



# Job Search

*Connecting Job  
Seekers and Employers*

***Job Seekers***

# Overview

Welcome to JobCenterOfWisconsin.com!



The screenshot shows the homepage of JobCenterOfWisconsin.com. At the top, the logo reads "JOB CENTER of WISCONSIN" with the tagline "Connecting Wisconsin's Workforce". Navigation links include Home, Job Seeker Tools, Employer Tools, About Us, Help, and Exit. A search bar contains "LOGIN | PERFORM A JOB SEARCH".

The main content area features a welcome message: "Welcome to the Job Center of Wisconsin - connecting employers and job seekers in Wisconsin. Everything you need is right here - at no cost to you." Next to this is a photo of a woman. Below the message are two large orange buttons: "Find a job" and "Find employees".

A "SECURE LOG IN" section includes fields for "Username:" and "Password:" with a "Go" button. Below this is a "Set up an account" link with sub-links for "Forgot your ID or password?" and "Account Management".

Statistics for November 11, 2009 are displayed: "TOTAL JOB OPENINGS: 18792" and "TOTAL RESUMES/APPLICATIONS: 24549".

A "Need Help?" section has a "Click here to get help" link and a photo of a woman on a headset. To the right is a "STATEWIDE WORKFORCE LINKS" section with a dropdown menu set to "Statewide" and a "Go" button. Below this is a list of links: "Opportunity Grants", "Find Your Local Job Center", "Information for Last Off Workers", "Job Fairs", "Labor Market Information", "Unemployment Insurance", "Equal Rights Division", "Vocational Rehabilitation", "ACCESS Health and Nutrition Benefits", and "Job Seeker Tips/Advice".

At the bottom left, there is a photo of Governor Jim Doyle and his signature, with the text: "With JobCenterofWisconsin.com, we are leading efforts to put people to work and get our nation's economy on the road to recovery. Since we launched the site last fall, it has become a popular destination for job seekers and employers. We are now making it the official site for Wisconsin Recovery jobs." At the bottom right, there is a Facebook icon and the text "visit us on Facebook!".

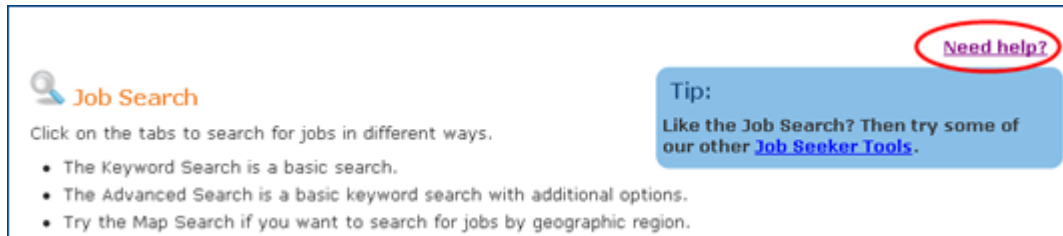
# Overview


To get started, click on one of the items circled in red.

The screenshot shows the Job Center of Wisconsin website interface. The top navigation bar includes links for Home, Job Seeker Tools, Employer Tools, About Us, Help, and Exit. The 'Job Seeker Tools' dropdown menu is open, showing options like 'Job Search', 'My Favorite Job Searches', 'My Résumé', 'My Work Application', 'Register For Services/Update', 'Other Resources', 'Register For Veteran Services', 'Other Veteran Resources', and 'State of Wisconsin Jobs'. The 'Job Search' option is circled in red. The main content area features a 'Find a job' button, also circled in red, and a 'Find employees' button. The top right navigation bar has 'LOGIN' and 'PERFORM A JOB SEARCH' circled in red. The 'PERFORM A JOB SEARCH' link is accompanied by a magnifying glass icon. The page also includes a 'SECURE LOG IN' section with username and password fields, a 'Set up an account' link, and a 'Need Help?' section with a 'Click here to get help.' link. A 'STATEWIDE WORKFORCE LINKS' section provides various resources like 'Opportunity Grants', 'Find Your Local Job Center', and 'Information for Laid Off Workers'. A footer section features a quote from Governor Scott Walker and a Facebook link.

# Overview

- You do not need a Username and Password, nor do you need to be registered to use the Job Search feature.
- Veterans should talk with a LVER or DVOP about additional services that are available.
- Any time you need help or have a question, click on the Need help? link for explanations, tips, and instructions.

A screenshot of the Job Search page. On the left, there is a magnifying glass icon next to the text "Job Search". Below this, it says "Click on the tabs to search for jobs in different ways." followed by a bulleted list: "• The Keyword Search is a basic search.", "• The Advanced Search is a basic keyword search with additional options.", and "• Try the Map Search if you want to search for jobs by geographic region." On the right side of the screenshot, there is a blue box with the text "Tip: Like the Job Search? Then try some of our other Job Seeker Tools." Above this blue box, the text "Need help?" is circled in red.

 Job Search

Click on the tabs to search for jobs in different ways.

- The Keyword Search is a basic search.
- The Advanced Search is a basic keyword search with additional options.
- Try the Map Search if you want to search for jobs by geographic region.

Tip: Like the Job Search? Then try some of our other [Job Seeker Tools](#).

Need help?

# Job Search

- The Job Search screen has 3 tabs:
  - Keyword Search (basic search)
  - Advanced Search (basic search plus some additional items)
  - Map Search (search in a geographic region)

The screenshot displays the Job Search interface. At the top right, there is a link for "Need help?". Below this, a "Tip" box suggests trying other "Job Seeker Tools" if the user likes the Job Search. The main content area features three tabs: "Keyword Search" (which is circled in red), "Advanced Search", and "Map Search". Under the "Keyword Search" tab, there are several search fields: "Keywords" (with an example: "Accountant, Cook, Bus Driver, Company Name, Job Order Number, Part time etc."), "Occupation Category" (a dropdown menu), "County" (a list box with "Adams", "Ashland", and "Barron" visible), and "Listed Within" (a dropdown menu). A "Search Jobs >>" button is located at the bottom right of the search area.

# Keyword Search

- Use the Keyword Search to search for jobs using a word or phrase. For example, job title or a company name.
- Search by Occupation Category (job family), to see a grouping of similar jobs. For example, Protective Service Occupations include Security Officers, Park Rangers, and Transportation Inspectors.
- Narrow your search to a certain county or counties using the County field.
- Look for jobs listed in the last few days using the Listed Within field.

# Keyword Search

After choosing your search criteria, click on the Search Jobs button. The computer will search job openings for jobs that match your search criteria, and display them on the Job Search Results page.

The screenshot shows a web interface for job searching. At the top, there are three tabs: 'Keyword Search', 'Advanced Search', and 'Map Search'. The 'Keyword Search' tab is active. Below the tabs, there are several input fields and a search button. The 'Keywords' field contains the text 'welder' and is highlighted with a red rectangular box. Below it, the 'County' dropdown menu is open, showing a list of counties: Adams, Ashland, and Barron. To the right of the 'Keywords' field, there is an 'Occupation Category' dropdown menu. Below the 'County' dropdown, there is a 'Listed Within' dropdown menu. At the bottom center of the form, there is a green button labeled 'Search Jobs >>' which is highlighted with a red oval.

# Job Search Results

[Need help?](#)


**Job Search Results**

[Revise your Search](#) - return to your current search

[Save Search](#) [My Favorite Job Searches](#)

To save this search and run it again in the future, or have new jobs emailed to you, click the Save Search button. Your saved searches are available by clicking on My Favorite Job Searches.

[New Search](#) - select new search options

 Jobs listed by employers as part of the American Recovery and Reinvestment Act (ARRA), otherwise known as the federal stimulus package, will have this ARRA indicator in the ARRA column. View all ARRA jobs by clicking twice on the 'ARRA' column header.

Sorted By Relevance | [Sort By Date Posted](#)

Listed Within

To view details for a job, click on the link.

25 Jobs Found.  
(114 openings)

ARRA	Title	City	Date Posted
	<a href="#">Welder/Lead</a> ARGUS TECHNICAL SERVICES Pay: Based on Experience Listed by Employment Agency Source: Job Center of Wisconsin	Appleton	10/30/2009
	<a href="#">Welder/Machinist</a> BRIGHAM GROUP INC Pay: \$13.00 Per Hour to \$15.00 Per Hour Listed by Employment Agency Source: Job Center of Wisconsin	Elmwood	10/21/2009
	<a href="#">TIG &amp; MIG welder</a> TRILLIUM STAFFING Source: Job Central	Green Bay	10/07/2009
	<a href="#">MIG/TIG Welder (Stainless Steel)</a> ARGUS TECHNICAL SERVICES Pay: Based on Experience Listed by Employment Agency Source: Job Center of Wisconsin	Green Bay	11/03/2009
	<a href="#">Foundry Welder</a> CROWN SERVICES Pay: \$15.00 Per Hour Minimum, Based on Experience Listed by Employment Agency Source: Job Center of Wisconsin	Milwaukee	11/02/2009
	<a href="#">Welder</a> BRIGHAM GROUP INC Pay: \$14.00 Per Hour to \$16.00 Per Hour Listed by Employment Agency Source: Job Center of Wisconsin	Somerset	11/02/2009
	<a href="#">Welder / Fabricator</a> LANSING HOUSING PRODUCTS Pay: \$10.00 Per Hour to \$13.00 Per Hour	LANSING	10/29/2009

# Job Search Results

Depending on the number of jobs that match your search criteria, you may see multiple pages of job listings. To see the jobs listed on the other pages, click on the page numbers at the bottom of the page.

<a href="#">Administrative Assistant</a> SAUK COUNTY HUMANE SOCIETY Pay: \$10.00 Per Hour to \$12.00 Per Hour Source: Job Center of Wisconsin	BARABOO	11/04/2009
<a href="#">Hospice Aide / LPN - HHU90008</a> HOME HEALTH UNITED INC Pay: Based on Experience Source: Job Center of Wisconsin	BARABOO	11/04/2009
<a href="#">Animal Caregiver</a> SAUK COUNTY HUMANE SOCIETY Pay: \$7.50 Per Hour to \$10.00 Per Hour On Busline Source: Job Center of Wisconsin	Baraboo	11/04/2009
<a href="#">Page 1</a> <a href="#">[ 2 ]</a> <a href="#">[ 3 ]</a> <a href="#">[ 4 ]</a> <a href="#">[ 5 ]</a> <a href="#">[ 6 ]</a> <a href="#">[ 7 ]</a>		
<p><b>NOTE:</b> Not all data elements are included on Job Central job listings. <a href="http://JobCentral.com">JobCentral.com</a> is a national job-search clearinghouse operated by DirectEmployers Association, a nonprofit consortium, in alliance with the National Association of State Workforce Agencies (NASWA).</p>		

# Saving Search Criteria

- Over time you may find that some search combinations work best for you, returning the best matches for jobs you are interested in. New jobs matching your search criteria can be emailed to you.
- To save your search criteria, run a search, then click on the Save Search button.

## Job Search Results

[Revise your Search](#) - return to your current search

[Save Search](#)

[My Favorite Job Searches](#)

To save this search and run it again in the future, or have new jobs emailed to you, click the Save Search button. Your saved searches are available by clicking on My Favorite Job Searches.

[New Search](#) - select new search options

# Advanced Search

Use the Advanced Search tab to narrow your search by work week, education level, or shift preference.

**Keyword Search**   **Advanced Search**   **Map Search**

Job Center of Wisconsin lists jobs from two sources, those entered directly and those displayed through an agreement with Job Central, a national site. Job Central does not include Shift, Work Week, or Education and Training in their job listings, so no Job Central job openings will be included in the Search Results if you use any of those filters during your search. To view all available job openings, make sure your job search does not include any of these filters.

**Keywords**  
(Example: Accountant, Cook, Bus Driver, Company Name, Job Order Number, Part time etc.)

**Occupation Category**

**County**  
(To select multiple counties, hold down the Ctrl key and click on the county names.)

**Listed Within**

**Work Week**

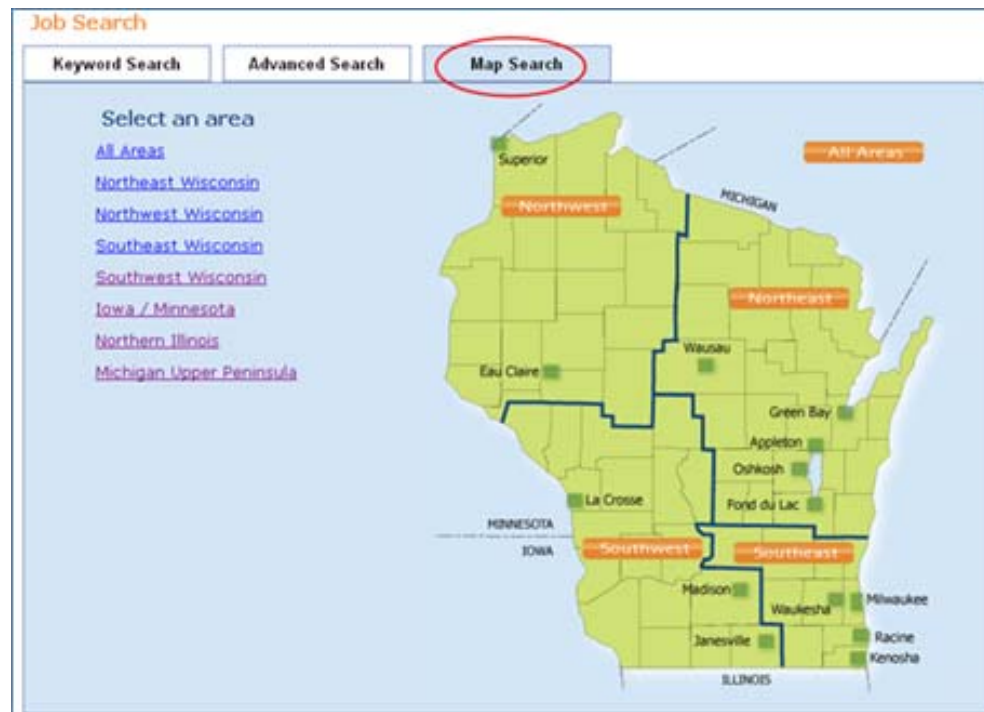
**Education and Training**

**Shift**

[Search Jobs >>](#)

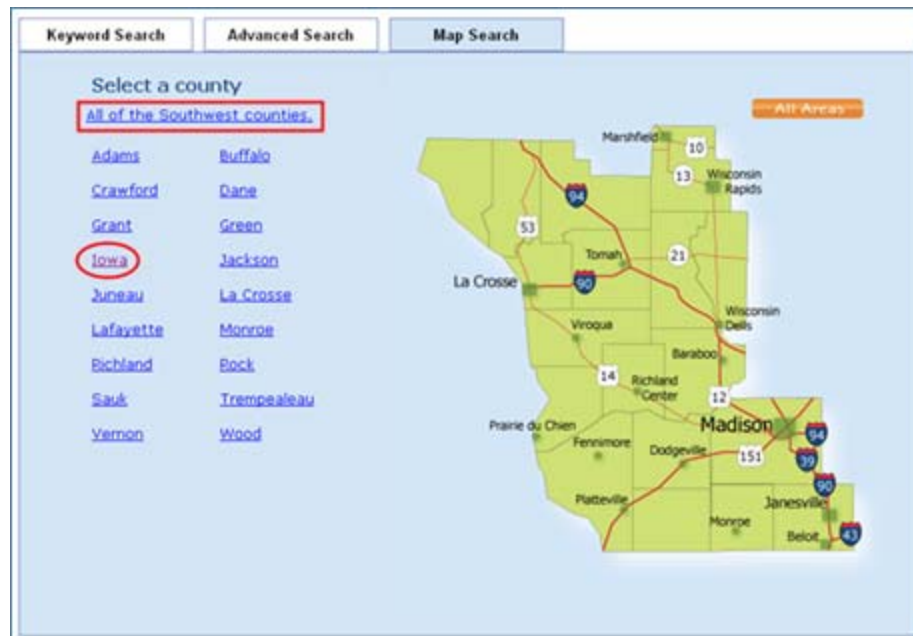
# Map Search

The Map Search helps you search for jobs in a geographic region, which you can narrow down to a specific county.



# Map Search

Click on a link or on an area of the map. You will see a more detailed view of that region, with several cities indicated, and the major highways. Click on a link to continue.



The screenshot displays the 'Map Search' interface. At the top, there are three tabs: 'Keyword Search', 'Advanced Search', and 'Map Search'. Below the tabs is a 'Select a county' section with a list of counties. The link 'All of the Southwest counties.' is highlighted with a red box. The 'Iowa' link is circled in red. To the right of the list is a map of Wisconsin showing major highways and cities. The map includes labels for cities such as Marshfield, Tomah, La Crosse, Viroqua, Baraboo, Richland Center, Prairie du Chien, Fennimore, Dodgeville, Madison, Janesville, Beloit, and Monroe. Major highways like 94, 90, 53, 10, 13, 21, 14, 12, 151, 39, and 43 are also shown.

# Map Search Results

The Job Search screens lists Occupational Categories (job families) and the number of jobs in each category in the region or county you selected.

**Job Search**

Keyword Search    Advanced Search    **Map Search**

[New Location](#)

**Selected Counties:**                      **Dane**

Search by occupational categories:

Click an Occupational Category link below to see typical jobs within that category. Click the Listings number to see all jobs in that occupation.

Occupational Category	View Jobs
<a href="#">Architecture and Engineering Occupations</a>	49
<a href="#">Arts, Design, Entertainment, Sports, and Media Occupations</a>	21
<a href="#">Building and Grounds Cleaning and Maintenance Occupations</a>	12
<a href="#">Business and Financial Operations Occupations</a>	60
<a href="#">Community and Social Services Occupations</a>	13
<a href="#">Computer and Mathematical Occupations</a>	218
<a href="#">Construction and Extraction Occupations</a>	3
<a href="#">Education, Training, and Library Occupations</a>	23
<a href="#">Farming, Fishing, and Forestry Occupations</a>	0
<a href="#">Food Preparation and Serving Related Occupations</a>	12
<a href="#">Healthcare Practitioners and Technical Occupations</a>	77
<a href="#">Healthcare Support Occupations</a>	27
<a href="#">Installing, Maintenance, and Repair Occupations</a>	43

# Map Search Results

To view jobs in Occupation Categories you are interested in, click on the link (underlined number) on the right.

**Job Search**

Keyword Search    Advanced Search    **Map Search**

[New Location](#)

**Selected Counties:**                      Dane

Search by occupational categories:

Click an Occupational Category link below to see typical jobs within that category. Click the Listings number to see all jobs in that occupation.

Occupational Category	View Jobs
<a href="#">Architecture and Engineering Occupations</a>	<a href="#">49</a>
<a href="#">Arts, Design, Entertainment, Sports, and Media Occupations</a>	<a href="#">21</a>
<a href="#">Building and Grounds Cleaning and Maintenance Occupations</a>	<a href="#">12</a>
<a href="#">Business and Financial Operations Occupations</a>	<a href="#">60</a>
<a href="#">Community and Social Services Occupations</a>	<a href="#">13</a>
<a href="#">Computer and Mathematical Occupations</a>	<a href="#">218</a>

# Job Search Results

Matching jobs will be displayed on the Job Search Results page.

<u>ARRA</u>	<u>Title</u>	<u>City</u>	<u>Date Posted</u>
	<a href="#">Cross Country Ski Instructors</a> MADISON SCHOOL-COMMUNITY RECREATION Pay: \$22.00 Per Hour On Busline Source: Job Center of Wisconsin	MADISON	11/12/2009
	<a href="#">Youth Basketball Officials</a> MADISON SCHOOL-COMMUNITY RECREATION Pay: Other On Busline Source: Job Center of Wisconsin	MADISON	11/12/2009
	<a href="#">Soccer Referees/Instructors</a> MADISON SCHOOL-COMMUNITY RECREATION Pay: \$10.40 Per Hour On Busline Source: Job Center of Wisconsin	MADISON	11/12/2009
	<a href="#">AgriView - Reporter-Editor</a> CAPITAL NEWSPAPERS Source: Job Central	Madison	11/12/2009
	<a href="#">Laotian Interpreter</a> WESTERN BILINGUAL EMPLOYMENT Pay: \$20.00 Per Hour Minimum, Based on Experience Source: Job Center of Wisconsin		11/06/2009
	<a href="#">Project Mgr - Chronic Illness Programs</a> PHYSICIANS PLUS INSURANCE CORP Pay: \$55,400.00 Per Year On Busline Source: Job Center of Wisconsin		10/30/2009
	<a href="#">News Reporter / Anchor</a> RADIO STATION WHIT,WJJO,WJQM,WLMV,W Pay: Based on Experience	MADISON	10/28/2009

# Map Search

To return to the Occupational Categories list, click on the browser's Back button.



# Map Search

If you wish, you can continue to drill down to even more specific jobs by clicking on the Occupational Category link.

Occupational Category	View Jobs
<a href="#">Architecture and Engineering Occupations</a>	<a href="#">49</a>
<a href="#">Arts, Design, Entertainment, Sports, and Media Occupations</a>	<a href="#">21</a>
<a href="#">Building and Grounds Cleaning and Maintenance Occupations</a>	<a href="#">12</a>

**Selected Counties:** Dane

**Selected Occupational Category:** Building and Grounds Cleaning and Maintenance Occupations

Click an Occupational Category link below to see typical jobs within that category. Click the Listings number to see all jobs in that occupation.

Occupational Category	View Jobs
<a href="#">Building Cleaning and Pest Control Workers</a>	<a href="#">8</a>
<a href="#">Grounds Maintenance Workers</a>	<a href="#">1</a>
<a href="#">Supervisors, Building and Grounds Cleaning and Maintenance Workers</a>	<a href="#">3</a>

**Connecting Wisconsin's Workforce**



**Thank you for using  
Job Center of Wisconsin!**