



ADMIN FORUM  
HR INFORMATION  
APRIL 20, 2017

# DRUG FREE SCHOOLS AND COMMUNITIES ACT

- Policy (<http://eao.wisc.edu/policies-drug-free.htm>)
  - Covers the following areas: standards of conduct, legal sanctions, health risks, employee assistance, and discipline
- Notice and distribution to all employees
  - The letter of offer/attachment includes this information (please, please be sure you are using the one we have loaded on the SoE Business Office Website!)
  - Draft templates for offer letters have also been updated with the correct language, please be sure that you are using the updated templates! (also, located on the SoE Business Office Website!)
  - **ALL EMPLOYEES**, in all categories (students, grads, university staff, academic staff, faculty, limited, part time, full time, telecommuting, fixed term... you name it EVERYONE needs to have this information!

# IFSS UPDATES

- H-1B Premium Processing Suspended (see handout)
- H-1B Audits
- Immigration Executive Orders, IFSS, & International Employees
- New I-9 Form & Increased penalties

# SOCIAL MEDIA RECRUITING RESOURCES

- OHR – Talent, Recruitment, & Engagement has set up social media pages for UW recruitment efforts
  - Facebook
  - Twitter

# FACEBOOK: JOBS@UW

The screenshot shows the Facebook page for 'Jobs at UW'. The page header includes the Facebook logo, the name 'Jobs at UW', a search bar, and navigation links for 'Teri', 'Home', and user avatars. Below the header, there are buttons for 'Liked', 'Following', 'Send Message', and 'Learn More'. The main content area is titled 'Current opportunities' and lists several job openings:

- RESEARCH DIRECTOR**: The CIMER project seeks to hire a Research Director to oversee a team conducting evaluation and research of national level initiatives aimed at improving the higher education research enterprise. Please consider this exciting opportunity! (Like 0, Share, Read More)
- SYSTEMS SUPPORT SPECIALIST**: The Wisconsin Child Welfare Professional Development System is seeking a problem-solver and self-starter to lead support of our Learning Management System. Our mission is to promote the best child-welfare practice through education, skill development, strategic partnerships, and effective advocacy. We are subsequently committed to serving Wisconsin's child welfare workforce through exceptional professional development opportunities that are available, accessible and of high quality at reasonable costs. As our Systems Support Specialist and LMS Manager, you will play a key role in helping us achieve that vision through technical development and support, competency oversight, and system testing/quality assurance. (Like 0, Share, Read More)
- CLINICAL RESEARCH ASSISTANT**: The Department of Urology's Division of Pediatric Urology and Section of Endourology are seeking an individual to assist with multiple clinical outcomes research projects. This research will focus primarily on stone disease and pediatric urologic conditions. (Like 0, Share, Read More)
- PARKING ACCESS REVENUE CONTROL SYSTEMS (PARCS) IT ANALYST**: Do you love data? We do too! Transportation Services at UW-Madison is looking for a detail-oriented Parking Access Revenue Control System (PARCS) IT Analyst to join a small, innovative IT Team. This position will focus on gathering, analyzing, presenting, and utilizing data from our PARCS databases to drive process improvements and other projects. (Like 0, Share, Read More)
- LECTURER IN ZOOLOGY**: If you are passionate about ecological issues, Zoology Department invites you to apply to teach the popular Introductory Ecology course. (Like 0, Share, Read More)
- PARKING ACCESS REVENUE CONTROL SYSTEMS (PARCS) IT ENGINEER**: (Like 0, Share, Read More)

On the right side, there is a 'Job Search' sidebar with a search box containing 'Search for jobs' and an example result: 'e.g. "Mining", "Web developer, Melbourne"'. Below this is a 'Refine Your Search' section with 'Work type' and 'Locations' filters. The 'Work type' filters include Faculty Full or Part Time (10), Faculty-Full Time (20), Faculty-Part Time (10), Staff Full or Part Time (28), Staff-Full Time (142), and Staff-Part Time (35). The 'Locations' filters include Madison (169), Marshfield (1), and Milwaukee (1). A 'Categories' section lists various job categories with their respective counts, such as Academic Advising, Student Services/Support (22), Accounting, Finance, Purchasing (11), and Agricultural, Animal, Biological and Life Sciences (7).

# TWITTER: @JOBSATUW

Home Moments Notifications Messages Search Twitter

**JOBS AT UW**

TWEETS 358 FOLLOWING 279 FOLLOWERS 149 LIKES 22 **Following**

**Jobs at UW**  
@JobsAtUW  
UW-Madison employs more than 21,000 people in nearly all types of occupations! For details on UW careers, visit [jobs.wisc.edu](http://jobs.wisc.edu) #WorkWithBucky

Wisconsin, USA  
[jobs.wisc.edu](http://jobs.wisc.edu)  
Joined February 2017

**Tweet to Jobs at UW**

8 Followers you know

INFO EDUCATION LIBRARIES STUDENT LIFE ALUMNI  
SCIENCE DoIT

17 Photos and videos

**Tweets** Tweets & replies Media

**Jobs at UW** @JobsAtUW · 16h  
We're hiring - click to start your future #career as a SYSTEMS SUPPORT SPECIALIST! [jobs.hr.wisc.edu/cw/en-us/job/4...](http://jobs.hr.wisc.edu/cw/en-us/job/4...) #WorkWithBucky

**Jobs at UW** @JobsAtUW · 16h  
Come #work for @UWMadEducation! Begin your #career as a #RESEARCH DIRECTOR! [jobs.hr.wisc.edu/cw/en-us/job/4...](http://jobs.hr.wisc.edu/cw/en-us/job/4...) #WorkWithBucky

**Jobs at UW** @JobsAtUW · 16h  
#IT #Engineer opportunity! #Work as a PARKING ACCESS REVENUE CONTROL SYSTEMS (PARCS) IT ENGINEER! [jobs.hr.wisc.edu/cw/en-us/job/4...](http://jobs.hr.wisc.edu/cw/en-us/job/4...) #WorkWithBucky

**Jobs at UW** @JobsAtUW · 16h  
Love #IT? Come #work a great #career as a PARKING ACCESS REVENUE CONTROL SYSTEMS (PARCS) IT ANALYST! [jobs.hr.wisc.edu/cw/en-us/job/4...](http://jobs.hr.wisc.edu/cw/en-us/job/4...) #WorkWithBucky

# SUMMER HIRES & LAB

- Summer Lab is on Thursday 4.27 @ 9:00am
- HEART Tool, 2/9ths forms (must be signed before we will push any summer appts for your cbasis employees)
- Contact us if you can't make Thursday and would like to set up a time to walk through summer hires