

**QUESTION: 1**

Topic 1

Which phases of the Candidate Selection Process are delivered and cannot be removed?

- Option A : New and Screening
- Option B : New and HR
- Option C : Screening and Offer
- Option D : Offer and HR

Correct Answer: D

**Explanation/Reference:**

The delivered, non-removable phases are Offer and HR. Step-by-Step Solution: Access Candidate Selection Process Configuration. Review the default phases: New, Screening, Interview, Offer, HR. Attempt to delete Offer and HR phases (system prevents this). Offer and HR phases are mandatory in Oracle Recruiting Cloud's Candidate Selection Process, as they represent critical steps (offer issuance and HR transition). Other phases can be customized or removed. Reference: Oracle Recruiting Cloud Configuration Guide, Candidate Selection Process section.

**QUESTION: 2**

Topic 1

Which tool would you use to add or remove the Required attribute from the Education Level or Job Type when creating a requisition?

- Option A : Fast Formula
- Option B : BI Publisher
- Option C : Transaction Design Studio
- Option D : HDL Loader

Correct Answer: C

Explanation/Reference:

The correct tool to add or remove the Required attribute from fields like Education Level or Job Type when creating a requisition is Transaction Design Studio. This tool allows administrators to customize the requisition creation process by modifying field properties, such as making them required or optional, without needing custom code or data uploads. Step-by-Step Solution: Navigate to the HCM Experience Design Studio. Select the Transaction Design Studio option. Choose the Recruiting-related transaction (e.g., "Create Job Requisition"). Locate the fields (Education Level or Job Type) in the configuration settings. Adjust the "Required" attribute by enabling or disabling it as needed. Save and test the changes in a sandbox environment before deploying. Transaction Design Studio is Oracle's tool for tailoring user interface behavior in HCM Cloud, including Recruiting. It allows fine-grained control over field properties like required status, visibility, and default values in transactions such as requisition creation. Fast Formula is used for business logic and rules, BI Publisher for reporting and document generation, and HDL Loader for bulk data imports—none of which directly address field attribute changes in the UI. Reference: Oracle HCM Cloud Recruiting Configuration documentation, Transaction Design Studio section.

Topic 2

Case Study: Topic 2

Title : Hands on Questions / Simulations

QUESTION: 3

Topic 2 Hands on Questions / Simulations

SIMULATION Create an unscored interview feedback Questionnaire Template, where: Questionnaire Template ID is HIRING\_MANAGER\_INTERVIEW\_FEEDBACK Name is "Hiring Manager Interview Feedback" Description "Generic template for basis of Hiring Manager interview feedback questionnaires" Instructions is "Please complete all questions, basing your responses on the interview"

Answer :

See the explanation below

Explanation/Reference:

This is a configuration task requiring the creation of an unscored interview feedback Questionnaire Template in Oracle Recruiting Cloud. Below is the detailed step-by-step solution to accomplish this.

## Step-by-Step Solution:

### Step 1: Log in to Oracle HCM Cloud

Action: Log in to your Oracle HCM Cloud environment with administrative privileges (e.g., a Recruiting Administrator role with setup permissions).

Navigation: Access the Oracle HCM Cloud homepage via your organization's URL (e.g., <https://yourdomain.oraclecloud.com>).

Details: Ensure you're in the correct environment (e.g., Test or Production) and have sandbox access if testing is required.

### Step 2: Navigate to Recruiting and Candidate Experience Management

Action: Access the Recruiting and Candidate Experience Management work area.

Navigation: From the homepage, click Navigator (hamburger menu) > Setup and Maintenance > Search for "Recruiting and Candidate Experience Management" in the Tasks panel > Click the link to open the work area.

Details: This work area is the hub for recruiting configuration tasks, including questionnaire management.

### Step 3: Access the Manage Questionnaire Templates Task

Action: Open the task to manage questionnaire templates.

Navigation: In the Recruiting and Candidate Experience Management work area, search for and select the task "Manage Questionnaire Templates" (or "Manage Recruiting Questionnaire Templates" depending on the UI version).

Details: This task allows you to create and edit questionnaire templates used in recruiting processes, such as interview feedback.

### Step 4: Create a New Questionnaire Template

Action: Initiate the creation of a new questionnaire template.

Navigation: On the Manage Questionnaire Templates page, click the "+" icon or "Create" button to start a new template.

Details: A new questionnaire template form will open for configuration.

#### Step 5: Define General Template Details

Action: Enter the required details for the questionnaire template.

Fields to Fill:

Questionnaire Template ID: Enter "HIRING\_MANAGER\_INTERVIEW\_FEEDBACK" (exact match, no spaces, case-sensitive).

Name: Enter "Hiring Manager Interview Feedback" (exact match).

Description: Enter "Generic template for basis of Hiring Manager interview feedback questionnaires" (exact match).

Instructions: Enter "Please complete all questions, basing your responses on the interview" (exact match).

Status: Set to "Active" (to make it immediately available for use).

Details: These fields define the template's identity and purpose. The ID must be unique, and the name, description, and instructions should match the task requirements precisely.

#### Step 6: Set the Questionnaire Type to Interview Feedback

Action: Specify that this is an interview feedback template.

Navigation: In the template form, locate the "Type" or "Questionnaire Type" field.

Fields to Fill:

Type: Select "Interview Feedback" from the dropdown (ensures it's used for gathering feedback postinterview).

Details: This classification aligns the template with the interview process, distinguishing it from other types like prescreening or offer questionnaires.

#### Step 7: Configure as Unscored

Action: Ensure the questionnaire is unscored (no scoring model applied).

Navigation: Scroll to the "Scoring" or "Rating Model" section in the template form.

Fields to Fill:

Scored Questionnaire: Leave unchecked or set to "No" (e.g., "Is this a scored questionnaire? No").

Rating Model: Leave blank or ensure no rating model is selected.

Details: The task specifies "unscored," meaning responses won't be numerically evaluated"

feedback will be qualitative or free-form.

#### Step 8: Add Questions to the Template (Optional but Recommended)

Action: Add sample questions to make the template functional (though not explicitly required, it's practical for usability).

Navigation: In the template form, find the "Questions" or "Content" section > Click "Add Question".

Example Questions:

Question Text: "How would you rate the candidate's communication skills?"

Type: Single Choice (e.g., Excellent, Good, Fair, Poor) or Text (free-form).

Question Text: "What are the candidate's key strengths observed during the interview?"

Type: Text (allows open-ended response).

Question Text: "Would you recommend this candidate for the role? Why or why not?"

Type: Text.

Details: Since it's unscored, avoid assigning scores to responses. Questions should align with hiring manager feedback needs. You can skip this step if the task only requires the template shell, but adding questions ensures it's ready for use.

#### Step 9: Set the Audience (Optional Configuration)

Action: Optionally restrict the template to Hiring Managers (recommended for context).

Navigation: Look for an "Audience" or "Role" section in the template form (availability depends on system configuration). Fields to Fill:

Role: Select "Hiring Manager" (if available) to target this template to hiring managers.

Details: This step isn't explicitly required but aligns with the template's purpose. If no such option exists, the template will be available to all recruiting users by default.

#### Step 10: Save and Validate the Template

Action: Save the template and verify its configuration.

Navigation: Click "Save" or "Save and Close" at the bottom of the form.

Validation: Reopen the template from the Manage Questionnaire Templates page to confirm:

ID: HIRING\_MANAGER\_INTERVIEW\_FEEDBACK

Name: Hiring Manager Interview Feedback

Description: Generic template for basis of Hiring Manager interview feedback questionnaires

Instructions: Please complete all questions, basing your responses on the interview

Type: Interview Feedback

Scoring: Unscored (no rating model)

Status: Active

Step 11: Test the Questionnaire Template

Action: Test the template by associating it with an interview in a job requisition.

Navigation:

Go to My Client Groups > Recruiting > Job Requisitions.

Open an existing requisition or create a new one (e.g., for a test job).

Move a candidate to the Interview phase in the Candidate Selection Process.

Schedule an interview:

Go to Interviews tab > Click "Schedule Interview".

In the interview setup, select "Hiring Manager Interview Feedback" from the Questionnaire Template dropdown.

Assign the interview to a hiring manager (use a test user if needed).

Log in as the hiring manager (or use a test account).

Access the interview feedback task via My Tasks or the candidate's profile > Complete the questionnaire.

Verification:

Confirm the instructions display: "Please complete all questions, basing your responses on the interview."

Answer the questions (if added) and submit; ensure no scores are calculated.