

The Workforce Recruitment Program: We Recruit, You Hire!



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Workforce Recruitment Program for College Students with Disabilities



- Established in the 1970s by DoD
- Now managed jointly by DoD and DOL
- Recruitment and referral program
- Connects Federal and private sector employers with highly motivated college students, graduate students, and recent graduates with disabilities who are eager to prove their abilities and potential

What Does WRP Offer Employers?



- Database of college students and recent graduates with disabilities looking for summer/temporary and permanent jobs
- Pool of candidates available nationwide and in a wide variety of career fields
- Direct access to candidate information year round via website, with new student data posted annually (each December)
- Support from CAP for summer hires

How Can WRP Work For You?



- Use it as a “pipeline”
- Candidates in your mission-critical fields
- Summer → Student/Temp → Permanent
- Each WRP hire will contribute to your agency’s future

How It Works



For WRP 2017:

- 200 recruiters from 25 Federal agencies
- Over 330 college campuses represented
- 2,000 candidates, including undergrad, graduate, and law were accepted into database
- 196 Health Care Professionals
- 61 Law Students
- 349 Computer Based Majors
- 312 Graduate Students
- 28 Doctoral Candidates
- 148 Veterans
- 165 Engineers
- 43 MBAs
- 126 Accountants

How It Works, cont.



- Students and recent graduates apply online
- College Disability Services Office/Career Center confirms and helps recruit and prepare candidates
- Trained recruiters from participating agencies remotely interview candidates in Oct-Nov timeframe
- Candidate information is entered into database; candidates can update resumes and personal information year-round
- Database is opened to all agencies nationwide in early December and is active for one year
- Agencies hire candidates for summer/temp or permanent positions throughout the year

How It Works, cont.



- Recruiters interview candidates and give them a score of 1-5 on:
 - ✓ Qualifications (assessed through review of transcripts, resume, and discussion of experience)
 - ✓ Communication (both written and oral)
 - ✓ Direction
 - ✓ Overall Rating (3-5)
- Candidate must score 3.0 or better on the overall rating
- Interview notes summarizing recruiter's assessment are provided in database
- Resume and transcript are available

Strategies



- One more facet of a diverse workforce
- Consider central funding for WRP hires in keeping with your agency's strategy for other summer student programs
 - DoD and State Dept have central funding
- Strong support from upper management helps
- Communicate success stories throughout the agency!

Strategies, cont.



- Seek out managers who would benefit from staff support in the summer or those who you know will be filling permanent positions
- Concentrate on mission-critical areas for both summer and permanent positions

Strategies, cont.



- Interview candidates before hiring them – a good match is vital to success
- Arrange for job accommodations: CAP is FREE!
- Incorporate the WRP into your agency's current recruiting and hiring strategies

Hiring Authorities



- All Students are Schedule A eligible
- 148 candidates have self-identified as veterans (7%)

Hiring Authorities



SCHEDULE A

If hiring managers want to use the Schedule A hiring authority to hire a person with a disability, they can recruit directly from the WRP database without having to publically post the position. The agency or hiring manager would:

- A. Search the WRP database for qualified candidates and contact them directly with job opportunities.
- B. Once an eligible candidate is identified, follow the Schedule A regulations (5 CFR 213.3102(u) and provision in 5 CRF part 302).

SCHEDULE D

If hiring managers use the Schedule D hiring authority, they can still use the WRP database to recruit qualified candidates. The agency or hiring manager would:

- A. Publically post the position and follow all Schedule D regulations (5 CFR 213.3402 and provision in 5 CRF part 302).
- B. Search the WRP database as a means of targeted outreach and contact qualified candidates, encouraging them to apply via USAJOBS for the publically posted position.

Recruiters = WRP Advocates



- Recruiters bring the program home to your agency
- Requirements:
 - ✓ Ability to conduct remote interviews in the fall semester
 - ✓ Ability to synthesize information
 - ✓ Excellent writing skills
 - ✓ At least two years of federal service and GS-9 or equivalent
 - ✓ Recruiter Registration opens May 15th!

Campus Recruitment



- A list of colleges and universities attended can be accessed from the View Resources tab on the employer tools page
- If you have suggestions of campuses we should go to, please have your school contact email WRP to be put on the distribution list for this year

Start Your Search...



- Register as an employer user by going to www.wrp.gov and click on the purple “Employer Registration” button on the right side of the page.
- Login to the WRP website using the username and temporary password that comes from info@wrp.gov.
- Go to the Employers Tool page and select “Search Student Database.” You are now in search mode!

WRP Website: www.wrp.gov



WRP
Workforce Recruitment Program

About Us Employers Schools Recruiters Students Resources

Sign In

Email

Password

[Forgot password?](#)

**Employer Registration
Now Open!**

**School Registration
Now Open!**

**Recruiter Registration
Now Open!**

Do you need highly qualified candidates for jobs at your agency? The Workforce Recruitment Program can help!

The WRP is a recruitment and referral program that connects federal and private sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs.

Employer Tools Homepage



[Sign Out](#) [Help](#)



[SuperAdmin Tools](#)

[Recruiter Tools](#)

[Employer Tools](#)

[School Tools](#)

Welcome To WRP!

Employer Admin Tools

Please select from the following options:

- [Search Student Database](#)
- [Manage My Selected Students](#)
- [Manage My Organization's Selected Students](#)
- [View Resources](#)
- [Edit My Information](#)

Reports

Please select from the following options:

- [My Hires Report](#)
- [General Hires Report](#)
- [My Organization's Detailed Hires Report](#)
- [My Selected Students' Contact Information](#)
- [My Organization's Selected Students' Contact Information](#)

All WRP candidates are now required to self-identify as eligible to be hired via Schedule A, 5 CFR 213.3102(u). This means that the WRP now provides federal employers access to the largest pool of candidates that can be hired non-competitively into temporary, term, or permanent positions via Schedule A.

Search Student Database: Click on Search Student Database to search the database of WRP applications. Once you have identified candidates whose skills may fit your agency's needs you may contact them directly to conduct further informal or formal interviews, and/or make job offers. You can also invite candidates to apply for other internships or career programs within your agency.

Manage My Selected Students: You will have the ability to select candidates you are interested in reviewing further. Once you select a candidate, you will be able to view the list of candidates in your Manage My Selected Students link. Click on Manage My Selected Students to review the list of candidates you selected when you searched the database. When you select a candidate from the database, please report their hiring status via the Manage My Selected Students link from the Employer Tools page. This helps us keep track of the status of the candidates and provides a way to measure the success of the program. Please note that your agency may have additional reporting procedures that you need to follow.

Manage My Organization's Selected Students: As an organization administrator, you will be able to view the list of candidates selected by other employees within your

WRP Database Search Page



SuperAdmin Tools

Recruiter Tools

Employer Tools

School Tools

Search – WRP 2017

You can click on Select Student to add the student to your Manage Selected Students list. Once you have selected the students you are interested in from this search, click on [Manage My Selected Students](#) link to view the students you selected from the search.

To view and save the PDF of a student's profile, click on the View Student as PDF link next to the student's name. To view and save the PDFs of the profiles of all of the students in your search, click Show Search Results as PDF at the top right hand side of the page.

The following is [a complete list of schools attended](#).

The following is [a complete list of academic majors](#).

PERSONAL INFORMATION	JOB INFORMATION	DOCUMENT INFORMATION
First Name OR Last Name <input type="text"/>	Interview Notes Keyword <input type="text"/>	Resume Keyword <input type="text"/>
Student ID <input type="text"/>	Location Preference All ▼	
School Attended <input type="text"/>	Appointment All ▼	
Academic Major Keyword <input type="text"/>	Degree Program All ▼	
Graduation Date (MM/YYYY) <input type="text"/>	Job Preference <input type="checkbox"/> Accounting <input type="checkbox"/> Admin-Professional <input type="checkbox"/> Admin-Support <input type="checkbox"/> Business <input type="checkbox"/> Communications <input type="checkbox"/> Computer-Applications <input type="checkbox"/> Computer-Hardware <input type="checkbox"/> Computer-Web <input type="checkbox"/> Criminal Justice	
Veteran Status All ▼		
Interest in Service All ▼		
Security Clearance All ▼		

Help Run Search Clear Search

Manage Selected Students Page



SuperAdmin Tools

Recruiter Tools

Employer Tools

School Tools

manage selected students

A green check mark in the "Hire Reported" column indicates that an employer has reported that this student has accepted an offer with their agency. If the student also has an offer with you, check with the student regarding their potential employment status.

If you would like to select additional students to add to your Manage Selected Students page, please [click here](#), and you will be taken back to the main Search Student Database page. From there, you will be able to search the database and select students that will be added to your Manage Selected Students page.

You now have the option to report more than one hiring action for one candidate in the same WRP year. For example, Agency A hires a candidate for a summer position and then Agency A extends the candidate's term from the end of the summer to December. This would be considered as a second hiring action. Another example would be where the candidate was hired by Agency A for a summer internship and then was converted to a permanent position within Agency A at the end of the summer. In order to enter a second hiring action for one candidate in the same WRP year, please click on the "Add Hire" button below under Actions. This option becomes available only for candidates who already have a record with the status of Offer Accepted.

To generate an Excel document of ALL candidates you have selected and their contact information please [click here](#). This will be helpful to you if you want to send a mass email to the candidates you have identified for your open positions. You can also use the Excel document as an easy way to contact and track the candidates you are interested in reaching out to. You can also access the same report from your homepage under the "Reports" section. The report is titled: "My Selected Students' Contact Information".

SID	Last Name	First Name	Term	Hire Reported	Hiring Status	Actions
					All	Filter Reset

WRP Success Story – Lauren Karas



- Psychology Major
- Graduate of Elon University
- EEO Intern at the Department of Veterans Affairs
- Transitioned to full time employment



Questions?



Website: www.wrp.gov

Email: wrp@dol.gov

We are always available to answer
any questions you may have!