COURSE SYLLABUS

# 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 (Live Online) and onsite training are 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