![California Department of Fish and Wildlife logo]

Job Aid – Accessing Job Applications	
Prepared By: **HRB's Recruitment and Selection Unit (RSU)**	**Issue Date:** **October 22, 2019**

Prior to ECOS, job applications were mailed or personally delivered to CDFW hiring supervisors and managers. ECOS' electronic system is designed for electronic application submission and records retention. Hiring managers, supervisors, and Personnel Liaisons with granted access may view applications and "required" (i.e. Resume, Cover Letter, etc.) documents eliminating the need for paper.

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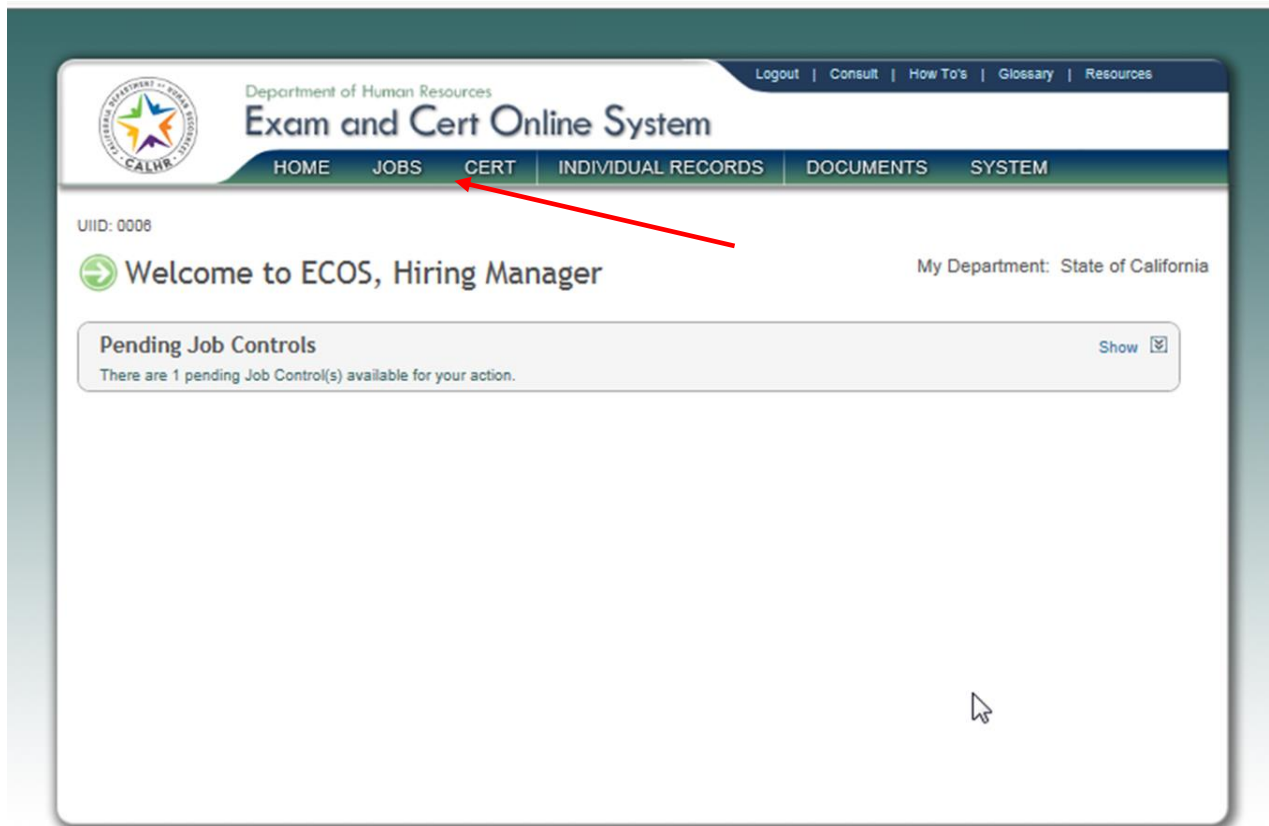
2. You will only have access to your **Job Controls.** Click on the hyperlinked Job Control Number

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Department of Human Resources
Exam and Cert Online System

HOME   JOBS   CERT   INDIVIDUAL RECORDS   DOCUMENTS   SYSTEM

UIID: 0221
Home | Job Controls

Job Controls

Show: Current Fiscal Year
From: 7/1/2015   To: 6/30/2016
Refresh

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

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3. Your viewing access rights allow you to view the Job Control; you cannot make edits. Click on the **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).

4. 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

Links
Send Letters
Late Applications
Applicant Hiring Approvals
Reports

Filter by:

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

Refresh Display

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

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5. 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

| HOME | JOBS | CERT | INDIVIDUAL RECORDS | DOCUMENTS | 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.

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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.

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