Using the Search Committee Functionality

The search committee function in TREMS allows a chairperson and committee members to log into TREMS to access applicant materials, share materials with others, write a summary for each applicant, and to record an “outcome” for each applicant (Not reviewed, Meets criteria, Exceeds criteria, Does not meet criteria).

The chairperson has additional abilities to: 1) View the outcomes that others have selected for each candidate; and 2) Assign a rank to each applicant.

SETTING UP A SEARCH COMMITTEE

- On the job posting card choose Yes for Search Committee. If you do not know who the chair and members will be at the time of creating the posting, your division HR has the ability to add a search committee to the card.

- Type the name or use the binoculars to search for a name. This will only access users in the system (all UW-Madison employees); If you are using a non-UW-Madison employee, first contact uwjobs@wisc.edu to have them added to the system so you can choose them.

- You can only name one person as a Chair.

- Use the Add Search committee member button to add others. If you are using a non-UW-Madison employee, first contact uwjobs@wisc.edu to have them added to the system so you can choose them.

- You can add as many members as needed.

COMMUNICATING WITH YOUR SEARCH COMMITTEE

- If you are adding a non-UW-Madison employee to a search committee, you will need to communicate with them that they will be receiving an email from uwjobs@wisc.edu that will allow them to set up their user account in TREMS.

- You should explain to the search committee that they will receive an email that directs them to log in to TREMS when the materials are ready for review.

- The search committee will still communicate results of their discussions to you to change the status of applicants moving through the process. The search committee cannot work with the applicant statuses.

- Search committee cannot add documents into TREMS. They can only type a summary and choose an outcome. The chair has the additional ability to choose a rank for each applicant.
INITIATING THE SEARCH COMMITTEE REVIEW

- When you are ready for the search committee to access applicant materials, you will move applicants to be reviewed into the **Search committee review** status. When you change the status you should use the communication within TREMS to inform the committee that materials are ready to review.
- Select your applicants. If you are moving all your applicants to the search committee, use the selection menu to select all.

- Choose the bulk action of **Bulk Move**. Choose the application status of **Search committee review** and **Next**.
• The default communication is turned on to send to Additional users from Job. The users indicated by default are the Hiring Delegate and the Hiring Administrator.
  - Check the boxes for Chairperson and Search committee member to send the communication to the search committee.
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- Customize the body of the message as needed, but do not change any information in the { brackets }. These are merge fields that will show the correct information when sent. Also, do not change the URLs that are included. This is important information for the search committee to access TREMS.

WHAT THE SEARCH COMMITTEE WILL SEE AND WHAT THEY CAN DO

- Most search committee members, upon logging into TREMS, will see the very basic dashboard. The only exception is if the person has Hiring Administrator or Division HR access to the system – then they will see their regular dashboard. Regardless of the dashboard, the individual will click on the Jobs requiring search committee (or panel) review link.

- A committee member will have a link to View Applicants. The chairperson will have an additional link to View Responses, which allows the chairperson to see the outcomes selected by the committee members.
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- Within the review screen committee members can view the materials for each applicant by using the icons next to each applicant name. The view answers icon will open the entire application which will have links to the documents submitted for the application.

- For each applicant, committee members and the chair can write a summary statement (if needed) and choose an outcome. The chairperson also has the ability to rank the candidates. The chairperson is the only committee member who can view another member’s summary and outcome. Hiring administrators have access to search committee reports from the job posting card (see next section of this document).

- This is an example of what the chairperson will see when they choose View Responses.

- The hiring administrator will need to determine the process and set expectations with the search committee for moving applicants into different statuses. The search committee does not have the ability to change an applicant status in TREMS. You will need to partner with the search committee to track the applicants through the process.
SEARCH COMMITTEE REPORTS

Two search committee reports are available to the hiring administrator.

- **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.

Instructions on how to access **Reports from the Job Posting Card** are available in the [TRE toolkit](tre.ohr.wisc.edu).