



# **Workforce Recruitment Program**

**Athens State  
University**

# What is WRP?

- ▶ The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects federal and select private-sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to demonstrate their abilities in the workplace through summer or permanent job.
- ▶ The WRP program is managed by the U.S. Department of Labor and the U.S. Department of Defense.

# Goals of the Program

- Bring students with disabilities into the employment process, both through their schools and through contact with WRP employers.
- Help college Career Centers and Disability Services Offices to engage with the issue of employment for their students with disabilities.
- Function as a pipeline to bring new talent into the Federal Government and fill mission-critical jobs.
- Break down attitudinal barriers in the workplace.

# Important WRP Dates

- ▶ Student registration opens: Monday, August 24
- ▶ Student registration closes: Wednesday, October 14
- ▶ Student applications close: Thursday, October 15
- ▶ Interview period: Monday, October 26 – Wednesday, November 18
- ▶ Database released to employers: Mid-December

# Who is eligible to participate?

**To participate in WRP, applicants must:**

- ▶ Be eligible for hiring under the Schedule A Hiring Authority
- ▶ Be a U.S. citizen
- ▶ Be a current, full-time, degree-seeking, postsecondary student

**Students may also participate if:**

- ▶ they meet all of the other requirements for the program but are taking a reduced course load due to a disability.
- ▶ they met the preceding requirements while enrolled, but have graduated within one year are still eligible to participate.

***Candidates who graduated on April 1, 2018 or after are eligible to participate this year.***

# WRP and Schedule A

- ▶ WRP candidates must self-certify that they are eligible for the Schedule A Hiring Authority when they register on the WRP website. Only students that are eligible can apply to WRP.
- ▶ WRP Employers will use this hiring authority to bring candidates into internships and jobs at their agencies.
- ▶ Candidates must provide a Schedule A letter to the federal agency's human resources official when accepting an opportunity through WRP. You should not upload it to the WRP website.

# What is Schedule A?

- Schedule A is an excepted appointing authority for people with disabilities that allows them to be quickly added to the federal workplace.
  - Improves the Federal Government’s ability to hire.
  - Helps the Federal Government be a model employer.
- “People with Intellectual Disabilities, Severe Physical Disabilities, or Psychiatric Disabilities who have documentation from a licensed medical professional or other entity may apply for noncompetitive appointment through the Schedule A (5 CFR 213.3102(u)) hiring authority.”

# Who can provide a Schedule A Letter?

A Schedule A letter is documentation that you are Schedule A eligible.

This letter must be from:

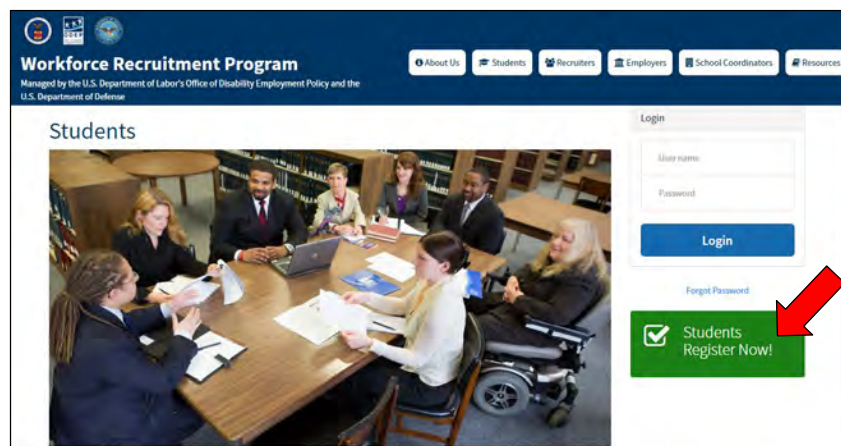
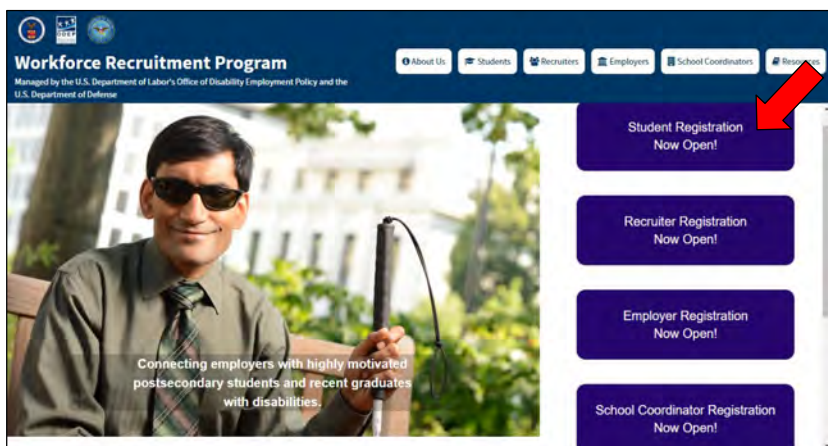
- ▶ A licensed medical professional;
- ▶ A licensed rehabilitation professional; or
- ▶ Any federal or state agency that issues or provides disability benefits.

This letter does **NOT** need to detail your specific disability, medical history, or need for accommodation.



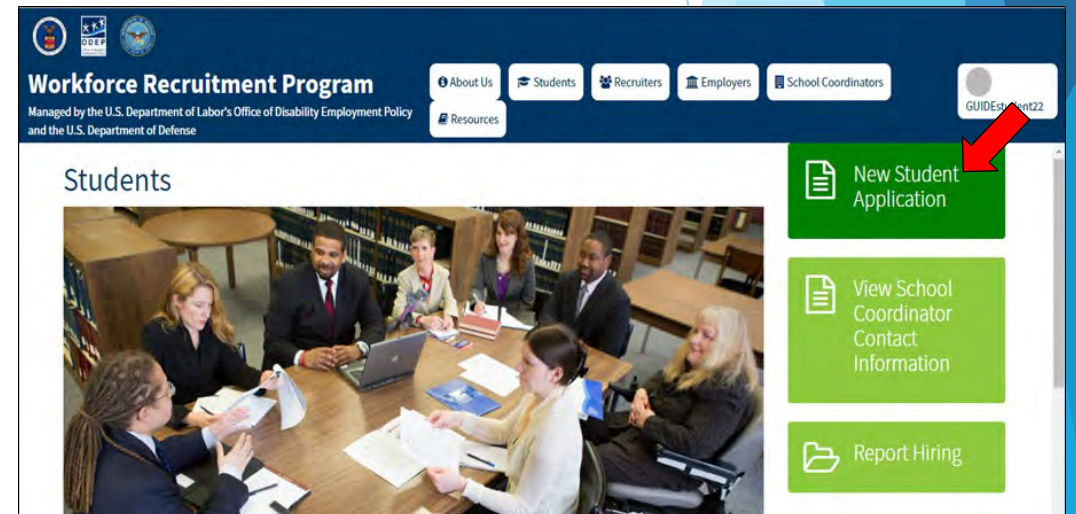
# Register at WRP.gov

- ▶ To register for the WRP, students will need to visit [wrp.gov](http://wrp.gov).
- ▶ WRP.gov works best using a computer (not a mobile device) on Chrome, Firefox, or Microsoft Edge.
- ▶ Once students arrive on the website they should select the first purple box that says “Students Registration Now Open!” Then, click the green “Students Register Now!” button.



# Steps to the Student Registration Process

- ▶ Register at [www.wrp.gov](http://www.wrp.gov) by clicking the green “New Student Registration” button.
- ▶ Complete the Rules of Behavior, Agreement, and Registration forms.
- ▶ You will receive an email with login information once your School Coordinator has approved your registration.
- ▶ After you login for the first time, you will be directed to your student homepage.
- ▶ Click **New Student Application** to get started!



# Required information for the WRP Application

The WRP student application consists of the following:

- ▶ Identification and contact information
- ▶ Resume
- ▶ Transcript (official or unofficial)
- ▶ Academic information including major, degree, GPA, etc.
- ▶ Job and location preferences
- ▶ Disability category (for statistical purposes only, not shown to employers)
- ▶ Optional: Supporting documents, such as letters of recommendation, writing samples, etc.

Do not upload information that contains your social security number, date of birth, or other sensitive personally identifiable information.



# Informational Interviews

This year students will have the option to participate in an informational interview with a recruiter.

**A Workforce Recruitment Program (WRP) informational interview** is a scheduled discussion with a WRP Recruiter, who is a Federal Government employee.

- ▶ You will have a conversation where you ask for career advice and learn about federal service.
- ▶ You will discuss your resume and application, and the Recruiter will provide feedback and general suggestions.
- ▶ This is your chance to learn and seek advice from someone in a federal career about how to succeed in your future career path.

# How to Prepare for Your Interview

- ▶ Research federal career pathways and jobs you are interested in and develop questions about them.
- ▶ Create a short list of general questions to ask your Recruiter about federal service and career advice, then practice with a peer or your School Coordinator.
- ▶ Review your resume with Career Services and be prepared to receive feedback during your interview.
- ▶ Be prepared to answer questions related to your academic, professional, and extracurricular experiences.
- ▶ Give highlights of your successes and discuss how you have solved problems.

# After the Interview

- ▶ WRP database is published to federal employers in December 2020.
- ▶ Keep your WRP application and contact info up to date all year for employers! You can edit your application and documents even after submitting.
- ▶ Please note: the WRP is not a guarantee of employment and we always encourage you to pursue other avenues in addition to WRP.

# How Employers will Contact You

- ▶ Employers will contact candidates directly without going through the WRP office. Neither your recruiter nor the WRP office will be tracking your application.
- ▶ Employers may contact candidates about jobs as early as January, and will continue through June for summer jobs, and up to one year later for permanent jobs.
- ▶ If you are contacted with a job or interview offer, get the contact information of the person so you can get back in touch. In addition, you should ask about the location of the position, the job title, and job duties.

# Questions?

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