

VA Student Trainee Experience Program (VA-STEP)

VA-STEP Selection Committee Processes (Selection/Acceptance)

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



Choose **VA**

June 2024

VA



U.S. Department
of Veterans Affairs

Selection Decision Instructions

VA U.S. Department of Veterans Affairs
Application Management System

WA-AMS-147-1A

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.

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Version 1.26.2 (20220803-212338)
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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



Choose **VA**

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Applicant Selection Screen

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Application Management System

Applicant Selection

VA-STEP Budgets

No budgets found.

Search Filters

Owner: (All Authorized) Include Sub-organizations: Yes Program Group: VA-STEP

	First Name	Last Name	Owner	Program	Veteran	Total Points	Status	
<input type="checkbox"/>	Detail	VASTEPNovSevenAA	Nitschke	VA -- Facilities -- 506 - Ann Arbor VA Medical Center	VA-STEP	false	90.0	Alternate
<input type="checkbox"/>	Detail	VASThirteenSixEightAD	Nitschke	VA -- Facilities -- 777 - BenN Test Facility A	VA-STEP	true	34.0	Application Packet Selection Ready
<input type="checkbox"/>	Detail	VASThirteenSixEightAB	Nitschke	VA -- Facilities -- 777 - BenN Test Facility A	VA-STEP	false	37.5	Application Packet Selection Ready
<input type="checkbox"/>	Detail	VASThirteenSixEightAE	Nitschke	VA -- Facilities -- 777 - BenN Test Facility A	VA-STEP	true	47.5	Application Packet Selection Ready
<input type="checkbox"/>	Detail	VASThirteenSixEightAC	Nitschke	VA -- Facilities -- 777 - BenN Test Facility A	VA-STEP	false	50.3	Application Packet Selection Ready

Displaying 1 - 5 of 5 records. (filtered from 7 total records)

First Previous 1 Next Last

From the applicant selection screen, open the Search Filters and change the **Program Group** to VA-STEP and you will be able to see any applicants that have been scored.



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Applicant Selection Screen

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Application Management System

Applicant Selection

VA-STEP Budgets

No budgets found.

Search Filters

Offer Award Alternate Decline Award

Owner: (All Authorized) Include Sub-organizations: Yes Program Group: VA-STEP

	First Name	Last Name	Owner	Program	Veteran	Total Points	Status	
<input type="checkbox"/>	Detail	VASThirteenSixEightAD	Nitschke	VA -- Facilities -- 777 - BenN Test Facility A	VA-STEP	true	34.0	Application Packet Selection Ready
<input type="checkbox"/>	Detail	VASThirteenSixEightAB	Nitschke	VA -- Facilities -- 777 - BenN Test Facility A	VA-STEP	false	37.5	Application Packet Selection Ready
<input type="checkbox"/>	Detail	VASThirteenSixEightAE	Nitschke	VA -- Facilities -- 777 - BenN Test Facility A	VA-STEP	true	47.5	Application Packet Selection Ready
<input type="checkbox"/>	Detail	VASThirteenSixEightAC	Nitschke	VA -- Facilities -- 777 - BenN Test Facility A	VA-STEP	false	50.3	Application Packet Selection Ready

Displaying 1 - 5 of 5 records. (filtered from 7 total records)

First Previous 1 Next Last

Once the three selection committee members have scored the application, the student will show up in your Applicant Selection screen for a final decision. I recommend for a quick review that you go to the Details for the student first.



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Review Scored Applicant

Specialty Type Medical Laboratory Scientist (MLS)

Veteran Yes

VA Employment Status

Exclusion Recommendation

Total Points 34.0

Status Application Packet Selection Ready

Length of Service Obligation Unknown

Documents

- [Transcript - aetna_vision_core.pdf](#)
- [Resume - aetna_vision_plus.pdf](#)
- [Academic Faculty/Dean Recommendation Letter - metlife_dental - platinum_ppo.pdf](#)
- [Employer/Manager/Other Recommendation Letter - Washington Addendum.pdf](#)

Selection Committee Members Scoring

Notes

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Version 1.30-SNAPSHOT (20230210-181824)
Based on Intelliworx version 4.74 (20230209-164939)

From this screen, the Facility Rep can review the scores/documents from the selection committee members and any notes that were entered. Once you are finished looking at the Details, you can select the Applicant Section option to get back to the final selection screen.



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Final Selection Decision (Facility Rep)

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Application Management System

DEVELOPMENT

Change Password Sign Out

User Guide

Applicant Selection

VA-STEP Budgets

No budgets found.

Search Filters

Offer Award Alternate Decline Award

Owner: (All Authorized) Include Sub-organizations: Yes Program Group: VA-STEP

	First Name	Last Name	Owner	Program	Veteran	Total Points	Status
<input type="checkbox"/>	VASTEPNovSevenAA	Nitschke	VA - Facilities - 506 - Ann Arbor VA Medical Center	VA-STEP	false	90.0	Alternate
<input checked="" type="checkbox"/>	VASThirteenSixEightAD	Nitschke	VA - Facilities - 777 - BenN Test Facility A	VA-STEP	true	34.0	Application Packet Selection Ready
<input type="checkbox"/>	VASThirteenSixEightAB	Nitschke	VA - Facilities - 777 - BenN Test Facility A	VA-STEP	false	37.5	Application Packet Selection Ready
<input type="checkbox"/>	VASThirteenSixEightAE	Nitschke	VA - Facilities - 777 - BenN Test Facility A	VA-STEP	true	47.5	Application Packet Selection Ready
<input type="checkbox"/>	VASThirteenSixEightAC	Nitschke	VA - Facilities - 777 - BenN Test Facility A	VA-STEP	false	50.3	Application Packet Selection Ready

Displaying 1 - 5 of 5 records. (filtered from 7 total records)

First Previous 1 Next Last

After reviewing the Details, now you can make a final selection decision using the functions above. Put a check mark in the square next to the Detail blocks and then select the option you want: Offer Award, Alternate, or Decline Award. If alternate, they will stay in your Applicant Selection screen till you are ready for a final decision.



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Tentative Award Notification (Student)

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 corner. Below the header, there are links for 'Change Password' and 'Sign Out'. The main content area is titled 'Dashboard' and features a search filter dropdown. There are three tabs: 'Active Tasks', 'Available Tasks', and 'Completed Tasks'. The 'Active Tasks' tab is selected, showing a table with the following data:

Name	Type	Task	Owner	Date Created	Due Date	Date For Expiration	Status	Action
Scotty Rubio	VA-STEP Award Process	Accept Tentative Award	VA -- Facilities -- 506 - Ann Arbor VA Medical Center	11/09/2022			Not Started	Start

Below the table, it says 'Displaying 1 - 1 of 1 records.' and includes navigation buttons: 'First', 'Previous', '1', 'Next', 'Last'. Below this is a section titled 'My Applications' with a table:

Program Group	Program	Specialties	Status	Action
VA-STEP	VA-STEP	Nursing	Offer Pending	Details

At the bottom of the dashboard, there are links for 'Full Terms and Conditions of Use' and 'Privacy Policy', and a copyright notice: 'Copyright © 2022 Hivox LLC. All rights reserved.' The bottom right corner shows 'Version 1.28-SNAPSHOT (20221109-060333)' and 'Based on IntelliJIvor version 4.73-SNAPSHOT (20221109-054836)'. The Windows taskbar at the bottom shows the time as 7:11 AM and the weather as 'Mostly cloudy'.

The student will receive a tentative award notification once the Facility Representative selects the VA-STEP applicant for inclusion into the program. You will need to wait for the student to respond to the tentative award notification before you can move forward. ****NOTE: This tentative offer does not take the place of required HR onboarding actions.****



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Confirm Enrollment (Facility Rep)

The screenshot displays the VA Application Management System interface. The top left features the VA logo and the text 'U.S. Department of Veterans Affairs'. Below this is the 'Application Management System' title. A navigation sidebar on the left lists various system functions. The main dashboard area shows a 'Dashboard' header with a 'Search Filters' dropdown and tabs for 'Active Tasks', 'Available Tasks', and 'Completed Tasks'. The 'Active Tasks' tab is selected, displaying a table with one record:

Name	Type	Task	Owner	Date Created	Due Date	Date For Expiration	Status	Action
Scotty Rubio	VA-STEP Award Process	Confirm VA-STEP Enrollment	VA -- Facilities -- 506 - Ann Arbor VA Medical Center	11/09/2022			Not Started	Start

Below the table, it indicates 'Displaying 1 - 1 of 1 records.' and provides navigation buttons: 'First', 'Previous', 'Next', and 'Last'. A red arrow points from the 'Start' button in the 'Action' column to the text below.

Once the student has accepted and certified all the documents, the facility representative will receive a notification to confirm the documents. From here, just Start the task from your Active Task list.



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Confirm Enrollment (Facility Rep)

Or

Select Withdraw Offer at the bottom of the screen to notify the applicant that they are no longer being considered for participation in the VA-STEP program.

Name	Type	Action
Transcript.pdf	Transcript	Delete
Resume.pdf	Resume	Delete

Add Document

Prime Rubio

Document

- Open Declaration for Federal Employment
- Open Release Authorization Form
- Open Application for Nurses and Nurse Anesthetists

VA-STEP Start Date * MM/DD/YYYY

Format as MM/DD/YYYY.

Checklist *

Prior Background Investigation Verified

MM/DD/YYYY

Format as MM/DD/YYYY.

Notes

Enrolled Withdraw Offer

This screen is completed once the background investigation is complete and the start date has been established. Once you have a start date, enter the required information and select "Enrolled." The background Investigation date can be entered as the same date as the Start Date.



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Confirm Enrollment (Facility Rep)

Change Password Sign Out

Dashboard Manage Application Packets Applicant Selection Recipients Facilities Events Candidate Profile Recruiting Events Event Candidates Event Registrations Event Positions Process Templates Email Templates Letter Templates Email Addresses Triggered Notifications Text Block Categories Financial Reporting

Recipients

Search Filters

New Convert to Candidates Delete Selected

Owner: (All Authorized) Include Sub-organizations: Yes

Export CSV Show 30 rows

	First Name	Last Name	Email	Owner	Program Group	Program	Specialty	School Name	Source	Facility	Status	Academic Program End Date
<input type="checkbox"/>	Detail Brianna	Aalborg-Volper	brianna.aalborg-volper@va.gov	VA → Facilities → 640 - VA Palo Alto Health Care System	VA-STEP	VA-STEP	Nursing		External - No Onboarding	VA Palo Alto Health Care System	Deferred	
<input type="checkbox"/>	Detail Thomas	Aaron	tomaar97@gmail.com	VA → Scholarships & Clinical Education → HPSP → Physician Scholarship (No Pediatrics)	Scholarships & Clinical Education	HPSP	Physician Scholarship (No Pediatrics)	Philadelphia College of Osteopathic Medicine	Native Applicant		Active Student	05/23/2026
<input type="checkbox"/>	Detail Hannah	Abad	hannahcristineabad@gmail.com	VA → Scholarships & Clinical Education → HPSP → Social Worker (Hospital/Clinic)	Scholarships & Clinical Education	HPSP	Social Worker (Hospital/Clinic)	Cal State University, San Marcos	Native Applicant		Active Student	05/18/2024
<input type="checkbox"/>	Detail Marianne	Abadam	mabad002@gmail.com	SELRP	SELRP	SELRP	Physician		Native Applicant		Active Student	
<input type="checkbox"/>	Detail Nana	Abaka	nanaabaka16@gmail.com	VA → Facilities → 526 - James J. Peters VA Medical Center (Bronx, NY)	VA-STEP	VA-STEP	Nursing		External - No Onboarding	James J. Peters VA Medical Center (Bronx, NY)	Active Employee	

Once they are enrolled, you will be able to view them in the Recipients screen and complete required reporting.

Questions

Direct Questions to:

VHAVA-STEPSupport@va.gov



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