



## **Recruiting & Onboarding Campus Deep Dive**

September 26, 2018

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  - HCM Candidate Application Demonstration
  - HCM Candidate Progression Demonstration
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# Updates

Introduction of Phased Recruiting  
Recruitment Timeline

- Why Phase the Recruiting & Onboarding Process in October?
  - Academic hire cycle all in one system.
  - Better availability to hire candidates and access material
  - Improved hiring experience for candidate and all involved
  - Take a long time to fill for next fall, therefore, need to be accessible in Taleo



# Cutover Timeline for Fall 2019 Academic Hires

**Spring 2019 Hires should still be processed through HRMS.**

<b>Key Dates for Fall 2019 Hires</b>		
	<b>Faculty</b>	<b>Other Academics</b>
HCM recruitment live to initiate new job requisitions ( <b>post but not hire before 1/22/19</b> )	<b>October 10, 2018</b>	<b>October 10, 2018</b>
No processing of hires and no new start dates in HRMS	January 12 - 22, 2019	January 12 - 22, 2019
HCM Production Live	January 22, 2019	January 22, 2019

Key Dates for Campus		
Key Task	Admin & Staff	Non-Benefited
Last day to initiate a Requisition in HRMS	November 2, 2018	December 4, 2018
Close all Advertisements. No longer accepting applications in HRMS.	December 1, 2018	January 9, 2019
HCM recruitment live to initiate new job requisitions (post but not hire before 1/22/19)	December 1, 2018	January 9, 2019
Final Matrix sent in for review/approval in HRMS	December 19, 2018	
Final job offers approved, accepted and hire initiated in HRMS	January 4, 2019	January 4, 2019
Last day for HR/Payroll to process hires in HRMS	January 17, 2019	January 17, 2019
No processing of hires No new start dates	January 12 - 22, 2019	January 12 - 22, 2019
HCM Production Live	January 22, 2019	January 22, 2019

# **Academic Recruitment**

Recruiting & Onboarding Business Process Overview (Part 1 & 2)

HCM Requisition Demonstration

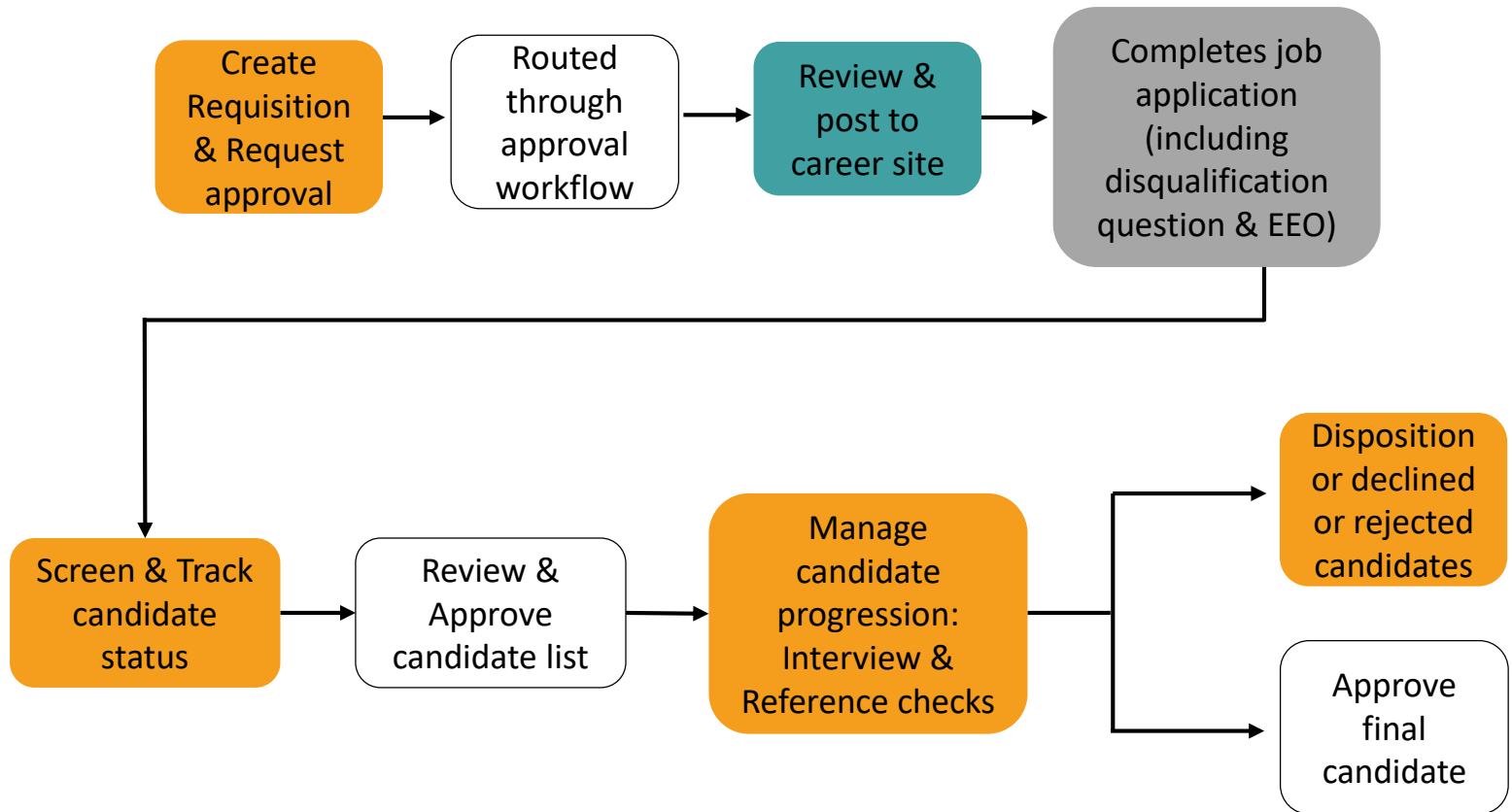
HCM Candidate Application Process Demonstration

HCM Candidate Progression Demonstration

Training



# Recruiting & Onboarding (Part 1)

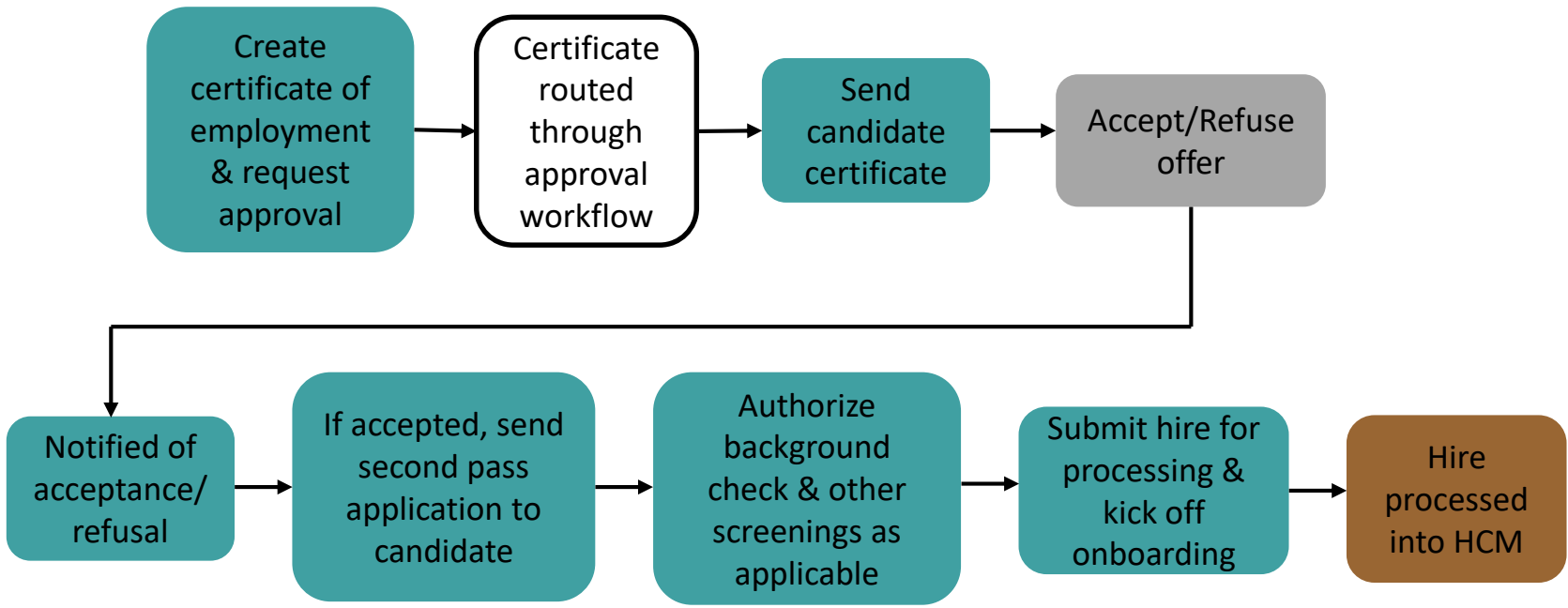


Hiring Manager
Approver
Recruiter / EEO
Candidate

\*Disposition of candidates is applicable at any point during the recruitment process.



# Recruiting & Onboarding (Part 2)



Approver   Recruiter / EEO   Candidate   Records



# Requisition Demonstration



Welcome |  
Welcome to the Recruiting Center.

Show information for requisitions:  
I own

**Candidates**

	Total
There is no data to display.	

**Offers**

	Total
There is no data to display.	

**Requisitions**

	Total
There is no data to display.	

**Tasks**

	Total
<b>Recruiting</b>	
Tasks assigned to me	0
<b>Onboarding (Transitions)</b>	Total
Due Today	0
Overdue	0
My Opened Tasks	0

**New Hire**

	Total
In Progress	0
Pre Start Date	0
Post Start Date	0
Delayed	0

**Communications**

- Customer Support
  - Ask Oracle to configure this text for contact information.
- Documentation Center
  - What is new for this release**

To obtain the latest information on what is new for the Oracle Talent Acquisition Cloud, consult the Oracle Talent Acquisition What's New document (formerly called Recruiting Release Notes), available by clicking the link below. Bookmark this site for future reference, as all "What's New" content will be published to this location. Available in English only.

[Human Capital Management Release Readiness site, under Talent Management](#)
  - Additional Information**

For the latest announcements, events, and social media updates on Taleo, follow us to our new home at Customer Connect at the below location. Bookmark this site and check back periodically for the most recent updates. Available in English only.

[Customer Connect](#)
- Resource Center
  - Informational links within the hiring cycle, articles, research content, and more.
  - [Resource Center](#)



# Candidate Application Demonstration

Keyword 
 Location 
 Job Title 


[View All Jobs](#)  
[Advanced Search](#)

## Job Openings 1 - 8 of 8

- ▶ Posting Date
- ▶ Location
- ▶ Job Type
- ▶ Job Schedule
- ▶ Job Level
- ▶ Job Shift

<input type="button" value="+ Save this Search"/>	Single-line <input type="button" value="?"/>
	Sort by <input type="text" value="Relevancy"/> <input type="text" value="Descending"/>
<p><a href="#">Custodian</a> - Full-time Custodial Services - 18000028 - US-WY-Laramie - Posting Date - Sep 19, 2018</p>	<p>Apply</p>
<p><a href="#">Asst Professor</a> - Full-time College of Business Deans Office - 18000027 - US-WY-Laramie - Posting Date - Sep 19, 2018</p>	<p>Apply</p>
<p><a href="#">Custodian</a> - Full-time Custodial Services - 18000024 - US-WY-Laramie - Posting Date - Sep 19, 2018</p>	<p>Apply</p>
<p><a href="#">Office Associate</a> - Full-time Accounting &amp; Finance - 18000019 - US-WY-Laramie - Posting Date - Sep 19, 2018</p>	<p>Apply</p>
<p><a href="#">Temporary Lecturer</a> - Atmospheric Science - 18000016 - US-WY-Laramie - Posting Date - Sep 19, 2018</p>	<p>Apply</p>
<p><input type="button" value="!"/> <a href="#">Parking Attendant</a> - Auxiliary Services Directors Office - 18000015 - US-WY-Laramie - Posting Date - Sep 19, 2018</p>	<p>Apply</p>

Home ▾ Recruiting Tasks Requisitions Candidates Offers Libraries ▾

### Candidates

Quick Filters

Show candidates for requisitions:  
All candidates ▾  
 Include inactive requisitions  
Since

▼ Candidates

- Internal
- Referred
- Requiring attention
- Active on concurrent requisition
- Active on current requisition
- Exclude disqualified
- New in selection process
- In selection process

► Submissions

► Requisitions

More Actions ▾

<input type="checkbox"/>	Candidate	Step 2 ▾	Step, Status, Icon 3 ▾	Message	Sender	Submission Creation	Submission Updated
No matches found.							
Some filters might be selected by default. Please reset the filters or modify the search criteria.							

## ▪ Online Training in the Employee LearnCenter

- **Required prior to obtaining access\***
- Available in the Employee LearnCenter:
  - Hiring Manager / Hiring Manager Assistant Learning Plan
    - Office of Federal Contract Compliance Programs (OFCCP)
    - Creating a Requisition for New Hire
      - » Academic hire specific version will be live October 4. Additional hire types will be added closer to those requisitions moving to HCM.
    - Managing and Progressing the Applicant Pool
    - Monitoring Onboarding of New Employees as a Supervisor

## ▪ Open Labs:

- Schedule/Enrollment in the Employee LearnCenter
- Drop in sessions to obtain 1:1 assistance from subject matter experts.

\*As Recruiting & Onboarding is launched directly from WyoCloud, WyoCloud Basic System Access training must also be complete.

- **Key Dates**

- Training Release: October 4<sup>th</sup>.
- Academic Requisitions Open: October 10<sup>th</sup>

- **Questions?**

- Contact Human Resources Employment Partners: 307-766-5612

- **Thank you!**



# Cutover Timeline for Admin & Staff, and Non-benefited

Key Dates for Campus		
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