

Veterans Preference Information

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference.

QUALIFIED VETERAN: You may claim five (5) Veteran’s Preference points if you meet any of the following requirements and provide proof of eligibility by submitting a copy of your DD-214 or 215.

ORS 408.225(d)

- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service connected disability; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon for service in the Armed Forces of the United States. “Active duty” does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

QUALIFIED DISABLED VETERAN: You may claim ten (10) Veteran’s Preference points if you meet any of the following below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD 214 and 215, Certificate of Release or Discharge, Copy 4, and
2. A public employment preference letter from the United States Department of Veteran’s Affairs. To order the letter, call 1-800-827-1000 and request a public employment preference letter.

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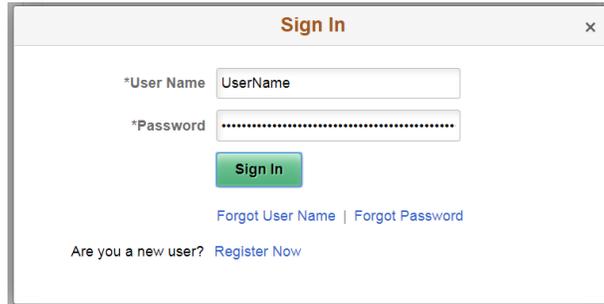
- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

ORS 408. 225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.

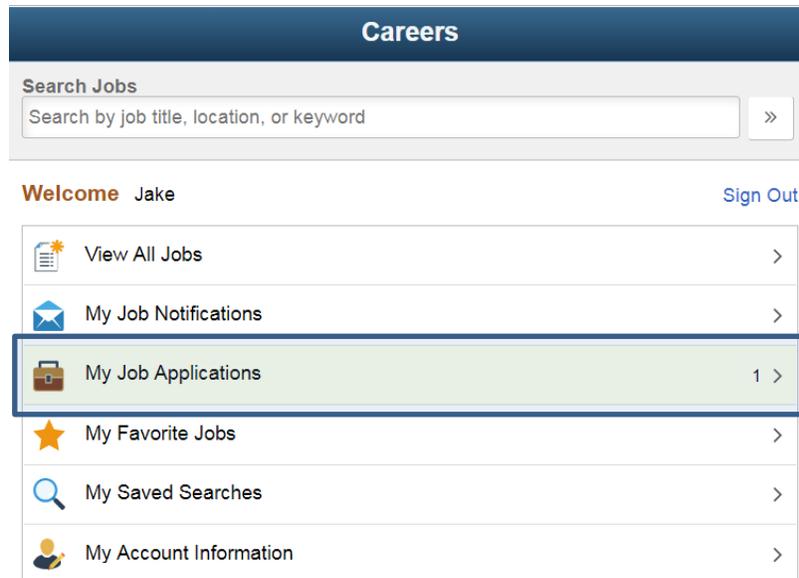
Attach Veteran's Preference Documentation

1. To attach documentation to your profile, sign in to your applicant account.



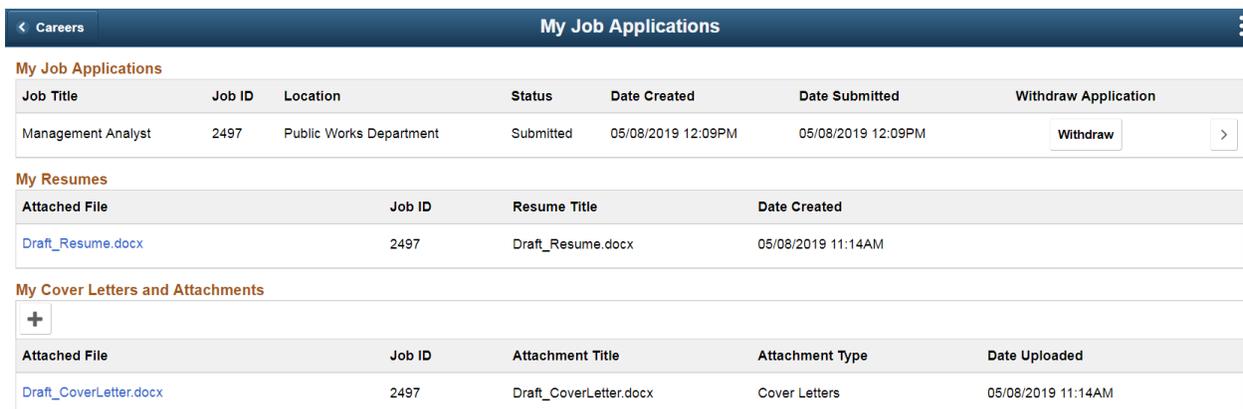
A screenshot of a 'Sign In' form. It features a title bar with 'Sign In' and a close button. Below the title bar are two input fields: '*User Name' with the placeholder 'UserName' and '*Password' with a masked password '.....'. A green 'Sign In' button is positioned below the password field. Underneath the button are two links: 'Forgot User Name | Forgot Password'. At the bottom, there is a question 'Are you a new user?' followed by a 'Register Now' link.

2. On the Careers page, click on **My Job Applications**.



The 'Careers' page navigation menu. It has a dark blue header with the word 'Careers'. Below the header is a 'Search Jobs' section with a search box containing the text 'Search by job title, location, or keyword' and a search button. Below the search box is a 'Welcome Jake' message with a 'Sign Out' link. A list of navigation items follows: 'View All Jobs', 'My Job Notifications', 'My Job Applications' (highlighted with a blue border and a '1' next to it), 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'. Each item has a right-pointing arrow.

3. Click the  symbol under **My Cover Letters and Attachments** and then choose the type of attachment.



The 'My Job Applications' page. It has a dark blue header with a back arrow, 'Careers', and 'My Job Applications'. Below the header is a table of job applications. The table has columns for Job Title, Job ID, Location, Status, Date Created, Date Submitted, and Withdraw Application. Below the table is a section for 'My Resumes' with columns for Attached File, Job ID, Resume Title, and Date Created. Below that is a section for 'My Cover Letters and Attachments' with a plus sign icon and columns for Attached File, Job ID, Attachment Title, Attachment Type, and Date Uploaded.

| Job Title | Job ID | Location | Status | Date Created | Date Submitted | Withdraw Application |
|--------------------|--------|-------------------------|-----------|--------------------|--------------------|----------------------|
| Management Analyst | 2497 | Public Works Department | Submitted | 05/08/2019 12:09PM | 05/08/2019 12:09PM | Withdraw |

| Attached File | Job ID | Resume Title | Date Created |
|-----------------------------------|--------|-------------------|--------------------|
| Draft_Resume.docx | 2497 | Draft_Resume.docx | 05/08/2019 11:14AM |

| Attached File | Job ID | Attachment Title | Attachment Type | Date Uploaded |
|--|--------|------------------------|-----------------|--------------------|
| Draft_CoverLetter.docx | 2497 | Draft_CoverLetter.docx | Cover Letters | 05/08/2019 11:14AM |

- You can attach one (1) DD214/215 and one (1) supporting document file.

- Enter the title you want to use for this document and click continue.

- From the next window, click **My Device**, choose the file, then **Upload** to attach the document.

Note - Attachments are limited to the following types: .doc, .docs, .pdf, .odt, .rtf, and .txt.

- Click **Done** when the document upload has completed.

8. Click **Save** to save the attachments to your profile

Cancel
Add Attachment
Save

*Attachment Type Veteran Pref DD214/215 ▾

*Attachment Title DD214

In order to verify preference eligibility, these documents are viewable by the recruiter. You only need to attach the documents one time in order to be included in future applications. You can change and delete documents, as needed, but deleted documents are no longer included in your application materials.

9. Click on the title of the document to review; click the arrow at the end to upload a different document or to delete documents.

| < Careers | | My Job Applications | | | | |
|---|--------|-------------------------|------------------------|--------------------|--------------------|----------------------|
| My Job Applications | | | | | | |
| Job Title | Job ID | Location | Status | Date Created | Date Submitted | Withdraw Application |
| Management Analyst | 2497 | Public Works Department | Submitted | 05/08/2019 12:09PM | 05/08/2019 12:09PM | Withdraw > |
| Library Technician | 2499 | Library Department | Not Submitted | 05/09/2019 8:37AM | | Withdraw > |
| My Resumes | | | | | | |
| Attached File | Job ID | Resume Title | Date Created | | | |
| Draft_Resume.docx | 2497 | Draft_Resume.docx | 05/08/2019 11:14AM | | | |
| My Cover Letters and Attachments | | | | | | |
| + | | | | | | |
| Attached File | Job ID | Attachment Title | Attachment Type | Date Uploaded | | |
| Draft_CoverLetter.docx | 2497 | Draft_CoverLetter.docx | Cover Letters | 05/08/2019 11:14AM | | |
| Draft_Vet_Pref_1.docx | All | DD214 | Veteran Pref DD214/215 | 05/08/2019 2:08PM | | |