Guide

Job Requisitions API Guide for ADP Workforce Now

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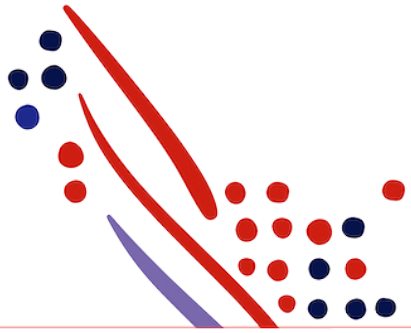

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Chapter 1

About the API

Summary

The Job Requisitions Application Programming Interface (API) can be used to retrieve a specific job requisition or a list of all job requisitions the requester is authorized to view.

IMPORTANT: The Job Requisition API currently supports requisitions defined in US-English only. See **US1398337: Multi-Lingual support for the Job Requisition API is not available** in Chapter 6: Known Issues and Limitations for more information.

What's New in this Guide?

April 2026

- Removed github links from Chapter 4 and moved those scenarios to the related spec.

June 2025

- Updated valid links to the API explorer.

August 2022

- Updated API endpoints and samples to link to API explorer.

August 2021

Added two new test cases for Canada clients and its corresponding samples under Responses section of Chapter 2 : Retrieving a List of All the Job Requisitions for the Requester

June 2021

- APIs listed in this guide are now supported for ADP WoorkForceNow Next GEN.
- Updated Supported Product Version and Customer Base section under this chapter
- Updated **Request Header Parameters** under Chapter 2: Retrieving a List of All the Job Requisitions for the Requester

May 2021

- Added information on Tracking pixels under Chapter 5: Frequently Asked Questions
- Added Job-requisition.change event notification under Chapter 3: Supporting Event Notifications

April 2020

- Added a link to a video walkthrough of this guide.

March 2020

- Added an HTML version of this guide to the API Developer Resources site along with a downloadable PDF.

About the $top and $skip Filters

NOTE: The Job Requisitions API will retrieve only 20 records in the response, regardless of the total number of records in the system.

The Job Requisitions API supports paging using the **$top** and **$skip** Open Data (OData) parameters. This facilitates viewing of all the job requisitions where the count exceeds 20 records (which is posted by the Hiring Manager).

While using the **$top** filter, if top value is greater than 20, it will display only 20 items at one time and **$skip** will be used to get the next 20 records.See **Question 1: How can I check multiple entries using pagination for job requisitions posted by the Hiring Manager?** in Chapter 5: Frequently Asked Questions.

The total number of records for the client is available at the end of the response under the meta section. This is useful while navigating when the number of records is greater than 20, using the pagination feature, and applying the **$top** and **$skip** filters. For example, **"meta": { "totalNumber": 6 }**.

If a job requisition is saved with only posting information (for example, the **Requisition Status** is **Set Up In Progress**), then it will not be counted in the total number of records. For example, if there are 20 open records, 2 **On Hold**, and 1 in **Set Up In Progress**, the API response shows as 22 records under the meta section. The **Set Up In Progress** record will not be counted in the total number of records.

While making a filter search for **requistionLocations/itemID** only those locations will be returned for which there is a description present in the ADP Workforce Now user interface (UI) by selecting **SETUP > Tools > Validation Tables > Employment Profile > Corporate Groups > Location**, under **Validation Tables**.

Other Supported Filters

The Job Requisitions API supports several filters to search requisitions:

- Requisition Status
- Requisition Type - Internal/External or Both
- Job Title
- Hiring Manager
- Location - Single/Multiple
- Evergreen Indicator

For more information, see **Question 9: How can we filter job requisitions based on Requisition Type, Job Code, Location, Evergreen Indicator, visibleToJobSeekerIndicator, and by using a combination of filters?** in Chapter 5: Frequently Asked Questions.

Supported Product Version and Customer Base

This API is supported for US and Canada clients.

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While using this GET Requisitions for Canada clients it is mandatory to pass **Accept-Language:en_CA** header for English description and **Accept-Language:fr_CA** for french description.

Process Overview

The following table shows an illustration of how your data connector application would be used by a client.

	Actor	Task Description
1	Client practitioner	Triggers the API-based data exchange between your application and ADP Workforce Now.
2	Your application	Gets job requisition details created by a Hiring Manager using the Job Requisitions APIs.
3	Client practitioner	Verifies the information under **Process > Talent > Requisitions**.

Postman Collection

Postman allows you to import a collection of APIs, created by others, so you can try them out. For more information on Postman, see Making Your First API Call Using Postman.

To download API collections for the Job Applications V2 API from the ADP GitHub library and import them to Postman, go to Job Requisitions Postman Collection.

Chapter 2

Use Case: Retrieving a List of All the Job Requisitions for the Requester

Use Case Description

This use case retrieves a list of all job requisitions the requester is authorized to view.

Link to API Explorer Job Requisitions

API Usage

Method	Uniform Resource Identifier (URI)	Description
GET	/staffing/v1/job-requisitions	Request the list of all available job requisitions that the requester is authorized to view.
GET	/staffing/v1/job-requisitions/{job-requisition-id}	Returns a job requisition.

- ItemID in the response is referred to as the **job requisition id**, which can used as an input path parameter to the Job Requisition API to retrieve the information for a single job requisition (such as staffing/v1/job-requisitions/{job-requisition-id}).
- (Default) Job Requisition API returns only 20 records in the response.

Application Scope

The canonical URI corresponding to the Job Requisition API needs to be added in the Consumer Application Registry (CAR) for the subscription following which a user can access this API and make successful API calls.

The following canonical needs to be added to your application scope to enable this use case:

/staffing/staffingManagement/workFulfillmentManagement/jobRequisitionManagement/jobRequisition.read

Supported Actors

roleCode Value	Usage
Practitioner	Retrieves a list of all available job requisitions for an employee as a practitioner. A system user is considered a practitioner.

Request End Point Parameters

Path Parameter	Name
job-requisition-id	Job requisition ID.

Request Header Parameters

Description	Name	Value	Note
While using this API for Canada clients it is mandatory to pass this header parameter. This is not required for US clients.	Accept-Language	en_CA fr_CA	Here **'en'** is english and **'fr'** is french, based on the parameter the response will be displayed.

Sequence of Interactions

The following are the steps shown in the previous diagram:

1. Your consumer application makes a request to the ADP API endpoint for the Job Requisitions API.
2. The ADP API endpoint responds to the consumer application with the processing result.

Data Dictionary

The fields listed in the following table can be found in the ADP Workforce Now UI by selecting **Process > Talent > Requisitions > CREATE REQUISITION**.

The following table also lists the schema of the response payload for:

- **TAB I - POSITION INFORMATION**
- **TAB II - POSTING DETAILS**
- **JOB BOARD** page, which can be found at **Process > Talent > Requisitions**

Schema Location	Field Name	Section	Note
/jobRequisitions/itemID	Not Displayed	POSITION INFORMATION	
/jobRequisitions/clientRequisitionID	**Requisition #**	POSITION INFORMATION	
/jobRequisitions/requisitionStatusCode	**Requisition Status**	JOB BOARD POSTING DETAILS	Requisition Codes can be one of the following: **SetUp In Progress** **ON** (Open) **OH** (On Hold) **PA** (Pending Approval) **CD** (Closed) **Rejected**

Schema Location	Field Name	Section	Note
/jobRequisitions/requisitionStatusCode/effectiveDate	**Status Effective Date**	JOB BOARD POSTING DETAILS	
/jobRequisitions/companyName	Not Displayed	Not Displayed	
/jobRequisitions/visibleToJobSeekerIndicator	**Posting Status**	JOB BOARD POSTING DETAILS	Indicates true if requisition is accepting applications, false if not.
/jobRequisitions/job/jobCode	**Job Title**	Not Displayed	
/jobRequisitions/job/jobCode/codeValue	Not Displayed	Not Displayed	
/jobRequisitions/job/jobCode/shortName	Not Displayed	Not Displayed	
/jobRequisitions/job/jobTitle	Not Displayed	POSITION INFORMATION	
/jobRequisitions/job/occupationalClassifications	Not Displayed	Not Displayed	
/jobRequisitions/job/occupationalClassifications/classificationCode	Not Displayed	Not Displayed	
/jobRequisitions/job/occupationalClassifications/classificationCode/codeValue	Not Displayed	Not Displayed	
/jobRequisitions/workerTypeCode	**Worker Category**	POSITION INFORMATION	
/jobRequisitions/workerTypeCode/codeValue			
/jobRequisitions/workerTypeCode/shortName			
/jobRequisitions/hiringManager/personName	**Hiring Manager**		
/jobRequisitions/hiringManager/personName/givenName			
/jobRequisitions/hiringManager/personName/familyName1			

Schema Location	Field Name	Section	Note
/jobRequisitions/hiringManager/personName/formattedName			
/jobRequisitions/hiringManager/associateOID	Not Displayed	Not Displayed	
/jobRequisitions/hiringManager/workerID	Not Displayed	Not Displayed	
/jobRequisitions/hiringManager/workerID/idValue	Not Displayed	Not Displayed	
/jobRequisitions/ requisitionLocations	Not Displayed	Not Displayed	
/jobRequisitions/requisitionLocations/itemID	Not Displayed	Not Displayed	
/jobRequisitions/requisitionLocations/address/countryCode	Worked In Country	POSITION INFORMATION	
/jobRequisitions/projectedStartDate	Target Start Date		
/jobRequisitions/internalIndicator	Applicant Type - INTERNAL	POSTING DETAILS	
/jobRequisitions/externalIndicator	Applicant Type - EXTERNAL		
/jobRequisitions/evergreenIndicator	Evergreen CheckBox	POSITION INFORMATION	
/jobRequisitions/lieDetectorAcknowledgementIndicator	Candidates must acknowledge the lie detector notice		
/jobRequisitions/openingsQuantity	Number Of Positions		
/jobRequisitions/workedInCountry	WORKED IN COUNTRY		
/jobRequisitions/openingsFilledQuantity	Positions Filled		
/jobRequisitions/organizationalUnits/itemID	Not Displayed		
/jobRequisitions/organizationalUnits/nameCode	Business Unit		

Schema Location	Field Name	Section	Note
/jobRequisitions/organizationalUnits/nameCode	**Home Department**	**POSITION INFORMATION**	
/jobRequisitions/requisitionLocations	Not Displayed	Not Displayed	
/jobRequisitions/requisitionLocations/address	**Location(s)**	**POSITION INFORMATION**	
/jobRequisitions/requisitionLocations/address/countryCode			
/jobRequisitions/organizationalUnits/nameCode/codeValue	Not Displayed	Not Displayed	
/jobRequisitions/organizationalUnits/typeCode/codeValue	Not Displayed	Not Displayed	
/jobRequisitions/payGradeRange/minimumRate/amountValue	**From Salary**	**POSITION INFORMATION**	
/jobRequisitions/payGradeRange/minimumRate/currencyCode	**From Salary Currency**		
/jobRequisitions/payGradeRange/minimumRate/unitCode	**From Salary Type**		
/jobRequisitions/payGradeRange/minimumRate/unitCode/codeValue	Not Displayed	Not Displayed	
/jobRequisitions/payGradeRange/maximumRate/amountValue	**To Salary**	**POSITION INFORMATION**	
/jobRequisitions/payGradeRange/maximumRate/currencyCode	**To Salary Currency**		
/jobRequisitions/payGradeRange/maximumRate/unitCode	**To Salary Type**		
/jobRequisitions/payGradeRange/maximumRate/unitCode/codeValue	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions	**Posting Name**	**POSTING DETAILS**	

Schema Location	Field Name	Section	Note
/jobRequisitions/postingInstructions/nameCode	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/nameCode/codeValue	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel/channelID	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel/nameCode	Posting Description	POSTING DETAILS	
/jobRequisitions/postingInstructions/postingChannel/nameCode/codeValue	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel/nameCode/shortName	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel/nameCode/longName	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel/internetAddress	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel/internetAddress/uri	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel/internalIndicator	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel/externalIndicator	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/postingChannel/defaultIndicator	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/internalIndicator	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/externalIndicator	Not Displayed	Not Displayed	

Schema Location	Field Name	Section	Note
/jobRequisitions/postingInstructions/resumeRequiredIndicator	**Checkbox Requires a Resume**	**POSTING DETAILS**	
/jobRequisitions/postingInstructions/postDate	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/expiryDate	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/validityAttestationIndicator	**Require Attestation by applicants**	Not Displayed	
/jobRequisitions/postingInstructions/applicationMethods/contact/personName/nameCode/formattedName	**Recruiter Name**	**POSITION INFORMATION**	
/jobRequisitions/postingInstructions/applicationMethods/contact/communication/emails	**Replies go to the following email**	**POSTING DETAILS**	
/jobRequisitions/postingInstructions/applicationMethods/contact/communication/emails/emailUri	**Recruiter Email**	**POSITION INFORMATION**	
/jobRequisitions/postingInstructions/applicationMethods/contact/communication/emails/nameCode/codeValue	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/applicationMethods/contact/communication/emails/nameCode/shortName	Not Displayed	Not Displayed	
/jobRequisitions/postingInstructions/applicationMethods/contact/communication/landlines/formattedNumber	**Recruiter Phone**	**POSITION INFORMATION**	
/jobRequisitions/postingInstructions/applicationMethods/contact/communications/faxes/formattedNumber	**Recruiter Fax**		
/jobRequisitions/requisitionReasonCode	**Comments/Reasons for Hire**		
/jobRequisitions/links	Not Displayed	Not Displayed	
/jobRequisitions/links/href	Not Displayed	Not Displayed	
/jobRequisitions/links/rel	Not Displayed	Not Displayed	

Schema Location	Field Name	Section	Note
/jobRequisitions/links/title	**Career Center Link**	**JOB BOARD POSTING DETAILS**	
/meta	Not Displayed	Not Displayed	
/meta/totalNumber	Not Displayed	Not Displayed	

Responses

You may encounter exceptions outside your common success scenarios. You must account for these exceptions during your initial development.

For more information, see API Common Exceptions and Tips for Handling.

Link to API Explorer Job Requisitions

Response Code	Condition	messageTxt	GitHub Sample Request Payload	Tips to Handle
200 OK	Successful response for all job requisitions posted by the hiring manager.	NA	NA	Resource: **/staffing/v1/job-requisitions** You can improve your API response by receiving 20 records using the OData parameters.
200 OK	Successful response for job requisitions along with french description for Canada client.	NA	NA	Resource: **/staffing/v1/job-requisitions** Header: **Accept-Language: fr_CA**
200 OK	Successful response for job requisitions along with english description for Canada client.	NA	NA	Resource: **/staffing/v1/job-requisitions** Header: **Accept-Language: en_CA**
200 OK	Successful response for all job requisitions using the **$top** and **$skip** OData parameters.	NA	NA	Resource: **/staffing/v1/job-requisitions?$top=1&$skip=1**
200 OK	Successful response for all job requisitions using the **$top** and **$skip** OData parameters and **RequisitionStatus**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$top=1&$skip=1$filter=requisitionStatusCode/codeValue eq ON**

Response Code	Condition	messageTxt	GitHub Sample Request Payload	Tips to Handle
200 OK	Successful response for all job requisitions using the **$top** and **$skip** OData parameters, **RequisitionStatus**, and **effectiveDate**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$top=5&$skip=10$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate lt 2019-05-20**
200 OK	Successful response for all job requisitions with filter for **RequisitionStatus** as **OPEN**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON**
200 OK	Successful response for all job requisitions with filter for **RequisitionStatus** as **SET UP IN PROGRESS**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq IN**
200 OK	Successful response for all job requisitions with filter for **RequisitionStatus** as **ON HOLD**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq OH**
200 OK	Successful response for all job requisitions with filter for **RequisitionStatus** as **PENDING APPROVAL**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq PA**
200 OK	Successful response for all job requisitions with filter for **RequisitionStatus** as **CLOSED**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq CD**
200 OK	Successful response for all job requisitions with filter for **RequisitionStatus** as **REJECTED**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq RD**
	Successful response for all job requisitions with filter for **RequisitionStatus** as **OPEN** and **effectiveDate** equal to **2019-05-20**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate eq 2019-05-20**
200 OK	Successful response for all job requisitions with filter for requisition status as **OPEN** and **effectiveDate** greater than to **2019-05-20**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND**

Response Code	Condition	messageTxt	GitHub Sample Request Payload	Tips to Handle
				requisitionStatusCode/effectiveDate gt 2019-05-20
200 OK	Successful response for all job requisitions with filter for **RequisitionStatus** as **OPEN** and **effectiveDate** greater than and equal to **2019-05-20**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON NAD requisitionStatusCode/effectiveDate ge 2019-05-20**
200 OK	Successful response for all job requisitions with filter for **RequisitionStatus** as **OPEN** and **effectiveDate** less than **2019-05-20**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate lt 2019-05-20**
200 OK	Successful response for all job requisitions with filter for **RequisitionStatus** as **OPEN** and **effectiveDate** less than or equal to **2019-05-20**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate le 2019-05-20**
200 OK	Successful response for all job requisitions with filter **InternalIndicator** as **true**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=internalIndicator eq true**
200 OK	Successful response for all job requisitions with filter **ExternalIndicator** as **true**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=externalIndicator eq true**
200 OK	Successful response for all job requisitions with filter **InternalIndicator** as **true** and **ExternalIndicator** as **true**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=internalIndicator eq true AND externalIndicator eq true**
200 OK	Successful response for all job requisitions with filter **JobCode**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter= job/jobCode/codeValue eq OT**
200 OK	Successful response for all job requisitions with filter **evergreenIndicator** as **true**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=evergreenIndicator eq true**

Response Code	Condition	messageTxt	GitHub Sample Request Payload	Tips to Handle
200 OK	Successful response for all job requisitions with filter **evergreenIndicator** as **false**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=evergreenIndicator eq false**
200 OK	Successful response for all job requisitions with filter requisition **Locations/itemID** (such as one location).	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=requisitionLocations/itemID eq 169731426531_1**
200 OK	Successful response for all job requisitions with filter requisition **Locations/itemID** (such as multiple locations).	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=(requisitionLocations/itemID eq 169731426531_1 or requisitionLocations/itemID eq 31553890_676)**
200 OK	Successful response for all job requisitions with combination of filters (such as job code, **evergreenIndicator** and requisition (**Locations/ItemID**).	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=job/jobCode/codeValue eq CONSSPR AND requisitionLocations/itemID eq 169731426531_1 AND evergreenIndicator eq false**
200 OK	Successful response for all job requisitions with posting status as **Accepting Applications**.	NA	NA	Resource: **/staffing/v1/job-requisitions?$filter=visibleToJobSeekerIndicator eq true**
200 OK	Successful response for a single job requisition.	NA	NA	Resource: **/staffing/v1/job-requisitions/169731993820_1**
400 Bad Request	Invalid itemID is passed in the request.	"userMessage": {"messageTxt": **"Not Found"**}	NA	Pass the proper **itemID**. You can get the list by making a job requisitions call without passing any itemID (such as **/staffing/v1/job-requisitions**).
400 Bad Request	While using the **$top** and **$skip** filters, if there are no more records available in the system to be displayed then the system will generate a **404 error NOT FOUND /staffing/v1/job-requisitions?$top=20&$skip=2500**.	"userMessage": {"messageTxt": **"Not Found"**}	NA	Use the **$top** and **$skip** filters only if you have a reasonable number of records posted by the hiring manager (such as records being greater than 20).

Use Case: Supporting Event Notifications

Use Case: Supporting Event Notifications

Link to API Explorer : Job Requisitions

Use Case Description

Your application should subscribe to and process the following event change notifications to synchronize data in the event of a data change in the ADP system. The changes described in the following table trigger Event Notification messages for the Job Requisition API. For more information about event notifications, see the ADP Event APIs and Event Notification Guide.

Event Notifications are generated when the following occurs:

- Job requisition is **Approved**
- Job requisition is **Cancelled**
- Job requisition is **Rejected**

Changes Triggering a Notification

Placing a Job Requisition on Hold and Closing a Job Requisition

1. Go to **Process > Talent > Requisitions**.
2. Select a requisition from the list.
3. Click **View/Change Posting Settings** from the Web application.
4. Change the status of the job requisition by selecting **OPEN > ON HOLD**.
5. Change the status of the job requisition by selecting **ON HOLD > CLOSED**.
   |/staffing/staffingManagement/workFulfillmentManagement/jobRequisitionManagement/jobRequisition.status.change.eventNotify.subscribe|jobRequisition.status.change

Approving a Job Requisition

1. Set up an **Approval Path** as shown in Chapter 7: Appendix.
2. Create a job requisition. The status of the requisition is **PENDING APPROVAL**.
3. Approve the job requisition.The status changes to **OPEN**
   |/staffing/staffingManagement/workFulfillmentManagement/jobRequisitionManagement/jobRequisition.status.change.eventNotify.subscribe|job-requisition.status.change

Rejecting a Job Requisition

1. Set up an **Approval Path** as shown in Chapter 7: Appendix.
2. Create a job requisition. The status of the requisition is **PENDING APPROVAL**.
3. Decline the requisition and the status changes to **REJECTED**
   |/staffing/staffingManagement/workFulfillmentManagement/jobRequisitionManagement/jobRequisition.status.change.eventNotify.subscribe|job-requisition. status.change

Cancelling a Job Requisition

1. Setup an **Approval Path** as shown in Chapter 7: Appendix.
2. Create a job requisition.The status of the requisition is **PENDING APPROVAL**.
3. Navigate to **Posting Status** and change the status to **CANCELLED** |/staffing/staffingManagement/workFulfillmentManagement/jobRequisitionManagement/jobRequisition.status.change.eventNotify.subscribe.|job-requisition.status.change

Resubmitting an Application

1. Setup an **Approval Path** as shown in Chapter 7: Appendix.
2. Create a job requisition. The status of the requisition is **PENDING APPROVAL**.
3. Navigate to **Posting Status** and change the status to **CANCELLED**.
4. Click **Resubmit Application**
   |/staffing/staffingManagement/workFulfillmentManagement/jobRequisitionManagement/jobRequisition.status.change.eventNotify.subscribe|job-requisition.status.change

Event Notification Details

Link to API Explorer Job Requisitions

Changes Triggering a Notification	Application Scope	eventNameCode Value
When a job requisition status is changed, then an Event Notification will be triggered.	/staffing/staffingManagement/workFulfillmentManagement/jobRequisitionManagement/jobRequisition.status.change.eventNotify.subscribe	job-requisition.status.change
After the job requisition is created and the user edits the information for the fields in the following table, then an Event Notification will be triggered. **Note**: This event response only shows the names of the fields whose data has been changed but not the data information. Please see provided sample response payload for better understanding.	/staffing/staffingManagement/workFulfillmentManagement/jobRequisitionManagement/jobRequisition.change.eventNotify.subscribe	job-requisition.change

The following table shows the list of fields from the **Posting Information** and **Posting Details** sections, if the changes trigger an event notification**.**

Field Name	Section	Notes
Job Title	Posting Information	
Worker Category	Posting Information	
Hiring Manager	Posting Information	Changing **Hiring Manger** results in changing **Business Unit**, **Home Department**, and **Location** if it is applicable to a manager.
Worked In Country	Posting Information	Applicable only when **GSOR** is **ON**.
Target Start Date	Posting Information	
EMPLOYEE(S) TO REPLACE - Number Of Positions	Posting Information	

Field Name	Section	Notes
Business Unit	Posting Information	
Home Department	Posting Information	
Currency [Next to Pay Grade]	Posting Information	
Comments/Reason For Hire	Posting Information	
Locations	Posting Information	
From Salary	Posting Information	
To Salary	Posting Information	
Currency [Salary Information]	Posting Information	Applicable only when **GSOR** is **ON**.
Recruiter Name	Posting Information	
Recruiter Email	Posting Information	
Recruiter Fax	Posting Information	
Recruiter Phone	Posting Information	
Applicant Type - Posting Settings	Posting Details	
Internal Applicants Only	Posting Details	
External Applicants Only	Posting Details	

Field Name	Section	Notes
Internal and External Applicants	Posting Details	
Require a Resume - Internal Applicants	Posting Details	
Require a Resume - External Applicants	Posting Details	
Screening Setting - Internal Applicants	Posting Details	
Screening Setting - External Applicants	Posting Details	
Require attestation by applicants - Internal Applicants	Posting Details	
Require attestation by applicants - External Applicants	Posting Details	
Worker Opportunity in Tax Credit Required	Posting Details	Applicable only for external applicants.
Replies to emails go to an unattended mailbox - Internal Applicants	Posting Details	
Replies to emails go to an unattended mailbox - External Applicants	Posting Details	
Replies go to the following email - Internal Applicants	Posting Details	
Replies go to the following email - External Applicants	Posting Details	
Posting Name	Posting Details	
Posting Details	Posting Details	Only applicable to client default locale - language.

The following table shows the list of fields from the **Posting Information** and **Posting Details** sections, if the changes do not trigger an Event Notification.

Field Name	Section	Notes
Field Name	**Section**	**Notes**
This is an evergreen job (no start date or limit on number of positions).	**Posting Information**	Check box
Display Location Description on Career Center	Posting Information	Check box
Candidates must acknowledge the lie detector notice.	**Posting Information**	Check box
ANNUAL [Salary Information]	**Posting Information**	Radio button
HOURLY [Salary Information]	**Posting Information**	Radio button
Show Salary Information to Job seekers [Salary Information]	**Posting Information**	Check box
PAY GRADE	**Posting Information**	Not available/applicable in the API response.
English (US) [Posting locale]	**Posting Details**	Check box
Include Shift Schedule and Budgeted Hours	**Posting Details**	This is a check box, not available/applicable in API response.

Changes to the **Posting Question** section fields do not trigger event notifications.

NOTE: There are no POST calls available for job requisitions. Therefore, the event notifications functionality is limited to the changes performed to the Web application only. For example, when the posting status of the job requisition changes.

Chapter 4

Use Case: Retrieving a List of Questions Posted for a Questionnaire ID

Use Case: Retrieving a List of Questions Posted for a Questionnaire ID

Use Case Description

This use case retrieves a list of all questionnaires for a job requisition the requester is authorized to view.

Link to API Explorer : Recruiting Questionnaires (WFN & ADPRM)

API Usage

Method	URI	Description
GET	/staffing/v3/work-fulfillment/recruiting-questionnaires/{itemID}	Returns the questionaire details for the sepcified requisitionID(itemID).

The **itemID** received in the job requisition response can be used to input the path parameter into the Questionnaire API. It is used to retrieve all the questions applicable for the specific job requisition. For example, staffing/v1/job-requisitions/{job-requisition-id}.

Application Scope

The following canonical needs to be added to your application scope to enable this use case:

/staffing/staffingManagement/positionSeekerManagement/questionnaireManagement/questionnaire.read

Supported Actors

Request Parameter roleCode Value	Usage
practitioner	Retrieves a list of all available job requisitions for an employee as a practitioner. A system user is considered a practitioner.

Request End Point Parameters

Path Parameter	Name
questionnaireID	Questionnaire ID

Request Header Parameters

None, in addition to the ADP standard header parameters.

Sequence of Interactions

1. Your consumer application makes a request to the ADP API endpoint for the Questionnaire API.
2. The ADP API endpoint responds to the consumer application with the processing result.

Data Dictionary

This API exposes values found in the ADP workforce Now UI by selecting **Process > Talent > Requisitions > CREATE REQUISITION**.

The following is the Schema of the response Payload for **TAB III - POSTING QUESTIONS**.

Schema Location	Field Name	Note
/questionnaireID	Not Displayed	The **questionaireID** is the same as **itemID**, which is received in the job requisition response.
/questionnaireTitle	Not Displayed	
/completionStatusCode	Not Displayed	
/completionStatusCode/code	Not Displayed	
/completionStatusCode/effectiveDateTime	Not Displayed	
/currentSectionID	Not Displayed	
/questionSections	Not Displayed	
/questionSections/sectionID	Not Displayed	
/questionSections/sectionTitle	Not Displayed	
/questionSections/sectionDescription	Not Displayed	
/questionSections/completionStatusCode	Not Displayed	
/questionSections/completionStatusCode/code	Not Displayed	
/questionSections/completionStatusCode/effectiveDateTime	Not Displayed	
/questionSections/questions	Not Displayed	
/questionSections/questions/questionID	Not Displayed	
/questionSections/questions/questionText	**QUESTION**	
/questionSections/questions/questionDescription	**ANSWER TYPE**	The **questionDescription** field in the API Response is incorrectly mapped to **ANSWER TYPE** on the **Posting Questions** page.

Schema Location	Field Name	Note
/questionSections/questions/requiredIndicator	**SET AS MANDATORY - Internal**	
/questionSections/questions/disabledIndicator	**APPLICABLE TO - Internal**	If the **disabledIndicator** is **false** it means this question is applicable for internal users.
/questionSections/questions/answerDataTypeCode	Not Displayed	
/questionSections/questions/answerOptions	Not Displayed	
/questionSections/questions/answerOptions/answerOptionID	Not Displayed	
/questionSections/questions/answerOptions/answerValue	Not Displayed	
/questionSections/questions/answerOptions/answerDescription	Not Displayed	
/questionSections/questions/answerOptions/defaultIndicator	Not Displayed	
/questionSections/questions/answerDefaultValue	Not Displayed	
/questionSections/questions/requiredExternalIndicator	**SET AS MANDATORY - External**	
/questionSections/questions/disabledExternalIndicator	**APPLICABLE TO - External**	If **disabledExternalIndicator** is **false**, it means the question is applicable for external users.
/questionSections/questions/knockoutIndicator	**KNOCKOUT QUESTION**	If the **knockoutIndicator** is marked as **YES**, then **KNOCKOUT QUESTION** is enabled.
/questionSections/questions/knockoutRules	Not Displayed	
/questionSections/questions/knockoutRules/ruleID	Not Displayed	
/questionSections/questions/knockoutR	Not Displayed	The **minValue** is applicable for all knock out questions.

Schema Location	Field Name	Note
ules/minValue		
/questionSections/questions/knockoutRules/maxValue	Not Displayed	If the **Operator** is **IR**, then the user can provide minimum and maximum ranges.
/questionSections/questions/knockoutRules/pattern	Not Displayed	United States Dollar (USD).
/questionSections/questions/knockoutRules/operatorType	Not Displayed	For example, **GREATER THAN**, **EQUALS**, **IN RANGE**, and so on.

Responses

You may encounter exceptions outside your common success scenarios. You must account for these exceptions during your initial development.

For more information, see API Common Exceptions and Tips for Handling.

Response Code	Condition	messageTxt	Tips to Handle
200 OK	Successful response for the **questionnaireID**.	NA	
404 Not Found	Invalid **itemID** is passed in the request.	"userMessage": {"messageTxt": "**Not Found**"}	

Supported Event Notifications

The Questionnaire API does not support event notifications. For more information about event notifications, see ADP Event APIs and Event Notification Guide.

Chapter 5

Frequently Asked Questions

Question 1: How can I check multiple entries using pagination for job requisitions posted by the Hiring Manager?

Answer: The Job Requisition API supports pagination, which can be accessed by using the **$top** and **$skip** filters and by retrieving all the records. Some references follow:

- ***https://api.adp.com/staffing/v1/job-requisitions?$top=20&$skip=5***
- **https://api.adp.com/staffing/v1/job-requisitions?$top=1&$skip=0&$filter=requisitionStatusCode/codeValue eq ON**
- **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate eq 2019-05-20**

For example, if you have 120 records, the following is how to retrieve the job requisitions:

- ***https://api.adp.com/staffing/v1/job-requisitions?$top=20&$skip=0*** First 0 to 20 records
- ***https://api.adp.com/staffing/v1/job-requisitions?$top=20&$skip=20*** Next 21 to 40 records
- ***https://api.adp.com/staffing/v1/job-requisitions?$top=20&$skip=40*** Next 41 to 60 records

- ***https://api.adp.com/staffing/v1/job-requisitions?$top=20&$skip=60*** Next 61 to 80 records
- ***https://api.adp.com/staffing/v1/job-requisitions?$top=20&$skip=80*** Next 81 to 100 records
- ***https://api.adp.com/staffing/v1/job-requisitions?$top=20&$skip=100*** Next 101 to 120 records

While using the **$top** filter, if the top value is greater than 20 (for example, **$top=21**, **$top51**), it will display only 20 items at a glance. Functionality is limited to show only 20 entries.

Question 2: How do I retrieve the location details of a job requisition?

Answer: The Job requisition response now facilitates city, state, and zip code/postal code along with location code and description under the **requisitionLocations** section.

Country code value considers the value from the **WORKED IN COUNTRY [in the web application]** field and not the country location mentioned in the job requisition.

Question 3: What are the different statuses supported for a job requisition?

Answer: The Job Requisition API supports the following statuses:

- **Set Up In Progress**
- **Open**
- **On Hold**
- **Pending Approval**
- **Closed**
- **Rejected**
- **Cancelled**

Question 4: How can we filter job requisitions based on the requisition status?

Answer: The Job requisition response facilitates OData filters which will assist you to filter the Job requisitions based on the status of the requisition and effective date of the requisition. See Introduction to ADP Open Data Protocol (OData) for more information on OData.

- To check the Job requisitions, which are in the **SetUp In Progress** status, use the following: https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/* ***codeValue eq IN**
- To check the Job requisitions, which are in the **Open** status, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/* *codeValue eq ON**
- To check the Job requisitions, which are in the **On Hold** status, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/* *codeValue eq OH**
- To check the job requisitions, which are in the Pending Approval status, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq PA**
- To check the job requisitions, which are in the **Closed** status, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/* *codeValue eq CD**
- To check the job requisitions, which are in the **Rejected** status, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/* *codeValue eq RD**
- To check the job requisitions, which are in the **Open** status and for an effective date **equal to 2019-04-15**, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate eq 2019-04-15**
- To check the job requisitions, which are in the **Open** status and for an effective date **greater than 2019-04-15**, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate gt 2019-04-15**
- To check the job requisitions, which are in the **Open** status and for an effective date **greater than and equal to 2019-04-15**, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate ge 2019-04-15**
- To check the job requisitions, which are in the **Open** status and for an effective date **lesser than 2019-04-15**, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate lt 2019-04-15**
- To check the job requisitions which are in the **Open** status and for an effective date **lesser than and equal to 2019-04-15**, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionStatusCode/codeValue eq ON AND requisitionStatusCode/effectiveDate le 2019-04-15**

The **requisitionStatusCode/codeValue** supports other statuses as well, such as **Indiana (IN)**, **Ohio (OH)**, **Pennsylvania (PA)**, **Colorado (CO)**, and **Rhode Island (RI)**.

Question 5: How can I add default questions for internal and external candidates? Is there a question bank?

Answer: Yes, there is a Posting Question Bank.

Follow these steps:

1. Within the ADP Workforce Now UI, go to **SETUP > HR & Talent > Recruitment > Posting Questions**.
2. On the left side, select **Vertical Options > CREATE QUESTION**.
3. Add the **Question Text**.
4. Select a **Question Category**.
5. Select an **Answer Type**, where you can specify how the question can be answered.
6. Select the provided radio button as desirable. Use as needed in the Requisition.

   NOTE: Internal and external applicants must answer the question.

7. Make the Question **ACTIVE.**

Question 6: Can I create a question eligible for both internal and external candidates?

Answer: Follow the steps in Question 5. Internal and External Applicants must answer the question.

Question 7: What is a knock out question for hiring and what is its impact?

Answer: A knockout question refers to a type of question asked early in the hiring process as part of an assessment process or interview to immediately eliminate applicants who lack required qualifications from consideration for the job.

There are some things to remember to specify a knock out question:

- Question should be marked as **SET AS MANDATORY** for internal or external candidates.
- After marking the knock out question **ACTIVE**, you will be shown a window asking about Knockout if the answer provided is **** provide the minimum criteria**.** Then, click ***Done**. Candidates can be disqualified if they do not meet the minimum criteria for a knock out question and therefore, saving time for the Hiring Managers in terms of proceeding further with the hire.
- **ANSWER TYPE** for the question is one of the following (then, it qualifies for a knock out question):
    - Dropdown list
    - Number field
    - Yes/No buttons
    - Money field
    - Date field
    - Percent field
    - Multi Select menu

Question 8: What is the significance of the links section provided in the API's response questionnaire?

Answer: The links are displayed in the response as:

"links": [{"href": "*https://wfn-iat.adp.com//jobs/apply/posting.html?client=iattam1&ccId=19000101_000002&type=MP&lang=en_US*","rel": "self","title": "INTERNAL CAREER CENTER"},{"href": "*https://wfn-iat.adp.com//jobs/apply/posting.html?client=iattam1&jobId=34824&lang=en_US&source=CC3*","rel": "self","title": "Default External Career Center"}],

The links point to **Job Center**, where candidates can join the Talent Community of ADP. Search through all the available **Job Postings** listed by ADP and apply for them.

Question 9: How can we filter job requisitions based on Requisition Type, Job Code, Location, Evergreen Indicator, visibleToJobSeekerIndicator, and by using a combination of filters?

Answer: The job requisition response uses filters, which will assist you to filter job requisitions based on the Requisition Type, Job Code, Location, Evergreen Indicator, and by using a combination of filters.
The following are the supported filters/field names:

- **Internal Indicator**
- **External Indicator**
- **Job Code**
- **Hiring Manager**
- **Evergreen Indicator**
- **requisitionLocations/itemID**
- **visibleToJobSeekerIndicator**
- **requisitionStatusCode/codeValue**

To check all the job requisitions:

- Which show the **Internal Indicator** as true, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=internalIndicator eq true**
- Which show the **External Indicator** as true, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=externalIndicator eq true**
- Which show the **Internal and External Indicator** as true, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=internalIndicator eq true AND externalIndicator eq true**

- Which show the **Job Code** as BM (you can provide the desired job code as needed), use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter= job/jobCode/codeValue eq BM**
- Raised by a **Hiring Manager**, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=hiringManager/associateOID eq G3Q7JN6K3CNJJRQH**
- Which show the **Evergreen Indicator** as true, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=evergreenIndicator eq true**
- Which show the **Evergreen Indicator** as false, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=evergreenIndicator eq false**
- Which show the **requisitionLocations/itemID** as 2617605292_1 (for example, Single Location), use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=requisitionLocations/itemID eq 2617605292_1**
- Which show the **requisitionLocations/itemID** as 2617605292_1 or 1308049523_5 (for example, Multiple Locations), use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=(requisitionLocations/itemID eq 2617605292_1 or requisitionLocations/itemID eq 1308049523_5)**
- Which show the **Job Code** as DA and the **requisitionLocations/itemID** as 2617605292_1 and **Evergreen Indicator** as false, use the following: **https://api.adp.com/staffing/v1/job-requisitions?$filter=job/jobCode/codeValue eq DA AND requisitionLocations/itemID eq 2617605292_1 AND evergreenIndicator eq false**
- To check all the job requisitions, with Posting status as Accepting applications, use the following: ***https://api.adp.com/staffing/v1/job-requisitions?$filter=visibleToJobSeekerIndicator eq true***

Question 10: How do I identify the appropriate URL for a job posting?

Answer: Each job requisition can be posted to multiple external career centers. An applicant can go to any of the external career centers to view and apply the requisition. To find out the relationship between a link and a career center, your program should follow these steps:

1. Lookup the value of **jobRequisitions/postingInstructions/postingChannel /externalIndicator**. If the value is **true,** then proceed forward, otherwise skip the **postingChannel**, as it is internal.
2. Find the **nameCode/codeValue** of the **postingChannel**. A value of **CC3** is the ADP Workforce Now default channel.
3. If a job requisition has the default channel of CC3, we recommend your application use the default channel Uniform Resource Locator (URL), which is the link in the href string of **&source=CC3**.
4. If your program needs to use other non-default external channels, your application could match the postingChannel using **nameCode/codeValue** with the value after the &source= of a link's href.

We plan to include the Career Center Job Posting URL in one of the upcoming ADP Workforce Now releases.

Question 11: ADP WFN UI Navigation to Tracking Pixels?

Answer: The navigation will be Setup-> HR & Talent -> Recruitment. There will be a left navigation item named **Tracking Pixels**. Client user can add a tracking pixel by providing a URL that partner shares with the client. We support two URLs to be entered one which tracks start of job application which is practically step 1 of the application wizard and another URL can be provided to track the job submission.

The key is that the Partner should provide the tracking URLs not the whole tracking pixel script. Typically the script has a "src" field whose value is a URL.

Chapter 6

Known Issues and Limitations

US1398413: Response meta for Job Requisition is not available

Impacted APIs

Method	URI	roleCode Value
GET	/staffing/v1/job-requisitions	practitioner

Issue Description

The Job Requisition API does not facilitate the meta call. Therefore, the user is not able to find the filter available for the Job Requisition API.

As part the May 2019 version 19 ADP Workforce Now release, the Job Requisition API is using the OData parameters, so this information should be made available to the end user.

Currently, documentation is the only source of this information. Filters and pagination are the standard information provided in the meta. The meta for the job requisition is currently not available.

Suggested Workaround

There are no workarounds available.

DE674358: Quessionaire API doesn't retrieve drop list values

Impacted APIs

Method	URI	roleCode Value
GET	/staffing/v3/work-fulfillment/recruiting-questionnaires/{itemID}	practitioner

Issue Description

When a question has a **"questionDescription": "Drop List"**, the API doesn't respond with the drop list values set in ADP WorkForce Now. This feature retrieves the drop list value not implemented right now, it will be fixed in the future enhancements.

US1398337: Multi-Lingual support for the Job Requisition API is not available

Impacted APIs

Method	URI	roleCode Value
GET	/staffing/v1/job-requisitions	practitioner

Issue Description

The Job Requisition API does not support job requisitions created in languages other than US-English.

Suggested Workaround

There are no workarounds available.

US1303916: Fields not available in Job Requisition API response

Impacted APIs

Method	URI	roleCode Value
GET	/staffing/v1/job-requisitions	practitioner

Issue Description

The following table lists the fields which are not available in the response.

Screen	Field Name	Notes
Posting Information	Pay Grade	
	Currency – [Next to Pay Grade]	
Posting Details	Screening and Selection Indicator	
Posting Details	Application Settings Internal Applicants Replies to emails go to an unattended mailbox	
Posting Details	Application Settings External Applicants Replies go to the following email	If you select the **Replies to emails go to an unattended mailbox** option, an email address must be available in the ADP Workforce Now UI under **Setup > HR & Talent > Recruitment > Settings > Auto-reply Email Address**. If this field is left blank, applicants will not receive an email after submitting their application or when a Practitioner or Manager tries to send an email against an application. If you select the **Replies go to the following email** option, you must enter an email address.
Posting Details	Application Settings External Applicants Replies to emails go to an unattended mailbox	

Screen	Field Name	Notes
Posting Details	Application Settings External Applicants Replies go to the following email	If you select the **Replies to emails go to an unattended mailbox** option, an email address must be available in the ADP Workforce Now UI under **Setup > HR & Talent > Recruitment > Settings > Auto-reply Email Address**. If this field is left blank, applicants will not receive an email after submitting their application or when a Practitioner or Manager tries to send an email against an application. If you select the **Replies go to the following email** option, you must enter an email address.
Posting Details	Include Shift Schedule and Budgeted Hours	This is a check box field. After checking this field, the following items are revealed: • Shift Schedule: Example of Shift Schedule: Working hours are Monday/Thursday/Friday 9am - 5pm; Tuesday 11:30am - 7:30pm; Wednesday 10am - 6pm; first Saturday each month 8:30am - 3:00pm • Budgeted Hours: Example of Budgeted Hours: 8 hours per day excluding breaks
Job Boards	Priority Indicator	A filter search available to the user.

Suggested Workaround

There are no workarounds available.

US1398424: Question description field in the API response is incorrectly mapped to ANSWER TYPE on the Posting Questions page

Impacted APIs

Method	URI	roleCode Value
GET	/staffing/v3/work-fulfillment/recruiting-questionnaires/{questionnaireID}	practitioner

Issue Description

The **questionDescription** field in the API Response is incorrectly mapped to **ANSWER TYPE** on the **Posting Questions** page.

Chapter 7

Appendix

The Job Requisition API supports an approval workflow. The following steps need to be completed:

1. Log in as a Standard Practitioner in ADP Workforce Now.
2. In the ADP Workforce Now UI, navigate to **SETUP > Approval Process > Activity Configuration** and select the **Standard Activities** tab.
3. From the drop-down list under **Role**, select **Practitioner**.
4. Find the job requisition.
5. For the job requisition, enable the **Approval Path** (slide the indicator to GREEN).
6. Click **Edit**.
7. Click **Approval Path**. From the drop-down list, select **ADD APPROVAL PATH**.
8. Provide the path name. Then, next to the job requisition, add the description.
9. From the drop-down list next to **WHERE DOES THIS GO?**, select the appropriate value (for example, Specific User).
10. From the drop-down list next to **ASSIGNED TO**, select the user or type the user's name.
11. Next to **STEP TYPE**, select **Approval**.
12. Click **Save**.

TIP: In the case you have set the **APPROVAL PATH**, by default, all the requisitions created by the Hiring Manager will go for approvals, and the status of the job requisition will be **PENDING APPROVAL**.

If you don't want all the requisitions created by the Hiring Manager to go for approvals then, while creating the approval path, you need to define **Approvals Not Required For**. Approvals are bypassed, and employee information updated immediately if a member of this group submits the activity.