



VETS HELPING VETS SINCE 1974

# VETERANS STRONGLY ENCOURAGED TO APPLY

Hiring + Supporting Veterans in Your Workplace

Swords to Plowshares is a community-based, not-for-profit veteran service organization that provides wrap-around care to more than 3,000 veterans in the San Francisco Bay Area each year.

## IMPORTANT STEPS TO HIRE VETERANS

### Become culturally competent.

Create educational programs for employees to learn about veteran culture and resources, and utilize programs like Swords to Plowshares' Combat to Community to train your employees.

### Make plans for veteran recruitment and outreach beyond your normal activities.

- Attend veteran job fairs.
- Partner with on-base transition centers.
- Create relationships with service academies.
- Create relationships with community colleges.
- Utilize social networks.
- Create a veteran career webpage with desirable skills.

### Establish a partnership with veteran service providers in your area.

Veteran service providers can provide tailored job training and connect qualified veterans to employers as a "job broker."



## #HIREVETERANS



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## IMPORTANT STEPS TO CREATE VETERAN PROGRAMS

### Train Up.

Begin job coaching, mentoring and on-the-job training.

### Create supportive programs for veterans in the workplace.

- Provide opportunities for employee engagement and professional development tailored to their skills and strengths.
- Evaluate print materials/media/website.
- Create a veteran affinity group.

Find out more at [www.swords-to-plowshares.org](http://www.swords-to-plowshares.org)

1060 Howard Street  
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**Swords to  
Plowshares**

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## CHECKLIST TO CREATE A VETERAN HIRING PROGRAM

- ⇒ **Review brochures, recruitment materials, and website for veteran friendliness.**
- ⇒ **In Your Job Advertisements:**
  - List Military Occupational Skills.
  - Provide a service-connected veteran preference for hiring.
  - Advertise to veteran and military groups (both online and off).
- ⇒ **Partner with Veteran Service Organizations (VSOs).**
- ⇒ **In the Interview:**
  - Ask open-ended questions about military experience.
  - Be aware of other professional skills gained through military experience.
- ⇒ **On the Job:**
  - Do you have a military/veteran affinity group or mentorship program?
  - Is your human resources department familiar with military/veteran disabilities?
  - Have employees taken any courses on military/veteran cultural competency?
  - Does your EAP know veteran and military issues?
  - Begin on the job training and coaching.