



1. END-TO-END RECRUITING PROCESS	
1	Requisition Creation Hiring manager creates a requisition with job details, headcount, skills and approvals.
2	Requisition Approval Requisition is routed for approval using Transaction Design Studio (TDS) and BPM Workflows.
3	Job Posting Job is published to Internal & External Career Sites and configured job distribution channels.
4	Application Screening Applications are screened based on Candidate Selection Process (CSP), prescreening questions, AI/Match and recruiter review.
5	Interview Scheduling Schedule interviews, coordinate panels, collect interviewer feedback and update candidate progression.
6	Offer Creation Create offer using templates, add compensation details, route approvals and send electronic offer.
7	Onboarding Handoff After acceptance, candidate transitions to Oracle Journeys (Onboarding) and employee creation is initiated.

2. KEY CONFIGURATIONS		
1 Enterprise Structures	2 Recruiting Types	3 Candidate Selection Process (CSP)
- Legal Employer - Business Unit - Location - Department - Job - Grade - Position	- Requisition Types - Application Types - Candidate Types - Interview Types - Offer Types - Disposition Reasons	- Define stages - Define step types - Add prescreening questions - Define task ownership
4 Recruiting Roles	5 Career Sites	6 Recruiting Categories
- Recruiter - Hiring Manager - Recruiting Coordinator - Interviewer - Offer Approver	- Internal Career Site - External Career Site - Career Site Branding - Job Templates - Career Site Settings	- Job Families - Job Categories - Job Functions - Job Subcategories - Job Levels
Additional Important Setups		
☒ Security Roles	☒ Document Records	☒ Recruiting Messages & Notifications
☒ Transaction Design Studio (TDS)	☒ BI Publications	☒ Profile Options

3. ORC MODULES	
1	Requisitions Manage job requisitions and approvals.
2	Candidates Search, review and manage candidate profiles.
3	Candidate Selection Process (CSP) Manage hiring process stages, tasks and activities.
4	Career Sites Publish jobs and manage branded career sites.
5	Offers Create, approve and extend offers to candidates.
6	Interview Management Manage interviews, panels and feedback.
7	Talent Community Engage and nurture potential candidates.
8	Reporting & Analytics Track recruiting metrics and pipeline.

4. INTEGRATIONS	
ORC →	HCM Core Create person and assignment
ORC →	Oracle Journeys (Onboarding) Seamless handoff after offer acceptance
ORC →	HCM Experience Design Studio For career site experience
ORC →	HCM Extracts Data extraction for integrations
ORC →	OTBI & BI Publisher Reporting and analytics
ORC →	Recruiting Booster (If licensed) AI powered candidate matching

5. COMMON ORC REPORTS (OTBI / BI PUBLISHER)
- Requisition Status Report - Recruiting Pipeline Report - Time to Fill Analysis - Time to Hire Analysis - Source Effectiveness Report - Candidate Funnel Analysis - Interview Feedback Report - Offer Acceptance Rate Report - Diversity Hiring Report

6. COMMON ORC REST APIS*
- Requisitions - Candidates - Job Openings - Applications - Offers - Interviews - Interview Feedback - Disposition Reasons - Candidate Correspondence
*API resources may vary depending on Oracle Fusion Cloud release.

7. TROUBLESHOOTING CHECKLIST
- Verify Recruiting Type and configuration. - Validate Candidate Selection Process (CSP). - Check Career Site visibility and job posting rules. - Verify Security Roles and Data Security Policies. - Review ESS Job Status for failed processes. - Check Recruiting Notifications and Templates. - Validate Recruiting Categories and mappings. - Review transaction logs for detailed errors.

8. BEST PRACTICES
- Define clear and efficient CSP aligned to hiring process. - Use prescreening questions to improve candidate quality. - Maintain accurate job and position information. - Keep career sites simple, mobile friendly and branded. - Use approvals to maintain compliance and control. - Enable notifications to keep stakeholders informed. - Track key metrics and improve continuously.

9. KEY ORC CONCEPTS	
Requisition	Request to fill a job opening.
Job Opening	Published job for candidates to apply.
Candidate	Person who applies for a job.
Application	Candidate submission for a job opening.
CSP	Defines hiring stages, tasks and flow.
Disposition	Outcome of a candidate at any stage.
Career Site	Portal where jobs are published.
Offer	Formal job offer extended to candidate.
Talent Community	Group of potential candidates for future roles.

10. ORC INTERVIEW QUESTIONS	
1 What is Oracle Recruiting Cloud (ORC)?	6 What are the key integrations in ORC?
2 Explain the Candidate Selection Process (CSP).	7 How does ORC integrate with Oracle Journeys?
3 What is the difference between Requisition and Offer?	8 What reports are commonly used in ORC?
4 How do approvals work in ORC?	9 What are the key roles in ORC?
5 How are career sites configured?	10 How do you troubleshoot a job not visible on career site?

11. IMPORTANT ESS JOBS
- Process Requisitions - Update Recruiting Index - Refresh Candidate Search Index - Rebuild Candidate Resume Index - Process Candidate Correspondences - Update Interview Feedback - Republish BI Publisher Reports - Purge Recruiting Data (As needed)

12. COMMON MISTAKES TO AVOID
- Incorrect CSP configuration leading to wrong flow. - Job not posted due to career site or distribution setup. - Missing approvals causing requisition delays. - Security roles not assigned properly. - Offer not extended due to missing offer details. - Not tracking metrics and pipeline regularly. - Ignoring notifications leading to poor communication.