

## **Informational Materials Packet**

**Please review the enclosed materials, and keep them for future reference.**

1. Handout entitled "How the Program Works"
2. Handout entitled "Who Is Eligible?"

## HOW THE PROGRAM WORKS

1. The WRP is a recruitment and referral program that connects federal and private 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.
2. The U.S. Department of Labor's Office of Disability Employment Policy and the U.S. Department of Defense's Office of Diversity Management & Equal Opportunity manage the program. A wide variety of other federal agencies also participate in the consortium.
3. Recruiters from participating agencies interview students and recent graduates with disabilities at colleges and universities nationwide. Over 3,000 students and recent graduates are interviewed between the beginning of October and through mid November of each year. In 2011, over 600 students and recent graduates were hired for summer and permanent jobs within the federal government and the private sector.
4. The candidate registers online, completes the online application, submits all necessary paperwork online, and participates in a 30-minute interview with a trained recruiter. Candidates must bring a hard copy of their resume to the interview. Arrangements for interviews usually are coordinated through the campus Disability Services Office or Career Services Office.
5. We don't provide the candidates with a list of questions that they are going to be asked because they are typical/general interview questions. Candidates should be able and confident to talk about themselves, their work experience, their skills, their strengths, their goals, where they want to work (by state), the type of work they want to do in the future, and any workplace accommodations they might need.
6. The only question that they should be ready to answer that is a little different than a typical interview would be to answer the question, "What workplace accommodations do you need in order to perform the essential components of the position?" If candidates are not comfortable with this question, they should consult with their Disability Services Office for assistance in translating their academic accommodations to workplace accommodations and effective ways of communicating that to the recruiter.
7. The recruiter may ask the candidate what agencies they would like to work at in the future. The candidates should be able to articulate an answer to that question with two or three reasons why they feel they are a good fit for those agencies. However, a candidate should be prepared to do this for any interview they have.

8. Candidates should consult with the Career Center on campus to conduct mock interviews prior to their WRP interview. The Career Center has many resources that will help prepare candidates for their interview.
9. Candidates are not interviewing for specific positions at specific agencies. They are being interviewed to assess their strengths and overall readiness to work in the federal or private sector. Candidates are not placed into jobs; they are simply being added to a database that is made available to federal employers directly and to the private sector through a contractor. Recruiters are assessing a candidate's qualifications, maturity, direction, and communication.
10. Recruiters prepare interview summaries and enter information about the candidates into a recruitment database. In December, candidate information and interview notes are made available via a secure online database to potential employers in the federal sector. Your resume is also available to the private sector through our contractor, EARN. Candidates may get a call or email from a representative of EARN prior to your resume being provided to the private sector.
11. \*Please note, at no time is your disability disclosed to any employer, either federal or private. The accommodation requested is the only field that is visible to federal employers. The private sector employers are not given the accommodation information. However, if a candidate needs an accommodation for either the interview and/or on the job, it is the responsibility of the candidate to make that request known to the employer.
12. Permanent positions may be offered at any time during the year. Summer jobs are usually offered by June 15. Candidates may assume that they will not receive summer job offers if there has been no contact by that time; however, summer offers occasionally are made after June 15.
13. Placements may be made anywhere in the United States and abroad for Department of Defense agencies. In 2011, about 30% of the candidates hired through the program worked in the Washington, D.C. area. The rest worked at other locations around the world. The candidate pays the cost of transportation to and from his/her home state (or college) and the location of the worksite unless otherwise stated by the employer.
14. Candidates must keep track of any job offers they get. Neither recruiters nor schools are informed when offers are made and cannot assist candidates who fail to obtain basic information such as the name and location of the agency, and the name, phone number, and email address of the person making the offer.
15. The candidate should ask the person who extends the offer specific questions about the job. Items that should be discussed include salary, location, hours, duties, and training opportunities. Candidates may also want to ask about options for accessible, affordable housing and transportation to and from work. However, it is the candidate's responsibility to arrange and pay for relocation expenses and summer housing, unless otherwise stated by the employer.

16. Summer room and board arrangements are usually made separately by the candidates. Candidates should ask what is included when summer housing arrangements are described. Attendant care expenses are the responsibility of the candidate.

17. The employer will provide worksite accommodations. Candidates should clearly state their needs prior to the start of their employment period. The sooner the employer knows what types of adaptive services and equipment are necessary, the more likely it is that accommodations will be in place by the time the candidate starts work.

18. The recruitment program does not track which individual candidate applications are viewed by the employers in the database. Consequently, there is no place candidates can call to inquire about their chances of receiving an offer by a particular date or with a particular agency. Procedures, jobs, and circumstances vary from employer to employer. Employers will contact candidates directly when they are ready to make offers.

19. Candidates in the database could receive calls and/or emails from the hiring managers from a variety of federal agencies or private companies at any time. Our policy is that we do not disclose information regarding whether or not individual candidates were entered into the database. If an employer is interested in reviewing a candidate's application, that employer will contact the candidate directly. In the meantime, candidates should always be pursuing other opportunities that are of interest to them. This should only be one of many opportunities that they are exploring for summer or permanent employment.

20. You will be asked to self-identify whether or not you are Schedule A eligible on the application. You can check yes, no, or leave it blank. It is up to you. Regardless of how you answer it, many employers may ask you if you are Schedule A eligible. Please educate yourself on what Schedule A is, how it works, and how you obtain your Schedule A letter and Certificate of Job Readiness statement. If you have questions about this, visit your WRP contact for additional assistance.

Please review the following links:

- USAJOBS: [https://help.usajobs.gov/index.php/Individuals\\_with\\_Disabilities](https://help.usajobs.gov/index.php/Individuals_with_Disabilities)

- Office of Personnel Management (OPM): [www.opm.gov/disability](http://www.opm.gov/disability)

- The ABC's of Schedule A:

[http://www.dol.gov/odep/pubs/scheduleA/abc\\_Job\\_Applicants\\_ODEP\\_508%20compliant.pdf](http://www.dol.gov/odep/pubs/scheduleA/abc_Job_Applicants_ODEP_508%20compliant.pdf)

## WHO IS ELIGIBLE?

The Workforce Recruitment Program serves individuals

- has a disability
- is a United States citizen
- is a current, full-time, degree-seeking, post-secondary student, unless they are taking a reduced course load due to a disability OR
- is in their final semester.
- Individuals who met the preceding requirements while enrolled, but have graduated within one year of the release of the database each December, are also eligible. For the 2013 WRP release, interviews will be held in the fall of 2012.

Candidates who graduated prior to **October, 2011**, are NOT eligible to participate this year.

**Because this program is sponsored by the federal government, all participants must be United States citizens.**

This program is intended to assist people with disabilities that substantially limit activities of daily living in accordance with the Americans with Disabilities Amendments Act of 2008 and the Rehabilitation Act of 1973 as amended.