COURSE SYLLABUS

Qualifications Analysis Course

This course teaches HR practitioners how to evaluate federal job applicants by applying OPM's Qualifications Standards, including eligibility, minimum qualifications, and specialized experience requirements.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/qualifications-analysis



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Course Outline

Module 1: Basis for Qualifications and Qualifications References

- Understanding the foundational principles of federal human resources management and their role in qualifications analysis.
- Review the stages of the staffing process and how qualifications analysis fits within them.
- Examine historical changes to the qualifications process, including the evolution of the merit system.
- Identify the primary statutes, regulations, and references associated with qualifications analysis.

Module 2: Structure of OPM's Qualifications Website

- Learn how to navigate OPM's General Schedule Qualifications Website to find relevant standards for federal job positions.
- Understand the structure of the General Schedule Qualification Standards and how to use the website for specific job series and titles.
- Become familiar with tools such as the Occupational Series and Title indexes, and how they help in identifying qualification standards for specific positions.

Module 3: Crediting Experience

- Explore the difference between general and specialized experience and the rules for crediting them in qualifications analysis.
- Learn how to apply crediting rules for concurrent work, volunteer work, and details to evaluate an applicant's experience.
- Understand how work cycles, lengthy absences, and brief periods of work impact crediting experience.

Module 4: Crediting Education

- Learn the rules for crediting education towards meeting minimum qualifications.
- Understand how education is combined with experience to evaluate qualifications for federal positions.
- Apply crediting rules for unusual work cycles, lengthy absences, and brief periods of work.

Module 5: Combining Experience and Education

- Learn how to combine experience and education to meet minimum qualifications requirements for federal positions.
- Understand how to credit experience and education for applicants with mixed backgrounds.

Module 6: Selective and Quality Ranking Factors

- Explore the purpose and use of selective and quality ranking factors in qualifications analysis.

- Understand how these factors help determine which candidates are best qualified for a position.

Module 7: In-Service Placement Provisions

- Learn about in-service placement provisions and their role in hiring decisions for federal employees.
- Understand the differences between in-service placement and outplacement, including the specific criteria for each.

Module 8: Legal and Regulatory Requirements

- Examine the legal and regulatory framework for qualifications analysis, including statutory requirements and regulations governing the process.
- Understand the impact of these legal requirements on the qualifications determination process for federal job applicants.