

# ACCESSING CURRENT EMPLOYEE REQUEST FORMS

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](https://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.**

The screenshot shows the 'SIU CARBONDALE JOBS' website. The top right corner displays the phone number '618-536-3369' and the email 'jobshelp@siu.edu'. On the left, there is a navigation menu with links for 'SIU Carbondale Jobs Home', 'Search Jobs', 'Applicant Login', and 'Contact Us'. The 'Contact Us' section provides the address: 'Human Resources, Woody Hall 1st Floor - MC 6520, 900 S. Normal Avenue, Carbondale, IL 62901', along with the phone number and email. Below the contact info are social media icons for Facebook, Twitter, and Instagram. The main content area features a message: 'You have been successfully logged out. Please login in again below if you need to make changes or updates to your profile.' Below this is the 'Applicant Login' section with fields for 'User Name:' and 'Password:', a checkbox for 'Display characters', and buttons for 'Login', 'or Create an Account', and 'Forgot Password?'.

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.**

The screenshot shows the 'SIU CARBONDALE JOBS' website with the user logged into their 'Applicant Profile'. The top right corner displays the phone number '618-536-3369' and the email 'jobshelp@siu.edu'. The left navigation menu includes 'SIU Carbondale Jobs Home', 'Search Jobs', 'Applicant Profile', 'Logout', and 'Contact Us'. The 'Applicant Profile' section shows fields for 'Applicant ID:', 'Name:', 'Primary Email:', and 'Primary Phone:', all of which are redacted with a black box. Below these fields is a link for 'Edit Profile'. A section titled 'Application and Hiring Form Instructions' provides guidance: 'If you've not yet applied to position: To apply for a position use the search jobs function located within the left navigation menu. Once you've located a position you would like to apply for you can select the 'Apply to Job' button. If previously clicked 'Apply to Job' for the position and you need to complete the application forms and/or new hire documents: For Faculty click [here](#) to complete the application forms and/or new hire documents. For Staff Positions click [here](#) to complete the application forms and/or new hire documents.' The 'For Staff Positions' instruction is highlighted with a red rounded rectangle.

- 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.

## SIU CARBONDALE JOBS

618-536-3369  
jobshelp@siu.edu

SIU Carbondale Jobs Home

Search Jobs

Staff

Application - Staff

Current Employees

Applicant Profile

Logout

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**Contact Us**  
Human Resources  
Woody Hall 1st Floor - MC 6520  
900 S. Normal Avenue  
Carbondale, IL 62901

618-536-3369  
jobshelp@siu.edu

Application Forms

- Complete all forms in the 'Civil Service Application Package'.
- Your application will be submitted once all of the forms have a 'View' button and 'Edit' link in the action column.
- Select the 'View' link to review these forms to ensure the information is accurate and current.
- Select the 'Edit' link to update information and resubmit a form.
- You do not need to resubmit a form if there are no changes to the information.

### Civil Service Application Materials

CIVIL SERVICE: Application Package

Name	Completed	Action
Application for Civil Service Employment (Part 1)	In Progress	<a href="#">Continue</a>
Application for Civil Service Employment (Part 2)	05/13/20 at 12:38 PM	<a href="#">View Edit</a>
Conviction History	05/13/20 at 12:38 PM	<a href="#">View Edit</a>

VOLUNTARY DISCLOSURE FORMS

Name	Completed	Action
Voluntary Applicant Survey (Pre Offer)	In Progress	<a href="#">Continue</a>
Voluntary Self-Identification of Disability		<a href="#">Start</a>

- 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.

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For Current Employees Only

Instructions:

Complete "**Employee Reassignment Request**" form below for current classification opportunities only.

- Must have successfully completed probationary period in current classification; AND
- Must have a record of an acceptable performance evaluation within the last year.

Complete "**Employee Request to test for Non-Posted Vacancy**" form below to have your application materials reviewed.

- If qualified, you will be scheduled to test. This feature may NOT be used to apply for a current vacancy. To apply for a currently posted vacancy, you must review that job posting and use the 'Apply for position' button.

CURRENT EMPLOYEES ONLY: Employee Requests

Name	Completed	Action
Employee Reassignment Request	In Progress	<a href="#">Continue</a>
Employee Request to test For Non-Posted Vacancy	In Progress	<a href="#">Continue</a>