

# Wisconsin Jobs for Wisconsin Grads

2004-2005

## Employer User's Guide for Job Listing Access



**Wisconsin 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*



# Wisconsin Jobs for Wisconsin Grads

## *Employer Feature Overview*

The main features of *Wisconsin Jobs for Wisconsin Grads* are:

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### 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.

### 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.

## How can WI Jobs help my organization?

*Wisconsin 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. WI Jobs is your best link to students and graduates of UW system institutions. WI Jobs will allow your organization to post jobs, internships and co-op positions to all thirteen consortium schools. **Take the time to register today at WI Jobs 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.

## Access to WI Jobs

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 WI Jobs.
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.

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## Posting a Job/Co-op/Internship with WI Jobs

WI Jobs 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 **Paid** or **Unpaid** for pay status.
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 WI Jobs. 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. Applicants are able to apply on-line for positions if you desire. This is recommended as a way to streamline the process for you. Individual emails from each student applying will be sent directly to you. To allow applicants to apply on-line through WI Jobs, answer **YES** to **ALLOW ON-LINE APPLICATIONS**.
12. 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 repost 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.

## Consortium Members

### **UW-Eau Claire**

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