



JOB AID

Admissions: Find and View Recruiting Category

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Admissions: Find and View Recruiting Category

Admission Processors generally will not have to assign Recruiting Categories but will need to know where to view them.

Navigation: Student Admissions > Application Maintenance > Maintain Applications

1. **Search** for student by Last Name, First Name, etc.
2. **Select** the student from the Search Results list at the bottom of the page.

Maintain Applications

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Application Nbr: [begins with] []
ID: [begins with] []
Academic Institution: [=] MSU55
Academic Career: [begins with] []
Application Program Nbr: [=] []
Academic Program: [begins with] []
Admit Term: [begins with] []
Application Center: [begins with] []
Campus ID: [begins with] []
National ID: [begins with] []
Last Name: [begins with] SMITH
First Name: [begins with] E

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
		MSU55	UGRD	0	UNS	2208	UGDM	Smith	Male	*****(blank)			USA	SSN	SMITH	
		MSU55	UGRD	0	USS	2208	UGDM	Smith	Female	*****(blank)			USA	SSN	SMITH	

3. On the Maintain Applications page, click the **Application School/Recruiting** tab.
4. In the **Recruiting Categories** section, you can see all categories assigned to the student, based on the interests the student included in their initial application.

In the example below, the student has a *Legacy MSU* category and the Description field contains the name of the legacy relationship individual.

If there is more than one recruiting category, use the navigational arrows to scroll through the pages or click **View All**.



< Admin Home **Maintain Applications**

Biographical Details | Addresses | Regional | Personal | Application Program Data | Application Data | **Application School/Recruiting** |

Academic Institution Michigan State University

Academic Career Undergraduate

Application Number 00017002 Events [Link to ImageNow](#)

School Information

Last School Attended 180018234 Williamston High School

Graduation Date 06/28/2020

School Type HS Proprietorship Public

City State MI Country USA

Recruiting Information

Region MIC_INGHAM MI County - Ingham

From School

Primary Recruiter ID 13 Stacy Staff

Assign Region From

Recruiting Categories Find | View All | First 1 of 3 Last

*Category LEGM Legacy MSU Group Alumni

Recruitment Sub-Category

Description

Recruiters Find | View All | First 1 of 1 Last

Recruiters Prompt Recruiters

*Recruiter ID

Recruiter Type Primary