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.
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.
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.
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.
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.
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.
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”).
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.
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:
  o Clear and concise
  o Written in complete sentences
  o 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.
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