APPLICANT TRACKING SYSTEM TIPS

System Features for Applicants

The following system features will assist you as you search for and apply to job postings.

Applicants are able to choose multiple search criteria from the right sidebar when searching for jobs. Each search criterion display a number next to it indicating how many jobs are currently open in that category.

Applicants can also subscribe to job alerts on the Careers @ MSU website. Job alerts send email notifications when new jobs are posted that match specific search criteria. A maximum of one email is sent per day containing all matching jobs. If there are no matching jobs, no email is sent. Subscribing to job alerts through the public Careers @ MSU site will not include postings that are open for internal employees only.

Once you have found a posting that you would like to apply to, pay close attention to the posting text as it will provide you with valuable information when filling out your application, such as:

- Required documents
- If reference contact information is required at the time of application submission.
- The minimum requirements of the position.

If you would like to refer back to the posting while completing the application, the posting should be open in another tab or window. If it is not, return to the careers.msu.edu homepage to search for the posting.

1. Navigate backwards and forwards through the application using the links listed at the top of the application page or the drop-down menu links:

   Save and jump to: Home > Personal details > Personal Details (2 of 11) > References (3 of 11) > Document Uploads (4 of 11) > Education (5 of 11) > Work Experience (6 of 11) > Supplemental Questions (7 of 11) > Voluntary Self-Identification of Race and Gender (8 of 11) > Voluntary Self-Identification of Veteran Status (9 of 11) > Voluntary Self-Identification of Disability (10 of 11) > Certification Statement (11 of 11) > Submit Application

   Personal details

2. Misspelled words will be underlined:

   Work Performed

   Surpervised 15 employees

3. You are able to copy and paste into text fields on the application.

4. Accepted file types: .pdf, .doc, .xls, .rtf, .jpg, .tif, .tiff, .txt, .jpeg, .ppt, .pub, .htm, .html, .gif, .png, .docx, .mp3, .mp4, .wmv, .wma, .mov, .mpeg, .mpg, .flv, .avi, .msg, .bmp, .3gp, .vsd, .pps, .xml, .asf, .m4a, .wav, .mp2, .mht, .csv,
.eml, .docm, .xlsx, .pptx, .zip

5. Accepted file size: 5 MB per attachment.

6. Application files may contain images; however, images do not appear to the administrator when viewing a document in the browser window. In order to view images, the administrator must download the file.

Human Resources
MICHIGAN STATE UNIVERSITY