

# APPLICANT TRACKING SYSTEM TIPS

## Email Notifications to Staffing Coordinators

The following chart provides a breakdown of the email notifications Staffing Coordinators will receive through the Applicant Tracking System (ATS). This includes a breakdown of which emails go to the three different Staffing Coordinator roles – Primary Staffing Coordinator, Staffing Coordinator Backup 1 and Staffing Coordinator Backup 2.

Email Notification	Primary Staffing Coordinator	Staffing Coordinator Backup 1	Staffing Coordinator Backup 2
When posting is approved by the HR Analyst in the ATS- Not applicable to TOC with the exception of StageHand postings.	Yes	Yes	No
When applicant list is ready for unit to review (Regular Support Staff Only)	Yes	Yes	Yes
When an event booking is accepted by applicant via the system	Yes	Yes	Yes
When an event booking is declined by applicant via the system	Yes	Yes	Yes
When all reference checks have been completed/expire for an applicant	Yes	Yes	Yes
When application status is changed to "Interview Approved by Compliance Panel" (Faculty, Academic Staff and Executive Management only)	Yes	Yes	Yes
When hiring recommendation is approved by the final approver listed on the Offer Card	*See note below.	*See note below.	*See note below.
When hiring recommendation is declined by an Offer Card approver	*See note below.	*See note below.	*See note below.
When offer is accepted by applicant via the system	Yes	Yes	Yes
When offer is declined by applicant via the system	Yes	Yes	Yes
When applicant submits the Data Collection Form, which initiates their access to the Onboarding Portal (Onboarding Portal not applicable to TOC)	Yes	Yes	Yes
When application status is changed to 'Background check initiated' by the HR Analyst (Regular Support Staff Only)	Yes	Yes	Yes
When application status is changed to 'Background check completed' by the HR Analyst (Regular Support Staff Only)	Yes	Yes	Yes
When New Hire has scheduled MSU HR Orientation (Regular Support Staff only)	Yes	Yes	Yes
Onboarding task reminders	**See note below.	**See note below.	**See note below.
When application status is changed to 'Hired' by HR Analyst***	Yes	Yes	No

\* The user who is listed as the 'Originator' on the Offer Card will receive an email when the Hiring Recommendation has been approved by the final approver or declined by any approver. (Note: For Support Staff postings the final approver will always be the MSU HR Analyst)

\*\*Users listed on the Offer Card as Supervisor or Onboarding Delegate 1 will receive onboarding reminder emails. (Note: Onboarding Delegate 2 does not receive email reminders.)

\*\*\* For this notification, email will also be sent to supervisor listed on posting. If the supervisor is the same as Primary SC or SC Backup 1, they will get a duplicate email.

