

Chicago State University  
Office of Human Resources  
**Open & Continuous Testing  
For  
Civil Service Positions**

All Civil Service position titles listed at Chicago State University are subject to State Universities Civil Service *Section 70/36d, section 1.3* of the Examination Procedures Manual for Open & Continuous testing procedures.

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***GENERAL INFORMATION***

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**Purpose:** The Open Competitive Continuous Examination Program offers applicants the opportunity to periodically establish employment eligibility for positions within Chicago State University (CSU). Examinations are used to establish open competitive eligible listings upon which appointments are based. Refer to the Open Competitive Continuous Examination Program Title Listing for an inclusive listing of open examination job titles.

**How to Apply:** CSU uses an electronic applicant system called Peopleadmin. A separate application is required to apply for each job title categories classified as Civil Service. **Note:** It is the responsibility of the applicant to notify the CSU of all changes to contact information contained in an application (i.e. name, address, telephone, educational achievement, etc.). Such changes can be made by updating their on-line employment application, so we have a current contact number or address in the event you need to be contacted for an exam or interview.

**Test Scheduling for Open Examinations:** Examinations given on a regularly scheduled basis, except for sworn law enforcement job titles. Testing is conducted at the CSU Office of Human Resources, 9501 S. King Drive, Chicago, IL 60628. Please refer to the testing schedule for specific days, times. Applicants will generally be called within 15-30 days to schedule exams.

Applicants may retake the exam within 30 days of the initial exam date, and three times within the course of a year. Your highest score is always kept on the register for the stated above period.

**Test Scheduling for Closed Examinations:** For titles listed as closed examinations, examinations are administered as the need arises.

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***EXAMINATION TYPES***

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The types of examinations evaluation an applicant may encounter when applying for Civil Service titles are:

- 1) **Electronic Testing – (E-Test) using touch-screen**
- 2) **Written Examinations (when E-Test is not yet available.)**

### 3) Training and Experience Evaluations

### 4) Written Examinations with Performance Tests (Law enforcement applicants)

**Accommodations Testing:** Individuals covered under the Americans with Disabilities Act or those requiring special assistance with the testing process may request a **Testing Accommodations Request Form** from the Department of Personnel. The form, along with any applicable documentation, must be completed and submitted to the Department of Personnel for review, determination and, if applicable, scheduling for testing.

**Extra Help/Temporary Position Titles:** Temporary employees perform work that is temporary or seasonal, for which duties and responsibilities performed are **not to exceed more than 900 hours within six months of any 12-month period**. Temporary appointments are made without regard to an eligible list; however extra help positions are subject to end at will. Extra help employees must also participate in competitive testing if they are interested in applying for a Civil Service classified position.

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## **CREIDENTALING**

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Incomplete applications will delay the eligibility for testing evaluation. **Please ensure you have provided a completed employment application, resume and education credentials.** All credentials will be used to evaluate your eligibility for testing consideration.

**Veterans Preference:** Applicants claiming Veterans Preference MUST submit documentation the most recent Certified DD214/215 or NGB22 verifying eligibility at the time of testing or before a list of eligible applicants is called.

If documentation is not submitted accordingly, applicants will not appear on the list as “Veterans Preference Eligible.” Once appropriate documentation has been received and verified, Veterans Preference will be awarded. Certified documents submitted to the Office of Human Resources will remain the property of CSU. **Note: It is a Class A misdemeanor to fraudulently represent yourself as a veteran.**

**Length of Eligibility:** Eligibility for employment is valid from the date of successful examination or qualification. An applicant will receive a certified mail notification if their name will be removed from any associated eligible list(s) accordance with the Civil Service Rules, Section 250.60 (G). In order to re-establish eligibility, an applicant must repeat the examination process

A high examination ranking does not guarantee that an applicant will receive an invitation to interview or an offer of employment. Scores are ranked based on the top three highest scoring applicants, which are then referred to the hiring manager to interview. All applicants with successful examination results are placed on the Employment Register.

Our Employment Registers are maintained based upon the following categories:

- Reemployment
- Promotional
- Original Entry registers

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**TESTING DAYS & TIMES**

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Electronic Examinations will occur on a weekly basis, by appointment only  
(2 sessions per day):

**{Wednesdays Only}**

9:00 a.m. - 12:00 p.m.

1:00 p.m. - 4:00 p.m.

Note: Plan accordingly, as some tests can take between 1 to 4 hours to complete

**Testing Location:**

CSU Office of Human Resources  
9501 S. King Drive, Chicago, IL 60628  
773-995-2040  
HR@csu.edu  
(By appointment)

LATE ARRIVALS WILL NOT BE ADMITTED. PLAN TO ARRIVE 15 MINUTES BEFORE TESTING AND BE PREPARED TO PRESENT A VALID ID CARD.

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**EXAMINATION GRADING**

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Computer-based exams are electronically scored via the program used at the State Universities Civil Service System (SUCSS). All paper-based exams are individually scored in the Office of Human Resources. A score of 70 or higher is considered passing. Veteran's Preference points for those who qualify may be added to your final score.

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**CSU IS AN EQUAL OPPORTUNITY EMPLOYER**

In compliance with the Illinois and U.S. Constitutions; the Civil Rights Acts of 1964 and 1991; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Americans with Disabilities Act of 1990; the Illinois Civil Rights Act of 2003; and the Illinois Human Rights Act, CSU does not discriminate in employment, contracts or any other activity.