

Ask HR

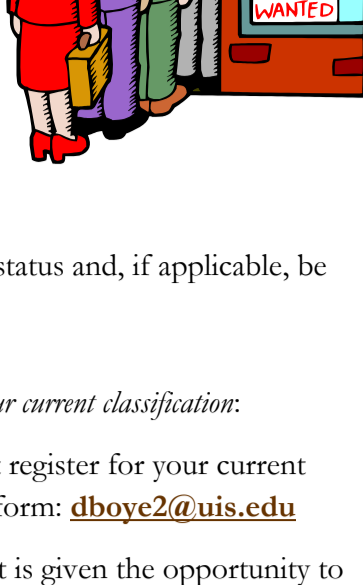
QUESTION:

What do I need to do to be considered for other civil service positions on campus?

ANSWER:

Here's how it works for *positions outside your current classification*:

- Update your application online at jobs.uis.edu
- Complete an exam request for each job title in which you are interested.
- If you don't see the job title listed, contact us at hremployment@uis.edu
- You will be notified regarding your qualification status and, if applicable, be scheduled to test.



If you're interested in *positions in other departments in your current classification*:

- Submit a request to be listed on the reassignment register for your current title. Contact Deanna Boyer in HR for a request form: dboye2@uis.edu
- In the event of an opening, the hiring department is given the opportunity to interview reassignment candidates, in addition to the top three candidates from the original entry register.

For more detailed information on exams and class titles, or if you're unsure about your qualifications for a particular title, contact Deanna Boyer, dboye2@uis.edu, 206-7144..