



## System Office

### Frequently Asked Questions about Civil Service Searches

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**1. Who do I contact if I have a Civil Service Opening?**

Contact System Human Resource Services at [erhr@uillinois.edu](mailto:erhr@uillinois.edu) or 217.333.2600.

**2. What paperwork is required when hiring a candidate?**

Please see the Civil Service Checklist for appropriate materials to submit (i.e., job description, classification, replacement or new position, CFOAP, hours, name of supervisor and building location).

**3. Do I have to post? If so, for how long?**

This depends on whether the position has open testing or not. System HR will determine if the position needs to be posted. Typically Civil Service openings are posted on the university HR website (only) for as little as three business days.

**4. How many applicants do I get for one opening?**

You will receive a minimum of three names for each opening you have depending on the classification. Some classifications yield a greater number of applicants (e.g. custom classes).

**5. How is the register determined?**

Applicants may be required to take an examination which is scored by the campus HR office. Based on the applicants score or place in promotional line, will determine where their name is on the register. The higher the score, the higher you are on the register. For custom classes this process may vary.

**6. How long does it take to receive the register?**

This process can take two to three weeks depending on the examination process. System HR will send you the Master Referral from the register as soon as it has been received.

**7. How many applicants am I required to interview?**

There are no requirements on how many applicants you must interview. However, you are required to interview all candidates on the Master Referral that have indicated interest. System HR contacts everyone on the referral list to determine their interest to expedite the process.

**8. What happens if I am not interested in any of the applicants on the referral?**

If there are at least three candidates on the referral that are interested in the position, you must select one of the candidates for the position.

**9. If I want to close the search when can I reopen it?**

If you close the search with three interested candidates you must take a 30-day penalty before you will be allowed to re-open.

**10. What do I do once I have selected a candidate to hire?**

System HR conducts reference checks and then extends an offer contingent upon a background check.

**11. Do Civil Service employees have a probationary period?**

Yes. The length of probationary period is based on the classification. Typically it is six or 12 months.