Returning Veterans: Adapting Your Military Skills to Get a Job in the Private Sector

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Your New Civilian Job



Steps you should Take for an effective Transition:

- Gather the information and records you need in order to create a resume
- Deal effectively with the strengths and challenges arising from military experience
- Identify your military transferable skills that can be used in a variety of jobs



Top Ten Reasons to Hire a US Military Veteran (Source: HireVetsFirst.gov)

- 1. Accelerated Learning Curve
- 2. Leadership
- 3. Teamwork
- 4. Diversity and Inclusion in action
- 5. Efficient Performance Under Pressure
- 6. Respect for Procedures
- 7. Technology and Globalization
- 8. Integrity
- 9. Health and safety Standards
- 10. Triumph over Diversity



What do Veterans Bring to the Table

- Know How to Learn
- Work Within a Diverse
 Team
- Flexible Attitude
- EffectivelyCommunicate
- Set Priorities
- Work Well Within the Established System

- Show Discipline
- Problem Solve
- Make Decisions
- Effectively Negotiate
- Use Good Listening Skills
- Display Enthusiasm



What are transferable skills?

- Skills that can transfer from one job or occupation to another
- Critical for job seekers to evaluate how their skills transfer into other opportunities
- Skills you have acquired during any activity in your life
- Virtually anything is applicable to what you want to do in your next job

Common Transferable Skills

- Verbal, written, and interpersonal communication
- Ability to listen and follow instructions
- Willingness and ability to work with others
 - Team work

- Administrative/comput er skills
- Time management
- Personal Management skills
- Problem solving skills
- Able to find and use information

Veterans' Employment

STRENGTHS

- **L**eadership
- → Discipline
- ★ Training
- Accountability / Recordkeeping
- **Teamwork**
- ★ Work with Diverse Groups
- ★ Work Under Pressure
- ★ Plan Systematically



Veterans' Employment

STRENGTHS

- * Safety
- **†** Follow Directions
- Trug Free
- **M**aturity
- ★ Security Clearance
- ★ Initiative
- ★ Problem Solving





Veterans' Employment

CHALLENGES

- Communication
- Stereotypes
- Unrealistic Expectations
- Credentials

Your Accomplishments

Improved Safety

Increased Performance

Improved Processing Time

Improved Service Delivery

Improved Administration

Created a Program

Increased Retention

Reengineered Equipment

Solved Long-Term Problems

Reduced Management







Scope

Truck Mechanic

GOOD – Basic skill / Task description

Repaired and maintained trucks.

BETTER – More details

- Performed 90% of all truck repairs within 24 hours to assure maximum availability.
- Supervised 15 mechanics who repaired and maintained a 30 truck fleet.

BEST – Accomplishment / Outstanding result

- Saved \$30,000 annually by re-designing a truck part that had a high failure rate.
- Reduced motor pool service turnaround time 25% by creating a "fast track" team for easy repair jobs and routine services.

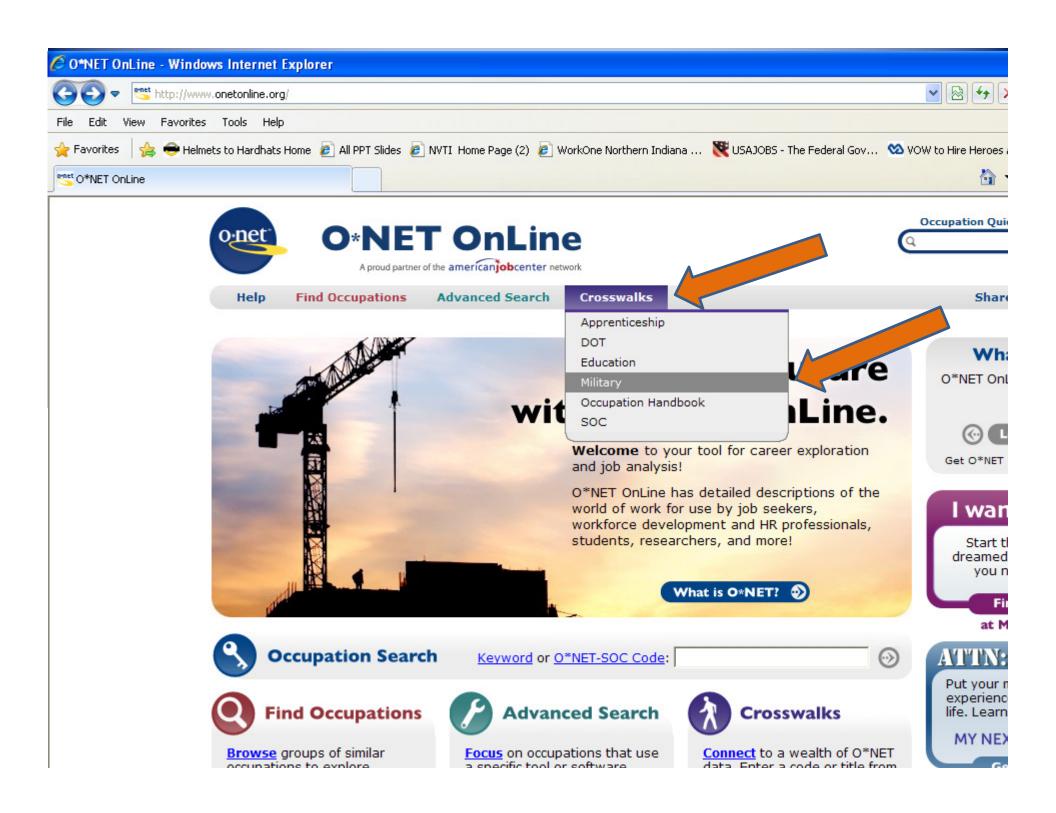


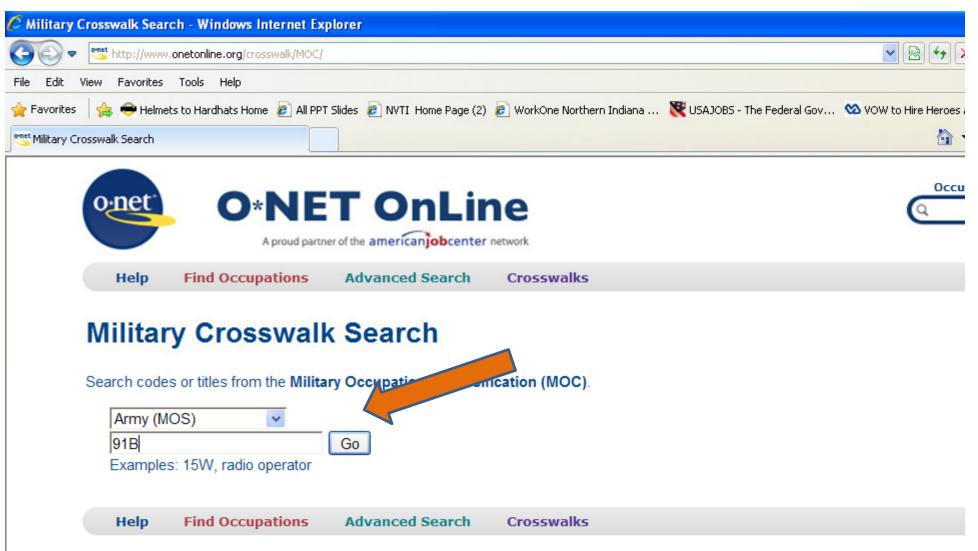
O*NET Resource Center

About O*NET

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors.. Information

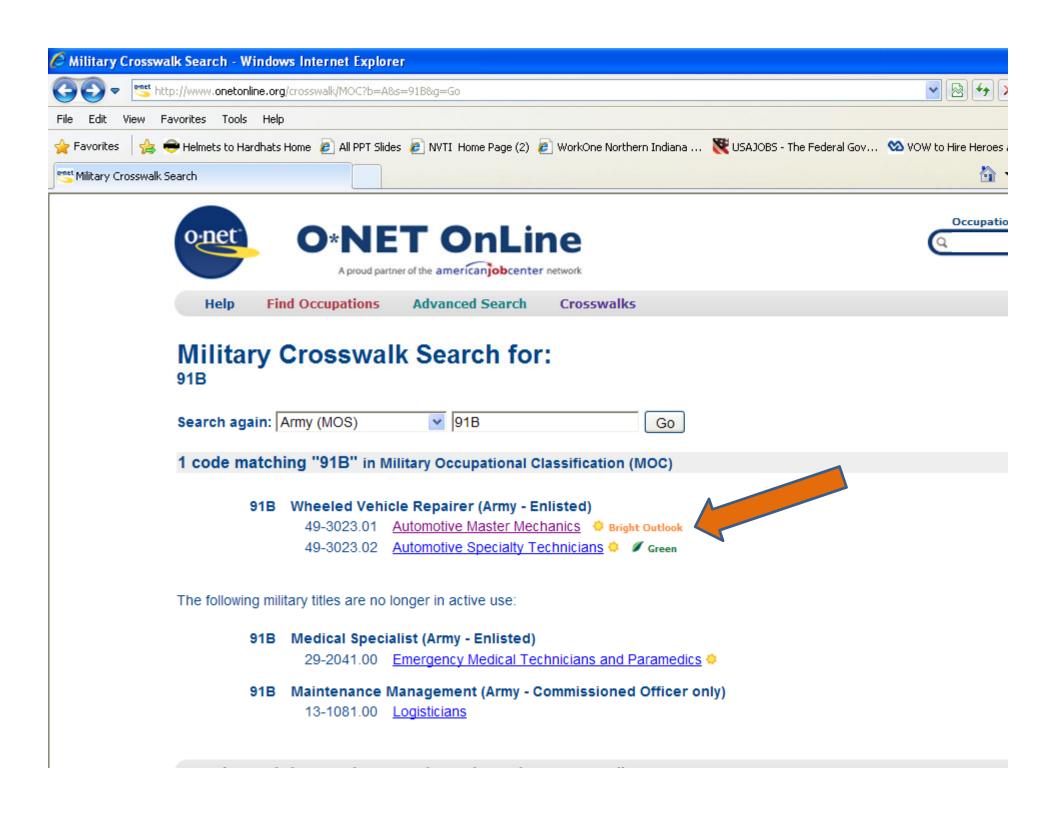
from this database forms the heart of O*NET OnLine, an interactive application for exploring and searching occupations. The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers.

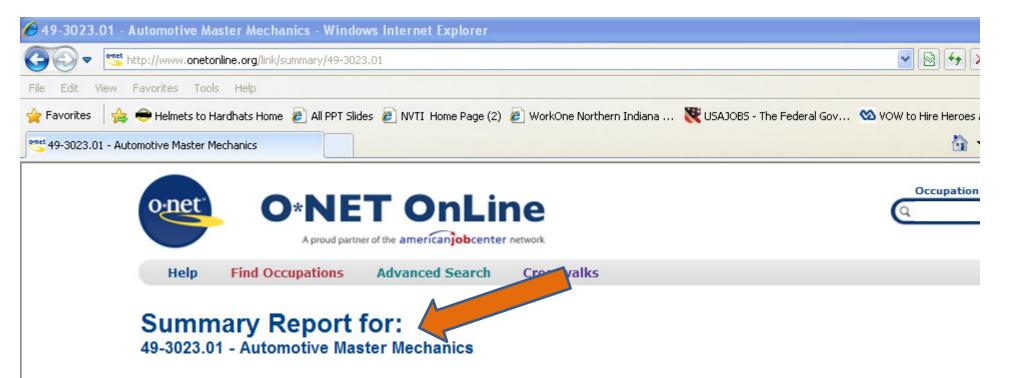




Send comments or questions to O*NET Info.

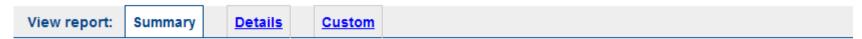
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Repair automobiles, trucks, buses, and other vehicles. Master mechanics repair virtually any part on the vehicle or specialize in the tra

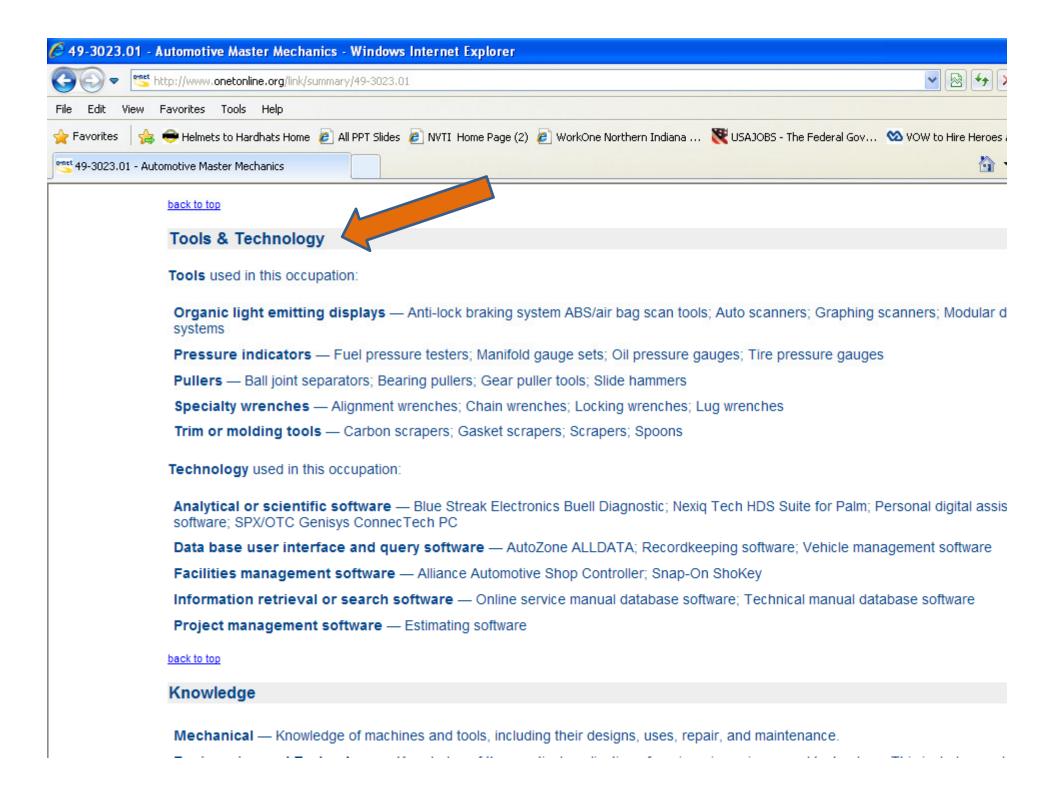
Sample of reported job titles: Automotive Technician, Mechanic, Automotive Service Technician, Auto Technician, Shop Foreman, Automotive Technician (Certified Automotive Service Excellence Master Automotive Technician), Master Technician, Automobile Technician, Truck Technician

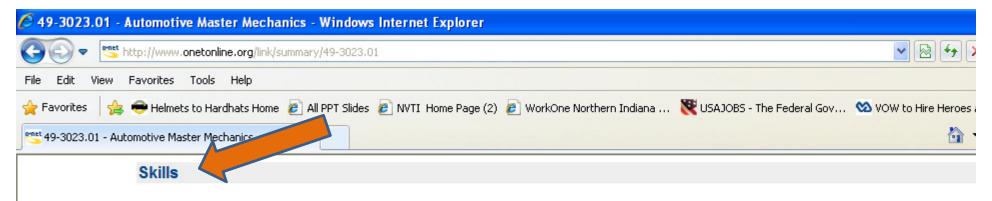


Tasks | Tools & Technology | Knowledge | Skills | Abilities | Work Activities | Work Context | Job Zone | Education | Interests | Work Styles | Work Values | Related | Additional Information

Tasks

- Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauge diagnostic devices.
- Examine vehicles to determine extent of damage or malfunctions.
- · Repair, reline, replace, and adjust brakes.
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and file and other potentially troublesome areas.
- Confer with customers to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair require





Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is **Repairing** — Repairing machines or systems using the needed tools.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Equipment Selection — Determining the kind of tools and equipment needed to do a job.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance

Operation and Control — Controlling operations of equipment or systems.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or appl

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking quand not interrupting at inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and

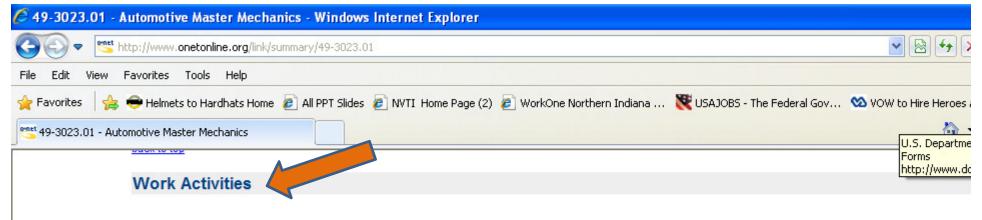


Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand **Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, objects.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, or problem.

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipula



Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Operating Vehicles, Mechanized Devices, or Equipment — Running, maneuvering, navigating, or driving vehicles or mechanized forklifts, passenger vehicles, aircraft, or water craft.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve pr

Repairing and Maintaining Mechanical Equipment — Servicing, repairing, adjusting, and testing machines, devices, moving part operate primarily on the basis of mechanical (not electronic) principles.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

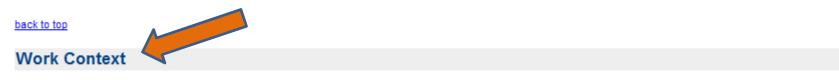
Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or

Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or procest computers or vehicles).

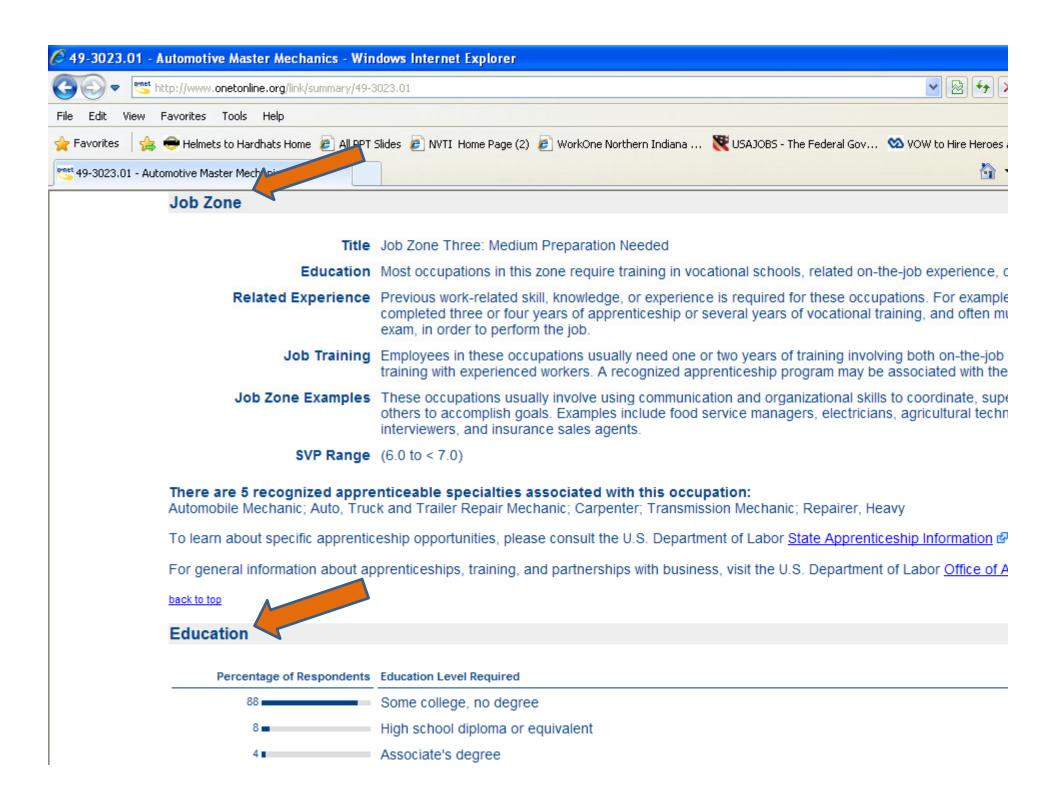
Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarit in circumstances or events.

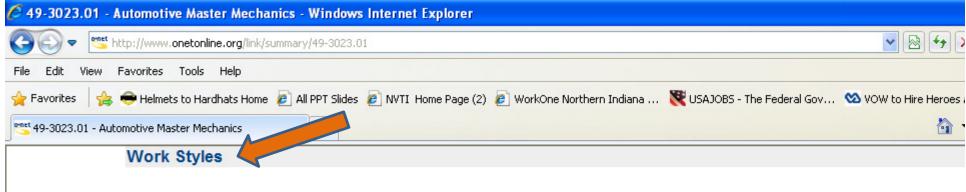
Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, or process information.

Repairing and Maintaining Electronic Equipment — Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines that operate primarily on the basis of electrical or electronic (not mechanical) principles.



Exposed to Contaminants — How often does this job require working exposed to contaminants (such as pollutants, gases, dust or **In an Enclosed Vehicle or Equipment** — How often does this job require working in a closed vehicle or equipment (e.g., car)? **Spend Time Standing** — How much does this job require standing?





Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Integrity — Job requires being honest and ethical.

Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and dependence.

Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.

Initiative — Job requires a willingness to take on responsibilities and challenges.

Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Persistence — Job requires persistence in the face of obstacles.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort towards and exerting effort effo

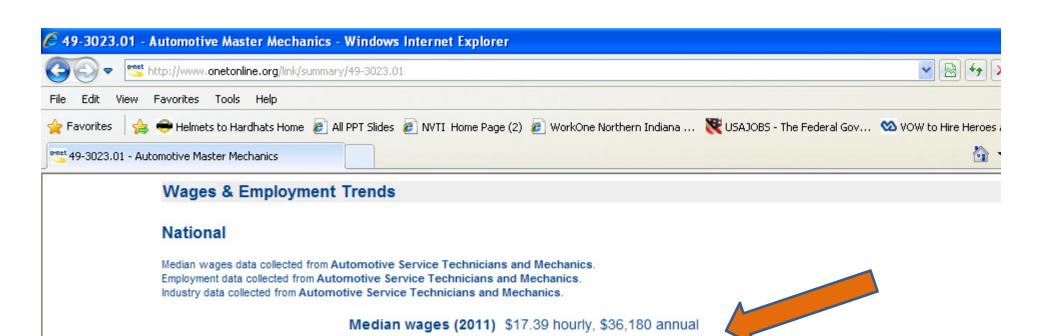


Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding Responsibility and Autonomy.

Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding net Supervision: Human Relations and Supervision: Technical.

Working Conditions — Occupations that satisfy this work value offer job security and good working conditions. Corresponding need Compensation, Independence, Security, Variety and Working Conditions.

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Median wages (2011) \$17.39 hourly, \$36,180 annual

Employment (2010) 723,000 employees

Projected growth (2010-2020) *** Average (10% to 19%)

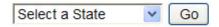
Projected job openings (2010-2020) 311,700

Industry data collected from Automotive Service Technicians and Mechanics.

Top industries (2010) Retail Trade

Other Services (Except Public Administration)

State & National





Source: Bureau of Labor Statistics 2011 wage data 🗗 and 2010-2020 employment projections 🗗 "Projected growth" represents the estimated change in total employment over "Projected job openings" represent openings due to growth and replacement.

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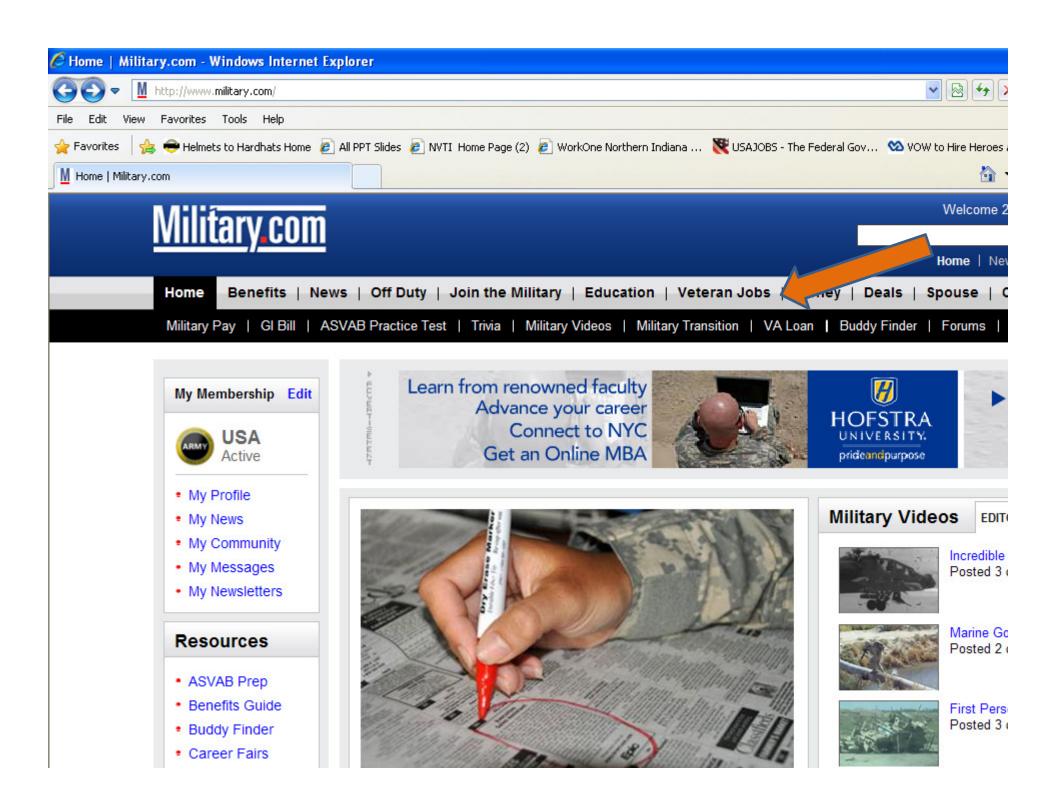
Sources of Additional Information

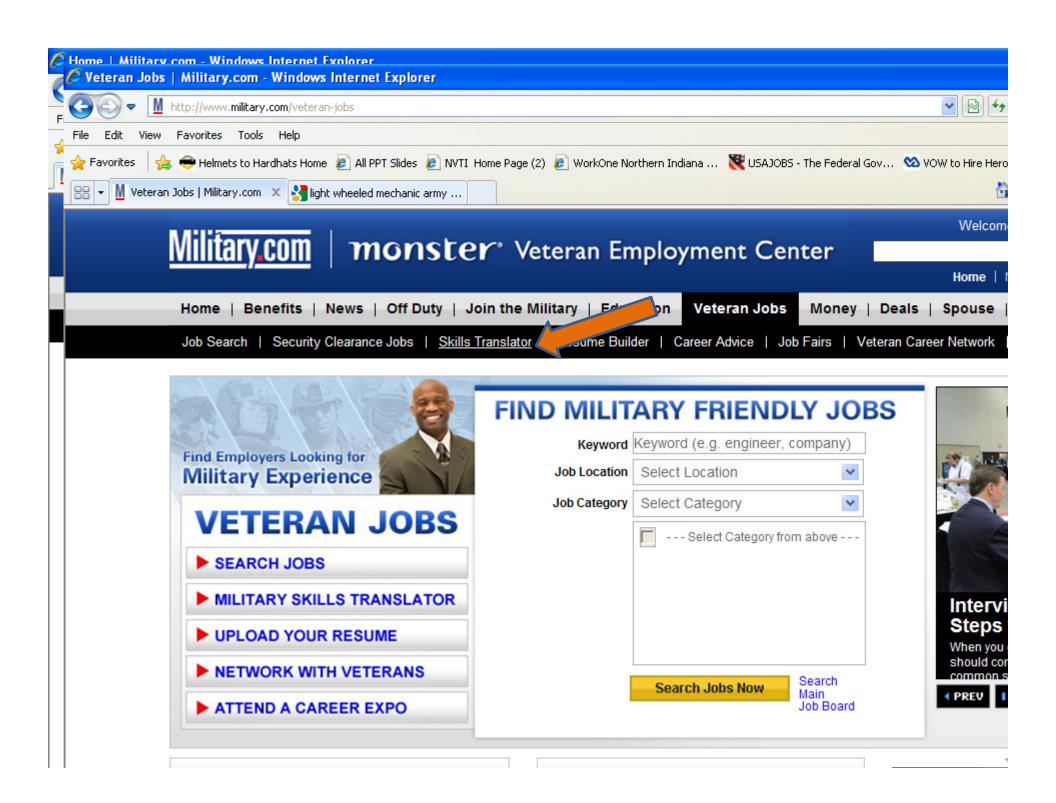
Disclaimer: Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Interyour convenience and do not constitute an endorsement.

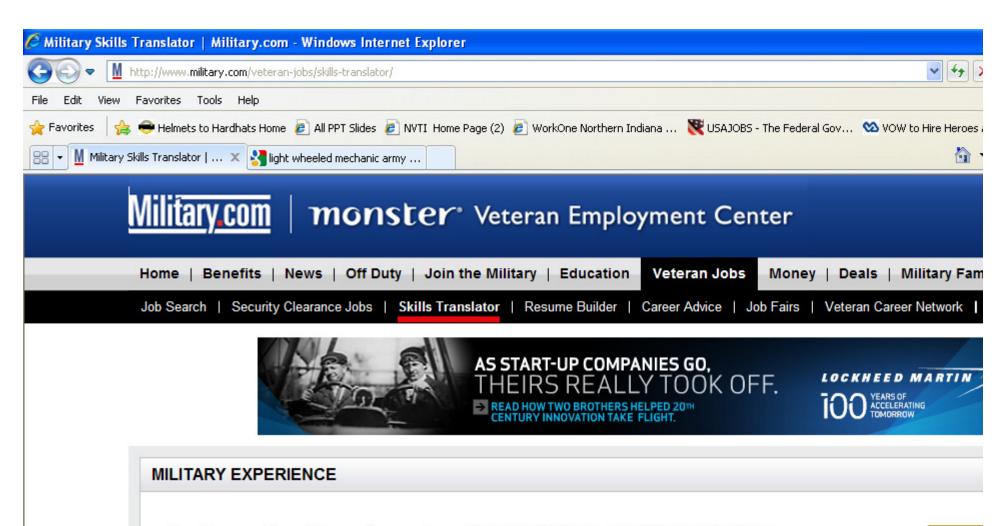
Edition.

Translate Military Training into Civilian Careers

- http://www.military.com/skills-translator/mostranslator
- Find equivalent civilian occupations
- Explore education opportunities to extend your skills
- Learn from veterans with your specialty
- Apply for jobs that match your skills
- Identify civilian terminology for your resume
- Identify the hot career options for your specialty





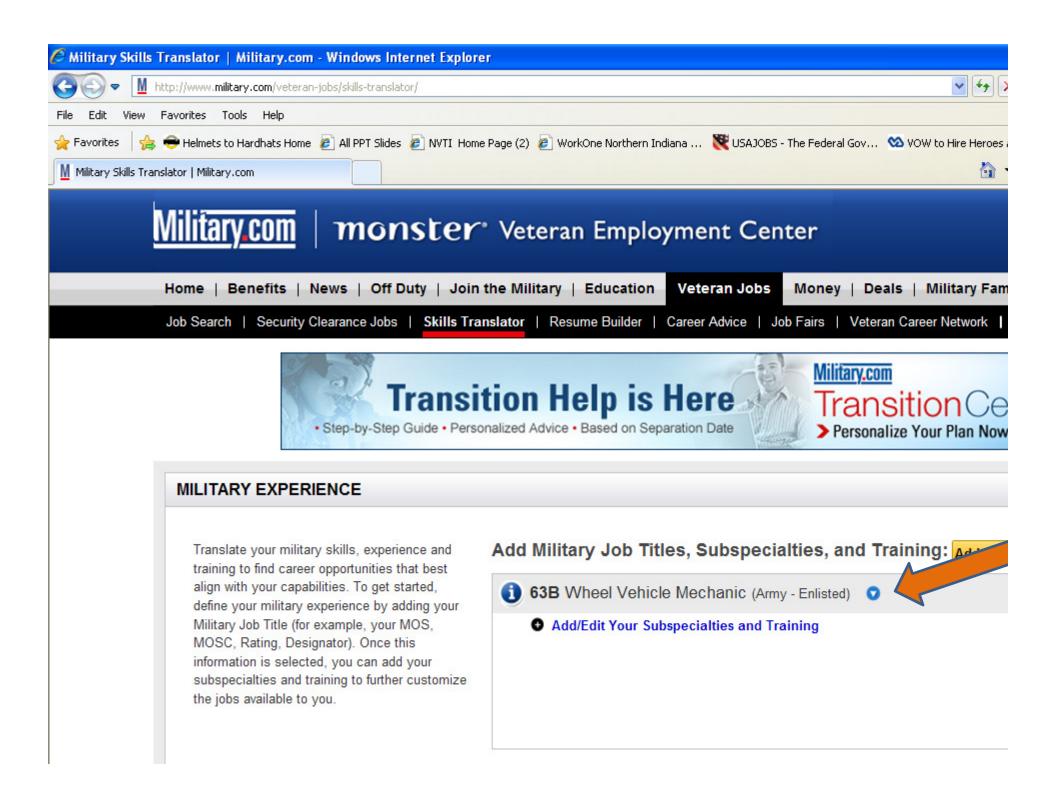


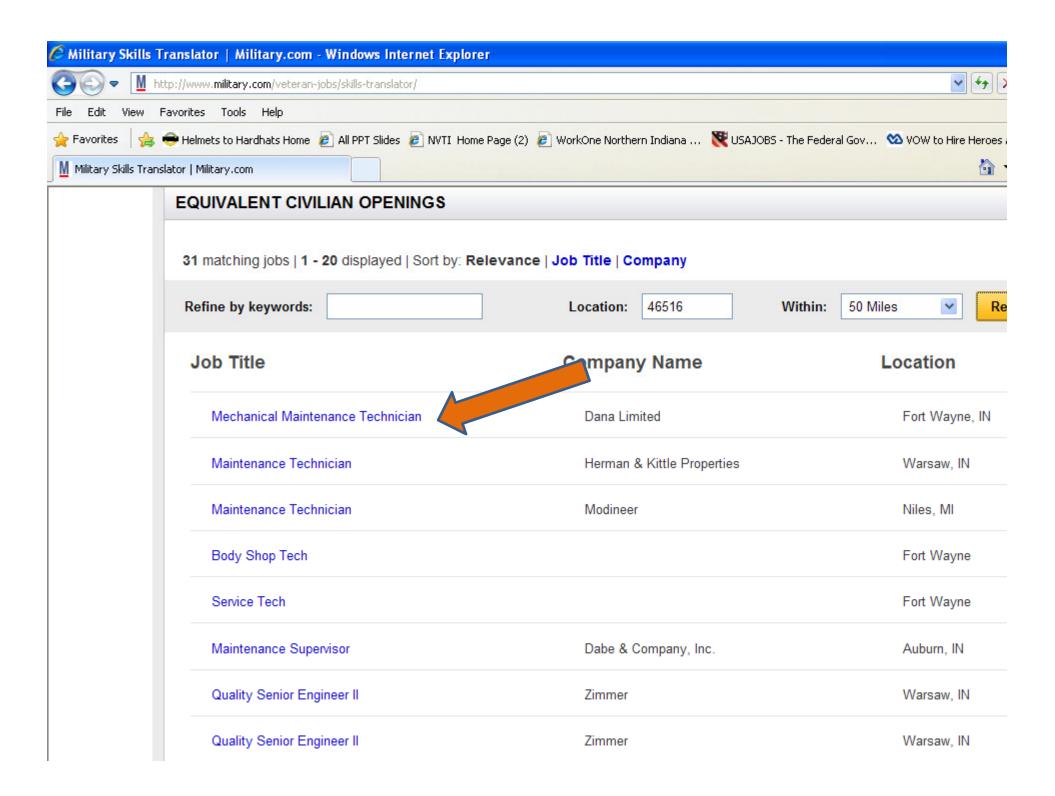
Translate your military skills, experience and training to find career opportunities that best align with your capabilities. To get started, define your military experience by adding your Military Job Title (for example, your MOS, MOSC, Rating, Designator). Once this information is selected, you can add your subspecialties and training to further customize the jobs available to you.

Search Military Job Title by Service

Browse

Select Your Service:	Army
Select Your Pay Grade:	E-7
Enter Military Job Title:	63B





IndianaCAREERConnect.com is the #1 source of job openings in the State of Indiana. And best of all - it's FREE!

Individuals:

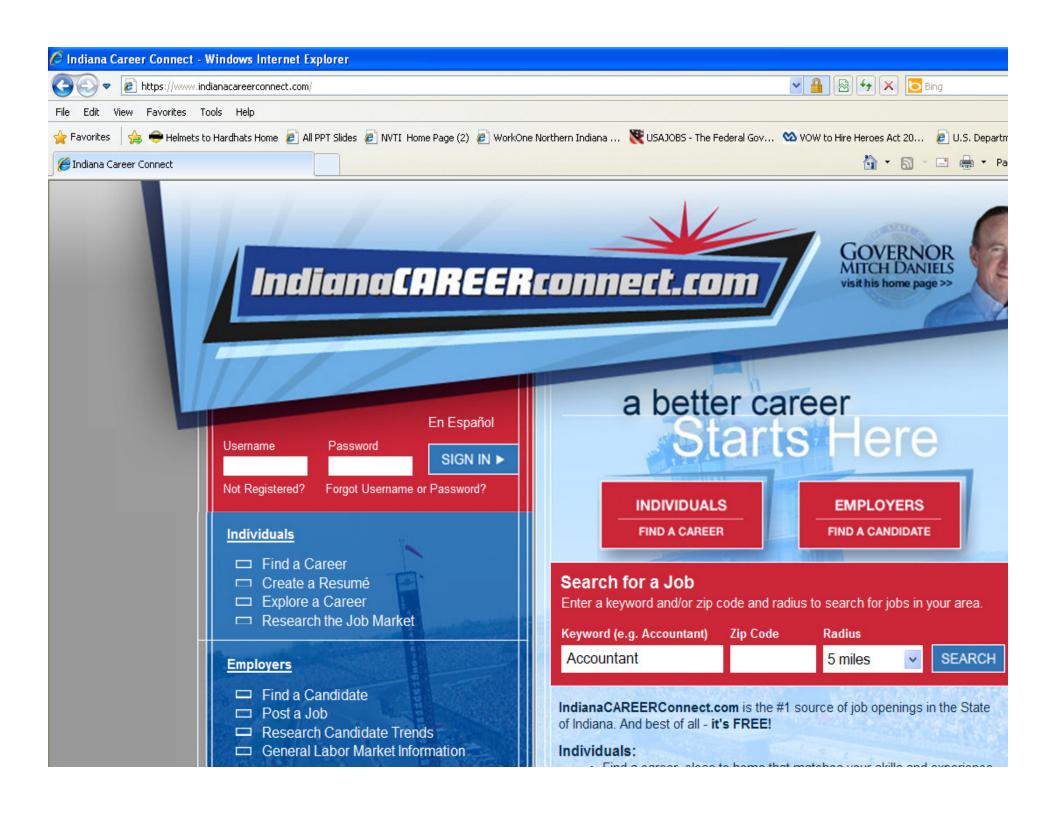
Find a career, close to home that matches your skills and experience.

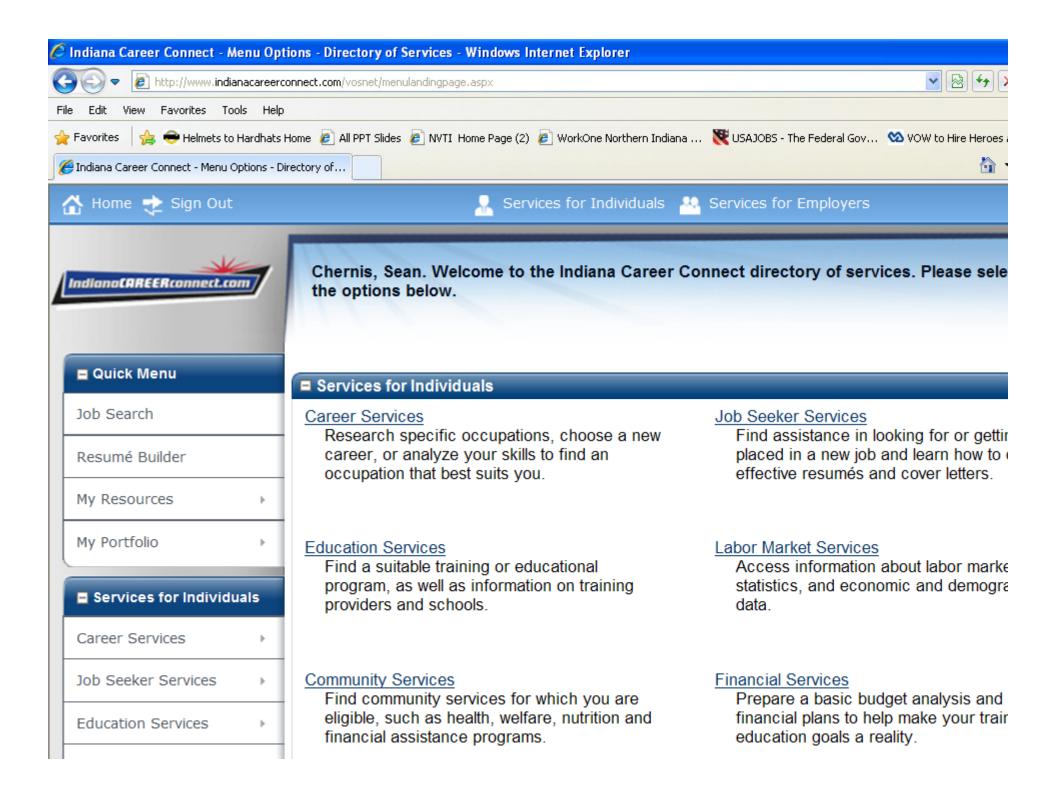
Explore training opportunities to help you get the job you want.

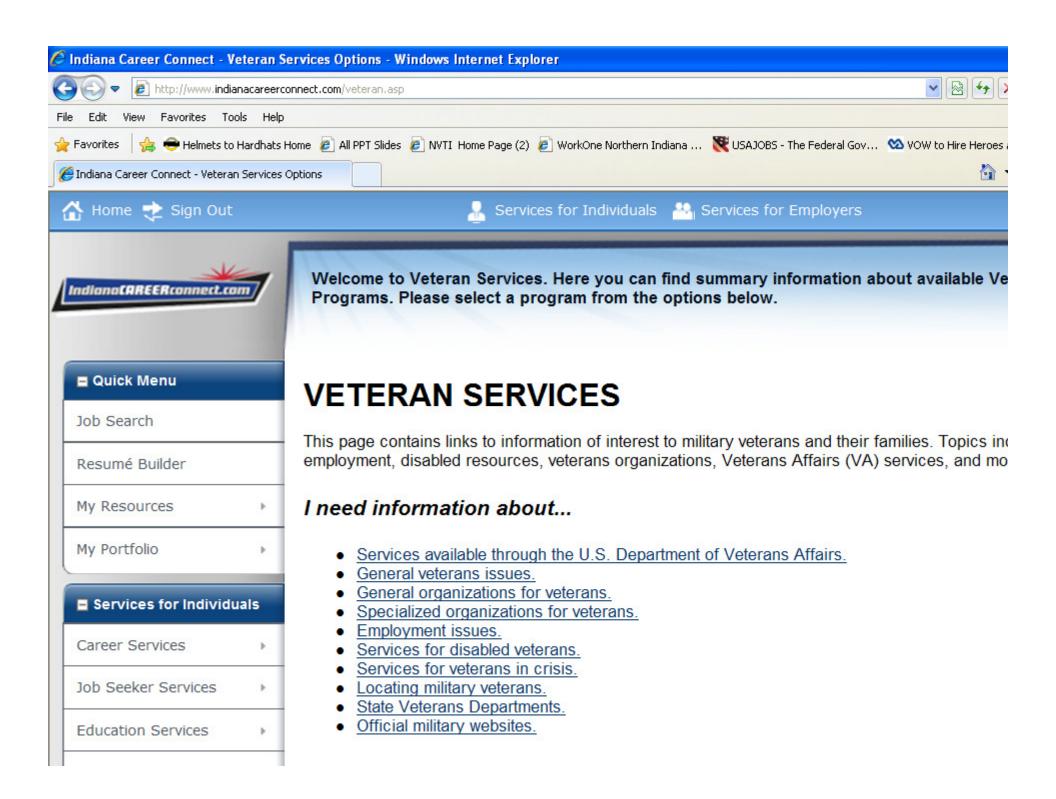
Employers:

Free job postings and access to thousands of Hoosier job candidates.

Free customized searches allow you to find candiates with the skills and qualifications that fit your needs.











Veterans Services

Services that are provided to qualified veterans at your local Workone include:

- Face-to-face orientation of the WorkOne Center and services provided
- Face-to-face review of <u>IndianaCAREERConnect.com</u>, the largest source of job openings in the state
- Direct referral to jobs (Both established jobs and job development)
- Assistance looking for a job, developing a resume and preparing for an interview
- Referral to other federal, state and local agencies
- Information on veteran's rights and employment benefits
- Assistance transitioning into civilian employment
- Training incentives and grants
- Veterans' newsletter
- Guidance finding vocational training
- Post-employment counseling
- Occupational skills assessment



Veteran Staff

Elkhart/Warsaw:

Sean Chernis
DVOP
574- 295-0105 x-216
schernis@gotoworkone.com

LVER -Vacant

South Bend/Plymouth:

John Mappes
DVOP
574-237-9675 x
imappes@gotoworkone.com

Michael Patton LVER 574-237-9675 x 1040

mpatton@gotoworkone.com

Veterans' Representatives LVER

Local Veterans Employment Representative:

Conduct outreach to employers and engage in advocacy efforts with hiring executives to increase employment opportunities for veterans, encourage the hiring of disabled veterans, and generally assist veterans to gain and retain employment.



Veterans' Representatives DVOP

Disabled Veterans Outreach Program:

Provides intensive services to meet the employment needs of disabled veterans and other eligible veterans, with the maximum emphasis directed toward serving those who are economically or educationally disadvantaged, including homeless veterans with barriers to employment.

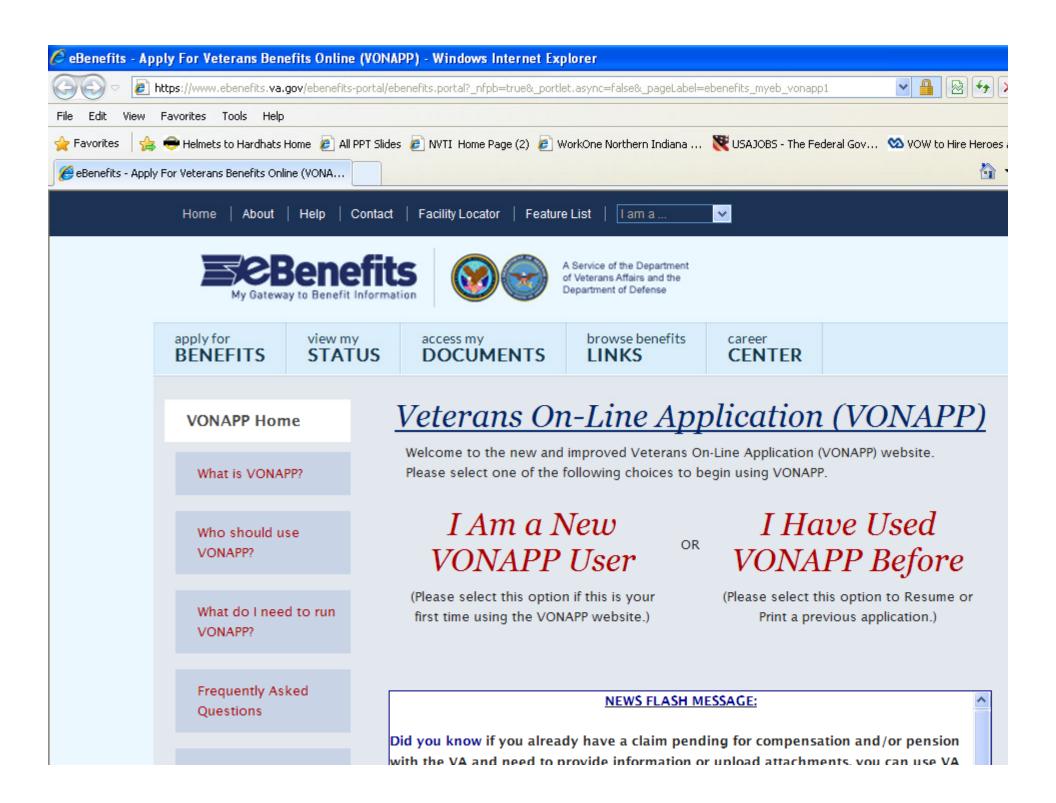


Veterans Retraining Assistance Program

- VRAP offers up to 12 months of training assistance to unemployed Veterans.
- The Department of Veterans Affairs (VA) and the Department of Labor (DOL) Program.

ELIGIBILITY

- Be at least 35 but no more than 60 years old
- Be unemployed
- Have an other than dishonorable discharge
- Not be eligible for any other VA education benefit program (e.g.: the Post-9/11 GI
- Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment Assistance)
- Not be in receipt of VA compensation due to unemployability
- Not be enrolled in a Federal or state job training program
- http://benefits.va.gov/vow/education.htm















Questions Comments?