



September 23, 2009

Greetings State Council Members, Workforce Readiness Directors, and Student Chapter Leaders:

I am very excited to share with you a wonderful Veterans Month Resource Guide that was created by our Ohio SHRM State Council Workforce Readiness Director Rebecca Jeffries and her committee. The idea behind this resource guide was to gather and share information that would be helpful to each of you so that all of us across the state of Ohio could hold some type of Veteran's event during this coming November. The resource guide contains contact lists, program ideas, sample press releases, evaluation methods and other helpful materials.

I'd like to ask that your chapter hold a Veterans event in November and that you let Rebecca know what the event is, when it will be held, etc. We are very excited to have this initiative be implemented state-wide.

I'd like to thank Rebecca and her committee for all of their work assembling this information. Please feel free to contact Rebecca if you have any questions. Good luck with your event!

Sincerely,  
Joan

Joan Berry Kalamas, SPHR  
Ohio SHRM State Council Chair  
(614) 395-8426



September 23, 2009

Ohio SHRM Chapter Presidents  
Ohio SHRM Chapter Workforce Readiness Directors/Advocates  
Ohio SHRM Student Chapter Presidents

Dear Colleagues & Friends,

We have finally completed the Veterans Month 2009 Resource Guide for Ohio SHRM chapters. My committee is very proud of our work and the efforts we have put forth to develop an educational tool that chapters can use to develop workforce readiness related programming aimed at and partnering with Ohio military personnel, reserve, guard and veterans.

Enclosed you will find a hard copy of the Resource Guide and a CD copy.

Please share this Resource Guide with your chapter Workforce Readiness advocate as well as your entire board. Hopefully it will stimulate thought and discussion about programs for your chapter. Everything you will need is included in the Resource Guide – educational information, contact information, suggested programs and program plans and even evaluation techniques.

**My challenge to all Ohio SHRM Chapters is to hold one event in the month of November 2009 related to workforce readiness for your chapter, local employers or military personnel. All the tools to help you are included in the Resource Guide. Our hope is that you will continue with a program for 2010 and beyond as well.**

If you need any assistance, my entire committee has volunteered to be a point of contact/resource for your questions and needs. Our names and contact information are listed in the final section of the Resource Guide.

Best of luck in planning your programs. We are so excited about this statewide effort that we would like to track how well everyone is doing. Please share your planning and ideas with us so we can forward all best practices and metrics to all Ohio SHRM chapters.

Sincerely,

Rebecca Jeffries, SPHR  
Ohio SHRM State Council  
Workforce Readiness Director

Ohio State Council WR Committee: Corrine Sullivan, Jim Vose, Joan Bake-Kuhl, Amy Moore and Cliff Hetzel

**Ohio SHRM State Council Workforce Readiness Director Takes Off!**  
**By Rebecca Jeffries, SPHR**



On September 3, 2009 I was honored to be a participant in the Employer Support of the Guard and Reserve (ESGR) Boss Lift with the 121<sup>st</sup> Ohio Air National Guard Refueling Wing stationed at Rickenbacker Air National Guard Base.

Boss Lift is a program sponsored by the US Department of Defense (through the ESGR) that provides employer orientation activities at training sites where they can personally observe National Guard and Reserve service members on duty.

My time with the 121<sup>st</sup> Ohio Air National Guard Refueling Wing was spent on a Boeing KC-135 Stratotanker completing a training mission, round trip from Columbus, Ohio to Savannah, Georgia while refueling three Air National Guard aircraft.

While my experiences during refueling were exciting, I was significantly impressed by my observations of and conversations with the aircraft's crew, their discussions about experiences with the Guard, active duty and their willingness to share those experiences with me were a substantial gift that I received that day.

As an HR professional, I have studied USERRA, made sure the USERRA poster is in the employee lunch room but generally had little actual employer experience with the application of USERRA. My Boss Lift experiences provided me with a better understanding of how USERRA truly makes a difference in the lives of military personnel that risk their lives for our freedom.

As an employer I believe it is important to be aware of a recent Department of Defense directive that mandated US Service Chiefs (heads of the Army, Air Force, Marines, Navy, and National Guard) to develop plans, budgets, and future initiatives to "operationalize" the National Guard and Reserve forces (Army Reserve, Air Force Reserve, Navy Reserve, Marine Corps Reserve, Coast Guard) and to "fully integrate" those organizations into the "total force" of the Department of Defense.

This directive was a significant change to the overall structure of the National Guard and Reserve, effectively changing it from a "strategic reserve" force to a more "active" reserve.

This directive also altered the amount of time that the Guard and Reserve members may be required to serve, changing their service obligations from one weekend a month and two weeks per year to an undetermined number of days which has the potential to change frequently – often providing short notice to the service member or their employers.

For employers, this directive has made staffing and work flow scheduling more difficult adding the potential for increased tension between military personnel and their employers.

I asked the crew members what they wanted most from their employers regarding USERRA issues and was surprised by their answers.

The crew members of my flight were very aware of the employers needs in scheduling and staffing. What they want from Ohio employers is to be better educated about USERRA and its application at all levels of the company. They also asked for employers to have more appreciation for what the Guard actually does and to have more consistency and patience in dealing with military personnel. These troops feel understandable pressure when they are performing their Guard duties – they don't want to add more pressure by thinking their jobs might not be there or that they will be fired when they return from duty.

Finally, they wanted employers to better understand the balance between activation, selective activation and volunteering for service.

My personal observations that I would like to share with employers include that the Guard members receive extensive training and have a sense of discipline most civilians can't understand. When they contract into the military they are required to position their military duties/responsibilities before everything else. Service members have a sense of pride and dedication, which translates to their work outside of the military as well, they're not afraid to work hard.

The skills and qualities Guard members possess are assets which would benefit any corporate organization such as: service members are in charge of millions of dollars of government equipment and personnel (management, leadership and responsibility), security training (trust) and willingness to follow orders (respect and diligence).

My day was full, exciting and heartwarming. I am very proud to know that these service men and women are here, serving our country.

### **Employer Support of the Guard and Reserve**

Other programs and services offered by the ESGR include:

- Employer outreach services and information about USERRA
- Ombudsman services and informal mediation concerning USERRA compliance
- Collaborative educational venues
- Employer recognition awards for employers that support employee participation in the National Guard and Reserve members
- Military Member Support providing military personnel with information about their rights and responsibilities under USERRA.

For more information on ESGR please log on to their website at [www.ESGR.mil](http://www.ESGR.mil) or contact Anthony Augello, Col, USAF (Ret), Executive Director, Ohio Committee at 614.336.7444 OR Bob Labadie, Col, USA (Ret), State Chairman at 614.451.6260.





## **Workforce Readiness**

### *Veterans Month Project 2009*

#### **Overview**

Promote cooperation and coordination between Ohio SHRM chapters and military (active, reserve, veterans) groups for the purpose of providing workforce readiness related training and counseling programs to United States veterans. Ohio SHRM will provide resource binders to all Ohio SHRM chapter presidents and workforce readiness advocates that will allow local chapters to quickly organize workforce readiness events for November 2009 – Veterans Month, and beyond.

#### **Committee**

Rebecca Jeffries, SPHR  
Ohio SHRM State Council Workforce Readiness Director

Corrine Sullivan, SPHR - HRACO Chapter  
Jim Vose – MVHRA Chapter  
Joan Backe-Kuhl – HRACO Chapter  
Amy Moore, SPHR – HRACO Chapter  
Cliff Hetzel –HRACO Chapter

Joan Berry Kalamas, SPHR  
Ohio SHRM State Council Chair

**Workforce Readiness**  
*Veterans Month Project 2009*

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## **PROGRAM PURPOSE**

## **Workforce Readiness**

### *Veterans Month Project 2009*

#### **Purpose**

According to the DMDC - Defense Manpower Data Center there are currently over 7000 active duty military personal (Guard & Reserves) listing Ohio as their state of residence. This is over 3% of all active military personnel in the United States. There are over 27,000 Reserve & Guard members and approximately 1 million veterans residing in the state of Ohio.

All branches of US military service, both active and reserve have facilities within Ohio:

- Army
- Navy
- Air Force
- Marines
- Coast Guard
- National Guard

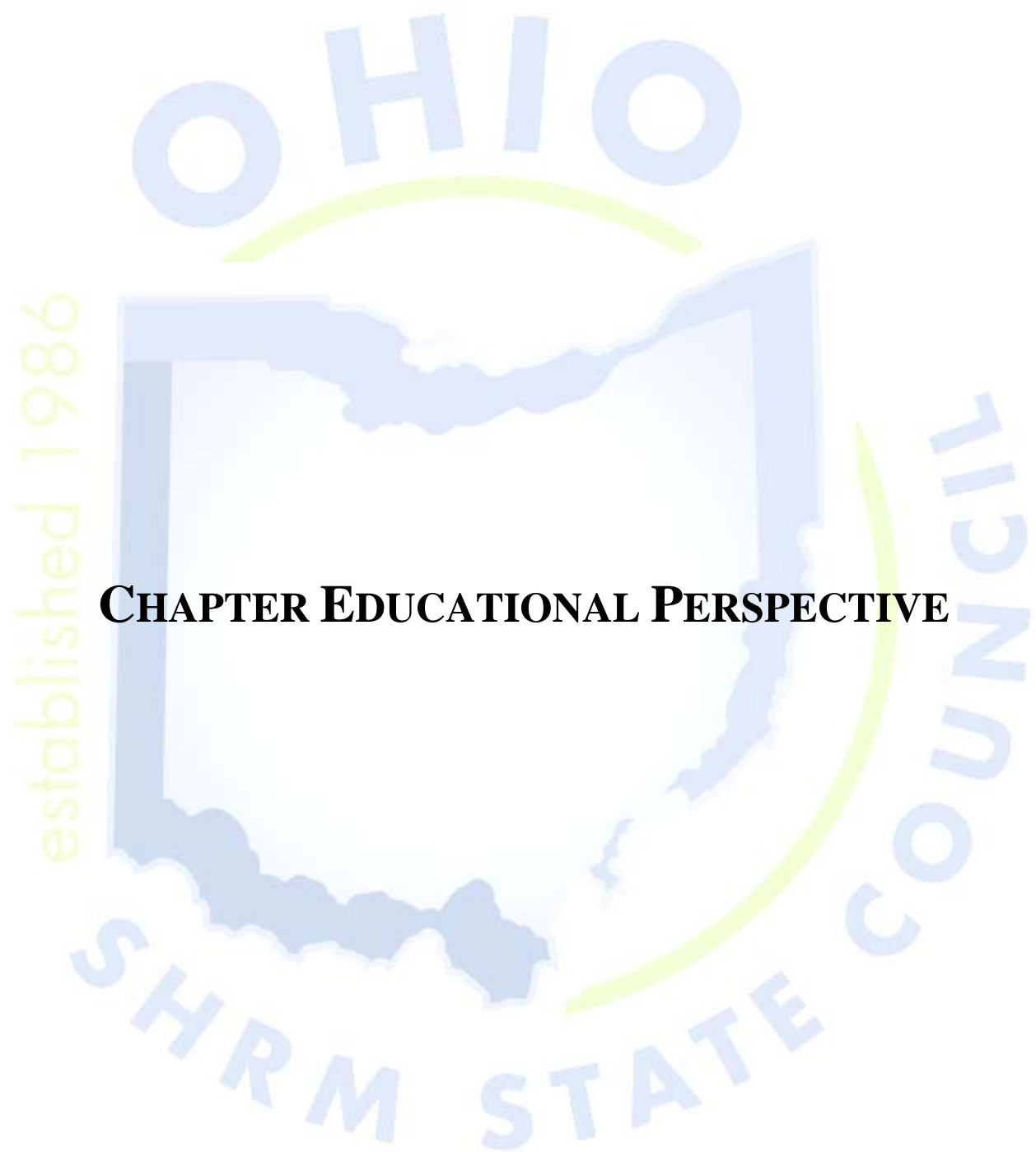
As these military men and women return from active duty they are returning to the Ohio workforce, attempting to find jobs and/or may need help in finding job placement, transition services and job search skills.

HR professionals must be prepared to both honor and help these returning veterans and be cognizant of legislation and other employer issues when processing veteran employment.

As chapters educating and reaching out to military veterans on workforce readiness issues we need to be time sensitive (varying return schedules), flexible to their needs, understanding of veteran family needs (FMLA) and aware of relevant legislative issues (USERRA, ADA, FMLA.)

The purpose of the Ohio SHRM State Council Veterans Month Project 2009 is to provide Ohio Chapters with resource material, structure and ideas to begin workforce readiness related education projects with their local military facilities. Ohio SHRM will also challenge each local chapter to present at least one Veterans Month event for 2009.





## **CHAPTER EDUCATIONAL PERSPECTIVE**

## **Workforce Readiness**

### *Veterans Month Project 2009*

## **Educational Perspective**

### **How to use this guide**

The Ohio SHRM State Council Workforce Readiness Committee is challenging all Ohio SHRM Chapters – including student chapters – to join us in celebrating November 2009 as Veterans Month.

This would be a perfect time to open the doors of your chapter to your local Veterans by setting up local workforce readiness programming aimed at veterans as your target demographic. In doing this programming, you not only help veterans repatriate as a part of your community but also help local businesses (your chapter members) by showcasing the amazing skills and knowledge of these veterans.

### **How to get started?**

The Ohio SHRM State Council Workforce Readiness Committee has prepared this resource guide to give you a number of tools to develop Veterans Month 2009 programming. In the following sections you will find military resource contact information and suggested programming ideas w/work plans.

How to use the sections of this resource guide?

**Military Resources** – this section includes specific county military facility resource information (name, location, phone, contact) that you will use to make initial contact with local military personnel. We have made available to you the names, locations and phone numbers of the exact military contacts that can deliver to your chapter the numbers of veterans that need to be reached.

This section also includes a number of web links that you can review in helping you prepare programming for your chapter. These links can be used for Veterans Month 2009 and beyond. Share these links with your chapter membership. Local business will be able to use these links to better understand their responsibilities to returning military veterans and their families. These are key resources for employers and veterans alike.

**Suggested Activities** – This section provides not only suggested activities, but full action plans or work plans for every suggested activity. We suggest that you read through the suggested activities and select one or two that you will present to your chapter as Veterans Month 2009 activities. Some are very easy to complete (using [www.OhioVetsCan.com](http://www.OhioVetsCan.com)) and some are more labor intensive (putting together a job fair.)

We have included both veteran focused and employer focused suggested programming in this guide. We have found in our conversations with state wide contacts that both types of programming are needed.

Remember, we are challenging you to present at least one program to your chapter for November 2009 – but that does not limit you to one program. You can make this a quarterly event and use more of the ideas from this guide. You could even make contact with your local veterans associations and make this an on-going program for your chapter.

**Evaluations Methods** – we have included a few suggestions on ways to evaluate the effectiveness of your programming. Feel free to use these, or other evaluative metric methods.

**Committee Contact Information** - Finally, we are providing the contact information for every member of the state WR committee that was responsible for the content of this resource guide. We want to hear from you. We want to know of your successes. We want to hear how we can improve the resource guide. We want to know of new veterans' related programming you have completed that we can add to this resource guide. We want your comments and suggestions, please!

**Workforce Readiness**  
*Veterans Month Project 2009*

**Educational Perspective**  
**How to get your chapter more involved in Vets Month 2009**

**Suggested ideas**

You should try and involve as many people in this project as possible from your chapter, including all committee and board members. For instance, at your next board meeting you could invite a local military officer to speak about current issues facing veterans. (Note Ohio SHRM pilot session w/ESGR – 4<sup>th</sup> quarter 2009.)

Use this ESGR information to structure your programming; there is no better resource than veterans themselves for determining what programming is desired and/or necessary.

Solicit member feedback during your meetings leading up to Veterans Month for any issues they (or their employees) are currently facing that could possibly be addressed through the programming.

Activities should be cross-committee – for example, consider devoting your newsletter to veterans' issues for one month. Hot topics and needs could vary by region, so get specific when establishing your agenda.

Use the resources in this guide for suggestions as to determine the best way for your chapter to determine how it can best meet the needs of your local veteran population.

Stay positive and get active. Your event(s) will be greatly appreciated and thankfully received by all.



## **MILITARY RESOURCES**



**Workforce Readiness**  
*Veterans Month Project 2009*

***Statewide VA Healthcare Facilities Listing & Contact Phone***


Facility	Address	Phone
<u>Akron Community Based Outpatient Clinic</u>	55 W. Waterloo Akron, OH 44319-1116	330-724-7715
<u>Ashtabula County VA Clinic</u>	1230 Lake Avenue Ashtabula, OH 44004	866-463-0912
<u>Athens Community Based Outpatient Clinic</u>	510 West Union Street Athens, OH 45701	740-593-7314
<u>Brecksville Clinic</u>	10000 Brecksville Rd Brecksville, OH 44141	440-526-3030
<u>Cambridge Community Based Outpatient Clinic</u>	2146 Southgate Pkwy Cambridge, OH 43725	740-432-1963
<u>Canton Outpatient Clinic</u>	733 Market Avenue South Canton, OH 44702-1018	330-489-4600
<u>Chalmers P. Wylie Ambulatory Care Center</u>	420 N James Road Columbus, OH 43219	614-257-5200 Or 888-615-9448
<u>Chillicothe VA Medical Center</u>	17273 State Route 104 Chillicothe, OH 45601	740-773-1141 Or 800-358-8262
<u>Cincinnati VA Medical Center</u>	3200 Vine Street Cincinnati, OH 45220	513-861-3100 Or 888-267-7873
<u>Cincinnati Vet Center</u>	801B W. 8th St. Suite 126 Cincinnati, OH 45203	513-763-3500
<u>Clermont County Community Based Outpatient Clinic</u>	4600 Beechwood Road Cincinnati, OH 45244	513-943-3680
<u>Cleveland Heights Vet Center</u>	2022 Lee Road Cleveland, OH 44118	216-932-8471
<u>Columbus Vet Center</u>	30 Spruce Street Columbus, OH 43215	614-257-5550
<u>Dayton VA Medical Center</u>	4100 W. 3rd Street Dayton, OH 45428	937-268-6511 Or 800-368-8262
<u>Dayton Vet Center</u>	627 Edwin C. Moses Blvd., 6th Floor, East Medical Plaza Dayton, OH 45408	937-461-9150
<u>East Liverpool/Calcutta Community Based Outpatient Clinic</u>	15655 St Rt. 170, Suite A Calcutta, OH 43920	330-386-4303
<u>Grove City Community Based Outpatient Clinic</u>	1955 Ohio Avenue Grove City, OH 43123	614-257-5800
<u>Hamilton VA Healthcare Associates - Butler County</u>	1755-C South Erie Highway Hamilton, OH 45011	513-870-9444

<u>Lancaster Community Based Outpatient Clinic</u>	Colonnade Medical Building 1550 Sheridan Drive Ste 100 Lancaster, OH 43130	740-653-6145
<u>Lima Community Based Outpatient Clinic</u>	1303 Bellefontaine Ave Lima, OH 45804	419-222-5788
<u>Lorain Community Based Outpatient Clinic</u>	205 West 20th Street Lorain, OH 44052	440-244-3833
<u>Louis Stokes VA Medical Center</u>	10701 East Boulevard Cleveland, OH 44106	216-791-3800
<u>Mansfield Community Based Outpatient Clinic</u>	1456 Park Avenue West Mansfield, OH 44906	419-529-4602
<u>Marietta Community Based Outpatient Clinic</u>	418 Colegate Drive Marietta, OH 45750	740-568-0412
<u>Marion Community Based Outpatient Clinic</u>	1203 Delaware Avenue, Corporate Center #2 Marion, OH 43302-6419	740-223-8089
<u>McCafferty Community Based Outpatient Clinic</u>	4242 Lorain Avenue Cleveland, OH 44113	216-939-0699
<u>McCafferty Vet Center Outstation</u>	4242 Lorain Avenue Suite 201 Cleveland, OH 44113	216-939-0784
<u>Middletown Community Based Outpatient Clinic</u>	675 North University Boulevard Middletown, OH 45042	513-423-8387
<u>New Philadelphia Clinic</u>	1260 Monroe Ave, Suite 1A New Philadelphia, OH 44663	330-602-5339
<u>Newark CBOC</u>	1912 Tamarck Rd Newark, OH 43055	740-788-8328
<u>Painesville Community Based Outpatient Clinic</u>	7 West Jackson Street Painesville, OH 44077	440-357-6740
<u>Parma Vet Center</u>	5700 Pearl Road Suite 102 Parma, OH 44129	440-845-5023
<u>Portsmouth Community Based Outpatient Clinic</u>	840 Gallia Street Portsmouth, OH 45662	740-353-3236
<u>Ravenna Clinic</u>	6751 N Chestnut St Ravenna, OH 44266	330-296-3641
<u>Sandusky Community Based Outpatient Clinic</u>	3416 Columbus Avenue Sandusky, OH 44870	419-625-7350
<u>Springfield Community Based Outpatient Clinic</u>	512 South Burnett Road Springfield, OH 45505	937-328-3385
<u>St. Clairsville VA Primary Care Center CBOC</u>	103 Plaza Dr. Suite A St. Clairsville, OH 43950	740-695-9321
<u>Toledo VA Outpatient Clinic</u>	3333 Glendale Avenue Toledo, OH 43614	419-259-2000
<u>Toledo Vet Center</u>	1565 S. Byrne Road, Suite 104 Toledo, OH 43614	419-213-7533
<u>Warren Community Based Outpatient Clinic</u>	1460 Tod Ave (NW) Warren, OH 44485	330-392-0311
<u>Youngstown Outpatient Clinic</u>	2031 Belmont Avenue Youngstown, OH 44505	330-740-9200
<u>Zanesville Community Based Outpatient Clinic</u>	2800 Maple Avenue Zanesville, OH 43701	740-453-7725

**AMVETS Ohio locations link**  
**[www.amvetscareercenter.org](http://www.amvetscareercenter.org)**






Ohio veteran friendly employer free job posting service. AMVETS career centers work daily with veterans and would be a great resource for chapters to contact.

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AMVETS Career Center provides career, training and employment related services to those who have served America honorably, including:

- Veterans
- Active duty military personnel
- Members of the National Guard or Reserves




For more information . . .

**AMVETS Career Center**  
1395 E. Dublin-Granville Road, Suite 222  
Columbus, Ohio 43229


614-431-6994  
[staff@amvetscareercenter.org](mailto:staff@amvetscareercenter.org)  
[www.amvetscareercenter.org](http://www.amvetscareercenter.org)

. . . or contact your local AMVETS Career Center

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**AMVETS  
Career  
Center**



**Vets Helping Vets  
Help Themselves**

**AMVETS Career Center**

Providing career, training and employment assistance for America's armed forces veterans



## AMVETS Career Center

AMVETS Career Center, Inc. is a 501(c)(3) nonprofit corporation that provides career, training and employment related services to veterans, active duty military personnel and members of the National Guard and Reserves.

There are over 60 career centers located throughout Ohio, plus affiliated career centers in Illinois and New York. Career centers are located in AMVETS facilities, VA Medical Centers, public employment agencies and other locations where employment and training services are offered to veterans.

AMVETS Career Center services are provided free-of-charge to those who meet the following service and residency criteria:

- ♦ Service: You must be a veteran, active duty service member or member of the National Guard or Reserves who has served honorably.
- ♦ Residency: Career center services currently are offered in 4 states.
  - Ohio: You must live in Ohio or be a member of an Ohio AMVETS post or serve in a military unit that is based in Ohio.
  - Illinois and New York: You must live in the state where you receive services and meet other criteria established by the AMVETS organizations in those states.

Proof of honorable military service is required before services will be provided.

AMVETS Career Center also hosts and maintains **Ohio Vets CAN**, an online meeting place where veterans, active duty troops and members of the National Guard and Reserves can link up with employers who value and support military service to America.

Individuals can search for jobs and employers can post job openings and view the online resumes of men and women who have served honorably.

The web address is [www.ohiovetscan.com](http://www.ohiovetscan.com)

## AMVETS Career Center Services

### AMVETS Career Centers

- ♦ Provide career assessment and exploration services to help vets make good career choices
- ♦ Offer over 300 Internet-based training courses to help vets develop the work-related skills employers want
- ♦ Help vets obtain civilian licenses and certifications that reflect the skills they developed while in military service
- ♦ Provide job readiness coaching to help vets dress, act and speak the way employers expect
- ♦ Offer assistance with resume and cover letter writing to help vets market themselves better to employers
- ♦ Provide job search training and coaching to help vets maximize the effectiveness of their job search
- ♦ Offer interview coaching so vets know what to expect when they interview for jobs
- ♦ Refer vets to state veterans employment reps for job placement assistance and other government-provided employment and training assistance
- ♦ Refer vets to veteran, government or social services organizations for additional help they may need

“The men and women of our Armed Forces receive the best technical training in the world. When they come home from military service, AMVETS Career Centers are there to help vets turn their military experience into civilian careers.”

Rick Piscione  
State Commander  
AMVETS Department of Ohio

## AMVETS Career Center Locations

City	Post #	Address	Phone
Albany	93	1055 Setty Rd, Albany 45710	740-698-7212
Ashland	96	233 Union St, Ashland 44805	419-281-0055
Ashtabula	1971A	2247 Lake Avenue, Ashtabula 44004	440-994-2518
Athens	76	20 Campbell St, Athens 45701	740-592-9907
Brecksville	VA	10000 Brecksville Road, Brecksville 44141	440-526-3030 x7299
Brookville	1789	715 Market St, Brookville 45309	937-833-4155
Bryan	54	222 Paige St, Bryan 43506	419-636-4852
Bucyrus	27	235 E. Galen St, Bucyrus 44820	419-562-4571
Canton	124	1757 Cleveland Ave, SW, Canton 44707	330-455-6063
Chauncey	53	16 Converse St, Chauncey 45719	740-797-4927
Circleville	2256	818 Tarlton Rd, Circleville 43113	740-474-3787
<a href="#">Columbus</a>	State HQ	1395 E. Dublin-Granville Rd, Columbus 43229	614-431-6990
Columbus	89	3535 Westerville Rd, Columbus 43224	614-475-9007
Columbus	1312	3599 Lockbourne Rd, Columbus 43207	614-409-1950
Columbus	2000	5057 Chatterton Rd, Columbus 43232	614-266-5517
Coshocton	36	986 Otsego Ave, Coshocton, 43812	740-623-0538
Covington	66	10010 W. State Rte. 185, Covington 45318	937-473-3197
Dayton	24	1016 Leo St, Dayton 45404	937-228-7885
Dayton	33	400 Warren St, Dayton 45402	937-224-4046
Dayton	VA	4100 W. Third St, Dayton 45428	937-268-6511 x2965
Defiance	1991	1795 Spruce St, Defiance 43512	419-784-2356
Delaware	102	485 Park Ave, Delaware 43015	740-363-8316
Eldorado	726	340 W. Mill St, Eldorado 45321	937-273-8081
Elyria	32	11087 Middle Ave, Elyria 44035	440-458-5533
Enon	37	6001 Lower Valley Pike, Springfield 45502	937-882-6412
Fairborn	444	428 Black Lane, Fairborn 45324	937-745-0444
Fairfield	71	4829 Industry Dr, Fairfield 45014	513-858-3079
Findlay	21	339 E. Melrose Ave, Findlay 45840	419-420-9240
Franklin	120	605 S Main St, Franklin 45005	937-746-5845
Galion	1979	420 Harding Way E., Galion 44833	419-468-9095
Hamilton	1983	914 Ross Ave, Hamilton 45013	513-863-4888
Huber Heights	464	5420 Brandt Pike, Huber Heights 45424	937-233-8235
Jackson	84	232 Broadway, Jackson 45640	740-286-7315
Kenton	20	122 N. Main St, Kenton 43326	419-673-5203
Kenton	1994	417 W. Espy St, Kenton 43326	419-673-1990
Kettering	2003	3018 Woodman Dr., Kettering 45420	937-528-2003
Lakeview	39	110 W. Harrison St, Lakeview 43331	937-843-5641



Lancaster	1985	700 S. Maple St, Lancaster 43130	740-653-5478
Logan	1776	649 Radio Lane, Logan 43138	740-385-7100
Lorain	47	3009 Broadway, Lorain 44055	440-244-2160
Mansfield	26	1100 W. Fourth St, Mansfield 44906	419-529-6026
Medway	148	11495 Lower Valley Pike, Medway 45341	937-849-1198
Mentor	40	4679 Corduroy Rd, Mentor 44060	440-257-5825
Mentor on the Lake	109	7847 Lakeshore Blvd, Mentor 44060	440-257-9217
Mt. Gilead	87	7825 State Rt 61, Mt. Gilead 43338	419-947-8326
Napoleon	1313	2250 N. Scott St. Napoleon 43545	419-592-4868
Ontario	31	2943 Park Ave. W, Mansfield 44906	419-529-5571
Perry	1971	4128 Main St., Perry 44081	440-259-5131
Richfield	176	3944 Wheatley Rd, Richfield 44286	330-659-2934
Salem	45	750 S. Broadway, Salem 44460	330-337-8505
Sandusky	17	307 Putnam St, Sandusky 44870	419-626-6974
Sidney	1986	1319 N. 4th Ave, Sidney, 45365	937-497-1986
Springfield	25	1920 Kenton St, Springfield 45505	937-450-2675
Springfield	189	1567 E. Main St, Springfield 45503	937-322-8913
Steubenville	275	114 North 4th St, Steubenville 43952	740-282-0971 x-162
Thornville	51	9293 Twp Rd 79 NW, Thornville 43076	740-246-2440
Tiffin	48	1909 S State Rte 100, Tiffin 44883	419-448-1901
Troy	88	3449 Lefevre Rd, Troy 45373	937-339-0700
Upper Sandusky	777	108 E. Walker St, Upper Sandusky 43351	419-294-5286
Vandalia	99	1123 S. Brown School Rd, Vandalia 45377	937-890-6161
Vermilion	22	1517 State Rte. 60, Vermilion 44089	440-967-0666
Vienna	290	290 Youngstown-Kingsville Rd, Vienna 44473	330-856-3247
Waverly	58	210 N. Market St, Waverly 45690	740-947-8343
Xenia	14	276 Dayton Ave, Xenia 45385	937-376-2442

**<http://www.amvetscareercenter.org/html/locations.html>**

**<http://www.dvs.ohio.gov/>**

Resource that will link you to the COUNTY veterans service offices – scroll down to featured links and click “County Veterans Services Offices”. These offices are funded by county, by your real estate taxes. Veterans Reps at each of these offices are another good location to reach veterans and to partner on chapter programs aimed at helping veterans.

Family members of the military who are employees also may need employer support. Injured veteran family members are covered by several new laws (FMLA amendment) and employers need to be aware of how to work with and possible counsel/guide them as well.

The Ohio Department of Veterans Services has an excellent Benefits Resource Guide. This Guide includes information on:

- Bonuses
- Education
- Employment
- Financial assistance
- Health care
- Home loans
- Legal
- License plates
- Military injury relief fund (MIRF)
- Ohio Veterans Hall of Fame
- Ohio Veterans Homes
- Records
- Recreation Benefits
- Small Business
- Taxes
- Currently serving family support network
- County veterans service offices
- VA facilities in Ohio
- VA phone numbers and websites – commonly used

To gain access to the Benefits Resource Guide from DVS please go to the Ohio SHRM State Council website at [www.OhioSHRM.org](http://www.OhioSHRM.org) and proceed to the Workforce Readiness section where a link will be available to the Benefits Resource Guide.

## County Veteran Services Offices Listing

GOVA		County Veterans Services Offices (CVSO)	
<b>Adams CVSO</b> 641 Panhandle Avenue West Union, OH 45693 (937) 544-5005 Fax: (937) 544-8905	<b>Allen CVSO</b> P. O. Box 1243 Court House, Room 1243 Lima, OH 45802 (419) 223-8522 or (419) 228-3700 / x8819 Fax: (419) 223-8535	<b>Ashland CVSO</b> 110 Cottage Street Ashland, OH 44805 (419) 282-4225 Fax: (419) 281-5747	<b>Ashtabula CVSO</b> 1212 Lake Avenue Ashtabula, OH 44004 (440) 964-8324 Fax: (440) 964-3582
<b>Athens CVSO</b> Court House Annex 15 S. Court Street Athens, OH 45701 (740) 592-3216 Fax: (740) 592-3217	<b>Auglaize CVSO</b> 209 S. Blackhoof St., Rm 202 Wapakoneta, OH 45895 (419) 739-6750 Fax: (419) 739-6751	<b>Belmont CVSO</b> 100 W. Main St., Ste 104 St. Clairsville, OH 43950-1265 (740) 695-2121 / x125 Fax: (740) 695-4935	<b>Brown CVSO</b> 303 E. Cherry St., Ste. 104 Georgetown, OH 45121-1345 (937) 378-3155 Fax: (937) 378-1535
<b>Butler CVSO</b> Butler Cty Gov Svc Center First Fl., 315 High St. Hamilton, OH 45011 (513) 887-3600 Fax: (513) 887-3519	<b>Carroll CVSO</b> 160 Second St., SW P.O. Box 303 Carrollton, OH 44615 (330) 627-2590 Fax: (330) 627-0118	<b>Champaign CVSO</b> 308-B Miami Street Urbana, OH 43078 (937) 653-4554 Fax: (937) 653-3196	<b>Clark CVSO</b> 120 South Center St. Springfield, OH 45502-1204 (937) 328-2482 Fax: (937) 328-2457
<b>Clermont CVSO</b> 76 South Riverside Dr. Heritage Building, 3rd Floor Batavia, OH 45103 (513) 732-7363 Fax: (513) 732-7639	<b>Clinton CVSO</b> 43 S. Walnut St., Box #2 Wilmington, OH 45177 (937) 382-3233 Fax: (937) 655-8834	<b>Columbiana CVSO</b> 966 North Market Street Lisbon, OH 44432 (330) 424-7214 Fax: (330) 424-9692	<b>Coshocton CVSO</b> Court House 318 Main Street Coshocton, OH 43812 (740) 622-2313 Fax: (740) 623-6507
<b>Crawford CVSO</b> 112 E. Mansfield St., Ste. 95 CH Lower Level, Admin. Bldg. Bucyrus, OH 44820 (419) 562-7761 Fax: (419) 562-0662	<b>Cuyahoga CVSO</b> 1849 Prospect Ave., 2d Floor Cleveland, OH 44115 (216) 698-2600 Fax: (216) 698-2650	<b>Darke CVSO</b> Administration Building 520 South Broadway Greenville, OH 45331 (937) 547-7398 Fax: (937) 547-1928	<b>Defiance CVSO</b> 1300 East Second Street Ste 102 Defiance, OH 43512 (419) 782-6861 Fax: (419) 782-6713
<b>Delaware CVSO</b> R.B. Hayes Cty Svcs. Bldg 140 N. Sandusky St. Delaware, OH 43015 (740) 833-2010 Fax: (740) 833-2019	<b>Erie CVSO</b> 247 Columbus Avenue Sandusky, OH 44870 (419) 627-7650 or (419) 627-7651 Fax: (419) 627-6660	<b>Fairfield CVSO</b> 227 E. Main Street Lancaster, OH 43130 (740) 689-6202 Fax: (740) 689-6203	<b>Fayette CVSO</b> 133 S. Main Street, Ste. L11 Washington C.H., OH 43160 (740) 335-1610 Fax: (740) 333-3587
<b>Franklin CVSO</b> 250 West Broad Street Columbus, OH 43215 (614) 462-2500 Fax: (614) 462-2505	<b>Fulton CVSO</b> 604 S. Shoop Ave., Ste 270 Wauseon, OH 43567-1732 (419) 337-9266 Fax: (419) 337-9296	<b>Gallia CVSO</b> 1102 Jackson Pike Spring Valley Plaza Gallipolis, OH 45631 (740) 446-2005 Fax: (740) 446-3915	<b>Geauga CVSO</b> 470 Center Street, Bldg 8 Chardon, OH 44024 (440) 285-2222 / x6406 Fax: (440) 285-4489
<b>Greene CVSO</b> 541 Ledbetter Road Xenia, OH 45385 (937) 562-6020 Fax: (937) 562-6021	<b>Guernsey CVSO</b> 627 Wheeling Ave., Ste. 102 Cambridge, OH 43725 (740) 432-9295 or (740) 432-9294 Fax: (740) 432-6086	<b>Hamilton CVSO</b> 230 E. Ninth St., Rm. 1100 Cincinnati, OH 45202 (513) 946-3300 Fax: (513) 946-3320	<b>Hancock CVSO</b> Midtown Center 209 W. Main Cross St. Suite 102 Findlay, OH 45840 (419) 424-7036 Fax: (419) 424-7440

## GOVA

## County Veterans Services Offices (CVSO)

<b>Hardin CVSO</b> One Court House Square Suite 120 Kenton, OH 43326 (419) 674-2219 Fax: (419) 673-8406	<b>Harrison CVSO</b> 100 W. Market St., Courthouse Cadiz, OH 43907-1118 (740) 942-8441 Fax: (740) 942-8415	<b>Henry CVSO</b> 209 West Front St. Napoleon, OH 43545 (419) 592-0956 Fax: (419) 592-4344	<b>Highland CVSO</b> 135 N. High St., Rm. 116 Hillsboro, OH 45133 (937) 393-8686 Fax: (937) 393-8738
<b>Hocking CVSO</b> Court House, First Floor 1 East Main Street Logan, OH 43138-1207 (740) 385-7507 Fax: (740) 380-2351	<b>Holmes CVSO</b> 10 S. Clay St., Ste. 104 Millersburg, OH 44654-2001 (330) 674-4806 Fax: (330) 674-5459	<b>Huron CVSO</b> 130 Shady Lane Drive Norwalk, OH 44857 (419) 668-4150 Fax: (419) 663-6215	<b>Jackson CVSO</b> Courthouse Annex 275 Portsmouth Street Jackson, OH 45640 (740) 286-3004 Fax: (740) 288-0105
<b>Jefferson CVSO</b> 423 North Street Steubenville, OH 43952 (740) 283-8571 Fax: (740) 283-8668	<b>Knox CVSO</b> 117 E. High St., Ste. 257 Mt. Vernon, OH 43050 (740) 393-6742 Fax: (740) 397-2672	<b>Lake CVSO</b> Lake County Admin. Bldg. 105 Main Street, Box 490 Painesville, OH 44077-0490 (800) 899-LAKE or (440) 350-2567 or (440) 350-2568 or (440) 350-2569 Fax: (440) 350-5980	<b>Lawrence CVSO</b> Court House Ironton, OH 45638 (740) 533-4327 or (419) 533-4328 Fax: (740) 533-4345
<b>Licking CVSO</b> 75 East Main Street Newark, OH 43055 (740) 670-5430 Fax: (740) 670-5434	<b>Logan CVSO</b> 121 S. Opera St., Memorial Hall Bellefontaine, OH 43311-2057 (937) 599-4221 Fax: (937) 592-1998	<b>Lorain CVSO</b> 42495 N. Ridge Rd. Elyria, OH 44035 (440) 284-4623 or (440) 284-4625 or (440) 284-4624 Fax: (440) 284-4696	<b>Lucas CVSO</b> 1301 Monroe Street, Ste 200 Toledo, OH 43624 (419) 213-6090 or (419) 213-6092 Fax: (419) 213-6099
<b>Madison CVSO</b> Court House, Room 011 London, OH 43140 (740) 852-0676 Fax: (740) 852-5597	<b>Mahoning CVSO</b> County Annex, Rm. #213 2801 Market Street Youngstown, OH 44507 (330) 740-2450 or (330) 740-2451 or (330) 740-2452 Fax: (330) 788-3501	<b>Marion CVSO</b> Vets. Memorial Coliseum 220 E. Fairground St., Ste 101 Marion, OH 43302 (740) 387-0100 Fax: (740) 387-1670	<b>Medina CVSO</b> 210 Northland Drive Medina, OH 44256 (330) 722-9368 Fax: (330) 722-9378
<b>Meigs CVSO</b> 117 Memorial Drive Pomeroy, OH 45769-9582 (740) 992-2820 Fax: (740) 992-1398	<b>Mercer CVSO</b> 220 West Livingston, 2nd Floor Celina, OH 45822 (419) 586-3542 Fax: (419) 586-7702	<b>Miami CVSO</b> 510 W. Water St., Suite 140 Troy, OH 45373-2986 (937) 440-8126 Fax: (937) 440-8128	<b>Monroe CVSO</b> 118 Home Ave., Box 542 Woodsfield, OH 43793 (740) 472-0743 Fax: (740) 472-2534
<b>Montgomery CVSO</b> 627 Edwin C. Moses Blvd 4th Fl., E. Medical Plaza Dayton, OH 45408 (937) 225-4866 Fax: (937) 225-4854	<b>Morgan CVSO</b> 55 South Kennebec St. McConnellsville, OH 43756 (740) 962-4181 Fax: (740) 962-4361	<b>Morrow CVSO</b> 619 West Marion Rd., Ste. 107 Mt. Gilead, OH 43338 (419) 946-1914 Fax: (419) 946-1175	<b>Muskingum CVSO</b> 145 Sunrise Center Road Zanesville, OH 43701 (740) 455-7149 Fax: (740) 455-7106
<b>Noble CVSO</b> 140 Courthouse Caldwell, OH 43724 (740) 732-5567 Fax: (740) 732-5702	<b>Ottawa CVSO</b> 8444 W. SR 163, Ste. 102 Oak Harbor, OH 43449 (800) 610-8872 Fax: (419) 898-3067	<b>Paulding CVSO</b> 810 E. Perry St., P.O. Box 215 Paulding, OH 45879 (419) 399-8285 Fax: (419) 399-5571	<b>Perry CVSO</b> 120 West Brown Street New Lexington, OH 43764 (740) 342-2536 Fax: (740) 342-3984

## GOVA

## County Veterans Services Offices (CVSO)

<b>Pickaway CVSO</b> 141 W. Main Street, Suite 300 Circleville, OH 43113 (740) 474-3650 Fax: (740) 474-4646	<b>Pike CVSO</b> 116 S. Market St., Ste. 100 Waverly, OH 45690 (740) 947-2766 Fax: (740) 947-9561	<b>Portage CVSO</b> Portage Co. Admin. Bldg. 449 South Meridian St. Ravenna, OH 44266 (330) 297-3545 Fax: (330)-297-3544	<b>Preble CVSO</b> 108 North Barron Street Eaton, OH 45320 (937) 456-6111 Fax: (937) 456-1019
<b>Putnam CVSO</b> 133 Court Street Ottawa, OH 45875 (419) 523-4478 Fax: (419) 523-4805	<b>Richland CVSO</b> 597 Park Ave. East Mansfield, OH 44905 (419) 774-5822 Fax: (419) 774-5831	<b>Ross CVSO</b> The Ross County Service Center 475 Western Ave., Suite #C Chillicothe, OH 45601-2291 (740) 772-1600 Fax: (740) 772-1614	<b>Sandusky CVSO</b> 2511 Countryside Dr., Suite B Fremont, OH 43420 (419) 334-4421 Fax: (419) 334-3434
<b>Scioto CVSO</b> 612 6th St., Ste E Portsmouth, OH 45662-3962 (740) 353-1477 Fax: (740) 354-4946	<b>Seneca CVSO</b> 920 East County Road 20 Tiffin, OH 44883 (419) 447-2885 or (800) 820-0189 Fax: (419) 448-5104	<b>Shelby CVSO</b> 133 S. Ohio Avenue Sidney, OH 45365-2716 (937) 498-7282 Fax: (937) 498-7483	<b>Stark CVSO</b> 110 Central Plaza South Suite 500 Canton, OH 44702-1413 (330) 451-7457 Fax: (330) 451-7469
<b>Summit CVSO</b> 148 Park Street Akron, OH 44308-1990 (330) 643-2830 Fax: (330) 643-8779	<b>Trumbull CVSO</b> 280 N Park Avenue NE Ste 201 Warren, OH 44481 (330) 675-2585 Fax: (330) 675-2484	<b>Tuscarawas CVSO</b> 393 16th St. S.W. P.O. Box 807 New Philadelphia, OH 44663 (330) 339-1163 Fax: (330) 339-1855	<b>Union CVSO</b> 238 West 6th Street Marysville, OH 43040-1531 (937) 642-7956 or (800) 686-2308 Fax: (937) 642-9282
<b>Van Wert CVSO</b> 121 E. Main St., Rm. 101 Van Wert, OH 45891 (419) 238-9592 Fax: (419) 238-2819	<b>Vinton CVSO</b> Court House, P.O. Box 63 McArthur, OH 45651 (740) 596-4571 / x224 Fax: (740) 596-4879	<b>Warren CVSO</b> 312 E. Silver Street Lebanon, OH 45036 (513) 695-1363 Fax: (513) 695-2975	<b>Washington CVSO</b> 706 Pike St., Suite 1 Marietta, OH 45750 (740) 568-9009 Fax: (740) 568-9019
<b>Wayne CVSO</b> 356 W. North St., Lwr. Lvl. Wooster, OH 44691 (330) 345-6638 or (800) 335-6638 Fax: (330) 345-6945	<b>Williams CVSO</b> 228 S. Main Street Bryan, OH 43506 (419) 636-8812 or (419) 636-9077 Fax: (419) 636-7306	<b>Wood CVSO</b> 1616 East Wooster St. Unit R-Suite 2A-2 Bowling Green, OH 43402 (419) 354-9147 Fax: (419) 354-9148	<b>Wyandot CVSO</b> 129 S. Sandusky Ave. Upper Sandusky, OH 43351 (419) 294-2045 Fax: (419) 294-6416



## Ohio JFS Web Links

**<http://jfs.ohio.gov/veterans/>**

Excellent resource – “locate a vet rep” will give listing of all STATE Vet Reps within Ohio by county, address & location, along with office hours of operations. These are the people to contact to help get your chapter’s program off the ground – see enclosed listing by county w/contact person and phone number

### Ohio Vet Reps and County Career Centers

County & Representative	Location	Availability
<b>Adams</b> Thomas Stephens	<i>Workforce Connections</i> 19211 Main Street Winchester OH 45697 Phone: (800) 233-7891 Fax: (937) 6950962	Wednesday 8:00 am - 4:30 pm
<b>Allen</b> Lee Martin	<i>ACCENT</i> 1501 South Dixie Highway Lima , OH 45804 Phone (419) 999-0386 Fax (419) 999-0205	Thursday and Friday 7:30 am - 4:30 pm
Lance Nickles	<i>ACCENT</i> 1501 South Dixie Highway Lima , OH 45804 Phone (419) 999-0381 Fax (419) 999-0205	Monday - Friday 7:30 am - 4:30 pm
<b>Ashland</b> Ryan Nofsinger	<i>Employment &amp; Training Connection</i> 15 West 4th Street Ashland, OH 44805 Phone: (419) 282-5055 Fax:(419) 282-5012	Tuesday - Friday 8:00 am - 4:00 pm
<b>Ashtabula</b> Michele Stowe_Caya	<i>JobSource</i> 2247 Lake Avenue Ashtabula , OH 44004 Located in the Job Source Phone (440) 994-2518 Fax (440) 992-7826	Monday - Friday 8:00 am - 4:30 pm
<b>Athens</b> Ed Allshouse	<i>The Work Station</i> 70 North Plains Road The Plains , OH 45780 Phone (740) 797-1405 Fax (740) 797-3105	Tuesday & Thursday 8:00 am - 3:30 pm
<b>Auglaize</b>	<i>Auglaize County Workforce</i> 801 Middle Street Wapakoneta , OH 45895 Phone: (419) 739-7225 Fax: (419) 739-7249	Wednesday Only 8:00 am - 4:30 pm
<b>Belmont</b> Dan Wilson	<i>Belmont County Connections</i> 302 Walnut Street Martins Ferry, OH 43935 Phone: (740) 633-5627 Fax: (740) 633-3197	Monday - Friday 8:00 am - 4:30 pm
<b>Brown</b> Thomas Stephens	<i>Workforce Connections</i> 406 West Plum Street Georgetown, OH 45121 Phone:1-800-553-7393 ext. 261 Fax: (937) 378-1535	Friday Only 8:30am - 4:30 pm
<b>Butler</b>	<i>Workforce One</i> 4631 Dixie Highway	Monday - Friday

Roger Wick	Fairfield, OH 45014 Phone: (513)785-6702 Fax: (513) 887-3221	8:00am - 5:00 pm
<b>Carroll</b> Dan Wilson	<i>Carroll County Connections</i> 55 East Min Street Carrollton, OH 44615 Phone: (330) 627-3804 Fax: (330) 627-3121	By Appointment Only
<b>Champaign</b> Jeff Adams	<i>Champaign Technology &amp; Employment Center</i> 1512 S. US Highway 68 Bay 14 Urbana, OH 43078 Phone: (937) 484-1552 Fax:(937) 484-1584	Wednesday 9:00 am - 4:00 pm
<b>Clark</b> Jeff Adams	<i>Clark County Workplus Center</i> 1345 Lagonda Avenue Springfield, OH 45503 Phone: (937) 327-1929 Fax: (937) 327-1978	Monday and Friday 8:00 am - 5:00 pm
<b>Clermont</b> Donald Lutz	<i>Workforce One</i> 756 Old State Route 74 Cincinnati, OH 45245 Phone: (513) 943-8021 Fax:(513) 684-3002	Monday - Thursday 8:00 am - 5:00 pm
<b>Clinton</b> Karen Griffith	<i>Air Park Transition Center</i> 3280 SR 73, Bldg. 5 Wilmington, OH 45177 Phone:(937) 302-2058 Fax: (937) 382-8976  <i>CC Works</i> 125 S. South Street Ste. 500 Wilmington, OH 45177 Phone:(937) 382-7762 Fax: (937) 383-2657	Thursday 9:00 am - 5:00 pm  Friday 8:30 am - 4:00 pm
<b>Columbiana</b> Shawn Frederick	<i>Columbiana One Stop</i> 7860 Lincole Place Lisbon, OH 44432 Phone:(330) 424-7006 Fax: (330) 424-7313	By Appointment Only
<b>Coshocton</b> Jon Cannon	<i>Coshocton County JFS</i> 725 Pine Street Coshocton, OH 43812 Phone: (740) 622-1020 Fax: (740) 623-0770	By Appointment Only
<b>Crawford</b> Christopher Tyree	<i>Crawford Jobs Plus</i> 225 E. Mary Street Bucyrus, OH 44820 Phone:(419) 562-8066, ext. 299 Fax:(419) 562-7970	Friday Only
<b>Cuyahoga</b> Natalie Salisbury-Triplett	<i>Federal Building M28</i> 1240 E. 9th Street, Room 1029 Cleveland, OH Phone: (216) 522-3535, ext. 3806 Fax:(216) 522-2692	Monday - Friday 7:30 am - 4:00 pm
Daniel Wiggins	<i>Cleveland Career Center One Stop</i> 1020 Bolivar Road Cleveland, OH 44115 Phone: (216) 664-2774 Fax:(216) 644-2951	Monday - Friday 8:00 am - 5:00 pm
Erik Hills	<i>Cleveland Career One Stop</i> 1020 Bolivar Road Cleveland, OH 44115 Phone: 216-664-2805 Fax:(216) 644-2951	Monday - Friday 8:00 am to 5:00 pm
Douglas Mayerhofer	<i>Employment Connection</i> 11699 Brookpark Road Parma, OH 44130 Phone: (216) 898-8357 Fax:(216) 898-1497	Monday - Friday 8:00 am to 5:00 pm
Harry Skafidas	<i>Employment Connection</i> 11699 Brookpark Road	Monday - Friday 8:00 am - 5:00 pm

	Parma, OH 44130 Phone: (216) 898-8356 Fax:(216) 898-1497	
Eric Dougan	<i>Louis Stokes VAMC</i> 10000 Brecksville Road Building 4, Room 134 Cleveland, OH 44141 Phone: (440) 526-3030, ext.3530 Fax:( ) none listed	Wednesday, Thursday and Friday 8:00 am - 5:00 pm
Eric Dougan	<i>Volunteers of America</i> 775 East 152nd Street Cleveland, OH 44110 Phone: (216) 541-9000, ext. 1310 Fax: (216) 541-5143	Monday - Tuesday 8:00 am - 5:00 pm
Maurice Brown	<i>Cleveland Career One Stop</i> 1020 Bolivar Road Cleveland, OH 44115 Phone: (216) 664-2876 Fax:(216) 644-2951	Monday - Friday 8:00 am to 5:00 pm
William Flaisig	<i>Cleveland Career One Stop</i> 1020 Bolivar Road Cleveland, OH 44115 Phone: (216) 664-2876 Fax:(216) 644-2951	Monday - Friday 8:00 am to 5:00 pm
<b>Darke</b> Charles Williams	<i>Darke County One Stop</i> 603 Wagner Avenue Greenville OH 45331 Phone: (937) 548-4132 Ext. 329 Fax: (937) 548-4928	Wednesday Only 8:30 am - 4:30 pm
<b>Defiance</b> William (Nick) Hill	<i>Defiance County One Stop</i> 1300 E. Second Street Defiance OH 43512 Phone: (419) 784-3777 Fax: (419) 782-4649	Tuesday Only 8:00 am to 4:30 pm
<b>Delaware</b> Gary Cox	<i>Delaware Career Center</i> 4565 Columbus Pike Delaware OH 43015 Phone: (740) 548-6665 Fax: (740) 549-4107	Tuesday and Thursday 9:00 am to 4:00 pm
<b>Erie</b> Chris Tyree	<i>Your Job Store</i> 5500 Milan Sandusky OH 44870 Phone: (419) 624-6451 Fax: (419) 624-6459	Every Other Wednesday 8:00 am to 4:30 pm
<b>Fairfield</b> Lyle Hamilton	<i>Work Net FCJFS</i> 239 West Main Street Lancaster OH 43130 Phone: (740) 689-2488 Fax: (740) 687-9251	Monday – Friday 8:00 am to 5:00 pm
<b>Fayette</b> Karen Griffith	<i>Fayette County One Stop</i> <i>Southern State Comm College</i> 1270 US Rte 62 SW Rm 104 Washington C.H. OH 43160 Phone: (740) 333-5115 Ext. 5725 Fax: (740) 333-5404	Wednesday 8:35 am to 3:55 pm
<b>Franklin</b> Gregory Fox	<i>Central Ohio Workforce Investment Corporation</i> 1111 E Broad Street Columbus OH 43206 Phone: (614) 559-6054 Fax: (614) 559-6083	Monday – Friday 8:00 am to 4:30 pm
Craig Dickson	<i>Central Ohio Workforce Investment Corporation</i> 1111 E Broad Street Columbus OH 43206 Phone: (614) 559-6056 Fax: (614) 559-6083	Monday – Friday 7:30 am to 4:00 pm
Joe Duncan	<i>Central Ohio Workforce Investment Corporation</i> 1111 E Broad Street	Monday – Friday 7:30 am to 4:00 pm

	Columbus OH 43206 Phone: (614) 559-6057 Fax: (614) 559-6083	
Robert Okeefe	<i>Central Ohio Workforce</i> Investment Corporation 1111 E Broad Street Columbus OH 43206 Phone: (614) 559-6058 Fax: (614) 559-6083	Monday – Friday 8:00 am to 4:30 pm
	<i>Central Ohio Workforce</i> Investment Corporation 1111 E Broad Street Columbus OH 43206 Phone: (614) 559-6055 Fax: (614) 559-6083	
	<i>Volunteers of America</i> 567 W. Broad Street Columbus OH 43203 Phone: (614) 351-1881 Fax:	
	<i>VA Outpatient Clinic</i> 420 N. James Road Columbus OH 43219 Phone: (614) 257-5200 Ext. 2660 Fax:(614)	
<b>Fulton</b> William (Nick) Hill	<i>Northwest Ohio Job Center</i> 604 S Shoop Avenue Wauseon OH 43567 Phone: (419) 337-9215 Fax: (419) 337-9295	Thursday Only 8:00 am to 4:30 pm
<b>Gallia</b> J.D. Johnson	<i>Work Opportunity Center</i> 848 Third Avenue Gallipolis OH 45631 Phone: (740) 446-3222 Ext. 261 Fax: (740) 446-8942	Wednesday Only 9:00 am to 4:00 pm
<b>Geauga</b> Michelle Stowe-Caya	<i>Geauga County</i> 12480 Ravenwood Drive Chardon OH 44024 Phone: (440) 285-1120 Fax: (440) 285-1218	By Appointment Only
<b>Greene</b> Bob Bonasso	<i>Greene Works</i> 581 Ledbetter Xenia OH 45385 Phone: (937) 562-6152 Fax: (937) 562-6566	Monday – Friday 8:00 am to 5:00 pm
	<i>Greene Works</i> 581 Ledbetter Xenia OH 45385 Phone: (937) 562-6150 Fax: (937) 562-6566	
<b>Guernsey</b> Jon Cannon	<i>Guernsey County Opportunity Center</i> 9900 Brick Church Road Cambridge OH 43725 Phone: (740) 432-9317 Fax: (740) 439-1735	By Appointment Only
<b>Hamilton</b> Dennis Vonderembse	<i>Super Jobs Center</i> 1916 Central Parkway Cincinnati, OH 45214 Phone: (513) 731-9800 Ext. 205 Fax:(513) 458-7979	Monday - Friday 7:30 am to 4:00 pm
Darryl Gaither	<i>Super Jobs Center</i> 1916 Central Parkway Cincinnati OH 45214 Phone: (513) 731-9800 Ext. 356 Fax: (513) 458-6147	Monday – Friday 8:00 am to 5:00 pm
William Gaskins	<i>Super Jobs Center</i> 1916 Central Parkway Cincinnati OH 45214 Phone: (513) 458-6983 Fax: (513) 458-7979	Monday, Tuesday & Thursday 8:00 am to 5:00pm
William Gaskins	<i>Hamilton County Veteran Service Office</i> 230 E 9th Street Room 1100	Wednesday & Friday 8:00 am to 5:00 pm



	Cincinnati OH 45202 Phone: (513) 946-3306 Fax: (513) 946-3320	
<b>Hancock</b> Lee Martin	<i>Hancock County Employment Resource</i> 7746 Cty Rd 140 Ste. B Findlay OH 45840 Phone: (419) 422-3679 Ext. 1451 Fax: (419) 422-8346	Tuesday and Wednesday 7:30 am to 4:00 pm
<b>Hardin</b>	<i>Hardin County Workforce</i> 1021 W Lima St Kenton OH 43326 Phone: (419) 674-2312 Fax: (419) 673-8654	Thursday 8:45 am to 3:45 pm
<b>Harrison</b> Dan Wilson	<i>Connections</i> 520 N Main St PO Box 239 Cadiz OH 43907 Phone: (740) 942-2171 Fax: (740) 942-2370	By Appointment Only
<b>Henry</b>	<i>Northwest Ohio Job Center</i> 104 E Washington St Napoleon OH 43545 Phone: (419) 592-3862 Fax: (419) 599-9214	
<b>Highland</b> Karen Griffith	<i>Highland County Employment Center</i> 1575 North High St Ste 300 Hillsboro OH 45133 Phone: (937) 393-1933 Ext. 153 Fax: (937) 393-3966	Monday and Tuesday 8:00 am to 4:30 pm
<b>Hocking</b> Ed Allshouse	<i>Hocking County Job Services</i> 389 W. Front Street Logan OH 43138 Phone: (740) 380-1545 Fax: (740) 380-2875	Monday, Wednesday & Friday 7:30 am to 4:00 pm
<b>Holmes</b> Jason Correll	<i>Employment and Training Connection</i> 85 N Grant St Millersburg OH 44654 Phone: (330) 674-1111:	By Appointment Only
Ryan Nofsinger	<i>Employment and Training Connection</i> 85 N Grant St Millersburg OH 44654 Phone: (330) 674-1111 Fax: (330) 674-0770	By Appointment Only
<b>Huron</b> Chris Tyree	<i>The Job Store</i> 185 Shady Lane Norwalk OH 44857 Phone: (800) 668-5175 Ext. 3336 Fax: (419) 663-9902	By Appointment Only
<b>Jackson</b> J.D. Johnson	<i>Jackson County JFS</i> 25 East South Street Jackson OH 45640 Phone: (740) 286-4181 Ext. 239 Fax: (740) 288-7168	Tuesday & Thursday 9:00 am to 4:00 pm
<b>Jefferson</b> Dan Wilson	<i>Connections</i> 114 North 4th St PO Box 130 Steubenville OH 43952 Phone: (740) 282-0971 Ext. 162 Fax: (740) 282-8361	By Appointment Only
<b>Knox</b> John Eder	<i>Opportunity Knox</i> 17604 Coshocton Road Mt Vernon OH 43050 Phone: (740) 397-7177 ext 1322 Fax: (740) 397-5078	Tuesday, Thursday & Friday 8:00 am to 4:30 pm
<b>Lake</b> Carl Luebking	<i>Lake County One Stop</i> 177 Main Street Painesville OH 44077 Phone: (440) 350-4334 Fax: (440) 350-5838	Monday - Friday 7:30 am to 11:30 am
<b>Lawrence</b>	<i>Workforce Development Resource Center</i> 120 North Third St. Ste. D	Monday & Friday 8:00 am to 5:00 pm



J.D. Johnson	Ironton OH 45638 Phone: (740) 532-3140 Ext. 266 Fax: (740) 532-5909	
<b>Licking</b> Jon Cannon	<i>Licking County One Stop</i> 998 E Main Street Newark OH 43055 Phone: (740) 670-8899 Fax:	Monday - Friday 7:30 am to 4:30 pm
John Law	<i>Licking County One Stop</i> 998 E Main St Newark OH 43055 Phone: (740) 670-8711 Fax: (740) 670-8996	Monday - Friday 8:00 am to 4:30 pm
<b>Logan</b> Jeffrey Adams	<i>WorkPlus</i> 211 E. Columbus Ave Bellefontaine OH 43311 Phone: (937) 599-5165 Fax:	By Appointment Only
<b>Lorain</b> Sheonkei Mone' Givner	<i>Employment netWork</i> 42495 North Ridge Road Elyria OH 44035 Phone: (440) 284-4229 Fax: (440) 324-5266	
Ron Ramsey	<i>Employment netWork</i> 42495 North Ridge Road Elyria OH 44035 Phone: (440) 284-4220 Fax: (440) 324-5266	Monday – Friday 8:00 am to 5:00 pm
<b>Lucas</b>		
Craig Wieczorek	<i>The Source</i> 1301 Monroe Street Toledo OH 43604 Phone: (419) 213-6337 Fax: (419) 213-6325	
Benjamin Hopps	<i>The Source</i> 1301 Monroe Street Toledo OH 43604 Phone: (419) 213-6337 Fax: (419) 213-6325	
Roberta Headley (Bobbie)	<i>The Source</i> 1301 Monroe Street Toledo OH 43604 Phone: (419) 213-6389 Fax: (419) 213-6325	Monday – Friday 8:00 am to 4:30 pm
<b>Madison</b> Jeffrey Adams	<i>Madison Works</i> 200 Midway London OH 43140 Phone: (937) 327-1700 ext. 1929 Fax: (740) 852-5745	By Appointment Only
<b>Mahoning</b> Shawn Frederick	<i>Mahoning County One Stop</i> 141 Boardman-Canfield Rd Boardman OH 44512 Phone: (330) 965-1787 Ext. 131 Fax: (330) 965-1788	Monday , Wednesday, Thursday and Friday 8:00 am to 5:00 pm
<b>Marion</b> Gary Cox	<i>Marion Connections</i> 622 Leader St Marion OH 43302 Phone: (740) 387-8560 Ext. 253 Fax: (740) 387-2175	Monday, Wednesday, and Friday 8:00 am to 5:00 pm
<b>Medina</b> Doug Mayerhoffer	<i>Medina Works</i> 3721 Pearl Road Medina OH 44256 Phone: (330) 764-8615 Fax: (330) 722-4657	By Appointment Only
<b>Meigs</b> Ed Allshouse	<i>Meigs County Job Services</i> 175 Race St Middleport OH 45760 Phone: (740) 992-2117 Fax: (740) 992-7500	By Appointment Only

<b>Mercer</b> Denise Meyer	<i>Mercer County Workforce</i> 220 West Livingston Celina OH 45822 Phone: (419) 586-6409 Fax: (419) 586-2665	Monday - Friday 8:00 am to 4:30 pm
	<i>Mercer County Workforce</i> 220 W Livingston Street Celina OH 45822 Phone: (419) 586-6409 Fax: (419) 586-2665	Monday and Friday Only 8:00 am to 4:30 pm
<b>Miami</b> Charles Williams	<i>Job Center Network</i> 2040 N C.R. 25a Troy OH 45373 Phone: (937) 335-7142 Fax: (937) 335-2225	Tuesday Only 8:30 am to 4:30 pm
<b>Monroe</b>	<i>Monroe County JFS</i> 100 Home Avenue Woodsfield OH 43793 Phone: (740) 472-1602 Fax: (740) 472-5781	By Appointment Only
<b>Montgomery</b> Ana McFarlane	<i>Montgomery County Job Center</i> 1111 S Edwin C. Moses Blvd. Dayton, OH 45408 Phone: (937) 285-6564 Fax: (937) 285-6509	Monday - Friday 8:00 am to 4:30 pm
Harold Edwards	<i>Montgomery County Job Center</i> 1111 S Edwin C. Moses Blvd. Dayton, OH 45408 Phone: (937) 285-6566 Fax: (937) 285-6509	Monday - Friday 8:00 am to 4:30 pm
Neal Yoke	<i>The Job Center</i> 1111 S Edwin C. Moses Blvd Dayton, OH 45408 Phone: (937) 285-6580 Fax: (937) 285-6509	Monday, Tuesday, Thursday & Friday 7:30 am - 4:30 pm
Robert Cornett	<i>The Job Center</i> 1111 S Edwin C. Moses Blvd Dayton, OH 45408 Phone: (937) 285-6568 Fax: (937) 285-6509	Monday - Friday 8:00 am to 4:30 pm
<b>Morgan</b> William Norris	<i>Morgan County One Stop</i> 155 E Main St Rieker Bldg 3rd Fl Mcconnelsville OH 43756 Phone: (740) 962-4616 Fax: (740) 962-2623	By Appointment Only
<b>Morrow</b> John Eder	<i>Morrow County JFS</i> 619 D West Marion Road Mt. Gilead OH 43338 Phone: (419) 946-8480 Fax: (419) 946-5181	Monday and Wednesday 8:00 am to 4:30 pm
<b>Muskingum</b> Jon Cannon	<i>Muskingum County One Stop</i> 503 Main Street Zanesville OH 43701 Phone: (740) 454-6211 Fax: (740) 455-4466	By Appointment Only
<b>Noble</b> William (Bill) Norris	<i>Noble County One Stop</i> 18065 Woodsfield Rd Sr 78 Caldwell Oh 43724 Phone: (740) 732-2392 Ext. 151 Fax: (740) 732-4037	Wednesday & Friday 8:00 am to 4:30 pm
<b>Ottawa</b> Chris Tyree	<i>The Job Store</i> 8043 West State St Rte 163 Oak Harbor OH 43449 Phone: (419) 898-3688 Ext. 240 Fax: (419) 898-2436	By Appointment Only
<b>Paulding</b>	<i>ACCENT</i> 250 Dooley Drive Ste. B Paulding OH 45879 Phone: (419) 399-3345 Fax: (419) 399-4333	By Appointment Only 8:30 am to 4:00 pm

<b>Perry</b> <b>Ed Allshouse</b>	<i>Perry County Job Services</i> 212 S Main Street New Lexington OH 43764 Phone: (740) 342-3551 Fax: (740) 342-5491	By Appointment Only
<b>Pickaway</b> Theresa Hughes	<i>Pickaway County One Stop</i> 1080 US RT 22 N Circleville OH 43113 Phone: (740) 420-7339 Ext. 332 Fax: (740) 420-7369	Tuesday and Thursday 8:00 am to 4:30 pm
<b>Pike</b> Thomas Stephens	<i>Workforce Connections</i> 941 Market St Piketon OH 45661 Phone: (866) 820-1185 Fax: (740) 289-4291	Monday 8:30 am to 4:00 pm
<b>Portage</b> Michelle Stowe-Caya	<i>Portage County One Stop</i> 1081 West Main Street Ravenna OH 44266 Phone: (330) 296-2204 Fax: (330) 296-7805	By Appointment Only
<b>Preble</b> Charles Williams	<i>Job Center Network</i> 1500 Park Avenue Eaton OH 45320 Phone: (937) 456-6205 Fax: (937) 456-6225	Friday Only 8:00 am to 4:00 pm
<b>Putnam</b>	<i>ACCENT</i> 1225 E Third Street Ottawa OH 45875 Phone: (419) 523-4580 Ext. 158 Fax: (419) 523-6130	By Appointment Only 8:30 am to 4:00 pm
<b>Richland</b> Daniel Lipps	<i>Richland County One Stop</i> 183 Park Avenue East Mansfield OH 44901 Phone: (419) 522-2210 Fax: (419) 774-5380	Monday - Friday 7:30 am to 4:00 pm
	<i>Richland County One Stop</i> 183 Park Avenue East Mansfield OH 44901 Phone: (419) 522-2318 Fax: (419) 774-5380	
<b>Ross</b> Clay Fowler	<i>Chillicothe VA Medical Center</i> 17273 Sr 104 Bldg 3 Chillicothe OH 45601 Phone: (740) 773-1141 Ext. 7472 Fax: (740) 773-7064	Monday – Friday 8:30 to 5:00 pm
Theresa Hughes	<i>Ross County One Stop</i> 150 East 2nd Street Chillicothe OH 45601 Phone: (866) 779-2946 ext. 7596 Fax: (740) 779-6174	Monday, Wednesday and Friday 8:00 am to 4:30pm
<b>Sandusky</b> Robert Bliss Chris Tyree	<i>The Job Store</i> 2511 Countryside Drive Fremont OH 43420 Phone: (419) 422-3679 ext. 1451 Fax: (419) 322-2721  <i>The Job Store</i> 2511 Countryside Drive Fremont OH 43420 Phone: (419) 355-5393 Fax: (419) 322-2721	Tuesday Only 7:30 am to 4:00 pm  Thursday Only 7:30 am to 4:00 pm
<b>Scioto</b> Thomas Stephens	<i>Workforce Connections</i> 433 3rd Street Portsmouth OH 45662 Phone: (740) 354-7541 Fax: (740) 351-0567	Tuesday and Thursday 8:30 am to 4:00 pm
<b>Seneca</b> Chris Tyree	<i>County One Stop</i> 3362 South Twp Rd 151 Tiffin OH 44883 Phone: (419) 447-5011 Ext. 384 Fax: (419) 447-5345	Monday, Tuesday, Wednesday & Friday 8:45 am to 3:45 pm

<b>Shelby</b> Charles Williams	<i>Job Center</i> 227 South Ohio Street Sidney OH 45365 Phone: (937) 498-4981 Ext. 310 Fax: (937) 498-7396	Monday and Thursday 8:00 am to 4:30 pm
<b>Stark</b>  James Waller  William Moore	<i>Stark County One Stop</i> 822 30th Street Nw Canton OH 44709 Phone: (330) 491-2639 Fax: (330) 491-2623  <i>Stark County One Stop</i> 822 30th Street Nw Canton OH 44709 Phone: (330) 491-2611 Fax: (330) 491-2623	Monday – Friday 8:00 am to 5:00 pm   Monday – Friday 8:00 am to 5:00 pm
<b>Summit</b> Ryan Nofsinger	<i>The Job Center</i> 1040 E Tallmadge Ave Akron OH 44310 Phone: (330) 764-8615 Fax:	Monday – Friday 8:00 am to 5:00 pm
Nicholas Hiller	<i>The Job Center</i> 1040 E Tallmadge Avenue Akron OH 44310 Phone: (330) 630-4629 Fax: 330-630-4637	
Steven James	<i>The Job Center</i> 1040 E Tallmadge Avenue Akron OH 44310 Phone: (330) 630-4632 Fax: (330) 630-4637	
<b>Trumbull</b> Robert Voelker	<i>Trumbull County One Stop</i> 280 N Park Warren OH 44481 Phone: (440) 994-2518 Fax:	Monday - Friday 8:00 am to 5:00 pm
Karen Alves	<i>Trumbull County One Stop</i> 280 N Park Warren OH 44481 Voice (330) 675-2196 Fax: (330) 675-2073	
<b>Tuscarawas</b> Robert Lucks	<i>The Employment Source</i> 1260 Monroe Street New Philadelphia OH 44663 Phone: (330) 602-2863 Fax: (330) 602-2585	Monday – Friday 8:00 am to 5:00 pm
<b>Union</b> Jeffrey Adams	<i>Employment Resource Center</i> 940 London Avenue Suite 1500 Marysville OH 44663 Phone: (937) 645-2072 Fax: (937) 645-2019	Tuesday and Thursday 9:00 am to 4:00pm
<b>Van Wert</b>	<i>Van Wert County Workforce</i> 141 E Main St Van Wert OH 45891 Phone: (419) 238-5430 Fax: (419) 238-6060	Tuesday Only 8:30 am to 4:00 pm
<b>Vinton</b> Ed Allshouse	<i>Vinton County Job Services</i> 30975 Industrial Park Drive Mcarthur OH 45651 Phone: (740) 596-2584 Fax: (740) 596-1802	By Appointment Only
<b>Warren</b>  Donald Lutz	<i>Warren County One Stop</i> 300 East Silver Street Lebanon OH 45036 Phone: (513) 695-1130 Fax: (513) 695-2989  300 East Silver Street Lebanon, OH 45036 Phone: (513) 695-2317 (Desk)	Friday 8:00 am to 5:00 pm   Monday - Friday



Chad Smith	Fax: (513) 695-2322 (Fax)	7:30-4:00
<b>Washington</b> William Norris	Washington County One Stop 218 Putnam Street Marietta OH 45750 Phone: (740) 373-3745 Fax: (740) 374-2005	Monday – Friday 8:00 am to 4:30 pm
<b>Wayne</b> Jason Correll	<i>Employment and Training Connection</i> 358 West North Street Wooster OH 44691 Phone: (330) 264-7761 Fax: (330) 287-5893  <i>Employment and Training Connection</i> 358 West North Street Wooster OH 44691 Phone: (330) 287-5824 Fax: (330) 287-5893	Monday - Friday 7:30 am to 4:30 pm  Monday 7:30 am to 4:30 pm
<b>Williams</b>	<i>Northwest Ohio Job Center</i> 228 S Main Street Bryan OH 43506 Phone: (419) 636-2471 Fax: (419) 636-7306	
William (Nick) Hill	<i>Northwest Ohio Job Center</i> 228 South Main Street Bryan OH 43506 Phone: (419) 636-0617 Fax: (419) 636-7306	Monday, Wednesday, & Friday 8:00 am to 4:30 pm
<b>Wood</b> Lee Martin	Wood County JFS Job Solutions 1928 East Gypsy Lane Bowling Green OH 43402 Phone: (419) 352-7566 Ext. 8270 Fax: (419) 352-1805	Monday Only 8:30 am to 4:00 pm
<b>Wyandot</b> Lee Martin	Wyandot County JFS Job Solutions 120 East Johnson St Upper Sandusky OH 43551 Phone: (419) 294-4977 Ext. 244 Fax: (419) 294-3501	By Appointment Only



## **DOD – ESGR Link**

(Employer Support of the Guard and Reserve) – Excellent employer resource w/handouts and employer presentations

[www.esgr.org.mil](http://www.esgr.org.mil)

Also see suggested program #17 for award presentation ideas, Boss Lift article at beginning or resource guide and military contacts for direct live link to ESGR personnel to use as chapter speakers.

## **AMVETS**

[www.ohiovetscan.com](http://www.ohiovetscan.com)

See suggested program # 16 to learn more about how your chapter can use the AMVETS OhioVetsCan website to promote new jobs to veterans and military personnel.

## **Ohio Attorney General's office – services for military and veterans page**

<http://www.ohioattorneygeneral.gov/Services/Military>

### **Other web link resources to check out for ideas and materials**

**www.GIjobs.net** – excellent idea/resource for chapters and employers

[www.usar.army.mil/arweb/EPI/Pages/Partners.aspx](http://www.usar.army.mil/arweb/EPI/Pages/Partners.aspx)

[www.dol.gov/vets](http://www.dol.gov/vets)

[www.va.gov](http://www.va.gov)

[www.vba.va.gov](http://www.vba.va.gov)

[www.gijobs.com](http://www.gijobs.com)

[www.usajobs.com](http://www.usajobs.com)

## **Army Career Alumni Program**

[www.ACAP.army.mil](http://www.ACAP.army.mil)

## **Resources for FAMILY members of military personnel**

<http://www.guardfamily.org>

[www.jointservicessupport.org](http://www.jointservicessupport.org)

## **Ohio Community Colleges**

Veterans may need help finding which colleges offer special veterans programs, financial aid and work credit transfer programs for military service. Contacting your local community colleges, state and private colleges and universities and/or providing the links to their veterans' affairs office can be very effective. They also have ROTC and Guard unit provisions that can be contacted as another resource/source of information.





## **SUGGESTED ACTIVITIES & WORK PLANS**

**Workforce Readiness**  
*Veterans Month Project 2009*

**Suggested Activities with Descriptions & Work Plan**

1. Chapter “Applied Veterans Support” Program  
Initial contact w/veterans services in your area to educate them on available resources and assist services that chapters can provide
2. HR Fairs - Job interview skills, counselors
3. Job Opening Notification – Contact military personnel first when new local jobs are opening. Identify military friendly employers. See Program 16.
4. Career Counselors – How to transfer from military to civilian jobs. Career testing. Outside the “box” thinking.
5. Benefits Counselors – not legal advice – USERRA Guidelines, Federal Programs, Financial Aid, Family issues.
6. Legal Advice – Employment Law issues
7. Resume Support/Cover Letters  
Federal systems (e.g. Army Resume Builder) - How does that differ from civilian systems
8. Business Dress
9. Interviewing – Mock interviews, various career dress – administrative, executive, technical, and mechanical
10. Computer Search Skills – Navigating job search websites, career networking sites, appropriate internet use for job seekers – Facebook, MySpace, YouTube, LinkedIn, etc.
11. Networking – Professional – skills, locations, ideas
12. Disability issues w/employers – ADA accommodation, legal rights counseling, how to handle interview questions, what to do if an interviewer makes a mistake



13. How to relate military job experience to civilian job experience – transferability of skills and how to sell your skills to potential employers.
14. Cultural diversity – military versus civilian careers – cultural/business etiquette differences – “why are civilians so slow?”
15. Health Benefits – differences between Military and civilian plans – choosing your benefit plan, doctors, facilities and more

*Employer Focused Programming*

16. Using [www.OhioVetsCan.com](http://www.OhioVetsCan.com) – how veteran friendly employers can get free job postings
17. ESGR “Best Employers” Award Program  
Present ESGR awards to your chapter and members to gain recognition for your chapter’s efforts on behalf of veterans  
Go to [www.esgr.mil](http://www.esgr.mil) to find application  
See Evaluation Section – Awards for program plan
18. Heroes In Action – how to plan an event for your chapter/employer  
Best Practice completed by Toledo Area Human Resource Association  
Contact [www.ToledoSHRM.org](http://www.ToledoSHRM.org)

**OHIO SHRM Workforce Readiness**  
Veterans Month 2009  
Program Planning Template

**Program 1:** Applied Veterans Support – Chapter Education Newsletter

**Mission:** *to provide chapter members with brief, executive level educational information regarding support services for veterans and military reserve and guard*

**Action:**

- What will be done: Send e-copy or hard copy of Veterans Workforce Readiness newsletter to chapter members and SHRM at-large members
- Who is our target: SHRM chapter members and at large members

**Responsibility:**

- Who will be responsible – Chapter board members – workforce readiness, newsletter editor and their committees
- Number of volunteers needed – few – use resource guide to get ideas and articles – one to write newsletter, communication director to send
- Number of employers partners needed – sponsorships: may partner with Ohio SHRM state council – see notes below
- Who will get the volunteers needed: Chapter WR Director/Communications Director

**Design:**

- What will be the program design: Write newsletter as educational material for chapter members

**Location:**

- Where will the program be – no location needed
- What times will the program be – no exact times needed – but there will be a need for a guideline/deadlines for chapter newsletter publication

**Funding:**

- What funding will be needed and where will it come from:
  - 0 funding needed if email newsletter.
  - If hard copy will need funding for copies & mailing.

**Advertising:**

- Will we need to advertise this program: the program is an advertising/branding piece in itself.
- How to advertise – where, to whom: TBD – may want advertisements for newsletter as a source of funding for chapter – local military friendly employers or local Vets groups. (See resource guide for information)

**Resources needed:**

- Food/or Equipment:
  - AV equipment
  - Handouts
  - Food

**Outcomes:**

- What are the expected outcomes: to educate chapter members on the resources available to them/their organizations for military personnel and veterans.

**Notes:**

- Suggestions/Thoughts/Extra comments:
  - should a number of chapters choose this format for delivering educational information on military to
    - their chapters
    - Ohio SHRM State Council
  - WR Director and Communication Director may supply quarterly newsletters to chapters. TBD.



## VETERANS WORKFORCE READINESS Applied Veterans Support through SHRM

NOVEMBER 2010

*The Ohio State Council of the Society for Human Resource Management (SHRM) coordinates SHRM chapter efforts and provides leadership, professional development, support and ideas to facilitate the role of chapter volunteer leaders in the State of Ohio.*

### VISION

As a key resource for direction, growth, and development for SHRM chapters, volunteer leaders, and Human Resource professionals in Ohio, we seek to support Veterans in the area of workforce readiness through assisted individual development in support of existing resource programs that are enhanced by SHRM Chapter services at the local unit level in conjunction with associated Employer awareness initiatives.

### VETERANS

In Ohio, programs exist to assist Veterans through various life experiences that include workforce readiness, an area of expertise and focus for OHIO SHRM:

1. Family Readiness [www.ong.ohio.gov/family](http://www.ong.ohio.gov/family)



This program offers support through a State Benefits Advisor that includes resources specific to the needs of the Veteran. In the areas of workforce readiness this includes:

## Veterans Services

1-888-2WORK-411 (1-888-296-7541), Option 5

- Job Opportunities
- Local Training
- Apprenticeships
- Veterans Assistance

Comprehensive on-line employment assistance can be found at [www.hirevetsfirst.gov](http://www.hirevetsfirst.gov):



Personal Resume-writing resources can be found at [www.turbotap.org](http://www.turbotap.org):



### How your Local SHRM Chapter can help!

Through our statewide professional and student chapters we at Ohio SHRM have Human Resource representatives to personally assist veterans in the following areas:

- Job interview skills, counselors
- Job Opening Notification – Contact military personnel first when new local jobs are opening. Identify military friendly employers
- Career Counselors – How to transfer from military to civilian jobs. Career testing. Outside the “box” thinking.
- Benefits Counselors – not legal advice – USERRA Guidelines, Federal Programs, Financial Aid, Family issues.
- Legal Advice – Employment Law issues
- Resume Support/Cover Letters
- Business Dress
- Interviewing – Mock interviews, various career dress – administrative, executive, technical, and mechanical
- Computer Search Skills – Navigating job search websites, career networking sites, and



appropriate internet use for job seekers – Facebook, MySpace, YouTube, LinkedIn, etc.

- Networking – Professional – skills, locations, ideas
- Disability issues w/employers – ADA accommodation, legal rights counseling, how to handle interview questions, what to do if an interviewer makes a mistake

### HOW?

Through our statewide network of professional and student chapters, Ohio SHRM can connect and work directly with each County Veterans Services Office. Even at special events like:



Go to [www.jointservicesupport.org/YRRP](http://www.jointservicesupport.org/YRRP) to find out when an event will be hosted in your area!

### What is the Yellow Ribbon Program?

The legislatively mandated Yellow Ribbon program provides information, services, referrals and proactive outreach programs to Service members of the National Guard and Reserves and their Families through all phases of the deployment cycle.

The intent of the program is to prepare National Guard and Reserve members and their Families for the deployment, sustain their Families during the deployment and **reintegrate** the Service members with their Families, communities and employers upon re-deployment or release from active duty.

### What information will Yellow Ribbon provide?

The Yellow Ribbon program helps Service members and their Families navigate through the numerous Department of Defense (DoD), Veterans Affairs and State systems to ensure they receive information and assistance regarding all the benefits and entitlements they have earned as a result of deployment. All of the areas available through the

Yellow Ribbon program are too numerous to mention, but an Ohio

### EMPLOYERS

#### Hire a Veteran Now!

There are nearly 2,000 One-Stop Career Centers nationwide where employers can go to receive assistance in connecting to and recruiting veterans. One-Stop Career Centers offer a wealth of resources including specialized local Veterans' Employment Representatives (LVERs) and Disabled Veterans' Outreach Program (DVOP) staff who work solely with veteran populations and can provide relevant veteran applicant referrals. Call 1-877-US2-JOBS for direct assistance.

### 10 REASONS TO HIRE A VET

1. Accelerated learning curve.  
Veterans have the proven ability to learn new skills and concepts. In addition, they can enter your workforce with identifiable and transferable skills, proven in real-world situations. This background can enhance your organization's productivity.
2. Leadership.  
The military trains people to lead by example as well as through direction, delegation, motivation, and inspiration. Veterans understand the practical ways to manage behaviors for results, even in the most trying circumstances. They also know the dynamics of leadership as part of both hierarchical and peer structures.
3. 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 an overarching objective.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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.
9. 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 and conscientiousness translate into protection of employees, property, and materials.
10. 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 and determination.

**OHIO SHRM Workforce Readiness**  
Veterans Month 2009  
Program Planning Template

**Program 2:** Workforce Readiness Fair

**Mission:** *To provide veterans within the local SHRM chapter's locale job interviewing and resume/cover letters skills.*

**Action:**

- What will be done: HR professionals will provide free counseling on interviewing and resume/cover letter/application writing.
- Who is our target: Veterans that are in transition from military to civilian jobs, veterans in transition from lower - mid- upper level career positions.

**Responsibility:**

- Who will be responsible – Chapter Workforce Readiness Committee Chair.
- Number of volunteers needed – TBD based on interest level of veterans
- Number of employers partners needed – sponsorships – TBD – may partner to sponsor costs of marketing/advertising fair.
- Who will get the volunteers needed – Chapter Workforce Readiness Committee soliciting MVHRA members.

**Design:**

- What will be the program design – one day fair then possible follow-up fairs based on need.

**Location:**

- Where will the program be – TBD – local
- What times will be program be – TBD – during normal workday hours

**Funding:**

- What funding will be needed and where will it come from – minimal cost due to run by MVHRA volunteers; some costs may be incurred for advertising

**Advertising:**

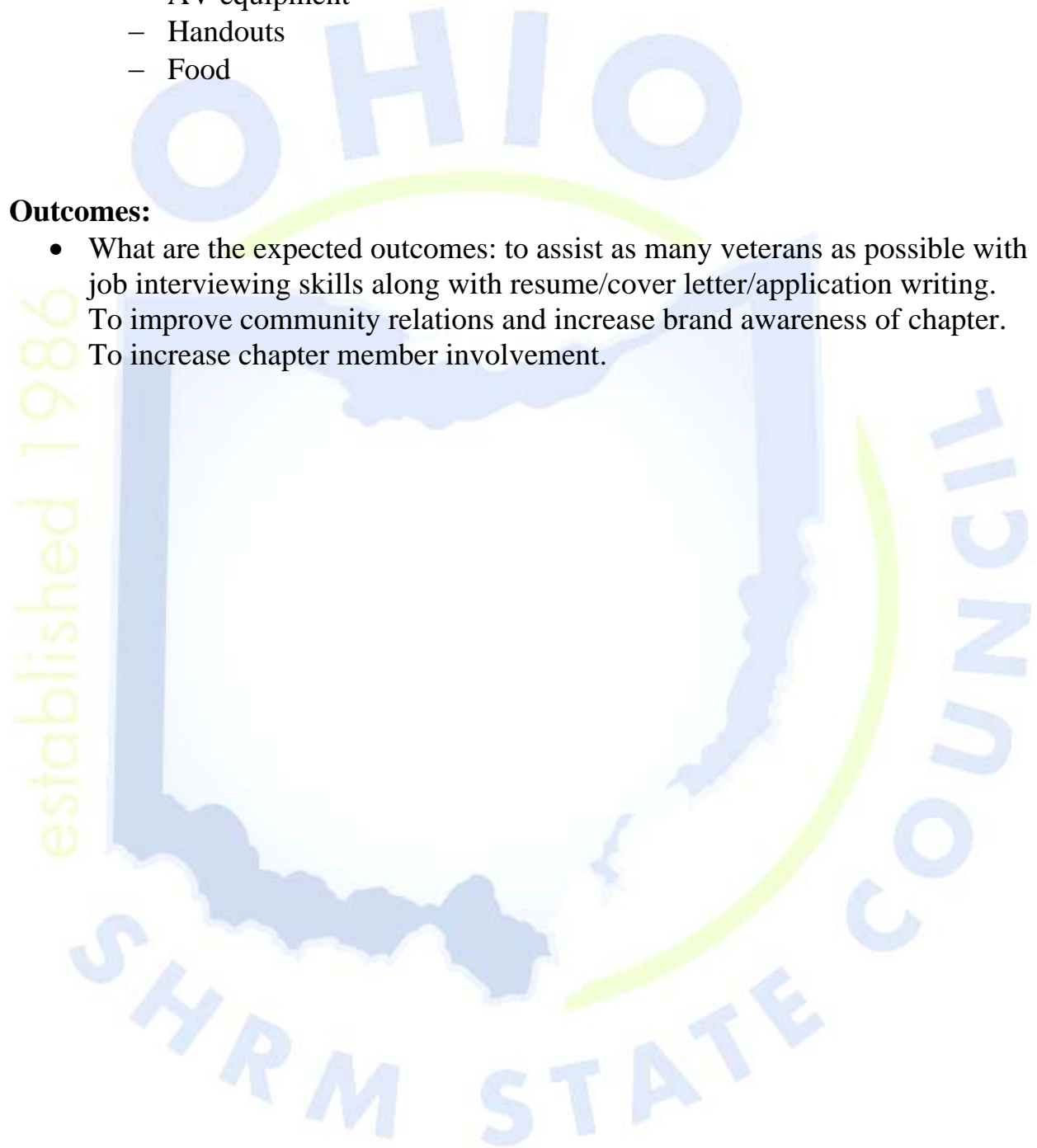
- Will we need to advertise this program – partnership with sponsors
- How to advertise – where, to whom - TBD

**Resources Needed:**

- Food/Equipment
  - AV equipment
  - Handouts
  - Food

**Outcomes:**

- What are the expected outcomes: to assist as many veterans as possible with job interviewing skills along with resume/cover letter/application writing.  
To improve community relations and increase brand awareness of chapter.  
To increase chapter member involvement.





**OHIO SHRM Workforce Readiness**  
Veterans Month 2009  
Program Planning Template

**Program 4: Veterans Career Counseling**

**Mission:** *To provide career transition counseling for veterans within the local SHRM chapter's locale. To provide local career counselors, consultants and HR professionals in transition an opportunity to further their career counseling skills. Additionally to further brand of SHRM, Ohio SHRM and local chapter.*

**Action:**

- What will be done – Provide free of charge local career counseling events/fairs/meetings for veterans.
- Who is our target - Veterans that are in transition from military to civilian jobs, veterans in transition from lower – mid – upper level career positions.

**Responsibility:**

- Who will be responsible – Chapter Workforce Readiness Director/Advocate. WR Director will contact local military contact to determine appropriateness of idea, application and to gain military support/endorsement of program.
- Number of volunteers needed – TBD based on individual or group counseling, one time or continuing counseling, fair or event action. All local chapter members.
- Number of employers partners needed – sponsorships – TBD – may partner to sponsor costs of marketing, advertising event, event costs, if not chapter sponsored. If sponsor partners are used they will be local as well.
- Who will get the volunteers needed – Chapter Workforce Readiness Director/Advocate and their committee members.

**Design:**

- What will be the program design – TBD – individual, group, one time event, continuing mentoring – each program will have a different design to be determined by WR Director.

**Location:**

- Where will the program be – local, TBD
- What times will be program be - TBD

**Funding:**

- What funds will be needed and where will it come from:
  - Determine design plan first, then strategically add in all costs for marketing, advertising, printing, room charges, food, AV equipment, etc.

**Advertising:**

- Will we need to advertise this program - TBD, may depend on military contact ability to complete advertising to vets.
- How to advertise – where, to whom – military contact will help guide marketing to veterans, don't forget PSA's on local media and all other free advertising available.

**Resources Needed:**

- Food/Equipment: – TBD by event type & location
  - AV equipment
  - Handouts
  - Food

**Outcomes:**

- What are the expected outcomes – to help as many veterans as possible effectively manage their career transition. To improve community relations for chapter. To increase brand awareness of chapter. To develop long term mentor relationships between HR professionals and veterans. To increase member/volunteer satisfaction through event successful programming.

**Notes:** Suggestions/Thoughts/Extra comments

**OHIO SHRM Workforce Readiness**  
Veterans Month 2009  
Program Planning Template

**Program 5: Benefits Counseling**

**Mission:** *To provide general advice and direction to veterans and their families regarding USERRA guidelines, new FMLA guidelines (including expanded protection / leave), and available Federal assistance programs and guidelines (including housing and credit issues). To provide greater resources and knowledge for employers with military service members and veterans on staff. Create a greater working relationship between Ohio SHRM, local chapters and local military leaders.*

**Action:**

- What will be done: Provide free-of-charge local counseling regarding benefits and benefit-related issues for veterans and their families.
- Who is our target: Service members and veterans recently returned from service, displaced from current position or transitioning between positions. Also any veterans returning from service who may not be able to return to work immediately or who need leave for medical treatment or issues (FMLA) once returned. Can invite families if practical and indicated by level of interest.

**Responsibility:**

- Who will be responsible: Chapter Workforce Readiness Advocate / Director (local chapter). WR Director will contact local military leaders to determine appropriateness of idea and its application, and any external vendors (health care providers, etc.) that may be necessary / relevant to topic.
- Number of volunteers needed: TBD by number of veterans scheduled to attend and one-on-one meetings scheduled.
- Number of employer sponsors needed: TBD by total cost of advertising / program costs (if additional sponsors are needed).
- Who will arrange volunteers / sponsors: Workforce Readiness Director, Committee members, local chapter

**Design:**

- What will be the program design: Short, keynote-style address to entire group at beginning of program regarding FMLA changes, USERRA basics,

etc., then either breakout sessions by topic (USERRA, FMLA, etc.) or individual counseling sessions (dependent on number of attendees and available volunteers). Can allow for breakout sessions with sign-up “appointments” available for individual sessions if space / time / volunteer manpower allow.

**Location:**

- Where will the program be – TBD by local WR Director / Chapter
- When will the program be – TBD by local WR Director / Chapter

**Funding:**

- What funding will be needed and where will it come from:
  - TBD by facility, marketing / advertising, printing, food, A/V, etc. To be finalized / planned once plan design is finalized and programming is complete.

**Advertising:**

- Will we need to advertise the program: TBD depending on military ability to communicate program to members and local chapter resources.
- How to advertise – PSA, local chapter resources, military channels

**Resources Needed:**

- Food/Equipment:
  - AV equipment
  - Handouts
  - Food

**Outcomes:**

- What are the expected outcomes: To arm veterans and their families with all resources and information needed so they can maximize utilization of available benefit programs and Federal assistance.

**Notes:** Strongly suggest offering one-on-one appointments as some of the issues that may come up are sensitive and many people will likely have situation-specific questions they are looking for guidance on. This could be set-up like a health fair to accommodate for confidentiality. May be especially helpful to reach out to local chapter members and solicit Subject Matter Experts on military benefits / regulations and benefit programs.



## OHIO SHRM Workforce Readiness

Veterans Month 2009

### Program Planning Template

**Program 6:** Veterans Career Counseling Federal laws, ADA, your rights.

**Mission:** *To provide career transition counseling for veterans within the Central Ohio SHRM chapter's area. To help the Veteran determine if they want to return to the former position or if now is the time to change; what is already in the laws to help in these decisions. What the Federal laws (USERRA) do and don't do in helping with employment. Disabled Veterans: how does ADA apply to re-employment? To provide local career counselors, consultants and HR professionals in transition an opportunity to further their career counseling skills.*

**Action:**

- Assist Veterans in returning to the workforce with understand the Federal laws that protect their former employment, and assist them in finding new employment.
- Discuss and provide specific rule and regulations that cover returning Veterans and disabled Veterans..
- Provide help in transferring their military aptitude into commercially viable skills.
- Support the Veterans' transfer from a job into a career; from lower → mid – > upper level career positions based on their newly acquired skills.

**Responsibility:**

- Who will be responsible - Chapter Workforce Readiness Director/Advocate. WR Director will contact local military contact to determine appropriateness of idea, application and to gain military support/endorsement of program. May have to include local law firms for input.
- Number of volunteers needed TBD based on individual or group counseling, one time or continuing counseling, fair or event action.
- Number of employer partners needed - TBD – may partner to sponsor costs of marketing, advertising event, event costs, if not chapter sponsored. If sponsor partners are used they will be local as well. May have to include local law firms for input on specific cases.

- Chapter Workforce Readiness Director/Advocate and their committee members will organize volunteers.

**Design:** What laws protect your rights as a returning Veteran?—Group, onetime event; follow up with individuals concerning specific problems with former employer or discrimination against specific Veteran in obtaining new employment. For disabled Veterans, will need information on ADA in separate meeting.

**Location:**

- Where will the program be – local, TBD
- What times will be program be - TBD

**Funding:** For group presentation: marketing, advertising, printing, room charges, food, AV equipment, etc. Individual follow up can be handled on phone or e-mail.

**Advertising:**

- Will we need to advertise this program - TBD, may depend on military contact ability to complete advertising to vets.
- How to advertise – Veteran newsletter, local VFW, local PSA, VA facilities, support groups, unemployment office.

**Resources Needed:**

- Food/Equipment
  - AV equipment
  - Handouts
  - Drinks for group presentation.

**Outcomes:**

What are the expected outcomes: To assist as many veterans as possible to effectively manage their career transition. To help them understand the Federal laws that protect their former position in a difficult economy. Also, to make the Veteran aware of the job assists that are available when returning to civilian employment. Review ADA laws so Veterans understand how these laws apply to their employment at new positions. To create a network of highly skilled individuals to fill open positions in the local economy. To make the Veteran aware of advocates available to them through VA, and local law offices. To develop long term mentor relationships between HR professionals and veterans. To improve community relations for chapter.

**Notes:** May want to review VA handouts for information that is already provided to returning Veterans. These may need to be condensed, reworded, put into letter form for ease of use. If these are handed out when first release from military, they may need to be reviewed now that employment is being sought.

What the Federal laws do and don't do in helping with employment.

What ADA laws do and don't do in helping with employment.

Help in determining why the old job is no longer satisfactory, what skills they have obtained in the military and how those skills transfer to the job. How to promote themselves with the past and future employers for a management position based on their military background.



**OHIO SHRM Workforce Readiness**  
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Program Planning Template

**Program 7: Veterans Resume Writing**

**Mission:** *To provide assistance to veterans in putting together resumes that translates to civilian employment*

**Action:**

- What will be done: Provide free of charge resume writing assistance via job fairs, meetings etc. available to veterans in transition at all levels

**Responsibility:**

- Who will be responsible – Chapter Workforce Readiness Director/Advocate.
- WR Director will contact local military contact to determine appropriateness of idea, application and to gain military support/endorsement of program
  - Number of volunteers needed – TBD based on anticipated group size
  - Number of employers partners needed – sponsorships – TBD – may partner to sponsor costs of marketing, advertising event if not chapter sponsored.
- Who will get the volunteers needed - Chapter Workforce Readiness Director and committee.

**Design:**

- What will be the program design – TBD – most likely would start with larger group lecture as an overview but also offer individual resume writing assistance

**Location:**

- Where will the program be - TBD by local chapter
- What times will be program be – TBD by local chapter

**Funding:**

- What funds will be needed and where will it come from – will be determined by design plan, advertising, sponsorship availability etc.



**Advertising:**

- Will be need to advertise this program – TBD depending on military contact ability to complete advertising to vets.
- How to advertise – where, to whom - Military contacts will help guide marketing to vets,

**Resources Needed:**

- Food/Equipment
  - AV equipment – computer and software to facilitate resume typing
  - Handouts
  - Food

**Outcomes:**

- What are the expected outcomes – to assist as many in transition veterans in crafting resumes that effectively translate to civilian positions. To develop and sustain effective relationship between local SHRM chapter and military contacts

**Notes:** Suggestions/Thoughts/Extra comments

## Resume Tips for Transitioning Military Professionals

No doubt your military career is studded with accomplishments, but even the most decorated veteran needs to figure out how to make the transition to a civilian job. Follow these tips to draft a high-impact resume that shows how your military experience is transferable to a civilian job:

**Define Your Civilian Job Objective.** You can't effectively market yourself for a civilian job if you don't have a clearly defined goal. Many service people often make the mistake of creating resumes that are too general to be effective. Before writing your resume, do some soul-searching, research occupations and pinpoint a specific career path. If you are having trouble with this step, tap into your local transition office or solicit the help of a career coach.

**Create a Resume that Speaks to Employers' Needs.** A resume answers the employer's question, "What can you do for me?" Start thinking about employers' needs by researching your target job. Search the company websites and read job postings. What types of skills and experiences is the employers seeking? What aspects of your background are most relevant? If it does not relate to your goal, it should be eliminated or deemphasized, including unrelated military awards and training. For example, your rifle marksmanship medal doesn't belong on a civilian resume. As you make the decision about what to include, ask yourself, "Will a potential employer care about this experience?"

**Assume the Hiring Manager Knows Nothing about the Military.** Demilitarize your job titles, duties, accomplishments, training and awards to appeal to civilian hiring managers. Employers with no exposure to the military don't understand military terminology and acronyms, so translate these into "civilianese." Show your resume to several non-military friends and ask them to point out terms they don't understand.

**Showcase Your Record of Accomplishments.** Your military career offered you excellent opportunities for training, practical experience and advancement. Tout your accomplishments so the average civilian understands the importance of your achievements. Some examples:

- Increased employee retention rate by 16 percent by focusing on training, team building and recognition programs. Earned reputation as one of the

most progressive and innovative IT organizations in the Army's communications and IT community.

- Received Army Achievement Medal for completing 400+ medical evaluations. Developed patient database using MS Access that improved reporting functions and tracked patient demographics, records, medication, appointments and status.

**Show off Your Military Background.** You may have heard you need to mask or downplay your military experience, but the opposite is true. Your military experience is an asset and should be marketed as such. Many employers realize the value of hiring veterans. Attributes honed in the military include dedication, leadership, teamwork and cross-functional skills. If you fear a potential employer won't realize the significance of your military experience, make sure your resume clearly communicates the value that you bring to the table.

**If You Were in Combat, Leave out the Details.** Defending your country is among the most admirable pursuits, but the sad truth is that references to the horrors of combat leave many employers squeamish. Tone down or remove references to the battlefield.

**Test Drive Your Resume.** Developing a resume that works in the civilian world is an ongoing process. After you have polished your resume, start your distribution and keep track of your resume's response rate. Solicit feedback and listen carefully to suggestions for improving your resume, and continue modifying the document until it generates interviews.

**OHIO SHRM Workforce Readiness**  
Veterans Month 2009  
Program Planning Template

**Program 8:** Fatigues: What NOT to Wear.

**Mission:** *To provide career transition counseling for veterans within the Central Ohio SHRM chapter's area. To help the Veteran relearn how to dress for success when returning to work. Answer the question: What exactly is 'business casual'? How do I learn to walk in heels again? To provide local career counselors, consultants and HR professionals in transition an opportunity to further their career counseling skills.*

**Action:**

- Assist Veterans in returning to the workforce with how to dress for the business setting.
  - Where to find clothes on a budget.
  - What needs to be tossed from your old wardrobe. Understanding why the old clothes don't fit the new job.
- Dressing for the job you now want, not the job you had before. You are not the same employee you were 5 years ago, don't dress that way.
- Getting a hair cut that actually looks good.
- How to apply make-up again.
- Smelling good.

**Responsibility:**

- Chapter Workforce Readiness Director/Advocate.
- WR Director will contact local military contact to determine appropriateness of idea, application and to gain military support/endorsement of program
- Number of volunteers needed TBD based on individual or group counseling, one time or continuing counseling, fair or event action.
- Number of employer partners needed - If sponsor partners are used they will be local as well. Contact local clothing stores, malls, for fashion shows, dressing for success and creating a interchangeable wardrobe with a few good pieces for a few good Veterans. 'Career Directions' and other advocates for discounted or free career clothing. Contact local hair dressers for help in new styles, new products and professional looks.
- Chapter Workforce Readiness Director/Advocate and their committee members will organize volunteers.



**Design:**

- Plan a “What Not to Wear” style presentation. Throw out the old t-shirts, combat boots and show how to dress for work. The Veteran has gotten older and their tastes in style may need to be professionalized too. Stress they can no longer roll out of bed and jump into the same clothes day after day.
- Women: show off the curves, fatigues just don’t do that.
- Buying new underwear: supporting the returning Veteran.
- Shoes: walking in heels can be safe and comfortable.
- Smelling nice is a good thing.

**Location:**

- Where will the program be – local, TBD
- What times will the program be - TBD

**Funding:**

- What funding is needed and where will it come from: For group presentation: marketing, advertising, printing, room charges, food, AV equipment, etc.

**Advertising:**

- Will we need to advertise this program - TBD, may depend on military contact ability to complete advertising to vets.
- How to advertise – Veteran newsletter, local VFW, local PSA, VA facilities, support groups, unemployment office.

**Food/Resources:**

- Food/Equipment:
  - AV equipment
  - Handouts
  - Refreshments

**Outcomes:**

- Assist as many veterans as possible to effectively manage their career transition. To help them understand what is appropriate dressing in the workplace. To prepare them for the interview, interpreting the dress code *code*, learning how to match outfits, and care for new fabrics. Help the Veteran understand why the old clothes don’t work on the new civilian. How to feel comfortable in their new clothes. To create a network of highly

skilled individuals to fill open positions in the local economy. To make the Veteran aware of advocates available to them. To develop long term mentor relationships between HR professionals and veterans. To improve community relations for chapter.

**Notes:** Help in determining why the old job is no longer satisfactory, what skills they have obtained in the military and how those skills transfer to the job and how they now need to dress for that new position of responsibility. How to promote themselves by dressing up.



**OHIO SHRM Workforce Readiness**  
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Program Planning Template

**Program 9: Veterans Interview Skills**

**Mission:** *To provide interviewing skills for veterans with in the local SHRM chapter's locale. To provide practice interviewing skills to all in transition veterans.*

**Action:**

- What will be done – Provide opportunity to do mock interviews and if possible video tape them and review them with the veteran. Also provide veterans with knowledge as to what to expect during interviews and how to prepare for interviews.
- Who is our target – All in transition veterans of all ranks and levels.

**Responsibility:**

- Who will be responsible – Local Chapter Workforce Readiness Director and committee
- Number of volunteers needed – TBD based on availability of a/v equipment/ or plan design
- Number of employers partners needed – sponsorships – TBD
- Who will get the volunteers needed – Sponsors and local chapter solicit volunteers

**Design:**

- What will be the program design – TBD but some ideas would be to provide mock interviews w/ or w/o videotaping and playback/feedback. Seminar to provide insight as to what to expect, how to prepare, research of the company etc.

**Location:**

- Where will the program be – TBD by local chapter and/or sponsors.
- What times will be program be - TBD

**Funding:**

- What funds will be needed and where will it come from – Plan design will dictate how much funding will be necessary to cover advertising, marketing, sponsorship etc.

**Advertising:**

- Will be need to advertise this program - TBD
- How to advertise – where, to whom - TBD

**Resources Needed:**

- Food/Equipment
  - AV equipment – if videotaping would need video camera and tripod.
  - Handouts
  - Food

**Outcomes:**

- What are the expected outcomes – Expect that the in transition veterans will be more familiar with the civilian process and feel more comfortable doing the appropriate research to prepare for interviews. Will be able to verbally explain how skills translate to civilian employment, will be able to display the appropriate body language to improve chances of successful interview.

**Notes:** Suggestions/Thoughts/Extra comments



**OHIO SHRM Workforce Readiness**  
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Program Planning Template

**Program 10:** Using Technology to Your Advantage

**Mission:** *To educate veterans on using internet-based tools to aid in job searches, networking and professional development. Also to review appropriate (professional) social networking site guidelines, and creative self-marketing techniques using the internet.*

**Action:**

- What will be done: Review comprehensive and effective government, military and civilian job seeker sites. Review methods on correct submission of resumes and/or job applications, and etiquette concerning follow-up responses. Review proper use of social networking sites such as LinkedIn, Facebook, MySpace, and You Tube. Review methods for maintaining a positive and professional online profile by managing posted content, as well as using these sites to market yourself to potential employers through these sites.
- Who is our target: Any veteran currently displaced and/or seeking new employment, or any veteran interested in learning how to use internet-based technology for professional development.

**Responsibility:**

- Chapter Workforce Readiness Advocate / Director (local chapter). WR Director will contact local military leaders to determine appropriateness of idea and its application, and any external vendors that may be necessary / relevant to topic.
- Number of volunteers needed: TBD by number of veterans scheduled to attend Number of employer sponsors needed: TBD by total cost of advertising / program costs (if additional sponsors are needed).
- Who will arrange volunteers / sponsors: Workforce Readiness Director, Committee members, local chapter

**Design:**

- What will be the program design: Group lecture-style Power Point presentation on important / valuable websites (government, military and

civilian) and the most effective ways to search and apply for jobs. Second PP presentation on appropriate content for social networking sites – giving examples of “good” personal postings / profiles and what to avoid, as well as how to fix any potentially harmful information that may already exist. End session with a Q & A session or expert panel (experienced recruiters, military personnel experts) if available.

**Location:**

- Where – TBD by local WR Director / Chapter
- When – TBD by local WR Director / Chapter

**Funding:**

- What funding will be needed and where will it come from: TBD by facility, marketing / advertising, printing, food, A/V, etc. To be finalized / planned once plan design is finalized and programming is complete.

**Advertising:**

- TBD depending on military ability to communicate program to members and local chapter resources.
- How to advertise – PSA, local chapter resources, military channels

**Resources Needed:**

- Food/Equipment: Do we need any equipment or food – TBD once program design is finalized, time/location are determined

**Outcomes:**

- What are the expected outcomes: To arm veterans with all resources and helpful hints / strategies needed so they can maximize utilization of available job-seeker and professional development / networking websites.

**Notes:** If available, a computer kiosk would be helpful to walk some veterans through the process and demonstrate how the site(s) work and how to upload / enter information.

**OHIO SHRM Workforce Readiness**  
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Program Planning Template

**Program 11:** Professional Networking Skills Workshop

**Mission:** *To provide veterans within the local SHRM chapter's local information and skills in professional networking.*

**Action:**

- What will be done – Provide, at no charge, a professional networking workshop.
- Who is our target – Veterans that are in transition from military to civilian jobs and veterans in transition from lower-mid-upper level career positions.

**Responsibility:**

- Who will be responsible – Chapter Workforce Readiness Committee Chair
- Number of volunteers needed – TBD - based on level of interest of veterans
- Number of employers partners needed – sponsorships – TBD – may partner to sponsor advertising costs.
- Who will get the volunteers needed – Chapter Workforce Readiness Committee will solicit MVHRA members.

**Design:**

- What will be the program design – a one-day workshop with a panel of HR professionals presenting information on professional networking (learning how and where to network).

**Location:**

- Where will the program be – TBD – local
- What times will be program be – TBD – during normal work hours

**Funding:**

- What funding will be needed and where will it come from – cost for advertising – assistance from sponsors and MVHRA chapter.

**Advertising:**

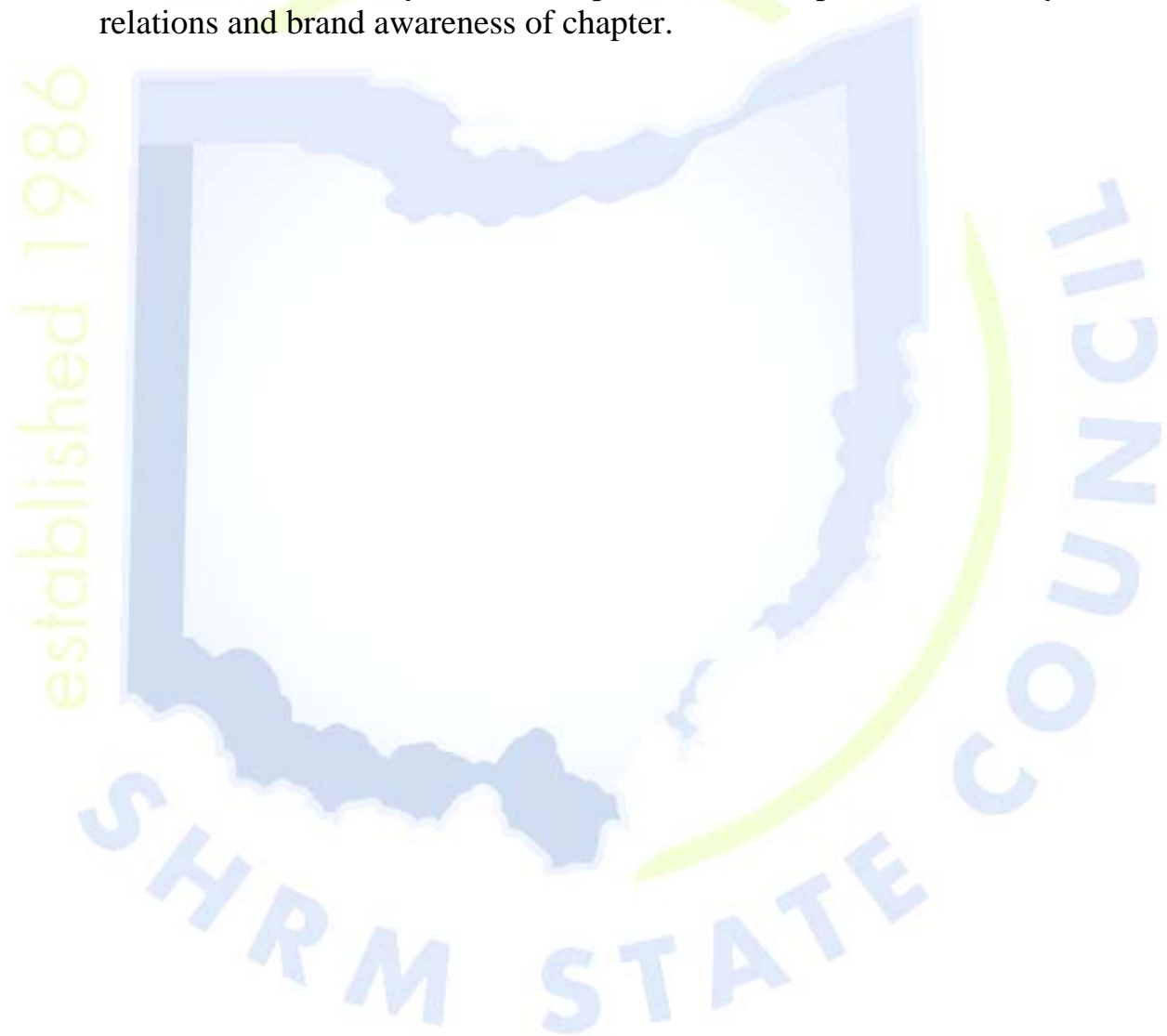
- Will we need to advertise this program – TBD
- How to advertise – where, to whom – local media and organizations

**Resources Needed:**

- Do we need any equipment or food - TBD
  - AV equipment
  - Handouts
  - Food

**Outcomes:**

- What are the expected outcomes – To provide professional networking information to as many veterans as possible. To improve community relations and brand awareness of chapter.





**OHIO SHRM Workforce Readiness**  
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Program Planning Template

**Program 12: Managing a Disability at Work**

**Mission:** *To educate veterans on their rights, available protections and responsibilities under the Americans with Disabilities Act (ADA), especially in light of 2009 amendments, and how their disability is handled under USERRA and FMLA. Discuss what “Reasonable Accommodation” is and how to handle requesting an accommodation. Educate veterans on how to handle the subject of their disability with their employer and/or during a job interview, as well as handling any potentially inappropriate disability-related questions.*

**Action:**

- What will be done - Review the basics of ADA and disabled veterans’ rights under USERRA and FMLA. In-depth discussion of what is considered a Reasonable Accommodation and what to do if an accommodation is needed. Discuss and demonstrate proper interview techniques and responses to interview and/or employment-related questions regarding a disability, including handling inappropriate questions and ensuring fair treatment. Discuss what legal recourse is available for individuals who believe there has been any potential violation of the above acts, as well as the procedure to initiate an investigation of any violation.
- Who is our target: Any disabled or recently-disabled veterans who have encountered situations regarding their disability. Also for any job-seekers who are disabled and looking for the most effective way to ensure fair treatment, consideration and accommodation.

**Responsibility:**

- Who will be responsible - Chapter Workforce Readiness Advocate / Director (local chapter). WR Director will contact local military leaders to determine appropriateness of idea and its application, and any external vendors that may be necessary / relevant to topic.
- Number of volunteers needed: TBD by number of veterans scheduled to attend Number of employer sponsors needed: TBD by total cost of advertising / program costs (if additional sponsors are needed).
- Who will arrange volunteers / sponsors: Workforce Readiness Director, Committee members, local chapter

**Design:**

- What will be the program design: Group lecture-style presentation on ADA basics, the definition of Reasonable Accommodation and how to approach your employer regarding accommodation. Lecture on how to handle discussing your disability with employers or potential employers, including a mock interview demonstration of appropriate responses and how to handle inappropriate questions. Reserve time at the end of the presentation for Q & A, as well as one-on-one, private conversations with a labor attorney or SME, if available.

**Location:**

- Where – TBD by local WR Director / Chapter
- When – TBD by local WR Director / Chapter

**Funding:**

- What funding will be needed and where will it come from: TBD by facility, marketing / advertising, printing, food, A/V, etc. To be finalized / planned once plan design is finalized and programming is complete.

**Advertising:**

- Will we need to advertise this program: TBD depending on military ability to communicate program to members and local chapter resources.
- How to advertise – PSA, local chapter resources, military channels

**Resources Needed:**

- Food/Equipment: TBD once program design is finalized, time/location are determined

**Outcomes:** Attendees will be educated in basic legal issues surrounding disabilities in the workplace and prepared to discuss and/or handle any disability-related issues with employers or potential employers. Veterans will be educated in their rights specific to ADA, USERRA and FMLA concerning disabilities.

**Notes:** If a labor attorney or Subject Matter Expert on ADA or USERRA is available, it would be a good idea to schedule them to attend to be available to answer attendee questions.

**OHIO SHRM Workforce Readiness**  
Veterans Month 2009  
Program Planning Template

**Program 13:** Military to civilian job – Does your experience relate?

**Mission:** *To help military personnel learn to translate KSA from military experience to civilian jobs. Learn what military skills equate to civilian experiences, such as management, technical and process knowledge.*

**Action:**

- What will be done: seminar in conjunction with military (ESGR or AMVETS Career Centers) to teach translation of KSAs
- Who is our target: military personnel/veterans

**Responsibility:**

- Who will be responsible: Chapter Workforce Readiness Director
- Number of volunteers needed: 2-3
- Number of employers partners needed – sponsorships: partner with ESGR/AMVETS
- Who will get the volunteers needed: Chapter Workforce Readiness Director

**Design:**

- What will be the program design: partner w/ESGR or AMVETS to provide a seminar on translating KSAs.

**Location:**

- Where will the program be: TBD will need meeting location/facility
- What times will be program be: TBD

**Funding:**

- What funding will be needed and where will it come from: minimal - location

**Advertising:**

- Will we need to advertise this program : Yes
- How to advertise – where, to whom: PSA, Military avenues

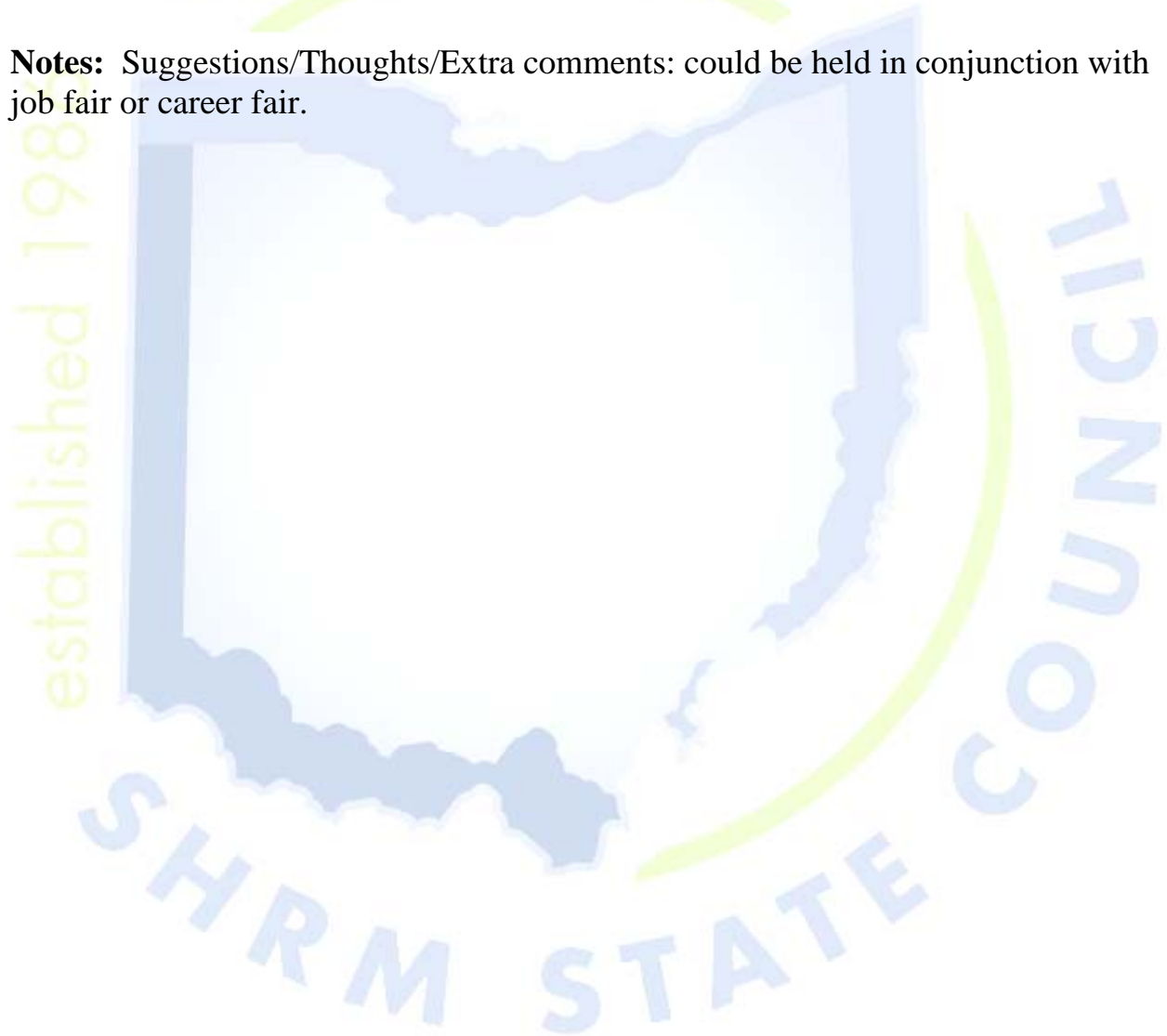
**Resources Needed:**

- Food/Equipment:
  - AV equipment: possibly
  - Handouts: possibly
  - Food: not necessary

**Outcomes:**

- What are the expected outcomes: Giving military personnel and veterans the skill to translate their experiences to civilian jobs.

**Notes:** Suggestions/Thoughts/Extra comments: could be held in conjunction with job fair or career fair.





**OHIO SHRM Workforce Readiness**  
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Program Planning Template

**Program 14:** Why are civilians so slow? Cultural Diversity.

**Mission:** *To help military personnel better understand the differences between business cultures and military culture. How business etiquette is different from military etiquette and to learn situational skills that prepare them to enter the civilian workforce.*

**Action:**

- What will be done: seminar style presentations
- Who is our target: Military personnel, Veterans

**Responsibility:**

- Who will be responsible: Chapter WR Director
- Number of volunteers needed: 2-3
- Number of employers partners needed – sponsorships: possible, need military connection to better understand the cultural diversity aspect
- Who will get the volunteers needed: Chapter WR Director

**Design:**

- What will be the program design: seminar style presentations, maybe newsletters

**Location:**

- Where will the program be: TBD
- What times will be program be: TBD

**Funding:**

- What funding will be needed and where will it come from: funding needed if location is needed.

**Advertising:**

- Will we need to advertise this program: yes
- How to advertise – where, to whom: military personnel

**Resources Needed:**

- Food/Equipment
  - AV equipment: probably
  - Handouts: probably
  - Food: maybe

**Outcomes:**

- What are the expected outcomes: to bridge the cultural differences of military and civilian environments for military personnel and veterans. To give a resource and contact to veterans as possible mentor relationship.

**Notes:** Suggestions/Thoughts/Extra comments: Best practice – join with military resource to have “other” side of culture. This program could turn into a true mentorship relationship w/chapter members and military personnel

**OHIO SHRM Workforce Readiness**  
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Program Planning Template

**Program 15:** Health Benefits – What do I choose?

**Mission:** *To help military personnel and veterans begin to learn to navigate private health insurance that is offered by their companies.*

**Action:**

- What will be done: Seminar style presentation(s)
- Who is our target: Military personnel and veterans

**Responsibility:**

- Who will be responsible: Chapter WR Director
- Number of volunteers needed: 2-3 – Benefits Specialists would be great
- Number of employers partners needed – sponsorships: possibly w/benefits agency or insurance carrier
- Who will get the volunteers needed: Chapter WR Director

**Design:**

- What will be the program design: Seminar style w/benefits specialist (CEBS) as presenter. Object would be to teach all about selecting benefits, definition of terms, expectations of co-payments and best practices to select given family needs. Discuss differences between VA and private health insurance.

**Location:**

- Where will the program be: TBD
- What times will be program be: TBD

**Funding:**

- What funding will be needed and where will it come from: funding may be needed if you need facility.

**Advertising:**

- Will we need to advertise this program: yes
- How to advertise – where, to whom: military personnel and veterans

**Resources Needed:**

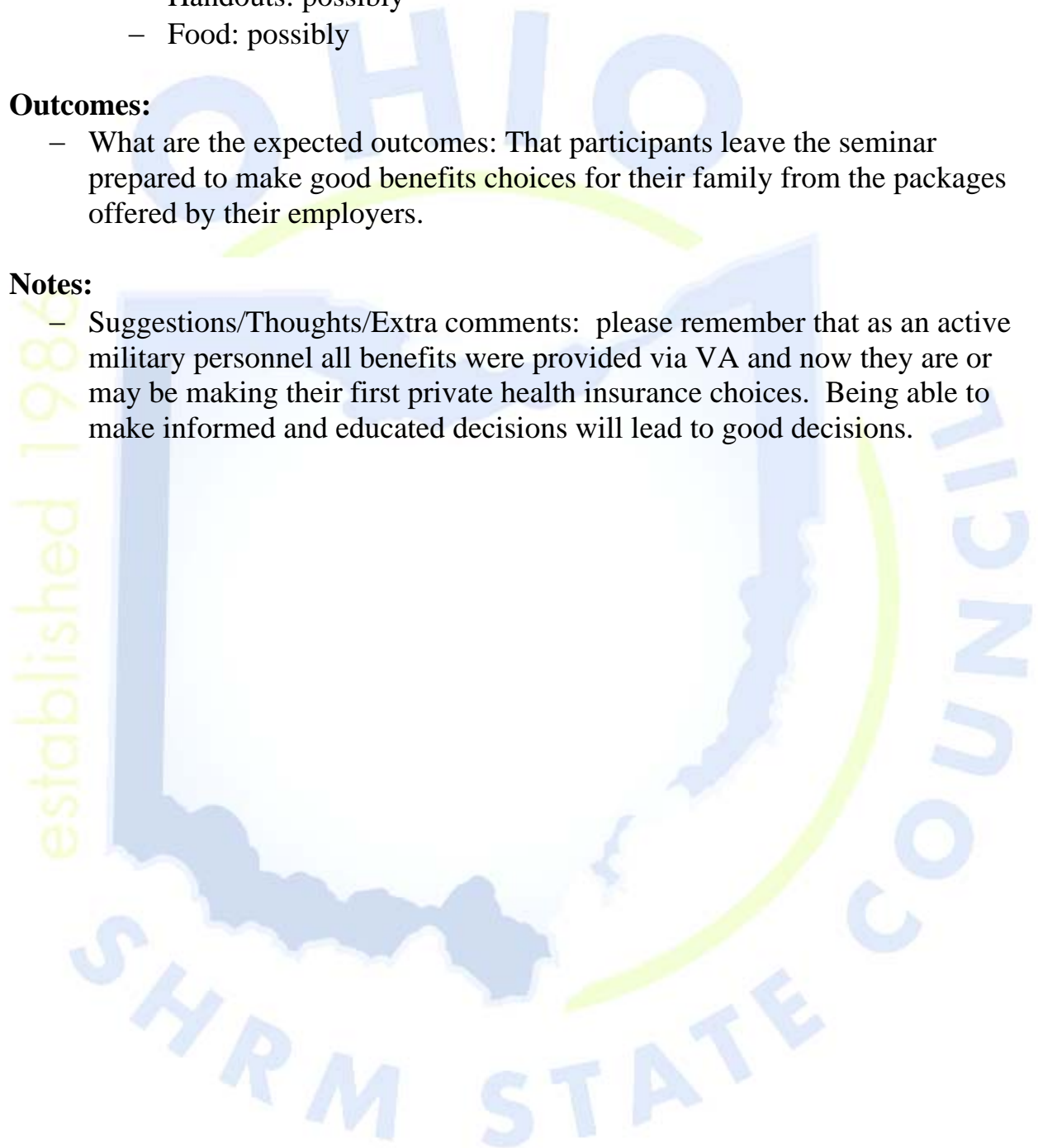
- Food/Equipment: Yes
  - AV equipment: possibly
  - Handouts: possibly
  - Food: possibly

**Outcomes:**

- What are the expected outcomes: That participants leave the seminar prepared to make good benefits choices for their family from the packages offered by their employers.

**Notes:**

- Suggestions/Thoughts/Extra comments: please remember that as an active military personnel all benefits were provided via VA and now they are or may be making their first private health insurance choices. Being able to make informed and educated decisions will lead to good decisions.





**OHIO SHRM Workforce Readiness**  
Veterans Month 2009  
Program Planning Template

**Program 16:** OhioVetsCan.com

The Ohio Veterans Career Assistance Network (Ohio Vets CAN) was created as an on-line meeting place where veterans and members of the National Guard and Reserves can link up with employers who value and support military service to America.

Free of charge, employers can view resumes posted by Guard members AND post job openings accessible to Service members who honorably served.

**Program:** To promote [www.OhioVetsCAN.com](http://www.OhioVetsCAN.com) to all local business and request first job postings for all openings go to OhioVetsCan.com.

**Mission:** *To give honorably discharged Veterans a first look at all posted job openings. To fill employer open positions with qualified veterans.*

**Responsibility:**

- Who would be responsible: Chapter WR Advocate/Committee
- Number of volunteers needed – minimum of 1 – Max – TBD by size of project undertaken
- Number of employer partners – As many as possible

**Design:**

- What will be the program design: Multiple designs possible including:
  - Bulk mailing of information to all chapter members & vendors
  - Mass email of information to all chapter members & vendors
  - WR Committee writing newsletter article/web posting articles for chapter
  - Press releases to local media w/information
  - Mailing/phone calls to local employers/HR departments asking for use of [www.OhioVetsCAN.com](http://www.OhioVetsCAN.com)

**Location:** TBD

**Funding:** TBD – based on design needs

**Advertising:** TBD

**Food/Equipment:** TBD - minimum

**Outcomes:** To increase usage of OhioVetsCan.com by employers and to fill job openings with highly qualified veteran candidates

**Notes:** This could be a potentially very easy project to complete by the chapters with a maximum of success.



**OHIO VETS CAN**  
Is a Combined effort of the  
**Ohio AMVETS**  
and the  
**Ohio National Guard**

► **Community**

► **Careers**

► **Home**

► **Money**

► **Education**

► **Benefits**



**When called, we respond with  
ready units**



### About AMVETS Career Center

AMVETS Career Centers, Inc. is a nonprofit corporation that provides career, training and employment assistance for veterans, active duty service members and members of the National Guard who have honorably served America.

AMVETS provides a full-range of career services, including career assessment and exploration, training, licensing and certification assistance, resume writing and assistance with the job search process.

AMVETS also provides free registration for numerous Internet-based training courses that can be accessed worldwide.

AMVETS has over 60 career centers throughout Ohio, located in AMVETS posts, VA hospitals and One-Stop Employment Centers, available to help with career transition.

To find an AMVETS Career Center near you, visit [www.amvetscareercenter.org](http://www.amvetscareercenter.org) or contact AMVETS Career Centers at (614) 431-6994.

**OHIOVETSCAN.COM**

**OHIO VETS CAN**

[www.ohiovetscan.com](http://www.ohiovetscan.com)

**VETERAN FRIENDLY EMPLOYERS**





## What is Ohio Vets CAN?

The Ohio Veterans Career Assistance Network (Ohio Vets CAN) was created as an on-line meeting place where veterans and members of the National Guard and Reserves can link up with employers who value and support military service to America. The web address is [www.ohiovetscan.com](http://www.ohiovetscan.com)

### FOR GUARD MEMBERS—

- obtain a login and password to post a resume
- view Guard-friendly employers by county or by alphabetical listing
- view job opportunities posted by Guard-friendly employers.

### FOR EMPLOYERS—

- view resumes posted by Guard members
- post job openings accessible to Service members who honorably served.

At [www.ohiovetscan.com](http://www.ohiovetscan.com) Ohio Guard members can identify resources and organizations that can help improve civilian career opportunities or find employment.

Ohio Vets CAN is a partnership between AMVETS – Department of Ohio and the Ohio National Guard

## Posting jobs and resumes

Members of the National Guard can register with [www.ohiovetscan.com](http://www.ohiovetscan.com) to get a login and password in order to post resumes directly to the website and view job openings.

Registered Employers can post jobs directly to the website and view resumes of Guard members. Tutorials will be available on the website to help with the registration and posting process.

## What is a veteran-friendly employer?

An employer who understands the commitment to military service, practices flexibility, and unconditionally supports Guard members in the performance of Federal, State, and Community missions.

An employer who recognizes Guard members enter the workforce with identifiable and transferable skills that have been proven in real-world situations.

An employer who understands Guard members are trained to lead by example and Guard members understand the practical ways to manage behavior for results, even in the most trying circumstances.

An employer who knows Guard members understand genuine teamwork grows out of a responsibility to one's colleagues.

An employer who goes beyond the letter of the Uniform Services Employment and Reemployment

Rights Act by incorporating the spirit and intent of the law in daily operations.



Dare to soar with eagles

An employer who recognizes

Guard members understand the rigors of tight schedules, meeting deadlines, and limited resources and that Guard members have developed the capacity to know how to set priorities to achieve deadlines, in spite of tremendous odds, and know the importance of staying on task until it is done right.

An employer who understands that Guard members know the meaning of 'an honest day's work' and have a track record of integrity, sincerity, accountability, responsibility and trustworthiness.

[www.ohiovetscan.com](http://www.ohiovetscan.com)



# 2009 TAHRA HIGH HEEL WALK/RUN

## Event Details

### WHO:

Everyone!

### WHAT:

High Heel Walk/Run  
Charity Event

### WHEN:

Saturday, August 22  
8:00 am—Noon

### WHERE:

Maumee Bay State Park

### COST:

\$27 per Runner – 100 yard dash

\$17 per Walker – 1 mile

### PRIZES for 100-yard Dash:

**\$300—1st place**

**\$150—2nd place**

**\$50 gift card—3rd place**



Bring the whole family!

Spectators are  
welcome!

Bring an item from the  
donation list for our  
soldiers.

## Registration Details

Two easy ways to  
register:

1. Register Online at  
[www.toledoshrm.org](http://www.toledoshrm.org).  
Click on “Event  
Registration” on the left  
side. Click on High  
Heel Walk/Run.
2. Send the Registration  
Form and check to Jenna  
Grosjean on the address  
listed on the next page.

FOR MORE INFORMATION  
VISIT THE WEBSITE!  
[www.TOLEDOSHRM.ORG](http://www.TOLEDOSHRM.ORG)

### Schedule of Events:

8:00 a.m. - Registration & Vendor Showcase  
9:30 a.m. - Opening Remarks  
9:45 a.m. - 100-yard Dash  
10:00 a.m. - 1-mile Walk & Vendor Showcase

**Stilettos, Wedges, Pumps, and Platforms  
are all welcomed!**

\*2 inch heel required for 100 yard dash  
\*\*Runners must be 18 years of age or older

## PROCEEDS BENEFIT:



**Heroes In Action**, a local 501(C)(3), was founded in September of 2004. The outreach has grown to almost 400 service members and is growing daily. Any active, inactive, or veteran family is eligible for assistance. Heroes In Action sends care packages to troops overseas, provides families with food baskets, assists with home and auto repairs, clothes, household needs, newborn baskets, and has helped a number of injured soldiers with home make-over's and medical care assistance. Heroes In Action also helps to place active, inactive, and military families in jobs.



The **SHRM Foundation** is a 501(C)(3) not-for-profit affiliate of the Society for Human Resource Management (SHRM). Through the contributions received, the SHRM Foundation is able to provide academic and HR certification scholarships, cutting-edge publications, in addition to a variety of other product and service offerings. The Foundation also allocates dollars for the National HR Games in support of student chapters.

Choose Your Event	Selection (check one)	Cost	T-shirt size (S, M, L, XL, XXL)
Walk		\$17	
Run		\$27	
Total Enclosed			

\*\*\* FREE EVENT T-SHIRT TO ALL REGISTERED PARTICIPANTS \*\*\*

(Register by Aug. 12 to guarantee t-shirt size ordered)

\*\*\*Bottled water and light snacks provided to all registered participants\*\*\*

Do you have questions that you would like to discuss?

Would you like to be a sponsor?

Email Jenna Grosjean, Luther Home of Mercy, at [jgrosjean@lutherhome.org](mailto:jgrosjean@lutherhome.org).

### YOUR INFORMATION (Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Two Ways to Pay

#### Checks/Money Orders:

Please make checks/money orders payable to **TAHRA—High Heel Walk**.

Send the registration sheet, & all applicable fees to:

Jenna Grosjean, Human Resources—C/O: Luther Home of Mercy —TAHRA

PO BOX 187, 5810 North Main St, Williston, OH 43468 - (419) 725-5258 (office) —(419) 725-5182 (fax)

\*\*Remember it is \$17 to Walk & \$27 to Run.

\*\*\*Running requires 2" high heels.

#### Credit Card:

Name as it appears on card \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Type of Card: \_\_\_\_\_

Security Code: \_\_\_\_\_ Billing Address of card: \_\_\_\_\_

#### Authorization:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Title of Applicant: \_\_\_\_\_

# **DONATION LIST FOR HEROES IN ACTION**

Heroes in Action donates over 400 care packages to our troops in Iraq and Afghanistan every month. They need your help.

Please bring your donation.

## **Personal Items**

Hand Sanitizer  
Chap Stick  
Shaving Cream  
Disposable Razors  
Soap  
Toothbrushes  
Tooth Paste  
Dental Floss  
Baby Wipes  
Foot & Body Powder  
White Athletic/Hunting Socks  
Shampoo  
Liquid Mosquito Repellant (no  
spray/aerosols)  
Unscented Moisturizing Hand Lo-  
tion/Body Wash

## **Powdered Drinks**

Gatorade  
Tang  
Lemonade  
Hot Chocolate  
Crystal Light—On the Go  
Tea

Coffee Packs

## **Monetary Donations**

Phone Cards (for Iraq/  
Afghanistan—use Sam's Club or  
AT&T)

## **Sweets/Snacks**

Prepackaged Cookies  
Flavored Coffee Cream  
Non-melting Candy  
Twizzlers  
Gum  
Nuts  
Trail Mix  
Granola Bars  
Dried Fruit/Fruit Roll ups  
Tuna Creations  
Pop-top Cans of Soup  
Puddings  
Ravioli  
Spaghetti-O's  
Peanut Butter On the Go  
Instant Oatmeal  
Snack Size: Cereals, Chips,  
Crackers  
Easy-Mac  
Popcorn  
Ramon Noodles  
Power Bars

## **Miscellaneous**

Pocket Kleenex / Toilet Paper  
Sports Magazines  
Disposable Cameras  
AAA & AA batteries  
Small Games & Puzzles  
Deck of Cards  
Stationary

## **Program 17: Setting Up an Award Presentation**

You can find out how to become an employer that supports the Guard and Reserves and have your business appear on the ESGR website. See the “Statement of Support” application below. Go to [WWW.ESGR.mil](http://WWW.ESGR.mil) to complete the application.

Below is an example of how your organization can be recognized for your support.

### **Santa Ana Police Department, City of Santa Ana and the Santa Ana Police Officers Association Honored with Multiple Awards for Their Support of Guard and Reservists**



Thursday, April 23, 2009



Recently, the City of Santa Ana, the Santa Ana Police Department, the Santa Ana Police Officers Association and Chief Paul M. Walters and Corporal Kevin DeDeaux of the Santa Ana Police Department were recognized and honored by the Employer Support of the Guard and Reserve, a Department of Defense agency, for their outstanding support of the many City employees serving in the Guard and Reserve.

The patriotic awards ceremony began with the presentation of Colors by the Santa Ana Police Department's Honor Guard. Displayed at the front of the room were the service flags of the seven branches of the Guard and which represented the Army National Guard, Army Reserve, Marine Corps Reserve, Navy Reserve, Air National Guard, Air Force Reserve and Coast Guard Reserve. Each service flag was accompanied by Santa Ana Police Officers who serve in that particular branch



of the armed forces. As part of the Department of Defenses' recognition of Santa Ana, also in attendance were five flag officers from the various branches of the Guard and Reserve.

Following several speeches from both City officials and ESGR and military dignitaries, Major General Gravett (Retired), State Chair of the Southern California ESGR Committee and Cheryl DeNoi, the Awards Director, presented Corporal Kevin DeDeaux the *Seven Seals Award* as Tom Lasser, the ESGR's Public Affairs Director read aloud the inscription of each award. Corporal DeDeaux serves in many capacities in the Santa Ana Police Department, but was recognized today for his tireless work on behalf of the officers who also serve in the Guard and Reserve. Corporal DeDeaux serves as their Military Liaison Officer and he ensures that their transition from the department to their military life is seamless and that the families of the deployed officers are supported throughout their deployment. Also receiving the *Seven Seals Award* was Sergeant Joseph Perez, President of the Santa Ana Police Officers Association. Sergeant Perez was recognized for the teamwork he and the association has displayed along with the City and the police department to ensure that all City employees serving in the Guard and Reserve receive nothing but the best as far as their pay, benefits and services.

Your employee in the Guard and Reserves can also nominate your business for the Patriot Award. If approved, you will be presented with a certificate and lapel pin. You may be able to make arrangements to have your local representative of ESGR present the award at an event.

You can view other business in your state that support the Guard and Reserves. Get your business on the list!

- Pledge your support of your employees serving in the National Guard and Reserve. Join thousands of American employers who, just like you, signed a Statement of Support. Visit the [Statement of Support page](#) to find more information on how to show your support and/or request a form. You can also complete the form enclosed in the downloadable [PDF version](#) of the Employer Resource Guide.

Display it prominently for all your employees and visitors to see. A Statement of Support request form may be [completed online](#).

To request your **Statement of Support** [Click Here](#).

## Why the ESGR Statement of Support Program.

The focus of ESGR is four-fold:

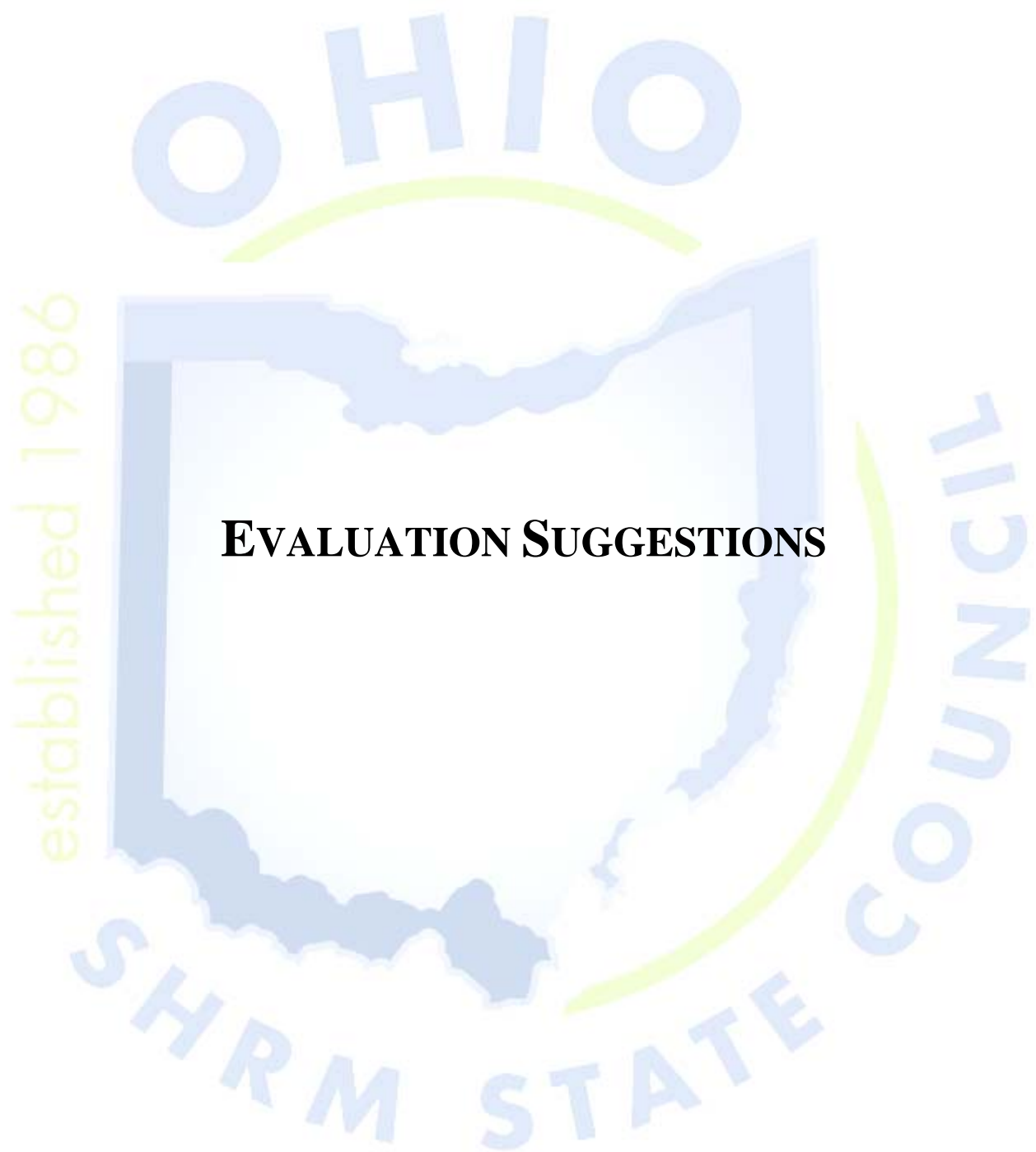
- Promote an understanding of Guard and Reserve service.
- Enlist support of employers in development of human resource policies and practices that support and encourage employee participation in Guard and Reserve programs.
- Disseminate information to improve knowledge of, and voluntary compliance with, the Uniformed Services Employment and Reemployment Rights Act (USERRA) among Reserve component leaders, members, and their employers.
- Sustain willingness of employers to support their employees called to military service for the Global War on Terrorism over potentially longer periods of time and greater frequency.

To that end, the ESGR Statement of Support Program seeks to inform and educate employers about their rights and responsibilities towards their employees who serve in the National Guard and Reserve, and to also recognize and reward those employers who go “over and above” the requirements of the law.

A Statement of Support signing employer denotes the following:

- We fully recognize, honor and enforce the Uniformed Services Employment and Re-Employment Rights Act (USERRA).
- Our managers and supervisors will have the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We will continually recognize and support our country's service members and their families in peace, in crises and in war.

To participate in the Statement of Support Program, please complete our [Statement of Support form](#).



## **EVALUATION SUGGESTIONS**

**Workforce Readiness**  
*Veterans Month Project 2009*

**Evaluation Methods**

There are a number of methods and metrics to measure how effective a program can be. Counting the number of press releases that were printed or aired, reviewing the amount of community involvement through your public relations techniques, quantitatively measuring the actual number of participants at a program that were helped and/or using evaluation cards. All these methods are acceptable measures of a program's success. Receiving actual community awards or giving community awards may also be considered a measurement or metric of evaluation.

Below are some examples of evaluative metrics, feel free to use these and other measurement tools that you have available to you.

- ☐ Public Relations – be sure to use all community support methods, your military contact and your chapter communications director will be able to help you in this area. Also, having a follow up article in your chapter newsletter will build larger chapter support of your programming and support for military personnel.
- ☐ Press Releases – see example press release and media outlet information enclosed in this resource guide.
- ☐ Number of Vets Helped – program measurement/metrics
  - How to follow up if needed (2<sup>nd</sup> program, visit?)
- ☐ Comment//Evaluation Cards
  - Follow up questionnaires:
    - How did we help you?
    - Did you get a job interview from your experience?
    - What helped? What didn't?
    - What more do you need and how can we provide that?
- ☐ Summary to Ohio SHRM State Council WR Director – best practices - Be sure to send an email to the State Council WR Director to be added to the Ohio SHRM

website. This will promote your chapter as well as help other chapters see what types of programs have been completed.

☐ Awards Celebrations

- Chapter – local military friendly employers
- State Council – send in best practices for possible state/SHRM awards
- Local – Check out Suggested Programming #17 for ESGR award information





## **SAMPLE PRESS RELEASE**

Local Chapter Name  
Local Chapter Address  
Local Chapter Phone

FOR IMMEDIATE RELEASE

### **BENEFITS SEMINAR FOR LOCAL VETERANS**

Human Resources Association of Central Ohio to Hold Benefits Seminar for Local Veterans

On September 2, 2009, the Human Resources Association of Central Ohio (HRACO) will be holding its first annual Benefits Seminar specifically for local veterans.

This seminar will be aimed specifically at those service members who are coming back from active duty, men and women of the Reserves, and any service member who may be in career transition.

Local benefits and human resources experts will be on-hand to provide guidance to these service members related to new legislation affecting Veterans' rights, such as FMLA and USERRA, federal programs available to service members and their families relative to housing and credit issues, and general guidance concerning navigating their transition from active duty to the workforce.

About 200 veterans and their families are expected to attend, according to Rebecca Jeffries, HRACO Workforce Readiness Committee Director. "We are pleased with the response to this program and hope this is the beginning of many more programs like this in the future," said Jeffries.

The three-hour seminar will be held at the Aladdin Shrine Center in Columbus. In addition to presentations from local experts in FMLA and USERRA, veterans and their families will be able to schedule one-on-one appointments with experts to discuss specific situations. Jeffries suggests that veterans who wish to have individual appointments register before the event through the HRACO website, [www.hraco.org](http://www.hraco.org).

The event is open to the public and parking is free. For more information, please go to [www.hraco.org](http://www.hraco.org) or contact HRACO at 614-123-4567.

### Suggested Media Outlets:

Local TV Stations (their websites generally will have instructions on submitting news items or press releases, if not, call the news desk)

Local Print Media: i.e. Columbus Dispatch, Business First, Daily Reporter, Suburban News Publications. These outlets will also be helpful if you wanted press coverage of the event – I would recommend seeking out a specific local news reporter to get someone to cover the event. (E-mail addresses for reporters are generally listed on the site or with by-lines on articles / columns) The news desk may be too general depending on the market.

Local Radio – depending on market, this may or may not be useful. Same methods as TV outlets to get release to news desk – call the station and ask for protocol.

Community Postings – check with local libraries and community centers to see if you can post a flyer or the press release on their bulletin boards. Less aggressive but still gets some exposure.

E-mail blast to Chapter membership: Send the press release in an e-mail to all membership and encourage them to forward to any non-members who they think may be interested. This can be very effective.



**COMMITTEE CONTACTS &  
SELECTED RESOURCE CONTACTS**

**Workforce Readiness**  
*Veterans Month Project 2009*

**Committee Contacts**

**Selected Resource Contacts**

All of these individual contacts have agreed to be available to chapter members to answer questions, guide and support. Please feel free to contact them as needed.

**Committee Contacts:**

Rebecca Jeffries, SPHR  
Ohio SHRM State Council Workforce Readiness Director  
[RJeffries@GroupBenefitsAgency.com](mailto:RJeffries@GroupBenefitsAgency.com)  
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614.785.1991

Joan Backe-Kuhl – HRACO Chapter  
[ibejbk@ameritech.net](mailto:ibejbk@ameritech.net)  
614-890-5360



## **Outside/Military Individual Contacts**

These are the military support groups that have given our project significant support and provided content for this resource guide. They have also given permission to chapter members to contact them directly if you have any questions or need support for your projects.

ODJFS – Workforce Development  
Terry Janke  
Director, State Veterans Program  
614.644.0978  
614.204.1467 cel  
Terry.janke@jfs.ohio.gov

ESGR – Employer Support of the Guard and Reserve  
US Department of Defense

Anthony Augello, Col, USAF (Ret)  
Executive Director  
Ohio Committee  
614.336.7444  
Anthony.augello@us.army.mil

Bob Labadie, Col, USA (Ret)  
Chair  
Ohio Committee  
614.451.6260  
rjlabadie@sbcglobal.net

**Workforce Readiness**  
*Veterans Month Project 2009*

**Acknowledgements:**

*This resource guide was a project of passion for many involved. It took a number of committee members and outside resources to complete. Below is a list of friends, colleagues and professionals that had a hand in helping complete the project. My sincere and heartfelt thank you goes out to everyone involved.*

*Rebecca*

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Joan Kalamas

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**State Resources:**

Terry Janke; Robert Mercer, John Connor

**Friends:**

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