



# Workforce Recruitment Program

Southern Oregon University

2025 Cycle



# What is WRP?

- ▶ The Workforce Recruitment Program (WRP) recruits college students, graduate students, and recent graduates with disabilities for a resume talent database that federal and select private-sector managers use to hire for internships or permanent jobs.
- ▶ WRP also provides career development to applicants through an informational interview.
- ▶ WRP is managed by the U.S. Department of Labor and the U.S. Department of Defense.

# Goals of the Program

- ▶ Bring students with disabilities into the employment process
  - \*Gain interviewing experience
  - \*Improve your resume
  - \*Market your abilities to a wide variety of potential employers all over the United States...an opportunity to be visible!
- ▶ Help college Career Centers and Disability Services Offices connect with their students with disabilities around employment.
- ▶ Function as a pipeline to bring new talent into the Federal Government and fill mission-critical jobs.
- ▶ Break down attitudinal barriers in the workplace.

# Important WRP Dates

**August 26, 2024** – Student and recent graduate registration opens

**October 15, 2024** – Student and recent graduate *registration closes*

**October 17, 2024** – Student and recent graduate *application deadline*

**October 21, 2024** – Deadline for Coordinators to submit WRP interview accommodation request forms

**October 23, 2024** – Recruiters matched with schools. School Coordinators and Recruiters receive assignments and should contact each other.

**October 28 - November 20, 2024**– Scheduling and informational interview period

**Mid December 2024** – WRP applications are made available to federal employers for one year

# Who can participate?

All applicants must:

- ▶ Be a student or recent graduate with a disability and eligible for hiring under the *Schedule A Hiring Authority* for persons with disabilities.
- ▶ Be a U.S. citizen.
- ▶ Be a current, full-time, degree-seeking, post-secondary (undergraduate or graduate) student OR have graduated from such an institution on or after April 1, 2022.

## Important notes:

- ▶ Students may also participate if they meet all the other requirements for the program but are taking a reduced course load due to a disability or if they are taking less than a full-time load in the term/enrollment period immediately prior to graduation because they do not need a full course load to graduate.
- ▶ Again, WRP also allows recent graduates who have graduated within two and a half years of the December release of the database to participate, so those that graduated/had a degree conferred from a postsecondary program in April 2022 or more recently are eligible. **Individuals who graduated prior to April 2022 are not eligible to participate this year.**

# What is Schedule A?

- ▶ Schedule A is a hiring mechanism for people with disabilities that allows them to be quickly hired into the federal workplace.
  - ▶ Improves the Federal Government's ability to hire.
  - ▶ Helps the Federal Government be a model employer.
- ▶ Candidates are eligible for Schedule A if they have an intellectual disability, psychiatric disability, or severe physical disability.
- ▶ To be hired, candidates with disabilities must be qualified for the position and provide a Schedule A letter to HR.

Learn more: [Schedule A Hiring Authority](#) and [How to Obtain a Schedule A Letter](#)

# Who can provide a Schedule A Letter?

A Schedule A letter is documentation that you are Schedule A eligible. This letter must be on letterhead and signed by:

- ▶ A licensed medical professional (such as, but not limited, to primary care physicians, family physicians, psychologists, psychiatrists, audiologists, and other specialists);
- ▶ A licensed rehabilitation professional; or
- ▶ Any federal or state agency that issues or provides disability benefits (such as the Social Security Administration, the Veterans Administration, etc.).

**The Schedule A letter does not need to include your specific disability, medical history, or need for accommodation.** WRP encourages candidates to have their letters follow the [sample language](#) provided as closely as possible.

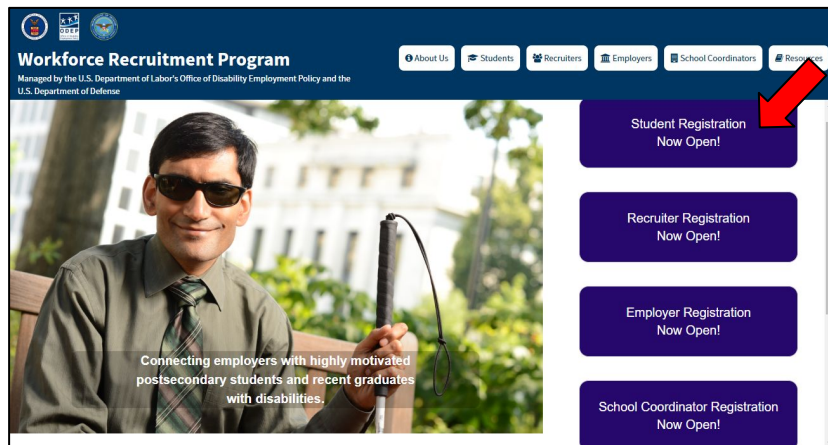
# WRP and Schedule A

- ▶ WRP candidates must certify that they are eligible for Schedule A when they register on [WRP.gov](https://www.wrp.gov).
- ▶ WRP Employers use Schedule A to hire WRP candidates for internships and jobs at their agencies.
- ▶ Candidates must provide a Schedule A letter to the federal agency's human resources (HR) if accepting a job offer/opportunity, not before.
- ▶ Have your letter on hand by December 2024 to provide to an agency's HR if requested. Otherwise, you could delay or lose job opportunities and frustrate your potential employer.
- ▶ Do not upload your letter to [WRP.gov](https://www.wrp.gov) but have it ready!



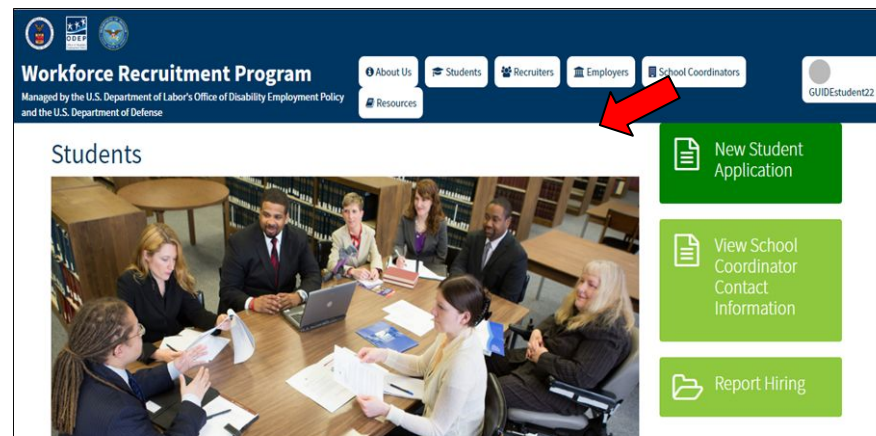
# Register at WRP.gov

- ▶ To register for the WRP, students will need to visit [WRP.gov](https://www.wrp.gov).
- ▶ WRP recommends using a computer and not a mobile device for best compatibility.
- ▶ Select the first purple box that says, “Students Registration Now Open!”. Then, click the green “Students Register Now!” button.



# Student Registration Steps

- ▶ Click the registration button, then accept the *Rules of Behavior*, the *WRP Referral Agreement*, and the Registration form.
- ▶ Once your School Coordinator approves your registration, you will receive an email with information about how to create or sign into your [Login.gov](https://login.gov) account, which you will use to log into WRP.
  - ▶ Login.gov is a secure sign in service used by the public to sign in to participating government agencies. Participating agencies will ask you to create a Login.gov account to securely access your information on their website or application.
- ▶ After you set up your login for the first time, you will be directed to your student homepage.
- ▶ Click **New Student Application** to get started!



# Required information for the WRP Application

The WRP student application consists of:

- ▶ Identification and contact information
- ▶ Resume
- ▶ Transcript (official or unofficial) - **ask us for it!**
- ▶ Academic information including major, degree, GPA, etc.
- ▶ Job and location preferences and interests
- ▶ Disability & demographic info (for statistical purposes only, not shown to employers)
- ▶ Optional: Cover letter, letter of recommendation, writing sample, etc.

**IMPORTANT: Do not upload information that contains your social security number, date of birth, or other sensitive personally identifiable or health information.**

**HINT: Before submitting your application...let DR know and we can take a look at it for recommendations...**



# Informational Interviews

WRP applicants can receive an informational interview with a WRP Recruiter, who is a Federal Government employee.

- ▶ You will have a conversation where you may ask for career advice and learn about federal service.
- ▶ Recruiter will provide feedback and general suggestions on your resume and application.
- ▶ This is your chance to learn and seek advice from a federal employee about how to succeed in your future career path.

# Preparing for Your Interview

- ▶ Review your resume with the [Office of Career Connections](#) before uploading it to WRP.gov

**IMPORTANT: Use Career Connections resources to improve your resume, write your cover letter, practice job interviewing skills...**

Example: [University of Pennsylvania's Résumé Guide/Template Download](#)

- ▶ Create a list of general questions to ask your Recruiter about federal service and career advice, and practice with your Coordinator or a peer.

\*Before interviews, we will share a [Student Guide to Informational Interviews](#) with recommendations about how to be more prepared.

- ▶ Research federal careers and agencies. Be aware that your Recruiter may be in a different career field, so be flexible in your questions.

# Preparing for Your Interview (2)

- ▶ Be prepared to answer questions related to your academic, professional, and extracurricular experiences.
- ▶ Give highlights of your successes and discuss how you anticipate or solve problems.
- ▶ Be ready to receive resume feedback in your interview...take notes of these!
- ▶ **This is a serious commitment:** make sure you put several reminders on your calendar once your interview is scheduled.
- ▶ Give yourself time to prepare beforehand and be on time. Make sure you are in a quiet space and have your technology ready.
- ▶ If a critical issue arises and you must reschedule, inform your School Coordinator immediately and well in advance.



**Don't Miss!**

## *Resume Writing & Interview Skills Workshop*

**Date: Wednesday, October 2**

**Time: 3:30 - 5:00 PM**

**Location: Zoom Meeting ID: 869 0006 7407**

**Sponsored by the Office of Career Connections**

This hands-on workshop will cover key strategies for crafting effective resumes and mastering interview techniques. Whether you're entering the job market or seeking to refine your skills, this session is for you.



**Get Job Ready!**

**Resume Writing & Interview Skills**

Workshop for students registered in Disability Resources

The Office of Career Connections will share best practices to write an effective resume as well as tips on how to prepare for an interview.

- ✓ **Wednesday, October 2**
- ✓ **3:30 - 5:00 PM**
- ✓ **Join the session virtually**  
**ZOOM Meeting ID: 869 0006 7407**

 **CAREER CONNECTIONS**  
CAREERS.SOU.EDU



Questions or accommodations\*?  
Please, contact us at [dr@sou.edu](mailto:dr@sou.edu) or [careerconnections@sou.edu](mailto:careerconnections@sou.edu)

\*Any requests given 72 hours before the event can't be guaranteed.

# After the Interview

- ▶ Your application is published to federal employers from December 2024 to December 2025.
  - ▶ You must reapply to WRP each Fall that you wish to participate.
- ▶ Keep your WRP application and contact info up to date **all year**, so employers can contact you! You can edit your application and documents even after submitting.

**Please note: WRP is not a guarantee of employment, and we encourage you to pursue other avenues in addition to WRP such as [usajobs.gov](https://www.usajobs.gov)**



# How Employers will Contact You

- ▶ Employers may contact WRP applicants directly by email or phone. (WRP, School Coordinators, and Recruiters do not track this information.)
- ▶ Employers may contact candidates as early as January, and will continue through June for Summer jobs, and up to one year for permanent jobs.
- ▶ If you are contacted, get the person's contact information. Ask about the location of the position, the job title, and job duties.
- ▶ After registering, sign into WRP.gov and read the "[Important Information for WRP Candidates](#)" article for more details.

# Do you have more questions?

Please contact the following School Coordinator or schedule an appointment:

## **Disability Resources**

Leandra Figueroa-Pagán, Assistant Director of Disability Resources

[figueroal@sou.edu](mailto:figueroal@sou.edu)

and/or at [dr@sou.edu](mailto:dr@sou.edu) | 541-552-6213



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