

When a job seeker sees a job they are interested in applying to, they must complete an online application to ensure consideration. The process below is what an applicant will experience when applying to opportunities posted on the employment website.

1) Position of interest identified.

The screenshot shows the 'JOBS AT UW' website header with the University of Wisconsin-Madison logo and navigation buttons for 'JOB ALERTS' and 'APPLICANT LOGIN'. Below the header is a table of job listings. The first listing is for 'OFFICE MANAGER' in the 'SCH OF BUSINESS IMC' department, located in 'Madison', opened on '24 Aug 2017', and closing on '16 Sep 2017 11:55 PM'. A red box on the left side of the table is labeled 'WORK TYPE' and contains a radio button for 'Faculty Full or Part Time (3)'. Below the table, there is a description of the job: 'Do you enjoy working on campus and impacting hundreds of students every day? Join one of the top rated business schools as the Office Manager for the Wisconsin School of Business! You will manage the Dean's Office reception desk, oversee office invoices and expenses, and support the Chief of Staff in administrative functions. Come be a part of a motivated, passionate and high-spirited team!'

2) After clicking on the Business/Advertised title for the position, the applicant will see the job summary and other important details about the position. The applicant will click 'Apply Now' to begin the application process.

The screenshot shows the job summary page for 'OFFICE MANAGER'. The page includes the following details:

- JOB NO.:** DEMO81645-US
- WORK TYPE:** STAFF-FULL TIME
- DEPARTMENT:** SCH OF BUSINESS IMC
- LOCATION:** MADISON
- CATEGORIES:** OFFICE & ADMINISTRATIVE SUPPORT

Below these details is a table with the following information:

POSITION VACANCY ID:	81645
EMPLOYMENT CLASS:	University Staff-Ongoing
WORKING TITLE:	UNIV SVC PRG ASSOC
OFFICIAL TITLE:	UNIV SVC PRG ASSOC(08500)
HIRING DEPARTMENT:	A122019-SCHOOL OF BUSINESS/SCH OF BUSINESS IMC

In the top right corner of the page, there is a red button labeled 'APPLY NOW' which is circled in red.



- 3) The applicant is asked to login to their existing applicant account or create an account via a pop-up window.

UNIVERSITY of WISCONSIN-MADISON

Begin application

E-mail address:

By continuing, you agree that you have read our [Privacy Statement](#)

Next

Existing applicants:
If you have previously applied for a position with us, please use the same e-mail address as your previous application.
This will assist us in processing your application as quickly as possible. You can update your e-mail address upon starting your application.

TROUBLESHOOTING TIP: An applicant cannot create an account until they apply for a position. A valid email address is required to set up this account.

- 4) After entering a valid email address, the applicant will check off on the Privacy Statement message and then click 'Next.'

UNIVERSITY of WISCONSIN-MADISON

Begin application

E-mail address:

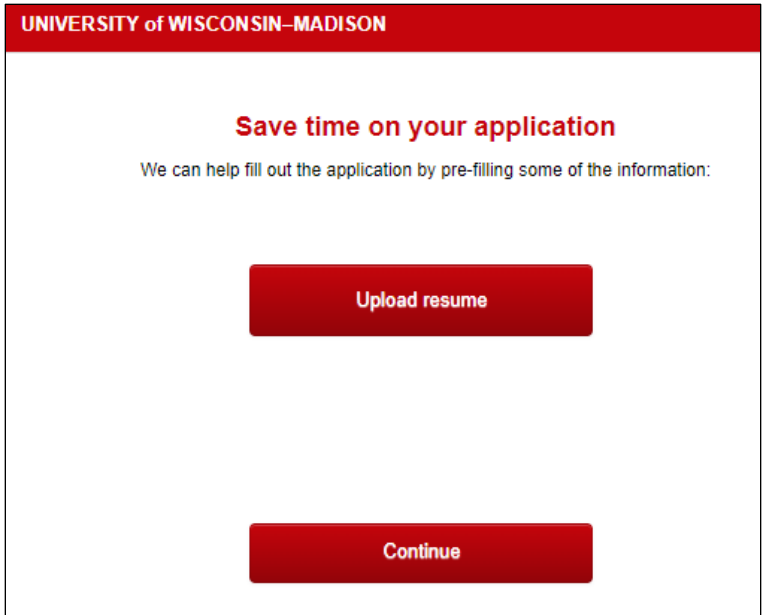
By continuing, you agree that you have read our [Privacy Statement](#)

Next

Existing applicants:
If you have previously applied for a position with us, please use the same e-mail address as your previous application.
This will assist us in processing your application as quickly as possible. You can update your e-mail address upon starting your application.

- 5) Applicants have the option to upload a resume to keep in their applicant account for future use. Information can be prefilled from Facebook or LinkedIn, should the applicant choose to connect one of these accounts. This step is not mandatory and can be skipped by clicking 'Continue.'





6) The second page of the application is the Personal details page. New applicants will set a password.

Personal details

Please fill in all mandatory fields marked with an asterisk (*).

Title:

First name*:

Middle name:

Last name*:

Preferred name:

E-mail address*:

Home address*:

City*:

Country*:

State / District*:

Postcode/ZIP:

Phone number*:

Cell number:

University of Wisconsin - Madison Employment status*:

Password*:

Confirm password*:

Password strength: Very strong

TROUBLESHOOTING TIP: These personal details are stored to the applicant's account.



- 7) After they set a password, the applicant will be asked to fill out Personal Information, including legal eligibility status and visa sponsorship status.

Save and jump to: [Home](#) > [Personal details](#) > [Personal Information](#) > [Voluntary Demographic Questions](#) > [Voluntary Self-Identification of Disability](#) > [Voluntary Self-Identification of Protected Veteran Status](#) > [Document Uploads](#) > [Education](#) > [References](#) > [Reference Release](#) > [Confidentiality Statement](#) > [Agreement](#) > [Submit](#)

Personal Information

Are you legally eligible to work in the United States?*

Select

Will you now or in the future require visa sponsorship for employment at UW-Madison?*

Yes

No

[Continue](#) [Save and exit](#)

- 8) The next three pages of the application contain Voluntary Demographic and Self-Identification Questions including demographic questions, disability status and protected veteran status.

Save and jump to: [Home](#) > [Personal details](#) > [Personal Information](#) > [Voluntary Demographic Questions](#) > [Voluntary Self-Identification of Disability](#) > [Voluntary Self-Identification of Protected Veteran Status](#) > [Document Uploads](#) > [Education](#) > [References](#) > [Reference Release](#) > [Confidentiality Statement](#) > [Agreement](#) > [Submit](#)

Voluntary Demographic Questions

Affirmative Action/Equal Employment Opportunity Data Questionnaire

As a recipient of federal contracts, UW-Madison is required by law to request data from applicants for employment in order to monitor our recruitment and selection practices. Submission of the information requested is entirely voluntary. The information you provide will be used to meet the university's data collection and reporting responsibilities, and to assess the effectiveness of our AA/EEO recruitment and selection efforts. The information will be kept confidential and will NOT be considered as part of the hiring criteria. Moreover, you will not be excluded from consideration if you decline to provide this information.

Gender

Male

Female

Are you Hispanic or Latino?

Select

Click for [Category Definitions](#).

Race Category

Select one or more of the following races:

Click for [Category Definitions](#).

American Indian or Alaska Native

Black or African American

White

Asian

Native Hawaiian or Other Pacific Islander

[Continue](#) [Save and exit](#)



Voluntary Self-Identification of Disability:

Save and jump to: [Home](#) > [Personal details](#) > [Personal Information](#) > [Voluntary Demographic Questions](#) > [Voluntary Self-Identification of Disability](#) > [Voluntary Self-Identification of Protected Veteran Status](#) > [Document Uploads](#) > [Education](#) > [References](#) > [Reference Release](#) > [Confidentiality Statement Agreement](#) > [Submit](#)

Voluntary Self-Identification of Disability

VOLUNTARY SELF-IDENTIFICATION OF DISABILITY

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities (i). To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

• Blindness	• Autism	• Bipolar disorder	• Post-traumatic stress disorder (PTSD)
• Deafness	• Cerebral palsy	• Major depression	• Obsessive compulsive disorder
• Cancer	• HIV/AIDS	• Multiple sclerosis (MS)	• Impairments requiring the use of a wheelchair
• Diabetes	• Schizophrenia	• Missing limbs or partially missing limbs	• Intellectual disability (previously called mental retardation)
• Epilepsy	• Muscular dystrophy		

Please check one of the boxes below:

Yes, I have a disability

No, I do not have a disability

I don't wish to answer

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

(i) Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Voluntary Self-Identification of Protected Veteran Status:

Voluntary Self-Identification of Protected Veteran Status

The University of Wisconsin-Madison is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. §4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans.

The classifications are defined below.

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are consistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Please check one of the boxes below:

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

I AM NOT A PROTECTED VETERAN

I DO NOT WISH TO DISCLOSE MY STATUS



9) Once the voluntary information is collected, applicants must upload documents as outlined in the How to Apply section of JEMS PVL.

To upload a file:

1. Click on "Upload file"
2. Locate the file on your computer and click "open". The file upload may take a few minutes depending on the speed of your internet connection.

If you have mistakenly uploaded the incorrect file, click "Delete" and upload the correct file.

Please attach your resume or CV*

Please attach your Cover letter*

TROUBLESHOOTING TIP: The Talent Acquisition Specialists may customize your application before it is released to the employment website to ensure the document uploads you chose appear on the Application Materials page.

10) Applicants will provide their Education history for Academic Staff and University Staff positions.

Education

Please detail your education below, starting from your highest level of education:

Highest level of education

Type of education:

Education 2

Type of education:

Education 3

Type of education:

To add more education, click the button below

Please list any current certifications or additional licenses you have, that support your qualifications for this position.

TROUBLESHOOTING TIP: Education history will be stored in the applicant's account.

The types of educational experience collected here include College/University, High School or equivalent, and Vocational Studies. Institution name, degree type and major information are also collected:

Please detail your education below, starting from your highest level of education:

Highest level of education

Type of education:

Institution:

Education status:



Please detail your education below, starting from your highest level of education:

Highest level of education

Type of education:

Degree type:

Discipline:

Major:

Second major:

Additional majors:

Institution:

Education status:

11) If the reference form is selected as part of the application, the applicant will provide the names and contact information for three references.

References

Please list three professional references, including your current or most recent supervisor, unless otherwise specified in the job posting.
 The reference's email address is required. If the email address is unknown, please enter "NA".
 The current supervisor will not be contacted until we receive applicant consent.

Referee 1

First name:*

Last name:*

Type of reference:*

Organization:

Reference position:

Phone number:

Cell Number:

E-mail address:*

Referee 2

First name:*

Last name:*

Type of reference:*



12) After the reference form is completed, the applicant will electronically sign a Reference Release form.

Reference Release

Authorization for Reference Release

UNIVERSITY OF WISCONSIN - MADISON
AUTHORIZATION FOR REFERENCE RELEASE

Please read this release and sign and date below if you understand and agree to these terms.

The University of Wisconsin-Madison verifies past and current employment history, education (where appropriate), and criminal background prior to any and all offers of employment.

I understand an investigation of all statements contained in my application for employment will be verified as necessary for making an employment decision.

I hereby authorize the University of Wisconsin-Madison, or other authorized representatives bearing this release, such as manager, supervisors and recruitment agents, to obtain all information and records pertaining to me as may be necessary for making an employment decision.

Sources of information and records may include, but are not limited to:

1. Municipal, State and Federal law enforcement agencies and courts
2. Previous employers
3. Current employers
4. Personal references
5. Any school, college, university or other educational institution

I hereby release any agency, institution or business, collectively or individually, from any and all liability relating to any attempt to comply with this release. A copy of this signed release may be accepted as the original. This release will remain in effect as long as my application for employment with the University of Wisconsin-Madison is pending.

First and last name:*

Entering your initials will constitute your digital signature.*

Date signed (Day, Month, Year)*

Day Month Year

13) The applicant will have the ability to request application confidentiality.

Confidentiality Statement

Please indicate in writing or by checking the box below if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identity and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).*

14) Prior to submitting the application, the applicant will be asked to certify the information they provided is true.

Agreement

By submitting this application, I certify that the information I have provided in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may result in disqualifying me from employment consideration. I understand that such false information or omissions discovered after hire could result in termination of employment.*



15) On the Submit page, the applicant will identify where they heard about the opportunity.

Submit application

Please fill in all mandatory fields marked with an asterisk (*).

To help us with our marketing strategy, please answer the following question:

How did you hear about this opportunity?:*

To complete your application, press the 'Submit application' button. By submitting this application, you are confirming that all information contained in this application is correct.

Save and exit

TROUBLESHOOTING TIP: Sources are listed in a dropdown menu and the applicant must choose a source from this list. The applicant will not have the option to type in their own source.

16) Once a source is chosen, the applicant will click 'Submit application.'

Submit application

Please fill in all mandatory fields marked with an asterisk (*).

To help us with our marketing strategy, please answer the following question:

How did you hear about this opportunity?:* LinkedIn

To complete your application, press the 'Submit application' button. By submitting this application, you are confirming that all information contained in this application is correct.

Submit application Save and exit

TROUBLESHOOTING TIP: Once the application is submitted, the applicant cannot make changes to it. If the applicant needs to make a change to their application materials after submission, the Division should contact the assigned Talent Acquisition Specialist.

17) The applicant will receive an immediate message acknowledging the submittal of the application.

Application submitted

Your application has been submitted.

Applicant Account

Click the home button to return to your applicant account, where you can view your applications, update your references, or withdraw your application prior to the close date.

Edit profile

Back to home Close window



An email will automatically go out to the applicant to acknowledge the submittal of the application.



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Dear Bucky,

Thank you for your application for the position of RESEARCH SPECIALIST (A534100-MEDICAL SCHOOL/EMERG MED)-247052-AS-BZ with University of Wisconsin-Madison.

The selection process will begin soon and we will keep you informed of your status either by phone or email after the application close date.

To view the application close date for this job, please visit the University of Wisconsin-Madison Jobs website at <http://jobs.hr.wisc.edu/cw/en-us/listing> and search for this job. Questions regarding your application and the recruitment process can be directed to the contact listed on the job posting.

The [Annual Security and Fire Safety Report](#) contains current campus safety and disciplinary policies, crime statistics for the previous three calendar years, and on-campus student housing fire safety policies and fire statistics for the previous three calendar years. UW-Madison will provide a paper copy upon request.

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: <https://employeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>.

We appreciate the time you have taken to prepare your application and thank you for considering the University of Wisconsin-Madison as a prospective employer.

#WorkWithBucky



TROUBLESHOOTING TIP: Applicants are informed in the email acknowledgement that the selection process will begin soon. It is best practice that applicants are provided with updates during the recruitment process via status moves or electronic communications.



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

hr.wisc.edu/trems/ Updated 6/14/2022 / Page 10 of 10