

ADP Recruitment Applicant User Guide

Presentation Slides to help the applicant through the application process

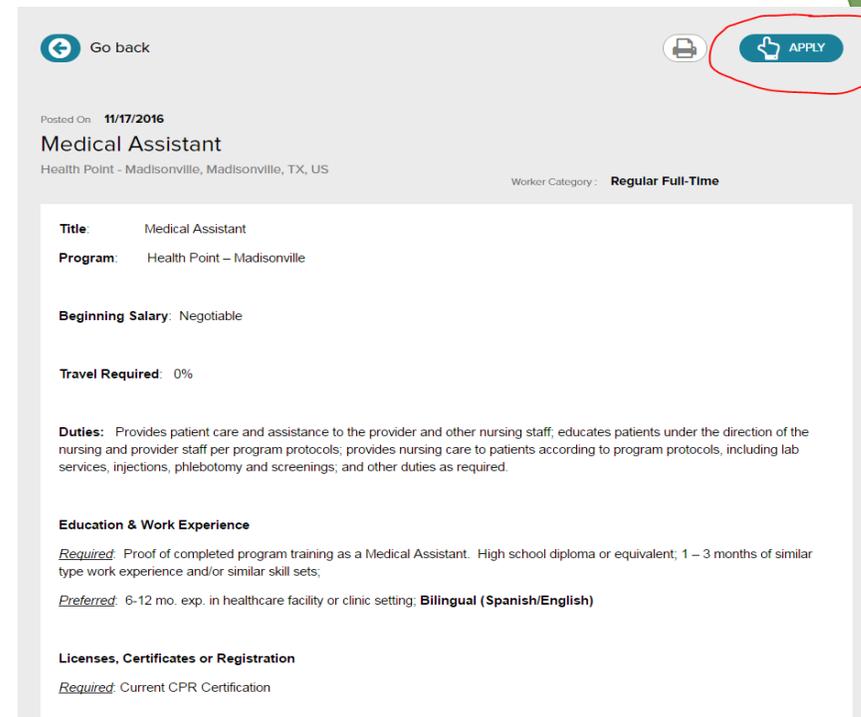
Applicants' Process for Creating a Career Center Profile

- ▶ First time applicants must register and create a profile before applying for a job. After applicants register on the Log In page, they complete the steps in the Register for Applicant Services Wizard.
- ▶ Returning applicants who want to apply for another job must first log on, but note that their previously entered information populates the related fields.

After the applicant views the job opening requirements and clicks Apply on the applicant home page, the Log In page is displayed (*bottom picture*).

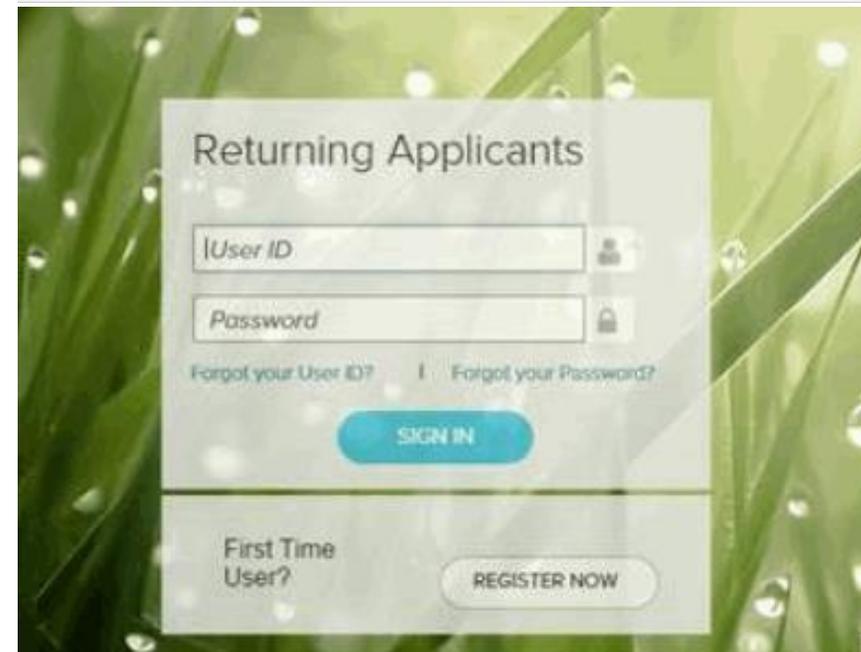
If first time applying, then they will click 'Register Now' to create a profile.

**FYI, before the applicant creates a profile, a CAPTCHA window opens to ensure that the activity is not a hacking attempt generated by a computer.



The screenshot shows a job application page for a Medical Assistant position. At the top right, there is a blue button labeled "APPLY" with a hand icon, which is circled in red. Below the button, the page displays the following information:

- Go back (with a back arrow icon)
- Posted On: 11/17/2016
- Medical Assistant
- Health Point - Madisonville, Madisonville, TX, US
- Worker Category: Regular Full-Time
- Title: Medical Assistant
- Program: Health Point - Madisonville
- Beginning Salary: Negotiable
- Travel Required: 0%
- Duties: Provides patient care and assistance to the provider and other nursing staff; educates patients under the direction of the nursing and provider staff per program protocols; provides nursing care to patients according to program protocols, including lab services, injections, phlebotomy and screenings; and other duties as required.
- Education & Work Experience
 - Required: Proof of completed program training as a Medical Assistant. High school diploma or equivalent; 1 – 3 months of similar type work experience and/or similar skill sets;
 - Preferred: 6-12 mo. exp. in healthcare facility or clinic setting; **Bilingual (Spanish/English)**
- Licenses, Certificates or Registration
 - Required: Current CPR Certification



The screenshot shows a login page for returning applicants. The page has a green background with a close-up of grass and water droplets. The login form is centered and contains the following elements:

- Returning Applicants
- User ID input field with a user icon
- Password input field with a lock icon
- Forgot your User ID? | Forgot your Password?
- SIGN IN button
- First Time User? | REGISTER NOW button

Register through the Applicant Services Wizard to create a Log In

Enter Contact Information

The applicant enters his or her first name, last name, and email address.

The screenshot shows the 'Register for Applicant Services' wizard. The left sidebar indicates the current step is Step 1: Enter Contact Information. The main content area is titled 'Step 1 of 4: Enter Your Contact Information'. Below the title, there is a paragraph of instructions: 'Enter your contact information to receive communications about your application and your account status. The email address you enter will also be used to retrieve your forgotten user ID and to reset your password.' The form contains three input fields: 'First Name' with the value 'Clare', 'Last Name' with the value 'Henderson', and 'Email Address' with the value 'clare_henderson@youremai'.

Get User ID and Password

When the applicant enters a user ID, a message is displayed, indicating whether the user ID is available.

When the applicant creates a password, the Password Strength bar indicates the strength of the password. The following graphic provides an example.

The screenshot shows the 'Register for Applicant Services' wizard at Step 2: Get User ID & Password. The left sidebar indicates the current step is Step 2. The main content area is titled 'Step 2 of 4: Get User ID & Password'. A green banner at the top of the main area contains a checkmark and the text 'This user ID is available.' Below this, the user is welcomed: 'Welcome Clare Henderson'. The 'Create Your User ID' section includes instructions: 'User ID must be at least 4 characters long and may contain letters, numbers, and/or these 4 special characters (- @ . _). User ID is not case sensitive.' The 'User ID' input field contains 'clare_henderson@youremai'. The 'Create Your Password' section includes instructions: 'Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords must be 12 or more characters and contain a mix of upper case and lower case letters.' The 'Password' input field is filled with dots, and a 'Password strength: Strong' indicator is shown next to it. A tooltip provides a mnemonic: 'The mnemonic, "The first time I traveled to a foreign country I was 9 years old" can be used to create the password "tFth2@FC1w9y0" using the following techniques: Use the first letter of most words. Capitalize all letters in the first half of the alphabet. Use similar-looking substitutions e.g., 1 for l, 2 for to, @ for a, etc.' The bottom of the wizard has 'Cancel', 'Previous', 'Next', and 'Done' buttons.

Select Security Questions and Answers

The applicant selects security questions and provides answers.

The screenshot shows a web form titled "Register for Applicant Services" with a progress indicator on the left. The current step is "Step 3 of 4: Select Security Questions and Answers". The form includes a navigation sidebar with steps 1 through 4, where Step 3 is highlighted. The main content area contains instructions: "To protect your account, the information you enter will be used to verify your identity if you forget your user ID and/or password." and "Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember." There are three question-answer pairs:

- Question 1: "In what city was your mother born? (Enter full name of city only)" with Answer 1: "Philadelphia".
- Question 2: "What was the name of your first pet?" with Answer 2: "Spot".
- Question 3: "What is the first and last name of your oldest niece?" with Answer 3: "Audrey Henderson".

At the bottom, there are buttons for "Cancel", "Previous", "Next", and "Done".

Review and Submit

The applicant reviews the user ID, contact information, and security questions and answers. When the applicant clicks Submit, a message is displayed, indicating that an email communication with the applicant's user ID has been sent to the provided email address.

The screenshot shows the "Register for Applicant Services" form at "Step 4 of 4: Review and Submit". The progress indicator on the left shows Step 4 is the current step. The main content area displays a summary of the information entered:

- User ID:** clare_henderson@youremail.com
- Contact Information:**
 - First Name: Clare
 - Last Name: Henderson
 - Email Address: clare_henderson@youremail.com
- Security Questions and Answers:**
 - Question 1: In what city was your mother born? (Enter full name of city only) / Answer 1: Philadelphia
 - Question 2: What was the name of your first pet? / Answer 2: Spot
 - Question 3: What is the first and last name of your oldest niece? / Answer 3: Audrey Henderson

At the bottom, there are buttons for "Cancel", "Previous", "Next", and "Done".

After applicant reviews submits and clicks done, they go back and Log In using their User ID and Password they created

After Registering as an applicant:

The applicant will receive an ADP Generated Message in their email confirming their registration.

Subject: ADP Generated Message: Confirmation of Registration

Welcome _____ ! You have registered as an applicant.
Use the information in this email to access your account.

User ID = _____

Instructions:

1. Go to this URL for the HealthPoint Career Center:
https://workforcenow.adp.com/jobs/apply/returnApplicant.html?client=bvcaa&lang=en_US&op=1&cclId=163637148_773&type=MP
2. On the Login page, enter the user ID from this e-mail and the password you created during registration.
3. Click Sign In to access your applicant account.

See next few slides for visuals on the 3 steps above.

HealthPoint Career Center URL

Health POINT

HealthPoint Website

[SIGN IN](#) ENG

Welcome to **HealthPoint!**

Our **Mission** is to provide evidence based health care, utilizing a patient empowered team approach, resulting in individual wellness.

Are you ready to join our **team**?

For a list of current job openings, look below and click the one you are interested in for more details. Then, click “apply at the top right hand corner!”

APPLY

Scroll down to view **Summary of Benefits and Applicant User Guide.**

Recent Job Postings

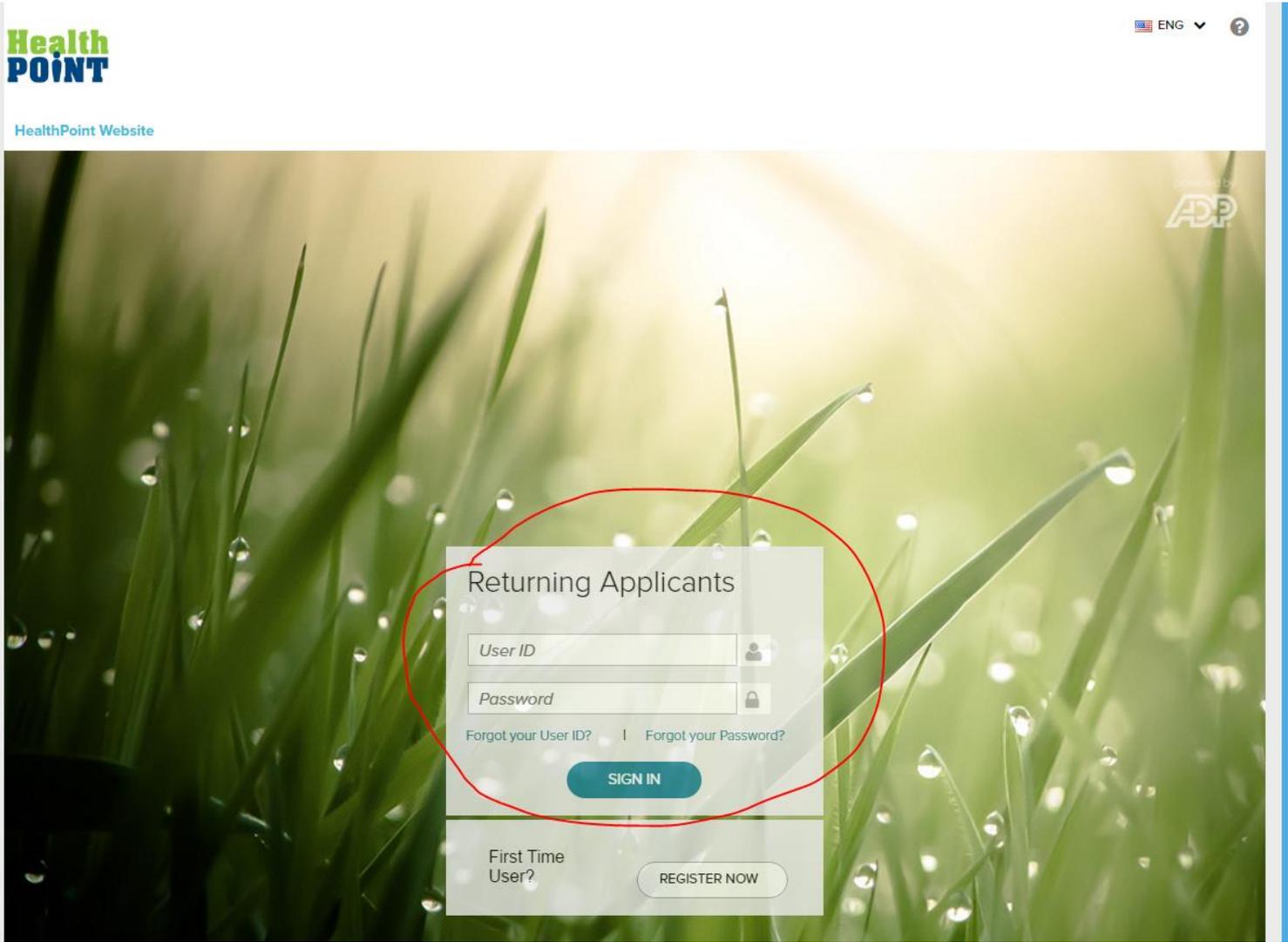
Front Office ... Health Point - Brya... <i>Posted 01/06/2017</i>	Business Inte... Health Point - Brya... <i>Posted 01/06/2017</i>	Front Office ... Health Point - Nava... <i>Posted 01/06/2017</i>	Call Center P... Health Point - ABC ... <i>Posted 01/06/2017</i>
Nursing Assis... Health Point - Nava... <i>Posted 01/06/2017</i>	Call Center P... Health Point - ABC ... <i>Posted 01/06/2017</i>	Student Intern Health Point - Brya... <i>Posted 01/06/2017</i>	Clinical Assi... Health Point - Brya... <i>Posted 01/06/2017</i>
Clinical Assi... Health Point - Brya... <i>Posted 01/06/2017</i>	Certified Med... Health Point - ABC ... <i>Posted 01/06/2017</i>	Employee Trai... Health Point - ABC ... <i>Posted 01/06/2017</i>	Medical Assi... Health Point - Cent... <i>Posted 01/06/2017</i>

Job Openings

26
Jobs

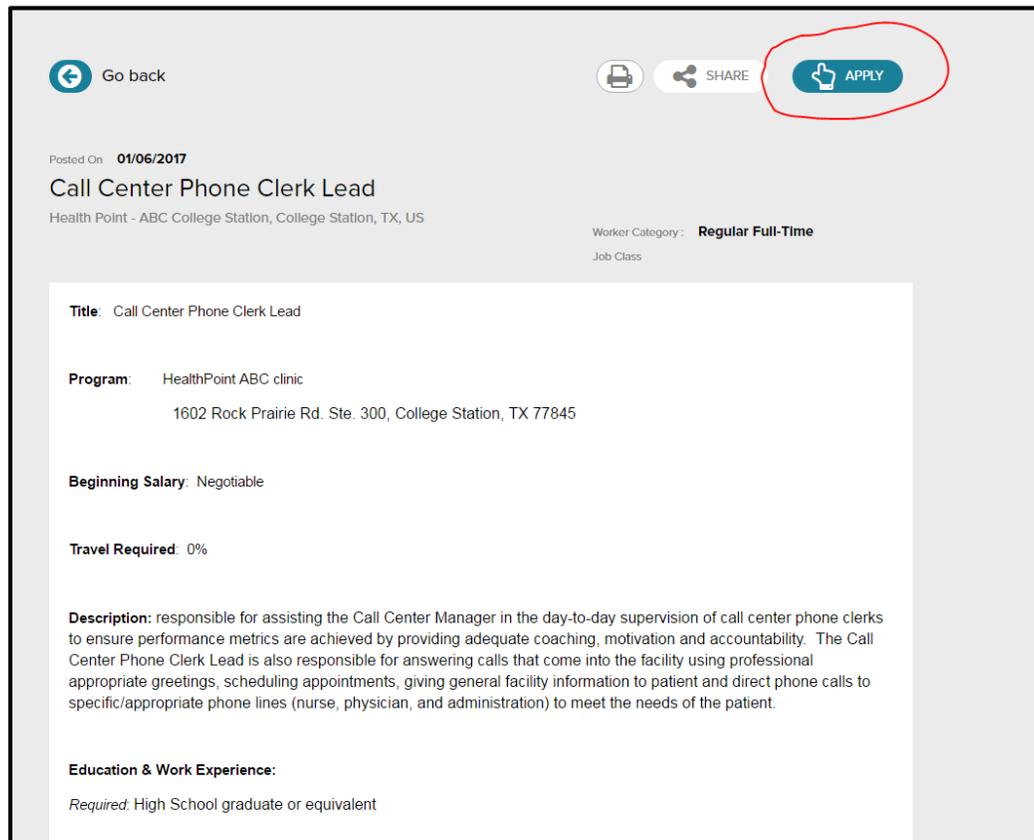
Click Sign In

The applicant can now log into their account to apply for the jobs offered.



After accessing the applicants account

- ▶ They can view the job postings listed, open one they are interested in and click on the apply button at the top right hand corner.



The screenshot shows a job posting interface. At the top left is a 'Go back' button with a left arrow icon. To its right are three buttons: a printer icon, a 'SHARE' button with a share icon, and an 'APPLY' button with a hand cursor icon. The 'APPLY' button is circled in red. Below these buttons, the text reads 'Posted On 01/06/2017' followed by the job title 'Call Center Phone Clerk Lead' and the location 'Health Point - ABC College Station, College Station, TX, US'. To the right of the location, it says 'Worker Category: Regular Full-Time' and 'Job Class'. The main content area is a white box with the following details: 'Title: Call Center Phone Clerk Lead', 'Program: HealthPoint ABC clinic' with the address '1602 Rock Prairie Rd. Ste. 300, College Station, TX 77845', 'Beginning Salary: Negotiable', and 'Travel Required: 0%'. A 'Description' section follows, stating the role is responsible for assisting the Call Center Manager in supervising phone clerks and handling patient calls. The 'Education & Work Experience' section requires a 'High School graduate or equivalent'.

Explore: The Application Wizard

- ▶ After logging in and creating a profile, the applicant completes the Application wizard to apply for a specific position.
 - ▶ **Steps:**
 - ▶ **Personal Information**-upload and attach a resume & enters personal information
 - ▶ **Additional Information**-can attach any other applicable documentation, such as cover letters and writing samples
 - ▶ **Questions**-answers the questions that were added to the requisition when it was created
 - ▶ **Review and Submit**-reviews the information that he or she entered, electronically signs their name to attest that all information is correct and true, and submits the application

The Application Wizard

Add Application for PC Support-San Francisco (0800)

1. Personal Information

2. Additional Information

3. Questions

4. Review and Submit

i The information on this step is saved as part of your profile, and can be updated after you complete this application

Résumé

Attach Résumé Enter Text Résumé

File formats: .DOC, .DOCX, .PDF, and .TXT only

UPLOAD RÉSUMÉ

Contact Information

First Name *

Sara

Middle Name

Last Name *

Smith

Generation Suffix

CANCEL

PREVIOUS

NEXT

SUBMIT

After the application is submitted for review by the manager

- ▶ The applicant will also receive an email saying their application was received. See below.

Subject: HealthPoint Application Received

Thank you for your interest in HealthPoint! Your application was submitted successfully to the hiring manager and is under review! You will be contacted if you are selected and considered for an interview. **IMPORTANT NOTICE:** We do not accept unsolicited resumes or applications – in other words, we only accept applications for positions we currently have posted. EOE/ADA.

Best of luck to you on your job search!

Thank you,
Employment - Human Resources Department
BVCAA/HealthPoint - Administration Office

Application History Page

- ▶ To access, the applicant can click his or her name and select Application History

WELCOME, ANTHONY ALBRIGHT   216 

Application History

Application History
My Profile
Change Password
Sign Out

Sr. Program Manager Req ID: 68465 <hr/> In Progress  	Sr. Manager Req ID: 68464 <hr/> <i>Applied 11/24/20XX</i> <hr/> Submitted
Technical Manager Req ID: 68459 <hr/> <i>Applied 11/23/20XX</i> <hr/> Offer Extended  RESPOND <i>Expires 12/20/20XX</i>	Office Manager Req ID: 68459 <hr/> <i>Applied 11/23/20XX</i> <hr/> Offer Accepted  
Product Manager Req ID: 68459 <hr/> <i>Applied 11/23/20XX</i> <hr/> Offer Declined  	

Help for Applicants

- ▶ In the Career Center, applicants can reference FAQs and online help by clicking  (help).