

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.

SEARCH COMMITTEE

Do you wish to use a search committee?:* Yes No

Prior to adding a non-UW Madison employee as a search committee chair/member please contact uwjobs@wisc.edu with his/her name and email address. They must be setup as a user of the system prior to adding their name below.

Search committee chair:  
No user selected.

Search committee members:

Recipient

No Search com

Search committee member in

- 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.

Submitted	Status	Pref Name	First name	Last name	Phone	Mobil	Email	Country	State	City
<input checked="" type="checkbox"/>	New	Christine	Christine	Rapplicant	555-555-555		christineray603@gmail.com	United St	Florida	Margarita
<input checked="" type="checkbox"/>	New	James	James	AppTWO	608-111-111		app2@app2.com	United St	Wisconsin	Madison
<input checked="" type="checkbox"/>	New	Mary	Mary	AppONE	608-111-111		app1@app1.com	United St	Wisconsin	Madison
<input checked="" type="checkbox"/>	New	Pat	Patricia	AppFOUR	608-111-111		app4@app4.com	United St	Wisconsin	Madison
<input checked="" type="checkbox"/>	New	Bob	Robert	AppTHREE	608-111-111		app3@app3.com	United St	Wisconsin	Madison
<input checked="" type="checkbox"/>	New	Train1Christ	Train1Chr	Train1	555555555		train1@train1.com	United St	Florida	Miami

- Choose the bulk action of **Bulk Move**. Choose the application status of **Search committee review** and **Next**.

Bulk action status: 6 Applicants Complete

You have requested to move 6 applicants.

Select a status to move these applicants to:

Application status: Select

- Select
- New
- Does not meet minimum qualifications
- Search committee review**
- Hiring Manager review
- Phone screen
- Phone Screen Accepted
- Phone Screen Declined
- Interview
- Interview 1 accepted
- Interview 1 declined
- Interview 2
- Interview 2 accepted
- Interview 2 declined
- Reference check
- Verbal offer
- Background Check
- Background check successful
- Online offer made
- Offer accepted

- 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.

Bulk action status: 2 Applicants Complete

You have requested to move 2 applicants to the status "Search committee review".

You now have the opportunity to notify these people::

Communication template: -- No template --

E-mail: Applicants: Yes No

None of these people have opted to receive SMS messages, so they cannot be notified via SMS.

Additional users from Job: Yes No

Additional users from Job

<input checked="" type="checkbox"/> Hiring Delegate (optional)	<input checked="" type="checkbox"/> Hiring Administrator
<input type="checkbox"/> Recruiter	<input type="checkbox"/> Reporting to Manager
<input checked="" type="checkbox"/> Chairperson	<input checked="" type="checkbox"/> Search committee member

Additional users from Offer

<input type="checkbox"/> Hiring Delegate (optional)	<input type="checkbox"/> Hiring Administrator
<input type="checkbox"/> Reporting to Manager	

Other additional users

E-mail from:* uwjobs@wisc.edu

E-mail subject:* UW-Madison Application Review Request for {JOBTITLE}

E-mail body:* Merge fields

B *I* U ~~S~~ [List Icons] Formats [Color Icons] [Link Icon] [Image Icon] [Media Icon] ... ?

Search Committee Member,

To assess the applicant pool for {JOBTITLE} {JOBNO} please click on one of the following links.

Current UW-Madison employee:

- 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.

E-mail from:* uwjobs@wisc.edu

E-mail subject:* UW-Madison Application Review Request for {JOBTITLE}

E-mail body:* Merge fields

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Search Committee Member,

To assess the applicant pool for {JOBTITLE} {JOBNO} please click on one of the following links.

Current UW-Madison employee:
www.trems.hr.wisc.edu

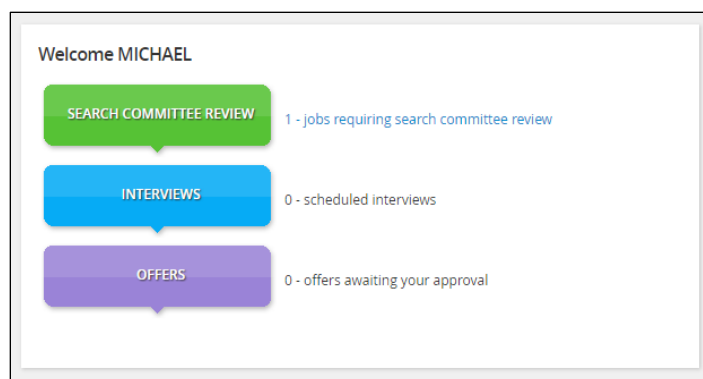
Non UW-Madison employee:
https://admin.dc4.pageuppeople.com/default.aspx

Search Committee Chairperson:
{CHAIRFIRSTNAME} {CHAIRLASTNAME} - {CHAIREMAIL}

Thank you,
{JOBOWNERFIRSTNAME} {JOBOWNERLASTNAME}
[Insert School/College/Division]

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.

Only for chairperson.

My search committee jobs							
Job number	Date added	Status	Classification title	Use	Total applications	Your role	
CRayTRAIN80767-US-FTF	10 Sep 2016	Approved	DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT)		6	Chairperson	View Applicants View responses

- 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).

The screenshot shows the search committee review interface for a candidate named Christine Rapplicant. The interface includes a list of applicants, a summary field, and outcome/ranking dropdowns. Callouts provide the following information:

- Bulk compile and send:** A search committee member can bulk compile materials for selected candidates into a single document. The results can be sent from the system directly to any recipient via email.
- View answers icon:** The view answers icon will open the application, where the submitted documents are available.
- Ranking:** Only available to chairperson.

The interface also shows a 'Summary' field with the text: "A summary statement can be included here. Each committee member has the opportunity to write a summary about each candidate. The chairperson is the only person who can see summaries and outcomes other than their own." Below this are dropdowns for 'Outcome' (with options: 1 Not reviewed, 2 Meets criteria, 3 Exceeds criteria, 4 Does not meet criteria) and 'Rank' (with options: None, 1, 2, 3, 4, 5, 6). Buttons for 'Save and next' and 'Close' are at the bottom right.

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

The screenshot shows the 'Feedback from search committee members' section. It displays a list of applicants on the left and feedback provided by committee members on the right. The feedback is summarized as follows:

Applicant	Feedback
Christine Rapplicant	No response
James AppTWO	No response
Mary AppONE	No response
Patricia AppFOUR	No response
Robert AppTHREE	"3 Exceeds criteria"
Train1 Christine Train1	No response

The overall feedback is summarized as: "Overall: MICHAEL FAY '3 Exceeds criteria' No response; DON SCHUTT '3 Exceeds criteria' No response".

- 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 \(tre.ohr.wisc.edu\)](https://tre.ohr.wisc.edu).