



## Guide to Understanding Candidate Status in Examination and Certification Online System (ECOS)

Below is an example of what is viewed in ECOS during the screening process:

APP DETAIL	ECOS ID	LAST NAME	FIRST NAME	HR STATUS	REACHABLE	LAST HIRING ACTION	VIEW APPLICATION
View	xxxx	Snow	Ball	On Cert	No		Select
View	xxxx	Winter	Cold	List Eligibility Claimed	Not Applicable		Select
View	xxxx	Summer	Heat	Needs Review	Not Applicable		Select
View	xxxx	Spring	Joy	Transfer Claimed	Not Applicable		Select

Below is a synopsis of the HR Status interpretation in ECOS:

COMMON STATUSES		
HR Status	Meaning	Can Programs Consider These Applicants?
On Cert – Reachable No	The candidate is on the certification list, however they are currently not in a reachable rank.	Not at this time. Please contact your Employee Resources Liaison (ERL) prior to screening these applicants.
On Cert – Reachable Yes	The candidate is on the cert list and in a reachable rank.	Yes, programs shall consider these applicants. Applicants should be listed on the screening matrix and screened accordingly. If an applicant declines the opportunity to interview, please notify your ERL immediately.
List Eligibility Claimed	Candidate has not yet taken the exam for the classification.	Yes, programs shall consider these applicants. Applicants should be listed on the screening matrix and screened accordingly.
Needs Review	Candidate may need to provide additional information.	Possibly, please contact your ERL prior to screening these applicants.
Transfer Claimed	The candidate may be eligible to transfer, contingent upon review by C&C.	Yes, programs shall consider these applicants. Applicants should be listed on the screening matrix and screened accordingly.
Reinstatement	Candidate may be eligible to reinstate to the classification and/or state service.	Yes, programs shall consider these applicants. Applicants should be listed on the screening matrix and screened accordingly.
Incomplete	Candidate may not have supplied all of the required documents.	Yes, programs shall consider these applicants. Applicants should be listed on the screening matrix and screened accordingly.
LESS COMMON STATUSES		
HR Status	Meaning	Can Programs Consider These Applicants?
Criteria Passed	Candidate has met criteria for the classification.	Yes, programs shall consider these applicants. Applicants should be listed on the screening matrix and screened accordingly.
HR Hold	Candidate may need to provide additional information.	Possibly, please contact your ERL prior to screening these applicants.
Transfer Verified	The candidate may be eligible to transfer, contingent upon review by C&C.	Yes, programs shall consider these applicants. Applicants should be listed on the screening matrix and screened accordingly.
Criteria Failed	Candidate may need to provide additional information.	Possibly, please contact your ERL prior to screening these applicants.
Surplus Claimed	Candidate has claimed SROA/Surplus status.	Please contact your ERL prior to screening applications.
Surplus Verified	Candidate has claimed SROA/Surplus status.	Please contact your ERL prior to screening applications.
Undetermined	Candidate may need to provide additional information.	Possibly, please contact your ERL prior to screening these applicants.