



## ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS

ERICA BORGGREN • DIRECTOR

# STATE EMPLOYMENT TIPS FOR VETERANS

### STATE EMPLOYMENT PROCESS / APPLICATION ESSENTIALS

- **ONLINE JOB PORTAL** – The Central Management Service (CMS) website is the focal point for all State job opportunities. All available positions within the State are listed on the *Job Postings* section within the CMS website. *Job Postings* are organized by: name, location, agency, and category. Once a job is found in the database, job seekers can click on the *apply* link to create an application. To find the State job database, please visit: <http://work.illinois.gov/>.
- **LIST ALL MILITARY RANKS**– Leadership and technical skills developed during a military career are in high demand, but translating those experiences and skills to a civilian employer can be difficult. The first step is demilitarizing your resume. Remove any military jargon and replace with other soft skills gained through your experience, such as small team leadership or logistics distributor. Secondly, ranks and duties need to be broken down into ***each rank achieved*** and the ***associated duties and responsibilities***. Also, be sure to provide any additional information requested on the application such as dates of service for each rank, average hours worked per week, supervisory responsibilities, etc.
- **BE AS DESCRIPTIVE AS POSSIBLE** – Complete the application for a job vacancy by tailoring the specific military duties you performed to those associated with the position vacancy.
  - **Example:** An *Infantry squad leader* is a manager of personnel with additional skills in interpersonal communications, organizational planning, and decision making for project management in austere and dynamic environments resulting in mission accomplishment.

### EMPLOYMENT COUNSELING

- **CMS** – CMS offers free employment counseling services as part of the Veterans Outreach Program. The career counselor will explain the application process in detail, review your application, and recommend job titles for which you are qualified. Counseling is provided at five locations throughout the state. Please visit: [work.illinois.gov/vetsopgm.htm](http://work.illinois.gov/vetsopgm.htm) to find the nearest location.

### CMS TESTING

- **ACE THE EXAMINATIONS** – Some jobs require an actual test to obtain a grade while grades for other jobs are based on your training and experience. You must submit an application for each position to CMS and obtain a grade before an agency can consider you for appointment. Obtaining a passing grade is the first step to state employment. Applicants can view the application procedures, examination procedures, and test information guides online at the State's website: [work.illinois.gov/procedures.htm](http://work.illinois.gov/procedures.htm).

### VETERANS PREFERENCE

- **CLAIM VETERAN STATUS** – Did you know qualified veterans receive points added to passing grades and have absolute hiring preference for state employment under the Governor? Under state law, qualified veterans must be considered for interview and employment before non-veterans in the same grade category. A certified copy of your most recent DD214/215 is required to verify veteran status. Other military documents may be required.

*For questions related to State employment opportunities, please contact the CMS Veterans Outreach Coordinator at (800) 643-8138. For general questions, contact your local IDVA Veteran Service Officer at (800) 437-9824.*