**Template: Veteran employment evaluation**

Use the template, and examples provided, to help you plan the evaluation of your veteran employment activities.

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| **Goal** (What outcome do we want to achieve in veteran employment?) | | | | |
| E.g. Increase the number of veteran employees in your organisation.  ***[INSERT]*** | | | | |
| **Objectives** | **Data source** | **Means of analysis** | **Reporting method** | **Improve and refine** |
| Specific steps we will take to achieve our veteran employment goals. | Information we need to track our progress in meeting our objectives. | Insights that data could provide about trends and outcomes in veteran employment. | How we will present and communicate our impact in veteran employment. | What we will implement to improve our veteran employment activities. |
| **Example one**  Recruit 4 veterans within 12 months | | * HR recruitment records | * Calculate recruitment rates for veterans and non-veterans   Person(s) responsible:  Hiring Manager | * Formal evaluation report | * Incorporate veteran expertise on interview panels |
| **Example two**  Increase number of veteran job applicants | | * Application data | * Track recruitment rates for veterans and non-veterans   Person(s) responsible:  Hiring Manager | * Formal evaluation report | * Implement a veteran-targeted advertising strategy * Tailor job descriptions to veterans |
| *[INSERT]* | | *[INSERT]* | *[INSERT]*  *Person(s) responsible:*  *[INSERT]* | *[INSERT]* | *[INSERT]* |
| *[INSERT]* | | *[INSERT]* | *[INSERT]*  *Person(s) responsible:*  *[INSERT]* | *[INSERT]* | *[INSERT]* |