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|  | **Wisc.Jobs Order Form** |
| Request Date: Select today’s date |
| *Fill out form electronically and email to* *wpp@wisconsin.gov**; All fields are required unless denoted as (optional).* | This form should only be completed by government agencies in Wisconsin, including cities, villages, towns, counties, school districts, technical colleges, tribal, etc.  |
| **Announcement Information:** | *Complete ALL information below* |
|  | Organization: | Enter organization name |
|  | Posting Date (optional): | Select date to be posted on Wisc.Jobs |
|  | Position Title: | Enter position title |
|  | Location of vacancy:  | Enter city  | County: Select county |
|  | Application deadline: | Select announcement deadline date |
|  | Social Media Announcement (optional):  | [ ] Facebook, LinkedIn, Twitter |
| **Contact Information:** | *Complete this section for all orders*  |
|  | Name: | Enter contact name |
|  | Title: | Enter contact title |
|  | Phone Number: | Enter contact phone number |
|  | Email: | Enter contact email |
| **Billing Information:** | *Complete this section when placing an order for the first time or if information has changed* |
|  | Name: | Enter billing contact name. |
|  | Title: | Enter billing contact title |
|  | Address: | Enter billing address |
|  | Phone Number: | Enter billing contact phone number |
|  | Email: | Enter billing contact email |
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| **Wisc.Jobs Fee Schedule:** |
| **WISC.JOBS SERVICE** | **FEES** |
| Wisc.Jobs Job Announcement (up to 3 months) | $140.00 |
| Add-on: Additional 3 Months | $35.00 |
| Add-on: Post to Wisc.Jobs Social Media Pages (1 time) | $35.00 |

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|  | Wisc.Jobs Announcement Template |
|  *Complete this job announcement template and email to* *wpp@wisconsin.gov* |

**Announcement Details:** |
| Employment: | [ ] Full-time [ ]  Part-time [ ]  2nd Shift [ ] 3rd Shift [ ] Seasonal |
| Contact Details: | Address and phone number |
|  | Email and website address |
| Job Category: | Select a category |
| Salary & Benefits: | Enter wage and benefit information |

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| **Introduction:** *Enter information about your available position and introduce the organization or community.* |
| Click here to enter text |
| **Position Summary:** *Enter information about the role and responsibility of the position.*  |
| Click here to enter text |
| **Job Details:** *Enter information about hours/shifts, travel, work conditions, probation, and background checks.*  |
| Click here to enter text |
| **Qualifications:** *Enter information about the education, training, licensure/certifications, and/or experience required.*  |
| Click here to enter text |
| **How to Apply:** *Enter information about how to apply for the position, including the website address and/or physical location to pick up an application and a diversity statement.*  |
| **Deadline to Apply:** | Select date |
| Click here to enter text  |