

## Penn Foster Vet Tech Candidate Selection Best Practices

### General Best Practices

- Establish a clear application process—your Customer Success Manager can provide guidance
- Use the scholarship program to create excitement and as a reward for excellent work
- Utilize 3 to 7 of the below tactics to create a candidate selection process that is right for your hospital or hospital group

### Incentives for Program Completion

- Access to Continuing Education funds
- Automatic promotion or promotion eligibility
- Eligible to transfer within the hospital group or department (at large hospitals)
- Pay increase (once VTNE passed) – in line with Credentialed Veterinary Technician
- Seniority when choosing a schedule

### Financial (if applicable)

- Create different tiers of scholarship: 100% and 50%, for example
- Collect tuition from learners through payroll deduction upfront and reimburse as they hit milestones

### Prepare Students

- The student needs access to a computer that is less than ~5 years old and a consistent high-speed internet
- The student will need to study between 10 and 20 hours per week to complete the program in the 3 to 5 year timeframe
- The Veterinary Technician program is meant for full-time working adults and as such is set up to allow employees to work on the program as a part-time student

### Requirements

- Create an Employment Agreement as part of the enrollment to codify the requirements (Ask your Customer Success Manager for a Template)
  - Stay with the company two years after graduation
  - Employed with the company a minimum of 3 to 6 months

- Must be in “good standing”
- Must work sufficient hours to satisfy any monetary contributions
- Recommended by hospital leadership

### Reward / Scarcity

- Create a nomination process to reward high performers
- Engage a competitive process with those selected celebrated
- Intentionally limit the number of scholarships to create a sense of reward if selected and friendly competition from applicants

### Tools

- Essay
  - 1 to 3 pages
  - Example Topics
    - How does earn this credential change your career?
    - What do you hope to achieve in your veterinary career?
    - Why do you want to become a credentialed veterinary technician?
- Questionnaire
  - Example questions:
    - Have you ever taken an online course or program; if so, did the online format work for you?
    - Are you able to commitment 10 to 20 hours per week to studying time?
    - Knowing the Veterinary Technician program can take between three and five years to complete, are you able to fit education into your life for that period of time?
    - What makes you interested in pursuing additional education?
    - Do you have a computer that can access the internet with the ability to watch videos (can you stream from Netflix or Youtube, for example)?
    - Do you have someone in your life (friend, coworker, partner, spouse; for example) who can support and encourage you while taking a program?