

Civil Service FAQ's

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

- Please contact ER/HR to notify of your current opening.

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. ERHR will determine if position needs to be posted. Typically Civil Service openings are posted on the campus HR website (only) for as little as three business days.

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

- You will get at least three names for each opening you have depending on the classification selected. Exceptions would be names on the register with tied scores which may result in you getting more than three names. Some classifications will provide for a greater number of applicants (such as the 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 get names on the register?

- This process can take 2 – 3 weeks depending on the examination process. ERHR will send you the Master Referral from the register as soon as it has been received from the campus HR office.

7. How many applicants am I required to interview?

- There are no requirements on how many applicants you have to interview. However, you are required to interview all candidates on the Master Referral that have indicated interest. The unit has the ability to have ERHR contact everyone on the referral list or wait to see if the candidates will respond to ERHR by the deadline listed on their notification letter.

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

Employee Relations and Human Resources

- 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?

- ERHR will notify campus HR office of selected candidate, start date and salary information.

11. Do Civil Service employees have a probationary period?

- Yes. The probationary period will be based on the classification and the determined requirements for the position.