

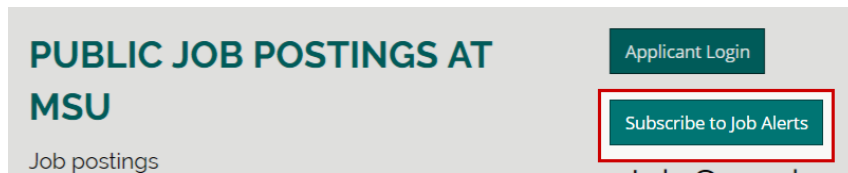
APPLICANT TRACKING SYSTEM TIPS

Job Alerts for Applicants

Applicants 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. Navigate to the careers.msu.edu website.
2. Click on the **Subscribe to Job Alerts** button.



3. Enter your **Email address**.

Email address

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

Keywords

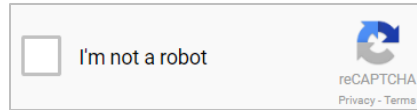
5. Select the criteria for the job alert by checking the box next to the appropriate item(s) in each group - Work Type, Categories and Locations. A posting must match one of the selected items in *each* group in order to be included in the job alert email.


Work type	Categories	Locations
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Executive Management <input type="checkbox"/> Extension <input type="checkbox"/> Faculty/Academic Staff <input type="checkbox"/> Support Staff	<input checked="" type="checkbox"/> Select All Area of Interest <input type="checkbox"/> Administrative/Business/Professional <input type="checkbox"/> Advising/Counseling <input type="checkbox"/> Agriculture <input type="checkbox"/> Athletics/Recreation	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Adrian <input type="checkbox"/> Alcona <input type="checkbox"/> Alger <input type="checkbox"/> Allegan <input type="checkbox"/> Alma <input type="checkbox"/> ...



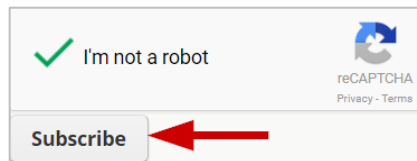
Note: If **Select All** is checked for every group, the job alert will include all postings that were posted on that day containing the identified keywords (if any).


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



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7. Click the **Subscribe** button.

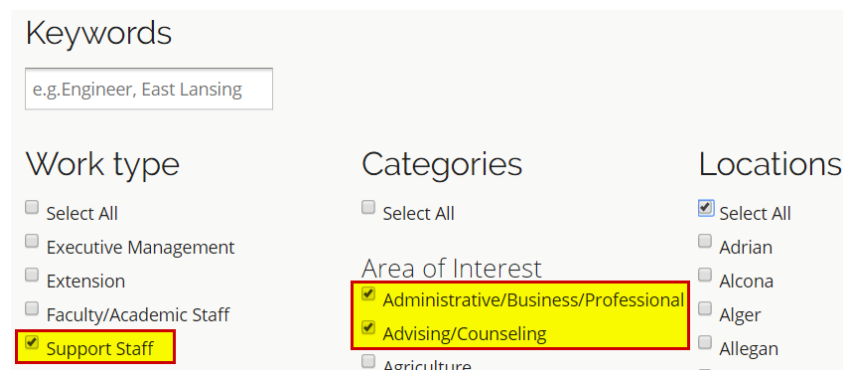


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Subscribe ←

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

Example 1:



Keywords
e.g. Engineer, East Lansing

Work type

- Select All
- Executive Management
- Extension
- Faculty/Academic Staff
- Support Staff

Categories

- Select All
- Area of Interest**
- Administrative/Business/Professional
- Advising/Counseling
- Agriculture

Locations

- Select All
- Adrian
- Alcona
- Alger
- Allegan

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

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

