I. IDENTIFYING APPROPRIATE TITLES AND OPEN POSITIONS

Group A Titles (Regularly Tested Titles)

Group A titles are the job titles for which examinations are given on a regularly scheduled basis. These titles are listed on our web site at Work.Illinois.Gov under the ‘Examination Schedule’ link. The list includes Group A titles which require an automated multiple-choice exam and Group A titles which are graded based on Training and Experience (TRAEX).

The Group A titles that require a multiple choice automated test (AT) can be taken on Monday through Thursday starting at 8:00 a.m. in Chicago and Springfield, and by appointment only in Rockford, Champaign and Marion. You must check in for your last test by 1:30 p.m. in Chicago and by 2:00 p.m. in Springfield. The following exceptions apply. In Springfield you must check in for the Revenue Tax Specialist Trainee exam by 12:30; you must check in for Human Resources Assistant, Human Resources Associate, Insurance Analyst II, Telecommunicator Trainee and any exam with a Dictation option by 1:30 p.m. In Chicago, you must check in for Data Processing Specialist, Data Processing Administrative Specialist, Revenue Tax Specialist Trainee, Human Resources Assistant, Human Resources Associate, Insurance Analyst II, Telecommunicator Trainee and any exam with a Dictation option by 12:30 p.m.

A copy of your online application or CMS 100 Employment Application must be taken with you to the CMS Assessment Centers when you are ready to test. Most tests are graded immediately upon finishing the examination and you will receive your grade notice before you leave the test center. A directory of CMS Assessment Centers is listed at our website, Work.Illinois.Gov, under the ‘Examination Schedule’ link. Grades expire after one year. Applications for Group A titles that are graded on Training and Experience (TX or TRAEX) can be either mailed to CMS, Room 500 Stratton Building, Springfield, IL 62706 or submitted on-line at Work.Illinois.Gov by accessing the blue button entitled ‘Job Posting – Current Vacancies’ link for current vacancies or by accessing the blue button entitled ‘Application Procedures – For All Titles’ link and going through the ‘Open Competitive Application Procedures by Title’ link. Check the Group A Exam List to ensure the title you are applying for online is a Group A TRAEX title when submitting online applications for grading. In general, a separate application is required for each position title including the level and option. Applications for Group A TRAEX titles are graded and a grade notice will be generated and mailed to the applicant. Grades expire one year after the effective date. Contact the Examining and Counseling Division for more information at 217/782-7100 (voice), 800/526-0844 (Illinois Relay Center).

Group B Titles (Closed Titles)

Group B position titles are closed titles that CMS does not test for on a regular basis. Applications for these position titles are kept on file with CMS for one year. Exams are not given and applications are not graded for these titles until an agency needs to fill that position and requests that CMS grade on file applications. Once you receive a grade for a Group B title it will expire after one year. A listing of all titles, including Group B titles is available through the “Job Titles Search” link at Work.Illinois.Gov or by accessing the ‘Open Competitive Application Procedures by Title’ link through the ‘Application Procedures’ link. The type of test and testing requirements are listed under the Open Competitive Grades section.

Agency Select Titles

Some state agencies have entry level position titles (i.e. Info Services Intern, Correctional Officer Trainee, Mental Health Tech Trainee) for which they hire individuals and target them for a permanent position. For these titles, an applicant applies directly to the agency rather than to CMS. Information regarding Agency Select Titles is available by contacting a career services counselor at one of the five test centers. CMS does not administer tests or issue grades for these titles.

Employment Information Centers/Public Use Stations

For applicants without internet access, CMS provides Employment Information Centers (EICs) at its five testing facilities across the state (Chicago, Springfield, Rockford, Marion and Champaign). The EICs provide applicants with information on job postings and the ability to complete on-line applications. A list of test center locations, public libraries and EICs is available at Work.Illinois.Gov under the ‘Contact Us’ link.
The State provides job opportunities in a wide range of occupations and titles. The new website will guide you through the state employment process for the departments under the jurisdiction of the Governor. The State is required to comply with certain hiring criteria when selecting individuals for employment. Please be aware of these hiring preferences as you proceed through the state employment process.

- Under state law, qualified Illinois Veterans must be afforded an opportunity for interview and employment before non-Illinois Veterans in the same grade category.
- Qualified Illinois residents must be afforded an opportunity for interview and employment before out-of-state veterans in the same grade category.
- Qualified out-of-state Veterans have hiring preference over out-of-state residents in the same grade category.
- Many positions are covered by collective bargaining agreements. For these positions, the filling of vacancy language specified in the current agreements will apply. Current employees may have contractual right preferences for bargaining unit positions over non-state applicants and non-union employees.

Individuals seeking employment with the State of Illinois, who are not currently state employees, compete for positions from an open competitive list of eligible applicants after potential candidates from within state government have been considered. To be placed on the eligible list, applicants must have a current grade for the position (preferably an A grade). When the agency is ready to fill the position it requests the list of eligible applicants from CMS. Veteran applicants with A grades and then non-veteran applicants with A grades are given priority.

Other State Employment Opportunities
CMS accepts applications and administers tests for positions within state agencies under the jurisdiction of the Governor. The Secretary of State, Attorney General, Comptroller, State Board of Elections, Illinois General Assembly, and State Treasurer are not under the jurisdiction of the Governor. These and other entities have their own employment process and procedures and should be contacted individually. These entities can be linked to from www.illinois.gov.

II. PARTICIPATING IN THE EXAMINATION PROCESS

The examination process differs depending upon the particular job title. Some titles require automated testing (AT), which involves a series of multiple choice questions and/or performance tests, and others are graded based on the applicant's training and experience (TRAEX or TX).

Group A titles are titles tested on a regular basis every Monday through Thursday for automated tests; Traex/TX grading is done as soon as possible after receipt of your application, either on-line or through submission of a paper copy CMS 100 Employment Application.

Group B titles are sometimes referred to as “closed” titles and are graded or examinations administered on an agency requested only basis. Applications will be maintained on file for these titles until an agency requests that the title be opened for testing OR for a maximum of one year. Once opened, if the title requires an automated multiple-choice test, all applicants on file will be notified of the scheduled test dates to report to the nearest CMS Assessment Center to take the automated multiple-choice test. Applications for Training and Experience (TRAEX or TX) titles are graded when an agency requests the title be opened. The eligible list may be requested by the agency for a specific county following the administering of exams, automated or TRAEX.

Multiple Choice examinations are administered in an automated testing (AT) process. Contact your local CMS Assessment Center for further testing information. Testing appointments are required at all locations except Chicago and Springfield.

Automated Testing

Automated testing is offered at all test sites. With automated testing, applicants use a touch-screen computer to respond to multiple choice test questions. It is not necessary to be proficient in the use of a computer to perform well on an automated test. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Insurance Analyst II; Revenue Tax Specialist Trainee), more time is allowed to complete the exam.

Most tests are graded immediately upon finishing the examination and you receive your grade notice before you leave the test center. Some regularly tested job titles require the applicant to possess a certain level of education and/or experience as a prerequisite. Applicants who test for these titles will be sent their grades through the mail after their qualifications are reviewed by the Division of Examining & Counseling.
Performance Testing

Keyboarding, dictation and data entry examinations are administered for titles requiring those skills. These "performance" tests are administered via automated testing at all CMS Assessment Centers.

Training and Experience (TRAEX/TX) Testing

Qualifications for many titles are based on a review of an applicant's training and experience listed on the application form. If additional space is needed to list your qualifications on the CMS 100 Employment Application, sheets can be added to the application following the same format of the application. Resumes submitted must be in the same format as the application.

When submitting an application on-line at Work.Illinois.Gov, there is no limit to the amount of information that can be entered under a single job entry.

After approval of an application, certain titles also require completion and submittal of a Supplemental Questionnaire. These questionnaires are used for position titles which have specialized technical experience and/or mandatory education requirements. The questionnaire asks specific questions related to the position. These are used to help assess the level of the candidate’s qualifications for a particular position. If an applicant has submitted an application for a TRAEX/TX title that requires a supplemental, CMS Examining and Counseling will mail the applicant the supplemental to be filled out and returned. If an applicant takes an automated test that requires a supplemental, they will be given the supplemental at the time of testing. Supplemental questionnaires must be returned within 10 work days to CMS Examining and Counseling, Room 500 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706.

Grading

Alphabetic grades are assigned in categories A, B, C and fail, based on test performance and/or training and experience review (TRAEX/TX). Grades are valid for one year. After that, the candidate must retest or resubmit applications through the examination process. Tests can be re-taken after 30 calendar days. The most recent passing score will be used to determine eligibility.

Accommodated Testing

Individuals with disabilities who need reasonable accommodations to participate in the testing process can contact the Accommodated Testing Scheduler at 217/524-1321 (voice), 800/526-0844 (Illinois Relay) to schedule an appointment.

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