

Adding a Document to the Job Posting Card

Documents can be uploaded and stored in the TREMS Job Posting Card. Examples of document uploads that are specific to the general recruitment include:

- Names of search committee members
- Copies of PD/PVL
- Copies of advertisements
- Assessment and screening criteria
- Interview questions

Documents specific to an applicant, such as a letter of recommendation, should be uploaded to the applicant card, not the job posting card. See help document: Adding a Document to Applicant Card for instructions.

1) Click on the corresponding job in TREMS:

Division HR

Dashboard

Current jobs

2 Total 1 All Notifications 2 Approved

0 Approved	ACADEMIC ENHANCEMENT PROGRAM COORDINATOR (A451062-LAW SCHOOL/ACAD ENHANCE PROG)	Requisition Number: TRAIN72804-AS	ERICA FINI-MARTEN	Positions: 1	Vacancies: 1
22 new 22 Approved	COMMUNICATION COORDINATOR (A011020-GENL EDUCATIONAL ADMIN/UNIVERSITY ADMINISTRATION/PROVOST)	Requisition Number: TRAIN72801-AS	ERICA FINI-MARTEN	Positions: 1	Vacancies: 1

22 new applications. View →

Hiring Admin

My Jobs

Status:

Requisition Number	Classification title	Date added	Status	
TRAIN72749-AS	ACADEMIC ENHANCEMENT PROGRAM COORDINATOR (A451062-LAW SCHOOL/ACAD ENHANCE PROG)	14 Oct 2016	Pending approval	View job

2) Click on the Documents tab:

[COMMUNICATION COORDINATOR \(A011020-GENL EDUCATIONAL ADMIN/UNIVERSITY ADMINISTRATION/PROVOST\)](#)



[Revision history](#) [History](#)

[Position info](#) [Notes](#) [Documents](#)

3) Click on the Select dropdown menu:

COMMUNICATION COORDINATOR (A011020-GENL EDUCATIONAL ADMIN/UNIVERSITY ADMINISTRATION/PROVOST) [Revision history](#) [History](#)

Position info | Notes | Documents


Select  

Document	Size	Category
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4) Choose to upload a Document from a file:

COMMUNICATION COORDINATOR (A011020-GENL EDUCATIONAL ADMIN/UNIVERSITY ADMINISTRATION/PROVOST) [Revision history](#) [History](#)

Position info | Notes | Documents


Select
Document from a file 
Document from library
Generate selection report

Document	Size	Category
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5) A pop-up for the upload will appear:

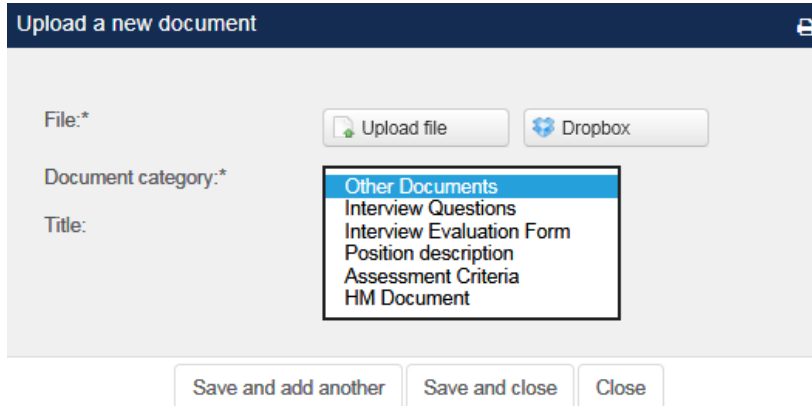
Upload a new document

File:*

Document category:* 

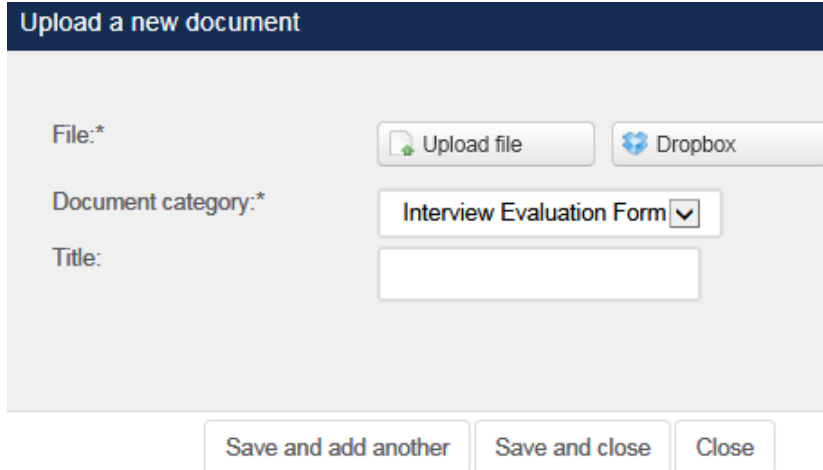
Title:

6) Click on the Document Category dropdown menu and choose the corresponding Document category:



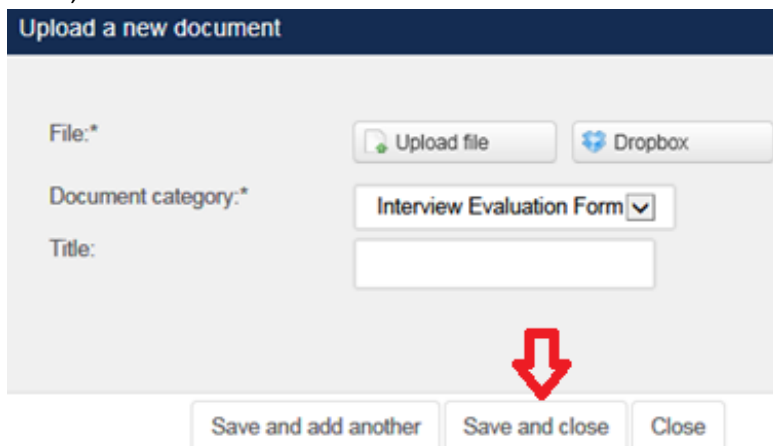
The screenshot shows the 'Upload a new document' form. The 'Document category:*' dropdown menu is open, displaying a list of categories: 'Other Documents', 'Interview Questions', 'Interview Evaluation Form', 'Position description', 'Assessment Criteria', and 'HM Document'. The 'Other Documents' option is highlighted. Below the form are three buttons: 'Save and add another', 'Save and close', and 'Close'.

7) Give the document a title:



The screenshot shows the 'Upload a new document' form. The 'Document category:*' dropdown menu is now set to 'Interview Evaluation Form'. The 'Title:' field is empty. Below the form are three buttons: 'Save and add another', 'Save and close', and 'Close'.

8) If there are additional documents to upload, click on Save and add another.
If not, click Save and close:



The screenshot shows the 'Upload a new document' form. The 'Document category:*' dropdown menu is set to 'Interview Evaluation Form'. The 'Title:' field is empty. A red arrow points to the 'Save and close' button. Below the form are three buttons: 'Save and add another', 'Save and close', and 'Close'.