

Qualifications Analysis Course (Self-Paced)

Evaluate applicants for federal jobs by applying eligibility and qualifications requirements found in OPM's Qualifications Standards, including basic eligibility, minimum qualification requirements, specialized experience requirements, positive education requirements, and the substitution of education for experience. This course is part of the Certificates of Accomplishment in Human Resources Management

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/qualifications-analysis-online>



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Course Outline

- Module 1
Basis for Qualifications and Qualifications References
- Module 2
Structure of OPM's Qualifications Website
- Module 3
General Policies—Crediting Experience
- Module 4
General Policies—Crediting Education
- Module 5
Combining Experience and Education (Clerical and Administrative Support & Technical and Medical Support)
- Module 6
Combining Experience and Education (Administrative and Management & Professional and Scientific)
- Module 7
Selective and Quality Ranking Factors
- Module 8
In-Service Placement Provisions
- Module 9
Legal and Regulatory Requirement