# Online Employment Application Guide

**UNIVERSITY OF ILLINOIS**

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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.

# TABLE OF CONTENTS

# 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*

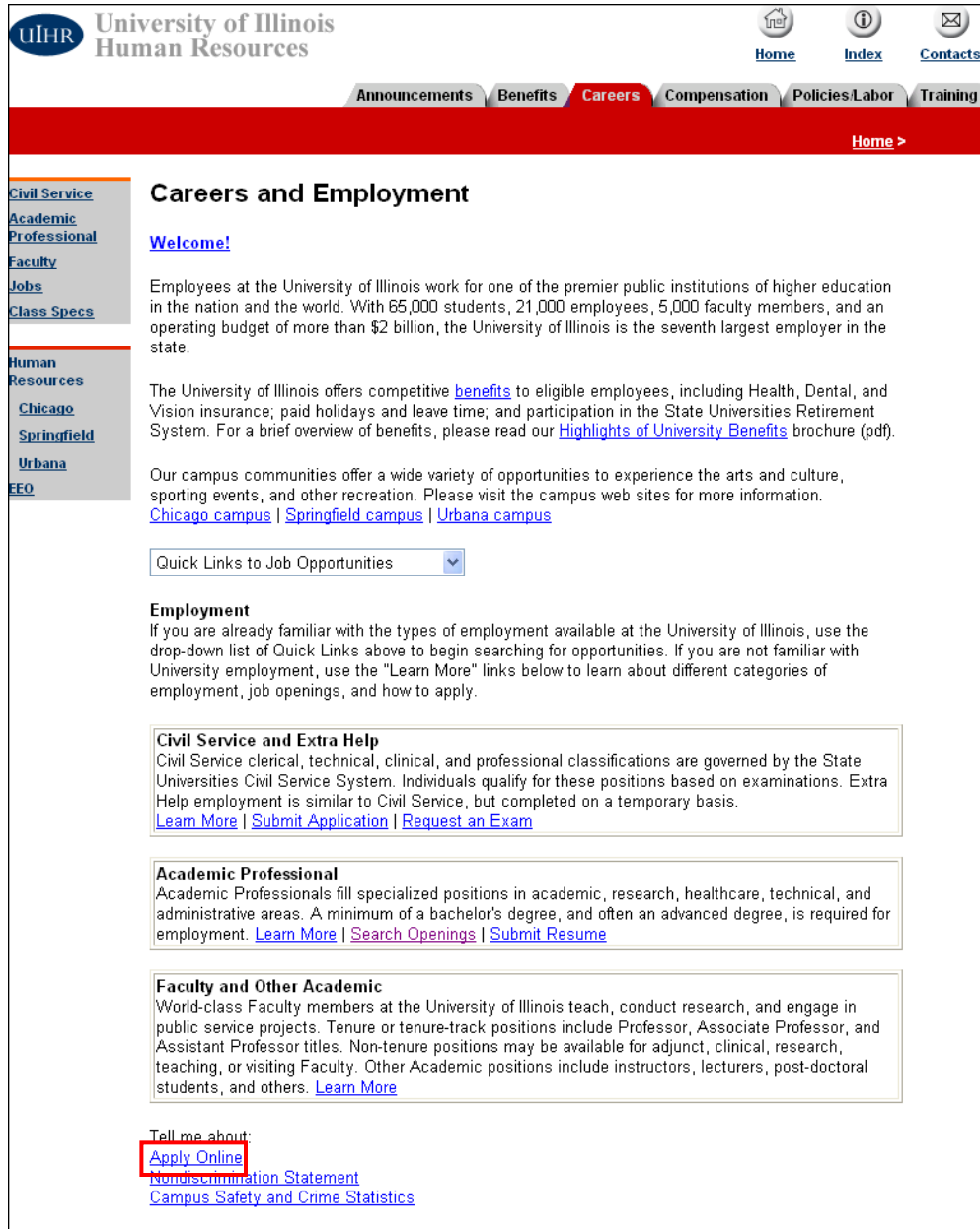| | Section | Minimum Information Required | Where to find in Guide |
|---|---|---|---|
| ☐ | Logon | Logon ID and Password | *Logging On to the Employment Application* |
| ☐ | Demographics | Name, Home Address, Email Address, Eligibility to work in the United States | *Applying for Employment* |
| ☐ | Education: High School | High School Graduation Status | *Applying for Employment: Education: High School Information* |
| ☐ | Education: College | Institution Attended, Degree Earned | *Applying for Employment: Education: College Information* |
| ☐ | Work Experience | Work History, Position Title, Start Date, Duties | *Applying for Employment: Work Experience* |
| ☐ | Job Categories (Academic Professional Only) | Areas of interest for employment | *Applying for Employment: Job Categories (Academic Professionals Only)* |
| ☐ | 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 <br><br> **All**:  Any criminal convictions; Any revoked, suspended, or denied licenses | *Applying for Employment: Completing the Application* |
| ☐ | 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 | *Civil Service Exam Requests* |

*Optional Information*

| | Section | Minimum Information Needed | Where to find in Guide |
|---|---|---|---|
| ☐ | Certifications | Certification Name, Certification Status, Acquisition Date | *Applying for Employment: Certifications* |
| ☐ | Drivers License | License Class, License Status, License Number | *Applying for Employment: Drivers License* |

| | Section | Minimum Information Needed | Where to find in Guide |
|---|---|---|---|
| ☐ | Honors and Awards | Honor/Award Name | *Applying for Employment:  Honors and Awards* |
| ☐ | Languages | Language name | *Applying for Employment:  Languages* |
| ☐ | Licenses | License Name, License Status, Acquisition Date | *Applying for Employment:  Licenses* |
| ☐ | Publications | Publication Title, Publication Type, Publication Date | *Applying for Employment:  Publications* |
| ☐ | References | Name, Phone Number | *Applying for Employment:  References* |
| ☐ | Equal Opportunity Information (Civil Service Only) | Gender, Race/Ethnicity | *Applying for Employment:  Equal Employment Opportunity Request (Civil Service Only)* |

# Logging On to the Employment Application

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



**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.

Click the **Apply Online** button.

# Non-University of Illinois Employees



**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.

- 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

- 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 N**ot 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.

# Creating a Logon

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.



| | TIP:  All fields on this page are case-sensitive. Remember that the way you enter information is the way it will appear on all documentation and correspondence relating to your application. |
| --- | --- |
| | For example, enter your name as "Jane Doe", not "jane doe" or "JANE DOE". |

**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 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.



- 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.

- 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.



**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.

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.

**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.

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**

- 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.

**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.



- 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





**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. |



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

**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.



**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.

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



**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.



- 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.



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

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.



- 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.
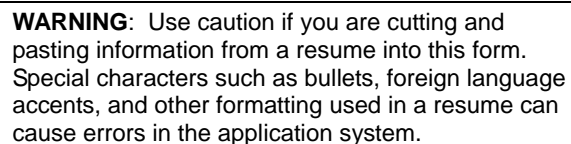
| | WARNING: Use caution if you are cutting and pasting information from a resume into this form. Special characters such as bullets, foreign language accents, and other formatting used in a resume can cause errors in the application system. |
| :---: | :--- |
| | Remove any special characters before pasting text into this form. |
| | 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.



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



- Click the **Add** link to add a license or certification.

- Click the **Main** button to return to the Employment Application Main Menu.

**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.



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



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. |



- Click the **Add** link to add your driver's license 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. |

- 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.

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



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.



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



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.



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



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.



- Click the **Add** link to add your license 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. |
| | **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.

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



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.



- Click the **Add** link to add your publication 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 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.



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



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.



- Click the **Add** link to add your reference name.

- 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 first and last **Name** your reference.

- Enter the **Title** of your reference, if applicable.

- Enter the **Address** of you 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.



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

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.

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.



**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 |  |





**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*

| | **Help Desk Notes** |
|---|---|
| Select the hours you are available to work:<br>`Any ▾`<br><br>Select the type of position you are available for:<br>`12-month or LT 12-month appt ▾`<br><br>Would you like to be considered for Extra Help or Temporary positions?<br>○ Yes  ◉ No<br><br>When are you available to start work?<br>`09/15/2005`<br><br>Select the type of position you seek:*<br>`Full Time ▾`<br><br>You may state the minimum annual salary you would accept:<br>$ `35000`<br>(whole dollars only, no commas)<br><br>Choose your current UI employment status:*<br>`Applicant ▾`<br><br>May we contact you at work?*<br>◉ Yes  ○ No | 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 L**ast 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

## Professional Experience, Education, Skills

```
Professional Experience:

08/16/1995 - 06/30/1996
My Position Title
Company's Name
Chicago, Illinois
Duties: Enter job duties here.


Education:

High School

Degree: High School Grad
08/14/1986 - 05/25/1990
Degree Date: 05/28/1990
Hours Earned: 65 Semester Hours
GPA: 3.5

Univ of IL Urbana-Champaign

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



Skills:

List skills here.
```

## Drivers Licenses, Names and Awards, Languages, Licenses

```
Drivers License:

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


Honors and Awards:

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


Languages:

Language Name: Spanish
Speak
Translate


Licenses:

Name: Pilot
State of Issue: Illinois
Nation of Issue: United States of America
Acquired: 07/25/2004
Expires: 07/25/2007
```

## Certifications, Publications, Employment Availability and Requirements, References



## Additional Information



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.



- 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.
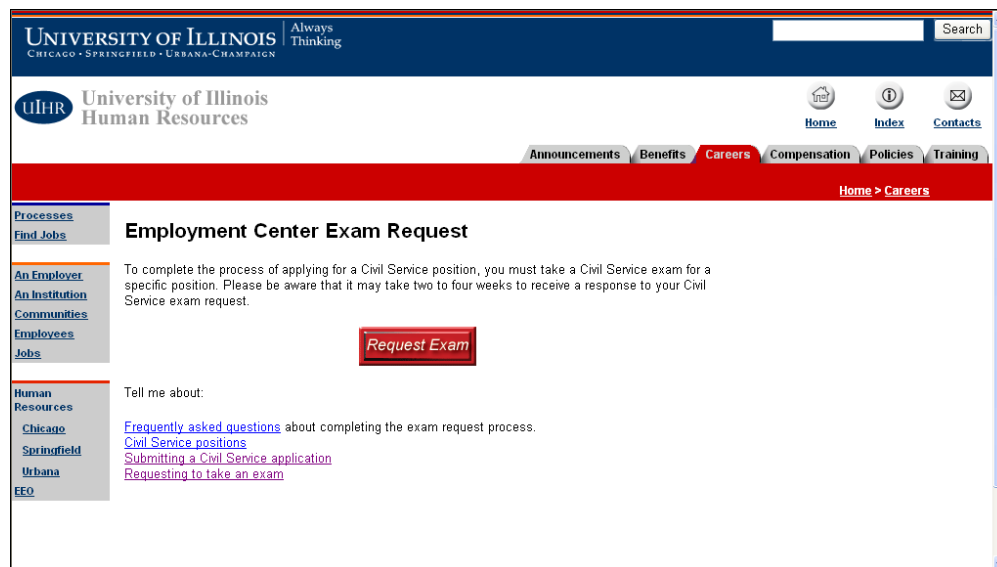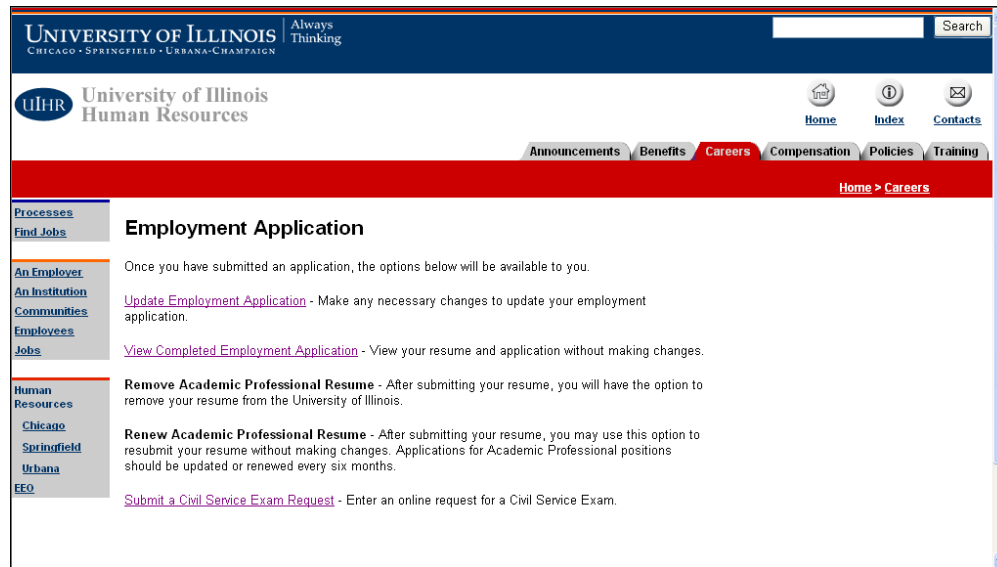




Click the **Request Exam** button to complete the process of applying for a Civil Service position.



**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 Numb**er (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.



- **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.

- 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? | If the application is less than two years old, contact a campus HR office and they will look up their Logon ID. |
| | 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. |
| | **HR Office Contacts:** |
| | **Chicago**:  (312) 413-4848 or uichruohr@uillinois.edu |
| | **Springfield**:  (217) 206-7015 or hric@uis.edu |
| | **Urbana-Champaign**:  (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu |
| 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? | The direct web address for the Careers and Employment page is http://www.uihr.uillinois.edu/jobs. |
| | Click the Jobs link on this page to access the online application. |
| | Detailed steps for logging into the application process are found in the *Logging On to the Employment Application* section of this document. |

## Password Information

| Question | Answer |
|---|---|
| How do I reset my password when I don't remember the question I chose? | Contact a campus HR Office and they will reset it for you. |
| | **HR Office Contacts:** |
| | **Chicago**:  (312) 413-4848 or uichruohr@uillinois.edu |
| | **Springfield**:  (217) 206-7015 or hric@uis.edu |
| | **Urbana-Champaign**:  (217) 265-5620 or (866) 669-4772 or hric-urbana@uillinois.edu |
| 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.<br><br>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.<br><br>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)