



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 Updates

- Through the ideas and efforts of the engineering workgroup, an engineering tri-fold brochure and a multi-page engineering booklet have been drafted in order to assist with recruitment efforts for engineering positions. When these are finalized, around the end of April, they will be posted on the workforceplanning.wi.gov website. (There is also a healthcare specific brochure that was produced last year).
- The bilingual workgroup has determined that we should translate the Wisc.Jobs brochure into Hmong and Spanish in order to be more inviting to potential applicants that are native Hmong or Spanish speakers. The Hmong brochure has been completed – Thanks to Jzong Thao, at UW-Madison!
- OSER is representing the State at the Chicago Diversity Career Fair on April 22, 2008. If your agency has any recruitment materials that should be distributed at this career fair, please get them to Jennifer Gebert no later than Friday, April 18, 2008.

JobNoggin

As of January, 2008, positions on Wisc.Jobs are no longer being posted to Monster.com. This free service stopped at the end of January.

DOA procurement initiated a new contract that is currently in place. State agencies can post jobs for 30 days on JobNoggin, and those positions will be posted onto Monster.com. The cost is \$130 per posting. Agencies will need to work with JobNoggin, not Monster to get this reduced rate. The \$130 rate is for renting the web space for 30 days. Agencies can remove one posting and replace it for another, and as long as it is during the 30 days, there will be no additional cost. Your JobNoggin contact is Susan Austin and can be reached by e-mail or phone at saustin@journilsentinel.com or 414-224-2843.

Wisc.Jobs Online testing

On April 7, 2008, OSER conducted some testing of the secure online exam capability in Wisc.Jobs. There were 41 applicants in the exam at the same time. 17 people tested directly

from the UW campus and there were testers from 13 different agencies/campuses. Slow downs reported were minor and the majority of the refresh times were under 5 seconds.

This new coding will be deployed to the production environment soon. OSER will be doing some initial testing with the system, but we will ultimately need to test agency/campus wide again.

Our hopes are to be able to have State agencies/campuses give multiple choice exams during normal business hours for more effective recruiting. Thanks to everyone who tested for helping us get one step closer!

Example to Learn From – DOT Internship Program

The Wisconsin Department of Transportation (WisDOT) supports all forms of transportation. The department is responsible for planning, building and maintaining Wisconsin's network of state highways and Interstate highway system. The department shares the costs of building and operating county and local transportation systems - from highways to public transit and other modes. WisDOT plans, promotes and financially supports statewide air, rail and water transportation, as well as bicycle and pedestrian facilities.

For over 20 years, the WisDOT recruits for technical school or university students in an engineering related program for summer internship opportunities. These students are hired into the department's Student Engineer Trainee (SET) program and work in production related positions to help plan, design, construct and maintain the state trunk highway system in Wisconsin. Students are expected to apply basic engineering knowledge and principles to complete their work assignments.

To be eligible for the SET program, the following requirements must be met:

- Be a student in good standing in an undergraduate engineering program such as civil engineering, pre-engineering, mechanical engineering or other related engineering.
- Be a student at the sophomore, junior or senior level.
- Be a Wisconsin resident at the time of hire.

This program has been a success for the department, as many of these students return for summer employment each summer until they graduate. Having been trained to work on WisDOT engineering projects, these students are highly qualified candidates for permanent Civil Engineer positions upon graduation.

To learn more about WisDOT's SET program, please visit the WisDOT Jobs Web site at www.dot.wisconsin.gov (Click Jobs).

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. 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.*