

APPLICANT TRACKING SYSTEM TIPS

Application Statuses and Email Notifications

The following chart summarizes the email notifications that are sent to applicants through the applicant tracking system. Each email notification indicates whether the email is sent automatically by the system or whether a staffing coordinator can modify the email content prior to sending to the applicant. To see a more detailed list of the applicant status notifications, [click here](#).

Email notifications are sent to applicants at the following points in the process	Automatic email sent by system	Staffing Coordinators can modify prior to sending
When an applicant submits an application	Yes	No
When a 'Does not meet basic qualifications...' status is selected	Yes (Support Staff)	Yes (TOC)
When a 'Meets basic qualifications', status is selected by the HR Analyst -Support Staff only	Yes	No
When the 'Search Committee Reviewed Applicant' status is selected– Faculty & Academic Staff only	No	Yes
When an "Interview not selected..." status is selected	No	Yes
When a 'Scheduling' status is selected (e.g. 'Interview Scheduling')	No	Yes
When the applicant withdraws from the process via their Applicant Portal	Yes	No
When the 'Reference contact information requested' status is selected– Support Staff and Faculty & Academic Staff only	No	Yes
When an 'Interviewed not selected...' status is selected	No	Yes
When the 'Offer Made Online' application status is selected	Yes (Support Staff)	Yes (Faculty & Academic Staff and TOC)
When the 'Orientation Scheduling' status is selected by MSU HR– Support Staff	Yes	No
When the 'Posting Cancelled' status is selected	Yes	No
When an applicant has an incomplete application for a posting, an email reminder will be sent 2 days before the posting closes (at a minimum)	Yes	No

