

Jobs for Wisconsin Grads

2009-2010

Employer User's Guide



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Jobs for Wisconsin Grads
wijobs4wigrads@uwgb.edu

<http://www.myconsortium.com/wisconsin/employer/>

Consortium Members:

*UW-Eau Claire, UW-Green Bay, UW-La Crosse, UW-Madison, UW-Milwaukee, UW-Oshkosh,
UW-Parkside, UW-Platteville, UW-River Falls, UW-Stevens Point, UW-Stout, UW-Superior,
and UW-Whitewater*



Jobs for Wisconsin Grads

Employer Feature Overview

The main features of *Jobs for Wisconsin Grads* are:

HOME

View announcements from the Consortium.

MY PROFILE

Edit your personal contact & company information. Ensure that applicants can contact you and that your organization is presented accurately.

RESUME REQUEST

Select criteria to request resumes from all member schools. Resumes that match defined criteria are then forwarded separately by each consortium member.

MY JOBS

Create jobs, co-op positions & internship listings to post to consortium member schools.

CONSORTIUM MEMBERS

Access consortium member websites and consider additional recruitment efforts at individual campuses.

How can Jobs for Wisconsin Grads help my organization?

Jobs for Wisconsin Grads is an easy to use system that provides a single point of entry with one username and one password to allow unlimited postings of jobs to our current consortium members. Currently all 13 UW system schools are consortium members – UW-Eau Claire, UW-Green Bay, UW-La Crosse, UW-Madison, UW-Milwaukee, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-River Falls, UW-Stevens Point, UW-Stout, UW-Superior and UW-Whitewater. Jobs for WI Grads is your best link to students and graduates of UW system institutions. Jobs for WI Grads will allow your organization to post jobs, internships and co-op positions to all thirteen consortium schools. **Take the time to register today at Jobs for WI Grads and begin listing positions!**

Our consortium members are eager to facilitate your recruitment of our students and alumni. A list of our members and contact information is included on the last page of this guide.

Access to Jobs for WI Grads

1. Navigate to <http://www.myconsortium.com/wisconsin/employer/>. Click on "Click Here to Register".
2. Enter basic information to create a user account in Jobs for WI Grads.
3. Once your registration is approved by the consortium, you will be notified via email.
4. Begin to list jobs, internships and co-op positions as frequently as needed as well as request resumes.

Posting a Job/Co-op/Internship with Jobs for Wisconsin Grads

Jobs for WI Grads enables you to post jobs, co-ops and internships for students and alumni to view on-line.

To post a new job, co-op or internship:

1. Navigate to **MY JOBS** on the main navigation bar and select the **NEW JOB** link.
2. Enter basic information as noted and required. Fields marked with an Asterisk are required fields and must be completed.
3. Enter either **Full-time** or **Part-time** for job status. Enter specific details of pay status for Wage & Salary.
4. For **PERIOD OF EMPLOYMENT** indicate – Spring Semester, Fall Semester, Winter Break, Summer, Academic Year, Year Round or Post-Graduate for professional employment.
5. Information for Job Description, Qualifications and Application Instructions can be cut/pasted from another software application.
6. Please note that the contact information is pre-populated with your contact information for the **MY PROFILE** section of Jobs for WI Grads. If you would prefer that applicants contact another individual with your organization, please make that change here.
7. For **POSITION TYPE**, be sure to select **PROFESSIONAL POSITION** for graduates.
8. **DATE POSTED** is the date the announcement will be available for students to view at each consortium school.
9. **EXPIRE DATE** is the date the announcement will be no longer viewable to students at each consortium school.
10. **SHOW CONTACT INFORMATION** allows students to view information in your profile as a method of contact.
11. Click the **SAVE** button at the bottom of the page. Positions are not immediately available for review by students. Each job submitted is reviewed by each individual consortium school for posting on the individual campus.

To re-post a former job, co-op or internship:

1. Navigate to **MY JOBS** on the main navigation bar and select **JOB LIST**.
2. Edit the sections of the job as needed. **SAVE** each section when completed.
3. To repost the position, you edit the **DATE POSTED** field and the **EXPIRATION DATE** field.
4. **ACTIVE** jobs are only viewable to students if the **EXPIRATION DATE** has not passed.

Managing Your Account and Contact Information

You can manage information that students at consortium member schools will see. This includes critical contact information as well as information about your organization.

To edit account information:

1. Click on **MY PROFILE** on the main navigation bar. Click on **EDIT** for each section to change or provide information about your organization and your contact information. If your organization name begins with "A" or "The", please list that information at the end followed by a comma. An example is ABC Company, The. This will assist schools to locate and manage your organization record accurately. Click on **SAVE** when edits and changes are complete.
2. Please note that **MAJORS** that your organization would normally hire or recruit can be identified as well as an on-line application web address.

Requesting Resumes from Consortium Members

You can create a request for student resumes and the request will be forwarded automatically to all 19 consortium members. Each member school will review the request and forward any resumes IF they have resumes of students/graduates on file matching the criteria in the request.

Resume requests may arrive in different formats that include, but may not be limited to, PDF, direct mailed resumes or faxed resumes. When possible, electronic methods will be the preferred method of completing your request for resumes.

To complete a resume request:

1. Click on **RESUME REQUEST** on the main navigation bar.
2. Review the listed criteria of majors, degree type, student classification or graduation date. You may also request a keyword search that will search for that word on all available student/graduate resumes. To select multiple criteria in a field, use the CTRL key. Once criteria has been selected, click on **CONTINUE**.
3. A second screen appears with an option to provide a note to the member schools. This note may be used to request student/graduate interest in a type of position – marketing, sales or human resources. This note field may also be used to indicate an alternative person to receive the resumes other than you as the user of Jobs for WI Grads.
4. Review the selected criteria and the information in the note field. When the request is complete and accurate, click on **SEND REQUEST** to forward your request to all consortium members.
5. Please note that a record of your resume request is not created and saved in Jobs for WI Grads. If you need to document the criteria for the request and the date and time of the request, please do that independent of the Jobs for WI Grads system.

Jobs for Wisconsin Grads Consortium Members

UW-Eau Claire

Jessica Gardner
Career & Employment Coordinator
Career Services
230 Schofield Hall
Eau Claire, WI 54702
PH: 715-386-5358
FX: 715-836-4023
gardnejj@uwec.edu

UW-Green Bay

Linda Peacock-Landrum
Director
Career Services
2420 Nicolet Drive
Green Bay, WI 54311-7001
PH: 920-465-2163
FX: 920-465-2920
peacockl@uwgb.edu

UW-La Crosse

Tim Tritch
Sr. Student Services Coordinator
Career Services
1725 State Street
LaCrosse, WI 54601
PH: 608-785-8624
FX: 608-785-8518
tritch.timo@uwlax.edu

UW-Madison Agricultural & Life Sciences

John Klatt
College of Agricultural and Life Sciences
1450 Linden Dr., Rm. 116
Madison, WI 53716
PH: 608-262-4618
FX: 608-265-5905
jklatt@cals.wisc.edu

Maria McGinnis

Employee Relations/Career Advisor
1450 Linden Dr., Rm. 116
Madison, WI 53716
PH: 608-262-3460
FX: 608-265-5905
mmcginnis@cals.wisc.edu

UW-Madison Business

Duane Cooper
Event Manager
School of Business Career Center
975 University Avenue
Madison, WI 53706
PH: 608-262-4393
FX: 608-265-4190
dcooper@bus.wisc.edu

UW-Madison Education

Steve Head
Director
Educational Portfolios & Career Services
1025 W. John, 141 Education Science Bldg
Madison, WI 53706
PH: 608 262-1755
FX: 608 262-9074
sh@education.wisc.edu

UW-Madison Engineering

Kathy Prem
Assistant Director
Engineering Career Services
M1002 Engineering Drive
Madison, WI 53706
PH: 608 262-3472
FX: 608 262-7262
prem@enr.wisc.edu

UW-Madison Letters & Science

Pam Garcia-Rivera
Assistant Director
Letters & Science Career Services
1305 Linden Drive
Madison, WI 53706
PH: 608 262-3921
FX: 608 262-3922
pgarciativer@wisc.edu

UW-Milwaukee Career Development Center

Linda Walker
Senior Advisor
Career Development Center
P.O. Box 113, 128 Mellencamp Hall
Milwaukee, WI 53211
PH: 414-229-4487
FX: 414-229-5347
walkel@uwm.edu

UW-Milwaukee Lubar School of Business

Greg Krejci
Director
Career Services
PO Box 742
Milwaukee, WI 53201
PH: 414-229-5445
FX: 414-229-5132
careerserv@uwm.edu

UW-Milwaukee College of Engineering

Juli Pickering
Coordinator
Engineering Career Services
PO Box 784
Milwaukee, WI 53201-0784
PH: 414-229-3208
FX: 414-229-2854
ceascareers@uwm.edu

UW-Oshkosh

Jaime Page-Stadler
Director
Career Services
800 Algoma Blvd.
Oshkosh, WI 54901
PH: 920-424-2181
FX: 920-424-1000
pagestad@uwosh.edu

UW-Parkside

Evelyn Truesdell
Staff
Career Center
900 Wood Road
Kenosha, WI 53141
PH: 262-595-2452
FX: 262-595-2181
evelyn.truesdell@uwp.edu

UW-Platteville

Diana Trendt
Interim Director
Career Center - Ullsvik Center
University Plaza
Platteville, WI 53818-3099
PH: 608-342-1183
FX: 608-342-1172
trendtd@uwplatt.edu

UW-River Falls

Matthew Fitzgerald
Web/Database Administrator
Career Services
410 S. 3rd Street
River Falls, WI 54022
PH: 715-425-3572
FX: 715-425-3573
matthew.j.fitzgerald@uwrf.edu

UW-Stevens Point

Lorry Walters
Associate Director
Career Services
134 Old Main Building
Stevens Point, WI 54481
PH: 715-346-3938
FX: 715-346-3724
lwalters@uwsp.edu

UW-Stout

Mary Brinkman
Vacancy List/Budget/Career Conference Assistant
Career Services
712 South Broadway, 103 Administration Building
Menomonie, WI 54751
PH: 715-232-1602
FX: 715-232-3595
careers@uwstout.edu

UW-Superior

Kathy Pykkonen
Career Services Coordinator
Old Main, Room 134
Superior, WI 54880-4500
PH: 715-394-8024
FX: 715-394-8307
kpykkone@uwsuper.edu

UW-Whitewater

Marge O'Leary

University Services Associate

Career & Leadership Development

800 W Main Street – UC Room 146

Whitewater, WI 53190

PH: 262-742-1511

FX: 262-472-5539

olearym@uww.edu