APPLICANT TRACKING SYSTEM TIPS

Job Alerts for Internal Applicants

Internal applicants who are current MSU employees have the option to subscribe to job alerts on the Careers @ MSU website. Job alerts send email notifications when new jobs are posted that match specific search criteria. A maximum of one email is sent per day containing all matching jobs. If there are no matching jobs, no email is sent.

To subscribe to a job alert:

1. Log in to the EBS portal and click on the “Careers @ MSU” tile. The internal Careers @ MSU site displays.  
   Note: Subscribing to job alerts through the public Careers @ MSU site will not include postings that are open for internal employees only.

2. Click on the Subscribe to Job Alerts button.

3. Enter your Email address.

4. Enter any Keywords that should be found in the posting (optional.)

5. Select the criteria for the job alert by checking the box next to the appropriate item(s) in each group - Work Type, Categories and Locations. A posting must match one of the selected items in each group in order to be included in the job alert email.
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**Note:** If Select All is checked for each group, the job alert will include all postings that were posted on that day containing the identified keywords (if any).

6. At the bottom of the page, check the box next to *I'm not a robot*.

7. Click the **Subscribe** button.

To be included in the job alert email, a posting must match one item in each group.

**Example 1:**

This job alert will include all postings that match the criteria of:

- Support Staff and Administrative/Business/Professional
- Support Staff and Advising/Counseling