

University of South Carolina

Veteran's Preference Hiring Procedures

Division of Human Resources



**UNIVERSITY OF
South Carolina**

Table of Contents

Introduction and Benefits..... 3

Veteran Preference and Eligibility Requirements4

Veterans Preference Application Process5-7

Translating Military Experience8-10

Checklist11

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.


South Carolina

Home
Search Internal Jobs
Search Jobs
Search Classifications
Your Bookmarked Postings
Your Applications
Your Documents
Account Settings
Logout Alexandria
Help
Frequently Asked Questions

Application for Proposal Capture Director: Veterans' Preference

<< Prev
Save changes
Save & Continue

Veterans' Preference
Go

Veterans' Preference

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.

Are you eligible for Veterans' Preference?

▼

<< Prev
Save changes
Save & Continue

Veterans' Preference
Go

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 specific posting. The top navigation bar includes 'Home', 'Postings', 'Applicants', and 'Hiring Proposals'. Below this, a breadcrumb trail reads 'Postings / Staff / Talent Acquisition Consultant (Recruiter) (Posted) / Applicant Review'. The main heading is 'Posting: Talent Acquisition Consultant (Recruiter) (Staff)' with an 'Edit' link. Below the heading, details include 'Current Status: Posted', 'Position Type: Staff', 'Department: DHR Talent Acquisition (620135)', 'Created by: Alexandria Flippins', and 'Owner: HR Recruitment'. A tabbed interface shows 'Summary', 'History', 'Settings', 'Applicants' (circled in red), 'Reports', 'Hiring Proposals', and 'Associated Position'. Below the tabs, a message states: 'To add a new column to the search results, select the column from the drop down list.' A 'Saved Searches' dropdown menu is open, displaying a list of saved searches: '(Global) - Staff Applicants', '(Global) - Veterans' Preference' (highlighted with a red arrow), and '(Global) - Sponsorship and Citizen'. Search and 'More Search Options' buttons are also visible.

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.

Staff Applicants		Veterans' Preference								
		"Veterans' Preference" 4 Selected records 0 Clear selection?								
	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	

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-4	E-5	E-6	E-7	E-8	E-9
Years in Military and Age	4 20-22 years old	6-8 23-26 years old	8-12 27-31 years old	12-16 32-35 years old	16-20 36-38 years old	20-plus 38 + years old
Values and Personal Attributes Developed in Training	<ul style="list-style-type: none">TeamworkEthicsSelf-disciplineSelf-confidenceTacticalCompetence	<ul style="list-style-type: none">Perform under pressureResponsibility	<ul style="list-style-type: none">Disciplined approach to workPerformance in high stress environmentTougher decision making	<ul style="list-style-type: none">An intense sense of mission and discipline	<ul style="list-style-type: none">Strong work ethicProblem solving skillsCommunication skills	<ul style="list-style-type: none">Think and act strategicallyGive direction to achieve mission
Leadership Skills Received in Training	<ul style="list-style-type: none">Knowledge and skills to be a successful small unit leader	<ul style="list-style-type: none">Accountable for squad's health and readinessHow to provide training	<ul style="list-style-type: none">Expected to provide counseling and directive/corrective communications to subordinates	<ul style="list-style-type: none">Operational planningProject management	<ul style="list-style-type: none">How to lead in high stress environmentsHow to advise and counsel subordinatesHow to interact with higher levels of leadership	<ul style="list-style-type: none">How to lead, complex organizations in a matrixed environmentSupervisor and managerial skills
Size of Group the Member Leads	Fire Team/Squad: 8 – 12 people	Squad/Section: 13 – 25 people	Platoon: 26 – 55 people	Company Level: 80 - 120 people	Company to Battalion Level: 150 - 300 people	Battalion or Regiment: 300 + people
Sample Courses	NCO Course	Sergeant's Course	Career Course	Advance Course	Master/First Sergeant Seminar	Sergeant Major's Academy/Senior Enlisted Course

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

Transition to Veterans Program Office

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 (O5-O7)	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 (O1-O3)	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



O*NET OnLine

Occupation keyword search



electrician

Go

Help ▾ Find Occupations ▾ Advanced Searches ▾ O*NET Data ▾ Crosswalks ▾

Share ▾ Sites ▾

Military Crosswalk Search

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

Select a branch:



0963

Go

Examples: 0963, radio chief

Help ▾ Find Occupations ▾ Advanced Searches ▾ O*NET Data ▾ Crosswalks ▾

Sites ▾

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Site updated August 26, 2025



Military to Civilian Occupation Translator

Military to Civilian Occupation Translator

Are you a veteran or military member looking to find job titles that fit your skills?



This tool will help you find the civilian job titles best for your skills. It covers the Marines, Army, Air Force, Coast Guard, and Navy.

Just enter your military job title, MOS, or MOC below.

Select your branch



Search a military job title or MOS to find its civilian equivalent

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](#)