COURSE SYLLABUS

# Staffing for Support Staff Course

Gain essential knowledge of federal staffing processes and how they relate to HR management and placement for support-level roles.

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/staffing-for-support-staff




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## Course Outline

### Module 1: Federal Human Resources Management

- Exploring the federal HRM systems model and the relationship among various HRM functions.
- Understanding merit system principles, prohibited personnel practices, and their application in recruitment.
- Explaining equal employment opportunity (EEO) laws and labor-management relations within federal HRM.
- Identifying federal agencies and functions responsible for HRM oversight and compliance.

### Module 2: Laws, Rules, Regulations, and Policies

- Researching Title 5, Code of Federal Regulations (5 CFR), and OPM guidelines to understand legal and regulatory requirements.
- Applying federal employment policies and interpreting requirements for career tenure, probationary periods, and reinstatement eligibility.
- Understanding veterans' preference rules and applying them to recruitment processes.

### Module 3: Recruitment and Staffing

- Distinguishing between competitive and excepted service positions in the federal government.
- Identifying strategies and processes for filling vacancies through competitive examining, including category rating and numeric rating.
- Assessing and improving vacancy announcements for clarity and completeness.

### Module 4: Finding the Right Person at the Right Time for the Right Job

- Developing strategies for identifying a high-quality workforce that fits the job requirements.
- Understanding the process of merit promotion and in-service placement actions to improve staffing effectiveness.

### Module 5: Selecting the Right Person at the Right Time for the Right Job

- Analyzing qualifications and eligibility for selecting candidates based on merit-based assessments.
- Developing effective assessment tools using job analysis methodologies and behavioral event techniques in employment interviews.