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.”

**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

1060 Howard Street
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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.