



INTRODUCTION TO THE

Military Spouse Employment Partnership for Potential Partners



Community. Collaboration. Careers.



U.S. Department of Defense



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Welcome!

We are excited to introduce you to the Military Spouse Employment Partnership, or MSEP, part of the broader Defense Department Spouse Education and Career Opportunities program. MSEP is an employment and career partnership that serves military spouses. The DOD launched MSEP on June 29, 2011. The program has grown to more than 950 engaged partner employers who have committed to recruit, hire, promote and retain military spouses in portable careers.

The partnership includes corporations, small businesses and military-focused organizations that post job openings on the MSEP Partner Portal, mentor military spouses and other MSEP partners, conduct outreach and provide employment data on military spouses hired.

Learn more about program successes, benefits and initiatives, and determine if membership in MSEP makes sense for your company or organization. We hope you will decide to join us to support military spouse employment as a way to provide additional financial security and career opportunities for military families.

If you have questions or need more information on MSEP, visit the [MSEP Partner Portal](#) or contact an MSEP specialist at 877-940-MSEP (6737).



"Military spouses are such an asset to our workforce because they shift the narrative of what a typical employee looks like every single day. Military spouses are extremely tenacious. They have a don't-quit attitude, and they're also incredibly humble and they take care of everyone else before themselves."

Michelle Penczak, Squared Away, CEO



List of MSEP Companies and Organizations

View a live list of partners here:

<https://msepjobs.militaryonesource.mil/msep/our-partners>

Connecting Talented Military Spouses to Committed Employers



Background

MSEP connects military spouses with hundreds of employers who have committed to recruit, hire, promote and retain military spouses.

How MSEP works for military spouses

MSEP assists military spouses in finding employment that works with military life and helps them achieve their career goals, despite the challenges of frequent relocations. Through the [MSEP Job Search](#), military spouses from all branches of the armed forces can access career opportunities offered by MSEP partners, worldwide.



Partners join the DOD's comprehensive spouse employment support program to help military spouses in the following ways:

- Reduce the unemployment rate among military spouses.
- Close the wage gap between military spouses and their civilian counterparts.
- Help military spouses build long-term financial security.

"MSEP has greatly impacted my ability to recruit military spouses. It gives me resumes at my fingertips where I can go in and sort through people who are going to meet the skills that we're looking for and the attitudes that we're looking for to fill our open roles."

Jennifer Delatte, Cedars-Sinai Medical Center, Military Talent Program Manager

Millions of jobs posted since the program launch

Partners include local, national and global employment companies and organizations, industry professional associations, small businesses, nonprofits, military support organizations, network partners and federal agencies.

Partners represent a variety of industry sectors:

- Business and finance
- Health care
- Information technology
- Education
- Retail sales
- Community and social services
- Media and communications
- Hospitality
- Security and public administration

More than 360,000 spouses obtained employment with MSEP employers

The quality of life and financial stability of military families tie directly to the readiness and retention of the military forces.

Military spouses thrive when they are able to fulfill their career aspirations.

How MSEP works for partners

MSEP is a human resources business solution for companies and organizations looking to recruit and hire skilled talent. Organizations and businesses who use MSEP have direct and priority access to talented and resourceful professionals – military spouses. They are skilled and motivated with an eager and strong work ethic. When MSEP employers hire military spouses, they are supporting the homefront and an all-volunteer force.

Partnership benefits

- **Convenient, free solution** for connecting with military spouses and uploading job postings
- **Recognition opportunities** for partners featured in promotional activities, MSEP social media and at public events
- **Networking opportunities** with the Defense Department and other industry-leading MSEP companies and organizations
- **Unlimited access** to skilled talent from more than 200 military installations throughout the world
- **Partnership development** opportunities, including the following:
 - The MSEP LinkedIn partner group
 - Partner-to-partner mentoring
 - Military spouse mentoring
 - Partner and military spouse testimonials
- **Opportunity to participate** in Defense Department global military spouse events including:
 - Virtual hiring fairs
 - Partner resource training
 - Installation outreach events

Why Hire a Military Spouse?

The business case for supporting military spouses

For many businesses, a strong commitment exists to support military service members and their families in a variety of ways — in the community and through employment opportunities. As an industry leader and MSEP company or organization, your business can support military families while strengthening your business, creating a stronger workforce and expanding your footprint.



Community-based initiatives

The following initiatives and organizations assist military spouses and their families:

Spouse Ambassador Network

The [Spouse Ambassador Network](#) was developed for military spouses. It is a collection of organizations within MSEP that establishes community networks and leverages these networks to broaden knowledge about military spouse employment resources.

MSEP Community Action Network

The MSEP Community Action Network advocates and drives military spouse employment efforts on behalf of MSEP in military communities. The goal of the network is to increase awareness of local and small businesses regarding the employment challenges faced by military spouses, thereby creating expanded employment opportunities near military installations.

“It’s an untapped network of employees who are willing to share their experience and bring other employees to your organization.”

Joshua Sanhaus, Galls, LLC., Vice President of Military Operations

Participation in military support initiatives can help:

- **Enhance** your company or organization reputation.
- **Increase** consumer loyalty.
- **Expand** your network.
- **Build relationships** with like-minded companies and organizations.
- **Attract** prospective employees.
- **Strengthen** work teams.
- **Improve** employee skills.
- **Contribute** to professional development.



How to Show Your Support

Industry-leading employers are taking the initiative to support military spouses in achieving their career goals. You can support military spouses by taking the following actions:



- Host an open house to introduce your company or organization to local military spouses.
- Host an online job fair to discuss hiring initiatives and provide suggestions for applying for positions.
- Develop internship or externship positions to help military spouses gain work experience.
- Create virtual and flexible work opportunities for military spouses when possible.
- Encourage human resources staff to host in-person or virtual training sessions, covering topics such as resume preparation and interviewing tips.
- Host special events that recognize and thank military families for their service to this nation and for their contributions to your company's or organization's success.
- Create a military spouse and veterans employee resource group or affinity group to address shared needs, interests and career development opportunities.
- Offer military spouse mentoring programs or refer military spouses to existing resources.
- Support your business goals and talent acquisition strategy with community-based and company-based initiatives.
- Join the many companies and organizations that are committed to assisting military spouses and their families. Your participation is invaluable to military families, your organization and our nation.

"I think the most rewarding aspect of working with military spouses is seeing the magnitude of change that comes with getting them employed, because it really changes every aspect their life. It has social impacts, it has financial impacts, it's good for the entire family, it's good for people's self-esteem, and so I just see rewards beyond the immediate job."

**Debbie Bradbard, Virginia Tech,
Director of Boeing Center for Veterans
Transition and Military Families**



MSEP Employer Benefits

The value of being a partner

As an industry leader and Military Spouse Employment Partnership employer, your company or organization can support military families while increasing your workforce and strengthening your business.



Expand your reach and reputation with MSEP social media

- Connect to military spouses, other MSEP employers and the military support community.
- Promote your hot jobs, critical job openings or special hiring initiatives quickly and easily on the LinkedIn spouse group — [MilSpouse Career Network](#).
- Join the [MSEP LinkedIn partner group](#) to strengthen your network inside and outside your industry sector.
- Highlight your company or organization through military spouse testimonials.

Build networks at MSEP events and hiring fairs

- Meet other MSEP employers, senior DOD leaders and military spouses at meetings and hiring events.
- Volunteer to participate in the planning of the MSEP Annual Partner Meeting.
- Use the online MSEP Partner Directory for individual, organizational or industry connections.
- Participate in a quarterly MSEP Virtual Hiring Fair to share your open positions with military spouses.

“MSEP takes all the guessing out of it for you and provides the organization so many resources to be able to succeed in hiring military spouses.”

**Chryssy Johnson, Navy Federal,
Military Affairs Partner**

Expand your talent pool using the MSEP Partner Portal

- Post and promote open positions to thousands of qualified military spouse job seekers.
- Search for qualified candidates to fill positions around the country and the globe.
- Brand your organization as a military spouse-friendly organization.
- Promote hiring programs with military career service providers connected to more than 200 military installations.



Collaborate with fellow partners

Collaborate with Spouse Ambassador Network partners to identify challenges and find solutions for military spouse employment while supporting and guiding newer MSEP employers.

- Highlight and discuss industry employment trends and hiring initiatives.
- Find company descriptions and contact information for other MSEP partners using the MSEP Partner Directory, a digital repository outlining key features and points of contact for all MSEP companies and organizations.

Mentor for growth

- Expand your business opportunities and personal connections through partner-to-partner mentoring.
- Enhance military spouse employee performance by offering mentoring or connecting spouses with existing military spouse mentoring networks.

MSEP specialists

An assigned MSEP specialist will ensure your company or organization takes full advantage of MSEP benefits and services.

MSEP specialists support your corporate goals and needs and assist with the following:

- Coordinate all training and education needs to get your company or organization quickly up to speed, including how to post jobs to the portal and fulfill reporting requirements.
- Act as a liaison between partners and military installations worldwide.
- Give recruitment support and information.
- Provide guidance on supporting military spouse employees.
- Support your communication, outreach and networking efforts.

"I think one of the biggest ways that MSEP has benefited our organization is the ability to share information, whether it's jobs or whether it's programs that we are offering to the military community. It is so wonderful to be able to contact my MSEP specialist and say would you please share this with installations across the US or around the world? For me, that's been the most beneficial because MSEP has such an extraordinary reach. And so if you are in that space of developing programs or you have job opportunities, they will get it in front of the right people and get it in front of them quickly."

**Rachelle Chapman,
Director of the Adecco
Group US Foundation**



Partner Commitment and Expectations

Statement of support

All partners sign the MSEP Statement of Support upon acceptance into the partnership. By signing the statement, partners commit to increasing employment opportunities for military spouses and, when possible, maintaining those opportunities as they relocate. In addition, partners strive to provide military spouses who perform well with opportunities for career advancement.

Partner reporting: measuring success

Partners report military spouse hiring data on a regular basis to ensure the partnership is meeting its objectives. Partners report the number of military spouses for the following categories:

- Hired part-time, full-time and virtually
- Retained when relocating
- Referred to similar employment in other companies when relocating
- Promoted military spouses

MSEP employers fulfill their commitment to support military spouses by agreeing to:

- Identify and promote portable and sustainable career and employment opportunities.
- Post job openings and provide a link to the corporate human resources employment page on the MSEP Partner Portal.
- Mentor new MSEP partners.
- Track and report military hiring successes back to the program.
- Participate in the following MSEP events:
 - New Partner Orientation
 - Annual Partner Meeting
 - New Partner Signing and Induction Ceremony



"MSEP to me means a continuation of service. It means taking pride in our national asset, which is protection of our country. And for me, personally, if we can highlight military spouses and military employment and bring those together, it means that we are keeping our promise. MSEP is keeping our promise to our military families."

**Todd Simmons, Columbia Southern University,
Director of Military Pathways and Family Programs**

Networking opportunities

The partnership provides a number of opportunities for partner-to-partner networking, allowing direct access to other MSEP employers through military spouse-specific job fairs, other special events and the LinkedIn partner group. Partners share military spouse recruitment strategies and other helpful resources, which are available in the [Partner Resources](#) section of the MSEP Partner Portal. As companies and organizations are inducted into the partnership, current MSEP partners have the opportunity to network with new partners, assisting them in their efforts to more easily identify and support military spouses.

Leadership options

Partners have the opportunity to participate in and engage the partnership in the following ways:

- Career workshops
- Spouse Ambassador Network
- MSEP Community Action Network

“Opportunities that have emerged through the MSEP network to me have been the ability to really network with other MSEP partners and learn what they’re doing, that I can hopefully incorporate into our strategy to help make Synchrony a better partner, but also a better employer for military spouses and veterans. I think that’s the most important aspect that I’ve learned. The more I learn from others, the better I become. And by becoming better at what I do, I can hopefully share that same information with others and we all could do well.”

Carl Richards, Synchrony, Talent Advisor for Veteran Recruiting

Connect with MSEP

Partners submit success stories regularly to their MSEP specialist. Selected success stories are highlighted in MSEP social media platforms, as well as during MSEP public events.



Facebook:

<https://facebook.com/DoDMilSpouse>



Instagram:

<https://www.instagram.com/dodmil-spouse/>



MSEP LinkedIn page:

<https://www.linkedin.com/company/military-spouse-employment-partnership-msep-/>



MSEP Partner LinkedIn group:

<https://www.linkedin.com/groups/4445979/>

How to Get Started as an MSEP Employer



We hope you're excited about the opportunities provided to your company or organization as a Military Spouse Employment Partnership employer. Learn more about what is involved in the application process below.

Application process

MSEP includes industry-leading companies and organizations with sound business histories that embrace multiple work environments, maximize results and retain a skilled workforce. They are a committed group of employers seeking a variety of talent with global perspectives — qualifications found in military spouses.

Do you think your company is a great fit for MSEP?

Basic eligibility requirements

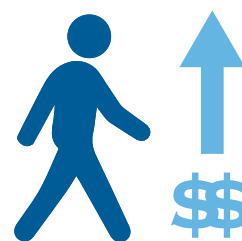
Companies and organizations interested in joining MSEP must demonstrate business experience, charge no fees or costs associated with employment opportunities for military spouses, have facilities in at least one state or region and have available employment opportunities at the time of applying. They must also track and report military spouse hiring back to MSEP. Organizations should exhibit the following:



Sound Business Practices



Available Job Opportunities



Financial Stability



Military Spouse Employment Partnership application and vetting process

If eligibility requirements are met, companies and organizations are encouraged to apply to become an MSEP partner.



1

Companies and organizations can access and complete the application form on the [MSEP Partner Portal](#). A vice president-level representative must read the application and agree to all partnership criteria before the application is submitted.

2

The applicant must attend a DOD informational webinar and complete the vetting questionnaire within five days.

3

An MSEP representative reviews the application and conducts additional research.

4

An MSEP representative provides the application package to the DOD for consideration.

5

The MSEP Potential Partner Specialist conducts a phone interview with the potential partner.

6

The DOD reviews the completed application package and makes a membership acceptance recommendation to the deputy assistant secretary of defense for Military Community and Family Policy.

7

Once accepted for membership, new partners must provide additional information, such as their logo and designated point of contact, and sign the MSEP Statement of Support.



Partner application data

Now that you are ready to submit an application, use the checklist below to be sure you have all the required information.

- ☐ Company or organization contact information
- ☐ An MSEP Statement of Support signatory
- ☐ VP-level representative to sign the MSEP Statement of Support
- ☐ Primary point of contact for routine communication
- ☐ Secondary point of contact for job postings, links and data exchange
- ☐ Method used to load jobs — XML feed or manual
- ☐ Dun & Bradstreet number
- ☐ Partner headquarters address
- ☐ Number and locations of facilities, including those overseas
- ☐ Total number of employees within and outside of the continental United States
- ☐ Company or organization description, including major and secondary industry sectors
- ☐ Website URL and social media links
- ☐ Employment offered — types of jobs, levels, upward mobility opportunities, full time, part time, flexible or virtual



If you have questions or need more information on MSEP, visit the [MSEP Partner Portal](#) or contact an MSEP specialist at 877-940-MSEP (6737).

Becoming an MSEP company or organization not only offers unlimited access to a unique and talented group of professional military spouses, but the partnership also provides recognition, networking and mentoring opportunities. We hope you will join the more than 950 engaged MSEP employers in the commitment to recruit, hire, promote, and retain military spouses. This kind of support helps military families thrive while in service to our nation.



**For more information about the
Military Spouse Employment Partnership,
visit <https://msepjobs.militaryonesource.mil>.**

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