

# Oracle Recruiting Process

1. Department Creates Requisition and Submits to HR for Approval
2. HR Approves of Requisition
3. Department Moves the Requisition to Posting (Internal and External)
4. Department Uses Interactions and Phases to Screen Candidates
5. Department Selects Candidate They Wish to Hire. Department Will “Move Application.”
6. Department will use the comment box to inform HR of the following information:
  - a. Starting Rate of Pay
  - b. Estimated Hire Date
  - c. New Hire/ Rehire
  - d. Drug screen: yes/no
  - e. Background: yes/no
  - f. R&B: CDL vs. Non-CDL

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

7. CDL vs. Non-CDL
  - a. CDL - HR will contact Risk Mgmt. to begin all screening processes when the offer is extended.
  - b. Non-CDL - HR will begin drug screening process at the department’s request.
8. 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 )