

2 Steps To A State Job (from www.jobs.ca.gov)

1. TAKE AN EXAM

To establish [eligibility](#), review the [classification/job title examination bulletin](#) for details on the examination, the [type](#) of examination, and the [minimum qualifications](#) required to compete in the examination. Examination bulletins are located [here](#). Then, [take and successfully pass](#) the examination(s) to get placed on the [eligibility list](#).

2. APPLY FOR JOB VACANCIES

Once eligibility has been established, search and apply for a [job vacancy](#). Current job vacancies are located [here](#). Depending on the department, the application requirements may vary.

See a job on www.jobs.ca.gov that you'd like to apply for? Don't know what to do? Here's a quick step-by-step – please go to the www.jobs.ca.gov for more in-depth information.

1. Examine the Job Posting – it will tell about the job, of course, but it will also give the classification of the position. You must be on an eligible exam list for that specific classification before applying for a state job. Exams are provided by the State. (Usually online, but an exam could also be an in-person interview or test.)
([Click here](#) for a searchable list of exams.)
2. Read the Exam Bulletin for the classification. Be sure you meet the minimum qualifications (MQs) for that classification. An example: Associate Governmental Program Analyst (AGPA) is a state classification. The MQs include education equivalent to graduation from college; and one year of experience as a Staff Services Analyst Range C, or three years of specific analytical experience. If you do not meet the MQs, do not apply for the position.
3. If you meet the MQs, create a new profile (or log on to existing), complete a state Std. 678 application form and complete the online exam at www.jobs.ca.gov. (the Exam Bulletin will have the link)
4. Upon successful completion of the exam, you will be given a score and ranking, and be placed on the eligible list. Visit your profile page to view eligibility and see exams you've taken.

Now you're ready to *apply* for the job!

1. Go back to the Job Posting – it will tell you exactly what you'll need to provide to the hiring department to apply for this position. You must provide a printed, signed original of the Std.678 application for each job you apply for. In many cases, you'll be required to submit a supplemental application in addition to your Std. 678. Read the Job Posting carefully – follow *all* directions it provides.
2. Hand deliver or mail your *complete application packet* to the contact provided in the Job Posting.