JobCenterofWisconsin.com: Posting Instructions for Employers

We appreciate your interest in posting jobs on JobCenterofWisconsin.com, where talent and opportunity meet. The JobCenterofWisconsin.com (JCW) connects employers with job seekers, at no cost, 24 hours a day.

Your successful postings are important to us. Before you can post jobs or search resumes on the website, please complete our registration process. Each person who needs access at your organization must register and create an account (Username and Password). Please do not share your account with anyone.

If you need to register, step-by-step instructions are available.

Posting Instructions

When your registration has been approved, you will be notified by email. At that time, please return to the JCW homepage and login with your username and password. You then will complete the following steps:

1. Click on **Employers** in the menu bar, and then on **Post a Job**.
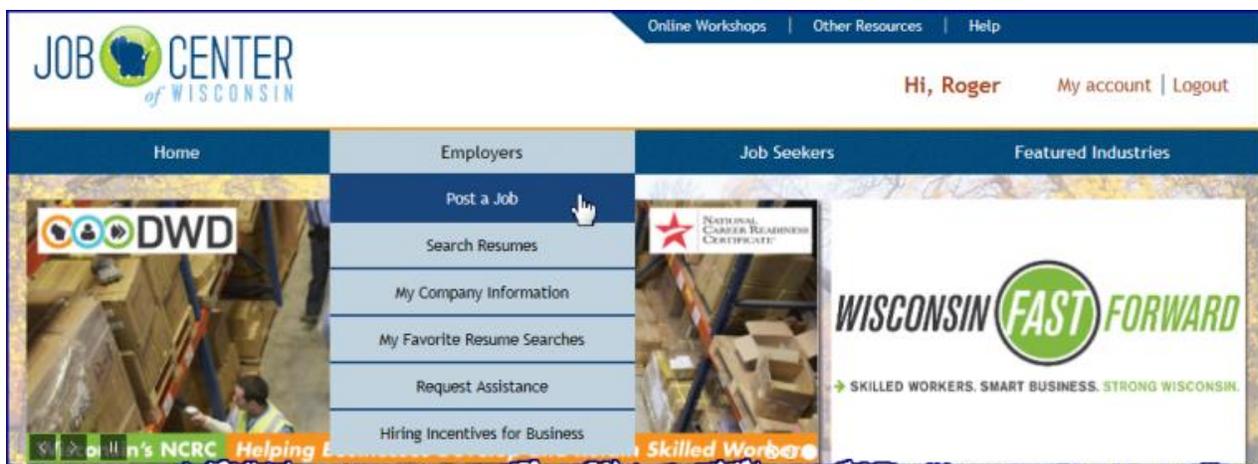
2. Click on the **Job Posting Summary** link, then on the **Add Job Posting** button, and then on the **Search** button.

   If your company posted jobs on JCW during the previous 26 months, those postings will appear for your reference.

Job Posting Summary

Select the Job Posting Number to continue.

Profile: MACPHERSON RIDGE FARMS

Site: All Sites

[Add Job Posting]

You can download the Job Postings with the Status: Open, Closed May Reopen and Closed No Reopen

[Download Job Postings]

Incomplete
Search Results: 0 Row(s) found

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

Open
Search Results: 3 Row(s)found

Job Posting Number	Job Posting Date	Remaining Days On JCW	Job Posting Title	Contact Name	Site Trade Name
0002194	11/16/2015	89	Milker	BOSCO, ROGER	MACPHERSON RIDGE FARMS
0002195	11/16/2015	89	Relief Milker	BOSCO, ROGER	MACPHERSON RIDGE FARMS
0002196	11/16/2015	89	Herdsman	BOSCO, ROGER	MACPHERSON RIDGE FARMS

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Closed, May Reopen
Search Results: 0 Row(s) found

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

3. If your company has only one location, a **new job posting form will appear** for you to fill out. If your company has at least two locations, you will **first select the site** your job opening is for and then complete the form.

Site List

Profile Trade Name: **MACPHERSON RIDGE FARMS**
UI Root: **546213**

Search Results: 2 Row(s) Found. Select Site Trade Name to continue.

Site Trade Name	Address & Phone	City
MACPHERSON RIDGE FARMS	25220 RED SCHOOL ROAD VIROQUA, WI 54665 (608) 555-4293	VIROQUA
MACPHERSON RIDGE FARMS	45612 BLUE HILLS ROAD VIROQUA, WI 54665 (608) 555-4032	VIROQUA

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4. Review the information on the **Company Information** tab. Use the drop-down menu to select an **Employer Contact**. The Employer Contact information will be stored internally in our secure, confidential system and only accessed if our staff has questions. The Employer Contact will not be published. You can verify this by clicking on the **Preview** button to see how the job posting will appear to job seekers.

5. Click on the **Description** tab and enter:
   - **Number of openings** that your posting covers.
   - **Job Title** using common terminology.

6. Click **Search** and select the best match from the Occupational Category drop-down list. If you cannot find a match, repeat the search with a different job title until you find a good match. Avoid including things like Full-time, Part-time, 2nd Shift, etc., which can affect your ability to find the best matching Occupational Category.

After choosing the best match in the Occupational Category list, you can change the **Job Title** to your preferred title.

7. You will now build the job description for the posting. A list of duties associated with the Occupational Category will appear. **You can build your description by selecting from this list** of duties. Your selections will automatically appear in the **Duties and Responsibilities** field. You can also **customize the description** with your own language.

   We strongly encourage you to select as many duties from the list as possible to optimize your skill-matching capabilities. Job seekers select from the same list of duties when they build resumes in our system.

8. Once you build your description, select the **Save-Incomplete** button. Your posting will be assigned a number and status.

9. Click on the **Requirements** tab and do the following:
   - **Describe the Experience and Qualifications** requirements.

   - Select **additional requirements** as applicable, including pre-employment drug screening, background check, whether a driver's license is needed to perform the job, and National Career Readiness Certification. Additional requirements may appear for you to select from. Any age requirement selections must comply with state and federal law.

- Select from the **Education and Training** drop-down list and indicate whether the selection is **desired** or **required**.

10. Select the **Save-Incomplete** button to save your work.

11. Click on the **Pay and Benefits** tab and do the following:
    - **Enter the wage information** for this job opening in the Compensation Range fields. You <u>must</u> select a maximum pay from the drop-down menu. You are <u>strongly encouraged</u> to enter a minimum pay. **Hover over the dollar sign** to view state and national average wages for the job.

    - Check the applicable **benefits offered** for the job and customize with specific details in the "Comments" section. Avoid generic statements like "Benefits will be discussed at interview."

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

13. Click on the **Details** tab and do the following:
    - There are several choices for the **Work Site** field. Hover over the question mark icon for definitions of each choice.

    - You can add important details about the job and the location of the work site in the "Additional Work Site Information" field, such as where the work will be performed, how much of the job will be performed outside or whether there will be exposure to extreme temperatures (e.g., freezers).

    - Review and fill in additional fields, such as nearby bus transportation routes, duration of job (if less than 150 days), and minimum/maximum hours per week.

    - 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.
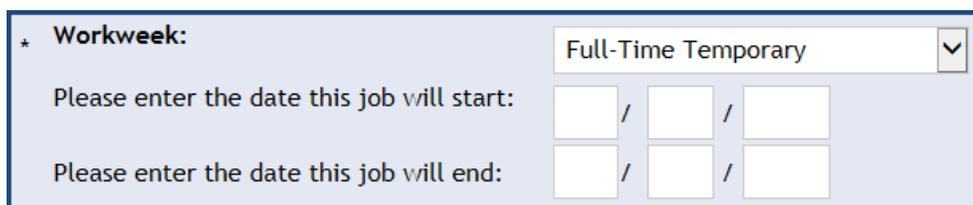
    - Select the boxes to identify the **Work Day(s)** and **Shift(s)**.

- You can identify whether the job is an **Apprenticeship Position.** An Apprenticeship Position <u>must</u> be covered by an agreement that is **overseen by DWD's Bureau of Apprenticeship Standards**. To learn more about Wisconsin Apprenticeship, visit WisconsinApprenticeship.org.

- If you have a business need to shield your company's name and address from appearing on the job posting, you can change the default from "yes" to "no." You can **Preview** the job listing as it will appear to job seekers to be sure it contains only the detail you want. Please also review the **Application Instructions** for the same purpose.

- Select all options for job seekers to submit applications or résumés. Include the application deadline and any specific instructions.

- The **Job Posting Removal Date** defaults to 30 days from the date you submit your job posting. Use the **Override Planned Job Posting Removal Date** button to lengthen or shorten the posting period. The <u>maximum</u> number of days the job posting can be open is 90 days.

14. Select the **Preview** button to view the job posting as job seekers will see it. Carefully review your posting. Note any information that you want to restate or reformat.
    - When you are finished reviewing your job posting, click on the **Back to Job Posting** button.

    - You can edit your posting and preview it until it looks the way you want it to.

    - Select the **Save-Complete** button when you are satisfied with the posting and ready to publish.

    - Your job posting will be in Open status. For the first 24 hours, your posting will be only viewable by veterans who register with JobCenterofWisconsin.com. After that, the posting can be viewed by all registered job seekers.

15. Select the **Find Candidates** button to view résumés that match the skills listed on your job posting.

16. You can return to the Job Posting Summary page any time by going to the menu bar and selecting **Employers**, then **Post a Job,** and **Job Posting Summary**.

Time-Saving Options

Copy

Our **Copy** feature allows you to re-use and update content from a previous job posting for a new posting. You can (1) select **Copy a Job Posting** from the **Post a Job** menu, or (2) access a job posting and select **Copy**. A duplicate of the previous job posting will appear for you to review and update.

Default Settings

You can create standard content for your company's benefits information and application instructions using our **Manage Company Information** settings. This information will be pre-populated on your job postings. Select **Employers**, then **My Company Information**, then **Manage Company Information.** Select the appropriate work site and do the following:

- **Add Benefits**: Select the appropriate benefits benefit checkbox(es). Select **Save Benefits**. Repeat this process for other sites for your company.

- **Application Instructions**: From the **Application Instructions** tab, select **Add Application Instructions**. Select the appropriate options for job seekers to submit applications and/or resumes. Select **Save Application Instructions**. Repeat this process for other sites for your company.

Add Your Employer's Logo!

You can automatically add your company's logo to all job postings though the **Manage Company Information** option. Select **Employers**, then **My Company Information**, then **Manage Company Information.** Select the appropriate work site and then the **Location** tab. Select **Add Company Logo**.
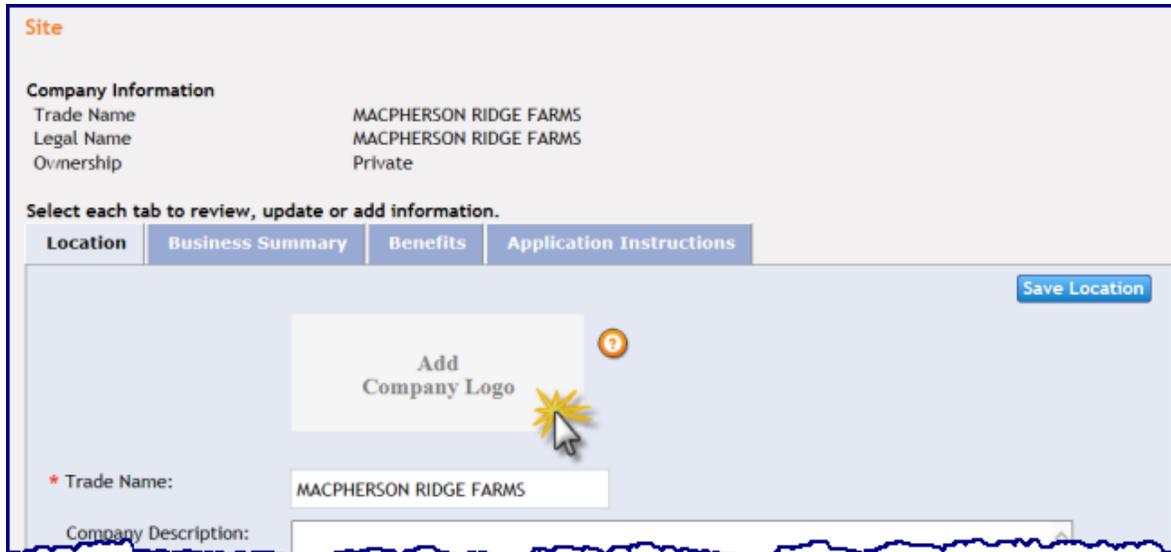
Upload your company's logo image file. Click on the **Save Location** button.

Repeat this process for other sites for your company.