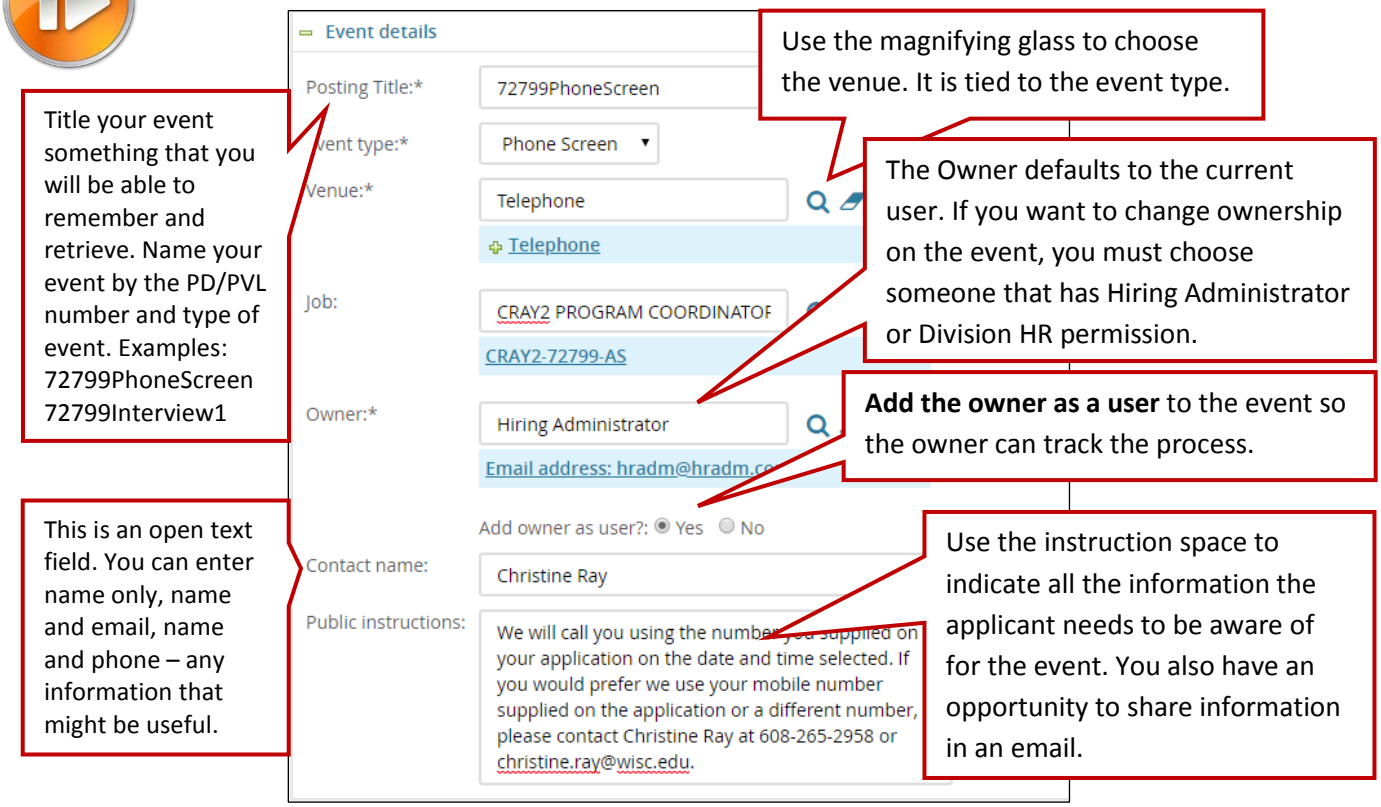
How to Use Events

TREMS

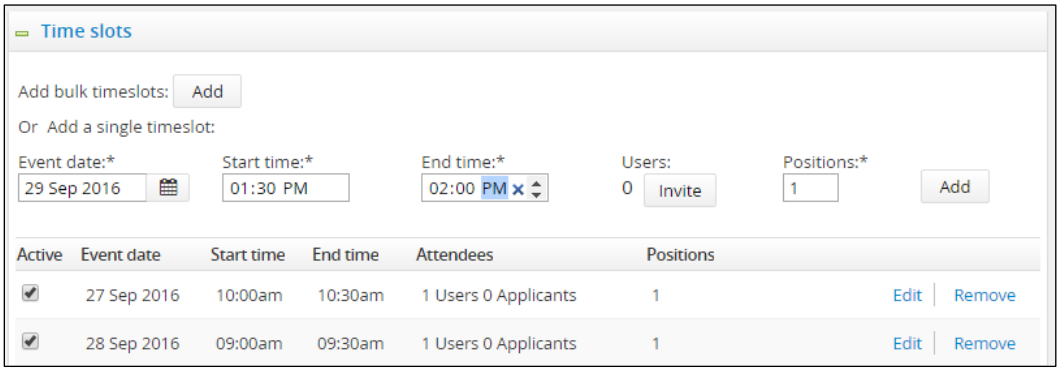
You can use TREMS to automate the booking of interview events. Once an event is created, you invite applicants to the event by changing the applicant's status.

HOW TO: CREATE AN EVENT

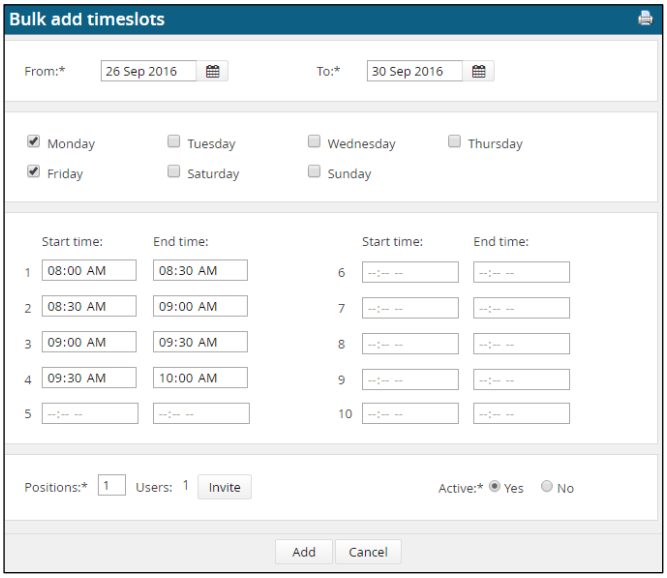
1. To set up an event, choose **New event** from the PageUp menu. Complete the details.



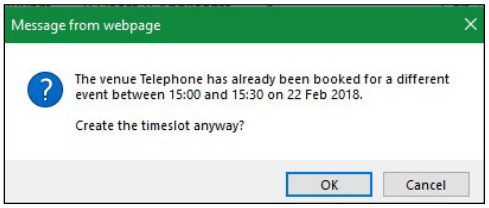
2. After saving, you will add the available time slots. You can add singles or bulk. To add times individually, enter the date, and start and end time. **Positions** indicates how many interviewees you will allow in each timeslot (typically 1). Click **Add.** (We do not recommend inviting additional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



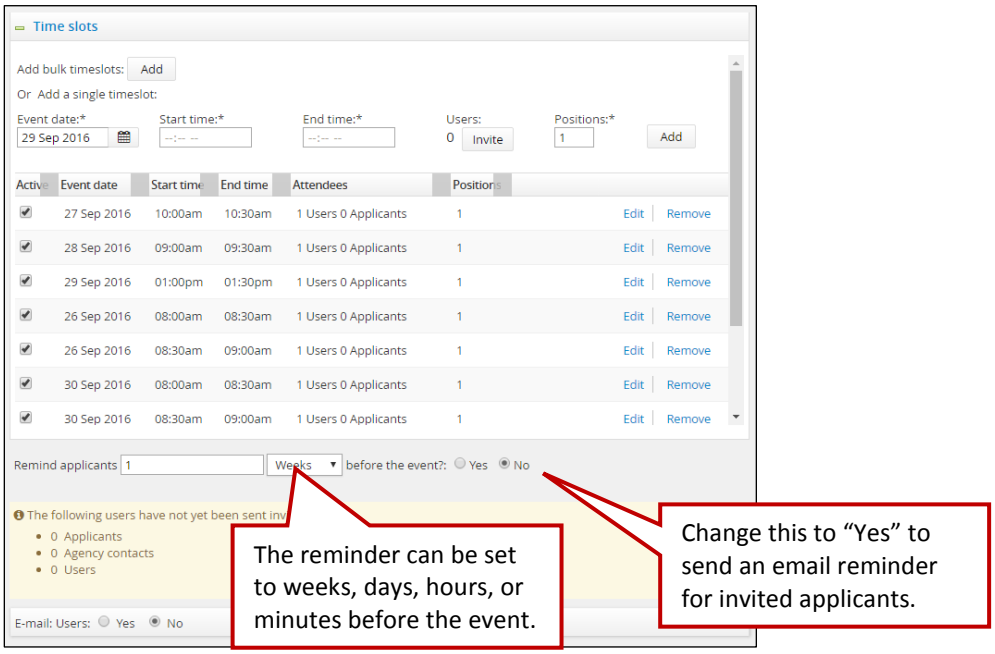
3. Bulk timeslots lets you add multiple instances of the same day and time over a span of dates.



***Note:** If you encounter the error message below, click OK. Your time slot will be added. This warning occurs because all of campus uses the same "Venues" and the system thinks you are double-booking a physical space.



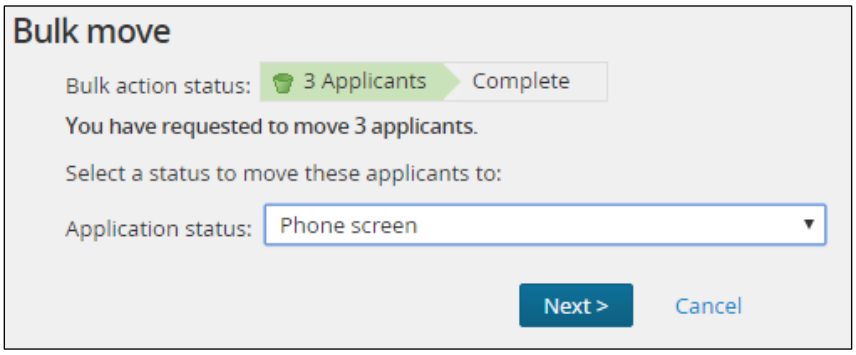
4. Set a reminder for your invitees and save your event.



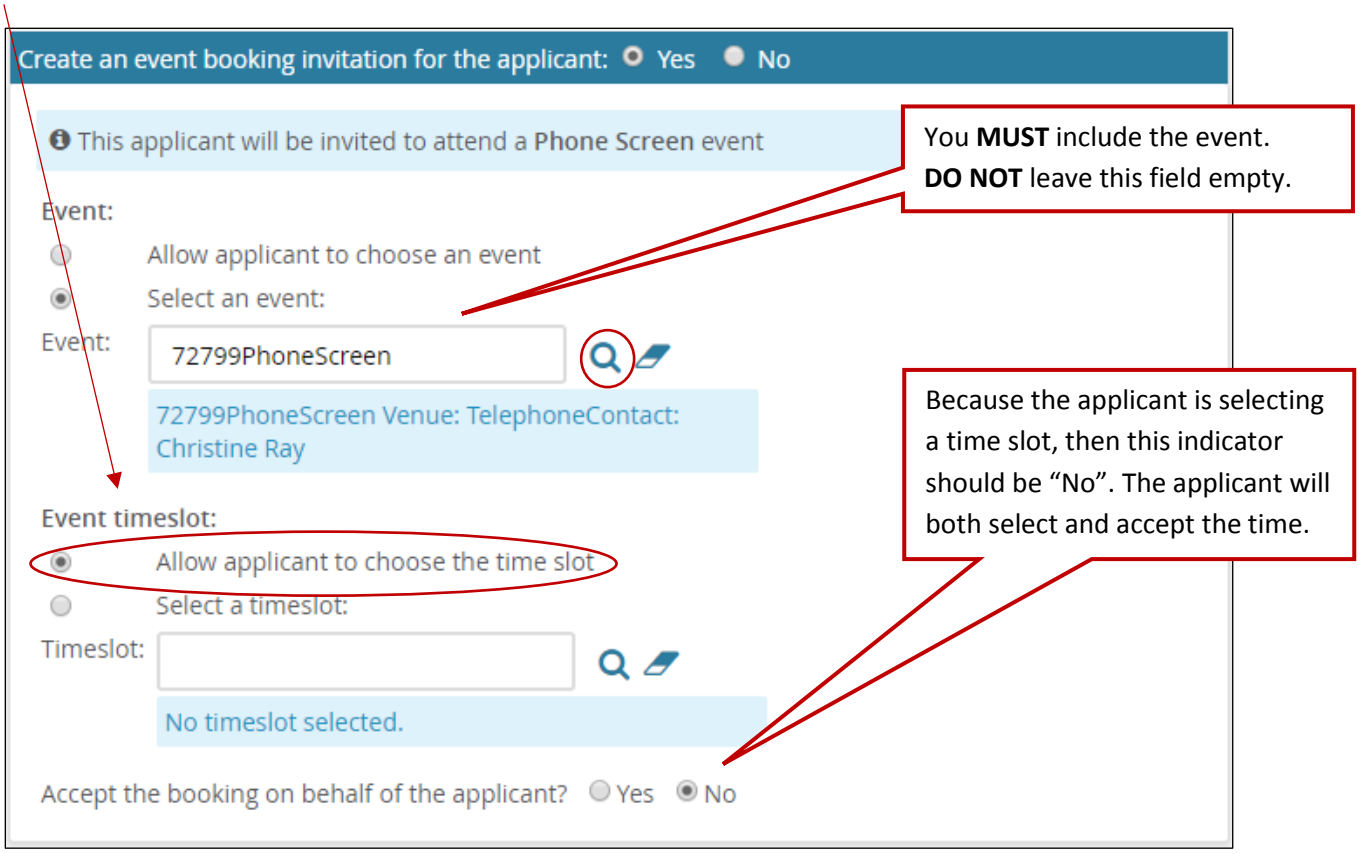
HOW TO: INVITE APPLICANTS TO AN EVENT

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.

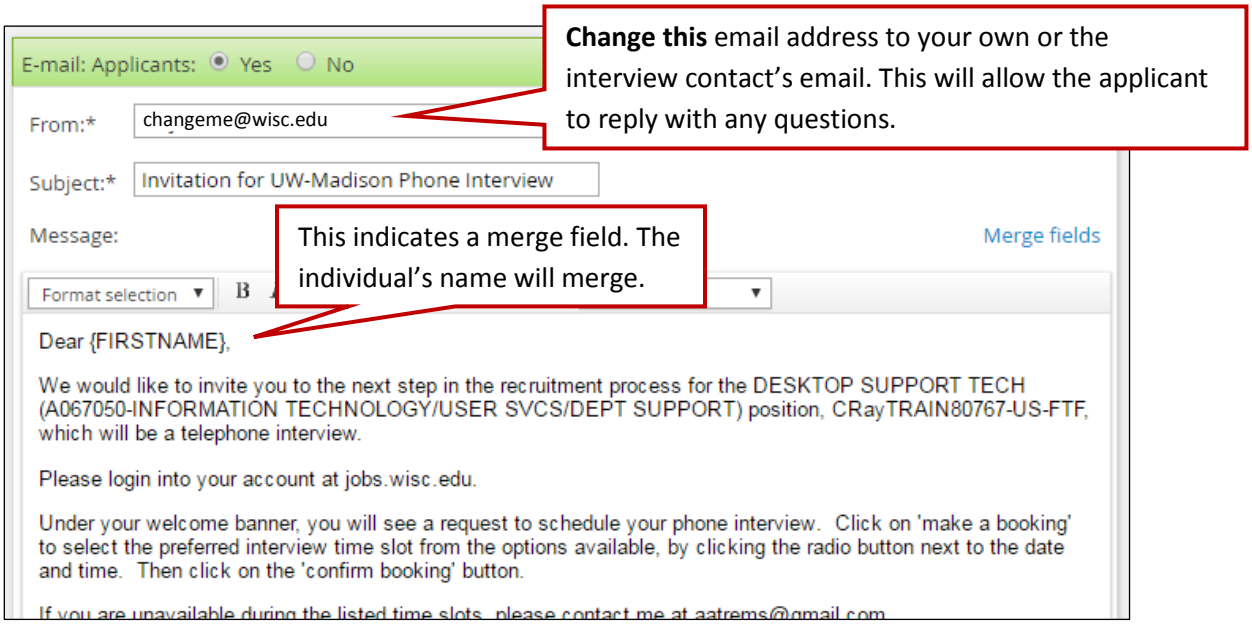
1. Choose the applicants moving to the phone screen and choose **Bulk Move** or select applicants individually and change each status**.**



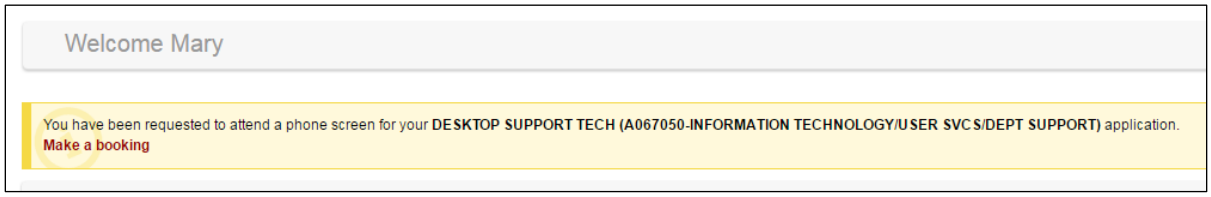
2. Click the magnifying glass to search for your event. You must fill in an event. Do not leave the Event field empty. This is an example of how to send an invitation for an event in which the applicants will choose their own appointment time.



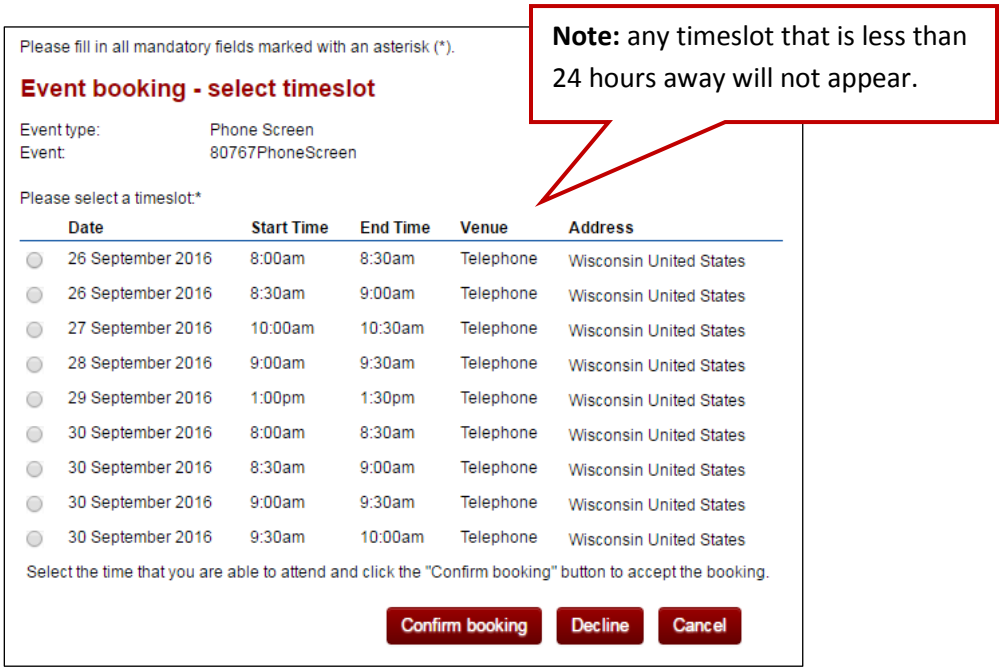
3. The suggested communication template provided gives all the necessary instructions to the applicant regarding how to choose a time slot. Read and customize the message to share additional information. You should also change the "from" e-mail address to either your email or the interview contact's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



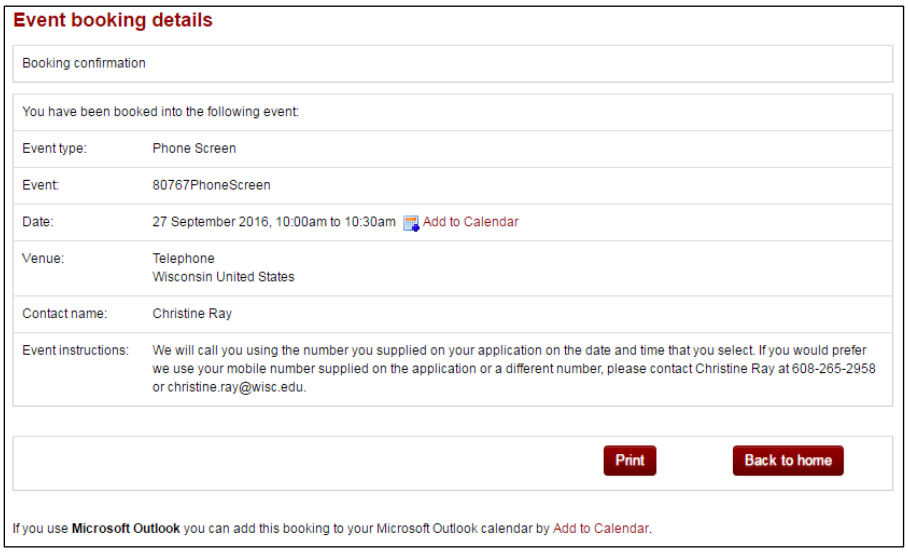
4. When you complete the status change, the email invitation is sent to the applicant to make a booking. The applicant logs into their applicant account to choose a time.



5. 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.



6. 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.

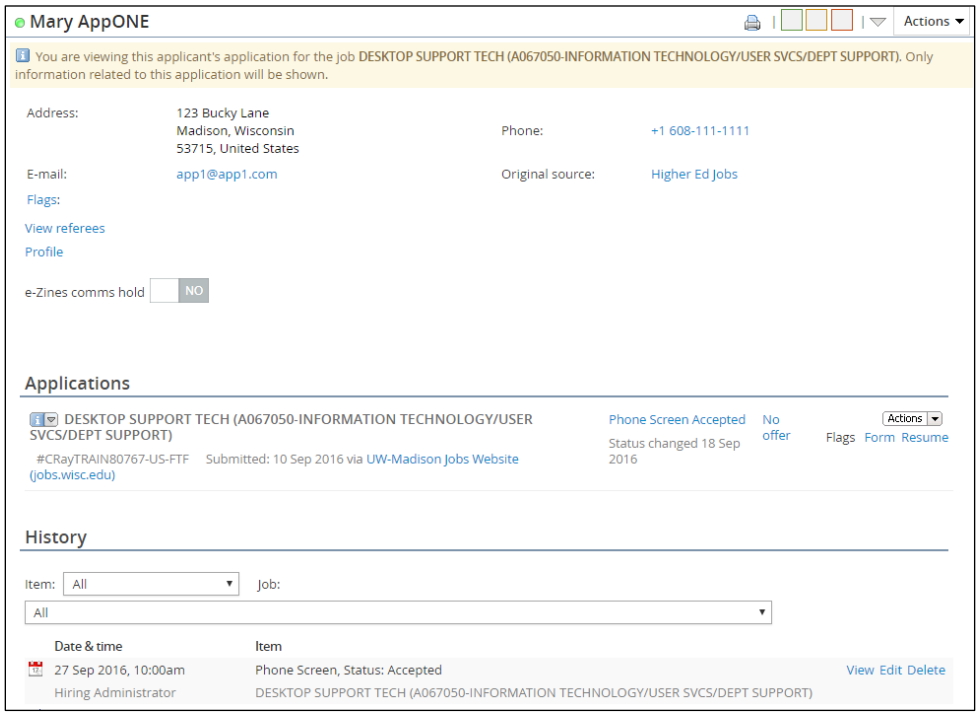


Note: Although an applicant cannot change the interview time or decline the interview once accepted, they can still withdraw their application for the position in their applicant account. **If an applicant withdraws, the event is automatically declined.** The hiring administrator **is not** informed of this. Only the division HR email address is notified when an applicant withdraws via the applicant account. Hiring administrators should check the interview schedule on a daily basis to confirm no applicants have withdrawn from the pool.

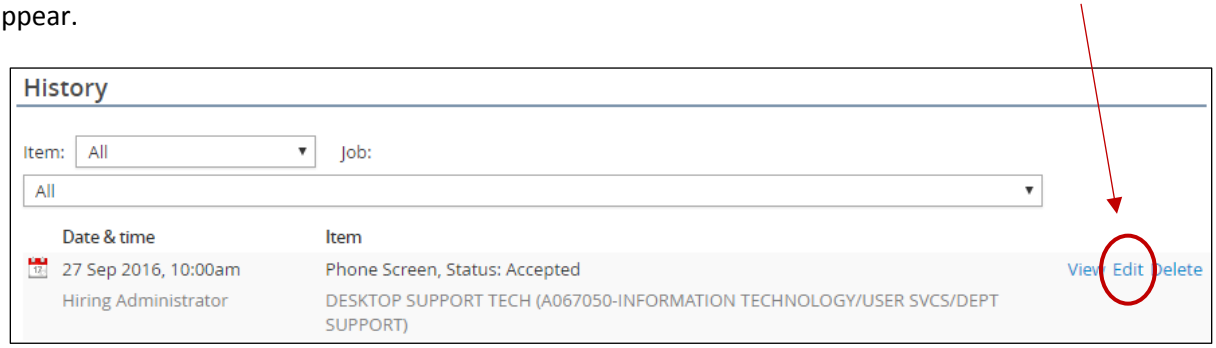
HOW TO: CHANGE A BOOKING FOR AN APPLICANT

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:

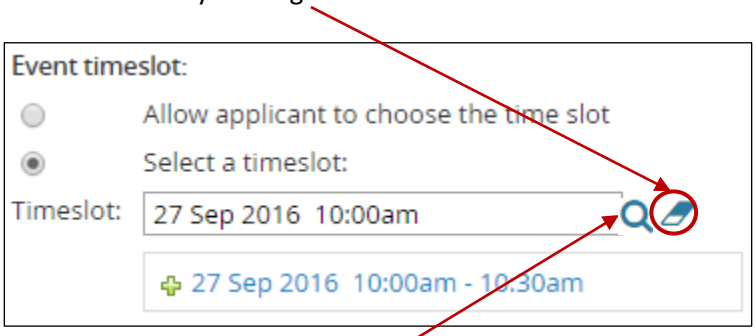
1. View the applicant card by choosing **Manage Jobs** (from the PageUp menu). Find the job in the list and click either the number of applicants or the applicant icon. Then click on the applicant's name or **View application** for the applicant that needs assistance. This opens the Applicant Card.



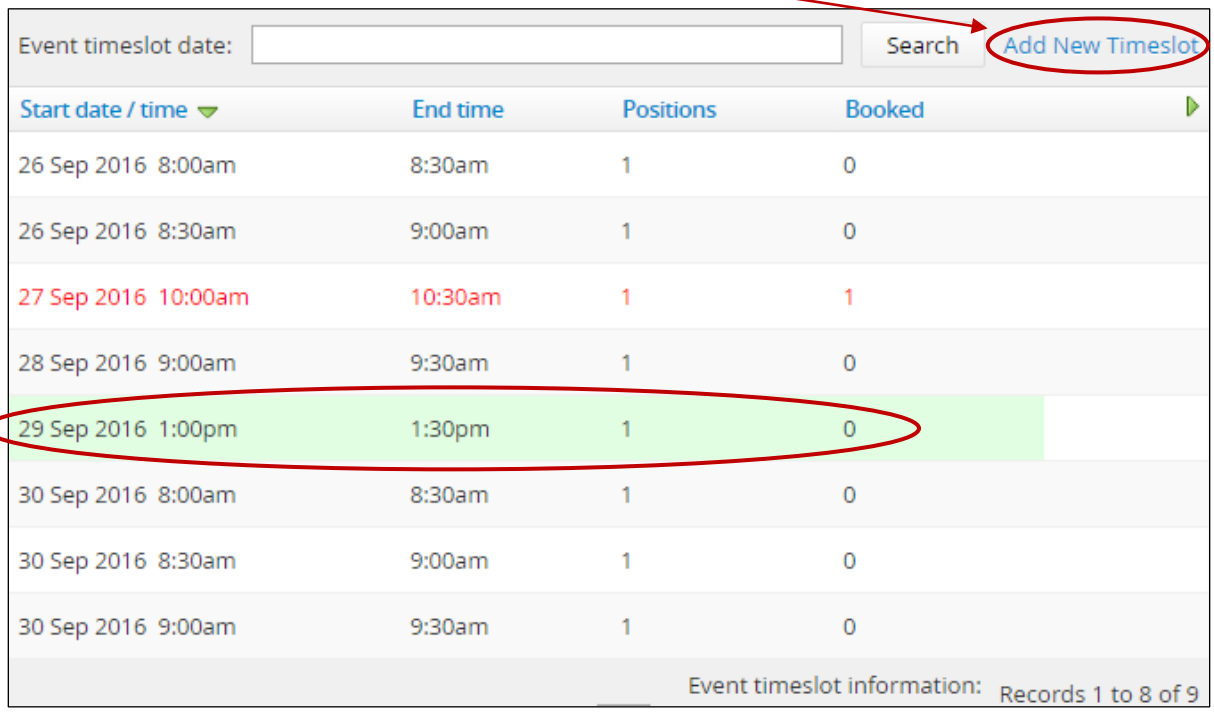
2. In the History section of the card, you will see where the applicant accepted the booking. Click **Edit** and the details will appear.



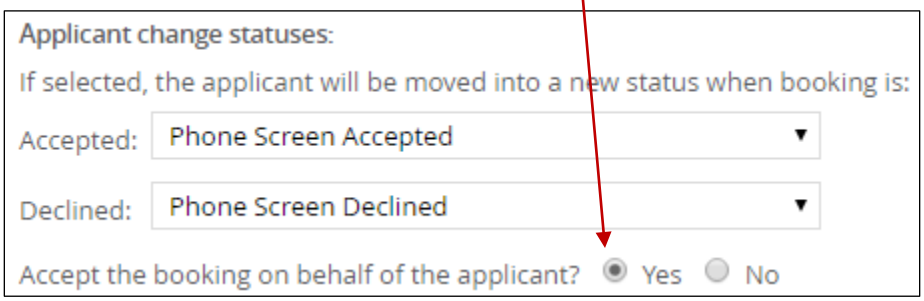
3. Clear the current event timeslot details by clicking the eraser.



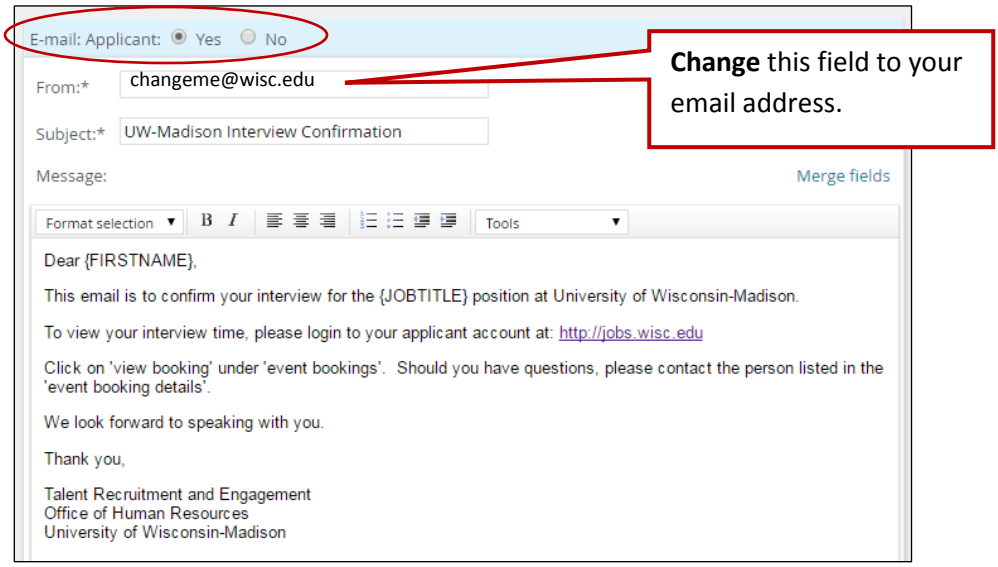
4. View the remaining available times by clicking the magnifying glass. Discuss with the applicant and choose a new timeslot. If there are no remaining timeslots, click the **Add New Timeslot** and set up an additional time.



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

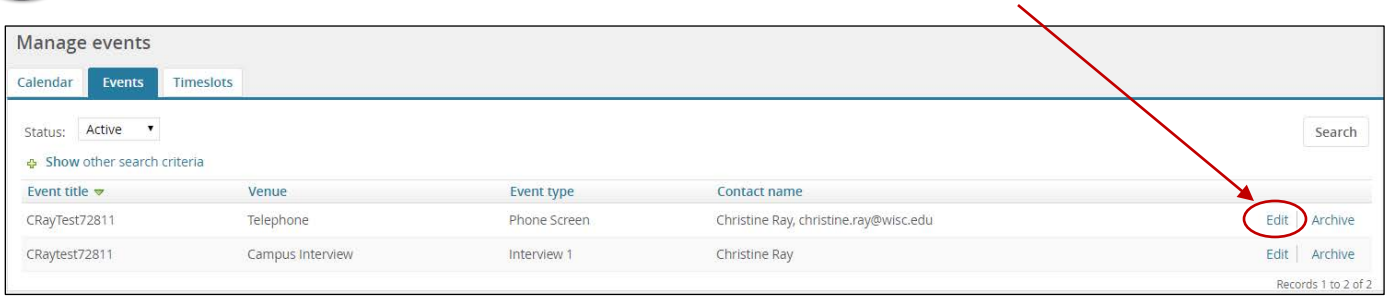


7. **Change** "E-mail: Applicant:" to **YES.** This will send an email confirmation to the applicant. Customize the email as needed. Change the "From:" email address to your own email or the event contact's email address.

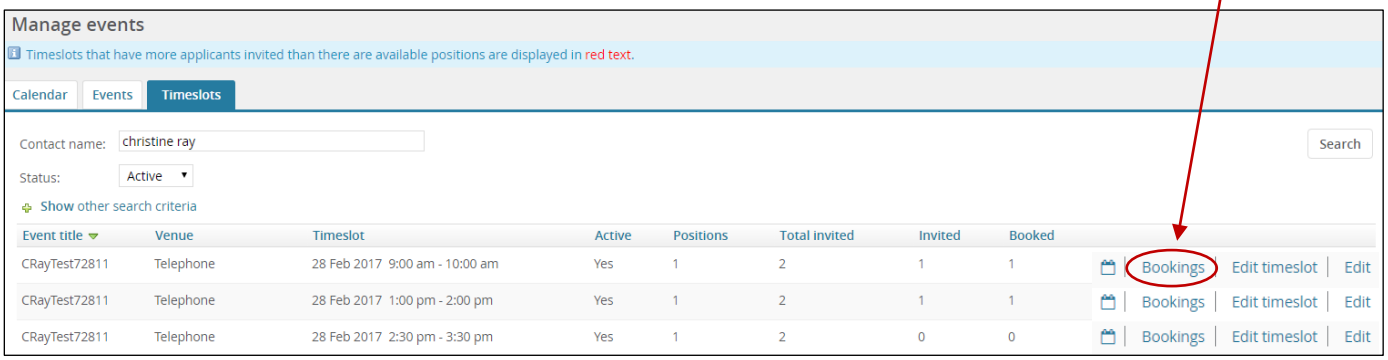


HOW TO: REVIEW EVENTS

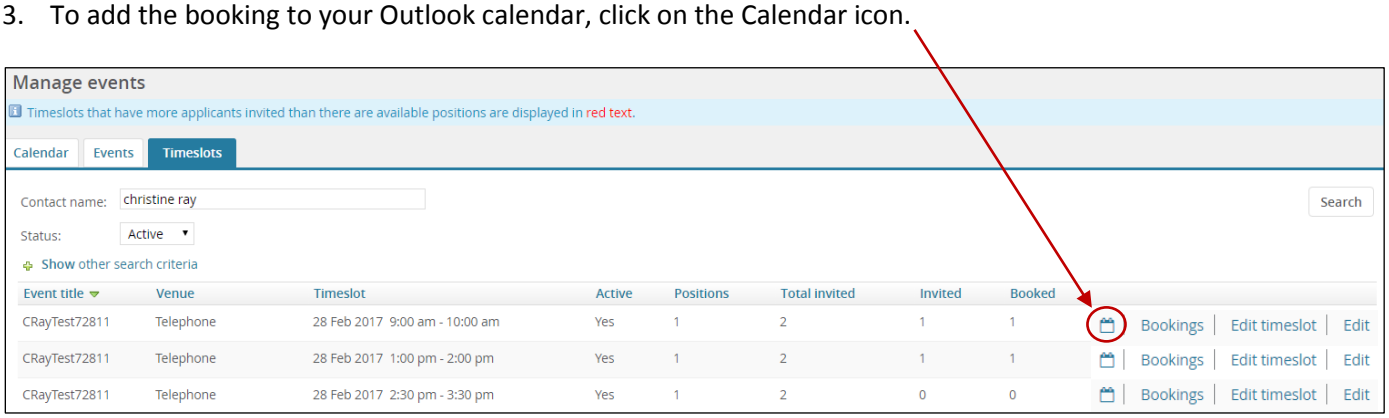
1. To see the events you have created in the system, use the PageUp menu and choose **Manage events.** The "Events" tab will show you all of the events you have created in the system. If you need to change anything about the event or the timeslots (add, remove, adjust) click on Edit.



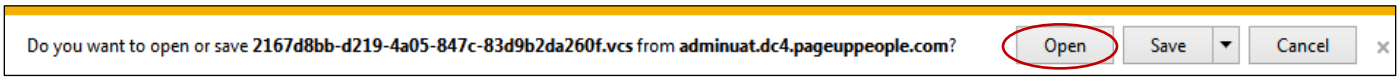
2. To view individual timeslots and whether each has been booked, view the "Timeslots" tab. Click "Bookings" to view the details (e.g. the name of the person booked into that timeslot).



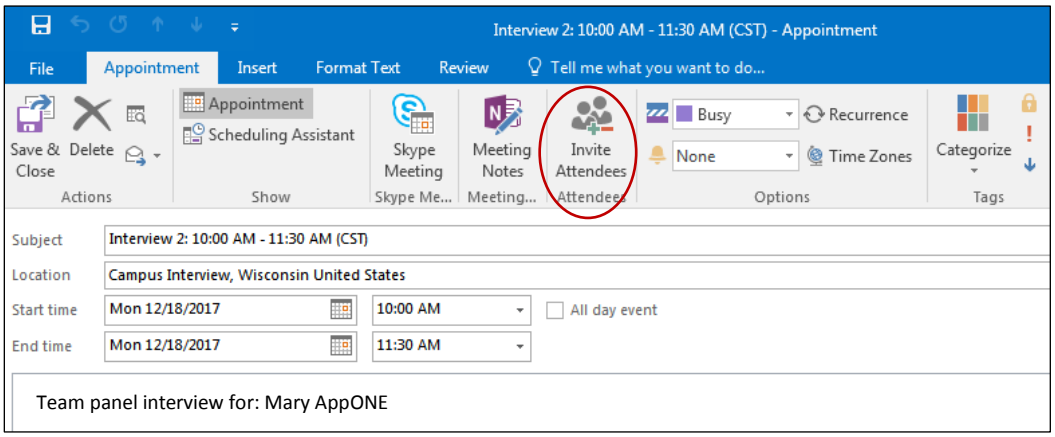
3. To add the booking to your Outlook calendar, click on the Calendar icon.



4. The appointment typically will download to the taskbar at the bottom of your browser window. Depending on which browser you are using, you may see the message shown below or a similar icon. Open the appointment.



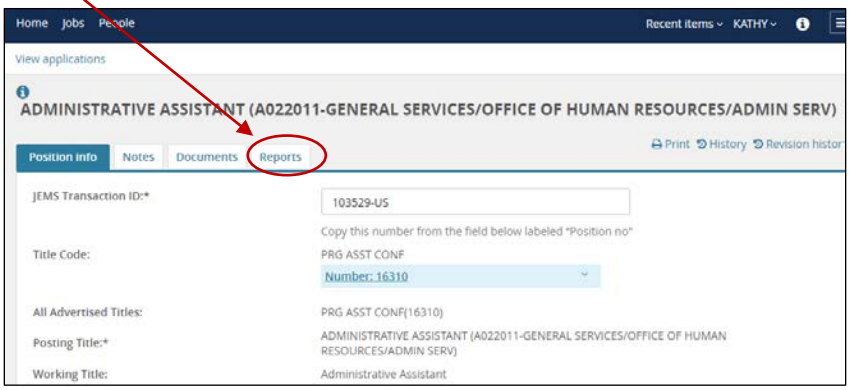
5. Outlook will open the calendar appointment. You can customize the information in the invitation (i.e. type in the name of the person being interviewed, attach the interview questions) and add to other user's calendars by inviting attendees.



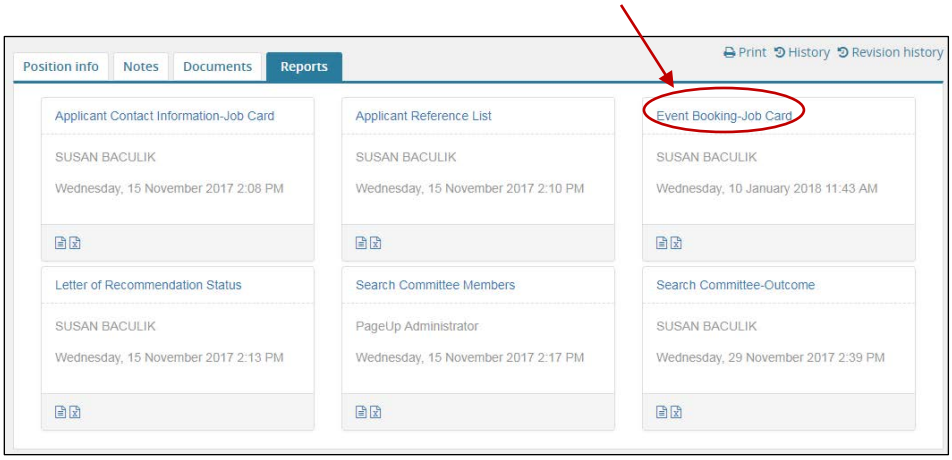
HOW TO: VIEW THE EVENT BOOKING REPORT

You can view all bookings for an event in a report available on the job posting card.

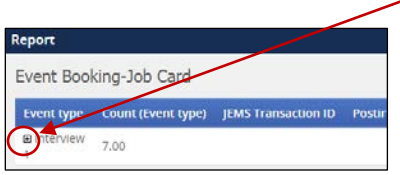
1. Open the job posting card.
2. Click the Reports tab.

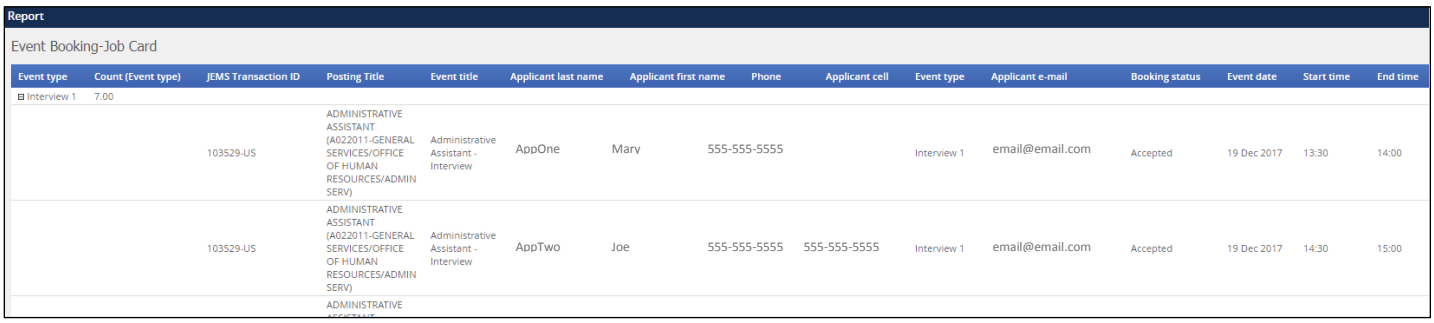


3. To run the report and view the results on your screen, click the report title.

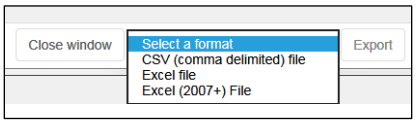


4. The initial screen will show a count of the interview bookings. Click the + sign to expand the details.

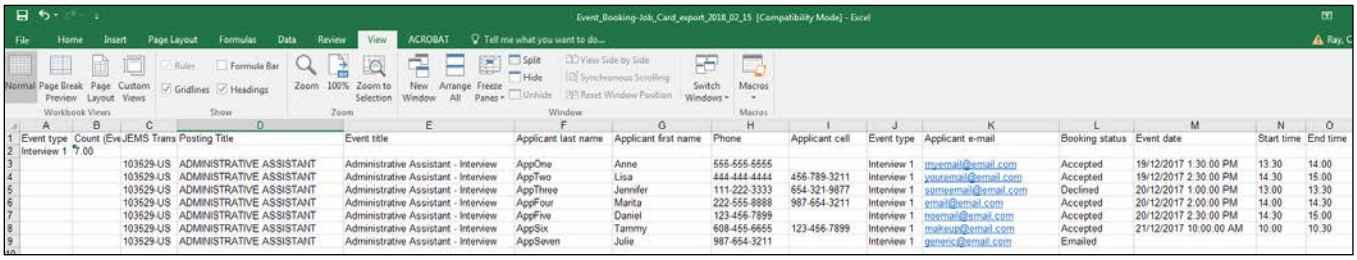


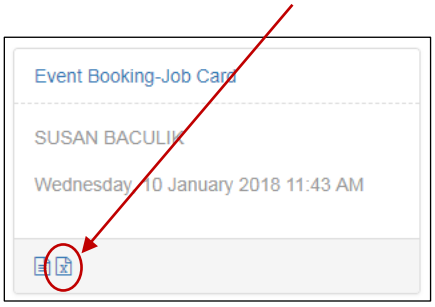


5. To download the results, choose the file format from the menu at the bottom of the results window and Export. Choose Excel (2007+) only if running version 2007 or higher of Excel.



6. Click Download Report. (Depending on the web browser you are using and how Microsoft Excel is set up on your computer you may need to save the file and "enable editing" before being able to work with the data.)



Event type	Count (Eve	JEMS Trans	Posting Title	Event title	Applicant last name	Applicant first name	Phone	Applicant cell	Event type	Applicant e-mail	Booking status	Event date	Start time	End time
Interview 1	7.00													
		103529-US	ADMINISTRATIVE ASSISTANT	Administrative Assistant - Interview	AppOne	Anne	555-555-5555		Interview 1	myemail@email.com	Accepted	19/12/2017 1:30:00 PM	13:30	14:00
		103529-US	ADMINISTRATIVE ASSISTANT	Administrative Assistant - Interview	AppTwo	Lisa	444-444-4444	456-789-3211	Interview 1	youremail@email.com	Accepted	19/12/2017 2:30:00 PM	14:30	15:00
		103529-US	ADMINISTRATIVE ASSISTANT	Administrative Assistant - Interview	AppThree	Jennifer	111-222-3333	654-321-9877	Interview 1	someemail@email.com	Declined	20/12/2017 1:00:00 PM	13:00	13:30
		103529-US	ADMINISTRATIVE ASSISTANT	Administrative Assistant - Interview	AppFour	Marita	222-555-8888	987-654-3211	Interview 1	email@email.com	Accepted	20/12/2017 2:00:00 PM	14:00	14:30
		103529-US	ADMINISTRATIVE ASSISTANT	Administrative Assistant - Interview	AppFive	Daniel	123-456-7899		Interview 1	noymail@email.com	Accepted	20/12/2017 2:30:00 PM	14:30	15:00
		103529-US	ADMINISTRATIVE ASSISTANT	Administrative Assistant - Interview	AppSix	Tammy	608-455-6655	123-456-7899	Interview 1	makeup@email.com	Accepted	21/12/2017 10:00:00 AM	10:00	10:30
		103529-US	ADMINISTRATIVE ASSISTANT	Administrative Assistant - Interview	AppSeven	Julie	987-654-3211		Interview 1	generic@email.com	Emailed			

7. To move directly to the Excel download, click on the Excel icon instead of the Report Name.