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.
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.
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
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**.

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**.

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

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.

5. Click **Submit**.