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**:
   - 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).
6. You must **submit a Civil Service Exam Request** to be considered for a vacancy.
7. **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.