

Wisconsin Works Plan Worksheet

FY _____

Calculate the Wisconsin Works hire goal for the current fiscal year (FY). Identify the number of new hires within your agency for the previous fiscal year (this information may be found in [the annual Wisconsin Works \(W-2\) Hiring Report](#)). Multiply the new hires by 0.2 % (goal set by DOA/DPM). This number is your agency Wisconsin Works participant hiring goal.

# of New Hires	Wisconsin Works % goal	=	Goal # of Wisconsin Works Hires
	X0.2	=	

What position does the agency recruit for on a continuous or ongoing basis?

Classification Title	Job Title (in PeopleSoft)	Location (City/County)

What entry level positions does your agency fill?

Classification Title	Job Title (in PeopleSoft)	Location (City/County)

What positions received the fewest number of applicants in the previous FY?

Classification Title	Job Title (in PeopleSoft)	Location (City/County)

What were the Wisconsin Works hires for the previous FY?

Classification Title	Job Title (in PeopleSoft)	Location (City/County)

What is your agency's plan for hiring Wisconsin Works participants for the current FY (see other side for ideas)?

Wisconsin Works Recruitment Ideas

- **Request a Wisconsin Works Cert list.**

This works best for positions that generate numerous applicants, e.g. Office Support, Custodian, Communication Specialist, etc. Contact the Bureau of Merit, Recruitment, and Selection (BMRS) to request a cert list that only lists Wisconsin Works participants.

- **Plan a hiring event at a Wisconsin Works location.**

For example, if you know that you normally hire four Program Associates, ensure recruitment efforts are planned for Wisconsin Works participants for the positions. Coordinate a hiring event with a Wisconsin Works program below. Send a job announcement and program staff to solicit qualified Wisconsin Works participants to apply. Request a Wisconsin Works cert list that includes those participants and conduct interviews at the Wisconsin Works location.

- **Connect with Worksmart Network.**

Talk to a WorkSmart Network class/training for a specific skill (CNA, Computers etc) about the job possibilities with your agency. Announce a specific open position through Worksmart staff and have Worksmart prescreen applicants. Agency may hold interviews at the training location with graduating students and/or other qualified participants.

- **Give workshops or informational sessions periodically during the FY.**

Connect with a Wisconsin Works program location, class, training or job search site and give a presentation about your agency, including the hiring process and specific job information etc.

- **Request additional applicants on Cert list.**

Use an expanded certification method to request the addition of qualified Wisconsin Works participants.

- **Attend a job fair at a Wisconsin Works program location.**

Handout agency and Wisc.Jobs information and talk with attendees about your agency and job possibilities. Coordinate with program staff, HR and BMRS to hold interviews at the job fair.

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Wisconsin Works | Workforce Connections

(Pepin, Buffalo, Trempealeau, Jackson, Monroe, Vernon, Crawford, La Crosse)

Job Center of Wisconsin Workforce Services

WorkSmart Network & WIOA | WDBSCW

(Dane, Columbia, Dodge, Jefferson, Marquette, Sauk) Will connect with other county contacts