

## Tennessee Wildlife Resources Agency

3/9/2009

Applications for Wildlife Officer 1 and Wildlife Manager 1 will be accepted by the Department of Human Resources (DOHR) beginning on March 25 and continue through April 22, 2009. I strongly recommend that all applicants use the online application process available to them at the following web address: <http://state.tn.us/dohr/JobSearch/JobInformation.htm>

**Here are a few FAQ's intended to assist you in the application process:**

**1. Do I have to re-apply and re-take the test if I'm currently on the register for these two job classifications?** ans. Yes, the current employment register will be abolished since the Wildlife Exam and Supplemental application have been revised. All interested persons must submit an online state application to begin the application/examination process.

**2. Do I have to use the online application process?** ans. No, you may submit your application to the DOHR, using a hard copy application if you need an ADA accommodation due to having a documented inability to submit your application online. The online application is highly encouraged in all other cases. It does allow the applicant to have an application account that enables a more effective application process for this and later application submissions. It also speeds up the application rating process. If you require an ADA accommodation please contact my office for details.

**3. May I apply if I don't graduate college until July/August 2009?** ans. Yes, all graduating students may submit their application during this open period if you are expected to meet all requirements to graduate within 90 days of the Wildlife examination date, which is estimated to be given in late May or early June 2009.

**4. If I use the online application process, must I send in a copy of my most recent college transcript?** ans. Yes, a copy of your most recent college transcript must be submitted for proper application rating. You must attach the transcript to the online application. The new online application allows you to attach your transcript when you submit the application. You must ensure your full name and SSN are clearly listed on each page of your latest transcript and that you indicate you are applying for the Wildlife Officer 1/Manager 1 job classifications and annual Wildlife exam.

**5. What happens after I submit my application?** ans. Your application will be rated/scored to ensure you meet minimum qualifications for the job classification. In other words, do you have the minimum required B.S. Degree or a more advanced related degree. Next, you will be contacted by DOHR and will be required to complete and return a "supplemental" application form. The score you achieve from this form will be a part of your final score so ensure you list all requested information in short, concise statements that fully describe your experience and/or education. The experience elements listed on the beginning pages of the supplemental application should agree with your detailed experience descriptions in later sections of the form. Ensure you establish linkage for the maximum score. ***Also, please ensure you keep a copy of the supplemental application for your files. Upon TWRA inviting you to participate in an interview we will request that you provide a copy of your 2009 supplemental application.*** Last, DOHR will invite you to schedule an appointment to take the Wildlife exam in Nashville.

**6. If I'm interested in becoming a "Forester" with TWRA should I apply for Wildlife Manager 1?** ans. Yes, the Wildlife Manager 1 job classification is the official job class used to fill all TWRA Forester positions.

**7. How long until my name gets on the employment register and I can expect to interview for a position?** ans. The estimated date that the Wildlife examination will be administered is late May or early June of 2009. That will be the last step in the application/rating process. The newly established employment register will be available for our use in the mid-June 2009 time frame and should be valid for a minimum of 1 year. Interviews are offered on a "vacancy" driven basis. Your overall score will determine your relative ranking on the employment register. By state law, we must hire from the top five scores on the register for any given vacancy.

**As a final thought:** Your Wildlife or related degree enables you to meet the minimum job requirements. Your level of education and related working experience are factored together with your Wildlife examination score to determine your overall final score. Your overall score determines your relative ranking on the employment register. As you prepare to begin the application process, gather together your work, hobby, and recreational history and explore the most effective way to describe your work history, hunting and fishing experience, etc. in clear, concise, and descriptive terms.

**Good Luck to everyone!**