

Logging On to the Employment Application	
1.	Access the Employment Application at <a href="http://www.uihr.uillinois.edu">http://www.uihr.uillinois.edu</a>
2.	Click <b>Submit Application</b> under <i>Civil Service &amp; Extra Help</i> , or <b>Submit Resume</b> under <i>Academic Professional</i>
3.	Click the link for your applicant status: <ul style="list-style-type: none"> <li>• <b>Not Currently Employed at the University of Illinois</b> (go to step 4)</li> <li>• <b>Currently Employed at the University of Illinois</b> (go to step 5)</li> </ul>
4.	If you are not currently employed at the University, enter your application <b>Logon ID</b> and <b>Password</b> and click the <b>Continue</b> button.  If you do not have a Logon ID or Password, click the <b>Create a Logon</b> link and follow the steps in the Creating a Logon section below.
5.	If you are currently employed at the University, enter your <b>NetID</b> and <b>Password</b> .
Creating a Logon	
You must have a Logon ID and Password to access the online employment application. All fields on this page are case-sensitive. Enter the information as you want it to appear on your application.	
1.	Enter your <b>First Name</b> and <b>Last Name</b> .
2.	Enter your <b>Home Street Address, City,</b> and <b>State</b> .
3.	Enter your <b>Birth Month</b> and <b>Day</b> . Enter the date in MM/DD format.
4.	Enter and confirm your <b>Email Address</b> . You must have a current email address to receive your logon ID to continue the application process.
5.	Indicate if you have previously <b>applied for Civil Service employment at the University of Illinois</b> .
6.	Select the option that best indicates if you are <b>applying for Civil Service positions or Academic Professional positions</b> .
7.	Select the <b>location at which you are most interested in applying</b> (Chicago, Springfield, or Urbana).
8.	Enter and confirm your <b>Password</b> . The password is case-sensitive. Remember the password you enter; you will need to use it later.
9.	Select a security <b>Question</b> . This question is used if you forget your password and must reset it.
10.	Enter an <b>Answer</b> for the security question selected. Remember, this answer is case-sensitive.
11.	Click <b>Submit</b> .
<b>Civil Service:</b> You must wait for HR to approve the request before continuing with your application. Your new Logon ID will be emailed to you. Once you receive the email, return to the Logon Page, and enter your Logon ID and Password to continue.	
<b>Academic Professional:</b> A Logon Confirmation page appears with your new Logon ID. Remember to write down your ID, including any upper- or lower-case letters and numbers EXACTLY as it appears. The ID also is emailed to you. Click the <b>Continue</b> button to continue with the logon process	

**TIPS**

- Complete all fields marked with a red asterisk (\*) on each page. This is the required information needed.
- You must complete the sections for Education, Work Experience, and Job Categories (Academic Professional only) in the application.
- Other sections are optional, but the more information you enter provides a more complete application.
- Enter all dates in MM/DD/YYYY format (two-digit month, two-digit day, four-digit year).
- **YOU MUST CLICK THE SUBMIT BUTTON AT THE END OF THE APPLICATION PROCESS TO COMPLETE YOUR APPLICATION.**
- Each time you open your application for editing, it becomes incomplete again. You must re-submit it to ensure the application can be viewed by the HR Office and hiring departments.
- Civil Service job applicants must also submit an Exam Request to be considered for a vacancy.

**HR Contact Information**

- **Chicago:** (312) 413-4848 or [uichruohr@uillinois.edu](mailto:uichruohr@uillinois.edu).
- **Springfield:** (217) 206-7015 or [hric@uis.edu](mailto:hric@uis.edu)
- **Urbana-Champaign:** (217) 265-5620 or (866) 669-4772 or [hric-urbana@uillinois.edu](mailto:hric-urbana@uillinois.edu)