

Job Service

Workforce Development Center of Jefferson County
874 Collins Road
Hours of Operation ~ 7:45 AM – 4:30 PM
920.674.7500 ~ Main phone number

Dane County Job Center
1819 Aberg Avenue, Madison
608.242.4900 #2 ~ Switchboard number

We are here to help ~ we offer services to job seekers from all walks of life, with varying skill and academic levels.

- You will need to register with Job Service within 14 days of filing your Unemployment Insurance claim. You can register on your home computer, at the library or at the Job Center.
- Before you register with Job Service you will need to create a personal email address if you do not have one.
- Where do I go to register? ~ www.Jobcenterofwisconsin.com.
- You will need to establish a logon (username and password). You should use the same username and password that you used for unemployment.
- Registration will take at least one hour.
- What do you need to register and complete the Job Match Profile? ~
 - Social Security Number
 - Date of birth
 - A valid email address
 - Current resume or ~
 - Names and addresses of all of your employers for the past 10 years, start date and end date and your job duties
 - Names of the schools you attended and the degrees you received
 - Your Professional Summary, which summarizes your experience and highlights your background
 - A comprehensive list of skills you possess
- How will I know I have completed the requirements? ~
 - A message will appear that you have successfully completed your Job Match Profile. All three boxes will be checked with a green check mark.

The Job Center of Wisconsin website is a great resource.

- 90,000 – 95,000 jobs listed on average
- Online workshops ~ job search and technology, resume and job application, and interviewing

www.SCWIJobs.com.

A proud partner of the American Job Center network