

TIPS FOR PREPARING/TAKING DEPARTMENT OF FISH AND WILDLIFE EXAMS

- Refer to the exam bulletin to the section titled “Knowledge, Skills, and Abilities.” You should try to think of questions that relate to each Knowledge, Skill, and Ability listed on the examination bulletin as that is what the questions are based on.
- Put yourself in the role of the class you for which you are testing and think about what incumbents in that class would be required to do.
- Be prepared to answer one or more specific questions about your background/experience as it relates to the knowledge, skills, and abilities required and to provide an example to demonstrate that experience. Please note that panel members do not have your application in the interview room.
- As a rule of thumb, the panel is looking for a long list of responses to most exam questions. Sometimes there may be 10 – 15 responses. If you only give 3 or 4 answers, you will probably receive a very low score for that question. Think logically what you would do in a specific situation. No detail may be too minor. Also do not assume that the panel knows what you do or would do.
- If you don’t give a complete list of responses to each question, panels will not ask you, “Do you have anything else to add?” It is up to you to give complete and thorough responses to each question.

If time allows, panels will give you time to go back at the end of the interview to add anything specifically to any of the questions. This is not the time to add “closing remarks,” but only to give additional answers to any of the questions.

- Panels will not express reservations asking you to provide additional information if they feel you might receive a low or disqualifying score, as it is up to you to demonstrate your qualifications by completely answering the interview questions.
- The exam process is not the time to furnish letters of recommendation or other documents relating to your proficiency or character. This would only be appropriate if you were asked to bring something, or in a hiring interview.
- When taking an exam for a supervisory classification, you will need to have knowledge of the Department’s Equal Opportunity Program (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) objectives; a manager’s role in the Equal Opportunity Program and the processes available to meet equal employment opportunity program objectives; and be able to effectively contribute to the Department’s Equal Opportunity (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) objectives.