COURSE SYLLABUS

Category Rating and Selection Workshop Course

This course prepares students to identify job-related criteria in order to define quality categories, identify and assign job candidates to the proper category, recognize veterans' preference entitlement and make selections of job candidates using this process.

> 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/category-rating-and-selection-workshop



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Course Outline

Module 1: Category Rating and Hiring Reform

- Explain how category rating and selection came to be.
- Understand regulations and guidelines behind category rating and selection, including the DEO Handbook.
- Discuss significant initiatives and changes leading to category rating, including the Rule of Many.
- Define Selective Factors (SF) and Quality-Ranking Factors (QRF) with examples.
- Identify agency policy requirements for implementing category rating, including coverage, quality categories, assessment tools, and documentation.

Module 2: Veterans' Preference and Priority Placement Requirements

- Analyze the impact of Veterans' Preference entitlement on the category rating process.
- Apply priority consideration requirements of CTAP and RPL candidates.
- Explain how ICTAP candidates should be considered in the category rating process.

Module 3: Defining and Describing Categories

- Describe the process of using category rating and selection.
- Define quality categories and assign candidates to appropriate categories.
- Use simplified and amplified methods to identify eligible and qualified candidates.

Module 4: Preparing the Certificate and Making Selections

- Determine the order of certification and categories for selection.
- Identify when and how categories can be merged.
- Explain the selection process based on category rating certificates.