About Referral Priority Services
This policy can be found at the Unclassified Personnel Policies & Procedures, Chapter 4.01, or at the following link:
http://www.ohr.wisc.edu/polproced/UPPP/0401.html

Who is eligible to be placed in “Referral Priority” status?
Long-term* academic staff employees who are non-renewed for funding loss, budget, or program reasons, as well as academic staff on layoff status or on notice of layoff, have the right of referral priority to all academic staff vacancies for which they may reasonably qualify [ASPP Chapter 3.05, ASPP Chapter 5.08].

How does the program work?
Upon notification of your nonrenewal or layoff, you may email RP@ohr.wisc.edu to be enrolled in the Referral Priority Program. Once information is gathered by the RP Program representative, you will then be notified of appropriate UW vacancies as they become available prior to the posting of the position. Depending on your preference, notification may be made to prospective employing departments/units prior to the posting of position vacancies and the commencement of the UW-Madison academic staff recruitment process. Prospective employing departments/units are asked to consider you before considering any other candidates. Waiver of the open recruitment process is granted for any vacancies filled through referral priority [ASPP Chapter 3.05, ASPP Chapter 5.08]. At your request, we will tailor the program to best meet your needs. For example, you may choose to only hear about the vacancies and not be referred to the department by the RP Program Representative, instead applying for the vacancy along with the open recruitment. Options will be discussed with the RP Program Representative when you call or meet with them.

What will the Referral Priority Program do for me?
Referral priority’s main function is to connect the Position Vacancy Listing (PVL) contacts with candidates that are in referral priority status who may be qualified to fill the vacancy before the position is released for open, more competitive recruitment. The advantage to the PVL contact is that if they choose to hire the candidate, the open recruitment process will be waived. Referral priority status can also be a networking tool to get your name into the circles of people who may have positions in your field opening up in the future, and allows you another avenue to stay connected to those areas.

Additionally if you do see a PVL on the website that you are interested in, you may let your RP Program representative know and they will notify the contact that you are in Referral Priority Status, and encourage them to consider you for the position.

Please keep in mind that while PVL contacts are strongly encouraged to consider qualified candidates that are in the referral priority program, there is no obligation for the hiring department to interview or hire referral priority candidates, only that they consider them.

Who do I contact with questions?
You may email the Referral Priority Program: rp@ohr.wisc.edu

EMPLOYMENT RESOURCES
The University of Wisconsin-Madison Office of Human Resources invites you to explore employment opportunities at UW-Madison by using their website. Through this site you can gain access to employment listings for university staff, unclassified, (Faculty and Academic Staff) and student positions.
http://www.ohr.wisc.edu/employment/

You will find University Staff and Unclassified position listings. To conduct a thorough search, it is always a good idea to search through both listings.

To assist academic staff who have received a layoff letter, the Compensation and Economic Benefits Committee has developed a plain language document.
EMPLOYMENT IN WISCONSIN

Wisconsin Job Center: This site offers information on vacancies in Wisconsin, and other career search-related information. http://www.wisconsinjobcenter.org/

Dane County Job Center Website: This site offers career search information. http://www.danejobs.com/

Dane County Job Center Positions Listings can be found at the following link: http://www.jobcenterofwisconsin.com/


The Office of State Employment Relations offers information on state of WI employment. The link can be found at: http://oser.state.wi.us/section.asp?linkid=28

UW Foundation: https://www.supportuw.org/careers/

OTHER EMPLOYMENT RESOURCES

Wisconsin Alumni Association offers career resources at the following site: http://www.uwalumni.com/benefits-services/career-resources/


OTHER EMPLOYMENT RESOURCES (continued)

Academic 360- For Academic Career Position Vacancies. www.Academic360.com

The Career Resource Homepage was rated one of the top 100 sites on the internet by PC Magazine. It provides job listings at other educational institutions, and links to other professional organizations and societies. http://www.careerresource.net


Career Builder gives you the ability to post your resume, receive job alerts, and search for vacancies. http://www.careerbuilder.com

Indeed offers job postings in a wide variety of disciplines, and is a widely used job resource: http://www.indeed.com/

Job Banks USA includes multiple services for job seekers, including a strong searchable database. http://www.jobbankusa.com

Job Web offers job postings in a wide variety of disciplines. These postings also appear on CompuServe and America Online services. http://www.jobweb.com/

LinkedIn is a professional network which offers access to people, jobs, news, updates, and insights that help you be great at what you do. https://www.linkedin.com/in/home/

GOVERNMENT-SPONSORED SITES

City of Madison—This site has job listings in Madison and links to other Wisconsin job listings as well. http://www.ci.madison.wi.us/jobs.html

Resources for employment in Wisconsin—http://www2.wisconsin.gov/state/employment/app?RESPONSE=jsp/other.jsp

Federal Government Vacancies—http://federalgovernmentjobs.us/

CAREER SERVICES/SEARCH INFORMATION

You can think over other options, gain career information, or learn about the informational interviews at the sites below. Although some of the site information is directed toward students, much of the information is still relevant and useful.

L&S Career Services http://www.lssaa.wisc.edu/careers/

Division of Continuing Studies – Adult and Student Services—For education and career planning: http://www.dcs.wisc.edu/info/index.html

For job search resources: http://continuingstudies.wisc.edu/advising/job-resources.htm


Informational Interview Tutorial: http://www.quintcareers.com/informational_interviewing.html

RESUMES/COVER LETTERS/INTERVIEWING RESOURCES

Please note most of the websites listed below also contain additional career vacancy postings as well.

Margarite Riley’s The Riley Guide gives you information on what job finding tips her book has and the colleagues who helped compile the information. Also included is information on researching careers and employer online. http://www.rileyguide.com/

CareerOneStop offers Resume Information and advice at the following websites: http://www.careeronestop.org/ResumesInterviews/ResumesInterviews.aspx

CareerStar Central offers writing resumes/cover letters and various other career guide information. http://jobstar.org/index.php


UW School of Business offers tips on resumes, cover letter writing, interviewing tips, and other career search information. Be sure to scroll about halfway down the screen for the resources and information: http://bus.wisc.edu/bba/mybiz/careers-internships/find-a-job-internship#/page/9

UNCLASSIFIED TITLE & SALARY LINKS

Unclassified Titled Guidelines (UTGs) link below will explain unclassified titles. http://www.ohr.wisc.edu/polproced/utg/TitleDesc2.html

Salary Ranges can be found at the following link: http://www.ohr.wisc.edu/polproced/utg/SalRng.html