Division and Hiring Administrator Actions

Actions completed using this feature will only show up in the history section for a specific recruitment. Below is a description of each action and its functionality.

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

*Division access includes:

New task/reminder -= create a task/reminder with due date for self or another TREMS user.

Add activity = select an activity taken with the applicant

Add document = upload a document to the applicant card. Categories include: cover letter, resume, reference letters, references, transcripts and supporting application documents. These documents are not visible to the applicant

Add document from file = merge a stored document (offer letters)

Change status = changes the status of the applicant

Communicate = send the applicant a customized email (must click on "No Template" and "Next" to be able to move onto the communication screen)

Compile and send = compile selected application documents in one single PDF to save elsewhere and/or send to designated recipients

Edit application source = choose the source in which the applicant found the position he/she applied to

New booking to an existing event = add event time slots to a pre-existing event (NOTE: review **How to Use Events** document located in TRE Toolkit)

New booking to a new event = book applicant into a new event (NOTE: this function is not covered in training; not currently used)

Offer details = If an offer needs to be amended or if it was left incomplete, the offer can be accessed via Offer details.
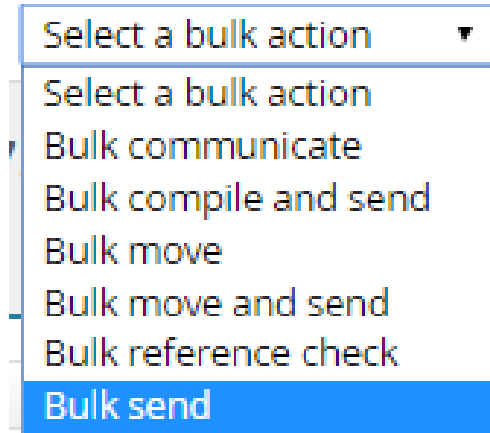
View references = view, edit and/or send an invitation to the applicant's references

Onboarding = No functionality associated (not currently used)

Undisclose application = changes the privacy of the application. This function is used when an applicant pool has been moved by TRE. To communicate an offer to the applicant, the application must first be disclosed.

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Division and Hiring Administrator Bulks Actions

On the division and hiring administrator dashboards, bulk actions can be used to perform the same action on more than one applicant at a time for a single open recruitment. Below is a list of each bulk action and a description of its functionality.

Select a bulk action ▼

Select a bulk action
Bulk communicate
Bulk compile and send
Bulk move
Bulk move and send
Bulk reference check
Bulk send

Bulk communicate = send the same customized email to all applicants selected. Emails are sent individually to protect applicant confidentiality (NOTE: user will have to click on "No Template" to be able to move on to create the email).

Bulk compile and send = compile selected application documents in one single PDF to download and save or send to designated recipients.

Bulk move = move selected applicants to a new status (i.e. phone screen, or interview).

Bulk move and send = send selected applications to a recipient and change the application status.

Bulk reference check = send customized reference check request to the selected applicants' references (NOTE: do not change any information in {brackets} as these are important merge fields).

Bulk send = send selected application details and documents to a recipient. Each applicant's materials are sent as individual documents.