

VETERAN PREFERENCE ELIGIBILITY NOTICE

Definitions

1. **"Active duty"** means active military duty and does not include active duty for training, initial active duty for training, or inactive duty for training.
2. **"Disabled veteran"** means an individual who has:
 - a. been separated or retired from the armed forces under honorable conditions; and
 - b. established the existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the federal Department of Veterans Affairs or a military department.
3. **"Preference eligible"** means:
 - a. any individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated under honorable conditions; or
 - b. a disabled veteran with any percentage of disability; or
 - c. the spouse or widow or widower of a veteran; or
 - d. a Purple Heart recipient; or
 - e. a retired member of the armed forces
4. **"Veteran"** means:
 - a. an individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has, been authorized and who has been separated or retired under honorable conditions; or any person incurring an actual service-related injury or disability whether or not that person completed 180 days of active duty.

Veterans' Preference Procedure

For applicants who establish **"preference eligibility,"** preference will be given in the search process, provided the applicant meets minimum qualifications for the job and subject to the following procedure:

Applications are received by Human Resources upon submission. Human Resources will identify those candidates who have requested and are qualified for veterans' preference.

- The department hiring authority will evaluate candidates according to published job posting criteria and sort into groups.
- Veteran status is not considered in pre-screening.

- There will be a formal review of application materials for any preference eligible veteran who passed pre-screening.
- The interview of a preference eligible veteran will be conducted under the same format and conditions as the interviews of other top tier candidates.

If you desire to claim veterans' preference, please sign and provide the information requested below, and email to hr@dixie.edu with an enclosed copy of an appropriate discharge document (such as a DD-214), to the appropriate address provided below.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

ADDRESS: _____

PHONE: _____

Enclosure - DD-214

Dixie State University Applicants may email information to hr@dixie.edu.

Revised: 08-29-2017