These forms are used by current SIUC employees (Civil Service, Faculty, Administrative/Professional, and Graduate Assistants) if they are interested in testing for a Civil Service classification that is not currently posted. Instructions for completing these forms are listed below.

1. Login to your HireTouch applicant profile at jobs.siu.edu/applicant-login. If you have not already created an account you can do so by selecting the ‘Create an Account’ feature. Please do not use duplicate accounts, instead you can use the forgot password function and follow the steps to reset your password. Note: This login is not connected to your SIU password information, if you’ve not created an account you will need to do so in order to complete the forms.

2. Once you are logged into your online applicant profile you will need to navigate to the staff positions page located here: For Staff Positions click here to complete the application forms.
3. On the left hand side there will be a menu, select the Current Employees tab. If you do not see a tab labeled ‘Current Employees’ then you may not have those forms attached to your profile, call Human Resources at 618-536-3369 and their office can add those forms to your account.

4. There are two available forms for current employees; Employee Reassignment Request & Employee Request to test for Non-Posted Vacancy. Please read the instructions located on this page carefully before and while filling out these forms. To begin filling out either form you will need to select ‘Start’ under the Action column. If you are submitting this form multiple times you will see ‘Edit’ in the action column and you must use this function to make changes and re-submit the form. If you see the word ‘Continue’ under the action column then your request has not been submitted.