



Important Information for Candidates

Thank you for interviewing with the Workforce Recruitment Program (WRP).

Here are some important items for you to remember about your participation in the WRP:

- **Employers will begin contacting candidates about jobs as early as mid December, and will continue through June for summer jobs, and up to one year later for permanent jobs.**
- **Employers will contact candidates directly. If you are contacted with a job offer, be sure to get the name, phone number or email address of the person contacting you. This will be your only means of getting back in touch with that person. In addition, you should also ask about the location of the position, the job title, and job duties.**
- **Neither your recruiter nor the WRP office will be tracking your application. Employers will contact candidates directly without going through the main WRP Office.**
- **If you have accepted a job from an employer, be sure to request confirmation of the job offer in writing and contact information for the employer.**
- **Stay in touch regularly with the employer after you have accepted a job to ensure that you have submitted all necessary materials to them, including information on your job accommodation needs.**
- **Be sure to keep the Informational Materials packet that was given to you prior to your interview. It contains a lot of useful information.**
- **If an issue arises that will prevent you from keeping your commitment to a job you have already accepted, immediately contact the employer to inform them.**
- **Do not accept jobs from more than one WRP employer at the same time. If you receive multiple job offers, keep all of the employers informed about your situation and come to a decision as quickly as possible. Holding on to job offers from two or more agencies wastes federal money and resources, denies your fellow candidates those job opportunities, and discourages employers from using the program in the future.**