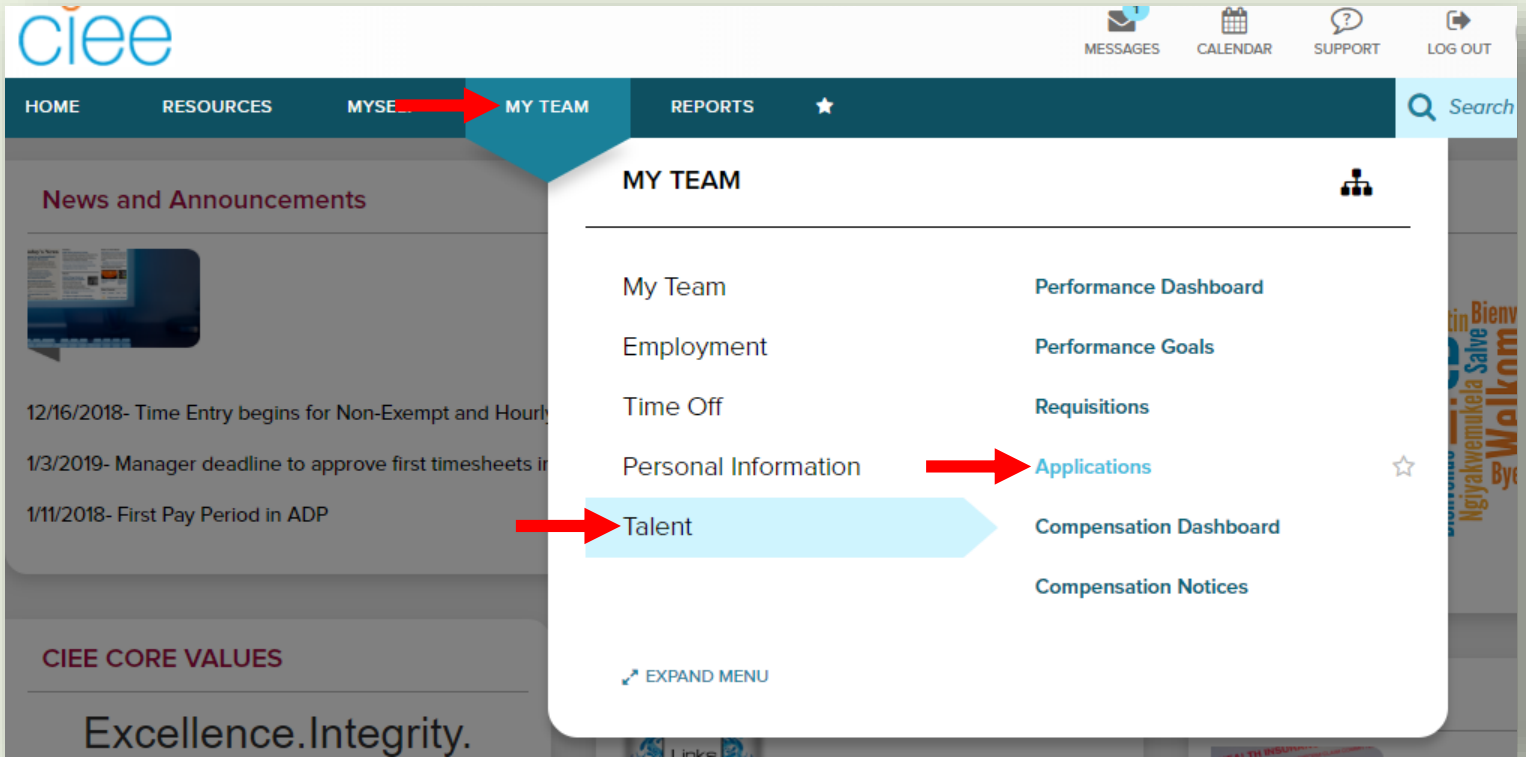
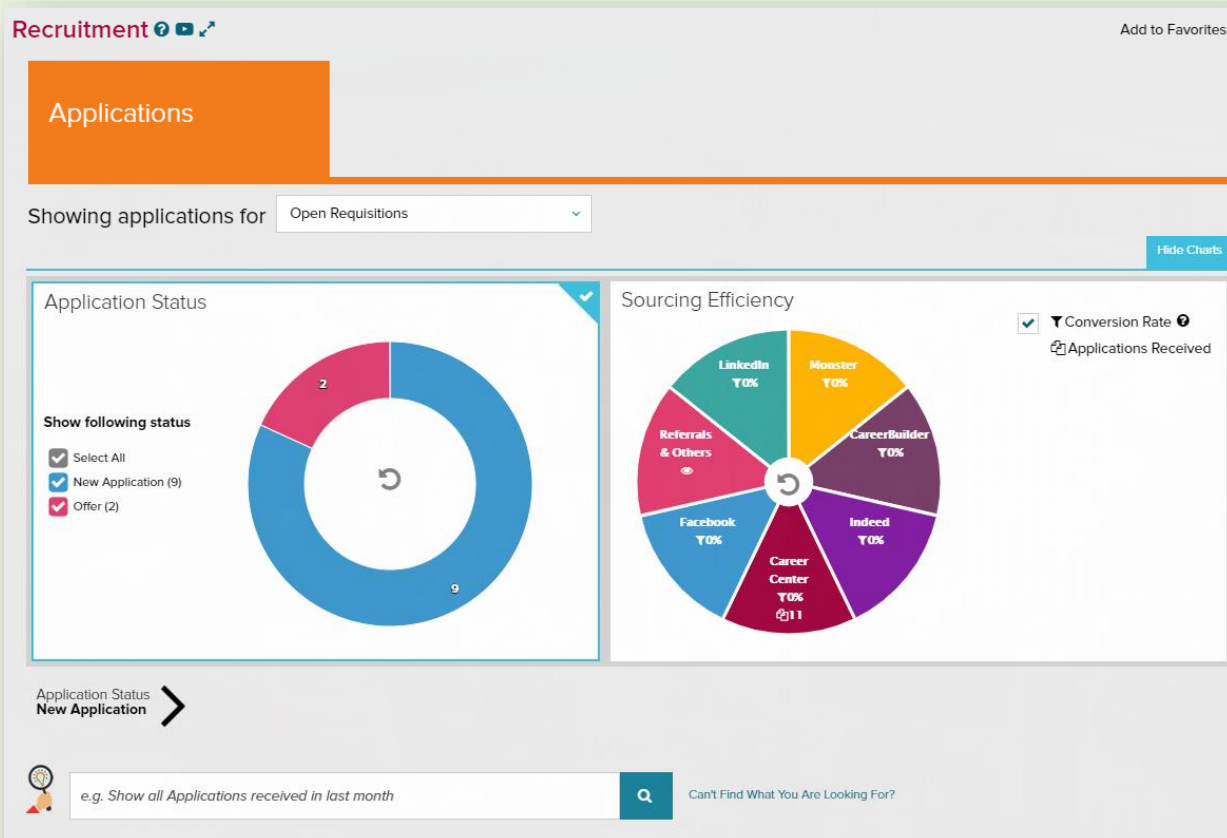


How to use the Application Module in ADP

- Log on to ADP
- Click on “My Team”, “Talent”, “Applications”

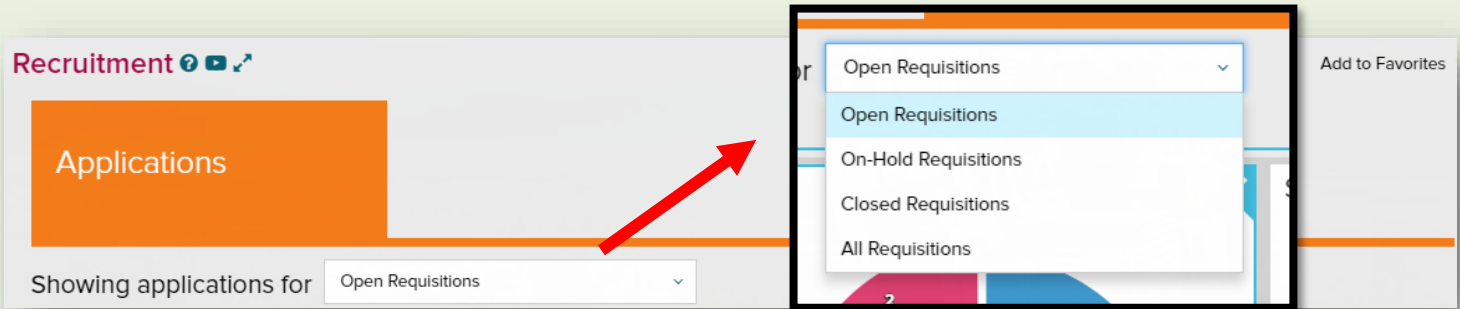


- The Application Module in ADP should now open for you to view

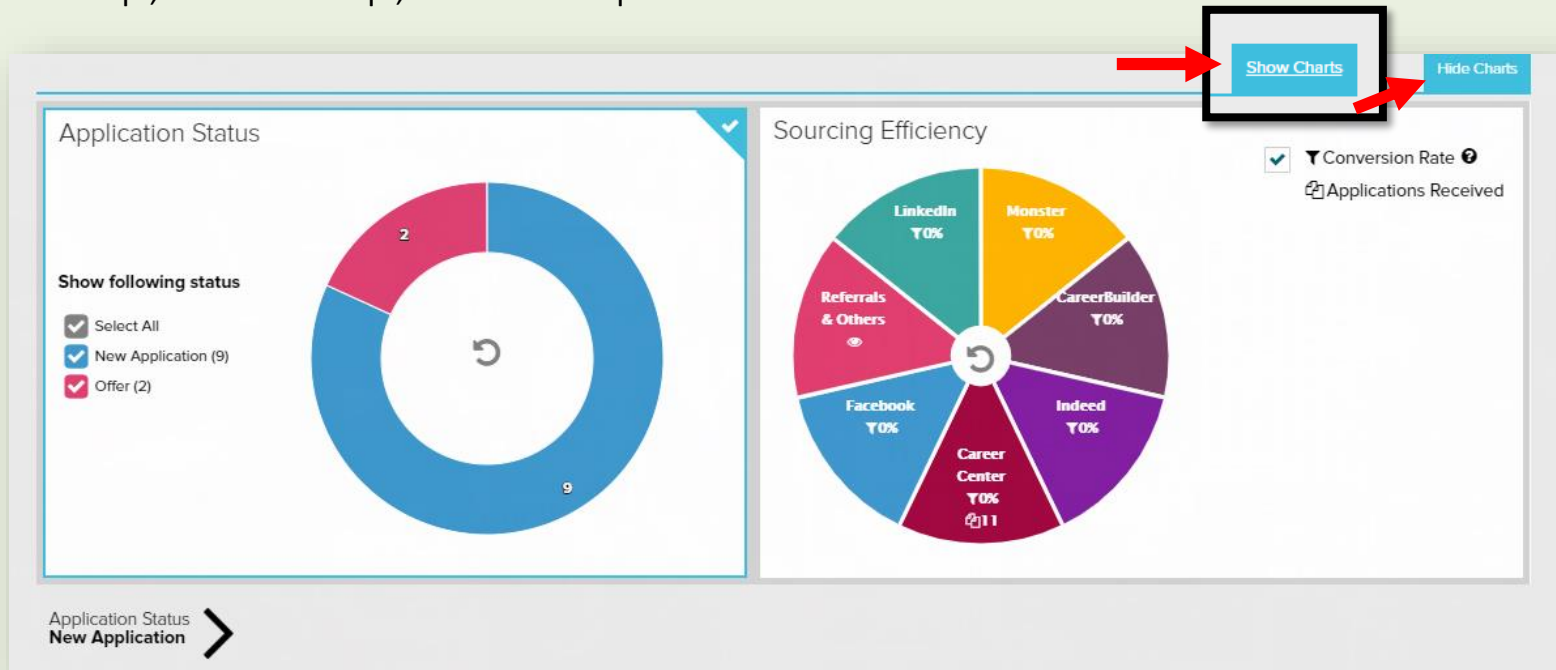


How to use the Application Module in ADP

On this page you are able to view the status of the applications within the req

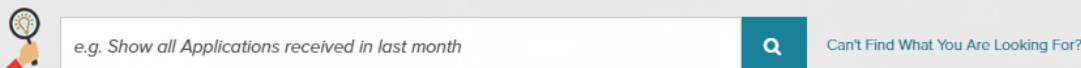


- If you click the drop down arrow next to the “Showing applications for” section. You are able to view the application status for Open reqs, On-Hold reqs, Closed reqs, and All reqs.








- On this page, you should also see two pie charts on your screen. (→ If you don't, click “show charts” on the right corner of your screen)
- The chart on the right will allow you to see the number of applications that have been received from a certain source.
- The chart on the left will allow you to view the application status of your reqs. (This gets updated by the recruitment team.)

How to use the Application Module in ADP



- Also on this page, you have the ability to search for a certain application or req by typing in a phrase that pertains to what you are looking for.
 - For example, if you wanted to look for all applications located in Boston; you could type in *"All applications received in Boston"*
 - You could also search by typing in a candidate's name to quickly view their application

A screenshot of the "Applications (5)" page. At the top, there is a search bar with the text "All applications received in Boston" and a magnifying glass icon. Below the search bar, the title "Applications (5)" is displayed. Underneath the title, there are two buttons: "ADD NEW APPLICATION" and "CHANGE STATUS". Below these buttons is a table with five rows of application data. Each row has a checkbox on the left, followed by a link icon (a person with a document) and a text box containing "Candidate's Name". A red arrow points to the first "Candidate's Name" text box. The table has three columns: "CANDIDATE NAME", "JOB TITLE", and "LOCATION(S)".

	CANDIDATE NAME	JOB TITLE	LOCATION(S)
<input type="checkbox"/>	 <input type="text" value="Candidate's Name"/>	Senior Digital Market...	Boston
<input type="checkbox"/>	 <input type="text" value="Candidate's Name"/>	Program Manager	Boston
<input type="checkbox"/>	 <input type="text" value="Candidate's Name"/>	Senior Coordinator	Boston
<input type="checkbox"/>	 <input type="text" value="Candidate's Name"/>	Program Manager	Boston
<input type="checkbox"/>	 <input type="text" value="Candidate's Name"/>	Specialist	Boston, Corporate - Portla...

- To view a candidates application, click on the candidates name. This will allow you to view the candidates profile.

How to use the Application Module in ADP

Candidate's Name

Candidate's Information
Phone #, Email, Address

VIEW AS PDF

Voluntary Self Identification Information is on File [VIEW/EDIT](#)

PROFILE RELEVANCY
COMING SOON
[LEARN MORE](#)

[DOWNLOAD RESUME](#)
NO ATTACHMENTS [ADD](#)

1004 - Senior Digital Marketi...
Applied on 07 Feb 2019 | Status NEW APPLICATION [EDIT](#)

HIRING MANAGER

RECRUITER
Recruiter's Information

DESIRED SALARY
USD \$\$\$\$\$

SOURCE
Career center

OFFER STATUS
(Not Available)

Candidate has also applied to job(s)

1009 Advisor
New Application
Applied on 07 Feb 2019

1011 Advisor
New Application
Applied on 07 Feb 2019

1 MORE

PROFILE

The profile information has been extracted from the uploaded resume and it is not saved by the candidate. Please review and save it for the next steps in the hiring process.

EDUCATION

No information available

EMPLOYMENT HISTORY

No information available

SKILLS

No information available

SAVE PROFILE

QUESTION RESPONSES

1. Are you currently authorized to work for CIEE without sponsorship?
Yes

2. Are you 18 years of age or older?
Yes

3. Have you worked for CIEE in the past?
No

4. If you answered yes to the previous question, please list your title, location, and dates of employment with CIEE.
-

5. Are you an alumni of a CIEE program?
No

6. If you answered yes to the question above, please list the year(s), locations(s), and CIEE program(s) in which you participated.
-

7. Do you have relatives currently working for CIEE in any location?
No

8. If you answered yes to the previous question, please list the name(s) and relationship (s).
-

9. Please select the highest level of education completed.
Bachelor of Science

INTERVIEWS AND EVALUATION

SCHEDULE INTERVIEW

No interview scheduled for this candidate.

NOTES

ADD NOTES

COMMUNICATION

SEND EMAIL

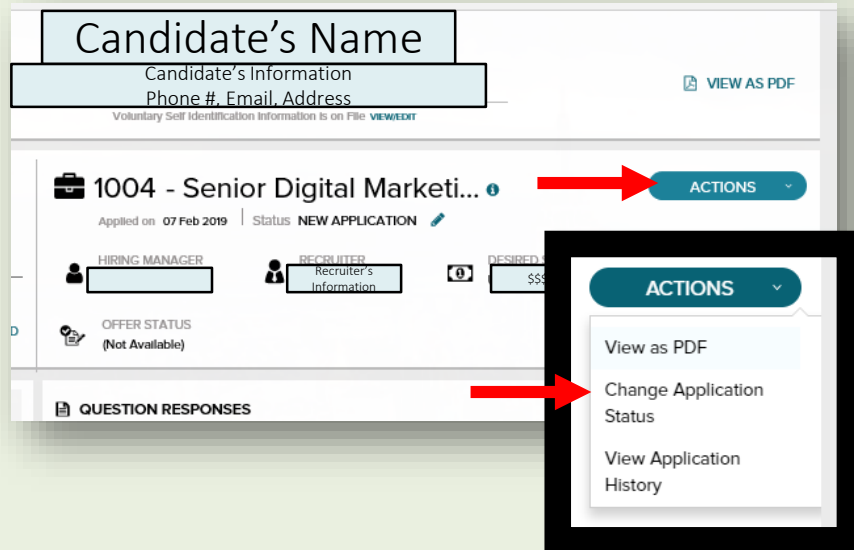
From: cleeresume@clee.org Feb 07, 2019 12:58:47 PM
Subject: Application Acknowledgement Email

- On this page you have the ability to view information regarding the candidate.
- This information could include; resume, question responses, education information, skills, desired salary, etc.

clee®

How to use the Application Module in ADP

- On this page you have the option to utilize the “Actions” button
- The “Actions” button gives you the option to:
 - View the Candidate profile as a PDF
 - Change the Application Status
 - View Application History



“Change Application Status” feature

Can be used to notify the recruiter assigned what action you would like for the recruiter to take next for the selected Candidate.

How to use “Change Application Status” feature

- Click on the “Actions” button & click on “Change Application Status” a new page will open
- On this page, you can change the status of the applicant by clicking the drop down box near “Change Status to”
- Once you select which status you would like to change the candidate to, you are able to add notes for review.
- Once complete, click “done”

