



## GETTING PREPARED GUIDE

Thank you for your interest in Serve our Co-ops; Serve our Country. We look forward to working with you to provide veterans, service members and military spouses, with the opportunity to continue their mission of serving America’s suburban and rural communities. The purpose of this Getting Prepared Guide is to help you prepare your co-op and your workforce to foster veterans and military spouses at your workplace.

Step	Description	Action	Timeline
1	<b>Join the Coalition.</b> Join the co-op network to increase the focus on employing and honoring veterans.	<ul style="list-style-type: none"> <li>Complete the “Join the Coalition” form on <a href="http://www.ServeVets.coop">www.ServeVets.coop</a>.</li> </ul>	When ready to join.
2	<b>Celebrate Joining the Coalition.</b> Share with your employees, members and community that you have joined the coalition and are increasing your focus on hiring veterans, service members and military spouses.	<ul style="list-style-type: none"> <li>Announce participation to your employees.</li> <li>Consider a short press release to share the news with your community.</li> <li>Identify who in your co-op is a veteran, a guard/reservist or military spouse.</li> </ul>	Within 2 weeks of joining coalition.
3	<b>Identify Your Veterans.</b> Ask your current employees to self-identify as an employee with military experience.	<ul style="list-style-type: none"> <li>Ask employees to self-identify (this is voluntary) as an employee with military experience.</li> <li>Offer your veterans the opportunity to support co-op recruiting, interviewing and onboarding efforts.</li> </ul>	Within 2 weeks of your internal announcement.
4	<b>Set Veteran Recruitment Goals.</b> Get familiar with military skills that work for your business needs.	<ul style="list-style-type: none"> <li>Identify your hiring needs. Consider your known retirements and new positions in the next 12–18 months.</li> <li>Seek your veteran employees’ assistance or your Local Veteran Employment Representative LVER at your American Job Center to help with identifying what military profiles meet your needs.</li> </ul>	Within 1 month of joining coalition.