

Bulk compile and send is a function that compiles application information for selected applicants and creates a PDF document that can be saved elsewhere or sent to designated recipients.

The diagram below defines the application information compiled when the item is selected.

Bulk compile

Bulk action status: 2 Applicants Complete

You have selected 2 applicants to compile documents for, please select the documents you would like to include.

Application details Information Completed in the Application

- Applicant personal details Applicant's name, address, phone, email, and source
- Profile Applicant's education (only information UW-Madison stores in profile)
- Application form } Both provide the same information: Eligibility answers, education, reference contact info (if using embedded form on application), reference release. Best practice: only select Application form
- Additional form }
- Application notes Application history notes (if applicable)
- Onboarding Form Never need to select. Answers only visible via reporting.
- Completed online reference check form Provides reference details from embedded form if using the letter of reference upload functionality. To view the uploaded letter, must select Reference Letters below.

Applicant documents Uploaded Documents

- Cover letter Applicant's cover letter
- Reference Letters Reference Letters uploaded by 1) reference (using provided link), 2) applicant (during application process), or 3) hiring admin (if collected outside of TREMS)
- References List of references uploaded in a document by applicant if asked for as part of the application process. NOT the embedded reference form found in the application form.
- Resume Applicant's resume
- Supporting Application Documents (Other document upload) Any documents uploaded during the application process that were categorized as "other"

Recruiter documents

- Mail matcher document Never need to select. UW-Madison is not using this functionality.

Print options

- Format for double-sided printing Prepares PDF for double-sided printing

Create PDF Cancel