University of South Carolina

Veteran's Preference Hiring Procedures

Division of Human Resources



Table of Contents

Introduction and Benefits	3
Veteran Preference and Eligibility Requirements	4
Veterans Preference Application Process	5-7
Translating Military Experience	8-10
Checklist	11
Resources	12

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 transferable to the civilian world. Below are examples of the transferable 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.

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

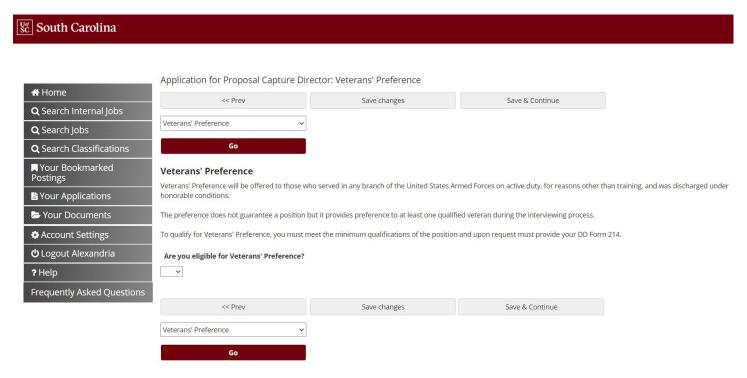
To be eligible for the preference:

- 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.



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.

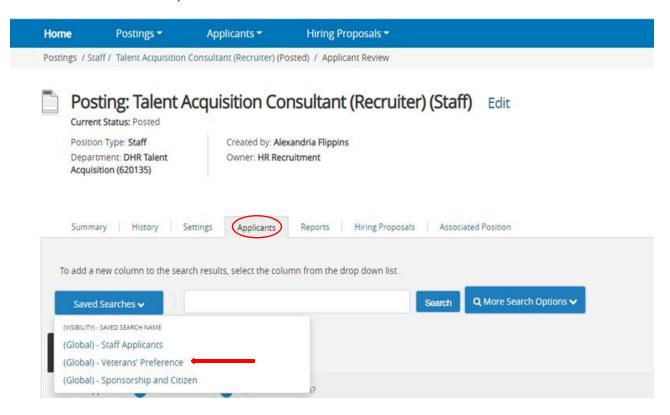
If multiple applicants within an applicant pool meet the criteria of the Veteran's Preference Initiative, you are not required to interview all applicants, but you are required to interview at least one of the applicants.

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.

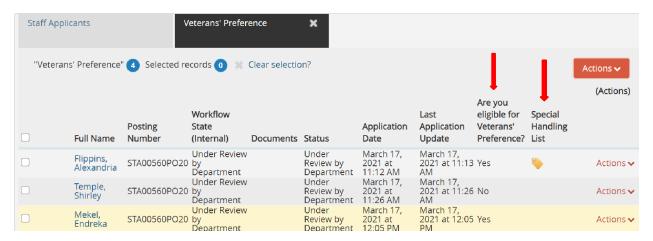
Screening Applicant Reponses to Veteran Preference Eligibility

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.



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.



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.

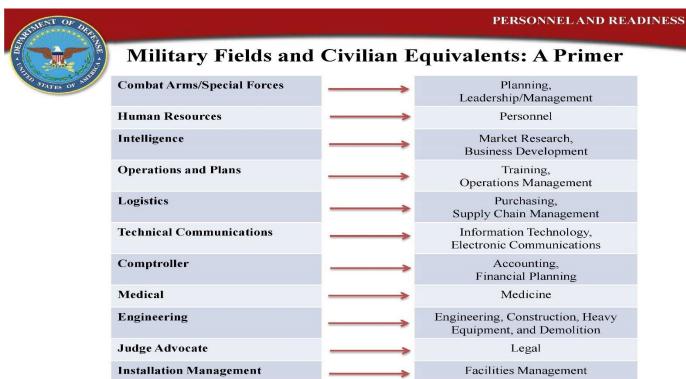
Special Handling List

- 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



Transition to Veterans Program Office

PERSONNEL AND READINESS

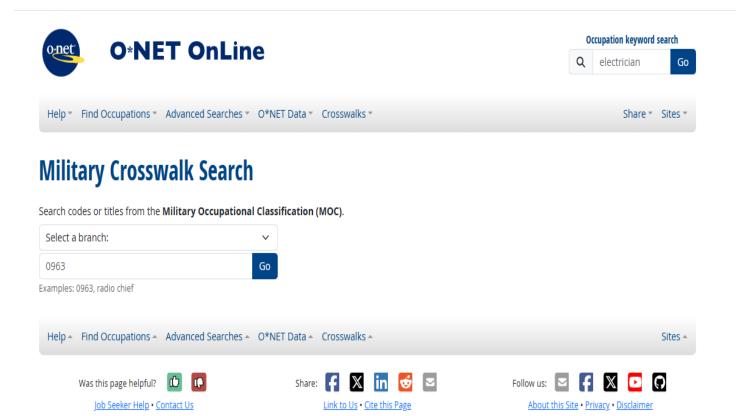
Service Members' Intangible Skills: A Primer ("Valued Skills" that the Military builds include Organization, Leadership, Team Building, Problem Solving, and Decision Making) Rank E-5 E-6 E_{-7} E-8 E-9 8-12 12-16 16-20 20-plus Military and 20-22 years old 23-26 years old 27-31 years old 32-35 years old 36-38 years old 38 + years old Age Strong work ethicProblem solving skills Teamwork · Perform under Disciplined An intense Think and act Values and approach to work Performance in strategically sense of Personal pressure Responsibility Self-discipline mission and Communication skills Give direction to Attributes Self-confidence Tactical discipline high stress Developed in environment Training Competence Tougher decision · How to lead in high Knowledge and skills to be a Operational planning Accountable for Expected to · How to lead, Leadership squad's health and complex stress environments How to advise and Skills successful small readiness counseling and Project organizations in Received in directive/ counsel subordinates How to interact with How to provide a matrixed Training training corrective environment higher levels of leadership Supervisor and managerial skills communications to subordinates Fire Team/Squad: Squad/Section: Company Level: Company to Battalion Level: Battalion or Size of Platoon: 8 - 12 people 13 - 25 people 26 - 55 people 80 - 120 people Regiment: Group the 150 - 300 people Member NCO Course Sergeant's Course Career Course Advance Course Master/First Sergeant Sergeant Major's Sample Academy/Senior Courses Enlisted Course

Valued Traits instilled in the Military: Loyalty, Perseverance, and Resilience

Veteran and Military Transition Center

Military	Possible civilian titles
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)
Senior Field Grade Officer (05-07)	Chief Executing Officer (CEO), Director, Chief Operating Officer (COO), Deputy Chief Administrator
Field Grade Officer (O4)	Executive Officer, Deputy Director, Assistant to the Director, Operations Manager
Company Grade Officer (01-03)	Operations Officer, Program Administrator Supervisor
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



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Military to Civilian Occupation Translator

Site updated August 26, 2025



Veteran's Preference Hiring Checklist

Use this checklist to ensure compliance and support the hiring of veterans at USC.

Eligibility

- ✓ Meets minimum qualifications for the position
- ✓ Capable of performing duties (with/without accommodation)
- ✓ Provides DD Form 214 (Certificate of Release/Discharge)
 - Applicant served on active duty (not training) in U.S. Armed Forces
 - Discharged under honorable conditions

Hiring Requirements

- ✓ For every posted FTE staff/faculty position: Interview at least one qualified veteran (if available in pool)
- ✓ Not applicable to Research Grant or Time-Limited positions
- ✓ If no eligible veterans apply → no action needed

Application Process

- ✓ Applicants indicate Veteran's Preference on application
- ✓ If 'Yes' and minimum qualifications met → at least one veteran must be interviewed
- ✓ If multiple veterans apply → interview at least one

Screening in PeopleAdmin

- ✓ Use 'Veteran's Preference' saved search in Applicant tab
- ✓ Review columns: 'Are you eligible for Veterans' Preference?' and 'Special Handling List'

Requesting & Verifying DD Form 214

- ✓ HR Contact + Hiring Manager confirm veteran in pool
- ✓ HR Contact requests DD Form 214 (mail, fax, or in person)
- ✓ HR Contact verifies honorable discharge (kept confidential)
- ✓ HR Contact emails Talent Acquisition with verification
- ✓ Department schedules interview

Special Handling List

- ✓ Talent Acquisition adds verified veteran to Special Handling List in PeopleAdmin
- ✓ Once listed, no additional DD Form 214 is required for future applications

Resources

Veteran's Hiring 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
7 Fast Facts About Veteran Employees | Military.com
Veteran and Military Transition Center