When a job seeker finds a job they are interested in applying to, they must complete an online application to ensure consideration. The process below is what an applicant will experience when applying for opportunities posted on the employment website.

1) Position of interest identified.

2) After clicking on the Business/Advertised title for the position, the applicant will see the job details, job summary, and other important information about the position. The applicant will enter their first and last name and click ‘Apply Now’ to begin the application process.
3) The applicant is asked to log in to their existing applicant account or create an account via a pop-up window.

**TROUBLESHOOTING TIP:** An applicant cannot create an account until they apply for a position. A valid email address is required to set up this account.

4) After entering a valid email address, the applicant will check off on the Privacy Statement message and then click ‘Next.’

5) Applicants have the option to upload a resume to keep in their applicant account for future use. Information can be prefilled from Facebook or LinkedIn, should the applicant choose to connect one of these accounts. This step is not mandatory and can be skipped by clicking ‘Continue.’
6) The second page of the application is the Personal details page. New applicants will set a password.

**TROUBLESHOOTING TIP:** These personal details are stored to the applicant’s account.
7) After they set a password, the applicant will be asked to fill out Personal Information, including legal eligibility status and visa sponsorship status.

8) The next three pages of the application contain Voluntary Demographic and Self-Identification Questions including demographic questions, disability status and protected veteran status.
Voluntary Self-Identification of Disability:

Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Federal law requires us, as an employer, to ensure equal opportunity to qualified people with disabilities. Providing this form allows us to do this by helping us understand the nature of any disability you may have. Federal law also requires that we collect information about your disability in a form that does not ask you to identify any specific details about your disability. Overall, providing this information will help us better understand your needs.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, and you may also have a history or record of such an impairment or medical condition.

Disabilities include but are not limited to:

- ADHD
- Cancer
- Cardiovascular disease
- Diabetes
- Epilepsy
- Glenoid dysplasia
- Hemophilia
- Limb deficiency
- Learning disabilities
- Mental retardation
- Migraine
- Multiple sclerosis
- Muscular dystrophy
- Osteoarthritis
- Paraplegia
- Psychiatric disorders
- Seizure disorders
- Speech disorders
- Tuberculosis
- Ulcerative colitis
- Ulcerative stomatitis
- Visual handicaps
- Visual impairments
- Visual problems
- Vertigo
- Walker

Please check one of the boxes below:

- Yes, I have a disability
- No, I do not have a disability
- I don’t know if I have a disability

Reasonable Accommodation Notice

Federal law requires us, as an employer, to provide reasonable accommodation to qualified people with disabilities. Providing this form allows us to do this by helping us understand your needs. Federal law also requires that we collect information about your disability in a form that does not ask you to identify any specific details about your disability. Overall, providing this information will help us better understand your needs.

Voluntary Self-Identification of Protected Veteran Status:

Voluntary Self-Identification of Protected Veteran Status

The University of Wisconsin-Madison is a state university that offers equal employment opportunities for students and employees. In order to ensure that we provide equal opportunities to all qualified individuals, we require that you self-identify your protected veteran status.

The classifications are defined below:

- A "disabled veteran" is one of the following:
  - A veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs.
  - A person who was discharged or released from active duty because of a service-connected disability.

- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.

- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

- An "armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an armed forces service medal was awarded pursuant to Executive Order 12985.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are consistent with the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of our outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Please check one of the boxes below:

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM NOT A PROTECTED VETERAN
- I DO NOT WISH TO DISCLOSE MY STATUS
9) Once the voluntary information is collected, applicants must upload documents as outlined in the How to Apply section of JEMS PVL.

**TROUBLESHOOTING TIP:** The Talent Acquisition Specialists may customize your application before it is released to the employment website to ensure the document uploads you chose appear on the Application Materials page.

10) Applicants will provide their Education history for Academic Staff and University Staff positions.

**TROUBLESHOOTING TIP:** Education history will be stored in the applicant’s account.

The types of educational experience collected here include College/University, High School or equivalent, and Vocational Studies. Institution name, degree type and major information are also collected:
11) If the reference form is selected as part of the application, the applicant will provide the names and contact information for three references.
12) After the reference form is completed, the applicant will electronically sign a Reference Release form.

**Reference Release**

**Authorization for Reference Release**

UNIVERSITY OF WISCONSIN - MADISON

**AUTHORIZATION FOR REFERENCE RELEASE**

Please read this release and sign and date below if you understand and agree to these terms.

The University of Wisconsin-Madison verifies past and current employment history, education (where appropriate), and criminal background prior to any and all offers of employment.

I understand an investigation of all statements contained in my application for employment will be verified as necessary for making an employment decision.

I hereby authorize the University of Wisconsin-Madison, or other authorized representatives bearing this release, such as manager, supervisors and recruitment agents, to obtain all information and records pertaining to me as may be necessary for making an employment decision.

Sources of information and records may include, but are not limited to:

1. Municipal, State and Federal law enforcement agencies and courts
2. Previous employers
3. Current employers
4. Personal references
5. Any school, college, university or other educational institution

I hereby release any agency, institution or business, collectively or individually, from any and all liability relating to any attempt to comply with this release. A copy of this signed release may be accepted as the original. This release will remain in effect as long as my application for employment with the University of Wisconsin-Madison is pending.

**First and last name**

**Entering your initials will constitute your digital signature**

**Date signed (Day, Month, Year)**

Day

Select

Month

Select

Year

13) The applicant will have the ability to request application confidentiality.

**Confidentiality Statement**

Please indicate in writing or by checking the box 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 application materials. The identity of finalists and successful candidates will be released upon request. (Wis. Stat. sec. 19.3617.)

Select

Continue

Save and exit

14) Prior to submitting the application, the applicant will be asked to certify the information they provided is true.
15) On the Submit page, the applicant will identify where they heard about the opportunity.

**TROUBLESHOOTING TIP:** Sources are listed in a dropdown menu and the applicant must choose a source from this list. The applicant will not have the option to type in their own source.

16) Once a source is chosen, the applicant will click ‘Submit application.’

**TROUBLESHOOTING TIP:** Once the application is submitted, the applicant cannot make changes to it. If the applicant needs to make a change to their application materials after submission, the Division should contact the assigned Talent Acquisition Specialist.

17) The applicant will receive an immediate message acknowledging the submittal of the application.
An email will automatically go out to the applicant to acknowledge the submittal of the application.

**TROUBLESHOOTING TIP:** Applicants are informed in the email acknowledgement that the selection process will begin soon. It is best practice that applicants are provided with updates during the recruitment process via status moves or electronic communications.