



Oracle Taleo Cloud for Midsize (Taleo Business Edition)

Release 18D

What's New

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REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Feature	Notes
05 DEC 2018	Apply with LinkedIn	Updated document. Feature delivered in update 18D.
16 NOV 2018		Created initial document.

OVERVIEW

This guide outlines the information you need to know about new or improved functionality in this update.

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FEATURE SUMMARY

Feature	Action Required to Enable Feature			
	Automatically Available	End User Action Required	Administrator Action Required	Oracle Service Request Required
Recruit Enhancements				
Inactive Requisition Questions		✓		
Requisition Question Bundles		✓		

Feature	Action Required to Enable Feature			
	Automatically Available	End User Action Required	Administrator Action Required	Oracle Service Request Required
New Offer Merge Fields			✓	
Apply with LinkedIn			✓	
Career Center Enhancements				
Apply with Monster			✓	

RECRUIT ENHANCEMENTS

INACTIVE REQUISITION QUESTIONS

Requisition questions, also known as screening questions, can now be marked as active or inactive. This feature allows you to retain older questions that are no longer being used but prevent them from being added to requisitions moving forward.

In your list of questions, you can easily switch between the active and inactive questions, so that if you need to reactive a question you can easily do so.

Questions marked as inactive can no longer be added to requisitions but will remain on the current requisitions until you remove them. Inactive questions that are currently on requisitions still appear to candidates, and you can still retrieve the answers to these questions.

All of your existing questions have been marked as active. You only need to take action if you have some questions you no longer want to be active.

STEPS TO ENABLE

1. Select **Requisitions**, then select **Questions**.

Requisitions: Online Questions

Online questions allow you to create requisition-specific questionnaires that each applicant must answer when applying through your careers website.

Online Questions Library
Each of the questions in this library can be used to form online questionnaires for each of your requisitions. Click the **Add Question** button below to add a new question to the library.

User	Category	Type	Question	Max Score	Required	Active	Action
Sobol, Eina	Facilities	Picklist	Can you stand or be on your feet for the majority of the day?			✓	View
Sobol, Eina	Facilities	Picklist	Do you have a license to operate a forklift?			✓	View
DiPaola, Kathy	Product Management	Text Field	How long have you worked there? (Please specify dates)			✓	View
DiPaola, Kathy	Product Management	Picklist	How many years experience do you have with Agile methodology?		✓	✓	View

There are some changes to this list of questions. You will notice there is an Active column. All of your existing questions should be marked as active, but as you update some of these questions, an inactive question will not have a check in this column. There is also a drop down where you can easily switch from the list of all questions, to the list of only active or only inactive questions.

2. From the Action menu, select **Edit** for the question you wish to mark as inactive.
3. Uncheck the **Active** checkbox.

Question Information:

Category: Facilities or create a new category:

Type: Picklist

Question: Can you lift 50 pounds?

Required: (check this box if applicant should be required to answer this question)

Active:

4. Click **Save**.
5. Repeat for the other questions.

At any time you can edit a question that is not currently active, check the box and save, and it will then appear on the Active list in the list view.

REQUISITION QUESTION BUNDLES

You can now group requisition questions together in bundles, allowing your recruiters and hiring managers to quickly add several questions to a requisition at once. Much like activity bundles in Onboard, these requisition bundles allow you to simplify the process of adding screening questions to a requisition. Users may find that they add a handful of questions to every requisition, and this feature allows them to do this by adding the bundle, rather than adding each question individually. Once the bundle has been added, individual questions can be removed or new questions can be added as well.

Any inactive questions that are in a bundle will not be added to a requisition. If a bundle contains a question that is already on the requisition, or if two bundles are added and they contain overlapping questions, the question will not be duplicated on the requisition.

STEPS TO ENABLE

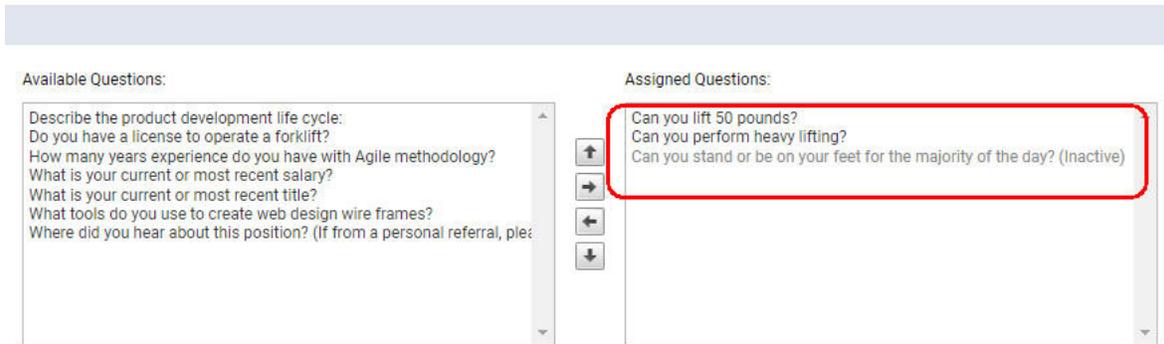
Steps to add a Question Bundle

1. Select **Requisition**, then select **Question Bundles**.
2. Click the **Add Bundle** button in the initially empty list view.
3. Enter a bundle name and description.
4. From the list of Active questions, which appear in alphabetical order, select a question and click the right arrow to move the question to the Assigned Questions list. You can also control-click on more than one question and move them at once.

The screenshot shows a web interface for configuring a question bundle. At the top, there are three buttons: "Save" (in blue), "Cancel", and "Reset". Below this is a section titled "General Properties:" with a red asterisk indicating required information. It contains two text input fields: "Bundle Name:" with the value "Facilities" and "Description:" with the value "Questions for Facilities Reqs". To the right of this section is a legend: "Red = Required Information". Below the general properties is a section titled "Questions for Bundle:". It is divided into two panes. The left pane, "Available Questions:", contains a list of questions, with "Do you have a license to operate a forklift?" selected and highlighted in blue. The right pane, "Assigned Questions:", contains a list of three questions: "Can you lift 50 pounds?", "Can you perform heavy lifting?", and "Can you stand or be on your feet for the majority of the day?". Between the two panes are four arrow buttons: an up arrow, a right arrow, a left arrow, and a down arrow, used for moving questions between the panes and reordering them.

5. Reorder the questions on the Assigned Questions side with the up or down arrows. You can also remove a question by using the left arrow to move it back to the Available Questions side.
6. Click **Save**.

At any time you can edit the bundle again and add or remove questions. If the Active checkmark is removed from a question after it has been added to a bundle, you will see an indication when you edit the bundle.



If you remove the inactive question by clicking the left arrow, it will disappear from the list since it is not eligible to be added back.

Once your bundles have been set up, you can add any bundle to a requisition.

Steps to add a Question Bundle to a Requisition

1. Open the requisition.
2. Scroll down to the Questions & Ranking section
3. Click the new **Attach Bundles** link.
4. An alphabetical list of bundles will appear, with each question listed. Inactive questions are grayed out with '(Inactive)' in red.
5. Click the **Append** link next to the bundle name to add all active questions to the requisition.
6. Repeat for any other bundles.
7. Click the Close Window link in the upper right corner.

Once you have returned to the requisition, you can remove a particular question, re-order the questions, adjust the ranking, etc.

NEW OFFER MERGE FIELDS

Two new merge fields are available for offer letters and the email notification that is sent with offers. The new merge fields are:

Offer Start Date Long: <<OFFER_START_DATE_LONG>>

Offer Expiration Date Long: <<OFFER_EXPIRATION_DATE_LONG>>

Much like the <<CURRENT_DATE_LONG>> merge field, these two merge fields result in a date format like November 12, 2018, instead of 11/12/18.

STEPS TO ENABLE

To take advantage of these new merge fields, you need to update your offer templates and email notifications and replace the merge fields with the new merge fields where desired. The email that is sent to candidates for an offer is typically called Candidate Offer. You can update other email notifications that are sent to offer approvers as well, if desired.

APPLY WITH LINKEDIN

LinkedIn has updated the existing Apply with LinkedIn integration to a new plugin. This update will impact the existing Apply with LinkedIn integration on both the legacy Careers Website (CWS) and the Career Center. All customers using Apply with LinkedIn today and in the future will need to enable the new plugin using the instructions found below. The existing legacy Apply with LinkedIn integration will no longer be available after the end of 2018. In order to enable the new plugin, customers must meet the minimum requirements, which are a minimum of one (1) LinkedIn Recruiter Corporate Seat. Once this requirement is met, an Admin on the LinkedIn Recruiter contract must enable the integration to use with TBE, using the instructions below.

You can find more information about a LinkedIn Recruiter account [here](#).

Key benefits of the updated integration:

- Apply with LinkedIn drives increased conversions from the company career site and provides visibility into “Apply Starters” (<https://business.linkedin.com/talent-solutions/product-update/jobs/apply-starters>).
- Apply with LinkedIn increases your conversion rate. Improve applicant conversion by making it possible for candidates to automatically complete a job application using their LinkedIn profile data.
- Apply with LinkedIn improves InMail response rates by identifying warm leads. Anyone who begins the application process using Apply with LinkedIn will be surfaced as “Apply Starters” in both LinkedIn Recruiter and a weekly digest.

If you are unsure whether you are currently using this feature on your career site, you can check as follows:

For the Legacy CWS:

1. Select **Administration**, then select **Customize Recruit**.
2. Click **Careers Website Pages** in the Customize Pages section.
3. Edit the **External Application**, or the name of the application you are using.
4. In the Application form section, see if the LinkedIn Profile icon is enabled or grayed out. If it is grayed out, you are not using it, but if you want to use in the future, you may follow the steps below. If the icon is enabled, you are currently using this option.
5. You can check additional application forms, if you have them, as well.

For the Career Center:

1. Select **Administration**, then select **Customize Recruit**.
2. Click **Career Center Pages** in the Customize Pages section.
3. Edit the **Candidate Information** application component.
4. Click Edit to the right of the Profile Upload line.
5. If the ‘Allow LinkedIn Profile Parsing’ section is checked, then you are using it.
6. You can check additional Candidate Information versions, if you have them, as well.

If you are currently using the plugin and you take no action, the old plugin will continue to work until the end of 2018. After this time, the option will disappear from you career site.

If you would like to configure the new version, you may do so once you have the LinkedIn Recruiter account. You do not need to do this before the end of 2018, but no option to apply with the LinkedIn profile will appear to job seekers after the end of the year, until you configure the new version.

STEPS TO ENABLE

1. If you do not already have a LinkedIn Recruiter account, you can reach out to a LinkedIn Sales representative at this address: <https://business.linkedin.com/talent-solutions/contact-us-c>

2. Once you have your LinkedIn Recruiter account, you are ready to configure the option in TBE. If you are already logged into LinkedIn with a personal account that is not the same as the account with Recruiter access, log out and back in.
3. In TBE, select **Administration**, then select **Organization**.
4. Click **System & Email Settings**.
5. Scroll down to the External Source Upload Settings.
6. Check the option **Configure Apply with LinkedIn 2.0**.
7. After a brief pause, you should see the following options:

External Source Upload Settings

- Allow document upload from Google Drive
- Allow document upload from Dropbox
- Configure Apply with LinkedIn 2.0 ?

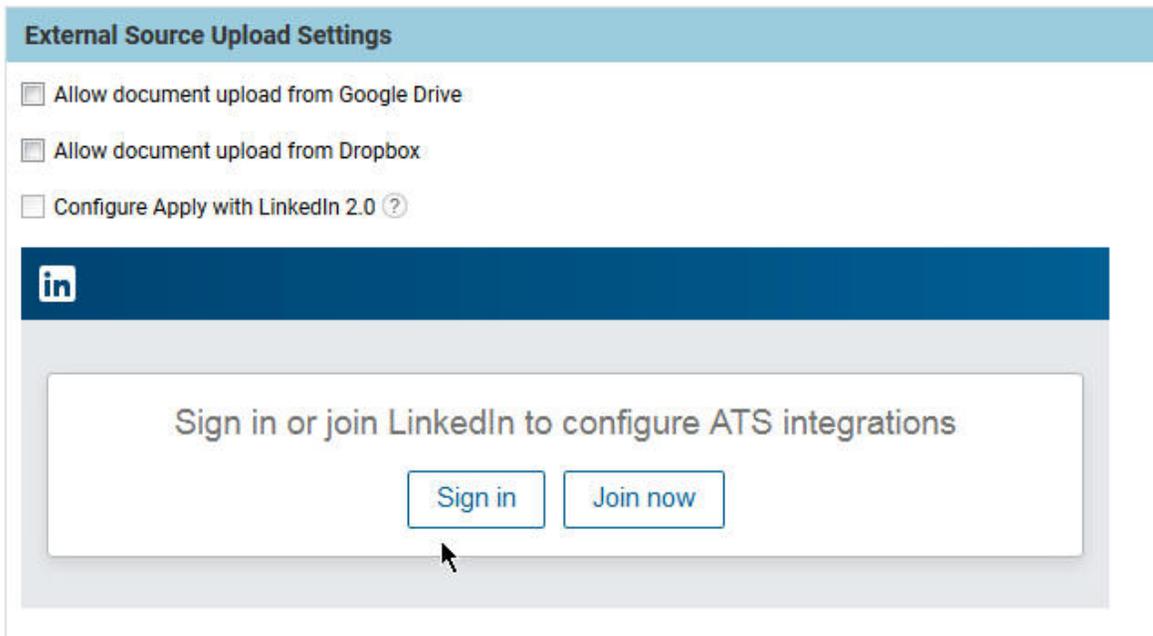
Request an Integration
Recruiter System Connect (RSC)

Apply with LinkedIn
Enable to display the Apply with LinkedIn button on your jobs pages and allow job seekers to use their LinkedIn profile to apply to your jobs. You'll also receive LinkedIn profiles of job seekers who start, but don't finish your application in Recruiter. [Learn more](#) **Request**

Apply Starters Explorer
Enable to display a list of job seekers who started to apply to your jobs by clicking on Apply with LinkedIn, but didn't finish your application. [Learn more](#) **Not currently available**

LinkedIn Match
Enable to see how well an applicant matches your job requirements in your ATS. LinkedIn Match will also order applicants by their match for the role, so well-matched candidates appear at the top of the list. **Not currently available**

8. If instead, you see the following screen, click Sign in, and remember to enter your LinkedIn Recruiter credentials.



9. Click the **Request** button. Again, there will be a pause, and then the system should complete the configuration. Only when the configuration is marked as 'Enabled' will the 'Configure Apply with LinkedIn' checkbox be checked, and it cannot be unchecked.
10. Save the System & Email Settings page.
11. Check the LinkedIn settings on either the legacy CWS or the Career Center, as described above.
12. Now when your job seekers apply, they will see one of the following two new buttons, depending on whether they are logged into LinkedIn or not:

2. Your Information

Save Time

Use your resume or LinkedIn Profile to fill in many of the fields on this application form.

Your full LinkedIn profile
will be shared. [Learn More](#)

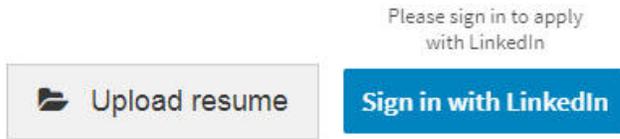


Button Presented to Job Seeker When Already Logged into LinkedIn

2. Your Information

Save Time

Use your resume or LinkedIn Profile to fill in many of the fields on this application form.



Button Presented to Job Seeker When Not Logged into LinkedIn

Job seekers can then sign in and continue, pulling in their profile information to speed up the application process.

CAREER CENTER ENHANCEMENTS

APPLY WITH MONSTER

A new option for the Career Center allows job seekers to apply for a job using their Monster profile. This feature saves time by automatically uploading a resume and populating parts of the application form based on the Monster profile.

STEPS TO ENABLE

1. Select **Administration**, then select **Customize Recruit**.
2. In the Customize Pages section, click **Career Center Pages**.
3. Edit the **Candidate Information** application component.
4. Edit the **Profile Upload** section.
5. Select the option **Allow Resume Upload and Parsing from Monster** and select the desired options.

Allow Resume Upload and Monster Profile Parsing



This allows candidates to use their Monster Profile to upload their resume and to automatically populate the application form.

Parsing Details:

Contact Information (name - address etc)

Work History

Education

6. Click **Submit**.
7. Click **Save** to save the Candidate Information component.

Now when job seekers apply for a job on your Career Center, they will see an option to apply with Monster, and after logging in, their data will be copied over to the Career Center.

2. Your Information

Save Time

Use your resume or LinkedIn Profile to fill in many of the fields on this application form.

Personal Information

First name

Danny

Middle

R.

Last name*

Boynnton

Street address

ADDITIONAL INFORMATION

Behavior Change for Education 'Date To' Field

Throughout the product, the 'Date To' field in the Education date field can be set to a year up to 5 years in the future. This change allows job seekers to enter education information accurately for an upcoming completion. It also allows your employees, filling out their information on the Talent Center, to enter information about degrees currently in progress.

There is no setup needed for this change. The drop downs have been updated with this change.

The screenshot shows a form with the following fields:

- Date To***: A dropdown menu currently showing 'June'.
- School Name***: An empty text input field.
- State/Territory**: A dropdown menu currently showing 'Please select'.

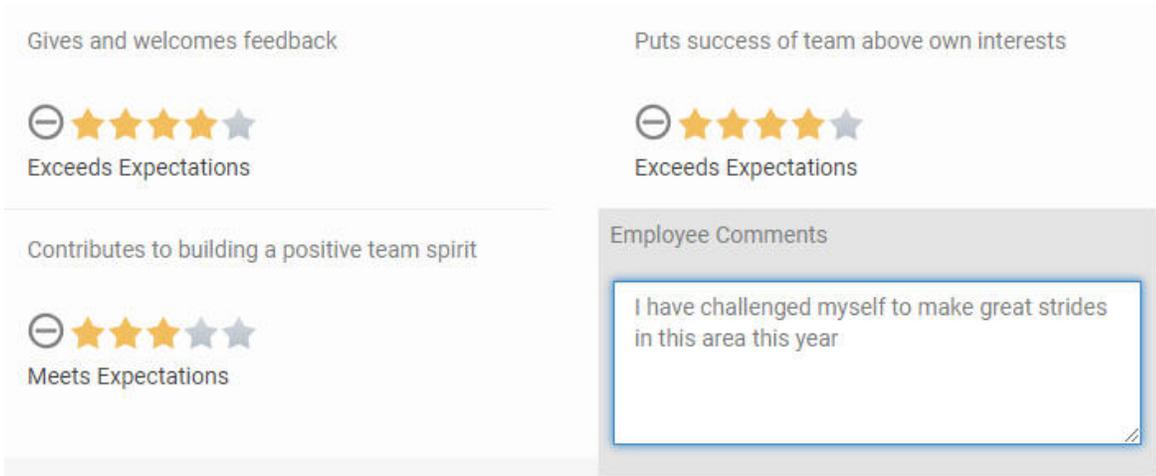
The 'Date To*' dropdown menu is open, displaying the following options:

- Please select
- To Present
- 2023
- 2022
- 2021 (highlighted)
- 2020
- 2019
- 2018
- 2017
- 2016

'Date To' Year Can Be 5 Years in the Future

Behavior Change for Review Competency Comments on the Talent Center

Employees filling out their reviews on the Talent Center no longer need to click the checkbox to save each competency comments field. Once the employee clicks out of the field, it will be automatically saved, just as the ratings themselves are saved.



Competency Comments Are Automatically Saved

Please note that this change does not apply to other text area fields on the review page, including goal and general comments, which still have the cancel and save icons. Anywhere these icons appear, the employee should still click to save.



General Comments and Goal Comments Still Display Save and Cancel Icons

Important Note Regarding Legacy Employee Website

The legacy Employee Website (EWS) will be discontinued for all existing customers as of the 19A update (February 2019).. You should set up your Talent Center as soon as possible in order to prepare for this change. There are several videos on the Talent Center discussing customization of widgets and page layouts. Administering a Talent Center is very easy and user-friendly. The widgets that you need to add depend on the services you have enabled. There is a Talent Center chapter in the Help in each of the three Help guides (Recruit, Onboard, and Perform).

A great starting point is the PDF document on the Resource Center called 'Moving to the Talent Center.'

Here are some suggested action items you should take as you prepare for this translation:

- Add widgets not already on the page.

NOTE: For Recruit customers, determine if you want Hiring Managers to use the Talent Center for requisition and offer approvals, as well as candidate management. Please refer to the Help section 'My Approvals Widget' on the page called 'Configuring the Talent Center Home Page' for important information about this widget, which shows both Offer and Requisition approvals.

- Customize list views as needed
- Customize page layouts as needed
- Add background images and static HTML to the page to further customize the page
- Customize a theme if different colors are preferred
- Assign sample onboarding tasks, or reviews and goals to employees for a round of testing, or ask certain employees to complete their actual items from the Talent Center. It is best to provide them with the direct URL to the Talent Center during the testing.
- Update your system templates to include links to the Talent Center instead of the EWS. Adjust wording as necessary. Refer to the document on the Resource Center called 'Updating System Email Templates with Talent Center links' for suggestions. You may also want to include links to both the EWS and the Talent Center during your testing period.
- Check the 'Make Talent Center the default website for Employees' once you are ready to move over. This setting will change the Quick Access menu to direct Employees to the Talent Center from within TBE.
- If you wish to have multiple Talent Centers, set the Preferred Talent Center for those Employees that you prefer to access a Talent Center other than the default (please note that Talent Centers can support multiple languages, but you may wish to have one for interns, one for contractors, etc.).

You may post questions and concerns on Customer Connect, <https://cloudcustomerconnect.oracle.com/>



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