Posting Jobs to ADP

1. CLICK ON **PROCESS**
2. CLICK ON **RECRUITMENT**
3. CREAT REQUISITION
   - Job Title (correct ADP job description)
   - Hiring Manager (who they report to)
   - Worked in country
   - Target requisition date
   - How many openings
   - Location
   - Salary information
   - Annual/hourly (show salary if you chose)
4. RECRUITER INFORMATION
   - Name
   - Email
   - Phone number
5. CLICK ON SHOW JOB POSTING
6. JOB DESCRIPTION (Upload PDF or copy and paste)
7. CLICK ON THE FOLLOWING BOXES:
   - Require a resume
   - Attestation
   - WOTC

8. POSTING QUESTIONS
   - Select from question bank
   - Questions are preset by Prairie Farms but you can add additional questions from the bank : i.e. Are you at least 18 years of age? Do you have a CDL A?
2. CLICK **DONE**
3. REQUISTION #
4. STATUS --- OPEN/CLOSE (INTERCHANGEABLE)
5. EXTERNAL CAREER CENTER

   Click on both :
   - Prairie Farms
   - Hiland Dairy
6. PUBLISH DATE
   - End date is optional
7. POST THIS JOB TO EXTERNAL JOB SITES
8. COMPANY NAME
   - Click on the pencil
   - Type in : Hiland Dairy
9. **EXIT OUT**

For further questions, please contact Cloé Richards at (417) 370-6440.