This guide outlines general steps in the state and territory hiring process for appointments and civil service positions in government archives. Working in a government archives can lead to a secure and rewarding career. Positions range from entry-level to highly specialized to agency leadership. Each step outlined below gives you an idea of how to find jobs in these archives and what the selection and hiring process might entail while recognizing that each state and territory hiring process is somewhat different.

| STEP 1: Search for Available Positions | Available archives positions might not always list the title ‘archivist’ in the job announcement. Positions may appear in a variety of locations such as:  
- Individual state archive’s websites  
- State/territory job listing or civil service examination listing website, both of which aggregate available job postings from numerous agencies; and  
- Publications outside state government, especially for top-level appointments  
CoSA’s online job board (https://bit.ly/CoSAJobBoard) contains listings that are voluntarily posted by CoSA members. |
|STEP 2: Follow Job Announcement Instructions | The job announcement includes duties, requirements, and qualifications related to the position, as well as information about how to apply and what documents you might need to send along. Make sure to review these instructions carefully before submitting your application. Often a contact person is listed in case you have questions about the position and process. |
|STEP 3: Submit All Materials | When you’ve decided you want to pursue a position, make sure you submit all required materials as outlined in the job announcement by the deadline noted. Failure to do so will likely result in your application being set aside. |
|STEP 4: Evaluation Process | The department overseeing the hiring process (often personnel or human resources) rates and evaluates applications to assess that you meet the requirements for the position. Assessment of applicants is based on the information provided and can sometimes include a potential supplemental questionnaire, so report complete and accurate information in response to the requirements and qualifications requested. Depending upon the position, you may be required to take an exam. Your exam score will determine how quickly you are contacted by the archives. On the whole, understand that most state government jobs have longer candidate screening processes. |
|STEP 5: Testing, If Applicable | Many positions require that an applicant take and pass an appropriate civil service examination in order to qualify for employment. The test usually measures the candidate’s comprehension of various concepts specific to each role. Be on the lookout for announcements of test dates and locations by visiting the state’s department of civil service website. Some tests are open to all qualified individuals, while other tests may only be open to state employees. Some states may supply study guides for tests; if they do, use them so you are better prepared. |
### STEP 6: Selection Process
You may find that you will need to go through more than one round of interviews. Interviews are generally conducted by a panel of people. Recognize that selection procedures ensure that all applicants receive fair and equitable treatment throughout the hiring process. If you remain an eligible candidate, your qualifications will be verified and a background check may be done at this stage or after an offer has been made.

### STEP 7: Hiring and Onboarding
Hooray -- you’ve been hired!! A start date will be determined once you become an employee. You may be onboarded by human resources, as well as the archives. Onboarding helps you understand the archives’ culture, procedures, and expectations.

CoSA is a nonprofit membership organization of the state and territorial government archives in the fifty states, five territories, and District of Columbia. CoSA facilitates networking, information sharing, and project collaboration among its member organizations to help state and territorial government archives with their responsibilities for protecting the rights and historical documents of the American people.


**LIKE US ON FACEBOOK:** [https://www.facebook.com/CouncilOfStateArchivists](https://www.facebook.com/CouncilOfStateArchivists)