



*Training Course:  
Oracle Taleo Enterprise Cloud Service:  
Recruiting*

*3 - 7 March 2025  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Oracle Taleo Enterprise Cloud Service: Recruiting

Training Course code: MA235036 From: 3 - 7 March 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction:

Oracle Taleo Enterprise Cloud Service: Recruiting is a cloud-based software solution designed to simplify and streamline the recruitment process for organizations. It is a comprehensive solution that helps recruiters manage the entire recruitment cycle, from job requisition to onboarding. The solution offers a range of features, including applicant tracking, candidate management, and reporting, among others.

### Objectives:

The training program aims to provide participants with an in-depth understanding of the Oracle Taleo Enterprise Cloud Service: Recruiting solution. By the end of the training program, participants will be able to:

- Understand the recruitment process and how the Oracle Taleo solution fits into it
- Navigate and use the Oracle Taleo interface effectively
- Create job requisitions and manage the candidate pipeline
- Use advanced features such as reporting and analytics to optimize the recruitment process
- Collaborate with team members and stakeholders using the Oracle Taleo solution

### Target Audience:

The training program is suitable for HR professionals, recruiters, hiring managers, and anyone involved in the recruitment process who wants to learn how to use the Oracle Taleo Enterprise Cloud Service: Recruiting solution effectively.

### Outline:

#### Day 1:

##### Introduction to Oracle Taleo Enterprise Cloud Service: Recruiting

- Overview of the recruitment process
- Features and benefits of the Oracle Taleo solution

#### Day 2:

### Getting started with Oracle Taleo

- Logging in and navigating the interface
- Setting up user preferences
- Understanding the different modules in the solution

### Day 3:

#### Creating job requisitions

- Creating and customizing job requisitions
- Posting job requisitions on external job boards
- Managing candidate applications

### Day 4:

#### Managing the candidate pipeline

- Reviewing and screening candidate applications
- Communicating with candidates
- Scheduling interviews and assessments

### Day 5:

#### Using advanced features

- Reporting and analytics
- Talent pooling and candidate matching
- Integrating with other HR systems

### Day 6:

#### Collaborating with team members and stakeholders

- Managing user roles and permissions
- Communicating and collaborating with team members
- Using feedback and metrics to improve the recruitment process

### Day 7:

#### Conclusion and next steps

- Reviewing key takeaways from the training program
- Best practices for using the Oracle Taleo Enterprise Cloud Service: Recruiting solution effectively
- Resources for further learning and support.

#### Day 8:

##### Hands-On Practice and Case Studies

- Participants will have an opportunity to practice using the Oracle Taleo Enterprise Cloud Service: Recruiting solution through hands-on exercises and case studies.
- Exercises will cover creating job requisitions, managing the candidate pipeline, and using advanced features.
- Case studies will be used to illustrate how the Oracle Taleo solution can be used in real-world recruitment scenarios.

#### Day 9:

##### Tips for Success

- Participants will learn tips and tricks for using the Oracle Taleo solution effectively and efficiently.
- This will include best practices for creating job requisitions, managing the candidate pipeline, and using advanced features.

#### Day 10:

##### Q&A and Wrap-Up

- Participants will have an opportunity to ask questions and clarify any doubts.
- The training program will end with a wrap-up of key takeaways and a final review of the Oracle Taleo Enterprise Cloud Service: Recruiting solution.

## Registration form on the Training Course: Oracle Taleo Enterprise Cloud Service: Recruiting

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

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- Please find enclosed a cheque made payable to Global Horizon
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