### **SuccessFactors Supported Browsers**

### Supported Desktop Browsers for SAP SuccessFactors 🕸

SAP SuccessFactors supports these desktop browsers.

#### Supported Versions

- Microsoft Internet Explorer 11 (Internet Explorer 10 Metro is not supported at this time)
- Microsoft Edge
- Chromium Edge
- Mozilla Firefox
- Apple Safari
- Google Chrome

#### Additional Information

We are committed to supporting the most recent versions of Internet Explorer. Internet Explorer 9 and 10 are no longer supported because Microsoft ended support for these browsers on January 12, 2016.

The supported Internet Explorer browser is used in certification testing.

Internet Explorer compatibility and Enterpise Mode are not supported.

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# Enterprise Resource Planning (ERP) Program

ACTS SuccessFactors Internal Candidate Career Site

### SuccessFactors Logon – Internal Candidates

- 1. Login to SuccessFactors using the "Username and Password" credentials that was sent to you.
- 2. Click the "Sign-In" button



For instructions on how to set up OKTA please refer to this link OKTA Registration

### SuccessFactors Homepage for Internal Candidate

- 3. Go to 'Home' and click the down arrow.
- A drop-down menu will appear. Click the "Career" link

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### Career Opportunities for Internal Candidate(s)

On the top part of the 5. 5 **Career Opportunities** Job Search Job Application Saved Jobs Saved Searches/Alerts My Candidate page are a set of tabs that ILL Career Opportunities  $\bigcirc$  Search for actions or peo... Δ  $\bigcirc$ Job Search will allow you to: Career Op Search for Openings Job Search Search for On CNOWIED 8 Keywords: Job Applications Keywords: Exact Match Save Jobs in job title My Candidate Profile in job title or description Job Language Saved Applications Job Language: English US (English US)  $\sim$ 6 Location: Agency: Department of Human Servic V Posted within vee Career Portal 'Internal Candidates' can 6 Distance is with Location: Any  $\sim$ earch for jobs that further your career goals and continue to our constituents use "Search for Openings" Posted within the last: days Qs Our employees a Requisition ID: section to search for 'Job Distance is within: 50 miles of Requisitions". Candidates United States (US)  $\sim$ may search using the 62701 zip code following: Job Function: Any  $\sim$ Region: Any  $\sim$ Key words, such as title County: Any  $\sim$ Agency County 38 Jobs match the selections Region Clear Search Jobs Job Function Distance from a zip code Click the "Search Job" 7. button.

## Career Opportunities – View Searched Jobs and Apply or Save a Job

- 8. You can now view all the jobs from your search.
- 9. You can narrow your job search by clicking the down arrow of "Date Posted".
- Click the "Select Action" down arrow, then click "Apply" or "Save Job" link.
- 11. Click the "Save this search".

**Note:** "Candidates can use the 'Save Job' feature for postings which are of interest and easily retrieve them later in order to review and apply".



## Career Opportunities – Internal Candidate Apply for a Job

Click the 'Job Title' to view job description

12. Click the "Job Title" to apply for the job that is posted or click the "Select Action" down arrow to display the list of actions and select the "Apply" link.

Note: The "Save this search" link will add a 'Saved Searches/Alerts' tab at the top of the screen. Click the "Saved Searches/Alerts" tab, the 'Job Alerts' screen is displayed.

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### Career Opportunities – Apply for a Job

13. The 'Internal Candidate can 'Return to List', 'Save Job' or apply for the job by clicking the "**Apply**" button.

The 'Job listing Detail' page is displayed.



Job Listing Detail

Agency: Department of Veterans' Affairs Closing Date/Time: 01/23/2021 Salary: \$,1000 to \$2,000 Monthly; \$12,000 to \$24,0000 Annually Job Type: Hourly Full Time County: Clay: Clinton; Cumberland Number of Vacancies: 1.00 Plan/BU: Downstate

#### Job Responsibilities

Under immediate supervision, performs nonprofessional work assisting a dentist in the routine handling of patients, instruments and supplies; maintains records of treatment, supplies and materials.

1. Sterilizes dental instruments according to Joint Commission and Center for Disease Control and Prevention (CDC) standards.

- 2. Prepares trays of instruments for the dentist.
- 3. Prepares the patient for treatment.
- 4. Takes and develops dental x-rays.
- 5. Prepares and files case histories and treatment records.
- 6. Prepares requisitions for needed supplies.

7. Prepares amalgam and cement fillings.

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

#### Knowledge, Skills, and Abilities

- Requires working knowledge of patient care as applied in state hospitals.
- Requires ability to deal tactfully with patients.
- Requires ability to keep records and make reports.
- Requires ability to handle dental instruments and materials carefully and dexterously.

### Career Opportunities – Apply for a Job...

- 14. The 'Internal Candidate updates their "My Candidate Profile" for the job they are applying for.
- 15. The 'Candidate' can click the "here" link for questions about completing the profile. (see pages
- 16. The 'Candidate' can also click the "here" link for questions about completing the application.



14 My Candidate	e Profile sc	reen is di	splayed	
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Preview

### Internal Candidate – My Candidate Profile – Upload resume

- 21. Click the **"My Candidate Profile"** tab.
- 22. The 'Internal Candidate' select **"Choose File"** to uploads their resume.
- Click the "Upload" button to attach the resume file. If you do not want to upload a resume, select Cancel (See Page 11).

'My Candic	late Profile' screen is displayed	
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My Candidate Profile		^
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Work Experience with the State of Illinois There are no items in this section.	23	
Previous Employment There are no items in this section.	Cancel Upload Please upload any licenses, certi the Additional Documents field	fications, or other pertinent document (such as TA forms) in above.
✓ Education	+ Add Country No Selection V	
There are no items in this section.	* State No Selection V	
✓ Skills	+ Add * City	

Once your resume has been uploaded, verify that your work experience and previous employment are correct.

### Internal Candidate – My Candidate Profile – Resume Tips

After you upload your resume, You will see a message confirming the system has loaded your data.

Your state experience will likely be listed in the Previous employment section. You will want to make corrections.

The education section will likely have your school, but you may need to update the section

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### Internal Candidate – My Candidate Profile – Type Experience

24. Click the +Add button in the 'Work Experience with the State of Illinois' To add additional positions, click the + Add Another. If you have experience other than the State of Illinois, add that information in the ' Previous Employment' section.

25. Update your education.

26. Complete the Skills, Certifications/Licenses, Upward Mobility and Geographic Mobility Sections.



## Internal Candidate – My Candidate Profile, and Saved Applications...

24. You must **"Save"** your changes in order to keep them.

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My Candidate Profile			Changes pending. You must save your changes in order to ka
Internal Candidate 101			闧 🗍 Save 중 Print Preview
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The 'Internal Candidate' can start creating their profile by filling in the required fields and attaching their documents

### Career Opportunities – Apply for a Job

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* Address	2106		The State of Illinois is proud to b most talented people from a div	e an Equal Employment Opportunity En erse candidate pool. All employment de	nployer. The	he State of Illinois values and cele e made without regard to age, race	ebrates diversity and is committed to an inclusive workplace. CMS seeks to recruit, develop, and retain the e. color, creed, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, physical
* City	corinth		and mental disability, marital sta The following sections (ethnicity Disabilities Act and the Illinois H	tus, genetic information or any other cha disability, and veteran status) are volun uman Rights Art. State agencies must er	aracteristic ntary, but a	c protected by federal or state law are intended to help the State dete t the employment process is access	« emine its outreach, interviewing, and hiring of diverse candidates. Also, in compliance with the Americans with existent and anoticans: including encross with disabilities. Specifically, these laws require that the State provide
* State	Texas	~	reasonable accommodations up	on request by individuals participating in	n all steps	of the employment process. This i	includes the State of Illinois interview process.
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				* Rate your attention to detail.     10-one 2. *What's the largest project team you	u've manag	v ged?	

Back Cancel Save Apply

### Internal Candidate – Job Application, and Saved Jobs

- Click the "Job Applications" tab, the 'Jobs Application' screen appears.
- 19. Click the **"Saved Jobs"** tabs to view "My Saved Jobs" by the 'Internal Candidate'.
- 20. Click the **"Find More** Jobs" button to return to the 'Search Jobs' page.



## Internal Candidate – My Candidate Profile, and Saved Applications...

25. Click the **"Saved** Applications" tab

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The '	Internal Candid	ate' will be a	ble to view thei	r applied applications.						

### Enterprise Resource Planning (ERP) Program

