



## August 2016 TREMS Demo: Frequently Asked Questions

### JOB CARD

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#### **Will there be guidelines developed or best practices for Working Titles?**

*Please work with your Division HR to select appropriate working titles.*

#### **When posting positions, are Hiring Administrators able to select whether a position is Faculty or Staff so that when applicants look for jobs they will find them in that section?**

*Yes. Hiring Administrators have the discretion to select whether each position is Faculty or Staff and select the appropriate search categories. Applicants can search for positions based on categories or key words.*

#### **Will the Hiring Administrator need to know the name of the Division Approver to enter it into the approval process?**

*Yes. Division HR should work with Hiring Administrators to advise on the process for departments/sub-departments.*

#### **Do the PVL and TREMS entries need to be approved before posting?**

*Yes. After a PVL is approved by OHR Compensation and Titling, Hiring Administrators can create the posting in TREMS. OHR Talent Recruitment and Engagement will approve the posting prior to releasing it to the UW employment website.*

#### **Why must we re-type information into TREMS that exists in JEMS (e.g. JEMS transaction ID, end date from PVL)?**

*The majority of the data will automatically map from JEMS to TREMS. Re-entering some data is a technical requirement of the system.*

#### **Why must we re-enter probation period? Isn't this automatic by job title or type?**

*The probationary type and length can vary by employment type and employment status.*

#### **If a range of 50-100% FTE is used on a PVL now, do we select Full Time or Part Time? Can we show the position to candidates who want either/or FT/PT?**

*A new category has been created to accommodate positions posted at a range.*

#### **If I don't approve, can I save as a draft so it doesn't auto approve?**

*Yes. This and additional topics will be covered in training.*

#### **If information needs to be changed once the position is posted in TREMS, how do we update the posting?**

*The division will communicate with the TRE team and changes will be made by the TRE team.*

#### **When the position in TREMS is approved will TREMS automatically send the posting to other sources?**

*TREMS will only post to the employment website. All other sources will continue as they currently are today, including sources that automatically pull from our employment website.*

#### **What is being approved in TREMS?**

*The posting is being approved prior to release on the employment website.*

#### **The "department" on the card looks clunky with the abbreviations and slashes. Can it be cleaned up?**

*No. This data comes directly from JEMS.*

#### **What if the position is located out of state?**

*When creating the job card you will select the location that will be advertised on the employment website.*

#### **How does the TREMS product work to have the potential visa requirements in the PVL and advertisement if the applicant turns out to not be a US Citizen?**

*This review process occurs before the job posting is created in TREMS. The TREMS and IFSS teams have determined that IFSS will review the PVL after it has been division approved in JEMS.*



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### APPLICATIONS

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**If an applicant is hired and already has an Empl ID and has had a name change since last employed, will the name update in HRS after the applicant accepts the offer and completes the New Starter Form? Or is it the current process?**

*This process will not change from its current practice.*

**Do applicants receive a message confirming they've applied?**

*Yes. Applicants will receive a confirmation message.*

**What will be the mechanism for moving companions and candidates from one position to another?**

*Applicant pools can be moved over into companion positions. This and additional topics will be covered in training.*

**Can applicants without a social security number apply?**

*Yes. The social security number is not required as part of the application.*

**Can we pre-load screening questions into the application to screen for minimum qualifications?**

*Yes. This is possible by creating a specific application containing these questions. We will pursue additional application types after go-live. Currently, you can instruct applicants to address these questions in a cover letter.*

**Will the applications act as the official record?**

*Yes. Any documentation that is submitted in TREMS will be stored long-term.*

**Do applicants complete AA information in the application? Can we pull this information or collect it only at finalist/offer stage?**

*AA information is collected as part of the application, as well as the new hire starter form. This information is only reported to the Office for Equity and Diversity.*

**What if an applicant forgets their login information? Or if they make two accounts?**

*If an applicant forgets their password they can obtain it by clicking on the 'Forgotten Your Password?' link. Duplicate accounts cannot be created using the same email address.*

**Once an applicant applies, are they locked out of their application? What if changes need to be made?**

*Personal details and education can be updated on the applicant profile and will be reflected in the applicant materials. Uploaded documents cannot be changed by the applicant once an application has been submitted.*

**Who do applicants contact with technical issues?**

*Contact information is at the bottom of the employment website.*

**Will TREMS allow "late" applicants to apply or do we need to officially extend the assured consideration date?**

*The assured consideration date will have to be extended.*

**How do international applicants apply?**

*TREMS accommodates international addresses.*

**Can the system accommodate persons with disabilities?**

*The employment website will have information for persons with disabilities to request accommodations.*

**If an applicant does not have access to a computer will there be public kiosks?**

*Any kiosk that currently exists on/off campus with internet connectivity can access the employment website.*



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### SEARCH COMMITTEE

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**Will the search committee have access to the percentage of non-white and female applicants for all recruitments?**

*Division HR will receive reports of this nature. Search committees should consult with Division HR regarding unit-specific practices of sharing this information.*

**Is event scheduling available to search committees or just HR?**

*Hiring Administrators and delegates will manage all aspects of event scheduling.*

**What changes once you engage a search committee?**

*This and additional topics will be covered in training.*

**Can you add more than one search committee member?**

*Yes. This and additional topics will be covered in training.*

**How do you get applicant materials to search committees?**

*Through TREMS, the user can compile all application documents and email to a group of individuals, such as a search committee.*

### EVENTS AND STATUSES

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**After an interview has been scheduled through TREMS, how do you cancel/make changes to the schedule?**

*There is the ability to change this. This and additional topics will be covered in training.*

**What happens to candidates that are no longer considered?**

*When you move a candidate to the TREMS status of “no longer considered”, you will have the choice to customize and send an email. If you move multiple candidates, you still have the opportunity to customize and send the same message to all of them.*

**Can you set a deadline on interview requests?**

*There is not an automated option in TREMS. You can, however, include a deadline in the instructional email.*

### OFFERS

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**Is the offer card mandatory?**

*Yes.*

**Will the offer card stop someone from offering more than the maximum?**

*No. TREMS will not prevent this. However, JEMS has hard edits that will prevent hiring outside of the range. As a best practice, Hiring Administrators should review the PVL/PD prior to making a verbal offer.*

**If there is a salary negotiation after the offer is submitted, would the applicant need to decline the offer?**

*All salary negotiations should be final prior to presenting an online offer through TREMS. If a candidate declines an offer and further negotiation happens, you may re-offer through TREMS.*

**Does a completed background check need to exist before the offer card is sent?**

*No. In rare situations, an offer can be made prior to completing a criminal background check, as long as the letter contains contingency language. However, as a best practice, a criminal background check should be completed prior to extending the online offer.*



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### **Why does the date not automatically populate after typing an online signature?**

*The system does not support automatic date stamping.*

### **How many attachments need to be opened for faculty positions?**

*In order to accept an online offer, all attachments must be opened.*

### **Can you upload custom offer letters?**

*If you have a custom offer letter you can upload it into the system. There are also general templates available that can be customized.*

### **While going through the offer card creation process can you save and go back into it later?**

*Yes. It can be accessed and completed at a later time.*

### **Can you upload extra documents for employees to sign?**

*Yes. The electronic signature covers all documents included in the offer.*

### **What happens if an offer is made to a candidate for a start date of November 1<sup>st</sup> but we don't receive the CBC approval until November 2<sup>nd</sup>? Do we have to change the start date?**

*Yes, in most cases. The CBC policy requires that employees have an approved CBC prior to beginning their position. Divisions are expected to complete criminal background checks prior to making an offer of employment. If a check cannot be completed before an offer is made, the check must be completed before the individual begins employment unless an exception is granted by the appropriate dean or director.*

## **ONBOARDING**

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### **Will a new starter form pre-populate the address from the application file?**

*No, this information will have to be completed by the new hire. It is an opportunity to collect the most accurate and up-to-date information.*

### **For onboarding, Net ID and WisCard both require that the person be entered into HRS. Can this be changed to "check with HR contact prior to completion?"**

*The onboarding information includes links to detailed instructions.*

### **Is it possible to clarify that the selected candidate's legal name is required on the New Starter form?**

*Yes. This change will be made.*

### **If people don't feel comfortable entering their information online when accepting the position do they have other options?**

*No. Completing the new starter form is required. Data security is a top priority. Language will be added to the form to address these concerns.*

### **Can the selected candidate accept an offer without a social security number? What enters into JEMS hire?**

*Yes. If the selected candidate chooses "no" to having a social security number, the value for social security number will default to 999999999. This is how it enters into JEMS hire.*

### **Do you have to add onboarding tasks one by one?**

*Tasks will initially need to be added one by one, but can be saved as a comprehensive list and applied to future hires.*



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**Can the new employee access the onboarding site again if they leave or get kicked out?**

*Yes. The onboarding site is available for the entire onboarding period.*

**How often is a new hire's data exported into JEMS for new hires to be processed into HRS?**

*The selected candidate's new hire starter form data is uploaded into JEMS on an hourly basis, which allows you to push the hire to HRS.*

**Will data from the new starter form be converted into all capital letters when transferred to JEMS?**

*Yes.*

### COMMUNICATIONS

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**In the interview communication can you put a link to the campus map?**

*Yes. The user can add this link when customizing the interview invitation email.*

**Who updates the template offer letters in TREMS? What is the process to get them updated?**

*TREMS will hold standard templates that are updated centrally, as needed. Divisions can customize these templates although customized templates cannot be stored within TREMS.*

**Does division HR still receive all of the JEMS/CHRIS emails to approve PVLs and PDs? Will they receive emails again, in addition, through TREMS to approve the same positions?**

*Yes. Division HR will receive notifications to approve positions in JEMS and TREMS.*

**Will an automatic letter be sent to non-selected applicants?**

*Hiring administrators will manually move all non-selected applicants to the 'no longer considered' status. At this point, hiring administrators can choose whether or not to send an automated email via TREMS to these applicants. The email can be customized prior to sending.*

**Are the emails in TREMS in all languages?**

*All email communications are in English. The employment website will list who to contact for language assistance.*

**Does the system have a group email function to update applicants on the recruitment status?**

*When you move a group into a different recruitment status (e.g. phone screen, interview, no longer considered) you have the opportunity to customize and send email communication.*

**Is there an option to notify the division HR when an offer goes out?**

*Yes.*

**If someone is out of the office who will get the notifications?**

*If named, a delegate will receive notifications. In addition, every job has a division mailbox that receives notifications.*

### REPORTING

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**Will there be a way to track where applicants found out about the position?**

*Yes a report can be run to view the data per recruitment. Additionally, the recruitment source per individual can be viewed on his/her application.*

**Is there a report or information in the system where a division can see demographic information for the applicant pool as it moves through the process?**

*Yes. There will be a report available to division HR.*



## August 2016 TREMS Demo: Frequently Asked Questions

**Can you export a list of the applicants/email/address/etc.?**

*We are working to configure this information for export.*

**Can we identify other posting sources that are done manually?**

*No.*

### KEY DATES

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**When does TREMS go live?**

*The transition guide with key dates was released to division HR in July 2016.*

**Training dates?**

*The training schedule will be released as soon as it is available.*

**What does “blackout” mean?**

*The blackout period is the two week period prior to TREMS go-live. You can create positions and make hires in JEMS systems, however, they will not be released to the employment website until go-live. The second week of blackout, we will hold labs to help you learn how to create within TREMS.*

### PROCESSES

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**When will postings come off the web?**

*All postings will have a close date. Postings will come off the web at midnight on this date.*

**Will grad student assistant/post docs eventually be added to this system?**

*Because TREMS is connected to the JEMS transaction ID, the system cannot be used for grad student or post doc recruitments. In the future, we will explore the possibility of incorporating other employment categories into TREMS.*

**What is the process for short-term staff?**

*If a PD/PVL exists, they will go through TREMS. Waiver hires will not go through TREMS.*

**How are the IFSS/International-hiring processes accounted for in TREMS? (H1B, PR)**

*These processes will continue as they are today.*

**Will the REP have to be filled out again?**

*No.*

**What is the anticipated time frame from department approval to posting?**

*Once the division HR approves the posting, OHR TRE will release the posting to the employment website after the referral priority process is complete. In most cases, the position will be on the website within one business day of division HR approval.*

**Can TREMS accommodate “blind” letters of recommendation as needed for faculty recruitments?**

*Yes. You can request letters of recommendation directly from the referees and the applicant will not see the letters.*

**Can you upload interview notes to your recruitment?**

*Any documentation that is uploaded into TREMS is public record. It is not recommended that interview notes are stored in TREMS.*



## August 2016 TREMS Demo: Frequently Asked Questions

### ROLES

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#### **Can there be more than one hiring delegate?**

*A hiring administrator and hiring delegate can be assigned. Both roles have the same functionality. There can only be one hiring delegate.*

#### **Can the event module be used by department assistants or to assigned users only?**

*Events can only be setup by users with the hiring administrator or division HR permission.*

#### **Who has access to view the applicant pool?**

*TREMS offers the ability to bulk compile and send applicant materials to individuals who need to review.*

#### **What are the various access roles for non-HR users?**

*The primary users will be those who currently perform HR activities. Division HR will determine the workflow for their division.*

#### **“Reports to” field – what do you enter when the position reports to a position that changes from one year to another such as Dept. Chair or Section Chair? Can you complete this field with Dept. Chair or must you enter a person’s name?**

*The “report to” field must be assigned to a specific person who currently supervises the position. Changes to the “report to” field during the recruitment process and selection can be updated by division HR.*

#### **Who can view the New Starter Form since it has DOB and SSN info?**

*Once entered, all answers are hidden from view. This data is only used to migrate into JEMS.*

#### **Can names be blinded for screeners?**

*No. The system does not offer this functionality.*

### GENERAL

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#### **Are there mechanisms within TREMS to track the cost per hire?**

*This functionality will be explored further after go-live.*

#### **Does TREMS check to see if an address is valid?**

*Limited validation is available.*

#### **Is there any chance that there is a plan to eliminate the need for the JEMS/CHRIS systems? If not, why not?**

*TREMS has limited abilities regarding hard edits. The decision has been made to use JEMS going forward for position development.*

#### **Is there a timeframe for when I9 and CBC programs will be integrated with TREMS?**

*No. This will be determined post go-live.*

#### **Is GIS integration off the table completely?**

*No. The integration will not be available at go-live, but it may be implemented at a later date.*

#### **Can hiring administrators assist people in other roles (applicants or approvers) who are unable to enter data in TREMS?**

*Situations like this will be handled on a case-by-case basis.*



## August 2016 TREMS Demo: Frequently Asked Questions

### **Is performance management part of TREMS?**

*Performance management is a module that is being developed and is still in configuration. Updates will be provided when available.*

### **Have you done any UAT on the applicant side?**

*Yes. Campus stakeholders have assisted with testing.*

### **How do we place advertisements in professional journals for national searches?**

*Continue to follow current practices.*

### **How does record retention work in TREMS? Can we access old recruitments?**

*Records are retained in TREMS indefinitely and can be accessed at a later date.*

### **Is the Applicant Material Screen captured in the process or does it remain just the separate Excel sheet where the materials were scored?**

*AMS is not embedded. However, you can upload the results from the screening and store the document in TREMS.*

