

Workforce Recruitment Program



Searching the
Database for
Your Next
Candidate





History

- Started in the 1970s by the Department of Navy.
- Expanded in 1995 by the Department of Defense (DoD) and the President's Committee on Employment of People with Disabilities.
- Now managed jointly by DoD's Office of Diversity Management & Equal Opportunity (ODMEO) and the Department of Labor's Office of Disability Employment Policy (ODEP).

What is the WRP?

CONNECTING YOUR BUSINESS TO THE CANDIDATES YOUR AGENCY NEEDS

The Workforce Recruitment Program (WRP) is a free recruitment and referral program that enables federal employers to find qualified candidates for any federal position they have available. The WRP's annually updated database connects you with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities. The database is searchable by keyword, location, major and degree type, as well as veteran status. All candidates are eligible for Schedule A hiring.

WHERE DO THE CANDIDATES COME FROM ?

Every year, WRP staff approach over 300 colleges and universities to act as WRP interview sites for the year. Campus Coordinators at these schools contact their eligible students and encourage them to apply to participate in the WRP. Candidates that are approved by the Campus Coordinators are interviewed by trained WRP recruiters from federal agencies.

Getting Started

Any federal employer with a .gov or .mil email address may have direct access the WRP database.

Logging in

Register as an employer user by going to www.wrp.gov and clicking on "Register Now" on the WRP Homepage.

Complete the information form and click "Submit." Once your registration is approved, you will receive login information via email from info@wrp.gov.

Return to www.wrp.gov and log in with your username and temporary password. The system will prompt you to create a password of your choosing.

Once you log in, go to the Employers' Tool page and select "Search Student Database." You are now in search mode!

Searching the Database

You have several options by which to find candidates to fill your positions. Each search function may be used individually, or you may mix different Search fields to find the best candidate for you.

First/Last Name

This field allows you to search by the student's name. This is especially useful if you are looking for candidates who have worked in your office before or whom you may have discovered on USA Jobs or other federal employment resources.

School ID

Each WRP candidate is assigned a Student ID Number (SID) to make it easier to locate them in the system after multiple searches.

School Attended

You may search by the particular college or university from which you would like to recruit.

Academic Major Keyword

Search by the students' major to find candidates who have the academic preparation that you need.

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Graduation Date

Search by the date by which the student has or will have completed their course of study (remember that WRP has undergraduate as well as graduate, medical and law school students).

Veteran Status

Search for individuals who have already proven themselves as servicemen and women in the armed forces.

Interview Notes Keyword

Each student is interviewed by a federal recruiter who helps them showcase the skills and experiences they have to offer the federal government. Use this field to search for keywords in the interview notes (e.g., FORTRAN, diversity, gene sequencing, congressman) to help identify students with the specific skills you desire.

Location Preference

WRP candidates are available for work across the country and in some cases even overseas. Use this field to identify students willing to work in your area!

Searching the Database (cont.)

Appointment

Some candidates are more interested in internships while others may be looking to begin their career. For potential interns or short-term hires, search “Summer Only.” For long-term or permanent hires use the “Permanent” search setting. Want to see who is available in both categories? You can always search for both permanent and summer hires.

Degree Program

WRP candidates include students from all degree types and programs. Use this field to search for candidates in Associate’s, Bachelor’s, Master’s, Doctoral or Legal programs of study.

Job Preference

After the conversation with the federal recruiter, WRP candidates are assigned two job types to help you as an employer understand the type of work that interests them. The job types that you may search by include:

| | | | |
|-----------------------|-------------------|--------|----------------|
| Accounting | Computer-Hardware | HR/EEO | Science |
| Admin-Professional | Computer-Web | Legal | See Comments |
| Admin-Support | Criminal Justice | Policy | Social Service |
| Business | Education | | |
| Communications | Engineering | | |
| Computer-Applications | Health Care | | |

Viewing result 1 – 10 of 14 Records Per Page: 10 Go

Smith, John [View Student as PDF](#) [show detail](#)

Student ID
Job Preference 1 Criminal Justice
Job Preference 2 Admin-Professional
Academic Major 1 Psychology
Academic Major 2
Degree Program Bachelors
School Attended Prydon Academy
Appointment Permanent Only
Email 1 john.smith@pocahontas.com
Email 2
Student Documents
Transcript [Smith's Transcript](#)
Resume [Smith's Resume](#)
Other [Schedule A Letter](#)

Tennant, David [View Student as PDF](#) [show detail](#)

Student ID 20248

Resume Keyword

The WRP makes it easy to search by keyword on the students’ resumes. This function will allow you to search details that may be included on a student’s resume (such as AutoCad, Mandarin, Phi Beta Kappa, etc.) or any additional phrases that can help you identify the candidates with the skill sets you require.

WHAT INFORMATION WILL I GET?

Each profile will include detailed information on the student including their name, major, college they attended and contact information on how to best reach them.

You may expand the profile by clicking “Show Detail” to view the ratings and interview notes from the recruiters. Students are rated on a scale from 1 – 5 on Qualifications, Direction and Communications, as well as an overall rating.

If you would like to save a student’s profile to review later, click on “Select Student” and they will be added to your personal list to review later. (You may see these students by clicking on “Manage my Selected Students” on your Home page.)

Oswald, Clara [View Student as PDF](#) [hide detail](#)

Student ID
Job Preference 1 Engineering
Job Preference 2 Science
Academic Major 1 Engineering, Mechanical
Academic Major 2 Mathematics
Degree Program Bachelors
School Attended Washington State University, Vancouver
Appointment Permanent or Summer
Email 1 Clara@thetardis.co.uk
Email 2
Student Documents
Transcript [Clara's Transcript](#)
Transcript [Clara's Oral Transcript](#)
Resume [Clara's Resume](#)
Other [Clara's personal Statement](#)

Interview Notes

Clara Oswald was a companion to the Eleventh and Twelfth Doctors. According to the former, she was “not possible” due to their meetings previously in his personal timeline, with two such encounters seeing her die. Though assured by the empathic psychic Emma Grayling and the TARDIS scanner that Clara was just an “ordinary girl”, the Doctor couldn’t believe that to be true and thought her to be “the only mystery worth solving”.

Overall Rating 5.0
Qualifications 4.0
Communication 4.0
Direction 5.0
GPA 2.73
Semester Credits 64.0
Graduation Date (MM/YYYY) 6/1/2018
Location Preference NY-Metro, MP, AA, WA, AP, CO, NJ, UT, NY, OR, NH, AE

WRP Student Information Report

Tennant, David **SID: 0010**

| | |
|--|---|
| Address Prydon University 3 University Blvd. Prydon, Gallifrey | Alternate Address Email 1: thedocto10@tardis.co.uk |
|--|---|

Phone: (770) 400-6511

| | |
|--|---|
| Academic Information School: Prydon University Degree: Bachelors Major 1: Mathematical Economics Major 2: None Semester Credits: 16.0 Graduation Date: 05/01/2009 | Ratings Overall Rating: 3.0 Qualifications: 3.0 Direction: 3.0 Maturity: 3.0 Communication: 3.0 |
|--|---|

| | |
|--|---|
| WRP Experience: No Appointment Type: Summer Only | Job Preferences Job Preference 1: Admin-Professional Job Preference 2: Legal |
|--|---|

Location Preference:
DC-Metro, NY

Location Preference Description:
No Description Available

Recruiter Information: Paula Schnur (408) 817-6706 Paula.M.Schnur@irs.gov

Interview Notes

The Doctor is the title character in the long-running BBC science fiction television series Doctor Who, and has also featured in two cinema feature films and one made-for-television film, as well as a vast range of spin-off novels, audio dramas and comic strips connected to the series. Within the show, "the Doctor" is the alias assumed by a centuries-old alien who travels through space and time in his TARDIS, frequently with companions.

Job Accommodation Information

flexibility with deadlines.

The information in this Student Information Report is for United States Government use only and should be treated as privileged information. Safeguard the confidential nature of this data.

By clicking on “Show Student as PDF,” you can generate a digital version of the student’s profile that includes all of their contact information, ratings, and interview notes, as well as the location at which they would be interested in working.

Hiring Your Candidate

Once you’ve identified the candidates in which you are interested, touch base with your agency’s HR specialist or Disability Program Manager to determine the best means of bringing them onto your staff. We suggest holding additional interviews with the candidates to ensure that they are interested in the position, are available for employment and will be the right fit for your agency.

Lastly, remember to let us know about your successful hire by reporting back to the WRP. Simply access the “Manage Selected Students” link on your WRP Homepage.

For additional questions about the WRP, please feel free to contact the Workforce Recruitment Program at wrp@dol.gov or visit our website at www.wrp.gov.



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 thanks to 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

wrp@dol.gov

