

Federal Staffing, Placement, and Recruitment Essentials

Course Number: 4944

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Explore federal staffing, placement, and recruitment in this comprehensive course designed for HR professionals navigating the complexities of federal hiring. Learn to apply the Office of Personnel Management (OPM) policies and instructions, differentiate between competitive and non-competitive hiring authorities, and evaluate minimum qualifications for general schedule (GS) and federal wage system (FWS) positions. Gain practical insights into merit promotion, delegated examining (DE), direct hire authority (DHA), and recruitment incentives to address challenges in attracting and retaining top talent. Through engaging activities and real-world scenarios, you'll develop the skills to advise management on strategic staffing solutions and align recruitment practices with agency workforce goals.

Intended Audience

HR specialists in 201 and 203 series (recruitment and placement), HR advisors, HR officers, and other HR practitioners interested in learning more about federal staffing, placement, and recruitment.

Client-Provided Facility Requirements

- Internet required for instructor computer

Course Learning Objectives

- Understand the role of HR practitioners in federal recruitment and placement activities
- Apply federal statutes, policies, and instructions to staffing and recruitment processes, including rules governing time-in-grade and time-after-competitive appointment restrictions when determining applicant eligibility
- Differentiate and apply competitive and non-competitive hiring authorities and actions
- Identify minimum qualifications for federal positions in accordance with OPM qualification standards for general schedule (GS) and federal wage system (FWS) positions
- Advise on recruitment and retention strategies
- Demonstrate an understanding of staffing, placement, and recruitment essentials

Course Additional Features

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

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

Course Schedule

DAY ONE	
MORNING	Module 1: Role of Federal HR Practitioners in Recruitment and Placement
LUNCH	
AFTERNOON	Module 2: Staffing and Recruitment Processes in the Federal Government

DAY TWO	
MORNING	Module 3: Competitive and Non-Competitive Hiring Authorities
LUNCH	
AFTERNOON	Module 4: Federal Position Qualifications

DAY THREE	
MORNING	Module 5: Strategies for Federal Employee Recruitment and Retention
LUNCH	
AFTERNOON	Module 5: Strategies for Federal Employee Recruitment and Retention, continued
	Module 6: Capstone Exercise

Learning Methods

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

Credits

National Association of State Boards of Accountancy (NASBA)

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

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- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Management Concepts Certificate Program Relationship

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

- [Human Resources Certificate Program](#)

Prerequisites

There are no prerequisites for this course.

Suggested

- [Introduction to Federal Human Resources \(HR\)](#)
- [Federal Human Resources \(HR\) Functions](#)
- [Federal Talent Acquisition](#)

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

- [Job Analysis and Hiring Assessments](#)
- [Writing Federal Position Descriptions](#)
- [Federal Candidate Evaluation and Qualification Analysis](#)

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Ready to Enroll?



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<https://www.managementconcepts.com/course/id/4944>



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