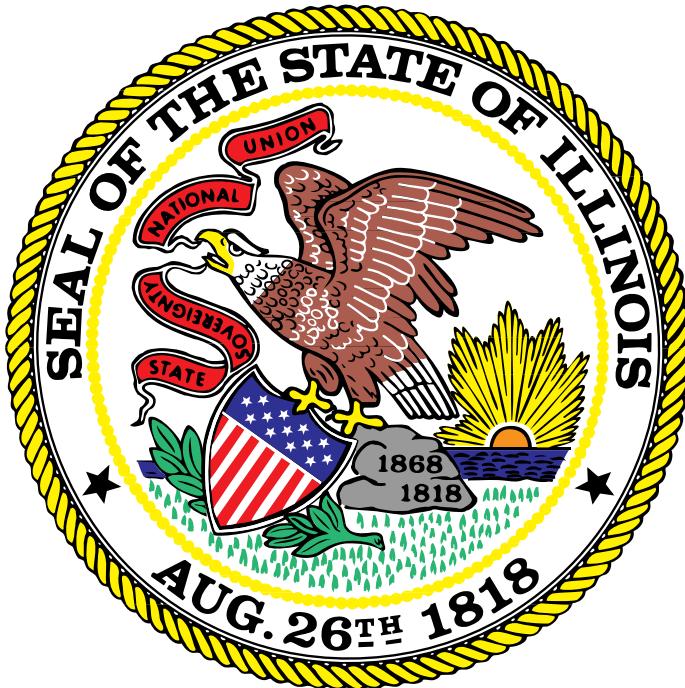


# State of Illinois Applicant Job Aid

Guidelines as of February 2022



---

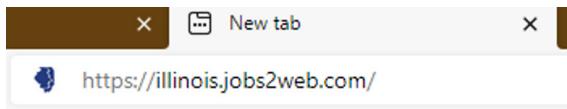
- **Setting Up a Candidate Profile** •
- **Setting Up Job Alerts** •
- **Searching Site for Job Postings** •

---

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](mailto: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

A screenshot of the Illinois State Careers website. The top navigation bar includes links for "Careers Home", "Illinois City", "Featured Jobs", "Join Talent Community", "View All Jobs", and "View Profile". A search bar at the top says "Click here for the career portal for State of Illinois employees". Below the search bar is a main banner with the text "Find Your Next Career Opportunity with the State of Illinois". The banner features three images: a lab technician, a hand holding a "NOW HIRING" sign, and a boat on a lake. At the bottom of the page are search fields for "Search by Keyword (e.g. County, Job Title etc.)", "Search by location (e.g. City)", "Search by Postal Code", and buttons for "Search Jobs", "Clear", and "Show More Options".

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:

\*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](#).

**Create Account**

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.

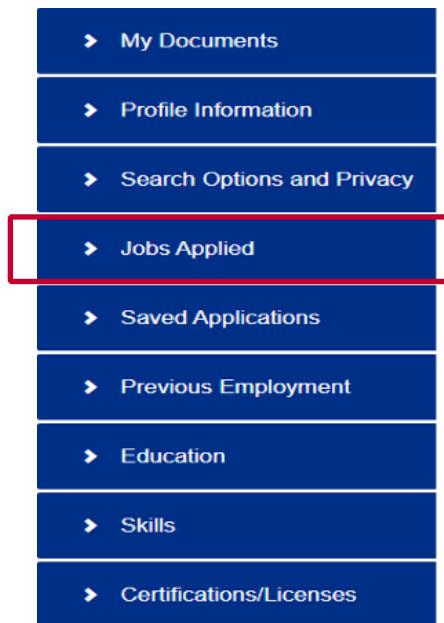
**Back to Job Listings**

**View Profile**

## 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.*

**(+)** Add

## 8. Enter information as directed.

The image shows a form for entering previous employment information. The header is 'Previous Employment'. The form includes fields for Company Name (with a placeholder 'Enter Company Name'), Job Title (with a placeholder 'Enter Job Title'), and 'Is This Your Current Position?' (with a dropdown menu showing 'No Selection'). Below these are fields for Start Date (MM/DD/YYYY) and End Date (MM/DD/YYYY), each with a calendar icon.

Company Name	Job Title	Is This Your Current Position?
Enter Company Name	Enter Job Title	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.

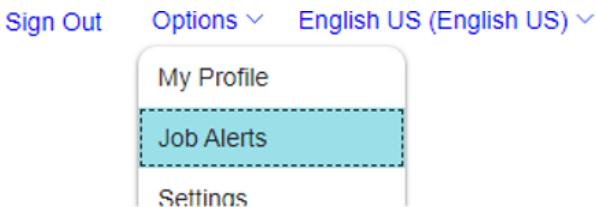
- Click on Options



## 10. Job Alerts

links you to set up a job alert.

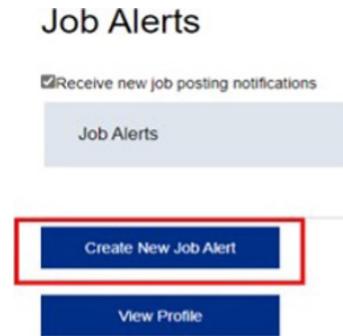
**Consider how your education, training and experience matches up with the requirements of the positions you are interested in.**



## 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 an alert:

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

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 State career portal's job alert setup page. At the top, there are links for 'Careers Home' and 'Illinois.Gov'. Below that is a blue header bar with the text 'Click here for the career portal for State of Illinois employees'. The main content area has a search bar with 'Office Associate' entered, and buttons for 'Search by Keyword', 'Search by Location', and 'Search by Zip Code'. Below the search bar are 'Show More Options' and 'Preview results for -'. At the bottom, there are buttons for 'Send me alerts every 7 days', 'Create Alert' (which is highlighted with a red box), and 'Return to Job Alerts'.

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.

[jobs.illinois@...](mailto:jobs.illinois@...) [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

You are receiving this email because you joined the State of Illinois Talent Community on 8/2/21. You will receive these messages every 7 day(s). Your Job Alert matched the following jobs at [illinois.jobs2web.com](http://illinois.jobs2web.com).

#### 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 PEOORIA 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/SPC - Chicago, IL, US, 60605-6191

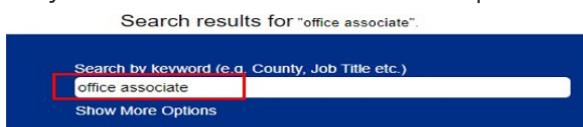
# Careers at State of Illinois (jobs2web.com)

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



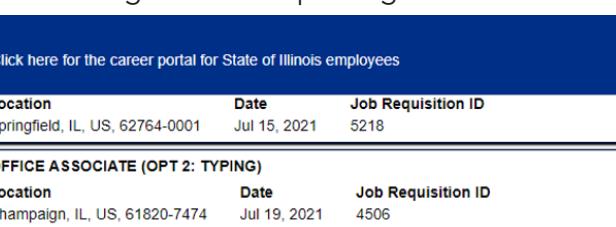
3. Search by **County**

- **Type in the County** where you want to find a job



4. **Scroll** through job postings

- You can **scroll** through the list of postings



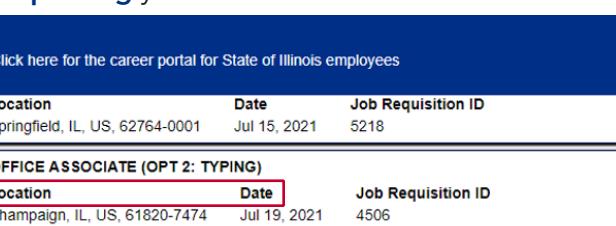
Location	Date	Job Requisition ID
Springfield, IL, US, 62764-0001	Jul 15, 2021	5218

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.



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/OTS); 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.**

**An Equal Opportunity Employer**



**State of Illinois**  
Illinois Department of Transportation



**Illinois Department  
of Transportation**