



## Guidance for Applying Veterans' Preference

### What is Veterans' Preference?

In accordance with Kentucky Revised Statute (KRS) 18A.150, Veterans' Preference provides veterans, and in some instances their family members, opportunities for Interview Preference for merit employment within state government agencies. Veterans must have been granted an Honorable or General (Under Honorable Conditions) Discharge to receive this status.

### Identifying Applicants with Veterans' Preference

Vacant positions in the merit system are advertised on the careers.ky.gov website for external 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, HR Certification Branch will review all applicants with Veterans Preference (Blue Applicant Flag) for that job, ensure the required documentation has been submitted on or prior to the advertisement closing date, and perform a Minimum Qualification Review (MQR). Those who qualify for MQR will obtain a second blue flag (Application Flag) which grants them Interview Preference. After all flags are set, the Register Branch will notify the hiring agency the requisition (req) is ready for processing. Interview preference shall only apply to candidates seeking initial appointment to the classified service.

The hiring agency must offer interviews to a minimum of five qualified external applicants with interview preference. If there are fewer than five, then all qualified external applicants with interview 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 granted. 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 Interview Preference.

### Creating Effective Job Postings with Respect to Veterans' Preference

Achieving desirable results in hiring begins with the advertisement for the job vacancy. Providing adequate job details will not only help to attract a desired applicant 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 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. Please refer to the Job Advertisement Instruction Template on the HR Website under Careers for details on how to properly advertise your job vacancy.

Agency submitted requisition details can have an important impact on applicants who are deciding whether to apply to a position. Hiring managers should consult agency HR professionals on providing job details relevant to the position.

### “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 to assist in their understanding of the merit hiring process. Agency HR professionals are encouraged to contact Stuart if they receive reports of individuals with Interview Preference who frequently decline interview requests, who fail to appear for a scheduled interview or perform poorly during interviews.

Contact Stuart at [StuartT.Clark@ky.gov](mailto: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.