COURSE SYLLABUS

Federal Staffing Course (Self-Paced)

Learn how to select and retain the best-qualified candidates for your agency's jobs. Learn about the federal staffing process and procedures that must be followed when hiring employees. This course provides federal HR practitioners with the background and knowledge necessary to operate in the complex environment of the federal staffing process.Students receive instructor assistance and feedback on assignments through facilitated blogging and discussions. This course is part of the Human Resources Management Certificate Program, Level I, which can be completed entirely through distance education.

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/federal-staffing



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Course Outline

- Module 1
  Receiving the Recruitment Request
- Module 2
  Hiring Federal Employees—Merit Staffing
- Module 3
  Identifying Staffing Processes
- Module 4
  Filling Vacancies
- Module 5
  Ranking Candidates
- Module 6
  Preparing the Certificate
- Module 7
  Interviewing Candidates
- Module 8
  Selecting Candidates
- Module 9

Pay Issues for Recruitment; Salary Negotiation