

ADDENDUM TO THE UNIVERSITY OF UTAH APPLICATION FOR EMPLOYMENT STATE OF UTAH VETERANS' PREFERENCE

The Veterans' Preference & Service Members program has been established to ensure that veterans who apply for open positions with The University of Utah will be given a preference in one step in the hiring process if they meet the minimum qualifications of the position and are subject to the Veterans' Preference & Service Members Procedure.

Definitions:

Veteran – A veteran is an individual who has

- a. served in the armed forces for at least 180 days on active duty or in a reserve component, to include the National Guard; or
- b. has incurred an actual service-related injury or disability while in the armed forces regardless of whether the individual has completed 180 days. In either instance, the individual must have separated or retired under conditions characterized as honorable or general.

Active Duty - An individual who is serving, or has served, in the armed forces full time. This does not include active duty for training, initial active duty for training or inactive duty for training.

Individual with a disability - An individual who has:

- a. Separated or retired from the armed forces under honorable or general conditions and;
- b. Has established the existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of public statute administered by the federal Department of Veterans Affairs or a military department.

Service Member – a currently serving member of the armed forces

Armed forces – the United States Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard

Preference Eligible

- a. Any individual who is a veteran or service member; or
- b. An individual with a disability, regardless of the percentage of disability; or
- c. The spouse or surviving spouse of a veteran; or
- d. A Purple Heart recipient; or
- e. A retired member of the armed forces

Veterans' Preference & Service Members Procedure

For applicants who establish “preference eligibility,” preference will be given in the initial application review portion of the search process by following the below procedures, provided the applicant meets otherwise minimum qualifications for the posted position

Part 1

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

Part 2

There will be a formal review of application materials for any preference eligible veteran. Preference will be awarded as follows ([Utah Code 71A-2-102](#)):

a. If applicants are evaluated with a tier-based system, the following procedure must be followed:

- The department hiring authority will evaluate candidates according to published job posting criteria and sort into groups. Example: Tier 1, Tier 2, Tier 3, and so on.
- Preference Eligible Veterans and Service Members will be moved up one tier from where they were initially established. Example: If initially in Tier 2, they will be moved to Tier 1, or whichever tier is higher.

b. If applicants are evaluated with a numeric scoring system, the following procedure must be followed:

Points will be allotted to eligible veterans' evaluation score:

- Five points or five percent of the total possible score (whichever is greater), if the preference eligible is a veteran or service member;

- Ten points or ten percent of the total possible score (whichever is greater), if the preference eligible is a veteran or service member with a disability or a purple heart recipient; or
- In the case of a preference eligible spouse or surviving spouse, the same percentage the qualifying veteran or service member is, or would have been, entitled to.

Part 3

Preference eligible veterans or service members evaluated as being in the initial interview tier, or initial interview based on scoring, will be granted an interview.

The interview of a preference eligible veteran will be conducted under the same format and conditions as the interviews of other top tier candidates.

Preference eligible veterans and service members granted preference according to these procedures who do not rank in the initial interview tier or percentage, will not receive an interview.

Exception: If other lower tier applicants are interviewed at any time in the search process, then all preference eligible veterans within the same tier or percentage will be granted an interview conducted using the same conditions and format.

To claim Veterans' Preference, click into our [Veterans' Preference Request Form](#) to review, sign, and submit the addendum with a copy of an appropriate discharge document (such as a DD-214 – Member Copy 4 or another [Applicable Document](#)). If preferred, physical copies of required documents may be provided in person at 250 East 200 South, Suite 125 Salt Lake City, UT 84111. For email or physical copies, please sign and provide the information requested below and include the required documents. Once documents have been validated; Human Resources will reach out to you via email to confirm your Veterans' Preference status.

SIGNATURE _____ DATE _____

PRINTED NAME _____

EMAIL
ADDRESS _____

PHONE _____

University of Utah Campus Applicants may send information to:

Mail: Human Resources 250 East 200 South, Suite 125

Salt Lake City, UT 84111

Phone: 801.646.6108

Email: Employment@utah.edu

University of Utah Health Care Applicants may send information to:

Mail: University of Utah Health Care Human Resources

525 E 100 S, Suite 1810

Salt Lake City, UT 84102

Phone: 801.581.6500

Email: HR_frontdesk@HSC.utah.edu