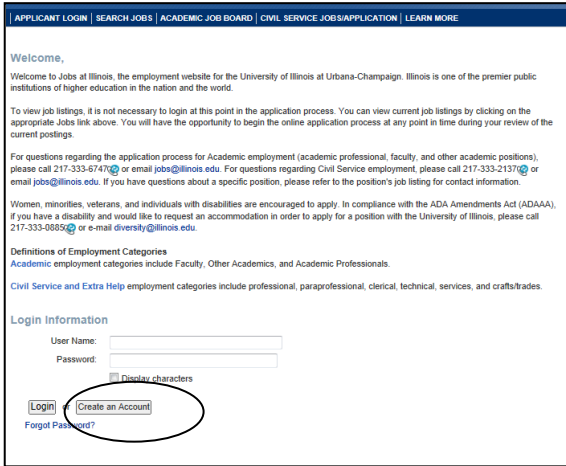


Instructions for Completing the Online Application for Civil Service Permanent and Extra Help Employment

Go to Jobs at Illinois at this Web address: <https://jobs.illinois.edu/>

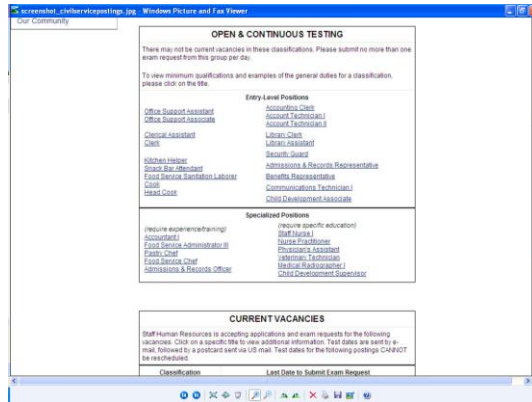
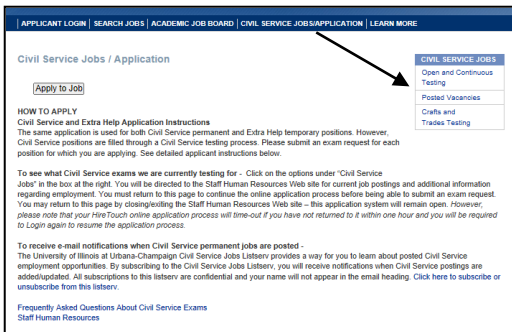
- Create an Account:** You must have an account before you can complete an application. Click on “Create Account” if you have never applied at the U of I before. Fill in the account information *making note of the User Name and Password you created*. After you have created an account, you will receive an email confirming it. (PLEASE DO NOT CREATE AN ACCOUNT IF YOU HAVE STARTED OR COMPLETED AN APPLICATION IN THE PAST.)



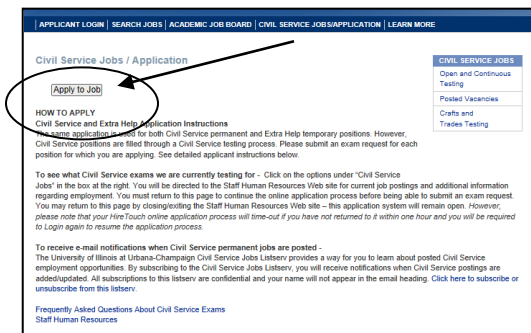
NOTE 1: If you have started or completed an application before, type in *your previous user name and password* and click “Login.” If you don’t remember your user name and password, email us at jobs@illinois.edu or call 333-2137 during business hours, Monday – Friday, 8:30 a.m. to 4:00 p.m.

NOTE 2: Current University employees who previously submitted an application through the old system and have not yet accessed the new system will *no longer use the Net ID to log in*. If you do not know or did not receive your new user name and password when the new system was implemented, email us at jobs@illinois.edu or call 333-2137 during business hours, Monday – Friday, 8:30 a.m. to 4:00 p.m.

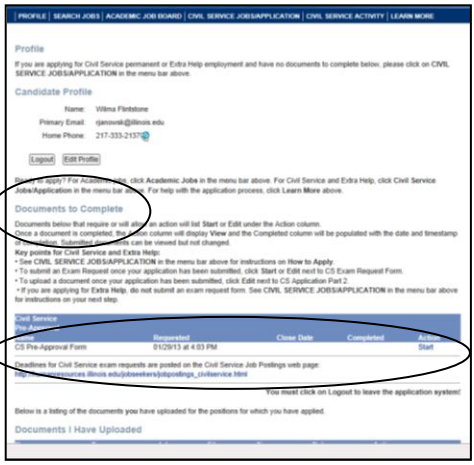
- Check Job Postings:** To see what positions we are testing for, click on “Civil Service Jobs/Application” in the top menu bar. Then click on the links to the right. This takes you to the Staff Human Resources website. When finished reviewing exam titles, close the window to go back to the Jobs website.



- Start the Application Process:** Click “Apply to Job” to get started.



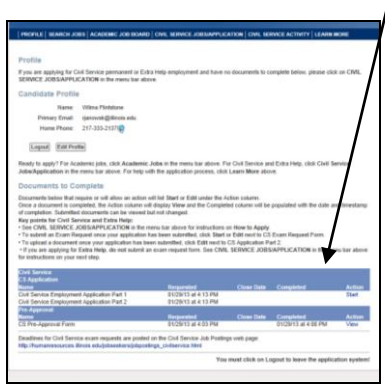
- **Documents to Complete:** After you click “Apply to Job” you will be taken to your profile page where you will find a section called “Documents to Complete.” This section will have documents that you are required to complete as you move through the process of completing the application. Documents waiting to be completed will have “Start” under the Action column. Once you have completed them, they will have “View” and/or “Edit” in the Action column. If you started a form but did not submit it, it will have “Continue” in the Action column.



- **Pre-Approval Form:** You should have a CS Pre-Approval Form under Documents to Complete. Click “Start” next to the form and fill it out.

- **Note 1:** All fields with an * next to them are required fields.
- **Note 2:** If you have a suffix in your name such as Jr., Sr., III, etc., please select the correct suffix in the drop-down box, rather than including the suffix in the name field.
- **Note 3:** You must include an area code in the phone number. After you submit the CS Pre-Approval Form, you will be taken back to your Profile Page. There is nothing more for you to do until we process your CS Pre-Approval Form. When your pre-approval has been processed, you will receive an email indicating you can complete the application. If we found a previous account for you, you will receive an email with a “Duplicate User Name” that will need to be used instead of the one you just created. In this case, you will also receive an email with a new password to use with your old user name.

- **Civil Service Employment Application Part 1 & 2:** Once you have received the email that you can complete your Civil Service application, go back to <https://jobs.illinois.edu/>, log in, and click on “Start” next to the Civil Service Employment Application Part I. Once you have filled out and submitted Part 1, it takes you to Part 2.



Complete all 9 steps of Part 2 of the Civil Service Employment Application as instructed below. Fields with a red * are required fields. All other fields are optional. **The work experience should be as detailed as possible.** This is what is used to determine your qualifications for the exams you request.



The numbered steps in the following instructions correspond with the numbered steps in the application. Once you have completed a step and continue, you can return to that step by clicking on the link at the top of the page.

1. Personal - Make sure your name is entered correctly. If you have Jr., Sr., or roman numerals after your name, select the correct information in the “Suffix” drop-down box, rather than including it in the name field. Be sure your mailing address and email address are correct, since this is how we will correspond with you. Phone numbers must include a zip code. If you have a relative employed by or on the Board of Trustees of the University of Illinois, click on “Add Relative,” fill in the blanks, and click “Save.” When you are done with step 1, click “Continue” at the bottom of the page to go to the next step.

2. UI Status - Select your University of Illinois employment status in the drop-down box and click “Continue” to go to the next step. Your choices are Applicant (if you do not or have not worked at the U of I), Former Civil Service Employee, Current Permanent Civil Service Employee, Current Extra Help Civil Service Employee, Current Academic Employee, or Former Academic Employee. If you choose “Current Permanent Civil Service employee” or “Current Academic employee” and this is the first time you have selected this option, you will be prompted to login using your Net ID when you continue from this page. You will be redirected back to the application after logging in.

3. Experience -

Employment History— It is *very important* to include any pertinent work experience on your application. Duties should be filled in using as much detail as possible, since this is what is used to determine your qualification for exams you request.

To ADD your work experience, click on “Add Employment History.” The start date is required. The end date is required unless you indicate this is your current employer. Duties should be filled in using as much detail as possible, since this is what is used to determine your qualification for exams you request. Click “Save” to save the employment history record. Continue in this manner adding as many employment records as you want. To EDIT an employment record you have already added, just click on that record, make your changes, and click “Save.” To DELETE a record, click on that record and then click “Delete.”

Military Information— If you DO NOT have military experience, SKIP this section and click “Continue” at the bottom of the page.

If you DO have military experience, do the following:

1. Select the Military Branch of service in the drop-down box.
2. Enter the start date and end date. If you are still in the military, leave the end date blank and click in the box next to “Presently in Service.”

Note: If you declare that you have served in the military, you will need to provide a copy of your NGB Form 22 or DD214 showing honorable discharge from said branch of the military in order to receive Veteran’s Preference Points. These documents can be attached to this application process or you can send them to Staff Human Resources, 52 E Gregory Drive, Champaign, IL 61820. When you are finished with Experience, click “Continue” to go to the next step.

4. Education - To ADD high school information, click on “Add High School.” Select the high school status from the drop-down box. The other fields are optional. Click “Save” to save the high school record.

To ADD college information, click “Add College/University.” Fill in the blanks. To add a major or minor, click “Add a Major or Minor.” When finished with the college record, click “Save.”

To EDIT a college record once it has been added, click on the school name. Edit the information and then click “Save.”

When finished with Education, click “Continue” at the bottom of the page to go to the next step.

Note: If you have a degree and/or college coursework that you want us to consider during the exam qualification process, documentation must be provided to us at the time you request the exam.

5. Skills/Licenses –

On this page of the application, you can add information about any certifications or licenses you have. To do so, just click the add button to the right of the section you wish to fill in. If you answer “Yes” to the question about adding your driver’s license, additional boxes will appear for you to fill out.

To add information about any additional skills you have, which were not listed under your work experience section, click “Add Skill.” Give the skill a title. In the comments box, describe the skill. Then click “Save.”

Click “Continue” at the bottom of the page to move to the next step.

6. References – To add a personal or professional reference, click “Add Reference,” fill in the desired information, and click “Save.” Click “Continue” to go to the next step.

7. Exam Request – This is *NOT* the exam request form, but will tell us whether to take you to the exam request form after you submit your application. If you would like to request an exam, click “Yes” to answer the question. You will need to provide the last 4 digits of your Social Security number to continue to the next step. After you have completed and submitted your application, you will be given the opportunity to fill out the exam request form.

Click “Continue” to go to the next step.

8. Documents – This step is where you can upload documents which may be needed to qualify you for exams that you request, such as college transcripts, certifications, professional licenses, etc. If you have no documents to upload, click “Continue” to go to the next step.



To upload a document, click “Add.” Enter the name of the document in the name field and a short description in the description field.

Click “Browse” to find and select the document you are going to upload (attach) to your application.

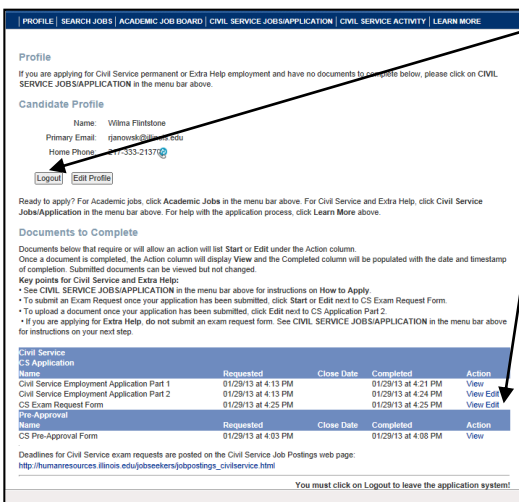
In the document type field, click the drop-down box and **select the type of document** you are attaching. Click “Save.” Click “Continue” to go to the next step.

9. Review/Submit – This page shows you what your completed application looks like. If you see something on your application you want to change, click the link at the top of the page to get back to that step of the application. (Example: If you need to change something in your work history, click “3. Experience.” Make your changes, “Save” them, and click “Continue.” Then click “9. Review/Submit” to get back to the submit page.) If everything looks good and you have read the statements at the bottom of the page, click “I agree” and then click “Submit” to submit your application. Your application is not complete until you have submitted it.

- **CS Exam Request Form** – If you answered “Yes” back in step 7 of the employment application regarding submitting an exam request form, you will be taken to the form once you have submitted your application. (If you are not automatically taken to the exam request form, you will find it on your Profile page under “Documents to Complete.” Click “Start” to fill it out. If you are applying for Extra Help, you do not fill out an exam request form. See instructions on our website for the next step in applying for Extra Help

Select the exam title in the drop-down box and answer all the questions on the form. Click “Continue” at the bottom of the page. Read the information on the following page and then click “Submit.” You will see a message that says your exam request has been successfully submitted. You will also receive an email confirming the exam request was submitted. The email will contain additional information.

Click “Return to Profile.”



If you do not want to request another exam at this time, click “Logout.”

If you DO want to request another exam, click on “Edit” next to the CS Exam Request Form on your profile page. This will give you a new exam request form to fill out. See note below.

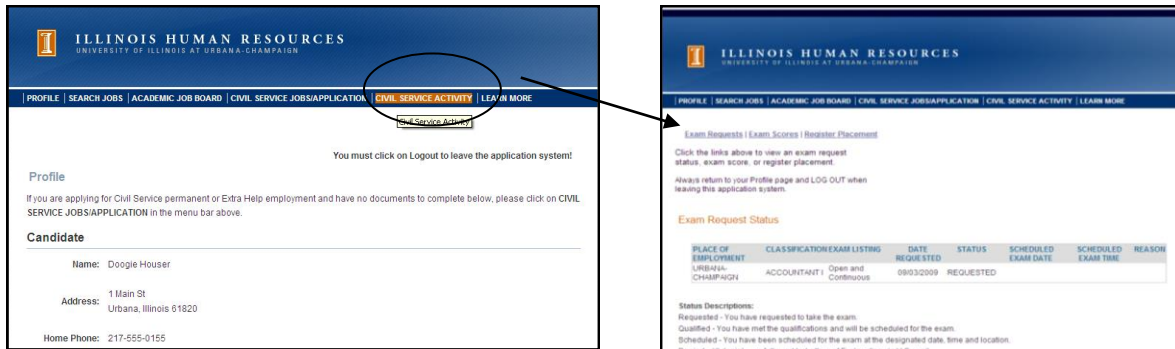
NOTE: For those classifications listed under the **Open and Continuous** testing section on our *Civil Service Jobs* page, applicants are allowed to request one exam per day. If you submit more than one request from this list at once, you will receive an email stating your exam requests have been voided. However, for those classifications listed under the **Current Vacancies**, temporary upgrades or seasonal postings, you are allowed to request as many exams as you qualify for all on the same day, since they have a deadline.

- **Exam Request Processing** - You will be notified of an exam date or if it is determined that you do not meet the qualifications for the classification. Please be aware that it may take 2 - 4 weeks to receive a response to your

request. All future correspondence regarding exams and job vacancies will be sent to the **home address** listed on your application.

- **Civil Service Activity** - You can monitor your exam request status and employment register activity by accessing the Civil Service Activity tab after submitting your exam request and at any point in time in the future. This activity view will be automatically updated during the qualifying, scheduling and scoring processes. **NOTE: It is strongly recommended that you check your "Civil Service Activity" after you submit an exam request, to verify that it was submitted and is the title you requested.**

Names of qualified applicants who pass examinations are placed on employment registers in the order of examination score. When there are position vacancies, applicants are referred to hiring departments for interviews according to their placement on employment registers. Be aware your register placement can change as applicants are added or removed from a particular register.



The image displays two screenshots of the Illinois Human Resources website. The left screenshot shows the 'CIVIL SERVICE ACTIVITY' tab highlighted in the navigation menu. The right screenshot shows the 'Exam Request Status' page with a table of exam listings.

PLACE OF EMPLOYMENT	CLASSIFICATION/EXAM LISTING	DATE REQUESTED	STATUS	SCHEDULED EXAM DATE	SCHEDULED EXAM TIME	REASON
URBANA-CHAMPAIGN	ACCOUNTANT/ Open and Continuous	09/03/2009	REQUESTED			

For more information about Testing for Civil Service exams, be sure to check out the Frequently Asked Questions on our webpage, <http://www.shr.illinois.edu/employment/testingfaqs.html>.