

IDENTIFYING USERS

The USERS AND APPROVALS section of the job posting identifies the TREMS users who can view the job and manage the applications (change status, etc.). The USERS portion of this section includes:

1. Hiring Delegate. This field is optional. Naming another Hiring Administrator in this field allows them access to the job and the ability to manage applications.
2. Team. This field will automatically populate with the UDDS of the user creating the job posting. Most users will not have an option to change this field and will not need to take any action. The Team assignment allows **all hiring administrators in the named team (UDDS)** viewing access to the job and allows access to manage the applications (change status, etc.).
3. Hiring Administrator. This field defaults to the name of the user who is creating the job posting. In most cases, this will not need to be changed.

USERS AND APPROVALS

Hiring Delegate (optional):
No user selected.

Team: A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS

Hiring Administrator:*
Email address: [aatrem@u.wisc.edu](#)

This field is optional. Any Hiring Administrator named here will have access to the job and applications.

The Team field populates with the Team (UDDS) of the user creating the job. **All Hiring Administrators in this Team will have access to the job and applications.** If you only manage jobs for one UDDS, you will not be able to change this field.

This field defaults to the name of the creator of the job posting. Most often, you will not change this field.

ADJUSTING THE TEAM ASSIGNED TO A JOB

Some users (primarily Division HR) have access to multiple teams because they manage recruitments for multiple UDDS. The Team field should be changed to match the UDDS identified in the Posting Title (if different). Only users with access to multiple teams have the ability to change the Team field. Users with access to only one team will not have a drop-down list available.

The screenshot displays the 'Position info' tab of a job posting. Key fields include: JEMS Transaction ID (Team test TRAIN81707-US), Title Code (ADMIN SUPP ASST), All Advertised Titles (ADMIN SUPP ASST(08160)), Posting Title (ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)), and Working Title (ADMIN SUPP ASST). The 'Posting Title' and 'Working Title' are circled in red. Below this, the 'USERS AND APPROVALS' section shows a 'Team' dropdown menu with a search bar and a list of UDDS options. A red box highlights the 'Team' field with the instruction: 'The Team field populates with the Team (UDDS) of the user creating the job. Change the Team (UDDS) to match the Posting Title.' Another red box highlights the search bar with the tip: '**Time-saving Tip: If you have a long list of UDDS to select from, begin typing the UDDS to scroll the list to the matching item. Then click to select.' The dropdown list includes options like 'A070302-COL OF AG & LIFE SCIENCES/ADMIN SVCS/HUMAN RES' and 'A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS', which is currently selected. Below the dropdown, there are checkboxes for '1. Department Approval' and '2. Division HR Approval'.

ACCESSING TEAM JOBS AND APPLICATIONS

Division HR users will use the Manage Jobs command under the PageUp menu to view and access all jobs created by any team within their division. Division HR users do not have a direct link on the dashboard to team jobs.

Hiring Administrators have access to team jobs directly from the dashboard or they can be viewed using the Manage Jobs command under the PageUp menu.

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| NEW JOB | New job 3 - jobs open 5 - team jobs open |
| APPROVALS | 0 - jobs awaiting your approval 3 - open jobs you have approved |
| ADVERTISEMENTS | 0 - open advertisements |
| SEARCH COMMITTEE REVIEW | 1 - jobs requiring search committee review |
| INTERVIEWS | 0 - scheduled interviews |
| OFFERS | 0 - offers awaiting your approval 0 - new hires 0 - new hire tasks |

Any Hiring Administrator or Division HR user who has access to a team job has the ability to work with the applications and manage the recruitment in the same way that the original creator or a hiring delegate could. This includes viewing materials and changing the status for applications, etc.