WISC.JOBS MANUAL


An Internet Based Search Tool Listing State Of Wisconsin Job Opportunities


A Publication of the Office of State Employment Relations
Division of Merit Recruitment & Selection
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Introduction

Wisc.Jobs is an Internet based job search system to assist individuals in looking for Wisconsin State employment. Wisc.Jobs is designed to help you locate the civil service job you want with the convenience of the Internet.

Because this is updated frequently, changes may be implemented from time to time that may cause a short lapse in the operation of the website. If you experience errors, use the Contact Us link to make us aware of the problem.

If you have difficulty with the site or questions regarding the website, send an e-mail to esc@wisconsin.gov for assistance or call (608) 266-1731.
How to Perform a Job Search on Wisc.Jobs

You can access Wisc.Jobs from any computer with an Internet connection.

1. Type **www.Wisc.Jobs** in the address field at the top of your internet browser and click **Go**. This is the Wisc.Jobs address (also called a URL). This may be a good time to bookmark this site.

2. On the **Home/Job Search** page, make selections to customize your search. (You can select one of the options or all of the options.) Click **Search** to view job announcements that match your search criteria. The options are as follows:

   **Date Published:**
   - **All Published** returns all job announcements listed in Wisc.Jobs that are still open.
   - **Since Yesterday** returns all of the job announcements posted in Wisc.Jobs with yesterday’s and today’s date.
   - **Last 3 Days** returns all job announcements posted in Wisc.Jobs within the last 3 days that are still open.
   - **Last 7 Days** returns all job announcements posted in Wisc.Jobs within the past week (from today’s date) that are still open.
   - **Last 30 Days** returns all job announcements posted in Wisc.Jobs within the past month (from today’s date) that are still open.

   **Keyword(s) or Job Announcement Code:** If you know the **Job Announcement Code** for a job you are interested in enter it here. To find all job announcements with a specific keyword enter text into the blank text field. When you submit the search, Wisc.Jobs will look through all of the current job announcements for any positions that match the text that you entered in the blank text field.

   **Job Category:** This will default to **All Categories** to find all job announcements from any of the job categories listed in Wisc.Jobs. Select specific job categories to find only job announcements associated with that particular job category. To select multiple categories hold down the CTRL key on the keyboard while clicking the categories of interest.

   **Jobs by County:** This will default to **All Counties** to find job announcements listed for any of the 72 Wisconsin counties available. You can also search for job announcements in a particular county by clicking on the county of interest. To select multiple counties, hold down the CTRL key on the keyboard while clicking the counties of interest. Click on the state of Wisconsin icon to view a WI county map.

   **Agency/Campus:** This will default to **All Agencies** to find all job announcements listed for all state agencies and campuses. To search for a job announcement at a specific agency or campus, select the agency or campus of interest. To select multiple agencies, hold down the CTRL key on the keyboard while clicking the agencies/campuses of interest.

   **Work Hours:** This will default to **All Types** to find job announcements listed for all three types of work hours. To find job announcements for a particular type of work hours, select the work hours. To select multiple types of work hours, hold down the CTRL key on the keyboard while clicking on the type of employment. The three types of employment offered through the State of Wisconsin are: **Full-time** (40 hrs/week); **Part-time** (less than 40 hrs per week); **Shift Work** (Evening
2\textsuperscript{nd} Shift-3 to 11 p.m. or similar hours; Evening 3\textsuperscript{rd} Shift-11 p.m. to 7am or similar hours; Seasonal-minimum of 600 hrs/yr. but less than 1828 hrs/yr.)3. After clicking Search you will be shown a list of job announcements that match your search criteria.

<table>
<thead>
<tr>
<th>Job Search Results</th>
<th>Search Again</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the job title to view specific information about that job.</td>
<td></td>
</tr>
<tr>
<td>224 Job Announcement(s) Found. Some jobs may contain multiple Job Announcement Codes</td>
<td></td>
</tr>
<tr>
<td>Go to Page: Next&gt;&gt; 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
<td><strong>Job Announcement Code</strong></td>
</tr>
<tr>
<td>Accountants and Auditors</td>
<td>0200057</td>
</tr>
<tr>
<td>Adjunct General, Wisconsin National Guard</td>
<td>0701347</td>
</tr>
<tr>
<td>Administrative Manager</td>
<td>0600894</td>
</tr>
<tr>
<td>Aerobics and Kickboxing Instructors, City Of De Pere</td>
<td>0701555</td>
</tr>
</tbody>
</table>

The Job Search Results page will allow you to sort your results by Job Title, Job Announcement Code, Location, Agency/Campus, Date Posted, and Application Deadline. Explanations of these column headings are listed below. You can sort the job announcements by any one of these fields by clicking on the column/field heading you wish to sort. Click on the same column again to sort in the reverse order.

*If this icon appears next to the Job Title, online applications are accepted. More information regarding on-line applications can be found on page _____.*

**Job Title:** The classification title associated with this announcement. A working title may also be listed next to the job title. The working title is another name for a position that is commonly used by the hiring agency/campus.

**Announcement Code:** A number assigned to identify the job opportunity. **Note:** You may want to write this number down as you may be asked to list it when you apply for the position.

**Location:** The county or counties in which the job is located. An announcement may state that the location is Statewide, which means that the job could be in any of the 72 counties throughout the state.

**Agency/Campus:** The agency or campus that has the current job opening.

**Date Posted:** The date the agency posted the job announcement in Wisc.Jobs.

**Application Deadline:** The date through which the agency/campus will accept applications for this position. An announcement may state that it is open, which means that the agency/campus will accept applications until the needs of the agency/campus are met, or that the position is open for continuous recruitment. Continuous recruitment means that applications are accepted continually as there are many similar vacancies in the agency/campus.
1. Click on the **Job Title** of the announced job you are interested in to view the details of that job.

2. **Note:** If your search does not yield any results click **Search Again** at the top of the **Job Search Results** page to change criteria and search again.

3. Click on **Apply Now** to view your options to apply. This will say **Log In to Apply** when on-line applications are accepted.

4. Click on **Email A Friend** to send this job announcement to a friend. **Note:** You must have an account to use this option.

5. Click on **Printable Version** to view and print a printable version of this job announcement.

To return to your Job Search Results page, click the **Back** arrow at the top of your browser window.
Statewide Utilization

Office Support Exam - May 2007
Job Announcement Code: 06-04422

County(S): *Statewide
Classification Title / ID: OFFICE SUPPORT EXAM ADV LEVEL 06-04422
Job Worksite Title: Office Support Advan
OFFICE SUPPORT EXAM ENTRY LEVEL 06-04422
OFFICE SUPPORT ENTRY LEVEL 06-04422
OFFICE Support Intermediate
Type of Employment: Full Time (40 Hours/week)
Part Time (less than 40 hours/week)
Evening (5PM to 5AM or similar hours)
Evening 3rd Shift (1PM to 9PM or similar hours)
Seasonal (Minimum of 400 Hours/Year but less than 2080 Hours/Year)

Salary: Per year by classification. See Special Notes section for the new rates effective April 1, 2007. A six-month probationary period is required.

Salary: Per year by classification. See Special Notes section for the new rates effective April 1, 2007. A six-month probationary period is required.

Contact: For questions or information please contact the Office of State Employment Relations Employment Services Center at 608-264-1791 or email examinations@wisconsin.gov

Recruiting Date: Administrative Support
Opening: 5/1/2007
Deadline to Apply: Open

Exam Information: Exam cannot be reserved.

Please be aware that the Office Support Exam has been revised. The Office of State Employment Relations administered the new exam for the first time at the January 15, 2007 exam centers. All applicants will be required to retest and pass the new exam to remain active. It will be administered at each exam center monthly. The new exam will enhance opportunities for entry level applicants. All scores from the old exam, prior to January 2007, will be inactive. For all information regarding the test center is available in the Current Opportunities bulletin and on the WisJobs website. All questions must be directed to the Office of State Employment Relations, (608) 264-1731.

Targeted recruitments are announced separately. To find those jobs, use the WisJobs More Search Options function and search on the Job Category "Administrative Support, Clerical." If you do not have computer access, call 267-5150. You must have taken and passed the Office Support exam at the appropriate classification level to apply for these jobs. Note: If you took the exam in 2006, you must retest in 2007 in order to be considered for targeted recruitments.

July Duties: Duties vary by position but may include performing receptionist duties; scheduling appointments, meetings, and travel arrangements; keeping records and writing reports; ordering supplies, training other employees; and providing program or administrative support. Advanced positions may serve as program support experts, process experts, and customer service experts.

Special Notes:

Applicants considered for Transportation Customer Representative 1, 2 and 3 positions will be subject to criminal background checks, including fingerprinting.

Entry Level Positions (pay schedule range): Office Associate (02-00), Criminal History Records Specialist (02-00), Disability Program Associate A (02-00), Document Production Assistant (02-00), Document Production Assistant - Lead (02-09), Investigative Associate A (02-09), Officer Records Assistant 1 (02-09), Revenue Tax Assistant - Entry (02-08), Revenue Tax Representative - Entry (02-09), Tax Representative 1 (02-09), Technical Typist (02-09), Transporation Customer Representative 1 (02-09), University Services Associate 1 (02-09), Intermediate Level Positions (pay schedule range): Academic Department Associate A (02-10), Customer Contact Program Associate A (02-10), Disability Program Associate A (02-10), Operations Associate (02-10), Operations Program Associate A (02-10), Criminal History Records Specialist - Senior (02-09), License/Permit Program Associate A (02-10), Police Service Associate (02-10), Purchasing Associate (02-09), Program Associate - Confidential (01-05), Real Estate Program Associate A (02-10), Tax Representative 2 (02-10), Transportation Customer Representative 2 (02-10), University Services Associate 2 (02-10), University Services Program Associate A (02-10), Visitor Service Associate (02-10), Vocational Rehab Program Associate A (02-10), Advanced Level Positions (pay schedule range): Academic Department Specialist A (02-11), Program Assistant Advanced - Confidential (01-05), Real Estate Program Associate - Advanced (02-12), Secretary Confidential (01-02), Tax Representative 2 (02-11) and Transportation Customer Representative 3 (02-11).

The starting pay rates are (effective April 1, 2007):
02-08 $11.378
02-09 $11.398
02-10 $13.292
02-11 $14.274
02-12 $15.547
02-13 $16.912
01-05 broadband $11.754 up to $19.154

Job Knowledge, Skills, and Abilities: Ability to follow modern office practices and procedures; basic computer skills; keyboard skills; well-developed interpersonal and written communication skills; basic math, record maintenance, and file management skills.

How To Apply: Examinations are scheduled at 8:30 a.m. on May 10, 2007 in 14 locations throughout the state. For complete application instructions and a list of all exam centers, please see the back page of the paper bulletin. On-line is "Monthly Exam Center." Walk-in registration procedures pertain to this exam. Do NOT send the application to Hart Recruitment and Selection.

MADISON: University of Wisconsin - Madison, Social Science Building. Located at the corner of Observatory Dr. and Charter St. 1180 Observatory Dr. For a map see: http://www.fnj.wisc.edu/icc/map/campus_map.asp

MILWAUKEE: Nicolet High School is located north of Milwaukee off Interstate Hwy. 43 at 6701 N. Jean Hickel Rd., Glendale, WI 53217-3799. Nicolet High School is served by bus routes 15 and 65.

Typing Test: Many positions require a minimum typing speed and accuracy level in addition to the exam. Please call the nearest Wisconsin Job Service office to schedule an appointment to take the typing test. A flyer with times and locations is available at the test center.

Note: You may NOT apply on-line at this time.
County(ies): Any or all of the 72 counties within the State of Wisconsin where the position to be filled is located or where future vacancies may exist. STATEWIDE may also be listed which includes all counties in Wisconsin.

Classification Title/JAC: The classification title is the state job title of the position(s) being announced. The JAC is a seven-digit number assigned to identify this particular job announcement. It will benefit you to know this number when communicating with administrative personnel during the hiring process.

Working Title: A working title may also be listed below the classification title. Working titles are commonly used by the hiring organization to identify their position from others that share the same classification. For example, a classification title might be PROGRAM ASSISTANT 2, while the working title is GAMING CLERK.

Type of Employment: The type of employment can be: Full Time (40 hrs/week); Evening 2nd Shift (3 to 11pm or similar hours); Part Time (less than 40 hrs/week); Seasonal (minimum of 600 hrs/year but less than 1828 hrs/year); Evening 3rd Shift (11pm to 7am or similar hours).

Salary: The starting pay for the position. Salary can be stated as an hourly wage or annual salary. A pay range may be used indicating flexibility based on applicant qualifications.

Contact: The contact person assigned to answer questions regarding this Job Announcement.

Bargaining Unit: The bargaining unit that the position belongs to. “ASP,” “MGAA,” “SEA,” “SPDA,” “TAA,” “UPQHC,” “WEAC,” “WPDA,” “WPEC,” “WSAA,” “WSBTC,” “WSEU” and “WSP.”

Area of Competition: Defines which applicants are eligible to apply for recruitment. Choices are Unit Competitive Promotional (employees within an employing unit compete); Agency Competitive Promotional (employees within an agency are eligible to compete); Servicewide Competitive Promotional (all civil service employees are eligible to compete); Open (all applicants are eligible to apply).

Deadline to Apply: When application materials are due for this Job Announcement or the date of the centered exam.

The most common sections in the body of the announcement include:

Job Duties: A brief description of the type of work performed. This description includes the majority of work activities of the position and should give you a realistic preview of the nature of the job. This information will help you decide if you are interested in the position.

Job Knowledge, Skills and Abilities: A brief description of the knowledge, skills and abilities required to successfully perform the essential duties of the position. This information will give you a good indication of whether or not you are qualified for the position.

How To Apply: This is this most important section of the job announcement. This information will give you specific instructions on how to apply for the position. Read the "Application Information" and follow it carefully. These instructions may direct you to submit a variety of application materials to the hiring organization, attend a monthly centered exam at specific locations, or to apply online through Wisc.Jobs. Often, there are deadlines announced in this section.

The main categories shown will appear in most announcements. Announcements may also have additional sections.
How to Create a Job Cart on Wisc.Jobs

You can access Wisc.Jobs from any computer with an Internet connection.

1. On the Home/Job Search page, click on Log In.

2. On the My Account – Log In page, click on CREATE NEW ACCOUNT.

3. Type www.Wisc.Jobs in the address field at the top of your internet browser and click Go. This is the Wisc.Jobs address (also called a URL). This may be a good time to bookmark this site.

On the Create a Wisc.Jobs Account page you are required to enter information into several fields to get your account started. Note: Mandatory fields are always noted by an asterisk (*) and must be completed before your information will be accepted.

Note: If you share an e-mail address with another person, we encourage you to open your own account to protect your privacy. If you do not already have an e-mail address, it may be helpful for you to get one. Many free e-mail accounts are available on the Internet. To find a service that offers free e-mail accounts go to a web search page and search for Free E-mail accounts and then review the sites to find a service that meets your needs and preferences.
4. On the **Create a WiscJobs Account** page, enter the required information. You must enter your **First Name**, **Last Name**, and two of the other fields.

After you enter your information, click **Submit**.

5. On the **Create a WiscJobs Account (cont.)** page, create a user name, password, and provide answers to two of the sample questions – these questions will be used if you forget your password.

**Creating a Username**: Enter a username that will be meaningful to you and is between 6 and 12 characters long. Write the username down and store it in a place where you will not lose it. You will be required to enter your username every time you login to WiscJobs. For example, if your name is Mabel Smith you might select MSMITH21 or MABELS21 as a username. In these examples, Mabel is including both parts of her first and last names and her lucky number to make her username very simple for her to remember.

**Create a Password**: Enter a password that is meaningful to you and is between 6 and 12 characters long. Your password may be letters, numbers or a combination of the two. For utmost security, we recommend a combination of letters and numbers.

**Confirm Password**: Re-enter your password from the previous field to make sure the correct password is saved to your account information.

**Question**: Enter two password questions and answers on the Password Hints page. Each password question should remind you of your password. **Note**: This information will be used if you forget your password and need to request a reminder.
After you enter your information click Submit.

6. On the Personal Information page, you are required to enter basic information into several fields to finalize the creation of your account. Note: Mandatory fields are always noted by an asterisk (*) and must be completed before your information will be accepted.

**Basic Information:** This section collects basic contact information needed for future applications and for any mailings that might be sent to you. This also allows us to match previous applications with your account. While several of the fields are mandatory, please provide as much information as possible to ensure you can be contacted when necessary. Note: The information you provide on this form is secure and only viewable by the necessary Human Resources staff.

Are you a Wisconsin Resident?: Wisconsin residency is not required for permanent positions, but is required for limited term and project positions.

Veteran’s Preference Supplement: Qualifying veterans and certain spouses of veterans can be granted preference points on civil service exam scores. These points will be granted at the state agency that receives application materials, but will be applied to all future state applications submitted thereafter.

Disabled Expanded Certification (DEC): Qualified persons with disabilities may be eligible for additional consideration in the certification process. If you think you may qualify for expanded certification, download the DEC form, have a qualified professional complete the form, and mail it to the address listed on the form.

Certifying Statement: Select yes or no by clicking in the appropriate radio button. If you disagree, your application will be canceled and you will be taken to the home page.

After you enter your information click Update Personal Information.
7. On the **My Job Cart** page you are able to update your personal information when it changes, change your password, view your job applications, and add a resume.

Anytime you take a State exam or apply for a job, your information will show up in your job cart. You can reuse your exam scores from your job cart, and view any registers and/or certifications your name is on.
Taking an On-Line Exam

1. **Log in to WiscJobs.** For detailed instructions go to page 23.

2. **Search for the Job announcement for which you want to apply.** For detailed instruction on how to conduct a search go to page 3.

3. **Click the Job Title to view more information.**

   **Note:** If online applications are being accepted, you will see the Allows Online Application icon next to the job announcement title.

4. **Review the Job Announcement.** If you wish to apply for this announcement, click [Apply Now].

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**Job Announcement:**

*The Official Employment Site of Wisconsin State Government*

**Air Management Engineer - on announcement**

**Job Announcement Code:** 04291

**Department:**

Natural Resources, Department of

**Special Duties:**

Qualified candidates must have an Engineering degree from an ABET accredited college, or have successfully completed the Training in Air Management (ITAM) examination, or possess a Professional Engineering Registration (P.E.).

**Minimum Education and Training:**

Completion of an Engineering degree from an ABET accredited college, or have successfully completed the Training in Air Management (ITAM) examination, or possess a Professional Engineering Registration (P.E.).

**Note:**

If you wish to apply for this position you will be required to complete an online exam, applying is a 4-step process:

**Step 1:** Create an account or log into your existing account. You may have applied for State jobs in the past, if you already have an account, you should log in to the system and skip to Step 2.

**Step 2:** Review and print the exam prior, prepare for the exam, and then return to the exam to complete.

**Step 3:** Answer the questions, read your responses to the exam, and then return to the exam.

**Step 4:** Then on the job announcement, click on the "Apply Now" button to review the instructions for the online exam. If you complete the exam, you will receive a confirmation number. If you do not complete the exam, you will receive a notice.

**How to Apply:**

If you wish to apply for this position, you will be required to complete an online exam. Applying is a 4-step process:

**Step 1:** Create an account or log into your existing account. You may have applied for State jobs in the past, if you already have an account, you should log in to the system and skip to Step 2.

**Step 2:** Review and print the exam prior, prepare for the exam, and then return to the exam to complete.

**Step 3:** Answer the questions, read your responses to the exam, and then return to the exam.

**Step 4:** Then on the job announcement, click on the "Apply Now" button to review the instructions for the online exam. If you complete the exam, you will receive a confirmation number. If you do not complete the exam, you will receive a notice.
5. The first part of the on-line application will be the general Job Application. This application consists of six sections. Most of the information will automatically be completed for you from your personal information. **Note:** All required fields will have a red asterisk.

- **Basic Information.** Verify all information is correct and make any changes.
- **I am currently authorized to work in the United States.** Respond by clicking yes or no in the appropriate radio button.
- **Are you a Wisconsin Resident?** Respond yes or no by clicking in the appropriate radio button. Wisconsin residency is not required for permanent positions, but is required for limited term and project positions.
- **Additional Information.** While this component is not mandatory, the information is very important for DMRS to collect and we encourage you to provide as much information as you feel comfortable providing.
- **Veteran’s Preference Supplement.** Qualifying veterans and certain spouses of veterans can be granted preference points on civil service exam scores. These points will be granted at the state agency that receives application materials, but will be applied to all future applications.
- **Disabled Expanded Certification (DEC).** Qualified persons with disabilities may be eligible for additional consideration in the certification process. If you think you may qualify for expanded certification, download the DEC form, have a qualified professional complete the form, and mail it to the address listed on the form. **Note:** If you have a current DEC form on file with the Division of Merit Recruitment and Selection, you do not need to complete this form again.
- **Certifying Statement.** Select yes or no by clicking in the appropriate radio button.

6. Click [Continue].
7. The next page is called Employment Information and Preferences. This page contains information specific to the position for which you are applying.

- **Job Announcement Code.** For this position there is multiple class titles available. Check all class titles that you wish to apply.
- **Work Hours.** Check all that you wish to apply: Full-time (40 hrs/week), Part-time (less than 40 hrs per week), Evening 2nd Shift (3 to 11 p.m. or similar hours), Evening 3rd Shift (11 p.m. to 7 a.m. or similar hours), or Seasonal (minimum of 600 hrs/yr. but less than 1828 hrs/yr.). **Note:** Only employment types that are available will appear.
- **Job Qualifications.** Check all qualifications that apply.
- **Where would you like to work?** Select counties where you will accept employment. Check all that apply.
- **Referral Permission.** State agencies and universities may search our database for applicants with specific skills or experiences. Select yes or no if you wish to have your application available to other state agencies, universities, and city and county governments.
- **How did you hear about us?** Check the appropriate box where you first heard about this position.

8. Click [Continue].

9. If no resume is required, you will automatically be taken to step 10. If a resume is required for the application, this resume page will open. If you want to create a new resume to attach to this exam, click [Add Resume]. If you want to attach a resume already saved in your job cart, select the resume desired by clicking in the radio button and click [Attach Resume].
10. After completing the applicable steps, you will be taken to the first page of the exam. Answer the questions on every page of the exam and click “save and continue” at the bottom of the page. The exam will have two basic question types, either a multiple choice/radio button or an area to enter text. In this example, the applicant would type or paste the response in the area provided.

12. For this exam the applicant would choose the response that best describes their educational level or professional work experience (Objective Inventory Questionnaire).

13. When you have completed the exam click [save and finalize].
14. The Exam Summary page will now pop up. This page has three basic areas.

- **Question Summary** will show the total number of questions, the total number of questions answered, the total number of questions that were unanswered.
- **Certifying Statement**
- **Action buttons**

When you are ready to finish the exam, click **[Finalize Exam]**. This submits your answers so they may be evaluated. **Note:** You must click finalize exam before the deadline date in order to have your materials reviewed and to be considered for the position.

15. You will be returned to the Application Status page. This page contains all the information about your application for this particular job. You can update your job preferences (classification, location, and work hours). You will be able to view the Job Announcement by clicking on the Job Title. You can update your exam and by clicking on the [update] button. **Note:** If the deadline date has passed, you will not be able to update your exam.
16. The Exam Results are separated into three areas (when available).

- Exam Results: Lists all of the basic information concerning the exam.
- Registers: A register is a list of names and scores of those individuals who have taken an exam and received a passing score or met the minimum eligibility requirements. This section lists all registers that the applicant is on relating to this exam.
- Certifications: Certification is the process used to refer qualified individuals from the employment register to the next step of the selection process. This section lists all certifications the applicant is on relating to this exam.

**Note:** Much of the information will remain blank, such as exam score, all register information, and all certification information, until after the exam has been scored. After the exam has been scored the Human Resources Analyst may push available information to applicant’s Job Carts.

**Note:** For help information, click on the topic heading. Not all sections will have help available.
What Happens After the Exam?

After you have taken the exam, you may find your exam results online at www.Wisc.Jobs in your job cart (if you have created an account or by creating an account). In addition, to reviewing your exam results online, you will be sent a Notice of Examination Results, via U.S. mail in approximately four (4) to six (6) weeks from the date of your exam.

The Notice of examination results is a communication document that is distributed via U.S. mail to applicants who have competed in an exam process.

Notice includes civil service score, rank (if applicable), and other exam results (e.g. eligible, band, etc.) as well as the length of time that an applicant will remain active on an employment register.

A score of 70 or above, or a status of “eligible”, will place you on the employment register for that job title.

The Register is the register you are on from passing the exam and provides a variety of information.

Rank is a number that reflects your statewide standing among candidates on the employment register. It may change whenever scores are integrated into an existing register; however, you will not receive a notice of changes in rank.

This rank does not include or reflect veterans points.
When an agency or university office has an opening for that job title, they will access the register and customize the list with specific criteria / skills (i.e. candidates interested in vacancies that are part-time and in Dodge county). If your name appears on the certification list created as a result of this process, the hiring agency will contact you for an interview.

Certification is the process used to refer the most-qualified individuals from the employment register to the next step of the selection process according to the certification rules established for the type of position. This list is generated and given to the supervisor in an alphabetical order to allow the hiring process to continue.

Score Reuse

In some cases your exam score may be reused in lieu of taking the exam again. If reuse is available, it will be stated in the job announcement. The Notice of Examination Results will tell you how long you may reuse your score. The reuse period is also listed in your job account Exam Results text box. Reuse scores are useful when you are approaching the end of your Registrant Eligibility Period, an examination is scheduled again, your reuse period has not yet expired, and you wish to reuse your score rather than taking the exam. When the exam scores are integrated into the register, your eligibility period will be extended. If an exam is re-administered within a specified time period of the original exam date (often 6 months), an applicant who is on the register may request that his/her score be reused. The applicant will receive a new Examination Results Notice with his/her new rank and score.

To reuse a score from your job cart, click "Reuse Score" in the Application Detail text box (Note: the "reuse score" button is not available if you are outside of the reuse period or score reuse is not applicable).

You will receive a message at the top of the page that reads: "You have successfully extended your current score for this exam."
E-Notify gives you the ability to have job announcements that meet your search criteria directly e-mailed to you as they are posted on the Wisc.Jobs web site.

**To use this feature:**

1. Click on the E-Notify button at the top of any page on the Wisc.Jobs web site.
3. From your job cart, perform a job search by selecting Home/Job Search from the menu on the left side of any page of the Wisc.Jobs web site.
5. From the Job Search Results page click on Save this Search.
6. On the My Saved Search page, name your search, enter the e-mail address you want the job announcements sent to, and select how often you would like them sent to you.
7. Click Add My Saved Search.
8. You will receive an e-mail at the address you provided confirming your request for E-Notify.
9. Your search information will remain active for up to 6 months. When your email notification expires, you will be notified and asked to renew your search.

**To renew your E-Notify:**

2. Click View My Saved Searches from the My Saved Jobs section of your job cart.
3. Click on Edit next to the saved search you want to renew.
4. Click on Renew This Saved Search.

Call the Wisc.Jobs help desk at 608-267-1012 if you need help with this feature. You may also contact the Wisc.Jobs Help Desk by e-mail at wiscjobs@wisconsin.gov.
Become Familiar With the Wisc.Jobs Website

In additional to the job search feature on Wisc.Jobs, the website also includes a number of useful pages with information on:

1. Home/Job Search
2. Application Information
3. Benefits of State Employment
4. Current/Former State Employee
5. Diversity Zone
6. Monthly State Exams
7. Short Term Employment Opportunities
8. Veterans Resources
9. Other Government Jobs

Below you will find a brief description of each of the menu options listed on the Wisc.Jobs Home Page.
On the Home/Job Search page, you can:

- Start your Job Search process
- On this page as well as all other pages, you will have access to four buttons across the top of your screen, which include:
  - Log In – This will allow you to log in if you have created an account, or take you to the create an account screen if you don’t have one already.
  - My Job Cart – This button will allow you to access you Job Cart (including access to your job applications, saved jobs, and any resumes you have uploaded).
  - E-notify – This button will allow you to conduct a specific job search (whether by keyword, job title, agency, or a number of other criteria) and will then give you the option to save the search and receive an email when a job that fits that criteria is posted on the website.
  - FAQs – This button will take you to a list of frequently asked questions.
In the application information section, you can:

- Find out how to set up an account on Wisc.Jobs, which will allow you to save job announcements that interest you, as well as create and save resumes and complete online applications.
- Learn how to search for jobs on Wisc.Jobs, whether it's by keyword, job category, work hours, or a number of different search criteria.
- Learn about the different parts of a job announcement by receiving further information on each of the fields included in the job announcement.
- View and print various materials used in the job application process, including the state application, the disability expanded certification form, veterans preference supplement form, and the request for examination accommodations form.
- Find out about the different types of movements within the civil service, including promotion, transfer, demotion, and reinstatement.
- Take a look at the career fairs that the Office of State Employment Relations is planning on attending in the upcoming months.
Benefits of State Employment

In the Benefits of State Employment Section, you can:

- Learn about the benefits of working for the State of Wisconsin which may include:
  - Paid time off (paid vacation, state holidays, and sick leave)
  - Coverage in the Wisconsin Retirement System
  - Deferred Compensation
  - Health Insurance
  - Life Insurance
  - Income Continuation Insurance
  - Catastrophic Insurance
  - Dental Insurance
  - Long-Term Care Insurance
  - And many other benefits!
In the Current/Former State Employee section you can:

- Conduct an advanced Job Search, which will allow you to search by more categories than the Home/Job Search Page
- Access the State of Wisconsin’s Employee Referral Service, a resource tool for State of Wisconsin “At Risk” employees
- Access a number of useful documents and information which may include:
  - Classification Specifications
  - Alphabetical Listing of Classifications
  - Union Contracts
  - Counterpart Pay Ranges
  - Non Represented Compensation Plan
In the Diversity Zone section you can find further information and strategies to maximize employment opportunities for racial/ethnic minorities, persons with disabilities, disabled veterans, and women, which may include:

- College Summer Internship Program (TOPJobs)
- Wisconsin Career Access Network (WI-CAN)
- Wisconsin Works (W-2) Hiring Initiatives
- As well as many other resources and programs
## Monthly State Exams

**Exams Administered on May 12, 2007**
Lists the exams scheduled for the upcoming monthly exam center. A complete listing will be available by April 23, 2007.

**Locations for the May 12, 2007 Exam Center**
Lists exam locations across the state. Note: these locations can change from month to month.

**Tentative Exam Schedule for June 9, 2007**
Lists the titles of exams being planned for Saturday, June 9, 2007. Exam centers are generally given the second Saturday of each month.

**Application Procedures for Monthly Exam Center**
Lists what you should bring, special accommodation options and Monday evening Make-up Exam Center information.

In the monthly state exams section, you will find various information on the centered exams offered by the State of Wisconsin. This includes:

- Exams available at the next testing date
- Locations of the upcoming test centers
- Tentative Exam schedules
- Application Procedures
- Make-up exam center information
The Short Term Employment Page contains information on Limited Term Employment (LTE), Internships, and Project Positions with the State of Wisconsin. This section will provide you with information on the application process, benefits, and requirements of these positions.
The Veterans Resources page provides you with a centralized listing of the many services, programs, and information available to veterans in their job search process. This information includes:

- Veterans Job Search Resources
- The Veterans Preference Supplement Form
- The Non Competitive Appointment Bulletin
- Finding your County Veterans Service Officer
- Links to other useful websites
- And more!
The Other Government Jobs section provides you with postings that are with other government agencies including Wisconsin cities, villages, towns, counties, school districts, technical colleges, and tribal governments.