Applying for a Job at UW-Madison:
The NEW Employment Website
and Application Process
Breakout Session
Agenda

- Background
- Overview of the New Employment Website and Process
- Q & A
Background

Beginning July 1, 2015, UW-Madison will no longer have access to Wisc.Jobs, the official employment website of Wisconsin State government, where the University’s Classified jobs are listed.

This creates the need for the University to have its own job application system and provides an opportunity to develop an online system that meets the University’s unique recruiting and hiring needs.

This system will be required for all University Staff positions, except for custodians, but can also be used for Academic Staff, Faculty and Limited appointee job postings.

Today’s session focuses on the new job application process and website. There will be training provided to hiring administrators who need to understand how to manage job postings and applicants within the new system.
Custodial Vacancies

- After July 1, 2015 custodial recruitments will be managed by the Office of Human Resources, rather than the online application system
- Applicants will complete a paper application
- Paper applications will be available in multiple languages
Jobs.Wisc.Edu

Featured jobs
Associate Dean - School of Nursing Academic Programs
Division chief, Neonatology
Systems Support Specialist

Meet a few of our employees »

The UW–Madison faculty includes more than 2,200 employees responsible for teaching and research.
Employment Opportunities at UW-Madison

Types of Employment

**Internal Applicants Only** - Includes positions that are only open to current UW-Madison employees. Applicants who are not currently employed at UW-Madison are not eligible to apply for these positions. UW-Madison employees are also encouraged to view positions included in the "External/All Applicants" link for additional opportunities.

**External/All Applicants** - Includes positions that are open to all applicants, whether currently employed at UW-Madison or not.

**Other Employment** - Many of the Administrative and Academic Divisions have their own employment web pages, where they highlight employment opportunities available with their Division. Please be aware that many Schools and Colleges, as well as individual Academic Departments and Centers, have Career Development pages. These are intended for use by students and alumni of that specific Academic unit, rather than the general public; for this reason they have not been included on this list.

Links

- E-Verify Posters
- 2014 Annual Security and Fire Safety Report - The 2014 Annual Security and Fire Safety Report contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request.
University of Wisconsin - Madison Vacancies

- Faculty Vacancies
- Staff Vacancies
- Student Positions: Student Job Center Listings
- Research Associate/Research Intern Vacancies
- Temporary Employees
University of Wisconsin - Madison Staff Vacancies

- Search All Staff Vacancies
- Search By Functional Area:
  - Limited (Administrative/Executive)
  - Accounting, Finance, Purchasing
  - Administrator
  - Athletics
  - Communication, Arts, Media
  - Engineering & Architecture
  - Facilities, Trades, Maintenance
  - Instructional
  - Food Service
  - Human Resources
  - Library & Museum
  - Medical, Health, Laboratory
  - Natural Resources & Environmental
  - Office & Administrative
  - Outreach
  - Plant & Animal Sciences
  - Research
  - Safety, Protection, Enforcement
  - Student Services
  - Technology/Information Systems
  - Custodians
## University of Wisconsin - Madison Employment Opportunities

### Office & Administrative

**Search For:** Please Enter Keyword You Would Like To Search

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## University of Wisconsin - Madison
### Employment Opportunities

**Facilities, Trades, Maintenance**

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Position Vacancy ID: 80132
Title: LABORER

Working Title: LABORER
FTE: 1
Schedule: 03-08
Range:

Position Description   Title Specifications

Job Summary: Under the general supervision of the Facilities Management and Shop Services Manager (Instrument Shop Supervisor), the Laborer is responsible for a variety of semi-skilled manual and labor intensive work. Duties will be split between the Primate Center Instrument Maker Shop and the shipping/receiving areas.

Requirements: A Criminal Background Check Will Be Conducted

Additional Requirements: Must be able to safely lift 50lbs.
Valid driver's license required which meets UW-Madison Risk Management Guidelines
Ability to receive approval of the UW-Madison Faculty and staff Vehicle Use Agreement.

Schedule: Monday through Friday 7am-3:30pm
Comment: Evening and weekend work may be required
Organization: GRADUATE SCHOOL - PRIMATE RESEARCH CENTER

Contact Name: Susan Baculik
Contact Phone: 608-263-3086
Contact Email: 
Contact TTY Phone: 711

How To Apply: Please click on the "Apply Online" button to start the application process. Once logged into the JobApply system please provide a work history detailing up to your last 5 positions held.

Application Deadline: June 11, 2015
Additional Web Link: 
Job Location: PARK ST N 21 Room: 
Address: 21 N PARK ST MADISON, WI 53715-1218

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer.
The first time you apply for a position you will need to create an account. In order to create an account you will be required to provide the information requested in each of the fields.
JobApply Account Created

You have successfully created a UW-Madison JobApply account.

Account details:
Email: uwjobapplytest@gmail.com
Password: 62614Sophie

To access your account or update your profile, visit www.uwjobapply.wisc.edu.

Thank you for your interest in employment with the University of Wisconsin-Madison. Please visit www.jobs.wisc.edu to explore additional job opportunities.

This is an automated message, please do not reply.
The Applicant Experience

Listings - Online Application

Applying for FINANCIAL SPEC 4 (MEDICAL SCHOOL/ORTHO&REHAB/ORTHO&REHAB)

As a recipient of federal contracts, UW-Madison is required by law to request data from applicants for employment in order to monitor our recruitment and selection practices. Submission of the information requested on this web-based questionnaire is voluntary. The information you provide will be used to meet the university's data collection and reporting responsibilities, and to assess the effectiveness of our AA/EO recruitment and selection efforts. The information will be kept confidential and will not be considered as part of the hiring criteria. Moreover, you will not be excluded from consideration if you decline to provide this information. Read the full memo about UW-Madison’s responsibilities.

Ethnicity (Check only one)
- Hispanic/Latino Origin
- Not of Hispanic/Latino Origin

Race (Check all that apply)
- American Indian or Alaska Native
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
- White

Gender
- Male
- Female

Applicant Self-Identification Form For Protected Veterans

Please check one of the boxes below:
- I identify as one or more of the classifications of protected veteran listed above
- I am not a protected veteran
- I do not wish to disclose my status

Voluntary Self-Identification Of Disability

Please check one of the boxes below:
- Yes, I have a disability (or previously had a disability)
- No, I do not have a disability
The Applicant Experience

Listings - Online Application

Applying for UNIV SERVICE ASSOC 2 (MEDICAL SCHOOL/ADMIN/HUMAN RESOURCES)

Personal Information  Affirmative Action Data   References   Upload Documents   Work History   Confidentiality   Exit Poll   Confirmation   Thank You

Please read this release and upon submitting your references you have indicated you understand and agree to these terms.

The University of Wisconsin-Madison verifies past and current employment history, education (where appropriate), and criminal background prior to any and all offers of employment.

I understand an investigation of all statements contained in my application for employment will be verified as necessary for making an employment decision.

I hereby authorize the University of Wisconsin - Madison, or other authorized representatives bearing this release, such as managers, supervisors and recruitment agents, to obtain all information and records pertaining to me in connection with this application and as may be necessary for making an employment decision.

Sources of information and records may include, but are not limited to:

1. Municipal, State and Federal law enforcement agencies and courts
2. Previous employers/Current employers
3. Personal references
4. Any school, college, university or other educational institution

One of your references must be a current or former supervisor.

Reference Release

☐ I hereby release any agency, institution or business, collectively or individually, from any and all liability relating to any attempt to comply with this release. A copy of this signed release may be accepted as the original. This release will remain in effect as long as my application for employment with the University of Wisconsin – Madison is pending.

[Form fields for references with options to add, delete, and update]
The Applicant Experience

Listings - Online Application

Applying for Univ Services Assoc 2 (GENERAL SERVICES - OFFICE OF HUMAN RESOURCES)

Personal Information  Affirmative Action Data  References  Upload Documents  Confidentiality  Confirmation  Thank You

Please upload application documents below.

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2 file(s) uploaded

Back  Cancel  Next

Listings - Online Application

Applying for Univ Services Assoc 2 (GENERAL SERVICES - OFFICE OF HUMAN RESOURCES)

Personal Information  Affirmative Action Data  References  Upload Documents  Confidentiality  Confirmation  Thank You

NOTE: Unless confidentiality is requested (in writing or by checking the checkbox below), information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

Maintain confidentiality
The Applicant Experience

Listings - Online Application

Applying for FINANCIAL SPEC 3 (SCHOOL OF EDUCATION - WIS CENTER FOR EDUCATION RESEARCH)

Personal Information  Affirmative Action Data  References  Upload Documents  Work History  Confidentiality  Confirmation  Thank You

Employer:
Position:
Date From: Month ▼ Year ▼
Date To: Month ▼ Year ▼
Employer Address:
Employer City:
Employer State: ▼
Employer Zip:
Supervisor First Name:
Supervisor Last Name:
Supervisor Title:
Supervisor Phone:
Reason For Leaving:
Duties:

Add

Work history not found

Back  Cancel  Next
The Applicant Experience

Once you submit your application an email will be sent to your email address acknowledging receipt of your application.
The Applicant Experience
Questions?
Thank You!