

VETERANS PREFERENCE IN HIRING DECISIONS PROCEDURE

Related Board of Trustees Policy: BP 2.31

Approval: May 2012

Revision:

The President and the Board will take into consideration veteran status in accordance with state law if two or more candidates are generally equally qualified for an externally advertised position based upon qualifications and experience.

Recruitment Process

- Each applicant applying for a job at the College is asked to disclose whether he/she is a veteran and, if so, provide a copy of his/her DD-214 Certificate of Release or Discharge from Active Duty, with the application.
- This DD-214 form is verified by Human Resources and placed in the job vacancy file until initial interviews are completed.

Selection Process

- If a recommended candidate qualifies for Veterans preference, the unit vice president will be notified.
- The unit vice president and the President will take into consideration the candidate's veteran status upon making the final selection decision.

[Return to the Table of Contents](#)