

# 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 in Washington, DC and onsite training is available for this course.

For more information, email [onsite@graduateschool.edu](mailto: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.
- Familiarize 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.