Online Employment Application & Civil Service Testing

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Civil Service Employment and Testing

What is Civil Service?

- Civil Service are positions with classification titles and general duties that have been developed by the State Universities Civil Service System. Each classification has an exam that must be passed to be considered for the vacancy.

- Extra Help vacancies are Civil Service positions with a maximum of 900 working hours. Once the 900 hours are exhausted, an employee must wait 30 days before accepting another Extra Help position.

- Online applications are required for Civil Service and Extra Help positions.

- The application is used to assess whether your credentials qualify you to test for any Civil Service classification.

- You must have an active score (within the last 2 years) on a register to be considered for employment in that classification.

- If you are already employed by UIS - any changes in employment will require you to have an updated application in the system. Job audits, requests for an exam, reassignments, etc. will all require an application.

The Online Civil Service Employment Application

- UIS uses an online system called Hire Touch for posting positions and taking applications. Human Resources no longer takes any documentation in the office. Transcripts, resumes, references, Military documents, etc. are all uploaded as part of the online application process. This applies to all Civil Service and Extra Help vacancies.

- Treat the application as your professional resume. Update your application anytime there are changes in your work history, education, or credentials. Resumes are NOT referenced in the qualification process so make sure the application has all of the information you want to be reviewed.

- Keep your contact information current in the application. The email address used in your application is how Human Resources will notify you of your exam status and/or testing.

Online Employment Application

- ***READ*** all of the information provided on the website!

- Step 1: Go to www.jobs.uis.edu and view the Job Board for current vacancies. The Job Board lists open positions for Civil Service, Academic Professional, Faculty, and Extra Help.

    - UIS also has a list serve where you can receive weekly emails with the current postings. https://groups.google.com/a/uis.edu/forum/#!forum/uisvacancies-l

- Step 2: If you have ***not*** already created an account:

  Create an Account and Request a Pre Approval

  Click New Account and fill out the information.

  Click on CS/Extra Help at the top of the page

  Scroll to the bottom of the page and click on Apply for Position

  This will take you back to the main page. Scroll down and under documents to complete there will be a CS Pre-Approval Form and under action the word START. Click START.

  Fill out the required information and click submit.

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This will generate the Pre-Approval request. HR has 1-3 days to approve the request. Applicants must be pre-approved before they can move on with the applications process.

Applicants will receive an automated e-mail acknowledgment of the request. Once HR approves the request, the applicant then receives another automated e-mail letting them know they have been approved.

- Step 3: Once you have received the email that your pre approval has been accepted, Log into the system with your USERNAME and PASSWORD and complete the 9 Step Online Application.
  Step 1 – Personal Information
  Step 2 – UI Status
  Step 3 – Experience
  It is the applicants responsibility to supply information that clearly and accurately represents his/her qualifications. Failure to do so may result in being determined not qualified.
  Step 4 – Education
  Step 5 – Skills / Licenses
  Step 6 – References

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Step 7 – Exam Request
Select **"Yes"** in order to submit an exam request or **"No"** at this step if updating application information. Selecting "**Yes**" will prompt the system after Step 9 has been completed to send you to the Exam Request page.

Step 8 – Documents-this is where you can upload transcripts, letters of reference, certificates, resumes, etc.

Step 9 – Review/Submit. Be sure to click the <u>SUBMIT</u> button at the bottom of the page.

If you already have an account or cannot remember if you have established a previous account, and do not remember your login information you can call Human Resources and the staff can help you access your account. DO NOT try to create another account, the pre-approval will be denied.

Online Employment Application

- **Civil Service Employment Application Part 2 and the Voluntary Self-Identification of Disability forms –** You will only need to complete these forms one time

- If you have reached Step 8, Requesting an Exam, but did not Click "Yes" or "No" and just closed the window; the Exam Request form will appear in your Documents to Complete area of your application.

- Any time applicants make changes to an application or attached new documents, they must go to Step 9 and Click Submit for HR to be able to review the new application and/or documents.

- Documents cannot be deleted or edited once they have been uploaded. Files are time and date stamped so staff will retrieve the most current files for review. If you have new documents, you will need to upload them into the online application. The online application is a just like a Human Resource file in an office; nothing can be removed from the file. Use slider bar to move through slides

Online Employment Application

- HR is here to assist with any online application problems or questions.

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