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 ☺