

Tips for Data Entry

- Start your data entry as soon as possible after interviewing the students. Be sure to set aside enough time to do a thorough job.
- Remember that you are responsible for completing the following fields in each candidate's file: Appointment Type, Job Preference 1, Job Preference 2 (if any), Location Preference, Location Notes (if any), Ratings, Interview Notes and Accommodation Notes. The candidates will have completed all other fields in their online files.
- In addition to referring to the resume and transcript you collected from the candidates during your interview, tab through the fields in their online files to find additional information about their skills, experiences and interests.
- Do not complete the data file for anyone who is not currently a US Citizen and a full-time student pursuing a degree except:
 - individuals who are taking a reduced course load due to a disability, (individuals who are taking a reduced course load as an accommodation for disability may be required to provide documentation that the school (usually the registrar's office) has approved this and that the person is still considered a full time student).
 - individuals who are taking a lesser load because they are in their final semester, OR
 - individuals graduated within the last year (since October, 2011). See note below.
 - Note: Individuals who met the preceding requirements while enrolled, but have graduated within one year of the release of the database each December, are also eligible. For the 2013 WRP release, interviews will be held in the fall of 2012. Candidates who graduated prior to October, 2011, are NOT eligible to participate this year.
- Be careful when using the pull-down menu when completing the Job Preference and Ratings fields; it's easy to click on the wrong item accidentally.
- Do not use the "Back" and "Forward" buttons on your browser to navigate between tabs and pages in the database. Use the "Next" and "Previous" buttons at the bottom of the pages or click directly on the tabs at the top of the pages.
- Click on "Report on School Visits" on your Recruiter Tools page to record the number of candidates you interviewed at each school and your comments about the schools.

- Print out your Student Reports and proofread them carefully. Keep copies of your Student Reports for later reference.
- It is recommended that you keep the candidates' application materials and your notes on each candidate for a time period of one year in a secure location. After that you should shred or burn the materials as they contain sensitive personal data.