

When are promotional test announcement for Civil Service titles posted?

- Generally, Civil Service test announcements post the first business day of each month and remain open for 21 calendar days. The Civil Service Commission decides the titles to be announced on any given month.

I am currently provisional in a promotional Civil Service title, how will I know the test announcement for my title is posted?

- Any provisional serving in a title whose promotional announcement posts will receive an email directly from Human Resources that contains the announcement and instructions for entering the Civil Service Commission's Online Application System.
- A complete list of each month's promotional Civil Service Test Announcements will be distributed to Rowan employees via a Rowan Announcer and made available on the Human Resources website ([https://sites.rowan.edu/hr/recruitment\\_and\\_staffing/test.html](https://sites.rowan.edu/hr/recruitment_and_staffing/test.html)) for the duration of the posting period.

I am not currently provisional in any title, but I want to be aware of current promotional Civil Service Test Announcements. Can I get on any type of notification list?

- No. However, if a specific exam announcement is open to a specific title in which you have currently served for the stated time frame, you will receive an email directly from Human Resources that contains the announcement and instructions for entering the Civil Service Commission's Online Application System upon the announcement's posting. Please note that receiving this email does not guarantee eligibility to hold the title at that time. The Civil Service Commission will determine education and/or experience eligibility based on your submitted application.
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I am having difficulty with my online application. Who can I contact for assistance?

- For technical assistance with submitting your online application and/or your online application fee, you can contact the Civil Service Commission's Information Center at (609) 292-4144.

I submitted my application, now what?

- The processing time from application submission to examination to list promulgation varies widely and cannot be estimated. It may takes several weeks or over a year for a list to be generated from any given promotional announcement.
- It is the applicants' responsibility to monitor their email and postal mail for any status updates the Civil Service Commission may provide, as Rowan University typically will not receive any status updates during the exam process until a list has been generated.
- The Civil Service Commission decides the exam administration methods used for each promotional announcement. You will be notified directly from the Civil Service Commission if you are scheduled to participate in an assembled examination.
- The Civil Service Commission will notify you directly of your eligibility, ineligibility, and/or eligible ranking.

May I appeal a Civil Service decision regarding my eligible status, ranking, or other exam issue?

- Any correspondence you receive from the Civil Service Commission will contain contact information where you can direct further inquiries. If no contact information is available, you may contact the Civil Service Commission's Information Center at (609) 292-4144.

I have been notified I'm on a list. How long will I remain on that list?

- Promotional lists are typically active for three years. The notification you receive from the Civil Service Commission will provide the expiration date for your specific list.
- You will remain on the list until you are appointed from the current list, you are appointed from another list of a higher class code, or the list expiration date; whichever happens sooner.

How do I get appointed from a list?

- List certifications are used as needed to appoint employees into a specific title as vacancies arise in that title or to appoint provisional employees into their positions on a regular/permanent basis.
- When the need for a certification arises and you are on the applicable list at that time, you will receive an email directly from Human Resources with directions for responding in the prescribed time frame.