



# Tips for Completing Your Online Application



1. Only apply for jobs that you are interested in, qualified for and willing to travel to.
2. Remember, the application should be as detailed and informative as possible. This is your opportunity to sell yourself. Be truthful, thorough, and do not abbreviate.
3. If the position requires a resume, it will be stated on the posting – **“YOU MUST INCLUDE A RESUME”**. Even if the position does not require a resume, it’s **ALWAYS** a good idea to upload an updated resume – make sure it details your relevant experience, education, and background.
4. If the position requires specific licensure, certification, or degree, upload the supporting documents. Example - Cook I – add the sanitation license.
5. Fill out the entire education section with specifics.
6. Upload transcripts - official or unofficial copies are acceptable.
7. Veterans – attach their DD214 / DD215.
8. Previous Employment section: Add all relevant work history.
9. Degree - Must indicate your major.
10. Add all relevant skills – if you are bilingual add it! **Bilingual is a HUGE PLUS!**
11. Application Questions section - Pay close attention to the wording of the tailored questions. Answer all parts of the question with detailed information.
12. Do not respond to questions with “Please see resume:”
13. “Upper mobility” – if you are not a current employee, these questions do not pertain to you.
14. Double check your information before you save and submit your application. Once you submit your online application for a particular job, you will not be able to make changes and resubmit for the same posting.
15. Save a copy of the posting - once it closes, you will not be able to retrieve a copy.
16. You are not considered an applicant until you submit a formal online application on our website: [dhs.state.il.us/jobs](https://dhs.state.il.us/jobs)
17. You can check the status of your application by logging into your profile and selecting the “Jobs Applied” section. Click to check status.
  - **Application Received** – A position has been applied for, but it has yet to be reviewed.
  - **In Process** – The candidate is still under consideration. The status will likely show this for most of the time. This starts with validation of qualifications and will not update until an applicant is hired, and the requisition has closed.
  - **Process Complete** – The candidate has either been auto-disqualified, disqualified at validation, or withdrawn from consideration for reasons such as not scheduling/showing up to scheduled interviews.
  - **Requisition Closed** – The requisition has completed, could be the result of a hire being made, if there are no qualified candidates, or if the agency has cancelled the requisition
18. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s).
  - You may receive emails from the following addresses: [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com) or [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)
19. If you experience difficulty logging into the My Candidate Profile section, please contact [ilacts@illinois.gov](mailto:ilacts@illinois.gov) for assistance.
20. Do not give up, continue to apply – **PERSISTENCE AND PATIENCE ARE KEY!**

**Number one reason applications are rejected - Not able to explain their work experience in detail and missing supporting documentation – license, transcripts, certificates, resume, etc.**

## Additional information:

- Jobs are posted for 10 business days.
- Must submit an online application by the listed closing date.
- Each job requires a separate application.
- There is no limit to the number of jobs that you can apply for.
- When applying with the state, the key is to continue to apply for positions that interest you and for which you meet all the minimum requirements.

## Please allow at least 60-75 days from the application closing date to hear on next steps

Feel free to register for our next **Virtual Recruitment Presentation** that highlights high-need job titles, the benefits of working with the state, and breakdown the application process. To register and attend our next virtual recruitment event, please click on the link below or scan the QR code: [Register](#)



**HOW TO APPLY**  
[https://youtu.be/Egkn\\_9j56DI](https://youtu.be/Egkn_9j56DI)

**APPLY ONLINE**  
[www.dhs.state.il.us/jobs](http://www.dhs.state.il.us/jobs)

**CONTACT US**  
[DHS.Recruitment@Illinois.gov](mailto:DHS.Recruitment@Illinois.gov)



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