



Best Practices for Creating a Clear Job Posting JEMS CHRIS and JobApply

Category	What you enter in JEMS CHRIS and how it appears on the employment website
Compensation	<p>Options:</p> <ol style="list-style-type: none"> 1. Post a range by checking the “post max on web” box 2. Only post a minimum rate <p>**Notes:</p> <ul style="list-style-type: none"> • The min and max can be changed to any amount within the salary range for the title. • If the max is posted on the web, you must hire within this range. If the max is not posted on the web, you can exceed the max rate listed, as long as: <ul style="list-style-type: none"> ○ <i>The amount does not exceed the max of the range for the title</i> ○ <i>The amount does not change the REP requirements</i> ○ <i>You receive approval from C&T if hiring above the midpoint</i> • If the max listed is higher than \$34.873/hour, the position must be posted for 4 weeks, even if the max rate is not posted on the web. <p>Consider:</p> <ul style="list-style-type: none"> • Adding a sentence in the “How to Apply” instructions regarding compensation that provides more information. <i>(See examples on page 2.)</i>
Contact Person	<p>The person’s name entered on page 2 will appear on the employment website as the contact for the position.</p> <p>**Note:</p> <ul style="list-style-type: none"> • This Contact Person name and information is what a JobApply applicant sees on the summary page and receives in the “Application Materials Received” email. <p>Consider:</p> <ul style="list-style-type: none"> • Adding a sentence in the “How to Apply” instructions regarding the contact person that provides more information. <i>(See examples on page 2.)</i>
Deadline Date	<p>TRE will adjust the deadline date to meet the minimum posting period based on when the position is released to the employment website.</p> <p>**Note:</p> <ul style="list-style-type: none"> • For US ongoing and fixed-term finite, the listing will be automatically removed from the employment website after the deadline date passes. For PVLs and TE positions, the listing will stay on the employment board until the position is filled or a request is made to TRE to remove the listing.



<p>How to Apply Instructions</p>	<p>Defaults to: Please click on the "Apply Online" button to start the application process.</p> <p>It is recommended you give additional information in these instructions.</p> <p>Consider adding more information such as:</p> <ul style="list-style-type: none"> • Compensation information • Contact information • Documents required (cover letter resume) and any special instructions of what to include in the documents • If you are going to require references as part of the JobApply process, include a statement indicating applicants will be asked to provide contact information for X number of references and/or the type of references. **Note: Currently, if this feature is used, applicants must enter both an email address AND telephone number for each reference or they will not be able to move on in the process. <p>**Notes for JobApply:</p> <ul style="list-style-type: none"> • Copy and paste the "How to Apply" instructions into the Instructions box in the JobApply listing. • Delete the statement "Please click on the "Apply Online" button to start the application process." (An applicant sees this information after clicking the Apply Online button.)
<p>How to Apply/Instructions Examples</p>	<p><i>Please click on the "Apply Online" button below to start the application process.</i></p> <p><i>For questions on the application process contact: XX (HR contact), XX@wisc.edu, XXX-XXX-XXXX.</i></p> <p><i>For questions on the position contact: YY (hiring manager), YY@wisc.edu, YYY-YYY-YYYY.</i></p> <p><i>To apply for this position you will need to upload a cover letter, resume, and provide three professional references, including your current supervisor.</i></p> <p><i>Your cover letter should specifically address your work experience in the following areas: creating spreadsheets from scratch incorporating the use of functions; using data from financial or numerical spreadsheets or databases to create written summaries; and managing multiple projects and deadlines.</i></p> <p><i>\$15.411 is the minimum of the range. Pay will be determined on qualifications and experience.</i></p> <hr/> <p><i>Please click on the "Apply Online" button to start the application process.</i></p> <p><i>Pay will be based on experience and qualifications. The minimum for the ART Entry level is \$12.62.</i></p> <p><i>When you apply, please upload a resume. If you would like, you may also upload a cover letter. Your resume or cover letter should include the following: number of years of experience with animals, agriculture and/or farming. If you are able to meet the requirement to work varied hours, including every other weekend, you are encouraged to apply.</i></p> <hr/> <p><i>Please click on the "Apply Online" button to start the application process.</i></p> <p><i>Applicants will be asked to upload a resume and cover letter, and complete a work history form. In your cover letter please describe your experience with plant care, equipment, or tools.</i></p> <p><i>Starting pay is based on experience and qualifications, with a minimum starting rate of \$12.62.</i></p>
<p>Reference Instructions</p>	<p><i>Please provide contact information for three professional references. You must enter both a telephone number AND an email address for each reference. If you do not have an email address</i></p>



Examples (to be entered in the "References Instructions" box in JobApply)

for your reference, please enter "NA" to proceed.

Please include three professional references, including your current supervisor. Note that the current supervisor will not be contacted until we receive applicant consent. You must enter both a phone number and email address for each reference. If you don't have an email address for a reference, please put "NA" in the email box.