

HOW TO APPLY FOR CLASSIFIED CIVIL SERVICE POSITIONS AT THE OHIO STATE UNIVERSITY

The first thing to know is that **external applicants** (those not currently employed by the university) DO NOT apply for a specific classified civil service job, but instead apply to a job classification when it is "open for examination". Open classifications listed in the Exam Announcements include minimum job requirements, application deadline and salary range. If hired, applicants may be offered a starting salary from the minimum of the pay range up to the midpoint, depending on the individual's qualifications and the hiring department's budget. Terms of applicable collective bargaining agreements apply to covered positions.

Civil Service exams are required by state statutes. The type of exam depends on the classification. Some classifications require computerized testing that is taken at the Employment Services office. Other exams consist of an evaluation of your employment experience. As a result of the testing, applicants are placed on an eligibility list in test score order, and referred for employment consideration when appropriate job opportunities become available.

Step 1: Identify open job classifications

Step 2: Apply for testing online

Step 3: Pass the appropriate Civil Service Test - See *Frequently Asked Questions*

HOW THE GENERAL PUBLIC (EXTERNAL APPLICANTS) APPLY FOR CLASSIFIED CIVIL SERVICE EXAMS:

- Access the Employment portal at www.jobs.osu.edu
- Click "View University Positions"
- Click "Search Postings" to enter the system
- Under Job Category, choose "Civil Service for General Public"
- Identify open exam announcements for which you are qualified
- Apply to be tested

Office of **HUMAN
RESOURCES**



Employment Services 1590 North High Street, Suite 300, Columbus, OH 43201-2190
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CLASSIFIED CIVIL SERVICE

Frequently Asked Questions (FAQs)

Q: As a current Ohio State employee, am I required to take a Classified Civil Service examination if I apply for a transfer or promotion to another Ohio State position?

A: The answer to that question is multi-faceted based on the type of position you currently hold and the nature of the duties of the position for which you apply. For example, if you currently hold an unclassified position, then you are "external" to the Classified Civil Service (CCS) system and would be required to test for any Civil Service position. If you are currently certified and working in a Classified Civil Service position, then you would not be required to test for another Civil Service position unless the new position required a skill (i.e. typing or data formatting) which your current classification did not require. In that case, you would take the appropriate skill test for the new position.

Q: How do I know if a position requires a specific skill?

A: If a skill is required, it is listed in the classification description as "this position requires typing skills" or "this position requires data entry skills."

Q: How often may I test?

A: For those who already work for the university, your passing score is valid for two years. If you take an examination and fail, you may repeat the examination an additional time. If you fail the examination twice, you may repeat the process after a six-month waiting period. If you are an external applicant, you must wait six months from the date of the original examination to retest; however, the Office of Human Resources may waive this rule at its discretion.

Q: Is there more than one type of test?

A: There are two types of Civil Service exams - the assembled exam and the unassembled exam. An assembled exam consists of a computerized, multiple-choice examination and may include a typing and/or data entry skills test. An unassembled exam consists of an evaluation of your employment history. At times, a supplemental questionnaire is used. Your application is scored based on job-related experience and education. It is important for your application to be detailed and complete with dates of employment, education, description of duties and special related skills.

Q: How long does it normally take to schedule an exam?

A: If you are qualified to take an assembled examination (a computerized exam), Employment Services will contact you within seven to ten days to schedule the exam.

Q: What should I bring with me to the examination?

A: You must bring a photo ID to be admitted to the examination.

Q: How do I receive military credit for my examination?

A: Veterans should submit a copy of their DD214, which documents both active duty and honorable discharge. Those submitting this document and passing the Civil Service exam are given military credit toward their final score.



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Q: How long does the examination take?

A: Generally, the testing process may take up to four hours.

Q: Are there any Study Guides to help prepare for the examination?

A: Employment Services does not provide study guides for exams; however, materials are available at public libraries to help prepare for the Classified Civil Service examination.

Q: After I take the examination, when will I get my score?

A: The computerized examination will be graded upon completion and you will receive your score immediately following the exam. If you have applied for a classification that is scored based on your job-related experience and education (an unassembled exam), you will receive your score in the mail within two to three weeks.

Q: What is a passing score for an examination?

A: If your score is 70% or higher, you have passed the examination. Your score will be valid for one year. If you fail the examination, you will receive instructions on how to repeat the exam.

Q: Can I find out what I missed on my examination?

A: According to Civil Service Rules, applicants may review their examination results and may submit any written objection or protest concerning the grade to the Office of Human Resources within ten days of receiving the examination grade. Applicants may not inspect standardized examinations where such inspection would tend to reduce the validity of test results. Applicants who review their examination results may not repeat an examination for the same classification within a six-month period following the inspection unless an alternate form of examination is given.

Q: Where do I go to take my examination?

A: Examinations are administered at the Employment Services Office, 2231 N. High Street, 250 Northwood/High Building, Columbus, OH, 43201. Visitor parking is available behind the building off Northwood.

Q: What happens if I miss my examination?

A: If you have to miss a scheduled examination, you must call Employment Services ahead of time. If you do not call to cancel testing, your application is inactivated for that particular classification.



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