

# Recruiting in Oracle

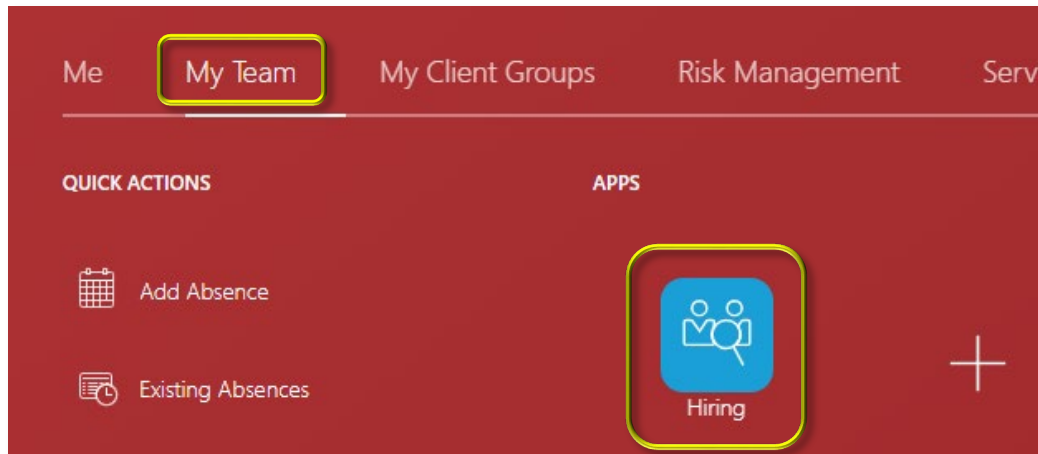


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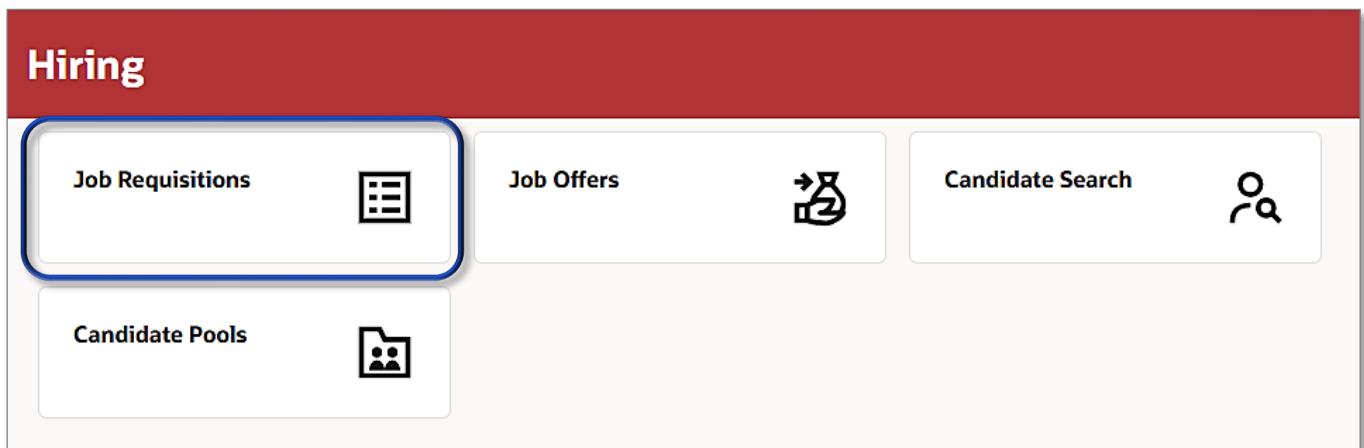
|                                   |    |
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## Entering a Job Requisition

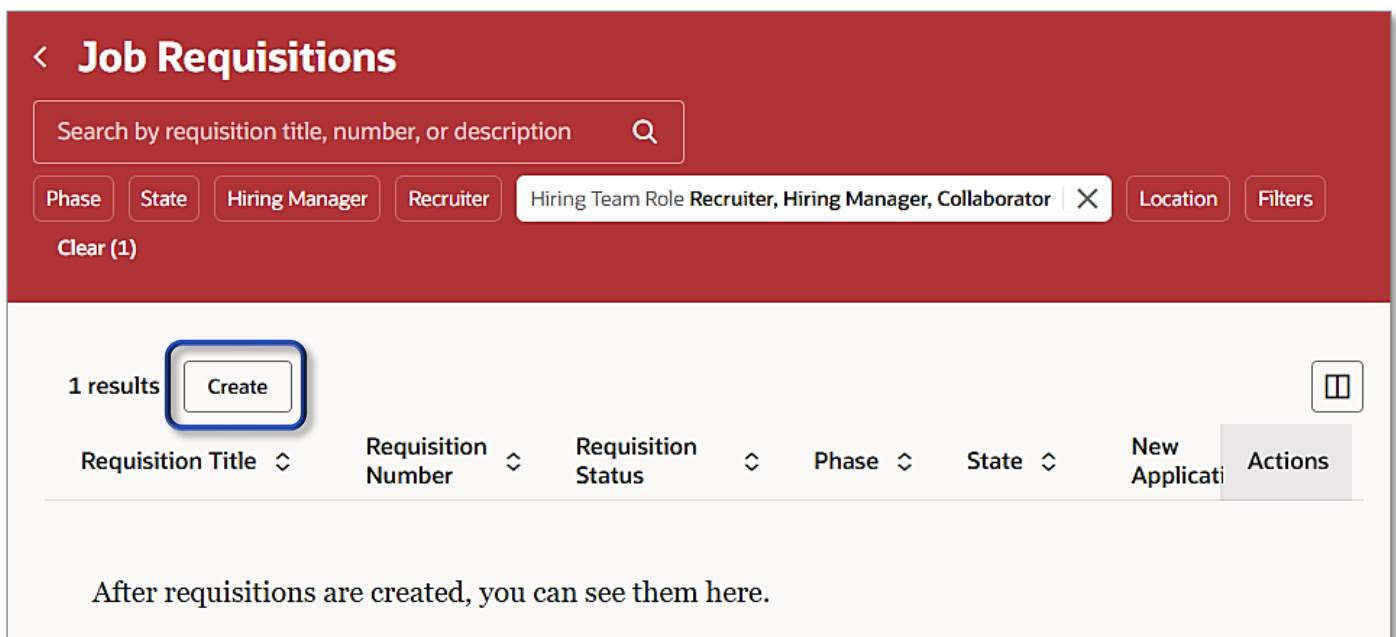
From the Home screen of Oracle, go to **My Team – Hiring**.



Now click **Job Requisitions**.



Click **Create**.



In the **How to Start** section, select **Standard** for the **Requisition Type** (a below). In the **Create Requisition Using** field (b below), select **Position**. Then select your **Business Unit** (c below).

### New Job Requisition

## How to start

Requisition Type  
Standard

a

Create Requisition Using  
Position

b

Business Unit  
Brazos County

c

Position

Required

1 | 11

How to start

Basic info

Hiring team

Next click the **Position** field (see star below). Start typing the name of the position into the field, then select it from the choices. Then hit **Continue**.

### New Job Requisition

## How to start

Requisition Type  
Standard

Business Unit  
Brazos County

Name
Code
Job

Assistant **Network** Administrator - IT - 1
B1219-1
Assistant **Network** Admin - IT

Assistant **Network** Administrator - IT - 3
B1219-3
Assistant **Network** Admin - IT

**Network** Technician - IT - 3
B1231-3
**Network** Technician I - IT

Senior **Network** Administrator - IT
R1213-1
Senior **Network** Administrator - IT

Position  
network

★

Required

Cancel

Save and Close

Continue

Submit

Hiring team

Requisition structure

Details

Posting description

Page | 4

In the **Basic info** section, just click **Continue** (circled below).

## Basic info

Requisition Type  
Standard

Requisition Title  
Network Technician - IT - 3

Position  
Network Technician - IT - 3 (B1231-3)

Languages  
American English (Default) x

Opening Type  
☒ Limited  
Number of Openings  
1  
☐ Unlimited

Last updated 2 minutes ago

Cancel

Save and Close

Continue

Submit

2 | 11

Basic info

Hiring team

Requisition structure

Details

Posting description

Offer info

Attachments

Configuration

Prescreening questions

Interview questionnaires

In the next section, click into the **Hiring Manager** field and begin typing the first or last name of whomever will make the decision on the hire (if that's you, type in your name), then select the correct name from the list.

## Hiring team

Hiring Manager  
holland

Recruiter  
Deyanira Garcia

| Name                       | Business Title                               | Work Email                      | Person Number |
|----------------------------|----------------------------------------------|---------------------------------|---------------|
| William <b>Holland</b> Jr. | Services Manager - IT                        | bholland@brazoscountytexas.gov  | 4363          |
| Raigan <b>Holland</b>      | Basic Supervision - Full Time - Hourly       | RHolland-Williams@brazoscou...  | 21643         |
| Dennis Hollas              | Election Worker - Elections Administrator    |                                 | 23636         |
| Kimberly Galland           | Election Worker - Elections Administrator    |                                 | 22839         |
| Roland Villalpando         | Light Equipment Operator I - Road and Bridge | Roland.Villalpando@brazoscou... | 11143         |

3 | 11

Basic info

After selecting the hiring manager, *if anyone else needs to be in the loop on this hire*, you can hit **Add** (see arrow below) to add another collaborator (and type their name into the new field added to select them). Then click **Continue** (circled below).

**Hiring team**

Hiring Manager  
William Holland Jr.

Recruiter  
Deyanira Garcia

Collaborator Type

**Collaborator**

+ Add

Deyanira Garcia  
Assistant - Human Resources

Last updated 17 minutes ago

Cancel Save and Close **Continue** Submit

For the **Recruiting Type** (a below), if the job is in CSCD or the Sheriff's Office, select that from the drop-down. Everyone else should leave this on **General**. In the **Organization** field (b below), begin typing the name of your department, then select the **Administration** listing of your office. You can leave the Job Family and Job Function as is. If a change is needed there, HR will do that. Hit **Continue** at the bottom.

**New Job Requisition**

**Requisition structure**

Recruiting Type **a**  
General

Organization **b**  
Information Technology - Admin

Job Family  
General Admin

Job Function  
Financial Admin/General Contrc

Primary Location  
TX, United States

Other Locations

Last updated 5 minutes ago

Cancel Save and Close **Continue** Submit

In the **Offer Info** section, all required fields should be filled in based on everything you have already entered. Hit **Continue**.

The screenshot shows the 'New Job Requisition' form, specifically the 'Offer info' section. The form is titled 'New Job Requisition' and 'Offer info'. It contains several input fields: 'Legal Employer' (Brazos County, TX), 'Business Unit' (Brazos County), 'Department' (Information Technology - Admin), 'Job' (Network Technician I - IT (B1231)), 'Primary Work Location' (Information Technology), and 'Other Work Locations'. At the bottom, there are buttons for 'Cancel', 'Save and Close', 'Continue' (highlighted with a blue border), and 'Submit'. A status bar at the bottom left indicates 'Last updated 43 seconds ago'. On the right side, there is a vertical navigation menu with the following items: 'Basic info', 'Hiring team', 'Requisition structure', 'Details', 'Posting description', 'Offer info' (highlighted with a white arrow), 'Attachments', 'Configuration', and 'Prescreening question'.

You don't need to add an attachment, just hit **Continue**.

The screenshot shows the 'Attachments' section of the 'New Job Requisition' form. The title is 'Attachments' and the subtitle is 'Network Technician - IT - 3'. There is a dashed box with the text 'Drag and Drop' and 'Select or drop files here.' Below this, there is a text input field labeled 'URL' and a button labeled 'Add URL'. At the bottom, there are buttons for 'Cancel', 'Save and Close', 'Continue' (highlighted with a blue border), and 'Submit'. A status bar at the bottom left indicates 'Last updated 2 minutes ago'. On the right side, there is a vertical navigation menu with the following items: 'Hiring team', 'Requisition structure', 'Details', 'Work requirements', and 'Posting description'.

Under **Configuration**, set the **Candidate Selection Process** (a below) to **General** (unless you're entering a job requisition for the Sheriff's Office). **External Application Flow** (b below) should default correctly. Set both **Allow Candidates to Apply When Not Posted** (c below) and **Automatically Fill Position** (d below) to **No**. Click **Continue**.

**Configuration**  
Network Technician - IT - 3

9 | 11

Candidate Selection Process  
General, CSCD, Juvenile CSP

External Application Flow  
General Application v2.0

Allow Candidates to Apply When Not Posted  
No

Automatically Fill Requisition  
No

Last updated 11 minutes ago

Cancel Save and Close **Continue** Submit

Configuration  
Prescreening questions  
Interview questionnaires

In the **Prescreening questions** section, you will see several basic questions already populated. If you want to add another question, you can hit the **Add** button (see arrow below), then select the question from a drop-box that appears. Otherwise, hit **Submit**.

**Prescreening questions**  
Network Technician - IT - 3

10 | 11

+ Add

Internal External

**How did you hear about this position?**

Code  
300000010325552

Type  
Single Choice

Score

Response Required  
Yes

Classification  
Prescreening Question Added  
Automatically

**Please enter education and/or certifications**

Code

Type

Last updated 28 minutes ago

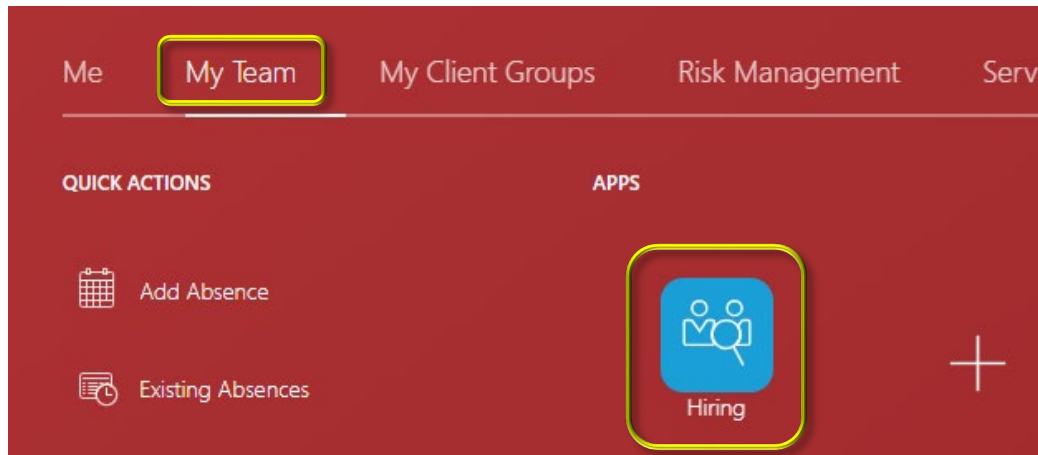
Cancel Save and Close **Continue** **Submit**

Hiring team  
Requisition structure  
Details  
Work requirements  
Posting description  
Offer info  
Attachments  
Configuration

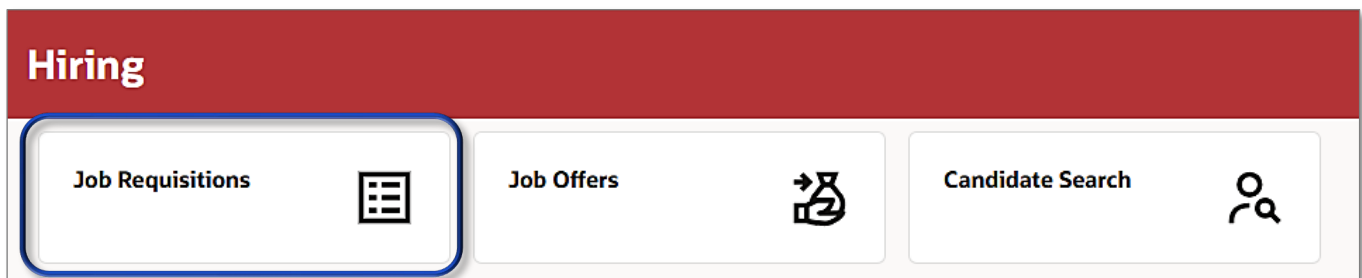
Now the job requisition goes to HR for approval.

## Posting the Job Requisition

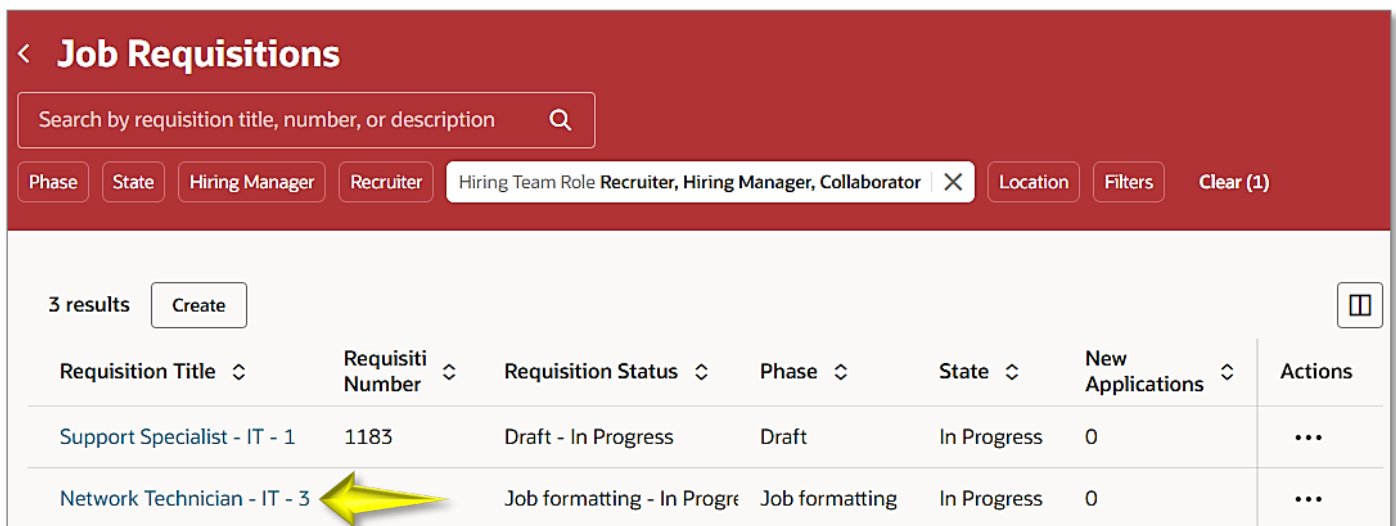
When HR approves the job requisition, you should get an email notification (and a notification on your Home screen of Oracle). When you receive that notification, go to **My Team – Hiring**.



Click **Job Requisitions**.



Click the Job Requisition you need to post.



Click **Move to Posting** near the top right.

< **Network Technician - IT - 3**  
1182

Actions ▾ **Move to Posting**

Overview Details Job Formatting Interviews Messages Feedback Progress

**Employer description**

|                                                                  |                              |
|------------------------------------------------------------------|------------------------------|
| Internal<br>Employer Description<br><a href="#">View details</a> | External<br>Same as Internal |
|------------------------------------------------------------------|------------------------------|

Now click the **pencil** by **Internal career site**.

< **Network Technician - IT - 3**  
1182

Actions ▾ Open for Sourcing

Overview Details Job Formatting Interviews Posting Messages Feedback Progress

**Internal career site**

Posting Status  
Not Posted

In the **Posting Schedule** field (see star below), you can choose **Post Now** (which, after saving, will post the job within 15 minutes) or **Post Later** (which will allow you to select a date and time to post the job).

< **Network Technician - IT - 3**  
1182

Actions ▾ Open for Sourcing

Overview Details Job Formatting Interviews Posting Messages Feedback Progress

**Internal career site**

|                              |                                 |
|------------------------------|---------------------------------|
| Posting Status<br>Not Posted | Posting Schedule<br>Do Not Post |
|------------------------------|---------------------------------|

- Do Not Post
- Post Later
- Post Now

If you choose **Post Later**, you need to specify the **Date** and **Time** you want this job to post. In the **Start Date** field, you can either type in the date you want this job to post or click the calendar button (see arrow below) to open a **Date/Time** picker to select the date, time, and hit **Done** (highlighted below) on the calendar. You can also set an **End Date** for posting (see star below). Click **Save** when you're done (circled).

May 2025

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

12:00 AM Done Cancel

Start Date

Time Zone (UTC-6:00) US Central Time

Posting Schedule Post Later

End Date

Cancel Save

You can click this time to select an exact time for posting

Now click the pencil by the **External career sites**.

## Network Technician - IT - 3

1182

Overview Details Job Formatting Interviews **Posting** Messages Feedback Progress

**Internal career site**

Posting Status Posted

Start Date 5/19/2025 10:05 AM

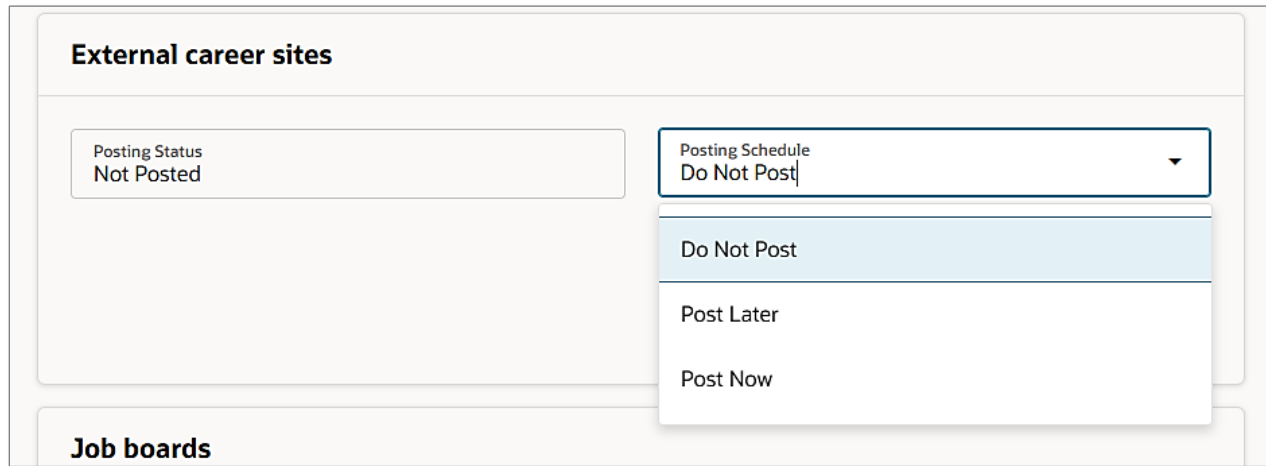
End Date

Time Zone (UTC-6:00) US Central Time

**External career sites**

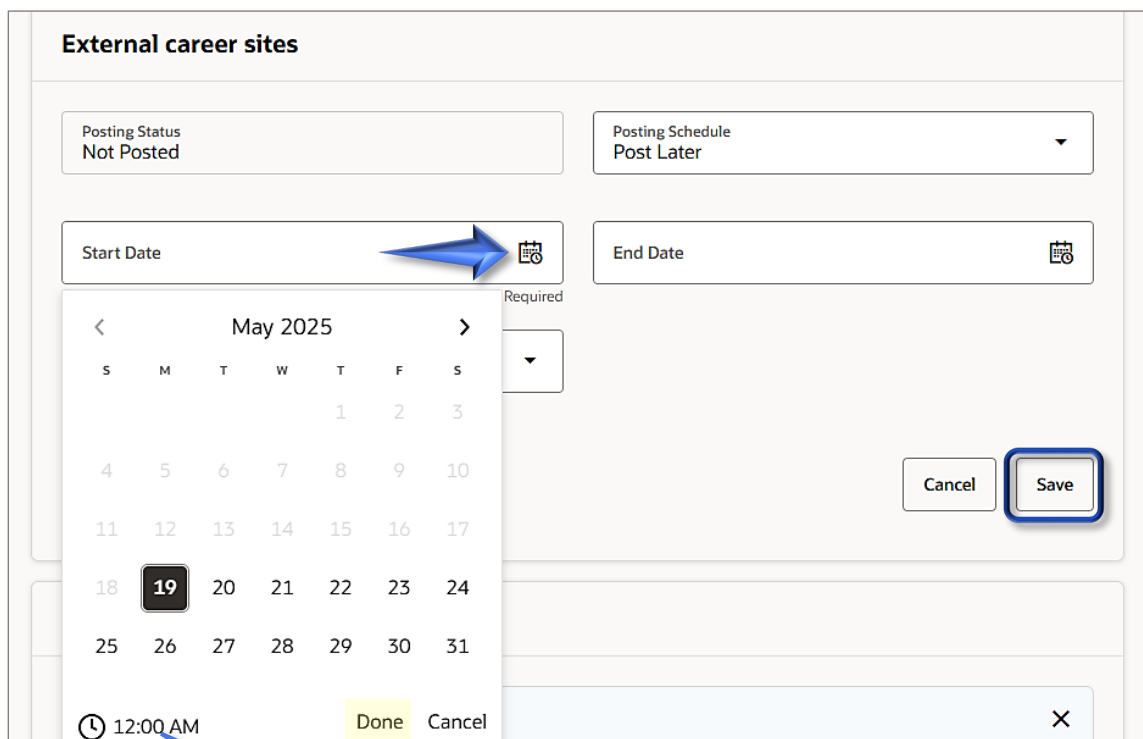
Posting Status Not Posted

In the **Posting Schedule** field (see star below), you can choose **Post Now** (which, after saving, will post the job within 15 minutes) or **Post Later** (which will allow you to select a date and time to post the job).



The screenshot shows the 'External career sites' section of a form. On the left, the 'Posting Status' is 'Not Posted'. On the right, the 'Posting Schedule' dropdown menu is open, showing three options: 'Do Not Post', 'Post Later', and 'Post Now'. The 'Post Later' option is highlighted in light blue. Below the dropdown, the 'Job boards' section is partially visible.

If you choose **Post Later**, you need to specify the **Date** and **Time** you want this job to post. In the **Start Date** field, you can either type in the date you want this job to post or click the calendar button (see arrow below) to open a **Date/Time** picker to select the date, time, and hit **Done** (highlighted below) on the calendar. You can also set an **End Date** for posting (see star below). Click **Save** when you're done (circled).

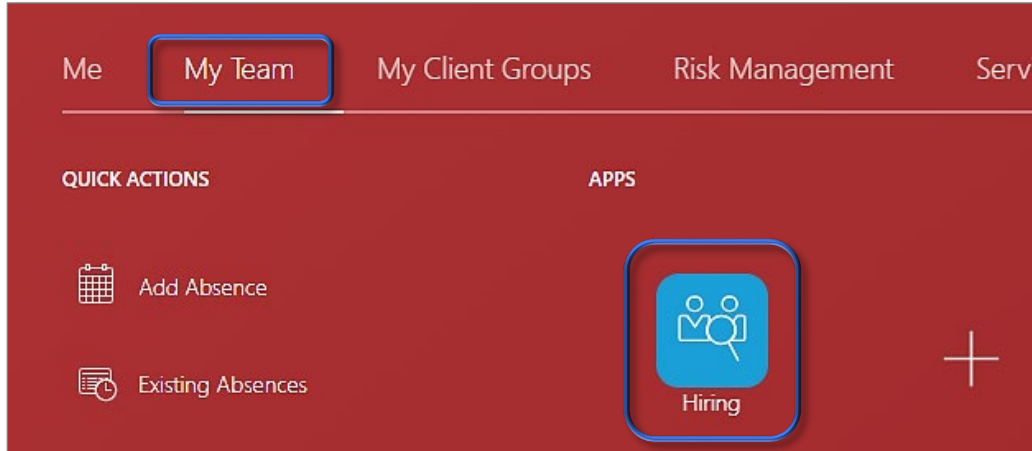


The screenshot shows the 'External career sites' section with the 'Posting Schedule' set to 'Post Later'. The 'Start Date' field has a calendar icon, and a blue arrow points to it. The calendar is open, showing May 2025. The date '19' is selected. Below the calendar, there is a '12:00 AM' time selector, a 'Done' button, and a 'Cancel' button. The 'End Date' field is also visible. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in blue.

You can click this time to select an exact time for posting

## Viewing Your Applications

You should receive email notifications when you start receiving applications for the job. To review the applications, go back into **My Team – Hiring**.



Then you will see the most recent job requisitions you are involved with. To view the applications, click the number under either **New Applications** (to see the most recent applications) or **Applications** (circled below).

# Job Requisitions

Search by requisition title, number, or description

Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator

Location

Filters

Clear (1)

3 results

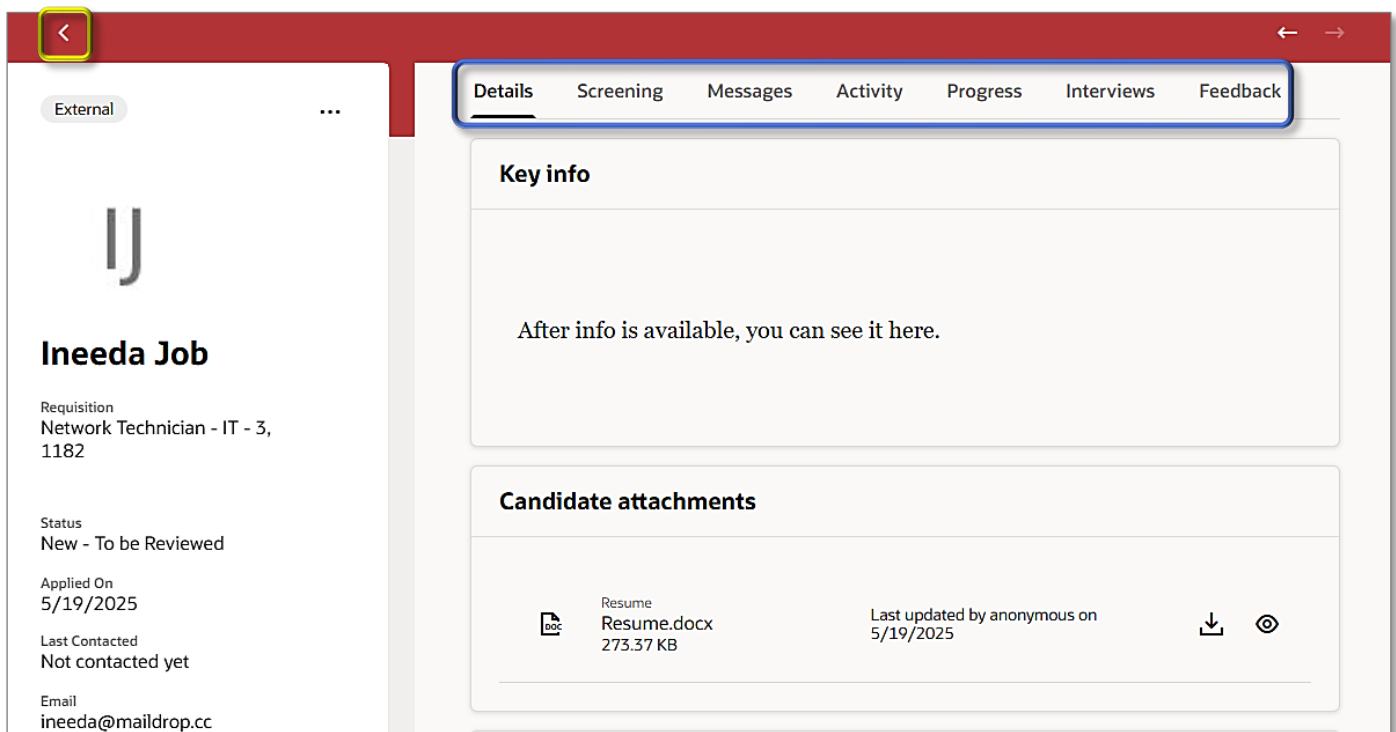
+ Create

| Requisition Title           | Requisition Number | Requisition Status  | Phase | State       | New Applications | Applications | Actions |
|-----------------------------|--------------------|---------------------|-------|-------------|------------------|--------------|---------|
| Support Specialist - IT - 1 | 1183               | Draft - In Progress | Draft | In Progress | 0                | 0            | ...     |
| Network Technician - IT -   | 1182               | Open - Posted       | Open  | Posted      | 2                | 2            | ...     |

After clicking into the applications, click the name of the candidate you want to review (see arrows below).

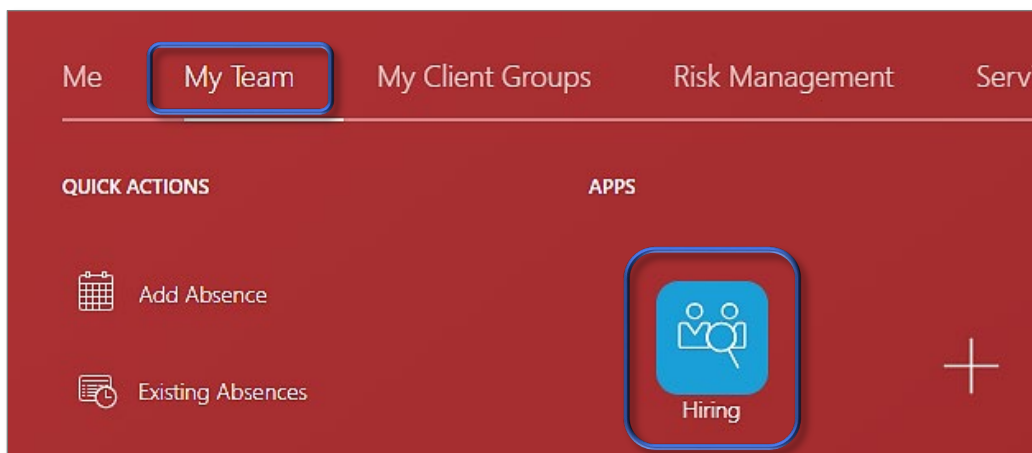
| Favorite                     | Candidate                               | Details | Status                                                | Education | Rank |
|------------------------------|-----------------------------------------|---------|-------------------------------------------------------|-----------|------|
| <input type="checkbox"/> ☆ ● | Schmoe, Joe<br>2666879<br>Bryan, TX, US |         | New, To be Reviewed<br>Prescreening score: 1 out of 1 |           | ...  |
| <input type="checkbox"/> ☆ ● | Job, Ineeda<br>2666873<br>Bryan, TX, US | Resume  | New, To be Reviewed<br>Prescreening score: 1 out of 1 |           | ...  |

Next you see a screen with their key info and resume first. You can click on any of the tabs across the top (circled in blue below) to view additional information the candidate provided. When you're done reviewing, click the back arrow near the top left (circled in yellow below) to go back to the list of candidates.



## Initiating an Offer

When you have decided on the right candidate, you need to initiate a job offer to them. To start that, go back into **My Team – Hiring**.



Click the number under **Applications** (circled below).

# Job Requisitions

Search by requisition title, number, or description

Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator

Location

Filters

Clear (1)

3 results

+ Create

| Requisition Title           | Requisition Number | Requisition Status  | Phase | State       | New Applications | Applications | Actions |
|-----------------------------|--------------------|---------------------|-------|-------------|------------------|--------------|---------|
| Support Specialist - IT - 1 | 1183               | Draft - In Progress | Draft | In Progress | 0                | 0            | ...     |
| Network Technician - IT -   | 1182               | Open - Posted       | Open  | Posted      | 2                | 2            | ...     |

Look for the candidate you'd like to hire and click their name.

<

Network Technician - IT - 3 (1233)

General

Job Applications

Keywords

Phase New X State To be Reviewed X Employer Position Filters Clear (2)

2 items

Move Application

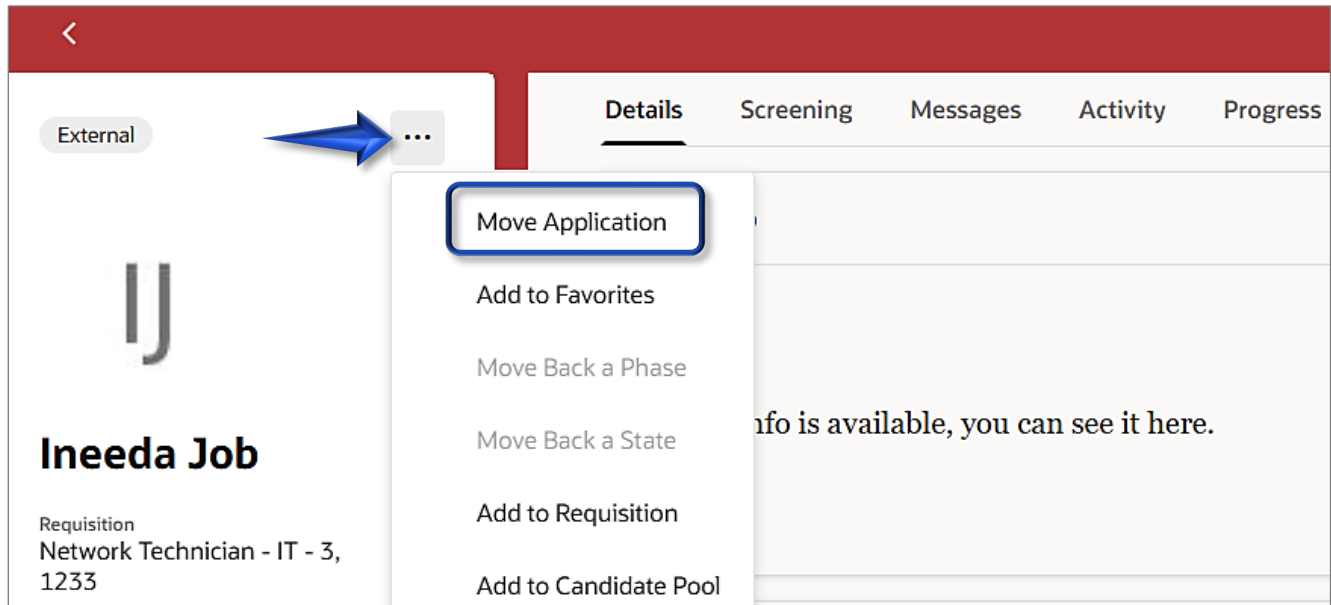
Add to Requisition

Add to Candidate Pool

More Actions

| Favorite                                                  | Candidate                                                          | Details | Status                                                                   | Rank           |
|-----------------------------------------------------------|--------------------------------------------------------------------|---------|--------------------------------------------------------------------------|----------------|
| <div><div><div></div><div>☆</div><div>●</div></div></div> | <div>Schmoe, Joe</div> <div>2688410</div> <div>Bryan, TX, US</div> |         | <div>New, To be Reviewed</div> <div>Prescreening score: 1 out of 1</div> | <div>...</div> |
| <div><div><div></div><div>☆</div><div>●</div></div></div> | <div>Job, Ineeda</div> <div>2688405</div> <div>Bryan, TX, US</div> |         | <div>New, To be Reviewed</div> <div>Prescreening score: 1 out of 1</div> | <div>...</div> |

Now click the ... in the left pane (see arrow below) and select **Move Application** (circled).



When the next screen loads, set the **Phase** to **Offer**, set the **State** to **To be Created**. Then in the **Comment** box, enter the following :

- Starting Rate of Pay
- Estimate Hire Date
- New Hire / Rehire
- Drug Screen: Yes / No
- Background Scree: Yes/ No
- R&B only : CDL vs. Non-CDL

Then hit the **Move** button at the bottom right (circled below).

A screenshot of a 'Move application' form. At the top, there's a title 'Move application'. Below it, there are two dropdown menus: 'Phase' (set to 'Offer') and 'State' (set to 'To be Created'). Below these is a large text area for 'Comment'. The comment text is: 'Starting Pay Rate : \$47,000', 'Estimated Hire Date : 6/14/2025', 'New Hire', 'Drug Screen - Yes', and 'Background Screen - Yes'. A pink callout box with a pointer to the comment text says: 'Since this is a job in IT, I didn't enter the R&B (Road and Bridge) part (CDL vs Non-CDL)'. At the bottom right, there are two buttons: 'Cancel' and 'Move' (which is circled in blue).

Human Resources takes over on the hire from this point. Human Resources will use this information to draft and extend the Job Offer.

Your portion of the recruiting is done!