ADP® Recruitment Solutions

ADP
A more human resource.℠

ADP® advanced recruitment services and applicant tracking helps you find and hire the employee that is right for your business. ADP Hiring for TotalSource and Resource℠ is easy to use, we understand the time it takes to carefully define a job's requirements, post jobs, screen and assess candidates — and our certified recruiters are here to help, should you need it. Recruiting services can be purchased individually or you can create a custom package. Our services include:

ADP Hiring — $0

For no additional fee ADP clients can post up to three jobs each year to multiple job boards, search resumes of active job seekers, schedule and perform video, phone or in-person interviews, track applicants and screen candidates in one place online. Need to hire more than three positions? No problem. You can take advantage of unlimited postings for an annual fee of $1488.

Online Job Posting Service — $299

Add a second job board for only $200
ADP Recruitment Solutions Group partners with national job boards to dramatically expand your recruiting scope. This 30 day service includes assistance in developing employment ads as well as posting the job on the selected premium job board and other well-known posting sites. The ADP Recruiter manages the job posting process from start to finish while you can track the progress of the hiring efforts online.

Resume Screening Service — $599

Add a second job board for only $400
This option gives you access to expert support from an ADP Recruiter who will develop and post the employment ad for the online job posting. In addition, the ADP Recruiter receives, screens and adds the qualified candidates on your behalf. This service is best used when the volume of resumes expected is high and you do not have the time or manpower to dedicate to resume review process.

Resume Searching Service — $799

Add a second job board for only $500
Having trouble finding resumes that match your requirements? With this service an ADP Recruiter creates the ad, posts the job online, receives and screens the applications and additionally sources qualified candidates through online databases like CareerBuilder, Monster, and LinkedIn. With this service you receive screened candidates who applied to your ad as well as passive candidates who did not apply to your ad, but are qualified. This service is best used when the quantity or quality of candidates does not meet your expectations or when looking for a highly specialized role.

Full Service Recruitment Program — $3900

This complete, innovative recruitment solution covers everything involved in the recruiting process from beginning to end. During this 90 day service, the ADP Recruiter creates the employment ad, posts the ad on selected job boards, screens applicants, searches the online databases for additional qualified candidates and conducts telephone interviews on selected applicants. Armed with the results of the phone interview and your ADP Recruiter's recommendations you are prepared to conduct the face to face interviews. These interviews are coordinated by your Recruiter. Once an offer is made to the selected candidate, ADP will process a background check investigation, compensation analysis, supply & demand report and also include three free online skills assessments. This service is best used when you do not have the time or manpower to take on the task of recruiting on your own.

Skill Set and Behavioral Assessment Service — $25 per test

ADP Recruitment Solutions Group has partnered with Kenexa to provide our clients with an online candidate assessment service. Our service offers over 4000 assessments that include skills, languages, and behavioral testing. An ADP Recruitment Specialist will provide your Client with assessment choice guidance and administer the assessment as needed. This service is best used when you would like to assess any number of skills and/or behavioral attributes a candidate should possess for any given role.

Looking for something more customized?

The Recruitment Solutions Group can build a customized recruiting package for you. Experiencing growth or turnover? Contact us to develop a recruiting strategy plan or to purchase bulk services. To speak with an ADP Recruiter about your specific needs please call **1-866-410-8767 or email Recruiting@ADP.com.**

The ADP Recruitment Solutions Group provides services through partnerships with CareerBuilder, Monster, LinkedIn, and Dice. Other job boards may be available in certain areas.