

## 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
  - a. 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/>.

The screenshot displays the City of Madison Licenses & Permits portal. At the top, there is a navigation bar with tabs for Home, Permitting, Land, Postings, and Contracts. Below this is an Advanced Search dropdown menu. The main content area is divided into two columns. The left column contains introductory text, instructions on how to apply for a permit or license, and a search section. The right column features a login form with fields for User Name or E-mail and Password, a Remember me checkbox, and links for password recovery and account registration.

**Home** Permitting Land Postings Contracts

Advanced Search ▼

### CITY OF MADISON LICENSES & PERMITS

We are pleased to offer our customers access, 24 hours a day, 7 days a week, to the Licenses & Permits portal.

Anyone can use this site to research permit or license records and related activities; however, only registered users can use this site to submit applications.

**How to Apply for a Permit or License or Submit a Registration:**

1. If you do not have one already, you must create an account by clicking ['Register for an Account'](#) in the upper right-hand corner of this page. **A Valid e-mail address is required to register.**
2. Once you 'Login' (upper right-hand corner) to your account go to the Permitting or Licenses/Registrations section, and select the Apply for a Permit or Apply for a License/Registration option.
3. Select the application type.

**Search for Permit, License or Registration records**

Enter information to search the City of Madison's Licenses & Permit Records. Search for records by entering in any combination of the following information:

- General Search
- Site Address
- Contractor License Information

**What would you like to do today?**

To get started, select one of the services listed below:

**Login**

User Name or E-mail:

Password:

[Login >](#)

Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

### 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**

Job Posting Form  
 Job Posting Referral

**Continue Application »**

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.

Job Posting Form

1 Company / Organization Info	2 Job Posting Details	3 Review	4 Application Submittal
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Step 2: Job Posting Details > Job Posting Details

\* indicates a required field.


Raise Program Job Posting Form

Raise Program Job Posting Form

Enter Job Posting information. Fields denoted by an asterisk (\*) are required.

\* Job Category:

\* Job Title:

\* Posting Date:  

\* Application Deadline Type:

\* Salary/Wage Frequency:

\* Salary/Wage Amount:

\* Number of Hours Per Week:

Shift:

\* Benefits Included:

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.

The screenshot displays a web interface with a navigation menu at the top: Home, Permitting, Licenses/Registrations, Land, Postings (highlighted), and Contracts. Below the menu is a light blue bar with two buttons: 'Create Posting/Refer Candidate' and 'Search Postings'. Underneath is a progress indicator with three steps: '1 Posting Item', '2 No Fee Required', and '3 Job Posting Submitted' (the third step is highlighted with a blue underline). The main content area is titled 'Step 3: Job Posting Submitted' and includes a 'Receipt' section. A green banner with a checkmark icon contains the text 'Your Job Posting has been successfully submitted.' Below this is a section for the 'Job Posting Record Number', which is 'JOBPST-2018-00050'. A 'Copy Record' link is located at the bottom right of the page.

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