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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**; 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 [ ] 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 3 social media platforms (1 time) | $35.00 |
| Design your job announcement for you | $50.00 |