

VETERANS NEWSLETTER

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NATIONAL RESOURCE DIRECTORY

www.nationalresourcedirectory.gov

The **National Resource Directory** (NRD) is a website for connecting wounded warriors, service members, veterans and their families with those who support them.

It provides access to services and resources at the national, state and local levels to support recovery, rehabilitation and community reintegration. Visitors can find information on a variety of topics including benefits & compensation, education & training, employment, family & caregiver support, health, homeless assistance, housing, transportation & travel and other services & resources. For help on how to find resources on the site, visit the How to Use this Site section of the NRD.

The NRD is a partnership among the Departments of Defense, Labor and Veterans Affairs. The information contained within the NRD is from federal, state and local government agencies; veterans service and benefit organizations; non-profit and community-based organizations; academic institutions and professional associations that provide assistance to wounded warriors and their families.

Benefits & Compensation: www.nationalresourcedirectory.gov/benefits_and_compensation
Education & Training: www.nationalresourcedirectory.gov/education_and_training
Employment: www.nationalresourcedirectory.gov/employment
Family & Caregiver Support: www.nationalresourcedirectory.gov/family_and_caregiver_support
Health: www.nationalresourcedirectory.gov/health
Homeless Assistance: www.nationalresourcedirectory.gov/homeless_assistance

AMERICA'S HEROES AT WORK

HIRING VETERANS, A STEP-BY-STEP TOOLKIT FOR EMPLOYERS

<http://www.americasheroesatwork.gov/forEmployers/HiringToolkit>

The U.S. Department of Labor recognizes that employers can sometimes find it difficult to navigate the plethora of veteran hiring resources available to them. This toolkit was developed to simplify the process and put valuable resources at your fingertips. It serves to pinpoint helpful tools and outline some important steps to take when designing a veterans hiring initiative that works for your particular business.

Recognizing that each employer is unique, this guide allows you to select from promising practices and other resources that employers are using to successfully welcome talented and skilled veterans into the workforce.

Whether you are looking to create a plan from scratch or retool existing efforts, we encourage you to reference this guide and design an initiative that works for you.

Thank you for including veterans and the military community in your outreach and hiring efforts.



SPECIAL POINTS OF INTEREST:

- *National Resource Directory*
- *Hiring Toolkit for Employers*
- *CareerReady Colorado Certificate*
- *Corporate Culture Clash*
- *Military and Veteran Employment Expo*
- *Medal of Honor Celebrates 150 Years*



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CareerReady Colorado Certificate

What is CareerReady Colorado?

CareerReady Colorado is a state certificate, signed by the governor, which certifies job seeker skills. The certification initiative creates common, objective standards for employment readiness and establishes meaningful skill standards for all workforce partners.

What skill levels are “certified” on the certificate?

The certificate will initially be offered in three levels. Levels are based on WorkKeys assessments in Applied Mathematics, Locating Information, and Reading for Information. Additional levels and tools, both national and international, will be evaluated for use as additions to the certification process.

Bronze Level-- The bronze level recipient has scored at least a Level 3 in all three areas (above), and has the necessary foundation skills for 35% of the jobs in the WorkKeys database.

Silver Level-- The silver level recipient has scored at least a Level 4 in all three areas and has the necessary foundations skills for 65% of the jobs in the WorkKeys database.

Gold Level-- The gold level recipient has scored at least a Level 5 in all three areas and has the necessary foundational skills for 90% of the jobs in the WorkKeys database.

Additional Certificate Levels-- Additional certification may signify that an individual has met standards as yet to be determined using assessment tools as yet to be identified.

For more information about the CareerReady Colorado Certificate or to get signed up, please contact John Koontz, Veterans Employment Representative with the Colorado Department of Labor and Employment in the Jefferson County Workforce Center at 303.271.4769 or via email at jkoontz@jeffco.us.

CULTURE CLASH

DO YOU KNOW HOW TO AVOID LANDING IN THE WRONG CIVILIAN JOB?

1. Corporate culture refers to:
 - A. The language spoken at a company
 - B. The country the company primarily operates in
 - C. A company’s values, operating style, and behavioral expectations
 - D. An 80’s pop band with a freaky looking lead singer
2. Corporate culture clash means:
 - A. Not fitting a company’s corporate culture even though you have the skills to do the job
 - B. Wearing the wrong clothing
 - C. Not speaking the lingo
 - D. Calling everyone “Sir” or “Ma’am”
3. To determine a company’s culture, you should:
 - A. Ask for a copy of the company’s Official Corporate Culture Rules
 - B. Research the company’s website
 - C. Ask questions during the interview that will give you clues
 - D. Stalk employees on Facebook
4. Another good way to learn about a company’s culture is:
 - A. Pose as a copier repairman and spy on employees
 - B. Spend an afternoon in a bathroom stall at the office listening to conversations
 - C. Arrive early for the interview, then observe the environment and the way employees interact
 - D. Hide out in the duct work above the employee’s break room
5. One of the best ways to avoid corporate culture clash is:
 - A. Re-enlist
 - B. Know yourself well
 - C. Consider only companies run by a veteran
 - D. Start your own company

For the correct answers, please see page 3.
(GI Jobs Magazine, May 2011, Page 24)

5 WAYS TO AVOID CORPORATE CULTURE CLASH

ASSESS YOUR CULTURAL FIT AND MAKE SURE YOU'RE NOT AT THE WRONG CIVILIAN JOB UNDER THE WRONG CIRCUMSTANCES

by Anna Marie

(<http://www.gijobs.com/corporate-culture.aspx>)

Well, you probably didn't do anything wrong, and there probably isn't anything wrong with you. You may have met all the technical qualifications and were correct to assume you could have done the job. But quite simply, you may not have fit the corporate culture.

Every organization has a unique culture that includes values, operating style, and behavioral expectations. Astute hiring managers will readily recognize who fits their organization and who is likely to succeed. One of them may have done you a huge favor by not force-fitting you into their culture. Of course, they aren't going to tell you that. And, you're not going to feel real great about this when you thought you "had it in the bag." Here you were diligently seeking employment, wanting desperately to be in the workforce, and now just one more very personal rejection to further diminish your self-confidence. In time, however, when you finally land the "right job" in the "right culture," then you'll realize all the pieces really didn't fit "back then."

Many people who fail to be successful in a job may not fail because of lack of technical skills, intellectual incompetence, or a poor work ethic; but may fail because they are just in the wrong place with the wrong circumstances. It's like trying to force a square peg into a round hole.

Once you are tuned-in to the importance of culture, you can take a proactive approach to marketing yourself and specifically 'target' those organizations where you will succeed. This is not to say that all employment rejections and failures are directly linked to culture. We all know there are a myriad other reasons for both, but culture is a critical component. By doing your research beforehand, you can self-qualify your leads and conserve your time and energy.

Research The Company

Thoroughly explore company web sites; they are an invaluable resource for acquainting yourself with their mission, vision, objectives and organizational structure.

Work Your Network

If you have the advantage of being acquainted with former or present employees, by all means make respectful inquiries and cautious assessments of their comments.

Recon Your Surroundings

Arrive early for interviews - this is the time to raise your antenna high. You can learn a great deal by scrutinizing the physical surroundings. If it is a suburban location and security permits, drive around the grounds and take note of such amenities as outdoor dining areas, recreational facilities, walking trails, etc. Once inside, make your time in the reception area count. Forget the magazines on the end tables. Instead, note the verbal exchanges between employees. Do they greet each other with respect and warmth? Is it a relaxed, friendly environment or is it a rigid, highly-structured hierarchy? Do they enjoy a professional casual dress code or do they insist upon strict business attire? Notice if there are exercise facilities. Read the bulletin boards or plasma screens for employee recognition, general announcements and social activities.

Observe

Observe the style and tone of written communications. By all means, ask pointed questions during the interview. Do they support entrepreneurial thinking and risk-taking? Do they engender a team concept? Do they have flexible working hours and other programs to support work/family balance? Are people working extensive overtime? Are temporary employees on-board to ease heavy workload situations?

Know Yourself

Finally, review your own past work situations; what you did or didn't like, what worked and what didn't. Experience is usually a good indicator for positive future decision-making.

Once you learn the value of assessing culture, your skills can be as finely honed as those of astute hiring managers. The difference is now you will be equipped to avoid potential career pitfalls and to direct yourself toward more predictable success.

When it's all said and done, you will know where you fit. And, that's where you want to work.

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Answers to Quiz on Page 2: 1) C 2) A 3) B & C 4) C 5) B, although D would certainly work as well



Military and Veteran Employment Expo

Register now at www.mvee.org!!

WHEN: May 23 – 25, 2011

WHERE: Jefferson County Fairgrounds

15200 W. 6th Ave.

Golden, CO 80401

TIME: 8 AM – 5 PM

COST: **FREE**



- ✓ One-on-one mentoring
- ✓ Classes to prepare you for today's marketplace
- ✓ Talk to **Over 40 Employers With Jobs**
- ✓ **FREE** Parking
- ✓ RTD Accessible



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11 Reasons to Hire Vets

As Veterans, we have many attributes and values that we have gathered during our years in service. These values have helped to shape us into the individuals we are today.

1. **Self-confidence.** As a veteran goes through training, the veteran develops great confidence in their ability to achieve whatever challenge they are given with whatever resources are available.
2. **Accelerated learning curve.** Veterans have the proven ability to learn new skills and concepts. In addition, they can enter the workforce with identifiable and transferable skills, proven in real-world situations. This background can enhance your organization's productivity.
3. **Leadership.** The military trains people to lead by example as well as through direction, delegation, motivation, and inspiration. Veterans understand practical ways to manage behavior for results, even in the most trying circumstances. They also know the dynamics of leadership as part of both hierarchical and peer structures.
4. **Teamwork.** Veterans understand how genuine teamwork grows out of a responsibility to one's colleagues. Military duties involve a blend of individual and group productivity. They also necessitate a perception of how groups of all sizes relate to each other and overarching objectives.
5. **Diversity and inclusion in action.** Veterans have learned to work side by side with individuals regardless of diverse race, gender, geographic origin, ethnic background, religion, and economic status as well as mental, physical, and attitudinal capabilities. They have the sensitivity to cooperate with many different types of individuals.
6. **Efficient performance under pressure.** Veterans understand the rigors of tight schedules and limited resources. They have developed the capacity to know how to accomplish priorities on time, in spite of tremendous stress. They know the critical importance of staying with a task until it is done right.
7. **Respect for procedures.** Veterans have gained a unique perspective on the value of accountability. They can grasp their place within an organizational framework, becoming responsible for subordinates' actions to higher supervisory levels. They know how policies and procedures enable an organization to exist.
8. **Technology and globalization.** Because of their experiences in the service, veterans are usually aware of international and technical trends pertinent to business and industry. They can bring the kind of global outlook and technological savvy that all enterprises of any size need to succeed.
9. **Integrity.** Veterans know what it means to do "an honest day's work." Prospective employers can take advantage of a track record of integrity, often including security clearances. This integrity translates into qualities of sincerity and trustworthiness.
10. **Conscious of health and safety standards.** Thanks to extensive training, veterans are aware of health and safety protocols both for themselves and the welfare of others. Individually, they represent a drug-free workforce that is cognizant of maintaining personal health and fitness. On a company level, their awareness & conscientiousness translate into protection of employees, property, and materials.
11. **Triumph over adversity.** In addition to dealing positively with the typical issues of personal maturity, veterans have frequently triumphed over great adversity. They likely have proven their mettle in mission critical situations demanding endurance, stamina, and flexibility. They may have overcome personal disabilities through strength



May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 9 AM— Veterans Learning to Network Workshop	11 1 PM— Veterans Job Seeker Workshop	12	13	14
15	16	17	18 1 PM— Veterans Federal Job Seeker Workshop	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day	31				

SCHEDULE OF EVENTS

- ◆ **Veterans Job Seeker Workshop** — This workshop is designed for the veteran job seeker and will provide an orientation to all the services offered at Jefferson County Workforce Center. In addition, you will receive information on priority of service, supportive services available in the Tri-County region, information and tips on today's competitive job market and the unique resources available to the veteran job seeker.
Date: Wednesday, May 11, 2011; Time: 1:00 PM—4:00 PM.
- ◆ **Veterans Learning to Network Workshop** — Revealing the relevance of networking to today's hidden job market, the veteran comes to understand both the definition and importance of networking for his/her own career search. Exploring the difference between networking vs. other search strategies, attendees leave the workshop having received help in the development of both a networking plan and a personal "star story."
Date: Tuesday, May 10, 2011; Time: 9:00 AM—12:00 PM.
- ◆ **Veterans Federal Job Search Workshop** — Is Federal employment for you? Where do you start? How do you apply? How do you compete with your qualifications? These are just a few of the questions answered, information provided and resources you will take with you. Bring your questions to this interactive session.
Date: Wednesday, May 18, 2011; Time: 1:00 PM—4:00 PM.



JEFFERSON COUNTY WORKFORCE
CENTER'S VETERANS EMPLOYMENT
PROGRAMS

Jefferson County Workforce Center
Laramie Building
3500 Illinois Street
Golden, Colorado 80401



WE ARE ON THE WEB!
WWW.JEFFCOWORKFORCE.ORG

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Medal of Honor Celebrates 150 Years

The Medal of Honor is the highest military decoration awarded by the United States government. It is bestowed by the President in the name of Congress on members of the United States Armed Forces who distinguish themselves through "conspicuous gallantry and intrepidity at the risk of his or her life above and beyond the call of duty while engaged in an action against an enemy of the United States." Due to the nature of its criteria, it is often awarded posthumously (more than half have been since 1941).

Members of all branches of the armed forces are eligible to receive the medal, and there are three versions (one for the Army, Air Force, Navy, Marine Corps and Coast Guard). The Medal of Honor is bestowed upon an individual by the passing of a Joint Resolution in the Congress; and is then personally presented to the recipient or, in the case of posthumous awards, to next of kin, by the President of the United States, on behalf of the Congress, representing and recognizing the gratitude of the American people as a whole. Due to its honored status, the medal is afforded special protection under U.S. law.

The Medal of Honor is one of two military neck order awards issued by the United States and is the sole neck order awarded to members of the armed forces (the Commander's Degree of the Legion of Merit is also a neck order but it is only authorized for issue to foreign dignitaries).

As the award citation includes the phrase "in the name of Congress," it is sometimes erroneously called the Congressional Medal of Honor; however, the official title is simply the Medal of Honor.

