

Associate Referrals Step-By-Step Guide



ALL referrals must be submitted one of two ways:

- **Via your Unique Referral Link/URL to a Specific Job**
- **Via your General Unique Referral Link/URL**

By entering the referral process via your unique links, your Referral will receive an invitation to confirm you as a sponsor and apply to a role or indicate interest in ADP. This is the **only** way for you to receive the referral bonus if your Referral is hired as an eligible referral. Information on securing your unique links is provided below.

Here are all of the steps in the process for ADP ASSOCIATES:

1. **Visit: https://associateportal.adp.com/our_company/associate_referrals**
2. **Accept the privacy agreement (first visit only)**
3. **You are now in the Associate Referral Portal. Search for open roles (2 locations).**

REFERRAL ACTIVITY

Shared Links	Total Consented Referrals	Job-Specific Consented Referrals	Hired
57	57	3	0

FIND JOBS

Search job title or keywords

Location

FIND JOBS

RECENT JOBS

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4. When you find a role matching the interests and skills of someone you know, click "Submit Referral."

Posted Feb 27, 2020

Account Specialist: Payroll

Tempe, AZ, US

JOB ID
188652

JOB CODE
Consulting Services

JOB TYPE
FullTime

JOB DESCRIPTION
ADP is hiring a Payroll Advisor.

Thanks for clicking! Let us tell you a little more...

- Do you enjoy collaboration, working with people, and thrive in a fast-paced, friendly environment?
- Do you have the power to transform problems into timely, value-added solutions?
- Are you all about the follow-up and follow-through that helps you and your clients work smarter, embrace new challenges, and unlock a world of opportunity?

5. Here you have 4 ways to share this Job to your Referral:

- 1) Email (ADP Outlook)
- 2) LinkedIn
- 3) Facebook
- 4) Copy & Paste – share however else you'd like!

Posted on March 4, 2024

Sales Representative

Salem, NH, US

REFERRAL BONUS
1000 US Dollars

JOB ID
248822

JOB CODE
Sales

JOB TYPE
Full-Time

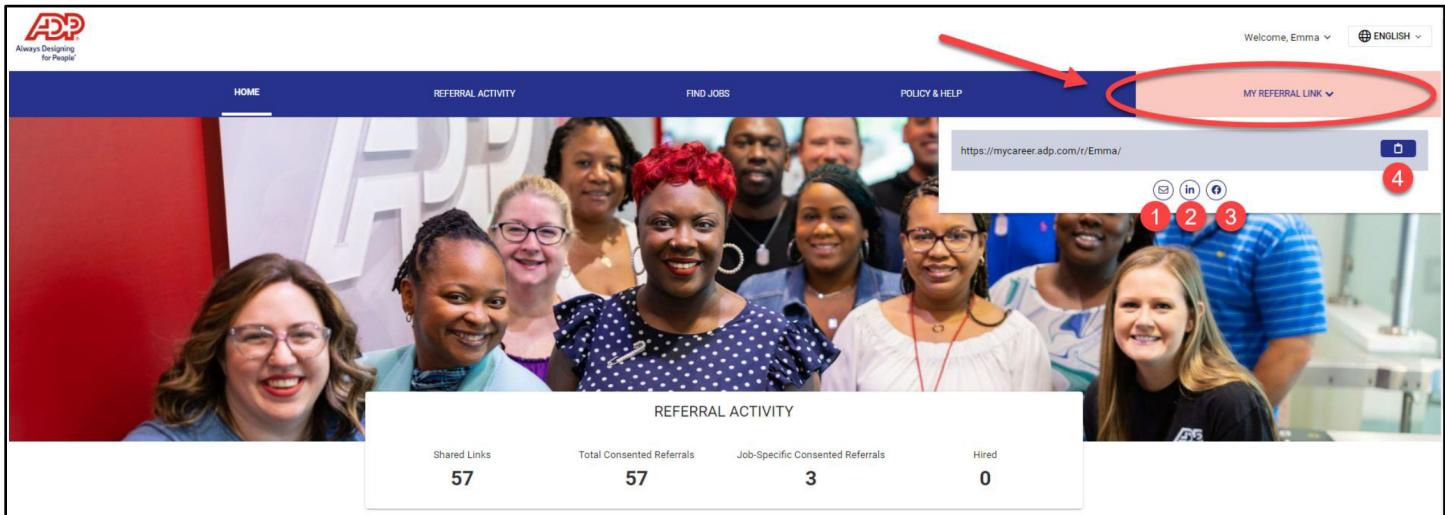
JOB DESCRIPTION
ADP is hiring a Sales Representative, Small Business Services.

- Are you ready to build a rewarding future? Uncapped commissions, lavish incentive trips, and career advancement are some of the ways.
- Do you want to join a Fortune 250 company with industry-leading sales training and the latest sales technology to help you achieve success?
- Are you looking to join a fast-paced, inclusive environment with a culture of collaboration and belonging?

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If you can't find a role matching the interests and skills of someone you know, you can also submit a General Referral to ADP. This allows your Referral to search all jobs and apply on their own time. Here again, you have the 4 ways to share your unique My General Referral Link/URL to your Referral:



The screenshot shows the ADP Referral Activity page. At the top right, there is a 'MY REFERRAL LINK' button with a red arrow pointing to it. Below the header, there is a banner featuring a group of diverse people. The main content area is titled 'REFERRAL ACTIVITY' and displays the following statistics:

Shared Links	Total Consented Referrals	Job-Specific Consented Referrals	Hired
57	57	3	0

At the bottom of the page, there are four small circular icons labeled 1, 2, 3, and 4, each with a different sharing option: 1 (Email), 2 (LinkedIn), 3 (Facebook), and 4 (My Referral Link).

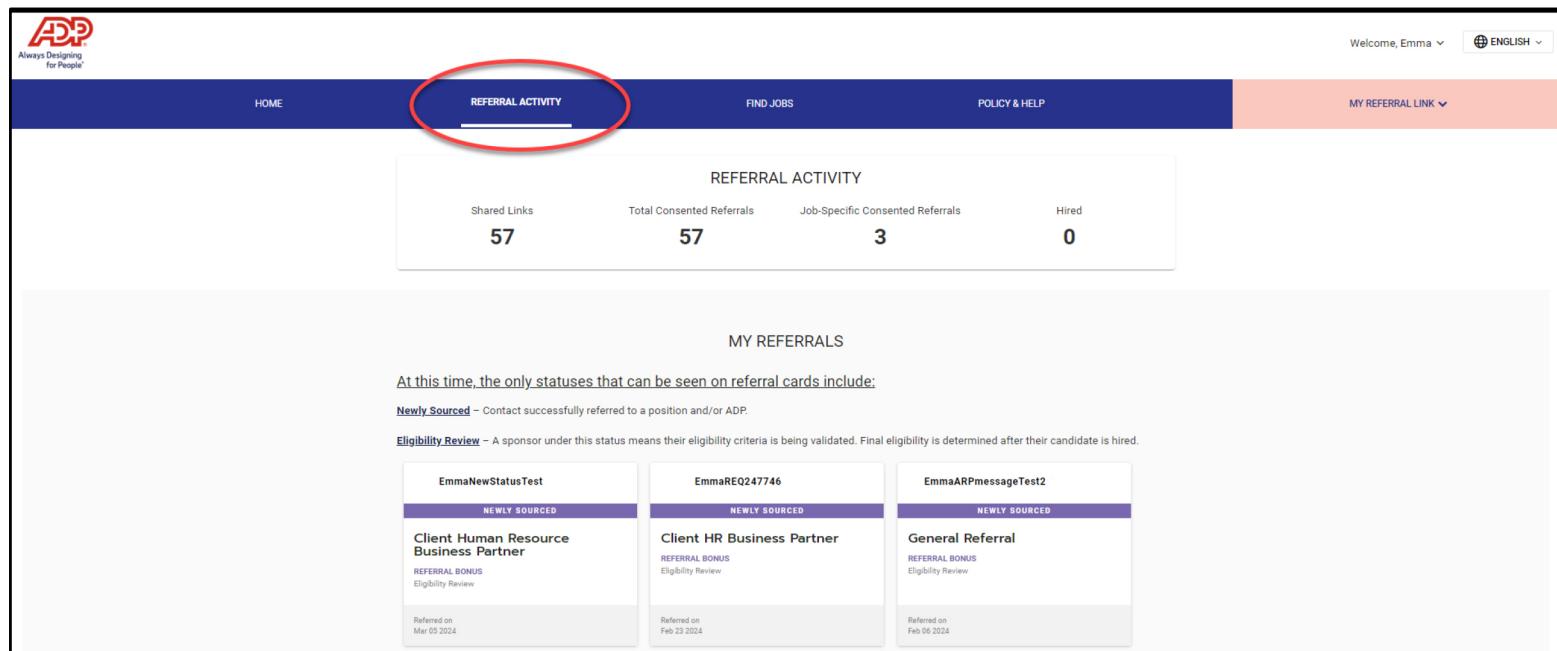
6. Once you have sent a Job or your General Unique Link/URL, that's it! Please see Referral's Experience below to see how they confirm you as their Sponsor and Apply.

You can view the status of all your referrals under "REFERRAL ACTIVITY"

Shared Links: How many times you have shared an ARP URL

Total Consented Referrals: How many referrals have entered the system by either joining the Talent Network or by clicking "Confirm Sponsorship and apply" for specific jobs

Job-Specific Consented Referrals: How many referrals entered the system for specific jobs by clicking "confirm and apply" for specific jobs



The screenshot shows the ADP Referral Activity page with the 'REFERRAL ACTIVITY' tab highlighted with a red circle. The main content area is titled 'REFERRAL ACTIVITY' and displays the same statistics as the previous screenshot:

Shared Links	Total Consented Referrals	Job-Specific Consented Referrals	Hired
57	57	3	0

Below this, there is a section titled 'MY REFERRALS' with the following text: 'At this time, the only statuses that can be seen on referral cards include:'. It lists two statuses:

- Newly Sourced** – Contact successfully referred to a position and/or ADP.
- Eligibility Review** – A sponsor under this status means their eligibility criteria is being validated. Final eligibility is determined after their candidate is hired.

Three referral cards are shown, each with a 'NEWLY SOURCED' status:

- EmmaNewStatusTest**
Client Human Resource Business Partner
REFERRAL BONUS
Eligibility Review
Referred on Mar 05 2024
- EmmaRE0247746**
Client HR Business Partner
REFERRAL BONUS
Eligibility Review
Referred on Feb 23 2024
- EmmaARPMmessageTest2**
General Referral
REFERRAL BONUS
Eligibility Review
Referred on Feb 06 2024

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Statuses that can be seen on referral cards include:

Newly Sourced Referral – The Contact has been referred to a position and/or ADP

Eligibility Review - You are in this status since there are other eligibility criteria currently being checked on. Final eligibility will be determined after the hire has been made. There are a couple of reasons why you may be ineligible to receive a referral payout after this check:

- It may be the type of role. Non-Sales Internships, temporary and/or contractor positions are not eligible.
- Referrals who are former ADP associates who are rehired less than two years from their last day worked at ADP are not eligible
- Your role at ADP is not eligible

Please review our Associate Referral Program Policy [here](#) for more information.

Referral's Experience

Although there are four ways to send a Link/URL to a Job and/or refer to ADP, below is the Referral's experience through emails. All five ways have very similar candidate experiences.

Referring to a Specific Job

1. Your Referral will receive the email below after you click the envelope icon to refer them to a Specific Job.



You've Been Referred to a Position at ADP!

To:

Hi Referral!

ADP has some new career opportunities, and I immediately thought of you when I spotted one job on ADP's careers website! If you're interested in reviewing, please confirm me as your sponsor and explore this (and other opportunities), here <https://mycareer.adp.com/r/Emma/jobs/6007554802282020>.

Please use the link above so that I get credit for referring you! Thanks for doing this, I really appreciate it.

Thanks!

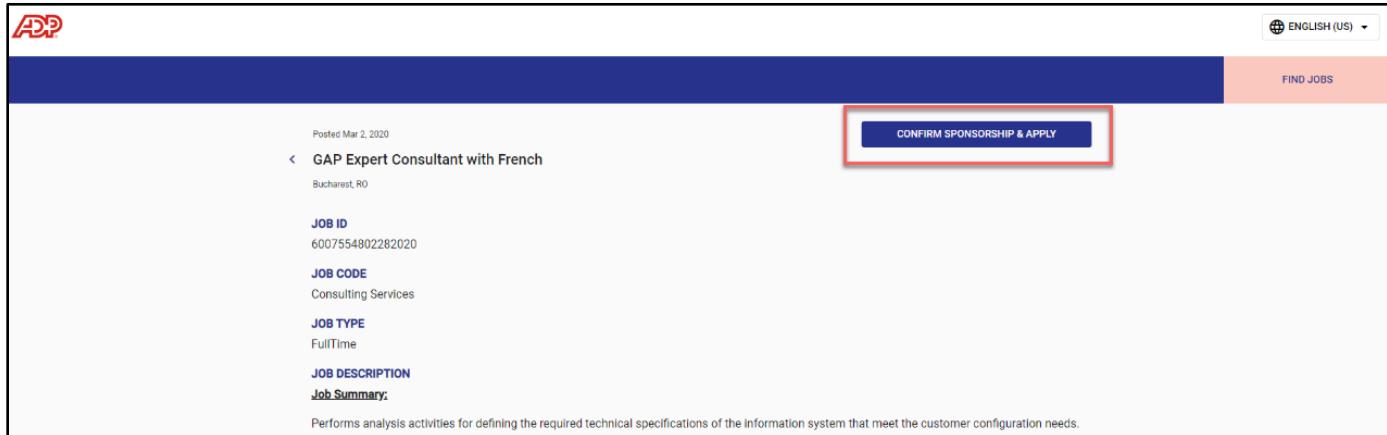
ADP
Always Designing
for People™

Emma

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- When your Referral clicks on the link/URL, they will land on the Job description to review and can Confirm Sponsorship & Apply.



ADP

ENGLISH (US) ▾

FIND JOBS

Posted Mar 2, 2020

◀ GAP Expert Consultant with French

Bucharest, RO

JOB ID
6007554802282020

JOB CODE
Consulting Services

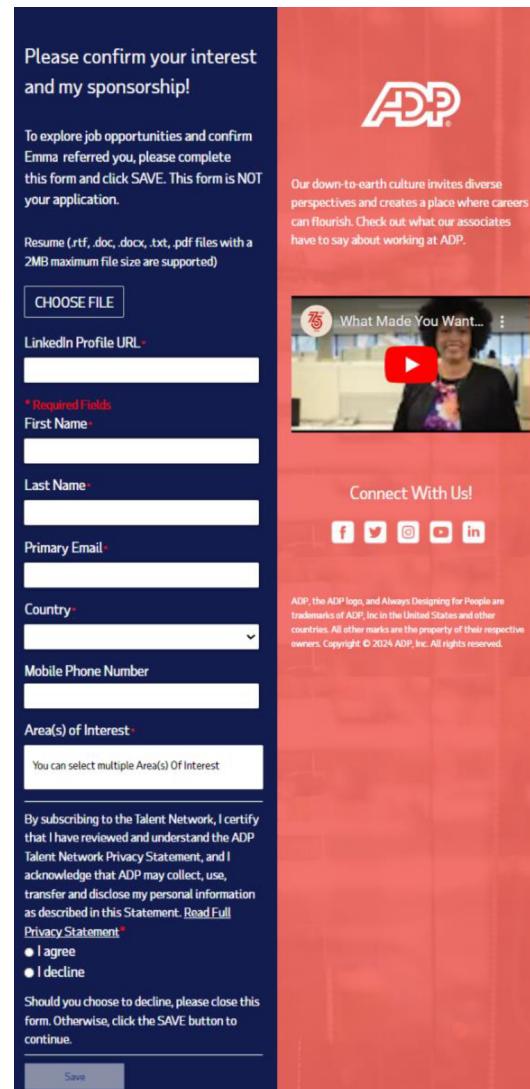
JOB TYPE
FullTime

JOB DESCRIPTION
[Job Summary](#)

Performs analysis activities for defining the required technical specifications of the information system that meet the customer configuration needs.

CONFIRM SPONSORSHIP & APPLY

- To Confirm Sponsorship & Apply, your Referral will provide some basic contact information and attach a resume or LinkedIn profile through a talent form.



Please confirm your interest and my sponsorship!

To explore job opportunities and confirm Emma referred you, please complete this form and click SAVE. This form is NOT your application.

Resume (.rtf, .doc, .docx, .txt, .pdf files with a 2MB maximum file size are supported)

CHOOSE FILE

LinkedIn Profile URL*

* Required Fields

First Name*

Last Name*

Primary Email*

Country*

Mobile Phone Number

Area(s) of Interest*
You can select multiple Area(s) Of Interest

By subscribing to the Talent Network, I certify that I have reviewed and understand the ADP Talent Network Privacy Statement, and I acknowledge that ADP may collect, use, transfer and disclose my personal information as described in this Statement. [Read Full Privacy Statement*](#)

I agree
 I decline

Should you choose to decline, please close this form. Otherwise, click the SAVE button to continue.

Save

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Our down-to-earth culture invites diverse perspectives and creates a place where careers can flourish. Check out what our associates have to say about working at ADP.

What Made You Want... 

Connect With Us! 

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General Referral (NOT to a specific job)

1. Your Referral will receive the email below after you click the envelope icon to refer them in general to ADP.



Hi Referral,

We have a lot of new opportunities at ADP, and I thought of you! If you're interested, please confirm me as your sponsor and start exploring our open jobs by clicking here: <https://mycareer.adp.com/r/Emma>.

Please use the link above so that I get credit for referring you! Thanks for doing this, I really appreciate it.

Happy job hunting!

 Emma

2. When your Referral clicks on the link/URL in the email you sent them, they will land on the Candidate ARP Portal, where they have 2 options:
 1. Confirm Sponsorship & Apply
 - They can complete a talent form, which confirms you as their Sponsor
 2. Find/ Search Jobs
 - When they find a job, they will Confirm Sponsorship & Apply

The screenshot shows the ADP Candidate ARP Portal. At the top, there is a banner with a group photo of diverse employees and the text "WELCOME! YOU'VE BEEN REFERRED". Below the banner, a message encourages the user to join the talent community and search for roles. A red circle highlights the "CONFIRM SPONSORSHIP & APPLY" button, which is part of a call-to-action box. Number 1 is placed next to this button. Number 2 is placed next to the search bar at the bottom left. Number 3 is placed next to the "FIND JOBS" button at the top right. The portal also features a search bar, location input, and a "FIND JOBS" button at the bottom right.

*Please note as long as your Referral has Confirmed Sponsorship & Apply through the Candidate ARP Portal initiated from your unique URL, they are linked to you as a referral for 6 months. They do not have to formally apply to a job to be linked. They can come back and search for open jobs at any time through the referral link or go directly to jobs.adp.com.

Updated November 8, 2024.