Good afternoon,

Thank you for your interest and application for the XXXX position at the University of Wisconsin-Green Bay. You have successfully applied for this position, however, you are currently missing at least one of the required application materials.  The required application materials for this position are:

\* Cover letter that specifically addresses qualifications for the essential job functions

\* Resume

\* Names and contact information for three references

\* Unofficial transcript of the highest degree achieved

Please note, you will not be able to manually add materials to an application that was already submitted. Please submit any missing materials to xxxx@uwgb.edu by the end of the day on Sunday, October 4, 2015.  Files must be complete to be considered.

In order to see what application materials you have already submitted, please follow the instructions below:

1. Navigate to the Candidate Gateway  at <http://www.careers.wisconsin.edu/>

2. Log in to the system using the username and password you created when you started your application

3. Click on the "My Job Applications" Link. All jobs you have applied for will be displayed.

4. Click the Job Title for the application that you would like to view. Application materials for that particular job will be displayed at the bottom of the screen.  **Please do not click the “Withdraw” button unless you want to completely withdraw from consideration.**

If you have any questions, please contact our office at (920) 465-xxxx or via e-mail at xxx@uwgb.edu.

Office of Human Resources

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Human Resources, CL 710

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