Adding a Document to the Job Card

TREMS

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

Hiring Admin

2) Click on the Documents tab:

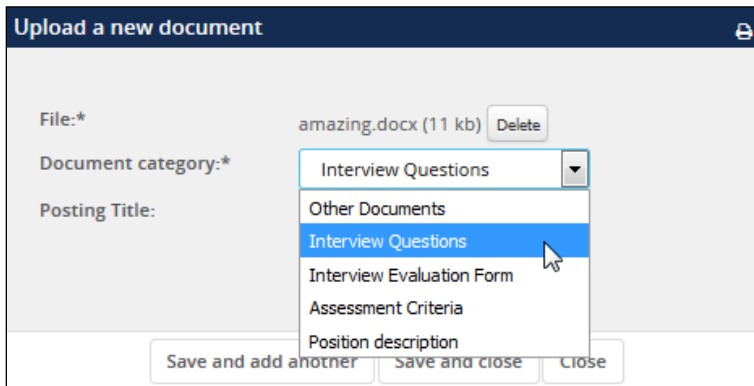3) Click on the Select dropdown menu:

4) Choose to upload a Document from a file:
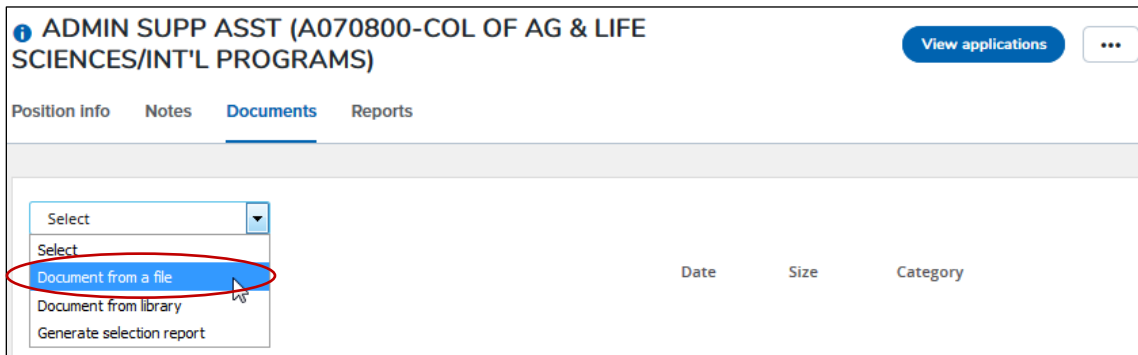
5) A pop-up for the upload will appear. Click Upload file to select a file from your computer:
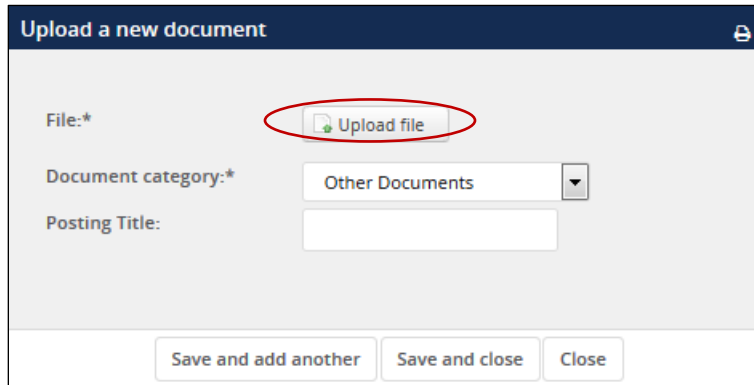
6) Click on the Document Category dropdown menu and choose the corresponding Document category:

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.