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 All Notifications Approved		
4 16	ADMIN SUPP ASST (A070800-COL	OF AG & LIFE SCIENCES/INT'L PROGRAMS)		
10 new	JEMS Transaction ID: TRAIN81707-US	CHRISTINE RAY	Positions: 3	Vacancies: 2
	\bigcirc 10 new applications. View →			

Hiring Admin

My jobs									
Visibility			Status						
All jobs	My jobs	Team jobs		All		Current	Non-current		
1 search results									Settings
JEMS Transaction ID	Posting Title		D	Date added	Status	Request Provider	Reporting to Manager	Team	
TRAIN81707-US	ADMIN SUPP ASST (A070800-COL OF AG &	LIFE SCIENCES/INT'L PROGRAMS)	D	Dec 4, 2018	Approved	100001-00000	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 SCIENCES	SUPP 5/INT'L	ASST (A0 PROGRAM	70800-COL OF AG & LIFE MS)			View applications	•••
Position info	Notes	Documents	Reports				
Select							
Document				Date	Size	Category	



4) Choose to upload a Document from a file:

ADMIN SCIENCES	ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)						
Position info	Notes	Documents	Reports				
Select Select Document fro Document fro Generate sele	n a file n library ction report	► Ag		Date	Size	Category	

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

Upload a new document		•
Opload a new document		8
File:*	Upload file	
Document category:*	Other Documents	•
Posting Title:		
Save and add a	nother Save and close	Close

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

Upload a new document		₿
File:*	amazing.docx (11 kb) Delete	
Document category:*	Interview Questions 🔹	
Posting Title:	Other Documents	
	Interview Questions	
	Interview Evaluation Form	
	Assessment Criteria	
Save and add a	Position description another Save and close Close	

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.

Upload a new document		₿
File:* Document category:* Posting Title:	amazing.docx (11 kb) Delete Interview Questions Phone Screen Questions	
Save and add a	nother Save and close Close	

