

Civil Service Checklist

1. Job title and description draft (if available) submitted to ER/HR (new or revised positions).
2. ERHR reviews job description draft to verify classification requested meets the Civil Service specifications requirements; submits new draft with recommended changes to unit.
3. Unit provides salary range, CFOAPAL for position as well as CFOAPAL for background check to ERHR.
4. ERHR submits hiring exception form in HireTouch to obtain required UA approvals.
5. ER/HR prepares final job description based on unit feedback. ER/HR submits to unit for final approval.
6. Unit approves final job description and returns to ERHR.
7. Once hiring exception form is approved, ERHR submits paperwork to campus Human Resources office to open position and freeze register.
8. Campus HR sends Master Referral and Transfer List to ERHR; ERHR forwards documents and relevant information about candidates to unit contact.
9. Depending on classification chosen, a search committee may be established and steps will vary.
10. ERHR contacts candidates on the Master Referral or waits for candidates to initiate contact. Candidates have until the date indicated on the Referral to contact the unit. Offers cannot be made prior to this deadline. (NOTE: units are not required to interview from the Transfer List.)
11. Unit is entitled to have a minimum of three candidates to interview; if unit has less than three interested candidates, ERHR will request additional candidates from the register, as needed, until unit has at least three interested candidates.
12. Once preferred candidate is identified, ERHR will conduct references and complete Master Referral sheet and send to the campus HR Office.
13. ERHR verifies salary meets salary program guidelines; ERHR extends offer to selected candidate. If accepted, ER/HR will send offer letter and start the onboarding process and notifies the unit of candidates start date.
14. ERHR contacts new employee with instructions on final on-boarding process.
15. ERHR will send job description to unit to obtain all required signatures. Unit will send signed job description back to ER/HR.

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16. If unit does not want to offer position to any interviewed candidate, unit should consult ERHR on next steps.

Employee Relations and Human Resources

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