

# Employer Guide to Hiring Veterans

[www.dol.gov/agencies/VETS](http://www.dol.gov/agencies/VETS)



**VETERANS' EMPLOYMENT AND TRAINING SERVICE**  
UNITED STATES DEPARTMENT OF LABOR

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## Purpose of this Guide

Employers recognize the value veterans bring to the workplace but often find it challenging to connect with separating service members and veterans seeking employment. Veterans are in high demand, so it requires dedicated efforts by employers to find and hire veterans.

This guide intends to:

- Provide accurate information about service member and veteran demographics.
- Share federal, state, and other resources with employers to facilitate veteran employment; and
- Make recommendations on how to attract, train, and retain veterans.

This is not a comprehensive list of resources as we have purposefully intended to keep the guide succinct.

**Last update: October 31, 2023**

## The Business Case for Hiring Veterans

A quick internet search shows articles from many recognized business leaders who endorse hiring veterans as a good business practice. Why? Veterans bring the following attributes and characteristics to the workplace:

- Proven leadership and leadership readiness
- Mission-focused approach to work
- Experience working in diverse teams and organizations.
- Adaptable and immediate contributors
- Strong work ethics
- Strong performance under pressure
- Creative problem-solving
- Self-starter
- Integrity
- Technical skills (military experience exposes individuals to advanced technology or technical training)
- Loyalty (The military is adept at institutional socialization and cultivating loyalty. A trait civilian employer has found among their employees who are veterans. A low turnover rate can lead to a higher return on investment for businesses.)

Additionally, veterans have already received world-class training in many areas:

- Challenging and purposeful high-stress exercises
- Technical military occupational specialties
- Professional military education courses
- Critical “soft skills,” including ethics and leadership.

Studies have shown veterans are more productive and have higher retention rates than their civilian counterparts.

For example, the Institute for Veterans and Military Families published a brief, drawing from academic literature, that suggests a robust, specific, and compelling business case for hiring veterans. Read it here: <https://ivmf.syracuse.edu/article/the-business-case-for-hiring-a-veteran-beyond-the-cliches/>

## Who Enlists in the All-Volunteer Force?

The following statistics refer to the enlisted force only and come from the U.S. Department of Defense's "[Population Representation in the Military Services: Fiscal Year 2019 Summary Report](#)."

- High-quality, drug-free, law-abiding, smart, and educated young men and women enlist to serve our nation to be part of something greater than themselves.
- Enlistment standards are stringent. The Department of Defense states that **only 23% of 17-to-24-year-olds are qualified to enlist in the Armed Services**. According to the Office of Accession Policy, an applicant may be disqualified for many reasons, including not graduating high school, low enlistment test scores (the Armed Services Vocational Aptitude Battery), not medically or physically qualified, too many dependents, disqualifying tattoos, history of criminal activity, or testing positive for disqualifying drugs. It is harder to be accepted into the military than it is by most secondary education institutions, which usually only screen for diplomas and mental aptitude.
- Combat arms occupations (e.g., infantry, artillery, combat engineers, armor, etc.) have some of the highest enlistment quality metrics.
- Women represent over 17% of the enlisted force and about 20% of the officer ranks.
- Nearly all enlisted service members have traditional high school diplomas and 9% have earned college credits. About 79% test above 50th percentile in aptitude tests.

## Current Veteran Statistics

The Department of Labor’s Bureau of Labor Statistics provides veteran unemployment and demographic statistics. The most recent annual veteran unemployment data can be found at [www.bls.gov/news.release/vet.toc.htm](http://www.bls.gov/news.release/vet.toc.htm).

- As of July 2023, 8.3 million veterans account for 5.4% of the US labor force.
- Veterans consistently have lower unemployment rates than non-veterans.
- 66% are 45 years or older.
- 2% are 24 years or under 45% Gulf War Era II veterans.
- Women represent 10% of the total veteran population and 20% of veterans who have served since 9/11
- 40% of all women veterans are in the post-9/11 group compared with 23% of all male veterans.
- Approximately 180,000 service members separate annually from the military and transition to civilian life.
- The percentage of veterans in both the population and the workforce continues to decline with veterans **representing 5.4% of the workforce**.

Reference: <https://www.dol.gov/agencies/ofccp/vevraa/hiring-benchmark>

NATIONAL PERCENTAGE OF VETERANS	
Effective Date Range	National Percentage of Veterans in the Civilian Labor Force
03/31/2023 -	5.4%
03/31/2022 - 03/30/2023	5.5%
03/31/2021 - 03/30/2022	5.6%
03/31/2020 - 03/30/2021	5.7%

## Getting Started: Make a Plan

First, create a hiring plan tailored to your organization's needs. Here are some resources to help:

### 1. VETERANS' EMPLOYMENT AND TRAINING SERVICE

<https://www.dol.gov/agencies/vets/employers/hire> is a one-stop location to connect employers with local, state, and federal veteran hiring resources.

### 2. EMPLOYER ROADMAP

The Employer Roadmap is a comprehensive and personalized resource for employers who want to hire veterans and military spouses sponsored by the U.S. Chamber of Commerce's Hiring Our Heroes initiative and USAA: [www.vetemployerroadmap.org](http://www.vetemployerroadmap.org)

### DID YOU KNOW?

**American Job Centers** give businesses access to resources they need to recruit, train, and retain a skilled workforce. They may also be known as "Career One-Stops" or "Career Centers" depending on the state. Find the closest center at [www.dol.gov/veterans/hireaveteran/](http://www.dol.gov/veterans/hireaveteran/) for free one-on-one assistance.

There are approximately 2,400 locations nationwide that offer services for employers, such as providing workforce information, writing job descriptions, posting jobs, reviewing applicant resumes, organizing job fairs, providing places to conduct interviews, pre-screening applicants, assessing applicants' skills (skill-gap analysis), and referring job-ready candidates.

You can also find resources and browse best practices in the "Employer Business Center" at [www.careeronestop.org/businesscenter/recruitandhire/wheretofindcandidates/hire-a-vet.aspx](http://www.careeronestop.org/businesscenter/recruitandhire/wheretofindcandidates/hire-a-vet.aspx)

## Post Jobs Where Veterans Can Find Them

Your local American Job Center can assist you in posting your job vacancies, at no cost, to state job banks ([www.careeronestop.org/JobSearch/FindJobs/state-job-banks.aspx](http://www.careeronestop.org/JobSearch/FindJobs/state-job-banks.aspx)) or post jobs on the National Labor Exchange (NLx) at [veterans.usnlx.com](http://veterans.usnlx.com).

The NLx is a partnership between the National Association of State Workforce Agencies and the Direct Employers Association that works by collecting and distributing jobs from corporate websites, state job banks, and USAJOBS. The NLx is used by more than 300,000 employers with an average of 2.9 million daily job listings. It also complies with the Department of Labor's regulations for affirmative action hiring of veterans by federal government contractors.

To request a **NLx Demonstration**, visit: [directemployers.org/demo/](http://directemployers.org/demo/). Find and post job openings from veteran-ready employers: [veterans.usnlx.com](http://veterans.usnlx.com).

You can view the free “**Using the National Labor Exchange to Find Veterans to Hire**” video:

- <https://learn.psycharmor.org/courses/Using-the-National-Labor-Exchange-to-Find-Veterans-to-Hire>

More job posting resources:

- Through a paid subscription, [www.indeed.com](http://www.indeed.com) provides tools for employers to find and engage job-seeking veterans.
- [www.rallypoint.com](http://www.rallypoint.com) is a platform where members of the military community build professional profiles, ask questions, search for jobs, and connect with others who can help at any point during their military career or transition to civilian life. RallyPoint has a memorandum of understanding with the U.S. Department of Veterans Affairs to improve access to and navigation of services for veterans, and employers can claim their company page at [www.rallypoint.com/users/sign\\_in](http://www.rallypoint.com/users/sign_in)



## Veteran Hiring Best Practices

Keep these best practices in mind as you craft a plan.

### 1. FROM THE TOP TO THE BOTTOM, MAKE SURE EVERYONE IS ON BOARD.

Successful veteran hiring programs need “buy-in” by organizational leadership. Hiring cycle support from HR managers at all levels, especially “first-level” screeners, is also critical. Make sure everyone understands your organization’s veteran hiring program and goals.

### 2. CREATE A VETERAN “AFFINITY” OR EMPLOYEE RESOURCE GROUP.

Many employers have found that having an employer resource group (ERG) is helpful, and it should be as inclusive as possible. For example, the ERG should be open to all employees regardless of whether they are a veteran. The only requirement should be the interest to participate positively.

These kinds of groups create a place for veterans to collaborate as well as act as a recruiting and retention tool. To promote the group, you could build a veteran career website or landing page, as well as create veteran hiring flyers.

### 3. CREATE A VETERAN MENTORSHIP PROGRAM.

This is also a successful tool used by companies who don’t want to create a formal ERG but want to have a support system for their veteran employees. This is especially valuable for the new veteran hires who are learning the company culture.

### 4. EMPOWER YOUR EMPLOYEES TO RECRUIT FOR YOU.

Do you know how many veterans you currently employ? They can be your best asset when it comes to recruiting more veteran employees. If possible, have employees who are veterans participate in the recruiting process so that they can articulate their positive experiences to job candidates. The veteran community is tight-knit, and “word of mouth” is a powerful tool. You can also share success stories of veterans who are employed by your company online and in flyers.

### 5. KNOW THE CODES.

It helps to know the Military Occupation Codes / Specialties (MOC/S) used in the military. Here are two MOC/S crosswalk tools to learn what skills correspond with specific military occupations:

- [www.careeronestop.org/BusinessCenter/Toolkit/civilian-to-military-translator.aspx](http://www.careeronestop.org/BusinessCenter/Toolkit/civilian-to-military-translator.aspx)
- [www.onetonline.org/crosswalk/](http://www.onetonline.org/crosswalk/)

It is important to understand that while translators will help you understand what someone did in the military, an MOC/S should not be used as an indicator of an individual’s core competencies and/or career aspirations.

- After the military, not all veterans want to do the same thing they did in the military.
- Some veterans do many more or different things than a MOC/S indicates. An example would be an Airman who served in the Security Forces but was also augmented an Intelligence Squadron.

## 6. DRAFT VETERAN-FRIENDLY JOB DESCRIPTIONS.

Veterans are often driven by purpose and having a mission – highlighting key components of your organization will appeal to this mindset of Veterans. Shift the descriptions to be “competency-based” versus requiring a certain number of years of experience.

- › Leadership/achievement orientation
- › Personal ownership and accountability
- › Advancing the organizational mission.
- › Building relationships with diverse groups.
- › Flexibility
- › Experience working with diverse teams.
- › Technical skills
- › Verbal/written communication skills
- › Creative problem-solving/strategic thinking
- › Development of self and others
- › Adaptability to change.
- › Experience delivering quality service.
- › Loyalty
- › Resilience

## General Tips for Interviewing Veterans

The most effective interview styles for Veterans are behavioral and situational.

- Clearly describe the job role and its responsibilities, defining expectations upfront
- Avoid closed-ended questions by asking about an individual’s service experience and responsibilities.
- Focus on transferrable skills.
- Ask – it is okay to ask Veterans what military terms mean

### FURTHER READING:

- The “**Guide to Leading Policies, Practices & Resources: Supporting the Employment of Veterans and Military Families**” is the product of a collaborative effort by the Institute for Veterans and Military Families (IVMF) with more than 30 private sector employers and supporting organizations. It contains best practices, lessons learned, and innovations in recruiting, assimilating, retaining and advancing veterans in the workforce: [ivmf.syracuse.edu/wp-content/uploads/2016/07/guidetoleadingpractices1.pdf](http://ivmf.syracuse.edu/wp-content/uploads/2016/07/guidetoleadingpractices1.pdf)
- **American Water Works Association (AWWA) Recruiting and Retaining Veterans:** <https://www.awwa.org/Portals/0/AWWA/ETS/Resources/EmployerToolkit080119.pdf?ver=2019-08-01-143735-380>
- **Veterans Job Mission**, a coalition of more than 200 companies, partnered with IVMF to develop leading practices to building or enhancing a veteran hiring program: [www.veteranjobsmission.com/ employer-resources](http://www.veteranjobsmission.com/employer-resources)



## Benefits of Hiring Guardsmen and Reservists

**Hiring a Guardsman or a Reservist makes good business sense.** These are disciplined and skilled workers who display pride, leadership, responsibility, and professionalism in what they do. They understand the mission of their civilian jobs and make it a priority to get results, all while displaying a strong work ethic. Service members often possess advanced skills, certifications, education, and are more valuable employees. They also recognize their employment is an essential element in sustaining the All-Volunteer Force for the future.

The United States benefits from the contributions of those willing to depart the comforts of home to answer the call of duty. Our Service members carry out missions compatible with training, mobilization readiness, humanitarian affairs, and contingency operations here in the United States, as well as in many countries all over the world. Support at home helps them focus on those missions. For more information: <https://www.nationalguard.mil/>



The **National Guard Employment Network (NGEN)** was developed in collaboration between Corporate America Supports You (CASY), the Military Spouse Corporate Career Network (MSCCN), and the National Guard Bureau. The mission of NGEN, as part of the OCEAN family of dedicated brands and pipelines, is to specifically provide the National Guard community with employment support resources to help manage unemployment and underemployment/over-employment that Guard families are facing. For more information: <https://ngemploymentnetwork.com/employers>



## Leverage Employer Support of the Guard and Reserve (ESGR)

The Employer Support of the Guard and Reserve (ESGR), a Department of Defense office, was established in 1972 to promote cooperation and understanding between Reserve Component Service members and their civilian employers and to assist in the resolution of conflicts arising from an employee's military commitment.

**How ESGR Can Help:** ESGR understands the unique talents and skill set Guard and Reserve Service members can bring to the civilian workforce. To make this arrangement work, both parties must be aware of their rights and responsibilities under the Uniformed Services Employment and Reemployment Rights Act. With an ESGR committee in each state, territory, and the District of Columbia, there is an ESGR representative able to help you forge a stronger bond with your military employees through a greater understanding of their military service.

## Apprenticeship and On-The-Job Training

Apprenticeships and other on-the-job training programs represent a valuable investment in the skills of employees and can provide veterans with opportunities to learn specific work-based skills – whether they’re a new hire or seeking advancement.

Employers are using Registered Apprenticeship programs to create and retain a pipeline of diverse, specialized talent in new and emerging industries such as transportation, IT, cybersecurity, healthcare, financial service, and advanced manufacturing. These are programs that have been industry-vetted and approved and validated by the U.S. Department of Labor or a State Apprenticeship Agency.

Registered Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, receive progressive wage increases, classroom instruction, and a portable, nationally recognized credential. Registered Apprenticeship has a proven track record of producing strong results for both employers and apprentices. Employers are experiencing a strong return on investment – for every \$1 invested in their Registered Apprenticeship program, they are seeing a \$1.47 return, 90% of their apprentices retain employment after they complete the apprenticeship, and the average starting salary after an apprentices complete an apprenticeship program is \$80,000.

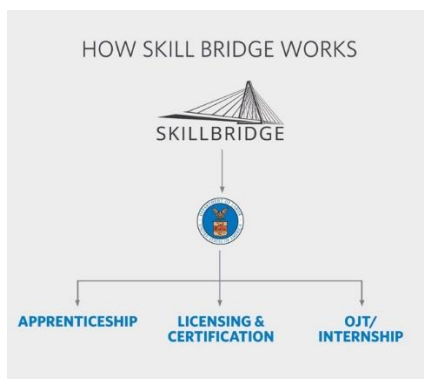
By becoming “Approved for GI Bill,” an organization’s Registered Apprenticeship program can assist current and future veteran apprentices apply the benefits they’ve earned. Veterans who have existing benefits under the GI Bill may qualify for a monthly stipend – paid by the U.S. Department of Veterans Affairs (VA) – in addition to the wages they receive through an apprenticeship. Approved employers can use this benefit as a recruiting tool. View the Department of Labor’s apprenticeship website for employers at [www.apprenticeship.gov/employers](http://www.apprenticeship.gov/employers). In addition, please see <https://www.apprenticeship.gov/employers/hire-veterans> for veteran centric apprenticeship data.

### DEPARTMENT OF LABOR’S REGISTERED APPRENTICESHIP PROGRAM: BENEFITS TO COMPANIES

- Receive **consulting services** from DOL in the design, development, and structure of their Registered Apprenticeship program.
- By partnering with DOL, it will bring a **level of credibility** to their training program by meeting approved standards.
- Upon completion of the program, the apprentice will earn a **nationally recognized credential**. This credential may be used as a **recruiting tool** to attract prospective applicants.
- The company will **attract veterans and those transitioning out of the service** since they will be able to use GI Bill benefits (not take on educational debt).
- May be eligible for the **Career Skills Program/SkillBridge** (military pays service member’s salary while in pre-apprenticeship training program).
- **Increased employee retention/reduced turnover costs.**
- Creates a system where employers **can track return on investment** of training dollars invested.

**FURTHER READING:**

- **The Federal Resources Playbook for Registered Apprenticeship** at [www.doleta.gov/oa/federalresources/playbook.pdf](http://www.doleta.gov/oa/federalresources/playbook.pdf) is a comprehensive resource for employers. See page 11 for more information on how your program can be “Approved for GI Bill.”
- Want to launch a Registered Apprenticeship program? Check out this quick-start toolkit [https://www.doleta.gov/oa/employers/apprenticeship\\_toolkit.pdf](https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf) and express your interest in starting an apprenticeship <https://www.apprenticeship.gov/employers/express-interest-instructions>
- Make sure your veteran employees know that their **VA education benefits** may be used for both on-the-job training programs and apprenticeships: [www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/on-the-job-training-apprenticeships/](http://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/on-the-job-training-apprenticeships/)
- For those already involved in Registered Apprenticeship, DOL has established a new RA Academy that provides information, training, and resources for program sponsors, apprentices, state apprenticeship agencies and other stakeholders.
- The Department of Labor also partners with the VA in supporting Vocational Rehabilitation & Employment (VR&E) efforts. VR&E provides employers with other benefits through the Special Employer Incentive Program (SEI). Employers hiring veterans with a service-connected disability who are approved for VR&E services may be entitled reimbursements up to 50% of the veterans’ salary for six months to offset training costs. Additional information about the SEI program is located at <https://benefits.va.gov/BENEFITS/factsheets/vocrehab/SpecialEmployerIncentive.pdf>.
- **The U.S. Department of Defense SkillBridge Program** promotes the civilian job training authority available for service members. **Service members meeting certain qualifications can participate in civilian job and employment training, including apprenticeships and internships.** Such training can take place starting up to six months before a service member’s separation. Additionally, the training must offer a high probability of employment and be provided to the service member at little or no cost. Through SkillBridge, tremendous potential exists for service members, companies, trade unions, and others for leveraging this DOD authority. Interested training providers should review <https://skillbridge.osd.mil/industry-employers.htm> and then contact them at <https://skillbridge.osd.mil/resources.htm#industry-partners> with a description of their transition opportunities and for approval to move forward, along with any questions. Licensing and certification information:



- Employers can get licensing or certification tests officially approved, which lets veterans and other beneficiaries receive reimbursement for test-taking costs. If you represent a state or local licensing board, the approval requirements are minimal. If you represent a nongovernmental organization, your test must

be generally accepted within the industry, must have existed for at least two years, and must meet other requirements.

- Seek approval for your organization’s tests through the state approving agency for the state where your headquarters are located. Learn more at [www.benefits.va.gov/gibill/licensing\\_certification.asp](http://www.benefits.va.gov/gibill/licensing_certification.asp) .
- Seek approval for your organization’s tests through the state approving agency for the state where your headquarters are located.

## Employment Navigator & Partnership Pilot

The Employment Navigator (EN) and Partnership Pilot (ENPP) provides one-on-one career assistance to interested service members, and their spouses, at select military installations worldwide. Provided outside of the formal DOL Transition Assistance Program (TAP) classroom instruction, the Employment Navigator (EN) will assist them in securing meaningful and lasting post-separation careers.

- Self-assessments
- Skills testing
- Career exploration
- Resume reviews
- Identification of high-demand occupations
- Identification of necessary credentials
- Review of detailed labor market information
- Refer Service members, and their spouses to government & non-government partners.

### ENPP Locations

 Army	 Marine Corps	 Navy	 Air Force
<ul style="list-style-type: none"> <li>• Fort Moore, GA</li> <li>• Fort Drum, NY</li> <li>• Fort Eustis, VA</li> <li>• Fort Richardson, AK</li> <li>• Fort Shafter, HI</li> <li>• Fort Sill, OK</li> <li>• Fort Wainwright, AK</li> <li>• Schofield Barracks, HI</li> <li>• Torii Station, Japan</li> <li>• USAG Baumholder</li> <li>• USAG Bavaria</li> <li>• USAG Kaiserslautern</li> </ul>	<ul style="list-style-type: none"> <li>• Camp Pendleton, CA</li> <li>• Camp Schwab, Japan</li> <li>• MCAS Cherry Point, NC</li> <li>• MCAS Miramar, CA</li> <li>• Okinawa, Japan</li> <li>• Wounded Warrior Bn-East (Camp Lejeune, NC)</li> </ul>	<ul style="list-style-type: none"> <li>• CFA Yokosuka, Japan</li> <li>• Joint Base Pearl Harbor, HI</li> <li>• Joint Expeditionary Base – Little Creek, VA</li> <li>• Naval Station Norfolk, VA</li> <li>• Naval Base San Diego, CA (Virtual Only)</li> </ul>	<ul style="list-style-type: none"> <li>• Joint Base Charleston,</li> <li>• Kadena Air Base, Japan</li> <li>• Langley AFB, VA</li> <li>• Travis AFB, CA</li> <li>• Cannon AFB</li> <li>• Elmendorf AFB</li> </ul>

### Partner With Us

Non-government organizations that meet the eligibility requirements for partnership can apply via the Partnership Application Form. Government organizations interested in partnership should [contact us](#). You will be considered for partnership on a case-by-case basis. Applications to be processed on a quarterly basis. Learn more here: [//www.dol.gov/agencies/vets/programs/tap/employment-navigator-partnership](http://www.dol.gov/agencies/vets/programs/tap/employment-navigator-partnership)

## Retaining and Reporting Veteran Employees

Veterans are extremely loyal to an organization. What is good for your veteran population is also good for any employee. However, if the environment does not meet veterans' needs, they tend to leave an organization quicker than their non-veteran counterparts. The following elements are important to many veterans:

- Challenging/engaging opportunity
- Clearly stated expectations of the position
- Known pathway for advancement in the current position and organization.
- A mentor (preferably a veteran) on arrival, as well as an onboarding program specific to veterans, can help veterans integrate and adjust to the organization's culture.
- Clear and open verbal and written communication
  - › Veterans are used to hearing from their leadership, usually in person.
- Career professional development
- Impact on the organization – veterans want to know what they are doing has “meaning.”
- Compensation and benefits

### REPORTING

Most organizations are now voluntarily counting veterans, but some have encountered difficulties with self-reporting. Instead of asking employees, “Are you a veteran?” ask, “Have you ever served in the U.S. military?” Some veterans do not identify as such because they served in peacetime, or for other reasons.

Some federal contractors have specific reporting requirements (on form VETS-4212) and affirmative action obligations under the Vietnam Era Veterans' Readjustment Act of 1974 (known as “VEVRAA” or “Section 4212”). Find answers to frequently asked questions at [www.dol.gov/agencies/vets/programs/vets4212](http://www.dol.gov/agencies/vets/programs/vets4212).

### FURTHER READING:



The Center for a New American Security study, “Onward and Upward: Understanding Veteran Retention and Performance in the Workforce,” provides valuable information for employers: [www.cnas.org/publications/reports/onward-and-upward](http://www.cnas.org/publications/reports/onward-and-upward)



SHRM Foundation, in conjunction with our partners and contributors, has developed the Veterans at Work program to provide HR professionals, people managers, and business leaders with proven educational content and resources, at no cost, to learn effective ways to reduce barriers and stigmas affecting the employment of veterans and their families. <https://www.veteransatwork.org/>

- Additional information for all employers regarding the employment of veterans and service members can be found at [www.employer.gov/EmploymentIssues/Veteran-and-servicemember-employment](http://www.employer.gov/EmploymentIssues/Veteran-and-servicemember-employment)

## HIRE Vets Medallion Award



The Honoring Investments in Recruiting and Employing American Military Veterans Act of 2017 (HIRE Vets Act) directed the U.S. Department of Labor to create a HIRE Vets Medallion Program which recognizes employers of all sizes for their efforts to recruit, employ, and retain America’s veterans with the HIRE Vets Medallion Award.

The HIRE Vets Medallion Award presents a unique value to employers across three different size categories — small (1-50 employees), medium (51-499), and large (500 or more). Award recipients range from small businesses and community-based nonprofits to larger companies.

To complete the application process, employers must verify their company meets award criteria, complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and pay the required application fee.

A HIRE Vets Medallion Award recipient receives national recognition and provides an inside track in the search for talented veterans — all of which can result in a competitive advantage.

### The HIRE Vets Medallion Award:

- Highlights companies and organizations that have proven their commitment to hire and retain America’s veterans in good, family-sustaining careers.
- The only federal-level award that recognizes employers who successfully recruit, employ, and retain America’s veterans.
- Award recipients receive a certificate and digital images of the medallion for use as part of their marketing and promotional activities.
- Every year nearly 180,000 service members and their spouses in the Transition Assistance Program are encouraged to seek out employers who have earned the HIRE Vets Medallion Award via the interactive map on [HIREVets.gov/Awardees](https://HIREVets.gov/Awardees) by [clicking here](#).

[Click here](#) for additional information at [HIREVets.gov](https://HIREVets.gov) or click here to email the program office.

### HIRE VETS MEDALLION PROGRAM TIMELINE

- › **January 31 – Application period opens.**
- › **April 30 – Application period closes**
- › **October – Notify applicants of award decisions.**
- › **November – Announce award recipients on or near Veterans Day.**



## HIRE Vets Medallion Criteria:



# HIRE

VETS MEDALLION PROGRAM

## 2023 HIRE Vets Medallion Award Criteria

REQUIREMENTS	LARGE EMPLOYER AWARDS (500+ Employees)		MEDIUM EMPLOYER AWARDS (51-499 Employees)		SMALL EMPLOYER AWARDS (1-50 Employees)	
	 <b>Platinum</b>	 <b>Gold</b>	 <b>Platinum</b>	 <b>Gold</b>	 <b>Platinum</b>	 <b>Gold</b>
<b>Hiring</b> (Vets hired during CY 2022)	Not less than 10% of employees hired <b>AND</b>	Not less than 7% of employees hired <b>AND</b>	Not less than 10% of employees hired <b>OR</b>	Not less than 7% of employees hired <b>OR</b>	Not less than 10% of employees hired <b>OR</b>	Not less than 7% of employees hired <b>OR</b>
<b>Retention</b> (Vets hired during CY 2021)	Not less than 85% of Vets hired retained for 12 months	Not less than 75% of Vets hired retained for 12 months	Not less than 85% of Vets hired retained for 12 months <b>AND</b>	Not less than 75% of Vets hired retained for 12 months <b>AND</b>	Not less than 85% of Vets hired retained for 12 months <b>AND</b>	Not less than 75% of Vets hired retained for 12 months <b>AND</b>
<b>Veteran Employee Percentage</b> (Vets employed on 31 Dec. of CY 2022)	N/A	N/A	At least 10% of employees are Vets	At least 7% of employees are Vets	At least 10% of employees are Vets	At least 7% of employees are Vets

INTEGRATION & ASSISTANCE PROGRAMS	Veteran Organization or Resource Group (employer established)	Leadership Program	Dedicated HR Professional (large) or HR Veterans' Initiative (medium/small)	Pay Differential Program	Tuition Assistance Program
	Must be established and exist by 31 Dec. 2022	Must be established and exist by 31 Dec. 2022	Must be established and exist by 31 Dec. 2022	Must be established and exist by 31 Dec. 2022	Must be established and exist by 31 Dec. 2022
	Must be established and exist by 31 Dec. 2022	Must be established and exist by 31 Dec. 2022	N/A	Satisfy 1 of 3	N/A
	Must be targeted to veteran employees	N/A	Satisfy 1 of 2	N/A	N/A
	Must be provided	N/A	Satisfy 2 of 5	N/A	N/A
	Must be available	N/A	N/A	N/A	N/A

OTHER ITEMS	Labor Law Violations	Application Fee
	Must not have any of the violations identified in 20 CFR § 1011.120	\$495.00
	Must not have any of the violations identified in 20 CFR § 1011.120	\$495.00
	Must not have any of the violations identified in 20 CFR § 1011.120	\$190.00
	Must not have any of the violations identified in 20 CFR § 1011.120	\$190.00
	Must not have any of the violations identified in 20 CFR § 1011.120	\$90.00
	Must not have any of the violations identified in 20 CFR § 1011.120	\$90.00

\* The above is a brief overview of the criteria needed to qualify to receive a HIRE Vets Medallion Award. For a detailed explanation, please visit [HIREVets.gov](http://HIREVets.gov) and view the Final Rule for the program.

Updated 11/2022





Veterans Employment and Training Service  
UNITED STATES DEPARTMENT OF LABOR

## Hiring Military Spouses

Military spouses face barriers to employment related to their mobile military lifestyle, including frequent relocations and extended periods of family separation due to deployments. There are approximately 1 million active duty, National Guard, and reserve military spouses, with 641,639 identified as spouses of active-duty service members. The US DOL's Women's Bureau has established a partnership with the Veterans' Employment and Training Service (VETS) team. The Women's Bureau held a series of listening sessions across the country to hear directly from the military spouse community and better understand the employment challenges facing them. Here is the link to WB Military Spouse Fact Sheet: <https://www.dol.gov/sites/dolgov/files/WB/mib/WB-MilSpouse-factsheet.pdf>. Consider registering for Transition Employment Assistance for Military Spouses and Caregivers (TEAMS) workshops, which are instructor-led and done virtually. The Department of Labor's Veterans' Employment and Training Service created TEAMS workshops to assist military spouses in their career endeavors with training on employment essentials tailored to their unique circumstances. TEAMS workshops are stand-alone training modules. You can take all the workshops or just a few, and they can be taken in any order that fits your schedule. Learn and find support on creating a competitive resume, building a LinkedIn account, and more! <https://www.dol.gov/agencies/vets/programs/tap/teams-workshops>

### MILITARY SPOUSE EMPLOYMENT PARTNERSHIP

The Military Spouse Employment Partnership (MSEP) was created to address these unique challenges. MSEP, which is part of the Department of Defense's Spouse Education and Career Opportunities (SECO) program, connects military spouses with employers seeking 21st-century job skills. MSEP partners represent sectors ranging from Fortune 500 companies to small businesses, to nonprofits, to the federal government, to the academic and health care sectors. Companies post jobs ranging from entry-level to executive management/ leadership using the MSEP Partner Portal at [msepjobs.militaryonesource.mil/msep/](http://msepjobs.militaryonesource.mil/msep/). MSEP partners can also find spouse talent directly through a search of spouse candidates. To date, the MSEP has facilitated more than 250,000 spouse hires.

### MILITARY SPOUSE INTERSTATE LICENSE RECOGNITION AND REIMBURSEMENT

The Department of Labor and the Department of Defense have resources to help military spouses when they move from one state to another. The Department of Labor's website, <https://www.dol.gov/agencies/vets>, has links to resources that can help military spouses with occupational licenses understand how their license can be recognized in another state. Learn more at [License Recognition | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/agencies/vets/veterans/military-spouses/license-recognition) <https://www.dol.gov/agencies/vets/veterans/military-spouses/license-recognition>



### EMPLOYING MILITARY SPOUSES – “THE FORCE BEHIND THE FORCE”

“There are unique employment challenges for military spouses due to frequent relocation and limited access to career enhancing opportunities because of these relocations. While veteran employment has improved over recent years due to hiring, recruiting, and retention employment initiatives, military spouse unemployment has not been similarly impacted. There are unique differences between veterans and military spouses, but proactively treating military spouses as distinct from veterans requires knowledge on the part of the employer. **Learn more at:** <https://ivmf.syracuse.edu/research-analytics/military-spouse-employment-series/>

## Hiring Our Heroes

U.S. Chamber of Commerce Foundation

US Chamber of Commerce's Hiring Our Heroes' Military Spouse Hiring

Event brings together more than a dozen national and local employers actively seeking to hire military spouses with in-demand skills and experiences. Through world-class hiring events, digital programs, and internships, HOH connects businesses with accomplished individuals from the military community who are ready to work. Learn more at: <https://www.hiringourheroes.org/career-services/military-spouse-resources/>

## Work Opportunity Tax Credit

The Work Opportunity Tax Credit (WOTC) is a federal tax credit available to employers who hire veterans and individuals from other eligible target groups with significant barriers to employment. Each year, employers claim over \$1 billion in tax credits under the WOTC program. The success and growth of this income tax credit for business is beneficial for all who participate while increasing America's economic growth and productivity.

How the WOTC works for you:

- WOTC can reduce an employer's federal income tax liability by as much as \$9,600 per veteran hired.
- There is no limit on the number of individuals an employer can hire to qualify to claim the tax credit.
- Certain tax-exempt organizations can take advantage of WOTC by receiving a credit against the employer's share of Social Security taxes.

How to apply for the WOTC:

Complete IRS Form 8850 by the day the job offer is made.

1. Complete Employment and Training Administration ETA Form 9061, or ETA Form 9062 if the employee has been conditionally certified as belonging to a WOTC target group by a state workforce agency, vocational rehabilitation agency, or another participating agency.
2. Submit the completed and signed IRS and ETA forms to your state workforce agency. Forms must be submitted within 28 calendar days of the employee's start date.
3. Wait for a final determination from your state workforce agency. The determination will indicate whether the employee is certified as meeting the eligibility for one of the WOTC target groups.
4. After the target group employee is certified by the state workforce agency, file for the tax credit with the Internal Revenue Service.

Find more information at [www.doleta.gov/business/incentives/opptax/](http://www.doleta.gov/business/incentives/opptax/).

## Federal and State Organizations

- AMERICAN JOB CENTERS | [www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx](http://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx). See page 7 of this guide for more information.
- MARINE FOR LIFE | [www.marineforlife.org](http://www.marineforlife.org)  
Marine For Life offers Marines and family members, employment organizations, educational institutions, and advisors the opportunity to connect with each other and build mutually beneficial relationships in pursuit of their lifelong goals. Employers seeking veteran Marine talent should complete this short form on the Marine For Life Network website: [usmc-mccs.org/services/career/marine-for-life-network/join-the-network/](http://usmc-mccs.org/services/career/marine-for-life-network/join-the-network/). A follow-up email will be sent to the employer with instructions on how to leverage the Marine for Life Network veteran talent.
- SOLDIER FOR LIFE | [soldierforlife.army.mil](http://soldierforlife.army.mil)  
Soldier For Life (SFL) engages and connects Army, government, and non-government organizations to support our soldiers, veterans, and their families. They provide updates through social media platforms on local hiring fairs, employment workshops, best practices, transition resources, and ways for veterans to expand their networks. SFL provides regional support as well as three functional areas (employment, education, and health and wellness). To contact SFL, email [usarmy.sfl@mail.mil](mailto:usarmy.sfl@mail.mil) or call 703-545-2635.
- MILITARY ONESOURCE | [www.militaryonesource.mil/national-guard](http://www.militaryonesource.mil/national-guard)  
Military OneSource can help members of the National Guard and their families locate services at the state and unit level and take advantage of valuable federal benefits and programs.
- EMPLOYER SUPPORT OF THE GUARD AND RESERVE | [www.esgr.mil/Employers/How-ESGR-Can-Help](http://www.esgr.mil/Employers/How-ESGR-Can-Help).  
Employer Support of the Guard and Reserve (ESGR), a Department of Defense program, promotes cooperation and understanding between reserve component service members and their civilian employers, and helps resolve conflicts arising from an employee's military commitment. ESGR comprises a network of more than 3,750 volunteers in 54 committees located across every U.S. state and territory.
- PRIVATE PUBLIC PARTNERSHIP | [www.usar.army.mil/P3/Resources/](http://www.usar.army.mil/P3/Resources/)  
The Army Reserve's Private Public Partnership Office (P3O) serves as the single point of entry for all organizations seeking to partner with the Army Reserve, including those at the forefront of innovation and technology. The P3 program helps corporate partners attract, develop, and retain talent by establishing employer partnerships for Army Reserve soldiers, active guard reserve soldiers, eligible veterans, and dependents seeking civilian employment opportunities.
- WARRIOR CARE AND TRANSITION PROGRAM | [wct.army.mil/modules/employers/e1-hireOurSoldiers.html](http://wct.army.mil/modules/employers/e1-hireOurSoldiers.html)  
Employers can find resources for hiring wounded, ill, or injured service members and veterans.
- SMALL BUSINESS ADMINISTRATION'S OFFICE OF VETERANS BUSINESS DEVELOPMENT AND VETERANS BUSINESS OUTREACH CENTERS | [www.sba.gov/ovbd](http://www.sba.gov/ovbd)  
Veterans Business Outreach Center Program provides entrepreneurial development services such as business training, counseling, and resource partner referrals to service members, veterans, National Guard and Reserve members and military spouses interested in starting or growing a small business.

## Nonprofits and Veteran Service Organizations

Thousands of organizations are involved in veteran employment. VETS has an official partnership with the U.S. Chamber of Commerce and works closely with the other organizations listed here.

U.S. CHAMBER OF COMMERCE – HIRING OUR HEROES | [www.uschamberfoundation.org/hiring-our-heroes](http://www.uschamberfoundation.org/hiring-our-heroes)

Hiring Our Heroes, a VETS partner, is a nationwide initiative to help veterans, service members, and military spouses find meaningful employment opportunities. Employers can participate in hiring fairs sponsored by the U.S. Chamber of Commerce.

• MILITARY OFFICERS ASSOCIATION OF AMERICA | [www.moaa.org/career/](http://www.moaa.org/career/)

The Military Officers Association of America (MOAA) provides career and transition services that include a job board. If a bachelor's degree or higher is required or an employer is seeking pilots, lawyers, or other positions that are generally specific to the officer ranks, it may be useful to post your job with MOAA. Posting to the job board requires registration but is free and MOAA's career center offers access to hundreds of resumes based on your specific search criteria.

• AMERICAN LEGION | [www.legion.org/careers/jobfairs](http://www.legion.org/careers/jobfairs)

Employers can connect with job-seeking veterans through American Legion career fairs held across the country.

• DISABLED AMERICAN VETERANS | [www.dav.org/veterans/employment-resources/employers/](http://www.dav.org/veterans/employment-resources/employers/) Disabled American Veterans can assist your company with finding qualified job candidates and has a variety of online resources for employers, including a guide specific to hiring and retaining veterans with disabilities.

• STUDENT VETERANS OF AMERICA | <https://studentveteransofamerica.jobs/>

There are around 100,000 veterans that graduate college every year, and studies show that most are working full- or part-time jobs while they're a full-time student. Student Veterans of America can help employers recruit and hire veterans currently earning a college degree, many of whom are seeking to enter high-growth fields.

• PSYCHARMOR INSTITUTE | [psycharmor.org/employer\\_audience/](http://psycharmor.org/employer_audience/)

PsychArmor Institute is a national nonprofit that provides free online education and support to all Americans who work with, live with, or care for military service members, veterans, and their families. Employers can check out courses on "Strategies for Effective Veteran Hiring," "Creating a Veteran Hiring Program," and more.

• HELMETS TO HARDHATS | [helmetstohardhats.org](http://helmetstohardhats.org)

Helmets to Hardhats is a nationwide, non-profit, program that connects service members, veterans and those serving in the National Guard and Reserves to skilled training and career opportunities in the construction industry. The apprenticeships that we partner with are registered with the DOL; allowing servicemembers to utilize their G.I. Bill benefits if they choose.

## Contact the VETS Employer Outreach Team

### DIRECTOR OF THE OFFICE OF STRATEGIC OUTREACH

- Mark Toal  
[toal.mark.j@dol.gov](mailto:toal.mark.j@dol.gov)

### NATIONAL VETERANS' EMPLOYMENT MANAGER

- Eric Asmussen  
[asmussen.eric.k@dol.gov](mailto:asmussen.eric.k@dol.gov)

### REGIONAL VETERAN EMPLOYMENT COORDINATORS

- <https://www.dol.gov/agencies/vets/employers/rvec>
- **Atlanta Region:** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
- **Boston Region:** Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands
- **Chicago Region:** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, Wisconsin
- **Dallas Region:** Arkansas, Colorado, Louisiana, Montana, Oklahoma, New Mexico, North Dakota, South Dakota, Texas, Utah, Wyoming
- **Philadelphia Region:** Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
- **San Francisco Region:** Alaska, Arizona, American Samoa, California, Guam, Hawaii, Idaho, Mariana Islands, Nevada, Oregon, Washington



VETERANS' EMPLOYMENT AND TRAINING SERVICE  
UNITED STATES DEPARTMENT OF LABOR

[www.dol.gov/agencies/VETS](http://www.dol.gov/agencies/VETS)