

## Prime Minister's Veterans' Employment Awards

### Hints for addressing nomination criteria (categories recognising organisations)

Category	Nomination Criteria	Hints
Leadership in Recruitment of Veterans	1. Demonstrated excellence in recruitment, hiring and onboarding of veterans into your work place	Some examples could include, but are not limited to, how your organisation has: <ul style="list-style-type: none"> <li>specifically addressed the recruitment, hiring and onboarding needs of veterans</li> <li>improved its approach to recruitment, hiring and onboarding of veterans</li> <li>attempted to benchmark practices against other organisations</li> <li>co-designed recruitment, hiring and/or onboarding strategies with other organisations that specifically address the needs of veterans</li> </ul>
	2. Innovative approaches to marketing and "reach out" to attract veterans to your organisation.	Some examples could include, but are not limited to, how your organisation has: <ul style="list-style-type: none"> <li>used social media or digital strategies that appeal to, are specifically targeted at, and/or, have been co-designed with veterans</li> <li>encouraged other organisations to use innovative approaches to market employment opportunities to veterans</li> <li>shared innovative approaches with other organisations to attract potential veteran employees</li> <li>used existing ADF or ex-service related organisations in attracting veteran employees</li> <li>used Defence desirable/ADF friendly flag in job advertisements or on the organisation's shopfront (where applicable)</li> </ul>
	3. Influencing and advocating the recruitment of veterans by other organisations	Some examples could include, but are not limited to, how your organisation has: <ul style="list-style-type: none"> <li>promoted the benefits of employing veterans to other organisations, for example, through sharing success stories</li> <li>educated other organisations about the ADF experience</li> <li>shared effective recruitment strategies with other organisations</li> <li>established or participated in working groups, committees or forums</li> <li>consulted with other/partnership organisations regarding potential employment opportunities for veterans and placing veterans</li> </ul>

## Hints for addressing nomination criteria (categories recognising the achievements of organisations)

Category	Nomination Criteria	Hints
Veterans' Employer of the Year – Large Business	1. Demonstrated commitment to employing veterans as evidenced by policies that support the recruitment of veterans.	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>• HR policies or recruitment strategies that consider the needs of, and/or, have been co-designed with veterans</li> <li>• a dedicated HR manager with knowledge of the ADF or a dedicated ADF recruiting team</li> <li>• provided training for your HR personnel on the ADF experience and how military skills translate to required job skills</li> <li>• offered internships or work placements/trials for veterans</li> <li>• provided flexibility for veterans to take leave for ADF related commemorative events</li> <li>• promoted job vacancies in your organisation to veterans by demonstrating how skills typically acquired in the ADF align with those required for the job.</li> </ul>
	2. Demonstrated excellence in the management and retention of veterans through innovative training programs, ongoing mentoring and engagement programs.	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>• developed training or mentoring programs that consider the needs of and/or have been co-designed with veterans</li> <li>• introduced or has existing programs that identify, foster and/or develop veteran talent</li> <li>• introduced or has existing programs that provide veterans with opportunities to perform different roles across the business</li> <li>• introduced or has existing programs that enable veterans to become mentors to new veteran employees</li> </ul>

## Hints for addressing nomination criteria (categories recognising the achievements of organisations)

Category	Nomination Criteria	Hints
Veterans' Employer of the Year – Small to Medium Sized Business	1. Demonstrated commitment to employing veterans as evidenced by policies that support the recruitment of veterans	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>• HR policies or recruitment strategies that consider the needs of and/or have been co-designed with veterans</li> <li>• a dedicated HR manager with knowledge of the ADF or a dedicated ADF recruiting team</li> <li>• provided training for your HR personnel on the ADF experience and how military skills translate to required job skills</li> <li>• offered internships or work placements/trials for veterans</li> <li>• provided flexibility for veterans to take uncertified leave for ADF-related commemorative events</li> <li>• promoted job vacancies in your organisation to veterans by demonstrating how skills typically acquired in the ADF align with those required for the job.</li> </ul>
	2. Demonstrated excellence in the management and retention of veterans through innovative training programs, ongoing mentoring and engagement programs.	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>• developed training or mentoring programs that, consider the needs of and/or have been co-designed with veterans</li> <li>• introduced or has existing programs that identify, foster and/or develop veteran talent</li> <li>• introduced or has existing programs that provide veterans with opportunities to perform different roles across the business</li> <li>• introduced or has existing programs that enable veterans to become mentors to new veteran employees</li> </ul>



## Hints for addressing nomination criteria (categories recognising the achievements of organisations)

Category	Nomination Criteria	Hints
Veterans' Employer of the Year – Public Sector Organisation	1. Demonstrated commitment to employing veterans as evidenced by the relative number of veterans in the workforce.	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>• committed to employing a certain number of veterans</li> <li>• developed specific resources for veterans that help them get a job in your organisation</li> <li>• offered internships or work placements/trials for veterans</li> <li>• developed specific resources to assist veterans in translating their military skills into APS equivalent terms/job descriptions</li> <li>• a dedicated HR manager with knowledge of the ADF or a dedicated ADF recruiting team</li> <li>• Defence experience desirable/ADF friendly flag or comparable notation in job advertisements or on the organisation's shopfront (where applicable)</li> </ul>
	2. Demonstrated excellence in the management and retention of veterans through innovative training programs, ongoing mentoring and engagement programs	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>• developed training or mentoring programs informed by veterans, ADF-related organisations or service providers</li> <li>• linked veterans with mentors who have successfully transitioned from the ADF into employment in your organisation</li> <li>• introduced or has existing programs which identify, foster and/or develop veteran talent</li> <li>• introduced or has existing programs which provide veterans with opportunities to perform different roles across the business</li> </ul>
	3. Policies that support veterans' employment.	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>• developed policies that consider the needs of veterans</li> <li>• provided training for your HR personnel on the ADF experience and how military skills translate to required job skills</li> <li>• provided flexibility for veterans to take leave for ADF-related commemorative events</li> </ul>

## Hints for addressing nomination criteria (categories recognising the achievements of organisations)

Category	Nomination Criteria	Hints
Excellence in Supporting Spouse Employment	1. Demonstrated excellence in attraction, recruitment, hiring and retention of military spouses	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>offered internships or work placements/trials for military spouses</li> <li>has introduced flexible working arrangements e.g. virtual, work-from-home, arrangements which support spouse mobility, flexibility to take leave at short notice including uncertified personal leave to attend ADF-related or commemorative events</li> <li>a dedicated HR manager with knowledge of the ADF or military spouse experience or a dedicated recruiting team including on a national basis (where applicable) or practices that yield similar outcomes in a smaller business.</li> <li>provided training to your HR personnel and/or other staff to help them understand the typical experience of a military spouse and promote the benefits of employing military spouses (e.g. highly adaptable to new environments, flexible, resilient)</li> <li>established or introduced initiatives informed by military spouses, ADF support and Defence-related organisations</li> <li>established partnerships with ADF support or Defence-related organisations to seek out potential military spouse employees</li> </ul>
	2. Demonstrated commitment in supporting military spouses' careers through serving members' postings, deployments etc. through HR policies, support services and mobility programs	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>introduced flexible working arrangements e.g. virtual, work-from-home, arrangements which support spouse mobility, flexibility to take leave at short notice including uncertified personal leave to attend ADF related or commemorative events</li> <li>established feedback mechanisms which enable military spouses to provide their views on support needed and/or support provided</li> <li>introduced or have existing programs which provide military spouses with opportunities to perform different roles across the business</li> </ul>
	3. Evidence of collaboration with ADF support organisations to develop a robust and sustainable support model for military spouses	<p>Some examples could include, but are not limited to, whether your organisation has:</p> <ul style="list-style-type: none"> <li>established partnerships with ADF support organisations including Defence Families Australia, Defence Community Organisation and other ex-service organisations to inform the support and services you provide to military spouses</li> <li>introduced specific initiatives or improvements in services for military spouses as a result of partnerships with other organisations</li> </ul>