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HRMS Glossary

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Send Us Your Comments

Oracle iRecruitment Implementation and User Guide, Release 11i

Part No. B14469-04

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

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Preface

Intended Audience

Welcome to Release 11i of the *Oracle iRecruitment Implementation and User Guide*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle HRMS.

If you have never used Oracle HRMS, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University

- Oracle Self-Service Web Applications.

To learn more about Oracle Self-Service Web Applications, read the *Oracle Self-Service Web Applications Implementation Manual*.

- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Related Documents for more information about Oracle Applications product information.

See Related Information Sources on page xx for more Oracle Applications product information.

TTY Access to Oracle Support Services

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Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

Structure

- 1 Implementing iRecruitment**
- 2 Working with iRecruitment**
- A iRecruitment Functions**
- HRMS Glossary**

Related Information Sources

Oracle HRMS shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle HRMS.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at <http://oraclestore.oracle.com>.

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing "Getting started with Oracle Applications" from any Oracle Applications help file.

Guides Related to This Product

OA Personalization Framework and OA Extensibility Framework

Learn about the capabilities of the 11.5.10 Framework technologies.

Oracle Human Resources Management Systems Enterprise and Workforce Management Guide

Learn how to use Oracle HRMS to represent your enterprise. This includes setting up your organization hierarchy, recording details about jobs and positions within your enterprise, defining person types to represent your workforce, and also how to manage your budgets and costs.

Oracle Human Resources Management Systems Workforce Sourcing, Deployment, and Talent Management Guide

Learn how to use Oracle HRMS to represent your workforce. This includes recruiting new workers, developing their careers, managing contingent workers, and reporting on your workforce.

Oracle Human Resources Management Systems Payroll Processing Management Guide

Learn about wage attachments, taxes and social insurance, the payroll run, and other processes.

Oracle Human Resources Management Systems Compensation and Benefits Management Guide

Learn how to use Oracle HRMS to manage your total compensation package. For example, read how to administer salaries and benefits, set up automated grade/step progression, and allocate salary budgets. You can also learn about setting up earnings and deductions for payroll processing, managing leave and absences, and reporting on compensation across your enterprise.

Oracle Human Resources Management Systems Configuring, Reporting, and System Administration in Oracle HRMS

Learn about extending and configuring Oracle HRMS, managing security, auditing, information access, and letter generation.

Oracle Human Resources Management Systems Implementation Guide

Learn about the setup procedures you need to carry out in order to successfully implement Oracle HRMS in your enterprise.

Oracle Human Resources Management Systems FastFormula User Guide

Learn about the different uses of Oracle FastFormula, and understand the rules and techniques you should employ when defining and amending formulas for use with Oracle applications.

Oracle Self-Service Human Resources Deploy Self-Service Capability Guide

Set up and use self-service human resources (SSHR) functions for managers, HR Professionals, and employees.

Oracle Human Resources Management Systems Deploy Strategic Reporting (HRMSi)

Implement and administer Oracle Human Resources Management Systems Intelligence (HRMSi) in your environment.

Oracle Human Resources Management Systems Strategic Reporting (HRMSi) User Guide

Learn about the workforce intelligence reports included in the HRMSi product, including Daily Business Intelligence reports, Discoverer workbooks, and Performance Management Framework reports.

Implementing Oracle Approvals Management

Use Oracle Approvals Management (AME) to define the approval rules that determine the approval processes for Oracle applications. Download this guide from Oracle *MetaLink*, Note: 282529.1.

Oracle Learning Management User Guide

Set up and use Oracle Learning Management to accomplish your online and offline learning goals.

Oracle Learning Management Implementation Guide

Implement Oracle Learning Management to accommodate your specific business practices.

Oracle Time and Labor Implementation and User Guide

Learn how to capture work patterns such as shift hours so that this information can be used by other applications such as General Ledger.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the Oracle technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

"About" Document

For information about implementation and user document, instructions for applying patches, new and changes setup steps, and descriptions of software updates, refer to the "About" document for your product. "About" documents are available on *OracleMetaLink* for most products starting with Release 11.5.8.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, Auto Patch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff and describes the Oracle Application Object Library components that are needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. This manual also provides information to help you build your custom Oracle Forms Developer forms so that the forms integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle HRMS implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing

applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle*Metalink*.

Oracle Applications Message Manual

This manual describes all Oracle Applications messages. this manual is available in HTML format on the documentation CD-ROM for Release 11*i*.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Implementing iRecruitment

iRecruitment Implementation

What type of user does iRecruitment support?

iRecruitment supports the following types of users:

- **Site visitor:** A user who accesses the external web site but does not create an account.
- **Registered user:** A user who registers on your web site and provides a minimum amount of personal information. When an external visitor registers in iRecruitment, iRecruitment creates an Oracle HRMS user with the e-mail address as the username.
- **Employee:** A user who can access internal and external job postings. You can advertise jobs to your employees internally, before releasing them on external site. You must assign the iRecruitment Employee Candidate responsibility to your employees to enable them to access iRecruitment using their standard self-service login.
- **Manager or recruiter:** A user who can access the entire functionality. They can post and manage vacancies, and process candidates and applicants. You must assign the iRecruitment Manager and iRecruitment Recruiter responsibilities to your managers or recruiters to enable them to access iRecruitment using their standard self-service login.
- **Agency user:** An external person who belongs to a recruiting agency and accesses iRecruitment to conduct recruiting activities such as creating candidates and applying on behalf of candidates. You assign the iRecruitment Agency responsibility to agency users to enable them to access iRecruitment.

Is a HR Professional User Interface delivered with iRecruitment?

You need Oracle HRMS to hold work structure information that is used in iRecruitment. An HR responsibility - iRecruitment HRMS Manager, is supplied to customers who do not have the complete Oracle HRMS application. Using this responsibility they can access all the HR functionality they require to run iRecruitment.

Can I migrate legacy data into iRecruitment?

Yes. You can migrate data such as candidate information and vacancy details to the iRecruitment system. You can also import other data such as qualifications and

competencies. To load your legacy data to the Oracle database, use Application Programming Interfaces (APIs).

What are the security features of Oracle iRecruitment?

You can define user profiles, security profiles, responsibilities, and menu structures to control who uses iRecruitment. You can create security profiles to control manager access to vacancy information. Managers can set up vacancy security to define who has access to vacancy details.

Do we define users for iRecruitment candidates?

When an external site visitor registers in iRecruitment, an Oracle HRMS user is automatically created using the visitor's e-mail address as the username. The iRecruitment External Candidate responsibility is assigned to the user.

Can I use personalization options in iRecruitment?

Yes. Since iRecruitment uses the standard OA Framework, you can use all of the personalization options. To enable administration-level personalizations you need to set the profile options that are available for personalization as required:

- Personalize Self-Service Defn
- Disable Self-Service Personal

Can I modify flexfields that are available on the iRecruitment web pages?

You can use Personalization Framework, a component of the Oracle Applications (OA) Framework technology to customize pages and flexfields. You can restrict the display of the whole flexfield, or certain segments of a flexfield.

Can I configure the existing notifications in iRecruitment?

A number of predefined notifications are supplied with iRecruitment. For example, candidates can receive notifications about matching jobs and new vacancies. Managers can receive notifications about the status of the vacancy that they have created. They get a vacancy approval notification if the vacancy is approved. You can use the Application Developer responsibility and the Messages window to edit the contents of the notification messages.

Can I use iRecruitment to meet country-specific recruitment requirements?

Yes. iRecruitment supports localization level personalization. You can use this feature to meet legislative or country-specific recruitment requirements. For example, you can hide the gender field in the Enter Applicant Details page at the localization level to conform to the legal requirements of a specific country.

Does iRecruitment support the approval process for vacancies and job offers?

Yes. You can set up an approval process to route vacancies and offers to appropriate managers for approval.

Can I create common job description for vacancies?

Yes. The Default Postings feature enables you to enter a set of values to use as a default whenever a particular business group, organization, job, or position is selected for a vacancy. For example, if you create a lot of similar job postings for administration jobs, then you could set up a default job posting to use whenever you select Administrator as the job for a vacancy.

How do I ensure that the offer letters follow our enterprise branding and HR policy standards?

You can use offer letter templates or standard descriptions to create offer letters for your business group, organization, jobs, or positions.

How does iRecruitment help my enterprise work with agencies to manage the recruitment process?

Enterprises can use agencies functionality to manage a range of recruitment activities. Agencies can register their candidates with iRecruitment and apply for jobs on their behalf. Enterprises can process agency candidates to fill job openings or hand over the complete placement process to an agency.

Is the candidate data secure when the enterprise works with multiple agencies using iRecruitment?

Yes. Agencies can view data only of their candidates and cannot access details of candidates who are self-registered or from other agencies. For example, agencies can view details of the candidates that they themselves registered or candidates associated with their agencies by managers.

Can I validate the email addresses candidates supply when they register?

You can set up a business event to send an e-mail to candidates when they register, instructing them to reply to the e-mail to confirm that their e-mail address is correct. This enables you to confirm if the candidates have supplied valid e-mail addresses. You can then use Application Programmatic Interfaces (APIs) to delete records of candidates who do not respond within a certain time period.

Does iRecruitment support multi-lingual and multi- currency requirements?

Yes, iRecruitment supports multi-lingual and multi -currency requirements. You can configure the application to address specific local and cultural requirements.

What is High Availability?

When you shut down the iRecruitment instance to carry out maintenance tasks, your job site is not available for candidates to search and apply for jobs. You can use the iRecruitment High Availability functionality to set up an alternate or *high availability* instance to make the basic candidate job site available. This functionality enables you to switch between the two instances to continuously support the candidate job site.

What are the iRecruitment features accessible through the HA functionality?

The iRecruitment High Availability solution supports only iRecruitment Candidate functionality. You can maintain a basic job site that enables job seekers to apply for jobs and enter basic information such as their e-mail address, first name, and last name.

Can I remove the old data in iRecruitment?

Oracle iRecruitment provides the iRecruitment Purge Old Data process to remove the candidate and applicant data from the database. This process helps you meet any Data Protection statutory requirements in your country. You can select any deletion method from the various options and identify time criteria for deleting the inactive data.

Are there any processes that I should schedule to run regularly for iRecruitment?

You can schedule the Index Synchronization process to run regularly to update the indexes for job postings and resumes.

Introduction

iRecruitment Overview

iRecruitment is a web-based recruitment solution that enables your enterprise to manage all recruitment activities using a single self-service interface and provides an easy-to-use interface for job seekers.

iRecruitment includes a separate homepage for each group of iRecruitment users: site visitors, registered users, managers, recruiters, and agency users. The homepages outline the iRecruitment functions available for each user, and provide direct access to these functions.

iRecruitment for Job Seekers

When job seekers visit your enterprise's job site, they can search for jobs, refer jobs to other individuals, and add jobs to a temporary job basket. They must register with the job site to apply for jobs. Your enterprise can present an assessment, for example, a survey or test, to screen job seekers during the registration process. Once job seekers register and establish an account, they can manage their recruitment process online.

Using iRecruitment, registered users can:

- Create their resumes online. iRecruitment uses the candidate's personal and professional information automatically to create a resume in HTML, based on the candidate's choice of the format. The application adds the automatically generated resume to the candidate's profile so that managers can search on it.
- Create their accounts using the My Account function. Candidates can:
 - Store information about their education and qualifications, skills, and previous employment history.
 - Upload their resumes and other documents. If the resume-parsing functionality is available, iRecruitment extracts the data from resumes and automatically populates the My Account information fields.

Note: To use the resume-parsing functionality, the enterprise must be registered with a resume parsing vendor.

- Set work preferences, such as a preferred work location and minimum salary requirements. When managers search for candidates, iRecruitment identifies candidates whose skills and work preferences match those of the vacancy. Candidates can receive job alerts based on their work preferences.
- Set e-mail preferences for receiving notifications about new job opportunities, invitations to interviews, and notifications of company events.
- Specify whether managers searching for candidates can access their details. Candidates can elect to remain hidden from managers during a candidate search. In this case, candidates' details are available only to managers of vacancies for which they have applied
- Search for jobs, and add jobs to a personal job basket.
- Apply for jobs, track the progress of job applications, or withdraw their applications.

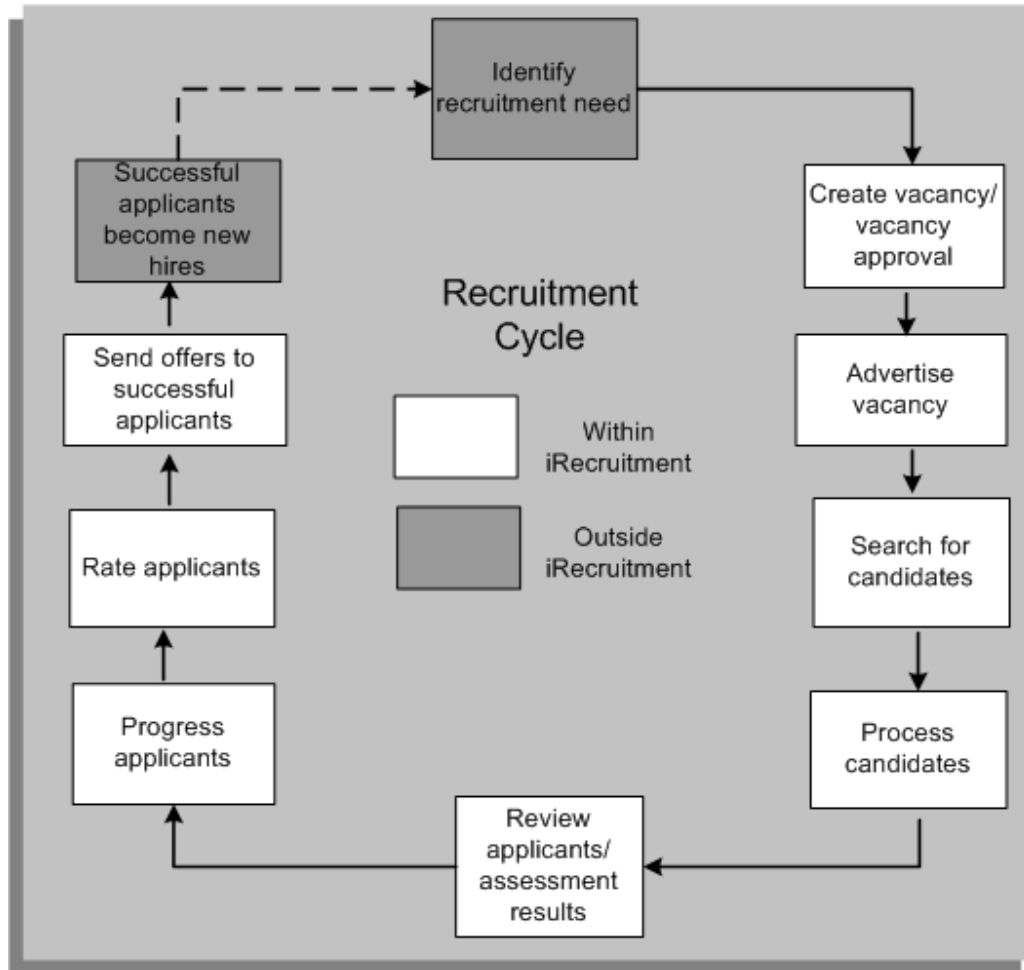
- Receive job offers online, and view offer details. Candidates can accept or decline an offer online.

iRecruitment for Recruiters and Managers

iRecruitment enables managers and recruiters to manage both their vacancies and applicants directly using a single interface.

The following figure shows the typical path through the recruitment process, highlighting the steps that managers and recruiters can perform in iRecruitment.

A Typical Recruitment Cycle



Create and Advertise Vacancies

After your enterprise identifies staffing requirements, managers can create vacancies. They can provide vacancy details such as the job description, skills, and details of the recruiting team. Managers can also associate an assessment with a vacancy, for example, a test to measure the knowledge and skills of applicants.

Using the Default Job Advert functionality, recruiters can create default job posting information for vacancies. When managers create vacancies, the default job posting

details automatically appear on the Create Vacancy page, thus reducing the effort required to create vacancies.

Managers can route their vacancies through an approval process to ensure that vacancy details are correct. Following approval, managers can post the vacancies to the third-party recruiting sites with whom the enterprise has an agreement. iRecruitment automatically posts vacancies to your enterprise's internal and external job sites.

Managers can update vacancy details, for example, to change the location of a vacancy. If your enterprise has multiple vacancies that contain the same information, managers can copy vacancies using the duplicate functionality, and then edit the vacancy information as required.

Search for Candidates

Managers can search for candidates using a variety of search methods. They can:

- Search for candidates using criteria such as work preferences, skills, and employment status.
- Search for individual candidates using last name or e-mail ID.
- Perform keyword searches on the resumes of candidates. For example, they can search for resumes containing a particular skill or qualification.

When managers search for candidates using criteria such as skills, keywords, salary, and work preferences, iRecruitment identifies candidates who match the specified criteria. For example, when managers search for candidates whose skills match those of a particular vacancy, iRecruitment showing for each a skills match percentage. This function enables managers to make informed decisions when processing candidates and applicants.

Process Candidates

Managers can view candidate details and:

- Allocate a consideration level to indicate their level of interest in the candidates.
- Invite candidates to apply for their vacancies.
- Refer candidates to other managers.
- Reject candidates for a specific vacancy.

Review Applicants using Assessment Results

Managers can use assessment or test results to evaluate applicants for vacancies. They can identify applicants who have passed the vacancy test to progress them to the next level of the recruitment process. In addition to the assessment results, they can preview applicants' resumes or download resumes to gather further information.

Progress Applicants

After managers review applicants, they can progress applicants through the interview process and update applicants' details. They can use the Background Check function to request a background-check to verify information such as the education history, qualifications, and relevant experience of applicants. Managers can use the Mass Update functionality to change the status of multiple applications for a vacancy.

Note: To use the background-check functionality, your enterprise must be registered with a background check vendor.

Rate Applicants

Managers can rate applicants for their vacancies based on their performance during the recruitment process. They can sort applicants in the rating order to select applicants for their vacancies.

Send Offers

Managers can create and send offers to successful applicants. They can track applicants responses to offers online and extend the offer duration, if required.

Key Functions of iRecruitment

iRecruitment provides the following features to support the recruitment process in your enterprise.

Analyze the Recruitment Process

The Performance Management Viewer (PMV) status and detail reports supplied with iRecruitment help managers and recruiters to analyze various measures of the recruitment process. You need a full license to modify or create new Discoverer reports.

Use Third-Party Agencies for Recruitment

If you work with recruiting agencies, then you can manage a range of activities using the Agency functionality. You can:

- Identify one or more agencies to recruit for a vacancy.
- Specify how long the agencies can access the vacancy, and limit the number of applicants that agencies can submit.
- Define whether agencies can manage all applicants for a vacancy.

Use the iRecruitment High Availability Feature

iRecruitment provides the high availability (HA) functionality to set up an alternate or high availability instance to make the basic candidate job site available when you shut down the iRecruitment instance to carry out maintenance tasks. This functionality enables you to switch between the two instances to continuously support the candidate job site. Using the basic job, site job seekers can apply for jobs and enter basic information such as their e-mail address, first name, and last name.

Virus Checks

Oracle iRecruitment's integration with Symantec AntiVirus engine enables you to perform virus checks on any documents uploaded to your system. You can use this feature to secure your systems from virus attacks.

Integration with Other E-Business Products

Oracle HRMS and Oracle iRecruitment use a single data repository to enable you to share common information for recruitment purposes. This information includes: work structures, competencies, applicant assignments, job requisitions, vacancies, and

compensation plans for applicants. Oracle iRecruitment uses Oracle Approvals Management to provide flexible approval processes for vacancies and offers. Since iRecruitment uses the standard OA Framework, you can use the personalization options to configure data, content, labels, links, and logos to address the specific goals of your job site. You can record information about agencies that your enterprise works with, using Oracle Services Procurement.

Key Concepts

For more information about using iRecruitment for recruitment management, see:

- Overview of Manager and Recruiter Tasks, page 2-3
- Overview of Agency User Tasks, page 2-36
- The Offer Process, page 2-27
- Creating and Maintaining Default Job Postings, page 1-76
- Workforce Intelligence Key Concepts for Recruiting and Hiring , page 2-41

Implementation

Implementation Steps for iRecruitment

The following section gives you the implementation steps that are required to enable you to run iRecruitment. For additional information on running iRecruitment in a production environment, please see the detailed chapters in this Implementation Guide.

The number of required implementation steps depend on your installation of Oracle HRMS. The minimum steps are given first. These minimum steps are required to set up and run iRecruitment. You can then carry out the additional steps to implement and configure iRecruitment to suit the specific needs of your enterprise.

Minimum Implementation Steps for iRecruitment

The following section lists the minimum implementation steps that are required for you to be able to use iRecruitment.

1. Install Oracle HRMS

If you have recently implemented Oracle HRMS, you may wish to migrate legacy data to your new Oracle HRMS system. To do this, use Application Programmatic Interfaces (APIs) to load your legacy data from extracted flat files to the Oracle database.

See: APIs in Oracle HRMS (*Oracle HRMS Configuring, Reporting, and System Administration Guide*)

Decide which components you want to migrate to the iRecruitment system. You will typically import the following components:

- Job Postings - create vacancies for each advert and map the text in your adverts to the fields in iRecruitment.
- Candidates - map the name and address information in your legacy system to the iRecruitment system.
- Applications - map the work structures in your legacy system to the structures for vacancies in iRecruitment.

You may also want to import other data such as qualifications and competences.

2. Install the latest Oracle Human Resources 11i patch

Check that the most up-to-date patch has been applied.

See the readme file for iRecruitment at the time of installation.

3. Install Apache server and Apache

Set up the Apache server as specified in the *Oracle Self-Service Web Applications Implementation Manual* (available on [OracleMetaLink](#)).

See the readme file for iRecruitment at the time of installation.

See also: *Configuring and Troubleshooting Oracle HTTP Server with Oracle Applications* (available on [OracleMetaLink](#) - technical note number: 139863.1)

4. Install and configure Oracle Text

See the readme file for iRecruitment at the time of installation. If you do not configure Oracle Text correctly you will still be able to perform text searches, however you will get errors when you try to upload documents.

See: *Installation of Oracle Text (Formerly interMedia Text) for Oracle8i (v 8.1.x)* Available on Oracle *Metalink* note number 73605.1

5. Apply the iRecruitment patch

Make sure that all prerequisites are met, including those for the OSSWA Framework.

See the readme file for iRecruitment at the time of installation.

6. Install compatibility patches for your self - service components

If you are using other self-service products, you may want to check Oracle *MetaLink* for information on compatibility patches.

7. Install Oracle Workflow Builder

See the readme file for iRecruitment at the time of installation for the latest version.

8. Add the iRecruitment responsibilities to your users

Oracle iRecruitment includes several standard responsibilities which contain the appropriate functions for different user groups.

See: iRecruitment Responsibilities and User Menus, page 1-68

See: Responsibilities, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

9. Set up iRecruitment access for site visitors and candidates

1. Assign the iRecruitment External Candidate and the iRecruitment Employee Candidate responsibilities to your guest user (identified by the Guest User Password profile option). This step is required to allow access to the site visitor screens without logging in to the application.

You use the Guest User Password profile option to create a generic user name and password to enable users access iRecruitment. For more information, see: *Setting Up a Generic User ID For New User Registration, Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*

See: iRecruitment Responsibilities and User Menus, page 1-68

See: Responsibilities, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

2. Ensure that the `IrcVisitor.jsp` refers to the `IRC_EXT_CANDIDATE` responsibility and `IrcEmpVisitor.jsp` refers to the `IRC_EMP_CANDIDATE` responsibility. Create the classes and new methods for JSPs if you plan to use copies of the delivered JSP files.
3. Review current settings of these profile options, and update if necessary.
 - IRC: Visitor Homepage Function
 - IRC: Homepage Function
 - IRC: Candidate Permission Set
 - IRC: Registration Responsibility
 - IRC: Registration Business Group

4. Set the IRC: Employee Visitor URL profile option only at the responsibility level for the employee candidate responsibility. This setting ensures that employees access the correct URL and not the page for external candidates.

See: Profile Options, page 1-25

5. Check the log-in URL for iRecruitment users.

The URL for connecting to the iRecruitment system varies according to the user group. For example, the internal site visitor URL is different from the external site visitor URL.

External site visitors access the `IrcVisitor.jsp`. The location of this jsp depends on your applications server and is of the syntax:

`http://hostname:port/OA_HTML/IrcVisitor.jsp`

Typically employees will access iRecruitment using their portal homepage, however you can enable internal site visitor, to access the `IrcEmpVisitor.jsp`. The location of this jsp also depends on your applications server and it is the syntax:

`http://hostname:port/OA_HTML/IrcEmpVisitor.jsp`

You should replace the `http://hostname:port/OA_HTML` part of the URL with the URL of the html directory on your applications server.

Note: If you have installed other languages, you activate iRecruitment in the required language by adding the following suffix to the log-in URLs:

`?L=<language code>`

For example, `http://hostname:port/OA_HTML/IrcVisitor.jsp?L=F` would activate the French language version.

The language codes are available in the table `FND_INSTALLED_LANGUAGES`.

If you do not specify a language code, the default (US) is used.

6. Create grants if you are using custom responsibilities for external candidates and employee candidates. Use the Functional Administrator responsibility to create Grants.

iRecruitment supplies predefined grants for the GUEST user that enable site visitors access to the application functions. The grants are associated with the predefined iRecruitment External Candidate and iRecruitment Employee Candidate responsibilities.

- If you plan to use the custom responsibility for external candidates, then you must create a grant specifically for the GUEST user with the IRC External Site Visitor Permission Set in the custom responsibility context.
- If you plan to use the custom responsibility for employee candidates, then you must create a grant specifically for the GUEST user with the IRC Employee Site Visitor Permission Set in the custom responsibility context.

For information on creating grants and using permission sets, see: Grants and Permissions Sets (*Oracle Applications System Administrator's Guide - Security*)

See: Running the iRecruitment Create Grants Process, page 1-72

10. Review security profiles to ensure that the correct access to candidates is setup

The Candidate Security feature of Oracle HRMS enables all users to access iRecruitment candidates by default. This feature takes effect when you install iRecruitment.

You must review your security profiles and consider whether all users can access candidates. For example, you may not want users other than the iRecruitment managers to access candidates.

Depending on your enterprise requirements, you can update all or specific security profiles.

See: Defining Security Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See: Running the Change Candidate Access for Security Profiles Process, page 1-55

11. Define the business group for candidate registration

Set the IRC: Registration Business Group to define the default business group for candidate registration. When a candidate registers, the application creates a person record in the selected business group.

See: Profile Options, page 1-25

12. Configure iRecruitment manager menu, if required

- iRecruitment assigns the following functions to the IRC Manager Menu by default. Managers can:
 - Create new candidates using the Irc Agency Create Candidate function.
 - Add applicants to a vacancy using the Irc Agency Candidate Select function.
- To prevent managers from creating candidates and applying on their behalf, you can exclude these functions from the menus associated with the manager responsibilities.
- To restrict access to the agencies functionality and hide agency fields from specific managers you can exclude the Irc CM Show Agency Information function from the IRC Manager menu. This function is available with the IRC Manager menu by default.

13. Ensure to set the number generation method for applicants to automatic

When you define information for your business group make sure to set the Applicant Number Generation to Automatic.

See: Entering Business Group Information, page 1-57

If you have set the applicant numbering to Manual, then run the Change Person Numbering to Automatic process for your business group.

See: Running the Change Person Numbering to Automatic Process, page 1-59

14. Check that the work structures in Oracle HRMS meet your requirements

Work structures include the jobs, positions, grades, and pay scales used in your enterprise. You define your work structures using Oracle HRMS.

See: Organization Structures Overview (*Oracle HRMS Enterprise and Workforce Management Guide*)

15. If you have licensed iRecruitment, set the IRC: Installed profile option to Yes in the System Profiles window of Oracle HRMS.

If you have not licensed iRecruitment, please contact Oracle for information on purchasing a license.

16. **Unzip the ircdtd.zip file**

The ircdtd.zip is situated in your html directory. Extract the ircdtd file to your html directory. If you do not extract the dtd file you will encounter problems when parsing resumes or initiating background checks.

17. **Schedule the iRecruitment Index Synchronization concurrent process**

This process ensures the job posting and document indexes are kept up to date and should be scheduled to run as follows:[]

- Online index rebuild - to run every 5 minutes

Note: If the online synchronization process starts before the previous one has completed, then the process will display an error. Ensure that you set it to run 5 minutes after completion, and not the start.

- Full index rebuild - to run each night

To schedule this process, use the iRecruitment HRMS Manager responsibility. Schedule this process to run regularly.

See: Running the iRecruitment Index Synchronization Process, page 1-136

Additional Implementation Steps

When you have implemented the minimum steps, you can carry out the following steps which enable you to define additional security options and function-specific implementation requirements.

1. **Set up the Recruitment additional organization information flexfield**

To access the flexfield, display your business group in the Organization window.

See: Entering Recruitment Information, page 1-59

2. **Set the IRC: Suitable Seekers Function, IRC: Job Notification Function and the IRC: Vacancy Approval Function profiles**

If you want to use a function other than the default from the suitable candidate, or suitable job notification, then use these profiles to select them. In most cases, you will not need to change these values .

See: Profile Options, page 1-25

3. **Create default postings for your work structures**

Job postings are the advertisements attached to your vacancies. You can create default postings containing standard information at the organization, business group, job, or position level.

See: Creating and Maintaining Default Job Postings, page 1-76

4. Set up details of recruiting sites

If your enterprise has an agreement to post job advertisements with third-party job sites, you can record information about them.

You can use any of the following data transfer methods to send job details to the recruiting sites:

- Hyper Text Transport Protocol (HTTP)
- E-mail
- File Transfer Protocol (FTP)

Note: You can use the FTP method only if the destination server supports Passive File Transfer Protocol (PASV) data transfers. The FTP feature is a beta version and may not work on all servers.

Your decision to use a specific method depends on whether the recruiting site accepts job postings through HTTP, e-mail or FTP. After you identify the posting method, provide the recruiting sites details.

See: Creating and Maintaining Recruiting Sites Details, page 1-78

5. Create a style sheet to post job details, if required

iRecruitment sends job postings to third-party recruiting sites in the default HR-XML JobPositionPosting format, using the JobPositionPosting.xsl style sheet from the OA_HTML directory. If you use the standard HR-XML document, the Username field corresponds to the SenderID column and the Password field corresponds to the Credentials column in the HR-XML document sent to the recruiting site.

To send a posting in a format other than the default HR-XML format, create your own style sheet using any text editor. Use the DTD of the supplied style sheet as an example. Ensure that the style sheet format is correct, and store the style sheet in the OA_HTML directory.

Note: The HR_XML Consortium certifies the HR-XML used in the job-posting, background-checking, and resume-parsing processes. For more information on the HR-XML certification program, see: <http://www.hrcertify.org>.

6. Create external assignment statuses

Create external assignment statuses if required. You can use external assignment statuses to assign an alternative name to a status for external users. For example, you may want to create an external name for a status so that the manager sees the status "Pending Interview" or "Interview Passed" while the external user sees just "Interview". To enter an external name, enter the new name in the External Status column of the Assignment Statuses window.

See: Defining Assignment Statuses (Assignment Window), page 1-61

7. Create compensation element lookups

Create compensation element Lookups to be advertised against your vacancies using the IRC_VARIABLE_COMP_ELEMENT Lookup type.

See: Adding Lookup Types and Values (*Oracle HRMS Configuring, Reporting, and System Administration Guide*)

8. **Define Lookup values for use with iRecruitment**

Ensure that all the Lookups supplied with iRecruitment contain the values required for your enterprise.

See: User and Extensible Lookups, page 1-54

9. **Add job postings to existing vacancies**

To add a posting to an existing vacancy, search for the vacancy in iRecruitment and choose Update. You can then add the posting to the vacancy.

10. **Configure the existing messages if required**

You configure the delivered messages in the Messages window of the Professional Forms Interface. The prefix for iRecruitment messages is IRC.

See: Messages Window (*Oracle Applications Developer's Guide*)

11. **Configure the approvals rules if required**

You can modify or create new approvals processes using Oracle Approvals Management. iRecruitment is delivered with a number of approval rules that will be applied unless you change your iRecruitment settings.

See: iRecruitment and Oracle Approvals Management (AME), page 1-43

See: Profile Options, page 1-25

12. If you are using the Candidate Matching functionality:

Set up qualifications and ranks in Oracle HRMS

You can create qualification and qualification types in Oracle HRMS. Make sure that the existing qualifications and qualification types meet your requirements.

See: Creating Qualification Types, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

13. If you are using the Competencies functionality:

Check the competencies in Oracle HRMS

Check that the competencies in Oracle HRMS meet your business requirements.

You must create global competencies for use in iRecruitment.

See: Creating a Competency, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

14. **Define the skills types for iRecruitment**

Edit the IRC_COMPETENCE_TYPE lookup type to include the skill types that candidates can select in the Add Skills page. This lookup type controls the skills types displayed in iRecruitment. If you do not want to display all the lookups defined in the COMPETENCE_TYPE in iRecruitment, then include only the required lookups in the IRC_COMPETENCE_TYPE lookup type. Ensure that the lookups in the IRC_COMPETENCE_TYPE lookup are same as the lookups in the COMPETENCE_TYPE lookup type.

See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See: User and Extensible Lookups, page 1-54

15. **Set up offers**

To enable managers and recruiters to create and progress offers for applicants, set up the offers functionality.

See: Setting Up Offers, page 1-82

16. **Set up assessments**

To evaluate candidates and applicants during the recruitment process, set up the assessments functionality.

See: Setting Up Assessments, page 1-80

17. If you are using the Background Check functionality:

Register with a background check provider

The Background Check functionality enables a manager to verify applicant information such as education, qualifications, and employment history. To use this functionality, you must register with a background check provider.

For a list of providers, please contact your Oracle sales representative.

18. **Enable self-registration for ex-employees**

Ex-employees can identify themselves on iRecruitment and the application automatically creates user accounts for the ex-employees. You must take steps to protect the data of ex-employees before you implement this functionality.

To implement this functionality:

- Evaluate your security structure and place additional checks to protect the data of your ex-employees. Use the API user hook `IRC_PARTY_BK6.SELF_REGISTER_USER_A` to validate the user registration data. For example, you can make data such as date of birth and national identifier mandatory to confirm that it is the previous employee who registers.
- Add the IRC Ex Employee Registration function to the IRC External Site Visitor Permission Set menu, to display the registration link for ex-employees on the Site Visitor Registration page.

The ex-employee registration function uses the workflow item type `IRC_REG`. When an ex-employee provides details for registration, iRecruitment matches the information with the existing records and if it finds the appropriate record, initiates the Registration Request (`REG_REQUEST`) process within the `IRC_REG` item type. This process sends an e-mail to the ex-employee about the new user account and the password that they can use to log in to iRecruitment.

19. **Set the profiles for the background check**

Set the following profiles:

- Enter the URL provided by the partner in the IRC: Background Check Vendor URL profile.
- Enter the credential provided by the partner in the IRC: Background Checking Senders Credential profile.

See: Profile Options, page 1-25

20. If you are using the Resume Parsing functionality:

Register with a resume parsing provider

The Resume Parsing functionality enables iRecruitment users to extract information from a resume. To use this functionality, you must register with a resume parsing vendor.

For a list of providers, please contact your Oracle sales representative.

21. Set the profiles for resume parsing

Set the following profiles:

- Enter the URL provided by the partner in the IRC: Resume Parsing Vendor URL profile.
- Enter the sender ID provided by the partner in the IRC:Resume Parsing Sender ID profile.
- Enter the credential provided by the partner in the IRC: Resume Parsing Credential profile.
- Indicate whether you want skills to be extracted during the parsing process in the IRC: Extract Skills profile.

See: Profile Options, page 1-25

22. Set the profiles for resume parsing

Set the following profiles:

- Enter the URL provided by the partner in the IRC: Resume Parsing Vendor URL profile.
- Enter the sender ID provided by the partner in the IRC:Resume Parsing Sender ID profile.
- Enter the credential provided by the partner in the IRC: Resume Parsing Credential profile.
- Indicate whether you want skills to be extracted during the parsing process in the IRC: Extract Skills profile.

See: Profile Options, page 1-25

23. Display notifications of different item types

Set the profile option IRC: Notification List Types to display notifications of different item types on the home pages of managers and candidates.

See: Profile Options, page 1-25

24. Change color schemes, if required

To alter the layout and color settings of iRecruitment pages, you must use Look-and-Feel Extensions (Custom Skins) that OA Framework provides. For more information, see: *Oracle Framework Personalization Guide (OA Framework 11.5.10 CU2)*, Metalink Note ID: 268969.1

25. Set posting days to define the number of days for internal job postings

If you want to make the job details available to your employees first, then set the IRC: Internal Posting Days profile option. You specify the number of days that the application posts an advertisement internally before posting the advertisement on the external site.

See: Profile Options, page 1-25

26. **Limit the number of document uploads**

You can limit the number of documents that the candidates can upload to the iRecruitment database. Set the following profile options:

- IRC: Document Upload Count Limit
- IRC: Monthly Document Upload Count Limit

See: Profile Options, page 1-25

Note: If you do not want to limit the number of document uploads, you can leave both the profile options blank.

27. **Indicate resumes as mandatory for job applications**

If your enterprise requires applicants to attach a resume with their job application, then set the IRC: Resume Required profile option to enforce this business requirement. This enables managers to get the required professional details of the applicants for further processing.

See: Profile Options, page 1-25

28. **Set up different phone types in the My Account page**

To set up different phone type fields in the My Account page, follow these steps:

1. Add the lookup values to the PHONE_TYPE lookup type.

See: *User and Extensible Lookups, Oracle HRMS Configuring, Reporting, and System Administration Guide*

2. Set the IRC: Phone Types profile option to specify the type of phone number fields for candidates to record.

See: Profile Options, page 1-25

29. **Set up virus scan**

Set up virus scan to check the documents that candidates and managers upload to the database. This helps you to detect infected files and protect your systems from possible virus attack when you download documents for recruitment purposes.

See: Setting up Virus Scan, page 1-63

30. **Create resume templates**

iRecruitment supplies predefined resume templates for candidates to create resumes online. You can use the predefined templates or create templates to suit your business needs.

See: Customizing Resume Templates, page 1-64

31. **Set up agencies**

If your enterprise has agreements with recruiting agencies, then you define agencies and set up agency users to work with iRecruitment.

See: Setting up Agencies, page 1-113

32. **Set up iRecruitment High Availability (HA)**

You can set up a secondary (HA) instance of iRecruitment to maintain the iRecruitment candidate job site when the instance that hosts the job site is unavailable.

See: Setting up High Availability, page 1-117

What Next

When you have installed iRecruitment, you need to carry out the following additional steps:

1. Set up proxy server

Use the following profiles to set up your proxy server:

Note: If you do not use a proxy server, you can skip this step.

- Applications Server Side Proxy Host and Domain
- Applications Proxy Port
- Applications Proxy Bypass Domain
- IRC: Proxy Authorization Password
- IRC: Proxy Authorization User Name

See: Profile Options, page 1-25

2. Run the location upgrade script

If you are using Geocode data for searching locations, then enter the URL for geocode information in the following profile:

IRC: Geocode Host

Note: You can obtain the value for this profile option by contacting your Oracle Support representative.

Before running the upgrade script, delete the spatial indexes by running the script `$PER_TOP/patch/115/sql/irctxdrp.sql`.

Then run the upgrade script `$PER_TOP/patch/115/sql/irlocupd.sql`

The script uses two parameters: `worker_id` and `total_workers`. This enables you to run the script in parallel. For example, if you want to run the script with two processors in parallel, you would run the script in different sessions with the values 1 and 2, and 2 and 2. If you only want to run with a single processor you may just accept the default values. This process may take a long time and depends on a number of factors, such as the volume of data that you have and the speed of the internet connection from your database.

Once the upgrade script has completed, reload your spatial indexes by running the script: `$PER_TOP/patch/115/sql/irctxloc.sql`. This script takes parameters of the HR schema name, the FND schema name, the APPS schema name, and the Oracle Text schema name, for example, `$PER_TOP/patch/115/sql/irctxloc.sql HR APPLSYS APPS CTXSYS`

If you are not using Geocode data for searching locations: use the Personalization function to hide the Location and Distance From Location (Miles) geocode search fields.

Geocoding Disclaimer

ORACLE MAY INCLUDE, WITHOUT ANY ADDITIONAL FEE, THE PROVISION OF A GEOCODING SERVICE THROUGH A HOSTED SERVICE THAT USES CONTENT PROVIDED BY THIRD PARTIES TO APPLY LATITUDE AND LONGITUDE COORDINATES TO ADDRESSES WITHIN THE TCA SCHEMA. THIS SERVICE IS MADE AVAILABLE TO DEMONSTRATE HOW GEOCODING AND GEOSPATIAL QUERIES COULD BE USED IN BUSINESS DECISIONS, AND IS PROVIDED EXCLUSIVE OF ANY WARRANTY, INCLUDING, WITHOUT LIMITATION, ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER WARRANTY, WHETHER EXPRESSED OR IMPLIED. ORACLE DOES NOT WARRANT THAT THE GEOCODING SERVICE WILL BE AVAILABLE, OR THAT IT WILL MEET USERS' REQUIREMENTS, OR THAT ITS OPERATION WILL BE UNINTERRUPTED OR ERROR FREE. THE GEOCODING SERVICE IS PROVIDED SOLELY ON AN "AS IS BASIS."

3. Schedule the following concurrent processes

- iRecruitment Email Job Seekers Details to Vacancy Owner

This sends e-mail notifications to the managers of open vacancies to inform them of suitable candidates for their vacancy. Schedule this process to run each night, or as often as you want managers to receive notifications.

See: Running the iRecruitment Email Job Seekers Details to Vacancy Owner Process, page 1-137

- iRecruitment Email Vacancies to Job Seekers

This sends e-mail notifications to the job seekers to inform them of suitable vacancies. Schedule this process to run each night.

See: Running the iRecruitment Email Vacancies to Job Seekers Process, page 1-136

To schedule these processes, use the iRecruitment HRMS Manager responsibility.

Note: For e-mail notifications to be sent you must also ensure that the Workflow e-mail engine is running.

4. Enter the URLs to use in notifications for external and internal candidates

When iRecruitment sends notifications for job invites, referrals, or matching jobs, it identifies the receiver as internal or external using the e-mail address of the person. It inserts the internal URL for internal candidates and external URL for external candidates in the job details link in the notification. This feature enables internal and external candidates to access the appropriate job detail pages.

Note: Internal candidates are employees or contingent workers. External candidates are all other people who are not employees or contingent workers.

To specify internal and external URLs, complete the following steps:

- Enter the URL of your external web server as the value for the IRC: External Framework Agent profile option.
- Ensure that the Application Framework Agent profile option value is set to the internal web server URL.

See: Profile Options, page 1-25

5. **Set Up iRecruitment for external users**

Candidates and recruiting agencies who are external users access iRecruitment to complete recruitment tasks such as applying for jobs and creating profiles of agency candidates. For information on how to secure iRecruitment for use outside the firewall, refer to the following white papers on Oracle *Metalink*:

- *Best Practices for Securing the E-Business Suite* (Note:189367.1)
- *DMZ Configuration with Oracle E-Business Suite 11i* (Note:287176.1)

6. **Enable partial registration for iRecruitment**

If you have implemented multiple E-business suite products, then you can enable external users having an account with any one of the products such as iProcurement, to use their existing username and password to register with iRecruitment. To use this registration feature, set the IRC: Enable Partial Registration profile option.

See: Profile Options, page 1-25

7. **Configure the web pages for iRecruitment**

You configure the web page layout using the Personalization Framework.

If required by your enterprise, you can display information hidden by default, such as manager's details on the Job Details page, candidate registration date in the search results of the Candidate pages, and vacancy duration dates (creation, start, and end dates) in the search results of the Vacancy page.

Also, the Location Code field and the text search Location field are hidden by default for external users. The City Location and the text search Location fields are hidden by default for employees. You can display these fields using the Personalization function depending on the search facilities you want to offer your users.

If applicable, configure flexfields, instructions and tips, and the delivered logos.

See: Personalization Framework, page 1-73

8. **Set up searchable flexfield**

You can enable managers and candidates to record extra information that can be included in a candidate or vacancy searches.

See: Setting Up a Searchable Flexfield, page 1-62

9. **Freeze your flexfields**

Freeze all flexfields used in iRecruitment. This stops error messages appearing on the screen telling you that your flexfields have not been frozen.

See: *Oracle Applications Flexfields Guide*

10. **Set up workflow processes using business events**

If required, you can use the Oracle Workflow functionality to create your own workflow processes. By including the delivered business events in your workflow processes, you can define processing and routing logic for iRecruitment events.

See: Workflow Business Events, page 1-120

Configuration Overview

All Oracle Self-Service Applications, including iRecruitment, are built on the Oracle Applications (OA) Framework to enable maximum flexibility. Although the iRecruitment functions are delivered with predefined settings which meet the HRMS requirements of the majority of enterprises with little or no configuration, there are configuration options available if required.

This chapter provides an overview of the different configuration steps for iRecruitment. For detailed information on the set-up and configuration steps, see the following chapters:

- Implementation Steps
- Security
- Configuring Page Layouts

Guidelines for Configuring iRecruitment Functions

The iRecruitment functions have been developed to meet the majority of business requirements and should rarely require modification. However, there are several security and configuration steps that you can carry out if required.

User Access

For each responsibility (or combination of responsibility and user), you need to define a security profile to restrict the user to an appropriate business group and, if required, a subset of a business group. Alternatively, you can use a global security profile to enable your managers and recruiters to work in multiple business groups.

See: User Access and Security, page 1-66

Process Flows

If the iRecruitment functions are workflow-enabled (currently the Vacancy function), you can choose to modify the predefined process flow if required. However, the delivered workflows have been designed to meet the business requirements of most enterprises so modification should rarely be required.

See: *Oracle Applications Workflow User's Guide* (available on Oracle Metalink)

Profile Options

You must set up several profile options to enable iRecruitment. These profile options include browser proxy settings, resume parsing provider information, and background check information.

For a full list of profile options for iRecruitment, see: Profile Options, page 1-25

HRMS Data

You set up work structures (grade, position, organization, job), qualifications, and competencies for iRecruitment using the Professional Forms interface of Oracle HRMS. This data is then available in iRecruitment.

See: *Oracle HRMS Enterprise and Workforce Management Guide* and *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Page Layouts

In most cases, the predefined page layouts contain all the fields that users need to perform a transaction. However, you may decide that some changes are required. For example, you could change the field prompts to match terminology used by your enterprise. You can also add more detailed instructions to the web pages, display selected flexfield segments, and hide fields or sections of web pages.

You modify page layouts using the Personalization Framework.

See: The Personalization Framework, page 1-73

Function-specific Configuration Options

Detailed information on the configuration options for each function is given in the corresponding sections. Each section contains the following information:

- menu and function names
- workflow process names and attributes, if applicable
- profile options

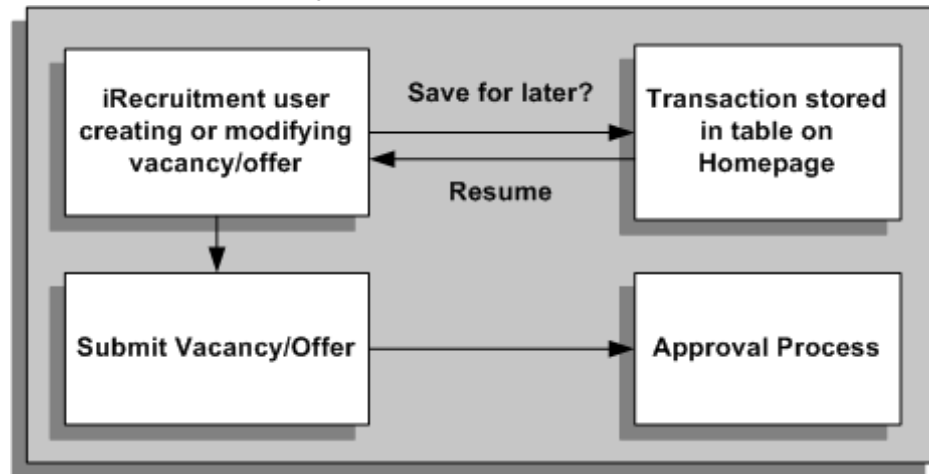
Save For Later

The *save for later* functionality enables a manager or recruiter to store a vacancy or an offer they are creating or modifying prior to submitting it. They can then complete the creation or modifications at a later date. The vacancy or the offer can be saved for later at any point during the creation or modification process, up until it is submitted.

If the creation or modification of a vacancy or an offer is interrupted, for example if the browser is closed or if the session is timed-out through user inactivity, then this vacancy or the offer is also saved for later.

Managers and recruiters can see the vacancies and offers that they have stored in the Save for Later table on their home page. From here they can resume the work they were doing. The following graphic depicts the save for later process.

Save for Later Functionality



When a manager or recruiter creates or makes a modification to a vacancy or an offer, they can either submit the transaction for approval immediately or save the transaction for subsequent processing. If they submit the transaction immediately, the transaction is subject to the usual approval processes. If they choose to save the transaction for later, it is suspended and the user can restart it or delete it from the Save for Later table on their home page.

If a manager or recruiter has made a modification to an approved vacancy or an offer, saves the change for later, and then deletes the save for later record, the vacancy or the offer remains as it was before the modifications were made.

Profile Options

There are several profile options for use with iRecruitment. The following table lists the required profile options and gives a short description of their functionality.

iRecruitment Profile Options

Profile	Configurable Levels	Description	Default
Applications Proxy Bypass Domain	Site	<p>Define the proxy exclusion list, if appropriate. You must set the profile option in this format: *.mydomain1.com;*.mydomain2.com.</p> <p>Note: Make sure you use this syntax or else resume parsing may not work. Only the format with a *. before the domain, and a ; separator will work.</p>	

Profile	Configurable Levels	Description	Default
Applications Proxy Port	Site	Define the port for your proxy server, if appropriate.	
Applications Server-Side Proxy Host And Domain	Site	Define the address of your proxy server, if appropriate.	
IRC: Agency Name	Responsibility, User	Identifies the agency and the agency users who use iRecruitment. Set this profile option to restrict agency access only to their candidates. For a manager user and the manager responsibility, leave the profile option blank to display all candidates.	

Profile	Configurable Levels	Description	Default
IRC: Allow Multiple Offers for Candidate	Site, Responsibility	<p>Defines whether applicants can receive more than one job offer.</p> <p>The IRC: Allow Multiple Offers for Candidate profile option works with the HR: Cross Business Group profile option. If the IRC:Allow Multiple Offers is set to Yes applicants can receive multiple offers from your business group and other business groups. If the Multiple Offers profile is set to No, and:</p> <ul style="list-style-type: none"> • The Cross Business Group profile is set to No, applicants can have only one offer per business group. • The Cross Business Group profile is set to Yes, applicants can have only one offer irrespective of the number of business groups. <p>If you set the Multiple Offer profile to No at the site level but, for example, support multiple job roles only in the sales group, then you can set this profile to Yes at the responsibility level. This enables the hiring manager of the sales group to extend multiple job offers to applicants in the sales group.</p>	No at the site level

Profile	Configurable Levels	Description	Default
IRC: Alternate Instance URL	Site, Responsibility	<p>Set this profile option on the primary instance to identify the high availability (HA) instance url: http://hostname:port/OA_HTML/OA_HTML/IrcVisitor.jsp, that should be used when the primary is unavailable.</p> <p>Set this profile option on the HA instance to identify the primary instance url: http://hostname:port/OA_HTML/OA_HTML/IrcVisitor.jsp, that is used during normal operation.</p> <p>To enable employee access to the job site, replace the value IrcVisitor.jsp in the primary and HA instance URLs with IrcEmpVisitor.jsp at the responsibility level.</p>	
IRC: Anti Virus Server	Site	Set this profile option to scan the documents that managers and candidates upload to the iRecruitment database. To scan the documents, enter the name of the server on which Symantec AntiVirus Scan engine is running.	
IRC: Availability Mode	Site	<p>Defines the mode in which the primary and the HA instances run. You use this profile to transition between your primary and HA instance when using the high availability functionality.</p> <p>For information on the values that you can set for this profile, see: Setting the IRC Availability Profile Option, page 1-116</p>	

Profile	Configurable Levels	Description	Default
IRC: Background Checking Vendor URL	Site	URL of background check vendor. Required for Background Check function.	
IRC: Background Check Sender Credential	Site, User	Company account name for background checking.	
IRC: Candidate Permission Set	Site, Responsibility	Identify the permission set (menu) that iRecruitment grants to candidates when they register with the job site. The permission set enables candidates to create an account and work with the application.	IRC_EXT_CANDIDATE_PSET at the iRecruitment External Candidate responsibility level IRC_EMP_CANDIDATE_PSET at the iRecruitment Employee Candidate responsibility level
IRC: Default Country	Site, Application, Responsibility	<p>Defines the default country when:</p> <p>Parsing resumes:</p> <p>If the application cannot find a country when parsing a resume, it uses the default country address style.</p> <p>Entering address details:</p> <p>When candidates enter their address details, the address style defaults to that of the country entered in the profile option. The candidate can override this style.</p> <p>Using eLocation for distance-from-location searching:</p> <p>If you are using eLocation, a service hosted by Oracle to search locations, the application uses the default country for geo-code location search.</p> <p>Note: If the default country that you specify is not eLocation supported country, the distance-from-location search will not work.</p>	

Profile	Configurable Levels	Description	Default
IRC: Default Max. Applicants	Site, Responsibility, User	Defines the default maximum number of applicants that an agency can submit for a vacancy. This value defaults to the Maximum Applicant Count field in the Create Vacancy: Enter Team Members page. Managers can override this value when they create vacancy details.	
IRC: Default Offer Letter Output Type	Site, Responsibility	Define the default format that iRecruitment uses to create offer letters. For example, select PDF to create letters in the PDF format.	
IRC: Document Upload Count Limit	Site, Responsibility	Determines the total number of documents that a candidate can upload to the iRecruitment database. Enter a value for the number of document uploads that you want to limit. For example, if you specify 10, a candidate can load only 10 documents. If you leave this profile option blank, then the candidate can upload any number of documents, provided the total document count does not exceed the number of uploads allowed each month.	20
IRC: Employee Visitor URL	Responsibility	Identifies the URL that iRecruitment uses to redirect logged in employees to, if they access the external job site. Set this profile option only for the employee candidate responsibility.	

Profile	Configurable Levels	Description	Default
IRC: Enable Offers Compensation	Site, Responsibility	<p>Indicates whether the benefits functionality is used to complete compensation details for applicant offers.</p> <p>Set to Yes to enable managers to use the Create Offer: Enter Compensation page to assign compensation for applicants. For a simplified offer process that hides the Enter Compensation page, set the value to No.</p> <p>If you set the option value to Yes at the site level, but for example, do not offer compensation benefits to temporary workers, then set this profile to No at the responsibility level. When managers create offers using this responsibility, the offer letter includes only the basic details.</p>	Yes at the site level
IRC: Enable Partial Registration	Site, Responsibility	<p>Set this profile option to enable existing E-Business suite account holders to register with iRecruitment using their current username and password. If their information already exists in the database, iRecruitment instead of creating a new account assigns the iRecruitment Candidate responsibility to their account.</p> <p>Set this profile to No at the responsibility level if you are using your custom responsibility for employee candidates.</p>	<p>Yes at the site level</p> <p>No at the iRecruitment Employee Candidate responsibility level</p>

Profile	Configurable Levels	Description	Default
IRC: Extract Skills	Site	Indicates whether skills should be extracted when candidates parse a resume. If you select No, then candidates will have to select their skills manually.	Yes
IRC: Extend Offer Duration Function	Site	Identifies the function that enables managers to access the Extend Offer Duration page when they click a link in the offer notification.	IRC_EXTEND_OFFER_DURATION
IRC: Extend Offer Duration Transaction Type	Site	Identifies the transaction type used for extend offer duration approvals. If you do not want to use approvals for offer duration extension, then ensure that this profile is left blank.	IRCOFFERAPPROVAL
IRC: External Framework Agent	Site	Identifies the URL of your external web server. If you use a different server for external candidates to access the job details, then enter the external server name as the value for this profile option in this format: http://server:port/. iRecruitment uses the external server URL in e-mails to external candidates and in the links for the job posting documents to the third-party recruiting sites.	
IRC: Geocode Host	Site	URL for geocode information.	
IRC: HA Apply For Job Function	Site	Set this HA profile option to enable candidates to access the Apply for Job page on the HA instance and submit the job applications.	IRC_HA_APPLY_FOR_JOB_PAGE

Profile	Configurable Levels	Description	Default
IRC: HA Information Message	Site, Responsibility	Set this HA profile option to display an instruction message to candidates accessing the candidate job site on the primary instance. This message informs the candidates about the unavailability of the candidate job site after a specific time. You set the time using the profile option IRC: System Down Time.	IRC_HA_SYS_MAINT_MSG for the iRecruitment External Candidate and iRecruitment Employee Candidate responsibilities.
IRC: HA Job Search Function	Site, Responsibility	Set this HA profile option to identify the job search page that users can access when they click Search for Jobs on the HA instance, running in the High Availability mode.	IRC_VIS_JOB_SEARCH_PAGE at the iRecruitment External Site Visitor responsibility level. IRC_EMP_VIS_JOB_SEARCH_PAGE at the iRecruitment Employee Site Visitor responsibility level.
IRC: HA Login Page Function	Site, Responsibility	Set this HA profile option to identify the login function that directs users from the primary instance to the HA instance.	IRC_VIS_APPLY_LOGIN_PAGE at the iRecruitment External Site Visitor responsibility level. IRC_EMP_VIS_JOB_SEARCH_PAGE at the iRecruitment Employee Site Visitor responsibility level.
IRC: HA Redirect Information Message	Site, Responsibility	Set this HA profile option to determine the instruction message that users view about the availability of the alternate candidate job site.	IRC_HA_SYS_NOT_AVAILABLE_MSG at the site level. IRC_HA_MGR_SYS_NOT_AVAIL_MSG at the iRecruitment Manager responsibility level

Profile	Configurable Levels	Description	Default
IRC: Homepage Function	Site, Responsibility	Determines the home page function that redirects users (candidates, managers, agency users and , recruiters) to the previous page after they complete or cancel a transaction.	IRC_APL_HOME_PAGE at the iRecruitment External Candidate responsibility level IRC_EMP_HOME_PAGE at the iRecruitment Employee Candidate responsibility level IRC_CM_HOME at the iRecruitment Manager responsibility level IRC_AGENCY_HOME at the iRecruitment Agency responsibility level IRC_CM_HOME at iRecruitment Recruiter responsibility level
IRC: Internal Posting Days	Site, Responsibility	Defines the number of days the vacancy details appear on the internal recruitment site before these details appear on the external recruitment site. If your administrator sets this profile, you cannot alter the start date of the external posting in the Create Vacancy: Job Posting page. When the vacancy is approved, the application sets the external posting start date according to the number specified in the profile.	
IRC: Installed	Site	Indicates that iRecruitment has been licensed.	No
IRC: Job Notification Function	Site, Responsibility	Identifies the function used to show advertisements to users when they click a link in a notification.	IRC_VIS_VAC_DISPLAY

Profile	Configurable Levels	Description	Default
IRC: Monthly Document Upload Count Limit	Site, Responsibility	Determines the number of documents that a candidate can upload within a period of one month. For example, if you specify 5, a candidate can upload only 5 documents within a calendar month. If you leave this profile option blank, then the candidate can upload any number of documents provided the document upload count does not exceed the total document count.	10
IRC: Notification List Item Types	Site, Application, Responsibility	Identifies which workflow notifications are displayed on the home pages of managers and candidates. For example, in addition to the default iRecruitment workflow item types you may want to include notifications associated with business events you have set up. Enter the workflow item types that you want to include and use a comma to separate each item type.	IRC_WF, HRSSA,HRSFL
IRC: Offer Details Approval Transaction Type	Site	Defines which offer approval transaction type is used. If you do not want to use approvals for offers, then you ensure that this profile is left blank.	IRCOFFERAPPROVAL

Profile	Configurable Levels	Description	Default
IRC: Offer Duration Measurement	Site, Responsibility	<p>Determines the default measurement value for offer duration. The values are days, weeks, and months.</p> <p>Use the offer duration profile option along with the IRC: Offer Duration Value profile. The IRC: Offer Duration Value profile option section explains how iRecruitment uses the two offer duration profile values to set the offer expiry date.</p>	
IRC: Offer Duration Value	Site, Responsibility	<p>Determines the default period within which applicants must respond to the job offers. The offer duration value along with duration measurement defaults to the Basic Details and Send Offer pages. iRecruitment uses the duration measurement and the measurement value to calculate the offer expiry date. For example, the offer duration value is 5 and the IRC: Offer Duration Measurement value is Days. If a manager extends the offer on 31-Aug-2005, then iRecruitment calculates the expiry data for the offer as 04-Sep-2005 and displays the expiry date on the Send Offer page.</p> <p>You can leave both the profile values blank, if you want managers to set the expiry date for the offers. In this case, you must use the Personalization function to make the Expiry Field enterable.</p>	

Profile	Configurable Levels	Description	Default
IRC: Offer Send Method	Site	Define how offers are sent to candidates. Set to System to send online offers, or set to Hardcopy to direct managers to print offer letters. If you leave the profile blank, then the application defaults to sending offers online.	
IRC: Offer Workflow Item Type	Site	Identifies the workflow item type used for offer approvals.	HRSSA
IRC: Phone Types	Site	Identifies the type of phone numbers that candidates can record in the Phone Numbers table of the My Account details page. Enter the lookup codes defined in the PHONE_TYPE lookup as values for this profile option. To display the phone type fields correctly, you must enclose each lookup value in a single quotation mark and use a comma to separate the values as in this example: 'W1', 'X1', 'Y1', 'Z1'	'H1','W1','M','WF'
IRC: Proxy Authorization Password	Site	Password for proxy server if required.	
IRC: Proxy Authorization Username	Site	Username for proxy server if required.	
IRC: Proxy Authorization User Name	Site	User name for proxy server if required.	

Profile	Configurable Levels	Description	Default
IRC: Registration Business Group	Site, Responsibility	<p>Identifies the business group for candidate registration. When a candidate registers, the application creates a person record in the specified business group. Note that this profile option must be set at the Site level to run the iRecruitment Person Data Migration process. You can set it at the Responsibility level for candidate registration.</p> <p>If you host multiple recruiting sites and have multiple Java Server Pages (jsp) for visitor login, then you can use this profile to register candidates in different business groups. Set this profile for the iRecruitment External Site Visitor responsibilities associated with the Guest user for each site.</p>	
IRC: Registration Test	Site, Responsibility	Identifies the survey or test that iRecruitment presents to candidates during the registration process. If you do not set this profile option at the site level but want external candidates to complete an assessment, for example, then set this profile option at the responsibility level for the iRecruitment External Candidate or your custom candidate responsibility.	
IRC: Registration Responsibility	Responsibility	Responsibility that a user is given after registration.	iRecruitment External Candidate or iRecruitment Employee Candidate.
IRC: Resume Parsing Sender Credential	Site, User	Password for resume parsing vendor. Required for Resume parsing. Note that not all vendors required this to be set.	

Profile	Configurable Levels	Description	Default
IRC: Resume Parsing Sender ID	Site, User	User name for resume parsing vendor. Required for Resume parsing. Note that not all vendors required this to be set.	
IRC: Resume Parsing Vendor URL	Site	<p>URL for resume parsing vendor.</p> <p>Set this profile option if you are registered with a resume parsing provider. If you do not set this profile, then the resume parsing functionality, and the text in the Upload Resume Region is hidden from your users and replaced with standard document upload functionality and text.</p>	
IRC: Resume Required	Site, Responsibility	<p>Set this profile option to On Application to ensure that applicants upload their resume with the job application. Otherwise, leave this profile set to No (default value at site level).</p> <p>If you set this to Yes at the site level, but, for example, do not want to force managers to upload a resume when they apply on behalf of a candidate, then you can set this profile to No at their responsibility level.</p>	No at site level.

Profile	Configurable Levels	Description	Default
IRC: Search Criteria Segment Matching	Site, Responsibility	Determines the segments that are matched when your managers perform candidate matching for a vacancy, or when you run the processes: iRecruitment Email Job Seekers Details to Vacancy Owner and the iRecruitment Email Vacancies to Job Seekers. Enter the segment numbers that you want matched, separated with a symbol. For example: if you want to match attributes 2,5, and 7 set the value as 2 5 7. If you do not set any value for this profile option, the application matches all the active segments.	
IRC: Suitable Seekers Function	Site	Identifies the function used to show candidates to managers when they click on a link in a notification.	IRC_CAND_APPL_DET ILS
IRC: System Down Time	Site, Responsibility	Set this HA profile option to indicate the beginning of the primary instance down time. The message defined by the IRC: HA Information Message profile option shows this time. You can use whatever time format you like. For example, 15-MAR-2005 5:30 PM or March 15th, 5:30 PM (PST) or 5 PM.	DD-MON-YYYY HH:MI
IRC: Vacancy Approval Function	Site	When a person receives a vacancy to approve, the notification contains a link to a page that displays the vacancy that they have been asked to approve. This profile defines the function for that page.	IRC_VACANCY_AP PROVE

Profile	Configurable Levels	Description	Default
IRC: Vacancy Approval Transaction Type	Site, Responsibility	Defines which vacancy approvals transaction type is used. To select a transaction type, enter the transaction type ID. If you do not want to use approvals, ensure this profile is blank at all levels.	IRCVACAPPROVAL
IRC: View Offer Function	Site	Identifies the function that shows applicants the offer letter when they click a link in the offer notification.	IRC_APPLICATION_DETAILS_PAGE
IRC: Visible Preference Default	Site, Responsibility	<p>Controls the default setting for the Allow Account to be Searched check box on the candidate Preferences page. Set the profile option to Yes to display Allow Account to be Searched automatically selected. Otherwise, the check box is deselected by default. Candidates can update the default settings when they create or update their account details.</p> <p>Important: The default setting must comply with the data privacy rules of the country in which the recruiting organization is operating.</p>	

Profile	Configurable Levels	Description	Default
IRC: Visitor Homepage Function	Site, Responsibility	Identifies the function that displays the site visitor home page when users access iRecruitment using the <code>IrcVisitor.jsp</code> or <code>IrcEmpVisitor.jsp</code>	IRC_VIS_HOME_PAGE at the iRecruitment External Candidate responsibility level IRC_EMP_VIS_HOME_PAGE at the iRecruitment Employee Candidate responsibility level
IRC: Workflow Item Type	Site, Responsibility	Defines which workflow item is used in iRecruitment. The seeded workflow item type delivered with iRecruitment is IRC_WF. This item type governs the workflow in the vacancy process: vacancy creation, approval and notifications.	IRC_WF

- If you have previously used the ICX_OA_HTML profile, note that this profile is now obsolete and has been replaced by the profile ICX_PREFIX. This new profile option works in the same way as ICX_OA_HTML, however, the OA_HTML part of the code is now obsolete. For example:
 - ICX_OA_HTML = /OA_HTML/xyz becomes
 - ICX_PREFIX = xyz
- If you have previously used the following profile options to set colors, note that they are now obsolete:
 - IRC: Accent Background Color
 - IRC: Core Background Color
 - IRC: Text Background Color
 - IRC: Text Foreground Color

To alter the layout and color settings of iRecruitment pages, you must use Look-and-Feel Extensions (Custom Skins) that OA Framework provides. For more information, see: *Oracle Framework Personalization Guide (OA Framework 11.5.10 CU2)*, *Metalink Note ID: 268969.1*

Applications SSO Type profile option

For information on this profile option, see: *Integrating Oracle E-Business Suite Release 11i with Oracle Internet Directory and Oracle Single Sign-On (Metalink Note 261914.1)*

iRecruitment and Oracle Approvals Management (AME)

Oracle Approvals Management (AME) is a web-based application which is integrated with Oracle Workflow and which enables you to define business rules to control your approvals processes.

With AME, you use the following components to define your approvals processes. They are associated with a transaction type for a particular application.

- Attribute - this is a business variable, for example, a salary amount, user ID, or a vacancy status.
- Condition - a condition compares an attribute value with a set of allowed attribute values. For example, a condition could look at a salary amount. If the salary is greater than a specified value, a particular approver list is created.
- Approval type and approval specifications - these components define the type of approver list that is generated. For example, to generate a supervisor-based approver list with 5 levels, you use the 'supervisory level' approval type with the 'requires approval up to the first 5 approvers' approval specification.
- Rules - a rule links the other components together by associating one or more conditions with the approval type and approval rule.

For more information on the components used in AME, see: *Implementing Oracle Approvals Management* (available on Oracle MetaLink).

Default Use of AME Configuration in iRecruitment

The default behavior of Oracle iRecruitment is to use a supervisor-based approvals hierarchy which is delivered using AME rules.

The default AME configuration consists of:

- Transaction types with
- a number of attributes and conditions and
- a number of rules specifying that a transaction must be approved by the initiator's immediate supervisor if certain conditions are true.
 - This is based on the standard AME approval type 'chains of authority based on number of supervisory levels'.

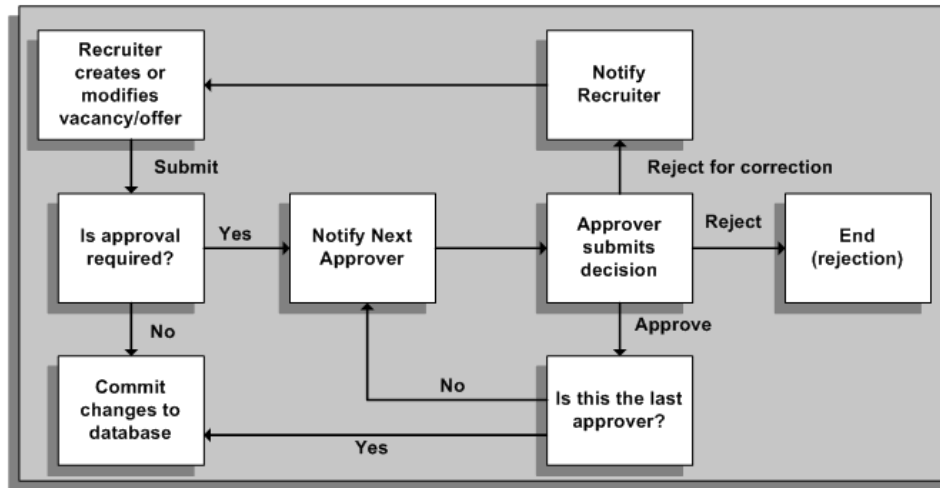
For details about the AME components supplied with iRecruitment see: AME Components in iRecruitment, page 1-46

The Approvals Process in iRecruitment

Whenever a manager or recruiter creates or modifies a vacancy or an offer, iRecruitment checks to see if an approval is required for the action that has been taken.

The following diagram shows the approvals cycle, starting with the recruiter creating or modifying a vacancy or an offer.

Approval Process in iRecruitment



When a person is required to approve an action, they are sent a notification, which is displayed on their home page. From here they can do one of the following options:

- **Approve**

If the approver is happy with the suggested changes they can approve them. If they are the final approver, the changes are committed to the database, and the person submitting the vacancy or the offer is notified that their transaction has been approved. If not the approval is routed to the next person in the approvals hierarchy.

- **Reject**

If the approver is not happy with the changes they can reject them. This ends the approval process and the changes submitted for approval are discarded. The person submitting the vacancy is notified of the rejection.

- **Return for Correction**

If the approver wants amendments to be made to the change before they approve them, they can select Return for Correction. This ends the approval process and the person who submitted the change is notified of the need for corrections to be made. Once they have made the changes they submit them for approval again.

Dynamic Approvals for Vacancies and Offers

When managers create or update vacancies and offers, in addition to the default approvers, they can add approvers and identify recipients of the transaction notifications in the Add Adhoc Approver region of the Create/Update Offer: Review and Create/Update: Review Vacancy pages. Managers can send a For Your Information (FYI) notification or an approval request. They can use the person or user name to add an approver:

- Person: Add a person, for example, John Smith
- User: Add a user, for example, JSMITH

Managers can specify the approver's position in the approvals chain (the insertion point). They can:

- Insert a new approver either before or after an existing approver in the list.
- Add a new approver to the list.

Configuring iRecruitment Approval Levels in AME

You can configure the Vacancy Approval and Offer Approval transaction types to meet local approval requirements.

- **Vacancy Approval Transaction Type**

You can add new rules to the predefined vacancy approval transaction type instead of creating a new transaction type. For example, the iRecruitment Create Vacancy rule requires one level of approval at the most when for creating or updating a vacancy. To enable an process that varies with the number of openings, for example, you could create a new rule requiring three levels of approval for vacancies with 10 or more openings, and add the rule to the predefined transaction type.

- **Offer Approval Transaction Type**

You must create your own offer transaction type based on the supplied offer approval transaction type. You can add rules, conditions, and attributes to the customized transaction type.

Important: You must not edit the supplied offer transaction type.

For more information on configuring AME rules, conditions, and attributes, see: *Implementing Oracle Approvals Management* (available on Oracle Metalink).

Some examples of minor changes that you can make to the customized transaction type are shown below.

Example 1

To define a different approval level for the creation of vacancies or offers, for example, to specify that a vacancy or an offer must be approved by a specific number of approvers:

- The approval level for a vacancy is currently defined in the rule 'iRecruitment Create Vacancy'. You can define a new approval level for the supervisory level approval type that 'requires approval up to the first two superiors at most'.
- The approval level for an offer is currently defined in the rule 'iRecruitment Offer Approval'. You can define a new approval level for the supervisory level approval type that 'requires approval up to the first three superiors at most'.

Example 2

To define a new approval level (if the delivered approvals do not meet your requirements):

- You create a new approval (for example, 'requires approval up to the first 15 superiors at most') in the 'supervisory level' approval type. You then apply this to whichever rules are required.

Example 3

To define a particular user as the final approver, or final authority (even if they are not the last person in the approval chain):

- You create a List Modification Condition and specify a user, for example, a manager, as the final approver. You would add this list modification condition to your rules so that the approval chain would stop at this specified approver.

AME Components in iRecruitment

Oracle iRecruitment uses Oracle Approvals Management (AME) to manage the approvals processes. With AME, administrators can create business rules to define approvals hierarchies without the need to write code or customize the application.

Oracle provides standard AME transaction types for iRecruitment. These transaction types include a number of standard conditions, rules, and attributes for use with iRecruitment. If you require additional conditions, rules, or attributes, you can create them using the supplied components as examples.

For more information about Oracle Approvals Management see: *Implementing Oracle Approvals Management* (available on Metalink).

Transaction Types

iRecruitment delivers the following transaction types:

- iRecruitment Vacancy Approval, page 1-46
iRecruitment uses this transaction type for vacancy approvals.
- iRecruitment Offer Approval, page 1-53
iRecruitment uses this transaction type to approve new offers and offers whose duration is extended.

iRecruitment Vacancy Approval Transaction Type

The following sections describe the attributes, rules, and conditions supplied with the iRecruitment Vacancy Approval transaction type.

Attributes

The following attributes are supplied with iRecruitment. These are in addition to the mandatory attributes supplied with AME. You can use these attributes to create your own conditions, or as examples for creating your own attributes.

POSTING_ADDITIONAL_DETAILS_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Additional Details field in the Job Posting page.

Note: A boolean attribute type returns either True or False

POSTING_BRIEF_DESCRIPTION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Brief Description field in the Job Posting page.

POSTING_DEPARTMENT_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Organization Name field in the Job Posting page.

POSTING_DEPARTMENT_DESCRIPTION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Department Description field in the Job Posting page.

POSTING_DETAILED_DESCRIPTION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Department Description field in the Job Posting page.

POSTING_GRAPHIC_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Graphic field in the Job Posting page. This field contains a URL for any graphic associated with a job posting.

POSTING_HOW_TO_APPLY_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the How To Apply field in the Job Posting page.

POSTING_JOB_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Job Title field in the Job Posting page.

POSTING_JOB_REQUIREMENTS_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Job Requirements field in the Job Posting page.

POSTING_TITLE_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Job Posting Title field in the Job Posting page.

VACANCY_BUDGET_MEASUREMENT_TYPE

This is a string attribute type that returns the budget measurement type for a vacancy. Note that this field is not displayed in iRecruitment by default.

VACANCY_BUDGET_MEASUREMENT_TYPE_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the budget measurement type for a vacancy. Note that this field is not displayed in iRecruitment by default.

VACANCY_BUDGET_MEASUREMENT_VALUE

This is a string attribute type that returns the value in the Number of Openings field in the Primary Details page.

VACANCY_BUDGET_MEASUREMENT_VALUE_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Number of Openings field in the Primary Details page.

VACANCY_BUSINESS_GROUP_ID

This is a number attribute type that returns the ID of a business group for a vacancy.

VACANCY_EMPLOYMENT_CATEGORY

This is a string attribute type that returns value in the Employee Status field in the Primary Details page.

VACANCY_FOR_CONTRACTOR

This is a string attribute type that indicates whether a vacancy has been marked as being for a contractor in the Primary Details page.

VACANCY_FOR_EMPLOYEE

This is a string attribute type that indicates whether a vacancy has been marked as being for an employee in the Primary Details page.

VACANCY_GRADE_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Grade field in the Primary Details page.

VACANCY_GRADE_ID

This is a number attribute type that returns the ID of a grade for a vacancy.

VACANCY_INSERT_OR_UPDATE

This is a string attribute type that indicates whether a vacancy has just been created (INSERT) or modified (UPDATE).

VACANCY_JOB_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Job field in the Primary Details page.

VACANCY_JOB_ID

This is a number attribute type that returns the ID of a job for a vacancy.

VACANCY_LOCATION_ID

This is a number attribute type that returns the ID of a location for a vacancy.

VACANCY_MAXIMUM_SALARY

This is a currency attribute type that returns the maximum salary for a vacancy.

VACANCY_MINIMUM_SALARY

This is a currency attribute type that returns the minimum salary for a vacancy.

VACANCY_ORGANIZATION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Organization field in the Primary Details page.

VACANCY_ORGANIZATION_ID

This is a number attribute type that returns the ID of an organization for a vacancy.

VACANCY_POSITION_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Position field in the Primary Details page.

VACANCY_PROFESSIONAL_AREA

This is a string attribute type that returns value in the Professional Area field in the Primary Details page.

VACANCY_STATUS

This is a string attribute type that returns value in the Status field in the Primary Details page.

VACANCY_STATUS_CHANGED

This is a boolean attribute type that indicates whether any changes have been made to the Status field in the Primary Details page.

VACANCY_WORK_FROM_HOME

This is a string attribute type that indicates whether a vacancy has been marked as allowing working from home in the Primary Details page.

VACANCY_RULE_TYPE

This is a string attribute type that identifies which rule applies either SEEDED or CUSTOM.

Conditions

The following conditions are supplied with iRecruitment to support some of the supplied attributes. These conditions can be used in rules to invoke particular approvals processes, or can be used as examples upon which to base your own conditions.

- POSTING_ADDITIONAL_DETAILS_CHANGED is true
- POSTING_BRIEF_DESCRIPTION_IS_CHANGED is true
- POSTING_DEPARTMENT_CHANGED is true
- POSTING_DEPARTMENT_DESCRIPTION_CHANGED is true
- POSTING_DETAILED_DESCRIPTION_CHANGED is true
- POSTING_JOB_CHANGED is true
- POSTING_JOB_REQUIREMENTS_CHANGED is true
- POSTING_TITLE_CHANGED is true

- VACANCY_BUDGET_MEASUREMENT_TYPE_CHANGED is true
- VACANCY_BUDGET_MEASUREMENT_VALUE_CHANGED is true
- VACANCY_GRADE_CHANGED is true
- VACANCY_JOB_CHANGED is true
- VACANCY_ORGANIZATION_CHANGED is true
- VACANCY_POSITION_CHANGED is true
- VACANCY_STATUS_CHANGED is true
- VACANCY_INSERT_OR_UPDATE in {INSERT}
- VACANCY_INSERT_OR_UPDATE in {UPDATE}
- VACANCY_RULE_TYPE in {SEDED}

Rules

The following table describes the rules that are supplied with iRecruitment. They link one or two of the supplied conditions to an approval type and a rule. For all of the rules supplied the approval type is based on the supervisor hierarchy, and the approval rule is always to require approval up to the first superior at most. All of the supplied rules are of the List Creation type.

AME Rules supplied with iRecruitment

Rule Name	Conditions	Approval Rule
iRecruitment Create Vacancy	VACANCY_INSERT_OR_UPDATE in [INSERT] VACANCY_RULE_TYPE in {SEDED}	Require approval up to the first superior, at most.
iRecruitment Update Posting Additional Info	POSTING_ADDITIONAL_DETAILS_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEDED}	Require approval up to the first superior, at most.
iRecruitment Update Posting Brief Description	POSTING_BRIEF_DESCRIPTION_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEDED}	Require approval up to the first superior, at most.
iRecruitment Update Posting Detailed Description	POSTING_DETAILED_DESCRIPTION_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEDED}	Require approval up to the first superior, at most.

Rule Name	Conditions	Approval Rule
iRecruitment Update Posting Job Requirements	POSTING_JOB_REQUIREMENTS_ CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Posting Job Title	POSTING_JOB_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy	VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_STATUS_CHANGED is True	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Budget Type	VACANCY_BUDGET_ MEASUREMENT_TYPE_ CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Budget Value	VACANCY_BUDGET_ MEASUREMENT_VALUE_ CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Grade	VACANCY_GRADE_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Job	VACANCY_JOB_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.

Rule Name	Conditions	Approval Rule
iRecruitment Update Vacancy Organization	VACANCY_ORGANIZATION_ CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Position	VACANCY_POSITION_ CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.
iRecruitment Update Vacancy Status	VACANCY_STATUS_CHANGED is true VACANCY_INSERT_OR_UPDATE in [UPDATE] VACANCY_RULE_TYPE in {SEEDED}	Require approval up to the first superior, at most.

Example - Using the VACANCY_RULE_TYPE Attribute

To enable you to add rules to the predefined transaction type, iRecruitment provides an attribute VACANCY_RULE_TYPE that you can customize to create a new condition for your rule.

This example shows how to customize the iRecruitment Vacancy Approval transaction type to use different set of rules.

The predefined rule - iRecruitment Create Vacancy has the following conditions:

VACANCY_RULE_TYPE in {SEEDED_RULE}

VACANCY_INSERT_OR_UPDATE in {CREATE_VACANCY}

To customize the transaction to enable a different approval process based on the number of openings (Budget Measurement Value), follow these steps:

1. Create a new condition: VACANCY_RULE_TYPE in {CUSTOM_RULE}.
2. Create new rules with your condition as given in the example:
 - Rule: Create Vacancy Custom
Conditions:
VACANCY_RULE_TYPE in {CUSTOM_RULE}
VACANCY_INSERT_OR_UPDATE in {INSERT}
VACANCY_BUDGET_MEASUREMENT_VALUE <= 9
Actions: Supervisory level: require approvals up to the first superior, at most.
 - Rule: Create Vacancy Custom - large
Conditions:

VACANCY_RULE_TYPE in {CUSTOM_RULE}

VACANCY_INSERT_OR_UPDATE in {INSERT}

10 <= VACANCY_BUDGET_MEASUREMENT_VALUE

Actions: supervisory level: Require approvals up to the first three superiors, at most.

3. Change the value of the attribute VACANCY_RULE_TYPE to the static text CUSTOM_RULE.
4. Save your changes and bounce the Apache listener.

After these changes, users would require 3 levels of approval when creating vacancies with 10 or more openings, and would require only 1 level of approval when the number of openings is less than 10. Note that after you change the VACANCY_RULE attribute, none of the supplied rules apply any more. In this example, only create transactions will require approval.

iRecruitment Offer Approval Transaction Type

The following sections describe the attributes, rules, and conditions supplied with the iRecruitment Offer Approval transaction type.

If you need to configure approval levels to meet your business needs, then you must create your own transaction type based on the supplied offer approval transaction type to work with. You can add additional rules, conditions, or attributes to the customized transaction type.

Important: You must not edit the supplied offer approval transaction type.

Attributes

The following attributes are supplied with iRecruitment. These are in addition to the mandatory attributes supplied with AME. You can use these attributes to create your own conditions, or as examples for creating your own attributes.

OFFERS_APPROVAL_ACTION

This string attribute type indicates whether the offer requires any approval.

SUPERVISORY_NON_DEFAULT_STARTING_POINT_PERSON_ID

This number attribute type indicates the person ID of the approver who is not part of the default supervisor hierarchy chain.

TOP_SUPERVISOR_PERSON_ID

This number attribute type indicates the person ID of the final approver in the offer approval chain.

TRANSACTION_REQUESTOR_PERSON_ID

This number attribute type indicates the person ID of the manager who initiates the offer transaction.

Conditions

The following condition supports some of the supplied attributes. This condition can be used in rules to invoke particular approvals processes. You can create your condition using the supplied one as an example.

OFFERS_APPROVAL_ACTION in {CREATE, EXTEND, UPDATE}

Rules

The following table describes the rule supplied with iRecruitment for offer approval. The rule links one or two of the supplied conditions to an approval type and a rule. For the rule supplied the approval type is based on the supervisor hierarchy, and the approval rule is always to require approval up to the first two superiors at the most. All of the supplied rules are of the List Creation type.

Note: When you install iRecruitment the approval rule is enforced. If you want to use a custom set of rules, then you must create your own transaction type based on the supplied transaction type and add the rules that you want to apply. Then update the profile options IRC: Offer Approval Transaction Type and IRC: Extend Offer Duration Transaction Type to point to your new approval transaction type.

If you do not want to apply any approval rules, then delete the value against the profile options and leave them blank.

AME Rule supplied with iRecruitment for offer approval

Rule Name	Conditions	Approval Rule
iRe-cruit-ment Offer Ap-proval	OFFERS AP-PROVAL ACTION in {CREATE, EXTEND, UPDATE}	Require approvals up to the first two superiors, at the most.

User and Extensible Lookups

The following table contains a list of user and extensible lookups that are used within Oracle iRecruitment.

See: Adding Lookup Types and Values (*Oracle HRMS Configuring, Reporting, and System Administration Guide*)

User and Extensible Lookups

Area	Lookup	Description
Person	MAR_STATUS	The marital status of the person.
Documents	IRC_DOCUMENT_TYPE	The type of document being uploaded.
Notification preferences	IRC_MESSAGE_FREQ	The frequency of the notifications.
Candidate Search Criteria, Vacancy Criteria, and Work Preferences	IRC_PROFESSIONAL_AREA	The professional area.
	IRC_TRAVEL_PERCENTAGE	The amount of travel.
Candidate Search	IRC_VACANCY_SEARCH_DATE	The maximum age of the vacancy that you are looking for.
Compensation Elements	IRC_VARIABLE_COMP_ELEMENT	The compensation options that are available to managers when creating a vacancy.
Application	REC_TYPE	The recruiting source, for example "How did you hear about us?"
Phones	IRC_CONTACT_TIMES	The times at which the person is willing to be contacted.
Skill Type	IRC_COMPETENCE_TYPE	Skill types that candidates can select in the Add Skills page.
Create Resume	IRC_RESUME_STYLE	Resume styles that candidates can select to create resumes during registration.
Offer	IRC_OFFER_DECLINE_REASON	Reasons available to applicants when they decline an offer.
	IRC_OFFER_POSTAL_SERVICE	Names of shipping companies to send offers.

Running the Change Candidate Access for Security Profiles Process

This process enables you to change candidate, page Glossary-6 access settings for your security profiles. This process is intended for use only if you use iRecruitment.

Warning: The process changes the candidate access settings for **all** security profiles except the default View All security profiles that the system creates automatically when you create a business group. You should be aware of this before you run the process.

System Implications

With the introduction of Candidate Security, the default setting for the View Candidates box in the Define Security Profiles window is All. However, if you use both Oracle HRMS and iRecruitment, you will generally have some security profiles that should allow

access to candidates and some that should not allow access. In this case, you can run the Change Candidate Access for Security Profiles process to override the security settings.

For example, if the majority of your security profiles should allow access to candidates, you can run the process with the View Candidates parameter set to All. This would reset the candidate access for all security profiles. Then, you could manually change the View Candidates setting to None for those security profiles that should not allow candidate access using the Define Security Profiles window.

See: *Defining Security Profiles, Oracle HRMS Configuring, Reporting, and System Administration Guide*

You run the Change Candidate Access for Security Profiles process from the Submit Requests window.

Prerequisites

- ☐ This process is not delivered in any request sets or groups. To use the process, you need to add the process to a request group and, if applicable, a request set.

See: *Organizing Programs into Request Groups, Oracle Applications System Administrator's Guide*

See: *Organizing Programs into Request Sets, Oracle Applications System Administrator's Guide*

To run the Change Candidate Access for Security Profiles process:

1. In the Name field, select Change Candidate Access for Security Profiles.
2. In the View Candidates field of the Parameters window, select one of the following values:
 - All
Select this value to update your security profiles to include candidates.
 - None
Select this value to update your existing security profiles to exclude candidates.
3. Choose OK and submit the process.

Running the iRecruitment Person Data Migration Process

You must run the iRecruitment Person Migration process if you are moving from a previous version of iRecruitment to IRC C. When you run this process a person record is created in Oracle HRMS for each of your existing iRecruitment candidates. This means that the details that the candidates' enter using iRecruitment, such as personal details and qualifications, are visible to Oracle HRMS users.

Important: If you are a new customer installing iRecruitment for the first time you do not need to run this process.

When you run the migration process, the process:

- Creates person records for registered users in the PER_ALL_PEOPLE_F table in the iRecruitment default business group, with the default user person type. It assigns the user person type iRecruitment Registered User to the candidate person record. This

type identifies the candidates who have registered through iRecruitment. You can view these multiple person types for the candidate record in the Person Type Usages window.

- Creates person records for existing iRecruitment applicants who do not have a person record in the iRecruitment default business group in the PER_ALL_PEOPLE_F table.
- Updates the phones, addresses, previous employers, qualifications, establishment attendances, competencies, documents, job basket items, notification preferences, and vacancy consideration tables with the PERSON_ID for the new person records.

Prerequisite for migration: Before you run the migration process, make sure to set the IRC: Registration Business Group profile option to define the default business group. Oracle HRMS places the candidate details in the specified default business group when you run the migration process.

See: Profile Options, page 1-25

Optional step: If you do not want to use the supplied user person type *Candidate*, you can specify a user-defined person type for candidates as a default. You set the person type for your default business group. Oracle HRMS creates records using this default person type when you run the migration process.

See: Business Groups: Entering Recruitment Information, page 1-59

You run the process from the Submit Request window.

To run the iRecruitment Person Data Migration process:

1. Select iRecruitment Person Data Migration process in the Name field.
2. Choose the Submit button.

What's Next

Important: Use the Additional Personal Details flexfield to capture additional information after the migration process. The Person Information flexfield is no longer available to you from IRC.C.

Entering Business Group Information

To enter Business Group information:

1. In the Organization window, query the Business Group if it does not already appear there. In the Organization Classifications region, select Business Group, choose the Others button, and select Business Group Information.
2. Click in a field of the Additional Organization Information window to open the Business Group Information window.
3. You can enter a short name for the Business Group. This name is no longer used in Oracle HRMS it is provided for compatibility with earlier releases, where it appeared in the header line of each form.
4. Select the method of creating identifying numbers for employees, applicants, and contingent workers. The choices are:
 - Automatic number generation.

If you choose the automatic entry method of number generation you can at a later date decide to switch to global sequencing. Global sequencing enables you to use a single sequence of person numbers for applicants, employees or contingent workers across multiple business groups.

See: Running the Global Sequencing for Person Number Generation Process, *Oracle HRMS Enterprise and Workforce Management Guide*

You can switch from local automatic numbering to manual numbering for a person type by editing the business group information and selecting Manual.

Note: If you are using Oracle iRecruitment, ensure to set the applicant numbering to Automatic.

- Manual entry.

If you choose the manual entry method of number generation, but at a later date decide to change to the Automatic method of number generation, you can run the Change Person Numbering to Automatic process.

See: Running the Change Person Numbering to Automatic Process, page 1-59

- Automatic use of the national identifier (for example, the social security number in the US, and the NI number in the UK). If you choose this option you must ensure that a national identifier is entered for each new person. This option is not available for applicants.

Note: For whichever method of number generation you choose, it is important to be aware that the number is displayed in various windows and reports. Therefore, if you choose the national identifier method, the person's national identifier is displayed.

- Employee numbering for contingent worker. This option allows you to use the same sequence of numbers for contingent workers as you use for your employees. For example, you enter an employee and the application gives the employee number 101. If the next person entered is a contingent worker they receive the number 102.

5. Select the names of the key flexfield structures you want to use in this Business Group.
6. Select the appropriate Legislation Code and default currency. The Legislation Code determines the startup data you can access and the contents of some legislation-specific windows.

Mexico only: Specify MXN as the currency. Do not select MXP.

Important: Selecting the correct legislation code is essential for the correct functioning of Oracle HRMS. You cannot change the legislation code after entering employees against the Business Group.

7. **US users:** To maintain fiscal year balances in Oracle Payroll if your fiscal year is different from the calendar year, enter the fiscal year start date.

The application does not provide a connection between the fiscal year functionality in Oracle General Ledger and in Oracle HRMS. In Oracle General Ledger you specify how the fiscal calendar is broken down in the Accounting Calendar view. Oracle HRMS calculates a fiscal quarter as a three month period. The application calculates four equal three month periods beginning from the fiscal year start date.

South African users: You must enter the fiscal year start date for your Business Group, or you will not be able to define payrolls later.

8. You can enter a Minimum and Maximum Working Age for the Business Group. When you enter or hire employees, you receive a warning if the person's age is outside this range.
9. Save your work.

Running the Change Person Numbering to Automatic Process

Use this process to change the method of number generation for your employees, applicants or contingent workers from manual to automatic. This process applies to your current business group.

Run the Change Person Numbering to Automatic process from the Submit Request window.

To run the change person numbering to automatic process:

1. Select the Change Person Numbering to Automatic process in the Request Name field.
2. Click in the Parameters field if it does not automatically open.
3. Select the person type that you want the method to change from manual number generation to automatic.
4. Choose OK and then Submit.

After the process has run, the first automatic number assigned to a person is one higher than the maximum number already in use.

Business Groups: Entering Recruitment Information

You enter recruitment information at the business group level to define various default values for iRecruitment.

You enter additional information for iRecruitment in the Organization window of Oracle HRMS.

To enter Recruitment information:

1. In the Organization window, query the business group. In the Organization Classifications region, select Business Group, choose the Others button, and select Recruitment.
2. Click in a field of the Additional Organization Information window to open the Recruitment information window.
3. Specify how the vacancy code is allocated. The choices are:

- Manual - the Vacancy Name field is displayed when you create a vacancy. You must manually enter a name for the vacancy.
 - Automatic - the application assigns a unique vacancy name automatically. The Vacancy Name field is not displayed when you create a vacancy.
4. Enter the default number of openings for a vacancy. The default number is displayed in the Total Openings field when you create a vacancy. You can overwrite the default value if required.
 5. You can specify the organization defaulting method. The choices are:
 - Creator - The default organization for a vacancy is the organization for the person who has created the vacancy (employee who has logged in).
 - Manager - The default organization for a vacancy is the organization for the manager of the vacancy.

You can overwrite these defaults when you create a vacancy. Both methods use the primary assignment.

6. Specify the location defaulting method. The choices are:
 - Manager - The default location for the vacancy is the same location as the manager for the vacancy.
 - Position - The default location for the vacancy is the same location as the position for the vacancy.
7. You can select a default budget measurement type, for example, FTE or headcount.
To find out more about budgets, see *Budgeting Overview, Oracle HRMS Enterprise and Workforce Management Guide*
8. Select a default status which is assigned to a candidate when a candidate withdraws an application. If you do not specify a particular status here, the candidate receives the Terminate status.
9. Specify a user-defined person type as a default for candidates who register in iRecruitment. Oracle HRMS creates a record with this default person type when a candidate registers in iRecruitment. If you do not specify a value, the default person type is Candidate.

Note: The user person type that you define here is associated with the External system person type. The internal code for this system person type is OTHER.

10. Select Yes if you want to exclude this business group from the list of business groups available on the Create Vacancy page. You should do this if you do not want managers or recruiters to be able to create vacancies for this business group.
11. Select a default resume template that iRecruitment can use to create resumes for candidates. When candidates register, they can use the default template or select a template of their choice in the Create Resume page.
12. Save your work.

Defining Assignment Statuses (Assignment Window)

You define both primary and secondary user statuses. In the Assignment Statuses window you can define these statuses for both employee and applicant assignments.

Defining Primary User Statuses

To rename a user status:

1. Delete the contents of the User Status field and type in your preferred name.

To supply additional user statuses for a system status:

1. Insert a new record.
2. Type in your user status name.
3. If you are using iRecruitment, you can enter an external status for your applicant assignment user statuses. This status is displayed to candidates in iRecruitment. For example, you may want to create an external status of 'Interview' for applicant assignment user statuses of 'Pending Interview' and 'Interview Passed'. The candidate in iRecruitment would see the external status and the manager would see the user status names.
4. Select a Human Resource system status.
5. For employee assignment statuses, you must also select a Payroll system status. You must do this, even if you do not have Oracle Payroll. If you have Oracle Payroll, the payroll system status controls whether payroll processes the assignment in a payroll run.

Note: If you select a payroll system status of Do Not Process, payroll will still create assignment actions for assignments with this status. It is these assignment actions that will not be processed.

6. Save the new status.

Note: For each system status, you must have one default user status. The system automatically uses the default in certain situations. For example, when you create a new employee assignment, it automatically has the default user status corresponding to the system status Active Assignment. You can override this default.

When you update the assignment statuses, the application saves the changes in the PER_ASS_STATUS_TYPE_AMENDS table instead of the PER_ASSIGNMENT_STATUS_TYPES table.

You cannot delete a user status, but you can prevent its use by deactivating it. To deactivate a user status, uncheck the Active check box.

Defining Secondary Statuses

A user status associated with a system status is called a *primary* status because it determines how the system processes the assignment. You can also define *secondary* statuses not associated with a system status. You use secondary statuses for analysis and reporting, but not to control pay processing for assignments.

To create a secondary status:

1. Insert a new record.
2. Type in a user status and do not select a system status.

The Type field displays *Secondary*.

Setting Up a Searchable Flexfield

Oracle iRecruitment enables you to set up a flexfield to capture additional candidate and vacancy information that can then be used by managers looking for a suitable candidate and by candidates searching for a job.

You must use the Additional Search Criteria Details flexfield to define what information you want to capture and then add these additional fields to the Create Vacancy and the candidate's Work Preference pages. You can then include these same fields in your candidate and vacancy search pages so that the information is available to candidates or managers performing searches.

When you run the concurrent processes to notify managers of suitable candidates or to notify candidates of suitable jobs, or when your managers perform candidate matching for a vacancy, you may not want to include all of the flexfield segments in these searches. For example, imagine you have set up a segment in your flexfield to record *Number of Years Experience* and have a vacancy that requires 5 or more years experience. If this segment was included when matching candidates to vacancies, only those candidates with exactly 5 years experience would be considered as matches. Those with more than 5 years would not be returned as the search only performs an exact match on the value in the segment. To control which segments are included in these searches you use the IRC: Search Criteria Segment Matching profile option.

Note: The IRC: Search Criteria Segment Matching profile has no impact on searches run from any of the search pages.

To set up a searchable flexfield:

1. Define the segments for the Additional Search Criteria Details descriptive flexfield in the Descriptive Flexfields Segments window.

Note: When defining this flexfield Oracle recommends that your segments should not be context sensitive.

See: Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide*

2. Personalize the Create Vacancy pages and candidate's Work Preference pages to display the Additional Search Criteria Details flexfield segments.
3. Personalize the following pages to display the Additional Search Criteria Details flexfield segments in the Search criteria region and the results table as required. The Column Name is SearchCriteriaFlex:
 - Vacancy Search
 - Candidate Search
 - Candidates for Vacancy Advanced Search
 - Visitor Job Search
 - Candidate Job Search

- Candidate Job Advanced Search

To configure the flexfield, see: *Oracle Applications Framework Release 11i Documentation Roadmap* (Metalink Note # 275880.1)

4. Set the profile option IRC: Search Criteria Segment Matching in the System Values Profiles window. This profile option determines the segments that are matched when the concurrent processes to notify managers of suitable candidates or to notify candidates of suitable jobs are run, or when your managers perform candidate matching for a vacancy. For example, to include only segments two, three, and five enter 2|3|5.

See: Profile Options, page 1-25

Setting Up Virus Scan

Oracle iRecruitment is integrated with Symantec AntiVirus Scan engine to perform a virus scan and repair the documents that managers and candidates upload to the database. If you are setting this up on an existing installation of iRecruitment you can scan existing documents that are already uploaded to your database. Complete the following steps to set up the virus scan.

To set up virus scan:

Set the IRC: Anti Virus Server profile option to specify the server name on which the Symantec AntiVirus Scan engine is running.

See: Profile Options, page 1-25

Note: After you set the profile option, you must bounce your application server so that files are checked before they are uploaded to the database.

The server on which the Symantec AntiVirus Scan engine is running must be accessible from inside your firewall. The Symantec AntiVirus Scan Engine must be running in the Internet Content Adaptation Protocol (ICAP) mode on the standard port of 1344. Oracle recommends that you set the server to scan all files, regardless of their file extension. You should also allow preview mode (default), and run in "Scan and repair or delete" mode (default).

To test integration of iRecruitment with Symantec AntiVirus Scan server:

To test the integration with the server on which the Symantec AntiVirus Scan engine is running, run the following command on your application server:

```
java oracle.apps.per.irc.common.VirusCheck checkFile [file name][virus server name]
```

For example:

```
java oracle.apps.per.irc.common.VirusCheck checkFile myfile.doc myserver.mycompany.com
```

The command performs a virus check on the file, and creates a clean version of the file. The file name of the cleaned version has the _REPAIRED added to it, for example myfile_REPAIRED.doc.

To check existing documents in the database:

To check existing files in the database, run the following command on your application server:

```
java oracle.apps.per.irc.common.VirusCheck checkDB [connection string][apps  
username] [apps password] {repair}
```

The connection string is for the database in the form of server:port:instance, for example: mydb.mycompany.com:1521:mydb, and repair is an optional parameter that indicates whether files should be repaired or deleted if they have a virus. If you do not specify this option, then the application just checks the files without taking any action.

For example, to repair the files run the following command:

```
java oracle.apps.per.irc.common.VirusCheck checkDB mydb.mycompany.com:1521:  
mydbapps apps repair
```

When you run the command in the repair mode, the application repairs the infected files. If the application is not able to repair the infected files, it deletes the files from the system.

When you run the check, you can view the status of the files in the console window in the following format:

- fileName: No virus detected (Number of the file/Total number of files). For example, mydoc.doc: No virus detected (48/419)
- fileName:Virus detected and repaired
- fileName:Repairable virus detected but not repaired (not in repair mode)
- fileName:Unrepairable Virus detected and deleted
- fileName:Unrepairable virus detected but not deleted (not in repair mode)
- fileName: Unexpected error

Customizing Resume Templates

Oracle iRecruitment provides predefined resumes templates to enable candidates to create their resumes online. To customize the resume content and style, you can create your own resume templates.

Important: Oracle iRecruitment recommends that you create your own templates using the predefined templates as samples. Do not modify the predefined templates as your changes may be lost during an upgrade.

To customize resume templates:

1. Create resume templates in XSL using any text editor or XML editor and store the new resume XSL files in the \$HTML_TOP directory. If you want to create a language specific resume template, then place it in the \$HTML_TOP/{Language Code} directory, for example, \$HTML_TOP/US. If no language specific file exists, the application will then look in the \$HTML_TOP directory.
2. Create image files of the resume templates to enable candidates to view a snapshot of the resume styles in the Create Resume page. Use the resume template file name as the image file name. For example, if the resume file name is companyresume1.xsl, then save the image file as companyresume1.gif. Store the image files in the media directory \$OA_MEDIA/ directory.

Note: Ensure that the size of the custom resume images is same as the predefined resume images.

3. Edit the IRC_RESUME_STYLE lookup type to include the resume templates. You can then select the default resume in the Additional Recruitment Business Group window. Use the resume file names without the extension as the lookup codes. For example, if the resume file name is companyresume1.xml, then enter the lookup code as COMPANYRESUME1.

Note: As with all seed data, do not use the IRC prefix for the custom resume file names. The IRC prefix identifies the predefined templates.

See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See: User and Extensible Lookups, page 1-54

4. Restart the Apache listener after creating the resume templates. This ensures that the new resume templates are available to the candidates.
5. Select a default resume template for your business group. The Create Resume page displays the default. Candidates can override the default and select a resume template of their choice.

See: Entering Recruitment Information, page 1-59

Note: If you choose to create your own resume styles, you must create a fully valid XSL stylesheet. If your stylesheet is not valid, then the resume generation and registration process will fail with a fatal error.

Security

User Access and Security

Self-service applications use the same security mechanisms as Oracle HRMS applications. By defining user profiles, security profiles, responsibilities, and menu structures, you can control who uses the self-service applications, which information they can access, and how they access it.

See: Security Overview, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

The purpose of this chapter is to identify the key concepts relating to self-service user access and security and to provide information on how to apply these concepts to address the needs of your enterprise.

Responsibilities

A responsibility combines low-level elements of user access configuration to control which functions the user can access (User Access to Functions) and on whom they can perform these actions (see User Access to People).

You define responsibilities in the same way as you define responsibilities for Oracle HRMS applications.

Note: When you define your responsibilities, make sure they are available from Oracle Self-Service Web Applications.

Users

You define users for iRecruitment managers in the same way as you define users for other Oracle HRMS applications.

See: Users Window (*Oracle HRMS Configuring, Reporting, and System Administration Guide*)

The Person field of the Users window is important for self-service applications as it acts as the link between the professional forms interface and the self-service application. This link enables the application to recognize who is using iRecruitment. For example, if a user's name is entered in the Person field, the user's name is displayed on the homepage.

You do not need to create users for registered users (candidates). These users create their own user IDs and passwords using the Registration function. When site visitors become registered users by creating their user ID and password, their name is automatically entered in the Person field of the Users window.

If, however you do need to create external candidates manually, then you must associate the user with a person in the Person field of the Users window.

System Profiles

You apply user profiles to control how self-service applications run. You can set profile options at site level, application level, responsibility level, and user level.

See: Profile Options, page 1-25

See: User Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

User Access to Vacancies (Vacancy Security)

iRecruitment uses security profiles to control a user's access to vacancy information and their ability to create vacancies. By assigning the appropriate security profile, you can determine the business groups and organizations in which a manager or recruiter can create vacancies.

See: Security Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Registered Users and Site Visitors

Registered users and site visitors can access vacancy information for all vacancies so there is no need to set a security profile for registered users or site visitors.

Managers and Recruiters

You should always create security profiles to control manager and recruiter access to vacancy information. For example, you could set up a supervisor-based profile which would restrict managers and recruiters to viewing only the vacancies that are managed by people within their supervisor hierarchy. The supervisor-based security profile dynamically generates the list of vacancies based on the supervisor hierarchy (starting with the current user).

Note: If required, you can override the top-level user in the supervisor hierarchy by specifying a user in the Named User field of the Security Profile window.

Supervisor-based security allows you to set up a single security profile and use it for multiple users. To activate supervisor-based security, flag the Restrict by Supervisor check box in the Security Profile window.

If you set up a global security profile, you can create and manage vacancies in multiple security profiles.

See: Security Profiles, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

In addition to the security managed using a security profile manager and recruiters can define further security when creating the vacancy. See: Vacancy Security, page 2-12

See: Defining a Security Profile, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

User Access to Personal Information

User access to the personal information of candidates is defined by the candidates themselves. When site visitors register with iRecruitment and become registered users (candidates), they can choose whether their information should be made available to your managers. If they choose to publish the information, it is made available to all iRecruitment users with access to the manager functions.

If a candidate does not choose to publish their information, it can only be seen by the managers and recruiters who access the vacancies for which they have applied.

Note: Registered users (candidates) can only access their own personal information.

User Access to Functions

You can control which functions employees, managers, and recruiters can access by creating function exclusions at the responsibility level.

iRecruitment Responsibilities and User Menus

iRecruitment functions are accessible from predefined responsibilities, each with a corresponding top level menu.

In this version of iRecruitment, the predefined responsibilities are:

- iRecruitment Manager
- iRecruitment Employee Candidate
- iRecruitment External Candidate
- iRecruitment HRMS Manager
- iRecruitment Agency
- iRecruitment Recruiter

The additional responsibilities provided by OSSWA (Oracle Self-Service Web Applications) are:

- Workflow User Web Applications
- Preferences

See: *Oracle Self-Service Web Applications Implementation Manual*

Note: These responsibilities are provided as a starting point only. If you need to change any of these responsibilities or menus you should create your own using the predefined responsibilities and menus as examples. Otherwise, your changes may be lost during an upgrade.

See: User Access and Security, page 1-66

User Menus

iRecruitment includes several predefined top-level menus:

- IRC Employee Candidate Menu
- IRC External Candidate Menu
- IRC Manager Menu
- IRC Agency Menu
- IRC Recruiter Menu
- iRecruitment HRMS Navigator

These top-level menus contain submenus for the homepages, tabbed regions, and global menus.

See: Self-Service Menus, page 1-69

iRecruitment Grants

Grants determine the functions that users can access. iRecruitment delivers the following grants:

- Global Grant for the IRC External Site Visitor Permission Set (IRC_EXT_SITE_VISITOR_PSET) that gives users access to iRecruitment External Site Visitor functions.
- Global Grant for the IRC Employee Site Visitor Permission Set (IRC_EMP_SITE_VISITOR_PSET) that gives users access to iRecruitment Employee Site Visitor functions.
- Grant for the GUEST user to the IRC External Site Visitor Permission Set in the iRecruitment External Candidate responsibility context. Responsibility context refers to the user responsibility at runtime.
- Grant for the GUEST user to the IRC Employee Site Visitor Permission Set in the iRecruitment Employee Candidate responsibility context.

Grants and iRecruitment Responsibilities

To enable enterprises to easily maintain site visitor and candidate pages, iRecruitment supports a single responsibility for both site visitors and candidate users. The responsibilities are:

- iRecruitment External Candidate for external site visitors and external candidates
- iRecruitment Employee Candidate for employee site visitors and employee candidates

As site visitors and candidates access the same responsibility, iRecruitment uses the grants model to control the functions that users can access. Users can access a function only if they have a grant to a permission set (menu) with that function.

- The iRecruitment External Candidate responsibility uses the IRC_EXT_SITE_VISITOR_PSET permission set for site visitors. When the site visitor registers, iRecruitment automatically grants the IRC_EXT_CANDIDATE_PSET permission set for candidates to create an account and work with all the features of the application.
- The iRecruitment Employee Candidate responsibility uses the IRC_EMP_SITE_VISITOR_PSET permission set for employee site visitors. When the employee site visitors log in, iRecruitment uses the IRC_EMP_CANDIDATE_PSET permission set for the employees.

For information on creating grants and using permission sets, see: Grants and Permissions Sets (*Oracle Applications System Administrator's Guide - Security*)

Self-Service Menus and User Access

iRecruitment uses six types of menu: top-level menus, homepage menus, submenus (subtabbed regions, tabbed regions), hidden submenus, and global menus. The following section looks at each of these menus in detail.

If the delivered menus contain functions that you do not require, you should define function/menu exclusions at the responsibility level. Do not make changes to the delivered menus.

Types of Menus

The following sections describe the types of menus delivered with iRecruitment.

Top-level Menus

The top-level menus define the choices available to the user when they log in to iRecruitment. For example, the top-level menu for the Manager responsibility is the IRC Manager menu.

See: Self-Service Responsibilities and User Menus, page 1-68

Homepage Menus

The homepage menus are the application menus for the user. They contain the functions that a user can access from the homepage. The menus are named as in the following example:

- IRC <user> Application Menu
 - For example, IRC Employee Candidate Application Menu

Submenus (Tab and Subtab)

Submenus group together functions in a logical group. You can add functions to a tab or subtab menu so that they appear on the tabbed (or subtab) regions of the iRecruitment pages. Tabbed regions include Jobs and Home. The submenus are named as in the following example:

- IRC <user> Home Site Name
 - For example, IRC Manager Side Nav

Hidden Submenus (Security)

By attaching a submenu to the top-level menu without defining a prompt, you can assign functions to the responsibility but hide them from the user so that they do not appear on a menu.

All functions that are available within iRecruitment must be added to either a security menu or another type of menu, depending on how they will be accessed. If you do not want a function to appear on a menu, add it to the appropriate security menu. The menus are named as in the following example:

- IRC <user> Other Functions
 - For example, IRC Recruiter Security Functions

Global Menus

The global menus define the functions that are available in the top right-hand corner of the web page in the global menu bar. These menus generally contain links to functions such as Log Out. iRecruitment delivers one global menu for each user type. The menus are named as in the following example:

- IRC <user> Global Menu
 - For example, IRC Manager Global Menu

Defining User Access to Self-Service Functions

To define user access to self-service functions, you need to define a user, assign a responsibility, and assign profile values. The following process takes you through the separate procedures.

Note: It is not necessary for you to complete this procedure for iRecruitment candidates.

If you do not want to use the delivered responsibilities, we recommend that you create a different responsibility for each target group of users.

To define a responsibility for a self-service application:

1. Follow the standard procedure for creating a responsibility.
See: *Defining a Responsibility (Oracle HRMS Configuring, Reporting, and System Administration Guide)*
2. Define your responsibilities to be available from Oracle Self-Service Web Applications.
3. Consider whether you should create menu or function exclusions to restrict the employee menus.

To set your system profiles:

1. Set the system profiles for security groups.
If Security Groups are not enabled, use the System Profile Values window to link your responsibility to a security profile in the appropriate Business Group.
If Security Groups are enabled, you can set the security profile at the user level using the Assign Security Profiles window.
2. Set any additional required profiles.
See: *Profile Options*, page 1-25

To define a user:

1. Define the people you would like to access Self-Service. There are two ways to do this. You can follow the typical steps for defining a new user and then assign each individual user to a responsibility that enables access to self-service.

Note: You should assign the IRC Employee Candidate responsibilities to all employees.

See: *Users Window (Oracle HRMS Configuring, Reporting, and System Administration Guide)*

Alternatively, you can set up concurrent programs to automate this manual process.

See: *Creating Batch User Accounts with Concurrent Programs (Oracle HRMS Deploy Self-Service Capability Guide)*

2. If you manually create a new user, in addition to granting the user the correct responsibility, you must now grant them the correct permission set using the Functional Administrator responsibility. iRecruitment uses the Grants model to determine the functions that users can access.

See: *Grants and iRecruitment Responsibilities*, page 1-69

For information on creating grants and using permission sets, see: *Grants and Permissions Sets (Oracle Applications System Administrator's Guide - Security)*

Running the iRecruitment Create Grants Process

Run the iRecruitment Create Grants process to create grants for your employee users. iRecruitment uses the Grants model to determine functions that users can access. When you run the process the application uses the responsibility information and grants the appropriate permission set to the employee candidates to work with iRecruitment. For information on grants and responsibilities, see: Grants and Responsibilities, page 1-69

You run the process from the Submit Request window.

To run the iRecruitment Create Grants process:

1. Select iRecruitment Create Grants process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Enter the responsibility key to create grants for users associated with the responsibility.
4. Enter the application short name of the responsibility.
5. Enter the name of the permission set that the process grants to the employee users.
6. Click OK.
7. Click Submit.

Configuring Page Layouts

The Personalization Framework

The Personalization Framework, a component of the Oracle Applications (OA) Framework technology, enables you to modify many aspects of the appearance and behavior of self-service web pages which are defined in the MDS Repository. The Personalization Framework is a subset of the Web Applications Dictionary functionality and provides a user-friendly interface for making changes to the definitions held in the MDS Repository.

See: *Oracle Applications Framework Release 11i Documentation Roadmap* (Metalink Note # 275880.1)

Personalization Framework Hierarchy

The Personalization Framework enables you to configure web pages at different levels: function, localization, site, organization, responsibility, and user. The lower level personalizations, for example, user-level personalizations, take precedence over the higher level personalizations, for example, site-level personalizations.

Note: Not all personalization levels may be available for your self-service application. For example, iRecruitment, does not use the organization level.

If you make personalizations at the site level, they will affect all users. For this reason, you should make site level personalizations wherever possible. For example, you may want to include a particular logo in a web page for all users.

If you want a particular personalization to only appear for a certain group of users, then you should do your personalization at responsibility level. For example, you may want to show certain details about a vacancy to employees only, not external users. Many of the iRecruitment screens make use of common regions. This allows you to make a change to a region in one place, and have it reflected throughout the application, for example you may want to hide the brief description field from the job search results table. Doing this personalization at site level will hide it in both the simple job search and the advanced job search. If you do not want to hide it on both screens then you must do a function level personalization, just doing the personalization on the function that you want to change.

There are a number of function level personalizations delivered with iRecruitment.

To enable administration-level personalizations (at the localization, site, organization, function, and responsibility levels), the system administrator must set the personalization profile options for the user in question. The user then logs on to the self-service application and selects a responsibility. If the profile options have been set correctly, the user will see the Personalize Region links on the web page. By clicking on these links, the user can customize the page to the level defined by the system administrator.

Typical administration-level personalizations include:

- Creating views
- Changing column labels
- Hiding/Displaying columns
- Configuring tables

- Filtering and sorting data

The system administrator decides whether to enable the Personalization Framework at the different levels. For more information, see the Oracle Self-Service Framework documentation, which is available on Oracle *Metalink*.

Configurable Profile Options

The following table presents a list of configurable profile options.

Configurable Profile Options

Profile	Configurable Levels	Values	Default
Personalize Self-Service Defn (FND_CUSTOM_OA_DEFINITION)	Responsibility, User	Yes/No	No
Disable Self-Service Personal (FND_DISABLE_OA_CUSTOMIZATIONS)	Site, Application, User	Yes/No	No

Personalize Self-Service Defn

This profile option enables or disables the global Personalize URL link that appears on each self-service web application page for Admin-level customizations.

Disable Self-Service Personal

If this system profile option is set to Yes, the configurations you make will not be applied, regardless of the level at which you make the configurations. Only the original definition of each self-service page will be displayed.

Configuring Web Pages

It may sometimes be necessary to modify the predefined web page regions to suit your business requirements. You configure your web pages using the Personalization Framework.

For iRecruitment, you cannot configure pages at the organization level.

For more detailed information, see: *Oracle Applications Framework Release 11i Documentation Roadmap* (Metalink Note # 275880.1)

To configure web pages:

1. Make sure that you are using a responsibility with administration-level customization access.
2. Navigate to the web page you want to configure.
3. Choose the global Personalize link for the web page or the Personalize Region link for a specific region.

Note: If you want to configure the page at site level, you do not need to enter a customization value. If you are configuring at the responsibility or functional level, you must specify which responsibility or function is affected.

The Choose Personalization Context page is displayed.

4. Make your configuration changes.
5. If required, you can hide or display flexfield segments.
6. Save your work.

Setting Up Information for iRecruitment

Creating and Maintaining Default Job Postings

Job postings are the advertisements attached to your vacancies. They provide information about your vacancy requirements, describe how to apply for jobs, and give general details of your enterprise. As a recruiter, you can use the Default Job Postings feature to create a set of default values to use whenever a particular business group, organization, job, or position is selected for a vacancy.

Using the default postings functionality:

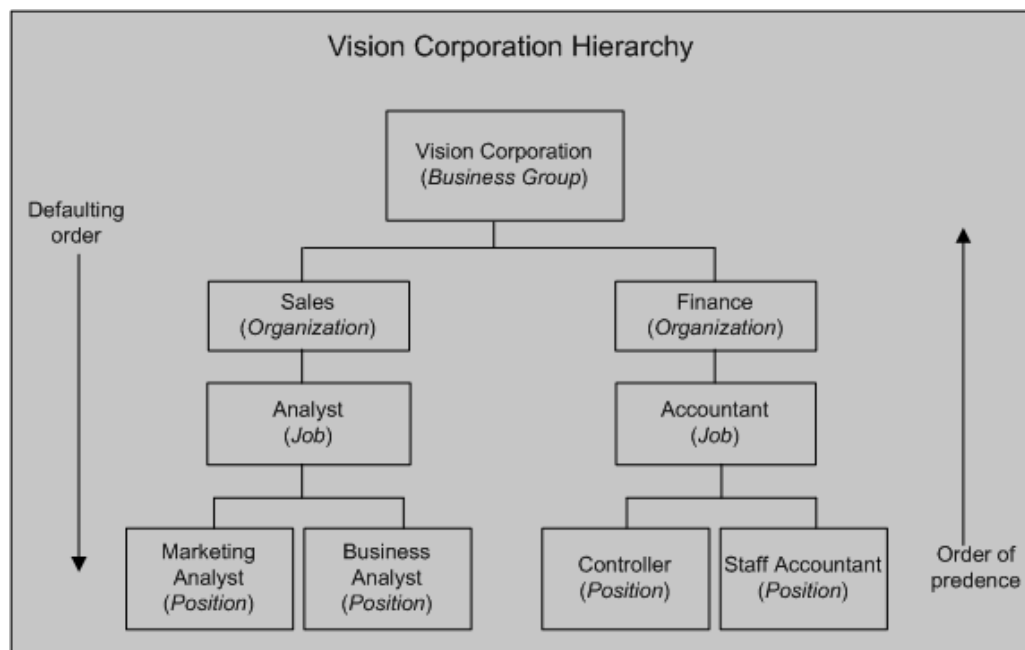
- Saves you from reentering all the information when creating vacancy details
- Reduces the effort required to create vacancies

How default job postings work

When managers select a business group, organization, job, or position when creating vacancy details, the default posting information automatically appears on the Create Vacancy: Format Job Posting page. Managers can edit and format the default details.

Example - Creating Default Postings for Your Business Group

The following figure shows an example of a business group - Vision Corporation with its organizations, jobs, and positions.



You can define default posting information according to your business needs. Using Vision Corporation Hierarchy as an example, the following points explain different approaches that you can take when creating default posting information.

- Set up default information for the business group
To use the same posting information for all vacancies in the Vision Corporation business group, create the default posting information for the business group only. If

you define the job posting at the highest level and do not create posting information at lower levels, then the default values appear automatically for all vacancies in that business group.

- Set up default information for organizations and jobs

To use different job posting information for organizations and jobs in the business group, create posting information specific to organizations and jobs. For example, if the posting information is similar for Business Analyst and Marketing Analyst positions, then create default posting information for the Analyst Job. When managers select the Analyst Job when creating vacancy details for the Business Analyst position, the default information defined for the Analyst job, automatically appears for that vacancy.

- Set up default information for a position

You can create posting information for a position (lowest default level). For example, you can create default information for the Staff Accountant position associated with the Accountant job.

The default job postings at the lower levels override the default job posting set at the higher levels. For example, posting information exists for the Accountant job and Staff Accountant position. When managers select the Accountant job and the Staff Accountant position to create vacancy details, the default posting information defined for the Staff Accountant position appears on the vacancy details page.

- Set up default information in a hierarchy

You can enter specific information at each level instead of providing complete information at all levels. For example, you can define only:

- The how-to-apply information for the Finance organization.
- The job requirements for the Accountant job.
- Any additional information for the Staff Accountant position associated with the Accountant job.

When managers select the position while creating vacancies, posting information defaults from the organization, job, and position levels.

Creating Default Postings

On the Default Job Advert page:

- Select the posting level and the value for which you want to create a default description.
- Enter information such as department description, additional job information, and how-to-apply details.
- To display a graphic on job postings, for example, your enterprise logo, specify the file path of the directory in which you saved the graphic file.

Updating Default Postings

You can make any changes to default job postings that are in use. For example, you might want to change the job requirements or how-to-apply information. You can also delete in-use job postings and add new job postings to jobs, positions, organizations, and

the business group. Your changes or deletions do not affect vacancies associated with previous job postings.

Creating and Maintaining Recruiting Sites Details

If your enterprise has an agreement to post job advertisements with third-party recruiting sites, use the Job Posting Vendor Details page to record information about the recruiting sites.

Complete the following information:

1. Enter the recruiting site name that identifies the third-party recruiting site where your enterprise posts the job details.
2. Depending on the data transfer method that your enterprise uses, enter the following details:

- To send job postings through HTTP, enter the Posting URL specified by the recruiting site. Enter the user name and password to track those who submit job postings to the recruiting sites. To base the user name or password on the manager or recruiter who submits the posting, enter one of the following parameters. The application dynamically includes the appropriate details for the person when the posting is made:

#USERID

Sends the person's unique user ID as assigned by the application, for example, 10569.

#USERNAME

Sends the person's Oracle Applications login name, for example, JDOE.

#EMAIL

Sends the person's e-mail address, for example, john.doe@abc.com.

- To send job postings through e-mail, enter the receiver's address as the Posting URL. Enter the address in this format: `mailto:{email address}`, for example, `mailto:firstname.lastname@company.com`.
- To send job postings using FTP, enter the username and password to enable the manager to post job details to the FTP server. Specify the Posting URL as FTP URL with the directory that stores the job postings. For example, `ftp://ftpserver.mycompany.com/inbound_postings`.

Note: You can use the FTP method only if the destination server supports Passive File Transfer Protocol (PASV) data transfers. The FTP feature is a beta version and may not work on all servers.

3. Specify the style sheet that defines the job-posting format. By default, iRecruitment sends the job posting details in the HR-XML JobPositionPosting format. If you use the default JobPositionPosting.xsl stylesheet, then you must leave the Stylesheet field blank. To send the job postings in a format other than the default HR-XML format, enter the name of the style sheet.
4. Provide other details:

- Provide the Date From and Date To information to specify how long your job advertisements appear on the recruiting site.
- Enter the posting cost of the job advertisements for the specified period.

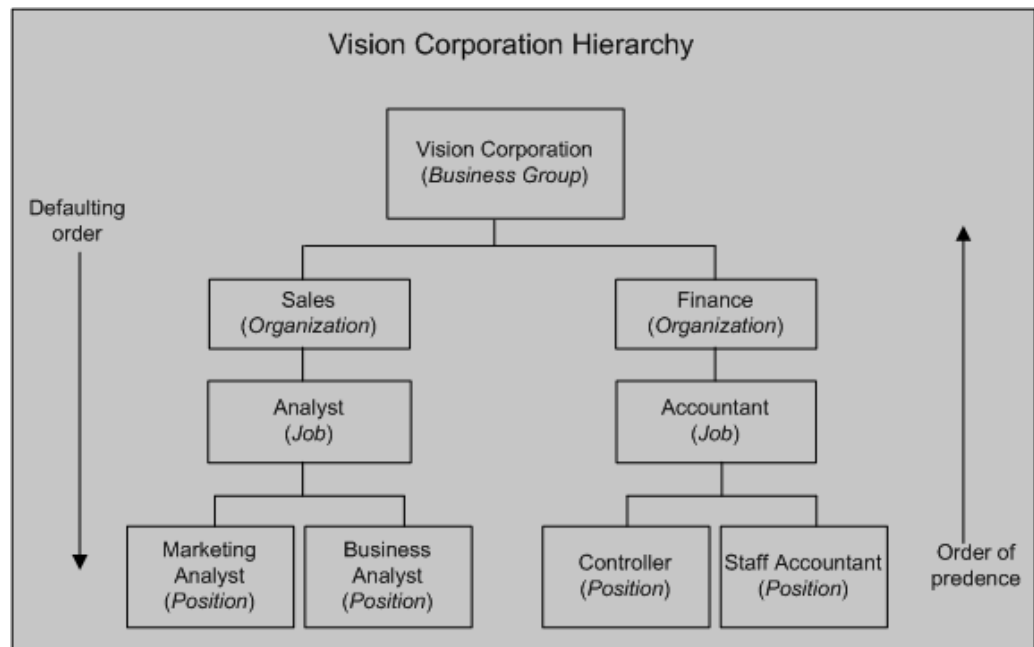
Defining and Maintaining Templates for Offer Letters

iRecruitment uses offer templates to create offer letters. When you define a template, iRecruitment uses Oracle XML Publisher, a template-based publishing tool, to merge your template file with the offer data to create an offer letter.

Selecting a Default Template

On the Offer Template Associations page, you can select a default offer template for a business group, organization, job, or position. When a manager creates an offer, iRecruitment uses the default template to create an offer letter.

The following figure shows an example of a business group Vision Corporation with its organizations, jobs, and positions.



You can analyze your recruitment practice to decide whether you want to set a default template for your business group or specify different default templates. Using Vision Corporation as an example, the following points explain different approaches that you can take when setting up default templates for offer letters:

- Set a default template for the business group
To use the same offer details for all job offers in the Vision Corporation business group, select a default template for the business group. When managers create offers in the Vision Corporation business group, iRecruitment uses the default template set for the business group to create offer letters.

Business Group is the highest level. If you select a default template at the highest level and do not define default templates for organizations, jobs, and positions, then the default template at the business group level is inherited at the lower levels.

- Set a default template for different levels in the business group

Alternatively, if terms and conditions of job offers vary, then select default templates at the appropriate levels. For example, if job offer details are different in the Sales and Finance organizations, then select different default offer templates for those organizations.

The default templates set at the lower levels override the default offer template set at the higher levels. For example, you select *Vision Offer Template* as a default template for the Vision Corporation business group and *Sales Offer Template* as a default template for the Sales organization. When managers create offers for the Sales organization in the Vision Corporation business group, iRecruitment uses the default template set at the organization level (*Sales Offer Template*) to create offer letters.

Updating Offer Template Associations

You can delete template associations in use and add new templates to jobs, positions, organizations, and business groups. For example, you can add a new template, if there is a change in the company policy or a request for a change from the HR department. Your changes or deletions do not affect offers associated with previous templates.

Setting Up Assessments

iRecruitment enables you to use assessments to evaluate candidates and applicants during the recruitment process. Follow these steps to set up the assessments functionality:

To set up assessments:

1. The OTA Assessment Top Menu appears by default in the IRC Recruiter menu. This menu enables recruiters to:
 - Manage questions and question banks.
 - Manage surveys, tests, and test. sections.
 - See test previews and test statistics.

To enable users of other responsibilities to create and manage assessments:

1. Add the OTA Assessment Top Menu to their corresponding menus.
2. Grant the IRC Assessment Administration Permission Set to those responsibilities using the Functional Administrator responsibility.

For information on creating grants and using permission sets, see: Grants and Permission Sets in the *Oracle Applications System Administrator's Guide - Security*.

2. Review the following profile options:

- OTA: Assessment Branding Image

An Oracle Learning Management (OLM) product profile option that controls the display of the product brand name on assessment headers. The profile value is set to IRCBRAND (iRecruitment graphic) by default for the predefined

candidate responsibilities. To display a different graphic, for example, the logo of your job site or enterprise, enter the file name of your graphic as the profile option value for predefined or custom candidate responsibilities. Omit any file extension from the name.

- **OTA: Data Source Module**

An OLM product profile option that restricts access to assessment data based on the product defined in the profile option. By default, the profile value is set to iRecruitment for the predefined iRecruitment responsibilities so that users view assessment data only from iRecruitment. If you add the Assessment Administration function to any custom iRecruitment responsibility, then you must set iRecruitment as the profile value for that custom responsibility.

What's Next

The following steps summarize how to create and use assessments:

1. **Creating assessments**

After you set up the Assessments functionality, your recruiters or managers can create surveys and tests to use during the recruitment process.

See: *Creating and Managing Assessments for iRecruitment*, page 2-5

2. **Making assessments available to candidates and applicants**

- To make a survey or test available to candidates during the registration process, set the IRC: Registration Test profile option.

See: *Profile Options*, page 1-25

- Managers can select a test when they create vacancy details. iRecruitment presents the test when candidates apply for the vacancy.

See: *Creating and Maintaining Vacancies*, page 2-11

Setting Up Offers

Setting Up Offers

To enable managers to create and process offers for applicants, you must complete the following steps:

1. Configure iRecruitment Manager and iRecruitment Recruiter menus, if required.

You can use the default menus that iRecruitment provides to work with the offers functionality or configure the menus to suit your business needs.

- iRecruitment assigns the Irc CM Home Page Create Offer and Irc Enter Offer Detail functions to the IRC Manager Menu and IRC Recruiter Menu by default. This function enables managers and recruiters to create offers for applicants. If you do not want specific managers to create offers, then you can hide this functionality by excluding the Irc CM Home Page Create Offer and Irc Enter Offer Detail functions from the responsibilities of other managers.
- iRecruitment assigns the Extend Offer Duration function to the IRC Manager Menu and IRC Recruiter Menu by default. This function enables managers to extend the duration of the offer when the offer expires. If you do not want specific managers to extend the duration of the job offers after the expiry date, then you can exclude the Extend Offer Duration function from the responsibilities of other managers.
- iRecruitment assigns the following offer functions to the IRC Recruiter Menu by default:
 - Irc Offer Search Workbench: to search offers and make changes to the offer letters.
 - Irc Template Associations Setup Page: to associate offer templates with a business group, organization, job or position to generate offer letters.
 - Irc Track Offer Letter: to enter tracking information such as the shipping and offer number.

If you want your managers to carry out the recruiter tasks, then assign the recruiter functions to the responsibilities associated with the managers.

2. Review current settings of these profile options, and update if necessary:
 - IRC: Allow Multiple Offers for Candidate
 - IRC: Enable Offers Compensation
 - IRC: Extend Offer Duration Function
 - IRC: Offer Duration Measurement
 - IRC: Offer Duration Value
 - IRC: Offer Send Method
 - IRC: View Offer Function
 - IRC: Offer Workflow Item Type
 - IRC: Offer Details Approval Transaction Type
 - IRC: Extend Offer Duration Transaction Type

See: Profile Options, page 1-25

3. Ensure that the following Lookups contain the values required for your enterprise:
 - IRC_OFFER_DECLINE_REASON: Enter the reasons that applicants select when they decline the offer in the Decline Offer page.
 - IRC_OFFER_POSTAL_SERVICE: Enter the names of the shipping companies that your enterprise uses to send offers. The Shipping field on the Track Offer page displays the lookup values.
 - IRC_OFFER_EXPIRATION_DATE: Enter the values that your managers can use to search offers that will close within a specific time, for example within a day or within two weeks. The Offer Expiry Date list on the Offers Search page displays the lookup values.

See: Adding Lookup Types and Values, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

See: User and Extensible Lookups, page 1-54

4. Configure the offer approval process, if required.

iRecruitment supplies default offer approval process. You can create your own approval process to meet your business needs.

- If you create your own approval process, ensure that you:
 - Update the following profile options for the transaction type and workflow process:
 - IRC: Extend Offer Duration Transaction Type
 - IRC: Offer Details Approval Transaction Type
 - IRC: Offer Workflow Item Type
 - Update the parameters for the Irc Create Offer Review function using the Form Functions window with the new values.

In addition to the default approvers, managers can select additional approvers in the Add Adhoc Approvers region. To enforce default approval rules, you can hide the Add Adhoc Approvers region using the Personalization function.

See: iRecruitment and Oracle Approvals Management (AME), page 1-43

See: iRecruitment Offer Approval Transaction Type, page 1-53

See: Profile Options, page 1-25

See: Personalization Framework, page 1-73

5. Create your own offer letter templates if you do not want to use the supplied offer template.

See: Customizing Offer Templates, page 1-85

6. Select a default template to generate offer letters for your business group, organization, jobs, or positions. iRecruitment uses the default template to create offer letters when managers create or update offers for applicants.

See: Creating and Maintaining Offer Templates, page 1-79

7. Set up compensation plans to enable hiring or line managers to assign benefits components when they create or update the offers.

See: Setting Up Individual Compensation Distributions for Employees and iRecruitment Applicants, page 1-87

8. Subscribe to the workflow event type IRCOFFER to send notifications to the offer participants such as managers, recruiters, and applicants.

See: Using Workflow Business Events, page 1-133

See: Subscribing to Workflow Business Events, page 1-133

9. Set up equity analysis to enable hiring managers to make an informed decision about salary when they create offers for applicants.

See: Setting Up Equity Analysis for Offers, page 1-84

10. Schedule the following concurrent processes:

- iRecruitment Offer Expiry Notifications
- iRecruitment Offer Expired Notifications

See: Running the iRecruitment Offer Expiry Notifications Process, page 1-86

See: Running the iRecruitment Offer Expired Notifications Process, page 1-87

Schedule these processes to run daily to notify managers and applicants about offers approaching the closing date and closed offers. Use the iRecruitment HRMS Manager responsibility to schedule these processes.

Setting Up the Equity Analysis Organization Report for Offers

To enable managers to use the Equity Analysis for Organization report to make an informed decision about salary for an applicant, you must complete the following steps:

To set up the Equity Analysis Organization report for offers:

1. Run the following concurrent programs if this is the first time you are using HRMSi or DBI for HR:

Note: If you already use HRMSi or DBI, then you need not run these programs. You would have run these concurrent programs at the time of set up.

- **Update Gregorian Hierarchy in the Time Dimension**

Run this program to load the FII_TIME_DAY table with time information. The Offers Materialized view uses this table to display information in real time. Set the Date To parameter at least one year into the future when you run the concurrent program.

- **HRI Load All Supervisor Hierarchies**

Run this program to load the Supervisor Hierarchy Summary Table (HRI_CS_SUPH.) with supervisor hierarchy details. The Equity Analysis for Organization report uses these details to display salary information for jobs in the supervisor hierarchy.

2. Run the concurrent process HRMSi (Embedded Analytics) Materialized View Refresh to refresh the HRI_MDP_SUP_WRKFC_JX_MV materialized view that updates workforce information.

Prerequisites

These processes are not delivered in any request sets or groups. To use these processes, you need to add the processes to a request group and, if applicable, a request set.

See: Organizing Programs into Request Groups, *Oracle Applications System Administrator's Guide*

See: Organizing Programs into Request Sets, *Oracle Applications System Administrator's Guide*

3. Set the profile option HRI: Enable Embedded Analytics to Yes for Application Human Resources at the Application level. You set the profile option to enable the Equity Analysis for Organization region in the Basic Details page.
4. Check that jobs and salary basis are set up correctly in Oracle HRMS to meet your requirements for offers equity analysis. The report uses the job and the hiring manager details to display the salary information.

See: Jobs and Positions, *Oracle HRMS Enterprise and Workforce Management*

See: Salary Basis, *Oracle HRMS Compensation and Benefits Management Guide*

5. Set up the currency conversion rate to display salary information in a common currency using the Conversion Rate Types window of Oracle General Ledger. Set up the Corporate conversion rate to define a standard rate for your enterprise. Oracle General Ledger currency setup is a shared product. Liaise with your Financials implementation team to get this information. If you do not use Oracle General Ledger, add the GL_GCS_RATES menu or individual functions from the menu to an existing menu that users access through their standard responsibilities. For further information about conversion rates, see the *Oracle General Ledger User's Guide* in the Oracle Financial Applications documentation.
6. Schedule to run the following processes to display the latest information. You can schedule the processes to run according to your business needs. For example, you can schedule to run these processes daily or once a week.
 - HRI Load All Supervisor Hierarchies

Note: If you do not use Daily Business Intelligence, then set the Full Refresh parameter to Yes for subsequent runs. If you use Daily Business Intelligence, you must set the Full Refresh parameter to No for subsequent runs. Oracle supports only incremental refresh of supervisor hierarchy if DBI is installed.
 - HRMSi (Embedded Analytics) Materialized View Refresh

Customizing Offer Templates

Offer letter templates simplify the offer-letter-preparation task and ensure consistency among offer letters. An offer letter template determines the basic structure of an offer letter and contains document settings such as text entries, page layout, and special formatting.

iRecruitment supplies the following predefined documents to generate offer letters:

- IRCESOLDD_SD.xml: A data definition source file that contains all the data tags that offer templates can use.

- IRCESOLT_en.rtf: A sample RTF offer template that you can use to generate offer letters.

To customize the offer letter details, you can create your own templates. You customize the XML version of the offer template using Oracle XML Publisher.

Important: Oracle iRecruitment recommends that you create your own templates using the predefined templates as samples. Do not modify the predefined templates as your changes may be lost during an upgrade.

To customize the offer templates:

1. Create a new rich text or PDF format template.

Using the predefined offer template as a sample, create a new offer template and save it as a rich text or PDF format file.

See: *Creating an RTF Template and Creating a PDF Template in the Oracle XML Publisher User's Guide*

2. Create a new template definition.

Using the predefined template definition as a sample, create a new template definition in the Template Manager for your template design file. When you create the template definition in the Template Manager, you register and upload your template design files.

See: *Creating the Template in the Oracle XML Publisher User's Guide*

To use the custom templates for offer letter generation, associate the custom templates with your business group, organization, job, or position using the Offer Templates Associations page.

See: *Defining and Maintaining Templates for Offer Letters*, page 1-79

Running the iRecruitment Offer Expiry Notifications Process

Run the iRecruitment Offer Expiry Notifications process to alert managers and applicants about offers approaching the closing date.

You run the process from the Submit Request window.

To run the iRecruitment Offer Expired Notifications process:

1. Select the iRecruitment Offer Expired Notifications process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Enter the number of days that the application should consider to track offers approaching the closing date. For example, if you enter 3, the process tracks the offers that close within three days from the offer extended date and notifies the participants. The default value is seven.
4. Click OK.
5. Click Submit.

Running the iRecruitment Offer Expired Notifications Process

Run the iRecruitment Offer Expired Notifications process to inform managers and applicants about the closed offers. If required, managers can extend the duration of the closed offers and send the offers to the applicants again.

To run the iRecruitment Offer Expired Notifications process:

1. Select the iRecruitment Offer Expired Notifications process in the Name field.
2. Click Submit to run the process.

Setting Up Individual Compensation Distributions for Employees and iRecruitment Applicants

As a compensation manager, you set up individual compensation distribution (ICD) plans to define the components of an award or allowance. The line manager uses the self-service interface to assign the award - setting the start and end date of the distribution - while the back-office maintains control of the plan's administration. You can set up compensation plans so that hiring or line managers assign benefits components to applicants when they create or update offers in iRecruitment.

Follow these process steps to set up a variety of plans for ICD and iRecruitment offers, such as:

- Periodic or spot bonuses
- Sponsored allowances
- Resettlement compensation
- Severance Payments
- Relocation
- Sign-on bonus
- New hire stock
- Other periodic or recurring awards

As a compensation and benefits administrator, you define plans for individual compensation distribution and iRecruitment using the features of standard benefits or Oracle Advanced Benefits following the guidelines in these sections.

- Define Plans, page 1-87
- Define Enrollment Requirements for the Plan, page 1-90
- Set Up Activity Rates and Coverages for the Plan, page 1-92
- Configure Web Pages, page 1-94
- Enter People for Test Purposes, page 1-94
- Set Up Employee Self-Service Access to ICD, page 1-95

Define Plans:

You set up plans for individual compensation distribution and iRecruitment by defining the characteristics of the plan and any electable options in the plan. If necessary, you

can define participant eligibility profiles to limit the participants who are eligible for the plan or option.

To set up plans for self-service individual compensation distribution and iRecruitment

1. Define the Plan Year start and end dates for the compensation plan. Set up several plan years to account for future plan years.

See: Defining a Program or Plan Year Period, page 1-96

2. Optional: define a participant eligibility profile to control eligibility for the compensation plan.

If you do not define a participant eligibility profile:

- ICD finds all employees and contractors reporting to the manager eligible for the distribution.
- iRecruitment finds all applicants eligible for the compensation plans defined for applicant offers.

Note: Set the participant eligibility profile status to active if you define a profile.

See: Defining an Eligibility Profile, page 1-96

3. Set up one or more Plan Types to group the compensation plans you administer.
 - Required: select an Option Type of Individual Compensation Distribution to enable a manager to distribute the award or assign benefits to applicants. When you define Plan Types for iRecruitment, select Enterable Amount or Select List as the option for Self Service Display format. Currently the other self-service options do not apply for iRecruitment plans.
 - Optional for ICD: select a Compensation Category of Compensation for reporting purposes or for system extracts.

You can choose to set up a single plan type for all your compensation plans, or you can define multiple plan types for groupings of plans (Bonus, Allowance, Severance, and others).

Note: You should base the number of plan types you define on your reporting requirements.

See: Defining Plan Types, page 1-98

4. Required for iRecruitment: Define reporting groups to group the compensation plans for iRecruitment. Select the purpose as iRecruitment to display the plans on the Compensation page of iRecruitment.

See: Defining a Reporting Group, page 1-99

5. Optional: define the options in the compensation plan.
 - Enter a user friendly option name to display in the self service web page.
 - Select the corresponding plan type of each option.

Note: Use options when there is a logical grouping of choices within a plan, such as a car allowance plan with options of

BMW, Honda, and Ford. For bonus plans, severances, and allowances, set up each compensation type as a separate plan.

See: Defining Options, page 1-106

6. Define compensation plans for ICD and iRecruitment

- Enter a user friendly plan name to display in the self service web page.
- Select the plan type of the plan.
- Set the plan status to active. You can update the status to inactive if you need to temporarily disable the plan.
- Select a Plan Usage code of May Not Be In a Program.

In the Not in Program tabbed region:

- Enter a sequence number that indicates the order in which the plan displays in the self service web page relative to other plans in the plan type.
- Select the currency of the plan for monetary distributions. You do not enter a currency for non monetary allowances, such as cars.
- Select the Activity Reference Period of the plan. For recurring awards, the activity reference period is the period the manager sees when distributing the award, for example, \$100 per period.

For non recurring awards, you can select any activity reference period.

Note: For an iRecruitment plan, ensure that you select frequency specific values such as Per Month or Per Year as the Enrollment rate/frequency. As applicants are not assigned any payrolls, if you select values such as Per Pay Period no plans will be displayed to hiring managers when they create or update offers.

See: Defining a Benefits Plan, page 1-100

7. Link the Plan Years to the plan that you defined in Step 1.

See: Maintaining Plan Related Details, page 1-102

8. If you defined options in Step 5, link the options to the plan.

- Set the status for each option to active. You can update the status to inactive if you need to temporarily disable an option.

See: Associating Options with a Plan, page 1-104

9. Link a participant eligibility profile to the plan if you limit eligibility for the plan.

10. For iRecruitment: Define a single life event reason with the iRecruitment type. Oracle iRecruitment uses this life event type to process compensation plans for applicants.

See: Defining General Characteristics of Life Event Reasons, page 1-107

Define Enrollment Requirements:

You use the Plan Enrollment Requirements window to control the enrollment method.

ICD only: You can also set up required certifications that the individual must provide before Oracle Payroll distributes the award.

To define enrollment requirements for ICD and iRecruitment plans

1. Define enrollment requirements for the plan.
 - Query the plan you defined in step 6 above.
 - Select an enrollment method of Explicit.
 - Check the Allows Unrestricted Enrollment check box.
 - Select Current, Can Keep or Choose; New, Can Choose as the Enrollment code.

For ICD Plans

- If you define coverages, select a Coverage Start Date code of Enterable if you want to let the manager enter the coverage start date. The application distributes the award to Payroll following the date. If you do not want the manager to enter the start date, select any other coverage state date code.
- Select a Coverage Start Date code of Event to set the start date to the system date when the manager enters the self service web page. Use this code for non-recurring awards. The application distributes the award to Payroll in the following payroll period.
- Required: select a Coverage End Date code that corresponds to your Coverage Start Date code.
- Activity Rate Start and End Date codes function similarly to coverage codes. Choose Enterable for recurring allowances; for non-recurring allowances, choose Event.

For iRecruitment Plans

You must define enrollment requirements by specifying coverage and rates start and end codes.

General Tab

1. With the General tab and the Plan tab selected, select the Coverage tabbed region.
2. Enter the enrollment coverage start and end dates to specify when the coverage begins and ends for participants in the plan. For example, select Event as the start date and 1 Day Before Event as the end date code.
3. Select the Rates tabbed region.
4. Enter the rates start and end date codes to specify when the activity rates start and end for participants in this plan. For example, select Event as the start date and 1 Day Before Event as the end date code.

When you set up compensation plans for iRecruitment offers, you must associate the plans with the iRecruitment life event. When a hiring manager completes the basic details of an offer and clicks Continue on the Basic Details page, the application detects that the iRecruitment life event has occurred for the applicant assignment and runs the Participation process. The Participation process evaluates the eligibility for the applicant and displays the appropriate benefit plans in the Compensation page.

Timing Tab

Define the following iRecruitment Life Event in the Life Event region of the Timing tab to allow users to make or change elections.

- Select Enrollment Type as the life event.
- Select iRecruitment Life Event as the life event.
- Select a Coverage Start Date code of Event and select the corresponding code 1 Day Before Event as the end date code.
- Select Event as the Rate Start Date and select the corresponding code 1 Day Before Event as the end date code.
- Select As of Event Date as the Enrollment Period Start date code and select a Enrollment Period end date that corresponds to the Period start date such as Thirty Days After Event Date or Sixty Days After Event.

For information on compatible start and end codes, see the white paper, *Oracle Applications HRMS Compatible Start & End Date Codes*, Metalink Note ID: 247317.1

See: Defining Enrollment Requirements for Not in Program Plans, page 1-111

2. Optional for an ICD plan: for Advanced Benefits users, link one or more certifications to the plan if you request or require certification from the participant before you make the distribution.

Oracle HRMS supplies the certification types available with the application.

Note: If you require a certification, the application suspends the payroll distribution of the award until the participant returns the certification. A message displays to the issuing manager indicating that the distribution is suspended.

See: Defining Certifications for Enrollment in a Plan, *Oracle HRMS Compensation and Benefits Management Guide*

See: Defining an Action Item Due Date (Advanced Benefits), *Oracle HRMS Compensation and Benefits Management Guide*

3. Optional for ICD: for Advanced Benefits, you can define communication types that the application generates to inform the participant of a suspended distribution.

You set up a system extract to write the applicable information from the communication type to a text file. You can then merge the data from the text file into the body of the participant communication.

See: Defining Communication Types, *Oracle HRMS Compensation and Benefits Management Guide*

Set Up Activity Rates and Coverages for the Plan:

You set up activity rates to define:

- The amount of a distribution (for fixed rate distributions) or to indicate that the manager enters the distribution amount when the award is assigned in the self-service web page.

Note: You can set up multiple activity rates for an ICD plan; however, you can choose only one rate to display on enrollment to the self-service user.

- The amount ranges that hiring managers can assign when they create or update offers for applicants in iRecruitment

To set up activity rates for a plan

1. Optional: set up an activity rate for an ICD/iRecruitment plan or option in the following cases:

- You do not use coverages.
- You offer a monetary award and you want to distribute the amount of the award to payroll.
- You create element entries for the award.
- You award a non monetary gift (defined as a coverage) and you need to keep records of the taxable benefit.
- You want to control the maximum amount that can be distributed for a recurring element.

Note: In order to control the maximum distribution amount, you must configure Oracle Payroll using FastFormula.

Follow these guidelines when setting up the activity rate:

- Set the activity rate status to active.
- Indicate if the activity rate applies to a plan or to an option in a plan.
- Select any Activity Type code.
- Select a Usage code of Standard Contribution/Distribution.
- Select a Unit of Measure if the award is non monetary.

Note: If the Unit of Measure is monetary, do not select any unit of measure.

- For ICD only: Select a rate certification type if you want to suspend the rate until the appropriate certification is received and approved.

Define the calculation method for the activity rate.

- If the award is a flat amount, enter the value of the award.
- If the award is not a flat amount, check the Enter Value at Enrollment check box. For recurring awards, the value the manager enters at enrollment is per the activity reference period defined for the plan.
- Check the Assign on Enrollment and Display on Enrollment check boxes.

See: Defining Activity Rates for a Standard Contribution/Distribution, page 1-110

Note: Steps 2 - 3 do not apply to iRecruitment plans.

2. Optional for ICD: define a variable rate profile if the activity rate varies according to one or more factors, such as the assignment of the person to whom the manager distributes the award.

You can also use variable rate profiles to define minimum and maximum distributions, increments, and default rates.

See: Defining General Information for a Variable Rate Profile, *Oracle HRMS Compensation and Benefits Management Guide*

3. Optional for ICD: create a taxable benefit rate for use with non monetary coverages.

You set up a taxable benefit rate for non monetary coverages like you define a standard activity rate, with the following exceptions:

- Leave the Unit of Measure field blank.
- Select a Calculation Method of Multiple of Coverage.
- Uncheck the Enter Value at Enrollment field.
- Define a multiplier where the number represents the value of one non monetary award.
- Select a Coverage Operator of Multiply by.
- Select a Rounding Code of Round to Nearest Hundredth.
- Uncheck the Display on Enrollment check box.

Note: You may have to define your coverage first before saving this rate.

4. Optional for ICD and iRecruitment: create a Maximum Distribution Rate to accompany the standard rate.

You set up a Maximum Distribution Rate like you define a standard activity rate, with the following exceptions:

- Select an Activity Type of Total Distribution Limit.
- Leave the Unit of Measure field blank.
- Leave the Recurring field blank.

5. Optional for ICD: define coverages for the plan if:

- The award is non monetary and you do not want element entries created for the non monetary award.
- The award is a non monetary gift (which is defined as a coverage) and you need to keep records of the taxable benefit.
- You do not define standard activity rates.

See: Defining a Coverage Calculation, *Oracle HRMS Compensation and Benefits Management Guide*

Follow these guidelines when you set up a coverage definition:

- Enter a name for the coverage.
- Select a coverage type.

- Select a Unit of Measure if the Type is not Coverage.
- On the Calculation Method Tab, select a Calculation Method of Flat Amount.

Note: If you want the user to enter the value during the enrollment check the Enter Value at Enrollment check box. Otherwise, enter the amount.

- For recurring distributions, the coverage amount is per the activity reference period defined in the plan.

Note: You should set up no more than one coverage per compensation plan or option.

Configure Web Pages:

To configure ICD web pages, use the Application Dictionary to configure the field labels, hints, tips, and messages that display in an ICD web page. You can also configure menu names, function names, and certain workflow attributes, see: *Individual Compensation Distributions (ICD), Oracle HRMS Compensation and Benefits Management Guide*

To configure iRecruitment offers pages, including the Compensation page, see: *Setting Up Offers*, page 1-82

Enter People for Test Purposes:

You can enter sample people into the Oracle HRMS database to test your Individual Compensation Distribution plan.

Define a Manager

Using the People window, define a manager with a date of birth, social security number, and address.

1. Enter an Assignment for the manager.
2. Check the Manager check box located in the Miscellaneous tabbed region.
3. Select the manager's GRE in the GRE tabbed region.

Define an Employee

Using the People window, define an employee with a date of birth, social security number, and address.

Note: If you use eligibility profiles, make sure the test employee meets your eligibility requirements.

1. Enter an Assignment for the employee.
2. Select the test manager you created as the employee's supervisor on the Supervisor tabbed region.
3. Select the employee's GRE in the GRE tabbed region.

Create a User Name and Password for the Test Manager

As a system administrator, open the User Types window to define a user name and password for the manager you created.

1. Link the Manager Self Service responsibility to the user name.

2. Save your work and close the window.

Assign an Individual Compensation Distribution to the Employee

1. Using the manager's user name and password, log on to Oracle Self Service HR.
2. Choose the Individual Compensation menu item.
3. Find the Employee you created.
4. Assign the individual an award.

Set Up Employee Self-Service Access to ICD:

You can configure ICD for employee self-service access. Use this feature if your enterprise administers charitable contribution plans, savings bond plans, or service recognition plans where you allow the employee to select from one or more awards.

Note: You set up employee self-service plans as you would other plans, using the professional user interface. However, you should include employee self-service plans in their own plan type, so that participants cannot view plans only available to managers.

To set up employee self-service access to ICD

1. Log in to Oracle HRMS using a System Administrator responsibility and open the Form Functions window.
2. Choose the Description tab.
3. Enter a new function name--without spaces--in the Function field.
4. Enter a User Function Name for this function.
5. Select SSWA JSP Function as the function Type.
6. Optional: enter a Description of the function.
7. Choose the Form tab.
8. Enter the following parameter, substituting the function name you entered in Step 3 and your plan type IDs where indicated:
 - `pProcessName=HR_INDIVIDUAL_COMP_PRC&pItemType=HRSSA&pCalledFrom=<your new function code>&PLANTYPE=<your plan type IDs separated by commas>`
9. Choose the Web HTML tab.
10. Enter the following string in the HTML Call field:
 - `OA.jsp?akRegionCode=HR_CREATE_PROCESS_TOP_SS&akRegionApplicationId=800`
11. Save your work.
12. Close the Form Functions window and open the Menus window.
13. Add the function you just created to the Employee Self-Service Menu.
14. Save your work.

See: *Defining Communication Types, Oracle HRMS Compensation and Benefits Management Guide*

Defining a Program or Plan Year Period

You use the Program/Plan Year window to record the dates through which programs or plans are in effect.

To define a program or plan year period:

1. Enter the Start and End dates in the Plan region through which this program or plan year period is valid.

In the Limitation region:

2. Choose the Start and End dates that define the limitation year that acts as the reference period used to calculate a participant's yearly compensation.

You typically define a limitation year to determine a participant's yearly contribution ceiling for a benefits plan such as a 401(k) plan in the US.

In the Period region:

3. Select the period Type code that identifies the period type by which you divide the program or plan year, for example fiscal or calendar.

Note: The period type must be Fiscal if you are defining a year other than from 01-JAN to 31-DEC. When the year period is from 01-JAN to 31-DEC the period type must be Calendar.

In the Within Year Periods block:

4. Enter the first day and first month of the within year period and the last day and last month of the within year period in the following fields:
 - Start Day
 - Start Month
 - End Day
 - End Month.
5. Select the Unit of Measure by which you are dividing this period.
6. Save your work.

Defining an Eligibility Profile

You use the Participation Eligibility Profiles window to define an eligibility profile with an effective start date of your choice. Before defining the profile, define any derived factors (such as length of service or compensation level), or your own eligibility criteria, that you plan to use as eligibility criteria.

If you want to create your own criteria to include in the eligibility profile, click User Defined Eligibility Criteria and create new criteria, see: *Creating your own Eligibility Criteria*, *Oracle HRMS Compensation and Benefits Management Guide* To access these criteria, choose the Other tabbed region, and select User Defined Criteria from the list

You can use eligibility profiles to determine:

- employee eligibility for compensation and benefits plans
- entitlements in collective agreements
- eligibility for grade/step progression
- eligibility for various work schedules, and so on

The information you can enter differs slightly depending on whether you have accessed this window from the Total Compensation or Collective Agreements area of the application.

Note: If you use the Total Compensation Setup Wizard to set up grade ladders, programs and plans, and Total Compensation Statements, you can create or update eligibility profiles while you are working in the Wizard.

To define an eligibility profile:

1. Enter the Name of the eligibility profile you are defining.
2. Enter a Description of this eligibility profile.
3. Select an Assignment Type to which this eligibility profile applies.

For example, you can define an eligibility profile for employee assignments if this profile is only used for employees.

Note: You can only select Employee Assignment Only for profiles to be used with collective agreements.

4. Select the profile Status.

Pending: This eligibility profile is currently proposed, but not active.

Active: This eligibility profile is in use.

Inactive: This eligibility profile is in use but cannot be associated with any new programs, plans, or options.

Closed: This eligibility profile was once Active or Pending, but is no longer in use.

5. Select whether this eligibility profile applies to benefits or collective agreements. If you are defining an eligibility profile for work schedules or grade step progression, then select benefits.
6. Choose the tabbed region that contains a criteria element that you want to include in your eligibility profile. Choose from:
 - Personal
 - Employment
 - Derived Factors
 - Related Coverages (Not applicable to collective agreements)
 - Other
7. Select a criteria element.

For example, you could choose Person Type as one of several eligibility criteria of the Personal type.

Note: When you define more than one value for a criterion, at least one of the values must be present in the person's record for them to be eligible. However, when you use multiple criteria in an eligibility profile (for example, a Work Location and an Organization), the person must meet at least one value for *each* criterion.

If you use a FastFormula eligibility rule as part of your eligibility profile, the participant must meet the criteria of the rule and one value from any other criteria that you include in the eligibility profile. If you use more than one FastFormula rule, by default the participant must meet the criteria of all the rules. If you change the user profile option BEN:Eligible Profile Rule from AND to OR, the participant need only meet the criteria of one rule.

8. Enter a Seq (sequence) number specifying the order the system processes this criteria element relative to any other criteria in this eligibility profile.

Note: You must assign a sequence number of a higher priority to all criteria that are used to exclude eligibility.

9. Select one or more values for the criteria element you have selected.
10. Check the Exclude field if a person becomes ineligible to participate in the compensation object, or to receive the collective agreement entitlement you associate with this eligibility profile if they meet this criterion.

You typically check the Exclude field when it is easier or faster to define which persons are excluded from eligibility, as opposed to defining which person are eligible.

11. If you are defining an eligibility profile for a grade ladder, and you want to rank your employees to determine the most eligible person to progress, enter an eligibility Score for this criteria.

The application calculates the eligibility rank based on the total score for all criteria that the person satisfies.

12. For grade ladders, you can also enter an eligibility Weight for a criteria.

The application multiplies the weight by the criteria value. You can only use weights with criteria that contain numeric values. If you enter a score and a weight for a criteria, the application adds the person's score to the weight to arrive at the final number.

13. Repeat steps 6, page 1-97 to 12, page 1-98 for each criteria element that you include in your eligibility profile.
14. Choose the Display All tabbed region to view the criteria elements in this eligibility profile.
15. Save your work.

Defining Plan Types

You use the Plan Types window to date effectively define, update, and delete or end-date plan types.

To define a plan type:

1. Enter a unique Name for the plan type you are defining.
2. Select an Option Type to classify the options you associate with this plan type.
3. For Advanced Benefits users, enter the alphanumeric identifier in the IVR field that participants use to identify this plan type using interactive voice response or telephony technology.
4. Select a Compensation Category that classifies the benefit provided by the plans and options in this plan type.

Note: You can use this information in system extracts that you send to benefits carriers and other third party agents.

5. Select a Self Service Display format of horizontal or vertical to control how you display the plans and options in a self-service enrollment form.

Note: The display format defaults to horizontal.

In the Enrollment block:

6. Enter the Minimum number of plans in this plan type in which an eligible person can be enrolled simultaneously or check the No Minimum field if there is no minimum.
7. Enter the Maximum number of plans in this plan type in which an eligible person can be enrolled simultaneously or check the No Maximum field if there is no maximum.
8. Save your work.

Defining a Reporting Group

You use the Reporting Groups window to define a reporting group and to associate programs and plans with the reporting group. You can also define which regulatory bodies and regulations govern the reporting group.

You can create reporting groups to represent:

- Groups of programs and plans that you report on as a set by entering the reporting group name as a report parameter.
- Self-service personnel actions, such as promotions or transfers, and to configure rules for these business processes.

See: *Overview of Self-Service Actions, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

- Compensation plans for applicants on the Compensation page of iRecruitment.

To define a reporting group:

1. Enter a unique Name for the reporting group.
2. Select the Global check box to include plans in the reporting group from any business group.
3. Select the Purpose of the reports that will be generated for this reporting group.
Select the Personnel Action purpose if you are defining a self-service action.

Select the iRecruitment purpose if you are defining plans for iRecruitment applicant offers. The Compensation page displays only reporting groups defined with the purpose of iRecruitment.

4. Enter a Description for the reporting group. The description that you enter for iRecruitment reporting group appears as an instruction text on the Enter Compensation page of iRecruitment.
5. Select the first Program Name if the reporting group is to consist of one or more programs.

Alternatively, select the first Plan Name in the reporting group.

Note: Ensure that you do not include the same plan in multiple reporting groups with the purpose iRecruitment.

Any row (record) in this table can include a Program Name or a Plan Name, but not both simultaneously. While it is unlikely that you would want to use the same reporting group to report at the program and plan levels, you could do so by choosing a Program Name for one record, and then choosing a Plan Name for each subsequent record in the reporting group.

Note: When a plan is selected, the Regulatory Bodies and Regulations button is enabled, indicating that you can define regulatory bodies for, and associate regulations with, that plan.

6. Save your work.

Defining a Benefits Plan

You use the Plans window to date effectively define the plans that you offer to employees and other eligible participants.

To define a benefits plan:

1. Set the effective date to the date on which you want to create the plan.

Note: You must create the plan with an effective date on or before the first day of the enrollment period in which it will be used.
2. Enter the Name of this plan starting with a letter of the alphabet (not a number or symbol).

Note: By setting the profile option BEN: Compensation Objects Display Name Basis in the System Profile Values window, you can choose whether compensation object names display in application windows (both in the professional and Self-Service user interfaces) based on the life event occurred on date or the user's session date. The default option value is Session.

3. Select the plan Status.

Pending: No participants are actively enrolled in this plan, but could be in the future if you change its status to Active. Eligibility processes operate on this plan

in "evaluate-only" mode, but do not create active records. Select the Pending status when setting up a plan that possibly may not become Active.

Active: Eligible persons currently may be enrolled in this plan.

Inactive: Current participants may remain in this plan, but no new participants may enroll in this plan.

Closed: No participants are enrolled in this plan, nor will any enroll in the future.

Important: You cannot reactivate a closed plan. Once a plan is closed, it remains closed.

4. Enter a Short Name if you also refer to this plan by an abbreviation.
5. Enter a Short Code if you also refer to this plan by a code.
You can extract data for a compensation object based on its Short Name or Short Code.
6. Select the plan type for which you are defining a plan in the Type field.
7. For Advanced Benefits users, enter the alphanumeric identifier in the IVR field that participants use to identify this plan using interactive voice response or telephony technology.
8. Choose the Inception Date to specify the calendar date on which you first introduced this plan.
9. Select if this plan must be in a program or may not be in a program in the Plan Usage field.

Note: If you include this plan in a program, benefits eligibility is determined when eligibility is determined for the program. If you do not want to determine participant eligibility for this plan during a specific time period, you can link a required dummy eligibility profile to the plan (for example, a benefits group containing no people) so that no persons are found eligible for the plan.

10. Choose the General tabbed region.
11. Check the Savings Plan field if you are defining a savings plan.
12. Enter the COBRA Payment Day that corresponds to the day of the month on which COBRA payments are due for this plan.
For example, 1 refers to the first day of each month.
13. Select the Primary Funding Method to specify the source of funds for this plan.
Self Insured: You self-insure to fund this plan.
Trust: A financial institution such as a bank maintains a trust to fund this plan.
Split: You self-insure as well as use a trust to fund this plan.
Fully Insured: You set up an annuity to fund this plan.
14. Select a Health Service code to describe the type of health service this plan provides.

15. Select the participant type whose coverage is subject to imputed income taxation in the Subject to Imputed Income field. Choose either participant, dependent, or spouse.
16. Enter a URL in the Web Address field to create a hypertext link from this plan name on an Oracle Self-Service Human Resources benefits enrollment web page to a URL containing information about this plan. This URL can reside on an intranet or the World Wide Web.
17. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for the participant to be eligible for this plan.
18. Save your work.

Defining a Plan to Determine Eligibility for a Self-Service Action:

You can use Compensation and Benefits functionality as a generic engine to determine eligibility for self-service actions. You define a plan to represent a sub action, such as Promotion (Sales) or Promotion (Italy). After defining a plan type with the option type Personnel Action, use the Plans window to define a sub action and link it to a form function. When users choose the function from a menu, the application calculates each person's eligibility for the action.

See: Set Up Eligibility Processing, *Oracle HRMS Deploy Self-Service Capability Guide*

See: Overview of Self-Service Actions , *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

1. On the Miscellaneous tab, in the Personnel Action Function Name field, select the name of the form function from the LOV.
2. Make sure to activate the Plan Years Not Applicable check box. Plan years do not apply to self-service actions, and this step eliminates needless processing.

Maintaining Plan Related Details

You use the Maintain Plan Related Details window to:

- Associate a plan year period with a plan
- Associate a reporting group with a plan
- Associate reimbursable goods or services with a plan
- Associate regulations and reporting groups with a plan
- Associate an organization with a plan

Associating a Plan Year Period with a Plan

You associate a plan year period with a plan to define the period for which the plan is active.

To associate a plan year period with a plan:

1. Enter or query the plan in the Plans window to which you are associating a plan year period and choose the Details button.
2. Choose the Plan Year Periods tabbed region.

3. Enter a Seq (sequence) number to specify the order in which the system processes this plan year period relative to any other plan year period for this plan.
4. Select the plan year period Start date.
The period end date displays based on the start date you select.
5. Save your work.

Associating a Reporting Group with a Plan

You can associate a plan to those reporting groups that you use to report on the plan.

To associate a reporting group with a plan:

1. Enter or query the plan in the Plans window to which you are associating a reporting group and choose the Details button.
2. Choose the Reporting Group tabbed region.
3. Select the Name of a reporting group that you use to report on this plan.
 - Select more reporting groups, as necessary.
4. Save your work.

Associating Goods or Services with a Plan

You can associate the goods or services that your enterprise provides as a benefit or has approved for reimbursement as part of a plan.

To associate a good or service with a plan:

1. Enter or query the plan in the Plans window to which you are associating goods or services and choose the Details button.
2. Choose the Goods or Services tabbed region.
3. Select the type of goods or services that you are associating with this plan in the Type field.
4. Save your work.

Associating Regulations with a Plan

You can associate regulations with a plan and the reporting groups that support these regulations.

To associate a regulation or a reporting group with a plan:

1. Enter or query the plan in the Plans window to which you are associating a regulation and choose the Details button.
2. Choose the Regulations tabbed region.
3. Select a Regulation.
4. Select a Reporting Group associated with this regulation.
5. Complete the following fields based on the regulations that govern this plan. These regulations support US non-discrimination legislation.
 - **Regulatory Plan Type** is used to define the type of regulation that governs this plan, such as Fringe benefit regulations or pension regulations.

- **Contribution Nondiscrimination** is used to identify those participants who cause the plan to be out of compliance with contribution nondiscrimination provisions.
- **Key Employee Determination** is used to determine those participants who are key in the context of the plan for nondiscrimination testing purposes.
- **Highly Compensated Determination** is used to determine those participants who are highly compensated in the context of the plan for nondiscrimination testing purposes.
- **Five Percent Owner** is used to determine those participants who are 5% owners of the business.
- **Coverage Nondiscrimination** is used to identify those participants who cause the plan to be out of compliance with coverage nondiscrimination provisions.

6. Save your work.

Associating an Organization with a Plan

You can associate organizations with a plan, such as third party administrators and benefits suppliers. For example, you can link an organization to a plan when the organization is a benefits supplier to whom you owe a monthly premium.

To define an organization for a plan:

1. Enter or query the plan in the Plans window to which you are associating an organization and choose the Details button.
2. Choose the Organizations tabbed region.
3. Select the name of this Organization.
4. Enter the Customer Identifier this organization uses to identify this plan.
5. Enter the Policy or Group Number this organization uses to identify this plan.
6. Enter the Organization Role that describes the services this organization provides for this plan.
7. Save your work.

Associating Options with a Plan

You use the Maintain Plan Options window to associate an option with a plan.

Advanced Benefits users can define how life event reasons impact a person's participation eligibility for an option in a plan.

To associate an option with a plan:

1. Enter or query a plan in the Plans window.
2. Choose the Options button.
3. Enter a Seq (sequence) number for an option you are associating with this plan if you want the options to display in a particular order in the enrollment window.

Note: Advanced Benefits customers can use sequence numbers to control the interim coverage assigned when an election is suspended.

4. Select an Option you are associating with this plan.
5. Select the Status of the option.

Pending: No participants are actively enrolled in this option, but could be in the future if you change its status to Active. Eligibility processes operate on this option in "evaluate-only" mode, but do not create active records. Select the Pending status when setting up an option that possibly may not become Active.

Inactive: No participants currently are enrolled in this option in this plan, but may be in the future.

Active: Participants currently may be enrolled in this option in this plan.

Closed: No participants are enrolled in this option in this plan, nor will any enroll in the future.

6. For Advanced Benefits users, enter the numeric identifier in the IVR field that participants use to identify this option using interactive voice response or telephony technology.
7. Enter the URL for this option in plan in the Web Address field if participants can enroll in this option by using the product's self-service web interface.
8. Enter a URL in the Web Address field to create a hypertext link from this option name on an Oracle Self-Service Human Resources benefits enrollment web page to a URL containing information about this plan. This URL can reside on an intranet or the World Wide Web.
9. Choose the Eligibility tab.
10. For Advanced Benefits users, check the Participation Eligibility Override Allowed field if the standard eligibility criteria that this option inherits from this plan can be overridden.

Checking this field is useful when you want to allow special circumstances for participation in this option, such as a negotiated benefits package for a new hire.
11. For Advanced Benefits users, check the Track Ineligible Person field to cause the system to track persons who are found ineligible for participation in this plan when the Participation batch process is run.

Note: You use the View Participation Information window to view the compensation objects for which a participant is either eligible or ineligible.

Note: You must check this field if you determine benefits eligibility based on temporal factors, such as age or length of service.

12. Choose the Dependent Criteria tab.
13. Select a person type or person type combination in the Eligibility Check field to determine eligibility for this option for these person types.
14. Select if the participant's eligibility for this option is based on dependent eligibility in the Eligibility Check field. Choose one:
 - **Participant:** The participant is eligible if he or she meets the participant eligibility requirements associated with the option. Eligibility for the option is not based on dependent eligibility.

- **Participant and Dependent:** The participant is eligible only if he or she meets the participant eligibility requirements associated with the option, and his or her dependents meet the dependent eligibility profiles and designation requirements associated with the option.
 - **Dependent Only:** The participant is eligible if the participant's dependents meet the dependent eligibility profiles and designation requirements associated with the option. If you select this value, the system does not check for participant eligibility.
15. Select a Family Member Code or rule to indicate the kind of family members that must be recorded in a participant's contact record in order for that participant to be eligible for this option.

Note: Family Members are recorded in the Contact window.

16. Save your work.

Defining Options

You use the Options window to date effectively define, maintain, and delete options.

To define an option:

1. Enter a unique Name for the option you are defining starting with a letter of the alphabet (not a number or symbol).
2. Enter a Short Name if you also refer to this option by an abbreviation.
3. Enter a Short Code if you also refer to this option by a code.

You can extract data for a compensation object based on its Short Name or Short Code.

4. Check the Waive Option field if a person's election of this option represents the waiver of coverage.
5. If this option is for a Compensation Workbench plan, select a Salary Component if you want to link the option to a salary component.

At the end of a salary review cycle, a system administrator runs the Compensation Workbench Post Process to update salary components with the new values stored by the compensation components.

In the Required Period of Enrollment block:

6. Enter a Value that represents the length of time in which a person must be enrolled in this option.
7. Select the unit of measure of this value in the UOM field.
8. Select a rule if you use a formula to determine the required period of enrollment for this option.
9. Select one or more plan types you are associating with this option to indicate that plans of this plan type may provide this option.

The option type displays in the Option Usage field to indicate the benefits category for this option.

10. Save your work.

Defining Designation Requirements for an Option

You use the Designation Requirements window to limit the personal relationship types that are covered by an option.

If you do not define designation requirements for an option, a participant can designate a person of any relationship type as the designee for an option.

You can only have one designation profile per option, even if you associate the option with more than one plan.

Note: Regardless of the designation requirements you define, you must check the Personal Relationship field in the Contacts window in order for a contact to display in a participant's list of eligible dependents.

To define designation requirements for an option:

1. Enter or query an option in the Options window and choose the Designation Requirements button.
2. Select a Group Relationship for which you are defining designation requirements.
3. Specify if this designation requirement applies to dependents or beneficiaries in the Type field.
4. Enter the minimum and maximum number of designees that can be covered under this option or indicate that there is no minimum or maximum number of designees by checking the appropriate field.

Note: Select a Group Relationship type of No Designees and enter the maximum number of designees as zero for an employee only coverage option.

5. Check the Cover All Eligible field if there is no minimum or maximum number of designees for this option and you want to provide coverage to all designees who meet your eligibility criteria.
6. Select one or more Relationship Types to include with this group relationship.
7. Save your work.

Defining General Characteristics of Life Event Reasons

You use the Life Event Reasons window to date effectively define life events and their associated processing.

To define general characteristics of a life event reason:

1. Set your effective date to the appropriate start date for this life event reason.
2. Enter a Name for this life event reason.

Note: Use a noun for the life event reason name since this life event may appear in communications that you send to participants.

3. Select a life event reason Type. Choose from a variety of types including:
 - **Absence:** Select this type if you want entry and ending of absences to trigger life events.

- **Checklist:** Select this type to trigger HR Checklist events for HR administrators.
 - **Compensation :** Select this type if you are defining a life event for a Compensation Workbench plan.
 - **Personal (Advanced Benefits only):** Examples include Marriage, Divorce, and Birth.
 - **Scheduled (Advanced Benefits only):** Examples include age and length of service changes.
 - **Work (Advanced Benefits only):** Examples include Change in Job Assignment, New Hire, and Termination.
 - **iRecruitment:** Select this type if you are defining a life event for compensation plans for iRecruitment applicants.
4. If you selected Absence as the Type, select the Life Event Operation Code: Delete Event, Start Event, or End Event. For example, to set up the life event reason that detects entry of an absence end date, select End Event.
 5. Select an Evaluation Rule to apply to this life event reason. You can use an evaluation rule to define:
 - How to combine multiple detected life events into one
 - How to fully detect a life event when its detection is complex
 - When to eliminate a previously detected life event.
 6. Enter a description of the life event in the Description field.
 7. Select a Life Event Treatment code if you want to limit the detection of seeded temporal life events. Choose from:
 - **Do Not Detect Past Temporal Events:** Prevents the detection of past temporal events while the application processes this life event.
 - **Do Not Detect Past or Future Temporal Events:** Prevents temporal event detection while the application processes this life event. Use this code with the seeded open and administrative events, or any other explicit events, when you do not want to detect temporal events.
 - **Never Detect This Temporal Life Event:** Prevents the automatic detection of a specific temporal event. Set this code for any seeded temporal event, such as Age Change or Length of Service Change, that you do not want to detect, such as for mid-year changes.
 8. Select a Timeliness Evaluation code to indicate how the system processes potential life events that fall outside a time period that you define.
 9. Do one of the following:
 - Enter the number of days after the life event occurred beyond which the system does not process this potential life event in the Timeliness Days field.
 - Select a Timeliness Period if the potential life event should be voided or processed manually because it occurred prior to the current calendar year.
 - Select a Rule that controls your timeliness definition.

Note: The Timeliness Days and Timeliness Period fields are mutually exclusive.

10. Select an Occurred Date Determination code that controls if the life event is processed according to the date the event occurred or the date the event was recorded in the system.

Note: By setting the profile option BEN: Comp Objects Display Name Basis in the System Profile Values window, you can choose whether compensation object names display in application windows (both in the professional and Self-Service user interfaces) based on the life event occurred on date or the user's session date. The default profile option value is Session.

11. If you want to link a life event reason to a self-service process, select a value in the Selectable for Self Service field to indicate in which processes this life event should be available.

- All--the life event can be selected in all self-service processes
- Add/Update/Delete Family Members--the life event can be selected in Self-Service Benefits when the user adds, updates, or end dates a family member contact
- Add/Update Family Members--the life event can be selected in Self-Service Benefits when the user adds or updates a family member contact
- Delete Family Members--the life event can be selected in Self-Service Benefits when the user end dates a family member contact
- Basic Registration--the life event can be selected in the New Employee Registration process
- COBRA Registration--the life event can be selected in the Non-employee Registration process
- Basic and COBRA Registration--the life event can be selected in both the New Employee and the Non-Employee Registration processes

Note: In Self-Service Benefits, a user can select life event reasons with a Selectable for Self Service value of All, Add/Update/Delete Family Members, or Delete Family Members as valid reasons for ending a relationship between the primary participant and a dependent or beneficiary.

Note: Do not use the Life Events page in self-service registration if you are the employer of benefits recipients. This page is only for third party benefits providers.

See: Configuring the New Employee and Non-Employee Registration Processes, *Oracle HRMS Deploy Self-Service Capability Guide*

12. Select the Check Related Persons Eligibility field if the system generates a related person life event when the primary participant experiences this life event.
If you select the Check Related Persons Eligibility field, complete the Causes Related Person Life Events block as described in step 15, page 1-110
13. Select the Override field if this life event is the overriding life event in the case of the collision of two or more life events.

Note: When two or more overriding life events collide, no life event is selected as the winner. You use the Potential Life Events form to select the winning life event.

14. Select the COBRA Qualifying Life Event field if this life event impacts eligibility for US COBRA benefits.
15. Select the name of the related person life event this life event triggers in the Causes Related Person Life Event field.

Repeat this step for each related person life event that is triggered by this life event.

16. Save your work.

Next Step

Associating a Person Change With a Life Event, *Oracle HRMS Compensation and Benefits Management Guide*

Defining Activity Rates for a Standard Contribution/Distribution

You create a separate contribution or distribution activity rate calculation for each plan or option in your benefits offering that requires a contribution or distribution. After you link the calculation to the plan or option, you define the calculation.

You date effectively maintain standard contributions and distributions using the Standard Rates window. You can also use Total Compensation Setup Wizard, *Oracle HRMS Compensation and Benefits Management Guide* to update multiple rates simultaneously.

To define an activity rate for a standard contribution/distribution:

1. Enter or query the standard contribution or distribution that you are defining in the Name field.
2. Select the Status of this activity rate.

Pending: This plan or option in plan currently does not use this calculation, but could in the future if you change the Status of this calculation to Active. Select the Pending status when setting up a standard contribution/distribution calculation that possibly may not become Active.

Active: The system currently calculates this standard contribution/distribution for this plan or option in plan.

Inactive: The system currently does not calculate this standard contribution/distribution for this plan or option in plan.

Closed: The system currently does not calculate this standard contribution/distribution, nor will it ever do so in the future.

Important: You cannot reactivate a closed activity rate calculation. Once it is closed, it remains closed.

3. Choose the General tabbed region if it is not already selected.
4. Select the Level in the compensation object hierarchy at which you are defining the activity rate.

5. Select the Compensation Object for which you are defining the activity rate.
6. Select an Activity Type code that identifies the business function this calculation performs, such as an Employee Contribution or an Employer Payroll Distribution.
7. Select the Tax Type indicating the tax impact of this calculation to participants.
You select this Tax Type primarily for classification purposes; the payroll system is primarily responsible for processing taxability.
8. Select a Usage code that limits the use of this activity rate to a particular kind of contribution or distribution.
9. Select a UOM (unit of measure) to express the result of this calculation if this activity rate is for a non-monetary distribution.
10. Select an Element Determination Rule. The application uses this rule to determine an employee's currency for the worksheet amount rate if you choose a Determination Code of Automatic or do not choose a determination code.

See: Defining Processing Information for a Standard Contribution/Distribution, *Oracle HRMS Compensation and Benefits Management Guide*
11. Select the Element you defined that corresponds to this activity rate definition.

Note: Set up your elements as a prerequisite to defining your activity rates. If your element definition changes, you must re-attach the element to the rate. For an absence plan, you must also re-select the Extra Input Rule and re-map the input values to formula results.
12. Check the Element and Input Value Required field.
13. Select the Input Value for the activity rate, such as pay value.
14. If you are defining a rate for an absence plan and you need to associate more than one input value with the activity rate, select the Extra Input Rule. This is a formula that calculates the values to be returned to the other input values. When you have finished defining the rate, choose the Extra Inputs button to associate the formula results with the appropriate input values.
15. Check the Uses Variable Rate field if the result of this calculation varies due to some factor or other piece of discreet data about the participant and you associate a variable rate profile with the calculation.
16. Select the Parent/Child code to specify whether this calculation is a parent activity rate (the primary activity rate) or a child activity rate (dependent upon the parent activity rate).
17. Check the Subject to Imputed Income field if the activity rate for this compensation object is governed by US imputed income regulations.
18. Save your work.

Defining Enrollment Requirements for Not in Program Plans

You use the Plan Enrollment Requirements window to define special enrollment requirements for plans that you do not associate with a program.

To define enrollment requirements for a not in program plan:

1. Query the plan for which you are defining enrollment requirements in the Plan field.

The current status of the plan is displayed. For a definition of the plan statuses, see *Defining a Benefits Plan*, page 1-100.

2. With the General tab and the Plan tab selected, select the Not in Program tabbed region.
3. For Advanced Benefits users, select a Default Enrollment Code or Rule to define how the system processes enrollments when a participant fails to make an election.

See: Enrollment Codes, *Oracle HRMS Compensation and Benefits Management Guide*

Note: If an option in this plan is the default option, you must still select this plan as the default plan.

4. Save your work.

Setting Up Agencies

Setting Up Agencies

Follow these steps to set up agencies to enable agency users to work with the iRecruitment Agencies functionality:

1. Define agencies as suppliers

Record the information about agencies that your enterprise works with in the Suppliers window of Oracle Services Procurement. Define the agency with the classification of iRecruitment Job Agency to show the agency in the application. If you do not use Oracle Services Procurement, add the Customer and Supplier Setup menu or individual functions from the menu to an existing menu that users access through their standard responsibilities. For further information about the functions in the Customer and Supplier Setup menu, see the *Oracle Payables User Guide* in the Oracle Financial Applications documentation.

2. Create a person record in Oracle HRMS

Create a person record for an agency or agency user using the People window in Oracle HRMS. Unlike the employee or contingent worker record, this record need not represent an actual person. You could set up one person record for all users at an agency to use iRecruitment. Enter the details that the agency provides and any mandatory information that Oracle HRMS requires. Select Contact as the person type to identify the record as an external person record. You associate this person record with the user record to enable the agency access to iRecruitment.

See: Entering a New Person (People Window), *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

3. Create a user record to enable an agency user to access iRecruitment

Create a user record for an agency user to access iRecruitment. Define the user and assign the iRecruitment Agency responsibility to the user in the Users window of the System Administrator responsibility. In the Person field, select the person record that you defined in step 2. You associate the user record with the person record to identify the agency user who accesses iRecruitment.

Note: Depending on the business need, you can create one user per person or one user for all agency people to access iRecruitment. If you create multiple user records and want all the agency users to access the same functionality, then assign the appropriate responsibility to all the user records.

See: Users Window, *Oracle Applications System Administrator's Guide*

4. Set the profile options for agencies

- To define which agency the agency user belongs to, set the name of the agency as the value for the IRC: Agency Name profile option. Typically you set this profile option at the user level to identify the agency users.
- To determine the default maximum number of applicants that agencies can submit for a vacancy, set the default value for the IRC: Default Max. Applicants profile option. You can set the value at different levels:

- To specify the same default value for all your managers set the value at the site level.
- To specify different default values for the manager responsibility and manager users set the values at the responsibility and user levels.

See: Profile Options, page 1-25

5. **Configure the agency menu, if required**

To enable the agency to edit vacancy, add the Irc Vacancy Edit Launch Workflow function to the iRecruitment Agency responsibility. Agencies can use the Update button on the Vacancy page to edit the vacancy information. This function is not available with the IRC Agency Menu by default.

See: Defining Menus, *Oracle HRMS Configuring, Reporting, and System Administration Guide*.

6. **Set up the login URL for agency users to access iRecruitment**

Agency users access iRecruitment through E-Business suite login page. For information on how to make this login page accessible through a firewall, refer to the following white papers on Oracle *Metalink*:

- *Best Practices for Securing the E-Business Suite* (Note:189367.1)
- *DMZ Configuration with Oracle E-Business Suite 11i* (Note:287176.1)

iRecruitment High Availability

iRecruitment High Availability

Oracle iRecruitment provides the High Availability (HA) functionality to maintain the candidate job site even if the instance (primary) that hosts the job site is down for maintenance, such as application of patches or hardware updates.

You set up a secondary (HA) instance of iRecruitment that you use when the primary instance is unavailable. The HA instance includes a basic job site that enables job seekers to apply for jobs and enter basic information such as their e-mail address, first name, and last name.

Important: The iRecruitment High Availability solution supports only iRecruitment Candidate functionality. Managers and other users must not use the HA system since any data which they process will not be synchronized with the primary instance.

Features of the High Availability Candidate Job Site

Job seekers can:

- Search for jobs using search criteria such as data posted and location of the job.
- View details of vacancies such as organization, location and vacancy requirements.
- Apply for jobs when they identify suitable vacancies. The HA instance takes the site visitor through a slightly different job application process. When the site visitor applies for a job, they provide details such as their e-mail address, last name, first name, and upload a resume for their job application. iRecruitment checks the e-mail address to see if they are a registered user. If the site visitor is a registered user, then they provide their password to submit the job application. Otherwise, the application prompts the user to enter registration information before they apply for the job.

Candidate Account on the HA Instance

When the site visitor provides the registration details as part of the job application process, the HA instance creates a new user account for the newly registered user. It subsequently recognizes the person as an existing user if the person applies for another job. When the system administrator copies the user details to the primary instance, and runs the iRecruitment HA Process Applications concurrent program, the program creates a new iRecruitment account for the user in the primary instance and makes the actual job application.

Data Synchronization

You must ensure that the latest applicant and vacancy data is available on both the primary and HA instances. The method of data transfer depends on factors, such as the database version and the physical arrangement of the servers and it varies across enterprises. Oracle provides sample scripts to help you transfer the data.

To enable efficient job searches and to display job details, you must keep the tables in synchronization between the primary and the HA instances.

For information on the sample scripts and data synchronization between the instances, refer to the *High Availability Streams Processes* white paper available on Oracle Metalink- technical note number: 299180.1.

Setting the IRC Availability Profile Option

The IRC: Availability profile option defines the mode in which the primary and the HA instances run. You set this profile option on the primary and the HA instances to transition between the two instances to support the candidate job site.

The profile option values are:

Full

This value indicates that the complete iRecruitment functionality is available. This is the default value and you must set it only on the primary instance.

High Availability

This value indicates that only the limited High Availability functionality is available. Set this value only on the HA instance. When set, site visitors cannot log in or use the complete registration functionality. They can only search and apply for jobs. During the application process, if the person is not an existing iRecruitment registered user, the HA instance prompts the person to register before they apply for a job.

HA Information

This value indicates that an alternate job site with limited features is available. Select this value on the primary and HA instances in the following scenarios:

Scenario 1: Set this value on the primary instance before the maintenance downtime to indicate the availability of the candidate job site on the HA instance. When you set this value, the primary instance automatically directs the site visitors to the candidate job site on the HA instance. Site visitors who have already accessed the candidate job site on the primary instance cannot log in or register. The job site displays an instruction message that informs site visitors to access the alternate candidate job site to search and apply for jobs. It prompts the users who have already logged in to complete their work and log out. Managers can continue their work and by default will not see any information messages on their pages.

Scenario 2: Set this value on the HA instance when the candidate job site is available again on the primary instance and is in the Full functionality mode. When you set this value, the HA instance automatically redirects the new site visitors to the candidate job site on the primary instance. The HA instance displays an information message to the site visitors who have already accessed the candidate job site to access the job site on the primary instance. Registered users who are in the process of submitting their job applications in the HA instance can complete their work. If the person is not an iRecruitment registered user, the HA instance directs the person to the candidate job site on the primary instance.

HA Redirect

This value suspends all user actions on either the primary instance or the HA instance and informs the users that an alternate instance is available to search and apply for jobs. Set this value on the primary and HA instances in the following scenarios:

Scenario 1: Set this value on the primary instance after the instance is in the HA Information mode for a specific period. When you set the profile option to HA Redirect, the primary instance informs the site visitors, or candidates to access the

candidate job site on the HA instance to search and apply for jobs. Managers cannot access the HA instance when the primary instance is down for maintenance.

Scenario 2: Set this value on the HA instance after it has been in the HA Information mode for a specific period of time. When you set the profile option to HA Redirect, the HA instance automatically redirects the site visitors and candidates to the job site on the primary instance.

The following table gives a combination of values that you set for the primary and HA instances when switching between the instances.

Combination of values that you set when switching between instances

Primary Instance	High Availability Instance
Full	HA Redirect
HA Info	High Availability
HA Redirect	High Availability
Full	HA Info

Setting up the High Availability Instance

Follow these steps to set up the high availability instance:

1. Build the HA instance using one of the following methods:

- Make a full copy of the primary instance.
- Install a clean instance and create all data required for the iRecruitment Site Visitor functionality such as custom responsibilities, business groups and organizations necessary for security, lookup values, profile options, and any personalizations applicable to the High Availability pages.

You must have a unique URL for each instance to run the primary and HA instances simultaneously. You can either have a different domain name for the HA instance or run HA with the same domain name but on a different port. Make sure you change the Web Agent profiles to reflect the URL.

Note: The URLs for both instances must be full domain names, and not the Internet Protocol (IP) addresses.

2. Set the IRC: Alternate Instance profile option for both the HA and primary instances.

For information on IRC: Alternate Instance profile option, see: Profile Options, page 1-25

3. Ensure that all profile options are set to the correct functions to be used in the HA candidate job site.

For information on the IRC: Apply for a Job Function, IRC: HA Job Search Function, and IRC: HA Login Page Function profile options, see: Profile Options, page 1-25

Transition from a Primary Instance to an HA Instance and Back to the Primary

The following steps take you through a complete cycle of using an HA instance when you carry out maintenance and shutdown your primary instance. You must complete the steps in sequence to ensure a smooth transition.

How to Transition from a Primary Instance to an HA Instance and back to the Primary:

Prerequisites: Both the primary and HA URLs start off pointing to the same middle-tier instance. Set the values as given in the example:

"primary url" - Primary Machine

"ha url" - Primary Machine

Note that the primary instance is running in the FULL mode.

1. Run your scripts to copy data from the primary instance to the HA instance.
See: Data Synchronization, page 1-115
2. Start the HA instance application server, if it is not already running.
3. Set the IRC: Availability Mode profile option to High Availability on the HA instance.
See: Setting the IRC Availability Profile Option, page 1-116
4. Change your network settings as given in this example:
"primary url" - PrimaryMachine
"ha url" - HAMachine
5. Set the IRC: HA Information Message profile option on the primary instance to inform the users about the downtime of the primary instance.
For information on the IRC: HA Information Message profile option, see: Profile Options, page 1-25
6. Enter the time from when the primary instance will be unavailable in the IRC: System Down Time profile option.
For information on the IRC: HA Information Message and IRC: System Down Time profile option, see: Profile Options, page 1-25
7. Set the IRC: Availability Mode profile option to HA Information at the site level on the primary instance.
See: Setting the IRC Availability Profile Option, page 1-116
8. Set the IRC: HA Redirect Information Message profile option to display appropriate messages to your users and managers. .
See: Profile Options, page 1-25
9. Set the IRC: Availability Mode profile option to HA Redirect on the primary instance. This suspends all users actions on the primary instance.
See: Setting the IRC Availability Profile Option, page 1-116
10. Re-run your scripts to copy any data created since step 1 from the primary instance to the HA instance.

See: Data Synchronization, page 1-115

11. Change your network setting as given in the example:

"primary url" - HAMachine

"ha url" - HAMachine

12. Shut down the primary instance and complete the maintenance tasks.
13. Set the IRC: Available Mode profile option to Full on the primary instance when the maintenance work is complete.

See: Setting the IRC Availability Profile Option, page 1-116

14. Run your SQL script to copy data from the IRC_PENDING_DATA table on the HA instance to the IRC_PENDING_DATA table on the primary instance.

See: Data Synchronization, page 1-115

15. Run the iRecruitment HA Process Applications concurrent program on primary instance to process the data of application users.

See: Running the iRecruitment HA Process Applications, page 1-137

16. Change your network setting as given in the example:

"primary url" - PrimaryMachine

"ha url" - HAMachine

17. Set the IRC: Available Mode profile option on the HA instance to the HA Information when the iRecruitment HA Process Applications concurrent program is complete.

See: Setting the IRC Availability Profile Option, page 1-116

18. Set the IRC: Availability Mode profile option on the HA instance to HA Redirect at the site level.

See: Setting the IRC Availability Profile Option, page 1-116

19. Re-run the SQL script to copy any data from the IRC_PENDING_DATA table on the HA instance created since step 13 to the table on the primary instance and run the iRecruitment HA Process Applications concurrent program to process the copied applications.

See: Data Synchronization, page 1-115

20. Change your network setting as given in this example:

"primary url" - PrimaryMachine

"ha url" - HAMachine

Your transition from the primary instance to the HA instance and back again is now complete.

Extending iRecruitment

Workflow Business Events

Workflow business events are trigger points in an application which can be used to drive custom code, for example, workflow notifications, and other workflow processes.

iRecruitment allows you to use workflow business events to define your processing logic. For example, you may choose to create a workflow process to send a notification to a candidate on receipt of an application. Alternatively, you could create a workflow process to notify an HR manager if a vacancy is created.

For more information on the Oracle Workflow Builder and business events, see the following sections in the *Oracle Workflow Developer's Guide* (available on Oracle MetaLink):

- Introduction to Oracle Workflow
- Overview of Oracle Workflow Builder
- Managing Business Events

Oracle provides workflow business events for all APIs used in iRecruitment.

- For a list of iRecruitment business events, see: Business Events in iRecruitment, page 1-121

The names of the workflow business events are structured as follows:

- oracle.apps.<product>.<subproduct>.api.<object>.<event>
- For example, oracle.apps.per.api.vacancy.create_vacancy
or, oracle.apps.per.irc.api.party.create_us

Note: You can also display the list of events using the Workflow Administrator Event Manager responsibility. Select the Find Event Groups function and search for events with the name oracle.apps.per%.

- For a list of iRecruitment APIs, see: Publicly Callable Business Process APIs in iRecruitment, page 1-125

The business events are triggered at the same time as the After Process API user hook. The business event is also able to use all of the data passed to the After Process API user hook.

Workflow Business Events and XML Data

You may choose to include XML data in your workflow processes. This enables you to customize a notification to include a specific vacancy name, for example. The XML data is passed to the workflow business event using the event message (notification). To include XML in your notifications, you include the Get XML Value function in your workflow process.

For more information, see the section, *XML Get Tag Value Activity* in the *Oracle Workflow Developer's Guide*.

Business Events in iRecruitment

The following table lists all the business events supplied with Oracle iRecruitment. For further information on using business events see: Workflow Business Events, page 1-133

Business Events supplied with Oracle iRecruitment

Name	Internal Name
Accept Apl Asg	oracle.apps.per.api.assignment.accept_apl_asg
Activate Apl Asg	oracle.apps.per.api.assignment.activate_apl_asg
Interview1 Apl Asg	oracle.apps.per.api.assignment.interview1_apl_asg
Interview2 Apl Asg	oracle.apps.per.api.assignment.interview2_apl_asg
Offer Apl Asg	oracle.apps.per.api.assignment.offer_apl_asg
Terminate Apl Asg	oracle.apps.per.api.assignment.terminate_apl_asg
Update Apl Details	oracle.apps.per.api.application.update_apl_details
Create Secondary Apl Asg	oracle.apps.per.api.assignment.create_secondary_apl_asg
Update Apl Asg	oracle.apps.per.api.assignment.update_apl_asg
Create Competence Element	oracle.apps.per.api.competence_element.create_competence_element
Delete Competence Element	oracle.apps.per.api.competence_element.delete_competence_element
Update Competence Element	oracle.apps.per.api.competence_element.update_competence_element
Create Attended Estab	oracle.apps.per.api.estab_attendances.create_attended_estab
Update Attended Estab	oracle.apps.per.api.estab_attendances.update_attended_estab
Delete Attended Estab	oracle.apps.per.api.estab_attendances.delete_attended_estab
Update Person	oracle.apps.per.api.person.update_person
Create Phone	oracle.apps.per.api.phone.create_phone
Delete Phone	oracle.apps.per.api.phone.delete_phone
Update Phone	oracle.apps.per.api.phone.update_phone
Create Previous Employer	oracle.apps.per.api.previous_employment_api.create_previous_employer
Create Previous Job	oracle.apps.per.api.previous_employment_api.create_previous_job
Delete Prev Job Extra Info	oracle.apps.per.api.previous_employment_api.delete_prev_job_extra_info

Name	Internal Name
Delete Previous Employer	oracle.apps.per.api.previous_employment_api.delete_previous_employer
Delete Previous Job	oracle.apps.per.api.previous_employment_api.delete_previous_job
Update Previous Employer	oracle.apps.per.api.previous_employment_api.update_previous_employer
Update Previous Job	oracle.apps.per.api.previous_employment_api.update_previous_job
Create Qualification	oracle.apps.per.api.qualifications.create_qualification
Delete Qualification	oracle.apps.per.api.qualifications.delete_qualification
Update Qualification	oracle.apps.per.api.qualifications.update_qualification
Create Rec Activity For	oracle.apps.per.api.rec_activity_for.create_rec_activity_for
Delete Rec Activity For	oracle.apps.per.api.rec_activity_for.delete_rec_activity_for
Update Rec Activity For	oracle.apps.per.api.rec_activity_for.update_rec_activity_for
Create Recruitment Activity	oracle.apps.per.api.recruitment_activity.create_recruitment_activity
Delete Recruitment Activity	oracle.apps.per.api.recruitment_activity.delete_recruitment_activity
Update Recruitment Activity	oracle.apps.per.api.recruitment_activity.update_recruitment_activity
Create Requisition	oracle.apps.per.api.requisitions.create_requisition
Delete Requisition	oracle.apps.per.api.requisitions.delete_requisition
Update Requisition	oracle.apps.per.api.requisitions.update_requisition
Create Vacancy	oracle.apps.per.api.vacancy.create_vacancy
Delete Vacancy	oracle.apps.per.api.vacancy.delete_vacancy
Update Vacancy	oracle.apps.per.api.vacancy.update_vacancy
Create Irc Asg Status	oracle.apps.per.irc.api.asg_status.create_irc_asg_status
Delete Irc Asg Status	oracle.apps.per.irc.api.asg_status.delete_irc_asg_status
Update Irc Asg Status	oracle.apps.per.irc.api.asg_status.update_irc_asg_status
Create Default Posting	oracle.apps.per.irc.api.default_posting.create_default_posting

Name	Internal Name
Delete Default Posting	oracle.apps.per.irc.api.default_posting.delete_default_posting
Update Default Posting	oracle.apps.per.irc.api.default_posting.update_default_posting
Create Document	oracle.apps.per.irc.api.document_api.create_document
Delete Document	oracle.apps.per.irc.api.document_api.delete_document
Update Document	oracle.apps.per.irc.api.document_api.update_document
Create Job Basket Item	oracle.apps.per.irc.api.job_basket_items.create_job_basket_item
Delete Job Basket Item	oracle.apps.per.irc.api.job_basket_items.delete_job_basket_item
Create Notification Prefs	oracle.apps.per.irc.api.notification_prefs.create_notification_prefs
Delete Notification Prefs	oracle.apps.per.irc.api.notification_prefs.delete_notification_prefs
Update Notification Prefs	oracle.apps.per.irc.api.notification_prefs.update_notification_prefs
Create Registered User	oracle.apps.per.irc.api.party.create_registered_user
Create User	oracle.apps.per.irc.api.party.create_user
Registered User Application	oracle.apps.per.irc.api.party.registered_user_application
Update Registered User	oracle.apps.per.irc.api.party.update_registered_user
Create Posting Content	oracle.apps.per.irc.api.posting_content.create_posting_content
Delete Posting Content	oracle.apps.per.irc.api.posting_content.delete_posting_content
Update Posting Content	oracle.apps.per.irc.api.posting_content.update_posting_content
Create Rec Team Member	oracle.apps.per.irc.api.rec_team_members.create_rec_team_member
Delete Rec Team Member	oracle.apps.per.irc.api.rec_team_members.delete_rec_team_member
Update Rec Team Member	oracle.apps.per.irc.api.rec_team_members.update_rec_team_member
Delete Recruiting Site	oracle.apps.per.irc.api.recruiting_sites.delete_recruiting_site
Update Recruiting Site	oracle.apps.per.irc.api.recruiting_sites.update_recruiting_site

Name	Internal Name
Create Saved Search	oracle.apps.per.irc.api.search_criteria.create_saved_search
Create Vacancy Criteria	oracle.apps.per.irc.api.search_criteria.create_vacancy_criteria
Delete Saved Search	oracle.apps.per.irc.api.search_criteria.delete_saved_search
Delete Vacancy Criteria	oracle.apps.per.irc.api.search_criteria.delete_vacancy_criteria
Update Saved Search	oracle.apps.per.irc.api.search_criteria.update_saved_search
Update Vacancy Criteria	oracle.apps.per.irc.api.search_criteria.update_vacancy_criteria
Create Vacancy Consideration	oracle.apps.per.irc.api.vacancy_considerations.create_vacancy_consideration
Delete Vacancy Consideration	oracle.apps.per.irc.api.vacancy_considerations.delete_vacancy_consideration
Update Vacancy Consideration	oracle.apps.per.irc.api.vacancy_considerations.update_vacancy_consideration
Create Variable Compensation	oracle.apps.per.irc.api.variable_comp_element.create_variable_compensation
Delete Variable Compensation	oracle.apps.per.irc.api.variable_comp_element.delete_variable_compensation
Create Work Choices	oracle.apps.per.irc.api.search_criteria.create_work_choices
Update Work Choices	oracle.apps.per.irc.api.search_criteria.update_work_choices
Delete Work Choices	oracle.apps.per.irc.api.search_criteria.delete_work_choices
Offer Apl Asg	oracle.apps.per.api.assignment.offer_apl_asg
Create Offer Status History	oracle.apps.per.irc.api.offer_status_history.create_offer_status_history
Delete Offer Status History	oracle.apps.per.irc.api.offer_status_history.delete_offer_status_history
Update Offer Status History	oracle.apps.per.irc.api.offer_status_history.update_offer_status_history
Create Offer	oracle.apps.per.irc.api.offers.create_offer
Delete Offer	oracle.apps.per.irc.api.offers.delete_offer
Update Offer	oracle.apps.per.irc.api.offers.update_offer
Create Agency Vacancy	oracle.apps.per.irc.api.agency_vacancies.create_agency_vacancy

Name	Internal Name
Update Agency Vacancy	oracle.apps.per.irc.api.agency_vacancies.update_agency_vacancy
Delete Agency Vacancy	oracle.apps.per.irc.api.agency_vacancies.delete_agency_vacancy
Create Note	oracle.apps.per.irc.api.notes.create_note
Update Note	oracle.apps.per.irc.api.notes.update_note
Delete Note	oracle.apps.per.irc.api.notes.delete_note
Create Template Association	oracle.apps.per.irc.api.template_association.create_template_association
Update Template Association	oracle.apps.per.irc.api.template_association.update_template_association
Delete Template Association	oracle.apps.per.irc.api.template_association.delete_template_association
Create Location Criteria	oracle.apps.per.irc.api.location_criteria_val.create_location_criteria
Create Prof Area Criteria	oracle.apps.per.irc.api.prof_area_criteria_val.create_prof_area_criteria

Publicly Callable Business Process APIs in iRecruitment

Application Programmatic Interfaces (APIs) are a logical grouping of all external process routines. The Oracle HRMS API strategy delivers a set of PL/SQL packages procedures and functions that provide an open interface to the database.

Further information on the purpose of each API is available in the API package header. For information on how to call APIs, see the technical essay APIs in Oracle HRMS, *Oracle HRMS Implementation Guide*. See also the *Oracle Applications System Administrator's Guide*.

See also:

- Publicly Callable Business Process APIs in HRMS, *Oracle HRMS Configuring, Reporting, and System Administration Guide*
- Publicly Callable Business Process APIs in Oracle Training Administration, *Implementing Oracle Learning Management*
- Publicly Callable Business Process APIs in Oracle Time and Labor, *Implementing Oracle Time and Labor*

The following table shows the APIs delivered with Oracle iRecruitment.

Business Process APIs in iRecruitment

Package Name	File Name	Business Process	Supported by Data Pump	User Hook	Legislation
hr_application_api	peaplapi	update_apl_details	No	Yes	WW
hr_assignment_api	peasgapi	create_secondary_apl_asg, update_apl_asg, accept_apl_asg, activate_apl_asg, interview1_apl_asg, interview2_apl_asg, offer_apl_asg, terminate_apl_asg	No	Yes	WW
hr_competence_element_api	pecelapi	create_competence_element, delete_competence_element, update_competence_element	Yes*	Yes	WW
hr_person_api	peperapi	update_person	Yes	Yes	WW
hr_phone_api	peph-napi	create_phone, update_phone	Yes	Yes	WW
hr_phone_api	peph-napi	delete_phone	No	Yes	WW
hr_previous_employment_api	pepemapi	create_previous_employer, create_previous_job, delete_previous_employer, delete_previous_job, update_previous_employer, update_previous_job	No	Yes	WW
irc_agency_vacancies_api	iriavapi.pkh	create_agency_vacancy, delete_agency_vacancy, update_agency_vacancy	No	Yes	WW
irc_asg_status_api	iriasapi.pkh	create_irc_asg_status, update_irc_asg_status, delete_irc_asg_status	No	Yes	WW

Package Name	File Name	Business Process	Supported by Data Pump	User Hook	Legislation
irc_default_posting_api	iridpapi.pkh	create_default_posting, update_default_posting, delete_default_posting	No	Yes	WW
irc_document_api	iridoapi.pkh	create_document, update_document, delete_document	No	Yes	WW
irc_document_api	iridoapi.pkh	synchronize_index	No	No	WW
irc_job_basket_items_api	irjbiapi	create_job_basket_item, delete_job_basket_item	No	Yes	WW
irc_notification_prefs_api	irinpapi.pkh	create_notification_prefs, update_notification_prefs, delete_notification_prefs	No	Yes	WW
irc_party_api	irhzpapi.pkh	create_user, registered_user_application, update_registered_user,	No	Yes	WW
irc_party_api	irhzpapi.pkh	update_user, validate_updatable_args	No	No	WW
irc_posting_content_api	iripcapi.pkh	create_posting_content, update_posting_content, delete_posting_content	No	Yes	WW
irc_posting_content_api	iripcapi.pkh	synchronize_index	No	No	WW
irc_rec_team_members_api	irrtmapi	create_rec_team_member, update_rec_team_member, delete_rec_team_member	No	Yes	WW
irc_recruiting_sites_api	irrseapi.pkh	create_recruiting_site	No	Yes	WW
irc_recruiting_sites_ap	irrseapi.pkh	delete_recruiting_site, update_recruiting_site	No	Yes	WW

Package Name	File Name	Business Process	Supported by Data Pump	User Hook	Legislation
irc_search_criteria_api	iriscapi.pkh	create_saved_search, update_saved_search, delete_saved_search, create_work_choices, update_work_choices, delete_work_choices, create_vacancy_criteria, update_vacancy_criteria, delete_vacancy_criteria	No	Yes	WW
irc_vacancy_considerations_api	irivcapi.pkh	create_vacancy_consideration, update_vacancy_consideration, delete_vacancy_consideration	No	Yes	WW
irc_variable_comp_element_api	irvceapi	create_variable_compensation, delete_variable_compensation	No	Yes	WW
per_estab_attendances_api	peesaaapi	create_attended_estab, update_attended_estab, delete_attended_estab	No	Yes	WW
per_qualifications_api	pe-quaaapi	create_qualification, update_qualification, delete_qualification	No	Yes	WW
per_rec_activity_for_api	percfapi	create_rec_activity_for, update_rec_activity_for, delete_rec_activity_for	No	Yes	WW
per_recruitment_activity_api	peraaapi	create_recruitment_activity, update_recruitment_activity, delete_recruitment_activity	No	Yes	WW
per_requisitions_api	pereqapi	create_requisition, update_requisition, delete_requisition	No	Yes	WW

Package Name	File Name	Business Process	Supported by Data Pump	User Hook	Legislation
per_vacancy_api	pevacapi	create_vacancy, update_vacancy, delete_vacancy	No	Yes	WW
irc_offers_api	iriofapi	create_offer update_offer delete_offer close_offer hold_offer release_offer create_offer_assignment update_offer_assignment delete_offer_assignment upload_offer_letter	No	Yes	WW
irc_notes_api	irionapi	create_note update_note delete_note	No	Yes	WW
irc_offer_status_history_api	iriosapi	create_offer_status_history update_offer_status_history delete_offer_status_history	No	Yes	WW
irc_template_association_api	iritaapi	create_template_association update_template_association delete_template_association	No	Yes	WW
irc_location_criteria_val_api	irlcvapi	create_location_criteria delete_location_criteria	No	Yes	WW
irc_prof_area_criteria_val_api	irpcvapi	create_prof_area_criteria delete_prof_area_criteria	No	Yes	WW

* CREATE_COMPETENCE_ELEMENT is supported by Data Pump only when the type = COMPETENCE_USAGE; that is, when categorizing competences under the relevant competence categories.

Key to Localization Codes

- AU - Australia
- BE - Belgium
- CA - Canada
- FD - US Federal
- FR - France
- HK - Hong Kong
- IE - Ireland
- IT - Italy
- JP - Japan
- NL - Netherlands
- NZ - New Zealand
- SG - Singapore
- UK - United Kingdom
- US - United States
- WW - All Legislations

Predefined Notifications

There are a number of predefined notifications supplied with iRecruitment. These notifications are sent when certain actions occur in iRecruitment, for example when a manager refers a candidate to another manager.

To edit the content of these notification messages log on to the application using an Application Developer responsibility use the Messages window.

Daily e-mail to candidates about new vacancies

IRC_EMAIL_SEEKERS_SUBJECT

IRC_EMAIL_SEEKERS_INTRODUCTION

IRC_EMAIL_SEEKERS_CONCLUSION

Manager refers candidates to other managers

IRC_CM_REFER_MSG_SUBJECT

IRC_CM_REFER_MSG_HEADER

IRC_CM_REFER_MSG_FOOTER

Daily e-mail to managers about candidates matching their vacancies

IRC_EMAIL_RECRUITER_SUBJECT
IRC_EMAIL_RECRUITER_INTRO
IRC_EMAIL_RECRUITER_CONCLUSION

Candidate refers a vacancy to another candidate

IRC_VAC_REFER_MSG_SUBJECT
IRC_VAC_REFER_MSG_HEADER
IRC_VAC_REFER_MSG_FOOTER

Manager pursues a candidate

IRC_PURSUE_SEEKER_SUBJECT
IRC_PURSUE_SEEKER_INTRO
IRC_PURSUE_SEEKER_CONC

General e-mail to candidates

IRC_SEEKER_INFO_NOTE_SUBJECT
IRC_SEEKER_INFO_NOTE_TEXT
IRC_SEEKER_INFO_NOTE_HTML

New password is sent to a candidate

IRC_VIS_NEW_PASSWORD_TITLE
IRC_VIS_NEW_PASSWORD_TEXT
IRC_VIS_NEW_PASSWORD_HTML

Mail to a user who registered on the HA instance about their new account

IRC_HA_NOTIF_NEW_USER_SUBJ
IRC_HA_NOTIF_NEW_USER_BODY
IRC_HA_NOTIF_RES_PASS
IRC_HA_NOTIF_MISC_TEXT

Mail to a user who registered on the HA instance about the status of their job application

IRC_APL_JOBAPPL_NOTIF_SUBJECT
IRC_HA_NOTIF_VAC_APPLD
IRC_HA_NOTIF_VAC_NAME
IRC_HA_NOTIF_VAC_FAILED

Mail to a user who registered on the HA instance to upload their resume again

IRC_HA_NOTIF_RES_FAILED

Mail to a manager about an accepted offer

IRC_OFFER_ACCEPTED_MGR_HTML

IRC_OFFER_ACCEPTED_MGR_SUBJECT

IRC_OFFER_ACCEPTED_MGR_TEXT

Mail to an applicant about their expired offer

IRC_OFFER_EXPIRED_APL_HTML

IRC_OFFER_EXPIRED_APL_TEXT

Mail to a manager about an expired offer

IRC_OFFER_EXPIRED_MGR_HTML

IRC_OFFER_EXPIRED_MGR_TEXT

IRC_OFFER_EXPIRED_SUBJECT

Mail to an applicant about their offer approaching the closing date

IRC_OFFER_EXPIRY_APL_HTML

IRC_OFFER_EXPIRY_APL_TEXT

IRC_OFFER_EXPIRY_APL_SUBJECT

Mail to a manager about an offer approaching the closing date

IRC_OFFER_EXPIRY_MGR_HTML

IRC_OFFER_EXPIRY_MGR_TEXT

IRC_OFFER_EXPIRY_SUBJECT

Mail to a manager about an offer on hold

IRC_OFFER_ONHOLD_MGR_HTML

IRC_OFFER_ONHOLD_MGR_TEXT

IRC_OFFER_ONHOLD_MGR_SUBJECT

Offer to an applicant

IRC_OFFER_RECEIVED_APL_HTML

IRC_OFFER_RECEIVED_APL_TEXT

IRC_OFFER_RECEIVED_APL_SUBJECT

Applicant rejects offer

IRC_OFFER_REJECTED_MGR_HTML
IRC_OFFER_REJECTED_MGR_TEXT
IRC_OFFER_REJECTED_MGR_SUBJECT

Offer sent to an applicant

IRC_OFFER_SENT_MGR_HTML
IRC_OFFER_SENT_MGR_TEXT
IRC_OFFER_SENT_MGR_SUBJECT

Using Workflow Business Events

Oracle iRecruitment provides a sample business event: iRecruitment Sample Business Event (IRC_EVT).

The Create Vacancy Sample Process within the IRC_EVT business event can be triggered whenever a vacancy is created and a notification is sent to a specified user to inform them that the event has taken place.

Oracle recommends that you use the delivered business events to create your own workflow processes to suit the particular requirements of your enterprise.

See the *Oracle Workflow Developer's Guide* on Oracle Metalink for detailed information on:

1. Creating workflow processes using business events
2. Subscribing to business events
3. Testing your business event subscriptions

For a list of delivered iRecruitment business events, see: Business Events in iRecruitment, page 1-121.

Reports and Processes

iRecruitment Reports and Processes

This topic lists the reports and processes supplied with Oracle iRecruitment. Use the iRecruitment HRMS Manager responsibility to run the reports and processes.

Processes

- iRecruitment Email Job Seekers Details to Vacancy Owner, page 1-137
Run this process to inform the managers of suitable candidates for their vacancies.
- iRecruitment Email Vacancies to Job Seekers, page 1-136
Run this process to notify candidates about suitable vacancies.
- iRecruitment General Mail to Job Seekers , page 1-137
Run this process to send general e-mail notifications to registered users.
- iRecruitment Index Synchronization, page 1-136
Run this process to keep up to date the text indexes for iRecruitment documents and job postings.
- iRecruitment Person Migration, page 1-56
Run this process if you are moving from a previous version of iRecruitment to IRC C. This process creates a person record in Oracle HRMS for each of your existing iRecruitment candidates.
- iRecruitment Purge Old Data, page 1-134
Run this process to remove the candidate and applicant data from the database.
- iRecruitment HA Process Applications, page 1-137
Run this program to process the applications submitted on the HA instance.
- iRecruitment Create Grants, page 1-72
Run the iRecruitment Create Grants process to create grants for your employee users.
- iRecruitment Offer Expiry Notifications , page 1-86
iRecruitment Offer Expired Notifications, page 1-87
Run these processes to notify managers and applicants about offers approaching the closing date and closed offers.

Running the iRecruitment Purge Old Data Process

As a system administrator you can run the iRecruitment Purge Old Data process. Oracle iRecruitment provides various purge types and activity criteria that enables you to:

- Notify users that their accounts are to be deleted.
- Meet data protection legislative requirements by hiding users' identities whilst still retaining some user data for use in statistical or other reporting.
- Remove user data completely.

The purge options and activity criteria except Application Date, will consider data of users whose person record is shown as iRecruitment Registered User in the Person Type Usage window. The Application Date criterion limits the purge only to ex-applicants associated with iRecruitment Registered User person type and who have not applied for any job within the specific period. The purge process does not delete any data if the person record is associated with any other person types.

You run the process from the Submit Request window.

To run the iRecruitment Purge Old Data process:

1. Select the iRecruitment Purge Old Data process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Enter the date from when you want to run the purge process. The default is your system date.
4. Select any of the following purge type options:
 - **Pre-Purge Notification:** Use this option if you want to notify registered users before you purge their data. This option sends a notification requesting users to log into iRecruitment and apply for a job to avoid removal from iRecruitment. You can use this option before you run any of the other purge types.
 - **Anonymize:** Use this purge option if you want to hide the identity of users, but retain information about them such as qualifications, address details and work preferences. The process replaces the family name of the candidate with the word Anonymous and deletes the first name. It also unchecks the Allow Account to be Searched check box in the candidate's My Account: email Preferences page so that the user record is no longer searchable. After you run this process, users can still log into iRecruitment and update their name details, and change their e-mail preferences again.
 - **Anonymize and Partial Purge:** Use this purge option to hide the identity of users and to delete sensitive information relating to them. A user's qualifications, previous employment history, address details, job stored in job basket, skills information, work preferences, schools and colleges attended are all deleted when you use this option. The Anonymize feature of this option is the same as that of the Anonymize option explained in the earlier step. After you run this process, users can still log into iRecruitment and update their personal and professional details.
 - **Complete Purge:** Use this purge option to completely remove user records and all of the data associated with them. Purged users will no longer be able to log into iRecruitment. They have to register again if they want to access the application, other than as a site visitor.
5. Select any of the following activity criteria options. This determines the records on which the application will perform the defined purge type.
 - **Application Date:** You select this option to remove data of ex-applicants who have not applied for any job in the specified period.
 - **Login Date:** You select this option to remove data of users who have not logged into the application in the specified period.

Note: The purge process uses the login date recorded on the E-Business Suite login page to process data. The process does not consider login through either the iRecruitment JSP page or Single Sign On (SSO) to purge data.

- **Update Date:** You select this option to remove data of users who have not updated their account in the specified period.
6. In the Months Since Activity field, specify the number of months that the application should consider to purge the data. For example, if you enter 6 for six months, the application will purge records of candidates who have not performed the activity defined in the Activity Criteria in the last six months from the effective date that you specified.
 7. Choose the OK button.
 8. Choose the Submit button.

Running the iRecruitment Email Vacancies to Job Seekers Process

Run the iRecruitment Email Vacancies to Job Seekers process to notify candidates about suitable vacancies. The application matches the candidates' work preferences, qualifications, and skills with the jobs and sends e-mail notifications of matching jobs to the e-mail address specified in the candidate's profile.

You run the process from the Submit Request window.

To run the iRecruitment Email Vacancies to Job Seekers process:

1. Select the iRecruitment Email Vacancies to Job Seekers process in the Name field.
2. Click Submit to run the process.

Note: You should not change the parameters for this process if you are running it on a live installation. If you are working on a testing environment you can set the Ignore Job Seekers Matching Frequency and the Ignore Job Age parameters to Yes. This will generate more data for your testing purposes.

Running the iRecruitment Index Synchronization Process

To keep the text indexes up to date for iRecruitment documents and job postings run the iRecruitment Index Synchronization process. Oracle iRecruitment uses Oracle Text to perform content-based searches on resumes and job posting details. When candidates upload resumes or managers post new job details, you must synchronize the index at a regular interval to keep the user searches accurate.

You run the process from the Submit Request window.

To run the iRecruitment Index Synchronization process:

1. Select the iRecruitment Index Synchronization process in the Name field.
2. Click in the Parameters field to display the Parameters window, if it does not automatically open. The Parameters window displays two parameters:
 - **Posting Index** indicates index of job postings that managers post.

- Document Index indicates index of candidates' resumes.
3. Select any one of the following options for the Posting Index and Document Index parameters:
 - Online: In the Online mode, the process adds new entries to the index, enabling simultaneous searches.
 - Full: In the Full mode, the process defragments the index, reducing its size, and optimizing the performance. The process does not add new entries to the index.
 4. Click OK.
 5. Click Submit to run the process.

Running the iRecruitment Email Job Seekers Details to Vacancy Owner Process

Run the iRecruitment Email Job Seekers Details to Vacancy Owner process to inform the managers of suitable candidates for their open vacancies. When you run the process the application matches the candidates with jobs based on their work preferences, qualifications, and skills and sends e-mail notifications of suitable candidates.

You run the process from the Submit Request window.

To run the iRecruitment Email Job Seekers Details to Vacancy Owner process:

1. Select the iRecruitment Email Job Seekers Details to Vacancy Owner process in the Name field.
2. Click Submit to run the process.

Running the iRecruitment General Mail to Job Seekers Process

Run the iRecruitment General Mail to Job Seekers process to send general e-mail notifications to registered users. For example, if you want to inform users about a job fair you have planned you can use this process to send mass mails. This process sends notifications to registered users who have selected the Receive General Emails check box in the My Account: email Preferences page.

You run the process from the Submit Request window

To run the iRecruitment General Mail to Job Seekers process:

1. Select the iRecruitment General Mail to Job Seekers process in the Name field.
2. Click Submit to run the process.

Running the iRecruitment HA Process Applications

Run this program to process the applications submitted on the HA instance. This program processes data copied from the IRC_PENDING_DATA table on the HA instance to the IRC_PENDING_DATA table on the primary instance and keeps the application users' information up to date on the primary instance.

Important: You must run this program only on the primary instance when it is available after maintenance. Ensure that you run this program only after final migration to process all the applications.

Use the iRecruitment HRMS Manager responsibility to run this program. When you run the process, it:

1. Creates new iRecruitment user accounts on the primary instance if the users have registered on the HA instance.
2. Adds or updates resumes if the users have uploaded any resumes on the HA instance. The process updates the IRC_DOCUMENT table. If a previous resume with same file name exists, then the new resume overwrites the previous one.
3. Creates job applications on the primary instance.
4. Updates the users accounts using information parsed from the resume if resume parsing is enabled.
5. Notifies users of the application status indicating whether the applications to the vacancies were successfully submitted or not.

You run the process from the Submit Request window.

To run the iRecruitment HA Process Applications:

1. Select the iRecruitment HA Process Applications process in the Name field.
2. Click in the Parameters field to open the Parameters window.
3. Enter the server name of the primary instance to process the details of the application users.
4. Click OK.
5. Click Submit.

Working with iRecruitment

Working with Oracle iRecruitment

What are the advantages to the HR or the recruiting group of using iRecruitment?

Oracle iRecruitment is a full-cycle recruitment solution. It automates every phase of the recruitment process. iRecruitment integrates with Oracle HRMS to manage the entire workforce lifecycle. Information that the two applications share simplifies your day-to-day administrative tasks. For example, after you hire an applicant, your administrative staff need not spend time filling out forms about the new hire. The employee's assignment details are already available.

What are the reporting options available in Oracle iRecruitment?

iRecruitment provides you with business intelligence reports. These reports are called the iRecruitment Performance Management Viewer (PMV) reports. They help you to report on various measures of the recruitment process; for example, you can measure the time taken to fill a vacancy or the effectiveness of a recruitment source.

Can I format job posting details?

You can use the editor to apply advanced formatting features when you create or update job postings. You can use formatting options such as italics or bold to highlight certain information.

How do applicants monitor the status of their applications?

Applicants can monitor the status of their job applications on their home page. They can view the current status of their application on their home page, for example, first interview, second interview, and so on.

Can I post job details on third party job sites?

If your enterprise has agreements to post your job advertisements with third party job sites, you can record information about these sites using the Recruiting Sites function. You can send job postings to multiple third party sites using the HR-XML output from iRecruitment.

Can I create and send offers to applicants?

Using iRecruitment, you can create offer details, review offers, and send offers to applicants. You can send offers online or print and send paper copies. You can update the offer details to include changes, for example, revised compensation.

Is the offer data secure when multiple managers work with the offers functionality?

Yes. Managers or recruiters can view only offers of the applicants to their vacancies. They cannot access offer details of applicants to other vacancies unless they are part of the vacancy security. You use the vacancy security to define whether managers can create, view, update, and maintain offers for a specific vacancy.

As a manager, can I create profiles of candidates and apply on their behalf?

Yes. Managers can create candidates and apply on their behalf. You can use this feature only if your enterprise assigns the Create Candidate function to your responsibility.

Overview of Manager and Recruiter Tasks

Overview of Manager and Recruiter Tasks

Manage Recruitment Tasks

From the iRecruitment home page, as a manager or recruiter you can:

- Create vacancies. When creating a vacancy, you can specify relevant vacancy details, including the skills and qualifications required, and create a job posting for candidates. You can nominate the recruiting team that will work with the vacancy, allocate team members, and specify different levels of access to the vacancy.
- Manage vacancies. You can:
 - Update vacancies.
 - Copy vacancies using the duplicate functionality.
 - Find candidates for a vacancy using the matching skills functionality.
 - View applicants for a vacancy.
- Search for candidates using various searches criteria such as prospect pool, individual names, and resumes. You can also search for candidates who specifically match your own vacancy requirements. You can view a candidate's complete details and allocate them a consideration level to indicate your level of interest in the candidate.
- Search for applicants, and progress the best applicants through the application process to eventual hire.
- Create offers for successful applicants.
- Initiate a background-check to verify information such as the education history, qualifications, and relevant experience of your applicants.

Important: To use the background-check functionality, your enterprise must be registered with a background check vendor. The results of the background-check are not stored in the iRecruitment database.

The Background Check Maintenance function links the manager or recruiter to the vendor's site and transfers the applicant information. You can check the status of a background check at any time using either the Background Check Maintenance link on the home page or the Background Check button on the Candidate Details page.

View Notifications

On your home page, you can view notification messages. You receive notification messages when:

- Approvers approve, reject, or send vacancies back for correction.
- Applicants accept or decline offers.
- iRecruitment:
 - Generates notifications about offers approaching their closing date and closed offers.
 - Notifies managers of suitable candidates for their vacancies.

- Routes vacancies and offers for approval.

View Save for Later Transactions

You can view draft vacancies and offers in the Save for Later table. You can update these vacancies and offers at a later date.

Key Concepts

For more information, see:

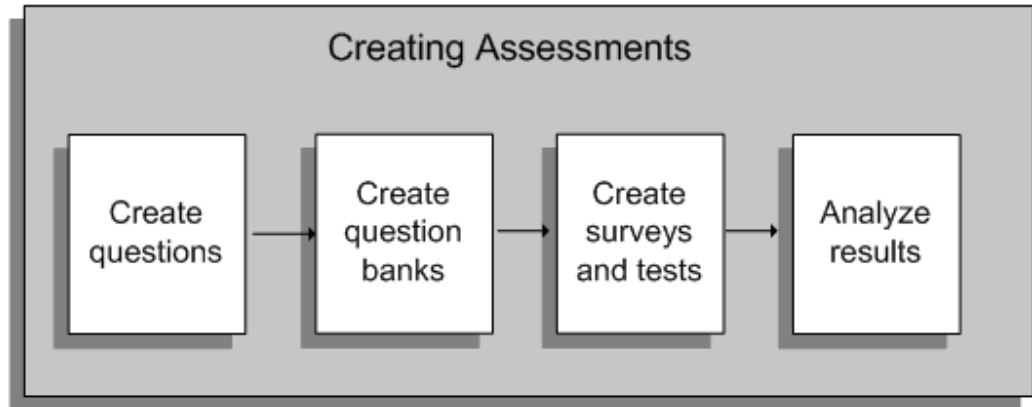
- Creating and Managing Assessments for iRecruitment, page 2-5
- Creating and Maintaining Vacancies, page 2-11
- Working with Candidates, page 2-16
- Working with Applicants, page 2-18
- Searching for Vacancies to Manage Vacancies and to Process Candidates, page 2-20
- The Offer Process, page 2-27
- Creating and Sending Offers, page 2-30
- Updating Offers, page 2-32
- Maintaining Offers, page 2-33
- Troubleshooting Vacancies, page 2-14
- Troubleshooting Candidates and Applicants, page 2-22
- Troubleshooting Offers, page 2-34

Creating and Managing Assessments for iRecruitment

Creating and Managing Assessments for iRecruitment

Using the Assessment Administration functionality, you can create tests and surveys to evaluate candidates and applicants during the recruitment process.

The following figure shows the sequence of tasks required to create assessments.



To create and manage assessments for iRecruitment:

You must understand the following concepts to create and manage tests and surveys for iRecruitment:

1. Creating questions and question banks

A question bank is a repository of questions and possible responses. Question banks enable you to create questions once but use them multiple times. At least one question bank must exist before you create a test.

See: Question Bank Creation, page 2-6

2. Creating surveys and tests

After you have created a question bank and added the required questions, you can create tests and surveys. You can:

- Design surveys, for example, to gather information on work history, employability, and work preferences of candidates. Surveys help you to screen candidates when they register with your job site. To create a survey, select the Assessment Type 'Survey' on the Create Test page.
- Create scored tests to measure candidates' knowledge and skills. When you create a scored test, you specify a mastery score to indicate the minimum pass mark for a test. Managers can associate a test with a vacancy when they create vacancy details. iRecruitment presents the test to applicants during the job application process and uses the mastery score to identify candidates who have passed the test for a vacancy.

You must publish surveys and tests so that they are available for use in iRecruitment.

Note: If you plan to use a test for multiple vacancies, Oracle recommends that you do not limit the maximum number of attempts. Limiting the number of attempts prevents applicants

from applying for vacancies associated with the same test. For example, you define a test and limit the number of attempts to 2. If your managers associate the test with multiple vacancies, for example 4, then a candidate cannot apply for more than 2 vacancies, as the maximum attempt limit is set to 2.

See: Test Creation, page 2-7

Managing sections

Tests comprise test sections, which contain questions drawn from one or more question banks. You create test sections to organize the questions drawn from a question bank. A test must contain at least one test section and at least one question.

See: Section Management, page 2-8

3. Analyzing test results

Analyze the results of candidates and applicants, either for a test or for individual questions in the Learner summary section. You can view details such as the number of applicants who have attempted, passed, or failed a vacancy test.

See: Reviewing Test and Question Statistics, page 2-9

Question Bank Creation

You create question banks within a folder. When a question bank is ready for use in a test, you publish the question bank. After publication, you can use the question bank to create tests, or select the Quick Test option to create a test based on all the questions in the bank.

Creating Questions

Question banks consist of questions, each containing the question text (or question stem or prompt), possible responses, and feedback (if any). The feedback typically informs the test taker if they have answered correctly, and can include a learning tip.

When you create a question, you decide what type it is, such as multiple choice or true-or-false. Once you create the question, you cannot change from one type to another, since the style of responses depends on the question type. The exception is for multiple choice, where you can change from a multiple choice single correct response to a multiple choice multiple correct response.

Creating Responses

A response is a possible answer to a question. Each question has a set of responses, depending on the question type:

- True or False: The two values, True and False, are not editable. Select the correct response value, either True or False.
- Fill-in-the-Blank: Enter one or more correct responses. Text responses are case-sensitive, so enter the correct response in both lower and upper case, if either is correct.
- Multiple Choice (Single Correct Response): Enter two or more response values, from which the learner must select one correct choice.

- **Multiple Choice (Multiple Correct Responses):** Enter three or more response values, from which the learner must select two or more correct choices. Learners must select all the correct responses to gain the points awarded to the question.

Removing Questions or Responses

Once you use a question in one or more tests, and a learner has taken that test, you cannot delete the question from the question bank. Similarly, you cannot delete a response value if the question already appears in a test and if at least one learner has answered that question. You can mark a question or response as inactive, which makes it unavailable for future tests, but does not affect previously created tests and existing performance records.

Creating Quick Tests

You create a Quick Test if the test uses all or majority of questions in a question bank. A Quick Test takes the default properties, and contains a single test section that holds all questions (preselected) from the question bank. You can edit the test to modify the properties, for example to set the scoring option and mastery score, or to add or remove questions.

Note: You cannot use the quick test option to create a rule-based test, in which you display a number of questions extracted randomly from the question bank to the learner.

Test Creation

After you have a created question bank and added the required questions, you can create a test and define the test properties.

Selecting Specific or Random Questions at Run Time

For each test section, you can select exactly the questions you wish to add (pre-selected) or you can enter the number of questions and allow the test to extract a random selection of questions when a learner launches the test (rule-based). The default is pre-selected.

Randomizing the Sequence of Sections and Questions

You can choose whether multiple sections always occur in the same sequence, or in a randomized sequence each time learners launch the test. There is a similar option for sequencing questions within a section. However, you cannot randomize questions across more than one section.

Resuming Tests

Select the Is Resumable box for learners to resume a test if they previously exited or were logged out without submitting the test. Learners are taken to the page where they last left the test. If the time has expired for the test, learners are taken to the page that allows only submission of the test. The Resumable Instructions appear each time a learner resumes a test.

Scoring a Test

The scoring options are percentage scored, or sum of item scores. If your test is rule-based (random questions at run time), be aware that the sum of item scores will vary if some questions have different points from others.

If you select either the percentage or sum scoring options, you can also set the mastery score to indicate the minimum pass mark for the test. For example, using the percentage scored option, enter a mastery score of 75 to indicate a 75 per cent pass mark. Using the sum of item scores option, enter a mastery score of 12, to indicate the learner must obtain at least 12 points to pass the test.

When you set a mastery score for the test, a learner passes or fails a test based on the results. If you do not define a mastery score, the application calculates the points scored, but marks the learner's test attempt as completed, rather than passed or failed.

Providing Feedback

By default, feedback is provided at the end of the test. You can change the feedback type to After Each Page to provide more frequent feedback. You can define the following feedback options:

- Select Questions Inherit Feedback if you have test questions that do not have defined feedback, and you want them to inherit (and display) the section or test feedback.
- Deselect Show Correct Answers During Feedback to prevent learners seeing the correct answers when they review the feedback. This option is useful to encourage learners to retake the test. (The default is selected.)
- Enter text for Correct Response Feedback and Incorrect Response Feedback, to provide different feedback for the learners' responses.
- Enter Post Test Feedback to display a message to learners at the end of the test.

Limiting Test Attempts

You can limit the maximum number of times that a learner can attempt the test before being prevented from launching the test. You can also specify the minimum time that must elapse between each attempt.

Creating a Timed Test

To restrict the time allowed for a learner to complete a test, enter values for the duration properties of the test. If you specify a value for Time Allowed in Minutes, you can optionally set the additional duration fields. For example, if the time allowed is 30 minutes, you can enable the Time Remaining Alert, and display an alert five minutes prior to the end, so the alert appears after 25 minutes into the test.

Note: The timer resides on the server, not on the learner's client, so this message is only updated each time the browser page is refreshed. As long as the learner remains on the same page, the alert is not updated.

Section Management

A test must contain at least one test section and at least one question. You create test sections to organize the questions drawn from a question bank. If your test has multiple sections, you can specify the order in which the sections are displayed to the learner in

the test. However, you can determine a section order only if you have selected the Fixed option in the Section Order field in the test properties. If the Random option has been selected for the Section Order field in the test properties, the test displays a different order of sections on each learner attempt

Deleting Sections

Once you make a test available to your learners, and at least one learner has taken the test, you cannot delete the test section (or the test), since this affects learner performance and test statistics on your production system. If one section becomes invalid, but the test itself is still available, make the section inactive, instead of deleting it. Unpublish a test to make the complete test unavailable to learners. Past performance and test statistics information remain in the system when you unpublish a test.

Reviewing Test and Question Statistics

Statistics are available for you to analyze learners' performance for a given test or question. Statistics exist only after at least one learner has attempted the test or question.

Reviewing Test Statistics

For each test, the Test Statistics page provides a summary of learner scores for the selected test. Use the statistics to analyze both overall performance and individual attempt results. The page initially displays summary results in a tabular format, and provides an option to display a graph for each summary.

The summary statistic sections are:

1. **Score Summary:** Summarizes performance records for all learners. Each learner has one performance record that in turn is a summary of the learner's attempts. A performance record shows the score for the first Pass attempt, or the score for the first Fail attempt. The application updates a performance record from Fail to Pass (including the Pass score), if a learner subsequently passes the test. However, a performance record is never updated from Pass to Fail if a learner subsequently fails the test. A performance record does not change even if the learner score improves. A learner's performance record may show a Pass with a score of 60, even though the learner achieves a Pass with a score of 70 in a later attempt.

The User Score Summary graph displays the number of users who achieved a specific performance score.

2. **Learner Summary:** Summarizes the total number of learners who launched the test, and the total number of performance records (one record per learner). The summary groups performance records as one of the following:
 - Passed: The learner completed the test and achieved the mastery score or better.
 - Failed: The learner completed the test but failed to achieve the mastery score.
 - Completed: The learner completed the test, but the test has no mastery score, or the scoring option is specified as not scored.
 - Incomplete: The learner started the test but exited the player without submitting the test.

The table enables you to drill down to more detailed statistics for each learner. Click the Total Learners number to view all learners, or click the Passed number to

view only those learners who passed the test. The drill-down table shows one performance record for each learner. Click an individual learner name to view all attempts for the learner. An individual attempt can show a higher score than the learner's performance record, since a performance record stores only the score for the first pass.

The User Attempt Score Summary graph displays the score for each individual attempt number. Attempts are color coded to show the day of the attempt.

In the table, click a specific attempt number to view the learner's individual attempt details for each question in the test.

The Learner Performance Status graph shows the percentage of Passed, Failed, Completed or Incomplete performance records.

3. **Attempt Summary:** Summarizes all attempt records for all learners, not just performance records.

The Monthly Attempt Summary graph shows the number of attempts made in each month.

4. **Question Summary:** Summarizes the total number of questions displayed to all learners in all attempts.

Reviewing Question Statistics

For each question bank, the Question Statistics page provides a summary of learners' performance for each question, across multiple tests. Statistics appear in both tabular and graphical formats. The graph shows Correct, Incorrect and Skipped totals as percentages of the total number of attempts for the question.

Managing Vacancies

Creating and Maintaining Vacancies

As a manager or recruiter, you create and post vacancies to advertise job openings in your enterprise.

Creating Vacancies

The following sections explain how to create vacancy details.

Entering Primary Details for a Vacancy

On the Create Vacancy: Enter Primary Details page, you specify:

- Primary details for a vacancy such as location, grade, job, position, and the employment status.

If your enterprise has set up default recruitment information for your business group, then the following details appear automatically on this page for the vacancy:

- Vacancy Name

If this field displays a unique vacancy number, for example, IRC1234, then you cannot change the value. This setting indicates that your enterprise has set the automatic vacancy code allocation method to generate vacancy names. If this field is blank, then provide a vacancy name.

- Number of vacancy openings
- Organization
- Location

Note: Enterprise policy determines whether you can modify the default information.

- The manager who manages the vacancy. The Manager field displays the user name by default. You can select a different manager from the list of people your security profile enables you to access.
- Start and end dates to define the vacancy availability period.
- Compensation details such as stock options, company car, or pension options. Note that they do not define the compensation elements that are included in the employment assignment after a candidate has been hired.

For a new vacancy, the status is Unapproved by default.

Entering Skills and Qualifications

On the Create Vacancy: Enter Required Skills page, you:

- Define the skills and qualifications required for the vacancy. If the vacancy is associated with a position, for example, any competencies required in that position appear automatically. During a manager search, iRecruitment compares the skills required for the vacancy with the candidates' skills and displays a list of candidates whose skills match the vacancy requirements.

- Select an assessment, for example, a test that applicants can complete when they apply for your vacancy. You can use tests to evaluate applicants' knowledge and skills. iRecruitment presents the test to applicants during the job application process.

Defining Vacancy Security

On the Create Vacancy: Enter Team Members page, you:

- Define the security of the vacancy to control vacancy access. You can set vacancy security as:
 - Team
Only people in the recruiting team can see the vacancy.
 - Business and team
The recruiting team and users with the appropriate security profile can see the vacancy.
 - Public
Anyone in the business group can see the vacancy.

When setting up Team Only security, you must include the recruiter or manager in the team, or they will not be able to see the vacancy.

- Define different levels of vacancy security. These are:
 - Update
 - Update/Delete
 - View Only

Note: In the current release of iRecruitment you cannot delete vacancies, so in effect Update and Update/Delete are the same. The Delete function is reserved for future development.
- Define agency access to a vacancy in the Agencies table. You can make the vacancy details available to recruiting agencies that your enterprise uses. The agencies can then submit applicants for the vacancy or, if given authority, manage the whole recruitment process.
- Identify one or more agencies to assist with recruiting for a vacancy. You can:
 - Specify the duration for which the agencies access the vacancy. This is the duration for which the agency assists the enterprise in the recruitment process.
 - Indicate the maximum number of applicants that agencies can submit for each vacancy. This prevents agencies from indiscriminately submitting many applications.
 - Enable an agency to complete the recruitment process for a vacancy. Select the Manage Applicants check box when assigning the vacancy to an agency to enable the agency to progress applicants through the entire application process. Otherwise, agencies can view only their assigned vacancies and submit applications for these vacancies.

Formatting Job Posting

On the Create Vacancy: Format Job Posting page, you:

- Provide job posting information, such as job requirements. Depending on your vacancy, the job postings details may appear automatically, for example, if the position associated with the vacancy has default job posting information. You can edit the job details as required.
- Use the editor to apply formatting features such as italics or bold to highlight certain information.
- Specify whether candidates can view the recruiter's details, such as name and contact phone number, so that they can contact the hiring manager directly.

In the Recruiting Sites region, internal and external sites appear by default. You can select multiple third-party sites for posting job details. You can specify separate start and end dates for job postings on internal, external, and third-party sites.

If your enterprise posts the vacancy details to employees for a period of time before posting to external candidates, then you can enter only the internal posting date and not the external posting start date. The application automatically sets the external posting start date when the vacancy is approved.

Reviewing and Submitting Vacancy Details

The Review page displays the default approvers for your vacancy. In addition to the default approvers, you can add other people as approvers and recipients of the vacancy notification. Your enterprise determines whether managers can delete default approvers for vacancies.

Note: You can add approvers only if your system administrator enables the Add Approvers region.

Review the vacancy to ensure that the details correct, and submit it for approval, if appropriate. You can also save a draft of the vacancy and complete the details later.

See: Save for Later, page 1-24

Posting Vacancies to Third-Party Recruiting Sites

Use the Post Advert button on the Vacancy Details page to post the vacancy to third-party recruiting sites. When you post vacancies, iRecruitment sends the documents using the data transfer method specified by your enterprise. You can view and track responses from each third-party site in the Response column. If your enterprise uses:

- HTTP to post the job details, the recruiting site sends an immediate response that confirms the successful receipt of the job details
- E-mail to post the job details, you can view only the posting date in the Response column
- FTP to post the job details, you can view the posting date and error details if the transfer process fails

Note: You do not post vacancies to your enterprise's internal and external sites. iRecruitment automatically posts the job advertisements on the internal and external sites on the date specified in the Start Date field of the Create Vacancy: Format Job Posting page.

Updating Vacancies

You can update a vacancy to modify the assignment and job posting details. For example, if your enterprise moves the job opening to another location, you can change the location information. You can update a vacancy when you receive the vacancy back for correction. You can also update an approved vacancy, if required.

When you update vacancy details, you can:

- Change any of the details that you provided earlier, such as the end date of the vacancy and the employment status.
- Change the skills and skill ratings required for the job.

Note: You cannot select a new assessment if applicants have already applied to the vacancy and taken the test.

- Change the vacancy security, add agencies that can access your vacancy, and nominate a different recruiting team.
- Update the posting details, such as the How-to-Apply details.
- Select new approvers for the vacancy and new recipients of the vacancy notification.

On the Update Vacancy: Review page, you can view the changed information (highlighted with a blue dot in the proposed data region).

Depending on your enterprise's approval process, iRecruitment routes the updated vacancy for approval.

Repost the Updated Vacancy on Recruiting Sites

If you update a vacancy that you posted to third-party recruiting sites, remember to repost the updated vacancy once it is approved.

For troubleshooting vacancies, see: Troubleshooting Vacancies, page 2-14

Troubleshooting Vacancies

This topic looks at some common problems that may occur while managing vacancies and suggests some approaches.

Problem Description	What To Do
When you create a vacancy, the Vacancy Name field on the Create Vacancy: Basic Details page displays an automatically generated number.	If your enterprise decides to follow the automatic vacancy code allocation method for vacancy names, then iRecruitment assigns a unique number for the vacancy. You cannot update the Vacancy Name field.
After you create and submit a vacancy for approval, you cannot find the vacancy.	You cannot view a vacancy that you submitted for approval until it is approved.
When you create a vacancy, you cannot provide the external site posting start date on the Format Job Posting page.	If your enterprise posts the vacancy details to employees before posting to external candidates, then you can enter only the internal posting start date; you cannot enter the external posting start date. When the vacancy is approved, the application automatically sets the external posting start date.
The iRecruitment session timed out when you were creating a vacancy. How do you retrieve the vacancy details?	Check the Save for Later table on your Home page. iRecruitment saves the vacancy as a draft if the browser closes or the session times out.
You are not able to update vacancy details.	Check the status of the vacancy. You can update a vacancy only if it is approved; you cannot update a vacancy in pending approval status.
You have posted a vacancy to the third-party recruiting site with whom your enterprise has an agreement. At a later date, you update the vacancy details. The vacancy updates do not appear on the recruiting site.	If you update a vacancy posted on a third-party recruiting site, you must post the vacancy again using the Post Advert button on the Vacancy Details page.

Working with Candidates

Working with Candidates

In iRecruitment, candidates are users who register with your job site. As a recruiter or manager, you can:

- Search for candidates using a variety of search methods.
- View candidate details.
- Invite candidates to apply for jobs.
- Create candidate details for candidates who are not registered with the job site.

Searching for Candidates

The following sections describe ways of searching for candidates.

Searching the Prospect Pool

The prospect pool contains all registered users who have given permission for their information to be available on the job site. You can:

- Search for candidates using a variety of search criteria such as skills, applicant type, or employment status.
- Search for agency candidates only, if your enterprise uses the Agencies functionality to work with recruiting agencies.

If your enterprise uses location search to find candidates, then you can view the Location, Country, and Distance from Location (Miles) fields on the Prospect Pool page. To perform a location search, enter a city name or zip code in the Location field and specify a distance from that location to find candidates within that distance. For example, you can search for candidates located within 30 miles of San Diego or zip code 92101.

Searching for Resumes

On the Candidates: Resumes page, you can search for resumes using specific keywords. For example, you can search for resumes that contain a particular skill or qualification. iRecruitment highlights the search keyword in the HTML preview of the candidate's resume to help you to identify where the matches occur quickly and easily.

Searching for Individuals

On the Candidates: Individuals page, you can search for individual users using criteria such as last name, e-mail ID, or agency name.

Creating Candidate Details

iRecruitment enables you to create candidate details using the Create Candidate button. For example, you may receive resumes from candidates or referrals for candidates who are not registered with iRecruitment. To refer or to process these candidates, their profiles must exist in iRecruitment. To create a candidate profile, you can:

- Enter details such as name, address, phone numbers, e-mail address, skills and qualifications, and upload a resume.
- Specify work preferences such as preferred work location and their minimum salary requirements. When managers search for candidates, iRecruitment uses work preferences and skills to find candidates who match their vacancy requirements.
- Indicate whether the candidate's details can appear in the manager search using the Allow Account To Be Searched check box. If you do not select this check box, then the candidate's information is available only to managers of vacancies for which they have applied. iRecruitment does not automatically include candidates in the manager search.

You can apply for jobs on behalf of your candidates. Review the candidate's information before submitting the job application. Any changes that you make to a candidate's account while applying for a job are not limited to the specific job application, but generally apply to the candidate's account.

Processing Candidates

When you identify candidates, you can process them using:

- The Take Action button on the Prospect Pool and Resumes pages. When you click this button, the Pursue Consider Reject Candidates page appears.
- The Jobs Considered tab on the Candidate Details page. (Click a candidate's name to access the details).

To process candidates, you can select any one of the following options that you can view on the Pursue Consider Reject Candidates page or the Jobs Considered For tab on the Candidate Details page:

- **Consider**

Decide whether to encourage a candidate to apply, or consider them for a future job opening. This information is just for your reference. Unless you select Pursue or Reject, the application takes no further action on the candidate. Consider does not deliver any notification to the person. The application updates the consideration status column for the candidate.

- **Pursue**

Invite a candidate to apply for a job. When you select this option, iRecruitment sends a notification to the candidate inviting them to apply for the vacancy. When the candidate applies to the specific vacancy, the person becomes an applicant and is moved to the applicant list. The iRecruitment database maintains a record of the action.

Note: Sending job invitations to candidates created by agency users

Unlike self-registered candidates, candidates created by managers and agency users do not have user accounts and cannot receive automatic job notifications or job invitations from iRecruitment. Use the e-mail address (on the Candidate Details page) to send job invitations to candidates created by managers and agency candidates.

- **Reject**

Indicate that you do not find a candidate suitable for a vacancy. iRecruitment excludes rejected people from future searches for a particular vacancy but not for all vacancies.

- **Refer:** Suggest a candidate to other managers or recruiters, if you find a candidate suitable for other vacancies.

For information on troubleshooting candidates and applicants, see: Troubleshooting Candidates and Applicants, page 2-22

Working with Applicants

In iRecruitment, applicants are candidates who have applied for a specific vacancy. On the Candidates: Applicants page, you can search for applicants to:

- View their application details.
- Refer applicants to other managers, if you find them suitable for other vacancies.
- Update the status of applications.
- Create offers for applicants.

Searching for Applicants

You can search for applicants by vacancy, name, application status, or vacancy assessment results, for example. The My Applicants search enables you quickly to identify applicants for all your vacancies.

If your enterprise uses the Agencies functionality to work with recruiting agencies, then you can search for applicants from a specific agency or exclude agency applicants from the applicants search.

The search results table displays information relevant to your search criteria. For example, if you search for applicants for a specific vacancy, then you can view search results such as the applicant's name, e-mail address, application status, and the applicant's test score. You can also preview applicants' resumes or download resumes to gather further information.

Viewing Application Details

You can view application details on the Candidate Details page (click an applicant's name to access the Candidate Details page). If an applicant has multiple applications, then you can view details of a specific application using the View Details button. When you view the application details, you can complete the following tasks.

Updating Application Status

When an applicant applies for a job, iRecruitment sets the application status to *Active* by default. In the Status Details and Change Reason region, select a status to indicate at what stage an application is in the recruitment process. For example, you can select the *First Interview* status, then *Second Interview*, and then *Terminate* or *Offer* for an application. You can view the status history for each application in the Application Assignment History table.

The significant statuses are:

- Active Application

The default status for an application.

- Offer

Indicates that the job has been offered to the applicant.

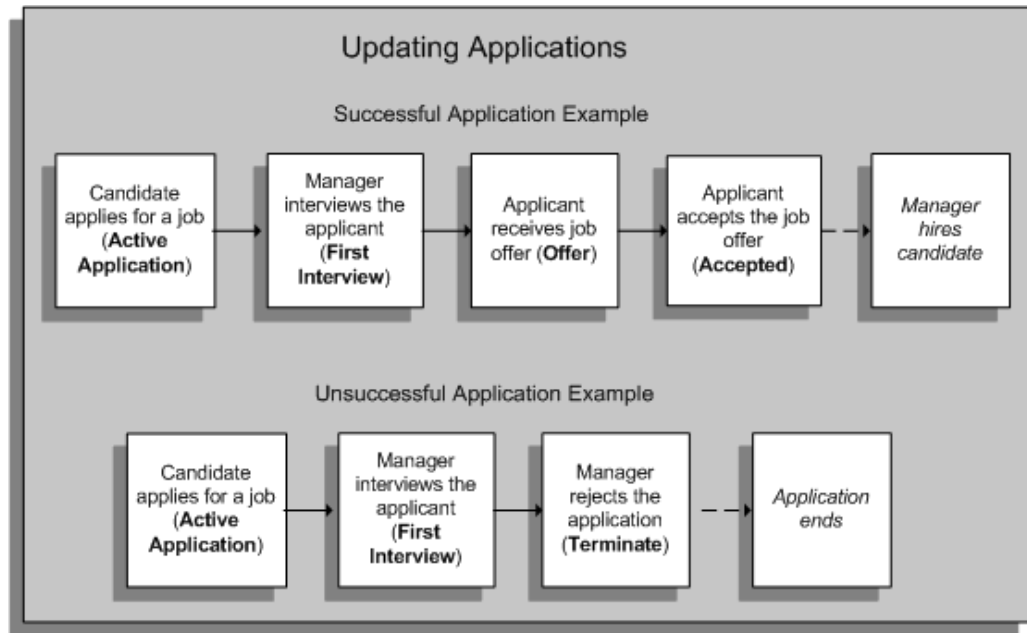
- Accepted

Indicates that the applicant has accepted the job. Applications must have this status before you can hire applicants using Oracle HRMS or the SSHR New Hire process.

- Terminate Application

Ends the application because either you have rejected the applicant or the applicant has withdrawn.

The following figure shows examples of successful and unsuccessful applications.



Rating an Applicant for a Vacancy

You can rate applicants for your vacancy based on their performance during the recruitment process. In the Applicant Rating region of the Candidate Details page, you can enter a manual rating, for example, 3. You can then sort applicants in the rating order for a specific vacancy on the View Applicants page.

Note: iRecruitment saves only one rating for each application.

Adding Attachments to an Application

You can add attachments to an application to include documents relevant to the person's application.

You can:

- Attach a file, such as an MS Word document or a text file.
- Provide the location of the directory in which you saved the feedback document.
- Provide a text description of your observations.

You can add multiple attachments to a single application by adding one attachment at a time. You can also update the attachments when you progress the application.

Note: Applicants cannot view the documents that you add as attachments to the job applications.

Creating an Offer for an Applicant

You can create an offer for a successful applicant using the Create Offer button on the Candidate Details page.

See: Creating and Sending Offers, page 2-30

Referring Applicants to Other Managers

As you process the application details, you may find that some applicants are more suitable for other vacancies. Using the Refer button, you can refer applicants to other managers or recruiters in your enterprise.

For information on troubleshooting candidates and applicants, see: Troubleshooting Candidates and Applicants, page 2-22

Searching for Vacancies to Manage Vacancies and to Process Candidates

In iRecruitment, you can search for approved vacancies to:

- Update vacancies.
- Copy vacancies using the duplicate functionality.

For a vacancy, you can:

- Find candidates using the skills matching functionality.
- View applicants.

Searching for Vacancies

The vacancies that you can view are based on the vacancy security. For example, if the vacancy is restricted to the recruiting team, you cannot view the vacancy unless you are part of the recruiting team. On the Vacancies page, you can search for:

- Vacancies using criteria such as the vacancy name, job title, position, or recruiter.
- Your vacancies using the My Vacancies check box.
- Latest vacancies using the creation date.

Copying Vacancies

If you have multiple vacancies that contain the same information, such as location, position, and requisite skills, you can use the duplicate functionality to copy vacancy details and create new vacancies. You can reuse common information and make required changes to the new vacancy. For example, you can retain the job posting details, but nominate a different security team for the new vacancy.

Using the duplicate functionality:

- Helps you avoid reentering vacancy details

- Reduces the effort required to create vacancies
- Ensures that vacancy details are uniform and accurate

To copy a vacancy, select the vacancy and click the Duplicate button. Provide a vacancy name, and complete vacancy details. See: [Creating and Maintaining Vacancies](#), page 2-11

Matching Skills in iRecruitment

Use the Find Candidates button to find candidates whose work preferences and skills match those of a particular vacancy. When you search for candidates for a vacancy, iRecruitment compares the skills required for the vacancy with the candidates' skills and returns a list of candidates showing their skills-match percentage. You can use this information along with other search results to shortlist candidates for vacancies.

Processing Candidates

When you find suitable candidates for your vacancy, you can:

- Consider candidates for vacancies.
- Invite candidates to apply for jobs.
- Refer candidates to other managers.
- Reject candidates for a specific vacancy.

For information about these tasks, see: [Processing Candidates](#), page 2-17

Viewing Applicants

On the View Applicants page, you can refine your search to find only current applicants. You can also search for applicants with a specific status. For example, using the Status field, you can search for applicants with the First Interview status to progress them to the next level of the recruitment process. When you view applicants, you can:

- Update the status of an application.
See: [Updating the Application Status](#), page 2-18
- Perform a mass update of applications.
See: [Using the Mass Applicant Update Feature](#), page 2-22
- Rate an applicant for a vacancy.
See: [Rating an Applicant for a Vacancy](#), page 2-19
- Refer an applicant to other managers.
See: [Referring Applicants to Other Managers](#), page 2-20
- Add attachments to share your feedback with the recruiting team.
See: [Adding Attachments to an Application](#), page 2-19
- Create offers for successful applicants.
See: [Creating and Maintaining Offers](#), page 2-30

Using the Mass Applicant Update Feature

You can update the status of multiple applicants for a vacancy, using the Applicant Mass Update functionality. For example, if you want to reject most applicants for a vacancy, select the relevant applicants on the View Applicants page and click the Update Status button. On the Applicants: Mass Update page, select the status *Terminate Application* and provide a status change reason, for example, poor performance.

For information on troubleshooting candidates and applicants, see: Troubleshooting Candidates and Applicants, page 2-22

Troubleshooting Candidates and Applicants

This topic looks at some common problems that may occur while processing candidates and applicants and suggests some approaches.

Problem Description	What To Do
You cannot send job invitations to agency candidates.	Use the e-mail ID on the Candidate Details page to inform agency candidates about jobs or offers.
When you search for applications for a vacancy, you cannot locate applications of a specific status.	To locate applications of a specific status, use the Status field on the View Applicants page.
The candidates that you created, now want to hide their details in all manager searches.	To hide candidate details that were previously displayed, you must clear the Allow Account To Be Searched check box on the candidate's Preferences page. When you clear this check box, the application displays candidate details only to managers for vacancies to which the candidate has applied.

Managing Offers

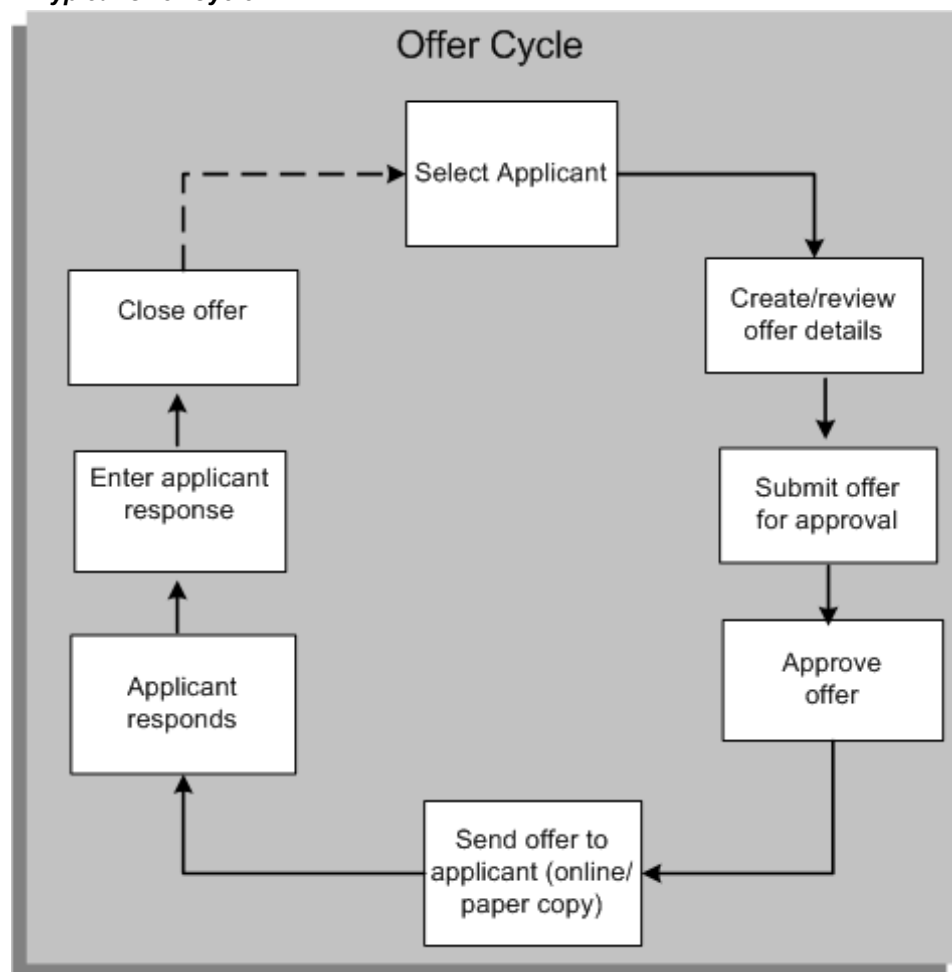
Offers Overview

A job offer is a proposal from your enterprise to an applicant that defines the applicant's job title, terms, and conditions of employment including salary and benefits. The offer process includes tasks such as initiating offers for applicants, completing offer details, reviewing offers, and sending offers to applicants.

Offer Process

The following graphic shows the tasks in a typical offer cycle.

A Typical Offer Cycle



iRecruitment enables your enterprise to automate the entire job offer process and to progress offers from initial creation to approval, and eventual closure, for example, when an applicant accepts a job offer.

Managing the Offer Process

Using iRecruitment, you can manage these key offer tasks:

- **Create offers**

Identify applicants in your enterprise and create offers for successful applicants. The offer includes details such as the applicant's job title, terms, and conditions of employment including salary.

- **Define approval process**

Route offers through an approval process to ensure that the offer details are correct.

- **Create offer letters**

Create offer letters for your business group, organization, jobs, or positions using predefined or custom templates.

- **Send offers**

Send offers online or send paper copies to applicants.

- **Track responses**

You can view the response of the applicants online. You can also record an applicant's response to a job offer, if you hear from the applicant or receive a written note.

- **Extend duration of job offers**

If an applicant requests for more time to evaluate an offer, then extend the job offer.

- **Maintain offers**

Carry out tasks related to an offer, for example update an offer to include the revised compensation and enter notes for the offer. Place an offer on hold if there is a recruitment freeze in your enterprise.

An analysis of your working practices will help you decide how to use the offers feature and assign the offer functions based on the recruiting roles.

Offer Details

The offer details depend on the configuration choices you make in the create offer process. A standard offer includes information about job, position, salary, and compensation.

Offers Equity Analysis for Organization

When your managers create offer details, they can use the Offers Equity Analysis for Organization report to make an informed salary allocation for the applicant. The report shows the salary range and average salary of employees reporting to the hiring manager in a given job. Using this information, managers can decide the salary for the jobs that they offer to the applicants. The salary information in the equity analysis report is dynamic. When an approver receives an offer for approval they can view the salary ranges for the total number of employees in the same job in their hierarchy and the hiring manager's hierarchy. For example, ten employees in the Accountant job report to the approver and eight employees in the same job report to the hiring manager. The equity report shows the average salary of ten employees in the approver's hierarchy and eight employees in the manager's hierarchy.

Compensation Details

When managers complete basic details for an offer, iRecruitment uses the applicant's details to check whether the applicant is eligible for benefits and displays benefit plans in the Compensation page. Managers can then select the appropriate compensation options for the applicant. For example, benefits administrator sets up plans such as car and relocation. If the applicant is eligible for these benefits, then hiring managers can pick the appropriate options when they create offers. If a manager updates an offer and if any assignment information such as location or job changes, then iRecruitment checks the benefits based on the new details and displays the revised compensation plans.

Offer Security

The vacancy security determines whether your managers can create, view, update, and maintain offers for a specific vacancy. If managers cannot update a vacancy, then they cannot create, update, or perform any other update action on the offer, for example, send or extend the offer.

For example, as a hiring manager you create the Human Resources Manager vacancy and define Business and Team security for the vacancy. You identify John Smith and Dan Bird as members of the recruiting team and restrict their vacancy security to View Only. When candidates apply to the Human Resources Manager vacancy, people within the business vacancy security can create and update offer, while John Smith and Dan Bird can only view the offer details. For information on vacancy security, see: Vacancy Security, page 2-12

Offer Approvals

iRecruitment uses the approval process for offer approvals. By default, the predefined offer approval process uses two levels of supervisory hierarchy. In addition, to the default approvers, managers can add new approvers and specify their position in the approvals chain. They can also send a For Your Information (FYI) notification. When managers submit offers for approval, iRecruitment routes the offers to people in the approval chain. Each approver receives a workflow notification requesting their approval when the previous approver in the chain has approved the offer. When the final approver has approved the offer, the manager receives a workflow notification. If any approver disagrees with the offer, they return the offer to the manager for correction. Managers cannot extend the offer to the applicant, until the offer is approved by all the participants in the approval chain.

See: iRecruitment and Oracle Approvals Management (AME), page 1-43

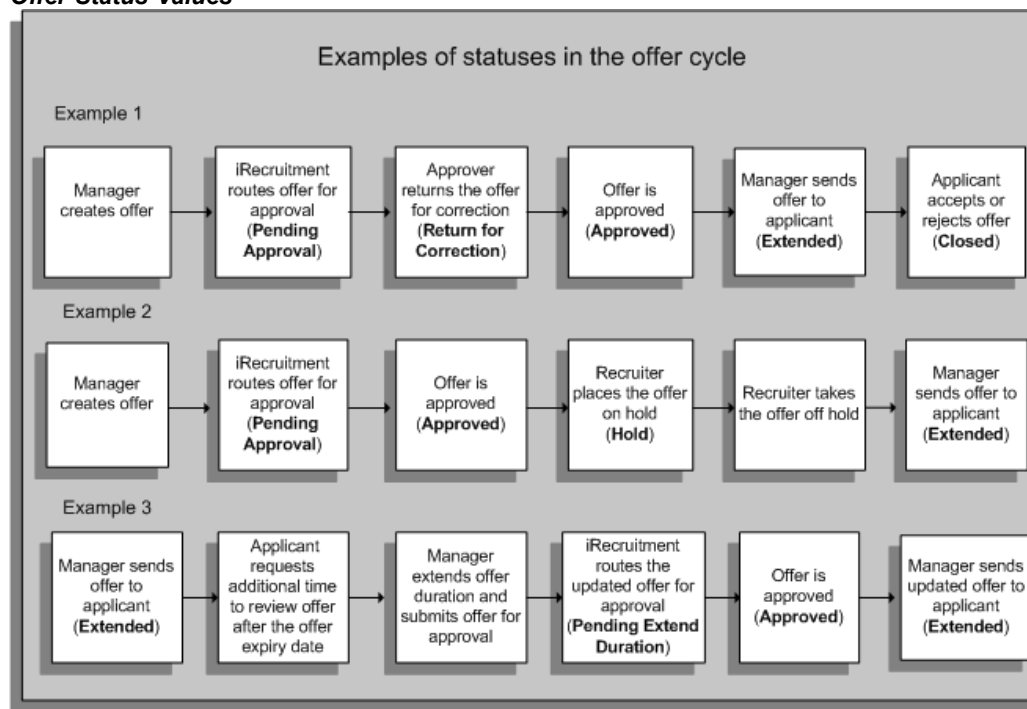
Offer Statuses

A predefined (system) status helps managers to identify at what stage an offer is in the offer process. When the participants complete a specific action on an offer, iRecruitment automatically assigns a status to the offer. For example, when a manager sends an approved offer to an applicant, the offer status changes from Approved to Extended. When the applicant accepts or rejects the offer online, the offer status changes from Extended to Closed.

Note: Managers cannot manually assign a status to an offer or update the status of an offer.

The following graphic shows examples of how the status of an offer changes at each stage of the offer process. You can view the system statuses such as Pending Approval and Return for Correction.

Offer Status Values



Offer Versions

iRecruitment maintains versions of offers. Managers can view the version history of the offer in the Offer History page. iRecruitment creates a new version of the offer whenever a manager or a recruiter updates the offer. When managers update an offer that is extended to the applicant, the applicant can no longer respond to the offer until they receive a new version of the offer. Applicants receive only the latest version of the offer.

Offers Notifications

All the participants in the offer process receive notifications. They can view the notifications on their home page and take further action. For example:

- Applicants can view the job offer notifications online. The notifications contain links to the job offer details that the applicants can view and respond.
- Managers receive notifications about approved offers, offers returned for correction, and about offers sent to the applicant.

Offers Save for Later

The save for later functionality enables a manager or recruiter to store an offer they are creating or modifying prior to submitting the offer. They can view the saved offers in the Save for Later table on their home page and complete the offers at a later date.

See: Save for Later, page 1-24

Key Concepts

To effectively use the offers functionality and to manage the offer process, see:

- The Offer Process, page 2-27
- Defining and Maintaining Templates for Offer Letters, page 1-79
- Customizing Offer Templates, page 1-85

The Offer Process

This topic presents a high-level overview of the tasks in the offer process. The topic also describes the various offer statuses and the actions that you can perform for each of the statuses.

For a general introduction to offers, see: Offers Overview, page 2-23

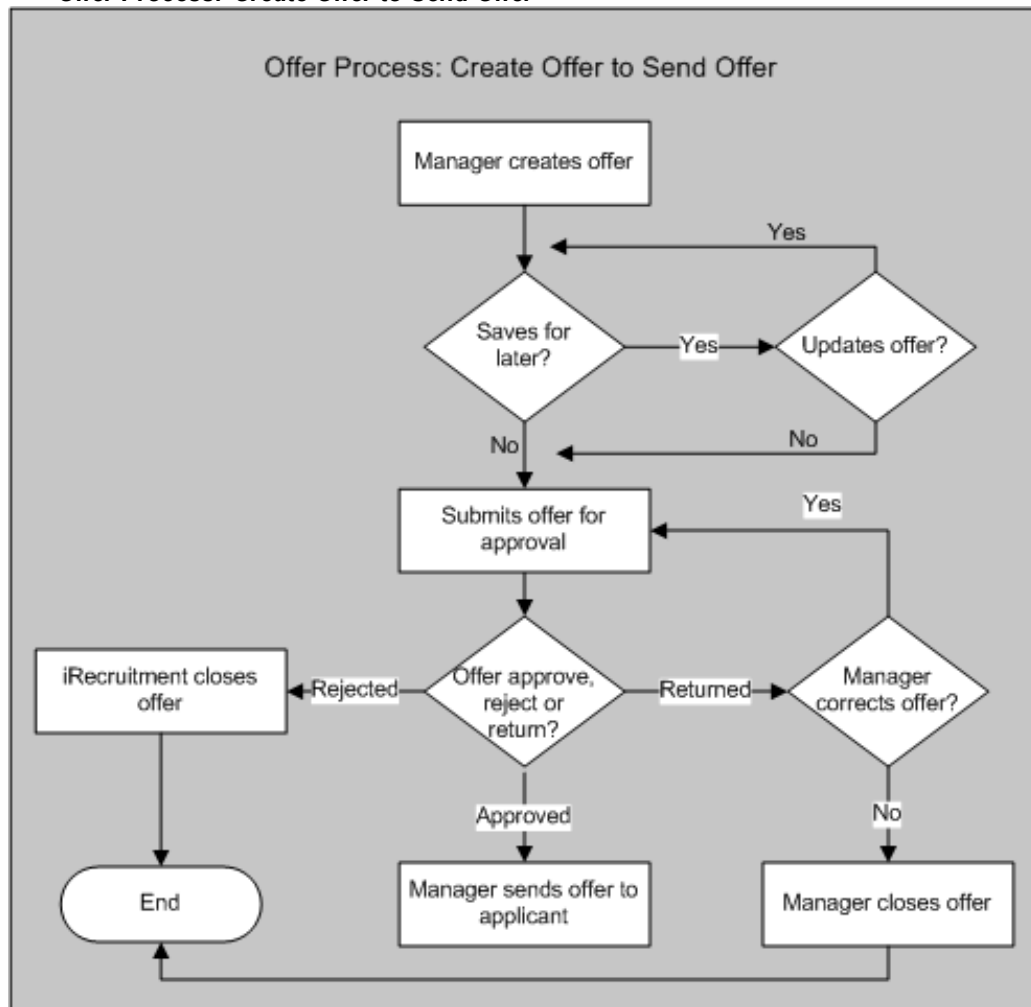
Offer Tasks

- **Creating and sending offers**

When you create offer details, you provide information such as job, position, and compensation details. You can send the offer to an applicant once the offer is approved.

The following figure summarizes the tasks from creating an offer to sending the offer to an applicant.

Offer Process: Create Offer to Send Offer



For information about creating and sending offers, see: *Creating and Sending Offers*, page 2-30

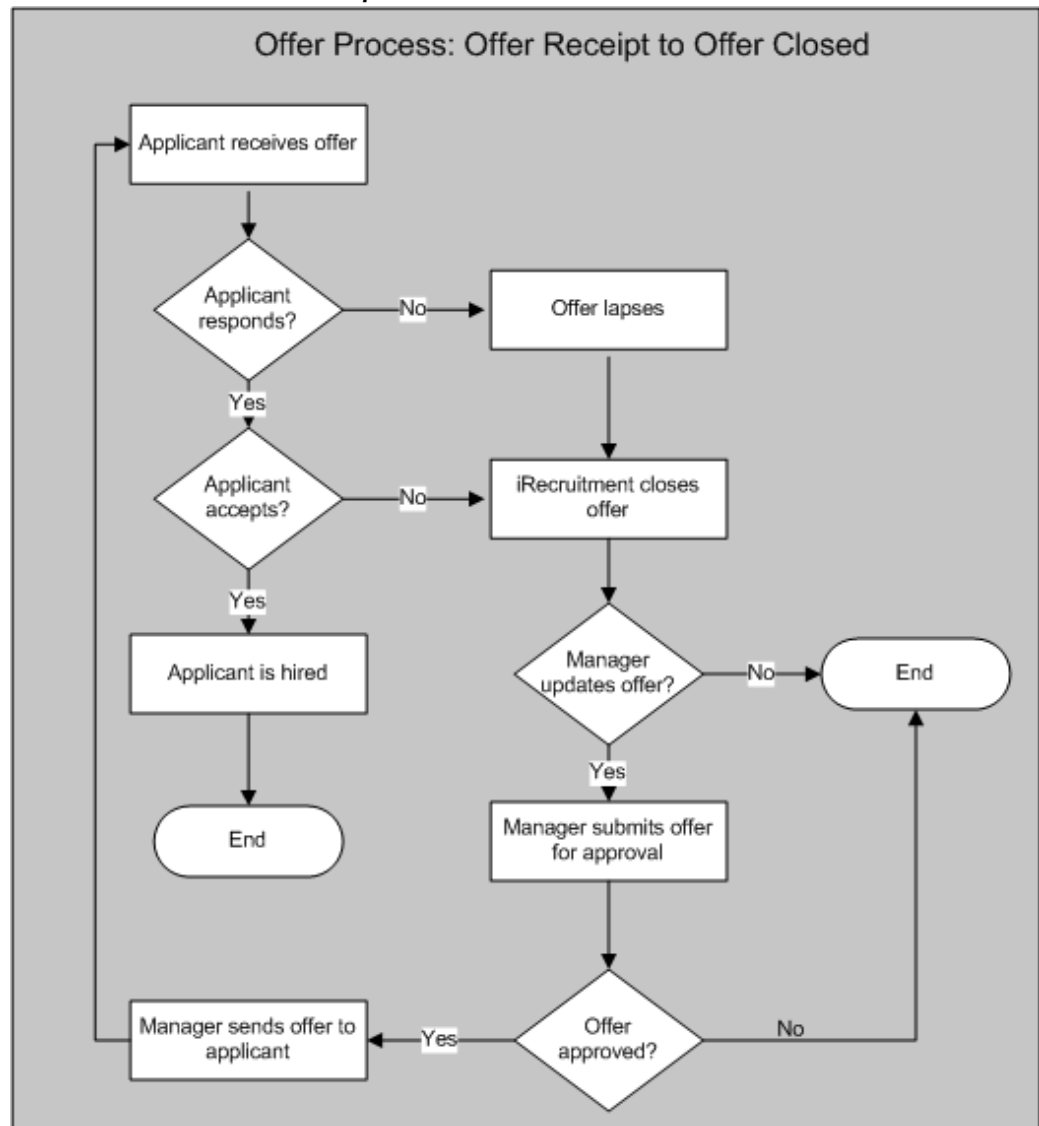
- **Maintaining Offers**

After you send an offer letter to an applicant, you can:

- Enter the applicant's response.
- Update an offer to modify the details.
- Extend the duration of the offer, if the applicant requests more time to evaluate the offer.

The following graphic shows the flow of tasks after an applicant receives the job offer.

Offer Process: Offer Receipt to Offer Closed



For information about updating and maintaining offers, see:

- Updating Offers, page 2-32
- Maintaining Offers, page 2-33

Hiring an Applicant

Once an applicant accepts a job offer, you can hire the applicant using Oracle HRMS or the New Hire process of Oracle SSHR.

See: Hiring an Applicant (People Window and Application Window), *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

See: Hire or Placement, Place Contingent Worker Processes, *Oracle Self-Service Human Resources Deploy Self-Service Capability Guide*

Offer Status and Actions

The offer status determines the actions you can perform on the offer.

The following table lists the actions that you can perform at each stage of an offer.

Offer Statuses and Valid Actions

Offer Status	Update	Send offer	Extend Offer Duration	Close Offer	Preview Offer	Enter Applicant Response	View Offer Notes
Saved for Later	Y	N	N	Y	Y	N	N
Pending Approval	Initiator update= N Ap-prover update= Y	N	N	N	Y	N	Y
Approved	Y	Y	N	Y	Y	N	Y
Extended	Y	N	Y	Y	Y	Y	Y
Closed	Y	N	Y	N	Y	N	Y
Hold	N	N	N	N	Y	N	Y
Pending Extend Duration	Initiator update= N Ap-prover update= Y	N	N	N	Y	N	Y
Return for Correction	Initiator update= Y	N	N	N	Y	N	N

For more information on offer statuses, see: Offer Status Values, page 2-25

Creating and Sending Offers

The process of extending a job offer to an applicant starts with identifying a successful applicant.

Creating an Offer

The following sections explain how to create offer details and send an offer to an applicant.

Entering Basic Offer Details

On the Create Offer: Basic Details page, the assignment details of the vacancy, such as job, position, and location, appear by default. Your enterprise policy determines

whether you can update the assignment details for an offer. For a new offer the status is Unapproved, by default. You specify the:

- Discretionary Job Title

This value is the job title for the offer, and the vacancy job posting title appears automatically in this field. You can either retain the default information or provide a new job title.

- Proposed Start Date

The applicant's proposed employment start date, if the person accepts the job offer.

- Expiry Date

Indicates the offer closing date. If your enterprise has set an expiry date for all offers, then you cannot update the Expiry Date field for an individual offer.

Providing Salary Details

You can use the Offers Equity Analysis for Organization report to make an informed salary allocation for the applicant. The report shows the salary range and average salary of the people who you supervise in a given job. Select the salary basis for the applicant. The salary basis defines the period of time, such as hour or year, to which the quoted salary applies. Depending on information set for your business group, the salary basis and currency details can appear automatically.

Note: You cannot use the Equity Analysis for Organization Report if your system administrator disables the report region.

Entering Compensation Details for an Offer

When you complete basic offer details, iRecruitment checks whether the applicant is eligible for benefits and displays benefit plans on the Create Offer: Compensation page. You can select appropriate compensation options for the applicant. For example, your benefits administrator sets up plans such as car and relocation benefits. If the applicant is eligible for these benefits, these plans appear on the Compensation page. You can then pick the appropriate options.

You can allocate compensation for applicants only if you have access to the Compensation page. Your enterprise may limit access to this page to a few hiring managers, based on the recruiting policy.

Reviewing and Submitting an Offer

The Review page displays the default approvers for your offer. You cannot delete any of the default approvers. However, you can add approvers and recipients of the offer notification.

Note: You can add approvers only if your system administrator enables the Add Approvers region.

Review the offer to ensure that the offer details are correct. You can preview the offer letter in any one of the formats decided by your enterprise: PDF, HTML, or RTF. When you create an offer, you may have to submit the offer for approval, depending on the approval requirements of your enterprise. You can also save the draft offer and submit it at a later date.

See: Save for Later, page 1-24

Taking Further Action on an Offer

You can view an offer approval notification on your home page only after the offer is approved. Using the list of actions displayed on the Candidate Details page for an offer, you can complete subsequent tasks, such as sending an offer.

Sending an Offer to an Applicant

Enterprise policy determines: whether you can send an offer letter as an electronic copy or as a paper copy. If your enterprise:

- Sends offers as electronic copies, then the Send Offer page appears when you select the Send Offer action. The Send Offer page displays the offer duration value and the offer expiry date. If your enterprise has set a duration for all offers, then you cannot update these fields for an individual offer. You can enter notes for the applicant before sending the offer.
- Sends paper copies of offers, iRecruitment directs you to print the offer letter when you select the Send Offer action. Before you send a paper copy of the offer, check the address details of the applicant on the Maintain Address page and update if necessary. Record details such as shipping information and the offer number on the Track Offer page.

Sending offers to agency applicants and applicants created by managers

Unlike self-registered candidates, agency applicants and applicants created by managers do not have user accounts and cannot receive offers online. You can use the e-mail address on the Candidate Details page to inform such applicants about offers or send paper copies of offers.

Maintaining an Offer

After you send an offer to an applicant, you can update the offer or extend the duration of the offer. For information about these tasks, see:

- Updating Offers, page 2-32
- Maintaining Offers, page 2-33

For information on offers, see:

- Offers Overview, page 2-23
- The Offer Process, page 2-27
- Troubleshooting Offers, page 2-34

Updating Offers

This topic describes how to enter an applicant's response to an offer and update an offer.

Entering an Applicant's Response

If an applicant telephones you or sends a letter, you can record whether the applicant has accepted or declined the offer on the Enter Applicant Response page. iRecruitment changes the status of the offer to Closed on either of the responses.

If an applicant responds to an offer online, then iRecruitment automatically records the applicant's response for the offer and closes the offer. You receive an e-mail notification when an applicant accepts or declines an offer.

Updating an Offer

You can update an offer that is approved or already sent to an applicant. You cannot update an offer that is pending approval or on hold. When you update an offer, iRecruitment closes the existing version and creates a new version of the offer. The applicant can no longer respond to the offer until they receive a new version.

Updating Basic Details

On the Update Offer: Enter Basic Details page, you can change details such as the location or position offered to the applicant. When you update an offer, the status is Unapproved by default.

Updating Compensation Details

If you update assignment information such as location or position, then iRecruitment checks the benefits based on this information and displays any revised compensation plans on the Update Offer: Enter Compensation page. Review the compensation details, and select the appropriate benefits for the applicant.

Reviewing Updated Offer Details

On the Update Offer: Review page, you can view the changed information (highlighted with a blue dot in the proposed data region), before submitting it. Based on the approval rules set up in your enterprise, iRecruitment routes the updated offer for approval.

Viewing Offer Notes

Use the Offer Notes page to add notes to an offer and update existing notes. You can also view notes recorded for an offer, for example, notes on extending an offer, notes to an applicant, and the applicant's response to the offer.

For more information, see:

- Offers Overview, page 2-23
- The Offer Process, page 2-27
- Troubleshooting Offers, page 2-34

Maintaining Offers

As a recruiter, you can extend the duration of an offer or place the offer on hold.

Extending Offer Duration

Use the Extend Offer Duration page to extend the duration of an offer. For example, you may need to extend the offer duration if the applicant requests extra time to evaluate the offer. You can also extend the duration of an offer if the offer is approaching its expiry date. When you extend the duration of an offer, you can provide a new offer expiry date. If your enterprise has set an extend duration value for all offers, then you cannot update the New Expiry Date field for an individual offer. Based on approval rules, iRecruitment routes the offer for approval and displays the Pending Extend

Duration status during the approval stage. When the offer is approved, iRecruitment automatically sends the offer to the applicant.

Placing an Offer on Hold and Taking an Offer off Hold

You may need to place an offer on hold, for example, if your enterprise cancels a project or an organizational restructure occurs. When you place an extended offer on hold, applicants can no longer respond to the offer. You can make the offer available to the applicant again by taking the offer off hold. iRecruitment displays confirmation messages when you place an offer on hold or take the offer off hold.

For information on offers, see:

- Offers Overview, page 2-23
- The Offer Process, page 2-27
- Troubleshooting Offers, page 2-34

Troubleshooting Offers

This topic looks at some common problems that may occur while managing the offers functionality and suggests some approaches.

Problem Description	What To Do
iRecruitment fails to generate an offer letter when you create an offer.	iRecruitment uses offer templates to create offer letters. Check with your HR administrator to ensure that a default template exists for offer letters. See: Defining and Maintaining Templates for Offer Letters, page 1-79
iRecruitment displays offer letters only in the PDF format.	iRecruitment generates offer letters in the default PDF format. Contact your system administrator about generating offer letters in other formats, such as RTF and HTML.
The iRecruitment session timed out when you were creating an offer. How do you retrieve the offer details?	Check the Save for Later table on your Home page. iRecruitment saves an offer as a draft if the browser closes or the session times out.
You cannot update an offer.	Check the offer status. You cannot update an offer that is pending approval or on hold. You can update an offer when the offer is approved or extended to the applicant.
iRecruitment does not display the View Offer History page for an offer.	The View Offer History page provides information on offer versions. You can view the history of an offer only if the offer has more than one version.
iRecruitment closed an offer as an applicant did not respond within the offer expiry period. How do you extend the offer again to the applicant?	Navigate to the Candidate Details page and select the Extend Offer Duration action on the Offer tab to extend the offer again. Depending on the approval rules, iRecruitment routes the updated offer for approval. iRecruitment sends the offer to the applicants after it is approved.
iRecruitment displays the following message when you select the Send Offer action on the Offer Summary page: "This offer is extended to the applicant. Please print the offer letter to send the offer to the applicant."	This message appears if your enterprise sends paper copies of offers to applicants. Before you send a paper copy of the offer, check the address details of the applicant in the Maintain Address page and correct if necessary. Record details such as shipping information and the offer number in the Track Offer page.

Working with iRecruitment - Agencies

Overview of Agency User Tasks

From the iRecruitment home page, as an agency user you can:

- Search for vacancies assigned to your agency, and view vacancy details such as the maximum number of applicants that you can submit for a vacancy and current number of applicants.
- Create user accounts for your candidates.
- Search for agency candidates using search criteria such as prospect pool, resumes, or individuals.
- Apply for jobs on behalf of your candidates.
- Progress applicants for a vacancy, if appropriate. For example, some enterprises delegate the complete recruitment process to an agency. In this instance, the agency processes all applications for a vacancy to provide the enterprise with the best candidate.

Key Concepts

For more information, see:

- Working with Candidates -Agencies, page 2-36
- Working with Applicants - Agencies, page 2-37
- Searching for Vacancies - Agencies, page 2-39

Working with Candidates - Agencies

Searching for Candidates

As an agency user, you can view details of your agency candidates only. You can search for candidates using the following search criteria:

- Prospect pool
Search for candidates using criteria such as work preferences, skills, and employment status. You can use a combination of criteria to search for specific candidates, for example, candidates who prefer part-time jobs in marketing.
- Individuals
Search for individual users using last name, first name, e-mail ID, or location.
- Resumes
Search for resumes using specific keywords, such as a skill or qualification. iRecruitment highlights the search keyword in the HTML preview of the candidate's resume to identify where the matches occur on the resume quickly and easily.

When you identify suitable candidates, you can apply for vacancies on their behalf.

See: Applying for Jobs on Behalf of Your Candidates, page 2-37

Creating Candidates

From the Prospect Pool, Individuals, or Resumes pages, you can create candidate profiles. You can:

- Provide details such as name, address, phone numbers, and skills and qualifications, and upload a resume. You can enter a common e-mail ID for your candidates, for example, the e-mail address of your agency. As agency candidates do not have user accounts, managers or recruiters can use the e-mail ID to send you suitable vacancies for candidates or any offer information.
- Specify work preferences such as preferred work location and their minimum salary requirements. When managers search for candidates, iRecruitment uses work preferences and skills to find candidates who match their vacancy requirements.
- Indicate whether the candidate's details can appear in the manager search using the Allow Account To Be Searched check box. If you do not select this check box, then the candidate's information is available only to managers of vacancies for which they have applied.

When you create candidates, iRecruitment associates the candidates with your agency and identifies them as your agency candidates for all subsequent recruitment activities. Recruiting managers can easily distinguish agency candidates as the application lists them with the agency names. You can apply for jobs on behalf of your candidates. See: Applying for Jobs on Behalf of Your Candidates, page 2-37

Applying for Jobs on Behalf of Your Candidates

You can apply for jobs on behalf of your candidates when you create their details or search for vacancies. The changes that you make to a candidate's account while applying for a job are not limited to the specific job application, but apply generally to the candidate's account.

Working with Applicants - Agencies

Managing Applicants

If your agency has permission to manage applicants for a specific vacancy, then you can view and progress not only your agency applicants but also other applicants for that vacancy.

If you do not have permission to manage applicants for a specific vacancy, then you can view details of your applicants but cannot see self-registered and other agency applicants.

Searching for Applicants

On the Candidates: Applicants page, you can search for applicants using criteria such as vacancy name or application test result.

The search results table displays information relevant to your search criteria. For example, if you search for applicants for a specific vacancy, then you can view search results such as the applicant's name, e-mail address of the applicant, application status, and the applicant's test score.

Viewing Application Details

To view the details of an application on the Candidate Details page, click the applicant's name. If an applicant has applied for multiple vacancies, then you can view only the applications for vacancies that your agency manages.

Progressing Applications

The following sections explain how you can progress applications if you have permission to manage applications for a vacancy.

Updating the Application Status

When an applicant applies for a job, iRecruitment sets the application status to *Active* by default. In the Status Details and Change Reason region, select a status to indicate at what stage an application is in the recruitment process. For example, you can select the *First Interview* status, then *Second Interview*, and then *Terminate* or *Offer* for an application. You can view the status history for each application in the Application Assignment History table.

The significant statuses are:

- **Active Application**
The default status for an application
- **Offer**
Indicates that the job has been offered to the applicant.
- **Accepted**
Indicates that the applicant has accepted the job.
- **Terminate Application**
Ends the application because either you have rejected the applicant or the applicant has withdrawn.

Rating an Applicant for a Vacancy

You can rate applicants for your vacancy based on their performance during the recruitment process. In the Applicant Rating region of the Candidate Details page, you can enter a manual rating, for example, 3. You can then sort applicants in the rating order for a specific vacancy on the View Applicants page.

Note: iRecruitment saves only one rating for each application.

Adding Attachments to an Application

You can add attachments to an application to include documents relevant to the person's application.

You can:

- Attach a file, such as an MS Word document or a text file.
- Provide the location of the directory in which you saved the feedback document.
- Provide a text description of your observations.

You can add multiple attachments to a single application by adding one attachment at a time. You can also update the attachments when you progress the application.

Note: Applicants cannot view the documents that you add as attachments to the job applications.

Searching for Vacancies - Agencies

Searching for Vacancies

On the Vacancies page, you can search for vacancies using criteria such as vacancy name and the creation date. You can view only the vacancies assigned to your agency.

When you find a vacancy, you can view the following details:

- The number of job applications you can make for the vacancy
- The vacancy availability period
- Whether your agency is the sole agency
- Whether your agency can manage all applicants for a vacancy

For a vacancy, you can:

- Find candidates whose skills match the vacancy requirements.
- View applicants for a vacancy.

Matching Skills in iRecruitment

Use the Find Candidates button to find candidates whose work preferences and skills match those of a particular vacancy. When you search for candidates for a vacancy, iRecruitment compares the skills required for the vacancy with the candidates' skills and returns a list of candidates with their skills match percentage. You can review the skills information to apply for vacancies on behalf of your agency candidates.

Viewing Applicants for a Vacancy

On the View Applicants page, for a vacancy, you can view details of your agency applicants only. You cannot see self-registered and other agency applicants, unless you have permission to manage a specific vacancy.

The following sections explain how you can progress applications if you have permission to manage applications for a vacancy.

When you view applications, you can:

- Update the status of an application.
See: Updating the Application Status, page 2-38
- Rate an applicant for a vacancy.
See: Rating an Applicant for a Vacancy, page 2-38
- Add attachments to an application.
See: Adding Attachments to an Application, page 2-38
- Perform a mass update of applications.

See: Using the Mass Applicant Update Feature, page 2-40

Using the Mass Applicant Update Feature

You can update the status of multiple applicants for a vacancy, using the Applicant Mass Update functionality. For example, if you want to reject most applicants for a vacancy, select the relevant applicants on the View Applicants page and click the Update Status button. On the Applicants: Mass Update page, select the status *Terminate Application* and provide a status change reason, for example, poor performance.

Workforce Intelligence for iRecruitment

Workforce Intelligence Key Concepts for Recruiting and Hiring

To enable you to get the most out of Workforce Intelligence iRecruitment reports, you need to understand the following key concepts:

- Recruiting and Hiring PMV reports, page 2-41
- Key Concepts for iRecruitment, page 2-42

Recruiting and Hiring PMV reports

Budget Measurement Types for KPIs

All predefined KPIs consider only those vacancies which have values set up for the Budget Measurement Type of HEAD for headcount, and FTE for Full Time Equivalent.

Note: You set Budget measurement values by using the Lookup type of BUDGET_MEASUREMENT_TYPE on the HRMS Requisition and Vacancy window.

To see the success of your recruitment for all vacancies, you must use the same Budget Measurement Type for all vacancies.

Percentage Recruitment Success

To compare actual recruitment success against your target, the reports define recruitment success as the percentage of vacancies filled compared to openings.

Vacancies

The reports calculate vacancies by totaling the Budget Measurement Value of the relevant vacancies within the time dimension of the target.

Filled Vacancies

The reports calculate filled vacancies total by totaling the workforce created to fill the vacancies. The reports calculate workforce by using assignments. They calculate the worth of each assignment by using the Budget Measurement Value or, if a value does not exist, the predefined Oracle FastFormula for Headcount and FTE.

For more information, see: *Workforce Calculation, Oracle HRMS Configuring, Reporting, and System Administration Guide*

Guidelines for Recruitment Targets

Use the following guidelines when setting up targets for the HRI Recruitment Success (Starts) Status KPI and HRI Recruitment Success (Starts) with Job Category Status KPI:

- **Percentage success:**
Enter the target as a percentage of the success you expect.
For example, enter 70 if the recruitment success target is 70%.
- **Below Target Values:**

Only set up Below Target values in the ranges for each notification responsibility.

For example, if you enter 10% in the Below Target field, and the target is 70%, the KPI sends a notification when the recruitment success falls below 63%. These KPIs indicate when recruitment falls below the targets level.

Do **not** set up Above Target values.

Key Concepts for iRecruitment

If you use the iRecruitment within Workforce Intelligence for Recruiting and Hiring, you need to understand the following key concepts:

- iRecruitment responsibilities, page 2-42
- iRecruitment PMV Reports, page 2-42

iRecruitment Licenses and Responsibilities

To use the iRecruitment reports you must have an Oracle iRecruitment license, but do not need an HRMSi license.

You can view the PMV reports by using one of the following responsibilities:

- Human Resources Intelligence – Administer All Reports
- Human Resources Intelligence – End User

iRecruitment PMV Reports

The iRecruitment Performance Management Viewer (PMV) reports allow you to report by organization (Org) or manager (Mgr) hierarchies. The reports contain two graphs that display your results in different formats. The first shows the actual values, and the second shows the values as a percentage values for the View By Parameter that you select. For example, when you run the Applicant Efficiency (Hires - Organization Hierarchy) Status report, the application shows the graphical representation of actual value in the Fill (Days) and Fill to Start (Days) columns. The percentage graph displays the Fill percentage value calculated as $(\text{Fill (Days)} / \text{Start Days}) * 100$. The Start (Days) value is the sum total of the values in the Fill (Days) and Fill to Start (Days) columns.

The following concepts enable you to accurately interpret the results of the Oracle iRecruitment PMV reports.

Parameters in iRecruitment PMV Reports

This section describes all the parameters available in iRecruitment PMV reports, and how to use them effectively. Which parameters you see, depends on which report you are viewing. See the individual report descriptions for details of which parameters are available for a specific report.

You can control the output of the reports and the linked reports by selecting values from the parameter lists. Every time you change a report parameter, the reports automatically refresh the data, so that you view only the business information you are interested in.

Parameters are one of the following two types:

- Single-select

These parameters enable you to choose one value from the parameter list.

- Multi-select

These parameters enable you to choose multiple values from the parameter list. The default value of multi-select parameters is All.

Reporting Period

Use this parameter to restrict report data for a specific period. The report type displays vacancies with a start date between these entered dates.

Organization Hierarchy

This parameter in the organization hierarchy reports displays a list of organization hierarchy names and versions in your business group. Use this parameter to view data for a specific organization hierarchy.

Top Manager

This parameter in the manager hierarchy reports displays a list of Recruitment Managers. Use this parameter to select the Recruitment Manager you want at the top of the manager hierarchy.

Recruitment Manager is a concept in iRecruitment. You create a Recruitment Manager by entering a name in the Manager field of the Enter/Update vacancy page in iRecruitment.

The Top Manager parameter list of values should not be confused with a list of Recruiters (enterable in Oracle HRMS only), or a list of Employee Supervisors, as they are not the same as Recruitment Managers (although a person may perform one, more, or all of these roles).

Top Organization

This parameter selects the node of the organization hierarchy from which to restrict the results. If subordinate organizations exist within the organization hierarchy, then the reports displays results for those subordinate organizations. In addition displayed values are affected by the View By parameter selection.

Recruiter

This parameter displays a list of current employees who have been a vacancy recruitment manager at any point in time in your enterprise. You create a Recruiter by entering a name in the Recruiter field of the Enter/Update vacancy page in iRecruitment.

Vacancy

This parameter lists vacancies. The vacancy list includes only those vacancies created using iRecruitment and not Oracle HRMS.

View By

This single-select parameter enables you to change the category by which you view your report data. The View By value affects the first column of your reports, enabling you to compare your data across a different set of criteria. The categories available in the View By parameter vary across reports. See the individual report description for details.

You can select from the following View By categories:

- Direct Subordinates with Rollup
 - By Organization: The report type displays the details for the top organization and the organizations in that specific reporting line.
 - By Manager: The report type displays details for the top manager and the persons in the reporting line.
- All Subordinates No Rollup
 - By Organization: The report displays details of all organizations in that specific organization hierarchy.

By Manager: The report type displays the details of all the managers in that specific supervisor hierarchy.

- Department (Organization)

This parameter lists recruitment data by vacancy organization. You can select one or more organizations from a list of all the current organizations. Vacancies not associated with a department appear in an Unassigned row.

- Location

This parameter displays recruitment data by vacancy location. You can select one or more locations from a list of all the current valid locations. Vacancies not associated with a location appear in an Unassigned row.

- Grade

This parameter displays recruitment data by vacancy grade. Vacancies not associated with a grade appear in an Unassigned row.

- Position

This parameter shows recruitment data by vacancy position. Vacancies not associated with a position appear in an Unassigned row.

- Source Type

This parameter shows recruitment data by a source type, for example, Newspaper. Applicants can select the source type in the Job Posting Source field when they apply for vacancies in iRecruitment. The REC_TYPE Lookup stores the recruitment source types. Applications and hires not associated with a source type appear in an Unassigned row.

- Source Name

This parameter shows recruitment data by a source name, for example, The Daily Telegraph. Applicants can enter the source name in the Source Name field when they apply for vacancies in iRecruitment. Applications and hires not associated with a source name appear in an Unassigned row.

Applicant Detail Workbook

This workbook enables you to report on applicant details; for example, name, type, current employer, and projected hire date. The details are shown as of the date you select as your effective date.

Worksheets

This workbook has the following worksheets:

- Detail, page 2-45
- By Vacancy, page 2-45
- By Source Type, page 2-46
- By Organization, page 2-46
- By Location, page 2-46
- By Job, page 2-46

- By Grade, page 2-46
- By Position, page 2-47
- Qualification, page 2-47
- Competence, page 2-47
- School College Attendance, page 2-47
- Address, page 2-47
- Phone, page 2-47

Workbook parameters

The worksheets have the following parameters.

You must specify a value for the following parameter:

- Effective Date

You can also enter a value for the following optional parameters, for all worksheets:

- Business Group Name
- Applicant Name

For the Detail, By Vacancy, By Source Type, By Organization, By Location, By Job, By Grade, and By Position worksheets, you can also enter a value for the following optional parameters:

- Vacancy Name
- Source Type
- Organization Name
- Location Name
- Job Name
- Position Name
- Grade Name

Detail Worksheet

The Detail worksheet enables you to report on the details of your applicants based on the parameters you set for the report.

Business Question

Show me the details of the applicants in whom I am interested.

By Vacancy Worksheet

The By Vacancy worksheet enables you to report the applicants who have applied for a particular vacancy as of the date you select as your effective date. Vacancy Name is a page item on this worksheet so you can group your results by the vacancy for which the applicant has applied.

Business Question

Who has applied for a vacancy?

By Source Type Worksheet

The By Source Type worksheet enables you to report where applicants have indicated they saw the advertisement for your job. Source Type is a page item on this worksheet so you can group your results by the source type the applicant indicated.

Business Questions

Where are applicants seeing my job advertisements?

Which of my sources of job posting has been most or least successful in attracting applications?

By Organization Worksheet

The By Organization worksheet enables you to report on the applicants who have applied to a specific organization. Organization Name is a page item on this worksheet so you can group your results by organization.

Business Question

Who has applied for vacancies in my organization?

By Location Worksheet

The By Location worksheet enables you to report on the applicants who have applied to a specific location. Location Name is a page item on this worksheet so you can group your results by the locations to which applicants have applied.

Business Question

Who has applied for vacancies based at my location?

By Job Worksheet

The By Job worksheet enables you to report on the applicants that have applied for a specific job. Job Name is a page item on this worksheet so you can group your results by the jobs for which your applicants have applied.

Business Question

Who has applied for specific jobs in my organization hierarchy?

By Grade Worksheet

The By Grade worksheet enables you to report on the applicants who have applied to a specific grade. Grade Name is a page item on this worksheet so you can group your results by the grades for which your applicants have applied.

Business Question

Who has applied for vacancies at a particular grade in my organization hierarchy?

By Position Worksheet

The By Position worksheet enables you to report on the applicants who have applied for a specific position. Position Name is a page item on this worksheet so you can group your results by the positions for which your applicants have applied.

Business Question

Who has applied for a position in my organization hierarchy?

Qualification Worksheet

The Qualification worksheet enables you to report on the qualifications your applicants have.

Business Question

What level of qualifications have my applicants achieved?

Competence Worksheet

The Competence worksheet enables you to report on the competencies your applicants have indicated they possess. Competencies are entered by your applicants as 'skills' as part of their account.

Business Question

What competencies do my applicants possess?

School College Attendance Worksheet

The School College Attendance worksheet enables you to report on the schools and colleges your applicants have attended.

Business Question

Which schools and colleges have my applicants attended?

Address Worksheet

The Address worksheet enables you to report on the addresses of your applicants.

Business Question

What are the addresses of my applicants?

Phone Worksheet

The Phone worksheet enables you to report on the phone numbers of your applicants.

Business Question

What are the phone numbers of my applicants?

Related Topics

Key concepts for iRecruitment, page 2-42

Candidate Detail Workbook

This workbook enables you to report on candidate details; for example, name, address, employment history and qualifications. The details are shown as of the date you select as your effective date. Candidate details are only displayed for iRecruitment users who have checked the Allow my account to be searched checkbox.

Worksheets

This workbook has the following worksheets:

- Personal Detail, page 2-48
- Address, page 2-48
- Phone, page 2-49
- Employment History, page 2-49
- Education, page 2-50
- Competency (Skill), page 2-50
- Qualification, page 2-50
- Job Search Views, page 2-51

Personal Detail Worksheet

The Personal Details worksheet enables you to report on the details that your candidates have entered as part of their iRecruitment account.

Business Question

What preferences have my candidates set up for receiving email notifications of suitable vacancies?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Candidate Name (like): this parameter restricts the report to candidates whose names partially match the entered value.
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value.

Address Worksheet

The Address worksheet enables you to report on the addresses of your candidates.

Business Question

Where do my candidates live?

Parameters

You must specify values for the following parameters:

- Effective Date

You can also enter a value for the following optional parameters:

- Candidate Name
- Country (like): this parameter restricts the report to candidates whose country names partially match the entered value
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Phone Worksheet

The Phone worksheet enables you to report on the phone numbers of your candidates.

Business Question

What are the phone numbers of my candidates?

Parameters

You must specify values for the following parameters:

- Effective Date

You can also enter a value for the following optional parameters:

- Candidate Name
- Candidate Name (like): this parameter restricts the report to candidates whose names partially match the entered value
- Phone Type
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Employment History Worksheet

The Employment History worksheet enables you to report on the previous and current employers of your candidates

Business Question

Who are my candidates currently working for? Who have my candidates worked for in the past?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Candidate Name (like): this parameter restricts the report to candidates whose names partially match the entered value
- Employer Name (like): this parameter restricts the report to candidates whose employer names partially match the entered value
- Employer Country (like): this parameter restricts the report to candidates whose country names partially match the entered value
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Education Worksheet

The Education worksheet enables you to report on which schools and colleges your candidates have attended and the qualifications they have achieved. Business Question: Where have my candidates studied? What qualifications have schools or colleges awarded my candidates?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Qualification Type
- Qualification Category
- School or College Name (like): this parameter restricts the report to candidates whose school or college names partially match the entered value
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Competency (Skill) Worksheet

The Competency (Skill) worksheet enables you to report on the competencies of your candidates. It also includes their level of proficiency. Competencies are entered by your candidates as 'skills' as part of their account.

Business Question

What competencies do my candidates have, and how proficient are they?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Candidate Name (like): this parameter restricts the report to candidates whose names partially match the entered value
- Competence Name (like): this parameter restricts the report to candidates whose competence names partially match the entered value
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Qualification Worksheet

The Qualification worksheet enables you to report on the level of qualifications that your candidates have.

Business Question

What qualifications do my candidates have, and at what level?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Email Address (like) – this parameter restricts the report to candidates whose email addresses partially match the entered value
- Qualification Type
- Qualification Category

Job Search Views Worksheet

The Job Search Views worksheet enables you to report on the saved job searches your candidates have set up.

Business Questions

What are my candidates searching on? What sort of jobs are my candidates looking for?

Parameters

You can enter a value for the following optional parameters:

- Candidate Name
- Email Address (like): this parameter restricts the report to candidates whose email addresses partially match the entered value

Related Topics

Key concepts for iRecruitment, page 2-42

Job Posting Content Detail Workbook

This workbook enables you to report on the content of the job postings that have been created for your vacancies; for example, job title, job description, and job requirements

Worksheets

This workbook has the following worksheets:

- Posting Detail, page 2-51

Posting Detail Worksheet

The Posting Detail worksheet enables you to report on the details of your job postings.

Business Question

What information is contained in the job postings for vacancies in my enterprise?

Parameters

You can enter a value for the following optional parameters:

- Recruiter Activity Name
- Business Group Name

Related Topics

Key concepts for iRecruitment, page 2-42

Vacancy Detail Workbook

This workbook enables you to report on the vacancies that have been created in your organization. You can report on information such as salary, qualifications and competencies (skills) required, the location of the vacancy and whether it is for a contractor or an employee. The worksheets show the available vacancies in the date range you select. The worksheets use the organization hierarchy version that is effective as of the date you enter.

Parameters

All worksheets have the following parameters.

You must specify values for the following parameters:

- Date From
- Date To
- Organization Hierarchy
- Top Organization

You can also enter a value for the following optional parameters:

- Hiring Manager
- Recruiter Name
- Vacancy Status
- Location
- Job
- Grade
- Position

Worksheets

This workbook has the following worksheets:

- Detail, page 2-53
- By Hiring Manager, page 2-53
- By Recruiter, page 2-53
- By Vacancy Status, page 2-53
- By Organization, page 2-53
- By Location, page 2-53
- By Job, page 2-54
- By Grade, page 2-54
- By Position, page 2-54

Detail Worksheet

The Detail worksheet enables you to report on the details of the vacancies in your organization hierarchy.

Business Question

Show me the details of the vacancies in which I am interested.

By Hiring Manager Worksheet

The By Hiring Manager worksheet enables you to report on the vacancies associated with each hiring manager. Hiring Manager Name is a page item on this worksheet so you can group your results by vacancy hiring manager.

Business Question

What vacancies do my managers have?

By Recruiter Worksheet

The By Recruiter worksheet enables you to report on the vacancies associated with each recruiter. Recruiter Name is a page item on this worksheet so you can group your results by vacancy recruiter.

Business Question

What vacancies are my recruiters responsible for?

By Vacancy Status Worksheet

The By Vacancy Status worksheet enables you to report on the vacancies with each vacancy status. Vacancy Status is a page item on this worksheet so you can group your results by vacancy status.

Business Question

Which of my vacancies are at a particular status (for example Approved)?

By Organization Worksheet

The By Organization worksheet enables you to report on the vacancies that are available in each of your organizations. Organization Name is a page item on this worksheet so you can group your results by vacancy organization.

Business Question

What vacancies exist in my organizations?

By Location Worksheet

The By Location worksheet enables you to report on the vacancies available at each location. Location Name is a page item on this worksheet so you can group your results by the location of the vacancy.

Business Question

What vacancies are available at each of my locations

By Job Worksheet

The By Job worksheet enables you to report on the vacancies that exist for a specific job. Job Name is a page item on this worksheet so you can group your results by the vacancy job.

Business Question

What vacancies exist for jobs in my organization hierarchy?

By Grade Worksheet

The By Grade worksheet enables you to report on the vacancies that exist with a specific grade. Grade Name is a page item on this worksheet so you can group your results by the vacancy grade.

Business Question

What vacancies exist at each grade in my organizations

Position Worksheet

The By Position worksheet enables you to report on the vacancies that exist for a specific position. Position Name is a page item on this worksheet so you can group your results by vacancy position.

Business Question

What vacancies exist for positions in my organization hierarchy?

Related Topics

Key concepts for iRecruitment, page 2-42

Applicant Efficiency (Hires – Manager Hierarchy) PMV Report

This report measures the average amount of time it takes to fill a vacancy, and also the average time from filling the vacancy to the employee starting, for employees starting in the selected reporting period.

This report restricts the results to measure performance within a manager hierarchy.

Business Questions

How efficient is my recruitment process?

How long on average does it take managers to fill vacancies?

How long on average does it take from a manager filling a vacancy to the employee actually starting?

How long on average do managers take to recruit?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates
 - Organization
 - Job
 - Location
 - Geography
 - Grade
 - Position
 - Recruiter
 - Recruitment Activity
 - Recruitment Source Type
 - Vacancy

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter
- Recruitment Source Type
- Vacancy

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Heading and Calculations

The application calculates the average days to fill a vacancy based on average of difference between the accepted date and start date or the vacancy from date. It does not consider the hire date. The report uses the following calculations:

- Time to Fill: Interval in calendar days between the vacancy start date and the applicant offer acceptance date.
- Time from Fill to Start: Interval in calendar days between the applicant offer acceptance date and the employee start date.
- Time to start: Interval in calendar days between the vacancy start date and the employee start date.

For more information, see: Recruiting and Hiring PMV reports, page 2-41

Applicant Efficiency (Hires – Organization Hierarchy) PMV Report

This report measures the average amount of time it takes to fill a vacancy, and also the average time from filling the vacancy to the employee starting, for employees starting in the selected reporting period.

This report restricts the results to measure performance within an organization hierarchy.

Business Questions

How efficient is my recruitment process?

How long on average does it take to fill vacancies for organizations in a specific organization hierarchy?

How long on average does it take from filling the vacancy to the employee actually starting for organizations in a specific organization hierarchy?

How long on average, is the recruitment process for organizations in a specific organization hierarchy?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Geography
 - Location
 - Position
 - Grade
 - Manager
 - Recruiter
 - Recruitment Activity
 - Recruitment Source Type
 - Vacancy

You can also enter a value for the following optional parameters:

- Manager
- Recruiter
- Recruitment Source Type
- Vacancy

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Heading and Calculations

The application calculates the average days to fill a vacancy based on average of difference between the accepted date and start date or the vacancy from date. It does not consider the hire date. The report uses the following calculations: The application uses the following calculations:

- Time to Fill: Interval in calendar days between the vacancy start date and the applicant offer acceptance date.
- Time from Fill to Start: Interval in calendar days between the applicant offer acceptance date and the employee start date.
- Time to start: Interval in calendar days between the vacancy start date and the employee start date.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Applicant Time from Fill to Start (Manager Hierarchy) Status PMV Report

This report measures the days between the date that the vacancy was filled and the date on which the successful applicant becomes an employee for employees starting in the reporting period, within a manager hierarchy.

Business Questions

How long on average does it take from a manager filling a vacancy to the employee actually starting?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Organization
 - Geography
 - Location
 - Job
 - Grade
 - Position
 - Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

You can also enter a value for the following optional parameters:

- Department (Organization)

- Recruiter

Drill Down Reports

From the Applicant Fill to Start (Manager Hierarchy) Status report you can drill down to the Applicant Fill to Start (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Applicant Time from Fill to Start (Organization Hierarchy) Status PMV Report

This report measures the days between the date that the vacancy was filled and the date on which the successful applicant becomes an employee for employees starting in the reporting period, within an organization hierarchy.

Business Questions

How long does it take from when an applicant accepts a job offer to the date they begin working in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Geography
 - Location
 - Job
 - Grade
 - Position
 - Manager
 - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Applicant Fill to Start (Organization Hierarchy) Status report you can drill down to the Applicant Fill to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Applicant Time to Fill (Manager Hierarchy) Status PMV Report

This report measures the number of days between the start date of the vacancy and the date upon which the vacancy is filled for employees starting in the reporting period for vacancies that are filled in the reporting period, within a manager hierarchy. The report displays the number of applicants hired for the reporting period for each manager in the Manager hierarchy.

Business Questions

How long does it take managers to fill their vacancies?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Department (Organization)
 - Location
 - Geography
 - Job
 - Grade
 - Position
 - Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Applicant Time to Fill (Manager Hierarchy) Status report you can drill down to the Applicant Time to Fill (Manager Hierarchy) Detail report. This enables you to see the details of the applicants hired in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Applicant Time to Fill (Organization Hierarchy) Status PMV Report

This report measures the number of days between the start date of the vacancy and the date upon which the vacancy is filled for employees starting in the reporting period for vacancies that are filled in the reporting period, within an organization hierarchy. The report displays the number of applicants hired for the reporting period for each organization in the Organization hierarchy.

Business Questions

How long does it take to fill vacancies in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Location
 - Job
 - Grade
 - Position
 - Manager
 - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Applicant Time to Fill (Organization Hierarchy) Status report you can drill down to the Applicant Time to Fill (Organization Hierarchy) Detail report. This enables you to see the details of the applicants hired in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Applicant Time to Start (Manager Hierarchy) Status PMV Report

This report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for employees starting in the reporting period, within a manager hierarchy.

Business Questions

How long, on average, does it take between the start of a vacancy and an employee starting for a manager?

How long, on average, does a manager take to complete the recruitment cycle?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Location
 - Job
 - Grade
 - Position
 - Manager
 - Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Applicant Time to Start (Manager Hierarchy) Status report you can drill down to the Applicant Time to Start (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Applicant Time to Start (Organization Hierarchy) Status PMV Report

This reports measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for employees starting in the reporting period, within an organization hierarchy.

Business Questions

How long, on average, does it take between the start of a vacancy and an employee starting in an organization?

How long, on average, is the recruitment cycle in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Location
 - Job
 - Grade
 - Position
 - Manager
 - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Applicant Time to Start (Organization Hierarchy) Status report you can drill down to the Applicant Time to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Recruitment Source Effectiveness Status PMV Report

This report measures the number of applications received in the reporting period for a source type. The report also counts the number of employees starting employment (hires) in the reporting recorded against that source type.

Business Questions

Which recruitment source types and sources generate the most applicants?

Which recruitment source types and sources generate the most hires?

Report Parameters

You must specify values for the following parameters:

- Reporting Period
- View By
 - Recruitment Activity
 - Source Type
 - Source Name

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter
- Manager

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Vacancy Aging (Manager Hierarchy) PMV Report

This report measures the number of days between the start of the vacancy and the current date, or the vacancy end date if that is entered using the hiring manager hierarchy.

Business Questions

How old are a manager's vacancies?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- View By
 - Direct Subordinates with roll up
 - All Subordinates
 - Organization
 - Location
 - Job
 - Grade
 - Position
 - Department
 - Geography
 - Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Vacancy Aging (Organization Hierarchy) PMV Report

This report measures the number of days between the start of the vacancy and the current date, or the vacancy end date if that is entered using the organization hierarchy.

Business Questions

How old are active vacancies in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Location
 - Job
 - Grade
 - Position
 - Manager
 - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Vacancy Ageing (Organization Hierarchy) Status report you can drill down to the Vacancy Ageing (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each age range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Vacancy Status (System Defaults - Manager Hierarchy) PMV Report

This report measures the number of vacancies at each vacancy status as of the current date using the hiring manager hierarchy. This report only includes the vacancy statuses supplied with the application. Any vacancy statuses you have added will not be taken into account by this report.

Business Questions

What stage in the recruitment process are a manager's vacancies at?

How many of a manager's vacancies are unapproved, pending approval, rejected, on hold, or approved?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- View By
 - Direct Subordinates with roll up
 - All Subordinates
 - Organization
 - Department (Organization)
 - Location
 - Job
 - Grade
 - Position
 - Geography

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Vacancy Status (System Defaults - Manager Hierarchy) Status report you can drill down to the Vacancy Status (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies at each of the vacancy statuses.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Vacancy Status (System Defaults - Organization Hierarchy) PMV Report

This report measures the number of vacancies at each vacancy status as of the current date using the organization hierarchy. This report only includes the vacancy statuses supplied with the application. Any vacancy statuses you have added will not be taken into account by this report.

Business Questions

What stage in the recruitment process are my vacancies at in an organization?

How many vacancies are unapproved, pending approval, rejected, on hold, or approved in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Geography
 - Location
 - Job
 - Grade
 - Position
 - Manager
 - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Vacancy Status (System Defaults - Organization Hierarchy) Status report you can drill down to the Vacancy Status (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies at each of the vacancy statuses.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Vacancy Time from Fill to Start (Manager Hierarchy) Status PMV Report

This report measures the average number of days between filling a vacancy and the employee starting, for vacancies that started in the reporting period, within a manager hierarchy.

Business Questions

How long on average does it take from a manager filling a vacancy to the employee actually starting?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period

- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Organization
 - Department (Organization)
 - Location
 - Job
 - Grade
 - Position
 - Geography
 - Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Vacancy Fill to Start (Organization Hierarchy) Status report you can drill down to the Vacancy Fill to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Vacancy Time from Fill to Start (Organization Hierarchy) Status PMV Report

This report measures the average number of days between filling a vacancy and the employee starting, for vacancies that started in the reporting period, within an organization hierarchy.

Business Questions

How long does it take from when an applicant accepts a job offer to the date they begin working in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up

- All Subordinates no roll up
- Organization
- Location
- Job
- Grade
- Position
- Manager
- Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Vacancy Fill to Start (Organization Hierarchy) Status report you can drill down to the Vacancy Fill to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Vacancy Time to Fill (Manager Hierarchy) Status PMV Report

This report measures the number of days between the start date of the vacancy and the date on which the vacancy is filled for employees starting in the reporting period for vacancies that start in the reporting period. The report displays the number of vacancies for the reporting period for each manager in the Manager hierarchy.

It reports on the time period between filling a vacancy and the employee starting, within a hiring manager hierarchy.

Business Questions

How long does it take managers to fill their vacancies?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - (Organization
 - Location

- Geography
- Job
- Grade
- Position
- Recruiter

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Heading and Calculations

The application calculates the average days to fill a vacancy based on average of difference between the accepted date and start date or the vacancy from date. It does not consider the hire date. The report uses the following calculations:

- Time to Fill: Interval in calendar days between the vacancy start date and the applicant offer acceptance date.
- Time from Fill to Start: Interval in calendar days between the applicant offer acceptance date and the employee start date.
- Time to start: Interval in calendar days between the vacancy start date and the employee start date.

Drill Down Reports

From the Vacancy Time to Fill (Manager Hierarchy) Status report you can drill down to the Vacancy Time to Fill (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies such as vacancy name and number of applicants in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Vacancy Time to Fill (Organization Hierarchy) Status PMV Report

This report measures the number of days between the start date of the vacancy and the date on which the vacancy is filled for employees starting in the reporting period for vacancies that start in the reporting period. The report displays the number of vacancies for the reporting period for each organization in the Organization hierarchy.

It reports on the time period between filling a vacancy and the employee starting, within an organization hierarchy.

Business Questions

How long does it take to fill vacancies in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Organization
 - Geography
 - Location
 - Job
 - Grade
 - Position
 - Manager
 - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Heading and Calculations

The application calculates the average days to fill a vacancy based on average of difference between the accepted date and start date or the vacancy from date. It does not consider the hire date. The report uses the following calculations:

- Time to Fill: Interval in calendar days between the vacancy start date and the applicant offer acceptance date.
- Time from Fill to Start: Interval in calendar days between the applicant offer acceptance date and the employee start date.
- Time to start: Interval in calendar days between the vacancy start date and the employee start date.

Drill Down Reports

From the Vacancy Time to Fill (Organization Hierarchy) Status report you can drill down to the Vacancy Time to Fill (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies such as vacancy name and number of applicants in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Vacancy Time to Start (Manager Hierarchy) Status PMV Report

This report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for vacancies that start in the reporting period.

It reports on the time period between filling a vacancy and the employee starting, within a hiring manager hierarchy.

Business Questions

How long, on average, does it take between the start of a vacancy and an employee starting for a manager?

How long, on average, does a manager take to complete the recruitment cycle?

Report Parameters

You must specify values for the following parameters:

- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Organization
 - Department (Organization)
 - Location
 - Job
 - Grade
 - Position
 - Geography

You can also enter a value for the following optional parameters:

- Department (Organization)
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Vacancy Time to Start (Manager Hierarchy) Status report you can drill down to the Vacancy Time to Start (Manager Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

Vacancy Time to Start (Organization Hierarchy) Status PMV Report

This report measures the average number of days between the start of the vacancy and the date upon which the successful applicant becomes an employee, for vacancies that start in the reporting period.

It reports on the time period between filling a vacancy and the employee starting, within an organization hierarchy.

Business Questions

How long, on average, does it take between the start of a vacancy and an employee starting in an organization?

How long, on average, is the recruitment cycle in an organization?

Report Parameters

You must specify values for the following parameters:

- Organization Hierarchy
- Top Manager
- Reporting Period
- View By
 - Direct Subordinates with roll up
 - All Subordinates no roll up
 - Organizations
 - Location
 - Job
 - Grade
 - Position
 - Manager
 - Recruiter

You can also enter a value for the following optional parameters:

- Manager
- Recruiter

For information on parameters, see: Parameters in iRecruitment PMV Reports, page 2-42

Drill Down Reports

From the Vacancy Time to Start (Organization Hierarchy) Status report you can drill down to the Vacancy Time to Start (Organization Hierarchy) Detail report. This enables you to see the details of the vacancies in each time period range.

For more information, see: Recruiting and Hiring PMV Reports, page 2-41

iRecruitment Functions

Accept Offer

Document Name:

/oracle/apps/per/irc/offers/webui/AplAcceptOfferPG

Description: Page to enable an applicant accept a job offer online. This page is displayed when the applicant clicks the Accept button on the Offer Details page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACCEPT_OFFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_ACCEPT_OFFER_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Account Verify Page

Document Name:

/oracle/apps/per/irc/highAvailability/webui/AccountVerifyPG

Description: Page in the high availability instance candidate job site to verify if the candidate is already registered with iRecruitment.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_HA_APPLY_ACCT_VERIFY_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_HA_NEW_USER_INST
Page Level	Instruction	IRC_HA_EXIST_USER_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Add Skills

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplSkillsSearchPG

Description: Page to enable an applicant search for skills and add them to their account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ADD_SKILLS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Add Skills**Document Name:**

/oracle/apps/per/irc/candidateManagement/webui/CmAplSkillsSearchPG

Description: Page to enable candidates to add skills to their account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_ADD_SKILLS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Agency Applicant Search Page

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyAplSrchPG

Description: Page to enable Agency to search for suitable applicants for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_CANDIDATE_SUB(Applicants)	IRC_AGENCY_APL_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Page Level	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField2	Additional Personal Details	PER_PEOPLE
Page Level	IrcFlexField3	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Applicant Advanced Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplAdJobSchPG

Description: Advanced Job Search Page for Registered Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_ADV_JOB_SRCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Advanced Search	Instruction	FND_INQUIRIES_GO
Advanced Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Advanced Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Advanced Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Advanced Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Advanced Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Advanced Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Applicant Account Details Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplAccountDetailsPG

Description: Page to enable applicants to enter their account details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACCOUNT_DETAILS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Page Level	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Page Level	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_ADDRESS_INST
Page Level	Instruction	IRC_APL_PHONES_INST
Page Level	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_RESET_PASSWORD_DISABLED

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Page Level	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Page Level	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DET_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DET_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/documentLoad/ webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Applicant Advanced Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplAdJobSchPG

Description: Page to enable registered users to perform an advanced job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ADV_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Advanced Search	Instruction	FND_INQUIRIES_GO
Advanced Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Advanced Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Advanced Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Advanced Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Advanced Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Advanced Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Application Details Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpApplicationDetsPG

Description: Page to enable applicants to view a description and status history for their applications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APPL_DETAILS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Page Level	IrcFlexField2	Further Person Information	Person Developer DF
Page Level	IrcFlexField3	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField4	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

Not applicable.

Applicant Document Upload Page

Document Name:

/oracle/apps/per/irc/documentLoad/webui/AplApplyDocUpdPG

Description: Page to enable agencies and managers to upload documents as part of Creating a Candidate, for example resumes, or covering letters

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APPLY_DOC_UPLOAD

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_GEN_DOC_LOAD_TIP

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Document Upload Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplDocUpdPG

Description: Page to enable registered users to upload their resume.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_DOCUMENT_UPLOAD_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_DOC_UPLOAD_ONLY_INST
Page Level	Instruction	IRC_APL_UPLOAD_INSTRUCTIONS

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Email Preferences Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyAplEmailPrefsPG

Description: Page to enable candidates to set their email preferences as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_EMAIL_PREFS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Applicant Email Preferences Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplEmailPrefsPG

Description: Page to enable candidates to set their e-mail preferences as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EMAIL_PREFS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Applicants For Vacancy Search Page

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyApl4vacSrchPG

Description: Page to enable managers to view a list of applicants for a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_APPL4VAC_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
View Applicants :	IrcFlexField1	Person Information	HZ_PERSON_PROFILES
View Applicants :	IrcFlexField2	Additional Personal Details	PER_PEOPLE
View Applicants :	IrcFlexField3	Further Person Information	Person Developer DF
Search	IrcFlexField1	Person Information	HZ_PERSON_PROFILES
Search	IrcFlexField2	Additional Personal Details	PER_PEOPLE
Search	IrcFlexField3	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Applicants For Vacancy Search Page**Document Name:**

/oracle/apps/per/irc/candidateSearch/webui/Apl4vacSrchPG

Description: Page to enable managers to view a list of applicants for a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_APPL4VAC_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
View Applicants :	IrcFlexField1	Person Information	HZ_PERSON_PROFILES
View Applicants :	IrcFlexField2	Additional Personal Details	PER_PEOPLE
View Applicants :	IrcFlexField3	Further Person Information	Person Developer DF
Search	IrcFlexField1	Person Information	HZ_PERSON_PROFILES
Search	IrcFlexField2	Additional Personal Details	PER_PEOPLE
Search	IrcFlexField3	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Applicant Generic Document Upload Page

Document Name:

/oracle/apps/per/irc/documentLoad/webui/AplGenDocUpldPG

Description: Page to enable registered users to upload documents as part of My Account, for example resumes, or covering letters

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_GENERIC_DOC_UPLOAD

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_GEN_DOC_LOAD_TIP

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Applicant Job Basket Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplJobBsktPG

Description: Job Basket Page for Applicant

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

Applicant Job Basket Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplJobBsktPG

Description: Job Basket Page for Applicant

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Applicants Management Applicant Details**Document Name:**

/oracle/apps/per/irc/candidateManagement/webui/CandAplDetsPG

Description: Page to enable manager to view the details of candidates and their applications and offers. This page is displayed when a manager clicks on the name of a candidate or applicant.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CAND_APPL_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_NO_APPLICATION_MSG
Page Level	Instruction	IRC_APPLICATION_STATUS_INST
Page Level	Instruction	IRC_NO_OFFER_MSG
Page Level	Instruction	IRC_OFFER_DETAILS_INST
Page Level	Instruction	IRC_NO_SINGLE_OFFER_MSG

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Page Level	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Page Level	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Region Name	Item Name	Flexfield Name	Flexfield Code
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Application Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexField2	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	Notifflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Basic Offer Details	AdditionalAssignmentDetailsDFF	Additional Assignment Details	PER_ASSIGNMENTS
Basic Offer Details	OfferDetailsFlex	Offer Details	IRC_OFFERS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS

Applicants Management Applicant Details

Document Name:

/oracle/apps/per/irc/candidateManagement/webui/CandAplDetsROPG

Description: Page to enable manager to view the details of candidates and their applications and offers. This page is displayed when a manager clicks on the name of a candidate or applicant.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CAND_APPL_DETAILS_RO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_NO_APPLICATION_MSG
Page Level	Instruction	IRC_NO_OFFER_MSG
Page Level	Instruction	IRC_NO_SINGLE_OFFER_MSG

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Candidate Profile	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Candidate Profile	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Candidate Profile	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Candidate Profile	FndFlexField	Personal Address Information	Address Structure
Candidate Profile	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Region Name	Item Name	Flexfield Name	Flexfield Code
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Application Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexField2	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	Notifflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Basic Offer Details	AdditionalAssignmentDetailsDFF	Additional Assignment Details	PER_ASSIGNMENTS
Basic Offer Details	OfferDetailsFlex	Offer Details	IRC_OFFERS

Seeded Function Level Personalizations:

Not applicable.

Applicants Management Applicant Details

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyAplDetsPG

Description: Page to enable manager to view the details of applicants who have applied for a particular vacancy. This page is displayed when a manager clicks on the name of an applicant in the Vacancy Search page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_APPLICANT_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Application Details :	Instruction	IRC_AGENCY_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Application Details	PersonFlexfield	Additional Personal Details	PER_PEOPLE
Application Details	AssignmentFlex-field	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	Notifflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Other Jobs Applied To	PerAssignments-Flexfield	Additional Assignment Details	PER_ASSIGNMENTS
Other Jobs Applied To	SearchCriteriaFlexField	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS

Applicants Management Applicant Details

Document Name:

/oracle/apps/per/irc/applicant/webui/CmMgtAplDetsPG

Description: Applicant Details Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_APPLICANT_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Application Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Application Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexField2	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	Notifflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Other Jobs Applied To	JobsApld PerAssignmentsFlex	Additional Assignment Details	PER_ASSIGNMENTS
Other Jobs Applied To	JobsApld-SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/applicant/webui/AplMgmtVwHeaderRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Applicants Management Applicant Details

Document Name:

/oracle/apps/per/irc/applicant/webui/AplMgtAplDetsPG

Description: Page to enable manager to view the details of applicants who have applied for a particular vacancy. This page is displayed when a manager clicks on the name of an applicant in the Vacancy Search page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_APPLICANT_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Application Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Application Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Application Details	IrcFlexField2	Additional Assignment Details	PER_ASSIGNMENTS
Application Details	Notiflex2	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Applicant Rating	AplRankFlex1	Additional Personal Details	PER_PEOPLE
Applicant Rating	AplRankFlex2	Additional Assignment Details	PER_ASSIGNMENTS
Applicant Rating	AplRankFlex3	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Other Jobs Applied To	JobsApld PerAssignmentsFlex	Additional Assignment Details	PER_ASSIGNMENTS
Other Jobs Applied To	JobsApld-SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/applicant/webui/AplMgmtVwHeaderRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgtAplRankRN	IRC_CM_APPLICANT_DETAILS

Applicants Management Mass Update Page

Document Name:

/oracle/apps/per/irc/applicant/webui/AplMgtMassUpdPG

Description: Page to enable managers to update many applications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_MASS_UPDATE_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations	
Document Name	Level Value
/oracle/apps/per/irc/applicant/webui/AplMgmtMassUpdateRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgmtAplicantListRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/CmSelectedApplicantsTbIRN	IRC_CM_MASS_UPDATE_PAGE
/oracle/apps/per/irc/applicant/webui/AplMgtStatDetRN	IRC_CM_MASS_UPDATE_PAGE

Applicant Other Information Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyCreateResumeOtherInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_OTHER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF
Equal Employment Opportunity	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	IrcFlexField4	Additional Personal Details	PER_PEOPLE
Equal Employment Opportunity	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/per/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

Applicant Other Information Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyUpldResumeOtherInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_OTHER_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF
Equal Employment Opportunity	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	IrcFlexField4	Additional Personal Details	PER_PEOPLE
Equal Employment Opportunity	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/per/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

Applicant Other Information Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyAddAplInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_ADDITIONAL_APL_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF
Equal Employment Opportunity	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	IrcFlexField4	Additional Personal Details	PER_PEOPLE
Equal Employment Opportunity	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/per/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

Applicant Other Information Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/RegApIyParseResumeOtherInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PARSE_OTHR

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF
Equal Employment Opportunity	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	IrcFlexField4	Additional Personal Details	PER_PEOPLE
Equal Employment Opportunity	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/per/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

Applicant Other Information Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplOtherInfoPG

Description: Page to enable applicants to enter other information when required as part of the job application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_OTHER_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
How Did You Hear About Us	Instruction	IRC_APL_SOURCE_TIP
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
How Did You Hear About Us	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
How Did You Hear About Us	IrcFlexField2	Additional Personal Details	PER_PEOPLE
How Did You Hear About Us	IrcFlexField3	Further Person Information	Person Developer DF
How Did You Hear About Us	NotifFlex1	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF
Equal Employment Opportunity	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Equal Employment Opportunity	IrcFlexField4	Additional Personal Details	PER_PEOPLE
Equal Employment Opportunity	IrcFlexField5	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplSrcInfoSCRN	IRC_APL_OTHER_INFO
/oracle/apps/per/irc/candidateSelfService/webui/AplEqualOpporDCRN	IRC_APL_OTHER_INFO

Applicant Personal Account Details Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplPersAccDetsPG

Description: Page to enable registered users to enter their personal details as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_PERSONAL_ACC_DET'S_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Resume	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Resume	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Page Level	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_APL_ADDRESS_INST
Page Level	Instruction	IRC_APL_PHONES_INST
Page Level	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Page Level	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Page Level	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersAccDetsPG	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/documentLoad/ webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Applicant Previous Employer Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplPrevEmplrPG

Description: Page to enable registered users to enter their employment history as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_PREVEMP_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Qualifications: Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Seeded Function Level Personalizations:

Not applicable.

Applicant Previous Employer Review Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplPrevempRevPG

Description: Page to enable registered users to review their previous employment details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACCOUNT_REVIEW_PREVEMP

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualification Details Flex Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplQualDetFxPG

Description: Flexfield page to enable a registered user to enter additional qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUAL_DET_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualification Review Flex Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplQualRevFxPG

Description: Flexfield page to enable a candidate to enter additional qualifications information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUAL_ACCREV_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualifications Review Flex Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplEduQuaRevFxPG

Description: Flex page to enable candidates to update their educational qualifications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EDUQUAL_REV_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualification View Flex Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplQualVwFxPG

Description: Flex page to enable managers to view qualification details of candidates.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUAL_VIEW_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualifications Details Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplQualifyDetsPG

Description: Page to enable registered users to enter details of their qualifications as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUALIFY_DETS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE

Applicant Qualifications Flex Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplQualsFxPG

Description: Flexfield page to enable a registered user to enter additional qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_QUALS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualifications Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplQualsPG

Description: Page to enable registered users to enter more detailed information about their qualifications as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EDUQUALS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>			
Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Qualification Update Flex Page

Document Name:

/oracle/apps/per/irc/applicant/webui/AplCmQualUpdFxPG

Description: Flexfield page to enable a registered user to update qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_CM_QUALUPD_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>			
Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Applicant Referral Page

Document Name:

/oracle/apps/per/irc/candidateSearch/webui/AplReferPG

Description: Page to enable site visitors and registered users to refer vacancies to other people.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_REFER_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSearch/webui/CmReferSCRN	IRC_APL_REFER
/oracle/apps/per/irc/candidateSearch/webui/CmReferSCRN	IRC_CM_REFER

Applicant Review Page

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyAplRevPG

Description: Page to enable an applicant to review and update their account details as part of an application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_APL_ACCOUNT_REVIEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Resume	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Resume	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Page Level	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Education	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Work Preferences	Instruction	IRC_APL_WORK_PREFS_INSTR
Work Preferences	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Instruction	IRC_APL_REVIEW_DETAILS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_QUALIFY_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE

Applicant Review Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/ApplyReviewPG

Description: Page to enable an applicant to review and update their account details as part of an application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	HR_APPLY_REVIEW_SS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Page Level	Instruction	IRC_412188_UPLOAD_RESUME_APPLY

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/ApplyReviewPG	HR_APPLY_REVIEW_SS
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DET'S_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/documentLoad/ webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Applicant Review Page

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyCreateCandPG

Description: Page to enable an applicant to review and update their account details as part of an application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CREATE_CAND

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Resume	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Resume	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Page Level	Instruction	IRC_CREATE_CAND_ASMT_INSTR
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Page Level	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Education	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Work Preferences	Instruction	IRC_APL_WORK_PREFS_INSTR
Work Preferences	shortTip	IRC_412135_SALARY_FORMAT
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETETS_PAGE

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Applicant Review Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplRevPG

Description: Page to enable an applicant to review and update their account details as part of an application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APPLY_ACCOUNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Resume	Instruction	IRC_APL_PRE_UPLOAD_RESUME_INST
Resume	Instruction	IRC_APL_ACC_UPLOAD_ONLY_INST
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Page Level	Instruction	IRC_APL_REVIEW_DETAILS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplAddressRN	IRC_CM_CAND_DETAILS

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Applicant Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegConfirmPG

Description: Page to enable registered users to perform a job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_CONFIRM_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REGISTER_MATCHED_RESULTS
Page Level	Instruction	IRC_REGISTER_NO_MATCH_RESULTS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Applicant Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplJobSchPG

Description: Page to enable registered users to perform a job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_APL_JOB_SEARCH_INSTRUCTS
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Applicant Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpJobSearchPG

Description: Job Search Page for Registered Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
HR_EMPLOYEE_DIRECT_ACCESS_V4.	HR_APPLY_FOR_JOB_SS
0(Apply for Job)	

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_CUST_APL_JOB_SCH_INSTRUCTS
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ EmpJobSearchPG	HR_APPLY_FOR_JOB_SS

Applicant Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplJobSchPG

Description: Job Search Page for Registered Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_APL_JOB_SEARCH_INSTRUCTS
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Applicant Skills Flex Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplSklsFxPG

Description: Flexfield page to enable a registered user to enter additional skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skill Information	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

Applicant Update Password Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplUpdPasswordPG

Description: Page to enable registered users to changed their login password.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_UPD_PASSWORD_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_CHANGE_PASSWORD_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Applicant Update Password Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisUpdPasswordPG

Description: Page to enable registered users to update their password if required, for example, if their existing password has expired

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_UPD_PASSWORD_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Applicant Vacancy Display Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplVacDispPG

Description: Page to enable registered users to display the details of a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VAC_DISPLAY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/VacDispStkRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

Application Confirmation Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplConfirmAplyPG

Description: Page displayed to confirm an application has been successfully submitted.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_CONFIRM_APPLY_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Application Details Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/ApplicationDetsPG

Description: Page to enable applicants to view a description and status history for their applications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APPLICATION_DETAILS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Description	IrcFlexField2	Further Person Information	Person Developer DF
Description	IrcFlexField3	Additional Assignment Details	PER_ASSIGNMENTS
Description	IrcFlexField4	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/ApplyCreateResumeReviewPG	IRC_APPLICATION_DETAILS_PAGE

Application Review

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegApplyCreateResumeReviewPG

Description: Page to enable an applicant to review their details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_REVIEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS

Application Review

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyParseResumeReviewPG

Description: Page to enable an applicant to review their details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PARSE_REV

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS

Application Review

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegApplUpldResumeReviewPG

Description: Page to enable an applicant to review their details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_UPLD_REV

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS

Application Review

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/ApplicationReviewPG

Description: Page to enable an applicant to review their details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APPLY_REVIEW_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Page Level	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS

Application Review

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyAplReviewPG

Description: This page enables an agency user to review application details for their candidate.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_APLN_REVIEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Personal Details	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS

Application Selection Page

Document Name:

/oracle/apps/per/irc/offers/webui/CreateOfferAp1SelectionPG

Description: Page to enable Managers to search for suitable applications to make an offer for.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APPLICATION_SELECTION

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Apply for Job: Assessment

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyAssessmentPG

Description: When an agency user applies for a vacancy that does not have an assessment associated with it, this page displays a message that no assessment need to be completed.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_ASMNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_412385_NO_ASMNT_ATTACHED

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Apply For Job Page

Document Name:

/oracle/apps/per/irc/highAvailability/webui/ApplyForJobPG

Description: Page that enables applicants to enter their basic details to submit job applications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_HA_APPLY_FOR_JOB_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_APL_ALLOW_SEARCH_INST
Equal Employment Opportunity	Instruction	IRC_APL_EQUAL_OPPOR
Equal Employment Opportunity	Instruction	IRC_APL_CONFIDENTIAL
Equal Employment Opportunity	Instruction	IRC_APL_RACE_TIP
Page Level	Instruction	IRC_HA_APPLYFORJOB_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Equal Employment Opportunity	EthnicGroup	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Candidates For Vacancy Advanced Search Page**Document Name:**

/oracle/apps/per/irc/candidateSearch/webui/Cnd4VacAdvSrchPG

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAN4VAC_ADV_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Advanced Search	Instruction	IRC_CAND4VAC_ADV_SRCH_HDR
Candidate Search Criteria	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Results	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Candidate Search Criteria	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Results	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Candidates For Vacancy Search Page

Document Name:

/oracle/apps/per/irc/candidateSearch/webui/Cnd4VacSrchPG

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAN4VAC_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Vacancy Details	Instruction	IRC_CAND4VAC_SRCH_HDR
Vacancy Details	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Vacancy Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Vacancy Details	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Candidates For Vacancy Advanced Search Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyCnd4VacAdvSrchPG

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CAN4VAC_ADV_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Advanced Search	Instruction	IRC_CAND4VAC_ADV_SRCH_HDR
Candidate Search Criteria	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Results	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Candidate Search Criteria	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Results	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Results	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Candidates For Vacancy Search Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyCnd4VacSrchPG

Description: Page to enable a manager to perform a search for suitable candidates for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CAN4VAC_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Vacancy Details	Instruction	IRC_CAND4VAC_SRCH_HDR
Vacancy Details	Instruction	IRC_CAND4VAC_CMN_SRCH_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Vacancy Details	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Vacancy Details	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Candidate Establishment Attendances Flex Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplEstAttFxPG

Description: Flexfield page to enable candidates and managers to add additional details about educational establishments attended.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_EST_ATT_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ ATTENDANCES

Seeded Function Level Personalizations:

Not applicable.

Candidate Establishment Attendances Flex Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/CandEstAttFxPG

Description: Flexfield page to enable candidates to add additional details about educational establishments attended.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CAND_EST_ATT_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ ATTENDANCES

Seeded Function Level Personalizations:

Not applicable.

Candidate Management Qualifications Flex Page**Document Name:**

/oracle/apps/per/irc/applicant/webui/AplCmEduQualFxPG

Description: Flexfield page to enable a registered user to enter additional qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_CM_EDUQUAL_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Qualification Details	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Candidate Management Educational Qualifications Page

Document Name:

/oracle/apps/per/irc/applicant/webui/AplCmEduQualPG

Description: Page to enable managers to view and update the details of an applicant's qualifications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_EDUQUAL_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

Not applicable.

Candidate Management Candidate Details Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplVwPG

Description: Page to enable a manager to view a candidate's details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Applicant Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Personal Details	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Jobs Applied For	JobsAppl PerAssignmentsFlex	Additional Assignment Details	PER_ASSIGNMENTS
Jobs Applied For	JobsAppl-SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplVwPersDetsRN	IRC_CM_CAND_DETAILS

Candidate Management Personal Information Page

Document Name:

/oracle/apps/per/irc/applicant/webui/AplCmPerupdPG

Description: Page to enable a candidate to update personal details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_PER_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper- Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_ PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DET_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DET_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS

Candidate Management Qualification Information Page

Document Name:

/oracle/apps/per/irc/applicant/webui/AplCmQualUpdPG

Description: Page to enable a manager to update a candidate's qualification details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_QUAL_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Education	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education	Tip	IRC_ADD_EDU_QUALS_INSTR
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Candidate Management Applicant Search Page**Document Name:**

/oracle/apps/per/irc/candidateSearch/webui/CmAplSrchPG

Description: Page to enable managers to search for suitable applicants for a particular vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_SUB(Applicants)	IRC_CM_APL_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Page Level	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField2	Additional Personal Details	PER_PEOPLE
Page Level	IrcFlexField3	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Candidate Management Candidate Details Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyApIVwPG

Description: Page to enable a manager to view a candidate's details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CAND_DETAILS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Applicant Details :	Instruction	IRC_APL_VIEW_HEADER
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Documents	Instruction	IRC_GEN_DOC_LOAD_BUTTON_TIP
Site Preferences	shortTip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Personal Details	FndFlexField	Personal Address Information	Address Structure
Personal Details	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Personal Details	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Work Preferences	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/agency/webui/AgencyAplVwPG	IRC_AGENCY_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplVwPersDetsRN	IRC_CM_CAND_DETAILS

Candidate Management Previous Employment Page

Document Name:

/oracle/apps/per/irc/applicant/webui/AplCmPrevempPG

Description: Page to enable managers to view and update previous employer information for registered users.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_CAND_PREVEMP_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Previous Employer	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS

Seeded Function Level Personalizations:

Not applicable.

Candidate Search Page

Document Name:

/oracle/apps/per/irc/candidateSearch/webui/CmCandSrchPG

Description: Page to enable managers to search for candidates in the prospect pool.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_SUB(Prospect Pool)	IRC_CM_CANDIDATE_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_CM_CAND_SRCH_HDR
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Candidates: Prospect Pool	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Candidates: Prospect Pool	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSearch/webui/ CmCandSrchCritDumRN	IRC_CM_CAN4VAC_ADV_SEARCH
/oracle/apps/per/irc/ candidateSearch/webui/ CmCandSrchCritDumRN	IRC_CM_CANDIDATE_SEARCH

Candidate Select Page

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyCandSelPG

Description: Page to enable managers to search for individual people, for example, by name.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_CANDIDATE_SELECT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2
Page Level	Instruction	IRC_AGENCY_CAND_SEL_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Person Information	HZ_PERSON_PROFILES

Seeded Function Level Personalizations:

Not applicable.

Candidate Search Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyCandSrchPG

Description: Page to enable managers to search for candidates in the prospect pool.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_CANDIDATE_SUB(Prospect Pool)	IRC_AGENCY_CANDIDATE_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_CM_CAND_SRCH_HDR
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Candidates: Prospect Pool	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Candidates: Prospect Pool	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSearch/webui/CmCandSrchCritDumRN	IRC_CM_CAN4VAC_ADV_SEARCH
/oracle/apps/per/irc/candidateSearch/webui/CmCandSrchCritDumRN	IRC_CM_CANDIDATE_SEARCH

Candidate Upload Details Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/UpldCandDetsPG

Description: Review Uploaded Candidate Details Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_RESUME_REVIEW_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Number	Instruction	IRC_APL_PHONES_INST
Education	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Page Level	Instruction	IRC_412143_APL_PARSE_RES_HDR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Overview	PersonDeveloperFlex	Further Person Information	Person Developer DF
Overview	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Number	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Education	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DET'S_PAGE

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTbIRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTbIRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmplmntHistTbIRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETETS_PAGE

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS

Candidate Work Preferences

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/MgrWorkPrefPG

Description: Page to enable a manager to update a registered user's work preferences

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_MGR_WORK_PREFS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Instruction	IRC_MGR_WORK_PREFS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS

Close Offer**Document Name:**

/oracle/apps/per/irc/offers/webui/CloseOfferPG

Description: Page to enable a manager to close an offer.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CLOSE_OFFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_OFFER_NOTES_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Account**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyCreateAccountPG

Description: Page to enable registered users to enter their account details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_CREATE_ACCOUNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REG_NOPARSE_CREATE_ACCOUNT
Page Level	Instruction	IRC_REG_CREATE_ACCOUNT_INSTR
Page Level	shortTip	IRC_REG_RESUME_UPLOAD_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Account**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/RegCreateAccountPG

Description: Page to enable a registered user to create their account details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_CREATE_ACCOUNT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REG_NOPARSE_CREATE_ACCOUNT
Page Level	Instruction	IRC_REG_CREATE_ACCOUNT_INSTR
Page Level	shortTip	IRC_REG_RESUME_UPLOAD_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Candidate Document Upload Page

Document Name:

/oracle/apps/per/irc/documentLoad/webui/CreateCandDocUpldPG

Description: Page to enable Agencies and Managers to upload documents as part of Creating a Candidate, for example resumes, or covering letters

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CREATE_CAND_DOC_UPLOAD

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_GEN_DOC_LOAD_TIP

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Offer Compensation Details Page

Document Name:

/oracle/apps/per/irc/offers/webui/CreateOfferCompPG

Description: Page to enable Managers to create an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CREATE_OFFER_COMP

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Offer Review Page

Document Name:

/oracle/apps/per/irc/offers/webui/CreateOfferReviewPG

Description: Page to enable Managers to create an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CREATE_OFFER_REVIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Offer Details Page

Document Name:

/oracle/apps/per/irc/offers/webui/OfferNewBasicDetsPG

Description: Page to enable Managers to create an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_ENTER_OFFER_DETAILS

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Create Offer Note

Document Name:

/oracle/apps/per/irc/offers/webui/CreateOfferNotePG

Description: Page to enable a manager to create notes for an offer.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Decline Offer**Document Name:**

/oracle/apps/per/irc/offers/webui/AplDeclineOfferPG

Description: An applicant can use this page to decline a job offer online. This page is displayed when the applicant clicks the Decline Offer button on the Offer Details page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_DECLINE_OFFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_DECLINE_OFFER_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Default Posting Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/DpostPG

Description: Page to enable managers to define default job postings

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_ADVANCED_MANAGER_MENU(Default Postings)	IRC_REQ_DFLT_JOB_POSTING

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REQ_DEFLT_POST_SEARCH
Page Level	longMessage	IRC_REQ_IMAGE_URL_TIP
Page Level	Instruction	IRC_REQ_DPOST_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Default Posting Details	IRC_DEFAULT_POSTINGS

Seeded Function Level Personalizations:

Not applicable.

Document Search Page

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyDocSrchPG

Description: Page to enable managers to perform a search on resumes that have been uploaded by candidates.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_CANDIDATE_ SUB(Resumes)	IRC_AGENCY_DOCUMENT_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Document Preview Page**Document Name:**

/oracle/apps/per/irc/candidateSearch/webui/DocPreviewPG

Description: Page to enable any document to be previewed.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_DOCUMENT_PREVIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Document Search Page

Document Name:

/oracle/apps/per/irc/candidateSearch/webui/DocSrchPG

Description: Page to enable managers to perform a search on resumes that have been uploaded by candidates.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_ SUB(Resumes)	IRC_CM_DOCUMENT_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Employee Applicant Vacancy Display Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/JobDisplayPG

Description: Vacancy Details Display Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	HR_APPLY_JOB_DETAILS_SS

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/JobDisplayPG	HR_APPLY_JOB_DETAILS_SS
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

Employee Applicant Vacancy Display Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplVacDispPG

Description: Vacancy Details Display Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_VAC_DISPLAY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

Employee Visitor Login Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisLoginPG

Description: Page to enable employee site visitors to log in

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_LOGIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

Employee Visitor Advanced Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisAdJobSchPG

Description: Advanced Job Search Page for Visitors

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_ADV_JOB_SRCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	FND_INQUIRIES_GO
Page Level	shortTip	IRC_412133_KEYWORDS_FORMAT
Page Level	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Employee Visitor Login on Apply Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisApplLoginPG

Description: Page to enable employee site visitors to log in when applying for a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_APPLY_LOGIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

Employee Visitor Job Basket Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisJobBsktPG

Description: Job Basket page for employee site visitors.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Employee Visitor Search Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisJobSchPG

Description: Page to enable employee visitors to perform a job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_VIS_QUICK_SEARCH
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Employee Visitor Vacancy Display Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisVacDispPG

Description: Page to enable an employee site visitor to display the details of a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_VAC_DISPLAY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/EmpVisVacDispPG	IRC_EMP_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

Enter Applicant Response

Document Name:

/oracle/apps/per/irc/offers/webui/MgrAplOfferResponsePG

Description: Page to enable managers to enter an applicant's response to a job offer. Managers can select whether an applicant has accepted or declined an offer.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_ENTER_APL_RESP2OFFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_MGR_APL_OFFER_RESP_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Establishment Attendances Flex Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/MgrEstAttFxPG

Description: Flexfield page to enable candidates and managers to add additional details about educational establishments attended.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_MGR_EST_ATT_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ ATTENDANCES

Seeded Function Level Personalizations:

Not applicable.

Establishment Attendances Qualification Flex Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/MgrQualEstAttFxPG

Description: Flexfield page to enable candidates and managers to add additional details about educational establishments attended.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_MGR_QUAL_EST_ATT_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ ATTENDANCES

Seeded Function Level Personalizations:

Not applicable.

Ex-employee Registration

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/PreviousEmpRegPG

Description: Ex-employee registration page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EX_EMP_REGISTRATION

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_EX_EMP_REGISTRATION
Page Level	Instruction	IRC_EXEMP_REGISTER_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Extend Offer Duration**Document Name:**

/oracle/apps/per/irc/offers/webui/ExtendOfferDurationPG

Description: Page to enable a manager to extend the duration of an offer.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EXTEND_OFFER_DURATION

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_EXTEND_OFFER_DRTN_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Generate Resume**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/GenerateResumePG

Description: Page to enable candidates to select a resume format and create a resume.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_GENERATE_RESUME

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

IRC Vacancy Display Skills Flex Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacDispSklsFxPG

Description: Flexfield page to enable a registered user to enter additional skills information, or a manager to enter additional skills information for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_DISP_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Def's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

IRC Applicant Vacancy Skills Flex Display Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/ApiVacSkillsFxPG

Description: Flexfield page to enable a registered user to enter additional skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VAC_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

IRC Employee Job Basket Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpJobBsktPG

Description: Job Basket page for employees.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

IRC External Job Basket Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/ExtJobBsktPG

Description: Job Basket page for external registered users.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EXT_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBsktRN	IRC_APL_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplJobBasketTbl2RN	IRC_APL_JOB_BASKET_PAGE

IRC Applicant Account Review Page Skills Flex Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplSklsFIRevPG

Description: Flexfield page to enable a registered user to enter additional skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_ACREV_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Information	IrcFlexField1	Add'l Competence Element Def's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

IRC Applicant Skills Flex Update Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplSklsFIUpdPG

Description: Flex page to enable candidates to update their skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SKILLS_FLEX_UPD_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

IRC Applicant Skills Flex View Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplSkillsFIVwPG

Description: Flex page to enable candidates to view their skills information.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SKILLS_FLEX_VIEW_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

IRC Visitor Vacancy Skills Flex Display Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/VisVacSklsFxPG

Description: Page to enable a site visitor to display the details of a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_VAC_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Skills Details	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Employee Visitor Home Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpVisHomePG

Description: Home page for employee site visitors.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIS_HOME_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Search	Instruction	IRC_VIS_QUICK_SEARCH
Job Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Job Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

iRecruitment Registered User Home Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplHomePG

Description: Home Page for Registered Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_HOME_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_MGR_HOME_HEADER1
Jobs Applied For	Instruction	IRC_APL_HOME_HEADER2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Jobs Applied For	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Jobs Applied For	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/JobsApldForTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/JobsApldForTblRN	IRC_CM_CAND_DETAILS

iRecruitment Manager Home Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/MgrHomePG

Description: Home page for managers

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_MENU(iRecruitment Home)	IRC_CM_HOME

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_MGR_HOME_HEADER1

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ MgrHomePG	IRC_CM_HOME
/oracle/apps/per/irc/vacancy/webui/ MgrHomeStkRN	IRC_CM_HOME

iRecruitment Manager Visitor Home Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/MgrvisHomePG

Description: Home page for manager

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_LOGIN

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Employee User Home Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplHomePG

Description: Home Page for Registered Employee Users

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_HOME_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_MGR_HOME_HEADER1
Jobs Applied For	Instruction	IRC_APL_HOME_HEADER2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Jobs Applied For	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Jobs Applied For	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

iRecruitment Site Visitor Home Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisHomePG

Description: Site Visitor Home Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_EXT_SITE_VISITOR_MENU(Home)	IRC_VIS_HOME_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Search	Instruction	IRC_VIS_QUICK_SEARCH
Job Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Job Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

iRecruitment Agency Home Page

Document Name:

/oracle/apps/per/irc/agency/webui/AgencyHomePG

Description: Home page for agencies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_MENU(Home)	IRC_AGENCY_HOME

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_MGR_HOME_HEADER1

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Jobs Applied For Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpJobsApldForPG

Description: Search Jobs Applied For

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APPLIED_JOBS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Jobs Applied For Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/JobsApldForPG

Description: Page to enable applicants to see the full list of jobs for which they have applied.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APPLY_JOB_DETAILS_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Assignment Details	PER_ASSIGNMENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Job Notifications Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/JobNotifsPG

Description: Page to enable registered users to see their job notifications.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_JOB_NOTIFS_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Notifications	Instruction	IRC_NOTIFS_RECEIVED

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Maintain Offer Address

Document Name:

/oracle/apps/per/irc/offers/webui/MaintainOfferAddressPG

Description: Page to enable managers or recruiters to check whether the address details of an applicant is correct before a paper copy of an offer letter is sent to the applicant. If an applicant wants the offer letter to be sent to another address, then the changed address details can be entered using this page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_MAINTAIN_OFFER_ADDRESS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Address Information for Offer	Instruction	IRC_SEND_OFFER_HARDCOPY_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	FndFlexField	Personal Address Information	Address Structure
Page Level	IrcFlexField1	Additional Address Details	PER_ADDRESSES

Seeded Function Level Personalizations:

Not applicable.

Manager Document Preview Page**Document Name:**

/oracle/apps/per/irc/candidateSearch/webui/MgrDocPreviewPG

Description: Page to enable managers to preview documents uploaded by candidates.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_NAV_DOCUMENT_VIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

My Account: Work Preferences**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefPG

Description: Page to enable registered users to enter work preferences as part of My Account

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_MY_ACCT_SEARCHES_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Instruction	IRC_APL_WORK_PREFS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplNavBarRN	IRC_CM_CAND_DETAILS

Offer Details:

Document Name:

/oracle/apps/per/irc/offers/webui/AplJobOfferPG

Description: Page to enable an applicant to view an offer letter.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VIEW_OFFER

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer History

Document Name:

/oracle/apps/per/irc/offers/webui/OfferHistoryPG

Description: Page that displays offer history.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIEW_OFFER_HISTORY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer History Details**Document Name:**

/oracle/apps/per/irc/offers/webui/OfferHistoryDetailsPG

Description: Page that displays offer history details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_OFFER_HISTORY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Offer Details	AdditionalAssignmentDetailsDFF	Additional Assignment Details	PER_ASSIGNMENTS
Basic Offer Details	OfferDetailsFlex	Offer Details	IRC_OFFERS

Seeded Function Level Personalizations:

Not applicable.

Offer Letter

Document Name:

/oracle/apps/per/irc/offers/webui/OfferLetterPreviewPG

Description: Page to enable managers or recruiters to preview offer letters.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Letter

Document Name:

/oracle/apps/per/irc/offers/webui/UpdOfferLetterPreviewPG

Description: Page to enable managers or recruiters to preview offer letters.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPD_OFFER_LETTER_PREVIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Letter**Document Name:**

/oracle/apps/per/irc/offers/webui/OfferLetterPG

Description: Offer letter page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_TEMPLATE_OFFER_LETTER

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Letter**Document Name:**

/oracle/apps/per/irc/offers/webui/PreviewOfferLetterPG

Description: Preview offer letter page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_PREVIEW_OFFER_LETTER

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Notes**Document Name:**

/oracle/apps/per/irc/offers/webui/OfferNotesPG

Description: Offer notes page.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offer Template Associations

Document Name:

/oracle/apps/per/irc/offers/webui/OfferTemplateAssocPG

Description: Page to enable managers or recruiters to associate offer letter templates with business group, organization, jobs, or positions. This page is used to create and maintain default offer letter template associations.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_RECRUITER_SETUP(Offer Letter Template Associations)	IRC_OFFER_TEMPLATE_ASSOC_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_TEMPLATE_ASSOCIATIONS_TEXT
Page Level	Instruction	IRC_REQ_TEMPLATE ASSO_SEARCH

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Offers Workbench

Document Name:

/oracle/apps/per/irc/offers/webui/OfferSearchPG

Description: This page enables managers or recruiters to search for offers using criteria such as offer status. Managers can click the applicant's name to view the offer details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_RECRUITER_MENU(Offers Workbench)	IRC_OFFER_SEARCH_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	OfferDetailsFlex	Offer Details	IRC_OFFERS

Seeded Function Level Personalizations:

Not applicable.

Person Search Page

Document Name:

/oracle/apps/per/irc/candidateSearch/webui/CmPersonSrchPG

Description: Page to enable managers to search for individual people, for example, by name.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_MANAGER_CANDIDATE_SUB(Individuals)	IRC_CM_PERSON_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Person Information	HZ_PERSON_PROFILES

Seeded Function Level Personalizations:

Not applicable.

Person Search Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyPersonSrchPG

Description: Page to enable managers to search for individual people, for example, by name.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_CANDIDATE_SUB(Individuals)	IRC_AGENCY_PERSON_SEARCH

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	longMessage	IRC_CM_RESUME_SEARCH_TIP2

Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>			
Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Person Information	HZ_PERSON_PROFILES

Seeded Function Level Personalizations:

Not applicable.

Pursue Consider Reject Candidates For Vacancy Page

Document Name:

/oracle/apps/per/irc/candidateSearch/webui/PcrCnd4VacPG

Description: Page to enable managers to pursue, consider or reject a candidate.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_PCR_CAND4VAC_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

<i>Configurable Tips and Instructions</i>		
Region Name	Tip Type	Message Name
Pursue Consider Reject Candidates	Instruction	IRC_CM_PCR_HDR
Candidate List	Instruction	IRC_CM_PCR_INST_TXT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Candidate List	IrcFlexField1	Additional Personal Details	PER_PEOPLE
Candidate List	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Recruiting Site Flex Page**Document Name:**

/oracle/apps/per/irc/posting/webui/RecSiteMaintFxPG

Description: Flexfield page to enable a manager to enter additional details for a recruiting site

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_REC_SITE_MAINTAINFLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Additional Recruiting Site Information	FndFlexField	Additional Recruiting Site Information	IRC_ALL_RECRUITING_SITES

Seeded Function Level Personalizations:

Not applicable.

Recruiting Site Page

Document Name:

/oracle/apps/per/irc/posting/webui/RecSiteMaintPG

Description: Page to enable managers to enter details of external recruiting sites to which they can submit job postings.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_ADVANCED_MANAGER_MENU(Recruiting Sites)	IRC_REC_SITE_MAINTAIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Posting Vendor Details	RecruitingSites	Additional Recruiting Site Information	IRC_ALL_RECRUITING_SITES

Seeded Function Level Personalizations:

Not applicable.

Referrals Page

Document Name:

/oracle/apps/per/irc/candidateSearch/webui/CmReferPG

Description: Page to enable managers to refer candidates to other managers or recruiters.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_CM_REFER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_CM_REFER_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register: Add Qualifications and Skills**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/RegCreateResumeQualsPG

Description: Page to enable registered users to add details about their educational qualifications and skills.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_RESUME_QUAL_SKILLS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE

Register: Add Qualifications and Skills

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegUpdResumeQualsPG

Description: Page to enable registered users to enter details of their qualifications and skills as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_QUAL_SKILLS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE

Register and Apply: Create Resume

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyCreateResumePG

Description: Page to enable candidates to register with iRecruitment and create their resumes to apply for jobs.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_CREATE_RESUME

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REG_CREATE_RESUME_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register and Apply: Add Qualifications and Skills**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyCreateResumeQualsPG

Description: Page to enable candidates to add qualifications and skills to their account as part of the registration process and create resumes online.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_QUALS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE

Register and Apply: Enter Preferences

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyCreateResumePrefsPG

Description: Page to enable candidates to add work preferences to their account as part of the registration process and create resumes online.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Register and Apply: Personal Information

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyCreateResumePersInfoPG

Description: Page to enable candidates to add personal information to their account as part of the registration process and create resumes online.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PERSON_INF

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_PERSONAL_INFO_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPrsAcDetsSkRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/documentLoad/ webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Register and Apply: Review Account Information

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegApplyReviewParsedInfoPG

Description: Page to enable registered users to review their account information after resume extraction.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_PARSE_REVIEW_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Other Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_REVIEW_PARSE_INFO

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DET'S_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/documentLoad/webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Register and Apply: Personal Information

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyUpldResumePersInfoPG

Description: Page to enable registered users to add personal information to their account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_PERSON_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_PERSONAL_INFO_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPrsAcDetsSkRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/documentLoad/ webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Register and Apply: Add Qualifications and Skills

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyUpldResumeQualsPG

Description: Page to enable registered users to enter details of their qualifications as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_QUAL_SKILLS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE

Register and Apply: Enter Preferences

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyUpldResumePrefsPG

Description: Page to enable candidates to enter work preferences as part of registration process to apply for jobs.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Register: Enter Preferences

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegParseResumePrefsPG

Description: Page to enable registered users to enter their preferences as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_RESUME_PARSE_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Register: Enter Preferences

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyParseResumePrefsPG

Description: Page to enable registered users to add preferences to their account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_RESUME_PARSE_PREF

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Register: Enter Preferences

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegUpldResumePrefsPG

Description: Page to enable registered users to enter work preferences as part of My Account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Register: Enter Preferences

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegCreateResumePrefsPG

Description: Page to enable registered users to enter work and e-mail preferences as part of their account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_RESUME_PREFS

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_WORK_PREFS_INSTR
Page Level	shortTip	IRC_412135_SALARY_FORMAT
Page Level	Tip	IRC_APL_ALLOW_SEARCH_INST

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Page Level	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplWorkPrefRN	IRC_MGR_WORK_PREFS_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Register: Create Resume

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegCreateResumePG

Description: Candidates can use the Create Resume page to select a resume format of their choice to create their resume online.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_CREATE_RESUME

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REG_CREATE_RESUME_INSTR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Register: Personal Information**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/RegCreateResumePersInfoPG

Description: Page to enable candidates to enter personal details as part of their account.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_RESUME_PERSON_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_PERSONAL_INFO_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPrsAcDetsSkRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/documentLoad/ webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Register: Personal Information

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegUpldResumePersInfoPG

Description: Page to enable candidates to update personal details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_PERSON_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_PERSONAL_INFO_INSTR

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloper-Flex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPrsAcDetsSkRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/documentLoad/ webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Register: Review Account Information

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegReviewParsedInfoPG

Description: Page to enable registered users to review their account information after resume extraction.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REG_PARSE_REVIEW_INFO

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Basic Details	Instruction	IRC_APL_YOUR_WEBSITE_INSTRCT
Address	Instruction	IRC_APL_ADDRESS_INST
Phone Numbers	Instruction	IRC_APL_PHONES_INST
Skills	Instruction	IRC_APL_ENTER_SKILLS_ASSESS
Education Qualifications	Instruction	IRC_APL_ENTR_ESTABLISHMENTS
Education Qualifications	Tip	IRC_ADD_EDU_QUALS_INSTR
Additional Qualifications	Instruction	IRC_APL_ENTER_ADD_QUALS
Other Documents	Tip	IRC_GEN_DOC_LOAD_BUTTON_TIP
Page Level	Instruction	IRC_REG_REVIEW_PARSE_INFO

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Basic Details	PersDetsFlexField	Additional Personal Details	PER_PEOPLE
Basic Details	PersonDeveloperFlex	Further Person Information	Person Developer DF
Basic Details	Notification PreferencesFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Address	FndFlexField	Personal Address Information	Address Structure
Address	IrcFlexField1	Additional Address Details	PER_ADDRESSES
Phone Numbers	IrcFlexField3	Add'l Telephone Number Det's	PER_PHONES
Employment History	IrcFlexField1	Additional Previous Employer Details	PER_PREVIOUS_EMPLOYERS
Skills	IrcFlexField5	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Education Qualifications	IrcFlexField3	Add'l Establishment Att. Det's	PER_ESTABLISHMENT_ATTENDANCES
Education Qualifications	QualFlexField	Additional Qualification Details	PER_QUALIFICATIONS
Additional Qualifications	IrcFlexField2	Additional Qualification Details	PER_QUALIFICATIONS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_PERSONAL_ACC_DET'S_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplPersDetsRN	IRC_APL_RESUME_REVIEW_PAGE

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPersDetsRN	IRC_CM_CAND_PER_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_APL_PERSONAL_ACC_DETETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplAddressRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhnNumbersRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_APPLICANT_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplPhoneNumbersTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmpHisRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEmplmntHistTblRN	IRC_CM_CAND_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplSkillsInputTblRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_QUALIFY_DETETS_PAGE

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationRN	IRC_CM_CAND_QUAL_DETAILS
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_APPLY_ACCOUNT
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_QUALIFY_DETS_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ AplEducationTblRN	IRC_APL_RESUME_REVIEW_PAGE
/oracle/apps/per/irc/documentLoad/ webui/AplDocTblRN	IRC_APL_APPLY_ACCOUNT

Registered User Save Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplSaveSrchPG

Description: Page to enable registered users to save the criteria of a job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_SAVE_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_CREATE_SV_SRCH_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations	
Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplSaveSrchPG	IRC_APL_SAVE_SEARCH_PAGE
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Registered User View Save Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/AplVwSrchesPG

Description: Page to enable registered users to view the job searches they have saved.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_VIEW_SAVED_SEARCHES

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions		
Region Name	Tip Type	Message Name
Personal Job Search Views	Instruction	IRC_APL_YOUR_SAVED_SEARCHES

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Personal Job Search Views	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplVwSrchesRegRN	IRC_APL_MY_ACCT_SEARCHES_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplVwSrchesTblRN	IRC_APL_MY_ACCT_SEARCHES_PAGE

Registered User Save Search Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/AplUpdSaveSrchPG

Description: Page to enable registered users to update the criteria of a saved job search

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_UPD_SAVE_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_UPD_SV_SRCH_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

<i>Seeded Function Level Personalizations</i>	
Document Name	Level Value
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Registered User Save Search Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplSaveSrchPG

Description: Page to enable employee applicants to save their job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_APL_SAVE_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

<i>Configurable Tips and Instructions</i>		
Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_CREATE_SV_SRCH_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Registered User Save Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpAplUpdSaveSrchPG

Description: Page to enable employee applicants to update job search criteria.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_UPD_SAVE_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_APL_UPD_SV_SRCH_HDR

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Registered User View Save Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/EmpAp1VwSrchesPG

Description: Page to enable registered users to view the job searches they have saved.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_EMP_VIEW_SAVED_SEARCHES

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Personal Job Search Views	Instruction	IRC_APL_YOUR_SAVED_SEARCHES

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Personal Job Search Views	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

Not applicable.

Registration

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/PartialRegistrationPG

Description: Page to enable E-business suite users to successfully register with iRecruitment using their E-business user name and password.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_PARTIAL_REG_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Registration Assessment

Document Name:

`/oracle/apps/per/irc/candidateSelfService/webui/RegisterAssessmentPG`

Description: During candidate registration, if a registration assessment is defined, then this page appears.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_REGISTER_ASSESSMENT

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Registration Assessment

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/RegAplyAssessmentPG

Description: During candidate registration, if a registration assessment is defined, then this page appears.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_APL_APLY_REG_ASSESSMENT

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Send Offer

Document Name:

/oracle/apps/per/irc/offers/webui/SendOfferECopyPG

Description: Page to enable managers send offers to applicants online.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_SEND_OFFER_EMAIL

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Track Offer**Document Name:**

/oracle/apps/per/irc/offers/webui/TrackOfferPG

Description: Page to enable managers or recruiters to enter tracking information for offers such as offer letter number and shipping details.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_TRACK_OFFER_LETTER

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_TRACK_OFFER_HDR_MSG

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Mailing Address	Address	Personal Address Information	Address Structure
Mailing Address	Address- sAdtnlDets	Additional Address Details	PER_ADDRESSES

Seeded Function Level Personalizations:

Not applicable.

Update Offer Letter: Upload New Offer Letter Version**Document Name:**

/oracle/apps/per/irc/offers/webui/UploadOfferLetterPG

Description: Page to enable recruiters to upload a modified offer letter.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPLOAD_OFFER_LETTER

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Update Offer Details Page**Document Name:**

/oracle/apps/per/irc/offers/webui/UpdateOfferBasicDetailsPG

Description: Page to enable Managers to update an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPDATE_OFFER_DETAILS

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Update Offer Review Page

Document Name:

/oracle/apps/per/irc/offers/webui/UpdateOfferReviewPG

Description: Page to enable Managers to update an offer for the selected application.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPDATE_OFFER_REVIEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_OFFER_REVIEW_INST

Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>			
Region Name	Item Name	Flexfield Name	Flexfield Code
Offer Basic Details	WorkSchedule-Flex	Additional Assignment Details	PER_ASSIGNMENTS

Seeded Function Level Personalizations:

Not applicable.

Update Offer Note

Document Name:

/oracle/apps/per/irc/offers/webui/UpdateOfferNotePG

Description: Page to enable managers to update notes for offers.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Vacancy Approve Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacApprovePG

Description: Page to enable people approving new or changed vacancies to see the vacancy details

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VACANCY_APPROVE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Primary Details	Irc PeopleGroupFlex	People Group Flexfield	GRP
Primary Details	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Update Offer: Enter Compensation

Document Name:

/oracle/apps/per/irc/offers/webui/UpdateOfferCompPG

Description: Page to enable managers to update compensation details of offers.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_UPDATE_OFFER_COMP

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_OFFER_COMP_INST

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Vacancy Cancel Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacCancelPG

Description: Page displayed when an action is cancelled

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_CANCEL

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Warning	Instruction	IRC_CANCEL_VACANCY

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Vacancy Edit Details Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacEditDetsPG

Description: Page to enable a manager to update the primary details of a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_DET_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	shortTip	IRC_VAC_EMP_CON_TIP
Compensation Information	shortTip	IRC_412060_MIN_SALARY_FORMAT
Page Level	Instruction	IRC_REQ_DETAILS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	Irc PeopleGroupFlex	People Group Flexfield	GRP
Overview	FndFlexField	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1____ 1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ ReqDetsStkRN	IRC_VAC_DET_EDIT
/oracle/apps/per/irc/vacancy/webui/ ReqDetsStkRN	IRC_VAC_DET_NEW
/oracle/apps/per/irc/vacancy/webui/ ReqOverviewDCRN	IRC_VAC_DET_EDIT
/oracle/apps/per/irc/vacancy/webui/ ReqOverviewDCRN	IRC_VAC_DET_NEW
/oracle/apps/per/irc/vacancy/webui/ ReqTravelDCRN	IRC_VAC_DET_EDIT
/oracle/apps/per/irc/vacancy/webui/ ReqTravelDCRN	IRC_VAC_DET_NEW

Vacancy Edit Posting Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacEditPostingPG

Description: Page to enable a manager to update the job posting for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_POST_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_REQ_IMAGE_URL_TIP
Page Level	Instruction	IRC_POSTINGS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_EDIT
/oracle/apps/per/irc/vacancy/webui/ReqPostingDCRN	IRC_VAC_POST_NEW

Vacancy Edit Review Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacEditRevPG

Description: Page to enable managers to review the vacancy they are creating

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_REVIEW_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REQ_REVIEW_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Update Vacancy: Review	Irc PeopleGroupFlex	People Group Flexfield	GRP
Update Vacancy: Review	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Update Vacancy: Review	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Update Vacancy: Review	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Salary Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Update Vacancy: Review	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Update Vacancy: Review	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Update Vacancy: Review	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

Not applicable.

Vacancy Edit Skills Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacEditSklsPG

Description: Page to enable managers to update the skills and qualifications required for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_SKILLS_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Update Vacancy: Skills and Qualifications	Instruction	IRC_VACANCY_ASSESSMENT_INSTR
Page Level	Instruction	IRC_REQ_SKILLS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Qualifications	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/VacSklsTblRN	IRC_CM_CAN4VAC_ADV_SEARCH
/oracle/apps/per/irc/vacancy/webui/VacSklsTblRN	IRC_CM_CANDIDATE_SEARCH
/oracle/apps/per/irc/vacancy/webui/VacSklsTblRN	IRC_VAC_SKILLS_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsTblRN	IRC_VAC_SKILLS_EDIT

Vacancy Edit Team Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacEditTeamPG

Description: Page to enable managers to update the security for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_TEAM_EDIT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REQ_TEAM_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Recruiter Details	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES
Security Method	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES
Security Method	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ RectrDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/per/irc/vacancy/webui/ SecTeamDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/per/irc/vacancy/webui/ SecTeamDetsRN	IRC_VAC_TEAM_NEW

Vacancy New Details Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacNewDetsPG

Description: Page to enable managers to enter the primary details for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_DETS_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Overview	shortTip	IRC_VAC_EMP_CON_TIP
Compensation Information	shortTip	IRC_412060_MIN_SALARY_FORMAT
Page Level	Instruction	IRC_REQ_DETAILS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Overview	Irc PeopleGroupFlex	People Group Flexfield	GRP
Overview	FndFlexField	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1____ 1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ ReqDetsStkRN	IRC_VAC_DETS_EDIT
/oracle/apps/per/irc/vacancy/webui/ ReqDetsStkRN	IRC_VAC_DETS_NEW
/oracle/apps/per/irc/vacancy/webui/ ReqOverviewDCRN	IRC_VAC_DETS_EDIT
/oracle/apps/per/irc/vacancy/webui/ ReqOverviewDCRN	IRC_VAC_DETS_NEW
/oracle/apps/per/irc/vacancy/webui/ ReqTravelDCRN	IRC_VAC_DETS_EDIT
/oracle/apps/per/irc/vacancy/webui/ ReqTravelDCRN	IRC_VAC_DETS_NEW

Vacancy New Posting Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacNewPostingPG

Description: Page to enable managers to create a job posting for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_POST_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	shortTip	IRC_REQ_IMAGE_URL_TIP
Page Level	Instruction	IRC_POSTINGS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ ReqPostingDCRN	IRC_VAC_POST_EDIT
/oracle/apps/per/irc/vacancy/webui/ ReqPostingDCRN	IRC_VAC_POST_NEW

Vacancy New Review Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacNewRevPG

Description: Page to enable managers to review an updated vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_REVIEW_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REQ_REVIEW_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Create Vacancy: Review	Irc PeopleGroupFlex	People Group Flexfield	GRP
Create Vacancy: Review	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Create Vacancy: Review	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Create Vacancy: Review	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Salary Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Create Vacancy: Review	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Create Vacancy: Review	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Create Vacancy: Review	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

Not applicable.

Vacancy New Skills Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacNewSkillsPG

Description: Page to enable managers to enter the skills and qualifications required for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_SKILLS_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Create Vacancy: Skills and Qualifications	Instruction	IRC_VACANCY_ASSESSMENT_INSTR
Page Level	Instruction	IRC_REQ_SKILLS_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Qualifications	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ VacSklsTblRN	IRC_CM_CAN4VAC_ADV_SEARCH
/oracle/apps/per/irc/vacancy/webui/ VacSklsTblRN	IRC_CM_CANDIDATE_SEARCH
/oracle/apps/per/irc/vacancy/webui/ VacSklsTblRN	IRC_VAC_SKILLS_NEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsTblRN	IRC_VAC_SKILLS_EDIT

Vacancy New Team Page**Document Name:**

/oracle/apps/per/irc/vacancy/webui/VacNewTeamPG

Description: Page to enable managers to set the security for their vacancy, for example by defining a recruiting team

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_TEAM_NEW

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_REQ_TEAM_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Create Vacancy: Enter Team Details	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES
Security Method	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES
Security Method	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ RectrDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/per/irc/vacancy/webui/ SecTeamDetsRN	IRC_VAC_TEAM_NEW
/oracle/apps/per/irc/vacancy/webui/ SecTeamDetsRN	IRC_VAC_TEAM_NEW

Vacancy Posting Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/ReqPostingPG

Description: Page to enable managers to create and update job postings

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_REQ_JOB_POSTING

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Vacancy Skills Flex Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacSklsFxPG

Description: Flexfield page to enable a manager to enter additional skills information for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_SKILLS_FLEX_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>			
Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS

Seeded Function Level Personalizations:

Not applicable.

Vacancy Search Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacSrchPG

Description: Page to enable managers to search for vacancies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
IRC_MANAGER_APPL(Vacancies)	IRC_CM_VACANCY_SEARCH

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

Not applicable.

Vacancy Search Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyVacSelPG

Description: Page to enable managers to search for vacancies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_VACANCY_SELECT

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_SELECT_VAC_HEADER

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

Not applicable.

Vacancy Search Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyVacSrchPG

Description: Page to enable managers to search for vacancies

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
IRC_AGENCY_APPL(Vacancies)	IRC_AGENCY_VACANCY_SEARCH

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	SearchCriteriaFlexResults	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES

Seeded Function Level Personalizations:

Not applicable.

Vacancy View Page**Document Name:**

/oracle/apps/per/irc/agency/webui/AgencyVacVwPG

Description: Vacancy Details Review Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_AGENCY_VAC_VIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Primary Details	Irc PeopleGroupFlex	People Group Flexfield	GRP
Primary Details	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Vacancy View Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacVwPG

Description: Vacancy Details Review Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_VIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Primary Details	Irc PeopleGroupFlex	People Group Flexfield	GRP
Primary Details	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ VacVwStkRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Vacancy View Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacROVwPG

Description: Vacancy Details Review Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_DETAILS_RO

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Primary Details	Irc PeopleGroupFlex	People Group Flexfield	GRP
Primary Details	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Primary Details	IrcFlexField2	Additional Vacancy Details	PER_VACANCIES
Compensation Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Travel Information	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills and Qualifications	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ VacVwStkRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevDetsDCRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevCompnRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacRevTravelRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Vacancy View External Posting Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacVwExtPostngPG

Description: Page to enable managers to preview external job postings

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_PREV_EXT_POST

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

<i>Flexfields</i>			
Region Name	Item Name	Flexfield Name	Flexfield Code
Preview Job Posting	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS

Seeded Function Level Personalizations:

Not applicable.

Vacancy View Internal Posting Page

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacVwIntPostngPG

Description: Page to enable a manager to preview a job posting

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

<i>Menu and Function Names</i>	
User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_PREV_INT_POST

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Vacancy Details	PER_VACANCIES
Description	IrcFlexField2	Additional Posting Content Details	IRC_POSTING_CONTENTS
Description	IrcFlexField3	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/ VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT

Vacancy Assessment Preview

Document Name:

/oracle/apps/per/irc/vacancy/webui/VacAssessmentPreviewPG

Description: Page to enable managers to preview assessment for a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VAC_ASSESSMENT_PREVIEW

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

Not applicable.

Visitor Advanced Search Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisAdJobSchPG

Description: Page to enable visitors to perform an advanced job search.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	FND_INQUIRIES_GO
Page Level	shortTip	IRC_412133_KEYWORDS_FORMAT
Page Level	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Page Level	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Page Level	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Page Level	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Visitor Confirm Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisConfirmPG

Description: Page displayed to confirm the candidate registration.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_CONFIRM_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Site Preferences	Tip	IRC_APL_ALLOW_SEARCH_INST
Page Level	Instruction	IRC_APL_NO_EMAIL_INSTRUCTION

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Email Preferences	EmailPrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES
Site Preferences	SitePrefsFlex	Additional Notification Preference Details	IRC_NOTIFICATION_PREFERENCES

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_CONFIRM_APPLY_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_VIS_CONFIRM_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/AplSitePrefsRN	IRC_APL_EMAIL_PREFS_PAGE

Visitor Login on Apply Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisApplyLoginPG

Description: Page to enable site visitors to log in when applying for a vacancy.

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_APPLY_LOGIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ VisApIyLoginPG	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

Visitor Registration on Apply Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisApIyRegPG

Description: Visitor Registration Page

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_APPLY_REGISTER_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Your Details	PersonDeveloper-Flex	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Visitor Job Basket Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisJobBsktPG

Description: Job Basket Page for Visitor

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_JOB_BASKET_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Job Basket	Instruction	IRC_APL_APPLY_NOW_INSTRUCTION
Job Basket	Tip	IRC_APL_APPD_FOR_NOT_SHOWN_BSK

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Job Basket	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Job Basket	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Job Basket	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/VisJobBsktRN	IRC_VIS_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisJobBsktRN	IRC_EMP_VIS_JOB_BASKET_PAGE
/oracle/apps/per/irc/candidateSelfService/webui/VisJobBasketTbIRN	IRC_VIS_JOB_BASKET_PAGE

Visitor Search Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/VisJobSchPG

Description: Page to enable visitors to perform a job search

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_JOB_SEARCH_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Search	Instruction	IRC_VIS_QUICK_SEARCH
Search	shortTip	IRC_412133_KEYWORDS_FORMAT
Search	shortTip	IRC_412135_SALARY_FORMAT

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Search	SearchCriteriaFlex	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Search	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Search	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

Not applicable.

Visitor Password Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/VisPasswordPG

Description: Page to enable registered users to request that their password is reset

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_PASSWORD_PAGE

Configurable Tips and Instructions:

The following table presents a list of configurable tips and instructions:

Configurable Tips and Instructions

Region Name	Tip Type	Message Name
Page Level	Instruction	IRC_VIS_PASSWORD_EMAIL

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/common/webui/OkCancelBarRN	IRC_APL_SAVE_SEARCH_PAGE

Visitor Registration Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisRegisterPG

Description: Page to enable site visitors to register for iRecruitment

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_REGISTER_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Your Details	PersonDeveloper-Flex	Further Person Information	Person Developer DF

Seeded Function Level Personalizations:

Not applicable.

Visitor Vacancy Display Page**Document Name:**

/oracle/apps/per/irc/candidateSelfService/webui/VisVacDispPG

Description: Page to enable a site visitor to display the details of a vacancy

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_VAC_DISPLAY

Configurable Tips and Instructions:

Not applicable.

Flexfields:

The following table presents a list of flexfields:

Flexfields

Region Name	Item Name	Flexfield Name	Flexfield Code
Description	IrcFlexField1	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Description	IrcFlexField2	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF
Description	FndFlexField	Additional Posting Content Details	IRC_POSTING_CONTENTS
Skills	IrcFlexField1	Add'l Competence Element Det's	PER_COMPETENCE_ELEMENTS
Recruiter Details	IrcFlexField1	Additional Posting Content Details	IRC_POSTING_CONTENTS
Recruiter Details	IrcFlexField2	Additional Search Criteria Details	IRC_SEARCH_CRITERIA
Recruiter Details	IrcFlexField3	Further Search Criteria Details	IRC_SEARCH_CRITERIA_DDF

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/candidateSelfService/webui/VacDispStkRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VACANCY_APPROVE
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VIS_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_VIEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_NEW
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_PREV_INT_POST
/oracle/apps/per/irc/vacancy/webui/VacSklsDispTblRN	IRC_VAC_REVIEW_EDIT
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_APL_VAC_DISPLAY
/oracle/apps/per/irc/vacancy/webui/RectrDetsSWRN	IRC_VIS_VAC_DISPLAY

Visitor Login Page

Document Name:

/oracle/apps/per/irc/candidateSelfService/webui/VisLoginPG

Description: Page to enable site visitors to log in

Menu and Function Names:

This module can be accessed from the following menus and functions presented in the table:

Menu and Function Names

User Menu Name	Function Name
Not directly accessible from a menu	IRC_VIS_LOGIN_PAGE

Configurable Tips and Instructions:

Not applicable.

Flexfields:

Not applicable.

Seeded Function Level Personalizations:

The following table presents a list of seeded function level personalizations:

Seeded Function Level Personalizations

Document Name	Level Value
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHmeLoginStkRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_HOME_PAGE
/oracle/apps/per/irc/ candidateSelfService/webui/ VisHomeLoginDCRN	IRC_EMP_VIS_APPLY_LOGIN_PAGE

Glossary

360-Degree Appraisal

Part of the SSHR Appraisal function and also known as a Group Appraisal. This is an employee appraisal undertaken by managers with participation by reviewers.

Absence

A period of time in which an employee performs no work for the assigned organization.

Absence Types

Categories of absence, such as medical leave or vacation leave, that you define for use in absence windows.

Accrual

The recognized amount of leave credited to an employee which is accumulated for a particular period.

Accrual Band

A range of values that determines how much paid time off an employee accrues. The values may be years of service, grades, hours worked, or any other factor.

Accrual Period

The unit of time, within an accrual term, in which PTO is accrued. In many plans, the same amount of time is accrued in each accrual period, such as two days per month. In other plans, the amount accrued varies from period to period, or the entitlement for the full accrual term is given as an up front amount at the beginning of the accrual term.

Accrual Plan

See: *PTO Accrual Plan*, page Glossary-25

Accrual Term

The period, such as one year, for which accruals are calculated. In most accrual plans, unused PTO accruals must be carried over or lost at the end of the accrual term. Other plans have a rolling accrual term which is of a certain duration but has no fixed start and end dates.

Active Employee

DBI for HRMS counts an employee, page Glossary-13 as active if they have a current period of service, page Glossary-10 at the effective date, page Glossary-12

If an employee is suspended, DBI for HRMS still counts them as active.

DBI for HRMS also uses the term Incumbent to refer to an active employee.

Active Contingent Worker

DBI for HRMS counts a contingent worker, page Glossary-9 as active if they have a current period of placement , page Glossary-10 at the effective date, page Glossary-12.

If a contingent worker is suspended, DBI for HRMS still counts them as active. DBI for HRMS also uses the term Incumbent to refer to an active contingent worker.

Activity Rate

The monetary amount or percentage associated with an activity, such as \$12.35 per pay period as an employee payroll contribution for medical coverage. Activity rates can apply to participation, eligibility, coverages, contributions, and distributions.

Actual Premium

The per-participant premium an insurance carrier charges the plan sponsor for a given benefit.

Administrative Enrollment

A type of scheduled enrollment caused by a change in plan terms or conditions and resulting in a re-enrollment.

AdvancePay

A process that recalculates the amount to pay an employee in the current period, to make an authorized early payment of amounts that would normally be paid in future payroll periods.

Agency

An external organization that assists an enterprise in their recruitment process. Agencies act on behalf of the candidates to help them search and apply for jobs. They provide candidates to the fill up job openings in an enterprise or sometimes handle the complete placement process for a vacancy.

Agency Candidate

An agency candidate is a person whose profile is created in iRecruitment by a recruiting agency. This profile includes personal and professional information.

Agency User

An external person who belongs to a recruiting agency and accesses iRecruitment to conduct recruiting activities such as creating candidates and applying on behalf of the candidates.

Alert

An email notification that you can set up and define to send a recipient or group of recipients a reminder or warning to perform a certain task or simply a notification to inform the recipient of any important information.

Align

To define a relationship between objectives. Workers can align their own objectives with objectives that other workers have shared with them. Aligned objectives are also known as *supporting objectives*.

API

Application Programmatic Interfaces, used to upload data to the Oracle Applications database. APIs handle error checking and ensure that invalid data is not uploaded to the database.

Applicant

An applicant is a person who submits an application for employment to an organization.

Applicability

In HRMS budgeting, a term describing whether a budget reallocation rule pertains to donors or receivers.

Applicant/Candidate Matching Criteria

Matching functionality in the iRecruitment system that systematically identifies which candidates and applicants possess the skills, knowledge and abilities to be considered for a specific vacancy. The following columns are used for matching:

- Skills
- FT/PT
- Contractor/Employee
- Work at Home
- Job Category
- Distance to Location
- Key Words
- Salary

Apply for a Job

An SSHR function that enables an employee to, apply, search and prepare applications for an internally advertised vacancy.

Appraisal

An appraisal is a process where an employee's work performance is rated and future objectives set.

See also: *Assessment*, page Glossary-4.

Appraisee

The person who is the subject of an appraisal.

Appraiser

A person, usually a manager, who appraises an employee.

Appraising Manager

The person who initiates and performs an Employee-Manager or 360 Degree Appraisal. An appraising manager can create appraisal objectives.

Arrestment

Scottish court order made out for unpaid debts or maintenance payments.

See also: *Court Order* , page Glossary-9

Assessment

An information gathering exercise, from one or many sources, to evaluate a person's ability to do a job.

See also: *Appraisal*, page Glossary-3.

Assignment

A worker's assignment identifies their role within a business group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is required (for employees only) for payment purposes.

Assignment Number

A number that uniquely identifies a worker's assignment. A worker with multiple assignments has multiple assignment numbers.

Assignment Rate

A monetary value paid to a contingent worker for a specified period of time. For example, an assignment rate could be an hourly overtime rate of \$10.50.

Assignment Set

A grouping of employees and applicants that you define for running QuickPaint reports and processing payrolls.

See also: *QuickPaint Report*, page Glossary-26

Assignment Status

For workers, used to track their permanent or temporary departures from your enterprise and, for employees only, to control the remuneration they receive. For applicants, used to track the progress of their applications.

Authoria

A provider of health insurance and compensation information, that provides additional information about benefits choices.

BACS

Banks Automated Clearing System. This is the UK system for making direct deposit payments to employees.

Balance Adjustment

A correction you make to a balance. You can adjust user balances and assignment level predefined balances only.

Balance Dimension

The period for which a balance sums its balance feeds, or the set of assignments/transactions for which it sums them. There are five time dimensions: Run, Period, Quarter, Year and User. You can choose any reset point for user balances.

Balance Feeds

These are the input values of matching units of measure of any elements defined to feed the balance.

Balances

Positive or negative accumulations of values over periods of time normally generated by payroll runs. A balance can sum pay values, time periods or numbers.

See also: *Predefined Components* , page Glossary-24

Bargaining Unit

A bargaining unit is a legally organized group of people which have the right to negotiate on all aspects of terms and conditions with employers or employer federations. A bargaining unit is generally a trade union or a branch of a trade union.

Base Currency

The currency in which Oracle Payroll performs all payroll calculations for your Business Group. If you pay employees in different currencies to this, Oracle Payroll calculates the amounts based on exchange rates defined in the system.

Base Summary

A database table that holds the lowest level of summary. Summary tables are populated and maintained by user-written concurrent programs.

Beneficiary

A person or organization designated to receive the benefits from a benefit plan upon the death of the insured.

Benefit

Any part of an employee's remuneration package that is not pay. Vacation time, employer-paid medical insurance and stock options are all examples of benefits.

See also: *Elements*, page Glossary-12

Block

The largest subordinate unit of a window, containing information for a specific business function or entity. Every window consists of at least one block. Blocks contain fields and, optionally, regions. They are delineated by a bevelled edge. You must save your entries in one block before navigating to the next.

See also: *Region*, page Glossary-27, *Field*, page Glossary-14

Budget Measurement Type (BMT)

A subset of Workforce Measurement Type. It consists of a number of different units used to measure the workforce. The most common units are headcount and full time equivalent.

Budget Value

In Oracle Human Resources you can enter staffing budget values and actual values for each assignment to measure variances between actual and planned staffing levels in an organization or hierarchy.

Business Group

The business group represents a country in which your enterprise operates. It enables you to group and manage data in accordance with the rules and reporting requirements of each country, and to control access to data.

Business Number (BN)

In Canada, this is the employer's account number with Revenue Canada. Consisting of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Business Rule

See Configurable Business Rules, page Glossary-8

Cafeteria Benefits Plan

See: *Flexible Benefits Program*, page Glossary-14

Calendar Exceptions

If you are using the Statutory Absence Payments (UK) feature, you define calendar exceptions for an SSP qualifying pattern, to override the pattern on given days. Each calendar exception is another pattern which overrides the usual pattern.

Calendars

In Oracle Human Resources you define calendars that determine the start and end dates for budgetary years, quarters and periods. For each calendar you select a basic period type. If you are using the Statutory Absence Payments (UK) feature, you define calendars to determine the start date and time for SSP qualifying patterns.

Canada/Quebec Pension Plan (CPP/QPP) Contributions

Contributions paid by employers and employees to each of these plans provide income benefits upon retirement.

Candidate

(iRecruitment) A candidate is a person who has either directly provided their personal and professional information to a company's job site or provided their resume and details to a manager or recruiter for entering in the iRecruitment system.

Candidate Offers

An SSHR function used by a line manager to offer a job to a candidate. This function is supplied with its own responsibility.

Career Path

This shows a possible progression from one job or position from any number of other jobs or positions within the Business Group. A career path must be based on either job progression or position progression; you cannot mix the two.

Carry Over

The amount of unused paid time off entitlement an employee brings forward from one accrual term to the next. It may be subject to an expiry date i.e. a date by which it must be used or lost.

See also: *Residual*, page Glossary-28

Cascade

A process managers at each level in a hierarchy use to allocate their own objectives to workers who report directly to them. This technique enables the allocation of enterprise objectives in some form to all workers.

Cash Analysis

A specification of the different currency denominations required for paying your employees in cash. Union contracts may require you to follow certain cash analysis rules.

Ceiling

The maximum amount of unused paid time off an employee can have in an accrual plan. When an employee reaches this maximum, he or she must use some accrued time before any more time will accrue.

Certification

Documentation required to enroll or change elections in a benefits plan as the result of a life event, to waive participation in a plan, to designate dependents for coverage, or to receive reimbursement for goods or services under an FSA.

Chief HR Officer

In DBI for HRMS the Chief HR Officer is the chief executive of the enterprise who can view the HR data at an enterprise-level.

Child/Family Support Payments

In Canada, these are payments withheld from an employee's compensation to satisfy a child or family support order from a Provincial Court. The employer is responsible for withholding and remitting the payments to the court named in the order.

Collective Agreement

A collective agreement is a form of contract between an employer or employer representative, for example, an employer federation, and a bargaining unit for example, a union or a union branch.

Collective Agreement Grade

Combination of information that allows you to determine how an employee is ranked or graded in a collective agreement.

Communications

Benefits plan information that is presented in some form to participants. Examples include a pre-enrollment package, an enrollment confirmation statement, or a notice of default enrollment.

Compensation

The pay you give to employees, including wages or salary, and bonuses.

See also: *Elements*, page Glossary-12

Compensation Object

For Standard and Advanced Benefits, compensation objects define, categorize, and help to manage the benefit plans that are offered to eligible participants. Compensation objects include programs, plan types, plans, options, and combinations of these entities.

Competency

Any measurable behavior required by an organization, job or position that a person may demonstrate in the work context. A competency can be a piece of knowledge, a skill, an attitude, or an attribute.

See also: *Unit Standard Competency*, page Glossary-33

Competency Assessment Template

The entity that configures the Competencies section of an appraisal.

See also: *Objective Assessment Template*, page Glossary-21

Competency Evaluation

A method used to measure an employees ability to do a defined job.

Competency Profile

Where you record applicant and employee accomplishments, for example, proficiency in a competency.

Competency Requirements

Competencies required by an organization, job or position.

See also: *Competency*, page Glossary-8, *Core Competencies*, page Glossary-9

Competency Type

A group of related competencies.

Configurable Business Rule

In HRMS position control and budgeting, predefined routines (also called process rules) that run when you apply an online transaction, and validate proposed changes to positions, budgets, or assignments. You set their default status level (typically Warning) to Warning, Ignore, or Error.

Configurable Forms

Forms that your system administrator can modify for ease of use or security purposes by means of Custom Form restrictions. The Form Customization window lists the forms and their methods of configuration.

Consideration

(iRecruitment) Consideration means that a decision is registered about a person in relation to a vacancy so that the person can be contacted.

Consolidation Set

A grouping of payroll runs within the same time period for which you can schedule reporting, costing, and post-run processing.

Contact

A person who has a relationship to an employee that you want to record. Contacts can be dependents, relatives, partners or persons to contact in an emergency.

Content

When you create a spreadsheet or word processing document using Web ADI, the content identifies the data in the document. Content is usually downloaded from the Oracle application database.

Contingent Worker

A worker who does not have a direct employment relationship with an enterprise and is typically a self-employed individual or an agency-supplied worker. The contingent worker is not paid via Oracle Payroll.

Contract

A contract of employment is an agreement between an employer and employee or potential employee that defines the fundamental legal relationship between an employing organization and a person who offers his or her services for hire. The employment contract defines the terms and conditions to which both parties agree and those that are covered by local laws.

Contribution

An employer's or employee's monetary or other contribution to a benefits plan.

Core Competencies

Also known as *Leadership Competencies* or *Management Competencies*. The competencies required by every person to enable the enterprise to meet its goals.

See also: *Competency*, page Glossary-8

Costable Type

A feature that determines the processing an element receives for accounting and costing purposes. There are four costable types in Oracle HRMS: costed, distributed costing, fixed costing, and not costed.

Costing

Recording the costs of an assignment for accounting or reporting purposes. Using Oracle Payroll, you can calculate and transfer costing information to your general ledger and into systems for project management or labor distribution.

Court Order

A ruling from a court that requires an employer to make deductions from an employee's salary for maintenance payments or debts, and to pay the sums deducted to a court or local authority.

See also: *Arrestment*, page Glossary-3

Credit

A part of the Qualifications Framework. The value a national qualifications authority assigns to a unit standard competence or a qualification. For example, one credit may represent 10 hours of study, a unit standard competence may equate to 5 credits, and a qualification may equate to 30 credits.

Criteria Salary Rate

Variable rate of pay for a grade, or grade step. Used by Grade/Step Progression.

Current Period of Service

An employee's period of service is current if their most recent hire date is on or before the effective date, and either the employee does not have a termination date for their latest employment, or their termination date is later than the effective date.

The table below provides an example using an effective date of 12 October 2004:

Effective Date	Hire Date	Termination Date	Current Period of Service?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Note: In Oracle HRMS an employee cannot transfer from one business group to another. To move from one business group to another, the business group they are leaving must terminate the employee, and the business group they are joining must re-hire the employee. Therefore the definition of period of service, above, does not take account of any service prior to the most recent business group transfer.

Current Period of Placement

A contingent worker's period of placement, page Glossary-23 is current if their most recent placement start date is on or before the effective date, and either the contingent worker does not have a placement end date for their latest placement or their placement end date is later than the effective date.

Effective Date	Place Date	End Placement Date	Current Period of Placement?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Database Item

An item of information in Oracle HRMS that has special programming attached, enabling Oracle FastFormula to locate and retrieve it for use in formulas.

Date Earned

The date the payroll run uses to determine which element entries to process. In North America (and typically elsewhere too) it is the last day of the payroll period being processed.

Date Paid

The effective date of a payroll run. Date paid dictates which tax rules apply and which tax period or tax year deductions are reported.

Date To and Date From

These fields are used in windows not subject to DateTrack. The period you enter in these fields remains fixed until you change the values in either field.

See also: *DateTrack*, page Glossary-11, *Effective Date*, page Glossary-12

DateTrack

When you change your effective date (either to past or future), DateTrack enables you to enter information that takes effect on your new effective date, and to review information as of the new date.

See also: *Effective Date*, page Glossary-12

Default Postings

(iRecruitment) Default text stored against business groups, organizations, jobs, and/or positions. The default postings are used to create job postings for a vacancy.

Department

In DBI for HRMS, the term Department has the same meaning as Organization.

Dependent

In a benefit plan, a person with a proven relationship to the primary participant whom the participant designates to receive coverage based on the terms of the plan.

Deployment Factors

See: *Work Choices*, page Glossary-34

Derived Factor

A factor (such as age, percent of fulltime employment, length of service, compensation level, or the number of hours worked per period) that is used in calculations to determine Participation Eligibility or Activity Rates for one or more benefits.

Descriptive Flexfield

A field that your organization can configure to capture additional information required by your business but not otherwise tracked by Oracle Applications.

See also: *Key Flexfield*, page Glossary-17

Developer Descriptive Flexfield

A flexfield defined by your localization team to meet the specific legislative and reporting needs of your country.

See also: *Extra Information Types*, page Glossary-14

Direct Deposit

The electronic transfer of an employee's net pay directly into the account(s) designated by the employee.

Discoverer Workbook

A grouping of worksheets. Each worksheet is one report.

Discoverer Worksheet

A single report within a workbook. A report displays the values of predefined criteria for analysis.

Distribution

Monetary payments made from, or hours off from work as allowed by, a compensation or benefits plan.

Download

The process of transferring data from the Oracle HRMS application to your desktop (the original data remains in the application database).

Effective Date

The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window.

See also: *DateTrack*, page Glossary-11

EIT

See: *Extra Information Type*, page Glossary-14

Electability

The process which determines whether a potential benefits participant, who has satisfied the eligibility rules governing a program, plan, or option in a plan, is able to elect benefits. Participants who are *eligible* for benefits do not always have *electable* benefit choices based on the rules established in a benefit plan design.

Element Classifications

These control the order in which elements are processed and the balances they feed. Primary element classifications and some secondary classifications are predefined by Oracle Payroll. Other secondary classifications can be created by users.

Element Entry

The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

See also: *Recurring Elements*, page Glossary-27, *Nonrecurring Elements*, page Glossary-20

Element Link

The association of an element to one or more components of an employee assignment. The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element.

See also: *Standard Link*, page Glossary-31

Elements

Components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

Element Set

A group of elements that you define to process in a payroll run, or to control access to compensation information from a configured form, or for distributing costs.

Eligibility

The process by which a potential benefits participant satisfies the rules governing whether a person can ever enroll in a program, plan, or option in a plan. A participant who is *eligible* for benefits must also satisfy *electability* requirements.

Employee

A worker who has a direct employment relationship with the employer. Employees are typically paid compensation and benefits via the employer's payroll application.

Employees have a system person type of Employee and one or more assignments with an assignment type of Employee.

Employee Histories

An SSHR function for an employee to view their Learning History, Job Application History, Employment History, Absence History, or Salary History. A manager can also use this function to view information on their direct reports.

Employment Category

A component of the employee assignment. Four categories are defined: Full Time - Regular, Full Time - Temporary, Part Time - Regular, and Part Time - Temporary.

Employment Equity Occupational Groups (EEOG)

In Canada, the Employment Equity Occupational Groups (EEOG) consist of 14 classifications of work used in the Employment Equity Report. The EEOGs were derived from the National Occupational Classification system.

Employment Insurance (EI)

Benefit plan run by the federal government to which the majority of Canadian employers and employees must contribute.

End Placement Date

DBI for HRMS uses this term to specifically refer to the contingent worker's most recent placement end date prior to the effective date.

Employment Insurance Rate

In Canada, this is the rate at which the employer contributes to the EI fund. The rate is expressed as a percentage of the employee's contribution. If the employer maintains an approved wage loss replacement program, they can reduce their share of EI premiums by obtaining a reduced contribution rate. Employers would remit payroll deductions under a different employer account number for employees covered by the plan.

Enrollment Action Type

Any action required to complete enrollment or de-enrollment in a benefit.

Entitlement

In Australia, this is all unused leave from the previous year that remains to the credit of the employee.

ESS

Employee Self Service. A predefined SSHR responsibility.

Event

An activity such as a training day, review, or meeting, for employees or applicants. Known as *class* in OLM.

Ex-Applicant

Someone who has previously applied for a vacancy or multiple vacancies, but all applications have ended, either because the applicant has withdrawn interest or they have been rejected. Ex-Applicants can still be registered users.

Expected Week of Childbirth (EWC)

In the UK, this is the week in which an employee's baby is due. The Sunday of the expected week of childbirth is used in the calculations for Statutory Maternity Pay (SMP).

Extra Information Type (EIT)

A type of developer descriptive flexfield that enables you to create an unlimited number of information types for six key areas in Oracle HRMS. Localization teams may also predefine some EITs to meet the specific legislative requirements of your country.

See also: *Developer Descriptive Flexfield*, page Glossary-11

Field

A view or entry area in a window where you enter, view, update, or delete information.

See also: *Block*, page Glossary-5, *Region*, page Glossary-27

Flex Credit

A unit of "purchasing power" in a flexible benefits program. An employee uses flex credits, typically expressed in monetary terms, to "purchase" benefits plans and/or levels of coverage within these plans.

Flexible Benefits Program

A benefits program that offers employees choices among benefits plans and/or levels of coverage. Typically, employees are given a certain amount of flex credits or moneys with which to "purchase" these benefits plans and/or coverage levels.

Flexible Spending Account

(FSA) Under US Internal Revenue Code Section 125, employees can set aside money on a pretax basis to pay for eligible unreimbursed health and dependent care expenses. Annual monetary limits and use-it-or-lose it provisions exist. Accounts are subject to annual maximums and forfeiture rules.

Form

A predefined grouping of functions, called from a menu and displayed, if necessary, on several windows. Forms have blocks, regions and fields as their components.

See also: *Block*, page Glossary-5, *Region*, page Glossary-27, *Field*, page Glossary-14

Format Mask

A definition of a person-name format. The format mask comprises standard name components, such as title, first name, and last name, in an order appropriate to its purpose and legislation.

Format Type

A format-mask classification that identifies the mask's purpose. Oracle HRMS defines the Full Name, Display Name, List Name, and Order Name format types. You can also define your own format types for use in custom code.

Full Time Equivalent (FTE)

A Workforce Measurement Type (WMT) that measures full time equivalent. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

Global Value

A value you define for any formula to use. Global values can be dates, numbers or text.

Goods or Service Type

A list of goods or services a benefit plan sponsor has approved for reimbursement.

Grade

A component of an employee's assignment that defines their level and can be used to control the value of their salary and other compensation elements.

Grade Comparatio

A comparison of the amount of compensation an employee receives with the mid-point of the valid values defined for his or her grade.

Grade Ladder

The key component of Grade/Step Progression. You use a grade ladder to categorize grades, to determine the rules for how an employee progresses from one grade (or step) to the next, and to record the salary rates associated with each grade or step on the ladder.

Grade Rate

A value or range of values defined as valid for a given grade. Used for validating employee compensation entries.

Grade Scale

A sequence of steps valid for a grade, where each step corresponds to one point on a pay scale. You can place each employee on a point of their grade scale and automatically increment all placements each year, or as required.

See also: *Pay Scale*, page Glossary-22

Grade Step

An increment on a grade scale. Each grade step corresponds to one point on a pay scale.

See also: *Grade Scale*, page Glossary-15

Grandfathered

A term used in Benefits Administration. A person's benefits are said to be grandfathered when a plan changes but they retain the benefits accrued.

Group

A component that you define, using the People Group key flexfield, to assign employees to special groups such as pension plans or unions. You can use groups to determine employees' eligibility for certain elements, and to regulate access to payrolls.

Group Certificate

In Australia, this is a statement from a legal employer showing employment income of an employee for the financial year..

Headcount(HEAD)

A Workforce Measurement Type (WMT) that measures headcount. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

HR Staff

In DBI for HRMS the HR Staff are people who work in the Human Resources role. Chief HR Officers can track the ratio of HR professionals to the number of workers in their enterprise.

DBI for HRMS uses the HRI_MAP_JOB_JOB_ROLE formula to categorize workers into HR staff and non-HR staff.

Headcount Activity

DBI for HRMS uses this term to mean all the gains and losses occurring in a manager's hierarchy during a reporting period.

Hierarchy

An organization or position structure showing reporting lines or other relationships. You can use hierarchies for reporting and for controlling access to Oracle HRMS information.

High Availability

iRecruitment functionality that enables enterprises to switch between two instances to continuously support the candidate job site.

Hire Date

In DBI for HRMS Hire Date is the employee's most recent hire date.

Imputed Income

Certain forms of indirect compensation that US Internal Revenue Service Section 79 defines as fringe benefits and taxes the recipient accordingly. Examples include employer payment of group term life insurance premiums over a certain monetary amount, personal use of a company car, and other non-cash awards.

Incumbent

See also: *Active Employee*, page Glossary-1

Info Online

A generic framework to integrate Oracle applications with partner applications, enabling users to access information from third-party providers, Metalink and Learning Management.

Initiator

In SSHR a person who starts a 360 Degree appraisal (Employee or Self) on an individual. An initiator and the appraisee are the only people who can see all appraisal information.

Input Values

Values you define to hold information about elements. In Oracle Payroll, input values are processed by formulas to calculate the element's run result. You can define up to fifteen input values for an element.

Instructions

An SSHR user assistance component displayed on a web page to describe page functionality.

Integrator

Defines all the information that you need to download or upload from a particular window or database view using Web ADI.

Interface

A Web ADI term for the item that specifies the columns to be transferred from the Oracle applications database to your desktop or vice versa.

Involuntary

Used in turnover to describe employees who have ceased employment with the enterprise not of their own accord, for example, through redundancy.

Job

A job is a generic role within a business group, which is independent of any single organization. For example, the jobs "Manager" and "Consultant" can occur in many organizations.

Job Posting

An advertisement for a specific vacancy. This is the public side of the vacancy for which a candidate would apply.

Key Flexfield

A flexible data field made up of segments. Each segment has a name you define and a set of valid values you specify. Used as the key to uniquely identify an entity, such as jobs, positions, grades, cost codes, and employee groups.

See also: *Descriptive Flexfield*, page Glossary-11

Key Performance Indicator (KPI)

Target values that you set for the performance of your enterprise. This value comes from the corresponding KPI Portlet/Report. You can configure the Performance Management Framework to send a notification when actual performance falls short of, or exceeds, the

target value. For example, you may configure the Performance Management Framework to send you a notification when workforce variance is greater than 10 percent, or when training success is below 50 percent.

Key Performance Indicator (KPI) Portlet/Report

Displays the executive summary of key measures such as total headcount and total salary.

Layout

Indicates the columns to be displayed in a spreadsheet or Word document created using Web ADI.

Learning Management

Oracle's enterprise learning management system that administers online and offline educational content.

Leave Loading

In Australia, an additional percentage amount of the annual leave paid that is paid to the employee.

Leaver's Statement

In the UK, this Records details of Statutory Sick Pay (SSP) paid during a previous employment (issued as form SSP1L) which is used to calculate a new employee's entitlement to SSP. If a new employee falls sick, and the last date that SSP was paid for under the previous employment is less than eight calendar weeks before the first day of the PIW for the current sickness, the maximum liability for SSP is reduced by the number of weeks of SSP shown on the statement.

Legal Employer

A business in Australia that employs people and has registered with the Australian Tax Office as a Group Employer.

Legal Entity

A legal entity represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer.

Life Event

A significant change in a person's life that results in a change in eligibility or ineligibility for a benefit.

Life Event Collision

A situation in which the impacts from multiple life events on participation eligibility, enrollability, level of coverage or activity rates conflict with each other.

Life Event Enrollment

A benefits plan enrollment that is prompted by a life event occurring at any time during the plan year.

Linked PIWs

In the UK, these are linked periods of incapacity for work that are treated as one to calculate an employee's entitlement to Statutory Sick Pay (SSP). A period of incapacity for

work (PIW) links to an earlier PIW if it is separated by less than the linking interval. A linked PIW can be up to three years long.

Linking Interval

In the UK, this is the number of days that separate two periods of incapacity for work. If a period of incapacity for work (PIW) is separated from a previous PIW by less than the linking interval, they are treated as one PIW according to the legislation for entitlement to Statutory Sick Pay (SSP). An employee can only receive SSP for the maximum number of weeks defined in the legislation for one PIW.

LMSS

Line Manager Self Service. A predefined SSHR responsibility.

Long Service Leave

Leave with pay granted to employees of a particular employer after a prescribed period of service or employment with that employer.

Lookup Types

Categories of information, such as nationality, address type and tax type, that have a limited list of valid values. You can define your own Lookup Types, and you can add values to some predefined Lookup Types.

Lower Earnings Limit (LEL)

In the UK, this is the minimum average weekly amount an employee must earn to pay National Insurance contributions. Employees who do not earn enough to pay National Insurance cannot receive Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP).

Manager

(iRecruitment) A manager accesses the iRecruitment system to document their hiring needs and conduct their recruiting activities online. Specifically, these activities include vacancy definition, searching for candidates, and processing applicants through the vacancy process.

DBI for HRMS counts a person as a manager if they supervise assignments (directly or through subordinates) for which the total headcount value is greater than zero at the effective date.

Manager-Employee Appraisal

Part of the SSHR Appraisal function. A manager appraisal of an employee. However, an appraising manager does not have to be a manager.

Mapping

If you are bringing in data from a text file to Oracle HRMS using a spreadsheet created in Web ADI, you need to map the columns in the text file to the application's tables and columns.

Maternity Pay Period

In the UK, this is the period for which Statutory Maternity Pay (SMP) is paid. It may start at any time from the start of the 11th week before the expected week of confinement and can continue for up to 18 weeks. The start date is usually agreed with the employee, but can start at any time up to the birth. An employee is not eligible to SMP for any week

in which she works or for any other reason for ineligibility, defined by the legislation for SMP.

Medicare Levy

An amount payable by most taxpayers in Australia to cover some of the cost of the public health system.

Menus

You set up your own navigation menus, to suit the needs of different users.

My Account

(iRecruitment) My Account is the total of either a candidate or applicant's personal and vacancy-specific information including the information needed to manage their progress through the recruitment process.

NACHA

National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.

National Identifier

This is the alphanumeric code that is used to uniquely identify a person within their country. It is often used for taxation purposes. For example, in the US it is the Social Security Number, in Italy it is the Fiscal Code, and in New Zealand it is the IRD Number.

National Occupational Classification (NOC) code

In Canada, the National Occupational Classification (NOC) System was developed to best reflect the type of work performed by employees. Occupations are grouped in terms of particular tasks, duties and responsibilities. The use of this standardized system ensures consistency of data from year to year within the same company as well as between companies. These codes are used in the Employment Equity Report.

Net Accrual Calculation

The rule that defines which element entries add to or subtract from a plan's accrual amount to give net entitlement.

Net Entitlement

The amount of unused paid time off an employee has available in an accrual plan at any given point in time.

Nonrecurring Elements

Elements that process for one payroll period only unless you make a new entry for an employee.

See also: *Recurring Elements*, page Glossary-27

North American Industrial Classification (NAIC) code

The North American Industrial Classification system (NAICs) was developed jointly by the US, Canada and Mexico to provide comparability in statistics regarding business activity across North America. The NAIC replaces the US Standard Industrial Classification (SIC) system, and is used in the Employment Equity Report.

Not in Program Plan

A benefit plan that you define outside of a program.

Objective Assessment Template

The entity that configures the Objectives section of the appraisal.

See also: **Competency Assessment Template**, page Glossary-8

Objectives Library

A collection of reusable objectives. HR Professionals can either create individual objectives in the Objectives Library or import them from an external source.

Off-Boarding

Descriptive term covering all HR processes and procedures involved in removing a worker from your organization, including termination, relocation, and long-term sickness.

OLM

Oracle Learning Management.

On-Boarding

Descriptive term covering all HR processes and procedures involved in hiring and integrating a worker in your organization, including recruitment, hiring, and orientation.

Online Analytical Processing (OLAP)

Analysis of data that reveals business trends and statistics that are not immediately visible in operational data.

Online Transactional Processing (OLTP)

The storage of data from day-to-day business transactions into the database that contains operational data.

Open Enrollment

A type of scheduled enrollment in which participants can enroll in or alter elections in one or more benefits plans.

Oracle FastFormula

Formulas are generic expressions of calculations or comparisons you want to repeat with different input values. With Oracle FastFormula you can write formulas using English words and basic mathematical functions. The output of FastFormulas is fed back into reports.

Organization

A required component of employee assignments. You can define as many organizations as you want within your Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. You can structure your organizations into organizational hierarchies for reporting purposes and for system access control.

Organization Manager Hierarchy

An HRMS structure that contains supervisors and subordinates on a reporting chain who also own organizations. HRMS uses this hierarchy to filter the information you display in report modules, such as the Daily Business Intelligence Workforce Budget Management dashboard, to include only managers who own organizations.

OSSWA

Oracle Self Service Web Applications.

Outcome

For a unit standard competence, a behavior or performance standard associated with one or more assessment criteria. A worker achieves a unit standard competence when they achieve all outcomes for that competence.

Overrides

You can enter overrides for an element's pay or input values for a single payroll period. This is useful, for example, when you want to correct errors in data entry for a nonrecurring element before a payroll run.

Parameter Portlet

A portlet in which you select a number of parameters that may affect all your portlets on your page. These may include an effective date, the reporting period, the comparison type, the reporting manager, and the output currency for your reports. The parameter portlet is usually available at the top of the portal page.

Pattern

A pattern comprises a sequence of time units that are repeated at a specified frequency. The Statutory Absence Payments (UK) feature, uses SSP qualifying patterns to determine employees entitlement to Statutory Sick Pay (SSP).

Pattern Time Units

A sequence of time units specifies a repeating pattern. Each time unit specifies a time period of hours, days or weeks.

Pay Scale

A set of progression points that can be related to one or more rates of pay. Employee's are placed on a particular point on the scale according to their grade and, usually, work experience.

See also: *Grade Scale*, page Glossary-15

Pay Value

An amount you enter for an element that becomes its run item without formula calculations.

See also: *Input Values*, page Glossary-17

Payment Type

There are three standard payment types for paying employees: check, cash and direct deposit. You can define your own payment methods corresponding to these types.

Payroll

A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

Payroll Reversal

A payroll reversal occurs when you reverse a payroll run for a single employee, in effect cancelling the run for this employee.

Payroll Rollback

You can schedule a payroll rollback when you want to reverse an entire payroll run, cancelling out all information processed in that run. To preserve data integrity, you can roll back only one payroll at a time, starting with the one most recently run.

Payroll Run

The process that performs all the payroll calculations. You can set payrolls to run at any interval you want.

People List

An SSHR line manager utility used to locate an employee.

Performance Management Framework (PMF)

A business intelligence tool used to alert users to exceptional circumstances, as defined by KPIs. When a particular factor measured by HRMSi goes beyond a threshold chosen by the user, the system sends the user a workflow notification.

Performance Management Plan

The entity that defines the performance-management process for a specified period. A component of the Workforce Performance Management function.

Performance Management Viewer (PMV)

A reporting tool that displays the report that corresponds to one or more PMF targets.

Period of Incapacity for Work (PIW)

In the UK, this is a period of sickness that lasts four or more days in a row, and is the minimum amount of sickness for which Statutory Sick Pay can be paid. If a PIW is separated by less than the linking interval, a linked PIW is formed and the two PIWs are treated as one.

Period of Placement

The period of time a contingent worker spends working for an enterprise. A contingent worker can have only one period of placement at a time; however, a contingent worker can have multiple assignments during a single period of placement.

Period Type

A time division in a budgetary calendar, such as week, month, or quarter.

Personal Public Service Number (PPS)

The Irish equivalent to National Insurance number in the UK, or the Social Security number in the US.

Personal Tax Credits Return (TD1)

A Revenue Canada form which each employee must complete. Used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount to withhold from the employee's wages for federal/provincial taxes.

Person Search

An SSHR function which enables a manager to search for a person. There are two types of search, Simple and Advanced.

Person Type

There are eight system person types in Oracle HRMS. Seven of these are combinations of employees, ex-employees, applicants, and ex-applicants. The eighth category is 'External'. You can create your own user person types based on the eight system types.

Personal Scorecard

A collection of objectives for a single worker arising from a single Performance Management Plan.

Personnel Actions

Personnel actions is a public sector term describing business processes that define and document the status and conditions of employment. Examples include hiring, training, placement, discipline, promotion, transfer, compensation, or termination. Oracle HRMS uses the term *self-service actions* synonymously with this public sector term. Oracle Self Service Human Resources (SSHR) provides a configurable set of tools and web flows for initiating, updating, and approving self-service actions.

Plan Design

The functional area that allows you to set up your benefits programs and plans. This process involves defining the rules which govern eligibility, available options, pricing, plan years, third party administrators, tax impacts, plan assets, distribution options, required reporting, and communications.

Plan Sponsor

The legal entity or business responsible for funding and administering a benefits plan. Generally synonymous with employer.

Placement Start Date

In DBI for HRMS Placement Date is the contingent worker's most recent start date prior to the effective date.

Position

A specific role within the Business Group derived from an organization and a job. For example, you may have a position of Shipping Clerk associated with the organization Shipping and the job Clerk.

Predefined Components

Some elements and balances, all primary element classifications and some secondary classifications are defined by Oracle Payroll to meet legislative requirements, and are supplied to users with the product. You cannot delete these predefined components.

Process Rule

See Configurable Business Rules, page Glossary-8

Professional Information

An SSHR function which allows an employee to maintain their own professional details or a line manager to maintain their direct reports professional details.

Proficiency

A worker's perceived level of expertise in a competency, in the opinion of an assessor, over a given period. For example, a worker may demonstrate the communication competency at Novice or Expert level.

Progression Point

A pay scale is calibrated in progression points, which form a sequence for the progression of employees up the pay scale.

See also: *Pay Scale*, page Glossary-22

Prospect Pool

(iRecruitment) The prospect pool contains all registered users who have given permission for their information to be published.

Provincial/Territorial Employment Standards Acts

In Canada, these are laws covering minimum wages, hours of work, overtime, child labour, maternity, vacation, public/general holidays, parental and adoption leave, etc., for employees regulated by provincial/territorial legislation.

Provincial Health Number

In Canada, this is the account number of the provincially administered health care plan that the employer would use to make remittances. There would be a unique number for each of the provincially controlled plans i.e. EHT, Quebec HSF, etc.

PTO Accrual Plan

A benefit in which employees enroll to entitle them to accrue and take paid time off (PTO). The purpose of absences allowed under the plan, who can enroll, how much time accrues, when the time must be used, and other rules are defined for the plan.

QPP

(See Canada/Quebec Pension Plan)

QA Organization

Quality Assurance Organization. Providers of training that leads to Qualifications Framework qualifications register with a QA Organization. The QA Organization is responsible for monitoring training standards.

Qualification Type

An identified qualification method of achieving proficiency in a competence, such as an award, educational qualification, a license or a test.

See also: *Competence*, page Glossary-8

Qualifications Framework

A national structure for the registration and definition of formal qualifications. It identifies the unit standard competencies that lead to a particular qualification, the awarding body, and the field of learning to which the qualification belongs, for example.

Qualifying Days

In the UK, these are days on which Statutory Sick Pay (SSP) can be paid, and the only days that count as waiting days. Qualifying days are normally work days, but other days may be agreed.

Qualifying Pattern

See: *SSP Qualifying Pattern*, page Glossary-30

Qualifying Week

In the UK, this is the week during pregnancy that is used as the basis for the qualifying rules for Statutory Maternity Pay (SMP). The date of the qualifying week is fifteen weeks before the expected week of confinement and an employee must have been continuously employed for at least 26 weeks continuing into the qualifying week to be entitled to SMP.

Quebec Business Number

In Canada, this is the employer's account number with the Ministère du Revenu du Québec, also known as the Quebec Identification number. It consists of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Questionnaire

An SSHR function which records the results of an appraisal.

QuickPaint Report

A method of reporting on employee and applicant assignment information. You can select items of information, paint them on a report layout, add explanatory text, and save the report definition to run whenever you want.

See also: *Assignment Set*, page Glossary-4

QuickPay

QuickPay allows you to run payroll processing for one employee in a few minutes' time. It is useful for calculating pay while someone waits, or for testing payroll formulas.

Ranking

(iRecruitment) A manually entered value to indicate the quality of the applicant against other applicants for a specific vacancy.

Rates

A set of values for employee grades or progression points. For example, you can define salary rates and overtime rates.

Rating Scale

Used to describe an enterprise's competencies in a general way. You do not hold the proficiency level at the competence level.

Record of Employment (ROE)

A Human Resources Development Canada form that must be completed by an employer whenever an interruption of earnings occurs for any employee. This form is necessary to claim Employment Insurance benefits.

Recruitment Activity

An event or program to attract applications for employment. Newspaper advertisements, career fairs and recruitment evenings are all examples of recruitment activities. You can group several recruitment activities together within an overall activity.

Recurring Elements

Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links.

See also: *Nonrecurring Elements*, page Glossary-20, *Standard Link*, page Glossary-31

Referenced Rule

In HRMS budgeting, any predefined configurable business rule in the Assignment Modification, Position Modification, or Budget Preparation Categories you use as the basis for defining a new rule.

See Configurable Business Rules, page Glossary-8

Region

A collection of logically related fields in a window, set apart from other fields by a rectangular box or a horizontal line across the window.

See also: *Block*, page Glossary-5, *Field*, page Glossary-14

Registered Pension Plan (RPP)

This is a pension plan that has been registered with Revenue Canada. It is a plan where funds are set aside by an employer, an employee, or both to provide a pension to employees when they retire. Employee contributions are generally exempt from tax.

Registered Retirement Savings Plan (RRSP)

This is an individual retirement savings plan that has been registered with Revenue Canada. Usually, contributions to the RRSP, and any income earned within the RRSP, is exempt from tax.

Registered User

(iRecruitment) A person who has registered with the iRecruitment site by entering an e-mail address and password. A registered user does not necessarily have to apply for jobs.

Report Parameters

Inputs you make when submitting a report to control the sorting, formatting, selection, and summarizing of information in the report.

Report Set

A group of reports and concurrent processes that you specify to run together.

Requisition

The statement of a requirement for a vacancy or group of vacancies.

Request Groups

A list of reports and processes that can be submitted by holders of a particular responsibility.

See also: *Responsibility*, page Glossary-28

Residual

The amount of unused paid time off entitlement an employee loses at the end of an accrual term. Typically employees can carry over unused time, up to a maximum, but they lose any residual time that exceeds this limit.

See also: *Carry Over*, page Glossary-6

Responsibility

A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.

See also: *Security Profile*, page Glossary-29, *User Profile Options*, page Glossary-33, *Request Groups*, page Glossary-28, *Security Groups*, page Glossary-28

Resume

A document that describes the experience and qualifications of a candidate.

RetroPay

A process that recalculates the amount to pay an employee in the current period to account for retrospective changes that occurred in previous payroll periods.

Retry

Method of correcting a payroll run or other process *before* any post-run processing takes place. The original run results are deleted and the process is run again.

Revenue Canada

Department of the Government of Canada which, amongst other responsibilities, administers, adjudicates, and receives remittances for all taxation in Canada including income tax, Employment Insurance premiums, Canada Pension Plan contributions, and the Goods and Services Tax (legislation is currently proposed to revise the name to the Canada Customs and Revenue Agency). In the province of Quebec the equivalent is the Ministère du Revenu du Québec.

Reversal

Method of correcting payroll runs or QuickPay runs *after* post-run processing has taken place. The system replaces positive run result values with negative ones, and negative run result values with positive ones. Both old and new values remain on the database.

Reviewer (SSHR)

A person invited by an appraising manager to add review comments to an appraisal.

RIA

Research Institute of America (RIA), a provider of tax research, practice materials, and compliance tools for professionals, that provides U.S. users with tax information.

Rollback

Method of removing a payroll run or other process *before* any post-run processing takes place. All assignments and run results are deleted.

Rollup

An aggregate of data that includes subsidiary totals.

Run Item

The amount an element contributes to pay or to a balance resulting from its processing during the payroll run. The Run Item is also known as calculated pay.

Salary Basis

The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

Salary Rate

The rate of pay associated with a grade or step. Used by Grade/Step Progression.

Scheduled Enrollment

A benefits plan enrollment that takes place during a predefined enrollment period, such as an open enrollment. Scheduled enrollments can be administrative, open, or unrestricted.

Search by Date

An SSHR sub-function used to search for a Person by Hire date, Application date, Job posting date or search by a Training event date.

Security Group

Security groups enable HRMS users to partition data by Business Group. Only used for Security Groups Enabled security.

See also: *Responsibility*, page Glossary-28, *Security Profile*, page Glossary-29, *User Profile Options*, page Glossary-33

Security Groups Enabled

Formerly known as Cross Business Group Responsibility security. This security model uses security groups and enables you to link one responsibility to many Business Groups.

Security Profile

Security profiles control access to organizations, positions and employee and applicant records within the Business Group. System administrators use them in defining users' responsibilities.

See also: *Responsibility*, page Glossary-28

Self Appraisal

Part of the SSHR Appraisal function. This is an appraisal undertaken by an employee to rate their own performance and competencies.

Separation Category

See also: *termination category*, page Glossary-32

Site Visitor

(iRecruitment) A person who navigates to the iRecruitment web site and may view job postings. This person has not yet registered or logged in to the iRecruitment system. This individual may search for postings on the web site and also has the ability to log in or register with the iRecruitment site.

SMP

See: *Statutory Maternity Pay*, page Glossary-31

Social Insurance Number (SIN)

A unique number provided by Human Resources Development Canada (HRDC) to each person commencing employment in Canada. The number consists of 9 digits in the following format (###-###-###).

Source Deductions Return (TP 1015.3)

A Ministere du Revenu du Quebec form which each employee must complete. This form is used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount of provincial tax to withhold from the employee's wages.

Special Information Types

Categories of personal information, such as skills, that you define in the Personal Analysis key flexfield.

Special Run

The first run of a recurring element in a payroll period is its normal run. Subsequent runs in the same period are called special runs. When you define recurring elements you specify Yes or No for special run processing.

SSHR

Oracle Self-Service Human Resources. An HR management system using an intranet and web browser to deliver functionality to employees and their managers.

SSP

See: *Statutory Sick Pay*, page Glossary-31

SSP Qualifying Pattern

In the UK, an SSP qualifying pattern is a series of qualifying days that may be repeated weekly, monthly or some other frequency. Each week in a pattern must include at least one qualifying day. Qualifying days are the only days for which Statutory Sick Pay (SSP) can be paid, and you define SSP qualifying patterns for all the employees in your organization so that their entitlement to SSP can be calculated.

Standard HRMS Security

The standard security model. Using this security model you must log on as a different user to see a different Business Group.

Standard Link

Recurring elements with standard links have their element entries automatically created for all employees whose assignment components match the link.

See also: *Element Link*, page Glossary-12, *Recurring Elements*, page Glossary-27

Statement of Commissions and Expenses for Source Deduction Purposes (TP 1015.R.13.1)

A Ministere du Revenu du Quebec form which allows an employee who is paid partly or entirely by commissions to pay a constant percentage of income tax based on his or her estimated commissions for the year, less allowable business expenses.

Statement of Earnings (SOE)

A summary of the calculated earnings and deductions for an assignment in a payroll period.

Statement of Remuneration and Expenses (TD1X)

In Canada, the Statement of Remuneration and Expenses allows an employee who is paid partly or entirely by commission to pay a constant percentage of income tax, based on his or her estimated income for the year, less business-related expenses.

Statutory Adoption Pay

In the UK, Statutory Adoption Pay (SAP) is payable to a person of either sex with whom a child is, or is expected to be, placed for adoption under UK law.

Statutory Maternity Pay

In the UK, you pay Statutory Maternity Pay (SMP) to female employees who take time off work to have a baby, providing they meet the statutory requirements set out in the legislation for SMP.

Statutory Sick Pay

In the UK, you pay Statutory Sick Pay (SSP) to employees who are off work for four or more days because they are sick, providing they meet the statutory requirements set out in the legislation for SSP.

Statutory Paternity Pay

In the UK, Statutory Paternity Pay Birth (SPPB) is payable to a person supporting the mother at the time of birth. In cases of adoption, the primary carer receives Statutory Adoption Pay, while the secondary carer receives Statutory Paternity Pay Adoption (SPPA).

Student Employee

A student who is following a work-study program. Student employees have HRMS person records (of system type Employee) so that you can include them in your payroll.

Succession Planning

An SSHR function which enables a manager to prepare a succession plan.

Suitability Matching

An SSHR function which enables a manager to compare and rank a persons competencies.

Superannuation Guarantee

An Australian system whereby employers are required to contribute a percentage of an eligible employee's earnings to a superannuation fund to provide for their retirement.

Supplier

An internal or external organization providing contingent workers for an organization. Typically suppliers are employment or recruitment agencies.

Supporting Objective

An objective aligned with another objective. Supporting objectives contribute to the achievement of the objectives they support.

Tabbed Regions

Parts of a window that appear in a stack so that only one is visible at any time. You click on the tab of the required region to bring it to the top of the stack.

Task Flows

A sequence of windows linked by buttons to take you through the steps required to complete a task, such as hiring a new recruit. System administrators can create task flows to meet the needs of groups of users.

Tax Point

The date from which tax becomes payable.

Template Letter

Form letter or skeleton letter that acts as the basis for creating mail merge letters. The template letter contains the standard text, and also contains field codes, which are replaced by data from the application during the mail merge process.

Terminating Employees

You terminate an employee when he or she leaves your organization. Information about the employee remains on the system but all current assignments are ended.

Termination Category

When employees leave an enterprise, the decision is either made by the employee or by the enterprise. When the decision is made by the employee the termination is Voluntary. When the decision is made by the enterprise, the termination is Involuntary.

DBI for HRMS uses a formula to determine which category each termination belongs to, based on the associated leaving reason.

HRMSi elsewhere refers to Termination Category as Separation Category.

Termination Date

DBI for HRMS uses this term to specifically refer to the employee's most recent termination date prior to the effective date.

Termination Rule

Specifies when entries of an element should close down for an employee who leaves your enterprise. You can define that entries end on the employee's actual termination date or remain open until a final processing date.

Tips

An SSHR user assistance component that provides information about a field.

Transcensive

A third-party compensation management solutions provider, that provides additional information about benefits choices.

Unit Standard

A nationally registered document that describes a standard of performance. The standard is typically defined and maintained by industry representatives.

Unit Standard Competency

A competency that is defined in a Unit Standard and linked to a Qualifications Framework qualification.

Upload

The process of transferring the data from a spreadsheet on your desktop, created using Web ADI, back to the Oracle HRMS application.

User Assistance Components

SSHR online help comprising tips and instructions.

User Balances

Users can create, update and delete their own balances, including dimensions and balance feeds.

See also: *Balances*, page Glossary-5

User Profile Options

Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements.

See also: *Responsibility*, page Glossary-28, *Security Profile*, page Glossary-29

User-based Security

With this type of security, the application generates the security permissions for a current user when that user logs on to a system. The system uses the security profile (can be position, supervisor, or organization-based, for example) to generate security permissions for the current user, for example, based on the user's position. An alternative to user-based security is a security profile with defined security rules, for example, to specify that the top-level position for a position-based security profile is Position A, irrespective of the current user's position.

View

An example of an interface that you can use to download data from the Oracle HRMS application to a spreadsheet using Web ADI.

Viewer (SSHR)

A person with view only access to an appraisal. An appraising manager or an employee in a 360 Degree Self appraisal can appoint view only access to an appraisal.

Viewer (Web ADI)

A desktop application, such as a spreadsheet or word processing tool, that you use to view the data downloaded from Oracle HRMS via Web ADI.

Voluntary

Term used in turnover to describe employees who have ceased employment with the enterprise of their own accord, for example, by resigning.

Waiting Days

In the UK, statutory Sick Pay is not payable for the first three qualifying days in period of incapacity for work (PIW), which are called waiting days. They are not necessarily the same as the first three days of sickness, as waiting days can be carried forward from a previous PIW if the linking interval between the two PIWs is less than 56 days.

WCB Account Number

In Canada, this is the account number of the provincially administered Worker's Compensation Board that the employer would use to make remittances. There would be a unique number for each of the provincially controlled boards i.e. Workplace Safety & Insurance Board of Ontario, CSST, etc.

Work Choices

Also known as Work Preferences, Deployment Factors, or Work Factors. These can affect a person's capacity to be deployed within an enterprise, such willingness to travel or relocate. You can hold work choices at both job and position level, or at person level.

Worker

An employee, page Glossary-13 or a contingent worker, page Glossary-9

In DBI for HRMS workers are employees and contingent workers who report to the selected manager.

Worker's Compensation Board

In Canada, this is a provincially governed legislative body which provides benefits to employees upon injury, disability, or death while performing the duties of the employer. Worker's Compensation Board premiums are paid entirely by the employer.

Workflow

An Oracle application which uses charts to manage approval processes and in addition is used in SSHR to configure display values of sections within a web page and instructions.

Workforce Measurement Type (WMT)

Groups of different units combined to measure the workforce. The most common units are headcount and full time equivalent.

Workforce Measurement Value (WMV)

A WMT value, for example, headcount or FTE.

Workforce Performance Management

The Oracle HRMS functions that support enterprise-directed objective setting, management, and assessment.

Work Structures

The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.

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