Manager Self Service
Oracle Recruitment
User Guide for Hiring Managers

Oracle is our new integrated HR, Finance and Procurement system.

The HR and Recruitment sections of Oracle are now live and replace E-HR and TalentLink systems

We continue working on configuring Finance and Procurements elements of Oracle

Oracle Recruitment (Taleo) is the Applicant Tracking System used by Camden for Resourcing.

Creating and managing your vacancy using Oracle Recruitment is a quick and easy process.

To create a requisition, you will need your vacancy information such as, the position number, the grade, and the job family etc. To obtain this information you will need to access your "establishment" information which can also be found in Oracle.

Additional information that you will need to provide is the vacancy start date, cost code and for fixed term contracts, the duration and reason.

Once you have this information you can go to Oracle Recruitment to raise your requisition.

The Resourcing team are here to help and support you through the recruitment process. If you have any questions, please contact us at resourcing@camden.gov.uk
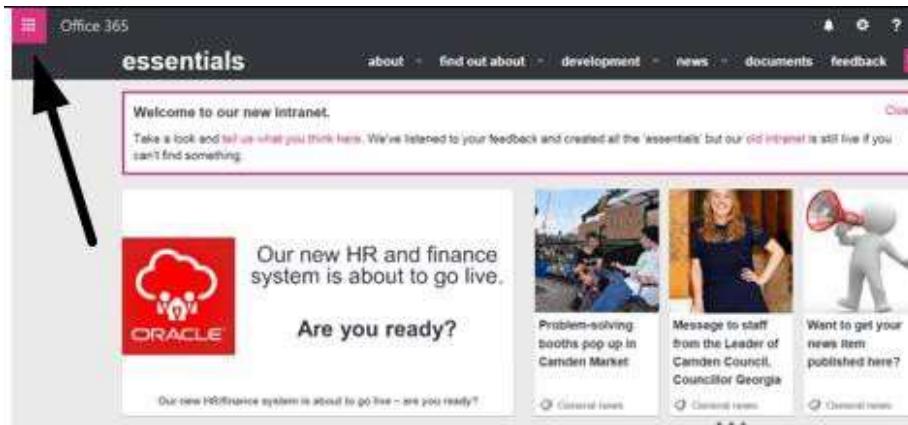
ORACLE RECRUIT USER GUIDE FOR HIRING MANAGERS.

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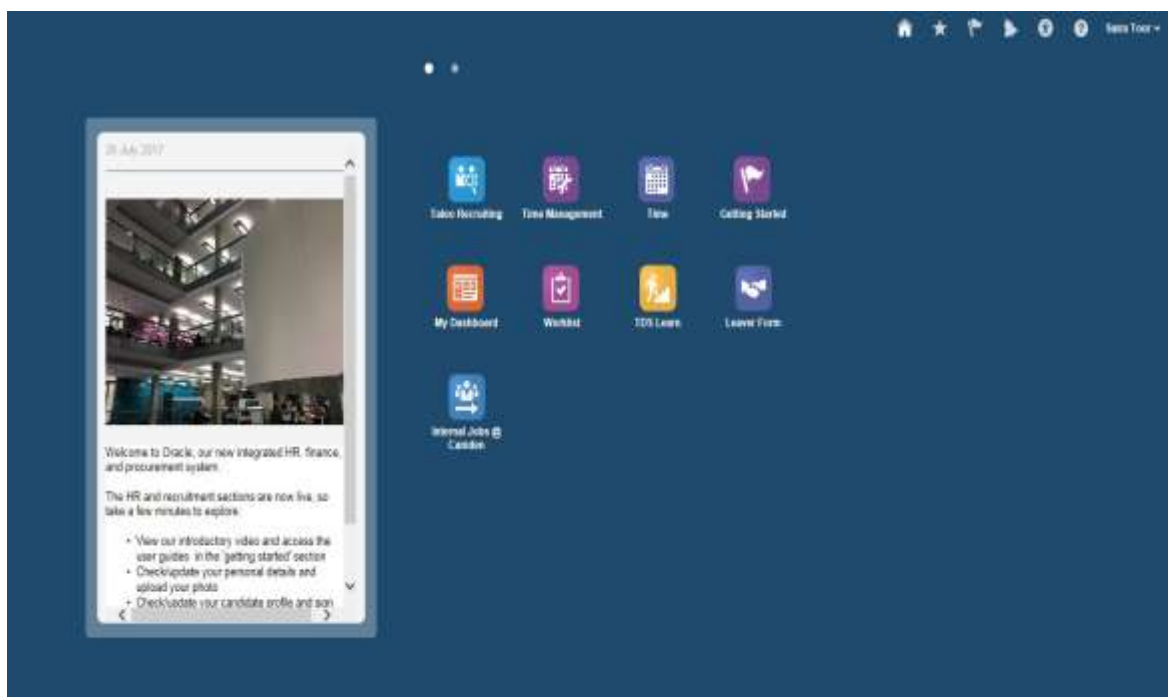# ORACLE RECRUIT USER GUIDE FOR HIRING MANAGERS.

Logging into Oracle and Product Access

Go to Essentials and click on the Office 365 Menu, once this opens click on the Oracle Icon. Oracle is single sign-on so you will not need to enter a username or password when accessing Oracle from a Camden Device.
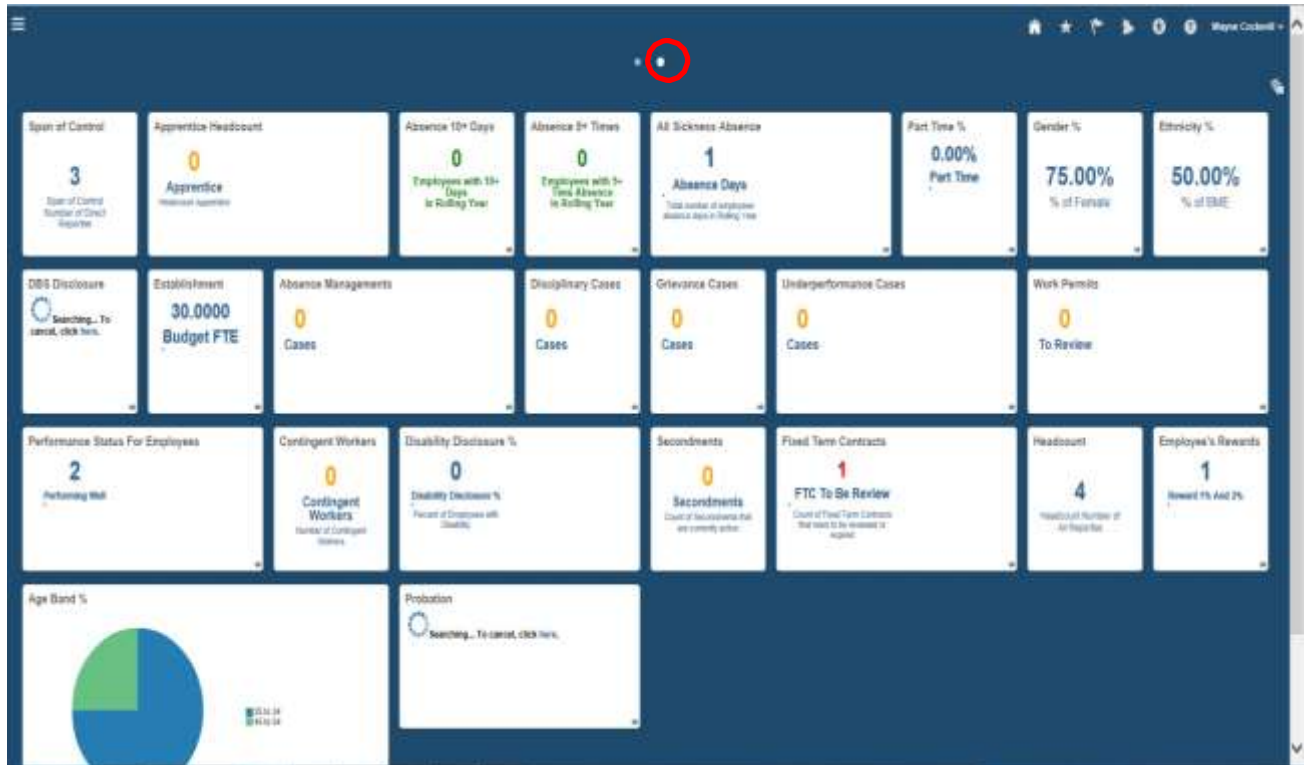

Accessing Oracle

You will arrive on the **Oracle Home Page**

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By clicking on the second circle, it will take you to the **HCM Infolet's page** where you can access your **Establishment** information

Accessing Your Establishment Information

When you navigate to the HCM Infolet's page go to the **"Establishment"** tile, click on the blue arrow in the bottom right of the tile.

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The tile will turn over and the assignment count will be displayed, as shown in the example below (to turn the tile back to its original position, click on the arrow again)

Click on **Assignment Count** to view your establishment detailed report. This report will show you your vacant and filled positions details (Filled positions will have employee details next to them).

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You will need to note the following details to raise your requisition

- Job Name
- Department
- Post Regular Flag (Regular - Permanent, Temporary - Fixed term)
- Directorate
- Division
- Section
- Position Name
- DBS Check Required

When you have noted this information from the report, you can begin creating a requisition, see the table below for your reference.

Fields in Establishment Detailed Report	Fields required in requisition
Job Name	Job Family
Department	Team Name
Post Regular Flag (Regular = Permanent or Temporary= Fixed	Contract Type
Directorate	Directorate
Division	Division
Section	Section
Position Name	Position Number
DBS Check Required	DBS / No DBS

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Oracle Recruitment

Navigate back to the Oracle Home Page and click on the **Taleo Recruiting** icon
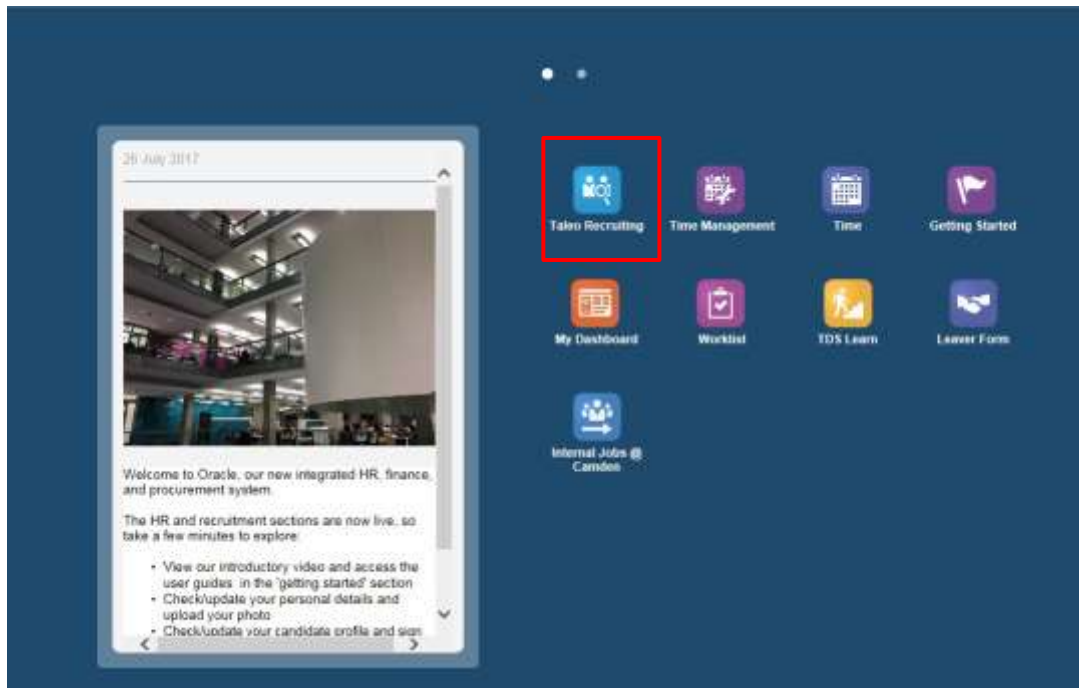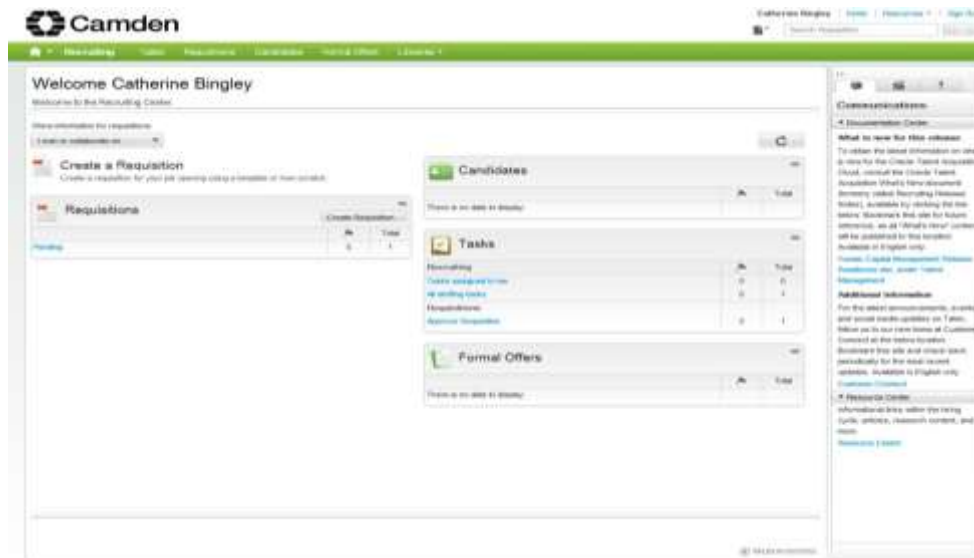

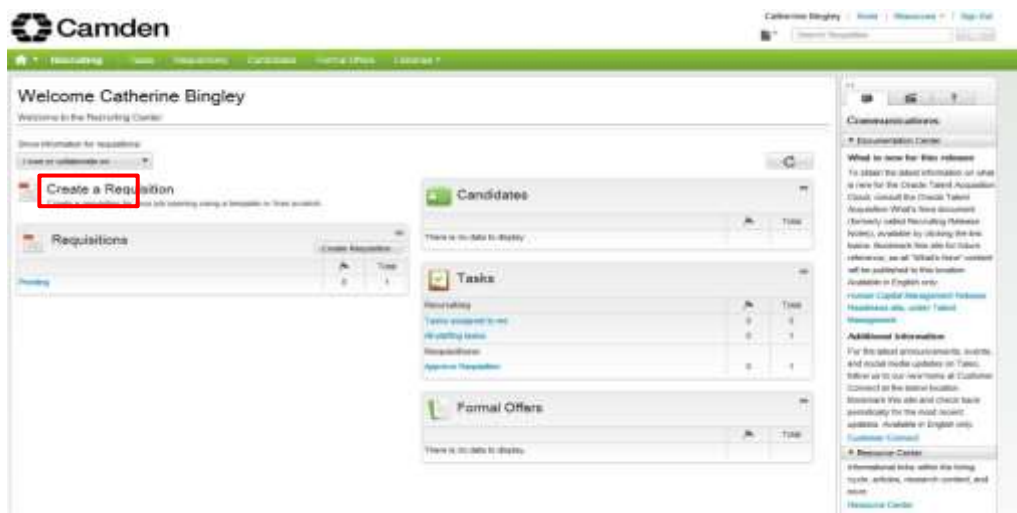The **Taleo Enterprise Dashboard** will be displayed, select **"Recruiting"**

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The **Resourcing Centre Dashboard** will be displayed
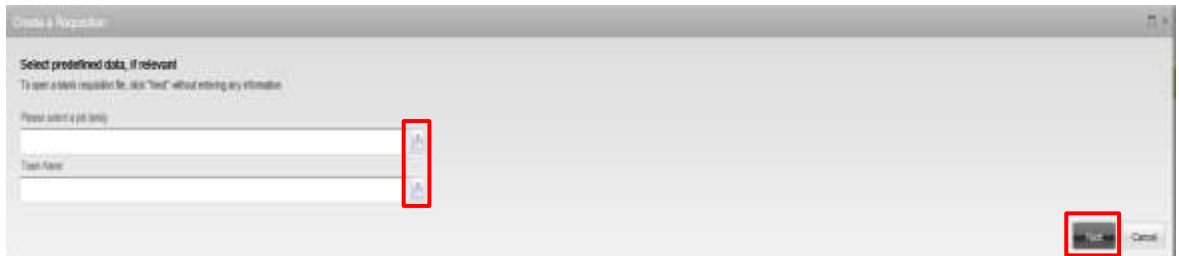

Creating a requisition
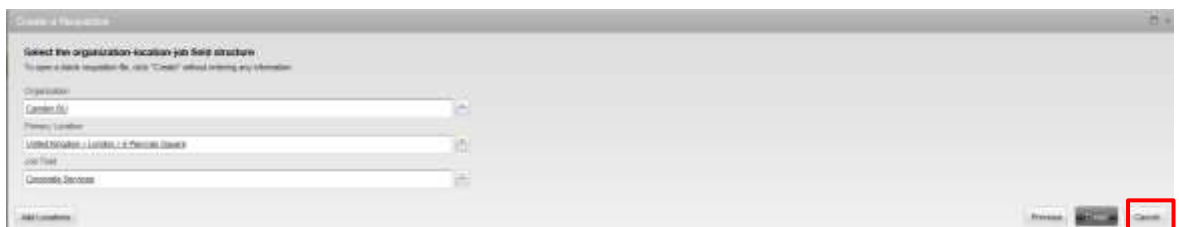
Select "**Create Requisition**".

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Select the **Job Family** and **Team Name** using the "predefined template drop down menu" data, click on select and then click **"Next"** once the information has been selected (ensure that you have selected the correct information in each field)
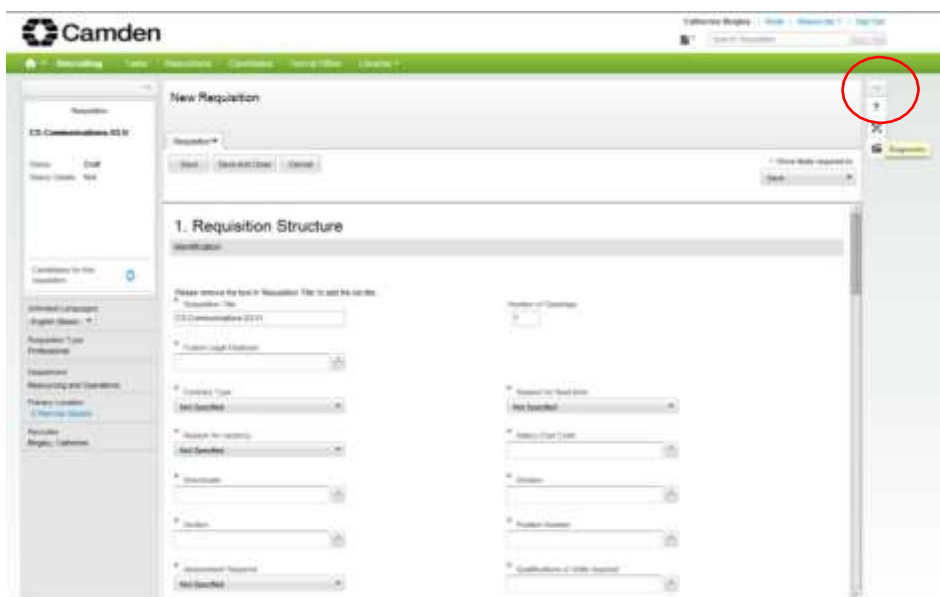

The next screen will be pre-populated following from the selected **Job Family** and **Team Name** (see example below), next click **"Create"**.

The new requisition page will be displayed, use the information from your establishment detailed report to fill in the requisition fields.

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Helpful tip: You can use the Diagnostic Tool in the top right hand corner to guide you through the process for creating a requisition.

If you would like to include Psychometric Testing as part of the recruitment, please select 'Yes' under 'Psychometric Testing Required'.

Please Note: Psychometric Testing includes online verbal reasoning/deductive reasoning, OPQ and CCSQ testing. Other forms of assessment organised by the service such as, minute taking activities, Excel tests and other scenario-based exercises does not apply.
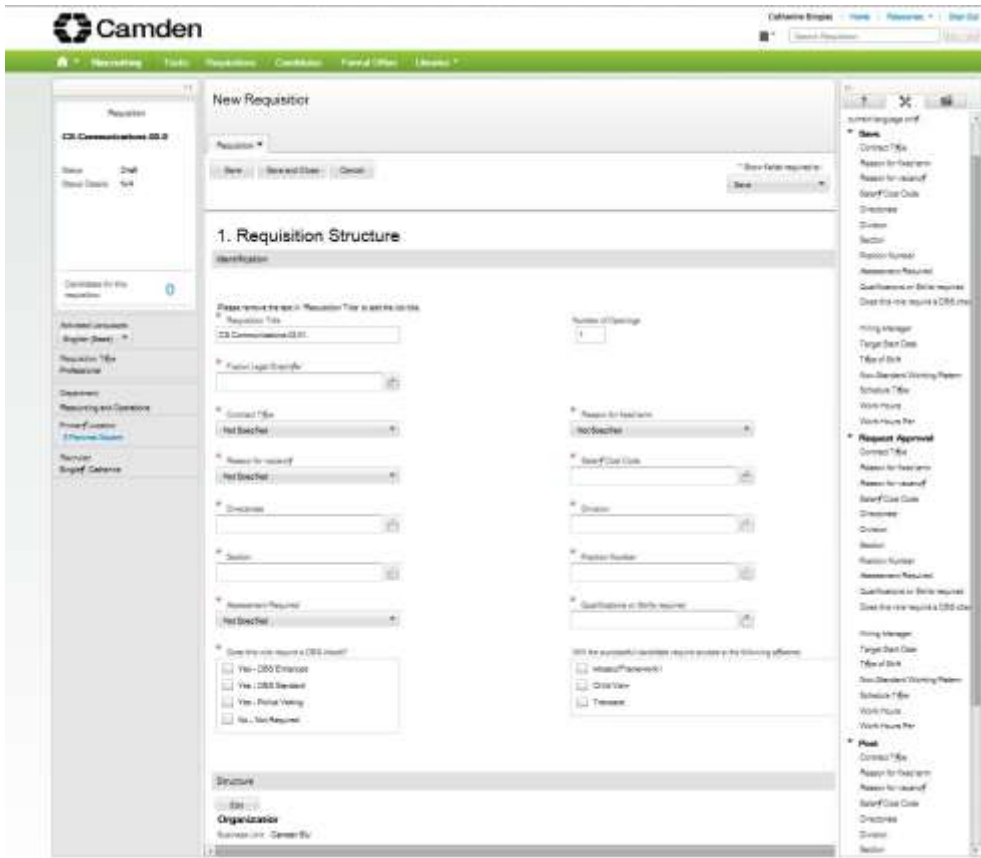
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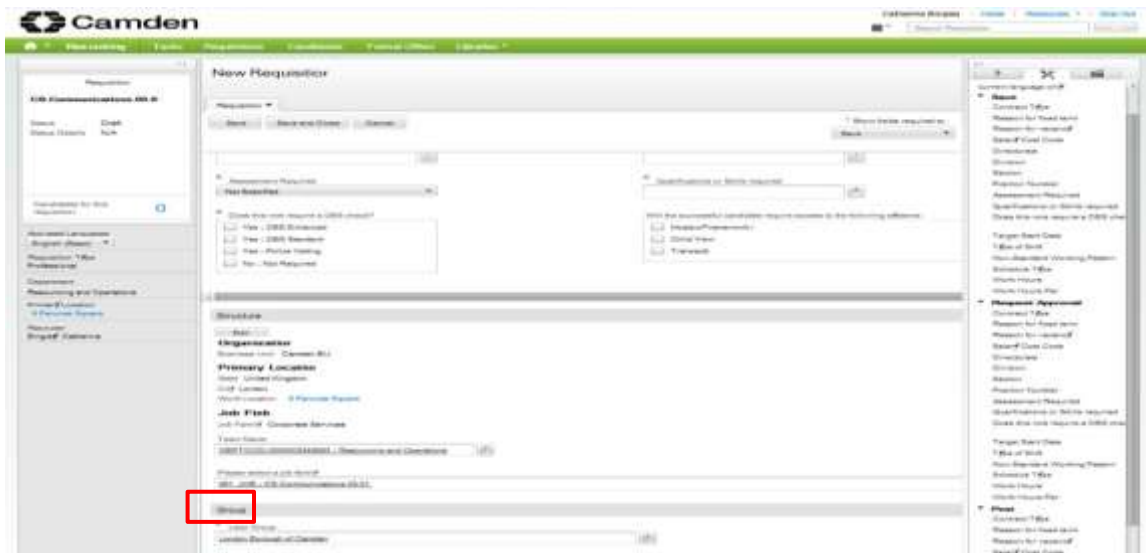
Requisition Fields to complete

Requisition structure - Complete: **Identification and Owners** section

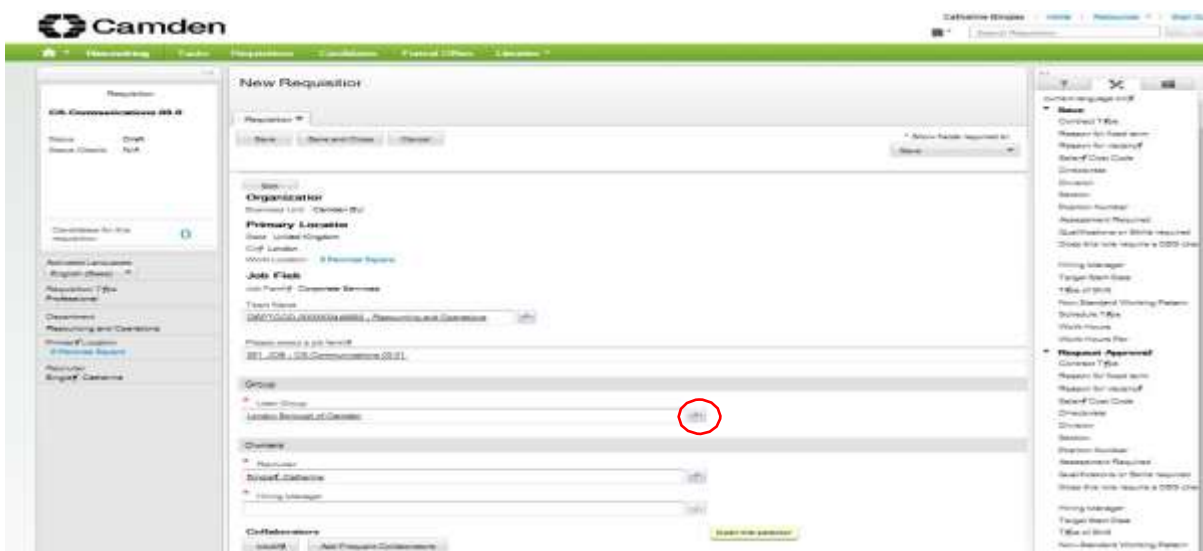Complete the mandatory fields under identification and owners (mandatory fields will be starred).

Do not complete any fields in the structure or group sections – these fields will be pre-populated.

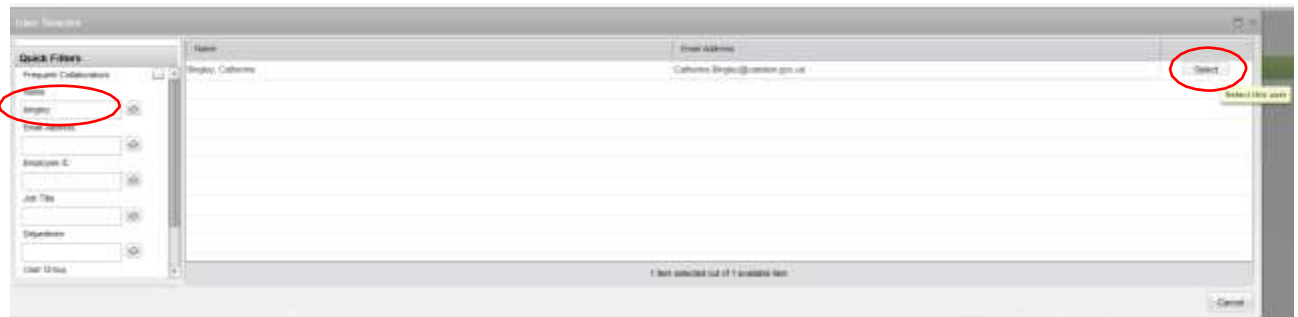**ORACLE RECRUIT USER GUIDE FOR HIRING MANAGERS.**

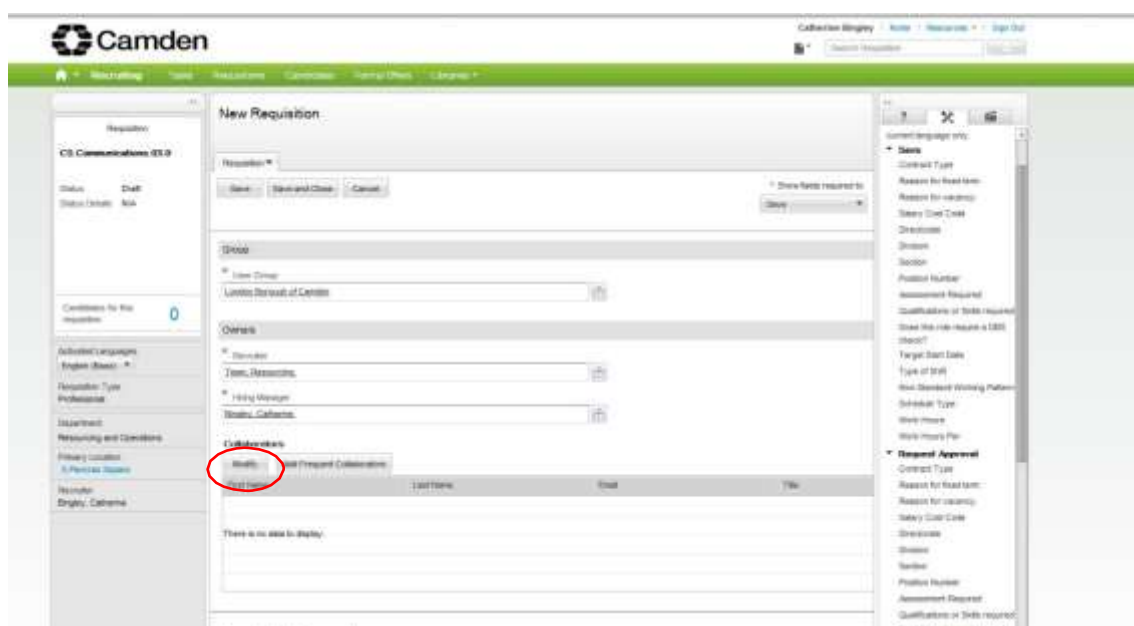In the **Owners** section, add yourself as the hiring manager by opening the selector and searching for your name.

Search using a last name or forename and click select.

To add **Collaborators** (e.g. other managers or interview panel members), click **"modify"** and add in collaborators.

Job information - Complete: **Profile** and **Compensation** sections

Complete the mandatory fields under Job information and Compensation.

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Note: For fixed term contracts, you must complete both contract duration month and year for e.g. for a 6-month contract, enter "0" in the year field and "6" in the month field.

Process - fields to complete: **Candidate Selection Workflow** and **Additional Information**

Complete the mandatory fields under Process.

The candidate selection workflow is defaulted to a Non DBS Flow (non-safeguarding roles), if applicable, amend this to a DBS Flow (safeguarding role) using the selector.
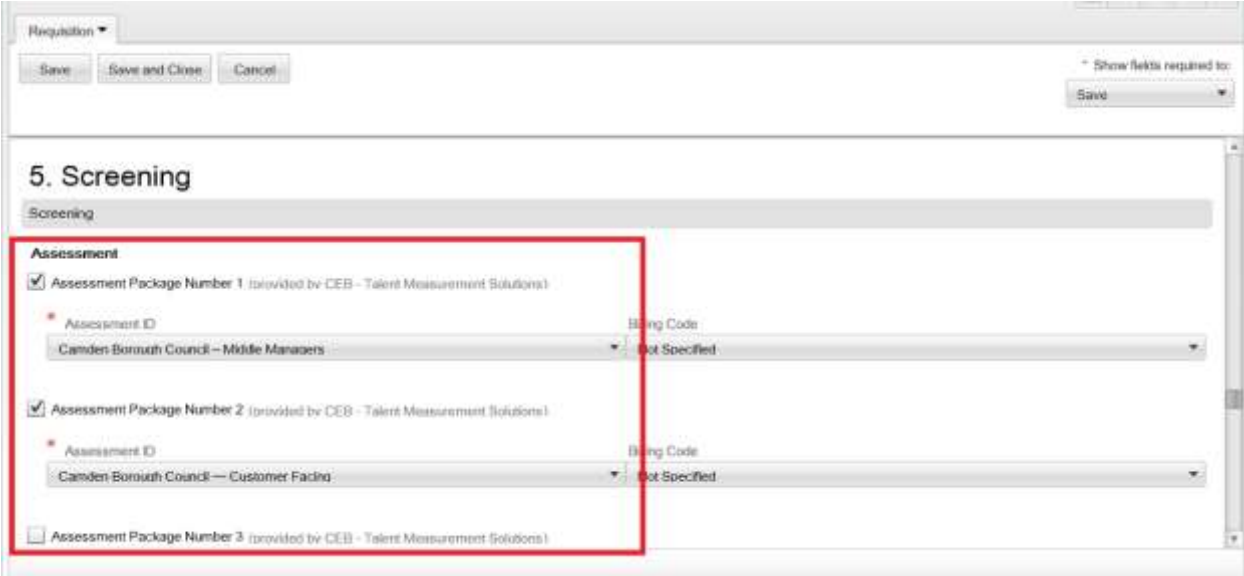
Add additional comments regarding your vacancy, e.g. for multiple positions or locations, provide the additional details using the comments box below.

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If you have chosen to include psychometric testing as part of the recruitment, under the "Screening" section, select the assessment package you want to make available for the candidates. Here you can add up to 4 packages of psychometric tests.

Note: You cannot amend the number of assessment packages selected once the requisition has been posted live.

Please see page 19 of this guide, for more information on the types of packages available and the suitability of them.

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Saving a requisition

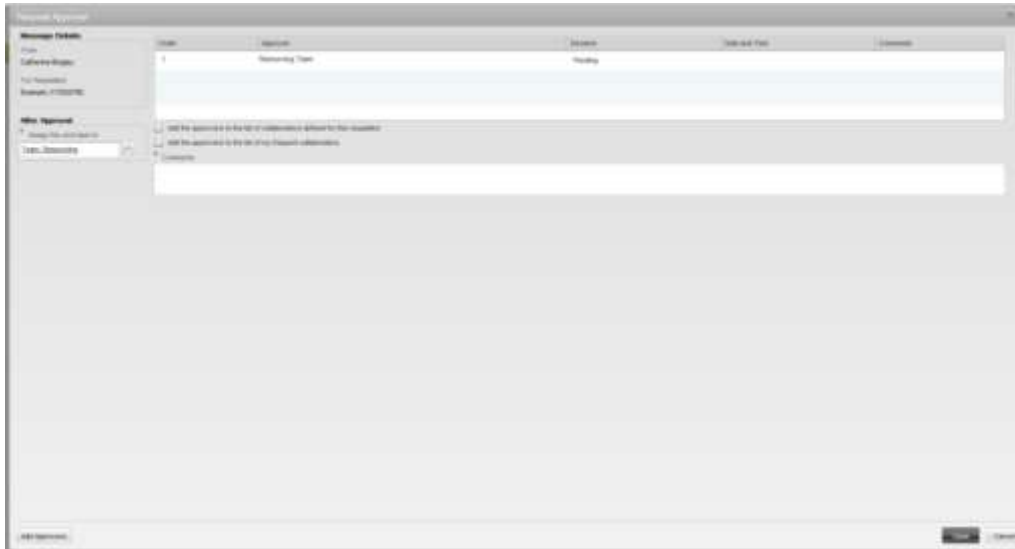Review all the information and then click either **"Save"** or **"Save and Close"**.

(Use save and close if you are not ready to submit the requisition and will return to it later)

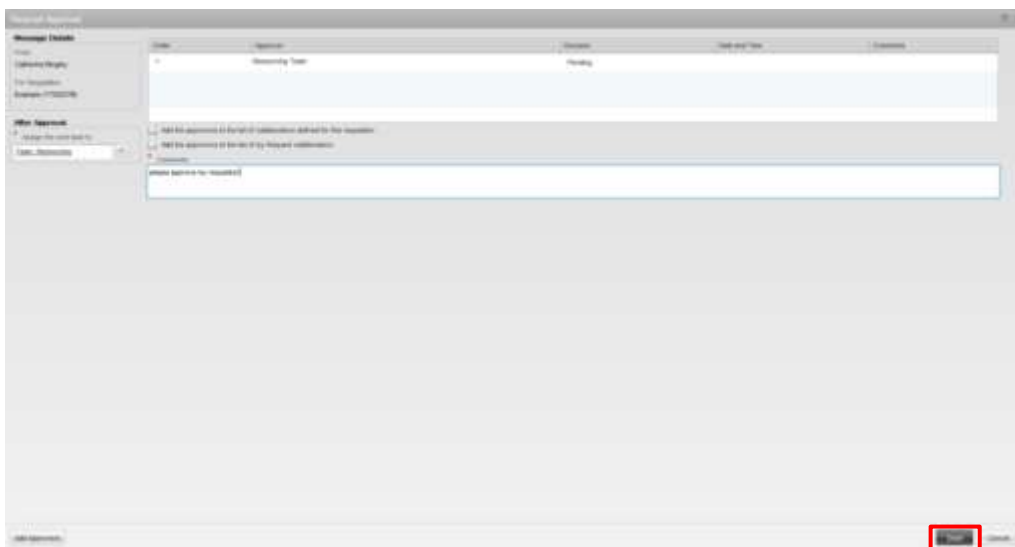## Submitting requisition for approval

Once you have saved the requisition, the **Request Approval** window will appear as a prompt for you to submit your requisition.
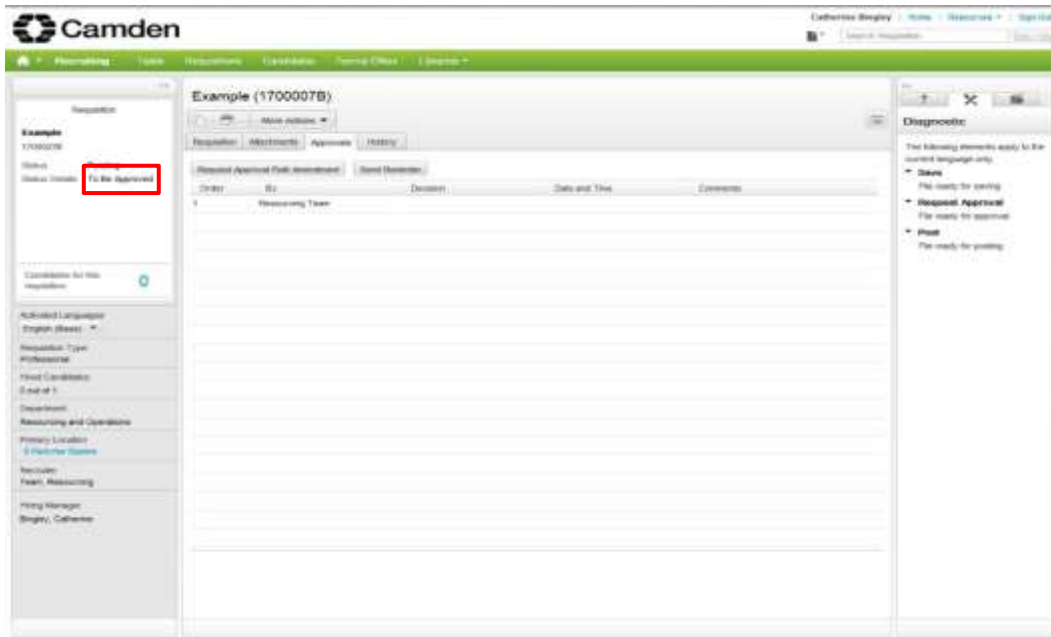
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Add approval comments (this section is mandatory) "e.g. please approve" and click **"Done"**.

Your vacancy will be submitted to the resourcing team for approval and the status will change to "**To Be Approved".**

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Viewing assessment / reports in Taleo

You can view the assessment score and the report of the assessment in the candidate's job submission. Expand the 'Interviews' section and all assessment details will be available here. Reports and Dashboards are provided by CEB directly.

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Help and Support

Information sheets for CEB assessments:

OPQ personality test

Customer service package

Middle Managers package

Senior Leaders package