State Hiring Process

This quick reference guides you through the California State hiring process. If you are new to State service, you must successfully pass an open exam for the classification of interest in order to continue with the hiring process.

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.

1] Visit the CalCareer website (www.calcareers.ca.gov). Click the "Create Account/Log In" icon.

2] On the "Log In" page, if you have not already created an account, click the "Create Account" button and proceed to #3 below. If you already have an account, enter your User ID and Password.

3] On the "Create a CalCareer Account" page, complete the account information, then click the "Create Account" button. Once you have created your CalCareer account, be sure to keep your User ID and Password private.
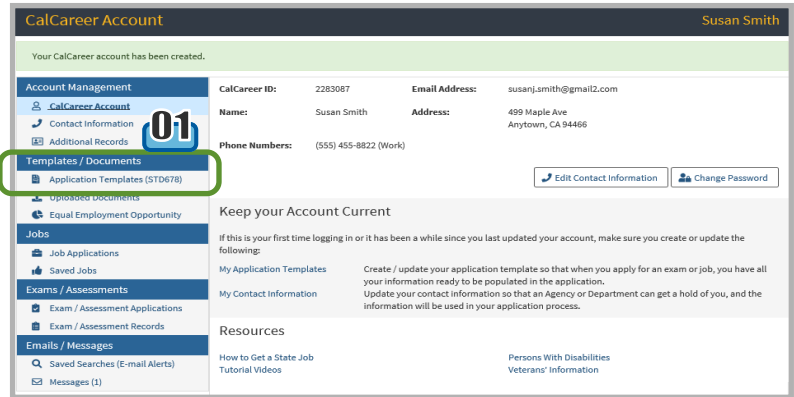
Step 2: Create Your Application

When applying for jobs, you will need to submit a State Application.

1] To create your State Application, log in to your CalCareer Account. On the left toolbar, click "Application Templates (STD678)."

On the "Application Template" page, click the "Create New Template" button.

2] An application template will open. Complete all required fields in each section—Questions, Education, and Experience.

Note: You can create up to 10 different application templates. To upload accompanying documents, such as your résumé or

01

CalCareer Account				Susan Smith

Your CalCareer account has been created.

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: 2283087
Name: Susan Smith
Phone Numbers: (555) 455-8822 (Work)

Email Address: susanj.smith@gmail2.com
Address: 499 Maple Ave, Anytown, CA 94466

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 information will be used in your application process.

Resources

How to Get a State Job | Persons With Disabilities
Tutorial Videos | Veterans' Information

02

Application Template Name: *

IT Associate

* Required

Questions	Education	Experience

The Examination or Position Details (i.e., Job Co...) will automatically populate in this section. Pleas... additional details are required. You can include... Questions tab on the Application Information pa...

Exam Title(s) or Job Title

Examination(s) or Job Titles For Which You A...

Information Technology Associate
RPA # XX-XXX / Position #XXX-XXX-XXXX-XXX

Eligibility

If you are applying for a vacancy, please indic...

- ● List Eligibility
- ○ SROA/Surplus
- ○ Reinstatement (including Reemployment)
- ○ Transfer
- ○ Other (Specify)

Print Application Template

Application Template Name: *

IT Associate

* Required

Questions	**Education**	Experience

High School Education

Did you graduate from High School?

Yes

Languages (Non-English)

In addition to English, list any other language fluency.

No records found.

Add Language

University/College

Print Application Template

Application Template Name: *

IT Associate

* Required

Questions	Education	**Experience**

Current Employment?

Yes

Hours Per Week:

40

Total Time Worked:

6 years/11 months

(Years / Months)

Duties Performed:

1500/1500 characters left

Reason for Leaving:

Limited opportunity for professional growth.

75/75 characters left

Cancel | Save

TIP 01: When applying for a job, always provide the classification title for which you are applying, as well as the RPA number, job control number, and position number.

If your exam results indicate you are within the first three ranks, write that you are reachable on the classification list (e.g., "Reachable on the Information Technology Associate list"), and attach a copy of your exam results.

TIP 02: When applying for a job, do not send a generic application or résumé, and never write "See Résumé." Hiring managers are looking for **verifiable** duties performed that directly correlate to the Duty Statement.

The Duty Statement provides detailed information on the position's routine tasks. If a department or agency does not provide a link to the Duty Statement on its job posting, call the contact number and ask to be sent a copy.

Step 3: Search for a Job

On the CalCareer website (www.calcareers.ca.gov), there are multiple ways to search for a job.

1] **Get a State Job:** 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.

2] **State Employees:** If you currently work for the State, click the "State Employees" icon to begin your search.

3] **Veterans, Persons with Disabilities, State Retirees:** If you are a veteran, person with a disability, or retired State employee, click on the applicable icon to learn about special programs before beginning your search.

4] To search for all job vacancies, click the "Advanced Job Search" button.
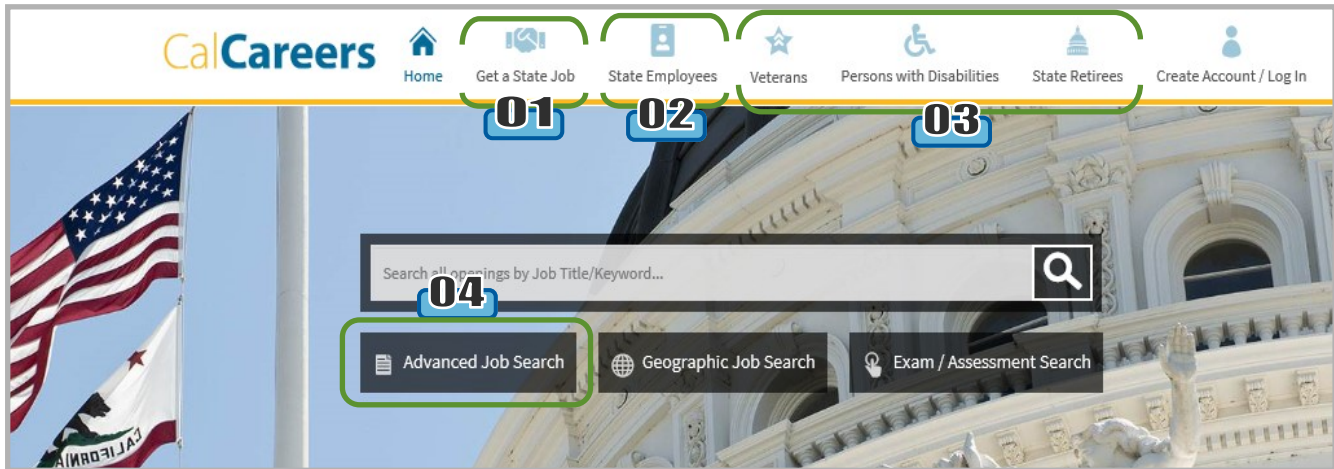
5] Enter a keyword(s) in the "Keyword" field and click the "Search Jobs" button. Be sure to spell out classification titles (e.g., Information Technology, not IT). If you are unsure of the keywords, click the "Search" button to view all current exams/assessments.

   Note: Below are the nine IT classifications used by the State of California:
   - Information Technology Technician
   - Information Technology Associate
   - Information Technology Specialist I, II, and III
   - Information Technology Supervisor I and II
   - Information Technology Manager I and II

6] Your search will populate a list of job vacancies. On the "Job Search Results" page, choose your job of interest and click the "View Job Posting" button.

7] On the "Job Posting" page, click the "Apply Now" button.

8] On the "Job Details" page, select your response. Based on your selection, there will be additional instructions at the bottom of the page.

- **I DO NOT have eligibility:** If you have not taken and passed an exam for that classification in the past 6 months.
- **I have eligibility:** If you have taken and passed the exam for that classification in the past 6 months.
- **I do not know:** If you are unsure.

Job Details

Can I apply for this job?

Department of Technology

JC-101869 - INFORMATION TECHNOLOGY ASSOCIATE

Information Technology Associate

Final Filing Date: XX/XX/20XX

✔ I DO NOT have eligibility ?

I have eligibility ?

I do not know

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. This includes the minimum qualifications and testing information.

Classification
INFORMATION TECHNOLOGY ASSOCIA

For further information on how to obtai

I have employment eligibility.

You have taken and passed an examination or assessment and your employment eligibility is active. Or you have employment eligibility through one of the following:

- Transfer
- Reinstatement
- Temporary Auth
- Training & Devel
- Non-Testing Clas
- State Restriction

? If you have taken and passed an exam/assessment in the past six months you should have received a letter informing you of your eligibility. Your eligibility should also be listed in your CalCareer account under the "eligibility" tab. To proceed, select the "I have eligibility" option and begin the application for this position.

If you have not taken and passed an exam/assessment in the past 6 months for this specific classification, you can start the process by finding exams for this jobs classification. To view available exams/assessments, select the "I DO NOT have eligibility" option and follow the instructions in order to take the appropriate exam/assessment.

Step 4: Search For and Take an Exam

You will need to successfully pass a separate exam for each desired job type (classification). **Review each exam bulletin carefully** and be sure to review the minimum qualifications to ensure you meet the experience and education requirements.

1] On the CalCareer website (www.calcareers.ca.gov), click the "Exam/Assessment Search" button.

📄 Advanced Job Search   🌐 Geographic Job Search   👆 Exam / Assessment Search

2] 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.

Exam / Assessment Search

📄 Advanced Job Search   🌐 Geographical Job Search   👆 Exam / Assessment Search

🔍 Exam / Assessment Search

Keyword: [   ]

Reset Form   Search

3] Your search will populate a list of available exams related to the keyword(s) you entered. On the "Exam/ Assessment Search Results" page, choose the exam of interest and click the "View Exam Posting" button.

Exam / Assessment Search Results

INFORMATION TECHNOLOGY ASSOCIATE

Exam Code:	7PB33	**Department:**	State of California		
Exam Base:	Open	**Publish Date:**	1/31/2018	**Final Filing Date:**	Until Filled

03

🔍 View Exam Posting

4] The "Bulletin" page will appear. Click the "Click Here" link under the "Where to Apply" section. This will open the official exam bulletin.

Bulletin

INFORMATION TECHNOLOGY ASSOCIATE
STATE OF CALIFORNIA
Final File Date: Until Filled
Monthly Salary: Range A: $3,877.00-$5,196.00

Note: Current salary levels and placement/movement in the appropriate salary range(s) (there may be more than the listed salary ranges for a given class) should be confirmed with the hiring department upon receiving a job offer. The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

Open Exam

04

This is an ope... ...will not be accepted on a promotional basis. Career credits do not apply.

CLICK ... CLICK HERE TO VIEW A... ...EXAMINATION BULLETIN

Requi... Requirements for Admi... ...nd print the Classification Description (specification) for the minimum qualifications for
this ex... this examination. It is y... ...e sure you meet the education and/or experience requirements stated. Your signature
on your... on your application i... ...nderstood and possess the basic qualifications required. NOTE: All applications/resumes
must inclu... ...include:... ...day/year); time base; and civil service class titles. Applications/resumes received without

5] An exam/assessment bulletin for the classification you selected will open. Review the exam bulletin carefully and follow the instructions on how to apply.

If you meet all of 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.

05

CAL★HR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

INFORMATION TECHNOLOGY ASSOCIATE

Exam Code: 7PB33

Department: State of California
Exam Type: Servicewide, Open
Final Filing Date: Until Filled

CLASSIFICATION DETAILS

Information Technology Associate – Range A: $3,877.00 - $5,196.00 per month
Range B: $4,262.00 - $5,712.00 per month
Range C: $4,660.00 - $6,245.00 per month
Range D: $5,125.00 - $6,868.00 per month

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.
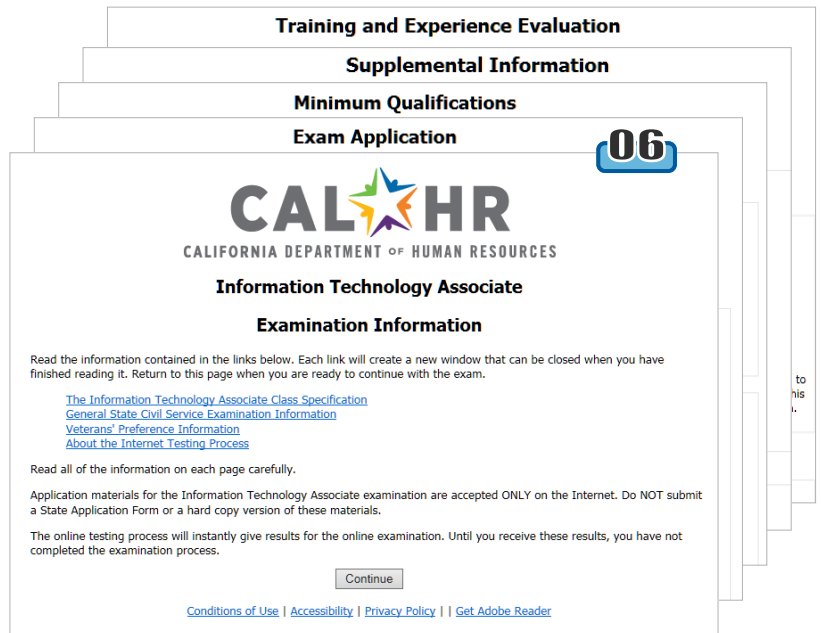
TAKING THE EXAMINATION

Take the examination for the INFORMATION TECHNOLOGY ASSOCIATE classification.

TESTING DEPARTMENTS

State of California (all State of California departments)

Bulletin Date: 1/31/2018

6] Review the "Examination Information" section to find out which type of test will be used (in person vs. online) and how the test will be scored.
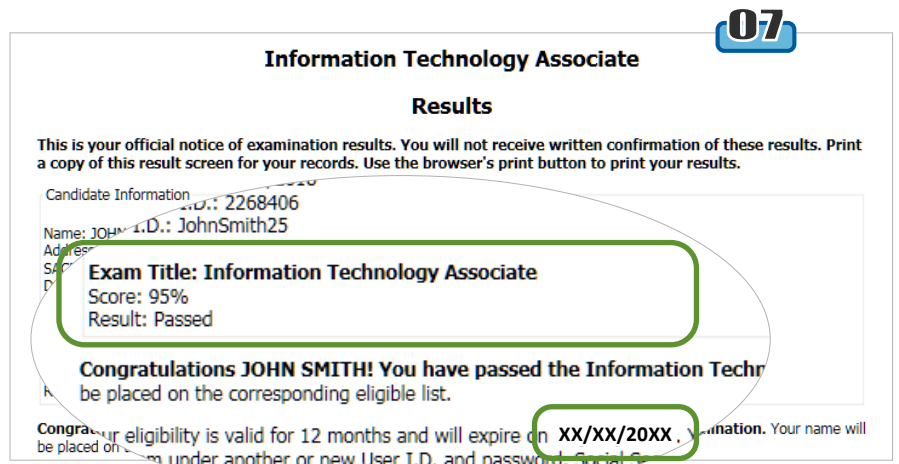
The example shown on the right is an online exam. **Be sure to read and complete each page carefully, as instructions may vary.** For example, application materials for some exams may be accepted ONLY on the Internet. Therefore, you would not submit a State Application (STD 678) or hard copy of the application materials.

Training and Experience Evaluation

Supplemental Information

Minimum Qualifications

Exam Application

CAL★HR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Information Technology Associate

Examination Information

Read the information contained in the links below. Each link will create a new window that can be closed when you have finished reading it. Return to this page when you are ready to continue with the exam.

The Information Technology Associate Class Specification
General State Civil Service Examination Information
Veterans' Preference Information
About the Internet Testing Process

Read all of the information on each page carefully.

Application materials for the Information Technology Associate examination are accepted ONLY on the Internet. Do NOT submit a State Application Form or a hard copy version of these materials.

The online testing process will instantly give results for the online examination. Until you receive these results, you have not completed the examination process.

[Continue]

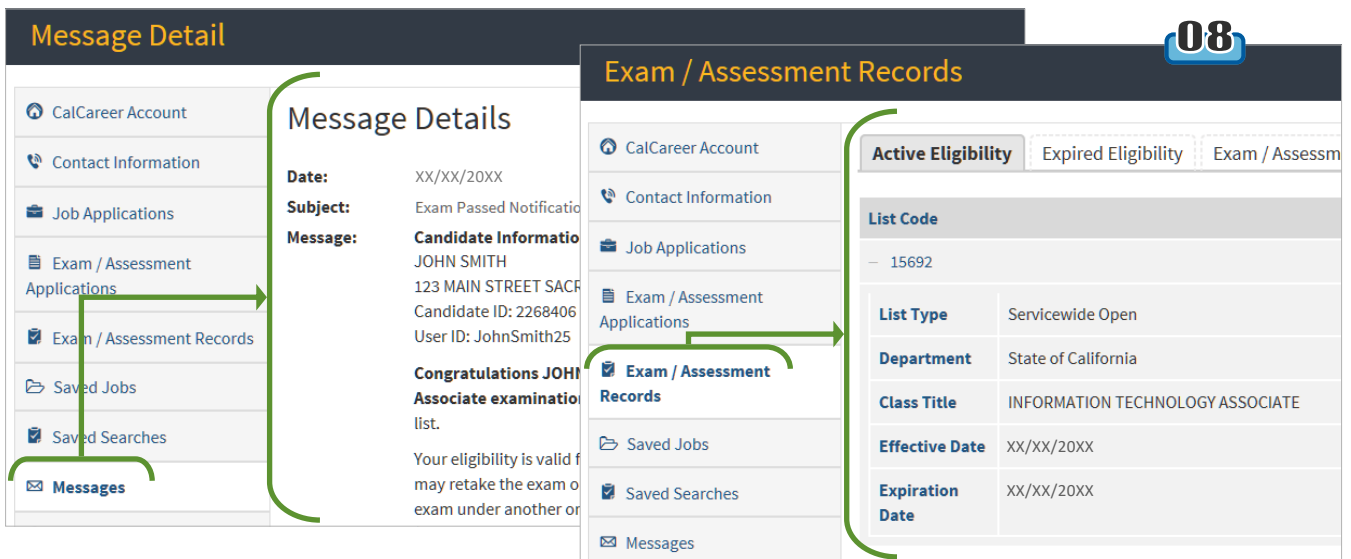Conditions of Use | Accessibility | Privacy Policy | | Get Adobe Reader

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7] 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.

Information Technology Associate

Results

This is your official notice of examination results. You will not receive written confirmation of these results. Print a copy of this result screen for your records. Use the browser's print button to print your results.

Candidate Information
I.D.: 2268406
Name: JOH   I.D.: JohnSmith25
Add
SAC
D

Exam Title: Information Technology Associate
Score: 95%
Result: Passed

Congratulations JOHN SMITH! You have passed the Information Tech
be placed on the corresponding eligible list.

Congra ur eligibility is valid for 12 months and will expire on **XX/XX/20XX** , mination. Your name will
be placed on   xam under another or new User I.D. and password, Social S
f you do retake this exam before the nine

8] 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").

Message Detail

- CalCareer Account
- Contact Information
- Job Applications
- Exam / Assessment Applications
- Exam / Assessment Records
- Saved Jobs
- Saved Searches
- Messages

Message Details

Date: XX/XX/20XX
Subject: Exam Passed Notificatio
Message: **Candidate Informatio**
JOHN SMITH
123 MAIN STREET SAC
Candidate ID: 2268406
User ID: JohnSmith25

Congratulations JOH
Associate examinatio
list.

Your eligibility is valid f
may retake the exam o
exam under another or

Exam / Assessment Records

- CalCareer Account
- Contact Information
- Job Applications
- Exam / Assessment Applications
- **Exam / Assessment Records**
- Saved Jobs
- Saved Searches
- Messages

Active Eligibility	Expired Eligibility	Exam / Assessm

List Code

– 15692

|	
List Type	Servicewide Open
Department	State of California
Class Title	INFORMATION TECHNOLOGY ASSOCIATE
Effective Date	XX/XX/20XX
Expiration Date	XX/XX/20XX

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.

CalCareer Job Applications

1] Log in to your CalCareer Account. On the left toolbar, click "Job Applications." This page displays applications you are working on or have submitted for different jobs.

2] Then click the "Search for Jobs" button.
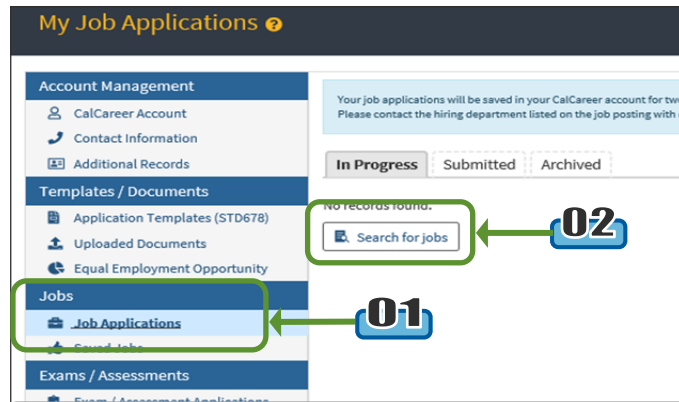
Employment Inquiry
(if applicable)

3] An Employment Inquiry may be mailed or emailed to those in reachable ranks for a current vacancy. This document provides the position classification, location, and address for you to reply by a specified date if you are interested in the job.

Step 6: 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 and functions and how that position contributes. If you are not selected to interview, continue applying for other job openings for which you are qualified.

Step 7: Serve a Probationary Period

Once you have been hired into State service, you will serve a probationary period of 6 or 12 months, depending on your classification. **When you have successfully completed probation, you will attain permanent status as a State employee.** Unsuccessful job performance may lead to rejection during probation and failure to attain permanent status.

Resources

- California Department of Technology Career Opportunities (www.cdt.ca.gov/career-opportunities/)
- California Department of Human Resources FAQ (www.calcareers.ca.gov/CalHRPublic/GeneralInfo/FAQS.aspx)
- CalCareers Tutorials for Job Seekers (https://jobs.ca.gov/CalHrPublic/GeneralInfo/TutorialsMain.aspx)

Get Your Résumé Noticed

Here are tips and tricks to help your résumé stand out from the rest.

Avoid Common Mistakes

- Don't use a generic résumé, weak verbs, filler words, or vague descriptors.
- Don't simply copy your application. Your résumé should complement your application, not repeat it. Instead, summarize your knowledge, skills, abilities, and accomplishments.
- Try to keep your résumé to one or two pages. Don't be too wordy or provide job history that isn't pertinent to the position for which you are applying.
- Beware of a weak format, such as a crowded layout, small or illegible font, or overuse of italics, bold, underlining, or capital letters.
- Be sure to follow directions. If the job bulletin states "Do not send résumé," don't send one.
- *Carefully* proofread every word to catch any spelling or grammar errors. Do not rely solely on spellcheck.

Focus on Pertinent Accomplishments

Focus on your accomplishments, not general duties (your State application should already cover that component).

- Think outcomes and impact.
- Quantify by providing a numerical value to your accomplishment. This helps hiring supervisors see your exact skill sets, and helps Human Resources ensure you meet the Minimum Qualifications for the position.
- Tailor to the knowledge, skills, and abilities the hiring supervisor is *directly* seeking.
- *Carefully* read both the job posting and Duty Statement, paying special attention to sections such as "Desirable skills/qualifications," "Knowledge of," "Essential functions," and "Specific duties include."
- Use strong verbs that *really* capture your accomplishments. It's okay to use verbs directly from the job posting and duty statement; you may use them as much as possible.
- Ask yourself the following questions:
  - What problems/issues have I resolved/do I resolve?
  - What projects have I led and what were their outcomes?
  - What were the outcomes of team assignments in which I played a strong role?
  - What were the outcomes associated with assignments that required oral and/or written communication?
  - What were the results of my excellent customer service and/or troubleshooting efforts?
  - What are my technical, administrative, and/or analytical accomplishments?
  - Did I receive any commendations from past employers?
  - Was I entrusted with increased responsibilities due to my knowledge and professionalism?

Connect with CDT