



# An Inclusive Guide for Military Veterans in the Civilian Workplace

---

The shift from military to civilian life can often be challenging for veterans. They need to adapt to a new lifestyle, find employment, and navigate the complexities of civilian systems. For some, these changes can be overwhelming. Veterans need to recognize these challenges and seek support when needed. Here are some tips to help make this transition smoother and more successful.

1. **Understand civilian workplace culture:** Familiarize yourself with the norms and expectations of the new working environment, which can be quite different from the military. Attention to workplace etiquette, communication styles, and the less hierarchical nature of civilian organizations are good places to start.
2. **Translate military skills:** Determine how your military skills and experiences can be transferred to the civilian world. Some qualities learned in the military, like leadership, teamwork, discipline, and adaptability, are highly sought after and valued in the civilian sector.
3. **Actively network:** Build a professional online and in-person network. Networking can provide valuable insights into civilian culture and job opportunities. Attend **veteran-specific networking events** and join professional groups. You can also use platforms like LinkedIn to connect with professionals in your industry.
4. **Seek mentorship:** Look for mentorship opportunities with individuals who have successfully transitioned from military to civilian careers. They can provide firsthand advice, guidance, and support as you navigate this new path.
5. **Pursue education or training:** Consider enhancing your qualifications through additional education or training. Many skills and roles in the civilian world require specific certifications or degrees; numerous resources and programs are available to help veterans in this regard. See resources below.
6. **Join employee resource groups:** Consider joining employee resource groups or making inquiries on how to create one within your organization where people with similar experiences or interests can collaborate and support each other.
7. **Use veteran resources:** Take advantage of veteran-specific resources and services designed to assist with transitioning to civilian employment. Many organizations offer job search, training, and adjustment support specifically for veterans. Below are some valuable resources that veterans can benefit from

## Resources for Veterans

- **Hire Heroes USA**: Offers personalized assistance in the job search process, including resume writing and interview preparation. Hire Heroes USA has also introduced the Alumni Program, featuring the Virtual Battle Buddies initiative. This program pairs you with a fellow Hire Heroes USA alumnus who can guide you through your initial months on the job. They can assist with onboarding questions and understanding civilian workplace culture, performance expectations, and more. This mentor-like support can be invaluable as you navigate your new role.
- **USA Jobs**: The US federal government's official employment site offers various job opportunities across government agencies and is tailored specifically for veterans seeking federal employment. You can explore job listings and learn how your military skills can be applied in the federal sector.
- **Veteran Affairs Transition Assistance Program (TAP)**: The Department of Veterans Affairs provides this program that helps veterans shift from military service to civilian work. TAP includes various resources, from employment and training information to mental health support.
- **Free access to LinkedIn Premium and LinkedIn Learning**: As a veteran, you can access LinkedIn Premium and LinkedIn Learning for one year for free. You can connect with industry professionals, discover job opportunities, and enhance your skills through various online courses. LinkedIn Premium also offers insights into who is viewing your profile, competitive intelligence on other applicants, and the ability to message recruiters directly, giving you a significant advantage in your job search and professional development.
- **Career One-Stop**: Provides both job search help and transition assistance.
- **"Beyond the Military: A Leader's Handbook for Warrior Reintegration"** by Jason Roncoroni and Shauna Springer, Ph.D. This handbook leverages the military decision-making process to guide people leaving the military through their transitional journey with an Integrative Program of Transition. This program addresses essential aspects of transition often overlooked by others.