



Career Counseling Intake Form

Thank you for your interest in a career with the State of California! To assist job seekers, the CalCareers team offers one-on-one appointments to provide general State career counseling.

To request an appointment with a Career Counselor, email this form and all relevant documents to CareerCenter@calhr.ca.gov. A Career Counselor will review this form and any additional document(s) you provide and will email you within three (3) business days to schedule an appointment.

Note: This is not a recruitment event; participation in career counseling does not guarantee an interview nor appointment to a position.

Please complete the required fields (*) below:

Candidate Information

First Name*

Last Name*

Phone Number*

Email Address*

I have a CalCareer Account:

CalCareer Username

I do not have a CalCareer Account

Appointment Details

Please select the topic(s) you would like to discuss in your appointment with the Career Counselor*:

Getting Started

Statement of Qualifications Help

Finding Job Postings

Application Help

Obtaining Eligibility

Preparation for Interview

Provide a brief statement regarding your request for Career Counseling*:

Along with this form, please include any document(s) relevant to the topics you selected above as the reason for your appointment request. These may include:

- Statement of qualification
- Application template (STD 678)
- Resume**
- Cover letter**

***Resumes and cover letters are not frequently required documents when applying to State jobs.*

Do NOT include copies of examination materials or documents containing your social security number (SSN).

Acknowledgment and Signature

By providing my signature below, I understand that Career Counseling is an optional service and that my participation is voluntary. I understand that the Career Counselor's guidance is based on the documents and information that I provide and that the Career Counselor is unable to provide any final minimum qualification determinations nor assistance with taking an examination. I understand that this service is limited to career counseling for State positions and that participation does not guarantee an interview nor an appointment to a position.

Signature

Date

For Career Counselor Use Only

CC: Received:

Processed:

Appointment:

Completed: