

Online Employment Application Guide

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Guide Information

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Conventions Used in this Guide

Throughout this guide, you will find icons representing various types of information. These icons serve as reminders of their associated text.



Indicates a **Note** or additional information that might be helpful to you.



Indicates a **Hint** such as a tip, shortcut, or additional way to do something.



Indicates a **Warning** of an action that you should not perform or that might cause problems in the process.

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Applying for Employment Online

At the University of Illinois, you can apply online for Civil Service and Academic Professional positions by submitting an electronic employment application. This guide describes how to complete the electronic application and provides tips and hints for submitting the application.

The following tables list the information needed to complete an online employment application. They also list the chapters of this guide where you can find instructions on how to complete that portion of the application.

- The *Required Information* table lists the sections of the application containing required information for an application. You must complete these sections to be considered for employment.
- The *Optional Information* table lists sections of the application containing optional information you can submit with your application.

While these tables list only the minimum information needed to complete the application, the more information you enter in all sections provides a more complete application.

Required Information

	Section	Minimum Information Required	Where to find in Guide
<input type="checkbox"/>	Logon	Logon ID and Password	<i>Logging On to the Employment Application</i>
<input type="checkbox"/>	Demographics	Name, Home Address, Email Address, Eligibility to work in the United States	<i>Applying for Employment</i>
<input type="checkbox"/>	Education: High School	High School Graduation Status	<i>Applying for Employment: Education: High School Information</i>
<input type="checkbox"/>	Education: College	Institution Attended, Degree Earned	<i>Applying for Employment: Education: College Information</i>
<input type="checkbox"/>	Work Experience	Work History, Position Title, Start Date, Duties	<i>Applying for Employment: Work Experience</i>
<input type="checkbox"/>	Job Categories (Academic Professional Only)	Areas of interest for employment	<i>Applying for Employment: Job Categories (Academic Professionals Only)</i>
<input type="checkbox"/>	Additional Information	Civil Service Only: Under Age 18; Highest grade level completed; Type of work desired; Type of position you seek; Current UI employment status, Last four digits of SSN All: Any criminal convictions; Any revoked, suspended, or denied licenses	<i>Applying for Employment: Completing the Application</i>
<input type="checkbox"/>	Exam Request (Civil Service Only)	Location where you want to take the exam, UI employment status, Any disability accommodations needed, Type of employment you seek, Last four (4) digits of your Social Security Number, Type of exam needed	<i>Civil Service Exam Requests</i>

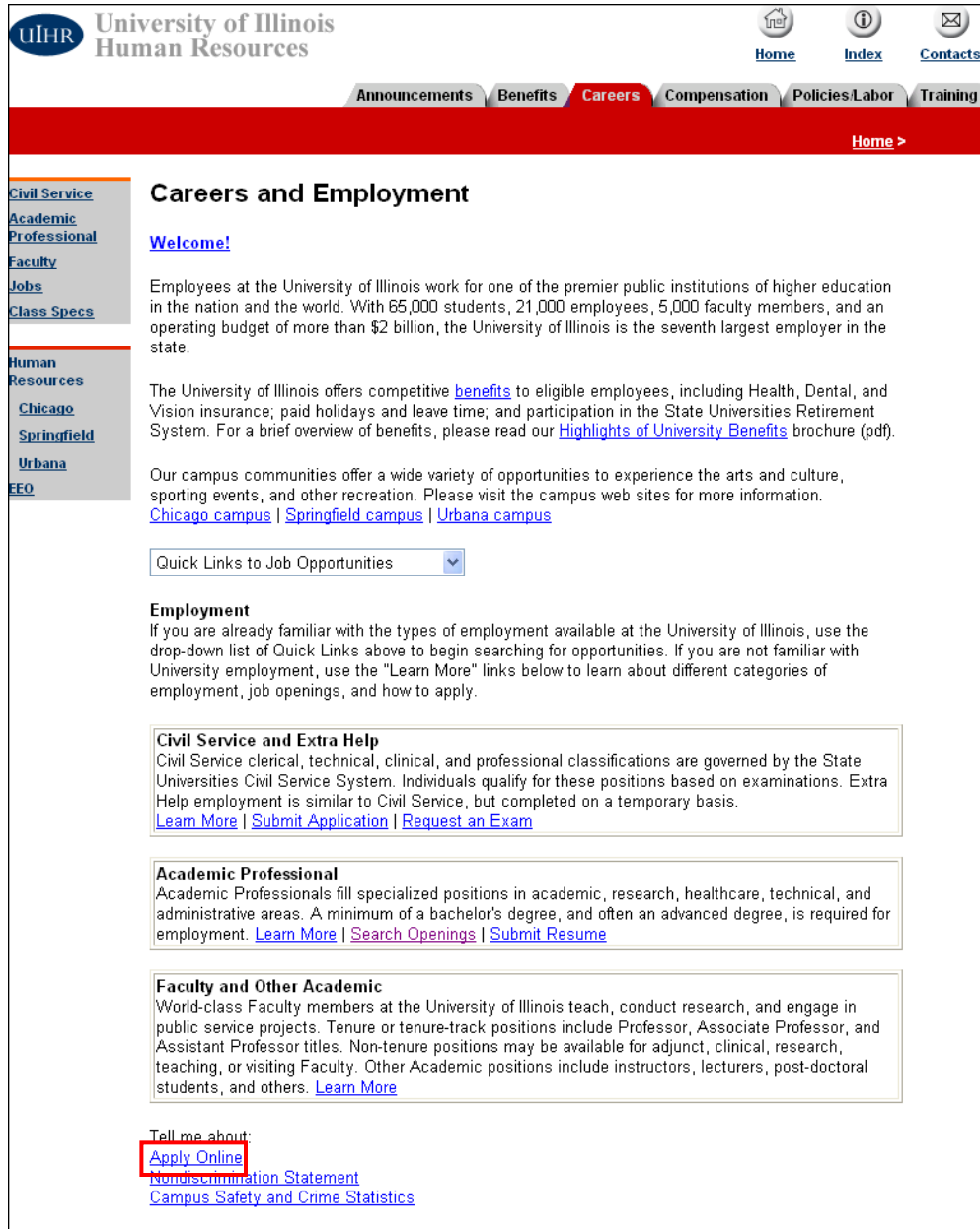
Optional Information

	Section	Minimum Information Needed	Where to find in Guide
<input type="checkbox"/>	Certifications	Certification Name, Certification Status, Acquisition Date	<i>Applying for Employment: Certifications</i>
<input type="checkbox"/>	Drivers License	License Class, License Status, License Number	<i>Applying for Employment: Drivers License</i>

	Section	Minimum Information Needed	Where to find in Guide
<input type="checkbox"/>	Honors and Awards	Honor/Award Name	<i>Applying for Employment: Honors and Awards</i>
<input type="checkbox"/>	Languages	Language name	<i>Applying for Employment: Languages</i>
<input type="checkbox"/>	Licenses	License Name, License Status, Acquisition Date	<i>Applying for Employment: Licenses</i>
<input type="checkbox"/>	Publications	Publication Title, Publication Type, Publication Date	<i>Applying for Employment: Publications</i>
<input type="checkbox"/>	References	Name, Phone Number	<i>Applying for Employment: References</i>
<input type="checkbox"/>	Equal Opportunity Information (Civil Service Only)	Gender, Race/Ethnicity	<i>Applying for Employment: Equal Employment Opportunity Request (Civil Service Only)</i>

Logging On to the Employment Application

To begin the application process, go to <http://www.uihr.uillinois.edu> and click the **Careers** tab.



University of Illinois Human Resources

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Careers and Employment

Welcome!

Employees at the University of Illinois work for one of the premier public institutions of higher education in the nation and the world. With 65,000 students, 21,000 employees, 5,000 faculty members, and an operating budget of more than \$2 billion, the University of Illinois is the seventh largest employer in the state.

The University of Illinois offers competitive [benefits](#) to eligible employees, including Health, Dental, and Vision insurance; paid holidays and leave time; and participation in the State Universities Retirement System. For a brief overview of benefits, please read our [Highlights of University Benefits](#) brochure (pdf).

Our campus communities offer a wide variety of opportunities to experience the arts and culture, sporting events, and other recreation. Please visit the campus web sites for more information. [Chicago campus](#) | [Springfield campus](#) | [Urbana campus](#)

Quick Links to Job Opportunities

Employment

If you are already familiar with the types of employment available at the University of Illinois, use the drop-down list of Quick Links above to begin searching for opportunities. If you are not familiar with University employment, use the "Learn More" links below to learn about different categories of employment, job openings, and how to apply.

Civil Service and Extra Help

Civil Service clerical, technical, clinical, and professional classifications are governed by the State Universities Civil Service System. Individuals qualify for these positions based on examinations. Extra Help employment is similar to Civil Service, but completed on a temporary basis. [Learn More](#) | [Submit Application](#) | [Request an Exam](#)

Academic Professional

Academic Professionals fill specialized positions in academic, research, healthcare, technical, and administrative areas. A minimum of a bachelor's degree, and often an advanced degree, is required for employment. [Learn More](#) | [Search Openings](#) | [Submit Resume](#)

Faculty and Other Academic

World-class Faculty members at the University of Illinois teach, conduct research, and engage in public service projects. Tenure or tenure-track positions include Professor, Associate Professor, and Assistant Professor titles. Non-tenure positions may be available for adjunct, clinical, research, teaching, or visiting Faculty. Other Academic positions include instructors, lecturers, post-doctoral students, and others. [Learn More](#)

Tell me about:

[Apply Online](#)

[Non-discrimination Statement](#)

[Campus Safety and Crime Statistics](#)

Help Desk Notes

There are three links an applicant can click on this page to apply online:

- Submit Application
- Submit Resume
- Apply Online

All links will take the user to the online application. This might not be obvious to all applicants as they scan the page.

On the **Careers and Employment** page, click the **Apply Online** link.



HINT: You also can click the **Submit Application** link in the *Civil Service and Extra Help* section or the **Submit Resume** link in the *Academic Professional* section to apply online.

The screenshot shows the 'Careers and Employment' page on the University of Illinois Human Resources website. The page has a red header with navigation tabs: Announcements, Benefits, **Careers**, Compensation, Policies/Labor, and Training. A breadcrumb trail reads 'Home > Careers >'. On the left, there is a sidebar with links for Civil Service, Academic Professional, Faculty, Jobs, Class Specs, Human Resources, Chicago, Springfield, Urbana, and EEO. The main content area is titled 'Careers and Employment' and 'Apply for a Job'. It instructs users to use the 'Apply Online' application and lists three options: Submit an official Civil Service application, Request a Civil Service Exam, or Build an Academic Professional resume for our resume bank. A large red 'Apply Online' button is prominently displayed. Below this, a 'More Information' section provides links to Civil Service and Extra Help Employment, Academic Professional and Academic Hourly Employment, and Faculty and Other Academic Employment. A 'Tell me about:' section includes links to Tips for Completing the Online Employment Application, Help Desk Guide to Completing the Online Employment Application, Nondiscrimination Statement, and Campus Safety and Crime Statistics. The page concludes with a statement: 'The University is an Equal Opportunity, Affirmative Action employer.'

Help Desk Notes

Note that applicants often overlook the **Apply Online** button because they are looking at the other links on this page.

Click the **Apply Online** button.

Non-University of Illinois Employees

The screenshot shows the 'Current University of Illinois Employment Status' page. The header is similar to the previous page but includes a search bar. The sidebar on the left has links for Processes, Find Jobs, An Employer, An Institution, Communities, Employees, Jobs, Human Resources, Chicago, Springfield, Urbana, and EEO. The main content area is titled 'Current University of Illinois Employment Status' and asks users to select their current employment status to access an existing online application or create one. It provides two main options: 'Not Currently Employed at the University of Illinois' and 'Currently Employed at the University of Illinois - requires NetID and Password'. Each option includes instructions and a note about creating a new application. A 'Tell me about:' link for 'NetID and Password' is also present.

Help Desk Notes

Please note that if a Current Employee or Applicant tries to submit an exam request, but they haven't updated their application in two (2) years, the exam request WILL NOT be processed. These individuals should be advised to update their application first, then, submit the exam request for the appropriate campus.

If you are not a current University of Illinois employee, click the **Not Currently Employed at the University of Illinois** link.

Logon Page

To access the Employment section, please enter your Logon ID and Password below and click **Continue**. The Logon ID and Password are **case-sensitive**.

If you do not have a Logon ID and Password, you can create one. Choose the option below.

[Create a Logon](#)
[Forgot Your Logon ID](#)
[Forgot Your Password](#)

Employment Center Logon

Enter Your Logon ID:

Enter Your Password:

Continue **Exit**

- If you do not have a log on to continue, click the **Create a Logon** link. Follow the steps outlined in the *Creating a Logon* section.
- Otherwise, enter your **Logon ID** and **Password** and click the **Continue** button. Then, follow the steps outlined in the *Applying for Employment* section.



NOTE: Your ID and Password are **case sensitive**

Current University of Illinois Employees

Current University of Illinois Employment Status

Select your current employment status below to access an existing online application or create one. To use the application, your computer must meet the minimum [Software Requirements](#).

[Not Currently Employed at the University of Illinois](#)

Extra Help employees should also create an application using this option.
Note: Do not create a new application if you already have one online. Creating a duplicate application may significantly delay employment opportunities.

[Currently Employed at the University of Illinois - requires NetID and Password](#)

If you created an online application before you were hired, you should select Not Currently Employed at the University and use your existing Logon ID and Password to access your online application.
Note: Do not create a new application if you already have one online. Creating a duplicate application may significantly delay employment opportunities.

Tell me about:
[NetID and Password](#)

- If you are a current University of Illinois employee, click the **Currently Employed at the University of Illinois** link.
- Enter your **NetID** and **Password**, when asked, to access the online application.



NOTE: If you created an online application **before** you were hired at the University, select **Not Currently Employed at the University** and use your existing Logon ID and Password to access your online application.

- Continue with the steps in the *Applying for Employment* section.

You need a logon ID and password to access the online employment application system. If you do not have a logon, you must create one.



UA Human Resources



NOTE: You must complete all fields marked with a red asterisk (*).
While other fields are optional, the more information you enter helps provide a more complete application.

- Enter your **First Name** and **Last Name** in the appropriate fields.
- Enter your **Home Street Address, City, and State**.
- Enter your **Birth Month** and **Day**. Enter the date in MM/DD format. This information is used for identification purposes only.
- Enter your current **Email Address**. You must have a current email address to receive your logon ID so that you can continue the application process.
- **Re-enter the Email Address** to confirm it.



TIP: If you do not have an email address, you can log on to several different websites to create one for free. Some examples include:

www.hotmail.com
www.yahoo.com
www.juno.com

- Select **Yes** or **No/Don't Know** to indicate if you have previously **applied for Civil Service employment at the University of Illinois**.
- Select the option that best indicates if you are **applying for Civil Service positions or Academic Professional positions**.
- Select the **location at which you are most interested in applying** for employment (Chicago, Springfield, or Urbana). You will have the option to change this location later in the process.
- **Enter a Password** for your new logon ID. You will use this password along with your new logon ID to enter the application system. The password must be 6-8 characters in length. Remember this password; you will need to use it later.
- **Re-enter the Password** to confirm it.
- Select a **Question** from the list. This question is used for security purposes in case you forget your logon ID or password.
- Enter the **Answer** for the security question you selected above.
- Click the **Submit** button.



WARNING: SSN field – A Social Security Number is not required by the University of Illinois for an application. However, if you have previously been a Civil Service employee or applied and/or taken a Civil Service exam at the UI, you **MUST** enter the SSN so that your previous records can be tied together within the University of Illinois.

If you do not enter your Social Security Number on this page, the following page appears:

If you choose to do so, enter your Social Security Number here. Click the **Submit** button to continue.

Civil Service Logon

If you are applying for **Civil Service** employment, the following page appears:

For Civil Service employment, you must wait for HR to approve the request before continuing with your application. Your new Logon ID will be sent to the email address you entered in the Create a Logon page. Once you receive the email, return to the Logon Page, and enter your Logon ID and Password to continue.

Academic Professional Logon

If you are applying for **Academic Professional** employment, the following page appears:

The screenshot shows the 'Logon Confirmation' page of the University of Illinois Human Resources website. The header includes the university logo and navigation links. A red banner at the top indicates the user is in the 'Careers' section. The main content area confirms that a logon was successfully created for the user, with the Logon ID 'DoeJ111370' displayed. It also provides instructions on how to use the Logon ID and a link to the 'Continue' button. A sidebar on the left contains links to various HR services.

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Processes
Find Jobs

Logon Confirmation

A Logon was successfully created for you. Remember that your Logon ID and Password are **case-sensitive**. For your personal records, your login ID has been emailed to: janedoe@hotmail.com .

Your Logon ID is:

DoeJ111370

Write this Logon ID down exactly as it appears including capital letters, small letters and numbers. Click **Continue** below to proceed to the Logon page or click **Exit** to return to the main page of the Employment Center.

Please email [Human Resources](#) with any questions or problems in using the Employment Center.

Continue **Exit**

The Logon Confirmation page appears confirming your new logon ID. Your new Logon ID appears on this page. It also is sent to the email address you entered in the Create a Logon page.



TIP: The Logon ID is case-sensitive. Remember to write down your logon ID including any upper- or lower-case letters and numbers **EXACTLY** as it appears on this page.

Click the **Continue** button to return to the Logon Page.

The screenshot shows the 'Logon Page' of the University of Illinois Human Resources website. The header and navigation are consistent with the previous page. The main content area prompts the user to enter their Logon ID and Password to access the Employment section. It also provides links for users who do not have a Logon ID or Password. A login form is displayed with fields for 'Enter Your Logon ID' and 'Enter Your Password'. The 'Continue' button is highlighted.

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Logon Page

To access the Employment section, please enter your Logon ID and Password below and click **Continue**. The Logon ID and Password are **case-sensitive**.

If you do not have a Logon ID and Password, you can create one. Choose the option below.

[Create a Logon](#)
[Forgot Your Logon ID](#)
[Forgot Your Password](#)

Employment Center Logon

Enter Your Logon ID: DoeJ111370

Enter Your Password: ••••••••

Continue **Exit**

- Enter the **Logon ID** you just created. Remember that this ID is case-sensitive.
- Enter the **Password** you just created. Remember that this Password is case-sensitive.

- Click the **Continue** button.



NOTE: If you have forgotten your Logon ID or Password, click the **Forgot Your Logon ID** or the **Forgot Your Password** links on the Logon Page to have your Logon ID emailed to you or to reset your Password.

Forgotten Logon ID

If you have forgotten the Logon ID created for your online application, click the **Forgot Your Logon ID** link on the Logon Page of the employment application.

- Enter your **Last Name** as you entered it on the Create a Logon page.
- Enter your **First Name** as you entered it on the Create a Logon page.
- Enter the **Email Address** you used on the Create a Logon page.
- Click the **Submit** button.

Your Logon ID displays and will be sent to your email address within minutes.



NOTE: These steps work only if you enter the same Name and Email Address as when you originally requested a Logon ID.

If you don't remember the Email Address used, contact a campus HR Office for assistance.

Contact information is found in the *Frequently Asked Questions: Logon Information* section at the end of this document.

Forgotten Password

If you have forgotten the Password created for your online application, click the **Forgot Your Password** link on the Logon Page of the employment application to reset your password.

The screenshot shows the University of Illinois Human Resources website. The header includes the university logo and the tagline "Always Thinking". A search bar is located in the top right. Below the header, there are navigation tabs for "Announcements", "Benefits", "Careers", "Compensation", "Policies", and "Training". The "Careers" tab is selected. On the left side, there is a sidebar with links for "Processes", "Find Jobs", "An Employer", "An Institution", "Communities", "Employees", "Jobs", "Human Resources", "Chicago", "Springfield", "Urbana", and "EEO". The main content area is titled "Password Reset" and contains the following text: "To reset your Password, complete this form and click **Submit**." Below this text is a form titled "Password Reset" with the following fields: "Logon ID:*" (text input), "Question:*" (dropdown menu with "Choose one:" selected), "Answer:*" (text input), and "New Password:*" (text input). At the bottom of the form are two red buttons: "Back" and "Submit".

- Enter the **Logon ID** generated from the Create a Logon page.
- Select the same security **Question** you chose when you created your logon.
- Enter the **Answer** for the security question selected above.
- Enter a **New Password** for your logon.
- Click the **Submit** button.

Your Password is now reset and can be used on the Logon Page.



NOTE: You must select and enter the same Question and Answer chosen when you created your Logon ID. If you cannot remember the question you selected, contact a campus HR Office for assistance.

Contact information is found in the *Frequently Asked Questions: Password Information* section at the end of this document.

Applying for Employment

After completing the logon process, you see the Employment Application page.

Click the **Apply for Employment** link.



NOTE: The other links on this page become active as you complete the steps of the application process.

Click the **Continue** button.



WARNING: Each time you open your application for editing, it becomes incomplete. You must go through the entire application and re-submit it again to ensure the application can be viewed by the HR Office and hiring units.

Help Desk Notes

You might need to explain to the applicant the difference between Civil Service and Academic Professional positions.

You also might want to ask them questions to get a sense of the type of position they are interested in applying for.

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Employment Application

Complete the employment application and click **Continue** to build your resume. You must complete items with an *******. You are encouraged to fill in all fields for a more complete resume. Please consult the [instructions](#) for assistance in completing this page of the application.

Employment Application

Choose the type of position(s) in which you are interested: *

☒ Academic Professional

☒ Civil Service

Preferred Illinois working location(s): *

☐ Chicago ☒ Springfield

☐ Peoria ☒ Urbana-Champaign

☐ Rockford ☐ Chicago Medical Center

☐ DSCC - Springfield



NOTE: You must complete all fields marked with a red asterisk (*).

While other fields are optional, the more information you enter helps provide a more complete application.

Employment Application Information

- Select the checkbox next to the type of job you want to apply for: **Academic Professional** or **Civil Service**. You can select both job types; however, for a Civil Service position, you must wait for HR to approve the request before continuing with your application.
- Select the **Preferred Illinois working location(s)** of where you want to work. You can select more than one location.



WARNING: In Chicago, if you want to be considered for employment at the Chicago Medical Center, you must select Chicago Medical Center. If you want to be considered for campus employment, select Chicago. If you want to be considered for both, select both.

This ensures that your application is sent to the correct Chicago location(s) and any exam requests are scheduled appropriately.

Demographics	
Employment Center Person ID: Doe122436	
First Name:*	<input type="text" value="Jane"/>
Middle Name:	<input type="text"/>
Last Name:*	<input type="text" value="Doe"/>
E-mail Address:*	<input type="text" value="janedoe@uillinois.edu"/>
Birth Date:*	<input type="text" value="02"/> /14
(For identification purposes only)	(MM/DD)
Personal Web Page:	<input type="text"/>
Home Address:	
Mailing Address:*	<input type="text" value="1234 Test"/>
City:*	<input type="text" value="Champaign"/>
State:*	<input type="text" value="Illinois"/>
ZIP Code:*	<input type="text" value="61820"/>
County:	<input type="text" value="Champaign"/>
Country:*	<input type="text" value="United States of America"/>
Phone Number:	<input type="text" value="(217"/> <input type="text" value="123"/> <input type="text" value="4567"/>
Work Address:	
Street:	<input type="text"/>
Street Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Choose One"/>
ZIP Code:	<input type="text"/>
Country:	<input type="text" value="Choose One"/>
Phone Number:	<input type="text"/> <input type="text"/> <input type="text"/>
Are you legally able to work in the United States?*	
<input checked="" type="radio"/> Yes <input type="radio"/> No	

Help Desk Notes

The PHONE NUMBER does not have an asterisk (not required), and is often left out because of this. Please encourage applicants to complete this field as this is an important piece of information for communication purposes.



NOTE: Make note of the **Employment Center Person ID** that appears at the top of the Demographics section of this page. This ID, in combination with your Logon ID, is useful when contacting the HR Office with questions about your application.

Demographics Information

- Confirm your **First Name**. This should carry over from when you created your Logon ID or your existing employment record. If this name is incorrect, you can change it here.
- Confirm your **Last Name**. This should carry over from when you created your Logon ID or your existing employment record. If this name is incorrect, you can change it here.
- Confirm your **Email Address**. This should carry over from when you created your Logon ID or your existing employment record. If this email address is incorrect, you can change it here.
- Enter your **Home Address** information, including the **Mailing Street Address, City, State, ZIP Code, County, Country, and Phone Number**.
- If you are currently employed, you can enter your **Work Address** information, including the **Street, City, State, ZIP Code, Country, and Phone Number**.
- Select the **Yes** or **No** option to indicate if you are **legally able to work in the United States**.

Military Information	
Military Branch:	<input type="text"/>
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
<input type="checkbox"/> Presently in service	

Relatives	
Relatives employed by or on the Board of Trustees of the University of Illinois:	
Name of Relative:	<input type="text"/>
Relationship to Relative:	<input type="text"/>
Department of Relative:	<input type="text"/>

Note: Each time you open your application for editing, it becomes incomplete. You must go through the application and submit it again. Incomplete applications cannot be viewed or searched by hiring units. If you exit, your application will be incomplete.

[Continue](#) [Exit](#)

Military Information

- Select the **Military Branch** you were or are enlisted in.
- Enter the date you enlisted in the military in the **Start Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the date you were discharged from the military in the **End Date** field. If you are still enlisted, leave this field blank. You **MUST** enter the date in MM/DD/YYYY format.
- Select the **Presently in service** checkbox if you are still enlisted in the military.

Relatives Information

- If you have a relative employed by the University of Illinois or on the Board of Trustees, enter their name(s) in the **Name of Relative** field.
- Enter your relationship to the individual(s) named in the **Relationship to Relative** field.
- Enter the unit where your relative(s) works in the **Department of Relative** field.

Once you complete the information on this page, click the **Continue** button.

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Employment Application

Main Menu

To continue building your resume, complete the following sections. You must complete items with an ***. When each section is complete, click **Continue** to finish building your resume. You **MUST** click **Submit** on the last page to complete this application.

[Education*](#)

[Work Experience*](#)

[Certifications](#)

[Drivers License](#)

[Honors and Awards](#)

[Languages](#)

[Licenses](#)

[Publications](#)

[References](#)

[Job Categories*](#)

The University asks applicants to also complete the request below:
[Equal Opportunity Information Request](#)

Note: Each time you open your application for editing, it becomes incomplete. You must go through the application and submit it again. Incomplete applications cannot be viewed or searched by hiring units. If you exit, your application will be incomplete.

Back Continue Exit

Maintained by the Office of Human Resources
Last Update: 20-July-2005

Help Desk Notes

Applicants will see different sections listed based on the type of employment they selected.

- **Job Categories** is AP only
- **EEO Request** is Civil Service only

The Employment Application Main Menu lists the sections included in the application process. The sections listed vary based on the type of employment you selected (Academic Professional, Civil Service, or both).



NOTE: You must complete all sections marked with a red asterisk (*).

While other sections are optional, the more information you enter helps provide a more complete application.

- Click a section link to add, update, or delete information in that section.
- Click the **Back** button to return to the Employment Application page.
- Click the **Continue** button to go to the end of the application process.
- Click the **Exit** button to exit the employment application process.



WARNING: Exiting the application process at this point will result in an incomplete application that will not be available to HR or hiring departments.

Education

Click the **Education** link on the Employment Application Main Menu to add your education experience to your employment application.

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Employment Application

Education Experience

There are no Educational records.

To add a new record, select a link below:

[Add High School](#) [Add College](#)

For assistance completing this page, consult the [instructions](#).

Main

- Click the **Add High School** link to add your high school records.
- Click the **Add College** link to add your college or trade school records.
- Click the **Main** button to return to the Employment Application Main Menu.

High School Information

Education

Add a new High School record. Click **Continue** to view the change.

Note: You **cannot** provide a graduation date that is in the future. It must be less than or equal to the current month and year.

Degree Information

High School Status: * High School Grad

Start Date: 08 / 14 / 1986

End Date: 05 / 25 / 1990
(MM/DD/YYYY)

Graduation Date: 05 / 1990
(MM/YYYY)

Hours Earned: 65
Decimal numbers allowed (ex. 99.9), No text allowed

Grade Point Average: 3.5
Based on a 4 point scale, No text allowed

Continue **Back**



NOTE: You must complete all fields marked with a red asterisk (*).
While other fields are optional, the more information you enter helps provide a more complete application.

- Select your **High School Status** from the list: *None, High School Equivalency, High School Grad, or Non High School Grad*.
- Enter the **Start Date** and **End Date** of your time in high school. You MUST enter the dates in MM/DD/YYYY format.
- If you graduated, enter your **Graduation Date**. You MUST enter the date in MM/YYYY format.
- Enter the number of credit **Hours Earned**. Only numbers are allowed in this field.
- Enter your **Grade Point Average** as of your end date of high school. Only numbers are allowed in this field.
- Click the **Continue** button.



NOTE: You can only enter one high school record. If you attended more than one high school, enter this information as an accumulation of your total high school experience.

The screenshot shows the 'Employment Application' page for the University of Illinois Human Resources. The 'Education Experience' section is active, displaying a record for 'High School' with the status 'High School Grad'. Below the record, there are links for 'Edit', 'Delete', and 'View'. A message states: 'To add a new record, select a link below.' followed by a link for 'Add College'. At the bottom, there is a link for 'instructions' and a red 'Main' button.

You return to the Education Experience page. Your high school information now appears.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add High School** link and re-enter the information.
- Click the **View** link to view the information entered.
- Click the **Add College** link to add your college or trade school records.
- Click the **Main** button to return to the Employment Application Main Menu.

College Information

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UIHR University of Illinois Human Resources

Home Index Contacts

Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Education >

Processes Find Jobs

Find Institution:

University Name: contains Univ

City: contains

State: Illinois

Find

Tip: Broad searches make it easier to find your university. Avoid entering information in all three categories. Search only on part of the University Name or City or State.

Help Desk Notes

Searching for the university name is often very complicated for most applicants. You might need to assist them in entering search criteria.

Enter the search criteria for your college and click the **Find** button.



NOTE: Institution names are stored in Banner where they are abbreviated to save space. Because of this, it is best to do broad searches to find your institution.

For example, to find the University of Illinois, enter **Univ** in the name field and select **Illinois** for the **State**.

However, not all institutions in Banner have a State associated with them. The institution might be in the system, but won't be retrieved if you include a State in your search. Broaden your search criteria if you do not see the search results you are expecting.

001768--St Xavier Univ	Illinois
001772--Trinity Intl Univ	Illinois
001774--Univ of Chicago	Illinois
001775--Univ of IL Urbana-Champaign	Illinois
009333--Univ of IL at Springfield	Illinois
H00317--Univ of Ill Coll of Med-Peoria	Illinois
H00318--Univ of Ill Coll of Med-Rockfo	Illinois
008001--Univ of Ill Univ Admin	Illinois
003960--Univ of Ill at Chicago Hlth Sc	Illinois
001776--Univ of Illinois at Chicago	Illinois
001664--Univ of St Francis	Illinois
001765--Univ of St Mary of Lake-Mundln	Illinois
H01471--Universal Tech Inst	Illinois
001790--Western Illinois Univ	Illinois

If your institution is not found, enter the institution name below and click **Continue**.

Other Institution:

Back **Continue**

Help Desk Notes

If the institution they want to add isn't listed, they can use the **Other Institution** option. Institutions added using **Other Institution** are not transferred to Banner if the applicant becomes an employee.

A list of Institution names matching your search displays. Click the name of the institution to continue.



NOTE: If the search does not return your institution, enter the name in the **Other Institution** field and click the **Continue** button.

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University of Illinois
Human Resources

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Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Education >

Education

When you finish making any changes, click **Continue** to return to the main Education page.

Univ of IL Urbana-Champaign

Degree Details

There are no degree records. You must submit a degree or the institution will not be saved.

[Add Degree](#)

For assistance completing this page, consult the [instructions](#).

Continue

Once you have your institution selected, click the **Add Degree** link to add your degree details.

You may change only the month and year of a degree date. The day of the month is not information that is maintained by the University.

Note: You **cannot** provide a degree date that is in the future. It must be less than or equal to the current month and year.

Degree Information

Degree:* Bachelor of Science

If degree has been earned, you must provide a degree date.

Start Date: 08 / 25 / 1990

End Date: 05 / 19 / 1995
(MM/DD/YYYY)

Degree Date: 05 / 1995
(MM/YYYY)

Hours Earned: 130
Decimal numbers allowed (ex. 99.9), No text allowed

Grade Point Average: 3.75
Based on a 4 point scale, No text allowed.

Continue **Back**



NOTE: You must complete all fields marked with a red asterisk (*).
While other fields are optional, the more information you enter helps provide a more complete application.

- Select the **Degree** earned from the list. If you attended this institution but did not earn a degree, select *None* from the list.
- Enter the **Start Date** and **End Date** you attended this institution. You **MUST** enter the dates in MM/DD/YYYY format.
- If you earned a degree from this institution, enter the **Degree Date** on which you received your degree. You **MUST** enter the date in MM/YYYY format.
- Enter the number of credit **Hours Earned**. Only numbers are allowed in this field.

- Enter your **Grade Point Average** as of your end date at this institution. Only numbers are allowed in this field.
- Click the **Continue** button.

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Search

UIHR University of Illinois Human Resources

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Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Education >

Processes Find Jobs

Education

An Employer
An Institution
Communities
Employees
Jobs

Human Resources
Chicago
Springfield
Urbana
EEO

Degree: Bachelor of Science

Select Major: Mechanical Engineering
None
None

Select Minor: None
None
None

Continue

- Select a **Major** and **Minor** (if applicable) for your degree from the list. You can select more than one major or minor.
- Click the **Continue** button.

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Search

UIHR University of Illinois Human Resources

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Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Education >

Processes Find Jobs

Education

When you finish making any changes, click **Continue** to return to the main Education page.

Univ of IL Urbana-Champaign

Degree Details

Degree: Bachelor of Science [Edit](#) [Delete](#)

Attendance: 08/25/1990 - 05/19/1995

Degree Date: 05/1995

Hours transferred: 130

GPA: 3.75

Major: Mechanical Engineering

[Add Degree](#)

For assistance completing this page, consult the [instructions](#).

Continue

If you have additional degrees to enter, click the **Add Degree** link and repeat the above steps. Otherwise, click the **Continue** button.

Home > Careers > Employment Application > Education >

Employment Application

Education Experience

High School	Edit Delete View
Degrees	High School Grad
Univ of IL Urbana-Champaign	Edit Delete View
Degrees	Bachelor of Science Edit Delete
Majors	Mechanical Engineering
Add Degree	

To add a new record, select a link below:

[Add College](#)

For assistance completing this page, consult the [instructions](#).

Main

You return to the Education Experience page. Your college information now appears.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add College** or **Add Degree** link and re-enter the information.



NOTE: Deleting a degree from an Institution with only one degree also deletes the entire Institution. Deleting an Institution deletes all degrees associated with that institution.

- Click the **View** link to view the information entered.
- Click the **Add Degree** link to add another degree to your current institution record.
- Click the **Add College** link to add another institution name to your record.
- Click the **Main** button to return to the Employment Application Main Menu.

Work Experience

Click the **Work Experience** link on the Employment Application Main Menu to add your employment experience to your employment application.

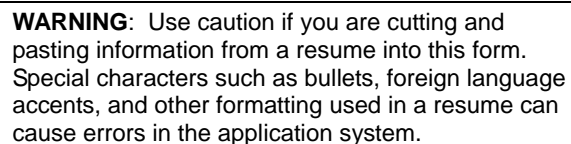
The screenshot shows the 'Work Experience' page of the University of Illinois Human Resources portal. The page has a blue header with the university's name and logo. A red breadcrumb trail reads: Home > Careers > Employment Application > Work Experience >. The main content area is titled 'Employment Application' and contains a 'Work Experience' section. This section states 'There are no Work Experience records.' and includes an 'Add' link. Below this, it says 'For assistance completing this page, consult the [instructions](#).' and 'If you do not have any prior work history, please check the box below and press the Main button.' There is a checkbox labeled 'I certify that I do not have any prior work experience.' and a red 'Main' button at the bottom.

- Click the **Add** link to add a new work experience record.
- Select the checkbox if you want to **certify that you have no prior work experience**.
- Click the **Main** button to return to the Employment Application Main Menu.



NOTE: When adding Work Experience records, start with your most recent or current job.

Maintained by the Office of Human Resources
Last Update: 06-October-2004



NOTE: You must complete all fields marked with a red asterisk (*).
While other fields are optional, the more information you enter helps provide a more complete application.

- Enter the **Position Title** you held at this job.
- Enter the name of the **Organization** of your employer at this job.
- Enter the date you began work at this job in the **Start Date** field. You MUST enter the date in MM/DD/YYYY format.
- Enter the date you left this job, if applicable, in the **End Date** field. You MUST enter the date in MM/DD/YYYY format.
- Enter an explanation of your job **Duties**. Details are important here, as this information will be used to determine your qualifications for the jobs for which you are applying.
- Enter an explanation of your **Reason for Leaving** this job.
- Enter the name of the **City** where you held this job.
- Select the **State** and **Nation** where you held this job.
- Enter your **Annual Salary** and/or **Hourly Rate** at this job. Only numbers are allowed in these fields.
- Enter your **Supervisor's Name** at this job.
- Enter your **Supervisor's Phone** number at this job.
- Enter the **Hours Per Week** you worked at this job.
- Select whether the job was **Full Time** or **Part Time**.
- Enter any **Prior Names Used** at this job (for example, your maiden name).
- Click the **Continue** button.

The screenshot shows a web application interface for an employment application. At the top, there is a red navigation bar with links: Announcements, Benefits, Careers, Compensation, Policies, and Training. Below this is a breadcrumb trail: Home > Careers > Employment Application > Work Experience >. On the left side, there is a vertical menu with links: Processes, Find Jobs, An Employer, An Institution, Communities, Employees, Jobs, Human Resources, Chicago, Springfield, Urbana, and EEO. The main content area is titled "Employment Application" and contains a message: "The following prior work history record was successfully added." Below this message is a table titled "Work Experience" with the following data:

Work Experience	
Position Title:	My Position Title
Organization:	Company's Name
Start Date:	08/16/1995
End Date:	06/30/1996
Duties:	Enter job duties here.
Reason for Leaving:	
City:	Chicago
State:	Illinois
Nation:	United States of America
Annual Salary:	\$0.00
Hourly Rate:	\$0.00
Supervisor Name:	
Supervisor Phone:	
Hours Per Week:	
Full/Part Time:	Full Time
Prior Name Used:	

At the bottom of the form, there is a red button labeled "Continue".

Review the new Work Experience record added and click the **Continue** button.

The screenshot shows the 'Work Experience' section of the 'Employment Application' page. The header includes the University of Illinois logo and navigation links. A red breadcrumb trail reads: Home > Careers > Employment Application > Work Experience >. The left sidebar contains links for 'Processes', 'Find Jobs', and 'Human Resources' (with sub-links for Chicago, Springfield, Urbana, and EEO). The main content area has a 'Work Experience' box with fields for 'My Position Title' and 'Company's Name', each with an 'Edit | Delete' link. Below these fields is an 'Add' link. A note states: 'For assistance completing this page, consult the [instructions](#).' At the bottom of the box is a red 'Main' button.

You return to the Work Experience page. Your work history now appears.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.
- Click the **Add** link to add another work experience record to your application.
- Click the **Main** button to return to the Employment Application Main Menu.

Certifications

Click the **Certifications** link on the Employment Application Main Menu to add any licenses or certifications you have earned.

The screenshot shows the 'Certifications' section of the 'Employment Application' page. The header and breadcrumb trail are identical to the previous page. The left sidebar is also the same. The main content area has a 'Certification Information' box. Inside the box, it says 'There are no Certification records.' Below this text is an 'Add' link. A note states: 'For assistance completing this page, consult the [instructions](#).' At the bottom of the box is a red 'Main' button.

- Click the **Add** link to add a license or certification.
- Click the **Main** button to return to the Employment Application Main Menu.

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Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Certifications >

Employee Information Form

Complete your license and certification information. You must complete items with an "*".

Certification Information	
Certification Name:*	CPR
Certification Status:*	Active
Acquisition Date:*	05 / 15 / 2005 (MM/DD/YYYY)
Renewal Date:	/ / (MM/DD/YYYY)
Expiration Date:	05 / 15 / 2007 (MM/DD/YYYY)
<i>It must be greater than the Acquisition Date and greater than or equal to the Renewal Date.</i>	
Issuing Agency:	
Certification Number:	
State of Issue:	Illinois
Nation of Issue:	United States of America

Maintained by the Office of Human Resources
Last Update: 06-October-2004

Help Desk Notes

If the certification they want to add isn't listed, they can email the HR Office to have it added.



NOTE: You must complete all fields marked with a red asterisk (*).

While other fields are optional, the more information you enter helps provide a more complete application.

NOTE: If the certification you want to add is not listed, email the HR Office and they can add the certification name to the list.

- Select the **Certification Name** from the list.
- Select the status of your certification from the **Certification Status** list: *Active, Life-long, Revoked, or Suspended*.
- Enter the date you gained the certification in the **Acquisition Date** field. You MUST enter the date in MM/DD/YYYY format.
- Enter the date you are due to renew your certification in the **Renewal Date** field. You MUST enter the date in MM/DD/YYYY format.

- Enter the date your certification expires in the **Expiration Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the name of the **Issuing Agency** of the license or certification.
- Enter the **Certification Number** on your license or certificate.
- Select the **State of Issue** and **Nation of Issue** of the certification from the lists.
- Click the **Continue** button.

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Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Certifications >

Employment Application

The following Certification record was successfully added.

Certification Information	
Certification Name:	CPR
Certification Status:	Active
Acquisition Date:	05/15/2005
Renewal Date:	
Expiration Date:	05/15/2007
Issuing Agency:	
Certification Number:	
State of Issue:	Illinois
Nation of Issue:	United States of America

Continue

Review the new Certification record added and click the **Continue** button.

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Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Certifications >

Employment Application

Certification Information	
CPR	Edit Delete
Add	

For assistance completing this page, consult the [instructions](#).

Main

You return to the Certification Information page. Your certificate information now appears.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.
- Click the **Add** link to add another certification record to your application.
- Click the **Main** button to return to the Employment Application Main Menu.

Drivers License

Click the **Drivers License** link on the Employment Application Main Menu to add your driver's license information to your employment application.



NOTE: If you are applying for a job that requires a CDL, you must submit your driver's license information to be considered eligible for the position.

The screenshot shows the University of Illinois Human Resources website. The header includes the University of Illinois logo and the tagline "Always Thinking". Below the header, there is a navigation bar with links for Home, Index, and Contacts. A red banner contains the text "Announcements Benefits Careers Compensation Policies Training". Below the banner, a breadcrumb trail reads "Home > Careers > Employment Application > Drivers License >". The main content area is titled "Employment Application" and features a "Drivers License Information" box. Inside this box, it states "There are no Drivers License records." and includes an "Add" link. Below the box, there is a link to "instructions" for assistance. At the bottom of the page, there is a red "Main" button. The left sidebar contains links for Processes, Find Jobs, An Employer, An Institution, Communities, Employees, Jobs, Human Resources, Chicago, Springfield, Urbana, and EEO.

- Click the **Add** link to add your driver's license record.
- Click the **Main** button to return to the Employment Application Main Menu.

University of Illinois
Human Resources

Home Index Contacts

Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Drivers License >

Employment Application

Create a Drivers License record. When you complete the form, click **Continue**. You must complete items with an ******.

Drivers License Information	
License Class:*	Commercial Driver's License
License Status:*	Current
License Number:*	D123-456789
State Of Issue:	Illinois
Nation of Issue:	United States of America
Effective Date:	04/25/2004
Expiration Date:	04/25/2008

Continue **Back**



NOTE: You must complete all fields marked with a red asterisk (*).

While other fields are optional, the more information you enter helps provide a more complete application.

- Select the type of license you have from the **License Class** list: *Commercial* or *Passenger*.
- Select the **License Status** of your license: *Current*, *Expired*, *In Process*, or *Suspended*.
- Enter your **License Number**.
- Select the **State of Issue** and **Nation of Issue** from the list.
- Enter the **Effective Date** of the license. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the **Expiration Date** of the license. You **MUST** enter the date in MM/DD/YYYY format.
- Click the **Continue** button.

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Search

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Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Drivers License >

Employment Application

The following drivers license record was successfully added.

Drivers License Information	
License Class:	Commercial Driver's License
License Status:	Current
License Number:	D123-456789
State of Issue:	Illinois
Nation of Issue:	United States of America
Effective Date:	04/25/2004
Expiration Date:	04/25/2008

Continue

Review the new Drivers License record added and click the **Continue** button.

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Search

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Home Index Contacts

Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Drivers License >

Employment Application

Drivers License Information	
D123-456789 - Commercial Driver's License Edit Delete	
Add	

For assistance completing this page, consult the [instructions](#).

Main

You return to the Drivers License Information page. Your driver's license record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the Add link and re-enter the information.
- Click the **Add** link to add another driver's license record to your application.
- Click the **Main** button to return to the Employment Application Main Menu.

Honors and Awards

Click the **Honors and Awards** link on the Employment Application Main Menu to enter any honors or awards earned to your employment application.

- Click the **Add** link to add your honor or award record.
- Click the **Main** button to return to the Employment Application Main Menu.



NOTE: You must complete all fields marked with a red asterisk (*).
While other fields are optional, the more information you enter helps provide a more complete application.

- Enter the name of the honor or award received in the **Recognition Name** field.

- Enter the name of the **Awarding Organization** that gave you the honor or award.
- Enter the date you received the honor or award in the **Date of Recognition** field. You MUST enter the date in MM/DD/YYYY format.
- Enter the date the honor or award expires, if applicable, in the **Expiration Date** field. You MUST enter the date in MM/DD/YYYY format.
- Click the **Continue** button.

The screenshot shows the University of Illinois Human Resources website. The header includes the university logo and navigation links. The main content area is titled 'Employment Application' and displays a message: 'The following honor or award record was successfully added.' Below this message is a box titled 'Honors and Awards Information' containing the following details:

Recognition Name:	Name of Honor
Awarding Organization:	Honor Organization
Date of Recognition:	06/10/2003
Expiration Date:	

Below the table is a red button labeled 'Continue'.

Review the new Honor or Award record added and click the **Continue** button.

The screenshot shows the same website, but the 'Honors and Awards' form is now displayed. The form has a title bar 'Honors and Awards' and contains the following fields:

Name of Honor	Edit Delete
Add	

Below the form is a red button labeled 'Main'.

You return to the Honors and Awards page. Your honor or award record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.

- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.
- Click the **Add** link to add another honor or award record to your application.
- Click the **Main** button to return to the Employment Application Main Menu.

Languages

Click the **Languages** link on the Employment Application Main Menu to add any foreign language knowledge you have to your employment application.

- Click the **Add** link to add your language experience record.
- Click the **Main** button to return to the Employment Application Main Menu.

Help Desk Notes

If the language they want to add isn't listed, they can email the HR Office to have it added.



NOTE: If the language you want to add is not listed, email the HR Office and they can add the language to the list.

- Select the **Language** from the list.
- Select the appropriate checkboxes to indicate your familiarity with the language chosen.
- Click the **Continue** button.

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Home > Careers > Employment Application > Languages >

Employment Application

The following language record was successfully added.

Language Information	
Language:	Spanish
Read:	No
Translate:	Yes
Write:	No
Teach:	No
Speak:	Yes
Native:	No

Continue

Review the new language record added and then click the **Continue** button.

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Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Languages >

Employment Application

Language Information	
Spanish	Edit Delete
Add	

For assistance completing this page, consult the [instructions](#).

Main

You return to the Language Information page. Your language experience record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.

- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.
- Click the **Add** link to add another language experience record to your application.
- Click the **Main** button to return to the Employment Application Main Menu.

Licenses

Click the **Licenses** link on the Employment Application Main Menu to add your professional license records to your employment application.



NOTE: If you are applying for a job that requires a license, you must submit this information to be considered eligible for the position.

The screenshot shows the University of Illinois Human Resources website. The header includes the University of Illinois logo and the tagline "Always Thinking". Below the header, there are navigation links for Home, Index, and Contacts. A red banner contains the text "Home > Careers > Employment Application > Licenses >". The main content area is titled "Employment Application" and features a "License Information" box. The box contains the text "There are no License records." and an "Add" link. Below the box is a "Main" button. The left sidebar contains links for Processes, Find Jobs, An Employer, An Institution, Communities, Employees, Jobs, Human Resources, Chicago, Springfield, Urbana, and EEO.

- Click the **Add** link to add your license record.
- Click the **Main** button to return to the Employment Application Main Menu.

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Announcements Benefits **Careers** Compensation Policies Training

Home > Careers > Employment Application > Licenses >

Employee Information Form

Complete your license and certification information. You must complete items with an *.

License Information	
License Name:*	Pilot
License Status:*	Active
Acquisition Date:*	07 / 25 / 2004 (MM/DD/YYYY)
Renewal Date:	/ / (MM/DD/YYYY)
Expiration Date:	07 / 25 / 2007 (MM/DD/YYYY)
<i>It must be greater than the Acquisition Date and greater than or equal to the Renewal Date.</i>	
Issuing Agency:	
License Number:	
State of Issue:	Illinois
Nation of Issue:	United States of America

Continue **Back**

Help Desk Notes

If the license they want to add isn't listed, they can email the HR Office to have it added.



NOTE: You must complete all fields marked with a red asterisk (*).

While other fields are optional, the more information you enter helps provide a more complete application.

NOTE: If the license you want to add is not listed, email the HR Office and they can add the license name to the list.

- Select the **License Name** from the list.
- Select the status of your certification from the **License Status** list: *Active, Life-long, Revoked, or Suspended.*
- Enter the date you gained the license in the **Acquisition Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the date you are due to renew your license in the **Renewal Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the date your license expires, if applicable, in the **Expiration Date** field. You **MUST** enter the date in MM/DD/YYYY format.
- Enter the name of the **Issuing Agency** of the license.
- Enter the **License Number** on your license.
- Select the **State of Issue** and **Nation of Issue** of the license from the lists.
- Click the **Continue** button.

The screenshot shows the 'Employment Application' page with a red header bar containing navigation links: Home, Index, Contacts, Announcements, Benefits, Careers, Compensation, Policies, and Training. A breadcrumb trail reads: Home > Careers > Employment Application > Licenses >. On the left, a sidebar lists links for Processes, Find Jobs, An Employer, An Institution, Communities, Employees, Jobs, Human Resources, Chicago, Springfield, Urbana, and EEO. The main content area displays the message: 'The following License record was successfully added.' Below this is a box titled 'License Information' containing the following details: License Name: Pilot, License Status: Active, Acquisition Date: 07/25/2004, Renewal Date: 07/25/2007, Issuing Agency: License Number: State of Issue: Illinois, and Nation of Issue: United States of America. A red 'Continue' button is positioned at the bottom center.

Review the new License record added and click the **Continue** button.

This screenshot shows the same 'Employment Application' page, but the 'License Information' box now displays the record 'Pilot' with links for 'Edit' and 'Delete'. Below the box is an 'Add' link and a note: 'For assistance completing this page, consult the [instructions](#).' A red 'Main' button is located at the bottom center. The page layout, including the header and sidebar, remains consistent with the previous screenshot.

You return to the License Information page. Your license record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.
- Click the **Add** link to add another license record to your application.
- Click the **Main** button to return to the Employment Application Main Menu.

Publications

Click the **Publications** link on the Employment Application Main Menu to add records about any information you have published to your employment application.

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University of Illinois Human Resources

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Home > Careers > Employment Application > Publications >

Employment Application

Publication Information
There are no Publication records.

[Add](#)

For assistance completing this page, consult the [instructions](#).

Main

- Click the **Add** link to add your publication record.
- Click the **Main** button to return to the Employment Application Main Menu.

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Create a new publication record. When you complete the form, click **Continue**. You must complete items with an *.

Publication Information

Publication Title:*

Publication Type:*

Publication Date:* / /
(MM/DD/YYYY)

Publisher:

Issue Number:

Volume Number:

Page Range:

Continue **Back**



NOTE: You must complete all fields marked with a red asterisk (*).

While other fields are optional, the more information you enter helps provide a more complete application.

- Enter the name of the publication where you were published in the **Publication Title** field.

- Select the **Publication Type** from the list.
- Enter the date your information was published in the **Publication Date** field. You MUST enter the date in MM/DD/YYYY format.
- Enter the name of the **Publisher**.
- Enter the **Issue Number** in which your work was published.
- Enter the **Volume Number** in which your work was published.
- Enter the **Page Range** where your work appeared in the publication.
- Click the **Continue** button.

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Home > Careers > Employment Application > Publications >

Employment Application

The following publication record was successfully added.

Publication Information

Publication Title: Engineering Today
Publication Type: Journal
Publication Date: 10/16/2003
Publisher:
Issue Number:
Volume Number:
Page Range: 15-18

Continue

Review the new Publication record added and click the **Continue** button.

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Employment Application

Publication Information

Engineering Today [Edit](#) | [Delete](#)

[Add](#)

For assistance completing this page, consult the [instructions](#).

Main

You return to the Publication Information page. Your publication record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.
- Click the **Add** link to add another publication record to your application.
- Click the **Main** button to return to the Employment Application Main Menu.

References

Click the **References** link in the Employment Application Main Menu to add any personal or professional references to your employment application.

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Home > Careers > Employment Application > References >

Employment Application

Reference Information
There are no Reference records.

[Add](#)

For assistance completing this page, consult the [instructions](#).

Main

- Click the **Add** link to add your reference name.
- Click the **Main** button to return to the Employment Application Main Menu.

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Employment Application

Complete your reference information. You must complete items with an *.

When you have completed the form, click on the **Submit** button. If you wish to return to the previous page, click on the **Back** button.

Reference Information

Name:* John Smith

Title: Director

Address Line 1: 4567 Main Street

Address Line 2: Champaign, IL 61822

Phone Number:* (217) 987 - 6543

E-mail Address: jsmith@yahoo.com

Order of Preference: 1

Continue **Back**



NOTE: You must complete all fields marked with a red asterisk (*).

While other fields are optional, the more information you enter helps provide a more complete application.

- Enter the first and last **Name** your reference.
- Enter the **Title** of your reference, if applicable.
- Enter the **Address** of your reference. You can enter a home or work address for the reference.
- Enter the contact **Phone Number** for the reference.
- Enter the contact **Email Address** for the reference.
- Select a number from the **Order of Preference** list to indicate what order you would like this reference contacted in relation to your other references (1=contact first; 2=contact second, etc.).
- Click the **Continue** button.

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Employment Application

The following Reference information was successfully added.

Reference Information	
Name:	John Smith
Title:	Director
Address:	4567 Main Street Champaign, IL 61822
Phone Number:	(217) 987-6543
E-mail Address:	jsmith@yahoo.com
Order of Preference:	1

Continue

Review the new Reference information added and click the **Continue** button.

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Search

UHR University of Illinois Human Resources

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Home > Careers > Employment Application > References >

Processes
Find Jobs

Employment Application

Reference Information

John Smith	Edit Delete
Add	

For assistance completing this page, consult the [instructions](#).

Main

Human Resources
Chicago
Springfield
Urbana
EEO

You return to the Reference Information page. Your reference record now displays.

- Click the **Edit** link to update the information entered. You edit information on the same page in which you added the record.
- Click the **Delete** link to permanently remove the entire record. To reinstate the record, you must click the **Add** link and re-enter the information.
- Click the **Add** link to add another reference name to your application.
- Click the **Main** button to return to the Employment Application Main Menu.

Job Categories (Academic Professionals Only)

Click the **Job Categories** link in the Employment Application Main Menu to select categories of jobs that best describe the position you seek. This section appears only for Academic Professional applicants.

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Employment Application

Select at least one category that best describes the type of position you seek. You may select up to three different categories.

Business And Finance

- ☐ Accounting
- ☐ Benefits
- ☐ Budgeting/Planning/Budget Analysis/Reporting
- ☐ Business Management (General Operations & Fiscal)
- ☐ Cash Management/Investments
- ☐ Claims/Risk Management/Insurance
- ☐ Credit/Collections
- ☐ Financial/Economic Analysis
- ☐ Grants/Contracts/Sponsored Programs (Financial Management)
- ☐ Internal Audits

Physical Sciences

- ☐ Physics/Health Physics
- ☐ Statistics/Mathematics

Social Sciences

- ☐ Counselor
- ☐ International/Minority Affairs
- ☐ Psychology
- ☐ Rehabilitation
- ☐ Social Work/Community Services

Student Relations

- ☐ Counseling, Career/Placement
- ☐ Counseling, Personal
- ☐ Financial Aid
- ☐ Housing/Food Service
- ☐ Minority/International/Multicultural
- ☐ Orientation
- ☐ Student Affairs, General
- ☐ Student Union

Click **Continue** to save your selections. Click **Back** to return to the previous page without saving your selections. You must choose at least one category prior to submitting your application.

Continue **Back**

Help Desk Notes

This section only appears for Academic Professional applicants.

Select the checkbox next to at least one, and up to three, job categories that best describe the type of Academic Professional position you seek. You can select job categories from the following areas:

- Business and Finance
- Communications/Public Relations
- Computers/Data Processing
- Creative/Fine Arts
- Data/Information Management
- Education-Related
- General Administration
- Health-Related
- Human Resource Management
- Recreation/Athletics

- Research-Related/Sponsored Programs
- Resource Management – Space, Facilities
- Scientific/Technical
- Social Sciences
- Student Relations

Once you select your category(s), click the **Continue** button to submit your information and return to the Employment Application Main Menu.

Equal Employment Opportunity Request (Civil Service Only)

The **Equal Employment Opportunity Information Request** link only appears on the Employment Application Main Menu page for Civil Service job applicants. Once you complete this information, this link will disappear from the Main Menu.



NOTE: Submission of this information is voluntary. You will not be penalized if you choose not to submit this information to the University.

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Equal Employment Opportunity Information Request

The University of Illinois is required by federal law to request and maintain data on the race/ethnic and gender identity of applicants. These data provide the University of Illinois and the Federal government with information necessary to monitor the University's compliance with Equal Employment Opportunity requirements. **This information will NOT be seen by hiring units within the University.**

Please complete this form and click **Submit**. Submission of the information requested is voluntary, and failure to provide it will not subject you to any adverse treatment. Click **Main** to return to the main menu of the application without submitting this form.

EEO information Request

Last Name: Doe
First Name: Jane
Middle Name:
Gender: Female
Race/Ethnicity: Select the category with which you most identify.
☐ **American Indian or Alaskan Native.** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.
☒ **White, not of Hispanic origin.** Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
☐ **Black or African-American, not of Hispanic origin.** Persons having origins in any of the black racial groups of Africa.
☐ **Asian or Pacific Islander.** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
☐ **Hispanic or Latino(a).** Persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

Note: This form will not be kept with your application.

[Back](#)
[Submit](#)
[Main](#)

Help Desk Notes

While this portion of the application process is voluntary, it is information that the University must report on and would be helpful.

DO NOT insist that applicants complete this section, but encourage them to complete it if they have questions. Be sure to reiterate that none of the information provided will adversely impact the hiring decision.

- Verify that your **Last Name**, **First Name**, and **Middle Name** display correctly. This information is carried over from your employment application. If these names are not correct, click the **Back** button and edit the information on the Employment Application page.


- Select your **Gender** from the list.
- Select the option that best describes your **Race/Ethnic** background.
- Click the **Submit** button.

You return to the Employment Application Main Menu. Note that the EEO link has been removed.

As you complete the Employment Application, a checkmark appears next to the section you have completed. This helps show you what sections you have completed and what still needs to be done, as shown in the example below.

Completing the Application

Once you complete all the sections of the Employment Application, click the **Continue** button on the Main Menu.



WARNING: If you click the **Exit** button at this point, your application WILL NOT be complete. You must click the **Continue** button to complete and submit your application.

You must supply some **Additional Information** to complete the employment application. The fields that appear will depend on the type of application you want to submit: Academic Professional, Civil Service, or both. The following table lists the fields that appear on this page based on the type of application submitted.

Academic Professional Only	Civil Service Only	Both
Minimum Salary will accept	Under Age 18?	Type of position you seek
Allow searchable resume by all UI departments?	Highest grade level completed	May we contact at work?
	Alternative phone number	Have had license denied, suspended, etc.? If yes, explain.
	Days available to work	Have been convicted of a crime? If yes, explain.
	Type of Work Desired	List specific skills
	Hours available to work	Additional comments for resume
	Type of position available for	
	Allow consideration for Extra Help or Temporary positions?	

Academic Professional Only	Civil Service Only	Both
	Date available to start work	
	Current UI employment status	
	Complete Exam Request application online?	
	Last 4 Digits of SSN	

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Employment Application

Complete this additional information and click **Continue** to view a copy of your resume. You must complete items with an *****. (Please consult the [instructions](#) for assistance in completing this page of the application.)

Additional Information

Are you under the age of 18?*

☐ Yes ☒ No

Select the highest grade level you have completed:*

5 or more years College

You may list an alternative phone number you can be reached at:

(217) 111 - 1111

Select the days you are available to work:

Weekdays (M - F)

Select the type of Work Desired:*

Professional



NOTE: You must complete all fields marked with a red asterisk (*).

While other fields are optional, the more information you enter helps provide a more complete application.

- Select the **Yes** or **No** option to indicate if you are under the age of 18. Legally, those under the age of 18 have different work requirements. (*Civil Service Only*)
- **Select the highest grade level completed** from the list. (*Civil Service Only*)
- Enter an **alternative phone number** where you can be reached. This phone number should differ from the home phone number entered with your Demographic information. (*Civil Service Only*)
- **Select the days you are available to work** from the list: *Weekdays (M-F)*, *Weekends (Sat & Sun)*, *Any*, or *Other*. (*Civil Service Only*)
- **Select the type of Work Desired** from the list. (*Civil Service Only*)
 - *Clerical*
 - *Skilled Craft*
 - *Managerial*
 - *Nursing*

- *Other*
- *Professional*
- *Service*
- *Technical*
- *Extra Help*

Select the hours you are available to work:

Any

Select the type of position you are available for:

12-month or LT 12-month appt

Would you like to be considered for Extra Help or Temporary positions?

☐ Yes ☒ No

When are you available to start work?

09/15/2005

Select the type of position you seek:*

Full Time

You may state the minimum annual salary you would accept:

\$35000

(whole dollars only, no commas)

Choose your current UI employment status:*

Applicant

May we contact you at work?*

☒ Yes ☐ No

Help Desk Notes

Note that **LT 12-month** means *Less Than*. It is the only term abbreviated in this list and applicants are sometimes confused by the acronym.

- Select the **hours you are available to work** from the list: *Daytime, Evening, Overnight, Any, or Other. (Civil Service Only)*
- Select the **type of position** you are seeking from the list: *Less than 12-month, 12-month, 12-month or LT (Less Than) 12-month. (Civil Service Only)*
- Select **Yes** or **No** to indicate if you would like to be **considered for Extra Help or Temporary positions**. *(Civil Service Only)*
- Enter the date you are **available to start work** in MM/DD/YYYY format. *(Civil Service Only)*
- Select the **type of position** you are seeking from the list: *Full Time, Part Time, or Full Time or Part Time. (Both)*
- Enter the **minimum salary you would accept**. Only numbers are allowed in this field. *(Academic Professional Only)*
- Select your **current UI employment status** from the list: *(Civil Service Only)*
 - *Applicant (never employed at UI)*
 - *Former Civil Service Employee*
 - *Current Permanent Civil Service Employee*
 - *Current Extra Help Civil Service Employee*
 - *Current or Former Academic Employee*
- Select **Yes** or **No** to indicate if **we can contact you at work** regarding employment at the University of Illinois. *(Both)*

Have you ever had any license denied, suspended, revoked, etc.?^{*}

☐ Yes ☒ No

(Such a record does not necessarily bar an individual from employment.)

If yes, please explain below:

Have you ever been convicted of a crime?^{*}

☐ Yes ☒ No

(You are not obligated to disclose sealed or expunged records of conviction or arrest, or whether you have had records expunged or sealed in the past. A conviction record does not necessarily bar an individual from employment.)

If yes, please describe in detail below:

List any specific skills that you have:

List skills here.

Additional comments to add to your resume.

Add comments here.

Do you want to complete an Exam Request application online?^{*}

☒ Yes ☐ No

Please provide the Last 4 Digits of your SSN. ^{*}

9844

Do you want your resume to be searchable and retrievable by all University of Illinois departments?^{*}

☐ Yes ☒ No

Back

Continue

- Select **Yes** or **No** to indicate if you have ever had a **license denied, suspended, or revoked**. If you select **Yes**, please explain in the comments field below the question. (*Both*)



WARNING: Be complete in your answer to this question. Omitting information on an application might void employment at the University.

- Select **Yes** or **No** to indicate if you **have ever been convicted of a crime**. If you select **Yes**, please explain in detail in the comments field below the question. (*Both*)



WARNING: Be complete in your answer to this question. Omitting information on an application might void employment at the University.

- Enter any **specific skills** you have that may be of interest to the college or department reviewing your application. (*Both*)
- Enter any **additional comments** you would like the college or department reviewing your application to know about you. (*Both*)
- Select **Yes** or **No** to indicate if you want to **complete a Civil Service exam request online** as part of your employment application. (*Civil Service Only*)



WARNING: At Chicago and Urbana-Champaign, you **MUST** complete this request online.



NOTE: If you choose not to request a Civil Service exam at this time, you can return to the online application at a later date and submit the request.

- Enter the **Last 4 Digits of you SSN** (Social Security Number), which is sent to the State Universities Civil Service System (SUCSS). (*Civil Service Only*)
- Select **Yes** or **No** to indicate if you want your **resume to be searchable and retrievable by all University of Illinois departments**. (*Academic Professional Only*)
- Click the **Continue** button.

Review Application Information

Once you finish entering your employment application information, you have the opportunity to review that information.

The following images illustrate the information you might see on your online resume/employment application. The information that appears is based on the sections of the Employment Application you completed.

Demographic Information

The screenshot shows the 'View Your Resume' page on the University of Illinois Human Resources website. The page has a blue header with the UIHR logo and navigation links (Home, Index, Contacts). A red banner below the header contains links to Announcements, Benefits, Careers, Compensation, Policies, and Training. The main content area is titled 'View Your Resume' and includes instructions to review the resume and update it if needed. It also states that the user must click 'Submit' to complete the application. The resume information is displayed in a box with the following details:

Jane Doe
Employment Center Person ID: Doe111370
janedoe@hotmail.com

Home Address:
1234 Test
Champaign, Illinois 61820
(217) 1234567
Alternate Phone: 2171111111

The left sidebar contains links for Processes, Find Jobs, An Employer, An Institution, Communities, Employees, Jobs, Human Resources, Chicago, Springfield, Urbana, and EEO.

Professional Experience, Education, Skills

<p>Professional Experience:</p> <p>08/16/1995 - 06/30/1996 My Position Title Company's Name Chicago, Illinois Duties: Enter job duties here.</p> <hr/> <p>Education:</p> <p>High School</p> <p>Degree: High School Grad 08/14/1986 - 05/25/1990 Degree Date: 05/28/1990 Hours Earned: 65 Semester Hours GPA: 3.5</p> <p>Univ of IL Urbana-Champaign</p> <p>Degree: Bachelor of Science 08/25/1990 - 05/19/1995 Degree Date: 05/28/1995 Hours Earned: 130 Semester Hours GPA: 3.75 Major: Mechanical Engineering</p> <hr/> <p>Skills:</p> <p>List skills here.</p>	
--	--

Drivers Licenses, Names and Awards, Languages, Licenses

<p>Drivers License:</p> <p>License Class: Commercial Driver's License License Status: Current License Number: D123-456789 State of Issue: Illinois Nation of Issue: United States of America Effective Date: 04/25/2004 Expiration Date: 04/25/2008</p> <hr/> <p>Honors and Awards:</p> <p>Recognition Name: Name of Honor Awarding Organization: Honor Organization Date of Recognition: 06/10/2003</p> <hr/> <p>Languages:</p> <p>Language Name: Spanish Speak Translate</p> <hr/> <p>Licenses:</p> <p>Name: Pilot State of Issue: Illinois Nation of Issue: United States of America Acquired: 07/25/2004 Expires: 07/25/2007</p>	
--	--

Certifications, Publications, Employment Availability and Requirements, References

<p>Certifications:</p> <p>Name: CPR State of Issue: Illinois Nation of Issue: United States of America Acquired: 05/15/2005 Expires: 05/15/2007</p> <hr/> <p>Publications:</p> <p>Publication Type: Journal Article: Engineering Today Publication Date: 10/16/2003 Pages: 15-18</p> <hr/> <p>Employment Availability and Requirements:</p> <p>Days Available: Weekdays (M - F) Hours Available: Any 12-month or LT 12-month appt Current Employment Status: Applicant Desire Full Time</p> <p>Locations Desired: Chicago, Urbana, Chicago Medical Center</p> <hr/> <p>References:</p> <p>John Smith Director (217) 9876543</p>	
---	--

Additional Information

<p>4567 Main Street Champaign, IL 61822 jsmith@yahoo.com</p> <hr/> <p>Additional Information:</p> <p>Add comments here.</p>	
--	--

I certify that to the best of my knowledge the information provided to the University of Illinois in my application is true and complete. I understand that false answers, statements or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I understand that as a condition of my employment I may be required to undergo a medical examination and/or fitness to work assessment, including drug testing.

I give the University of Illinois permission to investigate my past educational record, criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability.

Submitting this application to the University of Illinois does not obligate the University of Illinois, the State Universities Civil Service System, or any institution or agency served by it nor does it indicate that there are positions open.

To submit your employment application and resume, click **Submit**. Click **Back** to return to the previous page. Click **Exit** to return to the main page of the Apply for a Job section.

[Back](#) [Submit](#) [Exit](#)

Review the information that appears on this page. The information shown here is EXACTLY how departments will see your information on your application. If you want to make any changes to the information, click the link for the section you want to edit and follow the instructions outlined earlier in this document.

Once you finish reviewing your information, your application is not complete until you click the **Submit** button at the bottom of this page.

YOU MUST CLICK SUBMIT TO COMPLETE YOUR APPLICATION.

Once you click **Submit**, the Completed Resume page appears. Your employment application is now on file with the University of Illinois.

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Completed Resume

Your application and resume have been submitted. To complete a Civil Service Exam Request, click **Request Exam** below. Click **Exit** to return to the main page of the Employment Section.

Jane Doe

Employment Center Person ID: Doe111370
janedoe@hotmail.com

Home Address:
1234 Test
Champaign, Illinois 61820
(217) 1234567
Alternate Phone: 2171111111

Employment Availability and Requirements:

Days Available: Weekdays (M - F)
Hours Available: Any
12-month or LT 12-month appt
Current Employment Status: Applicant
Desire Full Time

Locations Desired: Chicago, Urbana, Chicago Medical Center

References:

John Smith
Director
(217) 9876543
4567 Main Street
Champaign, IL 61822
jsmith@yahoo.com

Additional Information:

Add comments here.

Request Exam **Exit**

- If you selected to submit an exam request online, click the **Request Exam** button at the bottom of the page. This button appears only for Civil Service applications.
- Click the **Exit** button to return to the main Careers and Employment page.

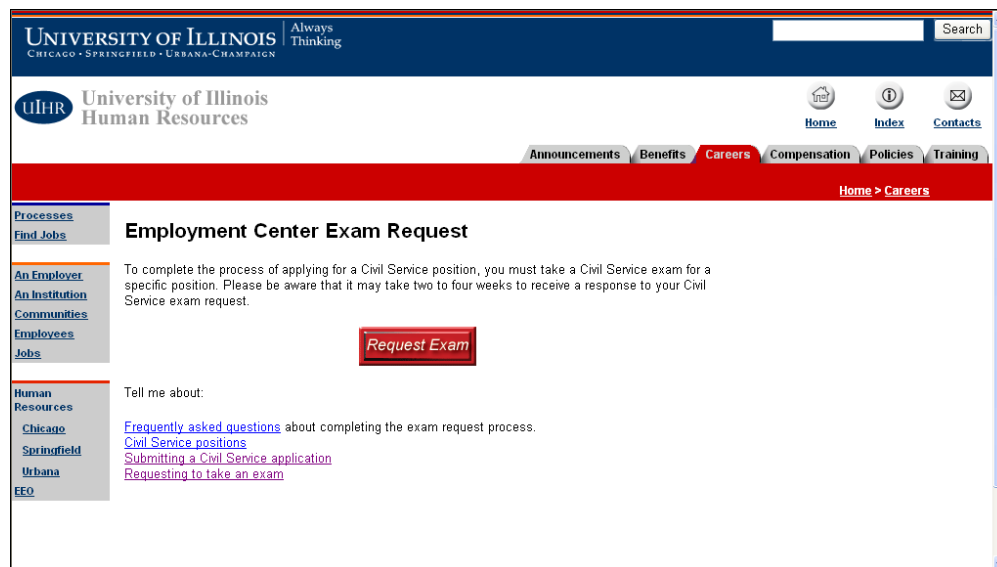
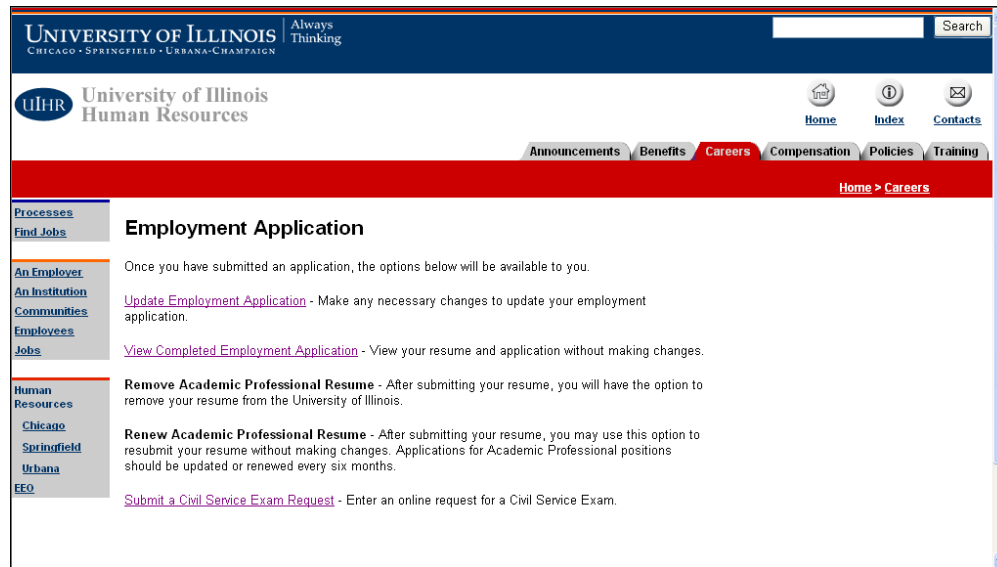


NOTE: If you are applying for a Civil Service position, you also must submit an exam request. Your application is not complete until you submit the exam request.

Civil Service Exam Requests

You must submit an exam request to be considered for any Civil Service positions at the University of Illinois.

You can access the Employment Center Exam Request page by selecting to submit an exam request online during the application process, or by clicking the **Submit a Civil Service Exam Request** link on the main Employment Application page.



Click the **Request Exam** button to complete the process of applying for a Civil Service position.



NOTE: If you are a Current Employee or Applicant but haven't updated your online application in two (2) years, you must update your application first; then, submit the exam request for the appropriate campus.

Help Desk Notes

Please note that if a Current Employee or Applicant tries to submit an exam request, but they haven't updated their application in two (2) years, the exam request WILL NOT be processed. These individuals should be advised to update their application first, then, submit the exam request for the appropriate campus.



NOTE: You must complete all fields marked with a red asterisk (*).
While other fields are optional, the more information you enter helps provide a more complete application.

Your demographic information automatically populates at the top of this page.

- Select the **University of Illinois Location where you want to take the exam**. This location should be the same as the location where you are applying for employment. You can only select one location and you cannot take the same exam at multiple locations.
- Select your **Employment Status** at the University of Illinois.
- Select **Yes** or **No** to indicate if you have any **physical or mental disability that requires special accommodations to complete the exam**. If you select **Yes**, please explain the accommodations required in the comments field below the question.
- Select the checkbox(s) for the **type of employment you are seeking**. You can select both **Full-time** and **Part-time**.
- Enter the **Last 4 digits of your Social Security Number (SSN)**.



NOTE: The last four digits of your SSN are required by the State University Civil Service System to expedite processing of an exam request.
The University of Illinois does not disclose your SSN without consent except as required to process exam requests.

- Click the **Continue** button.

The screenshot shows the 'Exam Request' page on the University of Illinois Human Resources website. The page has a red header with navigation links: Home, Index, Contacts, Announcements, Benefits, Careers, Compensation, Policies, and Training. The 'Careers' link is highlighted. Below the header, there's a sidebar with links: Processes, Find Jobs, An Employer, An Institution, Communities, Employees, Jobs, Human Resources, Chicago, Springfield, Urbana, and EEO. The main content area is titled 'Exam Request' and contains the following text: 'Select the exam you would like to take and then click **Submit**.' Below this is a form with a dropdown menu labeled 'Select an exam:' showing 'ENGINEER III, MECHANICAL'. A note below the dropdown states: 'The [classification specifications](#) contains title of exams, qualifications and typical duties for positions.' Below the dropdown is a question: 'Have you taken this exam before?*' with three radio button options: 'Yes', 'No' (which is selected), and 'Don't Know'. At the bottom of the form are two red buttons: 'Submit' and 'Exit'.

- **Select an exam** you want to take from the list.



HINT: Review the entire list of exams before making your selection. The exam classifications do not appear alphabetically, so you might miss what you are looking for.
For example, "Building Service Worker" is listed as "Worker, Building Service".



NOTE: Click the **classification specifications** link to learn more about the exams listed, the qualifications for the job classification, and the typical duties of the position.

This link will take you to a site outside of the University of Illinois.

- Select **Yes** or **No** to indicate if you **have taken this exam before**.
- Click the **Submit** button.

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Exam Request

The following exam request has been successfully submitted. If you are eligible for additional [Veteran's Preference](#) points, be sure to submit your application and documentation immediately.

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 address listed below.

Exam Request	
Date:	08/03/2005
Name:	Jane Doe
Employment Center Person ID:	Doe111370
Address:	1234 Test Champaign, IL 61820
Phone:	217 1234567
Email Address:	janedoe@hotmail.com

Choose the University of Illinois location you would like to take the Civil Service exam:

Chicago campus

Choose your employment status

Applicant

Title of Exam Requested:

ENGINEER III, MECHANICAL

Have you taken this exam before?

No

Due to physical/mental disability, will special accommodations be required for you to complete this exam?

No

Select the type of employment you are seeking.

Full-time

Last 4 digits of SSN

6789

Click **Exit** to return to the main page of the online application.

Exit

Maintained by the Office of Human Resources
Last Update: 21-January-2005

- Review the exam request information submitted.
- If you are a Veteran, you might be eligible for additional points towards your exam. Click the **Veteran's Preference** points link at the top of this page or go the following web site:
https://hrnet.uihr.uillinois.edu/panda-cf/employment/index.cfm?Item_ID=634
- Click the **Exit** button to return to the main Careers and Employment page.

Frequently Asked Questions

The following are some frequently asked questions and solutions for the issues.

Logon Information

Question	Answer
How do I look up my Logon when I have a new email address and don't remember what my old one was?	<p>If the application is less than two years old, contact a campus HR office and they will look up their Logon ID.</p> <p>If the application is more than two years old, then you must create a new Logon ID. Make sure to enter your Social Security Number (SSN) on the Create a Logon page to tie this new Logon ID to your previous records.</p> <p>HR Office Contacts:</p> <p>Chicago: (312) 413-4848 or uichruohr@uillinois.edu</p> <p>Springfield: (217) 206-7015 or hric@uis.edu</p> <p>Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu</p>
I forgot my Logon ID and the email address that I used for my application. How can I update my application without creating a new one?	See above question/answer.
I have trouble finding the link to the actual application. It seems as if I keep going in circles. How can I get directly to the application from the starting page?	<p>The direct web address for the Careers and Employment page is http://www.uihr.uillinois.edu/jobs.</p> <p>Click the Jobs link on this page to access the online application.</p> <p>Detailed steps for logging into the application process are found in the <i>Logging On to the Employment Application</i> section of this document.</p>

Password Information

Question	Answer
How do I reset my password when I don't remember the question I chose?	<p>Contact a campus HR Office and they will reset it for you.</p> <p>HR Office Contacts:</p> <p>Chicago: (312) 413-4848 or uichruohr@uillinois.edu</p> <p>Springfield: (217) 206-7015 or hric@uis.edu</p> <p>Urbana-Champaign: (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu</p>
Why do I have to select a question and answer while I am setting up my Logon ID?	The question and answer are used as a security measure to make sure that only you can reset your password.

Education

Question	Answer
Why doesn't the search find the college I am entering?	The list of colleges is extensive but does not include all possible institutions. In addition, the name of the college might be listed in a different way than how you entered it. Institution names are stored in an enterprise-wide system where they are abbreviated due to length limitations. Because of this, it is best to do broad searches to find your institution.
How do I enter my college information if it is not listed in the search results?	On the institution search results page, enter the name in the Other Institution field and click the Continue button.

Employment

Question	Answer
Why won't it accept the salary I am entering?	You must enter the salary or hourly wage without dollar signs or commas.
I've tried to enter the years of my previous employment but the computer will not accept the dates that I am entering. What am I doing wrong?	If you enter any part of a date, you must enter all of the date in this format: MM/DD/YYYY (2 digits for the month, 2 digits for the day, and 4 digits for the year).

Exam Requests

Question	Answer
I would like to take an exam, but it does not appear as a choice on the list. Can I still take the exam?	No, we are only accepting exam requests for those exams listed on the Exam Request page.
After I logon to my application, I cannot click on the link that says Submit a Civil Service Exam Request . Does this mean I will have to complete a new application?	This usually means you have gone into your application at some point but not submitted it. Every time you access your employment application, you must always go to the end of the application and click the Submit button. Otherwise, your application is not accessible to departments for viewing and you will not be able to request an exam.
I would like to "only take the typing portion" of a clerical exam. Where would I put that on the exam request?	You can enter the request in the Special Accommodations section of the exam request. Select the Yes option and enter "Typing Only" in the comments field.
I submitted my exam request but have not been contacted yet about when I can take the exam. What's taking so long?	Exam request confirmations are not sent immediately.

(DO NOT DELETE THIS PARAGRAPH MARK)