



Job Order Entry Step-by-Step Instructions

Job Center of Wisconsin offers a no-fee way to ease the hiring burden.
24/7 access to input, edit, or remove job postings for convenience
Save time by using the Copy feature
New job postings are reviewed by quality control staff for content and effectiveness
Openings are automatically given greater exposure US.jobs, a national labor exchange

Time-saving Tips

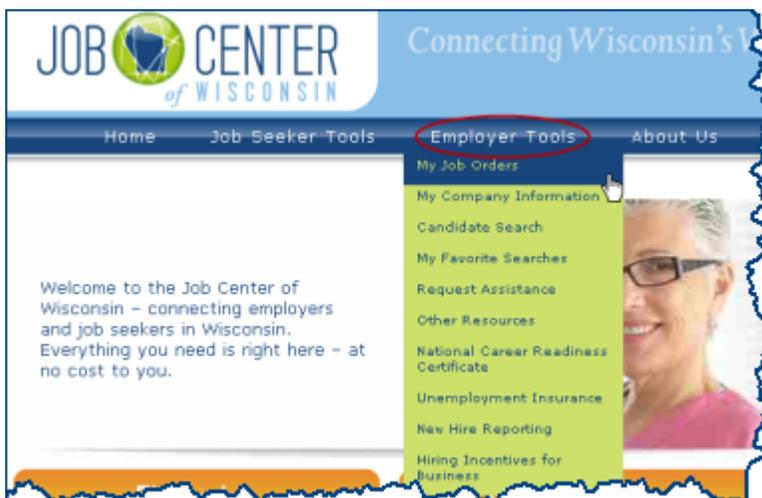
Use the [Copy Feature](#)
Set up Default [Benefit Information](#)
Set up Default [Application Instructions](#)

What do I need to do to post my job openings?

Registration is required to post and manage your company's job openings. Registering is a one-time process and consists of creating a Username and Password for yourself, and providing some demographic and contact information for your company.

A separate registration is needed for each person at your company who needs access. A Username and Password cannot be shared by a group.

To register, please go to <http://jobcenterofwisconsin.com>. Click on Employer Tools (located in the dark blue menu bar), and then on My Job Orders.



Click on 'Set up an account' in the orange 'Secure Log In' area. The system will take you smoothly through the screens you need to complete. Please allow 5 minutes to complete the registration process.

JOB CENTER of WISCONSIN Connecting Wisconsin's Workforce

Home Job Seeker Tools Employer Tools About Us Help Exit

LOGIN | PERFORM A JOB SEARCH

SECURE LOG IN

Username: Password:

[Set up an account](#)
[Forgot your ID or password?](#)
[Account Management](#)

This feature requires a login. If you do not have a login, click on '**Set up an account**'. After your account has been approved by staff (usually within 1 business day), you will be notified by email. After your account has been approved you can post job orders and search for candidates.

How do I post a job opening?

1. To get started, go to <http://jobcenterofwisconsin.com> and login with your Username and Password.
2. Click on Employer Tools, then on My Job Orders.

JOB CENTER of WISCONSIN Connecting Wisconsin's Workforce

Home Job Seeker Tools **Employer Tools** About Us Help Exit

LOGOUT | PERFORM A JOB SEARCH

Home > Employer Home

Welcome Linda

25 new candidate profiles have been posted today.

864 new candidate profiles have been posted in the last week.

4350 new candidate profiles have been posted in the last month.

Hire. Right. Now.

Welcome to Job Center of Wisconsin - your number one, no-cost source for posting jobs and searching for candidates in Wisconsin. Whether you are looking for the perfect employee or helpful information, Job Center of Wisconsin is the place for you.

MY JOB ORDERS
 Post and manage your company's job openings, quickly copy existing or previously used openings, or remove a job opening that has been filled. Find instructions to upload your company's job openings to this website.

MY COMPANY INFORMATION
 Manage and update company locations and contact persons.

CANDIDATE SEARCH
 Search for candidate profiles and find potential employees.

MY FAVORITE SEARCHES
 View results of saved candidate searches.

REQUEST ASSISTANCE
 Get information and help from Business Services staff.

OTHER RESOURCES
 Find other helpful resources.

NATIONAL CAREER READINESS CERTIFICATE
 Use the NCRC to demonstrate work readiness of applicants in your next recruitment.

UNEMPLOYMENT INSURANCE

NEW HIRE REPORTING

HIRING INCENTIVES FOR BUSINESS
 State and federal wage reimbursement and tax incentive programs for businesses who hire from specific candidate groups.

- If this is the first job posting your company has ever placed on Job Center of Wisconsin, click on the Enter a New Job Order link.

The screenshot shows the Job Center of Wisconsin website. The header includes the logo and the tagline "Connecting Wisconsin's Workforce". Navigation links include Home, Job Seeker Tools, Employer Tools, About Us, Help, and Exit. The main content area is titled "My Job Orders" and features a woman's portrait. To the right, several links are listed: "ENTER A NEW JOB ORDER" (circled in red), "COPY A JOB ORDER", "JOB ORDER SUMMARY", "LINK TO YOUR JOBS", and "UPLOAD JOB OPENINGS". A contact email "JobNetHelp@dwd.wisconsin.gov" is provided at the bottom.

- If your company has just one location, a new job order will be displayed.

If your company has two or more locations, the Site List will be displayed. Click on the link for the site your job posting is for. A new job order will be displayed.

The screenshot shows a "Site List" for "RMC PLASTICS". It includes a "Need help?" link and a search result summary: "Search Results: 2 Row(s) Found. Click on Site Trade Name to continue." Below is a table with three columns: Site Trade Name, Address & Phone, and City.

Site Trade Name	Address & Phone	City
RMC PLASTICS	1055 BEDFORD CREEK RD SPRINGDALE, WI 53530-1018 (608) 555-1234	SPRINGDALE
RMC PLASTICS	4000 CO HWY D WOODLAND, WI 55998 (608) 555-9876	WOODLAND

Page 1

- Review the information on the **Company Info** tab.

Select a Contact for this job order from the Employer Contact drop-down menu. Contacts are listed in alphabetical order by last name. This information only appears to, and is used by, job order staff in the event that staff have a question about the job order. You can verify that this information will not appear on the job listing by clicking on the 'Preview' button to see how the job order will appear to job seekers.

Job Order

Save - Incomplete Save - Complete Abandon Changes

Preview Email Preview

Click on the Description tab to start entering information.

#1 **Company Info** #2 Description #3 Requirements #4 Pay and Benefits #5 Details

[Need help?](#)

Company Information

If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site.

Company Legal Name: RMC PLASTICS
 UI Account Root: 890890
 FEIN: -
 Site Trade Name: RMC PLASTICS
 1055 BEDFORD CREEK RD
 Site Address: SPRINGDALE, WI 53530 - 1018
 County: Dane
 Company Telephone: (608) 555-1234
 Company Web Site: www.RMCPlastics.com
 Site Company Description: RMC Plastics is an industry leader with over 20 years of experience in the injection molding business. We have a strong commitment to quality and customer satisfaction.

Note - Contact information is confidential and will not be disclosed to job seekers, nor displayed on the job order.

Contact Information:

Employer Contact: Extension: 105
 Contact Telephone: (608) 555-1234 Extension:
 Contact Fax: (608) 555-4321 Extension:
 Contact Cell Phone:
 Preferred Method Of Contact: Email
 Contact Email Address: leslied@RMCPlastics.com

Save - Incomplete Save - Complete Abandon Changes

Preview Email Preview

If any information displayed on the Company Info tab is incorrect, you can update it by clicking on the Employer Tools menu, then on Manage Company Information. Some information – Company Legal Name, Unemployment Insurance number and FEIN - must be updated by staff. Please report changes by calling 1-888-258-9966 or sending an email to WIJobOrders@dwd.wisconsin.gov

- Click on the **Description** tab. Enter the number of openings to be filled at this location. Enter the job title. Avoid jargon, acronyms, abbreviations, and company specific job titles. Use commonly accepted and understood terminology. This will enhance the chances that your job opening will be included in keyword job searches conducted by job seekers.

Job Order

Save - Incomplete Save - Complete Abandon Changes

Preview Email Preview

Click on the Description tab to start entering information.

#1 Company Info **#2 Description** #3 Requirements #4 Pay and Benefits #5 Details

[Need help?](#)

*ARRA-funded Job? Yes No
 Check YES if this position is being hired to work on a state or local job related to the American Recovery and Reinvestment Act (ARRA), otherwise known as the federal stimulus package. Please see the [Governor's Executive Order](#) for more information.

*Number of Openings:

*Job Title:
 • Enter a job title and press the "tab" key.

*Duties and Responsibilities of Job: [More Information](#)

Text Limit: 1500 | Text Entered: 0

Save - Incomplete Save - Complete Abandon Changes

Preview Email Preview

Press the Tab key. Review the possible matches on the Occupational Category drop-down list. Select the best match. If none of the items on the drop-down list are a good match, select 'Please select an Occupational Category'.

Job Order

Save - Incomplete Save - Complete Abandon Changes

Preview Email Preview

Click on the Description tab to start entering information.

#1 Company Info **#2 Description** #3 Requirements #4 Pay and Benefits #5 Details

[Need help?](#)

*ARRA-funded Job? Yes No
 Check YES if this position is being hired to work on a state or local job related to the American Recovery and Reinvestment Act (ARRA), otherwise known as the federal stimulus package. Please see the [Governor's Executive Order](#) for more information.

*Number of Openings:

*Job Title:

*Occupational Category:
 Please select an Occupational Category.
 Team Assemblers
 First-Line Supervisors/Managers of Production and Operating Workers
 Managers, All Other
 Natural Sciences Managers
 Special Education Teachers, Middle School
 Forest Fire Fighting and Prevention Supervisors
 First-Line Supervisors/Managers of Helpers, Laborers, and Material
 First-Line Supervisors/Managers of Mechanics, Installers, and Repair
 Mental Health and Substance Abuse Social Workers
 First-Line Supervisors/Managers of Office and Administrative Support

Click on the **Save-Incomplete** button to save your work. A job order number and status are assigned.

Job Order

Job Order Number: 0001979

Job Order Status: EMPLOYER INCOMPLETE

The job order must be saved incomplete or complete in 90 days or it will be deleted.

Click on the Description tab to start entering information.

#1 Company Info	#2 Description	#3 Requirements	#4 Pay and Benefits	#5 Details
<p>*ARRA-funded Job? <input type="radio"/> Yes <input checked="" type="radio"/> No Need help?</p> <p>Check YES if this position is being hired to work on a state or local job related to the American Recovery and Reinvestment Act (ARRA), otherwise known as the federal stimulus package. Please see the Governor's Executive Order for more information.</p> <p>*Number of Openings: <input type="text" value="2"/></p> <p>*Job Title: <input type="text" value="Production Team Leader"/></p> <p>*Occupational Category: <input type="text" value="First-Line Supervisors/Managers of Production and Oper"/></p> <p>*Duties and Responsibilities of Job: <input type="button" value="More Information"/></p> <p>This position is a group leader that is responsible for up to 20 press operators in regards to training, scheduling, scrap monitoring, production reporting, and supporting production needs. Provide leadership in the areas of safety and quality. Responsible for personnel activities such as scheduling, vacation requests, and scheduling over-time.</p> <p>Text Limit: 1500 Text Entered: 348</p>				

7. Click on the **Requirements** tab.

Job Order

Job Order Number: 0001979

Job Order Status: EMPLOYER INCOMPLETE

The job order must be saved incomplete or complete in 90 days or it will be deleted.

Click on the Description tab to start entering information.

#1 Company Info	#2 Description	#3 Requirements	#4 Pay and Benefits	#5 Details
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[Need help?](#)

Experience and Qualifications:
 If applicable, describe the experience needed for this job and describe any other qualifications needed for this job (Skills/Aptitudes, Driving Record, Physical Requirements, Pre-Employment, etc):

Text Limit: 1000 | Text Entered: 0

Pre-employment Drug Screening Required
 Background Check Required

WorkKeys and the National Career Readiness Certificate (NCRC):

The National Career Readiness Certificate (NCRC) is a new credential in Wisconsin, signed by the Governor, that certifies the work readiness of job applicants. The applicants take three proctored, hard-skills tests that are part of the WorkKeys Assessment System and receive an NCRC when they demonstrate work readiness in three key skill areas (Locating Information, Reading for Information, and Applied Mathematics). Please check "Preferred" as a way to integrate proven work readiness into your recruitment process and to help promote WorkKeys and the NCRC as the work readiness credential in Wisconsin.

NCRC/WorkKeys: None Preferred Required

- If none: Please consider checking "Preferred" and incorporating the NCRC into your recruitment of this job opening.
- If preferred: Please contact us and let us know how the NCRC helped with your recruitment on this job opening. Contact information below.
- If required: Employers can legally require an NCRC, but cannot state a "level" unless the specific job has been profiled. If you want to learn more about profiling, please see contact information below. If this specific job has been profiled by a trained ACT profiler, then you can require an NCRC **and** indicate the level. If this is the case, please check "Required" above and please indicate which level the Profile Analysis determined was appropriate for the job below:

Level: None Bronze Silver Gold Platinum

For more information about the NCRC and the WorkKeys Assessment System, please e-mail us at NCRCEmployers@dwd.wisconsin.gov.

Education and Training: None Desired Required

As appropriate, enter additional information about the Education Level desired or required in the Education/Training Description field below:

Education/Training Description:

Text Limit: 500 | Text Entered: 0

Professional Licenses/Certificates:
 If needed for this job, enter information about the Licenses or Certifications desired or required in the Professional Licenses/Certificates field below:

Professional Licenses/Certificates Description:

Text Limit: 500 | Text Entered: 0

Drivers License and Vehicle:

Click on More Information for assistance completing the License and Vehicle section.

Is a Drivers License needed to perform this job? Yes No

If yes:

Indicate the class(es) of License needed:

	None	Desired	Required
Class A - Commercial Motor Vehicle	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class B - Commercial Motor Vehicle	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class C - Commercial Motor Vehicle	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class D - Regular (Auto, Light Truck, Moped)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class M - Motorcycle	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Indicate the License endorsement(s) needed:

F - Farm Service (Restricted)
 H - Hazardous Materials
 N - Tank Vehicles
 P - Passenger Vehicle
 S - School Bus
 T - Double/Triple Trailers

Is a personal vehicle required to perform the job? None Desired Required

Age Requirements:
Estes in the Minimum Age and Maximum Age fields must comply with applicable state and federal laws.
 Minimum age: Maximum age: None Desired Required

Workkeys and the National Career Readiness Certificate are registered trademarks of ACT, Inc.

Describe the Experience and Qualifications requirements you have for this job opening.

When the 'Pre-employment Drug Screening Required' checkbox is checked, this statement will appear on the job order: Pre-employment drug screening required.

When the 'Background Check Required' checkbox is checked, this statement will appear on the job order: Background check required.

If a National Career Readiness Certificate is 'Desired' or 'Required' for this position, click on the appropriate radio button. If required, select the Level.

When an item is selected from the Education and Training drop-down list, 'Desired' or 'Required' must also be selected.

The 'Is a Drivers License needed to perform this job?' question in the Drivers License and Vehicle section should only be answered 'yes' if the employee must have a driver's license to perform the job duties. Examples include: a truck driver, a delivery person, or someone whose duties include running business-related errands during the work shift.

Do not answer the question 'yes' to gauge whether a job seeker has transportation to work. A driver's license does not ensure dependability. A job seeker may have other options for getting to work, such as riding with another person, walking, or riding a bicycle.

Definitions of license classes and endorsements can be found by clicking on the More Information button.

The 'Is a personal vehicle required to perform the job?' question should only be answered 'Desired' or 'Required' if it is desired or required that the employee have his/her personal vehicle available to perform job duties. An example would be a secretary who uses her own car to make a bank deposit for the business. When the question is answered 'Desired' or 'Required', the following question will appear: Is there a mileage reimbursement?

When an age is entered in either of the Age Requirements fields, 'Desired' or 'Required' must also be selected. Age requirements must comply with applicable state and federal laws.

Click on the **Save-Incomplete** button to save your work.

8. Click on the **Pay and Benefits** tab.

Job Order

Job Order Number: 0001979

Job Order Status: EMPLOYER INCOMPLETE

The job order must be saved incomplete or complete in 90 days or it will be deleted.

[Save - Incomplete](#) [Save - Complete](#) [Abandon Changes](#) [Copy](#) [Delete](#)

[Preview](#) [Email Preview](#)

Click on the Description tab to start entering information.

#1 Company Info	#2 Description	#3 Requirements	#4 Pay and Benefits	#5 Details
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[Need help?](#)

Compensation Range

[More Information](#)

Effective job advertisements have complete information. Get better results by providing wage and benefit information.

* **Amount** **Unit of Time**

Minimum Pay:

Maximum Pay:

[Wage and Career Info](#)

Additional Compensation Information

As appropriate, enter additional information about the compensation for this job.

Text Limit: 500 | Text Entered: 0

Benefits:

* No Benefits Offered(No other boxes can be checked)

Insurance: <input type="checkbox"/> Check All <input type="checkbox"/> Health Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Life Insurance <input type="checkbox"/> Disability Insurance <input type="checkbox"/> Vision Insurance <input type="checkbox"/> Domestic Partner Coverage	Retirement & Financial: <input type="checkbox"/> Check All <input type="checkbox"/> Retirement <input type="checkbox"/> 403B Plan <input type="checkbox"/> 401K Plan <input type="checkbox"/> Profit Sharing <input type="checkbox"/> Flexible Spending Accounts (Dependent & Medical) <input type="checkbox"/> Deferred Compensation
Leave & Holidays: <input type="checkbox"/> Check All <input type="checkbox"/> Sick Leave <input type="checkbox"/> Personal Leave <input type="checkbox"/> Vacation <input type="checkbox"/> Paid Holidays	Education & Training: <input type="checkbox"/> Check All <input type="checkbox"/> Paid Training <input type="checkbox"/> Tuition Reimbursement
Transportation: <input type="checkbox"/> Check All <input type="checkbox"/> Transportation - Subsidy <input type="checkbox"/> Transportation - Car/Van Pool <input type="checkbox"/> Transportation - Other	Child Care: <input type="checkbox"/> Check All <input type="checkbox"/> Child Care - Subsidy <input type="checkbox"/> Child Care - On-Site <input type="checkbox"/> Child Care - Other

Miscellaneous Benefits: Check All
 Paid Uniforms
 Flexible Work Schedule
 Paid Meal During Shift Work
 On-Site Housing
 On-Site Cafeteria

Other Benefits

Description:

Text Limit: 100 | Text Entered: 0

Benefit Comments:

Text Limit: 200 | Text Entered: 0

[Save - Incomplete](#) [Save - Complete](#) [Abandon Changes](#) [Copy](#) [Delete](#)

[Preview](#) [Email Preview](#)

Enter the wage information for this job opening in the Compensation Range fields. At a minimum, you must make a selection from the Maximum Pay Unit of Time drop-down list.

You are strongly encouraged to enter at least the minimum you would pay someone in this position. Research indicates that job seekers bypass job listings that do not include wage information, and perceive them to be minimum wage jobs.

Click on the 'Wage and Career Info' link to view Wisconsin wage information for entry, average, and experienced workers for this position.

Select the benefits offered for this position by checking the applicable checkbox(es), and entering additional comments in the Benefit Comments field. Avoid generic phrases such as "Benefits available" or "Will be discussed at interview".

Click on the **Save-Incomplete** button to save your work.

9. Click on the **Details** tab.

Job Order

Job Order Number: 0001979

Job Order Status: EMPLOYER INCOMPLETE

The job order must be saved incomplete or complete in 90 days or it will be deleted.

Save - Incomplete Save - Complete Abandon Changes Copy Delete

Preview Email Preview

Click on the Description tab to start entering information.

#1 Company Info #2 Description #3 Requirements #4 Pay and Benefits #5 **Details**

***Work Site:** [Need help?](#)
Select the County or Counties in which the work will be done.

Work Sites Available:
Adams County
Ashland County
Barron County
Bayfield County

Select

Work Sites Selected:

De-Select

Additional Work Site Information (If applicable):

Text Limit: 200 | Text Entered: 0

Work Site Location:
This information will be used for an enhanced geographical job search feature for job seekers. This information will not be displayed on the job order.

Does this job have an address where the work will usually be performed?
 Yes No

This is the address that will be used as the usual Work Site Location. If this is not the address where the work will usually be performed, please change it to the correct address:

*Street Address: 1055 BEDFORD CREEK RD

*City: SPRINGDALE

*State: WI

*Zip Code: 53530 [Find a Zip Code](#)

Bus Transportation to Work Site:
Is a Bus Route available to, or near to, the above Work Site? Yes No

Bus Route Information:

Text Limit: 100 | Text Entered: 0

Select the county(ies) where the employee will perform the job duties in the 'Work Site' section. Click on the county in the 'Work Sites Available' list, then on the 'Select' button. To select multiple counties, click on the first county you want to select, then press and hold down the Ctrl key (located in the lower right and lower left corners of the keyboard) and click on the additional counties in the 'Work Sites Available' list. When you have selected all of the counties where the job duties will be performed, click on the 'Select' button.

Do not select additional counties beyond where the work will be performed as a 'recruitment area'.

Pertinent details about the work site should be entered in the 'Additional Work Site Information' field. For example, 'Employee will work outside 50% of the time', or 'Employee will move product' to a freezer room. Temperature is below zero.', or 'Dust free environment'.

In the 'Work Site Location' the question 'Does this job have an address where the work will usually be performed?' will default to 'yes'. The address displayed is the same as what is shown on the Company Info tab. In most instances, this will be the physical location where the work will be performed. If the address listed is not where the work will be performed, please change the address to the correct address.

If the answer to the question "Does this job have an address where the work will usually be performed?" is "no", the following statement appears: "This is the work site zip code that will be associated with this job." The zip code displayed will be what is shown on the Company Info tab. Job Center of Wisconsin Call Center staff will contact you to clarify your situation.

Use the 'Bus Transportation to Work Site' fields to record information about bus routes that stop at or near your business.

Click on the **Save-Incomplete** button to save your work.

The screenshot shows a web form with several sections:

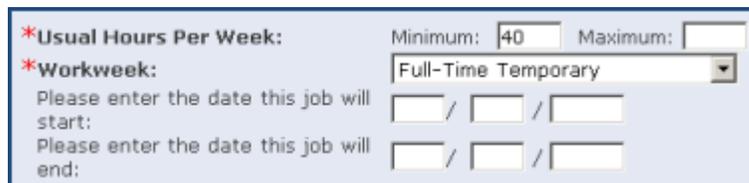
- Duration of the Job:** Radio buttons for '1-3 Days', '4-150 Days', and 'Over 150 Days'. 'Over 150 Days' is selected.
- *Usual Hours Per Week:** Minimum and Maximum input fields.
- *Workweek:** A dropdown menu with 'Full-Time' selected.
- Additional Hours Information:** A large text input area.
- *Work Day(s) (Check all that apply. If Non-Standard Explain checked, enter a description in the space provided.):** Checkboxes for Monday-Friday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. A 'Weekends only' checkbox and a 'Non-Standard (Explain):' checkbox are also present.
- *Shift(s) of Job (Check all that apply. If Non-Standard Explain checked, enter a description in the space provided.):** Checkboxes for First, Second, Third, Rotating, Mornings, Afternoons, Evenings, and Weekend. A 'Non-Standard (Explain):' checkbox is also present.

Each text input area has a 'Text Limit' and 'Text Entered' indicator.

The **Duration of the Job** indicator defaults to “over 150 days”. If the job opening is anticipated to last less than 150 days, change the indicator to 1-3 days or 4-150 days.

Enter the minimum and/or maximum hours per for this position in the ‘Usual Hours Per Week’ fields.

The ‘Workweek’ drop-down list defaults to ‘Full-time’. If that is not correct, choose a different item from the list. When any of the ‘Temporary’ items are selected, an additional field will appear for you to record the date the job will end, if known.



*Usual Hours Per Week: Minimum: 40 Maximum:

*Workweek: Full-Time Temporary

Please enter the date this job will start: / /

Please enter the date this job will end: / /

Full-time – 30 or more hours per week and the job is expected to last 150 days or longer.

Full-time Temporary – 30 or more hours per week and the job is expected to last less than 150 days.

Part-time – less than 30 hours per week and the job is expected to last 150 days or longer.

Part-time Temporary – less than 30 hours per week and the job is expected to last less than 150 days.

Full-time/Part-time – the Minimum is less than 30 hours per week, the Maximum is 30 or more hours per week, and the job is expected to last 150 days or longer.

Full-time/Part-time Temporary – the Minimum is less than 30 hours per week, the Maximum is 30 or more hours per week, and the job is expected to last less than 150 days.

On Call – employee will be available when requested. The employee may or may not be called in or scheduled to work in any given week or pay period. The employer does not guarantee that any work hours will be available to the employee in a given work week or pay period.

On Call Temporary – employee will be available when requested and the job is expected to last less than 150 days. The employee may or may not be called in or scheduled to work in any given week or pay period. The employer does not guarantee that any work hours will be available to the employee in a given work week or pay period.

Indicate the ‘Work Day(s)’ for this position by checking the applicable checkbox(es).

Indicate shift information in the ‘Shift(s) of Job’ section by checking the applicable checkbox(es).

Click on the **Save-Incomplete** button to save your work.

The screenshot shows a web form for creating a job order. At the top, it asks 'Is this an Apprenticeship Position?' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this is the 'Application Instructions' section, which asks if the user wants their company's name, address, and telephone number to appear on the job order, with 'Yes' selected. A red asterisk indicates that applicants should check all applicable application methods. A list of checkboxes includes 'Apply In Person', 'Mail a Résumé', 'E-Mail a Résumé', 'Apply Online', 'Fax a Résumé', 'Call For Appointment', 'E-Mail a Work Application', and 'Other'. The 'Job Order Removal Date' section explains that orders are removed after 30 days and provides a date picker set to 05/30/2011, with a red warning that the date cannot be updated until the job order is open. A 'Comments to Call Center Staff' text area is present, with a 'Text Limit: 500 | Text Entered: 0' indicator. At the bottom, there are buttons for 'Save - Incomplete', 'Save - Complete', 'Abandon Changes', 'Copy', 'Delete', 'Preview', and 'Email Preview'.

The 'Is this an Apprenticeship Position?' question defaults to 'no'. The definition of 'apprenticeship' is a job opening covered by a contract approved and overseen by the Bureau of Apprenticeship Standards in the Department of Workforce Development. If this position meets the definition, change the indicator to 'yes'.

The 'Do you want your company's name, address and telephone number (as shown on #1 Company Info tab) to appear on the job order?' question defaults to 'yes'. If you want your company's identifying information to be suppressed (hidden), change the indicator to 'no'. You can verify that the company's identity is hidden on the job listing by clicking on the 'Preview' button to see how the job order will appear to job seekers. If the company's information is hidden, be careful not to inadvertently reveal the company's identity in the Application Instructions. Be sure to click on the 'Preview' button and review the job listing before using the Save-Complete button.

Indicate how applications or résumés will be accepted by checking the applicable checkbox(es). If applicable, include the application deadline, and any specific instructions.

Apply In Person – at a minimum include the company name, street address, city, and state where job seekers should apply. If job seekers should apply during certain hours or days of the week, should ask for a certain person, and/or should bring something with them, include that information in the text field below the 'Your email address' text field.

Mail a Résumé – include the name and mailing address of the company, department or person to whom the résumé should be mailed in the text field below the ‘Your email address’ text field.

E-Mail a Résumé – enter the e-mail address where the résumé should be e-mailed in the ‘Your email address’ text field.

Apply Online – include the full URL the job seeker should in the text field below the ‘Your email address’ text field.

Fax a Résumé – include the fax number and name of the department or person to whom the résumé should be faxed in the text field below the ‘Your email address’ text field.

E-Mail Work Application – enter the e-mail address where the work application should be e-mailed in the ‘Your email address’ text field.

This option should only be selected if you want to use the Job Center of Wisconsin Work Application, which is designed to be e-mailed. Do not select this option if you want job seekers to use your company’s application form.

Call for Appointment – include the telephone number, including area code, and the name of the department or person the job seeker should ask for in the text field below the ‘Your email address’ text field. If job seekers should call during certain hours or days of the week, include that information in the text field below the ‘Your email address’ text field.

Other – this checkbox must be checked in any information is entered in the text field below the ‘Your email address’ text field.

You may use HTML tags to **bold**, underline, or *italicize* text.

To **bold** text:

`Please apply by June 15, 2011.`

Displays as: **Please apply by June 15, 2011.**

To underline text:

`<u>Please apply by June 15, 2011.</u>`

Displays as: Please apply by June 15, 2011.

To italicize text:

`<i>Please apply by June 15, 2011.</i>`

Displays as: *Please apply by June 15, 2011.*

The **Job Order Removal Date** defaults to 30 days from the date you submit your job order to Job Center of Wisconsin Call Center staff for final processing. If you would like to change the date the job order will be removed from Job Center of Wisconsin, enter a note in the **Comments to Call Center Staff** text field.

You may also enter any other notes for staff in the **Comments to Call Center Staff** text field. The information entered in **Comments to Call Center Staff** will not appear on the job order. You can verify that this information will not appear on the job order by clicking on the 'Preview' button to see how the job listing will appear to job seekers.

Click on the **Save-Incomplete** button to save your work.

10. Click on the **Preview** button.

The screenshot shows a web form titled "Job Order" with the following elements:

- Job Order Number: 0001979
- Job Order Status: **EMPLOYER INCOMPLETE**
- Message: "The job order must be saved incomplete or complete in 90 days or it will be deleted."
- Buttons: "Save - Incomplete", "Save - Complete", "Abandon Changes", "Copy", "Delete", "Preview" (circled in red), and "Email Preview".
- Instruction: "Click on the Description tab to start entering information."
- Navigation tabs: "#1 Company Info", "#2 Description", "#3 Requirements", "#4 Pay and Benefits", and "#5 Details".
- Section: "*Work Site:" with the instruction "Select the County or Counties in which the work will be done." and a "Need help?" link.
- Dropdown menu: "Work Sites Available:" with options: Adams County, Ashland County, Barron County, and Bayfield County.

Your job posting is displayed exactly as job seekers will see it. Carefully review your posting. Note any information that you want to restate or reformat.

[Back To Job Order](#)



Production Team Leader (Job Number 0001979)

Employer:

RMC PLASTICS

[See all jobs by this employer](#)

1055 BEDFORD CREEK RD
SPRINGDALE, WI 53530-1018
www.RMCPlastics.com

Work Site County/ies:	Dane - Outside Metropolitan Madison
On Bus Route?	No
Pay:	\$25.00 Per Hour Minimum, Based on Experience
Duration/Usual Hours Per Week:	Full-Time, 40 Hours Per Week Minimum
Shift/Work Days:	7:30 a.m. - 4:15 p.m. Monday-Friday.
Number of Openings:	2

Minimum Requirements of Employer:

National Career Readiness Certificate:	Required - Gold Level
Education:	No Minimum Education Level Requested
Professional Licenses/Certifications:	No Licenses or Certifications Requested
Vehicle:	No Vehicle Requested
Drivers License:	
Type:	No Drivers License Requested
Endorsements:	No Endorsement Requested
Age:	No Age Requested
Experience/Qualifications:	Must have 2-5 years of manufacturing experience (preferably in injection molding), must be hands on, self motivated, and be experienced in leading and training. Must have good communication skills, have good time management skills, and be a quick learner.

Pre-employment drug screening required.

Duties and Responsibilities of the Job:

This position is a group leader that is responsible for up to 20 press operators in regards to training, scheduling, scrap monitoring, production reporting, and supporting production needs. Provide leadership in the areas of safety and quality. Responsible for personnel activities such as scheduling, vacation requests, and scheduling over-time.

Benefits:

Insurance:	Health Insurance, Dental Insurance, Life Insurance, Disability Insurance, Vision Insurance
Leave and Holidays:	Sick Leave, Vacation, Paid Holidays
Retirement & Financial:	403B Plan, Flexible Spending Accounts (Dependent & Medical) , Deferred Compensation
Education and Training:	Paid Training, Tuition Reimbursement

Company Profile:

RMC Plastics is an industry leader with over 20 years of experience in the injection molding business. We have a strong commitment to quality and customer satisfaction.

How To Apply:

E-Mail a Résumé To apply for this job, send your résumé or [Job Center of Wisconsin Résumé](mailto:leslied@RMCPlastics.com) to leslied@RMCPlastics.com

If you don't have a résumé, you can register and create one at [Job Center of Wisconsin](#).

Additional Application Information **Application deadline: May 13, 2011**



WorkKeys and the National Career Readiness Certificate are registered trademarks of ACT, Inc.

[Back To Job Order](#)

When you are finished reviewing your job posting, click on the 'Back to Job Order' button.

Edit your job posting. Preview it again. If everything looks the way you want it to, click on the **Save-Complete** button. Clicking on the Save-Complete button sends your job posting to the Job Center of Wisconsin Call Center for final processing.

The screenshot shows a web interface for a Job Order. At the top, it says "Job Order Number: 0001979" and "Job Order Status: **EMPLOYER INCOMPLETE**". Below this, a message states: "The job order must be saved incomplete or complete in 90 days or it will be deleted." There are five buttons: "Save - Incomplete", "Save - Complete" (circled in red), "Abandon Changes", "Copy", and "Delete". Below these are "Preview" and "Email Preview" buttons. A navigation bar has tabs for "#1 Company Info", "#2 Description", "#3 Requirements", "#4 Pay and Benefits", and "#5 Details". The "#2 Description" tab is active, showing a section for "*Work Site:" with a dropdown menu for "Work Sites Available:" containing "Adams County", "Ashland County", "Barron County", and "Bayfield County". A "Need help?" link is in the top right.

The status of your job posting changes to Employer Complete.

The screenshot shows the same Job Order interface but with the status changed to "Job Order Status: **EMPLOYER COMPLETE**". A red message reads: "You will not be able to change this order until it has been completed by Call Center staff and placed on Job Center of Wisconsin. However, you can add/change 'Comments to Call Center Staff' on the bottom of the #5 Details tab before this order has been completed by staff. If other changes are necessary before then, please contact the Call Center toll-free at 1-888-258-9966 or via email at WJobOrders@dwd.wisconsin.gov." The buttons now are "Save - Complete", "Abandon Changes", "Copy", "Preview", and "Email Preview". The navigation bar is the same, but the "#1 Company Info" tab is active, showing "Company Information" with fields for "Company Legal Name: RMC PLASTICS", "UI Account Root: 890890", and "FEIN:". A "Find a Different Site" button is visible. A "Need help?" link is in the top right.

After your job posting has been approved by staff, it will immediately be available to job seekers on Job Center of Wisconsin. The first 24 hours your posting will be on 'hold' for Veterans Priority. As soon as the 24 hours are up, the system automatically releases your posting and all job seekers can view it.

To access your job postings, click on the Employer Tools menu, then on My Job Orders, and then on Job Order Summary.

JOB CENTER of WISCONSIN Connecting Wisconsin's Workforce

LOGOUT | PERFORM A [JOB SEARCH](#)

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Home > [Employer Tools](#) > My Job Orders

Hire. Right. Now.

Welcome to Job Center of Wisconsin - your number one, no-cost source for posting jobs and searching for candidates in Wisconsin. Whether you are looking for the perfect employee or helpful information, Job Center of Wisconsin is the place for you.

Job orders are reviewed for quality and accuracy by Job Service staff.

Job orders are available only to Veterans for the first 24 hours.

For assistance call 1-888-258-9966 or [send an email](#).

ENTER A NEW JOB ORDER
Post a job opening.

COPY A JOB ORDER
Save time by copying an existing job order.

JOB ORDER SUMMARY
View and work with all job orders for your company during the last 25 months.

LINK TO YOUR JOBS
Create a customized link to display your company's job orders on your website.

UPLOAD JOB OPENINGS
Instructions on uploading job openings from your company's website using our web service.

To request access to the web service, please send us an [email](#).

The Job Order Summary is displayed. Jobs posted for your company during the last 25 months are listed. Click on the link for the job order you want to view or work with.

Job Order Summary

Click on [Job Order Number](#) to continue.

Profile: RMC PLASTICS
Site: All Sites [Add Job Order](#)

Incomplete
 Search Results: 0 Row(s) found

Awaiting Staff Approval
 Search Results: 0 Row(s) found

Open
 Search Results: 2 Row(s) found

Job Order Number	Job Order Date	Remaining Days On ICW	Job Order Title	Contact Name	Site Trade Name
0001981	04/30/2011	13	Production Team Leader	DEJARDIN, LESLIE	RMC PLASTICS
0001982	04/30/2011	30	Company Nurse	DEJARDIN, LESLIE	RMC PLASTICS

Page 1

Closed, May Reopen
 Search Results: 1 Row(s) found

Job Order Number	Actual Job Order Removal Date	Job Order Title	Contact Name	Site Trade Name
0001982	04/30/2011	Molding Specialist	DEJARDIN, LESLIE	RMC PLASTICS

Page 1

Closed, No Reopen
 Search Results: 0 Row(s) found

To view the number of hits your job posting has had, check the statistics at the top of the posting. Click on the 'More Information' button for definitions.

Job Order

Job Order Number: 0001979
Job Order Serviced By: Job Center of Wisconsin Call Center

Job Order Status: Open
This Job Order will be removed from Job Center of Wisconsin in 12 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JCW Hits: 0 [More Information](#)

[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)

[Preview](#) [Email Preview](#)

Click on the Description tab to start entering information.

#1 Company Info	#2 Description	#3 Requirements	#4 Pay and Benefits	#5 Details
-----------------	----------------	-----------------	---------------------	------------

[Need help?](#)

Company Information
If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site.
Company Legal Name: RMC PLASTICS
UT Account Root: 890890

[Find a Different Site](#)

Time-saving Tips

- Use the [Copy Feature](#)
- Set up Default [Benefit Information](#)
- Set up Default [Application Instructions](#)

Copy Feature

1. Use the 'Copy' feature instead of creating a new job posting each time. Click on 'Copy a Job Order' from the My Job Orders menu, or access a job order and click on the 'Copy' button. Review and update out-dated or missing information.

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Instructions on uploading job openings from your company's website using our web service.

To request access to the web service, please send us an [email](#).

Job Order

Job Order Number: 0001979
 Job Order Serviced By: Job Center of Wisconsin Call Center

Job Order Status: Open
 This Job Order will be removed from Job Center of Wisconsin in 12 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JCW Hits: 0 [More Information](#)

[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)

[Preview](#) [Email Preview](#)

Click on the Description tab to start entering information.

#1 **Company Info** #2 Description #3 Requirements #4 Pay and Benefits #5 Details

Benefits Information

- Set up your company's standard Benefits so they default on your job openings. Click on Employer Tools, then on My Company Information, and then on Manage Company Information.

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My Company Information

- My Job Orders
- My Company Information**
- Candidate Search
- My Favorite Searches
- Request Assistance
- Other Resources
- National Career Readiness Certificate
- Unemployment Insurance
- New Hire Reporting
- Hiring Incentives for Business

MANAGE COMPANY INFORMATION
View and update information about your company's locations, and add new locations.

MANAGE COMPANY CONTACTS
View and update information for your company's contact persons, and add new contact persons.

Hire. Right. Now.
 Welcome to Job Center of Wisconsin - your number one, no-cost source for posting jobs and searching for candidates in Wisconsin. Whether you are looking for the perfect employee or helpful information, Job Center of Wisconsin is the place for you.

Select the site you want to work with.

[Need help?](#)

Site List

Profile Trade Name: **RMC PLASTICS**
 UI Root: **890890**

Search Results: 2 Row(s) Found. **Click on Site Trade Name to continue.**

Site Trade Name	Address & Phone	City
RMC PLASTICS	1055 BEDFORD CREEK RD SPRINGDALE, WI 53530-1018 (608) 555-1234	SPRINGDALE
RMC PLASTICS	4000 CO HWY D WOODLAND, WI 55998 (608) 555-9876	WOODLAND

Page 1

NOTE: If a site has moved, please click on the Site Trade Name associated with the site shown above and update the information for this site. Do not add a new site.

[Add Site](#)

Click on the Benefits tab, and then on the Add Benefits button.

Site

Company Information

Trade Name	RMC PLASTICS
Legal Name	RMC PLASTICS
Ownership	Private

Click on each tab to review, update or add information.

Location	Business Summary	Benefits	Application Instructions
----------	------------------	-----------------	--------------------------

No Benefits information currently exists for RMC PLASTICS [Need help?](#)

Add Benefits

Select the benefits by clicking the checkbox(es). Click on the **Save Benefits** button.

Site

Company Information

Trade Name	RMC PLASTICS
Legal Name	RMC PLASTICS
Ownership	Private

Click on each tab to review, update or add information.

Location	Business Summary	Benefits	Application Instructions
----------	------------------	-----------------	--------------------------

[Need help?](#)

Trade Name: RMC PLASTICS

Save Benefits **Delete Benefits**

***Benefits:**

No Benefits Offered (No other boxes can be checked)

Insurance: Check All

- Health Insurance
- Dental Insurance
- Life Insurance
- Disability Insurance
- Vision Insurance
- Domestic Partner Coverage

Leave & Holidays: Check All

- Sick Leave
- Personal Leave
- Vacation
- Paid Holidays

Transportation: Check All

- Transportation - Subsidy
- Transportation - Car/Van Pool
- Transportation - Other

Miscellaneous Benefits: Check All

- Paid Uniforms
- Flexible Work Schedule
- Paid Meal During Shift Work
- On-Site Housing
- On-Site Cafeteria

Other Benefits

Description:

Text Limit: 100 | Text Entered: 0

Benefit Comments:

Text Limit: 200 | Text Entered: 0

Save Benefits **Delete Benefits**

Retirement & Financial: Check All

- Retirement
- 403B Plan
- 401K Plan
- Profit Sharing
- Flexible Spending Accounts (Dependent & Medical)
- Deferred Compensation

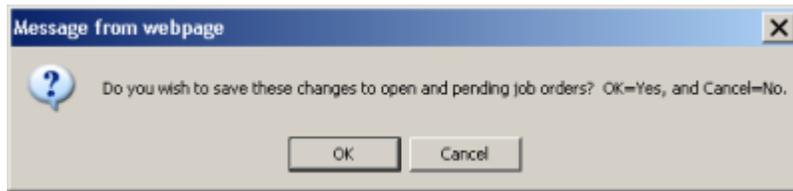
Education & Training: Check All

- Paid Training
- Tuition Reimbursement

Child Care: Check All

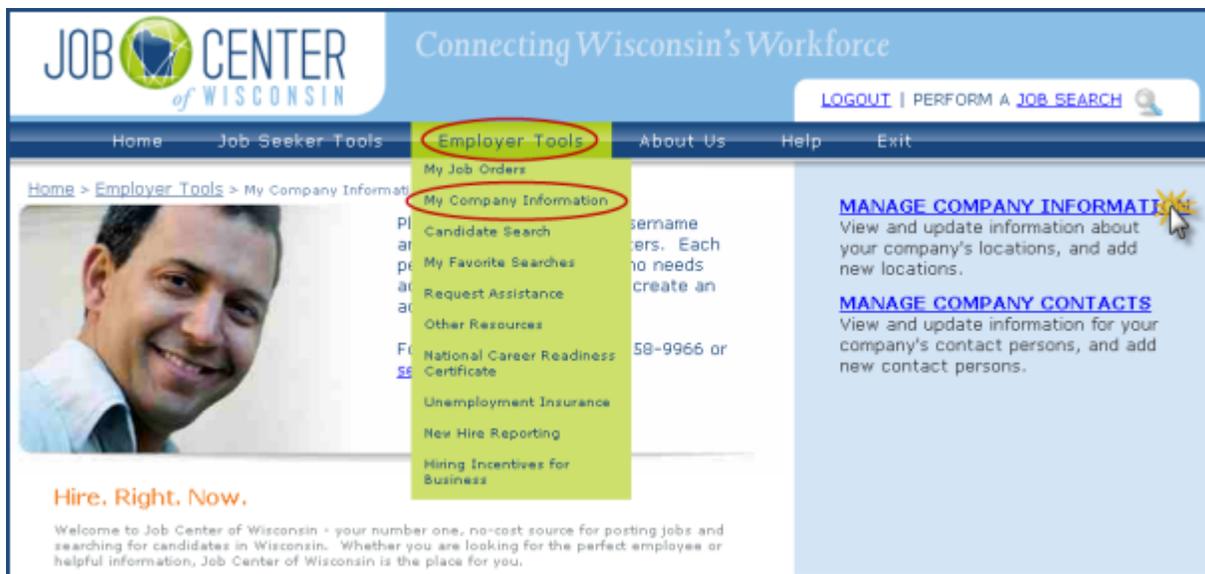
- Child Care - Subsidy
- Child Care - On-Site
- Child Care - Other

Answer the pop-up question.



Application Instructions

3. Set up your company's standard Application Instructions so they default on your job openings. Click on Employer Tools, then on My Company Information, and then on Manage Company Information.



Select the site you want to work with.



Click on the Application Instructions tab, and then on the Add Application Instructions button.

Site

Company Information

Trade Name	RMC PLASTICS
Legal Name	RMC PLASTICS
Ownership	Private

Click on each tab to review, update or add information.

Location	Business Summary	Benefits	Application Instructions
----------	------------------	----------	---------------------------------

No Application Instructions currently exists for RMC PLASTICS

[Add Application Instructions](#)

[Need help?](#)

Indicate how applications or résumés will be accepted by checking the applicable checkbox(es). Click on the **Save Application Instructions** button.

Site

Company Information

Trade Name	RMC PLASTICS
Legal Name	RMC PLASTICS
Ownership	Private

Click on each tab to review, update or add information.

Location	Business Summary	Benefits	Application Instructions
----------	------------------	----------	---------------------------------

[Need help?](#)

To save time, information entered here will default to all job orders, but can be modified on the job order.

[Save Application Instructions](#) [Delete Application Instructions](#)

Trade Name: RMC PLASTICS

***Application Instructions:**
How should applicants apply for jobs with your company? Check all that are applicable.

- Apply In Person
- Mail a Résumé
- E-Mail a Résumé
- Apply Online
- Fax a Résumé
- Call For Appointment

Enter the telephone number (including area code) applicants should call. Include the name of the person or department to ask for, the application deadline, or other pertinent information, if applicable. (999-555-1234)

Text Limit: 100 | Text Entered: 12

- E-Mail a Work Application
- Other

[Save Application Instructions](#) [Delete Application Instructions](#)

Answer the pop-up question.

Message from webpage [X]

Do you wish to save these changes to open and pending job orders? OK=Yes, and Cancel=No.