

## **Information on Interviewing and Hiring Veterans – Required for all Hiring Managers**

### **Veteran's Employment Preference**

Individuals may qualify for a Veteran's Employment Preference or a Former Foster Youth Employment Preference at a state agency or institution of higher education over other applicants for the same position who do not have a greater qualification. Please review the following information regarding these employment preferences.

### **Veteran's Preference**

#### **What is a Veteran's Preference?**

In accordance with Texas Government Code, Section 657.002 individuals that qualify are eligible for a Veteran's Employment Preference. Qualifying individuals are veterans, veterans with a disability whose disability is service connected, a veteran's surviving spouse who has not remarried or an orphan of a veteran if the veteran was killed while on active duty.

Individuals who qualify for a Veteran's Employment Preference are entitled to a preference in employment over other applicants for the same position who do not have a greater qualification.

#### **Who is eligible for Veteran's Preference?**

- A person who served in: the army, navy, air force, coast guard, or marine corps of the United States or the United States Public Health Service under 42 U.S.C. Section 201 et seq., as amended or the Texas military forces as defined by Section 437.001 or an auxiliary service of one of those branches of the armed forces; and
- Were honorably discharged from the military service.
- A veteran who is classified as disabled by the United States Department of Veterans Affairs or its successor or the branch of the service in which the veteran served and whose disability is service-connected.
- A veteran's surviving spouse who has not remarried or an orphan of a veteran qualifies for a veteran's preference if the veteran was killed while on active duty; and
- The spouse or orphan is competent to perform the duties of the position.

#### **How does this affect the recruitment process?**

##### **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.

##### **Veteran's preference and the hiring process**

The required preference does not compel an institution of higher education to appoint an individual who qualifies for a Veteran's Employment Preference. Individuals who qualify for a Veteran's Employment Preference are entitled to a preference in employment over other applicants for the same position who do not have a greater qualification.

If a Veteran's Preference is granted, the veteran or surviving unmarried spouse/orphan would be required to produce required verifying documentation as proof of eligibility prior to an offer of employment.