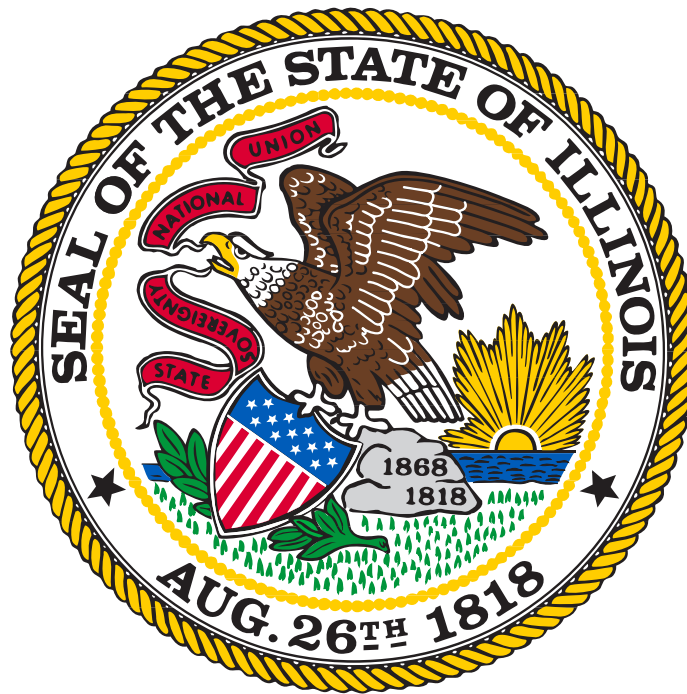


State of Illinois Applicant Job Aid

Guidelines as of February 2022

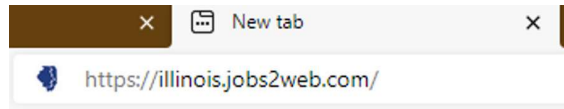


-
- **Setting Up a Candidate Profile** •
 - **Setting Up Job Alerts** •
 - **Searching Site for Job Postings** •
-

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.

<https://illinois.jobs2web.com/>



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.

<https://illinois.jobs2web.com/>

- Press **Ctrl** and **C** at the same time to copy the image.
- Place the cursor 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 posts
- Create a Candidate profile account



3. The first step in the application process is **creating a candidate profile**.

- **Click on** "Join Talent Community" to set up profile



4. **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**.

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.](#)

5. **You will be directed back** to Careers at State of Illinois website.

- **Click on** View Profile



Thank You.

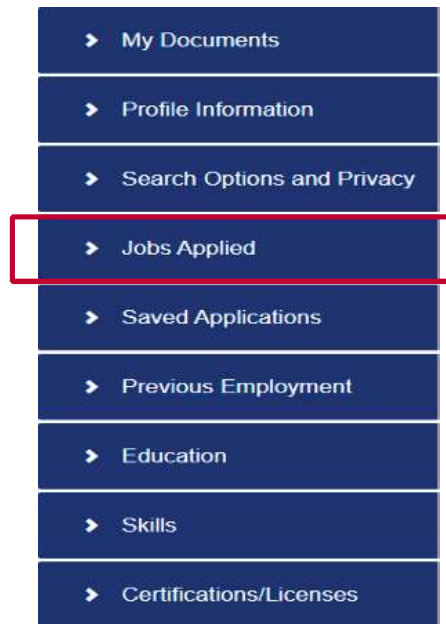
You have successfully modified your account.



6. Create a Candidate Profile

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

- Start by **uploading your resume** and cover letter in My Documents.
- The **Jobs Applied** for segment will track positions for which you have applied.



7. Each Segment expands so you can enter your information.

- **Select Add** to expand the selected segment to enter your information.



There are no items in this section.



8. Enter information as directed.

Previous Employment		
* Company Name	* Job Title	* Is This Your Current Position?
<input type="text"/>	<input type="text"/>	No Selection ▾
* Start Date	* End Date	
MM/DD/YYYY <input type="text"/>	MM/DD/YYYY <input type="text"/>	

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



Sign Out Options English US (English US)

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.



Sign Out Options English US (English US)

- My Profile
- Job Alerts
- Settings

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

Job Alerts

Receive new job posting notifications

Job Alerts

Create New Job Alert

View Profile

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 an alert:

- Search by Keyword
- Search by Location
- Search by County
- Search by Zip Code
- Search by Job Title

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**.

The screenshot shows the Illinois Jobs2Web alert creation interface. At the top, there is a navigation bar with the Illinois logo and links for 'Careers Home' and 'Illinois Gov'. Below this is a blue banner with the text 'Click here for the career portal for State of Illinois employees'. The main content area is titled 'Home | Job Alert Preview for ""'. It features a search bar with the text 'Office Associate' and a dropdown menu for 'Send me alerts every 7 days'. A red box highlights the 'Create Alert' button, and another red box highlights the 'Return to Job Alerts' button.

13. **Confirmation** Alert has been set up.

Thank You.

You have successfully modified your account.

[Back to Job Listings](#)

[View Profile](#)

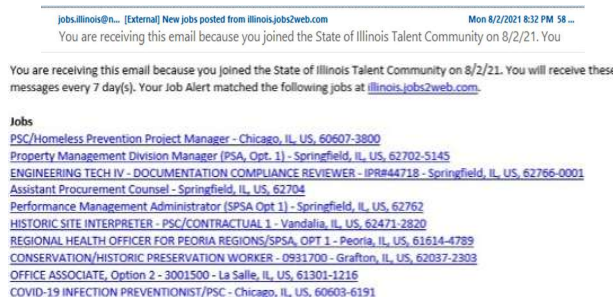
14. You will **receive an email** to your account.

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** listing the jobs or locations for which you chose notifications.

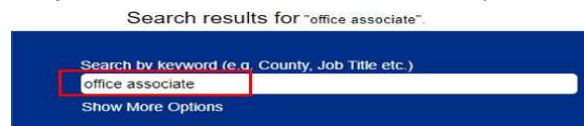


Careers at State of Illinois (jobs2web.com)

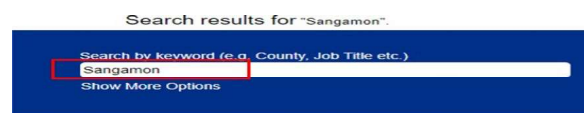
1. To search jobs from the main State of Illinois weblink.
 - Search all jobs
 - Select **View All Jobs**
 - This tab shows all jobs posted



2. Search by **Keyword**
 - **Type in the job title** you are looking for
 - Only the jobs you are interested in will show up



3. Search by **County**
 - **Type in the County** where you want to find a job



4. **Scroll** through job postings
 - You can **scroll** through the list of postings

The screenshot shows a table of job listings. The first row is for a position in Springfield, IL, with a date of Jul 15, 2021 and a Job Requisition ID of 5218. The second row is for an 'OFFICE ASSOCIATE (OPT 2: TYPING)' position in Champaign, IL, with a date of Jul 19, 2021 and a Job Requisition ID of 4506.

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.

The screenshot shows the same table of job listings as above, but with a red box highlighting the 'Location' and 'Date' columns of the second row (Champaign, IL, US, 61820-7474; Jul 19, 2021).

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/UTS); 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 an application.**



State of Illinois
Illinois Department of Transportation



Illinois Department
of Transportation