

Military Spouse Intake Meeting – Individual Moving to Nebraska

Purpose: Agency Human Resources / Talent Acquisition Partner will conduct an intake meeting/informal interview with military spouse transitioning to Nebraska to learn more about the individual's experience, education and career interests to help connect eligible individuals with State of Nebraska career opportunities and a network of State of Nebraska professionals (note, this program does not give preference to eligible individuals during any selection processes but veterans preference may be available). The transition strategy will be set during this meeting with a plan of next steps and action items to move forward.

Candidate name:

Date:

Person conducting meeting:

Introductions

- Introduce yourself and your role within your agency
- Give an overview of your agency responsibilities + mission/vision
- Explain purpose of meeting + next steps (to gain understanding of their prior experiences + interests in an effort to make recommendations of possible positions to apply and networking opportunities)

Questions:

1. Tell me about yourself.

2. Do you currently (or have recently) worked for another State Government? Have you participated in this program in any additional states?
 - a. If yes, which states?

 - b. If yes, what was your position/career within that state?

3. What is your educational background?
 - a. Follow-up: Ask about degrees, professional certificates, vocational certificates, etc. that are applicable to agency specific positions.

4. Describe your previous work experience.
5. What are you looking for in your next role? What short-term goals do you have for your career path?
6. What long-term goals do you have for your career path?
7. Are you looking for full-time work or part-time work?
 - a. Would you consider temporary work with our SOS Temporary Program?
8. Have you reviewed the currently posted opportunities with our agency? If so, were any of particular interest to you?
9. Do you have any questions?

Next Steps (internal):

1. Put together list of open positions that match previous state's classification system/ job responsibilities as well as incoming individuals experience and background and share with military spouse.
2. Set up informal interviews with hiring managers to introduce military spouse to potential roles within your agency and help them build their professional network in Nebraska.