

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.

The screenshot displays two tables in the TAM system. The top table, titled 'Locations', has columns for 'Location', 'Location Description', 'Primary Location', and a delete icon. A row is highlighted with a red box, showing 'MADEWI0017' as the Location and '505 ADMINISTRATION BLDG' as the Location Description. Below this table is an 'Add Location' button. The bottom table, titled 'Recruiting Locations', has columns for 'Recruiting Area', 'Recruitment Area Description', 'Location Type', 'Target Openings', and a delete icon. A row is highlighted with a red box, showing '1259' as the Recruiting Area and 'Madison' as the Recruitment Area Description. Below this table is an 'Add Recruiting Location' button. A red arrow points from the 'Madison' Recruiting Location to the '505 ADMINISTRATION BLDG' HR Location.

*Location	Location Description	Primary Location	
MADEWI0017	505 ADMINISTRATION BLDG	<input checked="" type="checkbox"/>	

Add Location

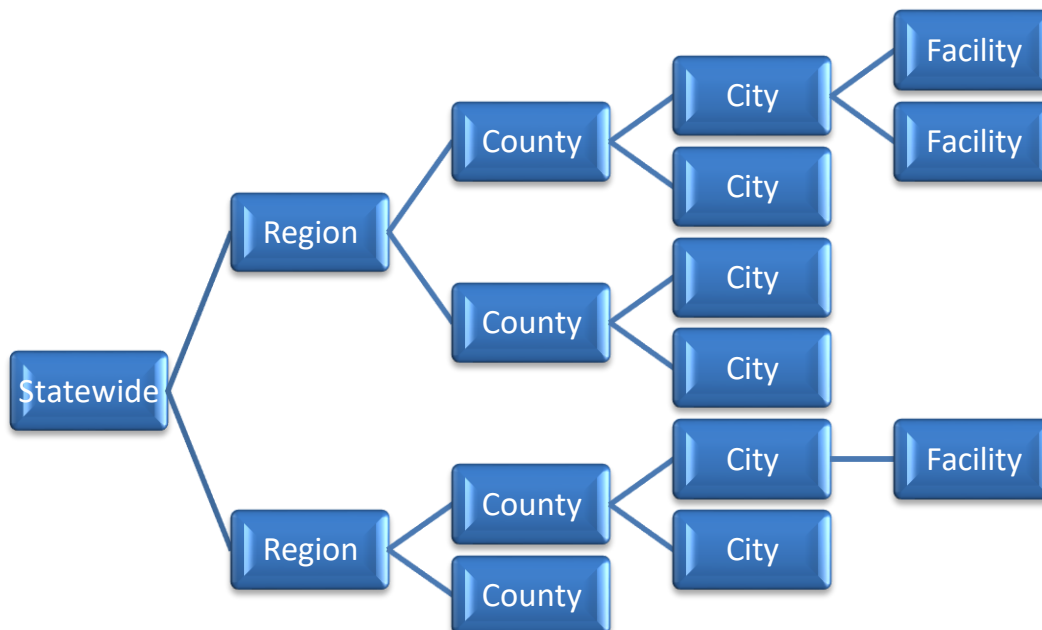
*Recruiting Area	Recruitment Area Description	Location Type	Target Openings	
1259	Madison	City	1	

Add Recruiting Location

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.

▼ Location

South Central (18)

Southeast (10)

Ashland County (1)

Northeast (1)

Northern (1)

Statewide (1)

Search Jobs

Search by job title, location, or keyword

»

Clear Search

Save Search

21 jobs found.

ADV PRACTICE NURSE-PRESCRIB

Job ID 994513

Location Multiple

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:

Primary Job Opening Information

Recruiting Home

Job Details

Job Opening Type

Standard Requisition

*Business Unit

50500

Administration

Department

505B190000

Business Partner Services

Position Number

513169

FINANCIAL SPECIALIST

Job Code

00161

FINANCIAL SPECIALIST

*Recruiting Location

1259

Madison

*Job Posting Title

FINANCIAL SPECIALIST

Continue

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

Locations

*Location	Location Description	Primary Location	
MADEW0017	505 ADMINISTRATION BLDG	<input checked="" type="checkbox"/>	

Add Location

Recruiting Locations

*Recruiting Area	Recruitment Area Description	Location Type	Target Openings	
1279	Dane County	County	1	

Add Recruiting Location

Updated Recruiting Location to Dane County

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).

The screenshot shows the TAM job search interface. On the left, a sidebar contains filters for Location, Business Unit, Department, and Job Posted In. The 'Location' filter is expanded, and 'Statewide (1)' is selected and highlighted with a red box. The 'Business Unit' filter shows 'Historical Society (1)'. The 'Department' filter shows 'Local Government (1)'. The 'Job Posted In' filter shows '2020 (1)'. On the right, the 'Search Jobs' section has a search bar with the placeholder 'Search by job title, location, or keyword'. Below the search bar, 'Clear Search' and 'Save Search' buttons are visible. The search results show '1 job found.' with a job titled 'ARCHVT'. The job details include: Job ID 994509, Location Statewide, Department Local Government, Business Unit Historical Society, and Posted Date 05/04/2020. The 'Statewide' filter in the sidebar is also highlighted with a red box.

The applicant will be asked to indicate the counties in which they want to work during the application process:

The screenshot shows the TAM application process. On the left, a sidebar contains steps 1 through 6. Step 4, 'Preferences', is highlighted with a red box and labeled 'In Progress'. Step 10, 'I would prefer a work location in or around', is the current step. It contains a table of locations with 'Yes' or 'No' radio buttons. The locations and their selected preferences are: Adams County (Yes), Ashland County (Yes), Barron County (No), Bayfield County (No), Brown County (Yes), Buffalo County (Yes), and Burnett County (No).

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).

The screenshot shows the TAM job search interface. On the left, a sidebar contains filters for Location, Business Unit, Department, and Job Posted In. The 'Location' filter is expanded, and 'Northern (1)' is selected and highlighted with a red box. The 'Business Unit' filter shows 'Financial Institutions (1)'. The 'Department' filter shows 'Credit Unions (1)'. The 'Job Posted In' filter shows '2020 (1)'. On the right, the 'Search Jobs' section has a search bar with the placeholder 'Search by job title, location, or keyword'. Below the search bar, 'Clear Search' and 'Save Search' buttons are visible. The search results show '1 job found.' with a job titled 'FINANCIAL EXAMINER'. The job details include: Job ID 994510, Location Multiple, Department Credit Unions, Business Unit Financial Institutions, and Posted Date 05/04/2020. The 'Northern' filter in the sidebar is also highlighted with a red box.

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

5 Qualifications
Not Started

6 Attachments
Not Started

7 Self-Identify
Not Started

8 Review and Submit
Not Started

Amount

Currency
USD - US Dollar

Frequency

10. I would prefer a work location in or around

Locations

Madison Yes

Milwaukee No

Select All 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
EAUGIB0019	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
EAUGIB1408	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	SUITE 205	L1412		Fond Du Lac	Fond Du Lac
GRENEJ0034	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					
LACF10205	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
MADENVA000P	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 KNUITSON DR	435 11 RM	HEALTH SERVICES, DEPT OF		317 KNUITSON 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, DEPARTMENT	CENTRAL WISCONSIN CENTER,	317 KNUITSON 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		
S	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		
on 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 KNUITSON DR	ROOM B88	435111022	1	Madison	Dane	WI	53704	4036		
WISCONSIN CENTER,	317 Knutson Dr	1 East Rd	435111001		Madison	Dane	WI	53704	4036	Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr	2 West Rd	435111002		Madison	Dane	WI	53704	4036	Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr	3 East Rd	435111003		Madison	Dane	WI	53704	4036	Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr	4 West Rd	435111004		Madison	Dane	WI	53704	4036	Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr	7 South Rd	435111007		Madison	Dane	WI	53704	4036	Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr		435111021		Madison	Dane	WI	53704	4036	Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 KNUITSON DR		435111022		Madison	Dane	WI	53704	4036	Yes	Central Wisconsin Center
WISCONSIN CENTER,	317 Knutson Dr		435111031		Madison	Dane	WI	53704	4036	Yes	Central Wisconsin Center
OF 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	4036	Yes	Mendota Mental Health Institution
MENTAL HEALTH INS	301 Troy Dr	Service Road	435011163		Madison	Dane	WI	53704	4036	Yes	Mendota Mental Health Institution
MENTAL HEALTH INS	301 Troy Dr	Main Drive	435011175		Madison	Dane	WI	53704	4036	Yes	Mendota Mental Health Institution
MENTAL HEALTH INS	301 TROY DR (164)		435011164A		Madison	Dane	WI	53704	4036	Yes	Mendota Mental Health Institution

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