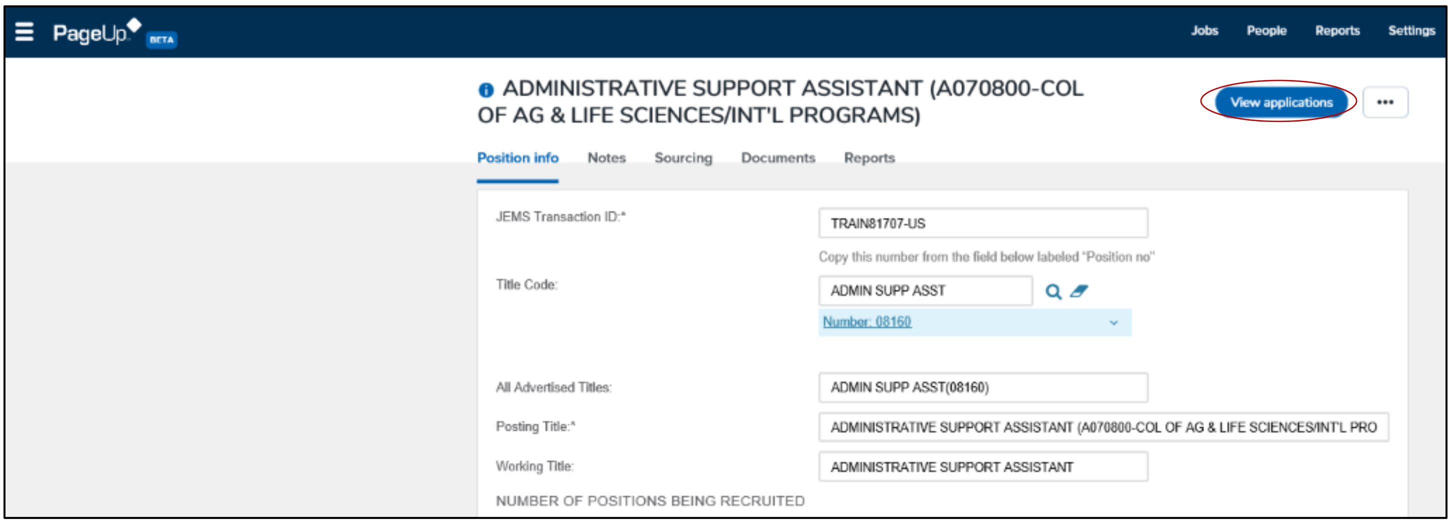
Adding Statuses Retroactively

TREMS

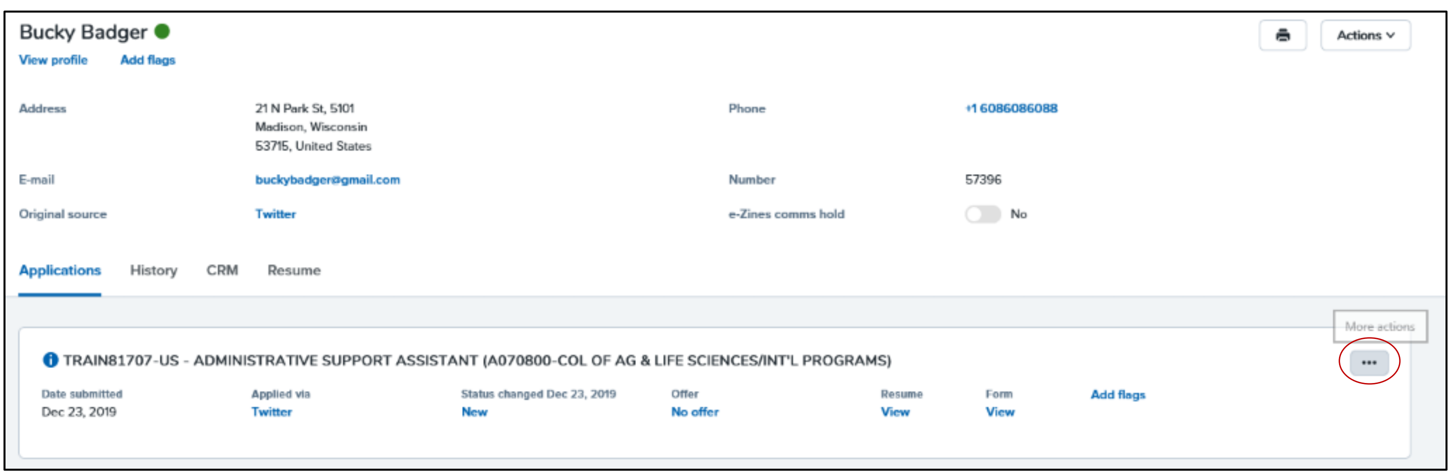
Tracking application statuses in TREMS is required to ensure proper record keeping. Statuses should be changed in real time as applicants move through the assessment and selection process. This ensures the proper date is reflected in the history for that application. If a status (e.g., phone screen OR interview) is not changed when it occurs, you must add the status retroactively and reflect an accurate date for the occurrence. This must be done individually for each applicant. The process outlined below should be used any time a status for an application needs to be recorded after the actual occurrence. This is the only method to ensure an accurate date for the occurrence.

ADDING A STATUS RETROACTIVELY

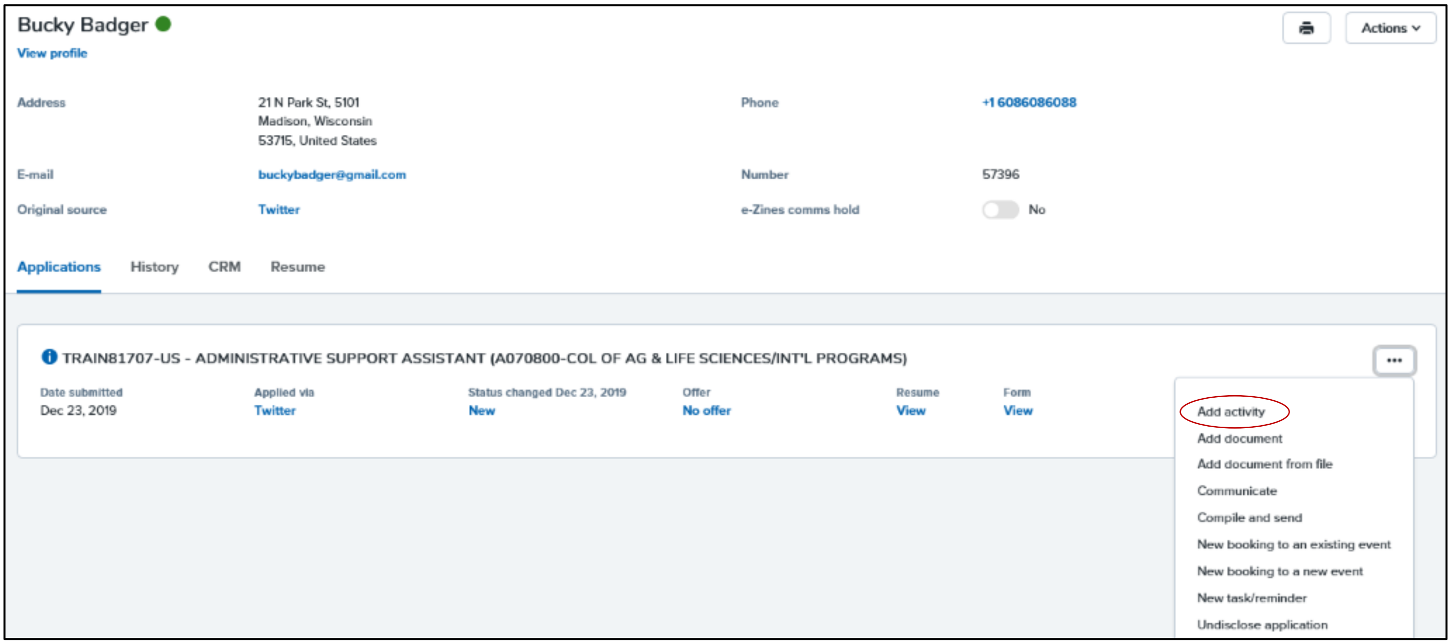
1. Open the job card and click on View applications.



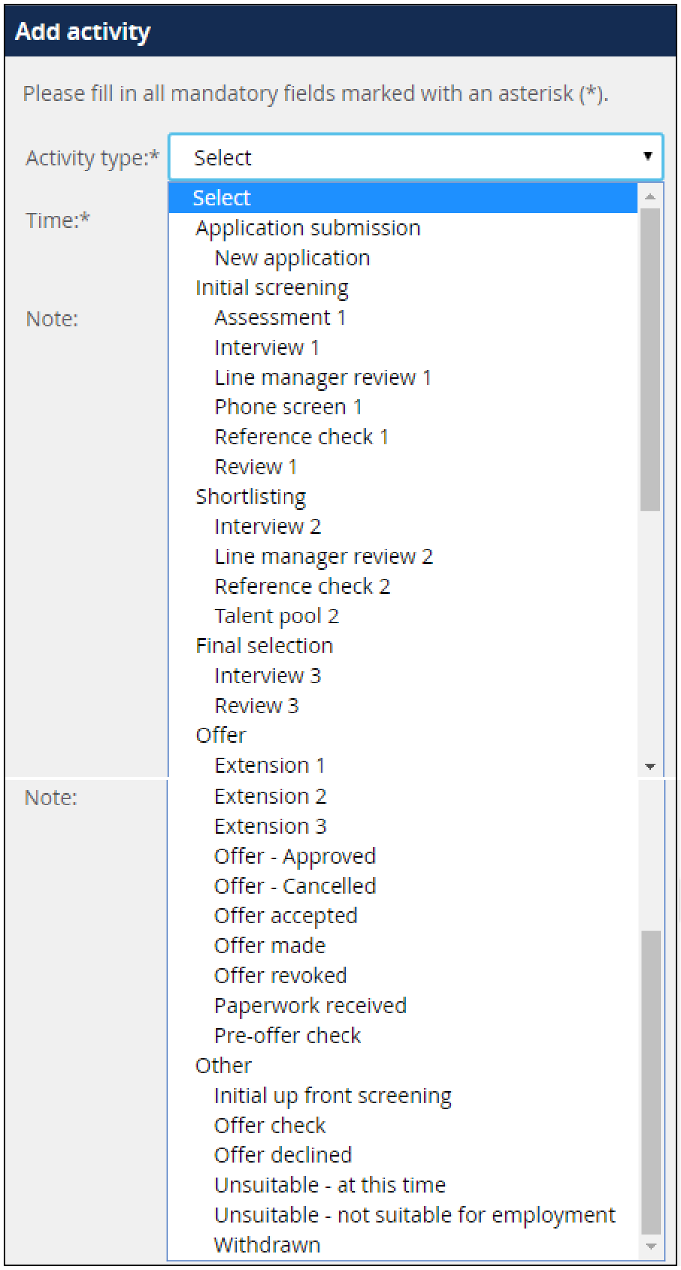
2. Click on the applicant's name to open the applicant card. (You must add the status individually to each applicant. You cannot do this retroactively in bulk.)
3. In the middle of the applicant card will be a More Actions (3 dot) menu.



4. Click on the 3-dot button to open the More Actions menu. Select Add activity.

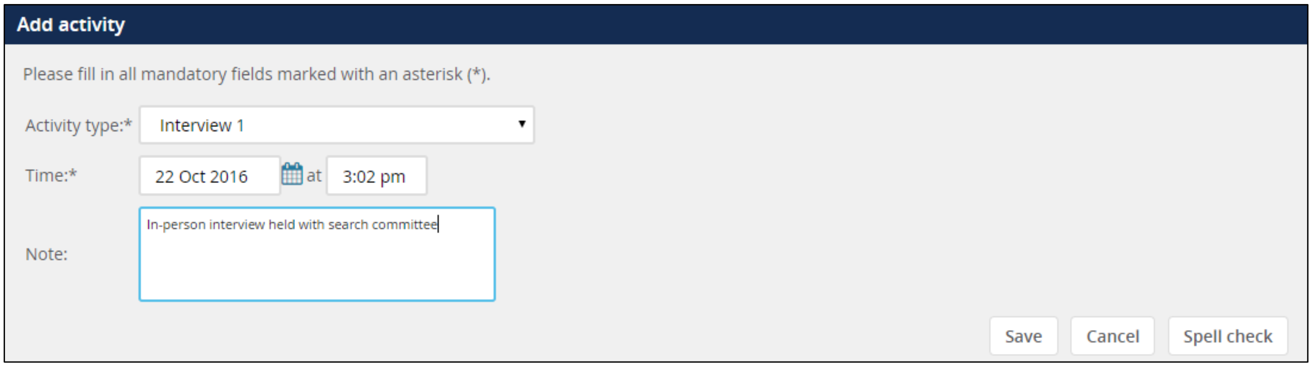


5. Choose the Activity type that matches the status you wish to record. Refer to the chart to select the appropriate activity type.



Status	Activity type
Search Committee	Review 1
Hiring Manager Review	Line Manager Review 1
Phone Screen	Phone Screen 1
Interview	Interview 1
Interview 2	Interview 2
Interview 3	Interview 3
Reference Check	Reference Check 1
Background Check	Offer Check
Background Check Successful	Reference Check 2

6. Choose the actual date and time of the status change, and type additional notes as needed. Click Save.



7. The activity will now show in the history with the accurate date.

REMINDERS

- **Do not use** the change status action after a selected candidate is moved to Verbal Offer, Online Offer Made, Offer Accepted or JEMS new identification form paper complete.
    - This will not accurately reflect the date for the status change.
    - This creates an inaccurate history for the applicant.
    - This results in inaccurate reports.
- Recording a status change retroactively requires **adding an activity** to an application.
    - This must be added individually for each applicant.
    - This is the only way to reflect an accurate date.
    - Accurate dates are required.
- **Best practice:** Change the status for each applicant **as it occurs**.
    - This ensures a proper date for the change.
    - You can apply a change to multiple applicants.
    - This ensures accurate and timely reporting of when candidates move through the process.