

Frequently Asked Questions

Course Title: Job Analysis and Hiring Assessment

Course #: 4929

Duration: 2 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

Suggested:

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

Frequently Asked Questions

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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

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

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Personnel/Human Resources

NASBA Level: Basic

CEUs: 1.3

PDU: 14

CLPs: 16

10. What course(s) do you recommend after I complete this course?

- [Position Classification](#)

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).