

# APPLICANT TRACKING SYSTEM TIPS

## Job Alerts for Internal Applicants

Internal applicants who are current MSU employees have the option to 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.

To subscribe to a job alert:

1. Log in to the EBS portal and click on the **Careers @ MSU** tile. The internal Careers @ MSU site displays.  
**Note:** Subscribing to job alerts through the public Careers @ MSU site will not include postings that are open for internal employees only.
2. Click on the **Subscribe to Job Alerts** button.



3. Enter your **Email address**.

**Email address**

4. Enter any **Keywords** that should be found in the posting (optional.)

**Keywords**

5. Select the criteria for the job alert by checking the box next to the appropriate item(s) in each group - Work Type, Categories and Locations. A posting must match one of the selected items in *each* group in order to be included in the job alert email.

Work type	Categories	Locations
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Executive Management <input type="checkbox"/> Extension <input type="checkbox"/> Faculty/Academic Staff <input type="checkbox"/> Support Staff	<input checked="" type="checkbox"/> Select All Area of Interest <input type="checkbox"/> Administrative/Business/Professional <input type="checkbox"/> Advising/Counseling <input type="checkbox"/> Agriculture <input type="checkbox"/> Athletics/Recreation	<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Adrian <input type="checkbox"/> Alcona <input type="checkbox"/> Alger <input type="checkbox"/> Allegan <input type="checkbox"/> Alma <input type="checkbox"/> ...

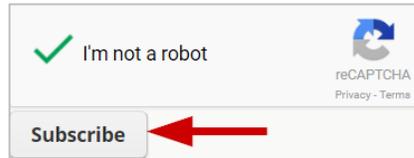


**Note:** If **Select All** is checked for every group, the job alert will include all postings that were posted on that day containing the identified keywords (if any).

6. At the bottom of the page, check the box next to **I'm not a robot**.

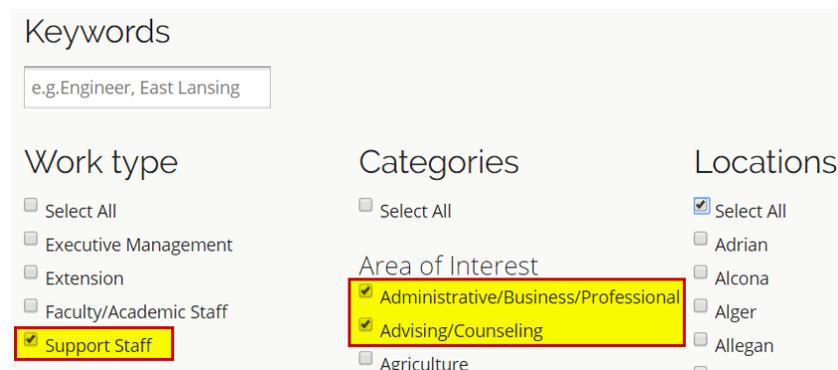


7. Click the **Subscribe** button.



To be included in the job alert email, a posting must match one item in *each* group.

**Example 1:**



This job alert will include all postings that match the criteria of:

- Support Staff **and** Administrative/Business/Professional
- Support Staff **and** Advising/Counseling

To unsubscribe, click on the bottom of the email.



Human Resources  
MICHIGAN STATE UNIVERSITY

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