

Frequently Asked Questions

Course Title: Federal Candidate Evaluation and Qualification Analysis

Course #: 4945

Duration: 2 Days

Delivery Method: Instructor-facilitated online (asynchronous)

Alternative Delivery Methods: Instructor-led live classroom

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

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.

2. Who should attend?

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.

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

- 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

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

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

5. Are there prerequisites for this course?

- [4921 – Talent Acquisition Management](#)

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- [4944 – Federal Staffing, Placement, and Recruitment Essentials](#)

Suggested:

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

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: 16

NASBA Field of Study: Personnel/Human Resources

NASBA Level: Basic

CEUs: 1.3

PDUs: 14

CLPs: 16

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

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

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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](#).