

## ILLINOIS STATE CIVIL SERVICE COMMISSION

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### General Information Concerning Examinations for the State Service.

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The work of the State Civil Service Commission is governed by the State Civil Service Law, approved March 11, 1905, in force Nov. 1, 1905. It provides for a State Civil Service Commission of three members which is charged with the duties of making rules governing appointments and promotions in the classified service of the State, and the holding of examinations for such appointments.

The exempt class contains positions to which appointment may be made without certification or examination by the Commission. In the Institutions covered by the State Civil Service law, the Superintendent is in the exempt class.

The competitive class contains positions to which appointment must be made from the eligible list resulting from open competitive examinations, held by the Civil Service Commission, by transfer or promotion from some other position in the same class or by reinstatement of some person previously separated from the service. This class includes all positions in the seventeen charitable institutions in the State, except those contained in the exempt class, the employes of the Board of Administration, the Charities Commission and the psychopathic institute.

For positions in the competitive class, the Commission holds competitive examinations throughout the State from time to time in accordance with the needs of the service. The names of successful competitors are placed on the eligible lists in the order of their relative standing in the examination. When an appointing officer notifies the Commission of a vacancy, three names are certified from the head of the appropriate eligible list from which he selects one for appointment. His discretion in making such selection is absolute except that the law requires that it shall be made without regard to political consideration.

#### CIVIL SERVICE OF CITIES AND COUNTIES.

This Commission does not receive applications for admission to the Civil Service of the Cities and Counties of the State under Civil Service laws. All such applications should be directed to the Secretary of the Civil Service Commission in the City or County where employment is desired. The City of Chicago has a Civil Service law covering about 12,000 employes and the Cities

of Evanston and Springfield are under the same law. Rockford, Elgin and Aurora and several other cities have adopted laws affecting their police and fire departments. Cook County has a County Civil Service law partially covering the service, about 800 positions being included.

#### UNITED STATES CIVIL SERVICE.

The Illinois State Civil Service Commission has nothing to do with examinations for United States Civil Service positions. For information concerning examinations for the federal service, apply to the United States Civil Service Commission, Washington, D. C.

#### DATES AND PUBLIC NOTICE OF EXAMINATION.

There are no regular dates for examinations held by the Commission. Dates will be fixed for the various examinations in accordance with the needs of the service and reasonable public notice given in advance, through the public press. Inquiries as to the date of examinations for any position cannot usually be answered until such notices are issued.

The names of persons making inquiries concerning examinations for which no date has been set will be placed on a mailing list for notice of the examination when held. Persons making general inquiry should specify as nearly as possible the nature of the position or examination in which they are interested so that their inquiries may be intelligently answered.

#### APPLICATIONS.

All candidates for examination are required to make out applications on regular blanks furnished by the Commission. All applications must be filled out and affidavits signed in the handwriting of the applicant, except that persons who are unable to write may have their applications filled out by some other person, but must have their names identified by their mark and said mark witnessed.

Applicants should use great care in executing their applications, answering every question on the blank and carefully reviewing the oath, physician's certificate, and application to see that all blanks are filled and all questions answered and should forward them at the earliest date possible. The object of the application is to show that the applicant is entitled to enter the examination by age, residence, citizenship, etc., at the time of the examination and also to furnish the address of the applicant for such

notices as the Commission needs to send. It is, therefore, important that the Commission be notified of any change in the address or residence occurring after the application is filed.

Unless the applications are received at the office of the Commission by noon of the fifth day prior to the date set for the examination they will not be accepted for that examination and the candidate will have to wait for the next examination. Requests for application blanks or information should be addressed to "Chief Examiner, State Civil Service Commission, Springfield, Ill," and should, if possible be sent so as to reach the Commission ten (10) days in advance. If sickness or other sufficient cause prevents an applicant from attending an examination for which he is notified, he may, by returning his notice, have his application kept on file for future examination, provided such examination occurs within one year from the original filing of the application. Otherwise an application is good for only one examination and an applicant having entered one examination must file a new application for a subsequent examination of the same or of another kind. No fee is charged for examination.

#### PERSONS WHO WILL NOT BE EXAMINED.

No person is eligible to competitive examination: (a) who is not a resident and a citizen of Illinois; (b) who is not within the age limitations prescribed for the examination for which he applies; (c) who is physically disqualified for the service which he seeks; (d) who is addicted to the habitual use of intoxicating beverage to excess; (e) who has been dismissed from the public service for delinquency or misconduct; (f) who has made a false statement in his application or has been guilty of fraud or deceit in any manner connected with any application or examination under the Commission, or who has been guilty of crime or infamous or notoriously disgraceful conduct. No application for examination will be accepted unless the applicant satisfies all the preliminary requirements as indicated in the description of the particular examination.

The Commission will hold examinations in different towns and cities in the State. The location of the examinations will be determined from the applications on file in the office of the commission, it being the desire to hold examinations in cities nearest the largest number of applicants. Persons applying after the notice of examination has been published will have to go to the city nearest them named in the advertisement.

### WHAT APPLICANTS MUST BRING TO EXAMINATION.

All competitors must provide themselves with pens, penholder, pencils, erasers, ink and blotters. Stenographers must bring their own typewriters. Competitors should not bring any paper for use in the examination rooms as sufficient blank paper will be furnished for all purposes.

Each applicant must present his ticket of admission in order to be admitted to the examination.

### CHANGES OF ADDRESS.

Applicants and eligibles must keep the Commission informed of any change of post-office address. A failure to do so will be treated as the fault of the applicant or eligible, and may result in his losing an opportunity of examination or appointment. Requests to have the address changed should be made by letter; and should state whether the applicant has been examined or not. Such letters should relate only to the change of address.

### RULES GOVERNING EXAMINATIONS.

A set of rules governing competitors in examinations will be given to each competitor at the beginning of every examination. A method of numbering will be used whereby the identity of the competitor will not be disclosed to the examiners until his papers have been marked and reviewed and his general average determined. The different subjects in each examination are given relative weights according to their importance. These weights represent the value of each subject in the whole examination. The method of obtaining the general average of a competitor is as follows; Multiply the mark obtained in each subject by the relative weight of that subject, add the products and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the general average of the competitor for that examination.

### EXAMINATIONS TO BE PRACTICAL.

The examinations to be given will be practical. The examiners will, as far as possible, be practical men in the line of work in which an examination is to be given. These examiners will, as far as possible, make the same requirements and qualifications of an applicant as they would if they were privately employing the applicant and were individually responsible for his competency and character. The examinations may be written or oral, or both, as determined before the date of examination.