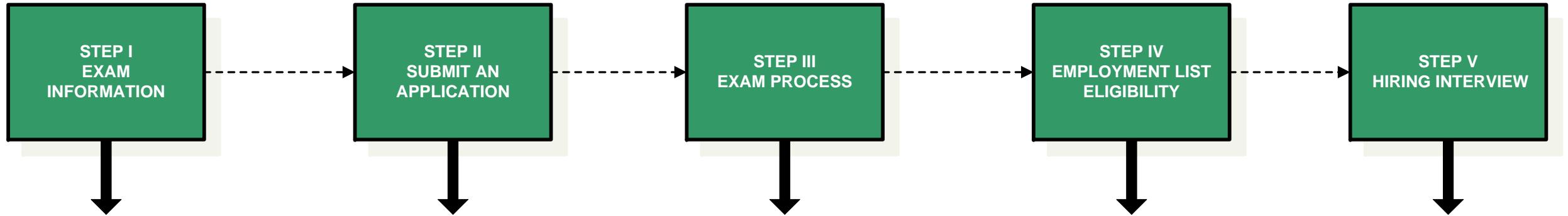


# HIRING PROCESS FLOWCHART

Thank you for your interest in employment with the California Department of General Services (DGS). The hiring process consists of the following steps:



## Learn about

- ▶ DGS open exams — [http://jobs.spb.ca.gov/exams\\_dept2.cfm?ddept=0599](http://jobs.spb.ca.gov/exams_dept2.cfm?ddept=0599)
- ▶ State Personnel Board (SPB) administered exams (some used by DGS)
  - ↳ Online Exams — [https://exams.spb.ca.gov/exams/exam\\_start.cfm](https://exams.spb.ca.gov/exams/exam_start.cfm)
  - ↳ Open by occupational group — [http://jobs.spb.ca.gov/exams\\_occgrou1.cfm](http://jobs.spb.ca.gov/exams_occgrou1.cfm)
- ▶ State employment information  
SPB's Employment Services Center:  
(916) 653-1502 or 653-1705, [http://spb.ca.gov/jobs/resources/public\\_service\\_center.htm](http://spb.ca.gov/jobs/resources/public_service_center.htm)

## Review the exam bulletin

- ▶ Minimum testing qualifications
- ▶ Civil service classification (specific information)
- ▶ Examination information
- ▶ Available position information

## Application instructions

- ▶ Open DGS exams (follow Step 2 instructions)
- ▶ SPB administered online/open exams (follow online instructions)

## Download State application form —

<http://www.spb.ca.gov/jobs/stateapp.htm>

## Complete the application

- ▶ Provide all information requested
- ▶ List all relevant experience (whether paid or voluntary)

## Follow submission instructions

- (specified in the DGS exam bulletin)
- ▶ Final Filing Date (last date to file your application)\*
- ▶ Where to send your application
- ▶ Delivery method (mail and/or hand delivery)

*\*Note: Ensure timely delivery (late applications automatically disqualified)*

## DGS reviews application

- ▶ Determines eligibility

## DGS sends eligibility notice

- ▶ Accepted (notice of interview or examination date will follow) **or**
- ▶ Rejected (insufficient information or minimum qualifications not met)

## Exam information

- ▶ Testing method (defined in the exam bulletin)
- ▶ Most common tests (oral and written)
- ▶ Some exams are administered “continuously” with tests given as needed. (Candidates are contacted once an exam date is determined.)

## Prepare for exam

- ▶ Study required knowledge and abilities (stated in exam bulletin)
- ▶ Review SPB information (“*Preparing to Take a State Test*”) [http://spb.ca.gov/jobs/faq/non\\_state\\_employee\\_information.htm](http://spb.ca.gov/jobs/faq/non_state_employee_information.htm)

## Successful test candidates

- ▶ Ranked on an employment list (based on their score)
- ▶ Remain on eligibility list (for period stated in the exam bulletin)

## DGS hiring supervisors

- ▶ May send eligible list candidates “employment inquiry” (hiring notice)
- ▶ May interview best qualified list candidates
- ▶ Can only hire candidates within the top three reachable ranks of an employment list

## DGS hiring supervisors

- ▶ Screen applications
- ▶ Conduct hiring interviews
- ▶ Select best qualified candidate

## Eligible list candidates

- ▶ Apply for vacant DGS position\*
- ▶ Respond to employment inquiry (interested/not interested)
- ▶ Send application (if interested)
- ▶ Prepare for hiring interview (if contacted to interview)

*\*Note: Candidate does not have to wait for an employment inquiry to apply for vacancies*

## Hiring interviews

- ▶ Usually conducted by the hiring supervisor (and others)
- ▶ Consists of competency based and/or job-related questions

We hope this information is helpful to you. Good luck in your employment endeavors, and thank you again for your interest in DGS.