Applying to Oregon Department of Fish and Wildlife Jobs

To apply to an Oregon Department of Fish and Wildlife job is an easy 3-step process. These instructions will guide you through the process.

Step 1: Create an E-Recruit System (NEOGOV) Account

There are links provided on the ODFW jobs page (www.dfw.state.or.us/hr) under E-Recruit (NEOGOV) Information. Click on the link to "Create an Account/Login". Underneath the login box you will see a link "Create Your Account Here!" this link will take you to a new account setup screen. Here you will enter your contact information, username (use OR ID# if State of OR employee), and password. It is recommended that you select "Notification Preferences" by Email and use your personal email address, not your work email address.

Step 2: Create an Application

Login with the username and password that you setup in step one. Click on "Create Application" and name it something like ODFW Application, State of Oregon Application or something similar. The software will guide you through the application process. You will confirm your contact information again and then you will be on the main application screen. You will see edit features/links on the right side of the application, this is where you add information to your application. The most important sections in this application are work history, education, and the attachment section.

Work History: List at least 7 to 10 years of work history. If your work history is **related** to the position you are applying to, list all of your related work history! For example, if you answer an application question that you have 10 years of "biological experience" and you only show two years on your application, your final score may be zero because the work history did not show 10 years of work history experience. This may also cause your application to be rejected for not meeting the minimum qualifications for a position.

Education: List any education above the high school/GED level. Anything listed here needs to be documented with transcripts or diplomas. College transcripts do not need to be the "official" or "original" documents. They can be student copies. Most of these can be obtained online and you should be able to use the same file you downloaded to attach to your application.

Add Attachments: This is where you need to upload required supplemental information, such as college transcripts, diplomas, training certificates, military DD214's, Veterans disability letters, and cover letters. Once these documents are uploaded they will remain attached to this application and will automatically be attached to every announcement when you use this application to apply for a job.

Step 3: Apply to an Announcement

On ODFW's job page, jobs are posted in different locations. There is a separate link for **ODFW** jobs that are **Open to Everyone**, **Seasonal Jobs Open to Everyone**, and jobs that are **Open to ODFW Employees Only**. There is also a link to all **State** jobs **Open to Everyone** and State jobs that are **Open to State of Oregon Employees Only**. Note that when you search for jobs **it will not search** all locations at the same time (e.g., Open to Everyone + State Employees Only), only the section you are searching in.

Please be sure to apply for a job **ONLY** if it is applicable to you...open to the public, ODFW employee or State of Oregon Employee.