

HOW TO APPLY FOR CIVIL SERVICE EMPLOYMENT USING HIRETOUCH

If you are a first time applicant, go to jobs.siu.edu and click “Applicant Log-in,” then select “Create an Account.” Please **DO NOT** make a new account if you have done so in the past. Use the “forgot password” option to recover your information, or to see if you already have an account.

COMPLETING YOUR APPLICATION AND UPLOADING DOCUMENTS

To begin the application process, follow the instructions below.

Click the Applicant Profile link to the left side of the page. In the Application Instructions section, find the text “For **Staff** Positions click [here](#) to complete the application forms,” and click the underlined link.

You should now be on the Application Forms page. Under the header entitled “**Civil Service Application Materials**,” complete the following by clicking the [Start](#) link under the action column:

- Application for Civil Service Employment (Part 1)
- Application for Civil Service Employment (Part 2)

When you have completed parts 1 and 2, we encourage you to complete the following optional forms:

- Voluntary Applicant Survey (Pre Offer)
- Voluntary Self-Identification of Disability

When you are finished, all items listed should have the words “view” or “edit” displayed in the action column. You are ready to apply for a job.

APPLYING FOR JOBS

Now it’s time to search for vacancies or continuous job postings. Please utilize the “**Search Jobs**” link to find a position you have interest in applying for.

Job Categories include: Administrative/Professional, Civil Service - Continuous Post, Civil Service - Current Vacancies, Civil Service - Extra Help, and Faculty.

Click on the title of the position to view job details. Once you have found a vacancy you think you would be a good fit for, click on the “**Apply for Position**” link found below the job details.

THINGS TO CHECK

- Make sure you have listed all job duties from your employment history in the **Application for Civil Service Employment (Part 1)**.
- Please double check all requirements for the job you are applying to. If the position requires items such as official college transcripts or a cover letter, upload these in the section of **Application for Civil Service Employment (Part 1)** entitled, “**3. Education/Upload Documents**.”
- To prevent information loss, select “**Save and Continue**” after each page is completed. Please be aware that the web page will automatically log you out if left idle for too long.

*If you have any further questions, please contact:
Human Resources Employment Services at 618-536-3369 or email jobshelp@siu.edu*