



Veteran-inclusive job advertising

Why is it important to ensure that my job advertisements are veteran-inclusive?

- Veteran-inclusive job advertising signals that your workplace welcomes job applicants who are veterans and acknowledges the value of veterans in civilian workplaces.
- Traditional civilian job advertising may inadvertently disadvantage veteran applicants.

How can I find veteran job applicants?

Create an internal referral network

Informal connections and word-of-mouth recommendations can help you to find potential veteran job applicants. If you have employees with links to the veteran community, ask them to refer potential veteran job applicants.

Connect with other organisations

Connect with other veteran-friendly organisations to let them know that you are seeking veteran applicants. They can refer individuals who are the right fit for your organisation.

You could connect with:

- Veteran Employment Commitment signatories at www.veteranemployment.gov.au/show-your-commitment/commitment-supporters

- veteran support services
- ex-service organisations (see a list www.dva.gov.au/get-support/advocacy-representation-advice/what-ex-service-organisation#where-to-find-an-ex-service-organisation)
- educational institutions that offer veteran-focused courses and services.

Engage a veteran-focused recruitment service

Some recruitment services specialise in veteran recruitment. You can engage with these services to recruit suitable veteran applicants.

Advertise on veteran-focused jobs boards

Some organisations host veteran-focused jobs boards. A list can be found at www.veteranemployment.gov.au/employers/ready-to-hire-a-veteran



How do I ensure my job advertisements will attract veterans?

Clearly state that 'veterans are encouraged to apply' or 'Australian Defence Force (ADF) experience is desirable'

Be clear that you value the experience and skills that veterans bring to a civilian workplace.

Use capability-based job requirements

Capability-based job requirements focus on what candidates can do, not just their qualifications. Despite having valuable skills, experience and knowledge that suit the job, some veterans may not have formal civilian qualifications or experience in a civilian workplace.

List ADF skills that you know will translate well into your organisation

Include skills such as:

- leadership
- teamwork
- communication
- critical and analytical thinking
- problem-solving
- planning
- logistics.

Outline leave entitlements and any flexible work arrangements

This includes leave relating to:

- reserve service
- health and wellbeing
- commemoration.

How can I use my online presence to attract veteran applicants?

Ensure that your website and social media sites feature a veteran focus

Include veteran-directed material on your website and social media sites to show that you are committed to supporting the veteran community.

For example:

- signal that you have signed the Veteran Employment Commitment
- provide information about the veteran employment initiatives of your organisation such as veteran employment programs or employee networks
- acknowledge successful veteran employees at your organisation
- display news stories to show what your organisation is doing to support the veteran community.

Provide information to support veterans in the job application process

Have a website page that provides information and resources to support veteran job applicants.

For example:

- a guide to the application process
- a link to the Veteran Employment Toolkit www.veteranemployment.gov.au/veterans/support-employment
- relevant skills translation or rank to grade guides
- links to external veteran support services for employment
- information about initiatives that your organisation offers to support veteran employees.

