

## **Veterinary Services National Recruitment Program Policy Statement**

The Veterinary Services (VS) National Recruitment Program exists to coordinate and support recruitment and outreach activities throughout the program. Our office provides several services, including but not limited to event coordination, recruiter relations, and supply distribution.

### **Event Coordination**

Our office facilitates the program's participation in various recruitment and outreach opportunities. We ensure that VS is represented at key career fairs and conferences of national organizations and targeted educational institutions. Additionally, we equip recruiters with the necessary materials to successfully exhibit at these venues.

Funding for exhibit space is provided by our office for specific identified events. While we can provide exhibitor supplies, recruiters are responsible for securing funding for payment for career fair booths and other fees associated with events. Additionally, all travel, lodging, and per diem costs must be incurred by recruiters.

### **Recruiter Relations**

One of our goals is to ensure that recruiters have the resources required to effectively market VS as an employer of choice. In an effort to meet this goal, we serve as a conduit of information for employees and managers involved in recruitment activities. As part of this information exchange, we collect data on events that are attended by our recruiters nationwide.

Some of our activities in this area include; coordinating recruiter training sessions, providing a calendar of suggested events semi-annually; distributing information on unique outreach opportunities; and sharing success stories and best practices in the recruitment arena. We strive to keep the VS recruitment community connected and engaged.

### **Supply Distribution**

Our office receives and responds to supply requests for recruitment and outreach events. These supplies include the promotional items, agency literature, and exhibit displays that are listed below to serve as supplemental materials for recruiters at various events.

To request supplies, employees must complete and submit the "VS Recruitment Request Form" at least three (3) weeks before the scheduled event. All requests for supplies will be responded to on a first-come, first-serve basis, and items are provided as supplies are available.

#### ***Exhibitor Displays***

APHIS/VS Floor Display  
VS Shade-Style Panel Display

### ***Agency Literature***

<i>Program Aid #:</i>	<i>Titles:</i>
1534	Saul T. Wilson Scholarship
1718	Veterinary Services Career Program
1742	APHIS: Safeguarding American Culture
1892	Your Career in Veterinary Services
1940-1	National Animal Health Emergency Response Corps (Professional)
1940-2	National Animal Health Emergency Response Corps (Student)

### ***Promotional Items***

APHIS Bookmarkers  
APHIS Carabines  
APHIS Notepads

NAIS Bags  
NAIS Magnets  
NAIS Notepads  
NAIS Pens  
NAIS Posters  
NAIS Rulers

VS Bags (Yellow Plastic)  
VS Bio Security Fans  
VS Bio Security Rulers - 6 inch  
VS Clamps  
VS Coasters  
VS First Aid Kits  
VS Keychains  
VS Luggage Tags  
VS Notepads  
VS Pencils  
VS Pens  
VS Pouches  
VS Stickers

To request MRP literature and promotional items, please contact Bobbi Waller on (202) 720-9176.

Within five (5) business days of returning from the event, recruiters must complete and submit a "Recruiting Activity Report".

For more information on the VS National Recruitment Program, please contact LaWanda Thomas on (301) 734-0687.