

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.

The screenshot shows the job card interface in TREMS. At the top, there is a navigation bar with 'PageUp BETA' on the left and 'Jobs', 'People', 'Reports', and 'Settings' on the right. The main header displays the job title 'ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)' and a 'View applications' button circled in red. Below the header are tabs for 'Position info', 'Notes', 'Sourcing', 'Documents', and 'Reports'. The 'Position info' tab is active, showing fields for 'JEMS Transaction ID-\*' (TRAIN81707-US), 'Title Code' (ADMIN SUPP ASST), 'All Advertised Titles' (ADMIN SUPP ASST(08160)), 'Posting Title-\*' (ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PRO)), and 'Working Title' (ADMINISTRATIVE SUPPORT ASSISTANT). A 'NUMBER OF POSITIONS BEING RECRUITED' field is also present.

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.

The screenshot shows the applicant card for 'Bucky Badger'. At the top, there is a profile picture and name 'Bucky Badger' with a green status indicator. Below the name are links for 'View profile' and 'Add flags'. The card displays contact information: 'Address' (21 N Park St, 5101 Madison, Wisconsin 53715, United States), 'Phone' (+1 6086086088), 'E-mail' (buckybadger@gmail.com), and 'Original source' (Twitter). There are also fields for 'Number' (57396) and 'e-Zines comms hold' (No). Below the contact information are tabs for 'Applications', 'History', 'CRM', and 'Resume'. The 'Applications' tab is active, showing a table with one application entry: 'TRAIN81707-US - ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)'. The table includes columns for 'Date submitted' (Dec 23, 2019), 'Applied via' (Twitter), 'Status changed' (Dec 23, 2019, New), 'Offer' (No offer), 'Resume' (View), 'Form' (View), and 'Add flags'. A 'More actions' button (three dots) is circled in red at the bottom right of the application entry.

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

**Bucky Badger**

[View profile](#)

**Address** 21 N Park St, 5101 Madison, Wisconsin 53715, United States

**Phone** +1 6086086088

**E-mail** [buckybadger@gmail.com](mailto:buckybadger@gmail.com)

**Number** 57396

**Original source** [Twitter](#)

**e-Zines comms hold**  No

**Applications** History CRM Resume

**TRAIN81707-US - ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)**

Date submitted Dec 23, 2019	Applied via <a href="#">Twitter</a>	Status changed Dec 23, 2019 <b>New</b>	Offer <b>No offer</b>	Resume <a href="#">View</a>	Form <a href="#">View</a>
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- Add activity**
- Add document
- Add document from file
- Communicate
- Compile and send
- New booking to an existing event
- New booking to a new event
- New task/reminder
- Undisclose application

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

**Add activity**

Please fill in all mandatory fields marked with an asterisk (\*).

Activity type:\* Select

Time:\* Select

Note:

- Application submission
- New application
- Initial screening
- Assessment 1
- Interview 1
- Line manager review 1
- Phone screen 1
- Reference check 1
- Review 1
- Shortlisting
- Interview 2
- Line manager review 2
- Reference check 2
- Talent pool 2
- Final selection
- Interview 3
- Review 3
- Offer
- Extension 1
- Extension 2
- Extension 3
- Offer - Approved
- Offer - Cancelled
- Offer accepted
- Offer made
- Offer revoked
- Paperwork received
- Pre-offer check
- Other
- Initial up front screening
- Offer check
- Offer declined
- Unsuitable - at this time
- Unsuitable - not suitable for employment
- Withdrawn

Note:

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.

**Add activity**

Please fill in all mandatory fields marked with an asterisk (\*).

Activity type:\*

Time:\*  at

Note:

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

**Tuesday, Dec 3, 2019, 9:09am**  **Line manager review 1**

**ERICA FINI-MARTEN** **ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)**

Line manager review 1  
Hiring manager reviewed applicants first week of December

## 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.