Chapter 7

Appendix: Creating a Custom New Hire Template

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To create a custom New Hire Template, do the following:

1. In the ADP Workforce Now UI, go to **Setup > Template Management > Hire/ReHire**.
2. Next to any existing New Hire Template, select the check box and click **Copy**.
3. Next to **Name of New Template** enter **ANY NAME** Then, click **Yes**.
4. To activate the newly created template, click **Yes**.
5. Click **Assign Users**.
6. Make sure **Don't inactivate or delete this profile. Membership changes could impact any existing integrations** is checked.
7. To confirm the user for your data connector application is assigned, click **View Users in Selected Profiles**.
8. Click **Confirm Selections**.
9. Click **Done**.

Important

- Any practitioner user who needs to participate in the hiring flow by delegation or workflow needs to be in the **Assign Users** section within ADP Workforce Now before any applicants are posted through the custom template. While configuring a new template, the **Assign Users** section can be seen as a tab on the left-hand side. After clicking **Assign Users**, you can see **View Users** in **Selected Profiles**. The Client Practitioner name should be populated in this list.
- After the template is configured, permissions cannot be retroactively assigned to previously posted applicants.
- All templates the client wants to use will need to have this Marketplace user added. See step 6 in the procedure above.