



Human Capital Management (HCM)

Referring Candidates for Job Openings

Employee Direct Access

Disclaimer: The look and feel of the screens present in this Job aid may differ from the final Oracle Human Capital Management (HCM) system. In this system, the screens will be customized based on your role and access.

Referring Candidates for Job Openings

You can search for job openings and refer employees and external candidates using Employee Direct Access (EDA).

A. Searching Internal Jobs

Perform the following steps to search for job openings:

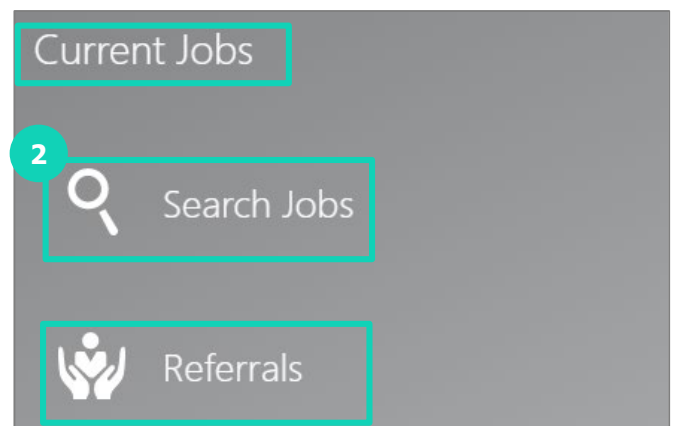
1. On the Oracle home page:
 - a. Go to the **Me** tab on the ribbon.
 - b. Click **Show More** under **QUICK ACTIONS** to view the quick actions related to **Current Jobs**.

*Note: You can also access current jobs via the **Current Jobs** tile.*



2. The list of quick actions displays. Click **Search Jobs** under the **Current Jobs** section.

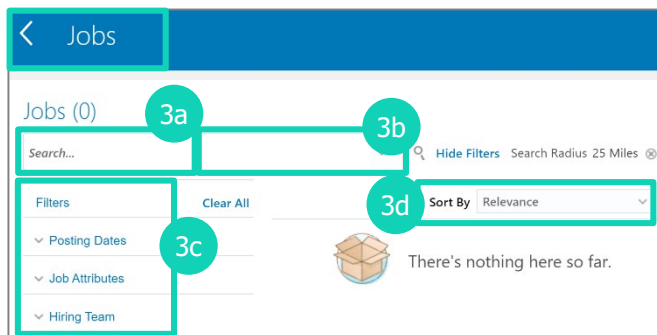
*Note: You can click **Referrals** to view referrals you have already made.*



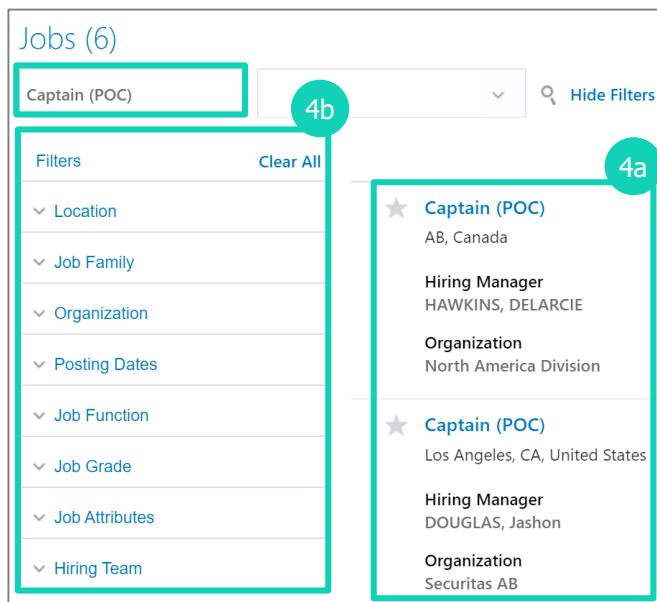
Referring Candidates for Job Openings

Perform the following steps to search for job openings:

3. The **Jobs** screen displays. You can search for internal jobs by using keywords. You can narrow down the search results by entering information in the following fields:
 - a. **Position**
 - b. **Location**
 - c. **Filters**: Select the required filters. The filter options include 'Posting Dates', 'Job Attributes', and 'Hiring Team'.
 - d. **Sort By**: Select the required sorting method. The options include 'Job Title – A to Z', 'Job Title – Z to A', 'Posting Date – New to Old', 'Posting Date – Old to New', and 'Relevance'.



4. On the **Jobs** screen:
 - a. Jobs corresponding to the entered search criteria display.
 - b. You can narrow down the search results by applying the following **Filters**:
 - Location
 - Job Family
 - Organization
 - Posting Dates
 - Job Function
 - Job Grade
 - Job Attributes
 - Hiring Team



Referring Candidates for Job Openings

You can refer external candidates for job openings via Employee Direct Access (EDA).

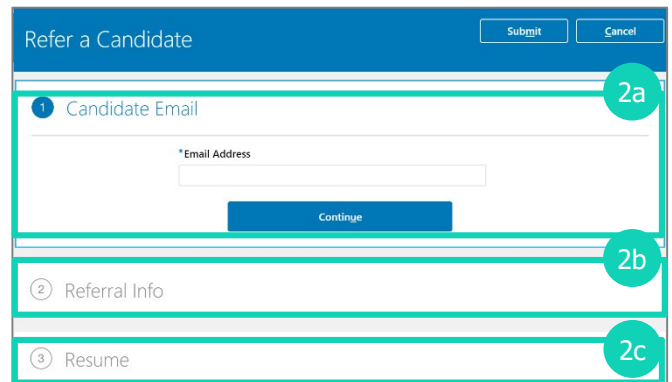
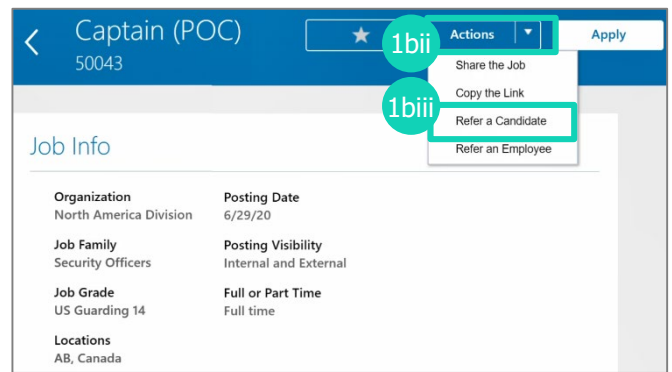
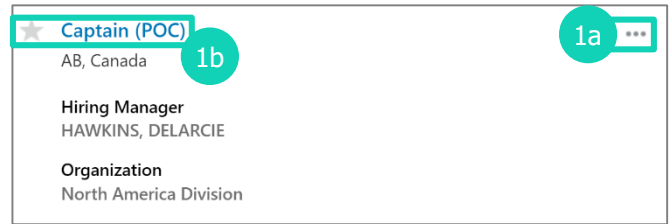
B. Referring External Candidates

Perform the following steps to refer external candidates for job openings:

1. On the **Jobs** screen, you can refer external candidates in two ways:
 - a. Click the **Three Dots (...)** against the relevant job requisition.
 - i. A list of actions displays.
 - ii. Select the **Refer a Candidate** option from the list.
 - b. Click the job to view more details:
 - i. The **Job Details** screen displays.
 - ii. Click **Actions**.
 - iii. Select the **Refer a Candidate** option from the list.

Follow steps 2 to 6 to learn how to complete the referral.

2. The **Refer a Candidate** screen displays. You can view the following sections:
 - a. Candidate Email
 - b. Referral Info
 - c. Resume



Referring Candidates for Job Openings

Perform the following steps to refer external candidates for job openings:

3. Go to the **Candidate Email** section and perform the following steps:
 - a. Enter the referral's email address in the ***Email Address** field.
 - b. Click **Continue**.

1 Candidate Email

*Email Address
test@test.com

3b Continue

4. Go to the **Referral Info** section. You can add information in the following fields:
 - a. **Email**
 - b. **Message to Candidate**
 - c. **Endorsement** section:
 - i. Select the **I also want to provide an endorsement** check box, if you recommend the referral. The **Endorsement** field and the **Rating** display.
 - ii. Go to the **Endorsement** field and enter an endorsement message for the hiring team regarding the referral.
 - iii. Select the **Rating** for the referral.
 - d. Click **Continue**.

2 Referral Info

Email
test@test.com

Message to Candidate
I have submitted your name for the job Captain (POC). You are invited to check it out and apply.

I also want to provide an endorsement

Endorsement
Tell the hiring team why this candidate is a good fit for the job.

Rating
★★★★☆

4d Continue

5. Go to the **Resume** section and upload the referral's resume using the **Drag files here or click to add attachment** field.

3 Resume

5
Drag files here or click to add attachment

Referring Candidates for Job Openings

Perform the following steps to refer external candidates for job openings:

6. Click **Submit**.

*Note: When you click **Submit**, the external candidate receives a link to complete the online application. The online application is a mandatory step to complete their candidature.*



Referring Candidates for Job Openings

You can refer employees for job openings via Employee Direct Access (EDA).

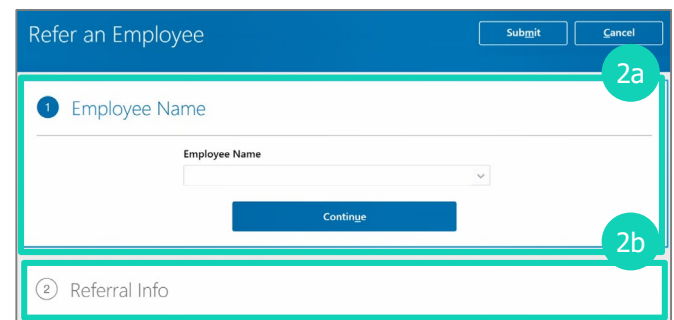
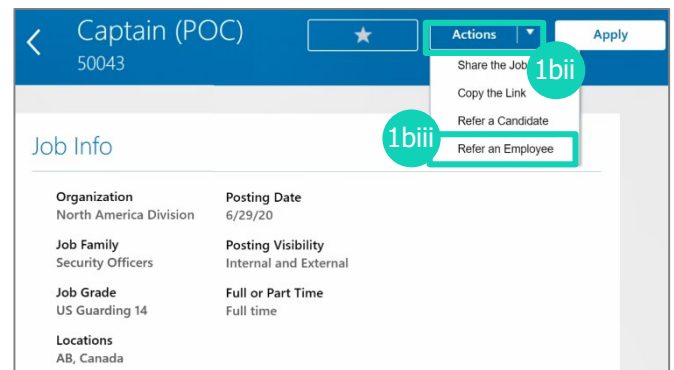
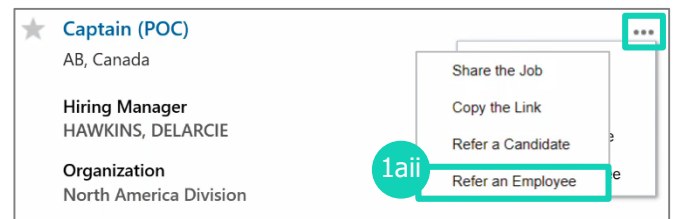
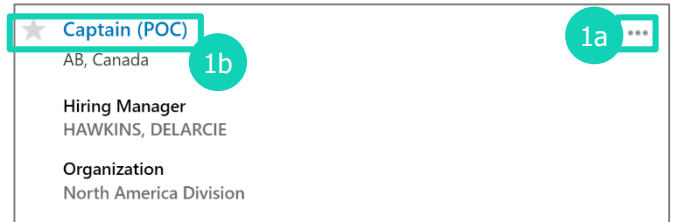
C. Referring Employees

Perform the following steps to refer employees for job openings:

1. On the **Jobs** screen, you can refer employees in two ways:
 - a. Click the **Three Dots (...)** against the relevant job requisition.
 - i. A list of actions displays.
 - ii. Select the **Refer an Employee** option from the list.
 - b. Click the job to view more details:
 - i. The **Job Details** screen displays.
 - ii. Click **Actions**.
 - iii. Select the **Refer an Employee** option from the list.

Follow steps 2 to 5 to learn how to complete the referral.

2. The **Refer an Employee** screen displays. You can view the following sections:
 - a. Employee Name
 - b. Referral Info



Referring Candidates for Job Openings

Perform the following steps to refer employees for job openings:

3. Go to the **Employee Name** section.

- a. Click the **Employee Name** screen and enter the employee's name.
- b. Click **Continue**.

Note: When you enter the employee's name, a dropdown appears with search results. You can select any employee from across all Securitas firms.

The screenshot shows the 'Employee Name' section of the form. A teal box labeled '1' highlights the section title. Below it, a teal box labeled '3a' highlights the 'Employee Name' input field, which has a dropdown arrow on the right. Below the input field, a teal box labeled '3b' highlights the blue 'Continue' button.

4. Go to the **Referral Info** section.

You can add information in the following fields:

- a. **Message to Candidate**
- b. **Endorsement** section:
 - i. Select the **I also want to provide an endorsement** check box, if you recommend the referral. The **Endorsement** field and the **Rating** display.
 - ii. Go to the **Endorsement** field and enter an endorsement message for the hiring team regarding the referral.
 - iii. Select the **Rating** for the referral.
Note: Rating will be visible to the Hiring Team.

The screenshot shows the 'Referral Info' section of the form. A teal box labeled '2' highlights the section title. Below it, the 'Employee Name' field is populated with 'A'Lexus SMITH'. A teal box labeled '4a' highlights the 'Message to Candidate' text area, which contains the text: 'I have submitted your name for the job Security Officer (POC). You are invited to check it out and apply.' A teal box labeled '4b' highlights the 'I also want to provide an endorsement' checkbox, which is checked. Below the checkbox is the 'Endorsement' text area with the prompt 'Tell the hiring team why this candidate is a good fit for the job.' At the bottom, the 'Rating' field shows five stars.

5. Click **Submit**.

The screenshot shows the bottom of the form with a blue bar. On the left, it says 'Refer an Employee'. To the right, there are two buttons: a teal 'Submit' button and a white 'Cancel' button with a teal border. A teal box labeled '5' highlights the 'Submit' button.