

Training

# ORACLE HCM | RECRUITING

ABTIO  
ORACLE | Partner

Talent Pool

Icon representing a group of people.

JOB REQUISITIONS

Icon representing a briefcase.

Icon representing a group of people.

TALENT SOURCING

Icon representing a person with a magnifying glass.

Icons for LinkedIn and other social media.

CANDIDATE PROFILE

OVERVIEW

12 SOURCED

45 SCREENING

28 INTERVIEW

8 OFFER

3 HIRED

Icon representing a person.

SCREENING

Icon representing a checklist.

INTERVIEW STAGES

Icon representing a calendar.

TOP ROLES

Icon representing a list of roles.

RECRUITING ANALYTICS

Icon representing a donut chart, line graph, and bar chart.

HIRING MANAGER

Icon representing a person in a suit.

COLLABORATION

Icon representing a group of people.

APPROVALS

Icon representing a shield and checkmarks.

OFFER

Icon representing a document with a checkmark.

HIRED

Icon representing a person with a checkmark.

SOURCE EFFECTIVENESS

Icon representing LinkedIn.

TIME TO HIRE

Icon representing a clock.

32

DIVERSITY INSIGHTS

Icon representing a pie chart.

Course plan

# Our program

Based on our experience in **Oracle HCM Cloud**, ABTIO has developed the following **training program** with a **practical approach, content tailored to each team's profile, and flexible delivery options.**

Our programs combine **functional understanding, operational use of the tool** and **best practices** so that each training session has a **real impact on daily management.**



# About Oracle HCM Recruiting

Oracle Recruiting **supports the talent attraction and selection process from requisition creation through candidate management and offers.**

The module helps **organize the recruiting cycle, provide visibility into each stage of the process, support collaboration between recruiters and hiring managers, and improve traceability across job openings, applications, candidate progress and selection decisions.**

It also integrates with Oracle HCM Cloud, **connecting the recruiting process with the organizational structure, internal roles and information required to move forward with hiring.**



# Training Objectives

By the end of the training, participants will be able to:

- **Understand the end-to-end Oracle Recruiting process.**
- **Identify the roles involved** in the recruiting process.
- **Create and manage requisitions** according to the defined operating model.
- **Understand approval flows** and their relationship with business operations.
- **Define posting criteria** and **understand the use of career sites.**
- **Analyze the candidate journey** from **application to selection.**
- **Understand candidate progression** through **phases and states.**
- **Understand the fundamentals of offer management.**
- **Apply best practices** to **operate** with **greater structure, visibility** and **control.**



# Who is it intended for?

This training is intended for **teams that need to understand, operate, implement or support Oracle Recruiting** within **talent acquisition and selection processes**. Primarily aimed at:

- **Functional and technical consultants** who need to implement, configure, or support the module.
- **Compensation and HR administration teams** involved in salary review processes.
- **Key users** who participate in the operation and monitoring of compensation cycles.
- **Functional administrators** who need to understand operational and control tasks.
- **Managers or business stakeholders** who need to review reports and monitor process results.



# Agenda

## Module 1. Introduction to Oracle Recruiting

- What Oracle Recruiting solves.
- Relationship with Oracle HCM Cloud and HR processes.
- End-to-end process scope: requisitions, postings, candidates, selection and offers.
- Key roles in the process: recruiter, hiring manager, candidate and administrator.
- Best practices for understanding the operating model before starting configuration or day-to-day operation.

## Module 2. Operating model and organizational context

- What the operating model means within the recruiting process.
- Relationship between organizational structure, jobs, areas and hiring needs.
- Functional criteria to structure the selection process.
- Participants, responsibilities and control points.
- Best practices to align module operation with the organization's internal processes.



## Module 3. Requisitions and approval flows

- What requisitions are in Oracle Recruiting.
- Creating and managing requisitions.
- Key information required to start a search.
- Relationship between requisitions, approvals and hiring strategy.
- Best practices to ensure consistency, traceability and control at the beginning of the process.

## Module 4. Postings and career sites

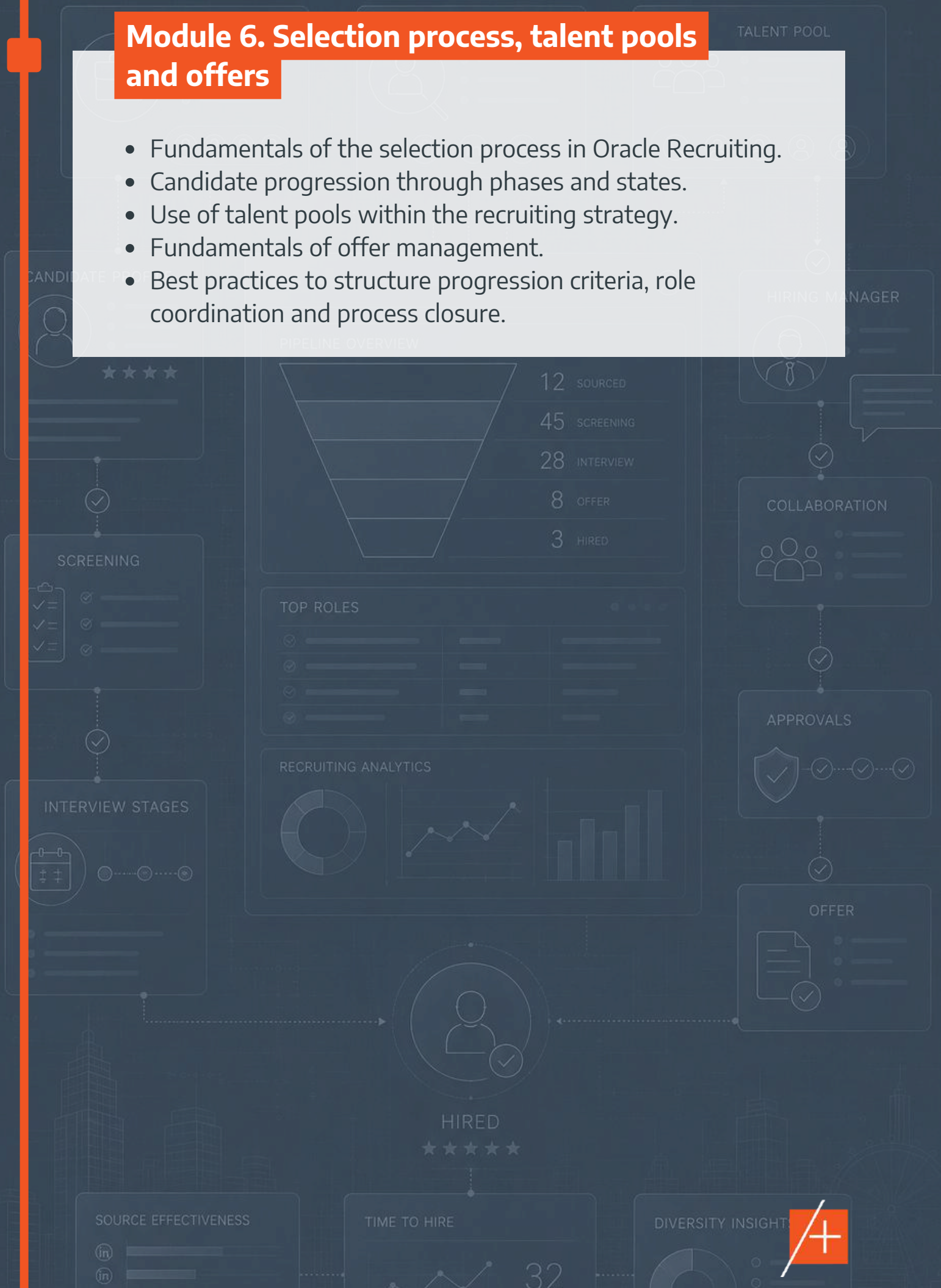
- Requisition posting strategies.
- Relationship between requisitions, posting channels and career sites.
- Visibility of opportunities for internal and external candidates.
- Functional considerations to improve the application experience.
- Best practices to keep postings clear, organized and aligned with the process.

## Module 5. Candidate experience and application management

- Candidate journey throughout the application process.
- Data capture, attachments and questionnaires.
- Relationship between forms, candidate information and recruiter review.
- Application tracking and process status visibility.
- Best practices to ensure clarity, control and traceability in candidate management.

## Module 6. Selection process, talent pools and offers

- Fundamentals of the selection process in Oracle Recruiting.
- Candidate progression through phases and states.
- Use of talent pools within the recruiting strategy.
- Fundamentals of offer management.
- Best practices to structure progression criteria, role coordination and process closure.



# Formats

Language

Spanish / English

Format

Remote (Max. 30 people) / In person (Max. 15 people)

Level

Beginner / Intermediate

Duration

8 hours

Outline

2 short sessions / 1 intensive session

Content

Standard / Customized

We can **tailor** this training to each organization's specific needs, taking into account its **level of maturity, current processes, active modules** and **specific use cases**. The content can focus on **day-to-day operations, occupancy management, space analysis** or **scenarios involving growth and reorganization**.



# Requirements

No mandatory prior knowledge is required. To make the most of the training, it is recommended to have:

- General understanding of the organization's selection process.
- Prior experience with Oracle Global HCM is recommended.
- Access to a practice environment to review requisitions, postings and candidates.
- User profile enabled according to each participant's role.
- Prior definition of the functional scope, when customized training is required.



# Why choose ABTIO?

At ABTIO, we have **over 25 years of experience** and a **team** of functional, technical and technology professionals **specialized in Oracle solutions.**

Our training programs are designed to help your organization achieve:

- **A clearer understanding** of the **end-to-end Oracle Recruiting process.**
- **Greater adoption** of the module by recruiters, hiring managers and key users.
- **More structure and traceability** in requisition and candidate management.
- **Clearer criteria** to operate postings, phases, states and offers.
- **A practical view** that connects day-to-day recruiting operations with the functional logic of Oracle HCM.



# Book your training

Ready to train your team?

Contact us to book **Oracle HCM | Recruiting training** tailored to your organization's needs.

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