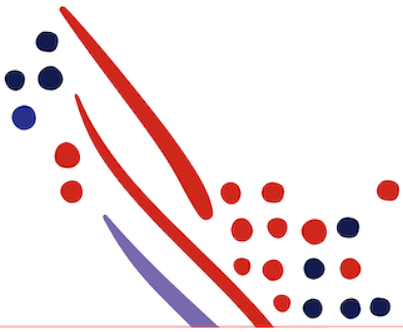

Chapter 5

Frequently Asked Questions

from Job Requisitions API Guide for ADP Workforce Now

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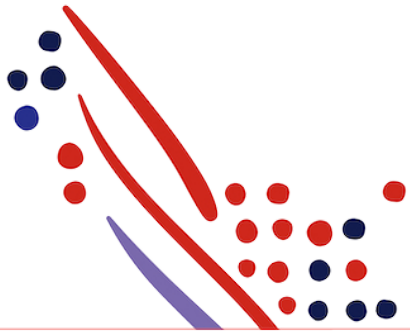

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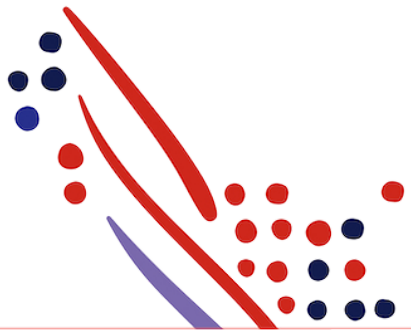

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Chapter 5

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.