Guide to Understanding Candidate Status in ECOS

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

APP DETAIL	ECOS I.D.	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.

HR Status	Reachable	Meaning	Possible Reasons for HR and Reachable Status	If applicable, solution
On Cert	No	Candidate has taken the exam and is currently on, but is not reachable on the cert list.	Candidate is not in the top 3 ranks. -or- There are SROAs/Re-employments on the list preventing candidates to be reachable.	After the final filing date of the advertisement, the cert list will be updated and clear candidates who did not respond to the advertisement. This may clear rank(s) on shorter cert lists and/or SROAs/Re-employment(s) to reach top rank candidates on the cert list.
On Cert	Yes	Candidate has taken the exam, is currently on and reachable on the cert list.	None	None
List Eligibility Claimed	Not Applicable	Candidate claimed list eligibility and is not on the cert list.	Candidate took the exam but their conditions of employment (county and/or tenure/timebase) they are willing to work doesn't match the advertisement, causing them to be excluded from the list.	Exam Analyst will add the eligible candidate to the cert list once the condition(s) of employment match the advertisement.
			Candidate's list eligibility expired or took the exam after the cert list was processed causing them to be excluded from the list.	Candidate may take the online self-certified exam, if applicable, and the Exam Analyst will add the eligible candidate to the cert list once the exam result has posted in ECOS.
			The candidate is LEAP list eligible.	Exam Analyst will add the LEAP eligible candidate to the cert list.
			Candidate has not taken the exam and is confused about what list eligibility means.	None
Transfer Claimed	Not Applicable	Candidate claimed transfer eligibility	Candidate currently works in the classification being advertised and would like to transfer agency.	None
Needs Review	Not Applicable	ECOS is not able to confirm if candidate is on the cert list and candidate has not claimed eligibility type.	LEAP candidate claimed LEAP list eligibility and their eligibility needs to be reviewed by an Exam Analyst	Exam Analyst will add the LEAP eligible candidate to the cert list.