UIC Employment Opportunities – Returning Applicants
Checking Status of Position | Exam Score
jobs.uic.edu

Things to Remember:

All application correspondence will be sent via e-mail.

Application Assistance is available:
UIC HR Welcome Center
Phone: (312) 996-0840 | Email: uichrwelcomecenter@uic.edu

Technical Support:
HR Help Desk
Phone: (312) 413-4848 | Email: uichrhelpdesk@uillinois.edu

Specific Exam Questions:
Testing Services
Phone: (312) 996-4726 | Email: uichrtestingservices@uillinois.edu
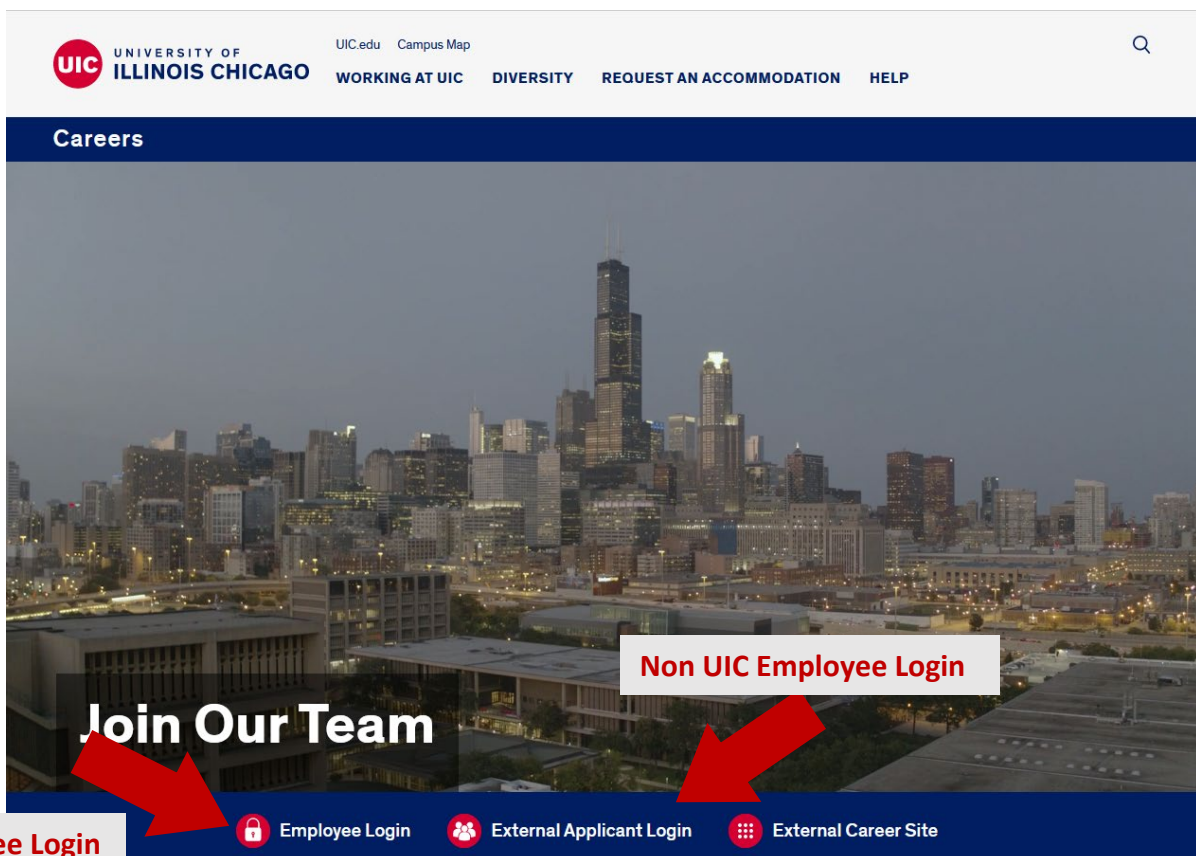
Questions about Position:
Contact the Recruiter (or Hiring Department) handling
the position that has been applied to.

Returning Applicants – UIC Employees:

- **Log in via the Employee Login** with the appropriate NetID and password.
  - *Forgotten or Expired password?*
    - *Click the **Forgotten or expired password?** link and follow the instructions.*
    - *Contact Technology Solutions (312.413.0003 | consult@uic.edu) to further assist in resetting your password.*

Returning Applicants – External Applicant (Non UIC Employees):

- **Log in via the External Applicant Login** with the appropriate e-mail and password.
  - *Forgot your password?*
    - *Click the **Forgot password or need to create a password** link and follow the instructions.*
    - *Contact the HR Help Desk (312.413.4848 | uichrhelpdesk@uillinois.edu) to further assist in resetting your password.*

- You are now ready to start checking the status of a position!
- At the top of the page:
  - External Applicant (Non UIC Employee): Click on **My Profile**
  - UIC Employees: Click on **My Jobs**

- Viewing your profile will allow you to see all applications, which includes their "review status".

- From your profile page, you will be able to check your exam status.
- At the top of the page, click on **Check Exam Status**

- You will be brought to the **Exam Request Status** page.
  - Please review the page carefully and see the "Status Notes" at the side of the page for an explanation on what the status of the exam requests mean.

Exams will be listed here!

Explanation of what the status of the exam requests mean

Status Notes

Denied: All denials are followed by Letters of Explanation via email.

No-show: If you did not take a scheduled exam, you will be marked as a 'no-show.' A pattern of canceling, rescheduling, or failing to keep exam appointments may result in disqualification to request exams for a period of time.

- At the top of the page, click on **Exam History**
  - Please review the page carefully and see the "Status Notes" at the side of the page for an explanation on what the exam scores mean.

- At the top of the page, click on **Active Registers**
  - *Any current positions on all active registers are listed here.* Please review the page carefully.

Feel free to continue to look on the Career Site for other employment opportunities. You can submit multiple applications in one day.

Don't forget to complete these steps to prepare to leave our station:

- Did you save anything to our computer?
  - If so, please delete the items (and delete the trash). We wouldn't want anyone to be able to access your documents.
- Did you log into any other websites besides our Job Board?
  - If so, please ensure that you logged out of those websites. We wouldn't want anyone to accidently be able to access your accounts.
- Please go ahead and log out of our UIC HR Job Board
  - Again, we would not want anyone to be able to access your account by staying logged into the website.

We hope to see you again soon!
Best Wishes,
UIC HR Welcome Center

UIC HUMAN RESOURCES