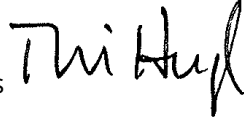


MEMORANDUM

To: All Applicants

From: Brian C. Hughes, SPHR
Director of Human Resources



Re: Agency Hiring Process

Thank you for your interest in employment with the Tennessee Department of Safety and Homeland Security. The following information is intended to provide information about the agency's hiring and selection process so candidates understand the process and its expected duration.

Preferred service positions are posted on www.tn.gov/careers for a minimum of one (1) week and all applications must be submitted through this portal for each position the candidate is interested in. Applicants found to meet the minimum qualifications will be invited to take part in a first-round interview, a link to which is sent out to the applicant's e-mail address after the application closes. It is the applicant's responsibility to complete the first-round interview within four (4) calendar days and contact the Tennessee Department of Human Resources if they did not receive it. Only those who meet the minimum qualifications and complete the first-round interview will have their applications forwarded for the agency for consideration to advance in the hiring process.

Applicants must apply for each position in which they are interested and re-apply for future openings if not selected. In addition, eligible veterans and spouses claiming preference must submit proof of eligibility with each application.

Those candidates offered conditional employment within the Tennessee Department of Safety and Homeland Security are required to pass several additional requirements that are based upon the job classification applied for.

Candidates for positions as commissioned law enforcement officers in the Tennessee Highway Patrol (THP) or Office of Homeland Security are required to successfully complete an extensive background investigation including a fingerprint-based criminal record check and credit report check along with a pre-employment drug screening, physical examination, psychological examination and polygraph examination. The selection process for these positions may take up to four (4) months to complete.

Candidates for dispatcher positions with the Tennessee Highway Patrol are required to successfully complete an extensive background investigation including a fingerprint-based criminal records check and credit report check along with a pre-employment drug screening, physical examination, and psychological examination. The selection process for these positions may take up to twelve (12) weeks to complete.

Candidates for civilian positions in the Tennessee Highway Patrol and Office of Homeland Security are required to pass an extensive background investigation, including a fingerprint-based criminal records check and credit report check. The selection process for these positions may take up to eight (8) weeks to complete.

Candidates for Commercial Driver License (CDL) Examiner positions in the Department of Safety and Homeland security are required to pass a pre-employment drug screening, fingerprint-based background check, and physical examination. The selection process for this position may take up to eight (8) weeks to complete.

Candidates for non-commissioned civilian positions in the Department of Safety and Homeland Security located in divisions other than the Tennessee Highway Patrol are required to pass a fingerprint-based background check. The selection process for these positions may take up to four (4) weeks to complete.

In all instances, candidates shall be notified of the outcome of their request for employment. We appreciate your interest in working with the Department of Safety and Homeland Security.