



CHECKLIST

Checklist for Employers: Assimilation and Employee Assistance

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, where veterans who are senior-level personnel serve as a mentor/sponsor 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, benefits, and others 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. For example, leverage existing resources such as the Veterans Health Initiative (VHI) 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 to help those transitioning from the military to the company.
 - Uniformed Services Employment and Reemployment Rights Act (USERRA) 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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