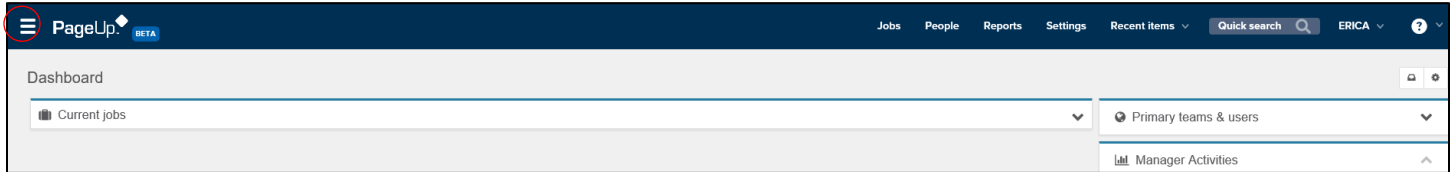# Creating the Job Card

Once your PVL has been approved by Compensation & Titling, the flow of information from JEMS to TREMS is initiated. Your job should be available for creation in TREMS approximately one hour after Compensation & Titling approval.

HOW TO: INITIATE THE JOB CARD – DIVISION HR

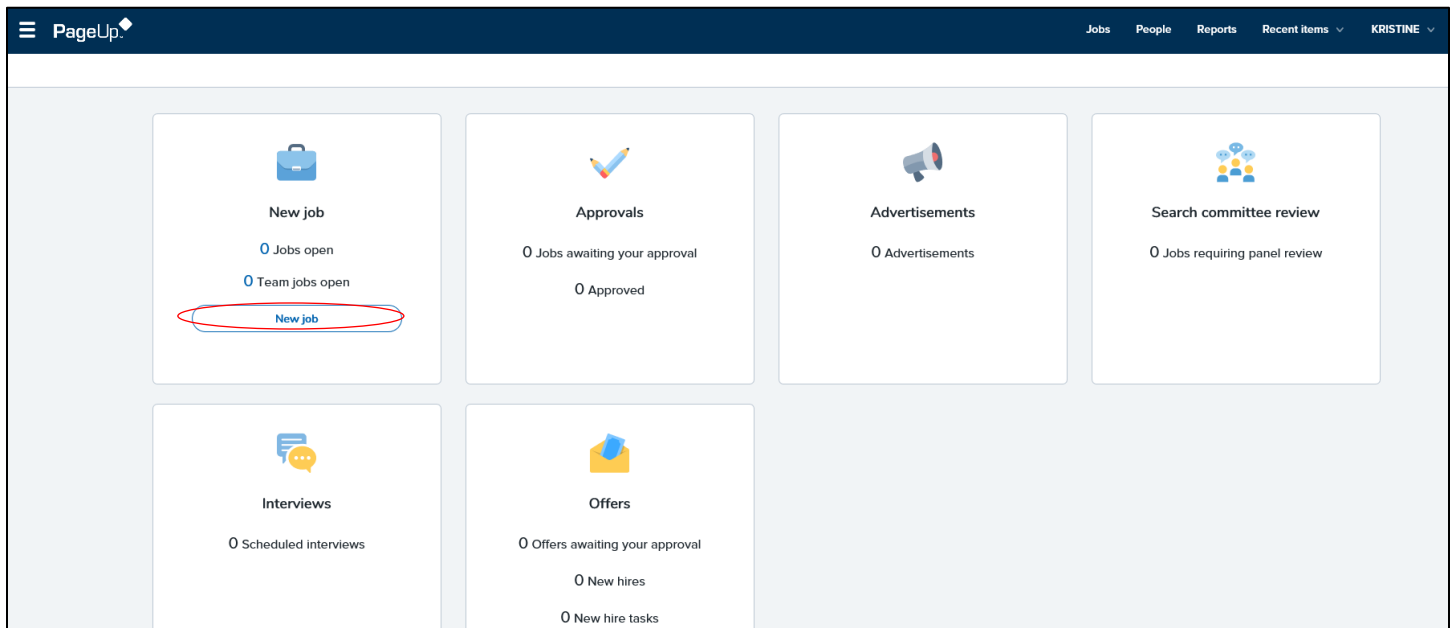1. For Division HR, click on the PageUp Menu from the dashboard:

2. Click on New Job:
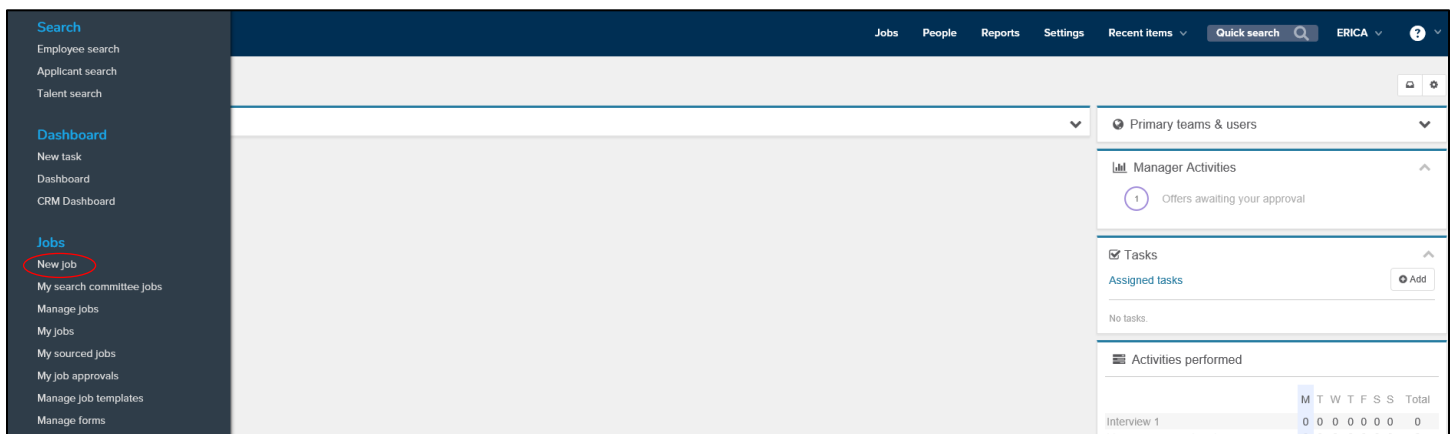
HOW TO: INITIATE THE JOB CARD – HIRING ADMIN

1. For Hiring Admins, click on the New Job button from the dashboard:

HOW TO: COMPLETE THE JOB CARD – DIVISION HR & HIRING ADMIN

1. After you've clicked on New Job, type the full JEMS Transaction ID into the box and click on the search icon:

2. To review the job information, including JEMS Transaction ID and job title, click on the arrow and then click Next:

3. The job card will appear with data pre-populated from JEMS. Starting at the top of the job card, copy and paste the full JEMS Transaction ID from the Position No field into the JEMS Transaction ID field:

TREMS

4. Next, choose whether the position is New or Replacement from the Type dropdown menu. This should match what's in JEMS:

If you have multiple vacancies, add them by typing the remaining number of vacancies into the New and/or Replacement boxes. Finish by clicking on the 'Add more' button.

5. Select the Reports to manager name by typing it into the box or by clicking on the search icon:

6. Determine if you will utilize the search committee function in TREMS. If you wish to utilize the search committee function, choose Yes, then select your Search committee chair and members:

For more information on Search committee use within TREMS, review the 'Search Committee Functionality' and

TREMS

'Participating in a Search Committee' help documents on the TREMS toolkit.

7. Within the Job Posting section, choose the Work Type and Work location from the dropdown menus. The Work Location Type and Job Group and Subgroup will flow from JEMS PVL. Edits cannot be made to these fields:

JOB POSTING

Work Type:*	Select ▾
Work location:*	Select ▾
Work Location Type:	Onsite: This position requires work be performed in-person, onsite, at a designated campus work location.
Job Group/Subgroup:	Research/Research

---

8. Select the application category as well as the application type:

Please select application category:*	Select ▾
Please select your application:*	Select ▾

Your application type must match the 'How to Apply' information from JEMS. For more information on application types, review the 'Application Types Overview' help document on the TREMS toolkit.

9. If you would like to collect the contact information for three (3) references within TREMS via the use of the Reference Form, choose Yes. If you prefer to collect reference information at a later time or via a List of References upload within the application, choose No:

Use Reference Form in Application:*	○ Yes ○ No

10. Follow the directions in TREMS to generate the Advertisement text from JEMS:

> 1. Press the 'Generate Description' button to populate the Advertisement Text
>
> 2. Clear out the "Advertising Text from JEMS" field to be able to save
>
> Advertisement Text from JEMS:
>
> <table class="border"><tbody><tr><th>Job Summary:</th><td><p>This position works in the lab of Dr. Ozioma Okonkwo, within the Division of Geriatrics & Gerontology in the Department of Medicine at the UW School of Medicine and Public Health.

Research in the Okonkwo Lab has an overarching goal to establish effective prevention of Alzheimer's disease, with specific focus on clarifying and modulating the link between brain changes and cognitive
>
> Advertisement text:*
>
> Generate Description

Press the Generate Description button to populate the Advertisement Text. Clear the text Advertising Text from JEMS field by selecting all text (Ctrl-A) and press the Delete key.

The formatted template will appear in the 'Advertisement Text' box:

Job Summary:	This position works in the lab of Dr. Ozioma Okonkwo, within the Division of Geriatrics & Gerontology in the Department of Medicine at the UW School of Medicine and Public Health. Research in the Okonkwo Lab has an overarching goal to establish effective prevention of Alzheimer's disease, with specific focus on clarifying and modulating the link between brain changes and cognitive decline by both modifiable and non-modifiable factors. The program leverages the broad state-of-the-art resources at UW-Madison, including the Wisconsin Alzheimer's Disease Research Center, the Wisconsin Registry for Alzheimer's Prevention, the Waisman Laboratory for Brain Imaging, and the UW Biotechnology Center. It involves partnerships with colleagues in geriatrics, neuroradiology, medical physics, biostatistics, genetic epidemiology, exercise physiology, and clinical chemistry; and has been supported by the National Institutes of Health/National Institute on Aging (NIH/NIA), the Alzheimer's Association, and other foundations. The successful candidate in this position will be actively engaged in cutting-edge neuroimaging and biomarker research studies under the direction of Dr. Okonkwo, focusing on lifestyle and genetic factors related to cognitive resilience in normal aging and preclinical Alzheimer's disease. Primary areas of responsibility include data processing, data analysis, preparation of scientific writing (abstracts, posters, papers, and grants), and mentoring trainees. The School of Medicine and Public Health has a deep and profound commitment to diversity both as an end in itself but also as a valuable means for eliminating health disparities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.
Responsibilities:	Researcher I (RE040) Researcher II (RE041) Researcher III (RE042)
Institutional Statement on Diversity:	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. 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
Education:	Required Master's Degree Study in psychology, neuroscience, exercise science, kinesiology, biomedical engineering, computer sciences, the life sciences, or other related fields preferred.
Qualifications:	Experience with analyses of brain images and behavioral data using applicable software and statistical packages is preferred. Candidates with relevant experience in analysis of other image types and/or data and interest in applying their skills to neuroimaging research are also encouraged to apply. Prior experience being part of an academic clinical research group is a plus. Supervisory experience or experience mentoring research personnel strongly preferred.

11. Choose the Recruitment Process from the dropdown menu:

Recruitment process:*   Select ▾

Recruitment process:*	Select
	Custodian
Recruitment Type:	Faculty No Reference Automation
	Faculty W/Automated References
	Staff

An option for Faculty recruitments is to automatically have an email request sent to each reference listed on the application for Letters of Reference/Recommendation. For more information on this function, review the 'Requesting Letters of Reference/Recommendation' help document on the TREMS toolkit.

12. The next section is called JEMS Reporting Information. All information in this section automatically populates from JEMS PVL. You do not need to type or change anything in these fields.

JEMS REPORTING INFORMATION

JEMS transaction creation date:	09/17/2019 00:00:00
JEMS transaction submitted date:	10/04/2019 00:00:00
JEMS transaction division approval date:	10/04/2019 00:00:00
JEMS transaction validation date:	10/04/2019 00:00:00
JEMS transaction C&T approval date:	10/04/2019 00:00:00
Job Group:	006
Cluster:	○ Yes ● No
Cluster Program:	
Cluster Round:	
Cluster Year:	

13. If needed, choose a Hiring Delegate for the position. A Hiring Delegate is an alternate contact that will have access to this recruitment in TREMS. Next, review the Team. The Team ID must match the UDDS in the posting title:

The Hiring Administrator field will default to your name, as the job card creator.

14. Choose your division from the Approval process dropdown menu:

15. Once your division is chosen, fill in the appropriate Department and/or Division HR approval contacts by typing the names into the field(s) or by clicking on the magnifying glass icon to search. The 'Talent Acquisition Approval' field will automatically populate with your division's TA contact:

Approval process:*	A53-SMPH ▾
1. Department Approval:	🔍 ✎
	No user selected.
2. Division HR Approval:	🔍 ✎
	No user selected.
3. Talent Acquisition Approval:	ERICA FINI-MARTEN 🔍 ✎
	FINIMARTEN@WISC.EDU ▾

16. Click on the Status dropdown menu and choose Approved:

Division:*	A53-SMPH Division HR 🔍 ✎
	Email address: smph_hr@hslc.wisc.edu ▾
Status:*	Select ▾

17. To finish the job card and send it to the next approver in your division's process, click the Save button:

Status:*	Approved ▾
	Next page ❯

Save a draft Save Save and exit Cancel