

# Step by Step to a State Job



## **Step 1: Take an Examination**

*Individuals must pass an open examination(s) before applying for most job vacancies with the State of California. Follow the steps below to complete the examination process.*

- A. Search and apply for an Open Examination** - Search by keyword, job title or State Department on CalHR's website (<http://www.jobs.ca.gov/>) to find an assessment (exam) that evaluates your education, experience, abilities and knowledge for the job you searched for. Refer to the exam bulletin to determine the appropriate method for applying for the exam CAL FIRE specific examinations can be found here at <http://fire.ca.gov/careers>.
- B. Prepare for the Examination** - The examination bulletin indicates the types of testing methods used. This may include written tests, oral interviews, supplemental applications, education and experience evaluation, or the Internet. Individuals should review the knowledge and abilities/scope section on the bulletin to prepare for the examination.
- C. Obtain List Eligibility** - Successful examination candidates are placed on an eligibility list. Candidates should refer to their examination 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. Candidates may use the Eligible List Disclosure located at [www.jobs.ca.gov](http://www.jobs.ca.gov) to monitor list eligibility.

## **Step 2: Apply for Job Vacancies**

*Candidates on an eligibility list should search and apply for Job vacancies. Current job vacancies are located at [www.jobs.ca.gov](http://www.jobs.ca.gov). List of current CAL FIRE job vacancies are located at <https://jobs.ca.gov/CalHRPublic/Search/JobSearchResults.aspx#depid=167> Once candidates have eligibility, they may obtain employment through the following steps:*

- A. Search and apply** for current vacancies in the classification to which the candidate has established eligibility. Candidates should read the vacancy information carefully as requirements for submitting applications may vary depending on the Department with the vacancy. Applications must include title and position number for each job (found on the vacancy announcement). Applications must be signed and dated to be considered.
- B. Ranking/Interview.** The hiring interview is conducted after establishing list eligibility. Departments have discretion to interview anyone in the top three ranks. A candidate's ranking may change as hires are made; names are often added to and deleted from the eligibility lists. Candidates should find out about the mission/functions of the Department, review the duties and responsibilities on the job vacancy posting, and be prepared to explain how they 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. Candidates should apply and take other examinations while on probation as long as the minimum qualifications are met. Transfers are allowed to other State agencies, but it is recommended that probation is completed.

**Questions Related to Employment for CAL FIRE**  
[CALFIRErecruitment@fire.ca.gov](mailto:CALFIRErecruitment@fire.ca.gov)

**Questions Related to CAL FIRE Examinations**  
[CALFIREexams@fire.ca.gov](mailto:CALFIREexams@fire.ca.gov)  
(916) 445-7824

# SEEKING A STATE JOB? START HERE!

USER ID: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

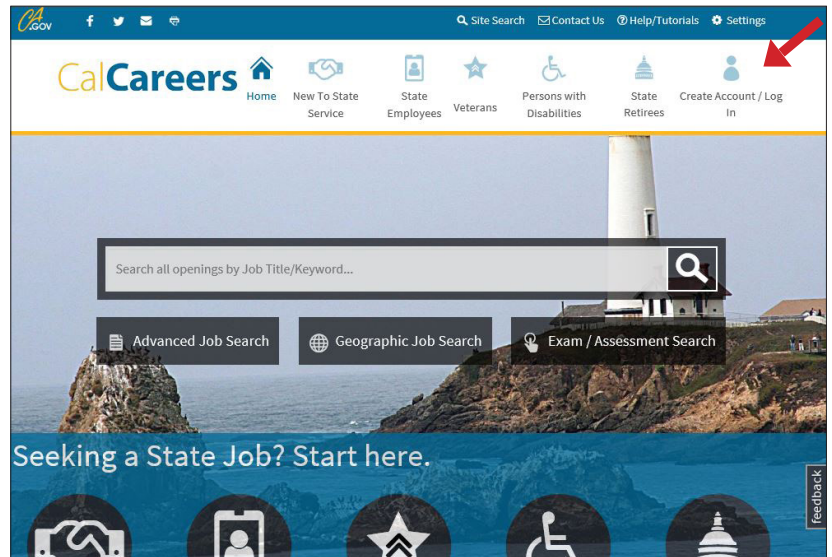


## STEP BY STEP TO SETTING YOUR CALCAREERS ACCOUNT

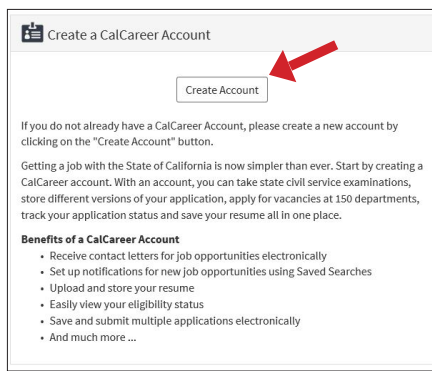
1. VISIT [HTTPS://JOBS.CA.GOV/](https://jobs.ca.gov/)



2. CLICK ON "CREATE ACCOUNT/ LOG IN" ON HOMEPAGE



3. CLICK ON "CREATE ACCOUNT"



4. CREATE USER ID AND PASSWORD (USE LINES ABOVE TO WRITE DOWN USER ID AND PASSWORD FOR USE AT LATER TIME), ENTER EMAIL ADDRESS, FIRST/MI/ LAST NAME. SELECT "CREATE ACCOUNT"

5. FINISH TYPING IN PERSONAL INFORMATION (ADDRESS, CITY, STATE, ZIP) AND SAVE CONTACT INFORMATION.

6. HELPFUL SIDE BAR TABS

- JOB APPLICATIONS
  - SEE THE STATUS OF APPLICATIONS YOU HAVE TURNED IN ONLINE
- EXAM/ASSESSMENT RECORDS
  - SEE EXAM RESULTS AND WHEN EXAM RESULTS EXPIRE
- SAVED SEARCHES (EMAIL ALERTS)
  - SIGN UP TO BE NOTIFIED WHEN JOBS ARE POSTED FOR A CLASSIFICATION YOU'RE INTERESTED IN
- APPLICATION TEMPLATE (STD678)
  - CREATE SINGLE APPLICATION
  - UPLOAD JOB AND EDUCATION HISTORY, CERTIFICATIONS
  - APPLY FOR JOBS ONLINE

