State Hiring Process

REV 02/2019

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.

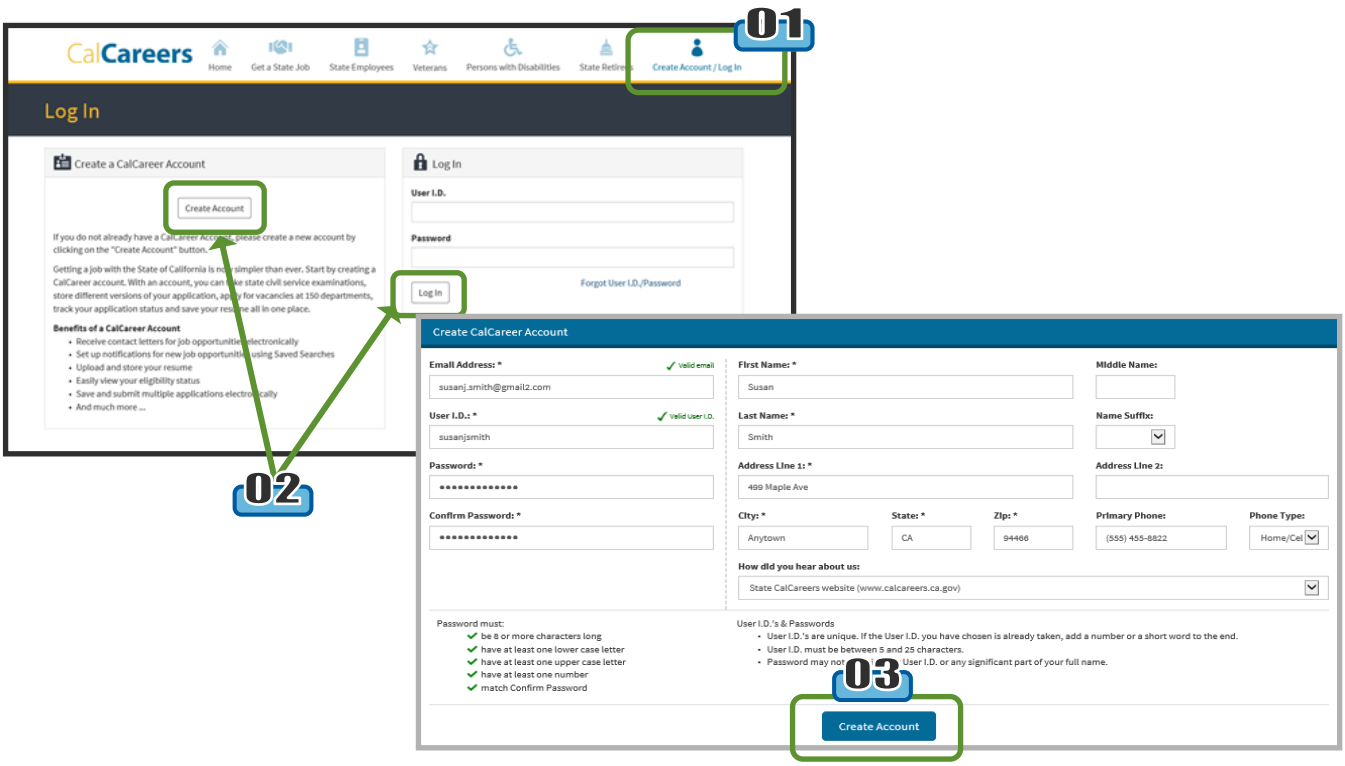
Step 1: Create a CalCareer Account

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.

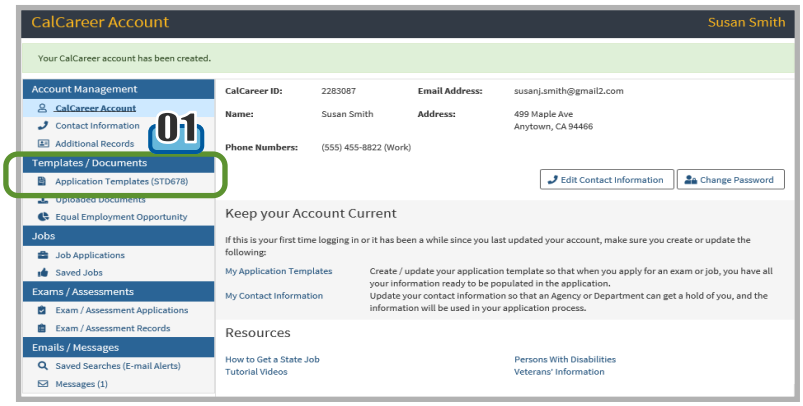


Step 2: Create Your Application

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

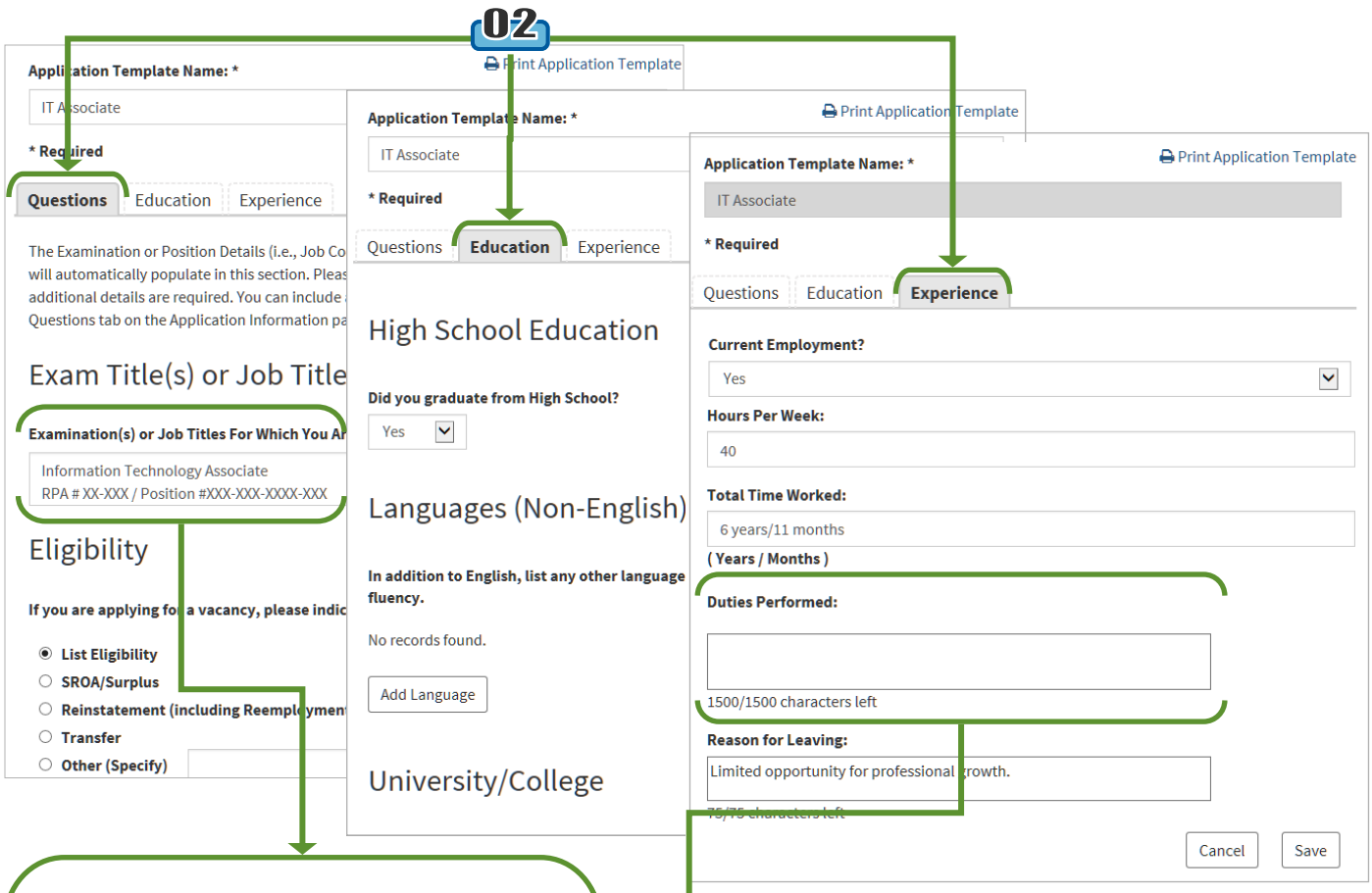
1] To create your State Application, log in to your CalCareer Account. On the left toolbar, click “Application Templates (STD678).”

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



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

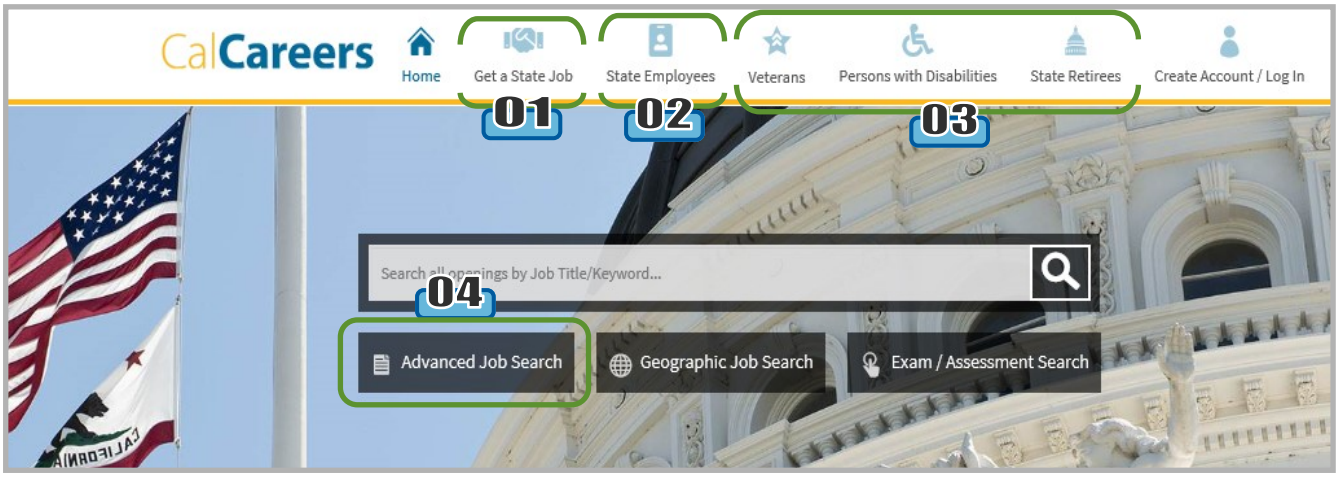
On the CalCareer website (www.calcareers.ca.gov), there are multiple ways to search for a job.

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.

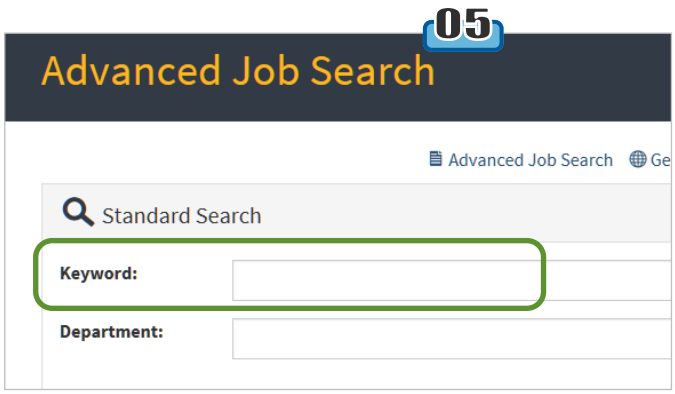
4] To search for all job vacancies, click the "Advanced Job Search" button.



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.

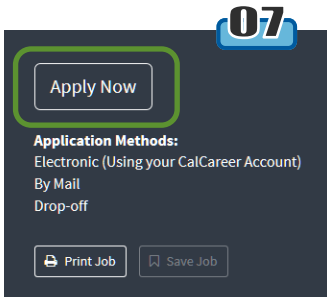
Note: Below are the nine IT classifications used by the State of California:

- 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



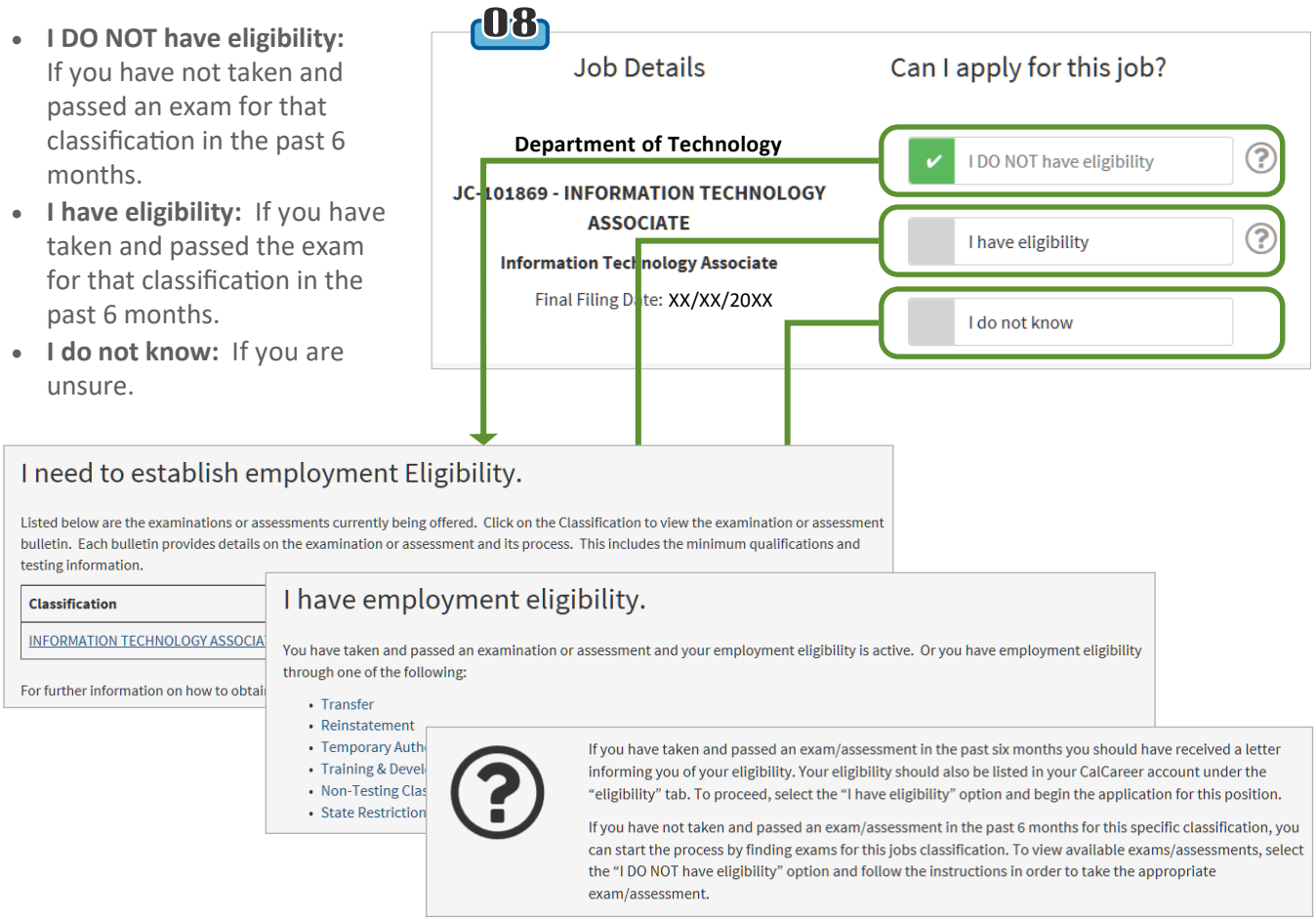
6] Your search will populate a list of job vacancies. On the "Job Search Results" page, choose your job of interest and click the "View Job Posting" button.

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.

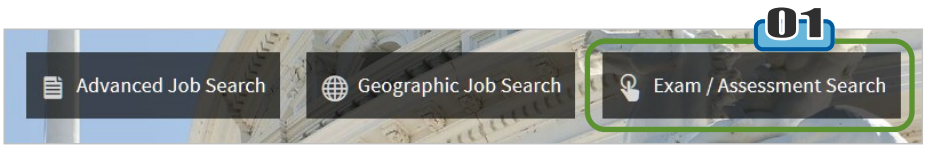
- **I DO NOT have eligibility:** If you have not taken and passed an exam for that classification in the past 6 months.
- **I have eligibility:** If you have taken and passed the exam for that classification in the past 6 months.
- **I do not know:** If you are unsure.



Step 4: Search For and Take an Exam

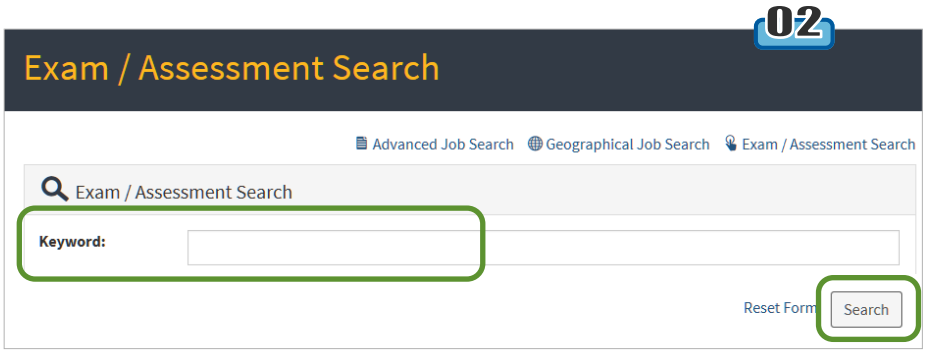
You will need to successfully pass a separate exam for each desired job type (classification). **Review each exam bulletin carefully** and be sure to review the minimum qualifications to ensure you meet the experience and education requirements.

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



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.



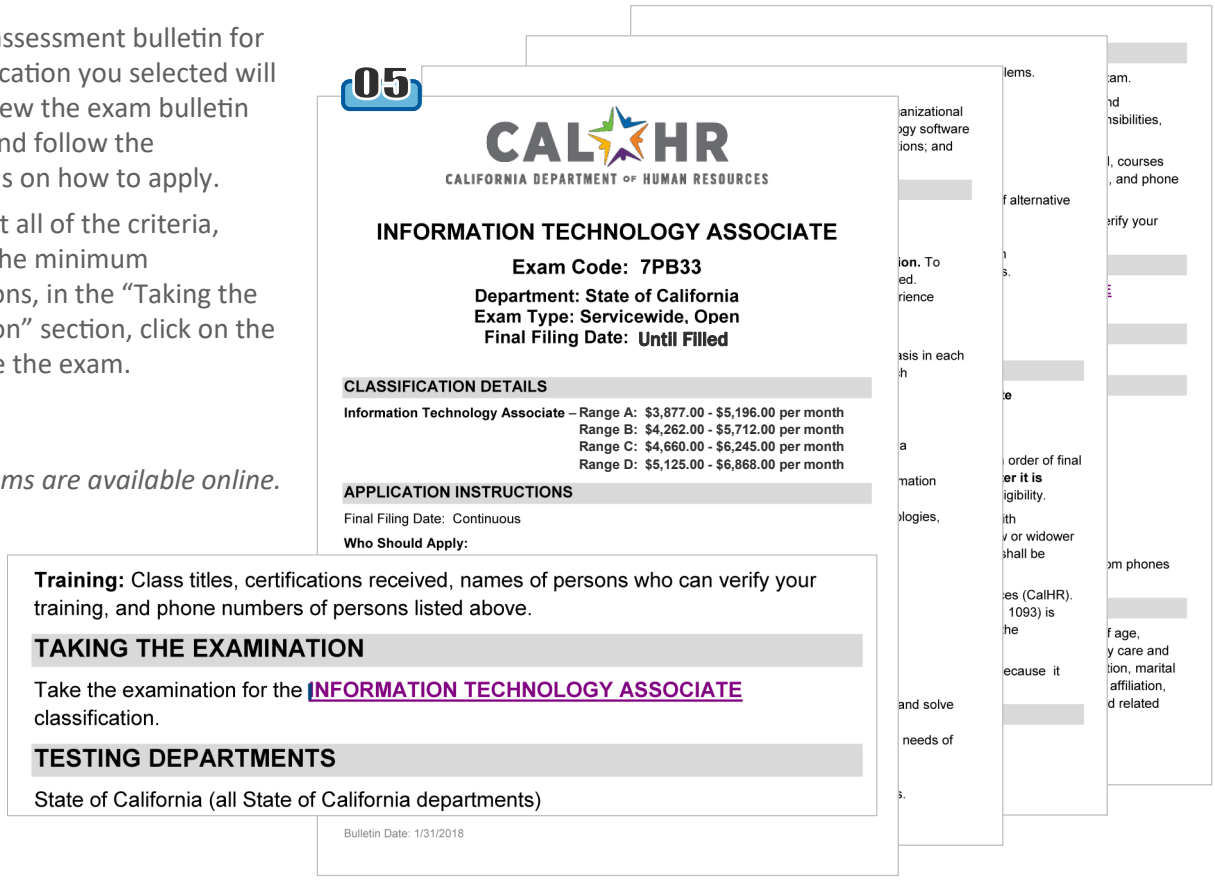
3] Your search will populate a list of available exams related to the keyword(s) you entered. On the "Exam/ Assessment Search Results" page, choose the exam of interest and click the "View Exam Posting" button.

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

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.

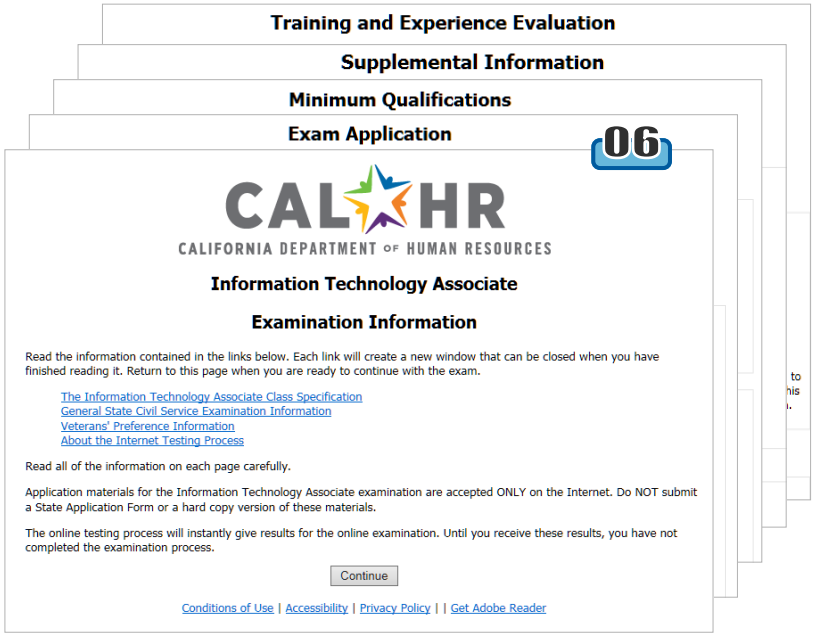
If you meet all of the criteria, including the minimum qualifications, in the "Taking the Examination" section, click on the link to take the exam.

Note:
Not all exams are available online.



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.

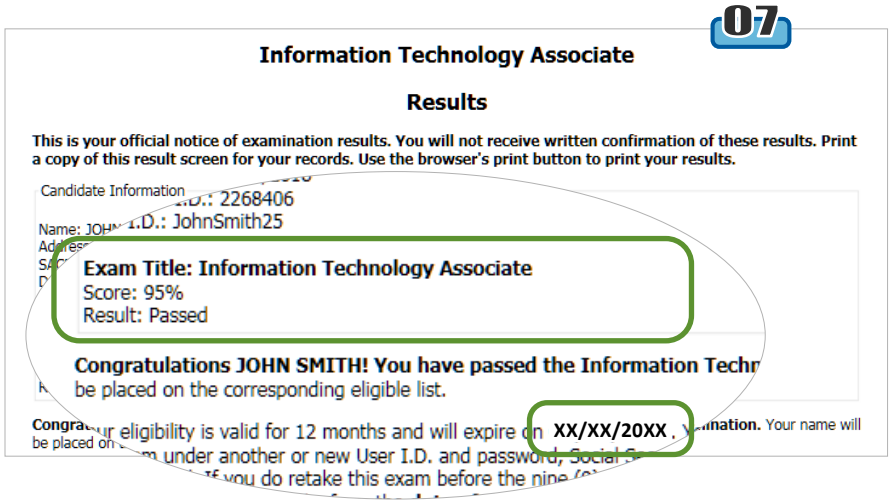
The example shown on the right is an online exam. **Be sure to read and complete each page carefully, as instructions may vary.** For example, application materials for some exams may be accepted ONLY on the Internet. Therefore, you would not submit a State Application (STD 678) or hard copy of the application materials.



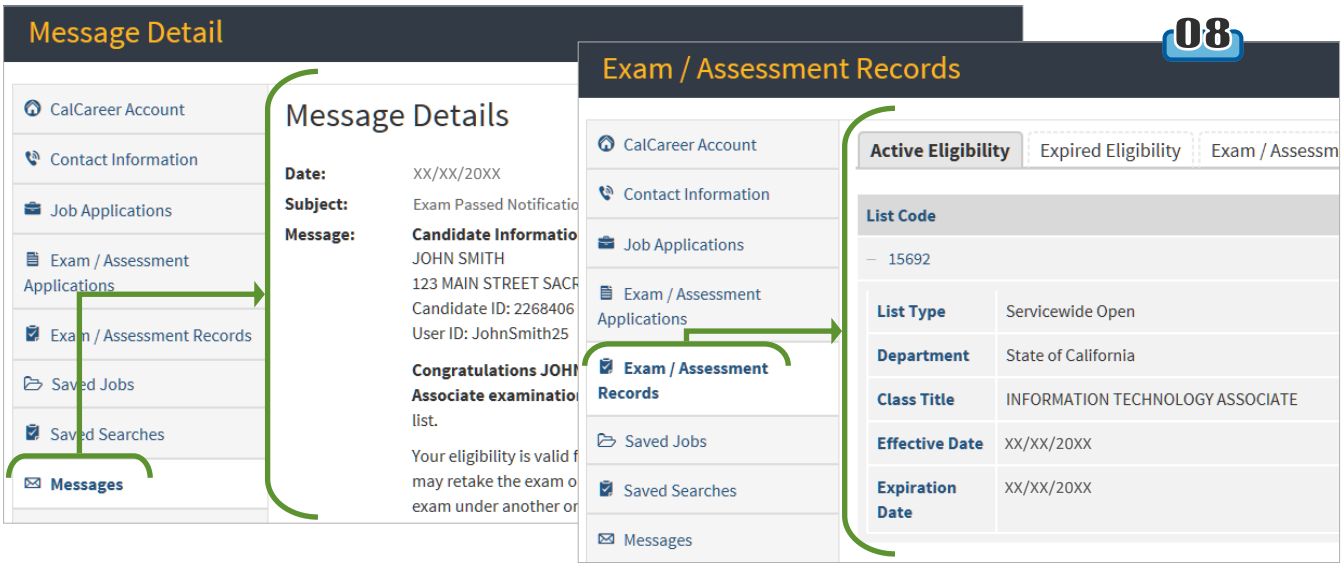
7] You will receive your exam score either by mail or after you complete the online exam (example shown on the right).

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.



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").



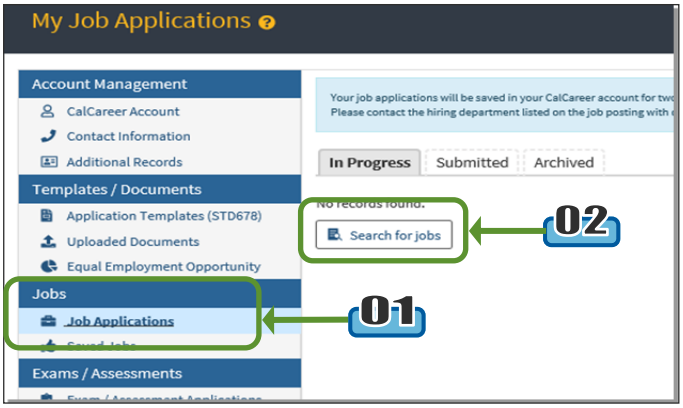
Step 5: Apply for a Job

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.

STATE OF CALIFORNIA – DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT INQUIRY
STD. 628 (REV. XX/20XX)

Contact Date: XX/XX/20XX

To be considered for this job, yo
If you are not interested, no need

TO: John Smith
123 Main Street
Sacramento, CA 95821

SEND REPLY TO:
Department of Technology
Attention: Leslie RPA 13-16
Selection Services Unit
P.O. Box 1810
Rancho Cordova, CA 9574

CLASSIFICATION CODE AND TITLE
00101384 DATA PROCES

ADDITIONAL INFORMATION

03

EMPLOYMENT CONTACT

XX/XX/20XX

CERT: 10217949 - 286
CalCareer ID: 2052373

John Smith
123 Main Street
Sacramento, CA 95821

Applications are currently being accepted for the job identified below. For details regarding the job, including the application instructions, review the Job Posting on JOBS.CA.GOV, by referencing the Job Control Number. If you are interested in this position, submit your application package, including all required documents according to the application instructions provided on the Job Posting.

Your Application Package must be submitted by the Due Date, to be considered for the Job. If you do not apply, your eligibility will remain active and no waiver charged.

Job Summary			
Job Control #:			
Job Control #:	JC-102290	Due Date:	XX/XX/20XX
Hiring Department:	CDT		

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