

## **Important Information for Candidates**

Thank you for interviewing with the Workforce Recruitment Program (WRP). Here are some important items for you to remember about your participation in the WRP:

- **Employers will begin contacting candidates about jobs as early as mid-December, and will continue through June for summer jobs, and up to one year later for permanent jobs. Neither your recruiter nor the WRP office will be tracking your application. Employers will contact candidates directly without going through the main WRP Office.**
- **Your application will remain active in the WRP database for one year. To be part of WRP in future years, you must reapply and re-interview with WRP each fall, as long as you still meet the WRP eligibility criteria.**
- **The WRP is not a guarantee of employment, though it improves your chances of receiving federal opportunities. WRP candidates should continue to pursue other opportunities in addition to WRP.**
- **Please ensure that all your contact information is up to date on your resume and application on the WRP website so that employers can reach you. If you need to change the information listed on your application during the year, please contact [wrp@dol.gov](mailto:wrp@dol.gov) for assistance.**
- **Employers will contact candidates directly. Please respond to employers promptly, meaning no more than 48 hours after an email or phone call is received. If you have already accepted a position or are not interested in the opportunity, respond ASAP to let them know. It is important to be courteous and follow up with an employer even if you aren't interested in a position. This will allow other candidates to receive the opportunity, which might be lost if you take a long time to respond. Additionally, it is always important to be responsive to emails from potential employers even if you are not interested in the position; you never know how you might end up interacting with them in the future!**
- **If you are contacted with a job offer or opportunity to interview, be sure to get the name, phone number or email address of the person contacting you. This will be your only means of getting back in touch with that person. In addition, you should also ask about the location of the position, the job title, and job duties.**
- **If you have accepted a job from an employer, be sure to request confirmation of the job offer in writing and contact information for the employer. Stay in touch regularly with the employer after you have accepted a job to ensure that you have submitted all necessary materials to them, including information on your job accommodation needs.**

- **Be sure to refer to the Resources on the WRP website or reach out to your WRP School Coordinator if you have any questions.**
- **If an issue arises that will prevent you from keeping your commitment to a job you have already accepted, immediately contact the employer to inform them.**
- **Do not accept jobs from more than one WRP employer at the same time. If you receive multiple job offers, keep all of the employers informed about your situation and come to a decision as quickly as possible. Holding on to job offers from two or more agencies wastes federal money and resources, denies your fellow candidates those job opportunities, and discourages employers from using the program in the future.**