

# Template Explanatory Document and Instructions

## Template Decisions

The applicant experience in Candidate Gateway is defined by certain template elements. We will need to determine whether a specific template element appears to the applicant in Candidate Gateway.

Agencies will need to review the following template elements for each job code used at their agency and select one of the following three options for every template element:

- Required – the applicant cannot submit their application without the information
- Optional – the applicant can submit their application either with or without the information
- Hide – the page element will not appear to the applicant in Candidate Gateway

Template Elements			
Resume Step	Work Experience Step	Profile Information Step	Attachments Step
Resume	Work Experience	Education History	Attachments
Letter of Qualifications		Licenses & Certification	
		Language Skills	
		Degrees	

As much as possible, we would like to keep the applicant experience the same by Job Code across all business units.

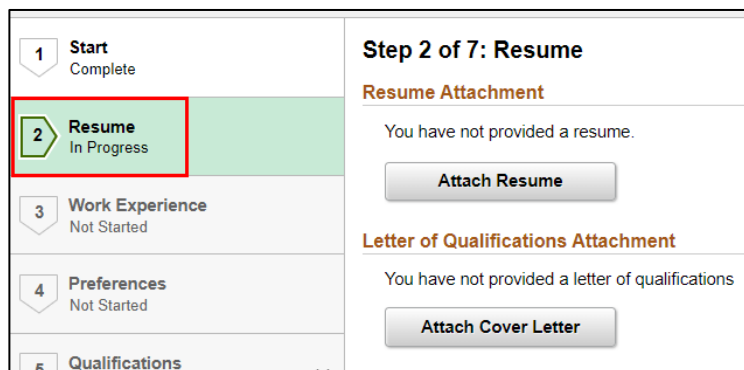
A few things to know about templates:

- A default template will be assigned to each job code based on how you define the template elements as part of this process, but you will have the option to select a different template when you create the job opening.
- If the template element is not included in the template that is selected for a job opening, you can NOT add it.
  - For example, if you want to collect a resume and letter of qualifications, you must select a template the includes the collection of a resume and letter of qualifications.
- If the template element is included in the template that is selected for a job opening, the page element will appear to the applicant.
- If you want to collect profile information (education history, licenses & certifications, language skills, degrees), you cannot define what education level, licenses & certification, language, degrees that you want the employee to have – the employee will choose or enter what applies to them. If you want to screen or ask about specific information (ex. specific language, license....), this is done through a screening option that is available when the job opening is created.
- We will soon need agency input on the values available for applicant selections within the different template elements.

## Resume and Letter of Qualifications

The Resume and Letter of Qualifications Attachments are displayed on the same page in Candidate Gateway, but you can determine how/if they appear on the page independently.

**Note:** If Resume and Work Experience are both optional (you want to give the applicant a choice), the system will require that at least one of them is submitted.



This screenshot shows the 'Step 2 of 7: Resume' page. On the left, a progress bar indicates the status of five steps: 1. Start (Complete), 2. Resume (In Progress, highlighted with a red box), 3. Work Experience (Not Started), 4. Preferences (Not Started), and 5. Qualifications (Not Started). The main content area is titled 'Step 2 of 7: Resume' and contains two sections. The 'Resume Attachment' section states 'You have not provided a resume.' and includes an 'Attach Resume' button. The 'Letter of Qualifications Attachment' section states 'You have not provided a letter of qualifications' and includes an 'Attach Cover Letter' button.

Page once both are attached.

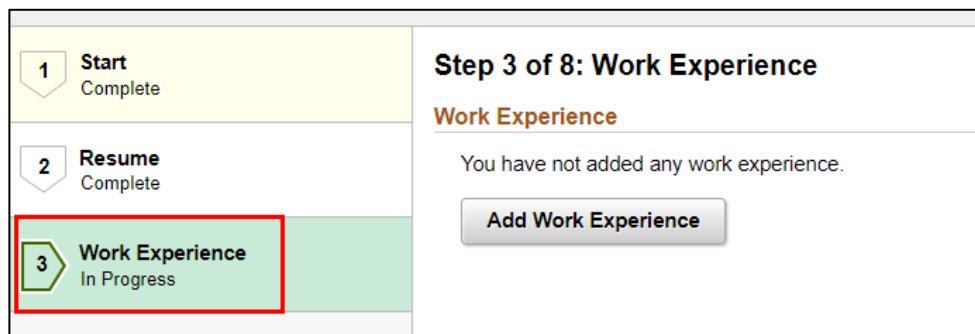


This screenshot shows the 'Step 2 of 7: Resume' page after attachments. The 'Resume Attachment' section now displays the title 'Resume\_TAM.pdf' in a text box, the attached file 'Resume\_TAM.pdf' as a link, and a 'Change Resume' link. The 'Letter of Qualifications Attachment' section displays the title 'Cover\_Letter\_TAM.pdf' in a text box, the attached file 'Cover\_Letter\_TAM.pdf' as a link, and a 'Change Cover Letter' link.

## Work Experience

If you are hiring for a position in which you do not need a resume or do not do a resume screening, you may want the applicant to manually enter their work experience.

**Note:** if you require a resume, you should hide the Work Experience section from the employee. If you require Work Experience, you should hide Resume because the information collected is duplicative.



This screenshot shows the 'Step 3 of 8: Work Experience' page. On the left, a progress bar indicates the status of three steps: 1. Start (Complete), 2. Resume (Complete), and 3. Work Experience (In Progress, highlighted with a red box). The main content area is titled 'Step 3 of 8: Work Experience' and contains a section titled 'Work Experience' which states 'You have not added any work experience.' and includes an 'Add Work Experience' button.

Cancel

Add Work Experience

Done

\*Start Date

01/01/2020

End Date

\*Employer

Chipotle

\*Ending Job Title

Burrito Master

Supervisor

Mr. Clean

Supervisor Email

nicole.zimm@wisconsin.gov

Supervisor Phone

608/261-9211

OK to contact?

Yes

Description

I was and always will be the burrito master...don't get me started on guac.

Country

United States

Address 1

101 E Wilson St

Work Experience

+

Employer	Job Title	Start Date	End Date
Chipotle	Burrito Master	01/01/2020	>
Taco Bell	Taco Master	01/01/2019	12/15/2019 >

Job Training

## Qualifications – Profile Information

On this page, you can collect Education History, Licenses & Certifications, Language Skills and Degrees. Even though they are displayed on the same page in Candidate Gateway, you can determine how/if they appear on the page independently.

**Reminder:** you can require entry, but you cannot require the entry of a specific level of education, license or certification, language or degree here.

This information should only be collected if used in the evaluation of the candidate.

1

Start

Complete

2

Resume

Complete

3

Work Experience

Complete

4

Preferences

Complete

5

Qualifications

In Progress

Questionnaire

Complete

Profile Information

In Progress

6

Attachments

Not Started

Step 5 of 8: Qualifications - Profile Information

Education History

Highest Education Level

A-Not Indicated

Licenses & Certifications

You have not added any licenses & certifications.

Add Licenses & Certifications

Language Skills

You have not added any language skills.

Add Language Skills

Degrees

You have not added any degrees.

Add Degrees

## Education History

**Step 5 of 8: Qualifications - Profile Information**

**Education History**

Highest Education Level A-Not Indicated

**Licenses & Certifications**

You have not added any licenses & certifications.

Add Licenses & Certifications

**Language Skills**

You have not added any language skills.

Add Language Skills

**Degrees**

You have not added any degrees.

Add Degrees

A-Not Indicated

B-Less Than HS Graduate

C-HS Graduate or Equivalent

D-Some College

E-Technical School

F-2-Year College Degree

G-Bachelor's Level Degree

H-Some Graduate School

I-Master's Level Degree

J-Doctorate (Academic)

K-Doctorate (Professional)

L-Post-Doctorate

## Licenses & Certifications

Cancel **Lookup**

Search for: License - Cert - Registration

▼ Search Criteria Show Operators

Content Type WILICERTREG

Content Item ID (begins with)

Description (begins with)

Search Clear

▼ Search Results

Grid List 143 rows

Content Item ID	Description
2NDCLASSENG	2nd Class Engineers License
850809PRINSA	850, 809 & Provisional Cert/Instructional Administrator
ABVGRSTGTANK	Aboveground Storage Tank Installer (AST)
ACCRFINEXAM	Financial Examiner Accreditation (AFE)
ACCRINSEXAM	Insurance Examiner Accreditation (AIE)

Cancel **Add Licenses & Certifications** Done

\*Effective Date 04/27/2020

\*License - Cert - Registration PUBLICACCNT

Date Issued 04/27/2019

Expiration Date 04/27/2021

License/Cert/Reg Number

## Language Skills

Highest Education Level

Language Skills

+ Language

French

Degrees

You have not added any degrees.

Add Degrees

Cancel

Done

Effective Date 04/24/2020

\*Language FR

French

Reading Proficiency 2 - Moderate

Speaking Proficiency 3 - High

Writing Proficiency 2 - Moderate

Native Language No

Able To Translate Yes

Able To Teach Yes

## Degree Information (still need to load Major codes to the system)

Search Criteria

Content Type DEG

Content Item ID (begins with)

Description (begins with)

Search Clear

Search Results

Content Item ID	Description
A	Advanced Level
AA	Associate of Arts
AAS	Associate of Applied Science
ABA	Associate of Business Admin
AE	Associate of Engineering
AS	Associate of Science
BA	Bachelor of Arts
BBA	Bachelor of Business Admin

## Example of Completed Page

Step 5 of 8: Qualifications - Profile Information

Education History

Highest Education Level G-Bachelor's Level Degree

Licenses & Certifications

License - Cert - Registration	Effective Date	Date Issued	Expiration Date	License/Cert/Reg Number
Public Accountant (CPA) Certification	04/27/2020	04/27/2019	04/27/2021	

Language Skills

+ Language

French

Degrees

+ Degree

Bachelor of Business Admin

## Attachments

The Attachments feature allows applicants to attach documents based on a predefined list of items. We can define the list of attachment types.

**Reminder:** we can only make an attachment required – we cannot specify which attachment we want on the page (would have to identify it in the job posting to guide the applicant).

The screenshot shows a progress bar on the left with six steps: 1 Start (Complete), 2 Resume (Complete), 3 Work Experience (Complete), 4 Preferences (Complete), 5 Qualifications (Complete), and 6 Attachments (In Progress). The 'Attachments' step is highlighted with a red border. To the right, the 'Step 6 of 8: Attachments' section is titled 'Attachments' and states 'You have not added any attachments.' with an 'Add Attachment' button.

The screenshot shows the 'Add Attachment' modal form. It has a title bar with 'Cancel', 'Add Attachment', and 'Continue' buttons. The form contains two fields: '\*Attachment Type' with a dropdown menu and '\*Attachment Title' with a text input field. The dropdown menu is open, showing 'License Verification' and 'Transcripts' as options.

## Completing the Template Spreadsheet

Each agency will be provided a spreadsheet of all their agency's job codes that are active in Position. Agencies will need to review the following template elements for each job code used at their agency and select one of the following three options for every template element:

- Required – the applicant cannot submit their application without the information
- Optional – the applicant can submit their application either with or without the information
- Hide – the page element will not appear to the applicant in Candidate Gateway

When doing this review, the agency **should determine what template elements should be used when hiring a permanent employee.**

Below is a sample of the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L
	Job Code	Jobcode Descr	BU	BU Name	Resume Attachment	Letter of Qualifications Attachment	Work Experience Entry	Profile - Education History	Profile - Licenses & Certifications	Profile - Language Skills	Profile - Degrees	Attachments
2	00110	ACCOUNTANT-CONF	50500	Administration	Required	Required	Hide	Optional	Required	Optional	Required	Optional
3	00140	GAMING LICENSE PROGRAM ASSOC	50500	Administration	Optional	Required	Optional	Optional	Hide	Optional	Optional	Optional
4	00160	ACCOUNTANT	50500	Administration								
5	00161	FINANCIAL SPECIALIST	50500	Administration								
6	00162	FINANCIAL SPECIALIST-SEN	50500	Administration								
7	00163	FINANCIAL SPECIALIST-ADV	50500	Administration								
8	00203	AUDITOR-JRNY	50500	Administration								
9	00204	AUDITOR-SEN	50500	Administration								
10	00205	AUDITOR-ADV	50500	Administration								
11	00263	ACCOUNTANT-JRNY	50500	Administration								

The agency spreadsheets will be broken down per the following:

- Region 1 – will receive one spreadsheet with 2 tabs: All Region 1 agencies except DOA (+DOA supported) and DOA (+DOA Supported)
- Region 2 – one spreadsheet for all of DOC
- Everyone else – one spreadsheet per agency

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.