

# UIC HR Policies and Procedures

NUMBER

201-02

MANUAL	SECTION	PAGE
Human Resources	Employment	1 of 4
SUBJECT	EFFECTIVE	REVISED
Civil Service Hiring Cycle – New Hires	04/01/1997	09/01/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

## PURPOSE

To establish the responsibility, obligations and authority at UIC for the hiring and selection of support staff and to ensure conformance with Civil Service statutes and University policy.

## SOURCES AND BACKGROUND

University of Illinois Statutes  
State Universities Civil Service System Statutes and Rules

## APPLICABILITY

Applicants and all UIC employees involved in the support staff hiring process, including supervisors and department heads.

## POLICY

### Opening a Search

The Civil Service new hire cycle begins with a Position Authorization form. This is reviewed and approved by UIC Human Resources Employment Services and may be canceled, halted or resubmitted at any time at the request of the hiring unit, but with proper justification. If a search is canceled by the hiring unit, it may not be reopened for a period not less than 60 days.

### Position Authorization Form/Job Description

Job descriptions for new hires are required and must be prepared by hiring units for all permanent support staff positions in order to determine the proper classification of the position. The assigned classification determines the minimal qualifications required of applicants for positions, based on a Position Authorization form and Job Description. These materials are prepared by hiring units and submitted for review to UIC Human Resources Compensation. A Compensation officer reviews job description and Position Authorization form and determines the proper classification of the position.

### Job Posting

After the Position Authorization form and Job Description are complete and have been approved by UIC Human Resources Compensation, the hiring unit works with the assigned HR Officer to create a Civil Service status posting for those positions without an active, current register. This must be reviewed, approved and posted by UIC Human Resources Employment Services for a minimum of three calendar

# UIC HR Policies and Procedures

		NUMBER
		201-02
MANUAL	SECTION	PAGE
Human Resources	Employment	2 of 4
SUBJECT	EFFECTIVE	REVISED
Civil Service Hiring Cycle – New Hires	04/01/1997	09/01/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

days. Documents required based on job classification and minimum/preferred/specialty qualifications will be requested at this time. Positions with active registers do not require postings.

## Register

Once the status posting has been posted by a minimum of three calendar days, the HR Officer authorizes a "freeze" date for the Civil Service register of candidates for the classification. This process requires that the hiring unit interview the top candidates on the appropriate Civil Service examination as of the freeze date. Applicants tested after the freeze date are ineligible to apply for the vacancy regardless of their scores. The only exception is if less than three interested candidates are available to interview.

Placement on the register for a classification is determined by a candidate's score on the Civil Service examination. In the case of tied scores, all candidates at a given score will be contacted. The hiring unit must interview all eligible, interested candidates and make the hiring decision from this group. In the case of tied scores, the hiring unit must interview all interested candidates regardless of the number. If, after interviewing, three or more candidates remain interested in the vacant position, the hiring unit must select from this group or cancel the Position Authorization. If less than three candidates are interested in the vacancy, the hiring official may choose from the interested candidates or arrange for additional candidates to be contacted and interviewed.

## Job Offer/New Hire Process

The hiring unit informs their assigned HR Officer of the hiring decision and authorizes a job offer. If the hiring unit wishes to pay the prospective employee a salary above the minimum established rate, a request must be made in writing to the HR Officer. Such requests are evaluated on the basis of additional work experience in excess of the established minimum qualifications as well as additional education, specialized or unique skills, and knowledge. If none of the candidates are selected, the hiring unit may authorize the HR Officer to cancel the Position Authorization. The Employee Authorization may be re-submitted after a period of no less than 60 days if the hiring unit chooses to do so.

UIC Human Resources Employment Services is responsible for extending job offers to selected candidates, establishing starting dates, and for ensuring that the new employee completes the required federal, state, and University documents.

# UIC HR Policies and Procedures

NUMBER

201-02

MANUAL Human Resources	SECTION Employment	PAGE 3 of 4
SUBJECT Civil Service Hiring Cycle – New Hires	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PROCEDURES

### RESPONSIBILITY

Department/Unit Head

UIC Human Resources/Compensation

UIC Human Resources/Employment Services

Hiring Department

UIC Human Resources/Employment Services

Hiring Department

### ACTION

Submits Position Authorization form and job description to UIC Human Resources Compensation.

Evaluates the request and determines/verifies proper classification to the position. Forwards approved Position Authorization form and job description to UIC Human Resources Employment Services.

Contacts hiring department to obtain additional information or special conditions that pertain to the vacancy. Requests authorization to assign a register "freeze" date. Obtains certified, eligible candidates from the register and coordinates an interview schedule with the hiring unit.

Interviews all eligible, interested candidates on the register, makes a hiring decision, informs UIC Human Resources Employment, and authorizes a job offer. If interview schedule is unsuccessful, cancels the Position Authorization.

Extends or confirms job offer to the selected candidate and establishes a starting date. Ensures completion of required new hire paperwork and submits a Front End transaction. Enters data into the payroll system and establishes an employee record file.

Provides orientation of employee on department policies, procedures, and work assignments. Ensures that the employee attends new employee orientation. Evaluates new employee's performance during the probationary period.

# UIC HR Policies and Procedures

NUMBER
201-02
PAGE
4 of 4
REVISED
09/01/2013

MANUAL	SECTION	
Human Resources	Employment	
SUBJECT	EFFECTIVE	REVISED
Civil Service Hiring Cycle – New Hires	04/01/1997	09/01/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

UIC Human Resources/HR Service Center

Applies HRFE transaction for new hire. Forwards the hiring official the probationary evaluation form at least 30 days before the end of the new employee’s probationary period.

Hiring Department

Upon observation, evaluation and assessment, makes a final decision on whether to hire the employee on a permanent basis or to dismiss the employee before the end of the probationary period.