# VA-STEP Program Execution Timeline

## Facility Proposal

Before a Facility can use VA-STEP, they must first submit a proposal using instructions located on the SharePoint site. Renew every 5-years.

**July 31st** of the year prior to when you want the program to start

## Determine Needs

Accomplish **6 Months** before advertising starts.

Work with Recruiters, Occupational Leads, HR, and Facility Leadership to determine shortages and available positions at projected graduation dates.

## Position Management

Work with the HR, RMC, and the Occupational Leadership to build/verify STEP positions/create MSS Actions for Appointments. Instructions are located on the SharePoint site

Establish/Verify positions **3-6 Months** prior to advertising positions.

## Preceptors Availability

Prior to advertising positions.

Validate pool of available occupational preceptors and ensure required training and any annual reoccurring training is up-to-date.

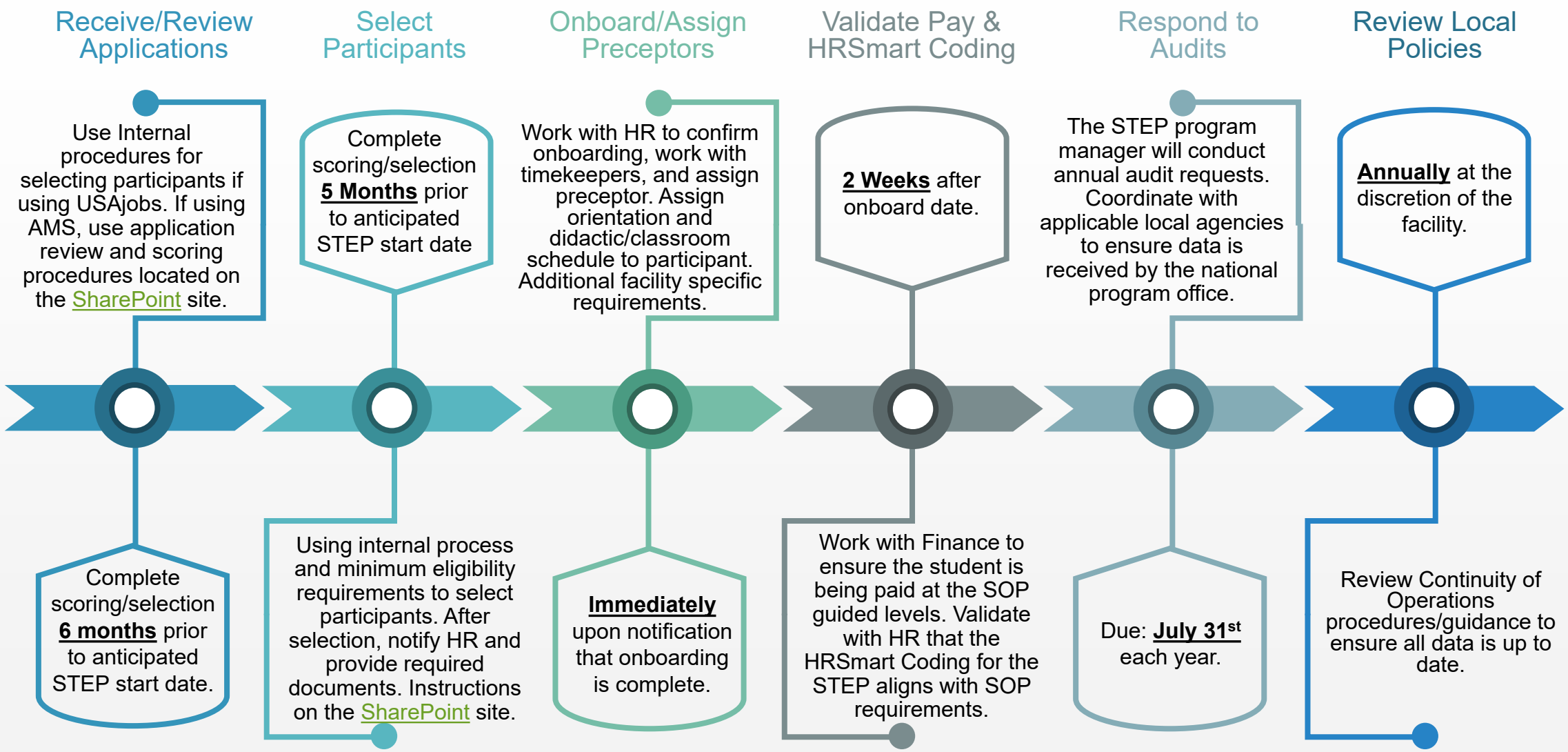
## Prepare Ad Material

Update marketing material, prepare USAJobs Announcement (if applicable) etc. templated Marketing material located on the SharePoint site

Accomplish **2 Weeks** before advertising starts.

## Market & Advertise

Accomplish **2-3 Months** prior to application close date.

Widespread distribution of marketing material to facility recruiters, affiliates, network connections, social media platforms, etc.

# VA-STEP Program Execution Timeline (cont.)