

Tracking application statuses in TREMS is required to ensure proper record keeping. Statuses should be changed in real time as applicants move through the assessment and selection process. This ensures the proper date is reflected in the history for that application. In the event that a status (e.g. phone screen, interview) is not changed when it occurs, a different process must be followed to add the status retroactively and reflect an accurate date for the occurrence.

The process outlined below should be used any time a status for an application needs to be recorded after the actual occurrence. This is the only method to ensure an accurate date for the occurrence. You must follow this process if you are trying to record status changes after a selected candidate has been moved to Verbal Offer, Online Offer Made, Offer Accepted, or JEMS new identification form paperwork complete.

ADDING A STATUS RETROACTIVELY

1. Open the job and navigate to the list of applicants.
2. Open an applicant card. (You must add the status individually to each applicant. You cannot do this retroactively in bulk.)
3. From the Actions menu next to the application, choose "Add Activity".

The screenshot displays the TREMS interface for an application. The application card shows the following details:

- Application:** INFORMATION PROCESSING CONSULTANT-SYSTEMS (A077510-COL OF AG & LIFE SCIENCES/ADM SVCS CTR/RUSSELL LABS)
- Job ID:** #18bgrifTRAIN72778-as
- Submitted:** 18 Oct 2016 via UW-Madison Jobs Website (jobs.wisc.edu)
- Status:** JEMS new identification form paperwork complete
- Status changed:** 27 Oct 2016

The 'Actions' dropdown menu is open, showing the following options:

- Add activity
- Add document
- Add document from file
- Change status
- Communicate
- Compile and send
- Edit application source
- New booking to an existing event
- New booking to a new event
- Offer details
- View references
- Onboarding
- Undisclose application

The 'Add activity' option is circled in red. Below the application card is a 'History' section with filters for 'Item' and 'Job' (both set to 'All'). The history table contains the following entries:

Date & time	Item
Tuesday, 15 Nov 2016, 12:07am	E-mail: Onboarding Task Reminder- Attention required, To: hire21@hire.com, From: uwjobs@wisc.edu
System	INFORMATION PROCESSING CONSULTANT-SYSTEMS (A077510-COL OF AG & LIFE SCIENCES/ADM SVCS CTR/RUSSELL LABS)
Sunday, 13 Nov 2016, 12:55am	E-mail: Onboarding Task Reminder- Attention required, To: hire21@hire.com, From: uwjobs@wisc.edu

- Choose the Activity type that matches the status you wish to record. Refer to the chart to select the appropriate activity type.

Add activity

Please fill in all mandatory fields marked with an asterisk (*).

Activity type:* Select ▼

Time:* Select

Note:

- Application submission
- New application
- Initial screening
- Assessment 1
- Interview 1
- Line manager review 1
- Phone screen 1
- Reference check 1
- Review 1
- Shortlisting
- Interview 2
- Line manager review 2
- Reference check 2
- Talent pool 2
- Final selection
- Interview 3
- Review 3
- Offer
- Extension 1
- Extension 2
- Extension 3
- Offer - Approved
- Offer - Cancelled
- Offer accepted
- Offer made
- Offer revoked
- Paperwork received
- Pre-offer check
- Other
- Initial up front screening
- Offer check
- Offer declined
- Unsuitable - at this time
- Unsuitable - not suitable for employment
- Withdrawn

Note:

Status	Activity type
Search Committee	Review 1
Hiring Manager Review	Line Manager Review 1
Phone Screen	Phone Screen 1
Interview	Interview 1
Interview 2	Interview 2
Interview 3	Interview 3
Reference Check	Reference Check 1
Background Check	Offer Check
Background Check Successful	Reference Check 2

- Choose the accurate date and time, and type additional notes as needed. Click Save.

Add activity

Please fill in all mandatory fields marked with an asterisk (*).

Activity type:*

Time:* at

Note:

- The activity will now show in the history with the accurate date.

	Thursday, 27 Oct 2016, 8:46am	Status changed to 'Verbal offer' by BONNIE GRIFFIN.
		INFORMATION PROCESSING CONSULTANT-SYSTEMS (A077510-COL OF AG & LIFE SCIENCES/ADM SVCS CTR/RUSSELL LABS)
	Thursday, 27 Oct 2016, 8:45am	Pre-offer check
		INFORMATION PROCESSING CONSULTANT-SYSTEMS (A077510-COL OF AG & LIFE SCIENCES/ADM SVCS CTR/RUSSELL LABS)
	Saturday, 22 Oct 2016, 3:02pm	Interview 1 In-person interview held with search committee
		INFORMATION PROCESSING CONSULTANT-SYSTEMS (A077510-COL OF AG & LIFE SCIENCES/ADM SVCS CTR/RUSSELL LABS)
	Thursday, 20 Oct 2016, 3:00pm	Review 1 Sent to Search Committtee
		INFORMATION PROCESSING CONSULTANT-SYSTEMS (A077510-COL OF AG & LIFE SCIENCES/ADM SVCS CTR/RUSSELL LABS)
	Tuesday, 18 Oct 2016, 3:29pm	New application

REMINDERS

- **Do not use** the change status action after a selected candidate is moved to Verbal Offer, Online Offer Made, Offer Accepted or JEMS new identification form paper complete.
 - This will not accurately reflect the date for the status change.
 - This creates an inaccurate history for the applicant.
 - This results in inaccurate reports.
- Recording a status change retroactively requires **adding an activity** to an application.
 - This must be added individually for each applicant.
 - This is the only way to reflect an accurate date.
 - Accurate dates are required.
- **Best practice:** Change the status for each applicant **as it occurs**.
 - This ensures a proper date for the change.
 - You can apply a change to multiple applicants.
 - This ensures accurate and timely reporting of when candidates move through the process.