

The logo for GENERALasp features a stylized human figure icon above the text. The icon consists of a small blue circle for a head and two black curved lines for arms, forming a checkmark-like shape. Below the icon, the word "GENERAL" is written in a black, uppercase, sans-serif font. The word "asp" is written in a blue, lowercase, sans-serif font, positioned to the right of "GENERAL".

GENERALasp

## **Implementing the Veterans' Preference in AppliTrack**

Software made simple.

Presenter:

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Thank you:

Buffalo-Hanover-Montrose Schools

State Negotiators group

MSBA

([mnmsba.org](http://mnmsba.org))

Ratwik, Roszak & Maloney, P.A.

([ratwiklaw.com](http://ratwiklaw.com))



# Agenda:

- Why are we here?
- Some New AppliTrack features
- Implementing VPA
- Next Steps



# Why are we here?

7/1/09 change to MN Stat. § 197.46

*“Nothing in section 197.455 or this section shall be construed to apply to the position of private secretary, **teacher**, superintendent of schools, or one chief deputy of any elected official or head of a department, or to any person holding a strictly confidential relation to the appointing officer.”*

Most applicants positions now have right to Veterans' Preference Act (VPA) protections.



# Why are we here? Claim

MN Stat. § 197.455 Subd. 2

*“Recognizing that training and experience in the military services of the government and loyalty and sacrifice for the government are qualifications of merit which cannot be readily assessed by examination, **a veteran's preference shall be available to a veteran ...**”*

Non-Disabled veteran's credit	<b>+ 5 points</b>
Disabled veteran's credit	<b>+ 10 points</b>
Spouse of Deceased Veteran	<b>+ 5 points</b>
Spouse of Disabled Veteran	<b>+ 10 points</b>

**Form DD214 (discharge papers) serves as evidence for VPA claim. Points are awarded after candidate makes cut.**



# Why are we here? **Notification**

MN Stat. § 197.455 subd. 9

*“A governmental agency, when notifying eligibles that they have passed examinations, shall show the final examination ratings and preference credits and shall notify eligibles that they may elect to use veteran's preference to augment passing ratings.”*

**General practice is to notify all applicants of their right to VPA claim.**



# Why are we here? **100-Point Eval.**

Hall v. City of Champlin ('90)

*“A [District] may administer any type of evaluation as long as it is based on criteria capable of being reduced to 100-point rating system. The 100-point rating system will apply to all positions except those specifically exempted from the [VPA].”*

Rating can include:

- Education
- Experience
- Training (certifications/licensure)
- Oral examination
- Written examination (Ventures for Excellence, Polaris, Gallup)

**Before screening/selection:**

**Determine evaluation and cut score**

**Determine number of applicants to be interviewed**



# Why are we here? **Notification #2**

MN Stat. § 197.455 Subd. 11

*“If the [District] rejects a certified eligible who has received veteran's preference, the appointing authority shall notify the eligible in writing of the reasons for the rejection and file the notice with the appropriate local personnel officer.”*



# Why are we here? Summary

- Notify applicants that they have a right to VPA claim
- DD214 is used to verify claims
- 100-Point evaluation should exist for any vacancy where VPA is in effect
- You should determine the evaluation method, cut score, and # to be interviewed before selection
- Formally notify applicants with a valid VPA claim if they are not selected



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# AppliTrack Features

- Conditional Applicant Pages
- Page Properties
- Email Templates
- Forms



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# Implementing VPA: **Notification/Claim**

1. Notify all applicants of VPA option through AppliTrack page
2. Allow applicants to enter claim on page
3. Allow applicants to upload DD214
4. Make claim visible to SuperUsers

\* #3 requires support@generalasp.com



# Implementing VPA: **100-Point Eval.**

## 1. Record information in the posting requisition:

- Number of applicants to be interviewed
- Evaluation method and cut score



# Implementing VPA: **100-Point Eval.**

## Options:

### 1. Implemented as an AppliTrack Form

#### Pros:

- Evaluation for each position
- Easy to search/display

#### Cons:

- More data entry

### 2. Implemented within the AppliTrack NotePad

#### Pros:

- Easy to maintain
- Easy to search/display

#### Cons:

- One per applicant
- Hard to document changes



# Implementing VPA: **Notification #2**

Options:

1. Use an Email Template with standard language to send notice to candidate.
  - Record of delivered email stored within AppliTrack
2. Use an “Acknowledgement of Non-Selection” form sent to the applicant.



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# Next Steps

1. Decide if your application/hiring process requires any change
2. Review this slideshow  
(posted @ <http://applitrack.com/home/mnvets>)
3. Where appropriate, implement changes directly or with the assistance of [support@generalasp.com](mailto:support@generalasp.com)





**PPT @ <http://applitrack.com/home/mnvets>**

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