



CHECKLIST

Checklist for Employers: Training and Certification

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, as a means to provide a platform for veteran employees to interact with fellow veterans across disparate lines of business within the firm.
- ▶ When appropriate and practical, 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, and as such, 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.
- ▶ Leverage veteran service organizations as a channel to coordinate internship opportunities for veterans.
- ▶ Work with universities to adjust their career sites, 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 U.S. Department of Veterans Affairs (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.



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