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:

   ![Dashboard Menu](image)

2. Click on New Job:

   ![New Job](image)

**HOW TO: INITIATE THE JOB CARD – HIRING ADMIN**

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

   ![New Job Button](image)
Creating the Job Card

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:

![Image of selecting job template]

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

![Image of reviewed job information]

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:

![Image of job card with pre-populated data]
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
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 Section]

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

<table>
<thead>
<tr>
<th>Please select application category:*</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select your application:*</td>
<td>Select</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Use Reference Form in Application:*</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
10. Follow the directions in TREMS to generate the Advertisement text from JEMS:

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:

11. Choose the Recruitment Process from the dropdown menu:
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.
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:

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

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