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

Definitions

1. "Active duty" means active military duty and does not include active duty for training, initial
   active duty for training, or inactive duty for training.
2. "Disabled veteran" means an individual who has:
   a. been separated or retired from the armed forces under honorable conditions; and
   b. established the existence of a service-connected disability or is receiving compensation,
      disability retirement benefits, or pension because of a public statute administered by the
      federal Department of Veterans Affairs or a military department.
3. "Preference eligible" means:
   a. any individual who has served on active duty in the armed forces for more than 180
      consecutive days, or was a member of a reserve component who served in a campaign or
      expedition for which a campaign medal has been authorized and who has been separated
      under honorable conditions; or
   b. a disabled veteran with any percentage of disability; or
   c. the spouse or widow or widower of a veteran; or
   d. a Purple Heart recipient; or
   e. a retired member of the armed forces
4. "Veteran" means:
   a. an individual who has served on active duty in the armed forces for more than 180
      consecutive days, or was a member of a reserve component who served in a campaign or
      expedition for which a campaign medal has been authorized and who has been separated
      or retired under honorable conditions; or any person incurring an actual service-related
      injury or disability whether or not that person completed 180 days of active duty.

Veterans’ Preference Procedure
For applicants who establish “preference eligibility,” preference will be given in the search process,
provided the applicant meets minimum qualifications for the job and subject to the following procedure:

Part 1
Applications are received by departments upon submission. Human Resources will identify those
candidates who have requested and are qualified for veterans’ preference.

- 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.
- Veteran status is not considered in initial sort.
- There will be a formal review of application materials for any preference eligible
  veteran not placed in the top tier group. (This review will be completed by a higher
  authority in the department.)

Part 2

- Any preference eligible veteran evaluated as being among the top tier 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.
Part 3

- Any preference eligible veteran evaluated as being on the border of moving into the top tier will be moved into that group and granted an interview.

Part 4

- Preference eligible veterans who are in the 2nd tier or lower will not receive a mandatory 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 will be granted an interview conducted using the same conditions and format.

If you desire to claim veterans’ preference, please sign and provide the information requested below, and mail, fax or upload this addendum with an enclosed copy of an appropriate discharge document (such as a DD-214 – Member Copy 4), to the appropriate address provided below. **NOTE:** If uploading with application, you must call 801.581.2169 to finish the veterans’ preference process (campus applications only).

SIGNATURE_________________________________________DATE____________________

PRINTED

NAME__________________________________________________________

ADDRESS________________________________________________________

PHONE______________________________

Enclosure

(DD-214- Member Copy 2, 4 or 6)

**University of Utah Campus Applicants may send information to:**

Mail: Human Resources

420 Wakara Way, Suite 105
Salt Lake City, UT 84108
ATTN: Veterans’ Preference

Fax: 801.581.8462
Email: Employment@utah.edu
Phone: 801.581.2169

**University of Utah Health Care Applicants may send information to:**

Mail: University of Utah Health Care Human Resources

50 N Medical Drive, Rm 5A224
Salt Lake City, UT 84132

Fax: 801.585.5144
Phone: 801.581.6500

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