

Sample Veterans Compliance Memo

TO: hiring@pinellascounty.org

FROM:

SUBJECT: Request for Approval: Selection of Admin Support Specialist BCC/C2222

DATE: March 15, 2018

Position Title:	Administrative Support Specialist
Position Control #(s):	BCC/C549
Taleo Requisition ID #:	255
Department:	Public Works
Division:	Stormwater
Hiring Manager:	John Adams, Vice President
Application re-evaluated by:	George Washington, President
Selected Candidate(s):	Benjamin Franklin Non-Veteran

After careful consideration of the submitted applications, resumes, and the results from the interviews, it was determined that **Benjamin Franklin** is the best-suited applicant for the Administrative Support Specialist Position.

Eligible Register: The hiring manager completed the review for the eligible register Taleo #255. All applications and resumes for this position were reviewed.

Four veterans were on the register.

- John Andre
- Benedict Arnold
- Alexander Hamilton
- Paul Revere

Required Veterans' Preference Compliance:

John Andre withdrew from consideration.

Benedict Arnold did not receive an interview. Based on review of his application and resume, it was determined that he did not meet the minimum qualifications for the position. Mr. Arnold's application was re-evaluated by a higher level of management which upheld the determination not to proceed with an interview.

Alexander Hamilton received a phone interview. Based on the phone interview, it was determined that he did not meet the minimum qualifications for the position. This decision was re-evaluated by a higher level of management which upheld the determination not to proceed to an onsite interview.

Paul Revere received an on-site interview. Based on Mr. Revere's on-site interview, Mr. Revere was not considered to be the best-suited candidate for the position. Mr. Revere's application was re-evaluated by a higher level of management and the determination was upheld.