

SECTION 4.35 VETERANS' PREFERENCE PROGRAM

Last Update: 3/16

Authorization

[Iowa Code section 35.1](#) and [Iowa Code Section 8A.413](#) govern how veterans' preference points are applied to applicants of State of Iowa positions. The application of this preference in the hiring process is governed by [Iowa Code Section 35C.1](#) and [Iowa Administrative Rule 11-54.5](#).

Process

The purpose of this program is to assign eligible applicants preference points in the scoring phase of the State's hiring processes. The program is not intended to guarantee a veteran a job, but rather, to get them to the interview phase for consideration on their own merits. Veterans' preference points are not available for internal agency actions such as promotions, transfers, reassignments, and reinstatements and should not be added to the scoring mechanism for these hiring pools.

The application of veterans' preference points is heavily dictated by the type of service the individual performed. DAS administers the application of the preference points prior to the agency scoring the applicants for interview. Applicants are issued five (5) points if they meet any of the qualifications set forth in Iowa Code section 35.1 and Iowa Code section 8A.413. Applicants are issued ten (10) points if they meet the previous qualifications and have a service-connected disability. The total number of veterans' preference points that can be applied is ten (10).

The agency must apply the veteran's preference points to their scoring mechanism when it is determined that the applicant is eligible to receive the preference. Applicants with veterans' preference points will be identified by DAS on what is commonly referred to as an "eligible list." DAS calculates and assigns the points and issues the eligible list to the hiring agency for each vacancy. If a candidate is listed as a veteran in the application process and presented to an agency on an eligible list, the agency must then apply the applicable veterans' preference points to the scoring tool that the supervisor uses to determine which applicants to interview.

Procedure

1. Veterans provide qualifying documentation to DAS during the application process. Applicable points are loaded into the BrassRing applicant tracking system.
2. Veterans who have been given either five (5) or ten (10) points will be identified on the eligible list of names provided to the hiring agency. The points will be displayed on the confidential eligible list in the "Veterans' Points" column.
3. Veterans' preference points shall be applied as a percentage of the grade or score attained in qualifying examinations and shall be applied once to the final scores used to rank applicants for interview selection.
4. Upon request, hiring agencies are required to maintain and file for public inspection written documentation as to why the applicant with veterans' preference was not hired. The applicant may also request notice of refusal or notice of refusal along with specific grounds at the time of application or during the interview. If requested, this notification must be sent to the veteran within ten (10) days after the successful applicant is selected.