Category Rating and Selection Workshop Course (Self-Paced)

This course prepares students to identify job-related criteria in order to define quality categories, identify and assign job candidates to the proper category, recognize veterans' preference entitlement and make selections of job candidates using this process.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/category-rating-and-selection-workshop-course-self-paced

support@graduateschool.edu •

(888) 744-4723

Course Outline

Module 1: Category Rating and Hiring Reform

- Explain how category rating and selection came to be.
- Understand regulations and guidelines behind category rating and selection, including the DEO Handbook..
- Discuss significant initiatives and changes leading to category rating, including the Rule of Many.
- Define Selective Factors (SF) and Quality-Ranking Factors (QRF) with examples.
- Identify agency policy requirements for implementing category rating, including coverage, quality categories, assessment tools, and documentation.

Module 2: Veterans' Preference and Priority Placement Requirements

- Analyze the impact of Veterans' Preference entitlement on the category rating process.
- Apply priority consideration requirements of CTAP and RPL candidates.
- Explain how ICTAP candidates should be considered in the category rating process.

Module 3: Defining and Describing Categories

- Describe the process of using category rating and selection.
- Define quality categories and assign candidates to appropriate categories.
- Use simplified and amplified methods to identify eligible and qualified candidates.

Module 4: Preparing the Certificate and Making Selections

- Determine the order of certification and categories for selection.
- Identify when and how categories can be merged.
- Explain the selection process based on category rating certificates.