Recruitment of VA Trainees is our Obligation

VA invests nearly $1B annually training over 120,000 health professions trainees who can fill critical vacancies but loses the vast majority to private sector.
Top Tips

Do’s and Don’ts

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.