Reports Glossary

TREMS

Reports on the Job Posting Card	
Report Name	**Report Description**
Applicant Contact Information	Contact information for applicants including address, telephone number and email address.
Applicant Reference List	Applicant names and reference information including the reference name, type, company, email address and phone number.
Applicant Status History	Summary of applicants and each status they were moved into throughout the recruitment.
EEO Data	Applicant data for the categories of gender, race, disability, Hispanic or Latino, and veteran status. The data can be filtered by applicant status via the spreadsheet tabs. ***Division HR Only***
Event Booking	Summary of events associated with the job including the event type and title, applicant name, booking status, event date and time.
Letter of Recommendation Status	Status of online reference check invitations. Includes invitations sent manually and automatically. The data includes reference contact information, invitation sent date, expiration date and date of completion.
Search Committee Members	Names and email addresses for the search committee chair and members named on the job.
Search Committee-Outcome	Search committee members associated with the job, the search committee outcome and rank of each reviewed applicant.
SH/SV Application Questions	Applicant responses to the previous state/UW System employment and sexual harassment/sexual violence questions. ***Division HR Only***

Reports on the Dashboard	
Report Name	**Report Description**
Applicant Contact Information	Contact information for applicants including address, telephone number and email address.
Applicant Lookup	Ability to search for an applicant by their first name, last name and/or email address.
Event Booking	Summary of events associated with the job including the event type and title, applicant name, booking status, event date and time.
Hire Report	Provides real-time hire information within department or division (depending on TREMS security access) from go-live date of 10/10/2016.
Time to Fill	Provides time to fill data for all filled positions on a user's primary or secondary team. Time to Fill metrics are based on 7 days per week and begins with date posting approved and ends when an applicant is moved to "Offer accepted." The job is moved to "Filled" status and the "Date filled" field is entered on the Job card. Additional JEMS dates are included to calculate time to fill based on position creation to filled status.