

How to Use the CalCareers Website

To apply for jobs sign in to your account click on the login icon and enter your username and password.

After you are logged in you will be on the my job applications page to apply for jobs.

Click on the find jobs icon.

If you do not know the job title use the keyword field.

Use the advanced filters to enter job details if using the classification field type and select the title from the drop down menu.

When ready, click search jobs.

Your search criteria will sit at the top of your page.

The search results will be displayed at the bottom half of the page.

User tip: you can refine your results by selecting additional filters as needed.

An available tool to use during your job search is the save this job feature.

This will save the selected job posting to your account which can be found in your saved jobs side tab.

This gives you easier access to the job posting once you are ready to apply.

When ready, click View job posting.

Read all of the information and instructions on the job posting.

When ready, click apply now.

If you have taken and passed the exam or assessment for this position then you are considered to have list eligibility.

If you do not have eligibility, select I do not have eligibility and review the text provided.

If you are unsure, select I do not know and review the text provided.

If you have eligibility, select I have eligibility and click apply for this job

You will now be on the select application template page.

If you have already completed an STD 678 application template, you can select it on the left hand side.

If not, click on use blank application.

For the purpose of this video, we are using an existing application template.

If you choose use blank application, the steps are the same whether you will need to complete the entire application.

You will now be on Complete Application screen.

On the left side of the page, there are four steps one step per page.

To complete the application review and edit as needed.

Once finished on each page, click save and continue at the bottom of the page.

A read yield symbol will display on any step that is missing required information.

You will not be able to submit your application without addressing the issues.

You can either click the back button at the bottom of your screen or the left side tab with the read yield symbol.

Once on the page with the error, read the message at the top of your screen directing you to the issue.

Complete the required information and then proceed by clicking save and continue at the bottom of the screen.

On the application package screen, the upload documents application checklist and the STD 678 employment application form are automatically included for your electronic submission.

Review the standard forms and upload any required documents.

You may include additional documents.

If you have an additional document to upload, click add additional document and select the file.

Once you have uploaded all the necessary documents, click save and review application at the bottom of the page.

Submit Application

Once you have reviewed your application, scroll down to the submit application section.

Please read all of the information in this section.

If you are submitting your application by mail or drop-off, follow the instructions on the screen under the heading apply by mail or drop off.

If you are submitting your application electronically, check the application certification boxes and click submit my application electronically.

For electronically submitted applications only you will receive a receipt of submission.

To view your copy of the submitted application or any applications in progress click my account at the top of the page and select the job application side tab.