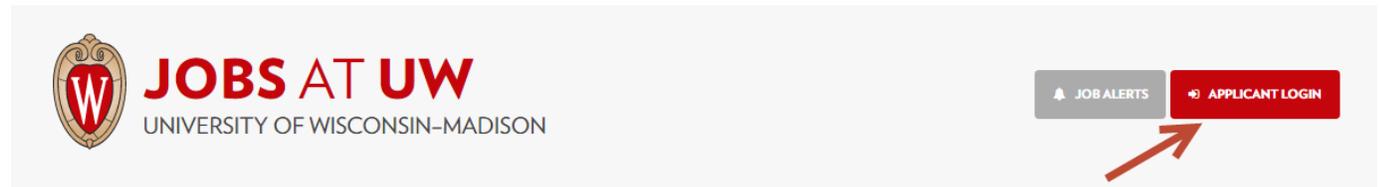


Existing applicants can access their UW Jobs account by clicking on the red “Applicant Login” button in the upper right corner of the employment website (www.jobs.wisc.edu).



To login, the applicant enters their email address and password and clicks the “Login” button.

A screenshot of a login form titled 'Existing applicant login'. It contains two input fields: 'E-mail address:' and 'Password:'. Below the fields is a red 'Login' button and a link that says 'Forgotten your password?'.

TROUBLESHOOTING TIP: If an applicant is having trouble logging in, they should make sure they are using the correct email address. If an applicant needs to reset his/her password, they should click on the “Forgotten my password” link, enter their email address, and press “OK”. An email will be sent with instructions on how to reset the password. The email is sent from UW Jobs and a copy is stored on the applicant card under the “history section”.

A screenshot of a form titled 'Don't know your password?'. It has a single input field labeled 'E-mail address:'. Below the field are two buttons: a red 'OK' button and a grey 'Cancel' button.

Once logged in to their account, an applicant can do the following:

- Update profile
- Update a stored resume
- Change account password
- View job applications
- Schedule an interview
- View and accept an offer
- Complete the new hire form

Update profile

Applicants can update personal information stored in the profile by clicking on “Update profile”.



Edit profile

Personal details	Title:	Select
Education	First name:*	Izzy
	Middle name:	
	Last name:*	Johnson
	Preferred name:	Izzy
	E-mail address:*	izzy@gmail.com
	Home address:*	333 Park St
	City:*	Madison
	Country:*	United States
	State / District:*	Wisconsin
	Postcode/ZIP:	53179
	Phone number:*	608-555-5555
	Cell number:	
	University of Wisconsin - Madison Employment status:*	Never employed or contracted t

[Save](#) [Cancel](#)

TROUBLESHOOTING TIP: If an applicant needs to change their email address, which also serves as their account login, they can do so in their profile.

Update Resume

Applicants can update the resume stored in their profile or add a resume to their profile by clicking on “Update resume”. Changing or adding a resume will not change the resume attached to any submitted applications. Storing a resume provides the applicant with convenient access to their resume when applying to future positions.



Update resumé

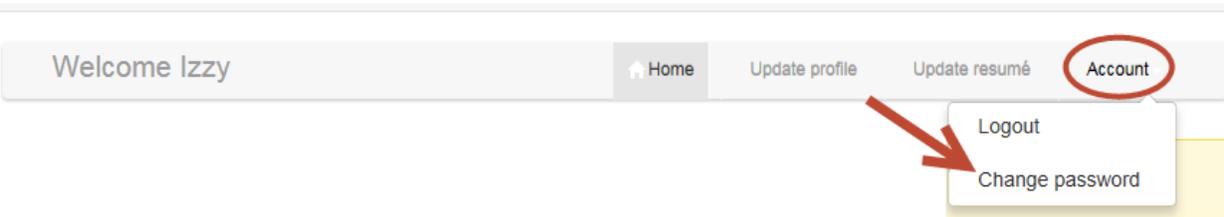
You do not have a resumé in the system.

Update your resume by clicking *Attach file* to select a file from your computer. After selecting a file you will be returned to this screen. Click Save.



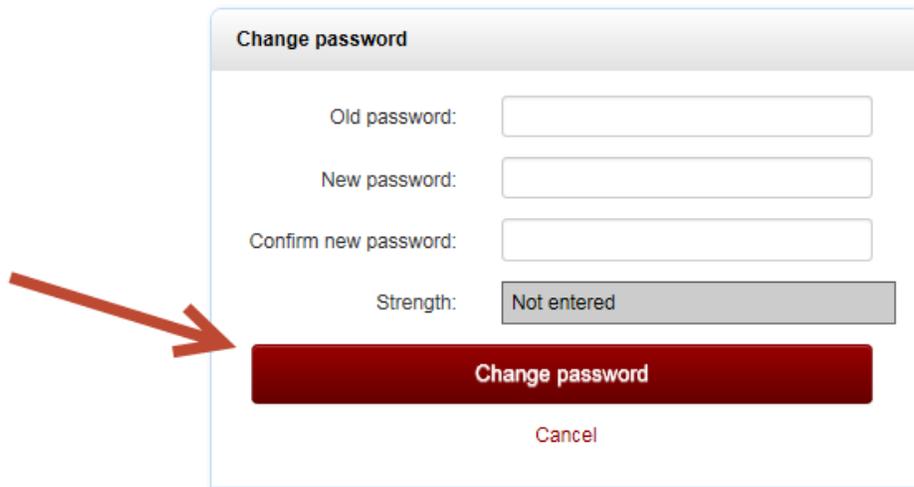
Change Account Password

To change the account password, click on “Account” and select “Change password”.



Once the applicant completes the required fields, click on “Change password”.

Change password



View Incomplete and Submitted Job Applications

Applicants can view incomplete and submitted job applications in their account.

Incomplete Applications:

If the application deadline date has not passed, applicants will have two options: 1) complete application and 2) withdraw. If the deadline date has passed, the applicant will only have the option to withdraw.

Incomplete applications

- ▶ ACADEMIC ENHANCEMENT PROGRAM COORDINATOR (TRAIN72804-AS)

A45-DIV-LAW SCHOOL

Applications close 13 Oct 2017 at 11:55pm Central Standard Time.

Complete application

Withdraw

- ▶ DATA AND OPERATIONS ANALYST, WICONSIN BBA (LaurentTRAIN72800-AS)

A12-DIV-SCHOOL OF BUSINESS

Applications closed 23 Jan 2017 at 11:55pm Central Standard Time.

Withdraw

Submitted Applications:

The list of submitted applications provides the applicant with important details, such as the current application status, the job posting, a copy of the application, and the option to withdraw or update references, if applicable.

TROUBLESHOOTING TIP: By updating applicant statuses in TREMS in a timely fashion, applicants can easily access where they are at in the recruitment process. Refer to the Application Statuses help document in the [TRE Toolkit](#) for more information.

Submitted applications

- ▶ ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, PROFESSOR (TRE-TestingTRAIN72796-FA)

A53-DIV-MEDICAL SCHOOL

Application submitted 31 Aug 2017 at 5:15pm CST.

Current status: Offer

View application

Update references

- ▶ ONLINE INSTRUCTOR (SoEDemo72793-AS)

A17-DIV-SCHOOL OF EDUCATION

Application submitted 16 Sep 2016 at 9:42am CST.

Current status: Interview requested

View application

- ▶ STUDENT SERVICES COORDINATOR (SMPH Demo-TRAIN72806-AS)

A53-DIV-MEDICAL SCHOOL

Application submitted 16 Nov 2016 at 8:39am CST.

Current status: Application acknowledgment

View application

Update references

Withdraw

[View application](#)



When an applicant clicks on “View application”, they will see a copy of the job posting. At the bottom of the job posting, the applicant can view their submitted application or email a copy to their account email address.

Application details

Date applied: 16 September 2016 at 9:42am

Current status: Interview requested

Comments:

Job Description: Position Vacancy ID: 72793-AS

Working Title: Online Instructor

Official Title: SR OUTREACH SPEC(S92BN) or OUTREACH SPECIALIST(S92DN) or ASSOC OUTREACH SPEC(S92FN)

Hiring Department: A177500-SCHOOL OF EDUCATION/WCER

FTE: 50% - 100%

Anticipated Begin Date: JANUARY 5, 2017

Term: This is a renewable appointment.

Advertised Salary: **Minimum \$50,000 ANNUAL (12 months)**
Depending on Qualifications

Degree and area of specialization: Bachelor's or Master's degree in Education or related field.

Classroom teaching, student teaching, internships, tutoring experience considered in the following areas:
Language Arts/Bilingual instruction desired.

Minimum number of years and type of relevant work experience: Strong communication skills and self-motivations are essential.

Gifted certification and/or experience with gifted populations are highly valued.
Instructors must be technically adventurous. Experience with MOODLE is a plus.
Instructors should see themselves as an advocate for student growth.
A clear understanding of the Common Core Standards is essential.

Teacher certification is preferred.

License or Certificate: Substitute teacher license will be considered with sufficient previous experience as a licensed teacher.

Additional Information:

This research project will build 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. Throughout five years of implementation, we will collaborate with school and district-level staff to map existing assets for academic challenge in their schools and communities, as well as build professional learning opportunities around balanced identification, differentiation, culturally relevant pedagogy, and integrating quality teaching into online instruction.

Position Summary:

The core of instructional programming for identified students is a series of blended, online course modules taken as a replacement to one semester of 6th and 7th grade Language Arts courses.

Susan Baculik
susan.baculik@wisc.edu
608-263-3086

Contact:

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See [RELAY_SERVICE](#) for further information.)

Instructions to Applicants: Please click on the "Apply Online" button to start the application process. You will be asked to upload a cover letter and resume that reflects your experience, and a writing sample. You will also be asked to provide the names and contact information for three professional references. References will not be contacted without advance notice.

Additional Link: [Full Position Details](#)

NOTE: A Probationary Period will be Required

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer.

The [Annual Security and Fire Safety Report](#) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request.

[E-mail application](#)

[View answers](#)

[Back to home](#)

Update references



If the application used the standard reference form to collect the names and contact information for references, applicants can update this information at any time, even after the application has been submitted, by clicking on “Update references”.

TROUBLESHOOTING TIP: When a hiring administrator is ready to check references, they should always view the references on the applicant card in TREMS to make sure the most updated references are contacted.

Withdraw



An applicant has the option to self-withdraw their submitted application by clicking the “Withdraw” button when they are in the following application statuses:

- New
- Search committee review
- Hiring manager review
- Phone screen
- Interview 1
- Background check

After the applicant clicks the “Withdraw” button, they will be asked to provide a corresponding reason.

When an applicant is in any status other than those listed above, they will have to contact the hiring administrator if they wish to withdraw.

Schedule an Interview

If using the events (interview) feature in TREMS, applicants have the option to schedule the interview in their applicant account by selecting a timeslot. Once an interview has been requested through a status move, a yellow banner at the top of the applicant account will appear, requesting the applicant to “make a booking”.

Welcome Izzy

Home

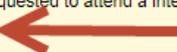
Update profile

Update resumé

Account

You have been requested to attend a interview 2 for your **ONLINE INSTRUCTOR (A177500-SCHOOL OF EDUCATION/WCER)** application.

Make a booking



Once the applicant clicks on “Make a booking”, the list of available times will appear.

Event booking - select timeslot

Event type: Interview 2
Event: LMBTestSOEDEMOMO72793-AS Interview 2

Please select a timeslot:*

	Date	Start Time	End Time	Venue	Address
<input type="radio"/>	11 September 2017	8:00am	9:00am	Campus Interview	Wisconsin United States
<input type="radio"/>	11 September 2017	10:00am	11:00am	Campus Interview	Wisconsin United States
<input type="radio"/>	11 September 2017	1:00pm	2:00pm	Campus Interview	Wisconsin United States
<input type="radio"/>	12 September 2017	8:00am	9:00am	Campus Interview	Wisconsin United States
<input type="radio"/>	12 September 2017	10:00am	11:00am	Campus Interview	Wisconsin United States
<input type="radio"/>	12 September 2017	1:00pm	2:00pm	Campus Interview	Wisconsin United States
<input type="radio"/>	18 September 2017	8:00am	9:00am	Campus Interview	Wisconsin United States
<input type="radio"/>	18 September 2017	10:00am	11:00am	Campus Interview	Wisconsin United States
<input type="radio"/>	18 September 2017	1:00pm	2:00pm	Campus Interview	Wisconsin United States
<input type="radio"/>	19 September 2017	8:00am	9:00am	Campus Interview	Wisconsin United States
<input type="radio"/>	19 September 2017	10:00am	11:00am	Campus Interview	Wisconsin United States
<input type="radio"/>	19 September 2017	1:00pm	2:00pm	Campus Interview	Wisconsin United States

Select the time that you are able to attend and click the "Confirm booking" button to accept the booking.



The applicant will select the preferred timeslot and click on “Confirm booking”. The applicant also has the option to decline the interview.

TROUBLESHOOTING TIP: Only timeslots that are at least 24 hours away will appear. Once an applicant confirms a timeslot, they do not have the ability to decline or reschedule the event through their account. They must contact the hiring administrator to change an interview time or decline. See the events functionality help document on the [TRE Toolkit](#) for more information.

Once an interview is confirmed, the applicant will see a confirmation screen and can add the event to their Outlook calendar.

Event booking details

Booking confirmation

You have been booked into the following event:

Event type:	Phone Screen
Event:	80767PhoneScreen
Date:	27 September 2016, 10:00am to 10:30am Add to Calendar
Venue:	Telephone Wisconsin United States
Contact name:	Christine Ray
Event instructions:	We will call you using the number you supplied on your application on the date and time that you select. If you would prefer we use your mobile number supplied on the application or a different number, please contact Christine Ray at 608-265-2958 or christine.ray@wisc.edu.

[Print](#) [Back to home](#)

If you use **Microsoft Outlook** you can add this booking to your Microsoft Outlook calendar by [Add to Calendar](#).

The applicant can view details of booked interviews by clicking on “View booking” under “Event bookings” found at the bottom of the applicant account.

Event bookings

Interview 2 - LMBTestSOEDEMO72793-AS Interview 2, 11 September 2017 8:00am - 9:00am



View and Accept an Offer

When an applicant is moved into “online offer made” status, they will receive an email instructing them to log into their applicant account to view and accept the offer. The applicant can view the offer by clicking on “View offer” in the yellow banner of the applicant account.

Welcome Izzy [Home](#) [Update profile](#) [Update resumé](#) [Account](#)

You have been made an employment offer for your **ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, PROFESSOR (A539300-MEDICAL SCHOOL/RADIOLOGY/RADIOLOGY)** application.
[View Offer](#)

TROUBLESHOOTING TIP: The offer will not appear in the applicant’s account if they are not in “online offer made” status. Additionally, if the hiring unit is re-using an applicant pool that was moved by a TRE Specialist, the applicant must be “disclosed” in order to see the offer in their account. Your division HR should work with the TRE Specialist for help.

The applicant must open and read all offer documents and click on “I have read and agreed to the terms of the offer” before the “I accept” button becomes available. The applicant accepts the offer by clicking on “I accept”.

Employment offer

You must read and agree to the terms of the offer before you can accept or decline the offer.

Congratulations, you have been made an employment offer for your **ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, PROFESSOR (A539300-MEDICAL SCHOOL/RADIOLOGY/RADIOLOGY)** application.

Please review the following documents before accepting or declining your offer.

Once you have accepted your offer, it can be retrieved again from within the “view application” link of the job.

[Izzy Johnson Appointment Letter.rtf](#)
[Faculty Appointments Links to Policies.pdf](#)
[Offer Letter Attachment 5.12.17.doc](#)

By clicking “I accept”, I confirm:

I have read and agreed to the terms of the offer.

[I accept](#) [I decline](#) [Back to home](#)

If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.



TROUBLESHOOTING TIP: If an applicant is not able to click “I accept”, it is because they have not opened all of the offer documents. Advise applicants to open all documents and check “I have read and agreed to the terms of the offer” in order to accept the position.

TROUBLESHOOTING TIP: An applicant’s status will automatically change to “offer accepted” once they accept the offer. Never manually move an applicant to “offer accepted” status.

Complete the New Hire Form

After the applicant accepts the offer, the new hire form will appear on the screen for the applicant to complete. This form collects important information needed to complete the hire. Only super users can view the information provided on this form in TREMS.

If an applicant does not complete the new hire form upon acceptance of the offer, they can complete it later by clicking on “Complete the form” found in their applicant account.

Welcome Izzy

Home

Update profile

Update resumé

Account

You have been requested to complete a form for your OFFICE MANAGER (A12Z019-SCHOOL OF BUSINESS/SCH OF BUSINESS IMC) application.

Complete the form

New Employee Details - New Start Form

Saved

Personal Information

Data that you enter on this form is encrypted and only travels on secure networks. Personal identification information remains confidential and is only used by human resources personnel to complete your employment and payroll setup.

Legal First Name:

Middle Name/Initial:

(optional)

Legal Last Name/Surname:

Date of Birth (MM/DD/YYYY):

Are you a US citizen (born or naturalized)?

Yes No

Do you have a U.S. Social Security Number?

Yes No

✓ Contact Information

Email Address:

Phone Number (enter 10 digits with no dashes or spaces):

(optional)

Do you have a current U.S. address?

Yes

No

✓ Voluntary Self-Identification



✓ Voluntary Self-Identification of Disability



✓ Veteran Self-Identification



By typing your name below, you have submitted your signature for this document.

First and last name:

Date:

Submit

After the applicant clicks “Submit” on the form, the information is transferred from TREMS to a draft hire record in JEMS Hire or CHRIS HR. After the draft record is created, the responsible HR professional should complete and push the hire to HRS.

TROUBLESHOOTING TIP: The hiring unit must push the hire to HRS within 30 days of new employee completing the new hire form. After 30 days, the information on the form is no longer transferred to JEMS Hire or CHRIS HR.

TROUBLESHOOTING TIP: If you do not see a draft hire record in JEMS Hire or CHRIS HR, check to make sure the applicant is in “JEMS new identification form paperwork complete” status. If so, wait at least an hour (sometimes it may take longer for the information to transfer systems). If after waiting, you still do not see a draft hire record, ask you division HR representative to contact TRE. Do not create a new record in JEMS Hire or CHRIS HR.

TROUBLESHOOTING TIP: To view sample emails associated with applicant status changes, such as online offer made and offer accepted, refer to the Application Statuses help document in the [TRE Toolkit](#) for more information.