



MODULE

CANDIDATE TRAINING PROGRAM

The Next Step to a Civilian Career

What We Do



BRADLEY-MORRIS, INC.

RECRUIT MILITARY®



Welcome

Thank you for making the decision to trust Bradley-Morris, Inc. during your career search. Trust binds together high-performing teams in the military, lays the foundation for great companies, and since our founding in 1991 has been at the core of what we do for US service members seeking employment in corporate America. Our process has changed a lot over the years, but at every step we have always taken great pains to preserve the trust relationship between our candidates, our clients, and our team of recruiting professionals.

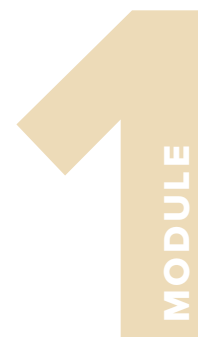
This document is the first of six Training Modules designed to walk you through our hiring process from the initial research stage through receiving and accepting a job offer, whether you're transitioning from the Active Duty for the first time, looking for that second or third job out in industry, or making a strategic move after many years of success as a civilian. We have designed this material to help you make the most of our process and imbue you with lifelong skills for managing your career and making more money.

You have made the decision to include Bradley-Morris in your career search and we will take you at your word that you value our help. After more than two decades of placing military veterans, we are certain that good results can only be achieved when you dedicate yourself to the process and communicate with us regularly during your transition. Throughout the evolution of our brand, we have always relied on employer and candidate feedback as a way of understanding and improving the hiring process for veterans, we hope that you will trust us to be candid with your feedback and reach out to our team when you need assistance or advice of any kind.

Why are you here?

For many years, military recruiting firms have had the reputation of only catering to a small section of the military population, specifically transitioning junior officers, but throughout our evolution we have broadened and widened our focus to help all Working Age Veterans of the US Armed Forces. **Our network of current and former candidates and employers stretches across the country and allows us to cater to a wide array of job seekers:**

- **Active Duty** | Our website provides data points and information about career trajectories to inform and advise service members on what awaits in corporate America. If you are considering your options or have reached a major milestone and want to be diligent about making the decision to end your Active Duty career, we hope you will value this information. We are eager to assist those that have decided to hang up the uniform but will not cross the line to actively encourage service members to end their commitment or cut short their military career based on the promise of civilian employment. We hope to be here for you during that decision and once it is made, but it is a personal and serious choice.
- **Transitioning Service Members** | Many candidates working with us are still on Active Duty, have submitted paperwork or have separation orders in hand, and have at least a guess at their Earliest Start Date. At this stage access to interviews with decision makers is key, especially for positions that are exciting and lucrative. Other websites and career resources don't offer a direct path to an interview or won't disclose the compensation or benefits for the job, and most never tell you why the position is open or who is doing the hiring. Bradley-Morris solves those problems. We brief details on location, compensation, company culture, why the position is available, and ensure you are set up for success once the interview is scheduled. Our team puts options on your plate quickly and ensures you receive feedback and follow-up throughout the process.
- **Industry Experienced** | If you have been out in industry for a bit and are interested in taking the next step in your career, we invite you back into our program! When Bradley-Morris only focused on hiring conferences, non-transitioning jobseekers felt frustrated traveling to a hotel to compete against transitioning junior officers for entry-level jobs. Since our move away from conferences over the years and towards a direct-placement model, our ability to help mid-career veterans has expanded exponentially to a point where now more than half our placements are on their third post-military job or beyond. If you have personal or professional milestones or goals in mind, keeping a job seeker profile and updated resume in our database will give you early access to options when we hear about them.



What do we offer?

- **Free Help** | Since our founding, BMI has provided its advice and services to candidates completely free of charge. The examples of paid services that really add value to a military member's career search are few and far between, and we continue to believe that our relationship with our candidates depends on us offering our aid without taking from veterans.
- **Access to Interviews** | We cut out the middle man and the online application process and connect you directly to decision makers at our clients who can recommend you for job offers. With our average time-to-hire at 14 days from the initial interview to offer, BMI helps candidates skip the wait and go straight to the objective.
- **Market Research** | Our team has decades of experience placing only military veterans into civilian careers in corporate America. Our deep understanding of industry hiring trends across branches, ranks, and specialty communities will help position you not only for viable jobs, but jobs that lean heavily on your military skills and training. Our network not only gives you access to the career fields you know about, but also will help you discover those you haven't heard of or wouldn't encounter without our expert team helping show you the way.
- **Resume Preparation** | Our resume team started their journey in the same place you are when it comes to military resumes; by writing their own. Not only have we walked in your shoes during our transitions from the military, but we have helped tens of thousands of fellow veterans do the same. When it comes to crafting an ideal resume, our team will help you with templates, videos, interactive webinars, and job-specific tailoring to make sure your resume never stops you from getting the right interview.
- **Job Matching** | Our custom software uses our patented Best Fit Profile to help our Recruiting Operations Team match your military skills to civilian opportunities. Our relationships and integrations with leading search and HR Tech firms have added the power of machine-learning to learn how to suggest the best job fits for our candidates. We spare no expense to make sure you make a meaningful connection to the right job at the right time
- **Interview Skills Training** | The greatest investment in time you can make as a job seeker is in preparing to have meaningful conversations with prospective employers. An award-winning resume is no guarantee that you will win your desired offer if you are unable to tell your own story effectively. We have carefully aligned our resources and our training milestones to help you gain a level of knowledge and confidence in the interview environment that will remove any barriers to making an authentic first impression. No two people study or learn the same way, so we offer reading materials, worksheets, blog posts, a podcast, video lessons, and live webinars hosted by our recruiters.
- **Alumni Network** | We want you to be a candidate for life and trust us when you're considering role changes, relocation, or are looking to make that next big upward step in your career. Bradley-Morris is one part of a larger veteran Human Capital Management Solution that includes [RecruitMilitary.com](#), [MBAVeterans.com](#), and [Essential Events](#). We welcome your help referring fellow veterans to find out about our suite of services and all the ways we make connections.

Our Promise to You

Honesty and Transparency | Our company values communicating with each other with respect and transparency. This is necessary for our success, and as veterans it has become crucial for our sense of mission and purpose working for a company whose values align to the same concepts we lived by during our time in uniform. We recognize that our candidates are navigating a period of career uncertainty and change for the first time as working adults and need to trust the advice we offer.

Our team negotiates with the best interest of our candidates and clients in mind. Our contracts are not based around accepted offers, they're carefully structured to reflect our goal of aiding companies in finding employees who show up, go to work, and stay at work on their team. We are motivated to make meaningful, successful additions to our clients' workforces, not just to be the first to get an offer on the table.

It is for this reason that we have never had any kind of exclusionary requirement or "handcuff policy" for our candidates. If someone pitches you on why signing an exclusionary commitment is a good thing, beware! There is no way that a commitment to limit the breadth and reach of your network to only certain companies while ignoring other valuable job search opportunities can benefit your career search. Our process does not handcuff you or restrict you from exploring other opportunities on your own, it is our belief that you should be free to capitalize on personal and professional networking, job fairs, utilizing other firms, the internet, etc.

Your Promise to Us

If it isn't already clear, Bradley-Morris is ready to go to bat for you and we insist on a similar level of commitment from the candidates we represent. When you commit to an interview or another job search engagement, we expect that you will keep that commitment. Be honest and transparent about your job search and share your questions, concerns, and reservations with us before we commit you and the client to an interview appointment. Have integrity, do what you say and say what you mean, and engage with us and our employers in good faith. Respond when we contact you and tell us if or when you have ended your job search.

We expect that you will complete our training program and be fully prepared to interview with our client companies. Do your homework! Read our materials, attend live training via webinar, or schedule one-on-one calls with our team. Whatever you do, engage with the process, it is the only way to achieve the best results. Our program is the product of decades in business with tens of thousands of US service members successfully placed in civilian careers. We will only ever recommend training or preparation steps that we sincerely believe will improve your odds of receiving a compelling offer and will never intentionally waste your time with busy work.

Finally, we insist that you provide us with feedback at every step. Help us adjust course when our job matches miss the mark, be honest if or when you don't feel enthusiastic about a job we've recommended, and tell us when our service or your experience could be better. We want your constructive criticism so we can make our process easier, faster, and more enjoyable for the next veteran. We hope that in doing so, we will earn your trust and your enthusiastic recommendation to your fellow Soldiers, Sailors, Airmen, or Marines.



Up Next

- *How to win*
- *Matching process*
- *Resume preparation*
- *Interview preparation*
- *Succeeding in person*

Bradley-Morris, Inc. and RecruitMilitary.com Company Vision and Values

- 1 | We came to win!
- 2 | We win as a team.
- 3 | Our team communicates with respect and transparency.
- 4 | Our team talks it out.
- 5 | Our team expects your best effort.
- 6 | We celebrate the wins.
- 7 | Each team member's opinion matters.
- 8 | Our team holds each other accountable.
- 9 | Our team has fun!

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