



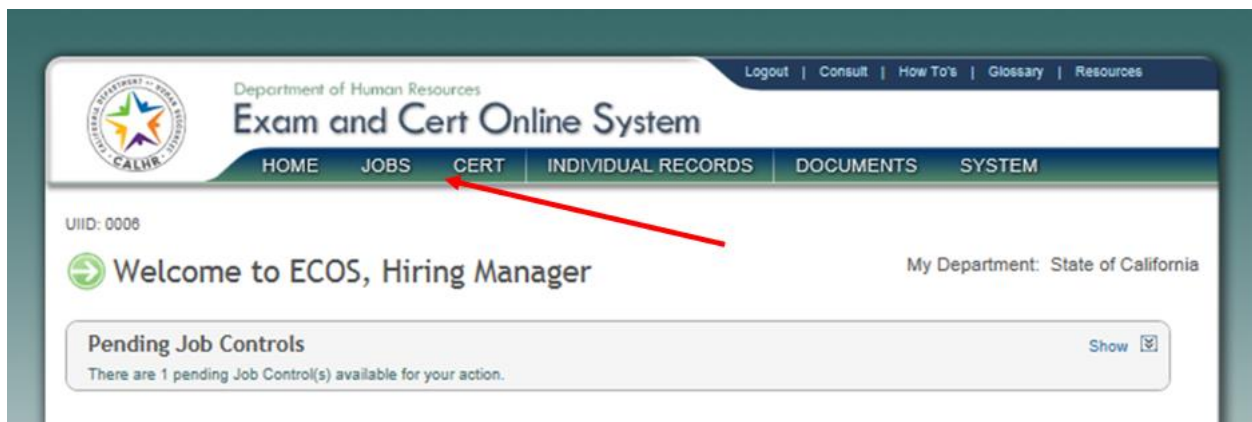
Job Aid – Accessing Job Applications

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

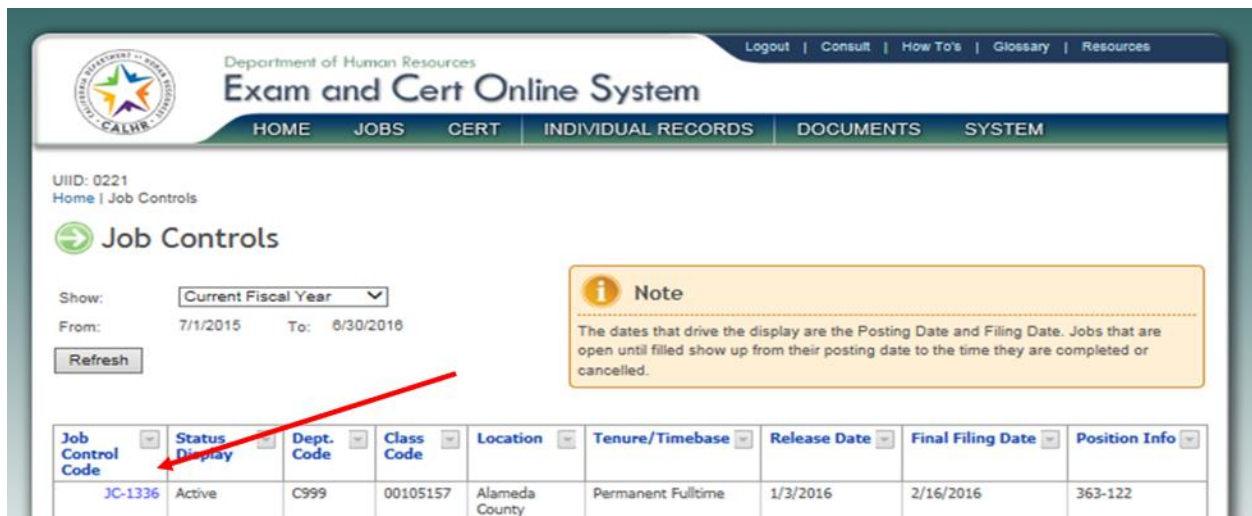
Issue Date:
November 15, 2019

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.

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) | (First) | (M.I.) | 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) |
| Sacramento | | CA | 95811 |
| EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING | | | PERSONNEL |

Contact

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