

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.

The screenshot shows the 'SEARCH COMMITTEE' configuration page. At the top, there is a question 'Do you wish to use a search committee?*' with radio buttons for 'Yes' (selected) and 'No'. Below this is a note: '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.' The 'Search committee chair:' field contains a search box with a magnifying glass icon and a 'No user selected.' message. Below this is the 'Search committee members:' section, which includes an 'Add Search committee member' button and a 'Recipient' field. Two callout boxes provide instructions: one points to the search box and explains that users must be UW-Madison employees or added via email, and only one person can be the chair; the other points to the 'Add Search committee member' button and explains that non-UW-Madison employees must be added via email.

- 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.

Submitted	Status	Pref Name	First name	Last name	Phone	Mobil	Email	Country	State	City
<input checked="" type="checkbox"/>	New	Christine	Christine	Rapplicant	555-555-555		christineray603@gmail.com	United St:	Florida	Margarita
<input checked="" type="checkbox"/>	New	James	James	AppTWO	608-111-111		app2@app2.com	United St:	Wisconsin	Madison
<input checked="" type="checkbox"/>	New	Mary	Mary	AppONE	608-111-111		app1@app1.com	United St:	Wisconsin	Madison
<input checked="" type="checkbox"/>	New	Pat	Patricia	AppFOUR	608-111-111		app4@app4.com	United St:	Wisconsin	Madison
<input checked="" type="checkbox"/>	New	Bob	Robert	AppTHREE	608-111-111		app3@app3.com	United St:	Wisconsin	Madison
<input checked="" type="checkbox"/>	New	Train1Christ	Train1Chr	Train1	5555555555		train1@train1.com	United St:	Florida	Miami

- Choose the bulk action **Bulk Move**. Choose the application status 'Search committee review' and click **Next**.

Bulk action status: 6 Applicants Complete

You have requested to move 6 applicants.

Select a status to move these applicants to:

Application status: Select

- Select
- New
- Does not meet minimum qualifications
- Search committee review**
- Hiring Manager review
- Phone screen
- Phone Screen Accepted
- Phone Screen Declined
- Interview
- Interview 1 accepted
- Interview 1 declined
- Interview 2
- Interview 2 accepted
- Interview 2 declined
- Reference check
- Verbal offer
- Background Check
- Background check successful
- Online offer made
- Offer accepted



- 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.

Additional users from Job: Yes No


Additional users from Job

<input checked="" type="checkbox"/> Hiring Delegate (optional)	<input checked="" type="checkbox"/> Hiring Administrator
<input type="checkbox"/> Recruiter	<input type="checkbox"/> Reporting to Manager
<input checked="" type="checkbox"/> Chairperson	<input checked="" type="checkbox"/> Search committee member

Additional users from Offer

<input type="checkbox"/> Hiring Delegate (optional)	<input type="checkbox"/> Hiring Administrator
<input type="checkbox"/> Reporting to Manager	











Other additional users

E-mail from:*

E-mail subject:*

E-mail body:* Merge fields

B *I* U     Formats       ?

Search Committee Member,

To assess the applicant pool for {JOBTITLE} {JOBNO} please click on one of the following links.

Current UW-Madison employee:
www.trems.hr.wisc.edu

Non UW-Madison employee:
<https://admin.dc4.pageuppeople.com/default.aspx>

Search Committee Chairperson:
 {CHAIRFIRSTNAME} {CHAIRLASTNAME} - {CHAIREMAIL}

The following applicants are awaiting your attention:

- Bucky Badger

Thank you,

{JOBOWNERFIRSTNAME} {JOBOWNERLASTNAME}
[Insert School/College/Division]



- 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.

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.

- 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.

My search committee jobs						
JEMS Transaction ID	Date added	Status	Posting Title	User	Total applications	Your role
72805-AS	Jan 30, 2020	Approved	ADRC CLINICAL RESEARCH SUPERVISOR (A534255-MEDICAL SCHOOL/MEDICINE/GER-AD DEV)		6	Chairperson

View Applicants (6) | View responses



- 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).

The screenshot shows the review interface for the position: ADRC CLINICAL RESEARCH SUPERVISOR (A534255-MEDICAL SCHOOL/MEDICINE/GER-AD DEV) (72805-AS). The interface includes a list of applicants on the left, a summary text area, and outcome/ranking dropdowns on the right. Three callouts provide additional information:

- Callout 1:** 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. (Points to the 'Bulk compile and send' button.)
- Callout 2:** The view answers icon will open the application, where the submitted documents are available. (Points to the document icon next to Christina Tang's name.)
- Callout 3:** Only available to chairperson. (Points to the 'Rank' dropdown menu.)

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

The screenshot shows the 'View responses' screen for the position: DESKTOP SUPPORT TECH (A067050-INFORMATION TECHNOLOGY/USER SVCS/DEPT SUPPORT) (CRayTRAIN80767-US-FTF). The interface displays feedback from search committee members. The overall status is 'Overall' with two members, MICHAEL FAY and DON SCHUTT, both providing 'No response' and a rating of '3 Exceeds criteria'. A list of feedback providers is shown on the left, with Robert AppTHREE highlighted.

- 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 \(hr.wisc.edu/trems\)](https://hr.wisc.edu/trems).

