COURSE SYLLABUS

Examining for Federal Wage System Jobs Course (Self-Paced)

Learn to classify and examine federal wage system jobs accurately by applying job evaluation methods, pay-setting rules, and supervisory interview techniques.

> 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/examining-for-federal-wage-system-jobs-course-self-paced



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Course Outline

Module 1: Understanding the System

- Introduction to the Federal Wage System (FWS) and the Job Qualification System for Trades and Labor Occupations (JQS).
- Overview of the examining process, including job elements, competencies, and the importance of matching applicants' qualifications to the job's requirements.
- Understanding how applicants' ability to perform job tasks is assessed, rather than just their experience or length of service.

Module 2: Step 1 – Identify Job Elements

- Identifying the job elements (KSAs) required for successful performance in a position.
- Understanding the concept of "screen-out elements" and how they are used in the examination process to ensure minimum qualifications are met.
- Learning how to select, modify, or add job elements based on specific job requirements, including evaluating job descriptions, classifications, and occupational standards.

Module 3: Step 2 – Develop the Plan

- Learning how to develop a crediting plan to assess the qualifications of applicants.
- Understanding the role of subject-matter experts (SMEs) in developing rating guides and criteria for evaluating candidates' qualifications.
- Exploring the types of assessment tools used in the examining process, including interviews, written tests, and performance evaluations.

Module 4: Step 3 – Rating Applicants

- Learning how to apply the crediting plan to rate applicants based on their qualifications.
- Exploring how to assess applicants' skills, knowledge, and abilities, using evidence from applications, work experience, training, and assessments.
- Understanding rating considerations, including determining eligibility, applying minimum qualifications, and using a point system for evaluating applicants' abilities.