

State Civil Service Commission
Frequently Asked Questions Website Posting

1. Where can I locate civil service examination announcements and submit applications?

On April 23, 2018, civil service test announcements and the online application moved to the Commonwealth's state employment website at www.employment.pa.gov. Since non-civil service job openings are also located on this website, job seekers may conveniently explore all jobs and apply on one website.

2. How does the new civil service application and hiring process work?

Applicants use www.employment.pa.gov to view and apply for civil service and non-civil service positions. Each posting indicates if the position is civil service or non-civil service.

Each civil service job posting describes the hiring process used to fill the position. Some civil service positions still require applicants to take a written exam at a test center. However, job seekers are also able to apply to more civil service positions by completing an application and answering job-related questions online.

The most common civil service announcements/postings and the associated hiring processes are:

- Written Examination for Future Vacancies - This type of posting requires job seekers to submit an application for the job title and complete an examination at one of the State Civil Service Commission's test centers. Applicants who meet the minimum requirements for the job title and receive a passing examination score are notified via email when openings are available. The examination score attained by the candidate will be used for all individual positions for which the candidate applies. Candidates with the highest scores who apply to the openings are referred to the hiring managers for interviews.
- Online Examination for Future Vacancies – This type of posting requires job seekers to submit an application for the job title but instead of taking a written examination at a test center, candidates answer job title related questions as part of the application process. Job related questions are scored for applicants who meet the minimum requirements. Applicants with passing examination scores are notified via email when openings are available. The examination score attained by the candidate will be used for all individual positions for which the candidate applies. Candidates with the highest scores who apply to the openings are referred to the hiring managers for interviews.
- Current Vacancy Postings – There are two types of postings for current vacancies. In one version, the applicant is first required to complete the written or online examination for the job title before they submit an application for a specific vacancy. The examination score attained on the written or online examination for the job title will be used to determine the highest ranking candidates for the specific vacancy.

In the second type of vacancy posting, the job seeker submits an application for the vacancy and answers questions developed for the specific vacancy. These questions are based on the most important duties in the position description and the answers will be scored for applicants who meet the minimum requirements. Since questions may vary based on

specific duties, applicants may receive different examination scores when they apply for multiple vacancies that are assigned to the same job title. In both versions of the vacancy postings process, the candidates with the highest scores are referred to the hiring manager for interviews.

3. Which civil service job titles are being posted for application?

On April 23, 2018, select job titles which are open for application on a continuous basis were posted at www.employment.pa.gov. In addition, individual position based vacancy announcements that are open for only a limited period of time will be posted on the website. Since these vacancy announcement will change frequently, you are encouraged to periodically check the website for updates.

4. I am already on employment certification lists for civil service job titles. Am I being considered for available job opportunities resulting from these lists? Can my existing test score(s) be transferred to the new system?

Commonwealth and local government agencies continue to have access to existing civil service employment lists and may survey individuals on these lists to fill available vacancies on a case by case basis for a temporary period of time. Since the new system does not allow for the transfer or upload of existing examination scores, applicants will be required to reapply and retest for examinations.

5. I previously applied for civil service examinations. Will I continue to use the same account credentials in the new system?

Applicants are required to have an account on www.employment.pa.gov. If you previously applied for a non-civil service position through the Commonwealth employment website, you can use the same account to apply for civil service positions. If not, after you create your new account, you will use that account to apply for all civil service and non-civil service postings.

6. I plan to apply for a job title that requires a written examination. How do I schedule my examination?

After you submit your application at www.employment.pa.gov, you will receive an email that will provide specific instructions on how to establish a new account for the Commission's CAPS examination scheduling system. After establishing a new CAPS account, job seekers are able to schedule any available examination that requires a written examination.

7. May I submit my application at a Commission test center location?

Commission test centers located in Harrisburg, Philadelphia and Pittsburgh provide computers in their lobby areas for the use of job seekers to view employment opportunities posted on the www.employment.pa.gov website and submit online applications. Please note that applicants who apply for a position that requires a written examination will receive notice via e-mail with instructions about how to schedule their examination. Applicants will be unable to immediately test after submission of an application at a Commission lobby computer.

8. What is walk-in testing and it is being offered at this time?

At times, applicants who have scheduled a written examination may want to test

on a different date and/or a different time and may want to walk-in to a test center for immediate testing. At this time we are not offering the walk-in testing option. We expect that walk-in testing will be offered again in the near future after the initial period of adjustment to the new system has concluded. Applicants do continue to have the ability to use the Commission's scheduling system to reschedule examinations to a more convenient time.

9. Will veterans' preference still apply to civil service job opportunities?

Yes. Under state law (Pennsylvania Military Affairs Code), eligible veterans receive a hiring preference and ten additional points added to their civil service examination results.

10. What should I do to maximize my opportunities for civil service employment?

Since new employment opportunities are posted on a continual basis, you are encouraged to visit www.employment.pa.gov frequently. You may also sign up to receive "Job Alerts" for notification by e-mail when a position in an occupational category you selected is posted. Click the "Open Jobs" section located in the upper right section of the website homepage for instructions to sign up for "Job Alert."