

Reports on the Job Posting Card	
Report Name	Report Description
Applicant Contact Information	Contact information for applicants including address, telephone number and email address.
Applicant Reference List	Applicant names and reference information including the reference name, type, company, email address and phone number.
Applicant Status History	Summary of applicants and each status they were moved into throughout the recruitment.
Event Booking	Summary of events associated with the job including the event type and title, applicant name, booking status, event date and time.
Letter of Recommendation Status	Status of online reference check invitations. Includes invitations sent manually and automatically. The data includes reference contact information, invitation sent date, expiration date and date of completion.
Search Committee Members	Names and email addresses for the search committee chair and members named on the job.
Search Committee-Outcome	Search committee members associated with the job, the search committee outcome and rank of each reviewed applicant.
Reports on the Dashboard	
Report Name	Report Description
Applicant Contact Information	Contact information for applicants including address, telephone number and email address.
Event Booking	Summary of events associated with the job including the event type and title, applicant name, booking status, event date and time.
Hire Report	Provides real-time hire information within department or division (depending on TREMS security access) from go-live date of 10/10/2016.
Recruitments	List of job postings (current and closed) in TREMS. Number of positions = number of positions recruited and Number of vacancies=number of positions left to fill.
Time to Fill	Provides time to fill data for all filled positions on a user's primary or secondary team. Time to Fill metrics are based on 7 days per week and begins with date posting approved and ends when an applicant is moved to "Offer accepted." The job is moved to "Filled" status and the "Date filled" field is entered on the Job card. Additional JEMS dates are included to calculate time to fill based on position creation to filled status.

Standard Analysis Reports on the Dashboard (Division HR Only)	
Report Name	Report Description
Current Recruitment (BU) Current Recruitment (Recruiter)	Recruitments sorted by department (business unit) that are currently in approved status.
Current Recruitment (Site)	Non-reportable. Site refers to building codes, which are not included on job postings.
Current Recruitment (Time by Business Unit) Current Recruitment (Time by Recruiter)	Days between each step of a recruitment.
Filled Jobs (BU) Filled Jobs (Recruiter)	Filled jobs sorted by department based on date range filter.
Jobs by Source	Identifies if jobs were posted on Facebook, UW Jobs website, Intranet (internal recruitments) or if the applicant was invited to apply.
New Starters (BU)*	Applicants with accepted offers sorted by department.
Offers Accepted (BU)	Accepted offers by department based on date range filter.
Offers Accepted (Source)	Accepted offers by source selected candidate heard about the vacancy.
Opened Jobs (BU)	Jobs that are currently open, sorted by department.
Opened Jobs (Pending Approval)	Job postings awaiting approval by department.
Opened Jobs (Site)	Non-reportable. Site refers to building codes, which are not included on job postings.
Recruiter Activity (BU) Recruiter Activity (Team)	Activities performed by a user, such as moving to a different status.
Sourcing (BU) Sourcing (Overall)	Number of applications submitted by source (indeed, UW Jobs, etc.).
*For UW-Madison purposes the BU (Business Unit) and Recruiter both refer to the Division.	

Standard Raw Reports on the Dashboard (Division HR Only)

Report Name	Report Description
Current Recruitment	Current unfilled recruitments.
Filled Jobs	Filled positions.
New Starters	Accepted offers with start date.
Offers Accepted	Selected applicants who have accepted an offer.
Offers Declined	Selected applicants who have declined an offer.
Offers Made	Offer made.
Opened Jobs	Jobs that have not been filled.
Recruiter Activity	Division recruitment activity.