

Organizational Veteran Hiring Plan Checklist (OVHP)

This template is designed to assist you in creating Veteran Hiring Plan for your organization. The OVHP should be submitted along with your Executive Cover Letter to your Regional Program Manager (see page 4).

Best Practices in Designing and Readyng the Workforce		Responsible	Date Due
Design	Senior Leadership defines business case for Hiring Veterans articulates to leadership.		
	HR staff identifies current Veteran workforce data and the military skill sets needed to meet Business needs/strategy. Sets realistic Veteran recruiting, hiring and retention targets. <i>In submitted plan, state # of annual hires and # of anticipated Veteran hires.</i>		
	Identify staff to complete V3 Training.		
	Determine positions needing Veterans.		
	Determine if OJT/apprenticeship programs will augment current recruiting strategy.		
	Establish metrics and systems to track Veteran recruiting, hiring and retention targets.		
	Identify Veterans in workforce and enlist in strategy design.		
	Provide Senior leadership and HR staff training on Work Opportunity Tax Credit (WOTC); American Recovery and Reinvestment Act; and the V3 Employment Grant.		
	Become V3 certified.		
Ready the Workforce	Establish a separate Military Recruiting office staffed by prior military.		
	Launch a Veteran recruiting and retention entity made up of Veterans to act as advocates for Veteran issues and to assist in recruiting, hiring and retaining Veterans.		
	Cascade business case throughout workforce and with key stakeholders.		
	Educate hiring managers and supervisors on military culture, Veteran myths including PTSD, and TBI, reading military resumes, etc.		
	Solicit list of positions for Veterans from staff.		
	Prepare workplace as required for Wounded Warriors and educate managers/supervisors on EAP benefits.		

Best Practices in Actively Recruiting		Responsible	Date Due
Actively Recruit	Develop a working relationship with your V3 Deputy Program Manager.		
	Develop OJT/apprenticeship programs. (See V3 Supplemental training - State Approving Authority (SSA) class).		
	Meet with Local Veteran Employment Representative (LVER) and enroll in Virginia Workforce Connection (VWC), the state workforce system.		
	Review job descriptions to insure they are Veteran friendly. Use military language, or state Military Occupation Specialty codes.		
	Review the job application process to ease Veterans in applying.		
	Develop targeted recruiting literature/website using military language focused on Veterans.		
	Use multiple resources to connect with qualified Veterans. See https://www.dvsv3.com/resource-guide/ for an electronic Resource Guide.		
	Post jobs on VWC and other venues.		
	Actively recruit; high touch recruiting with HR Recruiters imitating contact with Veteran applicants to better understand the totality of their skills, training, certifications and awards.		
	Offer referral incentives.		
	Participate in a Virginia Transition Assistance Program (VTAP) reverse engineered job fairs.		
	Serve on WDBs, Community College Boards, Trade Associations to learn of low or no cost training and credentialing and available grants, etc.		
	Get feedback on candidates from Hiring Managers.		
	Monitor recruitment sources to see if they refer quality candidates.		
Measure recruiting efforts against targets and make improvements.			

Best Practices in Hiring		Responsible	Date Due
Hire	Leverage Veteran employees to review and translate candidates' resumes.		
	Leverage Veterans to take part in telephone interviews.		
	Select interview panel; augment with Veteran employees.		
	Review with interview panel what should and should not be asked in interview. The panel should encourage Veterans to elaborate on their roles, responsibilities, training and awards.		
	Provide Veteran candidates with an overview of the interview process.		
	Request feedback from interview panel on Veteran candidates.		
	Give feedback to candidates not selected.		
	Supply feedback to interview panel on the interview process.		
	Provide feedback on Veteran candidates to Local Veteran Employment Representative (LVER), other referral sources.		
	Prepare offer letters and explain next steps to Veteran hire.		
	Detail for Veteran Hires the on-boarding process and what to expect on the first day.		
	Insure smooth hand-off to hiring manager.		
	Request feedback from Veteran hires on hiring process at 30, 60 and 90 days.		
	Ask for referrals from recently hired Veterans.		
	Measure hiring results against targets and make improvements.		

Best Practices in Retention		Responsible	Date Due
Retain	Allocate human capital to HR to support Veteran retention.		
	Onboard Veterans by explaining the company's mission and how the Veteran's role fits in with overall purpose of the organization.		
	Review pay, benefits and training and career progression.		
	Connect Veterans with other Veterans through an Affinity group.		
	Schedule regular feedback sessions with recently hired Veterans.		
	Assign an employee (preferably a Veteran) as a sponsor/mentor for the Veteran new hire.		
	Recognize Veterans who perform well.		
	Promote high performing Veterans.		
	Publicize Veteran hiring success stories.		
	Offer Hiring managers continued resources on Veteran hiring and retention issues.		
	Solicit feedback on newly hired Veterans from hiring Managers.		
	Solicit feedback from recently hired Veterans on retention efforts.		
	Capture feedback on exit interviews from Veterans who leave the company.		
	Measure retention efforts against targets and make improvements.		

Executive Title and Signature: _____

Date: _____