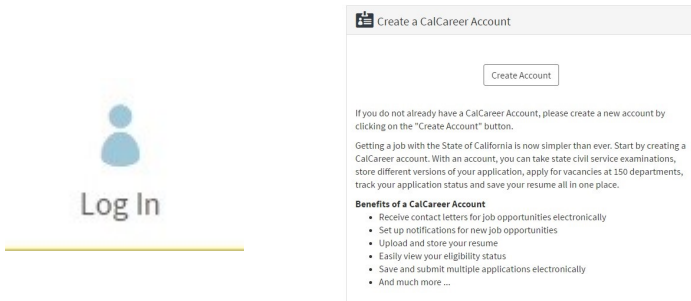*PROTECT • PRESERVE • WORK ON THE WILD SIDE*

STEPS TO CREATING YOUR CALCAREER ACCOUNT!

1. Open your Internet browser:

2. Type **https://jobs.ca.gov** in the address bar—**Press Enter**

Create a CalCareer Account

Create Account

If you do not already have a CalCareer Account, please create a new account by clicking on the "Create Account" button.

Getting a job with the State of California is now simpler than ever. Start by creating a CalCareer account. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

Benefits of a CalCareer Account
- Receive contact letters for job opportunities electronically
- Set up notifications for new job opportunities
- Upload and store your resume
- Easily view your eligibility status
- Save and submit multiple applications electronically
- And much more ...

Log In

3. Click on Log In icon in top right corner, then click **"Create Account"** - "Create a CALCareer Account" page will appear

4. On the **"Create CalCareer Account"** page— **Enter** Appropriate information in all required fields

Step 1: Enter a "User ID" (Your User ID must be between 5 and 25 characters)

Step 2: Enter a "Password" (Password may not contain your User ID or any significant part of your fill name)
(Password must be at least 8 characters and must contain at least 1 of each of the following: Upper case letters, lower case letters, numbers)

Step 3: "Confirm Password"

Step 4: Type in your **"First Name"**

Step 5: Type in your **"Middle Name/Initial"** (This field is optional)

Step 6: Type in your **"Last Name"**

Step 7: Choose a **"Name Suffix"** (enter if applicable, select from dropdown list)

Step 8: Type in your **"Email Address"** (A valid email address is required to retrieve your User ID if you forgot it)

Step 9: Choose a **"Security Question"** (Select from drop down list)

Step 10: Enter your **"Answer"** to the "Security Question" you selected

Step 11: Re-enter the "Answer" to the "Security Question" you selected

Step 12: Click the **"Save"** button—The "My Contact Information" page appears, with the message,

"Your Account has been created"

STEPS TO TAKE AND PASS AN EXAMINATION

1. Open your Internet browser:

2. Type **www.jobs.ca.gov** in the address bar—**Press Enter**

3. Click in the "Exam/Assessments Search" button on the page

4. Type any part of the job title in the Keyword search or the specific classification title (if known) in the Classification

5. Click on "Search"

6. Search for the exam which coordinates with the position you are interested in

7. Click on the specific Exam Title to review the exam bulletin

** Pay special attention to the minimum qualifications (MQs), and job description **

Please note some exams are given by agencies online and in person and some are given by CALHR online and in person. Please read and review the bulletin carefully to determine which method applies.

8:   **Step 1. Click link to start online exams .** Complete self-assessment

Step 2. Your exam score will appear as a printable page at the end of your exam. You can print or wait

for the results to appear in your CALCareers account under the eligibilities tab (usually a 2-3

business day wait)

9. If the exam is in person and requires a self schedule, please refer to the instructions on the bulletin

"You are now ready to create your Application Template"

STEPS TO CREATING YOUR APPLICATION TEMPLATE!

Sign into your CALCAREER Account to begin:

1. Open your Internet browser:

2. Type **https://jobs.ca.gov** in the address bar—**Press Enter**

3. Click on "Log In" icon in top right corner

4. **Type** in your **"User I.D." and "Password"** on the login page—**Press Enter**

5. **Click "Application Templates"** - the link is on the left side of the page

7. **Click** the **"Complete Template"** link. "My Application Template" page appears

8. Template **"Questions"** appear — Enter information in appropriate fields

9. **Click** the **"Save Template"** button — "The template has been saved successfully" message appears

10. **Click** the **"Education"** tab — Enter information in appropriate fields **After Each Entry Click "Save Template"**

11. **Click** the **"Save Template"** button — "The template has been saved successfully" message appears

12. **Click** the **"Experience"** tab — Enter information in appropriate fields **After Each Entry Click "Save Template"**

13. **Click** the **"Save Template"** button — "The template has been saved successfully" message appears

"Your Template Has Been Created"

"You are now ready to apply for jobs using your Application Template"

STEPS TO APPLYING FOR JOBS USING YOUR APPLICATION TEMPLATE!

Have you taken the EXAM? If so, proceed…..

Sign into your CALCAREER Account to begin:

1. Open your Internet browser:

2. Type **https://jobs.ca.gov** in the address bar—**Press Enter**

3. **Click the " Log In" icon in the top right corner**

4. **Type** in your **"User I.D." and "Password"** on the login page—**Press Enter**

5. Click the "Home" icon (shaped like a house) in the top left corner

8. **Click** the **"Search Jobs"** button — the "Job Vacancy Search Results" pages appear

8. **Click** on the **"Job Title"** of the position you are interested in - the **"Job Posting"** page appears

9. Please read the job posting carefully and thoroughly

10. **Click "Apply for this job"** on the right side of the page under the **"Use your CalCareer Account"** section

11. You will see the **"My Application Templates"** page appear

12. **Ensure** the Template you want to use to apply for this job is **selected**

13. **Click** on the **"Use to Apply"** button

14. The **"Complete My Application"** page appears

15. **Ensure all appropriate information is filled into the different tabs** (Contact Info, Questions, Education, Experience, Application Package)

16. ****Important Note**** If you make any changes to any tabs, you must click **"SAVE TAB"** after each entry

17. **Click** the **"Submit My Application"** button — The **"Application Submission Receipt"** page appears

Congratulations!

"You have successfully Applied for a Position using your Application Template"

Note: Should you need more guidance, please visit **https://jobs.ca.gov/Public/Tutorials.aspx**