

Human Resources Memorandum

SUBJECT: CalCareer Account System Implementation	NUMBER: HR 16-001
	DATE ISSUED: 1/4/2016
DISTRIBUTION: All CDFW Employees	EXPIRES: N/A

The California Department of Human Resources (CalHR) is announcing the implementation of the new CalCareer Account system for job applicants. Effective January 15, 2016, the new CalCareer Account system will replace the JOBS.CA.GOV (State Application Profile) and will no longer be available to applicants. The new CalCareer Account system will provide applicants with many new tools for California State Government Employment. Some of the new features will include:

- Ability to update your information
- Ability to review Eligibility Records and update Conditions of Employment (COE)
- Ability to receive Contact Letters electronically
- Ability to submit job applications electronically
- Ability to track job applications

ACTIONS recommended for applicants to take:

1. Access your State Application Profile to update any information you wish to be transferred over to the CalCareer Account system. **NOTE:** Profiles accessed within the past 12 months will transfer over to the CalCareer Account system.
2. Beginning 1/15/16, access your CalCareer Account by using your old State Application Profile login and double check information and make any necessary corrections.
3. Beginning 1/15/16, review Applicant Tutorials to learn how to navigate through your new CalCareer Account.
4. If you do not have a State Application Profile that created a CalCareer Account, simply create a new account on or after 1/15/16.
5. Review CalHR's Website www.calhr.ca.gov periodically for updates.

Should you have any questions or need assistance related to the new CalCareer Account implementation, please contact the Examination and Certification Unit Manager, Maria Luna via email at Maria.Luna@wildlife.ca.gov or telephone (916) 651-6788.