

Slide 1



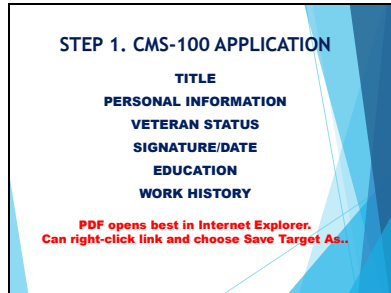
Slide 2



Slide 3

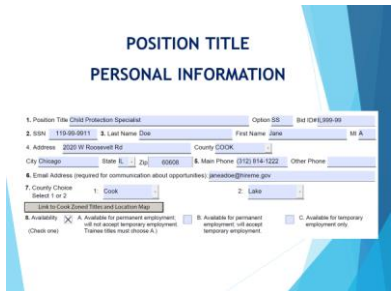


Slide 4



Visit <http://work.illinois.gov>. Click on Forms. Save PDF by right-clicking the CMS100 link and choosing Save Target As. Choose the location on your computer to save the document.

Slide 5



Slide 6



Slide 7

**ALL INFORMATION MUST BE ACCURATE**

13. If your answer to either or both of the following questions is "Yes", please provide a detailed explanation of the circumstances in the space provided.  
 A. Have you ever been fired from a job? (Downsizing/layoff is not applicable.)  
 Yes  No

B. Are you currently in default on the requirement of any state educational loan?  
 Yes  No

State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$500 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the lender or guarantor of the loan.  
 If YES TO EITHER QUESTION, PLEASE PROVIDE AN EXPLANATION (HERE):

Slide 8

**EDUCATION**

14. EDUCATION REPORT List your education accurately and completely. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some files. This information is also needed for career counseling purposes.

Name and Address (City & State or College/Constituent Affiliated)	Hours Earned		Major		Dates Attended		Level and Date of Degree Earned
	SEM	QTR	Do Not Address	Do Not Address	From (MM/YYYY)	To (MM/YYYY)	
UIOHS UNIVERSITY Chicago, IL	100		Social Work		09/2012	05/2020	BA
UNIVERSITY OF BRINK #17CHICAGO Chicago, IL	24		Accounting		08/2000	12/2000	BA

CM6100 (Rev. 7/2019) Page 2 of 3

Schools must have full name, city and state.

Technical/Professional license must have all information.

Education report must account for credit hours exactly.

When filling out the credit hours the total hours must match what is claimed in the education report, i.e.: Millikin 100 hours, UIS 50 hours, total hours in the detailed credit report 165 hours would cause a problem.

Common mistake is to include transfer credits twice, i.e.: LLCC 30 hours, UIS 100 hours but in reality it is LLCC 30 hours and UIS 70 hours.

Shortened classes that still count for a full semester should be considered semester hours, i.e.: winter and summer sessions.



Slide 12

**DCFS POSITION TITLES**

**USE SPECIFIC TITLE FOR EACH POSITION**

CPS	CWS	The CPS, CWS, DCLR and CFS Inter I & II positions require Bachelor's Degree.
DCLR	PSA Opt 6	
CFS Intern I & II	Office Associate	The Office Associate requires a High school diploma or GED.

Titles are available at <http://work.Illinois.gov>. You a separate CMS100 application for each title.

Slide 13

**CMS-100 APPLICATION SUMMARY**

**TIPS**

- No resumes!
- Use correct application
- Separate application for each title
- Physically sign & date the applications
- Provide details
- Include military and relevant volunteer experience
- List your work history in chronological order from most recent to oldest & address gaps
- Written request to change county

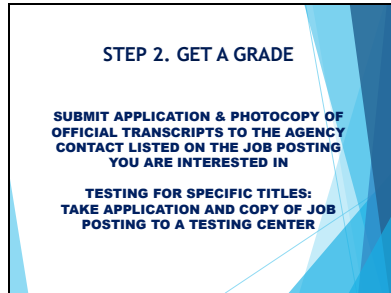
CMS100 is for external candidates. CMS100B is for current state employees. Please be sure to include the correct title, sign and date the application and provide all of the requested information about your education. Include details of work experience. Spell everything out – avoid acronyms.

Slide 14

**CMS CAREER COUNSELING**

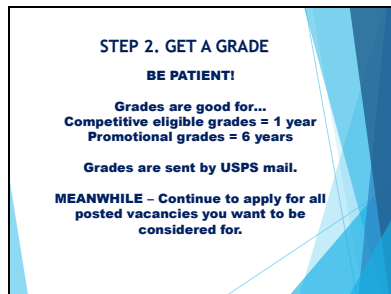
- Complete and attach to the email your CMS-100 application.
- Indicate that you want counseling by email.
- Include your geographic employment preferences and salary requirements.
- Send your email your request, application and copy of transcripts to:  
[CMS.CounselingByEmail@Illinois.gov](mailto:CMS.CounselingByEmail@Illinois.gov)

Slide 15



Once you locate a posted vacancy you would like to apply for, print out a copy of that posting for your own future reference. You must have a grade to be considered for a position. Some titles require taking an exam at the CMS Testing Centers. Other titles are graded based on the information provided on the CMS100. A list of titles that require exams is available at <http://work.illinois.gov>.

Slide 16



If you take an exam, you will receive your grade at the Testing Center. It is up to you to keep your grades and contact information current.

Slide 17



Slide 18

**THE INTERVIEW**

- Structured interview with panel, limited eye-contact. Covers knowledge, education, skills and experience.
- Point-based interview, 4 points total maximum score. Must include information in answer to be considered.
- Questions vary by agency and title. They are not available ahead of time.
- Same questions, same order for each candidate
- Panel cannot accept references or additional documentation. Cannot explain or expand on questions.

Rutan is an unbiased interview process in which a panel interviews the candidate. The questions are asked in the same order for each candidate. The panel cannot repeat questions or explain questions. The interview is scored by points. Each question is worth 4 points. **You must include the information in your answer if you want it to be counted in your scoring.**

Slide 19

**THE INTERVIEW**

**Q - What is your degree? And how does it apply to this position?**

**A - I have a degree in business.**

**A - I have a Bachelor's Degree in Business Administration. When I was studying for my degree, I took several computer courses, so I am very comfortable with computers and Microsoft Office. Also, my administration courses taught me effective time management and office procedures.**

Be thorough and provide all relevant information in your answer. It is better to provide too much relevant information than not enough. However, do not ramble. Answer the question completely. You may ask to have the question repeated if needed.

Slide 20

**THE INTERVIEW**

**Q - Give an example of when you have had to deal with a difficult customer.**

**A - I deal with that every day.**

**A - I get along with everyone.**

**A - As a cashier, I have had to deal with some difficult or unhappy customers. I feel that the best way to handle that situation is to listen patiently, try to resolve their problem and ask a supervisor or co-worker for assistance if needed.**

Slide 21

**THE INTERVIEW**

**TIPS**

- Research the agency
- **BE ON TIME - BE EARLY**
- Dress professionally
- Listen carefully
- Answer completely
- All information **MUST** be accurate
- Be thorough and concise - highlight your skills & knowledge

Prepare for the interview by researching the position and agency. Listen carefully to the question and provide complete answers. Include all relevant information.

Slide 22

**THE JOB OFFER**

- Background check, valid driver's license and proof of insurance, employment and education verification
- Language testing
- License and certifications
- Training and probationary period

Slide 23

**SUMMARY**

**TITLES POSTED ON CMS WEBSITE**

**LOOK UP TITLES AND REQUIREMENTS**

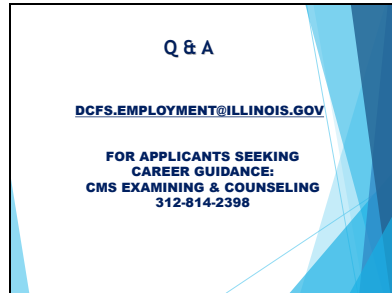
**COMPLETE CMS-100 FOR EACH TITLE AND GET A GRADE**

**KEEP CONTACT INFO AND GRADES CURRENT**

**CONTACT OES RECRUITMENT OR CMS FOR QUESTIONS REGARDING APPLICATION PROCESS/REQUIREMENTS/ETC.**



Slide 24



We are available to answer questions about the application process. If you would like to see a CMS Career Counselor, please contact your local CMS Testing Center to schedule an appointment.