

# WiscERS

*An Employee Referral Service for State of Wisconsin At-Risk or Laid-Off Employees*

An Instruction Manual for the Employee Referral Service User



<http://ers.state.wi.us>

**A Publication of the Office of State Employment Relations  
Division of Merit Recruitment & Selection  
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Madison, WI 53703  
Website: <http://oser.state.wi.us>**

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## Topic I: Introduction

The Employee Referral Service (ERS) website (called WiscERS) is a web based job referral service for permanent classified state employees who have been laid off (former employees with restoration rights), who are formally designated as “at-risk” for layoff (current employees), or who are eligible to participate in the State Injured Worker Re-Employment Program (SIWRP). WiscERS provides a friendly new look and additional features over previous systems.

If you have been laid off, you have restoration rights. Restoration rights are explained in the following paragraphs:

Under state civil service law and code, restoration is the mandatory reappointment without competition, of an employee or former employee to a position that is in the same class in which the person was previously employed, or to another classification to which the person would have been eligible to transfer to if there hadn't been a break in their employment, or to a class having a lower pay rate or pay range maximum for which the person is qualified to perform the work after receiving customary orientation that is provided to newly hired workers in the position.

- To be eligible for restoration under the state civil service law and code, a person must have been affected by a layoff, granted military leave, or granted a leave of absence to the unclassified service.
- If any of the above circumstances relate to your employment history you may have mandatory restoration rights to your former position or employing unit.

Restoration rights and provisions under state labor or union contracts may vary substantially from restoration rights under civil service law and code described above. **Note:** Especially under several labor union agreements, an employee who has received an official notice of layoff or who is separated from the service due to layoff may file a request for mandatory restoration with any other department and shall be appointed if the contractual language is satisfied and if the employee meets the necessary qualifications for the position.

Under state civil service law and code, the period of eligibility for restoration begins with the date of separation from the position in which the eligibility was earned and ends with the last day of the 3rd year after the date of separation unless the state labor or union contract states otherwise.

For more information visit:

[http://oser.state.wi.us/bulletins/bulletin\\_get.asp?bid=43](http://oser.state.wi.us/bulletins/bulletin_get.asp?bid=43) or the WiscERS website.

If you are designated as an “at-risk” employee you should search for jobs that you are able to transfer into or positions to which you would voluntarily demote.

This training document is designed for every type of user, from the very experienced Internet user to the least experienced Internet user. With this goal in mind, each major topic area is separated and then divided into steps followed by specific details. You may find that you want to read through the details of each step or that you can browse the steps and details to find more information on a particular button/feature, field or page. All page titles are listed in bold Italics, all buttons are listed in bold quotation marks, and all fields are displayed in bold quotation marks or non-bold quotation marks.

Changes to the WiscERS website 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 feedback form (a link is available on the **WiscERS Home Page** and at the bottom of all pages within the WiscERS website) to make us aware of the problem. If you are unable to access the site, wait a short period of time and then try the links again. If you have difficulty with the site or questions regarding the website, send an e-mail to [WiscJobs@wisconsin.gov](mailto:WiscJobs@wisconsin.gov). You may also call the Employment Services Center at (608) 266-1731 for assistance.

## Topic II: Find and Get Started in WiscERS

You can access WiscERS from any computer with an Internet connection.

**Step 1:**     **Open your web browser:** Locate your web browser on your computer (examples of web browsers might include Internet Explorer, Netscape, or AOL – which uses a type of Internet Explorer).



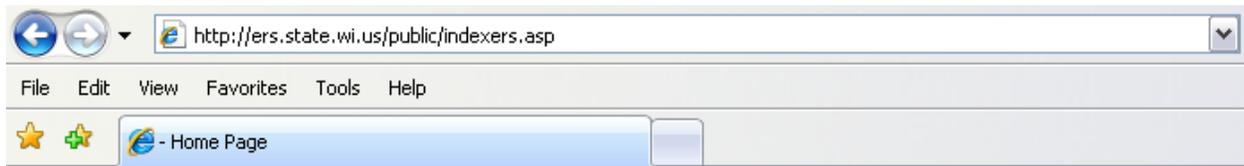
**Step 2:**     Double click your browser icon to open the Internet.

**Step 3:**     Type in the WiscERS address (also called a URL): <http://ers.state.wi.us/>

✓ Locate the “**Address**” field at the top of the browser page.

✓ Erase the address listed in the field and enter the WiscERS address.

**Note:** Do not type www. in front of the WiscERS address.



## Topic III: Become Familiar with the WiscERS Website

You can use WiscERS without creating an account or logging in (top of the page). All of the menu items and searches will work for anyone at any time. If you want to apply for a job that requires an online WiscERS application, then you will need to create an account (if you have not already created an account) or login. If you want to save searches you should create an account or login and then use your job cart to save searches. Below you will find a brief description of each of the menu options listed on the WiscERS Home Page. To find more specific information on a menu option, go to the specific topic in this instruction manual.

**WISCERS**  
The State of Wisconsin's Employee Referral Service

[Login](#) [Create Account](#)

**WISCERS: The best resource for State of Wisconsin At-Risk employees!**

Dedicated to finding new employment opportunities for you!

Welcome to WISCERS! Please use the [feedback form](#) to submit comments and questions about the website and contact the specific agency to ask questions about a particular vacancy. If you would like directions on how to use this site, click on the following link to view the [instruction manual](#).

Wisconsin Employee Referral Service (WISCERS) - a service designed to give all State of Wisconsin "at-risk" employees first access to all Classified Civil Service jobs available around the state. Search for jobs meeting your preferences and then follow the specific instructions in each announcement (found in "How to Apply") to notify the appropriate Human Resources Office of your interest in the position. Keep in mind that you need to be at or above the pay range of the position(s) for which you apply. (To find out whether this requirement is met you can click on Class and Pay Range Information below and then click on Counterpart Pay Range Designations).

**Note:** WISCERS is a public site accessible by anyone with Internet access. However you must be officially identified as an "at-risk" employee to use this site to apply for jobs. You may be asked to provide your official "at-risk" or layoff letter when you apply for a position. (Find out what "at-risk" means by clicking Frequently Asked Questions below.)

**Note:** The Department of Administration (Bureau of Risk Management), Department of Workforce Development (State Injured Worker Re-Employment Program) and Office of State Employment Relations (Division of Merit Recruitment and Selection), have had an agreement since 1996 to allow state employees in the Injured Worker Program to participate in the Employee Referral Service (formerly the Layoff Referral Service) on the same basis as employees designated as "at risk." (To find more information on State Injured Worker Re-Employment Program by clicking Frequently Asked Questions below.)

**Announcements**

**Statewide Human Resource Directory**  
Contact list for state agency HR offices. [Find out more](#)

**Typing Test Information**  
Link to the typing test information [Find out more](#)

**View the Wisc.Jobs Bulletin**  
[Find out more](#)

[Search Jobs](#)  
[Search Classes](#)  
[How to Apply](#)  
[Class and Pay Range Information](#)  
[Application Materials](#)  
[Restoration Rights & Reinstatement](#)  
[Eligibility](#)  
[Dept of Workforce Development Links](#)  
[Human Resource Directories](#)  
[Frequently Asked Questions](#)  
[Help](#)

[wisconsin.gov](#) [state agency directory](#) [subject directory](#)

[Contact Us](#) [Legal Notices](#) [Privacy Notice](#)

- Option 1:** If you have already created an account in WiscERS, you can login by clicking “**Login**” at the top of the page. (See Topic V, page 15, for more information and instructions.)
- Option 2:** Click “**Create Account**” to create an account in WiscERS that you can use to apply or jobs, save searches, and create resumes. (See Topic IV, page 9, for detailed instructions for creating an account and using the job cart.)
- Option 3:** Begin searching for jobs right away by clicking “**Search Jobs**” on the WiscERS Home Page. You can use “**Search Jobs**” to view job announcements by categories, counties, agencies/campuses, or by class. (See Topic VI, page 23, for more information.)
- Option 4:** Click “**Search Classes**” to find a variety of information about a class such as bargaining unit, pay schedule and pay range. (See Topic VII, page 33, for more information.)

All of the menu options listed below may be changed slightly throughout the life of WiscERS. You may notice changes in the option title and in the information provided. We will make modifications to provide you with better information and links.

- Option 5:** Click “**How to Apply**” for instructions on applying and links to standard State of Wisconsin application materials.
- Option 6:** Click “**Class and Pay Range Information**” to view a variety of materials related to classifications including a complete list of classifications sorted alphabetically and a link to view the “Counterpart” table that can be used to find other classifications you can transfer into for permanent employment.
- Option 7:** Click “**Application Materials**” to get a copy of the current State of Wisconsin application, any forms you might need to accompany your application, and find links to the Wisc.Jobs Bulletin.
- Option 8:** Click “**Restoration Rights & Reinstatement Eligibility**” to find more detailed explanations of restoration rights held by laid off employees and reinstatement eligibility.
- Option 9:** Click “**Department of Workforce Development Links**” to view several of the resources made available by the Department of Workforce Development to assist laid off employees.
- Option 10:** Click “**Human Resources Directories**” for a list of Statewide Human Resources offices and the UW System Human Resources office.

**Option 11:** “**Frequently Asked Questions**” is a collection of questions commonly asked about WiscERS and related topics.

**Option 12:** Click “**Help**” to find contact information that may be useful while using WiscERS. (See topic IX on page 42, for more information).

**Note:** If you have questions about WiscERS, you can send an email to <mailto:ers@oser.state.wi.us> for assistance or use the feedback form on the **WiscERS Home Page**.

**Option 13:** As you click on the menu options, notice that two menus are available on every page so that you may easily access all of the menu options. One full menu bar is always on the left side of the page and the second (more limited) menu bar is always at the top and bottom of the page.

## Topic IV: Create an Account

Creating an account in WiscERS will allow you to save searches, create and save resumes, and complete online applications. If a position requires that you complete a WiscERS online application, you must create an account; otherwise creating an account is not mandatory. You may create an account from the **WiscERS Home Page**.

**Step 1:** Click the “**Create an Account**” button in the upper right corner of the **WiscERS Home Page**.



Login

Create Account

**Step 2:** On the **Create Your Account** pages you are required to enter basic information into several fields to get your account started. The First Name and Last Name fields are mandatory; you must also complete at least two of the other four fields before your information will be accepted.

### Create a WiscJobs Account

#### Enter Your Information

In addition to the first name and last name, you must complete two of the other fields.

\* Indicates mandatory fields

* First Name:	<input type="text"/>	
* Last Name:	<input type="text"/>	
Date of Birth:	<input type="text"/>	(mm/dd/yyyy)
Social Security Number:	<input type="text"/>	(999-99-9999)
Mother's Maiden Name:	<input type="text"/>	
Email Address:	<input type="text"/>	

We take your privacy seriously. Please read our [Privacy Notice](#) for details.

Submit

**Note:** Mandatory/Required fields are always noted by an asterisk (\*) in front of the field name.

The fields on the **Create Your Account** page are:

- ✔ **“First Name”:** enter your first name as you would enter it on an application for employment. We will use your first name as part of the information necessary to identify you from other users with similar information.
- ✔ **“Last Name”:** enter your last name as you would enter it on an application for employment. We will use your last name as part of the information necessary to identify you from other users with similar information.
- ✔ **“Mother’s Maiden Name”:** enter your mother’s maiden name or another unique identifying word. We will use this word as part of the information necessary to identify you from other users with similar information.
- ✔ **“Email Address”:** enter the e-mail address of the e-mail account where you would like to receive information from the Office of State Employment Relations and other State of Wisconsin agencies or campuses.

**Note:** If you share an e-mail address with another person, we encourage you to open your own account to protect your privacy. You will get an error message if you enter an e-mail address already being used by another applicant.

**Note:** 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.

## Create a WiscJobs Account (cont.)

### Enter Your Information

Note: Username and password are case sensitive

\* Indicates mandatory fields

\* Create a username:   
(6 - 12 characters)

\* Create a password:   
(6 - 12 characters)

\* Confirm password:

Please provide answers to two of the sample questions.  
These questions will be used if you forget your password.

\* Question:  ▼

\* Answer:

\* Question:  ▼

\* Answer:

Please print this page for your records.

- ✓ **“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 WiscERS. 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.
- ✓ **“Password”**: enter a password that is meaningful to you and is at least 6 characters long. You may have up to 12 characters in your password and 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”**: reenter your password from the previous field to make sure the correct password is saved to your account information.

**Step 3:** Enter two password questions and answers. Each password question and answer should be easy to remember so you may recall the answer in the future.

**Note:** This information will be used if you forget your password and need to request a reminder.

**Step 4:** After entering the password hints, click “**Submit**” to proceed to the final steps in account creation and view your job cart.

**Note:** All of the fields on the **Password Hints** section are mandatory and must be completed correctly. If you do not complete one of the mandatory fields or if you complete a field incorrectly, an error message will appear indicating which fields need to be completed or corrected. Click “**OK**” on the error message, make the corrections, and click “**Submit**” again to proceed.

**Note:** Clicking the “**Submit**” automatically logs you in to WiscERS and opens a page called “**Personal Information.**”

## Personal Information

### Basic Information \* Indicates mandatory fields

\* First Name: Mrs.

Middle Initial:

\* Last Name: Wisc.Jobs

\* Mother's Maiden Name: SHRS

Social Security Number: --

Date of Birth (mm/dd/yyyy): 1/1/1977

\* Mailing Address 1: 101 East Wilson Street

Mailing Address 2: 4th Floor

\* City: Madison

\* State: Wisconsin

\* Zip Code: 53703

\* Country: United States

Email Address: Wisc.Jobs@wi.gov

Daytime Phone Number: 608 - 266 - 1731 TTY/Ext.

Evening Phone Number: 608 - 266 - 1731 TTY/Ext.

Other Phone Number: -- TTY/Ext.

Fax Number: 608 - 267 - 1000

\* I am currently **legally authorized to work in the United States.**

Yes

\* I am a Wisconsin Resident.

Yes

---

The following additional information is optional. Gender and race information are used for equal employment opportunity/affirmative action purposes only.

Gender: Select

Race: Select

Educational Level: Select highest level completed:

---

### Disabled Expanded Certification

**Qualified disabled persons may be eligible for consideration in the certification process. For the *Disabled Expanded Certification form* click [HERE](#).**

If you do not have Adobe Acrobat, you may download it free from [Adobe Acrobat Reader](#).

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### Certifying Statement

I certify that the information I have provided 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  I Disagree

**Step 5:** Complete the information on “**Personal Information**” page.

1. **Basic Information:** This section collects basic contact information needed for future applications and for any mailings that might be sent to you. While several of the fields are mandatory, please provide as much information as possible to ensure you can be contacted when necessary.
2. **I am currently legally authorized to work in the United States:** Respond “yes” or “no” by making the correct selection from the drop down menu.
3. **Are You a Wisconsin Resident?:** Respond “yes” or “no” by making the correct selection from the drop down menu. Wisconsin Residency is not required for permanent full-time positions, but is required for limited term and project positions.
4. **Gender, Race, and Education:** Make the correct selection from the drop down menu. This information is optional and used for equal employment opportunity/affirmative action purposes only
5. **Certifying Statement:** You must read the information and select yes or no by clicking on the appropriate radio button.

**Note:** If you click the “I Agree” radio button, you will get the message “A certification statement is required. Click “OK” to make a selection otherwise if you click “CANCEL” your application will NOT be processed and you will be taken to the home page.”

**Note:** Clicking the “**Update Personal Information**” will open a page called “**My Job Cart.**” This page acts as your personal job cart where you will be able to save searches, track the state jobs you apply for and create and save resumes. Once you are logged in you will notice changes to the home pages in WiscERS including: “**My Job Cart**” and “**Log Off**” instead of “**Create Account**” and “**Log In.**”

## Topic V: Log In to WiscERS and Manage My Job Cart

You must create an account in WiscERS before attempting to log in to WiscERS. (See Topic IV, page 9) If you have an account created, click on the “**Login**” button located at the top of the home page.



Enter your “**Username**” and “**Password**” on the **My Account - Login Page**.

### My Account - Log In

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Please log in to access your account.

Username:

Password:

Have you forgotten your [username or password?](#)

## My Job Cart for Mrs. Wisc.Jobs

Your Personal Information has been updated successfully

Welcome, Mrs., to your personal job cart! Here you'll be able to keep track of all jobs that you have applied for, your saved jobs, and resumes.

All the information for your account can be accessed from the "My Job Cart" button on the top of each page after you have logged in.

### Personal Information

**Mrs. Wisc.Jobs**  
Wisc.Jobs@wi.gov  
608-266-1731  
101 East Wilson Street  
4th Floor  
Madison WI 53703

[Update Personal Information](#)

[Change Password](#)

### My Job Applications

[View My Withdrawn Applications](#)

Job Title Job Announcement Code	Agency/Campus	Last Updated	Application Deadline	Complete	Application Status
------------------------------------	---------------	--------------	----------------------	----------	--------------------

You do not have any active job applications.

### My Saved Jobs

[View My Saved Searches](#)

Job Title/ Job Announcement Code	Date Added	Application Deadline
-------------------------------------	------------	----------------------

You do not have any saved jobs.

### My Resumes

[Add Resume](#)

Resume Name	Edit	View	Last Updated	Delete
-------------	------	------	--------------	--------

You do not have any resumes.

**Step 1:** Review and update your account information by clicking **“Update Personal Information.”** Add or update any personal information that has not already been collected in other areas of the site. All mandatory fields must be completed before the information can be updated.

## Personal Information

### Basic Information \* Indicates mandatory fields

\* First Name: Mrs.

Middle Initial:

\* Last Name: Wisc.Jobs

\* Mother's Maiden Name: SHRS

Social Security Number:

Date of Birth (mm/dd/yyyy): 1/1/1977

\* Mailing Address 1: 101 East Wilson Street

Mailing Address 2: 4th Floor

\* City: Madison

\* State: Wisconsin

\* Zip Code: 53703

\* Country: United States

Email Address: Wisc.Jobs@wi.gov

Daytime Phone Number: 608 - 266 - 1731 TTY/Ext.

Evening Phone Number: 608 - 266 - 1731 TTY/Ext.

Other Phone Number: TTY/Ext.

Fax Number: 608 - 267 - 1000

\* I am currently **legally authorized** to work in the United States.

Yes

\* I am a Wisconsin Resident.

Yes

The following additional information is optional. Gender and race information are used for equal employment opportunity/affirmative action purposes only.

Gender: Select

Race: Select

Educational Level: Select highest level completed:  
Select

### Disabled Expanded Certification

Qualified disabled persons may be eligible for consideration in the certification process. For the *Disabled Expanded Certification form* click [HERE](#).

If you do not have Adobe Acrobat, you may download it free from [Adobe Acrobat Reader](#).

### Certifying Statement

I certify that the information I have provided 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  I Disagree

Update Personal Information

1. **Basic Information:** This section collects basic contact information needed for future applications and for any mailings that might be sent to you. 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. Your Social Security Number is one way to keep your account unique from other users.

2. **I am currently legally authorized to work in the United States:** Respond “yes” or “no” by making the correct selection from the drop down menu.
3. **Are You a Wisconsin Resident?:** Respond “yes” or “no” by making the correct selection from the drop down menu. Wisconsin Residency is not required for permanent full-time positions, but is required for limited term and project positions.
4. **Additional Information:** While this component is not required, the information is very important for us to collect and we encourage you to provide as much information as you feel comfortable providing.
5. **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 it completed by your physician and mail it in to the Office of State Employment Relations, Division of Merit Recruitment and Selection (address is 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.

6. **Certifying Statement:** You must read the information and elect “I Agree” or “I Disagree” by clicking on the appropriate radio button.

**Note:** If you click the “I Disagree” radio button, you will get the message “A certification statement is required. Click “OK” to make a selection otherwise if you click “CANCEL” your application will NOT be processed and you will be taken to the home page.”

## Personal Information

Mrs. Wisc.Jobs  
Wisc.Jobs@wi.gov  
608-266-1731  
101 East Wilson Street  
4th Floor  
Madison WI 53703

Update Personal  
Information

Change Password

**Step 2:** Click “**Change Password**” to change your current password. You will need to enter your username and current password and then enter a new password and confirm the password by entering it a second time. Click “**Change My Password**” to finalize the changes.

## My Account - Change Password

**Want to change your password?** Enter your original Username and Password, then fill in the *new password* below, then enter it again in the *confirm new password* field.

Username \*

Password \*

---

New Password \*

(6-12 alphanumeric characters.)

Confirm New Password \*

(6-12 alphanumeric characters.)

Change My Password

**Step 3:** The **My Saved Jobs** section of the **My Job Cart** page is the place where all of the job announcements you saved to the job cart are stored. Click on a job announcement title to view the announcement and apply or remove the announcement from **My Job Cart**. Job announcements are listed by:

- ✔ Job Title (the name of the job announcement)
- ✔ Date Added (the date the job announcement was saved to the job cart), and
- ✔ Application Deadline (deadline date of the job announcement)

### My Saved Jobs

[View My Saved Searches](#)

Job Title/ Job Announcement Code	Date Added	Application Deadline
<a href="#">ANIMAL RESEARCH TECH</a> UW0072475	4/3/2009	OPEN

**Note:** See 2<sup>nd</sup> bullet under Step 5 on page 22 to add job announcements to **My Job Cart**.

**Note:** Job Announcements that have expired are automatically deleted from the job cart. To delete a job announcement from the job cart, click on the title of the job announcement and then click the **“Remove From My Jobs”** button on the top right side of the **Job Announcement** page.

**Step 4:** The **My Resumes** section of **My Job Cart** allows you to create and store resumes in the job cart.

### My Resumes

[Add Resume](#)

Resume Name	Edit	View	Last Updated	Delete
-------------	------	------	--------------	--------

You do not have any resumes.

- ✔ Click **“Add Resume”** to create a new resume and store it in **My Job Cart**. The first and recommended option is to upload your resume and attach it to your applicant record by clicking on **“Upload Your Resume.”** This is probably your best option if you already have a prepared resume. It allows direct upload from another program, and ensures that your resume will be received in a format controlled by you. Your next option is to start from scratch on the first page of the resume builder by clicking **“Resume Builder.”** Resumes stored in **My Job Cart** are listed by the **“Resume Name”** you gave the resume when you saved it.

## Resume

WiscJobs provides two different options for posting your resume.

- Option 1; [Upload Your Resume](#) allows you to attach a Microsoft Word or Adobe Acrobat file.
  - Option 2; [Resume Builder](#) provides the ability to build a resume from scratch.
- ✔ You also have the option to view a resume (click the magnifying glass icon to view your resume), track your most recent changes to a resume (the date of your last change is noted in the Last Updated column), or to delete a resume (click the trash can icon to delete the resume).

### My Resumes

[Add Resume](#)

Resume Name	Edit	View	Last Updated	Delete
<a href="#">Mrs. WiscJobs Resume</a>	<a href="#">Edit</a>		4/3/2009	

**Step 5:** Click “**Search Jobs**” on the left menu bar to begin searching. You are given multiple categories to select from to customize your job announcement search. The more categories you enter, the narrower the search becomes (for specific instructions see Topic VI page 23).

Home
Search Jobs
Search Classes
How to Apply
Class and Pay Range Information
Application Materials
Restoration Rights & Reinstatement Eligibility
Dept of Workforce Development Links
Human Resource Directories
Frequently Asked Questions
Help

- ✓ When you view the details of a job announcement, you will notice an **“Apply Now”** button on the top right side of the page. Pressing this button will either allow you to apply online immediately or give you the required steps to apply (sending in a paper application and resume, taking a test, or going to a different website to fill out an online application).



- ✓ The **“Add to My Jobs”** button appears next to the **“Apply Now”** button on the right corner of the page when viewing the details of a job announcement. Clicking **“Add to My Jobs”** saves the job announcement in the **“My Job Cart”** page. To remove a job announcement, go to **“My Job Cart”** and click on the job announcement title. You will notice the **“Add to My Jobs”** button has now changed to **“Remove from Cart.”** Click the **“Remove From My Jobs”** button to delete the job announcement.



**Note:** When a job announcement that is saved to **“My Job Cart”** expires, it will automatically be deleted from **“My Job Cart”** unless you have applied for the position.

## Topic VI: Search Jobs Using “Search Jobs”

**Step 1:** Click “**Search Jobs**” on the left side menu on any page. The **Job Search** page that appears has multiple options for you to choose from to customize your search for job announcements. The more options you select, the narrower your search becomes.

Home
Search Jobs
Search Classes
How to Apply
Class and Pay Range Information
Application Materials
Restoration Rights & Reinstatement Eligibility
Dept of Workforce Development Links
Human Resource Directories
Frequently Asked Questions
Help

**Step 2:** Choose from the options to customize your search. (You can select one of the options or all of the options.) The options are as follows:

- ✔ Search by one of five specific time frames including:
  1. “**All Published**”: returns all of the job announcements listed in WiscERS that are still open
  2. “**Since Yesterday**”: returns all of the job announcements posted in WiscERS with today’s date
  3. “**Last 3 Days**”: returns all of the job announcements posted in WiscERS within the past three days (from today’s date) that are still open
  4. “**Last 7 Days**”: returns all of the job announcements posted in WiscERS within the past seven days (from today’s date) that are still open
  5. “**Last 30 Days**”: returns all of the job announcements posted in WiscERS within the past 30 days (from today’s date) that are still open

- ✔ Find all job announcements with a specific “**Keyword**” by entering text into the blank text field next to the keyword field. When you submit the search, WiscERS will look through all of the current job announcements for any positions that match the text that you entered in the text field. If you know a specific Job Announcement Code, you can enter it into the keyword field.
  1. “**All words**”: select this from the drop down menu to look for all job announcements that contain all of the words you entered in the text field box.
  2. “**Any word**”: select this from the drop down menu to look for all job announcements that contain any of the words you entered in the text field box.
- ✔ “**Type of Announcement**” drop down box allows you to search from eight different categories. The categories are: All Announcement Types, Civil Service Classified, Civil Service Promotional, Civil Service Transfer, Limited Term Employment, Local & Tribal Government, Project-Project Employment, and Unclassified State Opportunities.

**Note:** Only Civil Service Classified jobs are required to be posted on the WiscERS site.

- ✔ Search through job announcements using the “**Job Category**” drop down. Select “ALL CATEGORIES” from the drop down list to find all job announcements from any of the job categories listed in WiscERS. 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.
- ✔ Search for job announcement by county by using the “**Job Location by County**” drop down menu. Select “ALL LOCATIONS” from the drop down list to find job announcements listed for any of the 72 Wisconsin counties or outside of the State of Wisconsin. 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.

**Note:** “**Location(s)**” may also be referred to as “**County(ies)**” on other WiscERS pages.

- ✔ Search for job announcements by class codes by using “**Job Classification**” options. Type in the class title or code you want to find.

**Note:** You may enter part of a classification title or code or the entire class title or code. The search returns all of the classification titles or numbers that match or have part of the text you entered.

Click “**Search**” to activate the searching process and find all of the class titles or class codes that match the text you entered. Select a class title from the results by clicking on the title.

- ✔ Search for job announcements by bargaining unit by using the “**Bargaining Unit**” drop down menu. Selecting “ALL BARGAINING UNITS” from the drop down list returns all current job announcements listed for all bargaining units. To find job announcements for a specific bargaining unit, click on the bargaining unit of interest.
- ✔ Search for job announcements by schedule and pay ranges by using the “**Pay Schedule/Range**” dropdown menu. Select a schedule and pay range from the drop down menu by clicking on the schedule/pay range of interest.
- ✔ Search for job announcements at a particular state agency or campus by using the “**Agency/Campus**” drop down menu (also called “**Organizations**” on other pages in WiscERS). Select “ALL AGENCIES” from the drop down list 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 counties, hold down the CTRL key on the keyboard while clicking the agencies/campuses of interest.
- ✔ Search for job announcements with particular hours by using the “**Work Hours**” drop down menu. Select “ALL TYPES” to view all job announcements listed for all five types of employment. To find job announcements with particular work hours, select the work hours. To select multiple work hours, hold down the CTRL key on the keyboard while clicking on the work hours. The three work hour options through the State of Wisconsin are:

- 1) “Full Time” (40 hrs/week)
- 2) “Part Time” (less than 40 hrs per week)
- 3) “Shift Work” (Evening 2nd Shift, 3 to 11 pm or similar hours; or Evening 3rd Shift, 11pm to 7am or similar hours)

## Job Search

Enter search criteria below and click Search.

(Hold the Ctrl key + Click to make multiple selections)

Jobs Posted:	
All Published	<input type="button" value="Search"/>
Keyword(s) or Job Announcement Code:	
<input type="text"/>	Using: All of these words
Type of Announcement:	
-- All Announcement Types --	
Job Category:	Job Location by County:
-- All Categories -- Accounting, Budget, Finance, Purchasing Administrative Support, Clerical	-- All Locations -- Adams Ashland
	<a href="#">Show WI State Map</a>
Enter a classification title or classification code and click Search to populate the Job Classification box to the right.	Job Classification:
<input type="text"/> <input type="button" value="Search"/>	-- All Classifications --
Bargaining Unit:	Pay Schedule/Range:
-- All Bargaining Units --	-- All Pay Schedule/Range --
Agency/Campus:	Work Hours:
-- All Agencies -- -Local & Tribal Government Administration, Department of	-- All Types -- Full Time Part Time
<input type="button" value="Search"/>	

**Step 3:** Click “**Search**” to begin the searching process.

**Note:** If your search does not yield any or the desired results, click “**Search Again**” on the Job Search Results page or use the back arrow button to return to the Search Jobs page and revise your search.

**Step 4:** View the results of **Search Jobs**. The job announcements are automatically sorted by “Job Title” in alphabetical order. Each “Job Title”

also has a “Job Announcement Code”, “Location”, “Agency/Campus”, “Date Posted”, and “Application Deadline” column.

- ✔ **“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 the position commonly used by the hiring organization.
- ✔ **“Job Announcement Code”**: a number assigned to each job announcement to identify the job announcement.

**Note:** Make note of the Job Announcement Code as you may be asked to list it when you apply for the position. Notice that all University of Wisconsin-Madison jobs have an Announcement Code that begins with “UW” followed by a number.

- ✔ **“Location”**: the county or counties that the position is located.
- ✔ **“Agency/Campus”**: the agency or campus that has the current job opening.
- ✔ **“Date Posted”**: the date the agency posted the job announcement in WiscERS.
- ✔ **“Application Deadline”**: is also known as the “Deadline” date. This is the date through which the organization will accept applications for this position. An announcement may also state that it is “Open” meaning that the organization will accept applications until the needs of the organization are met, or that the position is open for “Continuous Recruitment” meaning that applications are accepted continually as there are many similar vacancies in the organization.

**Note:** You can sort the job announcements by any one of these fields by clicking on the column/field heading you wish to sort by. You can also reverse the order by clicking on the column/field again.

## Job Search Results

[Search Again](#)

Click on the job title to view specific information about that job.

[Log in to save this search](#)

57 Job/Job Announcement(s) Found.

Some Jobs may contain multiple Job Announcement Codes

Goto Page: [Next>>](#) [1](#) [2](#) [3](#)

 = Allows online application

Job Title Job Announcement Code	Location	Agency/Campus	Date Posted	Application Deadline
<a href="#">ANIMAL RESEARCH TECH</a> UW0072475	Dane	UW - Graduate School	3/30/2009	(OPEN)
<a href="#">ANIMAL RESEARCH TECH</a> UW0072503	Dane	UW - Graduate School	3/30/2009	(OPEN)
<a href="#">Baker 1</a> 0901105	Portage	UW Stevens Point	4/2/2009	4/10/2009

**Step 5:** Click on the “**Job Title**” of the announcement to view the details of the job announcement. (The information provided in the job announcement is listed in Step 6 below.)

**Step 6:** View the details of the **Job Announcement**. The job announcement details may include many fields based on the information entered by the organization. Possible fields include:

**Note:** If no text is entered into a section, that section will not appear.

- ✓ **“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 organization. For example a classification title might be Program Assistant 2 while the working title is Gaming Clerk.
- ✓ **“Job Announcement Code(s)”:** a number assigned to each job announcement to identify the job announcement. There may be one or more Job Announcement Codes (JACs) listed for an announcement. For example, a job announcement might list a JAC for the entry level and another for the intermediate level.
- ✓ **“County(ies)”:** may also be displayed as “Location(s)” and is the county in which the position is located. For example, if the “County(ies)” field displays “Dane” then the position is located in Dane County.

- ✔ **“Classification Title(s)/JAC”**: a restatement of the job title and job announcements codes from the main heading of the job announcement.
- ✔ **“Job Working Title(s)”**: a restatement of the working title, which is another name for a position that is commonly used by the hiring organization. For example a classification title might be Program Assistant 2 while the working title is Gaming Clerk.
- ✔ **“Type of Employment”**: there are five options for type of employment that may be used in combination with one another. The five types of employment include:
  1. Full Time (40 hrs/week)
  2. Part Time (less than 40 hrs/week)
  3. Evening 2nd Shift (3 to 11pm or similar hours)
  4. Evening 3rd Shift (11pm to 7am or similar hours)
  5. Seasonal (minimum of 600 hrs/year but less than 1828 hrs/year)
- ✔ **“Salary”**: the current pay expected for the position. Salary can be stated as an hourly wage or annual salary. Also you may see many announcements that indicate pay will be based on transfer, reinstatement or voluntary demotion compensation rules. The probationary period is usually listed here also. The pay schedule and pay range are also listed here. This information may be important for determining you eligibility for the position.
- ✔ **“Special Qualifications”**: an additional qualification(s) or requirement that is needed for successful performance in the position. For example, an organization may require an applicant to be able to type 45 words per minute or possess a Commercial Drivers License.
- ✔ **“Contact”**: the person you should call (or e-mail if the address is provided) if you have any questions related to the specific position.
- ✔ **“Bargaining Unit”**: the bargaining unit assigned to represent the position or classification.
- ✔ **“Area of Competition”**: all positions announced in WiscERS will list “Employee Referral Service” as the area of competition. All announcements listed on the WiscERS system are open to at-risk or laid-off employees.
- ✔ **“Deadline to Apply”**: the date through which the agency will accept applications for this position.

✔ **“Exam Information”**: Gives exam details. If the exam is on-line, you can preview the exam. If there is no exam information read the How to Apply section of the job announcement.

✔ **“Introduction”**: a brief overview of the position and responsibilities.

**Note:** The introduction heading is not displayed on the job announcement detail page.

✔ **“Job Duties”**: a brief description of the job duties required for the position.

✔ **“Special Notes”**: any additional requirements, tests or other pieces of information the organization needs to make applicants aware of for the position.

✔ **“Job Knowledge, Skills, and Abilities”**: a brief description of the knowledge, skills, and abilities needed to successfully perform in the position.

✔ **“How to Apply”**: specific instructions informing applicants how to apply for a position. “How to Apply” may direct you to submit materials to the organization, go to another website to apply online, or to apply online through WiscERS.

**Note:** If a job requires that you submit an online application, you will need to create an account or login to begin the application process. (See Topics IV, page 9, and V, page 15, for more information.)



 [Log In to Apply](#)

 [Email A Friend](#)

[Printable Version](#)

## Employment Relations, Office of State

### Boeing Business Jet Air Plane Pilot

Job Announcement Code(s): 09-00043

<b>County(ies):</b>	<a href="#">*Outside of WI</a> , <a href="#">*Statewide</a> , <a href="#">Adams</a> , <a href="#">Ashland</a> , <a href="#">Barron</a> , <a href="#">Bayfield</a> , <a href="#">Brown</a> , <a href="#">Buffalo</a> , <a href="#">Burnett</a> , <a href="#">Calumet</a> , <a href="#">Chippewa</a> , <a href="#">Clark</a> , <a href="#">Columbia</a> , <a href="#">Crawford</a> , <a href="#">Dane</a> , <a href="#">Dodgę</a> , <a href="#">Door</a> , <a href="#">Douglas</a> , <a href="#">Dunn</a> , <a href="#">Eau Claire</a> , <a href="#">Florence</a> , <a href="#">Fond du Lac</a> , <a href="#">Forest</a> , <a href="#">Grant</a> , <a href="#">Green</a> , <a href="#">Green Lake</a> , <a href="#">Iowa</a> , <a href="#">Iron</a> , <a href="#">Jackson</a> , <a href="#">Jefferson</a> , <a href="#">Juneau</a> , <a href="#">Kenosha</a> , <a href="#">Kewaunee</a> , <a href="#">La Crosse</a> , <a href="#">Lafayette</a> , <a href="#">Lanqlade</a> , <a href="#">Lincoln</a> , <a href="#">Manitowoc</a> , <a href="#">Marathon</a> , <a href="#">Marinette</a> , <a href="#">Marquette</a> , <a href="#">Menominee</a> , <a href="#">Milwaukee</a> , <a href="#">Monroe</a> , <a href="#">Oconto</a> , <a href="#">Oneida</a> , <a href="#">Outaqamie</a> , <a href="#">Ozaukee</a> , <a href="#">Pepin</a> , <a href="#">Pierce</a> , <a href="#">Polk</a> , <a href="#">Portage</a> , <a href="#">Price</a> , <a href="#">Racine</a> , <a href="#">Richland</a> , <a href="#">Rock</a> , <a href="#">Rusk</a> , <a href="#">Sauk</a> , <a href="#">Sawyer</a> , <a href="#">Shawano</a> , <a href="#">Sheboygan</a> , <a href="#">St. Croix</a> , <a href="#">Taylor</a> , <a href="#">Trempealeau</a> , <a href="#">Vernon</a> , <a href="#">Vilas</a> , <a href="#">Walworth</a> , <a href="#">Washburn</a> , <a href="#">Washington</a> , <a href="#">Waukesha</a> , <a href="#">Waupaca</a> , <a href="#">Waushara</a> , <a href="#">Winnebago</a> , <a href="#">Wood</a>
<b>Classification Title: / JAC:</b>	AIRCRAFT PILOT 09-00043
<b>Job Working Title:</b>	Boeing Business Jet Pilot
<b>Type of Employment:</b>	Full Time (40 hrs/week) Part Time (less than 40 hrs/week) Evening 2nd Shift (3 to 11pm or similar hours) Evening 3rd Shift (11pm to 7am or similar hours) Seasonal (minimum of 600 hrs/year but less than 1828 hrs/year)
<b>Salary:</b>	The current pay expected for the position. Salary can be stated as an hourly wage or annual salary. Also you may see many announcements that indicate pay will be based on transfer, reinstatement or voluntary demotion compensation rules. The probationary period is usually listed here also. The pay schedule and pay range are also listed here. This information may be important for determining you eligibility for the position.
<b>Special Qualifications:</b>	state driver's license - 21302 An additional qualification(s) or requirement that is needed for successful performance in the position. For example, an organization may require an applicant to be able to type 45 words per minute or possess a Commercial Drivers License.
<b>Contact:</b>	Shari Nevel, 608-266-7569, shari.nevel@wisconsin.gov
<b>Bargaining Unit:</b>	Non-Represented
<b>Area of Competition:</b>	Employee Referral Service
<b>Deadline to Apply:</b>	4/17/2009 The date through which the agency will accept applications for this position.
<b>Exam Information:</b>	Exam cannot be previewed.

A brief overview of the position and responsibilities.

**Job Duties:** A brief description of the job duties required for the position.

**Special Notes:** Any additional requirements, tests or other pieces of information the organization needs to make applicants aware of for the position.

**Job Knowledge, Skills and Abilities:** A brief description of the knowledge, skills, and abilities needed to successfully perform in the position.

**How To Apply:** Specific instructions informing applicants how to apply for a position. "How to Apply" may direct you to submit materials to the organization, go to another website to apply online, or to apply online through WiscERS.

- Step 7:** Click “**Printable Version**” to get a printer friendly version of the job announcement text. A separate window will open after clicking “**Printable Version.**” Click “**Print,**” close the window and you will return to the job announcement text.
- Step 8:** After viewing the details of a job announcement you can return to the **Job Search Results** page by using the “**Back**” arrow button at the top of your browser page.
- Step 9:** Begin a new search by clicking “**Search Jobs**” on the menu on the left side of the page.

## Topic VII: Search for Classifications using Search Classes

Use the **Search Classes** button to find all classes that exist in state service and specific information on each class (such as schedule, range, bargaining unit, etc.). **Search Classes** will not find job announcements for a specific class. To find job announcements for a specific class, use the **Search Jobs** feature explained in Topic VI, on page 23.

**Step 1:** Click “**Search Classes**” on the **WiscERS Home Page** (or from the left menu bar at any time). Once you click on “**Search Classes**” you are taken to the **Search Classifications** page. From the **Search Classifications** page you are able to search for classes by using the “**Class Code,**” or “**Class Title.**”



[Search Jobs](#)  
[Search Classes](#)  
[How to Apply](#)  
[Class and Pay Range Information](#)  
[Application Materials](#)  
[Restoration Rights & Reinstatement Eligibility](#)  
[Dept of Workforce Development Links](#)  
[Human Resource Directories](#)  
[Frequently Asked Questions](#)  
[Help](#)

Or



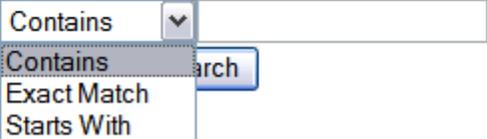
Home  
Search Jobs  
Search Classes  
How to Apply  
Class and Pay Range Information  
Application Materials  
Restoration Rights & Reinstatement Eligibility  
Dept of Workforce Development Links  
Human Resource Directories  
Frequently Asked Questions  
Help

**Step 2:** Enter search criteria to narrow the classification search. Search criteria are available to assist you in your search for a classification that interests you. These criteria are found in the drop down box that displays “**Contains.**”

## Search Classifications

Please enter search criteria below and press the Search button to display classifications:

Search Titles or Code:



Click on the arrow to see the other criteria available: “**Exact Match**” and “**Starts With.**” The information you have available will determine which of the three criteria is best suited for the search. Each of the three criteria performs a different kind of search using the text you typed into the text field. Examples of each of the three criteria are as follows:

- ✔ “**Contains**”: if you are familiar with the class title of a position, select “**Contains**” from the drop down menu and then type in part of or all of the title. For example, if you had previously worked in a position as a coordinator, you could type in “coordinator” to find other classes that fall under this job category. Once you click on the “**Search**” button you will be taken to the **Classification Search Results** page that will display a listing of classifications that are somehow similar to the classification that you used in your search. In searching for “coordinator” you would find a list of classes that have “Coordinator” somewhere in the “Class Title.”

**Note:** You also have the option of searching by the class code. For example, if you recall that the class code ends with the numbers “160” but can’t remember the first two numbers, you can select “Contains” and then type “160.” Once you click the “Search” button you will see a listing of class titles that have class codes that include the numbers “160” displayed in sequential order.

- ✔ “**Exact Match**”: If you know the exact “Class Title” of the classification you are searching for, you can select “Exact Match” from the drop down menu and then type in the title. For example, if you want to search for the class Clinical Coordinator, type it in the field and click “**Search.**” Once you click on “**Search,**” the class title will appear in the **Classification Search Results** page.

If you know the class code of the classification that you are searching for, select **“Exact Match”** and type in the class code in the blank text field. For example, if you know that the class code for Accountant is 00160, you can simply type in “00160.” Once you click **“Search”** you will see the Accountant class title listed.

- ✔ **“Starts With”**: If you are unsure of the spelling of the class title select **“Starts With”** and type in a few letters of the class title. Click **“Search”** to begin the search. For example, if searching for Procurement Specialist, type in “Pro.” After you click **“Search”** you will see a listing of class titles that begin with the letters “pro.” A few of the class titles that you would see when searching for “Pro” include Probation & Parole Agent, Produce Gardener, Program Assistant 2. If you are searching for a class title and know only the first few number(s) of the class code you can select **“Starts With”** and type in a few numbers. For example, if you remember that the code starts with the numbers “51,” type it in and click **“Search.”** After clicking **“Search”** you will see a listing of the class titles that have class codes beginning with “51.” The results that you would find from searching for the numbers “51” would include 51201- Court Liaison 1, 51701- Probation & Parole Agent (A).

## Classification Search Results

[Search Again](#)

Click on the class code to view specific information about the classification.

4757 Record(s) Found.

Class Code	Class Title	Schedule Range	Barg Unit
<a href="#">24060</a>	ACADEMIC DEPARTMENT ASSOCIATE	02 - 11	02
<a href="#">23060</a>	ACADEMIC DEPARTMENT ASSOCIATE (A)***	02 - 10	02
<a href="#">23070</a>	ACADEMIC DEPARTMENT ASSOCIATE (B)***	02 - 11	02
<a href="#">06022</a>	ACADEMIC DEPARTMENT MANAGER	81 - 03	17
<a href="#">25060</a>	ACADEMIC DEPARTMENT SPECIALIST	02 - 12	02

- Step 3:** Click on the specific Class Code in the left-hand column to view specific information about a classification. On the **View Classifications** page where you can view compensation and classification information that applies to that class title. When at the **View Classifications** page you can link to the Counterpart Pay Range Designation chart by clicking on **“Click here to view Pay Sched/Range Counterparts.”**

## Topic VIII: Get Help in WiscERS

There are three basic help areas in WiscERS; Frequently Asked Questions (FAQ's), Help, and Feedback.

### Area 1 Frequently Asked Questions

Click on the “**FAQs**” button located on the green menu bar at the top of each page or on the “**Frequently Asked Questions**” bar on the left side of the page.



Or

Home
Search Jobs
Search Classes
How to Apply
Class and Pay Range Information
Application Materials
Restoration Rights & Reinstatement Eligibility
Dept of Workforce Development Links
Human Resource Directories
Frequently Asked Questions
Help

This will bring you to a list of frequently asked questions.

### Area 2 Help

Click on the “**Help**” button located on the green menu bar at the top of each page or the “**Help**” bar on the left side of the page.

This page will give you basic contact information along with three links to Human Resource terminology.

## Help

### [Contact Information](#)

If you have any questions regarding WISCERS or need assistance using the system, personalized assistance is available from the Office of State Employment Relations.

### [Site Glossary](#)

Glossary of commonly used HR terms.

### [Glossary of Human Resource Terms](#)

This Glossary provides definitions for Human Resources terms used by the Division of Compensation and Labor Relations at the Office of State Employment Relations. NOTE: It is intended that this document will be updated as terminology, policies, statutes, codes, rules, and regulations are changed.

### [Human Resources Acronyms](#)

Acronyms commonly used in Wisconsin Civil Service.

## Area 3      **Feedback**

To use the feedback form click on the link on the **WiscERS Home Page** or on “**Feedback**” button located on the green menu bar at the top of each page

If you experience an error while using WiscERS (or you would like to make a comment), use the **Public Feedback** form . Your feedback will be reviewed and responded to by staff members of the Office of State Employment Relations, Division of Merit Recruitment and Selection.

If you have questions about a particular position, go to the job announcement and find the contact information for the position. Call the job announcement contact directly for answers to all questions related to the position.

If you have difficulty while trying to operate WiscERS or other questions that should be answered by someone other than the job announcement contact send an e-mail to [wiscjobs@wisconsin.gov](mailto:wiscjobs@wisconsin.gov) or call 608-267-1012.