California Department of
Fish and Wildlife

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
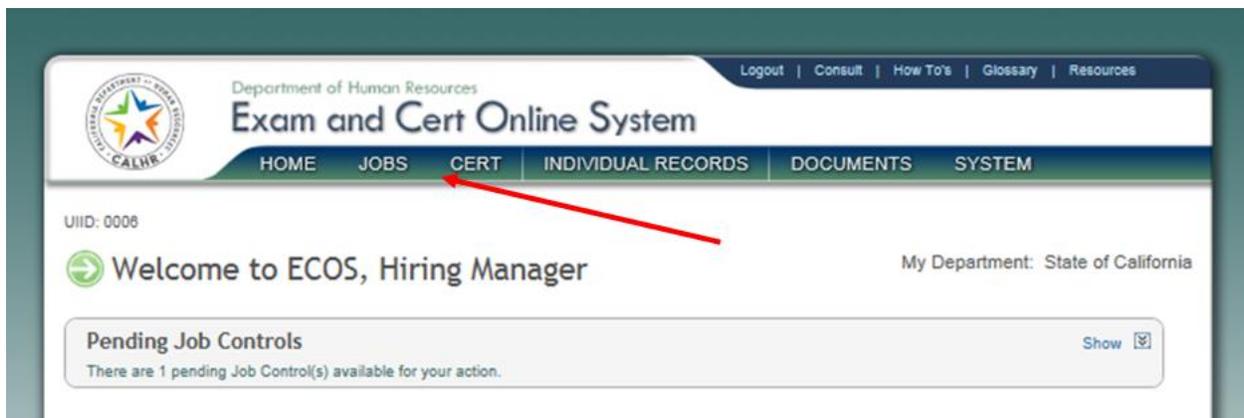
2. You will only have access to your **Job Controls.** Click on the hyperlinked Job Control Number.
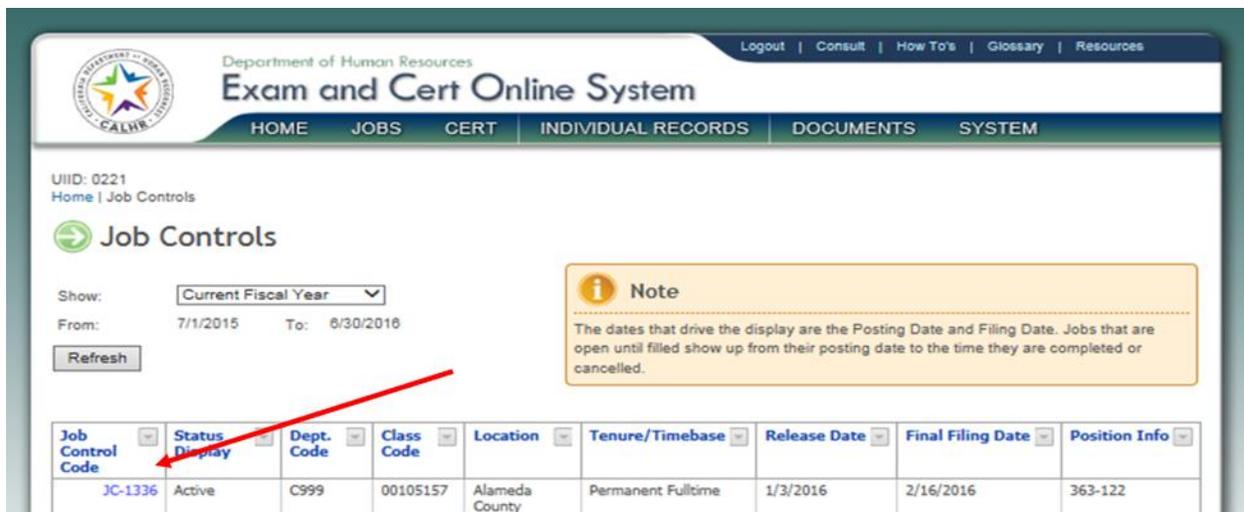
3. Click on the **Job Applications** hyperlink located in the **Links** box on the right hand side to access the Job Applications. This page contains electronically submitted and manually uploaded applications.

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

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.

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.

Contact

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