Oracle	2014
DTP	Oracle iRecruitment
Internal Applicants User Manual	

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GENERAL INFORMATION

What is Oracle iRecruitment and how to navigate to the PBSO Careers Section using iRecruitment?

Oracle iRecruitment is a web-based software application that can be accessed in several ways from any external source including the library or your home computer by using the following path on your Internet browser www.pbso.org then click on the **"Careers at PBSO"** tab [CAREERS AT PBSO]   or at any PBSO workstation through the Oracle iRecruitment Employee responsibility.

⊞ 📁 iRecruitment Employee

NAVIGATION ICONS

While navigating through the application you will come across icons that will make navigation easier and more user-friendly. The table below provides brief description of some of the most common iRecruitment icons and their function.

ICON	Function
*	Indicates the completion of field is required before user can proceed further.
☑ TIP	Provides useful information to the user about task at hand
🔦	The search Flashlight indicates that list of values has been populated and is available for searching
∨	Indicates drop down list of values is available for selection. Click to view the list of values
✏	The pencil indicates that you have ability to update a particular record
🗑	The trash can enables you to delete a particular record
📅	The calendar icon enables you to select a specific date
	The quick select icon enables you to select an item with a single mouse click
	The application icon enables you to create a job application
	The application details icon provides quick-link to view details associated with a job application
	The preview icon provides a quick link to preview a document.

OVERVIEW

Internal users can access the iRecruitment site via a unique URL that directs the user to an external version of the iRecruitment Employee page (external login) or internally by logging into their Oracle account (internal login) and navigating to the iRecruitment Employee responsibility.

This site would enable users to view job postings, create and manage user accounts, and complete and manage job applications.

REGISTER TODAY

You can register into Oracle using external source.

To access iRecruitment through the webpage log in from any external source, including your home computer, by using the following path on your Internet browser www.pbso.org then click on the **"Careers at PBSO"** tab `CAREERS AT PBSO` and click on 'Current PBSO Employees, please Click here' link.

Note: Inside PBSO tab will be moving to our new website page 'Careers at PBSO'. Please use this site to register and log into your iRecruitement account starting November 01, 2014.

This action will open a new screen which is the Oracle Login screen. Once at this login screen you follow the same steps disregarding if you accessed iRecruitment on the web (external login) or your workstation (internal login).

User Name: Assigned PBSO ID# 4295   *(Call-Out A)*

Password: Current Oracle password. *(Call-Out B)*

> Note 1: If you haven't logged into oracle yet, try the default password 'pbso99'. It is case sensitive.

> Note 2: If you try logging in more the 3 unsuccessful times the system will automatically 'LOCK' up your account as a security precaution. Contact system administrator or Help Desk 688-3220 if your account is locked.
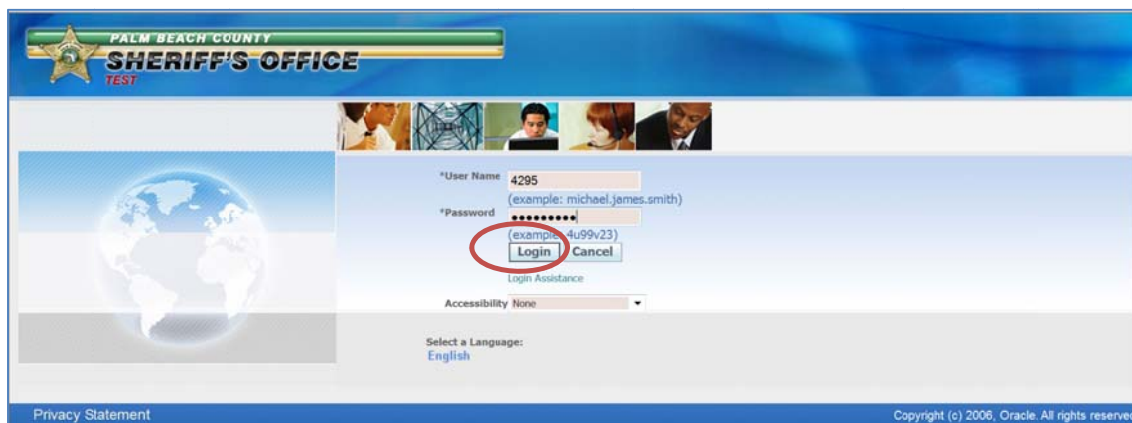
LOGIN INTO ORACLE

STEP 1: LOGIN AND SETUP MY ACCOUNT

Description

This topic demonstrates how to login and create an iRecruitment account for the first time when applying for a position.
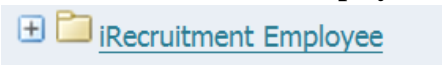
In this scenario you will login to Oracle with a username – PBSO ID number and password – a unique password you created. Click Login or hit the enter key on the keyboard.

Next step you will see a list of Oracle responsibilities assigned to your account. One of them is the iRecruitment Employee responsibility.

 (Call-Out C)

Step	Action
1.	Click the **iRecruitment Employee** link. ⊞ 📁 iRecruitment Employee
2.	Click the **Employee Candidate** link. ⊟ 📁 iRecruitment Employee 📄 Employee Candidate
3.	The **iRecruitment: Home - General** page displays. Use this page to search, apply for, and view job applications.

Step	Action
4.	Click the **My Account** link.
5.	The **iRecruitment: Home - My Account - Personal Information** page displays. Use this page to review, enter and update your personal information. *(Call-Out D)*
6.	Information on your **PBSO** employment record will automatically populate some of the **Basic Details** fields. Review these fields to ensure they are correct, and update any incorrect or missing information. **Note:** Fields with ***** are mandatory.
7.	Click the **Upload Resume** to upload your resume to your account. The resume appears in the **Documents** section. *(Call-Out E)*
8.	Choose from an existing or create a new **Recruiting Address**. For this example we will select an existing address.
9.	The page will refresh with the selected address displays.
10.	Next, add or review **Phone Numbers**.
11.	Select the desired time to call for the relevant phone number.
12.	After all personal details have been updated click the **Save** button Save

Step	Action
13.	Click the **Qualifications & Employment History** tab *(Call-Out F)*
14.	Provide ALL relevant **Employment History** and update as required.
15.	Provide ALL **Skills.**
16.	Provide ALL **Education Qualifications** and update as required.
17.	Use **Additional Qualifications** (i.e. awards, trophies etc.) button to add qualifications.
18.	After all qualification and employment history details have been updated click the **Save** button. Save

Step	Action
19.	Click the **Preferences** tab *(Call-Out G)*

Step	Action
20.	Use the **Keywords**, **Job Category** and **Employment Category** fields to setup e-mail job alert preferences.
21.	☑ Allow Account To Be Searched Do not uncheck the tick box. If you uncheck this box you will not be able to considered.
22.	iRecruitment can send you job alert e-mails according to your preferences. Tick this box to receive emails. Un-tick this box to unsubscribe from emails. Use the **Frequency of Emails** dropdown to select email frequency.
23.	After all preference details have been completed click the **Save** button. Save
24.	**My Account** setup is now complete, and all updates have been confirmed.
25.	**Note:** The **Login Information** tab will re-set your password access for your entire PBSO Oracle account. *(Call-Out H)*
26.	Use the **General** link to return to the *iRecruitment: Home - General* page.
27.	Click the **General** Tab.
28.	The **Login and Setup My Account** topic is now complete. **End of Procedure.**

STEP 2: SEARCH FOR JOBS & JOB BASKET

Description

Step	Action
1.	Begin on the iRecruitment Candidate General page. Use this page to search, apply for and view jobs.

This topic demonstrates how to search for a vacancy and place a job in the job basket.

Step	Action
2.	The *iRecruitment: Jobs - Available Jobs* page displays. On this page you can do an **Advanced Search**. *(Call-Out A).* Note: Date Posted is defaulted to Last One Year. Click Go.
3.	Use the **Simple Search** button to limit your search criteria. *(Call-Out B).* For this example we will do an **Advanced Search**.
4.	Enter any **Keywords** to refine your search (optional).

Step	Action
5.	Choose the relevant **Employment Status** options from the drop down list (optional). *(Call-Out C).*
6.	Select the relevant job category (optional). **Note:** More than one job category can be selected at a time. Hold down the **Control** key on the keyboard whilst right clicking the mouse on the second category.
7.	Once you have entered all your criteria click the **Go** button to search.
8.	The available position that matches your search criteria displays.

Step	Action
11.	To view a position at a later stage you can add the position to the **Job Basket.** *(Call-Out D).*
12.	Click the **Checkbox** option next to the Job you like to add. ☑
13.	Click the **Add to Basket** button.
14.	To view the job that you have placed in the **Job Basket** click the **Job Basket** link. Job Basket
15.	The **Job Basket** page displays.

Step	Action
16.	To remove the job(s) that you have placed in the **Job Basket** select the check box next to the role to be removed.
17.	Click the **Remove From Basket** button.
18.	The job has now been removed from the Job Basket.
19.	To return to the *iRecruitment Home* page click the **Home** tab.
20.	The *iRecruitment: Home - General* page now displays.
21.	The **Search For Jobs** topic is now complete. **End of** Procedure**.**

STEP 3: APPLY FOR JOBS

Description

This topic demonstrates how to apply for a vacancy as an existing employee account.

Step	Action
1.	Login Oracle with your username: PBSO ID# 4295. Password: current oracle password. Click on iRecruitment
2.	Your *iRecruitment Home* page displays. From this page you can: - view your most recent notifications - review previous applications - view confirmed interviews - search for jobs under **Quick Links.**
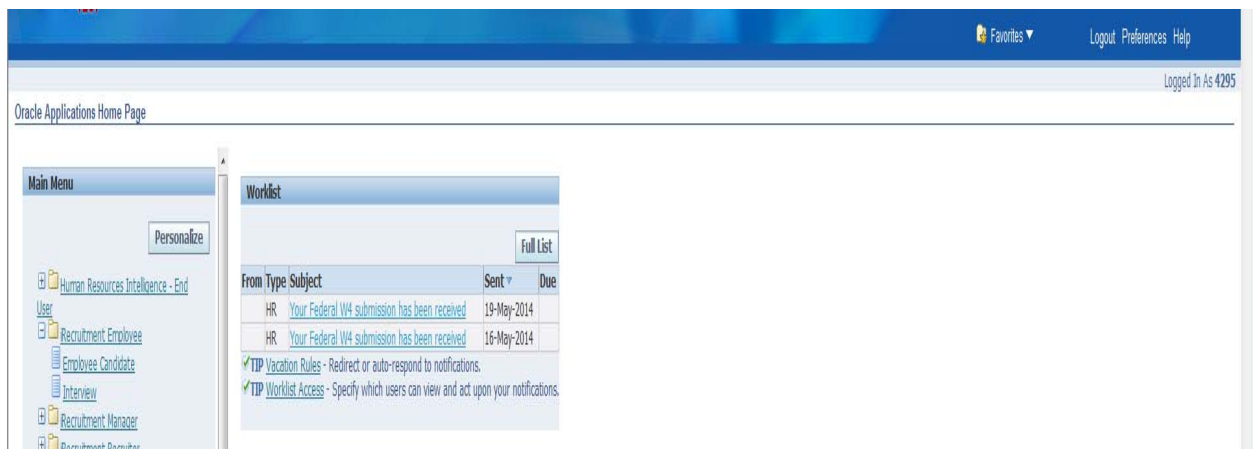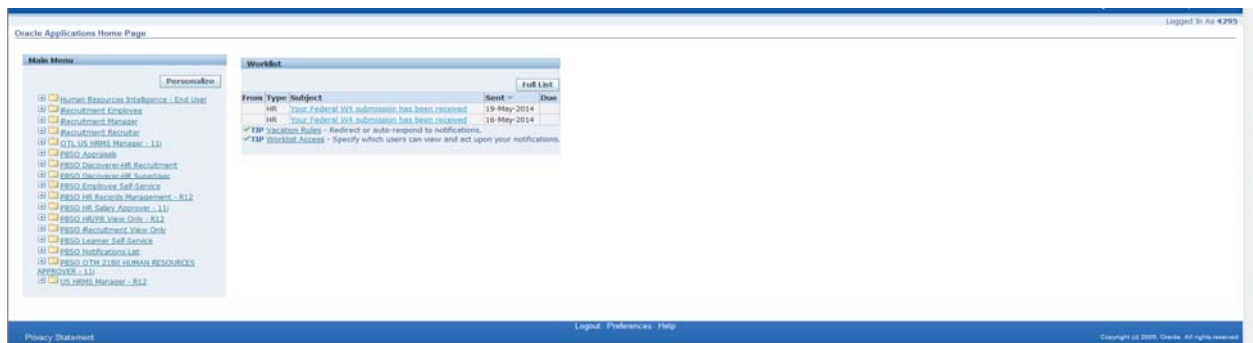
Step	Action
3.	**Important:** To search and apply for roles you must have activated your **iRecruitment, My Account**. If you have not activated your account your searches will come back empty.
4.	Use the **Quick Links** to search for advertised jobs. *(Call-Out A).*
5.	The *Jobs: Available Jobs* page is now displayed. Click the **Advanced Search** button. *(Call-Out B).*
6.	Once you have entered all your criteria click the **Go** button to search.
7.	Select the position that you wish to apply by clicking in the check box.
8.	Click the **Apply Now** icon.

Step	Action
9.	The *Application: Review Account* page is now displayed.

Step	Action
10.	The **Documents** section shows which documents are currently attached to your application. *(Call-Out C).*
11.	**Important:** Any documents in the **Documents** section will be made available to selection Panel recruiting this vacancy. You must delete any documents you do not want the selection panel to view as part of this application. This includes any documentation tailored for other applications you have previously made in the iRecruitment.
12.	To add documents click the **Add Another Document** button.
13.	The *Upload Document* page is now displayed. Click the **Browse** button. *(Call-Out D).*
14.	The **Choose File to Upload** pop up screen is now displayed. Click the document to be uploaded.
15.	Click the **Open** button.
16.	You can enter information into the **Description** field.
17.	Click the **File Type** list. The **File Type** section requires you to specify the type of file that you are adding. Select the most relevant File Type.
18.	Click the **Upload** button. *(Call-Out E).*

Step	Action
19.	The newly uploaded document is displayed. To delete a document click on the **Delete** icon at the end of the row.
20.	Click the **scrollbar**.
21.	Click **Add Another Employer** or **Add Another Qualification buttons** to insert a missing position or qualification.
22.	Once you have made all your amendments you are ready to move to **Step 2 (Enter Application Details)**.
23.	Click the **Next** button.
24.	The *Application: Other Info* page now displayed.
25.	The **Equal Employment Opportunity** section has been prepopulated from information held in PBSO. This cannot be amended.
26.	Click the **Next** button.
27.	Click **Continue** to enter Assessment details.
28.	Answer **ALL** Questions on the Assessment.
29.	Click on **Submit Test** button.
30.	The *Review Application* page is now displayed.
31.	Review the information displayed on this page to ensure that the content is correct before proceeding.
32.	**Important:** Once you click **Finish** you cannot add or amend any application information.
33.	Click the **scrollbar** to review content further down the page.
34.	Review the information to ensure that all the information is correct before proceeding.
35.	Click the **Finish** button.
36.	The *Jobs: Available Jobs* screen is now displayed.
37.	A **Confirmation** message will appear at the top of the screen to indicate the completion of the application process.
38.	To return to your *iRecruitment Home* page click the **Home** link.
39.	The PBSO *iRecruitment Home* page displays.

Step	Action
40.	The **Jobs Applied For** section now displays the details of your application for **IRC20346** and its current **Status**. *(Call-Out F).* This section also displays details of any other jobs for which you have previously applied.

Step	Action
41.	The **Apply for Jobs** topic is now complete. **End of Procedure.**

Step 4: Accept or Reject E-Offer

Description

This topic demonstrates how to view and accept an e-offer of employment. It is relevant to internal applicants who have received an email or notification advising them that they have been sent an e-offer of employment from PBSO.

Step	Action
1.	Begin on the *Oracle Applications Home Page*. Click the **Congratulations you have received an offer letter** link under **Worklist Notifications**. *(Call-Out A).*

| Step	Action
2.	Click **View Offer** link. *(Call-Out B).* View Offer
3.	The e-offer will open as a PDF document from within iRecruitment. **It is important that you carefully review the e-offer before accepting the offer.** The e-offer letter should be exported by clicking the **Export** button *(Call-Out C)* and saved as a PDF for future reference. It can however be reviewed from within iRecruitment.
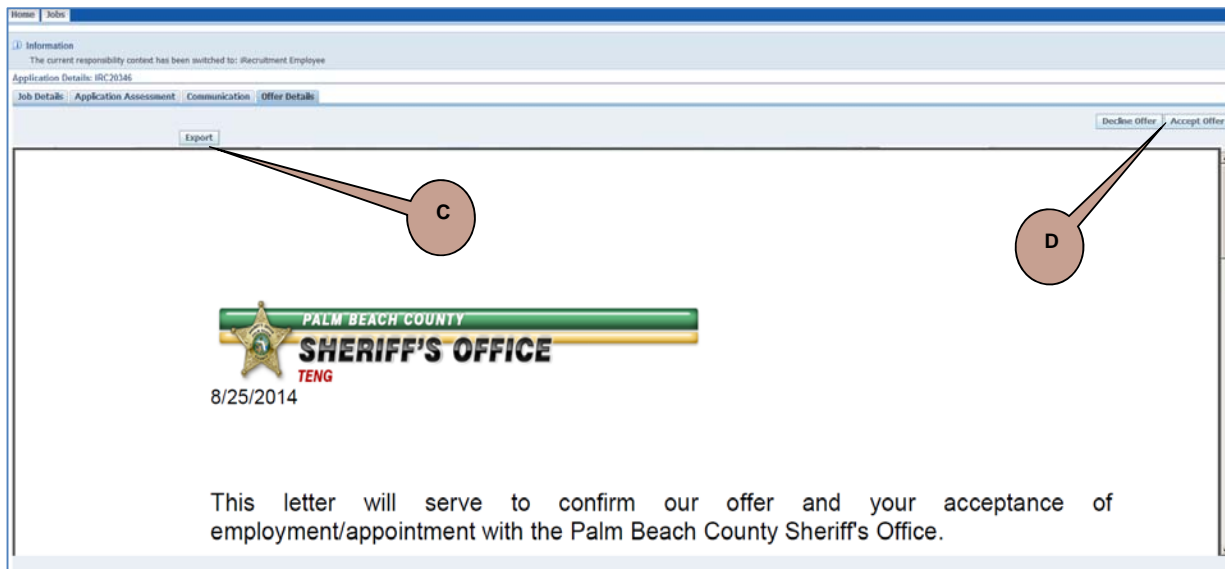
Step	Action
4.	This e-offer can be reviewed by using the scroll bar. If you have any questions about the e-offer please contact the Hiring Manager by using Communication **Communication**
5.	From this page you can Accept or Decline the e-offer using the **Accept Offer** or **Decline Offer** buttons. *(Call-Out D).*
6.	For the purposes of this document we will assume you will accept the e-offer. Click the **Accept Offer** button.

Step	Action
7.	A message displays confirming that you have accepted the offer. Accept Offer: Administrative Secretary We are delighted that you have chosen to accept our offer. As part of your acceptance, If you have any general comments or feedback about the offer, please use the Comments field below to submit those to us. Comments If you would like to add a comment to your acceptance you can do so by typing in the comment box before submitting your acceptance of the e-offer.
8.	When the review of the e-offer is complete and all comments inserted, click the **Submit** button to send a notification to the Hiring Manager.
9.	The *iRecruitment: Home* page displays confirming that you have accepted the e-offer. **Confirmation** Thank you for accepting the offer. **Status** has changed to **Accepted**. *(Call-Out E)* E | Name	Job Title	Organization	Location	Status
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IRC20346	Administrative Secretary	Accounting	2070-Accounting	Accepted	
10.	Click the **Home** link.
11.	The Internal Candidate Accept or Reject e-offer topic is now complete. **End of Procedure.**