



KWIB Veterans and Transitioning Servicemembers (VATS) Sub-committee Meeting Minutes (Draft)

Wednesday, May 18, 2022, 11 a.m. ET

Zoom - <https://us02web.zoom.us/j/83142563708?pwd=aEh6ZHNBczB6SGhKNmY4ZjNidVt5dz09>

CALL TO ORDER 11:01 A.M. ET

Welcome and Statement of Purpose

Jason Hutchison, VATS co-chair, welcomed everyone to the meeting and went over the agenda and provided an overview of the sub-committee as it relates to the overall goals of the committee. He then had everybody introduce themselves and explained that Dallas Kratzer (co-chair) wasn't able to attend the meeting. Both Donietta Hawkey and Katie Raney are presenting today.

Sub-Committee Members Present:

| | | | |
|--------------------------------|---|---------------------------------|---|
| Dr. Dallas Kratzer – Co-Chair | | Buddy Hoskinson | |
| R. Jason Hutchinson – Co-Chair | x | Jennifer Miller for Bryan Combs | |
| Rusty Mardis | x | Joe Brummett | |
| Sheila Clark | X | Josh Williams | |
| Donietta Hawkey | x | Dr. Kris Williams | |
| Brian Selmeski | x | Linda Larson | |
| D’Neika Lopez | x | Mike Richie | |
| AJ Combs | x | Major Stephen Martin | |
| Zach Morgan | x | Matthew Boone SSG | |
| Karen McFadyen | x | Lala Williams | |
| Kirk Shepherd | x | William Seehorn | |
| Allen Whitney | | Patricia Dawn (Pattie) | |
| BG Bullard | | Representative Bill Wesley | |
| Gwen Hacker | | Derek Poor | |
| Kelly Loring | | Brown, Judith 'April | |
| Jon Sowards | | Amanda Ellis | |
| Dwayne Edwards | | Natalie Gibson | |
| Rebecca Wood | | Sherry Johnson | |
| James McClanahan | | | |
| Sara Jagers | x | Stefanie Ebbens Kingsley | x |

*Others in attendance: Jacob McAndrews, Katie Raney, and Debbie Davisson.

VETERANS’ EMPLOYMENT AND TRAINING SERVICES (VETS)

Jason opened the floor to Donietta L. Hawkey, VETS USDOL State Director, to speak to the group about available programs. [Listen to recording to get the highlights from Donietta, Jason, and Katie](#)

Donietta gave an overview of her background and then started explaining The Homeless Veterans' Reintegration Program (HVRP), which is an employment focused competitive grant program of the Department of Labor, Veterans' Employment and Training Service (DOL-VETS), the only federal grant to focus exclusively on competitive employment for homeless veterans. HVRP has two core objectives, which are to provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force and to stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans.

Donetta went on to describe the Jobs for Veterans State Grants (JVSG) program provides federal funding, through a formula grant, to 54 State Workforce Agencies (SWAs) to hire dedicated staff to provide individualized career and training-related services to veterans and eligible persons with significant barriers to employment and to assist employers fill their workforce needs with job-seeking veterans.

The JVSG program supports the Disabled Veterans' Outreach Program (DVOP) specialist position, Local Veterans' Employment Representative (LVER) staff, and Consolidated Position staff. DVOP specialists provide individualized career services to veterans with significant barriers to employment, with the maximum emphasis directed toward serving veterans who are economically or educationally disadvantaged. Veterans with barriers include homeless veterans and vocational rehabilitation clients.

Every year, approximately 200,000 men and women leave U.S. military service and return to life as civilians, a process known as the military to civilian transition. The Transition Assistance Program (TAP) provides information, tools, and training to ensure service members and their spouses are prepared for the next step in civilian life. TAP is a cooperative effort among the Department of Labor, and the Departments of Defense, Education, Homeland Security and Veterans Affairs, the Small Business Administration, and the Office of Personnel Management.

VETS administers a one-day employment preparation workshop that is mandatory for all transitioning service members and two optional two-day workshops for career exploration, technical career preparation, or general employment preparation.

For more information about VETS US Department of Labor programs available, please visit the

1. Homeless Veterans' Reintegration Program (<https://www.dol.gov/agencies/vets/programs/hvrp>)
2. Jobs for Veterans State Grants – (<https://www.dol.gov/agencies/vets/programs/grants/state/jvsg>)
3. Transition Assistance Program - (<https://www.dol.gov/agencies/vets/programs/tap>)

KENTUCKY SOCIETY FOR HUMAN RESOURCS MANAGEMENT (KYSHRM)

Jason opened the floor to Katie Raney, KYSHRM Director, to speak to the group about available programs. Katie is with the Kentucky Society for Human Resource Management (KYSHRM) and she shared with the group about some topics that their group has worked on this past year.

In 2021, SHRM hosted some webinars for Veterans, and she wanted to share metrics, data, and discuss getting employers ready for Veteran employees. They have decided KYSHRM has Veterans at Work Certificate program that includes how many employers have the certificate and how to get more to obtain the certificate.

For more information about VETS US Department of Labor programs available, please visit the

1. <https://www.shrm.org/foundation/ourwork/initiatives/engaging-and-integrating-military-veterans/PublishingImages/Pages/Inclusion-Captains-Veterans/Veterans%20at%20Work%20flyer.pdf>
2. <https://www.veteransatwork.org/>
3. <https://www.veteransatwork.org/certificate/>
4. <https://shrm-res.cloudinary.com/image/upload/v1621436642/202500-VAW-Guidebook-2021.pdf>

If you have any question, please contact Katie Raney at kraney@kychamber.com. For more information, please watch the recording on the [KWIB's webpage](#) under the VATS section.

ADJOURNMENT 11:51 P.M. ET



KWIB Veterans and Transitioning Servicemembers (VATS) Sub-committee

AGENDA

Wednesday, May 18, 2022

11am – 12:30pm EST

Via Zoom

Join from PC, Mac, Linux, iOS or Android:

<https://us02web.zoom.us/j/83142563708?pwd=aEh6ZHNBczB6SGhKNmY4ZjNidVkJk5dz09>

Password: 886080

➤ Call Meeting to Order and Introductions

*Dallas F. Kratzer II, Co-Chair
VATS Sub-committee*

*Jason Hutchinson, Co-Chair
VATS Sub-committee*

➤ *Veterans' Employment and Training Services (VETS)*

*Donietta L. Hawkey
VETS State Director*

➤ Kentucky Society for Human Resource Management (KYSHRM)

*Katie Raney
KYSHRM Director*

➤ Adjournment

Donietta Hawkey
United States Department of Labor
Veterans' Employment and Training Service
Frankfort, Kentucky



Donietta Hawkey has been the Director for Veterans' Employment and Training Service (VETS) in Kentucky since July 2018.

She has been a federal employee for 16 years, all of which have been proudly served in the Commonwealth of Kentucky. Donietta served as an Aviation Logistics Specialist in the Kentucky Army National guard for 8 ½ years. She is an Operation Enduring Freedom Veteran where she served in an Aviation Air Assault Company in Kosovo.

Prior to coming to VETS, Donietta was a Program Analyst and Project Manager for the Department of Interior in Lexington, Kentucky. Donietta has a B.S. from Mid-Continent University in Business Administration, and a MBA with a concentration in Project Management from Trident University.

U.S. Department of Labor
Veterans' Employment and Training Service

VETS 101:

An Introduction to Programs & Resources

Donietta Hawkey
Kentucky State Director

Agenda

- **The Veteran Landscape: Veteran Demographics and Trends**
- **VETS' Mission (The 4Ps)**
 - **Prepare:** Transition Assistance Program
 - **Provide:** State Workforce Agencies & The American Job Center Network
 - **Protect:** USERRA and Veteran Preference
 - **Promote:** Employer Outreach and the HIRE Vets Medallion Award
- **Registered Apprenticeship and SkillBridge**

DOL and DOL VETS programs served over 400,000 Veterans, National Guard and Reservists last year

The Veteran Landscape

18.5M

Veterans in the
U.S.

9M

Veterans in the
Workforce

1.9M

Women
Veterans (1 in 10
Veterans)

64

Veteran Median
Age
Men: 65
Women: 51

200,000

Transitioning
Service members
Yearly

1,100

Career
Specialties

48%

Veterans are in
the Workforce
(8.6M)

80%

Veterans in the
Workforce are
45 or older

1.4%

Veterans in the
workplace are
under 25

54%

Unemployed
Veterans are 25-
54

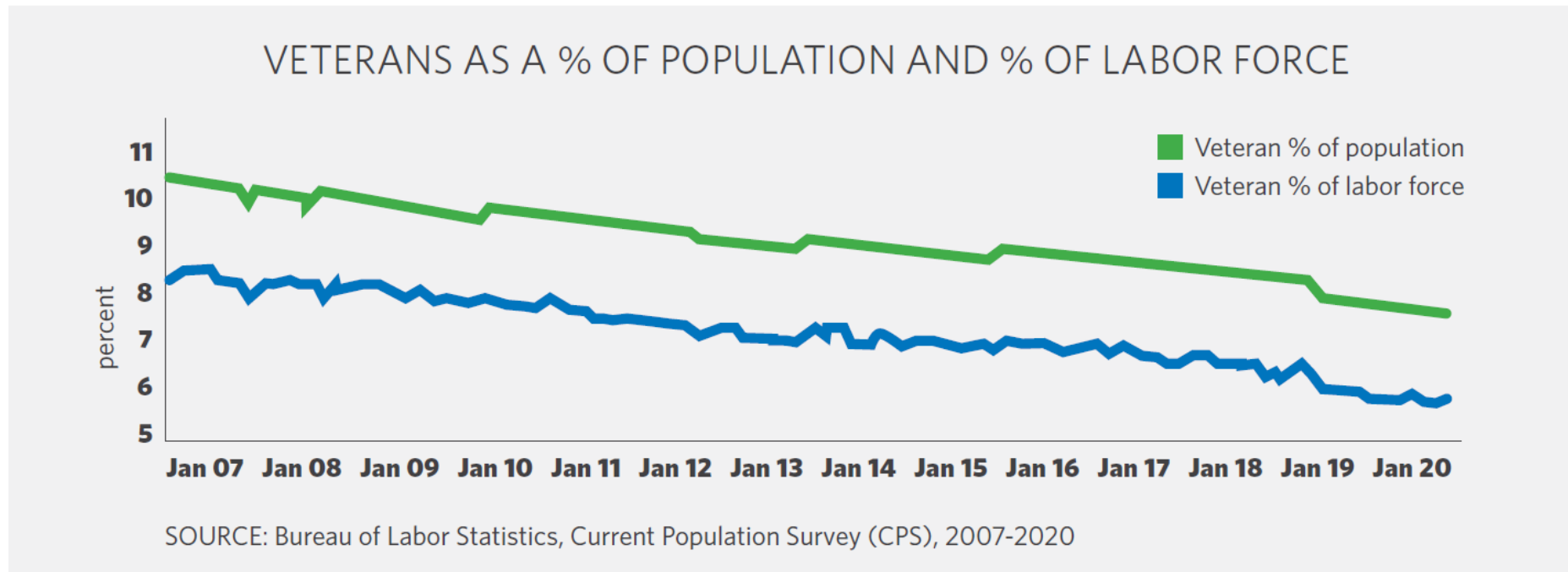
41%

Unemployed
Veterans are 55 or
older

5%

Unemployed
Veterans are 18-
24

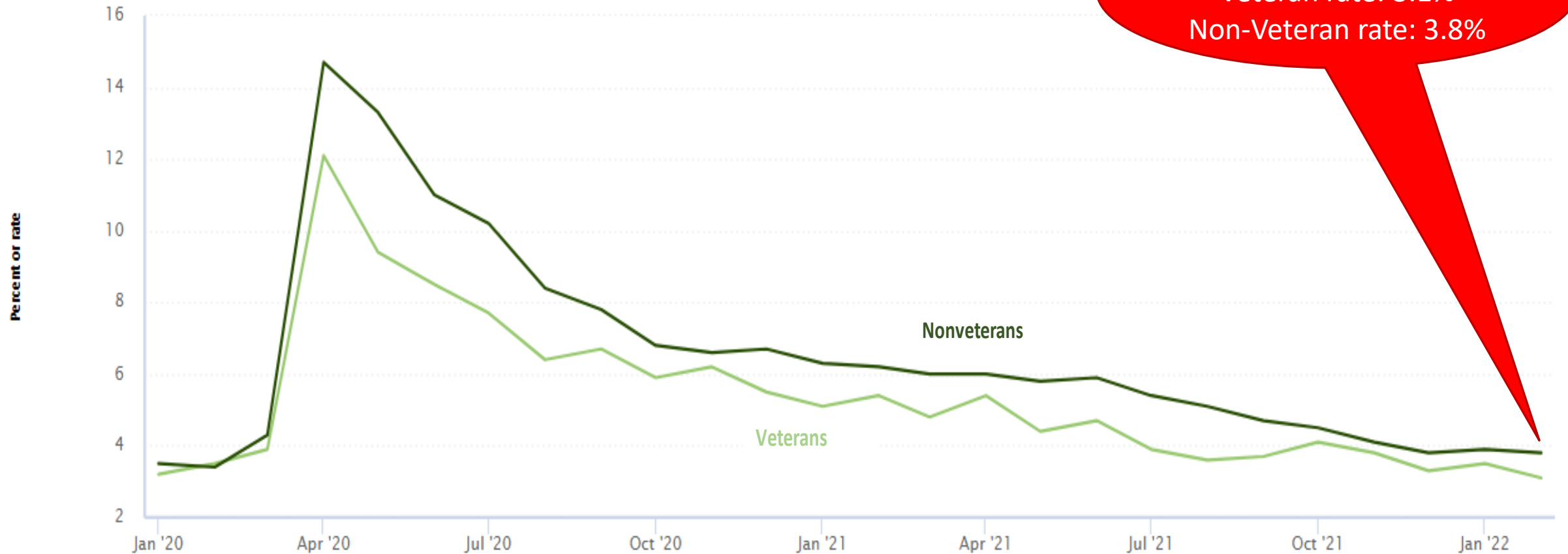
The Shrinking Pool of Veteran Talent



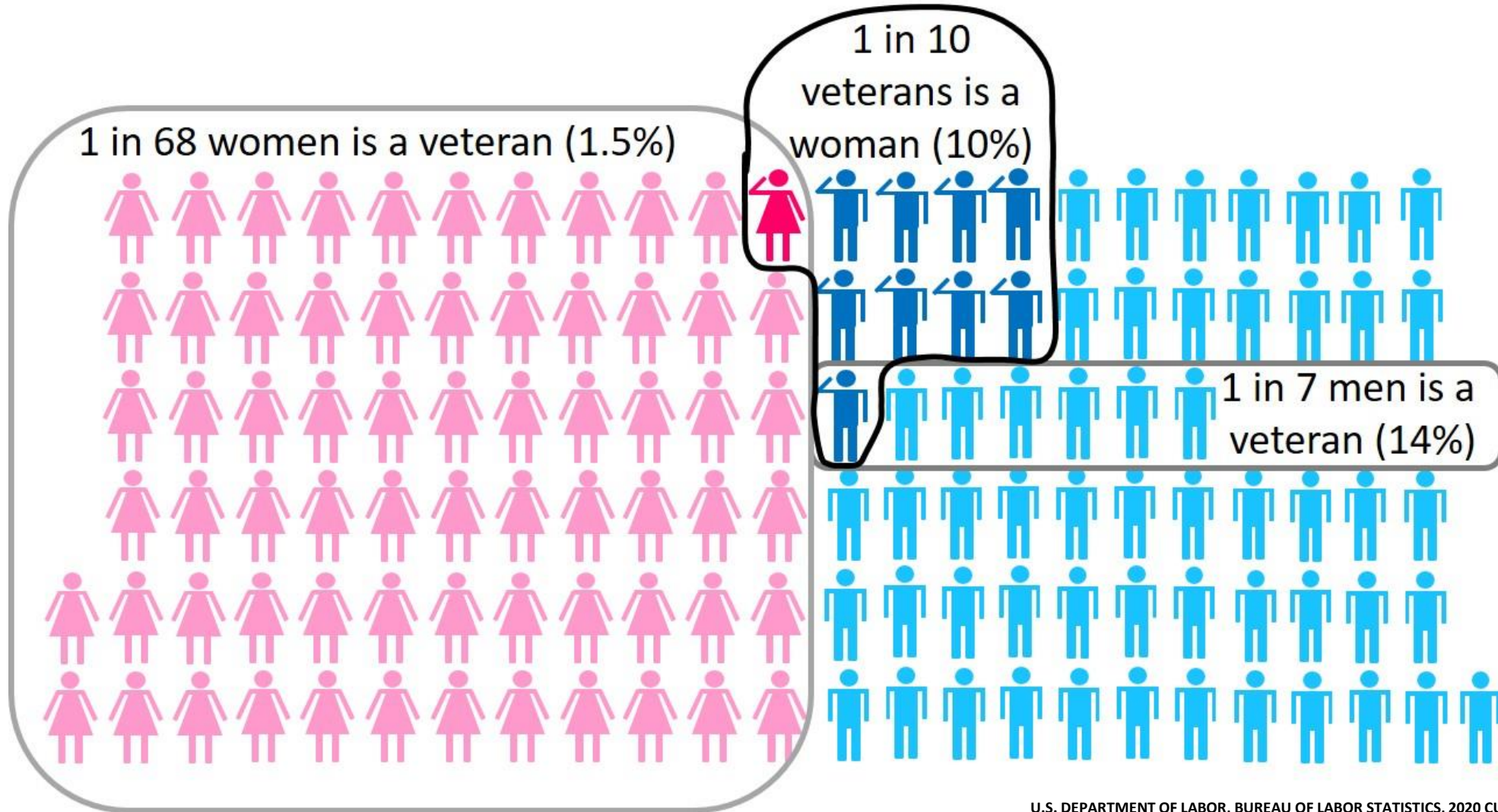
Hiring veterans will become more challenging in the coming years

Unemployment rate for veterans and non-veterans

Jan 2020 – Feb 2022

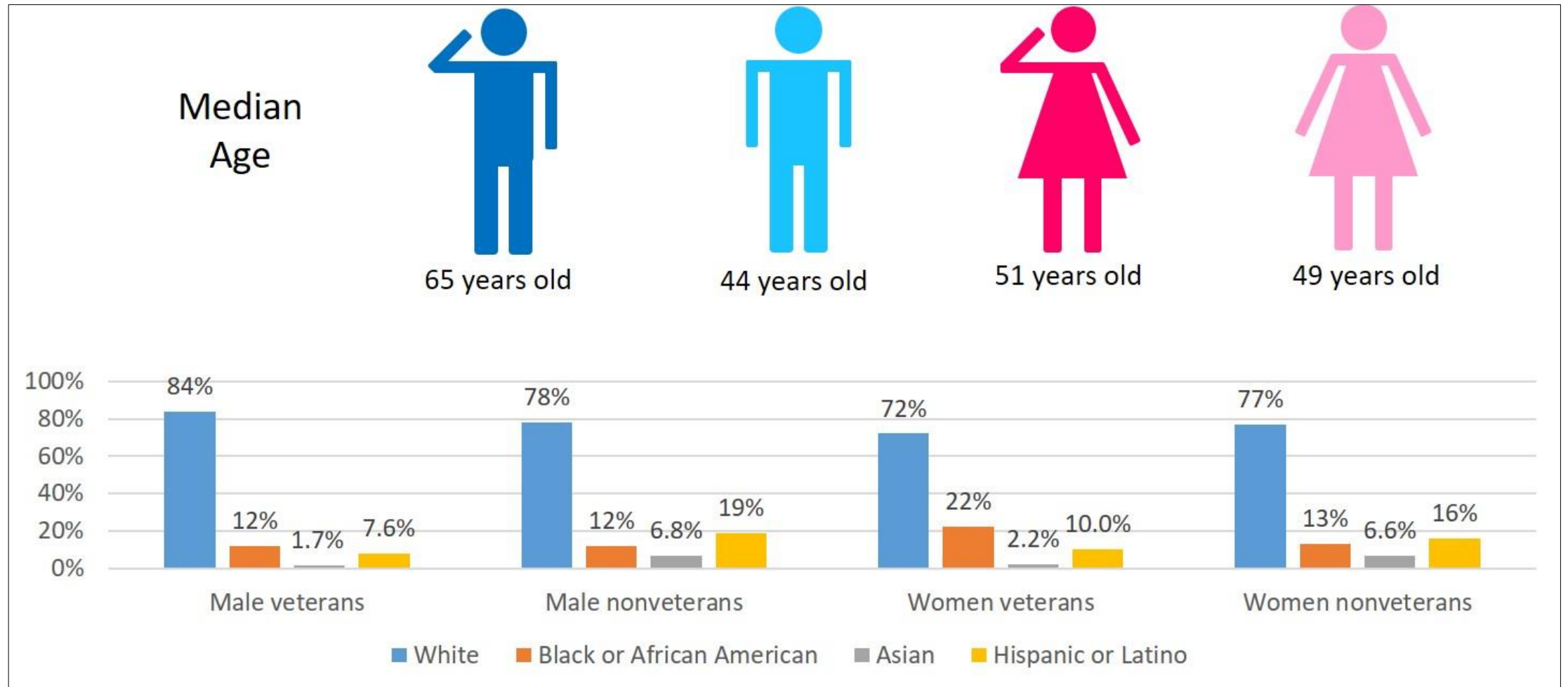


Women Veterans: Hidden in Plain Sight



U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS, 2020 CURRENT POPULATION SURVEY, ANNUAL AVERAGES, UNPUBLISHED TABLES (SOME CALCULATIONS DONE WITHIN VETS)

Women Veterans: Younger, More Diverse



U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS, 2020 CURRENT POPULATION SURVEY, ANNUAL AVERAGES, UNPUBLISHED TABLES (SOME CALCULATIONS DONE WITHIN VETS)

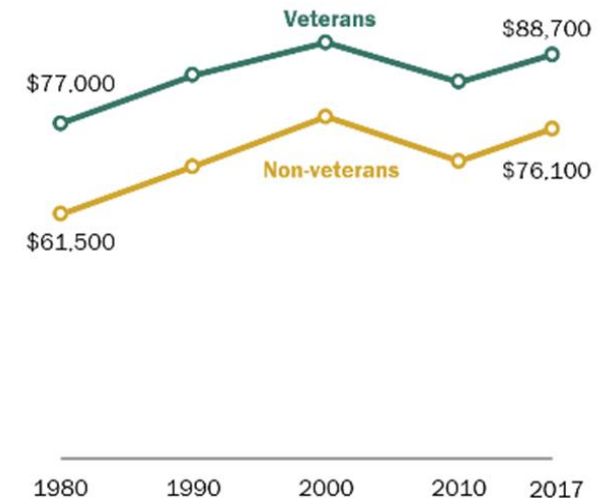
Veteran Value Proposition

It is a good business decision to hire Veterans

- Only 28% of high school Seniors qualify for military service (*2017 DoD data)
- Studies have shown veterans are more productive and have higher retention rates (*Syracuse University: Institute For Veterans and Military Families)
- Veterans and their families have consistently had higher standards of living than non-veterans over the past 40 years: 16% in 2019. (*Pew Research Center)
- Veterans consistently have lower unemployment rates and higher labor participation rates than their non-veteran peers (*BLS)

Households headed by veterans have higher incomes than those of non-vets

*Median income for households headed by veterans/
non-veterans ages 25-54, 1980-2017*



DOL VETS Vision and Missions

VETS' Vision: Enabling all veterans to reach their full potential in the workplace

Missions:

- We prepare America's Veterans, transitioning service members, and their spouses for meaningful careers;
- We provide them with employment resources and expertise;
- We protect their employment rights; and
- We promote their employment opportunities.

Prepare: Transition Assistance Program Initiatives



Employment Navigator and Partnership Pilot

- One-on-one personalized assistance to Transitioning Service Members and their spouses at select military installations
- Launch date: April 1, 2021
- 3,069 TSMs/179 Spouses EN clients through December 31, 2021

Transition Employment Assistance for Military Spouses

- 1st four workshops delivered virtually - every month (Your Next Move, Career Credentials, Mastering Resume Essentials, Marketing Me)
- Five additional workshops added Sep 2021 (Federal Hiring, Interview Skills, Salary Negotiation, LinkedIn Profiles, LinkedIn Job Search)

| Military Service | EN Pilot Location |
|------------------|----------------------------|
| USN | NS Norfolk, VA |
| USMC | Camp Pendleton, CA |
| Joint | JB Pearl Harbor-Hickam, HI |
| USMC | MCAS Miramar, CA |
| USA | Fort Benning, GA |
| USA | Fort Sill, OK |
| USMC | Cherry Point, NC |
| USAF | Travis AFB, CA |
| USMC | Okinawa, Japan |
| USA | USAG Bavaria, Germany |
| USN | CFA Yokosuka, Japan |
| Joint | JB Charleston, SC |
| USAF | Kadena AFB, Okinawa, Japan |
| USA | Fort Drum, NY |



Protect: Employment Rights

- **Uniformed Services Employment and Reemployment Rights Act (USERRA)**
 - Protects employment rights for veterans, active-duty military, and members of the reserve components
 - VETS investigates over 900 cases annually
 - Most cases are resolved without the need for enforcement
- **Veterans' Preference in Federal Hiring**
 - VETS investigates complaints alleging violations of veterans' preference rights in Federal hiring
 - VETS investigated over 900 complaints in FY 2019

USERRA – Basics

Discrimination –

USERRA prohibits employment discrimination against a person on the basis of past military service, current military obligations, or intent to serve. An employer must not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment to a person on the basis of a past, present, or future service obligation. In addition, an employer must not retaliate against a person because of an action taken to enforce or exercise any USERRA right or for assisting in an USERRA investigation.

Reemployment –

In general, if the employee is absent from a position of civilian employment by reason of service in the uniformed services, he or she is eligible for reemployment under USERRA by meeting the following criteria:

- The employer was given advance notice of the employee's service
- The employee timely returns to work in accordance with USERRA guidelines
- The employee has not been separated from service with a disqualifying discharge
- The employee was not absent from the employer for more than five cumulative years, minus any time exempted under USERRA

USERRA – Employers

Company Size – USERRA applies to all employers and imposes no minimum number of employees

Disciplinary Actions – USERRA does not prevent applying a company's disciplinary process to covered employees as long as the basis of that discipline is not their military service and is the same as other similarly situated employees.

Obligation Verification – USERRA does not allow for the requirement of documentation prior to performing military service and only allows for documentation to be required after military service over 30 days.

Unit Contact – USERRA does not prohibit an employer from contacting an employee's military unit if there are concerns about the validity or frequency of an employee's military service obligation.

Additional Benefits – If an employer provides benefits above those required by USERRA they can add eligibility requirements for those additional benefits.

Technical Assistance – The VETS team is here to address any questions you have related to USERRA. Its always easier to address concerns before they become a potential issue.

Promote: Employer Outreach Program

- Connect companies with federal, state and local resources to facilitate Veterans' employment.
- ***Consult with companies on their needs, educate them on resources and assist them with developing apprenticeships to address skill gaps and to attract more Veterans.***
- Coordinate employment resources and expertise across businesses, employer groups, Veterans' organizations, state workforce partners and government agencies to promote Veterans' employment opportunities.

Goal: Make it easier for employers to find and hire Veterans.

Employers recognize the value veterans bring to the workplace but often find it challenging to connect with transitioning service members and veterans seeking employment. Veterans are in high demand so it requires dedicated efforts by employers to find and hire veterans.

Featured Stories

Facilitate Employing a Veteran with an RVEC
VETS provides employers with assistance in finding qualified transitioning service members and veterans in your area.

Hire a Veteran
Are you ready to hire a veteran? Commit to hiring qualified veterans. It's the smart choice.

Explore Apprenticeships
Explore how other employers have benefited from apprenticeship. Connect with an apprenticeship consultant to help you get started.

Apply for the 2021 HIRE Vets Medallion Award between January 31-April 30.
Did you know that employers of all sizes can receive an award from the U.S. Department of Labor for their efforts to recruit and retain America's veterans?

Quick Links

- The Employer Guide to Hire Veterans (PDF) is designed to assist employers find, hire and retain veterans.
- Post a Job
- Hiring Toolkit
- Create an Apprenticeship Program
- Recruitment & Training Assistance
- Vocational Rehab & Employment Programs
- Employer Business Center at CareerOneStop
- Work Opportunity Tax Credit
- Partner With Us - Employment Navigator & Partnership Pilot

Twitter

VETS_DOL @VETS_DOL
It's I.T. Professionals Day and we're giving a shout-out to the magicians of technology that make sure our computers do what they're supposed to do. The virtual workforce that became a necessity during a global pandemic tested us all and you've gotten us through it!

<https://www.dol.gov/agencies/vets/employers>

Finding, Hiring & Retaining Veterans

State Workforce Agencies

- American Job Centers / Career One Stops
- State Job Banks /National Labor Exchange

Federal Resources

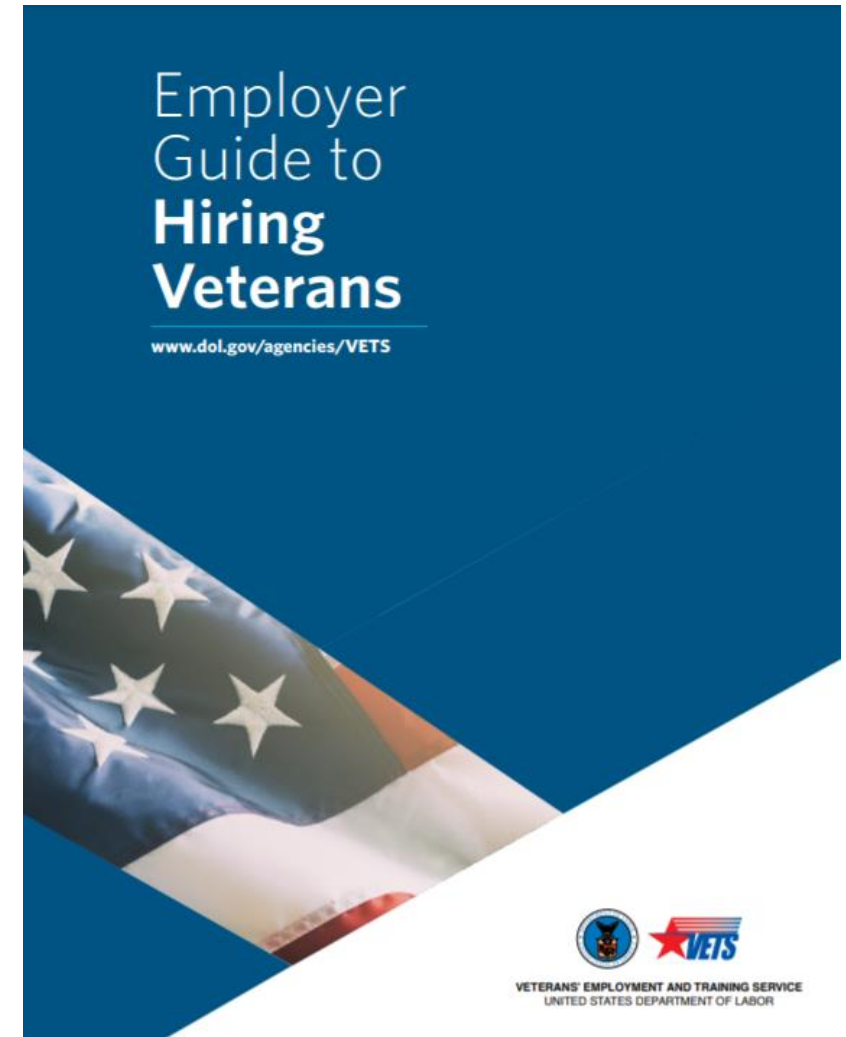
- Marine For Life, Soldier For Life, SkillBridge, National Guard Bureau
- **Veteran Service Organizations**

US Chamber of Commerce: Hiring Our Heroes Events

- <https://www.hiringourheroes.org/employers/>

DOL VETS Employer Guide

- <https://www.dol.gov/sites/dolgov/files/VETS/files/Employer-Guide-to-Hiring-Veterans.pdf>





U.S. DEPARTMENT OF LABOR



JOINING FORCES



Strategic Partnerships



PAVE
Paving Access for Veterans Employment

NASWA
NATIONAL ASSOCIATION OF STATE WORKFORCE AGENCIES

DVOP
Disabled Veterans Outreach Program

American Job Center

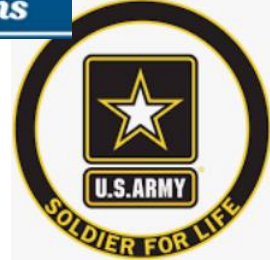


VA Center for Minority Veterans



VETERAN READINESS & EMPLOYMENT
Empower. Achieve. Succeed.

HIRING OUR HEROES



MARINE FOR LIFE NETWORK

DoD SKILLBRIDGE

Troops to Teachers



TEAMSTERS ASSISTANCE PROGRAM
MILITARY

U.S. SMALL BUSINESS ADMINISTRATION
VBOC
VETERANS BUSINESS OUTREACH CENTERS



IAVA
IRAQ AND AFGHANISTAN VETERANS OF AMERICA

COMBINE ARMS

DAV



AMERICA'S WARRIOR PARTNERSHIP



MILITARY SPOUSE EMPLOYMENT PARTNERSHIP
DEPARTMENT OF DEFENSE

NLX
National Labor Exchange

LinkedIn ONWARD TO OPPORTUNITY



PSYCH ARMOR Institute

NATIONAL COALITION for HOMELESS VETERANS

ACP AMERICAN CORPORATE PARTNERS

VETERAN CASY EMPLOYMENT

Military OneSource

ACS
ADAPTIVE CONSTRUCTION SOLUTIONS

IVME

ABC
Associated Builders and Contractors, Inc.

Enabling all veterans, transitioning service members and military spouses to reach their full potential in the workplace



Why Hire a Veteran for Your Apprenticeship Program?

Employers have seen higher retention rates from veterans and report that their veteran employees demonstrate proven leadership, an ability to work well under pressure, and a strong work ethic – all valuable skills in an apprentice. As you look for a reliable talent pool, consider how your Registered Apprenticeship Program can attract veterans by getting approved to accept GI Bill® benefits and becoming a veteran-ready organization.

A Diverse Range of Industries



Healthcare



Cybersecurity



Information
Technology



Biotechnology



Transportation



Construction



Financial
Services



Advanced
Manufacturing



Hospitality



Engineering



Energy



Telecommunications

Hilton Honors™ Military Program

NASWA's partnership with Hilton™ is making the career transition easier for current and former military members and their families. The Hilton Honors™ Military Program provides up to 100,000 hotel points to eligible Transitioning Service Members, Veterans, Military Spouses, and other eligible persons to support needed travel for verifiable employment-related activities, such as a job search, training for a new job, or finding housing. Points are not awarded for vacations or non-employment activities, and no one is guaranteed to receive points. Individuals can receive up to 100,000 points once in their lifetime. Each participating state sets its own eligibility and residency requirements, and recipients must have a Hilton Honors™ account to receive the points. A total of 31 states participate, including Kentucky.

For additional information, contact:

Jason Hutchinson: rjason.Hutchinson@ky.gov

Jad Davis: jad.davis@ky.gov

DOD SkillBridge Program



Through DoD SkillBridge, tremendous potential exists for service members, companies, trade unions, and others to leverage this talent pipeline to meet state, regional, and industry workforce needs.



Enabling all veterans, transitioning service members and military spouses to reach their full potential in the workplace

DOL Valuable Resources

The CareerOneStop Business Center provides guidance on hiring veterans

<https://www.careeronestop.org/BusinessCenter/RecruitAndHire/HiringADiverseWorkforce/veterans.aspx>.

VETS Employers Guide to Hiring Veterans

<https://www.dol.gov/sites/dolgov/files/VETS/files/Employer-Guide-to-Hiring-Veterans.pdf>

Veteran's website <https://www.dol.gov/agencies/vets/veterans> provides veteran employment resources that includes exploring careers, finding training, searching for jobs and getting one-on-one assistance

Veterans' Employment & Training Service (VETS) www.dol.gov/agencies/vets DOL's VETS website provides valuable resources, links, and information related to veterans and employment

Apprenticeship website www.Apprenticeship.gov provides general information on apprenticeship, resources for employers, career seekers and educators, and how to find open apprenticeship job opportunities and locate apprenticeship programs based on location and industry.

Hire Vets Medallion Award. The HIRE Vets Medallion Award is the only federal-level veterans' employment award that recognizes a company or organization's commitment to veteran hiring, retention, and professional development <https://www.hirevets.gov/>



VETERANS AT WORK

CERTIFICATE PROGRAM

Learn the value that skilled veterans bring to the civilian workplace.

Demonstrate your commitment to attract, hire and retain these talented professionals.

Earn 10 professional development credits (PDCs) toward your SHRM-CP or SHRM-SCP recertification.

Register to earn your certificate by visiting:
shrmfoundation.org/VAW

The **Veterans at Work Certificate**, developed for HR professionals, hiring managers and front-line supervisors, is a multifaceted program from the SHRM Foundation and brought to you with generous support from Comcast NBCUniversal.

This program is **complimentary** and open to all—no SHRM credential is needed to participate.

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SHRM
Foundation
shrmfoundation.org



Reasons Why Your Organization Should ...



Attract

VETERANS



Hiring and retaining the right talent is critical to profitability for any organization.



Hire

VETERANS

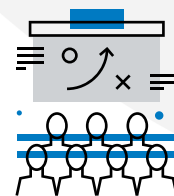


Veterans leverage cross-cultural experiences as a competitive advantage in the era of increased business globalization.



Retain

VETERANS



Veterans bring organizational commitment and loyalty to the civilian workplace and can effectively integrate and contribute to any team.

Earn your FREE Veterans at Work Certificate by completing these five tasks:

1. A survey on current practices.
2. Reading our guidebook, *The Recruitment, Hiring, Retention & Engagement of Military Veterans*, which covers three primary areas:
 - The business case for hiring military and veteran candidates.
 - Evidence-based guidelines for practice, including case studies and examples.
 - Resources and references to programs and services to support veteran- and military-hiring initiatives.
3. A 15-question quiz on the guidebook.
4. 11 short e-learning courses from our partners at PsychArmor Institute®.
5. A survey on future practices.

**10 HOURS
FOR
10 PDCs**



Register to earn your certificate by visiting:
shrmfoundation.org/VAW



VETERANS
AT WORK

EMPLOYING THE MILITARY **COMMUNITY**

Best Practices for Attracting, Hiring, and Retaining Veterans and Military Spouses



SHRM
Foundation
SHRMfoundation.org

Sponsored by


COMCAST
NBCUNIVERSAL

VETERANS AT WORK CERTIFICATE PROGRAM



Understand

the barriers that challenge the access to employment for veterans and members of the military community.

Articulate

the business case for building a workforce that is equitable and inclusive of veterans and members of the military community.

Create

organizational strategies to attract, hire, retain, and develop veterans and members of the military community.

Educate

your stakeholders on how to reduce barriers that surround the community.

Earn

10 professional development credits toward your SHRM-CP or SHRM-SCP certification.

The Veterans at Work Certificate, developed for HR professionals, hiring managers, and front-line supervisors, is a FREE multifaceted program from the SHRM Foundation.

Learn more at:
Veteransatwork.org

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SHRM[®]
Foundation

SHRMfoundation.org

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EXECUTIVE SUMMARY

Over the past 15 years, there has been significant interest among employers in hiring veterans and military spouses. Simultaneously, the vast number of candidates in these pools of talent continues to grow.¹ As of October 2020, the Bureau of Labor Statistics reported that there were over 480,000 unemployed veterans², while the Institute of Veterans and Military Families reported that there were more than 15 million military and veteran spouses (Bradbard, Maury, and Armstrong, 2016).

Research continually indicates that the military community is a highly educated pool of talent that often has transferable technical and “soft” skills that employers value. Yet organizations 1) struggle to articulate their business rationale for hiring military veterans and spouses and 2) have difficulty translating individual experiences within the military community into corporate or business proficiencies.

To quote former President George W. Bush:

“Hiring managers tend to look for many of the same skills in job candidates ... However, ‘sniper’ doesn’t tend to be one of them.” Chances are, “the vice president of human relations is going to say, ‘We don’t need one this year.’ ” Conversely, had that veteran “put on the application form that they have a lot of experience dealing with pressure, that they’re a team player, that they’re loyal to a cause greater than themselves, [that] they understand how to follow instructions, that they’re a responsible citizen, [the] vice president would be more likely to say, ‘That’s the kind of person we want working for us.’ Veterans and employers have a hard time translating military experience. There’s a language barrier.”³

These barriers are compounded by a system that punishes veterans for their limited exposure to civilian work experiences, and military spouses for nontraditional employment experiences that include underemployment and employment gaps that are a result of their partner’s service. This limited exposure to the civilian workforce often prevents the military community from truly understanding which skills are relevant to an employer and how to communicate that they have specific skills, experiences, characteristics, and traits. Among employers, a lack of understanding or ability to imagine how the skills acquired through experiences aligned with the military community translate to civilian roles can inadvertently undermine well-intentioned military community hiring initiatives, obscuring talent that might otherwise be “put to its first and best use” (Curry Hall et al., 2014).

Further, national surveys demonstrate the possible existence of a perception barrier between employers and veterans specifically (Edelman, 2017). Some academic research suggest that employers view the military community positively and believe veterans will be excellent employees because of their military-acquired skills, such as leadership or teamwork (Curry Hall et al., 2014). Conversely, other research suggests that despite evidence that veterans enjoy significant career success post-service, often, the perception is that they do not (Cate, Lyon, Schmeling, and Bogue, 2017). Similarly, RAND Corporation’s National Defense Research Institute found that military spouses often state they believe the perception of their military lifestyle has negatively affected their employment opportunities (Harrel, Lim, Werber, Golinelli, 2005).

¹ U.S. Department of Veterans Affairs. (2007). Veteran Population Projections Model (VetPop 2007), Table 2S. Office of the Actuary. Over the next five years, over 1 million vets will transition. Approximately 200,000 service members are transitioning from the military each year, and the majority of them are seeking civilian employment. ² See U.S. Bureau of Labor Statistics, Employment Status of the civilian population 18 years and over by veteran status, period of service, and sex, not seasonally adjusted at [bls.gov](https://www.bls.gov). Bradbard, D.A., Maury, R., & Armstrong, N.A. (2016, December). The Force Behind the Force: Training, Leveraging, and Communicating about Military Spouses as Employees (Employing Military Spouses). Syracuse, NY: Institute for Veterans and Military Families, Syracuse University. ³ President Bush: Hiring Our Heroes Helps Veterans and Businesses Alike Spouses as Employees (Employing Military Spouses). Syracuse, NY: Institute for Veterans and Military Families, Syracuse University.

Hiring and retention of the right people is critical to profitability for any organization.

Human resource professionals and hiring managers often play a critical role in these endeavors. Nevertheless, research suggests that veterans change jobs twice within the first three years of civilian employment. The common causes of the job switch are 1) poor fit between the veteran and the job, 2) a lack of personal investment in the organization or the work role, or 3) inflexibility of the position given the external demands of the military community member. However, veterans report that their next role is often a promotion, with better opportunities, more responsibilities, and additional salary, because they have learned through their first role more about the civilian sector and how they fit in, and how to communicate and apply their myriad skills (Maury, Stone, and Roseman, 2014). A proactive and well-informed military community hiring program can mitigate these challenges to the benefit of both the military community and employers by enabling and encouraging effective recruiting, onboarding, training, support, mentoring, and retention of veteran and military-connected talent.

Targeted toward human resource professionals, this guidebook will review and articulate the business case for hiring members of the military community and identify best practices for employers wishing to recruit, hire, and retain veteran and military spouse job seekers.

Specifically, we outline how hiring within the military community utilizing a proactive strategy tied to an organization's business case can provide the foundation for a competitive advantage. To illustrate this, this guidebook will provide examples of leading practices from companies that have developed successful military community-focused hiring initiatives. Finally, throughout this guidebook, we highlight the importance of education as a bridge between military-related experiences and civilian employment, providing a common point of reference and shared understanding between job seekers and employers. We draw from sources including scholarly articles on veteran employment;⁴ publications from the Institute of Veterans and Military Families (IVMF); and compiled input from employers, HR professionals, and the Veteran Jobs Mission.⁵

This guidebook will cover three primary areas:

- The business case for hiring military service members, veterans, and military spouse candidates that describes the important role HR professionals and hiring managers can play in the successful transition of veterans from military service to civilian employment.
- Evidence-based guidelines for practice, including practical case studies and examples as they have been implemented by successful companies.
- Resources and references to programs and services to augment or support military community-focused hiring initiatives.

According to the Veterans Administration (VA), Title 38 of the Code of Federal Regulations defines a veteran as “a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.” For the purposes of this guidebook, we define a veteran as any person with previous experience as a member of the armed forces (including members of the National Guard, Reserve, and active-duty military) who is actively seeking civilian employment.

⁴This report was reviewed by a team of human resource professionals who provided input, feedback, and content suggestions. ⁵The Veteran Jobs Mission (formerly 100,000 Jobs Mission) began in 2011 as a coalition of 11 leading companies committed to hiring 100,000 veterans by 2020. The coalition has since grown to include 230 private-sector companies that represent virtually every industry in the U.S. economy and has collectively hired more than 400,000 veterans since its inception. For more information, visit veteranjobsmission.com/about-the-mission.

VETERAN HIRING: WHAT WE KNOW & RESEARCH GAPS

More than 3 million veterans have joined the civilian workforce since September 2001. Collectively, around 11 million veterans, approximately half of all U.S. veterans (20.8 million), are active participants in the civilian labor force. As more veterans join the civilian workforce, startling concerns arise: Despite the numerous resources offered to them, post-9/11 veterans may experience challenges related to finding civilian employment. Translating military experience, obtaining the right education and credentials, identifying the right job opportunities, and overall job availability are just a few of the many challenges veterans face, especially in their transition. As a result of these transition challenges, veteran employment initiatives have become a key focus area for policymakers, employers, researchers, and veterans themselves. Below are a few insights:

MAXIMIZING TALENT PAYS OFF

Private-sector hiring of veterans has contributed to a decrease in veteran unemployment. To sustain this impact, firms must leverage veteran talent and maximize how veterans' skills can be best utilized within their company.

MATCHING IMPROVES RETENTION

Matching a veteran to a preferred career can improve job retention. Matching veterans to civilian positions similar to their military occupations can lead to a higher likelihood of the veterans' staying.

EMPLOYER INVESTMENT IMPROVES MATCHING

To effectively match veterans' career interests with company goals and thereby improve on-the-job success and retention of veteran employees, several steps should be taken by employers: 1) Be knowledgeable of the relationship between military skills and civilian workforce skills; 2) offer workforce development opportunities to veteran employees; and 3) offer workplace support, such as veteran-specific employee resource groups.

FINDING EMPLOYMENT IS STILL HARD

Despite declining unemployment rates, in a self-reported study, 55 percent of veterans still report employment as a top transition challenge.

As we learn more about veterans and their entry into civilian employment, other topics relating to workplace performance have emerged as potential gaps and areas of focus for employers:

- **Accommodations**

Despite laws to aid people with disabilities in gaining employment, veterans with a service-connected disability are still having trouble getting and retaining jobs.

- **Family Members**

To aid in reducing challenges to a service member's transition to the civilian workforce, continue expanding job opportunities for both veterans and their family members.

- **Placement & Development**

Veterans bring unique and valuable talents to the workplace. Move toward further developing veterans' skills, talent, and knowledge, which will provide firms with a more competitive advantage.

NOTE: Adapted from *Veteran Jobs Mission Leading Practices* by R. Maury, N. Boldon, & N. Armstrong. Copyright 2017 by the Institute for Veterans and Military Families, Syracuse University.

THE BUSINESS CASE FOR HIRING VETERANS

Because most Americans are civilians—including most HR professionals, hiring managers, and corporate leaders—they have little to no 1) exposure to the military, 2) knowledge about the skills that are acquired during military experience, or 3) knowledge about how military-acquired skills might apply to employment outside of the military.⁶

Though there is a business case for hiring military and veteran job seekers, even those organizations and businesses that are motivated and interested in hiring veteran and military talent may find it challenging to clearly articulate the “how” and “why” of their business case. As a consequence, hiring managers, executive leadership, or other interested stakeholders may not see the immediate benefits of employing or retaining military-connected job candidates. On the other hand, a clear business case with goal alignment among stakeholders encourages horizontal and vertical organizational buy-in critical to any successful hiring initiative (Haynie, 2012). With regard to military hiring, HR professionals often play a central role in supporting this alignment as gatekeepers and communicators about employees or potential employees within an organization.

To clarify, a business case is commonly understood to be the rationale for why a project or undertaking is likely to create a business advantage. A cogent business case can determine whether a particular venture succeeds or fails; even a good idea may never materialize if there is no one who can effectively champion its cause or describe the likely return on investment. Table 1 provides an overview of the business case for hiring veterans based on skills, characteristics, and traits (Haynie, 2012). This paper describes 10 empirically supported characteristics that veterans acquire as a result of their military service that contribute to their success as employees and how these might be assessed by HR professionals and hiring managers within an organization.

In general, planning for a military and veteran hiring initiative involves familiarizing oneself with the business case for hiring veterans, and then customizing it to one’s specific organization, assessing available resources, including time, staff, money, and the investment needed to succeed (Haynie, 2016). HR professionals and hiring managers who familiarize themselves with this business case measured against available resources are better positioned to articulate their reasons for wanting to hire veteran and military job candidates and can then use this assessment to strategically align the stakeholders within their respective organizations.

⁶ According to the Pew Research Center, “Only about one half of one percent of the U.S. population has been on active military duty at any given time during the past decade of sustained warfare. Some 84% of post-9/11 veterans say the public does not understand the problems faced by those in the military or their families. The public agrees, though by a less lopsided majority—71%.” For more information, see pewsocialtrends.org/2011/10/05/war-and-sacrifice-in-the-post-911-era/

TABLE 1:
The Business Case for Hiring Veterans for HR Professionals & Hiring Managers

| BUSINESS CASE PROPOSITION | HR RELEVANCE |
|--|--|
| <p>Veterans are entrepreneurial.</p> <p>Across multiple studies, research illustrates that this attribute is generally characteristic of military service members and veterans and suggests that those who go into military service are individuals with a high need for achievement (self-selection), demonstrate high levels of self-efficacy and trust, and have a strong sense of/comfort with autonomy and the dynamic decision-making process (Baron, 2007).</p> | <p>Where in the organization are entrepreneurial skills needed? Has the job candidate demonstrated entrepreneurial skills in his or her previous work experience? Is he or she self-directed, and is this important in the role the candidate will fill?</p> |
| <p>Veterans assume high levels of trust.</p> <p>The ability to trust co-workers and superiors is highlighted in organizational behavior literature as a significant predictor of high-performing teams, organizational cohesion and morale, and effective governance systems (Hitt, 2000). Research studies focused on both military personnel and veterans indicate that the military experience engenders a strong propensity toward an inherent trust and faith in co-workers, and a strong propensity toward trust in organizational leadership (Haynie and Shepherd, 2011). In turn, the academic literature broadly supports the finding that organizational performance is enhanced when trust between co-workers—and between employees and leadership—is strong (IVMF 2013b; IVMF 2013c).</p> | <p>Identify positions that would require autonomy and trust, and consider veterans who have demonstrated those attributes. Does the veteran have a security clearance? Has he or she had oversight of people, equipment, and/or budgets? Can trust-related skills improve the work environment? Are there positions that require trust in superiors, perhaps due to requirements for quick action or compartmentalized information, as in financial securities or mergers and acquisitions roles?</p> |
| <p>Veterans are adept at skills transfer across contexts and tasks.</p> <p>“Skills transfer across context and tasks” is defined as the ability to recognize and act on opportunities to transfer skills learned in a specific context to a different setting or circumstance. Active-duty service members are trained (through scenario-based teaching) to develop skills for reacting to different—often difficult—situations. Such training is beneficial in the work environment because it helps to strengthen and facilitate knowledge/skills transfer between distinct yet dissimilar tasks and situations. Military simulations are one example of service members’ transfer of skills. These simulations—also known informally as “war games”—include those focused on “practice fire” for marksmanship qualification, along with “shoot-don’t shoot,” a scenario to test one’s ability to not fire on noncombatants (Chang, 2009). Other training examples include the Joint Readiness Training Center, Operations Group, which provides relevant, rigorous training in a realistic environment, and the U. S. Army Combined Arms Center-Training, which supports and enhances individual and collective training in order to build readiness and capabilities that support U.S. Army and joint force commanders.</p> | <p>Cement the importance of company buy-in across leadership, recruiters, and hiring managers. This may include sharing anecdotes and success stories, and identifying hiring managers who are successfully engaging with veteran employees. Help stakeholders understand how skills used in the military might be applied to open positions, especially when the similarities are not obvious. In an IVMF survey of more than 8,500 service members and veterans, 55 percent of service members said that they had pursued or were likely to pursue a career that is different from their military specialization (Zoli, Maury, and Fay, 2015).</p> |
| <p>Veterans are comfortable and adept in discontinuous environments.</p> <p>The business environment is dynamic and uncertain, and research consistently highlights the organizational advantage of environments that are able to act quickly and decisively in the face of uncertainty and change. Those in the military are trained to accurately evaluate a dynamic decision environment and subsequently act in the face of uncertainty. This skill is further enhanced in individuals whose military experience has included service in a combat environment (Haynie, 2016).</p> | <p>Consider veterans for positions that are dynamic with competing demands and uncertainty. Veterans tend to excel in roles that leverage their ability to manage strategic change initiatives and navigate ambiguous environments. Maximize potential for success by seeking opportunities to provide mentoring or work-specific training to help augment any lack of technical experience for the veteran employee.</p> |
| <p>Veterans exhibit high levels of resilience.</p> <p>As a consequence of the military experience, veterans in general develop an enhanced ability to bounce back from failed professional or personal experiences more quickly and completely compared to those who have not served (McGeary, 2011). This resiliency gives veterans an edge in the civilian work environment, especially where intermediate or terminal failures are likely to be high, such as in new-product development, early-stage ventures, sales, high-technology ventures, or environments where customer relationships are transaction-based (Haynie, 2016).</p> | <p>Provide regular and consistent feedback about performance and a plan for advancement within the organization. Provide opportunities to receive mentoring.</p> |

NOTE: Table 1 adapted from *The Business Case for Hiring a Veteran: Beyond the Clichés*, by J.M. Haynie, retrieved from [The Business Case for Hiring Veterans](#). Copyright 2012 by the Institute for Veterans and Military Families, Syracuse University. Also adapted from an upcoming book chapter, “Why Hire Veterans?” by J.M. Haynie from *How to Hire and Retain Military Veterans: A Guidebook for Business Leaders and Human Resources Professionals* (Editors Nathan D. Ainspan and Kristin N. Saboe). Copyright 2018 by Oxford University Press.

TABLE 1 (continued):
The Business Case for Hiring Veterans for HR Professionals & Hiring Managers

| BUSINESS CASE PROPOSITION | HR RELEVANCE |
|---|--|
| <p>Veterans have (and leverage) advanced technical training.</p> <p>Military experience, on average, exposes individuals to highly advanced technology and technology training at a rate that is accelerated relative to that received by their nonmilitary, age-group peers. This accelerated exposure to high-level technology contributes to an enhanced ability to link technology-based solutions to organizational challenges. Consequently, not only do military veterans, on average, have more advanced exposure to high-level technology relative to their age-group peers, but they also make the most of that knowledge by effectively leveraging knowledge across other, disparate work-related tasks (U.S. Army Combined Arms Center). For example, people who enlist in the U.S. Army are tested in special skills and awarded an Expert Infantryman Badge (EIB) if completed. The purpose of the EIB is to recognize infantrymen who have demonstrated a mastery of critical tasks that build the foundation of individual proficiency that allows them to locate, close with, and destroy the enemy through fire and maneuver, and repel an enemy assault through fire and close combat (U.S. Army Maneuver Center of Excellence). Numerous and arduous tasks at multiple stations must be completed in order to get the EIB. Stations include first aid; nuclear and biological chemicals training; indirect-fire station; basic technique training (e.g., moving under direct fire and using visual signaling techniques); communications (e.g., operating the Single Channel Ground and Airborne Radio System and Advanced System Improvement Program radio channels); map reading; security; and intelligence (Army Study Guide, January 2017). These skills, all technical in nature, are in fact transferable skills for a variety of civilian roles, including logistics and project management, information technology, medical care, personal security, engineering, and manufacturing, along with cultural and multilingual communications (IVMF 2013b; IVMF 2013c). For example, many military automated systems are similar to the technology used by corporate employers. Thus, many military job seekers have the skills necessary to learn and use a complex system.</p> | <p>Develop hiring pathways to include higher education and certifications, dependent on the needs of the employer or organization. Consider, too, that each industry is unique and requires its own approach and strategy. Regularly engage employees in continuous learning and the acquisition of new skills and technologies.</p> |
| <p>Veterans exhibit advanced team-building skills.</p> <p>Compared to those who have not served in the military, veterans are more adept with regard to 1) organizing and defining team goals and mission, 2) defining team member roles and responsibilities, and 3) developing a plan for action (Godé-Sanchez, 2010). Those with prior military service are shown to have a high level of efficacy for team-related activities; that is, veterans exhibit an inherent and enduring belief that they can efficiently and effectively integrate and contribute to a new or existing team (Haynie, 2016).</p> | <p>Hire for soft skills while training for “hard” skills.</p> |
| <p>Veterans exhibit strong organizational commitment.</p> <p>Military institutions are particularly adept at institutional socialization, and as a result, the military experience engenders a strong linkage between the individual and the organization. Military veterans bring this strong sense of organizational commitment and loyalty to the civilian workplace. For the organization, this strong sense of organizational commitment contributes to reduced attrition/turnover, which, in turn, is reflected in a positive, high-level work product (Godé-Sanchez, 2010).</p> | <p>Identify necessary workforce readiness pathways, allowing veterans to understand what they need to do to qualify for roles with employers and organizations.</p> |
| <p>Veterans have (and leverage) cross-cultural experiences.</p> <p>Multiple studies consistently highlight that people with military backgrounds 1) have more international experience, 2) speak more languages more fluently, and 3) have a higher level of cultural sensitivity as compared to age-group peers who have not served in the military (Goldberg and Warner, 1987). The cross-cultural experiences characteristic of a veteran’s military career represent a competitive advantage for any employer organization, given the increasing globalization of the business environment.</p> | <p>Does a veteran or military hiring initiative enhance existing global initiatives that require cross-cultural work experience or working with people in multiple countries and regions? How do veterans fit into global goals? Can existing resources be expanded to include military and veterans and to enhance the experience of the company’s work in multiple cultures and regions?</p> |
| <p>Veterans have experience and skill in diverse work settings.</p> <p>While the military has been publicly criticized for a lack of diversity on several important dimensions, research conversely and consistently highlights the fact that the all-volunteer military represents a heterogeneous workforce across myriad dimensions, including educational background, ethnicity, culture, values, and the goals and aspirations of organizational members. Consequently, those with military experience are, on average, highly accepting of individual differences in a work setting and thus exhibit a high level of cultural sensitivity to such differences in the workplace (Godé-Sanchez, 2010).</p> | <p>Findings from Veterans Affairs (VA), over 245 companies, and six <i>Fortune</i> 500 companies noted the need to educate employers about issues specific to veteran wellness and information about veteran transition from military to civilian employment. Veterans in Workplace Final Report.</p> <p>Overview of results from AJAH Large Employer Military Hiring Guide summarizes best practices for employers in recruiting and hiring National Guard members, veterans, and reservists.</p> |

LEVERAGING VETERAN TALENT IN THE WORKPLACE

As the business case implies, planning for a veteran and military hiring initiative involves identifying and effectively articulating the tangible and intangible reasons why hiring veterans might be advantageous to an organization. For example, organizations generally have limited recruiting and training budgets. If there is cost savings or a revenue-generating opportunity for companies in terms of acquiring talent, improving work culture, increasing diversity, or decreasing the turnover rate, companies can achieve a tangible or quantifiable benefit. On the other hand, the intangible benefits are difficult to quantify. Below we outline some of the tangible benefits to hiring veterans and some of the difficulties related to quantifying the return on investment (ROI).

The Work Opportunity Tax Credit for Hiring Veterans

In addition to the numerous and diverse skills that veterans bring to the civilian workforce, there is an additional benefit to hiring them: The Work Opportunity Tax Credit (WOTC) is a federal tax credit available to employers for hiring individuals from certain target groups who have consistently faced significant barriers to employment (see Veteran Target Groups, below). Employers can earn up to \$10,000 in federal and state tax credits. For each veteran hired, the federal government gives from \$2,400 to \$9,600 for the first year of employment. The amount of tax credit depends on certain criteria, including the number of hours employed during the first year, disability status (particularly service-connected disabilities), unemployment status, and receipt of vocational rehabilitation services from a state-certified agency or the VA.

Veteran Target Groups

A new hire qualifies for a veteran target group if the individual is either/or:

- ✓ A veteran who is a member of a family that received Supplemental Nutrition Assistance Program benefits (food stamps) for at least a three-month period during the 15-month period ending on the hiring date.
- ✓ A disabled veteran who is entitled to compensation for a service-connected disability and has been:
 - Hired within one year of discharge or release from active duty.
 - Unemployed for at least six months in the year ending on the hiring date.
- ✓ A veteran who has been unemployed for:
 - At least four weeks in the year ending on the hiring date.
 - At least six months in the year ending on the hiring date.

Please note that to have eligible veteran status for the WOTC, an individual must:

- Have served on active duty (not including training) in the U.S. armed forces for more than 180 days OR have been discharged or released from active duty for a service-connected disability.
- Not have had a period of active duty (not including training) of more than 90 days that ended during the 60-day period ending on the hiring date.

The criteria for the target group may be subject to change. Go to [Work Opportunity Tax Credit](#) for the most up-to-date information.

The Return on Investment of Hiring Veterans

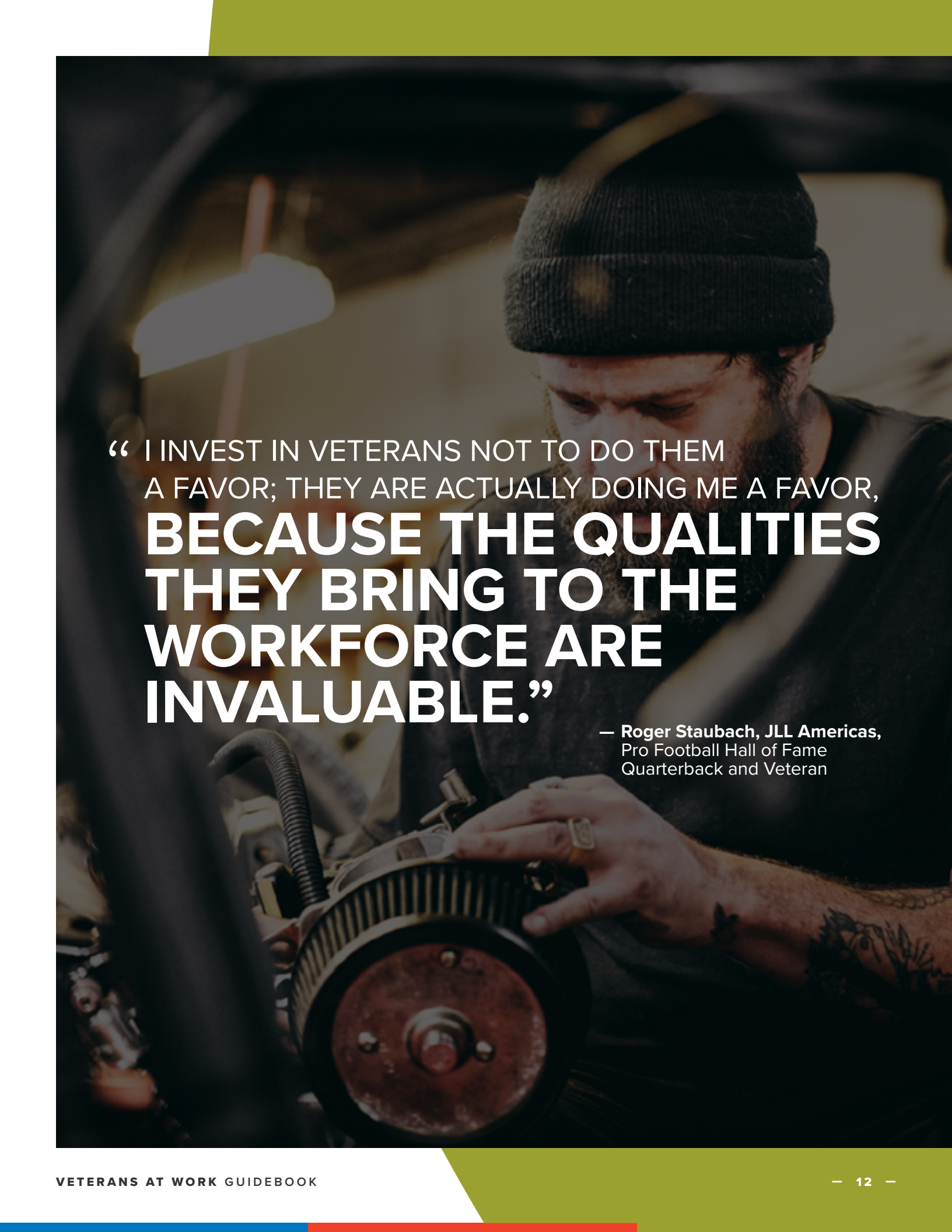
According to research conducted by Guo, Pollak, and Bauman (2016), the aforementioned tax credits cost roughly \$10,000 or less per job-year. The cost is ...

on par with other tax credit programs and substantially less than some larger-scale federal employment initiatives (e.g., the American Recovery and Reinvestment Act, which cost \$151,000 per job-year). Overall, the new credits cost \$610 million or less over 2007 and 2008, while increasing yearly income for disabled veterans by more than \$1 billion. The results suggest that hiring tax credits can be a powerful and cost-effective policy tool to stimulate the hiring of veterans.

Business leaders often support the development of veteran employment programs within their organizations, believing that hiring veterans represents both good citizenship and good business. However, as private-sector veteran hiring programs have evolved and matured over the past decade, discourse related to veterans' employment is beginning to take a subtle but important shift and is increasingly focused on how to best quantify the value created for the organization relative to the investment required to resource a veteran employment program (Curry Hall et al., 2014; Haynie, 2016). Metrics that demonstrate higher performance, longer retention, or cost savings related to veteran employees may be important to justify the use of veteran employment resources (Curry Hall et al., 2014). It is important to note, however, that retention is often unique to individual and particular businesses, industries, and work, and the metrics and retention goals used by one industry or organization may not apply to another.

To learn more, check out the
“Tax Incentives for Employers Hiring Veterans”
video in the Veterans at Work certificate program.

Visit Veteransatwork.org to enroll!

A man with a beard and a black beanie is working on a car engine. He is looking down at the engine with a focused expression. The background is blurred, showing the interior of a car. The text is overlaid on the image.

“ I INVEST IN VETERANS NOT TO DO THEM
A FAVOR; THEY ARE ACTUALLY DOING ME A FAVOR,
**BECAUSE THE QUALITIES
THEY BRING TO THE
WORKFORCE ARE
INVALUABLE.**”

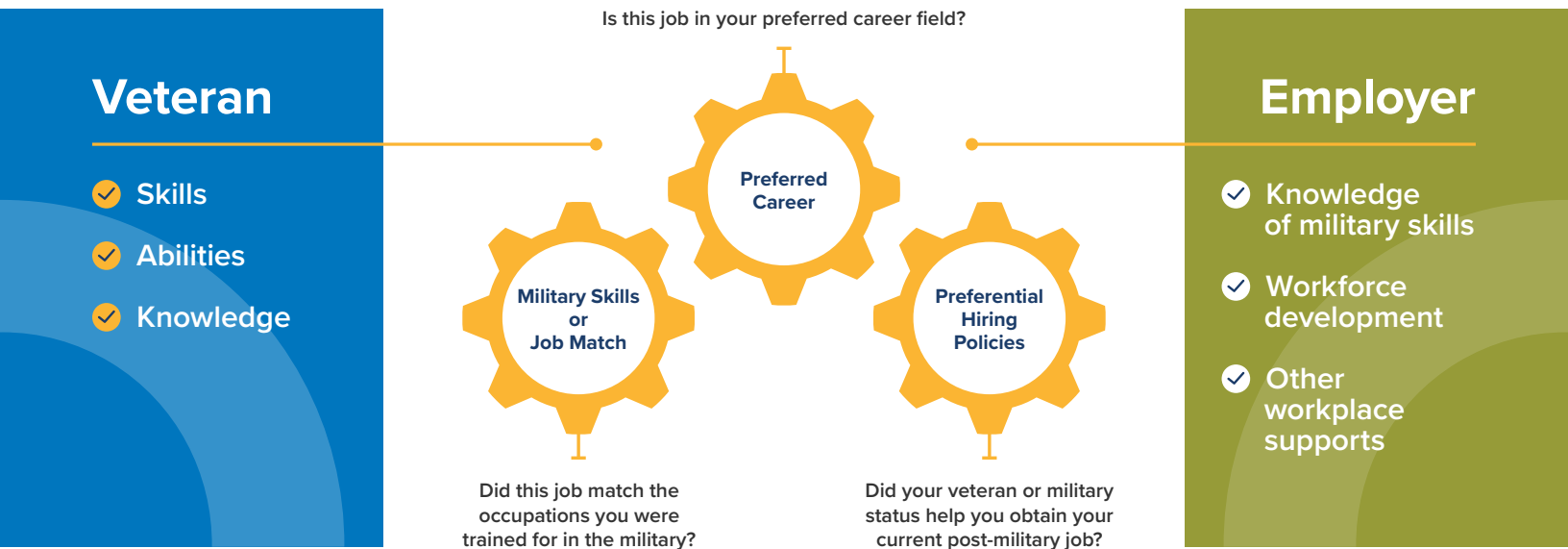
— Roger Staubach, JLL Americas,
Pro Football Hall of Fame
Quarterback and Veteran

THE FOUNDATION FOR COMPETITIVE ADVANTAGE

The key to leveraging veteran talent is to identify what a job seeker brings to each workplace and how employers can leverage those unique skills to achieve a competitive advantage. This approach requires employers to assess themselves in terms of both what they offer to veterans as employees and what they expect to gain by hiring veteran job seekers (Bradbard, Armstrong, and Maury, 2016).

WORKFORCE READINESS ALIGNMENT

Workforce readiness is a combination of what the veteran brings to the workplace and what the employer does to align with the needs of its veteran employees. There is a relationship between job preferences, military-conferred skills, and a variety of outcome measures, including retention, income, and perceptions about transition. The application of the skills gained in the military and securing employment in a desired career field are two critical factors in the transition process for both veterans and their employers.



NOTE: Adapted from Workforce Readiness Alignment: The Relationship Between Job Preferences, Retention, and Earnings (Workforce Readiness Briefs, Paper No. 3) by R. Maury, B. Stone, D.A. Bradbard, N. Armstrong, and J.M. Haynie retrieved from [WORKFORCE READINESS ALIGNMENT](#). Copyright 2016 by the Institute for Veterans and Military Families, Syracuse University.

Practice Guidelines: A Framework for HR Professionals to Leverage Veteran Talent and Cultivate Competitive Advantage.⁷

Start “in the Business”

Leveraging veteran talent involves both the veteran and the employer. First, it is important that employers identify, seek out, and subsequently leverage the skills unique to military and veteran candidates as they apply to specific work environments. Second, employers must look internally at their own company culture.

Identify marketplace-connected skills and competencies

that are central to current and future competitive advantages for an organization or particular industry. Employers can more effectively recruit military-connected job candidates once they determine where veterans and transitioning service members with specific desirable skills and competencies are located (e.g., currently serving, currently employed, or in higher education). This also may include a clear statement about an interest in hiring not only veterans but transitioning service members, student veterans, members of the National Guard, and reservists (Haynie, 2016).

Audit company culture, including opportunities that need to be filled, and consider whether the culture within the organization matches the military culture and employment needs of job-seeking veteran and transitioning military candidates. Simultaneously, avoid making assumptions about individual candidates based on their military affiliation. This also could include examining how veteran and military candidates are perceived and how they are assessed within the organization, both before and after they are hired. This audit also involves ensuring there are resources available such as employee resource groups, onboarding that addresses the specific needs of military candidates (e.g., identifying a mentor within the company), or military culture training for hiring managers and other relevant employees (Haynie, 2016).

Define and Introduce a Competency-Based Recruiting and Selection Process

Human resource professionals can look across the organization and take a skills and competency inventory to identify 1) areas where necessary skills and competencies are both superior and lacking, and 2) how competencies can be bolstered and deficiencies could be reduced through a veteran and military hiring initiative. For example, employers can work with their HR professionals and hiring managers to identify common employee success characteristics and build a profile to reference within the areas that are superior or lacking. Evaluations for hard- and soft-skill requirements and preferences can be included in the profile. It is worth noting that in-demand skills desired by employers match closely with the skills that are enhanced by military experience. See “In-Demand Skills” on page 15.

In order to understand veteran fit in a specific role, one must evaluate skills as they match particular roles and responsibilities. Organizations can then track retention, advancement, and performance relative to the fit. Collecting business-specific metrics can enable companies to evaluate their efforts against their own unique targets and goals. Be aware that state policy is often relevant to veterans’ meeting specific job requirements for licensures and certifications, as the qualifications earned in the military may be transferable in some cases and not in others. Academic transfer, licensing transfer, and waiver of eligibility requirements in the presence of specific qualifications or experience can sometimes be considered by employers as equivalent or as substitutes. Collection of data and metrics, including sourcing metrics, can help guide and refine future initiatives.

To learn more, check out the “Myths & Facts of Military Leaders” video in the Veterans at Work certificate program.

Visit [Veteransatwork.org](https://veteransatwork.org) to enroll!

⁷ Unless otherwise indicated, content in this section is adapted from Haynie, J. M. (2016). Revisiting the Business Case for Hiring a Veteran: A Strategy for Cultivating Competitive Advantage (Workforce Readiness Briefs, Paper No. 2). Syracuse, NY: The Institute for Veterans and Military Families, Syracuse University. https://ivmf.syracuse.edu/wp-content/uploads/2016/06/IVMF_WorkforceReadinessPaper2_April16_Report2.pdf

IN-DEMAND SKILLS Compared to Skills Enhanced by Military Service

Important Skills Cited by Employers for Workplace Success

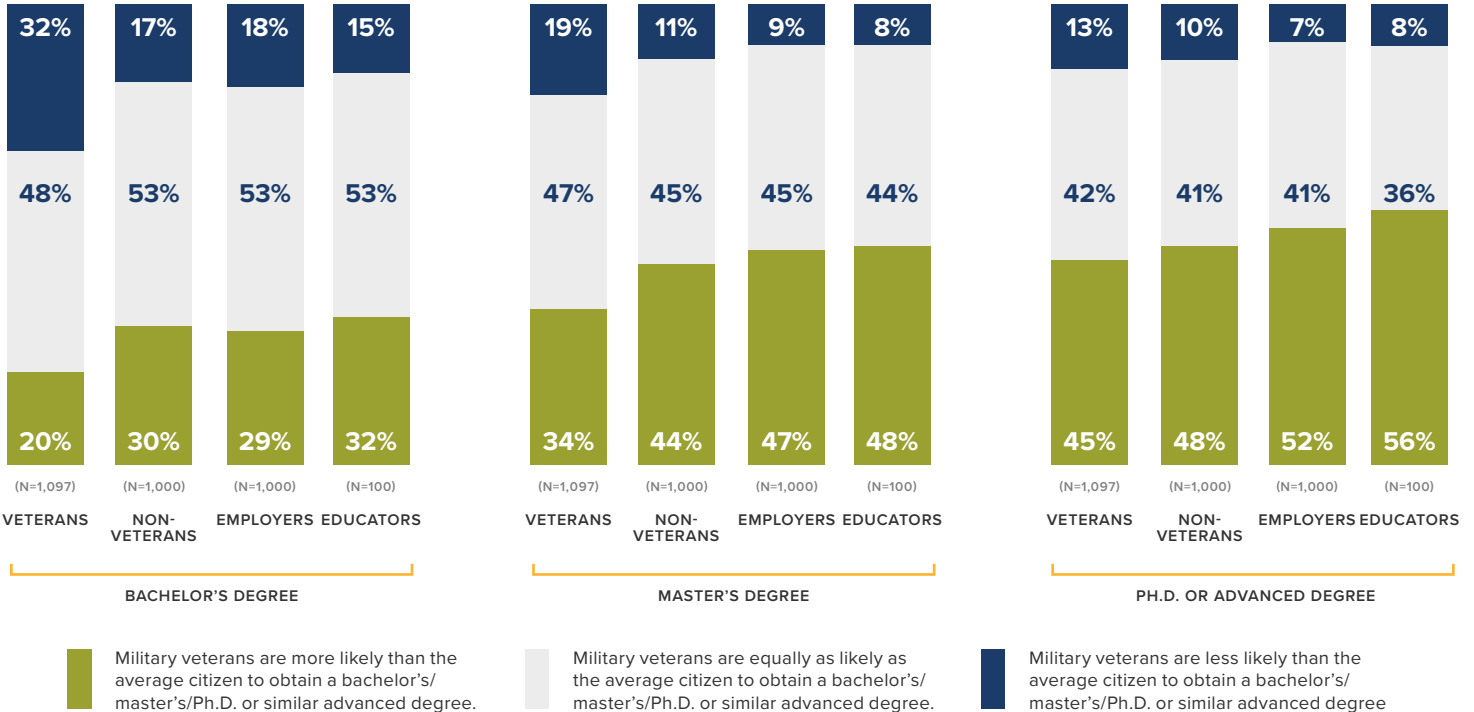
- Professionalism/work ethic
- Teamwork/collaboration
- Communicating effectively
- Critical thinking/problem solving
- Ethics/social responsibility

Skills Strengthened or Enhanced by Military Service

- Work ethic/discipline
- Teamwork
- Leadership and management
- Mental toughness
- Adapting to different challenges
- Professionalism

Only 9% of employers believe that veterans are more likely than the average citizen to obtain a graduate degree.

PERCEPTIONS OF VETERANS' EDUCATION



NOTE: Adapted from Veterans' Well-Being Survey by Edelman and Edelman Intelligence. Retrieved from [slideshare.net/EdelmanInsights/2017-veterans-wellbeing-survey](https://www.slideshare.net/EdelmanInsights/2017-veterans-wellbeing-survey). Copyright 2017 by Edelman and Edelman Intelligence.

Revisit How Your Company Recruits and Hires Veterans

Some research has shown that employers believe that veterans do not have successful civilian careers post-service, and they may also underestimate veterans' level of education. For example, Edelman and Edelman Intelligence released its Veterans' Well-Being Survey: Focus on Employment, Education and Health in October 2017 and found that:

“49% of employers and 48% of non-veterans believe that most veterans do not pursue a college/vocational school degree either while they are in the military or after they’ve completed their service. And, despite data that shows the contrary, only 9% of employers and 8% of non-veterans believe that veterans are more likely than average citizens to obtain a graduate degree. Finally, 52% of employers believe that veterans do not have successful careers when compared to average citizens.”

Because employers are starting with this misperception, it is very likely that veteran employees are being hired into roles that are below their abilities and skills, and that companies are missing talent represented by student veterans during their college careers (about half work full time while in college) and as they graduate. Importantly, not only employers, but veterans,

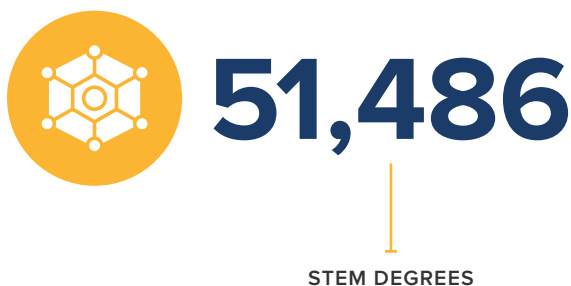
nonveterans, and educators all have similar perceptions about degree attainment, and those perceptions are erroneous (Cate, Lyon, Schmeling, and Bogue, 2017).

To underscore this point, in 2017, Student Veterans of America (SVA) released the first comprehensive review of post-9/11 student veteran education outcomes and reported on student veterans' success rates, areas of study, and demographics (including diversity), and demonstrated the talent pipeline represented by student veterans. The National Veteran Education Success Tracker demonstrated that veterans attain high-demand degrees at high rates of success, with success rates higher than their civilian peers who have never served. Additional research by SVA demonstrates that veterans have higher grade point averages than their civilian peers. Degree fields include business, management, and marketing (27 percent); science, technology, engineering, and mathematics, or STEM (14 percent); and health professions (10 percent) (Cate, Lyon, Schmeling, and Bogue, 2017).

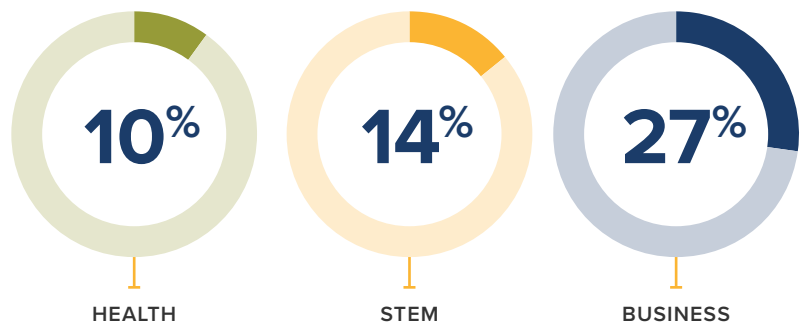
Veterans use a variety of strategies and tools when they transition from the military. These include education, certification, on-the-job training, and apprenticeships, to name a few. Ideally, these resources, when utilized by the veteran, can offer incentives for both veterans and employers. For example, veterans in an approved on-the-job training program can use their Post-9/11 GI Bill benefit and receive a tax-free housing stipend. This provides a cost savings to the employer and an opportunity for the veteran to receive education, training, or more advanced workplace skills. Additionally, veterans can use these opportunities to build a relationship with a specific employer, improve their skills and competencies, earn wage increases, participate in occupation-focused training and education, and earn the opportunity for career advancement. Finally, employers can benefit through increased productivity, higher employee retention, and a stable pipeline of qualified workers.

Popular Majors for Student Veterans

STUDENT VETERANS EARNED AT LEAST:



MOST POPULAR MAJORS:



NOTE: Adapted from National Veteran Education Success Tracker: A Report on the Academic Success of Student Veterans Using the Post-9/11 GI Bill by Cate, C.A., J.S. Lyon, J. Schmeling, and B.Y. Bogue. Retrieved from <http://nvest.studentveterans.org/>. Copyright 2017 by Student Veterans of America, Washington, D.C.

In addition to working through colleges and universities, employers might also work with nonprofit veteran service organizations that offer employment services free to veterans and interested companies. Companies also may choose to develop relationships with the installation-based military transition centers that frequently welcome companies to their job fairs and military transition classes. Likewise, local and state-based agencies often have workforce commissions or coalitions that help veterans with employment services.

Some veterans may have myriad needs in addition to employment, such as health and wellness; wounded, ill, or injured veteran accommodations; higher education; transition; reintegration into families and communities; and so on. A number of organizations and programs focus on these other needs, including with fundraising campaigns and by showing success overcoming post-service barriers. Paradoxically, prevalent messaging about veterans' health and well-being (e.g., homelessness, health care) may inadvertently obscure the fact that most research shows that veterans overall are employed (with wages for all veterans averaging \$10,000 more annually than for their civilian peers) and unemployed at a rate 1 percent lower than their civilian peers who have never served. Moreover, veterans who have attained degrees are even better positioned in relation to purpose in life and social and financial well-being: With a bachelor's degree, their wages are nearly \$17,000 higher than for those who have never served, and at the graduate-degree level, their wages are slightly more than \$29,000 higher than for those who have never served (IVMF and SVA, 2017). While some factors (e.g., discrimination by employers, skill mismatch, injury, poor health) may hinder some veterans' employment outcomes, it is worth noting that census data does not reflect that there is an overall employment disadvantage (Guo, Pollak, and Bauman, 2016).

In 2017, the IVMF, in collaboration with the Veteran Job Mission (VJM), collected survey data from 46 companies that voluntarily answered questions about their veteran hiring initiatives, including their recruiting practices, initiatives implemented to support the company's veteran employment goals, and what they believe is the impact of implementing initiatives for their organization and for their veteran employees (Maury, Boldon, and Armstrong, 2017). Companies were also asked to share information on what they measure in house and their use of promotional materials for their veteran employment initiatives. Follow-up interviews were conducted with 10 of the participating companies. Leading practices were compiled and are presented at right.

NOTE: Adapted from National Veteran Education Success Tracker: A Report on the Academic Success of Student Veterans Using the Post-9/11 GI Bill by Cate, C.A., J.S. Lyon, J. Schmeling, and B.Y. Bogue. Retrieved from nvest.studentveterans.org/. Copyright 2017 by Student Veterans of America, Washington, D.C.

NUMBER OF DEGREES BY FIELD



Blue shading indicates STEM fields. For the National Veteran Education Success Tracker (NVEST), STEM is defined by the conservative grouping of science, technology, engineering, and math that excludes the social sciences.

| | |
|--------|---|
| 96,270 | Business, Management, Marketing |
| 37,138 | Health Professions and Related Programs |
| 34,812 | Liberal Arts and Sciences, General Studies |
| 34,199 | Homeland Security, Law Enforcement, Firefighting |
| 21,800 | Computer and Information Sciences |
| 14,977 | Social Sciences |
| 10,532 | Education |
| 10,153 | Engineering Technologies |
| 9,769 | Mechanic and Repair Technologies/Technicians |
| 8,798 | Multi- and Interdisciplinary Studies |
| 8,510 | Psychology |
| 8,057 | Engineering |
| 7,436 | Public Administration and Social Service |
| 5,621 | Transportation and Materials Moving |
| 4,311 | Biological and Biomedical Sciences |
| 4,268 | History |
| 4,266 | Legal Professions and Studies |
| 4,013 | Personal and Culinary Services |
| 3,787 | Visual and Performing Arts |
| 3,656 | Parks, Recreation, Leisure, and Fitness Studies |
| 3,123 | Communication, Journalism |
| 2,342 | English Language and Literature/Letters |
| 2,340 | Precision Production |
| 2,072 | Construction Trades |
| 1,972 | Natural Resources and Conservation |
| 1,869 | Physical Sciences |
| 1,534 | Theology and Religious Vocations |
| 1,215 | Philosophy and Religious Studies |
| 1,130 | Family and Consumer Sciences/Human Sciences |
| 1,121 | Agriculture, Agriculture Operations |
| 1,075 | Mathematics and Statistics |
| 959 | Foreign Languages, Literatures, and Linguistics |
| 732 | Architecture and Related Services |
| 694 | Area, Ethnic, Cultural, Gender, and Group Studies |
| 619 | Science Technologies/Technicians |
| 616 | Military Technologies and Applied Sciences |
| 509 | Communications Technologies/Technicians |
| 156 | Library Science |
| 62 | Leisure and Recreational Activities |
| 58 | Military Science, Leadership and Operational Art |
| 33 | Basic Skills and Developmental/Remedial Education |
| 31 | Residency Programs |
| 3 | Health-Related Knowledge and Skills |
| 3 | High School/Secondary Diplomas and Certificates |
| 1 | Citizenship Activities |

Recruiting Best Practices

VETERAN-SPECIFIC RECRUITING EFFORTS

- Offering customized hiring events for veterans and military-connected individuals
- Making strategic outreach efforts, which include targeted marketing
- Creating recruiting program(s) in which veterans employed at the company assist in recruiting prospective veteran employees
- Regularly publicizing open positions to colleges and organizations serving veterans
- Designating a center dedicated to talent acquisition
- Designing a resource guide for company recruiters

PARTNERSHIPS & USING AVAILABLE RESOURCES

- Leverage Department of Defense (DOD) and VA resources, such as the Transition Assistance Program (TAP), to locate qualified veteran candidates
- Partner with like-minded companies

TRAINING & CERTIFICATIONS

- Offer pathways to certification for job skills and honor military experience/certification
- Generate opportunities for on-the-job training

HOW COMPANIES ARE MEASURING RECRUITMENT

- Sources of applications
 - By program and talent type
- Success of leadership program
 - By practice and location
- Offers and hires made
 - By veteran status and disability status
- Effectiveness and cost of recruiting efforts, including events
- Veterans' experiences with company's recruiting and hiring processes
- Retention and promotion of veteran hires
- Number of veteran employees involved in recruiting programs

Impact of Initiatives

ON COMPANIES

- Stronger candidate pools and better retention rates
- Stronger teams and more experienced leaders
- Better military-to-civilian work environments
- Increase in veteran hiring
- More military-friendly

ON VETERANS

- Opportunity to network with other veterans
- Sense of value to company
- Long-term career path at company

Leading Practices Identified

RECRUITING EFFORTS

- Build relationships with colleges to recruit on campus and receive veteran referrals
- Be clear on veteran recruitment goals
- Implement system to help communicate with veteran candidates

KNOWLEDGE SHARING

- Put together a guide that links resources for veterans
- Build a platform for veterans to share knowledge
- Join committees or groups that can offer valuable education on hiring veterans
- Communicate regularly with veteran candidates about open positions
- Highlight and share success stories of veterans within the organization who are making a difference
- Internally publish articles that promote veterans initiatives, which could help nonveteran employees accept recruiting veteran employees

COLLABORATION/PARTNERSHIPS

- Leverage TAP and other programs established to aid veterans in gaining employment, such as Wounded Warrior Project and LearnKey
- Put together a group of individuals to lead the company's veteran-employee hiring initiative

NOTE: Adapted from Veteran Jobs Mission Leading Practices by R. Maury, N. Boldon, and N. Armstrong. Copyright 2017 by the Institute for Veterans and Military Families, Syracuse University.

Use Resources for Employers to Find Veteran Job Candidates

BECOME A VETERAN-FRIENDLY EMPLOYER

Employers can offer veteran- and military-specific opportunities, training programs, and outreach to build their brand as a military-friendly employer. For example, veteran- and military-specific website portals on an organization's webpage can enable job seekers to apply for open positions and establish "high-touch" connections with human resource professionals with specialized knowledge about military candidates. Additionally, organizations can proactively participate in military-focused events, donate resources and time to military-related causes, and actively pursue veteran and military employees to build a strong reputation within the military community.

RELY ON EMPLOYER SUPPORT OF THE GUARD AND RESERVE (ESGR)

ESGR is a Defense Department program. Its goals are to create a culture in which all U.S. employers value the military service of their employees and to minimize issues between employers and service members. ESGR is able to answer any questions employers have regarding rights and responsibilities in the employment of National Guard or Reserve service members. Employers interested in hiring members of the National Guard and reservists can participate in the Department of Labor's efforts to support veteran hiring at Veterans.gov. Through its online tools and network of 2,400 American Job Centers, the Department of Labor provides employers labor market counseling, interview and job-seeker selection tips, a vast job-seeker network, and subsidies for hiring veterans.

Visit [Benefits of Hiring Guardsmen and Reservists](#)

HOLD HIRING FAIRS

Military installations often coordinate hiring fairs that enable employers to connect with transitioning military and veteran job seekers. Employers can establish relationships with local installations to share information about upcoming events.

OFFER INTERNAL EMPLOYEE RESOURCE GROUPS

Existing employee resource groups within organizations can be excellent sources for candidate referrals, as current employees can often effectively refer transitioning military or veterans knowing how a candidate might fit within the work environment.

JOIN VETERAN-FOCUSED EMPLOYER HIRING GROUPS

Groups such as the Veteran Jobs Mission and the U.S. Chamber of Commerce Foundation's Hiring Our Heroes Veteran Employment Advisory Council can assist in connecting employers and military job candidates. These groups meet on a regular basis and provide opportunities for employers to share best practices for recruiting, retaining, and hiring military job candidates.

Visit VeteranJobsMission.com & HiringOurHeroes.org

POST-9/11 GI BILL

This has helped veterans earn degrees in:



The above figure is included to demonstrate that student veterans continue to serve their communities and country long after their military service ends.

NOTE: Adapted from National Veteran Education Success Tracker: A Report on the Academic Success of Student Veterans Using the Post-9/11 GI Bill by Cate, C.A., J.S. Lyon, J. Schmeling, and B.Y. Bogue. Retrieved from invest.studentveterans.org/. Copyright 2017 by Student Veterans of America, Washington, D.C.

Use Resources for Employers to Find Veteran Job Candidates (continued)

LEVERAGE LINKEDIN

LinkedIn, a career networking social media site, offers advanced search capabilities to help HR professionals narrow their search for the most qualified candidates for the opportunities they are looking to fill. LinkedIn offers a suite of tools with which to search, segment, and connect with veteran job seekers. Learn from a military-talent branding expert to make the most of LinkedIn's talent acquisition and outreach tools.

[Visit Employers Hiring Veterans](#)

LOOK INTO NONPROFIT ORGANIZATIONS

Nonprofits focused on employment often work directly with veteran job seekers and can assist employers in locating qualified candidates while assisting veterans with translating their resumes. Hiring Heroes USA, for example, offers resume services and can connect transitioning service members with employers.

[Visit HireHeroesUSA.org](#)

The Wounded Warrior Project can connect employers to veteran job candidates with disabilities and provide employers with resources to assist them in hiring these job seekers, providing reasonable accommodations, and writing appropriate job descriptions.

[Visit WoundedWarriorProject.org](#)

USE UNIVERSITY CAREER CENTERS

University campuses typically have career services and can provide an interface between student veterans seeking employment and employers seeking qualified job candidates. University career centers can be an excellent source for employers to locate qualified military-connected job candidates with academic degrees that match open positions.

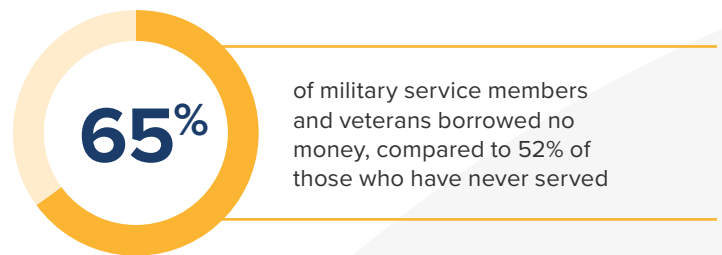
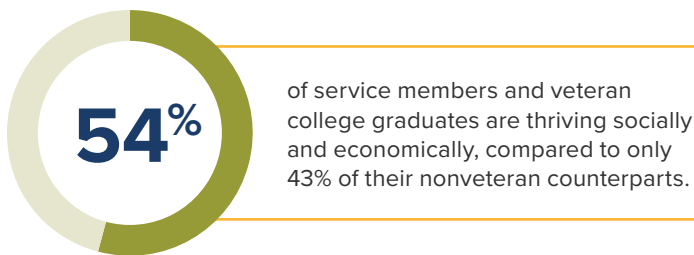
POST-EDUCATION COMMITMENT

Military service members and veterans are more likely to thrive in the following domains:

✓ **Purpose**
(motivation to achieve goals)

✓ **Social Well-Being**
(supportive relationships)

✓ **Financial Well-Being**
(management of economic factors)



Veterans strive for financial security and value fiscal responsibility. Financial security is associated with less stress and increased financial well-being.



Student loan debt and percentage of thriving is negatively correlated: Veterans generally borrowed less money and therefore have a higher level of economic security.

Veterans exhibit a strong organization commitment or sense of connection and individual responsibility to one's institution.

The military is particularly adept at socializing service members to various roles and expectations that must be successfully carried out to meet the demands of the organization. Early socialization in military training lays the groundwork for subsequent organizational commitment by fostering a sense of responsibility, unity and cohesiveness among the group. One's capacity to transition with ease between a variety of roles and expectations is also increased. For the organization, these factors contribute to less burnout, greater job satisfaction, and higher productivity. Further, in situations where organizational commitment is high, research suggests that organization norms, customs, and ethical standards are more strongly internalized. In short, military culture strengthens integrity and responsibility. Additional studies consistently support findings that service members sustain these characteristics across civilian settings, including academic institutions. Consequently, military experience engenders greater loyalty and commitment to one's education as well as to one's affiliated academic institution.

NOTE: Adapted from National Veteran Education Success Tracker: A Report on the Academic Success of Student Veterans Using the Post-9/11 GI Bill by Cate, C.A., J.S. Lyon, J. Schmeling, and B.Y. Bogue. Retrieved from invest.studentveterans.org/. Copyright 2017 by Student Veterans of America, Washington, D.C.

TALENT DEPLOYMENT & DEVELOPMENT

Focus Relentlessly on Alignment with the Marketplace

In order to develop and retain veteran talent, it is not only important to have a strong veteran hiring and accommodation strategy, but it is also important to have a plan in place to best utilize veterans' skills in the civilian workplace. In the context of the organization's veteran employment program, the objective of talent deployment should be to think and act beyond the traditional lens of a person-to-job fit, making purposeful and strategic choices about how to deploy veterans within the organization. Specifically, organizations can deploy veterans within companies to occupy work roles and situations so that their attributes and skills are leveraged to meet unique, strategic goals and objectives.

Thus, it is critically important that managers employ veteran talent consistent with opportunity. This is one of the most significant and strategic missteps we have identified in how some organizations approach veteran hiring initiatives. Employers traditionally hire with the intent and objective of introducing and leveraging military-learned skills and competencies within the organization but deploy veteran talent to work roles and situations where those differentiated skills and abilities are not relevant or even appropriate (Haynie and Shepherd, 2011). Based on both class-leading practices and approaches supporting this objective identified by research—and also on the practical lessons learned from private-sector partners—the following are strategies and prescriptions to best position the organization's veteran employment initiative that, if followed, will create value for the company (IVMF 2013b; IVMF 2013c).

Recognize the Importance of Meaning and Purpose for Veteran Employees

Veterans typically have a strong, intrinsic need to find meaning and purpose in their work, which often attracts them to military service in the first place. Continually and consistently reinforce how and why the veteran's assigned work role contributes to the performance objectives of the organization and the vision of the company.

Provide Early, Frequent, and Informal Performance Feedback

Veterans are accustomed to frequent and specific feedback on their performance and will likely expect this type of engagement from their employer. As such, military-connected employees will likely be receptive to performance feedback, and they may flounder without it. Veterans frequently report a lack of understanding related to workplace norms and customs, organizational reporting structures, and the benchmarks for performance evaluation and recognition. Thus, employers can set veteran employees up for success by explaining those policies and procedures in a transparent and proactive manner while setting up informal checkpoints and feedback sessions in advance of formal evaluations.

In addition to feedback, organizations can also offer pathways to certification for developing or augmenting job skills while honoring military experience and/or certification. Organizations can also generate opportunities for on-the-job training. Such opportunities allow for feedback but also provide opportunities to learn and enhance existing skills. Finally, organizations can recognize excellent performance or goal achievement by simply providing recognition to any employees for work well done.

Be Able to Say What's Next

Share with the veteran opportunities for further development and training and certification, and what may be opportunities to expand, move, repurpose, or refocus as needed. Many companies have indicated retention may be a challenge; however, among those who have conducted exit interviews, many of the veteran employees indicated they were moving to other companies for promotions, better fit, more responsibility, and increased compensation. This reflects a need for companies that want to retain veteran talent to be clear on promotion pathways, opportunities for new challenges, and employee development. This clarity might include, for example, a time frame and a specific outline of what is required for promotion.

BEST PRACTICES FOR DEPLOYING VETERAN TALENT IN THE WORKPLACE

Resources for Veterans

- Offer a page on your company intranet where veterans can access resources, such as the company's recruitment schedule, relevant articles, and employment help
- Provide a private LinkedIn page for veteran employees

Employee Resource Groups

- Offer employee resource groups/networks at specific locations within the company
- Ensure employee resource groups are led by employees
- Set specific goals for employee resource groups, such as improving the work environment and connecting employees and community

Company Leadership, Buy-In, and Support

- Provide dedicated leadership, budget, and technological infrastructure for veteran employee services and supports
- Ensure leadership buy-in of the need for veteran employee resources, such as employee resource groups
- Measure the impact of initiatives

Effects on Companies

- Initiated healthy dialogue on best ways to integrate veterans within the company
- Higher overall retention rate for veteran hires
- Increased awareness of the value of hiring veterans
- More opportunities to volunteer in/serve the local community
- A more veteran-friendly workplace culture

Effects on Veterans

- More opportunities for veteran employees to network with senior leaders
- More support for veteran employees and their families
- Increased engagement
- More development opportunities, including leading projects and teams
- Increased self-identification of veteran status
- Leading practices identified
- Opportunities provided for veteran employees to participate in community service projects
- Online tools offered for veteran employees to locate available company resources
- A secure forum provided for veteran employees to receive advice on transitioning into the civilian workplace
- Recently hired veteran employees offered mentoring and coaching
- Employee resource groups offered that are employee-led and can encourage veteran participation and engagement

NOTE: Adapted from *Veteran Jobs Mission Leading Practices*, by R. Maury, N. Boldon, and N. Armstrong. Copyright 2017 by the Institute for Veterans and Military Families, Syracuse University.

TALENT DEVELOPMENT

Identify Exemplars

Veterans will naturally seek and act on opportunities to emulate organizational exemplars or mentors. Supervisors can help veterans identify appropriate mentors by being transparent about who and why certain peers and colleagues are high performers. Mentoring, sponsorship, and regular opportunities to connect to business and employee resource groups for those exemplars are examples of how employers can institutionalize these opportunities. In addition, employers can connect veteran employees to senior leader sponsors through the groups. Affinity groups have the potential to extend the reach of existing recruiting efforts, as they may encourage engagement among current veteran and military employees while also strengthening recruiting efforts to the extent that current veteran employees can bring more veterans to the organization.

Understand That Potential and Readiness Are Not the Same

Take the time to develop and mentor high-performing veterans to ensure they have the right mix of experience, skills, and personal qualities to assume additional organizational responsibilities and leadership. Identify opportunities for education support, student veteran engagement, mentoring, and informed decision-making for prospective student veterans.

To learn more, check out the
“Creating a Veteran Mentor Program” video
in the Veterans at Work certificate program.

Visit [Veteransatwork.org](https://veteransatwork.org) to enroll!

EMPLOYEE ASSISTANCE PROGRAM TO INCLUDE VETERANS

To ensure veteran success in the workplace, employers need to prepare beyond hiring and recruiting initiatives and should consider veteran employees in their onboarding, retention and development, and disability accommodation processes to lay a foundation in order to successfully deploy, develop, and capitalize upon veteran talent and veteran success (Maury, Stone, Bradbard, Armstrong, and Haynie, 2016). The more prepared an organization is for *employing* veterans—as opposed to simply hiring them—the more the organization can reap the rewards from this valuable human capital resource (IVMF 2013b; IVMF 2013c).

Many employers that have successfully hired and retained veterans have worked veteran-specific policies and resources into their human resources department's employee assistance program (National Council on Disability, 2007).

A veteran's disabilities might include a variety of physical and mental conditions, and if the veteran has elected to disclose this information, employers are required to accommodate the veteran's needs, whether physical or mental health related. Veterans need only disclose if and when they need an accommodation to perform the essential functions of the job. Applicants never have to disclose this information on a job application or in the job interview unless they need an accommodation to assist them in the application or interview process.

If disclosed, employers need to know what the veteran's needs are and what to do. The cost of accommodating a disabled worker is often less than \$500, with many accommodations requiring just flexibility or creative use of existing materials (IVMF, 2013b). Some of the common disabilities that may require additional accommodations are post-traumatic stress disorder (PTSD), traumatic brain injury, amputation, hearing loss, and vision impairment.

Employee assistance program counselors typically provide assessment, support, and referrals to additional resources for various issues such as substance abuse; emotional distress; major life events (e.g., birth, death, and accidents); health care support; elder care; work/family relationships; and financial/legal assistance. Confidentiality is maintained in accordance with privacy laws and ethical standards.

NOTE: Adapted from an upcoming book chapter, "Why Hire Veterans?," by J.M. Haynie from *How to Hire and Retain Military Veterans: A Guidebook for Business Leaders and Human Resources Professionals* (Eds. Nathan D. Ainspan and Kristin N. Saboe). Copyright 2018 by Oxford University Press.

What follows is a list of steps employers can take to ensure that veterans succeed before, during, and after they are hired.

Accommodate employees with disabilities.

Accommodating the needs of veterans, or any person, with a disability helps an employer create an environment in which all employees can perform their jobs efficiently and effectively. These accommodations also create a welcoming environment and set the tone of the organization's culture, policies, and structures, which, if positive, can lead to long-lasting employment (IVMF 2013a; IVMF 2013b). By establishing policies ahead of time that will accommodate veteran employees, organizations reap the added benefit of creating loyalty among civilian employees as well (National Council on Disability, 2007).

Allow for a flexible schedule.

Allowing the employee to have a flexible schedule is a reasonable accommodation. Veterans can often experience myriad service-connected circumstances that require some variation to the traditional work schedule (e.g., military-related appointments). A flexible work environment includes flexible scheduling, a modified break schedule, time to call or leave work for doctors appointments or counseling, the option to work from home or a "flexi-place," or even distance travel for access to health care (IVMF 2013b; IVMF 2013c).

Help to provide work/life balance.

Workers with disabilities are more likely than those without disabilities to have at-home jobs or several types of part-time and flexible job arrangements. Though such jobs often have disadvantages, and it is clear that workers with disabilities should have full access to standard full-time jobs, the growth of several types of flexible and contingent jobs is promising for enhancing the employment of many people with disabilities, including veterans, who may benefit from these arrangements (National Council on Disability, 2007).

Help to enhance concentration.

The employer can help the veteran employee with concentration by reducing distractions in the work area. Providing space enclosures, sound-absorption panels, or a private office can accomplish this, as can allowing for the use of white noise or environmental sound machines, allowing employees to play soothing music via computer or music player, providing uninterrupted work time, and supplying organizers to reduce clutter. Additionally, studies show that increased natural lighting or full-spectrum lighting can also help increase concentration, along with schedulers, organizers, and e-mail applications. Dividing large assignments into smaller tasks or restructuring the job to include only essential functions are also helpful concentration tools (IVMF 2013b; IVMF 2013c).

Provide opportunities to work effectively with supervisors.

The relationship between employees and their supervisors is critical to the successful engagement and job performance of all employees, and employees with disabilities are no different (Wagner and Harter, 2006). Providing such things as positive praise and reinforcement, written job instruction, a procedure to evaluate the effectiveness of the accommodation, and clear expectations along with strategies to deal with problems before they arise allows for open communication and establishing long-term and short-term goals.

Be aware of the benefits of technology in the workplace.

The increasing importance of computers and new information technologies has provided special benefits for workers with disabilities by helping compensate for physical or sensory impairments (e.g., using screen readers and voice-recognition systems) and substantially increasing their productivity. A study by Krueger and Kruse⁸ found that people with a spinal cord injury who had pre-existing computer skills at the time of the injury had a faster return to work and enhanced earnings compared to people with spinal cord injuries who did not have these skills (National Council on Disability, 2007).

Be aware of the growing attention to workplace diversity.

Most large corporations today have diversity programs, and a growing number are including disability as one of the criteria for a diverse workforce (National Council on Disability, 2007), and they are taking steps to create a receptive environment. For example, prior to the arrival of a new employee with a disability—or shortly after arrival—Microsoft provides opportunities for co-workers to have their questions about disabilities addressed in an open and safe environment. Additionally, the Office of Disability Employment Policy, along with the U.S. Department of Labor, funded a cooperative agreement with Syracuse, Rutgers, and Cornell universities to develop and validate a methodology for case studies of disability and corporate culture. Further, in an effort to accommodate growing workforce diversity, many managers put forth efforts to implement universal design (the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design). Half of surveyed U.S. managers foresee universal design implementation for 1) improving worker productivity and satisfaction, 2) promoting flexibility in employment, and 3) reducing legal risks and workers' compensation claims (National Council on Disability, 2007).

⁸Krueger, Alan and Douglas Kruse (1995), *The Impact of Disability on Earnings: Reliable Data*.

Ensure effective onboarding.

From the moment a veteran is hired, there should be a process in place to begin acclimating him or her to the company. Many employers have a buddy system, pairing a new employee with a current employee who can help him or her navigate the transition. It is always beneficial to identify a learning partner or buddy for the new hire so he or she has an available resource other than the supervisor (IVMF 2013a; IVMF 2013b, see Onboarding). The learning partner serves as a guide, providing assistance and camaraderie as the new employee becomes acclimated to the organization culture. This relationship is particularly important for veterans who are re-entering civilian life in corporate America. To the extent possible, leverage existing veteran employees in a mentorship role with new veteran hires, because they understand the unique socialization challenges of re-entering the civilian workplace. Such opportunities exist through the Military Support Programs and Networks (M-SPAN) initiative at the University of Michigan. Through the Buddy-to-Buddy Volunteer Veteran Program and the Peer Advisors for Veteran Education (PAVE) program, the university supports, assists, and provides resources. The philosophy behind the initiative is simple: Military service is unlike any other human experience. No one knows more about the issues facing a soldier—in combat or on the home front—than a fellow soldier (M-SPAN, January 2017).

By establishing a system ahead of time, an employer may have more success in ensuring that the employee—veteran or civilian—is brought up to speed as quickly and smoothly as possible.

Create a structure for feedback.

Create a structure in which employees are evaluated at intervals of 30, 90, and 120 days.

- At the end of Day One, managers should have a brief, informal check-in with the new employees. This simple act demonstrates they care; they want to hear from the individuals and help set the stage for future communications.
- After one week on the job, it is beneficial to have another check-in.
- At the 30-day benchmark, the new hires should be fully acclimated and acquainted with their job responsibilities. Discussion should focus on accomplishment of short-term goals and laying the groundwork for longer-term objectives. It is also a good time to assess the employees' satisfaction.
- At the 90-day benchmark, the new hires should have a thorough understanding of objectives and be well on their way to achieving results. Providing feedback on their contributions, strengths, and areas for improvement goes a long way in retaining the employees.
- At the 120-day benchmark, it is helpful for managers to conduct a full review of the employees' goals, progress, and accomplishments. Revisiting the feedback shared during the 90-day discussion will help managers assess whether the employees are on track and making progress in the areas identified (IVMF 2013a; IVMF 2013b, see Onboarding).

Conduct stay interviews.

The stay interview is an opportunity to build trust with employees and a chance to assess the degree of employee satisfaction and engagement that exists in a department or company. The results of a stay interview provide insights about what the organization can do to improve and, in the process, help retain your remaining valued employees. The stay interview can be extremely effective to ensure that the employee is acclimating to the organization and position and feels valued. Informal evaluations are also helpful in that an employee can voice his or her constructive criticism (IVMF 2013a; IVMF 2013b, see Onboarding).

Mentor programs for development.

Mentoring, or peer-to-peer learning, is one of the most widely known methods of employee development. This type of learning seeks to develop an employee's capabilities by connecting him or her to the wisdom that already exists within an organization, which often resides with colleagues the employee interacts with on a regular basis. Effective behavioral learning incorporates modeling, practice, review, and refinement. Mentors show or offer suggestions on what to do, allow the learner to practice doing it, and then provide feedback so that the individual can refine future attempts (IVMF 2013a; IVMF 2013b, see Onboarding).

Once employee hiring and onboarding policies are revised, a human resources department can begin the search for veteran talent. Having an awareness of what it takes to hire and retain veterans will ensure job matching (matching the veteran's abilities to the required skills of the job) and, in the end, contribute to the success of the veteran in the workplace.

These examples of policies, processes, and structures are important for developing and maintaining all employees, but they specifically benefit veterans—with or without service-connected disabilities. The most important thing to remember is that these programs be established at the organization *before* the hiring process. Creating a foundation for employee accommodation and assimilation that includes resources and services for veterans as well as a feedback and evaluation schedule maximizes the potential of veteran employees by meeting them where they are at the beginning of their relationship with the organization.

A photograph of a man and a woman smiling and shaking hands over a desk. The man is on the left, wearing a grey polo shirt, and the woman is on the right, wearing a red tank top. They are both looking towards the camera. The desk has several documents and a calculator on it. The background is slightly blurred, showing what appears to be an office or meeting room. The text 'THE BUSINESS CASE FOR HIRING MILITARY SPOUSES' is overlaid on the image in a large, bold, sans-serif font. The words 'THE BUSINESS CASE FOR' are in yellow, and 'HIRING MILITARY SPOUSES' are in white. A thin yellow horizontal line is positioned below the white text.

THE BUSINESS CASE FOR HIRING MILITARY SPOUSES

THE BUSINESS CASE FOR HIRING MILITARY SPOUSES

Within the United States, there are more than 1 million Active, Guard, and Reserve military spouses and an additional 15 million people who are spouses of military veterans. This often-overlooked population faces significant barriers that prevent its members from achieving and sustaining careers. Whether due to frequent relocations—often creating significant gaps in employment or long periods of unemployment—or the demands of additional caregiving responsibilities, the barriers military spouses face directly contribute to an estimated unemployment rate up to three times higher than that of their peers.

The sustained employment of military spouses is an urgent need within the military community. Despite the security that the military infrastructure brings, almost half of military families live paycheck to paycheck—meanwhile, 77 percent of employed military spouses state that having two incomes is vitally important to their family’s living situation. Unfortunately, due to the transient nature of the military, it is often difficult for military spouses to secure the employment needed to meet the needs of their family. In a resource spearheaded by the U.S. Chamber of Commerce

Foundation’s Hiring Our Heroes program, a survey of military spouses showed only 39 percent were in full-time positions. Of those who were working part-time, 50 percent preferred a full-time position, and of those who occupied temporary positions, 82 percent preferred a permanent position.

Just as with the veteran population, most HR professionals in the U.S. have limited exposure to the military spouse demographic and, therefore, may not recognize the invaluable skills and benefits that military spouses bring to an organization—and the positive outcomes they can have on business success. By identifying a well-defined business case, an HR professional can elicit support within the organization to begin implementing equitable HR practices that are inclusive of military spouses. As highlighted in “The Force Behind the Force,” a series of resources authored by the IVMF, military spouses possess unique attributes and experiences (see Table 2) that create exponentially positive value for organizations that commit to hiring, developing, and retaining talent from this critical population.

TABLE 2: The Business Case for Hiring Military Spouses

| BUSINESS CASE PROPOSITION | HR RELEVANCE |
|---|--|
| Military spouses adapt well to changing environments. | When considering placement opportunities that maximize the benefit of military spouse employees, ask yourself: Where in the organization are entrepreneurial skills needed? Has the job candidate demonstrated entrepreneurial skills in his or her previous work experience? Is he or she self-directed, and is this important in the role the candidate will fill? |
| Military spouses are well-educated and interdisciplinary. | Despite challenges in accessing and completing educational programs, military spouses are a highly educated population. According to a 2018 survey by the U.S. Chamber of Commerce Foundation, 88 percent of military spouses have at least some college education. This research supports the notion that military spouses come into the workforce with defined skills and are willing, capable learners who can transfer and acquire skills across different roles and environments. Moreover, their experiences navigating the military infrastructure and associated responsibilities make them particularly skilled at managing across networks and adapting to myriad roles. |
| Military spouses are excellent problem solvers. | Military spouses are used to having to solve complex problems with innovative solutions. Whether adjusting to a new community, balancing supporting a family and finding work, or having to cultivate a family structure, military spouses are adept at problem-solving. |
| Military spouses work well within a collaborative team structure and can help navigate different perspectives. | The military community infrastructure leverages a military spouse community that shares resources to support one another during times of high stress. This natural inclination makes military spouses valuable assets within organizations or industries that require employees to operate within cross-functional teams. |
| Military spouses are oriented toward high achievement. | Military spouses are both goal-driven and entrepreneurial. While almost the entire population reports having faced a period of unemployment, military spouses continue to seek ways to sustain and grow their careers. Research indicates that 1 in 4 military spouses are currently or have previously been self-employed, while 70 percent indicate that they believe their responsibilities do not match their capabilities and skills. Eighty-six percent of managers rate their experience hiring military spouses as “overwhelmingly positive,” with 95 percent rating that military spouses regularly perform as well as or better than their peers. |

ACQUIRING & ONBOARDING MILITARY SPOUSE TALENT

Committing to hiring military spouses means that employers are also committing to intentional shifts in their talent acquisition strategy. These shifts begin with gaining a better understanding of the myths and truths surrounding this population.

⊗ MYTH

Military spouses do not want or need to work

✓ FACT

66% of military spouses are either working or looking for work;
23% to 26% of military spouses are unemployed

MYTH ⊗

Military spouses are not educated

FACT ✓

85% have some college coursework
25% have a bachelor's degree
10% have an advanced degree

⊗ MYTH

Military spouses don't have job experience

✓ FACT

Military spouses may have extensive job experience, but their experiences may not be consecutive or linear

MYTH ⊗

Military spouses have employment gaps in their resumes because they lack commitment and skills

FACT ✓

Employers should not automatically misperceive resume gaps to be skill or experience deficiencies when, in actuality, spouses may be actively seeking additional training, credentialing, certification, or volunteer work that enhances their skills.

⊗ MYTH

Military spouses move frequently

✓ FACT

Military families move every 3-4 years. Paradoxically, the employment challenges military spouses face may engender loyalty to the employer, which may encourage spouses to remain with a company if a job transfer or remote employment is allowed.

NOTE: Adapted from the Institute for Veterans and Military Families, Training, Leveraging and Communicating About Military Spouses as Employees at [The Force Behind the Force: Training, Leveraging, and Communicating About Military Spouses as Employees](#)

By recognizing military spouses as capable and talented candidates who possess advanced education and unique experiences, employers can position themselves to experience the benefits of hiring from this untapped pool of talent. In order to capitalize on the opportunity to recruit military spouses to fill critical positions of need, HR professionals must consider these best practices:

Identify Key Skills and Roles Specifically for Military Spouses

Research continually shows that military spouses face high levels of underemployment, as they hold roles that do not properly utilize their experiences, education, or skills. As employers assess their hiring needs for a position, they should identify the key skills required and align them with the profiles of military spouses to ensure a successful, fulfilling, and positive experience on both sides. If an employer is unsure of how to evaluate roles or military spouse profiles, it should consider seeking guidance by consulting a veteran working at the company—these individuals may be able to help HR professionals better understand how a spouse's experiences make him or her a great fit for the open position.

Make Job Descriptions Attractive to Military Spouses

Did you know that in a recent survey, 58 percent of military spouses said they believed identifying as a military spouse would make their prospective employer less likely to hire them? If an employer wants to attract military spouses, it has to communicate to military spouses that they are valued candidates! HR professionals can ensure inclusivity by crafting job descriptions that use clear language that encourages military spouses to apply and articulates familiarity with the military spouse community. In addition, a successful military spouse hiring program creates avenues for and encourages military spouses to self-identify as members of the community.

Source Military Spouse Talent

One of the biggest challenges you may face as HR professionals and employers is accessing this unique talent pool. The Institute for Veterans and Military Families recommends these sourcing strategies:

1. Set up informal meetings to talk with military spouses in your company about their experiences, what they value in an employer, and how to locate interested potential hires.
2. Host hiring events specifically designed for military spouses.
3. Leverage a targeted media campaign to attract military spouse job seekers—consider social media or other owned media sources.
4. Connect with local military institutions or support groups to understand the best way to advertise open positions.

Another approach to sourcing military spouses includes working with national and local veteran service organizations that specifically focus on finding employment opportunities within the military community. Organizations such as the USO, U.S. Chamber of Commerce Foundation's Hiring Our Heroes, Wounded Warrior Project, and Blue Star Families are all organizations that focus on connecting military spouses to successful careers.

Build a hiring program that emphasizes retaining military spouses.

Assess the Company Culture

In order to be successful in building a military spouse retention program, you'll need to do much more than just provide opportunities for employment. To ensure your organization is prepared to both hire and retain this population, it's critical to establish programs that offer internal support to military spouses. Here are some questions to consider:

1. Is your company's culture prepared to integrate military spouses?
2. Does your company have employee or business resource groups that could provide support to new military spouse employees?
3. What opportunities exist to bring awareness to your existing employees regarding the desire to hire military spouses and the military lifestyle in general?

Adopt Strategies for Retention

Organizations looking to provide military spouses with a positive employment experience should begin by assessing the current climate of their culture and championing change from all levels within the business. Effective military spouse retention programs ensure that incoming employees feel welcomed immediately upon arrival and are given opportunities to connect with peers, as well as supervisors, frequently. Consider these elements when building a military spouse retention program:

1. **Create a Welcoming Environment:** Consider preparing a welcome package for military spouses that includes a welcome letter from senior leadership and an initial meeting with a mentor. This will ensure that the military spouse feels welcomed and supported from the onset of his or her employment journey. In addition, a strong mentor can help integrate the military spouse into his or her role, providing insights into the company culture and expectations of the role.

2. **Create Clear Expectations:** Like any new employees, military spouses are eager to begin their new position and want to perform well. Just like the veteran community, the majority of military spouses are goal-oriented and mission-driven. Consider providing a clear outline of the expectations of the day-to-day duties the employee will be performing and establish clear goals and feedback loops.
3. **Organize Business/Employee Resource Groups:** Do you have an established military employee resource group in your organization? If not, it's something to evaluate. The military community is often tightknit, creating a space where the military spouses, veterans, and employee supporters can connect and create an instant commitment to their peers and the organization.
4. **Convey Empathy:** Military spouses often have to balance an incredibly full plate. While they want to be successful in their roles and forge successful careers, they are also much more than just employees—they often are also caregivers of veterans, the sole parent or household manager while their partner is training or deployed, widows or widowers, or myriad other unforeseen roles. It's critical that your organization finds ways to frequently check in with your military spouse employees and assess their current needs, while also communicating a level of support and flexibility that allows them to succeed in all aspects of their life.

QUICK RESOURCES

for HR Professionals

- **Military Spouse Employment Partnership**
- **U.S. Chamber of Commerce Foundation's Hiring Our Heroes Initiative**
- **Institute for Veterans and Military Families, Syracuse University**
- **Employer Support of the Guard and Reserve**
- **Employer Best Practices for Workers with Caregiving Responsibilities (U.S. Equal Employment Opportunity Commission)**

TALENT DEVELOPMENT & MOBILITY

PROVIDE PATHWAYS FOR LEARNING AND GROWTH

Like their civilian peers, military spouses desire a work environment that allows them to develop a career of their own. For employers that want to develop a strong military spouse hiring program, it is critical to focus on this key area of retention. In building your program, consider these best practices:

1. Identify a Talent Development Strategy

Organizations that want to develop their human capital must first identify a clear vision for their talent development strategy. HR practitioners can do this by designing an end-to-end talent development framework that serves as a road map for incoming employees to develop in a manner that aligns with business objectives. By identifying a talent development strategy from the onset of employment, employers and employees can establish a development plan that aligns with joint goals. You may consider having career-mapping or development conversations in the early stages of the onboarding process.

2. Assess Employee Strengths and Weaknesses

As part of your talent development strategy, it may be helpful to administer employee competency assessments to determine areas of strengths for incoming employees and where talent gaps exist. This is particularly important for military spouse employees who often have the requisite skills to be successful in positions but may struggle with the technical expertise necessary to thrive in the business environment. Utilizing competency assessments early in the employee life cycle will help ensure that managers can work with military spouses to maximize their potential.

3. Provide Opportunities to Expand Competencies

You will likely find that military spouses are an incredibly talented group of employees. You may also find that military spouses will quickly adapt to their role and begin to seek opportunities to increase responsibilities and learn new roles.

One practice to implement could be offering military spouses the opportunity to participate in a job-rotation program.

Job rotation is the systematic movement of employees from one job to another within an organization to achieve various objectives. While the scope of this program can vary in duration, size, and formality, job-rotation programs give military spouses—a population known to thrive in changing environments—the opportunity to explore alternative career paths, increase operational and industry knowledge, and enrich their overall employment experience. For military spouses and employers, job rotation offers an additional benefit: Military spouses are able to identify other areas of interest and roles that might be open to them should their responsibility to the military require more flexibility. Employers benefit from engaged and skilled employees who display an increased level of commitment to the organization long term.

Job Portability

On average, military spouses move every 3-4 years. While that is not inconsistent with their peers in the civilian population, it does create difficulty in maintaining careers. For military families, relocation is difficult enough, but added with the stress of having to undergo employment searches in unfamiliar geographic areas, it can be overwhelming.

Job portability is a benefit provided by employers that allows military spouses the ability to maintain employment regardless of location, while also protecting the investment the employer has made in the military spouse employee. The result is overwhelming: 97 percent of spouses report that they would take advantage of remote employment within the U.S., and 89 percent indicated that job portability had either moderately or extremely impacted their ability to advance professionally. Employers that institute policies inclusive of job portability are more likely to see a positive return on investment from military spouse employees than those that do not offer such a benefit.

EMPLOYER BEST PRACTICES: ENABLING JOB PORTABILITY

Identification of Appropriate Portable Positions Within the Organization

- Employers stressed the importance of identifying those positions and people that were a good fit for portable work.

Focus on High Performers

- Most companies indicate they would offer portability options contingent on satisfactory work performance.
- Almost all participants rated the job performance of their military spouse employees as excellent (the highest option on a five-point scale, ranging from poor to excellent).

Proactive and Consistent Communication with HR

- Companies with portability options had cultivated relationships with HR professionals within the organization to facilitate and customize portability options specific to certain positions and locations.

Dedicated/Designated HR Professionals Trained to Work with Military Spouse Employees and/or Hiring Managers

- Organizations with portability options described having provided some orientation or training to their HR professionals and hiring managers emphasizing the need for portability and cultural competence.

Recognition That Some Positions Were Not Appropriate for Job Portability

- Companies recognized that some positions were not appropriate for portability work and had either formal or informal ways to identify them.

Leadership Support

- Companies reported that organization leadership was an important success factor that helped them assist military spouses transferring to new locations in the U.S. and overseas.
- The majority of employer participants indicated that company leadership supported job portability, and 80 percent said their organization allows overseas employment.

Employer Participation in Collaborative Networking Groups and Leveraging Partnerships with Nonprofits and Other Organizations/Companies

- Companies described the importance of sharing information and best practices with like-minded organizations to improve processes. Identify solutions, share information, and remove barriers.
- All 10 participating companies reported that they participate in collaborative groups, task forces, and/or initiatives focused on military spouse employment, such as Military Spouse Employment Partnership, Hiring Our Heroes, etc.

Leverage Existing Internal Resources Such as Employee Resource Groups or Existing Policies

- Organizations described utilizing their own employees as sources of information to improve job portability practices, policies, and procedures.
- The majority (80 percent) of employers already offer both remote work and job transfers to their employees. Sixty percent indicated that job transfers were the most frequently utilized option for military spouse employees.

NOTE: Adapted from the Institute for Veterans and Military Families. "Helping Military Spouses Find Careers that Move with Them" at [Helping Military Spouses Find Careers that Move with Them](#).

CONCLUSION

There are myriad reasons why an organization chooses to recruit and hire veterans and military spouses. Often, there is a belief that the inclusion of this population into the employee base will bring some specific desired result; ideally, this is tied to an organization's business case. Despite facing barriers of employer perception, candidates from the military community seek only an opportunity to utilize their knowledge, skills, and experiences in their transition toward a career that values them. Moreover, when employers effectively hire, deploy, and develop veteran and military spouse talent, their choices can have profound implications for the employee and his or her family.

For example, research suggests a strong correlation between a wide range of positive outcomes and positive employer actions when the abilities of employees are put to their "first best use" within the organization. These outcomes include increased job satisfaction, enhanced organizational commitment and citizenship behaviors, increased levels of wellness and emotional well-being, and strengthened relationships and community attachments.

In this guide, we have articulated how an organization can and should develop a unique strategy for veteran and military spouse hiring, proactively thinking about a well-defined business case and the best practices for managing each stage of the employee

Moreover, when employers effectively hire, deploy, and develop veteran and military spouse talent, their choices can have profound implications for the employee and his or her family.

life cycle. It is incumbent on organizations to consider the unique results they pursue, tying their efforts to their organizational strategy while considering how the addition or inclusion of military-connected and veteran employees bring added value. Ideally, such a strategy benefits both the candidate and the employer.

When military community-focused hiring is conducted in a strategic manner, specific actions and resources can be more effectively and efficiently allocated toward recruiting, hiring, onboarding, retaining, and advancing hires. HR professionals can play a pivotal role in communicating the value of military-connected employees by gaining buy-in with senior leaders, while also providing a communication bridge between veterans and military spouse candidates and prospective hiring managers—ensuring that skills acquired through military experience are effectively translated to relevant roles within the organization.

In general, planning and ultimately executing a successful veteran and military spouse hiring initiative involves proactively familiarizing oneself with the business case. HR professionals and hiring managers who 1) understand their business case, 2) ensure it is customized to fit the unique needs of their organization, and 3) strategically place individuals within the organization in positions to successfully implement best practices will find their hiring initiative to be a success for candidates, employees, and the entire organization.

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APPENDICES

APPENDIX 1:

Veteran Recruiting & Onboarding Checklist

When developing a program of HR practice to support the recruitment of veterans, consider the following:

- Secure executive-level support for the initiative.
- Consider the most appropriate framework through which to organize the initiative within the HR structure of the firm. For example, depending on firm size, structure, diversity of business practice, etc., should the initiative be integrated into the existing HR practice or a separate organization? Should the initiative fall inside or outside of diversity practice? Consider the pros and cons of these and other alternatives.
- Create relationships with trade organizations and other industry collaborations focused on veteran employment. Examples include the DirectEmployers Association, U.S. Chamber of Commerce, and the Veteran Jobs Mission.
- Participate in veteran-focused career fairs and hiring events when practical and appropriate.
- Utilize existing veteran employees to help in recruitment efforts through formal referrals and mentoring of new veteran hires.
- Develop educational programming, focused on hiring managers, emphasizing the firm-specific business case for hiring veterans.
- Empower veteran employees and promote them within HR positions.
- Create a military-specific recruitment website.
- Develop and/or participate in industry-focused veteran initiatives, such as Troops to Energy Jobs, a pilot program developed by Dominion Resources Inc., or the Veterans on Wall Street.
- Provide training and education about PTSD to all employees, including senior-level leadership and managers.
- Engage in inter- and intra-industry collaboration to identify and utilize the most comprehensive resources in veteran recruiting and onboarding.
- Collaborate and network with other companies across industry sectors to identify employment opportunities for veterans.
- Utilize comprehensive military skills translators for more-effective placements within the company. Exercise caution that these tools are not used in isolation but instead as part of a broader set of metrics, positioned to identify links between a veteran's knowledge, skills, and abilities and a potential employment opportunity.
- Provide "high-touch" support for veterans throughout the recruitment and onboarding process.
- Capture data to aid in the measurement of process effectiveness and the relevance of veteran skills and talents compared to career opportunities within the company.
- Foster a veteran-engaged culture within the company through programs and ceremonies that recognize the contributions of veterans and their families to the organization. Consider aligning with veteran organizations for awards and recognition.
- Use social media to establish groups that discuss military and veteran experiences, open positions, mentoring, and more.
- To the extent possible, leverage existing veteran employees in the firm's recruitment strategy and messaging.
- To the extent possible, employ "high-touch" recruiting practices positioned to confer insight into the potential link between a veteran's knowledge, skills, and abilities and the demands of the firm's unique work roles.
- Reach out to universities and colleges and specifically ask career center managers to highlight student veterans seeking employment.
- Provide paths for nontraditional veteran students into career hiring tracks, such as experiential learning and internship opportunities.

NOTE: Adapted from *Guide to Leading Policies, Practices & Resources: Supporting the Employment of Veterans and Military Families* by the Institute for Veterans and Military Families. Copyright 2013 by the Institute for Veterans and Military Families, Syracuse University.

APPENDIX 2:

Training & Certification Checklist

When developing a base of resources and programs to support the training and development of veterans in the workforce, consider the following:

- Develop a veteran's affinity group or similar network to provide a platform for veteran employees to interact with fellow veterans across disparate lines of business within the firm.
- Consider rotational programs designed to assist veterans as they develop a holistic understanding of the firm and its mission, and to expose managers to veteran employees.
- Many veterans are accustomed to hands-on training, so leverage opportunities for both on-the-job and classroom training.
- Consider opportunities to leverage the GI Bill and other benefit programs afforded to veterans as a means to support additional training and professional development of veterans in the workforce.
- Utilize veteran service organizations as a channel to coordinate internship opportunities for veterans.
- Work with universities to adjust their careers websites, allow students to self-identify as veterans, and allow companies to add a veteran-preferred option on internship and job postings.
- Promote internships, job shadowing, and site visits to better understand the opportunities that the company offers. Additionally, provide veterans with mentoring opportunities by veteran employees.
- Share and leverage existing training programs with other firms and across industries.
- Utilize programs and resources that are available through the VA, such as the VA Work-Study Program and VA Vocational Rehabilitation Program, to support training opportunities for veterans.
- Understand veteran apprenticeship opportunities afforded by the GI Bill.
- Offer a variety of tools and resources, such as tuition reimbursement, self-study training modules, instructor-led classes, skills training programs, online learning opportunities, real-life work scenarios, and online simulations as opportunities for veterans to pursue advanced training and development.

APPENDIX 3:

Assimilation & Employee Assistance Checklist

When developing a program of HR practice to support the assimilation of veterans in the workforce, consider the following:

- Develop and implement career watch programs, in which veterans who are senior-level personnel serve as a mentors/sponsors and work with veterans who are junior-level personnel.
- Empower employees to leverage existing infrastructure and resources focused on other employee populations to support veteran employees.
- Train professionals within existing employee assistance programs (coaches, mentors, sponsors, counselors) on veteran-specific issues, such as deployment, PTSD, and benefits, to provide in-house veteran employee assistance services.
- Create position(s) that are military-specific, such as:
 - Counselors with special training in veterans and military families' issues who can leverage existing resources such as the Veterans Health Initiative training program for clinicians within the VA, which provides useful study guides for non-VA providers, VA employees, veterans, and the public.
 - Military relations managers, similar to a position created by Lockheed Martin, with the sole responsibility of helping those transitioning from the military to the company.
 - Uniformed Services Employment and Reemployment Rights Act advisor, helping military employees to understand their eligibility, job entitlements, employer obligations, benefits, and remedies available to them under the act.
- Empower and support the creation of internal, military veteran networks and councils, which will provide mentoring and support for new veteran employees. Encourage these councils to connect and collaborate with other veteran networks, veteran service organizations, and other groups that provide added value to the veteran community.
- Develop an assistance program for National Guard and Reserve members and their families. This program should provide assistance and support during the time of deployment.

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The SHRM Foundation's mission is to mobilize the power of HR and activate the generosity of donors to lead positive social change impacting all things work. The Foundation is committed to elevating and empowering HR as a social force through its innovative solutions to workplace inclusion challenges, programming designed to inspire and empower the next generation of HR leaders, and awarding scholarships and professional development grants to educate and develop students and HR professionals. The SHRM Foundation is a 501(c)(3) nonprofit affiliate of the Society for Human Resource Management.

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Learn more about the SHRM Foundation's commitment to make a measurable impact on the hiring and retention of military veterans at Veteransatwork.org.

A young man in a military uniform is shown in profile, looking out a window. He has a serious expression. The background is a bright, hazy outdoor scene. The image is overlaid with a dark, semi-transparent layer where the text is placed.

“ THEY’RE A TEAM PLAYER ... THEY’RE LOYAL
TO A CAUSE GREATER THAN THEMSELVES ...
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