

## VETERAN RECRUITMENT & RETENTION SURVEY RECORD KEEPING FORM

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Use this form for your record keeping.

Under Executive Order 19-20 Supporting the Selection and Employment of Veterans and Laws of Minnesota 2009, Chapter 94, Article 3, Section 22, all state agencies are required to report their veteran focused recruitment and retention activities on an annual basis. State agency veteran focused activities will be included in the required annual veteran report to the legislature.

Fill this survey for each fiscal year (July 1 through June 30 of the following year) for your record keeping and submit the survey by **Online** no later than November 1 of each year.

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### AGENCY AND CONTACT INFORMATION

Your agency name: \_\_\_\_\_

Reporting Fiscal Year: \_\_\_\_\_

Is this submission a correction of a previous submitted report?  Yes  No

Contact Name (First Last): \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

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### VETERAN INITIATIVES, PROGRAMS, AND SERVICES WITH STATEWIDE IMPACT

Please select **ALL** the items below your agency was in involved for the current reporting period. Note: Military tax-related benefits (indicated by an asterisks) includes Military Spouses Residency Relief Act, credit for military service in a combat zone, tax credit for past military service, tax debt relief for deceased active duty military, and market value exclusion on homesteads of disabled veterans.

- |  |   |
|--|---|
| <input type="checkbox"/> Affordable Homes Program (ICWC/AHP)   | <input type="checkbox"/> SAVE or PREVENTS Veteran Suicide Prevention Training (MDVA)                    |
| <input type="checkbox"/> Beyond Yellow Ribbon  | <input type="checkbox"/> StandDown MN Events  |
| <input type="checkbox"/> Campus Veterans Clubs – MnSCU Veterans Certifying Officials – Minnesota State | <input type="checkbox"/> Transition Coalition (DOC)   |
| <input type="checkbox"/> DNR Licensing – special privileges for veterans                               | <input type="checkbox"/> Transition Resource Fairs (DOC) (MACV)   |
| <input type="checkbox"/> In-Person Visits with veteran offenders while incarcerated (DOC)              | <input type="checkbox"/> Veterans Business Loan Program (DEED)  |
| <input type="checkbox"/> Military tax-related Benefits*  | <input type="checkbox"/> Veterans Business Program (DOT)  |
| <input type="checkbox"/> MN Association of County Veterans Service Officers (MACVSO)                   | <input type="checkbox"/> Veterans Employment Services (DEED)  |
| <input type="checkbox"/> The Minnesota Commanders Task Force   | <input type="checkbox"/> Veteran Resource Centers / Higher Education Veteran Programs – Minnesota State |
| <input type="checkbox"/> MN GI Bill Program  | <input type="checkbox"/> Volunteer Income Tax Assistance (VITA)   |
| <input type="checkbox"/> MN Health Care Program – helps pay for medical or nursing home care (DHS)     | <input type="checkbox"/> Waiver of Commercial Driver’s License based on military experience (DPS)       |
| <input type="checkbox"/> MN Interagency Council on Homelessness  | <input type="checkbox"/> Workforce services for Veterans – DEED   |
| <input type="checkbox"/> Motorcycle Rider Training Course – PSAF/Minnesota State                       | <input type="checkbox"/> None   |
| <input type="checkbox"/> On Your Feet! Program – MNCOSA (DOC)  | <input type="checkbox"/> Other (Specify in the next field)  |

Please provide additional comments about and/or describe any statewide initiatives, programs, services, and collaborations with other state agencies or stakeholders you checked for this reporting.

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## VETERAN-FOCUSED RECRUITMENT

The following are the major veteran-focused recruitment activities. Please select ALL activities below your agency participated in for the current reporting period.

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|--|--|
| <input type="checkbox"/> Beyond the Yellow Ribbon recruiting events                      | <input type="checkbox"/> Veteran Networking Job Club at the MN Workforce Centers |
| <input type="checkbox"/> Camp Ripley Biennial Open House                                 | <input type="checkbox"/> Veterans' Support Group presentations                   |
| <input type="checkbox"/> Hiring Our Heroes Job Fair                                      | <input type="checkbox"/> MN Veterans Virtual Career Fair                         |
| <input type="checkbox"/> <a href="https://www.military.com">Military.com</a> Career Expo | <input type="checkbox"/> MN Veterans Virtual Resources Fair                      |
| <input type="checkbox"/> MN Veterans Career Fair   | <input type="checkbox"/> MN National Guard Reintegration events                  |
| <input type="checkbox"/> National Association of State Boards of Education               | <input type="checkbox"/> MMB Quarterly Recruitment Meetings                      |
| <input type="checkbox"/> Northern MN Veterans Job Fair in Detroit Lakes                  | <input type="checkbox"/> None  |
| <input type="checkbox"/> Transition Resource Fairs at MN DOC correctional facilities     | <input type="checkbox"/> Other (Specify in the next field)                       |

Please provide additional comments about your selected items and/or describe other veteran-focused recruitment for this reporting period.

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## TARGETED VETERAN ADVERTISING

Please select ALL items listed below your agency utilized during the current reporting period.

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|--|--|
| <input type="checkbox"/> AblitLinks                    | <input type="checkbox"/> County Veteran Service Officer (CVSO) |
| <input type="checkbox"/> Legionnaire (American Legion) | <input type="checkbox"/> Disabled American Veterans (DAV)      |
| <input type="checkbox"/> Army ROTC                     | <input type="checkbox"/> DEED Veterans Employment Office       |
| <input type="checkbox"/> BeyondTheYellowRibbon.org     | <input type="checkbox"/> Disabled Veterans Rest Camp           |

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|--|--|
| <input type="checkbox"/> DOC Veterans Specific Posters                     | <input type="checkbox"/> MinnesotaWorks.net                      |
| <input type="checkbox"/> Duluth Veteran Center                             | <input type="checkbox"/> MN Assistance Council for Veterans      |
| <input type="checkbox"/> Employer Partnership of the Armed Forces          | <input type="checkbox"/> MN Army and Air National Guard          |
| <input type="checkbox"/> Employer Support of the Guard and Reserve         | <input type="checkbox"/> MN Department of Veteran Affairs (MDVA) |
| <input type="checkbox"/> Employment Action Center (EAC)                    | <input type="checkbox"/> MN DFL Veterans Caucus                  |
| <input type="checkbox"/> GI Jobs Magazine                                  | <input type="checkbox"/> MN Military Resources Website           |
| <input type="checkbox"/> Goodwill Easter Seals Military Services           | <input type="checkbox"/> MN National Guard                       |
| <input type="checkbox"/> Gopher Oversea'r (Veterans of Foreign) Wars (VFW) | <input type="checkbox"/> MN Veterans Homes                       |
| <input type="checkbox"/> HealthcareJobsForVeterans.com                     | <input type="checkbox"/> Navy and Marine Reserves                |
| <input type="checkbox"/> Helmets to Hardhats                               | <input type="checkbox"/> St. Paul Veterans Resource Center       |
| <input type="checkbox"/> Higher Education Veteran Resource Centers         | <input type="checkbox"/> TalentLEAD                              |
| <input type="checkbox"/> Jobs for Veterans                                 | <input type="checkbox"/> Veterans for Peace, MN Chapters         |
| <input type="checkbox"/> JobsinMinneapolis.com                             | <input type="checkbox"/> VeteransInHealthcare.com                |
| <input type="checkbox"/> Military.com                                      | <input type="checkbox"/> US Department of Veteran Affairs        |
| <input type="checkbox"/> MilitaryVetJobs.com                               | <input type="checkbox"/> Wounded Warriors                        |
| <input type="checkbox"/> MinnesotaDiversity.com                            | <input type="checkbox"/> Social Media (LinkedIn, Indeed, etc.)   |
| <input type="checkbox"/> MinnesotaJobs.com                                 | <input type="checkbox"/> None                                    |
|  | <input type="checkbox"/> Other (Specify in the next field)       |

Please provide additional comments about your selected items and/or describe other targeted veteran advertising media, organizations, or websites your agency used to announce job vacancies for this reporting period.

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## VETERAN-FOCUSED WEBSITES

Please select ALL websites that link to your agency web pages (e.g., <https://mn.gov/deed/job-seekers/veteran-services/>) that specifically focus on veteran resources, information, or benefits.

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|--|---|
| <input type="checkbox"/> Afjag.af.mil                            | <input type="checkbox"/> Davmn.org                                    |
| <input type="checkbox"/> Ag.state.mn.us                          | <input type="checkbox"/> dnr.state.mn.us/licenses/military/index.html |
| <input type="checkbox"/> careerforcemn.com/veterans-resources    | <input type="checkbox"/> Dol.gov/vets                                 |
| <input type="checkbox"/> Careeronestop.org/veterans/default.aspx | <input type="checkbox"/> Esgr.mil                                     |
| <input type="checkbox"/> Hqmc.marines.mil.sja                    | <input type="checkbox"/> Mn.gov/mdva/homes                            |
| <input type="checkbox"/> Jagcnet.army.mil                        | <input type="checkbox"/> mnvfw.org/                                   |
| <input type="checkbox"/> Jag.navy.mil                            | <input type="checkbox"/> Mynextmove.org/vets                          |
| <input type="checkbox"/> Legion.org                              | <input type="checkbox"/> Onetonlie.org/crosswalk                      |
| <input type="checkbox"/> Linkvet.org                             | <input type="checkbox"/> Thankmntroops.org                            |
| <input type="checkbox"/> Minnesota.edu/military                  | <input type="checkbox"/> Tricare.mil                                  |
| <input type="checkbox"/> Minnesotatioalguard.org                 | <input type="checkbox"/> Va.gov                                       |
| <input type="checkbox"/> Mn-amvets.org                           | <input type="checkbox"/> None   |
| <input type="checkbox"/> mn.gov/aelslagid/military.htm           | <input type="checkbox"/> Other (Specify in the next field)            |

Please provide additional comments about your selected items and/or list other targeted veteran websites connected to your agency's website for this reporting period.

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# RETENTION AND REINTEGRATION SUPPORT

## PRE-DEPLOYMENT

Please select ALL support activities your agency participated in for the current reporting period.

- Agency HR staff meet with employee prior to deployment to discuss benefits, applicable policies, leave time, etc.
- Ask the employee to designate a representative who can legally interact with the state agency on their behalf
- Discussion on benefits, HR policies, leave time, etc.
- Meet with the employee to discuss how the agency can best stay connected with them and their families
- Veteran-Employee Resource Groups (ERG)
- None
- Other (please explain)

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## DURING DEPLOYMENT

Please select ALL support activities your agency participated in for the current reporting period.

- Hold positions for deployed employees
- Encourage employees to return to their positions after deployment
- Keep the agency employees informed about their deployed co-workers using agency newsletters and intranet sites, when given privacy authorization
- Maintain regular communication with employee while deployed
- Send care packages, letters/cards, or supplies to deployed employee
- None
- Other (please explain)

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## POST-DEPLOYMENT

Please select ALL support activities your agency participated in for the current reporting period.

- Agency HR staff guided deployed employee through the reintegration process
- Assign a mentor/buddy to returning deployed employee
- Conduct phone or video job interviews with deployed veteran applicants or employees
- Conduct regular "check-in" meetings with the returning deployed employee
- Conduct "Welcome Back to Work" recognition events or give appreciation awards
- Develop individualized "return to work" plan or training for a smooth transition
- Encourage returning employee to share their military experiences with co-workers in brown bag or other organized sessions
- Grant additional time off for reintegration when requested/see MDVA or County Veteran Service Office about benefits earned
- Send care packages, letters/cards, or supplies to deployed employee
- None
- Other (please explain)

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## VETERAN-FOCUSED TRAINING

- Please select ALL the training listed below that your agency provided or participated in for the current reporting period.
- Emotional Effects of Deployment Cycles training
- FMLA training on specific applications to deployed employees and military family members
- Invite MDVA to provide benefits seminar
- MnDOT's "We All Serve Fort Minnesota" training video
- Non-competitive Appointment of Certain Disabled Veterans training
- Post-Traumatic Stress Disorder (PDST)/Traumatic Brain Injury (TBI) training

- Recently Separated Veteran Interview Law training
  - Reintegration training for leadership staff and the returning deployed employees
  - Suicide Prevention PREVENTS, PSYCH ARMOR or SAVE Training
  - USERRA training
  - Veteran Preference Act training
  - Veteran Preference Act Hearing training
  - Resilience, Risk Reduction and Suicide Prevention (R3SP)
  - None
  - Other (please explain)
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## BUILDING RELATIONSHIPS, PARTNERSHIPS, AND CONDUCTING OUTREACH

Please check ALL the organizations/advocates listed below your agency interacted with during

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|--|---|
| <input type="checkbox"/> American Gulf War Veterans Association          | <input type="checkbox"/> Goodwill Easter Seals Military Services                |
| <input type="checkbox"/> American Legion                                 | <input type="checkbox"/> Higher Education Veterans Programs Campus Coordinators |
| <input type="checkbox"/> Beyond the Yellow Ribbon                        | <input type="checkbox"/> Iraq and Afghanistan Veterans Association              |
| <input type="checkbox"/> County Serves Veteran Officers (CSVO)           | <input type="checkbox"/> Local Chambers of Commerce                             |
| <input type="checkbox"/> DEED Disabled Veterans Outreach Representatives | <input type="checkbox"/> Lions Club   |
| <input type="checkbox"/> DEED Veterans Employment Representatives        | <input type="checkbox"/> Lutheran Social Services CORE Program                  |
| <input type="checkbox"/> Disabled American Veterans (DAV)                | <input type="checkbox"/> MN Assistance Council for Veterans (MACV)              |
| <input type="checkbox"/> Eagle Group                                     | <input type="checkbox"/> MN Attorney General's Veterans Assistance Unit         |
| <input type="checkbox"/> Employment Action Centers                       |   |

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|---|--|
| <input type="checkbox"/> MN Community Advisors on Recruitment and Retention Solutions (MnCARRS) | <input type="checkbox"/> Serviceman's Club                 |
| <input type="checkbox"/> MN Department of Military Affairs                                      | <input type="checkbox"/> Student Veterans of America (SVA) |
| <input type="checkbox"/> MN Department of Veterans Affairs                                      | <input type="checkbox"/> US Department of Veteran Affairs  |
| <input type="checkbox"/> Military Order of the Purple Heart                                     | <input type="checkbox"/> Vietnam Veterans of America       |
| <input type="checkbox"/> MN Rotary Clubs  | <input type="checkbox"/> Veterans of Foreign Wars (VFW)    |
| <input type="checkbox"/> MN VA Hospitals  | <input type="checkbox"/> VITAL Program                     |
| <input type="checkbox"/> Paralyzed Veterans of America  | <input type="checkbox"/> Wounded Warrior Project           |
| <input type="checkbox"/> Other (please explain)   | <input type="checkbox"/> None                              |

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## TESTIMONIALS

Does your agency have an employee(s) who would like to comment or has already provided feedback about the support they received from their agency and/or co-workers during their deployment?

Yes       No

If yes, please include the quote/comment below and include at least the first name of the employee. This information may be included in the annual report to the legislature.

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## THANK YOU

Please keep this form for your records.

To request an accommodation or an alternative format of this document, please contact Yumi Finney ([yumi.finney@state.mn.us](mailto:yumi.finney@state.mn.us) or 651-201-8029).