MILITARY EMPLOYMENT PREFERENCE GUIDE FOR HIRING MANAGERS

MILITARY EMPLOYMENT PREFERENCE

An individual who qualifies for military employment preference under Texas Government Code, Section 657.002 will be accorded a preference for employment over other applicants for the same position who do not have greater qualifications.

STATE OF TEXAS DEFINITIONS

The following individuals qualify for military preference employment:

- A veteran, including a veteran with a disability
- a spouse or a veteran's surviving spouse who has not remarried
- the spouse of a member of the United States armed forces or Texas National Guard serving on active duty
- an orphan of a veteran if the veteran was killed while on active duty

WHERE SHOULD HIRING OFFICIALS GET ASSISTANCE?

The Office of Human Resources

📞 **915-747-5202**

✉ **employment@utep.edu**

FREQUENTLY ASKED QUESTIONS

How do I identify preferred candidates?

Applicants will identify status at the time their application is submitted. HR Recruiters will notify hiring officials of applicants identified as having military preference on the candidate disposition sheet.

How does it impact the interview process?

When an identified applicant has applied to an open position and meets qualifications:

- It is required that hiring managers interview at least **one** individual with military preference if there are **six or fewer** individuals selected for interview.
- If there are **six or more** individuals selected for interview, it is required to interview at least **20%** of the individuals with military preference.

How does it impact the hiring process?

- Military preference is applied at the time of interview and/or at the time of selection
- If there are two equally qualified applicants, one of whom is a veteran, the applicant who is a veteran should be selected to be hired for the job.

Is military preference a guarantee for any job?

Military Preference does not guarantee veterans a job. The candidate must meet the required qualifications for the position. When interviewed they would compete for the position based on merit.

UTEP OFFICE OF HUMAN RESOURCES