



STUDENT GUIDE FOR APPLYING TO STATE JOBS

CalCareers - How to Apply for a State Job

Interested in a career with the State of California? From entry-level jobs and student opportunities to full career paths, the State of California offers a wide variety of opportunities for job applicants. Below are some helpful tips when applying.

STEP 1: Create a CalCareers Account and Profile

- **Go to:** calcareers.ca.gov
- **Create Account:** Click on the "Create Account" button.
- **Fill Out STD 678:** Complete the application form.
- **Optional:** Save as Template: Streamline future applications.
- **In CalCareers:** Click "My Account":
 - **Create Template:** Go to "Application Templates (STD 678)", then "Create New Template".
 - **Template Tips:** Select "List Eligibility" if applicable. Ensure the "Duties Performed" section is detailed.
 - **Use Template:** Select it for new applications and upload required documents.

STEP 2: Research and Identify Qualified and Interested job Classifications

- **Search Job Openings:** By job title.
- **Review:** Duty statement and classification specification.
- **Check Minimum Qualifications (MQs):** Ensure you meet skills, experience, and other requirements.
- **Review:** Minimum Qualifications, Position Description, Examination Scope, and other details.

STEP 3: Take an Exam

- **Find Exams:** Search for relevant classifications at: <https://calcareers.ca.gov/calhrpublic/search/examsearch.aspx>
- **Preview Exam:** Click the link under "Examination Information."
- **Take Exam:** Click the link under "Taking the Examination."
- **Receive Eligibility:** After passing the exam, get a letter with your score and rank. Eligibility is stored in your CalCareers account.

STEP 4: Search for Jobs

- **Search Jobs:** Visit [CalCareers](http://calcareers.ca.gov) to search for specific jobs.
- **Explore Resources:** Check the California Department of Human Resources' "Steps to a State Job" webpage and job seeker tutorials. For details, visit: <https://calcareers.ca.gov/CalHRPublic/Landing/Jobs/Steps.aspx>

Adapted from calcareers.ca.gov/



STEP 5: Apply for Jobs

- **Print Posting and Attachments:** Includes duty statement, job description, special requirements, and contact information.
- **Save Copies:** Ensure you have copies before the final filing date. **All of this will disappear after the final filing date, so make sure to make copies to study the position.*

HELPFUL INFORMATION:

- **Minimum Qualifications:** A statement of Qualifications (SOQ) or Supplemental Questionnaire (SQ) is often required to apply for a career with the State of California. An SOQ is a way for employers to learn about an applicant's qualifications and experience.
- **Explore State of California Workshops:** Utilize state workshops for insights and guidance on the hiring process, including application procedures, exam preparation, and improving your chances of securing a position.
- **Student Employment:** Learn more about student assistant positions. Visit <https://calcareers.ca.gov/CalHRPublic/Jobs/Students.aspx> to learn more.
- **Typing Certification:** A typing certification is required when applicants apply for State civil service clerical positions such as Office Assistant (Typing) and Office Technician (Typing). The specific typing requirement will be noted in the Class Specification.
- **Persons with Disabilities:** The **Limited Examination and Appointment Program (LEAP)** helps individuals with disabilities secure jobs in California state civil service. It offers an alternative to traditional testing by allowing on-the-job skill demonstration. Participation is optional. For details, visit the [CalHR LEAP](#) page.

Unlike the private sector, which may expedite hiring, the public sector follows a methodical process for every position, often resulting in a lengthy application timeline of 6 months to a year.

We know this can be challenging, so stay patient and persistent—we're here to support you! If you have questions or need guidance on applying for State of California opportunities, please visit Career and Transfer Connections. You've got this!