

An Employer's Guide to Hiring Exiting Military Personnel and Other Veterans in Hampton Roads

Developed by
Opportunity Inc.
of Hampton Roads
with special thanks
to Virginia Workforce
Network partners

OppInc.

Opportunity Inc.
Hampton Roads' Workforce Development Board



Table of Contents

The Military in Hampton Roads	3
Top 10 Reasons to Hire a U.S. Military Veteran	3
Connect with Fleet and Family Support Services.....	4
How to Post a Job through Fleet and Family Support Services	4
Register with the Virginia Workforce Connect.....	6
Post Your Job with the Virginia Workforce Connect.....	7
Virginia Workforce Connect Veteran Search.....	7
Put Virginia Workforce Connect to Work for You	8
Tap into Your Existing Military Employees	8
Military-Friendly Job Fairs and On-line Services	8
Other Local Resources	9

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Dear Hiring Professional,

Nearly 100,000 active-duty military personnel are stationed here in Hampton Roads. All five branches of the military - Navy, Air Force, Army, Coast Guard, and Marines - call Hampton Roads home.

Each year, an average of 13,000 personnel exit the military in Hampton Roads. Because of the high concentration of military commands and facilities in the region, a large number of those exiting the military have college degrees, leadership experience and/or are highly technically trained.

As workforce development professionals, we are often asked by businesses looking for such talent how they can connect with military exits. The business community recognizes the skill, talent, commitment, and work ethic of those who have served and wants to capitalize on that talent to benefit their companies, our region, the veterans and their families.

As part of Opportunity Inc.'s mission and one that is closely aligned with Vision Hampton Roads, we developed this "How to Guide" to help you, the employer, connect with this vast pool of talent. The Guide pulls together the work of several of our partners and collaborators into one document and includes a combination of step-by-step instruction, free resources and on-line fee-for-service products.

Please don't hesitate to call us if you have any questions or if you are aware of something we missed and should include in future editions of this guide.

Best Regards,

Judy Begland, President & CEO

Opportunity Inc.

The Military in Hampton Roads

AS an employer in Hampton Roads, you are undoubtedly aware of the vast military presence and impact of the defense industry on the regional economy. In 2010, Hampton Roads' defense spending topped \$20.7 billion.

According to Chmura Economics, in the period between July 1, 2010, and June 30, 2011, over 6,500 military personnel exited the service and opted to remain in Hampton Roads.

A recent study by Regent University found that among those exiting military members who intend to stay in Hampton Roads after transition, some 35 percent cite employment opportunities, followed by 33 percent who say Hampton Roads is a desirable location in which to live, 27 percent indicate the military/veteran community, 27 percent cite the educational opportunities, and 18 percent note the cultural and social life.

The table below provided by Chmura Economics is a sample of the training and experience held by this highly skilled population.

Top Occupations for Military Exits in Hampton Roads 6,510 Total Exits

DESCRIPTION	% EXITS
Police and Sheriff's Patrol Officers	6.59%
Aircraft Mechanics and Service Technicians	4.96%
Captains, Mates, and Pilots of Water Vessels	4.22%
Medical Records and Health Information Technicians	4.16%
Avionics Technicians.....	3.81%
Explosives Workers, Ordnance Handling Experts and Blasters.....	3.73%
Artillery and Missile Crew Members	3.53%
Command and Control Center Specialists	3.46%
Postal Service Clerks	3.20%
Electrical and Electronics Repairers, Commercial and Industrial Equipment.....	3.13%
Cooks, Institution and Cafeteria	3.10%
Infantry.....	2.23%
Ship Engineers	2.23%
Electric Motor, Power Tool, and Related Repairers.....	2.12%
All Others	49.53%

Source : Chmura Economics

1. Accelerated learning curve

Veterans have the proven ability to learn new skills and concepts. In addition, they can enter your workforce with identifiable and transferable skills, proven in real world situations. This background can enhance your organization's productivity.

2. Leadership

The military trains people to lead by example as well as through direction, delegation, motivation and inspiration. Veterans understand the practical ways to manage behaviors for results, even in the most trying circumstances. They also know the dynamics of leadership as part of both hierarchical and peer structures.

3. Teamwork

Veterans understand how genuine teamwork grows out of a responsibility to one's colleagues. Military duties involve a blend of individual and group productivity. They also necessitate a perception of how groups of all sizes relate to each other and an overarching objective.

4. Diversity and inclusion in action

Veterans have learned to work side by side with individuals regardless of diverse race, gender, geographic origin, ethnic background, religion and economic status as well as mental, physical and attitudinal capabilities. They have the sensitivity to cooperate with many different types of individuals.

5. Efficient performance under pressure

Veterans understand the rigors of tight schedules and limited resources. They have developed the capacity to know how to accomplish priorities on time, in spite of tremendous stress. They know the critical importance of staying with a task until it is done right.

6. Respect for procedures

Veterans have gained a unique perspective on the value of accountability. They can grasp their place within an organizational framework, becoming responsible for subordinates' actions to higher supervisory levels. They know how policies and procedures enable an organization to exist.

7. Technology and globalization

Because of their experiences in the service, veterans are usually aware of international and technical trends pertinent to business and industry. They can bring the kind of global outlook and technological savvy that all enterprises of any size need to succeed.

8. Integrity

Veterans know what it means to do "an honest day's work." Prospective employers can take advantage of a track record of integrity, often including security clearances. This integrity translates into qualities of sincerity and trustworthiness.

9. Conscious of health and safety standards

Thanks to extensive training, veterans are aware of health and safety protocols both for themselves and the welfare of others. Individually, they represent a drug-free workforce that is cognizant of maintaining personal health and fitness. On a company level, their awareness and conscientiousness translate into protection of employees, property and materials.

10. Triumph over adversity

In addition to dealing positively with the typical issues of personal maturity, veterans have frequently triumphed over great adversity. They likely have proven their mettle in mission-critical situations demanding endurance, stamina and flexibility. They may have overcome personal disabilities through strengths and determination.

Top 10 Reasons to Hire a U.S. Military Veteran

Source: VEC website

[step 1]

Connect with Fleet and Family Support Services

As an employer with current job openings, the first and most important step is to connect with your local Fleet and Family Support office.

Since 1979, Fleet and Family Support Centers' (FFSC) professional staff has been providing programs and services that meet the needs of military personnel and their families.

Connecting with your local FFSC is a great way to connect with military personnel who are planning for their future exit date.

There are several FFSCs in the

Hampton Roads Region; their main phone numbers are:

- 1) Little Creek/Fort Story – (757) 462-7563
- 2) Newport News – (757) 688-6289
- 3) Norfolk/Portsmouth – (757) 444-2102
- 4) Northwest – (757) 421-8770
- 5) Oceana – (757) 433-2912
- 6) Yorktown – (757) 877-4606

Get to know the FFSC staff – especially the Employment Educators.

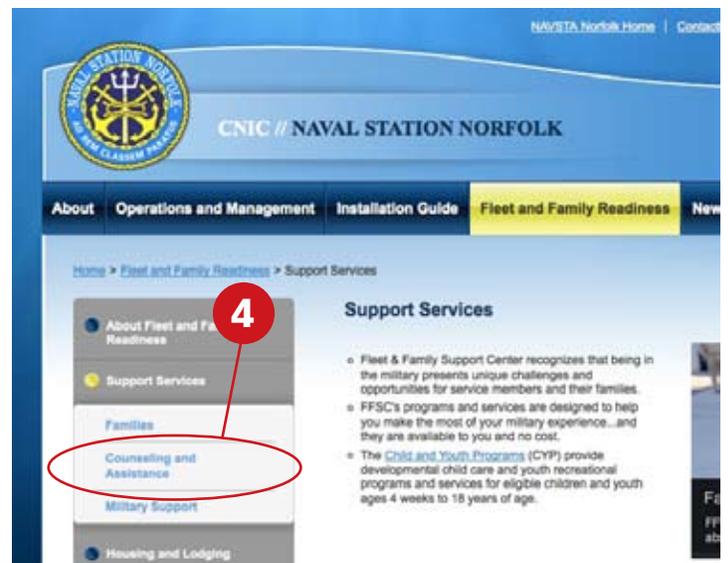
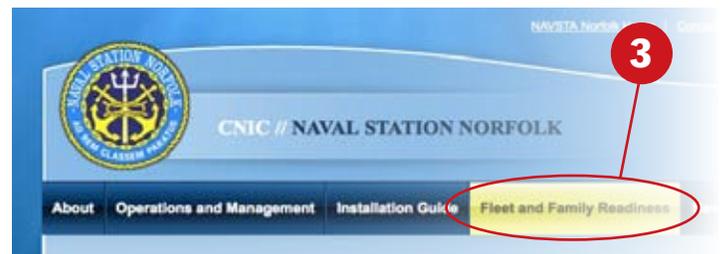
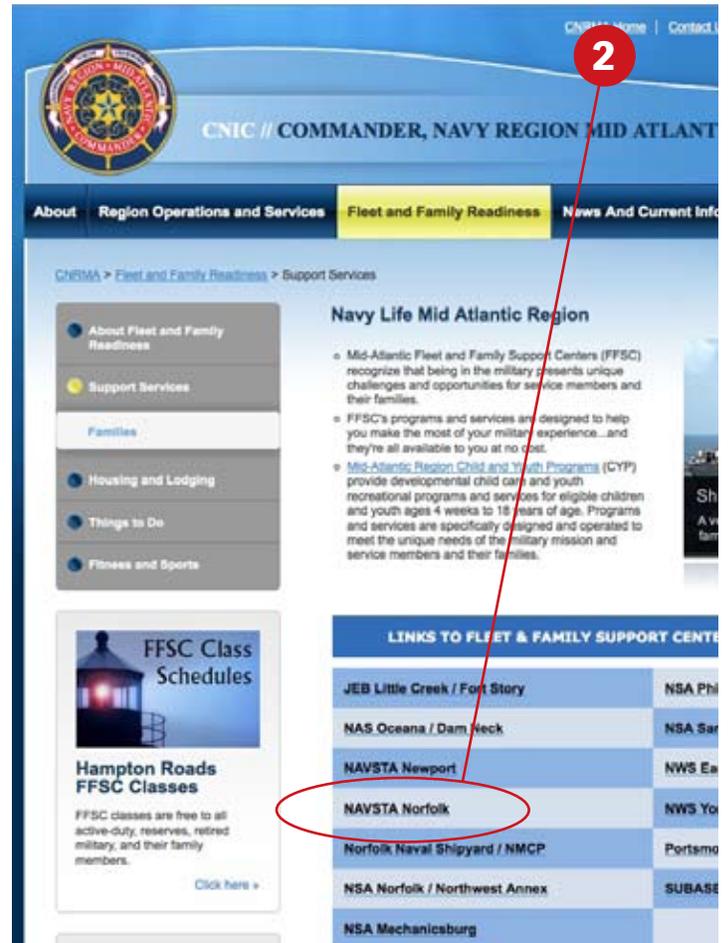
There is staff at each of the Career Development Resource Centers responsible for supporting exiting military in their job search and eager to help them learn of current job openings.

Other services available through FFSCs which are relevant to employers include:

- 1) Job Network/Employer Panel – Employers have an opportunity to network with exiting military in an interactive, facilitator-led, informal discussion. Contact the numbers above for more information or to get involved.
- 2) Employer Advisory Board – The EAB works to foster communication between the employer and local military communities.
- 3) Transition Assistance Employer Panel – Call the Transition Assistance Program at (757) 444-0668 or (757) 444-3522 for more information.
- 4) Job Vacancy Announcement – Employers can post jobs on the FFSC website. Job postings are distributed to all five of the major bases. See instructions below and on next page:

How to Post a Job through Fleet and Family Services

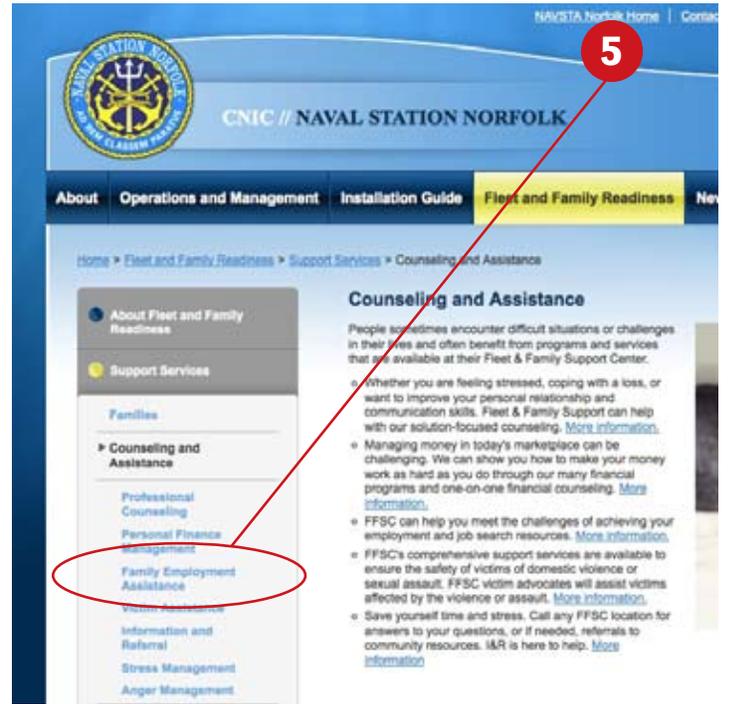
- 1 Go to www.cnic.navy.mil/navylifema
- 2 Click on Naval Station Norfolk.
- 3 Under Fleet and Family Readiness click on Support Services.
- 4 Click on Counseling and Assistance.



5 Click on Family Employment Assistant.

6 Scroll down the page to Job Vacancy Announcement and click the link to the Job Listing form. You may get a small box that requests a username and password. Don't type anything. Just click cancel. The Job Listing form will open in Word.

Fill out the form and submit according to the instructions.



Job Vacancy Announcement

Job listings are received from local and national employers daily. Opportunities from public and private companies, as well as government agencies, are available for military personnel in transition or family members to use in their job search.

[Click here for a job listing form](#)

6

Hampton Roads Regional Military Employment Program (RMEP)
Air Force, Army, Coast Guard, Navy, Marines
JOB VACANCY ANNOUNCEMENT

After completing your Job Vacancy Announcement, save the file as an attachment (instructions below) and email to Regional-JVA@navy.mil. Please list job title and location in the subject line of the message.

To create an attachment, go to 'File', then 'Save As'. Click on the email address above, select 'Insert', then 'File', select 'JVA.doc', and click on 'Insert'. Your file is now attached to the e-mail.

Company Name & Website:

Title of Available Position:

Location of Job:

Point of Contact: Phone Number:

E-mail: Fax Number:

Mailing Address: Nature of Business:

Job Description:

Days and Hours of Work: Salary:

Open Date: Closing Date:

Due to the volume of job listings, we request that announcements have a closing date or they will be removed from our files after 45 days. This form is meant to be a template, if your organization has a similar form please ensure all information is included.

 Little Creek/Fort Story 442-7543 Newport News 444-2102 Norfolk/Poetsmouth 421-8770 Oceana/Dan Nick 433-2912 Yorktown 887-4604
Area Code 757 • www.cnic.navy.mil/havyflets

[step 2]

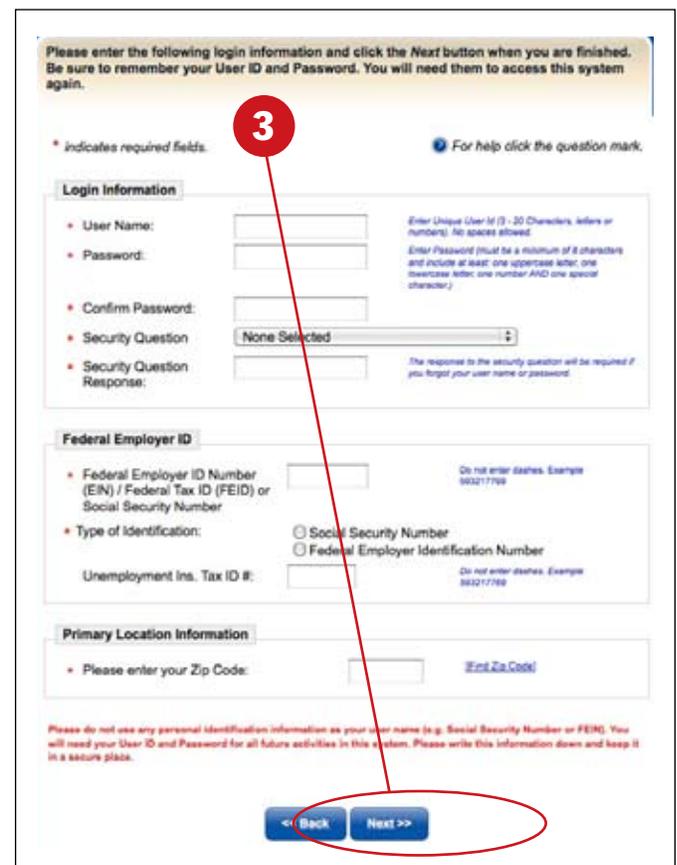
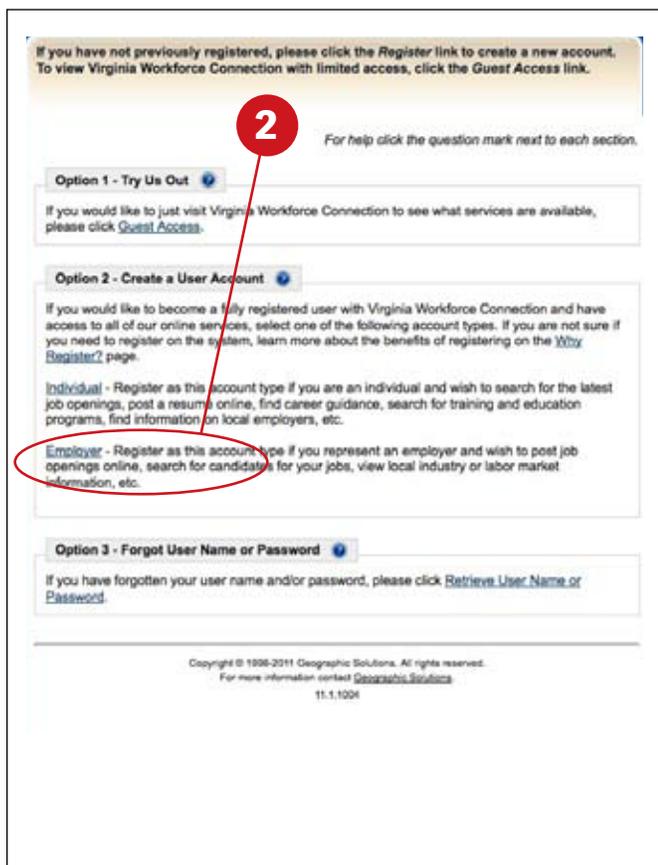
Register with the Virginia Workforce Connect

The employer's next step is to register on-line with the Virginia Workforce Connect (VWC). VWC is an on-line tool that allows all of Virginia's Workforce Network partners to work together to meet your employment needs.

Staff at Opportunity Inc.'s One-Stop Workforce Center (Opp Inc), Peninsula Worklink and the VEC are committed to assisting transitioning military, National Guard, Reserve Component Members and veterans to be productive in the civilian workforce.

Follow the steps to register and post jobs with the VWC.

- 1 Go to <https://www.vawc.virginia.gov/> and click "not registered."
- 2 Under Option 2, click Employer.
- 3 Fill in all required (*) fields and click Next.



[step 3]

Post Your Job with Virginia Workforce Connect

- 4 Fill in all required (*) fields on next screen and Click Save Information.
- 5 Select from the following options on the next page:
 - Add other Work Sites if necessary.
 - We recommend printing the Quick Reference Guide and exploring the Services for Employers.
 - Then Click on Post a Job. From there, use the Quick Reference Guide to Post your first job.

Work Site Information
To add additional work site locations or contacts, please click the Work Sites button below.

Job Order Information
At this time, you may enter job orders for positions that you have vacancies for. These job orders will be placed in a hold status until a staff member can verify your registration information. Please allow up to 3 business days for this verification process. You will be notified via this system's message center and via email if you provided one during registration.

Employer Service Information
To find more information about other services offered to employers, please click the button below.

Quick Reference Cards
Select this option to view quick reference cards that can help you quickly learn how to access the main features in this system.

You are also able to use the system to perform your own candidate search.

[step 4]

Virginia Workforce Connect Veteran Search

- 1 Select Candidate Search from the menu bar on the left of the screen.
- 2 In the Quick Resumé Search Menu:
 - Change the area.
 - Type in a key word to describe the skill you need.
 - Select any other criteria needed.
 - Select Yes in the Veteran option.
 - Click the Search button.

VIRGINIA WORKFORCE CONNECTION

Quick Menu

- Manage Jobs
- Candidate Search
- Employer Resources >
- Employer Portfolio >

Please choose one of the methods below to view available candidate resúms in the area you selected.

For help click the question mark.

Quick Resumé Search | Advanced Resumé Search | Resumé Search by Skills | Resumé Search by Job Order Criteria | Resumé Number Search | External Resumé Search

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button.

Search Criteria

Area (click to change): Virginia

Keywords (e.g. Accountant):

Occupation Group: Any Group

Minimum Education Level: Any Education

Maximum Acceptable Salary: Any Salary

Resumé Modification Date: Last 90 days

Veteran: None Selected

Search

Select another Recruitment Service

[step 5]

Put Virginia Workforce Connect to Work for You

The Jobs for Veterans Act mandates priority of service to veterans seeking employment and training opportunities. To ensure compliance with this law, job postings made available through Virginia Workforce Connect are available only to veterans up to the first 48 hours they are posted.

During the first 48 hours of your posting, Virginia Employment Commission Veterans Representatives search the Virginia Workforce Connect database for qualified veteran candidates and communicate your posting with them.

After this period, the job is released to all job seekers.

Virginia Employment Commission (VEC) staff will notify you via a message in the Virginia Workforce Connect on-line system if any Veterans match your required skills. To check messages, simply log in and a prompt will tell you if you have new messages and ask if you want to view them.

Please note that the VEC defines a Veteran as anybody who has served - not just recent exits.

An employer can connect directly with VEC Veteran Services Representatives at any of the numbers below:

Chesapeake – (757) 547-9717

Norfolk – (757) 455-3900

Portsmouth – (757) 558-4457

Williamsburg – (757) 253-4738

Suffolk – (757) 514-7743

Fort Eustis – (757) 878-0906

Fleet and Family Services Norfolk – (757) 440-4024

2) Invite your staff to participate in an informational meeting which outlines the details of your recruitment incentive program. You should advise them on how job posting information will be distributed, and provide them with contact information for those they wish to recruit for upcoming positions.

3) Ask them to use their vast experience and knowledge of your company to identify those candidates who will contribute the most to your company's goals. It is especially important to enlist the assistance of those staff members who have the most knowledge of a particular department or position related to the job vacancy.

4) Give them tools to recruit candidates in your field, such as professional conference attendance or off-site training opportunities. In addition to finding the best and brightest in your industry, you may see a rise in employee morale as you provide your staff with more educational opportunities.

5) Follow through with your incentive program. As with any reward system, positive reinforcement is only effective when it follows the desired action within a reasonable time frame. By making your new candidate-retention requirements for your incentive program too lengthy, you may not achieve the desired results.

Read more: [How to Use Current Employees to Recruit | eHow.com](http://www.ehow.com/how_2076464_use-current-employees-recruit.html#ixzz1aZo0eYUD)

Military-Friendly Job Fairs

- Career Connection Military Security Clearance Recruiting Event. For more information go to <http://hamptonroads.com/career-connection/job-fairs>
- Military Job Fair of Virginia. For more information call (757) 262-2000 or go to www.vpcc.org and click on Fall Military Job Fair under Upcoming Events.

FREE On-line Job Postings and other Resources

- America's Heroes At Work – offers a free on-line toolkit for employers: "Hiring Veterans – A Step-by-Step Toolkit for Employers."
<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit>
- Career One Stop – several useful resources including a Military to Civilian Occupation Translator and link to Review VetSuccess.gov's extensive list of job banks for other job-posting ideas.
<http://www.careeronestop.org/militarytransition/> and
<http://www.careerinfonet.org/moc/> – an easy-to-use resource to build job descriptions.
- Hire Military – tips for interviewing veterans with disabilities and other articles. This site is a good resource for information. However, recruitment resources are only links to fee-based services.
<http://www.hiremilitary.com>
- Army Career and Alumni Program – a free site, but requires registration.
<http://www.acap.army.mil>

[step 7]

Go to Where Veterans are – Network!

[step 6]

Tap into Your Existing Military Employees

How to Use Current Employees to Recruit

by [eHow.co.uk](http://www.eHow.co.uk)

Tap into your greatest resource for job candidates by enlisting the assistance of your current staff. Your dedicated employees are among those who know both your business and your work environment the best. They are often the best recruiters for finding that candidate who will be the "perfect fit" in your company.

Develop Your Staff as Recruiting Agents:

1) Put a recruitment incentive program in place in your company to get your employees to recruit more. You should create a detailed description of expectations for receipt of this reward, including how long the new hire must be retained before the incentive is delivered and what level of reward will be given for specific positions within the company.

- Employer Partnerships of the Armed Forces - created as a way to provide America's employers with a direct link to some of America's finest employees – service members and their families. Similar to a recruiter, they have Program Support Managers to assist service members and their families in their quest for suitable employment. PSMs work as liaisons with human resources departments at employer partners and various other employers and agencies across the region. In addition, they post information about job fairs and events and work with service members to refine their applications for employment, resume writing, and interviewing skills.

www.employerpartnership.org

Other Local Resources

Marine Corps Family Team Building –

Provides support and job postings to spouses of military personnel

Karina Phillips, Director

1251 Yalu St., Norfolk, VA 23515

(757) 445-6875 / (757) 358-0885 cell

phillipskm@usmc-mccs.org

www.mccscampallen.com

Marine for Life –

Connecting Marines with Opportunity

Richard Waller, USMC (Ret)

3025 John Quick Rd., Quantico, VA 22314

(703) 432-5474

Richard.Waller1@usmc.mil

Department of Veterans Affairs, Vocational Rehabilitation and Employment Program

Anthony Lorusso, Employment Coordinator

2551 Eltham Ave., Suite E, Norfolk, VA 23513

(757) 858-6154, ext. 119

We hope this Employer's Guide has been helpful. If you are aware of services not included that help employers connect with existing military and other veterans please contact:

Lisa Peterson (757) 314-2370 or lpeterson@oihr.org

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