Jobs
for
Wisconsin Grads

Employer User’s Guide

Updated July 16, 2010
Jobs for Wisconsin Grads
wijobs4wigrads@uwgb.edu
http://www.myconsortium.com/wisconsin/employer/

Consortium Members:
UW-Eau Claire, UW-Green Bay, UW-La Crosse, UW-Madison, UW-Milwaukee, UW-Oshkosh,
UW-Parkside, UW-Platteville, UW-River Falls, UW-Stevens Point, UW-Stout, UW-Superior,
and UW-Whitewater
Jobs for Wisconsin Grads

Employer Feature Overview

The main features of Jobs for Wisconsin Grads are:

**HOME**
View announcements from the Consortium.

**MY PROFILE**
Edit your personal contact & company information. Ensure that applicants can contact you and that your organization is presented accurately.

**RESUME REQUEST**
Select criteria to request resumes from all member schools. Resumes that match defined criteria are then forwarded separately by each consortium member.

**MY JOBS**
Create jobs, co-op positions & internship listings to post to consortium member schools.

**CONSORTIUM MEMBERS**
Access consortium member websites and consider additional recruitment efforts at individual campuses.

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How can Jobs for Wisconsin Grads help my organization?

*Jobs for Wisconsin Grads* is an easy to use system that provides a single point of entry with one username and one password to allow unlimited postings of jobs to our current consortium members. Currently all 13 UW system schools are consortium members – UW-Eau Claire, UW-Green Bay, UW-La Crosse, UW-Madison, UW-Milwaukee, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-River Falls, UW-Stevens Point, UW-Stout, UW-Superior and UW-Whitewater. Jobs for WI Grads is your best link to students and graduates of UW system institutions. Jobs for WI Grads will allow your organization to post jobs, internships and co-op positions to all thirteen consortium schools.

**Take the time to register today at Jobs for WI Grads and begin listing positions!**

Our consortium members are eager to facilitate your recruitment of our students and alumni. A list of our members and contact information is included on the last page of this guide.

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Access to Jobs for WI Grads

1. Navigate to http://www.myconsortium.com/wisconsin/employer/. Click on "Click Here to Register".
2. Enter basic information to create a user account in Jobs for WI Grads.
3. Once your registration is approved by the consortium, you will be notified via email.
4. Begin to list jobs, internships and co-op positions as frequently as needed as well as request resumes.
Posting a Job/Co-op/Internship with Jobs for Wisconsin Grads

Jobs for WI Grads enables you to post jobs, co-ops and internships for students and alumni to view on-line.

To post a new job, co-op or internship:
1. Navigate to MY JOBS on the main navigation bar and select the NEW JOB link.
2. Enter basic information as noted and required. Fields marked with an Asterisk are required fields and must be completed.
3. Enter either Full-time or Part-time for job status. Enter specific details of pay status for Wage & Salary.
4. For PERIOD OF EMPLOYMENT indicate – Spring Semester, Fall Semester, Winter Break, Summer, Academic Year, Year Round or Post-Graduate for professional employment.
5. Information for Job Description, Qualifications and Application Instructions can be cut/pasted from another software application.
6. Please note that the contact information is pre-populated with your contact information for the MY PROFILE section of Jobs for WI Grads. If you would prefer that applicants contact another individual with your organization, please make that change here.
7. For POSITION TYPE, be sure to select PROFESSIONAL POSITION for graduates.
8. DATE POSTED is the date the announcement will be available for students to view at each consortium school.
9. EXPIRE DATE is the date the announcement will be no longer viewable to students at each consortium school.
10. SHOW CONTACT INFORMATION allows students to view information in your profile as a method of contact.
11. Click the SAVE button at the bottom of the page. Positions are not immediately available for review by students. Each jobs submitted is reviewed by each individual consortium school for posting on the individual campus.

To re-post a former job, co-op or internship:
1. Navigate to MY JOBS on the main navigation bar and select JOB LIST.
2. Edit the sections of the job as needed. SAVE each section when completed.
3. To re-post the position, you edit the DATE POSTED field and the EXPIRATION DATE field.
4. ACTIVE jobs are only viewable to students if the EXPIRATION DATE has not passed.

Managing Your Account and Contact Information

You can manage information that students at consortium member schools will see. This includes critical contact information as well as information about your organization.

To edit account information:
1. Click on MY PROFILE on the main navigation bar. Click on EDIT for each section to change or provide information about your organization and your contact information. If your organization name begins with "A" or "The", please list that information at the end followed by a comma. An example is ABC Company, The. This will assist schools to locate and manage your organization record accurately. Click on SAVE when edits and changes are complete.
2. Please note that MAJORS that your organization would normally hire or recruit can be identified as well as an on-line application web address.
Requesting Resumes from Consortium Members

You can create a request for student resumes and the request will be forwarded automatically to all 19 consortium members. Each member school will review the request and forward any resumes if they have resumes of students/graduates on file matching the criteria in the request.

Resume requests may arrive in different formats that include, but may not be limited to, PDF, direct mailed resumes or faxed resumes. When possible, electronic methods will be the preferred method of completing your request for resumes.

To complete a resume request:

1. Click on RESUME REQUEST on the main navigation bar.
2. Review the listed criteria of majors, degree type, student classification or graduation date. You may also request a keyword search that will search for that word on all available student/graduate resumes. To select multiple criteria in a field, use the CRTL key. Once criteria has been selected, click on CONTINUE.
3. A second screen appears with an option to provide a note to the member schools. This note may be used to request student/graduate interest in a type of position – marketing, sales or human resources. This note field may also be used to indicate an alternative person to receive the resumes other than you as the user of Jobs for WI Grads.
4. Review the selected criteria and the information in the note field. When the request is complete and accurate, click on SEND REQUEST to forward your request to all consortium members.
5. Please note that a record of your resume request is not created and saved in Jobs for WI Grads. If you need to document the criteria for the request and the date and time of the request, please do that independent of the Jobs for WI Grads system.
<table>
<thead>
<tr>
<th>UW-Eau Claire</th>
<th>UW-Madison Business</th>
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<tbody>
<tr>
<td>Jessica Gardner</td>
<td>Duane Cooper</td>
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<tr>
<td>Career &amp; Employment Coordinator</td>
<td>Event Manager</td>
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<tr>
<td>Career Services</td>
<td>School of Business Career Center</td>
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<tr>
<td>230 Schofield Hall</td>
<td>975 University Avenue</td>
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<tr>
<td>Eau Claire, WI 54702</td>
<td>Madison, WI 57306</td>
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<tr>
<td>PH: 715-386-5358</td>
<td>PH: 608-262-4393</td>
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<tr>
<td>FX: 715-836-4023</td>
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<tr>
<td><a href="mailto:gardnejj@uwec.edu">gardnejj@uwec.edu</a></td>
<td><a href="mailto:dcooper@bus.wisc.edu">dcooper@bus.wisc.edu</a></td>
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<tr>
<th>UW-Green Bay</th>
<th>UW-Madison Education</th>
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<tr>
<td>Linda Peacock-Landrum</td>
<td>Steve Head</td>
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<tr>
<td>Director</td>
<td>Director</td>
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<tr>
<td>Tim Tritch</td>
<td>Kathy Prem</td>
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<tr>
<td>Associate Director</td>
<td>Assistant Director</td>
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<td>Career Services</td>
<td>Engineering Career Services</td>
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<td>1725 State Street</td>
<td>M1002 Engineering Drive</td>
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<tr>
<td>John Klatt</td>
<td>Pam Garcia-Rivera</td>
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<tr>
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<tr>
<td>Madison, WI 53716</td>
<td>1305 Linden Drive</td>
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<tr>
<td>PH: 608-262-4618</td>
<td>Madison, WI 53706</td>
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<tr>
<td>FX: 608-265-5905</td>
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