Supported Browsers for SuccessFactors

SAP SuccessFactors supports the following desktop browsers:

Supported Versions
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 Enterprise Mode are not supported.
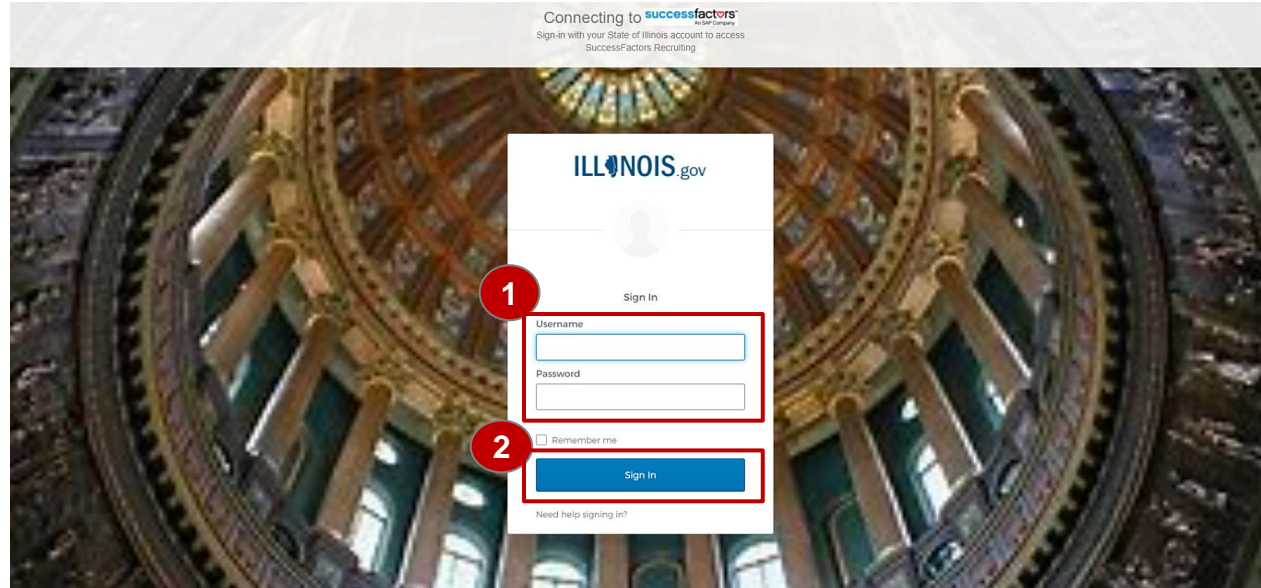
Enterprise Resource Planning (ERP) Program

SuccessFactors Recruiting
Internal Candidate (Employee) Career Portal

SuccessFactors Logon – Internal Candidates

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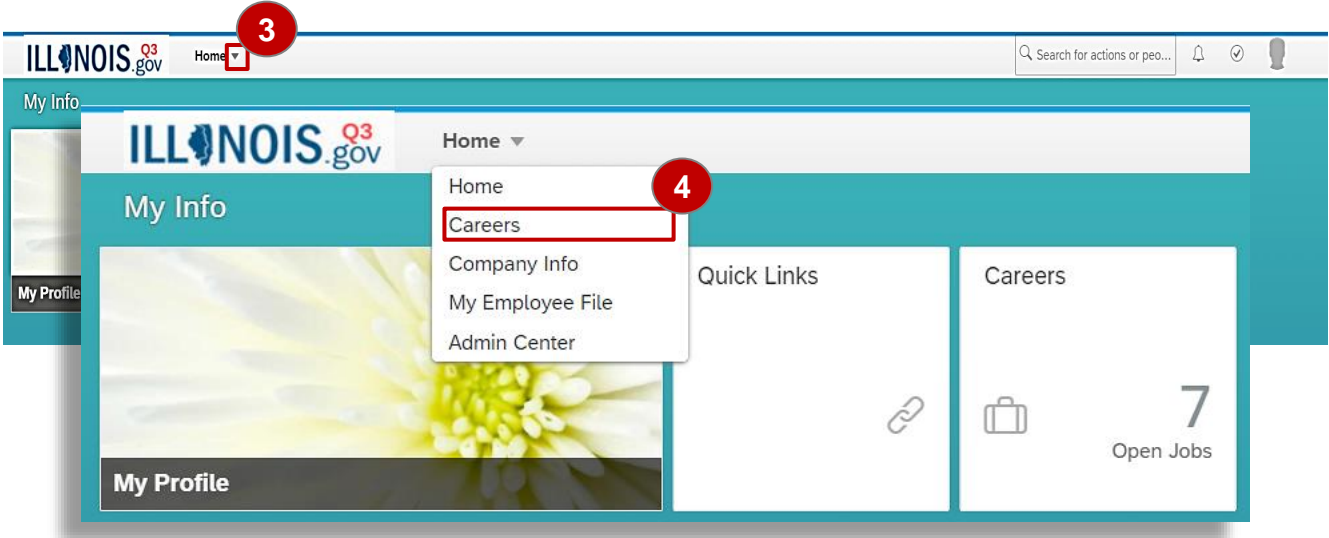
2. Click the "Sign-In" button

SuccessFactors Homepage is displayed

For instructions on how to set up OKTA please refer to the OKTA Registration document.

SuccessFactors Homepage for Internal Candidate

3. Go to 'Home' and click the down arrow.

4. A drop-down menu will appear. Click the **"Career"** link

# Career Opportunities for Internal Candidate(s)

5. On the top part of the Career Opportunities page are a set of tabs that will allow you to:
   - Job Search
   - Job Applications
   - Save Jobs
   - My Candidate Profile
   - Saved Applications

6. 'Internal Candidates' can use "Search for Openings" section to search for 'Job Requisitions". Candidates may search using the following:
   - Keywords
   - Agency
   - County
   - Region
   - Job Family
   - Distance from a Zip Code

7. Click the **"Search Job"** button.
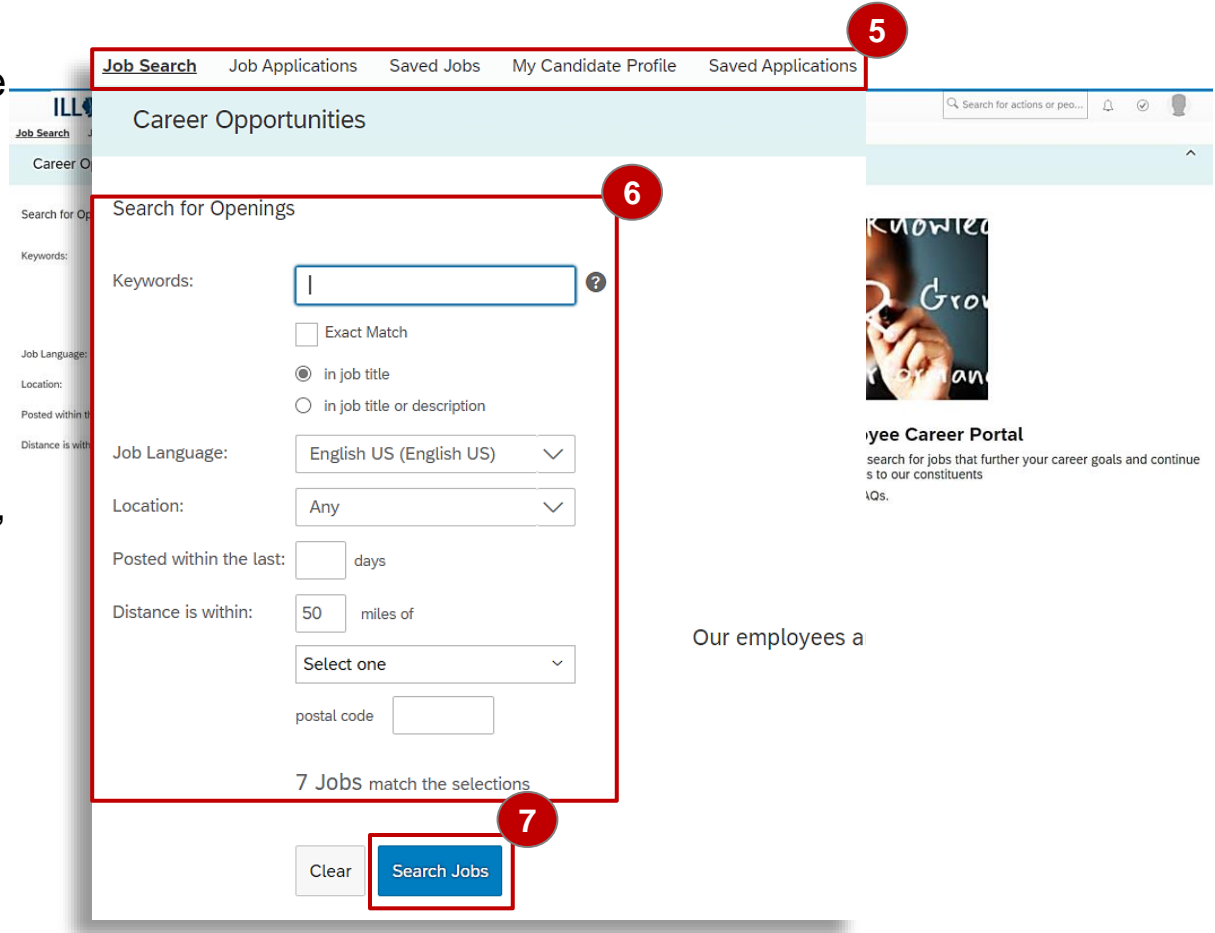
Career Opportunities – View Searched Jobs and Apply or Save a Job

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"**.

10. 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".

Job Search   Job Applications   Saved Jobs   My Candidate Profile   Saved Applications

Keywords

Exact Match
○ in job title
○ in job title or description

Job Language
English US (English US)

Location:
Any

Posted in last: ___ days

Distance is within
50 miles of

Select one

postal code

7 Jobs match the selections

Clear   Search Jobs

Save this search

7 Jobs matched your search

Items per page 10 |‹‹ ‹ Page 1 of 1 › ››|

Sort by: Date Posted

9

Date Posted

Relevance

Job Title

Distance

8

CORRECTIONAL OFFICER TRAINEE - 0967600
Requisition ID: 128 - Posted on 01/12/2021 -

CANCER REGISTRAR ASSISTANT MANAGER - 0595400
Requisition ID: 125 - Posted on 01/12/2021 -

ACTUARIAL EXAMINER - 0019500
Requisition ID: 121 - Posted on 01/12/2021 -

CANCER REGISTRAR ASSISTANT MANAGER - 0595400
Requisition ID: 55 - Posted on 01/10/2021 -

Select Action

ADMINISTRATIVE ASSISTANT II - 0050200
Requisition ID: 32 - Posted on 01/10/2021 -

Select Action   **10**
Apply
Save Job

TGH - DENTAL ASSISTANT - 1165000
Requisition ID: 23 - Posted on 01/10/2021 -

Select Action

Test TGH LIBRARIAN II - 2340201
Requisition ID: 22 - Posted on 01/08/2021 -

Select Action

11

This is optional for the Internal Candidate

The **"Apply"** link will let you apply for the selected job or **"Save Job"** to your profile

| 5

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.

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.

Career Opportunities –Apply for a Job

Application screens of 'Job Posting'.

Career Opportunities – Apply for a Job…

14. The 'Internal Candidate updates the information that flows from **"My Candidate Profile"** for the job they are applying for.

15. The 'Candidate' can click the **"here"** link for questions about completing the profile.

16. The 'Candidate' can also click the **"here"** link for questions about completing the application.

17. In the 'More Information' section, the Candidate must complete all required fields with an "*" asterisk.

My Candidate Profile screen is displayed
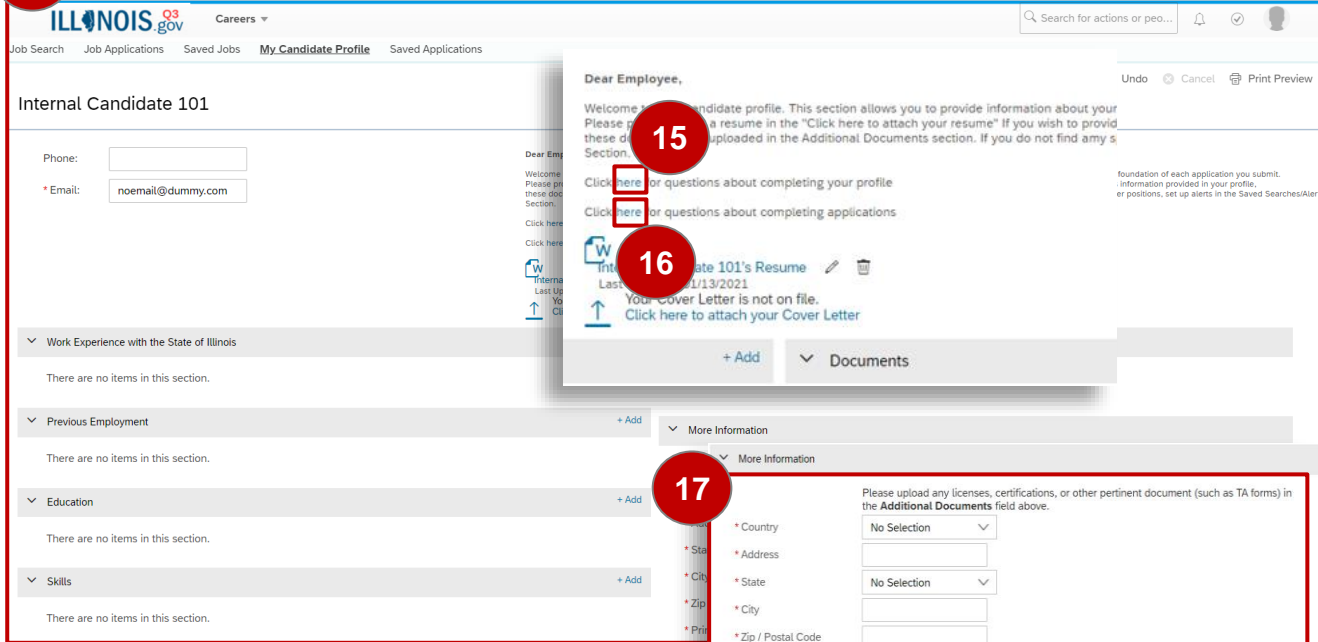
The 'Internal Candidate' must complete all required fields with an "*", for the job they are applying to.
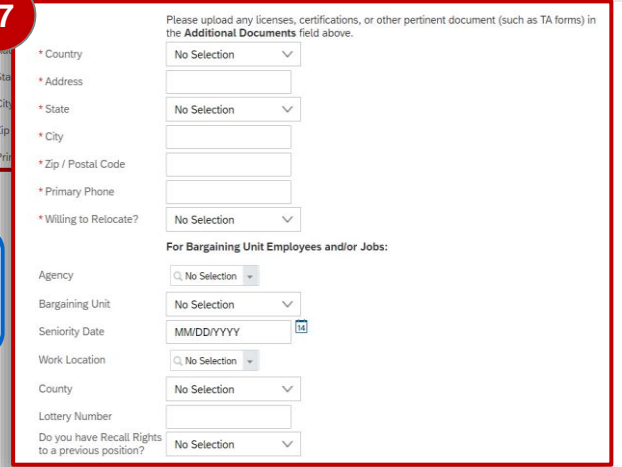
Internal Candidate – Job Application, and Saved Jobs

18. 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.

'Jobs Application' will display any jobs that the Internal Candidate has searched.
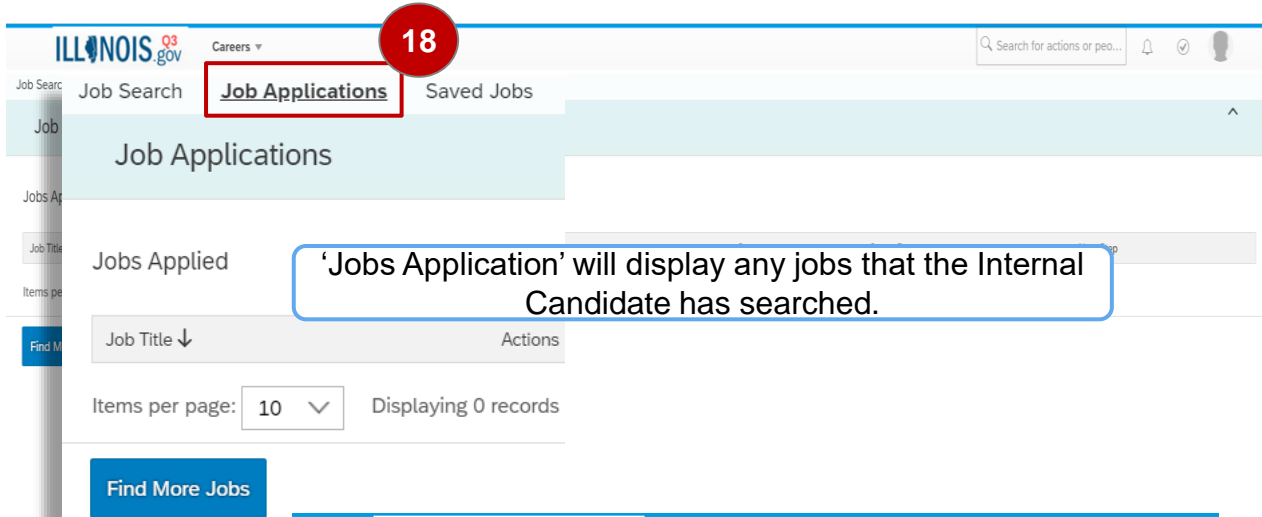
My Saved Jobs screen is displayed
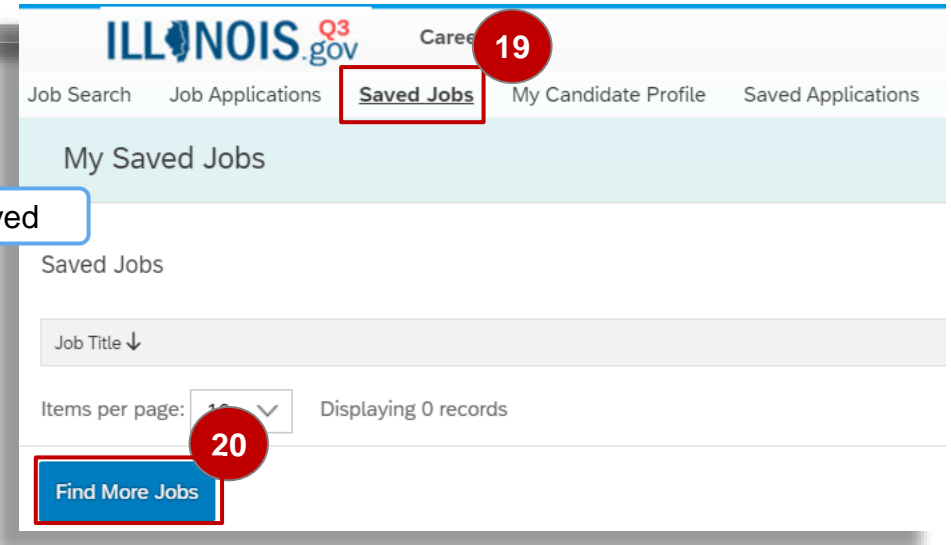
Internal Candidate – My Candidate Profile, and Saved Applications

21. Click the **"My Candidate Profile"** tab.

22. The 'Internal Candidate' select **"Choose File"** to uploads their resume.

23. Click the **"Upload"** button to attach the resume file. If you do not want to upload a resume, select Cancel (See Page 13).

'My Candidate Profile' screen is displayed
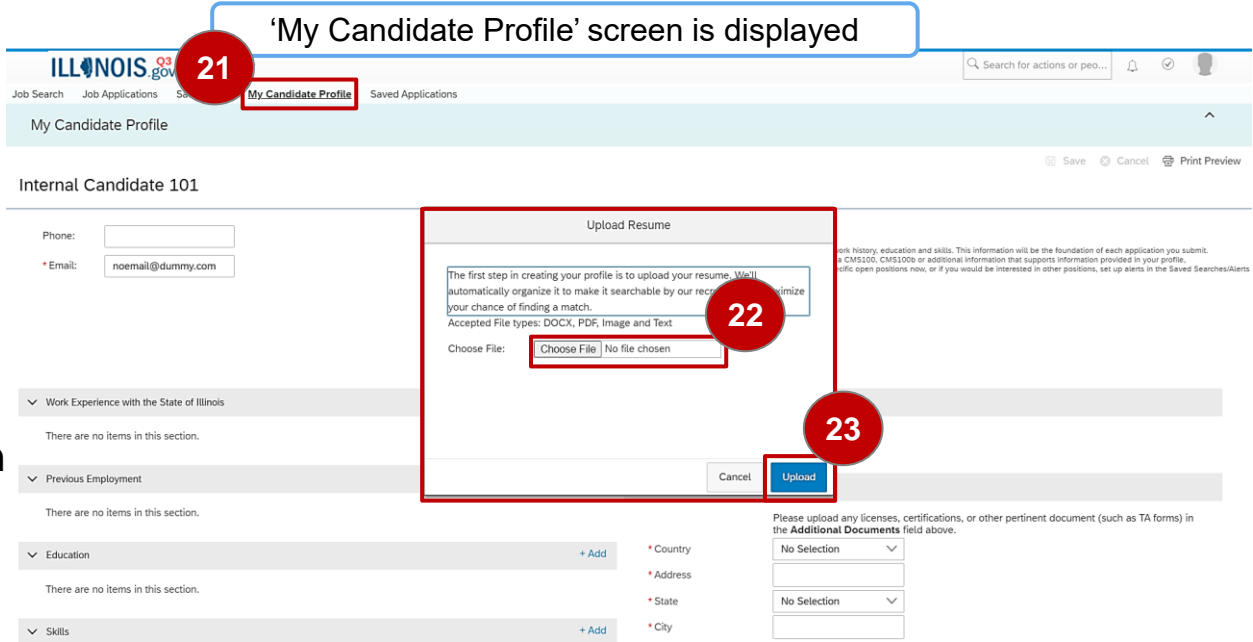
Once your resume has been uploaded, verify that your work experience and previous employment are correct.

Internal Candidate – My Candidate Profile – Resume Tips

24. After uploading a resume, a message displays confirming the system has loaded your data.

25. All work experience will flow to the Previous Employment section by design. Candidates must review and verify the information is accurate including manually moving appropriate work experience to the Work Experience with State of Illinois section.

26. The education section will also need verified to ensure the information flowed accurately.

(24)
⊘ Your resume has been uploaded and organized for better searching.
Take a look at the information below in case we made a mistake or missed something. To delete all the information, please click "Cancel" above.

(25)
∨ Work Experience with the State of Illinois   + Add

There are no items in this section.

∨ Previous Employment   + Add Another

≡ State of Illinois Department of Innovation & Technology   Remove 🗑
Onboarding and Compensation Functional Expert   7 months
                                                                        03/22 - Present
⟩ Details

(26) ∨ Education   + Add Another

≡ Eastern Illinois University   Remove 🗑
Bachelors
∨ Details
  * College/University/Trade School   Eastern Illinois University
  * Degree   Bachelors ∨
  * Major Field of Study   Organization Develc ∨
  Minor Field of Study   Psychology ∨
  * Degree Status   Completed ∨

                                                                        Close Details

Internal Candidate – My Candidate Profile – Resume Tips

27. The remaining sections including Skills, Certifications/Licenses, Upward Mobility Program, and Geographic Mobility need completed.

28. To input information into each section, click the +Add button to populate the fields.

27

28

∨ Skills   + Add

There are no items in this section.

∨ Certifications/Licenses   + Add

There are no items in this section.

∨ Upward Mobility Program   + Add

There are no items in this section.

∨ Geographic Mobility   + Add

There are no items in this section.

Internal Candidate – My Candidate Profile, and Saved Applications…

29. You must **"Save"** your changes in order to keep them.
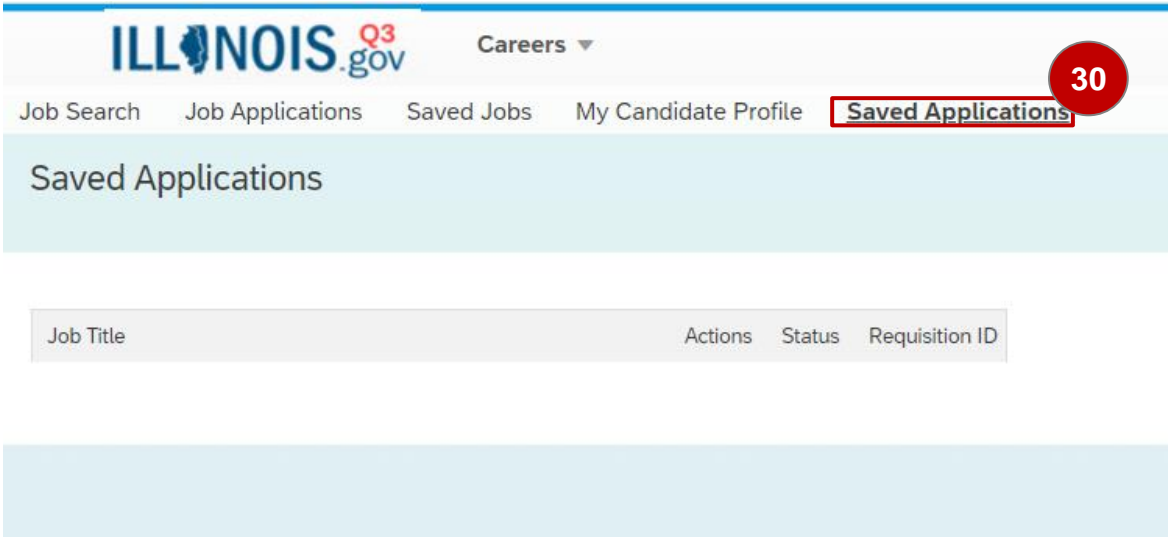
‘My Candidate Profile’ screen is displayed

The ‘Internal Candidate’ can start creating their profile by filling in the required fields and attaching their documents

Internal Candidate – My Candidate Profile, and Saved Applications…

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

'Saved Applications screen is displayed

The 'Internal Candidate' will be able to view their applied applications.

Enterprise Resource Planning (ERP)
Program