

## Training Instruction

### Veterans Employment Center™ (VEC) Instructions

#### (Job Seekers and Employers)

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This is a procedural document, the purpose of which is to provide specific procedure to:

1. [Register job seeker on eBenefits for using the VEC™](#)
2. [Build a job seeker's resume and post their profile on the VEC™](#)
3. [Register Employers and build employer profiles on the Veterans Employment Center™](#)
4. [Instruct Employers on job posting procedures](#)
5. [Instruct Employers on searching Veteran profiles](#)

The Veterans Employment Center™ (VEC) was created by the Department of Veterans Affairs (VA), in connection with the First Lady and Dr. Biden's Joining Forces initiative and input from the Departments of Defense, Labor, and Education, as well as the Office of Personnel Management. It is the Federal government's single, authoritative internet source for connecting transitioning Servicemembers, Veterans, and their families to meaningful career opportunities. The VEC™ is the first government-wide product that brings together public and private employers with real job opportunities, and provides transitioning Servicemembers, Veterans, and their families with the tools to translate their military skills into plain language and build a profile that can be shared – in real time – with employers who have made a public commitment to hire Veterans. To assist with their company's current needs and have immediate access to job seeking Veterans, employers using either a LinkedIn or Google account can search verified military, Veteran or dependent resumes and publicly commit to hiring Veterans. Employers wishing to connect with Veterans must complete company information fields and provide their Employer Identification Number (EIN) within their profile for verification purposes. Once verified by VA, employers can view the job seeker name and contact information.

#### 1. Registering job seeker on eBenefits for using the VEC™

1. Before Veterans, Servicemembers, and family members can access and use eBenefits they must be listed in the Defense Enrollment and Eligibility Reporting System (DEERS)
2. Problems with DEERS? Use one of the below resources
  - a. Contact the Defense Manpower Data Center Support Office (DSO)
    - i. 1-800-5380-9552
  - b. Find your local uniformed services personnel office
    - i. <http://www.dmdc.osd.mil/rs/>

3. DEERS enrollees can obtain a DS Logon, an identity (username and password) used to access various VA and DOD websites, including eBenefits
  4. To obtain a DS Logon, instruct job seekers to the [www.eBenefits.va.gov](http://www.eBenefits.va.gov) web portal and have them click register
    - a. Job seekers are instructed step-by-step through the DS Logon registration
  5. Once registered job seekers are now ready to build resume content and post a profile
- \*Note:** Job seekers should not be logged into eBenefits prior to accessing the VEC™. It is best to logout of the current eBenefits session and proceed to the VEC™. The system will prompt the job seeker for their DS Logon when creating or updating their profile.

## 2. Building a job seekers résumé and posting their profile on the VEC™

1. Instruct job seeker to [www.eBenefits.va.gov](http://www.eBenefits.va.gov)
2. Instruct job seeker to the “Employment Center” atop the main ribbon bar on eBenefits and introduce this as the Veterans Employment Center™.
3. Encourage job seeker to first use the “Skills Translator” this will expedite building a résumé and will assist employers to find the job seeker.
4. Instruct job seeker to click “Profile & Résumé Builder” on the left-hand navigation bar
  - a. By creating a résumé a job seeker builds their employment profile in the VEC™.
  - b. Job seeker may also download profile information from a valid LinkedIn profile using the blue link once inside the Profile & Résumé Builder
5. Instruct job seeker to download their résumé content and encourage them to upload it on USAjobs.gov
  - a. Content download is available in two forms (with or without placeholders for Federal employment)
6. Instruct job seeker to make their profile visible and searchable to employers.
  - a. Ensure “Save as draft” radio button is NOT selected in Section 14.
  - b. Click “Preview Your Veteran Profile and Résumé Content”.
  - c. Click “or, **Sign in** to save your profile”.
7. Edit or start and finish a resume at any time by clicking “Profile & Résumé Builder”. A link to edit/update an existing profile will appear at the top of the Build a Profile & Résumé noting... “Already made a profile? [Update your profile here.](#)”

**\*Note:** Job seekers can create and download résumé content without logging-in. However, the profile cannot be viewed by employers or saved to the job seeker’s account until they log-in

**\*Note:** Job seekers login using their DS Logon credentials after previewing their résumé content.

### 3. Register Employers and updating employer profiles on the VEC™

1. Instruct employer to [www.ebenefits.va.gov/jobs](http://www.ebenefits.va.gov/jobs) and click on “Employment Center” in the navigation ribbon.
2. Instruct employer to click on “For Employers” in the left-hand navigation pane or click “Visit the Employer Section” link at the top of the page.
3. Instruct employer to click “Manage Profile”
  - a. Employers have the option to sign in with either a Google or LinkedIn account
4. Instruct employers to complete information fields about their company details, the Employer Identification Number (EIN) is required
  - a. Verification of the profile normally takes up to 72 hours
  - b. If Employer would like assistance or check on verification status, have them email [oeoecsupport.vbaco@va.gov](mailto:oeoecsupport.vbaco@va.gov).
5. Encourage employers to complete the optional Veteran Hiring Commitment
6. Inform employers they can update their information at any time by clicking “Manage Profile”
7. Employers now can search a job seekers profile and save those profiles as favorites. Employers also have access to resources, such as workplace support, upcoming Veteran career fair information, and other employer resources
  - a. Verification is required before employer can view Veteran names and email information

### 4. Instruct Employers on job posting procedures

1. Instruct employer to [www.ebenefits.va.gov/jobs](http://www.ebenefits.va.gov/jobs) and click on “Employment Center” in the navigation ribbon.

2. Instruct employer to click on “For Employers” in the left-hand navigation pane or click “Visit the Employer Section” link at the top of the page.
3. Instruct employer to click “Post Jobs”
  - a. Employers now have step-by-step instructions for posting jobs on the VEC™
4. Employers have **TWO** choices for posting jobs:
  - a. Option 1: Via the National Labor Exchange - Follow the link (<https://us.jobs/postajobpartner.asp?partner=ebenefits>) found within paragraph to the National Labor Exchange.
  - b. Option 2: Featured Employer using the JobPosting Schema from schema.org. - URL for their job listing on their employer profile

## 5. Instruct Employers on searching Veteran Profiles

1. Instruct employer to [www.ebenefits.va.gov/jobs](http://www.ebenefits.va.gov/jobs) and click on “Employment Center” in the navigation ribbon.
2. Instruct employer to click on “For Employers” in the left-hand navigation pane or click “Visit the Employer Section” link at the top of the page.
3. Instruct employer to click “Search Veteran Profiles” in the left-hand navigation pane or in the center of the page below “Welcome to the Veterans Employment Center for Employers”.
4. Instruct employers to logon using either a Google or LinkedIn account.
  - a. If first time and the employer has never registered, reference [#3 “Register Employers...”](#) before proceeding.
  - b. If re-accessing the VEC™ having previously registered, employer need only provide email/password combination via Google or LinkedIn to proceed.
5. Instruct employer on the following elements to filter their search of all public Veteran profiles.
  - a. Keywords search matching all or any words entered to content of all profiles.
  - b. Military Occupation Code exact match to Veteran military experience.
  - c. Special Status self-identified by Veterans.
  - d. The date a Veteran would be available to begin work.
  - e. The minimum level of education held by Veterans.
  - f. Profiles having been updated in the last 30 or 90 days.

6. Instruct employer the search return will list all public profiles matching entered keywords and filter selections.
  - a. Names and email addresses of candidates listed are only available to approved employers whose EIN has been verified.
  - b. The list of Veterans is available for download by approved employers as a CSV (comma delimited) file.
  - c. Employers may favorite Veteran profiles to review later or follow and re-access those selected by clicking the gray box at the top of the screen labeled “Favorited Veterans”.