



Oracle Taleo Cloud for Midsize (TBE)

What's New in Release 17B1

July 2017

TABLE OF CONTENTS

REVISION HISTORY	3
OVERVIEW	4
RELEASE FEATURE SUMMARY	5
TALENT CENTER ENHANCEMENTS	6
My Requisitions List View Widget	6
Requisition Page Layout	7
My Requisition Approvals List View Widget	11
Requisition Approval Page Layout	12
Rolling Entities on the My Info page	14
Requisition Approvals	14
Working with Candidates and Requisitions	16
Directing TBE Users to the Talent Center	17
RECRUIT ENHANCEMENTS	21
Candidate Time Zone for Interviews	21
Candidate Workflow Timeline Improvement	22
Sequential Requisition Approval Setting	23
Requisition Posting Dates for Custom Reports	24
NETSUITE INTEGRATION	25
New Hire Integration	25
Job Requisition Integration	26
ADDITIONAL CHANGES	26
REST API Enhancement	26
LinkedIn Change	26
Change to Candidates by Requisition Standard Report	27
History Log change for Goals	28

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
6 JUL 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 17B1. 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 17B1 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 17B1 features.

Feature	Action Required to Enable Feature			
	Automatically Available	End User Action Required	Administrator Action Required	Oracle Service Request Required
Talent Center Enhancements				
My Requisitions List View Widget			✓	
Requisition Page Layout			✓	
My Requisition Approvals List View Widget			✓	
Requisition Approval Page Layout			✓	
Rolling Entities on the My Info page			✓	
Requisition Approvals			✓	
Working with Candidates and Requisitions	✓			
Directing TBE Users to the Talent Center			✓	
Recruit Enhancements				
Candidate Time Zone for Interviews			✓	
Candidate Workflow Timeline Improvement	✓			
Sequential Requisition Approval Setting			✓	
Requisition Posting Dates for Custom Reports			✓	
NetSuite Integration				
New Hire Integration			✓	
Job Requisition Integration			✓	
Additional Changes				
REST API Enhancement	✓			
LinkedIn Change			✓	
Change to Candidates by Requisition Standard Report		✓		
History Log change for Goals	✓			

TALENT CENTER ENHANCEMENTS

This release introduces the beginning of our Hiring Manager features available on Talent Center. Initially these features are limited to a My Requisitions and a My Requisition Approvals list view widget, where users can see their open requisitions, as well as see which requisitions they have to approve. Hiring Managers can review the candidates associated with their requisitions and move candidates through a workflow, as well as disposition them. Additional features will be available over the next few releases.

All employees are now able to update more of their information from the My Info page as well. The ‘rolling entities’ used for work history, education history, etc. are now available on the Talent Center.

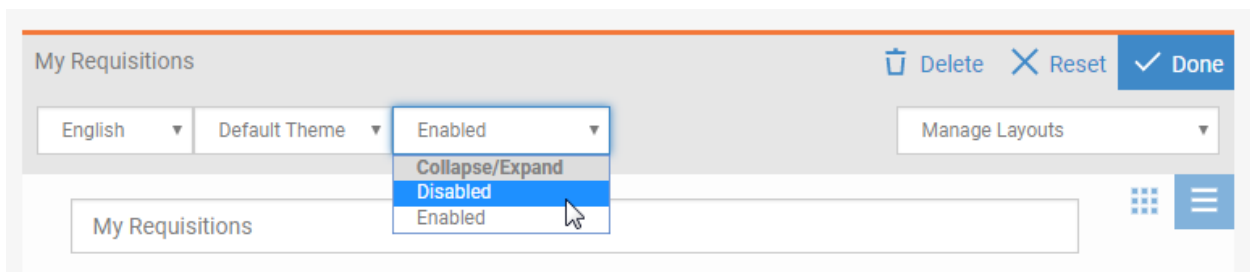
MY REQUISITIONS LIST VIEW WIDGET

For Recruit customers, a new widget is available for any employees logged into the Talent Center whose Employee record is associated with a User record. This ‘My Requisitions’ widget displays requisitions which are ‘considered open’ if the user is listed on the requisition as a requisition owner, requisition recruiter, or requisition hiring manager. You can check which of your requisition statuses are considered open by looking at the “Open” Requisitions Statuses portion of the Status Mappings page.

The widget will not appear until an administrator adds it to the Talent Center Home page.

STEPS TO ADD THE MY REQUISITIONS WIDGET ON THE HOME PAGE

1. You must be logged in as an administrator whose User record is linked to an Employee record (Recruit-only customers do not need the Employee record). Select **Administration**, then select **Customize Recruit** (you can also go to Customize Onboard or Customize Perform).
2. In the Manage Talent Centers section, click **Edit Pages** for the Talent Center for which you want to set up. You will have one default Talent Center called ‘Talent Center’ but you may have created additional Talent Centers as well.
3. On the Talent Center Home Page, click **+ Add new widget** at the bottom of the page.
4. Click **My Requisitions**, and then click **Add widget**.
5. The widget is placed at the bottom, but you may move it to a new location by dragging and then releasing when you see a blue area.
6. To rename the list view widget, click on the widget, enter a new name, and then click the **Done** button at the top of the widget or click outside of the widget. You may also select another language from the language drop down to change the title for your employees with different preferred locales.
7. By default this list view widget will give employees the ability to expand or collapse the widget. You may disable this feature from the third menu.



8. You can re-order the columns of this list view by dragging. You can remove certain columns, or click the + icon on the right to add more columns.

NOTE: If your employees will be logging in on mobile devices it is not recommended to add too many columns to this list view. Employees will need to scroll to see all the data. Alternatively they can use the Card View.

9. Click the **Done** button when you have finished configuring the list view.
10. Click **Save & Publish** in the upper right-hand corner to make your changes available for this Talent Center.

At this point, any employee who has a linked TBE User, with an Active role, will see this widget on the Home Page when accessing the Talent Center. You should continue configuring the page layout as described below.

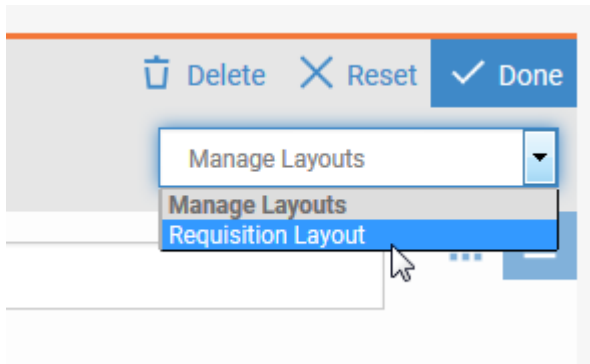
REQUISITION PAGE LAYOUT

There is a single page layout for requisitions on the Talent Center. You can configure the layout in a drag and drop interface directly on the Talent Center. It is recommended that you have at least one requisition for which you are the owner when configuring the page layout. This is because data is populated from requisitions associated with your User record so that you can see what your users will see when they log into the Talent Center.

NOTE: Page layouts for the Talent Center are configured directly from the administrator's interface on the Talent Center. Any page layouts that you configure will be shared across Talent Centers. For example, if you add static HTML to the Requisition page layout, this will be visible for all Talent Centers. On the other hand, list view widgets can vary between Talent Centers. You can display different columns in the list view widget on one Talent Center than another. Because of this feature, you can only have one administrator edit a Talent Center at a time. When a second administrator clicks the Edit Pages link, he or she will receive an alert that another administrator is configuring the Talent Center.

STEPS TO CONFIGURE THE REQUISITION PAGE LAYOUT

1. If you are still logged into the Talent Center as the administrator, skip to step 3. If you are back in TBE, you must be logged in as an administrator whose User record is linked to an Employee record (Recruit-only customers do not need the Employee record). Select **Administration**, then select **Customize Recruit**.
2. In the Manage Talent Centers section, click **Edit Pages** for any Talent Center (remember, the page layouts are shared across Talent Centers).
3. Once on the Home Page, click the **My Requisitions** list view widget, which will change the list view to Admin Mode.
4. Notice there is a **Manage Layouts** menu just below the buttons. From this menu, select the **Requisition Layout** option.



5. The layout page appears and the data from one of the available requisitions will populate.
6. Click on any of the widgets to configure the fields for that specific section. You can remove fields, add fields, and drag the fields to a different order.

NOTE: You cannot add the same field two times to the same widget but you can add it again in another widget. All the fields on this layout are read-only by default and cannot be changed.

7. If you would like to add instructional text above any of the widgets, click **Add new widget** at the bottom of the page, select the Static HTML widget, enter your text, and then move the widget to the desired location.
8. Each widget is saved by clicking the **Done** button, but click **Save & Publish** at the top of the page to save all the changes to your page layout across all Talent Centers.

NOTE: Changes to your page layouts immediately affect all requisitions on the Talent Center.

The default widgets on the page layout are as follows:

- **Requisition Summary**—this widget can hold up to 6 fields to give a quick overview.
- **Requisition Details**—this widget can hold any number of fields to provide more detailed information.

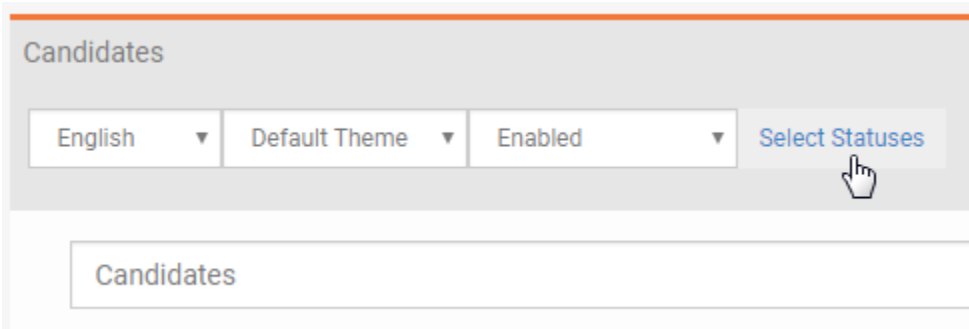
- **Candidates**—this widget displays the candidates associated with the requisition. You can change this widget from a list view to a card view (users can switch back at any time). You should not delete this widget from the page layout unless you want to prevent users from seeing any candidate information.
- **Comments**—this widget displays any comments that are added to the requisition, such as during approvals, or manually added comments. The comments can also appear in a list view or card view mode.

NOTE: There is an Approval Flow widget which is not on the page layout by default but it can be added. This will show you all of the approvers' names.

Once the widgets have been set up with the desired standard and custom fields, you need to configure the Candidates list view widget to determine which subset of candidates your users can see on the Talent Center.

STEPS TO CONFIGURE THE CANDIDATES LIST VIEW WIDGET

1. While still on the Requisition layout, click the **Candidates** widget, which will change it to Admin mode.
2. Click the **Select Statuses** link near the top.



3. The resulting list will contain all of your requisition-specific candidate statuses. Uncheck any statuses which should not appear for users on the Talent Center. Only candidates in the checked statuses will appear in the Candidates widget.
4. Click **Submit**, then click **Done** to save the Candidates widget.
5. Click **Save & Publish** when you have finished configuring the page layout.

Once you have set up the statuses that appear for your users, you can configure the layout for the Candidate page. This page appears when users click on one of the names listed in the Candidates widget when viewing a requisition.

STEPS TO CONFIGURE THE CANDIDATE PAGE LAYOUT

1. While still on the Requisition page layout, click the **Candidates** widget, which will change it to Admin mode.
2. From the Manage Layouts drop down, select **Candidate Layout**.
3. The layout page appears and the data from one of the available requisitions will populate. The layout is comprised of different widgets on the page.
4. Click on any of the widgets to configure the fields for that specific section. You can remove fields, add fields, and drag the fields to a different order.

NOTE: You cannot add the same field two times to the same widget but you can add it again in another widget. All the fields on this layout are read-only by default and cannot be changed.

5. If you would like to add instructional text above any of the widgets, click **Add new widget** at the bottom of the page, select the Static HTML widget, enter your text, and then move the widget to the desired location.
6. Each widget is saved by clicking the **Done** button, but click **Save & Publish** at the top of the page to save all the changes to your page layout across all Talent Centers.

The default widgets on the page layout are as follows:

- **Candidate Summary**—this widget can hold up to 6 fields to give a quick overview.
- **Candidate Details**—this widget can hold any number of fields to provide more detailed information.
- **Work History**—this widget displays the work history as submitted by the candidate. The field called **Date From – Date To** is a special field that combines the data from the two fields 'Date From' and 'Date To'. If you would prefer to use these two fields in separate columns, you can.
- **Education History**—this widget displays the education history as submitted by the candidate. Again, there is a **Date From – Date To** field.
- **Certificates**—this widget displays any certificate or licensing information added by the candidate.
- **References**—this widget displays any references added by the candidate
- **Residence History**—this widget displays the residence history added by the candidate
- **Comments**—this widget displays any comments that are added to the Candidate record, such as during next steps, or manually added comments. The comments can also appear in a list view or card view mode.

You may delete any of these widgets if you do not use them in TBE. You can also click on any of the widgets to add, remove, or re-order fields, the same as you would with any widget. Most of these widgets have a limit to the number of columns they can contain. If you do not see the plus sign to add more columns, you must delete a column before you can add a different one.

MY REQUISITION APPROVALS LIST VIEW WIDGET

For Recruit customers, a second new widget is available for any employees logged into the Talent Center whose Employee record is associated with a User record. This 'My Requisition Approvals' widget displays requisitions for which the user is the approver or proxy approver.

NOTE: This widget will display requisitions which are in the default Waiting for Approval status, but also any other requisition statuses which have the Approve and Reject actions associated with them.

<div> Requisition Statuses Add Status Set Order Visual Workflow Editor </div>		
Status Name	Description	Associated Actions
Waiting For Approval	Requisition is Waiting to be Approved	Approve / Reject
Open	Requisition is considered Open	Add new candidate / Filled / Place on hold / Close

The widget will not appear until an administrator adds it to the Talent Center home page.

STEPS TO ADD THE MY REQUISITIONS APPROVALS WIDGET ON THE HOME PAGE

1. You must be logged in as an administrator whose User record is linked to an Employee record (Recruit-only customers do not need the Employee record). Select **Administration**, then select **Customize Recruit** (you can also go to Customize Onboard or Customize Perform).
2. In the Manage Talent Centers section, click **Edit Pages** for the Talent Center for which you want to set up. You will have one default Talent Center called 'Talent Center' but you may have created additional Talent Centers as well.
3. On the Talent Center Home Page, click **+ Add new widget** at the bottom of the page.
4. Click **My Requisition Approvals**, and then click **Add widget**.
5. The widget is placed at the bottom, but you may move it to a new location by dragging and then releasing when you see a blue area.
6. To rename the list view widget, click on the widget, enter a new name, and then click the **Done** button at the top of the widget or click outside of the widget. You may also select another language from the language drop down to change the title for your employees with different preferred locales.
7. By default this list view widget will give employees the ability to expand or collapse the widget. You may disable this feature from the third menu.
8. You can re-order the columns of this list view by dragging. You can remove certain columns, or click the **+** icon on the right to add more columns.

NOTE: If your employees will be logging in on mobile devices it is not recommended to add too many columns to this list view. Employees will need to scroll to see all the data. Alternatively they can use the Card View.

9. Click the **Done** button when you have finished configuring the list view.
10. Click **Save & Publish** in the upper right-hand corner to make your changes available for this Talent Center.

At this point, anyone logged into the Talent Center with a User record will see this widget on their home page. You should continue configuring the page layout as described below.

REQUISITION APPROVAL PAGE LAYOUT

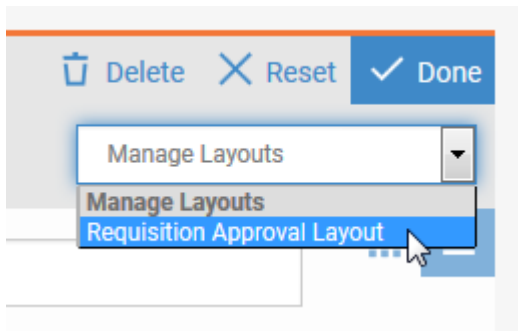
There is a single page layout for requisition approvals on the Talent Center. You can configure the layout in a drag and drop interface directly on the Talent Center. It is recommended that you have at least one requisition for which you are the owner when configuring the page layout. This is because data is populated from requisitions associated with your User record so that you can see what your users will see when they log into the Talent Center.

NOTE: Page layouts for the Talent Center are configured directly from the administrator's interface on the Talent Center. Any page layouts that you configure will be shared across Talent Centers. For example, if you add static HTML to the Requisition page layout, this will be visible for all Talent Centers. On the other hand, list view widgets can vary between Talent Centers. You can display different columns in the list view widget on one Talent Center than another. Because of this feature, you can only have one administrator edit a Talent Center at a time. When a second administrator clicks the Edit Pages link, he or she will receive an alert that another administrator is configuring the Talent Center.

STEPS TO CONFIGURE THE REQUISITION APPROVAL PAGE LAYOUT

1. If you are still logged into the Talent Center as the administrator, skip to step 3. If you are back in TBE, you must be logged in as an administrator whose User record is linked to an Employee record (Recruit-only customers do not need the Employee record). Select **Administration**, then select **Customize Recruit**.
2. In the Manage Talent Centers section, click **Edit Pages** for any Talent Center (remember, the page layouts are shared across Talent Centers).
3. Once on the Home Page, click the **My Requisition Approvals** list view widget, which will change the list view to Admin Mode.

4. Notice there is a **Manage Layouts** menu just below the buttons. From this menu, select the **Requisition Layout** option.



5. The layout page appears and the data from one of the available requisitions will populate.
6. Click on any of the widgets to configure the fields for that specific section. You can remove fields, add fields, and drag the fields to a different order.

NOTE: You cannot add the same field two times to the same widget but you can add it again in another widget. All the fields on this layout are read-only by default and cannot be changed.

7. If you would like to add instructional text above any of the widgets, click **Add new widget** at the bottom of the page, select the Static HTML widget, enter your text, and then move the widget to the desired location.
8. Each widget is saved by clicking the **Done** button, but remember to click **Save & Publish** at the top of the page to save all the changes to your page layout across all Talent Centers.

NOTE: Changes to your page layouts immediately affect all requisitions on the Talent Center.

The default widgets on the page layout are as follows:

- **Requisition Summary**—this widget can hold up to 6 fields to give a quick overview.
- **Requisition Details**—this widget can hold any number of fields to provide more detailed information.
- **Approval Flow**—this widget displays approvers for this requisition. If you are using User images, you will see each user's picture here. The order will match the order listed on the requisition. See [Sequential Requisition Approval Setting](#) for information on enforcing sequential approvers.
- **Comments**—this widget displays any comments that are added as part of the approval process.

NOTE: Whether a user needs to add a rejection reason or enter a comment is determined editing the **Rejected** status in a requisition-specific candidate workflow.

Rejection and Comment Controls

Checking a **'Presented'** checkbox will allow the user to provide a Reason For Rejection or Comment when the candidate is moved into this status.

Checking a **'Required'** checkbox will insist that the user provide a Reason for Rejection or Comment as a requirement for changing the status.

Rejection Prompt Presented: ☒

Comment Box Presented: ☒

Rejection Prompt Required: ☒

Comment Box Required: ☐

There are similar settings for each of the statuses in the requisition-specific candidate workflow, and those settings determine whether comments are required when Hiring Managers moves candidates to the next step.

The behavior should match the existing functionality of TBE.

ROLLING ENTITIES ON THE MY INFO PAGE

The various rolling entities – Work History, Education History, Residence History, References, and Certificates – can all be added to the My Info page so that your employees can update their record at any time. These widgets are not placed on the My Info page automatically.

STEPS TO ADD AND CONFIGURE THE ROLLING ENTITIES

1. Once logged into the Talent Center as an Administrator, click the **My Info** page link at the top of the page.
2. Click the **+ Add New Widget** button at the bottom of the page.
3. Add any of the desired rolling entities.
4. To change any of the default columns, click on the widget to place it in admin mode, and then add a column by clicking the + on the right, or delete a column by clicking the trash icon that appears when you hover over the column.
5. Click **Done** to save each widget.
6. Click **Save & Publish** to save all changes.

Each of these widgets also has a page layout to control the fields available when the employees add or edits an entry. These layouts are configured the same as the other layouts. First click on the widget to place it into admin mode, then choose the layout from the Manage Layouts menu. Once on the page layout, there is just a single widget. You can click on the widget to add new fields and re-arrange the fields. You can also add a static HTML widget to provide instructions for your employees. Save your changes when you have finished.

REQUISITION APPROVALS

Once the administrator has added the new widgets, and users are logged into the Talent Center, they will be able to approve any requisitions for which they are listed as a designated approver or a proxy approver (users such as administrators who have override approval for all requisitions need to approve those requisitions from within Taleo Business Edition; there is no override approval function via the Talent Center).

STEPS TO APPROVE OR REJECT REQUISITIONS

1. Once logged into the Talent Center, locate the **My Requisition Approvals** widget.
2. If you are familiar with the contents and ready to approve or reject, you can click on the appropriate button from the list view.
3. Enter a comment, and then click either **Submit** or **Cancel**.
4. To view more details before accepting or rejecting, click the **View** button from the list view.
5. Review the contents of the requisition, and then click the appropriate button at the top of the requisition.

Once a requisition has been approved or rejected, it will be removed from your My Requisition Approvals widget.

If you are a proxy approver for a requisition, when you click on **Reject** or **Approve**, you will see a drop down next to 'On behalf of' that allows you to choose the person for which you are currently approving/rejecting. If you are listed as a designated approver for the same requisition, your own name will also appear in the drop down. When you approve or reject, you can do so as yourself or on behalf of the other person.

For example, in the image below, Gretchen Adams is logged into the Talent Center. Gretchen is the proxy approver for Lily Brown, but she is also a designated approver for this same requisition. So when she goes to approve, she will have the option of approving on behalf of Lily, or herself.

Approve ×

Requisition	QA Analyst II
On behalf of *	<div>Choose person ▼ Choose person Brown, Lily Adams, Gretchen</div>
Comment	

Cancel Submit

Talent Center user can approve on behalf of another user

There is a new setting in Taleo Business Edition which forces sequential approvals (see [Sequential Requisition Approval Setting](#)). When this setting is checked, you will only see the requisitions for which you are the current approver or proxy for the current approver in the widget. If another approval is required before you can approve it, the requisition will not yet appear on the Talent Center. In the above example, if sequential approvers were enabled, Gretchen would only see the option to approve

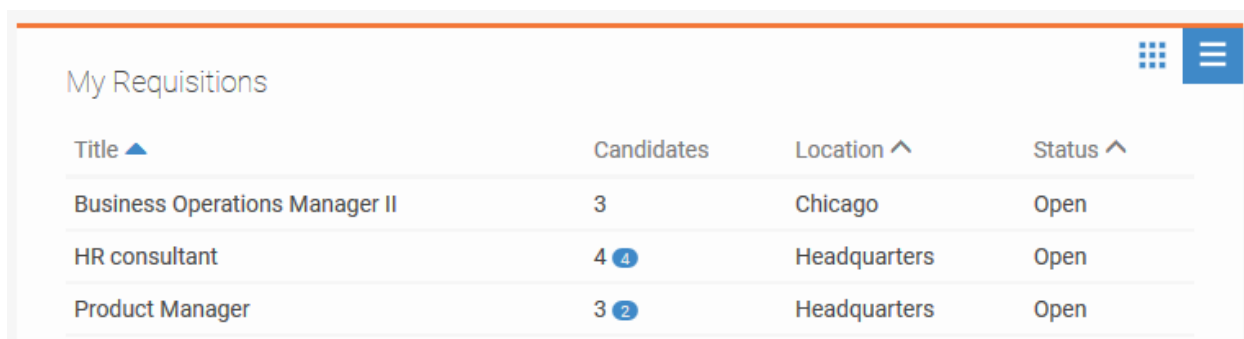
on Lily's behalf, and then once she did this, she would become the current approver, and she would no longer see the 'On behalf of' option once she had approved on behalf of Lily.

WORKING WITH CANDIDATES AND REQUISITIONS

The My Requisitions widget displays requisitions which are 'considered open' which is configurable in TBE. So you will not have access to requisitions which are filled or closed or waiting for approval in this widget.

The Candidates column in this list view displays the number of candidates first, followed by a smaller number which displays the number of New candidates.

NOTE: Your administrator has configured which requisition-specific candidate statuses should be visible on the Talent Center, so this number reflects candidates in those statuses.








Title ▲	Candidates	Location ^	Status ^
Business Operations Manager II	3	Chicago	Open
HR consultant	4 <small>4</small>	Headquarters	Open
Product Manager	3 <small>2</small>	Headquarters	Open

My Requisitions widget displaying the number of candidates in each status available on the Talent Center

You can view any of the listed requisitions simply by clicking anywhere in the highlighted row in this widget. Once you click on a row, you are now viewing the requisition information. There will be basic information in the Requisition Summary Section, followed by more detailed information in the Requisition Details. The Comments area at the bottom of the page allows you to add comments to the requisition.

The remaining section on the page is the Candidates information. You can click on either the list view or Card View icon in this widget to display the candidate data in two different ways. You can take action on any of the candidates from the list view.

The following buttons are available for candidates:

Candidates			
Name ▲	City ^	Mobile # ^	Requisition-specific candidate Status ^
Hawking, Lesley	Dublin	925-555-0933	NEW
 View	 Resume	 Download Resume	 Reject  Next Step

Buttons available for candidates

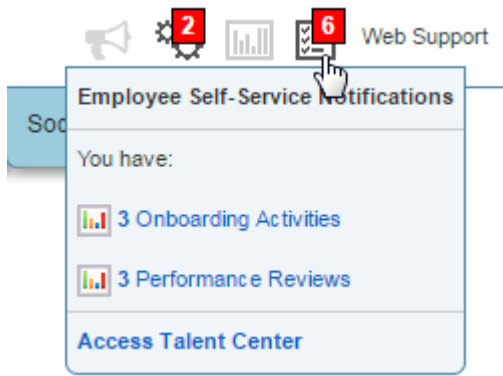
- **View**—allows you to view the Candidate record
- **Resume**—allows you to review the contents of the resume
- **Download Resume**—downloads a copy of the resume
- **Reject**—allows you to reject, or disposition the candidate
- **Next Step**—allows you to move the candidate to the next step in the workflow. These steps are limited to those that change a candidate’s status. Whether or not these steps appear for users and whether or not a comment is required is configurable by your administrator.

NOTE: If a candidate is hired with a Next Step, no Employee record will be created when the candidate is hired on the Talent Center, even if you have TBE configured to bring up a new Employee screen. If you choose to hire on the Talent Center, you will need to create the Employee record from the candidate record in TBE.

DIRECTING TBE USERS TO THE TALENT CENTER

For customers that have both Recruit and either Onboard or Perform, it is recommended that the users that log into TBE also have an Employee record, and the User record should be linked to the Employee record. For these users, they can either log into the Talent Center directly (you can include a link to the Talent Center on your company Intranet) or they will have a Quick Launch menu which takes them to either the legacy EWS or the Talent Center. If you have not yet configured the Quick Launch to take users to the Talent Center, you should do so now. Please refer to ‘Setting a Default Talent Center’ in the online Help.

Users can use the Quick Launch to access the Talent Center and take advantage of the new Hiring Manager features.



Quick Access menu in TBE, for users who also have an Employee record

For customers who only have Recruit, your hiring managers can still take advantage of the new widgets on the Talent Center. Since you do not have Employee records, you won't have the My Info page and you won't see any Perform or Onboard widgets, but as an administrator you can still add static HTML widgets to the page, and you can also set up a document repository (please refer to the online Help for more information).

Your hiring managers will not see the Quick Launch menu within TBE, but rather a new icon specific to users without an Employee record.



Icon to access the Talent Center for Recruit-only users

This first icon allows your Hiring Managers to access the Talent Center to work with candidates and approve requisitions, and then the users can return to TBE with the Manager View link in the upper right-hand corner.

In Summary:

Services Enabled	How to Access Talent Center	Which widgets are available (once Admin has placed on page)
Recruit plus either Perform or Onboard	Employees, with no linked TBE User, can log directly into Talent Center with Employee login;	<ul style="list-style-type: none">• Onboard/Offboard list view for Onboard• My Goals and My Reviews for Perform• My Info page, including Attachments• Document Repository• Static HTML widgets
Recruit plus either Perform or Onboard	Employees, with linked TBE user, can log directly into Talent Center with Employee login; OR TBE Users , with linked Employee record, can use Quick Launch menu from within TBE	<ul style="list-style-type: none">• All of the above plus My Requisition Approvals and My Requisitions
Recruit-only	TBE users must log into TBE and use new Talent Center icon	<ul style="list-style-type: none">• My Requisition Approvals and My Requisitions• Document Repository• Static HTML widgets

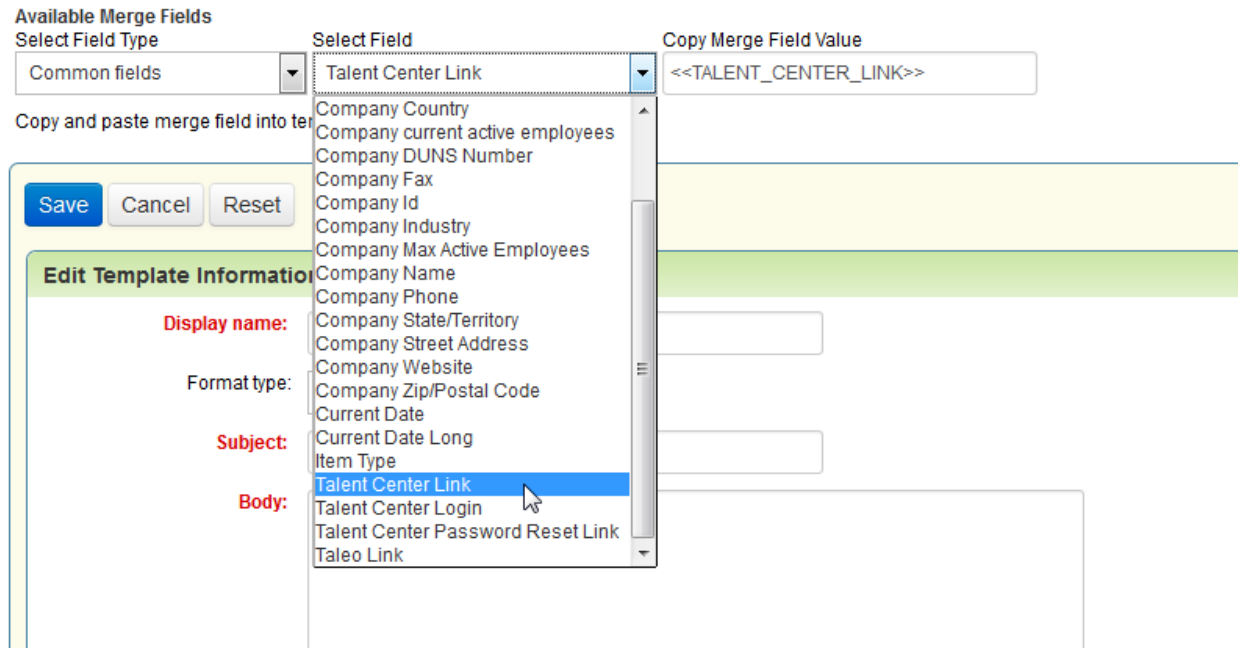
Once you have determined how your different users will access the system, you will want to update your various email templates with the correct directions and links.

UPDATING EMAIL TEMPLATES TO REFER TO THE TALENT CENTER

Your email templates can direct users to the Talent Center, rather than the legacy EWS or a specific transaction. The link to the Talent Center is available under the Common fields area when editing a system email template:

Administration: Add Template

Select merge fields to personalize and customize the Subject and Body of your email. Note that the Description field is for your internal use only.



The screenshot shows the 'Add Template' interface. At the top, there are three sections: 'Available Merge Fields', 'Select Field Type', and 'Copy Merge Field Value'. The 'Available Merge Fields' dropdown is open, showing a list of fields including 'Talent Center Link', 'Company Country', 'Company current active employees', 'Company DUNS Number', 'Company Fax', 'Company Id', 'Company Industry', 'Company Max Active Employees', 'Company Name', 'Company Phone', 'Company State/Territory', 'Company Street Address', 'Company Website', 'Company Zip/Postal Code', 'Current Date', 'Current Date Long', 'Item Type', 'Talent Center Link', 'Talent Center Login', 'Talent Center Password Reset Link', and 'Taleo Link'. The 'Talent Center Link' field is selected, and its value '<<TALENT_CENTER_LINK>>' is shown in the 'Copy Merge Field Value' field. Below the dropdown, there are buttons for 'Save', 'Cancel', and 'Reset'. The 'Edit Template Information' section is also visible, with fields for 'Display name:', 'Format type:', 'Subject:', and 'Body:'.

Talent Center link when setting up the system email templates

You may use the <<TALENT_CENTER_LINK>> in your emails templates to direct users to the Talent Center instead of TBE. Once you are ready to have hiring managers use the Talent Center, you can update the following email templates with this merge field (or any email templates that are set to take users to TBE to approve requisitions), and adjust any wording necessary:

- Requisition Approval Notification
- Requisition Request for Approval
- Candidate Submitted for Requisition (note: you only want to update this one if hiring managers will be able to see candidates in their initial status on the Talent Center)
- Candidate Updated Application (same as above)
- Proxy Approval Request (if you use proxy approvers for more than just requisition approvals, you may want to update template to refer users to the Talent Center for requisition approvals, but TBE for other requests. This same email template is used for all approvals).

RECRUIT ENHANCEMENTS

CANDIDATE TIME ZONE FOR INTERVIEWS

Previously, the system used the organization's time zone for the email that is sent to candidates for an interview. This release introduces a new field which allows a candidate's time zone to be set for interviews, allowing customers with locations across the globe to send more specific emails.

The field is called Candidate Time zone, and it has been placed on the Add/Edit Interview and the View Interview page layouts automatically. If you are a small organization where all the users are in the same time zone as all candidates, you may hide this field on these two page layouts if desired.

In order to use this field, your email template should be updated with new merge fields which refer to the new field.

STEPS TO CONFIGURE THE CANDIDATE TIME ZONE MERGE FIELDS

1. Select **Administration**, then select **Customize Recruit**.
2. Click **System Email Templates** in the Customize System Templates section.
3. Edit the **Candidate Interview Email** template, or the email you are using to notify candidates of their interviews.

NOTE: If you would prefer, you can create a new template, copy and paste the text from your existing template, and then update the merge fields as described below. Then, if you ever need to go back to the previous template, you have a copy.

4. From the Available Merge Fields drop down at the top of the screen, select **Interview fields**.

Select merge fields to personalize and customize the Subject and Body of your email. Note that the Description field is for your internal use only.

Available Merge Fields

Select Field Type: Interview fields

Select Field: Candidate Interview Date, Candidate Interview End Time, Candidate Interview Start Time, Candidate List of Interviewers

Copy Merge Field Value

Copy and paste merge field into text

Save Cancel Reset

5. From the middle drop down, notice the 4 new fields at the top, each starting with 'Candidate'. Selecting these fields will result in the following merge fields:

- <<CANDIDATE_INTERVIEW_DATE>>
- <<CANDIDATE_INTERVIEW_START_TIME>>
- <<CANDIDATE_INTERVIEW_END_TIME>>
- <<CANDIDATE_INTERVIEWERS_LIST>>

6. Place these merge fields into the body of your email template, replacing the similarly named ones you are currently using.
7. Click **Save** to save the email template.

Now when users schedule an interview, they will see this new field near the bottom:

The screenshot shows the 'Interview Information' form with the following fields:

- * Requisition:** Product Manager - [57] [View](#)
- * Type:** In-person
- * Date:** 07/26/2017
- * Start Time:** 8:00 AM (PST) Pacific Standard Time (GMT-07:00) America/Los_Angeles
- Interview Room:** --Please select--
- * Status:** Scheduled
- Candidate Time zone:** (PST) Pacific Standard Time (GMT-07:00) America/Los_Angeles
- Feedback template:** Feedback

A blue box highlights the 'Candidate Time zone' field. A tooltip next to it states: 'The time zone selected here will be reflected in the email sent to the candidate. It does not change the time for any interviewers.'



This field will default to the time zone as the organization, not the user. This mimics behavior from previous releases, so that if your users do not touch this field, the email sent to the candidate will refer to the time zone of the organization, even with the new merge fields.

When users choose another time zone instead, the email will refer to this new candidate's time zone, but only when using the new merge fields in your email template. If you do not follow the above steps to update your merge fields, then nothing will change.

There is no change for emails sent to the interviewers, or when viewing information about the interview times within TBE itself. This new field only controls the email that is sent to candidates, so that they no longer need to calculate the correct time for themselves.

CANDIDATE WORKFLOW TIMELINE IMPROVEMENT

The Candidate Timeline was added back in October of 2012. This feature displays the timeline of the statuses a candidate has progressed through for reach requisition starting from October of 2012. In this release, the comments can now be seen as well, providing more useful information at a glance.

Requisition Summary Attach Requisition						
Title ▾	Candidates	Status	Requisition-specific candidate Status		Next Steps (Req)	ACE Action
 Business Operations Lead	 10	Open	Interview Scheduled		<div>Feedback pending ▾</div>	<div>Remove ▾</div>
Workflow Timeline						
Date	Status	Time in Status	Comments		Changed By	
5/23/17	Interview Scheduled		Interview has been scheduled.		DiPaola, Kathy	
5/23/17	Interview Schedule Pending	5 Hours 27 Minutes	Had a positive conversation with candidate. Let's bring him in for interview.		DiPaola, Kathy	
5/11/17	Approved For Review	12 Day(s) 31 Minutes	Approved, please proceed		DiPaola, Kathy	
5/11/17	Submitted For Requisition				DiPaola, Kathy	

New Comments column for the Candidate Workflow Timeline

If you do not see this information for your candidates, please refer to the Help entry entitled 'Candidate Workflow Timeline' for information on how to enable this feature.

SEQUENTIAL REQUISITION APPROVAL SETTING

This release allows customers to enforce the order of approvers for requisition approvals only. When sequential requisition approvals are set, the requisition will not appear in the My Requisition Approvals widget on the Talent Center until the user is the current approver, or proxy for the current approver.

However, when logged into TBE, the requisitions will still appear on the My View or My Dashboard pages, but the Approve/Reject button will be grayed out, and if you hover over the button you will see a note that the requisition is awaiting approval from the current approver.

If you do not turn on sequential approvers then the emails will continue to go out sequentially as they have in the past, but the approvers can approve in any order.

STEPS TO TURN ON SEQUENTIAL REQUISITION APPROVALS

1. Select **Administration**, then select **Organization**
2. Click **System & Email Settings**.
3. In the User Interface Settings section, check the option for **Sequential Requisition Approval**.

User Interface Settings

- ☒ 'Referred By' is presented with Candidate Name in List Views.
- ☒ Quick Views or Talent cards appear when hovering on TBE links
 - ☒ Enable Talent Cards
 - ☒ Display Candidate Talent Card in place of the Candidate Quick View.
 - ☒ Display Employee Talent Card in place of the Employee Quick View.
- ☒ Enable Tabbed Pages
 - ☒ Allow Users to create and edit Tabs
 - ☒ Allow Users to reorder Tabs
- ☒ Enable My Dashboard
 - ☒ Make My Dashboard default Home page
- ☐ Enable Export Results for List Views
- ☒ Make Talent Center the default website for Employees
- ☒ Sequential Requisition Approval ?

4. Click **Save**.

REQUISITION POSTING DATES FOR CUSTOM REPORTS

A new table called Requisition Postings has been added to two custom report topics: Requisitions by Owner and Requisitions' Summary. This new table allows customers to run a report to see which requisitions are posted to which Career Centers and legacy Career Websites as well as the posting dates. This report can inform users that a requisition is about to expire so that the date can be extended if needed.

If you want to create a report solely for the purpose of seeing the posting dates, it is recommended that you use the Requisitions' Summary topic. The following table provides some suggestions for fields you may want to include from this topic:

Table	Suggested Field Names	Suggested Parameters
Requisitions	Status, ID, Title, Job Code, Opened Date	ID, Status, Opened Date or Opened Date Within
Requisition Postings	Display Name, ID, Post date, Unpost date, Posted	Posted, Post date Within, Unpost date Within

The 'Posted' field returns either Y for yes if the requisition is currently posted, or N for No if the requisition is not currently posted. The field will be null for those requisitions which are not in the Open status. You can use this field as a parameter when running the report if you just want to see what is currently posted; just enter the single letter Y.

The resulting table might look something like this:

Requisitions - Id	Requisitions - Title	Requisitions - Status	Requisition Postings - Display Name	Opened Date	Requisition Postings - Post Date	Requisition Postings - Unpost Date	Requisition Postings - Posted
121	Business Operations Manager II	Open	Career Center	5/10/17	5/10/17		Y
	Business Operations Manager II	Open	Intern Career Center	5/10/17	6/21/17	9/1/17	Y
122	Sales Manager	Filled	Intern Career Center	5/10/17	6/21/17	7/31/17	N
	Sales Manager	Filled	Career Center	5/10/17	5/10/17		N
124	Technical Writer	Open	Career Center	6/21/17	6/21/17		Y
	Technical Writer	Open	Intern Career Center	6/21/17	6/21/17	9/1/17	Y
123	Jr Accountant	Waiting For Approval		6/13/17			

Sample custom report showing the post and unpost dates for requisitions

You can see that the first three requisitions are posted to two different Career Centers. Some have expiration, or unposted dates, and some do not. The Filled requisition is not currently posted, so the final column returns 'N' for no. The last requisition is still waiting for approval, so there are no posted dates.

From this report you can easily see that some of the requisitions will be expiring soon, and you can determine if you should extend this time period or not.

NETSUITE INTEGRATION

NetSuite is an industry pioneer in Cloud ERP (Enterprise Resource Planning) which includes Financials, Supply Chain, Order Management, etc. as well as a new HCM module – SuitePeople. Since Oracle recently acquired NetSuite, Oracle HCM for Midsize (TBE) has built an application, a SuiteApp, that joint NetSuite and TBE customers can install into their NetSuite environment to integrate the two applications. This first phase will cover the following integrations:

NEW HIRE INTEGRATION

Newly hired candidates or employees in TBE can create new Employee records in NetSuite. Periodically, TBE is queried for any newly hired candidates or employees, pulling their information into NetSuite creating new NetSuite employees.

JOB REQUISITION INTEGRATION

Job Requisitions that are created in NetSuite will result in an actionable Requisition in TBE at the prescribed status. Once in TBE, the Requisitions can go through the approval process, be posted out to Career Centers and other Job Boards, and proceed through the requisition fulfillment process.

As the TBE Requisitions move through the Approval and Fulfillment processes, the current status of the requisitions are periodically reflected back in NetSuite against the NetSuite Job Requisition.

ADDITIONAL CHANGES

REST API ENHANCEMENT

In addition to the current token based authentication, the REST APIs will now also support Basic Authentication for accessing the REST API end points. Calls to the REST endpoints can contain the Basic Authentication in the header of the request. Using this method automatically logs in before submitting the request and logs out after the request. Please refer to the Taleo Business Edition REST API Guide available at <http://www.oracle.com/technetwork/documentation/default-1841567.html> for additional details on using Basic Authentication.

LINKEDIN CHANGE

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:
5. https://www.linkedin.com/pub/dir/<<CANDIDATE_FIRST_NAME>>/<<CANDIDATE_LAST_NAME>>
6. Click **Save**.

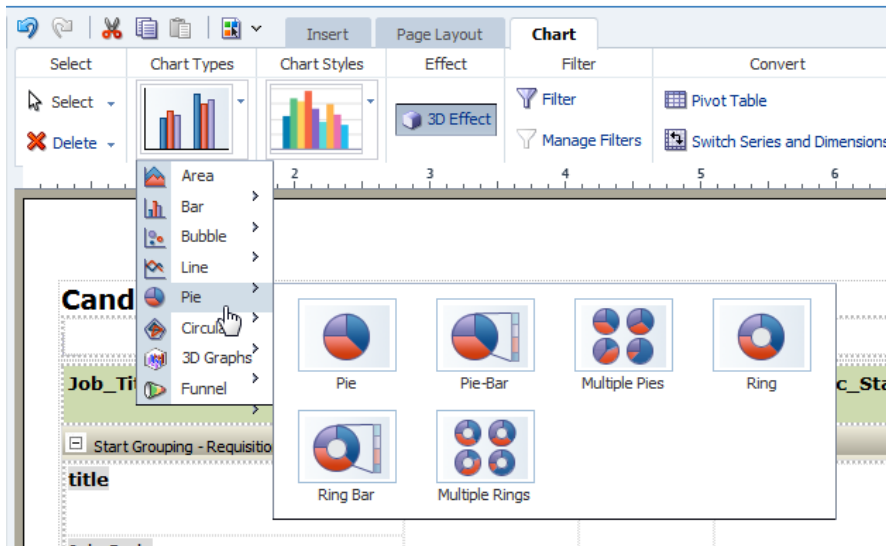
Now the links on the Candidate records will work as expected.

CHANGE TO CANDIDATES BY REQUISITION STANDARD REPORT

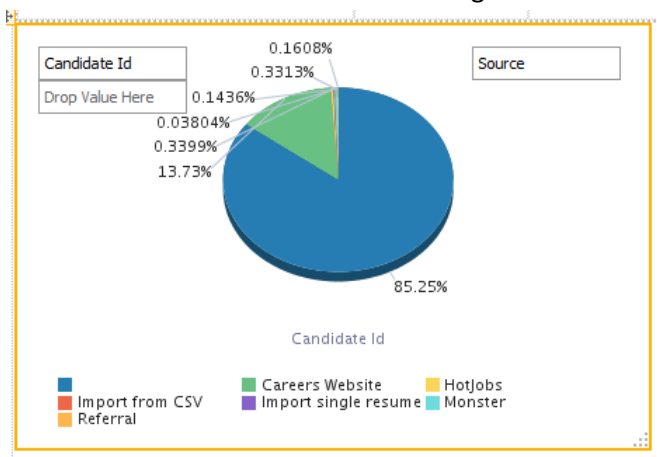
The standard reports called Candidates by Requisition and Candidates by Requisition – Current User Owner no longer contain two pie charts. The charts were removed due to a technical problem when attempting to clone the reports. If you need the charts, however, you can easily add them back onto the report by creating a clone and recreating the charts.

STEPS TO ADD THE PIE CHARTS TO THE CLONED REPORT

1. Clone the standard report and continue to the Report Designer.
2. Click the **Chart** icon, and select the desired pie chart.



3. For a pie chart to show Candidates per Source, drag the **Source** field to the box on the right that says **Drop Series Here**, and drag the **Candidate ID** field to the box on the left that says **Drop Value Here**. This will look something like this:



4. For the second pie chart for Candidates by Req-Specific Status, again add a pie chart, and this time, drag the **Req Specific Status Comp** field to the box on the right that says **Drop Series Here**, and drag the **Candidate ID** field to the box on the left that says **Drop Value Here**.
5. Expand the Properties at the bottom of the left-hand panel to add chart titles, legends, etc.

6. Save the report.

HISTORY LOG CHANGE FOR GOALS

When a goal is created, either by a manager or the employee, the Employee History Log is now updated with this information, in addition to the log entry in the Goal History Log. Likewise, if either an employee or the manager deletes a goal, there is an entry in the Employee History Log for the deletion of the goal as well. This information was added because previously the deletion information was not customer-facing.

Copyright © 2017, Oracle and/or its affiliates. All rights reserved.

This document is provided for information purposes only, and the contents hereof are subject to change without notice. This document is not warranted to be error-free, nor subject to any other warranties or conditions, whether expressed orally or implied in law, including implied warranties and conditions of merchantability or fitness for a particular purpose. We specifically disclaim any liability with respect to this document, and no contractual obligations are formed either directly or indirectly by this document. This document may not be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without our prior written permission.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

Integrated Cloud Applications & Platform Services