



South Carolina Department of Veterans' Affairs  
Veteran Friendly Employer Recognition  
Program

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## SC DEPARTMENT OF VETERANS' AFFAIRS



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## Introduction

The South Carolina Department of Veterans' Affairs Veteran Friendly Employer Recognition Program (VFERP) recognizes South Carolina Employers that support Veterans in the following categories:

- Recruiting – Actively seeking out, finding, hiring, and retaining Veterans.
- Empowering – Providing an environment and culture in the workplace where Veterans can succeed.
- Enhancing – The Knowledge, Skills, and Abilities of Veterans in the workplace.

Employers selected for an award will have their Company, Organization, or Agencies name and logo displayed on the South Carolina Department of Veterans Affairs' website for one (1) calendar year. Each awardee will also receive a printed certificate and recognition letter through the mail for their display.

Employers wishing to be recognized for the Veteran Services they provide should review eligibility criteria provided within this document; complete the self-nomination application form (application); and submit the application with supporting documentation before the close of the annual application period.

## Application Period

- Employers may apply for recognition under the Veteran Friendly Employer Recognition Program (VFERP), by completing and submitting the required self-nomination application form (application) and supporting materials before the close of annual application period.
- The application period opens annually on January 31 and closes on April 30 of the following calendar year. Applicants can apply for recognition each year the VFERP award is offered by the South Carolina Department of Veterans' Affairs.

## Application Submission

- All applications must include: Application Form; Narrative Impact Statement; Supporting Documents; (Refer to appropriate sections of the application).
- All applications must be received by the South Carolina Department of Veterans' Affairs no later than 5 p.m. EST, April 30 of the given calendar year.

**Apply online:** [va@scdva.sc.gov](mailto:va@scdva.sc.gov)

## Eligibility Criteria

1. All applicants must be an Employer based in South Carolina or have multiple positions in which Veterans are hired.
2. Be in good standing with the South Carolina Department of Labor, the Secretary of State, and the Better Business Bureau.
3. The South Carolina Department of Veterans' Affairs evaluates applications on a variety of criteria that highlight employers' best employment practices and Veteran services offered by an employer, and which contribute greatly to the overall success of Veteran employees and their families. Each application is evaluated as to the existence and quality of:
  - Employer publishes and adheres to a written Veteran hiring preference as part of the hiring procedures.
  - Employer has a designated Veteran Outreach/Recruiter/Retention Coordinator position responsible for monitoring Veterans in the workplace.
  - Supports Employer Support of the Guard and Reserve (ESGR).
  - Supports and participates in the Ask the Question Campaign.
  - Employer offers a Veteran specific career.
  - Offers Veteran discounts, parking spots, recognition of Veteran employees.
  - Special recognition of Veterans in the workplace. Examples recognition on the company ID Card or Veteran specific lanyard.
  - Recognition of Veterans on Veteran or Military specific holidays.
  - At least 10% of employer's South Carolina Workforce is comprised of Veterans.
  - At least 10% of senior management positions are Veterans.
  - Quarterly Veterans' call.
  - Veteran Peer to Peer mentoring.
- At least 50% of employer's South Carolina hiring managers have been trained in the past 12 months on:
  - Creating a Veteran-Friendly Culture and Onboarding Program.
  - Hiring and Retaining Veterans with Disabilities.
  - Hiring and Retaining Women Veterans.
  - Creating a Veteran Spouse Hiring Program.
- Employer provides Internship or Apprenticeship Programs.
- Hiring managers are present at Career Fairs and Hiring Events.
- Hiring and Retaining Women Veterans: and
- Creating a Veteran Spouse Hiring Program.

## Award Levels

The South Carolina Department of Veterans' Affairs provides three levels of recognition intended to highlight the commitment and services provided to Veteran employees and their families. The SCDVA will provide an overall score related to the employer's services, and as provided within the application package. This overall score will determine the award level for the selected awardees.

- Gold-Level Awardees receive a minimum overall evaluation score of 90%.
- Silver-Level Awardees receive an overall evaluation score between 75% and 89%.
- Bronze-Level Awardees receive an overall evaluation score between 50% and 74%.

The Veteran Friendly Employer Recognition Program is non-competitive and may be awarded to one or more qualified employers. Applicants receiving an overall evaluation score of 49% or lower will not be selected for an award but can reapply during the next annual application window.

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## Award Process

At the close of the application period, the South Carolina Department of Veterans' Affairs' (SCDVA) team will review all submissions.

- The Senior Operations Coordinator initially screens all applications to determine an employer's eligibility as defined by the South Carolina Department of Veterans' Affairs (refer to Eligibility Criteria).
- All applications from qualified employers are forwarded to the Deputy Director of Operations for final review for evaluation of quality of each item addressed in the employer's application.
- The Deputy Director will then forward application to the Director of Operations for approval and signatures. Applications are referred to the Director of Operations no later than May 15 of the given year.
- The Senior Operations Coordinator or any other member of the operations management team may request applicants to provide additional clarifying information related to the application materials submitted. Applicants will be allowed ten (10) business days to submit the additional information. Employers will be notified of the need for additional clarifying information no later than May 30 of the given year. Employers that do not meet submission window or request deadline for additional information will not be considered for an award during given year submitted. However, employers may reapply during the next open application window the following year.
- All evaluation, scoring, and selection of awardees will be completed by June 3 of the given year.
- All awardees will be notified and recognized no later than June 30 of the given year.
- All decisions of the award by the South Carolina Department of Veterans' Affairs are final for the given year.

**Note: The South Carolina Department of Veterans' Affairs reserves the right to withdraw fraudulent application at any time during the award process and throughout the awarded year.**

## Information and Assistance

Institutions may contact the South Carolina Department of Veterans' Affairs for information and assistance regarding the Military Academic Recognition Program.

Contact us at:

Senior Operations Coordinator: 803-683-1195 or [alford.taylor@scdva.sc.gov](mailto:alford.taylor@scdva.sc.gov)



# SCDVA Veteran Friendly Employer Recognition Application

## Section 1: Applicant Information

Complete the following section, ensuring all fields are completed. Enter “N/A” for fields that do not apply or for which there isn’t any available information.

**Company Name:**

**Mailing Address:**

**Physical Address:**

**Phone Number:**

**Website Address:**

**Number of Veterans employed:**

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Provide the following information for at least two individuals who may be contacted regarding this application. These individuals should serve as the points of contact for the awards committee during the evaluation period.

**Primary Point of Contact**

**Alternate Point of Contact**

**Name:**

**Name:**

**Phone Number:**

**Phone Number:**

**Email Address:**

**Email Address:**

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## Application Certification Statement

I certify, to the best of my knowledge, that the information contained in this application and supporting documents are true and correct in content and representation.

Authorized Representative/Submitter:

Position Title:

Date:

Signature of Authorized Representative/Submitter:

# SCDVA Veteran Friendly Employer Recognition Application

## Section 2: Military Connected Population

1. Are you based in South Carolina or have multiple positions in which Veterans are hired? Yes No
2. Are you in good standing with the South Carolina Department of Labor, the Secretary of State, and the Better Business Bureau? Yes No
3. Do you publish and adhere to a written Veteran hiring preference as part of the hiring procedures? Yes No
4. Do you have a designated Veteran Outreach/Recruiter/Retention Coordinator position responsible for monitoring Veterans in the workplace? Yes No
5. Do you support the Employer Support of the Guard and Reserve (ESGR)? Yes No
6. Do you support and participate in the Ask the Question Campaign? Yes No
7. Do you offer a Veteran specific career? Yes No
8. Do you offer Veteran discounts, parking spots, and recognition of Veteran employees? Yes No
9. Do you provide special recognition of Veterans in the workplace (i.e recognition on company ID Card or Veteran specific lanyard)? Yes No
10. Do you provide recognition of Veterans or Military specific holidays? Yes No
11. Is at least 10% of your South Carolina workforce comprised of Veterans? Yes No
12. Is at least 10% of senior management position comprised of Veterans? Yes No
13. Does your company have a quarterly Veterans call? Yes No
14. Does your company have Veteran Peer to Peer mentoring? Yes No
15. Has at least 50% of your South Carolina hiring managers been trained in the past 12 months on:
  - a. Creating a Veteran-Friendly Culture and Onboarding Program? Yes No
  - b. Hiring and Retaining Veterans with Disabilities? Yes No
  - c. Hiring and Retaining Women Veterans? Yes No
  - d. Creating a Veteran Spouse Hiring Program? Yes No
16. Does your company provide internship or apprenticeship programs? Yes No
17. Are your hiring managers present at Career Fairs and Hiring Events? Yes No
18. Does your company hire and retain Women Veterans? Yes No
19. Did your company create a Veteran Spouse Hiring Program? Yes No



Provide supportive narrative for all items selected indicated in Section 2. The summary should adequately describe and communicate the purpose and function of each space, service, amenity, staff services and assistance provided to Veterans.

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**CONTINUATION:** Provide supportive narrative for all items selected indicated in Section 2. The summary should adequately describe and communicate the purpose and function of each space, service, amenity, staff services and assistance provided to Veterans.

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