EVENTS

You can use TREMS to automate the booking of interview events. Once an event is created, you invite applicants to the event by changing the applicant’s status.

HOW TO: CREATE AN EVENT

1. To set up an event, choose **New event** from the PageUp menu. Complete the details.

   - **Title**: Enter a title for your event. Example: 80767PhoneScreen
   - **Event type**: Choose the type of event. Example: Phone Screen
   - **Venue**: Choose a venue. Example: Telephone
   - **Owner**: Choose an owner. Example: Hiring Administrator
   - **Contact name**: Add a contact name. Example: Christine Ray
   - **Public instructions**: Add public instructions. Example: We will call you using the number you supplied on the application.

2. After saving, you will add the available time slots. You can add singles or bulk. To add times individually, enter the date, and start and end time. **Positions** indicates how many interviewees you will allow in each timeslot (typically 1). Click **Add**. (We do not recommend inviting additional users.) **Timeslots must be at least 24 hours after they are created.**
3. Bulk timeslots lets you add multiple instances of the same day and time over a span of dates.

4. Set a reminder for your invitees and save your event.

The reminder can be set to weeks, days, hours, or minutes before the event. Change this to “Yes” to set an email reminder for invited applicants.
HOW TO: INVITE APPLICANTS TO AN EVENT

Once an event is created, you will invite the applicants. To invite an applicant to select a time, you will change the status of the applicant to either Phone Screen or Interview. This is an example of the phone screen.

1. Choose the applicants moving to the phone screen and choose **Bulk Move** or select applicants individually and change each status.

2. Click the binoculars to search for your event. You must fill in an event. Do not leave the Event field empty. This is an example of how to send an invitation for an event in which the applicants will choose their own appointment time.

   - You **MUST** include the event. **DO NOT** leave this field empty.
   - Because the applicant is selecting a time slot, then this indicator should be “No”. The applicant will both select and accept the time.
3. The suggested communication template provided gives all the necessary instructions to the applicant regarding how to choose a time slot. Read and customize the message to share additional information. You should also change the “from” e-mail address to either your email or the interview contact’s email.

![Email template](image)

Change this email address to your own or the interview contact’s email. This will allow the applicant to reply with any questions.

This indicates a merge field. The individual’s name will merge.

4. When you complete the status change, the email invitation is sent to the applicant to make a booking. The applicant logs into their applicant account to choose a time.

![Booking invitation](image)
5. After the applicant clicks the link to make a booking, only the available times will appear. If another invitee has already selected a time, it will not appear in the list.

Note: any timeslot that is less than 24 hours away will not appear.

6. The applicant sees a confirmation screen and can add the event to their Outlook calendar. The event owner receives an email when an applicant has accepted an event invitation. Once confirmed, an applicant does not have the ability to decline or reschedule an event online. They must contact you directly to change an interview time or decline.
HOW TO: CHANGE A BOOKING FOR AN APPLICANT

Once an applicant has selected and confirmed a booking, the applicant cannot make changes to the appointment. Should an applicant contact you to change a booking, follow these steps:

1. View the applicant card by choosing Manage Jobs (from the PageUp menu). Find the job in the list and click either the number of applicants or the applicant icon. Then click on the applicant’s name or View application for the applicant that needs assistance. This opens the Applicant Card.

2. In the History section of the card, you will see where the applicant accepted the booking. Click Edit and the details will appear.
Using the Events Functionality

3. Clear the current event timeslot details by clicking the eraser.

4. View the remaining available times by clicking the binoculars. Discuss with the applicant and choose a new timeslot. If there are no remaining timeslots, click the **Add New Timeslot** and set up an additional time.

5. Do not make any changes to the two boxes under the “Applicant change statuses:” section heading.

6. **Change the** “Accept the booking on behalf of the applicant?” to **YES**
7. **Change** “E-mail: Applicant:” to **YES**. This will send an email confirmation to the applicant. Customize the email as needed. It is recommended that you change the “From:” email address to your own email or the event contact’s email address.

![Email confirmation screenshot](image)

**Change this field to your email address.**

### HOW TO: REVIEW EVENTS

1. To see the events you have created in the system, use the PageUp menu and choose **Manage events**. The “Events” tab will show you all of the events you have created in the system. If you need to change anything about the event or the timeslots (add, remove, adjust) click on Edit.

![Manage events screenshot](image)

2. To view individual timeslots and whether each has been booked, view the “Timeslots” tab. Click “Bookings” to view the details.

![Manage timeslots screenshot](image)