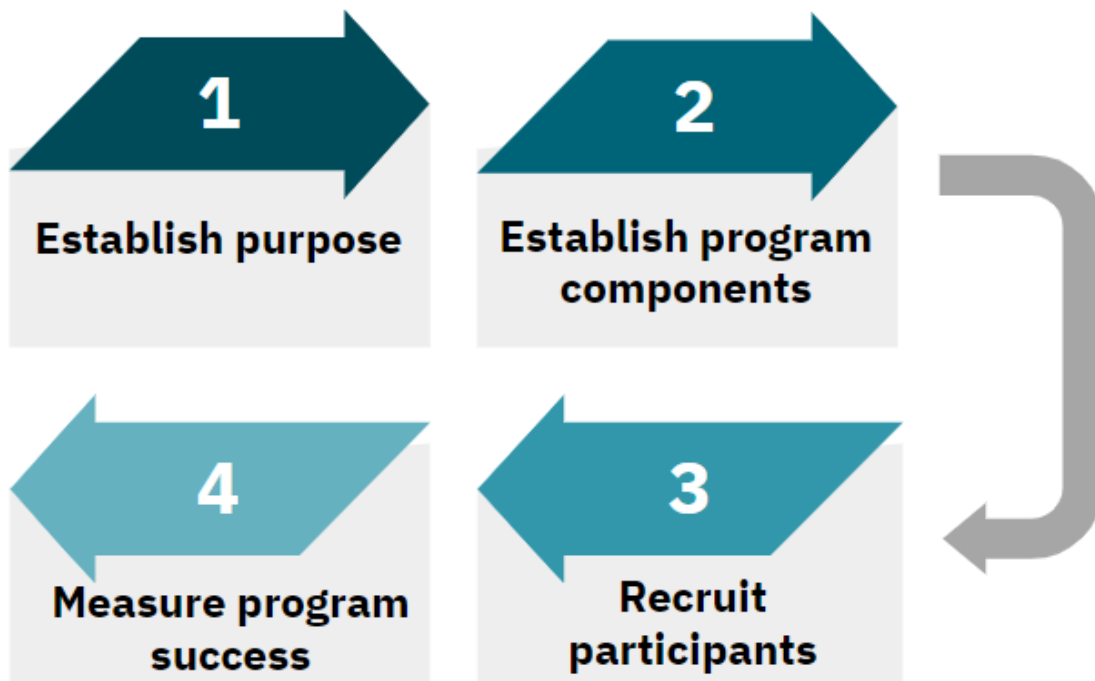




How to develop a veteran employment program

A veteran employment program is a structured program which offers targeted support to veterans. These programs aim to support, upskill and empower veteran talent. A veteran employment program can bring together several veteran employment initiatives into a cohesive structure.

The below steps can assist your organisation to develop a veteran employment program.



1

Establish purpose

Before designing your program, consider its purpose. This may be to:

- establish pathways for veterans to gain employment in your organisation
- upskill veterans to help them move into your sector or industry
- provide veterans with experience in a civilian workplace.

You may also set more specific program goals, relating to:

- the capabilities and experiences you aim to develop in participants
- the number of participants you aim to engage
- the number of participants you seek to retain after completion of the program.

2

Establish program structure and components

Veteran employment programs can include a range of components such as tailored inductions, work experience, capability development and mentorship. A program can integrate several of your veteran employment initiatives into a cohesive structure. For structure, consider:

Duration The length of the program and whether it is part-time or full-time.

Placement The department, unit or team in which the veteran may be placed.

Roles and responsibilities Details relating to the participant's role during the program.

Remuneration The rate of pay you may offer to participants during and following the program.

Feedback The initiatives in place to encourage ongoing and meaningful learning and development.

Choose components to incorporate into your program. These can depend on the purpose of your program, and your organisation's resources and capability.

Induction

Induction plays an important role in supporting your veteran employee's overall on-boarding process for your program.

Resource: For tips refer to [Veteran employee on-boarding](#).

Experiences

Experiences, such as work rotations, offer veterans the opportunity to gain short-term experience in various roles within your organisation, develop new skills, build networks and gain insights into your workplace environment and culture.

Capability Development

Training is the cornerstone of career development. Australian Defence Force (ADF) members are highly adaptable and used to undergoing training on a regular basis. Providing training opportunities is therefore a good way to support veterans' career development. Training within your program may be formal or informal and include:

- job-specific or industry-specific technical and soft skills
- 'on the job' training
- observing and learning from others in the organisation
- opportunities to implement and practice new skills

Resource: For tips refer to [Veteran Employment career development](#).

Mentoring

Your program can include mentoring opportunities such as a formal mentoring program or holding networking events or activities that facilitate informal mentoring.

Resource: For tips refer to [How to develop a mentoring program](#).

3

Recruit participants

At this stage, your objective is to reach out to job-seeking veterans. This may include those moving from the ADF or those seeking a change in their civilian career.

The following steps can provide information about your program and encourage interest from veteran applicants.

Advertise your program

Visit [Connecting with veterans](#) to learn how and where to connect with veterans.

Develop a veteran talent pool

Build a veteran talent pool which retains the CV and details of prospective veteran applicants. For veterans considering future opportunities at your organisation, this creates an opportunity to informally keep in touch. With consent, you can keep their information on file and make contact when suitable job openings become available.

Hold information sessions or insight days

Hold information sessions to provide an overview of your program and include networking opportunities with staff involved or deliver insight days to deepen the information you provided during your information session.

These may include:

- sessions about your industry and organisation
- veteran employee success story sessions
- meet-and-greet with current veteran employees
- CV and application workshops
- networking opportunities
- a Q&A session.

Resource: For tips refer to [Ready to hire veterans](#).

4

Measure program success

To gauge the success of your program, seek feedback from participants regarding their program experience.

Equally, measure the extent to which the program met employment-specific goal criteria, such as:

- capability development
- the number of veterans who complete the program
- the number of veterans who retain their civilian employment three, six or twelve months after program completion.

Resource: For tips refer to [Evaluating your veteran employment activities](#).