

# VA Student Trainee Experience Program (VA-STEP)

## VA-STEP Selection Committee Processes (Scoring Guidance)

Office of Workforce Management and Consulting (Scholarships and Clinical Education)



Choose **VA**

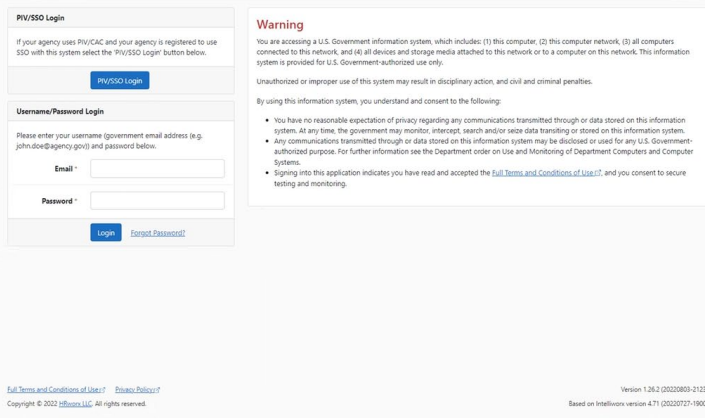
June 2024

**VA**



U.S. Department  
of Veterans Affairs

# Scoring Guidance



**PIV/SSO Login**

If your agency uses PIV/CAC and your agency is registered to use SSO with this system select the "PIV/SSO Login" button below.

[PIV/SSO Login](#)

**Username/Password Login**

Please enter your username (government email address (e.g. john.doe@agency.gov)) and password below.

Email \*

Password \*

[Login](#) [Forgot Password?](#)

**Warning**

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transmitted or stored on this information system.
- Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.
- Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#), and you consent to secure testing and monitoring.

[Full Terms and Conditions of Use](#) [Privacy Policy](#)

Version 1.26.2 (20220609-212358)  
Based on IntelliWork version 4.71 (20220721-190052)

## Login to AMS

Go To: (<https://va-ams.intelliworx.com/webapp/auth/login.view>)

“**SSO Login**” on the bottom left

“**VA (Internal)**” from dropdown menu

Continue

Sign In with VA PIV Card

Select Certificate

Enter PIV Pin



# Scoring Guidance

The screenshot displays the VA Application Management System interface. At the top left, the VA logo and 'U.S. Department of Veterans Affairs' are visible. The page title is 'Application Management System'. A 'DEVELOPMENT' badge is in the top right. A navigation menu on the left includes 'Dashboard', 'Manage', 'Application Packets', 'Applicant Selection', 'Documents', 'Recipients', 'Budgets', 'Facilities', 'Events', 'Candidate Profile', 'Recruiting Events', 'Event Candidates', 'Event Registrations', 'Event Positions', 'Application Entries', 'Process Templates', 'Email Templates', 'Letter Templates', 'Email Addresses', 'Triggered Notifications', and 'Text Block Categories'. The main content area is titled 'Dashboard' and features a search filter and tabs for 'Active Tasks', 'Available Tasks', and 'Completed Tasks'. A table lists tasks with columns: Name, Type, Task, Owner, Date Created, Due Date, Date For Expiration, Status, and Action. One task is shown: 'Scotty Rubio' (Name), 'VA-STEP Application Submission Process' (Type), 'Selection Committee Member Scoring' (Task), 'VA -> Facilities -> 506 - Ann Arbor VA Medical Center' (Owner), and '11/09/2022' (Date Created). The status is 'Not Started' and the action is 'Start'. A red arrow points to the 'Start' button. Below the table, it says 'Displaying 1 - 1 of 1 records.' and navigation buttons for 'First', 'Previous', 'Next', and 'Last' are present.

Name	Type	Task	Owner	Date Created	Due Date	Date For Expiration	Status	Action
Scotty Rubio	VA-STEP Application Submission Process	Selection Committee Member Scoring	VA -> Facilities -> 506 - Ann Arbor VA Medical Center	11/09/2022			Not Started	Start

The student will show up in the Available Task List. From the Available Task List, the scorer should Assign the scoring task to themselves and then on the Active Task List the Start function will be available.

# Scoring Guidance

Selection Committee Member Scoring User Guide

[← Return to Dashboard](#) Save Submit

Before scoring applications, ensure you meet with your occupation scoring committee to ensure you are aware of occupational specific grading criteria. This will help eliminate variances in scoring and help maintain consistency across all applications.

All guidance provided on this page concerning scoring methods is for information use only and adjustments can be made to ensure occupational specialty requirements are consistently scored.

### Applicant Details

<b>Name</b>	Scotty Rubio
<b>Program Group</b>	VA-STEP
<b>Program</b>	VA-STEP
<b>Facility Name</b>	506 - Ann Arbor VA Medical Center

**Documents**

- [Transcript - Transcript.pdf](#)
- [Resume - Resume.pdf](#)
- [Academic Faculty/Dean Recommendation Letter - Recommendation Letter.pdf](#)
- [Employer/Manager/Other Recommendation Letter - Recommendation Letter.pdf](#)

**Notes**

Should the applicant be removed from consideration for the scholarship? \*  Yes  No

If Yes, Please Provide a Reason \*

From the initial screen, attached documents are available for the selection committee members to use. Use the Notes section to keep details from the application. If the applicant is not a Good Fit for the VA-STEP program, select Yes to the Question and enter a reason for non-selection.

# Scoring Guidance

When determining the importance of each scoring item, it is essential that your practices are consistent across all applications and that any scored item can be justified if questioned.

You must enter a score in all the block before the final approve button will be available.

The system relies on three separate scores for every applicant before a final selection decision can be made.

Teams should consider meeting to discuss the scoring and even be in the same room during the interview.

The screenshot displays a web-based scoring interface for the VALOR program. It is organized into several sections, each with a score input field and a 'Scoring Guidance' link. The sections are: Interview Scoring (Score: 0-35), Essay 1 (Score: 0-20), Essay 2 (Score: 0-10), Essay 3 (Score: 0-5), Recommendation Letter - Academic Faculty and/or Dean (Score: 0-12), and Recommendation Letter - Employer/Manager/Other (Score: 0-8). Each essay section includes a prompt and a 'Copy and Paste' instruction. The prompts are: Essay 1: 'The intent of the VALOR program is to create a robust pipeline of quality nurses/medical laboratory scientist to care for our veterans. Please explain how your personal goals along with your passion to care for Veterans make you a great fit for the VA.'; Essay 2: 'Explain a situation where you went above and beyond the expectations in your role. What qualities do you add to the clinical setting or workplace?'; Essay 3: 'Why do you want to participate in the scholarship program for which you are applying?'. The interface also features expandable/collapsible arrows for each section.



Choose VA

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All guidance provided on this page concerning scoring methods is for information use only and adjustments can be made to ensure occupational specialty requirements are consistently scored.

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Applicant Details ^

<b>Name</b>	Scotty Rubio	<b>Documents</b> <ul style="list-style-type: none"><li><a href="#">Transcript - Transcript.pdf</a></li><li><a href="#">Resume - Resume.pdf</a></li><li><a href="#">Academic Faculty/Dean Recommendation Letter - Recommendation Letter.pdf</a></li><li><a href="#">Employer/Manager/Other Recommendation Letter - Recommendation Letter.pdf</a></li></ul>
<b>Program Group</b>	VA-STEP	
<b>Program</b>	VA-STEP	
<b>Facility Name</b>	506 - Ann Arbor VA Medical Center	

**Notes**

Should the applicant be removed from consideration for the scholarship? \*  Yes  No

If Yes, Please Provide a Reason \*

The VA-STEP program office recommends that if anyone on your selection committee selects yes to the above question, that the student should be immediately removed from consideration.

# Questions

Direct Questions to:

[VHAVA-STEPSupport@va.gov](mailto:VHAVA-STEPSupport@va.gov)



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