VETERAN'S EMPLOYMENT PREFERENCE
6/1/16: EFFECTIVE FOR ALL NEW POSTINGS
9/1/16: EFFECTIVE FOR ALL POSTINGS

1. A veteran qualifies for a veteran's employment preference if the veteran (a) 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; the Texas military forces as defined by Section 437.001; an auxiliary service of one of those branches of the armed forces; and (b) was honorably discharged. Auxiliary services are noted as the women's units (WAF, WAC, WM, and WAV).

2. A veteran's surviving spouse who has not remarried qualifies for a veteran's employment preference if the veteran was killed while on active duty.

3. A veteran's orphan qualifies for a veteran's employment preference if the veteran was killed while on active duty.

In order to receive Veteran's Employment Preference, applicants must provide verification documents at the time of application.

Lamar Institute of Technology is committed to providing employment preference to veteran applicants who meet minimum qualifications for the position to which they apply. This does not mean we are required to hire veterans over another candidate; it means that if an eligible veteran's assessment is equal to or higher than that of a non-veteran, the veteran has preference.

New employment practices will be phased in during the summer to comply with the requirements of Senate Bill 805, Section 657.003, which requires State agencies to give Veteran's Employment Preference in employment and retention. Below are the new employment guidelines for Veteran's Employment Preference (VEP):

1. All job postings will state that we offer Veteran's Employment Preference.
2. VEP Documents will be added as an optional document type to every job posting.
3. Every job posting will include a question asking whether or not the candidate is claiming VEP. Candidates who claim VEP will be informed that they must upload the necessary document at the time of application. Documents must be uploaded for VEP to be granted.
4. A new matrix with columns for VEP will be made available on the HR website.
   a. Before selecting candidates for interview, departments must download this form and input their own matrix criteria items and points.
   b. Departments must then send the matrix to *jobs4vets@lit.edu* in HR. Note: The matrix does not include candidates at this point. It only includes the criteria and the points for each.
5. HR will convert the matrix points to a 100 point scale.
6. HR will pull the applicants names from the posting and insert them into the matrix. HR will insert the applicants' names into the matrix and apply VEP Points, if any.
7. Departments must select for interview the candidates with the highest scores, VEP points inclusive.
8. Departments will be required to include individuals who qualify for VEP in their interview pool under the following guidelines:
   a. Veterans must meet the MQ's for the job. If no veterans meet the MQ's, they do not need to be included in the interview pool.
   b. If the interview pool consists of 6 or fewer individuals, at least one of those individuals must be one qualified for VEP (assuming s/he meets the MQ's).

If interviewing more than 6 individuals, 20% of interviewed must qualify.

EXAMPLES FOR SELECTING INTERVIEWEES

Example 1: Ten candidates apply for a position. Two claim Veteran's Employment Preference (VEP). One of the VEP candidates meets the minimum qualifications. The other does not. The department wants to interview 3 candidates. One of the candidates must be the VEP candidate who meets the MQ's.

Example 2: Twelve candidates apply for a position. Three claim VEP. None of the VEP candidates meets the MQ's. The department does not need to interview any VEP candidates.

Example 3: Thirty candidates apply for a position. Six claim Veteran's Employment Preference and meet the MQ's. The department wishes to interview 10 applicants. Two of the applicants must be VEP candidates.

Scenario: (This will be used for the next two examples. The specific details about the candidates will change but the scores will not.)

Ten candidates apply for a position. Two claim VEP. Below are the candidates' scores on the matrix after the VEP points have been applied:

1) 56	6) 85
2) 78	7) 81
3) 96	8) 90
4) 89	9) 88
5) 94	10) 90

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Example 4: If Candidates 3 & 5 are the VEP candidates, the department must interview 4 candidates: 3, 5, 8 & 10:
   3 & 4 have the highest scores on the matrix
   8 & 10 are tied for the 3rd highest score.

Example 5: If Candidates 1 and 9 are the VEP candidates, the department must interview 3 candidates: 3, 5, & 9:
   3 & 5 have the highest scores on the matrix.
   9 is the VEP candidate with the highest score.