TREMS Job Posting Card – Decentralized Division



Sample Job Card Approval Workflow used for the Job Posting Card



Display after JEMS transaction ID is entered

Select a job template		Screen shot after the JEMS Transaction ID number is
	1. JEMS Transaction ID	entered.
	MEDICAL ONCOLOGIST/HEMA	
	TRAIN72735-AS MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)	
	Next > Cancel	

creens prior t	o selection by Hiring Adm	inistrator	Enter JEMS Transaction ID
Position info Notes	Documents		
JEMS Transaction ID:*	4		
Official Title:	PROFESSOR (CHS)		Mapped from JEMS
All Advertised Titles: Posting Title:*	PROFESSOR (CHS)(D01NN) or ASSOC F MEDICAL ONCOLOGIST/HEMATOLOGIS	PROFESSOR (CHS)(DO: T (A534260-MEDICAL S	2NN) or ASST PROFESSOR (CHS)(D03NN SCHOOL/MEDICINE/HEM-ONC)
Working Title:	MEDICAL ONCOLOGIST/HEMATOLOGIS	T (A534260-MEDICAL S	SCHOOL/MEDICINE/HEM-ONC)
NUMBER OF POSITIO	ONS BEING RECRUITED		
	Select the amount of positions required: Ne employee). Multiple position selection is on	ew (additional headcount ly for AS, FA, LI	t) or Replacement (backfilling an existing
Number of vacancies to be filled by transaction:	1 Kapped fr	rom JEMS	If more than 1 vacancy indicated in field above, add additional positions
Positions:*	New: Replacement:	Add	
Position no	Туре	Applicant	Application status
1 TRAIN7273	5-AS Select 🔽 🗲	Select fro	om dropdown list
POSITION DETAILS			
Division:*	DIV-MEDICAL SCHOOL		
Department:	DEPT-A5342		
Sub Department:	SMPH/MEDICINE/HEM-ONC		
Employee Class Name:	Academic Staff-Renewable	Mapped fro	IM JEIVIS
FLSA status:	Exempt		
FTE:	75 - 100		
Pay Basis:	Annual		
-			
Reports to manager name:*	<	M 2	Populate with

April 21, 2016

SEARCH COMMITTEE	E/INTERVIEW PANEL]	
Do you wish to utilize a search committee/interview panel?:*	○ Yes ○ No			
Search committee chair:				
	No user selected.		1 I	Indicate if using a search
Search committee mer	mbers:			committee
Add Search committ	tee member		י ו	
Recipient				
Search committee mer	mber information:	No Search committee member selected.		

JOB POSTING

Work Type:*	Select Select free	om dropdown list	
Sourcing location:*	Select		
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	Accounting, Finance, Purchasing Animal Care, Vet Medicine Athletics Custodial Development, Alumni Affairs	and Cafety
	Engineering Event Planning, Program Coordination Facilities, Skilled Trades, Maintenance	Environmental, Occupational Realin Extension, Outreach, Public Engage Food Science, Nutritional Science	ement
Select all that apply	Food Service, Food Production Grant/Research/Contract Management	Geology/Cartography	opment,
	Health Care, Medical, Social Services Information Systems/Technology Laboratory Technician Research Specialists	Human Resources, Payroll Instructional Icagal Affairs	
	Library, Museum, Arts Natural Resources, Plant Sciences, Environmental S	Office & Administrative Support	
	Public Safety, Law Enforcement/Compliance Research, Scientific Transportation Services	Quality, Risk Management and Con Training, Employee Development, In Other	npliance nstructional Desi
Please select the appropriate application:*	Select The 'Advertising Summary' and 'Advertisement Text' w	vill flow through to the sourcing tab	Select from dropdown list
Advertising summary:*	The Advertising Summary - This is the summary text to the applicants attention and prompt them to open the p	hat will display on the search page. This ob posting!	is where you get
		User creates text. to sourcing.	Flows

Mapped from JEMS 1. Copy (Ctrl-C) from the 'Advertising Text from JEMS' field 2. Navigate to the Advertisment 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 Position Vacancy ID:>72735from JEMS: ASWorking Title:p>Medical Oncologist/HematologistOfficial Title:>pPROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN) Department:A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONCAdvertised Salary:>Negotiable a 1. 4D DO Advertisement text:* Tip: To paste text, press CTRL + V. Paragraph Font Family Font Sizes B 1 S E Ξ Ξ Ξ <u>A</u> -Strikethrough 0 ΞE € A.* **D** Follow directions above to enter. Flows to sourcing. р Select from dropdown list Select ~ Recruitment process:* JEMS REPORTING INFORMATION JEMS transaction 21-APR-16 creation date: JEMS transaction 21-APR-16 Mapped from JEMS. Used submitted date: JEMS transaction for reporting 21-APR-16 division approval date: JEMS transaction validation date: JEMS transaction 21-APR-16 C&T approval date: USERS AND APPROVALS Manual selection Hiring Delegate (optional): No user selected. Auto-populates with the name of Hiring Administrator:* Laddie Johnson-TREMS user who initiates the posting. Email address: ljtrems@gmail.com Select approval process None ~ Approval process:* from dropdown list

Next page 🕨
Please fill in all mandatory fields marked with an asterisk (*).
Save a draft Save Save & exit Cancel Spell check
γ
Select

Completed Job Posting Card by the Hiring Administrator

Position info Notes	Documents
JEMS Transaction ID:*	SusanTRAIN72735-AS
Official Title:	PROFESSOR (CHS)
	A 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 POSIT	ONS 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 TRAIN7273	IS-AS New Cancel
POSITION DETAILS	
Division:*	
Department:	DEPT-45342
Sub Department:	SMPH/MEDICINE/HEM-ONC
Employee Class Name:	Academic Staff-Renewable
FLSA status:	Exempt
FTE:	75 - 100
Pay Basis:	Annual
Reports to manager	Susan Ba 🛗 🖉
name.	Email address: sbaculik@charter.net

SEARCH COMMITTEE	/INTERVIEW PANEL	
Do you wish to utilize a search committee/interview panel?:* Search committee chair:	 ○ Yes ● No Mo user selected. 	
Search committee me	mbers:	
Add Search committ	ee member	
Recipient		
Search committee me	No Search committee member selected. mber information:	
JOB POSTING		
Work Type:*	Staff-Part Time	
Sourcing location:*	Madison 🖌	

Please select the	Academic Advising, Student Service/Support	Accounting, Finance, Purchasing
like your position	Agricultural, Animal, Biological and Life Sciences	Animal Care, Vet Medicine
posted under on the website:*	Architecture, Construction, Planning	Athletics
	Communications, Editor, Public Relations, Marketin	Custodial
	Dean/Director/Executive	Development, Alumni Affairs
	Engineering	Environmental, Occupational Health and Safety
	Event Planning, Program Coordination	Extension, Outreach, Public Engagement
	Facilities, Skilled Trades, Maintenance	Food Science, Nutritional Science
	Food Service, Food Production	Geology/Cartography
	Grant/Research/Contract Management	Graphic Design, Web Design/Development, Computer S
	✓ Health Care, Medical, Social Services	Human Resources, Payroll
	Information Systems/Technology	□ Instructional
	Laboratory Technician, Research Specialists	Legal Affairs
	Library, Museum, Arts	Management/Supervisory
	□ Natural Resources, Plant Sciences, Environmental S	Office & Administrative Support
	Public Safety, Law Enforcement/Compliance	Quality, Risk Management and Compliance
	Research, Scientific	Training, Employee Development, Instructional Desi
	Transportation Services	Other
Please select the appropriate application:*	General Application - Resume, Cover Letter, Referen	nces Required 🔹
	The 'Advertising Summary' and 'Advertisement Text' w	ill flow through to the sourcing tab
	The Advertising Summary - This is the summary text to the applicants attention and prompt them to open the j	hat will display on the search page. This is where you get ob posting!
Advertising summary:*	Medical Oncologist with an interest in clinical and translational research in GU malignancies to join our faculty.	

Advertisement text:*

Paragraph -	Font Family - Font Sizes - B I U -	6 E E E E
	I A - A - 4 + 8 I I I I I	
Position Vacancy ID:	72735-AS	
Working Title:	Medical Oncologist/Hematologist	
Official Title:	PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) o	r 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 Oncology.	n Hematology/Oncology and/or Medical
Minimum number of years and type of relevant work experience:	Clinical and research interest in hematology/oncology; primary area accredited fellowship training program. Candidates for senior rank m UW School of Medicine and Public Health guidelines.	of genitourinary cancer. Completion of ust meet criteria for appointment at rank per
Position Summary:	The Division of Hematology/Oncology, Department of Medicine at the for a full-time Medical Oncologist with an interest in clinical and trans our faculty. The incumbent will be expected to provide clinical patien pursue research interests and provide clinical teaching to medical stu- will have protected time to pursue research interests and to engage candidate would collaborate with dedicated disease-specific research Leadership positions in the University of Wisconsin Carbone Compret appropriate candidates. Service to the Division, Department and SMF Candidates should have an M.D. or equivalent degree, and be board Oncology. The Division of Hematology/Oncology is part of the Depart Carbone Comprehensive Cancer Center. The Division is active in all p	e University of Wisconsin is seeking applicants slational research in GU malignancies to join it care at UW Health approved locations, udents, fellows and residents. The candidate in related scholarly activity. The successful a staff and a have access to shared services. hensive Cancer Center may be available to PH as appropriate to the rank. eligible/certified in Hematology and Medical tment of Medicine and the NCI-designated UW phases of cancer therapy development and
Instructions to Applicants:	Please upload a CV and cover letter summarizing research interests	referring to Position Vacancy Listing # 72735.
	NOTE: A Period of Evaluation will be Required	

Recruitment process:*	Staff	~				
JEMS REPORTING INF	FORMATION					
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 APPROV	ALS					
Hiring Delegate (optional):	Patrick Hanson-TRE	MS htrems@yahoo.	com	2		
Hiring Administrator:*	Laddie Johnson-TRE	EMS rems@gmail.co	AA @	2		
Approval process:*	A53-SMPH Staff		~			
1. Department Approva	al:	Patrick Hanso	n-TREMS		#1 @2	
		♣ phtrems@	yahoo.com			
2. Division HR Approv	al:	Kayla Wolfe-T	REMS		A 2	
		♣ kwtrems@	yahoo.com			
3. TRE Approval:		SUSAN BACU	JLIK		₩ 2	
		SUSAN.BA	ACULIK@WIS	C.EDU		
			Next page			
	Please	fill in all manda	tory fields ma	rked with an as	sterisk (*).	
	Save a draft	Save S	ave & exit	Cancel	Spell check	

Approval Process (Department Approver)

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

MEDICAL	ONCOLOCIET/JEMATOLOCI		
IVIEDICAL	UNCOLOGIST/HEIMATOLOGI	ST (ASS4200-IVIEDICAL SCHOOLIVIEDICINE/HEIVI-ONC)	

Position info Notes	Documents	Revision hist
JEMS Transaction	SusanTRAIN72735-AS	
Official Title:	PROFESSOR (CHS)	
	Wumber: D01NN	
All Advertised Titles:	PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)	(D02NN) or ASST PROFESSOR (CHS)(D03N
Posting Title:*	MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDIC)	AL SCHOOL/MEDICINE/HEM-ONC)
Working Title:	MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDIC)	AL SCHOOL/MEDICINE/HEM-ONC)
NUMBER OF POSITI	ONS BEING RECRUITED	
	Select the amount of positions required: New (additional headco employee). Multiple position selection is only for AS, FA, LI	ount) or Replacement (backfilling an existing
Number of vacancies to be filled by transaction:	1	
Positions:*	New: Replacement: Add	
Position no	Type Applicant	Application status
1 TRAIN7273	j-A: New 🗹 -	- 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	Susan Ba 🖁 🖓	

	SEARCH COMMITTEE/INTERVIEW PANEL			
*	Do you wish to utilize a search committee/interview panel?:*	○ Yes ● No		
	Search committee chair:	A 2		
		No user selected.		
	Search committee me	embers:		
	Add Search committee member			
Recipient				
	Search committee me	No Search committee member selected. ember information:		
	JOB POSTING			
	Work Type:*	Staff-Part Time		
*	Sourcing location:*	Madison 🔽		

Please select the	Academic Advising, Student Service/Support	Accounting, Finance, Purchasing
like your position	Agricultural, Animal, Biological and Life Sciences	Animal Care, Vet Medicine
posted under on the website:*	Architecture, Construction, Planning	Athletics
	Communications, Editor, Public Relations, Marketin	Custodial
	Dean/Director/Executive	Development, Alumni Affairs
	Engineering	Environmental, Occupational Health and Safety
	Event Planning, Program Coordination	Extension, Outreach, Public Engagement
	Facilities, Skilled Trades, Maintenance	☐ Food Science, Nutritional Science
	Food Service, Food Production	Geology/Cartography
	Grant/Research/Contract Management	☐ Graphic Design, Web Design/Development, Computer S
	☑ Health Care, Medical, Social Services	Human Resources, Payroll
	Information Systems/Technology	□ Instructional
	Laboratory Technician, Research Specialists	Legal Affairs
	Library, Museum, Arts	☐ Management/Supervisory
	□ Natural Resources, Plant Sciences, Environmental S	Office & Administrative Support
	Public Safety, Law Enforcement/Compliance	Quality, Risk Management and Compliance
	☑ Research, Scientific	Training, Employee Development, Instructional Desi
	Transportation Services	Other
Please select the appropriate application:*	General Application - Resume, Cover Letter, Referen	nces Required 🔹
	The 'Advertising Summary' and 'Advertisement Text' v	vill flow through to the sourcing tab
	The Advertising Summary - This is the summary text to the applicants attention and prompt them to open the	that will display on the search page. This is where you get job posting!
Advertising summary:*	The Division of Hematology/Oncology, Department of Medicine at the University of	

~



Degree and area of specialization:	MD, DO, MD/PhD or equivalent; Oncology.	Must be Board prepared or eligi	ible in Hematology	/Oncology and/or Medical		
Salary:	ANNUAL (12 months)				^	
		8 🖬 🖬 🗉	\underline{T}_{x} \Leftrightarrow			
Paragraph -	Font Family 🔹 Font Si	zes - B <u>I</u> <u>U</u>	÷ ≣ ∃	[∃∎		
Advertisement text:*				Tip: To paste text, press	CTRL + V.	
from JEMS:					^	
Advertisement Text	4. Clear out the "Avertising T	ext from JEMS" field to be able	e to save		_	
	3. Paste (CTRL-V) to the Sou	3. Paste (CTRL-V) to the Source code box, then select OK				
	2. Navigate to the Advertisme	2. Navigate to the Advertisment Text field and select the < > symbol in the bottom toolbar				
	1. Copy (Ctrl-C) from the 'Ad	vertising Text from JEMS' field	l			

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.

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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

V

JEMS REPORTING INF	FORMATION
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 APPROV	ALS
Hiring Delegate (optional):	Patrick Hanson-TREMS A 2
	✤ Email address: phtrems@yahoo.com
Hiring Administrator:*	Laddie Johnson-TREMS A 2
	✤ Email address: ljtrems@gmail.com
Approval process:*	A53-SMPH Staff
1. Department Approv	al: Patrick Hanson-TREMS 💷 You are here
2. Division HR Approv	al: Kayla Wolfe-TREMS
3. TRE Approval:	SUSAN BACULIK
	Save a draft Approve Decline Cancel Spell check

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

	· ·			· · ·
Position info	Documents			Revision histo
Position into Notes	Documents			
JEMS Transaction ID:*	SusanTRAIN72735-AS			
Official Title:	PROFESSOR (CHS)			
	Wumber: D01NN			
All Advertised Titles:	PROFESSOR (CHS)(D01NN) or ASSOC	PROFESSOR (CHS)(D	02NN) or ASST PROFE	SSOR (CHS)(D03N
Posting Title:*	MEDICAL ONCOLOGIST/HEMATOLOGI	IST (A534260-MEDICAL	SCHOOL/MEDICINE/H	EM-ONC)
Working Title:	MEDICAL ONCOLOGIST/HEMATOLOGI	IST (A534260-MEDICAL	SCHOOL/MEDICINE/H	EM-ONC)
NUMBER OF POSITI	ONS BEING RECRUITED			
	Select the amount of positions required: N employee). Multiple position selection is c	New (additional headcou only for AS, FA, Ll	nt) or Replacement (bac	kfilling an existing
Number of vacancies to be filled by transaction:	1			
Positions:*	New: Replacement:	Add		
Position no	Туре	Applicant	Application status	
1 TRAIN7273	5-As New	-	-	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:*	Susan Ba	路 🖉		

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

	SEARCH COMMITTE	E/INTERVIEW PANEL	
*	Do you wish to utilize a search committee/interview panel?:*	⊖ Yes ◉ No	
	Search committee chair:	A 2	
		No user selected.	
	Search committee me	embers:	
Add Search committee member			
Recipient			
	Search committee me	No Search committee member selected.	
	JOB POSTING		
	Work Type:*	Staff-Part Time	

	Please select the	Academic Advising, Student Service/Support	Accounting, Finance, Purchasing
X	like your position	Agricultural, Animal, Biological and Life Sciences	Animal Care, Vet Medicine
	posted under on the website:*	Architecture, Construction, Planning	Athletics
		Communications, Editor, Public Relations, Marketin	Custodial
		Dean/Director/Executive	Development, Alumni Affairs
		Engineering	Environmental, Occupational Health and Safety
		Event Planning, Program Coordination	Extension, Outreach, Public Engagement
		Facilities, Skilled Trades, Maintenance	Food Science, Nutritional Science
		Food Service, Food Production	Geology/Cartography
		Grant/Research/Contract Management	Graphic Design, Web Design/Development, Computer S
		Health Care, Medical, Social Services	Human Resources, Payroll
		Information Systems/Technology	□ Instructional
		Laboratory Technician, Research Specialists	Legal Affairs
		Library, Museum, Arts	Management/Supervisory
		Natural Resources, Plant Sciences, Environmental S	Office & Administrative Support
		□ Public Safety, Law Enforcement/Compliance	Quality, Risk Management and Compliance
		Research, Scientific	Training, Employee Development, Instructional Desi
		Transportation Services	Other
\star	Please select the appropriate	General Application - Resume, Cover Letter, Referen	nces Required 🔹
	application:*		
		The 'Advertising Summary' and 'Advertisement Text' w	vill flow through to the sourcing tab
		The Advertising Summary - This is the summary text the applicants attention and prompt them to open the j	hat will display on the search page. This is where you get ob 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 Advertisment 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

avertisement Text om JEMS:		
vertisement text:*	Tip: To paste text, press CTR	L +
Paragraph 🔹	Font Family • Font Sizes • B I U S E E E	
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	
able		



🩋 - PageUp People - V	/indows Internet Explorer provided by UW-Madison AIMS	
https://admin.dc4.pag	euppeople.com/v5.3/provider/approvalProcess/EditApprovers.aspx?sDat	a=Zr8AAOZxWz2R
 Department Approval: Division HR Approval: TRE Approval: 	Patrick Hanson- TREMS Kayla Wolfe-TREMS	Ability to change Division HR Approval name
	Save Cancel	
		100% -

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

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

MEDICAL ONC	OLOGIST/HEMATOLOGIST (A534260-N	IEDICAL SCHOOL	MEDICINE/HEM-ON	NC)
Position info Notes	Documents			Revision history
JEMS Transaction	SusanTRAIN72735-AS			
Official Title:	PROFESSOR (CHS)			
	Wumber: D01NN			
All Advertised Titles:	PROFESSOR (CHS)(D01NN) or ASSOC PR	OFESSOR (CHS)(D02	2NN) or ASST PROFES	SOR (CHS)(D03NN)
Posting Title:*	MEDICAL ONCOLOGIST/HEMATOLOGIST	(A534260-MEDICAL S	CHOOL/MEDICINE/HE	EM-ONC)
Working Title:	MEDICAL ONCOLOGIST/HEMATOLOGIST	(A534260-MEDICAL S	CHOOL/MEDICINE/HE	EM-ONC)
NUMBER OF POSITIO	ONS BEING RECRUITED			
	Select the amount of positions required: New employee). Multiple position selection is only	/ (additional headcount for AS, FA, LI) or Replacement (back	filling an existing
Number of vacancies to be filled by transaction:	1			
Positions:*	New: Replacement:	Add		
Position no	Туре	Applicant	Application status	
1 TRAIN7273	5-AS New	-	-	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:*	Susan Ba	₩ 🖉		

SEARCH COMMITTE	EE/INTERVIEW PANEL	
Do you wish to utilize a search committee/interview panel?:*	○ Yes ● No	
Search committee	浩 ②	
ondir.	No user selected.	
Search committee me	nembers:	
Add Search commi	ittee member	
Recipient		
	No Search committee member selected.	
Search committee m	No Search committee member selected. nember information:	
Search committee me JOB POSTING Work Type:*	No Search committee member selected. nember information:	

Please select the	Academic Advising, Student Service/Support	Accounting, Finance, Purchasing	
like your position	Agricultural, Animal, Biological and Life Sciences	Animal Care, Vet Medicine	
posted under on the website:*	Architecture, Construction, Planning	Athletics	
	Communications, Editor, Public Relations, Marketin	Custodial	
	Dean/Director/Executive	Development, Alumni Affairs	
	Engineering	Environmental, Occupational Health and Safety	
	Event Planning, Program Coordination	Extension, Outreach, Public Engagement	
	Facilities, Skilled Trades, Maintenance	Food Science, Nutritional Science	
	Food Service, Food Production	Geology/Cartography	
	Grant/Research/Contract Management	Graphic Design, Web Design/Development, Computer S	
	Health Care, Medical, Social Services	☐ Human Resources, Payroll ☐ Instructional ☐ Legal Affairs	
	□ Information Systems/Technology		
	Laboratory Technician, Research Specialists		
	Library, Museum, Arts	Management/Supervisory	
	Natural Resources, Plant Sciences, Environmental S	Office & Administrative Support	
	□ Public Safety, Law Enforcement/Compliance	Quality, Risk Management and Compliance	
	Research, Scientific	Training, Employee Development, Instructional Desi	
	Transportation Services	Other	
Please select the appropriate application:*	General Application - Resume, Cover Letter, Referen	nces Required 🔹	
	The 'Advertising Summary' and 'Advertisement Text' w	ill flow through to the sourcing tab	
	The Advertising Summary - This is the summary text the applicants attention and prompt them to open the ju	hat will display on the search page. This is where you get ob posting!	
Advertising summary:*	The Division of Hematology/Oncology, Department of Medicine at the University of Wisconsin is seeking applicants for a full-time		

2. Navigate to the Advertisment 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 Advertisement text.* Paragraph ▼ Font Family ▼ Font Sizes ▼ B J U S E E E E Image:		1. Copy (Ctrl-C) from the 'Advertising Text from JEMS' field	
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 Advertisement text:* Tip: To paste text, press CTRL-V Paragraph ◆ Font Family ◆ Font Sizes ◆ B I U S E E E E I = E E A + A + A + A + A + A + A + A + A +		2. Navigate to the Advertisment Text field and select the < > symbol in the bottom toolbar	
Advertisement Text from JEMS: Image: Clear out the "Avertising Text from JEMS" field to be able to save Advertisement Text Image: Clear out the "Avertising Text from JEMS" field to be able to save Advertisement text:* Tip: To paste text, press CTRL Paragraph ▼ Font Family ▼ Font Sizes ▼ B Image: Size Text from JEMS Paragraph ▼ Font Family ▼ Font Sizes ▼ B Image: Size Text from JEMS Image: Text Font Family ▼ Font Sizes ▼ B Image: Size Text from JEMS 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		3. Paste (CTRL-V) to the Source code box, then select OK	
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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	Position Vacancy ID:	72735-AS	
Official Title: PROFESSOR (CHS)(D01NN) or ASSOC PROFESSOR (CHS)(D02NN) or ASST PROFESSOR (CHS)(D03NN) Hiring Department: A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC	Working Title:	Medical Oncologist/Hematologist	
Hiring Department: A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC	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	Advertised	Negotiable	
table	table		

	Recruitment process:*	Staff
	JEMS REPORTING IN	FORMATION
	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 APPROV	/ALS
*	Hiring Delegate (optional):	Patrick Hanson-TREMS A 2
		Email address: phtrems@yahoo.com
*	Hiring Administrator:*	Laddie Johnson-TREMS A 2
	Approval process:*	A53-SMPH Staff
	1. Department Approv	/al: Patrick Hanson-TREMS 🗸 Approved 21 Apr 2016
	2. Division HR Approv	val: Kayla Wolfe-TREMS 🖋 Approved 21 Apr 2016
	3. TRE Approval:	SUSAN BACULIK 🖋 Approved 21 Apr 2016
		Edit Cancel
	Division HR:*	Lauren Susan 🛗 📿
		✤ Email address: jobapply@ohr.wisc.edu

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

Position info Notes	Documents			(W Noncion motory
JEMS Transaction	SusanTRAIN72735-AS			
Official Title:	PROFESSOR (CHS)			
	Number: D01NN			
All Advertised Titles: Posting Title:* Working Title: NUMBER OF POSITIO	PROFESSOR (CHS)(D01NN) of MEDICAL ONCOLOGIST/HEM MEDICAL ONCOLOGIST/HEM ONS BEING RECRUITED Select the amount of positions r employee). Multiple position sel	or ASSOC PROFE ATOLOGIST (A53 ATOLOGIST (A53 required: New (add lection is only for A	SSOR (CHS)(D02NN) 4260-MEDICAL SCHO 4260-MEDICAL SCHO litional headcount) or R	or ASST PROFESSOR (CHS)(D03NN) OL/MEDICINE/HEM-ONC) OL/MEDICINE/HEM-ONC) teplacement (backfilling an existing
Number of vacancies to be filled by transaction:	1			
Positions:*				
Positions:* Position no		Туре	Applicant	Application status
Positions:* Position no 1 TRAIN727	'35-AS	Type New	Applicant	Application status
Positions:* Position no 1 TRAIN727 POSITION DETAILS	'35-AS	Type New	Applicant -	Application status
Positions:* Position no 1 TRAIN727 POSITION DETAILS Division:*	35-AS DIV-MEDICAL SCHOOL	Type New	Applicant -	Application status
Positions:* Position no 1 TRAIN727 POSITION DETAILS Division:* Department:	35-AS DIV-MEDICAL SCHOOL DEPT-A5342	Type New	Applicant -	Application status -
Positions:* Position no 1 TRAIN727 POSITION DETAILS Division:* Department: Sub Department:	35-AS DIV-MEDICAL SCHOOL DEPT-A5342 SMPH/MEDICINE/HEM-ONC	Type New	Applicant -	Application status
Positions:* Position no 1 TRAIN727 POSITION DETAILS Division:* Department: Sub Department: Employee Class Name:	35-AS DIV-MEDICAL SCHOOL DEPT-A5342 SMPH/MEDICINE/HEM-ONC Academic Staff-Renewable	Type New	Applicant -	Application status
Positions:* Position no 1 TRAIN727 POSITION DETAILS Division:* Department: Sub Department: Sub Department: Employee Class Name: FLSA status:	35-AS DIV-MEDICAL SCHOOL DEPT-A5342 SMPH/MEDICINE/HEM-ONC Academic Staff-Renewable Exempt	Type New	Applicant -	Application status -
Positions:* Position no 1 TRAIN727 POSITION DETAILS Division:* Department: Sub Department: Sub Department: Employee Class Name: FLSA status: FTE:	35-AS DIV-MEDICAL SCHOOL DEPT-A5342 SMPH/MEDICINE/HEM-ONC Academic Staff-Renewable Exempt 75 - 100	Type New	Applicant -	-
Positions:* Position no 1 TRAIN727 POSITION DETAILS Division:* Department: Sub Department: Sub Department: Employee Class Name: FLSA status: FTE: Pay Basis:	35-AS DIV-MEDICAL SCHOOL DEPT-A5342 SMPH/MEDICINE/HEM-ONC Academic Staff-Renewable Exempt 75 - 100 Annual	Type New	Applicant -	Application status -

SEARCH COMMITTEE/INTERVIEW PANEL

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

Search committee chair:			
Search committee me	mbers:		
Recipient			
No Search committee member selected.			
Search committee me	mber 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:*	 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 Mealth 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 	 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 	
	Research, Scientific	Training, Employee Development, Instructional Desi	
	Transportation Services	Other	
Please select the appropriate application:*	General Application - Resume, Cover Letter, Reference	ces 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!

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.

Advertising summary:*

- -

- 1. Copy (Ctrl-C) from the 'Advertising Text from JEMS' field
- 2. Navigate to the Advertisment 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	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:	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 a 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.
	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.
Instructions to Applicants:	Please upload a CV and cover letter summarizing research interests referring to Position Vacancy Listing # 72735.
	NOTE: A Period of Evaluation will be Required

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 APPROV	VALS	
Hiring Delegate (optional):	Patrick Hanson-TREMS	
Hiring Administrator:*	Laddie Johnson-TREMS	
Approval process:*	A53-SMPH Staff	
Approval process:*	A53-SMPH Staff oval: Patrick Hanson-TREMS & Approved 21 Apr 2016	
Approval process:* 1. Department Approv 2. Division HR Approv	A53-SMPH Staff oval: Patrick Hanson-TREMS & Approved 21 Apr 2016 oval: Kayla Wolfe-TREMS & Approved 21 Apr 2016	
Approval process:* 1. Department Approv 2. Division HR Approv 3. TRE Approval:	A53-SMPH Staff oval: Patrick Hanson-TREMS & Approved 21 Apr 2016 oval: Kayla Wolfe-TREMS & Approved 21 Apr 2016 SUSAN BACULIK & Approved 21 Apr 2016	
Approval process:* 1. Department Approv 2. Division HR Approv 3. TRE Approval:	A53-SMPH Staff oval: Patrick Hanson-TREMS & Approved 21 Apr 2016 oval: Kayla Wolfe-TREMS & Approved 21 Apr 2016 SUSAN BACULIK & Approved 21 Apr 2016	
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Approval process:* 1. Department Approv 2. Division HR Approv 3. TRE Approval:	A53-SMPH Staff oval: Patrick Hanson-TREMS & Approved 21 Apr 2016 oval: Kayla Wolfe-TREMS & Approved 21 Apr 2016 SUSAN BACULIK & Approved 21 Apr 2016	
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Approval process:* 1. Department Approv 2. Division HR Approv 3. TRE Approval:	A53-SMPH Staff oval: Patrick Hanson-TREMS & Approved 21 Apr 2016 oval: Kayla Wolfe-TREMS & Approved 21 Apr 2016 SUSAN BACULIK & Approved 21 Apr 2016	

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

Click he	e to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.	
From:	Job approval jobapproval.rvllvv.pbp.lyvmmv-767@mail.pageuppeople.com> Sent: Thu 4/21/2016 9:53 AM	
To:	SUSAN C BACULIK	
CC Subject:	lob Recting Approval	
7	200 Found Applieden	
Hi SUSA	N,	
A job po approva	sting for position MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC) - JEMS Transaction ID: SusanTRAIN72735-AS has been allocated to you for	
You car approve	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 d, which requires a justification.	
Quick 1	eference job details	
Job Titl	: MEDICAL ONCOLOGIST/HEMATOLOGIST (A534260-MEDICAL SCHOOL/MEDICINE/HEM-ONC)	
Empl C	ass: Academic Staff-Renewable	
Departn	ent: DEPT-A5342	
Hiring A	dministrator: Laddie Johnson-TREMS,	
Workty	e: Staff-Part Time	
To appr	ve the job posting please log into TREMS to view the job posting.	
Thank yo	u,	
Talent R Office o Universi	cruitment and Engagement Human Resources y 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></uwjobs-767@mail.pageuppeople.com>	Sent:	Thu 4/21/2016 10:10	
To:	UW-Madison JobApply			
Cc				
Subject:	Job approval process approved			
8	· · · 1 · · · · 2 · · · · · · · · · · ·	- 1	12	
Dear Laure	an,			

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