Best Practice for EEO Hiring
How to Translate Military Experience

Value: Each year about 200,000 service members transition to civilian life and, in most cases, are in search of a civilian career. Military experience translation is the process of decoding military skills and duties to uncover comparable positions in the civilian workforce. Knowing how to translate military experience increases our ability to identify qualified applicants and, in so doing, enhances the unit and university's outreach and recruitment efforts of protected veterans.

Before application material review:

- Carefully consider the requirements for the position you plan to fill.

During application material review:

- The first step in the application review process should be to gain an understanding of any military jargon used in the application materials to clearly match required qualifications for the position.

  Note: Utilize sites that can translate military experience, such as the military skills translator through the U.S. Department of Labor: https://www.careeronestop.org/Toolkit/Jobs/match-veteran-jobs.aspx

- Identify and highlight obtained degrees, comparable workshops, completed courses, as well as hands on experience that can serve as substitutes for desired experience and education.

- Match or make connections between skills acquired during service and desired skills for the position. (Keep in mind that the skills assessment does not supersede the requirement that the candidate meet the minimum requirements of the position.)

  o **Examples of positions at ECU versus transferrable military experience:**
    Military skills are transferable to a number of positions at ECU. To determine whether your candidate's military experience transfers to the position you are recruiting, the Veterans Job Matcher, found here:
    https://www.careeronestop.org/Toolkit/Jobs/match-veteran-jobs.aspx, may be used to confirm the position's specific duties and skills; then, compare your findings to the duties of the position you are recruiting and the list of comparable civilian positions.

Affairs, US Department of Veterans. "VA.gov: Veterans Affairs." *Your VA Transition Assistance Program (TAP)*, www.benefits.va.gov/transition/tap.asp.
"Career Guide." *Jobs*, www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-military-to-civilian-resume.
"CareerOneStop." CareerOneStop, 4 Dec. 2018, www.careeronestop.org/Toolkit/Jobs/match-veteran-jobs.aspx.
"Tips for Veterans Applying to Higher Ed Jobs." *Higher Education Jobs - Higher Education Recruitment Consortium*, 20 Nov. 2018, www.hercjobs.org/tips-for-veterans-applying-to-higher-ed-jobs/.
Tomaszewski, M. (2019, November 9). Achievements & Awards on a Resume [99 Accomplishments]. Retrieved from https://zety.com/blog/achievements-for-resume#it.
Top 10 Transferable Military Skills to List on Your Resumé. (n.d.). Retrieved from https://www.northeastern.edu/bachelors-completion/news/transferable-military-skills/.

- **Example #1:**

  <u>Military Position</u>: Boiler Repair Technician

  <u>Duties</u>: "Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries."

  <u>Acquired Skills</u>**:** "Operation monitoring, operation and control, critical thinking, equipment maintenance, and quality control analysis."

  <u>Comparable ECU Position</u>: Utilities Plant Operator

  <u>Duties</u>: Operate steam boilers; maintain proper air/fuel ration; perform testing of boiler feed water and condensate; maintain plant log by recording specified temperatures and pressures, fuel consumption, water flows, and other similar data.

- **Example #2:**

  <u>Military Position</u>: Nodal Network Systems Operator-Maintainer

  <u>Duties</u>: "Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption."

  <u>Acquired skills</u>: "Critical thinking, active listening, judgement and decision making, and reading comprehension."

  <u>Comparable ECU Position</u>: IT Network Professional

  <u>Duties</u>: maintenance, disaster recovery, and troubleshooting of various enterprise-level network services; monitor and analyze the network system via various operating systems and monitoring tools.

- **Common transferable military skills**:

  Leadership, self-sufficiency, effective communication, technology skills, problem-solving, and teamwork

- Take time to consider how military accomplishments translate to the candidate's ability to complete position duties

As a reminder, East Carolina University is committed to fostering an inclusive and welcoming environment. All selection decisions must be objective, job-related, and based on non-discriminatory reasons consistent with the University's Notice of Nondiscrimination and Affirmative Action Policy and Equal Employment Opportunity Plan.

Affairs, US Department of Veterans. "VA.gov: Veterans Affairs." *Your VA Transition Assistance Program (TAP)*, www.benefits.va.gov/transition/tap.asp.

"Career Guide." *Jobs*, www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-military-to-civilian-resume.

"CareerOneStop." CareerOneStop, 4 Dec. 2018, www.careeronestop.org/Toolkit/Jobs/match-veteran-jobs.aspx.

"Tips for Veterans Applying to Higher Ed Jobs." *Higher Education Jobs - Higher Education Recruitment Consortium*, 20 Nov. 2018, www.hercjobs.org/tips-for-veterans-applying-to-higher-ed-jobs/.

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