



## Vets2PM DoD SkillBridge Host Employer MOU

Welcome to the Vets2PM DoD SkillBridge program. Please review, sign, and return a copy to Cathy Miclat at [cathy@vets2pm.com](mailto:cathy@vets2pm.com) or Bridgett Manning at [Bridgett@vets2pm.com](mailto:Bridgett@vets2pm.com).

### How we work with Host Employer Partners to provide SkillBridge Interns

- Vets2PM will review your requirements and present candidates who best meet your preferences. We will facilitate an initial candidate interview.
- Once you select an Intern, Vets2PM will facilitate the Command approval process.
- Vets2PM will work directly with your main POC during the term of the internship. We are here to answer questions, resolve issues, etc.
- Vets2PM will ensure that Interns pre-certify for the Work Opportunity Tax Credit.
- Host Employer agrees to provide OJT for the intern for 8 hours/day - 40 hours/week, allotting part of this time for Training / Certification. The Internship will last between 60 - 180 days. Certification training hours are considered part of the intern's workday.
- Certifications that Vets2PM can facilitate include, but are not limited to:
  - **PMP, CAPM, PSM I, PMI-ACP, aPHR, CM, Security+, BDP, LSSGB**, or others.
- The intern may require non-workdays for military obligations pertaining to their transition.
- Host Employer agrees to conduct a formal job interview with Intern prior to the completion of the Internship.
- While it is unlikely, there are certain circumstances where the intern must return/be returned to their command. If this happens in the first 30 days of the internship, we will work with you on a solution.

### Fee

\$2,600 – Flat fee for Vets2PM to administer SkillBridge internships.

*\*You will select the certification option on the SkillBridge Internship Intake Form.*

### Additional Services

\_\_\_\_\_ Please check here if you would like to take advantage of direct placement services for non SkillBridge hiring. A flat fee of \$2,600 per candidate placed will be invoiced on the candidate's start date. This includes free job postings and facilitation of first job interview.

*\*\*This special offer is for our SkillBridge Host Partner companies **that are actively participating** in our SkillBridge program, otherwise our standard flat placement fee of \$5,000 would apply. There is no replacement for direct hire candidates.*

**Vets2PM**

**Host Company**

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Name / Signature

\_\_\_\_\_  
Name / Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date