COURSE SYLLABUS

Job Analysis for Federal Hiring Course

Learn to conduct effective job analyses and develop assessment tools that meet regulatory guidelines and improve candidate selection.

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/job-analysis-for-federal-hiring



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Course Outline

Module 1: Introduction to the Job Analysis Process

- Define the purpose and importance of conducting a job analysis for federal positions.
- Understand the legal and regulatory basis for job analysis, including OPM regulations and the Uniform Guidelines on Employee Selection Procedures (UGESP).
- Learn the terminology related to job analysis and applicant assessment methods.
- Overview of the six steps in the job analysis process and how to begin the analysis.

Module 2: Identify Major Duties and Tasks

- Identify the major duties and tasks associated with a federal position using the position description and other sources of job information.
- Learn how to determine which duties are essential to the position and how often they are performed.
- Understand how to document and define major duties in terms of the tasks that make up each duty.

Module 3: Brainstorm Competencies or KSAs

- Learn how to brainstorm potential knowledge, skills, abilities, and competencies (KSAs) that are required for the major duties of the job.
- Understand how to use input from Subject Matter Experts (SMEs) and apply it to identify the key KSAs/competencies needed for job success.
- Discuss the importance of thoroughly identifying and documenting the KSAs for each duty.

Module 4: Filter, Evaluate, and Select Final Rating Factors

- Learn how to filter and evaluate the KSAs and competencies to determine which ones should be used as final rating factors for the position.
- Understand the criteria for selecting effective rating factors that can distinguish between well-qualified candidates.
- Use filtering techniques to prioritize rating factors based on job-relatedness and necessity.

Module 5: Operationally Define Rating Factors

- Learn how to write operational definitions for each of the final rating factors identified in the job analysis.
- Understand the importance of defining KSAs and competencies in terms of observable behaviors or work tasks.
- Ensure that operational definitions are clear, specific, and relevant to the job being analyzed.

Module 6: Selective and Quality Ranking Factors

- Understand the distinction between selective factors and quality ranking factors in the context of job analysis.
- Learn how to apply selective and quality ranking factors to the evaluation of candidates based on job-related criteria.
- Understand when and how to use these factors to enhance candidate selection and assessment accuracy.