



# Sexual Harassment/Sexual Violence Reference Check Process in JEMS

Effective January 1, 2019, UW-Madison’s Recruitment, Assessment and Selection (RAS) policy requires final candidate(s) and their reference(s) to be asked questions regarding sexual harassment/sexual violence (SH/SV). The process outlined in this document will address the automated process available in JEMS and ensure compliance with policy requirements. Updates are expected as implementation and enhancements are made.

## WHAT IS THE AUTOMATED SH/SV REFERENCE CHECK PROCESS?

Available in JEMS, the automated SH/SV reference check process will allow those with JEMS Department and/or Division permissions to enter the name and email address of final candidate(s) and reference(s) to send email invitations. The invitations will contain a link to a web form where they are asked answer the required SH/SV questions. Upon completion of the web form, only Division Users will be able to review the responses in JEMS. The automated process is available in JEMS PVL or JEMS Hire based upon the employee class and recruitment type.

## WHICH JEMS SYSTEM DO I USE?

The automated SH/SV process is available in JEMS PVL or JEMS Hire based upon the employee class and recruitment type, as outlined in the table below.

Employee Class	Recruitment Type	JEMS System
FAASLI, CP, CJ	Internal/Open Recruitment, Waiver, Search Firm, Centralized Recruitment: Custodians	JEMS PVL
FAASLI	No Recruitment/Waiver Required	JEMS Hire

\*If you are hiring a CP or CJ and the recruitment/waiver was initiated in JEMS CHRIS-HR on 11/22/2019 or prior, complete the SH/SV process in JEMS CHRIS-HR. Please see the appendix at the end of this document for instructions on how to access the SH/SV Reference Check in JEMS CHRIS-HR.

## WHO IS RESPONSIBLE FOR ENSURING THE MANDATORY SH/SV QUESTIONS ARE ASKED?

Division HR is responsible for ensuring the required SH/SV questions are asked of final candidate(s) and reference(s). Division HR has the authority to delegate this responsibility, however, only those with JEMS Department or Division permissions can utilize the automated process in JEMS.

## WHEN DO I INITIATE THE AUTOMATED SH/SV REFERENCE CHECK PROCESS?

Final candidate(s): should be sent the SH/SV request prior to a written offer of employment.  
Reference(s): should be sent the SH/SV request prior to a written offer of employment. The current employer can be sent the request AFTER the written offer of employment is accepted but PRIOR to the start date.

## WHO IS A MANDATORY REFERENCE THAT MUST BE ASKED THE SH/SV QUESTIONS?

Current OR most recent employer AND all previous UW-Madison, UW System institution and Wisconsin state agency employer(s) from the past seven years.

Final candidate(s) will typically have ONE mandatory reference. The only time there should be multiple references is if the final candidate has worked at multiple UW System Institutions or Wisconsin State agencies within the past seven years.

## WHAT HAPPENS WHEN AN AFFIRMATIVE RESPONSE TO A SH/SV QUESTION IS RECEIVED?

An affirmative response to any question is not an automatic disqualifier from consideration for employment. Contact UW-Madison’s Office of Human Resources, Workforce Relations team before proceeding with an offer of employment.





## HOW TO ACCESS THE AUTOMATED SH/SV REFERENCE CHECK IN JEMS PVL:

1. Enter PVL #, then click 'Edit.'

File Edit Actions Tools Main Menu APO Actions Window Help QED Production

PVL Main Menu for Human Resources Staff

**The University of Wisconsin - Madison**  
**JEMS - Unclassified Systems**  
**(PVL / Rate Adjustment)**

How would you like to proceed?

PVL	Rate Adjustment
PVL# <input type="text"/> Edit	
View Print	Create a New Rate Adjustment
Create a New PVL	
<b>Search PVL System:</b>	<b>Search RA System:</b>
List PVLs	List My Rate Adjustments
List Warning Notices	List Adjustment Notices
Exit Unclassified Systems	

2. Go to the 'Person Hired' tab, click the 'SH/SV Reference Check' button.

PVL# 65638 - ENTERED - Athletic Trainer

Current Status: ENTERED (Validated for this Status)  
Major Department: A042525 - Dos/Administration/Osccs  
Job Code(s): P16NL

Save Print

OPEN RECRUITMENT

Core Salary/Title Contact Quals Duties Programs/Docs Cat-A REP Comment Status History **Person Hired**

Person(s) Hired

Emplid	Empl Rcd	Person Name	Title	Department

Detail for Highlighted Line

Working Title  Position Nbr

Start Date  Initial Appointment Percent

Base Salary  Pay Basis

SH/SV Reference Check





## HOW TO ACCESS THE AUTOMATED SH/SV REFERENCE CHECK IN JEMS Hire:

1. To create a JEMS Hire transaction, click the 'Hire/Transfer' button. To access an already created JEMS Hire transaction, click the 'My New Hire Basket' button.

JEMS Main Menu

The University of Wisconsin - Madison  
Office of Human Resources  
Job and Employee Management System (JEMS)

New Hire

Job Change

Hire/Transfer

Summer Hire

Job Change Request

My New Hire Basket

My Job Change Basket

2. On the 'Person' tab, click the 'SH/SV Reference Check' button.

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee

Save

Close

Print

New

Person Name and the Hiring Dept.(Position Tab) will be Required to save this record.

Find/Add Hire Person Person Contact Position Job Benefits HR Contact Comments Status History

Person Data

Biographical Details

Empl ID

Effective Date\*

First Name\*

Last Name\*

Date of Birth\*

Gender\*

Ethnic Group

Middle Name

Suffix

Adj Cont Service Date

Waived Person

SH/SV Reference Check

National ID

Foreign National

National ID

Foreign National

Foreign National Working Outside US





## SEND AUTOMATED SH/SV REFERENCE CHECK TO FINAL CANDIDATE(S) AND/OR REFERENCE(S):

1. The 'SH/SV Reference Check' button opens the following screen to the 'Email Request' tab. Those with Department and Division User permissions in JEMS can access this tab.

2. Final Candidate(s): First and Last Name **MUST** be entered in order to send Reference emails. Enter Email Address and click the 'Send Email' button, which auto-populates the 'Date Email Sent' field with the date/time and increases the '# of Email Requests Sent' field. The following email is sent and the SH/SV Contact OR JEMS Division Users will receive a copy (information in parenthesis is auto-populated from JEMS):

From: University of Wisconsin-Madison <uwjobs@wisc.edu>  
 To: (FINAL CANDIDATE)  
 Subject: Action Required: UW-Madison Reference Request

Dear (FINAL CANDIDATE NAME),

You've been identified as a final candidate for the position of (WORKING TITLE, JOB NUMBER) with (DEPARTMENT) at the University of Wisconsin-Madison.

The University of Wisconsin-Madison is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. Per policy, the University is required to ask questions regarding sexual harassment and sexual violence of final candidates and their references.

Please follow this link (LINK) to provide answers to these questions. This link will expire in 10 days, however, if you need additional time, please email the contact listed below. An affirmative response is not an automatic disqualifier from employment; affirmative responses will likely necessitate additional follow-up.

Thank you for your time in answering these questions. We appreciate your prompt response. If you have additional questions or concerns, please contact (SH/SV CONTACT or PRIMARY CONTACT NAME, PHONE, EMAIL).





Additionally, the SH/SV Contact OR JEMS Department Users receive the following email once the 'Send Email' button is clicked for final candidate(s) and/or reference(s):

From: UW-Madison JEMS <noreply@horton.wisc.edu>  
To: SH/SV Contact OR JEMS Department Users  
Subject: SH/SV Reference Check Initiated

On May 31, 2019, a SH/SV Reference Check was initiated in (PVL/JEMS Hire) for the following:

Final Candidate: (FINAL CANDIDATE NAME)  
Reference(s): (REFERENCE NAME) (if entered)  
PVL #:  
Department:  
Title(s):

3. If you have more than one final candidate to send the automated SH/SV Reference Check, click the 'Add Final Candidate(s)' button. You can scroll between final candidates by clicking on the arrows.

Final Candidate(s)				
Name* (First Last)	Email Address	Date Email Sent	Completed SH/SV Reference Check	# of Email Requests Sent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Email	0
<input type="button" value="Add Final Candidate(s)"/>				

  

Reference(s)					
Job Relationship	Name (First Last)	Email Address	Date Email Sent	Completed SH/SV Reference Check	# of Email Requests Sent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Email	0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Send Email	





4. **Reference(s):** Enter the Job Relationship (Current or Former), Reference First and Last Name and Email Address (or use the SH/SV Contacts lookup as outlined below) then click the 'Send Email' button, which auto-populates the 'Date Email Sent' field with the date/time and increases the '# of Email Requests Sent' field. If additional references need to be added, click the 'Add Reference(s)' button. References can only be deleted if an email has NOT been sent. **Final Candidate name MUST be entered as this auto-populates in the email sent to the Reference.**

The following email is sent and the SH/SV Contact OR JEMS Division Users will receive a copy (information in parenthesis is auto-populated from JEMS):

From: University of Wisconsin-Madison <uwjobs@wisc.edu>  
 To: (REFERENCE)  
 Subject: Action Required: UW-Madison Reference Request

Dear (REFERENCE NAME),

You've been identified as an employer reference for (FINAL CANDIDATE NAME) for the position of (WORKING TITLE, JOB NUMBER) with (DEPARTMENT) at the University of Wisconsin-Madison.

The University of Wisconsin-Madison is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. Per policy, the University is required to ask questions regarding sexual harassment and sexual violence of final candidates and their references.

Please follow this link (LINK) to provide answers to these questions. This link will expire in 10 days, however, if you need additional time, please email the contact listed below. An affirmative response is not an automatic disqualifier from employment; affirmative responses will likely necessitate additional follow-up.

Thank you for your time in answering these questions. We appreciate your prompt response. If you have additional questions or concerns, please contact (SH/SV CONTACT or PRIMARY CONTACT NAME, PHONE, EMAIL).





5. By clicking the 'SH/SV Contacts' button, you are able to search for a HR Reference at UW-Madison, UW System Institutions and a contact for Wisconsin State Agencies by Department ID (UDDS), Department/Division name, or Reference Name in the blank box, then click 'Find.' Once you find the correct Reference, click the 'Add Reference' button which will close this page and auto-fill the Reference Name and Email Address on the 'Email Request' tab.

**SH/SV Contacts**

**Find** **Close**

DeptID	Dept Name	Reference: Name	Email	Add Reference
A3487	VC FOR RES AND GRAD EDUCATION/WAISMAN CENTER	Amanda Allaby	amanda.allaby@wisc.edu	<b>Add Reference</b>
A3488	VC FOR RES AND GRAD EDUCATION/PRIMATE RESEARCH CENTER	Kelly Marks	kelly.marks@wisc.edu	Add Reference
A48	COLLEGE OF LETTERS AND SCIENCE	L&S Division HR	humanresources@ls.wisc.edu	Add Reference

6. Please review the Reference information, then click the 'Send Email' button.

**SH/SV Reference Check**

Email Request | Responses | Comments

**Email Request**

Final Candidate(s)

Name* (First Last)	Email Address	Date Email Sent	Completed SH/SV Reference Check	# of Email Requests Sent
Rachel Simonson			<input type="checkbox"/> <b>Send Email</b>	0

**Add Final Candidate(s)**

**Reference(s)**

Job Relationship	Name (First Last)	Email Address	Date Email Sent	Completed SH/SV Reference Check	# of Email Requests Sent
Current	Amanda Allaby	amanda.allaby@wisc.edu		<input type="checkbox"/> <b>Send Email</b>	0

**Save** **Close**





## SH/SV RESPONSES FROM FINAL CANDIDATE(S) AND/OR REFERENCE(S)

1. Only JEMS Division Users have access to the 'Responses' tab. When Final Candidate(s) and/or Reference(s) submit responses to the SH/SV questions via the web form (link sent in the email), this page auto-populates their responses. Additionally, the 'Completed SH/SV Reference Check' field auto-populates with the date/time the web form is submitted. If the response is 'yes' to any of the questions, there will be a checkmark in the 'Engaged In,' 'Under Investigation,' or 'Left Employment' fields.

Alternatively, if emails from the automated process aren't used, JEMS Division Users are able to manually record any affirmative responses, click the 'Completed SH/SV Reference Check' box and document how this was completed (phone, email, etc.) in either the 'Notes' field or the 'Comments' tab. There is programming behind the scenes that will record whether responses were completed via the web form or manually entered by a Division User.

The screenshot shows a web application window titled "SH/SV Reference Check". It has three tabs: "Email Request", "Responses" (which is selected and circled in red), and "Comments". On the right side, there are "Save" and "Close" buttons. The main content area is divided into two sections: "Final Candidate(s)" and "Reference(s)".

The "Final Candidate(s)" section contains a table with the following columns: "Candidate Name (First Last)", "Engaged In", "Under Investigation", "Left Employment", and "Completed SH/SV Reference Check". Below the table is a "Notes" field, which is circled in red. The "Completed SH/SV Reference Check" field is also circled in red.

The "Reference(s)" section contains a similar table with columns: "Name (First Last)", "Engaged In", "Under Investigation", "Left Employment", and "Completed SH/SV Reference Check". Below the table are multiple "Notes" fields. The "Completed SH/SV Reference Check" field for the first reference is circled in red.







2. Once the web form is submitted by final candidate(s) and/or reference(s), the SH/SV Contact OR JEMS Division Users will receive the following email notification:

From: UW-Madison JEMS <noreply@horton.wisc.edu>  
To: SH/SV Contact OR JEMS Division Users  
Subject: SH/SV Reference Check Completed

On May 31, 2019, a SH/SV Reference Check was submitted in (PVL/JEMS Hire) for the following:

Final Candidate: (FINAL CANDIDATE NAME)  
Reference(s): (REFERENCE NAME)  
PVL #:  
Department:  
Title(s):

If there is an affirmative response to any of the questions from a Final Candidate and/or Reference(s), the SH/SV Contact OR JEMS Division Users and Workforce Relations will receive the following email notification:

From: UW-Madison JEMS <noreply@horton.wisc.edu>  
To: SH/SV Contact OR JEMS Division Users  
wr@ohr.wisc.edu  
Subject: SH/SV Reference Check Affirmative Response

On May 31, 2019, a SH/SV Reference Check had an affirmative response to one of the questions by (FINAL CANDIDATE and REFERENCE) on (PVL #)





## COMMENTS

1. The 'Comments' tab is accessible for both JEMS Department and Division Users.

The screenshot displays a web application window titled "SH/SV Reference Check". The window has a blue header bar with the title. Below the header, there are three tabs: "Email Request", "Responses", and "Comments". The "Comments" tab is highlighted with a red circle. The main content area is a large, empty text box labeled "Comments". On the right side of the window, there are two buttons: "Save" and "Close".





## APPENDIX: HOW TO ACCESS THE AUTOMATED SH/SV REFERENCE CHECK IN JEMS CHRIS-HR:

1. Enter the JEMS Transaction ID, then click 'Edit HR Tran.'

CHRIS Main Menu for Human Resources Staff

The University of Wisconsin - Madison  
Classified Human Resources Information System  
CHRIS - HR

How would you like to proceed?

HR Transaction Type:  
 University Staff/US-Fixed Term Vacancy  TE  Reclass  Update PD  Reallocation  All Types  
 Include Positions on Hold (vacancies only)

List My Unit's HR Transactions:  
\*\* Select One or More HR Transaction Types Above  
Transactions I Must Review/Approve  
Transactions in Process

Process Applicant(s): (prior CHRIS Main Menu)  
University Staff/US-Fixed Term Processi...

\*\* Vacancy Transactions at least Division approved  
Edit Profile

Edit/View HR Transaction: Tran ID   
Edit HR Tran View HR Tran

Search HR Transactions:  
Search All HR Transactions

Create an HR Transaction:  
\*\* Select One HR Transaction Type Above  
New Transaction  
Copy from Existing Transaction

Exit CHRIS

2. Click 'SH/SV Reference Check' button.

Position Description for: IS SYS DEV SRV SENIOR / INTERCOLLEGIATE ATHLETICS/GENERAL OPERATNS/ADMIN / 54409

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

Page 1 Page 2 Essential Justification

HR Transaction General Information: Page 1 Employee: BRIAN S ZIMMERMANN SH/SV Reference Check

Please Read: - An item with a blue label and an asterisk (\*) is required.  
- Only fields with white backgrounds can be key entered.

Debug: Turn Msg On  
Debug: Turn Msg Off

UDDS\*: A420100 INTERCOLLEGIATE ATHLETICS/GENI Status: Closed Tran Comments

Code Classification Barg Unit Supervision Type\*  
13372 IS SYS DEV SRV SENIOR 07 General More Titles

Rate Range\*: Minimum: \$22,026 Maximum: \$50,660 Post Max Rate on Web:

Supervisor: Last Name\* First Name Title\*  
Miran David IS Supervisor 2

Supervisor's Email Address\*: dem@mail.sih.wisc.edu

Employees With Similar Duties  
Last Name First Name Title More

Required Exclusion Forms: Confidential  Management  Supervisory

PD Discussion Date: Position #: 00985552 HR Transaction ID: 000054409  
Date Duties Began: PD/LTE Eff Date: 06/21/2016 Cert Number: 00054409  
Last PD-of-Record Date: Empl ID / Empl Rcd: 00195692 / HR Transaction Type: Position Vacancy

Save

