3.2. Veteran Hiring Preference Program

Program Overview

The Veteran Hiring Preference Program is part of UNM’s initiative to create a veteran friendly campus. As such, the University of New Mexico values the skills and experience military veterans may bring to the university.

What Is Veteran Preference Program?

UNM’s Veteran Preference Program grants veterans who served on active duty and received an honorable discharge further consideration for staff positions. The program requires that all qualified veterans who elected participation in the program through their application to receive a minimum of an initial interview for all regular and term staff postings.

What staff positions qualify for the Veteran Preference Program?

All regular and term staff positions that are competitively posted on UNMJobs qualify for the Veteran Preference Program. The program does not apply to on-call or temporary staff positions, contract staff positions, or non-competitive staff postings regardless of the classification as long as the recruitment meets the Alternative Appointment criteria given in UAP 3210: Recruitment and Hiring.

Requirements for the Hiring Department

In order to meet UNM’s commitment to qualified veterans, the hiring department must fulfill the following requirements:

- Screen the applicant pool to identify qualified veterans who elected participation on the Veteran Preference Program.
- Interview all qualified veterans who elected participation on the Veteran Preference Program.
- Dispense interviewed veterans who were not selected for hire with the appropriate dispensation code.
- Complete the ‘Veteran Preference’ section of the Staff Justification of Hire Memo stating the number of veterans who elected participation in the program, the number of qualified veterans interviewed, and the justification for veterans who were not granted an interview. For regular or term staff positions, the only acceptable reasons for not interviewing a veteran who elected participation in the program is as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required to Interview</th>
<th>Application Status</th>
<th>Disposition Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran Applied after ‘For Best Consideration Date’</td>
<td>No</td>
<td>Not Hired</td>
<td>Application received past deadline</td>
</tr>
<tr>
<td>Veteran elected to participate in the program and did not attach their DD214</td>
<td>No</td>
<td>Failure to provide form DD214 does not eliminate the applicant from consideration for the position. The application material should be reviewed consistent with other applicants. If not selected based on the review of the application, the applicable status is ‘Not Hired’.</td>
<td>Select dispensation code that best fits non-selection reason based on review of application material.</td>
</tr>
<tr>
<td>Veteran elected to participate in program but does not meet minimum qualifications</td>
<td>No</td>
<td>Not Hired</td>
<td>Does not meet minimum qualifications</td>
</tr>
<tr>
<td>Veteran did not follow application instructions stated in the job ad and did not provide the required application documents</td>
<td>No</td>
<td>Not Hired</td>
<td>Application is incomplete</td>
</tr>
<tr>
<td>Veteran attached DD214 but did not elect to participate in the Veteran Preference Program</td>
<td>No</td>
<td>Electing not to participate in the Veteran Preference Program does not eliminate the applicant from consideration for the position. The application material should be reviewed consistent with other applicants. If not selected based on the review of the application, the applicable status is ‘Not Hired’.</td>
<td>Select dispensation code that best fits non-selection reason based on review of application material.</td>
</tr>
<tr>
<td>Applicant self-identified as a protected veteran, did not elect to participate in the program, and did not attach a DD214.</td>
<td>No</td>
<td>Electing not to participate in the Veteran Preference Program does not eliminate the applicant from consideration for the position. The application material should be reviewed consistent with other applicants. If not selected based on the review of the application, the applicable status is ‘Not Hired’.</td>
<td>Select dispensation code that best fits non-selection reason based on review of application material.</td>
</tr>
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</table>
What are the requirements to qualify for the Veteran Preference Program?

To qualify for the program, a veteran must meet the following criteria:

- Apply to an eligible position via UNMJobs and submit a complete application (meeting all application requirements such as field requirements, attachments, special instructions noted) as indicated in the job ad
- Apply prior to the 'For Best Consideration Date' stated in the posting
- Meet the minimum qualifications of the position
- Elect to participate in the Veteran Preference Program in their UNMJobs application
- To their UNMJobs application, attach DD214 form with the veteran’s military status, dates of service, discharge type, and Honorable discharge status.

How do I screen my applicant pool to identify qualified veterans for interview?

Identify Applicants that Elected to Participate in the Program

For regular or term staff positions, to identify veterans who elected to participate in the Veteran Preference Program, review your applicant list to identify applicants that answered yes to the question below.

To quickly identify the list of applicants that elected, when reviewing the list of applicants, scroll horizontally until you locate the column with the response to the question above. Use the icon to sort the applicant list by response. Those that selected “Yes” require further review. For convenience, you can define a default layout for your applicant list to limit the information to the columns you find relevant.

Confirm DD214 Attached/Honorable Discharge Status

For applicants that elected to participate in the Veteran Preference Program, review their attached documents to confirm that the applicant's DD214 form is attached and the 'Character of Service' field lists HONORABLE for the most recent separation from the military.

Review Application Material

Once an applicant's eligibility for the Veteran Preference Program has been determined, proceed with screening eligible veterans for the additional program criteria.

- Meet Minimum Qualifications
- Applied by the 'For Best Consideration Date'
- Submitted a complete application as stated in the job posting.

If the eligible veteran meets all of the criteria above, then the veteran must be granted an interview for the position. Below is a summary of common scenarios that may be encountered when reviewing applications for veterans that elected to participate in the Veteran Preference Program:

<table>
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<th>Application Status</th>
<th>Disposition Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant meets all of the criteria for the Veteran Preference Program.</td>
<td>Yes</td>
<td>The applicant must be granted an interview and reviewed consistent with other interviewed applicants. If not selected the applicable status is 'Not Hired'.</td>
<td>'Interviewed Not Hired' and select the appropriate secondary 'Interview: Not Hired Disposition Reason' on the 'Summary' tab of the applicant's profile.</td>
</tr>
<tr>
<td>Applicant meets all of the criteria for the Veteran Preference Program but not the preferred qualifications identified in the posting.</td>
<td>Yes</td>
<td>The applicant must be granted an interview and reviewed consistent with other interviewed applicants. If not selected the applicable status is 'Not Hired'.</td>
<td>'Interviewed Not Hired' and select the appropriate secondary 'Interview: Not Hired Disposition Reason' on the 'Summary' tab of the applicant's profile.</td>
</tr>
<tr>
<td>Applicant meets all of the criteria for the Veteran Preference Program but experience is less than other applicants</td>
<td>Yes</td>
<td>The applicant must be granted an interview and reviewed consistent with other interviewed applicants. If not selected the applicable status is 'Not Hired'.</td>
<td>'Interviewed Not Hired' and select the appropriate secondary 'Interview: Not Hired Disposition Reason' on the 'Summary' tab of the applicant's profile.</td>
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