

## Resources

- Referral Priority Information Guide – fully details eligibility, services, and application processes:  
<https://kb.wisc.edu/ohr/policies/65542>
- Referral Priority Policy:  
<https://kb.wisc.edu/ohr/policies/52773>
- Jobs at UW Application Process Overview:  
<https://hr.wisc.edu/docs/trems/application-process-overview.pdf>
- Division of Continuing Studies (DCS), Adult Career and Special Student Services - DCS supports the mission of the University of Wisconsin-Madison and the spirit of the Wisconsin Idea by providing access to educational resources to nontraditional students, lifelong learners, and the community: <https://acsss.wisc.edu/>
- Career Planning for UW-Madison Employees, including 1-1 career counseling appointments:  
<https://acsss.wisc.edu/career-planning-uw-madison-employees/>
- DIY career planning steps – Get started on your career development with our interactive webpages:  
<https://acsss.wisc.edu/career-and-educational-planning/career-planning-process/explore-options/>
- Career planning, job search, and education resources – Curated list of resources to help you plan for a career change, job search, and additional education:  
<https://acsss.wisc.edu/career-and-educational-planning/resources/>
- Madison Writing Assistance provides thoughtful, responsive readers for all kinds of writing, including cover letters and resumés:  
<https://writing.wisc.edu/locationsandhours/#community-locations>
- Employee Resume Tips: <https://acsss.wisc.edu/employee-resume-tips/>
- Unclassified Title Guideline (UTG) – explains Academic Staff titles and links to salary range information (click ‘salary range’ in the title column after looking up the grades, e.g. numbers for the range):  
<https://www.ohr.wisc.edu/polproced/utg/TitleDesc2.html>
- Salary Ranges:  
<https://www.ohr.wisc.edu/polproced/utg/SalRng.html>

# Questions?

[rp@ohr.wisc.edu](mailto:rp@ohr.wisc.edu)



Office of Human Resources  
UNIVERSITY OF WISCONSIN-MADISON

# Referral Priority Program Guide

for employees who have  
been laid off or  
non-renewed





## ***I was notified of layoff or nonrenewal. Am I eligible for Referral Priority Services?***

Your notification letter informs you if you are being laid off or non-renewed. Referral Priority services are available to:

- Exempt University Staff who are laid off due to lack of funds or organizational change/shortage of work
- Academic Staff who are laid off
- Long-term\* Academic Staff who are non-renewed due to funding loss or budget/program redirection

\*For purposes of nonrenewal, long-term Academic Staff are defined as employees who have six or more years of academic staff service at UW-Madison within the prior seven years.

## ***How does the program work?***

Once enrolled, you are given access to the Referral Priority section of the employment website. This page allows you to view and apply for eligible jobs before they are posted to the public. When you submit a job application as a Referral Priority candidate, the prospective employing unit is notified of your Referral Priority status and asked to consider you before considering other candidates. While employing units are strongly encouraged to consider qualified Referral Priority candidates, the unit is not obligated to interview or hire them.



## ***How do I enroll in the program?***

Email [rp@ohr.wisc.edu](mailto:rp@ohr.wisc.edu) and include your layoff or nonrenewal notice and your NetID. The Referral Priority Services Team in the Office of Human Resources will review your request and complete and confirm your enrollment.

## ***When do services begin and how long will I have them?***

- Employees who have been laid off and elect to receive RP services may receive them for three years from their termination date due to layoff.
- Long term non-renewed employees who elect to receive RP services may receive them from the date of the written notification of nonrenewal until six months after the end date of the appointment.

Referral Priority Services may end when you:

- Accept an alternative appointment that is not temporary
- Fail to accept an appropriate alternative appointment
- Resign
- Fail to Notify the Office of Human Resources of changes of address or employment status

## ***How can I apply for jobs as a Referral Priority candidate?***

Once enrolled, you may apply for positions through the Referral Priority Page or through the Jobs at UW website: <https://jobs.wisc.edu>. Step by step instructions for both application processes are in the Referral Priority Information Guide: <https://kb.wisc.edu/ohr/policies/65542#application-options-and-processes>.