



This Job Aid is designed to help employees apply for jobs through the Careers Tile in Employee Self Service.

- 1. Log in to Employee Self Service: <u>https://ess.wi.gov</u>
- 2. Click on the Careers Tile.

	✓ Employee Self Service				
A 3/1	All 3/1/2021 10 AM 1095-C form for 2020 Tax Reporting Now Available			My Information	My Benefits
	Resources	COVID-19 Information		My Learning	Careers
	My Payroll	My Time			

3. You will be brought to the Careers Landing page. You can search for jobs via the Search Jobs box, View Jobs Posted in the Last 14 Days, or View All Jobs.

Careers			
Search Jobs Search by job title, location, or keyword	→		
Welcome Nicole			
View Jobs Posted in Last 14 Days	>		
View All Jobs	>		
My Job Notifications	>		
My Job Applications	4 >		
★ My Favorite Jobs	>		
Q My Saved Searches	>		
♣ My Contact Information	>		





4. Once you start searching for jobs, you will be brought to the Search Jobs page where you can search for jobs via Location, Job Category, Agency/Organization and Full/Part Time Status.

< Careers		Search Jobs	
✓ Location	Search Jobs		
	Search by job title, location, or keyword	$\rightarrow$	
Statewide (32)			
South Central Region (16)	Clear Search	Save Search	
Southeast Region (8)	22 Latest laber found		î↓
West Central Region (4)	32 latest jobs found.		14
Northeast Region (3)	Administrative Assistant II - Administrativ	e Services Team	
Northern Region (2)	Job ID		
✓ Job Category	Location		
· · ·		Local and Tribal Governments: Jefferson County	>
Admin Support/Customer     Service (3)	Posted Date		
		Open Until Filled	
Architecture & Engineering (1)			
Business, HR & Finance (3)	Administrative Assistant II-Human Service	es CCS Team	
Education & Library Services (2)	Job ID	1070	
Facility/Construct/Maintenance	Location	Jefferson	>
(1)	Organization	Local and Tribal Governments: Jefferson County	/
Healthcare (9)	Posted Date	04/11/2021	
Legal (2)	Close Date	Open Until Filled	
Life/Physical/Lab Sciences (2)			
Not Specified (1)	Beneficial Use & Low Hazard Waste Exem		
Other (1)	Job ID		
		Green Bay	>
More	5,	Natural Resources	
- Agency / Organization	Posted Date		
	Close Date	04/24/2021	
Administration (2)	Cortified Nursing Assistant (CNA Training	Provided) - Southern Wisconsin Center, \$2000 Sign-on Bonus	
Corrections (1)	Job ID		
Health Services (11)		Union Grove	
Historical Society (2)		Health Services	>
	Agency	ricalui Jervices	

5. You can search for jobs using several different criteria by checking the boxes in the different sections of the page. The search criteria you selected will appear at the top of the job listings. You can select **Clear Search** or **Clear All** to remove your search criteria.

✓ Location	Search Jobs Search by job title, location, or keyword	
<ul> <li>Statewide (7)</li> <li>South Central Region (5)</li> </ul>	Clear Search Save Search	
<ul> <li>Dane County (5)</li> <li>Madison (5)</li> </ul>	Statewide/South Central Region/Dane County/Madison 🏵 Business, HR & Finance 🏵 Public Affairs/Rel & Marketing 🏵	Clear All
<ul> <li>Northern Region (2)</li> <li>West Central Region (2)</li> </ul>	5 latest jobs found.	↑↓
✓ Job Category	Communications Director Job ID 1104	
Business, HR & Finance (2)	Job ID 1104 Location Madison	
<ul> <li>Public Affairs/Rel &amp; Marketing (3)</li> </ul>	Organization Wisconsin Legislature: Assembly	>
Education & Library Services (2)	Posted Date 04/11/2021	
□ Facility/Construct/Maintenance (1)	Close Date 04/20/2021	
	Communications Officer	

- 6. You can also save your search criteria and receive an automatic notification when a job is posted that meets your criteria.
  - a. Enter your search criteria and then click Save Search.





Search Jobs Search by job title, location, or keyword	$\rightarrow$
Clear Search	Save Search
Business, HR & Finance 🛞 Statewide/South (	Central Region/Dane County 🛞 Clear All

b. A **Save Search** box will appear where you can name your search criteria and enter the email that you want to use to receive notifications. Click **Save**.

Cancel		Save Search	Save
	*Search Name	HR JOBS DANE COUNTY	
	*Email To	Email me when new jobs meet my criteria ima.employee@wisconsin.gov	

c. You can also manage and run your saved searches from the **My Saved Searches** page.

Careers	
Search Jobs	
Search by job title, location, or keyword	$\rightarrow$
Welcome Nicole	
View Jobs Posted in Last 14 Days	>
View All Jobs	>
My Job Notifications	>
My Job Applications	4 >
My Favorite Jobs	>
Q My Saved Searches	1 >
Sector My Contact Information	>





7. Click anywhere on a job listed in the Search results to see the full Job Posting.

	Search Jobs	
Search Jobs		
Search by job title, location, or keyword	$\rightarrow$	
Clear Search	Save Search	
32 latest jobs found.		↑↓
Close Date	Open Unar Filled	
Beneficial Use & Low Hazard Waste Exem	nption Hydrogeologist	
Job ID	1021	
Location	Green Bay	
Agency	Natural Resources	í l
Posted Date	04/11/2021	
Close Date	04/24/2021	
Certified Nursing Assistant (CNA Training	Provided) - Southern Wisconsin Center, \$2000 Sign-on Bonus	
Job ID	1018	
Location	Union Grove	>
Agency	Health Services	7
Posted Date	04/11/2021	
Close Date	05/20/2021	

- 8. Click on Apply for Job at the top of the Job Posting to start the application process.
  - a. Note: If the Job Posting does not have an **Apply for Job** button, please review the **How to Apply** section of the Job Posting for information about how to apply.

	Job Description	
	Certified Nursing Assistant (CNA Training Provided) - Southern Wisconsin	Center, \$2000 Sign-on Bonus
Job ID 1018	Full/Part Time Full-Time	Apply for Job
Location Union Grove	Regular/Temporary Regular	
Agency Health Services		
☆ Add to Favorite Jobs ✿ Email this Job		

- 9. Follow the steps and on-screen prompts to submit your application.
  - a. You can save your application at any time by selecting Save as Draft
  - b. Click Next to move to the next step in the process
  - c. Be sure to review the Job Posting closely to determine what type of information will be required during the application process.

		Save as Draft Next >
1 Start In Progress	Step 1 of 7: Start	
2 Resume Not Started	Please review the Job Posting carefully to determine what information is required for this job application. If a resume and Letter of Qualitations is required, the documents should be attached in the Resume step of the application process. If a tegin in the process is required, it will indicate the requirement on the page. If not required, the information requested is optional. The step-by-step process will guide you through the application. If step into a carefully and complexible photos sublications is submitted, you will not be able to make any publication for any submitted. The information or any submitted the information or any submitted the information or any submitted the information of the submitted possible of the submitted process is required.	
3 Preferences Not Started	materials submittee. If you need this application in an alternative format due to a disability, please contact the Wisc Jobs Help Desk at wiscipts@wisconsin.gov, or via phone at 6062-567-102 r TTY Relay 711, Monday - Friday, 7.45am - 4.30pm.	
4 Work Experience Not Started	Expanded catification is a statewide program used to promote equal employment opportunity for racial ethnic minorities, women, weterans, and persons with disabilities. For more information about the program, click here, As a current state employee, you should review your demographic information in the My information. The increases of the state of the s	

10. Prior to submitting your application, please review all your application information. **Once you submit your application, you will NOT be able to make any updates to the application or submitted materials.** 





- 11. From the main Careers page, you can also:
  - a. View your job notifications (My Job Notifications)
  - b. View your job applications, including resuming job applications that you saved as draft (**My Job Applications**)
  - c. View jobs that you starred as a favorite (My Favorite Jobs)
  - d. View/manage your searches (My Saved Searches)
  - e. Review your contact information (My Contact Information)
    - i. If you need to make updates to your contact information, please make the updates through the My Information Tile in Employee Self Service or contact your HR office.

Careers	
Search Jobs Search by job title, location, or keyword	$\rightarrow$
Welcome Nicole	
View Jobs Posted in Last 14 Days	>
View All Jobs	>
My Job Notifications	>
My Job Applications	5 >
★ My Favorite Jobs	>
Q My Saved Searches	1 >
♣ My Contact Information	>