

University of South Carolina
Veteran's Preference Hiring Procedures

Division of Human Resources



South Carolina

Table of Contents

Introduction and Benefits	1
Veteran Preference and Eligibility Requirements	2
Veterans Preference Application Process	3
Translating Military Experience	4
References	5

Introduction

The University of South Carolina is committed to equal opportunity and values the skills and experience military veterans bring to our workforce. We understand the strategic competitive advantage of recruiting from the military community. To ensure veterans are given proper consideration, we have designed the Veteran's Preference Resource Guide. The guide provides the University of South Carolina hiring managers and human resource contacts with information and resources to successfully recruit veterans.

Benefits

The military, as a profession, primarily focuses on setting goals and ensuring that those goals are completed. Veterans bring a sense of mission achievement and exercise collaboration, cooperation, and personal development to achieve their objectives. While many military jobs are specialized, the skills that veterans develop during their service are transferrable to the civilian world. Below are examples of the transferrable skills and characteristics that veterans possess.

Teamwork

In the military, success depends on how well each person delivers their part of the job assignment. Veterans embrace teamwork as it enhances the skills of communicating well, actively listening and being responsible and honest.

Diversity and inclusion

The diverse makeup of the armed forces is one of its greatest assets. Veterans have learned to work with individuals regardless of race, gender, geographic origin, ethnic background, religion, and economic status.

Work Ethic

Veterans know how to accomplish priorities on time, in spite of tremendous stress. They know the critical importance of staying with a task until it is done right.

Integrity

Prospective employers can take advantage of a track record of integrity, often including security clearances. This integrity translates into qualities of sincerity and trustworthiness.

Leadership

The military trains people to lead by example as well as through direction, delegation, motivation, and inspiration.

Veterans Preference and Eligibility Requirements

The Veterans Preference Hiring Initiative is for qualifying veterans who apply to staff and faculty Full-Time Equivalent positions. Research Grant and Time-Limited positions are not eligible for the preference.

For the purposes of the hiring initiative, a qualified veteran is defined as a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and was discharged under honorable conditions.

Preference

At least one qualified veteran must be interviewed for every full time equivalent (FTE) position posted by our institution, unless there are no qualified veterans in the applicant pool.

Eligibility

To be eligible for the preference:

- The applicant must be a veteran who served in any branch of the United States Armed Forces on active duty, for reasons other than training, and was discharged under honorable conditions.
- The Veteran must meet the minimum qualifications of the position.
- The Veteran must be capable of performing the duties assigned to the position with or without a reasonable accommodation.
- Prior to the interview, the applicant must submit a DD Form 214 (Certificate of Release or Discharge from Active Duty)

Veterans Preference Application Process

Application Update

To comply with the Veteran's Preference Hiring Initiative, a section has been added to all Staff and Faculty FTE applications. Applicants will have the opportunity to answer a question to communicate if they are eligible for the preference. A description of the initiative has been added explaining the preference so that applicants can make an informed selection.

The screenshot shows a web interface for the South Carolina system. At the top left is the 'South Carolina' logo. A navigation menu on the left includes: Home, Search Internal Jobs, Search Jobs, Search Classifications, Your Bookmarked Postings, Your Applications, Your Documents, Account Settings, Logout Alexandria, Help, and Frequently Asked Questions. The main content area is titled 'Application for Proposal Capture Director: Veterans' Preference'. It features a navigation bar with '<< Prev', 'Save changes', and 'Save & Continue' buttons. Below this is a dropdown menu set to 'Veterans' Preference' and a red 'Go' button. The section is titled 'Veterans' Preference' and contains the following text: 'Veterans' Preference will be offered to those who served in any branch of the United States Armed Forces on active duty, for reasons other than training, and was discharged under honorable conditions. The preference does not guarantee a position but it provides preference to at least one qualified veteran during the interviewing process. To qualify for Veterans' Preference, you must meet the minimum qualifications of the position and upon request must provide your DD Form 214.' Below this text is a question: 'Are you eligible for Veterans' Preference?' with a dropdown arrow. At the bottom, there is another navigation bar with '<< Prev', 'Save changes', and 'Save & Continue' buttons, followed by another dropdown menu set to 'Veterans' Preference' and a red 'Go' button.

If an applicant answers, “yes,” to the Veteran’s Preference question and it has been determined they meet the minimum qualifications of the position, the candidate must be granted an interview upon the receipt and verification of their DD Form 214.

If multiple applicants within an applicant pool meet the criteria of the Veteran’s Preference Initiative, you are not required to interview all applicants, but you are required to interview at least one of the applicants.

If there are no veterans within the applicant pool or there are no veterans that meet the criteria of the Veteran’s Preference Initiative, you are not required to take any additional action.

Screening Applicant Responses to Veteran Preference Eligibility

The applicant screening process in PeopleAdmin has been updated to facilitate the Veterans Preference process. To easily review the veteran's preference question on the application, a saved search has been developed.

In the **Applicant** tab of a posting, applicant reviewers and search committee members will now be able to select a "Veteran's Preference," saved search as shown below.

The screenshot shows the PeopleAdmin interface for a posting titled "Posting: Talent Acquisition Consultant (Recruiter) (Staff)". The "Applicants" tab is selected and circled in red. Below the navigation tabs, there is a search bar and a "Saved Searches" dropdown menu. The dropdown menu is open, showing three options: "(Global) - Staff Applicants", "(Global) - Veterans' Preference" (highlighted with a red arrow), and "(Global) - Sponsorship and Citizen".

Once the saved search has been selected, two columns will be added to the applicant review section of PeopleAdmin. The added columns will show as, "Are you eligible for Veterans' Preference, and "Special Handling List." Applicant reviewers and search committee members will have the ability to easily distinguish applicants who have self-identified as eligible for the preference.

The screenshot shows a table of applicants with the following columns: Full Name, Posting Number, Workflow State (Internal), Documents, Status, Application Date, Last Application Update, Are you eligible for Veterans' Preference?, and Special Handling List. The table is filtered by "Veterans' Preference" and shows 4 records. Three records are visible:

	Full Name	Posting Number	Workflow State (Internal)	Documents	Status	Application Date	Last Application Update	Are you eligible for Veterans' Preference?	Special Handling List	Actions
<input type="checkbox"/>	Flippins, Alexandria	STA00560PO20	Under Review by Department		Under Review by Department	March 17, 2021 at 11:12 AM	March 17, 2021 at 11:13 AM	Yes		Actions
<input type="checkbox"/>	Temple, Shirley	STA00560PO20	Under Review by Department		Under Review by Department	March 17, 2021 at 11:26 AM	March 17, 2021 at 11:26 AM	No		Actions
<input type="checkbox"/>	Mekel, Endreka	STA00560PO20	Under Review by Department		Under Review by Department	March 17, 2021 at 12:05 PM	March 17, 2021 at 12:05 PM	Yes		Actions

Requesting the DD Form 214

- To request the DD Form 214, the HR Contact will need to collaborate with the hiring manager to identify if there is a qualified veteran in the applicant pool.
- The HR contact will then reach out to the veteran to request the DD Form 214 to be submitted via postal mail, in person, or by fax.
- The HR contact will need to review the form to verify the veteran was honorably discharged. **The DD Form 214 is only to be reviewed by the HR Contact.**
- Once verified, the HR Contact will email Talent Acquisition to confirm verification of the DD Form 214. The HR contact will then proceed with scheduling the interview.
- The Office of Talent Acquisition will place the veteran on the **Special Handling List**.


Special Handling List

- The **Special Handling List** in PeopleAdmin documents when an applicant has submitted the required DD Form 214.
- Once Talent Acquisition places the veteran on the special handling list, it will reflect on all positions applied for in the future. Additional documentation is not needed moving forward.

Translating Military Experience

It can be challenging interpreting military experience but several resources can be used to assist in translating military experience into civilian experience. Below you will find resources that can help in understanding military experience and position titles.

[DOD Transition Assistance Program](#)



PERSONNEL AND READINESS

Military Fields and Civilian Equivalents: A Primer

Combat Arms/Special Forces	→	Planning, Leadership/Management
Human Resources	→	Personnel
Intelligence	→	Market Research, Business Development
Operations and Plans	→	Training, Operations Management
Logistics	→	Purchasing, Supply Chain Management
Technical Communications	→	Information Technology, Electronic Communications
Comptroller	→	Accounting, Financial Planning
Medical	→	Medicine
Engineering	→	Engineering, Construction, Heavy Equipment, and Demolition
Judge Advocate	→	Legal
Installation Management	→	Facilities Management

Transition to Veterans Program Office

Common Military to Civilian Translations

Military Translation	Civilian Translation
NCOIC, Watch Captain, Petty Officer of the Watch	Supervisor, Manager, Coordinator
Commander, Chief	Division Head, Director, Senior Manager
Executive Officer (XO)	Deputy Director, Assistant Manager
Action Officer (AO)	Analyst (or Senior Analyst if applicable)
TDY/TAD	Business travel
PCS	Relocation
OER/NCOER	Performance Appraisal
MOS/MOC	Career Field
Commanded	Supervised, Directed
Battalion, Unit, Platoon	Organization, Agency, Department
Mission	Responsibility, Task, Objective, Job
Combat/War	Hazardous Conditions, Conflict
Headquarters	Headquarters, Corporate Office
Subordinates	Employees, Co-Workers
Service members	Employees, Co-workers, Colleagues, Personnel, Individuals
Security Clearance	Security Clearance
Military Personnel Office (MILPO) Personnel Action Center (PAC)	Personnel Office
Regulations	Guidance, Policy, Instructions
Reconnaissance	Data Collection, Survey, Analysis
TDA/MTOE	Organizational structure, Material resources, Manpower
Warrant Officer	Technical Manager/Specialist/Department Manager
Senior NCOs	First-Line Supervisor
Sergeant Major	Senior Advisor
First Sergeant	Personnel Supervisor
Squad Leader	Team Leader/Team Chief
Supply Sergeant	Supply Manager/Logistics Manager
Operations NCO	Operations Supervisor
Platoon Sergeant	Supervisor/ Instructor/Trainer

[Military Crosswalk Search](#)



O*NET OnLine

Occupation Quick Search:

[Help](#) [Find Occupations](#) [Advanced Search](#) [Crosswalks](#)

[Share](#) [O*NET Sites](#)

Crosswalk Search

Military

Search codes or titles from the Military Occupational Classification (MOC).

Examples: 0963, radio chief

Education

Search codes or titles from the 2020 Classification of Instructional Programs (CIP).

Examples: 50.0402, advertising

Occupation Handbook

Search titles from the Occupational Outlook Handbook (OOH).

Examples: education administrators

SOC

Search codes or titles from the 2018 Standard Occupational Classification (SOC).

Examples: 39-6011, physician assistant

DOT

Search codes or titles from the Dictionary of Occupational Titles (DOT).

Examples: 865.131-010, tree pruner

RAPIDS

Search codes or titles from the Registered Apprenticeship Partners Information Data System (RAPIDS).

Examples: 0235, glass blower

[Help](#) [Find Occupations](#) [Advanced Search](#) [Crosswalks](#)

[O*NET Sites](#)

References

[Microsoft Word - Veteran's Hiring Initiative Toolkit \(sc.gov\)](#)

[O*NET OnLine \(onetonline.org\)](#)

[Transition Assistance Program | U.S. Department of Labor \(dol.gov\) 10](#)

[Reasons to Hire Vets | Military.com](#)

[13056-G-01_SHRMF_WhyHireVet.pdf](#)