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.

<table>
<thead>
<tr>
<th>Employee Class</th>
<th>Recruitment Type</th>
<th>JEMS System</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAASLI, CP, CJ</td>
<td>Internal/Open Recruitment, Waiver, Search Firm, Centralized Recruitment: Custodians</td>
<td>JEMS PVL</td>
</tr>
<tr>
<td>FAAISLI</td>
<td>No Recruitment/Waiver Required</td>
<td>JEMS Hire</td>
</tr>
</tbody>
</table>

*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.’

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

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

6. Please review the Reference information, then click the ‘Send Email’ button.
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/SH 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.
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 #)
1. The ‘Comments’ tab is accessible for both JEMS Department and Division Users.
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.’

2. Click ‘SH/SV Reference Check’ button.