The search committee function in TREMS allows a chairperson and committee members to log into TREMS to access applicant 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).

The chairperson has **additional** abilities to: 1) View the outcomes that others have selected for each candidate; and 2) Assign a rank to each applicant.

**SETTING UP A SEARCH COMMITTEE**

- On the job posting card choose **Yes** for Search Committee. If you do not know who the chair and members will be at the time of creating the posting, your division HR has the ability to add a search committee to the card.

**COMMUNICATING WITH YOUR SEARCH COMMITTEE**

- If you are adding a non-UW-Madison employee to a search committee, you will need to communicate with them that they will be receiving an email from uwjobs@wisc.edu that will allow them to set up their user account in TREMS.
- You should explain to the search committee that they will receive an email that directs them to log in to TREMS when the materials are ready for review.
- The search committee will still communicate results of their discussions to you to change the status of applicants moving through the process. The search committee **cannot** work with the applicant statuses.
- Search committee **cannot** add documents into TREMS. They can only type a summary and choose an outcome. The chair has the additional ability to choose a rank for each applicant.
INITIATING THE SEARCH COMMITTEE REVIEW

- When you are ready for the search committee to access applicant materials, you will move applicants to be reviewed into the Search committee review status. When you change the status you should use the communication within TREMS to inform the committee that materials are ready to review.
- Select your applicants. If you are moving all your applicants to the search committee, use the selection menu to select all.

Choose the bulk action of Bulk Move. Choose the application status of Search committee review and Next.
Using the Search Committee Functionality

- The default communication is turned on to send to Additional users from Job. In the Other additional users area, enter the names or click the binoculars to look up the users that are a part of the search committee. (You must add each member of the search committee. There is no automatic check box to add the search committee.)
Using the Search Committee Functionality

- Customize the body of the message as needed, but do not change any information in the { brackets }. These are merge fields that will show the correct information when sent. Also, do not change the URLs that are included. This is important information for the search committee to access TREMS.

![Image of email template]

WHAT THE SEARCH COMMITTEE WILL SEE AND WHAT THEY CAN DO

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

![Image of dashboard]

- A committee member 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.
Using the Search Committee Functionality

- Within the review screen committee members 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.

- For each applicant, committee members and the chair 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.

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

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