

In compliance with Texas Senate Bill 805 (Veteran's Preference), University of Houston-Clear Lake is committed to providing a preference in employment to eligible veteran's or disabled veteran applicants who meet the minimum qualifications and any preferred qualifications for the position to which they apply.

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

Veterans who are disabled, who served in the active military in the Armed Forces during certain specified time periods, who were discharged or released under honorable conditions, or in military campaigns are entitled to preference over others in employment with or appointment to a state agency or institution of higher education.

### **Changes to Application**

A new question, regarding Veteran's Preference, has been added to all employment applications.

- Example: Do you qualify for Veteran's Preference? Yes No No Response

### **Changes to Search Documents**

A new column has been added to the Matrix Summary which indicates if the applicant qualifies for Veteran's Preference. Please indicate Yes or No in the appropriate column based on the applicant's answer to the question. The Matrix Summary must be submitted to me prior to conducting any interviews indicating who you will be interviewing. So I can confirm the requirement is being followed.

A new section has been added to the screening matrix as well. It is the responsibility of each committee member to indicate if the applicant qualifies for Veteran's Preference based on the applicant's answer to the question.

### **Changes to Interview/Selection Process**

An individual who qualifies for veteran's employment preference is entitled to a preference in the interview process over other applicants who do not have a greater qualification.

- This means if there are 2 equal candidates and one qualifies for Veteran's Preference, the Veteran is entitled to an interview over the other candidate.
- Additionally, if the hiring department intends to interview five or fewer applicants, at least one must qualify for veteran's employment preference.
- If the hiring department intends to interview six or greater applicants, at least 20% of the total number interviewed must qualify for veteran's employment preference.
- The interview process shall remain the same for all applicants including veterans. For example, if the hiring department is instructed by HR to interview applicant A, who is a veteran, they cannot be given a phone interview while the other applicants are interviewed in-person. Applicant A should be brought to campus and included in the same interview process.

### **Important Notes**

- Veteran's employment preference does **not** guarantee the veteran a job.
- Positions at UHCL must continue to be filled with the best qualified applicant.

- Veteran applicant must still meet the minimum qualifications of the position to be considered further.
- Hiring departments do not have to recruit veterans. If there are no veterans in the applicant pool, then the search process shall continue with no changes.
- If a veteran is ultimately hired they will be required to provide a copy of his/her DD214 as part of the background check.

Moving forward, please include the appropriate Employment Coordinator from Human Resources in the first search committee meeting to go over the changes and answer any questions.