

## **POLICY GUIDE**

### **Policy 2.10 – Hiring Veteran’s Preference**

The Code of Virginia requires that state agencies shall give preference in the hiring process to veterans. The Governor’s Executive Order 1 (2006) permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. If an agency uses a scored test by which to evaluate applicants, veterans must receive a credit of an additional 5% of his or her score or, if the applicant is a veteran having a service-connected disability rating fixed by the United States Veteran’s Administration, he or she must receive a credit of an additional 10% of his or her score. To be eligible for such an increase in score, the applicant must first achieve a passing score on the test or examination. However, because most state recruitments do not use scored tests, the challenge for agencies is to apply a preference that is equivalent to the 5% increase veterans receive on test scores (10% for veterans with a disability rating from the United States Veterans Administration). The following guidelines are designed to help agencies achieve this required level of preference.

**Initial screening:** Applicants are screened to identify those who meet the minimum requirements for the position – the equivalent of achieving a passing score on a test. No preference is given. Applicants must meet the required criteria at a minimum or better level on their own.

**Preference applied after initial screening phase:** After the initial screening, veteran status is noted for the candidates. The state application provides preliminary notice of veteran status; the agency may need to follow up to identify the exact status of veteran applicants. At this stage, preference shall be given by treating veteran status as a preferred qualification. Further preference shall be given if the veteran applicant also has a service-connected disability rating by treating the veteran’s disabled status as a second preferred qualification. Adding a preferred qualification criterion for veteran status and, if applicable, a second preferred criterion for disabled veteran status will therefore result in the veteran applicant and the disabled veteran applicant receiving the additional preference required by Code.

**NOTE: DHRM advises that job postings and/or advertisement *not state* veteran and disabled veteran as preferred qualifications.**