

CalJOBSSM gives you immediate access to the largest pool of job seekers in the State, 24 hours a day, 7 days a week.

With CalJOBSSM you can:

- Post unlimited job listings
- Search résumés
- Contact potential applicants
- Save time and money
- Gain maximum exposure for your available jobs



State of California

Labor and Workforce Development
Department

Employment Development
Department

EDD Employment
Development
Department
State of California

**FILL
JOBS
FAST**

with

CalJOBSSM
www.caljobs.ca.gov

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

What is CalJOBSSM?

- CalJOBSSM is the Employment Development Department's (EDD) no-fee Internet job and résumé listing service.
- Employers can post available jobs directly into CalJOBSSM by using computers with Internet access or have EDD list their jobs for them.
- Employers can review job seeker résumés and locate qualified applicants, then contact them directly to set up interviews.
- Job listings can be placed, modified, or closed anytime, day or night, from any computer with Internet access.

What jobs can be listed on CalJOBSSM?

Most types of jobs can be listed on CalJOBSSM. For specific details, visit the CalJOBSSM Web site at www.caljobs.ca.gov or call the CalJOBSSM Customer Support Desk toll-free at (800) 758-0398, Monday through Friday, 8 a.m. to 5 p.m. (except holidays).

Why use CalJOBSSM?

Save money

There are no fees to use CalJOBSSM. More job information can be displayed in CalJOBSSM than can be shown in a standard classified advertisement. Jobs listed on CalJOBSSM can remain public longer; listings may be kept open until filled or cancelled.

Increase exposure

A pool of applicants increases dramatically using CalJOBSSM. Job seekers from any location with Internet access can view job listings on CalJOBSSM. Employers can review résumés on-line from all qualified applicants.

Convenient

Enter, update, or close job listings without assistance. There is no need to wait.

How to Access CalJOBSSM

- 1** Register with CalJOBSSM at www.caljobs.ca.gov or call the CalJOBSSM Customer Support Desk toll-free at (800) 758-0398, Monday through Friday, 8 a.m. to 5 p.m. (except holidays).
- 2** An EDD Employer Account Number is needed to register with CalJOBSSM.
- 3** CalJOBSSM can be used immediately after registration and the receipt of a Personal Identification Number (PIN) and password.
- 4** CalJOBSSM is available around-the-clock, including weekends and holidays from any computer with Internet access.

When you need to hire new employees, use CalJOBSSM. It's ready when you are.