

Inside the UW–Madison Hiring Process: A Guide for Internal Applicants

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Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Who We Are



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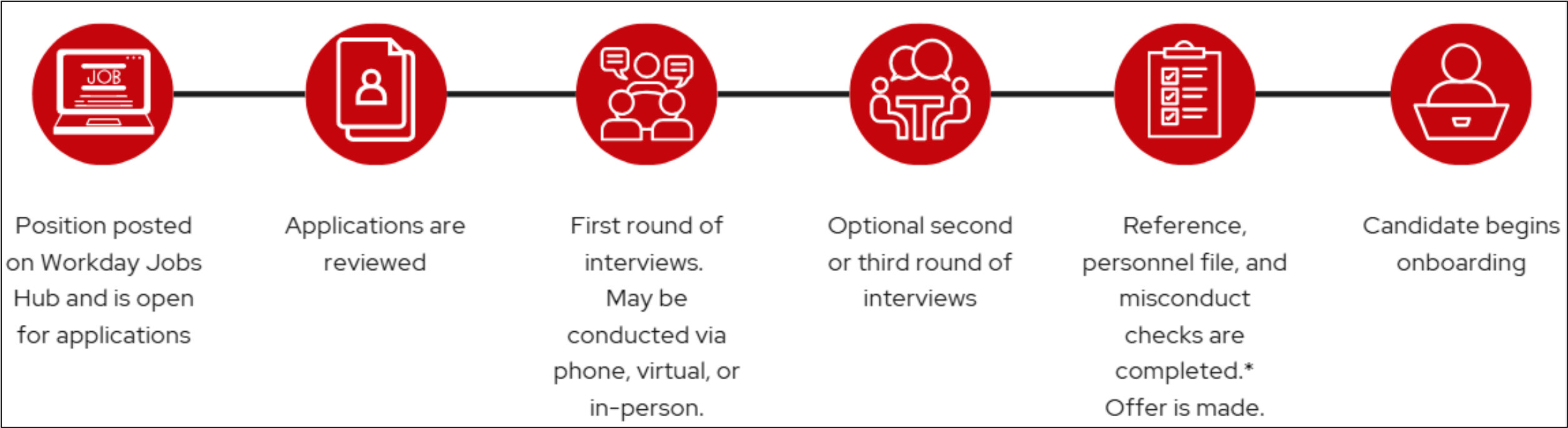
Session Goals

- Understand how UW-Madison's recruitment and interview processes work for internal applicants.
- Navigate and apply for jobs in the Workday Jobs Hub. Accept an interview request online.
- Tips for your application materials.
- Know when special internal processes apply (Blue Collar Multi-Shift, Referral Priority).





Recruitment Process Overview



Internal Application Process





Application Process Overview



Click 'Browse Jobs' from the Workday Jobs Hub.
Click a title to learn more or apply.



Click the 'Apply' button.



Upload your application materials.



Answer the required questionnaires.

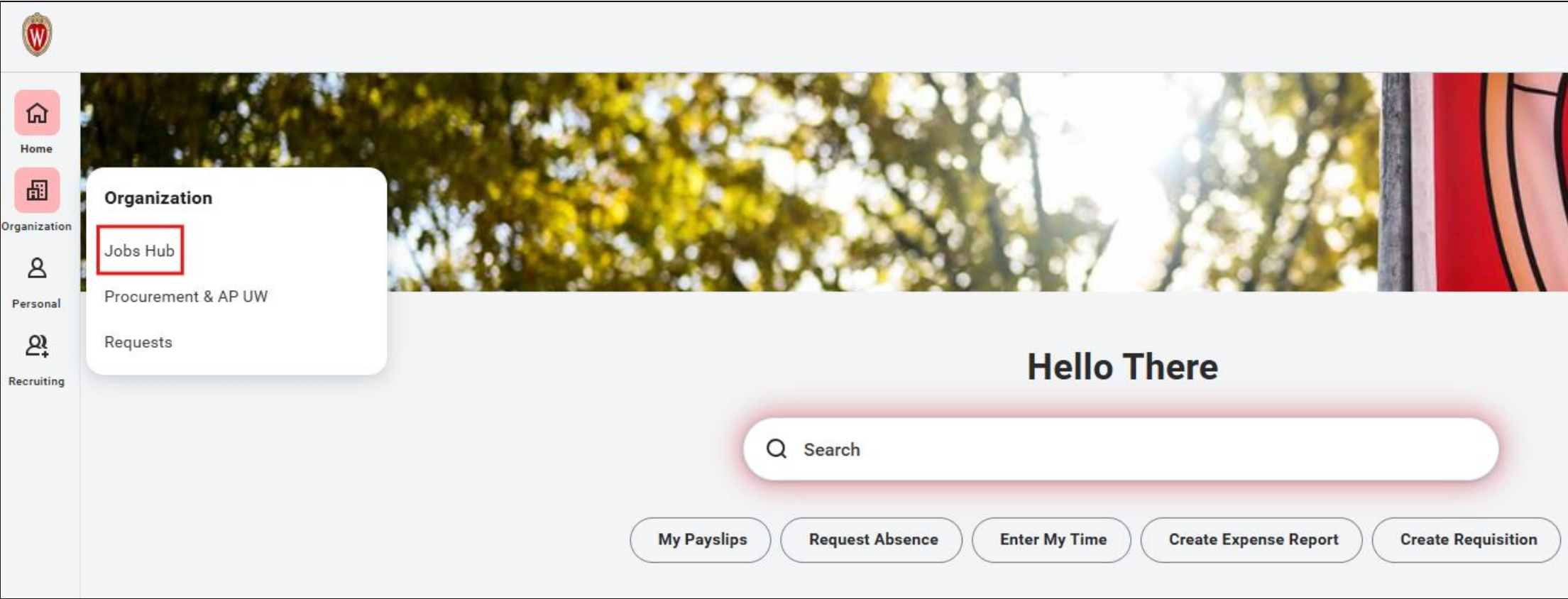


Review your application, then click 'Submit.' You'll see a pop-up and get an email confirming your submission.



In your account, you can view your applications, check their status, and see similar jobs.

Apply for an Internal Job



Workday Jobs Hub and Job Search

Search

Home

Organization

Personal

Recruiting

Jobs Hub

Overview

Browse Jobs

My Job Alerts

My Applications

Suggested Links

Manage Job Alerts

Professional Develo...

Title and Standard J...

Career Counseling (...)

Madison Benefits

Wisconsin Retireme...

Employee Resources

JOBS AT UW
UNIVERSITY OF WISCONSIN-MADISON

Jobs at UW

Ready to take the next step in your career journey? Click 'Browse Jobs' and filter by UW – Madison to view available opportunities

[Read More](#)

Recently Added Jobs

Recruitment Coordinator

Position Title:Recruitment Coordinator

...

Milwaukee, WI

Full time

JR10009588

[View Job >](#)

Visual and Media Instructional Designer

Position Title:Visual and Media Instructional Designer

...

Menomonie, WI

Full time

JR10008995

[View Job >](#)

Student Processing Specialist

Position Title:Student Processing Specialist

...

Milwaukee, WI

Full time

JR10009657

[View Job >](#)

Search Filters

Current Search

Save

Clear All

✓ Employment Type

☐ Regular (592)

☐ Terminal (Fixed Term) (158)

☐ Temporary (Fixed Term) (47)

✓ Institution

☐ UWMSN University of Wisco... (359)

☐ UWSTP University of Wisco... (82)

☐ UWLAC University of Wisco... (76)

☐ UWSTO University of Wisco... (49)

☐ UWGBY University of Wisco... (40)

+

 More

✓ Job Category

☐ Academic Staff (458)

☐ University Staff (159)

☐ Faculty (141)

☐ Limited (35)

☐ Other (4)

797 Results

Recruitment Coordinator

University of Wisconsin Milwaukee | Application Deadline: 04/26/2026 | Milwaukee, WI | Posting Date: 03/26/2026 | JR10009588

Visual and Media Instructional Designer

University of Wisconsin Stout | Application Deadline: | Menomonie, WI | Posting Date: 03/26/2026 | JR10008995

Student Processing Specialist

University of Wisconsin Milwaukee | Application Deadline: 04/09/2026 | Milwaukee, WI | Posting Date: 03/26/2026 | JR10009657

New Employee Welcome Center Coordinator

University of Wisconsin Madison | Application Deadline: 04/05/2026 | Madison, WI | Posting Date: 03/26/2026 | JR10009389

Director, Client Tech Svcs

University of Wisconsin Stout | Application Deadline: | Menomonie, WI | Posting Date: 03/26/2026 | JR10009514

New Employee Welcome Center Manager

University of Wisconsin Madison | Application Deadline: 04/05/2026 | Madison, WI | Posting Date: 03/26/2026 | JR10009392

Executive Assistant

University of Wisconsin Milwaukee | Application Deadline: 04/26/2026 | Milwaukee, WI | Posting Date: 03/26/2026 | JR10009584

Energy Systems Research Scientist

University of Wisconsin Milwaukee | Application Deadline: 04/19/2026 | Milwaukee, WI | Posting Date: 03/26/2026 | JR10009490

HVAC Mechanic

University of Wisconsin Madison | Application Deadline: 04/09/2026 | Madison, WI | Posting Date: 03/26/2026 | JR10009639

Administrative Assistant Professional

University of Wisconsin Green Bay | Application Deadline: | Green Bay, WI | Posting Date: 03/26/2026 | JR10009631

Apply for a Job

View Job Posting Details New Employee Welcome Center Coordinator ...



New Employee Welcome Center Coordinator

[Apply](#)[Create Job Alert](#)

Job Category:
University Staff

Employment Type:
Regular

Job Profile:
HR Coordinator

Job Summary:
Reporting to the New Employee Welcome Center's Manager, this position will be responsible for the daily operations of the New Employee Welcome Center, serving as the primary point of contact for routine onboarding activities and HR-related questions. The HR Coordinator will coordinate logistics, distribute communications, processes transactions, and maintain records related to onboarding activities the New Employee Welcome Center supports in compliance with established policies and regulations. The position will triage and respond to basic inquiries escalating more complex questions and matters to the New Employee Welcome Center Manager or Division HR. Additionally, the role will work closely with LinkUW and the Office of Human Resources' Internal Operations team to order supplies and maintain equipment. The position will assist in the training of Student Hourly employees and may contribute to the planning, scheduling, assignment, and review of their work.

This position is expected to work onsite at a designated campus location 100% of the time.

Job Details

Job Requisition ID
JR10009389

Remote Type
Onsite

Location
[Madison, WI](#)

Posting Date
03/26/2026 - Today

Job Family
[HR Generalist](#)

Time Type
Full time

Job Type
Regular

Apply for a Job – Contact Information

✓ Additional Information

Please review the job posting and ensure all attachments are uploaded as instructed.

Contact Information

Recruiters can reach out to you about this application using the public contact information from your worker profile below.

Email finimarten@wisc.edu (Work)

Phone Number +1 (608) 2623806 (Work - Landline)

Apply for a Job - Uploads

How to Apply:

Click the "Apply" button to start the application process.

You will be prompted to upload the following documents:

-Resume

-Letter of Qualifications

Applicants should attach a letter of qualifications and resume detailing their training and experience relating to the required and preferred qualifications referenced above. The application reviewers will be relying on written application materials to determine which qualified applicants will advance in the recruitment process.

**Resume / Cover Letter ***

Drop files here

or

Select files



Application Materials



Follow **all** instructions in the 'How to Apply' section to ensure you are uploading the requested documents. Failure to do so may result in not being considered for the job.



Align your application materials to include the required and preferred qualifications you have direct experience with.



Resume samples and examples by job industry:
<https://www.indeed.com/career-advice/resume-samples>

Apply for a Job - Questionnaire

Candidate Questionnaire

Are you legally eligible to work in the United States? (Required)

- ☐ Yes
☐ No

Will you now or in the future require visa sponsorship? (Required)

- ☐ Yes
☐ No

Would you like to be contacted about jobs similar to this opportunity at UW-Madison?
(Required)

- ☐ Yes
☐ No

Please indicate below if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identity and/or application materials. The identity of finalists and successful candidates will be revealed upon request.
See Wis. Stat. sec. 19.36(7).*
(Required)

- ☐ I request to maintain confidentiality
☐ I do not request to maintain confidentiality

View Application History

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My Applications

Active (1)Inactive (1)

Submitted Applications 1 item

Submitted Date	Job Title	Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter	My Tasks	Manage Application
06/02/2026	Accountant I	JR100	Application Submitted	UWMSN CALS	📍 Agricultural Hall-0070				View Application Withdraw Application

📄PDF🔗

📄📊📅📌📁🔍🔗



Workday Jobs Hub Application

[Live Demo](#)



Additional Application Information

- Internal and external candidates cannot reapply to a job after they self-withdraw or have been notified they are no longer considered for the position.
- Internal candidates will receive this error message when trying to resubmit an application:
"You cannot apply to the same job requisition more than once. If you believe you have received this message in error, please contact the recruiter for this job requisition."

Interview Process





Interview Requests Through Workday



If selected, the hiring team will contact you to schedule your interview or provide a link to choose a time.



Click the system link provided in the email OR log in to Workday.



The 'Candidate Self-Schedule Event' screen will appear. Choose an interview time from the 'Select Your Available Date' dropdown menu.



If the interview times don't fit your schedule, click 'None of the Available Options Work for Me' and contact the recruiter.



After choosing an available interview time, a confirmation message will appear.



On your Candidate Home screen, go to 'My Scheduled Events' and click the link to view your interview details.



Interview Requests Through Workday

- If selected for an interview, you will be contacted via email and/or phone. Interviews may be scheduled directly or by using the system's scheduling tool.
- If the scheduling tool is used, you will receive this email:

Candidate Self-Schedule Event for Interview: Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801)

6 minute(s) ago

Hello,

You have been invited to self-schedule an event for the following job requisition: JR10011511 Project Manager (Open)
Please log into your Workday account to view the details and complete this task. If you have any questions, contact your Recruiter.

Details Candidate Self-Schedule Event for Interview: Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801)



Interview Requests Through Workday

- Log in to Workday and review the interview task:

Search

My Tasks

All Items

Search: All Items

Advanced Search

Candidate Self-Schedule Event for Interview: Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801) 05/27/2026

Schedule Event For: JR10011511 Project Manager

Created: 05/27/2026

Hello! Please view this calendar and indicate your preferred interview time below. If you have any questions, please reach out to your recruiter. Thank you.

Event Location * Park St N 21-1078 21 N Park St Madison, WI 53715-1218

Event Date *

Available Times 0 items

Select	Start Time	End Time	Location
No items available.			

None of the Available Options Wo...

- If the times listed do not work for you, click the 'None of the Available Options Work for Me' button. Add a comment and contact the recruiter.



Interview Requests Through Workday

- To choose an interview time, click the 'Schedule' button and select a time from the 'Event Date' dropdown, then click 'Submit:'

All Items1 item

Q Search: All Items

↕

🔍

[Advanced Search](#)

Candidate Self-Schedule Event for Interview: Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801)

05/27/2026

☆

☆ ⚙️ 📄 Created: 05/27/2026

Schedule Event

For: JR10011511 Project Manager

Hello! Please view this calendar and indicate your preferred interview time below. If you have any questions, please reach out to your recruiter. Thank you.

Event Location

★ Park St N 21-1078 21 N Park St Madison, WI 53715-1218

Event Date

★

Search

☐ Wednesday, June 3, 2026

☐ Thursday, June 4, 2026

Available Times

0

Select	Start Time	End Time	Location
No items available.			

None of the Available Options Wo...

Submit

Cancel



Interview Requests Through Workday

- You will see an on-screen confirmation of your selected time.
- You can access details anytime by going to your candidate home screen and clicking 'My Scheduled Events.'

You have submittedCandidate Self-Schedule Event for Interview: Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801)

Up Next

Caitlin Riechers

Interview: Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801) - Make Interview Decision

Due Date 05/29/2026

Details and Process

For Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801)

Overall Process Job Application: Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801) on 05/27/2026

Overall Status In Progress

Process

Current Process Candidate Self-Schedule Event for Interview: Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801)

Process Status Successfully Completed

From Process Interview: Erica Fini-Marten (Internal) - JR10011511 Project Manager (C10093801)

Process History 1 item

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Candidate Self-Schedule Event	Candidate Self-Schedule Event	Submitted	05/27/2026 02:27:20 PM		Erica Fini-Marten (Candidate as Self)	1	

Done

Other Internal Job Processes



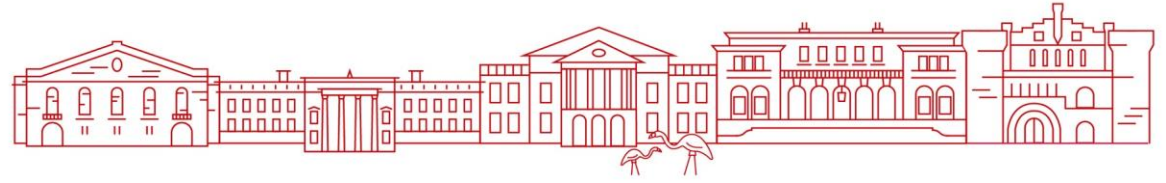
Blue Collar Multi-Shift (BCMS)

- For current, permanent UW-Madison employees in these titles:
 - Custodian, food service assistant, food retail/catering leader and food production assistant
 - Multiple-shift environments (e.g., first, second, and third shift).
- Find jobs in Workday Jobs Hub using the search term, 'BCMS.'
- Two ways to apply.
 - Online: Upload an up-to-date resume OR choose a BCMS Form in your preferred language from the BCMS site. Complete the form, save it to your computer, and upload it in place of a resume when applying online.
 - In person: Bring an up-to-date resume OR choose a BCMS Form in your preferred language from the BCMS site. Complete the form and submit it to your division's Human Resources (HR) office, or request a paper BCMS form from your division's HR office.



<https://jobs.wisc.edu/bcms>

Referral Priority (RP)



Service provided by the Office of Human Resources (OHR) to support eligible employees in finding new employment after layoff and in some cases, nonrenewal. Employees enrolled in RP receive expedited consideration of their job application and are eligible to bypass the recruitment process.

1. Enroll in RP. Email rp@ohr.wisc.edu and include your layoff or nonrenewal notice.
2. Once enrollment is confirmed, apply for jobs online. Current employees apply through the Workday Jobs Hub. Previous employees in RP status apply at www.jobs.wisc.edu.
3. After applying to a job, forward your application confirmation email to rp@ohr.wisc.edu.
4. OHR will email you to confirm your application was received and will contact the hiring unit on your behalf. The hiring unit will follow up with you directly with next steps.

<https://hr.wisc.edu/hr-guides/for-employees/referral-priority-guide-for-employees/>



Tools and Takeaways \ Resources for Candidates

Resource	Topics Covered
Apply for Jobs at UW-Madison as an Internal Employee	• Apply for a job • View your application • Withdraw your application
Apply for a Blue Collar Multi-Shift Transfer	• Apply online • Apply in-person
Referral Priority Guide for Employees	• Eligibility • Enroll • Apply
Applicant Resources Page	• Application and interview tips • UW-Madison terminology

Questions?

Contact Us

uwjobs@wisc.edu



THANK YOU

