

Getting Hired at SIU School of Medicine Sample Timeline—CIVIL SERVICE

Thank you for your interest in employment opportunities with SIU School of Medicine. The Civil Service hiring process is rather lengthy, but the rewards of employment with SIU School of Medicine are well worth the investment of your time.

Some job titles require that you take a written examination, while for others you are simply awarded a score based upon a review of your credentials. For this reason, it is very important that you have provided us with your COMPLETE employment history, a copy of your transcripts for any higher education you have completed, a listing of any staff development training/workshops completed and, if you have military service, a copy of your DD214 verifying branch of service, dates of service and character of discharge.

Below are sample timelines to help you understand the hiring process:
#1 represents titles that require the traditional exam process.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					New vacancies are posted on website @ 2pm	→
Week 1	Applicants may apply through Friday at 2pm. Only one application form is required, regardless of the number of vacancies for which you are applying.					
Week 2	1) Applications screened & qualified candidates sent notice to sit for exam 2) Applications screened & credentials are assessed					
Week 3	1) Exams are given, scored and entered into database (you should receive your results in 7-10 business days and may contact our office to find out where your exam score places you on the competitive employment register) 2) Credential assessment scores are entered into database & candidates are sent notification of their assessment score.					
Week 4	1) Candidates whose exam score on employment register are/may be competitive are contacted by either Human Resources or the hiring department to determine interest. Contact may be by telephone or by US mail. 2) Eligible candidates are referred to hiring department for interviews. (See #1 below)					
Week 5	1) Candidates eligible by score are referred to hiring department for interviews; references are checked on top candidates and a hire decision is made.* 2) Once a hire decision is made, salary is determined and any required background investigation is complete, HUMAN RESOURCES extends hire offer to selected candidate.					
Week 6	1) See #2 from week 5.					

* This part of the process can often take more than one week to complete, depending upon the number of interviews to be conducted, the availability of all persons on the interview team and the difficulty in checking employment references.

For additional questions on the hiring process, you may contact our office at 217-545-0223.

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