# Use subject line as: ETF ETE0015 Position Request: <Replace with job title>

Appendix 13

# ETF ETE0015 Professional Staffing Services – Position Request

**Who We Are:**  The [**Department of Employee Trust Funds (ETF)**](http://etf.wi.gov/) manages retirement, insurance, and other benefit programs for 600,000+ state and local government employees and retirees of the Wisconsin Retirement System (WRS). We are passionate about our work and committed to providing quality services to our members.

|  |  |
| --- | --- |
| Job Title:  |  |
| Request Date:  |  |
| Responses Due: |  |
| Anticipated Start: |  |
| Anticipated Hours/Week & Duration: | 40 hours/week; for more than 12 Months |
| Target Hourly Rate(\*): |  |

# Position Summary:

|  |
| --- |
|  |

# Qualifications:

|  |
| --- |
|  |

# What we are looking for:

|  |
| --- |
|  |

# Response Guidelines:

|  |  |
| --- | --- |
| Number of Responses Allowed per Contracting Firm: | Unlimited |
| In-Person Interview Required: | Yes |
| Skype/Facetime Interview Allowed: | Yes |
| ETF will perform reference checks after interview: | Yes |
| Required Response Materials |  |
| Resume: | Yes |
| Reference Checks: | No |
| Background Check: | No |
| Test Scores: | No (if yes, specify) |
| Other: |  |

Please respond to ETFSMBContractorStaffing@etf.wi.gov by the due date above. As resumes arrive, interviews will be scheduled for qualified candidates.

Thank you.

(\*) The “Target Hourly Rate” is the maximum that ETF would be willing to pay for the position. However, vendors may not submit a candidate at a rate higher than provided in their RFP response.

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