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## Overview

If you need to extend an application deadline or re-announce a job, the following options are available:

- Update the Remove Date of the Job Posting; or
- Add a new Job Posting with a different set of dates to the Job Opening

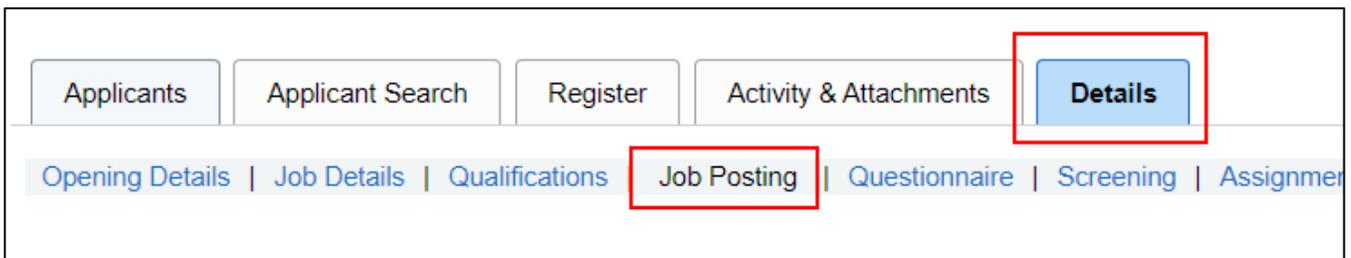
This job aid will go over both options and when each should be used. You should **NOT** create another job opening if an initial recruitment attempt was not successful.

## Updating the Remove Date of a Job Posting

If the original remove date has not passed and you know you need to extend the deadline, you can update the Remove Date on the Job Posting. This will allow all candidates for the job to be managed within one job opening.

This will not allow applicants who applied originally to update their application or apply again, however; they will be able to withdraw their application and reapply if they need to make updates to their application.

1. Go the **Details Tab – Job Posting**



2. Click on the **Job Posting link**



## Job Re-Announcements & Extending Posting Deadline

- Go to the **Job Posting Destinations** section at the bottom of the page. Delete the values listed under **Posting Duration**. They don't technically delete but when you remove them, it will open the **Remove Date** field for update.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Wisc.Jobs	External Posting		04/29/2021	05/17/2021	18
ESS Careers	Internal Posting		04/29/2021	05/17/2021	18

- Once the **Remove Date** field is open for entry, enter the new **Remove Date** on both rows.
  - Reminder – the Remove Date should be the day after your application deadline.

Post Date	Remove Date	Posting Duration (Days)
04/29/2021	06/17/2021	49
04/29/2021	06/17/2021	49

- Go to the **Deadline to Apply** section of the job posting and update the deadline information in that section.

\*Description Type **Deadline to Apply** Template

\*Visibility Internal and External

In order to be assured consideration, applications must be received **by 11:59 PM on June 16, 2021**. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at [www.wicourts.gov](http://www.wicourts.gov).

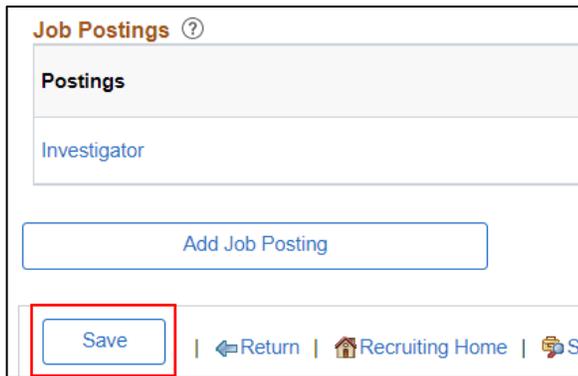
- Update any other applicable sections of the **Job Posting**.
- Once all updates are made, click **OK** at the bottom of the page.

ESS Careers Internal Posting

Add Posting Destination

OK Cancel Preview

- Click **Save** on the Job Posting Page.



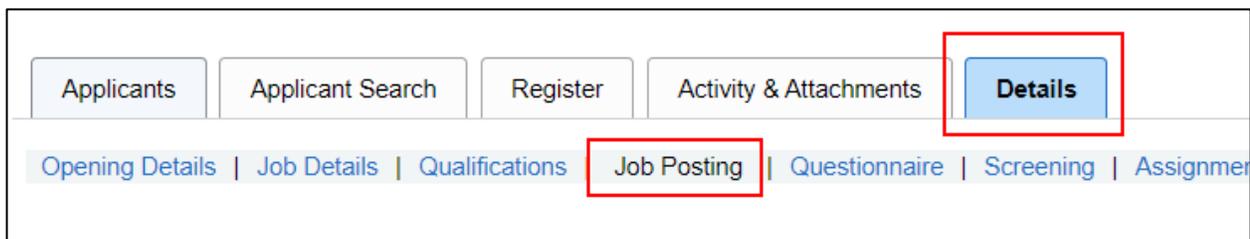
- The **Remove Date** will be updated at the next :15 or :45 past the hour (when the process runs to post jobs).

## Adding a New Job Posting to a Job Announcement

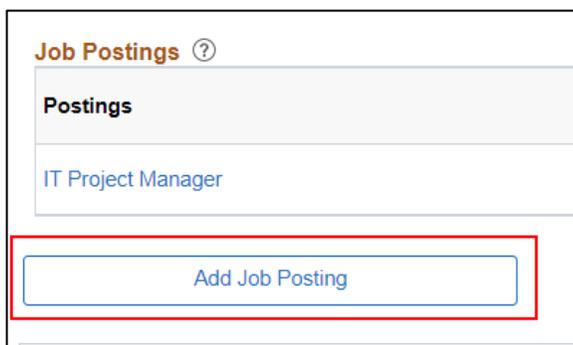
If the original application deadline has passed and you want to re-announce the job to get additional applicants, you will need to add a new Job Posting to the Job Opening. This can be done if you already have candidates from the first time the job was posted.

If you just need to re-announce the opening, you should create a new posting and **not** create a new Job Opening. Keeping the same job opening will allow all candidates for the job to be managed within one job opening. This will not allow applicants who applied originally to update their application or apply again, however; they will be able to withdraw their application and reapply if they need to make updates to their application.

- Go the **Details Tab – Job Posting**



- Click on **Add Job Posting**



Job Re-Announcements & Extending Posting Deadline

- A blank Job Posting will display. If you want to use the Job Posting already attached to the job opening, click **Import Existing Posting**.

### Posting Information

**Job Postings** ?

\*Posting Title

Import Existing Posting

- The following dialog box will display. Enter the applicable parameters to access the job posting you are trying to import.

Business Unit

Job Code

Position

From Posting Date

To Posting Date

Search Clear

- Once the parameters are entered, click **Search**.

### Import Existing Posting

Business Unit  Administration

Job Code  IS SYSTEMS DEV MNT SVCS CNS ADMR

Position  IS SYSTEMS DEV MNT SVCS CNS ADMR

From Posting Date

To Posting Date

Search

Clear

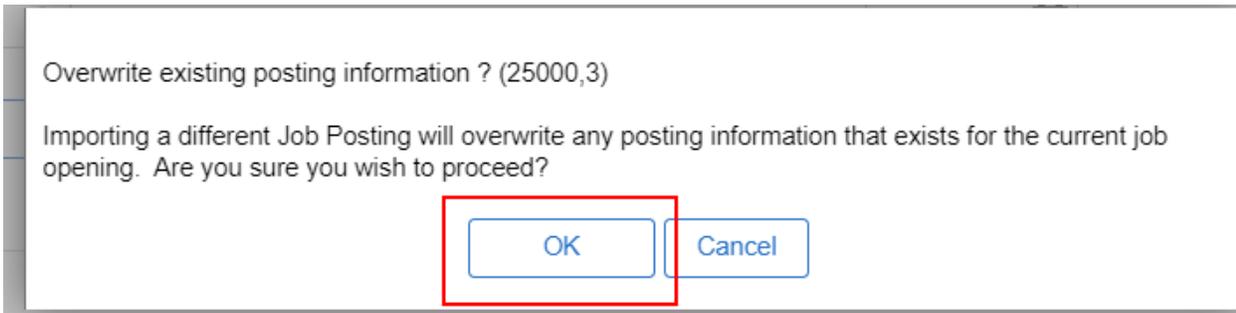
Return

- Select the applicable Job Posting.

Job Opening ID	Business Unit	Job Code	Position	Posting Title	Posting Date	Created By	Select
1555	50500	13374	011216	Salesforce Project Manager	05/10/2021		<span>Select</span>
1910	50500	13374	011216	Salesforce Project Manager	06/04/2021		<span>Select</span>
2129	50500	13374	011216	IT Project Manager	06/24/2021		<span>Select</span>

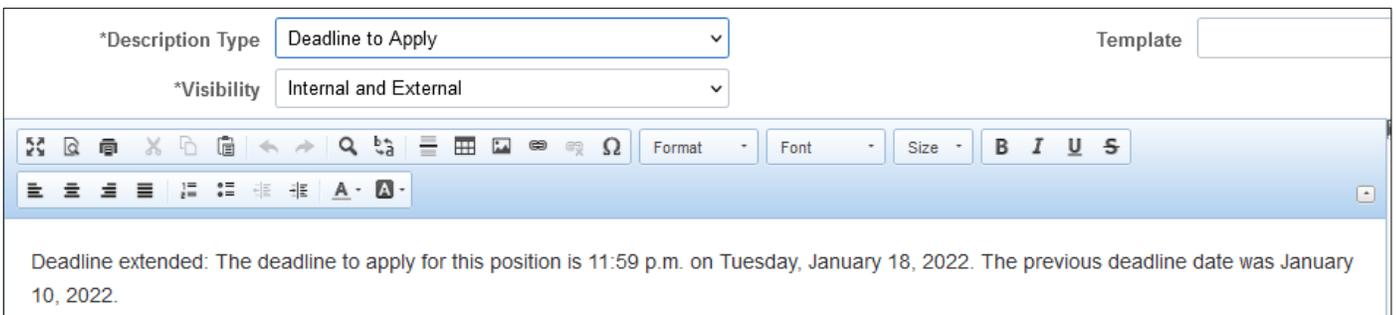
Job Re-Announcements & Extending Posting Deadline

7. The following will display. Click **OK**.



8. The job posting will be imported but you **do have to enter the Post and Remove Dates in Job Posting Destinations**.

9. Review and update the body of the job posting as necessary. Remember to update the **Deadline to Apply** Section.



10. Enter the new **Post Date** and **Remove Date**. There should be no overlap in these dates relative to the previous Job Posting. **The earliest Post Date should be after the Remove Date of the previous Job Posting.**

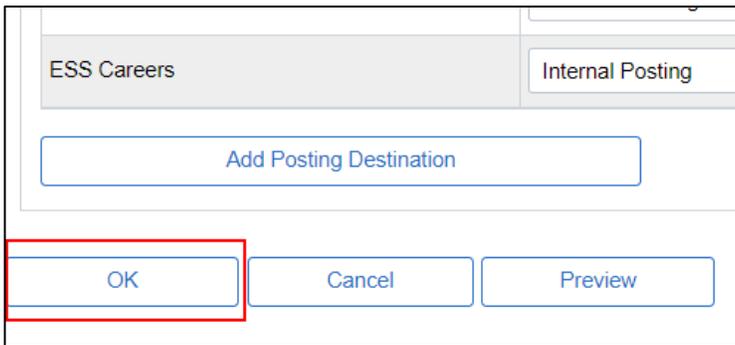
Job Posting Destinations ⓘ					
*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Post (Da
Wisc.Jobs	External Posting		09/08/2021	10/04/2021	
ESS Careers	Internal Posting		09/08/2021	10/04/2021	



Remember to update or add a remove date to the previous job posting. If there's overlap in the posting dates, duplicate postings will appear on the employee view of TAM.

**Job Re-Announcements & Extending Posting Deadline**

11. Once all updates are made, click **OK** at the bottom of the page.



12. On the Job Posting Page, check the box under **Primary Posting Title** next to the new Job Posting. Click **Save**.



13. The Job Posting will be posted at the next :15 or :45 past the hour (when the process runs to post jobs).

**Note:** Once you are ready to process scores for the newly added applicants and integrate the register, all eligible applicants will be on one single register and you can either create a new certification or get more names on an existing certification.

### Best Practices for Openings with Multiple Job Postings

Job posting details must be carefully reviewed when using multiple job postings for a single job opening to prevent posting errors.

#### Primary Posting Title

There are two factors considered when determining which job posting to display on the Wisc.Jobs splash page in situations where multiple job postings exist for a single job opening:

1. The Primary Posting Title on the Job Posting page
2. The Job Posting Remove Date on the Posting Information Page

The **Primary Posting Title** section on the Job Posting page is where recruiters should select the active job posting to display on the Wisc.Jobs splash page. The Primary Posting Title box is checked for the third job posting below, indicating the third job posting is the active job posting intended to be displayed on the Wisc.Jobs splash page. This job posting will be displayed on the Wisc.Jobs splash page if the Remove Date has not passed.

## Job Re-Announcements & Extending Posting Deadline

Applicants | Applicant Search | Register | Activity & Attachments | **Details**

Opening Details | Job Details | Qualifications | Job Posting | Questionnaire | Screening | Assignments | Approvals

**Job Postings** ?

Postings	Primary Posting Title	
Rehabilitation Specialist Associate	<input type="checkbox"/>	
Rehabilitation Specialist Associate	<input type="checkbox"/>	
Rehabilitation Specialist Associate	<input checked="" type="checkbox"/>	

Add Job Posting

 The Wisc.Jobs splash page will only display the job posting with the Primary Posting Title box checked, provided the Remove Date on that job posting has not passed.

If there are two *active* job postings (job postings with Remove Dates that have not passed), the Wisc.Jobs splash page will display the job posting with the Primary Posting Title box checked.

Applicants | Applicant Search | Register | Activity & Attachments | **Details**

Opening Details | Job Details | Qualifications | Job Posting | Questionnaire | Screening | Assignments | Approvals

**Job Postings** ?

Postings	Primary Posting Title	
Rehabilitation Specialist Associate	<input type="checkbox"/>	
Rehabilitation Specialist Associate <b>Example: Active Job Posting</b>	<input type="checkbox"/>	
Rehabilitation Specialist Associate <b>Example: Active Job Posting</b>	<input checked="" type="checkbox"/>	

Add Job Posting

**The last job posting listed is the one displayed on the Wisc.Jobs splash page because it is active and the Primary Posting Title is checked.**

## Job Re-Announcements & Extending Posting Deadline

If there are multiple job postings, where one is active, and another is inactive *and* designated as the Primary Posting Title, the Wisc.Jobs splash page will **NOT** display either.

Applicants
Applicant Search
Register
Activity & Attachments
Details

[Opening Details](#) | [Job Details](#) | [Qualifications](#) | [Job Posting](#) | [Questionnaire](#) | [Screening](#) | [Assignments](#) | [Approvals](#)

**Job Postings** ?

Postings		Primary Posting Title
Rehabilitation Specialist Associate	<input type="checkbox"/>	
Rehabilitation Specialist Associate <span style="color: red; font-weight: bold;">Example: Active Job Posting</span>	<input type="checkbox"/>	
Rehabilitation Specialist Associate <span style="color: red; font-weight: bold;">Example: Inactive Job Posting</span>	<input checked="" type="checkbox"/>	

Add Job Posting

Be sure to select/update the Primary Posting Title when using multiple job postings to ensure the correct job posting is displayed on the Wisc.Jobs splash page.

None of the job postings listed are displayed on the Wisc.Jobs splash page because there are none active and designated as the Primary Posting Title.

### Add or Update the Remove Date on Re-Announcements

The **Remove Date** on the job posting dictates whether the job posting will appear in TAM. The Remove Date can be entered/edited in the Job Posting Destinations section at the bottom of the Posting Information page.

**Job Posting Destinations** ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
Wisc.Jobs	External Posting <span style="font-size: small;">v</span>		09/01/2022 <span style="font-size: x-small;">📅</span>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<span style="font-size: x-small;">🗑️</span>
ESS Careers	Internal Posting <span style="font-size: small;">v</span>		09/01/2022 <span style="font-size: x-small;">📅</span>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<span style="font-size: x-small;">🗑️</span>

Add Posting Destination

Unlike the Wisc.Jobs splash page (where only one job posting for each job opening will be displayed), multiple job postings for a single job opening can be displayed in TAM. Multiple job postings will appear in TAM for a single job opening when multiple job postings have Remove Dates that are active or blank.

## Job Re-Announcements & Extending Posting Deadline

The following is an example of a job opening with multiple job postings. Multiple job postings have no Remove Date entered. As a result, three job postings for a single job opening are displayed in TAM. Note only one appears on the Wisc.Jobs splash page.

Job Postings <sup>?</sup>		Primary Posting Title	
Psychologist Licensed		<input type="checkbox"/>	
Psychologist Licensed	No Remove Date	<input type="checkbox"/>	
PSYCHOLOGIST-LICENSED	No Remove Date	<input type="checkbox"/>	
Psychologist Licensed		<input type="checkbox"/>	
Psychologist Licensed	No Remove Date	<input checked="" type="checkbox"/>	

Three job postings will display in TAM because three have no Remove Date.

<p><b>Psychologist Licensed</b></p> <p>Job ID 1464            Location Mauston            Agency Health Services            Posted Date 09/01/2022            Close Date Open Until Filled</p>	>
<p><b>PSYCHOLOGIST-LICENSED</b></p> <p>Job ID 1464            Location Mauston            Agency Health Services            Posted Date 09/14/2021            Close Date Open Until Filled</p>	>
<p><b>Psychologist Licensed</b></p> <p>Job ID 1464            Location Mauston            Agency Health Services            Posted Date 06/14/2021            Close Date Open Until Filled</p>	>

These three job postings are displayed in TAM because they have no Remove Date.

Always add a removal date to job postings that are being replaced by a new one to ensure the most current job posting is displayed in TAM.