

You can use TREMS to automate the booking of interview events. After you create an event, you invite applicants to the event by changing the applicants' status.

HOW TO: CREATE AN EVENT



1. To set up an event, choose **New event** from the PageUp menu. Complete the details.

Event details

Posting Title:* TRAIN81707 Phone Screen

Type:* Phone Screen

Venue:* Telephone

Owner:* Hiring Administrator

Add owner as user?: Yes No

Contact name: Gunther Centralperk

Public instructions: We will call you using the number you supplied on application on the date and time selected. If you provide a different number, please contact Gunther Centralperk at 608-265-0836 or gunther.centralperk@wisc.edu.

Callout boxes:

- Title your event something that you will be able to remember and retrieve. Name your event by the PVL number and type of event. Examples: 12345 Phone Screen, 12345 Interview 1
- Use the magnifying glass to choose the venue. It is tied to the event type.
- The Owner defaults to the current user. If you want to change ownership on the event, you must choose someone that has Hiring Administrator or Division HR permission.
- Add the owner as a user to the event so the owner can track the process.
- Use the instruction space to indicate all the information the applicant needs to be aware of for the event. You also have an opportunity to share information in an email.
- This is an open text field. You can enter name only, name and email, name and phone – any information that might be useful.

2. After saving, add the available time slots. You can add singles or bulk. To add times individually, enter the date, and start and end time. **Positions** indicates how many interviewees you will allow in each timeslot (typically 1). Click **Add**. (We do not recommend inviting additional users.) ***Timeslots must be at least 24 hours after they are created.**

Time slots

Add bulk timeslots:

Or Add a single timeslot:

Venue:* Telephone

Event date:* Feb 4, 2020

Start time:* 01:30 PM

End time:* 02:00 PM

Users: 0

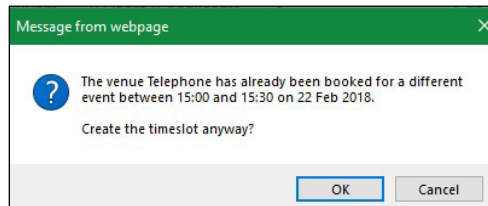
Positions:* 1

Active	Event date	Start time	End time	Attendees	Positions	Venue	
<input checked="" type="checkbox"/>	Feb 3, 2020	1:30pm	2:00pm	1 Users 0 Applica	1	Telephone	Edit Remove
<input checked="" type="checkbox"/>	Feb 3, 2020	2:30pm	3:00pm	1 Users 0 Applica	1	Telephone	Edit Remove



3. Bulk timeslots lets you add multiple instances of the same day and time over a span of dates.

***Note:** If you encounter the error message below, click OK. Your time slot will be added. This warning occurs because all of campus uses the same “Venues” and the system thinks you are double-booking a physical space.



4. Set a reminder for your invitees and save your event.

Active	Event date	Start time	End time	Attendees	Positions	Venue	
<input checked="" type="checkbox"/>	Feb 3, 2020	1:30pm	2:00pm	1 Users 0 Applica	1	Telephone	Edit Remove
<input checked="" type="checkbox"/>	Feb 3, 2020	2:30pm	3:00pm	1 Users 0 Applica	1	Telephone	Edit Remove
<input checked="" type="checkbox"/>	Feb 5, 2020	1:30pm	2:00pm	1 Users 0 Applica	1	Telephone	Edit Remove
<input checked="" type="checkbox"/>	Feb 5, 2020	2:30pm	3:00pm	1 Users 0 Applica	1	Telephone	Edit Remove
<input checked="" type="checkbox"/>	Feb 7, 2020	1:30pm	2:00pm	1 Users 0 Applica	1	Telephone	Edit Remove
<input checked="" type="checkbox"/>	Feb 7, 2020	2:30pm	3:00pm	1 Users 0 Applica	1	Telephone	Edit Remove

HOW TO: INVITE APPLICANTS TO AN EVENT



After you create an event, you will invite the applicants. To invite an applicant to select a time, you will change the status of the applicant to either Phone Screen or Interview. This is an example of the phone screen.

1. Choose the applicants moving to the phone screen and choose **Bulk Move** or select applicants individually and change each status.

Bulk move

Bulk action status: 3 Applicants Complete

You have requested to move 3 applicants.

Select a status to move these applicants to:

Application status:

2. Click the magnifying glass to search for your event. You must fill in an event. Do not leave the Event field empty. This is an example of how to send an invitation for an event in which the applicants will choose their own appointment time.

Create an event booking invitation for the applicant: Yes No

This applicant will be invited to attend a Phone Screen event

Event:

Allow applicant to choose an event

Select an event:

Event:

TRAIN81707 Phone Screen Venue:
TelephoneContact: Gunther Centralperk

Event timeslot:

Allow applicant to choose the time slot

Select a timeslot:

Timeslot:

No timeslot selected.

Accept the booking on behalf of the applicant? Yes No

You MUST include the event. DO NOT leave this field empty.

Because the applicant is selecting a time slot, then this indicator should be "No". The applicant will both select and accept the time.



- The suggested communication template provided gives all the necessary instructions to the applicant regarding how to choose a time slot. Read and customize the message to share additional information. You should also change the “from” e-mail address to either your email or the interview contact’s email.

The screenshot shows an email composition window. At the top, there is a header "E-mail: Applicants: Yes No". Below it, the "From:" field contains "changeme@wisc.edu". A callout box points to this field with the text: "Change this email address to your own or the interview contact's email. This will allow the applicant to reply with any questions." The "Subject:" field contains "Invitation for UW-Madison Phone Interview". The "Message:" field contains a template with a merge field: "Dear {FIRSTNAME},". A callout box points to this field with the text: "This indicates a merge field. The individual's name will merge." The rest of the message body contains the following text: "We would like to invite you to the next step in the recruitment process for the ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS) position, TRAIN81707-US, which will be a telephone interview. Please login into your account at <http://jobs.wisc.edu>. Under your welcome banner, you will see a request to schedule your phone interview. Please note that all phone interview times listed are Central Standard Time (CST). Click on 'make a booking' to select the preferred interview time slot from the options available, by clicking the radio button next to the date and time. Then click on the 'confirm booking' button."

- When you complete the status change, the email invitation is sent to the applicant to make a booking. The applicant logs into their applicant account to choose a time.

The screenshot shows a user interface for an applicant. At the top, there is a grey banner that says "Welcome Phoebes". Below this, there is a yellow notification box with the text: "You have been requested to attend a phone screen for your ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS) application. **Make a booking**".



5. After the applicant clicks the link to make a booking, only the available times will appear. If another invitee has already selected a time, it will not appear in the list.

Please fill in all mandatory fields marked with an asterisk (*).

Event booking - select timeslot

Event type: Phone Screen
Event: TRAIN81707 Phone Screen

Please select a timeslot:*

	Date	Start Time	End Time	Venue	Address
<input type="radio"/>	3 February 2020	1:30pm	2:00pm	Telephone	Wisconsin United States
<input type="radio"/>	3 February 2020	2:30pm	3:00pm	Telephone	Wisconsin United States
<input type="radio"/>	5 February 2020	1:30pm	2:00pm	Telephone	Wisconsin United States
<input type="radio"/>	5 February 2020	2:30pm	3:00pm	Telephone	Wisconsin United States
<input type="radio"/>	7 February 2020	1:30pm	2:00pm	Telephone	Wisconsin United States
<input type="radio"/>	7 February 2020	2:30pm	3:00pm	Telephone	Wisconsin United States

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

[Confirm booking](#) [Decline](#) [Cancel](#)

Note: any timeslot that is less than 24 hours away will not appear.

6. The applicant sees a confirmation screen and can add the event to their Outlook calendar. The event owner receives an email when an applicant has accepted an event invitation. Once confirmed, an applicant **does not** have the ability to decline or reschedule an event online. They must contact you directly to change an interview time or decline.

Event booking details

Booking confirmation

You have been booked into the following event:

Event type: Phone Screen
Event: TRAIN81707 Phone Screen
Date: 3 February 2020, 1:30pm to 2:00pm
[Add to Google Calendar](#)
[Add to Other Calendar](#)
Venue: Telephone
Wisconsin United States
Contact name: Gunther Centralperk
Event instructions: We will call you using the number you supplied on your application on the date and time selected. If you prefer we use your mobile number supplied on the application or a different number, please contact Gunther Centralperk at 608-265-0836 or gunther.centralperk@wisc.edu.

Note: If you are unable to attend this interview or need to reschedule, please notify the contact person listed above.

[Print](#) [Back to home](#)

Note: Although an applicant cannot change the interview time or decline the interview once accepted, they can still withdraw their application for the position in their applicant account. **If an applicant withdraws, the event is automatically declined.** The hiring administrator **is not** informed of this. Only the division HR email address is notified when an applicant withdraws via the applicant account. Hiring administrators should check the interview schedule on a daily basis to confirm no applicants have withdrawn from the pool.



HOW TO: CHANGE A BOOKING FOR AN APPLICANT



Once an applicant has selected and confirmed a booking, the applicant cannot make changes to the appointment. Should an applicant contact you to change a booking, follow these steps:

1. View the applicant card by choosing **Manage Jobs** (from the PageUp menu). Find the job in the list and click either the number of applicants or the applicant icon. Then click on the applicant's name or **View application** for the applicant that needs assistance. This opens the Applicant Card.

Phoebe Buffay (Phoebes)

[View profile](#)

Address 111 Some Street
Some City, Louisiana
12345, United States

Phone +1 555 555 5555

E-mail ii@ii.com

Number 57360

Original source Diverse Issues in Higher Ed

e-Zines comms hold No

Applications History CRM Resume

TRAIN81707-US - ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)

Date submitted Dec 13, 2018	Applied via UW-Madison Jobs Websit...	Status changed Jan 8, 2020 Phone Screen Accepted	Offer No offer
Resume View	Form View		

2. In the History tab of the card, you will see where the applicant accepted the booking. Click **Edit** and the details will appear.

Feb 3, 2020, 1:30pm

Hiring Administrator

Booking

ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)

Phone Screen, Status: Accepted

[View](#) [Edit](#) [Delete](#)



3. Clear the current event timeslot details by clicking the eraser.

Event timeslot:

Allow applicant to choose the time slot

Select a timeslot:

Timeslot: 3 Feb 2020 1:30pm

3 Feb 2020 1:30pm - 2:00pm

4. View the remaining available times by clicking the magnifying glass. Discuss with the applicant and choose a new timeslot. If there are no remaining timeslots, click the **Add New Timeslot** and set up an additional time.

Start date / time	End time	Positions	Booked	Venue
Feb 3, 2020 1:30pm	2:00pm	1	1	Telephone
Feb 3, 2020 2:30pm	3:00pm	1	0	Telephone
Feb 5, 2020 1:30pm	2:00pm	1	0	Telephone
Feb 5, 2020 2:30pm	3:00pm	1	0	Telephone
Feb 7, 2020 1:30pm	2:00pm	1	0	Telephone
Feb 7, 2020 2:30pm	3:00pm	1	0	Telephone

Page 1 of 1 Event timeslot information: Records 1 to 6 of 6

5. Do not make any changes to the two boxes under the “Applicant change statuses:” section heading.

6. **Change the** “Accept the booking on behalf of the applicant?” to **YES**.

Applicant change statuses:

If selected, the applicant will be moved into a new status when booking is:

Accepted: Phone Screen Accepted

Declined: Phone Screen Declined

Accept the booking on behalf of the applicant? Yes No



7. "E-mail: Applicant:" defaults to **YES**. This will send an email confirmation to the applicant. Customize the email as needed. Change the "From:" email address to your own email or the event contact's email address.

E-mail: Applicant: Yes No

From:*

Subject:*

Message: Merge fields

B *I* U ~~S~~ [List Icons] Formats **A** ~~A~~ [Link Icon] [Table Icon] *I* **<>** (?)

Dear {FIRSTNAME},

This email is to confirm your new interview time for the {JOBTITLE} position at University of Wisconsin-Madison.

To view your interview time, please login to your applicant account at: <http://jobs.wisc.edu>

Click on 'view booking' under 'event bookings'. Should you have questions, please contact the person listed in the 'event booking details'.

We look forward to speaking with you.

Thank you,
 Gunther Centralperk
 Talent Recruitment and Engagement
 Office of Human Resources
 University of Wisconsin-Madison

HOW TO: REVIEW EVENTS



1. To see the events you have created in the system, use the PageUp menu and choose **Manage events**. The "Events" tab will show you all of the events you have created in the system. If you need to change anything about the event or the timeslots (add, remove, adjust) click on Edit.

Manage events New event

Calendar **Events** Timeslots

Event '72799PhoneScreen' has been archived

Status: Active

Show other search criteria

Event title	Venue	Event type	Contact name	
TRAIN81707 Phone Screen	Telephone	Phone Screen	Gunther Centralperk	<input type="button" value="Edit"/> <input type="button" value="Archive"/>

2. To view individual timeslots and whether each has been booked, view the "Timeslots" tab. Click "Bookings" to view the details (e.g. the name of the person booked into that timeslot).

Manage events New event

Calendar Events **Timeslots**

Timeslots that have more applicants invited than there are available positions are displayed in red text.

Status: Active

Show other search criteria

Event title	Venue	Timeslot	Active	Positions	Total invited	Invited	Booked	
TRAIN81707 Phone Screen	Telephone	Feb 3, 2020 1:30pm - 2:00pm	Yes	1	4	1	1	<input type="button" value="Bookings"/> <input type="button" value="Edit timeslot"/> <input type="button" value="Edit"/>
TRAIN81707 Phone Screen	Telephone	Feb 3, 2020 2:30pm - 3:00pm	Yes	1	4	0	0	<input type="button" value="Bookings"/> <input type="button" value="Edit timeslot"/> <input type="button" value="Edit"/>
TRAIN81707 Phone Screen	Telephone	Feb 5, 2020 1:30pm - 2:00pm	Yes	1	4	0	0	<input type="button" value="Bookings"/> <input type="button" value="Edit timeslot"/> <input type="button" value="Edit"/>



3. To add the booking to your Outlook calendar, click on the Calendar icon.




Manage events New event

Calendar Events Timeslots

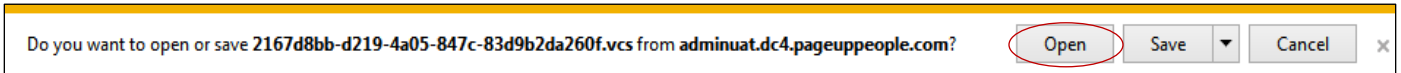
Timeslots that have more applicants invited than there are available positions are displayed in red text.

Status: Active Search

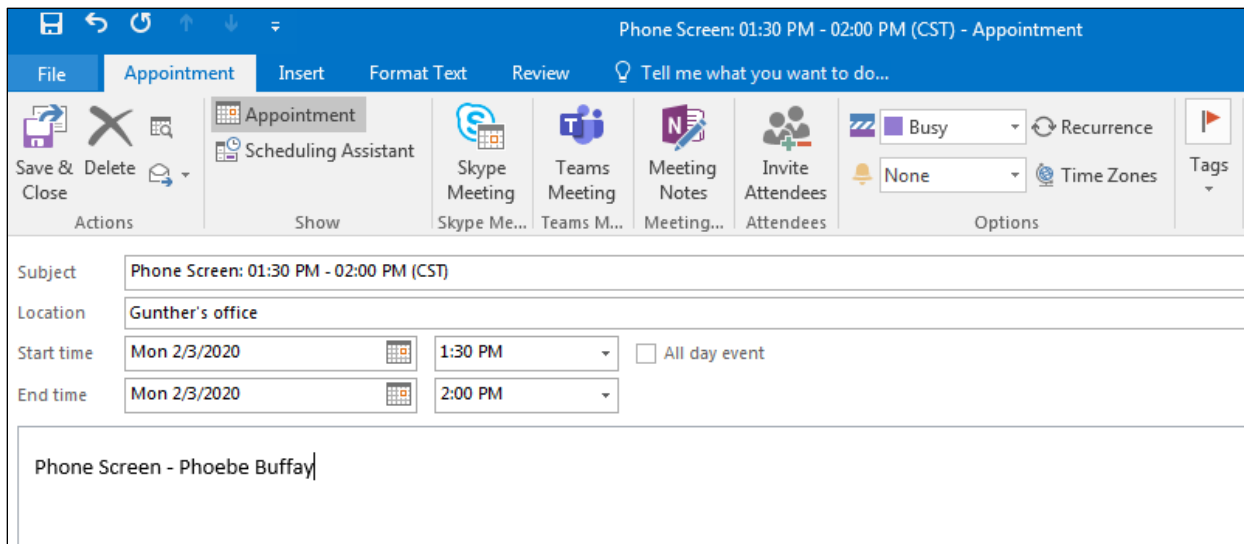
Show other search criteria

Event title	Venue	Timeslot	Active	Positions	Total invited	Invited	Booked	
TRAIN81707 Phone Screen	Telephone	Feb 3, 2020 1:30pm - 2:00pm	Yes	1	4	1	1	 Bookings Edit timeslot Edit
TRAIN81707 Phone Screen	Telephone	Feb 3, 2020 2:30pm - 3:00pm	Yes	1	4	0	0	 Bookings Edit timeslot Edit
TRAIN81707 Phone Screen	Telephone	Feb 5, 2020 1:30pm - 2:00pm	Yes	1	4	0	0	 Bookings Edit timeslot Edit

4. The appointment typically will download to the taskbar at the bottom of your browser window. Depending on which browser you are using, you may see the message shown below or a similar icon. Open the appointment.



5. Outlook will open the calendar appointment. You can customize the information in the invitation (i.e. type in the name of the person being interviewed, attach the interview questions).



HOW TO: VIEW THE EVENT BOOKING REPORT



You can view all bookings for an event in a report available on the job card.

1. Open the job card.
2. Click the Reports tab.

ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS) View ap

Position Info Notes Documents **Reports**

JEMS Transaction ID:* TRAIN81707-US
Copy this number from the field below labeled "Position no"

Title Code: ADMIN SUPP ASST
Number: 08160

All Advertised Titles: ADMIN SUPP ASST(08160)

Posting Title:* ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)

Working Title: ADMIN SUPP ASST

3. To run the report and view the results on your screen, click the report title.

Position info Notes Documents **Reports**

Applicant Contact Information-Job Card
SUSAN BACULIK
2 years ago

Applicant Reference List
SUSAN BACULIK
2 years ago

Applicant Status History
ERICA FINI-MARTEN
2 years ago

Event Booking-Job Card
SUSAN BACULIK
2 years ago

Letter of Recommendation Status
SUSAN BACULIK
a year ago

Search Committee Members
PageUp Administrator
2 years ago

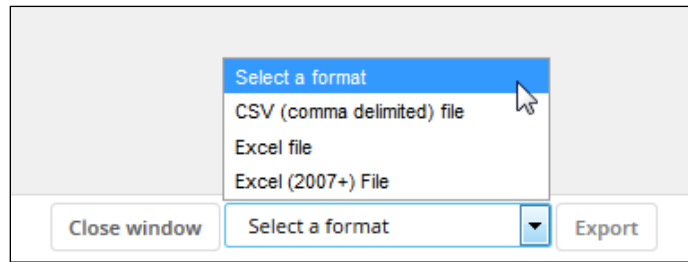
4. The initial screen will show a count of the interview bookings. Click the + sign to expand the details.

Event Booking-Job Card			
Event type	Count (Event type)	JEMS Transaction ID	Pos
+ Phone Screen	4.00		

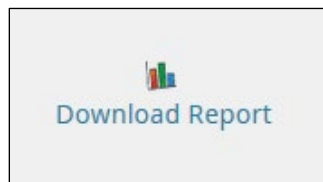


Event type	Count (Event type)	JEMS Transaction ID	Posting Title	Event title	Applicant last name	Applicant first name	Phone	Applicant cell	Event type	Applicant e-mail	Booking status	Event date	Start time	End time
Phone Screen	4.00													
		TRAIN81707-US	ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INTL PROGRAMS)	TRAIN81707 Phone Screen	Buffay	Phoebe	5555555555		Phone Screen	ii@ii.com	Accepted	Feb 3, 2020	13:30	14:00
		TRAIN81707-US	ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INTL PROGRAMS)	TRAIN81707 Phone Screen	Geller	Ross	5555555555		Phone Screen	ff@ff.com	Accepted	Feb 3, 2020	14:30	15:00

- To download the results, choose the file format from the menu at the bottom of the results window and Export. Choose Excel (2007+) only if running version 2007 or higher of Excel.



- Click Download Report. (Depending on the web browser you are using and how Microsoft Excel is set up on your computer you may need to save the file and “enable editing” before being able to work with the data.)



Event type	Count (Event type)	JEMS Transaction ID	Posting Title	Event title	Applicant last name	Applicant first name	Phone	Applicant cell	Event type	Applicant e-mail	Booking status	Event date
Phone Screen	4.00											
		TRAIN81707-US	ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INTL PROGRAMS)	TRAIN81707 Phone Screen	Buffay	Phoebe	5555555555		Phone Screen	ii@ii.com	Accepted	2/3/20
		TRAIN81707-US	ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INTL PROGRAMS)	TRAIN81707 Phone Screen	Geller	Ross	5555555555		Phone Screen	ff@ff.com	Accepted	2/3/20
		TRAIN81707-US	ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INTL PROGRAMS)	TRAIN81707 Phone Screen	Greene	Rachal	5555555555		Phone Screen	gg@gg.com	Accepted	2/7/20
		TRAIN81707-US	ADMIN SUPP ASST (A070800-COL OF AG & LIFE SCIENCES/INTL PROGRAMS)	TRAIN81707 Phone Screen	Jones	Tag	5555555555		Phone Screen	hh@hh.com	Accepted	2/5/20

- To move directly to the Excel download, click on the Excel icon instead of the Report Name.

