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## Overview

This job aid shows how parts of the Candidate Gateway (searching, job postings, the application) will look to candidates. It includes information on how these parts connect to TAM and how the recruiter sets up the job opening.

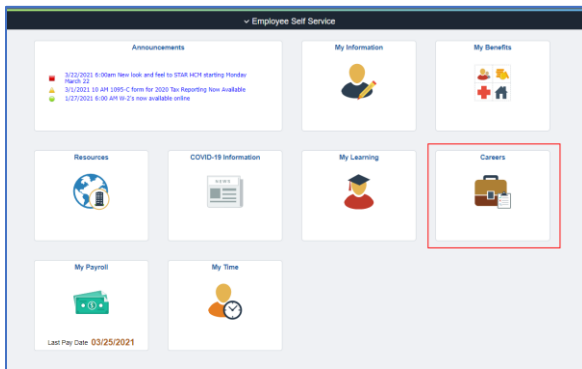
## Applicant Types

- Internal Applicants
  - Internal candidates are employees (organizational relationship = employee) who can log into STAR Human Resources with an IAM and password.
  - They will access Candidate Gateway through the Careers Tile on the Employee Self Service Landing Page.
- External Candidates
  - Those that do not have access to STAR must create an external user account
    - Note: Contractors, POIs and employees who do not have an active IAM will have to create an external user account
  - No Wisc.Jobs account information will transfer to TAM so all external applicants will need to create a new account
  - They will initially be brought to the Candidate Gateway landing page, but the page will have New User and Sign In options.

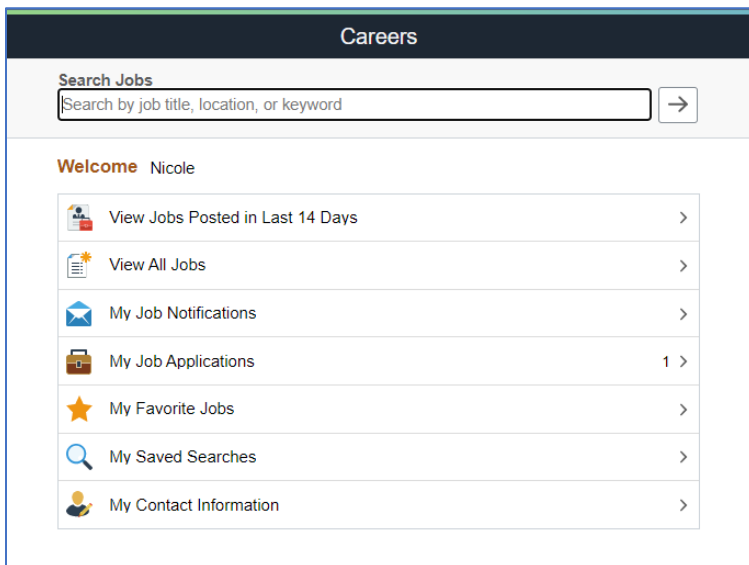
## New User Registration and Sign-in

### Internal Candidate Sign In to Candidate Gateway

1. Log in to STAR Human Resources with IAM and password
2. Click on the **Careers** tile on the Employee Self-Service Landing Page



3. Once the employee clicks on the Careers Tile, they will be brought to the Candidate Gateway landing page
4. The employee's first name will appear on the page



## Create an External Applicant Account

1. The applicant will initially click **New User** on the [Candidate Gateway landing page](#) to start the account creation process.

The screenshot shows the 'Careers' page header with a search bar. Below the search bar, there is a 'Welcome' section with a 'Sign In' link and a 'New User' link highlighted with a red box. A list of menu items follows, including 'View Jobs Posted in Last 14 Days', 'View All Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'.

2. The new user will have to complete the identifying information at the top of the page

The screenshot displays the 'New User Registration' form. It is divided into sections: 'Account Information', 'Personal Information', and 'Address Information'. The 'Account Information' section includes fields for \*User Name, \*Password, \*Confirm Password, \*First Name, \*Last Name, \*Email Address, and \*Phone. A red callout box highlights the password requirements: 'Password must be 8 characters and contain at least 1 digit, 1 upper case, 1 lower case and 1 special character.' The 'Personal Information' section includes \*Last 4 of Social Security #, Birth Month/Day, and a link 'Why do we ask for this?'. A red callout box states: 'Information collected here is used for W2 applicant matching'. The 'Address Information' section includes \*Country (United States), \*Address 1, Address 2, Address 3, \*City, \*Postal, \*State, and County.

- Regardless of the length of the password, as soon as it is entered, all the dots will replace the password. This is for security purposes.

**Account Information**

\*User Name

Please select a password that:  
 1. Has a minimum of 8 total characters with at least 1 digit, 1 lowercase character, 1 uppercase character and 1 special character from the set (!@#\$%^&\*~\_+=|}[]{};:/'?><`,`);  
 2. Does not match your user name.  
 3. Does not match any of your email addresses.

\*Password

\*Confirm Password

\*First Name

\*Last Name

\*Email Address

\*Phone

**Personal Information**

\*Last 4 of Social Security #

Birth Month/Day   [Why do we ask for this?](#)

**Address Information**

Regardless the length of the password, as soon as it's entered, all the dots will replace the password. This is for security purposes.

- If the applicant clicks **Why do we ask for this?** in the personal information section, a pop-up appears with more information:

**Collection of Personal Information**

To apply for a job with the State of Wisconsin, you must supply the last four digits of your Social Security Number and Birth Month and Day. We use your Social Security Number and birth month and day as unique personal identifiers for your Wisc Jobs account. This information is confidential and will not be shared. If you do not have a Social Security Number, you may contact the [Wisc Jobs Help Desk](#).

\*First Name

\*Last Name

\*Email Address

\*Phone

**Personal Information**

\*Last 4 of Social Security #

Birth Month/Day   [Why do we ask for this?](#)

**Address Information**

- The applicant must select **I Agree to the Terms and Conditions** in the bottom section of the page

**Information for Current State Employees**

If you are currently employed by an agency that uses the STAR Human Resources system, do not create an account on this page. You should [log into STAR](#) and go to the Careers Tile on the Employee Self Service home page to review and apply for jobs.

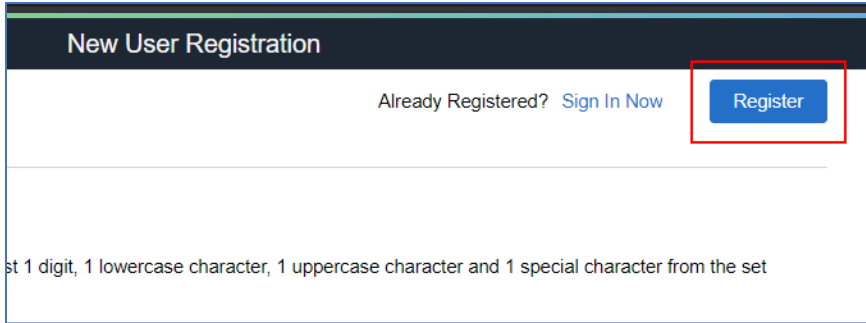
**Terms and Conditions**

By checking the "I Agree" box below, I understand that I am required to maintain an individual account and will not share my account information with another user. I understand that the email address entered on this registration will be used as the primary communication method for any jobs for which I apply.

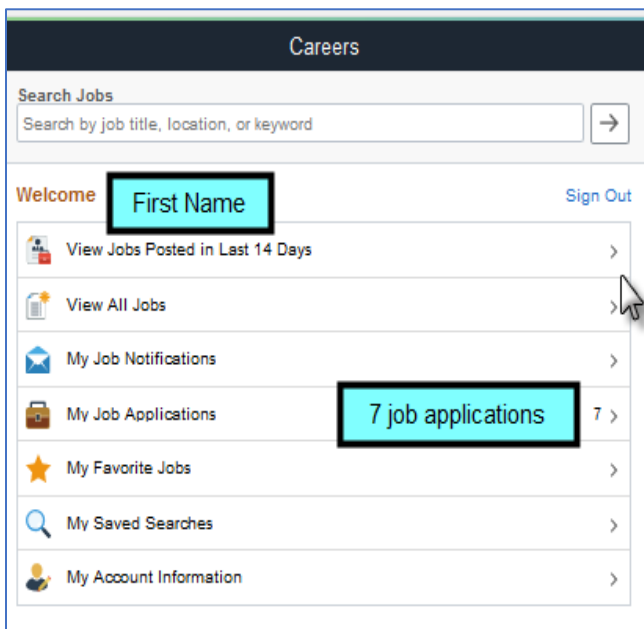
I Agree to the Terms and Conditions

If you need this registration or any assessment in an alternative format due to disability, please contact the Wisc Jobs Help Desk at [wiscjobs@wisconsin.gov](mailto:wiscjobs@wisconsin.gov), or via phone at 608-267-1012 or TTY Relay 711, Monday – Friday, 7:45am – 4:30pm.

- Once the page is completed, the applicant will click **Register** at the top of the page to complete the new user registration process



7. The applicant will then be brought back to the Candidate Gateway Landing Page



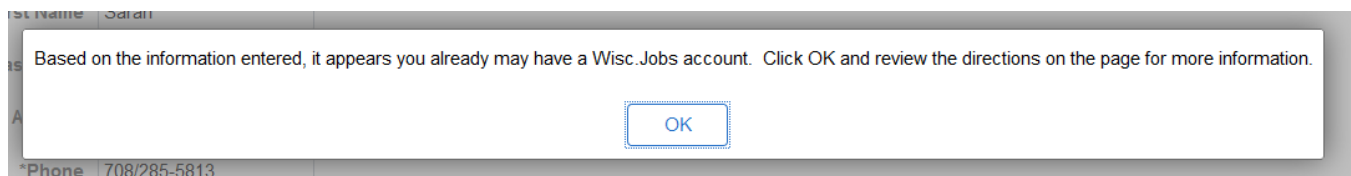
### Can current employees create external applicant accounts?

1. The new user registration instructions include information for current state employees that instructs them to log into STAR.

#### Information for Current State Employees

If you are currently employed by an agency that uses the STAR Human Resources system, do not create an account on this page. You should [log into STAR](#) and go to the Careers Tile on the Employee Self Service home page to review and apply for jobs.

2. When an external account is created, there is logic comparing several pieces of data to determine if the person creating the applicant account is an employee.
3. The applicant will receive a warning and directions if there is a match.



### Can internal and external accounts be merged?

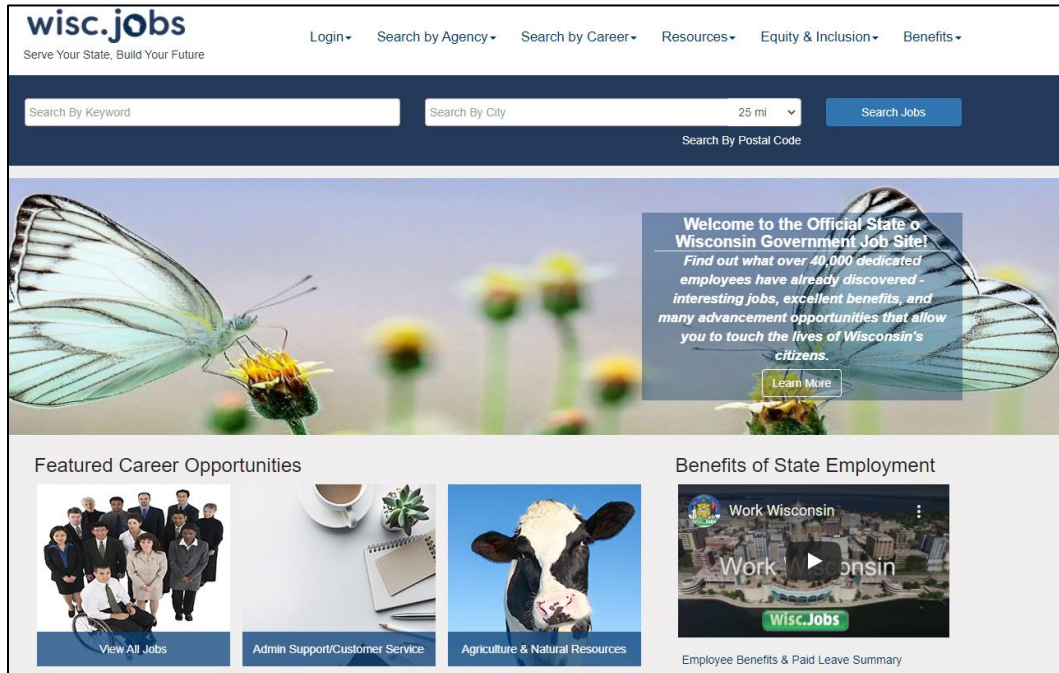
1. If someone's applicant status changes (internal to external or external to internal), the accounts can be merged.
  - a. Create a JIRA ticket if you determine that accounts must be merged. Please include identifying information for each account so it is clear which information is correct.



## Searching Jobs

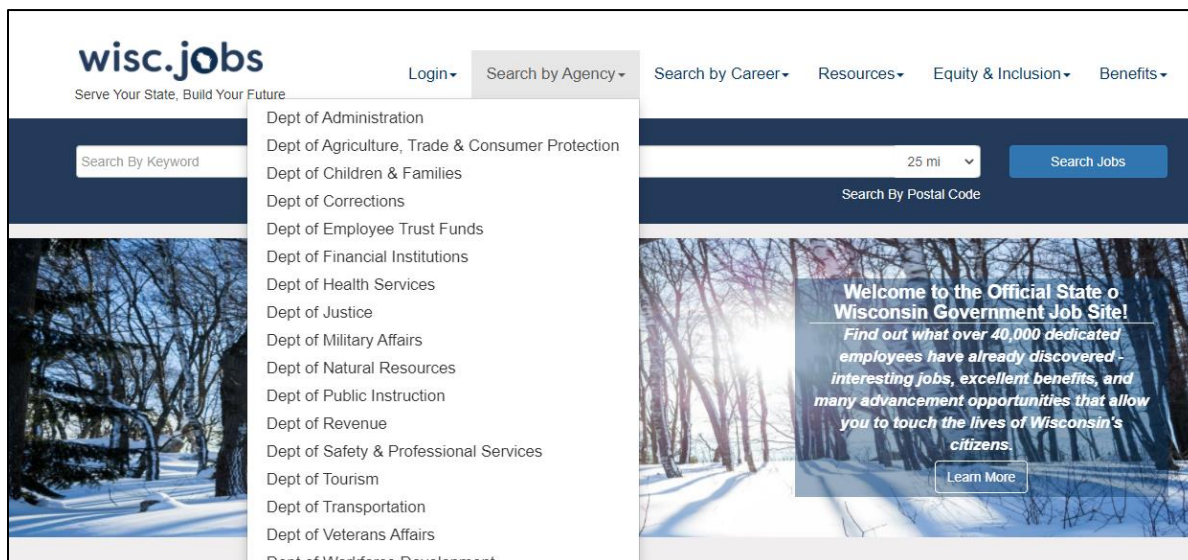
### Searching on Wisc.Jobs

1. Anyone can search and view job postings on [Wisc.Jobs](#)
2. **Search by Keyword** uses the keywords the Recruiter added when creating the job posting
3. **Search by City** uses the physical/HR location(s) the Recruiter added when creating the job opening



### Search by Agency

1. When the user clicks **Search by Agency**, a menu of agencies and organizations appears
  - a. Non-STAR entities (ex. Local Government, UW...) will continue to post their jobs – they are included in agency listing



2. Each agency page has open job postings from that agency and the agency's introduction message
3. The user can sort these postings by any of the fields, such as posting date, in ascending or descending order

The Department of Administration provides budget, management, technology and administrative services to state agencies; supports the Governor by preparing executive budget proposals; provides broad administrative support and a variety of program services to state agencies; manages all state office buildings, the Capitol and the Executive Residence; coordinates land management, housing and energy policy and programs; and oversees and regulates state gaming programs.

Job Title	Job Posting ID	Location	Posting Date	Deadline Date	Job Category	Agency
Facilities Maintenance Spec-Ad	1002	Madison	12/28/2020	Open until filled	Healthcare	Administration
ELECTRONICS TECH AGENCY-SEN	1003	Madison	12/28/2020	Open until filled	Information Tech & Technicians	Administration

### Search by Career

1. When the user clicks **Search by Career**, a menu of career categories appears

Admin Support/Customer Service  
Agriculture & Natural Resources  
Architecture & Engineering  
Business, HR & Finance  
Education & Library Services  
Facility, Construction & Maintenance  
Food Service  
Healthcare  
Information Technology & Technicians  
Inspector, Compliance, Regulatory  
Legal  
Life, Physical & Laboratory Sciences  
Management/Supervisory  
Other  
Public Affairs/Relations & Marketing  
Public Safety & Law Enforcement  
Social Sciences & Research  
Temporary Positions

2. Each career page has job postings with that category (which the recruiter sets up when creating the job posting) and a brief description about the career area

The screenshot shows the wisc.jobs website interface. At the top, there are navigation links for Login, Search by Agency, Search by Career, Resources, Equity & Inclusion, and Benefits. Below these are search filters for 'Search By Keyword', 'Search By City' (set to 25 mi), and 'Search By Postal Code'. A 'Search Jobs' button is also present. The main content area is titled 'Education & Library Services' and includes a brief description: 'Advance education and learning in Wisconsin's public schools, institutions, libraries and museums, workforce, and communities. Help equip Wisconsin students and learners with what they need to succeed.' Below this is a table of job postings with the following data:

Job Title	Job Posting ID	Location	Posting Date	Deadline Date	Job Category	Agency
Museum educator (RS reg/cert test)	1218	Madison	02/22/2021	04/22/2021	Education & Library Services	Historical Society
Education Specialist	1297	Madison	03/18/2021	04/30/2021	Education & Library Services	Public Instruction
Education Specialist	1298	Delavan	03/18/2021	04/30/2021	Education & Library Services	Public Instruction

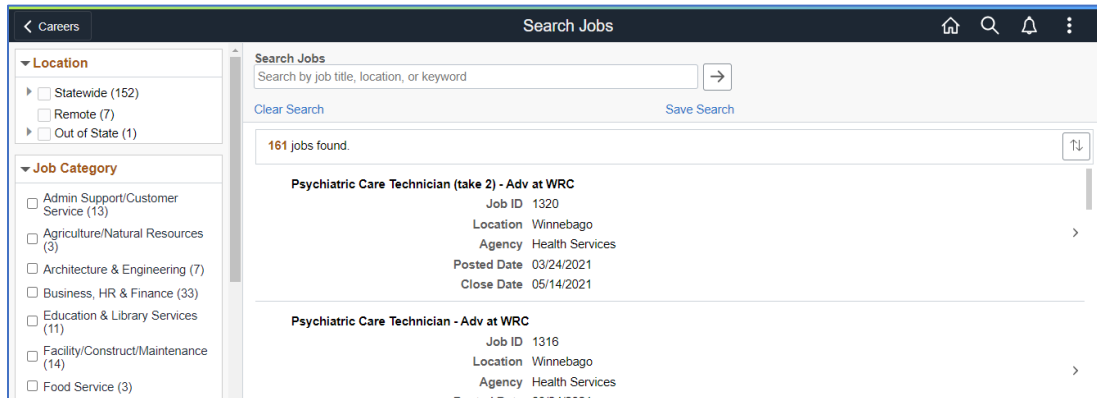
3. The user can sort these postings by any of the fields, such as posting date, in ascending or descending order

### Searching for Jobs in Candidate Gateway

1. Internal and external candidates search for jobs the same way within Candidate Gateway
2. Initial search parameters on landing page
  - a. View Jobs Posted in the Last 14 Days
  - b. View All Jobs
  - c. My Saved Searches
  - d. Search Bar

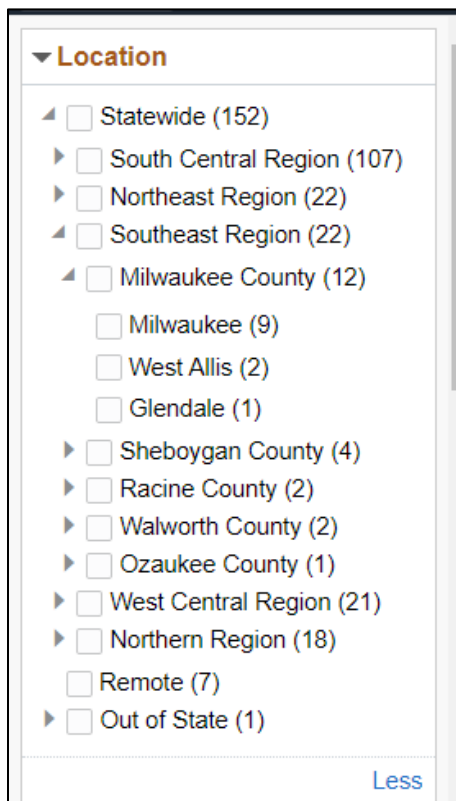
The screenshot shows the Candidate Gateway landing page. At the top, there is a 'Search Jobs' section with a search bar containing the text 'Search by job title, location, or keyword' and a search button. Below this, a 'Welcome Nicole' message is displayed. A list of navigation options is shown, including 'View Jobs Posted in Last 14 Days', 'View All Jobs', 'My Job Notifications' (1), 'My Job Applications' (49), 'My Favorite Jobs' (1), 'My Saved Searches' (1), and 'My Contact Information'. The 'View All Jobs' and 'My Saved Searches' items are highlighted with red boxes.

- Once any search criteria are entered on the landing page, job seekers will be brought to the main Search Jobs Page



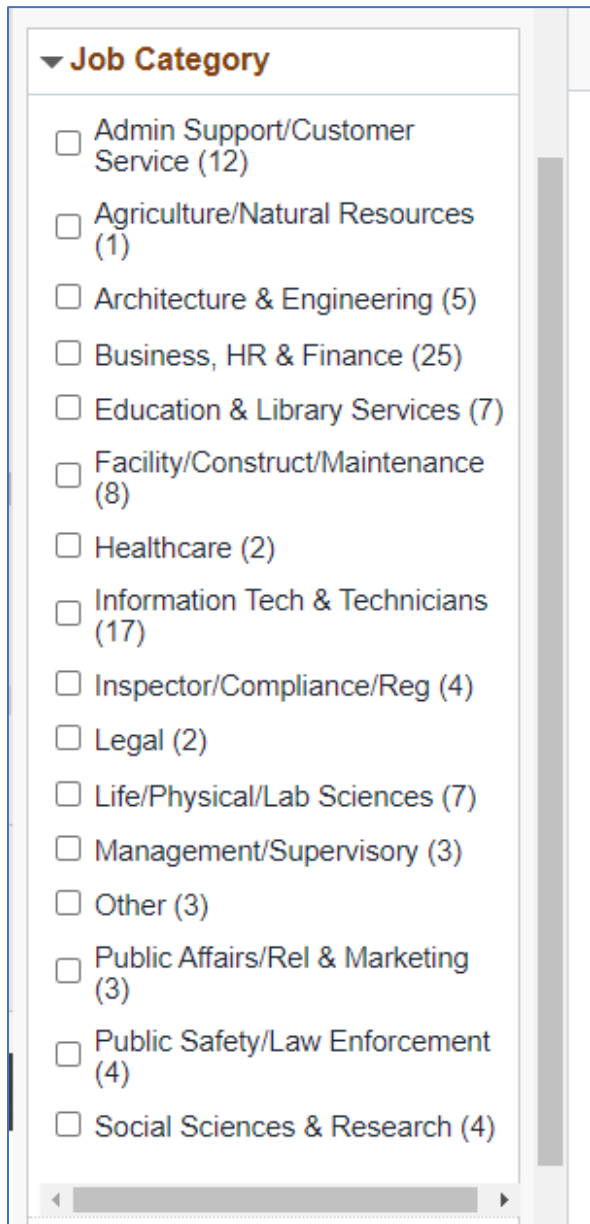
### Location Search

- Locations are nested under **Statewide**
  - Statewide**
  - Regions**
  - Counties**
  - Cities**
- Remote** and **Out of State** are separate
- Due to nesting of locations, it's recommended that the recruiting location(s) attached to the job opening are at the city level if possible



Job Category Search

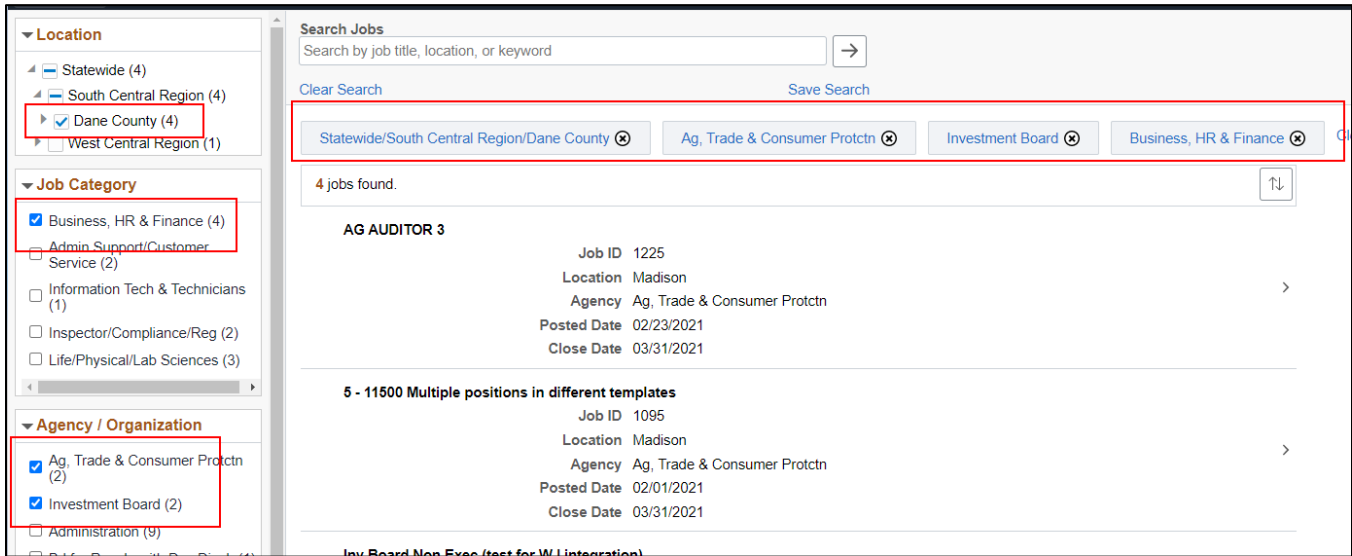
1. Each job code is assigned a Default Job category – this is what drives the Job Category search



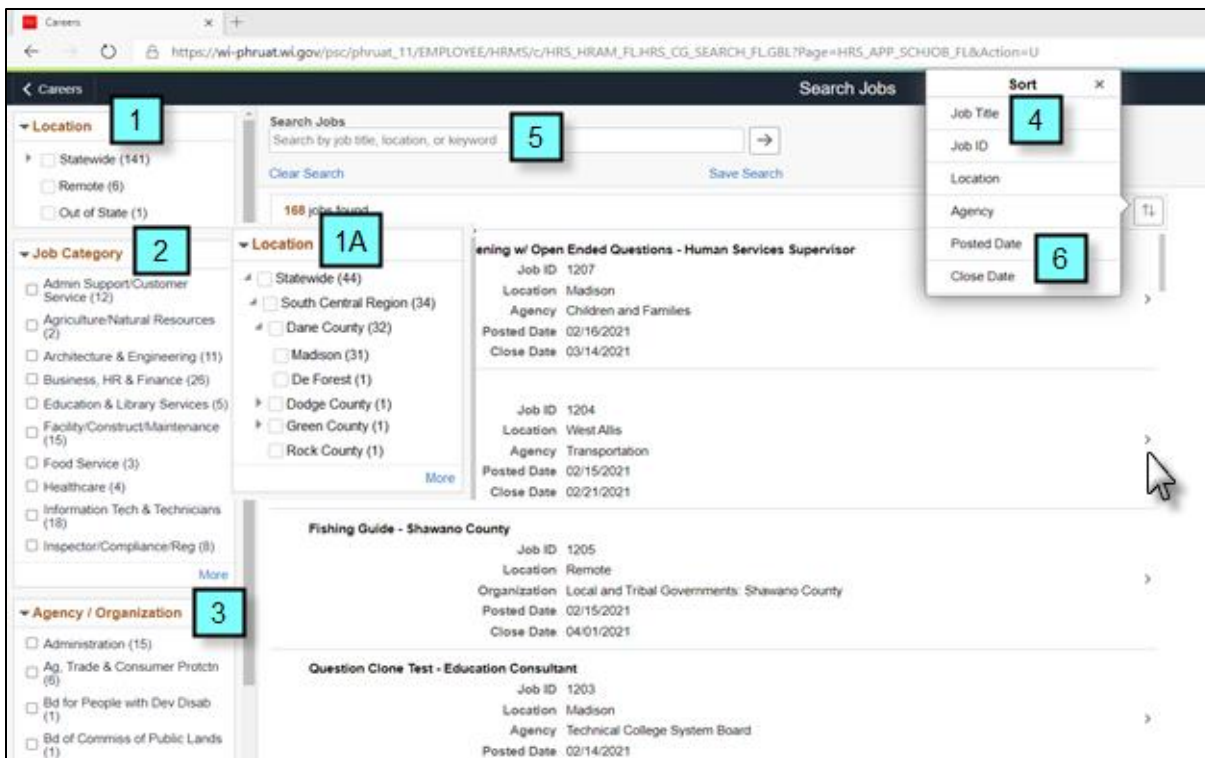
A screenshot of a web application's job category search dropdown menu. The menu is titled "Job Category" with a downward arrow icon. It contains a list of 16 job categories, each with an unchecked checkbox and a count in parentheses. The categories are: Admin Support/Customer Service (12), Agriculture/Natural Resources (1), Architecture & Engineering (5), Business, HR & Finance (25), Education & Library Services (7), Facility/Construct/Maintenance (8), Healthcare (2), Information Tech & Technicians (17), Inspector/Compliance/Reg (4), Legal (2), Life/Physical/Lab Sciences (7), Management/Supervisory (3), Other (3), Public Affairs/Rel & Marketing (3), Public Safety/Law Enforcement (4), and Social Sciences & Research (4). A scrollbar is visible on the right side of the list.

Job Category	Count
<input type="checkbox"/> Admin Support/Customer Service	12
<input type="checkbox"/> Agriculture/Natural Resources	1
<input type="checkbox"/> Architecture & Engineering	5
<input type="checkbox"/> Business, HR & Finance	25
<input type="checkbox"/> Education & Library Services	7
<input type="checkbox"/> Facility/Construct/Maintenance	8
<input type="checkbox"/> Healthcare	2
<input type="checkbox"/> Information Tech & Technicians	17
<input type="checkbox"/> Inspector/Compliance/Reg	4
<input type="checkbox"/> Legal	2
<input type="checkbox"/> Life/Physical/Lab Sciences	7
<input type="checkbox"/> Management/Supervisory	3
<input type="checkbox"/> Other	3
<input type="checkbox"/> Public Affairs/Rel & Marketing	3
<input type="checkbox"/> Public Safety/Law Enforcement	4
<input type="checkbox"/> Social Sciences & Research	4

## Multiple Search Parameters



## About the Search Jobs Page



Where in TAM does this info come from?

This info mainly comes from setting up the job opening and posting. See below for more details:

- 1. Location:** The recruiting location(s) the recruiter adds when creating the job opening, on the Opening Details Tab. Location is a drill-down list that funnels down from statewide to city (see 1A on the image).
- 2. Job Category:** The recruiter sees the Default Job Category when creating the job posting, at the top of the page. The default is determined by the primary class code/title for the job opening. The recruiter can

add additional job categories when creating the job posting but those additional job categories are NOT displayed in Candidate Gateway – they are only displayed in Wisc.Jobs.

3. **Agency/Organization:** The Business Unit the recruiter enters when creating the job opening.
4. **Job title:** The Job Posting Title the recruiter enters when creating the job opening. The recruiter can change the job posting title when creating the job posting.
5. **Posted date and close date:** Posted Date = Post Date from Job Posting and Close Date = day before the Remove Date on the Job Posting.



Throughout Candidate Gateway, the > icon indicates that users can click on that page for more information. For example, this icon is on the far right of each job posting on the search page.

## Viewing a job posting About the Job Posting Page

Job Description

Psychiatric Care Technician - Adv at WRC

Job ID 1316  
Location Winnebago  
Agency Health Services

Full/Part Time Full-Time  
Regular/Temporary Regular

Apply for Job

Add to Favorite Jobs  
Email this Job

**Introduction**

**WRC**  
Horizons in Treatment

The Wisconsin Department of Health Services (DHS), [Wisconsin Resource Center \(WRC\)](#) is recruiting to fill multiple Psychiatric Care Technician - Advanced (PCT-A) positions. The shift times are 2:00 p.m. to 10:30 p.m. and 10:15 p.m. to 6:15 a.m. All applicants must be willing and available to cover all shifts and work overtime when needed. WRC is a secure treatment facility that specializes in treating individuals with severe mental health conditions from the Wisconsin Department of Corrections. This facility is located on Lake Winnebago with beautiful walking paths by the lake for employees to use during break periods. [Click here](#) to learn more about Psychiatric Care Technician Advanced careers at WRC. **Benefits** include 3.5 weeks of paid time off, 9 paid holidays, a top rated health plan, multiple low cost insurance options starting at \$32/month for single plans and \$80/month for family plans after two months of state service, and enrollment in the State of Wisconsin retirement plan (including protective status). The anticipated start date for these positions is **May 24, 2021**. There will be a 9 week mandatory training program (Pre-service Training) that all selected candidates must attend. The hours for the first 7 weeks are Monday - Friday, 8:00 am - 4:30 pm. Be advised that no vacation time will be granted during these first 9 weeks.

Where in TAM does this info come from?

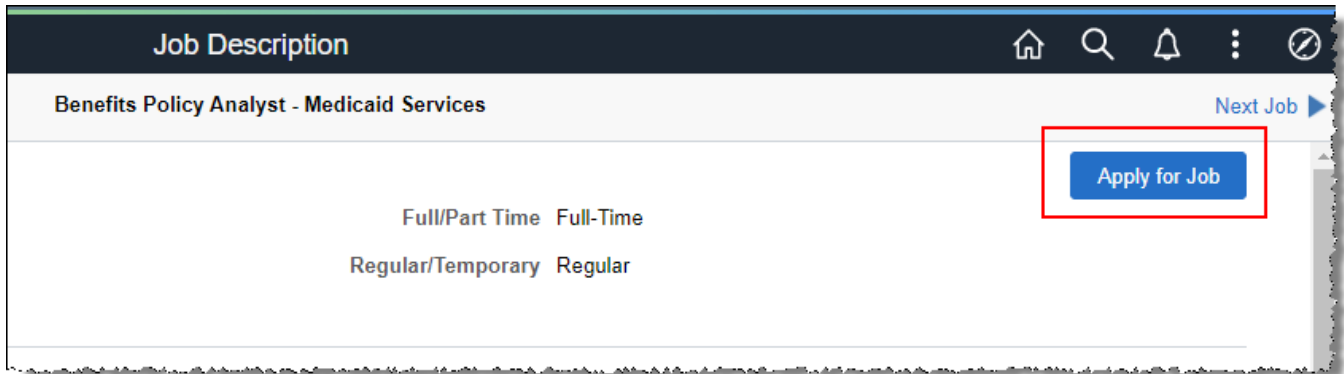
This info mainly comes from setting up the job opening and posting. See below for more details:

1. **Full/part time:** The recruiter indicates whether the job is full or part time when creating the job opening, on the Job Details Tab, at the top of the page under Schedule Type.
2. **Regular/Temporary:** The recruiter indicates whether the job is regular or temporary when creating the job opening, on the Job Details Tab, at the top of the page under Regular/Temporary.

3. **Content for the job description sections:** The recruiter adds the job posting content when creating the job posting. The drop-down list of templates for each description section provide sample text and guidance on what to add to the job posting, such as the agency introductions.
4. **Add to favorite jobs:** This action allows users to bookmark a job posting to return to later. Users can use My Favorite Jobs on the Welcome page for their account to view the jobs they have bookmarked.
5. **Email this job:** This action allows people to email the job posting to someone.

To apply for the job, click on the **Apply for Job** button at the far right of the heading. When users click **Apply for Job**, it automatically opens to a new tab.

Note: The **Apply for Job** button will not appear on the page for a non-STAR entity Job Posting or for the Courts and Legislature at this time'



## Applying for a Job

1. Not every application looks the same. It depends on the template and assessment tools used.
2. There are several items in the Job Opening that drive the applicant experience
  - a. **Template:** The template attached to the job opening will determine the job application's structure and content, including requirements around submitting a resume, letter of qualifications and work experience.
  - b. **Recruiting location:** If it is a Statewide or multi-location recruitment, the applicant will be asked to select where they want to work.
  - c. **Employment questions and Skills Questions:** The applicant will need to answer specific assessment questions that the recruiter has added to the job opening.

## Template Previews

### Template Definitions

Template ID	Template ID Description	Resume Upload	Letter of Qual Upload	Work Experience Page	Profile Items (Education Level, Degrees, Language, Licenses/Certs/Regs)
3001	ResLetReqWHHideRestOptional	Required	Required	Hidden	Optional



Template ID	Template ID Description	Resume Upload	Letter of Qual Upload	Work Experience Page	Profile Items (Education Level, Degrees, Language, Licenses/Certs/Regs)
3002	AllOptionalLetterRequired	Optional	Required	Optional	Optional
3003	ResReqWorkExpHideRestOptional	Required	Optional	Hidden	Optional
3004	AllOptional	Optional	Optional	Optional	Optional
3005	LetterHideRestOptional	Optional	Hidden	Optional	Optional

**Note:** If Resume and Work Experience are both optional, applicant must complete at least one of them before moving forward in the application process.

- Required - The applicant must attach the requested document.
- Optional - The option is displayed to the applicant, but the applicant is not required to submit/attach what is requested.
  - If both resume and work experience are optional (example: Template 3002), the applicant will be required to submit one or the other.
- Hidden - The page is not displayed to the applicant
  - If the resume is required, work experience will be hidden
  - Letter of Qualifications is hidden on Template 3005
- Profile items are optional across all templates

The screenshot displays two panels from the application interface. The top panel, titled "Step 4 of 7: Qualifications - Education", contains instructions to check the job posting for education requirements. It features a section for "Education History" with a dropdown menu for "Highest Education Level" currently set to "Not Indicated". Below this is a "Degrees" section with a message stating that no degrees have been added and an "Add Degrees" button. The bottom panel, titled "Step 4 of 7: Qualifications - Profile Information", provides links for looking up Wisconsin license, certification, or registration information, including "Health/Business/Trades License Search", "Inspector License Search", "Department of Public Instruction License Lookup", and "Nurse Aide Certification Lookup". It also includes a "License/Cert/Registration" section with an "Add License/Cert/Registration" button and a "Language Skills" section with an "Add Language Skills" button.

- Supporting Documentation is optional across all templates

**Step 5 of 7: Supporting Documentation**

Please refer to the job posting to determine if you need to include any supporting documentation with your application. You do not attach a resume or Letter of Qualifications on this page.

**Supporting Documentation**

You have not added any supporting documentation.

[Add Attachment](#)

Template ID 3001

- Resume and Letter of Qualifications Required
- **If the assessment is a resume screen for both resume and letter of qualifications, use this template.**
- Work History is not displayed

<p>1 Start Complete</p> <p>2 Resume In Progress</p> <p>3 Qualifications In Progress</p> <p>4 Preferences Not Started</p> <p>5 Supporting Documentation Not Started</p>	<p><b>Step 2 of 7: Resume</b></p> <p><b>Resume Attachment (Required)</b></p> <p>You have not provided a resume.</p> <p><a href="#">Attach Resume</a> <a href="#">Use Existing Resume</a></p> <p><b>Letter of Qualifications Attachment (Required)</b></p> <p>You have not provided a Letter of Qualifications (optional if "Required" not displayed above).</p> <p><a href="#">Letter of Qualification</a></p>
--	--

Template ID 3002

- Applicant must either upload a Resume or enter Work Experience
- Letter of Qualifications is Required

<p>1 Start Complete</p> <p>2 Resume In Progress</p> <p>3 Preferences Not Started</p> <p>4 Work Experience Not Started</p> <p>5 Qualifications In Progress</p>	<p><b>Step 2 of 8: Resume</b></p> <p><b>Resume Attachment</b> Required not displayed - not able to display "optional"</p> <p>You have not provided a resume.</p> <p><a href="#">Attach Resume</a> <a href="#">Use Existing Resume</a></p> <p><b>Letter of Qualifications Attachment (Required)</b></p> <p>You have not provided a Letter of Qualifications (optional if "Required" not displayed above).</p> <p><a href="#">Letter of Qualification</a></p>	<p>You must upload a resume or enter in work experience to continue.</p> <p><a href="#">OK</a></p>
<p>1 Start Complete</p> <p>2 Resume Complete</p> <p>3 Preferences Complete</p> <p>4 Work Experience In Progress</p>	<p><b>Step 4 of 8: Work Experience</b></p> <p>You can either add work experience on this page or attach your resume in the resume step - you do not need to do both.</p> <p><b>Work Experience</b></p> <p>You have not added any work experience.</p> <p><a href="#">Add Work Experience</a></p>	

Template ID 3003

- Resume is required and Letter of Qualifications is optional
- Work History is not displayed

<p><b>1</b> Start Complete</p>	<p><b>Step 2 of 7: Resume</b></p>
<p><b>2</b> Resume In Progress</p>	<p><b>Resume Attachment (Required)</b></p> <p>You have not provided a resume.</p> <p style="text-align: center;"><a href="#">Attach Resume</a></p>
<p><b>3</b> Preferences Not Started</p>	<p><b>Letter of Qualifications Attachment</b></p>
<p><b>4</b> Qualifications In Progress</p>	<p>You have not provided a Letter of Qualifications (optional if "Required" not displayed above).</p> <p style="text-align: center;"><a href="#">Letter of Qualification</a></p>
<p><b>5</b> Supporting Documentation Not Started</p>	

Template ID 3004

- Applicant must either upload a Resume or enter Work Experience
- Letter of Qualifications is Optional

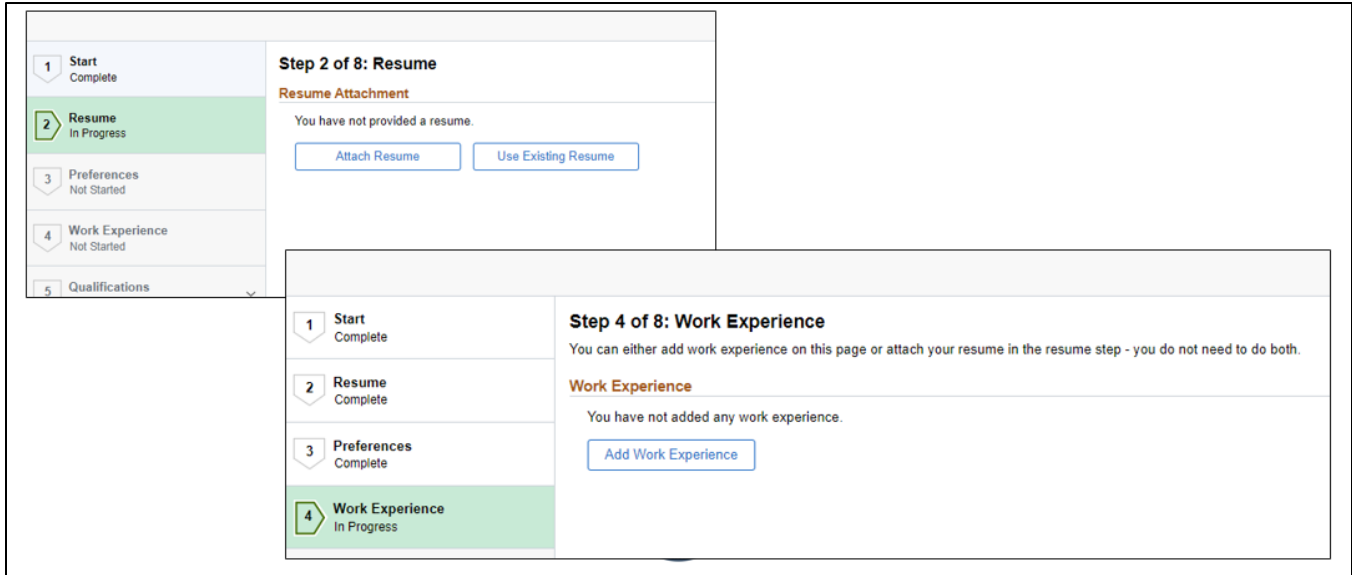
<p><b>1</b> Start Complete</p>	<p><b>Step 2 of 8: Resume</b></p>
<p><b>2</b> Resume In Progress</p>	<p><b>Resume Attachment</b></p> <p>You have not provided a resume.</p> <p style="text-align: center;"><a href="#">Attach Resume</a>   <a href="#">Use Existing Resume</a></p>
<p><b>3</b> Preferences Not Started</p>	<p><b>Letter of Qualifications Attachment</b></p>
<p><b>4</b> Work Experience Not Started</p>	<p>You have not provided a Letter of Qualifications (optional if "Required" not displayed above).</p> <p style="text-align: center;"><a href="#">Letter of Qualification</a></p>
<p><b>5</b> Qualifications In Progress</p>	

<p><b>1</b> Start Complete</p>	<p><b>Step 4 of 8: Work Experience</b></p>
<p><b>2</b> Resume Complete</p>	<p><b>Work Experience</b></p> <p>You can either add work experience on this page or attach your resume in the resume step - you do not need to do both.</p> <p>You have not added any work experience.</p> <p style="text-align: center;"><a href="#">Add Work Experience</a></p>
<p><b>3</b> Preferences Complete</p>	
<p><b>4</b> Work Experience In Progress</p>	

Template ID 3005

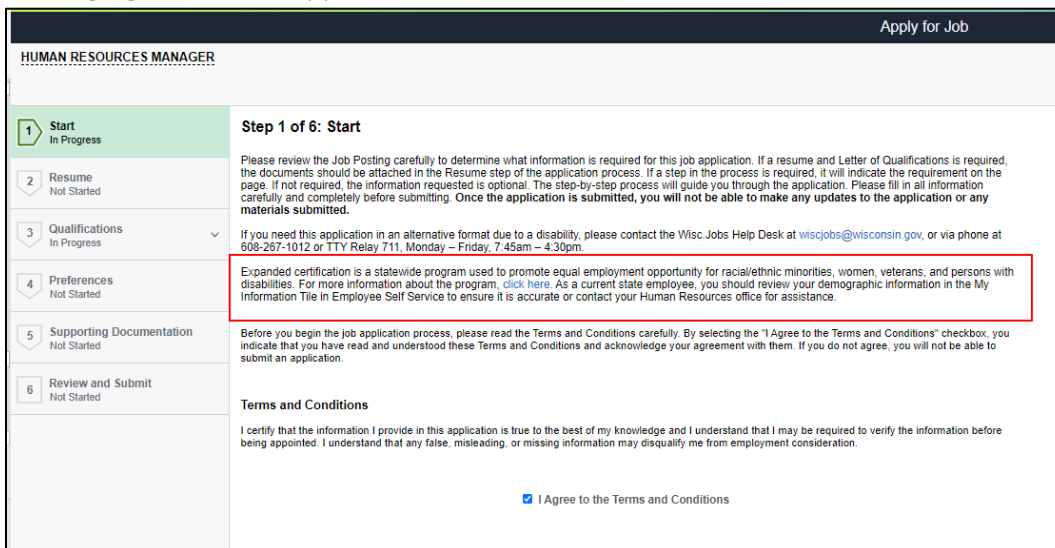
- Applicant must either upload a Resume or enter Work Experience
- Letter of Qualifications is Hidden



### Start Page (first page in Application Process)

1. The application opens to a new tab
2. Step 1 is the start page. The start page is automatically included in the application. It includes info on the application process, accommodations, expanded certification, and terms and conditions.
3. The job posting title is appears in the top left corner of this page.
4. The start page includes messaging on expanded certification. This messaging is different for internal and external applicants because they provide their demographic info in different ways.
5. Applicants are told that they will not be able to make any updates to their application or materials after submitting their application
6. Applicants must agree to the Terms and Conditions and then click **Next** in the top right corner to continue the application.

### Messaging to Internal Applicants



## Messaging to External Applicants

HR Manager - TEST Saved Search Notification

1 Start In Progress	<b>Step 1 of 7: Start</b> Please review the Job Posting carefully to determine what information is required for this job application. If a resume and Letter of Qualifications is required, the documents should be attached in the Resume step of the application process. If a step in the process is required, it will indicate the requirement on the page. If not required, the information requested is optional. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting. Once the application is submitted, you will not be able to make any updates to the application or any materials submitted.
2 Resume Not Started	
3 Qualifications In Progress	If you need this application in an alternative format due to a disability, please contact the Wisc.Jobs Help Desk at <a href="mailto:wiscjobs@wisconsin.gov">wiscjobs@wisconsin.gov</a> , or via phone at 608-267-1012 or TTY Relay 711, Monday – Friday, 7:45am – 4:30pm.
4 Preferences Not Started	Expanded certification is a statewide program used to promote equal employment opportunity for racial/ethnic minorities, women, veterans, and persons with disabilities. For more information about the program, <a href="#">click here</a> . As part of the application process, you will have the opportunity to identify your veteran status, gender, ethnicity and race on the Veteran and Demographic Information pages.
5 Supporting Documentation Not Started	Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I Agree to the Terms and Conditions" checkbox, you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application.
6 Self-Identify In Progress	<b>Terms and Conditions</b>
7 Review and Submit Not Started	I certify that the information I provide in this application is true to the best of my knowledge and I understand that I may be required to verify the information before being appointed. I understand that any false, misleading, or missing information may disqualify me from employment consideration.

I Agree to the Terms and Conditions

## Resume Page

1 Start Complete	<b>Step 2 of 7: Resume</b>
2 Resume In Progress	<b>Resume Attachment (Required)</b> You have not provided a resume. <input type="button" value="Attach Resume"/> <input type="button" value="Use Existing Resume"/>
3 Qualifications In Progress	<b>Letter of Qualifications Attachment (Required)</b> You have not provided a Letter of Qualifications (optional if "Required" not displayed above). <input type="button" value="Letter of Qualification"/>
4 Preferences Not Started	
5 Supporting Documentation Not Started	

- **Applicant Actions:** For most classifications and job openings, Step 2 is the Resume page. Applicants must upload a resume and letter of qualifications from their computer. If applicants have previously uploaded a resume, they will have the option of using an existing resume they have already uploaded to their account.
- **Required?** Depending on which template is assigned to the classification, the resume and letter of qualifications will either be required or optional. If either document is required, Required will be in the attachment heading (like in the image above).
- **Connection to TAM:** Recruiters see which template is assigned to their job opening when creating the job opening, at the top of the opening details tab under Template ID. For example, the template assigned to the Electrician classification is #3001: ResLetReqWHHideRestOptional (Resume and Letter of Qualifications Required, Hide the Work History page, the Rest of the application is Optional).



Notice that there's a "Use Existing Resume" button, but no "Use Existing Letter of Qualifications" button. Applicants should customize their letter of qualifications for the job. All uploaded documents are saved in the applicant's account, they just have different shortcut options in the application.

- **Next step:** After uploading their documents, applicants click Next in the top right corner to continue the application.

## Preferences Page

<p>1 <b>Start</b> Complete</p> <p>2 <b>Resume</b> Complete</p> <p>3 <b>Preferences</b> In Progress</p> <p>4 <b>Work Experience</b> Not Started</p> <p>5 <b>Qualifications</b> In Progress</p> <p>6 <b>Supporting Documentation</b> Not Started</p> <p>7 <b>Review and Submit</b> Not Started</p>	<p><b>Step 3 of 7: Preferences</b></p> <p><b>Employment Questionnaire</b></p> <p>Questions marked with an * are required. You are required to answer all the mandatory questions. Please answer the following questions as carefully as possible.</p> <p><b>*1. Please indicate if you are available to work full-time and/or part-time (select all that apply).</b></p> <p><input type="checkbox"/> Full-Time</p> <p><input type="checkbox"/> Part-Time</p> <p><b>*2. Please indicate the shifts that you are available to work (check all that apply).</b></p> <p><input type="checkbox"/> 1st Shift</p> <p><input type="checkbox"/> 2nd Shift</p> <p><input type="checkbox"/> 3rd Shift</p> <p><input type="checkbox"/> Seasonal (minimum of 600 hrs/year but less than 1828 hrs/year)</p> <p><b>Employment Locations</b></p> <p>I would prefer a work location in or around</p> <p>Madison <input checked="" type="checkbox"/> Yes</p> <p><input type="button" value="Un-select All"/> <input type="button" value="Select All"/></p> <p><b>Referrals</b></p> <p>How did you learn of the job? <input type="text"/></p>
--	--

- This page will be different based on two factors:
  - Recruiting locations are on the Job Opening
  - If employment questions were used
- Referral information is also on this page
- **Applicant Actions:** Applicants indicate their preferences, including type of employment, shift, and location. The questions/content that appear on this page depends on how the recruiter sets up the job opening.
- **Required?** Employment questions are required and at least one location must be selected. The referral question is optional.
- **Connection to TAM:** Recruiters can add the full-time/part-time and shift preferences employment questions when creating the job opening, on the Job Details tab at the bottom of the page. These questions can be useful for certifying applicants based on employment preferences.



The location preferences question appears automatically in the application, but the employment questions do not. If you plan to certify based on type of employment and/or shift type, make sure to add the question(s) to the job opening to collect responses.

### Location Preferences

The location preferences question will always appear on this page. The options appearing depend on the recruiting location(s) the recruiter specifies when creating the job opening, on the Opening Details tab towards the bottom of the page.

- The recruiting location(s) will be the response options. If the recruiting location is statewide, applicants will have all Wisconsin counties as response options. Recruiters can then certify based on location later in the selection process.

### Example Job Opening with One Recruiting Location

**Step 4 of 7: Preferences**

**Employment Locations**

I would prefer a work location in or around

Madison  Yes

**Referrals**

How did you learn of the job?

- Billboard
- Career Fair
- College Recruiting
- Internet Search
- Job Fair
- Job Service/Job Center
- Job Website (Indeed, Monster...)
- Newspaper/Print Advertising
- Radio
- Referred by Friend or Family
- Referred by State Employee
- School/College/University
- Social Media
- State Transfer Opportunity
- Wisc.Jobs Notification

Example Job Opening with Two Recruiting Locations

**Step 4 of 7: Preferences**

**Employment Locations**

I would prefer a work location in or around

Madison	<input checked="" type="checkbox"/> Yes
Milwaukee	<input type="checkbox"/> No

**Referrals**

How did you learn of the job?

Example Job Opening with State Recruiting Locations

- If Recruiting Location = Statewide, all counties in Wisconsin are available for selection

**Step 3 of 7: Preferences**

**Employment Locations**

I would prefer a work location in or around

Adams County	<input type="checkbox"/> No
Ashland County	<input type="checkbox"/> No
Barron County	<input type="checkbox"/> No
Bayfield County	<input type="checkbox"/> No
Brown County	<input type="checkbox"/> No
Buffalo County	<input type="checkbox"/> No
Burnett County	<input type="checkbox"/> No
Calumet County	<input type="checkbox"/> No
Chippewa County	<input type="checkbox"/> No
Clark County	<input type="checkbox"/> No



Referral Source

**4 Preferences**  
In Progress

**5 Supporting Documentation**  
Not Started

**6 Review and Submit**  
Not Started

**\*2. Preferences - Shift**

1st Shift

2nd Shift

Seasonal (minimum of 600 hrs/year but

3rd Shift

**I would prefer a work location in or around**

Madison

Milwaukee

Un-select All    Select All

**Referrals**

How did you learn of the job?

Specific Referral Source

Billboard

Career Fair

Internet Search

Job Service/Job Center

Job Website (Indeed, Monster...)

Newspaper/Print Advertising

Radio

Referred by Friend or Family

Referred by State Employee

School/College/University

Social Media

State Transfer Opportunity

Wisc.Jobs Notification

- This page includes an optional question on how applicants learned of the job. Applicants can select one option from the drop-down list.

Work Experience Page

The Work Experience step will only show in Template IDs 3002, 3004 and 3005. When one of these templates is used, the applicant has the option to attach a resume or enter work experience. The system will force the applicant to select one or the other before moving past the Work Experience step.



**All applicants must either upload a resume or add work experience. Collecting work experience information in these ways helps meet the requirement to collect resumes from applicants.**

**Step 4 of 7: Work Experience**  
You can either add work experience on this page or attach your resume in the resume step - you do not need to do both.

**Work Experience**  
You have not added any work experience.

[Add Work Experience](#)

Progress: 1 Start Complete, 2 Resume Complete, 3 Preferences Complete, 4 Work Experience In Progress

**Add Work Experience**

\*Start Date

End Date

\*Employer

\*Ending Job Title

Supervisor

Supervisor Email

Supervisor Phone

OK to contact?  Yes

Description

Country

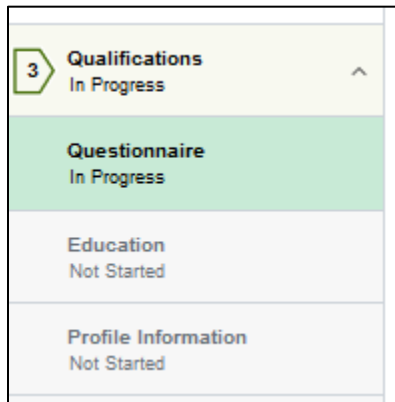
**Step 4 of 7: Work Experience**

**Work Experience**

Employer	Job Title	Start Date	End Date
Kroger	Cashier 3	02/01/2018	12/01/2020
Boys and Girls Club	Volunteer	02/01/2021	02/19/2021

- **Applicant Actions:** Applicants can add work experience in lieu of a resume when these templates are used. This does NOT prevent the applicant from adding both a resume and work experience.
- Applicants click **Add Work Experience** and then get form fields to provide an entry to their work history. Applicants can add multiple entries to their work experience. Any information entered on this page will auto-populate in future applications.
- **Required?** As indicated in the instructions on this page, applicants must either upload a resume or add their work experience; they do not need to do both. The applicant will not be able to move to the next page without entering one or the other.
- **Connection to TAM:** This page will not appear in all applications. If the template ID includes "WorkExpHide" or "WH Hide," it will not appear in the application. This page is useful for job openings/recruitments that don't usually have a resume screen, such as food services or correctional officers. If the template includes work experience/history, the recruiter doesn't have to do anything else when creating the job opening.

## Qualifications Page



The qualifications step consists of three sections: Questionnaire, Education, and Profile Information. The questionnaire will not appear in the application if the recruiter has not added any questions. Education and Profile Information are optional.

- **Applicant Actions:** Applicants can complete questionnaires and add their qualifications to the corresponding form fields.
- **Required?** All questions added to the job opening are required.
- **Connection to TAM:** Recruiters can set up a questionnaire on the Questionnaire tab of the job opening. The Education and Profile Information sections appear automatically as optional on all templates. To use these questions/fields in screening, they would need to set up screening levels on the Screening tab.

## Questionnaire

### Example Multiple-Choice Question

<p>1 Start Complete</p> <p>2 Resume Complete</p> <p>3 Qualifications In Progress</p> <p>Questionnaire In Progress</p> <p>Education Not Started</p> <p>Profile Information Not Started</p> <p>4 Supporting Documentation Not Started</p> <p>5 Review and Submit Not Started</p>	<p><b>Step 3 of 5: Qualifications - Questionnaire</b></p> <p><b>Skills Questionnaire</b></p> <p>Questions marked with an * are required. You are required to answer all the mandatory questions. Please answer the following questions as carefully as possible.</p> <p>*1. Please check the boxes next to the HCM Modules that you have previously supported.</p> <p><input type="checkbox"/> HCM Benefits Administration</p> <p><input type="checkbox"/> HCM Human Resources</p> <p><input type="checkbox"/> HCM Time &amp; Labor</p> <p><input type="checkbox"/> HCM Payroll</p> <p><input type="checkbox"/> HCM Position Management</p> <p><input type="checkbox"/> HCM Absence Management</p> <p><input type="checkbox"/> HCM Recruiting (TAM and Candidate Gateway)</p> <p><input type="checkbox"/> HCM ePerformance</p> <p>*2. How many years of experience do you have supporting PeopleSoft or another ERP system?</p> <p><input type="radio"/> No Experience</p> <p><input type="radio"/> Less than a Year</p> <p><input type="radio"/> 1 - 3 Years</p> <p><input type="radio"/> More than 3 Years</p>
--	--

Multiple Choice Question

Single Choice Question

*Example Single-Choice and Open-Ended Questions*

\*8. Have you been convicted of any unpardoned federal felony or of any offense which if committed in Wisconsin could be punished as a felony? Pardon must be absolute and unconditional.

Yes

No

\*9. Have you been convicted of any unpardoned crimes of domestic violence? Pardon must be absolute and unconditional.

Yes

No

\*10. Do you have any pardoned felonies or crimes of domestic violence? If yes, you will be required to provide documentation to validate that the felony or crime of domestic violence has received a full and unconditional pardon after the physical readiness testing.

Yes

No

\*11. Are you prohibited by state or federal law from possessing a firearm?

Yes

No

\*12. Are you a current or former employee of the State of Wisconsin?

Yes

No

\*13. If you are a current or former employee of the State of Wisconsin, please indicate your current or most recent agency/ department (i.e. Department of Corrections, Department of Natural Resources, etc.) If you are NOT a current or former employee of the State of Wisconsin, please enter N/A.

Questions 8-12 are required, single choice questions and used in screening

Question 13 is a required, open-ended question and used in manual screening

- Single choice, multiple-choice, and open-ended questions the recruiter adds to the job opening would appear on this page. For example, an OIQ question set added to the job opening would appear here in the application.

## Education

**Step 5 of 7: Qualifications - Education**

Please see the job posting to determine if you need to indicate your highest level of education. If not requested in the job posting, this information is optional.

Education History

Highest Education Level

**Degrees**

You have not added any degrees. Please see the job posting to determine if you need to include this information in your application. If not requested in the job posting, this information is optional.

[Add Degrees](#)

**Add Degrees**

\*Effective Date

\*Degree

Major Code

Major Description

- **Applicant Actions:** Applicants can complete the education and degrees fields in this section.
- **Required?** Optional
- **Connection to TAM:** The instructions state that applicants should refer to the job posting to determine if they need to provide this information.



**Remember that recruiters cannot edit the instructions within the application. If there is a specific qualification that's relevant to the recruitment (e.g., law license for an attorney), specify it in the job posting.**

Profile Information

**Step 4 of 7: Qualifications - Profile Information**

Please click on the applicable link below if you need to look up your Wisconsin license, certification or registration information.

- [Health/Business/Trades License Search \(Wisconsin Credential/License Search\)](#)
- [Inspector License Search \(Wisconsin Electronic Safety & Licensing Application System\)](#)
- [Department of Public Instruction License Lookup](#)
- [Nurse Aide Certification Lookup](#)

**License/Cert/Registration**

You have not added any license/cert/registration. Please see the job posting to determine if you need to include this information in your application. If not requested in the job posting, this information is optional.

[Add License/Cert/Registration](#)

**Language Skills**

You have not added any language skills. Please see the job posting to determine if you need to include this information in your application. If not requested in the job posting, this information is optional.

[Add Language Skills](#)

**Add Language Skills**

\*Effective Date: 02/24/2021

\*Language: [Search]

Rating Model: Language Ratings

Reading Proficiency: [Dropdown]

Speaking Proficiency: [Dropdown]

Writing Proficiency: [Dropdown]

Native Language:

Able To Translate:

Able To Teach:

**Add License/Cert/Registration**

\*Effective Date: 02/24/2021

\*License - Cert - Registration: [Search]

Date Issued: [Calendar]

Expiration Date: [Calendar]

License/Cert/Reg Number: [Text] [Copy]

Comments: [Text] [Copy]

- **Applicant Actions:** Applicants specify which language or type of licensure when completing the form. These fields are broad and do not ask for specific language skills or licenses.
- **Required?** Like the other sections in Qualifications, profile information is optional unless the recruiter requires it when setting up the job opening.
- **Connection to TAM:** Includes form fields for Language Skills and Licenses/Certifications/Registrations.

## Supporting Documentation Page

**1** Start Complete

**2** Resume Complete

**3** Preferences Complete

**4** Work Experience Complete

**5** Qualifications Complete

**6** Supporting Documentation In Progress

**7** Review and Submit Not Started

### Step 6 of 7: Supporting Documentation

Please refer to the job posting to determine if you need to include any supporting documentation with your application. You do not attach a resume or Letter of Qualifications on this page.

#### Supporting Documentation

You have not added any supporting documentation.

[Add Attachment](#)

[Cancel](#) **Add Attachment** [Continue](#)

\*Attachment Type

\*Attachment Title

- At-Risk/Layoff Letter
- DD214
- License/Certification
- Other
- References
- Transcripts
- VA Disability Rating

- **Applicant Actions:** Applicants can upload attachments to their application in addition to their resume and letter of qualifications. Applicants specify the attachment type (e.g., DD214, references, transcripts) from the drop-down list.
- **Required?** Optional. If the job opening requires supporting documentation, the recruiter should specify this info in the How to Apply instructions of the job posting.
- **Connection to TAM:** After the recruiter opens the job opening and starts getting applicants, they see those applicants on the Manage Job Opening page. They can view each applicant's application (including the supporting documents uploaded on this page) by clicking on the application icon in the applicant's row.

## Self-Identify Page

### Internal Applicants

- Internal applicants (current state employees) do not see this step because they log into the Candidate Gateway through Employee Self Service.
- Internal applicants' demographic information is collected from the My Information section of Employee Self-Service. These instructions are provided to all internal applicants on the Start page of the application.

### External Applicants

- For external applicants, the self-identify step consists of two sections: Veteran Status and Demographic Information.

### Veteran Status

**Step 7 of 8: Self-Identify - Veteran**

▼ Definitions

Definition of Veteran per. Wis. Stats. 230.03(14)

Section 230.03(14), Wis. Stats. defines Veteran as:

(a) A person who served on active duty under honorable conditions in the U.S. armed forces and who was entitled to receive any of the following:

1. The armed forces expeditionary medal established by executive order 10977 on December 4, 1961.
2. The Vietnam service medal established by executive order 11231 on July 8, 1965.
3. The navy expeditionary medal.
4. The marine corps expeditionary medal.

(b) A person who served on active duty under honorable conditions in the U.S. armed forces in a crisis zone, as defined in s. 45.01(11), Wis. Stats.

(c) A person who served on active duty under honorable conditions in the U.S. armed forces for at least one day during a war period, as defined in s. 45.01 (13), Wis. Stats., or under section 1 of executive order 10957 dated August 10, 1961.

(d) A person who served on active duty under honorable conditions in the U.S. armed forces for 2 continuous years or more or the full period of the person's initial service obligation, whichever is less. A person discharged from the U.S. armed forces for reasons of hardship or a service-connected disability or a person released due to a reduction in the U.S. armed forces prior to the completion of the required period of service shall also be considered a "veteran" regardless of the actual time served.

**Self-Identification**

Qualifying veterans and certain spouses of veterans may be granted preference during the selection process. "Qualifying" means that you, or your spouse, meets the definition of a "veteran" as indicated in [Section 230.03\(14\), Wis. Stats.](#)

**Are you a Veteran?**

Yes

No

I decline to answer

If a disabled veteran, select your disability status

**Veteran Spousal Status**

No Spouse of a disabled vet whose service

No I am an un-remarried spouse of a deceased veteran

- **Applicant Actions:** External applicants can indicate their veteran status, disabled veteran status, and veteran spousal status on this page.
- **Required?** The veteran status question cannot be left blank. Applicants must select an option or decline to answer. The veteran spousal status questions are optional.
- **Connection to TAM:** Used for expanded certification consideration. This data will be stored for tracking purposes.



Demographic Information

**Step 7 of 8: Self-Identify - Demographic Information (Optional)**

The information requested on this page is optional. If you do not want to indicate your gender, ethnicity or race, check the box next to "I decline to answer" in the section below.

If you indicate that you are Hispanic or Latino, you do not have to check a box under race unless one of the races listed is also applicable.

**Demographic Information**

To comply with Civil Rights and Affirmative Action reporting requirements, our organization requests that applicants voluntarily provide self-identifying gender, ethnicity, and race information. The information provided remains confidential and only used in accordance with the provision of applicable laws, executive orders, and regulations. All reported data is provided aggregated and not individually identifiable.

Please note that the information you provide below may be used to determine your eligibility for Affirmative Action practices in certain recruitments, referred to as "Expanded Certification". The practice of Expanded Certification provides qualified candidates an increased opportunity for interview if they belong to one or more underutilized groups: racial or ethnic minority, female minority, having veteran status or having a disability. Expanded Certification may be used in recruitments where the state civil service workforce demographics do not reflect the demographics of the available labor market of the

**Gender**

What is your gender?

Female

Male

I decline to answer

**Ethnicity and Race Identification**

Are you Hispanic or Latino?

Yes, I am Hispanic or Latino.

No, I am not Hispanic or Latino.

What is your race? Select one or more.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

I decline to answer

**Ethnic Identification**

**Hispanic or Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

[Definition](#)

**Race**

**American Indian or Alaska Native**

A person having origins in any of the original peoples of North or South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

**Asian**

A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including for example, Cambodia, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam.

**Black or African American**

A person having origins in any of the black racial groups in Africa.

**Native Hawaiian or other Pacific Islander**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- **Applicant Actions:** External applicants can indicate their gender, ethnicity, and race on this page. Applicants can click on the definition links for category definitions.
- **Required?** The questions cannot be left blank. Applicants must select an option or decline to answer for each question.
- **Connection to TAM:** Used for expanded certification consideration and federal reporting requirements. This data will be stored for tracking purposes.

## Review and Submit Page

- **Applicant Actions:** Applicants can review their application, modify each section, and review administrative code and statute language related to applicant removals and the hiring process. They submit their application by clicking submit in the top right corner of the page.
- **Required?** Yes, applicants must submit their application to finalize it. As stated in the instructions at the top of the page, applicants will not be able to change their application after they submit.
- **Connection to TAM:** The application will appear as submitted on the job opening dashboard.

## Review Before Submitting

- As stated in the instructions at the top of the page, applicants will not be able to change their application after they submit.

<p><b>1</b> Start Complete</p> <p><b>2</b> Resume Complete</p> <p><b>3</b> Preferences Complete</p> <p><b>4</b> Work Experience Complete</p> <p><b>5</b> Qualifications Complete</p> <p><b>6</b> Supporting Documentation Complete</p> <p><b>7</b> Self-Identify Complete</p> <p><b>8</b> Review and Submit In Progress</p>	<p>Review your application and make any changes before submitting. Once the application is submitted, you will not be able to make any updates to the application or any materials submitted.</p>										
<p><b>Step 8 of 8: Review and Submit</b></p> <p>▼ <b>My Contact Information</b></p> <table border="1"> <tr> <td>Email ricky@jarret.com</td> <td>Address 114 9th St, Alma, WI 54784</td> </tr> <tr> <td>Phone 715/784-4545</td> <td>Contact Method Not Specified</td> </tr> </table> <p style="text-align: right;"><a href="#">Modify</a></p> <p>▶ <b>Online Screening Notice</b></p> <p>▶ <b>Resume Attachment</b></p> <p>▶ <b>Supporting Documentation</b></p> <p>▶ <b>Education History</b></p> <p>▶ <b>Work Experience</b></p> <p>▶ <b>Degrees</b></p> <p>▶ <b>License/Cert/Registration</b></p> <p>▶ <b>Language Skills</b></p> <p>▶ <b>Referrals</b></p> <p>▼ <b>Veteran</b></p> <table border="1"> <tr> <td>Veteran Status</td> <td>Not a Veteran</td> </tr> <tr> <td>Veteran Spouse Status</td> <td>I am an un-remarried spouse of a deceased veteran</td> </tr> <tr> <td></td> <td>My veteran spouse died of a service connected disability</td> </tr> </table>		Email ricky@jarret.com	Address 114 9th St, Alma, WI 54784	Phone 715/784-4545	Contact Method Not Specified	Veteran Status	Not a Veteran	Veteran Spouse Status	I am an un-remarried spouse of a deceased veteran		My veteran spouse died of a service connected disability
Email ricky@jarret.com	Address 114 9th St, Alma, WI 54784										
Phone 715/784-4545	Contact Method Not Specified										
Veteran Status	Not a Veteran										
Veteran Spouse Status	I am an un-remarried spouse of a deceased veteran										
	My veteran spouse died of a service connected disability										

## Review Specific Sections

- Applicants can click the carrot symbol of each section to review the information in that section ►

▼ Resume Attachment

	Resume Title <a href="#">Resume.docx</a>		
	Attached File <a href="#">Resume.docx</a>		<a href="#">Modify</a>

---

▼ Letter of Qualifications Attachment

	Letter of Qualifications Title <a href="#">Letter_of_qualifications.docx</a>		
	Attached File <a href="#">Letter_of_qualifications.docx</a>		<a href="#">Modify</a>

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► Supporting Documentation

- Education History
- Degrees

▼ License/Cert/Registration

License - Cert - Registration	Date Issued	Expiration Date	License/Cert/Reg Number	
Law License (admitted to WI Bar)	02/15/2020	02/15/2022	8675309	>

## Review Terms and Conditions

- Applicants can review the Terms and Conditions before submitting

▼ Demographic Information

	Gender <a href="#">Male</a>		
	Ethnic Group		
	Race <a href="#">Black or African American</a>		<a href="#">Modify</a>

---

► Employment Questionnaire

► Employment Locations

► Skills Questionnaire

By clicking the "Submit" button at the top of the page, I am indicating that I have read and acknowledge the statements below.

I understand that this application is a screening device used to determine eligibility and that the practice or attempt to practice any deception or fraud will result in my application being withdrawn or that I will be removed from the position if I am hired. I also certify that the information contained in this application are true to the best of my recollection and that I can document these experiences if required to do so at some future date.

I certify that I have read and acknowledge that I understand the following excerpts from the Wisconsin Administrative Code s. ER-MRS 6.10, and Wisconsin Statutes s. 230.43 which relate to security of selection process materials and falsification of information in any part of the selection process.

**WISCONSIN ADMINISTRATIVE CODE:**

s. ER-MRS 6.10, Wis. Adm. Code . . . the director may refuse to . . . certify . . . or may remove an applicant from a certification . . .

(5) who has made a false statement of any material fact in any part of the selection process.

(7) who practices, or attempts to practice, any deception or fraud in his or her application, certification, or in securing eligibility or appointment . . .

(10) who has in any manner gained access to special or secret information regarding the content of the competitive procedure or subsequent selection steps.

**WISCONSIN STATUTES:**

s. 230.43, Wis. Stats., Misdemeanors; how punished.

(1) Hiring Process; Obstruction or Falsification.

Any person who, alone or in cooperation with one or more persons, does any of the following is, for each offence, guilty of a misdemeanor:

(am) Willfully defeats, deceives or obstructs any person in the respect of the rights of application or registration under this subchapter or any rules prescribed pursuant thereto.

(b) Willfully or corruptly, falsely marks, grades, estimates, or reports upon an application or resume, or proper standing of any person evaluated, registered, or certified, pursuant to this subchapter, or aids in doing so.

(c) Willfully or corruptly makes any false representations concerning the same, or concerning an applicant.

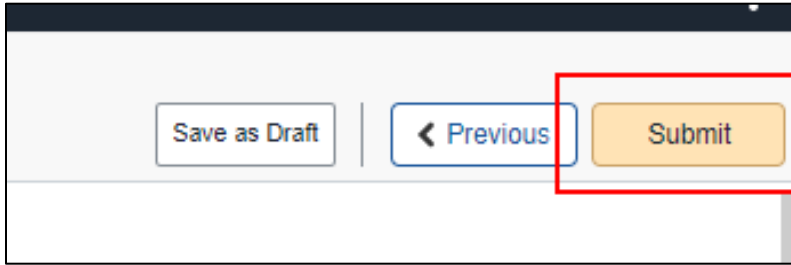
(d) Willfully or corruptly furnished any person any special or secret information for the purpose of either improving or injuring the prospects or changes of any persons so evaluated, registered, or certified, being appointed, employed, or promoted.

(e) Personates any other person, or permits or aids in any manner any other person to personate him or her in connection with any registration, application, or request to be evaluated or registered.

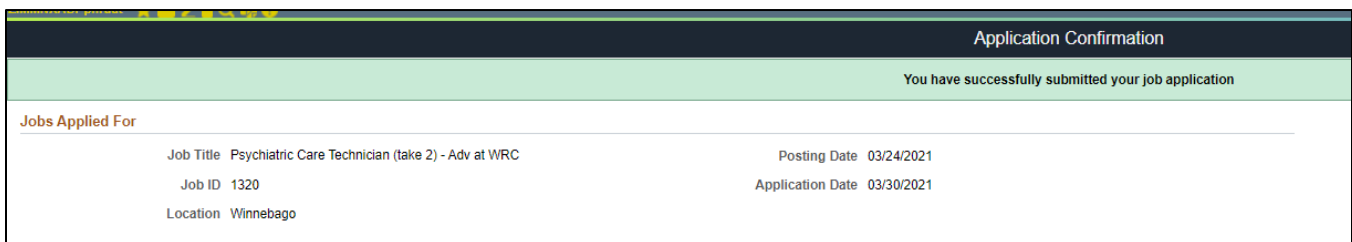
(3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50, nor more than \$1,000, or by imprisonment for not more than one year in the county jail or both.

### Submit an Application

- Applicant will click the **Submit** button on the top of the Review and Submit page



- After clicking **Submit**, the page states “Application Confirmation – You have successfully submitted your job application”



## Other Applicant Actions

### Review Your Applications

- On the Candidate Gateway landing page, click **My Job Applications**
- Applicants can see any job application they have created and any materials they have previously uploaded

The screenshot shows the 'My Job Applications' page in the wisc.jobs application. The page is divided into several sections:

- Search Jobs:** A search bar with the text 'Search by job title, location, or keyword' and a search button.
- Welcome Ricky:** A navigation menu with options: 'View Jobs Posted in Last 14 Days', 'View All Jobs', 'My Job Notifications', 'My Job Applications' (highlighted with a red box), 'My Favorite Jobs', 'My Saved Searches', and 'My Account'.
- My Job Applications:** A table with the following data:

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
HVAC REFRIG SPEC-ADV	1002	Remote	Submitted	03/29/2021 2:49PM	03/29/2021 2:49PM	Withdraw >
TEST- Is Entrprs Network Svcs Conslt	1003	Madison	Not Submitted	03/30/2021 8:39PM		Withdraw >
- My Resumes:** A table with the following data:

Attached File	Job ID	Resume Title	Date Created
<a href="#">Resume_TAM.pdf</a>	1002	Resume_TAM.pdf	03/29/2021 2:43PM
- My Letters of Qualifications and Attachments:** A table with the following data:

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
<a href="#">Letter_of_Qualifications.pdf</a>	1002	Letter_of_Qualifications.pdf	Letter of Qualifications	03/29/2021 2:43PM

- Here is another example of the My Job Applications page

**My Job Applications**

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Used to create test applicants - Painter	1160	King	Submitted	02/09/2021 2:19PM	02/09/2021 2:19PM	Withdraw >
Register Test - Resume Screen 9pt	1182	Waupun	Submitted	02/11/2021 12:18PM	02/11/2021 12:18PM	Withdraw >
HUMAN RESOURCES SPEC	1196	Madison	Submitted	02/15/2021 10:10AM	02/15/2021 10:10AM	Withdraw >

**My Resumes**

Attached File	Job ID	Resume Title	Date Created
Test_resume.docx	1160	Test_resume.docx	02/09/2021 2:11PM
Test_resume.docx	1182	Test_resume.docx	02/09/2021 2:11PM
test_resume.docx	1196	test_resume.docx	02/15/2021 10:09AM

**My Letters of Qualifications and Attachments**

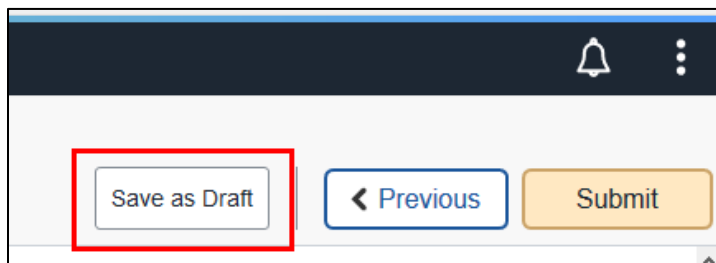
Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Letter_of_Qualifications.pdf	1182	Letter_of_Qualifications.pdf	Letter of Qualifications	02/11/2021 12:18PM
test_cover_letter.docx	1196	test_cover_letter.docx	Letter of Qualifications	02/15/2021 10:09AM

**Application Acknowledgement**

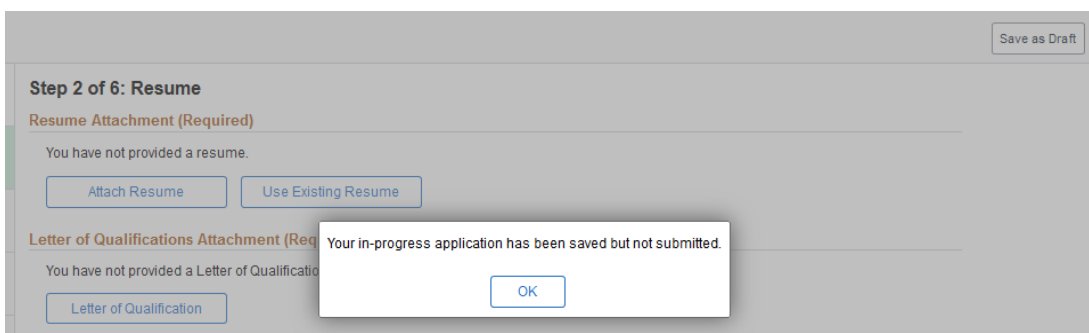
Job Title	Job ID	Date/Time Stamp
HUMAN RESOURCES SPEC	1196	02/15/21 10:08:32AM >
Register Test - Resume Screen 9pt	1182	02/11/21 12:16:15PM >
Used to create test applicants - Painter	1160	02/09/21 2:09:08PM >

### Save Your Application (Save as Draft)

- Applicants can click **Save as Draft** at any point in the process (top right corner of each page).



- They are then notified that their application has been saved but not submitted.

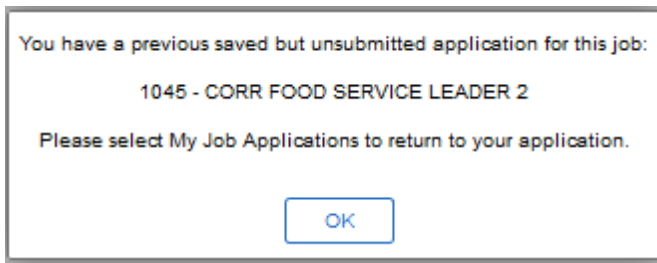


### Continue a Saved Application

- The “My Job Applications” menu option on the home page shows applicants all applications they have at least started.
- When applicants click on the > icon button on the far right of each row, they can open their application and either review it or resume where they left off. The open application appears when they hover over the button.

My Job Applications						
Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Used to create test applicants - Painter	1180	King	Submitted	02/09/2021 2:19PM	02/09/2021 2:19PM	Withdraw >
Register Test - Resume Screen 9pt	1182	Waupun	Submitted	02/11/2021 12:16PM	02/11/2021 12:16PM	Withdraw > Open Application
HUMAN RESOURCES SPEC	1198	Madison	Submitted	02/15/2021 10:10AM	02/15/2021 10:10AM	Withdraw >

- Applicants can only apply to a job opening once. If an applicant tries to apply for a job opening where they have started an application, this message will display:



### After the Deadline?

- Applicants cannot finish unsubmitted applications after the close date. If applicants try to continue an application after the close date, they are told the job is no longer available and they cannot continue.

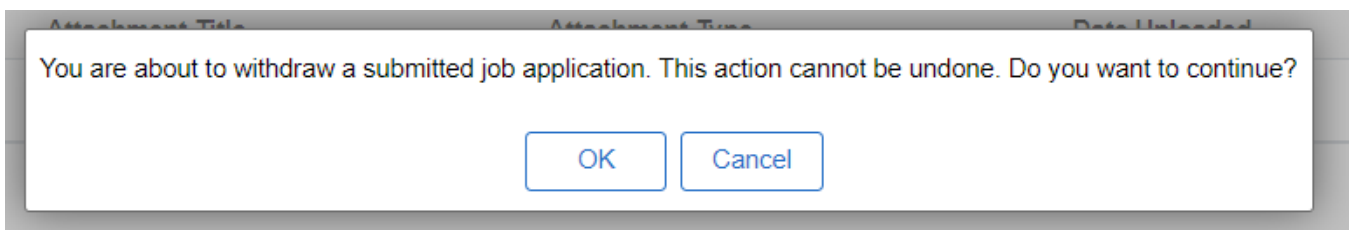


## Withdraw Your Application

1. Applicants can withdraw an application provided they have NOT failed an Online Screening. If an applicant fails an Online Screening, only the recruiter can withdraw the application.
2. To withdraw an application, navigate to the My Job Applications page and click **Withdraw** for the corresponding job application.

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
HVAC REFRIG SPEC-ADV	1002	Remote	Submitted	03/29/2021 2:49PM	03/29/2021 2:49PM	Withdraw

3. An “Are you sure?” message will appear



4. The job application will appear as withdrawn and include the date withdrawn

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Withdraw Application
HVAC REFRIG SPEC-ADV	1002	Remote	Withdrawn	03/29/2021 2:49PM	03/29/2021 2:49PM	03/30/2021 8:43PM	