



University of Colorado **Anschutz**

Talent Acquisition

SkillBridge Program Guide

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What is SkillBridge?

The Department of Defense (DOD) SkillBridge program allows service members to gain valuable civilian work experience through specific industry training, apprenticeships, or fellowships during the last 180 days of service. DOD SkillBridge connects transitioning service members with industry partners for real-world job experiences. The goal is to provide transitioning service members with a high probability of employment after leaving the military.

SkillBridge applies to all branches of service and all ranks. Some branches have restrictions. A service member interested in participating must be approved by their leadership.

To learn more about this program, please visit [DODSkillBridge](https://www.dodskillbridge.com).

What is the benefit?

The SkillBridge program benefits both the service member and the employer. It allows the employer to build a pipeline of qualified individuals to fulfill future openings within their organization. This program aims to provide service members with a high probability of post-service employment after they leave the service.

This also provides a unique opportunity for the organization to have military members share their diverse perspectives and insights based on their experience. Military personnel fulfill all types of roles within their branch, and many of them have worked on processes or projects and can provide valuable insight and perspective to the department.

Also, the service member is still in active service. While participating in the SkillBridge program, the service member cannot be paid by the organization sponsoring the program. The service members will continue to collect salaries from the military until they are separated from the service.

For service members, it provides an invaluable opportunity to get exposure to the civilian workforce, learn new skills, begin exploring new career paths where they can leverage their military experience, and finally build their network. This increases their likelihood of finding permanent employment outside of the military.

What Types of SkillBridge Programs are Available?

Apprenticeship Programs

These are a combination of job training and related classroom instruction under the supervision of a journey-level craft person or trade professional in which workers learn the practical and theoretical aspects of highly skilled occupations.

Employment Skills Programs or On the Job Training

Training or education to acquire the skills required to obtain employment, advance in employment, or adapt to the changing demands of the workplace.

How Long Can a SkillBridge Fellowship Last?

On average, a SkillBridge fellowship lasts 4-5 months, not to exceed 180 days. However, it can vary depending on what branch of the military the service member is coming from.

What is Needed to Do a SkillBridge Fellowship for My Department?

The organization must be an approved [DOD Partner Agency](#). As of January 2025, CU Anschutz is an active DOD Partner Agency. Below are the next steps in setting up a SkillBridge Fellowship.

1. Review the CU Anschutz Guidelines for setting up a SkillBridge Fellowship
2. Develop a training plan for the fellowship, it will require the following:
 - a. Job Title
 - b. Job Description ñ use University Staff or Classified templates depending on what is being filled.
 - c. Length of training
 - d. Timeline
 - e. Training Plan - Specific learning objectives that will be covered in training; the plan should indicate what they will be learning/working on each week of the fellowship
 - f. Type of instructional model ñ link to types of instructional models
 - g. Instructor Qualification if participating in the SkillBridge Apprenticeship Program
 - h. Assessments
 - i. Training Outcomes

[Sample Training Plan example \(DOCX\)](#)

3. Once the job description and training plan have been finalized, they can be submitted to Central HR via the [SkillBridge form](#) located on the CU Anschutz SkillBridge site. Central HR will review the documents. Once approved, the materials will be uploaded to the SkillBridge and Central HR sites to advertise the fellowship.

At that time, Central HR will provide a copy of the MOU that will need to be completed once the finalist is selected.

- a. **Note:** Once the job description and training plan are uploaded to the SkillBridge site, they will be reviewed by SkillBridge program administrators for the Department of Defense. From a timing perspective, that review can take 10 business days to complete before the posting is live on the SkillBridge site.
4. Advertise the SkillBridge opportunity and accept applications
 - a. Since this is an unpaid fellowship, SkillBridge recruitment is not done at CU Careers. We have a separate site where these opportunities can be shared. The hiring department will need to select a main contact for the fellowship, and they will receive the applications via email for review and answer questions about the opportunity.
5. Review all applications and conduct interviews
6. Offer the role
 - a. Before offering, ensure that the potential fellow's military department has authorized them to start the program
 - b. A background check will need to be run for each SkillBridge Fellow. Let them know that the fellowship is contingent on the results of the background check
 - c. If the permanent role requires a drug test, the fellow will need to complete one.
7. Completion of the SkillBridge Fellowship Memorandum of Understanding (MOU)
 - a. A copy of the completed form must be shared with the fellow for their records.
 - b. The MOU needs to be signed by the CU Anschutz department contact, commanding officer, and fellow

Once the SkillBridge Fellow is Selected, How Do I Set Them Up?

The SkillBridge fellowship is unpaid, so it must be set up as a Person of Interest (POI). The POI type should be 00010, but that may vary depending on the type of access they will need. You can review the types of POIs on the [Person of Interest \(POI\) Types](#) page.

Before the SkillBridge fellow can start, the department will need to complete the SkillBridge Fellowship Memorandum of Understanding (MOU). This document will lay out the objectives of the fellowship, the responsibilities of the fellow supervisor, the fellow's responsibilities, the relationship of the parties, and finally, any miscellaneous provisions. Please ensure all parties review the document and sign off before the start of the fellowship.

Lastly, a condition of the SkillBridge program is that the fellow cannot pay for anything related to the fellowship, including parking. However, the fellow can absorb the cost of travel to and from the onsite location. If a department elects to have a SkillBridge fellow, they must provide a speedtype to charge the parking. If there are any additional charges, the department will need to absorb them.

Parking

SkillBridge Fellow(s) parking should be set up at the Faculty/Staff rate. The rates and permit parking information can be found on Facilities Management's [Parking, Transportation, and Maps](#) page. The department sponsoring the SkillBridge Fellow must complete the Order Department Information section in the Parking Interdepartmental Invoice form that follows to facilitate payment for the participant's parking.

If the fellowship is hybrid, the department should consider how often the fellow will be on campus and select the appropriate option. The Parking Office will handle the Service Department Information section.

[Parking Interdepartmental Invoice \(XLS\)](#)

Badge

To work on campus, a SkillBridge Fellow will need a badge. They must get a visitor badge since they are set up as a POI. A visitor badge does not come with a charge. However, if they need a replacement badge for one of the following, there is a \$20 charge for a replacement.

- Ç Lost Badge Replacement
- Ç Stolen Badge Replacement (without police report/case number)
- Ç Damaged Badge Replacement due to negligence
- Ç Replacement Visitor badge of a change in name, title, company, expiration date

Tips for Setting Up a Fellowship

- Ç Be clear about the fellowship expectations and ensure that the fellow understands what needs to be completed.
- Ç Provide an onboarding experience. Remember that you are working with someone who may be a future employee at Anschutz, and this may be the first time they have interacted with the campus. Create a positive experience with a campus tour, introduce them to who they will work with, and share what's great about working at Anschutz.
- Ç Since the fellow is still an active-duty military member, they may need to fulfill some of their obligations with the military. Keep a clear line of communication on when they can work.
- Ç Consider assigning a mentor for the SkillBridge fellow. We recommend identifying a current employee with prior military service who can help mentor the individual.

- Ç Ensure virtual/remote opportunities include at least 50% synchronous (live person-led) training and/or a hybrid with in-person sessions. This program cannot be 100% remote.
- Ç Do not guarantee employment after the fellowship. The purpose of the program is to provide a high probability of employment. However, they will still need to apply for a permanent role if one is available and the department has funding.
- Ç This is a learning opportunity for the fellow. The purpose is for them to learn valuable skills that will help them transition into employment. Please ensure that the tasks that the fellow is doing are related to the work that would be done in the permanent role.

What Happens After the Fellowship is Concluded?

This program prepares military members for new job opportunities outside of the military. If the fellowship is successful, formal recruitment must be conducted according to the university's standard procedure. The hiring department can elect to do a five-day posting. All applications received during the posting period must be accepted and reviewed.

The important thing to remember is that military service and university employment cannot exist simultaneously during the SkillBridge program. If you want to hire an individual, it's essential to know their last day of service so they can be employed right after they leave the military.

Upon completion of the role, we recommend that the hiring department's HR conduct an exit interview to see how the fellowship went and if there are areas for improvement. Those recommendations should be shared with the [Director of Talent Acquisition & Classification](#) to determine if there are ways we can enhance the overall program. Also, if the department decides they would like to start the hiring process for the fellow into a permanent role, please contact the Director of Talent Acquisition & Classification so our hiring efforts can be tracked. This information must be reported to the Department of Defense annually.

As the fellowship is wrapping up, if there isn't a permanent role within the department and the individual wants to work at the university, please contact the Director of Talent Acquisition. We will have a Talent Acquisition Consultant conduct an interview. After the interview, the Consultant can provide them with current job opportunities that might interest them. We can also review the fellow's application materials (cover letter and resume) and make recommendations. If they are interested in interview coaching, we can also provide that.

Questions?

If you have questions about the SkillBridge program for the Anschutz campus, please email Central HR at hr.recruiting@cuanschutz.edu for additional assistance.

