

Becoming a veteran employer

What is important to know when becoming a veteran employer?

Australian Defence Force (ADF) veterans have world-class training and expertise that is applicable and attractive to a range of civilian workplaces. However, the valuable skills and experience of veterans can be overlooked if they are not understood or translated into the civilian workforce context.

To broaden your organisation's capacity in veteran employment, you can take practical steps in the areas of veteran **recruitment, support and retention, leadership and public commitment**. Some of these steps simply provide a 'veteran lens' to existing human resource policies and practices.

How can I strengthen veteran recruitment in my organisation?

Veteran-inclusive recruitment processes

You can attract veterans to your workplace by using **veteran-inclusive job advertising**. This involves tailoring job advertisements and engaging in targeted recruitment efforts.

Following advertisement, you can practice **veteran-inclusive application and interview processes** to offer veterans support as they progress through your organisation's application and interview requirements.

Knowledge building

When engaging with veteran applicants, build your knowledge including:

- **The benefits of hiring veterans** including the skills and experience they bring to civilian work
- **Understanding the ADF** and how ADF skills and experience translate to civilian roles
- **Military jobs, qualifications, skills, ranks and roles.**





How can I support and retain my veteran employees?

On-boarding

The culture of the civilian workplace is different to that of the ADF. Employers play a key role in recognising potential differences and supporting veteran employees as they settle into the workplace.

To assist a positive transition into your workplace, you can offer a **veteran-friendly employee on-boarding** process. This could incorporate clear communication, targeted feedback, social activities and **mentoring** initiatives. You may also wish to provide training to non-veteran staff on **working with veterans**.

Career development

To maximise the potential of veteran employees, you can provide **career development** opportunities throughout their employment. This may involve a **mentoring program** and engagement with further education and training.

Veteran-friendly workplace

You can establish a veteran employment strategy to guide your organisation's veteran-specific activities. To coordinate your organisation's veteran-inclusive initiatives, you can develop **veteran friendly workplace plans and policies**. Your existing workplace policies will also benefit from considering the veteran experience by identifying practices that can support and enhance the workplace experience of your veteran employees.

Many veterans have ongoing military obligations. Remember that employers are required to support veteran employees to undertake these commitments, by **supporting reserve service**. Employers may also provide flexibility for veterans to undertake **commemoration**.

How can I become a leader in veteran employment?

Leadership

To **demonstrate leadership in veteran employment** you can publicly commit to supporting veteran employment. Your decision to sign the Veteran Employment Commitment is a first step. This public commitment should be supported by practical action and **partnerships** to support veteran employment and veterans in the community.

Developing best practice

Evaluate your veteran employment activities to identify opportunities for improvement. You might also share your knowledge and experience in veteran employment with industry, government and veteran support organisations.

