8 COMMON INTERVIEW QUESTIONS

Answering them is easier than you think when you know the interviewer's intentions.



Having been on both sides of more interviews than I care to admit, I've compiled a list of the eight most common interview questions I've asked and been asked, along with guidance on how to answer them. Note the word "guidance." There is no right or wrong answer. Rather, I aim to provide insight into why someone may ask these questions and what they're trying to learn about you.

I) Tell me a little about yourself.

Translation: I don't know how to start this interview, so I'll make you work at it.

Guidance: Give them a 2-to-3-minute elevator speech (aptly named for its ability to pitch an elevator partner in a short period of time) that starts with insight into you as a person, then moves into a brief chronological synopsis of your education and professional career.

What do you like to do? An interviewer wants the interview to go well. If he or she can strike a common bond with you — be it love of baseball or an affinity for bird-watching — the interview is more fun. Don't talk politics.

2) What did you do in the military?

Translation: How does being a helicopter mechanic train you to sell IT systems?

Guidance: Tell the interviewer how your military training translates into a civilian job (leadership, teamwork, work ethic, etc.). Sprinkle in

some interesting stories from the military. Your interviewer may remember only a few other details from the session, but he or she will recall your stories of teeing off at midnight in Keflavik, Iceland. That will help you stand out from the 12 other interviews that week.

3) Why are you leaving the military?

Translation: Are you a job-hopper?

Guidance: The interviewer really wants to know. Were you a poor performer? Were you a disgruntled employee or did you get out because you didn't want to leave your family for 12 months at a time? The latter is perfectly understandable. The former indicates someone they don't want to hire. Is this job a stepping stone to some higher calling or will you be a company man?

4) Are you willing to relocate?

Translation: Do you plan to grow roots, or will you give us the flexibility to move you where your skills will benefit the company?

Guidance: It's probably worth finding out in advance if the company requires relocation to promote. In most cases with a big firm, you must relocate to advance. That makes sense because it exposes you to different facets of the business. But many companies may let you stay put if you don't care to be promoted. Be honest. If you aren't willing to relocate, not saying so in an interview will cause grief for you and the company down the road.

8 COMMON INTERVIEW QUESTIONS

Answering them is easier than you think when you know the interviewer's intentions.

5) What is your biggest strength?

Translation: Are you confident or cocky? Are you a team player? (And I'm setting you up for No. 6, too.)

Guidance: You have many strengths and the interviewer isn't looking for a laundry list. Pick the one that would most help the company and illustrate it with an example of how it would help. Talk about how you led a team that accomplished great things. Make it a "we" answer, not a "me" answer. No one person can affect the stock price, and those that are most successful make people around them better. Such leaders are force multipliers in human assets, just the type who companies want to hire.

6) What is your biggest weakness?

Translation: An intelligent person knows what they don't know. Are you intelligent?

Guidance: Everybody has weaknesses. Those who know their weaknesses are better equipped to manage them. Those who don't admit to problems are those who shirk responsibility and accountability — traits nobody wants in an employee. Be self-effacing. It shows honesty, humor and confidence. Pick a negative trait and show how you've overcome it. Have fun with this one. If you can't think of a weakness, ask your spouse.

7) Why should we hire you?

Translation: I'm feeling pretty good about hiring you. Just give me one

last reason to close the deal and send you an offer letter.

Guidance: If you get this question, you're probably on good footing with the interviewer. Sum up your skills and how they translate into value for the company. Reinforce your reasons for wanting to work for them. Portray yourself as an excited employee who will add value.

8) Do you have any questions for me?

Translation: If you don't ask any, you may not have a pulse.

Guidance: Absolutely! You should ask more questions than you're asked. Thinkers and learners ask a ton of questions. How do you think smart people became smart? Your trek towards ignorance starts the day you think you know it all. If this is a first interview, ask questions about the company, the market, the culture, the work, etc. Save the WIIFM (What's in it for me?) questions for later or final interviews. Asking those in a first interview shows you have more interest in vacation days than your job or the company. No company wants to hire whiners and clock-punchers.

Keep in mind that your interviewer may be just as nervous as you. You've likely done more interesting things, been exposed to different cultures and had bigger responsibilities in the military than your interviewer has in an entire career. So he or she may be a bit intimidated. Relax, promote yourself and convert your skills into value for the company. Most of all, let your personality shine through. After all, they have to spend 40 hours a week with you; they better like you.

IMPROVE YOUR RÉSUMÉ

Top Tips for Transitioning Military

© Strategies for Human Resources, 2013, Patricia@SHRinsight.com

by Patricia Frame, Strategies for Human Resources

A résumé is an advertisement for you, designed solely to show what you can do immediately for an employer, so that they will contact you.

I. Focus, Focus, Focus

Before you create your résumés, focus on the work you want to do and the organizations you want to work with. Be very specific in your goals. Learn and use civilian terms. This is your "battle plan" foundation. Then create marketing materials – résumé, social media profiles, business cards – that clearly show why hiring you is an obvious choice.

2. Start with a Professional Summary; Skip Objective Statements

Summaries show experiences, skills, and attributes as they apply to employer's needs. Objectives are usually about you. Create your summary by highlighting your most relevant achievements and strengths. Go for clear, concise, and memorable - grab the reader's attention. Do as bullets or a short paragraph:

- Experienced team leader known for training and developing highly productive staff
- Recognized for intelligence analysis and report-writing skills
- Selected to work with foreign and U.S. teams to develop effective security practices under tight time limits

3. Show Your Achievements

Demonstrate how your past experience and knowledge will contribute to the job and organization right now! Don't pretend you were not in the military, but use keywords and terms relevant to your targeted employer. Skip job descriptions; tell what you actually did. Detail the

situation or task, your actions, and the results. Quantify what you can.

- Appointed to lead team revising supervisor training to support safety and security efforts in combat operations; created new program within 60 days which reduced accidents and injuries.
- Took over failing function. Within 90 days built effective team, improved critical metrics, closed all overdue items; function received high ratings on re-inspection.
- Researched, wrote, and presented daily intelligence summaries to national command authority.

4. Tailor the Résumé to the Opportunity and Organization

Use <u>keywords</u> that are current for your field and for the specific job. Focus on your experience and achievements that are most relevant.

5. Get the Basics Right

- Make it easy to read plenty of white space, easy to read font, bullet points, limited use of fancy formatting.
- Have a professional email address and list one phone number with voice mail.
- Keep it professional. Omit personal interests and activities unless directly related to the job.
- Two pages max! Most preferred format is reverse chronological with current job shown first.
- Tell more about your most recent jobs, and less about earlier ones. Dump jobs that are more than 15 years old or create a simple summary sentence.



COVER LETTERS

© Strategies for Human Resources, 2014, Patricia@SHRinsight.com

by Patricia Frame, Strategies for Human Resources

Many hiring managers like cover letters while many recruiters ignore them. The value of a cover letter is its content. A generic one will not do anything positive for your search. One tailored to the company gives you an extra opportunity to impress a hiring manager and improves your chance of getting an interview.

A. Cover Letters for Referrals or Direct Contact

Basics

- One page, no more than three paragraphs
- Do not repeat info from résumé but do attach résumé
- Must be addressed to a specific person by name
- May be emailed in the text or sent by hardcopy

Format

Paragraph one must grab attention. What relationship do you have or what really interests you in areas where you can contribute? You need 2-3 smart sentences.

- I have been following XYZ since I worked with a top quality employee (name) on a project five years ago. It was...
- I have been reading of your work on Q and its impact on your industry and I have some ideas that may be of use. (Give small info on why, what.)
- John Doe referred me to you because he knows my work on D and knew I was interested in your work which uses D.

Paragraph two shows both your knowledge of the employer and gives voice to your unique achievements and personal attributes.

Example: The Wall Street Journal indicates you are upgrading your logistics systems to support faster growth. I have been a team leader in two major, innovative restructurings of logistics operations where I was recognized for my ideas and execution. I would like to talk to you about what I have learned and how that may help you.

Paragraph three can suggest some dates/times you could talk by phone and offer other contact information.

B. Cover Letters to Go with Job Posting Responses

Basics

- One page, no more than three paragraphs
- Do not repeat info from résumé but do attach résumé
- Email in the text, not as an attachment

Format

If you are applying for an advertised position, the cover letter should respond to the main requirements. If the ad requests a cover letter and has specifics, follow their instructions. Otherwise, use this general format. If possible, get a name and address the letter to a specific person.

Paragraph one - include position title, #, any other identifying information such as where you found it. Add one sentence that says

COVER LETTERS

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something relevant but interesting about you.

■ An all-source intelligence analyst recognized for the quality and elegance of my written reports.

Paragraph two is smartest as a two column listing that shows the top 3-4 requirements from the job posting on one side and your achievements that relate to each on the other. Keep it short and focused:

You require: I offer:

At least 10 years X experience Over 10 years X (keep those close, not "20 years")

Z software usage Highly proficient in Z software

Paragraph three is short. Lead with a highlight relevant to their needs based on the organization and job research you have done. Add your contact information.

Summary

Good cover letters demonstrate that you have researched the company and the positions where you can contribute. They do not repeat your résumé but add to it with a short success story or an example of what you can do for the company. And they offer you a chance to show a bit of your personality so as to engage the hiring manager's interest.



THE ULTIMATE SOURCE FOR VETERANS

Successfully placing military talent in civilian jobs for over a decade.

TAOnline.com is one of the largest single source of transition assistance information and tools for today's separating military.

Visit us today to begin your new career and see for yourself!

WWW.TAONLINE.COM

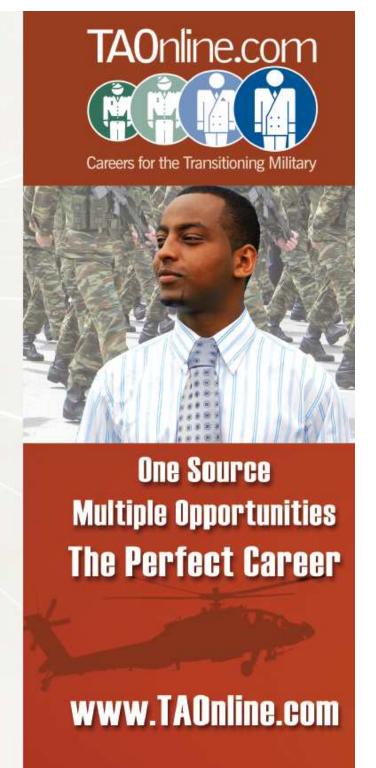




TRANSITION ASSISTANCE ONLINE

51 MILL STREET BUILDING E SUITE 21 HANOVER, MA 02339

E-MAIL: INFO@TAONLINE.COM



MILITARY TALENT CIVILIAN CAREERS

Transition Assistance Online, TAOnline.com, is one of the very first sites created for the hundreds of thousands of job seekers from the military community.

Service members, both current and prior, can find all the necessary resources to smoothly transition from military service to the perfect civilian career.

Transitioning military can search job ads, post resumes and research military friendly companies.



FOR VETERANS BY VETERANS

Founded by former military personnel, TAOnline.com is recognized by industry experts as a leader in providing veteran jobs.

TAOnline.com provides employers and job seekers a means to connect. Transitioning service members can utilize online resources to translate military skills into civilian terms, write professional resumes, apply for Featured Hero status and more.

"Talent perceives differences; genius, unity."
- William Butler Yeats

WHY TAOnline.com?

TAOnline.com Provides Hands-On Tools necessary to find employment after the military:

- Post your resume
- · Search Jobs using your Military Occupation
- Discover Military Friendly Companies
- Locate Job Fairs/Hiring Events near you
- Read Career Self-Help Articles
- · Sign up for automated job alerts
- Access Security Clearance Information
- · Apply to become a Featured Hero

What is a Featured Hero?

A Featured Hero is a handpicked, qualified job seeker promoted directly to TAOnline.com employers. A Featured Hero has the opportunity to tell their story, put a face to the name, and be a step closer to securing post-service employment. While all Vets are heroes, only a few will qualify as TAOnline.com Featured Heroes

Start your search today! Most military job seekers begin planning their transition 12-18 months before the actual separation date.

EMPLOYERS ACTIVELY SEEKING MILITARY PERSONNEL

The following employers are just a few that are actively seeking veterans and those with military experience. For a complete listing of an organization's available job opportunities, visit TAOnline.com.













he Road to a Civilian Career

There is no easy path to getting hired after separating from the military. But knowing how to leverage your military experiences, manage your money and tap into existing resources can help you get there.



Visit the advice page at usaa.com/leavingthemilitary and log in to set up a free financial assessment.



PREPARE TO LAND ON YOUR FEET

TAP INTO YOUR SUPPORT NETWORK

A job search can be easier when you're in familiar territory. Nari Bielfeldt, a CERTEED FINANCIAL PLANNER" with USAA who served in the Marines, decided to move in with his in-laws after his military separation. "My wife and I wanted to be somewhere where we had a support network and could keep expenses low."



Check out usea.com/ bestplaces for a list of cities with good resources and employment opportunities for veterans.



WANT TO DO?

It's easy for many service members to feel pigeonholed into certain fields based on what they did in the military, But John DiPiero, senior takent manager in military recruiting for USAA, urges service members to look at the bigger picture. DiPiero suggests using the Labor Department's O'Net, at one tonline.org, a profile tool that can help find careers that match your strengths and interests.



Military.com/skillstranslator breaks down military occupations into specific skills and connects those to relevant civilian fields. One caveat: "Don't limit yourself to general skills," says Eric Enquist, executive director of military transitions with USAA. "Leverage your individual experience and skill set."



YOUR UNIQUE MILITARY SKILLS



THE PAVEMENT (OR THE KEYBOARD)

Once you've put together your resume, the fun part begins. It's time to start networking. Commercial online services such as military.com's veteran employment center, heroZhired.com, recruitmilitary.com and the Labor Department's VETS program (dol.gov/vets) all have specialized online tools for connecting veterans with job openings.



FIND FRIENDLY TERRITORY A great place to

value of military employers of is GJ, Jobs A great place to the workplace experience in understand the veterans, and hiring and retaining commitment to demonstrated a aiready have These companies military veterans of the best Magazine's list start the search



G.l. Jobs Magazine ranks
USAA the No. 1 military
friendly employer. Visit
military friendly com for
more information.

5 QUESTIONS GREAT JOB CANDIDATES ASK

Many of the questions potential new hires ask are throwaways. But not these.

by Jeff Haden, Inc.com



Be honest. Raise your hand if you feel the part of the job interview where you ask the candidate, "Do you have any questions for me?" is almost always a waste of time.

Thought so.

The problem is most candidates don't actually care about your answers; they just hope to make themselves look good by asking "smart" questions. To them, what they ask is more important than how you answer.

Great candidates ask questions they want answered because they're evaluating you, your company--and whether they really want to work for you.

Here are five questions great candidates ask:

What do you expect me to accomplish in the first 60 to 90 days?

Great candidates want to hit the ground running. They don't want to spend weeks or months "getting to know the organization."

They want to make a difference--right away.

What are the common attributes of your top performers?

Great candidates also want to be great long-term employees. Every organization is different, and so are the key qualities of top performers in those organizations.

Maybe your top performers work longer hours. Maybe creativity is more important than methodology. Maybe constantly landing new customers in new markets is more important than building long-term customer relationships. Maybe it's a willingness to spend the same amount of time educating an entry-level customer as helping an enthusiast who wants high-end equipment.

Great candidates want to know, because I) they want to know if they fit, and 2) if they do fit, they want to be a top performer.

What are a few things that really drive results for the company?

5 QUESTIONS GREAT JOB CANDIDATES ASK

Many of the questions potential new hires ask are throwaways. But not these.

Employees are investments, and every employee should generate a positive return on his or her salary. (Otherwise why are they on the payroll?)

In every job some activities make a bigger difference than others. You need your HR folks to fill job openings... but what you really want is for HR to find the right candidates because that results in higher retention rates, lower training costs, and better overall productivity.

You need your service techs to perform effective repairs... but what you really want is for those techs to identify ways to solve problems and provide other benefits--in short, to generate additional sales.

Great candidates want to know what truly makes a difference. They know helping the company succeed means they succeed as well.

What do employees do in their spare time?

Happy employees I) like what they do and 2) like the people they work with.

Granted this is a tough question to answer. Unless the company is really small, all any interviewer can do is speak in generalities.

What's important is that the candidate wants to make sure they have a reasonable chance of fitting in--because great job candidates usually have options.

How do you plan to deal with ...?

Every business faces a major challenge: technological changes, competitors entering the market, shifting economic trends... there's rarely a Warren Buffett moat protecting a small business.

So while a candidate may see your company as a stepping-stone, they still hope for growth and advancement... and if they do eventually leave, they want it to be on their terms and not because you were forced out of business.

Say I'm interviewing for a position at your bike shop. Another shop is opening less than a mile away: How do you plan to deal with the new competitor? Or you run a poultry farm (a huge industry in my area): What will you do to deal with rising feed costs?

A great candidate doesn't just want to know what you think; they want to know what you plan to do--and how they will fit into those plans.



[] Jeff Haden learned much of what he knows about business and technology as he worked his way up in the manufacturing industry. Everything else he picks up from ghostwriting books for some of the smartest leaders he knows in business. @jeff_haden



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ACTION PLAN: MILITARY TRANSITION TO JOB SEARCH SUCCESS

What We Know About Successful People's Careers

PATRICIA A. FRAME

Human Capital Management Consultant, Speaker and Author Strategies for Human Resources - www.SHRInsight.com

The following information is part of a presentation given at the M2C workshops held in Chantilly, VA. Because the tips and exercises are useful even without the accompanying presentation, they are provided as a resource here.

Strengths are identified, used, and developed. Networking is a continuing process. Job decisions are based on research, thought, and preparation. Career plans are regularly reviewed and revised.

FOCUS

- Most common reason for failure in military transition.
- Employers will not do this for you.
- Others can give ideas, but only you can decide.

CRITICAL ELEMENTS OF A SUCCESSFUL CAREER CHANGE

- Figure out what you want to do.
- Use your past to enhance your future.
- Demonstrate your value to employers.

FROM PAST TO FUTURE SUCCESS

Step I: What is Important to You?

Exercise

Create a list of 8-12 things you get from your work (besides pay and benefits) that are important to you.

Examples: learn new technology, respect of peers, foreign travel, professional development

Exercise

Ask yourself these questions:

- What do you enjoy doing, are good at, and want to do next?
- What really matters to you in your life, career, and finances?
- What environment do you need to be successful and fulfilled?

Then consider:

What do these exercises tell you about the type of jobs or organization culture you need to succeed?

Step 2: Identifying Your Successes

Exercise

Think about your past work successes. Identify at least 6-7 such times you felt great about an achievement and make notes about each. What was the environment, the challenge you faced, what did you do, and

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what were the results?

Then, look for patterns in your successes.

- What skills, knowledge, attitude did you use?
- What can those successes tell you about your strengths?

Step 3: What is Your Self-Image?

Exercise

Think about how you see yourself and how that impacts your success.

- When you meet someone new at work, what do you tell them about yourself?
- What do you find exciting about your work? Your current/last job? Your life?
- What 5 or 6 activities do you really love to DO in your work?
- What would you hope other people would say to describe you to someone?
- Who relies on you for information? Advice? Assistance? Support? Mentoring?

Use this information in planning your job search targets, building your network, identifying the value you offer an employer.

Step 4: Begin Your Analysis

Exercise

Identify career fields and jobs that interest you.

Pick several of the key words you have chosen describing your strengths and interests and search a major job board to see what jobs use these skills. Look at different combinations to see a variety of job options.

Example: data analysis + writing + security

Results: 2,244 jobs in Metro DC in a wide range of fields and organizations

Then assess: What jobs offer the opportunity to meet your needs as identified in earlier steps?

Exercise

Do a SWOT Analysis (SWOT = Strengths, Weaknesses, Opportunities, Threats)

Opportunities and threats include both your personal issues and external forces.

Threat Example: Now jobs in your field specifically require degrees you do not have.

Opportunities Example: Executive security demands are growing in corporations.

Remember to include the specific skills required by your chosen career field and the key 'soft skills' most organizations seek. Soft skills include: effective communications, teamwork, interpersonal skills,



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flexibility, and similar skills which transfer across many opportunities.

Step 5: You as a Product - Test What You Are Selling

Exercise

Test your own self-assessments. Use others whose advice you value to help you "product-test" your self-assessments. Learn whether the market values what you are offering. Ask past mentors and bosses as well as others in your field you respect. You want to learn what they see about:

- The best strengths and skills you offer;
- How you present yourself overall; and
- The current demand and salary ranges for your top few job choices.

Step 6: Summarize Your Results

- What do you enjoy doing, do well, and want to do next?
- What environment do you need to be successful?
- What jobs offer the opportunity to meet your needs?
- What organizations offer the environment you need?
- Who is hiring people for these positions?

Employers want to know what you can do for them now! What value do you offer that an employer needs?

Develop your marketing materials.

Use your common success themes and analysis to:

- Build your résumé;
- Talk with your connections about your job search needs; and
- Create all other marketing materials, such as online profiles.

What is the market and a specific target (employer) seeking?

- Learn about potential employers and pick specific ones to target.
- What organizations offer the environment you need to succeed and the job you want?

Look at:

- Professional and industry news for leads;
- The websites of potential targets;
- Current information via search engines; and
- Talk to your network for suggestions of potential targets.

Employers want to see how you can add value immediately. They will not value your skills if you do not present them in an easily understood way.

- Use their language.
- Speak directly to their needs when describing your achievements.



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SUMMARY: DEMONSTRATING THE VALUE YOU OFFER

What do you have to offer?

Clearly identify the most critical and relevant value you have to offer. Translate it into the current civilian terms and keywords you see in professional publications, in public information, and in job postings by your targeted employer.

Develop a compelling 30-45 second summary statement about what you are seeking and how your skills translate - for use at professional events, with friends, at job fairs, etc. - to get you more information and assistance in the process.

What is the market and a specific target employer seeking?

Based on your research, look for a connection into the targeted employer. Learn the finer details. Use your knowledge to demonstrate your value. Make your case for how you can meet their needs and help them achieve their goals.

CREATE YOUR ACTION PLAN

Define Specific Goals

Identify your targets and opportunities

Define Actions Needed to Achieve Goals

How will you research organizations, use and build your networks, get inside targets?

Take Continuing Steps Toward Goals

Job search is often difficult, keep working your plan consistently.

Celebrate Achievements

Don't wait for the job offer, celebrate goals achieved along the way.





grow your network; and search for new opportunities LinkedIn is an online network of professional relationships, used to present yourself and your qualifications;

Identity

Create a distinctive profile headline

A keyword-rich tagline that goes beyond your title and describes how you want to be known on Unkedin.

Customize your URL

You can use this link to easily direct people to your LinkedIn Profile.

☐ Write a summary

Communicate your experience in the military to a community of hiring managers who may not understand the internal military lingo.

Add volunteer & causes

Show your community involvement.

□ Projects

Provide tangible examples of your work

□ Awards

Explain your recognized accomplishments

Skills

Adding skills and expertise makes it easy for your connections to endorse you for your strengths and knowledge, as well as helps you show up in relevant searches.

Use the military skills translator at https://mst.vaforvets.va.gov/mst/va/mos-translator to help you think of transferable civilian skills.

Recommendations and Endorsements
Get recommendations and endorsements from
former supervisors, peers, and direct reports.

Network

□ Invitations to connect

Reach out to contacts you've made and cement those relationships.

□ Groups

Join groups relevant to your professional interests: alumni groups, industry groups, geographic groups, and more.

 Add the Veteran Mentor Network, a community of veterans, employers, service members and leaders.

☐ Company pages

Stay up-to-date with operations, current news, products and services, job opportunities and more, while also showing your interest in specific companies.

Share insights

Update your status with interesting articles, announcements, thoughts, and questions about topics in-line with your professional goals.

Search

Advanced search

Find Jobs by keyword, title, company, postal code, function, industry, years of experience, and date posted. Save Jobs your interested in to come back to them later.

☐ Email alerts

- Sign up for saved search email alerts to get automatic notifications about new jobs that meet your criteria.
- Sign up to get email alerts about Jobs You May
 Be interested in.

Job Seeker Premium

Veterans receive a complimentary subscription (\$1000 value).

□ InMail

Send InMail messages to start a warm conversation with hiring managers, recruiters, or other insiders at companies you're interested in.

Featured applicant

Apply to jobs as a featured applicant to send your job applications to the top of the applicant list.

Salary search filter

Narrow job search results by salary range and see estimated salary data for each job listing.

Job Seeker group

Join a private Linkedin group of job seekers, and career experts, and Linkedin power users to learn best practices of conducting an effect job search.

Job Seeker badge

Turn it on or off from the Premium Badge section on your Settings page.

□ Who's Viewed My Profile

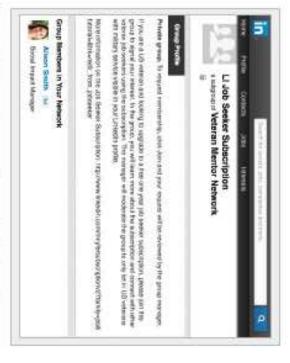
See the full list of who's viewed your profile, plus details on how they found you.

☐ Open Link

Join the Open Link network to let anyone on Linkedin contact you about job opportunities for free.

More Resources

- Check linkedin.com/veterans for updates
- Visit help.finkedin.com
- See the complete list of job search tips at blog.linkedin.com/topic/jobseeker/



Your free Job Seeker subscription can be requested in the Voteran Mentor Network group via the subgroup, II Job Seeker Subscription.

"I relied heavily on my professional network during my transition from the military to a civilian career. Through LinkedIn I was able to expand my network and interact with professionals in the trade space I was interested in entering. I received two job interviews as a direct result of my LinkedIn connections.

Additionally, I used my LinkedIn network to evaluate potential employees and to get a sense of different company cultures."



Manager, NST All Force Veteran



VIRGINIA VETERANS ONLINE RESOURCES

Information Sites

- 1. Maryland.gov: http://www.maryland.gov
- 2. Office of Veterans Affairs: http://veterans.maryland.gov
- 3. National Veterans Foundation: http://nvf.org
- 4. Military OneSource: http://www.militaryonesource.mil
- 5. America's Veteran: http://www.fedshirevets.gov
- 6 TurboTAP: http://www.turbotap.org
- 7. United States Department of Labor: http://www.dol.gov/vets
- GI Jobs Your Guide to Post-Military Success: http://www.gijobs.com
- www.Onetonline.org a profile tool by the Labor Department that can help find careers that match your strengths and interests: http://www.onetonline.org
- 10. U.S. Department of Veterans Affairs: http://www.va.gov

Job Search Engines for Veterans

- ClearedJobs.net: http://clearedjobs.net
- Military.com: http://www.military.com
- Hire Veterans: http://www.hireveterans.com
- Hero 2 Hired: https://h2h.jobs
- VetJobs: https://vetjobs.com

- G.I. Jobs: http://www.gijobs.com
- MilitaryHire: http://www.militaryhire.com
- USAJOBS: https://www.usajobs.gov
- Employer Partnership of the Armed Forces: https://www.employerpartnership.org
- Marine Executive Association: http://www.marineea.org
- Maryland Workforce Exchange: https://mwejobs.maryland.gov
- Virginia Workforce Connection: https://www.vawc.virginia.gov

Resume Writing Resource Links

- I. TAOnline http://content.taonline.com/transition-guidance/resume-writing-resume-writing-tips-and-formats
- 2. Military.com http://www.military.com/veteran-jobs/career-advice/military-transition/military-to-civilian-transition-resume-tips.html
- 3. G.I. Jobs http://www.gijobs.com/civilianize-your-resume.aspx

Links for Skill Translators

- 1. http://www.vetsuccess.gov/military_skills_translators
- 2. http://www.mynextmove.org/vets/
- 3. https://www.nrd.gov/jobSearch/index
- 4. www.military.com/skillstranslator

