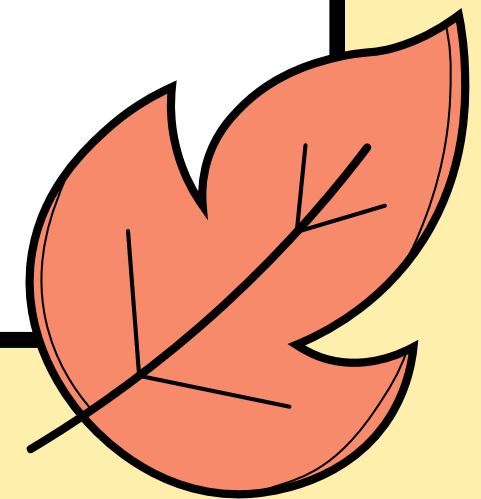
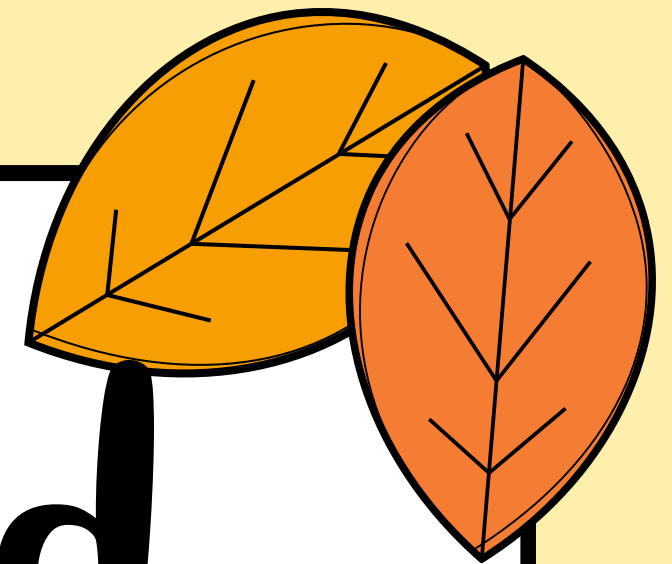
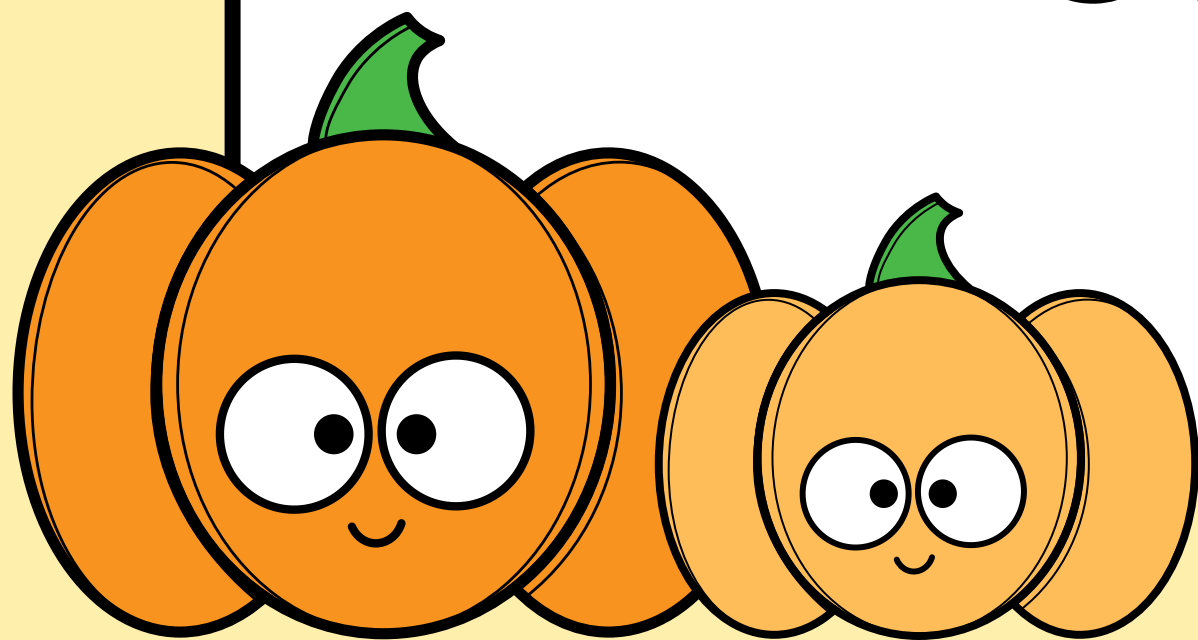
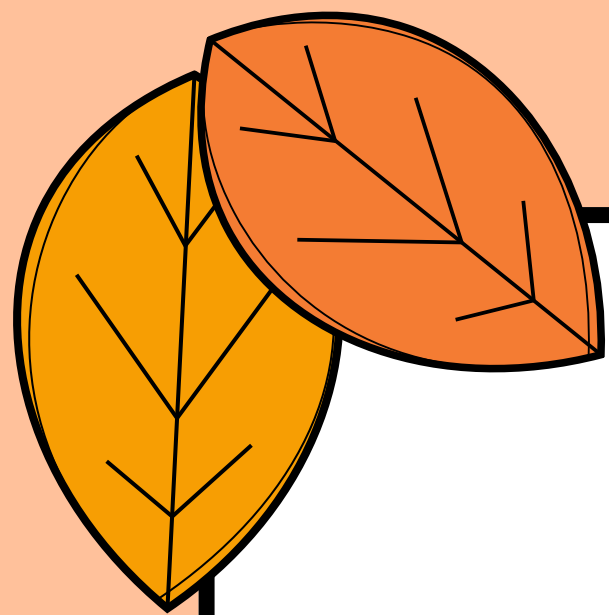


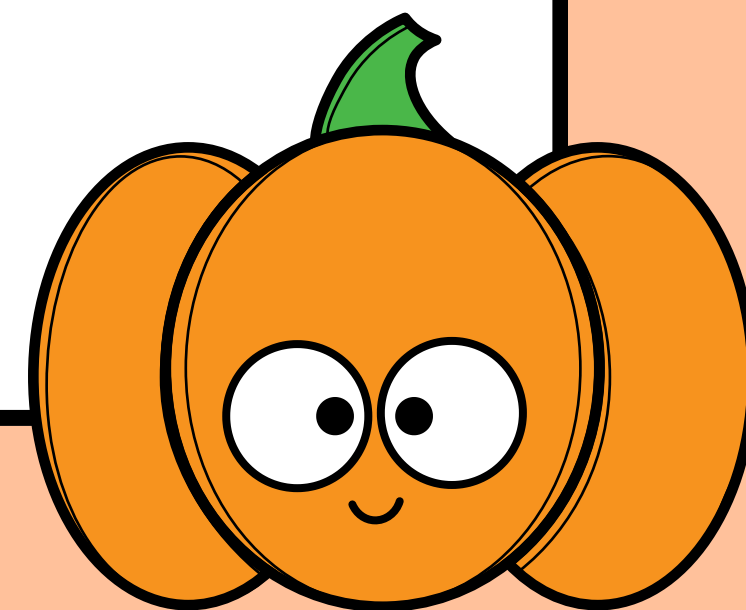
Commonly Asked Questions

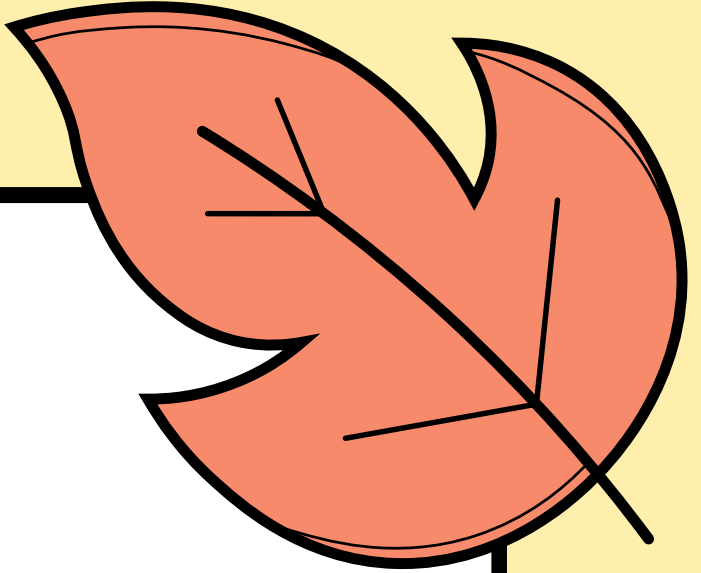
with Division Liaisons





Can I get more applicants to
interview for my Civil Service
position?

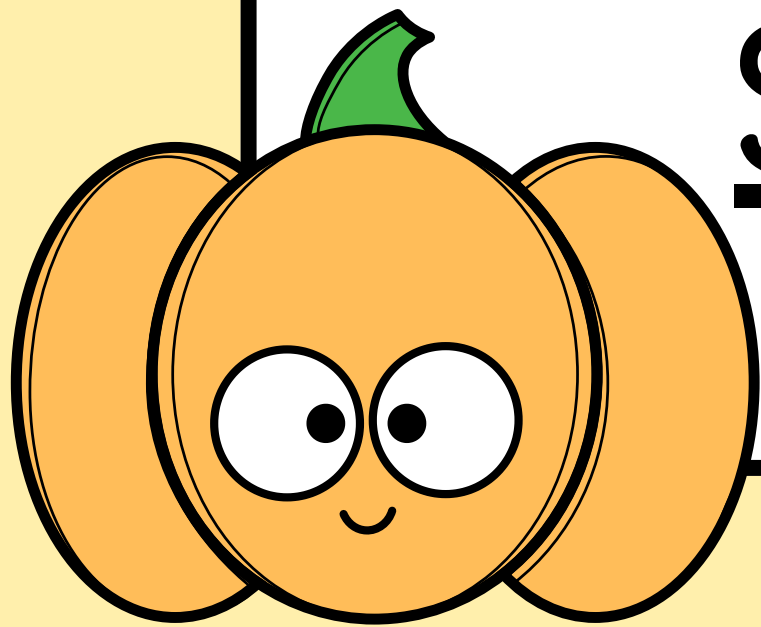


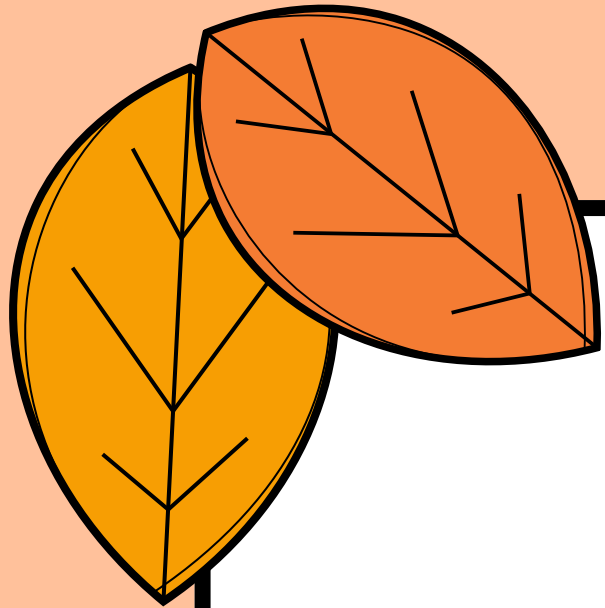


Short Answer: Perhaps

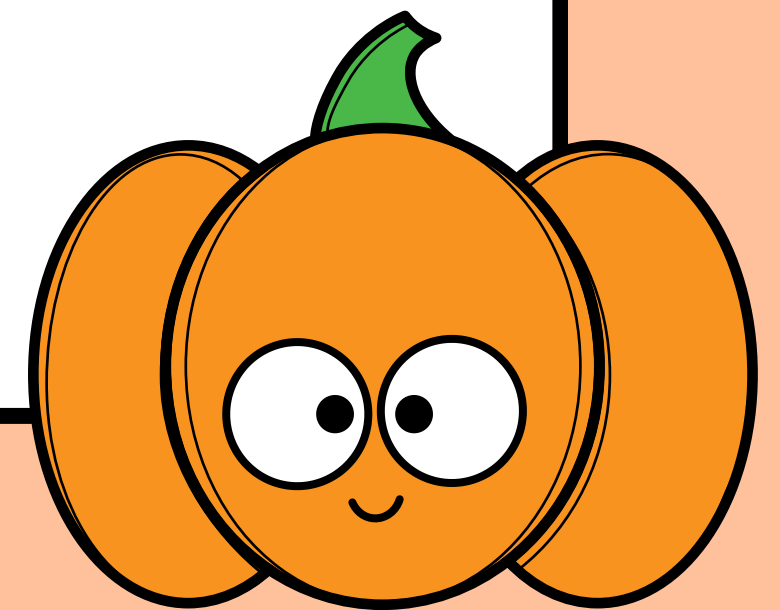
Long Answer: SUCSS Rules and

Statutes Section 250.60

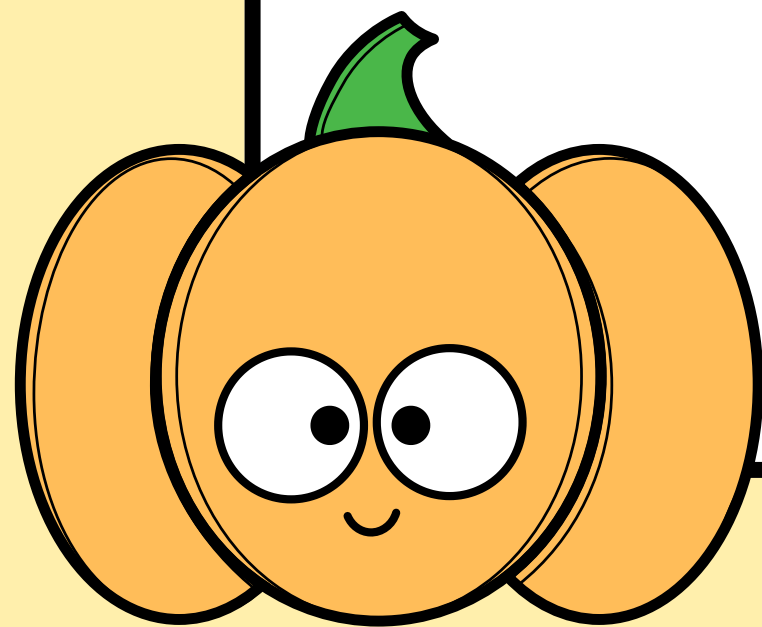
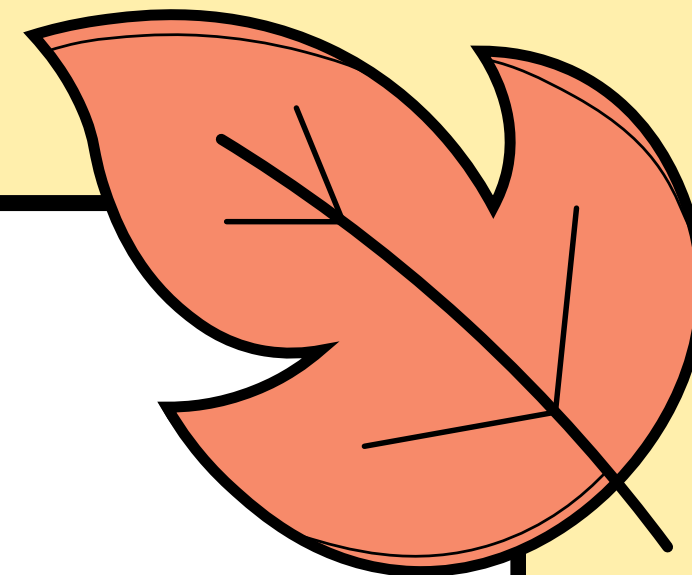


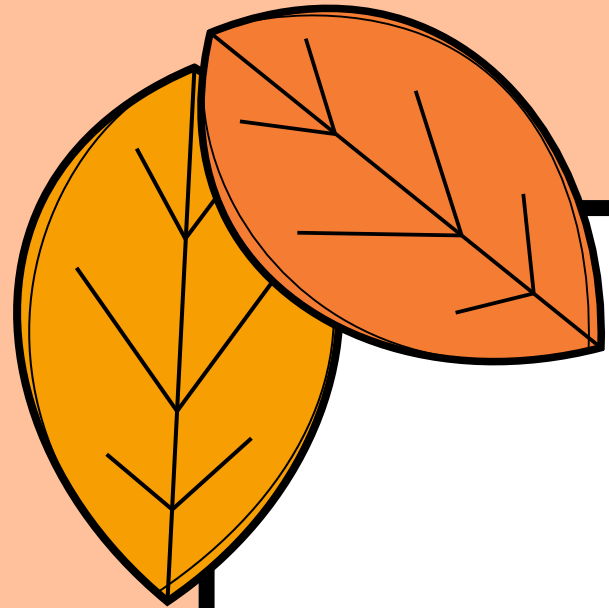


Do I have to interview everyone
that was referred?

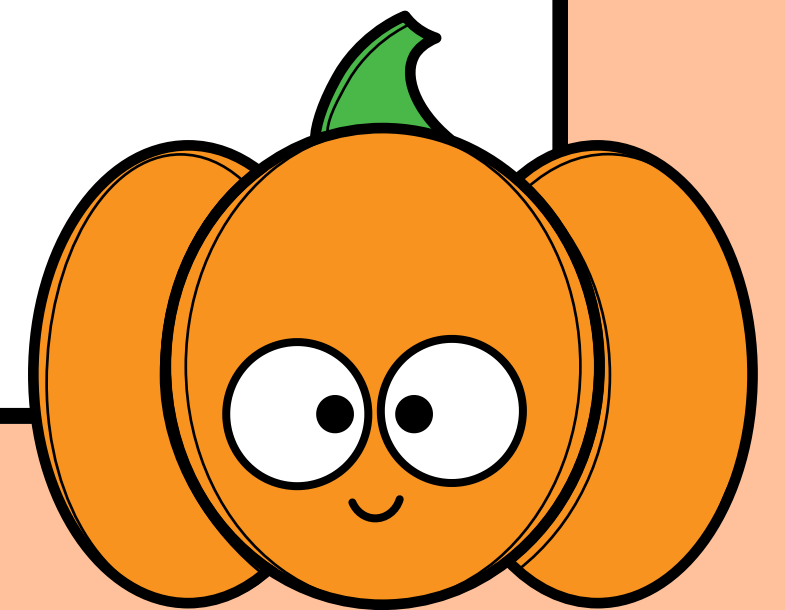


Yes!

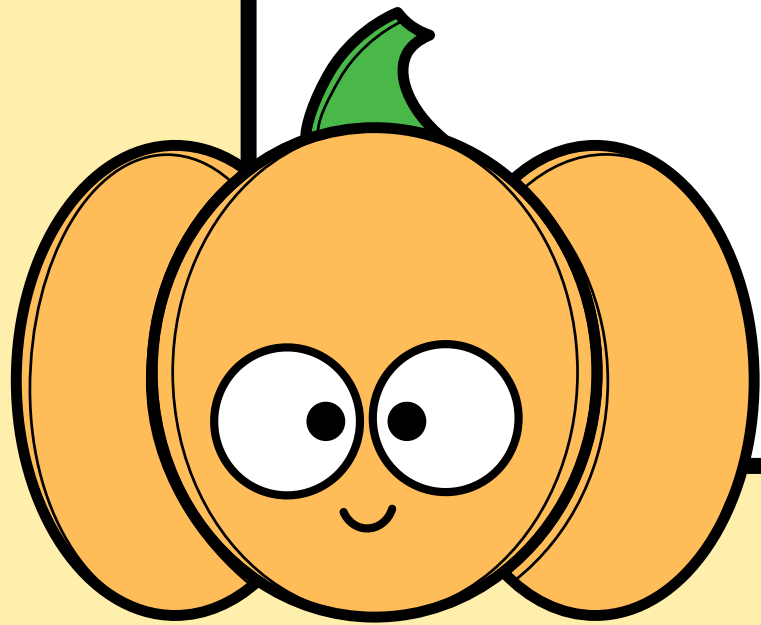
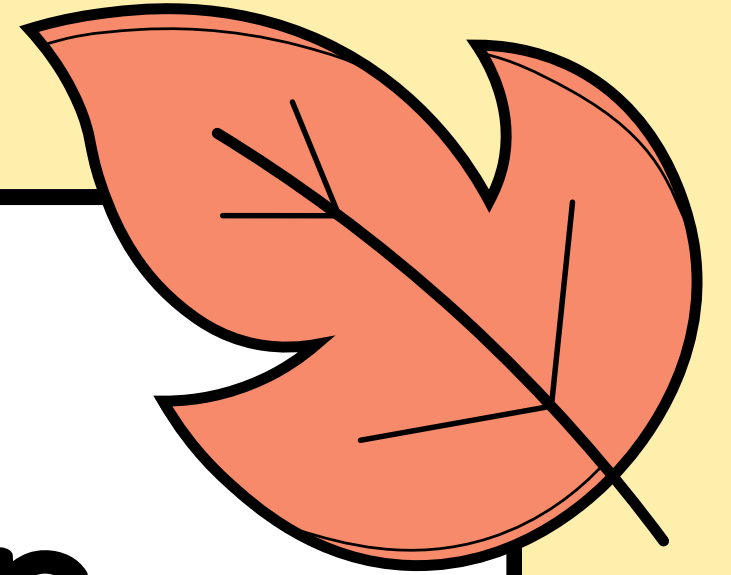


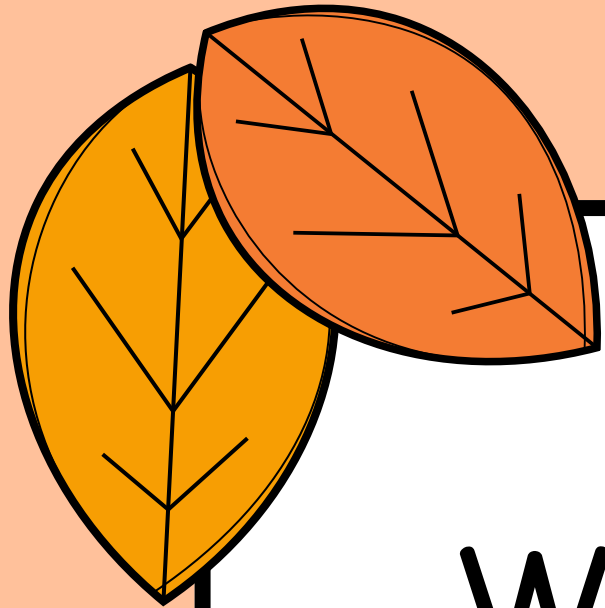


What makes my position
Civil Service vs. AP?



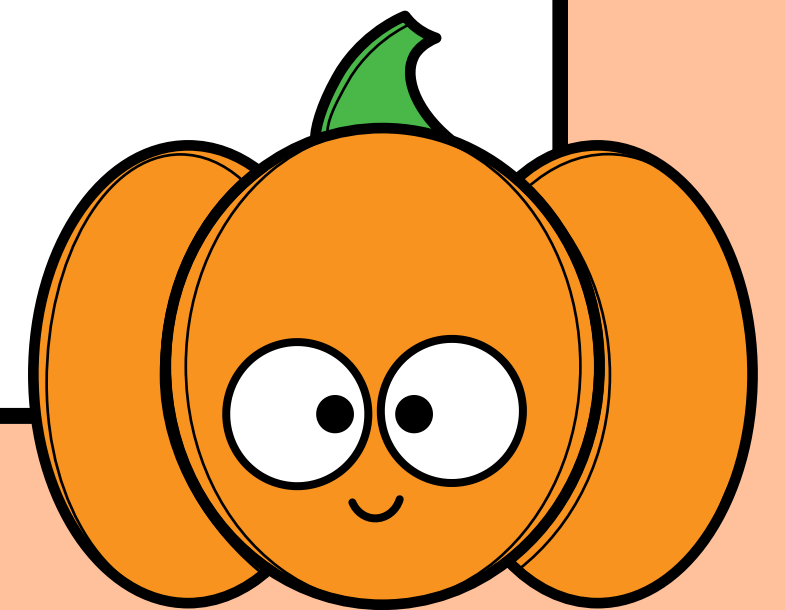
5% or more of your
duties



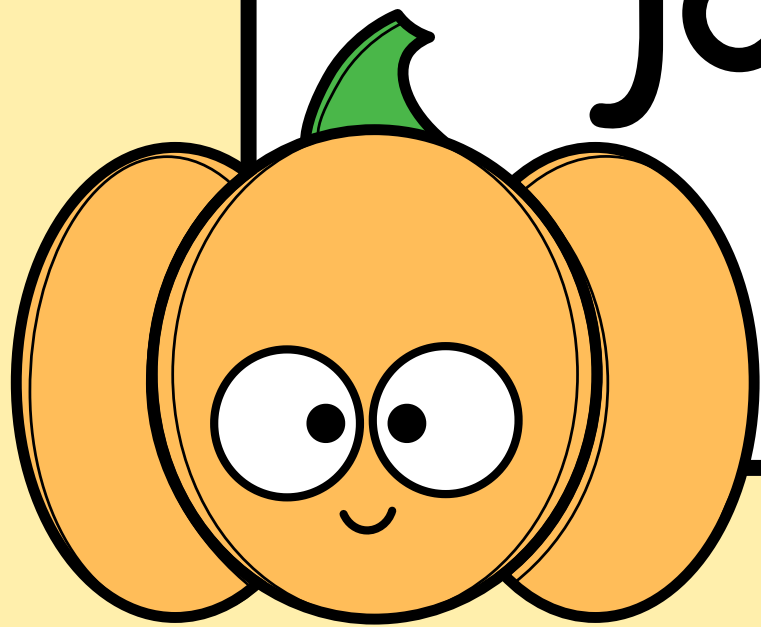
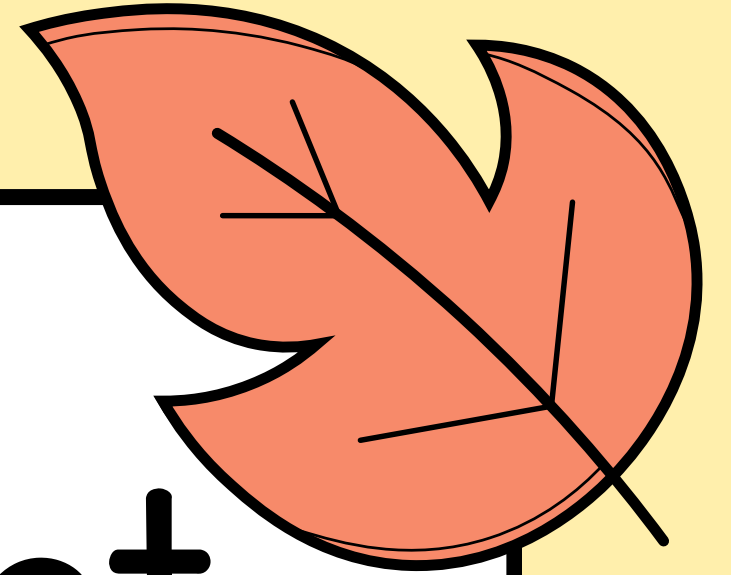


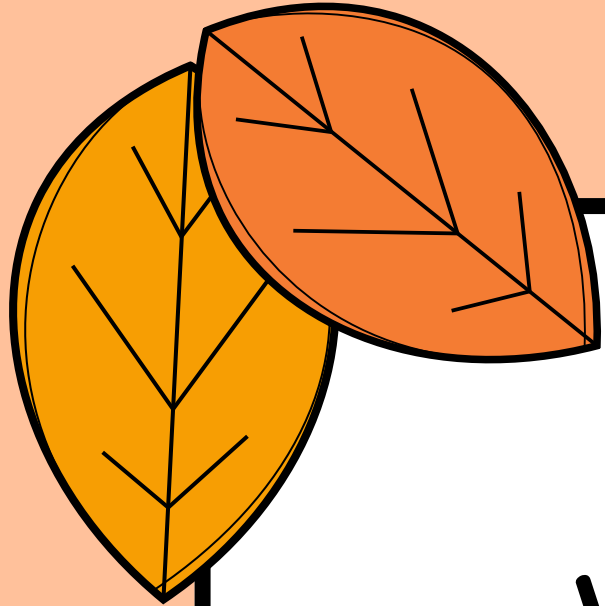
Why did I not get my pay on time?

Payroll told me to contact HR.

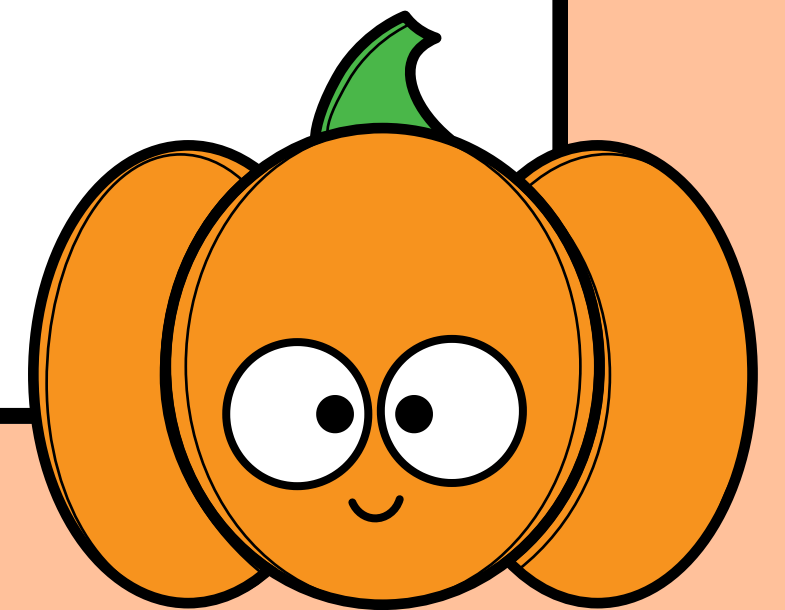


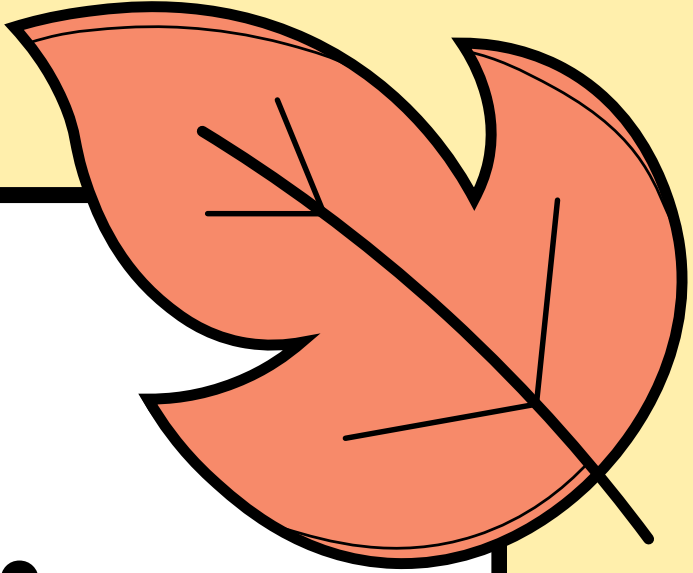
It's important to get
jobs applied on time!





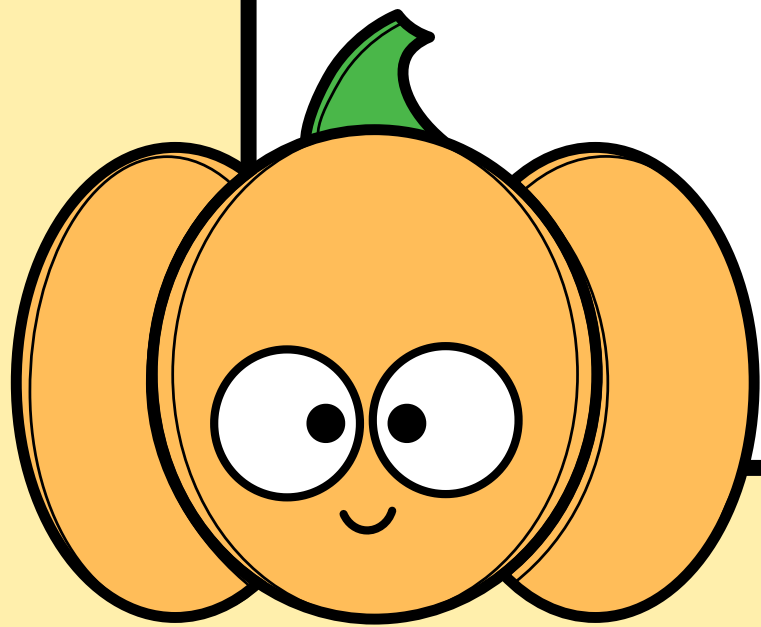
What is the shortest amount of
time that I can post a position for?

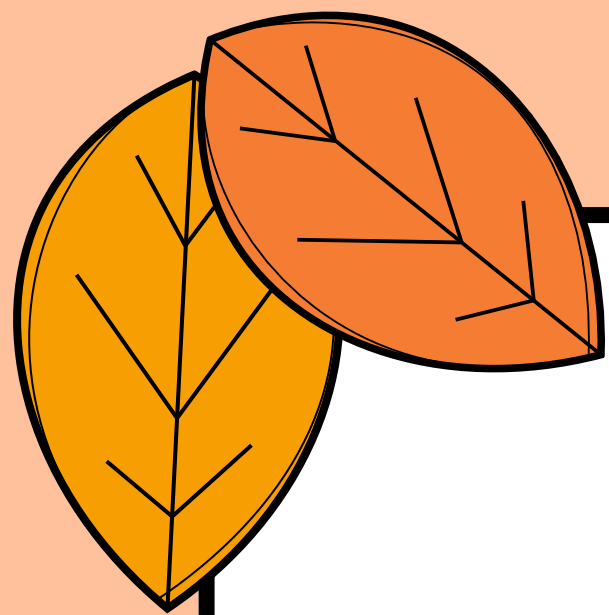




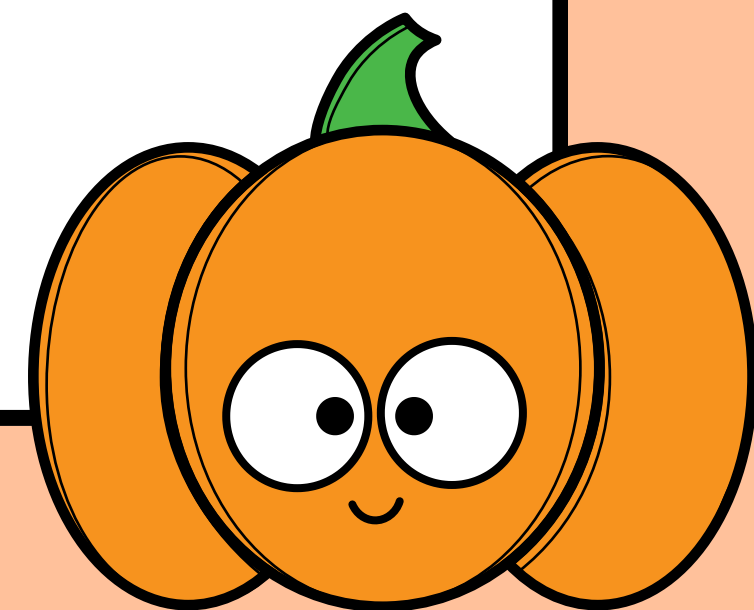
Recommended is

2 weeks





Where are our jobs advertised?



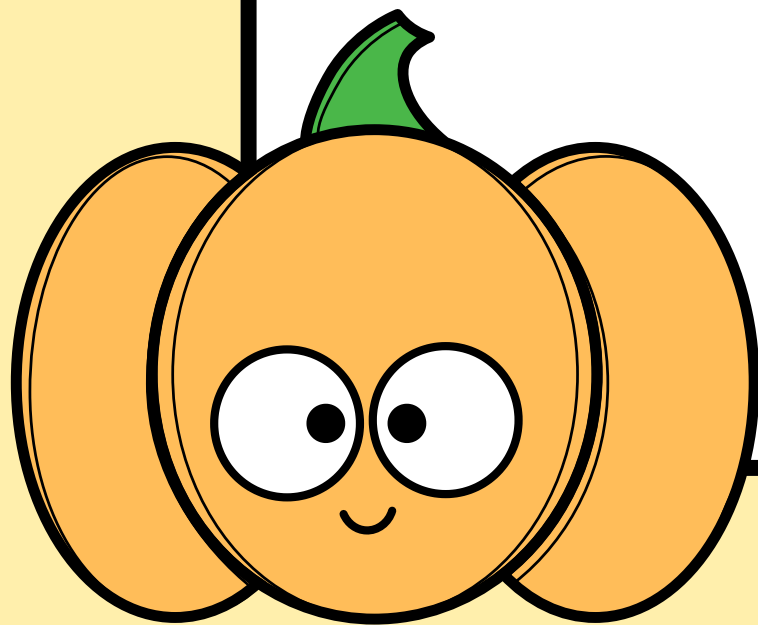
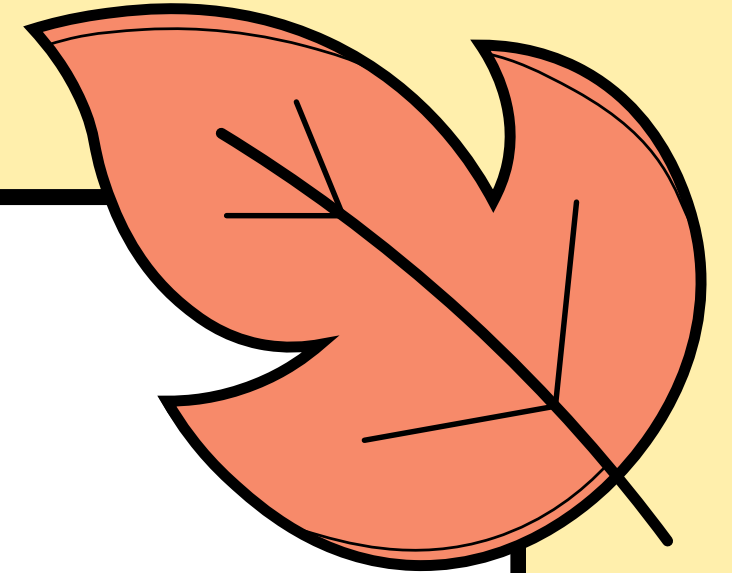
UIS Career Site

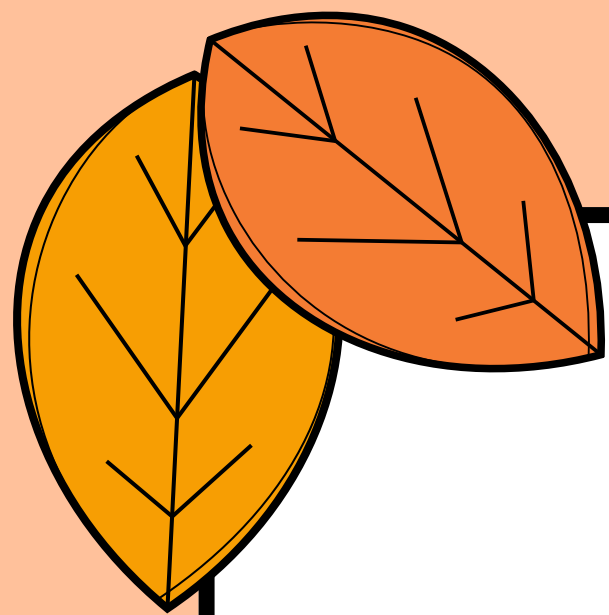
HireEd.com

LinkedIn

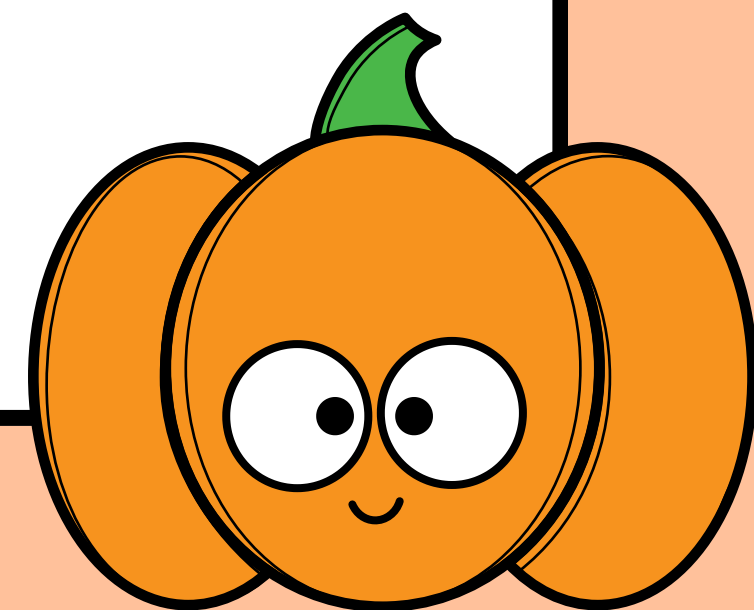
Facebook

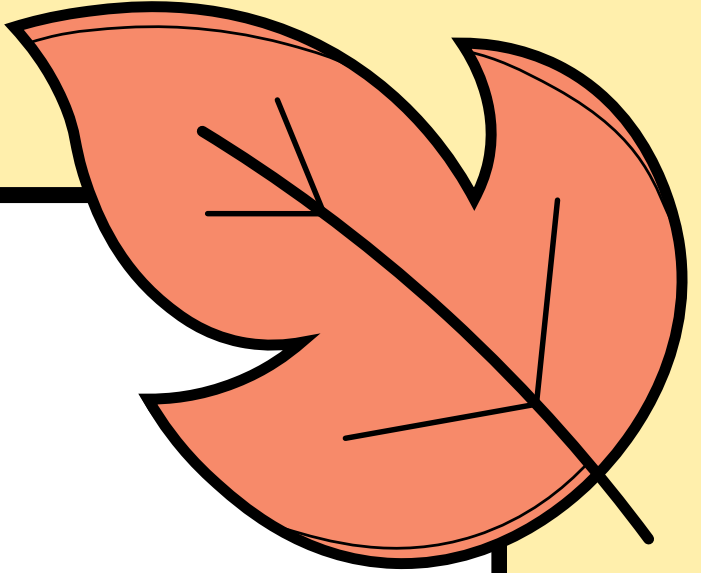
X





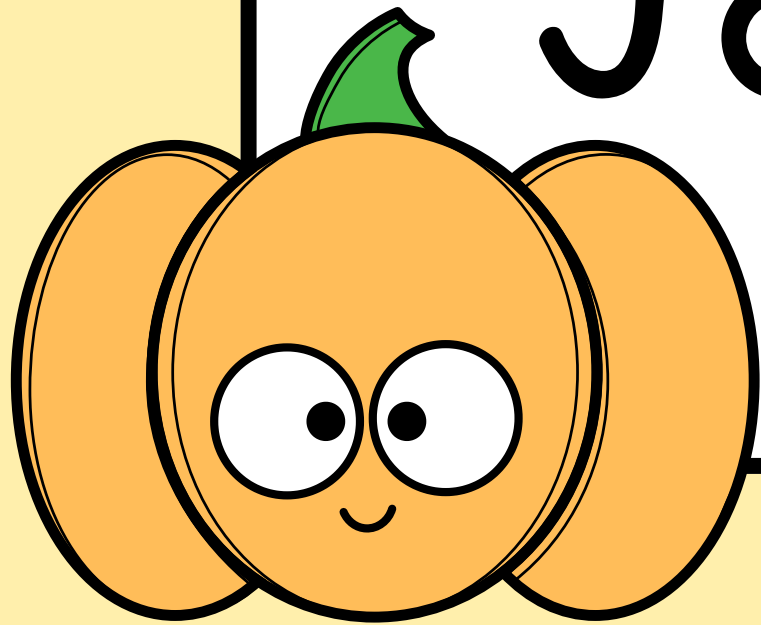
How do I request a job audit?

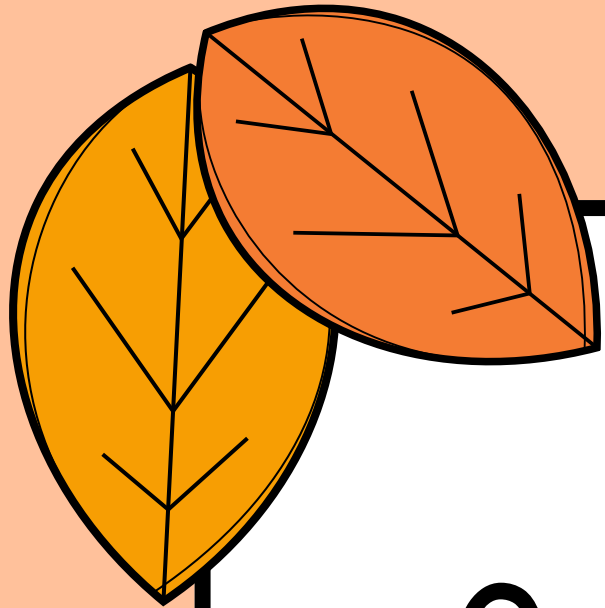


A stylized red leaf with black outlines and veins, positioned in the top right corner of the white box.

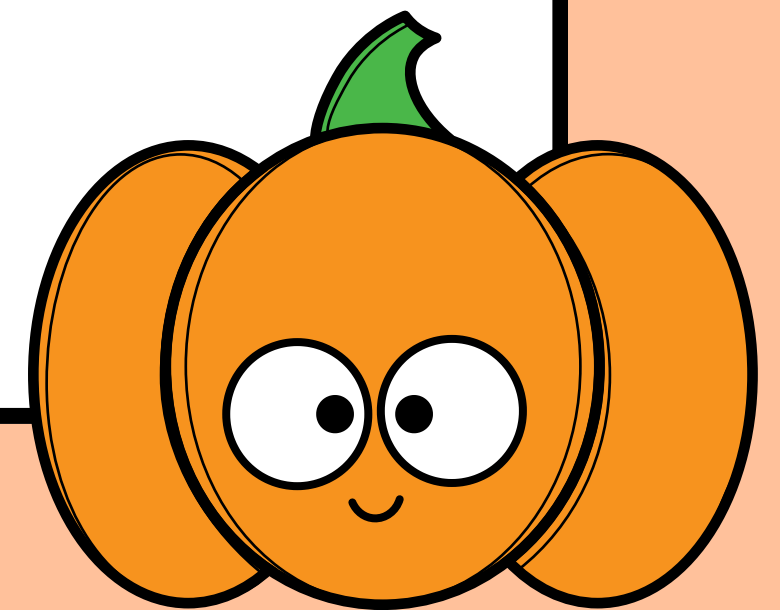
JDXpert

Job Audit Workflow

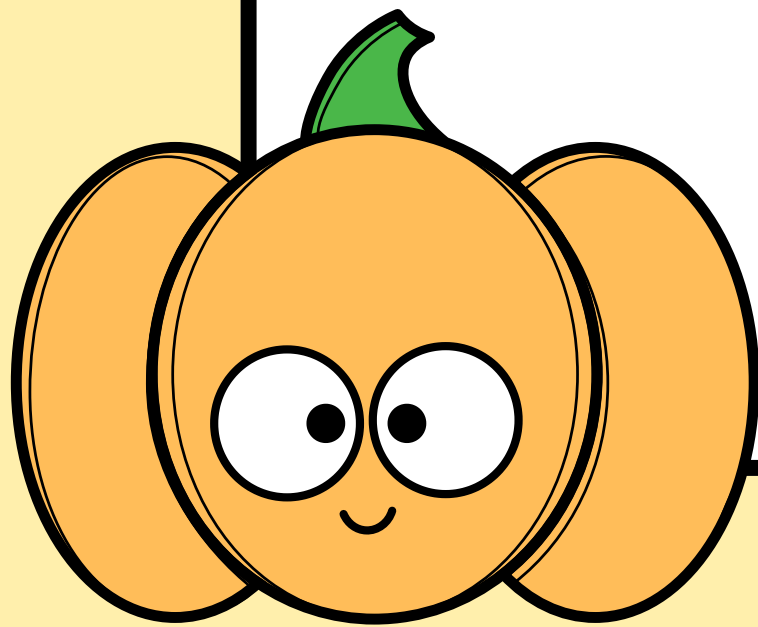
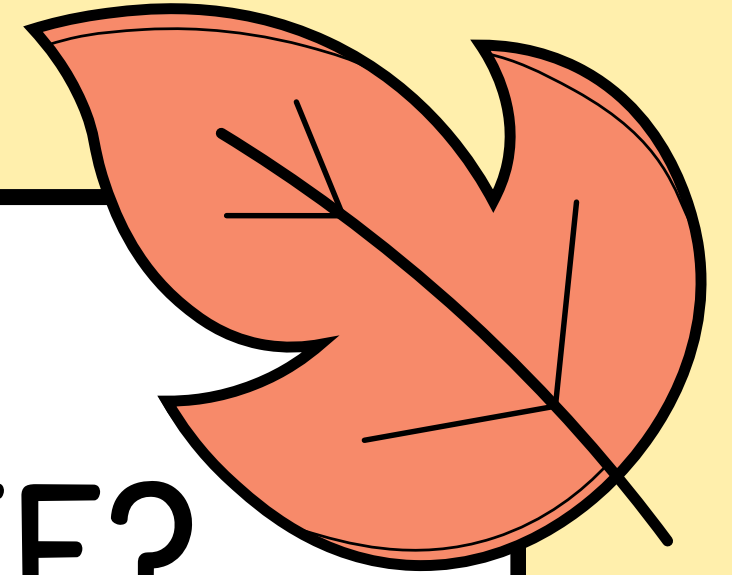


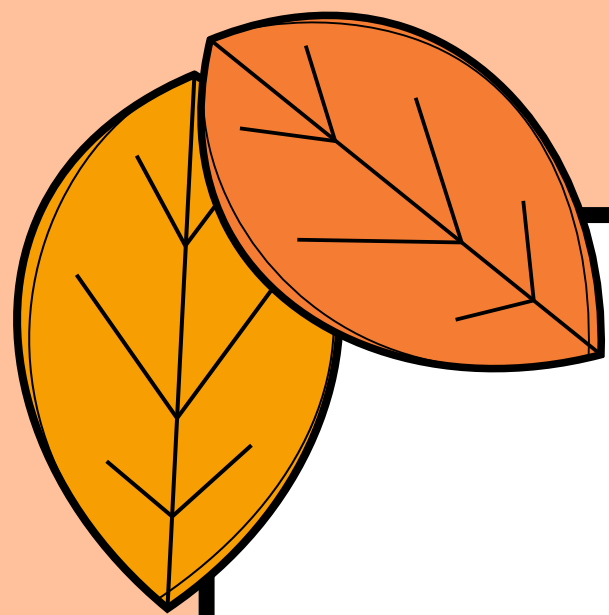


Can I hire a student for Extra Help
and Full-Time positions?

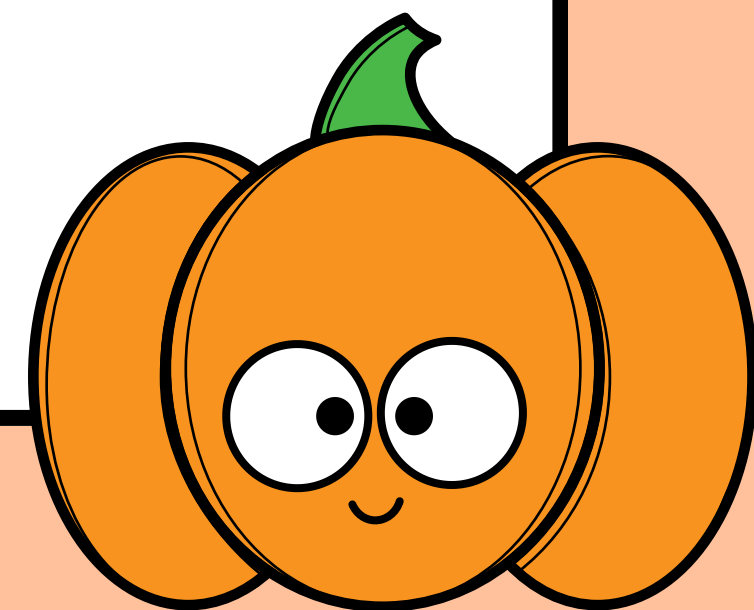


Do they have a profile in HRFE?
Are they international? What is
their current enrollment?

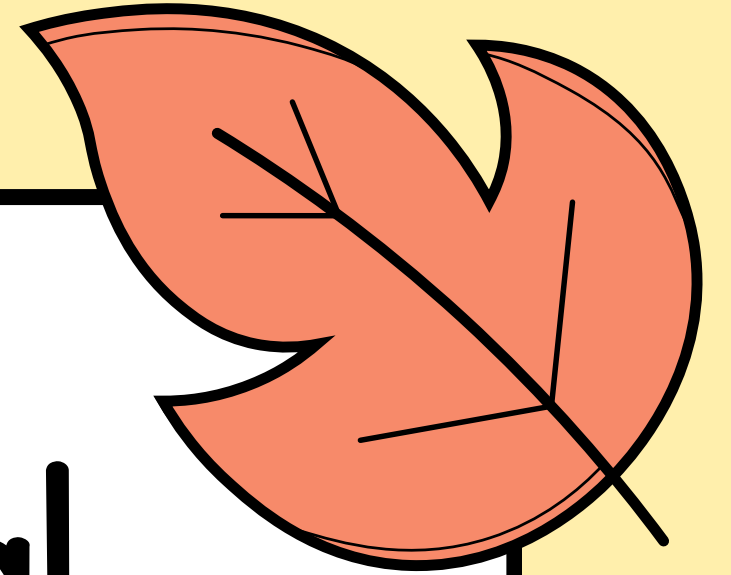
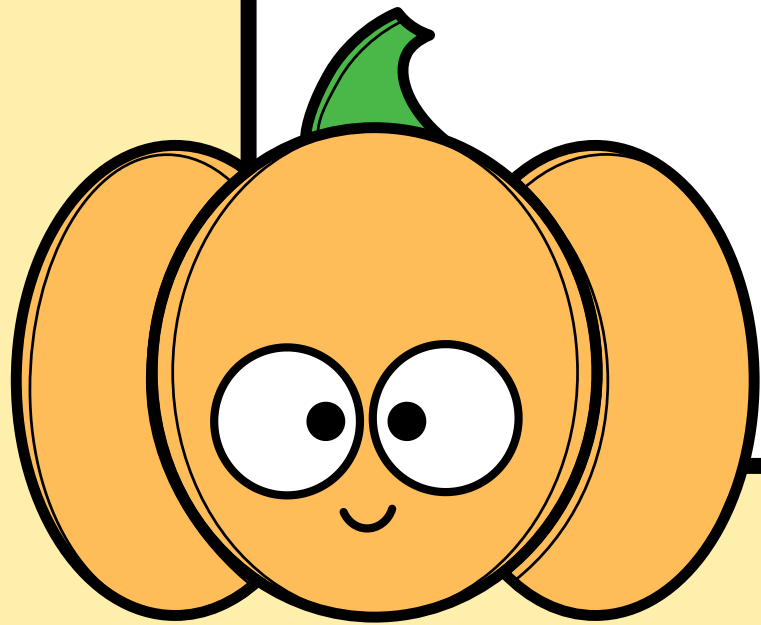


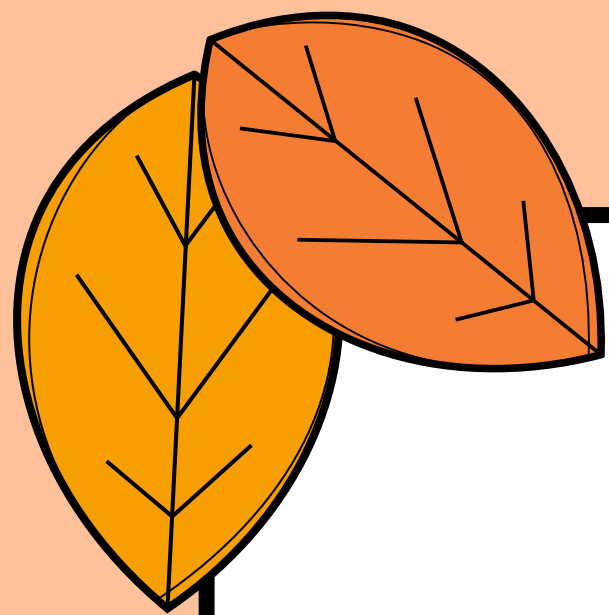


How do I update my name?

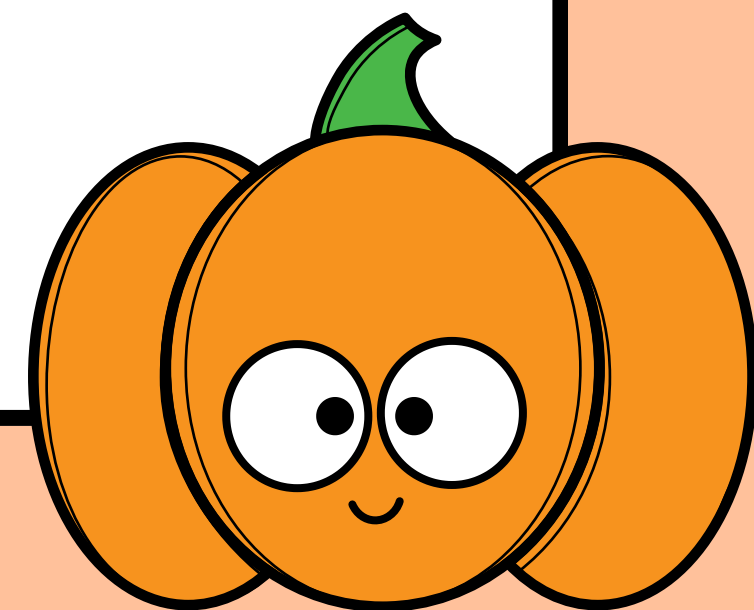


Grab your new Social
Security Card and call
HR.





How do I report my time?



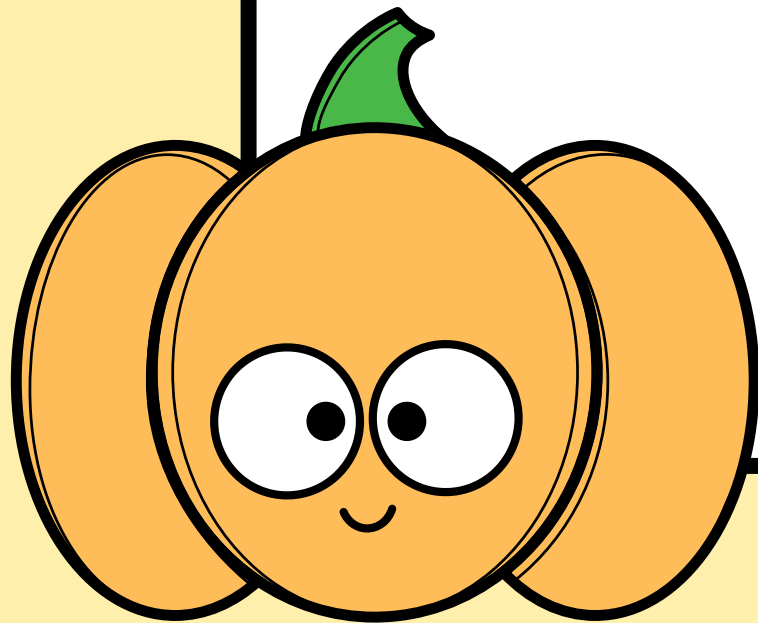
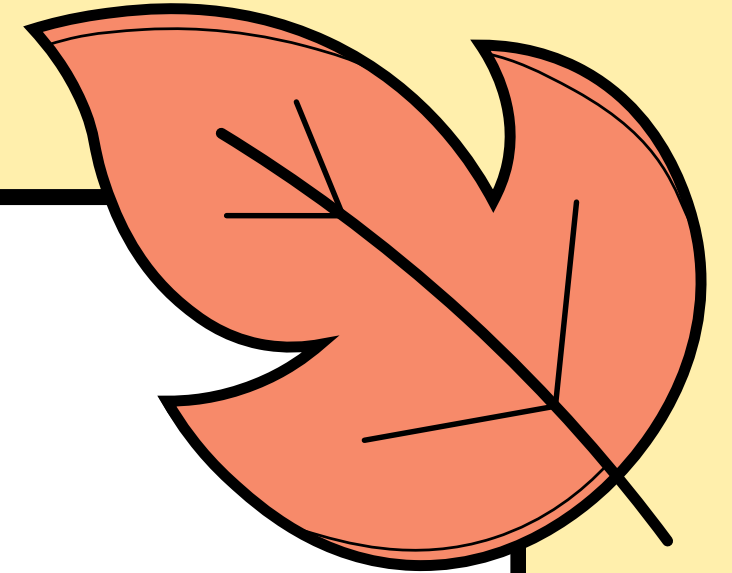
Web Time Entry.

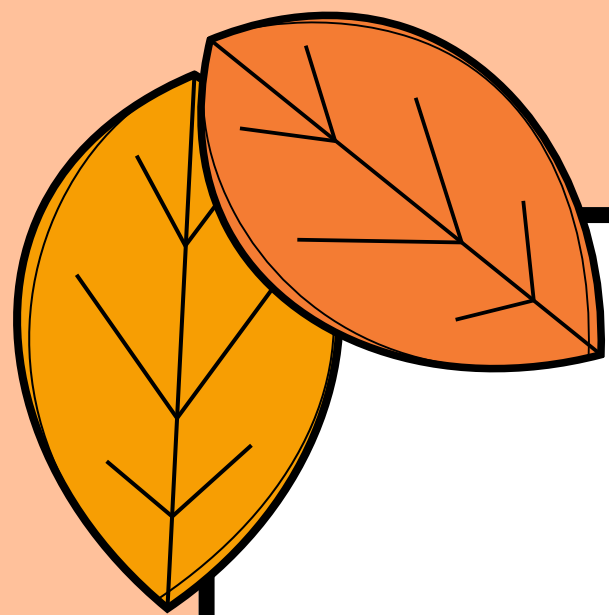
Positive Time Reporting

AVSL

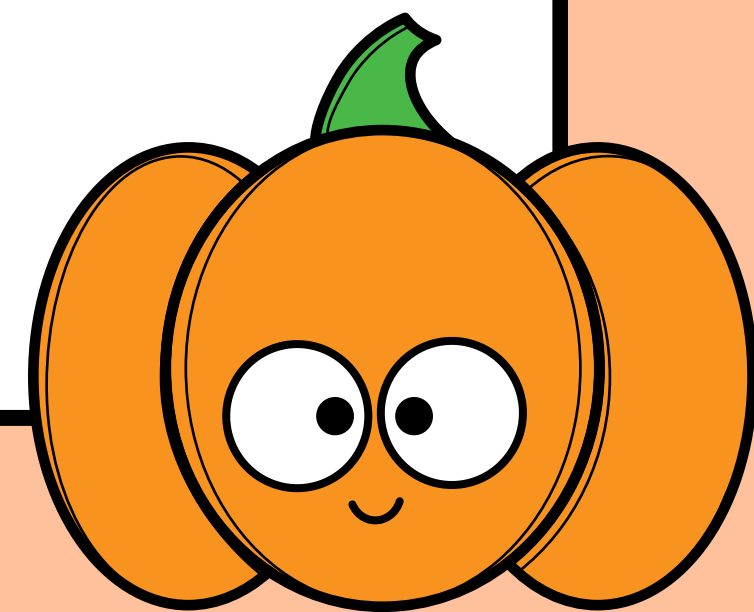
CS VSL

Faculty.





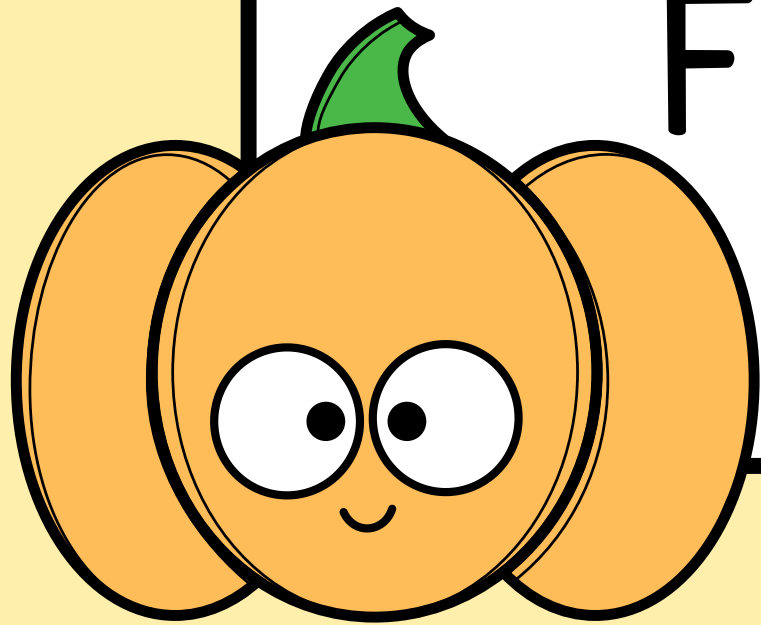
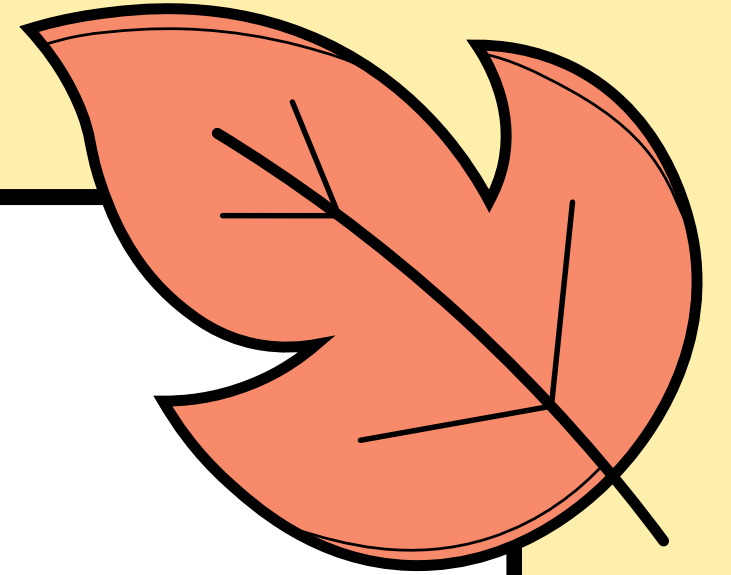
Who drafts offer letters?

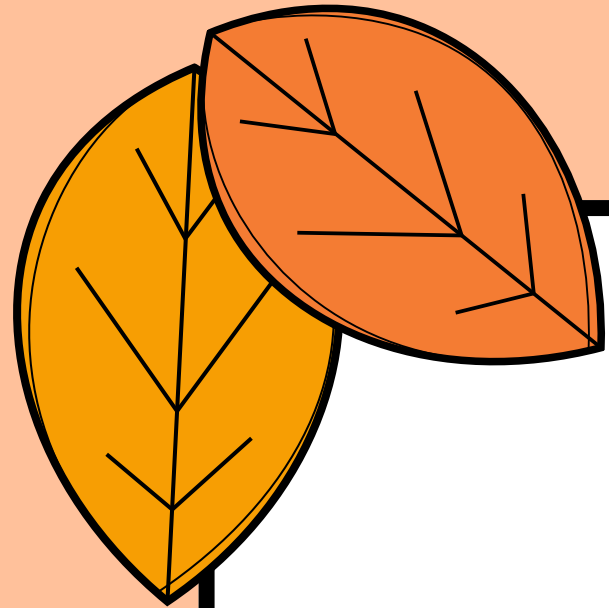


AP = Department

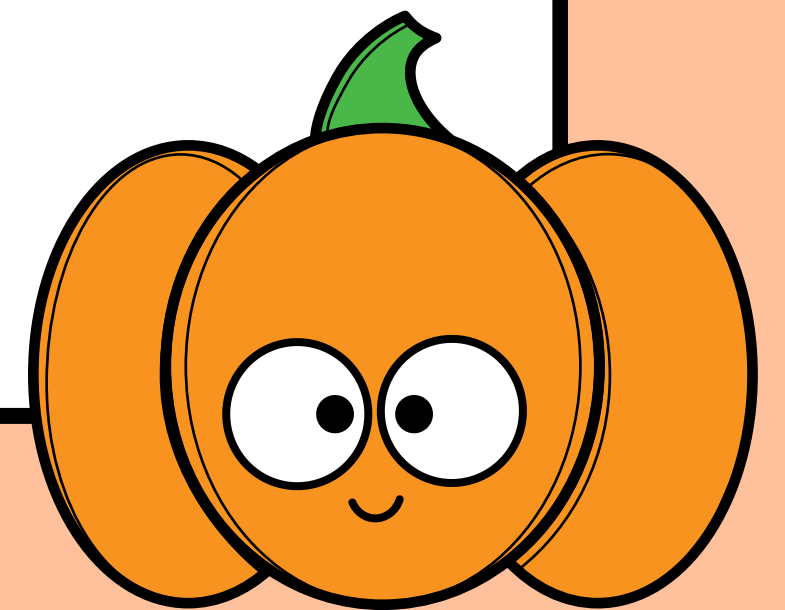
CS = HR

Faculty = College Contacts

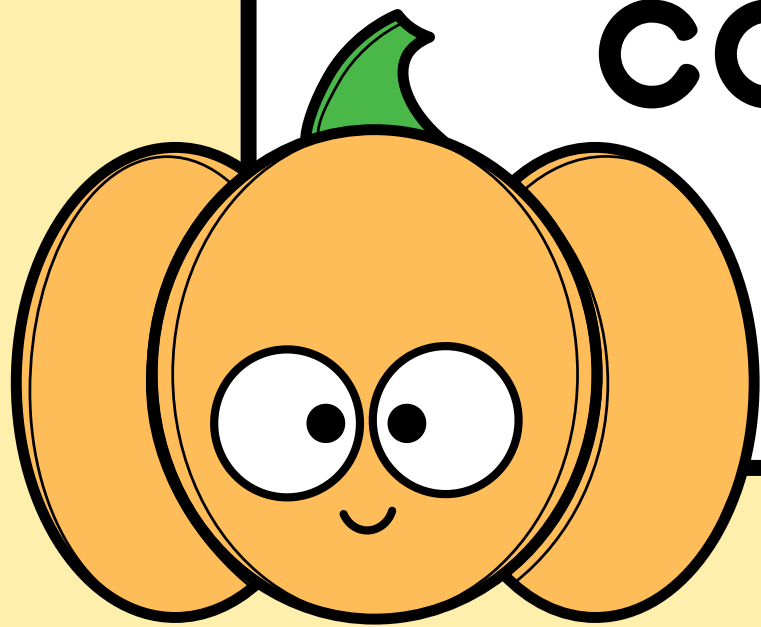
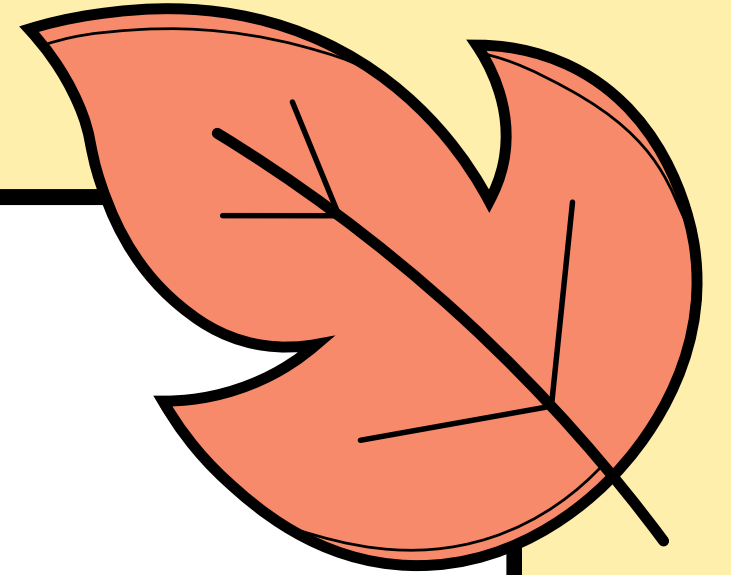


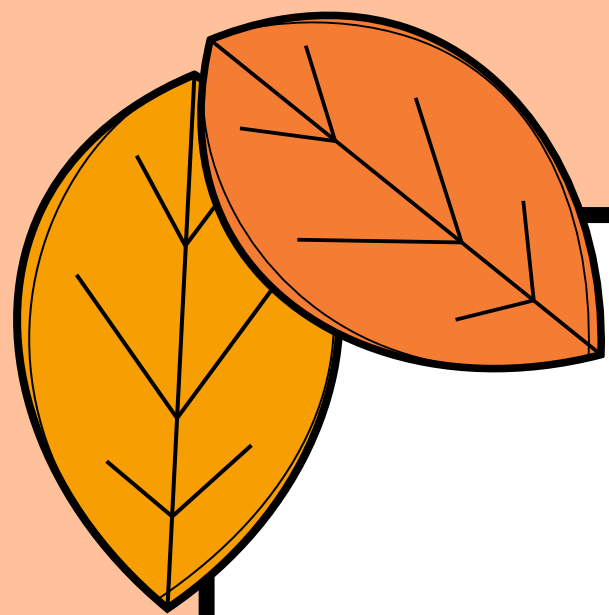


When do candidates get notified
that they did not get the position?



After the chosen
candidate begins work





Any questions we didn't cover?

