



## Getting Started Guide

Thank you for joining our coalition 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 Started Guide is to help you take the first steps to attract and hire veterans. When you complete the steps in this guide a) you will have informed your employees, members and community of your intent to hire veterans; b) you will have identified new and potential future positions you will need to recruit for; and c) you will have increased the exposure of your open positions to veterans, service members and spouses by posting your current openings on job boards that veterans use to look for jobs.

Step	Description	Action	Timeline
1	<b>Participate in Veteran Hiring Training.</b> Encourage key members of your staff to participate in training sessions to support employing and honoring veterans and military spouses at your co-op.	<ul style="list-style-type: none"> <li>Send a <b>training request</b> to participate in the next available training session. Training sessions will cover how to communicate the value of hiring veterans, best practices in veteran hiring as well as ideas for how to build on current community support programs.</li> </ul>	Within 1 month of joining the coalition.
2	<b>Create military-friendly Job Descriptions.</b> Have your job descriptions written so veterans can translate their skills to your jobs.	<ul style="list-style-type: none"> <li>Create a consolidated list of anticipated new positions based on known retirements and new headcount.</li> <li>Contact your American Job Center and seek your Local Veteran Employment Representative (LVER) for assistance writing military-friendly job descriptions.</li> </ul>	Within 2 months of joining coalition.
3	<b>Post your jobs on multiple military-connected venues.</b> Post your open positions and future positions that you want to begin recruiting for on military friendly job boards.	<ul style="list-style-type: none"> <li>Post your jobs on the <a href="#">Cooperative Career Center</a>.</li> <li>Post your jobs on the Veteran Employment Center (VEC) (see Appendix A)</li> <li>Post your jobs on your state workforce system (eg. Virginia Workforce Connection...)</li> </ul>	Within 2 weeks of joining the coalition.

## Appendix A – Veteran Employment Center (VEC)

The Veteran Employment Center (VEC) is an online employment tool to connect veterans and service members with employers and to help translate military skills into the civilian workforce. The VEC provides employers with access to a vault of verified career profiles from transitioning Service members, Veterans and their families. Employers can search these profiles by keyword and/or geographic location to find the right fit for your organization.

Go to [www.ebenefits.com](http://www.ebenefits.com) to create an account. You'll be asked to provide your EIN number to be verified by the VA in order to avoid scams.

1. Click on “Employment center” tab
2. Choose ‘post jobs’ function under ‘employer’ feature
3. Post your jobs to the Veteran Job Bank (VJB) via the National Labor Exchange (NLX) using one of the following options:
  - a. Through the National Labor Exchange daily feed: Complete an online form and the US.jobs National Labor Exchange will acquire your jobs directly from your co-op website and provide a daily feed to the Veterans Job Bank at no cost. Veterans who find your job openings on the search results page will be taken directly to the job opening on your co-op website
  - b. Through your State Job Bank: Your jobs will be automatically posted with the Veterans Job Bank through the US.jobs National Labor Exchange. By registering with your State Job Bank, you can receive a variety of other employment recruitment services at no cost. check <https://us.jobs/state-job-banks.asp> for your state job Bank

The VJB links directly to the employer’s job listing. Applicants are routed directly to your site. Any updates to an employer’s job listings are automatically replicated.