

# Recruiting Locations Instructions

## What is a Recruiting Location?

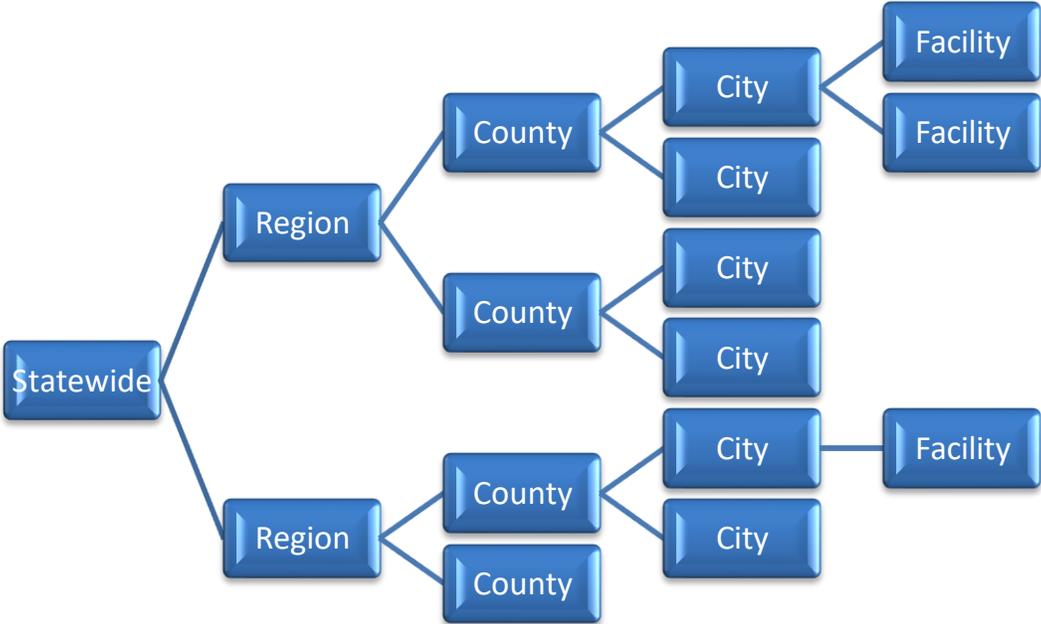
For each HR Location (i.e. the physical location of the employee that is attached to Position), there needs to be a default Recruiting Location in TAM.



There are 5 different Recruiting Location types available:

- 1. Statewide
- 2. Region
- 3. County
- 4. City
- 5. Institution or Facility

Each level rolls up to the level before it. Below is an example of how the structure rolls up (each section rolls up to the larger level). Not all regions, counties and cities are represented.





**NOTE ABOUT SCREENSHOTS IN THIS DOCUMENT:** The location hierarchy has NOT been completely configured in the system that was used for these screenshots so this is NOT how the Location Search will look in the final product. The full hierarchy will be in place based on the image on Page 1.

The Recruiting Location Type determines the level at which a Job Opening will appear in Location Search in Candidate Gateway.

Applicants will also be able to use the Search Jobs box to search by location. If the name of the city or facility is in the Job Posting, the applicant will be able to find the listing regardless of the Recruiting Location used in the Job Opening.

When a job opening is created in TAM, a Recruiting Location is defaulted from the position:

However, you will be able to update the Recruiting Location on the Job Opening if needed:

The Recruiting Location will also be used as part of the Register/Certification process in TAM. If you have a recruitment with multiple locations, you will be able to create certification lists based on the Recruiting Locations used in the Job Opening.

## Understanding Different Recruiting Location Types

### Statewide

If a Statewide Recruiting Location is selected, the opening will only appear under Statewide in the Location Search (it will NOT appear at the region, county, city or facility level in the Location Search).

<ul style="list-style-type: none"> <li>Location           <ul style="list-style-type: none"> <li>Statewide (1)</li> </ul> </li> <li>Business Unit           <ul style="list-style-type: none"> <li>Historical Society (1)</li> </ul> </li> <li>Department           <ul style="list-style-type: none"> <li>Local Government (1)</li> </ul> </li> <li>Job Posted In           <ul style="list-style-type: none"> <li>2020 (1)</li> </ul> </li> </ul>	<p>Search Jobs</p> <p>Search by job title, location, or keyword</p> <p>Clear Search <span style="float: right;">Save S</span></p> <p>Statewide ⊗</p> <p>1 job found.</p> <p><b>ARCHVT</b></p> <p>Job ID 994509        Location Statewide        Department Local Government        Business Unit Historical Society        Posted Date 05/04/2020</p>
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The applicant will be asked to indicate the counties in which they want to work during the application process:

<ul style="list-style-type: none"> <li>1 Start Complete</li> <li>2 Resume Complete</li> <li>3 Work Experience Complete</li> <li>4 Preferences In Progress</li> <li>5 Qualifications Not Started</li> <li>6 Attachments Not Started</li> </ul>	<p>10. I would prefer a work location in or around</p> <p>Locations</p> <p>Adams County <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Ashland County <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Barron County <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Bayfield County <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Brown County <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Buffalo County <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Burnett County <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
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### Region

If Region is selected as the Recruiting Location type, the opening will only appear under the Region in the Location Search (it will NOT appear at the county, city or facility level in the Location Search).

<ul style="list-style-type: none"> <li>Location           <ul style="list-style-type: none"> <li>Northern (1)</li> </ul> </li> <li>Business Unit           <ul style="list-style-type: none"> <li>Financial Institutions (1)</li> </ul> </li> <li>Department           <ul style="list-style-type: none"> <li>Credit Unions (1)</li> </ul> </li> <li>Job Posted In           <ul style="list-style-type: none"> <li>2020 (1)</li> </ul> </li> </ul>	<p>Search Jobs</p> <p>Search by job title, location, or keyword &gt;&gt;</p> <p>Clear Search <span style="float: right;">Save Search</span></p> <p>Northern ⊗</p> <p>1 job found.</p> <p><b>FINANCIAL EXAMINER</b></p> <p>Job ID 994510        Location Multiple        Department Credit Unions        Business Unit Financial Institutions        Posted Date 05/04/2020</p>
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If multiple regions are added to the Job Opening, the applicant will be asked to indicate in which region they would like to work.

## County

If County is selected as the Recruiting Location type, the opening will appear at the County and Region levels in the Location Search (it will NOT appear at the city or facility level in the Location Search).

## City

If City is selected as the Recruiting Location type, the opening will appear at the City, County and Region levels in the location search (it will not appear at the facility level in Location Search).

If multiple cities are added to the Job Opening, the applicant will be asked to indicate in which city they would like to work.

4 Preferences In Progress	Amount <input type="text"/>						
5 Qualifications Not Started	Currency USD - US Dollar						
6 Attachments Not Started	Frequency <input type="text"/>						
7 Self-Identify Not Started	<b>10. I would prefer a work location in or around</b>						
8 Review and Submit Not Started	<table border="1"> <thead> <tr> <th colspan="2">Locations</th> </tr> </thead> <tbody> <tr> <td>Madison</td> <td><input checked="" type="radio"/> Yes</td> </tr> <tr> <td>Milwaukee</td> <td><input type="radio"/> No</td> </tr> </tbody> </table>	Locations		Madison	<input checked="" type="radio"/> Yes	Milwaukee	<input type="radio"/> No
Locations							
Madison	<input checked="" type="radio"/> Yes						
Milwaukee	<input type="radio"/> No						
	<input type="button" value="Select All"/> <input type="button" value="Un-select All"/>						



For each HR Location Code, a corresponding Recruiting Location will automatically be assigned that corresponds to the city identified in the HR Location Code. The agency will have the opportunity to indicate if they want to default the Recruiting Location to a more granular institution or facility level.

### Institution or Facility Level

If an agency wants to have a specific institution or facility as the Recruiting Location, the name of the institution or facility will appear in the Location Search after City. An applicant would be able to drill down to the institution or facility level within the Location Search section of Candidate Gateway. See the Recruiting Location Spreadsheet Review section for details about how to identify this.

Please note that Business Unit and Department are also available as Search Criteria so the specific institution or facility could be located through those searches as well.

- ▼ **Location**
  - South Central (18)
  - Southeast (10)
  - Ashland County (1)
  - Northeast (1)
  - Northern (1)
  - Statewide (1)
- ▼ **Business Unit**
  - Administration (17)
  - Ag, Trade & Consumer Protctn (1)
  - Corrections (1)
  - Financial Institutions (1)
  - Historical Society (1)
- ▼ **Department**
  - Mainframe Infra Services (9)
  - STAR Program Office (8)
  - Credit Unions (1)
  - DFS Bureau of Food Safety\_Insp

## Recruiting Location Spreadsheet Review

For each HR Location Code, a corresponding Recruiting Location Code will automatically be assigned that corresponds to the city identified in the HR Location Code. Each agency will be provided a list of their active HR Location Codes and you will see the city that will be assigned to the location.

D	E	F	G	H	I	J	K	L	M	N	O	P
Location	Eff Date	Status	Descr	Short Desc	Address 1	Address 2	Address 3	Address 4	Building	Floor Nbr	City	County
0000210609	1/1/1901	A	435 00 DHS DPH SERO Room 609A	435 00 DHS	Health Services, Department	Division of Public Health	819 N 6TH	Southeastern Region	505000021	06	Milwaukee	Milwaukee
000034DPH	1/1/1901	A	435 00 DHS DPH NERO Room 511	435 00 DHS	Health Services, Department	Division of Public Health	200 N Jefferson	Northeastern Region	505000034	05	Green Bay	Brown
0043	1/1/1901	A	TBD LEASED TO BE DETERMINED	TBD LEASED	TBD	LEASED			L0043			
CHIEP1124	1/1/1901	A	43500 Northern Wisconsin Cntr	43500 Nort	Health Services, Department	Division of Long Term Care	2820 East Park Avenue	NORTHERN WISCONSIN	410371124		Chippewa Falls	Chippewa
CHIEPA1226	1/1/1901	A	435 12 ADMINISTRATION	435 12 ADM	Health Services, Department	NORTHERN WISCONSIN CENTE	2820 East Park Avenue	Eau Claire Avenue	435121226		Chippewa Falls	Chippewa
EAUGI80019	1/1/1901	A	435 00 Western Human Services	435 00 Wes	Health Services, Department	Division of Long Term Care	610 Gibson Street	WESTERN REGIONAL C	L1408		Eau Claire	Eau Claire
EAUGI81408	1/1/1901	A	566 00 LEASED Gibson Street	566 00 LEA	Department of Revenue		610 Gibson Street STE 7		L1408	1	Eau Claire	Eau Claire
FONSM1412	1/1/1901	A	437 00 DCF 74 S MAIN FDL	437 00 DCF	DEPARTMENT OF CHILDREN AND FAMILIES		74 SOUTH MAIN STREET		L1412		Fond Du Lac	Fond Du Lac
GRENE0034	1/1/1901	A	566 00 N Jefferson St	566 00 N J	Department of Revenue	ADMINISTRATIVE FACILITIES	200 N Jefferson St STE 126		505000034	1	Green Bay	Brown
HOMELOCATN	1/1/1901	A	Home Location	Home Locat	Home Location		Used for those who work from home					
LACFIFO205	1/1/1901	A	550 00 Public Defender	550 00 Pub	Office of the State Public Def	SPD Madison Trial Office	205 5th Avenue South	Suite 200		SECOND	La Crosse	La Crosse
MADDEVA0002	1/1/1901	A	410 30 Mail BHS	410 30 Mail	Corrections, Department of	DAI BHS Bureau of Health Serv	3099 E Washington Ave	PO Box 7925			Madison	Dane
MADKNU0002	1/2/2018	A	435 11 RM B88 317 KNUXTSON DR	435 11 RM	HEALTH SERVICES, DEPT OF		317 KNUXTSON DR	ROOM B88	435111022	1	Madison	Dane
MADKNU1001	1/1/1901	A	435 11 Bldg 1	435 11 Bld	Health Services, Department	CENTRAL WISCONSIN CENTER,	317 Knutson Dr	1 East Rd	435111001		Madison	Dane
MADKNU1002	1/1/1901	A	435 11 Bldg 2	435 11 Bld	Health Services, Department	CENTRAL WISCONSIN CENTER,	317 Knutson Dr	2 West Rd	435111002		Madison	Dane
MADKNU1003	1/1/1901	A	435 11 Bldg 3	435 11 Bld	Health Services, Department	CENTRAL WISCONSIN CENTER,	317 Knutson Dr	3 East Rd	435111003		Madison	Dane
MADKNU1004	1/1/1901	A	435 11 Bldg 4	435 11 Bld	Health Services, Department	CENTRAL WISCONSIN CENTER,	317 Knutson Dr	4 West Rd	435111004		Madison	Dane
MADKNU1007	1/1/1901	A	435 11 Bldg 7/8	435 11 Bld	Health Services, Department	CENTRAL WISCONSIN CENTER,	317 Knutson Dr	7 South Rd	435111007		Madison	Dane
MADKNU1021	1/1/1901	A	435 11 Murphy Hall	435 11 Mur	Health Services, Department	CENTRAL WISCONSIN CENTER,	317 Knutson Dr		435111021		Madison	Dane
MADKNU1022	1/1/1901	A	435 11 ADMIN-HOSP-RESEARCH	435 11 ADM	HEALTH SERVICES, DEPARTME	CENTRAL WISCONSIN CENTER,	317 KNUXTSON DR		435111022		Madison	Dane

If you want the default Recruiting Location code to be more granular than the city because you want applicants to be able to search all the way down to the facility or institution level in the Location Search in Candidate Gateway, you should do the following:

1. Indicate "Yes" in Column T (Institution Level)
2. Provide the Name of the Institution/Facility (how you want it to appear in the Candidate Gateway Location Search)
3. If you do not want to create an Institution Level Recruiting Location, you can either leave Column T blank or select "No"

J	K	L	M	N	O	P	Q	R	S	T	U
Address 2	Address 3	Address 4	Building	Floor Nbr	City	County	State	Postal	TAM City Location Code	Institution Level Yes/No?	Institution Name?
Public Health	819 N 6TH	Southeastern Region	505000021	06	Milwaukee	Milwaukee	WI	53203			4127
Public Health	200 N Jefferson	Northeastern Region	505000034	05	Green Bay	Brown	WI	54301			4014
			L0043				WI		#N/A		
Long Term Care	2820 East Park Avenue	NORTHERN WISCONSIN	410371124		Chippewa Falls	Chippewa	WI	54729			4022
WISCONSIN CENTE	2820 East Park Avenue	Eau Claire Avenue	435121226		Chippewa Falls	Chippewa	WI	54729			4022
Long Term Care	610 Gibson Street	WESTERN REGIONAL C	L1408		Eau Claire	Eau Claire	WI	54701			4062
	610 Gibson Street STE 7		L1408	1	Eau Claire	Eau Claire	WI	54701-2650			4062
	74 SOUTH MAIN STREET	SUITE 205	L1412		Fond Du Lac	Fond Du Lac	WI	54935			4066
RATIVE FACILITIES	200 N Jefferson St STE 126		505000034	1	Green Bay	Brown	WI	54301-5100			4014
	Used for those who work from home						WI		#N/A		
son Trial Office	205 5th Avenue South	Suite 200		SECOND	La Crosse	La Crosse	WI	54601-4059			4102
ureau of Health Serv	3099 E Washington Ave	PO Box 7925			Madison	Dane	WI	53707-7925			4036
	317 KNUXTSON DR	ROOM B88	435111022	1	Madison	Dane	WI	53704			4036
WISCONSIN CENTER,	317 Knutson Dr	1 East Rd	435111001		Madison	Dane	WI	53704		Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr	2 West Rd	435111002		Madison	Dane	WI	53704		Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr	3 East Rd	435111003		Madison	Dane	WI	53704		Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr	4 West Rd	435111004		Madison	Dane	WI	53704		Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr	7 South Rd	435111007		Madison	Dane	WI	53704		Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr		435111021		Madison	Dane	WI	53704		Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 KNUXTSON DR		435111022		Madison	Dane	WI	53704		Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr		435111031		Madison	Dane	WI	53704		Yes	Central Wisconsin Center
DF FACILITIES MGMT	2135 RIMROCK RD		505001003	2	Madison	Dane	WI	53713-1443			4036
	301 SOUTH BLOUNT STREET		L1407		Madison	Dane	WI	53703			4036
MENTAL HEALTH INS	301 Troy Dr	Memorial Dr	435011014		Madison	Dane	WI	53704		Yes	Mendota Mental Health Institution
MENTAL HEALTH INS	301 Troy Dr	Service Road	435011163		Madison	Dane	WI	53704		Yes	Mendota Mental Health Institution
MENTAL HEALTH INS	301 Troy Dr	Main Drive	435011175		Madison	Dane	WI	53704		Yes	Mendota Mental Health Institution
MENTAL HEALTH INS	301 TROY DR (164)		435011164A		Madison	Dane	WI	53704		Yes	Mendota Mental Health Institution

All spreadsheets must be returned via email to Brianna Maki Schreier ([brianna.maki1@wisconsin.gov](mailto:brianna.maki1@wisconsin.gov)) by Monday, May 18<sup>th</sup>, 2020. If you have any questions, please contact Brianna or Nicole Zimm ([nicole.zimm@wisconsin.gov](mailto:nicole.zimm@wisconsin.gov)). Thanks.