***Human Resources Branch Memorandum***

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| **SUBJECT:****ECOS (Examination & Certification Online System) Access**  | NUMBER:**HRB 18** |
| **DATE ISSUED:** |
| **DISTRIBUTION:****CDFW Hiring Managers and Supervisors** | **EXPIRES:****Until Superseded** |
| [x]  **Action Required**  | [x]  **Informational Only**  | [x]  **Control Agency Directive**  |

Purpose

Effective [September] 1, 2018, the California Department of Fish and Wildlife’s (CDFW) recommends hiring managers, supervisors, and Human Resources (HR) Liaisons (HRL) to obtain access to the State’s Official recruitment database, “Examination and Certification Online System (ECOS)” for recruitment and hiring purposes.

**Authorities**

[**Personnel Management Liaison (PML) 2014-020 – Best Hiring Practices**](http://calhr.ca.gov/PML%20Library/2014020.pdf)

**Request Access**

* Follow the steps outlined in the Job Aid- Request New Account in ECOS

**HRB’s Examination Certification Unit (ECU)** analysts within two (2) business days will:

* 1. Verify receipt of your Security Agreement “Employee Certification” form
	2. Send an email notification of approved or denied access.

Other Resources

Later, HRB will add an ECOS access link, other Job Aids (e.g. Accessing Job Applications), and webinar training to the intranet.

Contact

Please direct ECOS questions to ECOS@wildlife.ca.gov. For other assistance, please contact your assigned [ECU Analyst](http://dfgintranet/portal/HumanResources/Exams/tabid/394/Default.aspx).