



Student Registration & Application Process

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Important WRP Dates (revised)

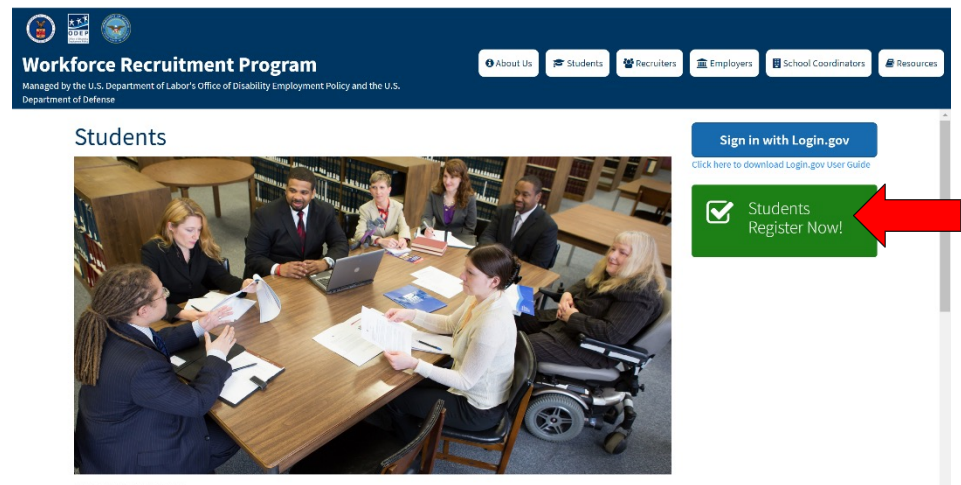
- ▶ Student registration opens: August 30
- ▶ Student registration closes: October 11
- ▶ Student applications close: October 13
- ▶ Info. interview accommodations due: October 15
- ▶ Recruiter assignments posted: October 20
- ▶ Interview period: October 25 –November 17
- ▶ Database released to employers: Mid-December

Best Practices: Preparing for Students

- ▶ Make sure Disability Services and Career Services are familiar with WRP and if possible, are working together.
 - Students that have a resume review, workshop, or other support before submitting their documents are better prepared.
- ▶ Talk to your Veterans Service Office/Coordinator, Student Services, and other relevant offices or groups on campus.
- ▶ Review [marketing materials from WRP](#) or create your own! Sign into the website to download. Link sent by email last week.

Student Registration Process

- ▶ Students and recent grads go to WRP.gov and click “Students Register Now!” button.
 - All new and returning applicants take this step. Please use a computer or tablet. Registration will not work correctly on a mobile device.
- ▶ They will need to:
 1. Agree to the website Rules of Behavior
 2. Complete an agreement form stating they meet the WRP eligibility requirements and agree to share their application with employers
 3. Complete the registration form



Pending Student Registrations

- ▶ Coordinators will receive an email when a student registers.
- ▶ On this page, you can create or reject a student registration.
- ▶ Click the student's first name to open and review the registration, and either create student account or reject the registration.

The screenshot displays the 'User Registration Requests' page in the Workforce Recruitment Program (WRP) interface. The page is co-sponsored by U.S. DOL ODEP & U.S. DOD. The user is logged in as GUIDEcoordinator22. The left sidebar shows a 'Filter navigator' and a list of menu items: Home Page, School Coordinator, Pending Student Registrations (highlighted with a red arrow), Rejected Student Registrations, Student Profiles, Student Applications, and Students Without Interviews. The main content area shows a table of pending registrations. The table has columns for First name, Last name, UserId/Primary Email, School that I Attend, Location where I am interviewing, and State. A single row is visible for a student named GUIDEstudent24, with email GUIDEstudent24@school.edu and school Boston University. The status is 'Pending'. The page also includes a search bar, a filter for 'All > State = Pending > User Type = Student', and pagination controls showing 1 to 1 of 1.

	First name	Last name	UserId/Primary Email	School that I Attend	Location where I am interviewing	State
<input type="checkbox"/>	GUIDEstudent24	GUIDEstudent24	GUIDEstudent24@school.edu	Boston University	Boston University	Pending

Pending Student Registration

- ▶ If you click “Create User,” student gets account, receives email with instructions on how to sign in, moves to **Student Profiles** page.
- ▶ If you click “Reject,” student receives rejection email, moves to **Rejected Student Registrations** page.

Workforce Recruitment Program (WRP) Co-sponsored by U.S. DOL ODEP & U.S. DOD.

GUIDEcoordinator22 GUIDEstudent24

Filter navigator

Home Page

School Coordinator

Pending Student Registrations

Rejected Student Registrations

Student Profiles

Student Applications

Students Without Interviews

WRP School Recruiter Assignments

Student Interview Appointments

Knowledge

Student Accommodations

User Registration Request - GUIDEstudent24

Create User Reject

* First name GUIDEstudent24

Middle Name

* Last name GUIDEstudent24

Suffix

* Location where I am interviewing Boston University

* School that I Attend Boston University

Please list the postsecondary school that you currently attend. If you are a recent graduate, please list the postsecondary school from which you graduated

* Primary Phone 123-123-1234

Alternate Phone

* UserId/Primary Email GUIDEstudent24@school.edu

* Confirm Email Address GUIDEstudent24@school.edu

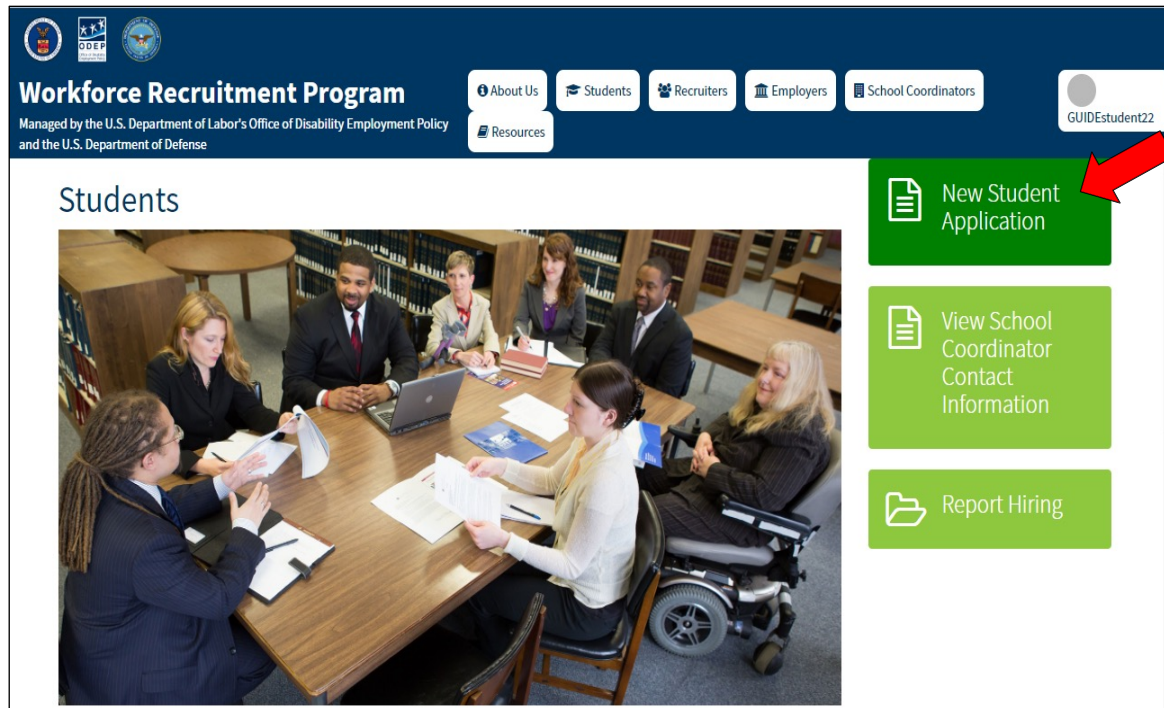
New Account Process for Students

Once approved by a Coordinator, student will receive an email directing them to create an account or sign in to WRP using Login.gov.

Login.gov is a secure sign-in service used to log in to participating Federal Government agency websites. Student will use this sign in process with WRP beginning August 23rd. Login.gov User Guides will be provided.

Student Homepage & Application

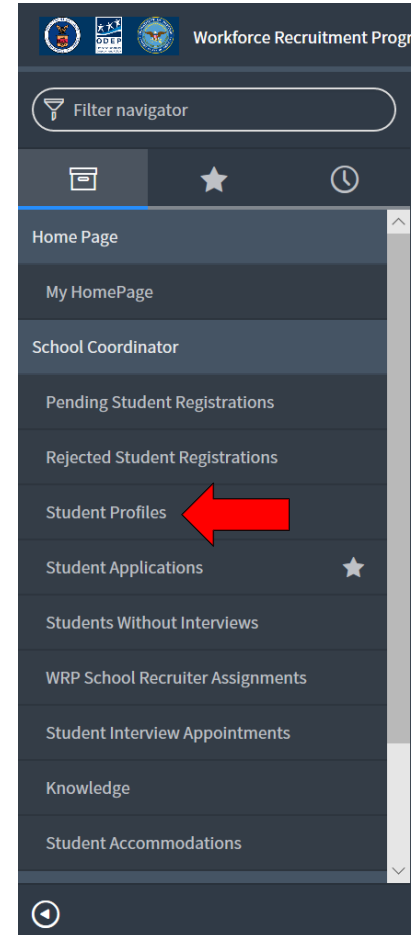
- ▶ Once a student has an account, they need to submit a WRP application and upload their resume and transcript by October 13. Cover letters, writing samples, and letters of recommendation are optional.



The screenshot displays the Workforce Recruitment Program (WRP) Student Homepage. The header is dark blue with logos for the U.S. Department of Labor, ODEP, and the U.S. Department of Defense. Below the logos, the text reads "Workforce Recruitment Program" and "Managed by the U.S. Department of Labor's Office of Disability Employment Policy and the U.S. Department of Defense". Navigation links include "About Us", "Students", "Recruiters", "Employers", "School Coordinators", and "Resources". A user profile icon labeled "GUIDEstudent22" is in the top right. The main content area is titled "Students" and features a large photo of a diverse group of people in a meeting. To the right of the photo are three green buttons: "New Student Application" (highlighted with a red arrow), "View School Coordinator Contact Information", and "Report Hiring".

Student Profiles

- ▶ To see a list of all students you have created who have website accounts, go to **Student Profiles** page.
- ▶ On this page, you can export a list of contact information for all students.
- ▶ Click the student's name or "i" button to see their individual profile information.



Student Profiles: Notes about Students

Program (WRP) managed by U.S. DOL ODEP & U.S. DOD

User Registration Requests

Search

First name

Search

All > User Type = Student

<div></div>	<div></div>	<div>First name</div>	<div>Last name</div>	<div>UserId/Primary Email</div>	<div>School that I Attend</div>	<div>Location where I am interviewing</div>	<div>Notes about Student</div>
<div><div></div></div>	<div><div></div><div>Student1</div></div>	<div>Test</div>	<div>Student1Test07282020@test.com</div>	<div>University of Tennessee - Chattanooga</div>	<div>University of Tennessee - Chattanooga</div>	<div>2020-07-28 05:20:47 PM - Coordinator06252020 Test (Notes about Student) Meeting with student for resume review on August 27th.</div>	
<div><div></div></div>	<div><div></div><div>Student2</div></div>	<div>Test</div>	<div>student2testing07282020@test.com</div>	<div>University of Tennessee - Chattanooga</div>	<div>University of Tennessee - Chattanooga</div>	<div>2020-07-28 05:21:03 PM - Coordinator06252020 Test (Notes about Student) Student has questions about Schedule A.</div>	

Notes can be written from Student Profiles list view by clicking the Notes field. To see a full record of past notes, click into the student's profile.

Notes are only visible to Coordinators and WRP staff, not to students. Notes cannot be deleted once written and should be kept professional.

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CT Coordinator06252020 Test

User Registration Request - Student2

Confirm Email Address student2testing07282020@test.com

Alternate Email

Time Zone (GMT-06:00) Central Time (US & Canada)

Notes about Student

Notes about Student

Post

Activities: 1

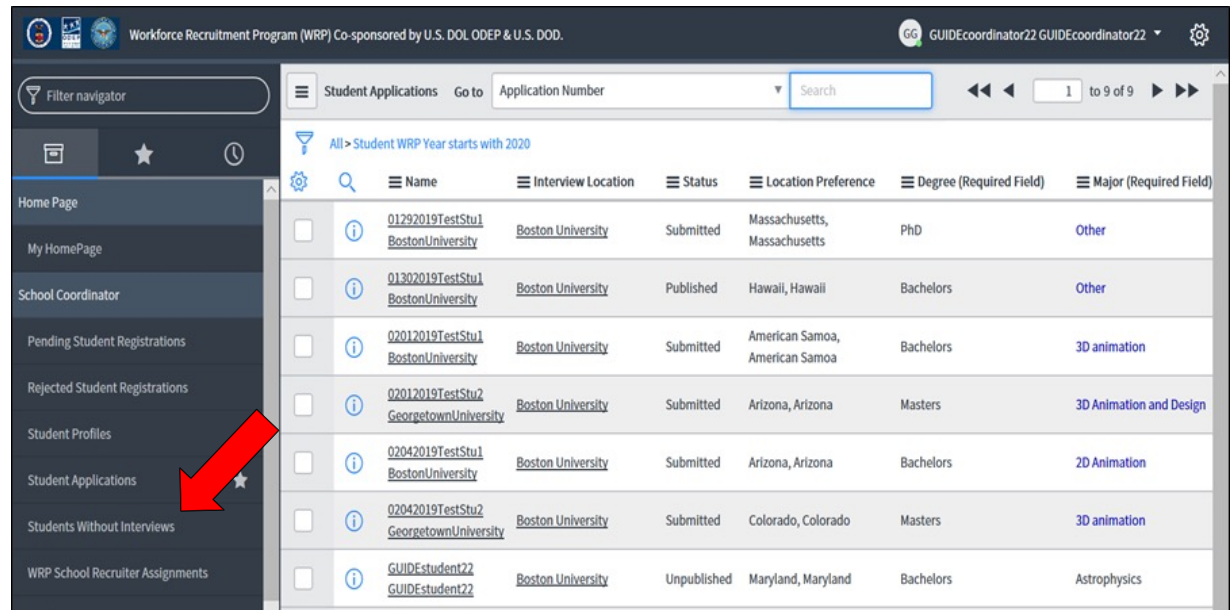
CT Coordinator06252020 Test

Notes about Student • 2020-07-28 05:21:03 PM

Student has questions about Schedule A.

Student Applications

- ▶ Every student with a draft or submitted application is listed.
- ▶ **Not all candidates with WRP accounts have an application.** A candidate must have logged in and clicked the “New Student Application” button for their application to be visible to you.
- ▶ You can assist students in completing draft applications if needed.
- ▶ An application is complete when status says “Submitted.”



Workforce Recruitment Program (WRP) Co-sponsored by U.S. DOL ODEP & U.S. DOD.

Filter navigator

Student Applications Go to Application Number Search 1 to 9 of 9

All > Student WRP Year starts with 2020

	Name	Interview Location	Status	Location Preference	Degree (Required Field)	Major (Required Field)
<input type="checkbox"/>	01292019TestStu1 BostonUniversity	Boston University	Submitted	Massachusetts, Massachusetts	PhD	Other
<input type="checkbox"/>	01302019TestStu1 BostonUniversity	Boston University	Published	Hawaii, Hawaii	Bachelors	Other
<input type="checkbox"/>	02012019TestStu1 BostonUniversity	Boston University	Submitted	American Samoa, American Samoa	Bachelors	3D animation
<input type="checkbox"/>	02012019TestStu2 GeorgetownUniversity	Boston University	Submitted	Arizona, Arizona	Masters	3D Animation and Design
<input type="checkbox"/>	02042019TestStu1 BostonUniversity	Boston University	Submitted	Arizona, Arizona	Bachelors	2D Animation
<input type="checkbox"/>	02042019TestStu2 GeorgetownUniversity	Boston University	Submitted	Colorado, Colorado	Masters	3D animation
<input type="checkbox"/>	GUIDEstudent22 GUIDEstudent22	Boston University	Unpublished	Maryland, Maryland	Bachelors	Astrophysics

Student Application: Identification

- ▶ Please note this is the Coordinator view of the student's application—students have the same fields and pages, but their view is a little different.

Program (WRP) managed by U.S. DOL ODEP & U.S. DOD

00 081219CoordinatorFV1 081219CoordinatorFV1

< ≡ Student Application - APP0029498

Update Save Previous Next Print Preview

Student 081219StudentFV1 081219StudentFV1 Status Draft

Identification

Information Your application will not be submitted until you click the "Submit Application" button on the Finalize page

Student First Name Test

Student Middle Name

Student Last Name Student

Suffix

School Attended Isothermal Community College

Update Save Previous Next Print Preview

Related Links

- [Identification](#)
- [Contact Information](#)
- [Work History](#)
- [Manage Documents](#)
- [Academic Information](#)
- [Location Preferences](#)
- [Disability and Demographic Information](#)
- [Finalize](#)

Student Application: Contact Info

< ☰ Student Application - APP0029498 📎 ✓ ⋮ Update Save Previous Next Print Preview ↑ ↓

Contact Information

▼

Primary Email

081219StudentFV1@test.com

Confirm Primary Email

081219StudentFV1@test.com

Alternate Email

* Primary Phone
(Required Field)

123-456-7890

Alternate Phone

Home Address, Line 1

100 Test Avenue

Home Address, Line 2

Home City

Test

Home State

Texas

🔍

ℹ️

Home Zip Code

12345

Check this box if your
Home and School
Addresses are the same

☐

Student's Address at
School, Line 1

2 Testing Way

Student's Address at
School, Line 2

School City

Spindale

School State

North Carolina

🔍

ℹ️

School Zip Code

00000

Interview Location

Isothermal Community College

Student Application: Work History

System (WRP) managed by U.S. DOL ODEP & U.S. DOD

T0 TestCoordinator 080921

<

Student Application - APP0035490

...

Save

Previous

Next

Print Preview

↑

↓

Student

StudentTest3 08102021

Status

Draft

Work History

▼

* Do you have a prior or current Federal U.S. Government Security Clearance?

-- None --

[Are you interested in participating in the AmeriCorps national service program?](#)

-- None --

To learn more about the AmeriCorps program, please click here

Veteran Status

-- None --

* Were you hired through the Workforce Recruitment Program in the past two years? (Required Field)

-- None --

* Do you currently or have you previously worked for the Federal Government?

-- None --

Save

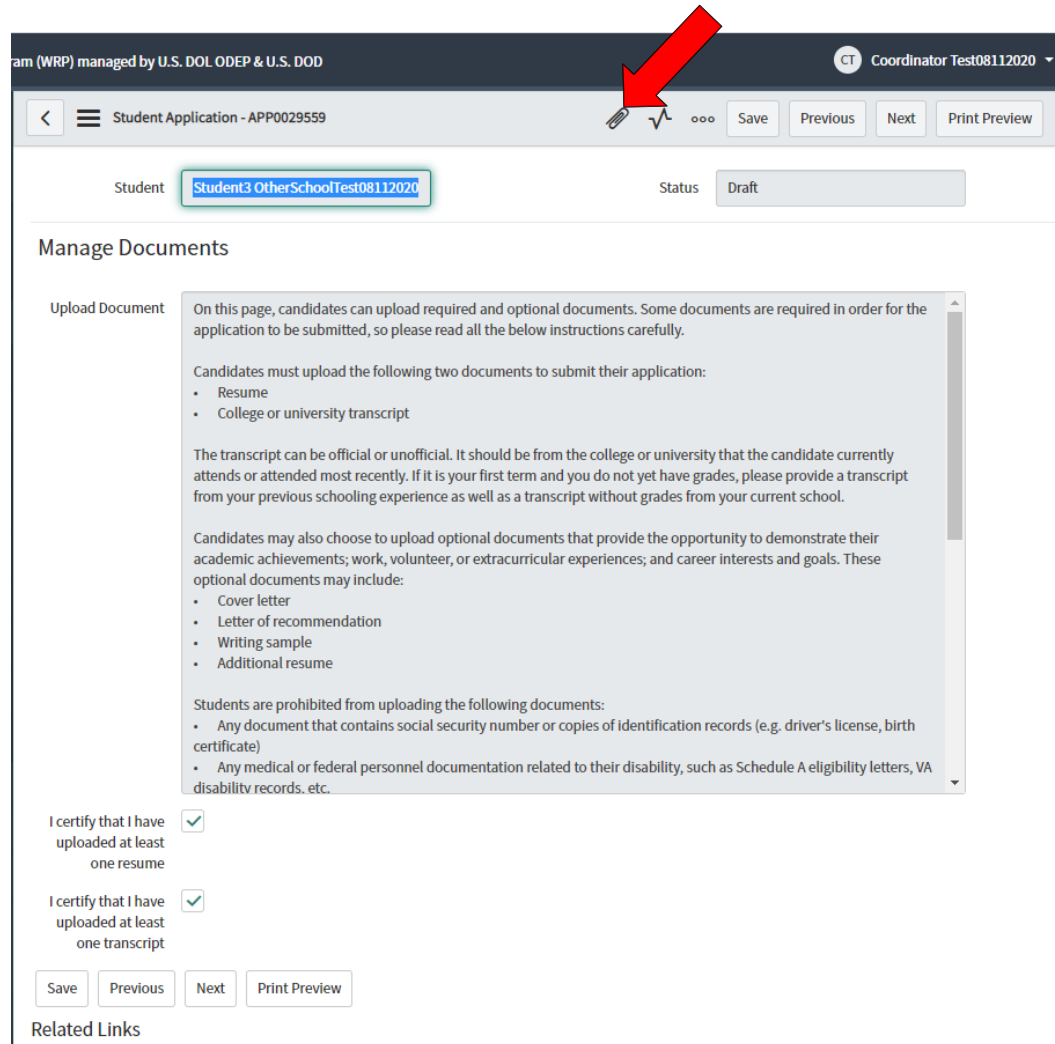
Previous

Next

Print Preview

Student Application: Manage Documents

- ▶ Students should read directions carefully. A resume and transcript are required.
- ▶ Click paperclip icon to upload documents.



am (WRP) managed by U.S. DOL ODEP & U.S. DOD

CT Coordinator Test08112020

< ≡ Student Application - APP0029559

Student **Student3 OtherSchoolTest08112020** Status **Draft**

Manage Documents

Upload Document

On this page, candidates can upload required and optional documents. Some documents are required in order for the application to be submitted, so please read all the below instructions carefully.

Candidates must upload the following two documents to submit their application:

- Resume
- College or university transcript

The transcript can be official or unofficial. It should be from the college or university that the candidate currently attends or attended most recently. If it is your first term and you do not yet have grades, please provide a transcript from your previous schooling experience as well as a transcript without grades from your current school.

Candidates may also choose to upload optional documents that provide the opportunity to demonstrate their academic achievements; work, volunteer, or extracurricular experiences; and career interests and goals. These optional documents may include:

- Cover letter
- Letter of recommendation
- Writing sample
- Additional resume

Students are prohibited from uploading the following documents:

- Any document that contains social security number or copies of identification records (e.g. driver's license, birth certificate)
- Any medical or federal personnel documentation related to their disability, such as Schedule A eligibility letters, VA disability records, etc.

I certify that I have uploaded at least one resume ☒

I certify that I have uploaded at least one transcript ☒

Save Previous Next Print Preview

Related Links

Student Application: Manage Documents

Instructions

- ▶ Resume and transcript (official or unofficial) required
- ▶ Resume should be provided in Microsoft Word (.doc or .docx) file.
- ▶ Can upload up to 6 documents. Other optional documents can include cover letter, recommendation letters, writing sample, additional resume, etc.
- ▶ Files cannot be larger than 1 MB.
- ▶ Students should not upload disability documentation or documents that contain their social security number or copies of identification records (e.g. driver's license, birth certificate).

Student Application: Academic Information

- ▶ Major, Degree, GPA, Graduation date, Technical skills
- ▶ Technical skills: computer, technology, or language proficiencies. Specific programs/skills an employer may search

The screenshot displays a web-based application form for a student. The header bar includes the text 'gram (WRP) managed by U.S. DOL ODEP & U.S. DOD' and a user identifier '00 081219CoordinatorFV1 081219CoordinatorFV1'. The form title is 'Student Application - APP0029498'. Below the title, there are fields for 'Student' (081219StudentFV1 081219StudentFV1) and 'Status' (Draft). The main section is titled 'Academic Information' and contains several required fields marked with an asterisk:

- Major (Required Field):** A dropdown menu with 'Economics' selected.
- Minor/Second Major:** A dropdown menu with '-- None --' selected. Below it, a blue提示 box says 'If minor/second major is not in the list, select Other'.
- Degree (Required Field):** A dropdown menu with 'Bachelors' selected.
- Grade Point Average (Required Field):** A text input field containing '3.2'.
- Expected or Actual Graduation Date (Required Field):** A date picker field showing '2019-12-16'.
- Technical Skills (Required Field):** A text input field containing 'Microsoft Office, HTML, CSS, conversational Spanish'.

At the bottom of the form, there are buttons for 'Update', 'Save', 'Previous', 'Next', and 'Print Preview'.

Student Application: Job Preferences

- ▶ Indicate whether they are seeking summer and/or permanent employment.
- ▶ Choose two job preferences. View [WRP Job Preference List](#).
- ▶ Optional field: Job accommodations

Student Status

Job Preferences ▼

* Employment Type ▼

Please indicate the type of employment you are seeking. If you will not be seeking full-time permanent employment by this summer, please put "Summer Only" to indicate you are interested in internships and temporary employment before returning to school. If you are open to temporary and permanent paid opportunities, please put "Summer or Permanent."

Please indicate your first preference for types of employment. This should be based on your academic background and career interests. To learn more information about each of these categories, please go to [Job Preference Descriptions](#).

* Job Preference 1 ▼ Job Preference 2 ▼

Job Accommodations (optional)

Please use this field to indicate what electronic and/or equipment accommodations you may need to perform a job successfully. This is an optional field, and you are not required to disclose accommodation needs if you do not wish to do so. Please be aware that all registered employers will be able to see this field and its contents. You will still need to go through official agency processes to request a reasonable accommodation if you receive a job offer or interview opportunity with an employer.

Student Application: Location Preferences

- ▶ Location Preference: select states/territories or AE/AA/AP
- ▶ Location Preference Description: for details like specific areas of the state or location requirements, like public transit.
- ▶ Be realistic.

The screenshot shows a web application interface for a student application. At the top, there is a header bar with a back arrow, a menu icon, the text "Student Application - APP0029498", and several action buttons: a pencil icon, a checkmark icon, a list icon, "Update", "Save", "Previous", "Next", and "Print Preview". Below the header, there are two input fields: "Student" with the value "081219StudentFV1 081219StudentFV1" and "Status" with the value "Draft". The main section is titled "Location Preferences". It contains a "Note" field with the text "Please note that students are responsible for finding their own housing in your location preference." Below this is a "Location Preference" field, which is a multi-select dropdown menu currently showing "Texas", "North Carolina", "Arizona", and "Hawaii". To the right of this field are icons for close (X), info (i), and lock (lock icon). Below the dropdown is a search bar with a magnifying glass icon. At the bottom of the form is a "Location Preference Description" field containing the text "Houston, TX is my first choice. I would prefer to work in cities with public transportation options." At the very bottom, there is a row of buttons: "Update", "Save", "Previous", "Next", and "Print Preview".

Student Application - APP0029498

Student: 081219StudentFV1 081219StudentFV1 Status: Draft

Location Preferences

Note: Please note that students are responsible for finding their own housing in your location preference.

Location Preference: Texas, North Carolina, Arizona, Hawaii

Location Preference Description: Houston, TX is my first choice. I would prefer to work in cities with public transportation options.

Update Save Previous Next Print Preview

Student Application: Disability & Demographic Information

- ▶ For WRP statistical purposes; not available to employers.
- ▶ Demographic information is optional, only visible to students.
- ▶ Disability Categories: Required field, but can choose not to disclose or can choose more than one.

The screenshot displays the 'Disability and Demographic Information' section of a student application. At the top, the student ID is '081219StudentFV1' and the status is 'Draft'. A note states: 'Please note that the Disability Category and Demographic Category information is collected for statistical purposes only and will not be shared with employers.' Below this, the 'Disability Categories' field is shown. A browser window is overlaid on the application, displaying the 'Disabilities' list. The browser window has a title bar 'Disabilities | WRP ServiceNow Training - Google Chrome' and a URL 'training.wrp.gov/u_disability_list.do?sysparm_target=u_student_application.u_disability_categories&sysparm_t...'. The browser window shows a search bar, a 'New' button, and a list of disability categories: 'Blind', 'I choose not to disclose my disability', 'Deaf', 'Other (not listed above)', and 'Seizures'. A red arrow points to the search icon in the bottom right corner of the application window.

Student Application: Finalize

- ▶ Student applications can be saved (click Save or Next) while in progress.
- ▶ Documents are required before application can be submitted.
- ▶ Students can edit application fields and can return to the Manage Documents page to upload new versions of documents after their application has been submitted.
- ▶ On the Finalize page, students must click “Submit Application.” If they are missing any required fields, they will see a message in red. If submission is successful, they will get a confirmation message on the screen and by email.

Student Application Status

- ▶ Confirm your students have finished by checking the Status field list on your Application page. Submitted = complete.
- ▶ Coordinator and student will receive an email when application is submitted successfully.
- ▶ Reminder: students and recent grads must re-register each year to participate in WRP! Please make sure last year's WRP students know that their applications and accounts do not roll over year to year.

Resources

Log into the [WRP website](#) to view links.

- ▶ [Marketing materials from WRP](#)
- ▶ [Website User Guides for School Coordinators and Students](#)
- ▶ [School Coordinator Training and Planning Guide](#)
- ▶ [Student Guide: How to Create a WRP and Login.gov Account and Sign In](#) (this is guide for candidates to follow to register for WRP and Login.gov)
- ▶ [Student Guide: How to Create a Login.gov Account to Sign Into WRP](#) (this is a shorter guide, for after students have registered with WRP)

Questions?

As always, you can also email us at
wrp@dol.gov.

