IDENTIFYING USERS

The USERS AND APPROVALS section of the job posting identifies the TREMS users who can view the job and manage the applications (change status, etc.). The USERS portion of this section includes:

1) Hiring Delegate: This field is optional. Naming another Hiring Administrator in this field allows them access to the job and the ability to manage applications.

2) Team: This field will automatically populate with the UDDS of the user creating the job posting. The Team field must match the UDDS in the "Posting Title" field on the job card. Users with access to only one team will not have a drop-down list available. The Team assignment allows all hiring administrators in the named team (UDDS) viewing access to the job and allows access to manage the applications (change status, etc.).

3) Hiring Administrator: This field defaults to the name of the user who is creating the job posting. In most cases, this will not need to be changed.

USERS AND APPROVALS

|	
Hiring Delegate (optional):	🔍 ✎
	No user selected
Team:	A022065-GENERAL SERVICES/OFFICE OF HUMAN /TALENT, RECRUIT... ▾
Hiring Administrator:*	🔍 ✎
	No user selected

ACCESSING TEAM JOBS AND APPLICATIONS

Division HR users will use the Manage Jobs command under the PageUp menu to view and access all jobs created by any team within their division. Division HR users do not have a direct link on the dashboard to team jobs.
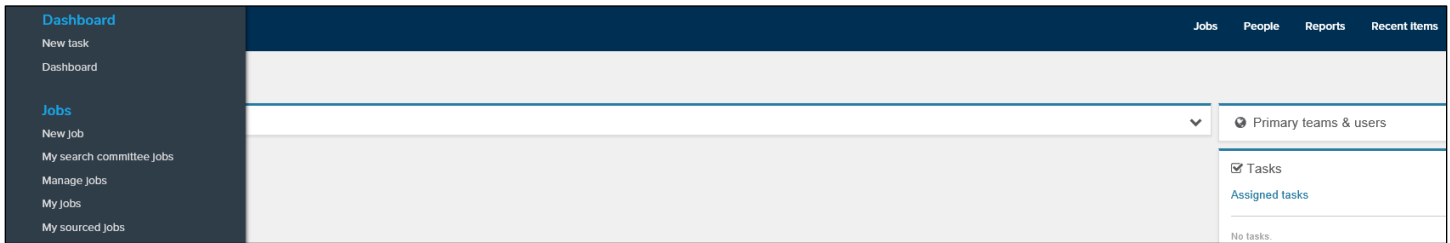
Hiring Administrators have access to team jobs directly from the dashboard or they can be viewed using the Manage Jobs command under the PageUp menu.
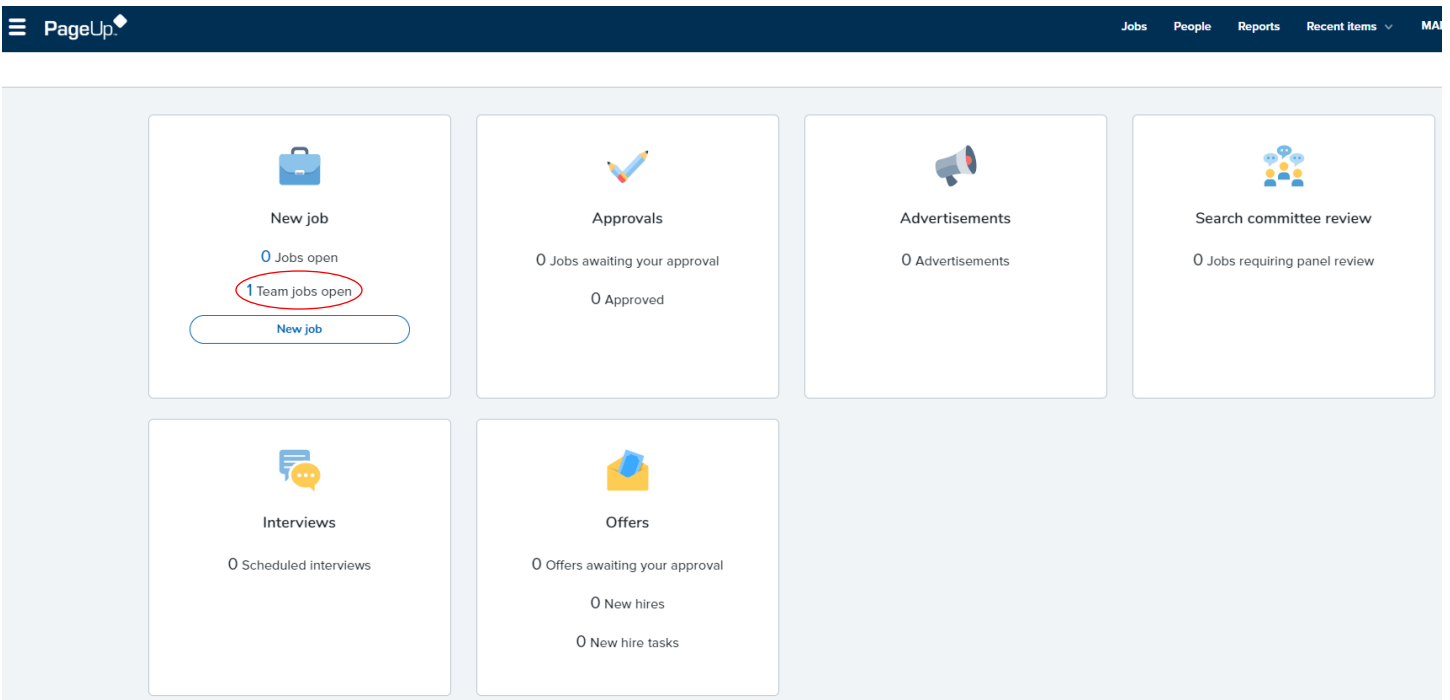
Any Hiring Administrator or Division HR user who has access to a team job has the ability to work with the applications and manage the recruitment in the same way that the original creator or a hiring delegate could. This includes viewing materials and changing the status of applications, etc.