



**Department of
Veterans Services**

Interviewing a Veteran Reference Guide



Preparation Phase

- Understand why you are hiring veterans – check your bias and stereotypes
- Research the military experience thoroughly – utilize the military skills translator
- Understand the true job requirements and how military experience could benefit



Interview Phase

- Encourage the veteran to speak freely – veterans are usually more rigid and stiff
- Remember that interviews are not a normal part of the military career experience
- Tailor questions to veteran experience – veterans talk team before they talk self



Assessment Phase

- Ask yourself “did the veteran progress throughout his/her military career?”
- Identify the strengths such as leadership, accountability, and team building
- Look for compatibility – did the veteran match their military skills with the position?



Decision Phase

- Remember veterans have a myriad of soft skills, like leadership and flexibility
- Veterans possess skills that can make them some of your best employees
- Hire a veteran because they're the best candidate, not because they're a veteran



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Questions to Ask

- What is in the Job Description that interests you most?
- Can you, with or without a reasonable accommodation, perform the essential functions of the job?
- What type of training and education did you receive in the military?
- Were you involved in the day to day management of people or supplies?



Questions NOT to Ask

- What type of discharge did you receive?
- Are you to be called up for duty anytime soon?
- Did you experience any combat operations?
- How could you leave your family while you were deployed?
- Have you ever killed anyone?
- Do you have post-traumatic stress disorder?