



★★★ America's Heroes at Work

Hiring Veterans A Step-by-Step Toolkit for Employers

<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit>



★★★ A Step-by-Step Toolkit for Employers



The U.S. Department of Labor recognizes that employers can sometimes find it difficult to navigate the plethora of Veterans hiring resources available to them. This Toolkit was developed to simplify the process and put valuable resources at your fingertips. It serves to pinpoint helpful tools and outline some important steps to take when designing a Veterans hiring initiative that works for your particular business.

Recognizing that each employer is unique, this guide allows you to select from promising practices and other resources that employers are using to successfully welcome talented and skilled Veterans into the workforce.



★★★ We value your feedback



Whether you are looking to create a plan from scratch or retool existing efforts, we encourage you to reference this guide and design an initiative that works for you.

We invite you to share your hiring success with us at:
AmericasHeroesAtWork@dol.gov.

Thank you for including Veterans and the military community in your outreach and hiring efforts.





Hiring Veterans



*A Step-by-Step Toolkit
for Employers*



<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit/>

- **The Veterans Hiring Toolkit has been designed to:**
 - assist and educate employers who have made the proactive decision to include transitioning Service Members, Veterans (including wounded warriors) in their recruitment and hiring initiatives.
 - pinpoint helpful tools and outline some important steps to take when designing a Veterans hiring initiative that works for your particular business.
 - showcase promising practices related to recruiting, retaining and promoting Veteran employees.



★★★ Step 1: Design a Strategy



Create a Plan:

- Familiarize yourself with the benefits of hiring transitioning Service Members, Veterans and wounded warriors
- Learn about the tax incentives associated with the hiring of Veterans as well as disabled Veterans
- Plan for results: Start with the basics



<http://www.americasheroesatwork.gov/forEmployer/HiringToolkit/>

★★★ Step 2: Create a Welcoming & Educated Workplace



Assess your current processes and explore including Veteran-specific actions into your on-boarding strategies:

- Develop an understanding of military culture and experience
- Establish your company and its job application process as Veteran-friendly
- Learn the facts about hiring Veterans with invisible wounds of war: Demystify TBI and PTSD in the workplace



<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit/Educate>

★★★ Step 3: Actively Recruit Veterans and Military Spouses



Broaden your knowledge of how and where to find Veterans - and consider instituting a few strategies to help Veterans better find you:

- Determine employment opportunities and create detailed job descriptions
- Consider using military language in your outreach and job descriptions
- Consider alternatives to full-time employment, such as work experiences, internships and apprenticeships
- Access credible resources to help you look for qualified Veterans and wounded warriors who are seeking employment
- Know what you can and should not ask during an interview



<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit/Recruit>

★★★ Step 4: Hire Qualified Veterans and learn how to Accommodate Wounded Warriors



Reflect on your on-boarding strategies and consider adding a few new elements to be inclusive of Veterans, both with and without combat-related injuries:

- Create a culturally sensitive new hire orientation plan
- Understand your responsibilities under the Americans with Disabilities Act (ADA)
- Consider disclosure concerns
- Know where to obtain free, one-on-one guidance on workplace accommodation



<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit/Hire>

★★★ Step 5: Promote an Inclusive Workplace to Retain Veteran employees



Retaining a skilled workforce requires effort after the hire:

- Place a value on military service
- Expand traditional Employee Assistance Programs (EAPs)
- Develop and promote peer mentorships in the workplace - Vet to Vet
- Practice Veterans appreciation and promote a Veteran-friendly workplace
- Recognize that military families may have different needs than civilian families
- Consider participating in local Yellow Ribbon Reintegration Programs
- Understand your responsibilities under USERRA



<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit/Retain>



Step 6: Keep Helpful Tools and Resources at your Fingertips



Know the resources available to help employers in their Veterans hiring efforts:

- Keeping informed via social networking and e-news
- Resources on recruiting, hiring and retaining Veterans
- Know the answers to common employer questions about Veteran and disability employment, such as:
 - *Workplace accommodations*
 - *Costs, liabilities and return on investment*
 - *Candidate qualifications and capabilities*
 - *Stigma and employees with psychological health injuries and mental health concerns*
 - *Staff training and disability-friendly workplaces*



<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit/Resources>

★★★ A Work in Progress



It is our hope that this Toolkit continue to be a “work in progress.” As resources change, or new ones are developed, the Toolkit will be updated accordingly.

If you have any questions, please feel free to contact us at:
AmericasHeroesAtWork@dol.gov.

Thank you for your efforts – and working proactively to include Veterans in your hiring initiatives. We look forward to learning of your success.

