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](https://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.
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.
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.
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.
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

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.
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.”
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.
Student Application: Contact Info

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
- **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
- **School Zip Code**: 00000
- **Interview Location**: Isothermal Community College
Student Application: Work History

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 --
Students should read directions carefully. A resume and transcript are required.

Click paperclip icon to upload documents.
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
Indicate whether they are seeking summer and/or permanent employment.

Choose two job preferences. View WRP Job Preference List.

Optional field: Job accommodations
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.
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.
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.
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.