

[Print](#)

Administrative Instructions

AI NO: 7-57
MILITARY VETERANS HIRING INITIATIVE

ADMINISTRATIVE INSTRUCTION NO: 7-57 (2019)**TITLE:** *Military Veterans Hiring Initiative***PRIMARY DEPARTMENT:** *Human Resources***The Effective Date:**

This Administrative Instruction is effective immediately.

Background:

The City of Albuquerque acknowledges the people who served or serve in the United States Armed Forces or the National Guard or Reserve and their spouses, and follows specific consideration procedures within their application process for employment.

The City of Albuquerque is committed to provide ongoing outreach services to maximize opportunities for people in this demographic by offering them and their spouses employment information and consultation, program referrals, and education on City resources available for their support.

This Administrative Instruction provides general guidelines when selecting applicants for interviews for posted job vacancies.

Policy:

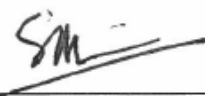
The City of Albuquerque's Veteran and Military Hiring Initiative provides persons who served or applicants currently serving in active duty military service or the National Guard or Reserve, and their spouses the advantage of guaranteeing interview consideration for vacant advertised positions for which they apply and are qualified. In order to be eligible for the City of Albuquerque's Veteran and Military Hiring Initiative, the applicant must be qualified as per the minimum qualifications for the position of interest; the applicant must attach eligibility documentation as noted in the specified procedures below; and the applicant submit a completed application through the City's applicant tracking system. A qualified applicant under this hiring initiative will receive consideration as follows:

Procedures:

1. Interested applicants must apply by the closing date specified in the job posting.
2. For consideration under this hiring initiative, applicants must meet this hiring initiative's eligibility requirements as follows:
 - a. Complete and submit an Application for employment with previous employment experience in the Applicant's own words and with dates of employment;
 - b. Answer the required Supplemental Application Questions to demonstrate his/her relevant experience for the position and eligibility for the hiring initiative;
 - c. Applicants must be a:
 - i. Veteran; *or*

- ii. Currently serving in active duty military service, *or*
 - iii. Currently in the National Guard or Reserve, *or*
 - iv. Spouse of a 1) veteran; *or* 2) current active duty service member; *or* 3) National Guard or Reserve service member;
 - d. Must meet minimum qualifications for the position;
 - e. Must attach any of the applicable eligibility documents below to the application:
 - i DD-214; *or*
 - ii. Current orders of assignment; *or*
 - iii. For the spousal benefit: copy of 1) current marriage to a veteran, Active Service Member or National Guard or Reserve member **and** a copy of current orders of assignment or the veteran's DD-214;
 - f. Discharge from military service must be under honorable conditions; **and**
3. Upon meeting all applicable requirements above, the applicant shall be granted an interview.
4. All other hiring processes and procedures are in effect, and the City undertakes no obligation to guarantee the applicant will be selected for the position if he or she is not the most qualified.

This AI will assist and guide Departments to follow the above initiative and procedures while recognizing our residents serving our country and their spouses.

<p>_____</p> <p>Sarita Nair Chief Administrative Officer</p> <p>_____</p> <p>Effective Date</p>	<p style="text-align: center;"></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Sarita Nair Chief Administrative Officer</p> <p style="text-align: center;">7/11/19</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Effective Date</p>
---	---

AI NO. 7-57.pdf