

## Frequently Asked Questions for Students

The following are questions normally asked by student participants in the Workforce Recruitment Program

### **Q: What is the process for the candidates?**

A: All candidates must register by visiting [www.wrp.gov](http://www.wrp.gov) and clicking on the Student Registration button. Once the candidate completes the "Student Self Registration" page, the campus coordinator needs to log in and approve or reject the candidate. The campus coordinator does this by going to the "Approve/Reject" link in their school tools menu. Candidates **can't begin to complete their application until the campus coordinator approves them**. Once the campus coordinator approves them, the candidates will get an automatically generated email with their username (email address) and temporary password in addition to the link that they can go to in order to complete their application. They need to follow the directions in that email.

The candidate needs to log in with the username and temporary password to <https://wrp.gov>. When the candidate enters their temporary password, they need to be very careful to enter the temporary password exactly as it is written. It is recommended that they copy and paste the password from the email into the password field. But, when they do that, be sure to not get any extra spaces before or after the actual password or it won't work.

Once the candidates are working on their application, they and the school coordinator can see everything that they need to complete and upload. The campus coordinator and the candidate have the exact same capabilities to update the candidates' applications. At this time, the candidate and campus coordinator will be able to upload the required Resume and Transcript to their application.

### **Q: What are the password requirements?**

A: Before logging into the WRP, you must first change your password using the following requirements:

- Passwords must be at least 8 characters in length.

- Passwords must contain at least:

  - One lower-case alphabetic character

  - One upper-case alphabetic character

One numeric character

One of the following special characters: !, @, #, \$, %, ^, &, \*, (, )

Passwords must contain a non-numeric in the first and last positions.

Passwords may not contain two consecutive identical characters.

Passwords may not be the same as, or contain, the user ID.

Passwords are case sensitive.

*When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way.*

**Q: What if a user never gets the automatically generated email with their username and temporary password?**

A: They should first check their Spam/junk folder to make sure that the email didn't go to their Spam/junk folder instead of their inbox. The email comes from [info@wrp.gov](mailto:info@wrp.gov). This is why some email servers consider it spam. If it isn't anywhere, they should try to reset their password. Please see the instructions below on how to reset a password. If they still don't get it, the campus coordinator should email a WRP administrator for assistance.

**Q: What if a user forgets their password?**

A: If a user forgets their password, they can have it reset. All they need to do is to go to [www.wrp.gov](http://www.wrp.gov) and the user should enter their username (email address) like they are going to log in. Then, instead of entering a password, they should click "Forgot Your Password" which is directly under the Sign In button. The user will then get an automatically generated email from [info@wrp.gov](mailto:info@wrp.gov) with a new temporary password. They need to follow the directions in that email. In addition, they need to be careful to enter the temporary password exactly as it is written. It is recommended that they copy and paste the password from the email into the password field. But, when they do that, be sure to not get any extra spaces before or after the actual password. (The campus coordinator can also reset the candidate's password by clicking the green dot with arrow next to the candidate's name under the "Approve/Reject" student screen of the campus coordinator's user page.)

**Q: What is the cutoff date for graduated candidates to participate in the WRP interviews this year?**

A:, The candidate had to have graduated **after April 2015** or sooner. Unfortunately, no exceptions can be made to this rule for graduates.

**Q: Is there a minimum GPA?**

A: No, however, if a candidate has a GPA lower than a 2.5 on a 4.0 scale, the recruiter has been directed to ask for the candidate to explain the circumstances. The candidate can choose not to answer the question. (For candidates who are Freshmen or have not been awarded a GPA they may enter 0.0)

**Q: When can candidates register?**

A: Candidates can start to register in late August, by going to [www.wrp.gov](http://www.wrp.gov) and clicking on the Student Registration button. The candidates can't begin to complete their application until the school approves them. Once the campus coordinator approves them, the candidates will get an automatically generated email with their username (email address) and temporary password.

**Q: Can a candidate interview with a recruiter if their application is not complete?**

A: NO- all candidates must have a completed application in order to interview with a recruiter this year. No exceptions will be made.

**Q: Can candidates save their application and come back to it later?**

A: Yes, candidates can save their application and come back to it later. They can log out after they enter information on each page. However, in order to log back into the website, the candidates need to remember what they changed their password to or they will have to have it reset by the system.

**Q: Does the campus coordinator have to verify that the candidate has a disability if they are not registered with the Disability Services Office at my school?**

A: No, the campus coordinator doesn't have to verify that the candidate has a disability per our rule, but if they would like to, they may. The campus coordinator can ask that the candidate to provide a contact person from the Disability Services Office or other licensed medical professional to confirm that they are a person with a disability. WRP relies on the policies and procedures of each school to ensure that all candidates meet the requirements of the program. When the candidate signs up, they have to certify that they are indeed a person with a disability. The campus coordinator may decide to request documentation for participation. If a student is found to have purposely provided false information they may be removed from the database.

**Q: Does the transcript have to be official?**

A: NO, an unofficial copy of the transcript is acceptable.

**Q: When is the last time that the candidates can update their application?**

A: The candidate can update their application at any time throughout the year. However, they do not have access to the information that the recruiter inputs. If that information needs to be changed after the database has been published in December, the campus coordinator will need to contact a WRP Administrator.

**Q: Can you please clarify the uploading documents piece?**

A: The candidates can upload any documents with the following file types (including word documents, Word 2007, excel, excel 2007, PDF, text, rich text, open office documents and most graphic formats). IF they are going to upload a PDF, we ask that it be an accessible PDF. We understand that for some schools, the only way students and recent graduates can get their transcripts is in a hard copy. The only way to upload them from a hard copy is by scanning them into a PDF. However, scanned images are not accessible and that is the reason that we provided the schools and candidates with a link to a resource on how to create accessible PDF's and other documents. (Candidates may choose to upload letters of recommendation, or personal statements.) Documents cannot be any larger than 1 MB (per guidance on the Manage Documents page).

When the file is too large, there are a few options.

- There are two options that are often available with the scanning software.
  1. Scan your document at a lower resolution; instead of 300 dpi you can choose something such as 72 dpi or lower.
  2. Set the compression to be lower quality (higher compression). Both of these will result in a smaller file.

- If the scan that is being put into a PDF file has multiple pages, you can break it into smaller files. Some candidates have their full transcript broken up into 3 or 4 files. Since a candidate can upload 5 files, the resume must be one and the other four can be "Transcript 1/4", "Transcript 2/4", etc.
- Since the transcript doesn't have to be an official copy, the candidates can also copy and paste an unofficial copy from the internet and save it as a Word document and upload the Word document. Normally, Word documents are smaller than 1MB and that is an acceptable work around.

If these ideas are unable to help you, it is encouraged that you contact the IT office or computer help desk and ask for assistance on how to make files/PDF's smaller. The other thing that you can do is to review the information that we provided on creating accessible PDF's: <http://www.dm.usda.gov/oo/target/wrp.html>.

**Q: What types of questions will be asked and how do candidates prepare for the interviews?**

A: WRP doesn't provide the candidates with a list of questions that they are going to be asked because they are typical/general interview questions. Candidates should be able and confident to talk about themselves, their work experience, their skills, their strengths, their goals, where they want to work (by state), the type of work they want to do in the future, and any workplace accommodations they might need.

The only question that they should be ready to answer that is a little different than a typical interview would be to answer the question, "What workplace accommodations do you need in order to perform the essential components of the position?" If candidates are not comfortable with this question, they should consult with their Disability Services Office for assistance in translating their academic accommodations to workplace accommodations and effective ways of communicating that to the recruiter.

The recruiter may ask the candidate what agencies they would like to work at in the future. The candidates should be able to articulate an answer to that question with two or three reasons why they feel they are a good fit for those agencies. However, a student should be prepared to do this for any interview they have. Candidates should consult with the Career Center on campus to conduct mock interviews prior to their WRP interview. The Career Center has many resources that will help prepare candidates for their interview.

Candidates are not interviewing for specific positions at specific agencies. They are being interviewed to assess their strengths and overall readiness to work in the federal or private sector. Candidates are not placed into jobs; they are simply being added to a database that is made available to federal employers directly and to the private sector through a contractor. Recruiters are assessing a candidate's qualifications, maturity, direction, and communication.

**Q: I see it is a paid internship, do you know what the salary would be?**

A: The government pay scale is based on grades or bands- depending upon what agency the candidate is working for. The grade or band is determined by the candidate's experience and number of credits completed in addition to which part of the country the candidate will be working. There are higher pay scales in the more urban areas where the cost of living is greater. Look to OPM's website for a salary chart. Please see: <http://www.opm.gov/oca/12tables/index.asp>.

**Q: Can a candidate who has a criminal record still participate in WRP?**

A: Yes, candidates with a criminal record can participate, but the campus coordinator should mention that many of the positions (since they are with the government and specifically with the Department of Defense) might be contingent upon the candidate passing a security clearance.

If asked by an employer, the candidate must be honest and up front about his/her record. If a candidate is interviewed and an offer is made, the candidate has an obligation to ask whether or not he/she will be subjected to a security clearance. If so, the candidate needs to follow up with a question regarding whether or not the crime that he/she has committed will allow him/her to pass the security clearance.

If the employer expresses concerns about a candidate's ability to pass the security clearance process, then the candidate should be cautious to accept the tentative offer. It isn't fair for a candidate to lead on a prospective employer if the candidate knows that he/she couldn't pass the security clearance process. A security clearance is very expensive and time consuming. The candidate needs to do what is right for all interested parties.

**Q: What agencies hire from the WRP Database?**

A: We never know from year to year which agencies will hire from the WRP database.. Here is a list of agencies who have hired WRP candidates. Federal agencies who employed WRP candidates include the Departments of Defense, Labor, Agriculture, Commerce, Homeland Security, Health and Human Services, Housing and Urban Development, Justice, Treasury, Transportation, and Veterans Affairs; the Social Security Administration; the National Park Service; the Environmental Protection Agency; the Federal Deposit Insurance Corporation; the Office of Personnel Management; the Pension Benefit Guarantee Corporation; the US Securities and Exchange Commission; and USAID. Candidates worked in more than 38 states, the District of Columbia, Puerto Rico, and as civilian employees on military bases in Germany and South Korea.

In addition to the federal agencies, there is also an opportunity for WRP candidates to be connected to private sector job opportunities. Through the use of the WRP.jobs platform, private sector employers share job opportunities with WRP candidates.

**Q: How is location determined? For example, would candidates be recruited for jobs in other states?**

A: Candidates let employers know where they would like to work through the location preference question on their WRP application. The recruiter will also ask the candidate which states they want to list as their location preferences. Students can list up to 5 states. The candidate can then also put restrictions on the locations listed. For example, they say that they want to work in VA, but they only mean Northern VA/DC metro area, or that they are willing to work in California, but they need to have access to public transportation.

We caution WRP candidates from saying random states or having the recruiter write "All" or "Open" in the location notes section. For location candidates should consider the cost of living for a certain area, the availability of supports- whether that is disability related supports or even family and friend supports, transportation issues, or housing arrangements. Candidates will be considered for all positions that they say they are interested in working- and even maybe others. This specifically happens for candidates who have very specific or in demand skills such as engineers, or other hard scientists. Many times employers will contact everyone no matter what they put down as their location preference in the hopes of luring them from where they are to where the job is. This sometimes happens for candidates and can be successful if the candidate is willing and able to move.

**Q: What should first year candidates put down for their GPA?**

A: It is recommended that the candidate put down a 0 for the GPA, as that is really the only option since the GPA is required. When an employer searches for candidates, the search is sorted by the overall rating of the candidate by the recruiter, not by GPA initially. When the employer sees that they have a 0 for their GPA, they will quickly realize that the candidate is a first year student. This should not hurt the candidate’s options for employment. The candidate should ensure that their current transcript that has their current class schedule on it is uploaded. They should not upload their high school transcript.

**Q: What is Schedule A, who is eligible, and where do the candidates get a Schedule A Letter ?**

A: Schedule A is an excepted appointing authority for people with disabilities. [www.opm.gov/disability](http://www.opm.gov/disability).

OPM regulations state that, “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.” OPM does not go into further description of the term “severe”, but does encourage federal agencies to interpret that to be as broad and as inclusive as possible.

OPM details a licensed medical professional or other entity as: “licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.”

Eligibility for appointment under this Schedule A (5 C.F.R. 213.3102(u)) authority

Proof of Disability: An individual wishing to be hired under this Schedule A (5 C.F.R. 213.3102(u)) authority must provide proof he or she is indeed an individual with mental retardation, severe physical disability, or psy-

chiatric disability. This proof must be provided to the hiring agency before an individual can be hired. This proof may be in the form of documentation obtained from licensed medical professionals, state or private vocational rehabilitation specialists, or any Government agency that issues or provides disability benefits

**SAMPLE SCHEDULE A DOCUMENTATION**  
(Must be on official letterhead and must include a signature)

DATE:

FROM:

To Whom it May Concern:

This letter serves as certification that (name of patient/applicant) is an individual with a severe physical, intellectual, or psychiatric disability that qualifies him/her for consideration under 5 CFR 213.3102 (u), Schedule A hiring authority, appointment for Persons with Disabilities.

I may be contacted at (authorized representative):

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Organization Address, city, state/Phone

*Note: Proof of a disability is required for excepted service appointments - noncompetitive placement - under Schedule A, 5 CFR § 213.3102(u). Proof of disability is the term used to define any number of documents which attest to the fact that the candidate does indeed have a disability. A statement of job readiness, formerly a requirement under this statute, is no longer needed. The above statements meet the requirements for placement under Schedule A.*

Once of the types of people who can sign Schedule A Letters are Licensed Medical Officials. This could include registered nurses or doctors at campus health centers.



# **Are you a Wounded Warrior? WRP is looking for Veterans who want to Continue their Federal Service**

**WRP is proudly cosponsored by the U.S. Department of  
Defense and the U.S. Department of Labor**

**Q: Are Veterans eligible to participate in the WRP?**

A: Any Veteran with a disability is eligible to participate in the Workforce Recruitment Program. A significant number of employers are looking for the skills and experience from the military community and offer Veterans Preference Hiring in addition to Schedule A Hiring

**Q: I'm a little busted up from my service but am not sure that I am eligible. How do I know?**

A: If you can answer yes to any of the following questions you may be eligible for the WRP:

- Have you received accommodations through the Disabled Student Services office on a college campus?
- Have you been Diagnosed with a medical condition that is treated by a mental health professional
- Did you get a disability after your service was complete?
- Were you discharged with a disability rating?

Though a high disability rating is not required to participate in the WRP, any individual with a 30% disability rating or higher is automatically eligible for WRP and Schedule A Hiring.

***For more information visit your WRP Campus Coordinator in your Veterans Service or Career/Disability Services Offices on your College Campus.***

## Once I am offered A Position

### **What if I need job accommodations?**

Once a student has accepted a job offer, the student's supervisor or the contact person at the job site should consult with the student on the accommodations he or she needs. Job accommodations could include assistive technologies, an accessible workspace or facilities for a service animal. The DoD Computer/ Electronic Accommodations Program (CAP) provides assistive technology for WRP summer hires (e.g., telecommunication devices for individuals who are deaf or hard of hearing, screen readers for individuals who are blind or vision impaired). If accommodations are required, the official at the job site should submit any requests to CAP and other organizations as soon as possible so accommodations can be in place on the first day of work. Please visit: [http://www.tricare.mil/cap/Employment\\_Needs/WRP.cfm](http://www.tricare.mil/cap/Employment_Needs/WRP.cfm) for more information on CAP.

### **What will I be paid?**

Human Resources offices rate and classify students based upon their education, skills, and experience. Students will be paid at the level determined by the hiring agency's Human Resources office. The WRP does not specify a minimum or maximum rate of pay.

A student's work schedule is up to the local supervisor. Some locations allow for flex time and part-time hours.

Any questions about pay or benefits should first be addressed to the student's supervisor.

### **How will my pay be processed?**

All issues relating to pay (tracking of time and attendance, issuing of pay, etc.) are handled by the employing organization. The WRP does not specify how these tasks are done.

### **What if I need housing?**

Students are responsible for finding and paying for their own housing. The hiring managers are encouraged to assist students in researching housing arrangements.

Once a student has accepted a position some general information about student housing may be available from the WRP Administrative Coordinator of each participating agency. In past years, students have used classified ads in newspapers, and various short-term housing or roommates' websites such as [www.craigslist.org](http://www.craigslist.org). Another resource is the bulletin boards at the job site.

It may also help to contact the housing office of local colleges and universities in the areas where students will be working. Although many colleges and universities do not house students during the summer, the housing offices may have names of people in the community who would be willing to rent a room on a short-term basis. Please remember that there is no guarantee that housing will be available.

### **What if I need assistance with transportation to work?**

Students are responsible for finding and paying for their own transportation. The hiring managers are encouraged to assist students in researching transportation arrangements.



Students working in the Washington, DC area can obtain mass transit information from the website [www.wmata.com](http://www.wmata.com). For other employment areas, your agency contact should be able to direct you to any local transportation resources.

Some transit agencies offer reduced rates for persons with disabilities. Much of this information is on-line. Before relocating, students should check area transit websites so they can apply for any special identification cards necessary to obtain these discounts.

Some agencies in many metropolitan areas offer transit subsidies to help employees pay for public transportation. Students should ask the local personnel office if they qualify and for further information.

### **What about W-2 forms?**

Students should remember to give the U.S. Postal Service a forwarding address if they change addresses during the year (e.g., at the end of the summer) so that W-2 Forms can be forwarded properly next January.

### **What should I do when my summer employment ends?**

Please submit your evaluation form. The WRP uses these surveys to see if students' employment has been useful and educational. The surveys also help the program to adapt to the changing needs of the workforce and of employers.

If you are interested in being part of the WRP next year, remember that you must reapply each year. Students are not automatically carried over from year to year.

### **Where Do I Go If I Still Have Questions?**

Any question or concern should always be directed first to your supervisor. If you need further information, you should contact the human resources department where you work.



The Workforce Recruitment Program (WRP) is a recruitment and referral program that connects federal 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. The U.S. Department of Labor's Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense's Office of Diversity Management & Equal Opportunity (ODMEO) manage the program, which continues to be successful with the participation of many other federal agencies and sub-agencies. Since the program's expansion in 1995, over 7,000 students and recent graduates have received temporary and permanent employment opportunities through the WRP.



## Workforce Recruitment Program

[www.wrp.gov](http://www.wrp.gov)

[wrp@dol.gov](mailto:wrp@dol.gov)

