Auditor Evaluator I
Step-by-Step Guide to Apply

Exam & Hiring Process: There are multiple steps to the hiring process including an exam and multiple interviews.

The minimum qualifications to apply: a Bachelor's degree (any major) and a passing score on our eligibility exam. College seniors may begin the exam/hiring process and start work after graduation. Our office is a hybrid telework environment, and employees must reside within/relocate to California before starting work. Our positions are not eligible for visa sponsorship. Applicants must be authorized to work in the US without the need for visa sponsorship by the start date of employment. The California State Auditor's Office is not an E-Verify employer.

Visit our website at www.auditor.ca.gov/jobs to learn more about the positions, process, and requirements.

Email your questions to Recruiter@auditor.ca.gov

1) **Create an applicant profile & upload your resume**

- Click on the 'Create or Access Your Profile' button on our **Entry-Level Positions Page** (https://www.auditor.ca.gov/jobs/entry-level.html)
- Complete your applicant profile and upload your resume. *(this process takes approximately 15 minutes)*

2) **Take the Online Eligibility Examination**

- Check your email for instructions to access the **Auditor Evaluator I Exam**. The exam can be taken at any time from your personal computer, and must be completed in one sitting.
- Our exam is an entry-level, general knowledge skills assessment with 75 multiple choice questions and a 3 hour time limit. It does not require any specific technical knowledge and is designed for entry-level applicants from all educational backgrounds. There is no study guide for this exam. We advise you give yourself enough time and take the exam in a quiet location with few distractions.
- Your exam score will be available within 2 business days. A score of 70% or higher makes you eligible to apply to our entry-level audits positions. Typically, applicants who score 85% or higher are among the first selected to move forward in the hiring process.
- If you are taking the exam while Auditor Evaluator I position(s) are posted, check the job posting to find out the required exam completion deadline, application deadline, and hiring timeline.

3) **Submit Your Application**

- If the position you would like is currently available, you can finalize and submit your application on your applicant profile from the same page as your exam results. If positions are not currently available, email our Recruiting Team at Recruiter@auditor.ca.gov and request to be added to our job announcements mailing list.
- We recruit for entry-level auditors in Spring and/or Fall each year. Available positions are posted on our website.

4) **Attend Interviews**

If you are selected to move forward to interviews, you will be notified within two weeks of submitting your application. The first round of interviews is typically conducted virtually, and the second and final round of interviews will be conducted in-person at our office in Sacramento. Travel arrangements will be made for candidates traveling from outside of an easy driving distance.