



HIRE VETS MEDALLION PROGRAM

MEDALLION DOWNLOAD USER GUIDE

U.S. DEPARTMENT OF LABOR



OVERVIEW

Congratulations on earning the HIRE Vets Medallion Award! As a recipient, you have access to download the program medallions through your user account. The steps below will walk you through how to download the medallions for use on your website, marketing materials, email, and more.

STEP 1: Log in to the account holder profile at HIREVets.gov via the log in button at the top right corner of the screen.

An official website of the United States government [Here's how you know](#)

The Honoring Investments in Recruiting and Employing American Military Veterans (HIRE Vets) Act of 2017

HIREVets.gov

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Watch the 2024 HIRE Vets Medallion Awards Ceremony

Oct 31 at 1 p.m. ET
HIREVets.gov/ceremony

HIRE Vets Medallion Program

Recognizing employers for their investments in recruiting, employing, and retaining our nation's heroes.

[Review 2024 Criteria >](#)

[2023 Award Recipients Released >](#)



Honoring the Employers who Hire our Nation's Heroes

The HIRE Vets Medallion Award is the only federal-level veterans' employment award that recognizes a company or organization's commitment to veteran hiring, retention, and professional development. [Review the criteria for the 2024 award cycle.](#)



STEP 2: Once you login, the default Dashboard view will not show the previous year's application. Select the "MY ACCOUNT" dropdown, and then select "HISTORY".

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HIREVets.gov

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Dashboard

Current Application

Notice

16

days until Award Recipients recognized

[View Application Timeline](#)

Welcome, 

2024 HIRE Vets Application

Status: **AWARD EXPECTED**

Date Started:	April 26, 2024
Employer Name:	
Employer Size:	Medium
Medallion Level:	Platinum
Application ID:	MP-13435-1714163708
Payment Completed:	Yes

[VIEW](#)

MY PROFILE
HISTORY
PAYMENT STATUS
LOG OUT



STEP 3: Once you have selected “HISTORY”, you will be taken to your application page. It will show all previous applications. A “DOWNLOAD MEDALLION” button will be visible for all previously awarded medallions.

An official website of the United States government [Here's how you know](#)

 The Honoring Investments in Recruiting and Employing American Military Veterans (HIRE Vets) Act of 2017 Contact

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Dashboard

Current Application

Notice

16

days until Award Recipients recognized

[View Application Timeline](#)

Your Applications

2024 HIRE Vets Application

Status: **AWARD EXPECTED**

Date Started:	April 26, 2024
Employer Name:	...
Employer Size:	Medium
Medallion Level:	Platinum
Application ID:	MP-13435-1714163708
Payment Completed:	Yes

[VIEW](#)

2023 HIRE Vets Application

Status: **AWARDED**

Date Started:	April 27, 2023
Employer Name:	...
Employer Size:	Medium
Medallion Level:	Platinum
Application ID:	MP-13435-1682616289
Payment Completed:	Yes

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[DOWNLOAD MEDALLION](#)

2023 HIRE Vets Application

Status: **DELETED**

Date Started:	April 25, 2023
Employer Name:	...
Employer Size:	Small
Medallion Level:	Platinum
Application ID:	SP-13435-1682453076
Payment Completed:	No

[VIEW](#)

2022 HIRE Vets Application

Status: **AWARDED**

Date Started:	February 9, 2022
Employer Name:	...
Employer Size:	Medium
Medallion Level:	Gold
Application ID:	MG-13435-1644443338
Payment Completed:	No

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[DOWNLOAD MEDALLION](#)

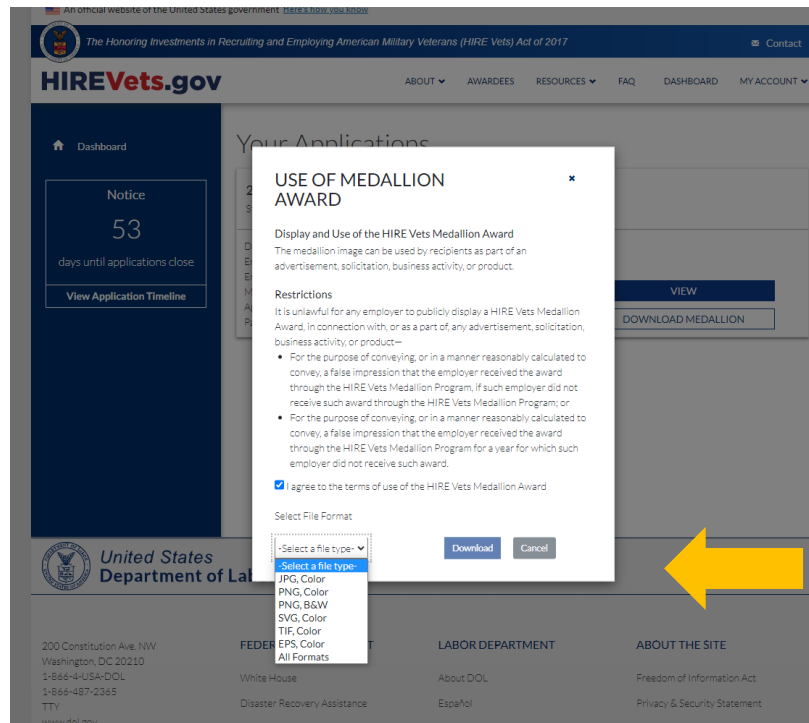


STEP 4: Once you have selected “DOWNLOAD MEDALLION,” the “USE OF MEDALLION AWARD” download dialog box will appear on the screen. Review the guidelines. Once completed, select the “I Agree to the Terms of Use of the HIRE Vets Medallion Award” box.

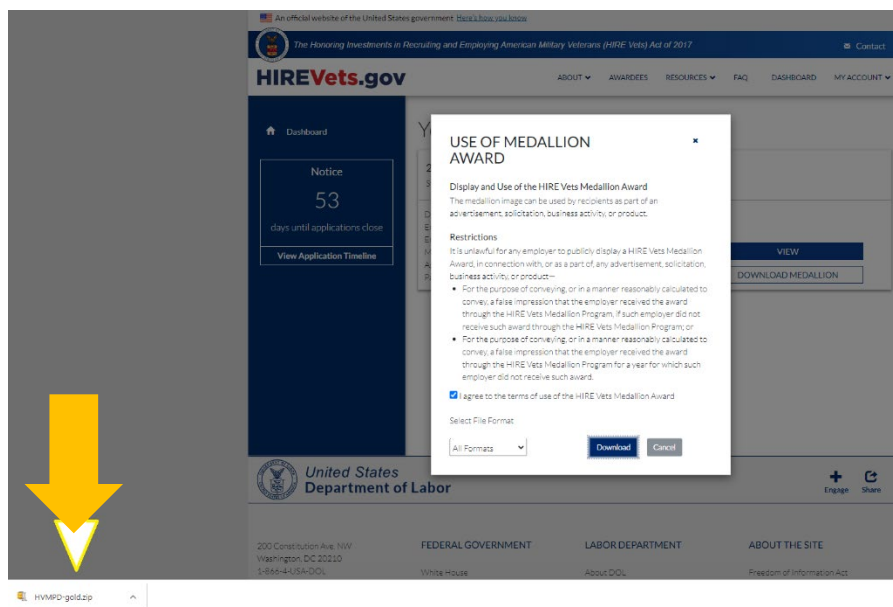
The screenshot shows the HIREVets.gov website interface. At the top, there's a header with the U.S. Department of Labor logo and the text 'The Honoring Investments in Recruiting and Employing American Military Veterans (HIRE Vets) Act of 2017'. Below this is a navigation bar with links like 'ABOUT', 'AWARDEES', 'RESOURCES', 'FAQ', 'DASHBOARD', and 'MY ACCOUNT'. The main content area is titled 'Your Applications' and features a 'Notice' box indicating '53 days until applications close'. A yellow arrow points to a dialog box titled 'USE OF MEDALLION AWARD'. This dialog box contains the following text: 'Display and Use of the HIRE Vets Medallion Award', 'The medallion image can be used by recipients as part of an advertisement, solicitation, business activity, or product.', and 'Restrictions'. The restrictions state it is unlawful for any employer to publicly display a HIRE Vets Medallion Award in connection with, or as a part of, any advertisement, solicitation, business activity, or product—, followed by two bullet points: 'For the purpose of conveying, or in a manner reasonably calculated to convey, a false impression that the employer received the award through the HIRE Vets Medallion Program, if such employer did not receive such award through the HIRE Vets Medallion Program; or' and 'For the purpose of conveying, or in a manner reasonably calculated to convey, a false impression that the employer received the award through the HIRE Vets Medallion Program for a year for which such employer did not receive such award.' Below the restrictions is a checkbox labeled 'I agree to the terms of use of the HIRE Vets Medallion Award'. At the bottom of the dialog box, there is a 'Select File Format' dropdown menu with '-Select a file type-' selected, and 'Download' and 'Cancel' buttons. The background of the website is slightly dimmed, and a 'VIEW' button is visible on the right side of the main content area.



STEP 5: Select the “Select File Format” dropdown menu box. This will bring up the six different image types of the medallion available for download. You can select an individual medallion graphic, or you may select the last option and download all six at one time. Once selected, click the blue “Download” button.

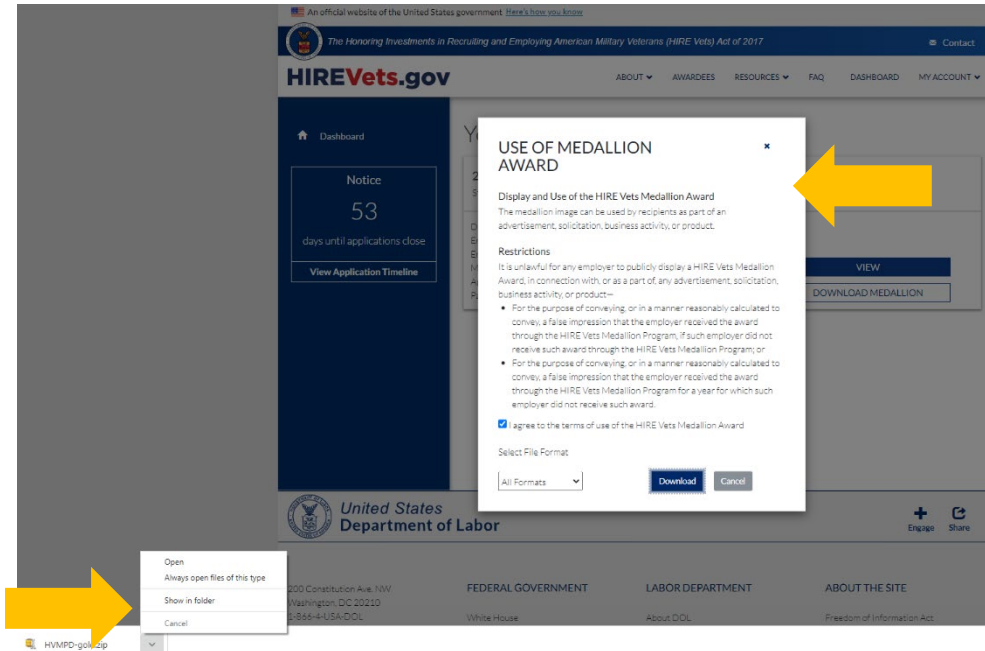


STEP 6: A zip file of the medallion graphic/s you selected will be downloaded to your computer and show up in the lower left corner of your browser window. It will also be located in your downloads folder on your computer.

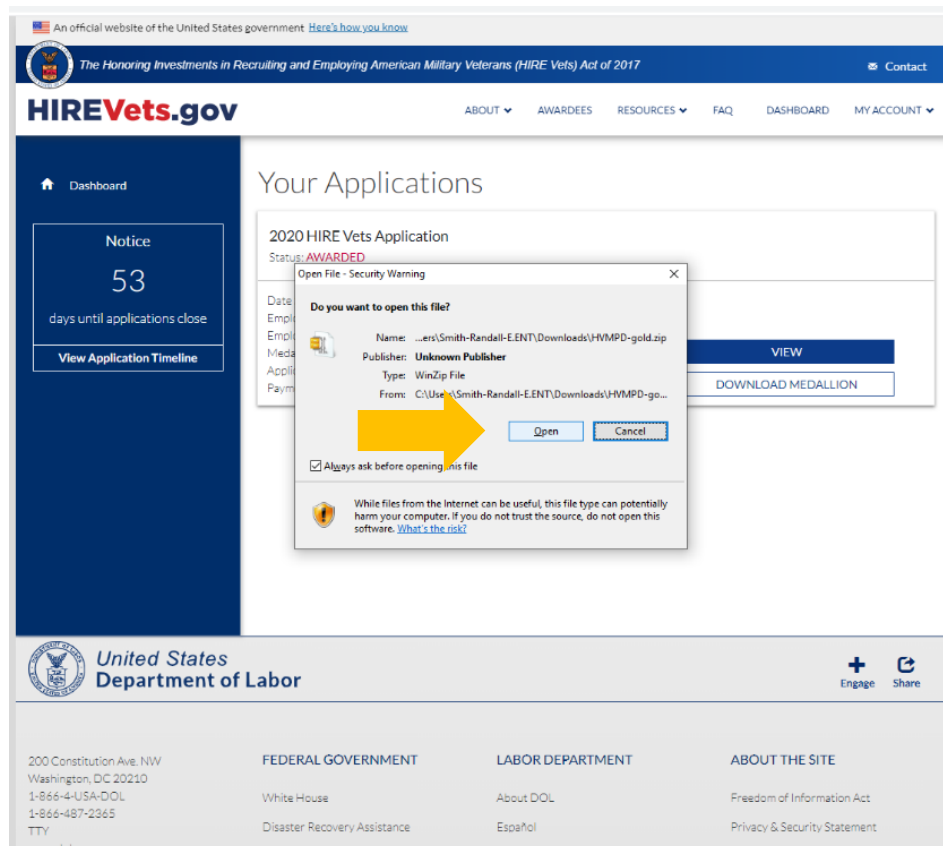




STEP 7: Close the “USE OF MEDALLION AWARD” dialog box by clicking on the X in the upper right corner of the dialog box. Navigate to the downloaded zip folder on the lower left corner of your screen (see step 6), right click the drop down arrow on the left of the file, and select “OPEN.”

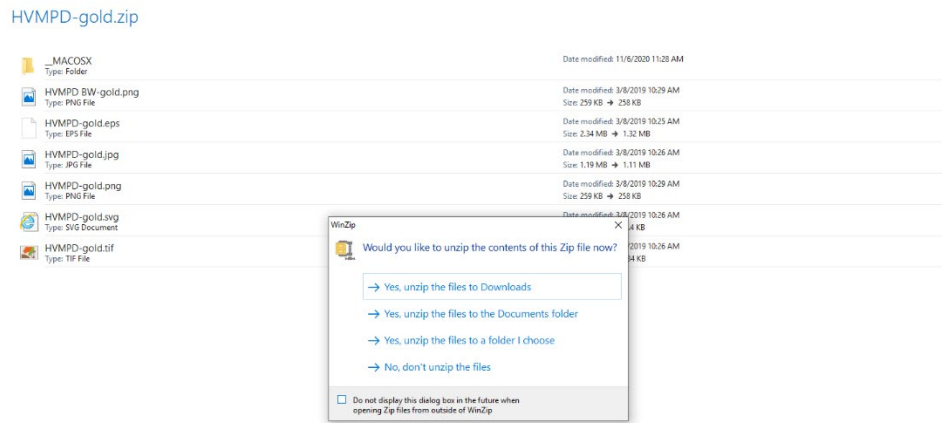


Once you have selected “OPEN,” a dialog box will appear asking if you want to open the file. Select “open”





STEP 8: Select the location where to “unzip” the files. In this example, the files have been unzipped to the downloads folder local to the computer.



The download process is now complete. Your selected files will show up in the folder you selected. In this example, the downloaded Gold Medallion Awards are shown below.

Name	Date modified	Type	Size
_MACOSX	3/8/2021 7:06 PM	File folder	
HVMPD BW-gold	3/8/2019 10:29 AM	PNG File	260 KB
HVMPD-gold.eps	3/8/2019 10:25 AM	EPS File	2,406 KB
HVMPD-gold	3/8/2019 10:26 AM	JPG File	1,226 KB
HVMPD-gold	3/8/2019 10:29 AM	PNG File	260 KB
HVMPD-gold	3/8/2019 10:26 AM	SVG Document	34 KB
HVMPD-gold	3/8/2019 10:26 AM	TIF File	21,005 KB

Questions? Visit the [HIREVets.gov contact us page](https://www.dhs.gov/hirevetsgov/contact-us) or reach out to Randall Smith, Program Director, at HIREVets@dol.gov, or call at (202) 693-4745.