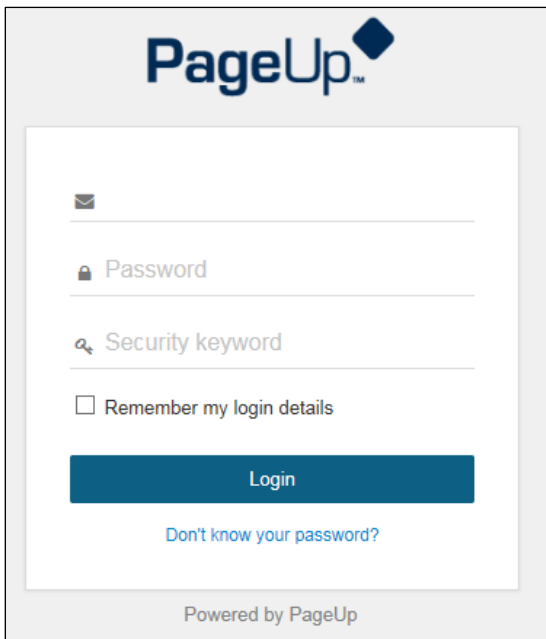


You've been asked to participate in a search committee and use the Talent Recruitment and Engagement Management System (TREMS). This document will give you basic information about TREMS and the activity you can record in the system. You will need to partner closely with the hiring administrator on this job to determine the process for advancing applicants and how the information will be shared regarding the status of applicants.

TREMS is accessed via a website. The exact URL that you will use is dependent upon whether you are a UW-Madison employee or someone outside the University. If you are outside the university, you will receive an email to set up an account in TREMS. Employees will access the system at the following URL [www.trems.hr.wisc.edu](http://www.trems.hr.wisc.edu) and will log in via NetID log in. When the hiring administrator communicates that the applications are ready for review, you will receive an email that will provide you with a reminder of the URL to enter TREMS.

**If you are a non-UW-Madison Search Committee member log in with the following URL:**

<https://admin.dc4.pageuppeople.com/default.aspx> and enter your password you created and the Security keyword of "wisconsin"

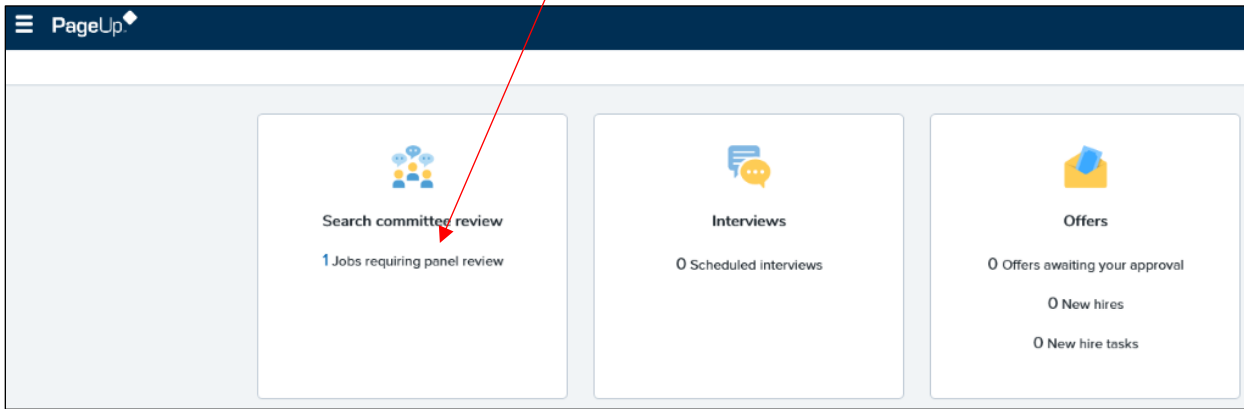


The image shows a login form for PageUp. At the top left is the PageUp logo. Below it are three input fields: one with an envelope icon for email, one with a lock icon for password, and one with a magnifying glass icon for security keyword. Below these fields is a checkbox labeled 'Remember my login details'. A blue button labeled 'Login' is positioned below the checkbox. Underneath the button is a blue link that says 'Don't know your password?'. At the bottom of the form area, it says 'Powered by PageUp'.

As a search committee member you will have the ability to access application materials, share materials with others, write a summary for each applicant, and to record an "outcome" for each applicant (Not reviewed, Meets criteria, Exceeds criteria, Does not meet criteria). If you are named the chairperson, you will have the additional access to: 1) View the outcomes that others have selected for each candidate; and 2) Assign a rank to each applicant.

## VIEWING MATERIALS

Most search committee members, upon logging into TREMS, will see a very basic dashboard. If the person has Hiring Administrator or Division HR access to TREMS they will see their regular dashboard. Regardless of the dashboard, the individual will click on the “Jobs requiring search committee (or panel) review” link.



You will have a link to “View Applicants.” The chairperson will have an additional link to “View Responses,” which allows the chairperson to see the outcomes selected by the committee members.

JEEMS Transaction ID	Date added	Status	Posting Title	User	Total applications	Your role	
TRAIN1707-US	Dec 20, 2019	Approved	ADMINISTRATIVE SUPPORT ASSISTANT (A070000-COL OF AG & LIFE SCIENCES/INTL PROGRAMS)		4	Chairperson	<a href="#">View Applicants</a>   <a href="#">View responses</a>

Within the review screen you can view the materials for each applicant by using the icons next to each applicant name. The “view answers” icon will open the entire application which will have links to the documents submitted for the application.

**Fiona The Hippo**

**Applicant address:** 123 Zoo Lane  
Cincinnati, Ohio  
12345, United States

**Applicant phone:** 124201777

**Applicant e-mail:** fionahippo@gmail.com

**Application:** ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS)

**Applied via:** WebsiteUAT

**Source:** Other - Employee Referral/Invited to Apply

**Description:** Support our office!

Question & response	N/A
<b>Are you legally eligible to work in the United States?</b> Yes	0
<b>Will you now or in the future require visa sponsorship for employment at UW-Madison?</b> No	0
<b>To upload a file:</b> 1. Click on "Upload file" 2. Locate the file on your computer and click "open". The file upload may take a few minutes depending on the speed of your internet connection.	
If you have mistakenly uploaded the incorrect file, click "Delete" and upload the correct file.	
Please attach your resume or CV <a href="#">as-exempt-hire-before-1-1-2020 (24kb)</a>	
Please attach your Cover letter <a href="#">as-exempt-hire-before-1-1-2020 (24kb)</a>	
<b>Education</b>	
<b>Highest level of education</b>	
Type of education	College / University Graduate

In addition to the documents the applicant submitted, you may also see the following types of information in the application: names and contact information for references, letters of reference/recommendation submitted by others, work history and education.

## SHARING MATERIALS

You have the ability to share materials with others by creating a single document that includes all the applicants' materials and sending them to others. After selecting the applicants you wish to include, you would click on "Bulk compile and send."

The screenshot shows the interface for a search committee review. At the top, the position title is "ADMINISTRATIVE SUPPORT ASSISTANT (A070800-COL OF AG & LIFE SCIENCES/INT'L PROGRAMS) (TRAIN81707-US)". Below this, the title code is "ADMIN SUPP ASST". There is a blue button labeled "Bulk compile and send" and a "Sort:" dropdown menu set to "Outcome". A "Select all" checkbox is present. A dark blue bar contains a checked checkbox for "Search committee review". Below this, three applicant entries are listed, each with a checked checkbox, a document icon, the applicant's name, and the date:

- Fins ToTheLeft  
Dec 27, 2019
- Fiona The Hippo  
Dec 23, 2019
- Izzy Johnson  
Dec 20, 2019

Choose the items you want to share.

Bulk action status: 3 Applicants Complete

You have selected 3 applicants to compile documents for, please select the documents you would like to include.

**Application details**

- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form

**Applicant documents**

- Certification
- Cover letter
- CV
- Licensure
- Reference Letters
- References
- Resume
- Statement of Interest
- Supporting Application Documents (Other document upload)
- Teaching Statment

**Recruiter documents**

- Mail matcher document

**Print options**

- Format for double-sided printing

[Create PDF](#) [Cancel](#)

Click on “Create PDF” to create the document and then decide who you would like to send it to.

You can choose a recipient from the TREMS users as well as type in the email addresses for additional recipients (separate with commas). You can also download and save the document and distribute it without using TREMS.

**To download the document, right click on the link below and select 'Save Target As'.**  
**Note: To send the document it is not necessary to download the document below.**  
**The document will be sent as an attachment with the communication below.**

Your document is ready to download:  
[Download document \(55.2 kb\)](#)

Send document:  Yes  No

User:    
No user selected.

Other e-mail:

From:\*

Subject:\*

Body:\*

[Show merge field information](#)

**B** *I* U ~~S~~

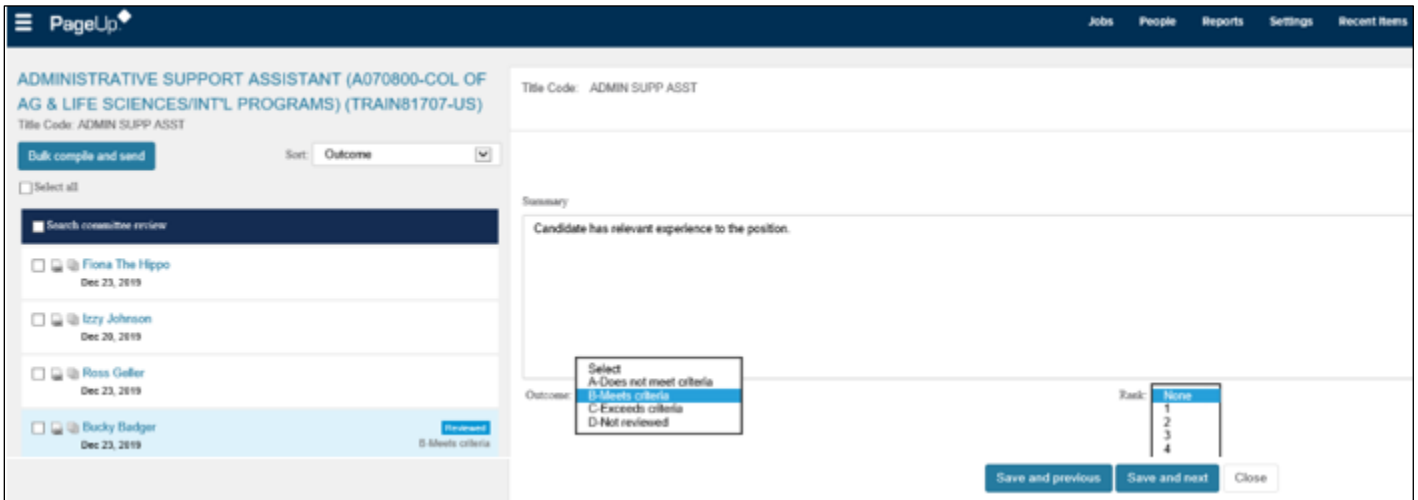
Please see attached the applications for:

- Fiona The Hippo
- Izzy Johnson
- Fins ToTheLeft

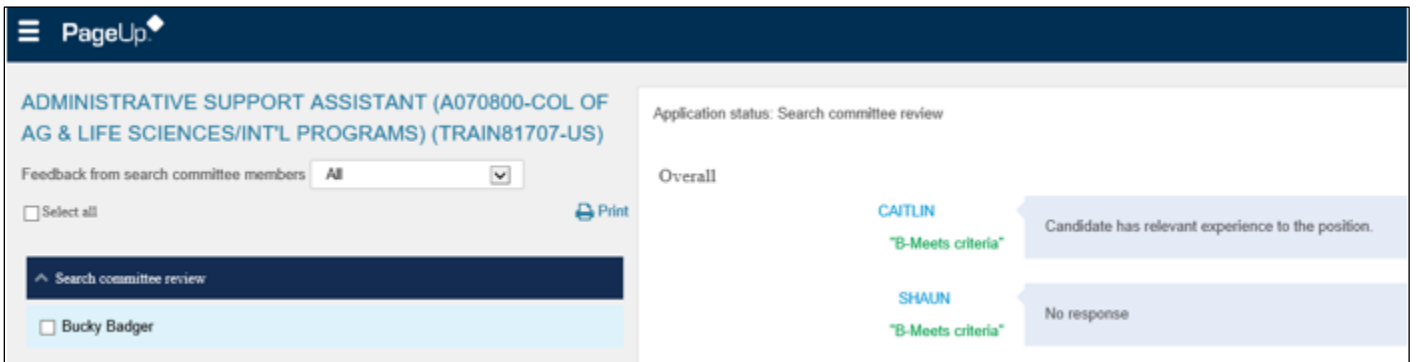
**Drag & Drop files here**  
Or click to browse from local drive.  
5MB file size limit

## DOCUMENTING YOUR EVALUATION OF MATERIALS

For each applicant, you can write a summary statement (if needed) and choose an outcome. The chairperson also has the ability to Rank the candidates. The chairperson is the only committee member who can view another member's summary and outcome. Click on "Save and Next" to save the outcome for each application.



This is an example of what the chairperson will see when they choose "View Responses."



The hiring administrator will determine the process and set expectations with you for moving applicants into different statuses. You do not have the ability to change an applicant's status in TREMS. You will need to partner with the hiring administrator to track the applicants through the process.