



**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](https://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.

[Search Jobs](#) [Work for Illinois](#) [Employee Login](#) [Sign Up](#)

If you are using assistive technology, please click [Sign Up](#) to remain on this site

Heads Up! The State of Illinois performs routine maintenance on this website most Friday evenings at 11:00 pm CST to be completed Saturday mornings by 6:00 am CST. As a result, this website may be unavailable. Please check back with us Saturday afternoon!

## REALLY GREAT CAREERS



Best-in-Class Benefits

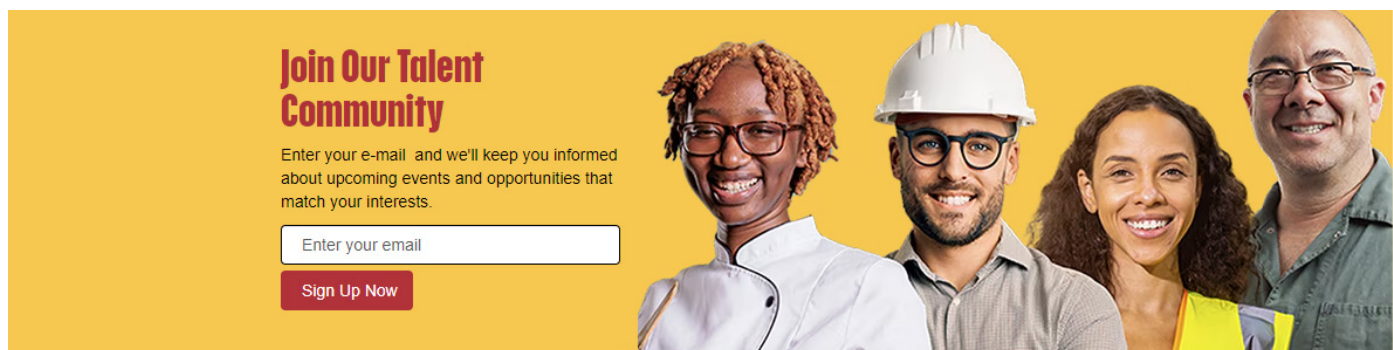


Competitive Total Compensation



Commitment to Professional Development

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: \*  Show

- 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: \*  Show

First Name: \*

Last Name: \*

Country/Region of Residence: \*

Notification: ☒ Receive new job posting notifications

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

**Create Account**

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

State of Illinois employees click here

If you are using assistive technology, please remain on this site to apply for a State of Illinois job

Job Alert created. Thank You.

Back to Job Listings

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 \*).

My Documents

A

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

B

Resume

Cover Letter

Upload a Resume

Attach a Cover Letter

Additional Documents

Add a Document

Profile Information

C

\* First Name

Middle Name

\* Last Name

First Name is required

Last Name is required

- 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.

▶ Geographic Mobility

D

Save

▼ Jobs Applied

E

You have not applied for a Job

▼ Saved Applications

F

You have no saved applications

▼ Previous Employment

There are no items in this section.

⊕ Add

G

▼ Education

There are no items in this section.

⊕ Add

H

▼ Skills

There are no items in this section.

⊕ Add

I

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

▼ Certifications/Licenses

There are no items in this section.

⊕ Add

J

▼ Geographic Mobility

There are no items in this section.

⊕ Add

K

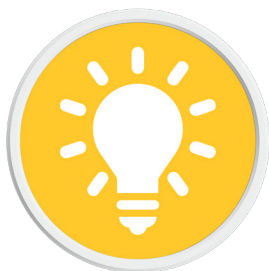
▶ Certifications/Licenses

▶ 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, please call (217) 782-7100 or email [CMS.CounselingByEmail@illinois.gov](mailto: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](http://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.)<br><input type="text" value="office associate"/><br><a href="#">Show More Options</a> | Search by location (e.g. City)<br><input type="text"/><br>Search by Postal Code | <input type="button" value="Search"/><br><input type="button" value="Clear"/> |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------|

- 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

|                                    |              |                           |
|------------------------------------|--------------|---------------------------|
| <b>TRAFFIC OPERATIONS ENGINEER</b> |              |                           |
| <b>Location</b>                    | <b>Date</b>  | <b>Job Requisition ID</b> |
| Springfield, IL, US, 62764         | Jul 12, 2024 | 39625                     |

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

- 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

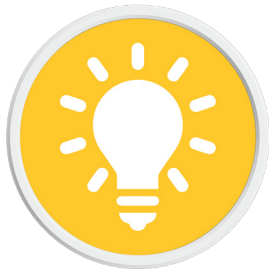
**County:** Sangamon

**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.

Apply »



## Did you know?

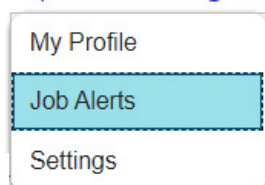
Veterans receive additional points in the hiring sequences based on verified service. For more information, please call 800-643-8138 or email [VeteransOutreachByEmail@illinois.gov](mailto:VeteransOutreachByEmail@illinois.gov).



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**.

Sign Out Options ▾ English US (English US) ▾



- 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 New Job Alert

View Profile

- 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

Preview Alert

Clear

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

[Create Alert](#)

[Return to Job Alerts](#)



## 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](mailto: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](mailto: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**