



**The Workforce Recruitment Program (WRP)** aims to provide summer federal employment for college students with disabilities. Coordinated by the Department of Defense and Department of Labor, managers can use WRP to fill summer positions and tap into this community of talented employees.

### Workforce Recruitment Program

- Students with disabilities are interviewed at over 250 colleges and universities nationwide.
- Managers and supervisors can review and select students via the WRP website at [www.wrp.gov](http://www.wrp.gov).
- Students are available in wide variety of career and employment fields.
- CAP provides the assistive technology and accommodation services for WRP students.
- Students can be offered permanent employment upon completion of the program.

### Assistive Technology Available

- Blind/Low Vision Accommodations:  
Screen readers, screen magnification systems, scanner, scanner reader software, closed circuit televisions (CCTVs), and portable note takers
- Cognitive Accommodations:  
Scanner reader software, digital voice recorders, talking dictionaries, and word prediction software
- Deaf/Hard-of-Hearing Accommodations:  
Teletypewriters (TTYs), PC-TTY modems, web cameras, telephone amplification devices, assistive listening devices, visual signaling devices, and voice-carry over telephones.
- Dexterity Accommodations:  
Alternative keyboards (adjustable and compact), voice recognition software, telephone headsets, and pointing devices.
- Communication Accommodations:  
Word prediction software, and voice amplifiers.

### Accommodation Services

- Sign language interpreters or reader services for the student's first-day orientation session and technology-related training (two days or longer)
- Assistive technology related training

### Submit a CAP WRP Request Form

- Visit WRP Central ([www.wrp.gov](http://www.wrp.gov)) for a listing of WRP activities and CAP resources.
- Inform WRP student of the CAP needs assessment and accommodation process.
- Go online to request the appropriate accommodations at [http://www.tricare.mil/cap/accom\\_process/Request.cfm?type=request](http://www.tricare.mil/cap/accom_process/Request.cfm?type=request)

## Application Requirements

In order to participate in the WRP, candidates must complete an online application and upload a resume and transcript prior to the application deadline. Note that while some items are required for application to the WRP, others are optional.

Candidates must register and complete the application on the WRP database through the Student Self Registration page at [www.wrp.gov](http://www.wrp.gov). Student registration will open in late August. Please complete this registration as soon as possible since candidate registrations must be approved by the campus coordinator before candidates can complete their applications. Please note that candidates who participated in the WRP last year and want to participate again this year must re-register, complete the online application, and be interviewed by a recruiter again.

### Items to be obtained and/or completed by the candidate and submitted online prior to the interview:

1. **(Required)** Resume - Resumes must be uploaded on the Manage Documents Page of the online application. Word documents are required.
2. **(Required)** College transcript(s) – official or unofficial transcripts or copies of transcripts are acceptable. Transcript(s) must be uploaded on the Manage Documents Page of the online application in order for the candidate’s application to be complete. Word or other text documents are strongly encouraged.
3. **(Suggested)** Schedule A Letter – Schedule A Certification Letters may be uploaded to the Manage Documents Page of the online application. Please see “ Sample Schedule A Letter” and Schedule A Checklist for Candidates under the Resource page for guidance.
4. **(Optional)** Any additional supporting documents, such as letters of recommendation, writing samples, etc. Additional documents must be uploaded on the Manage Documents Page of the online application.

**Schools:** The WRP is run on an annual basis and requires applicants to have an interview with one of our recruiters during an on-campus recruitment visit. The interviews take place during the fall of each year. To be eligible for the WRP, candidates must be current, full-time undergraduate or graduate students with a disability, or have graduated within one year of the release of the database each December. A candidate who graduated in April, 2014 or later would still be eligible to participate. Students must be U.S. citizens.

Schools that would like to participate in the WRP must be accredited by one of the [accrediting agencies](#) recognized by the US Department of Education, and must provide a one-day schedule of at least eight eligible candidates for our recruiter to interview. We do not work directly with individual candidates, but rather work through points of contact at the schools. If your school is interested in participating in the WRP please send an email with your contact information to the WRP Coordinator at [wrp@dol.gov](mailto:wrp@dol.gov). Information is sent out each year in the spring to register for our recruitment schedule for the following fall.

**Students:** To be eligible for the WRP, candidates must be current, full-time undergraduate or graduate students with a disability, or have graduated within one year of the release of the database each December. For the 2015 WRP release, interviews will be held in the fall of 2014. A candidate who graduated in October, 2013 or later would still be eligible to participate. Candidates must be U.S. citizens. If you are an eligible candidate, share this information with your school's disability services or career services coordinator, and ask him or her to contact the WRP Coordinator at [wrp@dol.gov](mailto:wrp@dol.gov). Please understand that we work directly with college coordinators, and cannot respond to inquiries from individuals.