

Frequently Asked Questions

Course Title: Federal Staffing, Placement, and Recruitment Essentials

Course #: 4944

Duration: 3 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 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.

2. Who should attend?

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.

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

- 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

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

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

Frequently Asked Questions

5. Are there prerequisites for this course?

There are no prerequisites for this course.

Suggested:

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

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 Resources Certificate Program](#)

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

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Personnel/Human Resources

NASBA Level: Basic

CEUs: 1.9

PDU: 21

CLPs: 24

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

Frequently Asked Questions

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

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](#).