|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *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. | | | | | | | | | | | | | |