

Federal Candidate Evaluation and Qualification Analysis

Course Number: 4945

Length: 2 Days

Primary Delivery Method: Instructor-facilitated online (asynchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Learn how to confidently evaluate and qualify candidates for federal positions. This course provides participants with the tools and expertise to navigate federal hiring eligibilities, assess applicant qualifications, and ensure compliance with OPM qualification standards and agency policies. Participants will apply structured methodologies to evaluate specialized experience, rate and rank candidates, and use factors such as experience, education, training, and selective placement criteria to identify the best-qualified candidates. By the end of the course, attendees will be prepared to conduct fair, consistent, and effective evaluations and present highly qualified candidates to hiring managers.

Intended Audience

Federal hiring managers, subject matter experts, federal HR specialists, and other professionals who collaborate to assess candidates for federal positions and support federal hiring managers in the candidate selection process.

Client-Provided Facility Requirements

- White board with markers and eraser
- 1 computer per student with Internet and Microsoft Office 2010
- Internet required for instructor computer

Course Learning Objectives

- Explain the federal eligibility, special, and legal requirements to qualify and evaluate candidate eligibility for specific positions
- Leverage the OPM General Schedule Qualification Standards and agency policies to select and apply the appropriate qualification standards
- Apply OPM qualification guidance to assess and credit a candidate's experience and education
- Determine and apply selective factors and quality ranking factors to identify candidates with required experience

Course Additional Features

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

Federal Candidate Evaluation and Qualification Analysis

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

Course Schedule

DAY ONE	
MORNING	Module 1: Legal Basis for Federal Qualifications and Eligibility
LUNCH	
AFTERNOON	Module 2: OPM General Schedule Qualification Standards

DAY TWO	
MORNING	Module 3: Crediting Experience and Education
LUNCH	
AFTERNOON	Module 4: Selective Factors and Quality Ranking Factors

Learning Methods

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

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

Federal Candidate Evaluation and Qualification Analysis

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

- [Human Resources Certificate Program](#)

Prerequisites

- [4921 – Talent Acquisition Management](#)
- [4944 – Federal Staffing, Placement, and Recruitment Essentials](#)

Suggested

- [4929 – Job Analysis and Hiring Assessments](#)
- [4934 Writing Federal Position Descriptions](#)

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

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

Federal Candidate Evaluation and Qualification Analysis

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4945>



DON'T MISS OUT
Management Concepts Blog
Weekly Intel for the Federal Workforce

[Subscribe](#)