Wisconsin State Civil Service Examination Procedures

Tests are administered on the second Saturday of the month. Testing commences promptly at 8:30 AM, and they are given at various locations throughout the State of Wisconsin. The nearest testing sites are at Ashland WITC, Main Entrance, Student Services Office, 2100 Beaser Avenue, Ashland, WI, and at Rice Lake WITC, Room 241-243, 1900 College Drive, Rice Lake, WI. Depending on local need and upon advance request to the Office of State Employment Relations (OSER), an exam may occasionally be administered at the Superior WITC on the corner of 21st Street and Catlin Avenue. There will be a sign in the lobby directing you to the appropriate room location. Follow this link to view all Monthly Examination Locations posted on OSER's website.

Follow this link to view the Civil Service Exam <u>Schedule</u> for the State of Wisconsin. Prior to the test date, please contact **Job Service** (715.392.7800) or the **UW-Superior Office of Human Resources** (715.394.8220) to verify that it has not been cancelled or rescheduled.

<u>Pre-registration</u> for all Wisconsin State Civil Service Exams is now required. Applicants may pre-register online at www.wisc.jobs/ or by calling the pre-registration phone line at 608.266.1536. Applicants will receive confirmation after they have registered. The deadline for pre-registration will be posted in the job announcement. Only pre-registered applicants are guaranteed you and opportunity to complete an exam. A Wisc.Jobs Applicant ID Number is required to complete a state exam. Your Wisc.Jobs Applicant ID Number is provided on the confirmation you receive after you pre-register on-line.

If you pre-registered on-line, you have completed the state application form and will not need to bring a paper copy with you to the exam center. If you pre-registered by phone, you will need to bring a completed Application for State Employment with you to the exam center. The Job Announcement Code for the state application form will be provided at the test site. Everyone must bring a picture I.D. card and two #2 sharpened pencils to the examination site. Pencils will not be provided.

Calculator Usage: Calculator use <u>is</u> allowed unless the **announcement** for that exam specifically states that 'Calculators may not be used on this exam.' Do not bring a calculator that must be connected to ac power. Cell phone calculators, programmable calculators or those with alphabet keypads are not permitted. Your proctor will <u>not</u> provide calculators.

Classifications common to UW-Superior and the corresponding Civil Service Exam title that may be used to fill vacant positions are listed below:

Custodian Lead
Facilities Maintenance Specialist & Advanced
Facilities Repair Worker & Advanced
Human Resources Assistant
HVAC/Refrigeration Specialist & Advanced
Library Services Assistant Senior
Office Support