

Recruiting in Oracle



Table of Contents

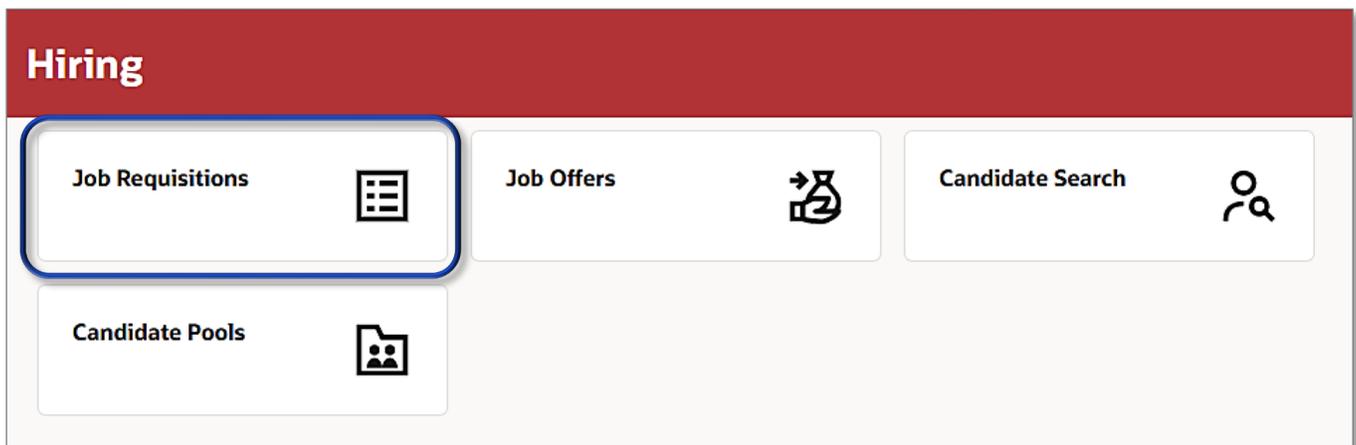
Entering a Job Requisition	3
Posting the Job Requisition	9
Viewing Your Applications	13
Initiating an Offer	14

Entering a Job Requisition

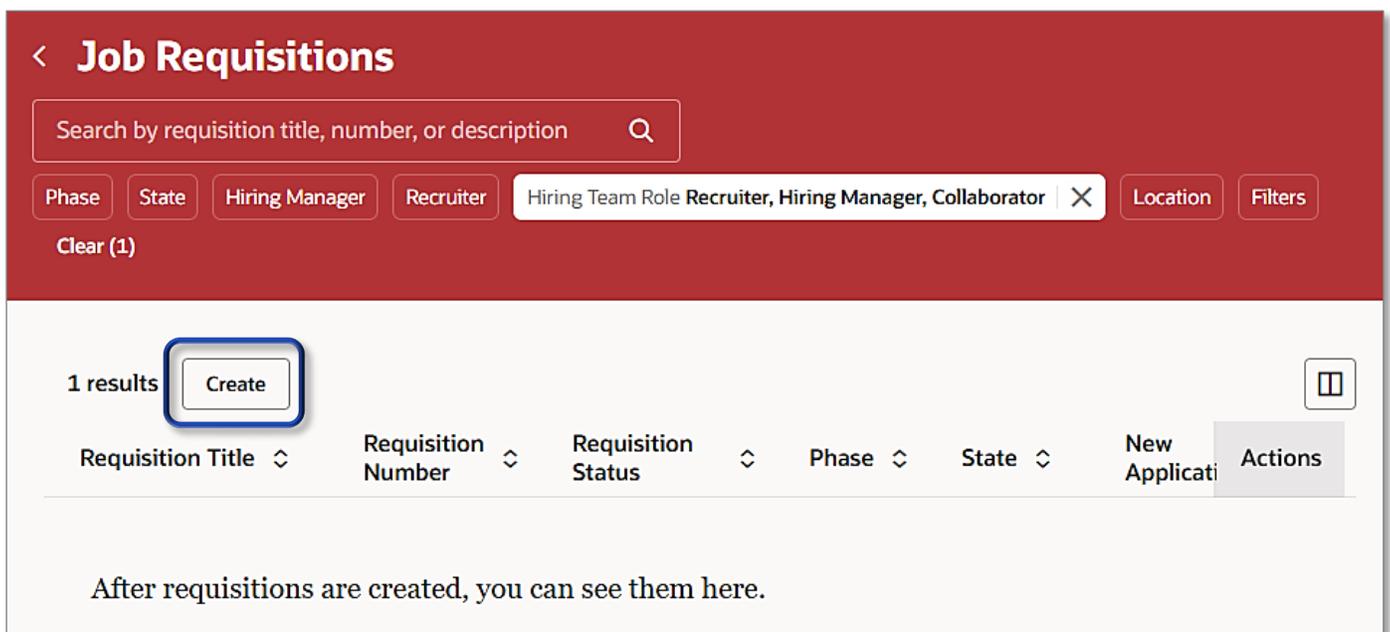
From the Home screen of Oracle, go to **My Team – Hiring**.



Now click **Job Requisitions**.



Click **Create**.



In the **How to Start** section, select **Standard** for the **Requisition Type** (a below). In the **Create Requisition Using** field (b below), select **Position**. Then select your **Business Unit** (c below).

Next click the **Position** field (see star below). Start typing the name of the position into the field, then select it from the choices. Then hit **Continue**.

Name	Code	Job
Assistant Network Administrator - IT - 1	B1219-1	Assistant Network Admin - IT
Assistant Network Administrator - IT - 3	B1219-3	Assistant Network Admin - IT
Network Technician - IT - 3	B1231-3	Network Technician I - IT
Senior Network Administrator - IT	R1213-1	Senior Network Administrator - IT

In the **Basic info** section, just click **Continue** (circled below).

Basic info

Requisition Type
Standard

Requisition Title
Network Technician - IT - 3

Position
Network Technician - IT - 3 (B1231-3)

Languages
American English (Default) ×

Opening Type

Limited

Number of Openings
1

Unlimited

Last updated 2 minutes ago

Cancel
Save and Close
Continue
Submit

2 | 11

- Basic info**
- Hiring team
- Requisition structure
- Details
- Posting description
- Offer info
- Attachments
- Configuration
- Prescreening questions
- Interview questionnaires

In the next section, click into the **Hiring Manager** field and begin typing the first or last name of whomever will make the decision on the hire (if that's you, type in your name), then select the correct name from the list.

Hiring team

Hiring Manager
holland

Recruiter
 Deyanira Garcia

Name	Business Title	Work Email	Person Number
William Holland Jr.	Services Manager - IT	bholland@brazoscountytexas.gov	4363
Raigan Holland	Basic Supervision - Full Time - Hourly	RHolland-Williams@brazoscou...	21643
Dennis Hollas	Election Worker - Elections Administrator		23636
Kimberly Galland	Election Worker - Elections Administrator		22839
Roland Villalpando	Light Equipment Operator I - Road and Bridge	Roland.Villalpando@brazoscou...	11143

3 | 11

Basic info

After selecting the hiring manager, *if anyone else needs to be in the loop on this hire*, you can hit **Add** (see arrow below) to add another collaborator (and type their name into the new field added to select them). Then click **Continue** (circled below).

Hiring team

Hiring Manager: William Holland Jr. | Recruiter: Deyanira Garcia

Collaborator Type

Collaborator

+ Add

Deyanira Garcia
Assistant - Human Resources

Last updated 17 minutes ago | Cancel | Save and Close | **Continue** | Submit

For the **Recruiting Type** (a below), if the job is in CSCD or the Sheriff's Office, select that from the drop-down. Everyone else should leave this on **General**. In the **Organization** field (b below), begin typing the name of your department, then select the **Administration** listing of your office. You can leave the Job Family and Job Function as is. If a change is needed there, HR will do that. Hit **Continue** at the bottom.

New Job Requisition

Requisition structure

Recruiting Type: General (a) | Organization: Information Technology - Admir (b)

Job Family: General Admin | Job Function: Financial Admin/General Contrc

Primary Location: TX, United States | Other Locations

Last updated 5 minutes ago | Cancel | Save and Close | **Continue** | Submit

In the **Offer Info** section, all required fields should be filled in based on everything you have already entered. Hit **Continue**.

New Job Requisition

Offer info

7 | 11

Legal Employer
Brazos County, TX

Business Unit
Brazos County

Department
Information Technology - Admin

Job
Network Technician I - IT (B1231)

Primary Work Location
Information Technology

Other Work Locations

Last updated 43 seconds ago

Cancel Save and Close **Continue** Submit

Basic info
Hiring team
Requisition structure
Details
Posting description
Offer info
Attachments
Configuration
Prescreening question

You don't need to add an attachment, just hit **Continue**.

Attachments

Network Technician - IT - 3

7 | 11

Hiring team

Requisition structure

Details

Work requirements

Posting description

Drag and Drop
Select or drop files here.

URL Add URL

Last updated 2 minutes ago

Cancel Save and Close **Continue** Submit

Under **Configuration**, set the **Candidate Selection Process** (a below) to **General** (*unless you're entering a job requisition for the Sheriff's Office*). **External Application Flow** (b below) should default correctly. Set both **Allow Candidates to Apply When Not Posted** (c below) and **Automatically Fill Position** (d below) to **No**. Click **Continue**.

Configuration
Network Technician - IT - 3

9 | 11

Candidate Selection Process
General, CSCD, Juvenile CSP

External Application Flow
General Application v2.0

Allow Candidates to Apply When Not Posted
No

Automatically Fill Requisition
No

Last updated 11 minutes ago

Cancel Save and Close Continue Submit

Configuration
Prescreening questions
Interview questionnaires

In the **Prescreening questions** section, you will see several basic questions already populated. If you want to add another question, you can hit the **Add** button (see arrow below), then select the question from a drop-box that appears. Otherwise, hit **Submit**.

Prescreening questions
Network Technician - IT - 3

10 | 11

+ Add

Internal External

How did you hear about this position?

Code 300000010325552 Type Single Choice

Score Response Required Yes

Classification Prescreening Question Added Automatically

Please enter education and/or certifications

Code Type

Last updated 28 minutes ago

Cancel Save and Close Continue Submit

Hiring team
Requisition structure
Details
Work requirements
Posting description
Offer info
Attachments
Configuration

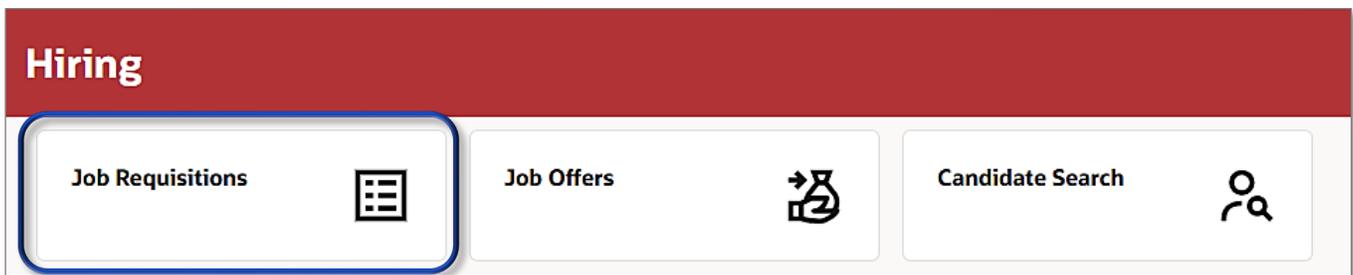
Now the job requisition goes to HR for approval.

Posting the Job Requisition

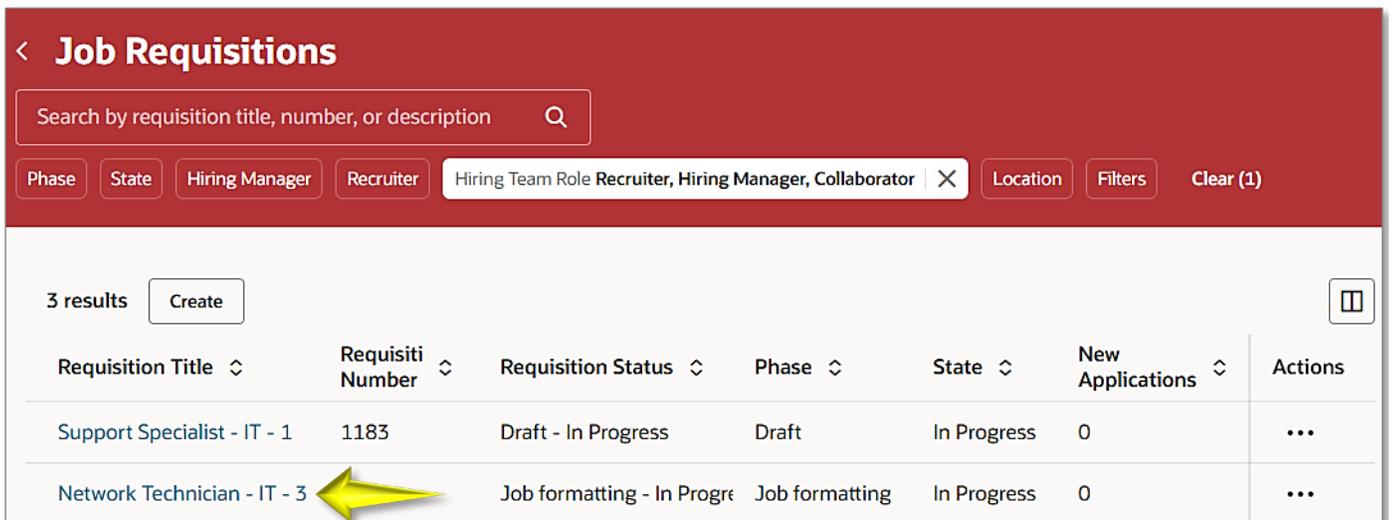
When HR approves the job requisition, you should get an email notification (and a notification on your Home screen of Oracle). When you receive that notification, go to **My Team – Hiring**.



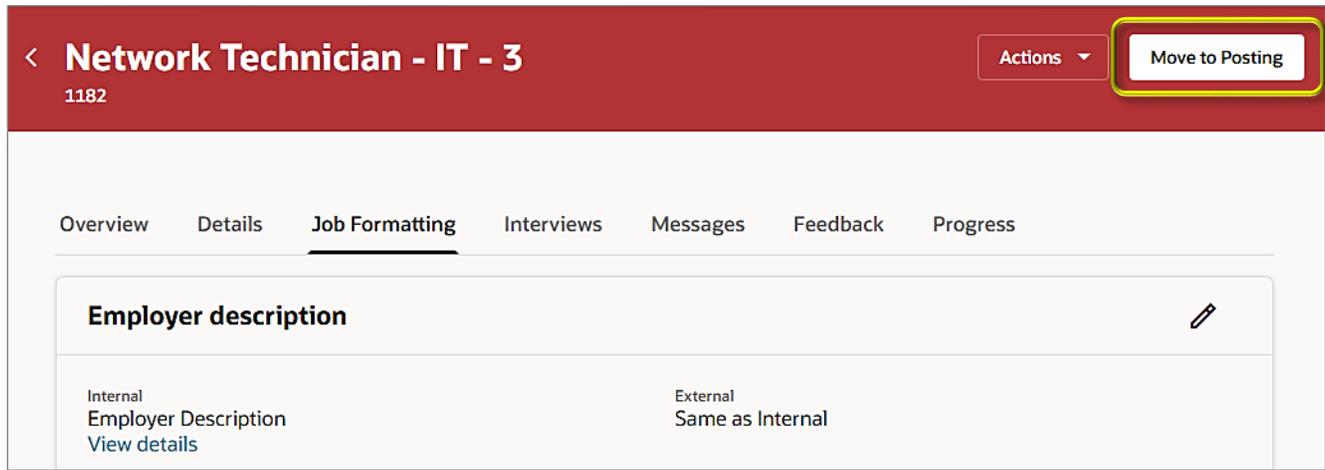
Click **Job Requisitions**.



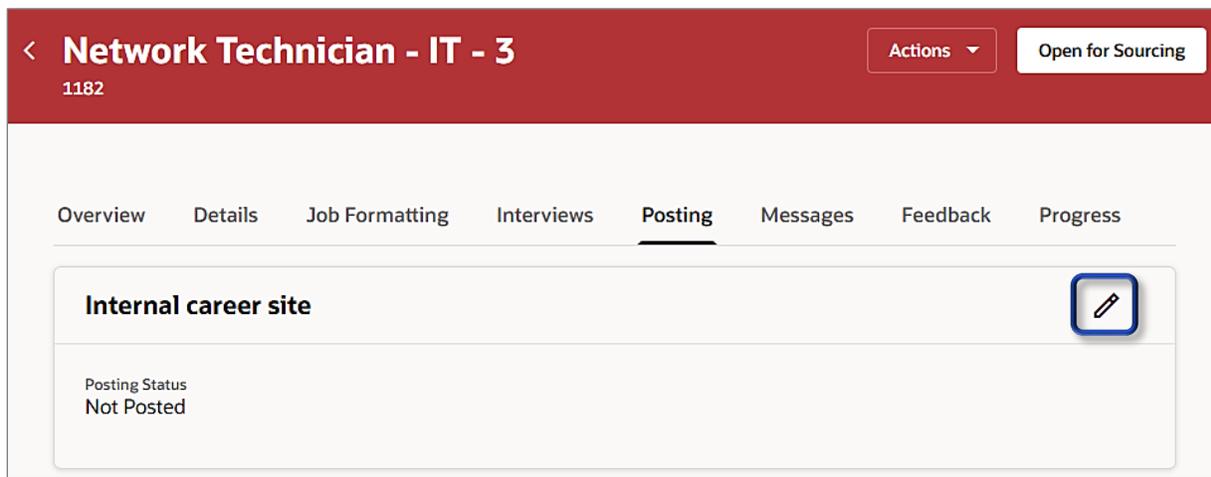
Click the Job Requisition you need to post.



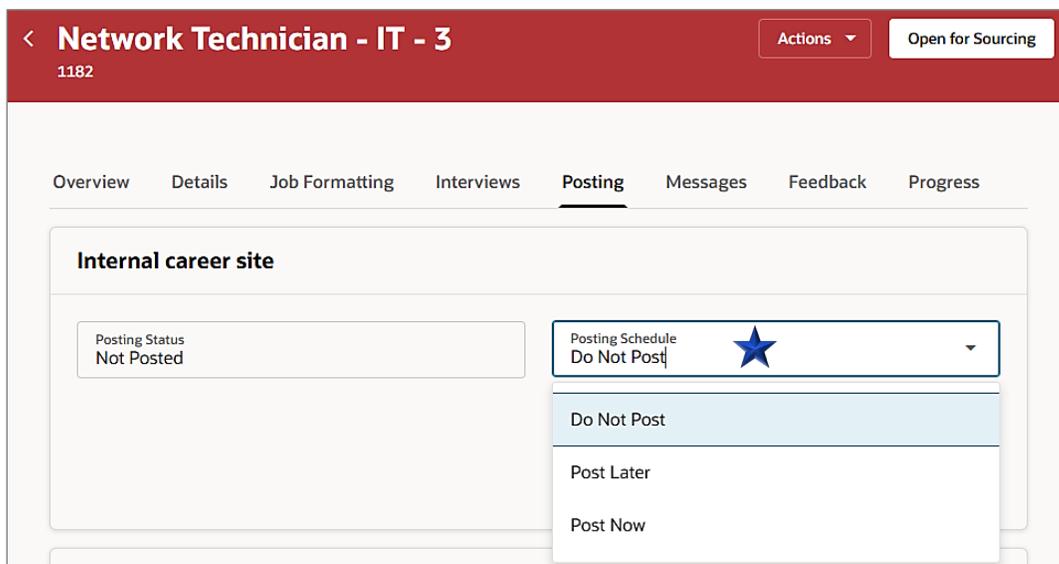
Click **Move to Posting** near the top right.



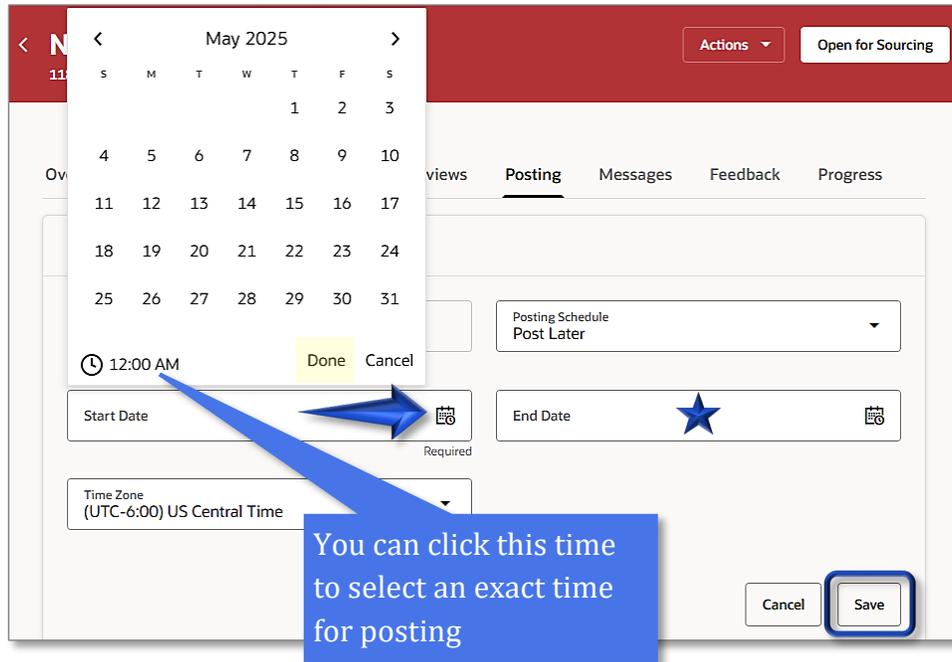
Now click the **pencil** by **Internal career site**.



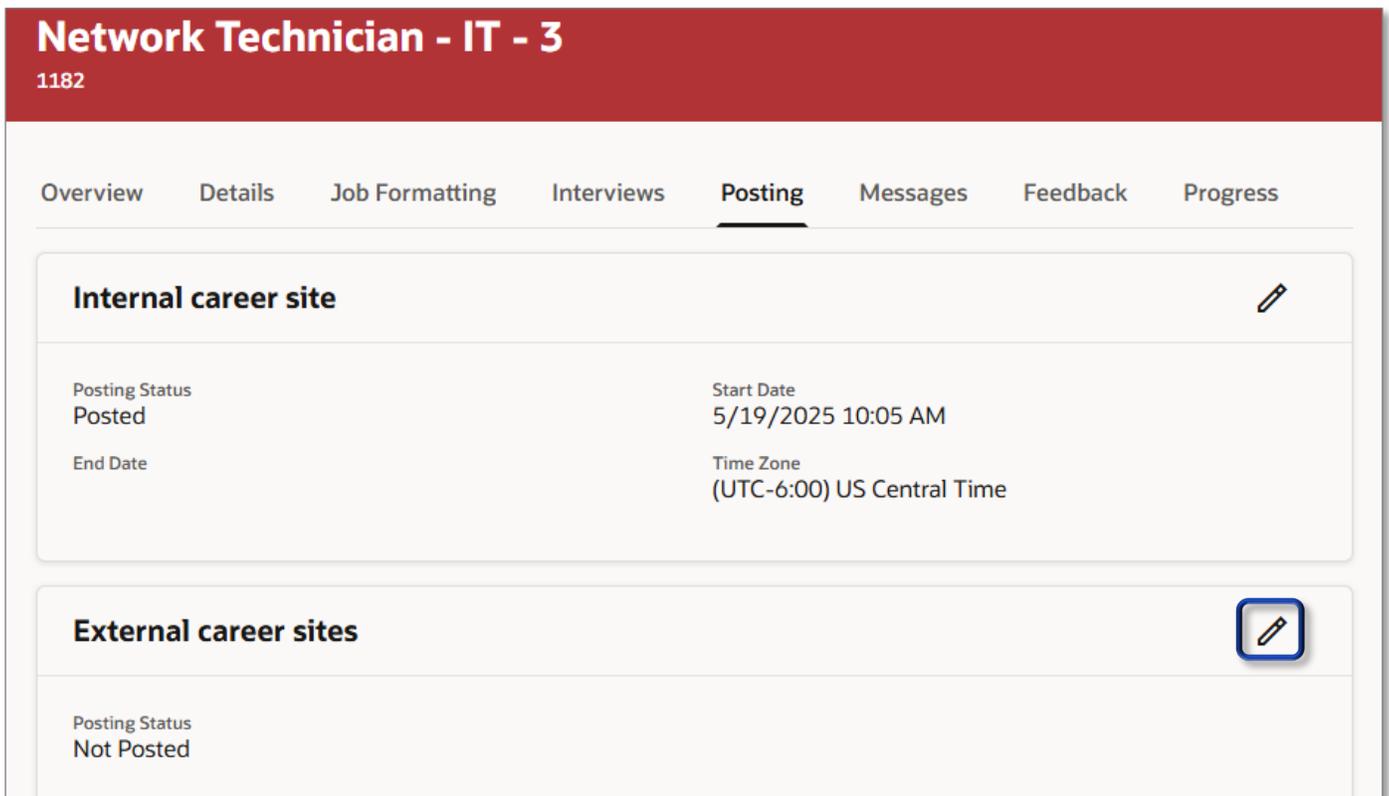
In the **Posting Schedule** field (see star below), you can choose **Post Now** (which, after saving, will post the job within 15 minutes) or **Post Later** (which will allow you to select a date and time to post the job).



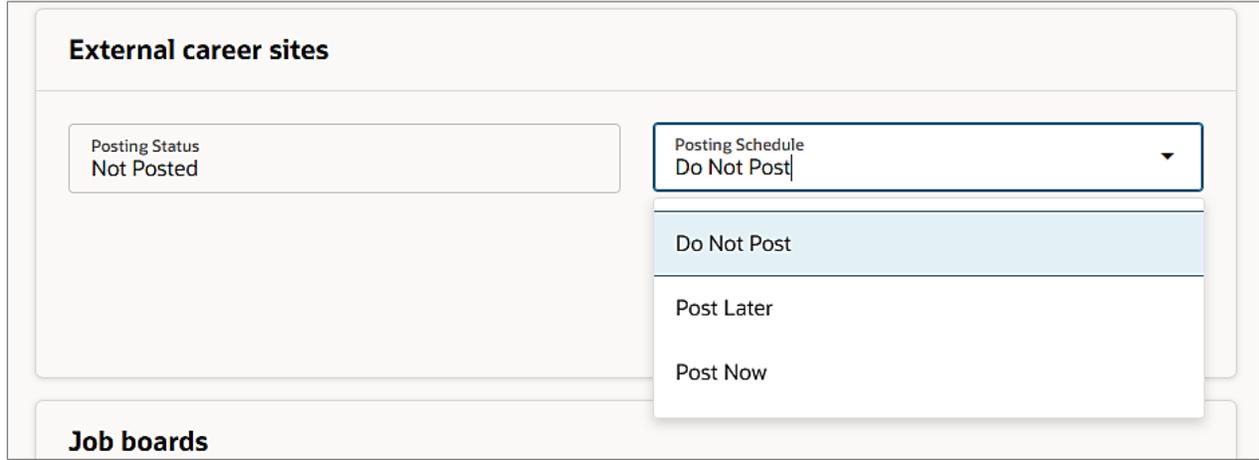
If you choose **Post Later**, you need to specify the **Date** and **Time** you want this job to post. In the **Start Date** field, you can either type in the date you want this job to post or click the calendar button (see arrow below) to open a **Date/Time** picker to select the date, time, and hit **Done** (highlighted below) on the calendar. You can also set an **End Date** for posting (see star below). Click **Save** when you're done (circled).



Now click the pencil by the **External career sites**.

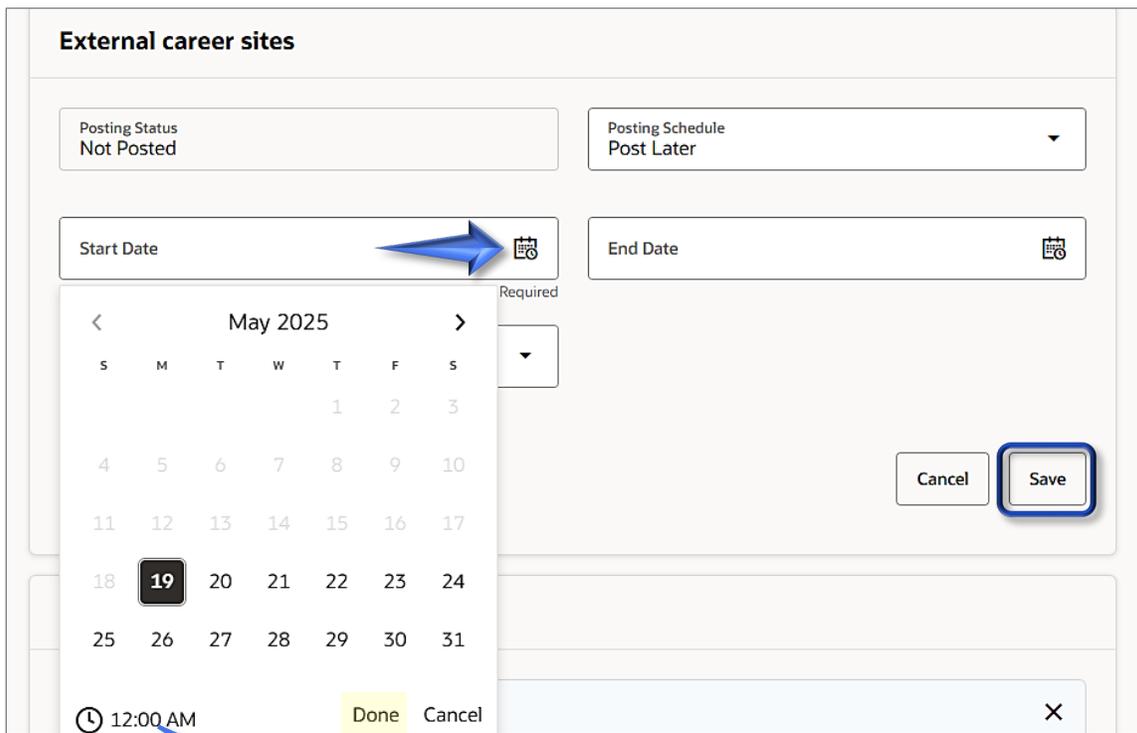


In the **Posting Schedule** field (see star below), you can choose **Post Now** (which, after saving, will post the job within 15 minutes) or **Post Later** (which will allow you to select a date and time to post the job).



The screenshot shows the 'External career sites' section of a form. On the left, there is a 'Posting Status' field with the value 'Not Posted'. On the right, there is a 'Posting Schedule' dropdown menu. The dropdown is open, showing three options: 'Do Not Post', 'Post Later', and 'Post Now'. The 'Do Not Post' option is currently selected and highlighted in light blue. Below the form, the 'Job boards' section is partially visible.

If you choose **Post Later**, you need to specify the **Date** and **Time** you want this job to post. In the **Start Date** field, you can either type in the date you want this job to post or click the calendar button (see arrow below) to open a **Date/Time** picker to select the date, time, and hit **Done** (highlighted below) on the calendar. You can also set an **End Date** for posting (see star below). Click **Save** when you're done (circled).



The screenshot shows the 'External career sites' form with the 'Posting Schedule' set to 'Post Later'. The 'Start Date' field is active, and a date picker is open. A blue arrow points to the calendar icon in the 'Start Date' field. The date picker shows the month of May 2025, with the 19th selected. Below the calendar, there is a '12:00 AM' time selector, a 'Done' button (highlighted in yellow), and a 'Cancel' button. To the right of the 'Start Date' field, there is an 'End Date' field with a calendar icon. Below the 'End Date' field, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in blue. A 'Required' label is visible next to the 'End Date' field.

You can click this time to select an exact time for posting

Viewing Your Applications

You should receive email notifications when you start receiving applications for the job. To review the applications, go back into **My Team – Hiring**.



Then you will see the most recent job requisitions you are involved with. To view the applications, click the number under either **New Applications** (to see the most recent applications) or **Applications** (circled below).

Job Requisitions

Search by requisition title, number, or description

Phase State Hiring Manager Recruiter Hiring Team Role Recruiter, Hiring Manager, Collaborator X Location Filters Clear (1)

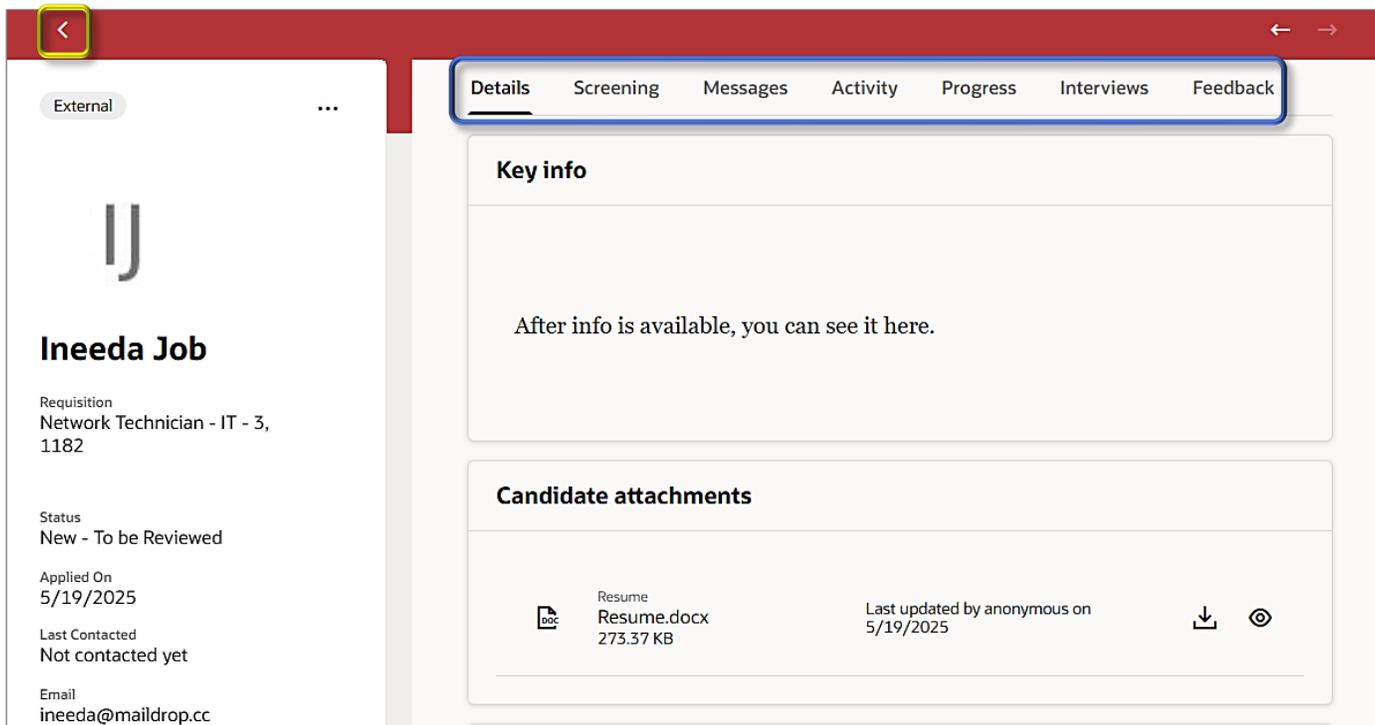
3 results + Create

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Actions
Support Specialist - IT - 1	1183	Draft - In Progress	Draft	In Progress	0	0	...
Network Technician - IT -	1182	Open - Posted	Open	Posted	2	2	...

After clicking into the applications, click the name of the candidate you want to review (see arrows below).

Favorite	Candidate	Details	Status	Education	Rank
<input type="checkbox"/> ☆ ●	Schmoe, Joe 2666879 Bryan, TX, US		New, To be Reviewed Prescreening score: 1 out of 1		...
<input type="checkbox"/> ☆ ●	Job, Ineeda 2666873 Bryan, TX, US	Resume	New, To be Reviewed Prescreening score: 1 out of 1		...

Next you see a screen with their key info and resume first. You can click on any of the tabs across the top (circled in blue below) to view additional information the candidate provided. When you're done reviewing, click the back arrow near the top left (circled in yellow below) to go back to the list of candidates.



Initiating an Offer

When you have decided on the right candidate, you need to initiate a job offer to them. To start that, go back into **My Team – Hiring**.



Click the number under **Applications** (circled below).

Job Requisitions

Search by requisition title, number, or description

Phase State Hiring Manager Recruiter Hiring Team Role Recruiter, Hiring Manager, Collaborator Location Filters Clear (1)

3 results [+ Create](#)

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Actions
Support Specialist - IT - 1	1183	Draft - In Progress	Draft	In Progress	0	0	...
Network Technician - IT -	1182	Open - Posted	Open	Posted	2	2	...

Look for the candidate you'd like to hire and click their name.

< Network Technician - IT - 3 (1233) General

Job Applications

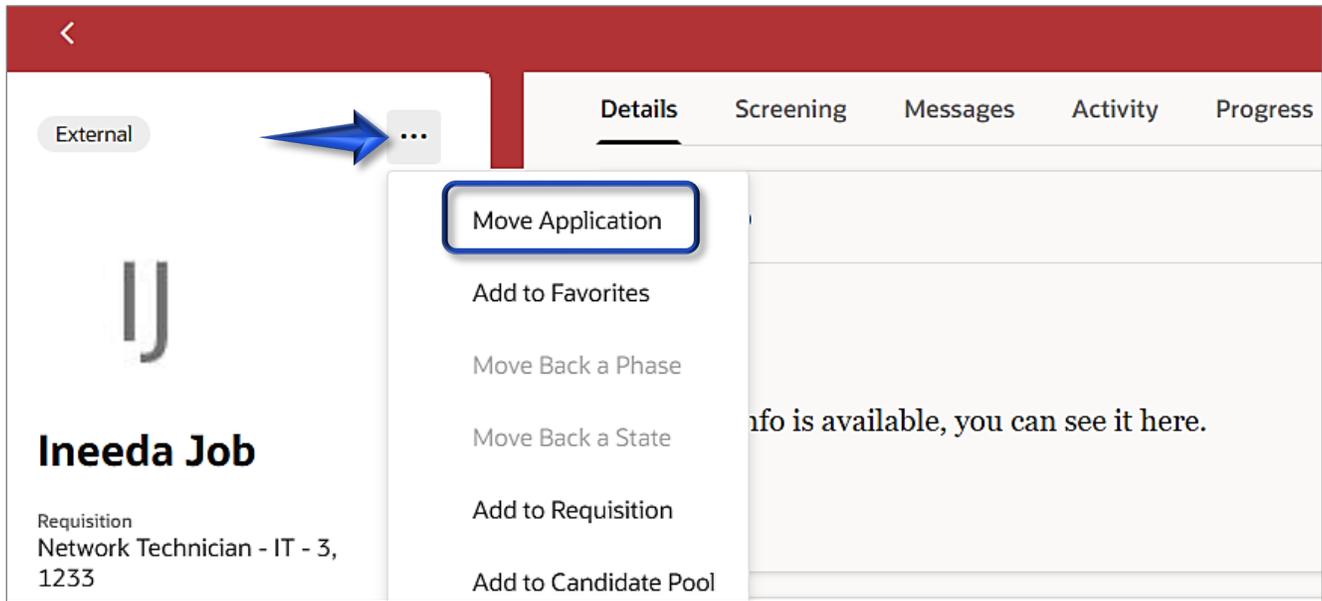
Keywords

Phase New State To be Reviewed Employer Position Filters Clear (2)

2 items [Move Application](#) [Add to Requisition](#) [Add to Candidate Pool](#) [More Actions](#)

Favorite	Candidate	Details	Status	Rank
<input type="checkbox"/> ☆ ●	Schmoe, Joe 2688410 Bryan, TX, US		New, To be Reviewed Prescreening score: 1 out of 1	...
<input type="checkbox"/> ☆ ●	Job, Ineeda 2688405 Bryan, TX, US		New, To be Reviewed Prescreening score: 1 out of 1	...

Now click the ... in the left pane (see arrow below) and select **Move Application** (circled).



When the next screen loads, set the **Phase** to **Offer**, set the **State** to **To be Created**. Then in the **Comment** box, enter the following:

- Starting Rate of Pay
- Estimated Hire Date
- New Hire / Rehire
- Drug Screen: Yes / No
- Background Screen: Yes/ No
- **R&B only:** CDL vs. Non-CDL

Then hit the **Move** button at the bottom right (circled below).

A screenshot of a 'Move application' form. At the top, it says 'Move application'. Below that are two dropdown menus: 'Phase' set to 'Offer' and 'State' set to 'To be Created'. Below these is a large text area for 'Comment'. The comment text reads: 'Starting Pay Rate : \$47,000', 'Estimated Hire Date : 6/14/2025', 'New Hire', 'Drug Screen - Yes', and 'Background Screen - Yes'. A pink callout box with a white border points to the comment text, containing the text: 'Since this is a job in IT, I didn't enter the R&B (Road and Bridge) part (CDL vs non-CDL)'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Move' (circled in blue).

Human Resources takes over on the hire from this point. Human Resources will use this information to draft and extend the Job Offer.

Your portion of the recruiting is done!