

UW RECRUITMENT | UWHIRES Veterans' Preference User Guide for Hiring Managers

In recognition of the sacrifices made by those serving in the U.S. Armed Forces (Army, Navy, Marines, Air Force and Coast Guard), veterans receive some degree of preference in appointments to state jobs under Washington State law. The University's [veterans' preference policy](#) details the definitions and application of preference for qualifying veterans and surviving spouses.

Applying preference

1. UW Human Resources (UWHR) will identify veteran applicants and **forward to departments all qualified and eligible candidates who meet the definition of qualifying veteran eligible for preference**. Veteran candidates to classified requisitions will be forwarded at the same time as bargaining unit applicants.
2. **Departments should give qualified veteran candidates strong consideration**. Candidates who have indicated their qualifying veteran status are identified in the "Veteran" column on the Hiring Manager workbench requisition view in UWHIRES. Click on the column heading to sort by that column.

* Stage	Filter	Sort & Rank	Score	CHD	Veteran	Name	Last Activity (Referred As)
1. <input type="checkbox"/> Applied/In Review					Y	E Chase, Will	Candidate/Employee Applied
2. <input type="checkbox"/> Applied/In Review						Test, Barbara	Added Candidate to Req
3. <input type="checkbox"/> Applied/In Review						Test, Bob	Added Candidate to Req
4. <input type="checkbox"/> Applied/In Review						Test, Emmy	Added Candidate to Req

3. Prior to making an offer, in the event there are **two or more equally qualified candidates** and a candidate is a veteran, then **veterans' preference will act as a tiebreaker, meaning the veteran should be offered the job**.

Note: A popup will appear when clicking on the "Y" in the Veteran column: "Departments should give qualified veteran candidates strong consideration. Prior to making an offer, in the event there are two or more equally qualified candidates and a candidate is a veteran, a surviving spouse or registered domestic partner of an eligible veteran, or a spouse or registered domestic partner of an honorably discharged veteran who has a service connected permanent and total disability, then veterans' preference will act as a tiebreaker. Contact your employment specialist if you have any questions."

Questions

All questions or concerns from departmental hiring managers may be directed to their employment specialist.