

# AI for Federal Recruitment & Staffing Course (Self-Paced)

Federal HR Specialists are being asked to do more hiring with fewer people, and generative AI is now part of the toolkit. This self-paced course delivers on-demand instruction that shows staffing specialists how to use AI responsibly to draft job analyses, build crediting plans, write plain-language vacancy announcements, and generate structured interview question banks. Move through the lessons on your own schedule while staying compliant with OPM guidance, merit system principles, and USA Staffing requirements.

Group classes (Live Online) and onsite training are available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/ai-for-federal-recruitment-and-staffing-course-online>



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## Course Outline

### Module 1

- Where AI fits in OPM's End-to-End Hiring Roadmap
- What generative AI is (and isn't) - in plain language, no jargon
- Federal guardrails: merit system principles, EEO, Section 508, PII, and agency AI use policies
- Skills-based hiring and OPM's AI competency model
- The 'human-in-the-loop' rule: what AI drafts vs. what HR decides
- Solo prompt walkthrough - participants compare two AI-generated outputs and identify which one a federal HR Specialist could safely use as a starting point.

### Module 2

- Anatomy of a defensible federal job analysis
- Using AI to identify competencies from a position description
- Translating competencies into assessment questions (the crediting plan)
- USA Staffing alignment: question types, proficiency levels, and scoring
- Common AI failure modes: invented competencies, miscalibrated levels, biased phrasing
- Participants use a sample position description to generate, then critique and edit, an AI-drafted job analysis and a partial crediting plan. Solo work first, then optional verbal share-out.

### Module 3

- Plain-language vacancy announcements: making AI-drafted text actually readable
- Skills-based language vs. degree-based language - rewriting with AI

- Building a structured interview question bank tied to competencies
- Behavioral vs. situational questions and scoring rubrics
- Reviewing AI outputs for bias, accessibility, and tone
- Solo exercise - participants take one competency from Module 2 and use AI to draft (a) a paragraph for the announcement and (b) three structured interview questions with rubric anchors. They self-check against a provided checklist.

#### **Module 4**

- Quick knowledge check (3-5 questions)
- Personal action plan: one workflow each participant will try at their agency
- Where to go next: OPM resources, agency AI policies, USA Staffing job aids
- Q&A