

# 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.

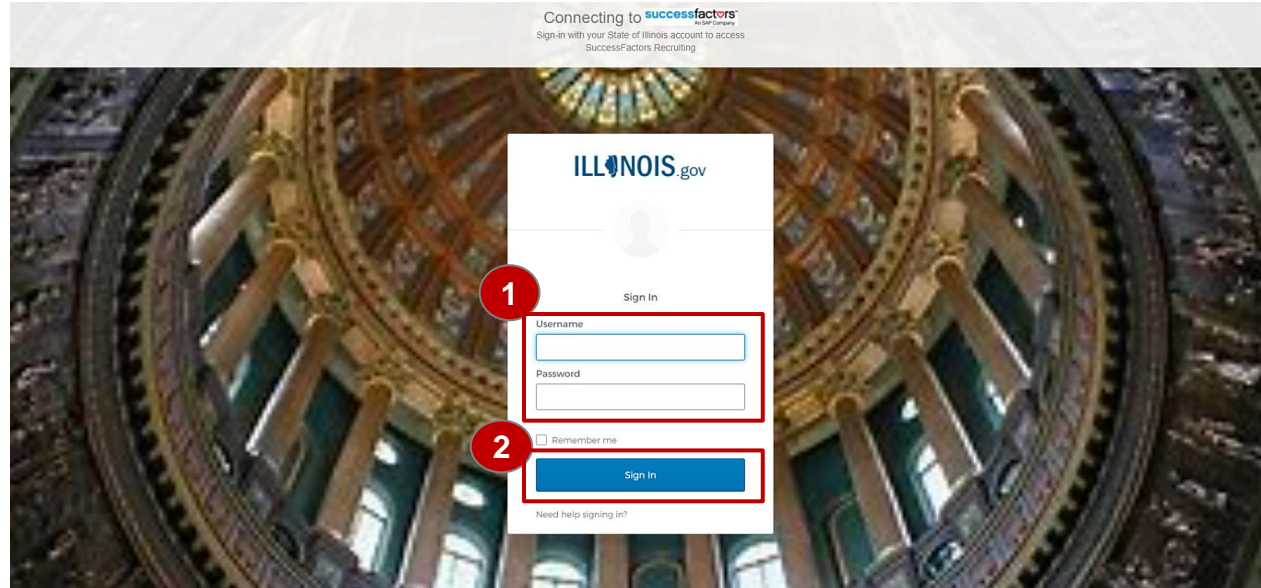


# Enterprise Resource Planning (ERP) Program

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

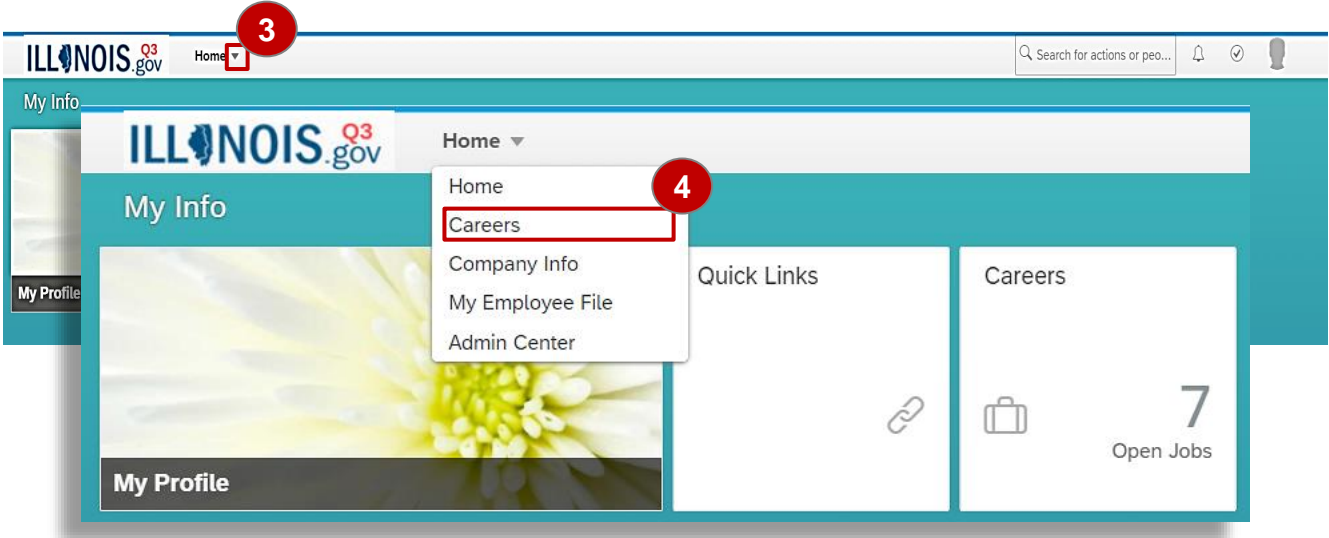


SuccessFactors Homepage is displayed

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)

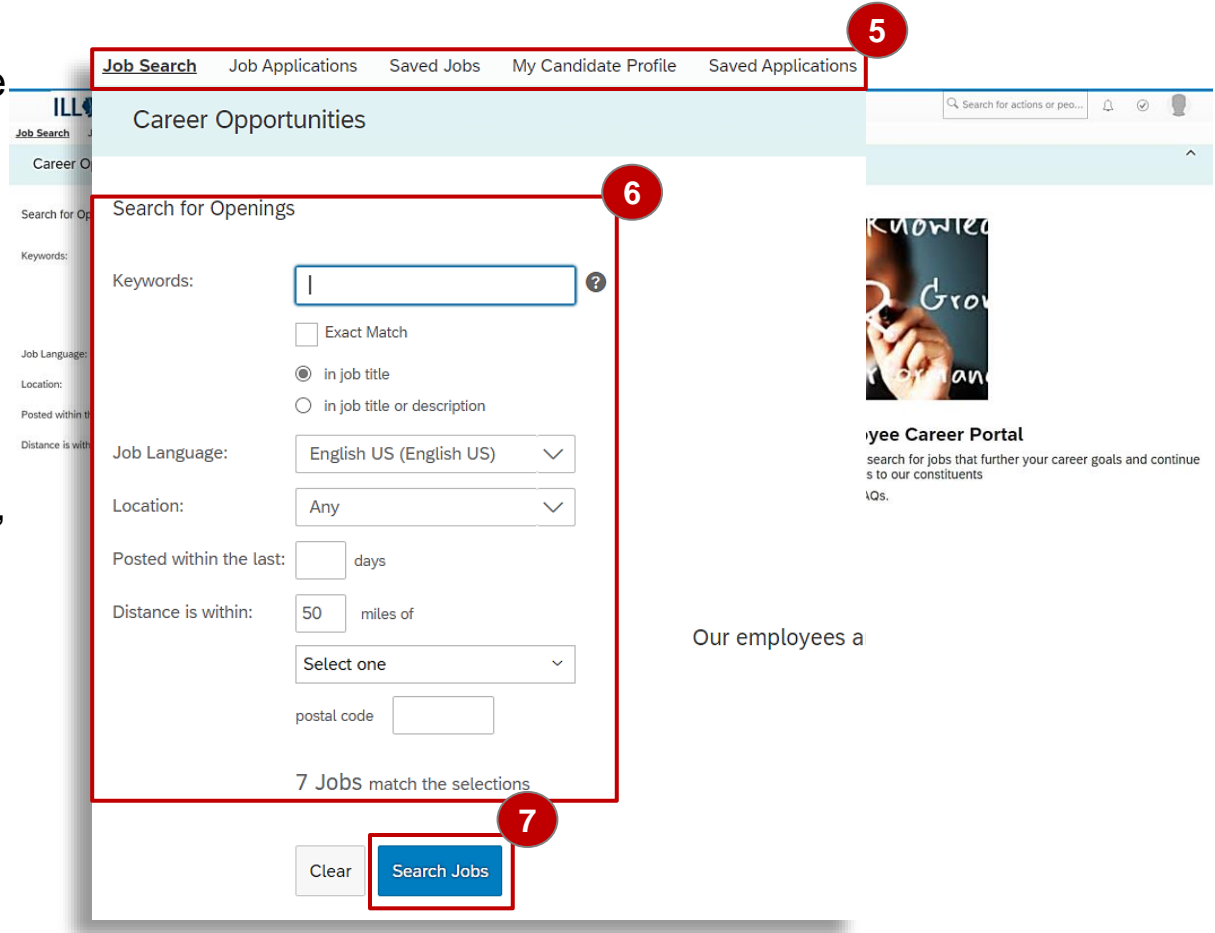
5. On the top part of the Career Opportunities page are a set of tabs that will allow you to:

- 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”**.

The screenshot shows a job search interface with the following elements:

- Navigation tabs: Job Search, Job Applications, Saved Jobs, My Candidate Profile, Saved Applications.
- Search filters: Keywords, Exact Match, In job title, In job title or description, Job Language (English US), Location (Any), Posted in last (days), Distance within (50 miles), Select one, postal code.
- Results: 7 Jobs matched your search. Items per page: 10. Page 1 of 1. Sort by: Date Posted.
- Job listings:
  - 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)
  - ADMINISTRATIVE ASSISTANT II - 0050200 (Requisition ID: 32 - Posted on 01/10/2021)
  - TGH - DENTAL ASSISTANT - 1165000 (Requisition ID: 23 - Posted on 01/10/2021)
  - Test TGH LIBRARIAN II - 2340201 (Requisition ID: 22 - Posted on 01/08/2021)
- Actions: Select Action dropdown, Apply, Save Job.
- Save this search button.

This is optional for the Internal Candidate

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

**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.

Job Search | Job Applications | Saved Jobs | My Candidate Profile | Saved Applications

Keywords:

7 Jobs matched your search

Items per page: 10 | Page: 1 of 1

Sort by: Date Posted

CORRECTIONAL OFFICER TRAINEE - 0967600 Requisition ID: 128 - Posted on 01/12/2021 -	Select Action
CANCER REGISTRAR ASSISTANT MANAGER - 0595400 Requisition ID: 125 - Posted on 01/12/2021 -	Select Action
ACTUARIAL EXAMINER - 0019500 Requisition ID: 121 - Posted on 01/12/2021 -	Select Action
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
<b>TGH - DENTAL ASSISTANT - 1165000</b> 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

7 Jobs match the selections

Clear Search Jobs

Save this search

ILLINOIS gov Careers

Job Search | Job Applications | Saved Jobs | **Saved Searches/Alerts** | My Candidate Profile | Saved Applications

### Job Alerts

Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to fifteen Job Alerts.

Name	Date Modified	Date Expires	Alert Schedule	Actions
Admin/Agreent	01/15/2021	01/14/2021	Weekly	Select

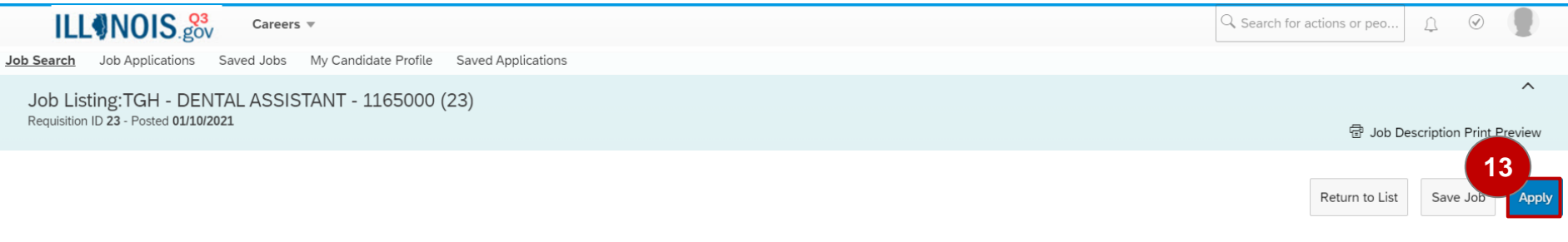
Create New Job Alert

- Run
- Edit
- Delete

# 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

## Application screens of 'Job Posting'.

Apply TGH - DENTAL ASSISTANT - 1165000 (23)

\* First Name: Internal  
\* Middle Name:   
\* Last Name: Candidate 101  
\* Mobile Phone: 5554443333  
\* Home Phone: +1555550000  
\* Address: 2106  
\* City: corinth  
\* State: Texas  
\* Zip / Postal Code: 76210  
\* Country: United States  
\* How did you hear about this opportunity? No Selection

\* How did you hear about this opportunity? No Selection

If Job Fair or Workshop, please enter the job fair name or date attended.

Cover Letter  
Your Cover Letter is not on file. [Click here to attach your Cover Letter](#)

\* Resume  
Internal Candidate 101's Resume  
Last Updated: 01/13/2021

Additional Documents  
1 document attached

### Requests for Voluntary Disclosures

The State of Illinois is proud to be an Equal Employment Opportunity Employer. The State of Illinois values and celebrates diversity and is committed to an inclusive workplace. CMS seeks to recruit, develop, and retain the most talented people from a diverse candidate pool. All employment decisions are made without regard to age, race, color, creed, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, physical and mental disability, marital status, genetic information or any other characteristic protected by federal or state law.

The following sections (ethnicity, disability, and veteran status) are voluntary, but are intended to help the State determine its outreach, interviewing, and hiring of diverse candidates. Also, in compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to all applicants, including persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.

### Diversity Information

- Ethnicity:
- White not of Hispanic Origin
  - Black or African American
  - American Indian or Alaska Native
  - Asian, A person having origins in the Philippines, Indonesia, Malaysia, Thailand, Vietnam, Laos, Cambodia, or other Asian country
  - Hispanic or Latino, A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
  - Native Hawaiian or Other Pacific Islander
- Gender:  
 No Selection  Female  Male

Ethnicity: No Selection

Gender:  No Selection  Female  Male

### Voluntary Self-Identification of Disability

Form C-1000  
OMB 0750-0047

Why are you providing this information?  
Because a disability may affect your ability to perform the job.  
If you are currently disabled, you may be eligible for a reasonable accommodation.

How do you identify your disability?  
You are currently disabled.  
You were previously disabled.

Disability Status: No Selection

Reasonable Accommodation Notice  
Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

### Voluntary Veteran Group Self-Identification

Please upload any documents referenced in your answers in the VOLUNTARY VETERAN GROUP SELF-IDENTIFICATION section below.

Attach a document

A. I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming service-connected disability, also include a copy of U.S. Veterans Affairs award letter issued within one year of the current date.)  
B. I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under honorable conditions or a copy of my NGB22 stating my retirement discharge was under honorable conditions.  
C. I wish to claim Veterans Preference as a surviving unmarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.  
D. I have submitted required military documentation to CMS after January 01, 2000 and have already established Veterans preference with CMS.

Please upload any supporting documentation in the My Documents section above.

### APPLICATION QUESTIONS

\* Are you authorized to work in the United States without sponsorship? No Selection

1. \* Rate your attention to detail.  
1.0-one

2. \* What's the largest project team you've managed?

# 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.

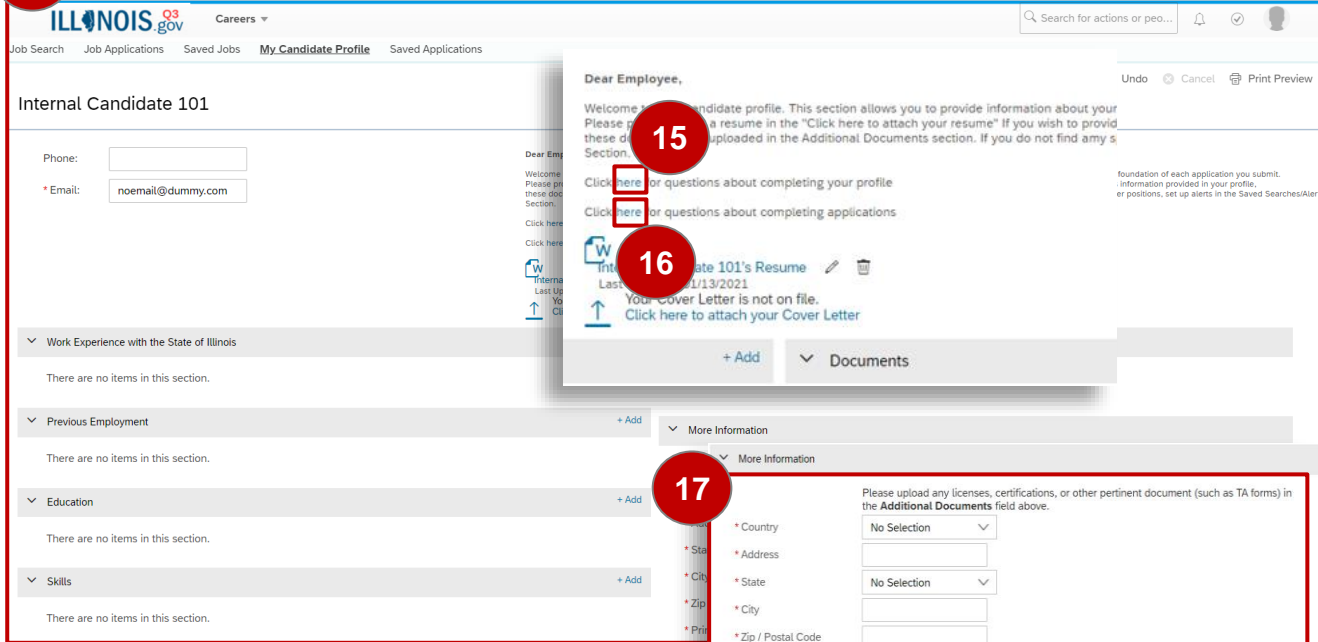
My Candidate Profile screen is displayed

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.

14

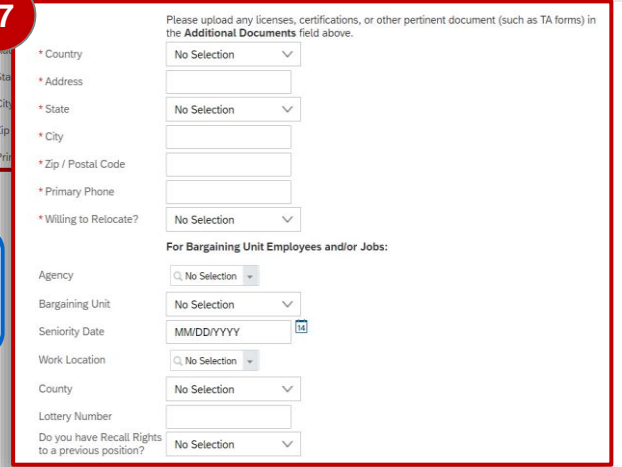


15

16

17

The 'Internal Candidate' must complete all required fields with an "\*", for the job they are applying to.

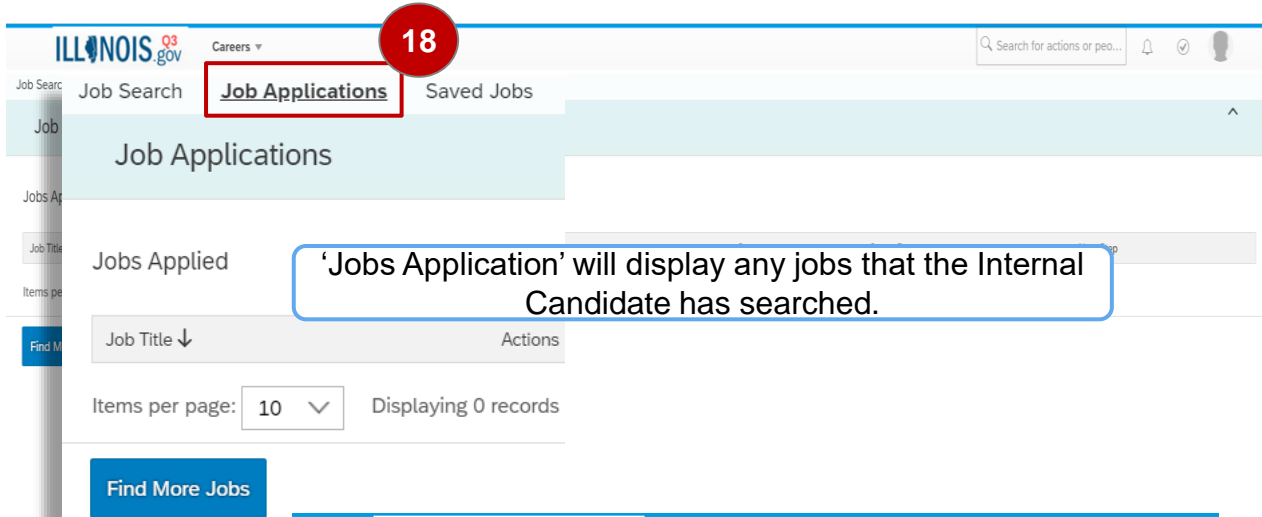


# Internal Candidate – Job Application, and Saved Jobs

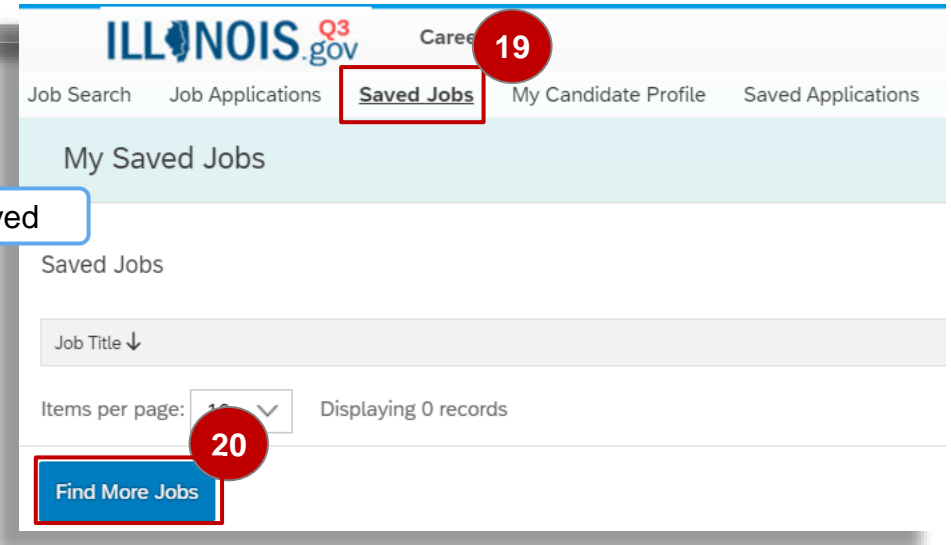
18. Click the “**Job Applications**” tab, the ‘Jobs Application’ screen appears.

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.

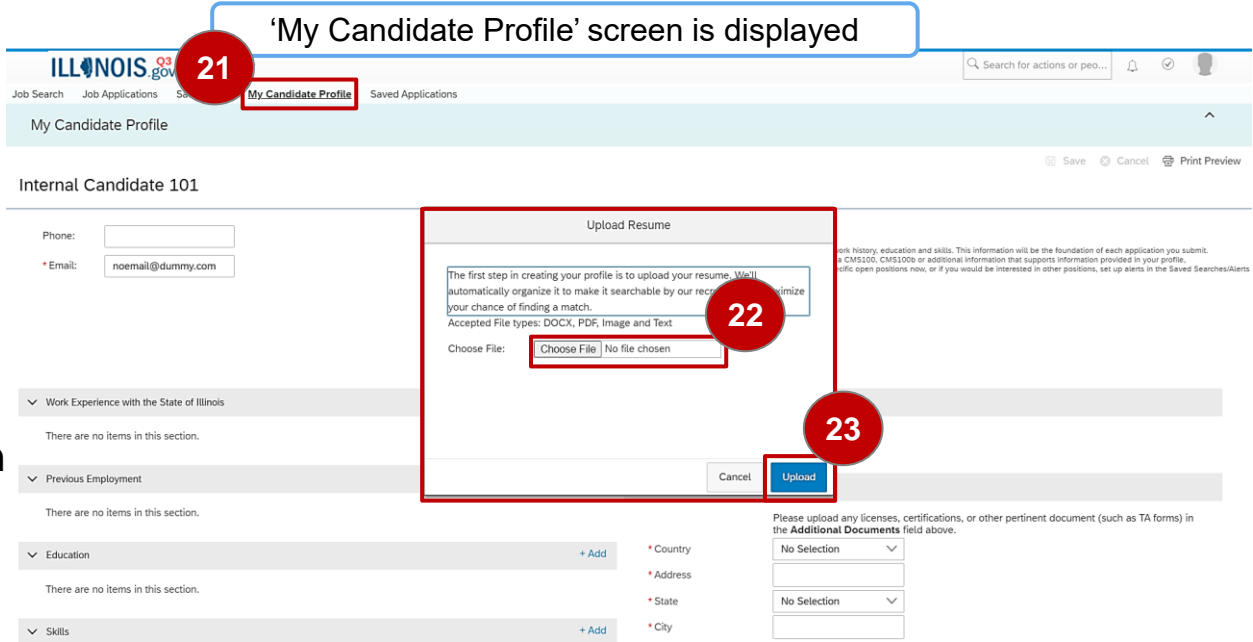


My Saved Jobs screen is displayed



# 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).



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

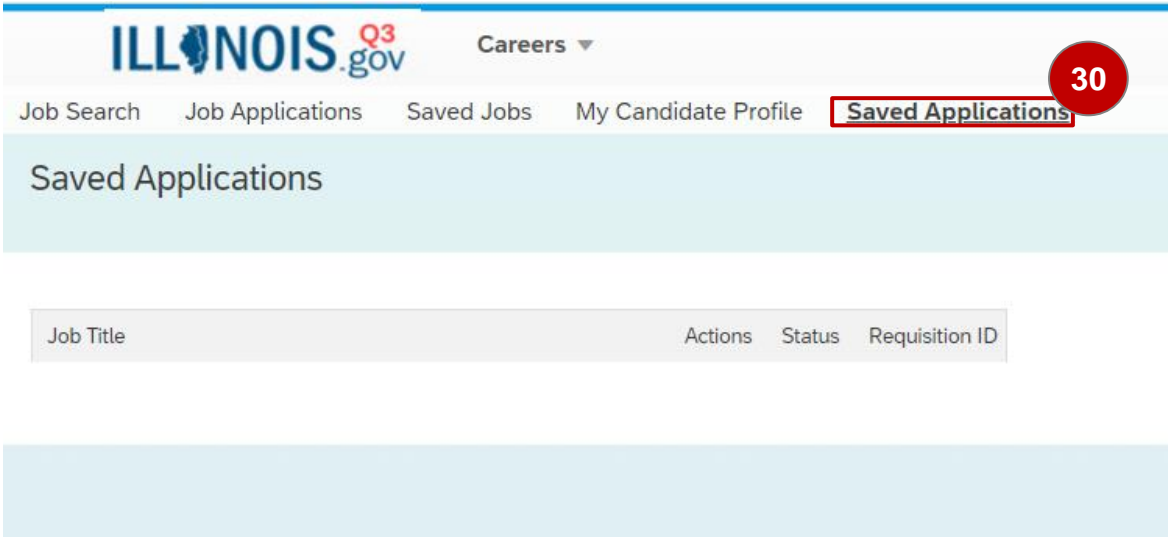
The screenshot displays the 'My Candidate Profile' page for 'Internal Candidate 101'. At the top, there is a navigation bar with 'ILLINOIS.GOV' and 'Careers' dropdown. Below it, a search bar and user profile icons are visible. A notification banner at the top right states 'Changes pending. You must save your changes in order to keep them.' A red circle with the number '29' highlights a 'Save' button in the top right corner. The main content area includes a green message: '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.' Below this, there are input fields for 'Phone:' (555-550-0000) and '\* Email:' (fennerrobin@gmail.com). A 'Dear Employee' section contains a welcome message and links for help. A section for 'Internal Candidate 101's Resume' shows it was last updated on 02/13/2021 and that the cover letter is not on file. There are sections for 'Work Experience with the State of Illinois' (empty), 'Previous Employment' (empty), 'Documents' (with an 'Attach a document' link), and 'More Information' (with fields for 'Country' set to 'No Selection' and 'Address'). A sidebar on the left shows 'UNSPECIFIED' details for 'Company Name' (UNSPECIFIED) and 'Job Title'.

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

