



Job Aid – Accessing Job Applications

Prepared By:
HRB's Examination and Certification Unit (ECU)

Issue Date:
June 19, 2018

Background: Before ECOS, job applications were mailed or personally delivered to CDFW. ECOS' electronic system is designed for electronic application submission and record retention. Hiring managers, supervisors, and HR Liaisons with granted access may view applications and "required" documents eliminating the need for paper.

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

Department of Human Resources
Exam and Cert Online System

Logout | Consult | How To's | Glossary | Resources

HOME JOBS CERT INDIVIDUAL RECORDS DOCUMENTS SYSTEM

UIID: 0006

Welcome to ECOS, Hiring Manager My Department: State of California

Pending Job Controls Show

There are 1 pending Job Control(s) available for your action.

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Version QA3_2016.02.12.1



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

Department of Human Resources
Exam and Cert Online System

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UIID: 0221
Home | Job Controls

Job Controls

Show:

From: 7/1/2015 To: 6/30/2016

Note

The dates that drive the display are the Posting Date and Filing Date. Jobs that are open until filled show up from their posting date to the time they are completed or cancelled.

Job Control Code	Status Display	Dept. Code	Class Code	Location	Tenure/Timebase	Release Date	Final Filing Date	Position Info
JC-1336	Active	C999	00105157	Alameda County	Permanent Fulltime	1/3/2016	2/16/2016	363-122
JC-1338	Active	C999	00105393	Fresno County	Permanent Fulltime	1/4/2016	5/12/2016	363-445
JC-1350	Active	C999	00105393	Sacramento County	Permanent Fulltime	1/8/2016	5/18/2016	363-120
JC-1363	Active	C999	00105393	Alpine County	Permanent Part-time	1/12/2016	5/20/2016	363-122
JC-1472	Active	C999	00105393	Alpine County	Permanent Part-time	1/29/2016	6/8/2016	363-120
JC-1500	On Hold	C999	00105157	Sacramento County	Permanent Fulltime	2/8/2016	2/23/2016	673-120
JC-1501	Active	C999	00105393	Sacramento County	Permanent Fulltime	2/8/2016	3/8/2016	673-120
JC-1504	Active	C999	00105393	Fresno County	Permanent Fulltime	2/9/2016	3/9/2016	673-120
JC-1516	Active	C999	00105157	Sacramento County	Permanent Fulltime	2/12/2016	Until Filled	673-556
JC-1517	Pending CalHR Approval	C999	00105157	Sacramento County	Permanent Fulltime	2/12/2016	Until Filled	559-121



- Your viewing access rights allow you to view the Job Control; you cannot make edits. Click on **Job Applications** hyperlink located in the **Links** box on the right hand side to access the Job Applications page that contains electronically submitted and manually uploaded applications (hard copies).

Exam and Cert Online System

HOME JOBS CERT INDIVIDUAL RECORDS DOCUMENTS SYSTEM

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:	00105393		
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		
Language Title:	No Language Specified		
Number of Positions:	1	Number of Hires Made:	0
Electronic Applications:	Yes		
Filing Type:	Limited	Advertising Period:	20 business days
Final Filing Date:	03/09/2016		
Job Posting Status:	Published		
Job Posting Release Date:	02/09/2016		
Reveal to Hiring Unit:	<input checked="" type="checkbox"/>	Viewable Applications:	2

Links


- Job Posting Attachments (0)
- Job Applications**
- Correspondence Reports

Position Additional Classes App Process Cert Lists Access

Position Numbers Position Number(s) Position Complete:



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



Exam and Cert Online System

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UIID: 0240
[Home](#) | [Search Job Controls](#) | [Job Control](#) | [Job Applications](#)

➔ 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

Filter by:

ECOS I.D.:

First Name:

Last Name:

HR Status:

Reachable:

Last Hiring Action:


Links

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

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	bimbo	kimbo	Criteria Passed			Select
6	21610	SMITH	JOHN	Transfer Claimed	Not Applicable		Select
7	1154882	Russell	JJ	Needs Review			Select



- You are now on the **Application Documents** page for the selected item. **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.




Exam and Cert Online System

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SYSTEM

UIID: 0256
[Home](#) | [Search Job Controls](#) | [Job Control](#) | [Job Applications](#) | [Manage Job Application](#) | [Application Documents](#)

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.



California Department of Fish and Wildlife

6. The message “Do you want to open or save Application.pdf (document size) from Ecos.ca.gov?” will appear at the bottom of the page and references the **application** in bold. To view, **click** the **open** button. The document will open in PDF. ECOS allows you to save or print the document.
 - a. When finished viewing the application package, close the document by **clicking** the ‘x’ in the upper right corner.
 - b. To view additional applications, **click** the **Back** button and repeat steps 4 and 5.

Results: you have now accessed an application item and job application on the Application Documents page.

STATE OF CALIFORNIA - CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

EXAMINATION / EMPLOYMENT APPLICATION
STD. 678 (REV. 10/2013) Page 1

Applications will be processed ONLY for classifications where an examination is in progress and the published final filing date has not passed, or for vacant positions where a department requests an application.

PRINT OR TYPE--PLEASE SEE INSTRUCTIONS ON BACK PAGE

APPLICANT IDENTIFICATION NUMBER (EASY ID) _____

FIRST 3 LETTERS OF LAST NAME AT BIRTH [][] MONTH OF BIRTH [][] DAY OF BIRTH [][] Last 4 DIGITS OF SOCIAL SECURITY NUMBER [][][][]

APPLICANT'S NAME (Last) Bee (First) Honey (M.I.) _____ SOCIAL SECURITY NUMBER _____

MAILING ADDRESS (Number) 1515 S Street (Street) _____ E-MAIL ADDRESS honeybee@yahoo.com WORK TELEPHONE NUMBER _____

(City) Sacramento (County) CA (State) 95811 (Zip Code) HOME/VRS/TTY TELEPHONE NUMBER _____

EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING
Staff Services Manager I

PERSONNEL USE ONLY

ANSWER THE FOLLOWING QUESTIONS:

1. Enter the county in which you would like to take the examination if different from the county of your residence: Sacramento County
2. Do you need reasonable accommodation to take an interview or written test? Yes No
3. Do your religious beliefs prevent you from taking an examination on Saturday? Yes No
4. Are you now employed by the State of California? (If "YES", fill in the information below.)
Department: _____ Subdivision: _____ Yes No

Please direct ECOS questions to: ECOS@wildlife.ca.gov. For other assistance, please contact your assigned ECU Analyst.