

Human Resources Branch Memorandum

SUBJECT: ECOS (Examination & Certification Online System) Access Job Aids	NUMBER: HRB 19-026
	DATE ISSUED: November 15, 2019
DISTRIBUTION: CDFW Hiring Managers, Supervisors and Personnel Liaisons	EXPIRES: Until Superseded

Action Required **Informational Only** **Control Agency Directive**

Purpose

This memorandum is to provide California Department of Fish and Wildlife (CDFW) managers, supervisors and personnel liaisons information on how to request access to the Examination and Certification Online System (ECOS). ECOS serves as the state's certification system for recruitment and hiring purposes. This access will allow you to electronically view applications submitted and stored in ECOS based on the system assigned Job Control number.

Requesting and Accessing ECOS Account

To request a new ECOS Account follow the steps outlined in the [Job Aid 1 – Request New Account](#).

To Access Job Applications Electronically follow the steps outlined in the [Job Aid 2 – Accessing Job Applications](#).

The Human Resources Branch, Recruitment and Selection Unit (RSU), will not grant access to view your applications until five business days after the Final Filing Date of your Job Control.

Contact

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