

CalJOBSSM

CalJOBSSM is

California's no-fee Internet job search system. With our job opening and résumé listing system, you can create a résumé that can be seen by employers utilizing the Internet, and at the same time look for jobs.

If you don't have access to a computer

that has Internet connectivity, visit your local EDD office or One-Stop Career Center. Computers are available at those locations for your use.

CalJOBSSM was designed to

be simple to operate. No computer or typing experience is required. The program quickly guides you through the résumé preparation and job seeking process.

CalJOBSSM is accessible to the public

24 hours per day, seven days per week.



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

CalJOBSSM is a product of:



TO FIND A JOB

use

CalJOBSSM

www.caljobs.ca.gov

- Thousands of job openings listed daily for your review
- ◆
- Create a marketable résumé for you
- ◆
- Self-referral to job openings
- ◆
- No fees
- ◆
- Widely available

CalJOBSSM it's easy as...

1 REGISTRATION

To register in CalJOBSSM you simply complete the online application and create your own logon information. Logon information includes a userid and password. Once registered, you can begin your job search.

2 LOG ON TO ANY COMPUTER THAT HAS INTERNET ACCESS

Enter your userid and password, then follow the on-screen instructions.

3 SEARCH AND APPLY FOR JOBS

You can immediately locate job openings for which you qualify. CalJOBSSM can also automatically search the database for new openings each night and inform you of matches by e-mail through a feature called Job Scout.

WHY should I use CalJOBSSM

Wide variety of job openings listed

Job openings range from entry to executive level.

Résumé preparation

CalJOBSSM can format an electronic résumé for you that can be viewed by employers statewide.

Save time and money

You don't have to take time out of your schedule to come to EDD. You can use CalJOBSSM anywhere the Internet is available. CalJOBSSM can even search for you automatically, sending you daily e-mails to notify you of matches. Best of all, there is no fee to use CalJOBSSM.

Available at a location near you

CalJOBSSM is available at EDD, One-Stop Career Centers, or any location having access to the Internet.

It's easy

Log on to CalJOBSSM at an EDD Workforce Services Office, One-Stop Career Center, or from any

location having access to the Internet. Answer the on-screen questions, and begin your job search. Within minutes you will be looking through thousands of job openings statewide.

Register Today

Is there someone I can talk to if I need help?

If additional assistance is needed, you can speak directly with one of our representatives by calling our CalJOBSSM Customer Support Desk toll-free at (800) 758-0398, Monday through Friday, 8 a.m. to 5 p.m.

For more information about CalJOBSSM:

For the location of your nearest EDD Workforce Services Office or One-Stop Career Center, please visit EDD's Internet site at www.edd.ca.gov. Locations of EDD sites can also be found in the white pages of your local telephone directory under "State Government Offices, Employment Development Department, Job Service Information."

Apply online with CalJOBSSM
at: www.caljobs.ca.gov