



## **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](mailto:resourcing@camden.gov.uk)**

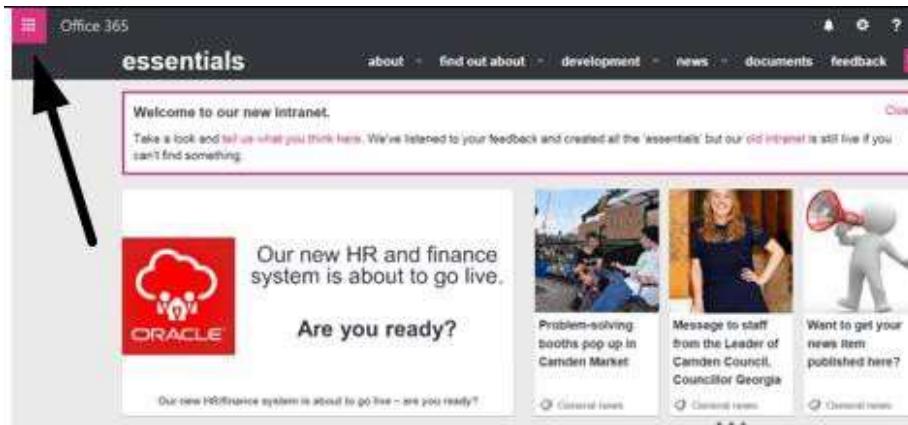
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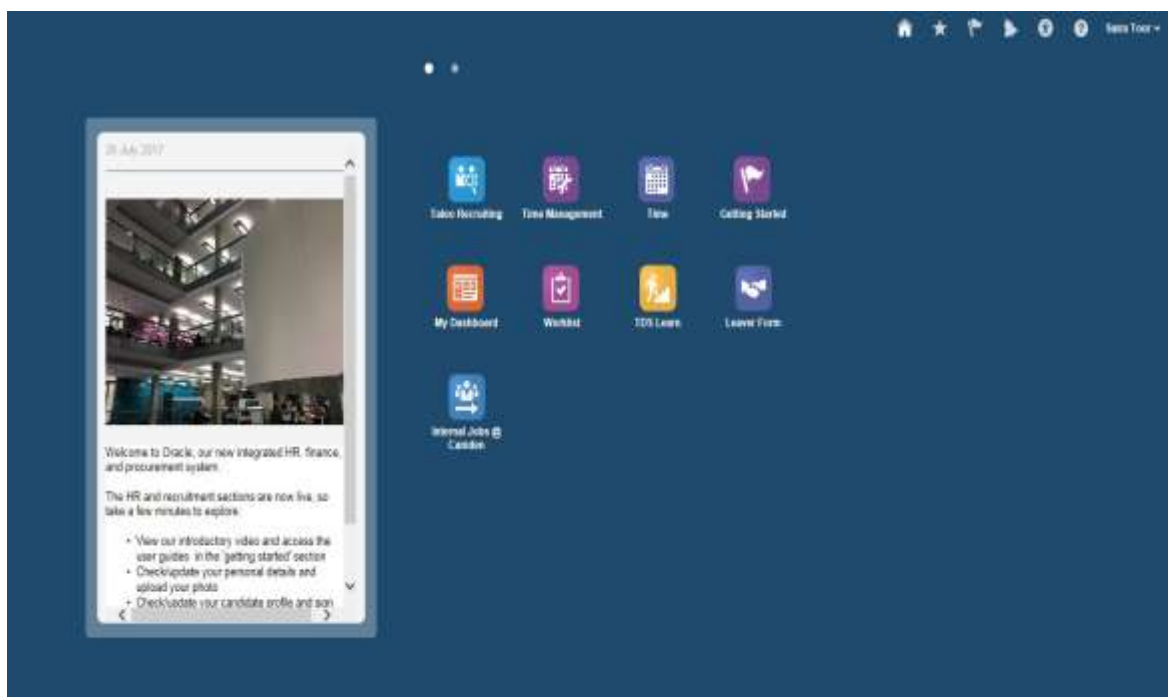
## Logging into Oracle and Product Access

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.



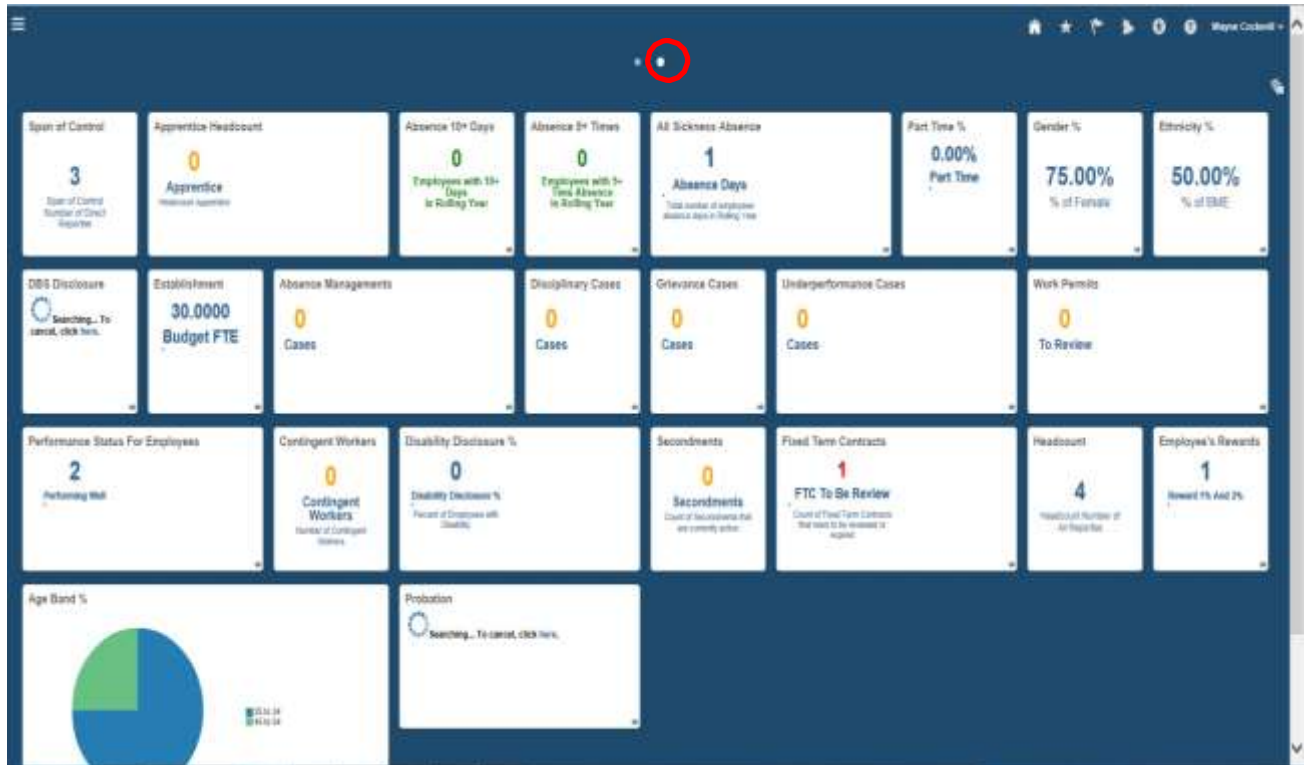
## Accessing Oracle

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).

**Detailed Report**

Directorate	Division	Section	Sub-Section	Team	Sub-Team	Department	Position Name	Position Regular Flag	Position Active Flag	SES Check Required	Job Name	Grade Rate	Period Number	File	Employee Name	First Name	Last Name	Primary E-Mail	Assignment Category	Assignment Status	Assignment Number	Primary Assignment Flag	Employee Hire Date	Employee Gender
Corporate Services	Human Resources	Human Resources - Resourcing				Human Resources - Resourcing	72077 Resourcing Admin	Temporary	Active	None	CS Human Resources 34 01	10 Level 4, Zone 1												
Corporate Services	Human Resources	Human Resources - Resourcing				Human Resources - Resourcing	72075 Temporary Resourcing Admin	Temporary	Active	None	CS Human Resources 34 01	10 Level 4, Zone 1												
Corporate Services	Human Resources	Human Resources - Resourcing				Human Resources - Resourcing	72081 Resourcing Coordinator	Regular	Active	None	CS Human Resources 02 02	10 Level 2, Zone 2												
Corporate Services	Human Resources	Human Resources - Resourcing				Human Resources - Resourcing	72080 Safeguarding Specialist	Regular	Active	None	CS Human Resources 03 01	10 Level 3, Zone 1												
Corporate Services	Human Resources	Human Resources - Resourcing				Human Resources - Resourcing	72034 HR Assistant	Temporary	Active	None	CS Business Services 02 01	10 Level 2, Zone 1												
Corporate Services	Human Resources	Human Resources - Resourcing				Human Resources - Resourcing	72036 HR Assistant	Temporary	Active	None	CS Business Services 02 01	10 Level 2, Zone 1												
Supporting People	Early Intervention and Prevention	SEN and Educational Psychology	Special Educational Needs			Social Educational Needs	60030 Youth Worker	Regular	Active	Enhanced	PE Education 01 01	10 Level 3, Zone 1	40171		Smith, Sarah	Sarah	Sarah	Sarah.Smith@camden.gov.uk	Permanent	Active Assignment	Ex0171	Yes	21-Jun-2017	Female
<b>Grand Total</b>																								

Refresh - Print - Export

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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

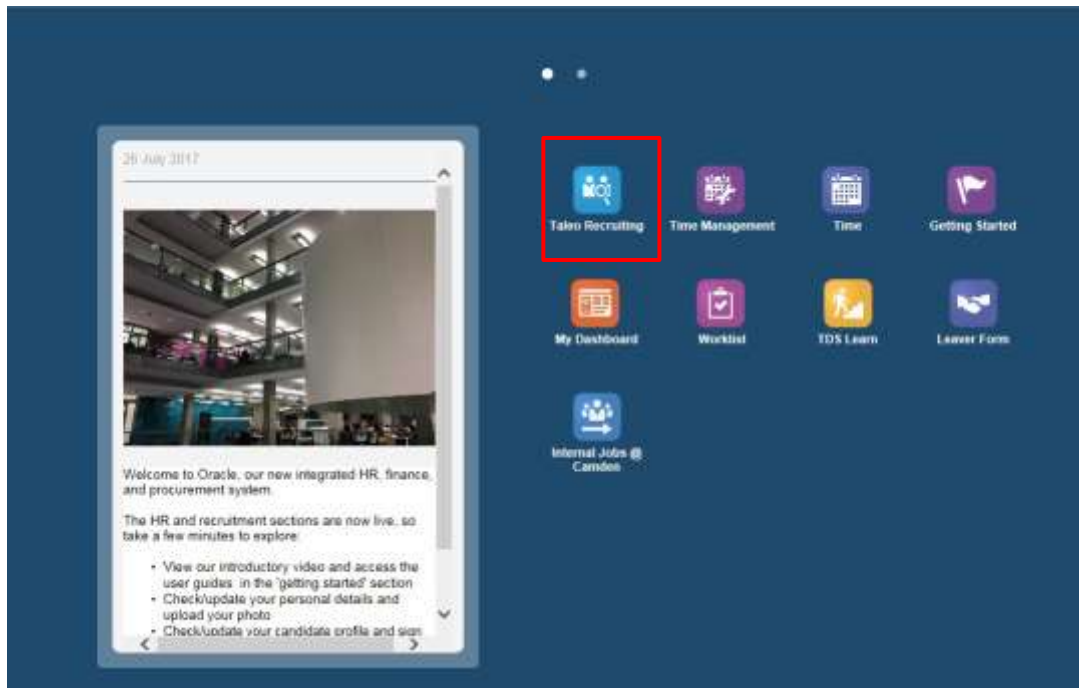
When you have noted this information from the report, you can begin creating a requisition, see the table below for your reference.

<b><u>Fields in Establishment Detailed Report</u></b>	<b><u>Fields required in requisition</u></b>
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

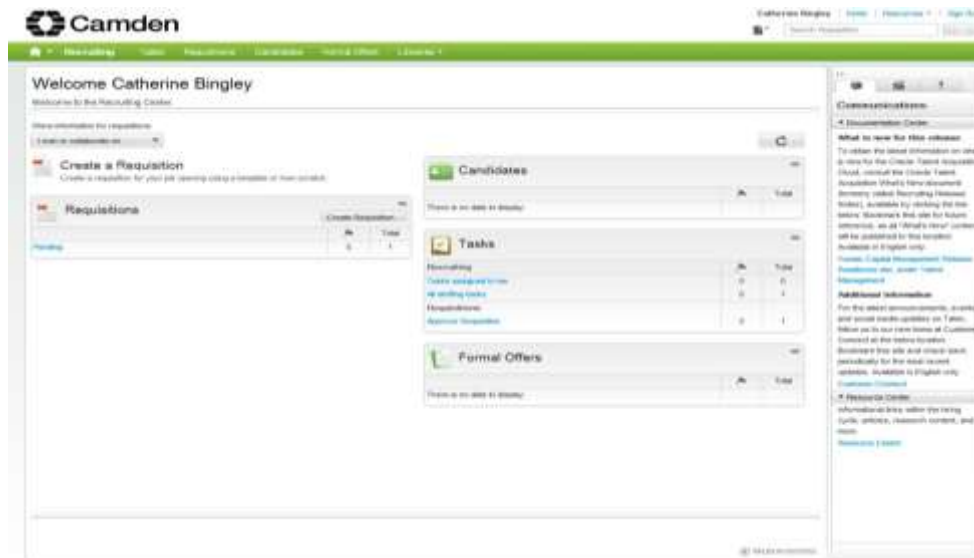


The **Taleo Enterprise Dashboard** will be displayed, select **“Recruiting”**



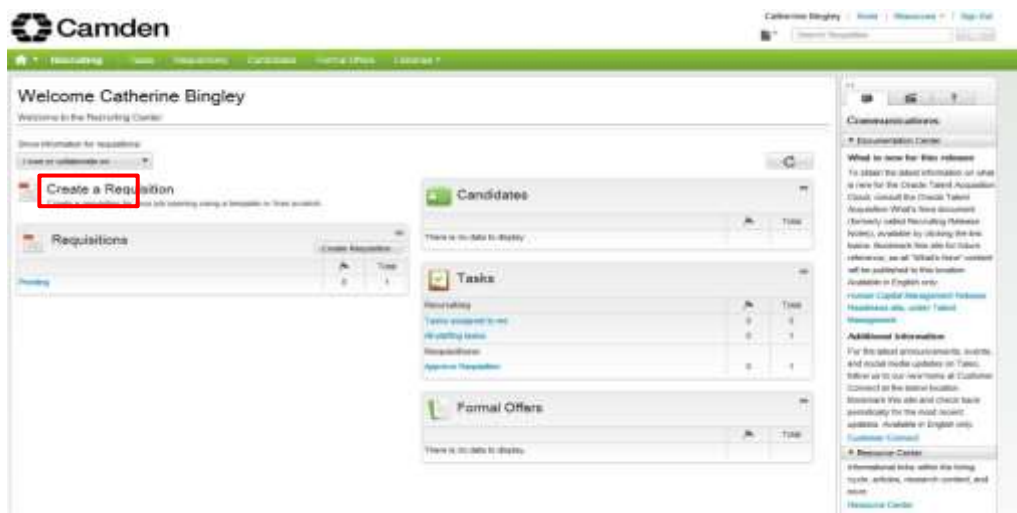
# ORACLE RECRUIT USER GUIDE FOR HIRING MANAGERS.

The **Resourcing Centre Dashboard** will be displayed



## Creating a requisition

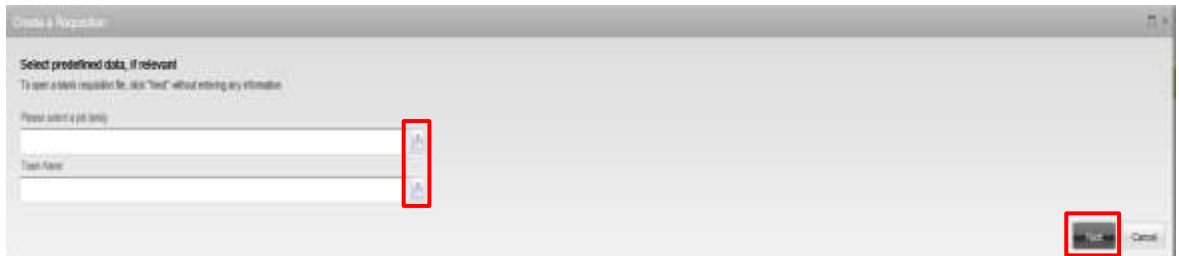
Select **“Create Requisition”**.





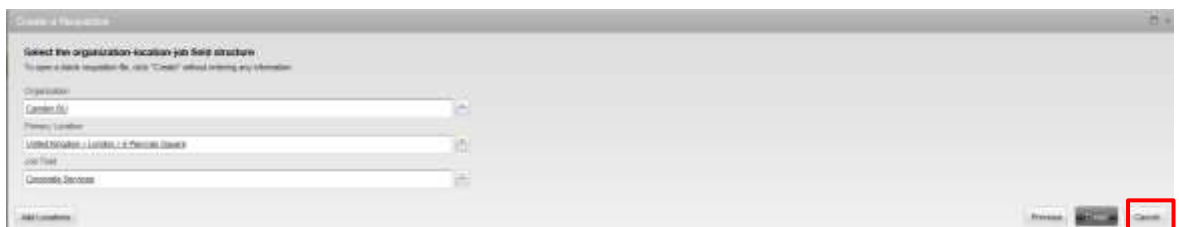
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Select the **Job Family** and **Team Name** using the “predefined template drop down menu” data, click on select and then click “**Next**” once the information has been selected (ensure that you have selected the correct information in each field)



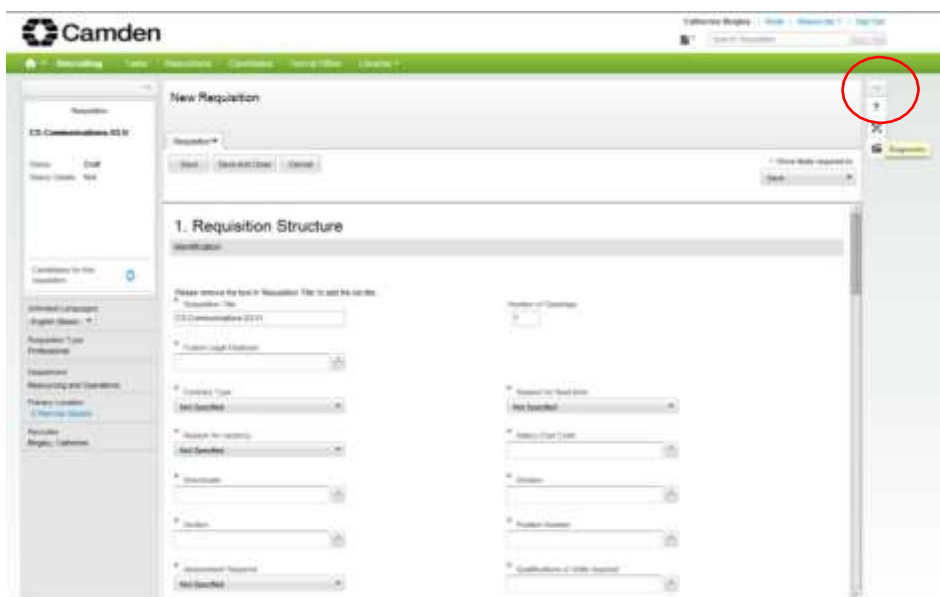
The screenshot shows a web form titled "Create a Requisition". It has a sub-header "Select predefined data, if relevant" and a note "To open a blank requisition for jobs 'test' without entering any information". There are two dropdown menus: "Please select a job family" and "Team Name". Red boxes highlight the selection arrows on both dropdowns and the "Next" button at the bottom right.

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



The screenshot shows the same "Create a Requisition" form, but now it is pre-populated. The "Organization" field is set to "Camden, NJ", "Primary Location" is "United States > Louisiana > Metairie, LA", and "Job Title" is "Corporate Director". A red box highlights the "Create" button at the bottom right.

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



The screenshot shows the "New Requisition" page in the Camden system. The page has a green header with the Camden logo and navigation tabs. The main content area is titled "1. Requisition Structure" and contains several fields for requisition details, including "Requisition Title", "Number of Positions", "Contract Type", "Requisition Job Code", "Requisition Job Title", "Requisition Location", "Requisition Number", and "Qualifications in Job Family". A red box highlights the "Next" button at the top right of the page.

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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.

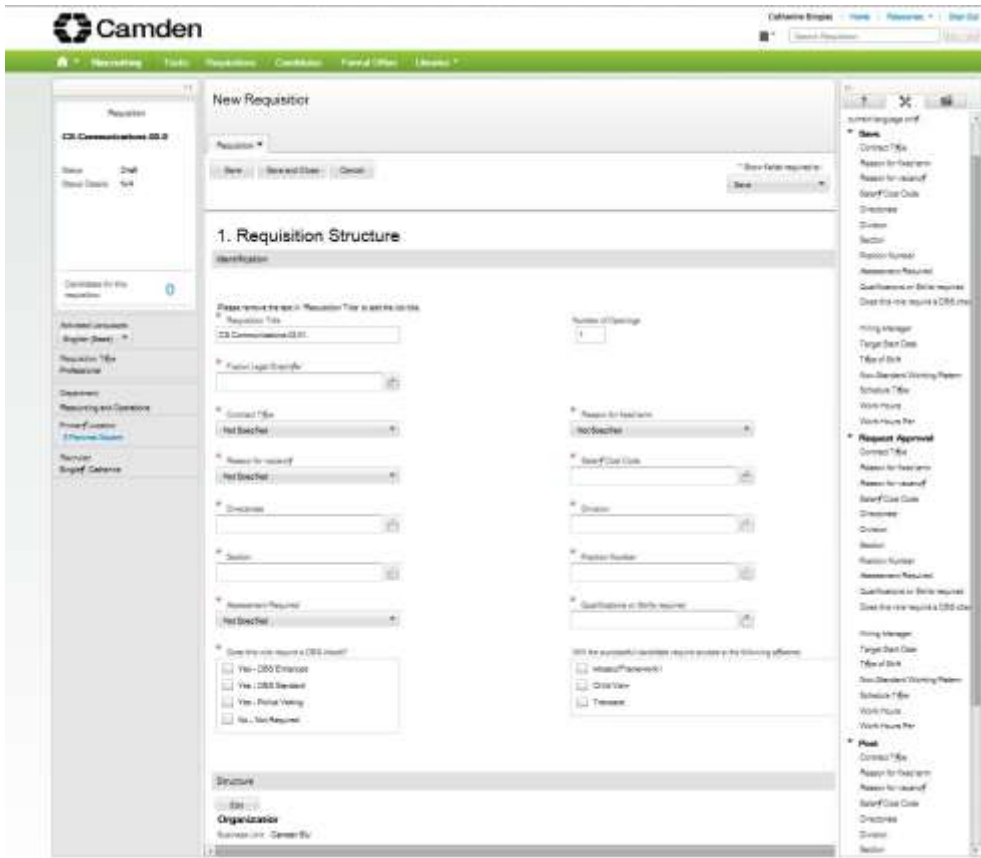
The screenshot displays the Oracle Recruit user interface. On the left, a sidebar lists requisition details: 'Candidates for this requisition: 0', 'Activated Languages: English (Base)', 'Requisition Type: Professional', 'Hired Candidates: 0 out of 1', 'Department: Leader's Office', 'Primary Location: 5 Pancras Square', and 'Recruiter: Team, Resourcing'. The main content area shows configuration options. The 'Psychometric Testing Required' section has a dropdown menu with 'Yes' selected, and three checkboxes below: 'Yes - DBS Standard' (unchecked), 'Yes - Police Vetting' (unchecked), and 'No - Not Required' (checked). The 'ICT Requirements' section has a dropdown menu with 'Camden Login Account, Laptop Kit, Phone Ext' selected.

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## Requisition Fields to complete

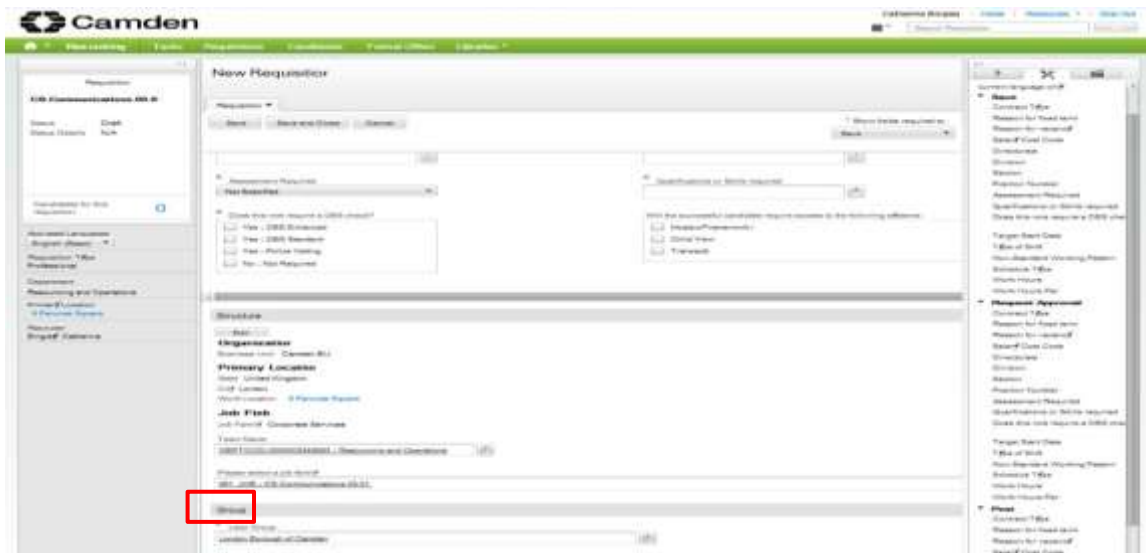
Requisition structure - Complete: **Identification and Owners** section

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

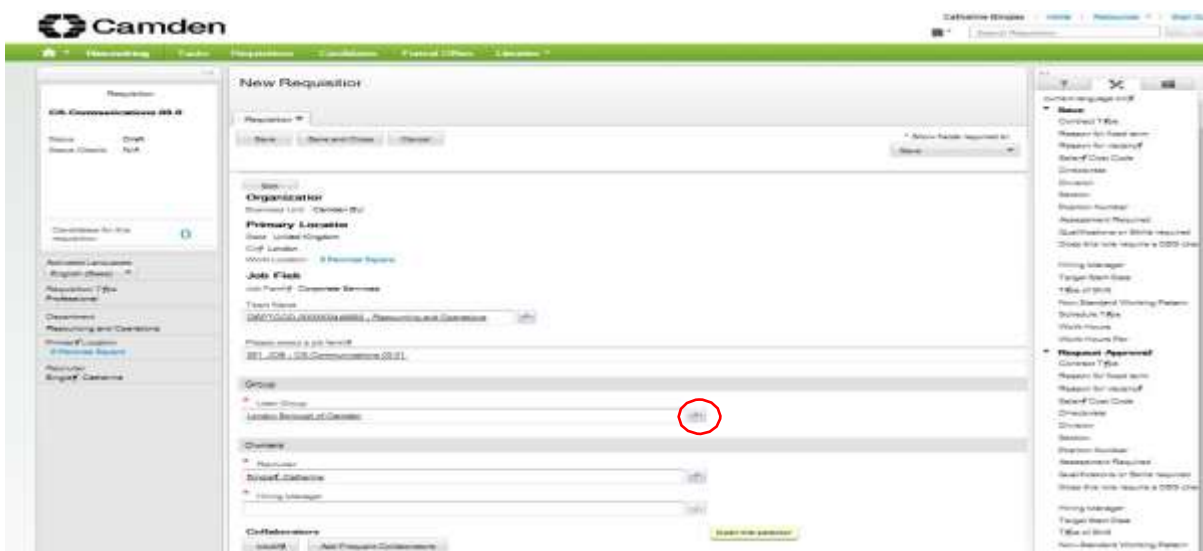


**Do not complete any fields in the structure or group sections – these fields will be pre-populated.**

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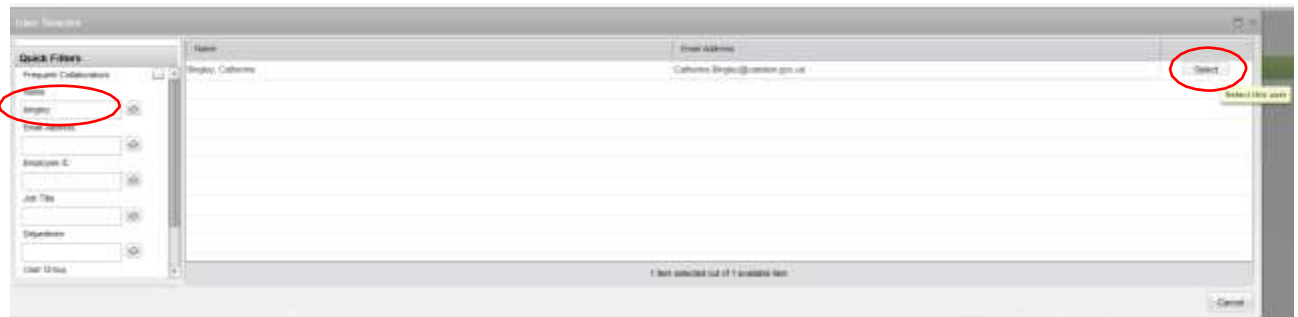


In the **Owners** section, add yourself as the hiring manager by opening the selector and searching for your name.

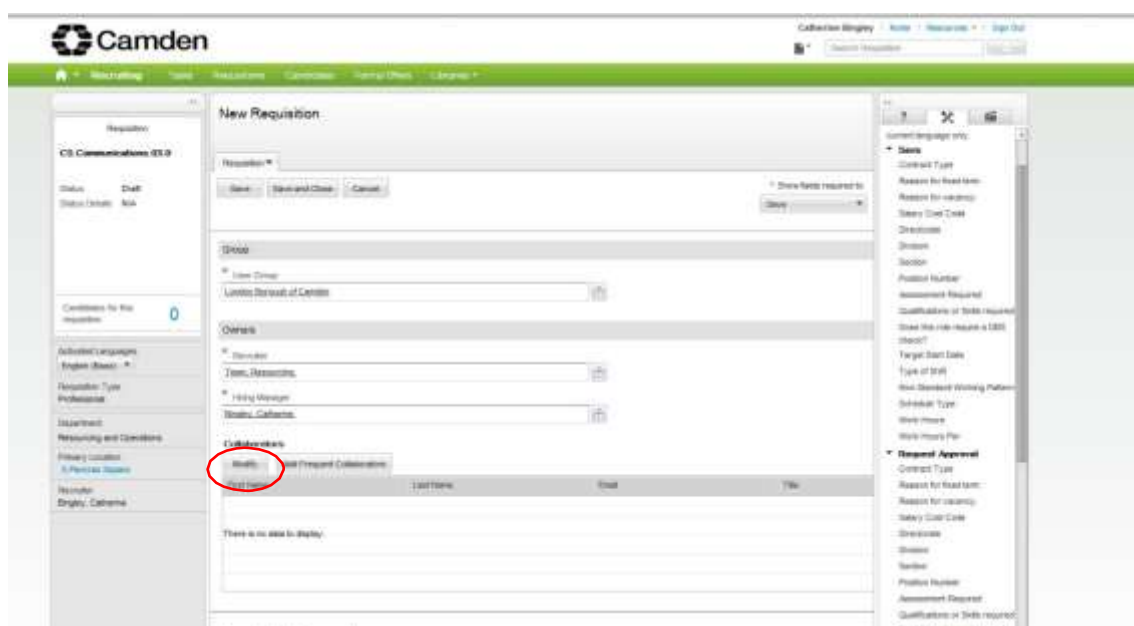


Search using a last name or forename and click select.

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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.

**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.**

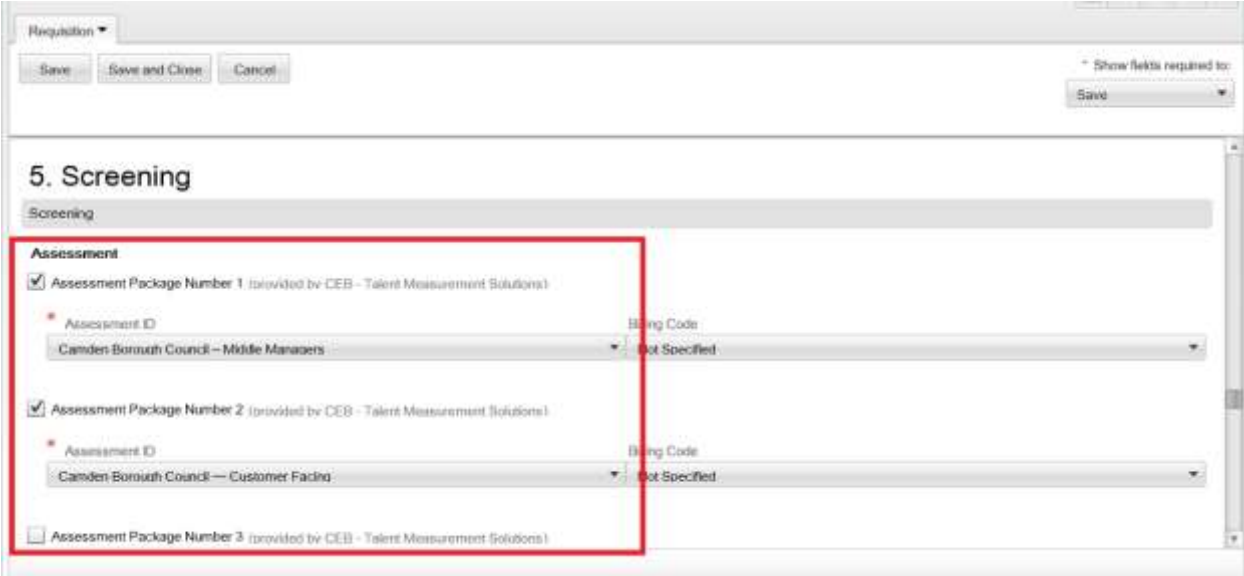
Add additional comments regarding your vacancy, e.g. for multiple positions or locations, provide the additional details using the comments box below.

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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.



The screenshot displays the '5. Screening' section of the Oracle Recruit system. The 'Assessment' section is highlighted with a red box. It contains three assessment packages, each with a checkbox and a 'Billing Code' dropdown menu.

Assessment Package	Assessment ID	Billing Code
<input checked="" type="checkbox"/> Assessment Package Number 1 (provided by CEB - Talent Measurement Solutions)	Camden Borough Council - Middle Managers	Not Specified
<input checked="" type="checkbox"/> Assessment Package Number 2 (provided by CEB - Talent Measurement Solutions)	Camden Borough Council - Customer Facin	Not Specified
<input type="checkbox"/> Assessment Package Number 3 (provided by CEB - Talent Measurement Solutions)		

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## Saving a requisition

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

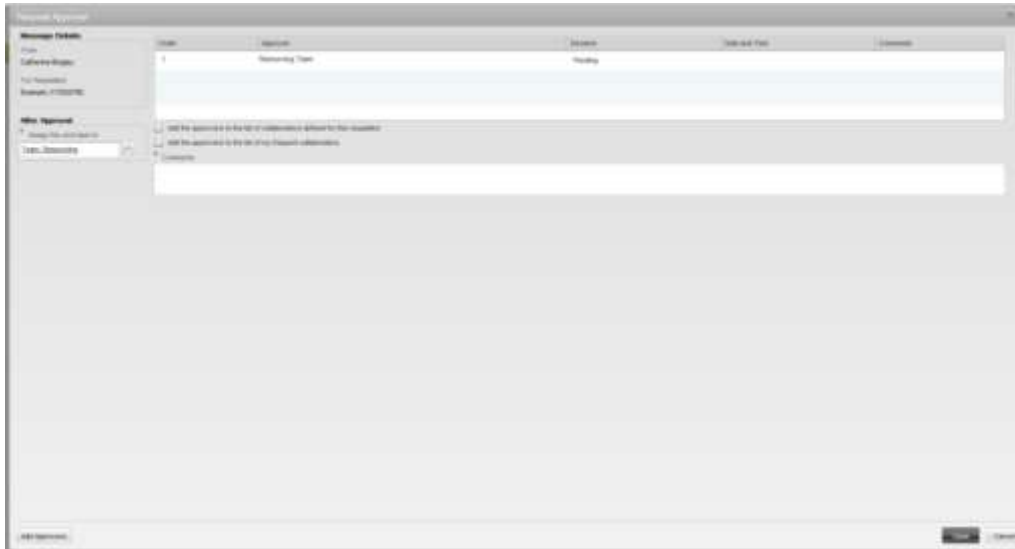
(Use save and close if you are not ready to submit the requisition and will return to it later)

## Submitting requisition for approval

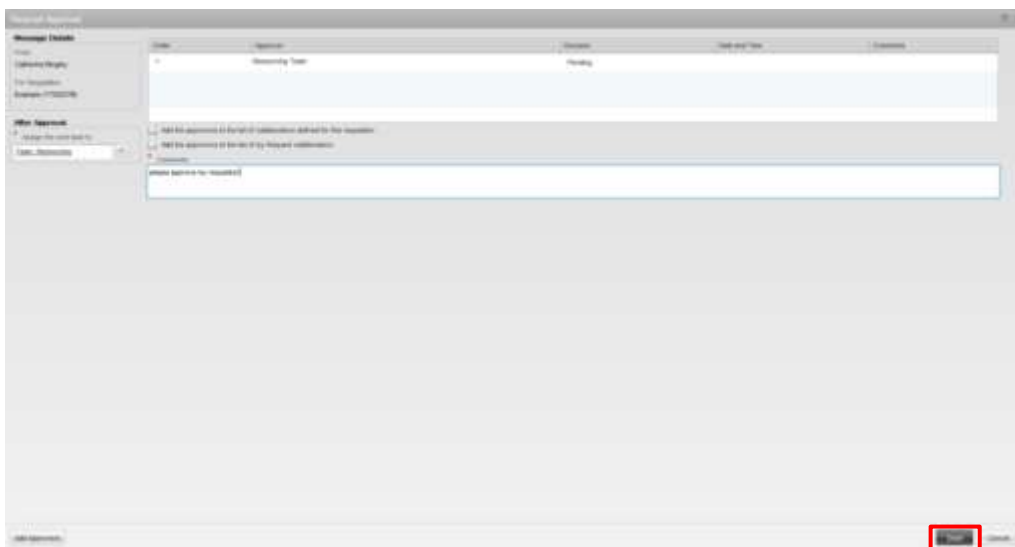
Once you have saved the requisition, the **Request Approval** window will appear as a prompt for you to submit your requisition.



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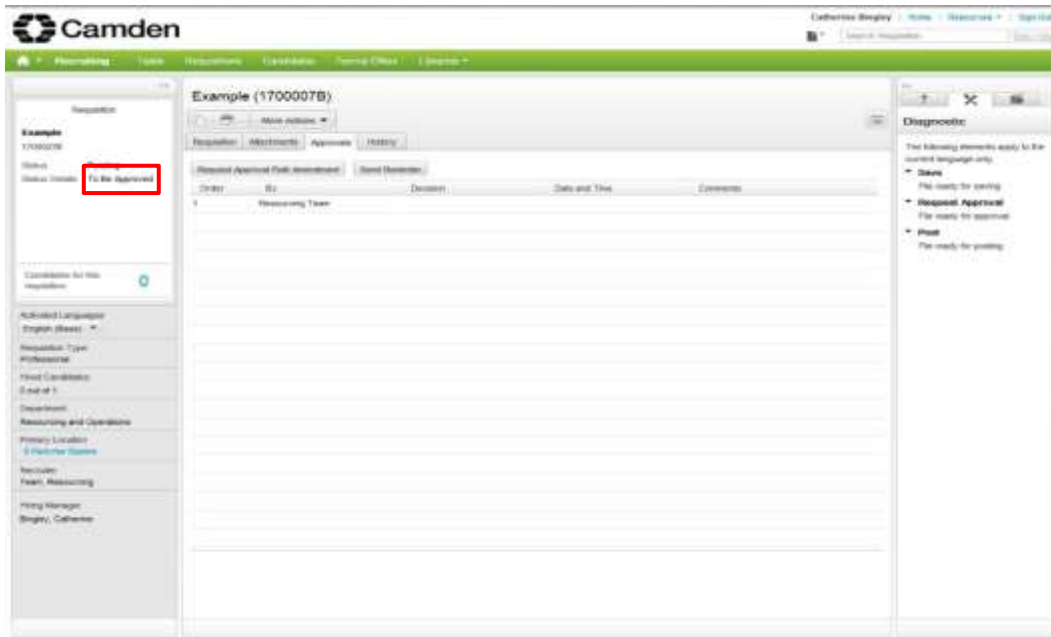


Add approval comments (this section is mandatory) “e.g. please approve” and click “Done”.



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.

TEST, CEB applied for requisition:  
**CEB Test (170000BR)**

Job Submission | Attachments | Tasks | Referral | History

Assessment

Assessment Package Number 1. provided by [CEB - Talent Measurement Solutions](#)

CEB - SHL Talent Measurement, offers the world's largest portfolio of online, on demand screening and selection to process and realize their potential from day one.

Details

Requester	Request Date	Provider Status	Status	Result Summary
Niyam Chhaya	03/11/2017	Completed	Completed	

Results Expiration Date	Last Activity Date	Reference Number (Internal)	Reference Number (External)
	06/11/2017	1010000	205914

Parameters Used

TEST, CEB applied for requisition:  
**CEB Test (170000BR)**

Job Submission | Attachments | Tasks | Referral | History

Assessment ID: Camden Borough Council - Middle Managers | Billing Code: Not Specified

Results:

Provider Status: Completed

[View Report](#) | [View Dashboard](#)

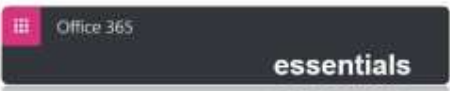
[Follow On Assessment](#)

ASSESSMENT SCOR...



Score Name 1	Value 1
Verbal reasoning score	11


## Help and Support

### Where to get help?


- 

Search **essentials** for guides and videos or see **Getting Started** section in Oracle


- 


Get help in our [Oracle Learning hub](#) on Yammer
- 

Ask a colleague or one of our **change champions**
- 

Visit our **ORACLE hub** 6<sup>th</sup> floor in 5PS (open daily)
- 

**Call us**

  - HR question? Call x6655
  - IT issue? Call x4321 / complete e-form

#shinynewstuff 

### Information sheets for CEB assessments:

[OPQ personality test](#)

[Customer service package](#)

[Middle Managers package](#)

[Senior Leaders package](#)