CALPIA
Quality Products ★ Changed Lives ★ A Safer California

Step 1 **Create** Account
Step 2 **Take** and **Pass** Online Exam
Step 3 **Fill out** State Application
Step 4 **Apply** before the Job Closing Date

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Step1: How to Create Your CALCAREER ACCOUNT

Step 1: Open your Internet browser:

Step 2: Type **https://calcareers.ca.gov/** in the address bar—**Press Enter**

Step 3: At the top of the page **Click** the **"Create Account/Log In" Icon**

Step 4: Click on **"Create Account"** - **"Create a CalCareer Account"** page will appear.

Step 5: On the **"Create New Account"** page— **Enter** Login information in all required fields.

Step 6: Type in your **"Email Address"** (A valid email address is required to retrieve your User ID if you forgot it)

Step 7: Enter a "User I.D." (Your User I.D. must be between 5 and 25 characters)

Step 8: Enter a "Password" (Password may not contain your User I.D. or any significant part of your full name) (Password must be at least 8 characters and must contain at least 1 of each of the following: Upper case letters, lower case letters, numbers)

Step 9: "Confirm Password"

Step 10: Type in your **"First Name"**

Step 11: Type in your **"Middle Name"** (This field is optional)

Step 12: Type in your **"Last Name"**

Step 13: Choose a **"Name Suffix"** (Enter if applicable, select from dropdown list)

Step 14: Type in your **"Address Line 1"**

Step 15: Type in your **"Address Line 2"** (Enter if applicable; this field is optional)

Step 16: Type in your **"City"**

Step 17: Type in your **"State"**

Step 18: Type in your **"Zip"**

Step 19: Type in your **"Primary Phone"** and **"Phone Type"** from the dropdown.

Step 20: Click the **"Create Account"** button.
Your Account has been created. You are now ready to complete the online Exam.
For questions, please email Careers@calpia.ca.gov or call (916) 358-2696

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Step 2: Take and Pass Online Exam

Step 1: Open your Internet browser:

Step 2: Type **https://calcareers.ca.gov/** in the address bar—**Press Enter**

Steps to Complete the Online Examination

Step 1: Click on **"Exam/Assessment Search"**

Step 2: Type your desired "Job Title" into the keyword search—**Press Enter**

Step 3: Click on **"View Exam Positing"** for the Job Title that interests you.

Step 4: Under **"Official Exam Bulletin",** select **"CLICK HERE"**

Step 5: Read the exam bulletin details.

Step 6: Towards bottom of the document of the Exam Bulletin document, under the **"Taking the Examination"** section, **click** on **"Take the Online examination."**

Step 7: You may be asked to enter your User I.D. and password for your CalCareer Account

Step 8: You will be asked a series of questions regarding your qualifications prior to starting the **Exam.**

Step 9: Once you have answered the required questions, the **Exam** will begin.

Step 10: Remember **there is a time limit** to complete the exam. See instructions.

Congratulations!

If you passed you now have List Eligibility.

Step 3: Fill out the State Application (STD678)

Step 1: Open your Internet browser:

Step 2: Type **https://calcareers.ca.gov/** in the address bar—**Press Enter**

Step 3: At the top right of the page **Click** the **"Create Account/Log In" Icon**

Step 4: Under Log In—Type in your **"User I.D." and "Password"** on the login page—**Click on Log In**

Step 5: On the left side under the **Templates / Documents section**, **click** on **"Application Templates"** - The **"My Application Templates"** page appears.

Step 6: Click on the **"Create New Template"** button.

Step 7: The **"Application Template"** page will open.

Step 8: On the **"Questions"** tab of the Application Template, enter an Application Template Name and complete all the required fields.

Step 9: On the **"Education"** tab, enter all education information and complete all the required fields.

Step 10: On the **"Experience"** tab, enter all current and past work experiences, more details will help to determine if you meet minimum qualifications and complete all the required fields.

Step 11: After completing all tabs, **"Save"** the template.

Step 12: You will now be able to use your completed application template when applying for State positions.

Step 13: Example of detailed Experiences using action words to describe job duties.

A. Clerical- Provide details of daily tasks, responsibilities, office equipment used, who you assisted, and how you communicated with them, typing speed, computer programs used, etc.

B. Custodian- Explain in detail tasks that you did, was it by yourself or a team, chemicals and equipment used, safety measures used, checklists, etc.

C. Heavy Truck Driver/Mechanic- Provide details of daily tasks, procedures and responsibilities, types of trucks trained to drive or worked on, equipment, types of licenses, renewals of endorsements, tools used, etc.

Your Template Has Been Created. You're now ready to apply using your Application Template!

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Step 4: Apply before closing date

Step 1: Open your Internet browser:

Step 2: Type **https://calcareers.ca.gov/** in the address bar—**Press Enter**

Step 3: At the top right of the page **Click** the **"Create Account/Log In" Icon**

Step 4: Under Log In—Type in your **"User I.D." and "Password"** on the login page—**Click on Log In**

Step 5: At the top right of the page - **Click** on **"Home"**

Step 6: Click on **"Advanced Job Search"**

Step 7: In the **"Keyword"** search field - Type in "**Custodian**"

Step 8: In the "**Department**" search field—Type in **"Prison Industry Authority"**—**Press Enter**

Step 9: The **"Job Search Results"** page appears—refine your search **OR** scroll down to view your Search Results

Step 10: Click on the **"View Job Posting"** for the county and position you are interested in.

Step 11: The **"Job Posting"** page appears.

Step 12: Please read the **Job Posting** carefully and thoroughly.

Step 13: Click on **"Apply Now"** button on the top right side of the page.

Step 14: The **"Can I apply for this job?"** page will appear— If you have taken the **EXAM**, Click **"I Have Eligibility"**

Step 15: Click the **"Apply For This Job"** button.

Step 16: On the **"How do you want to start this Job Application?"** page, **Click** your template from the **"Use Application Template**" dropdown.

Step 17: You may now review your application prior to submitting or Click on the **"Application Package"** tab

Step 18: On the **"Application Package"** page, **Click "Save & Review Application"** button

Step 19: Scroll down and review the Application Certification thoroughly and **Click** the boxes for the two statements

Step 20: Click the **"Submit My Application"** button.

Step 21: The **"Application Submission Receipt"** page appears.

Congratulations! You've successfully Applied for a State career using your Application Template