

Veteran's Preference Hiring Checklist

University of South Carolina – Division of Human Resources

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