

# Job Center of Wisconsin Employer Job Posting Instructions



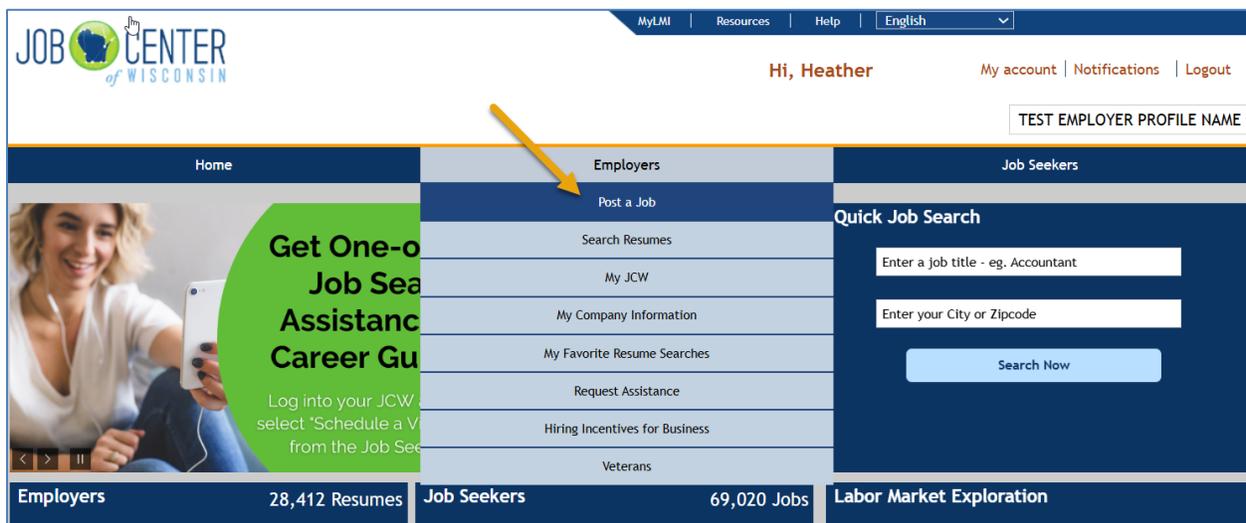
Your successful job postings are important to us. To post jobs or search resumes on [JobCenterofWisconsin.com](http://JobCenterofWisconsin.com) (JCW), you will need to complete the registration process. Each person who needs access for your organization must register and create their own individual account with a username and password. Please do not share your account credentials with others.

Step-by-step [Employer Registration Instructions](#) and [Third-Party Employer Agent Registration Instructions](#) are available.

## Job Posting Instructions

When your registration has been approved, you will be notified by email. At that time, please return to [JobCenterofWisconsin.com](http://JobCenterofWisconsin.com) home page and log in with your username and password.

1. Click on **Employers** in the menu bar, and then on **Post a Job**.



2. Select the **Job Posting Summary** link, then the **Search** button.

JobCenterofWisconsin.com | [jobcenterofwisconsin@dwd.wisconsin.gov](mailto:jobcenterofwisconsin@dwd.wisconsin.gov) | 888-258-9966



A proud partner of the [AmericanJobCenter](#) network

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1). To request information in an alternate format, including language assistance or translation of the information, please contact us at (414)-250-6500.

[Home](#) > [Employer Tools](#) > [My Job Postings](#)

Job postings are available only to Veterans for the first 24 hours.

For assistance call 1-888-258-9966 or send an email.



[ENTER A NEW JOB POSTING](#)  
Post a job opening.

[COPY A JOB POSTING](#)  
Save time by copying an existing job posting.

[JOB POSTING SUMMARY](#)  
View and work with all job postings for your company during the last 3 years.

Also, download a list of your company's job postings for the last 3 years.

[ADD COMPANY LOGO TO JOB POSTINGS](#)  
Add your company's logo to job postings.

[LINK TO YOUR JOBS](#)  
Create a customized link to display your company's job postings on your website.

3. **Choose** an item from the **drop-down menu**, enter any additional search criteria, then select the **Search** button.

If your company has posted jobs on JCW during the previous 26 months, those postings appear for your reference.

**Job Posting Summary**

Select the Job Posting Number to continue.

Profile: SNOW PLOW SERVICE, INC  
Site: All Sites

You can download the Job Postings with the Status: Open, Closed May Reopen and Closed No Reopen

[Add Job Posting](#)

[Download Job Postings](#)

**Incomplete**  
Search Results: 11 Row(s) found

Job Posting Number	Job Posting Date	Job Posting Title	Contact Name	Site Trade Name
0234666	01/21/2026	worker	BRYAN, LUKE	SNOW PLOW SERVICE, INC
0234689	01/21/2026	snow	CLAMP, CLARENCE	BOBBIES BLOWER
0234226	08/21/2025	rn	CLAMP, CLARENCE	BOBBIES BLOWER

**Awaiting Staff Approval**  
Search Results: 2 Row(s) found

Job Posting Number	Job Posting Date	Job Posting Title	Contact Name	Site Trade Name
0233946	01/21/2026	developer	CLAMP, CLARENCE	SNOW PLOW SERVICE, INC
0233785	04/07/2025	rn	CLAMP, CLARENCE	BOBBIES BLOWER

**Open**  
Search Results: 19 Row(s) found

Job Posting Number	Job Posting Date	Remaining Days On JCW	Job Posting Title	Contact Name	Site Trade Name
0234646	01/21/2026	11	Snow plow driver	BRYAN, LUKE	SNOW PLOW SERVICE, INC

**Closed, May Reopen**  
Search Results: 4 Row(s) found

Job Posting Number	Actual Job Posting Removal Date	Job Posting Title	Contact Name	Site Trade Name
0234546	01/21/2026	plow	BRYAN, LUKE	SNOW PLOW SERVICE, INC
0234686	01/21/2026	Nurse	BRYAN, LUKE	TESTER CO.
0232685	03/17/2025	snow	CLAMP, CLARENCE	BOBBIES BLOWER
0233165	03/17/2025	snow	CLAMP, CLARENCE	BOBBIES BLOWER

**Closed, No Reopen**  
Search Results: 5 Row(s) found

Job Posting Number	Actual Job Posting Removal Date	Job Posting Title	Contact Name	Site Trade Name
0231965	03/17/2025	snow	CLAMP, CLARENCE	BOBBIES BLOWER
0232485	03/17/2025	Baker	JCWB, FOUR	SNOW PLOW SERVICE, INC
0233166	03/17/2025	snow	CLAMP, CLARENCE	BOBBIES BLOWER

4. If your company has only one location, **a new job posting form will appear** for you to fill out. If your company has at least two locations, **select the site** your job opening is for and complete the form.

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## Site List

Profile Trade Name: TEST EMPLOYER PROFILE NAME

UI Root: 1234567

 Search Results: 24 Row(s) Found. **Select Site Trade Name to continue.**

Site Trade Name	Address & Phone	City	Status
TEST EMPLOYER PROFILE NAME	201 E. WASHINGTON AVENUE MILWAUKEE, WI 53213 (608) 123-1234	MILWAUKEE	Active
TEST EMPLOYER SITE #2 AA	201 E WASHINGTON AVENUE LOVES PARK, IL 61111 (608) 261-6394	LOVES PARK	Pending Review
TEST EMPLOYER PROFILE NAME	201 E WASHINGTON AVE MADISON, WI 53703-2866 (608) 555-9999	MADISON	Active

5. Review the information on the tab, **#1 Company Information**. If the company information shown is not the correct site, select the **Find a Different Site** button. Use the drop-down menu to select an **Employer Contact**. This information will be stored internally in our secure, confidential system and only accessed if our staff has questions. Employer contact information will not be published. You can verify this by clicking on the **Preview** button to see how the job posting will appear to job seekers.
6. Click on the tab, **#2 Description**, and enter:
  - **Number of openings** that your posting covers
  - **Job Title** using common terminology
7. Click **Search** and select the best match from the Occupational Category drop-down list. Repeat the search with a different job title until you find a good match. Avoid including things like full-time, part-time, second shift. These terms can affect your ability to find the best matching Occupational Category.

After choosing the best match in the Occupational Category list, you can change the **Job Title** to your preferred title. You will begin building the job descriptions for the posting.

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8. A list of duties associated with the Occupational Category will appear. You can build your description by selecting from this list of duties. Your selections will automatically appear in the Duties and Responsibilities field. You can also customize the description with your own language.

**You're strongly encouraged to select as many duties from the list as possible** to optimize your skill-matching capabilities. Job seekers select from the same list of duties when they build resumes in our system.

**Special Conditions:** If your position has any conditions listed, check box for any that apply. For ARS/H-2B and H-2B positions you must check the applicable box.

**ARS/H-2A**

This job posting is to recruit workers for temporary agricultural jobs as part of the Agricultural Recruitment System and H-2A visa program. This job order is only entered by DWD staff on behalf of an employer who has applied through the US Dept of Labor.

**H-2B**

This job posting is to recruit workers for temporary non-agricultural jobs as part of the H-2B visa program. Employers enter these job orders as part of the H-2A application process with the US DOL National Prevailing Wage Center.

9. Select the **Save-Incomplete** button after completing the job description. The job posting will be assigned a job posting number and status will then be assigned.

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10. Click on the tab, **#3 Requirements**:

- Describe the **Experience and Qualifications** requirements.
- Select **additional requirements** as they apply, including pre-employment drug screening, background check, whether a driver's license is needed to perform the job, etc. Employers are required to confirm they are an Equal Opportunity Employer. Any age requirement selections must comply with state and federal law.
- Select from the **Education and Training** drop-down list and indicate whether the selection is **desired** or **required**.

11. Select the **Save-Incomplete** button to save your work.

12. Click on the tab, **#4 Pay and Benefits**:

- **Enter the wage information** for this job opening in the Compensation Range fields. You must select maximum pay from the drop-down menu. You are strongly encouraged to enter a minimum pay. **Hover over the dollar sign** to view state and national average wages for the job.
- Check the applicable **benefits offered** for the job and customize with specific details in the "Comments" section. Avoid general statements like, "Benefits will be discussed at interview."

13. Click on the **Save-Incomplete** button to save your work.

14. Click on the **#5 Details** tab:

- There are several choices for the **Work Site** field. Hover over the question mark icon for definitions of each choice.
- You can add important details about the job and the location of the work site in the Additional Work Site Information field, such as where the work will be performed, how much of the job will be performed outside or whether there will be exposure to extreme temperatures (for example, freezers).
- Review and fill in additional fields, such as nearby bus transportation routes, duration of job (if less than 150 days), and minimum/maximum hours per week.
- The Workweek drop-down list defaults to Full-time. If that is not correct, choose a different item from the list. When any of the Temporary items are selected, an additional field will appear for you to record the date the job will end, if known.
- Select the boxes to identify the **Work Day(s)** and **Shift(s)**.

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- You can identify whether the job is an **Apprenticeship Position**. An Apprenticeship Position must be covered by an agreement **overseen by the Department of Workforce Development's (DWD) Bureau of Apprenticeship Standards**. To learn more about Wisconsin Apprenticeship, visit [WisconsinApprenticeship.org](http://WisconsinApprenticeship.org).
- If you have a business need to shield your company's name and address from appearing on the job posting, you can change the default from "yes" to "no." You can **Preview** the job listing as it will appear to job seekers to be sure it contains only the detail you want. Please also review the **Application Instructions** for the same purpose.
- Select all options for job seekers to submit applications or resumes. Include the application deadline and any specific instructions.
- The **Job Posting Removal Date** defaults to 30 days from the date you submit your job posting. Use the **Override Planned Job Posting Removal Date** button to lengthen or shorten the posting period. The maximum number of days the job posting can be open is 90 days.

**Job Posting Removal Date:** ⓘ

\* **Planned Job Posting Removal Date:** 03 / 18 / 2026

**Override Planned Job Posting Removal Date**

15. Select the **Preview** button to view the job posting as job seekers will see it. Carefully review your posting. Note any information that you want to restate or reformat.

- When you have finished reviewing your job posting, click on the **Back to Job Posting** button.
- You can edit your posting and preview it until it looks the way you want.
- Select the **Save-Complete** button when you are satisfied with the posting and ready to publish.
- Your job posting will be in open status. For the first 24 hours, your posting will be only viewable by veterans who register with JobCenterofWisconsin.com. After that, the posting can be viewed by all registered job seekers.

16. Select the **Find Candidates** button to view resumes that match the skills listed on your job posting.

**Save Changes** **Remove Job Posting** **Abandon Changes** **Copy**

**Preview** **Email Preview** **Find Candidates**

17. You can return to the Job Posting Summary page any time by going to the menu bar and selecting **Employers**, then **Post a Job**, and **Job Posting Summary**.

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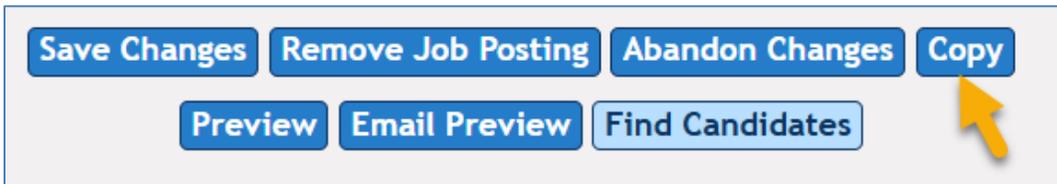
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## Time-Saving Options

### Copy

The **Copy** feature allows you to re-use and update content from a previous job posting for a new posting. You can select **Copy a Job Posting** from the **Post a Job** menu or access a job posting and select **Copy**. A duplicate of the previous job posting will appear for you to review and update.



### Default Settings

You can create standard content for your company's benefits information and application instructions using our **Manage Company Information** settings. This information will be pre-populated on your job postings. Select **Employers**, then **My Company Information**, then **Manage Company Information**. Select the appropriate work site:

- **Add Benefits:** Select the appropriate benefits benefit checkboxes. Select **Save Benefits**. Repeat this process for other sites for your company.
- **Application Instructions:** From the **Application Instructions** tab, select **Add Application Instructions**. Choose the appropriate options for job seekers to submit applications and/or resumes. Select **Save Application Instructions**. Repeat this process for other sites for your company.

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