



Veterans' Preference Guidelines

City of Portland HRAR Rule 3.07, Veterans' Preference, was revised in December 2013. Oregon state law provides qualifying veterans and disabled veterans with preference in employment with the City of Portland. This special preference applies to hiring and promotions. *A form of veterans' preference needs to be applied at each stage of the selection process. If at the end of the selection process, a veteran or disabled veteran is ranked equal to or better than a nonveteran, the veteran must be offered the job, contingent upon any reference checks.*

The guidelines and options explained below are provided to help you implement and apply veterans' preference at each phase of the employment process and are designed to aid in implementing HRAR 3.07. This is a complicated and evolving area of the law and we will continue to update the guidelines as needed.

Please consult your HR Business Partner for technical advice about these guidelines, which options to choose, and how to effectively apply veterans' preference to selection processes at the City of Portland.

General Guidelines:

- Verified Veterans (shown on your referral with a "yes" in the Veteran Column) are required to be offered an interview.
- All verified veterans are required to be offered an interview **(at least 2 attempts must be made and documented).**
- If they interview, they receive additional veteran preference points at each step.
- To ensure the correct amount of points are applied, submit your interview scores after every interview to your HRBP so they can apply the correct veterans' preference points.
- If a veteran declines the interview, simply disposition the candidate as "declined interview."