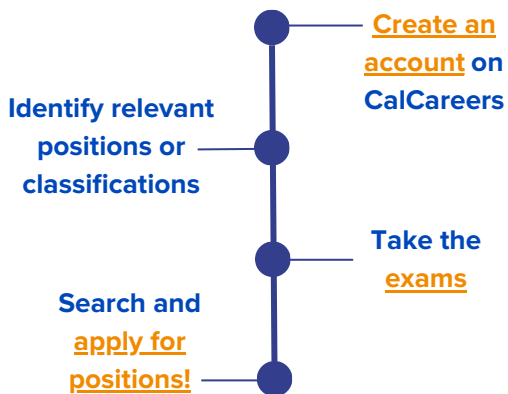


Application Process:



Tips for Success:

- Create a CalCareers account and take exams as soon as you identify relevant positions. Exams must be completed before applying.
- Announcements are usually open for a very short period (2-3 weeks), so apply right away.
- Read the whole job announcement. Be sure to view attachments such as duty statements and exam instructions. Carefully review sections such as the department description and application instructions.
- Start dates may be negotiable, so don't wait until you graduate to apply!

Decoding Vocabulary:

Classification

- The CA government uses uniform job titles, called “classifications,” for consistency across departments. For example, the classification “Staff Services Analyst” may be located in the Public Utilities Commission, the Department of Finance, and many more.

Class Specification

- Each classification has a general job description, called a “class specification,” that is the same for every position with that classification. It includes a general description of common tasks performed by employees, as well as minimum qualifications.
- Class specifications can be found at CalHR.CA.gov.

Duty Statement

- The duty statement is the actual job responsibilities performed by an employee within a specific position. In addition to the minimum requirements in the class specification, the duty statement provides a breakdown of the duties within a particular job, department, or agency.
- Read the duty statement to understand what a position entails.

Statement of Qualifications (SOQ)

- Instead of a Cover Letter, many state jobs require a SOQ. This is a written description of how your experience and education qualify you for the position. Some job announcements will include specific prompts you must address in your SOQ, while others are open-ended.

Examination

- The term “exam” is used to describe a questionnaire to verify that you have the knowledge and experience to do the job.
- When self-assessing your skills and proficiencies on an exam, give yourself the benefit of the doubt! If you can do the skill/task, it does not matter where you learned it.
- A score of 85% or higher is needed to be highly competitive for positions. If you fail an exam, you can retake it after 6 months.

Employment Application Form (STD 678)

- All job announcements will ask for a State Examination/Employment Application Form (STD 678) to be included with your application. If you log in to CalCareers and submit your application electronically, this “form” is auto-generated using the information in your CalCareers account.