



## LEADING PRACTICE



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### **Recruitment and Onboarding- Proven Practices and “How- Tos”**

#### Leadership

- ☐ Appoint a staff member in a key leadership role as the businesses point person for veteran recruitment and onboarding
- ☐ Advertise the commitment to hire veterans in company newsletters, websites, offices, etc.
- ☐ Advertise job opportunities open to veterans on the company website and across all affiliates
- ☐ Commit to hiring a specified number of veterans each year across all departments and track hiring, retention and advancement activity
- ☐ Reinforce veterans' employment priorities with HR managers at company affiliate sites and make the case that hiring veterans is a good company-wide policy
- ☐ Announce to suppliers and sub-contractors that the corporation encourages recruitment and hiring of veterans among its network of suppliers



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### Staff Training and Support

- ☐ Invite a veteran to speak at staff meetings about ways to recruit and hire veterans. For example, you can contact a local veteran's services organization like Veterans of Foreign Wars (VFW) <https://www.vfw.org/oms/findpost.aspx> to find a speaker (OTHERS?)
- ☐ Provide staff training and education about recruiting, hiring and supporting veterans and the impacts of service-connected disabilities, like PTSD and physical injuries. Numerous training tools and articles on understanding and addressing these issues in the workplace can be found at the IVMF website: <http://vets.syr.edu>.
- ☐ Develop a "Buddy-up" service that pairs a new veteran hire with a current veteran employee to help with orientation, transition, information, etc.
- ☐ Support development of in-house military assistance groups led by veterans who are employees to develop a strategy for the recruitment of veterans, Reservists and Guardsmen. These groups could have their own meeting space, a column in the company newsletter or a space on the company website that describe their work with veterans.
- ☐ Ensure that all company onboarding materials appropriately include material relevant to veterans. These could include statements about the company's commitment to hire, local resources for veterans' issues and tips and tools for making the transition from the military to civilian jobs.
- ☐ Involve the veteran's family (to the appropriate extent) in veteran- focused recruitment programs. For example, you could host an after-hours vets family social hour and along with providing



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refreshments, ask for suggestions on more effective recruitment methods

- ☐ Provide specific training for HR managers so they can understand components and how to interpret a military resume, and how to translate their skills to a civilian job.

### Data Driven Approach to Recruitment

- ☐ Use social media like Facebook and Twitter as business recruitment tools
- ☐ Use multiple media to recruit veterans, like military-specific company websites, newsletters, list serves, etc. For example, viewing '[Veterans Voices](#)' on YouTube can help hiring managers and others understand veterans' issues.
- ☐ Track veteran hires, retention rates and advancement to measure the success of your recruiting and onboarding efforts

### Collaboration

- ☐ Assign a key staff member to encourage and support business and trade associations as channels for recruiting veterans
- ☐ Present the business case for hiring veterans at conferences, workshops, meetings and other venues
- ☐ Share veteran applicants' resume to all other companies in intra and extra-industry networks, to identify the right job match for the veteran and the company
- ☐ Share effective corporate recruitment and onboarding practices with other companies
- ☐ Support inclusion of veterans' recruitment and hiring priorities in local Workforce Investment Board (LWIB) strategic plan. Since the WIB sets priorities for local area workforce development and business representatives must be at least 51% of their membership,



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- having a seat at that table to promote hiring of vets could be effective.
- Meet with veterans' organizations to spread the message that hiring veterans is a corporate priority and identify barriers and facilitators to recruitment and onboarding
- Engage existing veteran employees and ask them to disseminate employment information to veteran networks
- Assign staff as liaisons to U.S. Department of Labor's (DOL) veterans staff, including Disabled Veterans Outreach Personnel (DVOPs) and Local Veterans Employment Representatives (LVERs), to improve veteran recruitment and onboarding
- Participate in DOL job fairs and Homeless Veterans Stand Downs and other veteran employment recruitment events. These events provide opportunities for companies to meet and take job applications from veterans.

Want to read more about this topic? Download our free  
**Guide to Leading Policies,  
Practices & Resources: Supporting the Employment of Veterans &  
Military Families at:**

<http://vets.syr.edu/pdfs/guidetoleadingpractices.pdf>



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