

TRE Key Reminders – Job Postings/JobApply

❖ PVL “Additional Application Procedures”

- As of August 14, 2015, PVL and the employment website no longer contain the following hard- coded text:
Unless another application procedure has been specified above, please send resume and cover letter referring to Position Vacancy Listing #XX to:
- Then when we convert this to post in JobApply, we will ensure those instructions in JobApply reflect those in the “Additional Application Procedures” in PVL.

❖ Assured Consideration Dates: 2 weeks vs. 4 weeks

- If the salary max, advertised or not, is greater than the Category A, Range 8 minimum (A-basis: \$72,814 annual, \$35.007 hourly), the position must be posted for 4 weeks.
- Applies to most Limited, Academic and University Staff positions.
- Reference the RAS Procedures and help document “Recruitment Forms and Minimum Recruitment and Scope Requirements” found on the RAS Toolkit: <http://hrdesign.wisc.edu/ras/>.

❖ Assured Consideration/Deadline Date Extensions

- Email teri, Christy and/or Sarah to request the extensions and we will contact our TRE Rep to request extensions to assured consideration and deadline dates. Note: Also our TRE rep can directly to put positions in hire pending, changes to application instructions, or cancellations.

❖ Posting Multiple Vacancies on One JobApply Listing or Re-using an Applicant Pool

- Can use one applicant pool for multiple vacancies if the vacancies are in the same title or title series, operational area, and FTE.
- Cannot combine applicant pools for different titles/recruitments. Example: If recruiting for an HR Assistant and an HR Specialist and you find an HR Assistant applicant would be a great fit for the HR Specialist, you cannot hire this applicant into the HR Specialist position unless they applied for it.
- Reference RAS Procedure and help document “Posting Multiple Vacancies with One JobApply Listing” found in Box: HR Representatives Meetings/Talent Recruitment and Engagement/JEMS PVL and CHRIS.

❖ Applying via JobApply

- When using JobApply, applicants must submit application materials in JobApply. If an applicant is having issues using the system and you can’t assist them, contact Susan or Lauren (their contact information is on the JobApply website). Do not accept application materials submitted via email or mail.

❖ Hire/Effective Dates

- Effective dates must be after the deadline date. This includes temporary employees.
- Reference help document “How to Determine the Effective Date for a Hire” found in Box: HR Representatives Meetings/Talent Recruitment and Engagement/JEMS PVL and CHRIS.

❖ Miscellaneous

- **Check for spelling, grammar and punctuation errors!! I catch quite a few, please double check this and help save time!**
- Remember to cancel PVL/PD’s that will not be filled (contact teri, Christy and/or Sarah)
- Keep the Applicant Spreadsheet up to date and provide that to Christy, Sarah and/or teri so we can update JobApply for search history events for applicants.