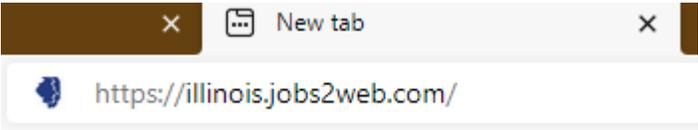# Applicant Job Aid

Setting up a Candidate Profile
Setting up Job Alerts
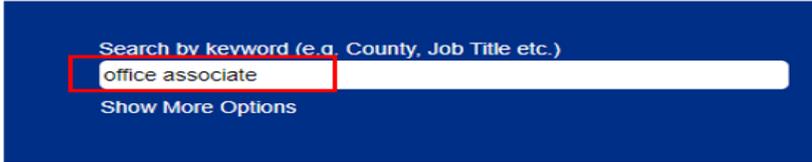## Searching site for Job Postings

Revised February 2022

	Central Management Services Division of Examining and Counseling administers several programs including: • Accommodated Testing Program • Alternative Employment Program (AEP) • Successful Disability (SD) Opportunities Program	Persons with disabilities are provided reasonable accommodations throughout the hiring process and during performance of all job duties. **For more information regarding any of the programs offered by the CMS, please contact**: CMS Disabled Workers Program Coordinator Springfield Assessment Center 130 W. Mason Street Springfield, IL 62702 (217) 524-1321 (Voice) CMS.DisabilityResCen@illinois.gov
1.	**Link** to Careers at State of Illinois website.	• **Enter the link into your browser** tab at the top of your computer screen and hit enter. **work.illinois.gov** You can copy the link by selecting it and pasting it into the browser or you can type it into your browser. • **To copy link:** Hold your left mouse button down and scroll across link. Link will be shaded in grey. work.illinois.gov • Press **Ctrl** and **C** at same time and you have copied the image. • Place the curser in the browser tab and press **Ctrl** and **V** at the same time and it will paste the text or link into the browser.

2.	Candidate is directed to the **Careers at State of Illinois website**. **CMS Career Counselors** are available by appointment to help you determine which positions you may be qualified for within state government. CMS.CounselingByEmail@Illinois.gov	This is the main page. From this page you can: • Search for Jobs • Set up alerts for when a job post • Create a Candidate profile account
3.	The first step in application process is **creating a candidate profile.**	• **Click on** "Join Talent Community" to set up profile
4.	Career Opportunities: **Create an Account** Save your profile. You can come back and update your profile as needed.	• **Enter your information** requested to set up a profile. • **Click the Notifications box** to receive email notifications • Read and **accept the data privacy statement.**

5.	**You will be directed back to** Careers at State of Illinois website.	• **Click on** View Profile Click here for the career portal for State of Illinois employees Thank You. You have successfully modified your account. Back to Job Listings View Profile
6.	**Create a Candidate Profile ONLY** if you are applying for a Merit Comp (Non Union) position is uploading a resume and completing all segments required.	• Start by **uploading your resume** and cover letter in My Documents. • The **Jobs Applied** for segment will track positions for which you have applied. > My Documents > Profile Information > Search Options and Privacy > Jobs Applied > Saved Applications > Previous Employment > Education > Skills > Certifications/Licenses
7.	**Each Segment expands** so you can enter your information.	• **Select Add** to expand the selected segment to enter your information. ❤ Previous Employment *There are no items in this section.* ⊕ Add
8.	**Enter information** as directed.	❤ Previous Employment * Company Name * Job Title * Is This Your Current Position? No Selection * Start Date * End Date MM/DD/YYYY MM/DD/YYYY

9.	**Setting Job Alerts** From the Candidate Profile page. Candidates can request to **receive email notifications** for posting that meet their interests.	• Click on Options
10.	**Job Alerts** links you to set up a job alert. **Consider how your education, training and experience matches up** with the requirements of the positions you are interested in.	• A drop-down menu appears • **Click on** Job Alerts
11.	You will be directed back to the job search link. Pick **what position or location you wish to be alerted to** when it posts.	• **Click on** Create New Job Alert
12.	You will create an **alert that will send an email to your account** notifying you that a job or location you are interested in has been posted. You can search to set up alert: • Search by **keyword** • Search by **County** • Search by **Job Title** • Search by **locations** • Search by **Zip codes**	• In this 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.**
13.	**Confirmation** Alert has been set up.	
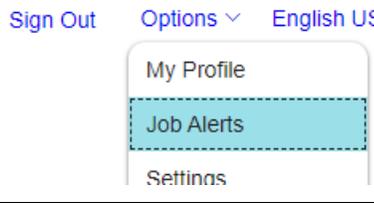
14.	You will **receive an email** to your account. **Testing** **Some positions require an examination** as part of the application process, if an examination is necessary the information will be detailed in the requisition (job posting). **Testing will contact you** as part of the hiring process if a test is necessary.	• **Job alerts will be sent to your email** with the listing of the jobs or locations for which you chose to be altered. jobs.illinois@n… [External] New jobs posted from illinois.jobs2web.com Mon 8/2/2021 8:32 PM 58 … You are receiving this email because you joined the State of Illinois Talent Community on 8/2/21. You **Jobs** PSC/Homeless Prevention Project Manager - Chicago, IL, US, 60607-3800 Property Management Division Manager (PSA, Opt. 1) - Springfield, IL, US, 62702-5145 ENGINEERING TECH IV - DOCUMENTATION COMPLIANCE REVIEWER - IPR#44718 - Springfield, IL, US, 62766-0001 Assistant Procurement Counsel - Springfield, IL, US, 62704 Performance Management Administrator (SPSA Opt 1) - Springfield, IL, US, 62762 HISTORIC SITE INTERPRETER - PSC/CONTRACTUAL 1 - Vandalia, IL, US, 62471-2820 REGIONAL HEALTH OFFICER FOR PEORIA REGIONS/SPSA, OPT 1 - Peoria, IL, US, 61614-4789 CONSERVATION/HISTORIC PRESERVATION WORKER - 0931700 - Grafton, IL, US, 62037-2303 OFFICE ASSOCIATE, Option 2 - 3001500 - La Salle, IL, US, 61301-1216 COVID-19 INFECTION PREVENTIONIST/PSC - Chicago, IL, US, 60603-6191
1.	**To search jobs** from the main State of Illinois weblink.	**Careers at State of Illinois (work.illinois.gov)** • Search all jobs • Select **View All Jobs** • This tab shows all jobs posted **ILLINOIS** Careers Home Illinois.Gov Featured Jobs ▾ Join Talent Community View All Jobs ck here for the career portal for State of Illinois employees View Profile **Find Your Next Career Opportunity with the State of Illinois**
2.	Search by **keyword**	• **Type in the job title** you are looking for • Only the jobs you are interested will show up Search results for "office associate". Search by keyword (e.g. County, Job Title etc.) office associate Show More Options
3.	Search by **County**	• **Type in the County** where you want to find a job Search results for "Sangamon". Search by keyword (e.g. County, Job Title etc.) Sangamon Show More Options

4.	**Scroll** through job postings	• You can **scroll** through the list of postings Click here for the career portal for State of Illinois employees Location — Date — Job Requisition ID Springfield, IL, US, 62764-0001 — Jul 15, 2021 — 5218 OFFICE ASSOCIATE (OPT 2: TYPING) Location — Date — Job Requisition ID Champaign, IL, US, 61820-7474 — Jul 19, 2021 — 4506
5.	**Select** posting	• **Click on the posting** you are interested in. Click here for the career portal for State of Illinois employees Location — Date — Job Requisition ID Springfield, IL, US, 62764-0001 — Jul 15, 2021 — 5218 OFFICE ASSOCIATE (OPT 2: TYPING) Location — Date — Job Requisition ID Champaign, IL, US, 61820-7474 — Jul 19, 2021 — 4506
6.	Posting information comes up with the **details of the job.**	• This is the **Position Overview** • This is the **posting number** Posting Identification # 4506 **Position Overview** Under direction of the Parole Supervisor (Public Service Administrator), independently performs a variety of secretarial and clerical duties for the Champaign Parole Office; types technical and complex reports and correspondence with specialized terminology; maintains files of violation reports, court cases, warrant dispositions and related reports; coordinates data input for Offender Tracking System (OTS/JTS); monitors and transmits electronic correspondence. .
7.	**Minimum Qualifications** for the position are listed. **Candidates must have these skills to apply for the position.**	• Review the **Minimum Qualifications** on the posting **Minimum Qualifications** 1. Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. 2. Requires ability to type accurately at 45 wpm.

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: Jul 19, 2021 Location: Champaign, IL, US, 61820-7474 Job Requisition ID: 4506 Agency: Champaign Parole Office, Department of Corrections Closing Date/Time: 07/30/2021 Salary: Anticipated starting salary $3,239/month; CBA applies; $3,239 - $4,561/month Job Type: Salaried Full Time County: Champaign Number of Vacancies: 1 Plan/BU: RC014
9.	Once the Candidate has identified a position for which they would like to apply, **follow directions on how to submit application.**	Note in the posting **how you are to provide an application:** • **By email** • **By fax** • **By mail** Applications that are mailed, **must** be postmarked by the close of business on the closing date of posting. **IL Department of Veterans' Affairs IVHL** **ATTN: Human Resources** **1015 O'Conor Avenue** **LaSalle, IL 61301** **Fax: 815-223-7020** **EMAIL Applications: Monica.Weeks@illinois.gov**
10.	**Application procedures** **Bargaining Unit Non-Live** (Union positions) **NOTE:** When applying to **a Merit Comp (Non Union) position** a resume will be required to be uploaded to the candidate's profile as well as uploading other necessary certifications and diplomas.	• Candidates must **submit a separate CMS-100 or CMS100B** for each posted vacancy for which they have applied. **The CMS100B is for Promotional Employment Applications.** • For use **only** by current state employees seeking promotion
11.	Blank CMS 100, CMS 100B and Bid Forms can be downloaded, filled out and **saved to your computer for future submissions**.	https://www2.illinois.gov/sites/work/Pages/Download.aspx