



# **OPM Federal HR Institute**

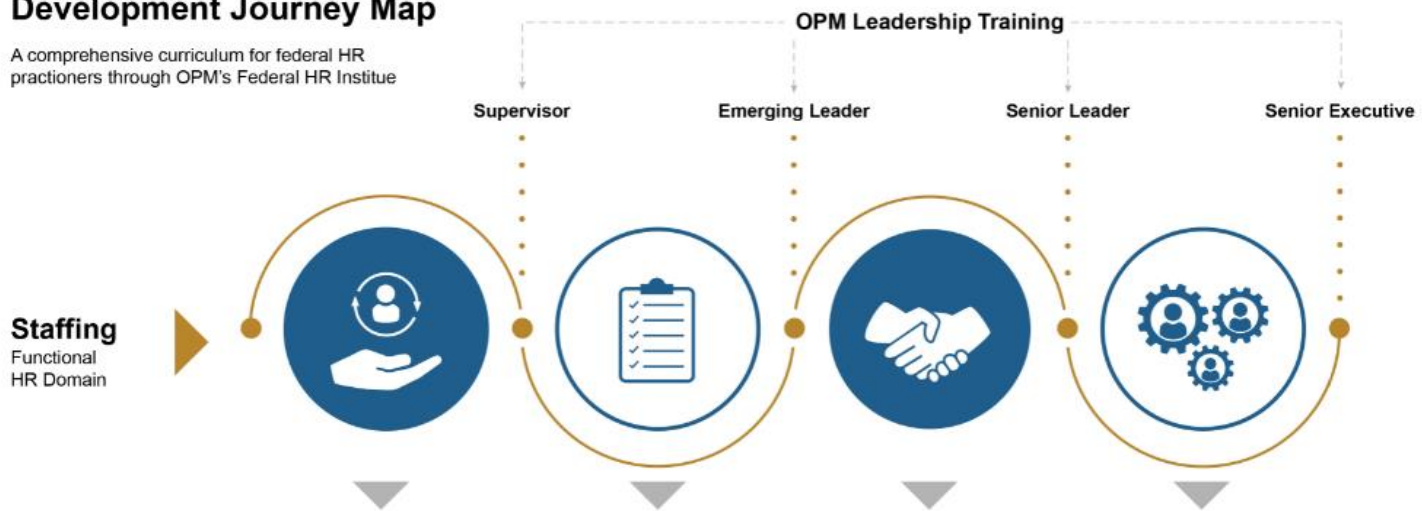
## ***For Government by Government***

**Before today's session, were you aware that FHRI provided professional Staffing development training?**

# Staffing Curriculum Map

## OPM's Federal HR Development Journey Map

A comprehensive curriculum for federal HR practitioners through OPM's Federal HR Institute



Core Curriculum		Foundational	Technical	Advisor	Strategic
Proficiency Level	Apprentice	<ul style="list-style-type: none"> <li>&gt; Introduction to HR Management</li> <li>&gt; Foundations of Service Excellence for HR Professionals</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Staffing for Organizational Impact</li> <li>&gt; Processing Personnel Actions</li> <li>&gt; Delegated Examining Certification*</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Introduction to Guiding Recruitment and Selection Activities</li> <li>&gt; Engaging Others for Effective Staffing</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Strategic Workforce Planning</li> </ul>
	Practioner	<ul style="list-style-type: none"> <li>&gt; Introduction to Staffing Laws and Regulations</li> <li>&gt; Effective Writing for HR Professionals - Staffing</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Introduction to Staff Acquisition Activities in the Merit Promotion Process</li> <li>&gt; Introduction to Selection Activities in the Merit Promotion Process</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Guiding Recruitment and Selection Activities - Workshop</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Advanced Strategic Staff Acquisition and Recruiting</li> </ul>
	Expert	<ul style="list-style-type: none"> <li>&gt; The Federal Hiring Process for Staffing Specialists</li> <li>&gt; Staffing Programs for Special Populations</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Staff Acquisition Activities in the Merit Promotion Process</li> <li>&gt; Selection Activities in the Merit Promotion Process</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Workforce Planning Basics</li> <li>&gt; Strategic Recruiting</li> <li>&gt; Staffing Specialist Practicum</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Evaluating Staffing Programs</li> </ul>

\*For specialists seeking DE certification



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Developing Visionary HR Professionals to Transform Government.  
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# SS110 Staffing for Organizational Impact

## ***Overview:***

Learners will learn how workforce planning and strategic initiatives affects Staffing Specialists hiring duties. (Target Audience GS 5-9)

## ***Course Length/Course Delivery Method/Cost:***

3 Hours; web-based learning; \$215.00

## ***How you will benefit:***

You will learn the fundamentals of strategic recruiting; be introduced to workforce planning and reshaping; and understand the impact of compensation and benefits on recruiting practices.

# SS112 Processing Personnel Actions

**Overview:** Learners will gain knowledge related to the preparation, processing, and documentation of personnel actions for federal employees.  
**(Target Audience GS 5-9)**

***Course Length/Course Delivery Method/Cost:***

5 Hours; web-based learning; \$325.00

***How you will benefit:***

You will learn when and how to appropriately use Standard Form, SF52, Request for Personnel Action; when and how to appropriately use SF50, Notification of Personnel Action; and rules, regulations, and steps involved in completing personnel actions

# SS120: Intro to Staff Acquisition Activities in the Merit Promotion Process

**Overview:** Learners will be introduced to the process for recruiting and attracting quality candidates under Merit Promotion System (**Target Audience GS 7-9**)

**Course Length/Course Delivery Method/Cost:**

8 hours; Blended (web-based learning and OTJ); \$480.00

**How you will benefit:**

You will learn to assist more senior HR Professionals in planning and conducting of staff acquisition activities-developing recruitment strategy; creating and updating a job analysis; developing an assessment strategy and developing assessments; JOA requirements and writing effective JOA's.

# SS122: Introduction to Selection Activities in the Merit Promotion Process

**Overview:** Learners will be introduced to the process of receiving, processing, and evaluating applications and then selecting and notifying candidates. **(Target Audience GS levels 7-9)**

***Course Length/Course Delivery Method/Cost:***

5 Hours; web-based learning; \$325.00

***How you will benefit:***

You will learn to assist more senior HR Professionals in supporting Hiring Managers with screening and processing applications; assessing applicants; referring applicants; notifying applicants and communicating compensation and benefits

# SS130 Staff Acquisition in the Merit Promotion Process-Workshop

**Overview:** In this hands-on workshop, learners will apply what they learned in SS120 in typical GS and FWS hiring scenarios. **(Pre-requisite completion of SS120/ Target Audience is GS 7-9)**

***Course Length/Course Delivery Method/Cost:***

3.5 Days; Virtual-instructor Led with OTJ and Coaching; \$1,330.00

***How you will Benefit:***

You will learn to conduct staffing acquisition activities; learn relationship between data analytics and recruiting activities; determine recruitment strategy; creating the JOA, assessment strategy, developing assessment questions, and staff acquisition for FWS.



# SS132: Selection in the Merit Promotion Process-Workshop

**Overview:** In this hands-on workshop, learners will apply what they learned about Merit Promotion selection activities in typical GS and FWS hiring scenarios. **(Pre-requisite completion of SS122 and Target Audience GS 7-9)**

***Course Length/Course Delivery Method/Cost:***

3.5 Days, Virtual Instructor-Led with OJT and Coaching/\$1,040.00

***How you will Benefit:***

After a brief review of key concepts, you will complete the following selection activities, with guidance and feedback from instructor-screening and processing applications; assessing, referring, and notifying candidates

# FY21 FHRI Course Schedule

Course	Course Pricing per learner	Q1	Q2	Q3	Q4
HR004 (I): Foundations of Service Excellence for HR Professionals -Staffing	\$600.00		Jan 1-21	Mar 2-3	Jul 7-8
HR006 (I): Effective Writing for HR Professionals-Staffing	\$750.00		Jan 12-14	Mar 9-11	Jul 13-15
SS130 (B): Staff Acquisition in the Merit Promotion Process - Workshop	\$1,040.00		Jan 26-29		Jul 20-23
SS132 (B): Selection in the Merit Promotion Process - Workshop	\$1,040.00			Mar 23-25	
SS210 (B): Introduction to Guiding Recruitment and Selection Activities	\$400.00		Feb 9-Mar 23		Aug 3-Sep 13
SS212 (B): Engaging Others for Effective Staffing	\$400.00			Apr 20-Jun 15	
SS220 (B): Guiding Recruitment and Selections Activities Workshop	\$1,040.00		Feb 23-26		Aug 3-6
SS231 (B): Strategic Recruiting	\$1,040.00			May 18-Jun 8	
SS232 (B): Staffing Specialist Practicum	\$1,795.00		Jan 1 - Apr 30		Jul 1-Oct 31
SS310 (B): Strategic Workforce Planning	\$875.00	Dec 8-9		Jun 8-9	
SS320 (B): Advanced Strategic Staff Acquisition & Recruiting	\$875.00		Mar 16-17		Sep 8-10
SS330 (B): Evaluating Staffing Programs	\$875.00		TBD		TBD
Web-based offerings: Students have up to one month after FYQ to complete					
HR002: Introduction to HR Management	\$225.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS002: Introduction to Staffing Laws and Regulations	\$225.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS004: The Federal Hiring Process	\$215.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS006: Staffing for Special Populations	\$225.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS110: Staffing for Organizational Impact	\$215.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS112: Processing Personnel Actions	\$325.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS120: Introduction to staff Acquisition Activities in the Merit Promotion Process	\$480.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS122: Introduction to Selection Activities in the Merit Promotion Process	\$325.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS230: Workforce Planning Basics	\$240.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
CL002: Basic Classification	\$865.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
CL004: Writing Position Descriptions	\$500.00		Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31

# FHRI Course Attributes

- **Self-paced and accessible**
- ***Create an Agency Cohort Today.*** Teams appreciate learning together as a group. Select a course, learn the material together and create a weekly check-in session. Discuss the materials and how it might impact your agency.
- **SME** federal HR Staffing Specialist instructors

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**Question & Answer**

# The Federal HR Institute Team



## **Inquiries**

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