Steps to Getting a State Job

Pre-Step: Are there jobs for me? You will need a job or department title to learn how to apply and search for vacancies at jobs.ca.gov.

- You may search jobs.ca.gov using keywords, e.g., “engineer”, “analyst” or “account”
- You may search jobs.ca.gov by department (there are 240!)
- Or, find job titles by major at calhr.ca.gov/employees/pages/bachelor-degree.aspx
- Set up a profile at “My Profile” tab

Step 1: Most, but not all, jobs require you to complete an exam to establish eligibility so you can apply to a vacancy. See tutorial “Taking an Exam, Part 1 – Finding the Official Exam Bulletin” at calhr.ca.gov/Pages/job-seekers-video-tutorials.aspx

1. At jobs.ca.gov, search “Exams and Job Vacancies” using either job or department title. On “Exams & Job Vacancies Search Results” page, click on bulletin, click exam ID, on the unofficial exam bulletin page select “CLICK HERE for copy of the official bulletin”
2. Official Bulletin - read carefully for details on qualifications and how to apply
   - State Department giving the exam
   - Type of exam to be given
   - Practice questions for some exams
   - How to apply to take the exam
   - Final filing date to apply
   - Veteran’s and/or Disability (LEAP) Preference Information
3. Complete exam and follow instructions
4. When you receive your exam score, see ranking and eligibility expiration date
5. For non-testing classifications/job titles see jobs.ca.gov/Job/NonTestingEmployment

Step 2: Apply for jobs! See tutorial “How to Apply for Job Vacancies” at calhr.ca.gov/Pages/job-seekers-video-tutorials.aspx

1. Search for vacancies at jobs.ca.gov – on “Exams & Job Vacancies Search Results” page, click vacancies, click job title link in vacancy column, review job description and obtain job title, position number and where to mail your completed application, i.e., see “additional info” at bottom of posting – print this page!
2. Use “My Profile” to apply – login, select “print/view my application, select step 2 for Examination/Employment Application STD 678, complete application (ignore ID section) and enter job title and position number in “Examination(s) and Job Titles(s) for Which You are Applying” section and enter “list eligible” in “Explanation” section – print, sign and mail application along with your resume, cover letter, and copy of exam results.
3. Follow up with job contact information contact to make sure your application was received and complete (found in job description)
4. Practice your interview skills
5. Be awesome at your job!
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START HERE:

Go to [jobs.ca.gov](http://jobs.ca.gov) → Is Exam Required? → Yes → Click on the exam bulletin

No

Click Exam ID # → Do you qualify? → “CLICK HERE for the copy of the official bulletin”

Which exam is required for your desired position?

- Written Test
- Oral Interview, AKA “Qualifications Appraisal Panel (QAP)”
- Internet/Automated Examination
- Performance Test
- Supplemental Application/Achievement Rating Test
- Education and Experience Evaluation: The Agility/Physical Ability

Complete the exam and follow the instructions → Did you have Veterans points and/or Disability points added to your exam score?

What is your Exam Score, Rating, and Expiration Date for Eligibility?

You are now ready to apply for a job!

Search for vacancies on [jobs.ca.gov](http://jobs.ca.gov)

Complete your application packet:
- Application (Form Std. 678)
- Resume
- Cover Letter
- Any other required materials → Interview → Get the Job!

For questions, contact the Work Experience & Internship Program FL2-133, (916) 608-6552 Julie.Collier@f1c.losrios.edu