
Hiring Guidelines for VA Nurse Managers

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Overview

This document outlines hiring guidelines and documentation requirements Veterans Affairs (VA) Nurse Managers must follow when hiring a Registered Nurse (RN), Registered Nurse Practitioner (RNP) or Licensed Vocational Nurse (LVN) for positions at the Palo Alto VA hospital. Complete candidate packages must include all of the documentation and completed forms listed in this document and must be submitted 36 hours before a Nurse Professional Standards Board (NPSB) Meeting. NPSB Meetings are scheduled on the 1st and 3rd Fridays and 2nd Thursday of each month. Packages should be delivered to the Nurse Recruiter's Office. Completed candidate packages will be submitted to the NPSB after the candidate has completed the VetPro process.

Applying for a Nursing Job Online

VA Nurse Managers should refer external candidates to the Palo Alto VA web site for competition of an on-line job application.

To apply for a Nursing job online:

1. Navigate to: <http://www.palo-alto.med.va.gov>
2. Click the **Careers** link at the left of the page. The Careers page appears.



- Click the **Nursing Jobs** link.

UNITED STATES
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VA PALO ALTO HEALTH CARE SYSTEM

Useful Links

- VA Palo Alto Health Care System Home
- Careers
- Contact Us
- About Us
- Visitor Information
- Facilities
- Health Care Services
- Appointments & Advice
- Construction Updates
- Research

Careers

Current Openings

- [VA Palo Alto Health Care System](#)
Vacancy announcements for the Palo Alto, Menlo Park, Livermore, Stockton, Modesto, San Jose, Monterey, and Capitola locations
- [Nursing Jobs](#)
Vacancy announcements for the Palo Alto, Menlo Park, Livermore, Stockton, Modesto, San Jose, Monterey, and Capitola locations
- [VA Jobs](#)
Vacancy announcements nationwide throughout the Department of Veterans Affairs
- [USA Jobs](#)
Vacancy announcements nationwide at all federal agencies

Forms

- (OF-612)
Optional Application for Federal Employment
- (SF-15)
Application for 10-Point

- Click the **Post Resume** link to upload a general resume or click a specific job listing link under the **Title** column to upload a resume that matches the specific position.

The Best Care The Best Careers

Your Portal for Nursing Careers

[View All Jobs](#) | [Job Search](#) | [Post Resume](#) | [Candidate Login](#) | [Manager Portal](#)

Jobs Found: 41 | 1 2 3 4

Title	Department	Facility	Location	Ref. #
Ambulatory Care Clinic RN	Monterey Clinic	VA PALO ALTO	Monterey, CA	245
Ambulatory Care Clinic RN	Nursing Service ACC	VA PALO ALTO	Sonora, CA	319
CNS Community Living Center	Extended Care	VA PALO ALTO	Livermore, CA	248
Dermatology Nurse	Dermatology	VA PALO ALTO	Palo Alto, CA	341
Infection Control Practitioner	Quality Management	VA PALO ALTO	Palo Alto, CA	294

Please note the following:

- Internal candidates wishing to transfer into another position should send an email (via Outlook) to: V21PALNurseRecruiter@va.gov and copy their current supervisor on the email.

- External candidates should not come directly to the Nurse Manager or Supervisor with an application. They must first go through the HR or Nurse Recruiter's office to submit an application.
- External candidates should indicate the positions they are interested in. This is necessary to ensure that basic requirements are met such as citizenship and to better expedite the VetPro process. It is also helpful for applicant tracking.

The VetPro Process

The VetPro process is a mandatory requirement to verify the credentials of a potential employee prior to extending an offer of employment. This process can be expedited by requesting official transcripts, proof of any required training, or certifications from the external candidate applying for a position. This information should be delivered immediately to the Nurse Recruiter's office in a sealed envelope with the mail code: **118NR**.

Note: VA transfers, Registry, or LVN to RN new hires must re-enter their education and licensure. They must also supply at least one professional reference and must update their personal history and re-answer all supplemental questions.

The Legible Written Request to Hire

The legible written request to hire requires the completion of the **Request to Hire Memo.doc** form (shown below) with date and signature. The form can be delivered in paper form or sent electronically (via Outlook e-mail) to: V21PALNurseRecruiter@va.gov.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Department of Veterans Affairs</p> </div> <div style="border-left: 1px solid black; padding-left: 10px;"> <h2 style="margin: 0;">Memorandum</h2> </div> </div> <p>Date: _____</p> <p>From: Nurse Manager, Ward</p> <p>Subj: Request to Hire/Initial Interview RN or LVN <small>(please circle)</small></p> <p>To: Nurse Professional Standards Board or LPNPSB Thru: Nurse Recruiter (118)</p> <p>1. This is the initial interview dated _____ of _____ <div style="display: flex; justify-content: space-between;"> Full Name _____ RN or LVN _____ for _____ Position# _____ </div> <p style="margin-left: 20px;"><small>(please circle)</small></p> <p>Address _____ City, State, Zip _____</p> <p>Phone _____ Email _____</p> </p>	<p>6. Overall Impression: _____</p> <p>_____</p> <p>_____</p> <p>9. See attached documentation for LVN Criteria / 4 Dimensions and Points Above. Entry if applicable for Boarding.</p> <p>9. Pre-Employment Agreement _____</p> <p>10. Recommendation:</p> <p><input type="checkbox"/> Hire</p> <p><input type="checkbox"/> Do not hire</p> <p>Reason: _____</p> <p>_____</p> <p>11. Other applicants reviewed for this position but not selected (please indicate if they are internal and/or veterans): _____</p> <p>_____</p> <p>12. VICE _____ FTE _____</p> <p>13. Requested start date _____</p> <p>Interview of _____ RN or LVN _____ for _____</p> <p style="margin-left: 20px;"><small>(please circle)</small></p> <p>Signature of Interviewer _____ Interview Date _____ Signature of Supervisor _____ Date _____</p> <p>Attachments:</p> <p><input type="checkbox"/> LVN Criteria or NPSS 4-Dimensions write-up or interview addressing Criteria 4-Dimensions</p> <p><input type="checkbox"/> 3-3 REFERENCES (use attached REFERENCE TEMPLATE) </p>
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The Legible Written Interview

The legible written interview is used to address the four dimensions for RN/RNPs and the criteria for LVNs. If you require RN/LVNs to receive additional steps (points above entry), then all written documentation must be submitted to the Nurse Recruiter three days prior to the Board Meeting. American Nurses Association (ANA) certification is required for RNPs. For RN/RNP/LVN interviewing questions, qualification standards can be used as a template or guide and can also be modified to address your specific interviewing situation. Remember to make each of the four dimensions easy to review by Board members including specific examples with specific outcomes. Qualification standards can be located using the VA Nursing web page at: <http://caww.palo-alto.med.va.gov/intranet/show.asp?durki=183>.

Licensed Vocational Nurses

Make sure you address each of the LVN criteria as specified on the VA Nursing web page (listed above) for GS-5 and GS-6 grade levels.

Telephone Reference Checks

A minimum of two telephone reference checks are required to be considered for employment. Please use the **Reference Template.doc** form (shown at the top of page 7) to collect this information from the candidate. At least one reference should be from a previous supervisor. Written references along with a recent evaluation are also very useful tools for Board members to make decisions.

When making reference calls, please consider the following:

- During the call, please identify the relationship of the reference to the applicant.
- For RNs, having a total of three references will earn the candidate one additional point for Board consideration.
- Having an excellent evaluation within the last two years will earn the candidate several additional points for Board consideration.

TYPE NAME OF REFERENCE HERE

OMB Approved No.: 2900-0117
Respondent Burden: 15 Minutes

Department of Veterans Affairs

REFERENCE FOR EMPLOYMENT: Type Name of Applicant here

1. HOW WAS YOUR KNOWLEDGE OF THE APPLICANT OBTAINED?

APPLICANT'S EMPLOYER ☐ AS APPLICANT'S SUPERVISOR ☐ AS APPLICANT'S WORKER ☐ PERSONAL FRIEND ☐ OTHER (Specify): _____

2. HOW LONG HAVE YOU KNOWN THE APPLICANT?

NOTE: Complete Item 3 through 9 ONLY if you have been applicant's employer or supervisor.

3. BRIEF DESCRIPTION OF APPLICANT'S DUTIES IN LAST POSITION WITH YOU

4. INCLUDE DATES OF ABOVE POSITION

5. SALARY

6. NUMBER AND TYPE OF EMPLOYEES SUPERVISED BY APPLICANT

7. EVALUATION OF APPLICANT'S PERFORMANCE

PLEASE CHECK THE APPROPRIATE COLUMN FOR EACH ITEM	WEAK	BELOW AVERAGE	SATISFACTORY	ABOVE AVERAGE	SUPERIOR	NOT OBSERVED
A. QUANTITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ORIGINALITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. DEPENDABILITY AND ATTENDANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. RELATIONSHIPS WITH OTHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. ACCEPTANCE OF SUPERVISION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. IF CIRCUMSTANCES PERMITTED, WOULD YOU REHIRE THE APPLICANT?

☐ YES ☐ NO (If "NO", give reason): _____

9. REASON APPLICANT LEFT YOUR EMPLOYMENT

NOTE: All addressees are requested to complete the remaining items.

10A. TO YOUR KNOWLEDGE, HAS THE APPLICANT LOST A JOB WITHIN THE LAST 5 YEARS BECAUSE HIS/HER CONDUCT OR WORK WAS NOT SATISFACTORY?

☐ YES ☐ NO (If "YES", complete 10B, 10C and 10D)

10B. NAME AND ADDRESS OF EMPLOYER

10C. REASON FOR DISCHARGE OR RESIGNATION

10D. NO TO YOUR KNOWLEDGE, WAS THE APPLICANT NOTIFIED AS TO THE REASON FOR DISCHARGE?

☐ YES ☐ NO

11. TO YOUR KNOWLEDGE, IS THE PERSON RELIABLE, HONEST, TRUSTWORTHY, AND OF GOOD CHARACTER?

☐ YES ☐ NO (If "NO", explain fully in item 13)

12. WOULD YOU RECOMMEND THE APPLICANT FOR THE JOB WHICH HE/SHE HAS APPLIED?

☐ YES ☐ NO (If "NO", explain fully in item 13)

13. USE THIS SPACE AND ADDITIONAL SHEETS, IF NECESSARY TO SUPPLY ANY OTHER PERTINENT INFORMATION AND FURTHER EXPLANATION YOU MAY WISH TO MAKE IN CONNECTION WITH YOUR ABOVE ANSWERS.

• Clinical skills relevant to area of consideration

• Attitude toward patients/patient care? Was he/she respectful in their approach to patients?

• Leadership skills (self-starter, team leader, change agent)

14. SIGNATURE/PRINT NAME OF REFERENCE

15. TITLE OR OCCUPATION OF REFERENCE

16. DATE

FLS - 127
DEC 2000 (RS)

TYPE NAME OF REFERENCE HERE

OMB Approved No.: 2900-0117
Respondent Burden: 15 Minutes

FLS - 127
DEC 2000 (RS)

School Transcripts

Once you have submitted the *Request to Hire Memo.doc* form, **The Written Interview/Dimension** form, and completed a minimum of two telephone reference checks, please ask the candidate to request their original school transcripts. The transcripts then need to be placed in a sealed envelope and sent to the Nurse Recruiter's office using the mail code: **118NR**. Transcripts must indicate proof of graduation and list any additional nursing related degrees or certifications the candidate has earned. This information will be used by Board members to consider appropriate salary ranges for the candidate and expedite the hiring process. Inform the candidate that the Nurse Recruiter will contact them by telephone or e-mail to explain the next steps in the hiring process. Also explain that HR will contact them to arrange a physical exam. Salary should not be discussed at this point. All salary questions should be directed to the Nurse Recruiter using the e-mail: V21PALNurseRecruiter@va.gov

After the NPSB meets, results are kept confidential until the Board Director signs the Board Action. After the Board Director signs the Board Action and the physical is cleared with the candidate's EOD date, the HR Staffing Specialist will notify all nursing managers on the next steps to take.

Please be aware that foreign school transcripts are difficult to verify and can take up to two months to process. Original transcripts (not copies) are a requirement for VetPro and HR processes. Foreign transcripts with a Bachelor of Science degree in Nursing (BSN) or higher must have a third party education evaluation if the candidate expects a higher grade level within the BSN qual standards stated on the VA Nursing web site (listed above).

Dialogue with the Candidate

Remember to choose your words carefully. Only the HR Staffing Specialist can extend an offer of employment to the candidate and only the HR Staffing Specialist or the Nurse Recruiter can discuss salary and grade level expectations with a candidate.

Physical Examination

HR will schedule a physical examination with the candidate if the position has been approved, the job application is completed, licensure is verified, and the **Request to Hire Memo.doc** form is completed. Check with the Service Chief and/or HR Staffing Specialist if you have any questions regarding approval of the position. The candidate must pass the physical examination before an offer of employment can be extended.

Board Meetings

All of the required documentation listed above must be collected before a candidate can be submitted for consideration in NPSB Meetings. All documentation packages must arrive in the Nurse Recruiter's office 36 hours before the NPSB Meeting begins (for example: deadline for a Friday Board meeting would be Tuesday at noon). If a deadline is missed, the package is submitted to the next scheduled meeting. It is considered unethical for the Nurse Manager or Supervisor to contact the NPSB Chair to inquire about application status or collect inside information on the points above entry for any candidate being considered for employment. Please direct all questions to the Nurse Recruiter's Office. All Board actions become final only after the Director has signed off. The HR Staffing Specialist will notify all Nurse Managers (via Outlook e-mail) when a decision has been signed off. This will usually occur the following week. If you are not notified about a decision within two weeks, please send an e-mail (via Outlook) to the HR Staffing Specialist at:

V21PALNurseRecruiter@va.gov.

Non-Select Applicants

If you interviewed a candidate for a position but did not consider them suitable for an offer of employment, please compile a list of candidates you interviewed along with reasons for non-consideration. The candidate may be referred to another department if a more appropriate position is available. Please remember to share your candidate interview summary information with other Nurse Managers so that they might assist with a referral if their department needs better match the qualifications of the candidate. Interview summary information is kept on file for three years after an interview is conducted. If a candidate is not considered for employment, the Nurse Manager will contact the candidate by telephone or in writing. E-mail notifications to non selected candidates are not permitted.

Non-Citizen Applicants

Non-US citizen candidates will not be considered unless there are no qualified US citizens available. If you extend an offer of employment to a non-US citizen, you will need to provide the following information:

- A list of all applicants that were referred to you.
- The dates of the referral and interview.
- Their citizenship status (US or non-US).
- The reasons they declined an offer of employment.
- A reason for not considering other US citizen candidates.

Contacts

The following extensions should be used during the hiring process:

Carol Valdon	x66863
Jodi Bisely	x61991
Luckana Roecker	x67125
Marie White (Boards)	x65796
VetPro and Internal Customers	x64508
External Applicants	x64530

Note: Please send all requests and questions to the group email list so that all can respond at: V21PALNurseRecruiter@va.gov.

Hiring Process Summary

The following is a summary of the Palo Alto VA Nurse hiring process:

- Applicant and resume are reviewed and screened by Nurse Recruiter. Referrals are aided by Smart Search Applicant Tracking software programs.
- Nurse Manager reviews the candidate information and schedules the interview.
- Nurse Manager makes selection after getting two to three references and completion of the interview and write-up (including four dimensions criteria). Nurse Manager asks candidate to request original school transcripts. Transcripts are delivered to Nurse Recruiter's office using mail code: **NR118**.
- Hiring decisions are made 30 days before offer of employment is extended to a candidate. This is contingent upon delivery of a complete documentation package.
- Update the candidate on current status of the process. Inform HR of any candidate issues that might interrupt or impede the hiring process.
- Nurse Recruiter receives the request to hire packet and begins the NPSB/LVN Board and VetPro processes. Request to hire packet is given to HR. HR schedules physical exam with the candidate.
- VetPro, Board Reviews, and physical exams must all be completed and passed. HR composes the job offer and extends it to the candidate.
- Candidate gives two to four weeks notice before EOD. New employee begins job at start of a scheduled pay period.