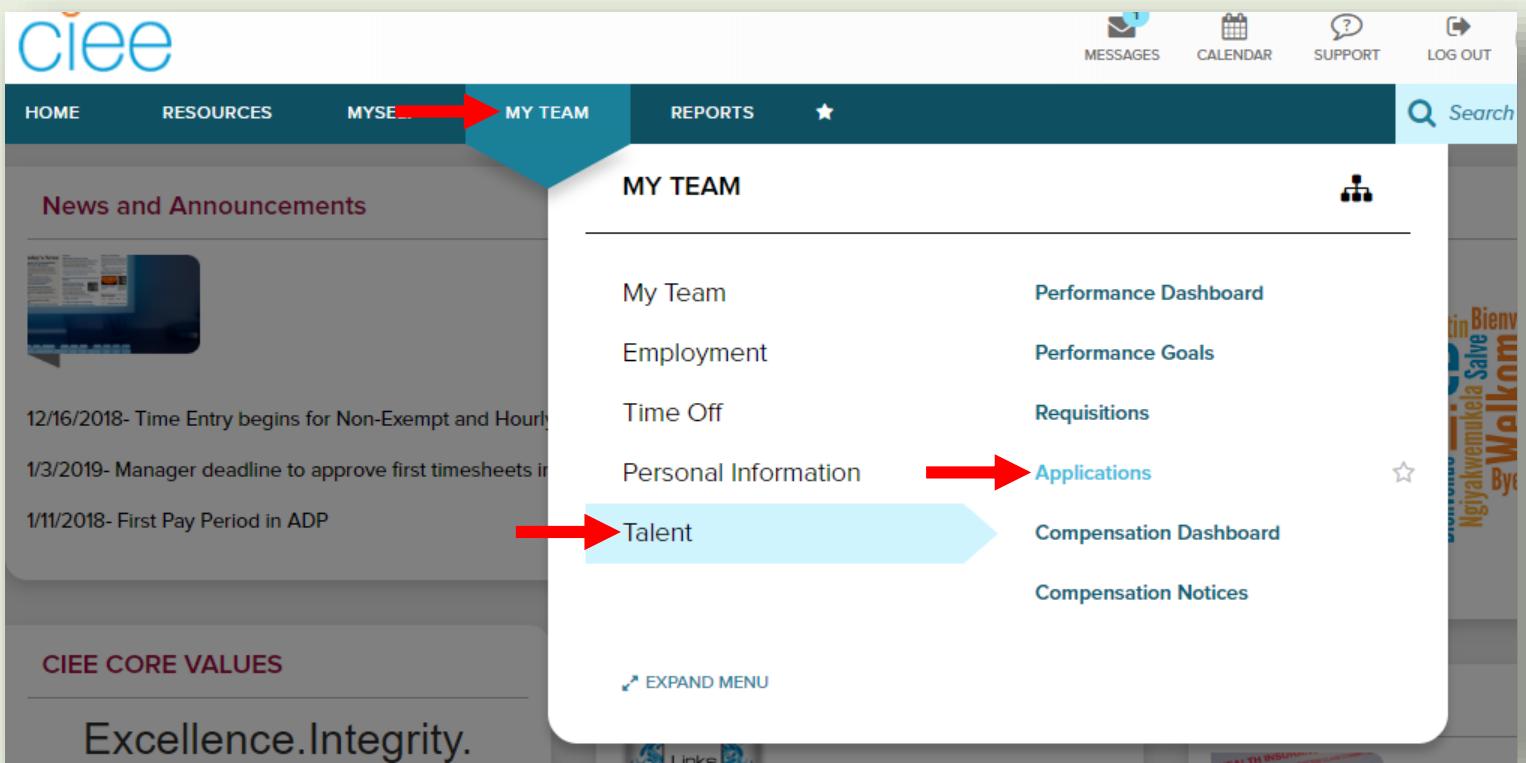


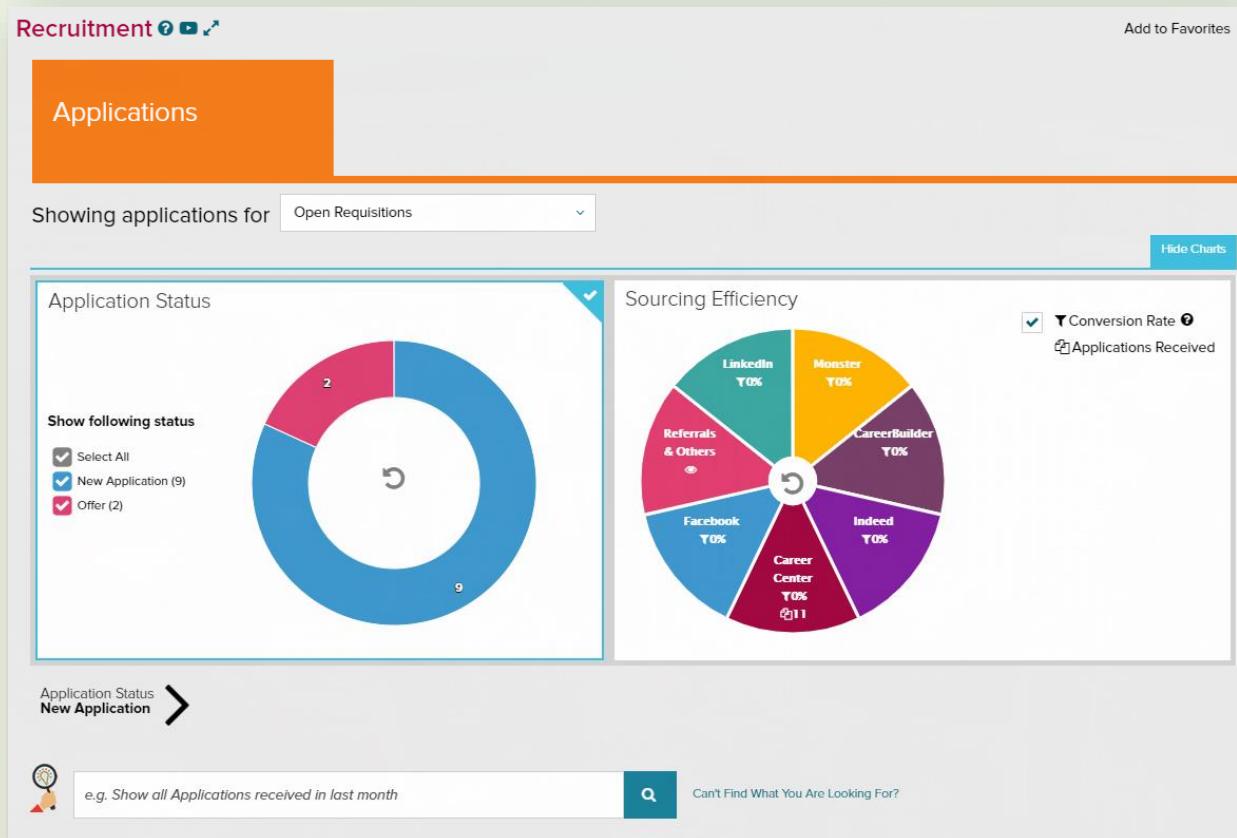
# How to use the Application Module in ADP

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



The screenshot shows the CIEE application module in ADP. The top navigation bar includes links for HOME, RESOURCES, MYSELF (with a red arrow pointing to it), MY TEAM (highlighted in blue), REPORTS, and a search bar. The 'MY TEAM' section contains links for My Team, Employment, Time Off, Personal Information, and Applications (with a red arrow pointing to it). Below these are links for Performance Dashboard, Performance Goals, Requisitions, Compensation Dashboard, and Compensation Notices. A red arrow also points to the 'Talent' link under the 'MY TEAM' section. The bottom of the screen shows CIEE CORE VALUES and a footer with links for LinkedIn and Facebook.

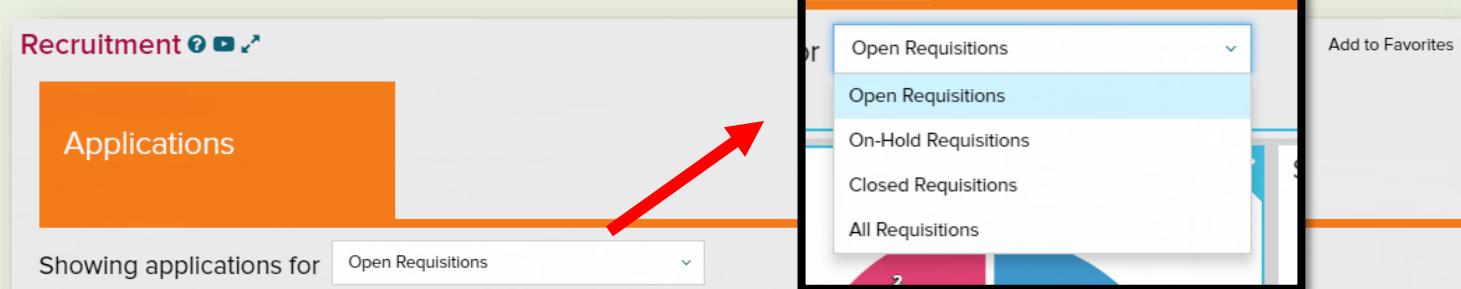
- The Application Module in ADP should now open for you to view



The screenshot shows the ADP Application Module interface. The top navigation bar includes links for Recruitment, Open Requisitions, Add to Favorites, and Hide Charts. The main content area is divided into two sections: 'Application Status' and 'Sourcing Efficiency'. The 'Application Status' section features a donut chart with 2 New Applications and 9 Offers. The 'Sourcing Efficiency' section features a donut chart with data for LinkedIn, Monster, CareerBuilder, Indeed, Facebook, and Referrals & Others. A red arrow points to the 'New Application' link in the 'Application Status' section. The bottom of the screen shows a search bar with placeholder text 'e.g. Show all Applications received in last month' and a 'Can't Find What You Are Looking For?' link.

# How to use the Application Module in ADP

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



Recruitment ? YouTube Print

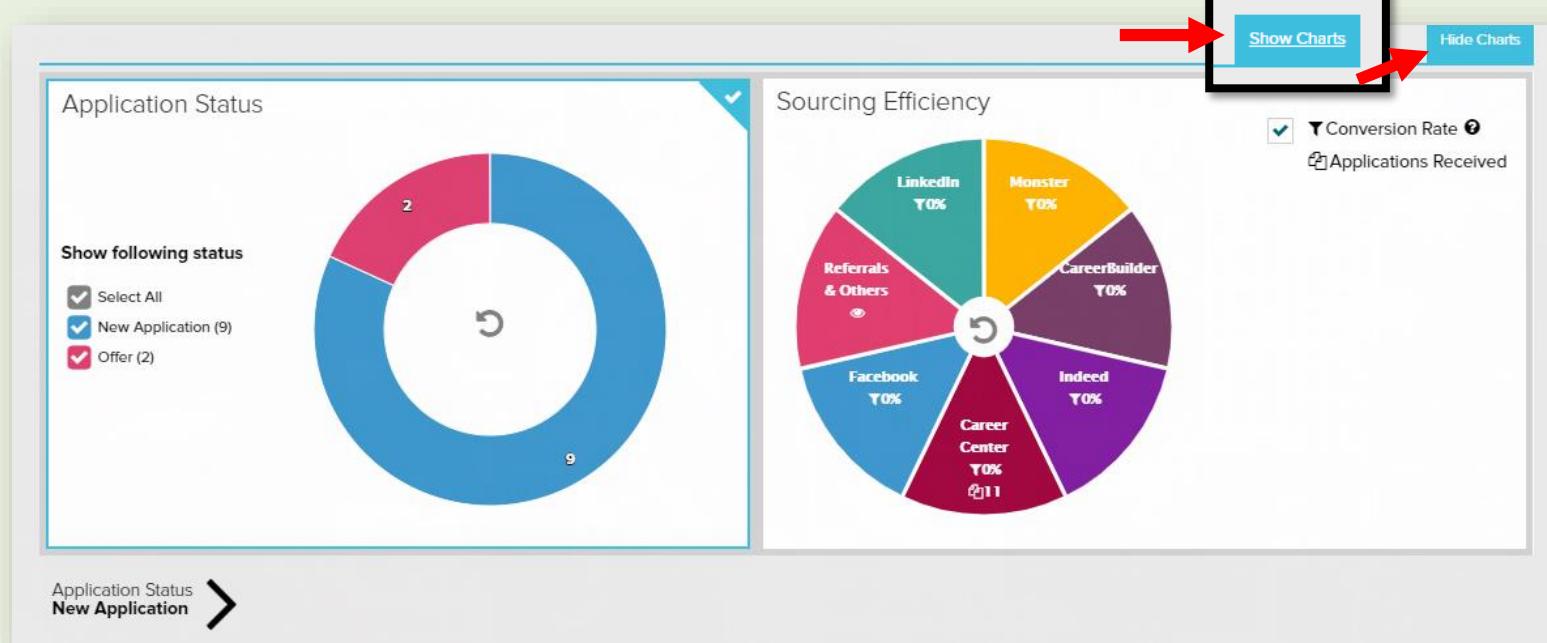
## Applications

Showing applications for Open Requisitions

- Open Requisitions
- On-Hold Requisitions
- Closed Requisitions
- All Requisitions

Add to Favorites

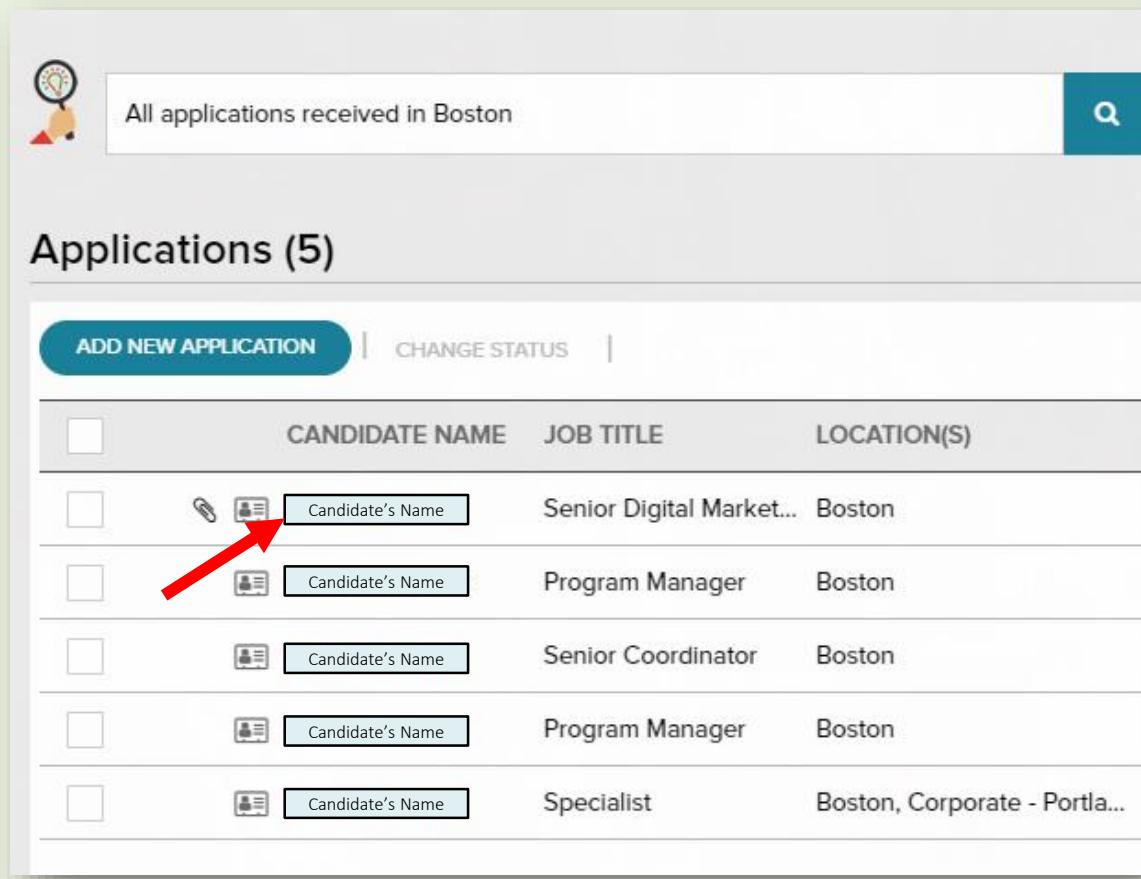
- If you click the drop down arrow next to the “Showing applications for” section. You are able to view the application status for Open reqs, On-Hold reqs, Closed reqs, and All reqs.



- 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



The screenshot shows the ADP Application Module interface. At the top, there is a search bar with the placeholder text "e.g. Show all Applications received in last month" and a magnifying glass icon. To the right of the search bar is a teal button with a white magnifying glass icon. Below the search bar, the text "Can't Find What You Are Looking For?" is displayed. The main content area is titled "Applications (5)". Below the title, there are two buttons: "ADD NEW APPLICATION" and "CHANGE STATUS". The main table has columns: "CANDIDATE NAME", "JOB TITLE", and "LOCATION(S)". Each row in the table contains a checkbox, a small icon, and a "Candidate's Name" input field. A red arrow points to the "Candidate's Name" input field in the second row. The data in the table is as follows:

	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 candidate’s application, click on the candidate’s name. This will allow you to view the candidate’s profile.

# How to use the Application Module in ADP

**Candidate's Name**  
Candidate's Information  
Phone #, Email, Address

[VIEW AS PDF](#)

**PROFILE RELEVANCY**  
COMING SOON  
[LEARN MORE](#)

[DOWNLOAD RESUME](#) [ADD](#)

[NO ATTACHMENTS](#)

**1004 - Senior Digital Marketi...** [EDIT](#)

Applied on 07 Feb 2019 | Status NEW APPLICATION

**HIRING MANAGER** [RECRUITER](#)

**OFFER STATUS** [Recruiter's Information](#)

**DESIRED SALARY** [USD](#) **\$\$\$\$**

**SOURCE** [Career center](#)

**QUESTION RESPONSES**

- Are you currently authorized to work for CIEE without sponsorship?  
Yes
- Are you 18 years of age or older?  
Yes
- Have you worked for CIEE in the past?  
No
- If you answered yes to the previous question, please list your title, location, and dates of employment with CIEE.  
—
- Are you an alumni of a CIEE program?  
No
- If you answered yes to the question above, please list the year(s), location(s), and CIEE program(s) in which you participated.  
—
- Do you have relatives currently working for CIEE in any location?  
No
- If you answered yes to the previous question, please list the name(s) and relationship (s).  
—
- Please select the highest level of education completed.  
Bachelor of Science

**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** [ADD](#)

No information available

**EMPLOYMENT HISTORY** [ADD](#)

No information available

**SKILLS** [ADD](#)

No information available

[SAVE PROFILE](#)

[SCHEDULE INTERVIEW](#)

**NOTES** [ADD NOTES](#)

**COMMUNICATION**

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

[SEND 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.

# 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

The screenshot shows the ADP Application Module interface. At the top, there is a header with 'Candidate's Name' and 'Candidate's Information'. Below the header, the application number '1004 - Senior Digital Marketi...' is displayed, along with the date 'Applied on 07 Feb 2019' and status 'NEW APPLICATION'. There are sections for 'HIRING MANAGER', 'RECRUITER', and 'DESIRED'. Under 'OFFER STATUS', it says '(Not Available)'. At the bottom, there is a section for 'QUESTION RESPONSES'. On the right side, there is a 'VIEW AS PDF' button and a 'DETAILED' button. A red arrow points to the 'ACTIONS' button. A black box highlights the 'ACTIONS' dropdown menu, which contains three options: 'View as PDF', 'Change Application Status', and 'View Application History'. A red arrow points to the 'Change Application Status' option.

## “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”

The screenshot shows the 'Change Application Status' page. At the top, there is a 'BACK' button. Below it, the section 'Application Status' is shown. On the left, there is a 'Change Status to' button with a red arrow pointing to it, and a 'Select...' dropdown menu. On the right, there is a large dropdown menu titled 'Select...' containing a list of status options. A red arrow points to the 'Select...' button in the dropdown menu. The list of status options includes: Additional Phone Screen, Send Sparkhire, Spark Hire Received, Spark Hire Reviewed, Interview, Meets Expectations, Highly Qualified, Not Selected After Interview, and Make Offer.