

# Agency Training Guide

## Oracle Recruit

# Accessing Oracle Recruit



Please ensure the following email addresses are whitelisted on your account in order to receive emails from us:

[hcnq.fa.sender@workflow.mail.em2.cloud.oracle.com](mailto:hcnq.fa.sender@workflow.mail.em2.cloud.oracle.com)

[MyHR@coop.co.uk](mailto:MyHR@coop.co.uk)

You'll get an email advising you that you've been invited to submit candidates for a role with a link to the requisition. You can click on the link to take you to the HR login platform.

You have been invited to submit candidates for consideration to the job requisition Associate Technical Service Owner (1000063). This invitation is currently set to expire on 07/07/21.

You may view the requisition [here](#).

You may also find the requisition in the Invite Requisition section of your Agency Hiring area.

Thank you,  
Recruiting Team

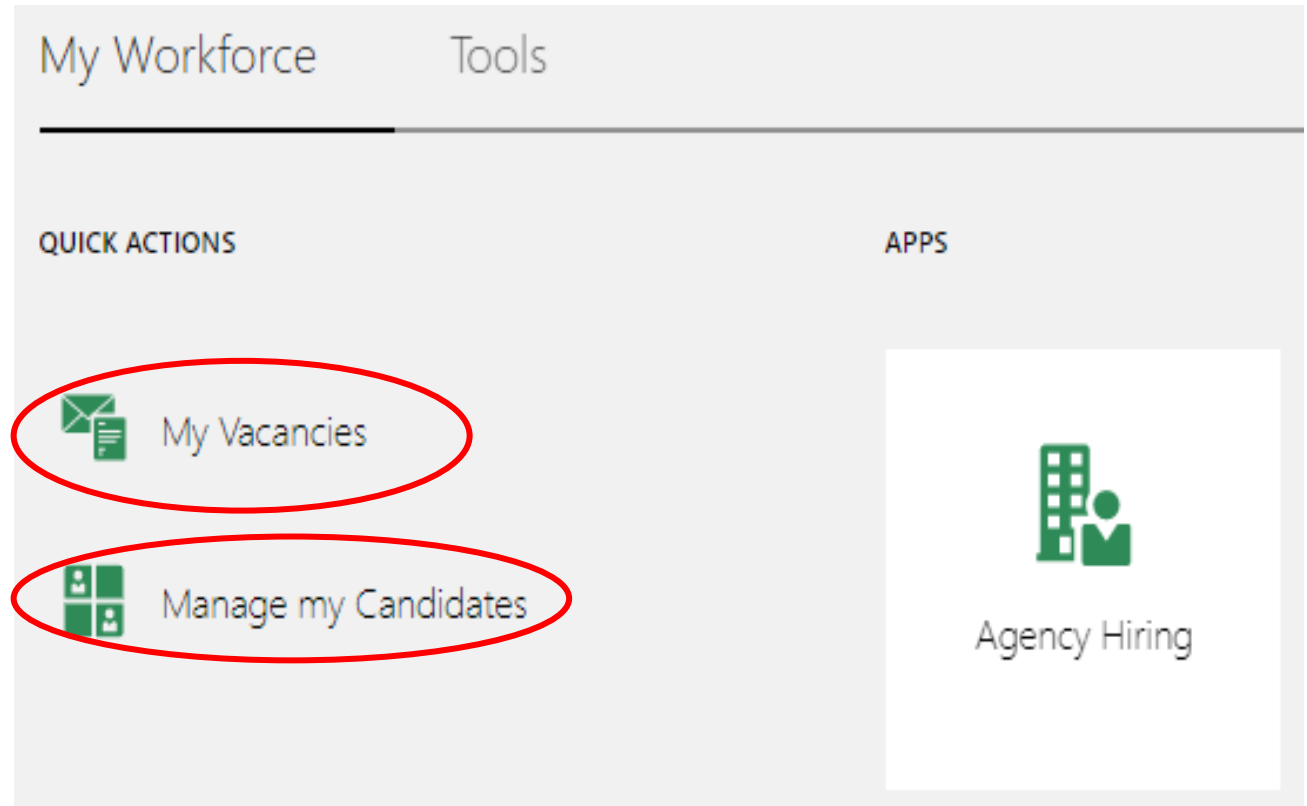
If you're having problems logging in please contact the HR Services Team on 0330 606 1001

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Once you've logged in you'll see some quick actions on the left hand side:

**My Vacancies:** here you'll see all requisitions you've been invited to apply for.

**Manage my Candidates:** here you can create new candidates.



You'll need to ensure a candidates profile has been created in Manage my Candidates before you're able to submit them for a role

# Accessing Oracle Recruit

From the **Agency Hiring** tile, you have the following options available:

**My Vacancies:** see all the requisitions you've been invited to apply for here.

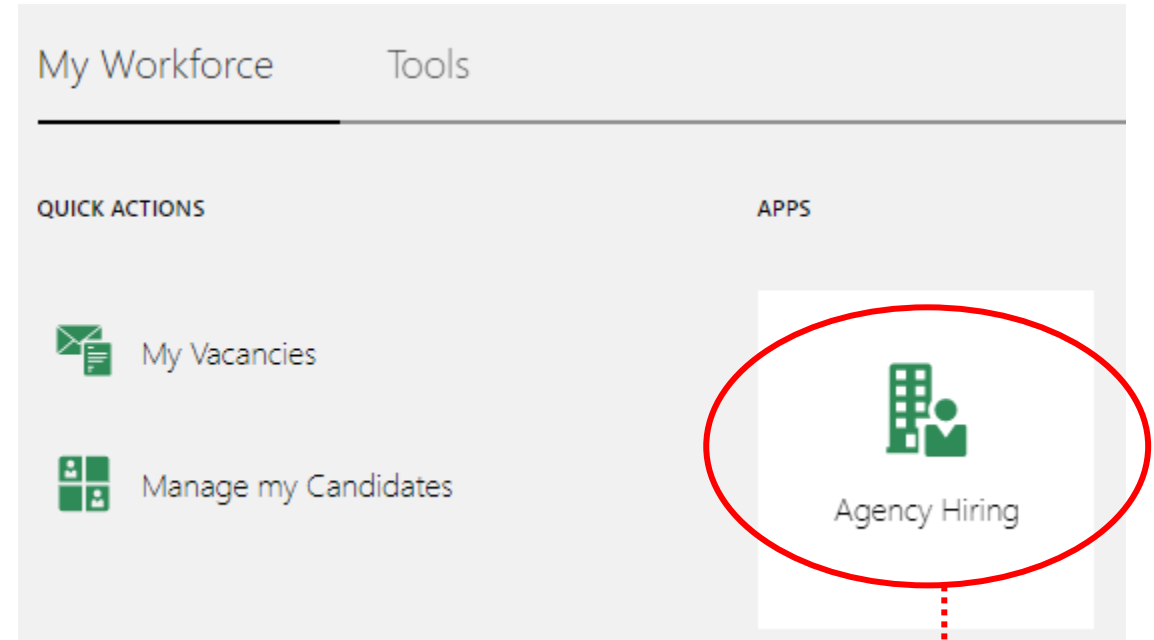
**Manage my Candidates** – view all of your candidates here.

**Referrals** – view any candidates you've referred to a role here.

**Job application** – view progress on your active job applications here.



You'll need to ensure a candidates profile has been created in Manage my Candidates before you're able to submit them for a role



What do you want to do or manage?

Search for tasks 🔍



My Vacancies



Manage my Candidates



Referrals



Job Applications

# Creating Candidates

To create a new candidate, click **Manage my Candidates** from the home page, and then click **Add**

Fill out the **Basic Info** screen with the candidates details and attach their CV.

You'll now be able to add in more information about the candidate. Once you've completed this, click **Save and Close** from the top right hand side of the page.

The first screenshot shows the 'Manage my Candidates' button in the top navigation bar. A red dashed arrow points down to the 'Candidates' section, which contains a search bar labeled 'Keywords' and a 'Show Filters' link. A red circle highlights the '+ Add' button in the top right corner.

The second screenshot shows the 'Create Candidate' form. It has a blue header bar with 'Create Candidate' and 'Save and Close' and 'Cancel' buttons. The form is divided into two sections: 'Basic Info' and 'Attachments'. The 'Basic Info' section includes fields for 'Last Name', 'First Name', 'Email', 'Phone Number', 'Title', 'Middle Name', 'Source' (with a dropdown menu), and 'Display Data to Candidate' (with a dropdown menu). The 'Attachments' section has a dashed box with a green arrow icon and the text 'Drag files here or click to add attachment'.

The third screenshot shows the candidate's profile page. It has a left sidebar with navigation links: 'Details', 'Activity', 'Attachments', 'Interactions', 'Screening', and 'Extra Info'. The main content area has a 'Key Highlights' section with 'Candidate Type' (External Candidates) and 'Candidate Number' (200009). Below this is a 'Licenses and Certifications' section with an '+ Add' button and a message 'There's nothing here so far.' with a small icon. At the bottom are expandable sections for 'Degrees', 'Languages', and 'Work Requirements'.

# Viewing Requisitions

To view a requisition you've been invited to apply for, click **My Vacancies** from the home page.

Click on the requisition title to view more details about the job including a job description and the recruiters contact details.

The screenshot shows the 'My Vacancies' section of a job portal. At the top, there's a 'My Vacancies' header with an envelope icon. Below it, a red dashed arrow points down to the 'Requisitions' section. The 'Requisitions' section has a search bar with 'Keywords', a 'Show Filters' button, and two 'My Invitations' buttons. A 'Sort By' dropdown is set to 'Requisition Name - A to Z'. The main list shows a requisition titled 'Business Optimisation Senior Analyst (1000062)' which is circled in red. Below the title, it says 'Aberdeenshire, United Kingdom' and 'Invitation Expiration Date and Time: 12.May.2021 3:40 PM'. A 'Submit Candidate' button is to the right. A second red dashed arrow points down to the 'Job Info' section. The 'Job Info' section displays details in two columns: Organization (Co operative Group (CWS) Ltd), JobFamilyName (Support Centre), Job Grade (D17 37.5), Location (Aberdeenshire, United Kingdom), Posting Date (27.Apr.2021), Internal Job Only (No), and Full or Part Time (Full time). Below this is the 'Job Details' section, which includes a 'Job Description' with a paragraph about joining a service analyst team, a paragraph about the role's focus on end-to-end service performance, and a bulleted list of responsibilities: support business performance, facilitate assessment of new services, and undertake analysis and interpretation of business requirements.

**My Vacancies**

**Requisitions**

Keywords  Show Filters My Invitations My Invitations X

Sort By Requisition Name - A to Z

**Business Optimisation Senior Analyst (1000062)**

Aberdeenshire, United Kingdom

Invitation Expiration Date and Time  
12.May.2021 3:40 PM

Submit Candidate ▼

**Job Info**

<b>Organization</b> Co operative Group (CWS) Ltd	<b>Posting Date</b> 27.Apr.2021
<b>JobFamilyName</b> Support Centre	<b>Internal Job Only</b> No
<b>Job Grade</b> D17 37.5	<b>Full or Part Time</b> Full time
<b>Location</b> Aberdeenshire, United Kingdom	

**Job Details**

**Job Description**

We're looking for a service analyst to join us at Co-op, as part of our newly designed technology team. You'd be joining service performance, a team managing some of our strategic technology service providers, including TCS and Microsoft, offering you loads of opportunity. You'd be a part of our technology transformation at Co-op, and if you can bring us the analytical skill and self-drive, we're after, we can offer you the chance to develop your career alongside a great team.

Focussed on end-to-end service performance, you'll play a supporting role across the management of our suppliers and the service they provide our businesses. It's a hugely varied role, with what you'll be working on, dependent on team priorities at that time, keeping it interesting and diverse. Ultimately though, as an analyst, we'll look to you to gather, interpret and present information to support decision making.

Some of what you'll be doing

- support business performance (inclusive of cost benefit) to the end customer, primarily delivered via our third-party suppliers (both on and offshore)
- facilitate the assessment of new and enhanced services
- undertake analysis and interpretation of business requirements and the feasibility of solutions, producing documentation using industry standard tools and techniques

# Submitting Candidates for a Role

From the **My Vacancies** menu, select the requisition you're submitting candidates for and select **Submit Candidates**.

Search for the candidate you're applying on behalf of using **Advanced Search**. **DO NOT** select **Create job application on behalf of candidate** check box. This will bypass the application process for the candidate

Select the candidate and from the **Create** dropdown menu ensure **Prospect candidate** is selected. This will mean the candidate will receive a link to apply for the job.

To complete the application click **Apply**.

**Requisitions**

Keywords  Show Filters My Invitations My Invitations x

Sort By Requisition Name - A to Z

**Business Optimisation Senior Analyst (1000062)**

Aberdeenshire, United Kingdom

Invitation Expiration Date and Time  
12.May.2021 3:40 PM

**Submit Candidate**

**Candidate**

☐ Create job application on behalf of candidate

Name	Candidate Number	Location
Bloomer, Robert	200009	

There's nothing here so far.

**Apply** **Cancel**

**Create** Prospect candidate  
Prospect candidate  
Job application on behalf of candidate

**Filters**

Expand All Collapse All

☒ Smith, Gareth (200011)

# Submitting Candidates for a Role

The candidate will receive an email from you letting them know they've been referred to a role. To complete the application process they'll need to click View and Apply on the invitation.

If they don't do this, they won't be considered for the role so you'll need to let them know they must complete this if they are interested.

**Jonathan Christer Has Referred You to a Job**

<b>Job Title</b>	Apprenticeship Delivery Partner	<b>Job Family</b>	Apprenticeships
<b>Job ID</b>	1023845	<b>Posting Date</b>	
<b>Location</b>	Aberdeenshire, United Kingdom	<b>Apply By Date</b>	

View and Apply

Not Interested



# Viewing Active Job Applications

From the Agency Hiring tile, click **Job Applications** to view all your active job applications and whether or not the candidates are still in the selection process.

What do you want to do or manage?

Search for tasks



Invitations



Talent



Referrals



Job Applications

## Active Job Applications

Smith, Gareth (200011)

Hiring Manager  
Doe, AAXMLK

Organization  
Co operative Group (CWS) Ltd

Business Optimisation Senior Analyst (1000062)  
Aberdeenshire, United Kingdom

Under Consideration

Agent  
JoeSmith