

Standard Operating Procedure:

Veterans' Preference - HR Liaisons Roles/Hiring Manager Roles and Responsibilities

Definitions:

Veterans' Preference (VP): Qualified veterans as required by [Iowa Code Chapter 35C](#) may request preference at ISU in appointment and employment over other applicants of no greater qualifications. You may notice candidate materials indicate they are a veteran. However, they must request VP through Talent Acquisition to be provided the preference.

Email Templates: Emails for communication with the Talent Acquisition (TA) and Candidates. These are located at the end of this document.

Step 1: Acknowledge Request and Determine Eligibility (TA)

- Talent Acquisition (TA) will minimally qualify all applicants who **request VP through TA.**
 - The Hiring Manager (HM) may be included in the review if assistance is needed to discern qualifications from the submitted materials. *See Determining Qualifications of Veteran.*
- TA will email VP request notification outlining the qualified candidate's request for Veterans' Preference.
 - Email includes information regarding interview requirements, non-selection rationale and template emails. *See Notification of VP Request.*

Step 2: Interview Selection and Approval (HM & HRL)

1. Hiring Manager (HM):

- HM qualifies all candidates based on required education/experience and rates (NQ, Q-0 thru Q-5).
- HM ensures any/all qualified VP requests are selected for interview approval in addition to any applicants the employing unit wants to interview and routes to Dean/AVP or SVP/President or their designee for interview approval.
- HM conducts interviews after appropriate approval.

2. Human Resources Liaison (HRL):

- HRL ensures any/all qualified applicants who requested VP are selected for interview approval prior to approving interview request(s) by review of the history tab within the posting in the ISU hiring system.
- HRL reviews and approves interview requests.
 - Note: Merit interview requests would route to TA for final approval

Step 3: Hire Selection and Approval (HM &HRL)

- If VP candidate was interviewed and selected for hire, proceed to Step 4.
- If VP candidate was interviewed and NOT selected for hire:
 - HM/HRL must provide TA a written rationale (i.e. email) BEFORE proceeding with a hiring proposal and offering the position to another candidate. *See Notification of VP Request.*
 - HM/HRL may be contacted by TA for discussion regarding candidates and selection options.
 - Do not create a Hiring Proposal for another candidate until rationale is approved by TA.
 - Once TA has approved the rationale, move to Step 4 with your selected candidate

Step 4: Offer and Closing Search

- Continue normal hiring process.
- TA Approves to Extend Offer.
- HM extends verbal offer.
- Hiring Proposal routed to Final Verbal Offer Details and eLOI created for P&S and Faculty in overnight process.
 - If VP candidate accepts:
 - Hiring Proposal routed to Offer Accepted, Confirmed Hire.
 - Send emails to all candidates that were interviewed but not hired. *See Not Selected for Hire.*
 - Move all other non-selected candidates to a final status to enable UHR to move the posting to 'Recruitment Filled'.
 - If VP candidate declines:
 - Posting Admin moves the Hiring Proposal to 'Offer Declined'.
 - Review candidate pool to determine if another viable candidate to hire.
 - If selecting another candidate for hire, start the normal hiring process again.
 - If another candidate is not selected for hire, notify TA to move the posting to 'Withdrawn' status to indicate a failed search.

VP candidate inquiries during hiring process:

Asks about the process and status of application.	HM should reply similar to any other candidate response and should be general in nature, such as “We are still in the process of reviewing and interviewing candidates. Thank you for your continued interest.”
Requests rationale for non-selection:	As a requirement of Iowa Code Chapter 35.C it is important that TA is notified that the VP candidate requested additional information. <ul style="list-style-type: none">• HM should NOT provide rationale directly to veteran candidate.• HM/HRL should reach out to appropriate TA Consultant for guidance.

Appendix: E-mail Scripts

TO:	FROM:	SUBJECT:
HM/HRL/Posting Admin	TA	Notification of VP Request
<p>Please note that for the posting listed above, the applicant listed below has requested Veterans' Preference:</p> <p>{Insert candidate Name}</p> <p>Candidates identified under Veterans' Preference are covered by Iowa Code Chapter 35C which provides that qualified veterans are entitled to preference in appointment and employment over other candidates of no greater qualifications. This candidate appears to meet the required qualifications. As required by Iowa Code, please include this candidate in your interview selections.</p> <p>If not selected for hire, you will be required to provide Talent Acquisition a written objective rationale as to why the veteran was not selected BEFORE proceeding with a hiring request of your selected candidate. The rationale should explain why the selected candidate has greater qualifications and is selected for hire in comparison to the veteran.</p> <p>If a candidate that requested Veterans' Preference asks specifically why they were not selected for hire, please reach out to TA for guidance before responding.</p> <p>Thank you in advance for your cooperation and commitment to fulfilling the requirements of the Iowa Code. If you have questions or concerns about this process, please contact me directly.</p> <p>Please use the following templates to submit the 1.) non-selected rationale and 2.) email candidates not selected for hire.</p> <p>1. RATIONALE TEMPLATE – TO BE COMPLETED BY HM/HRL</p> <p>Please do not include the names of any other candidates; instead use language such as "selected candidates for further consideration":</p> <p><i>Veterans' Preference: {Insert position}, {Insert posting number}.</i> <i>Department: {Insert Department}</i> <i>Candidate: {Insert Name}</i> <i>Completed Phone interview: {Insert Date}</i> <i>Completed In-person interview: {Insert Date}</i> <i>{Insert name} does not have the {Insert specific experience and or education} compared to the candidate chosen for hire. Therefore, we have selected the other candidate.</i></p> <p>2. EMAIL FOR NON-SELECTED CANDIDATE FOR HIRE TEMPLATE – TO BE COMPLETED BY HM/HRL</p> <p>When you have confirmed the hire of your selected candidate, please send the following email to all candidates interviewed including the candidate requesting Veterans' Preference.</p> <p><i>Good Afternoon,</i></p> <p><i>We received applications from many qualified individuals for {Insert position} - {Insert posting number} at Iowa State University. After careful review and consideration of each candidate's qualifications for the position, we have selected another candidate for the position. We appreciate</i></p>		

your interest in this position and hope you will consider employment with Iowa State in the future. Please continue to visit our site, www.iastatejobs.com, for open positions.

Best of luck in your future endeavors.

TO:	FROM:	SUBJECT:
HM/HRL	TA	Determining Qualifications of Veteran

Please note the candidate listed below has requested Veterans' Preference.

{Candidate Name}

Candidates identified under Veterans' Preference are covered by Iowa Code Chapter 35C which provides that qualified veterans are entitled to preference in appointment and employment over other candidates of no greater qualifications.

I need your assistance in helping to minimally qualify the candidate for the position. As such, I need to understand the measurement which will be applied to qualify your candidates to determine related experience. Please provide this information to me as soon as possible to allow timely review of **{Insert candidate Name}** materials.

If this candidate meets the required qualifications, I will provide a follow up email with guidance on **including them in your interview selections.**

Please let me know if you have questions about this process.

TO:	FROM:	SUBJECT:
Interviewed Candidates Not Selected for Hire	HM	Not Selected for Hire

We received applications from many qualified individuals for **{Insert position} - {Insert posting number}** at Iowa State University. After careful review and consideration of each candidate's qualifications for the position, we have selected another candidate for the position. We appreciate your interest in this position and hope you will consider employment with Iowa State in the future. Please continue to visit our site, www.iastatejobs.com, for open positions.

Best of luck in your future endeavors.

