COURSE SYLLABUS

Using Federal HR Flexibilities Course

Group classes (Washington, DC) and onsite training are available for this course.
For more information, email onsite@graduateschool.edu or visit:
https://www.graduateschool.edu/courses/using-federal-hr-flexibilities



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Course Outline

Module 1: Appointments

- Exploring veterans' appointments, including Veterans' Recruitment Appointment (VRA), 30 Percent or More Disabled Veterans, and Veterans Employment Opportunities Act (VEOA).
- How to utilize veterans' appointing authorities effectively to fill critical positions with qualified candidates.
- Identifying the different veterans' eligibility categories and the regulations that govern their use.
- Practical examples of veterans hiring strategies and tools to support these appointments.

Module 2: In-Service Placements

- Understanding in-service placements and how to utilize noncompetitive methods for moving current federal employees to new positions.
- How to assess when noncompetitive placements are appropriate and align with agency needs.
- Exploring the benefits of in-service placements for agencies seeking to fill vacancies efficiently.

Module 3: Candidate Referrals

- Learning the process of candidate referrals and strategies for increasing the number of qualified candidates referred for positions.
- Understanding the role of referral mechanisms and how to improve the hiring process using referral flexibilities.
- Practical tips for utilizing various referral tools, including those targeting specific groups such as veterans or underrepresented communities.

Module 4: Monetary Incentives

- Exploring the different monetary incentives available for federal agencies to attract and retain employees.
- Understanding how to apply recruitment, relocation, and retention bonuses effectively.
- Using monetary incentives to meet agency needs during emergencies, critical hiring situations, or to fill difficult-to-recruit positions.

Appendix A: Strategies During a Health Pandemic Crisis

- Discussing HR strategies and flexibilities to address hiring challenges during a health pandemic.
- Understanding how to adapt hiring practices in response to a crisis and continue meeting organizational staffing needs.

Appendix B: Public Land Corps

- Exploring the Public Land Corps program and its application to federal employment and staffing strategies.
- Learning how this program helps recruit and develop young people for public land management roles.

Appendix C: Delegated Examining Authority (DE)

- Understanding the concept of Delegated Examining Authority (DE) and its role in federal hiring processes.
- How agencies use DE to make competitive appointments and expedite the hiring of qualified candidates.