

Work4CA Video: “How to Search for Jobs on CalCareers”

Hello and welcome to our ‘How to Get a State Job’ series. In this video, we will guide you through how to search for a California state job on CalCareers.

In another video, we covered how to create a CalCareers account. While you are not required to be logged in to search for jobs, logging in offers the advantage of saving job searches and positions you are interested in, making them easily accessible for when you are ready to apply.

There are a few different methods you can use to search for jobs. You can do a standard search by looking up keywords, departments, or job titles, or you can opt for an advanced search to receive more refined results. Today, we will focus on how to utilize the advanced filters feature for your job search.

To begin, click on ‘Advanced Job Search’ from the CalCareers home page and let’s get started on our job search!

On the ‘Advanced Job Search’ page, you will find the option to do a “standard search” by entering any keywords or specifying the department you are interested in. As you scroll further, you will find various “advanced filter” options.

Now, it is time to refine your search by carefully reviewing and selecting the options that are most relevant to you. You can filter jobs by classification, state department, location, or even salary. If there are filters where you lack a preference or are unsure of what to choose, feel free to leave them blank. The goal is to tailor your search for positions that match your eligibility and interests while still ensuring that you have plenty of positions to browse through.

Once you have selected all the applicable filters, click ‘Search Jobs’ at the bottom right of the page. You will then be directed to a page displaying all the open positions that match your search criteria. From here, you can view how many open positions were found and sort them by various factors.

Additionally, grouping the jobs by class, which can be found on the right side of the page, can make it more efficient to sort through different positions to find the best fit for you. Job classifications are a way to group together similar positions that also have similar qualifications to apply.

On the job search results site, you will see a brief overview of key details for each position. You can click on ‘View Job Posting’ for any that interest you, and you will find all the information about the position and department, including requirements, application checklist, duty statement, and contact details. It is important to fully review the instructions and duty statement for the position first, so you know if the job requires supplemental documents such as an exam, assessment, Statement of Qualifications (SOQ), or cover letter to apply.

If the position aligns with your interests and qualifications, you can either save it for later or begin filling out your application immediately. Just keep in mind that all positions have a filing deadline for submitting applications, so you don't want to miss it!

Now that you know how to create a job search, feel free to continue browsing through all the open positions and adjusting the filters as necessary.

Discover more helpful tips for the job application process by exploring our 'How to Get a State Job' series. Whether you're watching this video individually or as part of the series, we're here to guide you through each step of the process.

We also want you to know that we have additional resources to help! You can visit the 'Help/Tutorials' page, located on the top of the CalCareers website, to access tutorials, frequently asked questions, and a glossary of commonly used terms. If you need further assistance or have any questions that are not addressed in these resources, visit calcareers.ca.gov/help.