level of approval and all of them are “user” type. |

# List of Reports

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Report Name** | **Description** | **Template** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |

# Sign Off Sheet

|  |  |
| --- | --- |
|  | |
| Project Name | Fusion HCM Implementation |
| Project Managers | Client ( )  (MASTEK) |
| PROJECT OWNER | Client ( ) |
| HR Head | ( ) Client |
| Date |  |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | No | | Description | Type |  | | 1. | | **Fusion HCM Implementation SDD Sign Off** | **Document** |  | |  | | | |  | |  |  | | | | |  | YES, with the following notes | | | | |  |  | | | |   **Signatures:** | |
| |  |  |  | | --- | --- | --- | | **(MASTEK)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: / / | | **(MASTEK)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: / / | | **(Client)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: / / | | **(Client)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: / / | |  |  |  | | |