RaISE Job Posting Instructions

The RaISE (Referrals and Interviews for Sustainable Employment) Program uses the City of Madison Licenses and Permits web portal to track job postings, referrals, and data collection and reporting. Licenses and Permits is a public-facing platform for City of Madison vendors, contractors and referral agencies. Please use the same account that you use for your AA Plan and Bid Prequalification.

The module used to submit contractor job applications is called "Job Postings". This module will be used by all contractors of the City to enter their job announcements located in Dane County.

The module used to refer candidates who meet the minimum requirements of one of the vacant positions is called "Job Referral".

If you already have an account on Licenses and Permits, you can simply log in to the account and skip Step 1.

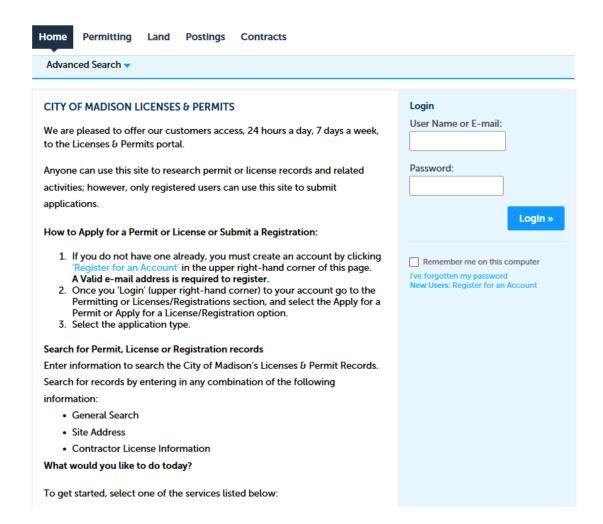
- 1. Using Internet Explorer, Edge, Chrome, or Firefox (latest versions) browse to
- 2. https://elam.cityofmadison.com/citizenaccess/
- 3. Click on "Register for an Account"
- 4. Check the "I have read and accepted the above terms"
- 5. Click "Continue Registration"
- 6. Enter Login Information
 - a. User Name
 - b. Email Address
 - c. Password
 - d. Type Password Again
 - e. Enter Security Question
 - f. Answer
 - g. Keep your account info: you will need it again
- 7. Enter Contact Information
 - a. Click "Add New"
 - b. Select that this is an Organization contact
 - c. Be as complete as possible
 - i. Ensure you enter
 - 1. Name of Business
 - 2. City
 - 3. State
 - 4. Zip
 - ii. These fields are not required during registration, but they are for the Job Posting and Job Referral
- 8. Click "Continue Registration"
- 9. Success
- 10. You will receive an email with a link to Activate your Account

- a. This email verifies that the email address is valid and allows you to activate your account
- b. Keep your account info: you will need it again

Step 2: Log In to Licenses and Permits

- 1. Once your account has been activated
 - Using Internet Explorer, Edge, Chrome, or Firefox (latest versions) browser to
 - i. https://elam.cityofmadison.com/citizenaccess/
 - b. Enter User Name or Email
 - c. Enter Password
 - d. Click Login
 - e. You will see "Logged in as: <your user name>" under the teal-colored bar

The image below is an example of what the screen looks like when you go to https://elam.cityofmadison.com/citizenaccess/.



Step 3: Enter Job Posting

- 1. From the Home Screen
 - a. Select "Postings" tab
 - i. Select "Create Posting/Refer Candidate"
- 2. Select a Posting Type
 - a. Lists
 - i. Job Posting Form
 - ii. Job Posting Referral
 - b. Click "Continue Application"

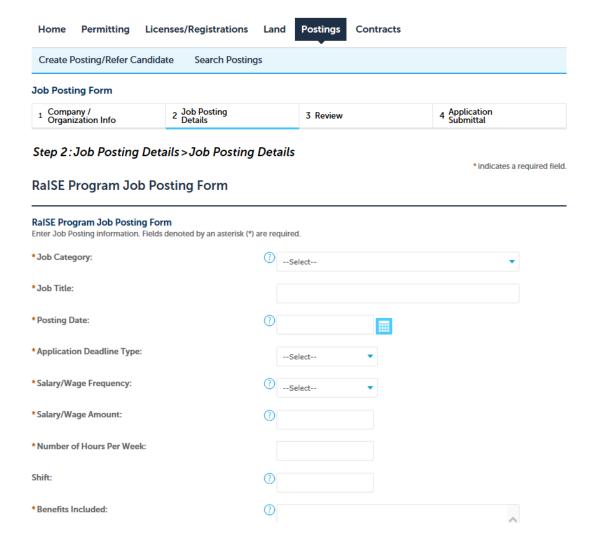
Home	Permitting	Licenses	/Registrations	Land	Postings	Contracts
Create Posting/Refer Candidate Search Postings						
Select a Record Type						
Select one of the available Postings application types below.						
		Search				
_	ting Form ting Referral					
Contin	ue Applicatio	n »				

Step 4: After selecting "Job Posting Form" as the record type, you will be prompted to enter the following:

Contact Information

- 1. Enter
 - a. Choose "Select from Account"
 - b. Or select "Add New" and fill in the required fields
 - i. Select "Continue"
 - c. Click "Continue Application"

Once you "continue application", you will see the following screen. All items with an asterisk (*) next to them are required fields. Most of the fields have a question mark help field to describe the information needed.



2. Enter Job Posting Form Information

- a. Select "Job Category" from the drop down menu
- b. Fill in the Job Title, Posting Date, Application Deadline Type, Salary/Wage Frequency, Salary/Wage Amount, Number of Hours per Week, Benefits Included, Duties and Responsibilities, and Minimum Qualifications
- c. Shift, Application Process, and Company Website Link are all optional

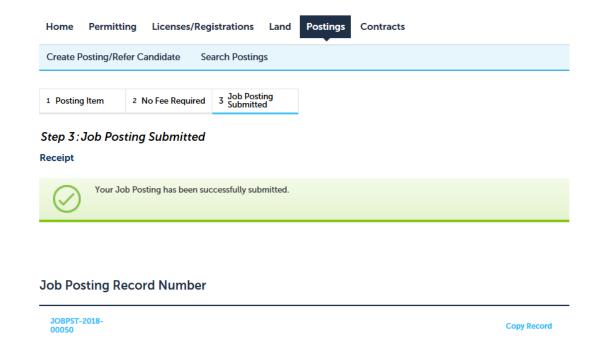
3. Attach documents (optional)

- a. Select "Add"
- b. Choose "Add" again
- c. Upload attachment and select "Continue"
- d. Select the "Type" from the drop down menu
- e. Add a description (optional)
- f. Choose "Save"
- g. Select "Continue Application"

The attachments are not required, but if you have documents you'd like to attach, you can do so. These could include the job posting form you'll be sending to other organizations, a paper application form, etc.

4. Review/Complete

- a. Review application
- b. Click "Continue Application". You will see the screen below when the posting has been successfully submitted.



To view the record click the Job Posting number. This will bring up the record details.

If you are posting the same position later, you can copy the record to save time. To copy the record click "Copy Record" at the bottom right of the screen.

Resume a Saved Application

- 1. From the Home screen
 - a. Select "Postings" tab
 - b. Select "Resume Application" next to the desired application

Search Job Postings through RaISE Program Job Posting Reports

- 1. From the Home Screen
 - a. Select "Reports(2)"
 - b. "RaISE Program Job Posting Detail" will require you to enter the "Job Posting Number"
 - i. The report will show up in a new browser window
 - ii. Use the number from the RaISE Program Job Postings report to view specific job details
 - c. "RaISE Program Job Postings"
 - i. The report will show up in a new browser window
 - ii. All available jobs will appear on the report sorted by category of work