

NEOGOV UNIVERSITY  
Customer Success Program

Insight Enterprise  
State of Illinois  
Agency Training Guide

NEOGOV UNIVERSITY

# Insight Enterprise Training Guide

© NEOGOV, Inc.  
222 N. Sepulveda Blvd, Suite 2000  
El Segundo, CA 90245  
Phone 888-NEOGOV1 • Fax 310-426-6305

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## INSIGHT – AGENCY ROLE

*In this chapter, you will learn how to create and post a job vacancy online.*

Insight Enterprise provides you with the ability to create job vacancies that will be posted on the state's job opportunity web pages.

### ROLE DEFINITIONS LOGINS/PASSWORDS

#### Agency Role:

Analyst/Recruiter – create job postings.

Please log into your “Test Environment” as follows:

- Open your browser, go to the address bar, clear out it's contents completely and type: **69.225.112.10** – click enter
- Click 'Login' in the upper-right-hand portion of the screen
- Type in your 'Insight' username and password as provided by your system administrator
- Click on the radio button for '**Insight – Human Resources**'
- Click 'Login'

Write your username and password here: \_\_\_\_\_/\_\_\_\_\_

### Agency Job Posting



#### JOB POSTING DEFINITION AND COMPONENTS

The job posting is the announcement that identifies the job vacancy, including the dates for applying, salary information, job duties and requirements. Candidates will be able to view how to apply for your specific vacancy/agency, and obtain information on pertinent exam procedures.



## EXERCISE 1-1: CREATE AN AGENCY JOB POSTING

1. From the **Class** pull down menu, click on the **Search Class Spec Database**.



2. From the **Class Spec** drop down, search for the desired title, click on the **Postings** link.

7 records found.  
Page 1 of 1

Code	Class Title	Postings
00130	Accountant	<a href="#">Postings</a>
00195	Actuarial Examiner	<a href="#">Postings</a>
07216	Child Welfare Associate Specialist	<a href="#">Postings</a>
14021	Executive Secretary I - City	<a href="#">Postings</a>

3. Add new posting, Click **'Go'**

Page 1 of 1

Job # ▲	Job Title ▲	Status ▲	Adv. From ▲
TEST123	Information Systems Analyst I ...	Active	11/14/07
21165	Information Systems Analyst I ...	Active	11/02/07

Page 1 of 1

Add New Job Posting **Go**

4. Fill out the job posting form as follows:
  1. Place a **CHECK** in the **Draft** box (all postings are to be initially created as drafts until final revisions are completed).
  2. **UNCHECK BOX** next to 'ACCEPT ONLINE APPLICATIONS' - **DO NOT ACCEPT ONLINE APPLICATIONS** (ensure this button is not checked for agency postings).
  3. **Advertise From Date** - Do not change (we want the job to be open as of today when we go to apply later on) .
  4. **Advertise to Date** - change to the appropriate date in the future.
  5. **Job Title** – DO NOT change (automatically populated).
  6. **Job Number** – Enter agency posting # or BID #.
  7. **Exam Plan** - Skip - do not input.
  8. **Job Type** - Select accordingly.

9. **Category** –Refer to the category mapping list corresponding to each title (provided by the system administrators) to select appropriate one(s). Select at least one category (highlight the category by clicking on it and then click the **Add >** button just to the right to associate that category to the posting). Applicants will be able to search for job openings by categories.
10. **Assign to** - DO NOT change (automatically populated to default to the person creating the posting)
11. **Description of Duties/Essential Functions** - DO NOT Populate. Enter the information (cut/paste) from Form 104 – General Description – Box 16.
12. **Minimum Qualifications** - DO NOT Populate. Enter the information (cut/paste) from Form 104 – General Description – Box 19.
13. **Work Hours & Location/Agency Contact** – Enter appropriate information.
14. **How to Apply** – Click on ‘Populate from Class Spec’ (this will auto fill in most cases).
15. **If Bilingual Select Language Desired** – Skip –do not input.
16. **Application Template** - Skip – Leave as default.
17. **GovernmentJobs Location** – Refer to map provided by system administrator. Select at least one location (highlight the location by clicking on it and then click the **Add >** button just to the right to associate that location to the posting). Applicants will be able to search for job openings by location.
18. **Search Location** - Select at least one county (highlight the county by clicking on it and then click the **Add >** button just to the right to associate that county to the posting). Applicants will be able to search for job openings by county. Note – Cook County is located at the bottom of the list.
19. **Location on Job: Posting Display** – Use the pull down menu and select the appropriate county to display on your posting.
20. **Department** – Select your agency name.
21. **Reapply Period** – Skip. Leave as default - do not change.
22. **Salary Information Section** – This information defaults to the most common rate. Leave as default unless you would like to update with new salary information. (Note: if an update to the salary rate is made, please be sure un-check the **Auto-Update Box**). **Select** appropriate hours - most are 1957.50)
23. **Internal Notes** – Type in any internal notes to communicate within your agency.
24. **Supplemental Questions** - Select the **No** radio option (at the bottom of the page)
25. Click on the **Add** button to save the posting.

This posting will now be in a **Draft** status displayed on your **My HR** page, under the **‘Draft Postings’** Section. It is now ready to be reviewed/revise (pg. 6), and made **‘Active’** (pg. 7) to be displayed on the website for candidates to apply.

Place a CHECK in the Draft box

DO NOT ACCEPT ONLINE APPLICATIONS (ensure this button is not checked for agency postings)

David Suarez  
21165 - 02

Draft     Archived     Accept Online Applications     Show Closing Date/Time  
 Continuous     Promotional     Transfer

---

Advertise From: November 14 2007  
Advertise To: November 30 2007 12 am :00  
\* Job Title: Information Systems Analyst I - Opt A  
Job Number: TEST123  
Exam Plan: == Select ==  
\* Job Type: Full-Time  
\* Category: 911 Telecommunications, Accounting and Finance, Administrative Assistant, Airports, Animal Control, Administration, Agriculture  
\* Assigned To: Suarez2, David    **DO NOT change**  
Description of Duties/Essential Functions: Serves as LAN administrator of the agency.  
**DO NOT Populate. Enter the information (cut/paste) from Form 104 – General Description – Box 16.**  
Minimum Requirements: Requires knowledge of networking.  
Work Hours & Location/Agency Contact: 8:00 - 4:00  
Contact Bill Smith 524-0000  
How to Apply:  
If bilingual, which language is desired? ==None==  
Application Template: Default  
\* Government Jobs Location: IL-Chicago, IL-Quincy, IL-Rockford, IL-Southern, IL-Springfield  
\* Search Locations: EXAM ONLY, Adams County, Alexander County, Bond County, Boone County  
\* Location On Job Posting Display: === Please choose a LOCATION ===  
\* Department: === Please choose a DEPARTMENT ===  
\* Reapply Period (Days): 30

---

**Salary Information**  
Auto-Update:  Automatically update salary information from Class Specification.  
\* Minimum Salary: 3724.00  
Maximum Salary: 6654.00  
\* Per: Month \* Based on 1957.50 hours per year  
Show Salary Breakdown:  Hourly  Biweekly  Monthly  Annually  
Salary Display:  Check this box to show salary as Negotiable  
Internal Notes (optional):  
\* Supplemental Questions:  Yes  No

Spell Check    Add    Reset

- Do not change date (we want the job to be open as of today when we go to apply later on).
- Change to a future date, and set time.
- DO NOT change (automatically populated).
- Enter agency posting # or BID #.
- Skip - do not input.
- Select accordingly.
- Refer to the category mapping list corresponding to each title (provided by the system administrators) to select appropriate one(s). Select at least one category (highlight the category by clicking on it and then click the **Add >** button just to the right to associate that category to the posting). Applicants will be able to search for job openings by categories.
- DO NOT Populate. Enter the information (cut/paste) from Form 104 – General Description – Box 19.
- Enter appropriate information.
- Click on 'Populate from Class Spec' (this will auto fill in most cases).
- Skip – do not change.
- Refer to the map provided by system administrator. Select at least one location (highlight the location by clicking on it and then click the **Add >** button to associate that location to the posting). Applicants will be able to search for job openings by location.
- Select at least one county (highlight the county by clicking on it - then click the **Add >** button to associate that county zone to the posting). Applicants will be able to search for job openings by county. Cook County is located at the bottom of the list.
- Use the pull down menu and select the appropriate county to display on your posting.
- Select your agency name.
- Skip – do not change.
- This information defaults to most common rate. Leave as default unless an update is needed. (If so, be sure to uncheck the Auto-Update box.) **Select** appropriate hours - most are 1957.50
- Enter any internal notes.
- Select the **No** radio option.
- Click on **Add** when finished.



## EXERCISE 1-2: VIEW A POSTING

1. In order to **view** a posting at any status (Active, Draft, or Inactive), **click** on the **title** of the posting, and review.

### David's HR

[Unreviewed Apps By Step](#)

Active Postings  
25 records found.  
Page 1 of 1

Job #	Job Title	Hits			Days Adv.	Adv. To	Exam	Action
		Active	Total					
00130	Accountant [EXAM ONLY]	32	3	3	25	Continuous	00130 <a href="#">Edit</a> <a href="#">Inactivate</a>	
00195	Actuarial Examiner [EXAM ONLY]	19	1	1	26	Continuous	00195 <a href="#">Edit</a> <a href="#">Inactivate</a>	
CMS07-321	Child Welfare Associate Specialist	9	0	0	0	12/28/07 12:00 AM	<a href="#">Edit</a> <a href="#">Inactivate</a>	
07216	Child Welfare Associate Specialist [EXAM ONLY]	2	2	2	27	Continuous	07216 <a href="#">Edit</a> <a href="#">Inactivate</a>	

2. You may now **view** the posting (as an applicant would see it), as well as **Print** and Edit the posting.

[Edit](#) | [Inactivate](#) | [View Class Spec](#) | [Supplemental Questions](#) | [Item Bank](#) | [Scoring Plan](#) | [Job Interest Cards](#)

Job #	Hits	Submitted	Advertised
CMS07-321	9	0	11/28/07 - 12/28/07 12:00 AM

Job Title: **Child Welfare Associate Specialist**

Closing Date/Time: Fri. 12/28/07 12:00 AM Central Time --->

Salary: \$2,892.00 - \$4,744.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Department: Central Management Services

[Print Job Bulletin](#)

Description	Benefits
<p>Subject to administrative direction of the Director of Property Management, serves authoritatively as policy formulating administrator in the planning, directing, implementing and administering, through subordinate managers, all aspects of fiscal administration associated with the consolidation and on-going administration of fiscal management for all real and leased property for all State Agencies, Boards and Commissions called for by Executive Order Number 10 including; serves as an expert authority in collaboration with the Deputy</p>	



## EXERCISE 1-3: CHANGE A DRAFT POSTING TO ACTIVE

1. From **My HR**, in the 'Draft Postings' Section, search for the desired title, click on the **Edit** link.

**David's HR**

[Unreviewed Apps By Step](#)

Active Postings  
24 records found.  
Page 1 of 1

Apps.									
Job #	Job Title	Hits	Active	Total	Days Adv.	Adv. To	Exam	Action	
00130	Accountant [EXAM ONLY]	32	3	3	25	Continuous	00130	<a href="#">Edit</a>	<a href="#">Inactivate</a>
00195	Actuarial Examiner [EXAM ONLY]	19	1	1	26	Continuous	00195	<a href="#">Edit</a>	<a href="#">Inactivate</a>

**Draft Postings**  
1 record found.  
Page 1 of 1

Job #	Job Title	Last Updated	Posting	Class Spec	Exam	Action
TEST123	Information Systems Analyst I - Opt A	11/28/07	<a href="#">Add Posting</a>	<a href="#">View Spec</a>		<a href="#">Edit</a> <a href="#">Delete</a>

Open Requisitions  
No records found.

Req #	Req. Title	Department	Rcvd.	Exam	# Ref.	Action
-------	------------	------------	-------	------	--------	--------

**View/Modify Personal Profile**

Yes, alert me via email  days before job posting expires. [Update!](#)

2. From **Edit Posting** page, **uncheck** the **draft** box at the top of the page.

21165-A - 02

[Copy Job Posting](#) | [Supplemental Questions](#) | [Item Bank](#) | [Scoring Plan](#) | [Job Interest Cards](#)

**Draft**    Archived    Accept Online Applications    Show Closing Date/Time  
 Continuous    Promotional    Transfer

\* Required

Advertise From:	November	14	2007
Advertise To:	December	31	2007 12 am :00
* Job Title:	Information Systems Analyst I - Opt A		
Job Number:	TEST123		

3. Click on **Update** at the bottom of the page.

Spell Check **Update** Reset

Now you will see the posting listed under '**Active Postings**' on the **My HR** page. The posting will be active on the webpage for candidates to apply.

Candidates will be able to view how to apply for your specific vacancy/agency, and obtain information on pertinent exam procedures.



## EXERCISE 1-4: COPY A JOB POSTING

1. From the **My HR** page, search for the desired title, click on the **Edit** link.

**David's HR**

[Unreviewed Apps By Step](#)

Active Postings  
24 records found.  
Page 1 of 1

Apps.								
Job #	Job Title	Hits	Active	Total	Days Adv.	Adv. To	Exam	Action
00130	<a href="#">Accountant [EXAM ONLY]</a>	32	3	3	25	Continuous	00130	<a href="#">Edit</a> <a href="#">Inactivate</a>
00195	<a href="#">Actuarial Examiner [EXAM ONLY]</a>	19	1	1	26	Continuous	00195	<a href="#">Edit</a> <a href="#">Inactivate</a>

Draft Postings  
1 record found.  
Page 1 of 1

Job #	Job Title	Last Updated	Posting	Class Spec	Exam	Action
TEST123	<a href="#">Information Systems Analyst I - Opt A</a>	11/28/07	<a href="#">Add Posting</a>	<a href="#">View Spec</a>		<a href="#">Edit</a> <a href="#">Delete</a>

Open Requisitions  
No records found.

Req #	Req. Title	Department	Rcvd.	Exam	# Ref.	Action
-------	------------	------------	-------	------	--------	--------

**View/Modify Personal Profile**

Yes, alert me via email **2** days before job posting expires. [Update!](#)

2. Click **Copy Job Posting** from the top of the page.

1920 - 19

[Copy Job Posting](#) | [Supplemental Questions](#) | [Item Bank](#) | [Scoring Plan](#) | [Job Interest Cards](#)

Draft     Archived     Accept Online Applications     Show Closing Date/Time

Continuous     Promotional     Transfer

\* Required

Advertise From:	May	8	2007	
Advertise To:	May	27	2007	12 am :00
* Job Title:	Accountant			
Job Number:	1920			
Exam Plan:	1920 - Accountant			
* Job Type:	Full-Time			
* Category:	Accounting and Finance Administration Administrative Assistant Agriculture Airports	<a href="#">Add &gt;</a>	911 Telecommunications	
* Assigned To:	Quinones, Amy			
Description:	Performs a variety of professional accounting functions, including analyzing and recording of financial transactions; preparing annual financial reports; designing and extracting information for internal management reporting; conducting special audits and reviews of operations; monitoring and adjusting financial data; and providing assistance and training to City staff on accounting issues and the use of financial systems.			
Examples of Duties:	Coordinates, schedules and manages general ledger closing, rollover and data archiving processes; schedules, monitors and verifies subsidiary systems postings; oversees, researches and/or resolves systems and data issues; ensures integrity of the City's financial data.  Schedules, monitors and verifies transfer of data between the City's budget and general ledger systems.			

# APPLICANT ROLE

## Chapter

# 2

*In this chapter, you will learn how to search for job openings as an applicant, create a user account, an online profile, and submit an online application.*

**A**pplicants create a user account and create an online application which they can use again to apply for other job openings in the future. Applicants can login to their applicant account to view and print the applications they have previously submitted.

## ROLE DEFINITIONS LOGINS/PASSWORDS

### Applicant Role

Creates applications, applies online



### APPLICATION PROFILE DEFINITION AND COMPONENTS

Applicants can create their application profile in advance of a job being posted. By creating their application profile online in GovernmentJobs.com in advance of a job posting, the applicant can save all of the standard application information such as name, address, work history, educational background, references, etc. so that when a job posting in which they are interested opens, they only need to complete any additional questions.

Please log into your “Test Environment” as follows:

- Open your browser go to the address bar, clear out it's contents completely and type: **69.225.112.10** – click enter. The first time you visit this site, you must create an **account**. (Once your account is created, you can login directly from the 'Career Seekers' tab.)
- Click the '**Career Seekers**' tab at the top of your screen
- Click on '**Create Your Account Here!**'

The screenshot shows a web browser window with the address bar containing 'http://69.225.112.11/js\_login.dfm'. The page title is 'GovernmentJobs'. The navigation menu includes 'Home', 'Job Search', 'Career Seekers', 'About Us', 'Post a Job', and 'Employer Login'. The main content area asks 'Are you registered?' and provides instructions for new users and existing users. There is a login form with 'Username:' and 'Password:' fields and a 'Login' button. Below the form, there are links for 'Not Registered Yet? Create Your Account Here!' and 'Forgot My Password'. A black arrow points to the 'Create Your Account Here!' link.

- Enter your new account information
- Click 'Save'
- Login using your username and password

Write your username and password here: \_\_\_\_\_/\_\_\_\_\_



## INTEREST CARDS DEFINITION AND COMPONENTS

Applicants can submit a job interest cards for a category of job openings or for a specific job classification. When a job posting opens within the specified category or job classification, NEOGOV automatically sends an e-mail to the applicant to notify them of the job opportunity. Interest cards are maintained in Insight for a period of twelve months. After eleven months have passed, an e-mail is sent to the applicant providing them with the opportunity to renew their interest card for another twelve months. Applicants have the option to cancel their interest card at anytime if they wish to discontinue interest card notifications.



### DEMONSTRATION 2-1: SUBMIT A JOB INTEREST CARD BY CATEGORY



### DEMONSTRATION 2-2: SUBMIT A JOB INTEREST CARD BY CLASSIFICATION



## ONLINE APPLICATION PROCESS DEFINITION AND COMPONENTS

Applicants can access a list of job openings either by accessing your agency's website or by searching on GovernmentJobs.com. In the following training exercise, you will be searching for job postings on the test version of your agency's website, and submitting an online application.



## EXERCISE 2-3: SUBMIT AN ONLINE APPLICATION

1. Go to <http://wwwdev.state.il.us/work/>

The screenshot shows the website interface with a navigation menu on the left and a main content area. The 'Current Job Postings (Open Vacancies)' button is highlighted with a blue box and an arrow pointing to it.

2. Click on **Current Job Postings**.
3. Under **Job Postings** link, scroll down and **click** on the desired **job posting title** under the Position Column.

2 records found.  
Page 1 of 1

Position	Emp. Type	Salary	Filing Date
Information Systems Analyst I - Opt A	Full-Time	\$3,724.00 - \$6,654.00 monthly	12/30/07
Under general direction, performs difficult and specialized professional work in the Information Tec...			
State Police Evidence Technician II	Full-Time	\$2,556.00 - \$4,063.00 monthly	12/30/07

4. Under the **How to Apply** section, click on the **Applicant Information and Grading Procedures** link.

Description	Benefits	Supplemental Questions
<p>Under general direction, performs difficult and specialized professional work in the Information Technc Services, Systems Services, Client Services, or Multi/Other Information Technology Services; work is policies or procedures must be adapted or applied and new methods devised to meet frequently char interprets data and/or procedural applications to address problems and situations that are not clearly</p> <p><b>THIS IS A TEST SYSTEM AND NOT ACTUAL DATA. THIS IS NOT A VALID POSTING - YOUR APPLIC REVIEWED. If you create a profile to apply, it will only be stored in the test system and you w live system.</b></p>		
<p><b>Minimum Requirements:</b></p> <p>Requires working knowledge of C++, VB/VBA, SQL. May be required to travel overnight.</p>		
<p><b>Work Hours &amp; Location/Agency Contact:</b></p> <p><b>Work Hours:</b> 8:00 A.M. - 4:00 P.M.  <b>Work Location:</b> 120 W Jefferson Street  <b>Contact:</b> Bill Smith, 524-0000</p>		
<p><b>How to Apply:</b></p> <p style="text-align: center;"><a href="#">Click Here for Applicant Information and Grading Procedures</a></p>		

5. The full posting information for an open competitive grade will now appear detailing the protocol.

State of Illinois Government Jobs, Employment, Careers

Job Opportunities powered by  
**NEOGOV™**

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Job Title: **Information Systems Analyst I - Opt A [EXAM ONLY]**  
 Salary: \$3,724.00 - \$6,654.00 monthly  
 Job Type: Full-Time  
 Location: 2 Counties, Illinois

---

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
<p><b>This notice is for grading and informational purposes only and is not an actual vacancy.</b></p> <p>The State of Illinois offers several options to allow candidates to be considered for vacant positions. Interested applicants should utilize the option described below that best suits their needs.</p> <p><b>Open Competitive Grades</b>                      You should apply for an open competitive grade if:</p> <ul style="list-style-type: none"> <li>You have never worked for the State of Illinois,</li> <li>You work/have worked for the State of Illinois but have never held certified status,</li> <li>You are/have been a certified State of Illinois employee and wish to exercise your veteran's preference rights, or</li> <li>You are a certified non-veteran State of Illinois employee and wish to be considered from an open competitive eligible list.</li> </ul> <p><b>Note:</b> Selection from an open competitive eligible list will require a currently certified employee to serve a new probationary period.</p> <p>To be considered for open competitive eligibility for the title of <b>Information Systems Analyst I - Opt A</b>, you must be deemed qualified by Central Management Services (CMS). <b>Information Systems Analyst I - Opt A</b> is a regularly tested title that requires a review of your minimum qualifications and the completion of a Supplemental Questionnaire form to determine your final grade. If you meet the minimum qualifications for this title, CMS will mail the Supplemental Questionnaire to you. Instructions for completion of the Supplemental Questionnaire will be included with the mailing. After successfully obtaining a passing grade, your name will be placed on an open competitive eligible list for <b>Information Systems Analyst I - Opt A</b> in the two</p>		

- Click on the **Apply** link at the top right section of the posting.

State of Illinois Government Jobs, Employment, Careers

Job Opportunities

powered by NEOGOV™

Job Title: **Information Systems Analyst I - Opt A [EXAM ONLY]**  
Salary: \$3,724.00 - \$6,654.00 monthly  
Job Type: Full-Time  
Location: 2 Counties, Illinois

[Print Job Information](#) | [Apply](#)

**Description** | Benefits | Supplemental Questions

**This notice is for grading and informational purposes only and is not an actual vacancy.**

The State of Illinois offers several options to allow candidates to be considered for vacant positions. Interested applicants should utilize the option described below that best suits their needs.

**Open Competitive Grades**  
You should apply for an open competitive grade if:

- You have never worked for the State of Illinois, ...

- Click on the **Create Your Account Here** button.

State of Illinois Government Jobs, Employment, Careers

Login

**Are you registered?**

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

Username:   
Password:

Not Registered Yet? [Create Your Account Here!](#)  
[I Forgot My Password](#)

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

- Enter your new account information (you MUST remember this information).
  - Write your username and password on page 9 for future reference.
  - Click on the 'Save' button.
- A page is displayed with your login information. Click on the 'Login' button.
  - Enter your username and password and click 'Login'.

10. Click on the 'Create Application' button

State of Illinois Government Jobs, Employment, Careers

Employment Application

Welcome, Help Logout

[Main Menu](#) [Application Status](#) [My Account](#)

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

[Create Application](#)

**Applications You've Created:**

Name	Date Created	Modify
------	--------------	--------

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

11. Input a **title** for your application (it does not matter what you type in – it's for your own reference).
12. Click on the **Create Application** button.
13. Fill in the **Personal Profile** information.

Job Application >> Profile \* Required Field

Cancel Save & View Application

**Contact Information**

\* First Name  
Ross

Middle Initial  
J

\* Last Name  
Hanson

Primary Phone  
(310) 555-5555

Alternate Phone

\* Email  
ross@neogov.com

14. Click on the **Save & View Application** button.

15. Complete at least one record in the **Education History** and **Work Experience** sections (click the **Save** button at the bottom of each section).

Job Application » Review \* Required Field

**Personal Profile** [Edit Personal Profile](#)

Name: Ross J Hanson Address: 222 N. Sepulveda Blvd  
El Segundo, California 90245  
Email: [ross@neo.gov.com](mailto:ross@neo.gov.com)  
Notification Preference: Email

Home Phone: (310) 555-5555 Alternate Phone:

---

**Other Personal Information**

Drivers License: Yes, California  
Can you, after employment, submit proof of your legal right to work in the United States? Yes  
What is your highest level of education? Bachelor's Degree

---

**Preferences**

Application Privacy:  
Preferred Salary: \$0.00 /year  
Are you willing to relocate?

Types of positions you will accept: Regular  
Types of work you will accept: Full Time  
Types of shifts you will accept: Day

**Objective**

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

16. Answer the **agency-wide supplemental questions**.

State of Illinois Government Jobs, Employment, Careers

Employment Application  
Welcome, Jane Doe

Main Menu Application Status My Account

Information Systems Analyst I - Opt A [EXAM ONLY] - Application process steps:

1 Job Application 2 Agency-wide Questions 3 Supplemental Questions 4 Confirm Application 5 Certify & Submit

Agency-wide Questions \* Required Field

If you need more than **one hour** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

17. Click on the **Save & Proceed** button at the bottom of the page.

104. Other (specify)

Save Work in Progress Save & Proceed

\* Required Field

18. Answer the **job-specific supplemental questions** (if any).
19. Click on the **Save & Proceed** button at the bottom of the page.

20. Scroll to the bottom of the application review screen and click **Confirm Application**.
21. Click the **Accept** button on the digital signature screen.

By clicking the 'Accept' button, I acknowledge that I have read and agree to the following conditions:

- Pursuant to state law, I agree to furnish certain information about child support obligations at the time of hire. (Please note that the possibility of employment is not affected by a child support obligation or default in payment.)
- State law requires that 'every male born on or after January 1, 1060, and less than 27 years old, shall submit documentation, at the time of appointment, evidencing his registration with the Federal Selective Service System.' As a condition of employment, I agree to furnish this documentation.
- I understand that this application may be utilized as the actual test for some titles. I further certify that the information on this application is true and accurate and understand the misrepresentation of any material fact may be grounds for ineligibility or termination of employment.
- I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment.
- I understand that completing this application may result in my name being placed on an eligibility list and that names placed on an eligibility list may be released to the public without further notice to me.
- I state that I have not submitted an application for this written and/or performance examination within the last 30 days.

Accept Decline

22. **Printable Application** – After creating their profiles, applying for & submitting an application for a posted position, applicants can click on the **Application Status** menu and select the **view** link next to the application.

Job Title	Organization	Applied	View App.	Status	Schedule
Accountant I- JH	Utopia, CA	03/28/06	<a href="#">View</a>	Conducting Oral Exams	
Accountant I- JH	Utopia, CA	03/23/06	<a href="#">View</a>	Application Received	
TEST - Job Posting Only Jack/Jill of all trades	Utopia, CA	03/21/06	<a href="#">View</a>	Application Received	
Teacher-JH	Utopia, CA	03/21/06	<a href="#">View</a>	Conducting Oral Exams	

23. If candidates wish, they may click the **link** for a printable version of the application.



The screenshot shows a web interface with a navigation bar at the top containing three buttons: "Main Menu", "Application Status", and "My Account". Below the navigation bar, there is a purple link that says "Click here for a printable version of this application" with a mouse cursor pointing to it. Underneath the link is a header for "Accountant I- JH". Below the header is a "Personal Profile" section containing the following information:

Name:	Joanne Utopia	Address:	222 N Sepulveda Blvd El Segundo, California 90245
		Email:	<a href="mailto:joanne@neogov.com">joanne@neogov.com</a>
Home Phone:		Notification Preference:	Email
Former Last Name:		Alternate Phone:	
		Month and Day of Birth:	01/01

24. IMPORTANT: Click on the **Logout** link in the upper-right-hand corner.

## eRECRUITING AGENCY TRAINING INFORMATION POINTS

1. Starting on January 1, 2008, all agencies will use a uniform bid form. Please review this draft and email any comments/feedback to [deborah.hensey@illinois.gov](mailto:deborah.hensey@illinois.gov) by December 14, 2007.
2. After training, practice posting in the training environment <http://69.225.112.10>. Once you are comfortable with the posting process, live postings may be entered into the production environment, <http://www.neogov.com>, beginning on 12/18/07. Any postings that span the new year must be entered in both the mainframe posting system and the eRecruiting posting system. Effective January 1, 2008, all postings must be entered into the new eRecruiting system. Any questions during this time, as well as after go-live on 1/1/08, can be directed to [diane.sassatelli@illinois.gov](mailto:diane.sassatelli@illinois.gov) in CMS Transactions.
3. Please note: The language on the website is draft language that will be in development and updated through 12/31/07.
4. Please note: New procedure - Reinstatements, transfers, voluntary reductions, parallel pay grade movement, etc. must submit a bid form and CMS-100 (not a CMS-100B) to the posting agency.
5. Webinar schedule will be distributed via email if you would like a refresher and for remote office staff who were not able to attend.