State of Illinois Internal Applicant Job Guide

REALLY GREAT CAREERS

WORK FOR ILLINOIS

work.illinois.gov

The State of Illinois is committed to helping our employees grow and succeed in their careers. Whether you're looking to explore a new role, take on more responsibility, or move to a different department, this guide will walk you through the process of applying for internal career opportunities. Let's get started!

1. You must use the SuccessFactors Portal for Contractual Rights.
Login to **SuccessFactors** using your Username and Password credentials.

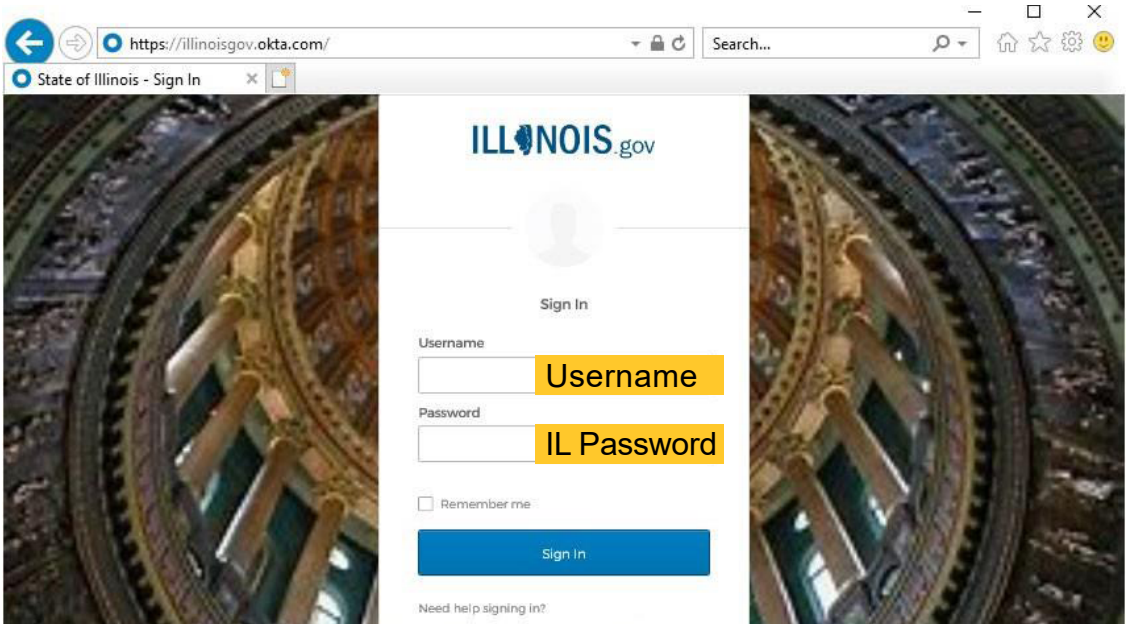
Did you know?

You can use any computer at any time to log into SuccesFactors.

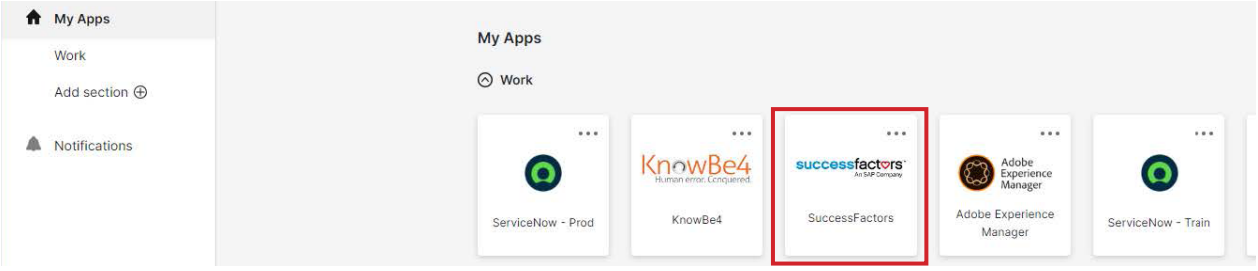
SuccessFactors
Scan or Click

How to Login after Okta Registration

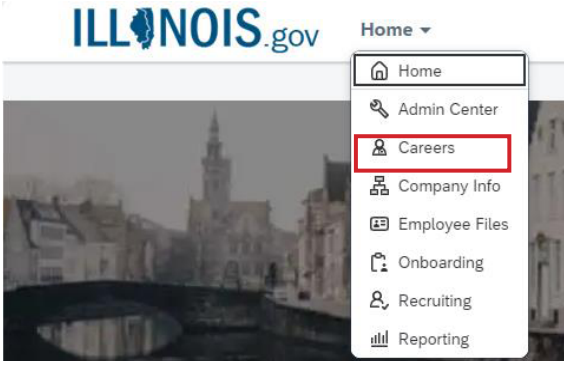
- Access Okta Portal in a browser → **https://illinoisgov.okta.com**
- Enter your IL Active Directory UserID and Password and click on **Sign In**.
- The **Username** will be the userid in email address: <username>@Illinois.gov.



- Click on the **SuccessFactors** application icon



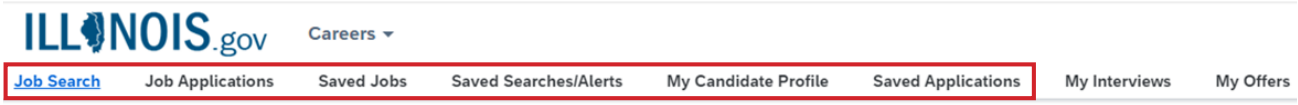
2. You will be redirected to **SuccessFactors** homepage in a new tab. Click **Careers** from the dropdown Home menu.



3. On the top part of the **Career Opportunities page** are a set of tabs that will allow you to view:

- Job Applications
- Save Jobs
- My Candidate Profile
- Saved Applications

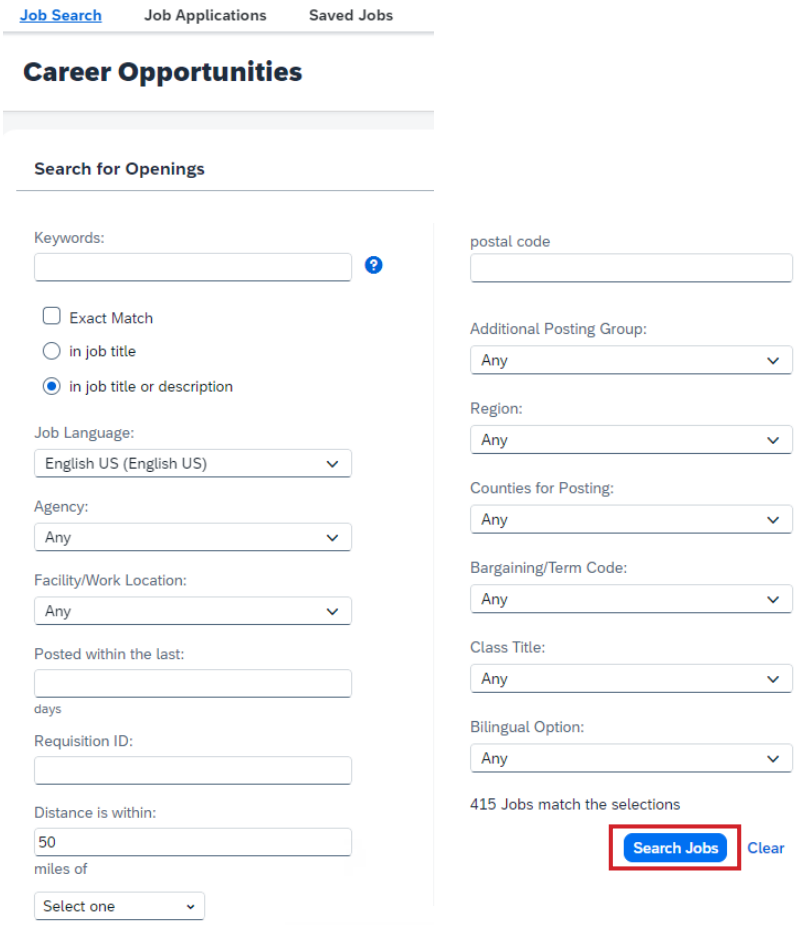
Tabs also include Alerts, Interviews, and Job Offers (if applicable – not viewable unless there is information).



4. Internal Candidates can use the **Search for Openings section** to search for **JobRequisitions**.

Candidates may search using the following:

- Keywords
- Job Language
- Agency
- Facility/Work Location
- Time Posted
- Requisition ID
- Distance from a Zip Code
- Postal Code
- Region
- Counties for Posting
- Bargaining/Term Code
- Class Title



5. Click the **Search Job button**.

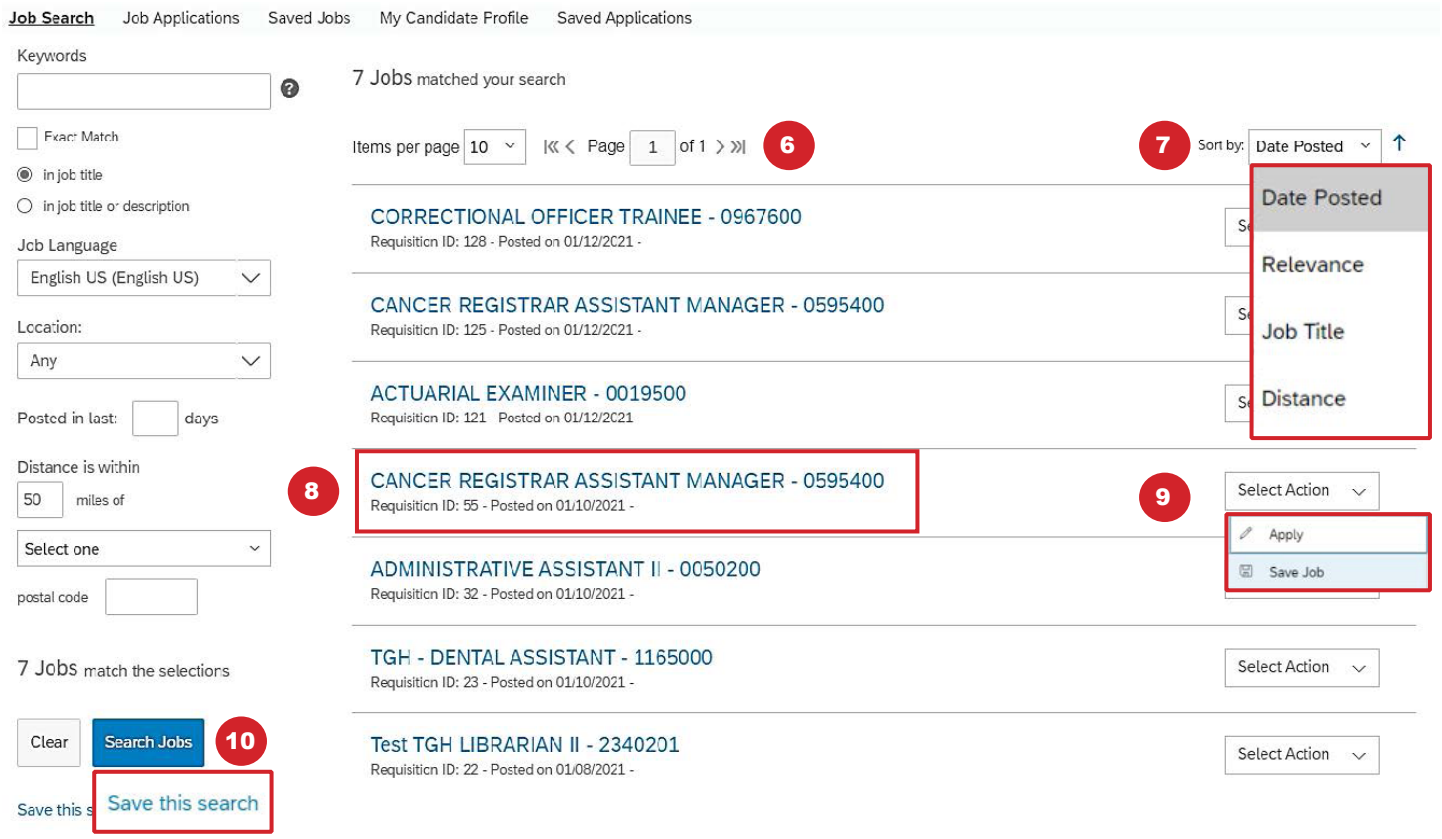
6. You can now view all the jobs from your search.

7. You can narrow your job search by clicking the down arrow of **Date Posted**.

8. Click the **Job Title** to view the job description.

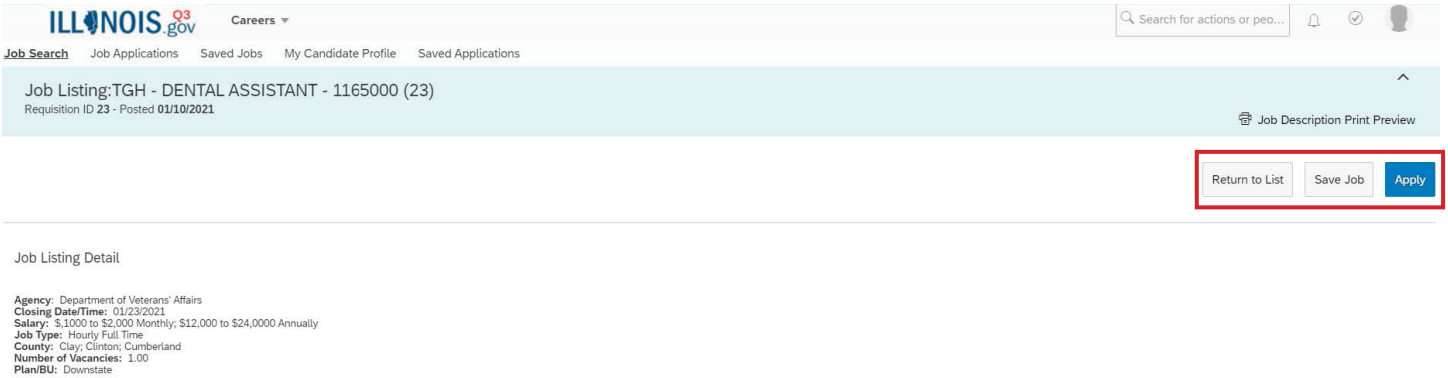
9. Click the **Select Action** down arrow, then click the **Apply** or **Save Job** link. Using the Save Job feature for postings which are of interest allows you to easily retrieve them later in order to review and apply.

10. Click the **Save this search**. This is optional. It will add a **Saved Searches/Alerts** tab at the top of the screen. When you click on that tab, the **Job Alerts** screen is displayed.



11. To apply for a job, click the **Job Title** or click the **Select Action** down arrow to display the list of actions and select the **Apply** link. The **Job Listing Detail page** is displayed.

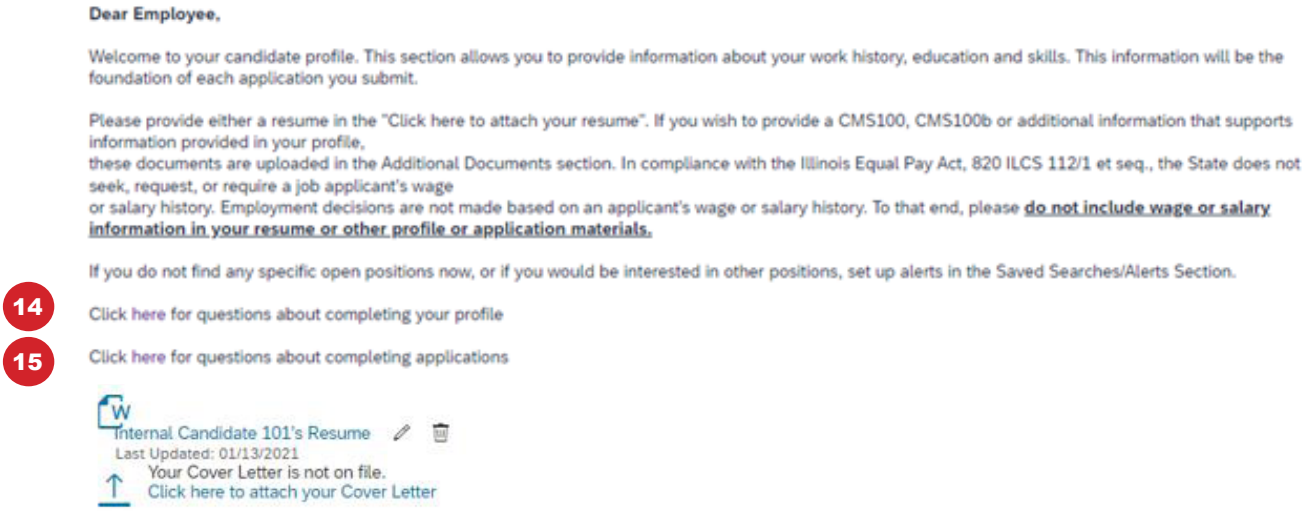
12. From the **Job Listing Detail page**, you can choose **Return to List**, **Save Job** or **Apply**.



13. When you apply for a job, you update the information that flows from your **Candidate Profile**.

14. You can click **here** for questions about completing your profile.

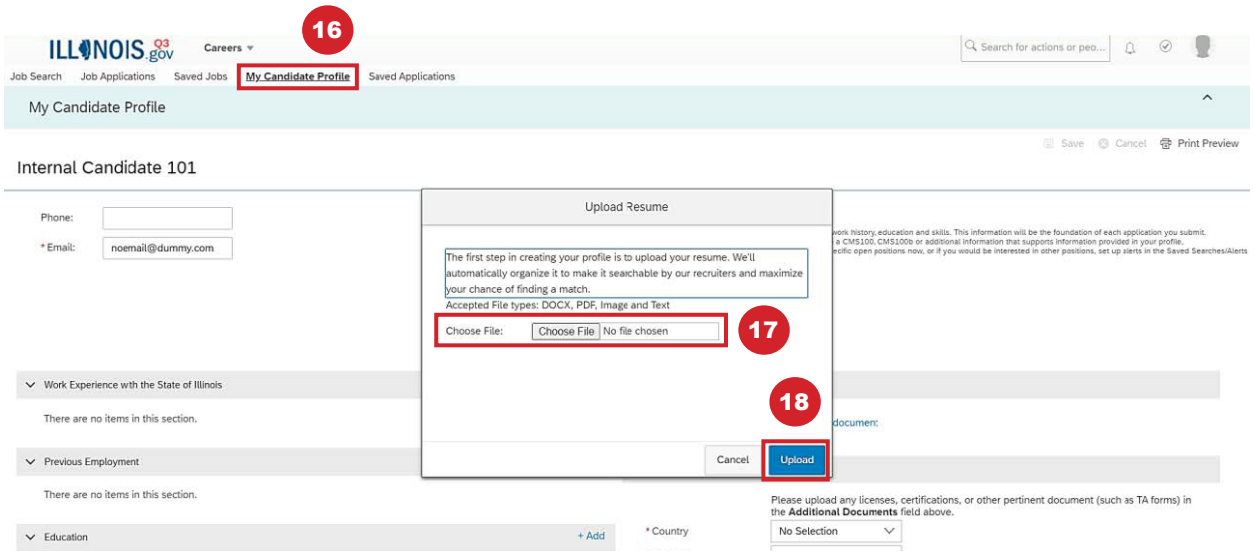
15. You can also click **here** for questions about completing the application.



16. Click the **My Candidate Profile tab**. The **My Candidate Profile screen** is displayed.

17. Select **Choose File** to upload your resume.

18. Click the **Upload button** to attach the resume file. After uploading a resume, a message displays confirming the system has loaded your data. Once your resume has been uploaded, verify that your work experience and previous employment are correct.



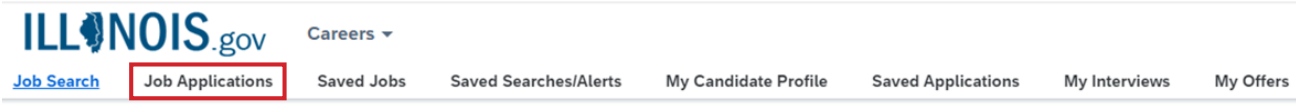
Did you know?

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

Career Counseling
Scan or Click

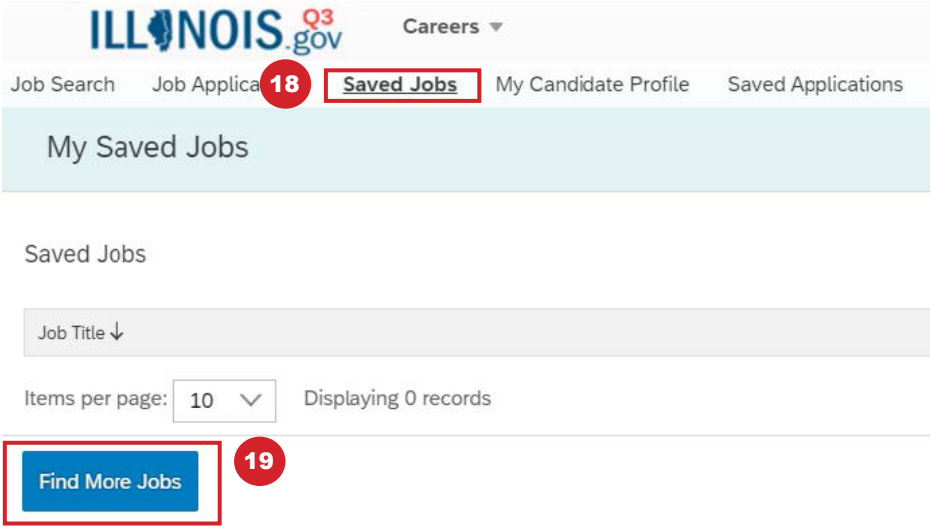
19. If you have started applying to a position, you may save it at any point, until you are ready to submit it. Applications must be submitted on or prior to the posted closing date. Saved applications are not submissions and will not be considered for employment. To display the **Saved Application**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

20. Click the **Job Applications tab**, the **Jobs Application screen** appears and will display any jobs for which you have applied along with status updates.



21. Click the **Saved Jobs tab** to view your saved jobs.

22. On the **My Saved Jobs screen**, click the **Find More Jobs button** to return to the **Job Search page**.

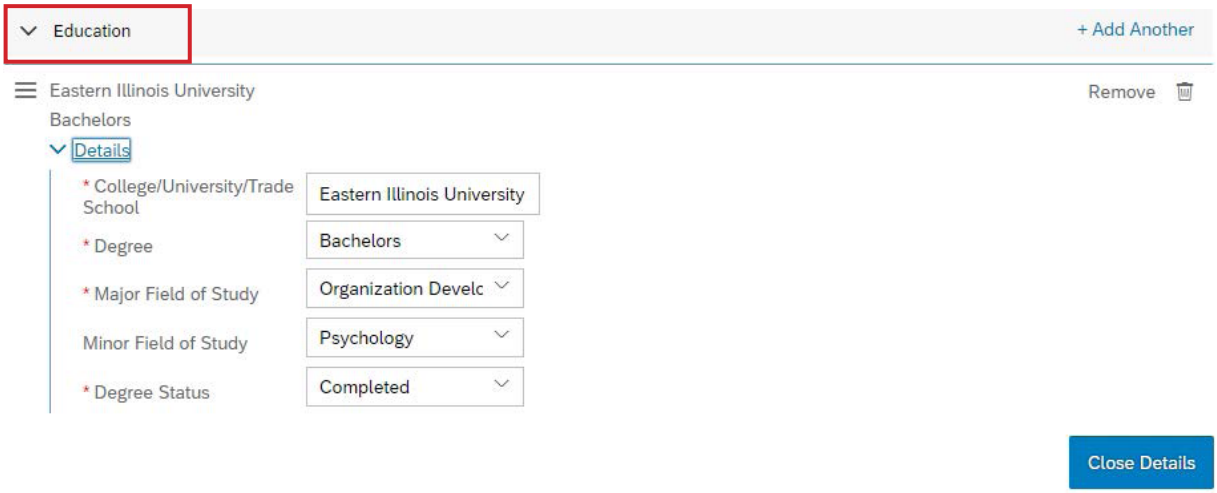


Did you know?

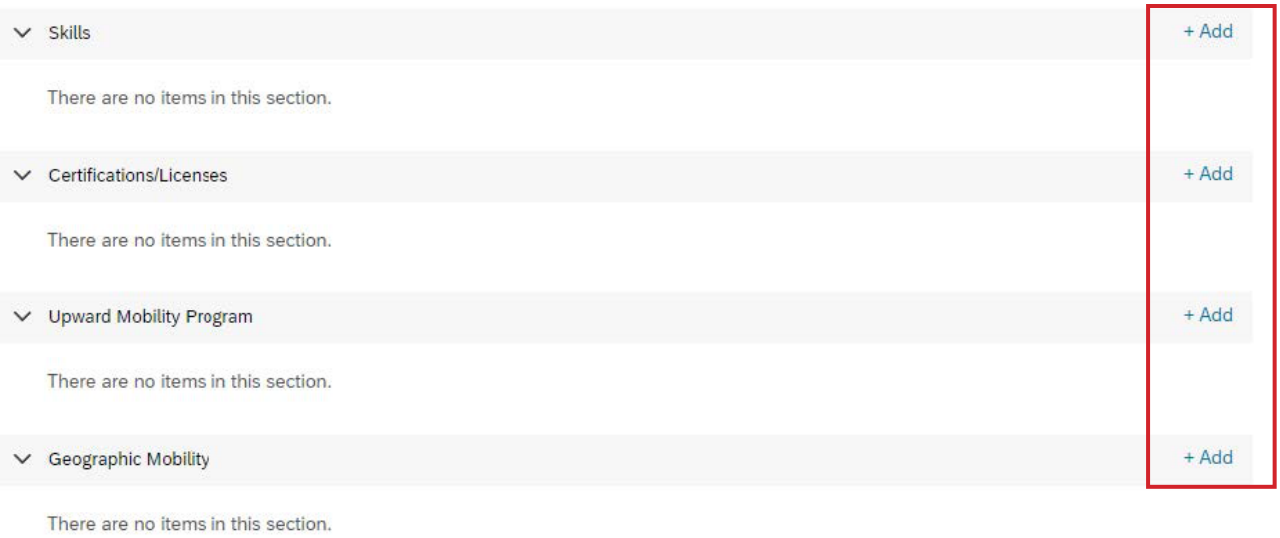
Upward Mobility Program is designed to give state employees an opportunity to advance to more challenging, higher paying positions. For more information, please call 833-452-4836 or email CMS.UMPCounselor@illinois.gov.

Upward Mobility Program
Scan or Click

23. The **Education section** will also need verified to ensure the information flowed accurately. Be sure to complete your Degree Status.



24. The remaining sections including **Skills, Certifications/Licenses**, **Upward Mobility Program**, and **Geographic Mobility** need completed. To input information into each section, click the **+Add button** to populate the fields.



25. Be sure to Save changes in order to keep them.

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

Important Tips:

- **Upload a Detailed Resume**. No matter if it is 10 pages long, we want to know all about your skills and experience. Tell us about all the types of work you've been doing.
- Do have special skills such as Python coding, Project Management, or Leadership? Be sure to list them under **Skills**.
- Are you certified in Lean Six Sigma? Have a Real Estate license? Make sure we know about them by listing them under **Certifications/Licenses**.
- What counties would you prefer to work in? Are you willing to move to another part of the State? Let us know under **Geographic Mobility**.
- **Save often!** Click SAVE each time you enter new information.

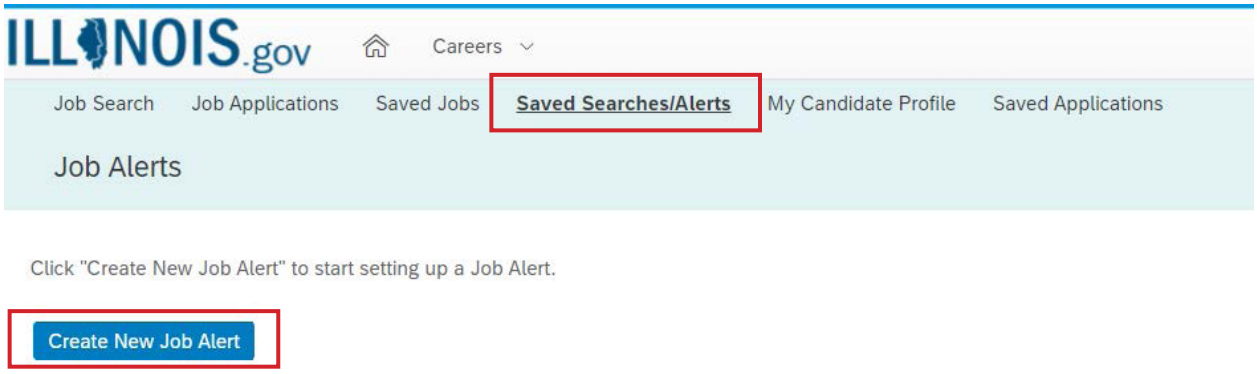
Did you know?

Veterans receive additional points in the hiring sequences based on verified service. For more information, please call 800-643-8138 or email VeteransOutreachByEmail@illinois.gov.

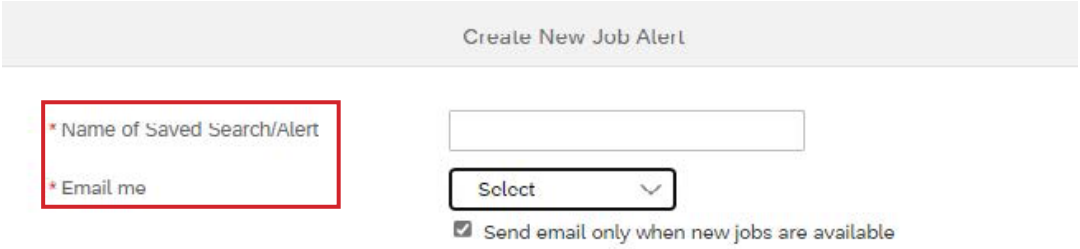
Veterans Outreach Program
Scan or Click

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.

26. Click on the **Saved Searches/Alerts** tab. Then click the **Create New Job Alert button**.



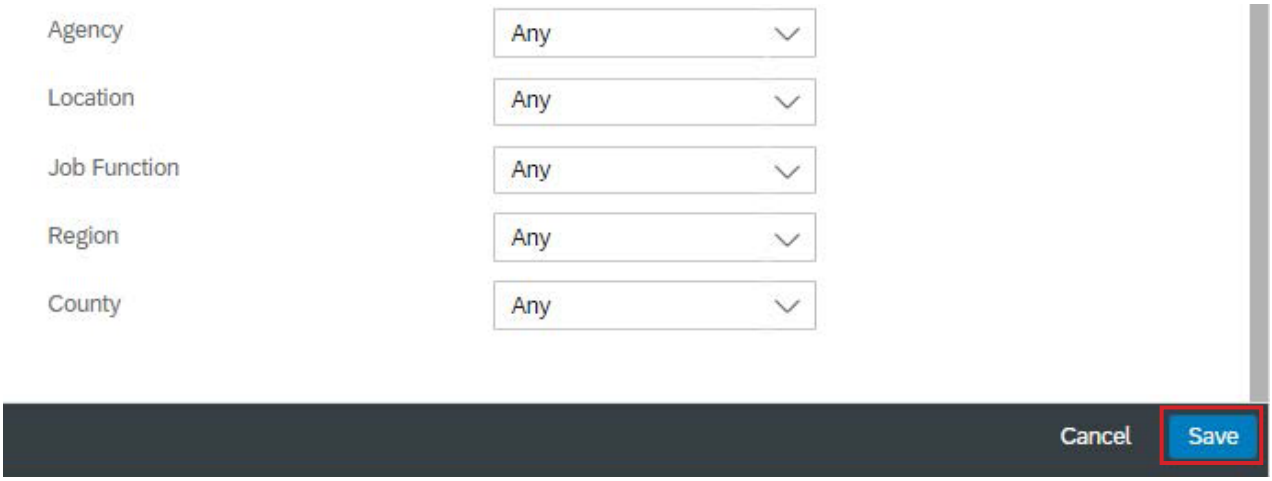
27. The required fields for an **Alert** are **Name of Saved Search/Alert** and **Frequency of Notification**.



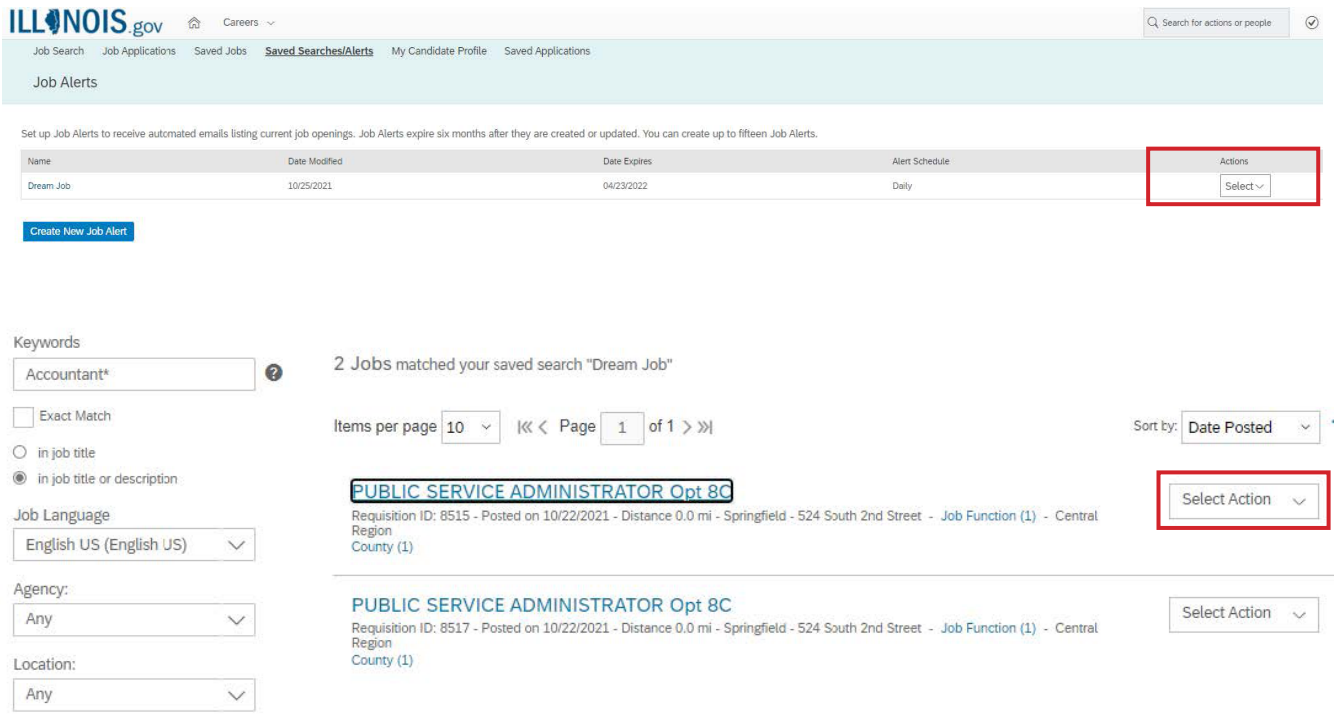
28. The optional fields are:

- Keywords – Can be in the job title and/or description
- Job Language
- Distance Field – Within a selected number of miles from a postal code
- Requisition Number Agency – Can select multiple Agencies
- Location – Can select multiple addresses
- Job Function – Can select multiple Job Functions
- Region – Can select multiple Regions
- County – Can select multiple counties

29. Once you have added your criteria, click the **Save button**.



30. Once an **Alert** is set, you can wait for the email notification or, from the **Select Action** dropdown menu, you can **Run**, **Edit**, or **Delete**. Use the **Run action** to check your **Alert**.



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