

# **Civil Service Examinations at Governors State University**

## **State Universities Civil Service System (SUCSS)**

The State Universities Civil Service System (SUCSS) governs Civil Service employees. These employees support many activities at GSU with jobs in clerical, crafts and trades, managerial, paraprofessional, professional, service, and technical areas. All State Universities Civil Service System employers use civil service examinations to help determine if applicants possess the basic knowledge, skills and ability to perform the functions of the position. For a complete list of civil service classifications, please visit the State University Civil Service System website ([www.sucss.state.il.us](http://www.sucss.state.il.us)). On their website, you will also find the following helpful information:

- **Employment/Test Tips and Study Guides**
- **Practice Typing Tests and Practice Exam Questions**
- **Details specific to each of the civil service classifications/titles, including minimum qualifications, exam format and salary ranges.**

**Individuals interested in Civil Service employment must be residents of the State of Illinois.** Current status employees may be admitted to any examination based on their current status appointment, irrespective of their current residence.

Applicants must take and pass a different civil service examination for each civil service position/class title. After you have completed an examination, you will receive a score and your name will be placed on a list called registers. Scores appear on a register in order, from highest to lowest. Registers may change each time new scores are added or removed. When a vacancy occurs in a department, those eligible to interview are referred in accordance with civil service rules. Typically, the candidates with the top three scores are contacted for an interview.

## **Starting the process:**

### **A. Applicants**

Once you have completed your most current, on-line application, including attaching your transcript(s), Military Discharge papers (most current DD214 with legible/readable status of discharge indicated), and copies of any licenses or certifications, if applicable, a member of the Human Resources staff will review your application materials to determine if you qualify for the related exam. Applicants will be contacted via e-mail and invited to test on a specific date. If special accommodations are required to complete an examination, please notify HR at the time the exam is scheduled.

## **B. Current Employees (excluding student workers/graduate assistants)**

After you have completed an Employee Exam Request form ([www.govst.edu/hr](http://www.govst.edu/hr), Employee Relations), submit your completed form, along with an updated résumé, to the Department of Human Resources. Your résumé will be reviewed to determine if you qualify for the requested exam. Employees will be contacted via e-mail with a specific test date. If special accommodations are required to complete an examination, please notify HR at the time the exam is scheduled.

## **C. General Information**

Keep your application current! Please put all employment history on your application, including: accurate phone numbers, most frequently accessed e-mail address, full-time status (35 hrs or more; 100 percent) and part-time status (less than 35 hrs; less than a 100 percent). If you move, please let us know.

### **What are the exams like?**

1. Exams are administered on **Tuesdays (10 am and 1 pm)**, **Wednesdays (9 am and 2 pm)**, and **Thursdays (10 am and 1 pm)**, unless otherwise indicated.
2. All exam materials, including pencils and scratch paper, will be provided.

Most of the exams have a multiple-choice component. Some exams only have an education and experience component. Many exams are a combination of both multi-choice and education and experience. Other exams are characterized as credential assessments. A credential assessment is a rating by the Human Resources Office of an applicant's/employee's résumé, cover letter, university /agency official employment application, college transcript, copies of license/certification and any other relevant material.

*Don't forget to read the directions for each section of the examination. Following the directions is part of the examination.*

### **What is the time limit on an exam?**

The examinations have different time limits. Exams are either: **1 ½**, **2**, **3** or **4** hours in length.

### **How many tests can I take in one day?**

The number of examinations that you can take in the course of one day depends on the time limits of each exam and you! Everyone works at a different pace, and we do not want you to rush through the exams. Every effort is made to accommodate multiple exam requests in a timely manner.

### **How are the exams scored?**

All exams are individually scored here at Governors State University. A score of 70 or higher is considered passing. Veteran's Preference points for those who qualify may be added to your final score. We do read every answer that you write to make sure that you have answered the question(s) correctly. A rating guide is supplied to us by the State Universities Civil Service System. Exams on E-Test system are scored on-line.

### **How will I receive my test results?**

Your test results will be e-mailed to you. The Notice of Exam Score will indicate how well you did in each section. Once you have received your exam score, you may contact the State Universities Civil Service System to request a breakdown of your score.

### **What is on the exam?**

The examinations are specific to each civil service classification/job title. For Employment/Test Tips, go to the State Universities Civil Service System website.

### **Can I look at my exam?**

No one is allowed to look at their examination once it is turned in after completion. All applicants are encouraged to answer each question to the best of their ability. You can 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.

### **How long does my score stay on the register?**

Exam scores are valid for up to two (2) years. Your score may be removed for a variety of reasons in accordance with the civil service statute and rules, such as upon hire, at the applicant/employee's request, failure to respond to correspondence from Human Resources, or under directive from SUCSS.

**Is my score transferable?**

Yes, you may request, in writing, that your exam score be transferred to another employer within the State Universities Civil Service System.

For additional information or if you have any questions, contact Pulchratia Kinney-Smith, Manager of Classification, Compensation & Employment, at (708) 534-4100 or [p-kinney-smith@govst.edu](mailto:p-kinney-smith@govst.edu).