



## 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.

*Updated April 2019*

Step	Description	Action
1	<b>Identify Your Workforce Needs.</b> Document your anticipated workforce needs for the next 12-18 months.	<ul style="list-style-type: none"> <li>• Create a consolidated list of anticipated new positions based on known retirements, new headcount and other anticipated turnover.</li> </ul>
2	<b>Locate your Local American Job Center</b> for assistance with hiring veterans.	<ul style="list-style-type: none"> <li>• Visit the DOL/VETS website: <a href="http://www.dol.gov/vets/hire">www.dol.gov/vets/hire</a>.</li> <li>• Connect with the veteran employment representative at your local American Job Center*: <a href="http://www.servicelocator.org">www.servicelocator.org</a>.</li> </ul>
3	<b>Create Military Friendly Job Descriptions.</b> Improve your veteran outreach by describing military specific competencies and capabilities that translate to civilian positions.	<ul style="list-style-type: none"> <li>• Describe desired attributes in terms of competencies rather than years of experience. Avoid acronyms that are known only in our industry.</li> <li>• Talk about your co-op value proposition in your job description- benefits, co-op culture, principles, etc.</li> <li>• Engage your American Job Center veteran representative for support writing military friendly job descriptions.</li> </ul>
4	<b>Post your Jobs on Multiple Military Connected Jobsites.</b> Prioritize and maximize the exposure of your jobs to veterans and military spouses.	<ul style="list-style-type: none"> <li>• Post your jobs on your state job bank/workforce system: <a href="https://www.naswa.org/nlx">https://www.naswa.org/nlx</a>. Scroll to bottom, select your state.</li> <li>• Post your jobs on NRECA’s Cooperative Career Center: <a href="https://careers.electric.coop">https://careers.electric.coop</a>.</li> <li>• Post your jobs on Troops to Energy (membership required): <a href="http://www.troopstoenergyjobs.com">www.troopstoenergyjobs.com</a>.</li> </ul>

**\*American Job Center Details:**

Engage with the American Job Center employees:

- Business Services (BS) Staff,
- Local Veteran Employment Representatives (LVERs), and
- Disabled Veterans Outreach (DVOPs).

LVERs, DVOPs and BS staff can help you in many ways, including:

- Assist in writing military friendly job descriptions and interpreting Veteran resumes and skill sets.
- Translate military lingo, certifications and awards for greater clarity.
- Prescreen candidates on your behalf to determine qualified candidates.
- Post your open jobs on your State Workforce System / State Job Bank and train you how to use it to access a large veteran pool.
- Provide local labor market data and workforce information.
- Coordinate job fairs/hiring events for you at your site or at a local veteran employment center. Market your event for free.
- Provide education on how to leverage the Virtual Recruiter tool.
- Conduct resumes searches with specific keywords or job histories.
- Help with developing apprenticeship programs.