

Veteran's Preference

What does veteran's preference mean in the recruitment process?

Effective 9/1/15, Veteran's preference affects the interview process. If six or fewer applicants are chosen for an interview, a qualified veteran's preference applicant from the pool must be interviewed. If more than six are interviewed, 20% of the number interviewed that are qualified veteran's preference applicants must be interviewed. If there are no veteran's preference applicants in the qualified applicant pool, this guideline does not apply.

Use this chart as a reference for applying this standard to your applicant pool if it has applicants who self-identify as eligible for Veteran's Preference:

# of Individuals Selected for Interview	Minimum # of individuals to interview with Veteran's Preference (required)
1-6	1
7	1 (20% of 7 = 1.4, round down to 1)
8	2 (20% of 8 = 1.6, round up to 2)
9	2
10	2

If the pool does not have any applicants who self-identify as eligible for Veteran's Preference, this interview requirement does not apply to the hiring process for that vacancy.

What does veteran's preference mean in the hiring process?

Veteran's preference means if two applicants are finalists for a position, and equal in all respects, the veteran would be offered the job. If veterans' preference is granted, the veteran or surviving unmarried spouse/orphan would be required to produce form DD214 or similar document at the point of hire to verify eligibility.