

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
250 East 200 South, Suite 125
Salt Lake City, UT 84111
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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