

Workforce Recruitment Program (WRP) hiring information page

Navigation information

Required fields are denoted with a *. WRP Talent Program Applicants who have submitted their WRP application may complete this page by choosing the **Add hiring details** button from their main WRP Talent Program page. If applicants indicate they wish to report a hire during the WRP Talent Program application, they will see the following message at the top of the page:

We will send you back to your application after you save your job or internship information.

WRP hiring information

Add your recent WRP work history. Only add opportunities received through WRP. You can add a new entry or select one that is saved in your profile.

Employer name *

Country *

- Drop down showing countries of the world

Postal code (optional)

City or town *

State, territory or province *

- Drop down that will show states or territories, if applicable, depending on the country selected. For the United States, a list of U.S. states and territories is shown.

Job title *

Start month *

- Drop down showing twelve months.

Start year *

End month *

- Drop down showing **Present** and twelve months.
 - o If **Present** is selected, applicants do not complete **End year**.
 - o If any of the twelve months are selected, **End year *** is required.

Average hours per week *

Supervisor name * We may contact your supervisor to confirm you were hired.

Supervisor email ***Supervisor phone (optional)**

Is this a federal civilian position? (optional) Federal civilian employees are paid by a federal agency. Active duty military members or private contractors working are not civilian positions.

- Radio buttons with **Yes** and **No** as options.
- If **Yes** is selected, then the following field appear:
 - o **Agency ***
 - This is a drop-down or type-in list showing all the U.S. federal agencies.
 - o **Series (optional)**
 - This is a drop-down with a list of all federal [USAJOBS job series](#).
 - o **Grade (optional)**
 - o **Is this a time-limited appointment or temporary promotion? (optional)**
 - Radio buttons with **Yes** and **No** as options.

Page Navigation

Applicants will see **Back** and **Save and Submit** buttons at the bottom of the page. If an applicant indicates they wish to complete this page to report a hire during the WRP Talent Program application, they will do so between pages 3 and 4 of the WRP Talent Program application and then be returned to page 4 of the application (See document A).

