

## Hiring Tips from Employee Services

### Our policy meets or exceeds requirements under the law, as follows:

- ❖ We grant an initial interview to all eligible veterans who meet the minimum qualifications for a position.
- ❖ We apply transferrable skills from the military to the public sector in determining whether a veteran meets the minimum and preferred qualifications for the position.
- ❖ We apply the preference at each stage of the hiring process.
- ❖ We apply preference points to veterans and disabled veterans pursuant to ORS 408.230.
- ❖ We respond to inquiries from vets regarding our hiring decision.

#### ❖ **Steps for a scored process:**

- Create scoresheet with 10 most important MQs and PQs and score the applications
  - ◆ 100 points total
  - ◆ Add 5/10 for VP/DVP
- Interview all vets who meet MQs
- For any vets who do not meet MQs on application
  - ◆ Get title/rank/area of service for vet
  - ◆ Consult skills translators
  - ◆ Seek assistance from vet for ambiguities
- For every interview/test/writing sample/other stage in process
  - ◆ Create scoresheet
  - ◆ 100 points total
  - ◆ Add 5/10 for VP/DVP
- If a vet has the highest score in the end, you *must* hire the vet

#### ❖ **Steps for an unscored process:**

- Even an unscored process should begin with a scored application (per the statute)
- Create scoresheet with 10 most important MQs and PQs and score the application
  - ◆ 100 points total
  - ◆ Add 5/10 for VP/DVP
- Interview all vets who meet MQs
- For any vets who do not meet MQs on application
  - ◆ Get title/rank/area of service for vet
  - ◆ Consult skills translators
  - ◆ Seek assistance from vet for ambiguities

- For every interviews/test/writing sample/other state in process
- Create coherent records to establish your selection criteria
- Follow your criteria!
- Using your criteria, apply this method:
  - ◆ 5-pile sort (A/B/C/D/E)
  - ◆ For overlap, use pluses and minus
  - ◆ You may have empty piles
  - ◆ Move up one pile for vet
  - ◆ Move up two piles for disabled vet
- If a vet is in the highest pile at the end, you *must* hire the vet
  
- ❖ **Caution re “Each Stage”**
  - If you leave your decision up to references and do not call references as a final stage for your choice but as a decision-making step, you have opened the door to another stage.
    - ◆ Apply the preference!
  - Happy hour with your finalists?
    - ◆ Apply the preference!
      - (But do not lower scores for a candidate who does not drink/has dietary restrictions/etc.)
  - And so on: “*Each* stage.”
  
- ❖ **Select a candidate**
  - Your selection is a vet if a vet (or vets) scored the highest
  - Are you done? Not quite.
  
- ❖ **Inquiries**
  - Any veteran candidate who inquires in writing regarding why the vet was not selected for the position
  - Must receive a response explaining the reason or reasons not to appoint the vet
  - Responses must come through Employee Services
  
- ❖ **Save all notes and score sheets for at least one year**
  - They are public records and/or discoverable
  - Veterans’ preference claims are increasing under current law

**Please do not apply the preference or respond to inquiries without assistance from the Office of Employee Services ☺**