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.
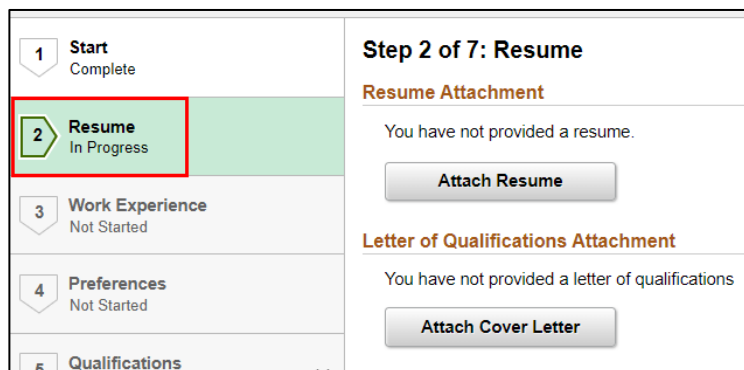
A few things to know about templates:

- 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.

Page once both are attached.
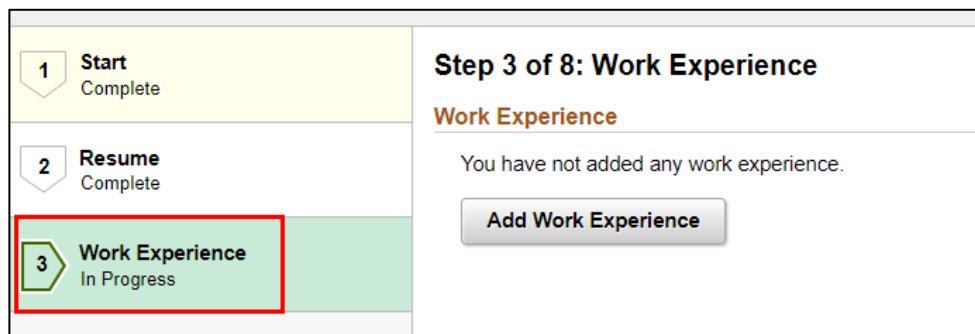
Work Experience

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.

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.

Education History

Licenses & Certifications

Language Skills

Edit Language Skills

*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

Cancel — Done

Highest Education Level

Language Skills

+

Language

French

Degrees

You have not added any degrees.

Add Degrees

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	Major Code
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).

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:

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
00110	ACCOUNTANT-CONF	50500	Administration	Required	Required	Hide	Optional	Required	Optional	Required	Optional
00140	GAMING LICENSE PROGRAM ASSOC	50500	Administration	Optional	Required	Optional	Optional	Hide	Optional	Optional	Optional
00160	ACCOUNTANT	50500	Administration								
00161	FINANCIAL SPECIALIST	50500	Administration								
00162	FINANCIAL SPECIALIST-SEN	50500	Administration								
00163	FINANCIAL SPECIALIST-ADV	50500	Administration								
00203	AUDITOR-JRNY	50500	Administration								
00204	AUDITOR-SEN	50500	Administration								
00205	AUDITOR-ADV	50500	Administration								
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) by Monday, May 18th, 2020.