P0OUM

OUM – RD011

Solution Design Document

Oracle Recruiting Cloud

**Partners ORC**

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**Approvals:**

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# Document Control

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## Reviewers

| Name | Position |
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|  | Evosys Project Manager |
|  | Evosys Solution Architect |

## Distributions

| **Name** | **Position** |
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# INTRODUCTION

This document presents the first draft of Future Process Model constructed for the **Oracle** **Recruiting Cloud Service** Process at the **Partners**. The Future Process Model documents the triggering events that drive the business areas that are to be automated and describes the future business process that the business executes in response to each of those events as a set of one or more activities.

This document is the Requirement Definition for various Business Process Groups (Functional Workgroups) as formed during High Level Analysis (HLA), Conference Room Pilot (CRP) 1 and CRP2 – Workshops. The key focus of these phases are as follows:

* Mapping of processes wherein the practices followed by the **PARTNERS** are in line with Oracle Standards.
* Clearly identifying the High focus areas. This includes areas which are GAP/ Process change areas.
* Identification of process from the product that needs to be implemented at **PARTNERS.**
* Key User should be able to visualise the product and get used to the flow, terms and conventions and hence be able to contribute much higher in the mapping and the training phases.

The objective of this document is to:

* Capture Final requirements from the Process Owners.
* This document also represents the business processes to be followed by **PARTNERS** henceforth.

The complete Oracle Applications features related to the business processes identified during the phases were demonstrated to the respective **Oracle** **Recruiting Cloud Service** Workgroups as part of HLA, CRP1 and CRP2. The business processes mentioned in the final version of this document has been agreed as the standard Future Process with the respective workgroups.

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 diagrammatic representations. The aim of this document is to consolidate all customer business processes.

This document is prepared to capture the overall business requirements and future processes depending on the discussion between Evosys implementation team and **PARTNERS** Business users.

The purpose of this document is limited to the Solution Design or Business Requirement for the **PARTNERS** OracleRecruiting Cloud Service Implementation.

The Document serves as the project baseline that explains in business terms and what is to be accomplished. Since requirements are fixed, the objective is to record what is required and then build on it as the project progresses.

## How This Document Is Organised

This document contains Chapters on each of the Functional Areas within the Scope of this project. For each Functional Area, there is a listing of Functions and for each Function there is a listing of Processes.

* The process step Catalogue identifies the process steps that form part of the business process. The table has the following columns:
* **Process Step ID**
* **Process Description:** Records the process step as clearly as possible.
* **Step Type:** Manual means it’s done outside the system, System assisted means step will be conducted within the system, System generated means it’s a system generated step and Decision means the action could be Yes or No.
* The Process Flow Diagram includes a diagrammatic representation of the process steps that form part of the business process.

The Functional Areas will be catered to by one or more of the Fusion HCM modules. An Introduction for each of the modules catering to the Functional Area is included at the beginning of the Chapter relating to the Functional Area.

**Note:** Decisions made during HLA are marked in **blue** font while pending information is marked in **red** font. Key reports and additional information which are relevant to the process would be highlighted in yellow background from CRP1 stage onwards.

## 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 phased 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 into the Database |
|  | This represents the Manual Operations. Manual Operations are all parts of process which are carried outside the Oracle System. |

## Glossary

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Term** | **Description** |
| 1 | Academies | The schools funded directly from government rather than local council |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 | FRS | Fire & Rescue Services |
| 6 |  |  |
| 7 | Maintained Schools | The schools funded by respective local councils |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 | Partners | The entities participating the Oracle Cloud implementation program |
| 12 | Pillar | Functional or business work streams – Finance, Procurement, HR, Payroll |
| 13 |  |  |

# BUSINESS STRUCTURE

Oracle Recruiting Cloud Service provides one window for the recruitment related transactions. 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 data management; 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 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.

## Requisition Number Generation Method

Job requisition numbers can be generated manually or automatically. When you select the manual method, the user can use any format for the requisition number. you cannot enforce a given prefix, suffix, or pattern. When you select the automatic method, the job requisition numbers start according to the value entered in the Requisition Number Starting Value field.

**Requisition Generation Method set to Automatic**

## Recruiting Organization Tree Name and Tree Version

**PARTNERS** will use the different Organisation Tree than the one used in Core HR. Named as ORC Organisation Tree.

## **Maximum number of unverified job applications**

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

Maximum No of unverified Job Application is 1.

## Duplicate Check in Move to HR

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

Partners agreed on no duplicate validation

## Campaign Management

Use email recruiting campaigns to advertise job requisitions to candidates to generate job applications and referrals. You can also use them to promote recruiting events and activities to invite candidates to respond to a request or learn more about the company's benefits and corporate culture.

Email Maximum Retry Count – 3  
Don't send emails to candidates flagged as don't hire – Not - Enabled  
Don't send emails to audience members who already received emails in the last period – 1 week

## Candidate Search Archiving

You use candidate search archiving to track candidate searches ran by recruiters.

## 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.

Download Offer Letter with Resolved Tokens is enabled for **PARTNERS**.

## Talent Community

When you enable Talent Community, external candidates can join a talent community to show their interests in your organization. They can create their profile, indicate their preferred location and job family, import their profile from a third party such as LinkedIn and Indeed, or upload a resume. You can also set up the job alert frequency for both internal and external candidates.

Talent Community is Enabled for PARTNERS

The same setting is disabled on LCC and NCC Career Sites.

## 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

## Contingent Worker is External Candidate

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

Contingent Worker is External Candidate feature is Enabled for PARTNERS

## Candidate Autoconfirmation

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.

Candidate Autoconfirmation is NOT ENABLED for PARTNERS

## Candidate Last Name Verification and Phone Number Request

You can allow external candidates to reuse the phone number that was used by another candidate in the past. Candidates can claim a phone number as genuinely being their own.

Candidate Last Name Verification and Phone Number Request is set Inactive.

## 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.

Keep Me Signed in for External Candidate is Enabled for PARTNERS with 30 Days as default.

## All settings for Enterprise Recruiting and Candidate Experience Information



## Recruiting Content Library

Oracle Recruiting Cloud allows management of a variety of text-based content used in various areas of Recruiting such as such as notifications for candidate job applications, candidate pool members, candidate profiles, prospects, disclaimers, e-signature statement, job offer letter template.

Seeded notifications are amended in Recruiting Content Library and Alerts Composer as per the following document.



## 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

**LCC,ESPO and NCC using Requisition Templates with below information as a default.**

**** ****

**LCC Position Template will be attached to all the LCC BU Positions using HDL.**

**NCC Position Template will be attached to all the NCC BU Positions using HDL.**

**ESPO Position Template will be attached to all the ESPO BU Positions using HDL.**

## 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

Hiring team managed and Candidate Managed Post schedule details is defaulted for LCC and NCC with following wordings.



## Career Site

Career Site is the portal for recruiters to post the jobs and candidates to find the job and apply. In ORC, career section will be created for both Internal 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. The process and flow for both external and internal career section will be similar. While external career site is configurable, internal career site can be accessed within Oracle Cloud and is predefined and cannot be edited.

**PARTNERS will have 5 Career sites.**

1. **EMSS : Search bar is made hidden using CSS Code. This career site will and should always be kept at top due to Brandings issue for candidate who will be routed to it if added manually by recruiters in the system**
2. **EMSS Jobs: All the Jobs across the organisation will be posted here. (TBC with Emma)**
3. **Nottingham City Council: All the NCC Jobs will be posted here.**
4. **Leicestershire County Council : All the LCC and ESPO Jobs will be posted here.**
5. **ESPO: All the ESPO Jobs will be posted here.**

**Note**: As per the Scope of Work, Oracle standard theme will be applied to the career site. Evosys will provide training on how to make changes to theme to empower Council to create their own theme and make ongoing changes.

**Sysadmin Training will be provided by Evosys for all the Recruiting Administrator tasks**.

**Career site theme changed to Minimalistic from Modern Template** **as it was phased out from 22B until 23B.**

**I am an Employee** button is made invisible using CSS Script.

**Posting Description** header is made invisible using CSS Script.

**Headers and Footers are added to the site as per the following document**.

## Job Application Flow

A job application flow is a sequence of pages that candidates complete when they apply for a job or when they provide additional information after they have applied to a job. A job application flow contains sections, and each section contains blocks of information.

The job application flow for external candidates is configurable while the internal job application flow is predefined as most information flows through from Core HR to ORC in the Oracle Suite.

There are three types of external candidate job application flow:

* Apply – This flow includes sequence of pages that candidates complete when they apply for a job
* Talent Community - When external candidates don't find jobs matching their interests, they can join a talent community to show their interests in an organisation.
* Request More Information (RMI) - You can use the Request Information flow to capture additional information from external candidates once they have applied to a job.

Partners will use Apply type flow only.

LCC and NCC will user separate Job Application Flow.

**Job Application Flows:**

1. LCC Standard Application Flow

2. LCC CV and Supporting Statement Flow

3. LCC Short Application Flow

4. NCC Standard Application Flow

5. NCC CV and Supporting Statement Flow

6. NCC Short Application Flow

## 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** feature 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 level (Preboarding)

Pending Worker to Employee level (Onboarding)

Partners will Configure the Onboarding checklist by themselves on Production Environment or will use the existing onboarding checklist is available on prod.

**Onboarding for LCC and NCC has been configured as per the following document provided by the PARTNERS.**

LCC and NCC have their own Onboarding Checklist in Production so they will configure and amend by themselves.

## Double Opt In Management

You enable double opt in so that external candidates can opt in to receive job alerts and recruiting marketing communications when they apply for a job, when they sign in into a talent community, or from their candidate self service page. When candidates opt in, they receive a message confirming their selection.

Double Opt-in is Enabled.

## Questions and Questionnaires

Oracle Recruiting Cloud supports disqualification questions and prescreening questions that can be added to the job requisitions for candidates to answer while they are filling in the job application flow.

Pre-Screening questions has been configured as per the following document shared by PARTNERS.

 

Interview Feedback Questionnaire is a feedback form that can be sent to the interview team to fill in after the interview is conducted.

**PARTNERS to not use Interview Feedback Questionnaires.**

## Opportunity Marketplace

PARTNERS will user opportunity marketplace as an alternative to Current Jobs.

Jobs are contextualised in Opportunity Marketplace on the basis of Eligibility Profile.

LCC Employees will view only LCC Jobs.

NCC Employees will view only NCC Jobs. (NCH Employee TBC).

Jonathan – NCH to be Merged with NCC from **1st April**. NCH will view NCC Job Requisitions on Opportunity Marketplace.

Following components in Opportunity Marketplace is customised using Visual Builder.

1. Interest block questions made hidden using **Visual Builder.**

2. Some of the filters for Jobs are disabled using **Visual Builder.**

3. Connections page information has been restricted using **Visual Builder.**

## Job Offer

**Job Offers has been Configured as per the Following document shared by PARTNERS.**

## Reports and Analytics

There are standard reports and dashboards delivered by Oracle.

Recruit to Hire Dashboard

If there are any more reporting requirements, custom reports can be developed as per the scope of work defined.

**Position FTE (LM) :** Custom Report is developed to identify the Vacancy, FTE and No. of Incumbents on the Positions. (NCC- Confirmed by Gemma not required, LCC may want to use it post Go-Live but not now)

**Inactive Candidates Report :** Inactive Candidate custom report will be developed so that data can be fetched from the report for Candidate Data Disposal Process. (Update 3/2/23: Richard H and Jonathan A confirmed to use Extracts to load data as an automated process)

# Process FLOWS

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

• Job requisition management

• Candidate management

• Candidate job application management

• Job offer management

• Hiring management

## Job Requisition Management

A Requisition is a document that delineates all the details required to capture a human resource need in the organisation. In ORC it will have information about the number of vacancies for a particular position, it can be posted, the posting information including all sources (career section, eQuest, job boards) where the requisition should be posted, etc. Then the requisition can be posted to the various sources selected and the candidates can start applying to it.



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Line Manager/Hiring Manager clicks on Reports tab and click on Position FTE (LM) Report. A Report opens where Hiring Manager is able to view all the Position Related information such as Vacancy, Vacant FTE, Number of Incumbents etc. | System |
| ORC 02 | Once all the information related to a Position is identified using the Position FTE (LM) report, the Hiring Manager can move further to initiate the Requisition. | System |
| ORC 03 | The requisition file can be initiated by Hiring Manager. Hiring Manager goes to My Teams and clicks on Hiring App. | System |
| ORC 04 | On the Job Requistions Page Hiring Manager can view all the existing Job requisitions and to create a new Requisition, Hiring Manager click on add button. | System |
| ORC 05 | On Create Job Requisition Page, BU is defaulted to the Assignment BU of Hiring Manager. Hiring Manager selects the Position from the list of value of Position field. | System |
| ORC 06 | In the basic info section, Hiring Manager can add/update the defaulted Job Requisition title and selects the no. of opening as unlimited for the Job Requisition. | Automatic |
| ORC 07 | In the Hiring Team section most of the information will be defaulted from the template. Hiring Manager, Recruiter and Collaborator will be defaulted. HM can change any of the information . | System |
| ORC 08 | In the requisition structure section, Organisation, Primary Location will be defaulted from the templates. HM can review and change any of the information if required. | System |
| ORC 09 | In the details section HM can provide the details for Annual FTE Salary range, Assignment category etc. and clicks on continue. | System |
| ORC 10 | In the Posting Description HM can either choose to select the posting description from the list of value or they can add the description manually and clicks on continue. | System |
| ORC 11 | In the Offer info section most of the information will be pre-populated from the position such as Legal Employer, BU, Department, Primary Work Location, Job and Grade. HM reviews all the details and clicks on continue. | System |
| ORC 12 | In the attachment section, HM can add any attachments related to the Job requisition. This attachment will be for the internal team and not the candidate facing. | System |
| ORC 13 | In the Configuration section most of the information will be defaulted from the position template such as Candidate selection process and External Application Flow. HM can review the information and clicks on continue. | System |
| ORC 14 | In the questionnaire section HM can review the defaulted question and can add certain questions from the questionnaire LOV. | System |
| ORC 15 | Once all the information is filled in for the Job requisition HM can review and Save and Close the Job Requisition to come back to it later or can Submit the Job Requisition for EMSS to Approve. | System |
| ORC 16 | A Notification will be sent to the recruiter stating ‘Job Requisition is assigned to You. | Automatic |
| ORC 17 | Recruiter will go to My Client Groups and clicks on Hiring App to view the assigned Job Requisition in full. | System |
| ORC 18 | Recruiter will review all the section which were filled by the HM. | System |
| ORC 19 | To review all the section recruiter follows the step from ORC 04 to ORC 12 | System |
| ORC 20 | Once all the information is filled in Recruiter can submit the Job Requisition if it was in the draft phase. If already submitted no action action required. If the Requisition details are not as per the standard norms, the recruiter can ask the Hiring Manager to create a new requisition and deleting this one. | System |
| ORC 19 | Once the Job Requisition is submitted, the status of Job Requisition will change to Job Formatting in Progress. | Automatic |

## Job Formatting and Posting



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Once the Job Requisition is in Job Formatting in Progress state, Recruiter goes to My Client Group -> Hiring and clicks on the requisition. Recruiter selects the Job Formatting tab. | System |
| ORC 02 | Recruiter selects the Pre-defined template from the Employer Description drop-down list. | System |
| ORC 03 | In the Media section, Recruiter can add Images and Video for the Job requisition which will be displayed to the Candidate on Career Site. | System |
| ORC 04 | Recruiter fill in additional fields in the Media section of Job Formatting tab and clicks on save. | System |
| ORC 05 | Once Job Formatting is done, recruiter can preview the job requisition from Actions -> Preview Job Requisition. | System |
| ORC 06 (OR) | Once preview Job requisition is done, Recruiter moves the Job to Sourcing from Actions -> Move to Sourcing. (If required) |  |
| ORC 06 | Once preview Job requisition is done, Recruiter moves the Job to Posting from Actions -> Move to Posting. Where they can select for which career site Job Requisition is to be posted. | System |
| ORC 07 | If it is necessary than Recruiter can also unpost the Job from the career site at any point of time. | System |
| ORC 08 | Once the Job Requisition is Posted Hiring Manager and Recruiter will be notified of the Job Posting for External and Internal Career Site. | Automatic |

## Candidate Application Flow - External

An 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 Site. A candidate can also be matched to a requisition directly by the owners of the requisition.



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Candidate navigates to the career site | System |
| ORC 02 | Candidate views all jobs on the Career Site. | System |
| ORC 03 | If candidate finds desired job they can review and clicks on Apply. | System |
| ORC 04 | If it is the first time the candidate is interacting with the career site then they will be redirected to the Job Application flow directly after adding their E-mail Address else they need to verify their identity before applying for the Job. | System |
| ORC 05 | Candidate completes Personal Information details. | System |
| ORC 06 | Candidate adds Experience in Job application flow. | System |
| ORC 07 | Candidate adds Education in Job application flow.(not for CV and Supporting Statement Flow) | System |
| ORC 08 | Candidate completes diversity information. This information will be hidden during the hiring process and will only be available via reporting. | System |
| ORC 08 | Candidate adds disability information | System |
| ORC 09 | Once all information is filled in Candidate submits the job application flows by adding E-signature in it. | System |
| ORC 10 | If this is the first time candidate is applying for the Job on career site then candidate will receive verification E-mail. If not then their Job Application will be directly confirmed with a confirmation mail in it. | Automatic |
| ORC 11 | If required candidate can review their Job Application from their profiles. | System |
| ORC 12 | Once the candidate has applied to Job, Hiring Manager can view the Application from My Teams > Hiring > Requisition > Job Application > Details and the state of application is in Application Review, New Application. | System |
| ORC 13 | The Candidate can then be moved for Shortlisting. | System |

Note 1: Multiple application can be created such as short application form, long application form etc.

LCC

* LCC CV and supporting statement
* LCC Standard application
* LCC Short application

NCC

* NCC CV and Supporting Statement
* NCC Short application
* NCC Standard application

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Personal Info | Job Application question | Experience | More About You |
| **LCC Standard Application** | 1. Contact Information 2. Address | 1. Job Application Question | 1. Education 2. Experience 3. Licenses and Certification  4. Supporting Statment 5. Referee Details | 1.Sensitive Personal Information  2. Diversity 3. Disability |
| **LCC Short Application** | 1. Contact Information 2. Address | 1. Job Application Question | 1. Experience  2. Supporting Statement  3. Referee Details | 1.Sensitive Personal Information  2. Diversity 3. Disability |
| **LCC CV and Supporting Statement Application** | 1. Contact Information 2. Address | 1. Job Application Question | 1. CV and Cover Letter (Mandatory) 2.Supporting Statement  3. Referee Details | 1.Sensitive Personal Information  2. Diversity 3. Disability |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Personal Info | Job Application question | Experience | More About You |
| **NCC Standard Application** | 1. Contact Information 2. Address | 1. Job Application Question | 1. Education 2. Experience 3. Licenses and Certification  4. Supporting Statment 5. Referee Details | 1.Sensitive Personal Information  2. Diversity 3. Disability |
| **NCC Short Application** | 1. Contact Information 2. Address | 1. Job Application Question | 1. Experience  2. Supporting Statement  3. Referee Details | 1.Sensitive Personal Information  2. Diversity 3. Disability |
| **NCC CV and Supporting Statement Application** | 1. Contact Information 2. Address | 1. Job Application Question | 1. CV and Cover Letter (Mandatory) 2.Supporting Statement  3. Referee Details | 1.Sensitive Personal Information  2. Diversity 3. Disability |

## Candidate Application Flow – Opportunity Marketplace



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Candidate navigates to Opportunity Marketplace from Me > Opportunity Marketplace to view all the internal Jobs. | System |
| ORC 02 | Candidate can view all the internal jobs available to them on opportunity marketplace in Card view layout. They can click on any of the Jobs to view more details and apply. | System |
| ORC 03 | Having viewed a job, Job Description and other information they can click on apply button to apply for the Job. | System |
| ORC 04 | They can review the Skills and Qualification, by click on Skills and Qualification link at the top of the Job application form. | System |
| ORC 05 | Once done, they can fill in all the responses to Job Application Pre-Screening questions. | System |
| ORC 06 | Once done, they can move forward to add any attachments and E-Signature to Submit the Job Application. | System |
| ORC 07 | You can also view and track your application from Submitted Applications tab. You can also view Job Offers and interview details as you move further in Recruitment Process. | System |
| ORC 08 | Once the Candidate has submitted the Job Application, they receives a Job Application Received notification. | Automatic |
| ORC 09 | Hiring Manager can view the job Application from Hiring > Requisition > Applications. | System |

## Shortlisting Candidates



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Hiring Manager goes to My Teams > Hiring and select the desired Requisition for which Applicants are to be reviewed. | System |
| ORC 02 | In the Job Application details section HM can review the Application details in full . | System |
| ORC 03 | Prior to shortlisting, candidates will be in the first Phase Shortlisting and State – To be Reviewed | System |
| ORC 04 | Hiring Managers can see the number of applications for each requisitions.  Internal candidates are identifiable by an icon (see Supporting Information) | System |
| ORC 05 | HM can ensure the responses and scoring for pre-screening questions and all the question in detail. | System |
| ORC 06 | HM Completes the shortlisting of candidate outside the System. | System |
| ORC 08 | Once the shortlisting is done HM can move the candidate to the next state. | System |
| ORC 09 | If the candidate is rejected then the candidate will be moved to Rejected by Employer state. With that an Rejection notification will be sent to candidate. | Automatic |
| ORC 10 | If the candidate is progressed then they will be moved to the Shortlisted state. | System |

## Candidate Selection Process

**Input**: Candidate applies on posted requisition and Recruiter will move candidate to different steps of the selection flow.

**Output**:ExternalCandidate is converted to Pending Worker and New Hire Onboarding process is initiated. Internal candidates are moved to Manage Job Offers where HR Specialist can then perform the relevant action for the person’s assignment, e.g. Add Assignment, Change Assignment, etc.



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Candidate fills in the job application on the career site and submits. Once they submit, they will receive a verification code to confirm their identity. | System |
| ORC 02 | Candidates would appear in the Shortlisting phase. Once the post has expired, Hiring manager will go through the details and Resume of the Candidate. Hiring Manager will move the candidate to the next phase. | System |
| ORC 03 | Hiring Manager moves the candidate to the interview phase for Interview activities. | System |
| ORC 04 | Once the candidate is moved to the interview phase, Hiring Manager can either create a Candidate managed interview or Hiring team managed interview. If the Hiring Manager choose to create a Candidate managed interview then they can create slots for the Interview and can send Interview invite to the candidate directly. | System |
| ORC 05 | If the Hiring Manager choose to create a Hiring team managed interview then they can directly add interview details to the application and can publish the schedule. | System |
| ORC 06 | The schedule is received to the candidate in both cases. If it’s a Candidate managed interview then candidate selects the preferable slot and a notification is received to both Hiring Manager and Interviewer. | System |
| ORC 07 | If it’s a Hiring team managed interview than a notification is sent to candidate and Interviewer with all the relevant details. | System |
| ORC 08 | Once the interview is completed successfully and if the candidate is found appointable, Hiring Manager can move to candidate to offer phase, else they can reject the candidate. | System |
| ORC 09 | Hiring Manager creates Job Offer for the candidate wherein they can fill the information for the section ‘When and Why’, ‘Assignment’ and ‘Offer letter details’. | Manual |
| ORC 10 | After reviewing all the information in Job Offer Hiring Manager can submit the Job Offer. | System |
| ORC 11 | A Notification is received by Recruiter stating, Job Offer submitted. | Automatic |
| ORC 12 | Recruiter reviews all the details in Job Offer and Adds Compensation, Salary and Payroll details in the Job Offer. (If Required) | System |
| ORC 13 | Recruiter reviews the Job Offer and Submits it. | System |
| ORC 14 | Job Offer goes to approval for relevant approvers. | Automatic |
| ORC 15 | If the Job Offer is Approved, then it is ready to be extended to the candidate, else if not approved Recruiter can redraft the offer and submit it for approval again. | System |
| ORC 16 | Once the Job Offer is Approved, Recruiter can extend the Job Offer to the candidate. | System |
| ORC 17 | An Email is sent to the candidate with Job offer Letter in it. | System |
| ORC 18 | Candidate can either accept the Job Offer or they can decline it. | System |
| ORC 19 | If candidate accepts the job offer, a notification is sent to recruiter stating Job offer accepted. Recruiter can then move the candidate to Move to HR. | System |
| ORC 20 | Once the Move to HR action is performed, the candidate will appear as pending worker. | Automatic |

# 

## Redeployee

Redeployment in the workplace is the moving of an employee from one job or role to another. The new job or role does not necessarily need to be similar to the original and for example, can have different duties, be in a different location, have different pay and/or be of a different seniority level. Redeployment means that staff will be given preferential consideration for vacancies which they apply for and which are considered to be suitable alternative employment.



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Hiring Manager completes requisition as normal and save and Close it. | System |
| ORC 02 | Advert is placed on Internal and External Career Site by the Recruiter. | System |
| ORC 03 | Redeployee applies for the Job. | System |
| ORC 04 | On the Job Application Page, Redeployee answer the question ‘Yes’ to the Redeployment Question. | System |
| ORC 05 | Hiring Manager review the Application in the Job Requisition. | System |
| ORC 06 | In the Job Application page in the questionnaire tab, Hiring Manager checks for the Redeployment question or they can also filter out the Job Application on the basis of Questionnaire on the application page. They can also check out for Scores. | System |
| ORC 07 | If the redeployment status is applicable then it can be moved further else the candidate will be considered with other job applications. | System |
| ORC 08 | After the review of the job application for the redeployee if the candidate dosen’t meet the criteria then a they can be moved to rejected by Employer state. | System |
| ORC 09 | If the candidate meets the essential criteria then they can be reviewed ahead of other applicants. | System |
| ORC 10 | If the outcome of the interview is not successful than HM can follow the steps ORC 08. | System |
| ORC 11 | If the outcome of the interview is successful than redeployee is moved to the offer phase. | System |
| ORC 12 | Redeployee is issued Redeployee offer Letter.for LCC. NCC Offers other offer letters. | System |

## Direct Hires

When a candidate directly hands over their resume to recruiter, then recruiter create their candidature and Job Application on behalf of them. This type candidates are known as Direct Hires.



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Recruiter goes to My Client Groups > Hiring > Candidate and clicks in Search Candidate Tab. | System |
| ORC 02 | Recruiter clicks on search button and then to add a new candidate clicks in '+' icon. | System |
| ORC 03 | On the create candidate page, Recruiter fills in the basic information for candidate hire. | System |
| ORC 04 | Recruiter adds candidate source for reporting purposes. | System |
| ORC 05 | Recruiter can also add Resume,Job Application attachment and CV if required on behalf of the candidate. | System |
| ORC 06 | On the applications page, recruiter from the action chooses add to Requisition. | System |
| ORC 07 | Recruiter checks create job requisition on behalf of candidate checkbox to add them to requisition as an application. | System |
| ORC 08 | Candidate can also be added directly by searching the name on candidate search where all the internal and external employees will be included. | System |
| ORC 09 | Once the candidate is added to the requisition they can be moved ahead for shortlisting. | System |

## Interview Management



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Hiring Manager goes to Requisition > Interview (tab). In this tab to schedule an interview HM has two option   1. Hiring Team Managed Interview 2. Candidate Managed Interview   HM can choose the type of interview which they want to schedule. | System |
| ORC 02 | If Hiring Manager chooses to create a Hiring team managed interview, then after clicking on add button HM selects Hiring team managed interview template from the drop down in interview details, Basic Information section. | System |
| ORC 03 | In location details section, HM can choose the format of the interview and can provide any supporting information. | System |
| ORC 04 | In Post schedule details HM can provide any post schedule details for the candidate. | System |
| ORC 05 | In Interviewer document section HM can determine whether to include link to ics, requisition and resume for the interviewer or not. | System |
| ORC 06 | Once the interview is added to the Job requisition, now the HM can create an interview for candidate from Job Application > Select Candidate > Interview Tab > Schedule Interview | System |
| ORC 07 | In interview schedule HM adds Schedule title, Start and End time, Select Format, Add interviewers and any for the candidate before the interview. | System |
| ORC 08 | Once all the details are filled in HM can save and close the interview and with that action an confirmation email will be sent to the candidate and a notification will also be sent to interview. | System |
| ORC 09 | If on the step no.ORC 02 HM chooses to create Candidate managed interview than, in the basic information section HM chooses Candidate managed type of interview schedule. | System |
| ORC 10 | In location details section, HM can choose the format of the interview and can provide any supporting information. | System |
| ORC 11 | In the settings sections there are certain options  Allow candidate rescheduling Y/N  Candidate can cancel Y/N  Candidate can schedule on same day Y/N  Candidate can see future interviews Y/N (Set Interview Visibility)  Candidate limit on rescheduling Y/N (Set reschedule limit, if required)  Candidate can’t make last minute changes Y/N.  Then Continue | System |
| ORC 12 | In Pre schedule details HM can provide any Pre schedule details for the candidate. | System |
| ORC 13 | In Post schedule details HM can provide any Post schedule details for the candidate. | System |
| ORC 14 | In Interviewer document section HM can determine whether to include link to ics, requisition and resume for the interviewer or not. | System |
| ORC 15 | In the reminders section HM can set reminder for the candidate openings left for the position and slots available for them to book. Then Save and Close | System |
| ORC 16 | HM can now set up the slots for the candidate. | System |
| ORC 17 | For scheduling slots for the candidate HM selects the date and time. | System |
| ORC 18 | In the slots HM Select Interviewers and the number of candidates they are interviewing.  Finally, add any notes they want to include in the invite for candidates to see. | System |
| ORC 19 | The system generates the slots in a Calendar View, some of which can be deleted if required. Timings can also be adjusted to introduce buffer/between interview time | Automatic |
| ORC 20 | Once the interview is added then HM clicks on save and close. | System |
| ORC 21 | HM goes to Job Application > Select Candidate > Actions > Send Interview Invite | System |
| ORC 22 | Candidate will be sent an interview invite on Email. Candidate can schedule the interview with their preferred slots. | System |
| ORC 23 | Once the interview is scheduled Post schedule information will be received by the candidate in the confirmation mail for interview. | System |
| ORC 24 | HM, Recruiter and Interview is notified of the interview that is scheduled by the candidate. | Automatic |

## Offer Management



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Once interview is successful completed HM can move the candidate to Offer, To be created state. | System |
| ORC 02 | To initiate/create the Job Offer HM goes to Application > Action > Create Job Offer | System |
| ORC 03 | On Create Job Offer page, in When and why section HM adds tentative start date of the candidate and for the external candidate the action is defaulted to Add Pending Worker. | System |
| ORC 04 | In the assignment info section most of the information will be derived from the position. HM can add information in the additional Assignment DFF fields. | System |
| ORC 05 | In offer team section no input is required from HM as all the information will be defaulted from collaborator section of Job requisition. | System |
| ORC 06 | In Payroll info HM adds TRU and Payroll for the candidate. | System |
| ORC 07 | In the salary section HM adds salary basis from the list of values and on the basis of the grade step salary will be defaulted to a value. | System |
| ORC 08 | In the offer info section HM can attach any candidate facing documents and any documents for internal team reference purposes. | System |
| ORC 09 | In the offer letter section HM selects the desired Job Offer letter template for the candidate that is to be extended and sets and expiration date for the offer letter. | System |
| ORC 10 | Once all the information is filled in, HM can save and close the Job requisition | System |
| ORC 11 | Before submitting the job offer HM can preview the Job Offer from Action > Preview Job Offer. | System |
| ORC 12 | Once the Job offer preview is done HM can edit the job offer from actions and submits the Job Offer. | System |
| ORC 13 | A notification is received by the recruiter that Job Offer is ready to be extended to the Candidate. | System |
| ORC 14 | Recruiter from My Client Groups > Hiring > Application can preview the Job offer from actions dropdown. | System |
| ORC 15 | In case if there is need to change the Job Offer, recruiter can redraft the job offer from action dropdown and after reviewing all the information Recruiter Submits the Job Offer. | System |
| ORC 16 | Recruiter extends the Job offer to candidate from actions > extend Job Offer | System |
| ORC 17 | Pop-up prompts confirmation to Continue (This extends the Offer to the candidate by email) | Automatic |
| ORC 18 | Once the Offer is extended the phase and state is changed to Offer, Extended. | Automatic |
| ORC 19 | Candidate receives the Job Offer letter in email | Automatic |
| ORC 20 | Once the candidate has verified the identity, they can view the Job Offer. | System |
| ORC 21 | Candidate clicks on whether to accept the Job Offer or decline the Job Offer. | System |
| ORC 22 | If they accepts the job offer, Job Offer confirmation notification is received by HM and recruiter and if they decline the Job Offer, job offer decline notification will be sent to the HM and Recruiter. | Automatic |

## Create Pending Worker



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Recruiter goes to My Client Groups > Hiring > Requisition and chooses the applicant from the application for the required requisition. | System |
| ORC 02 | Recruiter views the candidate with Offer, Accepted status. | System |
| ORC 03 | Once the above step is done, Recruiter can move the candidate to HR phase from Actions > Move to HR | System |
| ORC 04 | A popup warning appears stating that candidate will be moved to HR phase. It takes few minutes to complete the process | Automatic |
| ORC 05 | Once the candidate is moved to HR phase Pre-Hire tasks are automatically triggered and the phase and state of candidate is also changed. | Automatic |
| ORC 06 | For external candidate a pending worker record will be already created and HR specialist can access it from Pending Worker quick action. | Automatic |
| ORC 07 | HR Specialist can convert the pending worker for each new starter. | System |
| ORC 08 | HR Specialist adds/edit all the information in convert pending worker screen. Most of the information will be fetched from the Job Offer depending upon how much information is filled in for candidate. | System |
| ORC 09 | Once done HR specialist can submit the transaction and the pending worker will be converted to Employee. | System |
| ORC 10 | Pre -Hire onboarding tasks will be triggered for employee if any configured so. | Automatic |

## Onboarding



|  |  |  |
| --- | --- | --- |
| Process Step | Process Description | Process Type |
| ORC 01 | Recruiter moves the candidate to HR phase from Actions > Move to HR on Applications Page. | System |
| ORC 02 | When a pending worker record is created into the system, the HR Specialist can Convert the pending worker to the Employee in the system | System |
| ORC 03 | Checklists is triggered to Candidate (Employee/New Starter) to Accomplish certain tasks for the New starter | Automatic |
| ORC 04 | Hiring Manager/Line Manager arranged IT Equipment and ID Card for New starters. | System |
| ORC 05 | Hiring Manager/Line Manager asks New starter to Complete certain New starters Tasks. | System |
| ORC 06 | Hiring Manager/Line Manager enters New starter’s Bank Account details into the system | System |
| ORC 07 | Hiring Manager/Line Manager enters New starters Work Email Address into the system | System |
| ORC 08 | Hiring Manager/Line Manager enters new starters working pattern into the system | System |
| ORC 09 | Hiring Manager/Line Manager provides new Starters with job roles and security to perform their job. | System |

# Gap Analysis

The relevant gaps are documented in the GAID Log which has been supplied along with this document.

Once the design is finalised, the final gaps along with the accepted workarounds would be accommodated within this document for the record.

Refer the Config Lof for all the GAP Analysis

# Action Items and Open Issues

Below is the ORC Log for all the Open Issues

Please refer the New ORC Config Log to view all the config items and statuses.

# Closed Items

Please refer to Config Points, CRP 1 Day 1, CRP 1 Day 2, CRP 2 Day 1, CRP 2 Day 2 sheets in the below file.

Please refer the New ORC Config Log to view all the config items and statuses.

# Assumptions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Description of Assumption | Criticality | Module | Objective\* |
|  |  |  |  |  |

\* B = business objective, S = system objective

# Sign Off Sheet

|  |  |
| --- | --- |
| **Partners** | |
| Date of Issue: |  |
| Name of the Customer: | **Partners** |
| Details of Agreement / Contract: |  |
| Brief description of deliverable: | This document presents the Future Process Model constructed for Oracle Recruiting Cloud |
| Period: | CRP1 |
| Date of delivery by Evosys: |  |
| **Legend**   |  |  |  | | --- | --- | --- | | * Yes (**Y**) response implies that the deliverable is approved. * No (**N**) response implies that the deliverable is rejected with reasons and justification * Yes, with Notes (**YN**) response implies that the deliverable is approved with the required modifications   This is to certify that Evosys has completed its requirements under the Contract / Agreement and has met the deliverables required by **Partners**  The Customer further certifies that it has received, checked and accepted the deliverables provided by Evosys to be as per agreed and accordingly the payment for it has become due and payable as on the date of delivery.  The Customer further clarifies that any issue, query, change required by Customer from this point forwards with respect to the deliverables shall be part of Change request and subject to agreement by both parties.  The Customer agrees to provide this Deliverables Acceptance Certificate within agreed time limit.  With the signing of this Deliverables Acceptance Certificate by Customer, all liabilities, in respect of the deliverables, on Evosys under the Contract / Agreement, stand extinguished vis-à-vis both the Customer as well as any third party.  The Customer agrees that:   * Signing of Deliverables Acceptance Certificate is equitable proof that the deliverable is in accordance with Contract / Agreement, and not subject to dispute at later stage * In case no issues or queries are raised within five (5) days from receipt of Deliverables Acceptance Certificate by the Customer, Evosys shall be free to assume that the Milestone is acceptable to Customer, payment for the same shall become due and Evosys shall move on to next stage. * A duly signed Deliverables Acceptance Certificate be returned to Evosys by Customer within maximum 15 days of initial receipt of Deliverables Acceptance Certificate | | | | No | | Description | Type | | 1. | | **Partners Cloud HCM – Oracle Recruiting Cloud Implementation – Solution Design Document (RD.011) Sign Off** | **Document** | |  | | | |   Stakeholders’ Approval   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. | Stakeholder Name | Position | Department | Signature | Signed Off?  Yes No YN | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | --- | |  | | YES, with the following notes | |  |   **Signature** | |
| |  |  |  | | --- | --- | --- | |  | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: / /20 | |  | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: / /20 | | |