



Sexual Harassment/Sexual Violence Reference Check: Automated System FAQs

<p>What is required by the sexual harassment/sexual violence (SH/SV) reference check policy?</p>	<p>Final candidate(s) and their reference(s) must be asked questions regarding SH/SV prior to employment.</p> <p>Final candidates must be asked the following:</p> <ul style="list-style-type: none">• In any previous employment, have you ever been found to have engaged in any sexual violence or sexual harassment?• Are you currently under investigation for allegations of sexual violence or sexual harassment against you?• Have you ever left employment during an active investigation into allegations of sexual violence or sexual harassment that were made against you? <p>References must be asked the following:</p> <ul style="list-style-type: none">• Was the candidate ever found to have engaged in any sexual violence or sexual harassment?• (current employer) Is the candidate currently under investigation for allegations of sexual violence or sexual harassment that were made against the candidate?• (previous employer) Did the candidate leave employment during an active investigation into allegations of sexual violence or sexual harassment that were made against the candidate?
<p>When is the automated system available for use?</p>	<p>Monday, August 12, 2019</p>
<p>How does the automated process in JEMS meet the requirements of the SH/SV reference check policy?</p>	<p>JEMS Department/Division Users are able to enter the name and email address for final candidate(s) and their mandatory reference(s) in JEMS. The 'Send Email' button will email the final candidate and/or references an invitation with a link to a web form that asks the mandatory SH/SV questions, as outlined above.</p>



<p>What system do I use to initiate the automated process to ask the SH/SV questions?</p>	<p>The automated process is located in JEMS. The JEMS system used is based on the recruitment type and employee class. Please see the table below.</p> <table border="1" data-bbox="810 293 1797 500"> <thead> <tr> <th data-bbox="810 293 1012 367">Employee Category</th> <th data-bbox="1020 293 1575 367">Recruitment Type</th> <th data-bbox="1583 293 1797 367">JEMS System</th> </tr> </thead> <tbody> <tr> <td data-bbox="810 367 1012 440">FAASLI, CP, CJ</td> <td data-bbox="1020 367 1575 440">Internal/Open Recruitment, Waiver, Search Firm, Centralized Recruitment: Custodians</td> <td data-bbox="1583 367 1797 440">JEMS PVL</td> </tr> <tr> <td data-bbox="810 440 1012 500">FAASLI</td> <td data-bbox="1020 440 1575 500">No Recruitment/Waiver Required</td> <td data-bbox="1583 440 1797 500">JEMS Hire</td> </tr> </tbody> </table> <p>*If you are hiring a CP or CJ and the recruitment/waiver was initiated in JEMS CHRIS-HR on 11/22/2019 or prior, complete the SH/SV process in JEMS CHRIS-HR.</p>	Employee Category	Recruitment Type	JEMS System	FAASLI, CP, CJ	Internal/Open Recruitment, Waiver, Search Firm, Centralized Recruitment: Custodians	JEMS PVL	FAASLI	No Recruitment/Waiver Required	JEMS Hire
Employee Category	Recruitment Type	JEMS System								
FAASLI, CP, CJ	Internal/Open Recruitment, Waiver, Search Firm, Centralized Recruitment: Custodians	JEMS PVL								
FAASLI	No Recruitment/Waiver Required	JEMS Hire								
<p>When does the link to the web form expire?</p>	<p>The link will expire after 10 days.</p>									
<p>Is the link secure?</p>	<p>Yes. The address is https://hr.wisc.edu/sh-shcheck... and each will have a unique key.</p>									
<p>Can the link be reused?</p>	<p>No. Once the web form has been completed, the link will become inactive.</p>									
<p>How many times can the invitation be sent to the final candidate and/or reference to complete the web form?</p>	<p>The invitation can be sent as many times as needed, however, it can only be completed once. The date sent field will automatically show the most recent request but the email counter will show the total number of requests that have been sent to each final candidate or reference.</p>									
<p>Is it mandatory to use the automated SH/SV process in JEMS?</p>	<p>No, although it is strongly encouraged because it meets the policy requirements in a consistent manner and documents all required information. Division HR may ask the required SH/SV questions an alternate way (phone, email) as long as the responses are documented.</p>									



<p>If the final candidate answered the SH/SV questions in TREMS, does the request need to be sent through JEMS too?</p>	<p>No. As long as the final candidate(s) have answered the SH/SV questions through TREMS, they do not need to be sent the request through JEMS. Please verify the responses through the SH/SV Application Questions report on the Job Card (in TREMS). However, the Final Candidate(s) name MUST be entered on the 'Email Request' tab in the automated process as it is used to populate in the email to the reference(s).</p> <p>JEMS Division Users are able to manually enter the Final Candidate(s) responses to the mandatory SH/SV questions from TREMS in JEMS on the 'Responses' tab.</p> <p>Please note, the mandatory SH/SV questions for final candidates were added to applications in TREMS on March 11, 2019 and removed on September 11, 2019.</p>
<p>I don't know who to contact at UW-Madison or another UW System institution. Where can I find this information?</p>	<p>This information can now be found a couple of places:</p> <ol style="list-style-type: none">1) Contact information can be found via the SH/SV Contacts lookup via the automated process in JEMS.2) Contact list uploaded to BOX (HR Reps > P-File and SH/SV Reference Check Information > SH/SV Contact List)3) Contact UW-Madison's Office of Human Resources at accesscenter@ohr.wisc.edu for assistance. Please note, the Access Center will not respond to SH/SV questions or contact other institutions on your behalf.
<p>The SH/SV contact information for my division is incorrect. How do I update it?</p>	<p>It is the Division's responsibility to ensure their SH/SV contact information is correct. Please send updated contact information to UW Jobs via uwjobs@wisc.edu.</p>
<p>Who can send the email requests to final candidates and/or references?</p>	<p>Both JEMS Department and Division Users can initiate the process by entering the name, email and clicking the 'Send Email' button in JEMS. Permissions are based on current JEMS access.</p> <p>Please keep in mind, the Final Candidate Name is required in order to send Reference emails.</p>



How do I know the email invitation was sent to the final candidate(s) and/or reference(s)?	<p>The 'Date Email Sent' field will auto-populate with the date/time once the 'Send Email' button is pushed. If the invitation is sent multiple times, this field will display the most recent date/time.</p> <p>Additionally, if a SH/SV contact was designated in JEMS PVL or JEMS Hire on the Contact tab, they will receive the auto-emails regarding the status of the SH/SV Reference Check request. If a SH/SV contact was not listed, the auto-emails will be sent to JEMS Department or Division Users, as outlined in the step-by-step help document.</p>
Who can see the responses from final candidates and references?	Only JEMS Division Users can see responses to the SH/SV questions from final candidates and references via the 'Responses' tab. Permissions are based on current JEMS access.
Once I have sent the request, can I change the email address for final candidate/references?	Yes. Revise the email address and click the 'Send Email' button to resend the invitation.
Are the SH/SV responses tied to the final candidate or the job?	Final candidate/reference responses to the SH/SV questions are tied to the job, not the person. Meaning, requests will need to be completed for each job or JEMS Hire transaction. You cannot reuse answers.
Can I delete a reference?	You can only delete a reference if they have NOT been sent the SH/SV email request. If the name is incorrect, you will need to 'Add Reference(s)' then make a note on the 'Responses' tab of the incorrect entry.
The mandatory SH/SV questions were asked via telephone call. How do I record this information?	JEMS Division Users are able to manually enter responses to the SH/SV questions on the 'Responses' tab. Use the 'Note' field to record how the responses were obtained.
Because JEMS Division Users are able to manually enter responses on the 'Responses' tab, how will we know if it was manually entered or completed via the web form?	There is programming behind the scenes that will allow OHR to know if responses were manually entered by a JEMS Division User or completed via the web form.
I am hiring a faculty member in a Visiting Professor role until the tenure review is complete, at which time they will be hired into the PVL/recruitment. Where should I complete the SH/SV automated process?	The SH/SV requirement should be completed in JEMS PVL, using the PVL the final candidate will be hired into once tenure is approved. This will allow OHR to accurately track compliance based on the recruitment.
I have questions about the automated process that are not addressed here or in the step-by-step help document. Who can I contact?	Please contact your Division HR Office. For questions that cannot be answered by your Division HR, please contact Rachel Simonson at rachel.simonson@wisc.edu or (608) 262-5331.