Applicant Account Overview

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”.

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**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.

**Change Account Password**

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

Once the applicant completes the required fields, click “Change password.”
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 (A042079-INFORMATION TECHNOLOGY/ADJ/STU AFFS) (TRAIN200002-US)

A06-DIV-INFORMATION TECHNOLOGY

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

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

Position Duties:

- Administrative help needed in the office.

Position Summary:

- Administrative help needed in the office.

Education:

- BS/BA in related field.

Location:

- Madison, WI

Hours:

- 40 hours per week

Salary:

- Negotiable

Notes:

- Full-time, exempt employee.

Instructions to Applicants:

- Applicants will be asked to submit a resume and cover letter and provide references.

Contact:

- PHONE: 608-262-2236
- FAX: 608-262-6864
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.”
Once the applicant clicks “Make a booking,” the list of available times will appear.

**Event booking - select timeslot**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Venue</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 January 2020</td>
<td>1:00am</td>
<td>1:30am</td>
<td>Telephone</td>
<td>Wisconsin United States</td>
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<td>13 January 2020</td>
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<td>15 January 2020</td>
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</table>

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

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](hr.wisc.edu/trems) for more information.

Once an interview is confirmed, the applicant will see a confirmation screen and can add the event to their Outlook calendar.
The applicant can view details of booked interviews by clicking “View booking” under “Event bookings” found at the bottom of the applicant account.

**View booking**
Phone Screen - TRAIN81707 Admin Aset Phone Screen, 13 January 2020 11:00am - 11:30am

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**Event bookings**

**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.

![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]

**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.
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.