**NDSU Procedures in
Recruitment/Selection for
Non-banded Positions Subject to
ND Veterans' Preference Law**

The following procedures should be used when filling a non-banded, nonteaching position at NDSU in order to comply with the North Dakota Veterans' Preference law (N.D.C.C. 37-19.1). Please read these procedures carefully as well as the Legal Watch article (November 2008) on the ND Veterans' Preference law prepared by the Office of General Counsel. Both contain important information about this law and its implications for your search.

1. Applicants may claim North Dakota Veterans' Preference (see eligibility requirements below) via the on-line application system.
2. *Veteran Eligibility:* An applicant must be a North Dakota resident who served in the active military forces during a period of war or who received the Armed Forces Expeditionary or other campaign service medal during an emergency condition as established in the North Dakota Century Code 37-01-40. In addition, the applicant must have been discharged or released from active military service under other than dishonorable conditions. Applicants claiming veterans' preference ***must attach to their on-line application a copy of their report of separation DD214.*** Disabled veterans must also attach a letter *less than one year old* from the Veterans Administration indicating such disability. The recruiter will determine veteran eligibility status and inform the search committee of applicants eligible under these requirements.
3. Complete a screening action sheet (see Forms section) using the minimum and preferred qualifications established in the job posting details and your flyers/ads, or other recruitment tools:
    o Determine points for each qualification.
    o **Total possible points** *must* equal **100** (minimum and preferred qualifications + 5 pts. if ND veteran ***and*** an *additional* 5 pts. **if** disabled ND veteran).
    o Only applicants meeting the established minimum qualifications may be considered.
4. Screen all minimally qualified applicants, documenting reasons for point differences on the back of the screening form. For example, a degree in a specific discipline or a related field is often a qualification. Presumably having the particular degree would be worth more points than having a degree in a related field; that point difference should be documented on the back of the screening form. The same type of documentation should be developed for all minimum and preferred qualifications.
5. Rank all applicants according to total score.
    o Highest total points = most qualified
    o **If a qualified ND veteran is in the applicant pool, contact your recruiter before individuals are contacted for an interview in order to review the screening process.**
6. Once interview requests have been approved by the recruiter, invite the top applicants to interview for the position.

- o When inviting applicants to interview, ask each one if he/she will need any assistance or accommodation during the interview*
- o Develop standard set of interview questions (please see: Legal Pre-Employment Questions.doc and http://www.nd.gov/labor/publications/docs/brochures/005.pdf to ensure compliance with nondiscrimination laws).
- o Complete an Interview Report form after interviewing each individual.

7. Complete the online Request to Offer and follow instructions in NDSU Policy Manual Section 304, Academic Staff and Executive/Administrative Positions and the corresponding procedures for filling a position.

8. The recruiter will notify any applicant who claimed the ND Veterans' Preference and was not selected for the position by certified mail. DO NOT MOVE FORWARD ON offering the position to a different candidate until after 15 calendar days have elapsed from the date the ND Veteran received notice. The veteran may appeal and if a candidate is already hired for a position that should have gone to a veteran, the hiring department could end up with two people for one job.

* As part of our responsibility in complying with the Americans with Disabilities Act (ADA).