



Engelmann Hall
PO Box 413
Milwaukee, WI
53201-0413

Dear Office Support Exam Register Candidate:

You are currently on the State of Wisconsin Office Support exam register because you passed the examination. On your application you indicated an interest in the Milwaukee area. We currently have a **full time** vacancy for a University Services Associate 2 at the University of Wisconsin-Milwaukee in the School of _ Department of _.

SALARY: The starting pay is \$12.494 per hour, plus generous vacation and personal holidays, sick leave, and other fringe benefits. For current state employees, pay will be determined in accordance with the applicable collective bargaining contract.

We are contacting candidates who passed the exam to determine their interest. All **interested** who return the enclosed response form along with a **current resume**, will be contacted by the department to schedule an interview.

For the UWM Security Report and the Campus Security Policy, see www.crimestats.uwm.edu, or call the Office of Student Life or Human Resources for a hard copy at (414) 229-4632 or (414) 229-4463.

It is the policy of UWM to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview (or to test) because of a disability, please contact our department at 414-229-4463. Employment opportunities will not be denied because of the need to make reasonable accommodations for an individual's disability.

If you are interested in being reviewed for eligibility for this employment opportunity, please complete the attached form, **enclose a copy of your resume** and return them **by 4:30 p.m., on Wednesday, February 1, 2006** to the address on the response form.

If you claimed Veteran's Status, and submitted a Veteran's Preference Form along with your Application for State Employment application, please bring along to the interview, a copy of your Report of Separation From Active Duty verification form - (DD214N).

If you are not interested in this position please indicate so on the enclosed form.

Sincerely,

Deborah Ruelle
Human Resources
Attachments: Position Description/Response Form

Position: #
University of Wisconsin-Milwaukee
USA 2, School of _ Department of _

Name: _____

Home Address: _____

Phone: (Home) _____ (Work) _____

Social Security #: _____

Please check one:

- I am interested in this position. **Enclosed is my resume.**
- I am not interested in this position. I understand that my name will remain on the State exam register.

Please return this form (and resume, if interested in position) to:

Deborah Ruelle
Department of Human Resources
UW-Milwaukee
P.O. Box 413
Milwaukee, WI 53201

Or fax to Deborah Ruelle at (414) 229-4102.

For you to be considered for a possible interview we must receive your form and resume **by Wednesday, February 1, 2006.**