

Step 1: Create a CalCareer Account

- To get started, create your personalized CalCareer account with the California Department of Human Resources (CalHR). Your account will help you manage the entire process from start to finish. As part of the application process, all State job classifications will require you to pass an exam.
- Visit the CalCareer website (www.calcareers.ca.gov). Click the “Create Account/Log In” icon.
- On the “Log In” page, click the “Create Account” button on the top right part of the screen. Complete the account information section, then click the “Create Account” button.

Create a CalCareer Account

Create Account

If you do not already have a CalCareer Account, please create a new account by clicking on the "Create Account" button.

Getting a job with the State of California is now simpler than ever. Start by creating a CalCareer account. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

Benefits of a CalCareer Account

- Receive contact letters for job opportunities electronically
- Set up notifications for new job opportunities using Saved Searches
- Upload and store your resume
- Easily view your eligibility status
- Save and submit multiple applications
- And much more ...

Log In

User I.D.

Password

Log In [Forgot User I.D./Password](#)

Create CalCareer Account

Email Address * Valid email

User I.D. * Valid User I.D.

Password: *

Confirm Password: *

First Name *

Last Name *

Address Line 1: *

City: * **State: *** **Zip: ***

Middle Name:

Name Suffix:

Address Line 2:

Primary Phone: **Phone Type:**

How did you hear about us:

Password must:

- ✓ be 8 or more characters long
- ✓ have at least one lower case letter
- ✓ have at least one upper case letter
- ✓ have at least one number
- ✓ match Confirm Password

User I.D.'s & Passwords

- User I.D.'s are unique. If the User I.D. you have chosen is already taken, add a number or a short word to the end.
- User I.D. must be between 5 and 25 characters.
- Password may not contain your User I.D. or any significant part of your full name.

Create Account

Step 2: Creating your State Application

- On the left toolbar, click “Application Templates (STD678).” Then select "Application Template" page, click the “Create New Template” button.
- Make sure to fill in all required fields in each tab—Questions, Education, and Experience.
- Once you have completed each tab, your template will be saved and can be reused for every job posting that you apply for. You can create up to 10 different application templates
- Tip: Leave “Examinations or Job Titles” field empty until you find the appropriate classification that you are applying for. If you are new to State Service then you fall under the “List Eligibility” category.
- Tip: Do not send a generic application or resume, and never write “See resume” on any portion of your application. Use the duty statement of the job you are applying for as a reference to how to fill in the “Duties performed” section.

The screenshot shows the CalCareer Account dashboard for Susan Smith. The account has been created, and the user's details are displayed. The left sidebar contains navigation options, with "Application Templates (STD678)" highlighted in red. The main content area shows account information and a section titled "Keep your Account Current" with instructions on how to use the application template.

Account Management	CalCareer ID:	2283087	Email Address:	susanj.smith@gmail2.com
CalCareer Account	Name:	Susan Smith	Address:	499 Maple Ave Anytown, CA 94166
Contact Information	Phone Numbers:	(555) 455-8822 (Work)		

[Edit Contact Information](#) [Change Password](#)

Keep your Account Current

If this is your first time logging in or it has been a while since you last updated your account, make sure you create or update the following:

- My Application Templates: Create / update your application template so that when you apply for an exam or job, you have all your information ready to be populated in the application.
- My Contact Information: Update your contact information so that an Agency or Department can get a hold of you, and the

✓ Application Template Complete!

Now that you have completed your application template, you can use it to apply for jobs or exams.

Search for jobs

Search for exams / assessments

← Back

Step: 3 Searching For a State Job

- When searching for State job openings there are 5 options: New to State work, Current State worker, Veterans, persons with disabilities, and State retirees.
- If you are new to working for the State, click the “Get a State Job” icon, where you can browse career fields and see available jobs. Or you can search by keyword, job title, geographic region, or State department/agency. Use the advanced search to filter by location, work schedule, or salary.
- Tip: A Geographical Job Search is the most effective way to search for jobs in your county.
- The “Sort by Relevance” drag down is also a very helpful tool in finding your ideal job

CalCareers Home Get a State Job State Employees Veterans Persons with Disabilities State Retirees My Account

Advanced Job Search Geographical Job Search Exam / Assessment Search

Refine Search

Use Exact Phrase Match (To broaden your search results, uncheck this box)

You are currently searching on:

Location: Sacramento County remove Save Search

Refine Current Results By:

Job Categories: Location: Sacramento County Posted Within: Min. Salary:

Department: Work Type: Schedule: Application Method:

Classification:

Update Results

1246 job(s) found. Sort By: Relevance Show: 10 Jobs Group Jobs By Class

Searching For a State Job Continued

- State Employees: If you currently work for the State, click the “State Employees” icon to begin your search.
- Veterans: If you are a veteran, person with a disability, or retired State employee, click on the applicable icon at the top of the page to learn about special programs before beginning your search.
- To search for all job vacancies, click the “Advanced Job Search” button. Enter a keyword(s) in the “Keyword” field and click the “Search Jobs” button.

The screenshot shows the CalCareers website interface. At the top, the navigation bar includes the CalCareers logo and several icons: Home, Get a State Job, State Employees (circled in red), Veterans (circled in blue), Persons with Disabilities (circled in green), State Retirees (circled in purple), and Create Account / Log In. Below the navigation bar, the main heading is "Advanced Job Search". In the top right corner of the search area, there are three buttons: "Advanced Job Search" (circled in red), "Geographical Job Search", and "Exam / Assessment Search". Below these buttons, there is a "Standard Search" section with a magnifying glass icon. The "Keyword:" field is highlighted with a blue arrow pointing to it. Below the "Keyword:" field is the "Department:" field, which is a dropdown menu with a downward arrow icon on the right side.

Searching for a State Job Continued

- Once you find a job posting that you like, click “Apply Now” to determine your eligibility. If you have already taken the required exam and passed, then click “I am eligible”. If you have not taken the exam, click “I want to obtain eligibility”. This will show you the classification and the exam number that you will need to find the exam for that job.
- Tip: You can use this information to quickly find all available job postings for that classification. You can also use the classification title to find exams.

Job Posting: ACCOUNTANT I (SPECIALIST)



Department of Housing & Community Development

JC-190628 - ACCOUNTANT I (SPECIALIST)
ACCOUNTANT I (SPECIALIST)
\$3,359.00 - \$4,205.00 per Month
Final Filing Date: 2/12/2020

Apply Now

Application Methods:
Electronic (Using your CalCareer Account)
By Mail
Drop-off

Print Job Save Job



Can I apply for this job?

I have eligibility ?

I want to obtain eligibility ?

I do not know / Learn more

I need to establish employment Eligibility.

Listed below are the examinations or assessments currently being offered. Click on the Classification to view the examination or assessment bulletin. Each bulletin provides details on the examination or assessment and its process.

Classification	Exam Number	Department	Exam Basis	Start Date	Final File Date
ACCOUNTANT I (SPECIALIST)	0PB31	STATE OF CALIFORNIA	Open	03/29/11	12/31/20

Step 4: Search for and Take an Exam:

- You will need to successfully pass a separate exam for each desired job type (classification). Once you have found a job posting that you like, review the exam bulletin carefully and be sure to review the minimum qualifications to ensure you meet the experience and education requirements.
- On the CalCareer website (www.calcareers.ca.gov), click the “Exam/Assessment Search” button. On the “Exam/Assessment Search” page, enter a keyword(s) in the “Keyword” field and click the “Search” button. If you are unsure of the keywords, click the “Search” button to view all current exams/assessments.
- Tip: You can also use the job classification or exam number from the job posting to search for your exam.
- On the “Exam/ Assessment Search Results” page, choose the exam of interest and click the “View Exam Posting” button. The “Bulletin” page will appear. Click the “Click Here” link under the “Where to Apply” section. This will open the official exam bulletin.

220 exam(s) found. Sort By: Relevance Show: 10 Exams

ACCOUNTING ADMINISTRATOR I (SPECIALIST)

Exam Code:	6PB01	Department:	State of California		
Exam Base:	Open	Publish Date:	3/24/2016	Final Filing Date:	Until Filled

[View Exam Posting](#)

CLICK ON THE LINK BELOW TO SEE THE OFFICIAL EXAM BULLETIN.

Official Exam Bulletin

[CLICK HERE](#) FOR A COPY OF THE OFFICIAL EXAM BULLETIN AND TO TAKE THE EXAM.

Search For and Take Exams Continued

- Review the exam bulletin carefully and follow the instructions on how to apply. If you meet the criteria, including the minimum qualifications, in the “Taking the Examination” section, click on the link to take the exam. Note: Not all exams are available online.
- You will receive your exam score either by mail or after you complete the online exam (example shown on the right). Your score determines your ranking on the eligibility list. The State of California hires individuals within the top three ranks.
- Note: Your eligibility will have an expiration date. Within the next few days, you will also receive your exam results in your CalCareer account (in your “Messages” inbox, as well as in your “Exam/Assessment Records”).

TAKING THE EXAMINATION

Take the examination for the **Accounting Administrator 1 (Specialist)** classification.

TESTING DEPARTMENTS

State of California (all State of California departments)

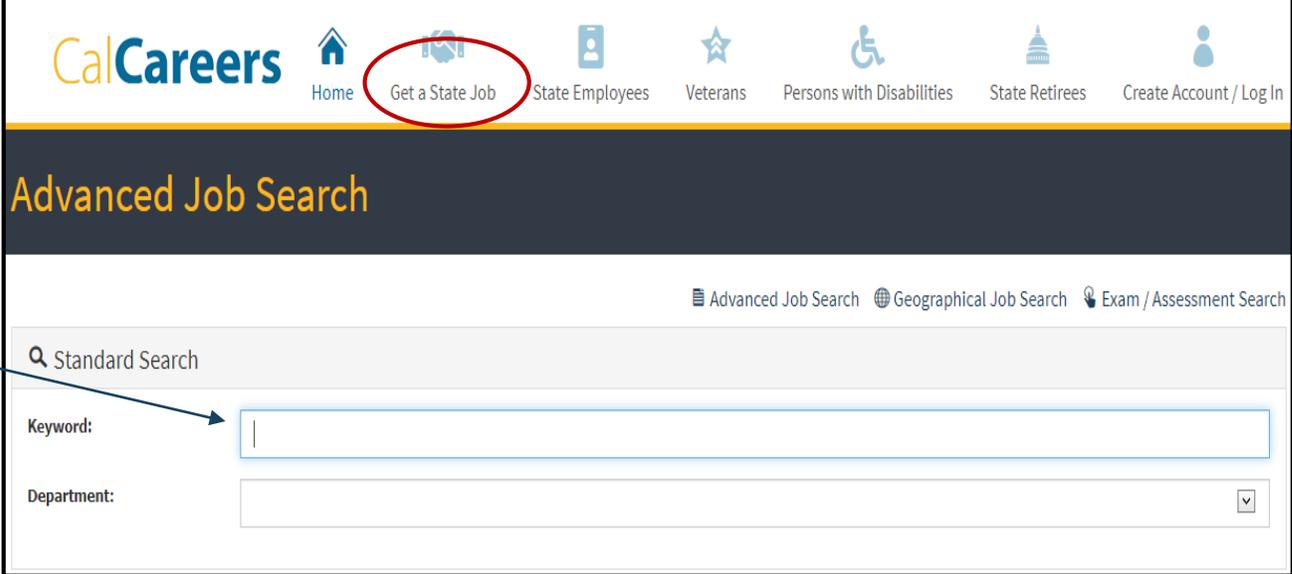
CalCareer Account

- Account Management
 - CalCareer Account**
 - Contact Information
 - Additional Records
- Templates / Documents
 - Application Templates (STD678)
 - Uploaded Documents
 - Equal Employment Opportunity
- Jobs
 - Job Applications
 - Saved Jobs
- Exams / Assessments
 - Exam / Assessment Applications
 - Exam / Assessment Records
- Emails / Messages
 - Saved Searches (E-mail Alerts)
 - Messages (1)**

CalCareer ID:
Name:
Phone Numbers:
Keep your Account...
If this is your first time... following:
My Application Temp...
My Contact Informat...
Resources
How to Get a State J...
Tutorial Videos

Step 5: Apply for a Job

- Once your eligibility has been established, you can begin applying for job openings in the classification for which you have successfully tested. Click on the “Get a State Job” icon at the top of the page. You can type in the classification you are looking for in the “keyword” field and all jobs in that classification will appear.



The screenshot displays the CalCareers website interface. At the top, the navigation bar includes the CalCareers logo, a Home icon, a "Get a State Job" icon (circled in red), and icons for State Employees, Veterans, Persons with Disabilities, State Retirees, and Create Account / Log In. Below the navigation bar is a dark blue header with the text "Advanced Job Search" in orange. Underneath, there are three search options: "Advanced Job Search" (selected), "Geographical Job Search", and "Exam / Assessment Search". The "Standard Search" section contains a search bar with a magnifying glass icon, a "Keyword:" label, a text input field, a "Department:" label, and a dropdown menu.

Step 6: Writing your Statement of Qualification

- The third key component in your state application will be to complete a Statement of Qualification (SOQ)
- Click on the job posting and scroll down to “Special Requirements”.
- Each SOQ is specific to its job posting so it's important to read the instructions for a SOQ each time you apply for a job.
- A good SOQ should be:
 - Clear and concise
 - Written in complete sentences
 - Answers each of the questions thoroughly
- Tip: You can use the "Minimum Requirements" and "Duty Statement" section of the job posting as a resource to better understand what skills and experience hiring managers are looking for in your SOQ.

Special Requirements

Please include a Statement of Qualifications (SOQ) with your application for the hiring manager's review. The SOQ will be your first interview for this position. If your qualifications are competitive, you will be invited to an on-site interview.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

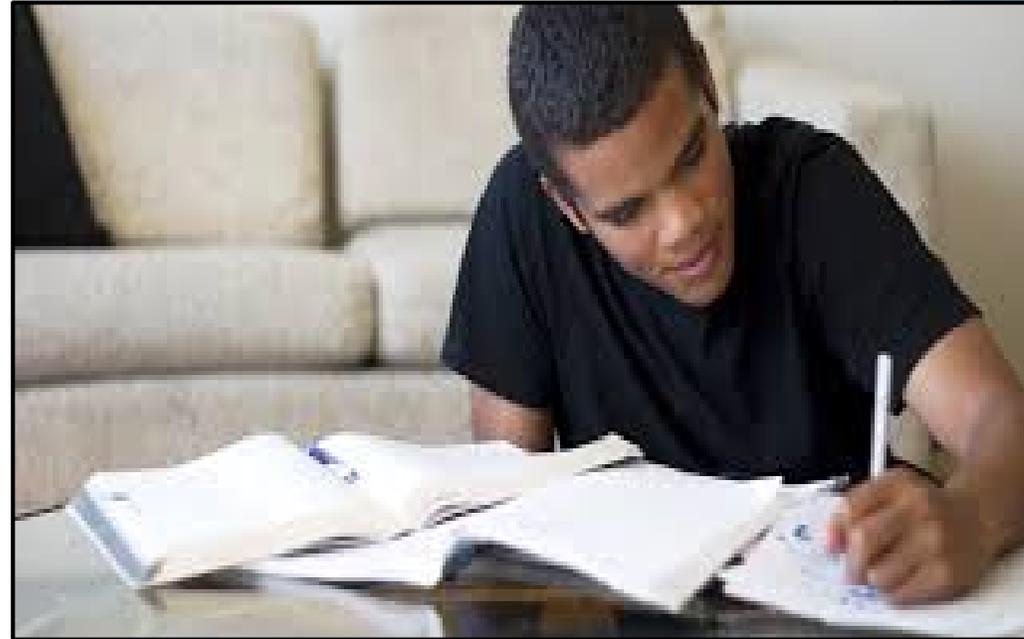
- ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
- STAFF SERVICES ANALYST (GENERAL)

Additional Documents

- Job Application Package Checklist
- Duty Statement

Step 7: Prepare for the Hiring Interview

- If selected for an interview, prepare by reviewing the position's duties and responsibilities listed on the job bulletin.
- Acquaint yourself with the organization's mission statement and functions of the position you applied for.
- If you are not selected to interview, don't be discouraged. Continue applying for other job openings for which you are qualified.



Meaningful Links

- [California Department of Technology Career Opportunities](#)
- [California Department of Human Resources FAQ](#)
- [Tutorials for Job Seekers](#)

