



Applicant Tracking System's Training Agency Search Firm Functionality for Search Firms

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Table of Contents

AGENCY SEARCH FIRM OVERVIEW	3
SEARCH FIRM NOTIFICATION AND COMMUNICATION	4
Notification to search firm contact of posting.....	4
SEARCH FIRM NAVIGATION AND FUNCTIONS	5
Navigation Overview	5
Accessing jobs and uploading applicant materials	5
Completing an application on behalf of the applicant	5
Required fields on Faculty & Academic Staff applications	6
Required fields on Support Staff applications	6

AGENCY SEARCH FIRM OVERVIEW

Michigan State University's PageUp Applicant Tracking System (ATS) provides search firm and agency contacts with a personalized Agency Portal. The Agency Portal allows agency contacts to monitor all postings for which they have a current recruitment contract and to submit applications on behalf of applicants.

Additionally, the Agency Portal allows the search firm contacts to:

- Update their passwords
- View a summary of the Job Posting
- Submit and maintain applicants including:
 - Submit applications
 - Add a note on an applicant record
 - Submit a recommendation for the applicant from the following choices:
 - Recommend
 - Slightly Recommend
 - Do not Recommend
 - Control an applicant's portal to act on their behalf
- Monitor the posting and applicant during the process

SEARCH FIRM NOTIFICATION AND COMMUNICATION

Notification to search firm contact of posting

Search firm contacts will receive an email when a posting has been made available to them via the Agency Portal. The email will provide a link to log into the Agency Portal along with instructions for resetting their password.

The search firm may also receive emails throughout the hiring process when an applicant's status changes. Units can communicate with search firm contacts if they choose to do so through the system.

SEARCH FIRM NAVIGATION AND FUNCTIONS

Navigation Overview

The Agency Portal allows search firm contacts to complete tasks in a secure capacity. The dashboard is intuitive and easy to manage. Upon logging in, the search firm contact will see the following screen:

The functions a contact can take are accessed through:

- Profile: View and edit password information
- Jobs:
 - Access an overview of the job posting
 - Submit applications on behalf of applicants
 - Access applicants that have been uploaded and update as needed
 - Add notes to an applicant
 - Control an applicant's portal so they can act on behalf of the applicant
- Contracts: This is not a function MSU is currently utilizing.

Accessing jobs and uploading applicant materials

1. Search firm contacts access Jobs by:
 - a) From the *About me* Menu, click **Jobs**.
 - b) The *View jobs* screen will display all active jobs that have been sourced to the agency.
Note: Applications cannot be submitted until the Job opened date listed.
2. From here the contact can:
 - a) Click on the job title to view a summary of the job posting.
 - b) Access applicants that have been submitted.
 - c) Upload an applicant's application and documents by selecting the **Submit a new application** link.

Completing an application on behalf of the applicant

To complete an application on behalf of an applicant:

1. Click on the **Submit a new application** link listed under the appropriate job title. (Required fields will be marked with an asterisk. [Click here for a list of required fields.](#))
2. The *Submit a new application* screen will display. Complete the agency details and applicant details sections. (Required fields will be marked with an asterisk. [Click here for a list of required fields.](#))
3. Click the **Save and continue** button.
4. Complete the Agency Recommendation by selecting an option from the drop-down menu.
5. Complete the *Personal Details* page. (Required fields will be marked with an asterisk. [Click here for a list of required fields.](#))

6. Click the **Save and continue** button.
7. The next screen to display is where the search firm contacts can upload applicant documents.
8. The screen will display the option to either submit the application or save for later. Click the **Submit application** button.
9. A confirmation screen will display a notification that the application has successfully been submitted.
10. Faculty & Academic Staff and Executive Management applicants will appear in the applicant list for units the following day. Support Staff applicants will appear once HR has completed review of the applicants.

Required fields on Faculty & Academic Staff applications

The search firm contact must complete all required fields on the application in order to submit it.

- First Name
- Last Name
- City/Suburb/Town
- County
- State/District
- Postcode
- Are you 18 years or older?
- Are you legally authorized to work in the United States?
- Will you now or in the future require sponsorship for employment visa status by MSU (*e.g.*, H-1B visa status)?
 - If yes, what is your country of citizenship? (Certain laws (*e.g.*, Export Administration Regulations and International Traffic in Arms Regulations) limit or prohibit the employment activities to foreign nationals. Information provided in response to this question will be used only for compliance with federal export control regulations.)
- Have you previously worked for MSU?
- Do you have any relatives who work at MSU?
 - Name of relative(s) required, and department(s) if known

Required fields on Support Staff applications

The search firm contact must complete all required fields on the application in order to submit it.

- First Name
- Last Name
- City/Suburb/Town
- County
- State/District
- Postcode
- Are you 18 years or older?

- Are you legally authorized to work in the United States?
- Will you now or in the future require sponsorship for employment visa status by MSU (*e.g.*, H-1B visa status)?
 - If yes, what is your country of citizenship? (Certain laws (*e.g.*, Export Administration Regulations and International Traffic in Arms Regulations) limit or prohibit the employment activities to foreign nationals. Information provided in response to this question will be used only for compliance with federal export control regulations.)
- What type of employment are you willing to accept? (Full-time, Part-time, Temporary)
- Have you previously worked for MSU?
- Do you have any relatives who work at MSU?
 - Name of relative(s) required, and department(s) if known
- Highest level of education
- Does your education meet the minimum requirements of the posting?
- Does your work experience meet the minimum requirements of the job posting?
- How many years of experience do you have related to the posting/minimum requirements?