On the Applicant Login page, click "Create Account"

APPLICANT LOGIN | SEARCH JOBS | ACADEMIC JOB BOARD | CIVIL SERVICE JOBS/APPLICATION | LEARN MORE

Welcome,

Welcome to Jobs at Illinois, the employment website for the University of Illinois at Urbana-Champaign. Illinois is one of the premier public institutions of higher education in the nation and the world.

To view job listings it is not necessary to login at this point in the application process. You can view current job listings by clicking on the appropriate Jobs link above. You will have the opportunity to begin the online application process at any point in time during your review of the current postings.

Definitions of Employment Categories

Academic employment categories include Faculty, Other Academics, and Academic Professionals.

Civil Service and Extra Help employment categories include professional, paraprofessional, clerical, technical, services, and crafts/trades.

Existing User: Login with your User Name and Password.

New User: Click Create Account below.

User Name: [   ]

Password: [   ]

[Login]   [Create Account]

Forgot Password?

Stop! Do not CREATE AN ACCOUNT if you have ever started an application with the university in the past.
If you do not know your **user name** and/or **password**, contact Human Resources at jobs@illinois.edu.
OR
For **Academic Employment**, call 217-265-6549. For **Civil Service** employment, call 217-333-2137.
Business Hours M-F 8:30 a.m. - 4:00 p.m.

Make note of your **User Name** and **Password** for future use.

Fill in the form with the information requested (items with an asterisk * are required)
Click "Save"
You will receive an email confirming your account creation

| APPLICANT LOGIN | SEARCH JOBS | ACADEMIC JOB BOARD | CIVIL SERVICE JOBS/APPLICATION | LEARN MORE |

Create Account

Stop! Do not CREATE AN ACCOUNT if you have ever started an application with the university in the past.
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OR
For **Academic Employment**, call 217-265-6549. For **Civil Service** employment, call 217-333-2137.
Business Hours M-F 8:30 a.m. - 4:00 p.m.

Make note of your **User Name** and **Password** for future use.

*First Name:

*Last Name:

Address:

City:

State:

Postal Code:

Preferred Contact Name

Contact First Name:

Contact Last Name:

*Email:

Secondary Email:

Home Phone:

Home Phone Extension:

Cell Phone:

Cell Phone Extension:

Work Phone:

Work Phone Extension:

*User Name:

* Password must be at least 5 characters long

* Password is case sensitive

*Password:

*Verify Password:

Password Hint Questions
Please select your password hint question and enter a password hint answer.
1) - Select hint question -   *
*

Save   Cancel

You should now see your **Profile** page

You must click on Logout to leave the applications system!

Profile

If you are applying for Civil Service permanent or Extra Help employment and have no documents to complete below, please click on **CIVIL SERVICE JOBS/APPLICATION** in the menu bar above.

Candidate

Name: Kristen McClure

Address: 807 S Wright St
Champaign, Illinois 61820

Email: klmcclur@illinois.edu

Profile Created: June 3, 2009 at 2:17 PM

Last Updated: June 3, 2009 at 2:17 PM

[Logout]   [Edit Profile]

Ready to apply? For Academic jobs, click **Academic Jobs** in the menu bar above. For Civil Service and Extra Help, click **Civil Service Jobs/Application** in the menu bar above. For help with the application process, click **Learn More** above.

Documents to Complete

Documents that require or will allow an action will list **Start** or **Edit** under the Action column.

Once a document is completed, the Action column will display **View** and the Completed column will be populated with the date and timestamp of completion. Submitted documents can be viewed but not changed.

Key points for Civil Service and Extra Help:
    If there are no documents listed below to complete, click on **CIVIL SERVICE JOBS/APPLICATION** in the menu bar above.
    Once you have submitted an exam request, you can submit another by clicking on **Edit** next to the exam request form.
    If you are applying for an exam at an **Extension Office**, you do **NOT** need to submit an exam request form.

No Documents to complete

Deadlines for Civil Service exam requests are posted on the Recruitment and Employment Web page:
http://www.pso.uiuc.edu/Employment/Recruiting/RecruitInfo1.html

You must click on Logout to leave the applications system!

Documents

For each job you have applied for, upload the necessary support documentation. For all positions, a resume and cover letter is required. For some positions, additional documentation may be requested.

Documents submitted may be viewed, but not edited, by clicking the document link below.

Name	Type	Job Title	File	Uploaded
No documents have been uploaded yet				

At the top of the page, there are several different tabs that you can select:

Selecting the **SEARCH JOBS** tab allows you to search for positions by keywords, category, close date and location.
If searching for Civil Service jobs, select "Civil Service Jobs/Application" from the top menu bar.

Keywords

Checks the titles and job description for the keyword, and returns any matching results that are found

Category

Academic Professional
Academic Professionals (APs) are generally salaried employees whose positions meet specialized administrative, professional, or technical needs. They perform high-level duties, and frequently they have specialized responsibilities in academic, research, or administrative areas. All APs must have at least a bachelor's degree in a field required by the position.

Civil Service
Civil Service employees support the mission of the University of Illinois by providing service and expertise in numerous areas of employment including professional, paraprofessional, clerical, technical, services, and crafts/trades. Civil Service positions are filled through a Civil Service testing process.

Faculty and Other Academic
Faculty members and other academic employees fulfill the teaching, research, and public service mission requirements of the University and pursue career paths within their professional disciplines.
Examples of faculty titles are Professor, Associate Professor, and Assistant Professor. Appointments for faculty must be tenure or tenure-track.
Examples of Other Academic titles include Clinical Associate, Instructor, Lecturer, Research Associate, and Teaching Associate. These positions are non-tenured/non-tenure-track.

Close Date

The close date is the date the search closes and the posting will be removed from the Job Board.

Selecting the **ACADEMIC JOB BOARD** tab allows you to see a list of all open academic positions

| PROFILE | SEARCH JOBS | ACADEMIC JOB BOARD | CIVIL SERVICE JOBS/APPLICATION | CIVIL SERVICE ACTIVITY | LEARN MORE

The Academic Job Board is currently in a pilot phase. To view additional job postings during this period, please visit:
https://hrnet.uihr.uillinois.edu/panda-cf/application/SearchForm.cfm

Academic Professional

Assistant Director for Fraternity and Sorority Affairs - Dean of Students (A0910008) Close Date: Apr 23, 2009
Visiting Assistant Director for UG Career Services - Business Career Services (A0910003) Close Date: May 29, 2009
Visiting Environmental Assessments Specialist - Illinois State Geological Survey (A0910005) Close Date: May 1, 2009
Visiting Operations Specialist - Agricultural & Consumer Economics (A0910004) Close Date: May 15, 2009
Visiting Research Specialist - Illinois State Geological Survey (A0910006) Close Date: Apr 24, 2009
Wetlands Geology Specialist - Illinois State Geological Survey (A0910007) Close Date: May 1, 2009

Faculty and Other Academic

Lecturer, Department of Linguistics - F0910002 Close Date: Apr 17, 2009

For job openings at other University of Illinois campuses, please click on the campus below to be taken to their job board:
Chicago   Springfield   University Administration   Global Campus

Select the job you would like to review. If you want to apply for the position, scroll to the bottom and click "Apply Now"

Job Details - Visiting Research Programmer, Department of Computer Science

Title:	Visiting Research Programmer, Department of Computer Science
Category:	Academic Professional
Opened Date:	June 3, 2009
Close Date:	June 17, 2009
Position Description:	

The Department of Computer Science is seeking a Visiting Research Programmer to take part in the development of Natural Language Processing and Machine Learning technologies embedded in a Web-based application.

This position requires knowledge in one or more of the following: information retrieval techniques and tools, natural language processing, language models, machine learning techniques, and web programming (e.g., browsers plug-ins). Algorithmic maturity and experience dealing with large amounts of data are essential. Outstanding attention to detail is required, along with strong written and verbal communication skills and the ability to quickly learn new technologies. The Visiting Research Programmer will join the Cognitive Computation Group led by Prof. Dan Roth, to work on a standalone project with possibilities for commercialization.

Job Duties include:

Designing and implementing algorithms, software systems and user interfaces

Writing design documents and code documentation

Interacting with other group members and presenting technical information

A minimum of a Bachelor's degree in Computer Science or a related field is required. Individuals with a more advanced degree are encouraged to apply and salary will be commensurate with level of education and experience. This position will be available as soon as possible after the closing date, and is a 12-month, temporary, full-time academic professional appointment with standard University benefits with the possibility of becoming permanent at a future date. Salary is commensurate with education and experience. For full consideration, applications should be received by 6/19/09. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date.

To apply, please submit your application online at: http://www.cs.uiuc.edu /join/aponlap.html

If you do not have Internet access, please call Jennifer Dittmar at 217-244-6241 to make other arrangements for submitting your application. **Refer to search # 12309 in all communications.**

Minorities, women, and other designated class members are encouraged to apply.

The University of Illinois is an Affirmative Action—Equal Opportunity Employer.

College Name or Administrative Unit:	College of Engineering

Apply Now

You should now see your **Profile** page

Scroll down to the section labeled "Documents to Complete"

Click "Start" to begin the 3 step application process.

You must click on Logout to leave the applications system!

Profile

If you are applying for Civil Service permanent or Extra Help employment and have no documents to complete below, please click on **CIVIL SERVICE JOBS/APPLICATION** in the menu bar above.

Candidate

Name:	Kristen McClure
Address:	807 S Wright St Champaign, Illinois 61820
Home Phone:	217-244-9010
Email:	klmcclur@illinois.edu
Profile Created:	May 1, 2009 at 9:45 AM
Last Updated:	May 1, 2009 at 9:45 AM

[Logout] [Edit Profile]

Ready to apply? For Academic jobs, click **Academic Jobs** in the menu bar above. For Civil Service and Extra Help, click **Civil Service Jobs/Application** in the menu bar above. For help with the application process, click **Learn More** above.

Documents to Complete

Documents that require or will allow an action will list **Start** or **Edit** under the Action column.

Once a document is completed, the Action column will display **View** and the Completed column will be populated with the date and timestamp of completion. Submitted documents can be viewed but not changed.

Key points for Civil Service and Extra Help:
> If there are no documents listed below to complete, click on **CIVIL SERVICE JOBS/APPLICATION** in the menu bar above.
> Once you have submitted an exam request, you can submit another by clicking on **Edit** next to the exam request form.
> If you are applying for an exam at an **Extension Office**, you do **NOT** need to submit an exam request form.

Visiting Research Programmer, Department of Computer Science
Academic Professional Application

Name	Requested	Completed	Action
Academic Professional Profile	06/03/09 2:40 PM		Start

Deadlines for Civil Service exam requests are posted on the Recruitment and Employment Web page:
http://www.pso.uiuc.edu/Employment/Recruiting/RecruitInfo1.html

You must click on Logout to leave the applications system!

Documents

For each job you have applied for, upload the necessary support documentation. For all positions, a resume and cover letter is required. For some positions, additional documentation may be requested.

Documents submitted may be viewed, but not edited, by clicking the document link below.

Name	Type	Job Title	File	Uploaded
No documents have been uploaded yet				

Complete step 1 of 3 the "Employment Application"

Items with an asterisk * are required

If you have relatives employed by or on the Board of Trustees of the University of Illinois, click "Add", fill in the information requested, click "Save"

Once the employment application is complete, Click "Save and Continue"

Academic Professional Profile

Employment Application (STEP 1 OF 3)

Demographics

Title (Dr., Ms., Mr., Mrs., etc.): Ms

*First Name: Kristen

Middle Name:

*Last Name: McClure

Suffix: - Select -

*Address 1: 807 S Wright St

Address 2:

*City: Champaign

*State: Illinois

*Postal Code: 61820

*Country: United States of America

*Home Phone: 217-244-9010

Work Phone:

Cell Phone:

*Email: klmcclur@illinois.edu

Preferred method of contact?

Preferred hours of contact?

*Are you legally authorized to work in the United States: ⦿ Yes   ○ No

*Do you have a Bachelor's Degree or higher?   ⦿ Yes   ○ No

*Are we able to contact your references?   ⦿ Yes   ○ No

Please explain any restrictions in contacting your references: Do not contact current supervisor unless I'm a finalist

Relatives employed by or on the Board of Trustees of the University of Illinois

NAME	RELATIONSHIP	DEPARTMENT
None		

⊕ Add

*Have you ever been convicted of a crime: ○ Yes   ⦿ No

If yes, please explain

(You are not obligated to disclose sealed or expunged records of conviction or arrest; or whether you have had records expunged or sealed in the past. A conviction record does not necessarily bar an individual from employment.)

*Are you or have you ever been employed by the University of Illinois?   ⦿ Yes   ○ No

If Yes, please indicate the following:

Campus   UIUC

Department   SSSC

Dates of Employment   09/2008 - present

Last Supervisor   Leslie Alexander

▶ Save and Continue   ☒ Exit

Complete step 2 of 3 the "Applicant EEO"

The information you provide is voluntary and has no impact on the selection process. The hiring unit will not have access to this information. Only the Office of Equal Opportunity & Access will be able to view the information *and it is treated extremely confidentially.*

Click "Save and Continue to Upload Documents"

Complete step 3 of 3 "Upload Documents"

Click "Add"

| PROFILE | SEARCH JOBS | ACADEMIC JOB BOARD | CIVIL SERVICE JOBS/APPLICATION | CIVIL SERVICE ACTIVITY | LEARN MORE

Academic Professional Profile

Upload Documents (STEP 3 OF 3)

1. Employment Application | 2. Applicant EEO | 3. Upload Documents

Please refer to the position announcement for which documents must be uploaded on this site. Click add to upload a document. Once uploaded you can click on the filename below to edit and review.

You must select SUBMIT below to have your application and documents submitted for consideration and review.

If you are not ready to submit, you can select exit. By selecting exit, the document's that you have uploaded will be maintained.

If you are editing your documents that were previously submitted, please notify the job contact that is listed in the position announcement.

NAME	TYPE	FILE
None		

➕ Add

Fill in the information requested:
> **Name**: Enter your name
> **File Upload**: Click "Browse" to locate the document; once you locate the document, select it and click open
> **Document Type**: Click on the arrow to view the drop down menu; select the type that best describes the document you are uploading.

Click "Save"

Continue uploading all required documents
> Each document must be uploaded separately.
> Check the job description to determine the documentation required to apply for the position. Some positions require more than a cover letter and resume and you will not be considered an applicant unless all specified materials are uploaded.

Check (✓) the box indicating that you agree with the statement

Once all documents have been uploaded and the box has been checked, Click "Submit".

| PROFILE | SEARCH JOBS | ACADEMIC JOB BOARD | CIVIL SERVICE JOBS/APPLICATION | CIVIL SERVICE ACTIVITY | LEARN MORE |

Academic Professional Profile

Upload Documents (STEP 3 OF 3)

1. Employment Application | 2. Applicant EEO | 3. Upload Documents

Please refer to the position announcement for which documents must be uploaded on this site. Click add to upload a document. Once uploaded you can click on the filename below to edit and review.

You must select SUBMIT below to have your application and documents submitted for consideration and review.

If you are not ready to submit, you can select exit. By selecting exit, the document's that you have uploaded will be maintained.

If you are editing your documents that were previously submitted, please notify the job contact that is listed in the position announcement.

NAME	TYPE	FILE
Kristen McClure	Cover Letter	cover letter.doc

Name: Kristen McClure

File Upload: C:\Documents and Settings\kli [Browse...]

* Document Type: Resume

➕ Save ➖ Cancel

I certify that to the best of my knowledge the information provided to the University of Illinois in my application is true and complete. I understand that false answers, statements or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I understand that as a condition of my employment I may be required to undergo a medical examination and/or fitness to work assessment, including drug testing.

I give the University of Illinois permission to investigate my past educational record, criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability. Additionally, the University may verify whether I am prohibited from participation in federal or state health care programs due to fraud, abuse or misconduct. This participation extends to all mandated governmental exclusion listings. By submitting this application, I understand that my inclusion on a state or federal exclusion list may invalidate any offer of employment or require my immediate termination of employment.

Submitting this application to the University of Illinois does not obligate the University of Illinois, the State Universities Civil Service System, or any institution or agency served by it.

☑ I agree to above statement

You must upload your documents to have your application and documents submitted for consideration and review. After you have uploaded your documents above you must select SUBMIT.

If you are not ready to submit, you can select exit.If you are not ready to submit, you can select exit. By selecting exit, the document's that you have uploaded will be maintained.

◀ Back ▶ Submit ✖ Exit

You should now see your **Profile** page
In the "Documents to Complete" section, you can see the date and time that your application was completed
Under Action, you can select "View", which will display the application that was submitted for the position.
Also, in the "Documents" section, you will see each document that you uploaded for a specific job.

You must click on Logout to leave the applications system!

Profile

If you are applying for Civil Service permanent or Extra Help employment and have no documents to complete below, please click on **CIVIL SERVICE JOBS/APPLICATION** in the menu bar above.

Candidate

Name:	Kristen McClure
Address:	807 S Wright St Champaign, Illinois 61820
Home Phone:	217-244-9010
Email:	klmcclur@illinois.edu
Profile Created:	June 3, 2009 at 2:17 PM
Last Updated:	June 3, 2009 at 2:48 PM

Logout | Edit Profile

Ready to apply? For Academic jobs, click **Academic Jobs** in the menu bar above. For Civil Service and Extra Help, click **Civil Service Jobs/Application** in the menu bar above. For help with the application process, click **Learn More** above.

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Visiting Research Programmer, Department of Computer Science			
Academic Professional Application			
Name	**Requested**	**Completed**	**Action**
Academic Professional Profile	06/03/09 2:40 PM	06/03/09 3:04 PM	View Edit

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Documents submitted may be viewed, but not edited, by clicking the document link below.

Name	Type	Job Title		File	Uploaded	
Kristen McClure	Letter(s) of or List of References	Visiting Research Programmer, Department of Computer Science	W	References.doc	06/03/2009	Delete
Kristen McClure	Cover Letter	Visiting Research Programmer, Department of Computer Science	W	cover letter.doc	06/03/2009	Delete
Kristen McClure	Resume	Visiting Research Programmer, Department of Computer Science	W	resume.doc	06/03/2009	Delete

For additional assistance, please contact Academic Human Resources at (217) 265-6549 or send an email to jobs@illinois.edu.