

# Veteran Integration Checklist

Supervisor completes after hiring a veteran



When Veterans transition from military service to civilian employment they may experience an array of challenges. This optional checklist is a resource to assist supervisors of Veterans in the integration process. The checklist may increase employee engagement, help support Veterans for a smoother transition, and increase Veterans' retention within state service.

## First Week of Employment:

- Provide Veteran *Welcome to the Team* Flyer from the VERG
- Introduce new Veteran employee to other Veterans in the agency (if applicable)
- Introduce new Veteran to your local agency VERG (if applicable)
- Consider (if resources permit) asking another Veteran to sponsor new Veteran hire
- Inform Veteran there is a [Washington State Department of Veterans Affairs](#) as a supplement to the federal Veterans Affairs office
- Inform Veteran there are local Veteran Affairs claims managers at the [Washington State Department of Veterans Affairs](#)
- Discuss job classifications and management structure <https://ofm.wa.gov/state-human-resources>



## Useful Links:

- Does a veteran receive any preference in layoff? [WAC 357-46-060](#)
- Do veterans receive any preference in the hiring process? [WAC 357-16-110](#)
- Washington Student Achievement Council: <https://www.wsac.wa.gov/saa>