Q: What are the password requirements?
A: Before logging into the WRP, you must first change your password using the following requirements:
Passwords must be at least 8 characters in length.
Passwords must contain at least:
One lower-case alphabetic character
One upper-case alphabetic character
One numeric character
One of the following special characters: !, @, #, $, %, ^, &, *, (,)
Passwords must contain a non-numeric in the first and last positions.
Passwords may not contain two consecutive identical characters.
Passwords may not be the same as, or contain, the user ID.
Passwords are case sensitive.

When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way.

Q: What if a user never gets the automatically generated email with their username and temporary password?

A: They should first check their Spam/junk folder to make sure that the email didn't go to their Spam/junk folder instead of their inbox. The email comes from info@wrp.gov . This is why some email servers consider it spam. If it isn't anywhere, they should try to reset their password. Please see the instructions below on how to reset a password. If they still don't get it, the campus coordinator should email a WRP administrator for assistance.

Q: What if a user forgets their password?
A: If a user forgets their password, they can have it reset. All they need to do is to go to www.wrp.gov and the user should enter their username (email address) like they are going to log in. Then, instead of entering a password, they should click "Forgot Your Password" which is directly under the Sign In button. The user will then get an automatically generated email from info@wrp.gov with a new temporary password. They need to follow the directions in that email. In addition, they need to be careful to enter the temporary password exactly as it is written. It is recommended that they copy and paste the password from the email into the password field. But, when they do that, be sure to not get any extra spaces before or after the actual password.

Also note the campus coordinator can reset the candidate's password by clicking the green dot with arrow next to the candidate's name under the "Approve/Reject" student screen of the campus coordinator's user page. Click that button and then the reset button in the next window that pops up.

Q: What is the cutoff date for graduated candidates to participate in the WRP interviews this year?
A: For schools that are on the semester schedule, the candidate had to have graduated in December 2011or sooner. But, for the schools that are on the quarter schedule, the candidate had to have graduated in October 2011or sooner. Unfortunately, no exceptions can be made to this rule for graduates.

Q: Is there a minimum GPA?
A: No, however, if a candidate has a GPA lower than a 2.5 on a 4.0 scale, the recruiter has been directed to ask for the candidate to explain the circumstances. The candidate can choose not to answer the question.

Q: When can candidates register?
A: Candidates can start to register as soon as campus coordinator sends them the URL for the registration webpage (https://wrp.gov/registerstudent). The candidates can't begin to complete their application until the school approves them. Once the campus coordinator approves them, the candidates will get an automatically generated email with their username (email address) and temporary password.

Q: Can a candidate interview with a recruiter if their application is not complete?
A: NO- all candidates must have a completed application in order to interview with a recruiter this year. No exceptions will be made.

Q: Can candidates save their application and come back to it later?
A: Yes, candidates can save their application and come back to it later. They can log out after they enter information on each page. However, in order to log back into the website, the candidates need to remember what they changed their password to or they will have to have it reset by the system.

Q: Does the campus coordinator have to verify that the candidate has a disability if they are not registered with the Disability Services Office at my school?
A: No, the campus coordinator doesn't have to verify that the candidate has a disability per our rule, but if they would like to, they may. The campus coordinator can ask that the candidate to provide a contact person from the Disability Services Office or other licensed medical professional to confirm that they are a person with a disability.

Since WRP doesn't ask for any documentation, WRP relies on the policies and procedures of each school to ensure that all candidates meet the requirements of the program.

When the candidate signs up, they have to certify that they are indeed a person with a disability. We can't control whether candidates are being truthful. But, if we would find out that the candidate is not a person with a disability, we would remove them from the database right away.

It is recommended that the campus coordinator initially approve the candidate if they are trying to apply. If there is a question of disability eligibility, the campus coordinator could email the candidate asking them to send a confirmation email to the campus coordinator saying that they are indeed a person with a disability. The campus coordinator doesn't have to request any documentation from these candidates, but just ask the candidates to ensure they are a person with a disability.

This is the language directly from the Student Self Registration Page:

"In order to participate in this program you must self-identify as a person with a disability and be a U.S. citizen." and then they must check a box next to this statement that says: "I certify that I am a person with a disability."

This is the best we can do to ensure all are individuals with disabilities, but it is encouraged the campus coordinators to be as generous as possible with their definition of disability.

Q: What is the process for the candidates?
A: All candidates need to register by going to https://wrp.gov/registerstudent. Once the candidate completes the "Student Self Registration" page, the campus coordinator needs to log in and approve or reject the candidate. The campus coordinator does this by going to the "Approve/Reject" link in their school tools menu. The candidates can't begin to complete their application until the campus coordinator approves them. Once the campus coordinator approves them, the candidates will get an automatically generated email with their username (email address) and temporary password in addition to the link that they can go to in order to complete their application. They need to follow the directions in that email.

The candidate needs to log in with the username and temporary password to https://wrp.gov. When the candidate enters their temporary password, they need to be very careful to enter the temporary password exactly as it is written. It is recommended that they copy and paste the password from the email into the password field. But, when they do that, be sure to not get any extra spaces before or after the actual password or it won't work.

Once the candidates are working on their application, they and the school coordinator can see everything that they need to complete and upload. The campus coordinator and the candidate have the exact same capabilities to update the candidates' applications. At this time, the candidate and campus coordinator will be able to upload the required Resume and Transcript to their application.

Q: Does the transcript have to be official?
A: NO, an unofficial copy of the transcript is acceptable.

Q: What does the candidate have to bring with them to the interview?

A: The candidate should come dressed professionally to the interview with a copy of their most up to date resume with them to give to the recruiter. Even though the recruiter will have access to the candidates' applications prior to their visit, the recruiter will still need something to review and ask questions from during the interview. The recruiter may retain the materials after the interview, but the recruiter IS NOT responsible for making any corrections or additions to the candidates' applications.

Q: When is the last time that the candidates can update their application?
A: The candidate can update their application at any time throughout the year. However, they do not have access to the information that the recruiter inputs. If that information needs to be changed after the database has been published in December, the campus coordinator will need to contact a WRP Administrator.

Q: Can you please clarify the uploading documents piece?
A: The candidates can upload any documents with the following file types (including word documents, Word 2007, excel, excel 2007, PDF, text, rich text, open office documents and most graphic formats). IF they are going to upload a PDF, we ask that it be an accessible PDF. We understand that for some schools, the only way students and recent graduates can get their transcripts is in a hard copy. The only way to upload them from a hard copy is by scanning them into a PDF. However, scanned images are not accessible and that is the reason that we provided the schools and candidates with a link to a resource on how to create accessible PDF's and other documents.

In addition, candidates may choose to upload a letter of recommendation and the same goes for that- it is a scanned image that isn't accessible and we hope that they think before they upload a number of inaccessible PDF's. We understand that not everyone will have the ability to create an accessible PDF, but we are doing what we can to increase the likelihood that the documents uploaded will be accessible.

Documents cannot be any larger than 1 MB (per guidance on the Manage Documents page). One reason why the documents are so large (over 1 MB) and can't be uploaded is because it is a scanned image (picture) of the paper. That makes the document larger. The PDF files can be condensed to make them smaller.

Here is some guidance:

When the file is too large, there are a few options.
There are two options that are often available with the scanning software.
- One, when you scan it do so at a lower resolution; instead of 300 dpi you can choose something such as 72 dpi or lower.
- Two, you can set the compression to be lower quality (higher compression). Both of these will result in a smaller file.

If the scan that is being put into a PDF file has multiple pages, you can break it into smaller files. Some candidates have their full transcript broken up into 3 or 4 files. Since

a candidate can upload 5 files, the resume must be one and the other four can be "Transcript 1/4", "Transcript 2/4", etc.

Since the transcript doesn't have to be an official copy, the candidates can also copy and paste an unofficial copy from the internet and save it as a Word document and upload the Word document. Normally, Word documents are smaller than 1MB and that is an acceptable work around.

If these ideas are unable to help you, it is encouraged that you contact the IT office or computer help desk and ask for assistance on how to make files/PDF's smaller. The other thing that you can do is to review the information that we provided on creating accessible PDF's: http://www.dm.usda.gov/oo/target/wrp.html.

Please give these suggestions a try. The most important thing is to make the file smaller (under 1 MB) in order to upload it.

Q: What types of questions will be asked and how do candidates prepare for the interviews?
A: WRP doesn'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.

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.

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 student should be prepared to do this for any interview they have.

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.

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.

Q: I see it is a paid internship, do you know what the salary would be?
A: 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/12tables/index.asp.

Q: Can a candidate who has a criminal record still participate in WRP?
A: Yes, candidates with a criminal record can participate, but the campus coordinator should mention that many of the positions (since they are with the government and specifically with the Department of Defense) 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.

Q: What agencies hire from the WRP Database?
A: We never know from year to year which agencies will hire from the WRP database. We have had a very successful summer with over 510 hires reported so far – including a number of permanent job placements – from our database of 2,200 candidates. Here is a list of agencies who have hired in 2011. This list is accurate as of August, 2011. Federal agencies who employed WRP candidates this year 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 worked in more than 38 states, the District of Columbia, Puerto Rico, and as civilian employees on military bases in Germany 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.

Q: How is location determined? For example, would candidates be recruited for jobs in other states?
A: As for the location preference question, the recruiter will ask the candidate which states they want to list as their location preferences. They can list up to 5 states. The candidate can then also put restrictions on the locations listed. For example, they say that they want to work in VA, but they only mean Northern VA/DC metro area. Or, the candidate is willing to work in California, but they need to have access to public transportation. The recruiter would note that in the Location Preference Notes section which is right next to the location preference section that the employer sees.

We ask the recruiters to caution the candidates from saying random states or having the recruiter write "All" or "Open" in the location notes section. Many times the candidates really don't mean all or they haven't thought of the cost of living for a certain area, the availability of supports- whether that is disability related supports or even family and friend supports, transportation issues, or housing arrangements.

When candidates are unrealistic and list something that isn't a serious option for them, this will negatively affect them and the program when employers call them for an opportunity. For example, an employer in rural North Dakota contacts a candidate from Florida and the candidate had the recruiter write down that they were open to all states. But, when the candidate gets this offer, they laugh it off and say "no". An employer may feel like they just wasted their time on a candidate that should have never come up in their search because the candidate incorrectly represented their location preferences. The employer will become frustrated and may discontinue their use of the database. Obviously, this hurts everyone in the end. The candidates are encouraged to be realistic when they choose the states in which they are willing to work.

Candidates will be considered for all positions that they say they are interested in working- and even maybe others. This specifically happens for candidates who have very specific or in demand skills such as engineers, or other hard scientists. Many times employers will contact everyone no matter what they put down as their location preference in the hopes of luring them from where they are to where the job is. This sometimes happens for candidates and can be successful if the candidate is willing and able to move.

Q: What should first year candidates put down for their GPA?
A: It is recommended that the candidate put down a 0 for the GPA, as that is really the only option since the GPA is required. When an employer searches for candidates, the search is sorted by the overall rating of the candidate by the recruiter, not by GPA initially. When the employer sees that they have a 0 for their GPA, they will quickly realize that the candidate is a first year student. This should not hurt the candidate's options for employment.

The candidate should ensure that their current transcript that has their current class schedule on it is uploaded. They should not upload their high school transcript.

Q: What is Schedule A, who is eligible, and where do the candidates get a Schedule A Letter and Certification of Job Readiness?
A: Schedule A is an excepted appointing authority for people with disabilities that consists of two parts- Proof of Disability and Certification of Job Readiness. www.opm.gov/disability.

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."

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.