



The Recruitment & Retention Workforce News e-newsletter has been developed as a tool to increase the sharing of recruitment and retention practices and information across agencies within the State of Wisconsin.

### **Recruitment Update**

We have started collecting resumes when we attend career fairs. These resumes are available in pdf format. If you are doing a recruitment and would like to see what we have so you can reach out to these people and encourage them to apply, please let us know. To date, we have collected several hundred resumes from people with all types of training and experience. You can request resumes by discipline, e.g., engineers, nurses, accounts, etc. To request copies of resumes electronically, please contact Debra Bower by email, [debra.bower@wisconsin.gov](mailto:debra.bower@wisconsin.gov).

### **Wisconsin Works (W-2)**

This year W-2 plans were submitted as part of the Affirmative Action Plan for the first time. Agencies submitted their FY08 plans to the OSER Division of Affirmative Action this May. State agencies and University Campuses with more than 100 FTE are currently working to finalize FY09 W-2 Hiring Plans. In July, you will be sent a list of your W-2 hires as reported in Wisc.Jobs for FY08. We will be asking you to verify these hires in preparation for OSER's W-2 Hiring Report, which is due to the Legislature this September.

### **Secured Online Exams**

Each month an average of 1,000 applicants take exams at one of the 22 monthly exam center locations. The wait time for scores, registers and exam results is approximately three to four weeks. OSER is running a pilot program that allows agencies and campuses to offer secured online centered exams. The wait time for scores, registers and exam results could be as little as 24 hours.

Agencies/campuses need to contact DMRS and meet a checklist of requirements (e.g. secured computer(s), trained proctor(s), etc.) before proceeding with this option. For agencies that do not have the resources to test applicants at their location, OSER offers secured online centered exams at our office in Madison.

Exams that are currently being offered are Facilities Maintenance Specialist, Facilities Repair Worker, HVAC-Refrigeration Specialist, and Fisheries Technician. As other multiple choice exams are updated, they will be made available online as well.

Questions can be directed to Shari Nevel, 608.266.7569 or [shari.nevel@wi.gov](mailto:shari.nevel@wi.gov).

**One of the goals of this publication is to allow agencies to communicate best practices or successes they have had in recruitment and retention. If you have any information or successful practices that you would like to share, please contact Jamie O'Donnell, Executive Human Resources Specialist, at [Jamie.Odonnell@wisconsin.gov](mailto:Jamie.Odonnell@wisconsin.gov). In addition, feel free to pass this along to anyone with the State of Wisconsin that you feel might be interested in this information.**

To sign up to receive this every other month, all you have to do is visit <http://workforceplanning.wi.gov/category.asp?linkcatid=2209&linkid=19&locid=14>, and follow a few simple steps (if you're not signed up already).

**\*Note:** *Unlike other listservs, the only messages that you should receive for signing up will be the first week of every other month when the e-newsletter goes out.*