

HRS/TAM Search & Screen Committee Guide

Updated September, 2020

HRS/TAM Recruiting User Guide
Human Resources, Administrative Support and Chair Members

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THINGS TO KNOW BEFORE ACCESSING HRS/TAM

1

WHAT IS TAM? TAM (Talent Acquisition Manager) is housed within the Human Resources System (HRS). The program allows for candidates to apply, committee members to screen, and Human Resources to hire all in one program.

2

HOW TO SIGN IN HRS/TAM will work utilizing the Net Id Username and Password that you use to access your email or My UW Portal.

3

ENABLE POP-UPS To allow for applicant's attachments to be viewed, please enable pop-ups. Additional information on enabling pop-ups can be found at the following link: <https://kb.wisc.edu/helpdesk/page.php?id=15047>

HRS/TAM is compatible with:

- Internet Explorer Versions 7-11 (page 2-3)
- Mozilla Firefox (page 4)
- Google Chrome (page 5-6)
- Safari (page 7)
- iPad (page 8)

UW-Parkside TAM HelpDesk

Contact UW-Parkside Human Resources at 262-595-2204 or hr@uwp.edu

ACCESSING TAM

Use the link:

to access TAM Click on 'Log in to HRS' on the left menu

Select TAM Login

Home > Explore UW Information > Offices, Administration > Human Resources > Recruitment

RECRUITMENT Human Resources Menu

STEP 1 STARTING A RECRUITMENT +

STEP 2 SEARCH AND SCREEN (S & S) GUIDELINES +

STEP 3 TALENT ACQUISITION MANAGEMENT (TAM) -

- [TAM User Guide for S & S Committee](#)
- [TAM Instructions Guide for Support Staff](#)
- [TAM Disposition Status Workflow](#)
- [TAM Login](#)

3. Select UW-Parkside hit Go

Login Help Troubleshooting System Outages

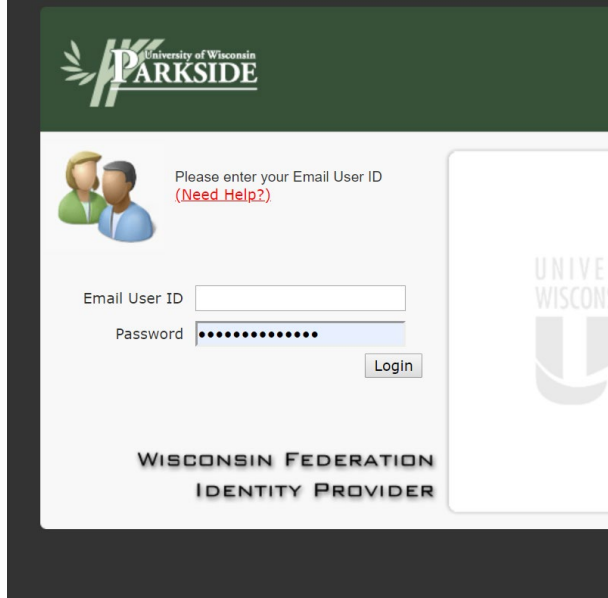
UW UNIVERSITY OF WISCONSIN SYSTEM

This service requires you to authenticate with your local organization.
Select your organization from the list below.

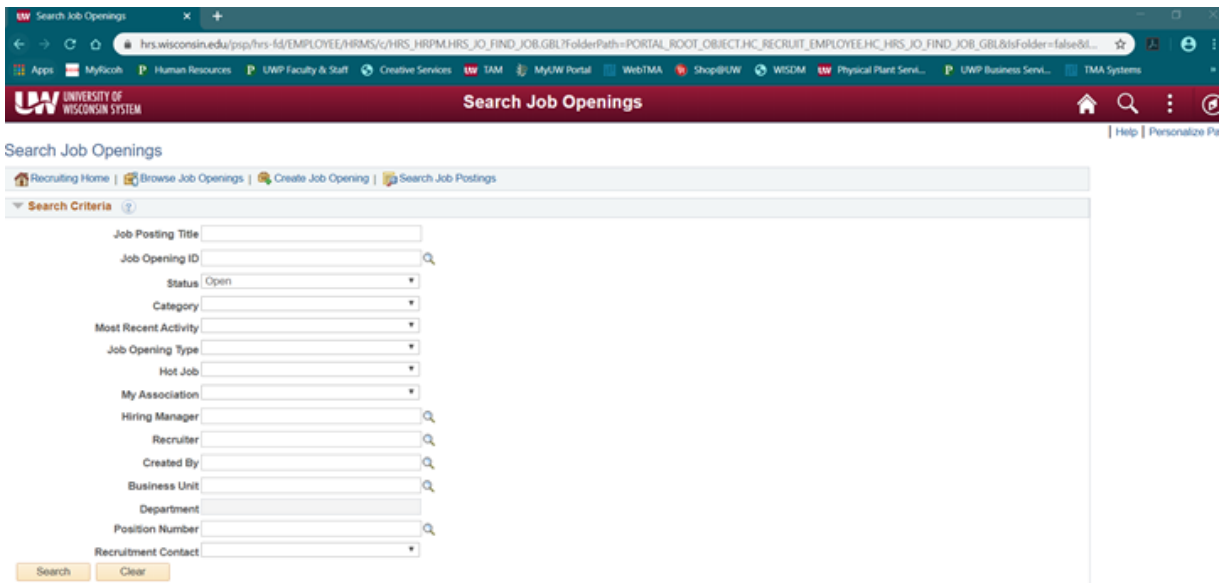
UW-Parkside

Remember my selection for this session (?)

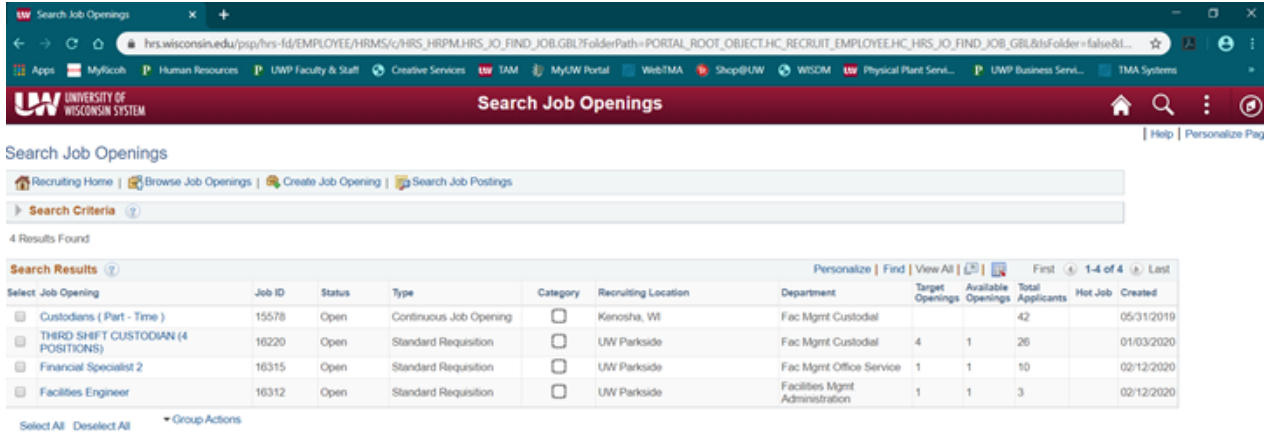
4. Sign in using your standard UW-Parkside NetID and password



5. Enter Job Posting Title of position working on
Click Search Button at the bottom of the screen



6. You will see a list of all Job Openings you are assigned to
7. Select the correct Job Opening to review all candidates.



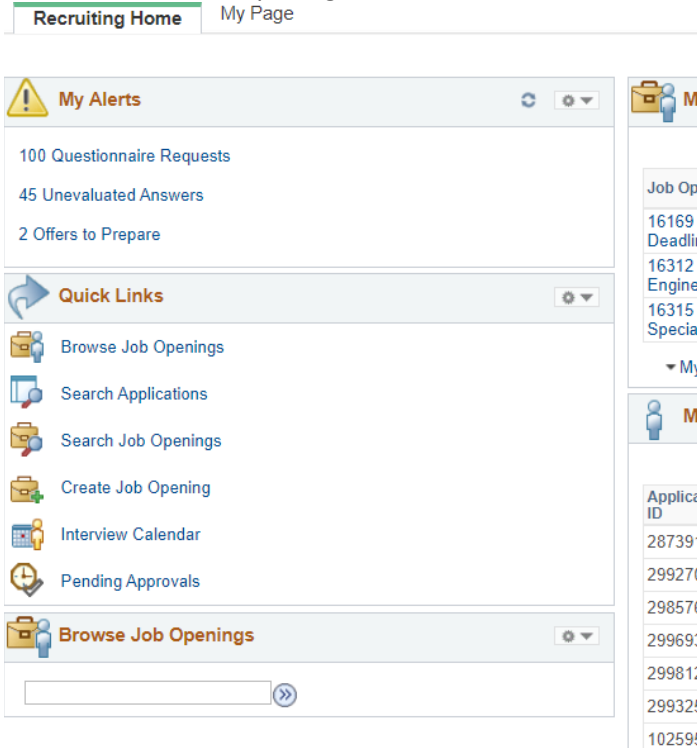
Search Job Openings

4 Results Found

| Select | Job Opening | Job ID | Status | Type | Category | Recruiting Location | Department | Target Openings | Available Openings | Total Applicants | Hot Job | Created |
|--------------------------|-------------------------------------|--------|--------|------------------------|--------------------------|---------------------|--------------------------------|-----------------|--------------------|------------------|---------|------------|
| <input type="checkbox"/> | Custodians (Part - Time) | 15578 | Open | Continuous Job Opening | <input type="checkbox"/> | Kenosha, WI | Fac Mgmt Custodial | | | 42 | | 05/31/2019 |
| <input type="checkbox"/> | THIRD SHIFT CUSTODIAN (4 POSITIONS) | 16220 | Open | Standard Requisition | <input type="checkbox"/> | UW Parkside | Fac Mgmt Custodial | 4 | 1 | 26 | | 01/03/2020 |
| <input type="checkbox"/> | Financial Specialist 2 | 16315 | Open | Standard Requisition | <input type="checkbox"/> | UW Parkside | Fac Mgmt Office Service | 1 | 1 | 10 | | 02/12/2020 |
| <input type="checkbox"/> | Facilities Engineer | 16312 | Open | Standard Requisition | <input type="checkbox"/> | UW Parkside | Facilities Mgmt Administration | 1 | 1 | 3 | | 02/12/2020 |

SEARCHING JOB OPENINGS/APPLICANTS

1. Click on Search Job Openings in the left menu



Recruiting Home My Page

My Alerts

- 100 Questionnaire Requests
- 45 Unevaluated Answers
- 2 Offers to Prepare

Quick Links

- Browse Job Openings
- Search Applications
- Search Job Openings
- Create Job Opening
- Interview Calendar
- Pending Approvals

Browse Job Openings

Job Openings

- 16169 - Deadlin
- 16312 - Engine
- 16315 - Special

My Applications

- 287391
- 299270
- 298576
- 299693
- 299812
- 299325
- 102596

2. Clear the "Status" Box. Press 'Search' to find all jobs openings with which you are currently associated.

Search Job Openings

[Recruiting Home](#) |
 [Browse Job Openings](#) |
 [Create Job Opening](#) |
 [Search Job Postings](#)

Search Criteria ?

Job Posting Title
 Job Opening ID
 Status
 Category
 Most Recent Activity
 Job Opening Type
 Hot Job
 My Association
 Hiring Manager
 Recruiter
 Created By
 Business Unit
 Department
 Position Number
 Recruitment Contact

3. Click on the position you are interested in viewing.

Search Job Openings

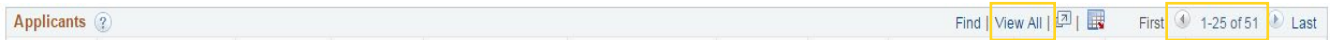
[Recruiting Home](#) |
 [Browse Job Openings](#) |
 [Create Job Opening](#) |
 [Search Job Postings](#)

Search Criteria ?

56 Results Found

| Select | Job Opening | Job ID | Status | Type | Category | Recruiting Location | Department | Target Openings | Available Openings | Total Applicants | Hot Job | Created |
|--------------------------|-------------|--------|--------|----------------------|--------------------------|---------------------|------------|-----------------|--------------------|------------------|---------|------------|
| <input type="checkbox"/> | [REDACTED] | | Open | Standard Requisition | <input type="checkbox"/> | [REDACTED] | [REDACTED] | 2 | 2 | 11 | | 01/10/2017 |
| <input type="checkbox"/> | [REDACTED] | | Open | Standard Requisition | <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1 | 1 | 10 | | 01/05/2017 |
| <input type="checkbox"/> | [REDACTED] | | Open | Standard Requisition | <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1 | 1 | 21 | | 01/05/2017 |
| <input type="checkbox"/> | [REDACTED] | | Open | Standard Requisition | <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1 | 1 | 3 | | 01/05/2017 |
| <input type="checkbox"/> | [REDACTED] | | Open | Standard Requisition | <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1 | 1 | 3 | | 01/04/2017 |
| <input type="checkbox"/> | [REDACTED] | | Open | Standard Requisition | <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1 | 1 | 3 | | 12/27/2016 |
| <input type="checkbox"/> | [REDACTED] | | Open | Standard Requisition | <input type="checkbox"/> | [REDACTED] | [REDACTED] | 1 | 1 | 13 | | 12/27/2016 |

- Once clicking on the position, you will find a list of all applicants who have applied. At times, the list may seem abbreviated, as the system will only display the first 20 applicants. You can manually change this setting by selecting 'View All' or by flipping the page, by using the arrow.



- To view the candidate details, including Resume, Cover letter and references the application icon, which will take you to all the attachments, applicant information, and job opening information.

| Applicants | | | | | | | | | | | | | | | | | |
|---------------------------|----------------|--------------|----------|-------------|-------------|-----------|-------|---------------|--------|-----------|---------------|--|--|--|--|--|--|
| Applicant Screening | | | | | | | | | | | | | | | | | |
| Activity & Attachments | | | | | | | | | | | | | | | | | |
| Details | | | | | | | | | | | | | | | | | |
| All (14) | | Applied (2) | | Screen (11) | | Route (0) | | Interview (0) | | Offer (0) | | | | | | | |
| Hire (0) | | Hold (1) | | Reject (0) | | | | | | | | | | | | | |
| Applicants | | | | | | | | | | | | | | | | | |
| Find View All | | | | | | | | | | | | | | | | | |
| First 1-14 of 14 Last | | | | | | | | | | | | | | | | | |
| Select | Applicant Name | Applicant ID | Type | Disposition | Application | Resume | Route | Interview | Reject | Print | Other Actions | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | Other Actions | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Hold | | | | | | | Other Actions | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | Other Actions | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | Other Actions | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | Other Actions | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | Other Actions | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | Other Actions | | | | | | |

VIEWING APPLICATION MATERIAL

- To view the application materials select the application icon. To view only the resume, select the resume icon.

| Applicants | | | | | | | | | | | |
|--------------------------|----------------|--------------|----------|-------------|-------------|-----------|--|---------------|--|--|--|
| Applicant Screening | | | | | | | | | | | |
| Activity & Attachments | | | | | | | | | | | |
| Details | | | | | | | | | | | |
| All (14) | | Applied (2) | | Screen (11) | | Route (0) | | Interview (0) | | | |
| Applicants | | | | | | | | | | | |
| Select | Applicant Name | Applicant ID | Type | Disposition | Application | Resume | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Hold | | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | |
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | External | Screen | | | | | | | |

- b. The next page (Application Icon) will provide the screening committee with a lot of information, and can look overwhelming. The most pertinent information will be housed at the top of the screen, and in the attachments section.

The screenshot shows an application management interface with several sections:

- Applicant Information:** Name, Preferred Contact (Not Specified), Applicant ID, Phone, Applicant Type (External Applicant), Email, Status (010 Active), Address, Jobs Applied (1).
- Job Opening Information:** Job Opening ID, Job Posting Title, Job Code, Recruiter, Hiring Manager, Salary Range, Status, Business Unit, Department, Job Type, Position Number, Job Family.
- Process Application:** Disposition (010 Applied), Reason, Date (01/11/2017), and a dropdown menu for 'Other Actions'.
- Personal Information:** POI Type (Unknown), Eligible to Work in U.S., Are you a former employee (No), Previous Termination Date.
- Attachments Table:**

| Attachment | Title | Attachment Type | Apply to All | Uploaded By | Last Updated |
|------------|-------|-----------------|--------------|-------------|--------------------|
| [Redacted] | | Resume | | | 01/11/2017 12:47PM |
| [Redacted] | | Cover Letters | | | 01/11/2017 12:47PM |

1

The attachments section houses all of the documents an applicant submits. All documents will be shown without any additional action, and will be grouped.

2

In the 'Other Actions' drop down, select 'Recruiting Actions' and then 'Edit Application Details'. This will redirect you to a new page that appears as below.

3

Once candidates click 'Submit' they are unable to update or include additional attachments. Applicants may reach out to the chair/Administrative Support person to include attachments. This is done by the steps included in '2' above.

The screenshot shows a detailed view of the attachments section:

- Resume Attachment:** A section for adding a resume attachment, currently showing 'No Resume Text'.
- Attachments Table:**

| Attachment | Attachment Title | Attachment Type | Apply to All | Last Updated | Uploaded By | Last |
|------------|------------------|-----------------|--------------|--------------------|-------------|------|
| [Redacted] | | Cover Letters | | 01/11/2017 12:47PM | | |

REFERENCES

References can be found in 3 separate locations: Applicants may include them in their **resume**, as a separate attachment in the attachments section/references as shown on pages 15 of this guide, or under 'Applicant Data' and 'References' in the screenshot below. All of these methods are acceptable in the application process.

| Name | Title | Employer | Reference Type | Date Contacted | Contact Phone | | |
|------------|------------|------------|----------------|----------------|---------------|-------------|---------------|
| [redacted] | [redacted] | [redacted] | Professional | 01/04/2017 | [redacted] | [edit icon] | [delete icon] |
| [redacted] | [redacted] | [redacted] | Professional | 01/04/2017 | [redacted] | [edit icon] | [delete icon] |
| [redacted] | [redacted] | [redacted] | Professional | 01/04/2017 | [redacted] | [edit icon] | [delete icon] |

IN SYSTEM NAVIGATION

TAM offers great in-system navigation. Below are two examples of what the system navigation looks like. Select the 'Previous or Next' button to view their specific information or 'Return' to return to the previous screen. You can also select 'Manage Job Opening' in the ribbon at the top of the screen to return to the job opening general page. This method will make finding information in TAM easier and more efficient.

Manage Applicant

CORRESPONDING WITH APPLICANTS

The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links like 'Return', 'Recruiting Home', 'Search Job Openings', 'Previous', 'Next', 'Create New', 'Clone', 'Refresh', 'Add Note', and 'No Category'. Below this, there are fields for 'Job Opening ID', 'Job Posting Title', 'Job Code', 'Position Number', 'Status' (010 Open), 'Business Unit', 'Department', and 'Job Family' (000018 (Research)).

The main section is titled 'Applicants' and has tabs for 'Applicant Screening', 'Activity & Attachments', and 'Details'. Below the tabs, there are filters for 'All (14)', 'Applied (2)', 'Screen (11)', 'Route (0)', 'Interview (0)', 'Offer (0)', 'Hire (0)', 'Hold (1)', and 'Reject (0)'. The 'Applicants' list is displayed with columns: Select, Applicant Name, Applicant ID, Type, Disposition, Application, Resume, Route, Interview, Reject, Print, and Other Actions. A 'Select All' button is highlighted in purple, and a context menu is open over the 'Group Actions' dropdown, showing options like 'Add Applicant to List', 'Forward Applicant', 'Link Applicant to Job', and 'Send Correspondence'.

On the applicant list (refer to page 11) click the check box or choose 'Select All' to create communication between the hiring committee and applicants. Select 'Group Actions', then 'Applicant Actions', then 'Send Correspondence' and click okay.

The selected applicant(s) will appear in the 'To' line. It is important to note that applicants will only see their name when corresponding with multiples. Your name (as the sender) will automatically be filled in the 'Carbon Copy' line.

A subject will need to be included prior to sending the message.

A great subject line is, "UW-Parkside Position _____"

Access: Public vs Private

Private allows only the person sending to view the notes, public allows all committee members to view the correspondence. **It is required to use the Public Setting.**

Send Correspondence

| Message Type and Method | |
|-------------------------|----------------------------|
| *Contact Method | Email <input type="text"/> |
| Letter | <input type="text"/> |

| Recipient Information | |
|--|----------------------|
| To | <input type="text"/> |
| Cc | <input type="text"/> |
| Bcc | <input type="text"/> |
| <input checked="" type="checkbox"/> Include Interested Parties | |

| Sender Information | |
|--------------------|----------------------|
| From | <input type="text"/> |

| Message | |
|----------|-----------------------------|
| *Subject | <input type="text"/> |
| *Access | Public <input type="text"/> |
| *Message | <input type="text"/> |

Please note: Do not select the 'Letter' or Mail Merge function. TAM has trouble syncing and editing the information that is merged, instead copy and paste the message into the body of the email.

SAMPLE EMAIL MESSAGES

A complete list of acceptable correspondence can be found at: <https://kb.wisc.edu/hrs/page.php?id=21486> or in the Appendix

Application Materials Received Message:

Subject: Acknowledgement of Receipt of Application

Dear (Name),

Thank you for submitting your application to the University of Wisconsin-Parkside, for [position title and number]. All of your application materials have been submitted successfully.

Your materials will be reviewed by our staff to determine if your qualifications are commensurate with the posting requirements. Should review of your application result in a decision to pursue your candidacy, you will be contacted.

Once again, thank you for your interest.

Regards,

Name

Search and Screen Committee Chair

Application Materials Missing Message:

Subject: Acknowledgement of Receipt of Application

Dear (Name),

Thank you for submitting your application to the University of Wisconsin-Parkside, for [position title and number]. All of your application materials have been submitted except [missing materials]. To guarantee consideration your application must be complete, which includes the required documents as noted in the position announcement, by [Date Due]. Please attach the missing document(s) and email to [email address]. Your application will be complete once we receive these missing documents. We sincerely appreciate your interest in this position and thank you for the time you invested in submitting your application.

Regards,

Name

Search and Screen Committee Chair

Copy and Paste the appropriate message into the body of the email. Click 'Preview' to view what the candidate will see. Click 'Send' to deliver to all candidates who were previously checked.

Messages are not sent to candidates automatically when dispositions are changed, instead they must be entered manually.

WHEN SHOULD MESSAGES BE SENT?

Messages should be sent to keep candidates in the loop with the hiring process. Minimally, this includes: when the candidates applies, regarding a complete application, or missing materials and if the candidate has not been chosen.

VIEWING CORRESPONDENCE WITH CANDIDATES

All correspondence is directly saved to the applicant's contact notes. If the message is made public (required) it can be viewed by all committee members by following the steps below.

Click on the applicant's name and then click on the tab entitled 'Notes'. This will display all correspondence with the committee and chair. While messages can be deleted, they should be saved for record.

| Applicant Activity | | Notes | Applicant Data | Interested Parties |
|--|----------------------------------|-----------------------|----------------|--------------------|
| Notes Summary Personalize | | | | |
| Select | Subject and Details | Note Date | Author | |
| <input checked="" type="radio"/> | transcripts [REDACTED] | 01/13/2017 11:47AM | [REDACTED] | |
| <input type="radio"/> | teaching interests [REDACTED] | 01/11/2017 10:37PM | [REDACTED] | |
| <input type="radio"/> | Offer details [REDACTED] | 01/10/2017 1:27PM | [REDACTED] | |
| <input type="radio"/> | Followup to Offer [REDACTED] | 01/06/2017 2:33PM | [REDACTED] | |
| <input type="radio"/> | thank you [REDACTED] | 12/14/2016 12:39PM | [REDACTED] | |
| <input type="radio"/> | confirming travel [REDACTED] | 12/01/2016 12:48PM | [REDACTED] | |

The full message can be viewed by clicking on the Edit Note Icon (pencil). You can also see who sent the message under the 'Author' column, often this is the Committee Chair or Administrative Support.

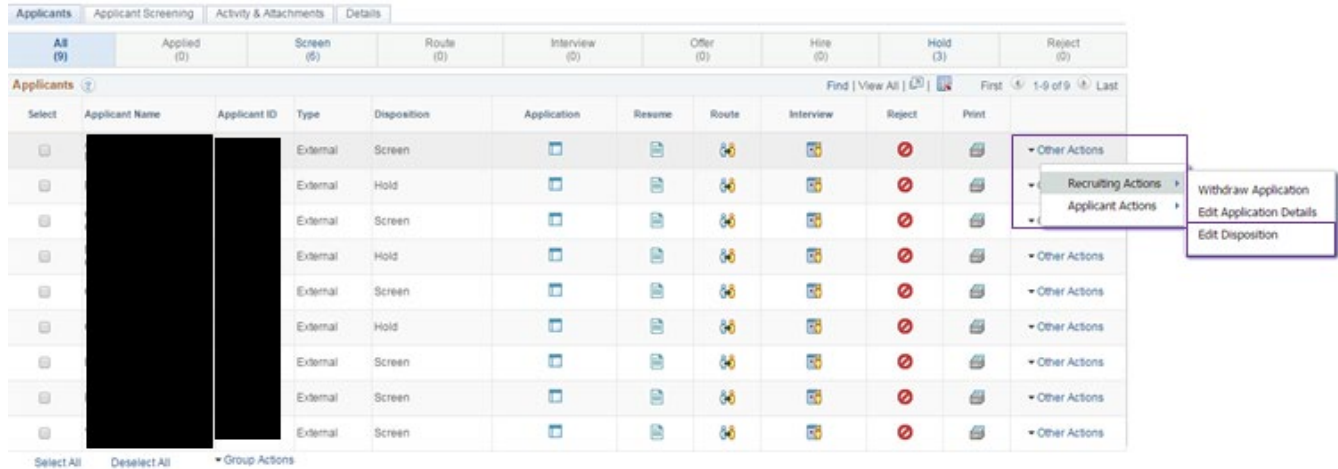
CANDIDATE DISPOSITION

A candidate's disposition refers to the status the candidate is currently in. Most often the hiring committee will see: Applied, Screen, Hold. The committee members should only view those listed in the 'Screen' status.

| Disposition | Meaning | Phase of Search |
|--|---|------------------------------|
| Applied | The Candidate has submitted their application, but the Chair/Admin. Support/HR has yet to determine if all application materials are complete. | Initial Screening |
| Screen | The candidate has a completed application and can be viewed by the Chair/Admin. Support/HR. | Initial Screening |
| Hold (do not use) | The candidate is missing application materials and therefore is on hold. The Admin. Support person should communicate the missing materials via TAM email. The candidate should not be reviewed until in 'Screen' disp. | Initial Screening |
| Under Review (do not use) | The team is moving forward with reviewing the candidate's qualifications | Initial Screening |
| Does Not Meet Minimum Qualifications (do not use) | As the title implies, the group will not be moving forward because the required qualifications are not met. | Throughout Search |
| Consider for Interview | The candidate is a front-runner for an in person interview, and is likely participating in a phone interview. | Phone/In-Person Interview |
| Interview | Candidate will come to campus for in-person interview | In-Person Interview |

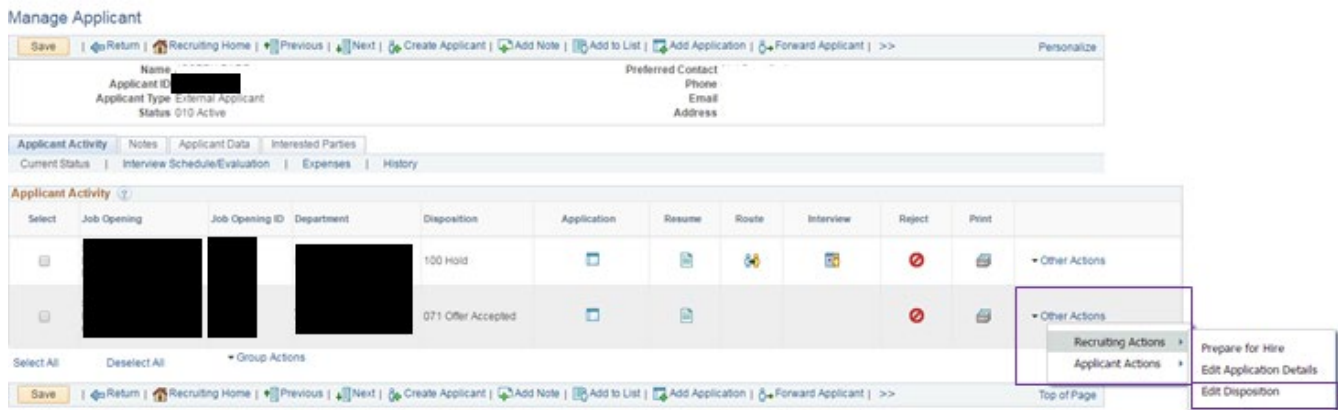
CHANGING CANDIDATE DISPOSITION

A candidate's disposition is accessible in two ways:



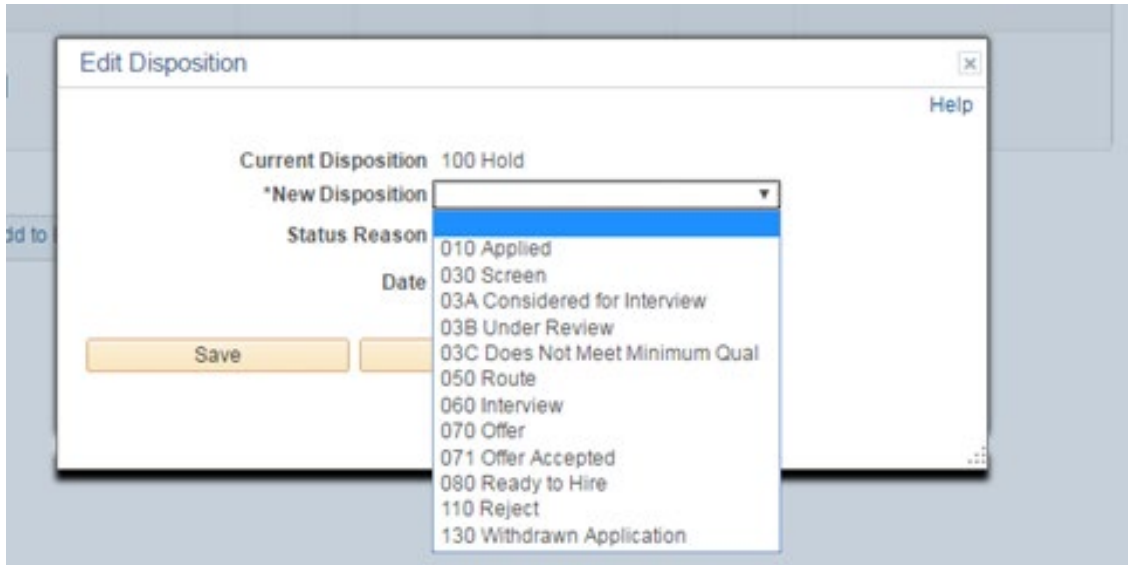
(1) On the applicant list, you can click on the 'Other Actions' drop-down associated with the candidate's name, then 'Recruiting Actions', then 'Edit Disposition' as show below:

(2) On the applicant list, you can click on the applicant's name, and then select 'Other Actions' drop-down associated with the candidate's name, then 'Recruiting Actions', then 'Edit Disposition' as show below:



As shown in the example above, a candidate may have applied for more than one position. In that case, ensure you are change the disposition for the appropriate position.

A dialogue box will then appear where you change the disposition in the '*New Disposition' drop down menu. Click 'Save' once you have chosen the appropriate new disposition.

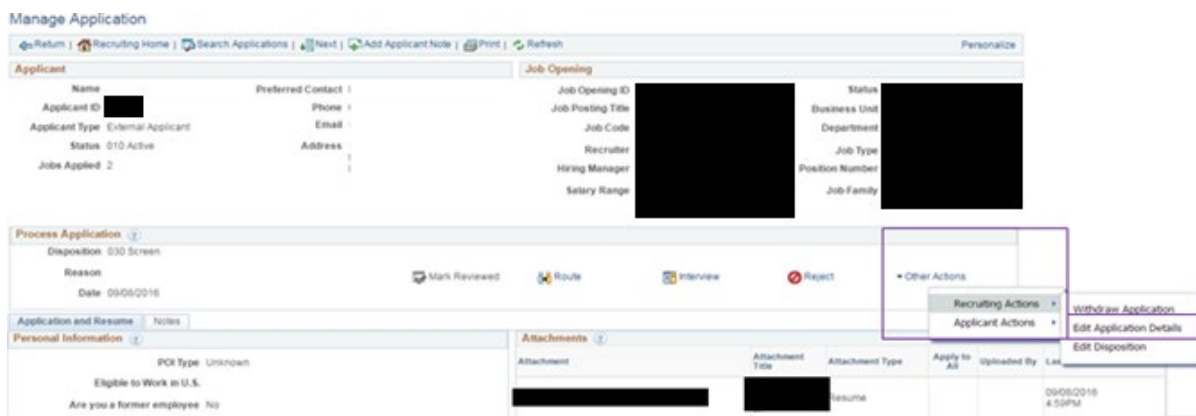


Regardless of the page from which you access the 'Edit Disposition' option, the new disposition will show in the 'Disposition' column.

ATTACHING ADDITIONAL DOCUMENTS TO CANDIDATE FILE

Additional documents, including updated resume, references, teaching philosophy, etc. can be added by accessing the candidate information.

Click on the candidate's name or the application icon on the applicant list. In the 'Process Application' section, click the 'Other Actions' drop down menu, then 'Recruiting Action' and 'Edit Application Details'.



Then, under the 'Attachments' section, click the 'Add Attachment' button

| Attachments ? | | | | | | |
|--|------------------|------------------------|--------------------------|-------------------|-------------|--|
| Personalize Find View All [Print] [Calendar] | | | | | | |
| First 1-5 of 7 Last | | | | | | |
| Attachment | Attachment Title | Attachment Type | Apply to All | Last Updated | Uploaded By | |
| [Redacted] | References list | References | <input type="checkbox"/> | 09/08/2016 5:03PM | | |
| [Redacted] | Cover letter | Cover Letters | <input type="checkbox"/> | 09/08/2016 5:00PM | | |
| [Redacted] | Transcript | Transcript Attachments | <input type="checkbox"/> | 09/08/2016 5:02PM | | |
| [Redacted] | Transcript_Maste | Transcript Attachments | <input type="checkbox"/> | 09/13/2016 2:44PM | [Redacted] | |
| [Redacted] | Transcript_Bach | Transcript Attachments | <input type="checkbox"/> | 09/13/2016 2:44PM | [Redacted] | |

Add Attachment

This will open a new box to browse save files. Choose the file you would like to include and select 'Upload'. Please remember that attachments should only be deleted if you are updating/replacing a document.

The screenshot shows a Windows File Explorer window titled 'private > Recruitment > Applicant Materials'. The file list includes:

| Name | Date modified | Type | Size |
|--|--------------------|---------------------|--------|
| [Redacted] Transcripts | 5/3/2016 11:42 AM | Adobe Acrobat D... | 490 KB |
| [Redacted] List of References | 3/30/2016 8:19 AM | Adobe Acrobat D... | 21 KB |
| [Redacted] UWSP Statement | 3/30/2016 8:20 AM | Microsoft Word D... | 14 KB |
| Cover letter [Redacted] | 2/15/2016 8:29 AM | Adobe Acrobat D... | 128 KB |
| Curriculum Vitae [Redacted] | 2/29/2016 1:29 PM | Microsoft Word D... | 38 KB |
| [Redacted] | 8/19/2016 4:33 PM | Adobe Acrobat D... | 150 KB |
| [Redacted].docx | 8/15/2016 9:34 AM | Adobe Acrobat D... | 582 KB |
| letter of Reference [Redacted] | 6/8/2016 10:00 AM | Microsoft Word D... | 15 KB |
| List of references [Redacted] | 5/3/2016 11:44 AM | Adobe Acrobat D... | 515 KB |
| [Redacted] Official Transcript - Int Admin ... | 4/27/2016 11:42 AM | Adobe Acrobat D... | 17 KB |
| [Redacted] | 4/13/2016 10:27 AM | Adobe Acrobat D... | 613 KB |

Overlaid on the bottom right is a 'File Attachment' dialog box with the following options:

- Choose File
- No file chosen
- Upload
- Cancel

You will then need to click the 'Save' button in the upper left-hand corner before returning to the posting.

Save | Return | Recruiting Home | Print Personalize

| | |
|-----------------------------------|-------------------------|
| Name | Preferred Contact Email |
| Applicant ID | Phone |
| Applicant Type External Applicant | Email |
| Status 010 Active | Address |

ATTACHING ADDITIONAL DOCUMENTS TO THE JOB POSTINGS

Find the Job Opening and click 'Activity & Attachments'. The default tab that is open is entitled 'Applicants'.

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | No Category | >> Personalize

| | |
|-------------------|---------------|
| Job Opening ID | Status |
| Job Posting Title | Business Unit |
| Job Code | Department |
| Position Number | Job Family |

Applicants | Applicant Screening | **Activity & Attachments** | Details

Job History ?

| Date | Subject | Reason | Action Taken By |
|------------|----------------------|-------------------|-----------------|
| 09/06/2016 | 010 Open | New Authorization | |
| 09/06/2016 | 010 Open | | |
| 09/01/2016 | 006 Pending Approval | | |
| 09/01/2016 | 005 Draft | | |

Searches ?
No searches are related to this Job Opening.

Notes
No notes have been added to this Job Opening.

Add Note

Attachments

| File Name | Description | Audience | Updated | Uploaded By | |
|---------------------------------|---------------------------------|----------|--------------------|-------------|--|
| Interview_questions.docx | | Public | 11/21/2016 12:53PM | | |
| SBE_Chair_screening_device.docx | SBE_Chair_screening_device.docx | Public | 11/21/2016 12:53PM | | |
| Posting_Bus_Analytics.pdf | | Public | 09/07/2016 4:21PM | | |

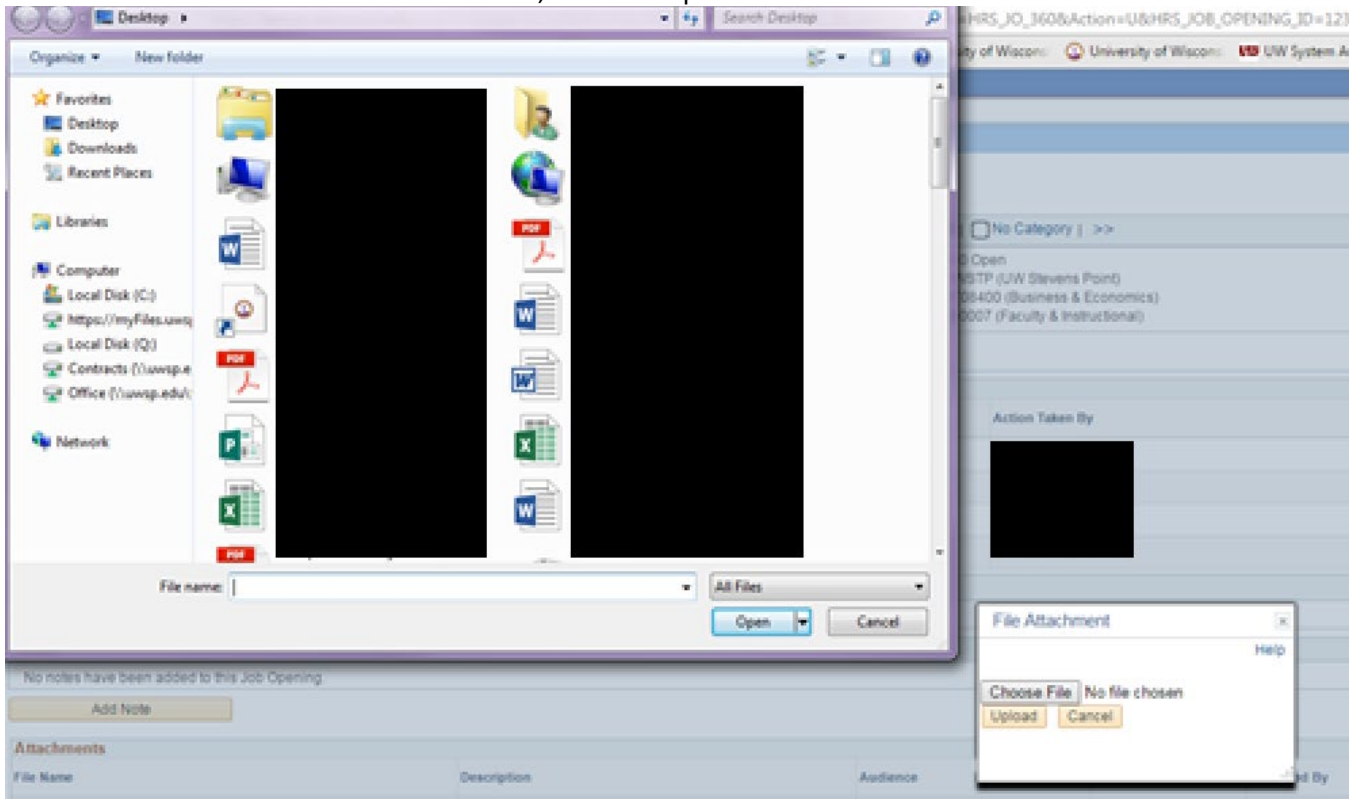
Add Attachment

Expenses
No Expenses have been added to this Job Opening.

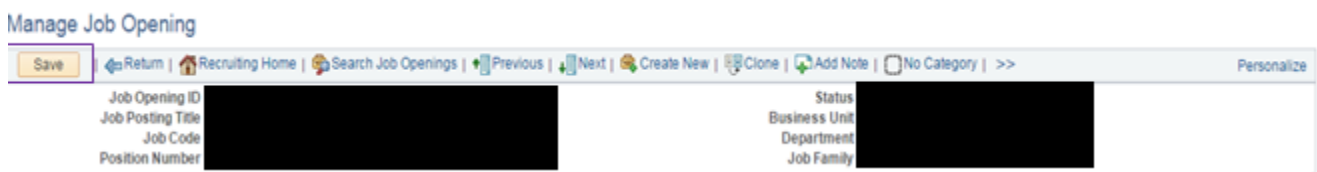
Add Expense

Save | Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Add Note | No Category | >> Top of Page

Click 'Add Attachment' at the bottom of the 'Attachments section'. This will prompt a new dialogue box. Select 'Choose File' and once a document is selected, click the 'Upload' button.



Choose the 'Public' from the drop-down menu in the 'Audience' column for the material that is being posted. Press 'Save' and 'Refresh' to view the new document.



PRINTING APPLICANT DATA

Under the applicant click the application icon, select the attachment that requires printing, and then print from the browser.

Process Application ?

Disposition: 010 Applied
Reason: [Redacted]
Date: 01/20/2017

Mark Reviewed Route Interview Reject Other Actions

Personal Information ?

POI Type: Unknown
Eligible to Work in U.S.: [Redacted]
Are you a former employee: Yes
Previous Termination Date: 02/01/2007

Preferences

Desired Start Date: 02/20/2017
Regular/Temporary: Regular
Full/Part-Time: Full-Time
Willing to Relocate: Yes
Willing to Travel: Yes
Travel Percentage: Up to 25% of the time

Geographic Preferences

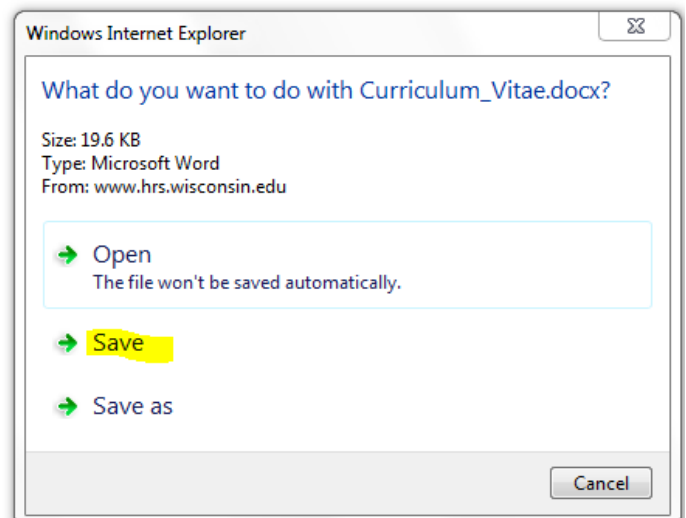
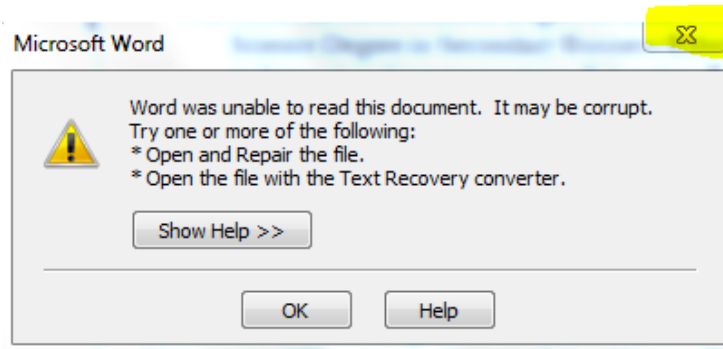
First Choice: UW Stevens Point
Second Choice: [Redacted]

Attachments ?

| Attachment | Attachment Title | Attachment Type | Apply to All | Upload By |
|------------|---------------------------|------------------------|--------------|-----------|
| [Redacted] | [Redacted] | Resume | | |
| [Redacted] | Mechenich, Curriculum_Vit | Transcript Attachments | | |
| [Redacted] | [Redacted] | Transcript Attachments | | |
| [Redacted] | [Redacted] | References | | |
| [Redacted] | [Redacted] | Cover Letters | | |

Work Experience

No Work Experience has been added to this applicant's profile.



If the document is a Word document, then you will likely need to 'Click Enable Editing' to view and print the document. If an error message is prompted you will have to save the document to your desktop to view and print.

Appendix

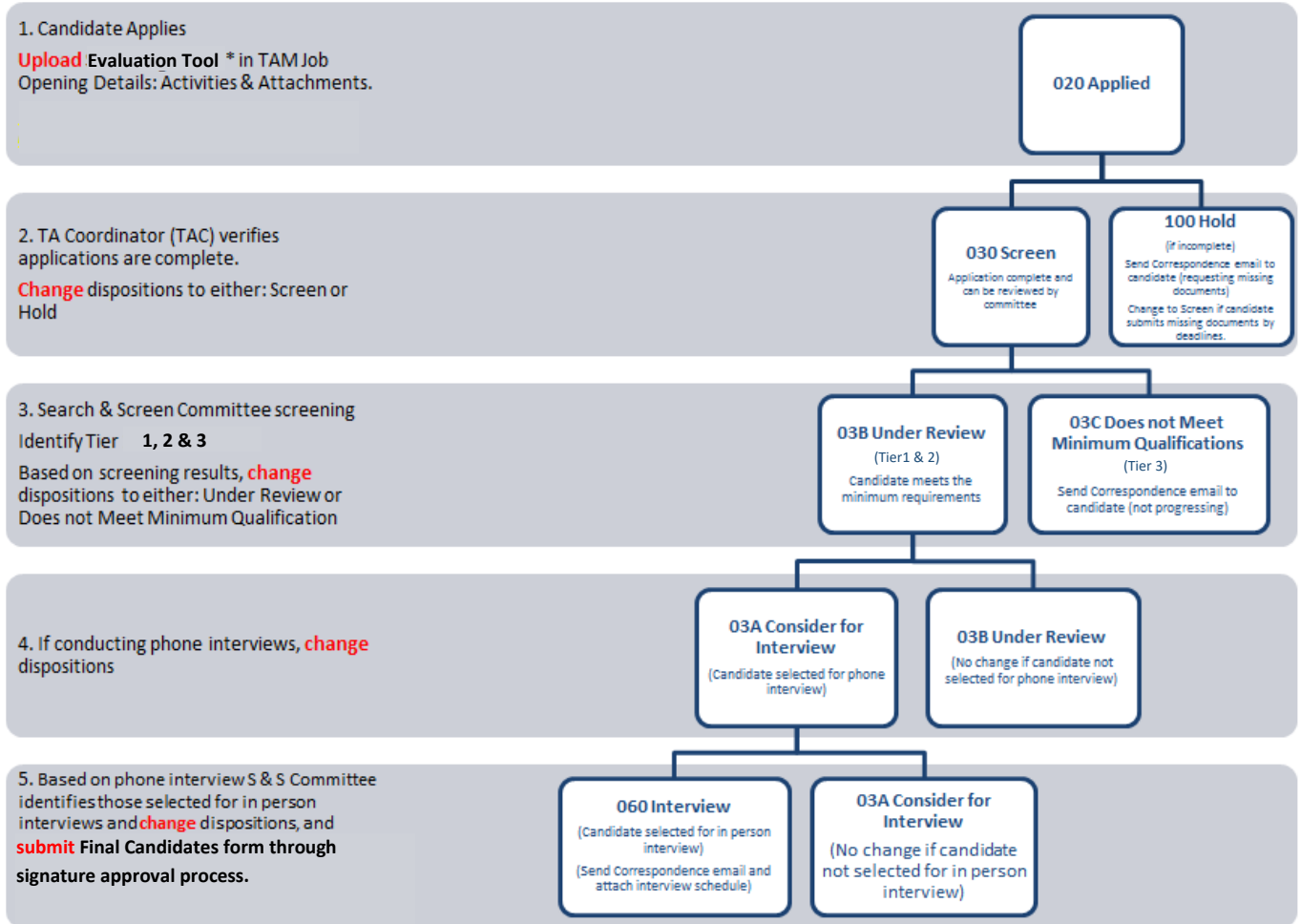
SAMPLE EMAILS

| Situation | Subject | Email |
|--|---|--|
| To candidates in the Applied Status | Acknowledgement of Receipt of Application | <p>Dear (Name),</p> <p>I am pleased you have applied for the position of (Position Title) at the University of Wisconsin-Parkside. Your application packet was complete OR Your application packet was missing XYZ. The screening of applications begins (date) (and only completed applications as of (date) will be considered).</p> <p>On behalf of my committee colleagues, we sincerely appreciate your interest in this position and thank you for your application. Please contact me if you have any questions regarding our position.</p> <p>Regards,</p> <p>(Contact Name)</p> <p>(Chair or Admin. Support), Search Committee-(Position)</p> |
| To candidates who apply after the rolling deadline date has passed | Acknowledgement of Receipt of Application | <p>Dear (Name),</p> <p>I am pleased you have applied for the position of (Position Title) at the University of Wisconsin-Parkside.</p> <p>On behalf of my committee colleagues, we sincerely appreciate your interest in this position and thank you for your application. Please contact me if you have any questions regarding our position.</p> <p>Regards,</p> <p>(Contact Name)</p> <p>(Chair or Admin. Support), Search Committee-(Position)</p> |

| | | |
|--|---|---|
| <p>To candidates letting them know the position deadline has been extended</p> | <p>UW-Parkside (Position Title) Position Update</p> | <p>Greetings,</p> <p>As a courtesy, you are receiving this communication to notify you the application deadline for the position of (position title) at UW-Parkside has been extended to (extended deadline date). At that time, all application materials will be reviewed. Thank you for your interest in this position.</p> <p>Regards,</p> <p>(Contact Name)</p> <p>(Chair or or Admin. Support), Search Committee-(Position)</p> |
| <p>To pool candidates indicating the department is not hiring at this time (adjunct)</p> | <p>Acknowledgement of Receipt of Application</p> | <p>Dear (Name),</p> <p>Thank you for submitting your application for the position of (Title) at the University of Wisconsin-Parkside. We are not currently hiring for this department, but should an opening occur, your application materials will be reviewed.</p> <p>On behalf of my committee colleagues, we sincerely appreciate your interest in this position and thank you for your application. Please contact me if you have any questions regarding our position.</p> <p>Regards,</p> <p>(Contact Name)</p> <p>(Chair or or Admin. Support), Search Committee-(Position)</p> |

| Situation | Subject | Email |
|--|--|--|
| To candidates submitting application materials via e-mail or not through TAM | Acknowledgement of Receipt of Application | <p>(Name),</p> <p>Thank you for your interest in the (Position Title) position at the University of Wisconsin-Parkside. In order to be considered for the position we need you to submit your application through the University of Wisconsin Careers website..</p> <p>If you do not have an account created in the University of Wisconsin Careers website, you can create an account at this link: https://www.careers.wisconsin.edu/</p> <p>Once you have created an account you can search for the position by its position number. The position number for the position you are currently interested in is (position number).</p> <p>At that point, you will be able to upload your cover letters, resume, transcripts, and all other required application documents.</p> <p>A Frequently Asked Question document to assist you in applying can be found here: https://kb.wisc.edu/hrs/page.php?id=21900</p> <p>I hope this helps you get started. I look forward to receiving your application in our Careers applicant tracking system..</p> <p>Regards,</p> <p>(Contact Name)</p> <p>(Chair or or Admin. Support), Search Committee-(Position)</p> |
| To candidates who did not get the position | (UW- Parkside (Position Title) Position Update | <p>Thank you for your interest in the (Position Title) position at the University of Wisconsin-Parkside. Many qualified applicants applied for this job opening. However, after review of the applications, yours was not selected for further consideration.</p> <p>We wish you success with your job search in the future and invite you to explore https://www.careers.wisconsin.edu for further employment opportunities.</p> <p>Regards,</p> <p>(Contact Name)</p> <p>(Chair or or Admin. Support), Search Committee-(Position)</p> |

DISPOSITION FLOW CHART



WITHDRAW NOTE: If a candidate withdraws at any step in the process, record this notification in the Applicants' Contact Notes:

1. Date UW- Parkside was notified
2. How UW- Parkside was notified (phone, email etc.)
3. Who the applicant notified
4. If any specific reasons were provided by the applicant – please include.
5. Change their disposition status to: **120 Withdrawn**