

**State of Illinois
Applicant Job Guide**

REALLY

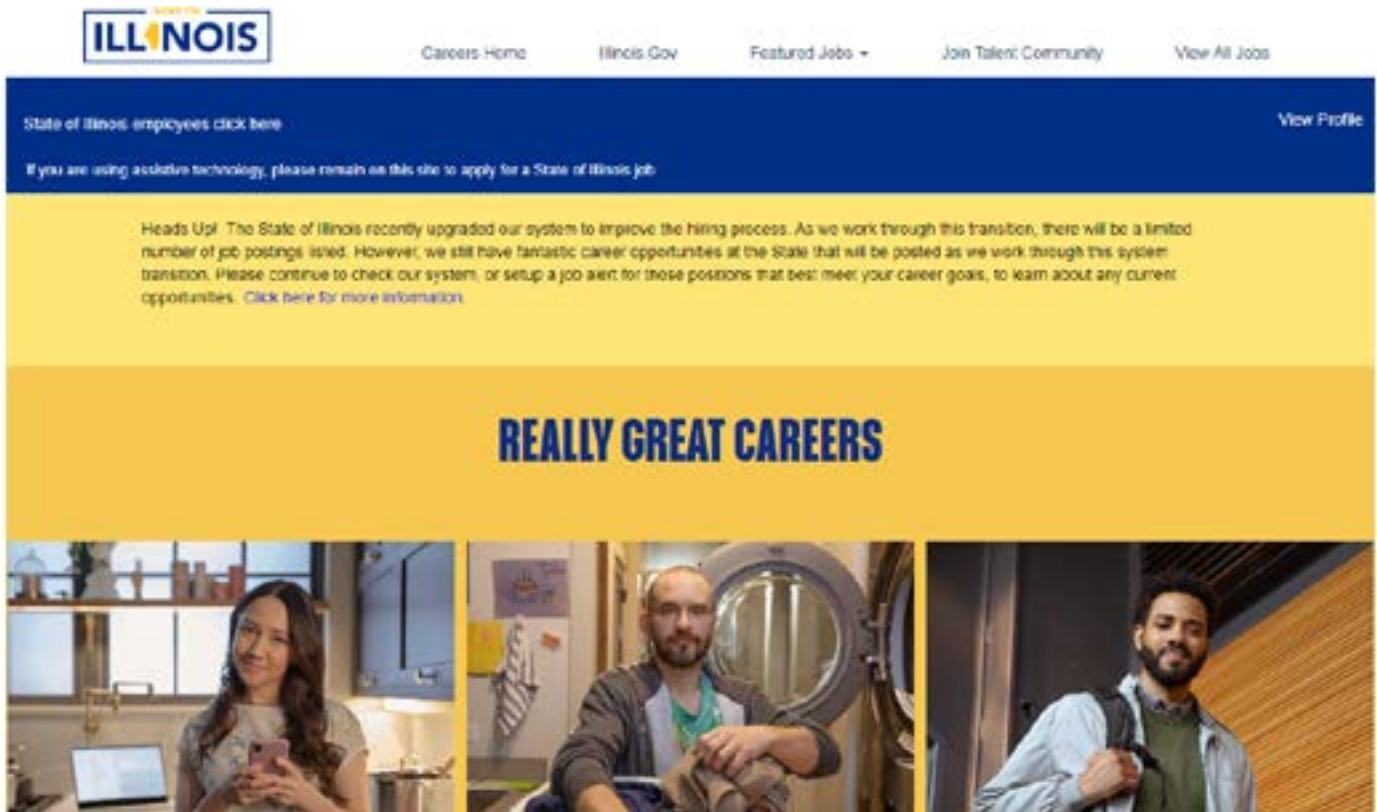
GREAT CAREERS



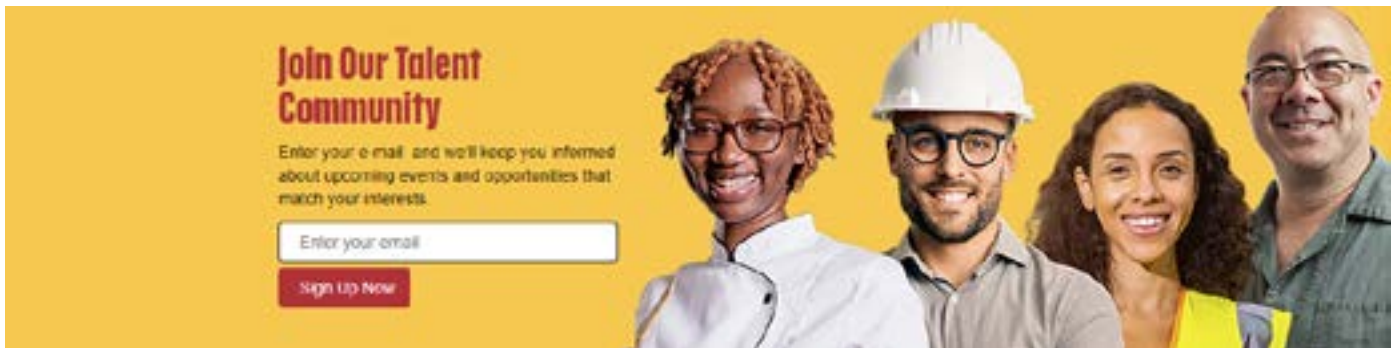
work.illinois.gov

The State of Illinois has really great career opportunities in almost every field that you can imagine! Come check out our current openings and create a career profile for easy ongoing applications. We'll even help you set up job alerts to let you know when we have openings in areas that you are seeking!

1. Click on this link to get started: work.illinois.gov.
Or, you can open a browser window and enter: <https://illinois.jobs2web.com>.
 - (If you wish to copy and paste the link, highlight the link with your mouse, right-click and select **Copy Hyperlink**. Open a browser window, click in the address field and then right-click and select **Paste**.)
2. You will reach the main page of our Really Great Careers website. From here, you can:
 - Search for **Jobs**
 - Create your **Career** Profile to apply for jobs
 - Set up **alerts** for jobs you are interested in to be notified as soon as they become available.



3. Let's create your account! Scroll to the bottom of the web page to Join Our Talent Community and enter in your email address. Click the **Sign Up Now** button.



You will arrive at the Create an Account screen.

- **Enter** in your **information**.
- **Click** the **notifications box** to receive email notifications.
- **Read and accept** the data privacy statement.
- Click **Create Account**.

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case sensitive

*Indicates a required field.

Email Address: *

Retype Email Address: *

Choose Password: *

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password: *

First Name: *

Last Name: *

Country/Region of Residence: *

Notification: Receive new job posting notifications

Terms of Use: * [Read and accept the data privacy statement.](#)

You will know that you have successfully started your profile when you receive this response. **Click View Profile.**



4. Let's finish your Career Profile.

Please note, if you are applying for a Merit Comp (Non Union) position, you are **REQUIRED** to upload a resume and complete all required segments.

- A. Each section of the Candidate Profile expands so you can enter your information. Click on each section title.
- B. Start by uploading your resume if you have one in the My Documents section. (This will populate your information if your resume format is readable, saving you time and energy.)



- C. Complete all required information in each section (as noted by the asterisks *).



D. Click SAVE often as application may time out.



E. **Jobs Applied** – After you have applied for a job, the information will show here along with status updates.



F. **Saved Applications** – If you have started applying to a position, you may save it at any point, until you are ready to submit it. Applications must be submitted on or prior to the posted closing date. Saved applications are not submissions and will not be considered for employment.



G. **Previous Employment** – be sure to list month, date, and year so that your experience and time in positions are counted correctly.



H. **Education** – Remember to select the Degree Status for accuracy in order to receive credit for your educational experience.



I. **Skills** – Do have special skills such as Python coding, Project Management, or Leadership? Be sure to list them here.



- J. Certifications/Licenses** – Are you certified in Lean Six Sigma? Have a Real Estate license? This would be the place to make sure we know about them.

▼ Certifications/Licenses

There are no items in this section.

© Add **J**

- K. Geographic Mobility** – What counties would you prefer to work in? Are you willing to move to another part of the State? Let us know!

▼ Geographic Mobility

There are no items in this section.

© Add **K**

- L. Save Often** – Now that you have entered in your profile information, click SAVE one more time!

▶ Certifications/Licenses

▶ Geographic Mobility

L Save

Congratulations! You are ready to search and apply for positions within the State of Illinois!



Did you know?

CMS Career Counselors are available by appointment to help you determine which positions you may be qualified. To set up an appointment, call (217) 782-7100 or email CMS.CounselingByEmail@illinois.gov.



Career Counseling
Scan or Click

- 5.** Let's search for available positions listed on the website.
- From your Candidate Profile, click **View All Jobs** in the upper right-hand corner.
 - Or you can start from the landing page of the website: work.illinois.gov
 - Search by Keyword
 - Type in the job title you are looking for
 - Only the jobs you are interested in will show up

Search results for "office associate".

Search by keyword (e.g. County, Job Title etc.) office associate	Search by location (e.g. City)	Search
Show More Options	Search by Postal Code	

- Search by City or Zip Code
 - Type in the City or Zip Code where you want to find a job.
- Scroll through job postings
 - You can scroll through the list of postings
- Click **More Search Results** to view additional postings

TRAFFIC OPERATIONS ENGINEER		
Location	Date	Job Requisition ID
Springfield, IL, US, 62764	Jul 12, 2024	39625

Information Technology Procurement Office Administrative Officer (Senior Public Service Administrator)		
Location	Date	Job Requisition ID
Springfield, IL, US, 62702-5170	Jul 25, 2024	40092

[More Search Results](#)

- 6.** Click on the posting you are interested in.
- Posting information comes up with the details of the job.
 - The **Posting Number** is above the **Position Overview**.

Posting Identification Number 38467

Position Overview

The Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Title IV-E and Medicaid Supervisor. Under administrative direction, this position will manage and direct the operations of

- 7. Minimum Qualifications** for the position are listed.
- Review the Minimum Qualifications on the posting.
 - You must have these skills to apply for the position.

Minimum Qualification

1. Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with co in business or public administration
2. Requires three years of progressively responsible administrative experience in a public or business organization, includ professional experience in the determination and monitoring of eligibility or compliance with Title IV-E, Medicaid, or Tempo Assistance for Needy Families (TANF)

8. Date by which you must apply.
- Note the **Closing Date** of posting.
 - Applications must be submitted by end of business on date listed on posting.

Date: Jun 21, 2024

Location: Springfield, IL, US, 62704

Job Requisition ID: 38467

Position Title: PUBLIC SERVICE ADMINISTRATOR - OPTION 1 - ELIGIBILITY DETERMINATION UNIT

Agency: Department of Children and Family Services

Closing Date/Time: 07/28/2024

Salary: Anticipated Starting Salary \$7,875 - \$9,583 Monthly

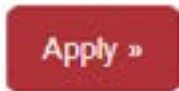
Job Type: Salaried

County: Sangamon

Number of Vacancies: 1

Plan/BU:None

9. Once you have identified a position you would like to apply for, click the red **Apply** button and follow directions.
- Answer all questions completely and thoroughly as though we do not see the information in your profile or resume.
 - This is your opportunity to make sure we understand your skills and experience.



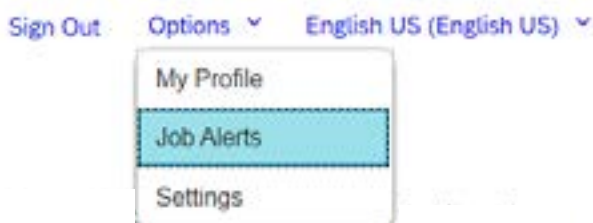
Did you know?

Veterans receive additional points in the hiring sequences based on verified service.



Veterans Outreach
Program
Scan or Click

10. Now it's time to set up some **Job Alerts** so that you will be notified when other opportunities are posted that fit your skills and experience.
- From the **Candidate Profile Page**, click on **Options** and select **Job Alerts**.



- Make sure the **Receive new job posting notifications box** is checked.
- Click on **Create New Job Alert**.

Job Alerts

Receive new job posting notifications

Click "Create New Job Alert" to start setting up a Job Alert.



- Create an alert based on **keywords, job title, location, county, or zip code** (or any combination of those factors). You may want to create a Job Alert just on jobs that are close to you and another job alert based on a skill or title. You may create as many alerts as you want.
- In the below example, we have entered a **Job Title** of Office Associate. You can specify how often you want job alerts sent to you.
- Once the information you want is entered, click **Create Alert**.
- Created alerts will send an email to your account when a position is posted meeting your requirements.

Home » Job Alert Preview for™

Preview results for -

Search by Keyword (e.g. County, Job Title, etc.)

Show More Options

Search by Location (e.g. City)

Search by Postal Code

Select how often (in days) to receive an alert:



Did you know?

Persons with disabilities are provided reasonable accommodations throughout the hiring process. For more information, please call (217) 524-1321 or email CMS.DisabilityResCen@illinois.gov.



Disabled Workers Program
Scan or Click

For general assistance or questions, please call (217) 782-7100 or email CMS.CounselingByEmail@illinois.gov, or call the Illinois Relay Center (800) 526-0844, or contact any of our Central Management Services Recruitment Centers:

CHICAGO Career Services Center
Central Management Services
555 W Monroe Street
4th Floor
Chicago, IL 60661
Career Services: (312) 814-2398

SPRINGFIELD Career Services Center
Central Management Services
Capital City Center
130 West Mason
Springfield, IL 62706
Career Services: (217) 524-1321

CHAMPAIGN Career Services Center
State Regional Office Building
2125 South First Street
Champaign, IL 61820
(217) 278-3435 (voice)

MARION Career Services Center
State Regional Office Building
2309 West Main Street
Marion, IL 62959
(618) 993-7005 (voice)

ROCKFORD Career Services Center
E. J. "Zeke" Giorgi Center
200 South Wyman
Rockford, IL 61101
(815) 987-7004 (voice)



An Equal Opportunity Employer