

## The State Hiring Process Join Us Now – Here's How!

### **Step 1: Search for Job Recruitment (Examination) Bulletins**

All civil service classifications require some form of job recruitment that must be taken to apply for vacant positions. Bulletins are posted by the department conducting the job recruitment. Search for job recruitment bulletins at <http://www.jobs.ca.gov>. Click the "Find Recruitments" tab; then click either "Show All" to view all current job recruitment bulletins, or if searching for a specific job title (classification), type it in the "Keyword" option before clicking "Search". Subscribe to receive e-mail notifications as new job recruitments are advertised by departments at <http://jobs.ca.gov/CASPB/auditor/ChooseGroups.asp>.

### **Step 2: The Application**

Establish an Application-on-File (Profile) at [www.jobs.ca.gov](http://www.jobs.ca.gov) by clicking on the "My Profile" tab, then on "New User?"

Candidates with job recruitments (examinations) in the previous system (before 9-28-09), and who have an existing Application-on-File in the current system, may e-mail [JobExamCerts@spb.ca.gov](mailto:JobExamCerts@spb.ca.gov) to merge the profiles. This process is necessary to view both old and new job recruitment information under the "My Profile" tab at [www.jobs.ca.gov](http://www.jobs.ca.gov). You will also be able to view your score, ranking, and eligibility status, and to change your information.

### **Step 3: Apply for Job Recruitment (Examination)**

To view the job recruitment bulletin information, select the link corresponding to the job recruitment. Review the instructions on how to apply and the minimum qualifications to make sure you qualify. If the job recruitment consists of an online assessment tool, select the "Apply Online" icon at the bottom of the bulletin.

### **Step 4: Prepare for the Job Recruitment**

The job recruitment bulletin indicates the types of testing components required which may include written tests, structured (oral) interviews, supplemental applications, performance tests, Education & Experience tests (E&E), Training & Experience tests (T&E), and/or Qualifications Assessments (QA). Read the bulletin carefully, especially the "Knowledge and Abilities" section. Departments base their questions to this section.

### **Step 5: Search and Apply for Job Vacancies**

Once you have taken job recruitments for specific job classifications, passed them, and scored in the top three ranks you can search for vacancy postings at <http://www.spb.ca.gov/jobs/vpos/index.htm>. Read the Vacancy Notice for the detailed instructions on how, when and where to apply. To be notified via e-mail of vacancies, subscribe at [http://jobs.spb.ca.gov/wvpos/my\\_enotify.cfm](http://jobs.spb.ca.gov/wvpos/my_enotify.cfm).

### **Step 6: Prepare for the Interview**

If you are contacted by a department for a hiring interview, prepare by reviewing the duties and responsibilities specified on the Vacancy Notice. If you are not selected, continue to apply for other job vacancies and any other open job recruitments for which you qualify.

Questions related to job recruitment can be directed to  
1-866-844-8671 or [jobexamscerts@spb.ca.gov](mailto:jobexamscerts@spb.ca.gov)  
Questions related to the State Hiring Process can be directed to  
[StateRecruit@spb.ca.gov](mailto:StateRecruit@spb.ca.gov)