Information for Persons Interested in University of Illinois Employment Opportunities

To discuss University of Illinois employment opportunities, visit the campus Staff Human Resources Office where a Personnel Officer will outline procedures for making application, methods of selection, available job opportunities, and related University benefits. Please raise any questions concerning University employment procedures and requirements with the Personnel Officer.

Employment and Promotion

The basic criteria for employment and promotion of all University staff, whether or not subject to the act creating the State Universities Civil Service System, shall be appropriate qualifications for and performance of the specified duties. The University of Illinois policy is to be in full compliance with all Federal and State Nondiscrimination and Equal Opportunity Laws, Orders, and Regulations relating to race, creed, color, national origin, religion, sex, age, handicap, or status as a disabled veteran or veteran of the Vietnam Era. In addition, unless otherwise provided by law, employees are to be selected and treated during employment without regard to political affiliation, or relationship by blood or marriage.

Civil Service

Employment for most positions, other than teaching, is covered under rules and procedures established by the State Universities Civil Service System, an agency of the state government which serves all state universities in Illinois. Recruitment and examination are conducted by the universities within statutes, rules, and procedures established by the System. Pre-employment discussions are carried out directly between the applicant and the University.

Job Classes

Approximately 14,000 nonacademic employees work for the University. Their jobs are classified into several hundred job titles. A class specification for each job title lists typical duties and minimum experience and educational requirements. Specifications are available for review at each campus Staff Human Resources Office as well as at other on-campus locations.

Examination Requirement
An applicant for University employment must compete successfully in an appropriate System examination. Generally, examinations are open only to citizens or residents of Illinois who qualify for the position for which they apply. An applicant’s eligibility for University employment will be based on his/her previous employment record and evaluation, physical and mental condition as determined by the campus University Health Service, verification of educational attainment, salary required to be employed, employment interest(s) and availability of openings. (A person requesting permission to take an examination for a job class is considered an applicant. A person who has successfully passed an examination for a job class is considered a candidate.)

The term “citizen” means a member of the political community of Illinois who enjoys full civil rights. The term “resident” ordinarily means (a) one who is personally present at an abode within Illinois and has no present intention of moving from the state or (b) one who is temporarily absent from the state but intends to return and maintain an abode within Illinois, or (c) one who manifests an intent to establish an abode within the state by an act which does not hinge upon securing employment within the state and which indicates intent to abandon present residence; e.g., a student spouse is regarded as an Illinois resident when the student is admitted to the University and begins preparations to move to Illinois for this purpose.

The residence requirement may be waived in examinations for technical positions when no qualified citizens or residents of Illinois are available.

The examinations developed by the System relate to the class of work for which given and are scored from 0 to 100 points, with 70 points or more as passing. One additional point for each completed year of service, up to a maximum of ten points, is awarded a university employee who receives a passing score on an original entry examination.

Veterans Preference

An additional five points are added to the score on any original entry examination of an applicant honorably released from active military service during a period of hostilities with a foreign country when an applicant shows evidence to the campus Staff Human Resources Office of such honorable release.

Application Information

Complete the application form carefully and thoroughly. System rules provide that an employer may reject an applicant who (a) fails a physical examination, (b) uses intoxicating beverages to excess, (c) uses narcotics, (d) has been dismissed from either private or public service for a cause detrimental to his/her employment by the University, (e) has maintained an unsatisfactory employment record, or (f) has practiced deception or fraud in his/her
application, examination, or matter pertaining to these, or has committed other offenses which would disqualify him/her from employment. However, a handicapped or disabled veteran applicant who is qualified to perform the essential duties of the position cannot be denied employment simply because he/she fails the physical examination.

All background data, including criminal convictions, will be evaluated in relation to the requirements of the position for which an applicant applies and will be considered in connection with potential University employment. While an applicant may believe that certain information which he/she is asked to provide will prove detrimental to University employment interests, the University, when evaluating any such incidents, will consider the time which has elapsed, rehabilitation efforts on the part of the applicant, the nature of the incidents, and other mitigating circumstances in an applicant’s environment at the time of the incidents.

Information contained in or pertaining to an application, and obtained while conducting a personal background investigation will be considered confidential and released only to authorized University personnel.

**Time and Place of Examination**

Examinations are given on an open and continuous basis. When an applicant meets the minimum qualifications for a job in which there are immediate or anticipated vacancies, a Personnel Officer will schedule the individual for the appropriate System examination. An applicant may be examined at the most convenient campus Staff Human Resources Office. For example, an applicant for University employment living in central Illinois but who is moving to Chicago may be examined at the Urbana-Champaign campus Staff Human Resources Office and have the examination score transferred to the Chicago campus of the University. The locations of the campus Staff Human Resources Offices are:

*University of Illinois-Chicago*

601 South Morgan; Chicago, Illinois 60607 (312-996-2606)

1737 West Polk Street; Chicago, Illinois 60612 (312-996-6680)

Urbana-Champaign Campus

52 East Gregory; Champaign, Illinois 61820-6688 (217-333-2137)

*University of Illinois-Chicago personnel services are currently divided between the two office locations.*
In addition arrangements may be made to take examinations at one of the Medical Center’s facilities in Peoria, Rockford or Springfield. Call the appropriate campus placement section for more information.

A University employee or an applicant from outside the University who is interested and meets the minimum qualifications for a job for which there are no vacancies need not take the examination until an appointment opportunity is imminent. The applicant may complete an Examination Notification Card for the class at the campus to which he/she has made application. When there is an opening, the University will offer such an applicant an opportunity to be examined before any referrals are made from a list of candidates who already have qualified by examination for the class. After receipt of such notification, an applicant is obligated within five work days to make an appointment to take the examination for the class. If he/she does not respond, the University will begin making referrals. The applicant must keep the Staff Human Resources Office informed as to his/her current address for each inactive occupational class in which he/she has expressed employment interest.

Selection and Appointment

Final employment selection is made from the available candidate(s) certified from the register for a class in which there is a vacancy. If a reemployment register (composed of former University employees) exists, only the person with the most seniority is referred. In the absence of a reemployment record and as directed by System rules, the three candidates standing highest on the register at the time the vacancy is declared are eligible for interview from the promotional and/or original entry registers.

In the event candidates with tie scores are among those eligible to be certified from the register for interview, the departmental employing officer must consider all such available candidates before making a final decision. (No person on the register shall be eligible or available for certification as one of the three persons standing highest on the register if three or more persons are eligible at a higher score level as a result of tie scores.) A single selecting official for the employer is not required to interview more than once the same candidate for a position of the same class. The departmental employing officer may not interview more than three candidates, except in cases of tie score candidates, from promotional and/or original entry registers for any one vacancy, unless one or more of those eligible withdraw from consideration for the position, in which case, the next highest candidate(s) on the register is certified and referred for interview. The departmental employing officer shall interview all available candidates certified from a register before making a final decision.

From the candidates interviewed, the employing officer selects the candidate who in his/her estimation is best qualified. In making a selection, System rules assure that there will be no discrimination because of race, color, religion, political affiliation, age or sex.
In making a selection, the employing officer is to comply with all Federal and State Nondiscrimination and Equal Opportunity Laws, Orders, and Regulations relating to race, creed, color, national origin, religion, sex, age, handicap, or status as a disabled veteran or veteran of the Vietnam Era.

Probationary Period

Continued employment is subject to successful completion of a probationary period, considered a part of the System examination. During the probationary period, the supervisor evaluates the new employee’s work to determine whether the employee demonstrates the ability and qualifications necessary to furnish satisfactory service in the particular job for which hired.

Police Applicants

Effective January 1, 1972, an amendment to the State Universities Civil Service System provides that persons first appointed to the police department of any university or college covered by the System shall be under 35 years of age unless they have had previous police experience. No person shall be appointed to any such police department unless he/she possess a high school diploma or an equivalent high school education, and unless he/she is a person of good character and is not a person who has been convicted of a felony or a crime involving moral turpitude. A personal background investigation will be completed for all police officer candidates prior to the employing officer in the Police Department making an employment commitment. An applicant, when admitted to a System examination, may indicate the location at which he/she prefers to work by completing a Statement of Availability. While registers are normally maintained by employment locations, a candidate qualified at one location may request placement upon a similar register for any or all University locations.

Right to Appeal

When an applicant or candidate for University employment believes that he/she has not been accorded fair treatment in the employment process, there are several avenues of appeal. The person may discuss the matter with the head of the campus Employment Section and/or with the Director of the campus Staff Human Resources Office. If the complaint is still unresolved, the individual may seek a review of any action or omission of action believed detrimental during the employment process by concurrently filing a written request for a review by the University Director of Staff Human Resources and by the Director of the State Universities Civil Service System. According to System Rule 13.1, “The request shall be deemed to be timely is filed within 15 calendar days following the action, or omission of the action, by the employer, or as otherwise may be deemed appropriate by the Director under the circumstances.”
A request for review regarding the accuracy of the scoring of an examination may be made to the System not later than 15 days following receipt of the examination score. Direct requests for hearings and examination score review to:

Director, State Universities Civil Service System; 1717 South Philo Road, #24 Urbana, IL 61801

Director of Staff Human Resources; University of Illinois; 52 East Gregory Champaign, IL 61820