

Applying for Internal Opportunities through ADP Recruitment Management

Current employees may access career opportunities through the MyADP dashboard. Login to your MyADP account and find the **Talent** tile. From there you will select **Career Search**.

The screenshot displays the MyADP dashboard interface. On the left is a vertical navigation menu with icons for Pay, Team, Time, Benefits, Company, and Insights. The main dashboard area is divided into several sections:

- Your Time:** Shows a time period of JAN 26 - FEB 8 and a total time of 0:00 HRS:MINs with an 'ENTER TIME' button.
- Things To Do:** Lists 1 task: 'Time Off Request' with 1 Submitted and 1 Due Today.
- Your Benefits:** Prompts the user to view current benefits or make a change to their benefits coverage.
- Your Pay:** States that statements will be provided once paid and offers to set notifications for new pay statements.
- Team Attrition:** An overview section with metrics for Terminations, Hires, Projected Retirement, Turnover Rate, and New Hire Turnover Rate, all showing 0 for the current quarter.
- Talent:** A section containing a 'Career Search' button, which is highlighted by a red arrow.
- Company Links:** A list of links including Career Development, Recruitment Mgmt Link, Pay Calculator, Manager Authorizations, EE Activity Notifications, CityNet, and Training and Development.