

TREMS Job Posting Card – Decentralized Division

Sample Job Card Approval Workflow used for the Job Posting Card

Name:*

Step	Approval position	Levels above position	Default user	Days req'd
1	Department Appr	Select	<input type="text" value="No User selected"/>	1
2	Division HR Appr	Select	<input type="text" value="No User selected"/>	1
3	TRE Approval	Select	SUSAN BACULIK E-mail: SUSAN.BACULIK@WISC.EDU	1

Division HR: E-mail: jobapply@ohr.wisc.edu

E-mail settings:
 Use default approval email (set in Communication Templates)
 Use custom approval email

Buttons: Save, Cancel

This field will be used to populate a division HR group email address

Posting initiated by the Hiring Administrator

Select a job template

1. JEMS Transaction ID

No position selected

Buttons: Next >, Cancel

Enter JEMS Transaction ID Number

Display after JEMS transaction ID is entered

Select a job template

1. JEMS Transaction ID

MEDICAL ONCOLOGIST/HEMA  

⇒ TRAIN72735-AS

MEDICAL ONCOLOGIST/HEMATOLOGIST
(A534260-MEDICAL
SCHOOL/MEDICINE/HEM-ONC)

Next >

Cancel

Screen shot after the JEMS Transaction ID number is entered.

Screens prior to selection by Hiring Administrator

Position info | Notes | Documents

JEMS Transaction ID:*

Official Title: PROFESSOR (CHS)
 + Number: D01NN

All Advertised Titles: PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)
 Posting Title:* MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)
 Working Title: MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)

NUMBER OF POSITIONS BEING RECRUITED

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). Multiple position selection is only for AS, FA, LI

Number of vacancies to be filled by transaction: 1

Positions:* New: Replacement: Add

Position no	Type	Applicant	Application status
1	TRAIN72735-A5	Select	Cancel

POSITION DETAILS

Division:* DIV-MEDICAL SCHOOL
 Department: DEPT-A5342
 Sub Department: SMPH/MEDICINE/HEM-ONC
 Employee Class Name: Academic Staff-Renewable
 FLSA status: Exempt
 FTE: 75 - 100
 Pay Basis: Annual

Reports to manager name:*
 No user selected.

Annotations:

- Enter JEMS Transaction ID (points to JEMS Transaction ID field)
- Mapped from JEMS (points to Official Title and Number)
- Mapped from JEMS (points to Employee Class Name)
- If more than 1 vacancy indicated in field above, add additional positions (points to Add button)
- Select from dropdown list (points to Type dropdown)
- Populate with manager/supervisor's (points to Reports to manager name field)

SEARCH COMMITTEE/INTERVIEW PANEL

Do you wish to utilize a search committee/interview panel?:*

Yes No

Search committee chair:



No user selected.

Search committee members:

Add Search committee member

Recipient

Remove all

No Search committee member selected.

Search committee member information:

Indicate if using a search committee

JOB POSTING

Work Type:*

Select from dropdown list

Sourcing location:*

Please select the categories you would like your position posted under on the website:*

- Academic Advising, Student Service/Support
- Agricultural, Animal, Biological and Life Sciences
- Architecture, Construction, Planning
- Communications, Editor, Public Relations, Marketin
- Dean/Director/Executive
- Engineering
- Event Planning, Program Coordination
- Facilities, Skilled Trades, Maintenance
- Food Service, Food Production
- Grant/Research/Contract Management
- Health Care, Medical, Social Services
- Information Systems/Technology
- Laboratory Technician, Research Specialists
- Library, Museum, Arts
- Natural Resources, Plant Sciences, Environmental S
- Public Safety, Law Enforcement/Compliance
- Research, Scientific
- Transportation Services
- Accounting, Finance, Purchasing
- Animal Care, Vet Medicine
- Athletics
- Custodial
- Development, Alumni Affairs
- Environmental, Occupational Health and Safety
- Extension, Outreach, Public Engagement
- Food Science, Nutritional Science
- Geology/Cartography
- Graphic Design, Web Design/Development, Computer S
- Human Resources, Payroll
- Instructional
- Legal Affairs
- Management/Supervisory
- Office & Administrative Support
- Quality, Risk Management and Compliance
- Training, Employee Development, Instructional Desi
- Other

Select all that apply

Please select the appropriate application:*

Select from dropdown list

The 'Advertising Summary' and 'Advertisement Text' will flow through to the sourcing tab

The Advertising Summary - This is the summary text that will display on the search page. This is where you get the applicants attention and prompt them to open the job posting!

Advertising summary:*

User creates text. Flows to sourcing.

Mapped from JEMS

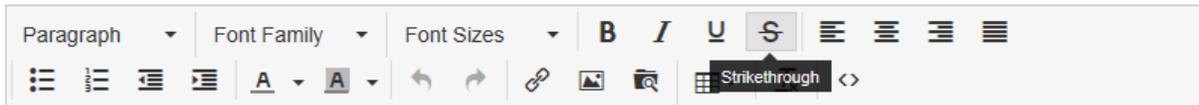
1. Copy (Ctrl-C) from the 'Advertising Text from JEMS' field
2. Navigate to the Advertisement Text field and select the < > symbol in the bottom toolbar
3. Paste (CTRL-V) to the Source code box, then select OK
4. Clear out the "Avertising Text from JEMS" field to be able to save

Advertisement Text from JEMS:

```
<table class="border"><tbody><tr><th>Position Vacancy ID:</th><td><p>72735-AS</p></td></tr><tr><th>Working Title:</th><td><p>Medical Oncologist/Hematologist</p></td></tr><tr><th>Official Title:</th><td><p>PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)</p></td></tr><tr><th>Hiring Department:</th><td><p>A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC</p></td></tr><tr><th>Advertised Salary:</th><td><p>Negotiable</p></td></tr></tbody></table>
```

Advertisement text:*

Tip: To paste text, press CTRL + V.



Follow directions above to enter. Flows to sourcing.

p

Recruitment process:*

Select from dropdown list

JEMS REPORTING INFORMATION

JEMS transaction creation date: 21-APR-16
 JEMS transaction submitted date: 21-APR-16
 JEMS transaction division approval date: 21-APR-16
 JEMS transaction validation date:
 JEMS transaction C&T approval date: 21-APR-16

Mapped from JEMS. Used for reporting

USERS AND APPROVALS

Hiring Delegate (optional):
 No user selected.

Manual selection

Hiring Administrator:*
 Email address: ljtrems@gmail.com

Auto-populates with the name of user who initiates the posting.

Approval process:*

Select approval process from dropdown list

[Empty form area]

[Next page](#) ▶

Please fill in all mandatory fields marked with an asterisk (*).

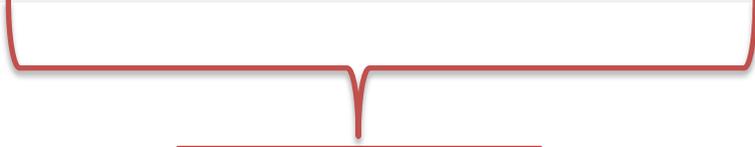
Save a draft

Save

Save & exit

Cancel

Spell check



Select

Completed Job Posting Card by the Hiring Administrator

Position info	Notes	Documents	
JEMS Transaction ID:*	<input type="text" value="SusanTRAIN72735-AS"/>		
Official Title:	PROFESSOR (CHS) + Number: D01NN		
All Advertised Titles:	PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)		
Posting Title:*	MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)		
Working Title:	MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)		
NUMBER OF POSITIONS BEING RECRUITED	<p>Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). Multiple position selection is only for AS, FA, LI</p>		
Number of vacancies to be filled by transaction:	1		
Positions:*	New: <input type="text"/> Replacement: <input type="text"/> <input type="button" value="Add"/>		
Position no	Type	Applicant	Application status
1	<input type="text" value="TRAIN72735-AS"/> <input type="text" value="New"/> <input type="button" value="v"/>	-	- Cancel
POSITION DETAILS			
Division:*	DIV-MEDICAL SCHOOL		
Department:	DEPT-A5342		
Sub Department:	SMPH/MEDICINE/HEM-ONC		
Employee Class Name:	Academic Staff-Renewable		
FLSA status:	Exempt		
FTE:	75 - 100		
Pay Basis:	Annual		
Reports to manager name:*	<input type="text" value="Susan Ba"/> <input type="button" value="u"/> <input type="button" value="r"/>		
	+ Email address: sbaculik@charter.net		

SEARCH COMMITTEE/INTERVIEW PANEL

Do you wish to utilize a search committee/interview panel?*

Yes No

Search committee chair:



No user selected.

Search committee members:

Add Search committee member

Recipient

Remove all

No Search committee member selected.

Search committee member information:

JOB POSTING

Work Type:*

Sourcing location:*

Please select the categories you would like your position posted under on the website:*

- | | |
|--|---|
| <input type="checkbox"/> Academic Advising, Student Service/Support | <input type="checkbox"/> Accounting, Finance, Purchasing |
| <input type="checkbox"/> Agricultural, Animal, Biological and Life Sciences | <input type="checkbox"/> Animal Care, Vet Medicine |
| <input type="checkbox"/> Architecture, Construction, Planning | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Communications, Editor, Public Relations, Marketing | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Dean/Director/Executive | <input type="checkbox"/> Development, Alumni Affairs |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Environmental, Occupational Health and Safety |
| <input type="checkbox"/> Event Planning, Program Coordination | <input type="checkbox"/> Extension, Outreach, Public Engagement |
| <input type="checkbox"/> Facilities, Skilled Trades, Maintenance | <input type="checkbox"/> Food Science, Nutritional Science |
| <input type="checkbox"/> Food Service, Food Production | <input type="checkbox"/> Geology/Cartography |
| <input type="checkbox"/> Grant/Research/Contract Management | <input type="checkbox"/> Graphic Design, Web Design/Development, Computer S |
| <input checked="" type="checkbox"/> Health Care, Medical, Social Services | <input type="checkbox"/> Human Resources, Payroll |
| <input type="checkbox"/> Information Systems/Technology | <input type="checkbox"/> Instructional |
| <input type="checkbox"/> Laboratory Technician, Research Specialists | <input type="checkbox"/> Legal Affairs |
| <input type="checkbox"/> Library, Museum, Arts | <input type="checkbox"/> Management/Supervisory |
| <input type="checkbox"/> Natural Resources, Plant Sciences, Environmental S | <input type="checkbox"/> Office & Administrative Support |
| <input type="checkbox"/> Public Safety, Law Enforcement/Compliance | <input type="checkbox"/> Quality, Risk Management and Compliance |
| <input checked="" type="checkbox"/> Research, Scientific | <input type="checkbox"/> Training, Employee Development, Instructional Desi |
| <input type="checkbox"/> Transportation Services | <input type="checkbox"/> Other |

Please select the appropriate application:*

General Application - Resume, Cover Letter, References Required ▼

The 'Advertising Summary' and 'Advertisement Text' will flow through to the sourcing tab

The Advertising Summary - This is the summary text that will display on the search page. This is where you get the applicants attention and prompt them to open the job posting!

Advertising summary:*

Medical Oncologist with an interest in clinical and translational research in GU malignancies to join our faculty. ▲▼

Paragraph ▾
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Position Vacancy ID:	72735-AS
Working Title:	Medical Oncologist/Hematologist
Official Title:	PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)
Hiring Department:	A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC
Advertised Salary:	Negotiable ANNUAL (12 months)
Degree and area of specialization:	MD, DO, MD/PhD or equivalent; Must be Board prepared or eligible in Hematology/Oncology and/or Medical Oncology.
Minimum number of years and type of relevant work experience:	Clinical and research interest in hematology/oncology; primary area of genitourinary cancer. Completion of accredited fellowship training program. Candidates for senior rank must meet criteria for appointment at rank per UW School of Medicine and Public Health guidelines.
Position Summary:	<p>The Division of Hematology/Oncology, Department of Medicine at the University of Wisconsin is seeking applicants for a full-time Medical Oncologist with an interest in clinical and translational research in GU malignancies to join our faculty. The incumbent will be expected to provide clinical patient care at UW Health approved locations, pursue research interests and provide clinical teaching to medical students, fellows and residents. The candidate will have protected time to pursue research interests and to engage in related scholarly activity. The successful candidate would collaborate with dedicated disease-specific research staff and have access to shared services. Leadership positions in the University of Wisconsin Carbone Comprehensive Cancer Center may be available to appropriate candidates. Service to the Division, Department and SMPH as appropriate to the rank.</p> <p>Candidates should have an M.D. or equivalent degree, and be board eligible/certified in Hematology and Medical Oncology. The Division of Hematology/Oncology is part of the Department of Medicine and the NCI-designated UW Carbone Comprehensive Cancer Center. The Division is active in all phases of cancer therapy development and evaluation.</p>
Instructions to Applicants:	Please upload a CV and cover letter summarizing research interests referring to Position Vacancy Listing # 72735.
	<p>NOTE: A Period of Evaluation will be Required</p> <p>*****</p>

table » tbody » tr » td » p

Recruitment process:* 

JEMS REPORTING INFORMATION

JEMS transaction creation date: 21-APR-16

JEMS transaction submitted date: 21-APR-16

JEMS transaction division approval date: 21-APR-16

JEMS transaction validation date:

JEMS transaction C&T approval date: 21-APR-16

USERS AND APPROVALS

Hiring Delegate (optional):  
 Email address: phtrems@yahoo.com

Hiring Administrator:*  
 Email address: ljtreams@gmail.com

Approval process:* 

1. Department Approval:	<input type="text" value="Patrick Hanson-TREMS"/>  
	 phtrems@yahoo.com
2. Division HR Approval:	<input type="text" value="Kayla Wolfe-TREMS"/>  
	 kwtrems@yahoo.com
3. TRE Approval:	<input type="text" value="SUSAN BACULIK"/>  
	 SUSAN.BACULIK@WISC.EDU

[Next page](#) 

Please fill in all mandatory fields marked with an asterisk (*).

Approval Process (Department Approver)

★ Indicates fields that can be edited at the approval process by someone with Hiring Administrator Security Role

MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)

Revision history

Position info | **Notes** | Documents

JEMS Transaction ID:*

Official Title: PROFESSOR (CHS)
+ Number: D01NN

All Advertised Titles: PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)
 Posting Title:* MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)
 Working Title: MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)
 NUMBER OF POSITIONS BEING RECRUITED

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). Multiple position selection is only for AS, FA, LI

Number of vacancies to be filled by transaction: 1

Positions:* ★ New: Replacement:

Position no	Type	Applicant	Application status
1	★ <input type="text" value="TRAIN72735-AS"/> <input type="text" value="New"/> <input type="button" value="v"/>	-	- <input type="button" value="Cancel"/>

POSITION DETAILS

Division:* DIV-MEDICAL SCHOOL
 Department: DEPT-A5342
 Sub Department: SMPH/MEDICINE/HEM-ONC
 Employee Class Name: Academic Staff-Renewable
 FLSA status: Exempt
 FTE: 75 - 100
 Pay Basis: Annual

★ Reports to manager name:*

SEARCH COMMITTEE/INTERVIEW PANEL



Do you wish to utilize a search committee/interview panel?*

Yes No

Search committee chair:



No user selected.

Search committee members:

Add Search committee member

Recipient

Remove all

No Search committee member selected.

Search committee member information:

JOB POSTING



Work Type:*



Sourcing location:*



Please select the categories you would like your position posted under on the website.*

- | | |
|--|---|
| <input type="checkbox"/> Academic Advising, Student Service/Support | <input type="checkbox"/> Accounting, Finance, Purchasing |
| <input type="checkbox"/> Agricultural, Animal, Biological and Life Sciences | <input type="checkbox"/> Animal Care, Vet Medicine |
| <input type="checkbox"/> Architecture, Construction, Planning | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Communications, Editor, Public Relations, Marketing | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Dean/Director/Executive | <input type="checkbox"/> Development, Alumni Affairs |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Environmental, Occupational Health and Safety |
| <input type="checkbox"/> Event Planning, Program Coordination | <input type="checkbox"/> Extension, Outreach, Public Engagement |
| <input type="checkbox"/> Facilities, Skilled Trades, Maintenance | <input type="checkbox"/> Food Science, Nutritional Science |
| <input type="checkbox"/> Food Service, Food Production | <input type="checkbox"/> Geology/Cartography |
| <input type="checkbox"/> Grant/Research/Contract Management | <input type="checkbox"/> Graphic Design, Web Design/Development, Computer S |
| <input checked="" type="checkbox"/> Health Care, Medical, Social Services | <input type="checkbox"/> Human Resources, Payroll |
| <input type="checkbox"/> Information Systems/Technology | <input type="checkbox"/> Instructional |
| <input type="checkbox"/> Laboratory Technician, Research Specialists | <input type="checkbox"/> Legal Affairs |
| <input type="checkbox"/> Library, Museum, Arts | <input type="checkbox"/> Management/Supervisory |
| <input type="checkbox"/> Natural Resources, Plant Sciences, Environmental S | <input type="checkbox"/> Office & Administrative Support |
| <input type="checkbox"/> Public Safety, Law Enforcement/Compliance | <input type="checkbox"/> Quality, Risk Management and Compliance |
| <input checked="" type="checkbox"/> Research, Scientific | <input type="checkbox"/> Training, Employee Development, Instructional Desi |
| <input type="checkbox"/> Transportation Services | <input type="checkbox"/> Other |



Please select the appropriate application.*

General Application - Resume, Cover Letter, References Required ▼

The 'Advertising Summary' and 'Advertisement Text' will flow through to the sourcing tab

The Advertising Summary - This is the summary text that will display on the search page. This is where you get the applicants attention and prompt them to open the job posting!



Advertising summary.*

The Division of Hematology/Oncology,
Department of Medicine at the University of
Wisconsin is seeking applicants for a full-time ▲
▼

1. Copy (Ctrl-C) from the 'Advertising Text from JEMS' field
2. Navigate to the Advertisement Text field and select the < > symbol in the bottom toolbar
3. Paste (CTRL-V) to the Source code box, then select OK
4. Clear out the "Avertising Text from JEMS" field to be able to save

Advertisement Text from JEMS:

Advertisement text:*

Tip: To paste text, press CTRL + V.

Paragraph Font Family Font Sizes
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☰ ☰ ☰ ☰
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🔗 🖼️ 🗑️
📊 *I* <>

Advertised Salary:	negotiable ANNUAL (12 months)
Degree and area of specialization:	MD, DO, MD/PhD or equivalent; Must be Board prepared or eligible in Hematology/Oncology and/or Medical Oncology.
Minimum number of years and type of relevant work experience:	Clinical and research interest in hematology/oncology; primary area of genitourinary cancer. Completion of accredited fellowship training program. Candidates for senior rank must meet criteria for appointment at rank per UW School of Medicine and Public Health guidelines.
	The Division of Hematology/Oncology, Department of Medicine at the University of Wisconsin is seeking applicants for a full-time Medical Oncologist with an interest in clinical and translational research in GU malignancies to join

table



Recruitment process:*

Staff

JEMS REPORTING INFORMATION

JEMS transaction creation date: 21-APR-16

JEMS transaction submitted date: 21-APR-16

JEMS transaction division approval date: 21-APR-16

JEMS transaction validation date:

JEMS transaction C&T approval date: 21-APR-16

USERS AND APPROVALS

★ Hiring Delegate (optional):  
[✚ Email address: phtrems@yahoo.com](mailto:phtrems@yahoo.com)

★ Hiring Administrator:*  
[✚ Email address: ljtreams@gmail.com](mailto:ljtreams@gmail.com)

Approval process:* A53-SMPH Staff

- 1. Department Approval: Patrick Hanson-TREMS  You are here
- 2. Division HR Approval: Kayla Wolfe-TREMS
- 3. TRE Approval: SUSAN BACULIK

Approved by division

★ Indicates fields that can be edited at the approval process by someone with Division HR security Role

 MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)

 [Revision history](#)

Position info | **Notes** | Documents

JEMS Transaction ID:*

Official Title: PROFESSOR (CHS)
✚ Number: D01NN

All Advertised Titles: PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)

Posting Title:* MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)

Working Title: MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)

NUMBER OF POSITIONS BEING RECRUITED

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Number of vacancies to be filled by transaction: 1

Positions:* ★ New: Replacement:

Position no	Type	Applicant	Application status	
1	★ <input type="text" value="TRAIN72735-As"/> <input type="text" value="New"/> <input type="button" value="v"/>	-	-	Cancel

POSITION DETAILS

Division:* DIV-MEDICAL SCHOOL

Department: DEPT-A5342

Sub Department: SMPH/MEDICINE/HEM-ONC

Employee Class Name: Academic Staff-Renewable

FLSA status: Exempt

FTE: 75 - 100

Pay Basis: Annual

★ Reports to manager name:*  

SEARCH COMMITTEE/INTERVIEW PANEL

Do you wish to utilize a search committee/interview panel?*

Yes No

Search committee chair:



No user selected.

Search committee members:

Add Search committee member

Recipient

Remove all

No Search committee member selected.

Search committee member information:

JOB POSTING

Work Type:*

Sourcing location:*



Please select the categories you would like your position posted under on the website:*

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|--|---|
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| <input type="checkbox"/> Dean/Director/Executive | <input type="checkbox"/> Development, Alumni Affairs |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Environmental, Occupational Health and Safety |
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| <input type="checkbox"/> Food Service, Food Production | <input type="checkbox"/> Geology/Cartography |
| <input type="checkbox"/> Grant/Research/Contract Management | <input type="checkbox"/> Graphic Design, Web Design/Development, Computer S |
| <input checked="" type="checkbox"/> Health Care, Medical, Social Services | <input type="checkbox"/> Human Resources, Payroll |
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| <input type="checkbox"/> Public Safety, Law Enforcement/Compliance | <input type="checkbox"/> Quality, Risk Management and Compliance |
| <input checked="" type="checkbox"/> Research, Scientific | <input type="checkbox"/> Training, Employee Development, Instructional Desi |
| <input type="checkbox"/> Transportation Services | <input type="checkbox"/> Other |



Please select the appropriate application:*

General Application - Resume, Cover Letter, References Required ▼

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Advertising summary:*

The Division of Hematology/Oncology,
Department of Medicine at the University of
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▼

1. Copy (Ctrl-C) from the 'Advertising Text from JEMS' field
2. Navigate to the Advertisement Text field and select the < > symbol in the bottom toolbar
3. Paste (CTRL-V) to the Source code box, then select OK
4. Clear out the "Avertising Text from JEMS" field to be able to save

Advertisement Text from JEMS:

Advertisement text:*

Tip: To paste text, press CTRL + V.

Paragraph		Font Family	Font Sizes	B	<i>I</i>	<u>U</u>	S	☰	☰	☰	☰
☰	☰	A	A	↶	↷	🔗	🖼️	🗑️	📊	<i>I</i> _x	<>
Working Title:	Medical Oncologist/Hematologist										
Official Title:	PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)										
Hiring Department:	A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC										
Advertised Salary:	Negotiable ANNUAL (12 months)										
Degree and area	MD, DO, MD/PhD or equivalent; Must be Board prepared or eligible in Hematology/Oncology and/or Medical										
table											



Recruitment process:*

JEMS REPORTING INFORMATION

JEMS transaction creation date: 21-APR-16

JEMS transaction submitted date: 21-APR-16

JEMS transaction division approval date: 21-APR-16

JEMS transaction validation date:

JEMS transaction C&T approval date: 21-APR-16

USERS AND APPROVALS

★ Hiring Delegate (optional):  
[+ Email address: phtrems@yahoo.com](#)

★ Hiring Administrator:*  
[+ Email address: ljtrem@gmail.com](#)

Approval process:* A53-SMPH Staff

- 1. Department Approval: Patrick Hanson-TREMS ✓ Approved 21 Apr 2016
- 2. Division HR Approval: Kayla Wolfe-TREMS  You are here
- 3. TRE Approval: SUSAN BACULIK

★

See screen below for editing approval

Only visible for Division HR Security Role

Division HR:*

[Next page](#) ►

Please fill in all mandatory fields marked with an asterisk (*).

Division HR permission role can change the names on the approval workflow

PageUp People - Windows Internet Explorer provided by UW-Madison ATMS
https://admin.dc4.pageuppeople.com/v5.3/provider/approvalProcess/EditApprovers.aspx?sData=Zr8AAOZxWz2R

1. Department Approval: Patrick Hanson-TREMS

2. Division HR Approval:  

E-mail: kwtrems@yahoo.com

3. TRE Approval:  

E-mail: SUSAN.BACULIK@WISC.EDU

100%

Ability to change Division HR Approval name

Division view after TRE approval

 Indicates fields that can be edited after TRE approval process by someone with Division HR security Role

MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)

[Revision history](#)

Position info | **Notes** | Documents

JEMS Transaction ID:*

Official Title: PROFESSOR (CHS)
+ Number: D01NN

All Advertised Titles: PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)

Posting Title:* MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)

Working Title: MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)

NUMBER OF POSITIONS BEING RECRUITED

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). Multiple position selection is only for AS, FA, LI

Number of vacancies to be filled by transaction: 1

Positions:* New: Replacement:

Position no	Type	Applicant	Application status
1	<input type="text" value="TRAIN72735-AS"/> <input type="text" value="New"/> <input type="button" value="v"/>	-	- Cancel

POSITION DETAILS

Division:* DIV-MEDICAL SCHOOL

Department: DEPT-A5342

Sub Department: SMPH/MEDICINE/HEM-ONC

Employee Class Name: Academic Staff-Renewable

FLSA status: Exempt

FTE: 75 - 100

Pay Basis: Annual

 Reports to manager name:*  

SEARCH COMMITTEE/INTERVIEW PANEL

Do you wish to utilize a search committee/interview panel?*

Yes No



Search committee chair:



No user selected.

Search committee members:

Add Search committee member

Recipient

Remove all

No Search committee member selected.

Search committee member information:

JOB POSTING

Work Type:*

Sourcing location:*

Please select the categories you would like your position posted under on the website:*

- | | |
|--|---|
| <input type="checkbox"/> Academic Advising, Student Service/Support | <input type="checkbox"/> Accounting, Finance, Purchasing |
| <input type="checkbox"/> Agricultural, Animal, Biological and Life Sciences | <input type="checkbox"/> Animal Care, Vet Medicine |
| <input type="checkbox"/> Architecture, Construction, Planning | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Communications, Editor, Public Relations, Marketing | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Dean/Director/Executive | <input type="checkbox"/> Development, Alumni Affairs |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Environmental, Occupational Health and Safety |
| <input type="checkbox"/> Event Planning, Program Coordination | <input type="checkbox"/> Extension, Outreach, Public Engagement |
| <input type="checkbox"/> Facilities, Skilled Trades, Maintenance | <input type="checkbox"/> Food Science, Nutritional Science |
| <input type="checkbox"/> Food Service, Food Production | <input type="checkbox"/> Geology/Cartography |
| <input type="checkbox"/> Grant/Research/Contract Management | <input type="checkbox"/> Graphic Design, Web Design/Development, Computer S |
| <input checked="" type="checkbox"/> Health Care, Medical, Social Services | <input type="checkbox"/> Human Resources, Payroll |
| <input type="checkbox"/> Information Systems/Technology | <input type="checkbox"/> Instructional |
| <input type="checkbox"/> Laboratory Technician, Research Specialists | <input type="checkbox"/> Legal Affairs |
| <input type="checkbox"/> Library, Museum, Arts | <input type="checkbox"/> Management/Supervisory |
| <input type="checkbox"/> Natural Resources, Plant Sciences, Environmental S | <input type="checkbox"/> Office & Administrative Support |
| <input type="checkbox"/> Public Safety, Law Enforcement/Compliance | <input type="checkbox"/> Quality, Risk Management and Compliance |
| <input checked="" type="checkbox"/> Research, Scientific | <input type="checkbox"/> Training, Employee Development, Instructional Desi |
| <input type="checkbox"/> Transportation Services | <input type="checkbox"/> Other |

Please select the appropriate application:*

General Application - Resume, Cover Letter, References Required ▼

The 'Advertising Summary' and 'Advertisement Text' will flow through to the sourcing tab

The Advertising Summary - This is the summary text that will display on the search page. This is where you get the applicants attention and prompt them to open the job posting!

Advertising summary:*

The Division of Hematology/Oncology,
Department of Medicine at the University of
Wisconsin is seeking applicants for a full-time

1. Copy (Ctrl-C) from the 'Advertising Text from JEMS' field
2. Navigate to the Advertisement Text field and select the < > symbol in the bottom toolbar
3. Paste (CTRL-V) to the Source code box, then select OK
4. Clear out the "Avertising Text from JEMS" field to be able to save

Advertisement Text from JEMS:

Advertisement text:*

Tip: To paste text, press CTRL + V.

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Position Vacancy ID:	72735-AS
Working Title:	Medical Oncologist/Hematologist
Official Title:	PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)
Hiring Department:	A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC
Advertised	Negotiable

table

Recruitment process:* Staff ▼

Recruitment process:*

JEMS REPORTING INFORMATION

JEMS transaction creation date: 21-APR-16

JEMS transaction submitted date: 21-APR-16

JEMS transaction division approval date: 21-APR-16

JEMS transaction validation date:

JEMS transaction C&T approval date: 21-APR-16

USERS AND APPROVALS

 Hiring Delegate (optional):  
[✚ Email address: phtrems@yahoo.com](mailto:phtrems@yahoo.com)

 Hiring Administrator:*  
[✚ Email address: ljtreams@gmail.com](mailto:ljtreams@gmail.com)

Approval process:* A53-SMPH Staff

- | | | | |
|--------------------------|----------------------|---|----------------------|
| 1. Department Approval: | Patrick Hanson-TREMS | ✓ | Approved 21 Apr 2016 |
| 2. Division HR Approval: | Kayla Wolfe-TREMS | ✓ | Approved 21 Apr 2016 |
| 3. TRE Approval: | SUSAN BACULIK | ✓ | Approved 21 Apr 2016 |

Division HR:*  
[✚ Email address: jobapply@ohr.wisc.edu](mailto:jobapply@ohr.wisc.edu)

Hiring Administrator screen shot after TRE approval- All fields are uneditable.

Position info	Notes	Documents	
JEMS Transaction ID:*	SusanTRAIN72735-AS		
Official Title:	PROFESSOR (CHS) + Number: D01NN		
All Advertised Titles:	PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)		
Posting Title:*	MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)		
Working Title:	MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)		
NUMBER OF POSITIONS BEING RECRUITED			
Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). Multiple position selection is only for AS, FA, LI			
Number of vacancies to be filled by transaction:	1		
Positions:*			
Position no	Type	Applicant	Application status
1	TRAIN72735-AS	New	-
POSITION DETAILS			
Division:*	DIV-MEDICAL SCHOOL		
Department:	DEPT-A5342		
Sub Department:	SMPH/MEDICINE/HEM-ONC		
Employee Class Name:	Academic Staff-Renewable		
FLSA status:	Exempt		
FTE:	75 - 100		
Pay Basis:	Annual		
Reports to manager name:*	Susan Ba		

SEARCH COMMITTEE/INTERVIEW PANEL

Do you wish to utilize a search committee/interview panel?:* Yes No

Search committee chair:

Search committee members:

Recipient
No Search committee member selected.

Search committee member information:

JOB POSTING

Work Type:* Staff-Part Time

Sourcing location:* Madison

Please select the categories you would like your position posted under on the website:*

- | | |
|---|---|
| <input type="checkbox"/> Academic Advising, Student Service/Support | <input type="checkbox"/> Accounting, Finance, Purchasing |
| <input type="checkbox"/> Agricultural, Animal, Biological and Life Sciences | <input type="checkbox"/> Animal Care, Vet Medicine |
| <input type="checkbox"/> Architecture, Construction, Planning | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Communications, Editor, Public Relations, Marketin | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Dean/Director/Executive | <input type="checkbox"/> Development, Alumni Affairs |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Environmental, Occupational Health and Safety |
| <input type="checkbox"/> Event Planning, Program Coordination | <input type="checkbox"/> Extension, Outreach, Public Engagement |
| <input type="checkbox"/> Facilities, Skilled Trades, Maintenance | <input type="checkbox"/> Food Science, Nutritional Science |
| <input type="checkbox"/> Food Service, Food Production | <input type="checkbox"/> Geology/Cartography |
| <input type="checkbox"/> Grant/Research/Contract Management | <input type="checkbox"/> Graphic Design, Web Design/Development, Computer S |
| <input checked="" type="checkbox"/> Health Care, Medical, Social Services | <input type="checkbox"/> Human Resources, Payroll |
| <input type="checkbox"/> Information Systems/Technology | <input type="checkbox"/> Instructional |
| <input type="checkbox"/> Laboratory Technician, Research Specialists | <input type="checkbox"/> Legal Affairs |
| <input type="checkbox"/> Library, Museum, Arts | <input type="checkbox"/> Management/Supervisory |
| <input type="checkbox"/> Natural Resources, Plant Sciences, Environmental S | <input type="checkbox"/> Office & Administrative Support |
| <input type="checkbox"/> Public Safety, Law Enforcement/Compliance | <input type="checkbox"/> Quality, Risk Management and Compliance |
| <input checked="" type="checkbox"/> Research, Scientific | <input type="checkbox"/> Training, Employee Development, Instructional Desi |
| <input type="checkbox"/> Transportation Services | <input type="checkbox"/> Other |

Please select the appropriate application:*

General Application - Resume, Cover Letter, References Required

The 'Advertising Summary' and 'Advertisement Text' will flow through to the sourcing tab

The Advertising Summary - This is the summary text that will display on the search page. This is where you get the applicants attention and prompt them to open the job posting!

Advertising summary:*

The Division of Hematology/Oncology, Department of Medicine at the University of Wisconsin is seeking applicants for a full-time Medical Oncologist with an interest in clinical and translational research in GU malignancies to join our faculty.

1. Copy (Ctrl-C) from the 'Advertising Text from JEMS' field
2. Navigate to the Advertisement Text field and select the < > symbol in the bottom toolbar
3. Paste (CTRL-V) to the Source code box, then select OK
4. Clear out the "Avertising Text from JEMS" field to be able to save

Advertisement Text
from JEMS:

Advertisement text:*

Position Vacancy ID:	72735-AS
Working Title:	Medical Oncologist/Hematologist
Official Title:	PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN)
Hiring Department:	A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC
Advertised Salary:	Negotiable ANNUAL (12 months)
Degree and area of specialization:	MD, DO, MD/PhD or equivalent; Must be Board prepared or eligible in Hematology/Oncology and/or Medical Oncology.
Minimum number of years and type of relevant work experience:	Clinical and research interest in hematology/oncology; primary area of genitourinary cancer. Completion of accredited fellowship training program. Candidates for senior rank must meet criteria for appointment at rank per UW School of Medicine and Public Health guidelines.
Position Summary:	<p>The Division of Hematology/Oncology, Department of Medicine at the University of Wisconsin is seeking applicants for a full-time Medical Oncologist with an interest in clinical and translational research in GU malignancies to join our faculty. The incumbent will be expected to provide clinical patient care at UW Health approved locations, pursue research interests and provide clinical teaching to medical students, fellows and residents. The candidate will have protected time to pursue research interests and to engage in related scholarly activity. The successful candidate would collaborate with dedicated disease-specific research staff and have access to shared services. Leadership positions in the University of Wisconsin Carbone Comprehensive Cancer Center may be available to appropriate candidates. Service to the Division, Department and SMPH as appropriate to the rank.</p> <p>Candidates should have an M.D. or equivalent degree, and be board eligible/certified in Hematology and Medical Oncology. The Division of Hematology/Oncology is part of the Department of Medicine and the NCI-designated UW Carbone Comprehensive Cancer Center. The Division is active in all phases of cancer therapy development and evaluation.</p>
Instructions to Applicants:	<p>Please upload a CV and cover letter summarizing research interests referring to Position Vacancy Listing # 72735.</p> <p>NOTE: A Period of Evaluation will be Required *****</p>

Recruitment process:* Staff

JEMS REPORTING INFORMATION

JEMS transaction creation date: 21-APR-16

JEMS transaction submitted date: 21-APR-16

JEMS transaction division approval date: 21-APR-16

JEMS transaction validation date:

JEMS transaction C&T approval date: 21-APR-16

USERS AND APPROVALS

Hiring Delegate (optional): Patrick Hanson-TREMS

Hiring Administrator:* Laddie Johnson-TREMS

Approval process:* A53-SMPH Staff

- 1. Department Approval: Patrick Hanson-TREMS ✓ Approved 21 Apr 2016
- 2. Division HR Approval: Kayla Wolfe-TREMS ✓ Approved 21 Apr 2016
- 3. TRE Approval: SUSAN BACULIK ✓ Approved 21 Apr 2016

[Next page](#) ▶

Sample email that goes to each person in the approval workflow process

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: Job approval <jobapproval.rvlivv.pbp.lymmv-767@mail.pageuppeople.com> Sent: Thu 4/21/2016 9:53 AM
To: SUSAN C BACULIK
Cc:
Subject: Job Posting Approval

Hi SUSAN,

A job posting for position **MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)** - JEMS Transaction ID: **SusanTRAIN72735-AS** has been allocated to you for approval.

You can approve the job posting as is or make edits as required before approving. Please discuss edits with the Hiring Administrator. You can also decline the job if this posting is not approved, which requires a justification.

Quick reference job details

Job Title: **MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)**

Empl Class: **Academic Staff-Renewable**

Department: **DEPT-A5342**

Hiring Administrator: **Laddie Johnson-TREMS,**

Worktype: **Staff-Part Time**

To approve the job posting please log into TREMS to view the job posting.

Thank you,

Talent Recruitment and Engagement
Office of Human Resources
University of Wisconsin-Madison

Sample email that will go to the group email populated in the Division HR field

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: uwjobs@wisc.edu <uwjobs-767@mail.pageuppeople.com> Sent: Thu 4/21/2016 10:10
To: UW-Madison JobApply
Cc:
Subject: Job approval process approved

Dear Lauren,

The job posting for position **MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)** - Job Number: **SusanTRAIN72735-AS**, has been **approved**.

Please log into TREMS to view the job posting.

Thank you,

Talent Recruitment and Engagement
Office of Human Resources
University of Wisconsin-Madison