



THREE STEPS TO A STATE JOB

Step 1 Create a CalCareer account at jobs.ca.gov. This account allows you manage all your job applications and view your exam results in one place.

- If you have an account, click the Create Account/Log In icon on the main CalCareers page at jobs.ca.gov and enter your User I.D. and Password.
- If you do not have a CalCareer account you can easily create one by clicking on the Create Account box on the page.
- From this account you can create or update your profile; store up to ten documents to submit with your applications; set up notifications for new job opportunities; receive and respond to employment inquiries; and more!

Step 2 Take and pass an examination - California has a merit-based civil service selection system which ensures the state hires and promotes based on job-related qualifications. Before you can work for the state, you will need to take and pass an examination for the job (classification) and be reachable in the top three ranks.

- To search for an examination you must first search for open examinations on jobs.ca.gov. Click on the Exam/Assessment Search tab to look for exams. You can search by keywords, exam code, department, classification, etc.
- Read the Examination Bulletin to obtain important information about the (job) classification, application instructions, description of duties performed, minimum qualifications, and how to prepare for the examination. This document also includes a link to the [classification specification](#) which is the legal job description and will provide additional information about the scope, typical tasks, and other important information about the classification you are interested in pursuing.
- Meet the Minimum Qualifications --You can only take an examination if you meet the minimum qualifications. For example, for some jobs you might need to have a college degree or four years of experience. This is spelled out in the examination bulletin and the classification specification. If you do not meet the minimum qualifications, you cannot take the examination for that particular classification.
- Passing an examination means you are eligible to be hired for that job classification. You must pass an examination for each classification are interested in pursuing.

Step 3 Search and apply for jobs - There are multiple ways to search for jobs. On the home page of the jobs.ca.gov website you can get started by clicking the Get a State Job icon. From this page you will be able to search for jobs by:

- Job Title/Keyword – In the Search all openings by Job Title/Keyword box, you can type the name of a classification you are interested in and click the magnifying glass icon. This will take you to a page displaying a list of jobs.

- Follow the How to Apply for a State Job – This section provides a more detailed look at searching for state jobs. It will walk you through the three steps.
- Find Jobs by Industry. Classifications are grouped by occupational groups. Select the group you are interested in and you will see different levels of job classifications. You can also view more specific job classes if you click on the + sign, under the title. By clicking the View Jobs for entire group button you will be taken to a listing of current postings in your area of interest. You will just need to click on the View Job Posting button. It is very important to carefully review the information on the job posting as it has detailed information about the job duties, special requirements for the job, application instructions, required application package documents, and much more.
- Searches can also be made by Job Title, Advanced Job Search, Geographic Job Search and Exam/Assessment Search (exam searches will generate exam opportunities not job opportunities).
- Create an Application - Once you are logged into your CalCareer account, you will be taken to your CalCareer Account Page. From this page you will be able to manage your account to create applications to apply for jobs or you can also create and save different job application templates for each classification you are interested in pursuing. This allows you to tailor your job applications to specific positions, increasing your competitiveness.
- Submit and track the status of your job applications - You can submit your applications online by searching for and viewing Job Postings and clicking on the Apply for This Job button on the right side of the page. Once you have submitted or have begun to submit a Job Application you can view it on your My Account page under the “Job Applications” tab. If you are selected for an interview the agency will contact you.

If you need assistance with the jobs.ca.gov website or your CalCareer account, please contact:

California Department of Human Resources at (866) 844-8671 or
Email: CalCareer@calhr.ca.gov