

Applicant Tracking System Tips

Reminder to Request Background Check

Email Notifications

[Faculty/Academic Staff & Executive Management](#)
[Temp/On-Call \(Non-Academic\)](#)
[Support Staff & Extension](#)

Faculty/Academic Staff & Executive Management Email

Trigger
This email is sent when the applicant is placed in the 'Hire documentation completed' status (applicant automatically placed in this status when data collection form is submitted.)
Subject
Background check reminder for {FIRSTNAME} {LASTNAME}
Recipients
<ul style="list-style-type: none">• Primary Staffing Coordinator• Staffing Coordinator Backup 1• Staffing Coordinator Backup 2
Body
<p>Dear Staffing Coordinator,</p> <p>If applicable, please initiate a background check for {FIRSTNAME} {LASTNAME} by placing them in the 'Request background check' application status.</p> <p>If the start date changes after the background check has been initiated, please contact the Academic Operations team (HR.Academic.Operations@hr.msu.edu) before taking any action.</p> <p>Regards,</p> <p>MSU Human Resources Michigan State University</p>

Temporary/On-Call (Non -Academic)

Trigger
This email is sent when the applicant is placed in the 'Draft Hire Form Created in EBS' status (applicant automatically placed in this status when hire form is created in EBS via the TOC Hire integration.)
Subject
Draft Hire Form Created for Posting #{JOBNO}
Recipients
<ul style="list-style-type: none">• Primary Staffing Coordinator• Staffing Coordinator Backup 1• Staffing Coordinator Backup 2
Body
<p>Dear Staffing Coordinator,</p> <p>A Draft Hire Form has been created in EBS for {FIRSTNAME} {LASTNAME}. HR Unit TOC Form Initiators for {DEPARTMENT} can access and complete the Hire Form in their HR/Payroll Inbox. If applicable, please initiate a background check for this individual by placing them in the 'Request background check' status in PageUp.</p> <p>If the start date changes, a new Hire Form will need to be generated. Please see instructions below. If the background check has already been initiated, please contact the TOC Hiring Team (AVPHR.TOCStuEmployment@hr.msu.edu) before taking any action.</p> <ol style="list-style-type: none">1. Withdraw the existing Draft Hire Form in EBS2. Log in to the Applicant Tracking System3. Change {FIRSTNAME} {LASTNAME}'s application status to 'Hire Recommendation - Changes Made'4. Update the Start Date on the Hiring Recommendation and 'Save'5. Change {FIRSTNAME} {LASTNAME}'s application status to 'Offer accepted' to confirm on behalf of the applicant that the new start date has been accepted6. Change {FIRSTNAME} {LASTNAME}'s application status to 'Re-initiate Draft Hire Form in EBS (old form must be withdrawn first)' <p>Regards,</p> <p>MSU Human Resources Michigan State University</p>

Support Staff & Extension

Trigger
This email is sent when the applicant is placed in the 'Hire documentation completed' status (applicant automatically placed in this status when data collection form is submitted.)
Subject
Data Collection Form Submitted
Recipients
<ul style="list-style-type: none">• Primary Staffing Coordinator• Staffing Coordinator Backup 1• Staffing Coordinator Backup 2• HR Analyst
Body
<p>Please be advised that {FIRSTNAME} {LASTNAME} has submitted their Data Collection Form to MSU HR. {FIRSTNAME} should now have access to their Onboarding Portal. If {FIRSTNAME} does not, please contact your HR Analyst ({JOBOWNERFIRSTNAME} {JOBOWNERLASTNAME}) at {JOBOWNEREMAIL} or {JOBOWNERPHONE}.</p> <p>The HR Analyst will initiate a background check for hires and rehires. No action is required by the staffing coordinators.</p> <p>Regards,</p> <p>MSU Human Resources Michigan State University</p>



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