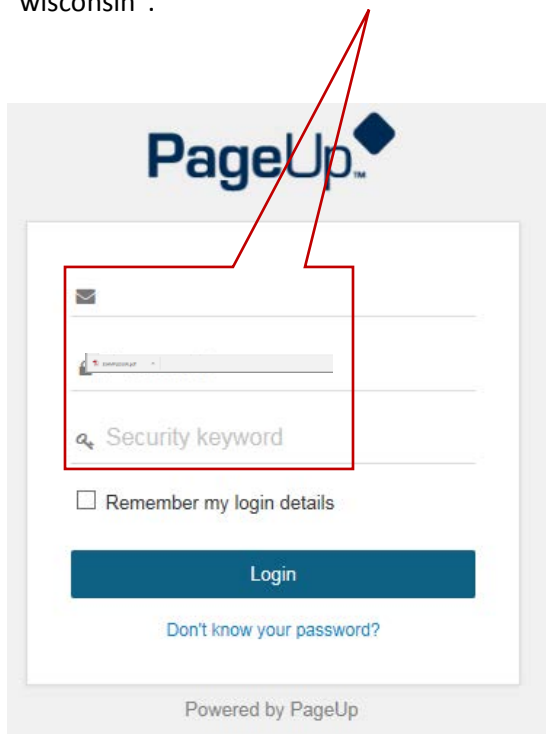


You've been asked to participate in a search committee and use the Talent Recruitment and Engagement Management System (TREMS). This document will give you basic information about TREMS and the activity you can record in the system. You will need to partner closely with the hiring administrator on this job to determine the process for advancing applicants and how information will be shared regarding the status of applicants.

TREMS is accessed via a website. The exact URL that you will use is dependent upon whether you are a UW-Madison employee or someone outside the University. If you are outside the university, you will receive an email to set up an account in TREMS. Employees will access the system at the following URL [www.trems.hr.wisc.edu](http://www.trems.hr.wisc.edu) and will log in via NetID log in. When the hiring administrator communicates that the applications are ready for review, you will receive an email that will provide you with a reminder of the URL to enter TREMS.

**If you are a non-UW-Madison Search Committee member log in with the following URL:**

<https://admin.dc4.pageuppeople.com/default.aspx> and enter your password you created and the Security keyword of "wisconsin".



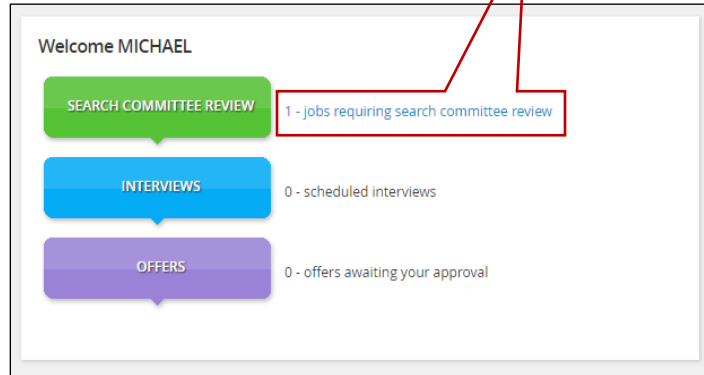
The image shows a login form for PageUp. At the top left is the PageUp logo. Below it is a white login box containing the following elements: an email field with an envelope icon, a password field with a red box around it, a 'Security keyword' field with a magnifying glass icon, a 'Remember my login details' checkbox, a blue 'Login' button, and a blue link 'Don't know your password?'. At the bottom of the box is the text 'Powered by PageUp'. A red box highlights the email, password, and security keyword fields, with a red arrow pointing from the top of the box to the security keyword field.

As a search committee member you will have the ability to access application materials, share materials with others, write a summary for each applicant, and to record an "outcome" for each applicant (Not reviewed, Meets criteria, Exceeds criteria, Does not meet criteria). If you are named the chairperson, you will have the additional access to: 1) View the outcomes that others have selected for each candidate; and 2) Assign a rank to each applicant.



## VIEWING MATERIALS

- Most search committee members, upon logging into TREMS, will see a very basic dashboard. The only exception is if you have Hiring Administrator or Division HR access to the system – then you will see your regular dashboard. Regardless of the dashboard, you will click on the **Jobs requiring search committee (or panel) review** link.



- You will have a link to **View Applicants**. The chairperson will have an additional link to **View Responses**, which allows the chairperson to see the outcomes selected by the committee members.

Only for chairperson.

My search committee jobs							
Job number	Date added	Status	Classification title	Use	Total applications	Your role	
CRayTRAIN80767-US-FTF	10 Sep 2016	Approved	DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT)		6	Chairperson	<a href="#">View Applicants</a>   <a href="#">View responses</a>



- Within the review screen you can view the materials for each applicant by using the icons next to each applicant name. The **view answers** icon will open the entire application which will have links to the documents submitted for the application.

**Use the view resume icon to access the resume on screen.**

**The view answers icon will open the application, where the submitted documents are available.**

**Links to documents that were submitted as part of the application. Click on the link to open the document. The document will populate on the lower left corner.**

**Lauren Butters**

Applicant address: 12 Big Ten Ave  
Madison, Wisconsin  
53719, United States

Applicant phone: 414555999

Applicant e-mail: lmkrywda@gmail.com

Application: ONLINE INSTRUCTOR (A177500-SCHOOL OF EDUCATION/WCER)

Applied via: Website UAT

Source: Internet - UW-Madison Jobs Website (jobs.wisc.edu)

Description: This position will assist in building on the assets of students, families, schools, districts, communities, and University of Wisconsin to support "Smart Spaces", where academically advanced students from low-income settings have increased opportunities to develop their talents in challenging and innovative ways.

Question & response	N/A
Are you legally eligible to work in the United States? Yes	0
Will you now or in the future require visa sponsorship for employment at UW-Madison? No	0

To upload a file:

1. Click on "Upload file"
2. Locate the file on your computer and click "open". The file upload may take a few minutes depending on the speed of your internet connection.

If you have mistakenly uploaded the incorrect file, click "Delete" and upload the correct file.

Please attach your resume or CV  
[Fake Resume Lauren Bowers.docx \(12kb\)](#)

Please attach your cover letter  
[Fake Cover Letter.docx \(12kb\)](#)

Please refer to the position announcement to see the additional documents  
[Demo Outline 2.docx \(13kb\)](#)

3SAMPLESUW.pdf

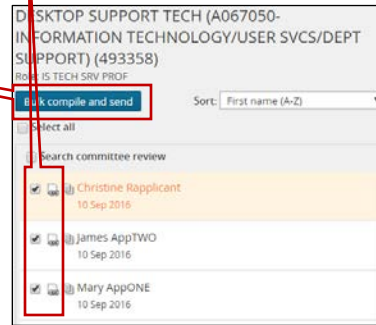
- In addition to the documents the applicant submitted, you may also see the following types of information in the application: names and contact information for references, letters of reference/recommendation submitted by others, work history and education.



## SHARING MATERIALS

- You have the ability to share materials with others by creating a single document that includes all the applicants' materials and sending it to others. After selecting the applicants you wish to include, you would click on **Bulk compile and send** and choose the items you want to share.

Indicate the items you wish to include in the document. Definitions and suggested documents are outlined below.



### Bulk comp.

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
- Additional 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
- 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



- Click on **Create PDF** to create the document and then decide who you would like to send it to. You can choose a recipient from the TREMS users as well as type in the email addresses for additional recipients (separate with commas). You can also download and save the document and distribute without using TREMS.

**Download or send document**

Bulk action status: 3 Applicants Complete

**i** To download the document, right click on the link below and select 'Save Target As'.  
Note: To send the document it is not necessary to download the document below.  
The document will be sent as an attachment with the communication below.

Your document is ready to download:  
[Download document \(166.5 kb\)](#)

Send document:  Yes  No

User:

No user selected.

Other e-mail:

From:\*

Subject:\*

Body:\*

**i** [Show merge field information](#)

Format selection **B I** Tools

Please see attached the applications for:

- Mary AppONE
- James AppTWO
- Christine Rapplicant

**Okay** **Close**



## DOCUMENTING YOUR EVALUATION OF MATERIALS

- For each applicant, you can write a **summary** statement (if needed) and choose an **outcome**. The chairperson also has the ability to **Rank** the candidates. The chairperson is the only committee member who can view another member's summary and outcome. Click on **Save and Next** to save the outcome for each application.

DESKTOP SUPPORT TECH (A067050-  
INFORMATION TECHNOLOGY/USER  
SVCS/DEPT SUPPORT) (493358)  
Role: IS TECH SRV PROF

Sort: First name (A-Z)

Search committee review

- Christine Rapplicant 10 Sep 2016
- James AppTWO 10 Sep 2016
- Mary AppONE 10 Sep 2016
- Patricia AppFOUR 10 Sep 2016
- Robert AppTHREE 10 Sep 2016
- Train1 Christine Train1 10 Sep 2016

Role: IS TECH SRV PROF

Summary

A summary statement can be included here. Each committee member has the opportunity to write a summary about each candidate. The chairperson is the only person who can see summaries and outcomes other than their own.

Outcome: Select

- Select
- 1 Not reviewed
- 2 Meets criteria
- 3 Exceeds criteria
- 4 Does not meet criteria

Rank: None

- None
- 1
- 2
- 3
- 4
- 5
- 6

Save and next Close

- This is an example of what the chairperson will see when they choose **View Responses**.

DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT) (CRayTRAIN80767-US-FTF)

Feedback provided

- Christine Rapplicant
- James AppTWO
- Mary AppONE
- Patricia AppFOUR
- Robert AppTHREE
- Train1 Christine Train1

Feedback from search committee members Search committee review

Overall

MICHAEL FAY  
"3 Exceeds criteria" No response

DON SCHUTT  
"3 Exceeds criteria" No response

- The hiring administrator will determine the process and set expectations with you for moving applicants into different statuses. You do not have the ability to change an applicant status in TREMS. You will need to partner with the hiring administrator to track the applicants through the process.

