

Recruitment of VA Trainees is our Obligation



VA invests nearly **\$2B** annually training over **120,000** health professions trainees who can fill critical vacancies but loses the vast majority to private sector.



U.S. Department of Veterans Affairs
Veterans Health Administration



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TOP TIPS

DO'S AND DON'TS



This resource was created by VHA's Office of Academic Affiliations (OAA) in collaboration with Workforce Management and Consulting (WMC).

Do utilize all available hiring flexibilities to non-competitively fill positions, with a priority to hire current and former VA trainees!

Do build ongoing relationships with your local Designated Education Officers (DEO), Directors of Training, and affiliated training programs to enhance non-competitive trainee recruitment.

Do consult with your hiring officials before posting external vacancy announcements to determine whether there may be qualified trainees interested in employment and to identify the most appropriate area of consideration. Availability of qualified trainees may eliminate the need to post external vacancy announcements.

QUALIFIED CANDIDATES MAY BE UPCOMING GRADUATES OF VHA TRAINEE PROGRAMS OR PAST GRADUATES, AND MAY BE CURRENTLY AT THE HIRING OFFICIAL'S VAMC, ANOTHER VAMC, OR FORMER TRAINEES WHO GRADUATED FROM THE TRAINING PROGRAM NOT CURRENTLY WITH A VAMC.

Do change the qualifications language in the announcement and assessment questionnaire to show trainees are eligible to be considered such as "Received an advanced degree from an accredited (identify profession-specific certifying body) program or are on track to complete advanced degree from an accredited program by the time of hire/appointment."

Do have hiring officials work closely with HR to determine other possible avenues for satisfying internal bargaining unit posting requirements as an alternative to posting for internal candidates on USAJOBS. This may include local email notifications, bulletin board postings, etc., to expedite the internal processes.

FOR EXTERNAL CANDIDATES, THERE IS NO NEED TO POST EXTERNAL ANNOUNCEMENTS ON USAJOBS OR OTHER EXTERNAL SITES WHEN THERE IS ALREADY A QUALIFIED AND INTERESTED APPLICANT OR APPLICANT POOL TO SELECT FROM, WHICH MAY INCLUDE TRAINEES (CURRENT, PAST, ETC.) OR OTHER QUALIFIED EXTERNAL CANDIDATES. VA HANDBOOK 5005 HAS NO REQUIREMENT TO POST EXTERNAL VACANCY ANNOUNCEMENTS ON USAJOBS.

Do add language to a vacancy announcement posted with an Area of Consideration (AOC) of internal VA employees and current and/or former VA trainees who will meet the VA qualifications by the time they are hired. Include in the announcement a note that current and/or former VA trainees applying to the announcement will be considered only after internal employee processes are satisfied. Qualifications for trainees should be considered based upon their projected qualifications at the time of appointment/EOD, not at the time of recruitment.

Do use Graduate Technician appointments for trainees who graduated and are awaiting licensure or other credentials. Most healthcare occupations allow temporary appointment as a graduate technician pending appropriate licensure, registration or certification if upon graduation this requirement has not been achieved.

SEE VA HANDBOOK 5005 FOR SPECIFIC GUIDELINES ON GRADUATE TECHNICIAN APPOINTMENTS.

Do work with VHA's National Healthcare Recruitment Service (NHRS).

Don't disqualify trainees who do not yet have a license. Qualifications for all candidates should be considered based upon their projected qualifications at the time of appointment/EOD, not at the time of recruitment. Trainees who have not received a license, registration or certification upon graduation should be hired as Graduate Technicians.

TITLE 38
HYBRID TITLE 38

Trainee hiring flexibilities apply to all occupations.



Questions about recruitment of current or former trainees may be sent to trainee.recruitment@va.gov.



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