

# Ask HR

**Question:**

How can I prepare to take Civil Service exams?

**Answer:**

Go to the State Universities Civil Service System (SUCSS) website at [www.sucss.state.il.us](http://www.sucss.state.il.us). *Employment/Test Tips* is located on the left side of the main screen. There you will find information on:

- how to prepare for the exam
- sample questions
- practice typing tests
- study guides
- how to handle test anxiety
- understanding (and finding) class specifications
- civil service employment process
- and much more!



Please check out the information available on the web and share with anyone interested in applying for Civil Service employment at UIS!