



**Workforce Recruitment Program for
College Students with Disabilities**

Paid Summer & Full-Time Jobs Available



BREAKING BARRIERS IN THE WORKPLACE

For more information, contact the WRP Coordinator
on your campus



WWW.WRP.GOV

About the WRP

The Workforce Recruitment Program (WRP), a federal initiative for college students and recent graduates with disabilities, 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 internships 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 with the support and participation of many other federal agencies and sub-agencies. The WRP was started in the mid-70's in the Department of the Navy and in 1995, the program expanded to the federal sector. Since then, over 6,000 students and recent graduates have received temporary and permanent employment opportunities through the WRP.

In 2011:

- 86 recruiters from 40 federal organizations, including 33 recruiters from DoD, interviewed students attending 290 colleges and universities across the nation.
- From the 2,202 students selected for inclusion in the WRP database, DoD made 470 hires in forty different agencies and sub-agencies, including 48 into permanent positions.
- DoD accounted for 79% of the hires made via the WRP in 2011.
- Over 30% of DoD hires were of individuals with targeted/severe disabilities.
- 535 candidates were reported as hired in 40 different agencies and sub-agencies.

In the Department of Defense, the Office of Diversity Management and Equal Opportunity (ODMEO) provides administrative and technical support for many of the overall functions of the program. ODMEO also provides and manages the

centralized funding for DoD's interns, coordinates programs for interns working in the Washington, D.C. area, and manages an electronic mentoring program for the DoD hires each program year.

Each hiring agency certifies that WRP participants meet the qualifications for the positions for which they are being hired. Also, each agency verifies that the participants meet the requirements for the type of appointment under which they will be hired.

In 2011, the Office of Personnel Management (OPM) highlighted the WRP as a model strategy in its guidance to federal agencies regarding the recruitment and hiring of people with disabilities in response to Executive Order 13548, *Increasing Federal Employment of Individuals with Disabilities*.

Using the WRP can assist agencies to achieve the goals of Executive Order 13548 and improve the use of Schedule A in hiring. The WRP has resulted in good return on investment in providing a pipeline to the civilian workforce.

Employers -

Employers in the federal government can request a password - (<https://wrp.gov/EmployerUserRegisterFormPre.do>) to gain access to the WRP website.

Every employer who is working with the WRP must have their own password. For security reasons, passwords should not be shared.

Benefits of Hiring through the WRP:

- Job candidates are pre-screened through face-to-face interviews
- Information is available about each applicant's qualifications
- Search capabilities are tailored to specific job requirements
- Access to candidates across the nation, by state or job category
- Flexibility in hiring for summer internships or permanent positions
- Opportunity to identify outstanding candidates for permanent staffing needs

- Freedom to conduct independent interviews after qualified candidates are identified
- Ability to search for candidates who self-identify as Schedule A Eligible and those who are Veterans

Schools -

The WRP provides a unique opportunity for colleges and universities to

- Tap into a system that has been successfully placing students and recent graduates with disabilities in summer and permanent positions in the public and private sectors for over 15 years, at no cost to the school, candidates or federal agencies.
- Bring together the resources of their disability services, career services, and veteran services offices to promote more effectively the job seeking skills and career readiness of their students and recent graduates with disabilities
- Provide students and recent graduates with disabilities a chance to grow personally and professionally through participation in this nationwide program

The WRP Process:

- The WRP is run on an annual basis and requires applicants to have an interview (during the fall semester) with a WRP recruiter during an on-campus recruitment visit.
- Schools that would like to participate in the WRP must be accredited by one of the accrediting agencies recognized by the US Department of Education, and must provide a one-day schedule of at least eight eligible candidates for the recruiter to interview.
- Information is sent out each year in the spring to register for our recruitment schedule for the following fall.

If your school is interested in participating in the WRP please send an email with your contact information to the WRP Coordinator at wrp@dol.gov.

Students and Recent Graduates -

The WRP is an excellent way for students and recent graduates with disabilities in all fields of study to

- Market their abilities to a wide variety of potential employers across the United States
- Sharpen their interviewing skills during a required one-on-one meeting with a WRP recruiter
- Gain valuable skills, experience, and contacts on the job
- Prove that people with disabilities can be excellent employees

Deadlines:

Eligible candidates must contact their Campus Coordinator as early as the spring semester to be considered for inclusion into the WRP. Interviews are conducted in the fall and take place the first week of October through the second week of November. Candidates must then follow through with their campus coordinators to ensure successful completion of the online application process and any additional requirements that their campus coordinator has put

To be eligible for the WRP, candidates must be current, full-time undergraduate or graduate students with a disability, or have graduated within one year of the release of the database each December.

Veterans with disabilities, service –connected or not are also welcome to participate .For the 2013 WRP release, interviews will be held in the fall of 2012. A candidate who graduated in October, 2011 or later would still be eligible to participate. Candidates must be U.S. citizens.

If you are an eligible candidate, share this information with your school's disability services or career services coordinator, and ask him or her to contact the WRP Coordinator at wrp@dol.gov. Please understand that we work directly with college coordinators, and cannot respond to inquiries from individuals.

Recruitment -

As stated above, the WRP conducts on campus interviews across the country in each fall. Candidates represent all majors, and range from college freshmen to graduate students and law students. Information from these candidate interviews is compiled in a searchable website that is available to federal Human Resources Specialists, Equal Employment Opportunity Specialists, and other hiring officials in federal agencies.

Recruiters assess a candidate's qualifications, maturity, direction, communication skills and overall qualifications and then rate the candidates on a scale of 1 to 5. In order to be included on the WRP website, a candidate must have at least an overall rating of 3.0. Candidates are not interviewed for particular positions at specific agencies. Rather, they are assessed for their strengths and overall readiness to work in the federal government. Based on their overall ratings, documents and interview presentation, candidates are added to a password protected website which is directly available to federal employers. The website is activated the first week of December and is valid for one year.

Whenever there is a vacancy in an organization, hiring managers are encouraged to look to at the WRP website first. Besides being easy to use, users can search for veterans (about 6%) and students who believe they are Schedule A eligible (54%).

Frequently Asked Questions -

Will I need a security clearance?

All employees of federal government agencies will require some level of a background check to access military sites, government information, and to perform their work duties. However, some employing organizations may require a higher level of clearance. For those organizations, job offers will be contingent upon a student's ability to obtain a security clearance. Processing security checks and clearances can take from a few weeks to several months, so it is important that students answer all of the questions on the security forms completely. The forms should be returned as soon as possible to the specified security office. Any

delay on the part of the student can result in a delay in the student's employment.

Note: Some students may not be cleared in time to work this summer. In that case, the offer of employment will be withdrawn.

What if I need an accommodation to perform effectively in my position?

Most participants in the WRP benefit from some type of accommodation to perform the functions of their jobs. If you have accepted a job offer and believe you will need an accommodation, but have not yet started employment, immediately notify the person who extended the offer of employment – this person is typically located within Human Resources. Early notification and coordination will ensure you have the accommodations you need on your first day of employment. You only have one chance to make a first impression.

If you have already started your new position, inform your supervisor as soon as you become aware that an accommodation may be needed.

- Blind/Low Vision Accommodations: Screen readers, screen magnification systems, scanner, scanner reader software, closed circuit televisions (CCTVs), and portable note takers
- Cognitive Accommodations: Scanner reader software, digital voice recorders, talking dictionaries, and word prediction software
- Deaf/Hard-of-Hearing Accommodations: Teletypewriters (TTYs), PC-TTY modems, web cameras, telephone amplification devices, assistive listening devices, visual signaling devices, and voice-carry over telephones.
- Dexterity Accommodations: Alternative keyboards (adjustable and compact), voice recognition software, telephone headsets, and pointing devices.
- Communication Accommodations: Word prediction software, and voice amplifiers.
- Accommodation Services: Sign language interpreters or reader services for the student's first-day orientation session and technology-related training (two days or longer). Assistive technology related training

Submit a CAP WRP Request Form

- Visit WRP Central (www.wrp.gov) for a listing of WRP activities and CAP resources.
- Go online to request the appropriate accommodations at <http://cap.mil/Request/Request.aspx>

What agencies hire from the WRP Database?

We never know from year to year which agencies will hire from the WRP database. Our hiring efforts have been successful, with an over 25% hiring rate. Federal agencies employing 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 have also worked in most of the 50 states, the District of Columbia, Puerto Rico, and as civilian employees on military bases in Germany, Italy and South Korea.

In addition to the federal agencies, there have also been a number of private employers who have hired WRP candidates. They include: Deloitte, Fairfax County Government, General Dynamics, IBM, Institute for Human Centered Design, John J. Heldrich Center for Workforce Development, Prudential, Space Systems/Loral, and VW of America.

What if I need housing?

Students are responsible for finding and paying for their own housing. The best housing options tend to run out quickly, so begin your search immediately after you have received an offer of employment.

Some general information about student housing is available on the WRP website under the resources section at: www.wrp.gov.

The housing document contains suggestions for finding short-term housing in the Washington, DC area and other large metropolitan areas. In past years, students

have used classified ads in newspapers, and various short-term housing or roommates' websites such as www.craigslist.org.

It may also help to contact the housing office of local colleges and universities in the areas where you 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.

Your new supervisor or agency Human Resources professional may also be able to recommend local resources.

What if I need assistance with transportation to work?

Students are responsible for finding and paying for their own transportation. Students working in the Washington, DC area can obtain mass transit information from the website 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.

Federal agencies may offer transit subsidies to help employees pay for public transportation. Students should ask their employing organization's local Human Resources Office if they qualify and for further information.

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

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/11tables/index.asp>.

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. There is no one system for these tasks and the WRP does not specify how these tasks are done.

Any questions about pay or benefits should first be addressed to your supervisor.

What is my work schedule?

Your work schedule is up to your supervisor.

What should I do when my summer employment ends?

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

What if I have a criminal record?

Candidates with a criminal record can participate, but the campus coordinator should mention that many of the positions (since they are with the government) 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.

What is Schedule A, who is eligible, and where do the candidates get a Schedule A Letter and Certification of Job Readiness?

Schedule A is an excepted appointing authority for people with disabilities that consists of two parts- Proof of Disability and Certification of Job Readiness.

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.”

You can access a sample Schedule A Letter and Certification of Job Readiness on OPM’s website at: <http://www.usajobs.gov/individualswithdisabilities.asp> and http://media.newjobs.com/opm/www/usajobs/infocenter/Sample_Sch_A_Certification_Letter.docx.

Eligibility for appointment under this Schedule A (5 C.F.R. 213.3102(u)) authority consists of two parts:

1. 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 psychiatric 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.

2. Certification of Job Readiness: An individual hired under this authority must be ready to perform the job for which they are being considered. This certification is a statement that the individual is likely to succeed in the performance of the duties of the position for which he or she is applying. For instance, the

certification of job readiness for an individual applying for a position as an Administrative Assistant or an Accountant may state that the "individual is likely to succeed performing work in an office environment."

This certification of job readiness may be obtained from the same individuals that provided the proof of disability. The certification may be on the same documentation as the proof of disability or it may be a separate document.

In situations where an individual has the proof of disability documentation, but not the certification of job readiness, hiring agencies have the discretion to place an individual on a temporary appointment under Schedule A ([5 C.F.R. 213.3102\(u\)](#)) to determine an individual's job readiness.

To Contact Us -

For further information about WRP hiring, please contact us at www.wrp.gov.