# Submit Your Veteran Documents for Preference

You must submit your veteran documents through your Workday account <u>after</u> you receive a task from the recruiter. Please <u>do not</u> submit your veteran documents with your application.

The recruiter for the job that you applied to will send you a task through your Workday account. The following task will appear in your candidate profile.

Step 1: To complete the task, click the task name.



Step 2: In the drop down, indicate the number of points you are requesting. Drag and drop your supporting files here or use the "select files" button to attach the required documents (as indicated in the task).

Step 3: Once you have uploaded your documents – this is what your screen will look like. When complete, click OK.

Please indicate your U.S. Veteran status *

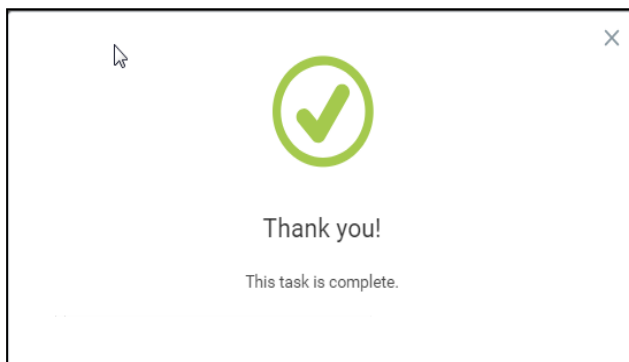Yes, I qualify as a 5 Point Veteran ▼

Please attach the appropriate documentation to determine eligibility for Veterans' Preference Points, if applicable.

DOC   Veteran's documentation.docx
      ✓ Successfully Uploaded!

Upload

OK      Cancel

You will receive notification that the task is complete.

✓

Thank you!

This task is complete.

The recruiter will review your veteran documents and award veteran preference points appropriately.