

## OVERVIEW OF STATE HIRING PROCESS & SUCCESSFUL DISABILITY OPPORTUNITIES PROGRAM



### BASIC STEPS TO PURSUE A STATE POSITION

- COMPLETE CMS EMPLOYMENT APPLICATION
- IDENTIFY STATE TITLES FOR WHICH YOU QUALIFY
- TAKE EXAMS/ OR GET APPLICATION GRADED (WHICHEVER IS APPLICABLE TO TITLE)
- GRADE FROM EXAM PLACES APPLICANT ON ELIGIBLE LIST FOR ONE YEAR
- AGENCIES UTILIZE THIS ELIGIBLE LIST FOR THEIR POOL OF CANDIDATES TO INTERVIEW/HIRE

## CMS EMPLOYMENT APPLICATION

- THE APPLICATION FORM CAN BE FOUND ON THE CMS WEBSITE:  
[WWW.WORK.ILLINOIS.GOV](http://WWW.WORK.ILLINOIS.GOV)



## IDENTIFY TITLES

- OWN REVIEW OF TITLES ON CMS WEBSITE
- MEET WITH CMS CAREER COUNSELOR – ALL TEST CENTERS OFFER CAREER COUNSELING BY APPOINTMENT. COUNSELOR WILL CLARIFY THE PROCESS AND DISCUSS TITLES .
- A COUNSELOR AT THE DIVISION OF REHABILITATION MAY HELP SUGGEST TITLES ALSO.



## ESTABLISH GRADES

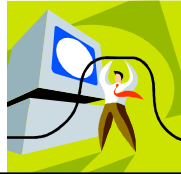
- SOME TITLES REQUIRE THAT A MULTIPLE CHOICE EXAM IS TAKEN. ALL EXAMS MUST BE TAKEN AT A CMS TEST CENTER. THE APPLICATION MUST BE SUBMITTED AT THE TIME OF TESTING.
- SOME TITLES REQUIRE A GRADING OF THE APPLICATION – THIS IS CALLED ‘TRA-EX’ GRADING – BECAUSE THE GRADING UNIT IS DERIVING A GRADE BASED ON APPLICANT’S EDUCATION & EXPERIENCE. APPLICANT MUST SEND APPLICATION TO THE CMS GRADING UNIT IN SPRINGFIELD – 401 S. SPRING STREET, ROOM 500, SPRINGFIELD 62706

## GRADES

- THE GRADING IS ‘A’, ‘B’, ‘C’ OR FAIL.
- THERE ARE ELIGIBLE LISTS MAINTAINED FOR GRADES A, B, AND C. HOWEVER, THE AGENCIES MUST UTILIZE THE GRADE ‘A’ LIST FIRST. THEY MUST EXHAUST THE ‘A’ LIST BEFORE THEY CAN LOOK TO THE GRADE ‘B’ LIST. AGENCIES HAVE ACCESS TO THE SD ELIGIBLE LIST FIRST. WHICH WE WILL TALK MORE ABOUT LATER.
- THEREFORE, IT IS USUALLY NECESSARY TO HAVE AN ‘A’ GRADE TO SUCCEED IN GETTING AN INTERVIEW OFFER – OR PARTICIPATE IN THE SD PROGRAM.
- YOU MAY TEST EVERY 30 DAYS FOR THE SAME TITLE IF NEEDED.

## ELIGIBLE LIST

- THE ELIGIBLE LIST IS THE LISTING OF CANDIDATES WHO HAVE BEEN DEEMED QUALIFIED AND ELIGIBLE TO BE CONSIDERED FOR INTERVIEW/HIRE FOR THAT POSITION TITLE.
- ONCE A GRADE IS ESTABLISHED, THE APPLICANT IS PLACED ONTO AN ELIGIBLE LIST FOR ONE YEAR.
- DURING THAT YEAR THE APPLICANT IS REFERRED OUT TO THE HIRING AGENCIES THROUGH THE ELIGIBLE LIST.



## CONTACT INFORMATION

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CAREER COUNSELOR
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## SUCCESSFUL DISABILITY OPPORTUNITIES PROGRAM (SD)

- AFFIRMATIVE ACTION PROGRAM ADMINISTERED TOGETHER BY CMS & DHS.
- INTENT OF THE PROGRAM IS TO PROVIDE PERSONS WITH DISABILITIES GREATER ACCESS TO EMPLOYMENT OPPORTUNITIES WITH THE STATE.

## SD ELIGIBILITY

- AN APPLICANT MUST BE A **CUSTOMER OF THE DEPARTMENT OF HUMAN SERVICES**, DIVISION OF REHABILITATION SERVICES, TO BE ELIGIBLE FOR THE SD PROGRAM.
- DIVISION OF REHABILITATION VERIFIES A VALID DISABILITY EXISTS.
- DIVISION OF REHABILITATION **COUNSELOR COMPLETES THE 'CERTIFICATE OF ELIBILITY FORM** FOR EACH POSITION TITLE APPLICANT WISHES TO PERFORM AND WHICH COUNSELOR FEELS IS APPROPRIATE FOR THE APPLICANT.
- PROCESS IS THE SAME AS LISTED PREVIOUSLY, EXCEPT EVERYTHING FOR THE SD PROGRAM MUST GO THROUGH THE DISABLED WORKER PROGRAM COORDINATOR OFFICE.
- TESTS MUST BE SCHEDULED THROUGH JACI - OR KATHY WHO WORKS WITH ME.
- APPLICATIONS FOR TRA-EX GRADING GO TO ME TO BE VERIFIED FOR THE SD PROGRAM.

## SD PROGRAM ADVANTAGES

- WHEN YOU TEST/OR GET GRADED, IN ADDITION TO THE REGULAR 'A', 'B', 'C' GRADING, A 'PASS' OR 'FAIL' SD GRADING IS ALSO ESTABLISHED. IF THE GRADE IS 'PASS' THIS PLACES YOU ONTO THE ADDITIONAL SD ELIGIBLE LIST.
- SOMETIMES IT IS DIFFICULT TO ACHIEVE THE 'A' GRADE NEEDED IN THE REGULAR PROCESS. THIS 'PASS' GRADE RELIEVES SOME OF THAT PRESSURE TO ACHIEVE AN 'A'.
- ALL 'PASS' SD APPLICANTS ARE EQUAL ON THAT LIST - EXCEPT ANY MILITARY VETERANS, WHO ARE ALSO ACTIVE IN THE SD PROGRAM, WILL RECEIVE PREFERENCE.

## SD PROGRAM ADVANTAGES CONT.

- AGENCIES ARE ENCOURAGED TO LOOK TO THIS SD ELIGIBLE LIST FIRST – PUTTING THE SD APPLICANTS AHEAD OF A LOT OF COMPETITION ON THE REGULAR ELIGIBLE LIST.
- DHS & A FEW OTHER AGENCIES HAVE A POLICY TO ALWAYS LOOK TO THE SD ELIGIBLE LIST FIRST.

## SUMMARY OF STEPS TO TAKE TO PARTICIPATE IN SD PROGRAM

- COMPLETE CMS EMPLOYMENT APPLICATION
- IDENTIFY TITLES FOR WHICH QUALIFIED -- MAY DO THAT THROUGH CMS WEBSITE ([WWW.WORK.ILLINOIS.GOV](http://WWW.WORK.ILLINOIS.GOV)) ; BY MEETING WITH A CMS CAREER COUNSELOR; OR ASKING FOR TITLE SUGGESTIONS FROM JACI OR YOUR COUNSELOR AT THE REHAB OFFICE.
- REQUEST THE 'CERTIFICATE OF ELIGIBILITY' FORM FROM DRS COUNSELOR TO BE SENT TO JACI AT CMS FOR EACH POSITION TITLE.
- SEND APPLICATION TO JACI
- CONTACT JACI TO SCHEDULE TESTS

## CONTACT INFORMATION

- TO LOCATE THE DRS OFFICE NEAREST YOUR HOME YOU MAY UTILIZE THE DRS OFFICE LOCATOR ON THE DHS WEBSITE: [WWW.DHS.STATE.IL.US/PAGE.ASPX?MODULE=12](http://WWW.DHS.STATE.IL.US/PAGE.ASPX?MODULE=12)
- CMS, JACI DEBRUN, DISABLED WORKERS COORDINATOR, 130 W. MASON, SPRINGFIELD 62702
- 217-524-7514
- EMAIL: [JACI.DEBRUN@ILLINOIS.GOV](mailto:JACI.DEBRUN@ILLINOIS.GOV)