

Counseling/Testing Locations



State of Illinois
Central Management Services

- *Identification is required.*

- *Photo I.D. is preferred.*

Springfield

(Counseling by appointment / walk in testing)

Illinois Department of Central Management Services
Capital City Center
130 W. Mason Street, Second Floor
Springfield, Illinois 62702
(217) 524-1313
(800) 643-8138
TTY (217) 785-3979

Chicago

(Counseling by appointment / walk in testing)

Illinois Department of Central Management Services
James R. Thompson Center
100 West Randolph Street, Suite 3-300
Chicago, Illinois 60601
(312) 793-3565
TTY (312) 814-4458

Rockford

(Counseling & testing by appointment only)

Illinois Department of Central Management Services
E.J. "Zeke" Giorgi Center
200 South Wyman
Rockford, Illinois 61101
(815) 987-7004
TTY users should call the
Illinois Relay Center at
800-526-0844

Marion

(Counseling & testing by appointment only)

Illinois Department of Central Management Services
State Regional Office Building
2309 West Main Street, Suite 126
Marion, Illinois 62959
(618) 993-7005
TTY users should call the
Illinois Relay Center at
800-526-0844

Champaign

(Counseling & testing by appointment only)

Illinois Department of Central Management Services
State Regional Office Building
2125 South First Street
Champaign, Illinois 61820
(217) 278-3435
TTY users should call the
Illinois Relay Center at
800-526-0844

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Employment Assistance for Illinois Veterans



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

Veterans and Jobs

Job Counseling

The Department of Central Management Services (CMS) offers comprehensive career counseling services by appointment, Monday through Friday in Springfield, Chicago, and at the other locations listed in this brochure.

CMS personnel offices are staffed with professionally trained counselors who provide job applicants with individualized attention. It may be more convenient for you to schedule an appointment at a specific time.

The counselor will complete a candidate profile and recommend job titles for which you are qualified. If you do not have a grade on file, you will be encouraged to test for the job title in question and the counselor will explain the employment and testing process. Some titles require an actual test, while others are graded on training and experience, but an applicant must submit an application to CMS and acquire a grade before an agency can consider anyone for appointment. A passing grade is the first step to state employment.

Job Posting System

The Job Posting System is a tool used by CMS counselors that is also available for your own use. The system provides a listing of current job vacancies for agencies, boards, and commissions reporting to the Governor. The Job Posting System can be accessed at computer terminals available at all the CMS Assessment Centers, your local Illinois Department of Employment Security Office and on the Internet via www.work.illinois.gov.

Veterans Preference

Under state law, qualified veterans are entitled to points added to a passing grade and appointment preference. Illinois National Guard/Reserves non-activated only receive points added to a passing grade.

NOTE: All veterans will be required to submit certified copies of their most recent DD 214/215 as proof of service at the time of their examination.

To be eligible, an applicant must have received a discharge under honorable conditions and served under one of the following circumstances:

1. Served for at least six months in the armed forces of the United States, the Illinois National Guard, or any reserve component of the armed forces of the United States, or, while a U.S. Citizen, must have been a member of the armed forces of an ally of the U.S. in time of hostilities with a foreign country.
2. Discharged on grounds of hardship.
3. Released from active duty because of a service-connected disability.
4. Served for the duration of hostilities regardless of the length of engagement.
 - An unremarried spouse of a veteran who suffered a service-connected death or the spouse of a veteran whose service-connected disability prevents the veteran from qualifying for state employment receives the same preference as the veteran would have received.
 - One parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for state employment receives points added to a passing grade.

- A spouse or parent using the veterans preference must complete CMS Form 255 - Information Questionnaire which is available at the time of application.

Veterans Outreach Program

If you would like more information about the Veterans Outreach Program, please contact:

Veterans Outreach Coordinator

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Central Management Services**
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www.work.illinois.gov

Selection Inquiries

An eligible veteran who has not been selected for a job has the right to ask why he or she was not selected. All requests must be in writing and directed to the agency that conducted the interview.