

APPLICANT TRACKING SYSTEM TIPS

New EBS Position Request Form Data Fields

As part of the new PageUp Applicant Tracking System (ATS), there are new data fields that need to be filled out when completing the position request form in EBS. These fields are noted below along with a short description of each and its purpose.

Posting Snapshot - This field is for a brief description of the position to get an applicant's attention on the Careers @ MSU website. This field is limited to 400 characters. Example:

Chair & Associate/Full Professor of Ophthalmology

The University College of Medicine invites applications and nominations for the position of Chair, Department of Ophthalmology. Ophthalmology continues to push the frontiers of vision research and discovery. The department provides an environment for active research leading to improvements in disease treatment. The Chair will join a strong leadership team that is advancing their national profile.

Staffing Coordinator Designations - This field is where the staffing coordinators for an individual posting are identified. Each posting allows a maximum of three staffing coordinators; the Primary Staffing Coordinator is a required field and units can additionally identify a Staffing Coordinator Backup 1 and a Staffing Coordinator Backup 2. The ability to view and act in the ATS varies by the role assigned. The Primary Staffing Coordinator and Staffing Coordinator Backup 1 will have the same ability to view and act in the ATS. The Staffing Coordinator Backup 2 will have a reduced ability to act on and view a posting in the ATS. See the *Applicant Tracking System Tips - Staffing Coordinator Permissions* for more information.

Search Chair - This field is where the Search Chair needs to be entered. Provide the name and email address of the Search Chair to be provided access to this posting in the system.

Note: A Search Chair must be provided for both support staff and faculty and academic staff postings.

Search Firm - This field is where the search firm information can be entered if applicable. Provide the search firm name, contact name, phone, and email address so that they can be associated with the position and access can be provided in the system. These search firms should have approved contractual relationships through MSUPurchasing.

Open Rank - This field specifies whether the posting is open rank. Provide a *Yes* or *No* response.

Note: If *Yes*, then the Working/Functional title in the ATS will list all open ranks available. If *No*, open rank does not apply.

Summary of health risks/physical demands - This field is where units must provide a summary of health risks and physical demands if applicable to the posting.

Minimum/maximum salary range - This field is where a salary range can be entered for the posting.

Note: Salaried postings can be posted in one of three ways: 1) a single salary value; 2) a salary range with the phrase "Salary Commensurate with Experience;" or 3) only with the phrase "Salary Commensurate with Experience."

Job Portals & Websites - These fields are where detailed information needs to be entered to ensure that postings are properly advertised. Postings are centrally-funded through the Pure Michigan Job Portal, Inside Higher Ed., and Higher Education Recruitment Consortium (HERC).

