

EVENTS

You can use TREMS to automate the booking of interview events. Once an event is created, you invite applicants to the event by changing the applicant's status.

HOW TO: CREATE AN EVENT



1. To set up an event, choose **New event** from the PageUp menu. Complete the details.

Event details

Title:* 80767PhoneScreen

Event type:* Phone Screen

Venue:* Telephone

Job: DESKTOP SUPPORT TECH (A067050-INI)

Owner:* Hiring Administrator

Contact name: Christine Ray

Public instructions: We will call you using the number you supplied on the application on the date and time specified. 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.

Title your event something that you will be able to remember and retrieve. Name your event by the PD/PVL number and type of event. Examples: 80767PhoneScreen 80767Interview1

This is an open text field. You can enter name only, name and email, name and phone – any information that might be useful.

Use the binoculars to choose the venue. It is tied to the event type.

The Owner defaults to the current user. If you want to change ownership on the event, you must choose someone that has Hiring Administrator or Division HR permission.

Add the owner as a user to the event so the owner can track the process.

Use the instruction space to indicate all the information the applicant needs to be aware of for the event. You also have an opportunity to share information in an email.

2. After saving, you will add the available time slots. You can add singles or bulk. To add times individually, enter the date, and start and end time. **Positions** indicates how many interviewees you will allow in each timeslot (typically 1). Click **Add**. (We do not recommend inviting additional users.) ****Timeslots must be at least 24 hours after they are created.**

Time slots

Add bulk timeslots: Add

Or Add a single timeslot:

Event date:* 29 Sep 2016

Start time:* 01:30 PM

End time:* 02:00 PM

Users: 0 Invite

Positions:* 1 Add

Active	Event date	Start time	End time	Attendees	Positions	
<input checked="" type="checkbox"/>	27 Sep 2016	10:00am	10:30am	1 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>	28 Sep 2016	09:00am	09:30am	1 Users 0 Applicants	1	Edit Remove

3. Bulk timeslots lets you add multiple instances of the same day and time over a span of dates.

Bulk add timeslots

From:* 26 Sep 2016 To:* 30 Sep 2016

Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

	Start time:	End time:		Start time:	End time:
1	08:00 AM	08:30 AM	6	--:-- --	--:-- --
2	08:30 AM	09:00 AM	7	--:-- --	--:-- --
3	09:00 AM	09:30 AM	8	--:-- --	--:-- --
4	09:30 AM	10:00 AM	9	--:-- --	--:-- --
5	--:-- --	--:-- --	10	--:-- --	--:-- --

Positions:* 1 Users: 1 Active:* Yes No

4. Set a reminder for your invitees and save your event.

Time slots

Add bulk timeslots:

Or Add a single timeslot:

Event date:* 29 Sep 2016 Start time:* --:-- -- End time:* --:-- -- Users: 0 Positions:* 1

Active	Event date	Start time	End time	Attendees	Positions	
<input checked="" type="checkbox"/>	27 Sep 2016	10:00am	10:30am	1 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>	28 Sep 2016	09:00am	09:30am	1 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>	29 Sep 2016	01:00pm	01:30pm	1 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>	26 Sep 2016	08:00am	08:30am	1 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>	26 Sep 2016	08:30am	09:00am	1 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>	30 Sep 2016	08:00am	08:30am	1 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>	30 Sep 2016	08:30am	09:00am	1 Users 0 Applicants	1	Edit Remove

Remind applicants: 1 Weeks before the event?: Yes No

The following users have not yet been sent invitation

- 0 Applicants
- 0 Agency contacts
- 0 Users

E-mail: Users: Yes No

The reminder can be set to weeks, days, hours, or minutes before the event.

Change this to "Yes" to set an email reminder for invited applicants.

HOW TO: INVITE APPLICANTS TO AN EVENT



Once an event is created, you will invite the applicants. To invite an applicant to select a time, you will change the status of the applicant to either Phone Screen or Interview. This is an example of the phone screen.

1. Choose the applicants moving to the phone screen and choose **Bulk Move** or select applicants individually and change each status.

Bulk move

Bulk action status: 3 Applicants Complete

You have requested to move 3 applicants.

Select a status to move these applicants to:

Application status:

2. Click the binoculars to search for your event. You must fill in an event. Do not leave the Event field empty. This is an example of how to send an invitation for an event in which the applicants will choose their own appointment time.

Create an event booking invitation for the applicant: Yes No

This applicant will be invited to attend a Phone Screen event.

Event:

Allow applicant to choose an event

Select an event:

Event:

80767PhoneScreen Venue: TelephoneContact: Christine Ray

Event timeslot:

Allow applicant to choose the time slot

Select a timeslot:

Timeslot:

No timeslot selected.

Accept the booking on behalf of the applicant? Yes No

You MUST include the event. DO NOT leave this field empty.

Because the applicant is selecting a time slot, then this indicator should be "No". The applicant will both select and accept the time.

- The suggested communication template provided gives all the necessary instructions to the applicant regarding how to choose a time slot. Read and customize the message to share additional information. You should also change the "from" e-mail address to either your email or the interview contact's email.

The screenshot shows an email composition interface. At the top, there is a green bar with "E-mail: Applicants: Yes No". Below this, the "From:" field contains "changeme@wisc.edu". A red callout box points to this field with the text: "Change this email address to your own or the interview contact's email. This will allow the applicant to reply with any questions." The "Subject:" field contains "Invitation for UW-Madison Phone Interview". The "Message:" field contains the following text: "Dear {FIRSTNAME}, We would like to invite you to the next step in the recruitment process for the DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT) position, CRayTRAIN80767-US-FTF, which will be a telephone interview. Please login into your account at jobs.wisc.edu. Under your welcome banner, you will see a request to schedule your phone interview. Click on 'make a booking' to select the preferred interview time slot from the options available, by clicking the radio button next to the date and time. Then click on the 'confirm booking' button. If you are unavailable during the listed time slots, please contact me at aatrems@gmail.com". A red callout box points to the "{FIRSTNAME}" placeholder with the text: "This indicates a merge field. The individual's name will merge." To the right of the message field, there is a "Merge fields" link.

- When you complete the status change, the email invitation is sent to the applicant to make a booking. The applicant logs into their applicant account to choose a time.

The screenshot shows a welcome message in an applicant's account. At the top, it says "Welcome Mary". Below this, there is a yellow banner with the text: "You have been requested to attend a phone screen for your DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT) application." Below the banner, there is a red button that says "Make a booking".

- After the applicant clicks the link to make a booking, only the available times will appear. If another invitee has already selected a time, it will not appear in the list.

Please fill in all mandatory fields marked with an asterisk (*).

Event booking - select timeslot

Event type: Phone Screen
Event: 80767PhoneScreen

Please select a timeslot:*

Date	Start Time	End Time	Venue	Address
<input type="radio"/> 26 September 2016	8:00am	8:30am	Telephone	Wisconsin United States
<input type="radio"/> 26 September 2016	8:30am	9:00am	Telephone	Wisconsin United States
<input type="radio"/> 27 September 2016	10:00am	10:30am	Telephone	Wisconsin United States
<input type="radio"/> 28 September 2016	9:00am	9:30am	Telephone	Wisconsin United States
<input type="radio"/> 29 September 2016	1:00pm	1:30pm	Telephone	Wisconsin United States
<input type="radio"/> 30 September 2016	8:00am	8:30am	Telephone	Wisconsin United States
<input type="radio"/> 30 September 2016	8:30am	9:00am	Telephone	Wisconsin United States
<input type="radio"/> 30 September 2016	9:00am	9:30am	Telephone	Wisconsin United States
<input type="radio"/> 30 September 2016	9:30am	10:00am	Telephone	Wisconsin United States

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

[Confirm booking](#) [Decline](#) [Cancel](#)

Note: any timeslot that is less than 24 hours away will not appear.

- The applicant sees a confirmation screen and can add the event to their Outlook calendar. The event owner receives an email when an applicant has accepted an event invitation. Once confirmed, an applicant **does not** have the ability to decline or reschedule an event online. They must contact you directly to change an interview time or decline.

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.


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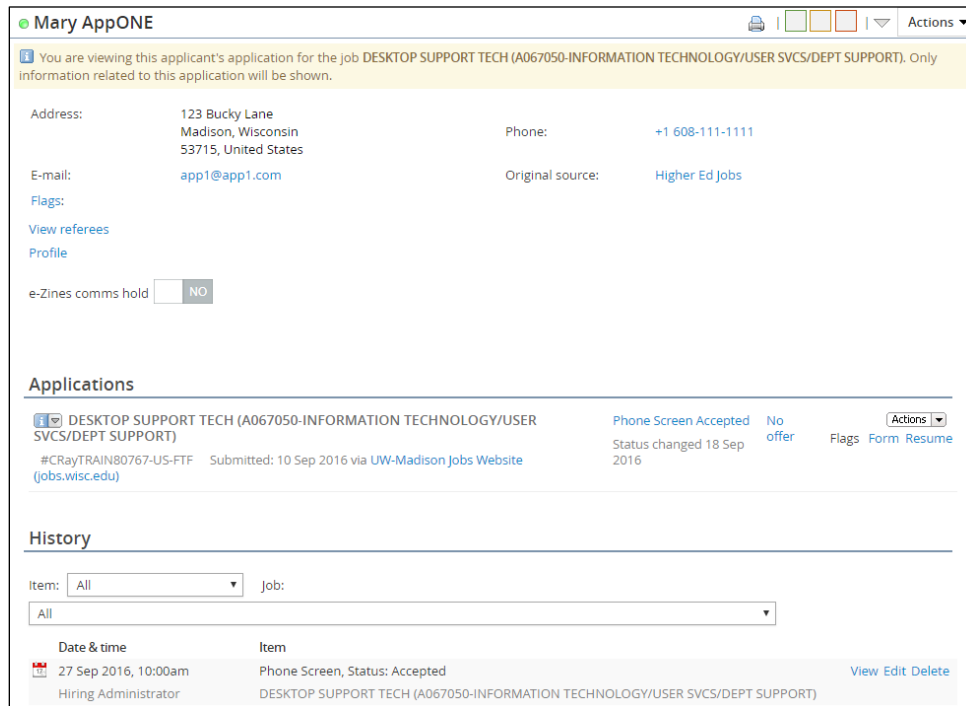
If you use **Microsoft Outlook** you can add this booking to your Microsoft Outlook calendar by [Add to Calendar](#).

HOW TO: CHANGE A BOOKING FOR AN APPLICANT



Once an applicant has selected and confirmed a booking, the applicant cannot make changes to the appointment. Should an applicant contact you to change a booking, follow these steps:

1. View the applicant card by choosing **Manage Jobs** (from the PageUp menu). Find the job in the list and click either the number of applicants or the applicant icon.  Then click on the applicant's name or **View application** for the applicant that needs assistance. This opens the Applicant Card.



Mary AppONE

You are viewing this applicant's application for the job DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT). Only information related to this application will be shown.

Address: 123 Bucky Lane
Madison, Wisconsin
53715, United States

Phone: +1 608-111-1111

E-mail: app1@app1.com

Original source: Higher Ed Jobs

Flags: [View referees](#)
[Profile](#)

e-Zines comms hold NO

Applications

DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT)
#CRayTRAIN80767-US-FTF Submitted: 10 Sep 2016 via UW-Madison Jobs Website (jobs.wisc.edu)

Phone Screen Accepted No offer
Status changed 18 Sep 2016

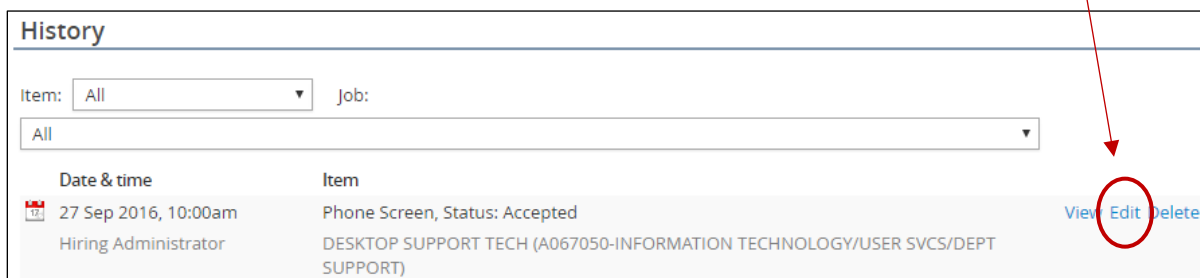
Flags Form Resume

History

Item: All Job: All

Date & time	Item	
27 Sep 2016, 10:00am Hiring Administrator	Phone Screen, Status: Accepted DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT)	View Edit Delete

2. In the History section of the card, you will see where the applicant accepted the booking. Click **Edit** and the details will appear.



History

Item: All Job: All



Date & time	Item	
27 Sep 2016, 10:00am Hiring Administrator	Phone Screen, Status: Accepted DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT)	View Edit Delete


- Clear the current event timeslot details by clicking the eraser.

Event timeslot:

Allow applicant to choose the time slot

Select a timeslot:

Timeslot:  

 [27 Sep 2016 10:00am - 10:30am](#)

- View the remaining available times by clicking the binoculars. Discuss with the applicant and choose a new timeslot. If there are no remaining timeslots, click the **Add New Timeslot** and set up an additional time.

Event timeslot date:

Start date / time	End time	Positions	Booked
26 Sep 2016 8:00am	8:30am	1	0
26 Sep 2016 8:30am	9:00am	1	0
27 Sep 2016 10:00am	10:30am	1	1
28 Sep 2016 9:00am	9:30am	1	0
29 Sep 2016 1:00pm	1:30pm	1	0
30 Sep 2016 8:00am	8:30am	1	0
30 Sep 2016 8:30am	9:00am	1	0
30 Sep 2016 9:00am	9:30am	1	0

Event timeslot information: Records 1 to 8 of 9

- Do not make any changes to the two boxes under the "Applicant change statuses:" section heading.
- Change the "Accept the booking on behalf of the applicant?" to **YES**

Applicant change statuses:

If selected, the applicant will be moved into a new status when booking is:

Accepted:

Declined:

Accept the booking on behalf of the applicant? Yes No

7. **Change** “E-mail: Applicant:” to **YES**. This will send an email confirmation to the applicant. Customize the email as needed. It is recommended that you change the “From:” email address to your own email or the event contact’s email address.

E-mail: Applicant: Yes No

From:* uwjobs@wisc.edu

Subject:* UW-Madison Interview Confirmation

Message: Merge fields

Format selection **B** *I* [List icons] Tools

Dear {FIRSTNAME},

This email is to confirm your interview for the {JOBTITLE} position at University of Wisconsin-Madison.

To view your interview time, please login to your applicant account at: <http://jobs.wisc.edu>

Click on 'view booking' under 'event bookings'. Should you have questions, please contact the person listed in the 'event booking details'.

We look forward to speaking with you.

Thank you,

Talent Recruitment and Engagement
Office of Human Resources
University of Wisconsin-Madison

HOW TO: REVIEW EVENTS



1. To see the events you have created in the system, use the PageUp menu and choose **Manage events**. The “Events” tab will show you all of the events you have created in the system. If you need to change anything about the event or the timeslots (add, remove, adjust) click on Edit.

Manage events

Calendar **Events** Timeslots

Status: Active Search

Show other search criteria

Event title	Venue	Event type	Contact name	
CRayTest72811	Telephone	Phone Screen	Christine Ray, christine.ray@wisc.edu	Edit Archive
CRaytest72811	Campus Interview	Interview 1	Christine Ray	Edit Archive

Records 1 to 2 of 2

2. To view individual timeslots and whether each has been booked, view the “Timeslots” tab. Click “Bookings” to view the details.

Manage events

Timeslots that have more applicants invited than there are available positions are displayed in red text.

Calendar Events **Timeslots**

Contact name: christine ray Search

Status: Active

Show other search criteria

Event title	Venue	Timeslot	Active	Positions	Total invited	Invited	Booked	
CRayTest72811	Telephone	28 Feb 2017 9:00 am - 10:00 am	Yes	1	2	1	1	Bookings Edit timeslot Edit
CRayTest72811	Telephone	28 Feb 2017 1:00 pm - 2:00 pm	Yes	1	2	1	1	Bookings Edit timeslot Edit
CRayTest72811	Telephone	28 Feb 2017 2:30 pm - 3:30 pm	Yes	1	2	0	0	Bookings Edit timeslot Edit