

There are resources out there to assist in skills translation for the recruiter without the background and understanding of military career progression through the ranks. One such resource, [HireVetsFirst.gov](http://HireVetsFirst.gov), is funded through the U.S. Department of Labor and The President's National Hire Veterans Committee. The website offers an Employer's Zone that takes the recruiter or hiring manager to the Department of Labor's Occupation Network, [O\\*Net OnLine](http://O*Net.OnLine).

Additionally, a simple Google search (keywords: military skills translation) brings back several sites that also focus on assisting the veteran and the employer.

Begin by translating common military terms into civilian terms. "Lead" can be translated to "control " or "directed"; "Infantry Squad" can be translated to "12-13 person team"; "Platoon Leader" can be translated to "supervisor"; "E-5" can be translated to "foreman". Then quantify and qualify your accomplishments. Civilian corporations want to understand the end result of your activities, but they do not understand how many men are in a platoon or a squad, how many sailors are on a Los Angeles-class attack submarine or the volume of equipment/supplies typical Marine divisions may have to inventory.

The list of available online services is growing. In March 2013 the U.S. Chamber of Commerce launched the [Personal Branding Resume Engine](#) for its Hiring Our Heroes program. The interactive program and skills-translation tool has won praise from employers and job seekers who have used it.

the [Hero 2 Hired website](#) (also known as H2H) ranks among the best online resources available to veterans and active-duty soldiers who are looking to transition out of the military. H2H is backed by the [Employer Support for the Guard and Reserve \(ESGR\)](#), a Defense Department office whose mission is to promote cooperation and understanding between civilian employers and reservists of the U.S. armed forces and National Guard. The ESGR focuses on providing employment opportunities for reservists who are set to end their active-duty service.

A good Read: <http://www.shrm.org/hrdisciplines/staffingmanagement/Articles/Pages/Military-Skills-Translators.aspx>

## Veterans Skills Translation

Our nation's veterans bring an extraordinary array of skills and training to any position. Effectively understanding how these skills can translate to your hot job categories is a vital step towards effectively hiring veterans in your workplace.

### Find the Skills you Need

COOL (Credentialing Opportunities On-Line) offers two websites to help you determine how military careers, ratings and experience can translate to meet civilian certification and license requirements.

Army	Navy
<a href="http://www.cool.army.mil">www.cool.army.mil</a>	<a href="http://www.cool.navy.mil">www.cool.navy.mil</a>

Mil2FedJobs Crosswalk ([www.mil2fedjobs.com](http://www.mil2fedjobs.com)) helps you identify the military occupations related to a specific federal job. It also provides information about military careers and terminology to help hiring managers and HR professional better understand and assess a veteran's education, skills and experience.

### Speak the Language

Veterans from each branch of the services will be trained in one or more backgrounds throughout their military career. These skills tell part of the story of a veteran's experience in the service and will help you understand how they may be valuable to your organization.

#### Service Specific Terms for Military Occupational Classification

Air Force	Army	Marine Corps	Navy
Air Force Specialty Code (AFSC)	Military Occupational Specialty (MOS)	Military Occupational Specialty (MOS)	Ratings
O*NET OnLine offers a Military to Civilian Crosswalk that may help you improve your Veterans outreach by targeting specific Military Occupational Classification codes that relate to civilian positions. Simply enter the job title you are looking to fill (e.g., accountant, human resources, warehouse, etc.) into the military search section. Most civilian occupations will display a list of the occupational specialty codes used by the different branches of the military. You might consider including a list these codes in your job announcement as a way to help Veterans better understand the correlation between their military training and the civilian career you have available.			