



Guidance for Applying Veterans' Preference

What is Veterans' Preference?

Under state law, qualified veterans seeking merit employment with the Commonwealth are entitled to preference in being considered for job interviews with state agencies. In accordance with Kentucky Revised Statute (KRS) 18A.150, Veterans' Preference provides veterans, and in some instances their family members, opportunities to receive interviews in the selection process for merit employment within state government agencies. Veterans must have been granted an Honorable or General Discharge to receive this status. All applicants claiming veterans' preference status are required to submit documentation of proof of service on or before the job advertisement closing date in order to receive preference status. As with all applicants, veterans must meet minimum requirements for a job, if appointed.

Identifying Applicants with Veterans' Preference

Vacant positions in the merit system are advertised on the careers.ky.gov website for external applicants or MyPURPOSE/Recruit for internal applicants. Hiring agencies initiate filling job vacancies by submitting a requisition which results in the vacancy appearing on the careers.ky.gov website for a minimum of ten calendar days, if approved by the Personnel Cabinet. Once the vacancy closes, the Personnel Cabinet, Register Branch informs the hiring agency the requisition (req) is ready.

The certified register is the official document for identifying individuals with Veterans' Preference. All applicants who qualify for Veterans' Preference are identified on the register. The hiring agency must offer interviews to a minimum of five qualified applicants with preference. If there are fewer than five, then all qualified applicants with preference must be offered an interview.

Proof of military service or a qualifying event must be verified in the Applicant, Veterans, and Recruitment Assistance Branch before preference is awarded. In addition, such preference is not retroactive to previously certified registers. To ensure compliance with requirements to offer interviews, refer only to the Register to identify those with verified veterans' preference.

Creating Effective Job Postings with Respect to Veterans' Preference

Getting good results in hiring begins with the advertisement for the job vacancy. Providing adequate job details will not only help to attract a desired candidate pool, but will also assist applicants in determining whether they have the skills and abilities sought before deciding to apply.

Veterans have a responsibility in only applying to vacancies in which they are interested and possess the skills in which the agency is seeking—without detailed job information, this can be difficult for them to make a determination. The information that appears in the job posting, such as the minimum requirements, is a combination of fields. This manually entered information should include agency-specific details with respect to the skills and abilities sought and other job-related information.

Agency submitted req details can have an important impact on applicants who are deciding whether to apply to your position. Hiring managers should consult their HR professionals on providing job details relevant to the selection process. Embrace the following suggestions for these key req detail fields and improve the experience for job seekers and improve the results of your postings, too.

Vacancy Type—Promotional or Competitive:

Advertising as a promotional vacancy is advisable when the preferred candidate is most likely to come from the ranks of classified employees. Advertising as a competitive vacancy will allow both external and internal (classified employees) to view and apply.

“Location Varies” Designation:

As a reminder, it is necessary to advertise a classified position as “Location Varies” when designation of the work county will depend on the location of the selected candidate’s home, or when the position does not have a typical work station due to travel requirements.

Veterans Advisor

Stuart Clark has worked in the Division of Career Opportunities since September of 2001. He formerly served in the U.S. Army. Stuart assumed the role Veterans Advisor in the Applicant, Veterans, and Recruitment Assistance Branch in January of 2009. Among his many duties, Stuart helps veterans translate their military experience into civilian terms and navigate the state application process. Stuart also counsels veterans who do not understand their responsibilities. Agency HR professionals are encouraged to contact Stuart if they receive reports of individuals with preference who frequently decline interview requests, who fail to appear for a scheduled interview or perform poorly during actual interviews.

Contact Stuart at StuartT.Clark@ky.gov

Finally, it is important to keep in mind that our veterans and their families have sacrificed much on our behalf. They have earned the right to be respectfully considered in our selection processes. Success stories exist where the veteran may not have appeared to be the best candidate on paper, but shined during the interview process and got the job. The goal is to foster an environment where that type of success can flourish. All parties are tasked with the mission of compliance, both in the spirit and the letter of the law.