



COURSE DETAILS

Course Tuition

\$215.00

Course Length

3 Hours

Course Delivery Method

Web-based

Course Offering Dates

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS110: Staffing for Organizational Effectiveness

Staffing Specialists will get an overview of how workforce planning and strategic recruiting initiatives affect their hiring duties.

*** In order to receive credit for this course, the student will need to complete the course one month after the Fiscal Quarter the student registered. ***

Target Audience

Technical Track - Target Audience HR 201s and HR 203s

How You Will Benefit

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

Competencies

General: Legal, Government, and Jurisprudence, Oral Communication, Reading, Reasoning, Teamwork, Technical Competence and Writing.

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COURSE DETAILS

Course Tuition

\$325.00

Course Length

4 Hours

Course Delivery Method

Web-based

Course Offering Dates

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS112: Processing Personnel Actions

This course provides HR professionals knowledge related to the preparation, processing and documentation of personnel actions for federal employees.

*** In order to receive credit for this course, the student will need to complete the course one month after the Fiscal Quarter the student registered. ***

Target Audience

Technical Track - Target Audience HR 201s and HR 203s

How You Will Benefit

You will learn when and how to appropriately use Standard Form 52, Request for Personnel Action (SF-52); when and how to appropriately use Standard Form 50, Notification of Personnel Action (SF-50); and the rules, regulations and steps involved in completing personnel actions.

Competencies

General: Attention to Detail, Decision Making, Information Management, Reading, Reasoning and Technical Competence.

[Register Now](#)



COURSE DETAILS

Course Tuition

\$480.00

Course Length

8 Hours

Course Delivery Method

Web-based

Course Offering

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS120: Introduction to Staff Acquisition in the Merit Promotion Process

HR professionals will learn the process for recruiting and attracting quality candidates under merit promotion principles to fulfill federal employment hiring needs.

*** In order to receive credit for this course, the student will need to complete the course one month after the Fiscal Quarter the student registered. ***

Target Audience

Technical Track - Target Audience HR 201s and HR 203s

How You Will Benefit

You will learn how to assist senior Staffing Specialists in planning and conducting staff acquisition activities; recruitment strategies and techniques; identifying compensation flexibilities to be used for recruitment; job analysis & determining an assessment strategy; public notice/JOA/qualification determinations & reporting; and accountability.

Competencies

General: Oral Communication, Organizational Awareness, Planning and Evaluating, Problem Solving & Reasoning, Self-Management, Reasoning, Stress Tolerance, Technical Competence and Writing.

[Register Now](#)



COURSE DETAILS

Course Tuition

\$325.00

Course Length

6 Hours

Course Delivery Method

Web-based

Course Offering

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS122: Introduction to Selection Activities in the Merit Promotion Process

This course shows Staffing Specialists how they will assist more senior HR Staffing Specialists in supporting Hiring Managers in selecting candidates.

*** In order to receive credit for this course, the student will need to complete the course one month after the Fiscal Quarter the student registered. ***

Target Audience

Technical Track - Target Audience HR 201s and HR 203s

How You Will Benefit

You will learn topics including screening and processing applications, assessing applicants, qualifying applicants and notifying applicants and communicating compensation and benefits.

Competencies

General: Hiring Process Management, Merit System Accountability, Qualification Determinations Recruitment/Placement, Technical Documentation, Veterans' Preference, Attention to Detail, Customer Service, Decision Making, Integrity/Honesty and Oral Communication.

[Register Now](#)



COURSE DETAILS

Course Tuition

\$1,330.00

Course Length

3.5 Days

Course Delivery Method

Virtual Instructor Led

Course Offering

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS130: Staffing Acquisition in the Merit Promotion Process-Workshop

This is a hands-on workshop for HR Staffing Specialists to apply what they learned about merit promotion staff acquisition activities in the SS120 Web-based course to typical GS and FWS hiring scenarios.

Target Audience

Technical Track - Target Audience HR 201s and HR 203s

How You Will Benefit

After a brief review of key concepts, participants will complete the following staff acquisition activities, with guidance and feedback from instructors:

- Determining the recruitment strategy
- Job analysis
- Determining the assessment strategy
- Developing new assessment questionnaire items

Competencies

General: Agency Staffing Policies and Procedures, Assessment Methods and Tools, Hiring Authorities, Job Analysis, Public Notice/Creating Effective Job Opportunity Announcements, Recruitment/Placement, Strategic Recruitment, and Technical Documentation.

[Register Now](#)



COURSE DETAILS

Course Tuition

\$1,040.00

Course Length

2 1/2 days

Course Delivery

Method Instructor Led

Course Offering

- 1st and 3rd Quarter
- Single Agency Request

COURSE OVERVIEW

SS132: Selection in the Merit Promotion Process-Workshop

In this hands-on workshop, Staffing Specialists apply what they learned about merit promotion selection activities in the SS122 Web-based Training course to typical GS and FWS hiring scenarios.

Target Audience

Technical Track - Target Audience HR 201s and HR 203s

How You Will Benefit

After a brief review of key concepts, participants will complete the following staff acquisition activities, with guidance and feedback from instructors:

- Screening and processing applications
- Qualifying applicants
- Creating the certificate list of eligibles
- Notifying applicants
- Discussing compensations and benefits
- Auditing completed hiring packages

Competencies

Staffing: Agency Staffing Policies and Procedures, Application Processing, Assessment Methods and Tools, Certification and Selection, Compensation, Employee Benefits, Hiring Authorities, Labor Law, Merit System Accountability, Qualification Determinations, Recruitment/placement, Strategic recruitment, Technical Documentation

General: Attention to Detail, Customer Service, Decision Making, Integrity/Honesty, Legal, Government, and Jurisprudence, Oral Communication, Organizational Awareness, Problem Solving, Reading, Reasoning, Self-Management, Stress Tolerance, Technical Competence

[Register Now](#)