

POLICY GUIDE
Policy 2.10 – Hiring
Preference for Members of the Virginia National Guard

In accordance with the Code of Virginia, which requires that state agencies give preference in the hiring process to members of the Virginia National Guard, and in support of Executive Order 29 (2010), *Serving Virginia's Veterans*, the following is provided to guide agencies' application of the Member of the National Guard provision of the Commonwealth's Hiring Policy.

If an agency uses a scored test by which to evaluate applicants, a member of the Virginia National Guard, must receive a credit of an additional 5% of his or her score. To be eligible for such an increase in score, the applicant must first achieve a passing score on the test or examination. However, because most state recruitments do not use scored tests, the challenge for agencies is to apply a preference that is equivalent to the 5% increase. The following guidelines are designed to help agencies achieve this required level of preference.

Initial screening: Applicants are screened to identify those who meet the minimum requirements for the position – the equivalent of achieving a passing score on a test. No preference is given. Applicants must meet the required criteria at a minimum or better level on their own.

Preference applied after initial screening phase: After the initial screening, member of the Virginia National Guard status is noted for the candidates. The state application provides preliminary notice of Virginia National Guard status. At this stage, preference shall be given by treating Virginia National Guard status as a preferred qualification. Adding a preferred qualification criterion for Virginia National Guard status will therefore result in the applicant receiving the additional preference required by Code.

NOTE: This preference shall not be applied if the position was recruited as Agency Internal, or State Employee Only, or if any other applicant for the position is a veteran or former prisoner of war.

The additional credit for Virginia National Guard status remains with the applicant throughout the hiring process, and ultimately becomes a part of the hiring manager's final decision. This process is comparable to how preference or credit is applied in situations where scored examinations are used. For example, applicants take a scored examination *one time*, and applicants who are veterans receive the additional points *one time*. Those points, like our credit for having a preferred qualification, remain with the applicants throughout the process.

NOTE: DHRM advises that job postings and/or advertisements not state surviving spouse, or child, of a veteran killed in the line of duty status as a preferred qualification unless required by law.