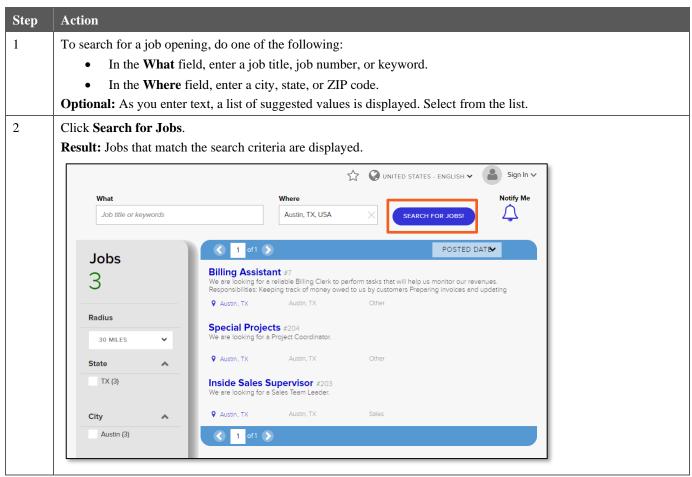## Introduction

This job aid describes how to do the following tasks in ADP Recruiting Management:

- Search for a job opening.
- Filter and sort search results.
- Set up an account for the new candidate and sign in.
- Reset an account password.
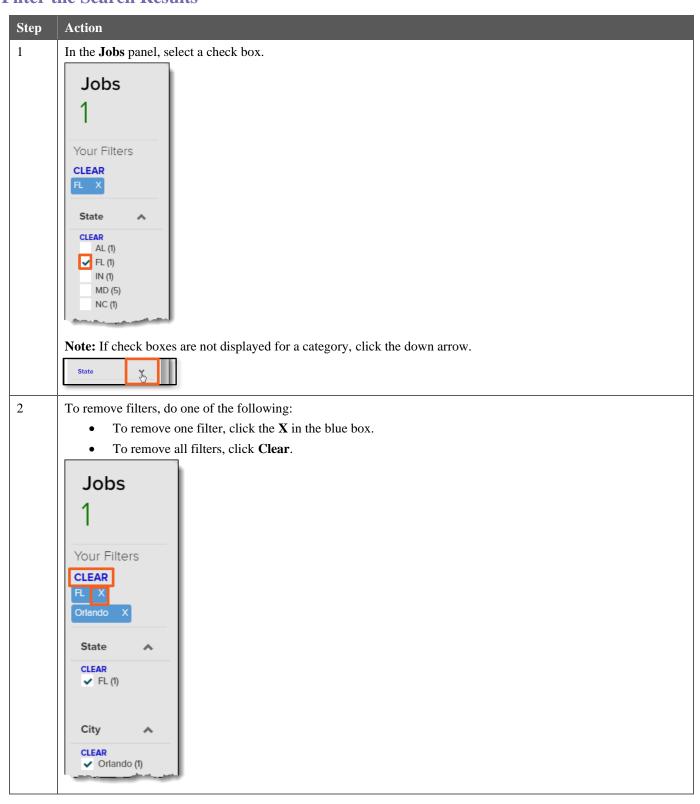- Complete the application.

Note: Steps may vary based on your workflow configuration. In addition, you can set up automated emails to send to candidates as needed to remind them to complete their application.

Search for a Job Opening

Step	Action
1	To search for a job opening, do one of the following: - In the **What** field, enter a job title, job number, or keyword. - In the **Where** field, enter a city, state, or ZIP code. **Optional:** As you enter text, a list of suggested values is displayed. Select from the list.
2	Click **Search for Jobs**. **Result:** Jobs that match the search criteria are displayed.

Filter the Search Results

Step	Action
1	In the **Jobs** panel, select a check box. **Note:** If check boxes are not displayed for a category, click the down arrow.
2	To remove filters, do one of the following: • To remove one filter, click the **X** in the blue box. • To remove all filters, click **Clear**.

Sort the Search Results

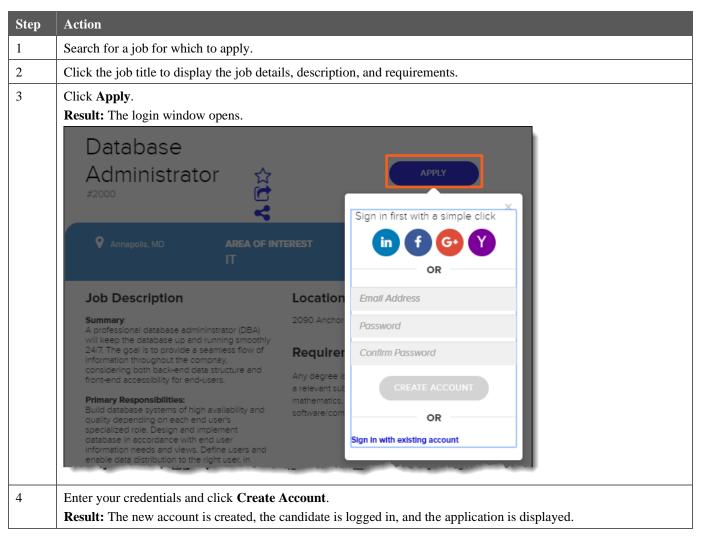| Step	Action
1	Click the **Sort By** field and select a sort option from the list.

Set Up an Account for the New Candidate

Candidates need an account to apply for a job. New candidates are prompted to create an account when they click the Apply button.

Step	Action
1	Search for a job for which to apply.
2	Click the job title to display the job details, description, and requirements.
3	Click **Apply**. **Result:** The login window opens.
4	Enter your credentials and click **Create Account**. **Result:** The new account is created, the candidate is logged in, and the application is displayed.

Sign In

Candidates who previously applied for a job will already have an account. To apply, they must sign in with the email address and password they used to create the account.

Step	Action
1	From any page on the career site, in the upper-right corner, click **Sign In**. **Result:** The login window opens.
2	Enter your credentials and click **Sign In**.

Reset an Account Password

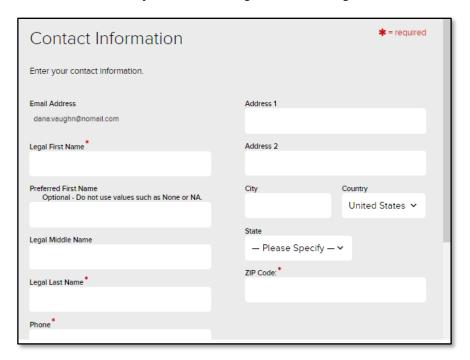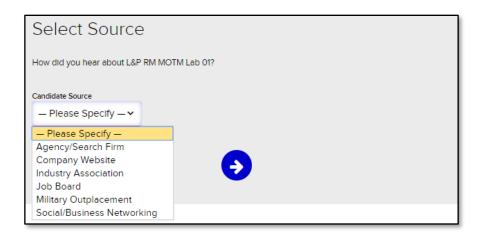| Step	Action
1	If the message "Login Denied" is displayed, you've entered the wrong email address or password. If you've forgotten the password, click **Forgot Password**. **Result:** The Recover Password window opens.
2	If necessary, change the email address.
3	Click **Send**. **Result:** If a matching email address is found in ADP Recruiting Management, an email is sent to the address with instructions for resetting the password.

Complete the Application

The pages that the candidate sees when completing the application are customized. The following pages are the standard pages included with the best practices database. Your company's pages may look different.
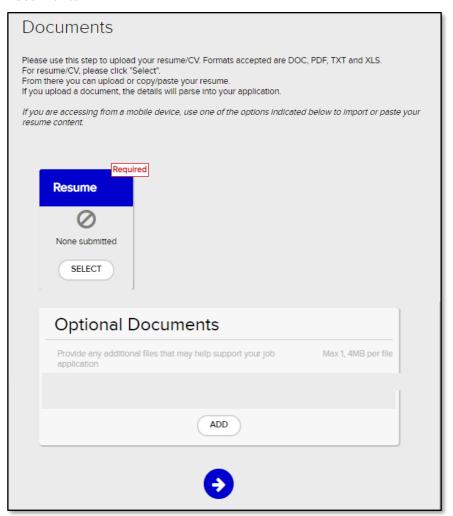
Contact Information

Note: Candidates who opt in for text messages here can be eligible for SMS Prescreen if that feature is enabled.

Select Source

Select Source

How did you hear about L&P RM MOTM Lab 01?

Candidate Source

— Please Specify — ⌄

— Please Specify —
Agency/Search Firm
Company Website
Industry Association
Job Board
Military Outplacement
Social/Business Networking

Documents

Documents

Please use this step to upload your resume/CV. Formats accepted are DOC, PDF, TXT and XLS.
For resume/CV, please click "Select".
From there you can upload or copy/paste your resume.
If you upload a document, the details will parse into your application.

If you are accessing from a mobile device, use one of the options indicated below to import or paste your resume content.

Required

Resume

⊘

None submitted

SELECT

Optional Documents

Provide any additional files that may help support your job application

Max 1, 4MB per file

ADD

EEO Information

Equal Employment Opportunity Information

✱ = required

The following information is optional and is used only for Equal Employment Opportunity reporting purposes. We ask you to supply it so that we can generate goverment-mandated statistics. Thank you for your help!

Voluntary Self-Identification of Race/Ethnicity✱

Are you Hispanic or Latino?
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
○ Yes ○ No

If you answered 'no', please select one of the following categories that best describes your race:
○ White
    Not Hispanic or Latino. A person having origins in
    the original peoples of Europe, the Middle

Voluntary Self-Identification of Gender✱
○ Male
○ Female
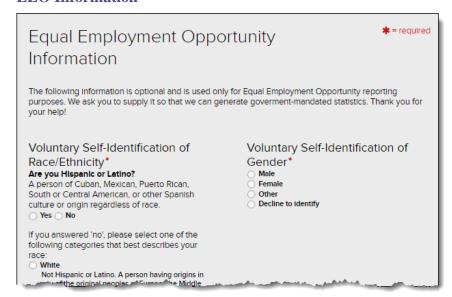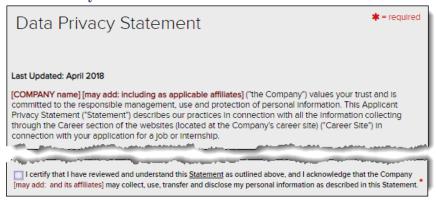○ Other
○ Decline to identify

Electronic Signature and Consent

Electronic Signature

✱ = required

ELECTRONIC SIGNATURE NOTICE AND CONSENT

This notice is intended to provide you with important information required by the Electronic Signatures in Global and National Commerce Act (E-Sign Act).

Consent: By entering your name, you consent to submit your employment application and all related forms, documents and information electronically. You further consent to conduct any matters related to the recruiting, application, background check and/or onboarding process electronically. Typing your name in the textbox on a form, and clicking on "Accept", constitutes your electronic signature.

Right to Withdraw Your Consent: You have the right to withdraw your consent to receive disclosures and submit information electronically. If you choose to withdraw your consent, the application process will be terminated. You may withdraw your consent by contacting the Company, and typing your name in the textbox and selecting "Decline".

Technical Requirements: To use this online process and to access and retain electronic records, you will need Microsoft Internet Explorer, Apple Safari, Google Chrome, or Mozilla Firefox. You must also have access to a printer and/or the ability to download information in order to keep copies of the electronic agreements and disclosures for your records.

Paper Copies of Electronic Records: If you wish to obtain a copy of your electronic application and disclosure forms, you will have the opportunity to download and print a copy of the forms upon their completion.

Updating contact information: It is your responsibility to update the Company regarding any changes to your e-mail address or other contact information.
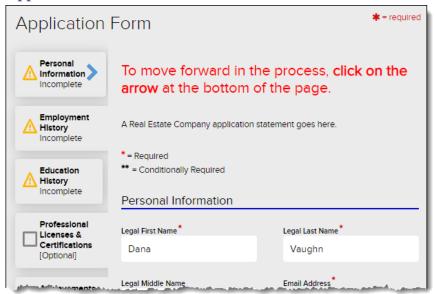
☐ I agree to the above ✱
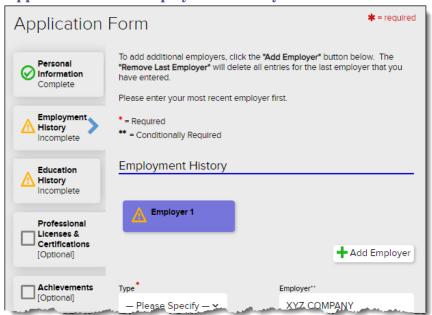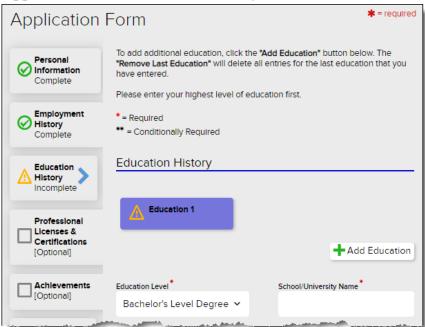
Data Privacy Statement

Data Privacy Statement

* = required

Last Updated: April 2018

[COMPANY name] [may add: including as applicable affiliates] ("the Company") values your trust and is committed to the responsible management, use and protection of personal information. This Applicant Privacy Statement ("Statement") describes our practices in connection with all the information collecting through the Career section of the websites (located at the Company's career site) ("Career Site") in connection with your application for a job or internship.

☐ I certify that I have reviewed and understand this Statement as outlined above, and I acknowledge that the Company [may add: and its affiliates] may collect, use, transfer and disclose my personal information as described in this Statement. *

Screening Questions

Preliminary Questions

* = required

You will be asked up to 6 questions. Allow up to 3 minutes to answer them.

Are you at least 18 years of age? *
○ Yes
○ No

Application Form: Personal Information

Application Form

* = required

| Personal Information ⚠ Incomplete |
| Employment History ⚠ Incomplete |
| Education History ⚠ Incomplete |
| Professional Licenses & Certifications ☐ [Optional] |

To move forward in the process, click on the arrow at the bottom of the page.

A Real Estate Company application statement goes here.

* = Required
** = Conditionally Required

Personal Information

Legal First Name *
Dana

Legal Last Name *
Vaughn

Legal Middle Name

Email Address *

Application Form: Employment History

Application Form

✱ = required

Personal Information — Complete

Employment History — Incomplete

Education History — Incomplete

Professional Licenses & Certifications [Optional]

Achievements [Optional]

To add additional employers, click the **"Add Employer"** button below. The **"Remove Last Employer"** will delete all entries for the last employer that you have entered.

Please enter your most recent employer first.

* = Required
** = Conditionally Required

Employment History

⚠ Employer 1

➕ Add Employer

Type *
— Please Specify — ⌄

Employer**
XYZ COMPANY

Application Form: Education History

Application Form

✱ = required

Personal Information — Complete

Employment History — Complete

Education History — Incomplete

Professional Licenses & Certifications [Optional]

Achievements [Optional]

To add additional education, click the **"Add Education"** button below. The **"Remove Last Education"** will delete all entries for the last education that you have entered.

Please enter your highest level of education first.

* = Required
** = Conditionally Required

Education History

⚠ Education 1

➕ Add Education

Education Level *
Bachelor's Level Degree ⌄

School/University Name *

Application Form: Professional Licenses & Certifications

Application Form

✱ = required

Personal Information Complete

Employment History Complete

Education History Complete

Professional Licenses & Certifications [Optional]

Achievements [Optional]

To add additional professional licenses, click the **"Add License"** button below. The **"Remove Last License"** will delete all entries for the last license that you have entered.

* = Required
** = Conditionally Required

Professional Licenses & Certifications

Licenses 1

➕ Add Licenses

License Type**
— Please Specify — ⌄

License Description**

Application Form: Achievements

Application Form

✱ = required

Personal Information Complete

Employment History Complete

Education History Complete

Achievements

Please list any other academic achievements and professional licenses or certifications (e.g. vocational training, patents, publications, etc.)

Application Form: Military History

Application Form

✱ = required

Personal Information Complete

Employment History Complete

Education History Complete

Professional Licenses & Certifications

Military History

Military Branch

Country Served
— Please Specify — ⌄

Military Rank Achieved

Military Discharge Status

Military Start Date
mm/dd/yyyy ⌄

Military End Date
mm/dd/yyyy ⌄

Application Form: Professional References

Application Form: E-Signature

Application Review

Completion Message