

Staffing for Support Positions Course (Self-Paced)

This course provides practical knowledge and skills for performing federal recruitment and staffing support functions. Participants learn how federal hiring works, how to apply staffing regulations, and how to support the selection of qualified candidates within the federal merit system.

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/staffing-for-support-positions-course-self-paced>



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Course Outline

Module 1: Federal Human Resources Management

- Overview of the federal Human Resources Management (HRM) model and HR functions
- Merit system principles and prohibited personnel practices
- Equal employment opportunity laws and diversity requirements
- Labor-management relations and federal HR oversight responsibilities

Module 2: Laws, Rules, Regulations, and Policies

- Statutory foundations of federal HR management including Title 5 and federal regulations
- Using resources such as the Code of Federal Regulations and OPM VetGuide
- Understanding the Guide to Processing Personnel Actions
- Key concepts including career tenure, probationary periods, and reinstatement eligibility

Module 3: Recruitment and Staffing

- Overview of the federal civil service: competitive, excepted, and senior executive services
- Strategies for filling federal vacancies
- Open competitive examining and merit promotion processes
- Veterans' preference, category rating, and the rule of many

Module 4: Finding the Right Person at the Right Time for the Right Job

- Merit promotion programs and internal staffing procedures
- Competitive and noncompetitive personnel actions
- Special hiring authorities and veterans' hiring programs
- Priority placement and career transition assistance programs

Module 5: Selecting the Right Person at the Right Time for the Right Job

- Applying General Schedule Qualification Standards
- Conducting job analysis to identify competencies and job requirements
- Developing assessment tools and evaluating candidate qualifications
- Structured and behavioral-based interview techniques
- Final selection procedures and documentation

Module 6: What's Next?

- Emerging trends in federal recruitment and staffing
- Updates to hiring policies such as the rule of many
- Career development planning for HR professionals
- Next steps for professional growth in federal HR management