

CIVIL SERVICE ONLINE APPLICATION INSTRUCTIONS UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE AT PEORIA

Getting Started / Points to Remember	
1.	Peoria is part of the University of Illinois-Chicago campus. Peoria civil service positions are not posted online.
2.	The application is a two-step process: Creating a Profile and Completing the Application.
3.	You must have a current e-mail address.
4.	All fields are case-sensitive—enter the information exactly as you want it to appear on your application.
5.	Each time you open your application for editing, you must re-submit it to ensure the application is complete.
6.	You must request an exam to be considered for a vacancy.
7.	Remember your user name, password, and security question/answer—you will need to use them later.

Logging on to the Employment Application Site	
1.	Access the Employment Application at https://jobs.uic.edu
2.	If you already have an online application , enter your user name and password and click Login . Click on Edit Profile to request an exam or View/Edit Documents to Complete to update your application.
3.	If you are a new applicant : <ul style="list-style-type: none"> • Click on Create Account to create a user name and password. Remember what you enter. • Click on Create a Profile and then click on Start under “Action” in the Documents to Complete/Certify section. • Select a Security Question and Answer. Remember them—you may have to use them later.

Creating a Profile (Pre-approval / Requesting Access to the Civil Service Application)	
1.	On the Profile Page, click on click here for civil service , and click on Apply Now .
2.	Enter your information completely.
3.	Email Address: You must have a current email address in order to continue the application process.
4.	UIN: Enter your UIN if you are a current university employee.
5.	Click on Submit .
6.	The Confirmation Screen will indicate that approval processing takes approximately 3 business days, but it is usually finished in 1 day. You must wait for HR to approve your request before continuing with your application.

Completing Your Application:	
1.	After you receive the confirmation e-mail message , return to the Profile Page and log in.
2.	Click on Start under “Action” in the Documents to Complete/Certify section.
3.	Complete all fields marked with a red asterisk (*) on each page. This is required information.
4.	Select the location at which you are most interested in applying . Peoria is included in Chicago.
5.	Click on Continue to advance to each section of Part 1 (9 sections). Part 2 is the equal employment opportunity section (optional).
7.	You must submit a Civil Service Exam Request to be considered for a vacancy.
6.	IMPORTANT: You must click the Submit button at the end of the application process to complete your application.
8.	Complete the Civil Service Exam Request form and click Submit .

HR Contact Information		
•	Peoria (UICOMP)	(309) 671-8518 hr@uicomp.uic.edu
•	Chicago Help Desk	(312) 413-4848 uichruohr@uillinois.edu
For technical problems please call the Help Desk		

Please note: the first step is creating a user name & password and your profile (demographic information). You will receive an email indicating that you created a login name. The login goes through an approval process; once you are approved for security, you will receive a **second email** which will include a message to use your logon to access and complete the application. After you login, scroll down for civil service application part 1 to start the application process. At the end of the application you will need to request an exam (select from the titles); this is the step that notifies our office of the application. Please feel free to call our office at 309-671-8518 with questions. Uploading an application/résumé is an option – not required.