APPLICANT TRACKING SYSTEM TIPS

Faculty Academic Staff/Executive Management: Interview Process, Hiring Recommendation and Offer Process

Applicant status updates and processes are required for federal reporting at MSU. The applicant progression or disposition relative to a recruitment process details the process of the entire applicant pool and each individual applicant. The following information will describe steps within the recruitment process and the procedure for how to status an applicant at a given time.

Interview Recommendation Status and Process
Applicants that are being recommended for final interviews:
1. Update the application status for any candidates being recommended for final interviews into the "Interview Recommendation-Onsite" statuses. Update job status if prompted.
   Note: There is an option for a "Interview Recommendation-Alternate" status if you have some candidates you may consider later in the process but who are not the top candidates at the time you are recommending candidates for final interviews.
2. There is a "Phone/Video/Skype Recommendation" status you can utilize for prescreening if you are using prescreening in this method.
   Note: This status should always be used for FAS/EM prescreening to track those meetings.

Office of Inclusion and Intercultural Initiatives Interview List Approval
Candidates being recommended for interview on FAS postings are **required** to go through the Office of Inclusion and Intercultural Initiatives (I3) for approval **prior** to interviewing the candidates. There are two steps in this process:
1. Complete the Interview List Approval form and obtain signatures from the chair and dean of the unit or college (this can be wet signatures or electronic). Once completed, attach this form to the Job Card on the Documents tab within PageUp. This form can be found at the following link: https://www.hr.msu.edu/ua/hiring/documents/Academic_Interview_List_Approval_Form.pdf
2. Update the applicant(s) status(es) into "Interview List Sent to Compliance Panel". Then click **Next**. And then click **Move Now**. This will update both the applicant status, job status, and trigger an email to I3 to review the posting and applicants.
   a. Once I3 has approved the applicant list, they will update the applicant's status to "Interview Approved by Compliance Panel" and the primary staffing coordinator will receive an email confirming approval. Once approval has been received, the committee can interview the **approved** candidates.
   b. If you want to add additional candidates to be interviewed after the initial I3 approval, all the above steps should be completed again as an amendment to the original request.

Recording Interviews
For interviewed candidates, update the status of any interviewed candidates into "Interview Completed" statuses and enter the interview date. Update the job status if prompted.

Hiring Recommendation and Offer Process

1. Update the application status of the candidate being hired to the "Hire Recommendation" status and click **Next**. To update the Job Status, the radio button at the bottom of the pop-up in the blue bar should reflect a Yes response, changing the job status to "Hire Recommendation". Click **Move Now**.
2. Complete the Offer Card fields. Click **Save**.
3. Upload the signed offer letter or signed fixed term memo to the Offer Card. Click **Save and Exit**.
4. Update the status of the candidate that is being hired into the "Offer Made Online" status and confirm the Job Status (the radio button at the bottom of pop-up in the blue bar is set to Yes, changing the job status to "Offer").
   Note: The "Offer made online" status will trigger an email to the candidate to accept the offer letter/memo in their Applicant Portal and will bring up onboarding. Once the welcome message is submitted, the candidate will be directed to their Onboarding Portal. Onboarding tasks are determined by the onboarding task list selected on the Offer Card.

Applicant List Closeout:

Once the offer has been accepted by the applicant, change the remaining applicant statuses to one of the following to notify the applicant of their final disposition status.

1. For applicants who were **not** interviewed:
   a. Update the status to an "Interview not selected…" status. This status has various reasons for not interviewing the respective candidate. Please select the reason that is most appropriate.
   b. An additional pop-up window will appear showing the email template to be sent to the applicant. The department can modify the communication if desired.
   c. This pop-up will also require you to select a reason; please select the appropriate reason.
   d. Click **Save and Close**.
2. For applicants interviewed (including Skype and phone screens):
   a. Update the status to an "Interview**ed** not selected…" status. (There are two to choose from.)
      Note: The candidate will only see "Interviewed not selected".
   b. An additional pop-up window will appear showing the email template to be sent to the applicant. The department can modify the communication if desired.
   c. This pop-up will also require you to select a reason; please select the appropriate reason.
   d. Click **Save and Close**.

Contact Information

If you have further questions related to this process, please contact the Academic Operations Team at AVPHR.AcademicOps@hr.msu.edu.