COURSE SYLLABUS

Introduction to Federal Staffing and Placement (Self-Paced)

This course provides federal HR professionals with a foundational understanding of federal staffing and placement laws, regulations, and processes, from recruitment through merit promotion and in-service placement.

> 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/introduction-to-federal-staffing-and-placement-self-paced



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Course Outline

Module 1: History of the Merit System

- Review the evolution of federal hiring from political patronage to a merit-based system.
- Examine the Civil Service Reform Act and its impact on modern federal staffing.
- Understand Merit System Principles and Prohibited Personnel Practices.

Module 2: Researching Legal and Regulatory Sources

- Identify key legal and regulatory authorities governing federal staffing.
- Explain the relationship between Title 5 U.S. Code, Title 5 CFR, and OPM guidance.
- Apply research techniques using the Federal Register, OPM resources, and USAJOBS.

Module 3: Recruitment

- Understand how federal agencies recruit and attract qualified applicants.
- Identify the role of the HR specialist in recruitment activities.
- Review targeted recruitment strategies, including early career, STEM, and veterans' hiring.

Module 4: Job Analysis

- Define job analysis and its role in federal staffing decisions.
- Apply regulatory requirements for conducting job analysis.
- Identify competencies and KSAs used to support valid hiring decisions.

Module 5: Qualifications

- Apply General Schedule qualification standards.
- Distinguish between general and specialized experience.
- Evaluate education, experience, and combined qualifications.
- Understand objections and passover procedures.

Module 6: Competitive Service – Working for the Federal Government

- Describe competitive service appointment types and hiring authorities.
- Apply veterans' preference rules in competitive examining.
- Understand category rating and the Rule of Many.
- Determine probationary periods, career tenure, and reinstatement eligibility.

Module 7: Excepted Service and Special Hiring Authorities

- Identify excepted service appointments and schedules.
- Explain Pathways, Veterans Recruitment Appointment (VRA), and special authorities.
- Apply veterans' preference in excepted service hiring.

Module 8: Temporary and Term Employment

- Distinguish between term, temporary limited, and noncompetitive appointments.
- Match employee benefits and entitlements to appointment types.
- Identify appropriate and inappropriate uses of temporary staffing authorities.

Module 9: Merit Promotion and In-Service Placement Actions

- Explain merit promotion requirements and agency promotion plans.
- Differentiate competitive and noncompetitive in-service actions.
- Apply time-in-grade and time-after-competitive-appointment rules.