

Tennessee Wildlife Resources Agency

4/24/2012

Applications for Wildlife Officer 1 and Wildlife Manager 1 are being accepted by the Tennessee Department of Human Resources (DOHR) **from April 25th through May 16th, 2012**. I strongly recommend that all applicants use the online application process at the following web address: www.tn.gov/dohr/employment/career.html **then select the "Current Openings" link. Here are a few FAQ's intended to assist you with this year's new application process:**

1. Do I have to re-apply if I'm currently on the register for these two job classifications? ans. Yes, the agency will abolish the current employment register this year and you are required to apply using the above web address. All interested persons must submit an online state application to initiate the Wildlife application/screening process for the given year.

2. Do I have to use the online application process? ans. Yes, with one exception, 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 apply online. 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 2012? 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 end of the application date. If you are scheduled to meet all requirements to graduate with the appropriate BS or higher degree no later than August 15, 2012 you are eligible for employment if selected.

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.

5. What happens after I submit my online application? ans. Your application will be rated/scored to ensure you meet or exceed 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 notified of your final score. The score you achieve from this application process will be your final score so ensure you list all requested information in short, concise statements that fully describe your working experience and/or education. *Note: we will not be administering the Wildlife Exam this year or in the foreseeable future. Note: please ensure you print a copy of your state application. Upon TWRA inviting you to participate in a June/July 2012 interview we will request that you provide a copy of your 2012 state application and that you complete and return a questionnaire prior to your scheduled interview.* Last step in the application process, TWRA will invite you to schedule an appointment for interview in our Nashville HQ during the July/August 2012 time frame and selections will be announced soon afterwards.

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 appropriate job class used to fill all entry level TWRA Forester positions.

7. How long until my name appears on the employment register and When can I expect to interview for a position? ans. The estimated date that the Wildlife Officer 1 and/or Wildlife Manager 1 register will be established is on or near July 5, 2012. That will be the last step in the application process. Next, the newly established employment register will be available for our use and should be valid for a minimum of 1 year. Interviews are offered on a "vacancy" driven basis. Your application score will determine your relative ranking on the employment register. By state law, we must hire from the top five scores (subject to change based on tentative legislation) on the employment 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 wildlife and fisheries working experience are factored together to determine your final score. Your final 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!