





APPLICANT TRACKING SYSTEM TIPS






Flags

The following charts provide a breakdown of the flags used with the automatic system, employment status and employee applications.

Automatic System Flags











Flag	Name	Meaning
	Email Bounced	An email that was previously sent to a user that did not reach the user. The email bounced can occur for anyone and will be noticed primarily with applicants and referees.
	Entered by Recruiter	This applicant has been applied to the posting by an HR Analyst at MSU HR.
	Entered by Accredited Agency	This applicant has been applied to the posting by an employment agency using the Agency Portal.
	Duplicate Applicant	This applicant may have a duplicate account.

Employment Status Flags

Flag	Name	Meaning
	Faculty/Academic Staff Employee	Applicant indicated on their application that they are a current Faculty/Academic Staff employee at MSU.
	Support Staff Employee (including temporary/on-call)	Applicant indicated on their application that they are a current Support Staff employee at MSU.
	Student/Graduate Assistant	Applicant indicated on their application that they are a current Student/Graduate Assistant at MSU.
	Contractor	Applicant indicated on their application that they are a contracted employee for MSU.
	Previous or current employee	Applicant indicated on their application that they are a current or previous MSU employee.



Application Flags

Flag	Name	Meaning
	Late Applicant	This applicant has applied after the bidding eligibility end date. As such, this applicant does not have bidding rights for this position. (Applies to Support Staff postings only.)
	Required Interview	This applicant is required to be interviewed per the collective bargaining agreement. (Applies to Support Staff postings only.)
	Alternate - Recommended for Interview	This applicant was recommended as an alternate for interview and was placed in the application status 'Interview Recommendation - Alternate.'
	Approved for Phone/Video/Skype	This applicant was approved for phone/video/Skype by the Office for Inclusion and Intercultural Initiatives (I3). (Applies to Executive Management postings only.)
	Approved for Interview	This applicant was approved for interview by the Office for Inclusion and Intercultural Initiatives (I3). (Applies to Faculty, Academic Staff and Executive Management postings only.)
	Interviewed	This applicant was interviewed for this posting and placed in the application status 'Interview 1 Completed.'
	Background check required	This applicant was recommended for hire and the HR Analyst at MSU HR determined a background check was required.
	Background check complete	This applicant was recommended for hire and completed a background check for this posting.
	Orientation Attended	This applicant attended Support Staff Orientation at MSU HR.
	MSU HR use only	This flag is for use by MSU HR only.

