MILITARY HIRING PROGRAM ASSESSMENT CHECKLIST

By: Your Friends at BufferSprings

BUFFERSPRINGS

EMPOWERING COMPANIES, ELEVATING VETERANS

VETERAN HIRING PROGRAM ASSESSMENT CHECKLIST

At BufferSprings, we believe veteran and military spouse hiring is more than a line item... it's a strategic move that can redefine your organization's impact.

This checklist is built from the hard-earned insights we've gained working with companies committed to doing veteran hiring right. Use it to assess where you stand and where you can grow, because when veterans succeed, so does your team.
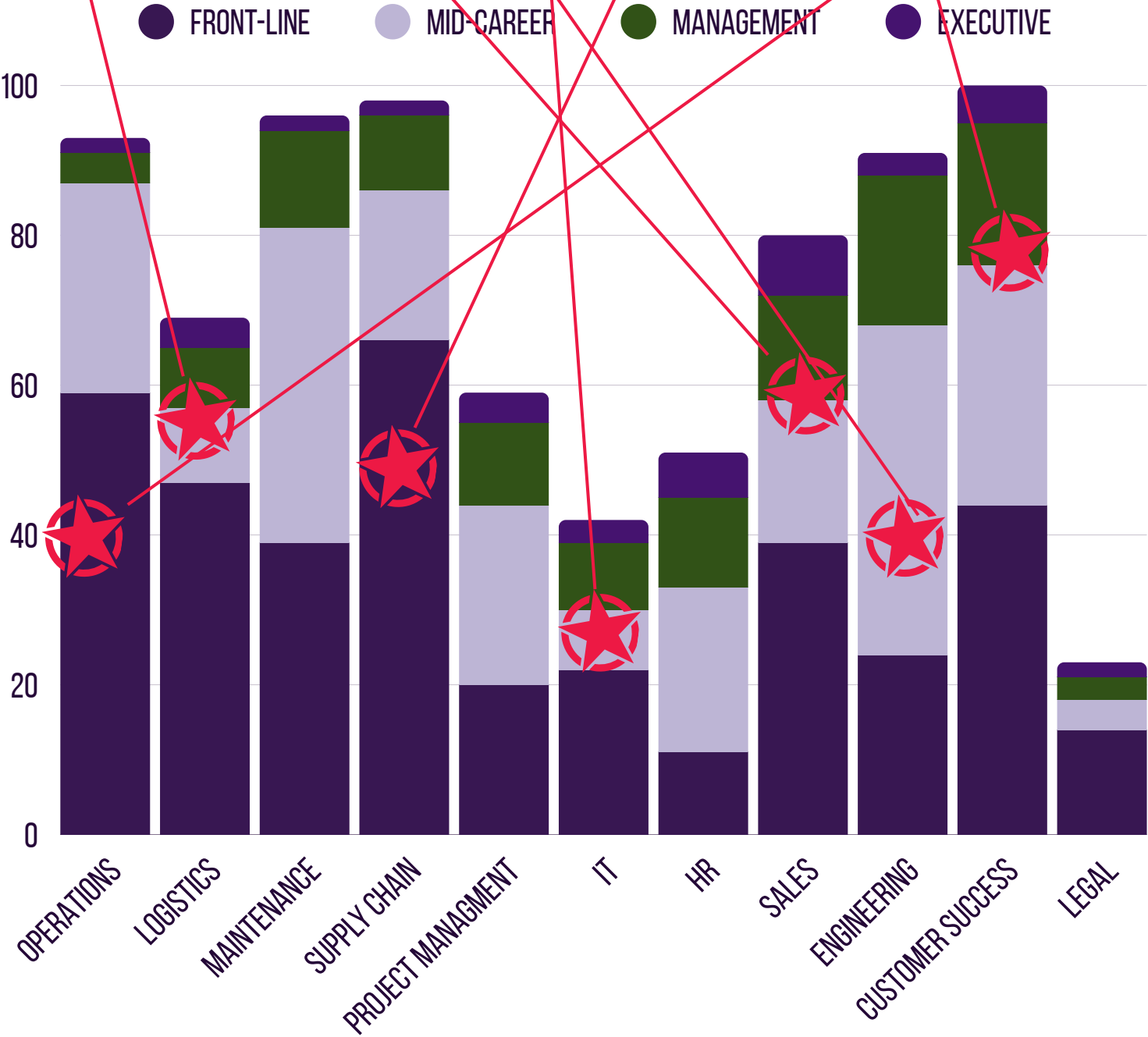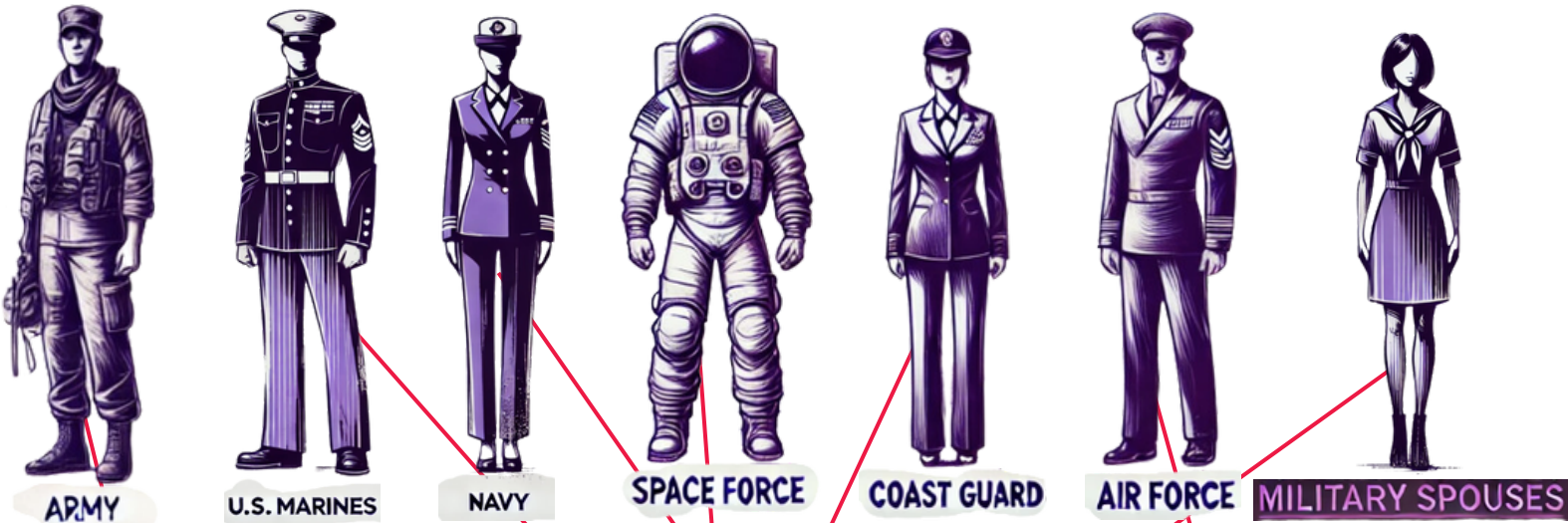
Let's make your program more than 'friendly' ... Let's make it Military-Effective!

SECTION 1:
RECRUITMENT AND SOURCING

☐ **Job Description Review**

- **Criteria:** Are job descriptions clear, inclusive, and skills-focused to appeal to military backgrounds?

- **Action:** Adjust language to emphasize leadership, resilience, technical abilities, and transferable skills over specific degrees or "industry experience."

- **Why It Matters:** Ensures veterans see roles as accessible and relevant to their experience, encouraging applications from highly adaptable candidates.

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BY FOR WITH VETERANS

CONDUCT A SKILLS AND LEADERSHIP AUDIT

Legend: FRONT-LINE · MID-CAREER · MANAGEMENT · EXECUTIVE

Categories: OPERATIONS, LOGISTICS, MAINTENANCE, SUPPLY CHAIN, PROJECT MANAGMENT, IT, HR, SALES, ENGINEERING, CUSTOMER SUCCESS, LEGAL

Service branches: ARMY, U.S. MARINES, NAVY, SPACE FORCE, COAST GUARD, AIR FORCE, MILITARY SPOUSES

SECTION 2:
INTERVIEWING AND ONBOARDING

□ **Military Cultural Awareness Training**

- **Criteria:** Do hiring teams understand military experience and skill translation?

- **Action:** Provide training on interpreting <u>relevant</u> military backgrounds and skillsets.

- **Why It Matters:** Helps hiring managers see beyond job titles, recognizing veterans' and military spouses' valuable soft skills like leadership and adaptability.

□ **Onboarding Support**

- **Criteria:** Is onboarding tailored to support veterans' transitions to civilian roles?

- **Action:** Structure onboarding to be jargon-free, offer a mentor (preferably a veteran), and include veteran-specific resources.

- **Why It Matters:** Sets veterans up for success early on, leading to faster productivity and stronger retention.

SECTION 3:
RETENTION AND ENGAGEMENT

□ **Veteran-Specific ERGs and Mentorship Programs**

- **Criteria:** Do veterans have networks and support within the company?

- **Action:** Establish or enhance veteran ERGs and create formal mentorship programs.

- **Why It Matters:** Fosters community, support, and engagement, critical for long-term retention and career satisfaction.

□ **Ongoing Career Development**

- **Criteria:** Are veterans provided with continuous growth opportunities?

- **Action:** Offer pathways for leadership development, training, and internal mobility.

- **Why It Matters:** Positions veterans for career progression, showing investment in their long-term success.

□ **Communication Channels for Veteran Feedback**

- **Criteria:** Are veterans given platforms to provide feedback on their experience?

- **Action:** Regularly check in with veterans and create a feedback loop for ongoing improvements.

- **Why It Matters:** Gives veterans a voice and helps identify areas for retention improvements.

SECTION 4:
PROGRAM METRICS AND CONTINUOUS IMPROVEMENT

□ **Retention Rates**

- **Criteria:** Do we track retention of veterans and military spouses relative to the rest of the workforce?

- **Action:** Monitor veteran and military spouse retention to assess if initiatives are achieving long-term success.

- **Why It Matters:** Clear metrics on retention help refine and improve the veteran program to foster loyalty.

☐ **Time to Productivity**

- **Criteria:** Are veterans reaching productivity benchmarks on par with or faster than non-veteran employees?

- **Action:** Measure onboarding time and performance benchmarks.

- **Why It Matters:** Data here can help streamline onboarding and provide veterans with targeted support.

☐ **Employee Satisfaction and Engagement**

- **Criteria:** Are veterans engaged and satisfied in their roles?

- **Action:** Conduct quarterly surveys to gauge veteran job satisfaction.

- **Why It Matters:** Insights help to adjust the program for higher satisfaction, engagement, and loyalty.

☐ **Self-Identification Rates**

- **Criteria:** Are veterans and military spouses voluntarily self-identifying in HR systems?

- **Action:** Track self-ID rates and compare them with other indicators to gauge cultural alignment and comfort levels.

- **Why It Matters:** Self-identification can be a powerful indicator of how "veteran-friendly" your program is perceived to be. If veterans feel comfortable and compelled to self-ID, it often signals a welcoming and supportive culture, giving you valuable insight into program efficacy and areas for cultural improvement.

HIRING SUCCESS RATES   RETENTION RATES   TIME TO PRODUCTIVITY   EMPLOYEE SATISFACTION

COMPLIANCE AND BEST PRACTICES

□ **VEVRAA and OFCCP Compliance**

- **Criteria:** Are all hiring practices aligned with compliance standards?

- **Action:** Regularly audit veteran hiring practices for compliance with federal regulations.

- **Why It Matters:** Ensures compliance and demonstrates commitment to structured, impactful veteran hiring.

□ **Program Review and Adaptability**

- **Criteria:** Is there a process for adapting the veteran program based on metrics and feedback?

- **Action:** Schedule biannual reviews to adapt program elements.

- **Why It Matters:** Regular reviews ensure that the program evolves with your workforce and remains effective.

VETS 4212

THE OFFICIAL FILING CYCLE IS YEARLY, AUGUST 1 TO SEPTEMBER 30

REPORT THE TOTAL NUMBER OF EMPLOYEES AND NEW HIRES WHO ARE PROTECTED VETERANS, AS DEFINED IN THE INSTRUCTIONS. DATA ON NUMBER OF EMPLOYEES ARE TO BE ENTERED IN COLUMN A AND B, LINES 1.1 THROUGH 9. DATA FOR NEW HIRES ARE ENTERED IN COLUMNS C AND D. LINE 10 IS TOTAL OF EACH COLUMN. ENTRIES IN COLUMNS C AND D, LINES 1.1 THROUGH 9 (GRAY SHADED AREAS) ARE OPTIONAL. ENTER THE MAXIMUM AND MINIMUM NUMBER OF EMPLOYEES.

JOB CATEGORIES	NUMBER OF EMPLOYEES		NEW HIRES (PREVIOUS 12 MONTHS)	
	PROTECTED VETERANS (A)	TOTAL EMPLOYEES (B)	PROTECTED VETERANS (C)	TOTAL NEW HIRES (D)
EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS 1.1				
FIRST/MID LEVEL OFFICIALS AND MANAGERS 1.2				
PROFESSIONALS 2				
TECHNICIANS 3				
SALES WORKERS 4				
ADMINISTRATIVE SUPPORT WORKERS 5				
CRAFT WORKERS 6				
OPERATIVES 7				
LABORERS/HELPERS 8				
SERVICE WORKERS 9				
TOTAL EMPLOYEES 10				

5.1%

SUSTAINED ENGAGEMENT AND LONG-TERM IMPACT

☐ **Veteran Mentorship & Development Programs**

- **Criteria:** Are veterans provided with structured mentorship and leadership development opportunities?

- **Action:** Pair veterans with mentors, ideally other veterans or experienced leaders and create development programs that emphasize skills progression and career mobility.

- **Why It Matters:** Veterans often value clear paths for advancement. Structured mentorship and development can significantly improve engagement, retention, and future leadership within the organization.

UNLOCKING INTERNAL SOLUTIONS

Your Company's Best Solutions Are Already In-House

HUMAN RESOURCES

TALENT MANAGEMENT

C-SUITE - EXECUTIVE SPONSORS

DIVERSITY, EQUITY, & INCLUSION

MEDIA - PUBLIC RELATIONS

MILITARY-EFFECTIVE TASK FORCE

TALENT ACQUISITION

HIRING MANAGERS

MILITARY-CONNECTED EMPLOYEES

AAP/EEO COMPLIANCE

EMPLOYEE RESOURCE GROUPS

- Empower Internal Veteran Champions

- Break Down Silos

- Involve Key Players at All Levels

- Outcome Driven Solution

☐ **Regular Program Evaluation and Adjustments**

- **Criteria:** Is there a process for ongoing evaluation and updates to the veteran hiring program based on internal feedback and industry best practices?

- **Action:** Schedule biannual program evaluations, incorporating feedback from veteran employees, hiring managers, and ERGs, as well as industry trends.

- **Why It Matters:** The best programs evolve. This evaluation process helps keep your program fresh, relevant, and responsive to the needs of both veterans and the business.

☐ **Employee Lifecycle Touchpoints**

- **Criteria:** Are there veteran-specific touchpoints at key stages (e.g., promotion reviews, project assignments, and exit interviews)?

- **Action:** Incorporate veteran-focused touchpoints across the employee lifecycle, from onboarding to career growth and eventual exit, to capture and understand unique needs and contributions.

- **Why It Matters:** This demonstrates your commitment to veterans' long-term success and helps identify and address potential challenges or obstacles throughout their career.

☐ **Community Outreach and Brand Alignment**

- **Criteria:** Does the company actively participate in veteran-focused community events, sponsorships, or public awareness efforts aligned with company values?

- **Action:** Engage in community events, sponsorships, and partnerships that genuinely support veterans and align with organizational goals, such as SkillBridge programs or veteran career fairs.

- **Why It Matters:** Community involvement not only enhances your brand's reputation but also supports broader engagement, positioning your organization as a trusted, veteran-friendly employer.

☐ **Celebrating Veteran Contributions and Success Stories**

- **Criteria:** Does the company recognize and celebrate veterans' unique contributions and career achievements?

- **Action:** Publicly share veteran success stories and contributions to foster pride and show recognition, whether through newsletters, social media, or internal awards.

- **Why It Matters:** Celebrating veteran successes strengthens team cohesion, highlights role models, and underscores your organization's commitment to a veteran-supportive culture.

☐ **Internal Education on Veteran Culture and Contributions**

- **Criteria:** Are there ongoing educational opportunities for all employees to understand and appreciate the value veterans bring?

- **Action:** Provide annual or semiannual training sessions on military culture, skills, and contributions to educate teams about the veteran experience.

- **Why It Matters:** A well-informed workforce that understands veterans' unique backgrounds and contributions helps integrate veterans more seamlessly and builds an inclusive company culture.

CONCLUSION

This checklist is your first step toward creating a program that doesn't just look good on paper but drives real results. At BufferSprings, we're here to be a partner in your mission, turning goals into actions and challenges into opportunities.

Remember, a veteran hiring program isn't something you set and forget; it's a commitment to build, measure, and refine over time.

We're excited to see what you can achieve, and we're ready to support you at every stage. Keep pushing forward

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THANK YOU
FOR MARCHING WITH US!

Together we can make systemic and lasting change.

STAY CONNNECTED

🌐 www.BufferSprings.com

✉️ Info@BufferSprings.com

📞 (617) 925-9900

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