When a job seeker has identified a position that he/she is interested in applying to, an online application must be completed to ensure consideration. The process outlined below is what an applicant will experience when applying to opportunities posted on the employment website.

1) Position of interest identified.

After clicking on the Working/Advertised title for the position, the applicant will see the position summary and other important details about the position. The applicant will click on “Apply Now” to begin the application process.
3) The applicant is asked to login to their existing applicant account or create an account via a pop-up window.

**TROUBLESHOOTING TIP:** An applicant cannot create an account until they apply for a position. A valid email address is required to set up this account.

4) After entering a valid email address, the applicant will check off on the Privacy Statement message and then click on the Next button.
5) Applicants will have the option to upload a resume to keep in their applicant account for future use. Information can be parsed from Facebook or LinkedIn, should the applicant choose to connect one of these accounts. *This step is not mandatory and can be skipped by clicking on the Continue button.

**Save time on your application**

We can help fill out the application by pre-filling some of the information:

![Upload options](image)

- **Upload file**
- **Dropbox**
- **Google Drive**

![Continue button](image)

6) The second page of the application is the Personal details page. New applicants will choose a password.

**TROUBLESHOOTING TIP:** These personal details are stored to the applicant’s account.
7) After a password is set, the applicant will be asked to fill out Personal Information, including legal eligibility status and sponsorship status.

8) The next three pages of the application contain Voluntary Self-Identification questions including demographic questions, disability status and protected veteran status.
Voluntary Self-Identification of Disability:

### Why are you being asked to complete this form?

Because we do business with the government, we must reach out, hire, and provide equal opportunity to qualified people with disabilities. This help us achieve our goals. As we are asking you to fulfill out this form, you are legally required to do so. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answers you give will be kept private and will not be used against you in any way.

If you already work with us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all our employees to update their information every five years. You may voluntarily self-identify, having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Arthritis
- Epilepsy
- Blindness
- Diabetes
- Mental illness
- Migraine
- Speech impediment
- Schizophrenia
- Post-traumatic stress disorder (PTSD)
- Seizures
- Nervous disorders
- Phobias
- Paralysis
- Obsessive-compulsive disorder
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair

Please check one of the boxes below:

- [ ] YES, HAVE A DISABILITY (or previously had a disability)
- [ ] NO, I DON'T HAVE A DISABILITY
- [ ] DON'T KNOW/TOO ANSWER

Voluntary Self-Identification of Protected Veteran Status:

### Voluntary Self-Identification of Protected Veteran Status

The University of Wisconsin-Madison is an Equal Employment Opportunity/Affirmative Action employer committed to providing equal employment opportunities to all qualified candidates regardless of race, color, religion, sex, national origin, age, disability, or protected veteran status. As a public institution, the University complies with all federal, state, and local laws and regulations.

The classifications are defined below:

- **A protected veteran** is one of the following:
  - a veteran of the U.S. military, a reserved, noncommissioned officer, or a service who is entitled to compensation or who has been awarded by the Secretary of Veterans Affairs, or
  - a person who has been awarded the United States armed forces service award in recognition of obtaining a degree of veteran.

- **A nonpublic service veterans** is any veteran who served in the armed forces of the United States and whose spouse or parents served in the armed forces of the United States.

- **A public service veteran** is any veteran who served in the armed forces of the United States and whose spouse or parents served in the armed forces of the United States.

- **A public service veterans** is any veteran who served in the armed forces of the United States and whose spouse or parents served in the armed forces of the United States.

- **A nonpublic service veteran** is any veteran who served in the armed forces of the United States and whose spouse or parents served in the armed forces of the United States.

Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in such a manner that is consistent with the Veterans Employment Opportunities Act of 1980, amended.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box.

- [ ] IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED ABOVE
- [ ] NOT A PROTECTED VETERAN
- [ ] DO NOT WANT TO DISCLOSE MY STATUS

Please check one of the boxes below:
9) Once the voluntary information is collected, applicants must upload documents as outlined in the Application Procedures section of JEMS-PVL or the How to Apply section of JEMS-CHRIS HR.

**TROUBLESHOOTING TIP:** When choosing “Other” as a document category on an application, the applicant will see this message. It is important to be clear and concise with application instructions so the applicant can provide the information needed.

10) Applicants will provide their Education history.

**TROUBLESHOOTING TIP:** Education history will be stored to the applicant’s account.
The types of educational experience collected here include College, High School and Vocational Studies. Institution name, degree type and major information are also collected:
11) If the reference form is selected as part of the application, the applicant will provide the names and contact information for three references.

Reference 1
- First name: Robert
- Last name: Paintree
- Type of reference: Professional
- Organization: UW Madison
- Reference position: Office Manager Assistant
- Work phone number: 0453555555
- Preferred phone number: 
- Email address: robert@paintree.com

Reference 2
- First name: Mary
- Last name: Phone-Home
- Type of reference: Manager
- Organization: Dyne
- Reference position: Team Manager
- Work phone number: 0535555555
- Preferred phone number: 
- Email address: mary@phonehome.com

Reference 3
- First name: Kyote
- Last name: St. Ives
- Type of reference: Professional
- Organization: Bath and Body Works
- Reference position: Manager Trainee
- Work phone number: 0453555555
- Preferred phone number: 
- Email address: kyote@sbw.com
12) After the reference form is completed, the applicant will electronically sign a Reference Release form.

Candidates will have the ability to request application confidentiality.

Prior to submitting the application, the applicant will be asked to certify the information he/she has provided is true.
15) On the Submit page, the applicant will identify where he/she heard about the opportunity.

TROUBLESHOOTING TIP: Sources are listed in a drop-down menu and the applicant must choose a source from this list. The applicant will not have the option to type in their own source.

16) Once a source is chosen, the applicant will click on the Submit application button.

TROUBLESHOOTING TIP: Once the application is submitted, the applicant cannot make changes to it. If the applicant needs to make a change to his/her cover letter or resume after submission, the Division should contact the assigned TRE Specialist.
17) The applicant will receive an immediate message acknowledging the submittal of the application.

**Application submitted**

Your application has been submitted.

**Applicant Account**

Click the home button to return to your applicant account, where you can view your applications, update your references, or withdraw your application prior to the close date.

Edit profile

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An email will automatically go out to the applicant to acknowledge the submittal of the application.

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**TROUBLESHOOTING TIP:** Applicants are informed in the email acknowledgement that the selection process will begin soon. It is best practice that applicants are provided with updates during the recruitment process via status moves or electronic communications.