COURSE SYLLABUS

Basic Staffing and Placement Course (Self-Paced)

Learn about the federal hiring process, including current staffing law, regulations, rules, and procedures that must be used to ensure that federal hiring is fair and based on merit, as well as how to select and retain the best-qualified candidates for your agency's jobs. Content is enriched with video and other multimedia.This course is part of the Human Resources Management Certificate Program, Level I, which can be completed entirely online. Blogs and discussions are designed specifically for students. There is limited instructor assistance.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/basic-staffing-and-placement



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Course Outline

- **Module 1** Hiring Federal Employees—Merit Staffing
- **Module 2** Receiving the Recruitment Request
- **Module 3** Identifying the Staffing Processes
- **Module 4** Filling Vacancies
- **Module 5** Ranking Candidates
- **Module 6** Interviewing Candidates
- **Module 7** Selecting Candidates
- **Module 8** Pay Issues for Recruitment, Salary Negotiation