

Job Aid – Accessing Job Applications							
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

	Department of		ert Or	nline System	jout   Consult   How To's   Glossary   Resources	
CALHE	HOME	JOBS	CERT	INDIVIDUAL RECORDS	DOCUMENTS	SYSTEM
UIID: 0008	me to ECC	S, Hiri	ing Mar	nager	My	Department: State of California
	Pending Job Controls					

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

Exam and Cert Online System								
CALHR	но	OME JO	DBS CI	ERT IND	VIDUAL RECORDS	DOCUMENT	IS SYSTEM	_
JIID: 0221 Home   Job Con	trols							
Job (	Controls							
Show:	Current Fisc	al Year	~	ſ	1 Note			
From: 7/1/2015 To: 6/30/2016 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.							Jobs that are ompleted or	
		/	-	C				
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	Permanent Fulltime	1/3/2016	2/16/2016	363-122



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.



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

Job Control Ide	entificatio	n				Links		
lob Control:	IC-1504 Send Letters							
Class Title:	499000	ASSOCIATE COVERNMENTAL RECORDANIANIAL VOT						
Department Name	Departmy	ant of Human Res	ALL PROGRAM	ANALISI		Reporte	ning Approvais	
Division/Eacility	Departine	ent of muthan rees	001003			Reports		
ocation:	Eroeno O	ountu						
Elical Eilica Data:	Presho C	ounty						
Final Filing Date:	03/09/20	03/09/2016						
l'enure/l'imebase:	Permane	nt Fuiltime						
Filter by:								
ECOS I.D.:								
First Name:								
Last Name:								
HR Status:			~					
Reachable:	Show	All	~					
Last Hiring Action:	Show	All	~					
Refresh Display	1							
	1							
	ECOS I.D.	Last Name	First Name	HR Status	Reachable	Last Hiring Action	View App	
Application I.D.		10 m m	Linney	Liet Eligibility Verified			Select	
Application I.D. 1	1154863	Bee	Honey	List Englointy vernied			sector and the sector of the sector s	
Application I.D. 1 4	1154863 1154784	bim	kimbo	Criteria Passed			Select	



5. 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.

Applicat	tion Docume	ents						
💥 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 GOVE	ASSOCIATE GOVERNMENTAL PROGRAM ANALYST						
Department:	Department of Human Resources							
Application Iter	ns							
Item			Additional Info	Requisite				
Job Application Packa	age Checklist		See HR for hard copy	Required				
Employment Applicat	ion Form (STD678)			Required				
Bypassed Items		7						
These required items v	vere bypassed by the a	pplicent.						
No results found.								
Back	Back							

- 6. 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.

🔁 App	ication.pdf - Adobe Acrobat								
File E	dit View Window Help	×							
1	Create 🗸 📔 🗁 🖂 🛛 🏟 🤛 🦻 🍒 🕒 🗳	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1							
	1 / 4   K 4   = + 100% -	Tools Comment							
	STATE OF CALIFORNIA - CALIFORNIA DEPARTMENT OF HUMAN RESOURCES	r classifications where an							
	EXAMINATION / EMPLOYMENT APPLICATION STD. 678 (REV. 10/2013) Page 1 STD. 678 (REV. 10/2013) Page 1	ished final filing date has not passed, ent requests an application.							
Ø	PRINT OR TYPEPLEASE SEE INSTRUCTIONS ON BACK PAGE								
	APPLICANT IDENTIFICATION NUMBER (EASY ID)								
C.J.	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) (First) (M.L)	SOCIAL SECURITY NUMBER							
	Bee Honey								
	MAILING ADDRESS (Number) (Street) E-MAIL ADDRESS	WORK TELEPHONE NUMBER							
	1515 S Street honeybee@yahoo.com								
	(City) (County) (State) (Zip Code)	HOME/VRS/TTY TELEPHONE NUMBER							
	Sacramento CA 95811								
	EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING	PERSONNEL							

## Contact

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