



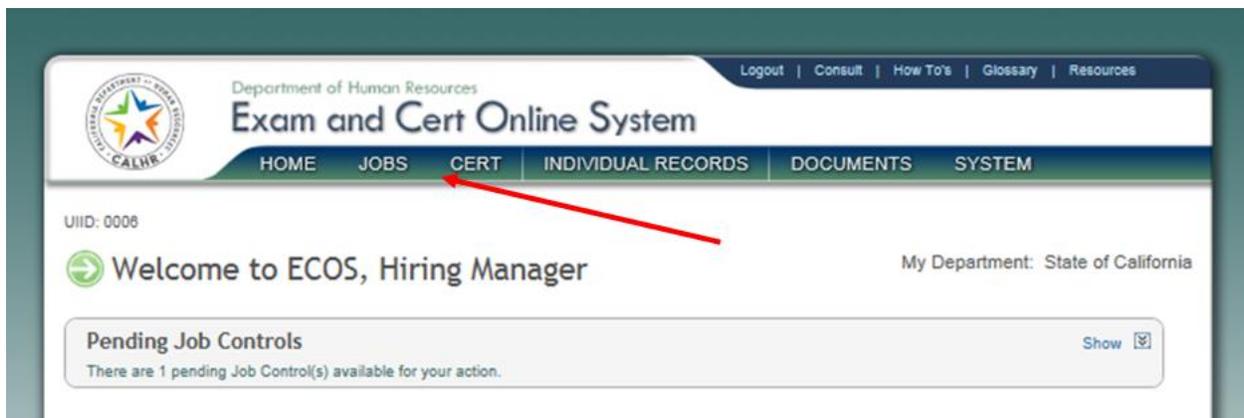
## Job Aid – Accessing Job Applications

Prepared By:  
**HRB's Recruitment and Selection Unit (RSU)**

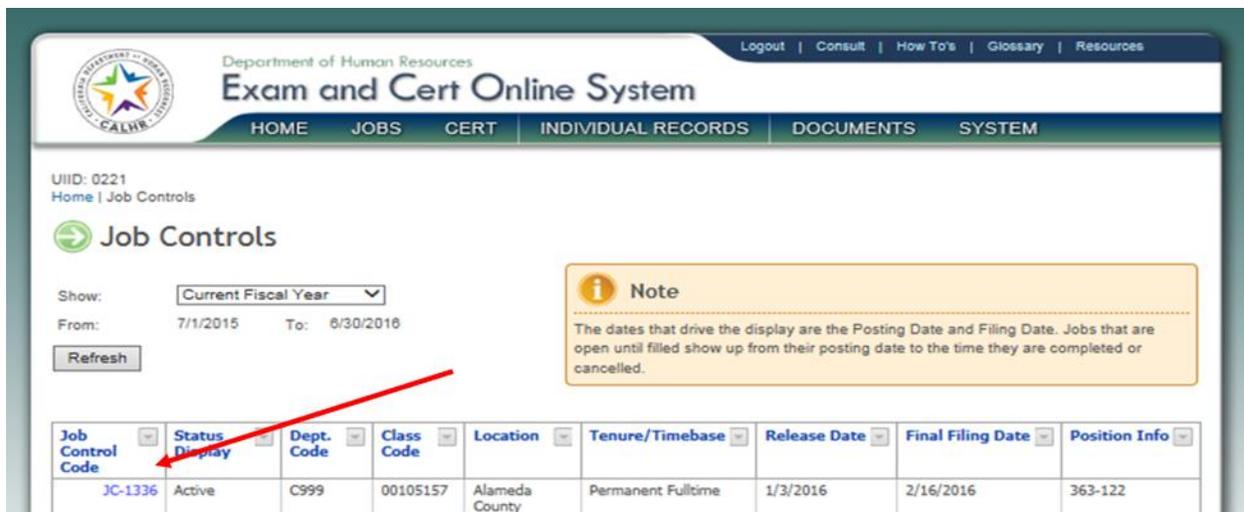
Issue Date:  
**November 15, 2019**

ECOS is designed for electronic application submission and records retention which allows hiring managers, supervisors, and personnel liaisons (with granted access) to view applications and required documents (i.e. resume or statement of qualifications). To access Job Applications follow the steps below.

1. Click on the **JOBS** tab to access the Job Controls page



2. You will only have access to your **Job Controls**. Click on the hyperlinked Job Control Number.





3. Click on the **Job Applications** hyperlink located in the **Links** box on the right hand side to access the Job Applications. This page contains electronically submitted and manually uploaded applications.

UIID: 0224  
Home | Search Job Controls | Job Control

**Job Control Record**

You do not have this record locked.

**Job Control Details**

Job Control Code: JC-1504  
 Job Control Status: Active  
 Primary Class Code: 00105303  
 Primary Class Title: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
 Working Title:  
 Dept. Code: C999  
 Dept. Name: Department of Human Resources  
 Job Location: Fresno County  
 Tenure/Timebase: Permanent Fulltime

Links

- [Job Posting Attachments \(0\)](#)
- [Job Applications](#)
- [Correspondence Reports](#)

4. Click the hyperlink **Select** located in the **View App** column that corresponds to the application documents you want to view.

**Job Applications**

**Job Control Identification**

Job Control: JC-1504  
 Class Title: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
 Department Name: Department of Human Resources  
 Division/Facility: N/A  
 Location: Fresno County  
 Final Filing Date: 03/09/2016  
 Tenure/Timebase: Permanent Fulltime

Links

- [Send Letters](#)
- [Late Applications](#)
- [Applicant Hiring Approvals Reports](#)

**Filter by:**

ECOS I.D.:   
 First Name:   
 Last Name:   
 HR Status:   
 Reachable:   
 Last Hiring Action:

Application I.D.	ECOS I.D.	Last Name	First Name	HR Status	Reachable	Last Hiring Action	View App
1	1154863	Bee	Honey	List Eligibility Verified			Select
4	1154784	bim	kimbo	Criteria Passed			Select
6	21610	SMITH	JOHN	Transfer Claimed	Not Applicable		Select
7	1154882	Russell	JJ	Needs Review			Select



# California Department of Fish and Wildlife

- This brings you to the **Application Documents** page for the application selected. **Click** on the **Application Item** you want to view. Note: Only the documents you “required” in your RPA Job Template will be available for viewing.

Application Documents

You do not have this record locked.

ECOS I.D.:	1154863	Name:	Honey Bee
Application I.D.:	1	Application Date:	02/10/2016
Application Status:	Submitted	Status Date:	02/10/2016
Job Control:	JC-1504		
Classification:	ASSOCIATE GOVERNMENTAL PROGRAM ANALYST		
Department:	Department of Human Resources		

**Application Items**

Item	Additional Info	Requisite
Job Application Package Checklist	See HR for hard copy	Required
Employment Application Form (STD678)		Required

**Bypassed Items**

These required items were bypassed by the applicant.

No results found.

- The document will open in PDF format. ECOS allows you to save or print the document.
  - To view additional applications, **click** the **Back** button and repeat steps 4 and 5.

## Contact

Please direct ECOS questions to [ECOS@wildlife.ca.gov](mailto:ECOS@wildlife.ca.gov). For other assistance, please contact your assigned [RSU Analyst](#).