



# Oracle Taleo Cloud for Midsize (TBE)

## What's New in Release 17A2

April 2017



## TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>REVISION HISTORY.....</b>	<b>3</b>
<b>OVERVIEW .....</b>	<b>4</b>
<b>RELEASE FEATURE SUMMARY.....</b>	<b>4</b>
<b>CAREER CENTER ENHANCEMENTS .....</b>	<b>5</b>
Rolling Entities on the My Info page .....	5
Additional Dynamic HTML .....	6
Confidential Postings .....	8
Additional Requisition Fields on the Requisition View Page .....	9
<b>PLATFORM ENHANCEMENTS.....</b>	<b>10</b>
Increased Attachment Size Limit.....	10
User Bookmarks .....	11
<b>REPORTING ENHANCEMENTS.....</b>	<b>13</b>
Candidate requisition Activity Topic .....	13
Improved Requisition History Log reporting.....	14
Improved Employee History Log reporting .....	14
Improved Offer Date reporting .....	15
Improved Approvals Reporting .....	15
Topic Name on Report Layout Page.....	16
<b>ADDITIONAL CHANGES .....</b>	<b>17</b>
Interview Ability Lookup Enhancement .....	17
LinkedIn Change.....	18
HTML Setting for Career Center and Talent Center .....	18
Change to the Weight Field in Perform .....	19
Change to List View Behavior on Talent Center .....	21
Improved Tab Order on Career Center .....	22
CSRF whitelisted referrer domains .....	22

## REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates are logged below, with the most recent updates at the top.

Date	What's Changed	Notes
12 April 2017		Initial Document Creation

## OVERVIEW

This guide outlines the information you need to know about new or improved functionality in Oracle Taleo Cloud for Midsize (Taleo Business Edition) Release 17A2. Each section includes a brief description of the feature, the steps you need to take to enable or begin using the feature, and any tips or considerations that you should keep in mind.

## RELEASE FEATURE SUMMARY

Some of the new Release 17A2 features are automatically available to users after the upgrade and some require action from the user, the system administrator, or Oracle.

The table below offers a quick view of the actions required to enable each of the Release 17A2 features.

Feature	Action Required to Enable Feature			
	Automatically Available	End User Action Required	Administrator Action Required	Oracle Service Request Required
<b>Career Center Enhancements</b>				
<a href="#">Rolling Entities on the My Info page</a>			✓	
<a href="#">Additional Dynamic HTML</a>			✓	
<a href="#">Confidential Postings</a>			✓	
<a href="#">Additional Requisition Fields on the Requisition View Page</a>			✓	
<b>Platform Enhancements</b>				
<a href="#">Increased Attachment Size Limit</a>	✓			
<a href="#">User Bookmarks</a>	✓			
<b>Reporting Enhancements</b>				
<a href="#">Candidates' Activity Topic</a>	✓			
<a href="#">Improved Requisition History Log reporting</a>	✓			
<a href="#">Improved Employee History Log reporting</a>	✓			
<a href="#">Improved Offer Date reporting</a>	✓			
<a href="#">Improved Approvals Reporting</a>	✓			
<a href="#">Topic Name on Report Layout Page</a>	✓			
<b>Additional Changes</b>				
<a href="#">Interview Ability Lookup Enhancement</a>			✓	
<a href="#">LinkedIn Change</a>			✓	
<a href="#">HTML Setting for Career Center and Talent Center</a>	✓			
<a href="#">Change to the Weight Field in Perform</a>	✓			
<a href="#">Change to List View Behavior on Talent Center</a>	✓			

Feature	Action Required to Enable Feature			
	Automatically Available	End User Action Required	Administrator Action Required	Oracle Service Request Required
<a href="#">Improved Tab Order on Career Center</a>	✓			
<a href="#">CSRF whitelisted referrer domains</a>	✓			

## CAREER CENTER ENHANCEMENTS



This release introduces several enhancements to the Career Center that are popular enhancement requests from our customers. These features allow for a richer candidate experience on the modern, responsive job posting site.

### ROLLING ENTITIES ON THE MY INFO PAGE

Rolling entities are a function that allow for more than one entry in the Candidate record, such as a candidate's employment history and certificate information. All of the rolling entities can now be added to the My Info page on the Career Center. Administrators can add any or all of the Employment History, Education History, Residence History, References, and Certificates and Licenses fields to this page so that returning candidates can easily update this information at any time without having to apply for another requisition.

#### STEPS TO ADD THE ROLLING ENTITIES TO THE MY INFO PAGE

1. Select **Administration**, then select **Customize Recruit**.
2. In the Customize Pages section, click **Career Center Pages**.
3. Edit the **My Info** page, or version of this page which you are using.
4. All of the rolling entities have been added to the page but they are initially hidden. Go to the top level of each section you wish to display and click **Unhide**. For example, Employment History and Education History are each at the top level of those rolling entities.

Employment History 	<a href="#">Edit</a>   <a href="#">Unhide</a>
Title:	<a href="#">Edit</a>
Company Name:	<a href="#">Edit</a>
Date From:	<a href="#">Edit</a>
Date To:	<a href="#">Edit</a>
Reason For Leaving:	<a href="#">Edit</a>   <a href="#">Unhide</a>
Final Rate Of Pay:	<a href="#">Edit</a>   <a href="#">Unhide</a>
Description:	<a href="#">Edit</a>   <a href="#">Unhide</a>
Education History 	<a href="#">Edit</a>   <a href="#">Unhide</a>
Date From:	<a href="#">Edit</a>

- Once the section is unhidden, click the **Edit** link to the right of each top level to control the fields that are visible for each rolling entity. You will also set the maximum and minimum number of entries.

**NOTE:** It is recommended that your minimum and maximum values match those set up on the corresponding application component.

- Click **Edit** for a specific field to make it required or read-only, or add supporting text for the field.
- Click **Save** when you have configured all the rolling entities you wish to display.

After making these changes, when returning candidates go to the My Info page, they will be able to update their information, which will update the Candidate record.

## ADDITIONAL DYNAMIC HTML

Administrators can add dynamic HTML to all of the application components and navigation pages for the Career Center. This feature allows for more customization through the Career Center, including formatted text, hypertext links to other pages, or even the embedding of videos.

### STEPS TO ADD DYNAMIC HTML TO ANY CAREER CENTER PAGE

- Select **Administration**, then select **Customize Recruit**.
- In the Customize Pages section, click **Career Center Pages**.
- Edit the application component or navigation page to which you want to add HTML, for example, the Job Search page.

4. Click **Insert Dynamic HTML** at the top of the fields.

The screenshot shows a web editor interface. At the top, there are 'Save' and 'Cancel' buttons. Below them is a section titled 'Edit Form Name' with a text input field containing 'Job Search' and a label 'Name:'. Underneath is a green bar with the text 'Fields' and a blue link 'Insert Dynamic HTML'. A mouse cursor is clicking on this link. Below the green bar is a 'Page Title' label and an empty text input field.

5. Insert the HTML text and use the formatting tools as needed. You can also click the Source button to view the source of the HTML. Merge fields can also be selected from the top of the page.

**NOTE:** As this is the standard HTML editor, you will see a full list of merge fields. Most of these will not be populated depending on where you place them, so you should always test the merge fields on a test Career Center that is not active. As an example, you can use a merge field for the candidate's name on the Thank You page, once a candidate has applied, but not on the Job Search page when a candidate first visits. Please keep this in mind when using these merge fields.

6. Click **Submit** to save the HTML.
7. Back on the page, you will see the first 100 characters of the text you have entered.
8. You can click **Edit** to update the text, or **Remove** or **Hide** as well. You can also drag the HTML placeholder to another location on the page by grabbing the handle. The text cannot go above the page title or below the page footnote.

Fields <a href="#">Insert Dynamic HTML</a>	
Page Title	<a href="#">Edit</a>
Dynamic HTML You want to change the world, don't you? So what are you waiting for? Be our next great hire. We're .....	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Hide</a>
Number of openings	<a href="#">Edit</a>   <a href="#">Hide</a>
Search Criteria <i>Location / Description Keywords</i>	<a href="#">Edit</a>
Page Footnote	<a href="#">Edit</a>

9. Insert additional Dynamic HTML placeholders as needed.
10. Click **Save** to save the application component or navigation page. The changes will apply to your Career Center immediately.

Please refer to [HTML Setting for Career Center and Talent Center](#) for information about preventing Harmful HTML.

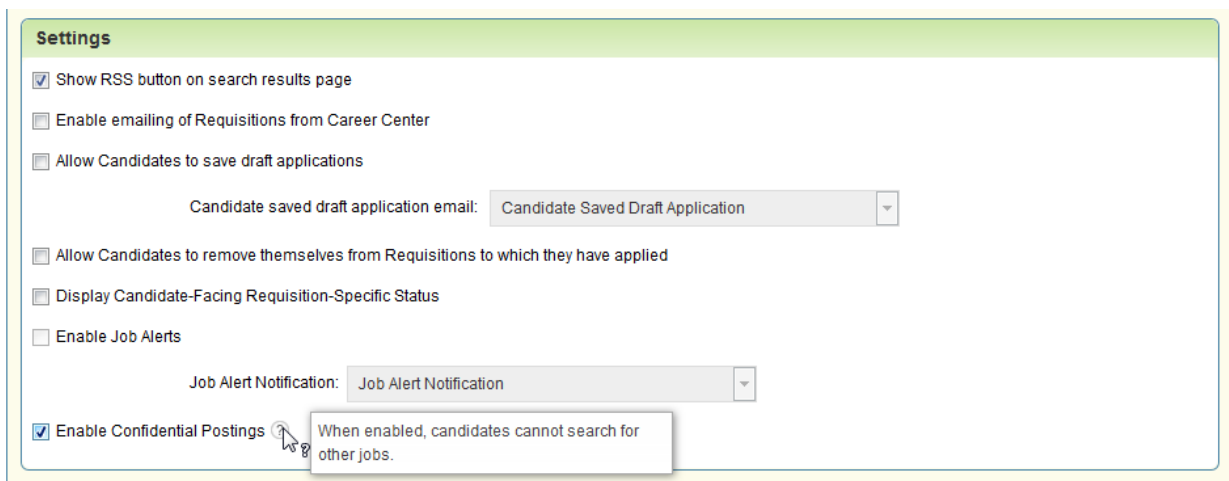
## CONFIDENTIAL POSTINGS

You can set up a separate Career Center and mark it as confidential for any sensitive positions. Once a requisition is posted to a confidential Career Center, any candidate that is invited to apply or sent a direct URL will be unable to search for any other requisitions posted to the site. The option to email to a friend is also not present.

### STEPS TO SET UP A CONFIDENTIAL CAREER CENTER

1. Select **Administration**, then select **Customize Recruit**.
2. In the Manage Career Centers section, add a new Career Center or edit the settings for an existing one for which you do not want candidates to have search capabilities.
3. At the bottom of the Settings section, click the **Enable Confidential Postings** checkbox.
4. If Job Alerts were enabled for this Career Center, they are automatically disabled.





**Settings**

☒ Show RSS button on search results page

☐ Enable emailing of Requisitions from Career Center

☐ Allow Candidates to save draft applications

Candidate saved draft application email: Candidate Saved Draft Application

☐ Allow Candidates to remove themselves from Requisitions to which they have applied

☐ Display Candidate-Facing Requisition-Specific Status

☐ Enable Job Alerts

Job Alert Notification: Job Alert Notification

☒ Enable Confidential Postings

When enabled, candidates cannot search for other jobs.

**NOTE:** It is highly recommended that you set the Autoreply Template to **Do Not Send** for a Career Center which is set up to be confidential, as the text most likely does not apply. If you would like a reply sent to these candidates, be sure to create a custom email template.

5. Click **Save**.

Now when candidates are either invited to apply to any requisition on the confidential Career Center or sent the link directly, they can apply for the requisition but they cannot search for any other jobs, even if they happen to manipulate the URL to access another job which might be posted.

**NOTE:** Although there is no New Search button for candidates on a confidential Career Center, if they know the URL to reach the search page, they will see the default text that you have applied to the Job Search page (but no requisitions will appear on this page). It is recommended that you create a version of the Job Search navigation page with some message such as 'You have reached this page in error' or similar text and apply this version to your confidential Career Center via the Edit Settings page.

## ADDITIONAL REQUISITION FIELDS ON THE REQUISITION VIEW PAGE

A new section on the Requisition View page allows you to insert any number of requisition fields to provide useful information for candidates reviewing a job before applying. The existing summary section is limited to 4 fields so this new section works in conjunction with the summary section for those customers that want more data presented to candidates.

### STEPS TO ADD MORE FIELDS TO THE REQUISITION VIEW PAGE

1. Select **Administration**, then select **Customize Recruit**.
2. In the Customize Pages section, click **Career Center Pages**.
3. In the Navigation section, edit the **Requisition View** page.
4. Click **Unhide** for the new placeholder called Requisition Fields, then click **Edit**.

5. Add any fields you would like to display when a candidate is viewing the requisition to the 'Added' column. Rearrange the order of the fields as needed.
6. Click **Submit**.
7. Click **Save** to save the Requisition View page.

**Java Developer**

Location  
**Dublin Location**

Job Code  
**555**

# of openings  
**1**

✓ Apply Now

**Job Brief**

We are looking for a Java Developer with experience in building high-performing, scalable, enterprise-grade applications.

Added to system:	3/20/17 9:37 AM	Department:	D2
Employment duration:	Full time	Job Type:	Permanent

**Java Developer Responsibilities**

Include:

- ▶ Designing and developing high-volume, low-latency applications for mission-critical systems and delivering high-availability and performance
- ▶ Contributing in all phases of the development lifecycle
- ▶ Writing well designed, testable, efficient code

**NOTE:** It is recommended that you add fields which do not contain a large amount of text. If you need a field which may contain longer text for many of the requisitions, you may want to have that field be last. You will probably want to review your requisitions on the Career Center to ensure that the layout works for your specific data.

## PLATFORM ENHANCEMENTS

### INCREASED ATTACHMENT SIZE LIMIT

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Attachments throughout the product, including those on the Career Center and Talent Center, as well as within Taleo Business Edition, now have an increased size limit of 10MB. This increase allows employees to have the flexibility to attach larger documents to their record, as well as allows candidates to attach larger resumes when needed. The limit also applies to imported .CSV files and images for the Talent Center banner and background images.

Please note that in the case of candidates on the Career Center or legacy Careers Website, the 10 MB limit refers to all attachments and not each single document.

## USER BOOKMARKS

Users can now create up to 20 bookmarks to quickly access different areas in the application or different documents. Unlike the Recently Viewed items list, where the items will be removed from the bottom of the list as the user accesses more and more documents, the bookmarks will remain until the user deletes them.

The bookmarks work across all browsers, and will continue to work in the event that your specific instance needs to be moved to another server.

This feature is especially useful for administrators because, unlike the Recently Viewed items, you can bookmark a page accessible only to administrators which takes several clicks to access. For example, let's say as an administrator this week you are working on the Career Center. You choose:

Administration>Customize Recruit>Career Center Pages>Job Search, and then you edit the Search Criteria section.

You can bookmark this Edit page and quickly get back to this specific area to continue your configuration. Maybe next week you are working on customizing some email templates, and you can bookmark:

Administration>Customize Recruit (or Perform or Onboard)>System Email Templates> Edit the specific template.

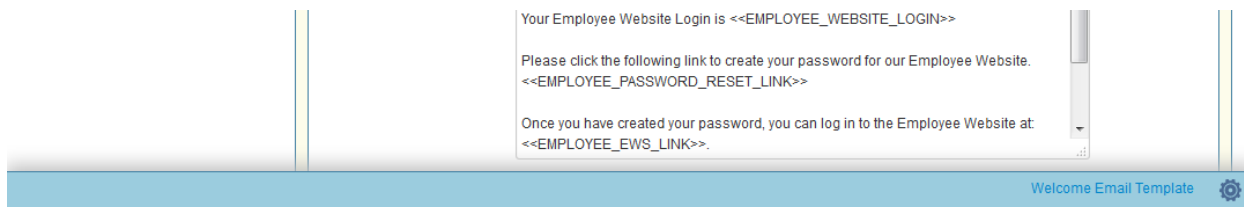
As you can see from these examples, the bookmarks can save you several clicks and allow you to easily find the correct configuration section.

### STEPS TO USE BOOKMARKS

1. When you are on a page you wish to bookmark, click the new bookmark icon in the upper left



2. Enter a name in the Add Bookmark window, and click **Save**.
3. As soon as you save your first bookmark, the bookmark bar will appear at the bottom of the screen. There will be a small Gear icon on the right, and then the bookmark name will be placed to the left of this icon.



4. As you continue to add bookmarks, the bar will be updated
5. Click the **Gear** icon to access the bookmark settings.

**Edit Bookmarks** [Close]

Drag and drop to re-order the bookmarks. Click title to edit name, or click delete icon to delete.

[Handle]	Welcome Email Template	[X]
[Handle]	Settings Page_Main Career Center	[X]
[Handle]	Onboard Forms	[X]

☒ Always show bookmark bar  
☐ Show bookmark bar only on hover

[Save] [Cancel]

This window allows you to rename the bookmarks by simply typing into the name field and making the change.

You can re-order the bookmarks by dragging any of the handles on the left and then dropping them to the new order. You can delete bookmarks you no longer need by clicking on the small X. Save your changes, or cancel to undo any changes you have made.

By default the bookmark bar is set to always display if you have at least one bookmark. You can select the **Show bookmark bar only on hover** option to hide the bookmark bar. The bar will be replaced with this icon in the lower right:



Icon when bookmark bar is set to only display upon hover

When you hover over this icon, the bookmark bar will appear, but once you move your mouse away it will hide again after a couple of seconds.

**NOTE:** If you have your Windows taskbar at the bottom of your page set to auto-hide, if you also have the Taleo Business Edition window maximized, when the Windows task bar pops up it will cover the TBE bookmarks bar. It is recommended that you slightly resize the browser window so that the bottom of the browser appears above where the taskbar will appear.

When you have deleted all the bookmarks, the bar will disappear entirely until you create another.

#### TIPS AND CONSIDERATIONS

You cannot create a bookmark for a page that does not have a unique URL. This means that you cannot bookmark the creation of a new report or an edit of an existing one, although you can bookmark the search results. For the same reason you also cannot bookmark search results, although you can save a search and easily get back to the saved search.

You cannot bookmark an item where you see 'urlSignatureTimestamp' anywhere in the URL. You can use the Recently Viewed items for these documents.

In each of these cases, the bookmark icon will be grayed out.

## REPORTING ENHANCEMENTS

This release includes some new fields and tables that you can use in custom reports to obtain more detailed information on the activity around candidates, requisitions, offers and employees.

### CANDIDATE REQUISITION ACTIVITY TOPIC

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A new topic is available called **Candidate Requisition Activity**. This topic allows you to report on candidate per requisition status changes (requisition-specific status changes). This topic includes Requisition Candidates, Requisitions, Candidates, Requisition Candidate Structured History, and Requisition Candidate History Creator tables.

You can use this topic to report on status changes for candidates with respect to a requisition (Req. Specific Status) as well as the TBE user who initiated the status changes and any comments that were entered.

A custom report using this topic and the various tables allows you to generate reports like 'Recruiter Activity' to track the number of interviews scheduled in a month per recruiter.

For example, to create a report to see all the change in statuses for each candidate for a given requisition, you could select the any or all of the following fields from the Candidate Requisition Activity topic:



Table	Suggested Field Names	Suggested Parameters
Requisitions	Status, ID, Title, Job Code	ID, Status
Candidates	First Name, Last Name, or ID	
Requisition Candidate Structured History	Status, Previous Status, Duration, Date In, Date out, Comments	Status, Date In, Date Out, Date In Within, Date Out Within

The resulting report might look like this after some formatting and grouping:

ID	Title	First Name	Last Name	Previous Status	Requisition Candidate Structured History - Status	Date In	Date Out	Duration	Comments
26596	Java Developer	Shenay	Adams		Submitted For Requisition	3/20/17	3/20/17	1 Minute	
				Submitted For Requisition	Invited	3/20/17	3/30/17	10 Day(s) 1 Hour 56 Minutes	
				Invited	Interview	3/30/17			Approved
		Brielle	Baker		Submitted For Requisition	3/20/17	3/20/17		
				Submitted For Requisition	Approved For Review	3/20/17	3/22/17	2 Day(s) 2 Hours 57 Minutes	
				Approved For Review	Phone Screen	3/22/17	3/28/17	5 Day(s) 19 Hours 5 Minutes	Had positive conversation. We should schedule interview.
				Phone Screen	Interview	3/28/17	3/30/17	1 Day 22 Hours 46 Minutes	
				Interview	Background Check Process	3/30/17			Began process

#### Example of reporting on candidate status history

You could run such a report for all requisitions or a specific requisition. You could also add a recruiter as a parameter to see how much activity a recruiter had for the last month, for example. You could also add parameters for date and also a particular status to see how many candidates were in the Interview status for a particular time period.

#### IMPROVED REQUISITION HISTORY LOG REPORTING

The Requisitions' History Log topic has been enhanced with a new table called **History Creator User**. Using this table you will be able to include in your Requisition History Log custom reports details about the TBE user that may have caused a particular requisition history log entry to be generated.

#### IMPROVED EMPLOYEE HISTORY LOG REPORTING

The Employees' History Log topic has been enhanced with two new tables: **History Creator User** and **History Creator Employee**. Using these tables you will be able to include in your Employee History Log custom reports details about the TBE user and/or TBE Employee that may have caused a particular employee history log entry to be generated.

## IMPROVED OFFER DATE REPORTING

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The Offer table, in the topics Candidates' Status by Requisition, New Hire Export and Offers by Requisition topics, has been enhanced with two new fields called **In Status Date** and **In Status Date Within**.

Using these fields you will be able to report when an offer's current status was set. For example, you can report on all offers that were accepted or rejected (if these are final statuses of your Offer Workflow) in a particular date range or rolling period of time.

## IMPROVED APPROVALS REPORTING

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Also included are improvements to the reporting of requisition and offer approvals.

The topics Requisitions by Owner and Requisitions' Summary, which contain the Requisition Approvers table, now also contain a table called **Requisition Approvals**.

The topics Candidates' Status by Requisition and Offers by Requisition, which contain the Offer Approvers table, now also contain a table called **Offer Approvals**.

These new tables allow you to report on the approval decision for each approver if one has been made, the date of approval decision, and any comments that were added when the approval decision was recorded.

For example, to create a report to see approval information for requisitions and the current status of each approver, you could select the following fields starting with the topic called Requisitions by Owner or Requisitions' Summary (since the first topic will result in one line per owner, the second topic might be a better choice depending on your goal):

Table	Suggested Field Names	Suggested Parameters
Requisitions	Status, Title, Job Code	
Requisition Approvers	First Name, Last Name, or User Name	User Name
Requisition Approvals	Approvals Status, Comment, Approval Status Date	Approvals Status, Approval Status Within

The resulting report might look like this after some formatting and grouping:

Job Code	Title	Requisitions - Status	Approvers - User Name	Approvals Status	Comment	Status Date
ADM-100	Administrative Assisant	Rejected	ewatson	Approved	Looks fine. Let's stick with 2 headcount.	3/22/17
			acooper	Approved	Verified all information is correct.	3/22/17
			plee	Rejected	This will need to wait until text quarter.	3/23/17
555	Java Developer	Open	elina			
		Filled	elina			
			elina			

#### Example of reporting on approval information

For the first requisition, you can see that the first two approvers approved the requisition, and you can see their comments, but the third approver rejected it, so the status of the requisition is Rejected.

For the second requisition, the Approvals Status column is blank for everyone, so no one has yet approved this requisition.

#### TOPIC NAME ON REPORT LAYOUT PAGE

You will notice that the name of the topic used to initially create a custom report now displays on the report layout page near the top.



The screenshot shows the 'Design Report Layout' interface. It features a blue pie chart icon to the left of the title 'Design Report Layout'. Below the title, the text 'Report Name: Candidate Activity History' is displayed. Underneath that, 'Report Description:' is followed by 'Report Topic: Candidate Requisition Activity', which is highlighted with a red rectangular box. A note below states: 'Note: The data set that displays in the right panel is a sample data set only.' At the bottom, there are three buttons: 'Refine Fields', 'Assign Access', and 'Run Report'.

#### Originating topic name displays on Report Layout page

This information is helpful when communicating with Customer Support on report issues, as well as being able to easily determine which topics contain the most useful tables for your reporting needs.

When cloning a standard report you will also see the name of the report you cloned.

## Design Report Layout

Report Name: Candidates By Requisition (Copy)

Report Description: Report on all candidates by requisition by status, location, region, or department.

Base Standard Report: Candidates By Requisition

Note: The data set that displays in the right panel is a sample data set only.

Refine Fields

Assign Access

Run Report

Originating standard report name displays on Report Layout page

### ADDITIONAL CHANGES

#### INTERVIEW ABILITY LOOKUP ENHANCEMENT

The Interview Ability Lookup now supports Exchange 2010 SP 3, Exchange 2013 (including SP1) and Exchange 2016. Previous versions are also still supported. This enhancement allows this feature to be used with up-to-date versions of Exchange. While you may not have to make any changes to your setup in order for this to work with more current versions of Exchange, it is recommended that select the correct version as follows.

#### STEPS TO CONFIGURE INTERVIEW AVAILABILITY LOOKUP FOR EXCHANGE

1. Select **Administration**, then select **Organization**.
2. Click **System & Email Settings**.
3. In the Interview Settings section, set the Schedule lookup type to Exchange Server.
4. Enter the credentials for the Exchange User that is a read-only user with access to free/busy calendar information.
5. Select the appropriate version from the Version picklist:

Password:

.....

Version:

Exchange 2010 SP3

Exchange 2007 SP1

Exchange 2010

Exchange 2010 SP1

Exchange 2010 SP2

Exchange 2010 SP3

Exchange 2013

Exchange 2013 SP1

Exchange 2016

Settings

Main Status when

ific status changes

6. Click **Validate**.

7. **Save** the page.

Please refer to the online Help for more information about using this feature.

## LINKEDIN CHANGE

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Due to a change from LinkedIn, if you use the LinkedIn search on Candidate records, you need to update the configuration of this link in order for the links to function properly.

### STEPS TO UPDATE THE LINKEDIN URL

1. Select **Administration**, then select **Customize Recruit**.
2. In the Customize Fields section, click **Candidate Fields**.
3. Edit the field called **LinkedIn Search**.
4. Change the URL to be:

[https://www.linkedin.com/vsearch/p?firstName=<<CANDIDATE\\_FIRST\\_NAME>>&lastName=<<CANDIDATE\\_LAST\\_NAME>>](https://www.linkedin.com/vsearch/p?firstName=<<CANDIDATE_FIRST_NAME>>&lastName=<<CANDIDATE_LAST_NAME>>)

5. Click **Save**.

Now the links on the Candidate records will work as expected.


## HTML SETTING FOR CAREER CENTER AND TALENT CENTER

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There are some new security settings for preventing potentially harmful HTML data on both the Talent Center and the Career Center. The existing setting which affects the Taleo Business Edition application has also been renamed.

All of these settings are automatically enabled in the low, medium and high security settings. You need to select a custom security setting in order to disable these options.

When the options are checked, whenever the system detects potentially harmful HTML upon saving, the user is presented with the following warning:



Your input has been modified to remove any potentially harmful HTML.  
Click **Accept** to save it as displayed below. Click **Cancel** to edit your input and try again.

### Detailed Description and Job Requirements

Provides programs to improve operational efficiency, consistency, and compliance in support of the organization's financial and tactical business objectives. Provides business practices and processes. Develops, communicates, and trains the organization on business practices and processes.

Serve as a liaison with other divisions such as Finance, Contracts, HR, Legal, Shared Services, Accounts Receivable, Purchasing, and Risk Management in an effort to ensure accurate and timely information processing. Collect input, verify, correct, and analyze.

### Harmful HTML warning



The user has the option to edit and correct the HTML or accept the system's 'clean' version of the HTML.

If these settings are unchecked, the system still checks for harmful HTML and still gives the same warning to the user, but the user has the option to continue, which will save the content with the HTML intact.

You should verify these options are set as desired.

#### STEPS TO VERIFY THE HARMFUL HTML SETTINGS

1. Select **Administration**, then select **Organization**.
2. Click **Security Level**.
3. Note the three harmful HTML settings. The top one has been reworded from previous releases but still applies to job descriptions.

Selecting Security Level:

☐ Low

☒ Medium

☒ High

☐ Custom

☐ Never block unsuccessful login attempts.

☒ Block user when a number of unsuccessful logins is detected in a given interval. Number of unsuccessful logins: 5 Interval (in minutes): 60

Expiration limit for inactive HTTP session (in minutes): 240

Maximum duration of HTTP session (in minutes): 720

Expiration of data after session is locked (in minutes): 30

Minimum number of characters in password: 8

☒ User password must include non-alphabetical characters.

☐ Permit upload of HTML Resumes and Attachments on the Career Website

☒ Prevent potentially harmful HTML in TBE application. ?

☒ Prevent potentially harmful HTML data input on Career Center. ?

☒ Prevent potentially harmful HTML data input on Talent Center. ?

☒ Frequency of required password reset (in days, max. 365): 90

☒ Require that password cannot be one of last specified number of used passwords (max 5): 3

Note: although a Low security level is less restrictive for users, it may expose your system to brute force attacks.

4. If you wish to disable any of these, select the Custom security level and change the options.
5. Click **Save** when you have finished configuring these options.

#### CHANGE TO THE WEIGHT FIELD IN PERFORM

Perform customers can now weight goals and competency sections for reviews with any whole number instead of only increments of 5. This pertains to the Goal Weighting page you access via the Weight Goals link on the Employee record, as well as a review template, when giving weight to various competency sections and goals.

Instead of selecting from a picklist with increments of 5, you can simply type a whole number, or use the small up and down arrows to adjust the number.

**Goal type : Annual**

<p>Increase Customer Satisfaction scores by 10%</p>	<p>We will be working towards improving our customer service scores by 10%. All employees should attend the webcasts "Improving Customer Services" and "How to create Happy Clients".</p>	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> 14 <div style="display: inline-block; vertical-align: middle; text-align: center;"> <div style="border-top: 1px solid black; border-bottom: 1px solid black; width: 0; margin: 0 2px;">↑</div> <div style="border-top: 1px solid black; border-bottom: 1px solid black; width: 0; margin: 0 2px;">↓</div> </div> </div> <div style="display: inline-block; vertical-align: middle;">%</div> </div>
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#### Weight field on the employee's Goal Weighting page

For review templates, as long as you don't have a section excluded from the total calculation you will have the same option here.

**Competencies**

Enter the Section Title and Description that will display on the Performance Review for the selected competencies.

<p>Section Title: <input type="text" value="Core Competencies"/></p> <p>Description: <input type="text" value="These apply to all employees"/></p>	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Section Weight: <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">46<div style="display: inline-block; vertical-align: middle; text-align: center;"><div style="border-top: 1px solid black; border-bottom: 1px solid black; width: 0; margin: 0 2px;">↑</div><div style="border-top: 1px solid black; border-bottom: 1px solid black; width: 0; margin: 0 2px;">↓</div></div></div> % </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Exclude section from total calculation </div>
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#### Weight field on the review template

**NOTE:** If your goals or review sections contain a lot of odd numbers, you might experience more rounding up when it comes to the calculated scores on a review since the scores only go to two decimal places. Please take this into consideration when choosing these weights.

In addition, you can now hover over the goal title on the Goal Weighting page to see a 'quick view' of the goals. Whatever fields you have set up for the quick view on the View Goal page will display when you hover. You can insert custom fields in this quick view set up if needed to provide helpful information that the manager may require in order to properly weight the goals.

Goal type : Annual

Increase Customer Satisfaction scores by 10%

Goal type : Introductory

New Hire Training

Employee Goal Details

Title: Increase Customer Satisfaction scores by 10%

Status: In Progress

Created by: DiPaola, Kathy

Weighted %: 14

Due date: 12/31/17

Created date: 3/1/17 11:04 AM

Type: Annual

Last updated: 3/7/17 11:23 AM

Employee Goal Description Measurement

Description: We will be working towards improving our customer service scores by 10%. All employees should attend the webcasts "Improving Customer Services" and "How to create Happy Clients".

Measurement: Quarterly survey results will be calculated and presented to line managers

Employee Status: Employed

### Quick view of the goal when hovering over a goal title

To see which fields are set up for the quick view, simply edit the View Goal page layout and look for the section with the blue checkmark, which indicates the section is set for quick view.

## CHANGE TO LIST VIEW BEHAVIOR ON TALENT CENTER

You will notice that when hovering over rows in a list view on the Talent Center, each row will be highlighted. Clicking anywhere in the row allows you to view the document, the same as the View button does. For those rows which do not have a View button, clicking anywhere in the row will do nothing.

My Goals

Filters: 2 Active Overdue Completed

+ Add new goal

Due date	Status	Title	Type	Percent complete	Approval Status
3/31/17	In Progress	New Hire Training	Introductory	0%	New
<div> <div>View</div> <div>Edit</div> <div>Copy</div> <div>Submit For Approval</div> </div>					
12/31/17	In Progress	Increase Customer Satisfaction scores by 10%	Annual	0%	New
<div> <div>View</div> <div>Edit</div> <div>Copy</div> <div>Submit For Approval</div> </div>					

Items on list view are highlighted upon hover

## IMPROVED TAB ORDER ON CAREER CENTER

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The tab order on the Candidate Info page of the Career Center has been improved and it should no longer skip fields. Fields that bring up another window such as adding a file, or entering employment history, are skipped, however, as are custom checkbox fields.

The behavior of date fields has also changed. When you tab to a date field, such as on the Candidate eSignature section, you can now either type in a valid date or choose from the calendar. You can then hit the Escape key to close the calendar and keep tabbing. You can also click outside the calendar to close it, but then you will lose focus and cannot tab to the next field without clicking in a field first.

Please note the browser is now controlling the tab behavior, so results may vary.

## CSRF WHITELISTED REFERRER DOMAINS

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A new section **CSRF whitelisted referrer domains** has been added to the Security Level page available to administrators. At this time no action is required from customers with respect to this section and field.

Oracle TBE will be enhancing our security infrastructure before the 17B1 release (July 2017) to further protect against unauthorized access from external domains. The enhancement that will be implemented will be to protect against CSRF (Cross-Site Request Forgery) access.

Oracle TBE will issue additional communications in the application with instructions about under what circumstances customers will be required to populate this field and by when.

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