Oracle Recruiting Process

Department Creates Requisition & Submits to HR for Approval

HR Approves of Requisition

Department Moves the Requisition to Posting (Internal & External)

Department uses Interactions and Phases to Screen Candidates

Department Selects Candidate They Wish to Hire. Department will "Move Application".

Department will use the comment box to inform HR of the following information:

- Starting Rate of Pay
- Estimated Hire Date
- New Hire/ Rehire
- Drug screen: yes/no
- Background: yes/no
- R&B: CDL vs. Non-CDL

HR will use this information to Create and Extend the job offer

CDL

HR will contact Risk Mgmt. to begin all screening processes when the offer is extended

Non-CDL

HR will begin drug screening process at the department's request

After Candidate Accepts the Job Offer AND all Screening is Passed, HR will "Move [Candidate] to HR" (this is what puts the candidate on the court's agenda for approval)