
From: Shauna Holman Harries
To: Luong, Hoan - OFCCP
CC: Neil Bourque; Charles Nyakundi; Lida Daniel; Kela Moon; Sean Smith
Sent: 10/29/2015 9:28:59 PM
Subject: HQCA 23 of 29
Attachments: HQCA - Personnel Files 22 - [REDACTED].zip

Best Regards,
Shauna Holman-Harries

ORACLE

Shauna Holman-Harries - Director Diversity Compliance
Phone: +1 602 333 9112 | Fax: +1 602 333 9112 | Mobile: +1 480 689 1858

"Working to create an inclusive, diverse culture that drives innovation and business success."

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 | Oracle is committed to developing practices and products that help protect the environment

New Employee Paperwork

Candidate's Name: [REDACTED] _____

- | | |
|--|---|
| <input type="checkbox"/> Rehire
<input checked="" type="checkbox"/> International Transfer
<input type="checkbox"/> Temp
<input type="checkbox"/> VISA Required - Email _____
<input type="checkbox"/> Visa Type: _____
<input type="checkbox"/> Student/Intern
<input checked="" type="checkbox"/> Int'l Address - Email <u>12/28</u>
<input type="checkbox"/> Veteran | <input type="checkbox"/> New Hire
<input type="checkbox"/> Contractor to Regular
<input type="checkbox"/> Internal Transfer
<input type="checkbox"/> Temp to Regular
<input type="checkbox"/> Part Time
<input type="checkbox"/> Student/Intern to Regular
<input type="checkbox"/> Cont. Serv. Hire Date
<input checked="" type="checkbox"/> SS# Missing - Email <u>12/28</u> |
|--|---|

- Completed Personal Information Sheet
- Employee Self-Identification Form
- Employee Eligibility Questionnaire
- Signed** Employment Agreement & Agreement to Arbitrate
- Signed** Proprietary Information Agreement

	<u>Date</u>	<u>Initials</u>	
Logged:	<u>12/15</u>	<u>CP</u>	Comments: _____ _____ _____ _____ _____
Sent Email:	<u>12/15</u>	<u>CP</u>	
Entered:	<u>12/29</u>	<u>BD</u>	
Scanned:	_____	_____	
Start Date:	[REDACTED]		
Employee #	[REDACTED]		

Personal Information Sheet

Missing information or illegible information may cause delays in processing your profile.

Employee Name: First [REDACTED]

Middle [REDACTED]

Last [REDACTED]

Preferred First Name (Known As) [REDACTED]

Name as it appears on your offer letter (For Reference Purposes) (Optional)

First [REDACTED] Middle [REDACTED] Last [REDACTED]

Social Security Number: [REDACTED]

Please note you are responsible for obtaining a Social Security Number within two weeks of your employment.

Date of Birth: [REDACTED]

(Example: Feb-12-1960) MMM DD YYYY

Home Address:

Street: [REDACTED] Apt # [REDACTED]

City [REDACTED] County [REDACTED]

State [REDACTED] Zip Code [REDACTED]

Country [REDACTED] Telephone Number [REDACTED]

Other Information:

Your Start Date as agreed with your Hiring Manager: [REDACTED]

MMM DD YYYY

Who was your initial point of contact in the recruiting process that resulted in your hire?

Hiring manager Internal Recruiter Employment Agency

If your answer above was Hiring Manager or Internal Recruiter, what was the recruiting technique that prompted your candidacy?

- Employee Referral
- Oracle's Web Career Site (Oracle.com)
- Job Fair
- Web Career Site (Monster, CareerBuilder, etc.)
- Oracle Internal Recruiter contact/cold call
- Rehire (self-initiated contact from previous Oracle employment) – Previous Employee # _____
- Print Advertisement
- Oracle Hiring Manager contact/cold call
- Other (please specify) _____

Company Name of your current or most recent employer [REDACTED]

International Transfer or Contractor currently working at Oracle Yes No

If Yes, Country IRELAND Employee or Contractor Number [REDACTED]

MANDATORY: ALL PROSPECTIVE EMPLOYEES MUST COMPLETE AND SIGN THIS FORM

Employee Eligibility Questionnaire

Federal law requires Oracle to hire individuals who are authorized to work in the United States. To ensure compliance, all prospective employees must answer the following questions and sign and date this form.

1. Are you authorized to work in the U.S.? (check one) Yes No

2. Which ONE of the following applies to you? (check one)

U.S. Citizen U.S. Permanent Resident Foreign National with / without temporary visa

If you checked U.S. Citizen or Permanent Resident, STOP, skip to item 4, below.

If you checked Foreign National with / without visa, complete items 3. and 4. below.

3. Which ONE of the following describes your current status? (check one & complete needed information)

I am on F-1 or J-1 status and have valid work authorization based on that status.

Visa type: F-1 _____ J-1 _____

Issue date of work authorization: _____

Expiry date of work authorization: _____

I have some other type of status in the U.S., and have a valid work card issued by INS in the form of an "EAD" (Employment Authorization Document), and can begin employment based on that.

Issue date of work authorization: _____

Expiry date of work authorization: _____



I have a work visa sponsored by Oracle and can be employed based on that valid status.

NOTE: This ONLY applies if your current visa status has already been sponsored by Oracle and you are currently in possession of an I-797 Approval Notice or visa stamp bearing the name of Oracle as the sponsoring entity. If this is not the case, then this selection

does not apply to you, and you must make a different selection that describes your current visa status.

Visa type: L-1

Valid from: 11/30/2010 Valid to: 28/11/2013

I have a U.S. visa of some kind, but it is not an employment visa that was sponsored by Oracle, therefore I will require Oracle to sponsor me for a work visa.

I do not have any U.S. visa, I am outside the U.S. and therefore will require Oracle to sponsor me for a work visa.

Visa Assistance for Regular, Full-Time Employees

If you will be a regular, full-time employee and require assistance to obtain Oracle-sponsored work authorization, please note:

- Complete and return all New Hire Paperwork, except I-9 form (bring on first day of employment)
- Contact your manager and request s/he complete Purchase Order and begin visa petition process
- Contact the Oracle-approved immigration attorney. Generally, Oracle pays normal legal fees and costs for work authorization.

4. It is mandatory that ALL employees sign and date this document.

Print Name

Date

Employment Agreement & Mutual Agreement to Arbitrate

Please read this Agreement carefully before you agree to its terms by signing it. You may wish to consult an attorney prior to signing the Agreement. The Agreement sets forth certain important benefits, terms and conditions related to your employment with Oracle. It also sets forth the mutual agreement between you and Oracle to arbitrate any dispute or claim arising out of or related to your Oracle employment and to waive all rights to a trial or hearing before a court or jury, except as provided below.

Proprietary Information

Oracle's proprietary rights and confidential information are among the company's most important assets. In addition to signing this Agreement as a condition of employment, you also must sign the Proprietary Information Agreement included in the New Hire Offer Packet.

Oracle Policies

Your adherence to the Oracle Code of Ethics and Business Conduct, set forth in a booklet that is mailed to you within two weeks of your first date of employment at Oracle, is vital to Oracle and to your success at Oracle. When you sign this Agreement, you are agreeing to thoroughly familiarize yourself with the Oracle Code of Ethics and Business Conduct and you are agreeing to abide by it. You also agree to take Oracle's Ethics and Business Conduct course, available on-line through Oracle's intranet. In addition, when you sign this Agreement, you are acknowledging that you have read the letter addressing Oracle's Safety Program highlights included in the New Hire Offer Packet. Oracle maintains an Internal Privacy Policy, which describes Oracle's privacy practices for employment-related information, including personal information that may be collected, how and where personal information is processed, to whom personal information may be provided, and how you may access and rectify personal information about you. You agree to abide by the terms of Oracle's Internal Privacy Policy in effect during your employment; a current copy of such policy is also included in the New Hire Offer Packet. The Oracle Code of Ethics and Business Conduct, the Oracle Employee Handbook, and Oracle's Internal Privacy Policy are all on the Oracle intranet and accessible to all employees. You agree, after beginning employment, to access the Employee Handbook and thoroughly familiarize yourself with Oracle policies and to abide by them. Additionally, from time to time, Oracle will communicate important information about its policies by way of electronic mail notification and/or the Oracle intranet. By signing this agreement, you agree to thoroughly review these policy communications and to abide by them.

Oracle is a government contractor, and, as such, certain federal, state, and local laws may place prohibitions or other restrictions on the ability of former government workers, and/or relatives of current or former government workers, to be employed by or to perform certain work on behalf of Oracle. By signing below, you are affirming that your employment with Oracle, and any work you perform while employed by Oracle, will not conflict with any such prohibitions or restrictions.

Employment Eligibility

In order to comply with the Immigration Reform and Control Act of 1986, the federal government requires the company to examine documents which prove your legal right to work in the United States. Please see the Verification of Eligibility for Employment information which also is a part of the New Hire Offer Packet.

Benefits

Oracle offers its employees a comprehensive medical, dental, vision, life and disability insurance package through Oracleflex, a flexible benefits program. Oracleflex may require employee contributions. The company also offers benefits including a 401(k) Savings and Retirement Plan, an Employee Stock Purchase Plan, a Dependent Care Reimbursement Plan and an Educational Reimbursement Plan. The details of these plans are included in the New Hire Offer Packet and/or are available on the Oracle intranet. You understand that you must make your Oracleflex benefits elections within the limited time period set forth in the communication accompanying your personal identification number that you will receive after beginning employment.

By signing this Agreement, you authorize Oracle to deduct from your compensation any and all contributions associated with your elections under Oracleflex, the Oracle 401(k) Savings and Investment Plan, the Oracle Employee Stock Purchase Plan, or any other benefit offered by Oracle in which you participate and for which an employee contribution is required.

Your starting compensation, position and other terms and conditions related to your employment are set forth in the offer letter you received. By signing this Agreement, you also are agreeing to the terms and conditions set forth in the offer letter, which are incorporated herein. Oral or written representations contradicting or supplementing the terms of the offer letter are not valid.

At-Will Employment

Employment at Oracle is at-will. The company makes no express or implied commitment that your employment will have a minimum or fixed term, that Oracle may take adverse employment action only for cause or that your employment is terminable only for cause. Either you or Oracle may terminate the employment relationship at any time for any reason. Additionally, Oracle may take any other employment action at any time for any reason. No one at Oracle may make, unless specifically authorized in writing by Oracle's Board of Directors, any promise, express or implied, that employment is for any fixed term or that cause is required for the termination of or change in the employment relationship.

Equal Employment Opportunity and Escalation Process

Oracle believes that all employees should be treated fairly and equitably in conformance with its Equal Employment Opportunity policy. We take personnel action without regard to race, color, national origin, sex, marital status, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic prohibited by federal, state or local law. Our commitment to this policy applies to every phase of the employment relationship, and we make every effort to comply with this policy. If, however, you feel you have not been treated fairly in some way in your Oracle employment, you agree, before taking any other action, to make a written complaint to a Director of the Human Resources Department and to allow individuals within the Department a reasonable period of time in which to investigate and informally attempt to resolve your issues.

Mutual Agreement to Arbitrate

You and Oracle understand and agree that any existing or future dispute or claim arising out of or related to your Oracle employment, or the termination of that employment, will be resolved by final and binding arbitration and that no other forum for dispute resolution will be available to either party, except as to those claims identified below. The decision of the arbitrator shall be final and binding on both you and Oracle and it shall be enforceable by any court having proper jurisdiction.

The arbitration proceedings shall be conducted pursuant to the Federal Arbitration Act, and in accordance with the National Rules for the Resolution of Employment Disputes of the American Arbitration Association or the Employment Arbitration Rules and Procedures adopted by Judicial Arbitration & Mediation Services ("JAMS"). The arbitrator will have all the powers a judge would have in dealing with any question or dispute that may arise before, during and after the arbitration.

Claims Not Covered

Claims not covered by this Arbitration Agreement are:

1. Claims under Title VII of the Civil Rights Act of 1964 or any tort related to or arising out of sexual assault or harassment, including assault and battery, intentional infliction of emotional distress, false imprisonment, or negligent hiring, supervision, or retention,
2. Claims for benefits under the workers' compensation, unemployment insurance and state disability insurance laws, and
3. Claims by you or by Oracle for temporary restraining orders or preliminary injunctions ("temporary equitable relief") in cases in which such temporary equitable relief would be otherwise authorized by law. In such cases where temporary equitable relief is sought, the trial on the merits of the action will occur in front of, and will be decided by, the arbitrator, who will have the same ability to order legal or equitable remedies as could a court of general jurisdiction.

Costs

Oracle agrees to bear the costs of the arbitrator's fee and all other costs related to the arbitration, assuming such costs are not expenses that you would be required to bear if you were bringing the action in a court of law. You and Oracle shall each bear your own attorneys' fees incurred in connection with the arbitration, and the arbitrator will not have authority to award attorneys' fees unless a statute at issue in the dispute or other appropriate law authorizes the award of attorneys' fees to the prevailing party, in which case the arbitrator shall have the authority to make an award of attorneys' fees as permitted by the applicable statute or law.

Consideration

You understand and acknowledge that you are offered employment in consideration of your promise to arbitrate claims. In addition, the promises by Oracle and by you to resolve claims by arbitration in accordance with the provisions of this Arbitration Agreement, rather than through the courts, provide consideration for each other.

Knowing and Voluntary Agreement; Complete Agreement

You understand and agree that you have been advised to consult with an attorney of your own choosing before signing this Employment Agreement & Mutual Agreement to Arbitrate, and you have had an opportunity to do so.

YOU FURTHER UNDERSTAND AND AGREE THAT YOU HAVE READ THIS EMPLOYMENT AGREEMENT & MUTUAL AGREEMENT TO ARBITRATE CAREFULLY. BY SIGNING IT, YOU ARE EXPRESSLY WAIVING ANY AND ALL RIGHTS TO A TRIAL OR HEARING BEFORE A COURT OR JURY OF ANY AND ALL DISPUTES AND CLAIMS SUBJECT TO ARBITRATION UNDER THIS ARBITRATION AGREEMENT WHICH CLAIMS YOU MAY NOW OR IN THE FUTURE HAVE.

This Arbitration Agreement contains the complete agreement between Oracle and you regarding the subject of arbitration and alternate dispute resolution, and supersedes any and all prior written, oral, or other types of representations and agreements between Oracle and you, if any.

Severability

If any portion of this Employment Agreement & Mutual Agreement to Arbitrate shall, for any reason, be held invalid or unenforceable, or contrary to public policy or any law, the remainder of the Agreement shall not be affected by such invalidity or unenforceability, but shall remain in full force and effect, as if the invalid or unenforceable term or portion thereof had not existed within this Agreement.

Modification

This Employment Agreement & Mutual Agreement to Arbitrate may be modified only in a writing, expressly referencing this Agreement and you by full name, signed by you and Oracle's Board of Directors.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your employment at Oracle, you agree to abide by its terms.

ACKNOWLEDGED AND ACCEPTED:

Print

Signature

PROPRIETARY INFORMATION AGREEMENT

Oracle Corporation, its subsidiaries (including but not limited to Oracle America, Inc.) and its affiliates (collectively "Oracle") develop, market, license and distribute computer software products and other technology, and provide technical support, consultation, educational and other services relating to Oracle's products. Oracle develops and uses confidential, proprietary, and trade secret information in its business. This information may relate to technical matters, such as the development of a new product or service, or to non-technical matters, such as marketing or financial information. As a result of your employment with an Oracle entity (your "Employer"), you may develop, receive or otherwise have access to confidential, proprietary or trade secret information, which is of value to Oracle. This agreement sets forth your responsibilities and obligations concerning confidential, proprietary and trade secret information, and Developments (as defined below).

As a condition of my employment with my Employer, and in consideration therefore, I agree to abide by the following:

1. My employment creates a relationship of confidence and trust with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information." Proprietary Information includes by way of illustration and without limitation:
 - a. all software and other technology developed or licensed by or for Oracle or licensed to Oracle by a third party, and any documentation relating to such software or technology; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audiovisual components (menus, screens, structure and organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flow charts, designs, drawings, templates, specifications, models, data, bug reports and customer information;
 - b. Oracle's marketing and sales plans or forecasts, product development plans, acquisition plans, competitive analyses, benchmark test results, supplier and purchasing information, budgets and non-public financial information, licenses, contracts and all related documents, customer lists and information regarding other Oracle employees, their skills and compensation;
 - c. all information which Oracle has a legal obligation to treat as confidential or which Oracle treats as proprietary or designates as confidential or for internal use only, whether or not owned or developed by Oracle (for example, information Oracle receives from a third party customer, partner or potential acquisition target).

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that I would have learned in the course of similar employment elsewhere. At all times, both during and after my employment with my Employer, I will hold Proprietary Information in confidence. I will not by any means transfer, publish, disclose or report Proprietary Information directly or indirectly, except such disclosure to other Oracle employees or authorized third parties as may be necessary in the ordinary course of performing my duties for my Employer or otherwise as directed by Oracle. I will not use Proprietary Information except in the course of performing my duties for my Employer.

2. I hereby represent that my performance as an employee of my Employer will not breach any agreement or obligation to keep in confidence the proprietary information of a former employer or other entity or person. I will not bring any proprietary information of a former employer or other entity or person to Oracle. I will not use in the performance of my work for my Employer any proprietary information of a former employer or other entity or person without written authorization from my former employer, the other entity or person.
3. I will promptly disclose to my Employer or its designee, will hold in trust for the sole right and benefit of my Employer or its designee, and hereby assign to my Employer or its designee all my right, title and interest in and to any and all ideas, discoveries, inventions or "know how," including without limitation, all processes, devices, apparatus, computer programs, programming documentation, and other works of authorship, including any modification, improvement or use thereof (collectively referred to as "Developments"), relating to any current or reasonably anticipated business of Oracle, conceived or reduced to practice by me alone or with others during the term of my employment, whether or not conceived during regular business hours. I further acknowledge

and agree that all Developments shall be the sole and exclusive property of my Employer or its designee and are considered "works made for hire" for the purposes of my Employer's rights under copyright laws. To the extent that any Development may not be considered a "work made for hire", I hereby assign to my Employer or its designee such Developments and all rights therein, except those Developments, if any, the assignment of which is prohibited by law. I further agree to execute any documents and to do all things necessary, without additional compensation whether during my employment or after: (a) to assign all right, title and interest in any Development to my Employer or its designee and (b) to assist my Employer or its designee in registering, prosecuting, perfecting, protecting, maintaining and enforcing any and all patent, copyright, trade secret or other right or interest in any Development for any and all countries. This provision does not apply to Developments which qualify fully under the provisions of section 2870 of the California Labor Code, or any other statute or common law doctrine of like effect, which states:

- (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:
 - (1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or
 - (2) Result from any work performed by the employee for the employer.
 - (b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.
4. If any Development assigned hereunder is based upon, or is incorporated into or is an improvement or derivative of, or cannot reasonably be made, used, reproduced and/or distributed without using or violating technology or rights owned or licensed by me and not assigned hereunder, I hereby grant my Employer or its designee a perpetual, worldwide, royalty-free, non-exclusive and sub-licensable right and license to exploit and exercise all such technology and rights in support of its exercise or exploitation of any such assigned Development(s) (including any modifications, improvements and derivatives thereof).
 5. I will not during my employment with my Employer engage in any other employment, occupation, consulting or other activity related to the business in which Oracle is now involved or becomes involved during the term of my employment.
 6. I will not, during my employment with my Employer and for a period of six months after the termination of my employment, directly or indirectly, whether through a third party or otherwise, recruit, solicit, induce, invite or otherwise encourage any Oracle employee to accept an employment or independent contractor or other business relationship with an employer or entity or person other than Oracle.
 7. I will upon termination of my employment with my Employer reaffirm my recognition of the importance of maintaining the confidentiality of Oracle's Proprietary Information and reaffirm all of the obligations set forth in this agreement.
 8. I agree that, upon termination of my employment with my Employer, I will immediately deliver to my Employer or its designee, and will not keep in my possession, recreate or deliver to anyone else, all property and materials belonging to Oracle including without limitation documents, software, discs, diskettes, tapes, records, data, notes and correspondence and copies or reproductions thereof whether or not developed by me during the course of my employment with my Employer, hardware, computers, terminals, telephones, badges, business cards, handbooks, policy manuals, software manuals and telephone directories. Upon termination of my employment, I will immediately cease using and/or accessing any and all Oracle accounts, including but not limited to email, voicemail, and other computer and network systems or accounts.
 9. Where my conduct would constitute a misappropriation of trade secrets, unfair competition, other civil wrong, and/or if I live or work in a state or jurisdiction where such conduct can be lawfully prohibited by an employer, I agree that I will not, for a period of six months after the termination of my employment with my Employer, for my own account or for the account of any other person or entity, solicit, call on or provide services similar to those which I provided to customers or clients of Oracle during my employment, for any of Oracle's customers

or clients or prospective customers or clients if I solicited, called on or performed services for that Oracle customer or client or prospective customer or client during the twelve months preceding my termination.

10. I understand and acknowledge that my employment relationship with my Employer may be altered or terminated "at will" and that nothing in this agreement alters my "at will" status.
11. I understand and acknowledge that this agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of my Employer, its successors and its assigns. My Employer may assign or transfer its rights or delegate its obligations created through this agreement at its sole discretion.
12. I agree that any legal action or proceeding involving Oracle which is in any way connected with this agreement may be instituted in federal court in San Francisco or San Jose, California or state court in San Mateo County or Santa Clara County, California. I agree to submit to the jurisdiction of, and agree that venue is proper in, the aforesaid courts in any such legal action or proceeding.
13. If any provision of this agreement is determined to be invalid or unenforceable, the validity or enforceability of the other provisions shall not be affected.
14. I will not enter into any agreement, written or oral, that conflicts with the provisions of this agreement. I acknowledge that this agreement survives my employment.

I acknowledge that I have read and that I understand the terms of this agreement. I understand that by signing this document, I agree to be bound by all the terms, conditions and obligations set forth above.

Signature: _____

Name: _____

Date: _____

Home Vacancies & Offers

Offers Workbench >

Candidate Details

Applicant Number [Redacted]
 Name [Redacted]
 Email Address [Redacted]
 Location [Redacted]
 Current Employer **Oracle EMEA**
 Vacancy [Redacted]
 Job Title 30150.Telesales/Internet Sales
 Manager.SALES.TELESALES.M2

Background Check Back Candidate 53 Next

Home Phone Number [Redacted]
 Last Degree Completed **No College Degree**
 Preferred Language **English**
 Current Applications **1**

Application Date [Redacted]
 Offer Status **Approved**

Offer Extended Date

Candidate Profile Qualifications Resumes and Documents Jobs Considered For Applications Offers

Select Offer: View Details

Select Vacancy	Posting Name	Expiry Date	Proposed Start Date	Offer Creation Date	Offer Status
<input checked="" type="radio"/>	Telesales/Internet Sales Manager	[Redacted]	[Redacted]	[Redacted]	Approved

Below is the summary of the offer created for this application. Select any one of the available options and click Go to process the task.

Action

Go

Basic Offer Details

Business Group **Oracle America, Inc.**
 Offer Status **Approved**
 Proposed Start Date [Redacted]
 Job **30153.Telesales/Internet Sales Snr Manager.SALES.TELESALES.M3**
 Grade [Redacted]
 Offer Outside of This Vacancy **No**
 Organization **OU58 - OD NAS West HQ - 001**
 Location **HQ500**
 Manager [Redacted]
 Recruiter **Langlois, Leila**
 Expiry Date [Redacted]
 Discretionary Job Title **Regional Sales Manager**
 Product Association **All Technology**
 Industry **All Industries**
 Budgeted Headcount **Yes**
 Salary in Budget **Yes**
 Replacement Hire **No**
 Replaced Employee

Justification for this hire **Deep experience managing sales teams and already extremely knowledgeable about Oracle sales**
 Previous Employee/Contractor Number [Redacted]
 Previous Country/Business Group **Ireland**
 Candidate Source **Internal Applicant**
 Employee Referral Name Channel
 Former Acquired Company Name
 Candidate's Current Company/Job Title [Redacted]
 Candidate's Current Salary/ATV [Redacted]
 Shift/Premium Eligible Vacation Plan [Redacted]
 Work Schedule [Redacted]
 Hire Type **International Transfer**
 Manager Email [Redacted]
 Manager Employee Number [Redacted]
 PPR (Brazil)/Consulting Bonus

Salary Information

Salary Basis **Annual**
 Proposed Salary [Redacted]
 Grade Range [Redacted]
 Comparatio [Redacted]
 Quartile [Redacted]
 Annualized FTE Salary [Redacted]
 Annualized Salary [Redacted]

TIP Conversion rate as on 31-May-2010 from USD to USD: 1 USD =

Relo 18
MM/K
10/8

Additional Offer Details

Individual Compensation Plans for Offers

Stock Justification
 Car Allowance Justification
 Relocation Amount Justification Proposed relocation is [redacted] as he will be moving from Dublin, Ireland to Redwood Shores, CA
 Sign On Bonus Justification
 Annual Target Variable Justification [redacted]

Offer History

Offer Status	User	Date/Time
Approved	[redacted]	06-Oct-2010 20:45:15
Return for Correction	Cline, Rheanna D.	07-Sep-2010 07:37:08
Pending For Approval	Benelli, Mr Matthew Domenic (Matt)	02-Sep-2010 06:37:53
Return for Correction	CORPCOMP,	01-Sep-2010 14:37:39
Pending For Approval	Benelli, Mr Matthew Domenic (Matt)	07-Sep-2010 07:57:37
Pending For Approval	Benelli, Mr Matthew Domenic (Matt)	12-Aug-2010 12:07:13

Approval History

Previous 1-10 Next 10

Line number	Approver	Approver Type	Approval Category	Approval Status	Date	Comment
1	CORPCOMP	HR People	Approver	Approved	07-Sep-2010 09:31:43	
2	Cline, Rheanna	HR People	Approver	Approved	10-Sep-2010 06:32:38	An International Transfer from Ireland, M2 to M3. Standard mix. Proposed salary is [redacted]. Salary range for this position is [redacted]. The average salary for this position in the LOB is [redacted]. Requesting relocation in the amount of [redacted].
3	VARIABLE-COMP	HR People	Approver	Approved	13-Sep-2010 03:19:18	
4	Benelli, Matt	HR People	Approver	Approved	13-Sep-2010 04:22:47	
5	Freund, Dan	HR People	Approver	Approved	13-Sep-2010 06:30:04	
6	Corsi, Adolph	HR People	Approver	Approved	13-Sep-2010 09:19:32	
7	Block, Keith	HR People	Approver	Approved	13-Sep-2010 14:06:16	
8	Hurd, Mark	HR People	Approver	Approved	18-Sep-2010 05:33:05	
9	Ellison, Lawrence	HR People	Approver	Approved	06-Oct-2010 15:06:11	
10	Riggs, Cathy	HR People	Approver	Approved	06-Oct-2010 20:22:58	

Previous 1-10 Next 10

Additional Offer Details

Individual Compensation Plans for Offers

Stock
Justification
Car Allowance
Justification
Relocation Amount [REDACTED]
Justification Proposed relocation is [REDACTED] as he will be moving from Dublin, Ireland to Redwood Shores, CA

Sign On Bonus
Justification
Annual Target Variable [REDACTED]
Justification [REDACTED]

Offer History

Offer Status	User	Date/Time
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Approval History

Line number	Approver	Approver Type	Category	Approval Status	Date	Comment
11	HROFFERS	HR People	For Your Information	Notified	06-Oct-2010 20:23:00	

[Return To Search](#)

[Background Check](#) [Back](#) Candidate 53 [Next](#)

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[Home](#) [Vacancies & Offers](#)[Offers Workbench](#) > [Candidate Details](#): >

CURRICULUM VITAE

PERSONAL DETAILS

Name: [REDACTED] D.O.B [REDACTED]

Address: [REDACTED]

[REDACTED]

[REDACTED]

EDUCATION:

Diploma in Sales Practice, [REDACTED]

Master Practitioner [REDACTED]

Diploma in Marketing [REDACTED]

PROFILE

Versatile and energetic leader with broad areas of expertise and a 'can do' attitude. Former CEO, entrepreneur and business consultant with professional qualifications and extensive experience in e-learning, training and coaching. Expert in presentation, speech and interpersonal skills. Broad knowledge of multimedia software and tools. Leadership and management coach to over 20 EMEA Sales managers. Active in sport coaching, charity and an accomplished musician. Qualified lifeguard and swimming instructor.

SKILLS

- Communication expert: 15 + years, in coaching, training and management - (5 years in Oracle EMEA)
- 7 years as CEO of E Learning/Multimedia firm – International selling experience, business consulting, project management and staff management
- 20+ years in IT, 15 years in leadership positions.
- Extensive experience of sales coaching and performance coaching

- Former programmer and Oracle E-Learning supplier
- Certified Sandler, Infomentis, and S.P.I.N trainer. Vast multicultural experience throughout EMEA and the US.
- 5 + years working in N.Y.C selling and working with financial (Wall Street), and retail (Saks 5th Av, Hilton) customers
- Well developed facilitation skills, patient and empowering. Fun
- Academic Program Management experience, Project Manages and leads Oracle Sales Certification Program (D.I.T)
- Proven ability to influence at VP level, strong stakeholder-relationship skills

ACHIEVEMENTS

- Achieved 'Excellent – (5)' for Professional Ethics on [REDACTED] internal Appraisal
- Maintained average 4.9 from 5.0 internal training-delivery evaluations
- Developed and championed sales rep and management coaching in EMEA
- Led coaching team to deliver first [REDACTED] to Oracle staff
- Launched new recording method and process for sales calls: [REDACTED]
- Interviewed by [REDACTED] and [REDACTED] on innovative leadership in technology.
- Travelled on US trade mission [REDACTED]
- First Irish company to sign technology agreement with Indian State Sector
- Train and Coach N.G.O 'Concern' in fund-raising efforts –

EMPLOYMENT HISTORY

Oracle EMEA, [REDACTED]

Sales & Consulting Readiness

Coaching Manager (Jan 2008 - Present)

- Manager and lead EMEA coaching team
- Provide one-to-one coaching to Sales managers across EMEA
- Provide Training across EMEA (Value Selling, Infomentis, Sandler, etc.)
- Maintain high-functioning and close relationship with Internal customers
- Project Manage University Accreditation Program

Sales Trainer/Coach [REDACTED]

- Provided on-going rep support and co-ordinated coaching activities
- Provided Classroom learning on standard courses across EMEA
- Provided customized courses across all L.O.B's
- Created video and audio content,
- Trained and assessed over 1000 new hires

Sales Skills Coach [REDACTED]

- Sales Skills Coach for UK OD team
- Created Coaching environment, pioneered new technologies and process
- Led management Human capital workshops for culture change
- Provide brown bag training and created working teams
- Provided talent matrix for management

Managing Partner [REDACTED]

- Design and provide training to professional organizations such as

- Provide executive Coaching to C-level customers
- Wrote and produced Customer Service training film

EMPLOYMENT HISTORY (cont.)**Chief Technical Officer** [REDACTED]

- Manage and lead Technical Development Team of 30
- Recruit and train new staff post-company merger
- Design/Project Manage new products
- Developed new strategic partnership, alliances and new business accounts
- Staying current on emerging industry trends

Managing Director / CEO [REDACTED]

- Organically grew staff from 4 to staff 60 over 5 year period
- Sales (average \$ 750,000 per year)
- Product Design and Development
- Attend trade shows, road-shows, conferences etc.

- Implement ISO 9001 procedures
- Financial Reporting to Board of Directors
- Identify new premises and relocating Head Office (1997 and 2000)
- Open New York Office (1997)

[Redacted]

Junior Programmer [Redacted]

- Payroll and Employee File Maintenance
- Develop New Employee File system

References

Former Refs available on request.

[Redacted]

Coaching Director

Training Manager

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[Redacted]

RE: ACTION REQ'D: New Hire Start Date: [REDACTED]

Subject: RE: ACTION REQ'D: New Hire Start Date: [REDACTED]
From: [REDACTED]
Date: Fri, 17 Dec 2010 21:08:57 -0800 (PST)
To: HRSSC-NEW-HIRES_US <hrssc-new-hires_us@oracle.com>
CC: Ryan Kelley <ryan.kelley@oracle.com>

[REDACTED]

ORACLE

[REDACTED] | Vice President
Office: [REDACTED] | Mobile: [REDACTED]
OracleDirect
500 Oracle Pkwy, Redwood Shores, CA 94065
[Click here to learn about upcoming events in your area](#)

From: HRSSC-NEW-HIRES_US
Sent: Wednesday, December 15, 2010 8:45 AM
To: [REDACTED]
Subject: ACTION REQ'D: New Hire Start Date: [REDACTED]

Manager,

We have received the acceptance paperwork for your new hire, [REDACTED] received on **14-DEC-2010**.

Please respond by replying to this email with his/her official Oracle start date.

****The start date must be 2 or more business days out from the date you respond, to allow time for processing.****

Please advise if this candidate is a rehire. If the candidate is an international transfer, please provide the original start date for vacation and vesting purposes, the international employee ID number and the country code. Please work with your HR rep if you have questions.

Thanks,
HRSSC

FW: URGENT - Your New Hire Requires a US Address - [REDACTED]

Subject: FW: URGENT - Your New Hire Requires a US Address [REDACTED]
From: [REDACTED]
Date: Tue, 28 Dec 2010 11:36:22 -0800 (PST)
To: Ryan Kelley <ryan.kelley@oracle.com>, Kerry Romero <kerry.romero@oracle.com>
CC: HRSSC-NEW-HIRES_US <hrssc-new-hires_us@oracle.com>

Ryan,
Please advise.

[REDACTED] | Vice President
Office: [REDACTED] | Mobile: [REDACTED]
OracleDirect
500 Oracle Pkwy, Redwood Shores, CA 94065
[Click here to learn about upcoming events in your area](#)

-----Original Message-----
From: hrssc-new-hires_us
Sent: Tuesday, December 28, 2010 8:26 AM
To: [REDACTED]
Subject: URGENT - Your New Hire Requires a US Address - [REDACTED]

Hello [REDACTED]

We have received New Hire paperwork for [REDACTED]. Your employee has indicated an international address and unfortunately we can only process paperwork with a US based address. Please reply with a US address so that we may proceed.

Thanks,
HRSSC - New Hires

New Hire - Post address

Subject: New Hire - Post address

From: [REDACTED]

Date: Wed, 29 Dec 2010 07:11:49 -0800 (PST)

To: HRSSC-NEW-HIRES_US <hrssc-new-hires_us@oracle.com>

CC: Ryan Kelley <ryan.kelley@oracle.com>, [REDACTED], Kerry Romero <kerry.romero@oracle.com>

Hello

My US address is:

[REDACTED]

My Social security number is: [REDACTED]

Thank you

[REDACTED]

[REDACTED]

ORACLE

[REDACTED] | Coaching Manager

Phone: [REDACTED] | | Mobile: [REDACTED]

Oracle Sales & consulting Readiness

ORACLE Ireland | East Point Business Park | 3 Dublin



| Oracle is committed to developing practices and products that help protect the environment



iRecruitment Administrator

NA

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Offers Workbench >

EE#120968

Candidate Details:

Background Check Candidate 1 Next	
Applicant Number	[Redacted]
Name	[Redacted]
Email Address	[Redacted]
Location	[Redacted]
Current Employer	[Redacted]
Home Phone Number	[Redacted]
Last Degree Completed	No College Degree
Vacancy	[Redacted]
Job Title	30150.Telesales/Internet Sales Manager.SALES.TELESALES.M2
Offer Extended Date	[Redacted]
Preferred Language	English
Current Applications	1
Organization	0V17 - OD Business Development Management - ORCL USA
Application Date	[Redacted]
Offer Status	Closed

Candidate Profile Qualifications Jobs Considered For Applications Offers

Select	Vacancy	Posting Name	Expiry Date	Proposed Start Date	Offer Creation Date	Offer Status
<input type="radio"/>	[Redacted]	Telesales/Internet Sales Manager	[Redacted]	[Redacted]	[Redacted]	Closed
<input checked="" type="radio"/>	[Redacted]	Telesales/Internet Sales Manager	[Redacted]	[Redacted]	[Redacted]	Closed

Below is the summary of the offer created for this application. Select any one of the available options and click Go to process the task.

Action [Redacted] Go

Basic Offer Details

Business Group	Oracle America, Inc.	Budgeted Headcount	Yes
Vacancy Number	[Redacted]	Salary in Budget	Yes
Proposed Start Date	[Redacted]	Replacement Hire	Yes
Job	30150.Telesales/Internet Sales Manager.SALES.TELESALES.M2	Replaced Employee	[Redacted]
Grade	[Redacted]	Previous Email Address	[Redacted]
Organization	0B78 - OD Rocky Mountain - ORCL USA	Justification for this hire	[Redacted] is uniquely qualified for this position because he has over 20 years of experience building, managing, and enabling successful sales teams.
Location	US-CA-HQ Redwood Shores	Candidate Source	[Redacted]
Manager	[Redacted]	Employee Referral Name	Hiring Manager
Manager Email	[Redacted]	Channel	Hiring Manager
Manager Employee Number	[Redacted]	Former Acquired Company Name	[Redacted]
Offer Close Reason	Offer Accepted by Applicant	Candidate's Current Company/Job Title	Oracle/Telesales Business Development Snr Manager.M3
Offer Respondent User	[Redacted]	Candidate's Current Salary/ATV	[Redacted]
Offer Respondent Name	[Redacted]		
Response Received Time	01-Aug-2012 09:33:34		
Employment Status	Full Time - Regular		
Work Hours	40		
Discretionary Job Title	Manager, OD West Technology		
Product Association	All Technology		
Industry	All Industries		

Shift/Premium Eligible [Redacted]
 Vacation Plan [Redacted]
 Hire Type **Internal Transfer**
 PPR(Brazil)/Consulting Bonus
 Display Salary as Hourly?
 Local Work Permit **Y**

Salary Information

Salary Basis **Annual**
 Proposed Salary [Redacted]
 Grade Range [Redacted]
 Comparatio [Redacted]
 Quartile [Redacted]
 Annualized FTE Salary [Redacted]
 Annualized Salary [Redacted]

✓ **TIP** Conversion rate as on 31-May-2012 from USD to USD: 1 USD =

Additional Offer Details

Individual Compensation Plans for Offers

Stock Justification
 Car Allowance Justification
 Relocation Amount Justification
 Sign On Bonus Justification
 Annual Target Variable Justification [Redacted]

Attachments

Internal Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

External Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
[Redacted] Resume	File	This is [Redacted] latest resume.	Miscellaneous	[Redacted]@ORACLE.COM	30-Jul-2012	One-Time		

Offer History

Offer Status	User	Date/Time
Closed	[Redacted]	01-Aug-2012 09:33:35
Extended	[Redacted]	01-Aug-2012 09:33:22
Approved	[Redacted]	01-Aug-2012 09:33:20
Pending For Approval	[Redacted]	30-Jul-2012 11:50:51

Approval History

Previous 1-10 Next 10

Line number	Approver	Approver Type	Category	Approval Status	Date	Comment
1	Kelley, Ryan	HR People	Approver	Approved	30-Jul-2012 11:59:15	
2	Lewis, Patty	HR People	Approver	Approved	30-Jul-2012 12:47:33	Internal transfer, replacing employee who vol termed 02-JUL-2012. Proposed job: Telesales/Internet Sales Manager (M2). Proposed salary: 76,772. Min- 76,772, Mid-99,804, Max-122,835. LOB avg- 80,767. ATV standard. HRM MBogers/hr approves this action by the manager.
3	CORPCOMP	HR People	Approver	Approved	30-Jul-2012 13:32:12	Corp Comp does not need to review this transaction. Thanks, Tatyana
4	VARIABLE-COMP	HR People	Approver	Approved	31-Jul-2012 04:04:24	
5	Seferian, Ralph	HR People	Approver	Approved	31-Jul-2012 12:38:05	
6	Benelli, Matt	HR People	Approver	Approved	31-Jul-2012 13:09:16	
7	Freund, Dan	HR People	Approver	Approved	31-Jul-2012 13:29:05	
8	Corsi, Adolph	HR People	Approver	Approved	31-Jul-2012 13:33:27	
9	Mills, Matt	HR People	Approver	Approved	01-Aug-2012 07:31:42	
10	Ellison, Lawrence	HR People	Approver	Approved	01-Aug-2012 08:49:24	

Previous 1-10 Next 10

Approval History

Sequence	Name	Action	Date	Comments
1		Submit	30-Jul-2012 11:50:57	<p>Why [redacted] is the right candidate for this role: *** [redacted] is uniquely qualified for this position because he has over 20 years of experience building, managing, and enabling successful sales teams. He co-owned an enterprise software company for 7 years, during which he was responsible for building and managing the company from scratch to 60 people, including sales. At Oracle he has had deep experience with sales as well. Most recently he has been managing a [redacted]. The team generated [redacted].</p> <p>Prior to that, in Oracle EMEA, he managed the team responsible for [redacted].</p> <p>*** Proposing the minimum for the 30150.Telesales/Internet Sales Manager.SALES.TELESales.M2 role: [redacted] + [redacted] = [redacted]. This is a [redacted] increase over [redacted] current OTE of [redacted] is currently on a [redacted] mix, to achieve the proposed [redacted] requires decreasing base and increasing variable. Base will decrease [redacted].</p> <p>*** Why it's important to Oracle to fill this role now: [redacted] will be filling a sales manager position in [redacted] managing the [redacted] team, replacing [redacted]. This is a quota carrying role [redacted] managing [redacted] reps. Filling this position now is critical to get off to a fast start to FY13 as this role significantly impacts revenue. Without this person in position each of the 8 sales reps will be directly reporting to the [redacted]. Other candidates interviewed for this role: Several other candidates with less</p>

Previous 1-10 Next 10



				<p>exemplary achievements in the Redwood Shores hub have been interviewed for this role as well. We believe [REDACTED] is the right candidate for this role based on his track record of success, co-ownership of an enterprise software company and excellence in coaching sales skills. Who else interviewed the candidate: Scott Little, GVP for National Technology West; Matt Benelli, GVP of National & Emerging Technology Sales; Keith Trudeau, Sales Director of National Technology West; Leslie Ponzini, AVP Southern California National Technology West; Chip Hoover, RM of Southern California Field Technology Sales; Sean Fotoohi, Sales Consulting Manager of National West Technology.</p> <p>Accomplishments: [REDACTED]</p>
2	Kelley, Ryan	Approved	30-Jul-2012 11:59:15	
3	Lewis, Patty	Approved	30-Jul-2012 12:47:31	<p>Internal transfer, replacing employee who vol termed 02-JUL-2012. Proposed job: Telesales/Internet Sales Manager (M2). Proposed salary: [REDACTED] HRM</p> <p>MBogers/hr approves this action by the manager.</p>
4	CORPCOMP	Approved	30-Jul-2012 13:32:11	Corp Comp does not need to review this transaction. Thanks, Tatyana
5	VARIABLE-COMP	Approved	31-Jul-2012 04:04:23	
6	Seferian, Ralph	Approved	31-Jul-2012 12:38:03	
7	Benelli, Matt	Approved	31-Jul-2012 13:09:15	
8	Freund, Dan	Approved	31-Jul-2012 13:29:04	
9	Corsi, Adolph	Approved	31-Jul-2012 13:33:26	
10	Mills, Matt	Approved	01-Aug-2012 07:31:41	

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[Return To Search](#)

Background Check

Candidate 1

Next

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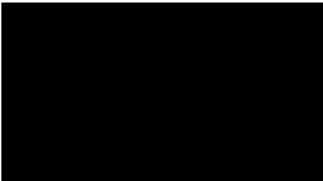
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Transfer
 PPR(Brazil)/Consulting Bonus
 Display Salary as Hourly?
 Local Work Permit **Y**

Salary Information

Salary Basis
 Proposed Salary
 Grade Range
 Comparatio
 Quartile
 Annualized FTE Salary
 Annualized Salary



✓ **TIP** Conversion rate as on 31-May-2012 from USD to USD: 1 USD =

Additional Offer Details

Individual Compensation Plans for Offers

Stock
 Justification
 Car Allowance
 Justification
 Relocation Amount
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 Sign On Bonus
 Justification
 Annual Target Variable
 Justification



Attachments

Internal Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

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Extended	[Redacted]	01-Aug-2012 09:33:22
Approved	[Redacted]	01-Aug-2012 09:33:20
Pending For Approval	[Redacted]	30-Jul-2012 11:50:51

Approval History

Line number	Approver	Approver Type	Category	Approval Status	Date	Comment
12	[Redacted]	HR People	Approver	Approved	01-Aug-2012 09:08:45	
13	HROFFERS	HR People	For Your Information	Notified	01-Aug-2012 09:08:47	

Approval History

CURRICULUM VITAE

PERSONAL DETAILS

Name: [REDACTED]

D.O.B [REDACTED]

Address: [REDACTED]

Tel [REDACTED]

EDUCATION:

Diploma in Sales Practice, [REDACTED]

Master Practitioner [REDACTED]

Diploma in Marketing [REDACTED]

PROFILE

Versatile and energetic leader with broad areas of expertise and a 'can do' attitude. Former CEO, entrepreneur and business consultant with professional qualifications and extensive experience in e-learning, training and coaching. Expert in presentation, speech and inter-personal skills. Broad knowledge of multimedia software and tools. Leadership and management coach to over 20 EMEA Sales managers. Active in sport coaching, charity and an accomplished musician. Qualified lifeguard and swimming instructor.

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- 5 + years working in N.Y.C selling and working with financial (Wall Street), and retail (Saks 5th Av, Hilton) customers
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- Academic Program Management experience, Project Manages and leads Oracle Sales Certification Program (D.I.T)
- Proven ability to influence at VP level, strong stakeholder-relationship skills

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- Led coaching team to deliver first [REDACTED] to Oracle staff
- Launched new recording method and process for sales calls: Won [REDACTED]
- Interviewed by [REDACTED] and [REDACTED] on innovative leadership in technology.
- Travelled on US trade mission [REDACTED]
- First Irish company to sign technology agreement with Indian State Sector
- Train and Coach N.G.O 'Concern' in fund-raising efforts –

EMPLOYMENT HISTORY

[REDACTED]
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- Provided customized courses across all L.O.B's
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- Trained and assessed over 1000 new hires

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- Created Coaching environment, pioneered new technologies and process
- Led management Human capital workshops for culture change
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- Provided talent matrix for management

Managing Partner [REDACTED]

- Design and provide training to professional organizations such as [REDACTED]
 - Provide executive Coaching to C-level customers
 - Wrote and produced Customer Service training film
-

EMPLOYMENT HISTORY (cont.)

[REDACTED]

Chief Technical Officer [REDACTED]

- Manage and lead Technical Development Team of 30
- Recruit and train new staff post-company merger
- Design/Project Manage new products
- Developed new strategic partnership, alliances and new business accounts
- Staying current on emerging industry trends

[REDACTED]

Managing Director / CEO [REDACTED]

- Organically grew staff from 4 to staff 60 over 5 year period
- Sales (average \$ 750,000 per year)
- Product Design and Development
- Attend trade shows, road-shows, conferences etc.
- Implement ISO 9001 procedures
- Financial Reporting to Board of Directors
- Identify new premises and relocating Head Office (1997 and 2000)
- Open New York Office (1997)

[REDACTED]

Junior Programmer [REDACTED]

- Payroll and Employee File Maintenance
- Develop New Employee File system

References

Former Refs available on request.

[REDACTED]

Coaching Director

Training Manager

Subject: RE: Action Required: Regarding Your Internal Transfer: [REDACTED]
From: [REDACTED]
Date: 8/2/2012 5:13 PM
To: HRSSC-NEW-HIRES_US <hrssc-new-hires_us@oracle.com>

[REDACTED]

From: HRSSC-NEW-HIRES_US
Sent: Thursday, August 02, 2012 1:11 PM
To: [REDACTED]
Subject: Action Required: Regarding Your Internal Transfer: [REDACTED]

[REDACTED] Internal Transfer has been approved. According to our records, the transfer date that was agreed upon is (30-Jul-2012). However, this offer was not extended until (1-Aug-2012).

Oracle policy states that you may not transfer an employee prior to the offer being EXTENDED.

The transfer date must reflect a date *after* the offer was extended and accepted.

Please respond to this email with a revised start date so that we may process your transfer to the system accordingly.

Please Note: If the transferring employee has direct reports, those employees will need to be reassigned before the transfer date. If the candidate has not reassigned his/her directs, please ensure this action is completed immediately.

For more information on Oracle's transfer policy, please [click here](#).

Thank you,
HRSSC

Oracle Applications - GSAP

DateTrack History of Assignments

From Date	To Date	Assignment	Contract	Employment C	Grade	Interns	Job	Last Updated By	Last Update Date	Location	Manager	Normal End	Normal H	Normal	Organization
05-DEC-2012				Full Time - Reg			30153.Telesales/Internet Sales Snr Manager.SALES TELESALS.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-HQ Redwo	No	17:00	40	09:00	0B78 - OD Recky P
15-AUG-2012	05-DEC-2012			Full Time - Reg			30153.Telesales/Internet Sales Snr Manager.SALES TELESALS.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-HQ Redwo	No	17:00	40	09:00	0B78 - OD Recky P
02-AUG-2012	14-AUG-2012			Full Time - Reg			30153.Telesales/Internet Sales Manager.SALES TELESALS.M2	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-HQ Redwo	No	17:00	40	09:00	0B78 - OD Recky P
01-JUN-2012	01-AUG-2012			Full Time - Reg			35230.Telesales Business Development Snr Manager.SALES LEADGEN.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood S	No	17:00	40	09:00	0V17 - OD Busines
01-JUN-2011	31-MAY-2012			Full Time - Reg			35230.Telesales Business Development Snr Manager.SALES LEADGEN.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood S	No	17:00	40	09:00	0V17 - OD Busines

Oracle Applications - GSAP

DateTrack History of Assignments

Payroll	People Group	Position	Primary	Probation End Date	Probation Period	Probation Units	Reason	Recruiter	Recruit	Salary Basis	Social Ceiling Poi	Status	Statutory Informati	Supervisor	Title	Vacancy	Working Hou	Effective
Semi-Monthly	Oracle.No Standax		Yes				Transfer	Cardoza, Krista	Annual			Active Assignment	Payroll Oracle Ame				Week	
Semi-Monthly	Oracle.No Standax		Yes				Transfer	Cardoza, Krista	Annual			Active Assignment	Payroll Oracle Ame				Week	
Semi-Monthly	Oracle.No Non_Sta		Yes				Product Associatio	Langlois, Leila	Annual			Active Assignment	Payroll Oracle Ame				Week	
Semi-Monthly	Oracle.No Non_Sta		Yes				Product Associatio	Langlois, Leila	Annual			Active Assignment	Payroll Oracle Ame				Week	

Third Supervisor

Oracle Applications - GSAP

DateTrack History of Assignments

From Date	To Date	Assignment	Contract	Employment C	Grade	Interns	Job	Last Updated By	Last Update Date	Location	Manager	Normal End	Normal H	Normal	Organization
31-MAY-2011				Full Time - Reg			35230.Telesales Business Development Snr Manager.SALES LEADGEN.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood S	No	17:00	40	09:00	0V17 - OD Busines
15-APR-2011	20-APR-2011			Full Time - Reg			35230.Telesales Business Development Snr Manager.SALES LEADGEN.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood S	No	17:00	40	09:00	0V17 - OD Busines
23-MAR-2011	14-APR-2011			Full Time - Reg			35230.Telesales Business Development Snr Manager.SALES LEADGEN.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood S	No	17:00	40	09:00	0V17 - OD Busines
06-JAN-2011	22-MAR-2011			Full Time - Reg			30153.Telesales/Internet Sales Snr Manager.SALES TELESALS.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood C	No	17:00	40	09:00	0U68 - OD NAS W
03-JAN-2011	05-JAN-2011			Full Time - Reg			30153.Telesales/Internet Sales Snr Manager.SALES TELESALS.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood C	No	17:00	40	09:00	0U68 - OD NAS W

From Date	To Date	Assignment	Contract	Employment C	Grade	Intern	Job	Last Updated By	Last Update Date	Location	Manager	Normal End	Normal F	Normal	Organization
31-MAR-2011	31-MAY-2011			Full Time - Reg			35230.Telesales Business Development Snr Manager.SALES.LEADGEN.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood S	No	17:00	40	09:00	0V17 - OD Busines
15-APR-2011	20-APR-2011			Full Time - Reg			35230.Telesales Business Development Snr Manager.SALES.LEADGEN.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood S	No	17:00	40	09:00	0V17 - OD Busines
23-MAR-2011	14-APR-2011			Full Time - Reg			35230.Telesales Business Development Snr Manager.SALES.LEADGEN.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood S	No	17:00	40	09:00	0V17 - OD Busines
06-JAN-2011	22-MAR-2011			Full Time - Reg			30153.Telesales/Internet Sales Snr Manager.SALES.TELESales.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood C	No	17:00	40	09:00	0U58 - OD NAS W
03-JAN-2011	05-JAN-2011			Full Time - Reg			30153.Telesales/Internet Sales Snr Manager.SALES.TELESales.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood C	No	17:00	40	09:00	0U58 - OD NAS W

Payroll	People Group	Position	Primary	Probation End Date	Probation Period	Probation Units	Reason	Recruiter	Recruit	Salary Basis	Special Ceiling Poi	Status	Statutory Informatio	Supervisor	Title	Vacancy	Working Hou	Effective
Semi-Monthly	Oracle.Ne.Non_Stz		Yes				International Transf	Langlois, Leila		Annual		Active Assignment	Payroll Oracle Am				Week	
Semi-Monthly	Oracle.Ne.Non_Stz		Yes				International Transf	Langlois, Leila		Annual		Active Assignment	Payroll Oracle Am				Week	
Semi-Monthly	Oracle.Ne.Non_Stz		Yes				International Transf	Langlois, Leila		Annual		Active Assignment	Payroll Oracle Am				Week	
Semi-Monthly	Oracle.Ne.Non_Stz		Yes				International Transf	Langlois, Leila		Annual		Active Assignment	Payroll Oracle Am				Week	
Semi-Monthly	Oracle.Ne.Non_Stz		Yes				International Transf	Langlois, Leila		Annual		Active Assignment	Payroll Oracle Am				Week	

Second Supervisor

From Date	To Date	Assignment	Contract	Employment C	Grade	Intern	Job	Last Updated By	Last Update Date	Location	Manager	Normal End	Normal F	Normal	Organization
06-JAN-2011	22-MAR-2011			Full Time - Reg			30153.Telesales/Internet Sales Snr Manager.SALES.TELESales.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood C	No	17:00	40	09:00	0U58 - OD NAS W
03-JAN-2011	05-JAN-2011			Full Time - Reg			30153.Telesales/Internet Sales Snr Manager.SALES.TELESales.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood C	No	17:00	40	09:00	0U58 - OD NAS W
12-OCT-2010	02-JAN-2011			Full Time - Reg			30153.Telesales/Internet Sales Snr Manager.SALES.TELESales.M3	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood C	No	17:00	40	09:00	0U58 - OD NAS W
08-OCT-2010	11-OCT-2010						30150.Telesales/Internet Sales Manager.SALES.TELESales.M2	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood C	No	17:00	40	09:00	0U58 - OD NAS W
06-AUG-2010	07-OCT-2010						30150.Telesales/Internet Sales Manager.SALES.TELESales.M2	HR_PROCESS_US	20-OCT-2013 15:06	US-CA-Redwood C	No	17:00	40	09:00	0U58 - OD NAS W

Oracle Applications: CS100

File Edit View Folders Tools Window Help

ORACLE

Oracle HR: Oracle HR: People Org. Info

Payroll	People Group	Position	Primary	Probation End Date	Probation Period	Probation Units	Reason	Recruiter	Recruited	Salary Basis	Special Ceiling Pol	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hour	Effective
Semi-Monthly	Oracle.No.Non_Stz		Yes				International Transf	Langlois, Laila		Annual		Active Assignment	Payrol Oracle Ame				Week	<input type="checkbox"/>
Semi-Monthly	Oracle.No.Non_Stz		Yes				International Transf	Langlois, Laila		Annual		Active Assignment	Payrol Oracle Ame				Week	<input type="checkbox"/>
Semi-Monthly			No					Langlois, Laila		Annual		Accepted					Week	<input type="checkbox"/>
			No					Langlois, Laila				Offer					Week	<input type="checkbox"/>
			No					Langlois, Laila				Active Application					Week	<input type="checkbox"/>

First Supervisor

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Absence Detail

Type: ORACLE VACATION ACCRUAL Category: Vacation
Reason: Occurrence: 18

Notified: [Redacted] Date: [Redacted] Time: [Redacted] End Date: [Redacted] Time: [Redacted] Calculate Duration

Projected Start: [Redacted] End: [Redacted] Duration: [Redacted] Days: [Redacted] Hours: [Redacted]

Actual Start: [Redacted] End: [Redacted] Duration: [Redacted] Days: [Redacted] Hours: [Redacted]

Authorized by: [Redacted] Number: [Redacted]
Replaced by: [Redacted] Number: [Redacted]

Balance Information

Associated Element: Vacation Taken
Running Total: [Redacted]
In Current Year: 0 Hours Days No Balance []

Accruals Confirm Projected Dates

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Assignment: 05-DEC-2012 [REDACTED]

Organization	0B79 - OD Rocky Mountain - ORCL USA	Group	Oracle.No.Standard.No
Job	30153.Telesales/Internet Sales Snr Manager	Position	
Grade	[REDACTED]	Payroll	Semi-Monthly
Location	US-CA-HQ Redwood Shores	Status	Active Assignment
Assignment Number	[REDACTED]	Vacancy	[REDACTED]
Assignment Category	Full Time - Regular	Collective Agreement	
		Employee Category	

Salary Information Supervisor Probation & Notice Period Standard Conditions Statutory Information

Review Salary	Salary Basis	Annual	Review Performance
Every [REDACTED]			Every [REDACTED]

Effective Dates

From [REDACTED] To [REDACTED] [M:]

Salary Entries Others...

Assignment

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Application [REDACTED]

Received [REDACTED] Terminated [REDACTED] Projected Hire [] Current Employer []

Date [REDACTED] []

Assignment

Recruitment Activity [] Vacancy []

Organization [] Group []

Job [] Position []

Grade [] Location []

Status [] Reason []

Recruiter Application Source Supervisor Probation & Notice Period Standard Conditions Miscellaneous

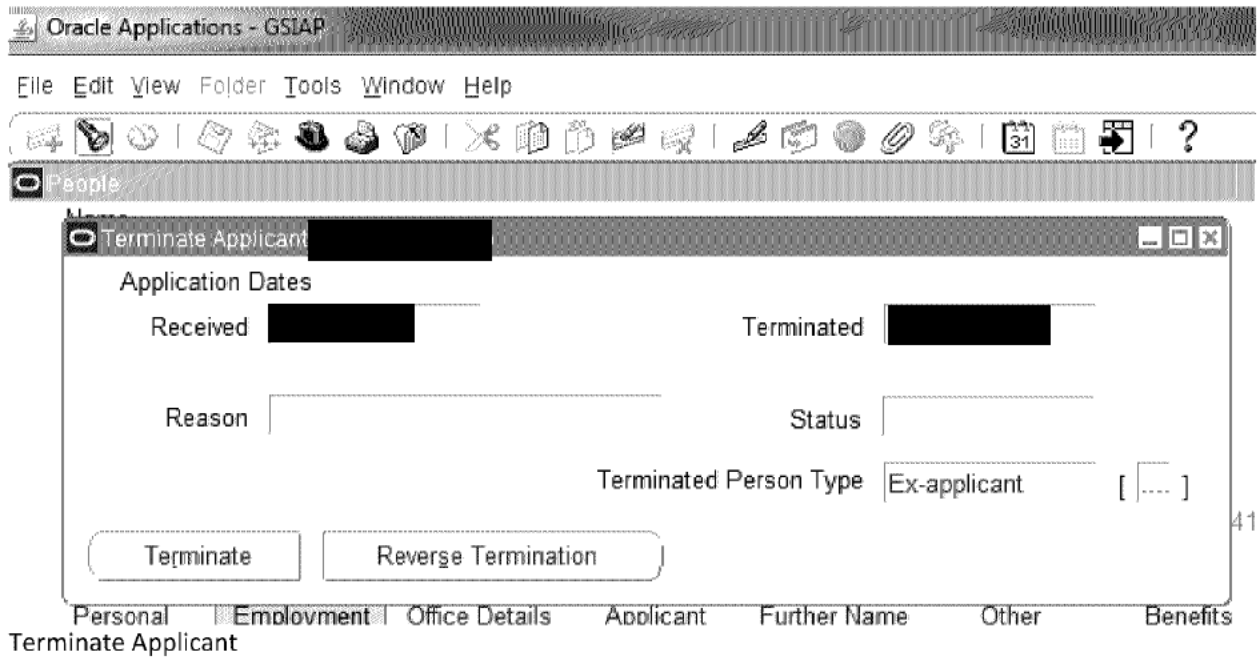
Name [] Number []

Effective Dates

From [REDACTED] To []

Interview

Application



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Terminate

Length of Service

Date Start	This Service		Total Service	
	Years	Months	Years	Months
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Leaving Reason: **DISMISSED**

Termination Dates

Notified	Projected	Actual
[REDACTED]	[REDACTED]	[REDACTED]

Comments: Please mail packet Last Stnd Proc. [REDACTED] Final Process [REDACTED]

Person Type and Assignment Status for Terminated Employee

Type: Ex-employee Status: Terminated

Termination Accepted By

Date: [REDACTED] Name: [REDACTED] Number: [REDACTED] [.....]

Terminate Reverse Termination

Termination

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Previous Employment Information

Previous Employer

Employer Oracle

Address Dublin Ireland

Country

Type Unknown

Sub Type

Description Manager and lead

All Assignments

Start Date

End Date

Years

Months

Days

Further Information []

Previous Job

Start Date	End Date	Job	Employee Category	Years	Months
		Coaching Manager			

Extra Information

Assignment - Previous Job Mappings

Assignment	Job	Start Date	End Date	Years	Months

Previous Employment

Previous Employment

The screenshot shows a web browser window titled "Oracle Applications - GSIAP". The browser's address bar and menu bar are visible. The main content area displays a "People" page with a sub-window titled "Schools and Colleges Attended". This sub-window contains a table with the following columns: "School or College", "Start Date", "End Date", and "Full Time". The "Full Time" column has a checkbox for each row. The first three rows have checked checkboxes, while the remaining rows have unchecked checkboxes. The "School or College" and "Start Date" columns for the first three rows are redacted with black boxes. The "End Date" column is empty for all rows. The table is scrollable, as indicated by a vertical scrollbar on the right side.

School or College	Start Date	End Date	Full Time
[Redacted]	[Redacted]		<input checked="" type="checkbox"/>
[Redacted]	[Redacted]		<input checked="" type="checkbox"/>
[Redacted]	[Redacted]		<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Schools and Colleges Attended



Incident

Case Number	<input type="text"/>	Incident Date	<input type="text"/>
Incident Category	<input type="text"/>	Incident Time	<input type="text"/>
Related Incident Ref	<input type="text"/>	<input type="checkbox"/>	OSHA Recordable

Description	Reporting	Official Notifications	Medical Details	Other
Activity at Time of Work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Objects/Substances Involved	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days Away From Work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Days Restricted Work or Transfer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hazard	<input type="text"/>	Location	<input type="text"/>	<input type="text"/>
Description	<input type="text"/>			

[Medical Assessments](#)

Work Incidents



Work Preferences

Work Capabilities

All Locations Current Location Only Travel Required for Position

Visit Internationally Relgcation Required for Position

Relocation Preference

Work Duration

Work Hours

Work Schedule

FTE Capacity

International Deployment

All Countries Willing To Relocate

Requested Countries

Countries Unacceptable

[]

Work Preferences

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Performance

Interview

Type Performance Appraisal

Location

Date 18-AUG-2011

Rating 3 - Meets Expectations

Next Date []

Group Oracle.No.Standard.No

Position

Payroll Semi-Monthly

Status Terminated

Vacancy

Collective Agreement

Employee Category

Standard Conditions Statutory Information

Review Performance

Every

Effective Dates

From To [M]

Salary Entries Others...

Performance Rating

Oracle Applications - CASH

File Edit View Folder Tools Window Help

ORACLE

Salary History

Change Date	Review Date	Reason	Approved	Currency Code	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparative	Minimum	Hourly	Payroll	Monthly	Annual
		Transfer/Adjustm	<input checked="" type="checkbox"/>	USD															
		Progression	<input checked="" type="checkbox"/>	USD															
		New Hire	<input checked="" type="checkbox"/>	USD															

Salary History

Subject: Cancel Term Request [REDACTED]
From: rheanna.cline@oracle.com
Date: 7/16/2012 9:34 AM
To: hrssc-terms_us@oracle.com, payroll_us@oracle.com
CC: melissa.bogers@oracle.com

Attention HR Rep/HR Manager

When canceling a termination for a manager who previously had directs, make sure to list the employee id number of the directs that were reporting to the manager when he/she was terminated. This will assist in reassigning the directs to the cancel termed manager.

This form can **only** be submitted by a Manager or HR Representative. If this cancel term is an **involuntary** termination **only** the HR Representative can submit this form. If you have any questions regarding this form, please contact the Americas HRSSC at: hrssc-terms_us@oracle.com.

Please cancel the termination request for the employee listed below:

Employee Last Name: [REDACTED]
Employee First Name: [REDACTED]
Employee ID#: [REDACTED]
HR Representative Full Name: Patty Lewis
Please Cancel this termination originally scheduled effective: [REDACTED]
(MM-DD-YYYY)
The following recurring elements for the employee should be reactivated. For example, a recurring element could be a Car Allowance or Annual Target Variable. ATV
Direct Reports and Employee ID #s: [REDACTED] ([REDACTED])

If a check has already been distributed, please indicate from the pick list below, which will apply:

Check is not cashed; please issue stop pay and resume regular salary after confirmation
Employee found another position internally.

Justification

Oracle Corporation human resources electronic data are held and secured at a global level in the United States. Personal data may be accessed from Oracle Corporation locations worldwide, as required for business purposes, by personnel with appropriate access privileges. Personal data may be shared with external organizations as required to permit the provision of services to those members of the Oracle Corporation workforce, who have elected to receive benefits provided by or through them. Your provision of the personal data confirms your consent to this process.

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Subject: Social Security Change Request Form [REDACTED]
From: rheanna.cline@oracle.com
Date: Mon, 21 Feb 2011 14:18:27 -0700 (MST)
To: everify_us@oracle.com
CC: [REDACTED]

Attn Manager: Please review the social security card and send confirmation to everify_us@oracle.com to update.

This form is used to change your Social Security Number in the Human Resources database. Only the manager or HR representative may complete this form.

If you have any questions regarding this form please email everify_us@oracle.com, or call 1-888-404-2494, option 3.

Employee Name
Employee ID#
Employee **Current** SS#
Employee **New** SS#

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Oracle Corporation human resources electronic data are held and secured at a global level in the United States. Personal data may be accessed from Oracle Corporation locations worldwide, as required for business purposes, by personnel with appropriate access privileges. Personal data may be shared with external organizations as required to permit the provision of services to those members of the Oracle Corporation workforce who have elected to receive benefits provided by or through them. Your provision of the personal data confirms your consent to this process.

Subject: FW: Employment Dates Needed
From: Rheanna Cline <rheanna.cline@oracle.com>
Date: Tue, 24 May 2011 07:19:01 -0700 (PDT)
To: HRSSC-HR-DATA_US <hrssc-hr-data_us@oracle.com>

Hi HRSSC,

█ was an international transfer from Ireland. Could you please update his continuous service date?

EEID: █
Ireland Start Date: █
Ireland End Date: █
US Start Date: █

Thanks,
Rheanna

From: EMEA HR Shared Services Centre
Sent: Tuesday, May 24, 2011 3:09 AM
To: Rheanna Cline
Subject: Re: Employment Dates Needed

Hi Rheanna,

Please find below the requested dates for the two employees.

Best regards,
Catalin


On 5/23/2011 6:00 PM, Rheanna Cline wrote:
Hi HRSSC,

The below employees were international transfers from EMEA to the US. Could you fill in their joining and end dates? █ came from █ as part of the acquisition. If you're able to provide his █ joining date, that would be great.

Previous Country	Employee ID	Email	Start Date	End Date	US Joining Date
UK		█@oracle.com	█		
Ireland	█	█@oracle.com	█		

Thanks,
Rheanna

--
Rheanna Cline | HR Representative
Phone: (408)642-2727 | Cell: █
Stonebridge Plaza II, 9600 North Mopac | Austin, TX 78759
ORACLE

 Oracle is committed to developing practices and products that help protect the environment

