



Sponsoring a Job on Indeed Central

Sponsoring your job on Indeed Central will help reach more talent and increase consideration for your job. A template has been pre-built to mirror job postings found at jobs.wisc.edu.

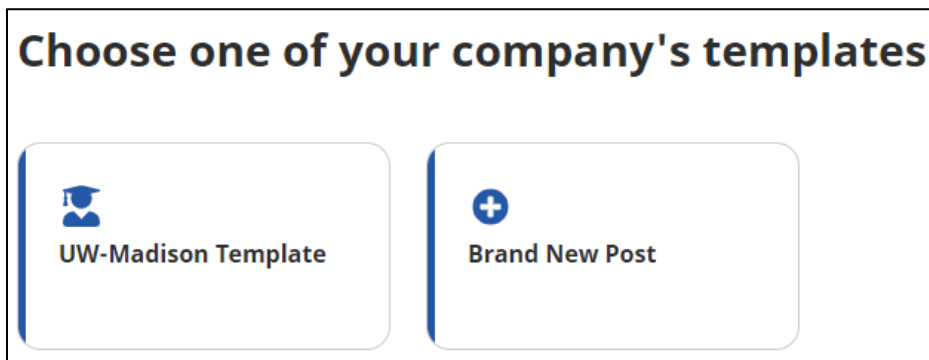
With Indeed Central, you can choose to sponsor a job based on your recruitment needs. You set the budget in this pay-per-click model. During the recruitment process, you can pause or close your sponsored job as needed.

Log into your account at <http://www.central.indeed.com>. Click on the “Post a Job” button.



Click on the template titled, “UW-Madison Template.”

Do not click on “Brand New Post.”



Copy and paste the information from the job posting at jobs.wisc.edu into the corresponding fields within the template.*

*Not all fields are configured into the template. Job seekers will be redirected to jobs.wisc.edu to apply where they can review the job posting in greater detail.

Do not make any changes to the template.





Confirm Job Details

Review the job details below

Job title *

UW-Madison Template

A

Job description *

B *I* ☰

JOB SUMMARY:

ABOUT THE JOB:

INSTITUTIONAL STATEMENT ON DIVERSITY:

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.

EDUCATION:

QUALIFICATIONS:

LICENSE/CERTIFICATION *(Delete if not needed)*:

ADDITIONAL INFORMATION:

DEPARTMENT(S):

Job type *

B



Full-Time



Part-Time



Temporary



Contract

A. Replace "UW-Madison Template" with the job title.

B. Choose the Work Type (FT, PT, Temporary). Multiple options can be chosen.





Where is your job located? * C

Select up to 5 locations. We will create a separate job post for each location.

x v

[+ Add new location](#)

How do you want to receive applications? * D

Email

Career Site

What is the link to the job application on your career site? * E

[What is this?](#)

Do you want applicants to submit a resume? * F

Yes

No

Optional

Would you like to add applicant qualifications with this posting? G

No, this job posting does not require screener questions.

Yes, I would like to find the best candidate fit for this role.

By posting a job, you agree that applications will be processed in accordance with Indeed's [Cookie Policy](#), [Privacy Policy](#) and [Beta Terms of Service](#).

< Back

Continue

C.	Choose or create the job location.
D.	Choose the "Career Site" option. Do not choose Email. This will redirect applicants to apply directly to your posting on jobs.wisc.edu.
E.	Copy and the job link from jobs.wisc.edu and paste into the URL box.
F.	Choose "No" for resume submission. Candidates will submit their materials via the TREMS application.
G.	Choose the "No, this job posting does not require screener questions" option.





21 North Park Street, Madison, WI 53715

Ad Budget
Your University of Wisconsin-Madison Recruiting Manager recommends a daily budget of **\$10.00** based on job title

\$ 10 daily average* **H**

You can toggle between the daily and monthly ad budget to suit your preference

Set an end date (optional) **I**

Daily spend may fluctuate based on your post's activity, but you will spend **\$70.00/week, max.**
You can change the amount, pause, or close your job at any time.

* Actual daily spend may vary.
** Based on Indeed's past results. This is not a guarantee of future performance.

[Post without budget](#) **Sponsor my job**

H.	Enter your pre-determined budget for the sponsored posting.
I.	Set an optional end date for the posting.

