Attracting Job Seekers to your Vacancy

The working title that you designate in JEMS CHRIS or PVL and the Advertising Summary that you create in TREMS, are the elements that are first displayed to job seekers when they “Browse Jobs” on the jobs.wisc.edu website. Creating a brief, plain language description of the job should help you attract applicants that are a better match for the position.

Your advertising summary should highlight the main points of the job description. This may include a statement about the division, key responsibilities, critical education and experience requirements, and any other pertinent information (i.e. scheduling requirements, travel, etc). Determine your audience to best choose the tone you would like to set for your summary.

Example #1:
The Department of Computer Sciences is seeking an undergraduate advisor. Computer sciences advisors work with students whose undergraduate program prepares them to become analytical problems solvers with technical skills that are in high demand. The computer sciences advisors work with students in one-on-one advising appointments and during walk-in advising hours, group sessions, and at orientation. Advisors also work collaboratively with staff and faculty to administer undergraduate student services.

Example #2:
Do you enjoy working on campus and impacting thousands of students every day? The Division of University Housing is seeking an energetic and motivated candidate to join our Desk Services Team. The Desk Services Coordinator shares overall responsibility for the residence life desk services operation. This position has primary responsibilities for the administrative tasks and general supervision of the student staff on the Desk Services Team.

Example #3:
As the Conferences and Special Events Coordinator for UW-Madison’s Learning and Talent Development, your role is to create exciting and inspiring learning environments for faculty and staff, as they step away from their day-to-day work and continue their development. You will coordinate and promote conferences and special events that attract up to 500 participants each, and you are encouraged to try new ideas to enhance and grow the events. Join Learning and Talent Development – a motivated, passionate and high-spirited team - that works with campus departments and employees to create healthy, inclusive and engaging work environments.