

To: \_\_\_\_\_

Fax: \_\_\_\_\_

From: Job Service Employer Representative  
Sandy Buettner (920) 997-3273 (453) \_\_\_\_\_  
Rose Heinz extension (454) \_\_\_\_\_  
Gerry Arnoldussen extension (455) \_\_\_\_\_

Fox Cities Workforce Development Center  
1802 Appleton Road  
Menasha, WI 54952-1110  
Phone: (920) 997-3272  
Fax: (920) 832-5297

## Job order information sheet. A Successful Job Listing Starts With a Good Job Description

□ **A good summary of the job duties includes:**

“Plan and design products and systems; prepare drawings; operate (indicate equipment): maintain equipment; set up and operate machines (include type); provide technical support; prepare financial reports; prepare reports and correspondence; provide general medical care; data entry of accounts receivable/payable and payroll; answer telephones ...”

□ **The job location:** – especially if it is different from the company headquarters.

“The job is located in our facility on College Avenue, Appleton ...”

□ **Equipment/machines/tools used:**

“Computer, drill press, punch press, mills, lathes, micrometers, power hand tools or hand tools, forklift, welding, die casting, ...”

□ **Computer programs used:**

“Microsoft Word, Lotus 1-2-3, Power Point, CAD, ...”

□ **Physical requirements:**

“Lifting up to 50 pounds (continuous or occasional), stooping bending, dusty, noisy, ...”

□ **Education and work experience required:**

“Minimum age (14, 16, 18, ), level of education (HS or equivalent, AA, BS, BA, MA; type of education and number of years experience, ...”

□ **Skills, tools, or licenses required for the job;**

“Registered Nurse, Certified Nurse Assistant, CDL license (endorsements), journey card, blueprint reading, customer service, mechanics tools, car or truck, ...”

□ **A description of the type of company or industry:**

“Manufacturer of stainless steel products, plumbing, fixtures, engines, filtration housings, vinyl flooring, health care, food service, hospitality, temporary employment agency, ...”

□ **Hours/days of work:**

“Indicate days, shift and hours (Monday – Friday, first shift, 7:00am-3:00pm), ...”

□ **Salary range being offered:**

“\$7.00-\$9.00 per hour, pay depends on experience and/or education, negotiable, ...”

□ **Special directions for applicants, deadline dates, ...”**

“Dates and time to apply, apply in person, call for appointment, e-mail, mail or fax resume, ...”

□ **America’s Job Bank (AJB):**

Additional recruiting tool, AJB registers two million Internet hits each day. To list on AJB mark the box on the JobNet job order form. Enter or view your job order directly on JobNet via Internet at <http://www.wisconsinjobcenter.org>

□ **Job order close date:**

“If the position is filled please call or fax a job service employer representative to close the job order.” **Thank you for listing your job order with the Fox Cities Workforce Development Center.**

**Quality Job Orders Bring Quality Results!**