ADP Workforce Now®
Frequently Asked Questions for
Job Seekers

Here are answers to frequently asked questions (FAQ) about ADP Workforce Now Careers site.

- How can I register on the Career site?
- How can I search for jobs?
- How can I view job details?
- How can I apply for a job?
- How can I create my profile?
- How can I view my job application status?
- How can I share a job opening through email and social media sites?
- How can I retrieve my forgotten password and user ID?
- How can I change my language settings?
- How can I change my password?
- How can I apply for a job without registering on the Career site?
- How long will my profile remain active on the Career site?
- Will my information be saved if I time out?
- What is the page time-out duration? Can I change it?
- What are the supported browsers and operating systems for this site?
- What is the size limit of the attachments?
- What are the supported file types for attachments?
- How many documents can I attach with my profile?
- How can I withdraw my application I already submitted?
- How can I edit my application I already submitted?
- How can I perform an advanced job search?

How can I register on the Career site?

Click **Register Now** on the **Login** page and follow the steps in the wizard to create your user ID and password.

How can I search for jobs?

On the **Home** page, click **Show All Job Openings**. Enter your search criteria and click **Search**.

OR

On the **Job Postings and Search** page, enter your search criteria and click **Search**.

How can I view job details?

Search for a job and click the **Job Card**.

How can I apply for a job?

1   Register or log in to the Career site.

2   Search for the job and click the **Job Card**.

3   Click **Apply**.

How can I create my profile?

1   Register or log in to the Career site.

2   Search for the job and click the **Job Card**.

3   Click **Apply**.

4   Follow the steps in the wizard.

How can I view my job application status?

1   Register or log in to the Career site.

2   Click your **Name** at the top of the page.

3   Select **Applications History** to view the status of your job applications.

How can I share a job opening through email and social media sites?

1   Search for a job

2   Click the **Job Card**.

3   Click **Share**.

How can I retrieve my forgotten password and user ID?

- To retrieve your Password, click the **Forgot Your Password** link on the **Login** page. Complete the steps in the wizard to have a new password sent to your email address.
- To retrieve your User ID, click the **Forgot Your User ID** link on the **Login** page. Complete the steps in the wizard to have your user ID sent to your email address.

How can I change my language settings?

Click the **Language** drop-down at the top of the page and select your desired language.

How can I change my password?

1   Register or log in to the Career site.

2   Click your **Name**.

3   Select **Change Password**.

4   Enter the **Old Password**.

5   Enter the **New Password**.

Return to top

How can I apply for a job without registering on the Career site?

You cannot apply for a job without registering. For more information on how to register, see How can I register on the Career site?

How long will my profile remain active on the Career site?

Your profile will remain active for a number of years. However, we encourage you to update your profile on regular basis.

Will my information be saved if I time out?

Your information is saved automatically every 5 minutes.

What is the page time-out duration? Can I change it?

Application has 20 minutes page time-out duration and you cannot change it.

What are the supported browsers and operating systems for this site?

Click here to know more about the supported browsers and operating systems.

What is the size limit of the attachments?

You can attach the documents up to the size of 12 MB.

Return to top

What are the supported file types for attachments?

Following are the supported file formats:

File Type	Extension
doc	MS Word Document
docx	MS Word Open XML Format Document
gif	Graphic Interchange Format File
htm	Hypertext Markup Language
html	Hypertext Markup Language
jpg	JPEG Image File
pdf	Portable Document Format
rtf	Rich Text Format
txt	Text File
wpd	WordPerfect Document
wps	MS Works Word Processor Document

Return to top

How many documents can I attach with my profile?

Apart from your resume, you can attach 10 additional documents up to the size of 12 MB.

How can I withdraw my application I already submitted?

You cannot withdraw your application after you submit it. However, you can delete it from the **Applications History** page.

How can I edit my application I already submitted?

You cannot edit your application after you submit it. However, you can edit it from the **Applications History** page.

How can I perform an advanced job search?

1   On the **Home** page, click **Show All Job Openings**, and then click **Can't Find What You Are Looking For?**

2   Enter the search criteria such as Location, Job Class, Employment Type, Posted, and Salary range.

3   Click **Search**.

Return to top