

Work4CA Video: “The CalCareers Job Application Process Explained”

Hi I’m Brandon, here to explain the job application process when applying to work for the State of California. There are essentially just two steps: First, take and pass an exam; then second, apply for a job. Now let’s look at each step in a little more detail, starting with the exam. So, what is an exam?

An exam tests your knowledge and experience related to a specific field or classification. You must take a separate exam for each classification you’re interested in applying for.

There are two types of exams: Open Exams, which may be taken by anyone who meets the minimum requirements, and Promotional Exams, which are limited to current state employees and veterans only. So if you’re new to employment with the State and you’re not a veteran, look for an open exam.

Search exams at CalCareers.ca.gov/Exams. Some exams are administered in person, while others may be taken online. Follow the instructions on the exam bulletin to apply for and take an exam. Note that not all exams are given continuously, so check back often to ensure you don’t miss an opportunity to take a specific exam. Once you’ve taken an exam, you’ll be ranked based on your score and placed on an eligible list along with others who’ve passed the same exam.

With eligibility established, you may begin applying for jobs within the classification for which you tested. Finding a state job to apply for is simple. Visit CalCareers.ca.gov to search all available jobs. You can apply online, by mail or in person, for jobs that interest you and for which you meet the minimum qualifications.

After the final filing date, departments will invite the most qualified candidate to interview.

If you still have questions, visit our Help and Tutorials page on CalCareers.ca.gov/Help for further assistance and to contact us.

Have a great day!