

Adding a Document to the Job Card

You can upload and store documents in the TREMS Job Card. Examples of document uploads that are specific to the general recruitment include:

- Names of search committee members
- Copies of PVL
- Copies of advertisements
- Assessment and screening criteria
- Interview questions

Documents specific to an applicant, such as a letter of recommendation, should be uploaded to the applicant card, not the job card. See help document: Adding a Document to Applicant Card for instructions.

1) Click on the corresponding job in TREMS:

Division HR

Dashboard

Current jobs

3 Total, 3 All Notifications, 3 Approved

16 10 new

ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)

JEMS Transaction ID: TRAIN81707-US CHRISTINE RAY Positions: 3 Vacancies: 2

10 new applications. View →

Hiring Admin

My jobs

Visibility: All jobs, My jobs, Team jobs

Status: All, Current, Non-current

1 search results

JEMS Transaction ID	Posting Title	Date added	Status	Request Provider	Reporting to Manager	Team	
TRAIN81707-US	ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)	Dec 4, 2018	Approved	CHRISTINE RAY	A022050-GENERAL SERVICES/OFFICE OF HUMAN LEARNING & TALENT DEVELOPMENT		View

2) Click on the Documents tab:

ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS) [View applications](#) [...](#)

[Position info](#) [Notes](#) **Documents** [Reports](#)

3) Click on the Select dropdown menu:

ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS) [View applications](#) [...](#)

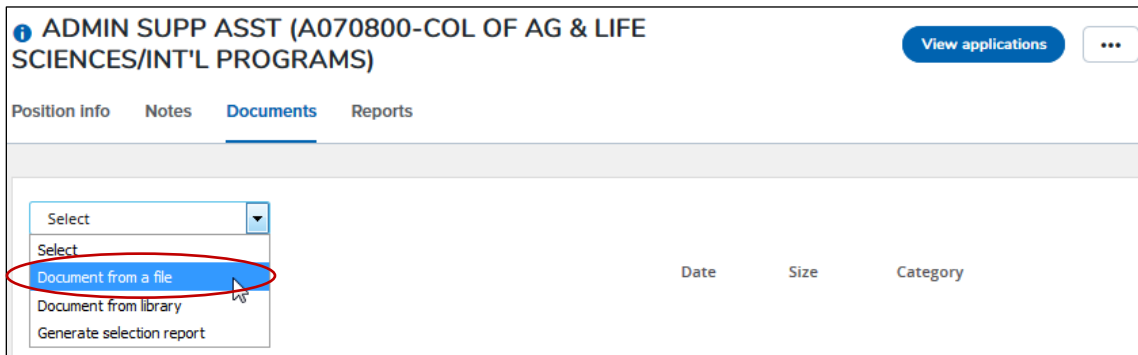
[Position info](#) [Notes](#) **Documents** [Reports](#)

Select

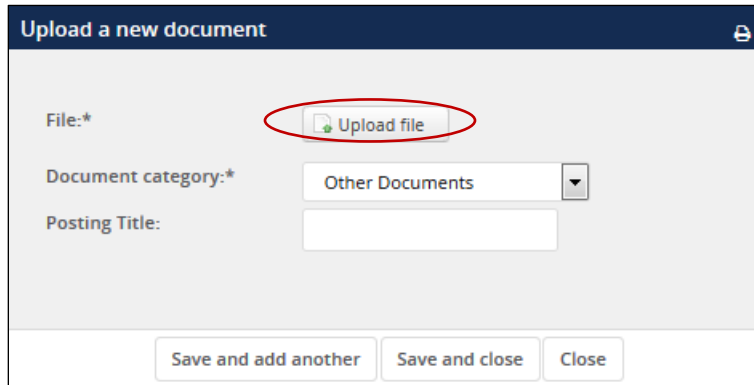
Document	Date	Size	Category
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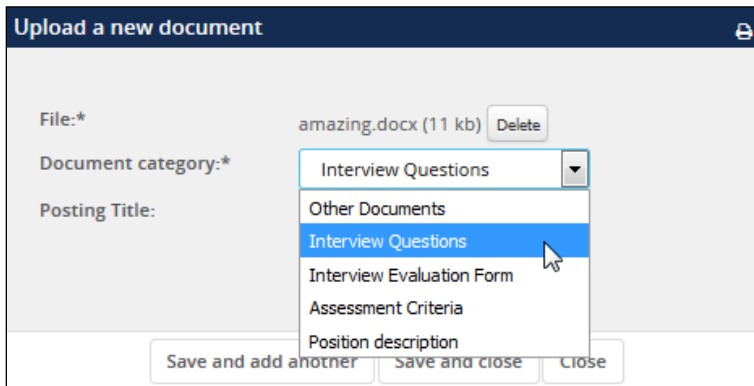
4) Choose to upload a Document from a file:



5) A pop-up for the upload will appear. Click Upload file to select a file from your computer:



6) Click on the Document Category dropdown menu and choose the corresponding Document category:



7) Give the document a title. If you have additional documents to upload, click on Save and add another. If not, click Save and close.

