







Military Crosswalk
St Louis Agency on Training and Employment
(SLATE)





# HOW CAN I INTERPRET MILITARY RESUMES TO HIRE THE BEST CANDIDATES?

#### • Research

- Most military resumes are filled to the brim with abbreviations and titles, which will be unfamiliar to most civilian hiring managers; take some time to research what these terms mean.
- Know the difference between the military ranks so you can hire great veteran candidates with transferable skills.
- Avoid discriminatory questions. While a vet may elaborate about their military experience be careful about probing too far. The veteran may feel you are trying to find out about hidden disabilities.

### UNEMPLOYMENT RATES

	April 2012	April 2011	Change (+/-)	2011 Average	Current
All Veterans	7.1	7.7	-0.6	8.3	
Gulf War Era II	9.2	10.9	-1.7	12.1	12.4
Gulf War Era I	5.2	6.6	-1.4	7.0	
All Other Veterans	6.7	6.4	0.3	7.6	
Non Veterans	7.6	8.5	-0.9	8.7	8.1
Age 18-24	Male 29.1	Female 36.1	Overall 30.2%		

## VETERANS OFFER A UNIQUE SET OF SKILLS

- Leadership Experience
- Strong Personal Integrity
- Ability to Work as a Team Member and Team Leader
- Performance under Pressure
- Possession of a Valid Security Clearance
- Strong Work Ethic
- Specialized Advanced Training & Technical Skills

- Flexibility and Adaptability
- Discipline
- Attention to Detail
- Ability to Work Efficiently & Diligently in a Fast-Paced Environment
- Commitment to Excellence & History of Meeting Standards of Quality
- Ability to Conform to Rules and Structure
- Initiative & Self-Direction
- Respect for Procedures and Accountability
- Strong Sense of Health, Personal Safety, and Property Standards
- Ability to Give and Follow Directions

- Hands-on Experience with Technology and Globalization
- Systematic Planning and Organizational Skills
- Accelerated Learning Curve with New Skills and Concepts
- Diversity in Action and Strong Interpersonal Skills
- Emphasis on Safety in the Workplace
- High Levels of Maturity and Responsibility
- Motivation, Dedication, and Professionalism
- Triumphant over Adversity
- Write Clearly and Concisely
- Work with Computers/Technology

#### TOP TEN SKILLS IDENTIFIED BY EMPLOYERS

- 1. Self-Discipline
- 2. Teamwork
- 3. Respect
- 4. Follow Detailed Orders
- 5. Confidence
- 6. Attention to Detail
- 7. Calm Under Stress
- 8. Readiness to Accept a Challenge
- 9. Meet Deadlines
- 10. Problem Solving

### COMMON TRANSLATION

The military knows it as:	Civilian employers will understand it as:
NCOIC, Watch Captain, Petty Officer of the Watch	Supervisor, Manager, Coordinator
Commander, Chief	Division Head, Director, Senior Manager
Executive Officer (XO)	Deputy Director, Assistant Manager
Action Officer (AO)	Analyst (or Senior Analyst if applicable)
TDY/TAD	Business travel
PCS	Relocation
OER/NCOER	Performance Appraisal
MOS/MOC	Career Field
Commanded	Supervised, Directed

### COMMON TERMS

Mission	Responsibility, Task, Objective, Job
Combat/War	Hazardous conditions, Conflict
Headquarters	Headquarters, Corporate Office
Subordinates	Employees, Co-workers
Service members	Employees, Co-workers, Colleagues, Personnel, Individuals
Security Clearance	Security Clearance
Military Personnel Office (MILPO) Personnel Action Center (PAC)	Personnel Office, Human Resources
Regulations	Guidance, Policy, Instructions
Reconnaissance	Data Collection, Survey, Analysis
TDA/MTOE	Organizational Structure, Material Resources, Manpower

#### JOB TITLES

- o Commander → Director or Senior Manager
- o Field Grade Officer → Executive or Manager
- Company Grade Officer → Operations Manager or Section Manager
- Warrant Officer → Technical Manager
   /Specialist/Department Manager
- Senior NCOs → First-Line Supervisor
- Sergeant Major → Senior Advisor
- o First Sergeant → Personnel Supervisor
- Squad Leader → Team Leader/Team Chief
- Supply Sergeant → Supply Manager/Logistics Manager
- $\circ$  Operations NCO  $\rightarrow$  Operations Supervisor
- Platoon Sergeant → Supervisor/ Instructor/Trainer

#### TRAINING TERMS

- Basic Training = Basics Skills Course
- Advanced Individual Training (AIT) = Advanced Skills Course (mention career field)
- Primary Leadership Development Course (PLDC) = Basic Leadership and Management Development Course
- Basic Non-Commissioned Officers Course (BNOC) = Intermediate Leadership and Management Development Course
- Advanced Non-Commissioned Officers Course (ANOC) = Advanced Leadership and Management Development Course
- Officer Advanced Course (OAC) = Entry Level Officer Training Course
- Combined Arms Staff College = Senior Managerial Leadership School
- Command and Staff College = Senior Leaders Program
- War College = Executive Leadership School

## EXISTING SKILL TRANSLATORS FALL SHORT

- A more effective approach to skill translation would recognize that even a junior infantryman has typically obtained a set of skills and experiences through his military service, and these skills directly correspond to the skills required for many civilian jobs, including:
  - The ability to plan and execute tasks in high-stress, unstructured, frequently changing environments;
  - Demonstrated commitment to safety;
  - Dynamic risk management skills;
  - Experience securing, using and maintaining equipment worth several million dollars;
  - Proven effectiveness completing complicated tasks and solving problems independently and in groups; and
  - Communication skills effective at various levels of the organization.

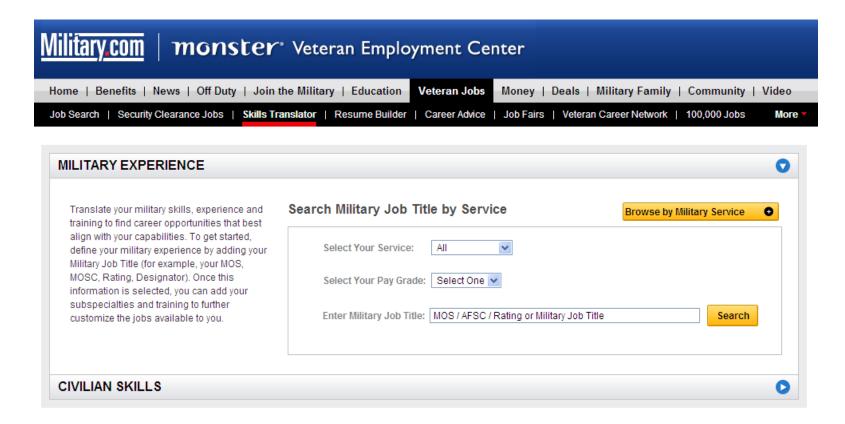
## EXISTING SKILL TRANSLATORS FALL SHORT

- The value of the information provided by skill translators varies for different occupations.
  - For example, a translation for another common Army occupation, 25B information systems operator- analyst, indicates that this occupation is transferable directly into the rapidly growing computer industry and provides a wealth of information and results on pursuing a career after the military.
- Although civilian employment in this field may require additional training and certification, the 25B MOS establishes a base knowledge of computer technology.
- Most online MOS translator produces links to occupational profiles and potential certifications a soldier may possess.

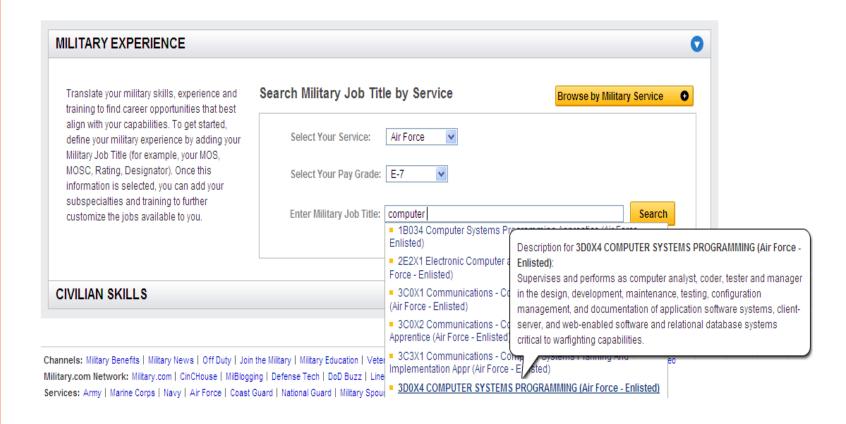
## CORRELATING MILITARY JOBS TO CIVILIAN JOBS

- The military has over 7,000 jobs across more than 100 functional areas. The vast majority of these jobs have a direct civilian job equivalent. Understanding the job design and the knowledge, skills and abilities (KSAs) required for each function within your own organization is the starting point for the process of identifying the closest military equivalent.
- The following exercise translates military skills to roles within your business. Many organizations make it a regular practice to formally correlate the KSAs for each job to MOS and to brief anyone who could be a part of the interview team before they meet with a military applicant. This process also facilitates job redesign if job sharing, transfers, relocations or flexibility needs arise.

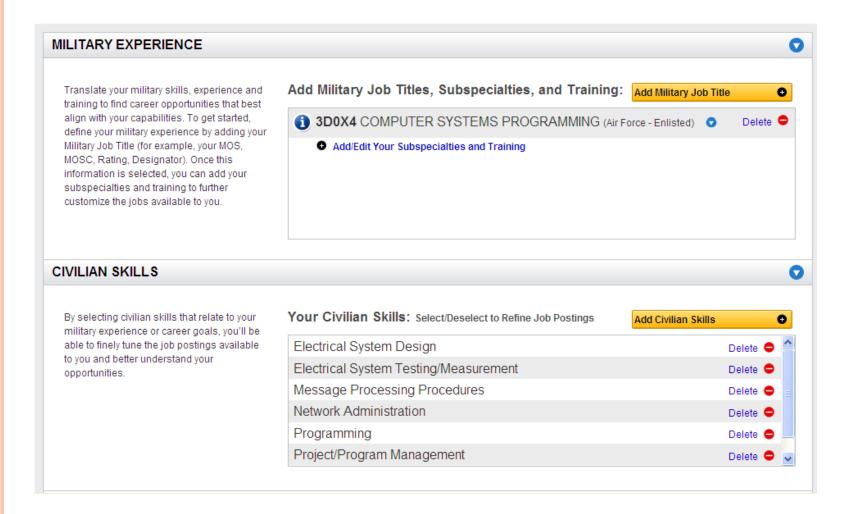
#### MILITARY SKILLS CROSSWALK



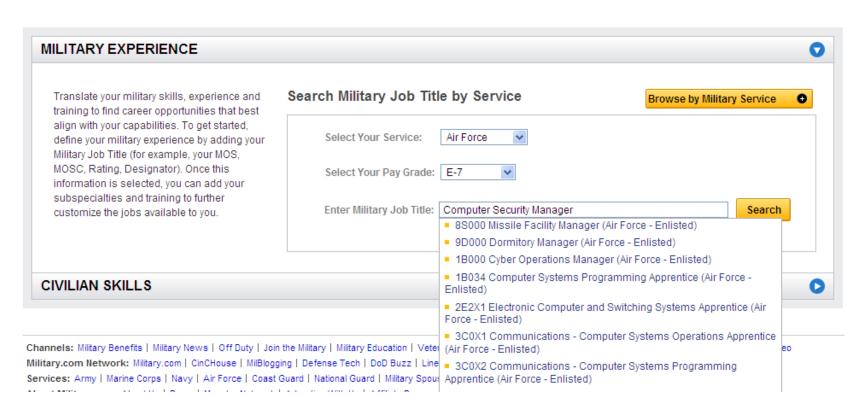
#### SEARCH PROCESS



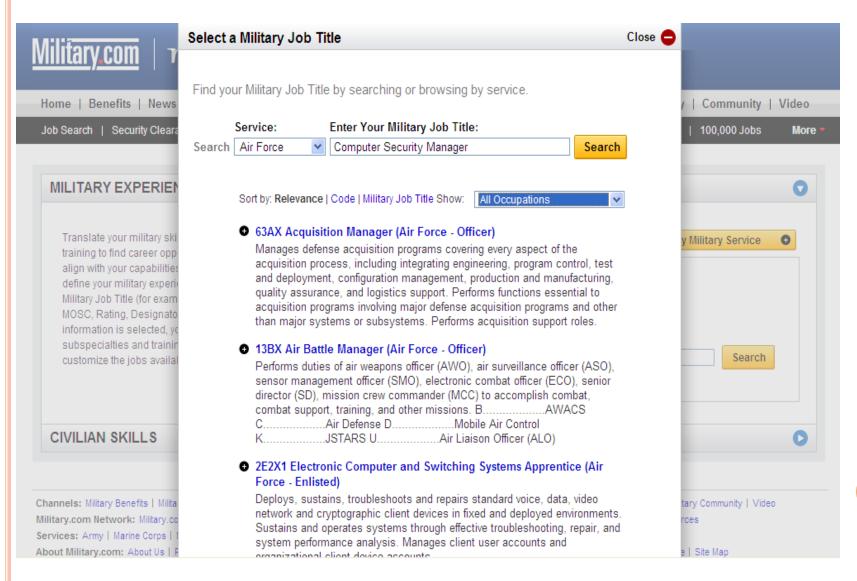
#### MILITARY SKILLS TRANSLATION



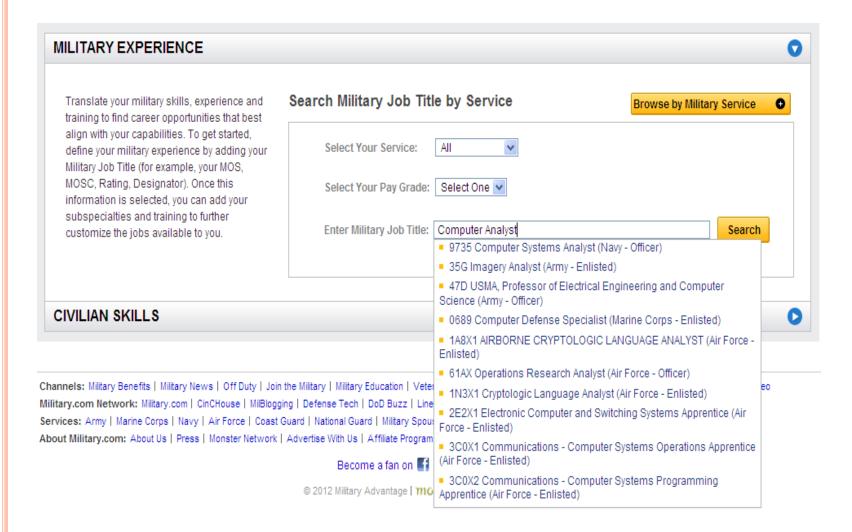
#### No Match Found



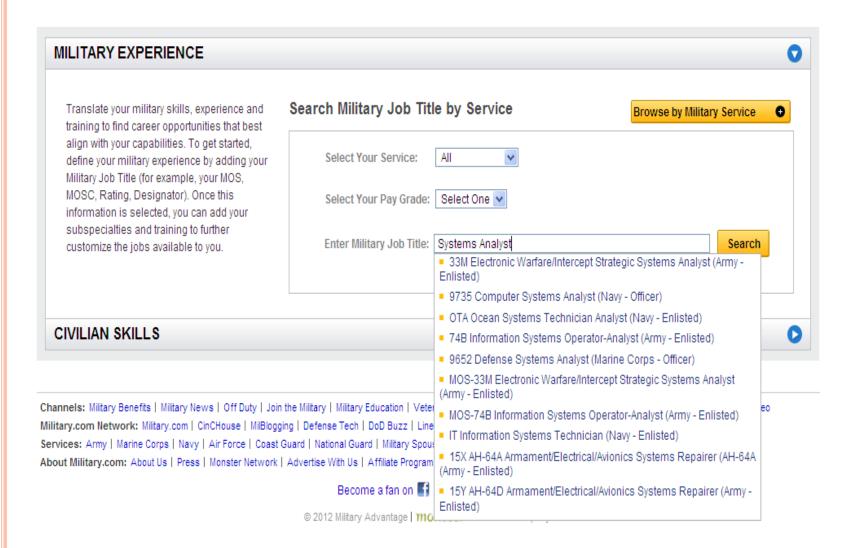
#### RELATIVE EXPERIENCE MATCH



#### Business Translation Portal



#### SKILLS MATCH VS. SERVICE



### EQUIVALENT CIVILIAN OPENINGS

EQUIVALENT CIVILIAN OPENINGS						
1000 matching jobs   1 - 20 displayed   Sort by: Relevance   Job Title   Company						
Refine by keywords:	Location:	Within: Select One Refine				
Job Title	Company Name	Location				
Grounds Supervisor	Town of Orange	ORANGE, CT				
Residential Security System Service Technician III	Тусо	Anaheim, CA				
Java Engineer	Siemens	Foster City, CA				
Software Developer Co-Op	Wireless Generation Inc	Brooklyn, NY				
Full-time Faculty - Computer Applications Instructor	Westwood College	Atlanta, GA				
Senior Systems Architect	Michael Baker Jr. Inc	Alexandria, VA				
Programmer/Analyst - BizTalk or .NET	UNFI	Providence, RI				
Senior Java Developer	Enterprise Select	Los Angeles, CA				
Windows Systems Administrator	iBridge Solutions, LLC	St. Louis, MO				

#### RECOMMENDATIONS FOR EMPLOYERS

- Understand Basic Military Culture
- Use Military Language in Job Descriptions
- Make Your Job Description Specific
- Add a MOS/MOC to your Job Requisitions

### QUESTIONS?







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