

Documents can be uploaded and stored in the TREMS Applicant Card. These documents must be specific to the applicant. Examples include:

- Letter of recommendation
- Cover letter
- Resume
- Transcripts

Documents specific to the job, such as interview questions, should be uploaded to the job posting card, not the applicant card. See help document: Adding a Document to the Job Posting 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 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: Current

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) View applications:

View applications

Position info | Notes | Documents

JEMS Transaction ID:* iTRAIN72749-AS

Copy this number from the field below labeled "Position no"

Official Title: SR STUDENT SERV COORD

Number: T25BN

3) Click on your applicant's name:

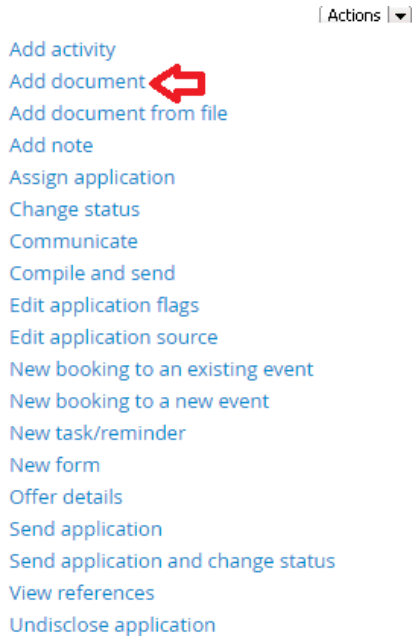
13 Oct 2016	New	BOB	ROBERT	HIREONE	608-111-11	hire1@hire.com
13 Oct 2016	New	JUDY	JUDY	HIRETWO	608-111-11	hire2@hire.com
14 Oct 2016	New	MARY	MARY	HIRETHREE	555-555-55	hire3@hire.com

- 4) In the middle of his/her applicant card will be a small Actions menu. Click on the dropdown arrow to show the options/actions:

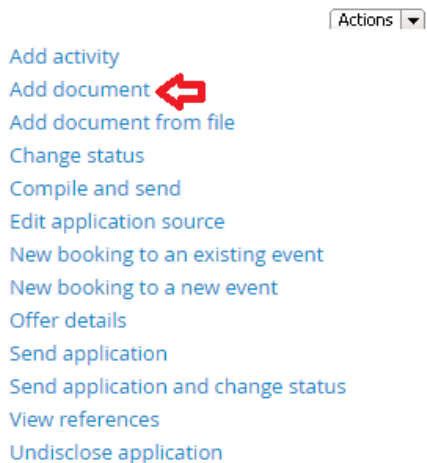


- 5) Click on Add Document:

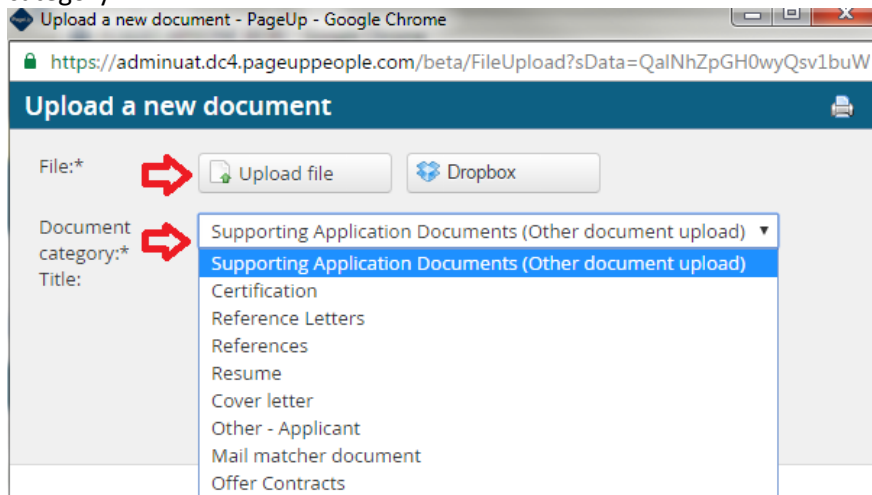
Division HR



Hiring Admin



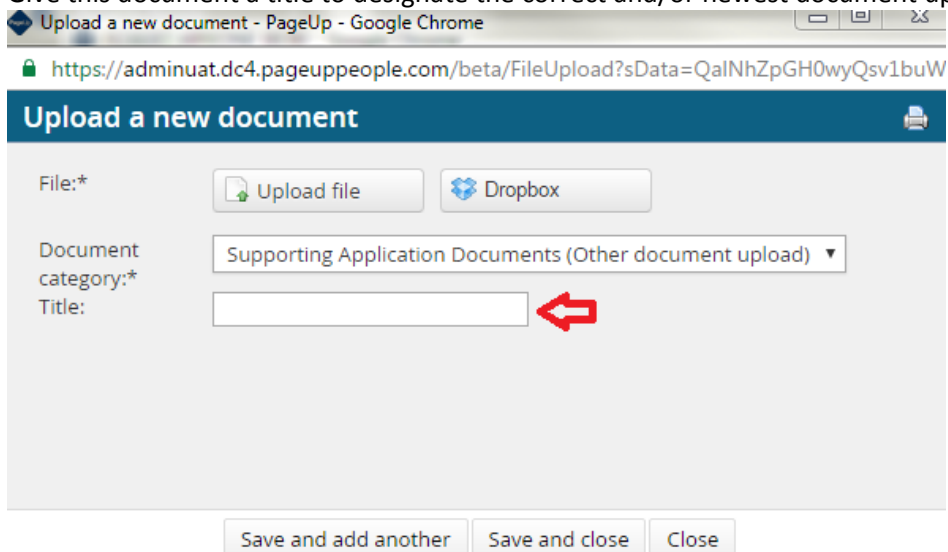
- 6) Upload the file and choose the corresponding Document Category.
If the category does not match the uploaded document, choose the Supporting Application Documents category:



The screenshot shows a web browser window titled "Upload a new document - PageUp - Google Chrome". The URL is <https://adminuat.dc4.pageuppeople.com/beta/FileUpload?sData=QaINhZpGH0wyQsv1buW>. The page header is "Upload a new document". The form has the following fields:

- File:*** with a red arrow pointing to the "Upload file" button and a "Dropbox" button.
- Document category:*** with a red arrow pointing to a dropdown menu. The dropdown is open, showing the following options: "Supporting Application Documents (Other document upload)" (highlighted in blue), "Certification", "Reference Letters", "References", "Resume", "Cover letter", "Other - Applicant", "Mail matcher document", and "Offer Contracts".
- Title:** (empty text input field)

- 7) Give this document a title to designate the correct and/or newest document uploaded to the applicant card:



The screenshot shows the same web browser window as above. The form fields are:

- File:*** with "Upload file" and "Dropbox" buttons.
- Document category:*** with a dropdown menu set to "Supporting Application Documents (Other document upload)".
- Title:** with an empty text input field and a red arrow pointing to it.

At the bottom of the form, there 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.:

Upload a new document - PageUp - Google Chrome

<https://adminuat.dc4.pageuppeople.com/beta/FileUpload?sData=QalNhZpGH0wyQsv1buW>

Upload a new document

File:*

Document category:*

Title: