

Are You Interested in a Career with DCFS?

The Illinois Department of Children and Family Services (DCFS) generally hires candidates in the personnel titles as described below.

Information gathered during the background investigation phase may be utilized when selecting an applicant for hire. Conditional employment requirements include a background investigation conducted on all applicants selected for hire.

This process involves a check of indicated perpetrators in CANTS (Child Abuse and Neglect Tracking System), Sex Offender Registry and a fingerprint based criminal check by the Illinois State Police and the Federal Bureau of Investigation. In addition, employment reference checks and educational verifications are conducted.

All positions listed on this flyer are bargaining unit titles whose salaries are impacted by yearly cost of living increases and yearly step increases. Promotional opportunities available based on qualifications.

You may email your employment inquiries to:
DCFS.Employment@illinois.gov

CMS* Personnel Title	Salaries	Typical Duties and Responsibilities	Education and Experience Requirements
Social Service Aide I	As of 7/1/24, starting step is \$3,874 (\$46,448 annually). Salary may change if you are a current state employee.	Drives or travels with Child Protection Specialist staff to homes to assist in investigations of complaints regarding child abuse and neglect. Provides assistance to the Child Protection Specialist as they conduct interviews with children and families in their homes and in the community.	Requires any combination of education, training or experience which provides knowledge, skill and mental development equivalent to either the completion of four years of high school or two years of experience working with the culturally disadvantaged in a public or private social welfare program. Candidates must possess the physical, visual and auditory abilities required to carry out assigned duties, with a valid drivers license and daily access to a vehicle.
Child Development Aide	As of 7/1/24, starting step is \$4,096 (\$49,152 annually). Salary may change if you are a current state employee.	Provides assistance in making arrangements of placements for children. Drives to transport children to and from placements, as well as for court hearings, health exams, medical appointments, etc. Provides assistance with program activities for children and will observe children and report to the caseworker and/or supervisor any unusual behavior relating to the mental, social adjustment and overall health of children.	Requires any combination of education and experience which provides knowledge, skill and mental development equivalent to either completion of two years of college and one year of experience OR three years of experience working with culturally disadvantaged persons in a social service program. Candidates must possess the physical, visual and auditory abilities required to carry out assigned duties, with a valid drivers license and daily access to a vehicle.

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1. Related human services degree refers to Child, Family and Community Services, Child and Family Service, Criminal Justice, Criminal Justice Administration, Early Childhood Development, Early Childhood Education, Education, Elementary Education, Guidance and Counseling, Home Economics, Human Development Counseling, Human Services, Human Service Administration, Law Enforcement, Marriage & Family Therapy, Master of Divinity, Mental Health Counseling, Pastoral Care, Pastoral Counseling, Psychiatric Nursing, Psychiatry, Psychology, Public Administration, Rehabilitation Counseling, Sociology, Secondary Education, Social Science, Social Services and Special Education.

2. Related professional **post-degree experience** refers to Professional Social Welfare or Criminal Justice-type experience.



CMS* Personnel Title	Salaries	Typical Duties and Responsibilities	Education and Experience Requirements
<p align="center">Office Associate Option 2</p>	<p>As of 7/1/24, starting step is \$3,852 (\$46,224 annually). Salary may change if you are a current state employee.</p>	<p>Performs a variety of complex, specialized clerical information and assistance, typing, record processing, secretarial and general office support functions.</p>	<p>Requires knowledge, skill and mental development equivalent to completion of high school AND two years of office experience.</p>
<p align="center">Reimbursement Officer I</p>	<p>As of 7/1/24, starting step is \$4,766 (\$57,192 annually). Salary may change if you are a current state employee.</p>	<p>Investigates the financial liability of patients, their estates and their legally responsible relatives; conducts investigations to acquire pertinent patient data; prepares and/or assists in the preparation of various types of correspondence used to expedite collection of funds.</p>	<p>Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, economics or business administration, preferably including courses in insurance, estate and probate law; requires one year of work experience in the reimbursement field.</p> <p>This position only filled in Springfield, Illinois.</p>
<p align="center">Child Protection Specialist Trainee/CFS Intern, Opt 1</p> <p align="center">•</p> <p align="center">Child Protection Specialist Trainee/CFS Intern, Opt 2</p>	<p>As of 7/1/24, starting step is \$4,412 (\$52,944 annually). Salary may change if you are a current state employee.</p> <p>•</p> <p>As of 7/1/24 starting step is \$4,952 (\$59,424 annually). Salary may change if you are a current state employee.</p>	<p>Participates in a trainee program, from 6 to 12 months but up to a maximum of 24 months, to obtain additional training and experience. Serves children in foster care and their families and children who have remained home.</p>	<p>For Child Protection Specialist Trainee/CFS Intern, Opt 1: Requires a bachelor's degree preferably with major coursework in social work, psychology, counseling, education or special education; or a related human service field¹ or criminal justice, criminal justice administration or law enforcement.²</p> <p>For Child Protection Specialist Trainee/CFS Intern, Opt 2: Requires a master's degree preferably with major coursework in social work, psychology, counseling, education or special education; or a related human service field¹ or criminal justice, criminal justice administration or law enforcement.²</p> <p>Candidates must possess the physical, visual and auditory abilities required to carry out assigned duties, with a valid drivers license and daily access to a vehicle.</p>
<p align="center">Child Protection Specialist</p>	<p>As of 7/1/24, starting step is \$6,291 (\$75,492 annually). Salary may change if you are a current state employee.</p>	<p>Completes journeyman level child abuse and neglect investigations to include interviews, home and family assessments, preparation of documentation, court preparation and testimony.</p>	<p>Preferably requires a master's degree in social work; or requires a master's degree in a related human service field¹, in criminal justice, criminal justice administration or law enforcement AND one year of directly-related professional experience²; or requires a bachelor's degree in social work and one year of directly-related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration or law enforcement and two years of directly-related professional experience.²</p> <p>The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.</p> <p>Candidates must possess the physical, visual and auditory abilities required to carry out assigned duties, with a valid drivers license and daily access to a vehicle.</p>

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CMS* Personnel Title	Salaries	Typical Duties and Responsibilities	Education and Experience Requirements
Child Welfare Specialist	As of 7/1/24, starting step is \$6,005 (\$ 72,060 annually). Salary may change if you are a current state employee.	Performs a variety of casework intervention and case management functions related to the welfare of families and children who are in foster care or have remained. Duties are performed in an independent manner. Problem cases are referred to the M.S.W. qualified supervisor or Child Welfare Advanced Specialist for assistance and technical oversight. Cases in this class cover the entire spectrum of difficulty, from routine through complex.	Preferably requires a master's degree in social work; or requires a master's degree in a related human service field ¹ AND one year of directly-related professional experience ² ; or requires a bachelor's degree in social work and one year of directly-related professional experience; or requires a bachelor's degree in a related human service field, and two years of directly-related professional experience. ² The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. Candidates must possess the physical, visual and auditory abilities required to carry out assigned duties, with a valid drivers license and daily access to a vehicle.
Child Welfare Nurse Specialist	As of 7/1/24, starting step is \$8,424 (\$ 101,088 annually). Salary may change if you are a current state employee.	Provides consultation and analysis on health-related concerns in investigation reports, complex health care records and other related materials.	Requires one of the following: (a) an associate or diploma degree in nursing and three years professional nursing experience; or (b) a bachelor's degree in nursing and two years professional nursing experience; or (c) a master's degree in nursing. Requires licensure as a registered nurse in the state of Illinois. Candidates must possess the physical, visual and auditory abilities required to carry out assigned duties, with a valid drivers license and daily access to a vehicle.
Day Care Licensing Representative II	As of 7/1/24, starting step is \$6,005 (\$ 72,060 annually). Salary may change if you are a current state employee.	Performs responsible licensing, monitoring investigative and enforcement functions in the day care licensing program as formulated by the agency.	Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development OR a bachelor's degree in any field from an accredited college or university with 18 hours of directly related course work in early childhood/child development AND Requires two years of professional experience in early childhood, day care center, kindergarten, or a day care licensing program. ² Candidates must possess the physical, visual and auditory abilities required to carry out assigned duties, with a valid drivers license and daily access to a vehicle.
Paralegal Assistant	As of 7/1/24, starting step is \$5,600 (\$ 67,200 annually). Salary may change if you are a current state employee.	Under supervision of a licensed attorney, writes legal memoranda, legal opinions or other documents for review and approval by licensed legal staff; analyzes transcripts of hearings; prepares case files for hearing and performs general paralegal support services.	Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework.

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CMS* Personnel Title	Salaries	Typical Duties and Responsibilities	Education and Experience Requirements
Technical Advisor II	As of 7/1/24, starting step is \$6,983 (\$ 83,796 annually). Salary may change if you are a current state employee.	Represents the department at hearings on assigned calendar in the juvenile court, including temporary custody, adjudication, disposition, permanency, status, progress, termination of parental rights and motion hearings. Appears personally in court, especially on high profile or complex cases. Provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court.	Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois.
Public Service Administrator Option 8L	As of 7/1/24, starting step is \$7,875 to \$9,583 (\$ 94,500 to \$114,996 annually). Salary may change if you are a current state employee.	Represents the department at hearings on calendars in the juvenile courts of assigned counties; serves as legal advisor; conducts technical legal screening; presents evidence on behalf of the department at administrative hearings and service appeals; interviews witnesses; reviews proposed rules, procedures, and practices.	Requires completion of four years of college, supplemented by graduation from a recognized school of law; requires possession of a license to practice law in Illinois; requires three years administrative experience in the practice of law.

To be considered, follow the detailed “**How to Apply**” instructions outlined in the appropriate job vacancy posted on <http://dcfsjobs.illinois.gov/>

1. Related human services degree refers to Child, Family and Community Services, Child and Family Service, Criminal Justice, Criminal Justice Administration, Early Childhood Development, Early Childhood Education, Education, Elementary Education, Guidance and Counseling, Home Economics, Human Development Counseling, Human Services, Human Service Administration, Law Enforcement, Marriage & Family Therapy, Master of Divinity, Mental Health Counseling, Pastoral Care, Pastoral Counseling, Psychiatric Nursing, Psychiatry, Psychology, Public Administration, Rehabilitation Counseling, Sociology, Secondary Education, Social Science, Social Services and Special Education.
2. Related professional **post-degree experience** refers to Professional Social Welfare or Criminal Justice-type experience.



Apply Directly: <http://dcfsjobs.illinois.gov/>
 DCFS.Employment@illinois.gov
DCFS.illinois.gov
 217.785.2586 or 312.814.1222











Exciting Career Opportunities

The Department of Children and Family Services has fulfilling career opportunities in a variety of public service positions including, but not limited to, **Child Protection Specialist, Child Welfare Specialist and Day Care Licensing Representative II**. The State of Illinois offers career growth potential regardless of your chosen career path.

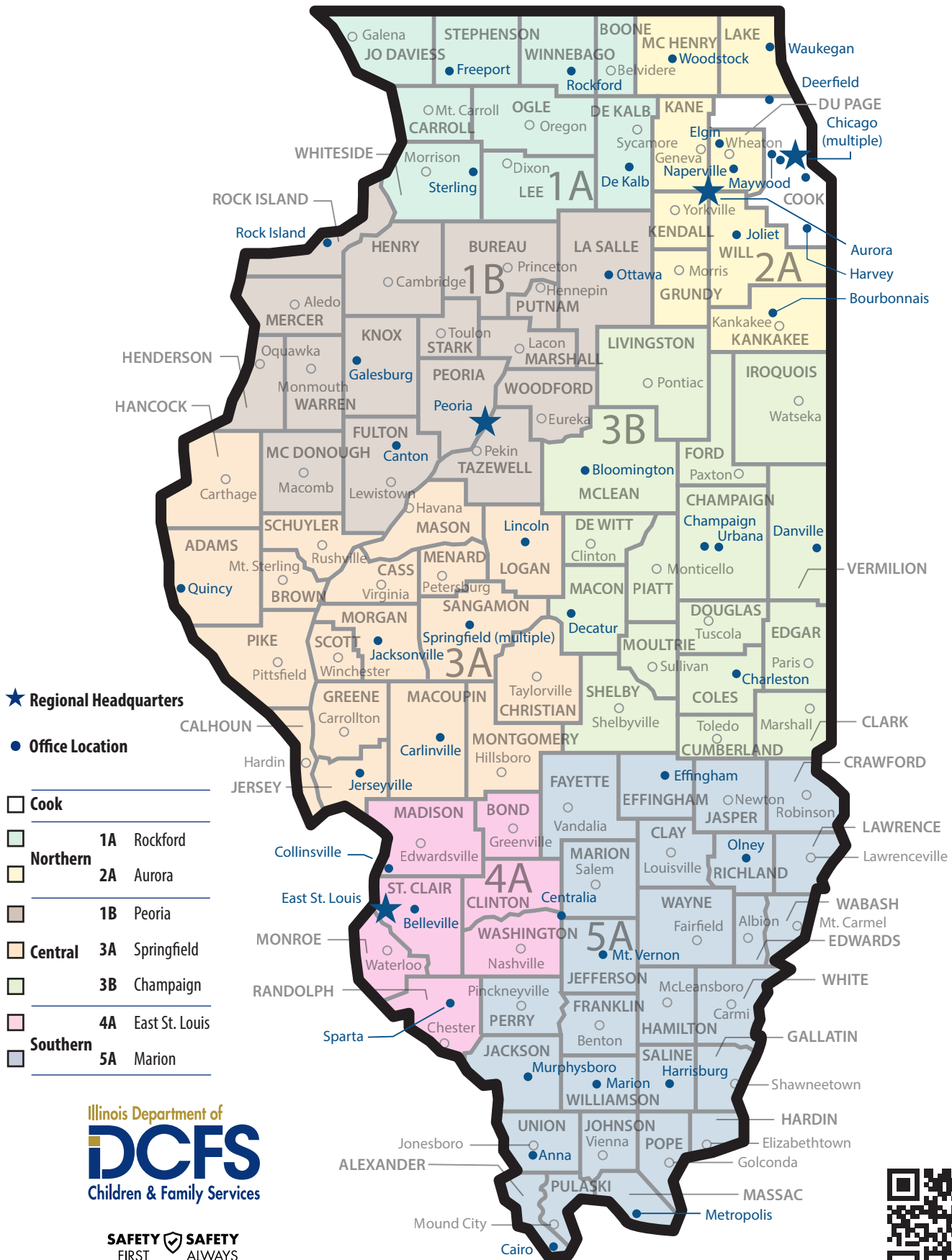
In demand employment opportunities include:

- Child Protection Specialist
- Child Welfare Specialist
- Office Associate, Option 2
- Paralegal Assistant
- Reimbursement Officer I
- Public Service Administrator, Option 6

		Benefits
	Work/Life Balance	<ul style="list-style-type: none"> • 10 days paid vacation • 3 days paid personal time • 13 paid holidays (14 paid holidays on even years) • Paid maternity/paternity leave • Flexible work schedules
	State Employee Retirement Plan	<p>State employees are eligible for a pension benefit after completing a minimum of 10 years of service.</p> <ul style="list-style-type: none"> • Monthly pension income at retirement • Survivor benefits (non-occupational death benefits, occupational death benefits)
	Deferred Compensation	<p>All State of Illinois Employees are eligible to participate in the State Employees' Deferred Compensation Plan ("Plan"), an optional retirement savings account established under section 457 of the Internal Revenue Code. Participants have the option to make tax-deferred or Roth (after-tax) contributions through payroll deductions. Yearly contribution limits are designated by the IRS each year.</p> <p>To learn more about the Plan please visit https://www2.illinois.gov/cms/benefits/Deferred/Pages/DeferredCompensation.aspx</p>
	Upward Mobility Program	<p>Designed to provide designated groups of state employees with career counseling and direct-paid educational and training opportunities that will permit employees to work toward advancement in selected career paths.</p>
	Public Student Loan Forgiveness Program	<p>The Public Student Loan Forgiveness (PSLF) Program forgives the remaining balance on your Direct Loans after you've made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and while working full-time for an eligible employer.</p>

		Benefits
	Group Insurance Benefits	<p>All State of Illinois employees hired to work at least 50% of a full-time work week and contributing to one of the five state retirement systems are eligible to participate in the State Employees Group Insurance Program (SEGIP). Unless otherwise noted, State Employee Group Insurance employee contributions are available as a pre-tax payroll deduction.</p> <ul style="list-style-type: none"> • Health Benefits: Employees and their qualified dependent(s) may select a Health Maintenance Organization (HMO) plan, an Open Access Plan (OAP), a Preferred Provider Organization (PPO) plan or an IRS approved high deductible plan, the Consumer Driven Health Plan (CDHP). If no election is made within the enrollment period, new employees are enrolled in the PPO plan with no dependent(s). • Vision Benefits: Employees and dependents enrolled in state health benefits receive vision coverage at no cost. • Dental Benefits: Employees and dependents enrolled in state health benefits may select dental coverage. • Life Insurance: All group insurance-eligible employees are provided basic life insurance equal to their annual salary at no cost. Employees may also select optional life insurance at 1-8 times their basic life amount for an additional post-tax cost per \$1,000 of coverage, new employees may select up to four times their basic life amount with no underwriting. Accidental Death and Dismemberment (AD&D), spouse life and child life (guaranteed issue) coverage are also available for an additional post-tax cost. • Be Well Illinois: Employees have access to this award-winning comprehensive wellness program to help state employees and retirees create and maintain an active lifestyle and gain easy access to mental health awareness materials and treatment, financial services, nutritional information and group and Individual exercise programs. These benefits, In addition to primary care visits, health screenings and immunizations like the flu shot, are offered at no cost to plan participants. Visit www.illinois.gov/BeWell or connect on Facebook at www.facebook.com/BeWellIllinois. <p>To learn more about State Employees Group Insurance Programs, please visit https://www2.illinois.gov/cms/benefits/Pages/default.aspx</p>
	Employee Assistance Program	<p>All employees and their dependents are provided a free, voluntary and confidential program that provides problem identification, counseling and referral services for daily dilemmas and with help to cope with more difficult situations like stress, the loss of a loved one or substance abuse issues.</p>
	Optional Pre-Tax Programs	<ul style="list-style-type: none"> • Medical Care Assistance Program (MCAP) is available to all members to use pre-tax contributions to pay for out-of-pocket medical expenses such as co-payments, co-insurance, deductibles and prescriptions. Please note: Families enrolled in an MCAP cannot enroll in an HSA. • Health Savings Account (HSA) is available only to members enrolled in the COHP to use pre-tax contributions to pay for out of pocket medical expenses such as co-payments, co-insurance, deductibles and prescriptions. Please note: Families enrolled in an HSA cannot enroll in an MCAP. • Dependent Care Assistance Program (DCAP) is available for employees with qualifying dependents to use pre-tax contributions to reimburse for eligible day care expenses. • Commuter Savings Program (CSP) is available for non-university employees to use pre-tax contributions to purchase or reimburse work-related transit or parking expenses.

STATE OF ILLINOIS DCFS OFFICES



SAFETY FIRST SAFETY ALWAYS

312.814.6800 • DCFS.illinois.gov



STATE OF ILLINOIS DCFS OFFICES

OFFICE	PHONE	ADDRESS	OFFICE	PHONE	ADDRESS
Anna	618.833.4449	108 Denny Industrial Dr, Anna, IL 62906	Harvey	708.210.2800	15115 S Dixie Hwy, Harvey, IL 60426
Aurora	630.801.3400	301 W Galena Blvd, Aurora, IL 60506	Jacksonville	217.479.4800	1122 Wall St, Jacksonville, IL 62650
Belleville	618.257.7500	7650 Magna Dr, Ste 125B, Belleville, IL 62223	Jerseyville	618.498.9561	202 Krause Dr, Jerseyville, IL 62052
Bloomington	309.828.0022	401 Brown St, Bloomington, IL 61701	Joliet	815.730.4000	1619 W Jefferson St, Joliet, IL 60435
Bourbonnais	815.523.1460	230 W John Casey Rd, Bourbonnais, IL 60914	Lincoln	217.735.4402	405 N Limit St, Lincoln, IL 62656
Cairo	618.734.0858	1315 Washington, Cairo, IL 62914	Marion	618.993.8639	107 Airway Dr, Marion, IL 62959
Canton	309.647.0051	1607 Chestnut St, Canton, IL 61520	Marion	618.993.7100	912 N Pentecost, Marion, IL 62959
Carlinville	217.854.2566	1022 N High St, Carlinville, IL 62626	Maywood	708.338.6600	1701 S First Ave, Maywood, IL 60153
Centralia	618.352.6101	1809 W McCord St, Centralia, IL 62801	Metropolis	618.524.2428	200 W 5th St, Metropolis, IL 62960
Champaign	217.278.5500	2125 S First St, Champaign, IL 61820	Mount Vernon	618.244.8400	321A Withers Dr, Mount Vernon, IL 62864
Charleston	217.348.7661	825 18th St, Charleston, IL 61920	Murphysboro	618.687.1733	1210 Hanson St, Murphysboro, IL 62966
Chicago	312.633.3946	100 N Western, Chicago, IL 60612	Naperville	331.231.6900	1255 Bond St, Naperville, IL 60563
Chicago	312.814.6800	60 E Van Buren St, Ste 1339, Chicago, IL 60605	Olney	618.393.2979	1408 Martin St, Olney, IL 62450
Chicago	312.793.8527	1026 S Damen Ave, Chicago, IL 60612	Ottawa	815.433.4371	1580 First Ave, Ottawa, IL 61350
Chicago	312.492.3700	1240 S Damen Ave, Chicago, IL 60608	Peoria	309.671.7900	2001 NE Jefferson, Peoria, IL 61603
Chicago	312.814.6747	115 S LaSalle St, Chicago, IL 60603	Peoria	309.693.5400	5415 N University St, Peoria, IL 61614
Chicago	312.808.5000	1911 S Indiana Ave, Chicago, IL 60616	Quincy	217.221.2525	107 N 3rd St, Quincy, IL 62301
Chicago	312.793.3650	2020 W Roosevelt Rd, Chicago, IL 60608	Rock Island	309.794.3500	500 42nd St, Ste 5, Rock Island, IL 61201
Chicago	312.433.3000	2240 W Ogden Ave, 1st Fl, Chicago, IL 60612	Rockford	815.987.7640	175 Executive Pkwy, Ste 113, Rockford, IL 61107
Chicago	312.633.3400	2245 W Ogden Ave, 3rd Fl, Chicago, IL 60612	Sparta	618.443.4317	202 W Jackson, Sparta, IL 62286
Chicago	773.371.6000	6201 S Emerald Dr, Chicago, IL 60621	Springfield	217.558.5000	1 N Old State Capitol Plaza, 4th Fl, Springfield, IL 62701
Collinsville	618.381.7700	1101 Eastport Plaza Dr, Ste 150, Collinsville, IL 62234	Springfield	217.782.4000	1124 N Walnut, Springfield, IL 62702
Danville	217.443.3200	401 N Franklin, Danville, IL 61832	Springfield	217.785.2688	4 W Old State Capitol Plaza, Springfield, IL 62701
Decatur	217.875.6750	2920 N Oakland Ave, B, Decatur, IL 62526	Springfield	217.785.2509	406 E Monroe, Springfield, IL 62701
Deerfield	847.948.6700	1755 Lake Cook Rd, Deerfield, IL 60015	Springfield	217.786.6830	4500 S 6th Street Rd, Springfield, IL 62703
DeKalb	815.787.5300	760 Peace Rd, DeKalb, IL 60115	Springfield	217.785.4010	2200 Churchill Rd, Bldg B, Springfield, IL 62702
East St Louis	618.583.2100	10 Collinsville Ave, East St Louis, IL 62201	Springfield	217.785.5689	607 E Adams, 2nd Fl, Springfield, IL 62701
Effingham	217.347.5561	401 W Industrial Ave, Ste B, Effingham, IL 62401	Springfield	217.524.6186	726 S College St, Springfield, IL 62704
Elgin	847.888.7620	595 S State St, Elgin, IL 60123	Sterling	815.625.7594	2607 Woodlawn Rd, Ste 3, Sterling, IL 61081
Freeport	815.235.7878	1826 S West Ave, Freeport, IL 61032	Urbana	217.278.5400	508 S Race St, Urbana, IL 61801
Galesburg	309.342.3154	467 E Main, Galesburg, IL 61401	Waukegan	847.249.7800	2133 Belvidere Rd, Waukegan, IL 60085
Harrisburg	618.253.7604	324 E Raymond St, Harrisburg, IL 62946	Woodstock	815.338.1068	113 Newell St, Woodstock, IL 60098

(As of Feb 2024)



Thank you for your interest in joining our team! To apply for employment with Illinois DCFS, follow the detailed instructions outlined below for the appropriate job vacancy posted on <http://dcfsjobs.illinois.gov/>.

If you are not a current state employee, you will select the specific vacancy you want to apply for. You may apply for multiple vacancies at the same time.

If you are a current state employee, you **MUST** apply internally by selecting the link at the top of the page that says ***“Click here for the portal for current state portal.”***

How to Apply for a Job Posting

Once you locate a posted position for which you would like to apply, select the “Apply” button on the posting. For each position posted, there will be a section titled “Job Specific Questions.”

The application questions are a required part of the application and are specific to the position. The application questions are designed to help CMS and the hiring agency evaluate all candidates. Ensure that you answer all the questions, even if the information is already provided in your resume and/or Candidate Profile.

You should answer all questions on the application. Application questions are designed to both assess whether you meet the minimum qualifications of the position and whether and to what degree applicants meet any preferred qualifications.

For most application questions, the application question includes both a yes/no response and an accompanying text box in which you will provide additional information supporting the yes/no response. For example:

- Help us help you in assessing your application by providing both where and when you received the applicable experience. This will make it easier for those assessing your qualifications to validate your experience to include you in the interview pool.
- You should save your application as questions are completed to ensure responses are not lost. Then, if you have not already, fully review your Candidate Profile and responses to the application questions to ensure that everything is complete. The application also allows you to upload relevant documents. Consider uploading copies of education materials/transcripts, licenses, certifications, training materials, previously issued grade for the classification to which you are applying and anything else you would like considered as part of the application assessment process. Note: these items can also be uploaded to your Candidate Profile, so you do not have to upload each time you apply. Finally, click the “Apply” button on the bottom right.

Once your application is successfully submitted, you will receive an email acknowledging receipt of the application.

If, after applying, you discover you need to update your application (for example to add relevant materials), please follow the instructions below.

Step 1: Log in to work.illinois.gov and click on options. Navigate to the “My Profile” tab.

Step 2: Scroll down to the “Jobs Applied” tab and select the position which you hope to update application submission/materials.



Step 3: Click on “*My Documents*” tab and upload the documents in the relevant section (resume, cover letter or additional documents).

Step 4: After you have uploaded the documents click on “*Update*” button.

Step 5: Once updated, you will receive an email confirming that your application was updated successfully.

To watch a video to assist you in the application process please visit <https://work4.illinois.gov/procedures.html>.

Profile Help

Once an account has been created, you will complete your profile. Be sure to save your profile when you are finished. You can come back and update your profile as needed.

My Documents

The first step is to upload a resume, cover letter and any other documents that support your qualifications, such as copies of diplomas, licenses and/or certifications. Your Candidate Profile will be populated from information on the uploaded resume. Verify that the information in the previous employment and education sections are complete.

To ensure that we can evaluate your experience, please review the tips below for your resume:

- If you have an extensive work history with the same employer, list each position and title separately. This will allow us to review your complete work history.
- Be sure to include if a position was full time or part time. If part time, provide average number of hours per week.
- If you report working in two or more positions during the same period of time, provide a breakdown of each position with respect to beginning and ending dates and the number of hours worked per week.
- For the hiring agency to evaluate your work experience, please ensure that your resume includes complete and accurate descriptions of essential job duties for each position that you have held and are reporting on your profile.
- Your resume should indicate if a position included supervisory responsibilities, provide details regarding your supervisory responsibilities and indicate the number of staff you supervised.
- Military experience should include dates of service and duties assigned with each change in rank or title listed separately (indicate grade E-1, O-1, etc.). Also, be sure to specify if you served in a part-time or full-time capacity during your service time for each rank.
- Include related professional volunteer experience as well as any college internships/practicum successfully completed.
- In the Education section, include the name, city and state of each institution attended.



Profile Information

- Complete this section with your name and contact information. The “are you willing to relocate” question is required.
- Use the email address that you check frequently. Our main form of communication will be through email. Check your “junk mail,” “spam” or “other” folder for communications regarding any submitted applications. You may receive emails from the following addresses:

donotreply@SIL-P1.ns2cloud.com

systems@SIL-P1.ns2cloud.com

Search Options and Privacy

In this section you will have the ability to review/revoke the State of Illinois Data Privacy Statement and elect to make yourself searchable by recruiting operators.

Jobs Applied

You may review all previous application submitted and review their status.

Saved Applications

This section will store applications that have been started and saved but have not yet been submitted.

Previous Employment

This section will be rendered from the information in your uploaded resume. Please review the section to make sure the information is complete and accurate.

Education

- It is necessary that you individually list all undergraduate (2-year and 4-year institutions) and graduate colleges/universities that you have attended. You will be able to add institutions by clicking the *add* button.
- Be sure to list both the name of each college or university attended.
- If you received your undergraduate bachelor’s degree from a four year institution in less than three calendar years, you should attach a copy of your official undergraduate transcript in order to verify the attainment of your degree.
- Certain position titles may require that you possess college coursework credit in specific fields of study. For those positions you will need to attach a copy of your transcripts in the *My Documents* section.
- If you received your degree in a foreign country, you will need to convert the degree into American University terms to be credited when applications for state employment are being evaluated. View the *list of recommended credential services*. (<https://work4.illinois.gov/content/dam/soi/en/web/work/documents/pdfs/degrees-from-a-foreign-country-information.pdf>)

Skills

The job posting will often include lists of required or preferred job skills. The hiring agency will review this section of your Candidate Profile to evaluate your qualifications for the position. You may use this section to provide information about skill proficiency. Examples of skills that could be listed here are (not an exhaustive list):

- Computer/programming languages.
- Ability to communicate in a second language such as Spanish, Polish or American Sign Language.
- Welding.
- HVAC.
- Microsoft Office products.

Certifications/Licenses

You should list all certifications and licenses listed on your resume.

Geographic Mobility

This section will help narrow postings to those that meet your preference for work location. If you do not have a preference, you do not need to complete this section. Be sure to save your profile when you are complete. You can come back and update your profile as needed.

Candidate Profile

- **Setting Up Alerts**

Once you have created your Candidate Profile, you may elect to have job alert emails sent to you based on the job criteria you select. Navigate to *Options > Job Alerts*. To create a new alert, select the menu option and then enter your search criteria in the search boxes. Preview your alert and then select *Create Alert*.

- **Changing Password**

You may change your password at any time by navigating to *Options > Settings*. Enter your current password and then enter the new password. Repeat the new password for validation and select *Change Password*.

- **Delete Profile**

If you are no longer interested in employment with the State of Illinois and wish to delete your profile, please navigate to *Options > Settings*. Select *Delete Profile*.

