

Delegated Examining: Assessment Prep and Refresher (Self-Paced)

Prepare for the OPM delegated examining assessment and stay current on the rules that trip up examiners.

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/delegated-examining-assessment-prep-and-refresher>



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Course Outline

Delegated Examining Authority and Accountability

- The legal and regulatory authority for delegated examining
- Roles and responsibilities of OPM and delegated examining units
- Terms and requirements of a delegated examining agreement
- Merit system principles and prohibited personnel practices
- Common compliance risks throughout the examining process

Job Analysis, Qualifications, and Assessment Planning

- Connecting job requirements to the position description
- Identifying competencies and proficiency levels
- Developing a defensible job analysis
- Applying qualification standards and selective placement factors
- Building rating schedules and assessment criteria
- Documenting the basis for assessment decisions

Rating and Ranking Applicants

- Reviewing applicant eligibility and qualifications
- Applying category rating within the delegated examining process
- Applying the numerical Rule of Three method
- Assigning applicants to the appropriate rating category or score
- Recognizing rating errors that may affect referral or selection
- Maintaining consistency between the job analysis, assessment, and rating process

Veterans' Preference and Pass-Over Procedures

- Determining eligibility for veterans' preference

- Applying preference under category rating and numerical rating methods
- Understanding the order of consideration
- Evaluating pass-over and objection requests
- Identifying when OPM approval is required
- Documenting compliant veterans' preference decisions

Certificates of Eligibles

- Constructing a legally sufficient certificate of eligibles
- Applying referral and selection rules
- Managing certificate amendments and extensions
- Documenting selections, nonselections, and certificate actions
- Identifying errors that may invalidate or compromise a certificate

Case Files and Audit Readiness

- Assembling a complete delegated examining case file
- Maintaining evidence for each stage of the examining process
- Using quality-control reviews to identify compliance gaps
- Preparing documentation for an OPM accountability review
- Correcting recurring findings and strengthening internal controls
- Demonstrating that examining decisions were consistent, merit-based, and defensible