

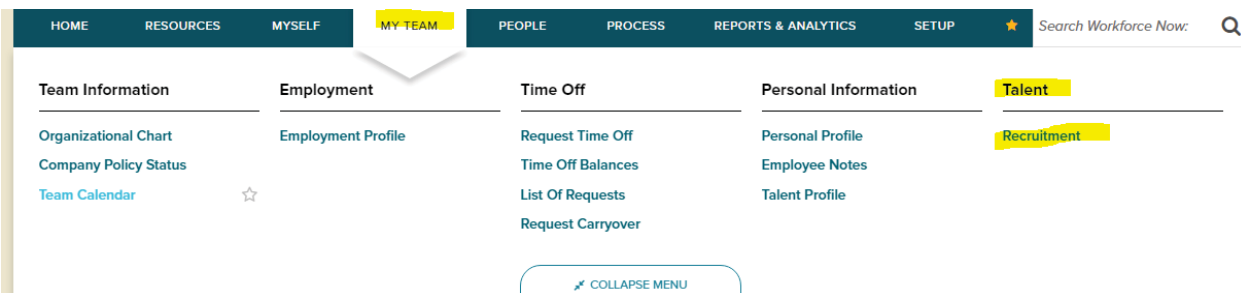
Accessing Applications on ADP Portal Standard Operating Procedure (SOP)

Human Resources Department

Date Revised: 1/24/2024

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”

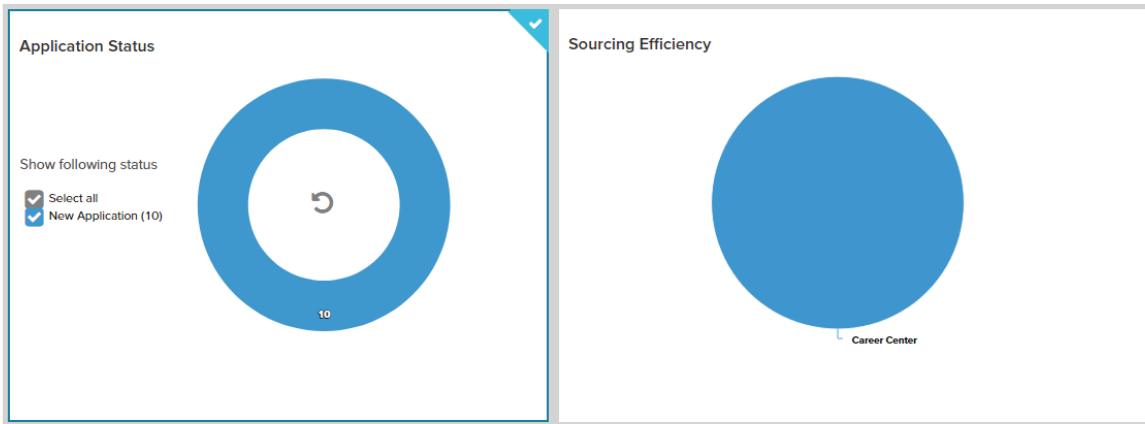


Candidates

Applications

Showing applications for Req #1093 Business Manager [REFRESH DASHBOARD](#)

Hide charts



Application Status >
New Application >

e.g., Show all Applications received in last month

Can't find what you are looking for?

Applications (10)

New Application

e.g., Show all Applications received in last month

Can't find what you are looking for?

Applications (10)

CHANGE STATUS

SHOW OR HIDE COLUMNS

<input type="checkbox"/>	CANDIDATE NAME	JOB TITLE	LOCATIONS	HIRING MANAGER	REQ #	DATE APPLIED	STATUS
<input type="checkbox"/>	[Redacted]	Business Manager	Ohio	[Redacted]	1093	03/24/2022	New Application
<input type="checkbox"/>	[Redacted]	Business Manager	Ohio	[Redacted]	1093	03/21/2022	New Application
<input type="checkbox"/>	[Redacted]	Business Manager	Ohio	[Redacted]	1093	03/08/2022	New Application
<input type="checkbox"/>	[Redacted]	Business Manager	Ohio	[Redacted]	1093	03/04/2022	New Application
<input type="checkbox"/>	[Redacted]	Business Manager	Ohio	[Redacted]	1093	01/18/2022	New Application
<input type="checkbox"/>	[Redacted]	Business Manager	Ohio	[Redacted]	1093	01/06/2022	New Application
<input type="checkbox"/>	[Redacted]	Business Manager	Ohio	[Redacted]	1093	01/06/2022	New Application
<input type="checkbox"/>	[Redacted]	Business Manager	Ohio	[Redacted]	1093	01/03/2022	New Application
<input type="checkbox"/>	[Redacted]	Business Manager	Ohio	[Redacted]	1093	12/28/2021	New Application

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

<input type="checkbox"/>	CANDIDATE NAME ↕	JOB TITLE ↕	LOCATIONS ↕	HIRING MANAGER ↕	REQ # ↕	DATE APPLIED ↕	STATUS ↕
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