fuelmart

ADP RECRUITMENT

NEW CANDIDATE

➢ You will receive an <u>automated email</u> once there is a candidate for you to review. When you get this email you can log into ADP.

Requisition 1002: Saul Test's application status has been changed.

R recruitment_notifications@adp.com
To Mandy Morlock

[EXTERNAL]

The application status has been updated by Dennis Ahrendt-Solano for Saul Test from **New Application** to **Candidate** for the Complex Manager position.

REQUISITION ID	1002
JOB TITLE	Complex Manager
POSTING NAME	Complex Manager
Date Applied	31 Aug 2020
HIRING MANAGER	Dennis Ahrendt-Solano
RECRUITER	-
RECRUITER EMAIL ADDRESS	-
WOTC	Ineligible

➢ To view your list of candidates you will log into ADP and go to the <u>My Team-Talent-Applications</u> to find your candidates.

SEARCHING FOR CANDIDATE

➢ After selecting applications you will check the box next to screening under Applications Status Type to get to your list of candidates.

➢ Click on the candidate name to review the application. If you have a long list of candidates, you can sort by the candidate name using the arrows next to candidate name or any other header.

Applications (3)

| ADD NEW APPLICATION | CHANGE STATUS | DELETE | SEND WOTC REMINDER | | | | | SHOW/ HIDE COLUMNS |

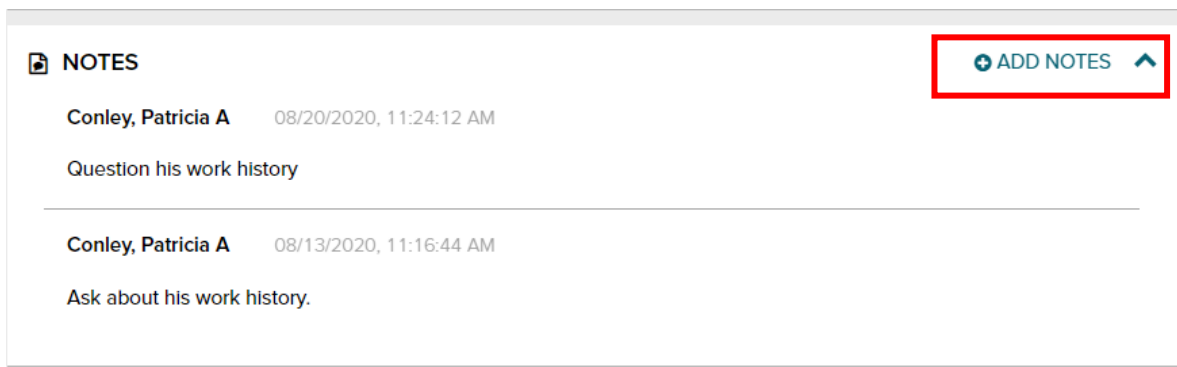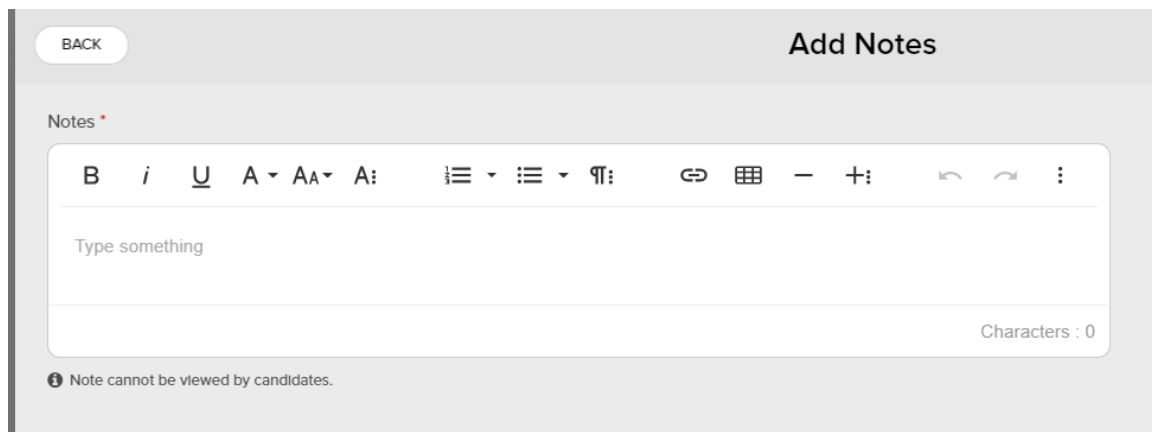|	CANDIDATE NAME ⇕	JOB TITLE ⇕	LOCATIONS ⇕	HIRING MANAGER ⇕	REQ # ⇕	DATE APPLIED ⇕	STATUS ⇕	WOTC ⇕
☐	🪪 Test, Saul	Complex Mana...	Fuel Mart #626	Ahrendt-Solano, D...	1002	08/31/2020	Candidate	Ineligible
☐	🪪 Test, Dennis	Sales Associate	Fuel Mart #626	Gillen, Kathleen C	1000	08/17/2020	Candidate	Eligible ($2400)
☐	📎 🪪 Bunny, Robert	Sales Associate	Fuel Mart #626	Gillen, Kathleen C	1000	08/13/2020	Candidate	Ineligible

➢ Once you are in the application you can review the candidates answers and look at any notes that have been added to the application under the notes section. If needed you can add your own notes by clicking the add notes and select done.

STATUS CHANGE FOR CANDIDATE

➢ When you are ready to change the status of a candidate you click the pencil next to status in the application.

➤ Select the status that you want to change the application to using the drop down. For example, if you are ready to bring them in for an interview you would change the status from candidate to interviewing and then make a note and click done at the bottom. Here is an example.

➢ To view the application that you changed the status to interviewing check the box next to Interviewing and you will see the candidate there. They will no longer show under screening.

RUN BACKGROUND CHECK

➢ After the interview the hiring team manager will need to change the status from interviewing to Run Background Check to start the background check process.

➢ The hiring manager will no longer need to send an email to Payroll to run the background. Once the status has been changed to Run Background Check, payroll will get an automated email to start the background process. You will receive an email that the background request was sent to the candidate. If you do not receive this email within 12 hours, contact Payroll.

➢ Scan the interview guide to payroll.

➤ You will be notified once your candidate has been approved for hire. Once they are approved for hire, you will need to contact them with a job offer and agree on a start date. Let them know that they will receive two emails from ADP that will allow them to register for ADP and complete their onboarding. Their onboarding should be completed prior to their start date. During this call find out their shirt size, preferred name for the name tag and if they have a rewards card. Email this information and their start date to Payroll.

➤ They cannot start unless their onboarding is complete. On their start date they must bring their ID so that you can complete the I9 through ADP (please see I9 FORM LIST OF ACCEPTABLE DOCUMENTS). Complete the I9 first thing when they arrive. The documents must be original (certified copy if birth certificate) and unexpired. The I9 must be completed by you before they begin work.