

SUBJECT: Veterans' Preference in Employment

NUMBER: 40-055-03

DIVISION: Chief Human Resources Office

EFFECTIVE DATE: 4/10/2018

APPROVED: Signature on File

POLICY STATEMENT: Oregon state government is committed to providing preference to hiring and promoting qualified veterans and disabled veterans.

AUTHORITY: ORS 408.225 to 408.237, ORS 240.306, ORS 184.340, OAR 105-040-0015

APPLICABILITY: All employees, including temporary employees, according to provisions of state law.

Resources: Evaluation Tools; www.oregon.gov/jobs/pages/veterans.aspx

DEFINITIONS: Refer to State HR Policy 10.000.01 and ORS 408.225 to 408.237

POLICY

- 1) An appointing authority or designee administers this policy as the agency's policy.
- 2) Complying with veterans' preference is mandatory; an agency must apply veterans' preference at every stage in the selection process for hiring and promoting employees.
- 3) Qualifying for veterans' preference
 - a) An agency awards veterans' preference points when an applicant:
 - A) Submits all required application materials and follows application instructions; and
 - B) Meets all minimum qualifications and special qualifications of the position; and
 - C) Meets the requirements to qualify as a veteran or disabled veteran as defined by statute and submits military documents as verification:

Veterans (qualifying for 5 points)

 - i. A copy of the Certificate of Release or Discharge from Active Duty (DD214 or 215), or a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans (qualifying for 10 points)

 - ii. A copy of form DD214 and a copy of a letter from the U.S. Department of Veterans Affairs indicating a disability rating unless the information is included on the DD214 or 215; or

- iii. A copy of a letter from the U.S. Department of Veterans Affairs indicating the person is receiving service-connected compensation.
 - b) For veterans' preference to apply, the agency must receive the military documents normally at time of application but no later than at the time of interview. Military documents should be submitted through the E-Recruit system.
 - c) On a 100-point scale, five preference points are awarded to a veteran and 10 preference points are awarded to a disabled veteran. Preference is applied when an unscored method, such as a pile system, is used.
 - d) Once an agency awards veteran preference and records it in the E-Recruit system, the military documents do not need to be submitted again.
- 2) Screening veteran candidates
- a) The hiring agency considers all of the following when determining the skills and attributes of the veteran applicant:
 - A) Education
 - B) Work experience
 - C) Relevant life experience, i.e., experience where skills and attributes are obtained through unpaid activities such as volunteering or participating in an association or committee
 - D) Transferable skills, i.e., including skills obtained through military education or experience that substantially relate, directly or indirectly, to the position
 - b) The hiring agency screens only for skills and attributes listed in the job posting.
 - c) The veteran must provide sufficient evidence in the requested application materials for the hiring agency to determine if the veteran possesses the qualifications, skills and attributes for the position.
- 3) Interviewing veteran candidates
- a) The hiring agency interviews all veteran candidates who:
 - A) Meet the evaluation criteria for an interview to be granted (after application of veteran's preference) as determined by the hiring agency; or
 - B) Meet all the required and requested skills and attributes listed in the job posting.
 - i. If the veteran candidate does not meet criteria in A), the agency must review the veteran's application materials for B).
 - b) The hiring agency must document the reason if a veteran is not selected for an interview.
 - c) Veterans from a pre-qualified list established by pre-employment tests who will be considered for hire from a ranked order do not have to be interviewed. Pre-qualified lists are typically established by law enforcement and fire protection agencies.

- 4) Applying veterans' preference throughout the selection process
 - a) Veterans' preference is applied at each stage of the selection process, including but not limited to an interview.
 - A) A stage in the process occurs when two or more applicants are compared and one or more applicants are rejected for the position.
 - b) Veterans' preference is applied on reference checks used as a tie-breaker or to distinguish between candidates. Veterans' preference does not apply when reference checks are conducted only on a top candidate to ensure suitability.
 - c) The hiring agency may use a scored or unscored evaluation method.
 - A) Scored evaluation method
 - i. Based on a 100-point scale, the agency adds five points for a veteran and 10 points for a disabled veteran.
 - B) Unscored evaluation method
 - i. Veterans will advance one level and disabled veterans will advance two levels.
 - ii. The hiring agency may choose the number of levels or rankings and define the levels and rankings such as:
 1. Sorting levels or piles (for example, "highly desirable," "substantially desirable," "moderately desirable," "possibly desirable," "not desirable")
 2. Ranking (comparing a candidate's skills and attributes to another candidate)
 - d) The hiring agency may choose the evaluation criteria such as:
 - A) Strengths and weaknesses
 - B) Competencies (skills and attributes)
 - C) Responses to interview questions
 - e) The hiring agency must define and document the evaluation method and criteria.
- 5) Selection
 - a) An agency appoints a veteran applicant if at the final stage of the selection process the veteran is ranked equal to or higher than a non-veteran candidate.
 - b) A disabled veteran will be appointed over a veteran when deemed equal at the final stage of the selection process.
- 6) Veterans' rights
 - a) A veteran applicant who is not appointed to a position may make a written request for an explanation from the hiring agency.
 - b) The hiring agency must provide the reasons for not appointing the veteran, in writing.