

Recruiting for Multiple Vacancies with One TREMS Posting or Re-Using an Existing Applicant Pool



Purpose: Use this document when recruiting for multiple university staff, university staff fixed term finite, and temporary employee vacancies under one TREMS posting or if re-using an existing applicant pool for a new university staff, university staff fixed term finite, or temporary employee vacancy.

Policy Information: The Recruitment, Assessment and Selection (RAS) Policy and Procedure allows the reuse of an applicant pool to fill secondary vacancies in the same title and operational area for a period of six months from the deadline date. CHRIS-HR only allows one candidate to be hired per JEMS transaction number. A CHRIS-HR transaction and a TREMS posting must be created for each vacancy.

Process:

1. Create the initial PD in CHRIS-HR to be posted on the employment website. In the How to Apply box on Page 2, indicate there are multiple vacancies and varying shifts, if known at the time of posting.

Position Description for: GARDENER / FACILITIES PLNG AND MGMT/FP&M PP SERVICES GROUND / 80169

Auth to Hire Goals Activities Knowledge and Skills Org Chart REP Comments Exclusions English Proficiency History

Page 1 Pa

HR Tr

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Related Web Link: [] Link Application Deadline Date: 07/23/2015 Post On Web: Y

Bypass Posting*: [] Reason: [] More Waiver Justification How To Apply*: There are multiple vacancie Edit

Under Caregiver Law: Yes No

Save

- After the PD has been Comp & Title approved, set up a TREMS posting (refer to TREMS 100 Participant Guide for steps). Note: Set up the TREMS posting as usual. There are no extra steps or variations from the normal process. DO NOT change the number of vacancies to be filled by transaction on the job posting in TREMS. This number should always be "1" for university staff recruitments.

NUMBER OF POSITIONS BEING RECRUITED

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). Multiple position selection is only for AS, FA, LI

Number of vacancies to be filled by transaction:

1 Always leave as "1" for US, US-FTF, and TE recruitments

Positions:* New: Replacement: Add

Position no	Type	Applicant	Application status
1	TRAIN81697-U	New	-

[Cancel](#)

- Create the PD(s) in CHRIS-HR that will not be posted on the employment website because a different applicant pool will be re-used.

The following fields must be the same as the initial PD from which the applicant pool will be re-used (these fields are also highlighted in the following screenshot):

- Area of Competition
- Application Deadline Date
- How to Apply

The screenshot shows the 'HR Transaction General Information: Page 2' form. The following fields are highlighted in yellow:

- Area Of Comp:** Standard Recruitment
- Application Deadline Date*:** 07/23/2015
- How To Apply*:** There are multiple vacancies

Other visible fields include: Working Title* (GARDENER), Appt Type* (University Staff), FTE* (1.000), New/Replace/Ch* (N), Fund* (101), Act* (7), Prior Incumbent, Prior Title Code, Converted from TE ID, Job Address* (Building Code: A0530, County: Dane, Address: 1217 UNIVERSITY AVE, City: MADISON, State: WI, Zip Code: 53706-1530), Contact* (Lauren Bowers, Phone: 608-262-3487, Email: lbowers@ohr.wisc.edu, Building Code*: A1078), Work Schedule* (Full-Time), Multi-Shift* (No), Schedule Comment (Mondav - Fridav 7:00am - 3:30nm), Requirements, Add'l Req, Related Web Link, Bypass Posting* (No), Reason, Waiver Justification, Under Caregiver Law (No), and a Save button.

In the comments tab, indicate the position will not be posted on the employment website and the applicant pool from JEMS Transaction ID #XXXXXX will be used instead.

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Auth to Hire, Goals, Activities, Knowledge and Skills, Org Chart, REP, Comments, Exclusions, English Proficiency, and History. The 'Comments' tab is currently selected. Below the navigation bar, there is a red header that reads 'Enter Comments Regarding the Position Description or Vacancy'. To the right of this header is a 'Help' button. Below the header, a note states '* These comments are for internal use only'. A large text area contains the text 'Not posting on employment website. Using applicant pool from PD# 123456.' At the bottom center of the form is a 'Save' button.

4. After the PD(s) have been C&T Title approved, set up a TREMS posting for each vacancy. Note: Set up the TREMS posting(s) as usual except, on the Application Category dropdown, select: Application Not Required and on the Application dropdown, select: Using Existing Applicant Pool.

Please select application category.*

Please select your application.*

5. Talent Recruitment and Engagement (TRE) releases the initial PD to the employment website. TRE also approves (but does not post to the website) the additional PD(s). The hiring administrator manages the recruitment and assessment process as usual.
6. When the finalists are identified and the unit is ready to start making offers, the division HR must contact TRE requesting the original applicant pool be copied to the additional vacancies within TREMS.
7. The hiring administrator follows TREMS offer process for each hire, with each hire having a corresponding JEMS Transaction ID associated with it.

Notes:

- All vacancies need to be class approved (Comp & Title approved) and go through any required pre-recruitment processes such as re-employment after layoff and blue-collar multi shift transfer.
- Steps 3 - 7 may occur at a later time if the need for additional vacancies is not known at time of original posting.