



POLICY GUIDE

Policy 2.10 – Hiring

Preference for Veterans, Surviving Spouse or Child of a Veteran Killed in the Line of Duty and Members of the National Guard

In accordance with the Code of Virginia § 2.2-2903, state agencies are required to give preference in the hiring process to veterans, surviving spouse or child of a veteran killed in the line of Duty and Members of the National Guard.

If an agency uses a scored test by which to evaluate applicants, these individuals must receive a credit of an additional 5% of their score or, if the applicant is a veteran having a service-connected disability rating fixed by the United States Department of Veterans Affairs, they must receive a credit of an additional 10% of their 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, agencies must apply a preference that is equivalent to the 5% increase received on test scores (10% for veterans with a disability rating from the United States Department of Veterans Affairs). The following guidelines are designed to help agencies achieve this required level of preference.

Screening: Applicants must meet the required minimum qualifications for the position. The above referenced statuses are noted for the applicants on the application. During screening, preference shall be given by treating the above referenced statuses as an additional consideration. Further preference shall be given if the veteran applicant also has a service-connected disability rating. Adding these additional considerations will result in these applicants receiving the additional preference required by Code.

The additional credit for these applicants remains with the applicant throughout the hiring process, and ultimately becomes a part of the hiring manager's final decision. This process is comparable to how preference or credit is applied in situations where scored examinations are used.

NOTE: DHRM advises that job postings not state these statuses as additional considerations unless required by law or funding conditions.