

THE WORKFORCE RECRUITMENT PROGRAM: EMPLOYER WEBINAR

Lauren Karas

Frances Vhay

Office of Disability Employment Policy

U.S. Department of Labor



Webinar Agenda



- Overview of the WRP
- Strategies for utilizing WRP
- How to use the WRP.gov website
- Success stories & next steps
- Q&A

Workforce Recruitment Program for College Students with Disabilities

- ❑ Managed jointly by the Department of Labor and Department of Defense
- ❑ Recruitment and referral program
- ❑ Connects Federal employers with highly motivated college students, graduate students, and recent graduates with disabilities who are eager to demonstrate their abilities and potential in the workplace

What Does WRP Offer Employers?

- ❑ Database of college students and recent graduates with disabilities looking for summer/temporary and permanent jobs
- ❑ All candidates are Schedule A eligible
- ❑ Candidates are 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 interns (www.cap.mil)

How It Works

- ❑ Students and recent graduates apply online
- ❑ College Disability Services Office/Career Center confirms and helps find and prepare candidates
- ❑ Trained volunteer recruiters from federal agencies remotely interview candidates in Oct-Nov timeframe
- ❑ Candidate information is entered into database; candidates can update resumes year-round
- ❑ Database is opened to all agencies nationwide in early December and is active for one year

How Can WRP Work For You?

- Increase your talent pool and the diversity in your workplace by hiring qualified candidates with disabilities!
- Fill a wide range of positions
 - Undergrad, graduate, and recent grads
 - STEM, business, law, etc.
- Contribute to your agency's future

2020 Database Statistics

- More than 1,860 students from 325 accredited colleges and universities
 - 199 Veterans
 - 377 IT-based Majors
 - 167 Engineers
 - 129 Health Care Professionals
 - 96 Accountants
 - 394 Graduate Students
 - 31 Doctoral Candidates
 - 54 MBAs
 - 58 Law School Students

Strategies

- Engage agency management and leadership
- Establish a regular outreach strategy using existing resources (newsletters, web pages, press releases, etc.)
- Develop and utilize central funding for WRP hires in keeping with your agency's strategy for other summer student programs
 - Defense, State, and FDIC have central funding
- Communicate success stories throughout the agency!

Strategies, cont.

- ❑ Incorporate the WRP into your agency's current recruiting and hiring strategies
- ❑ 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
- ❑ Interview candidates before hiring them – a good match is vital to success

Schedule A Hiring Authority

- ❑ Schedule A is a hiring authority specifically utilized to bring on individuals with disabilities into Federal Government positions.
- ❑ Positions where you are utilizing Schedule A do not need to be publically posted, though they can be.
- ❑ Once an eligible candidate is identified, follow the Schedule A regulations (5 CFR 213.3102(u) and provision in 5 CRF part 302).
- ❑ You may utilize other hiring authorities to bring candidates on to your agency, including veterans preference and Pathways (Schedule D).
- ❑ For more information:
https://www.eeoc.gov/eeoc/initiatives/lead/abcs_of_schedule_a.cfm

How to use Schedule A with WRP

- When managers have an open position or internship opportunity, any federal employee can search the WRP.gov website for Schedule A eligible candidates.
- Managers should know what competencies and qualifications the ideal candidate should possess and think critically about the essential functions of the position.
- Conducting searches on WRP.gov can be done by:
 - Hiring manager
 - Other staff/federal employee
 - Human Resources staff or the Selective Placement Coordinator (SPC) or Disability Program Manager (DPM)

How to Hire a WRP Candidate

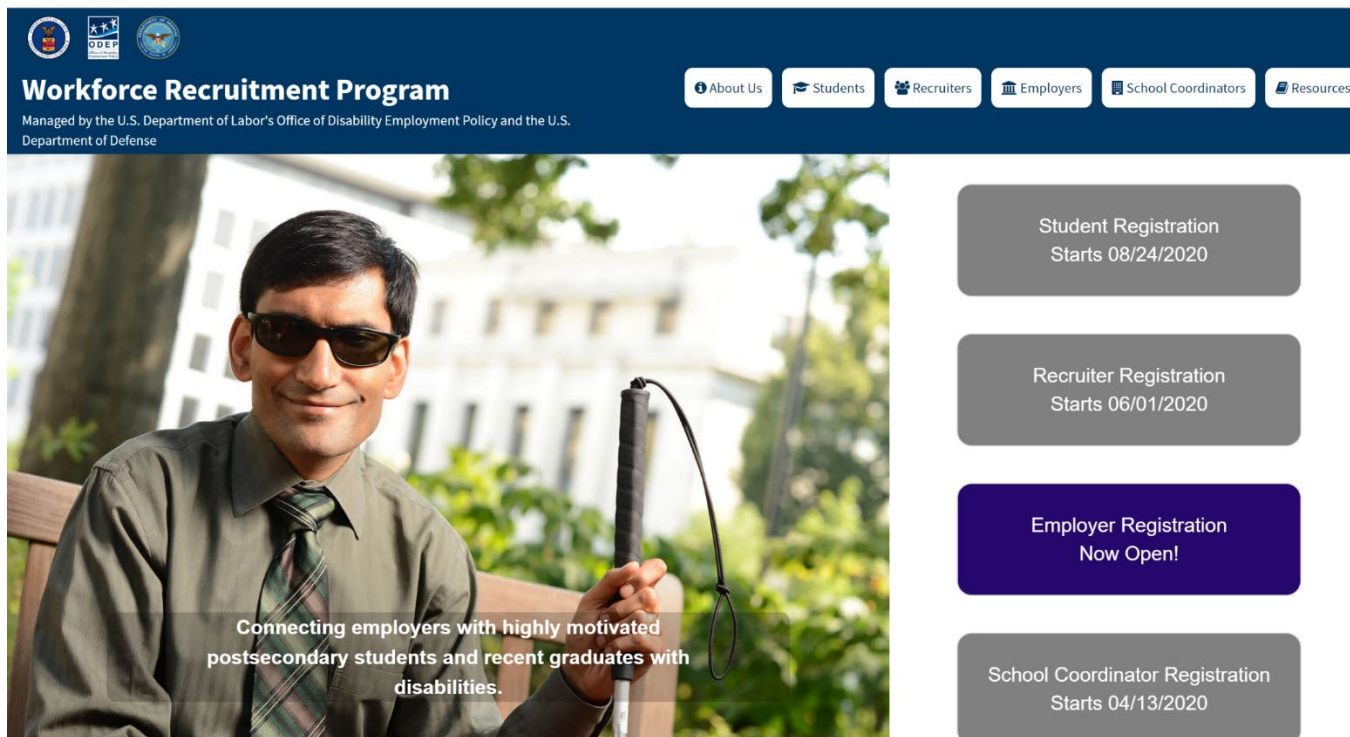
- ❑ Before you begin the interview or hiring process, ensure you are following your agency's procedures.
- ❑ Employers or staff can reach out to WRP candidates directly by email or phone to schedule an interview.
- ❑ When prepared to make a job offer, coordinate with your agency's Human Resources.
- ❑ Each agency is responsible for the hiring process and salary, just like any other hire.
- ❑ Please report any WRP candidates who have been hired using the WRP website or by email at wrp@dol.gov.

How Federal Employers Use WRP

- ❑ Anyone with a Federal email address can register for an account with WRP and search the database
- ❑ Searchable by degree, major, job focus, location preference, keywords, and technical skills.
- ❑ Easily save candidate resumes for later viewing and report hires on the website.
- ❑ Register at www.wrp.gov by clicking the Employer Registration button

New WRP Website!

The WRP Website platform has been updated with a new look and enhanced functionality for users.



Recommended browsers: Google Chrome and Firefox

Employer Homepage

Workforce Recruitment Program (WRP) managed by U.S. DOL ODEP & U.S. DOD

FE Federal Employer1

Filter navigator

Employer Dashboard

Welcome to the Workforce Recruitment Program (WRP) database!

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

How to View the Employer Menu: In your left-hand All Applications menu panel, click “Employer” to expand your menu.

How to Search Student Applications: Go to the **Search Student Applications** page in your left-hand menu to search the database of WRP applications based on a wide variety of criteria. Click on the student’s application number to view their application and attached documents, including a resume and transcript. To select a candidate and save them for later viewing, click the student’s application number, then click the “Select Student” button to add that candidate to your **Student Hiring Management** page.

Once you have identified candidates whose skills may fit your agency’s needs, you may contact them directly via email or phone to conduct further interviews and/or make job offers. You can also invite candidates to apply for other internships or career programs within your agency. Follow your agency’s

Most Popular Employer Knowledge Articles

Top Knowledge Articles for Employers

[Website User Guide for Employers](#)

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Student Hiring Management Report

	First name	Last name	Application Number	Primary Email	Alternate Email	Pri
i	Brian	Marr	APP0029450	03262019TrainingStu3@test.com		23

Make sure to read the information on the homepage/dashboard for employers. For step by step instructions, download the *WRP Website User Guide for Employers* under the “Knowledge” section.

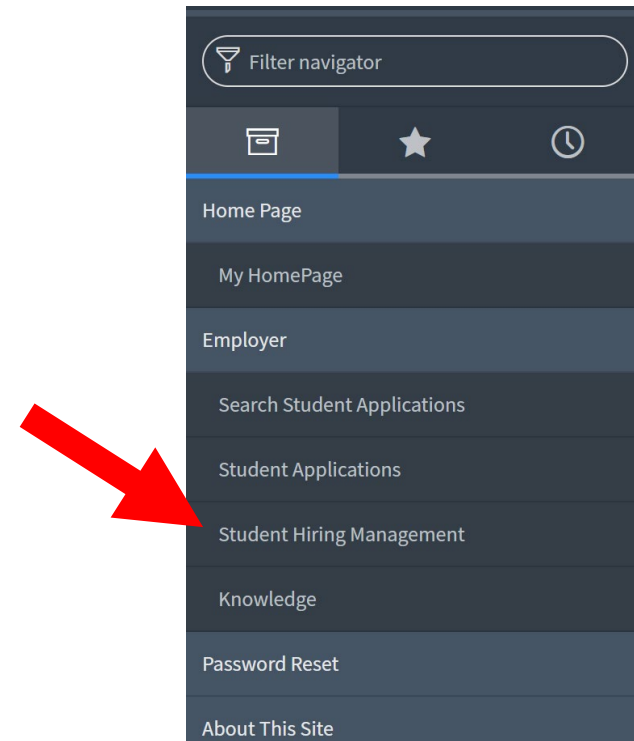
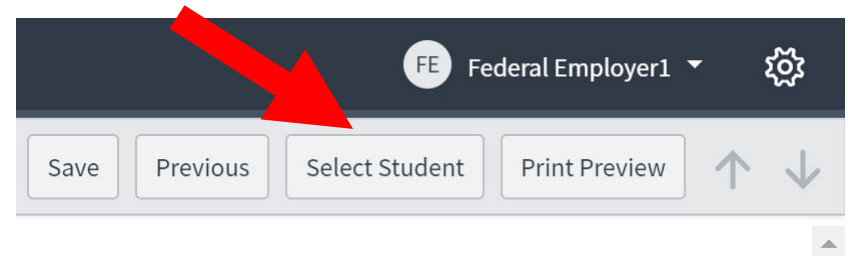
WRP Database Search Page

Please fill out one or more fields below to filter the search results for Student Applications.

Student	<input type="text"/>		<input type="button" value="Q"/>
School Attended	<input type="text" value="-- None --"/>		
Academic Major	<input type="text"/>		
Keyword	<input type="text"/>		
Job Preferences List	<input type="button" value="🔒"/>		
Expected or Actual Graduation Date	<input type="text"/>	<input type="button" value="📅"/>	When <input type="text" value="-- None --"/>
Veteran Status	<input type="text" value="None / All"/>		
Interest in Service	<input type="text" value="-- None --"/>		
Security Clearance	<input type="text" value="-- None --"/>		
Interview Notes	<input type="text"/>		
Keyword	<input type="text"/>		
Technical Skills	<input type="text"/>		
Keyword	<input type="text"/>		
Location Preference	<input type="button" value="🔒"/>		
Employment Type	<input type="text" value="All"/>		
Home City	<input type="text"/>		
Home State	<input type="text" value="-- None --"/>		
Home Zip Code	<input type="text"/>		


Student Hiring Management

- After searching for candidates, employers can click into a student's application and click "select student" to save the student's information.
- These are added to Student Hiring Management page
- Go to this page to see saved/selected students and to report information



Reporting a WRP Hire

- Go to Student Hiring Management page
- Change the hiring status to “Offer Accepted”
- Complete all fields in the “Hire Information” section and submit!

< ≡ Student Hiring Management - Created 2020-01-27 05:27:08 PM   Update Delete

To save a candidate for later viewing, keep the student in a "Selected" status and click Update. They will remain saved on your Student Hiring Management page. If you move the candidate forward in the selection or hiring process, please change their status to the one that is currently most appropriate. If a candidate has accepted a job offer, please change their status to "Offer Accepted" to complete the Hire Information fields and report the hire to WRP.

Student Employer

Application WRP Year

Hiring Status Multiple Hires ☐

Agency/Subagency

Hire Information

* Job Grade

Job Title

* Hiring Authority

WRP Success Story – Sara Fernandez

- Graduate of University of Pittsburgh School of Law
- Interned with the National Council on Disability
- Transitioned to full time employment at the EEOC
- Currently an Equal Employment Opportunity Specialist at DHS



WRP Success Story – Vivian d'Alelio

- ❑ Masters from University of Maryland
- ❑ Participated in WRP four times
- ❑ Interned at the Washington Headquarters Service
- ❑ Transitioned to full time employment at the Defense Logistics Agency in their multimedia office



College Recruitment

- If you have suggestions of colleges or universities that you would like to see participate, please email us or have college staff email wrp@dol.gov to be put on the distribution list for registration in April.

ADA 30

- 30th anniversary celebration of the Americans with Disabilities Act
- Theme: Increasing Access and Opportunity
#ADA30
- **Please visit ODEP's website at**
Dol.gov/odep/topics/ADA.htm
 - The site will feature: calendar of important events; thirty year timeline; how to celebrate #ADA 30 guide; and more to come!
- If you would like to have WRP present, train staff, or participate in your ADA 30 celebration, please email wrp@dol.gov!

Questions?



Website: www.wrp.gov

Email: wrp@dol.gov

If you have DoD specific questions, please contact

osd.wrp@mail.mil

For information on CAP, please go to <https://cap.mil/>

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