

# APPLICANT TRACKING SYSTEM TIPS

## Temporary/On-Call High Level Overview

This tip sheet provides a high-level overview of the necessary steps for posting, recruiting and hiring a Temporary/On-Call (TOC) position. This does not replace the TOC Staffing Coordinator Guide.

### Initiate a TOC Position Request in EBS

1. Access is via the EBS Portal. Actions Menu → Post Temporary or On-Call Position
2. Upon submission, the TOC position request form will route for unit/department approval. After final department approval, the posting will be created in the Applicant Tracking System (ATS).

### Post the Position in the ATS

1. Staffing Coordinator approves posting in the ATS.
2. Staffing Coordinator sources the posting to Careers@MSU to enable application submissions in the ATS.

### Review applications

1. Applicants may be reviewed immediately as the posting unit/department prefers. Refer to the [Applicant Status Emails](#) document to determine appropriate disposition statuses.

### Conduct interviews

1. For each applicant interviewed, change the applicant status to *Interview 1 Completed* (or *Interview 2 Completed*) in the ATS. Enter the interview date on the **Confirm status change** page for Interview 1 or Interview 2.

### Select a Candidate

1. Change the applicant status to *Hire Recommendation* and complete all required fields on the Hire Recommendation.
  - a. For the Data Collection Form, select 'Temp/On-Call (Non-Academic) – New Hire' or 'Temp/On-Call (Non-Academic) – Rehire/Add Assign/Change Position'
2. In the event the candidate does not accept the verbal offer,
  - a. Change the applicant status to the appropriate "*Offer Declined*" status on the Hiring Recommendation.
  - b. Change the "Offer declined" radio button on the Hire Recommendation to "Yes"

### Submit Online Offer to Candidate

1. Change the applicant status to "*Offer Made Online*" to submit offer to candidate.
  - a. Upon offer acceptance,
    - i. Applicant status will be changed to "*Offer accepted*"
    - ii. Applicant will be directed to fill out Data Collection Form. Once the form is submitted, the application status will change to "*Hire documentation completed*"
  - b. Upon offer decline,
    - i. Applicant status will be changed to "*Offer made – declined via system*"
    - ii. To remove the candidate from the process, change the status to the appropriate "*Offer made – declined*" status based on the reason provided
    - iii. To submit a revised offer to the candidate, change the applicant status to "*Hire Recommendation – Changes Made*," update the details on the Hire Recommendation and resubmit the online offer to the candidate by changing status to "*Offer Made Online*"

### Submit Hire Form

1. Once the data collection form is submitted by the candidate, a draft Hire Form will be created in EBS and the applicant status will be updated to "*Draft Hire Form Created in EBS*" in the ATS. HR Unit TOC Form Initiators for the hiring org can access the form in their HR/Payroll inbox in the EBS Portal.

### Disposition all Candidates with the Appropriate Application Status.

1. Refer to [Applicant Status Emails](#) to determine other applicant statuses.

