

Employee WhatsApp Groups

EFFECTIVELY COMMUNICATE IMPORTANT CAMPUS
INFORMATION TO EMPLOYEES



Cultural Linguistic Services
OFFICE OF HUMAN RESOURCES
UNIVERSITY OF WISCONSIN-MADISON

Communication



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This service will replace the multilingual phone lines.

- The majority of information is sent via email, but a large number of employees have limited access to computers.
- As members of the campus community, employees still need information about updates that impact their lives.

This service will NOT replace UWPD WiscAlerts.

Goal

Effectively communicate important information to employees.

- For employees with limited computer access and English language learning (ELL) employees.
- CLS will send weekly WhatsApp messages to employees who choose to join a broadcast group.
- The messages will be in the employee's preferred language.
- Messages will relate to UW-Madison resources and events.



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Solution

This service will replace the multilingual phone lines.

- Signing up for the WhatsApp group will be optional for employees.
- No individual questions will be discussed in the WhatsApp group.
- Please continue talking with your supervisor, human resources office, or CLS.

This service will NOT replace UWPD WiscAlerts.

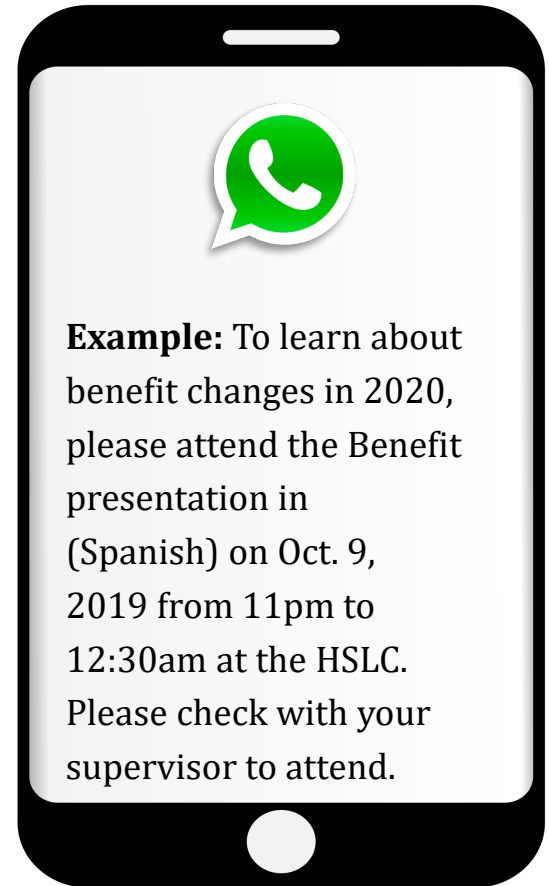
- UW–Madison employees will benefit from receiving relevant information right to their cell phones, in their preferred language.
- Employees will be more informed, better able to participate in information sessions, and benefit from employee resources.

Creation of Employee WhatsApp Groups

Employees who wish to receive this service will add the CLS WhatsApp phone number to their phone's address book and send us a message with the following:

1. Your Preferred Language Code (E, S, H, T, C, N)
2. Your Department
3. Your Name
4. Your Phone Number

See Handout for details



Handout – Installing WhatsApp

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How to Install WhatsApp on Your Smartphone

Things You Will Need: Smartphone (Phone or Android)

On your Apple iPhone:

1. Find and Tap the App Store Icon
2. Find and Tap the Search Icon on the Bottom
3. Type "WhatsApp Messenger"
4. Tap Get Button
5. Find and Tap the WhatsApp Icon on Your Home Screen to Open

On your Android Phone:

1. Find and Tap the Google Play Icon
2. Find and Tap the Search Bar on the Top
3. Type "WhatsApp Messenger"
4. Tap Install Button

I. Save **CLS UW-Madison** name and phone number to your phone's address book: **(608) 514-2874**

II. Send us a message with the following:

1. Your Preferred Language Code (E, S, H, T, C, N)

E – English	T – Tibetan
S – Spanish	C – Chinese
H – Hmong	N – Nepali

2. Your Department
3. Your Name
4. Your Phone Number

Examples:

E. Housing, Bucky Badger, (608) 263-2400
S. FP&M, Flamingo Bird, (608) 555-0135

Questions?

THANK YOU!



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