



3 Steps to a State Job

Step 1. Create a CalCareer Account and Search for Jobs

- Visit <https://jobs.ca.gov/> If you do not have a CalCareer account you may create one by clicking on the Create a New Account link in the Sign In box on the front page.
- Complete the Create New Account page. **Note: Everything marked with an asterisk is a required field.**
- Complete at least 1 of the 3 application templates

Step 2. Take and Pass an Examination

- First you must search for open examinations by using the Search Exams and Job Vacancies on the front page of <https://jobs.ca.gov/>
- Once you have searched for the exam(s) you are looking for, you can view the Examination Bulletin by clicking on the link under the Exams column.
- Read the exam bulletin to ensure you meet the minimum qualification to take the exam.
- You can only take an examination if you meet the minimum qualifications. For example, for some jobs you might need to have a college degree or four years of experience. This is spelled out in the examination bulletin.
- **Note: If you don't meet the minimum qualifications, you cannot take the Examination for that particular Classification.**
- After passing an Examination means you are eligible to be hired for that job type. Remember, you must pass an Examination for each job type classification you want to apply for.

Step 3. Search and Apply for Jobs

- Search via the Examination and Job Vacancy search on the front page of the jobs.ca.gov site <https://jobs.ca.gov/>
- You can search by job title only if you know the exact title or by keyword, by unchecking the Job Title Search Only checkbox below the search field.
- This result set will return both the Examinations and Job vacancies.
- Apply for jobs...