

## **POLICY GUIDE**

### **Policy 2.10 – Hiring**

#### **Preference for the Surviving Spouse or Child of a Veteran Killed in the Line of Duty**

In accordance with the Code of Virginia, which requires that state agencies give preference in the hiring process to the surviving spouse, or child under the age of 27, of a veteran who was killed in the line of duty, and in support of Executive Order 29 (2010), *Serving Virginia's Veterans*, the following is provided to guide agencies' application of the Surviving Spouse or Child provision of the Commonwealth's Hiring Policy.

If an agency uses a scored test by which to evaluate applicants, the surviving spouse, or child, 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, surviving spouse, or child, status is noted for the candidates. The state application provides preliminary notice of surviving spouse, or child, status. At this stage, preference shall be given by treating surviving spouse, or child, status as a preferred qualification. Adding a preferred qualification criterion for surviving spouse, or child, status will therefore result in the applicant receiving the additional preference required by Code.

The additional credit for surviving spouse, or child, 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.***