

Associate Referrals Step-By-Step Guide



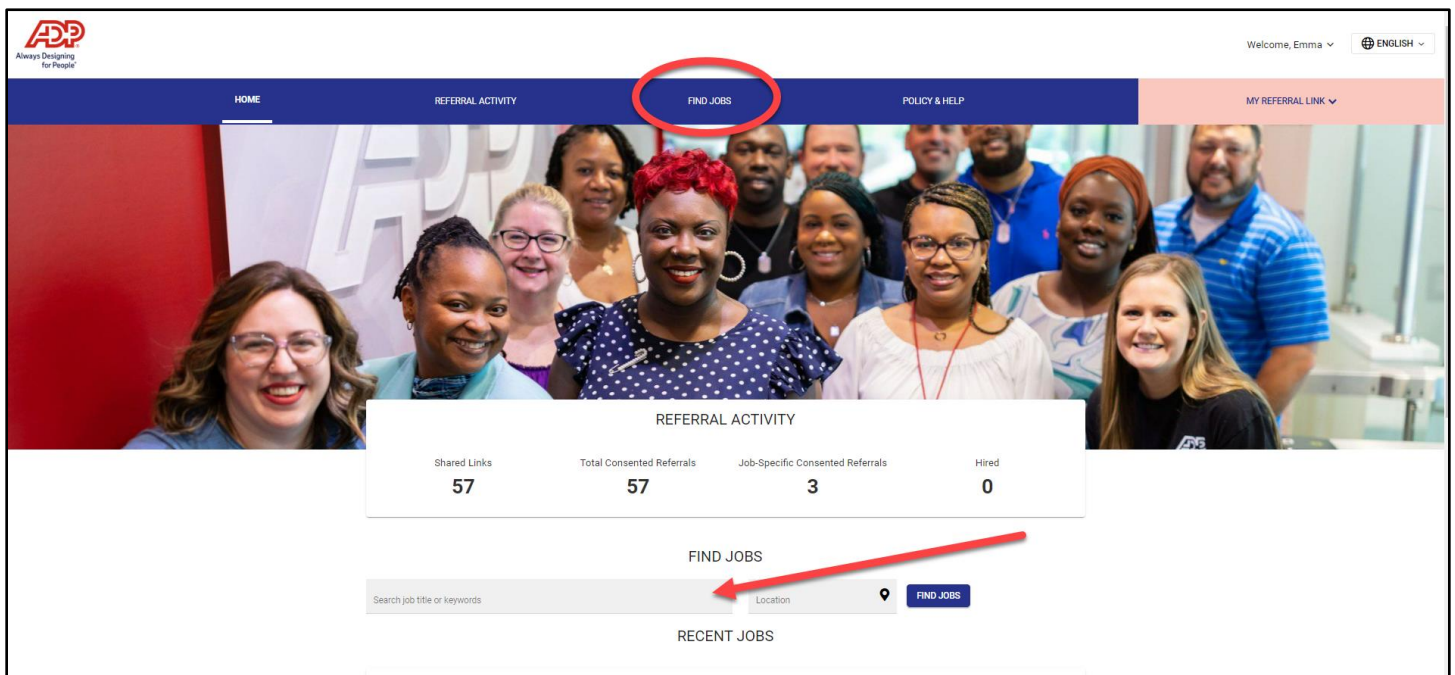
ALL referrals must be submitted one of two ways:

- **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:

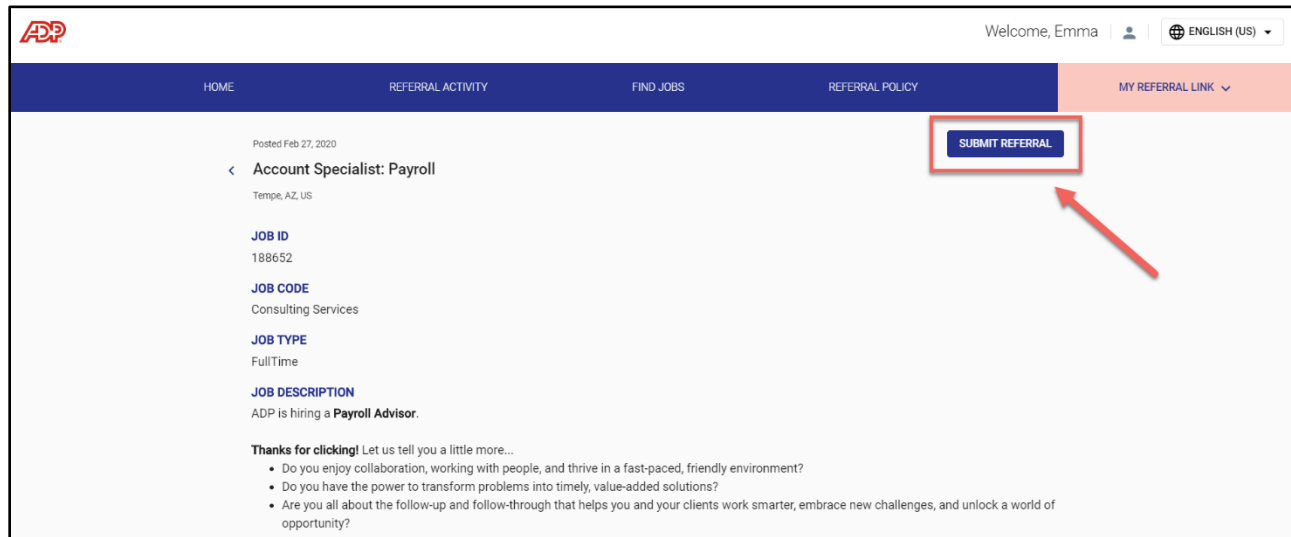
1. **Visit: https://associateportal.adp.com/our_company/associate_referrals**
2. **Accept the privacy agreement (first visit only)**
3. **You are now in the Associate Referral Portal. Search for open roles (2 locations).**



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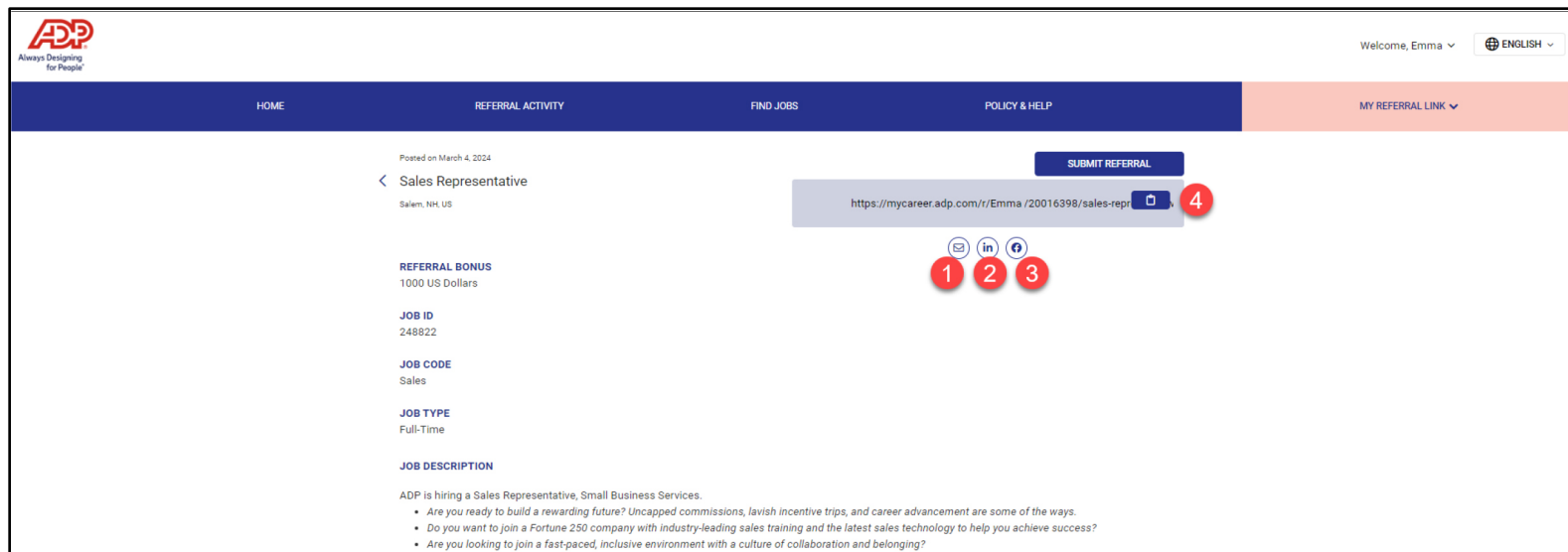


4. When you find a role matching the interests and skills of someone you know, click "Submit Referral."



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

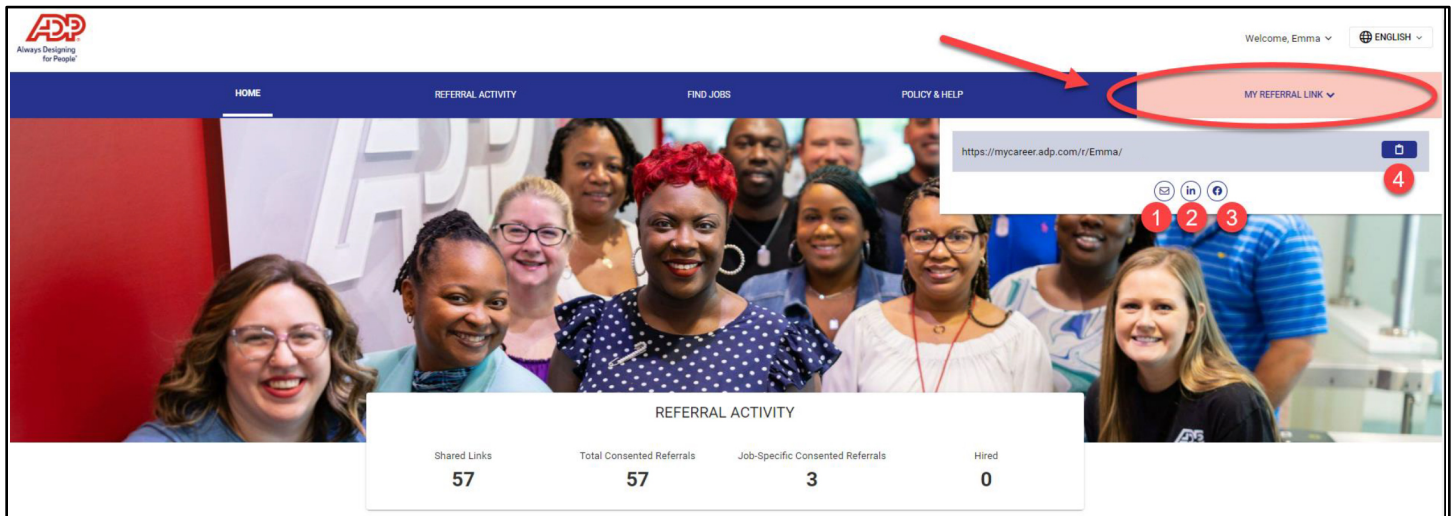
- 1) Email (ADP Outlook)
- 2) LinkedIn
- 3) Facebook
- 4) Copy & Paste – share however else you'd like!



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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:



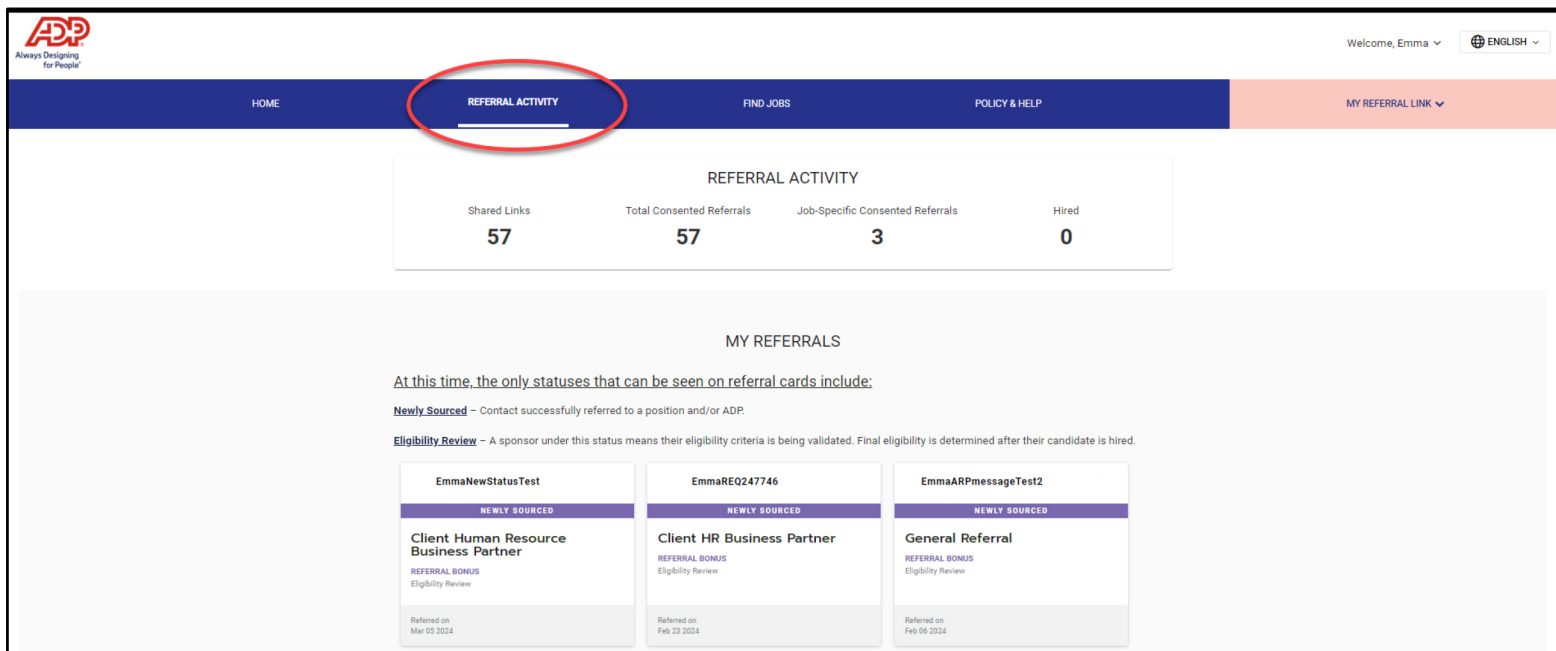
6. Once you have sent a **Job** or your **General Unique Link/URL**, that's it! Please see Referral's Experience below to see how they confirm you as their Sponsor and Apply.

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

Shared Links: How many times you have shared an ADP 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



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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

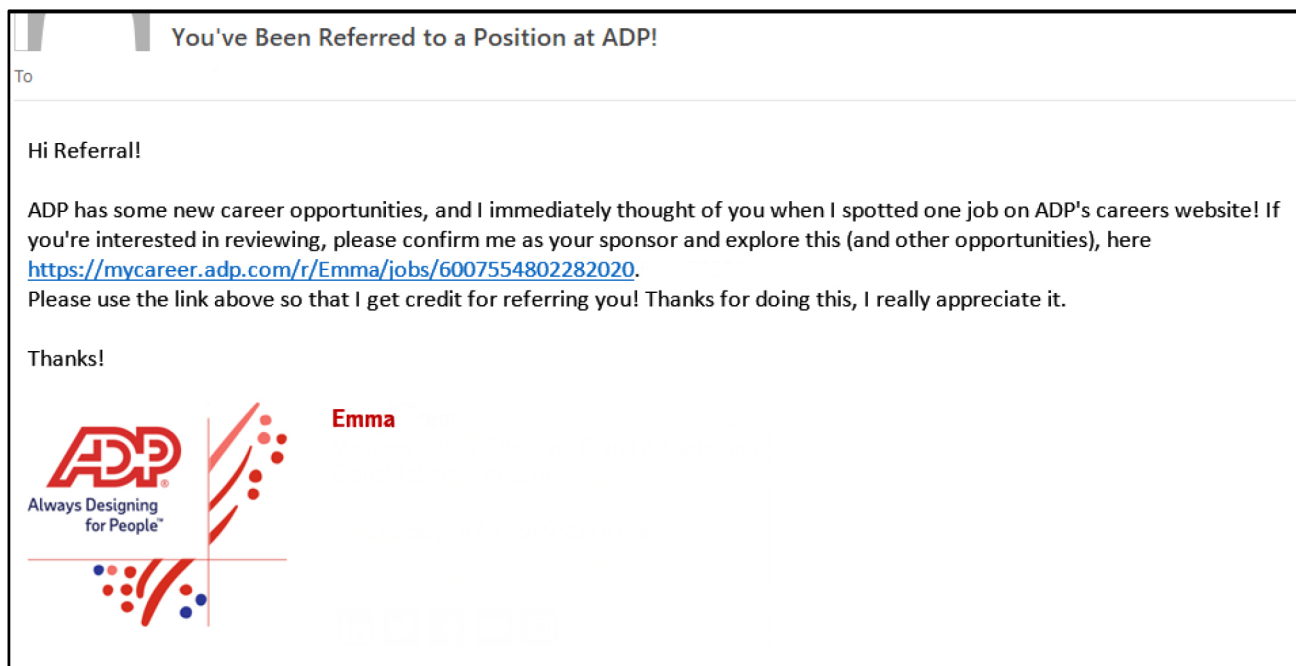
Please review our Associate Referral Program Policy [here](#) for more information.

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**.



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

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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

3. 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!

f t i y in

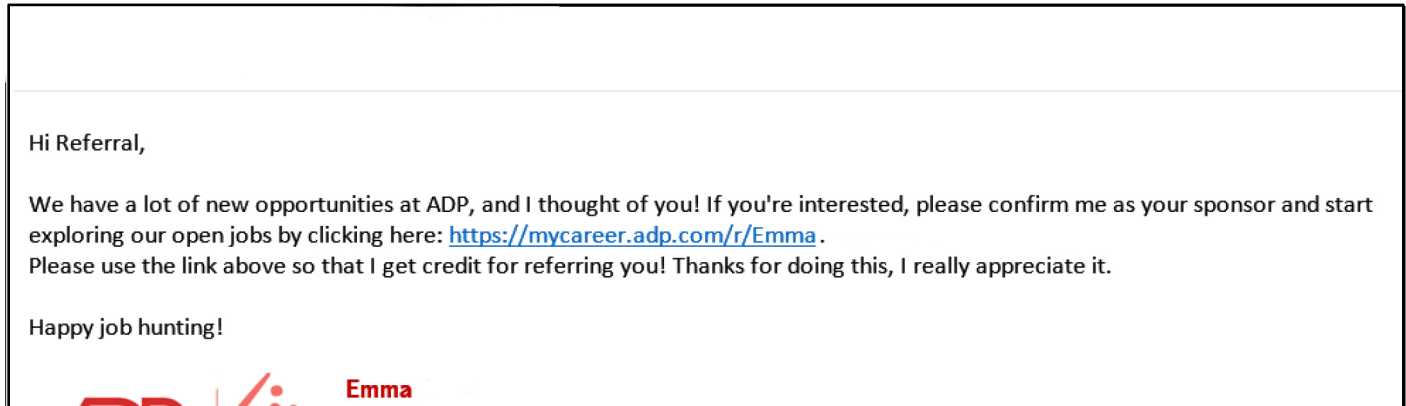
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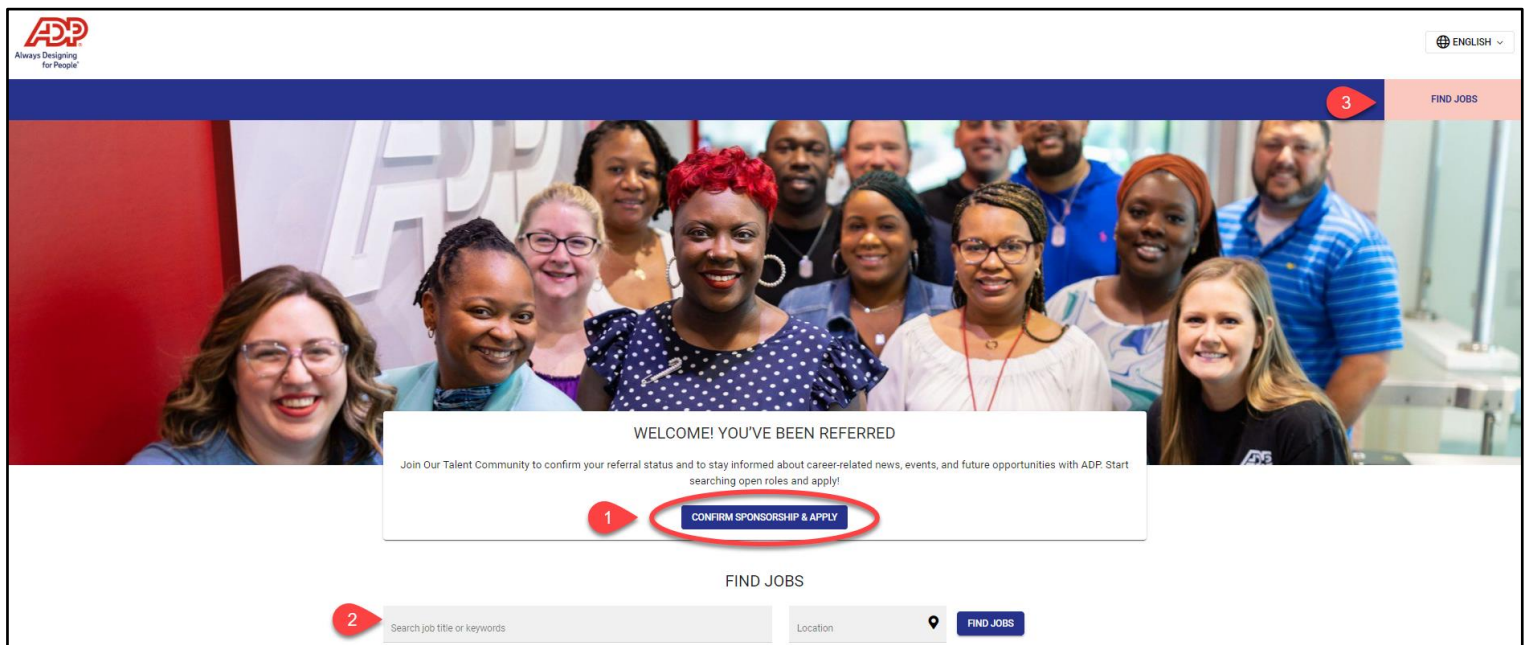


General Referral (NOT to a specific job)

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



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



***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.