

Veteran's Preference






Agenda:

- Identifying veterans/disabled veterans in MyTrack
- Applying veteran's preference
 - Requirements and Best Practices
 - Scored vs Non-scored searches
- Key Take-Aways / Tools



Identifying veterans/disabled veterans in MyTrack:

It is important to only apply veteran's preference for applications that have been flagged in MyTrack

- Veterans will be marked with a  and receive a 5% preference
- Disabled veterans will be marked with a   and receive a 10% preference



Applying veteran's preference:

Requirement:

- All flagged veterans who meet the minimum and special qualifications for the position must receive an interview.

Best Practice:

- If unsure on minimum qualifications, conduct an interview.
- Conduct preliminary interview or advance to first round interview.

Requirement:

- All flagged veterans must be given the appropriate preference at each stage of the search process.

Best Practice:

- Have one designated member of the search committee apply the veteran's preference.



Applying veteran's preference:

Requirement:

- Legally defensible documentation

If a public employer does not appoint a veteran or disabled veteran to a vacant position, the employer must be prepared to provide in writing the employers' reasons for the decision not to appoint the veteran or disabled veteran to the position.

Best Practice:

- Upload justification to "Documents" tab or leave a note in the "Notes" tab of the MyTrack requisition.
- If unsure, please contact Talent Acquisition



Applying veteran's preference:

- Scored Searches

- Total combined score method

If 3 people are scoring using a tool with 60 possible points and the combined scores are used to rank the applicants, then there is a total of 180 possible points and a veteran will receive an additional 9 points and a disabled veteran will receive 18 additional points

- Total average score method

If, out of 60 possible points, the results of 3 scorers are 40, 35, and 30, the average score is 35. Again, because there is a total possible score of 60, the veteran will receive 3 additional points and the disabled veteran will receive 6 additional points.



Applying veteran's preference:

- Non-scored Searches
 - Categorizing method

Veteran = 1 level
 Disabled Veteran = 2 levels



- Ranking method

Ranking Summary						
Ranking		Minimum Qualifications			Interview	Notes
in order of preference		Veteran / Disabled Veteran	MQ1	MQ2	MQ3	
		V/DV	Y/N	Y/N	Y/N	Y/N
1	Mary Dockery		Y	Y	Y	Y
2	Daisy McShera		Y	Y	Y	Y
3	Violet Smith	DV	Y	Y	Y	Possible
4	Mathew Crawley		Y	Y	Y	N
5	Carson Carter	V	Y	Y	Y	N
	Cora McGovern	V	N	N	Y	N
	Sybil Findlay		Y	N	N	N
						Did not meet MQs
						Did not meet MQs

Ranking Summary Applying Veteran's Preference						
Ranking		Minimum Qualifications			Interview	Notes
in order of preference		Veteran / Disabled Veteran	MQ1	MQ2	MQ3	
		V/DV	Y/N	Y/N	Y/N	Y/N
1	Violet Smith	DV	Y	Y	Y	Y
2	Mary Dockery		Y	Y	Y	Y
3	Daisy McShera		Y	Y	Y	Y
4	Carson Carter	V	Y	Y	Y	N
5	Mathew Crawley		Y	Y	Y	N
	Cora McGovern	V	N	N	Y	N
	Sybil Findlay		Y	N	N	N
						Did not meet MQs
						Did not meet MQs

Key Take-Aways:

- Only give preference to veterans and disabled veterans who are flagged in MyTrack
- Interview any veteran who meets minimum qualifications
- Designate one person to apply preference at each stage of the search
- If unsure, contact Talent Acquisition

Tools:

- [Oregon Veterans' Preference in Employment – website](#)
- [Oregon Veterans' Preference Hiring Process Guide - document](#)



Questions?



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