

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.

Request Background Check and Select Package

1. Change application status to "*Request background check*".
2. Click "Next"
3. Select appropriate package from the "Background check" dropdown list.
 - i. Modify the email (if desired) regarding the forthcoming HireRight invitation.
 - ii. Select "Move now"

*DO NOT MAKE ANY APPLICANT STATUS CHANGES UNTIL AFTER CBC IS COMPLETE

4. HireRight sends a CBC invitation and updates applicant status to "*Background check in progress*".
 - i. Applicant should complete all HireRight fields
5. HireRight Updates PageUp with Final Result
 - i. Applicant status updated to "*Background check complete*."

Disposition all Candidates with the Appropriate Application Status.

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

