

## Oracle Recruiting Cloud Content

Course Duration - 45-50 Hrs., 8 Weeks

### Course Information

#### Batch Options

Weekday Batch  
Mon – Sat – 1 Hr./Day

#### About the Trainer

Industry Expert Trainer with 15+ Years  
Real Time Work Experience at Top US  
Based Product and Consulting Firms

#### Contact Us

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### Introduction To Oracle Recruiting Cloud Training (Functional + Technical + Live Project)

#### Oracle Fusion HCM Cloud

Natively built for the cloud, **Oracle Fusion HCM** is a complete solution connecting every human resource process from hire to retire—including global HR, Profile, Goal Management, ORC, Checklist & Onboarding.

#### What you'll learn

- Understand Fusion Cloud Application, Navigation, FSM and Security in Fusion Cloud
- Master and implement Core HR
- Master and implement Oracle Recruiting Cloud
- Master and implement Oracle Fusion Checklist & Onboarding
- Master and implement Oracle Fusion Goals Management
- Master and implement Oracle Fusion Profiles Management
- Configure Fusion HCM Modules Hands on for a Live Project
- Master All HCM Technical Skills - HCM Data Loader, HCM Transaction Studio, Approvals
- We will provide most comprehensive certification guidance and work closely with you
- We will help you with Resume and Interview Preparation

## Course Content

### Module 1: Introduction to Fusion HCM Cloud Application

- Introduction to Oracle HCM Cloud
- Oracle Cloud Models
- Benefits of Oracle Cloud
- Oracle Cloud Application Product Families
- Architecture of Oracle Cloud Application
- EBS Vs Fusion Cloud
- On Premise Vs Cloud
- Course Content Overview

### Module 2: Navigation in ERP Cloud

- Navigation in Oracle Cloud applications
- How to switch between layouts
- Predefined themes for home page layout

### Module 3: Security in Fusion Cloud Application - RBAC

- Role based access control - RBAC
- Assigning job roles to user and see the changes in application UI
- Create a custom role and compare it to standard role
- Explain other options available in IT Security Console
- Grant Data Access to user

### Module 4: Functional Set Up Manager

- What is FSM?
- Explain key concepts of functional setup manager
- Features & Benefits of FSM
- Use Configuration Package to import and export set up data across instances

- Migration approach to move setup data from test to prod

## **Module 5: Global HR - Configure Enterprise Structures**

- Create Geographies
- Manage Enterprise HCM Information
- Manage Actions & Action Reasons
- Create Locations
- Set up Divisions
- Manage Legal Entity HCM Information
- Create Business Units
- Manage Assign Set IDs for Business Units

## **Module 6: Global HR - Configure Workforce Structures**

- Create Departments
- Manage Organization Trees
- Manage Grades
- Set up Jobs
- Create Positions
- Manage Person and Assignment Types
- Hire an employee

## Module 7: Overview of Recruiting

- Overview of Implementing Recruiting
- Recruiting and Candidate Experience Offering
- Recruiting and Candidate Experience Functional Areas
- Complete Process flow of Recruiting Cloud

## Module 8: Career Site

- Create a Career Site
- Changing the Back to Career Site Button Color on a Career Site
- Career Site Cookies
- Add a Personalized Favicon to the Career Site
- Enable Keep Me Signed In
- Manage Multiple Career Sites
- Enable Vanity Email & Enable Vanity URL
- Configure AddThis to Share Job Details URLs
- Configure AddThis to Recommend Pages to Candidates
- Add Job Requisition Flexfields as Search Filters in Career Sites

## Module 9: Talent Community

- Talent Community Overview
- Set Up a Talent Community Flow
- Activating Talent Community
- Use Case of Talent Community in Career Site

## Module 10: Job Application Flow

- Overview Job Application Flows
- Create an Application Flow & Types of Job Application Flow
- Create a Request Information Flow
- Set Fields as Required in Job Application Flows
- Sections and Blocks Used in Job Application Flows

- Configure Standard Fields to Collect Diversity and Disability Information
- Configure Candidate Date of Birth and National Identifier
- Configure Public Skills Content Section
- Add Address Block in a Job Application Flow
- Adding Questionnaires, Prescreening Questionnaires'
- Configure Sections in Internal Job Application Flows

## **Module 11: Candidate Selection Processes**

- Overview of Candidate Selection Processes
- Creating Candidate Selection Process Template
- Implementing Candidate Selection Process Phases and States
- Use the Send Notification Action for Job Applications
- Automatically Initiate a Candidate Duplicate Check
- Define Reasons to Reject and Withdraw Job Applications
- Reasons to Reject and Withdraw Job Applications
- Background Check Action for Job Applications
- Request Assessment Action for Job Applications

## **Module 12: Job Requisition Templates & Job Requisitions**

- Overview of Job Requisition
- Configure Job Requisition Creation Options
- Job Requisition Creation by Hiring Managers & Recruiters
- Define Job Requisition Flexfields
- Enable Display a Work Requirements Section
- Enable Display a Responsibilities and Qualifications Section
- Configure the Automatic Unpost of Job Requisitions
- Configure the Organization Tree List of Values
- Set Up Pipeline Job Requisitions

## Module 13: Job Offer Letter Templates

- Create a Job Offer Letter Template
- Upload the Job Offer Letter Template in the Content Library
- Versioning of Job Offer Letter Templates Define
- Configure E-Signature on Accepted Offer Letters

## Module 14: Job Offers

- Job Offer Overview
- Configure Job Offers When and Why Section
- Configure Job Offers with a Payroll Section
- Configure Job Offer Approval Rules
- Configure Notifications for Job Offer Approvers
- Define Reasons to Decline Job Offers
- Candidate Duplicate Check and Merge After Job Offers
- Extend Job Offers to Candidates
- Configure Job Offer Flexfields

## Module 15: Prescreening Questionnaires and Questions

- Prescreening Questionnaire
- Disqualification Question
- Create a Prescreening Question
- Create Question Template
- Assigning Question to Questionnaire
- Interview Feedback Questionnaire
- Add Interview Feedback Questionnaires to Job Requisitions
- Add Feedback Respondents to the Hiring Team

## Module 16: Recruiting Campaigns

- Set Up a Email Marketing Campaign
- Create Campaign Email Templates

## Module 17: Candidate Pool

- Candidate Pool Overview
- Set Up a Candidate Pool
- Candidate Pool Process Phases and States

## Module 18: Recruiting Agencies

- Creating Agency Hiring
- Create a Recruiting Agency and Add Agents
- Run Scheduled Processes for Agency Hiring

## Module 19: Third Party Integration

- Enable Apply with LinkedIn
- Enable Apply with Indeed
- Set Up Partner Enablement

## Module 20: Recruiting Content Library and Notifications

- Create a Content Item & Version
- Posting Descriptions for Job Requisitions
- Types of Notifications
- Create an HTML Email Template
- When to Delete or Deactivate a Content Item Version
- Notifications in Alerts Composer

## Module 21: Onboarding & Checklist

- Overview of Checklist
- How You Manage Checklists and Tasks
- Allocated Checklists to Based on Actions
- Create an HTML Email Template
- Manage Assigned Checklists
- How You Assign Checklist
- User Onboarding details and task

## Module 22: Goals Management

- Goal Management Concepts and Actions
- Goal Types
- Manage Goals Lookups
- Set up Profile Options
- Create Eligibility Profiles
- Manage Review Periods
- Configure Goals Notifications
- Create Goal Library, Goal Plans, and Goal Plan Sets
- Administering and Mass Assigning Goals
- Managing Worker and Organization Goals
- Goal Assignment
- Approving Goals
- Establishing Development Plans for Workers
- Managing Worker Development Goals
- Assigning Development Goals to Workers
- Specifying Goal Intent
- Sharing and Approving Developing Goals



## **Module 23: Profiles Management**

- Profiles Management Concepts and Actions
- Profile Types
- Item Catalogs
- Content Sections
- Set up Profile Options
- Create Eligibility Profiles
- Profile Rating Models
- Configure Talent Notifications
- Administering Profiles Management

## **PART 2: HCM Technical Training**

## **Module 24: Personalization Using Transaction Design Studio**

- How You Configure Recruiting Pages Using Transaction Design Studio
- Create a Rule to Configure a Page in Recruiting

## **Module 25: OTBI Reports & Dashboards**

- Build OTBI Detail Report
- Build OTBI Summary Report
- OTBI Dashboards

## **Module 26: HCM Data Loader (HDL)**

- HCM Data Loader Overview
- Data file preparation in HDL format
- Execute HCM Data Loader (HDL) process
- Error handling and reconciliation

## **Module 27: Workflow Approvals and Notifications**

- Approval Management Overview

- Approvals and Transaction Console Overview
- Understand how to enable or bypass approvals for different scenarios
- Master writing business rules for approvals
- Configure Approvals using different combinations of business rules
- Test the approvals and notifications using real time scenarios

## **Module 28: Sandbox and UI Customizations**

- Introduction to Sandboxes
- Make changes in UI with sandbox - Ex: Make fields required/read only/hidden
- Use expression language to write complex conditional logic

## **\*\*\*\*\* PROJECT - Implement Oracle Recruiting Cloud for a Live Project**

### **Introduction to Project Use Case**

- Implement Oracle Recruiting Cloud for a Live Project.

### **Project Work:**

- Understand the requirement and come up with config workbooks
- Configure HCM Modules as per Config workbook

## **Module 29: Project Work - Configure Fusion HCM as per Client Requirement**

- Implement HCM Modules as per Config Workbooks
- Test the setups

## **Module 30: Guidance on Certification, Interview and Resume Preparation**

- We will provide most comprehensive guidance in Oracle Recruiting Cloud Certification
- We will share couple of resumes and help you to come up with Perfect Oracle Recruiting Cloud resume
- We will teach all possible interview questions in Oracle Recruiting Cloud