



STEPS TO A STATE JOB

Step 1: Take an Exam You must pass an open exam(s) before applying for job vacancies with the State of California. Follow the steps below to complete the exam process.

A. Search and apply for an Open Exam – Review the exam bulletins on the CalHR’s website at www.jobs.ca.gov to determine if you meet the minimum qualifications. Refer to the exam bulletin to determine the appropriate method of applying for the exam.

B. Prepare for the Exam – The exam bulletin indicates the types of testing methods used for the exam. This may include written tests, oral interviews, supplemental applications, education and experience evaluation, or Internet exam. Review the Knowledge and Abilities/Scope section to prepare for the exam.

C. Obtain List Eligibility – Successful exam candidates are placed on an eligibility list. Refer to your exam results for specific list eligibility expiration dates. Eligibility lists are divided into ranks by score. Candidates in the top three ranks are immediately eligible for appointment. Use the Eligible List Disclosure located at www.jobs.ca.gov to monitor your list eligibility.

Step 2: Apply for Job Vacancies Once you are on an eligibility list, search and apply for job vacancies. To locate current job vacancies go to www.jobs.ca.gov. Once you have eligibility, obtain employment through the following steps:

A. Search and apply for current vacancies in the classification you have established eligibility. Read the vacancy information carefully as requirements for submitting your application may vary depending on the Department with the vacancy. Application(s) must include title and position number for each job, which is found on the vacancy announcement. Applications must be signed and dated to be considered.

B. Ranking/Interview. Hiring interview is conducted after establishing list eligibility. Departments have discretion to interview anyone in the top three ranks. An individual’s ranking may change as hires are made; names are often added to and deleted from the eligibility lists. Find out about the mission/ functions of the department. Review the duties and responsibilities on the job vacancy posting. Be prepared to explain how you can contribute to the organization’s mission.

C. Job Offer. Determine conditions of employment. Probationary period can be six months to one year depending on the classification. Apply and take other exams while on probation as long as the minimum qualifications are meant. Transfers are allowed to other State agencies, but it is recommended that probation is completed.



Exams/State Application/UserID and Password questions can be directed to
1-866-844-8671
or JobExamCerts@calhr.ca.gov

