CREATING AN ACCOUNT

• First time applicants select “Create an Account” and fill in the information to create your account.

• Returning applicants “Log in” with your existing user name and password. If you do not know your login information, please DO NOT create a new account. Instead, contact us at jobs@illinois.edu to get your log in information.

• Choose “All Positions” to see posted positions.

• Scroll through the job list, select a category, or use the search box.

• Civil Service positions are listed under various categories.

• If Civil Service, it will be stated on the job posting above the application instructions.

TWO WAYS TO APPLY for Civil Service

• There are two ways to apply, depending on the type of Civil Service position:
  
  A. Salaried/exempt from overtime pay, known as overtime-exempt
  
  B. Hourly/eligible for overtime pay, known as non-exempt

• Postings have salary/position information and application information.

• Read application instructions on the job posting to determine which way to apply.

INSTRUCTIONS

Page 2 - Salaried/Overtime-Exempt Positions
Page 5 - Hourly/Non-Exempt Positions
Page 11 - Extra Help Temporary Positions
How to apply for Salaried/overtime-exempt positions:

- When logged in and looking at the job posting for the job you are interested in, select “Apply for position” at the bottom of job posting.
- This adds the job to the your Profile page under “Documents to Complete.”
- Application forms for this job will have “Start” in the Action column.

- First time applying? A CS Pre-Approval form will be listed on your profile page under the Job Title.
- Select “Start” to fill-out and submit this form.
- You will receive notification when the pre-approval has been processed, which may be the next business day or it may be immediately if the system does not find a possible duplicate account.

- When application forms for the specific job have been added to your profile page, they will have “Start” in the Action Column.
- If you have applied previously on this account using this process, you will not be presented with another CS Pre-Approval form. Application forms will be added to your profile page immediately when applying.
• Fill out and submit the Staff Vacancy Application.
• Fields with a red * are required fields.

• You must list three references before continuing to the next page. To add references, select “Add” in that section.
• To edit a reference record after saving it, select the name of the person to reopen the record.

• If you are related to someone who works at the U of I on is on the Board of Trustees, select “Add” in the relatives section.

• If you have worked previously at the U of I, enter that information at the bottom of the page.

• After answering all the questions, select “Save and Continue” at the bottom of the page.

• Next, you are presented with the Applicant EEO form.
• Fill in the required fields and select “Save and Continue to Upload Documents” at the bottom of the page.
• Upload required documents mentioned on the job posting: cover letter, resume with months and years of employment, college transcripts (unofficial transcripts or diploma may be acceptable).

• To upload a document, select “Add.”

• Select the Document Type in the drop-down menu.

• “Browse” to find and add documents you have saved on your computer.

• Even if you have uploaded documents in the past, you must upload documents to each job for which you are applying.

• If you have uploaded documents to a previous application and wish to add those to this application, select “My Documents” and choose documents you wish to submit with this application.

• Select “Save” to finish uploading the document to the application.

• Read the statement at the bottom of the page and indicate you agree with the statement.

• Select “Submit” at the bottom of the application to go to the next page.

• The next form you will see is the “Voluntary Self-Identification of Disability” form.

• Select an answer and select “Continue to Next Page” at the bottom of the page.

• If you are requesting an accommodation, type the request in the box provided.

• Select “Submit” at the bottom of the page.

• This completes your application.

• When you go back to your Profile Page, you should see completion dates next to each form you submitted for that job.
How to apply for positions that are Hourly/eligible for overtime pay positions:

- You will submit one detailed Civil Service application. Then, you will submit a Civil Service Exam Request form for each position you are interested in.
- Returning applicants:
  - Log in and scroll down the page to “Documents to Complete.” Edit Civil Service Application Part 2 to update, upload documents, and submit your application.
  - “Edit” CS Exam Request form, to submit an exam request form.
- First time applicants who have created an account:
  - If you are logged in, select “Civil Service Jobs/Application” above your name on your profile page.
  - Select “Apply for Positon.”
  - A CS Pre-Approval Form will be added to your Profile page under “Documents to Complete.”
  - Select “Start” next to the CS Pre-Approval form and fill out and submit the form.
- If you are not logged in and are looking at a job posting, select “Apply for Position” at the bottom of the posting. Then log in.
  - A CS Pre-Approval Form will be listed on your profile under “Documents to Complete.” Select “Start” next to the CS Pre-Approval form to fill out and submit the form.
- Once submitted, we will check for a duplicate account and you will be notified by email when you can proceed with the application. This usually happens no later then the next business day, but may be immediately if a possible duplicate account is not detected.
• **If you are not logged in** and are looking at a job posting, select “Apply for Position” at the bottom of the posting. Then log in.

◊ A CS Pre-Approval Form will be listed on your profile under “Documents to Complete.”

◊ Select “Start” next to the CS Pre-Approval form to fill out and submit the form.

◊ Once submitted, we will check for a duplicate account and you will be notified by email when you can proceed with the application. This usually happens no later than the next business day, but may be immediately if a possible duplicate account is not detected.

• Log back in to your account and scroll down the page.

• Select “Start” next to Civil Service Employment Application Part 1 to start the application.

• When you submit Civil Service Application Part 1, you will continue to the Voluntary Self-Identification of Disability form.

• When you submit, you will continue to Civil Service Application Part 2, the main part of the application.
• Complete all 9 steps (pages) within Civil Service Application Part 2.

• Fields with a red * are required fields.

• When you select “Continue” at the bottom of each page, your information will be saved up to that point.

• On Step 3, Experience, be sure to fill in your Employment History.

• Employment History should include very detailed job duties on each job that you list. This is what we use to qualify you for any exams you request.

• To add employment history, select “Add Employment History.” This expands the section to fill in job details.

• To save what you entered, select “Save.”

• To edit what you saved, select the job to expand the record again. Be sure to save your changes.

• Always “Continue” at the bottom of each Step (page) to save your information up to that point.
• Step 7 is not the actual exam request form. It is just a question. It does not matter how you answer. Either way, you will have an exam request form to fill out on your Profile after you submit the application, if/when you are ready to request an exam.

• Step 8 is where you can upload documents such as a resume, college transcripts, licenses, etc.
• Follow the instructions on the page to upload documents.
• Be sure to save each time you add another document.

• Step 9 is the last page of the application where you review what you have submitted, agree to the statement at the bottom of the page, and “Submit” the application.
• Stop here if you are only applying for Extra Help temporary work UNLESS you are applying for the following Extra Help work:
  • Extra Help Accounting
  • Extra Help Graphic Designer
  • Extra Help Information Technology
  • Extra Help Office Assistant
  • Extra Help Office Associate

• If not applying for a Civil Service position or one of the Extra Help titles listed above, go to page 11 of these instructions to finish the application process.

• To request the exam for the non-exempt Civil Service position you are applying for, or one of the Extra Help titles listed above, select “Start” next to the CS Exam Request Form on your Profile page.

• Select the title of the position you are applying for.

• Answer the remaining questions on the page.

• Availability for Testing: If you have a preference on days of the week or a morning or afternoon test time, or are going to be out of town or unavailable during a period of time, please note that in the box provided. NOTE: There are no written exams for Extra Help positions. However, submitting the exam request tells us what Extra Help title above you are applying for.

• If you cancel or no show for an exam 3 times in a 3-month period (or any combination of those), you will not be able to request an exam for 3 months. This is why it is very important to list your availability for testing.

• Select “Continue” to go to the 2nd page of the Exam Request form.
• Read all the information on the 2nd page.
• Select “Submit” at the bottom of the page, to submit your exam request form.

• After submitting the exam request form, your Profile page will look like this.
• To submit another exam request form, select “Edit” next to the CS Exam Request form. This gives you a blank exam request form to fill out.

• To update your application at any time or upload additional documents, select “Edit” next to Civil Service Employment Application Part 2.
• Always go to the last page and “Submit” after making changes or uploading additional documents.

• To confirm your exam requests went through, select “My Civil Service Activity” at the top of the page. You can check here as your request goes through the process of being qualified, scheduled, and taken. NOTE: There are no exams for Extra Help positions. However, submitting the exam request tells us what Extra Help position you are applying for.
• Once you have an exam score, your exam request moves from this page to the Exam Scores and Register Placement pages.

• If your score places you in a position on the register to be referred to the department for an interview, you will be notified by email to contact the department.
• If you want to improve your score, you can rewrite an exam 3 times in a twelve-month period, if the exam is available to request. You must wait 30 days between each rewrite.
• Click here for testing frequently asked questions.

• Add these email addresses to your contacts: SHR-TESTING@mx.uillinois.edu; shr@uillinois.edu
How to apply for Extra Help (temporary) employment:

- The same application referenced on Page 5 of this document is used for Extra Help. Go to Page 5 to begin, if you have not done so already.

- Stop at Page 9 when it comes to submitting an exam request form UNLESS you are applying for the following Extra Help titles:
  - Extra Help Accounting
  - Extra Help Graphic Designer
  - Extra Help Information Technology
  - Extra Help Office Assistant
  - Extra Help Office Associate

- If not applying for one of the above titles, after submitting your Civil Service application, contact individual departments of interest about possible opportunities. A contact list for departments who most frequently hire extra help non-clerical can be found here: https://humanresources.illinois.edu/assets/docs/SHR/Nonclerical-Frequent-Hire-List.pdf

- For more information, call Extra Help Services at 217-333-4752.