

VIEWING FORMER FOSTER CHILD OR VETERANS PREFERENCE ANSWERS ON APPLICATION

Instructions below determine if an applicant claimed Former Foster Child or Veterans status on their employment application in UT Share/PeopleSoft. Please notify Human Resources if preference(s) are applicable and are used in your hiring selection decision.

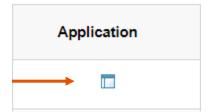
SPECIAL NOTE REGARDING HIRING PREFERENCES: Hiring preferences include *Veterans* or *Former Foster Children*. Such individuals will be accorded preference in employment with state agencies over other applicants for the same position **who do not have a greater qualification.**

Refer to the employment preference documents for specifics: Former Foster Youth, <u>click here</u>
State Veterans, <u>click here</u>

- 1. Log into <u>UT Share/PeopleSoft</u> and navigate to the desired job posting.
- 2. Click on the Applicants Tab:



3. Click on the Application Icon for the applicant:



4. Click on "View Questionnaire":



5. Scroll down and you can view the answers by the applicant:

