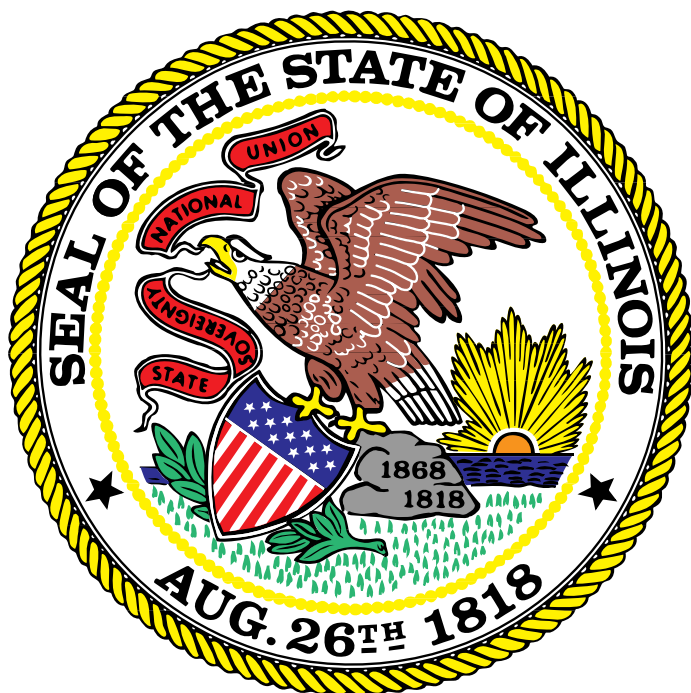


State of Illinois Applicant Job Aid

Guidelines as of February 2022

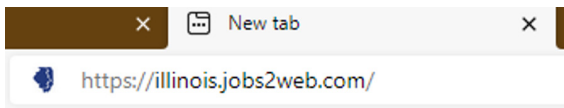


-
- Setting Up a Candidate Profile •
 - Setting Up Job Alerts •
 - Searching Site for Job Postings •
-

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

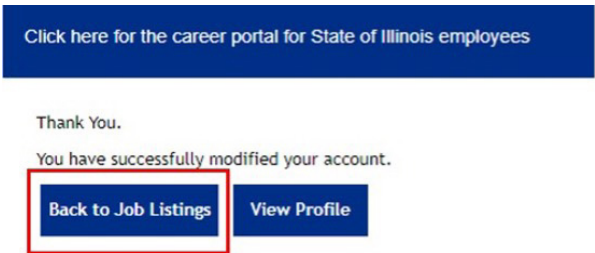
Already a registered user? [Please sign in](#) Login credentials are case sensitive

*Indicates a required field.

A screenshot of a web form titled 'Career Opportunities: Create an Account'. The form contains several input fields: 'Email Address', 'Retype Email Address', 'Choose Password', 'Retype Password', 'First Name', and 'Last Name'. Each field is preceded by an asterisk (*). Below these fields is a dropdown menu for 'Country/Region of Residence' with the text '- Select -'. To the right of the password fields is a light blue box containing a list of password requirements: '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.', and 'Password must not contain space or unicode characters.' Below the dropdown menu is a 'Notification' section with a checked checkbox and the text 'Receive new job posting notifications'. Below that is a 'Terms of Use' section with a link to 'Read and accept the data privacy statement.' and a blue 'Create Account' button. The 'Notification' and 'Terms of Use' sections are highlighted with red rectangular boxes.

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

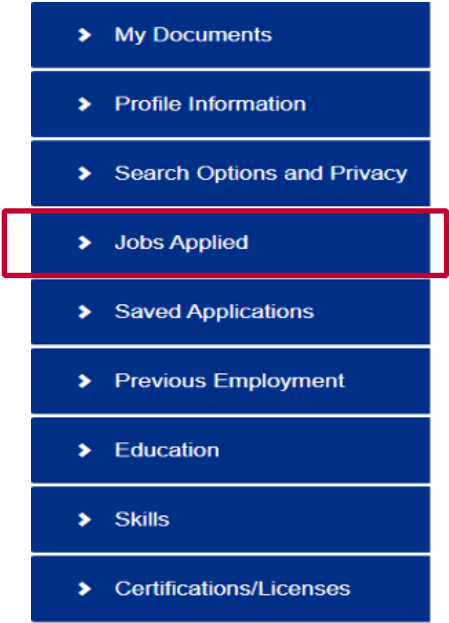
- **Click on** View Profile



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.



8. **Enter information** as directed.

▼ Previous Employment

* Company Name

* Job Title

* Is This Your Current Position?

No Selection ▼

* Start Date

MM/DD/YYYY

* End Date

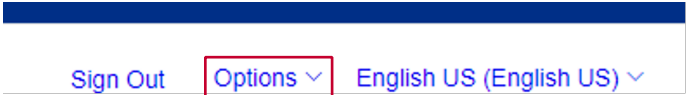
MM/DD/YYYY

9. **Setting Job Alerts**

From the Candidate Profile page.

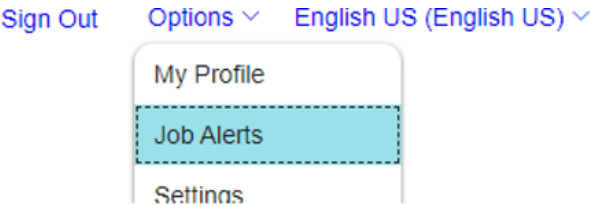
Candidates can request to **receive email notifications** for posting that meet their interests.

- Click on Options



10. **Job Alerts** links you to set up a job alert.

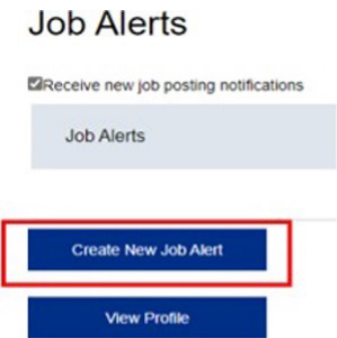
Consider how your education, training and experience matches up with the requirements of the positions you are interested in.



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 Jobs2Web website. At the top, there are 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'. Underneath the banner, it says 'Home | Job-Alert Preview for --'. The main section is titled 'Preview results for --'. It contains a search bar with the text 'Search by keyword (e.g. County, Job Title etc.)' and the input 'Office Associate'. To the right of the search bar are links for 'Search by Location' and 'Search by Zip Code'. Below the search bar is a link 'Show More Options'. At the bottom of the form, there is a section for 'Send me alerts every 7 days' with a dropdown menu set to '7' and a 'Create Alert' button. To the right of the 'Create Alert' button is a link '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@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

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.

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 - IPR44718 - 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](#)

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

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/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.**

An Equal Opportunity Employer



State of Illinois
Illinois Department of Transportation



**Illinois Department
of Transportation**