Using the Search Committee Functionality

The search committee function in TREMS allows a chairperson and committee members to log into TREMS to access applicant materials, share materials with others, write a summary for each applicant, and record an “outcome” for each applicant (Not reviewed, Meets criteria, Exceeds criteria, Does not meet criteria).

The chairperson has additional abilities to: 1) View the outcomes that others have selected for each candidate; and 2) Assign a rank to each applicant.

SETTING UP A SEARCH COMMITTEE

- On the job posting card choose Yes for Search Committee. If you do not know who the chair and members will be at the time of creating the posting, your division HR can add a search committee to the card.

- Type the name or use the binoculars to search for a name. This will only access users in the system (all UW-Madison employees); If you are using a non-UW-Madison employee, first contact uwjobs@wisc.edu to have them added to the system so you can choose them.

- You can only name one person as a Chair.

- Use the ‘Add Search committee member’ button to add others. If you are using a non-UW-Madison employee, first contact uwjobs@wisc.edu to have them added to the system so you can choose them.

- You can add as many members as needed.

COMMUNICATING WITH YOUR SEARCH COMMITTEE

- If you are adding a non-UW-Madison employee to a search committee, you will need to communicate with them that they will be receiving an email from uwjobs@wisc.edu that will allow them to set up their user account in TREMS.

- Explain to the search committee that they will receive an email that directs them to log in to TREMS when the applicant materials are ready for review.

- The search committee will still communicate the results of their discussions to you to change the status of applicants moving through the process. The search committee cannot change applicant statuses.

- The search committee cannot add documents into TREMS. They can only type a summary and choose an outcome. The chair has the additional ability to choose a rank for each applicant.
INITIATING THE SEARCH COMMITTEE REVIEW

- The search committee can view applicants in the following statuses: New, Search Committee Review, Phone Screen, Phone Screen Accepted, Interview, Interview 1 Accepted, Interview 2, Interview 2 Accepted, Reference Check, Finalist. It is still recommended to move applicants into the Search Committee Review status. When you change the status you should use the communication within TREMS to inform the committee that materials are ready to review.

- To initiate the communication to the committee members, select your applicants. If you are moving all your applicants to ‘Search committee review,’ use the selection menu to select all.

- Choose the bulk action **Bulk Move.** Choose the application status ‘Search committee review’ and click **Next.**
• The default communication is turned on to send to **Additional users from Job**. The users indicated by default are the Hiring Delegate and the Hiring Administrator.
  
  - Check the boxes for **Chairperson** and **Search committee member** to send the communication to the search committee.
• Customize the body of the message as needed, but do not change any information in the { brackets }. These are merge fields that will show the correct information when sent. Also, do not change the URLs that are included. This is important information for the search committee to access TREMS.

![Dashboard Image]

WHAT THE SEARCH COMMITTEE WILL SEE AND WHAT THEY CAN DO

• Most search committee members, upon logging into TREMS, will see the dashboard shown below. The only exception is if the person has Hiring Administrator or Division HR access to the system – then they will see their regular dashboard. Regardless of the dashboard, the individual will click on the Jobs requiring panel review link.

![Dashboard Image]

• A committee member 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. [Only for chairperson.]
• Within the review screen, committee members can view the materials for each applicant by using the icons next to each applicant’s name. The view answers icon will open the entire application which will have links to the documents submitted for the application.

• For each applicant, committee members and the chair can write a summary statement (if needed) and choose an outcome. The chairperson can Rank the candidates. The chairperson is the only committee member who can view another member’s summary and outcome. Hiring administrators have access to search committee reports from the job posting card (see next section of this document).

A search committee member can bulk compile materials for selected candidates into a single document. The results can be sent from the system directly to any recipient via email.

The view answers icon will open the application, where the submitted documents are available.

Only available to chairperson.

• This is an example of what the chairperson will see when they choose View responses.

The hiring administrator will need to determine the process and set expectations with the search committee for moving applicants into different statuses. The search committee cannot change an applicant’s status in TREMS. You will need to partner with the search committee to track the applicants through the process.
SEARCH COMMITTEE REPORTS

Two search committee reports are available to the hiring administrator.

- **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.

Instructions on how to access **Reports from the Job Posting Card** are available on the Recruitment Toolkit (hr.wisc.edu/trems).