

# 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.

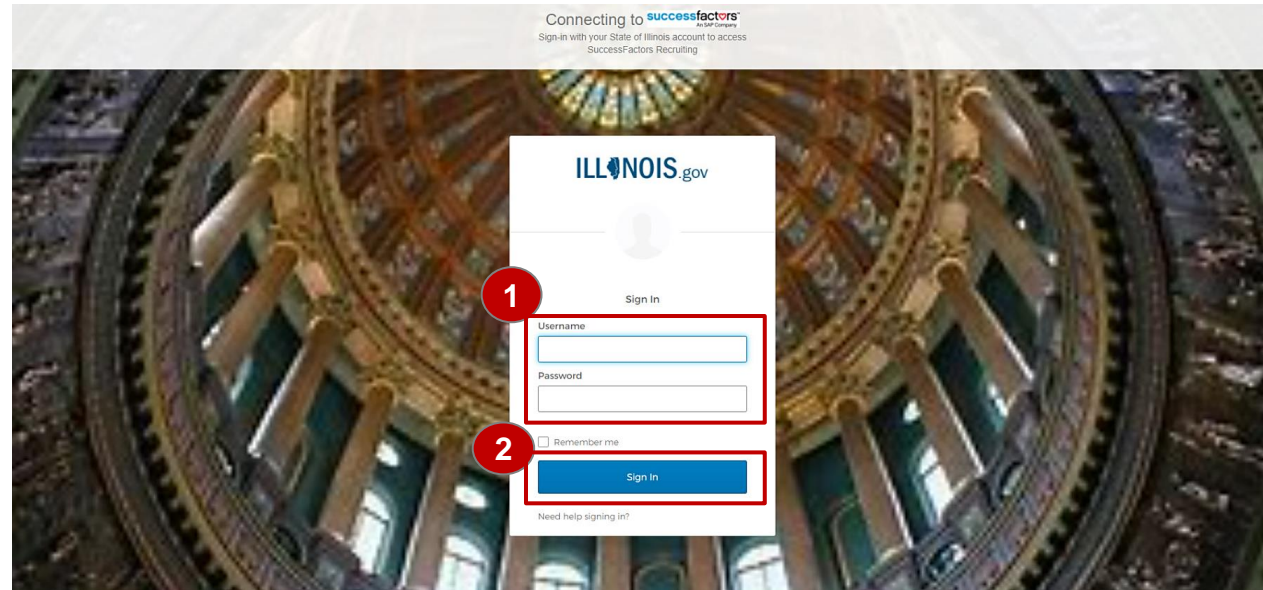


# Enterprise Resource Planning (ERP) Program

SuccessFactors Recruiting  
Internal Candidate (Employee) Career Portal

# SuccessFactors Ligon – Internal Candidates

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

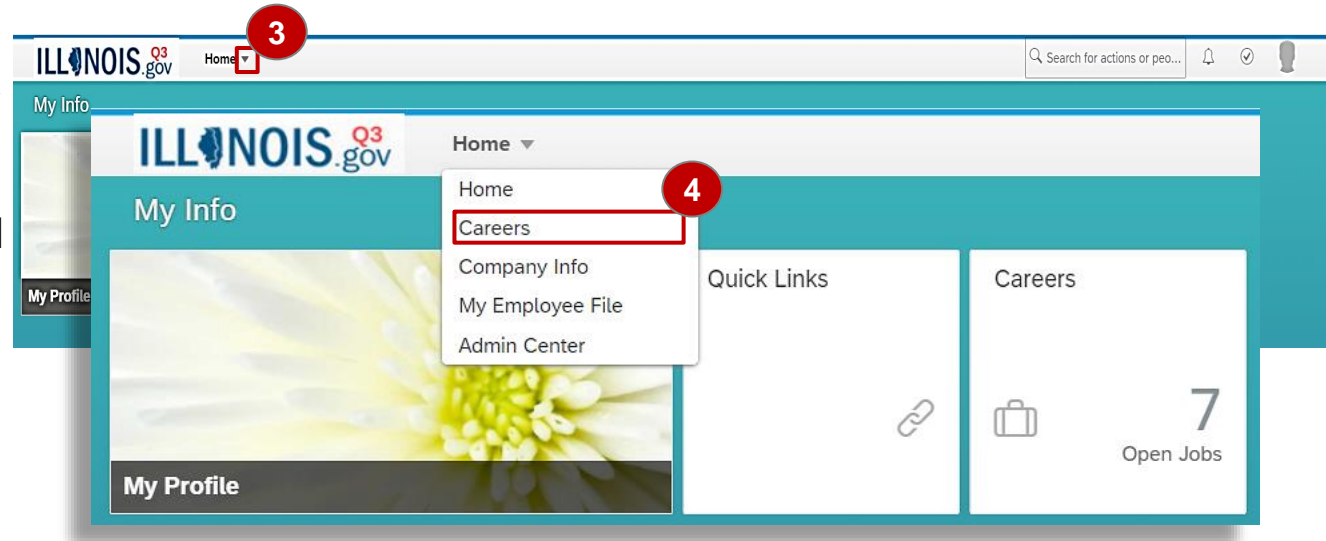


SuccessFactors Homepage is displayed

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.

The screenshot shows the 'Career Opportunities' page. At the top, a navigation bar contains tabs: 'Job Search' (highlighted with a red circle 5), 'Job Applications', 'Saved Jobs', 'My Candidate Profile', and 'Saved Applications'. Below the navigation bar is a search bar with the placeholder text 'Search for actions or peo...'. The main content area is titled 'Career Opportunities'. On the left side, there is a sidebar with the following sections: 'Job Search', 'Career O', 'Search for Op', 'Keywords:', 'Job Language:', 'Location:', 'Posted within the last', and 'Distance is with'. The main content area has a section titled 'Search for Openings' (highlighted with a red circle 6). This section contains the following fields: 'Keywords:' (a text input field with a red circle 5 next to it), 'Exact Match' (a checkbox), 'in job title' (a radio button), 'in job title or description' (a radio button), 'Job Language:' (a dropdown menu with 'English US (English US)' selected), 'Location:' (a dropdown menu with 'Any' selected), 'Posted within the last:' (a text input field with '50' and 'days'), 'Distance is within:' (a text input field with '50' and 'miles of'), 'Select one' (a dropdown menu), and 'postal code' (a text input field). Below these fields, it says '7 Jobs match the selections'. At the bottom of the 'Search for Openings' section, there are two buttons: 'Clear' and 'Search Jobs' (highlighted with a red circle 7).

# 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

7 Jobs matched your search

Items per page 10 |<< Page 1 of 1 >>|

☐ 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

Job Title	Relevance	Distance	Select Action
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 -			

Sort by: Date Posted

Select Action

Apply

Save Job

Select Action

Select Action

This is optional for the Internal Candidate

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

# 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

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 ↑

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

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

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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/Manager	01/15/2021	07/14/2021	Weekly	Select

Create New Job Alert

Run

Edit

Delete

12

| 6

# 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.

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Careers ▾

Job Search

Job Applications

Saved Jobs

My Candidate Profile

Saved Applications

Job Listing:TGH - DENTAL ASSISTANT - 1165000 (23)

Requisition ID 23 - Posted 01/10/2021

Job Description Print Preview

Return to List

Save Job

Apply

Job Listing Detail

Agency: Department of Veterans' Affairs

Closing Date/Time: 01/23/2021

Salary: \$,1000 to \$2,000 Monthly; \$12,000 to \$24,000 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.

| 7

# Career Opportunities –Apply for a Job

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Careers

Job SearchJob ApplicationsSaved JobsMy Candidate ProfileSaved Applications

Apply TGH - DENTAL ASSISTANT - 1165000 (23)

First NameInternal

Middle Name

Last NameCandidate 101

Mobile Phone5554443333

Home Phone+15555500000

Address2106

Citycorinth

StateTexas

Zip / Postal Code76210

CountryUnited States

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](#)

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

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

Gender

Voluntary Self-Identification of Disability

Form C-1 and OMB G-137

Why are you completing this section?

Because a disability may affect your ability to perform the job duties of the position.

How do you identify your disability?

You are disabled.

Please select one of the options below:

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.

Reasonable Accommodation

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?

BackCancelSaveApply

| 8

# 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

14

15

16

17

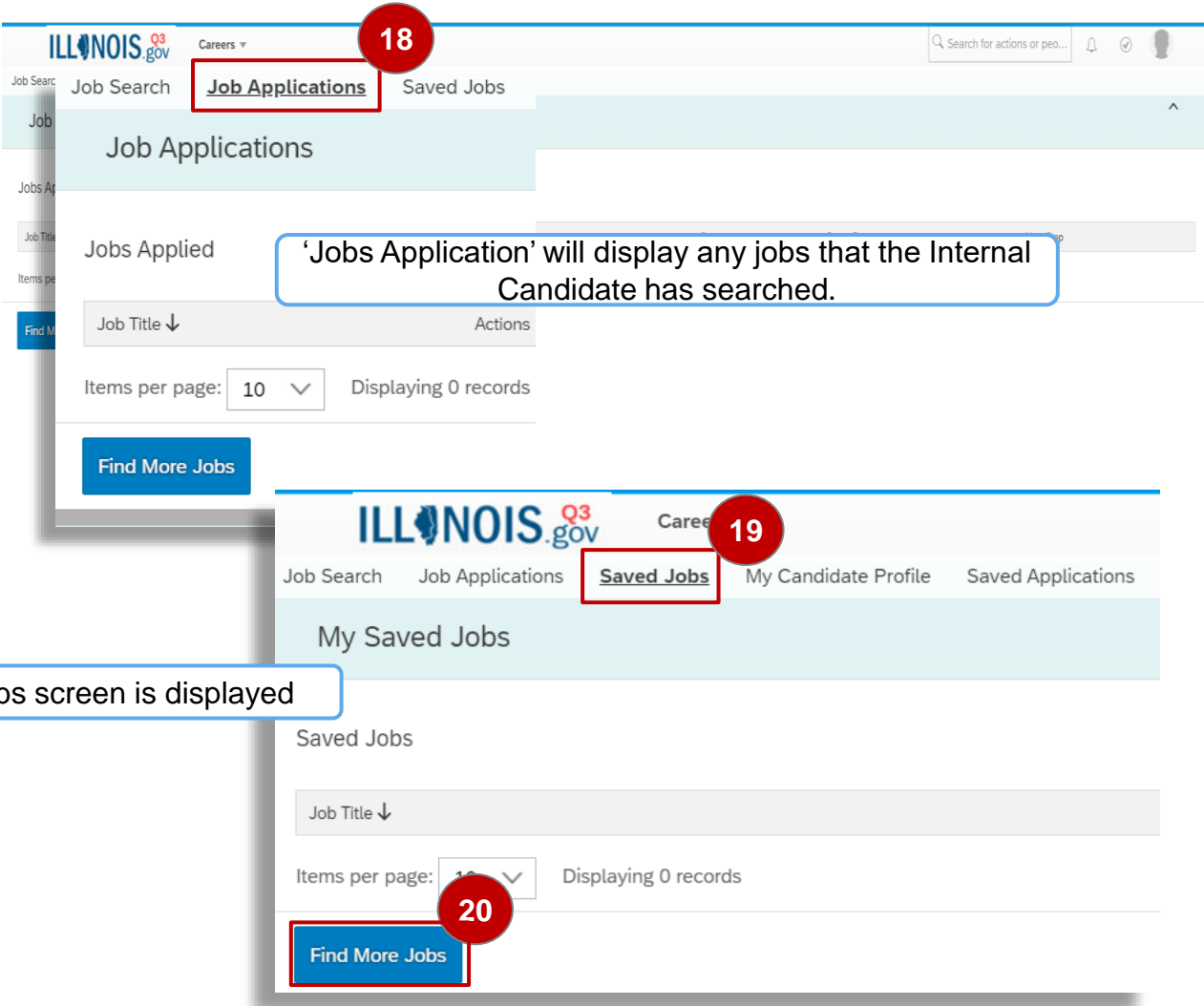
The 'Internal Candidate' must complete all required fields with an **"\*"**, for the job they are applying to.

# 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.



# 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

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Job Search Job Applications Saved Applications **My Candidate Profile**

My Candidate Profile

Internal Candidate 101

Phone:

\* Email:

**Upload Resume**

The first step in creating your profile is to upload your resume. We'll automatically organize it to make it searchable by our recruiters to maximize your chance of finding a match.

Accepted File types: DOCX, PDF, Image and Text

Choose File:  No file chosen

Cancel

Work Experience with the State of Illinois

There are no items in this section.

Previous Employment

There are no items in this section.

Education

There are no items in this section.

Skills

\* Country

\* Address

\* State

\* City

Please upload any licenses, certifications, or other pertinent document (such as TA forms) in the **Additional Documents** field above.

No Selection

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

# Internal Candidate – My Candidate Profile – Resume Tips

24

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

✓ 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

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.

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  
Onboarding and Compensation Functional Expert

Remove  
7 months  
03/22 - Present

> Details

26

Education

+ Add Another

Eastern Illinois University  
Bachelors

Remove

> 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

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

## 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.

The screenshot displays a user interface for a candidate's profile. It features four distinct sections, each with a header bar, a content area, and an action button. The sections are: Skills, Certifications/Licenses, Upward Mobility Program, and Geographic Mobility. Each section is currently empty, displaying the message 'There are no items in this section.' A red circle with a white number (27 or 28) is overlaid on the top right of each section's header bar. A '+ Add' button is located in the top right corner of each section's header bar.

Section	Number	Action
Skills	27	+ Add
Certifications/Licenses	28	+ Add
Upward Mobility Program		+ Add
Geographic Mobility		+ Add

# 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

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

My Candidate Profile

Changes pending. You must save your changes in order to keep them.

29 Save Print Preview

Internal Candidate 101

☒ 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.

Phone: 555-550-0000

\* Email: fernerrobin@gmail.com

Dear Employee,

Welcome to your candidate profile. This section allows you to provide information about your work history, education and skills. This information will be the foundation of each application you submit. Please provide either a resume in the "Click here to attach your resume" if you wish to provide a CMS500, CMS1000 or additional information that supports information provided in your profile. These documents are uploaded in the Additional Documents section. If you do not find any specific open positions now, or if you would be interested in other positions, set up alerts in the Saved Searches/Alerts Section.

Click here for questions about completing your profile  
Click here for questions about completing applications

Internal Candidate 101's Resume  
Last updated: 02/13/2021  
Your Cover Letter is not on file.  
Click here to attach your Cover Letter

Work Experience with the State of Illinois + Add

There are no items in this section.

Documents

Additional Documents Attach a document

Previous Employment + Add Another

UNSPECIFIED

Details

\* Company Name UNSPECIFIED

\* Job Title

Remove

\* Country No Selection

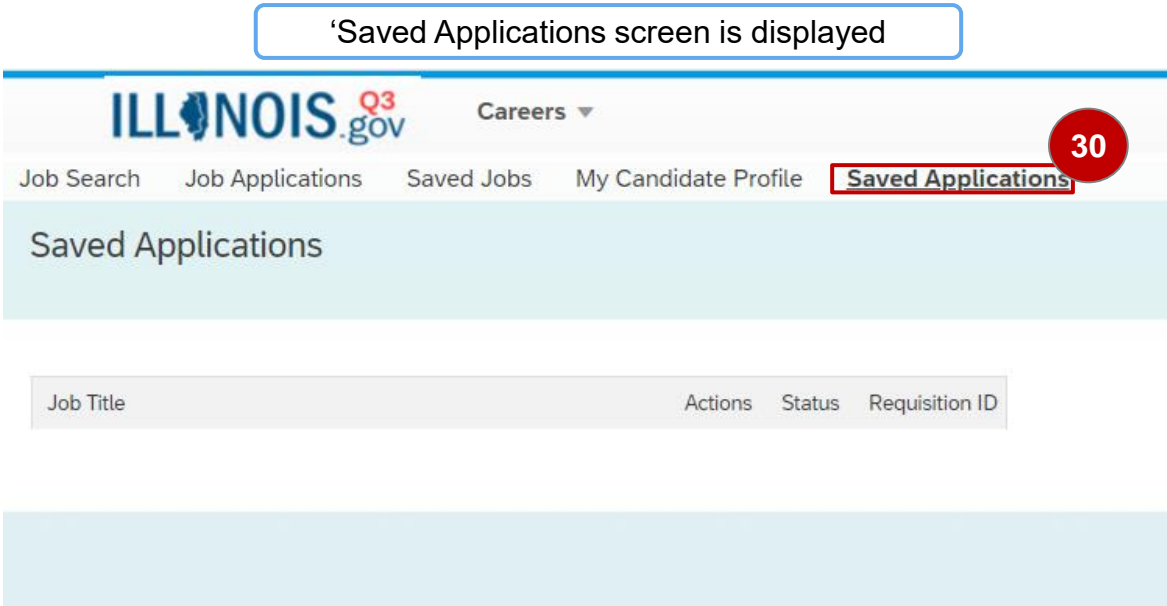
\* Address

Please upload any licenses, certifications, or other pertinent document (such as TA forms) in the Additional Documents field above.

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



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

# Enterprise Resource Planning (ERP) Program

