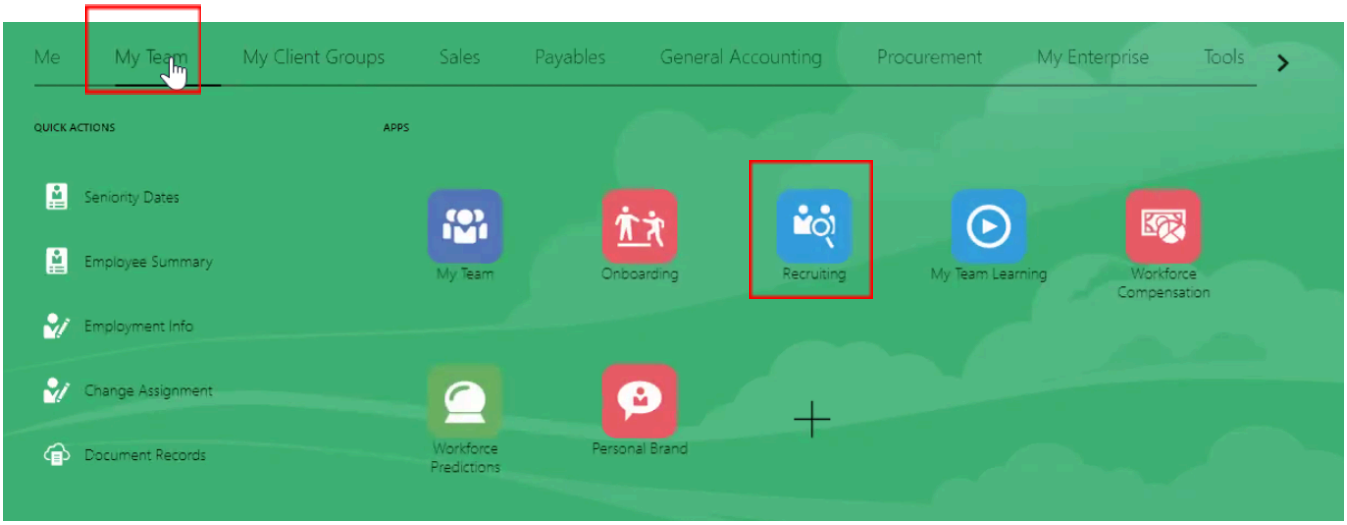
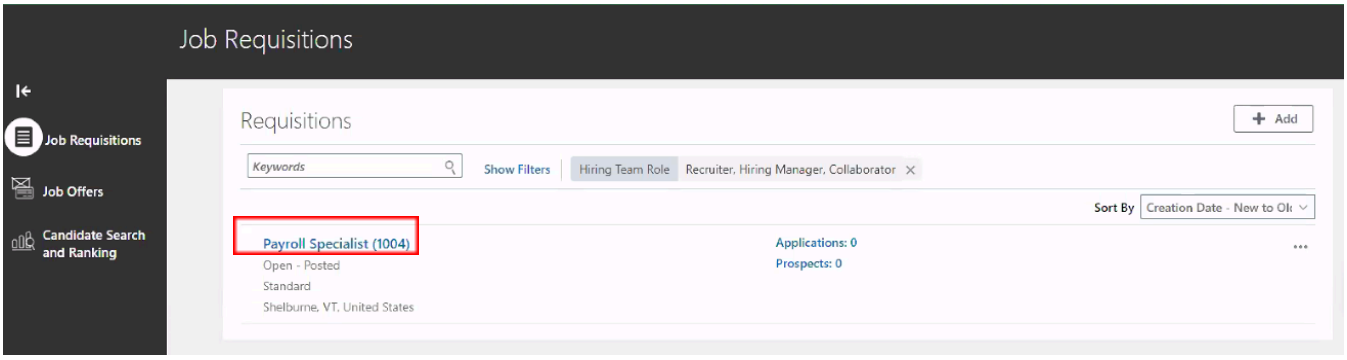
How to Engage with Requisitions through Oracle Recruiting Cloud (ORC)

Purpose: The purpose of this document is to outline the process of viewing and engaging in the recruitment process in Oracle Recruiting Cloud (ORC), from viewing requisitions and applicants to extending an offer and hiring.

Audience: Hiring Managers, Collaborators

Additional Resources:

- OfficeofHumanResources@SMCVT.edu
- Phone Number: (802) 654-2534

Process Step & Description	Action
1.1 Navigating to your Requisitions	**Navigation Path for Hiring Managers and Collaborators:** Oracle Homepage → **My Team** tab → **Recruiting**  View current requisitions that you've been given access to and their statuses by clicking on the requisition title: 

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1.2 Viewing the Details of your Requisition

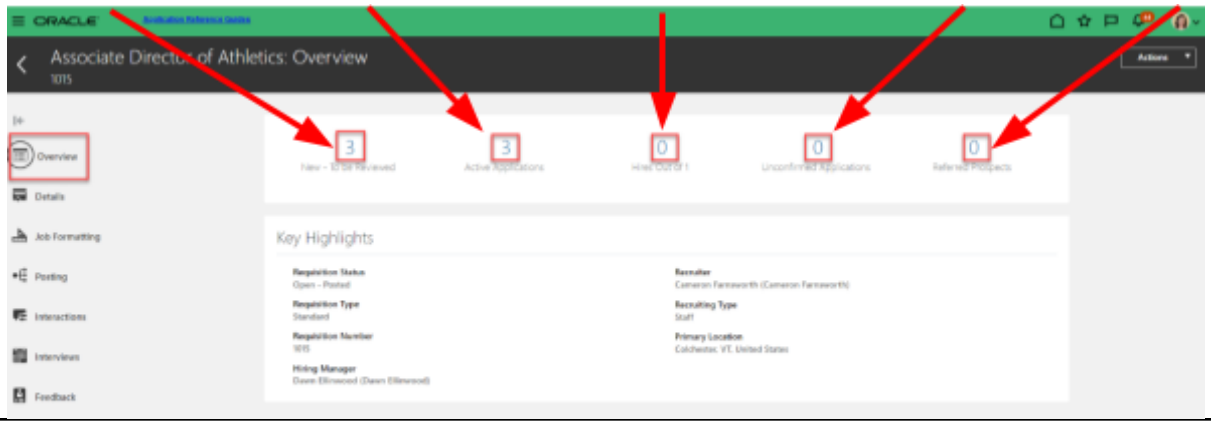
After opening your requisition (*see **Step 1.1***), you will have several categories of information as tabs on the left side of the screen:

Overview	You can view various lists of applicants as well as see key highlights of the requisition itself.
Details	You can see the details of the requisition as it was created, including things like your hiring team; what the posting description contains; and the general requirements of the position.
Job Formatting	This displays the settings of your school as they are associated with your requisition.
Posting	You can view the current status of your posting here, including internal versus external postings.
Interactions	Shows messages that you have sent to your candidates through Oracle, as well as notes that you recorded in your Interaction section with each candidate.
Interviews	You can create a Calendar for interviews with your candidates on this tab, as well as view any interviews that are already scheduled.
Feedback	You can view submitted feedback from the members of your search committee here.
Progress	You can view the progress of your requisition from start to finish here.

1.3 Viewing your lists of Candidates

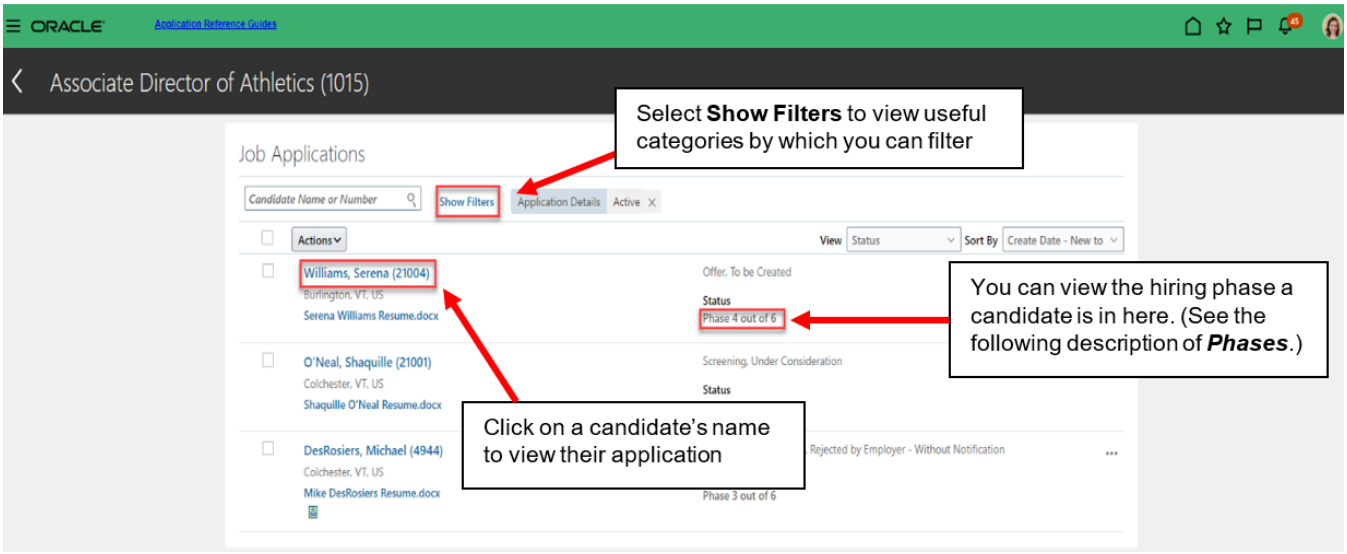
From the **Overview** page you can view various lists of applicants:

New-To Be Reviewed: Brand new applicants show up here.	**Active Applications**: These are all persons that have applied and have not withdrawn or been rejected by your search committee.	**Hires Out of x**: This refers to the quantity of people that you have successfully hired in this requisition (relevant if you are hiring more than one person for this position).	**Unconfirmed Applications**: Candidates have started their application but have not submitted or confirmed using their email or phone number.	**Referred Prospects**: Referrals by internal employees. Referrals need to complete their application to be an applicant.

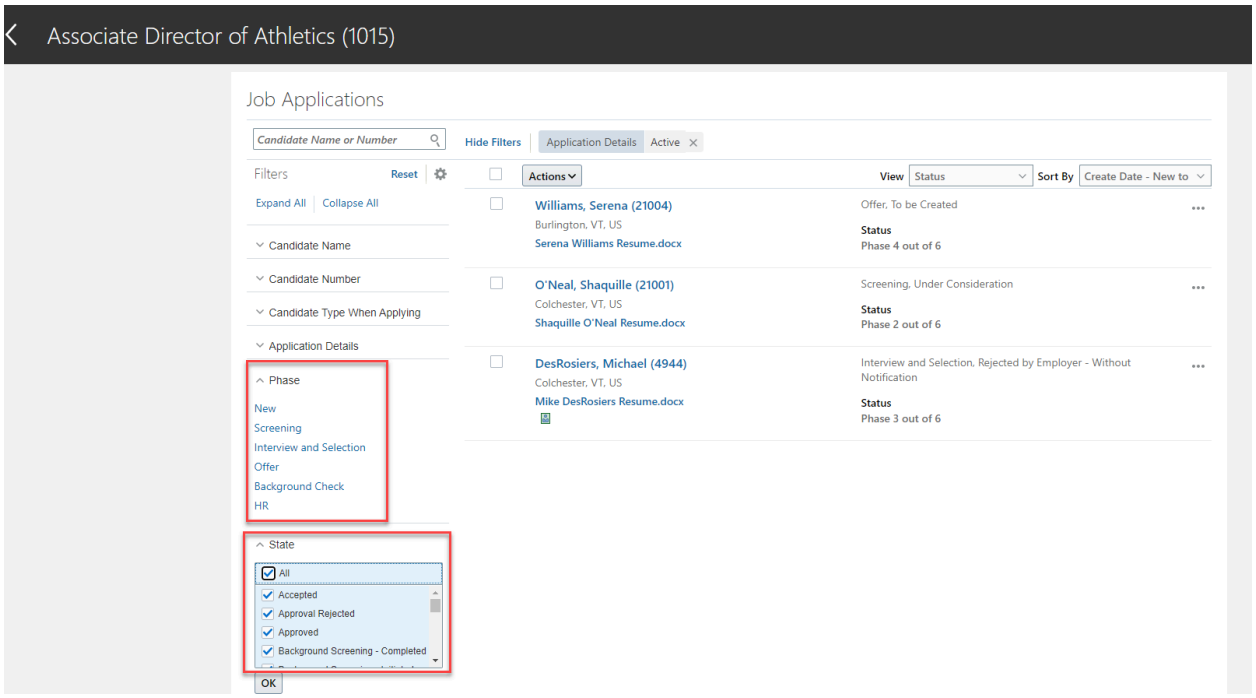


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Select one of the lists of applicants above to view:



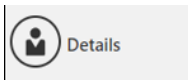
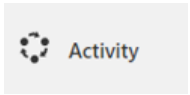
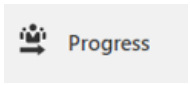
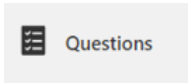
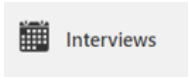
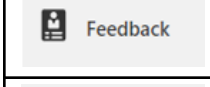
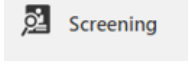
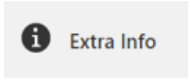
When viewing filter options, you can sort by **Phase** and **State**. **Phases** and **States** are like folders that can help track contact with your candidates. See how to move candidates between **Phases** and **States** in ***step 1.5:***



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1.4 Viewing a Specific Candidate

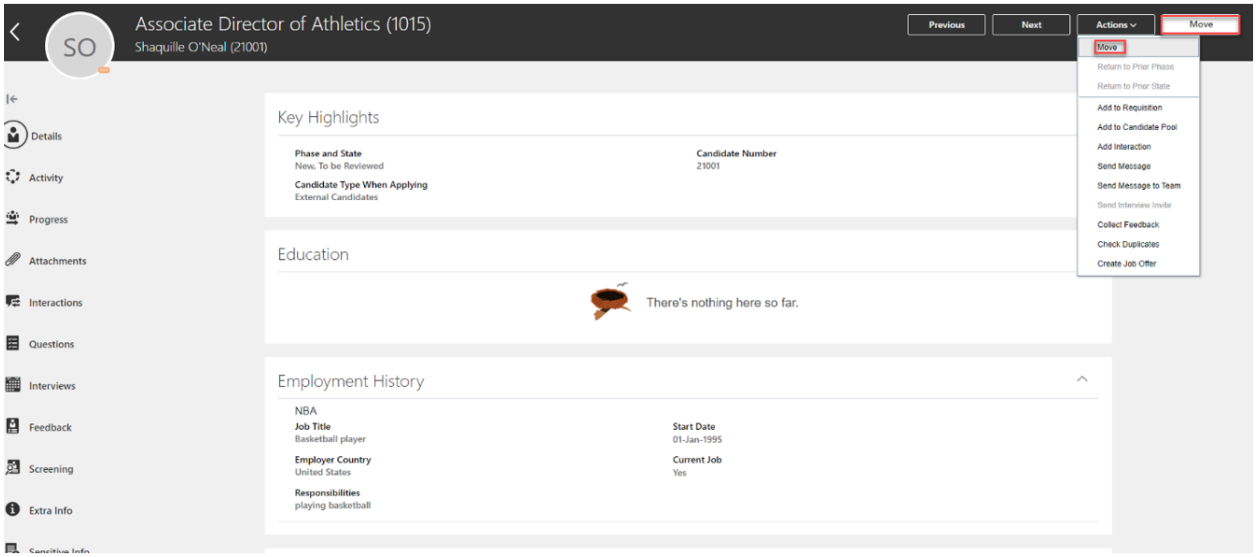
When viewing a particular candidate, you will have several categories of information as tabs on t... the screen:

	Contains application details submitted by your candidate. Some sections may be blank if your candidate also uploaded a resume in the Attachments section.
	Shows other applications, candidate pools, and prospects in which the candidate may also be participating.
	Shows the current phase and state progress for the candidate, as well as how long the candidate has been in each phase and state.
	Contains attachments such as resumes and cover letters your candidate may have submitted with their application.
	Shows messages that you have sent to your candidate through Oracle, as well as notes that you recorded in your Interaction section with this candidate. *Note: while the system allows you to send a message to the candidate, it does not currently let candidates reply to those messages.
	Contains the results of prescreening questions the candidate was required to answer in their application submission.
	You can invite a candidate to sign up for an interview here. This tab also shows any already scheduled interviews with the candidate.
	Contains the results of feedback from Hiring Managers, Recruiters, and Collaborators
	Shows the status of any background checks, assessments, or other requirements.
	You can rank a candidate here as well as see if the candidate is currently a student.
	National Identifiers and Biographical Information are on this tab.

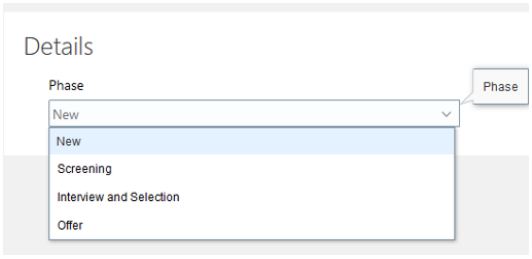
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1.5 Moving a Candidate to Different Phases

From viewing a candidate's application (*see **steps 1.3** and **1.4***), line managers or search chairs can use the buttons in the upper right to move the candidate to different **Phases** and **States**. These are like folders that can help sort candidates based on your interactions with them:

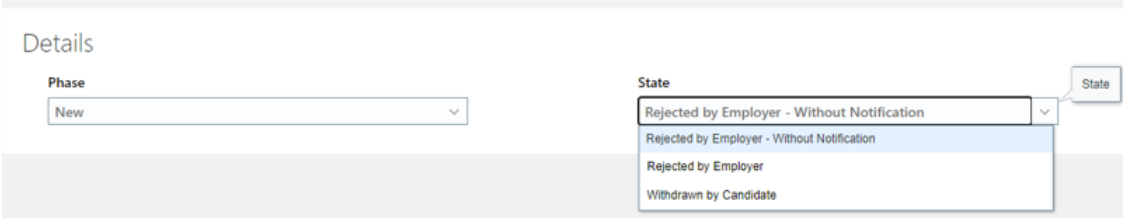


There are four phases: **New**, **Screening**, **Interview and Selection**, and **Offer**.



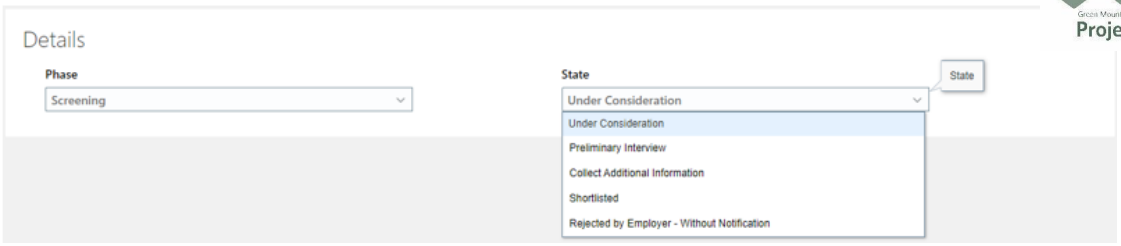
Note: Candidates that do not progress to the **Interview and Selection** phase will be sent a rejection message automatically once the requisition is filled.

These are the available **States** in the **New** phase:

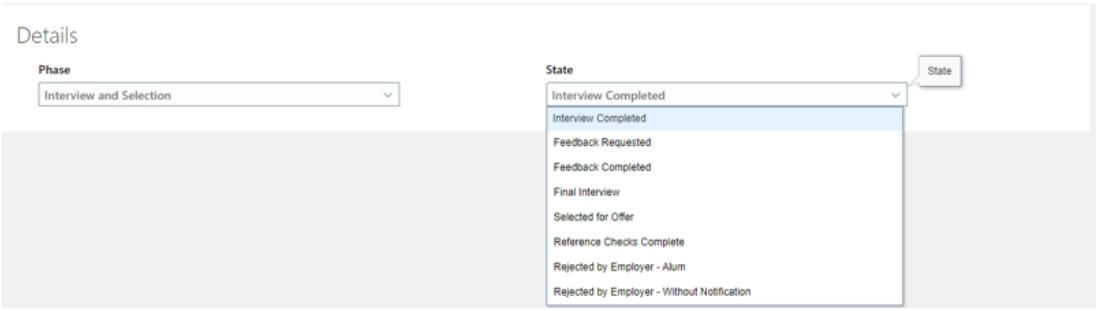


These are the available **States** in the **Screening** phase:

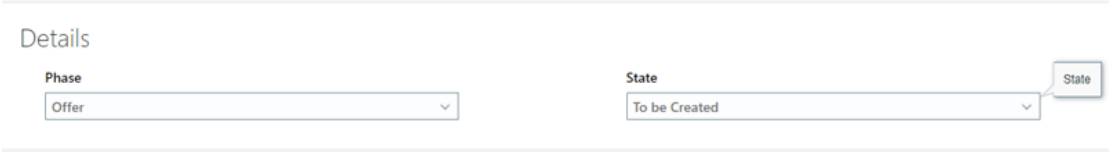
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These are the available **States** in the **Interview and Selection** phase:



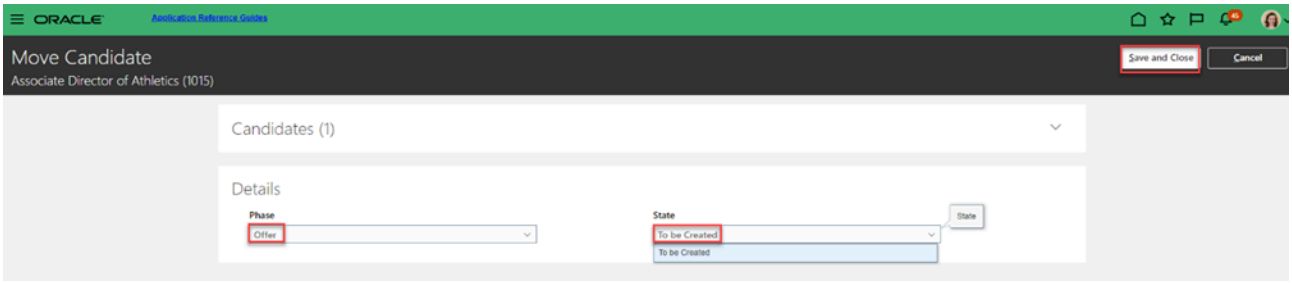
This is the available **State** in the **Offer** phase:



To move a candidate to a particular **Phase** and **State**, select the appropriate option and click **Save and Close**.

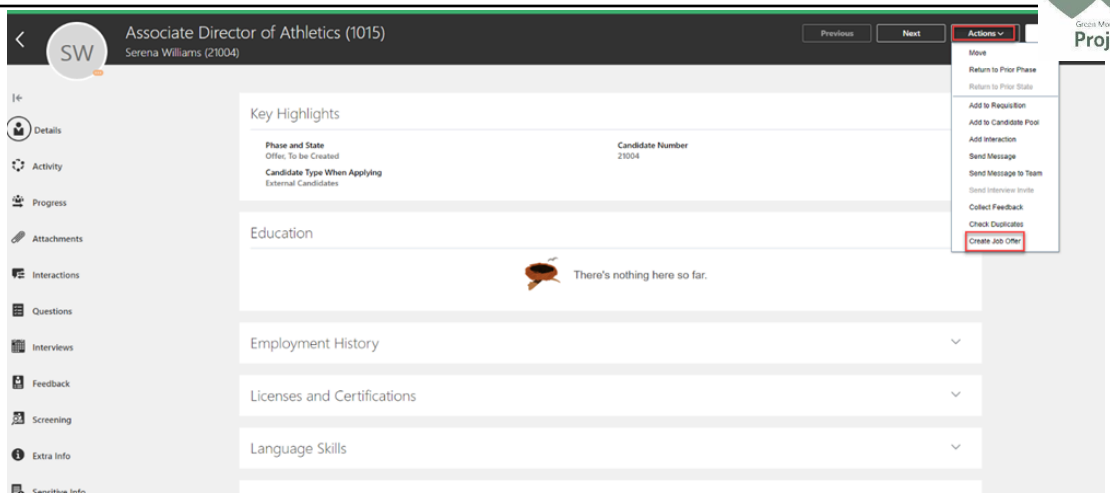
1.6 Making an Offer

When you are ready to make an offer to a candidate, you should first call them to make a verbal offer. After they verbally accept, you can move them to the **Offer** phase *(see **step 1.5** to locate the **Offer** phase in Oracle)*:

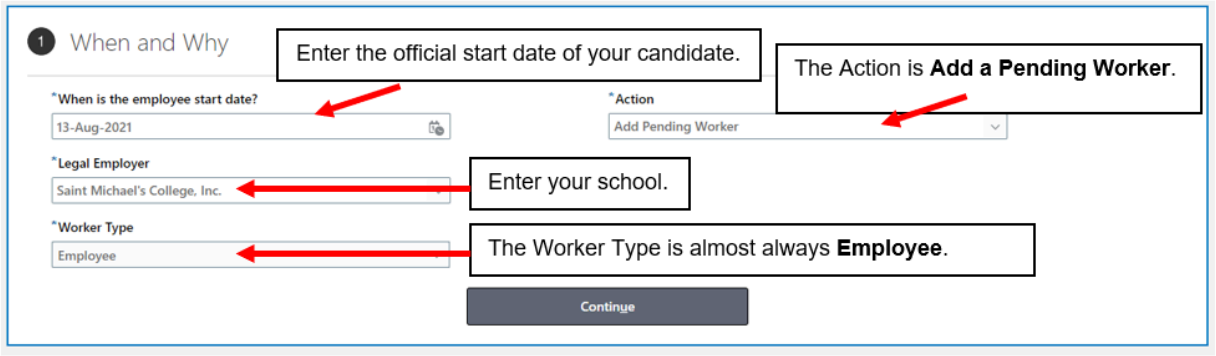


Once you have saved a candidate in the **Offer** phase, return to the candidate's applicant profile and select **Create Job Offer** from the **Actions** list:

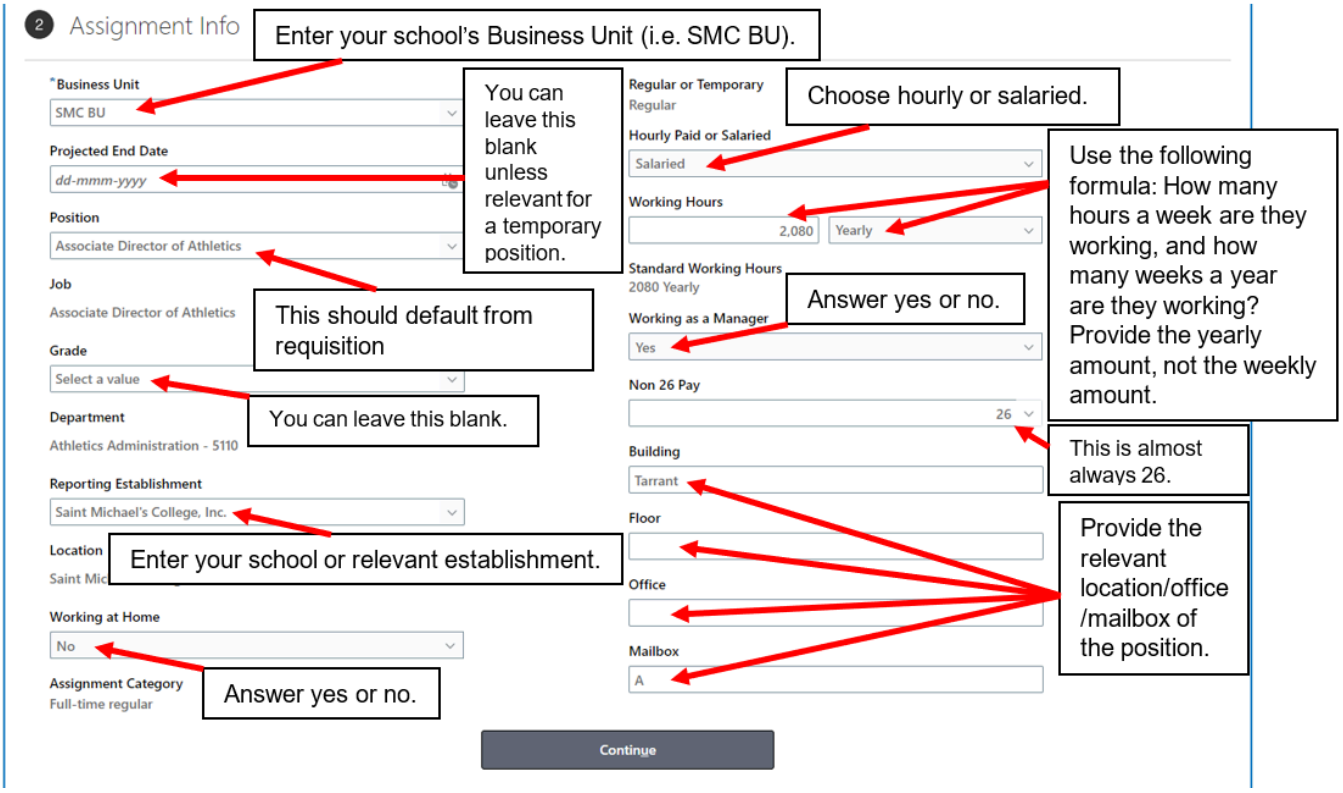
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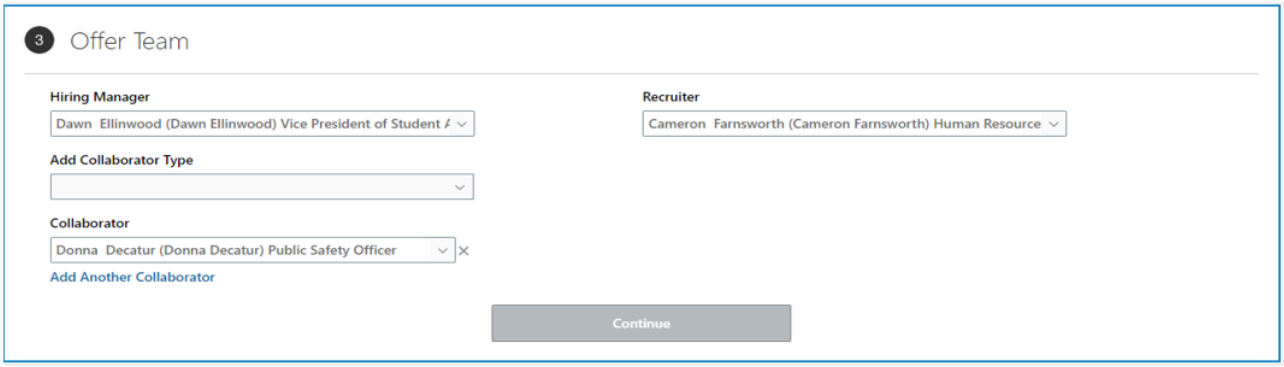
The details of the job offer should be completed as follows:



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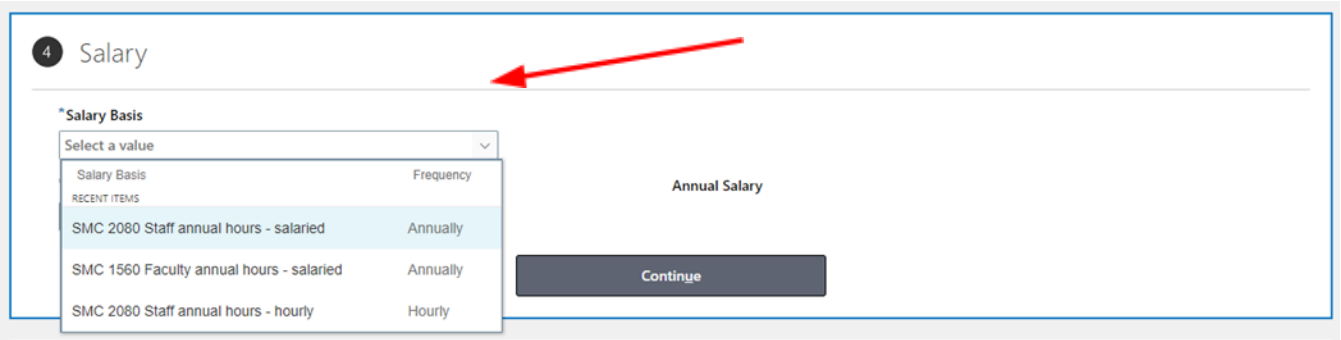


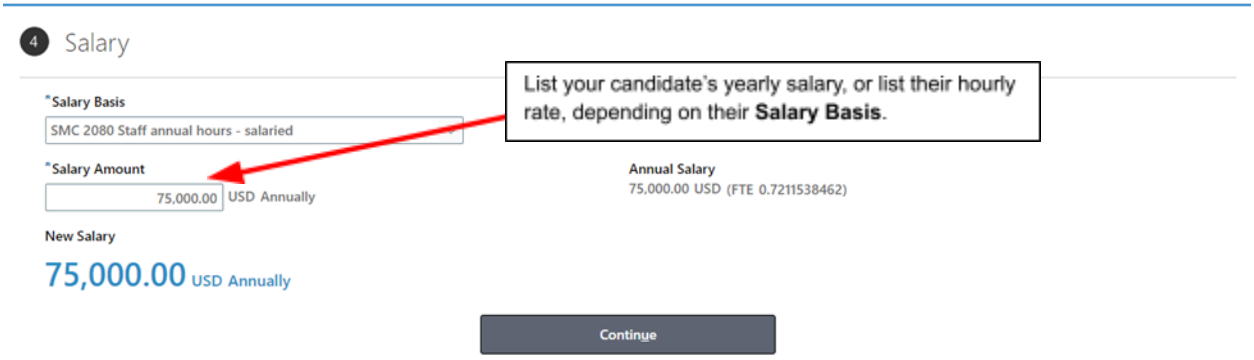
This should be pre-populated based on the creation of the requisition, but you can edit these members if needed here.

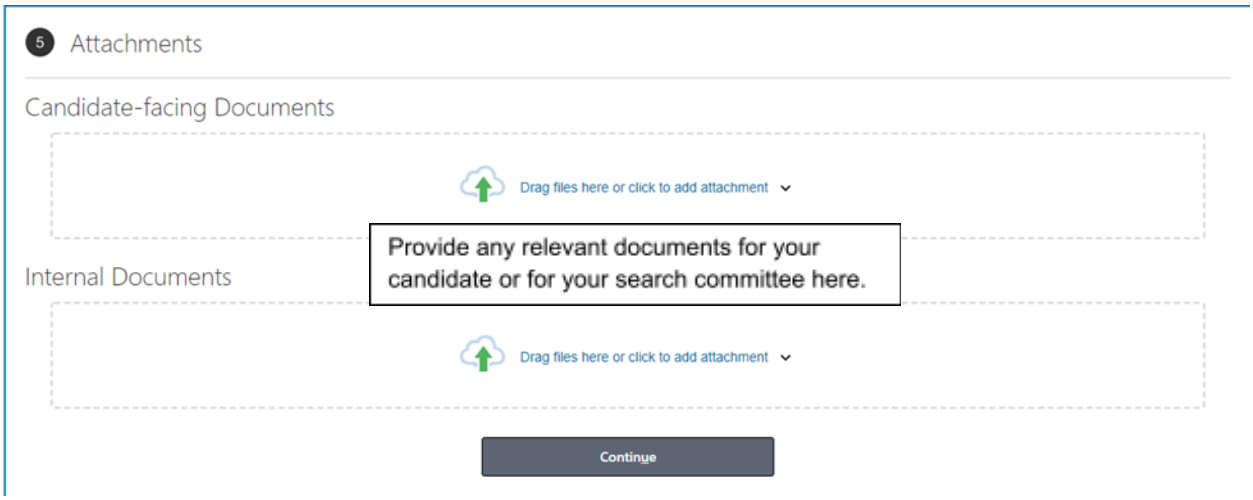


A variety of **Salary Basis** options will be available in the drop-down menu here. Select the one appropriate for your candidate using your school's prefix by typing it in the box if the relevant option does not appear, choosing faculty, staff, adjunct, or student employee and hourly or salaried.

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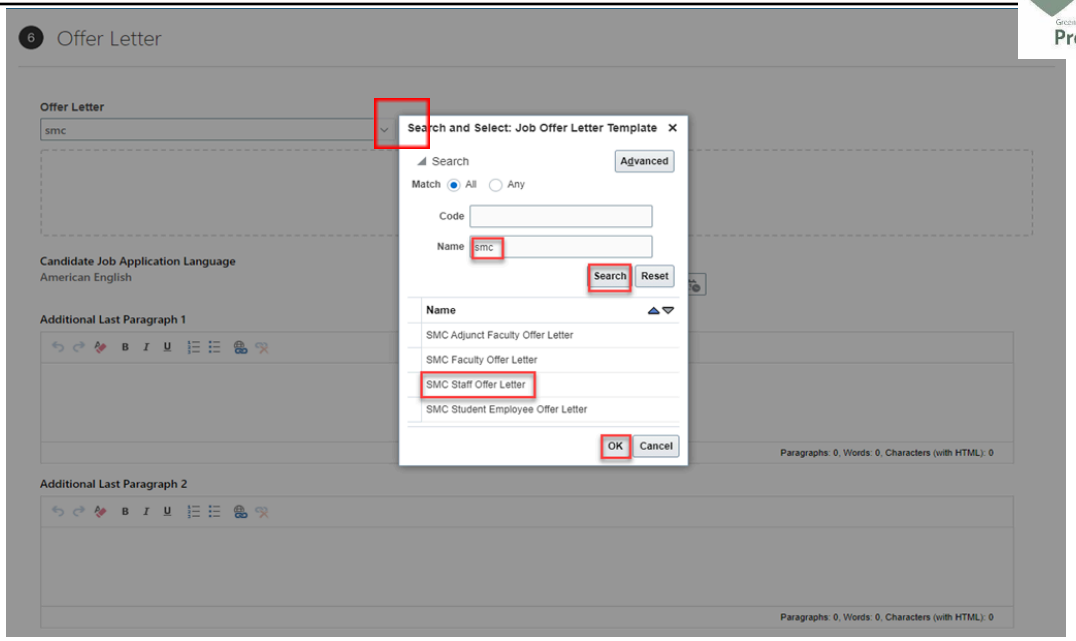




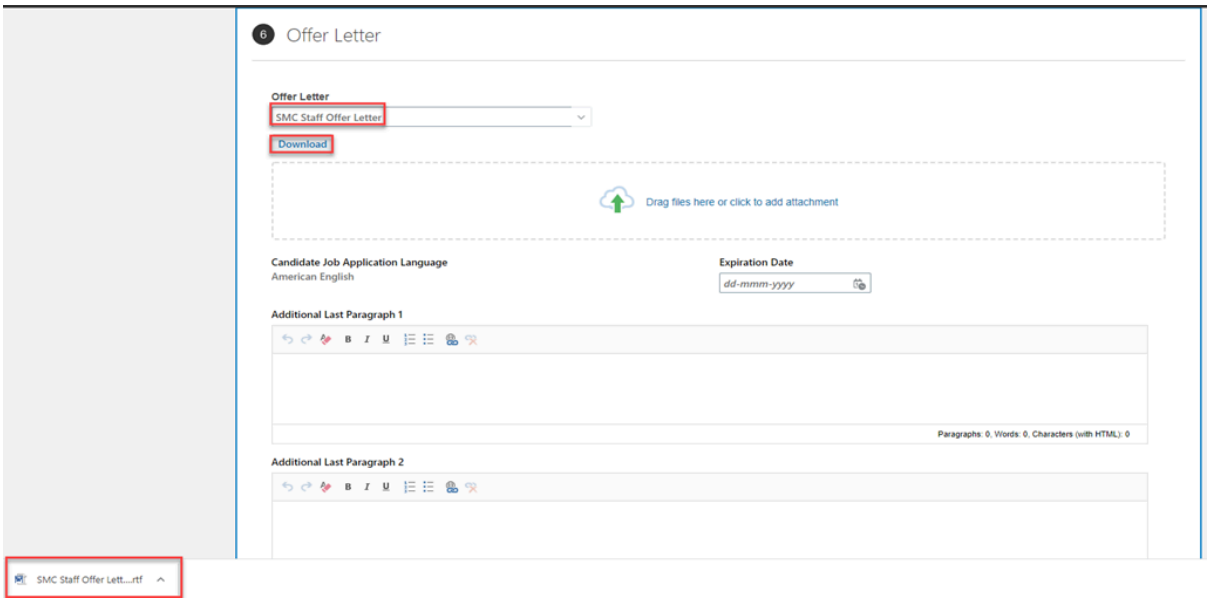


Use the drop-down menu to search for your school or establishment's offer letter templates and select the appropriate type for your position.

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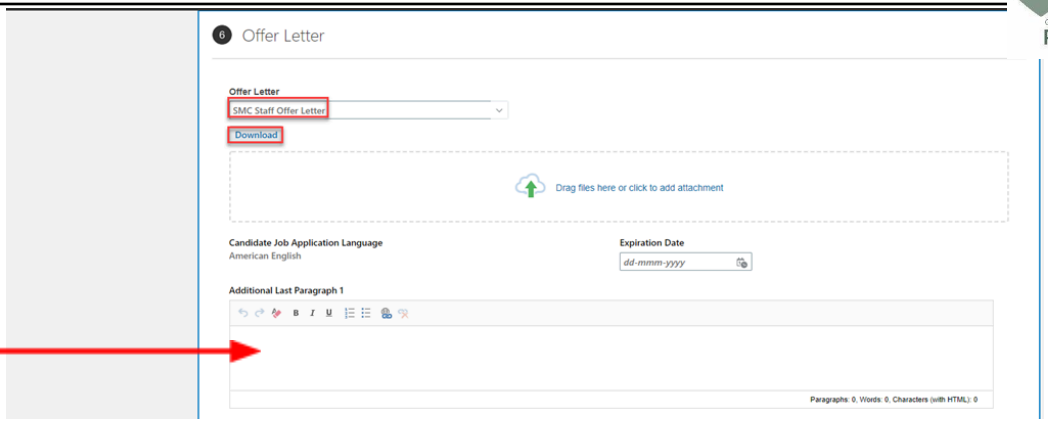
After selecting the appropriate offer letter template, select **Download** and then open your downloaded template.



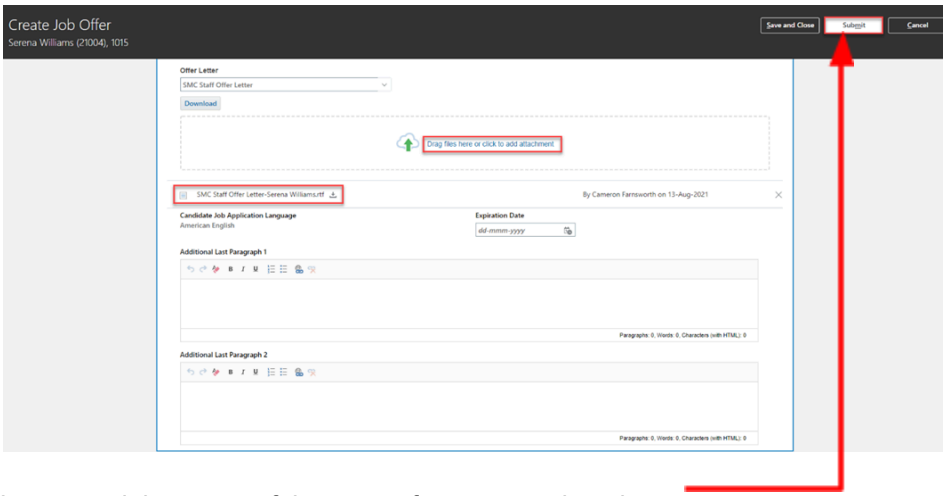
Open the downloaded offer letter template using Microsoft Wordand make any modifications as necessary, including updating or removing any highlighted sections. Some of the details may have populated from the prior sections. Double check these fields for accuracy and save the finalized document in **rtf** format.

Upload your edited offer letter here.

Note: Must be saved in **.rtf** format in the previous step



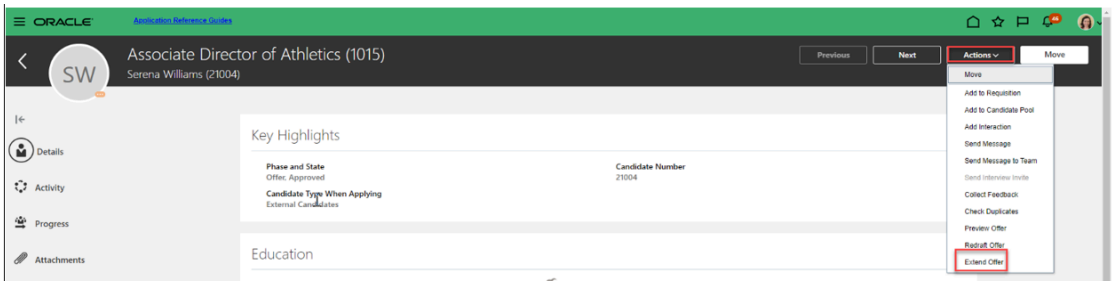
You can type additional details in the **Additional Last Paragraphs** field if needed (this is not necessary).



Click **Submit** in the upper right corner of the page after you are done here.

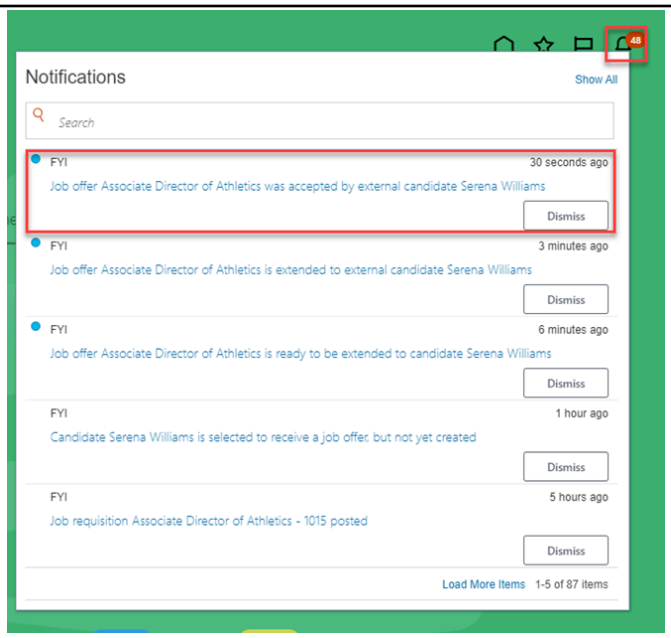
Faculty and staff positions: the offer details/ letter have now been sent to HR for approval. Once HR has approved, you will be notified in your bell in Oracle. HR will then extend the offer to your candidate.

Adjunct and student positions: the offer letter is auto approved (but not extended to the candidate yet). In order to extend the offer to your candidate, navigate to the requisition and the candidate's application. Select **Actions** and **Extend Offer**.

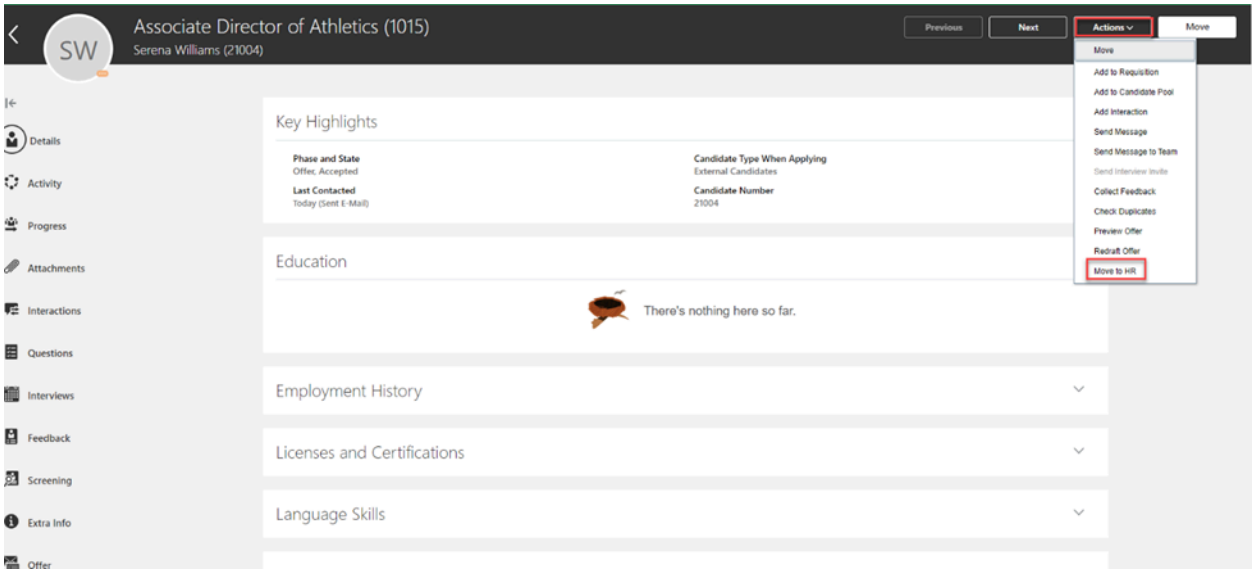


Your candidate will receive an emailed offer letter or a message on their phone if they applied using a phone number. You will get a notification via email and in your bell when your candidate accepts or declines your offer.

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Notify HR about your new employee by going to the requisition, selecting the candidate, and moving them to HR (select **Actions** and **Move to HR**).



This will automatically close your requisition once the position is filled with the requested number of new hires. This will trigger email notifications to go out to all candidates in the **New** and **Screening** phases, even candidates in the state of **Rejected by Employer – no notification**. For all the candidates who have progressed to the **Interview and Selection** phase, please call them to let them know the position has been filled.

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