Talent Recruitment & Engagement Management System (TREMS)
ROLE AUTHORIZATION

1. User and Position-Related Information

Last name: First name:	Title:	Email Address:

Phone Number:	Department Name:	School/College/Division Name:	UDDS:

2. Authorization: Please specify the role and corresponding UDDS(s) values the user will access. Assign only the highest level of data access appropriate for the user's position (e.g., A53 or A5349)

UDDS(s):	Role:	Add or Remove:
	Hiring Admin	Add Remove
	Division HR	Add Remove

3. User Agreement

Your use of University computing resources is restricted to authorized University of Wisconsin business. You will be held responsible for security breach traceable to you or your assigned logon identification initials. You will be held liable for any willful misuse or deliberate system damage traceable to you or your logon identification initials. It is your responsibility to comply with the provisions of the Federal-Family Education Rights and Privacy Acts (FERPA), the University of Wisconsin-Madison Policy on Student Records, and the UW-Madison Policy on Faculty and Staff Racial/Ethnic Heritage Data (governed by Wisconsin Public Records Law and by state and federal law) to protect the confidentiality of personal-identifiable information.

Violation of this agreement may result in disciplinary action or legal action or both.

The granting of TREMS administrative access carries with it the following responsibilities. An administrative user:

- will not share their campus NetID and password with others.
- will access only the information needed to perform responsibilities related to applicant tracking and recruitment of vacancies within their unit.
- will not share applicant information with the hiring supervisor or search and screen committee until screening criteria and interview questions have been finalized.
- will only share applicant information with the hiring supervisor and the search and screen committee.
- will maintain confidentiality of all applicants.
- will ensure that the application status will be kept up-to-date as the unit moves through the recruitment and selection process.
- will sign out of TREMS when you are not using it.

I HAVE READ THE ABOVE TERMS AND AGREE TO THE TERMS.

User Signature:	Date:
Supervisor Signature:	Date:
Supervisor Name (Print):	
School/College/Division JEMS Custodian Signature:	Date:
School/College/Division JEMS Custodian Name (Print):	

Send COMPLETED and SIGNED form to <u>uwjobs@wisc.edu</u>.