

## ORACLE UNIVERSITY

### Oracle E-Business Suite – Human Resources Management Track

#	Course Title	Hours	Location
1	R12.2 Oracle E-Business Suite Fundamentals	144	Cairo-Egypt
2	R12 Oracle HRMS Work Structures Fundamentals		
3	R12 Oracle HRMS People Management Fundamentals		
4	R12 Oracle HRMS Self Service Fundamentals		
5	R12 Oracle Payroll Fundamentals: Administration (Global)		
6	R12 Oracle Payroll Fundamentals: Configuration (Global)		
7	R12 Oracle HRMS iRecruitment Fundamentals		

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**FORM 2 TO 5 Trainees: 5200 EGP instead of 6500 EGP**

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## 1- R12.2 Oracle E-Business Suite Fundamentals

R12.2 Oracle E-Business Suite Fundamentals Ed 1 training helps you build a functional foundation for any E-Business Suite Fundamentals course. It's ideal for those who have implemented Oracle E-Business Suite Release 12, 12.1 or 12.2

### Learn To:

- Access and navigate within Oracle Applications using the user interface.
- Understand major architectural components in E-Business Suite.
- Identify and describe the benefits of R12.2 footprint.
- Explain the basic concepts of System Administration.
- Define key and descriptive Flexfields.
- Recognize the different entities shared between multiple applications.
- Identify features of Multiple Organizations and Multiple Organization Access Control (MOAC).

### Benefits to You

Get a sound understanding of Oracle E-Business Suite, including navigation, key business flows, functionality, and integration points between products. Smoothly implement and start using the applications, so that your organization can quickly realize the full value of Oracle E-Business Suite.

### Features & Benefits of Oracle Workflow

- Use the Workflow Monitor to monitor a Workflow to completion.
- Describe Alerts and test a Periodic Alert.
- Describe the features of Oracle Business Intelligence (OBI) Applications.

### Objectives

- Navigate within Oracle E-Business Suite
- Understand conceptually the major architectural components of E-Business Suite
- Describe basic concepts of System Administration
- Define key and descriptive Flexfields
- Identify shared entities across E-Business Suite
- Describe features and benefits of Multiple Organization Access Control (MOAC)
- Create Oracle Alerts and test a Periodic Alert
- Learn the key features and benefits of Workflow
- Understand basic features of Oracle Business Intelligence (OBI) Applications

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## Topics

- Oracle E-Business Essentials for Implementers: Overview
  - Objectives
  - Course purpose
  - More help about documentation and other resources
  - OU courses
  - Summary
- Navigating in Oracle Applications
  - Logging into and logging off from Oracle Applications
  - Accessing Responsibilities
  - Using forms & menus
  - Data Flow Across Oracle Applications
  - Entering data using forms
  - Retrieving, Editing and Deleting records
  - Accessing Online Help
  - Running reports and programs
- Introduction to Oracle Applications
  - Introduction to R12.1 Footprint
  - Benefits of R12.1 Footprint
  - R12.1 E-Business Suite Architecture
  - Basic Technical Architecture
  - Overview of Oracle file system and directories
  - Brief Overview/Introduction about Oracle E-Business Suite Integrated SOA Gateway
- Fundamentals of System Administration
  - Application Security Overview
  - Function Security
  - Data Security
  - Profile Options
  - Standard request submission (SRS)
- Fundamentals of Flexfields
  - Basics of Flexfields
  - Define Value sets
  - Define Key Flexfields
  - Define Descriptive Flexfields
  - Planning Decisions
  - Flexfield Enhancements
- Shared Entities and Integration
  - Shared entities and non-key shared entities
  - Overview of E-Business Suite business flows and integration

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- Fundamentals of Multiple-Organization and Multiple-Organization Access Control (MOAC)
  - Introduction to Multiple-Organization and Multiple- Organization Access control (MOAC)
  - Types of organizations supported in the Multi-Org model
  - Multiple-Organization Access Control Setup and Process
  - Reporting across entities
  - Key Implementation considerations
- Fundamentals of Oracle Workflow & Alerts
  - Overview of Workflow
  - Oracle Workflow Home Pages
  - Worklist WebPages
  - Workflow Monitor WebPages
  - Overview of Alerts
  - Difference between Workflow & Alerts
- Oracle Business Intelligence (OBI) Applications: Overview
  - Oracle BI Applications: Overview
  - Oracle BI Applications: Multisource Analytics
  - Application Integration: Security
  - Application Integration: Action Links
  - Guided Navigation
  - Deployment Options

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## 2- R12.x Oracle HRMS Work Structures Fundamentals

Oracle HRMS enables you to create the work structure components to represent your enterprise. As a best practice in configuring your work structures, you can use Oracle HRMS Configuration Workbench.

This course enables you to define the common data that your enterprise requires such as the unique structures for job, position, and other business entities. You learn how to represent the different business models of an enterprise, define business groups, organizations, and organization hierarchies. The topics in this course show you how to synchronize the financial reporting structures with the HR reporting structures for budget planning and analysis. You will also be able to define government-reporting structures like reporting categories and assignment statuses to satisfy the requirements for government reports.

### Learn To:

- Identify the work structure components and their usage
- Represent the financial and government reporting structures in your enterprise
- Represent your enterprise
- Define the unique structure for jobs, positions, and grades

### Objectives

- Recognize different types of enterprise business models
- Represent the different enterprise business models in Oracle HRMS
- Identify the work structure components and their usage
- Define the unique structure of business entities such as jobs, positions, and grades
- Create business groups, locations, and organizations
- Set up organization hierarchies
- Represent the financial reporting structures
- Automatically create HR Organizations based on GL Account Combinations
- Represent legal and government reporting structures
- Define organization information for government mandated reporting
- Define jobs and positions
- Define and change position hierarchies
- Setup Checklists
- Setup workers compensation

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## Topics

- Overview of Enterprise Work Structures
  - Explaining the Oracle HRMS information model
  - Indicating the typical types of enterprise
- Understanding Work Structure Components 1
  - Providing an overview of work structures
  - Explaining how to represent the employer using work structures
  - Explaining business groups and emphasize that they represent legislations in Oracle HRMS
- Understanding Work Structure Components 2
  - Discussing locations, organizations, jobs, and positions
- Understanding Work Structure Components 3
  - Discussing grades, people groups, unions, and representative groups
- Setting up Enterprise Work Structures
  - Defining Key Flexfields
  - Explaining key flexfields in Oracle HRMS
  - Identifying the standard features of key flexfields
  - Discussing the points to consider while creating key flexfields
- Creating a Business Group
  - Representing your enterprise
  - Discussing the business group and the option of having single and multiple business groups
  - Sharing information across business groups
  - Recording standard information for a business group
- Creating Locations
  - Providing an overview of locations
  - Defining and deleting locations
- Creating Organizations
  - Explaining organizations within a business group
  - Creating, classifying, and deleting organizations
  - Entering additional information for organizations
  - Identifying organization manager
  - Creating organization hierarchies
- Representing Financial Reporting Structure
  - Providing an overview of representing financial reporting structures
  - Recording costing information
  - Discussing parallel reporting structures (HR and GL) and integration of these parallel reporting structures
  - Automatically create HR organizations based on GL Account Combinations
- Representing Government Reporting Structures (US)
  - Discussing the reporting requirements
  - Preparing for Government–Mandated HR Reporting

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- Representing Jobs and Positions
  - Explaining using jobs and positions
  - Describing job structures, jobs, and job groups
  - Discussing additional information for jobs and supplementary roles
  - Describing position structures, positions, position control, and position transactions
  - Discussing additional information for positions
  - Changing job and position definitions
- Position Hierarchies
  - Defining and changing position hierarchies
- Mass Move Updates
  - Reorganizing and mass moving positions, assignments, and organizations
- Understanding Checklists
  - Benefits of using Checklists
  - How Checklists work
  - About Checklist-task performers
  - Setting up Checklists
- Setting up Workers Compensation (US)
  - Providing an overview of workers compensation in Oracle HRMS
  - Discussing work classification codes and rates

### 3- R12.x Oracle HRMS People Management Fundamentals

This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1

Oracle HRMS enables you to enter and track employees and contingent workers from the day they apply for a job to the day they leave your enterprise. Using Oracle HRMS you can hold, inquire, report, and keep track on a wide range of personal and employment information. This can include medical details, work schedules, preferred language for correspondence and personal contacts, as well as the basic details such as date of birth, employee number, and addresses. This course enables you to identify the different workers in your enterprise and introduces the different ways you can represent your workforce using Oracle HRMS.

#### Learn To:

- Organize your workforce exactly as your enterprise requires
- Manage a global workforce while addressing local country requirements
- Recognize Self-Service HR Capabilities
- Use reporting tools to track your workforce, and ensure you meet corporate objectives

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## Audience

- Administrator
- End User
- Implementer

## Objectives

- Recognize the different interfaces for which you can enter and maintain people information
- Recognize Self-Service HR capabilities
- Describe person types
- Identify components of the assignment
- Describe collective agreements
- Describe HRMS and HRMSi workforce reports
- Demonstrate how to manage assignments
- Demonstrate how to enter disability information
- Describe how to terminate a person
- Demonstrate how to transfer employees
- Demonstrate how to create people records
- Describe the key workforce concepts in Oracle HRMS
- Identify the different workers in your enterprise
- Understand how to represent your workforce using Oracle HRMS

## Topics

- Overview of People Management
- Introduction to Recording People Information
- Set Up People Information
- Collective Agreements
- Entering People Information
- Entering Assignment Information
- Managing People
- Managing Schedules and Availability
- Employee Transfers and Secondments
- Reporting and Analyzing Workforce Information
- Tracking Tenure Information (U.S. Only)
- U.S. Government Reporting
- Terminating
- Reinstating or Rehiring

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#### 4- R12 Oracle HRMS Self Service Fundamentals

The course covers the tools used with SSHR (Workflow Builder, Personalization Framework, Oracle Approvals Management) and provides information on how to use these tools to configure SSHR to meet your business requirements. In addition, the course covers common SSHR functions and discusses how you can use these functions in your enterprise.

##### Learn to:

- Implement Oracle SSHR
- Configure elements of SSHR to suit your requirements
- Use the related tools
- Configure approvals
- Work with common SSHR functions

##### Prerequisites

- R12.x Oracle HRMS People Management Fundamentals Ed 1

##### Audience

- Implementer

##### Objectives

- Understand the terminology and concepts used in SSHR
- Identify which functions are available and understand the difference between employee and manager functions
- Understand how different users can use self-service applications
- Understand the architecture of the E-business Suite
- Understand how self-service functions operate
- Understand how different elements determine how the function operates (Workflow Builder, Oracle Application Framework, Data Security)
- Learn how to create custom menus containing required functions
- Recognize which elements are configurable on an interface and know how to use the Oracle Application Framework to modify these elements
- Understand the different approvals mechanisms
- Use Oracle Approvals Management
- Understand which self-service applications are available in HRMS

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## Topics

- Introduction to SSHR
  - Overview
  - Functions and Features of Self-Service Applications
- Fundamentals of SSHR
  - SSHR Basics
  - User Access and Security
  - User Access to People
  - Using the Workflow Builder
  - Implementation Steps
- Configuring SSHR
  - Functions, Menus, and Responsibilities
  - Configuring Functions
  - Configuring Web Page Layouts
  - Approvals
- Using SSHR
  - Common SSHR Functions
  - Employee Directory
  - Responsibility Ownership

## **5- R12 Oracle Payroll Fundamentals: Administration**

This class covers the principles involved in processing a payroll for your organization. You will learn how to run your payrolls using batch processing, and QuickPay using the flexibility of Oracle Payroll. You will understand the different phases of the payroll lifecycle, and will see how and when to apply different processes to each payroll phase. You will gain an understanding of the Payroll model, setting up pre-processing, payroll processing and post-payroll processing. You will learn about making corrections to payroll processes, and which correction method to apply in different situations. The class also introduces you to making adjustments to balances, and other special payroll features.

### Learn To:

- Use Advance Pay and RetroPay
- Make balance adjustments
- Make corrections, and perform rollbacks, reversals and retries
- Identify the types of payroll processes available in Oracle HCM
- Identify the payroll life cycle periods

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## Objectives

- Run payrolls using batch and QuickPay processes
- Run prepayments and payments processes
- Run costing and transfer to GL processes
- Explain the payroll life cycle
- Manage exceptions and corrections
- View and adjust employee balances
- Use the special features of Oracle Payroll

## Topics

- R12 Payroll Administration: Introduction
- An Introduction to Payroll Administration
  - Overview of Payroll Administration
  - Pay Period Cycle
  - Batch Processing
  - QuickPay
  - Balance Adjustments
  - RetroPay and Advance Pay
  - Continuous Calculation
  - Absence Payments
- Payroll Preprocessing
  - Data Entry
  - Processing Third Party Payments
  - BEE Processes
  - Using Manual Element Entry
  - Element Entry Window
- Payroll Processing
  - Overview of Payroll Processing
  - Running a Full Payroll Run
  - Group Processing
  - Making Corrections to a Payroll
  - Consolidation Sets
  - Running a QuickPay
- Post-Payroll Processing
  - Overview of Post-Payroll Processing
  - Running Prepayments
  - Using Check Writer/Cheque Writer
  - Costing and Transfer to GL
  - Payroll Processing Reports
  - Diagnostic Reports
  - Balancing Reports

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- Corrections
  - Comparing Correction Methods
  - Rollbacks
  - Retries
  - Voids
  - Reversals
  - Nonrecurring and Additional Entries
  - One Time Changes to Earnings and Deductions
- Balance Adjustments
  - Overview of Payroll Balancing and Reconciliation
  - Balance Dimensions
  - Predefined Tax Balances
  - Balances
  - Payroll Adjustments
  - Creating Adjustment Elements
  - Adjust Balance Window
  - Batch Balance Adjustment Interface
- Special Payroll Features
  - Defining and Processing RetroPay
  - Setting Up RetroPay
  - Processing RetroPay
  - RetroPay by Element
  - Continuous Calculation
  - Proration
  - Event Groups
  - Iterative Engine
- R12 Payroll Fundamentals: Administration (US) Practices
- R12 Payroll Fundamentals: Administration – Summary

## 6- R12.x Oracle Payroll Fundamentals: Configuration (Global)

This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1.

After completing this class you should be able to explain how payment methods relate to a payroll and then configure the required number of payrolls and payment methods for your employees.

You should also be able to maintain taxes such as PAYE and NIC; and maintain payments for tax credits and student loans.

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### Learn To:

- Configure a payroll
- Set up organizational payment methods
- Maintain employer taxes
- Maintain employee taxes
- Understand what costing set up is required to cost your payrolls.

### Audience

- End User
- Implementer

### Objectives

- Configure a payroll to process basic earnings elements and statutory deductions
- Maintain employer and employee statutory deductions and taxes

### Topics

- R12.1 Payroll Configuration - Introduction
  - Objectives
  - Topics
- Payroll Configuration Fundamentals
  - Paying Your Employees
  - Choosing Single or Multiple Payment Methods
  - Choosing Single or Multiple Currencies
  - Choosing Single or Multiple Payrolls
  - Understanding the Criteria that Define a Payroll
- Defining Payrolls for Your Organization
  - Understanding Payment Method Types
  - Defining Payment Methods
  - Consolidating Results for Several Payrolls
  - Defining a Payroll
  - Understanding Pay Calendars
  - Entering Further Information for a Payroll
  - Allocating a Payroll Contact
- Maintaining PAYE and NI
  - PAYE and NI
  - Essential Information for PAYE and NI
  - Sources of Essential Information
  - Entering PAYE and NI Details for an Employee
  - Entering NI Details for a Director

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- Maintaining Other Deductions
  - Maintaining Student Loans
  - Maintaining Tax Credits
- Costing Overview
  - The Oracle HRMS Costing Solution
  - Cost Distribution in HR
  - Handling Rule-based Costing
  - Managing Exceptions to Costing Rules
- Processing Costs
  - Overview of Costing and the Payroll Process
  - Costing Processes in Oracle Payroll
  - Making Partial Period Accruals
  - Previewing Cost Allocations
  - Sub-ledger Accounting
  - Running Retro-Costing
  - Costing Your Payments
  - Processing Costs
- R12.1 Payroll Configuration Fundamentals - Summary
  - R12.1 Payroll Configuration - Summary

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## 7- R12.x Oracle HRMS iRecruitment Fundamentals

Oracle iRecruitment is a full-cycle solution that gives managers, recruiters and candidates the ability to manage every phase of finding, recruiting, hiring, and tracking new employees. This course provides an overview of iRecruitment processes and the implementation steps required to perform a basic, non-customized implementation.

As managers or recruiters, site visitors, registered users, employees, and agency users you learn how to use and work with iRecruitment features. You learn how to personalize iRecruitment pages to suit your business requirements. The topics in this course show you how to generate recruitment letters and reports to analyze your recruitment process. You will also learn how to remove the candidate and applicant data that you no longer require.

This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1.

### Learn To:

- Perform the setup, functional, and post install steps
- Learn how to configure iRecruitment pages
- Learn to create assessments for recruitment purposes
- Use and work with iRecruitment functions
- Generate letters for recruitment and analyze reports
- Identify key features in iRecruitment

### Objectives

- Progress applications and manage offers to applicants
- Generate recruitment letters and reports for analysis
- Identify the benefits of using iRecruitment
- Identify different types of iRecruitment users
- Understand how iRecruitment security works
- Perform the setup, functional, and post install steps
- Understand the Recruitment cycle and where iRecruitment fits into it
- Understand approval rules in iRecruitment
- Configure iRecruitment site to suit business requirements
- Create assessments for registration and job application processes
- Create common job descriptions
- Create and manage vacancies in iRecruitment
- Use the site visitor functionality
- Register in iRecruitment and use registered user functionality
- Apply for jobs and complete job application test
- Process candidates

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## Topics

- Overview of Oracle iRecruitment
  - Identifying iRecruitment features
  - Learning about the benefits of iRecruitment
  - Describing different iRecruitment Users
  - Explaining how iRecruitment security works
  - Understanding the concept of People in iRecruitment
  - Understanding the Approval process in iRecruitment
  - Discussing how iRecruitment fits in with Oracle HRMS and HRMSi
- Implement Oracle iRecruitment
  - Understanding implementation cycle for iRecruitment
  - Setting up work structures details to work with iRecruitment
  - Creating Recruiting Site information
  - Setting base URL profile options
  - Adding iRecruitment menus to required users
  - Setting up offers and assessments
  - Configure approvals
  - Completing Post Install steps
- Configuring iRecruitment Pages
  - Understanding Personalization Levels in iRecruitment
  - Enabling Profile Options for Personalization
  - Learning about personalization components
  - Changing and Displaying Fields in iRecruitment Pages
  - Adding or Editing User Instructions
  - Creating and Displaying Flexfield Segments
  - Configuring a Searchable Flexfield
- Managers and Recruiters: Assessments
  - Understanding assessments
  - Learning about assessment components
  - Creating tests and surveys for the registration and job application processes
  - Analyzing test results
- Managers and Recruiters: Vacancies and Job Posting
  - Learning about vacancy and vacancy status concepts
  - Creating default posting values for vacancies
  - Creating Vacancy details
  - Approving Vacancies
  - Posting Vacancies to multiple Recruiting Sites
  - Managing Vacancies

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- Job Seekers: Site Visitors and Registered Users
  - Using Site Visitor functionality
  - Searching for jobs using different search options
  - Registering in iRecruitment
  - Creating user account details include a resume online
  - Defining privacy for user accounts
  - Applying for jobs and completing tests online
  - Monitoring job applications
- Managers and Recruiters: Candidate Processing
  - Learning about different search options in iRecruitment
  - Searching the Prospect Pool, Resumes, and Individuals
  - Using different search criteria such as location search and agency search
  - Finding Candidates using the Skills Matching Functionality
  - Processing Candidates and using different options
  - Inviting candidates to apply for jobs
- Managing Communications
  - Understanding iRecruitment Communication
  - Creating Topics and Adding Messages for Recruitment Communication
  - Managing Communication for Multiple Applicants
  - Recording interviews—discuss how using iRecruitment Employee > Interview function, employees can update interview records
- Managing Interview Tasks
  - Creating Interviews for Multiple Applicants
  - Viewing Interview Details
- Managers and Recruiters: Working with Applicants
  - Viewing Applicants' details
  - Progressing Applications
  - Updating Applications
  - Creating offers for applicants
  - Approving offers
  - Sending offers to applicants
  - Managing offers
  - Hiring Successful Applicants using People Management Template and Oracle SSHR
- Using Employee Interface
- Agency Users - Working with iRecruitment
- Generate Letters, Reports, and Perform Purge

**Terms and Conditions for Public Group:**

1. Training Kits: The prices include the Oracle training kits from Oracle.
2. Number of attendees: Group Max 10 attendees
3. Certificates: After completion of course, students will receive a (Certificate of Completion) from Global academy – Oracle Approved Education Partner.
4. Prices: The prices showed in proposal are in (EGP).
5. Payment: 100% two weeks prior the course start date.
6. Cancellation:
  - Global academy reserves the right to cancel or reschedule any course with prior notice due to circumstances beyond its control without any liability on its part.
  - Customers will be refunded for cancelled courses which they have already prepaid upon request.
  - Cancellation requests must be sent by email at least 4 weeks before the course start date, otherwise they will not refund the payment.
  - No course cancellations will be accepted within the 4 weeks before the course start date.
7. No Show: will be due for payment in full and no refund.

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