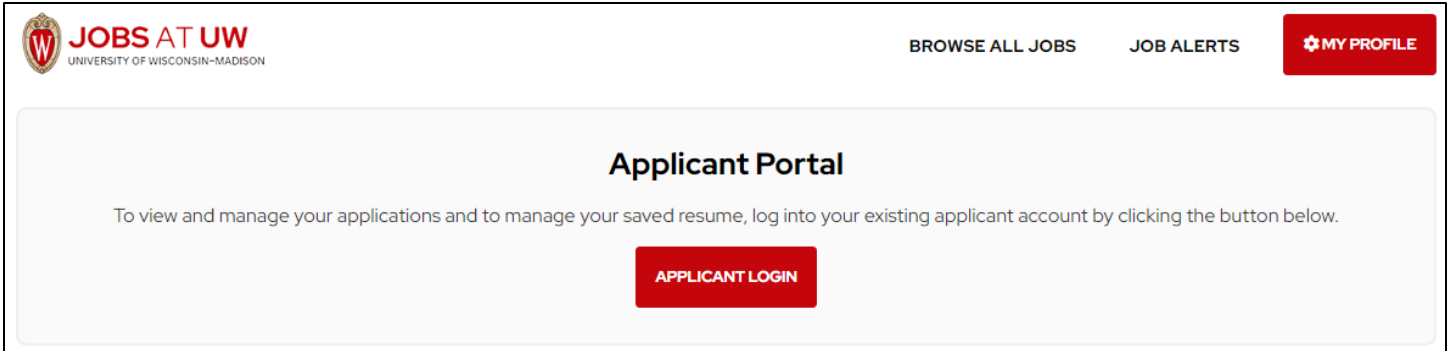


Existing applicants can access their UW Jobs account by clicking the red “My Profile” button in the upper right corner of the employment website (www.jobs.wisc.edu).



To complete logging in, click the red “Applicant Login” button.



To login, the applicant enters their email address and password and clicks the “Login” button.

TROUBLESHOOTING TIP: If an applicant is having trouble logging in, they should make sure they are using the correct email address. If an applicant needs to reset their password, they should click the “Forgotten your password?” link, enter their email address, and press “OK”. An email will be sent with instructions on how to reset the password. The email is sent from UW Jobs and a copy is stored on the applicant card under the “history section”.

Once logged in to their account, an applicant can do the following:

- Update profile
- Update a stored resume
- Change account password
- View job applications
- Schedule an interview
- View and accept an offer
- Complete the new hire form



Update profile

Applicants can update personal information stored in the profile by clicking “Update profile”.

Welcome Bucky Home Update profile

Edit profile

Personal details

Education

Title:

First name:*

Middle name:

Last name:*

Preferred name:

E-mail address:

Home address:*

City:*

Country:*

State / District:*

Postcode/ZIP:

Phone number:*

Cell number:

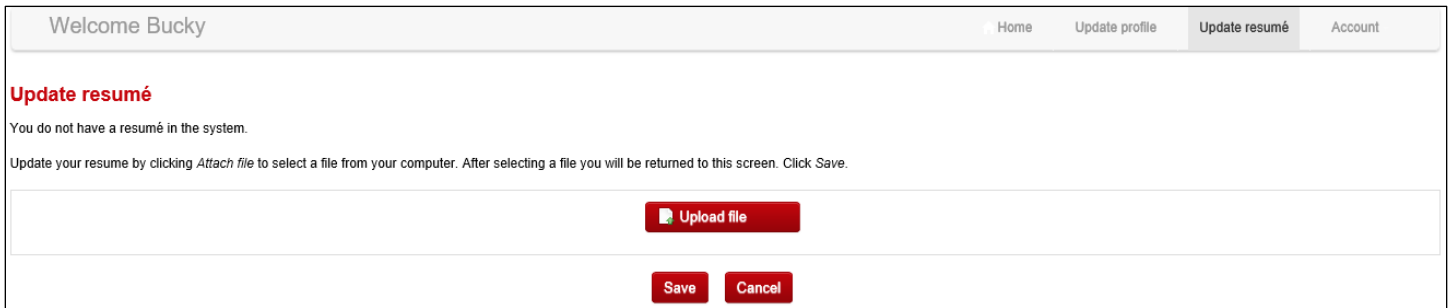
University of Wisconsin - Madison
Employment status:*

TROUBLESHOOTING TIP: If an applicant needs to change their email address, which also serves as their account login, they can do so in their profile.



Update Resume


Applicants can update the resume stored in their profile or add a resume to their profile by clicking “Update resume.” Changing or adding a resume will not change the resume attached to any submitted applications. Storing a resume provides the applicant with convenient access to their resume when applying to future positions.



The screenshot shows a user interface for updating a resume. At the top, there is a navigation bar with the text "Welcome Bucky" on the left and four menu items: "Home", "Update profile", "Update resumé" (which is highlighted), and "Account". Below the navigation bar, the heading "Update resumé" is displayed in red. The main content area contains the following text: "You do not have a resumé in the system." and "Update your resume by clicking *Attach file* to select a file from your computer. After selecting a file you will be returned to this screen. Click Save." Below this text is a large white rectangular area with a red "Upload file" button in the center. At the bottom of this area are two red buttons: "Save" and "Cancel". A red arrow from the text above points to the "Update resumé" menu item in the navigation bar.

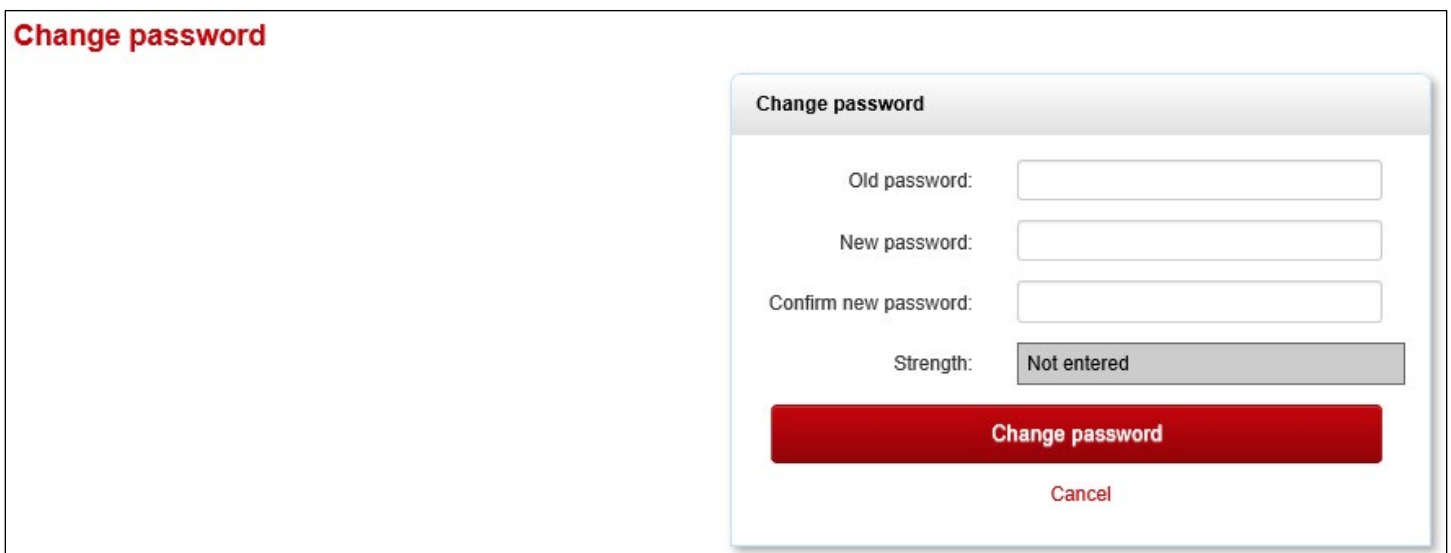
Change Account Password

To change the account password, click “Account” and select “Change password.”



The screenshot shows the "Account" dropdown menu from the user profile. The navigation bar at the top is the same as in the previous screenshot, but the "Account" menu item is highlighted. A dropdown menu is open, showing two options: "Logout" and "Change password". A red arrow from the text above points to the "Change password" option.

Once the applicant completes the required fields, click “Change password.”



The screenshot shows a "Change password" dialog box. The dialog has a title bar that says "Change password". Inside the dialog, there are four input fields: "Old password:", "New password:", and "Confirm new password:". Below these fields is a "Strength:" label followed by a grey box containing the text "Not entered". At the bottom of the dialog are two buttons: a large red "Change password" button and a smaller red "Cancel" button.



View Job Applications

Applicants can view incomplete and submitted job applications in their account.

Incomplete Applications:

If the application deadline date has not passed, applicants have two options: 1) complete application and 2) withdraw. If the deadline date has passed, the applicant will only have the option to withdraw.

Incomplete applications

- ▶ IS SYS DEV SRV CON/AD (A062070-INFORMATION TECHNOLOGY/ADI/STU APPS) (TRAIN200002-US)

A06-DIV-INFORMATION TECHNOLOGY

[Complete application](#)

[Withdraw](#)

Submitted Applications:

The list of submitted applications provides the applicant with important details such as the current application status, the job posting, a copy of the application, and the option to withdraw or update references, if applicable.

Updating applicant statuses in TREMS in a timely fashion helps applicants easily access where they are at in the recruitment process. Refer to the Application Statuses help document in the [TREMS Toolkit](#) for more information.

Submitted applications

- ▶ ADMINISTRATIVE SUPPORT ASSISTANT (TRAIN81707-US)

A07- DIV-COL OF AG & LIFE SCIENCES

Application submitted 23 Dec 2019 at 8:14am CST.

Current status: Interview accepted

[View application](#)

[Update references](#)

When an applicant clicks “View application,” they will see a copy of the job posting. At the bottom of the job posting, the applicant can view their submitted application or email a copy to their account email address.

Application details

Date applied: 23 December 2019 at 8:14am

Current status: Interview accepted

Comments:

Job Description: **Position Summary:** Administrative help needed in the office.

Position Duties: [List of Duties](#)
Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

Institutional Statement on Diversity: The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.
For more information on diversity and inclusion on campus, please visit: [Diversity and Inclusion](#)

Department(s): A070000-COL OF AG & LIFE SCIENCES/INTL PROGRAMS

Work Type: Full-time:100%

Work Schedule: FULL TIME, MONDAY-FRIDAY, 7:45AM-4:30PM

Appointment Type, Duration: Ongoing/Renewable

Hourly rate: Minimum \$17.243
Depending on Qualifications

Instructions to Applicants: Applicants will be asked to email a resume and cover letter and provide references.

Contact: ERICA FIN-MARTEN
FINIMARTEN@WISC.EDU
608-555-5555
Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See [RELAY_SERVICE](#) for further information.)



Official Title: ADMIN SUPP ASST1(08160)

Employment Class: University Staff-Ongoing

Job Number: 81707

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>

The University of Wisconsin-Madison is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: <https://hr.wisc.edu/title-and-total-compensation-study/>.

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The [Annual Security and Fire Safety Report](#) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request, please contact the [University of Wisconsin Police Department](#).

[E-mail application](#) [View answers](#) [Back to home](#)

If the application used the standard reference form to collect the names and contact information for references, applicants can update this information at any time, even after the application has been submitted, by clicking “Update references.”

TROUBLESHOOTING TIP: When a hiring administrator is ready to check references, they should always view the references on the applicant card in TREMS to make sure the most updated references are contacted.

An applicant has the option to self-withdraw their submitted application by clicking the “Withdraw” button when they are in the following application statuses:

- New
- Search committee review
- Hiring manager review
- Phone screen
- Interview 1
- Background check

After the applicant clicks the “Withdraw” button, they will be asked to provide a corresponding reason.

When an applicant is in any status other than those listed above, they will have to contact the hiring administrator if they wish to withdraw.

Schedule an Interview

If using the events (interview) feature in TREMS, applicants have the option to schedule the interview in their applicant account by selecting a timeslot. Once an interview has been requested through a status move, a yellow banner at the top of the applicant account will appear, requesting the applicant to “make a booking.”

UNIVERSITY of WISCONSIN - MADISON

Welcome Bucky

You have been requested to attend a phone screen for your **ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)** application.
[Make a booking](#)

Once the applicant clicks “Make a booking,” the list of available times will appear.

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

Event booking - select timeslot

Event type: Phone Screen
Event: TRAIN81707 Admin Asst Phone Screen

Please select a timeslot:*

	Date	Start Time	End Time	Venue	Address
<input type="radio"/>	13 January 2020	1:00am	1:30am	Telephone	Wisconsin United States
<input type="radio"/>	13 January 2020	9:00am	9:30am	Telephone	Wisconsin United States
<input type="radio"/>	13 January 2020	11:00am	11:30am	Telephone	Wisconsin United States
<input type="radio"/>	15 January 2020	1:00am	1:30am	Telephone	Wisconsin United States
<input type="radio"/>	15 January 2020	9:00am	9:30am	Telephone	Wisconsin United States
<input type="radio"/>	15 January 2020	11:00am	11:30am	Telephone	Wisconsin United States
<input type="radio"/>	17 January 2020	1:00am	1:30am	Telephone	Wisconsin United States
<input type="radio"/>	17 January 2020	9:00am	9:30am	Telephone	Wisconsin United States
<input type="radio"/>	17 January 2020	11:00am	11:30am	Telephone	Wisconsin United States

Select the time that you are able to attend and click the "Confirm booking" button to accept the booking.

Confirm booking

Decline

Cancel

The applicant will select the preferred timeslot and click “Confirm booking.” The applicant also has the option to decline the interview.

TROUBLESHOOTING TIP: Only timeslots that are at least 24 hours away will appear. Once an applicant confirms a timeslot, they do not have the ability to decline or reschedule the event through their account. They must contact the hiring administrator to change an interview time or decline. See the [How to Use Events help document](#) on the [TREMS Toolkit](#) for more information.

Once an interview is confirmed, the applicant will see a confirmation screen and can add the event to their Outlook calendar.

Event booking details

Booking confirmation

You have been booked into the following event:

Event type:	Phone Screen
Event:	TRAIN81707 Admin Asst Phone Screen
Date:	13 January 2020, 11:00am to 11:30am Add to Google Calendar Add to Other Calendar
Venue:	Telephone Wisconsin United States
Contact name:	Ina G Interview
Event instructions:	We will call you at the number provided in your application on the date and time you select when booking. If you prefer to be called on a different number, please let Ina G Interview know by calling 608-608-6086.

Note: If you are unable to attend this interview or need to reschedule, please notify the contact person listed above.

[Print](#) [Back to home](#)



The applicant can view details of booked interviews by clicking “View booking” under “Event bookings” found at the bottom of the applicant account.

Event bookings

Phone Screen - TRAIN81707 Admin Asst Phone Screen, 13 January 2020 11:00am - 11:30am

[View booking](#)

View and Accept an Offer

When an applicant is moved into ‘Online offer made’ status, they will receive an email instructing them to log into their applicant account to view and accept the offer. The applicant can view the offer by clicking ‘View offer’ in the yellow banner of the applicant account.

You have been made an employment offer for your **ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)** application.

[View Offer](#)

The applicant must open and read **all** offer documents and click “I have read and agreed to the terms of the offer” before the “I accept” button becomes available. The applicant accepts the offer by clicking “I accept.”

Employment offer

You must read and agree to the terms of the offer before you can accept or decline the offer.

Congratulations, you have been made an employment offer for your **ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)** application.

Please review the following documents before accepting or declining your offer.

Once you have accepted your offer, it can be retrieved again from within the “view application” link of the job.


[TRAIN81707 Ross Gellar Offer Letter offer-letter-attachment.pdf](#)

By clicking “I accept”, I confirm:

I have read and agreed to the terms of the offer.

[I accept](#) [I decline](#) [Back to home](#)

If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.



TROUBLESHOOTING TIP: If an applicant is not able to click “I accept,” it is because they have not opened all of the offer documents. Advise applicants to open all documents and check “I have read and agreed to the terms of the offer” to accept the position.

TROUBLESHOOTING TIP: An applicant’s status will automatically change to “offer accepted” once they accept the offer. NEVER manually move an applicant to “offer accepted” status.



Complete the New Hire Form

After the applicant accepts the offer, the new hire form will appear. This form collects important information needed to complete the hire. Only super users can view the information provided on this form in TREMS.

If an applicant does not complete the new hire form upon offer acceptance, they can complete it later by clicking “Complete the form” found in their applicant account.

UNIVERSITY of WISCONSIN-MADISON

Welcome Ross Home

You have been requested to complete a form for your **ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)** application.

[Complete the form](#)

< New Employee Details - New Start Form Saved

✓ Personal Information ▼

Data that you enter on this form is encrypted and only travels on secure networks. Personal identification information remains confidential and is only used by human resources personnel to complete your employment and payroll setup.

Legal First Name:

Middle Name/Initial:

(optional)

Legal Last Name/Surname:

Date of Birth (MM/DD/YYYY):

Are you a US citizen (born or naturalized)?

Yes No

Do you have a U.S. Social Security Number?

Yes No

✓ Contact Information >



✓ Transfer Status	>
✓ Voluntary Self-Identification	>
✓ Voluntary Self-Identification of Disability	>
✓ Veteran Self-Identification	>
✓ Electronic Signature	>
<input type="button" value="Submit"/>	

After the applicant clicks 'Submit' on the form, the information is transferred from TREMS to a draft hire record in JEMS Hire. After the draft record is created, the responsible HR professional should complete and push the hire to HRS. The hiring unit must move the transaction out of draft status in JEMS Hire within 30 days of the new employee completing the new hire form.

If you do not see a draft hire record in JEMS Hire, check to make sure the applicant is in 'JEMS new identification form paperwork complete' status. If so, wait at least an hour. If after waiting you still do not see a draft hire record, the division HR representative should contact Talent Acquisition. Do not create a new record in JEMS Hire!

TROUBLESHOOTING TIP: To view sample emails associated with applicant status changes, such as online offer made and offer accepted, refer to the Application Statuses help document in the [TREMS Toolkit](#) for more information.

