

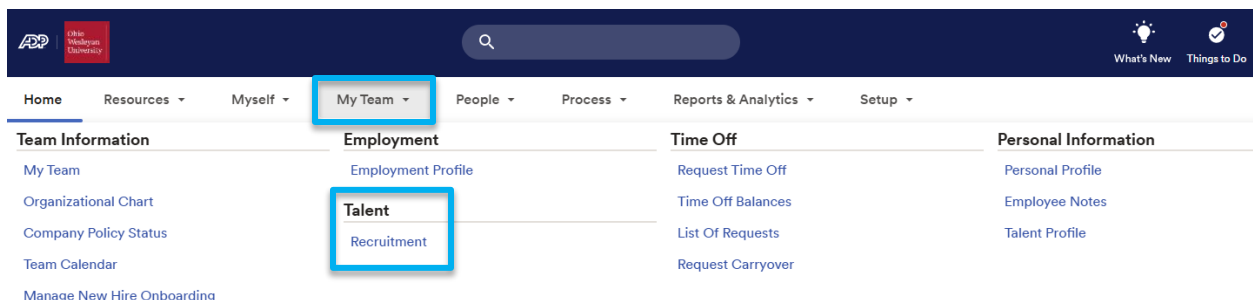
Accessing Applications on ADP Portal Standard Operating Procedure (SOP)

Human Resources Department

Date Revised: 10/29/2024


Hiring Manager & all listed search committee members of approved Search Plan will have access to view applications. No need to print or email application materials to each other.


ADP home page> Click “My team” > Under Talent tab click “Recruitment”



Recruitment

Requisition: **Candidates**











You are looking at Applications for Closed Requisitions  *Use dropdown for more options*

Filters: 1250  *Enter the posting name or requisition number*

All Applications: 29 (7 open)
 New Application: 1 (1 unread)
 Screening: 0
 Interview: 0
 Offer: 1 (1 offers to create)
 Pre-Hire: 5
 Hire: 17
 Others: 5 (Rejected, Knockout...)

Actions

Displaying 1 - 10 of 29 applications Show only open applications (7)

<input type="checkbox"/>	Candidate Name	Req# - Job Title	Date Appl...	Status	Last Updat...	Recent Activity
<input type="checkbox"/>		1250 - Summer Camp Counselor	05/24/2024	Background Check	05/28/2024	The application status has been changed to Background Check.
<input type="checkbox"/>		1250 - Summer Camp Counselor	05/16/2024	Hired	06/20/2024	The application status has been changed to Hired.
<input type="checkbox"/>		1250 - Summer Camp Counselor	05/16/2024	Hired	06/20/2024	The application status has been changed to Hired.
<input type="checkbox"/>		1250 - Summer Camp Counselor	05/20/2024	Hired	06/20/2024	The application status has been changed to Hired.
<input type="checkbox"/>		1250 - Summer Camp Counselor	05/18/2024	Hired	06/20/2024	The application status has been changed to Hired.
<input type="checkbox"/>		1250 - Summer Camp Counselor	05/19/2024	Hired	06/20/2024	The application status has been changed to Hired.
<input type="checkbox"/>		1250 - Summer Camp Counselor	05/16/2024	Hired	06/20/2024	The application status has been changed to Hired.
<input type="checkbox"/>		1250 - Summer Camp Counselor	01/31/2024	Rejected	05/15/2024	The application status has been changed to Rejected.
<input type="checkbox"/>		1250 - Summer Camp Counselor	02/26/2024	Rejected	05/15/2024	The application status has been changed to Rejected.
<input type="checkbox"/>		1250 - Summer Camp Counselor	03/07/2024	Rejected	05/15/2024	The application status has been changed to Rejected.

1 2 3

To filter by (A – Z) or dates you can click on the titles in the below bar:

Displaying 1 - 10 of 29 applications Show only open applications (7)

☐ Candidate Name ☐ Req# - Job Title ☐ Date Appl... ☐ Status ☐ Last Updat... ☐ Recent Activity