

Veterans Preference Information

Nebraska State Personnel – Talent Acquisition

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State agencies must comply with Veterans Preference laws. Veterans desiring to claim veterans' preference as part of their job application must provide applicable documentation, which is reviewed by State Personnel Talent Acquisition. The status is entered into Workday Recruiting, which is accessible for agency Recruiters to review and subsequently apply accordingly throughout selection processes.

Checking Status

There are multiple ways to check in Workday to see if an applicant is eligible for veterans' preference.

Candidate Profile

- Access the candidate in Workday.
 - Select Questionnaire Results from the blue menu.
 - This will pull up the requisitions to which the applicant has applied, that you can view.

- Under the column “Claiming Veterans Preference” it will state either Yes, Yes but already submitted documentation, or No.
 - If they selected yes, that means the candidate is requesting veterans’ reference and has submitted documentation with their application.
 - If they selected yes, but already submitted documentation, then the candidate is requesting veterans’ preference and are stating they have previously submitted documentation.
 - If they selected no, then the applicant is not requesting veterans’ preference for this position.
- The next column “Veterans Preference Level” shows the status of an applicant’s veterans’ preference claim. See “Understanding Veterans Preference Level Statuses” below for more information on the available statuses.
 - Preference 5%
 - Preference 10%
 - Reviewed- Not Eligible
 - No Documentation- Unable to Contact
 - Pending- Awaiting Documentation
 - Candidate Withdrew Request
 - Internal- Not Currently Eligible
- Access the specific application and then select Additional Data from the blue menu.
 - Under Additional Data, the Veteran Preference Level will be listed.
 - See notes above about available statuses.
- Note: If a candidate is claiming veterans' preference but no level has been added to their profile this means that the candidate has just applied, and their application has not yet been reviewed for preference.

Application Status (SoN) report

- Type Application Status (SoN) into your search bar and select the report of this name.
 - From the prompt, select either a particular job requisition or candidate you’d like to review.
 - You also can click the box next to “Only applicants claiming veterans’ preference” to return only candidates that have claimed preference. If you do not check this box, it will pull all applicable candidates regardless of veterans preference claim.
 - Once you have selected all applicable information, click OK.
 - The report will populate with candidate information based on the prompts you selected.
 - Note, you can export this to Excel.
 - Scroll to the right to find the columns with veterans’ preference claim and their preference level.
 - See notes above for available statuses.
- Note: If a candidate is claiming veterans’ preference but no level has been added to their profile this means that the candidate has just applied, and their application has not yet been reviewed for preference.

Understanding Veterans Preference Level Statuses

- Preference 5% (Statute 48-227)

- A preference of 5% means that an applicant has submitted a copy of their DD214 (usually a Member-4 or Service-2 copy) and the information has been verified.
 - To be eligible for a preference of 5%, the document (DD214) must contain a type of separation such as discharge, release from active duty, release from active duty and transferred to reserves, or retirement.
 - If a DD214 states the type of separation was release from active-duty training or for determining physical fitness, no preference can be given.
 - A DD214 must also contain a character of service of General (under honorable conditions) or Honorable. Anything other than this means that no preference can be given.
- Spouses of disabled veterans may receive a preference of 5%. They must submit their spouse's DD214 that meets the above qualifications, their spouse's Benefit of Summary letter stating that the spouse receives 100% disability, and a marriage certificate proving that they are currently married.

- Preference 10% (Statute 48-227)

- Veterans with a service-connected disability are eligible for an additional 5% preference (for a total of 10%). To receive a preference of 10%, an applicant must submit a copy of their DD214, as well as a Summary of Benefit letter stating their disability percentage. Any disability percentage is acceptable to receive a preference of 10%.
 - Note, the DD214 must meet the above guidelines set for preference 5%. The benefit letter must be an official document from Veterans Affairs and not just a picture of their ratings on a website or app.

- Reviewed - Not Eligible

- A status of reviewed not eligible means that the person requesting veterans' preference has not provided documentation that allows them to receive a veteran's preference, or the applicant is not a veteran.
 - If an applicant has stated they are not a veteran, this usually means they had accidentally requested veterans' preference and are not eligible to receive it.
 - Veterans that did not serve on full-time active duty are not eligible for preference. Sometimes such candidates will provide documents, but they do not meet the eligibility requirements. These documents can be a National Guard Form, NGB 22, as a release from the national guard does not allow them to claim veterans' preference, or a DD214 with a separation status such as "release from active-duty training" or "determine physical fitness" which are not eligible for veterans' preference (Statute 48-225).
 - If an applicant received a character of service other than General (under honorable conditions) or Honorable, they are not eligible to receive veterans' preference (Statute 48-225).
 - Also, spouses who supply the correct documents but do not meet the eligibility requirements are also not eligible for veterans' preference (Statute 48-225 and 48-227).

- Pending - Awaiting Documentation

- This status means that a candidate's application has been received and they are claiming veterans' preference but did not submit the correct documentation with their application.
- State Personnel will contact the candidate at least three times over a 2-week period in an effort to secure the documentation.
 - Note, if they do not respond to any of our contacts, the status will be updated to No Documentation- Unable to Contact.

- No Documentation - Unable to Contact

- This status means the candidate requested preference, but we have not been able to confirm eligibility.
 - Generally, this means the candidate did not reply to our communication and therefore we have no documentation to apply veterans' preference.
 - It can also mean documentation was supplied to us, but it was the incorrect information, and they have not responded to our requests for new or correct information that would confirm their eligibility. We do this because they are still eligible for Veteran's preference in the future and therefore should not be considered "reviewed-not eligible."

- Candidate Withdrew Request

- This status means the candidate originally requested veterans' preference, but later contacted State Personnel and requested not to receive veterans' preference.
- When this happens, State personnel will ask for an email to be sent by the applicant to state.jobs@nebraska.gov. This email will be saved for future documentation.
- The candidate is still eligible for veterans' preference, and can request it on future applications, or contact State Personnel to update their status (with proper documentation).

- Internal - Not Currently Eligible

- This status means the candidate is an internal employee but submitted an external application and attempted to claim preference. However, per statute 48-226, they are not currently eligible for Veterans Preference.

Documentation

- State Personnel serves as the hiring authority for accepting related documentation and confirming eligibility for veterans' preference.
 - DD214s and benefit service letters contain sensitive information pertaining to a veteran.
 - These documents should be viewed in private for the purpose of determining Veterans preference only and not shared with anyone.
 - If you are sent a DD214 and/or related documentation for veterans' preference, please forward to State Personnel for determining the veteran's preference status.

Internal Employees

- Current State of Nebraska employees are not eligible for veterans' preference and therefore are also not eligible for veterans' preference appeals.
 - If an internal candidate has claimed or would like to claim veterans' preference for a position, at this time they are not eligible.
- For reference, Statute 48-226 states
 - Veterans' preference; required, when.
 - A preference shall be given to preference eligibles seeking employment with the State of Nebraska or its governmental subdivisions. Such preference includes initial employment or a return to employment with the State of Nebraska or its governmental subdivisions if termination of previous employment was for other than disciplinary reasons.
- If an employee has been terminated from previous State employment for a disciplinary reason, they are also not eligible to claim veterans' preference upon returning to State employment.

Veterans Preference Scoring (Statute 48-227)

- If scoring is used during the hiring and interview process, eligible veterans will either have 5% or 10% as applicable added to their score.
 - Note, this is calculated based on the total points possible. For example, if the total base score is 100, a veteran would have an additional 5% of 100, or 5 points, added to their score.
- If no scoring system is used in the selection process, preference should be given to the eligible veteran when two or more equally qualified candidates are being considered for the same position.

Veterans Appeal

- Within thirty days after filling a position, veterans who have applied and are not hired must be notified by regular mail, electronic mail, telephone call, or personal service that they have not been hired. Such notice also should advise the veteran of any administrative appeal available (Statute 48-227).
 - Note, our standard non-selection notice in Workday contains information about the appeal process.
- If a veteran would like to appeal the application of veteran's preference, they submit their appeal request via email to State Personnel Talent Acquisition at state.jobs@nebraska.gov.
- State Personnel will then initiate the veterans' preference appeal process.
 - State personnel will contact the recruiter on the identified job requisition to request more information.
 - Recruiters have five business days to respond with the requested information.
 - State personnel will review the information and ask additional questions as needed.
 - State personnel will notify the veteran of the results of the appeal review. If it was not successful, they can appeal further with the Commissioner of Labor (Statute 48-229).

Veterans Preference Information

Nebraska State Personnel – Talent Acquisition

Veterans Preference Statutes

- Veterans Preference Statutes 48-225- 48-231 can be found here:
 - <https://nebraskalegislature.gov/laws/statutes.php?statute=48-225>

Questions

- For any additional help pertaining to Veterans' Preference, please contact State Personnel Talent Acquisition at state.jobs@nebraska.gov.