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|  | | | | | | | Wisc.jobs Order Form | | | | |
| Today’s Date: Select Today’s Date | | | | |
| *Fill out form electronically, include complete Announcement Template or copy of Position Description/Job Announcement and email to* [*wpp@wisconsin.gov*](mailto:wpp@wisconsin.gov)*; Required sections and fields are indicated by an asterisk (\*)* | | | | | | | | | ***PLEASE MAKE A SELECTION:***  I have included the announcement template as I want it posted  I have attached my separate announcement as I want it posted  I would like WPP to help me design my job announcement for a $50 fee | |
| **\*Announcement Information:** | | | | | | | | | *Please complete ALL information below* | | |
|  | | \*Organization: | | | | | | Enter Organization Name. | | | |
|  | | Announcement Date: | | | | | | Select date the announcement should be posted. | | | |
|  | | \*Position Title: | | | | | | Enter Position Title. | | | |
|  | | \*Location of vacancy: | | | | | | City | | | County: Choose an item. |
|  | | \*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. | | | | | | | | |
| **\*Announcement Details:** | | | | | | | | | | | |
|  | | \*Employment: | | 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. | | | | | | |

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|  | | Wisc.jobs Announcement Template | |
| *This Announcement Template is* ***optional,*** however, these fields are required when posting your announcement.  *You may use it to design your announcement or include a copy of your own announcement using this as a guide. Email to wpp@wisconsin.gov* | |
| **Introduction:** *Enter information about your available position, organization or community. This is a required field.* | | | |
| Click here to enter text. | | | |
| **Job Duties/Tasks:** *Enter information about common duties and tasks. This is a required field.* | | | |
| Click here to enter text. | | | |
| **Required Knowledge, Skills & Abilities:** *Enter information about required KSAs. This is a required field.* | | | |
| Click here to enter text. | | | |
| **Additional Notes:** *Enter additional information about the job or requirements. This is an optional field.* | | | |
| Click here to enter text. | | | |
| **How To Apply:** *This is a required field. Enter information about how applicants should apply. Must include a web link for online applications.* | | | |
| Deadline to Apply: | Click here to enter a date. | | |
| Click here to include contact information, the process to apply and include the web address for online applications. | | | |
| **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 |