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| *Fill out form electronically, include complete Announcement Template or copy of Position Description/Job Announcement and email to wpp@wisconsin.gov* |
|  | Wisc.jobs Order Form |
| \*Today’s Date: | Select Today’s Date | *Required sections and fields are indicated by an asterisk (\*)* |
| \*Organization: | Enter Organization Name. |
| **\*ANNOUNCEMENT INFORMATION:** | *Please complete ALL information below* |
|  | Announcement Date: | Select date the announcement should be posted. |
|  | Position Title: | Enter Position Title. |
|  | Location of vacancy:  | City & County |
|  | Name of Employer:  | Enter employer name. |
|  | Application deadline | Select announcement deadline date. |
|  | Social Media Announcement:  | [ ] Facebook [ ] LinkedIn [ ] Google+ [ ] Twitter |
|  *Fee Information below* |  |  |
| **Client Information:** | *Complete this section when placing an order for the first time or if information has changed.* |
|  | Billing Address: | Enter Billing Address. |
|  | Shipping Address: | Enter Shipping Address if different. |
|  | City: | Enter City. |
|  | Zip Code: | Enter Zip Code. |
| **\*Contact Information:** | *Please complete ALL information*  |
|  | Name: | Contact Name. |
|  | Title: | Contact Title. |
|  | Phone Number: | Contact Phone Number. |
|  | Email: | Contact Email. |
| **Billing Contact Information:** | *If different from Contact Information* |
|  | Name: | Billing Contact Name. |
|  | Title: | Billing Contact Title. |
|  | Phone Number: | Billing Contact Phone Number. |
|  | Email: | Billing Contact Email. |
| **Wisc.Jobs Fee Schedule:** |
| **WISC.JOBS SERVICE** | **FEES** |
| WiscJobs post (up to 3 months) | $140.00 |
| Additional 3 months | $35.00 |
| Post to social media platform (1 time) | $25.00 each |
| Post to all 4 social media platforms (1 time) | $35.00 |
| Design your job announcement for you | $50.00 |
| *This Announcement Template is* ***optional.*** *You may use it to design your announcement. You may include a copy of your own announcement instead. Email to wpp@wisconsin.gov* |
|  | Wisc.jobs Announcement Template |
| *PLEASE MAKE A SELECTION (check all that apply):* [ ] I have included the announcement as I want it posted[ ] I have attached my announcement/job description separately[ ] I would like WPP to help me design my job announcement for a $50 fee  |
| **Announcement Information:** |
|  | Employment Type: | [ ] Full-time [ ]  Part-time [ ]  2nd Shift [ ] 3rd Shift  [ ] Seasonal |
|  | Contact Text:  | Address and phone number for applicants to get more information. |
|  |  | Email and web site address for applicants to get more information. |
|  | Job Category:  | Choose an item |
|  | Salary & Benefits: | Enter wage and benefit information. |
| **Introduction:** *Enter information about your available position, organization or community.* |
| Click here to enter text. |
| **Job Duties/Tasks:** *Enter information about common duties and tasks* |
| Click here to enter text. |
|  **Required Knowledge, Skills & Abilities:** *Enter information about required KSAs* |
| Click here to enter text. |
| **Additional Notes:** *Enter additional information about the job or requirements* |
| Click here to enter text. |
| **How To Apply:** *Enter information about how applicants should apply* |
| Deadline to Apply: | Click here to enter a date. |
| Click here to enter text. |