

Job Analysis and Hiring Assessment

Course Number: 4929

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Explore best practices to conduct and evaluate job analysis results to develop assessment methods for recruiting top candidates for your organization. Throughout this course, you will learn to develop candidate ratings, evaluation instruments, and structured interview questions in preparation for hiring. Discover how to conduct a job analysis, create job opportunity announcements, and craft candidate assessments to identify the most-qualified candidates that can fulfill your agency's mission.

Intended Audience

The course is designed for HR generalists, specialists, and other professionals seeking to develop their skills in federal human capital management. Selecting officials involved in federal hiring may find this course beneficial in understanding how to cultivate and manage their organization's workforce.

Course Learning Objectives

- Describe steps of conducting a job analysis and its impact throughout recruitment and selection
- Explain the process of assessing job analysis results and how to leverage them in job announcements and in candidate rating
- Discover fundamental assessment methods, concepts, and assessment tools for personnel selection
- Evaluate the job analysis results to develop selection criteria

Course Additional Features

- Producer Support
- Technical Support Team
- Post-Course Connection
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Module 1: Federally Focused Job Analysis

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LUNCH	
AFTERNOON	Module 2: Job Announcements and Category Ratings

DAY TWO	
MORNING	Module 3: Candidate Assessment Instruments
LUNCH	
AFTERNOON	Module 4: Interview Question Preparations
	Course Evaluation

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, and action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personnel/Human Resources
- Level: Basic
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- [Human Capital Certificate Program](#)
- [Human Resources Certificate Program](#)

Job Analysis and Hiring Assessment

Prerequisites

Suggested

- [Federal Talent Acquisition](#)
- [HR Essentials for Government Supervisors](#)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Position Classification](#)

Job Analysis and Hiring Assessment

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4929>



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