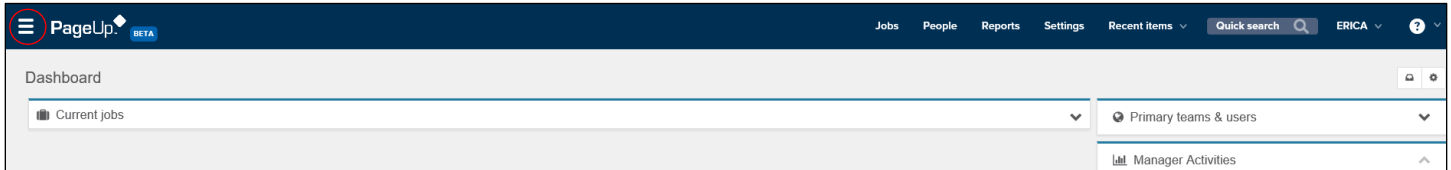


Creating the Job Card

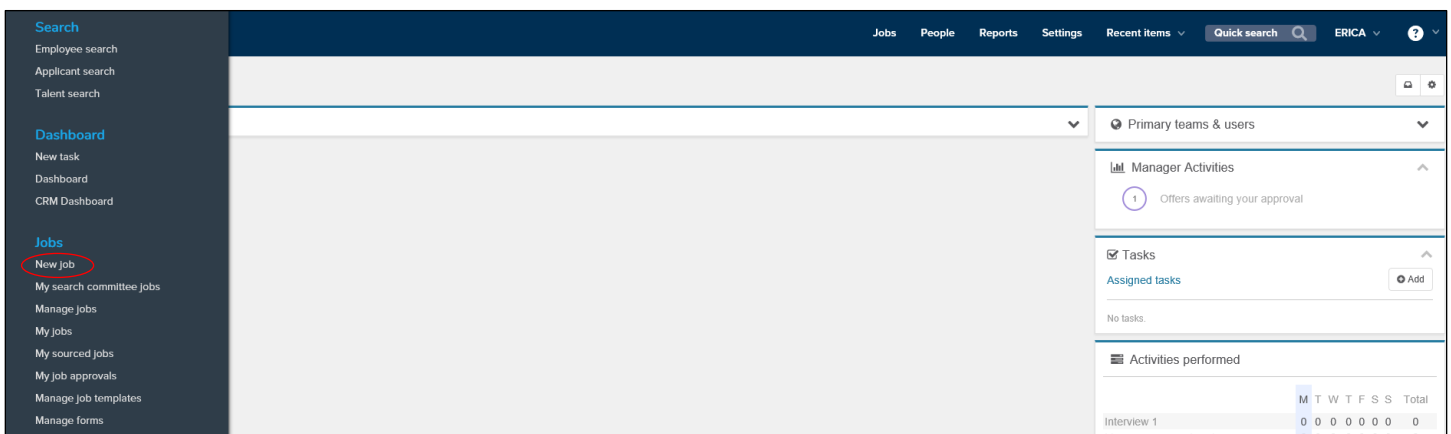
Once your PVL has been approved by Compensation & Titling, the flow of information from JEMS to TREMS is initiated. Your job should be available for creation in TREMS approximately one hour after Compensation & Titling approval.

HOW TO: INITIATE THE JOB CARD – DIVISION HR

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

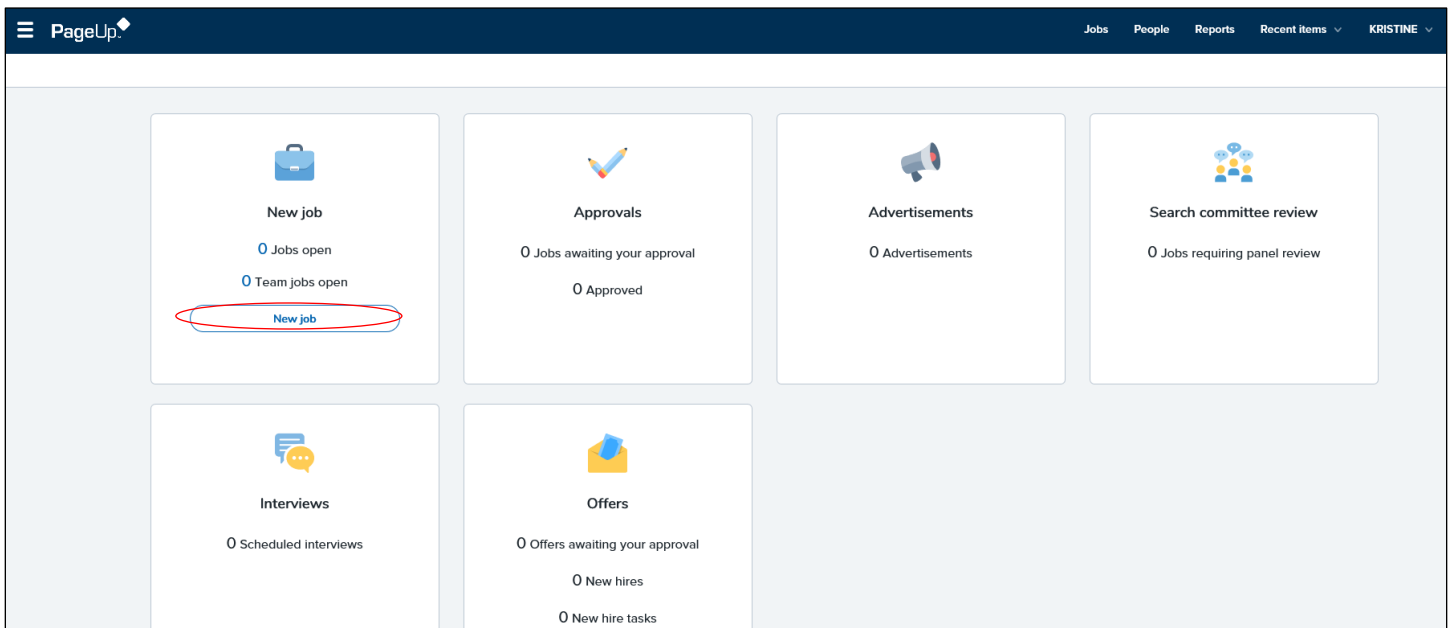


2. Click on "New Job."



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. Once TREMS recognizes the JEMS Transaction ID, the field will automatically populate with the job title.

Select a job template

1. JEMS Transaction ID

TRAIN81760-TE

No position selected

Next > Cancel

Select a job template

1. JEMS Transaction ID

ACADEMIC DEPT SPEC (A)

TRAIN81760-TE

Next > Cancel

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

Select a job template

1. JEMS Transaction ID

ACADEMIC DEPT SPEC (A)

TRAIN81760-TE

ACADEMIC DEPT SPEC (A534200-MEDICAL SCHOOL/MEDICINE/MEDICINE)

Next > Cancel

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.

PageUp

Jobs People Reports Recent Items

New job

Position info Notes Documents

JEMS Transaction ID:*

Copy this number from the field below labeled "Position no"

Title Code: ACADEMIC DEPT SPEC
Number: 25060

All Advertised Titles: ACADEMIC DEPT SPEC(25060)

Posting Title:* ACADEMIC DEPT SPEC (A534200-MEDICAL SCHOOL/MEDICINE/MEDICINE)

Working Title: academic dept spec

NUMBER OF POSITIONS BEING RECRUITED

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). Multiple position selection is only for AS, FA, LI

Number of vacancies to be filled by transaction: 1

Positions:*

Position no	Type*	Applicant	Application status
1	TRAIN81760-TE	-	-

New: Replacement: Add more

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

Number of vacancies to be filled by transaction: 1


Positions:*

Position no	Type*	Applicant	Application status
1	RAIN81760-TE	-	-

New: Replacement: Add more

If you have multiple vacancies, add them by typing the remaining number of vacancies into the “New and/or Replacement” fields. For example, if there are 3 vacancies, you must add 2 more into the “New and/or Replacement” fields. Finish by clicking on the “Add more” button.

5. Select the “Reports to manager name” by typing it into the field or by clicking on the magnifying glass icon to search.

Division:*	A53-DIV-MEDICAL SCHOOL
Department:	DEPARTMENT OF MEDICINE
Sub-Department:	DEPARTMENT OF MEDICINE
Employee Class Name:	Temporary Employment
FTE:	
Pay Basis:	Hourly
Reports to manager name:*	<input type="text"/> 


No user selected.

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:

SEARCH COMMITTEE

Do you wish to use a search committee?:* Yes No

Prior to adding a non-UW Madison employee as a search committee chair/member please contact uwjobs@wisc.edu with his/her name and email address. They must be setup as a user of the system prior to adding their name below.

Search committee chair: 

No user selected.

Search committee members:

Recipient	<input type="text"/>	<input type="button" value="Remove all"/>
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No Search committee member selected.

Search committee member information:

For more information on Search committee use within TREMS, review the “Search Committee Functionality” and “Participating in a Search Committee” help documents on the TREMS toolkit.

7. Within the Job Posting section, choose the “Work Typ”e and “Work location” from the dropdown menus.

JOB POSTING

Work Type:*

Work location:*

8. Choose the relevant category or categories you would like your position posted to on the jobs website.

Please select the categories you would like your position posted under on the website:*

<input type="checkbox"/> Academic Advising, Student Service/Support	<input type="checkbox"/> Accounting, Finance, Purchasing
<input type="checkbox"/> Agricultural, Animal, Biological and Life Sciences	<input type="checkbox"/> Animal Care, Vet Medicine
<input type="checkbox"/> Architecture, Construction, Planning	<input type="checkbox"/> Athletics
<input type="checkbox"/> Communications, Editing, Broadcasting, Media	<input type="checkbox"/> Computer Science
<input type="checkbox"/> Custodial	<input type="checkbox"/> Dean/Director/Executive
<input type="checkbox"/> Development, Alumni Affairs	<input type="checkbox"/> Engineering
<input type="checkbox"/> Environmental, Occupational Health and Safety	<input type="checkbox"/> Event Planning, Program Coordination
<input type="checkbox"/> Extension, Outreach, Public Engagement	<input type="checkbox"/> Facilities, Skilled Trades, Maintenance
<input type="checkbox"/> Food Science, Nutritional Science	<input type="checkbox"/> Food Service, Food Production
<input type="checkbox"/> Geology/Cartography	<input type="checkbox"/> Grant/Research/Contract Management
<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Health Care, Medical, Social Services
<input type="checkbox"/> Human Resources, Payroll	<input type="checkbox"/> Informational Systems/Technology
<input type="checkbox"/> Instructional	<input type="checkbox"/> Instructional Design
<input type="checkbox"/> Laboratory Technician, Research Specialists	<input type="checkbox"/> Legal Affairs
<input type="checkbox"/> Library, Museum, Arts	<input type="checkbox"/> Management/Supervisory
<input type="checkbox"/> Marketing, Public Relations	<input type="checkbox"/> Natural Resources, Environmental Sciences
<input type="checkbox"/> Office and Administrative Support	<input type="checkbox"/> Plant Sciences
<input type="checkbox"/> Public Safety, Law Enforcement/Compliance	<input type="checkbox"/> Quality, Risk Management and Compliance
<input type="checkbox"/> Research, Scientific	<input type="checkbox"/> Training, Employee Development
<input type="checkbox"/> Transportation Services	<input type="checkbox"/> Web Design/Development
<input type="checkbox"/> Other	<input type="checkbox"/> Equity, Diversity, Inclusion
<input type="checkbox"/> Project Management	

9. 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 Application Instructions from JEMS. For more information on application types, review the “Application Types Overview” help document on the TREMS toolkit.

10. 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:*	<input type="radio"/> Yes <input type="radio"/> No
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11. Create an advertising summary to attract job seekers to your vacancy. Use brief, plain language to highlight the main points of the job description.

The 'Advertising Summary' and 'Advertisement Text' will flow through to the sourcing tab

The Advertising Summary - This is the summary text that will display on the search page. This is where you get the applicants attention and prompt them to open the job posting!

Advertising summary:*

For more information on how to create an advertising summary, review the "Attracting Job Seekers to your Vacancy" help document on the TREMS toolkit.

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

1. Copy (Ctrl-C) from the 'Advertising Text from JEMS' field

2. Navigate to the Advertisement Text field and select the < > symbol in the bottom toolbar

3. Paste (CTRL-V) to the Source code box, then select OK

4. Clear out the "Advertising Text from JEMS" field to be able to save

Advertisement Text from JEMS:

```
<table class="border"><tbody><tr><th>Position Summary:</th><td><p>Sample PD - Shows up on the summary</p></td></tr><tr><th>Position Duties:</th><td><a href="http://www.ohr.wisc.edu/weblisting/External/PDDetailCond.aspx?vacid=81760&title=25060">List of Duties</a></td></tr><tr><th>Institutional Statement on Diversity:</th><td><p>Diversity is a source of strength, creativity, and innovation for UW-Madison.</p></td></tr></tbody></table>
```

Advertisement text:*

Generate Description

B *I* U ~~S~~ [List Bullets] [List Numbered] [List None] Formats A **A** [Link] [Image] [Video] [Table] *I*_x <> ?

Copy (Ctrl-A to select all and Ctrl-C to copy) the text from the Advertisement text from JEMS field.

Click on the <> (Source Code) symbol from the Advertisement text toolbar. Paste (Ctrl-V) the copied text into the Source Code box and click on "Ok."



Select all text (Ctrl-A to select all) from the "Advertisement Text from JEMS" field and press the Delete key.

13. 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.

14. 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 ID. The Team ID must match the UDDS in the posting title.

USERS AND APPROVALS

Hiring Delegate (optional):

No user selected.

Team: **A022065-GENERAL SERVICES/OFFICE OF HUMAN /TALENT, RECRUIT...**

Hiring Administrator:*

Email address: FINIMARTEN@WISC.EDU

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

15. Choose your division from the Approval process dropdown menu.

Approval process:*

None

A01/A02-Gen Education Admin/Gen Services

A02/A03-ASU

A0205-OVPCDO/DDEE

A0206-Undergraduate Advising

A022460-University Marketing

A022470-University Communications

A04-Dean of Students

A05-Enrollment Mgmt

A06-DoIT

A07 CALS

A10 - International Studies

A12 - WSoB

A17-Education

A18-Arts Institute

A19 - Engineering

A27 - SoHE

A34-OVCRGE

A37-1000-Administration

A37-2000-Undergraduate Advising

A37-3000-Wiscience

A40 - Nelson Institute

A42-Athletics

A45-Law School

A48 - L&S

A49-GLS

A52-WSLH

A53-SMPH

A54-Nursing

A56-Pharmacy

Division:*

Status:*

Please f

16. 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 “TRE Approval” field will automatically populate with your division’s TRE contact.

Approval process:* A53-SMPH

1. Department Approval: No user selected.

2. Division HR Approval: No user selected.

3. TRE Approval: ERICA FINI-MARTEN
FINIMARTEN@WISC.EDU

17. Click on the “Status” dropdown menu and choose “Approved.”

Division:* A53-SMPH Division HR
Email address: smph_hr@hslc.wisc.edu

Status:* Select

18. 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