

# VA Trainee Recruitment Events (VA-TRE)

## Health Professions Trainee (HPT) Factsheet

### What are national VA-Trainee Recruitment Events (VA-TRE)?

Welcome to the VA-Trainee Recruitment Event (VA-TRE)! Our Veterans Health Administration trainees make outstanding candidates to join the VA team.

- Through TRE, VA connects interested current and former trainees who want to continue their careers at VA with locations who have openings.
- Trainees choose from that list of locations and the TRE team matches you in a non-binding process where you are connected for meet-and-greets with facilities that have positions for which you may be a great fit.
- After meet-and-greets, candidates and facilities can decide to continue with interviews and making offers for staff positions for when trainees have completed their programs.

VA-TREs will be hosted for numerous healthcare occupations. We are excited that you want to continue to serve our Veterans!

### What are the benefits of working for the VA?

In addition to the rewards of serving our nation's Veterans alongside a talented interprofessional team of healthcare providers, federal employees are entitled to many benefits including generous vacation time, health and life insurance, free professional liability protection, sick leave, and when applicable, educational loan repayment and professional training funding. VA has new hiring flexibilities which allows us to more easily hire current and former trainees.

### What do I need to do to prepare *prior* to VA-TRE hiring events?

Effectively preparing for VA-TRE hiring events will make the process a successful experience for both you and the facility.

- 1) **Curriculum Vitae (CV) or Resume.** Ensure your CV or resume is current and accurate.
  - a) Please use the following naming convention for your file: LastName.FirstName (i.e. Smith.Jane.pdf).
  - b) Please remove any pictures or sensitive information.
  - c) Please save as a PDF file format. Please upload the PDF version for candidate registration.
  - d) For more CV/resume tips please visit <https://www.blogs.va.gov/VAntage/64721/five-ways-make-healthcare-job-application-stand/>.
- 2) **Decide Whether You Are Interested in Relocating.** VA-TRE provides the ability for HPT candidates to choose up to 5 facilities based on available positions for your occupational specialty and your location preferences. You will be asked if you are interested in relocating on your application.
- 3) **Your Sub-Specialty Interests, if applicable.** During registration you will have the option to select your primary and secondary occupational specialty, if applicable to your profession. *Please note:* not all specialties may be available for each VA-TRE.

## VA-TRE Registration Instructions

These instructions will walk you through the registration process. You will be asked for your profession, the date you are available to start a position, and then will be able to review the list of available locations interested in meeting potential candidates. You can select and rank up to five locations as your top choices, and then you will be asked for your contact info and to submit your CV/ resume.

- 1) Go to the HPT Candidate Registration form. ***Each VA-TRE profession has a unique registration link. The hyperlink will be released through multiple communication streams to DEOs and training directors prior to registration opening.***
- 2) Follow the prompts to enter the requested information.
- 3) Upload your resume/curriculum vitae, in PDF format.
- 4) Review the available vacancies.
- 5) Choose your top 5 desired employment locations.
- 6) Submit your application.

## What should I expect during VA-TRE hiring events?

Our goal is to match every registered HPT candidate with at least one of their top five facilities for a meet-and-greet. The number of meet-and-greets scheduled is dependent upon the total number of registered locations and the number of registered candidates.

You will be contacted by your matching facility/ facilities to schedule your meet-and-greet after candidate registration closes and the match process is complete.

### Each facility will complete the following action items:

- 1) **Meet and Greets.** All participating facilities will contact every matched candidate to schedule a virtual or in-person 15-minute HPT Meet and Greet with staff who can speak generally about available practice opportunities and answer candidate questions about the facility and local area.
- 2) **Formal Job Interviews.** After meet-and-greets, facilities will choose candidates to schedule for formal interviews.
- 3) **Tentative Job Offers.** After interviews, facilities will make hiring decisions and extend tentative job offers to HPT candidates prior to their completion of training. Offers may be made contingent upon trainees meeting qualifications (i.e. completion of training program or at the end of degree completion) at the time of appointment.

## What happens if I don't match with any of my choices?

We realize there may be rare occurrences where a facility does not find matches for all its vacancies, and not every candidate will receive an offer from their first-choice location. Should that occur, we will make every effort to put candidates in contact with other facilities with vacancies and vice versa.

## Who do I contact if I have questions?

For all questions, please contact the VHA TRE Response team at [VHATREResponseTeam@va.gov](mailto:VHATREResponseTeam@va.gov).