



U.S. Office of Personnel Management
EMPLOYEE ASSESSMENT
For Delegated Examining Certification Training Nominees

Name: _____ Title: _____

Use the following scale to rate each task based on the work you have performed.

- 3 = Excellent proficiency in this task
- 2 = Good proficiency in this task
- 1 = Minimal proficiency in this task
- 0 = No proficiency in this task
- N/A = This task is not a part of my job

JOB ANALYSIS & ASSESSMENT CRITERIA	ACCEPTING & PROCESSING APPLICATIONS (cont.)
Develop job analyses that rationally relate to a position's knowledge, skills, and abilities. <input style="width: 50px; height: 20px;" type="text"/>	Review applicant materials for evidence to support applicant self-ratings. <input style="width: 50px; height: 20px;" type="text"/>
Identify and document job-related selective factors. <input style="width: 50px; height: 20px;" type="text"/>	Issue notifications to applicants of their application status. <input style="width: 50px; height: 20px;" type="text"/>
Develop assessment/occupational questionnaires for GS and/or FWS positions. <input style="width: 50px; height: 20px;" type="text"/>	CERTIFICATION
Determine eligibility and evaluate candidates for GS and/or FWS positions. <input style="width: 50px; height: 20px;" type="text"/>	Generate and issue a certificate of eligibles or referral list. <input style="width: 50px; height: 20px;" type="text"/>
JOB OPPORTUNITY ANNOUNCEMENTS	Use and interpret agency's policies or procedures on pass overs and/or objections. <input style="width: 50px; height: 20px;" type="text"/>
Clear agency internal placement programs (e.g. CTAP, RPL). <input style="width: 50px; height: 20px;" type="text"/>	Audit a certificate of eligibles. <input style="width: 50px; height: 20px;" type="text"/>
Prepare a job opportunity announcement (JOA) or job ad on USAJobs. <input style="width: 50px; height: 20px;" type="text"/>	Issue notification to applicants on their final status. <input style="width: 50px; height: 20px;" type="text"/>
Identify and apply special hiring authorities. <input style="width: 50px; height: 20px;" type="text"/>	Knowledge/use of category rating procedures to include merging categories. <input style="width: 50px; height: 20px;" type="text"/>
ACCEPTING & PROCESSING APPLICATIONS	TECHNICAL RESOURCES
Use/apply agency policies and procedures to accept and process applications. <input style="width: 50px; height: 20px;" type="text"/>	Use of Title 5 of the U.S. Code. <input style="width: 50px; height: 20px;" type="text"/>
Determine if applicant meets ICTAP and/or CTAP criteria. <input style="width: 50px; height: 20px;" type="text"/>	Use of Title 5 of the Code of Federal Regulations. <input style="width: 50px; height: 20px;" type="text"/>
Determine applicant eligibility. <input style="width: 50px; height: 20px;" type="text"/>	Use of Delegated Examining Operations Handbook. <input style="width: 50px; height: 20px;" type="text"/>
Determine applicant qualifications using applicable standards. <input style="width: 50px; height: 20px;" type="text"/>	Use of OPM's Guide to Processing Personnel Actions. <input style="width: 50px; height: 20px;" type="text"/>
Use and apply OPM's VetGuide in order to adjudicate veterans' preference. <input style="width: 50px; height: 20px;" type="text"/>	Use of Classification Standards. <input style="width: 50px; height: 20px;" type="text"/>

U.S. Office of Personnel Management
SUPERVISORY ASSESSMENT
For Delegated Examining Certification Training Nominees

Name: _____ Title: _____

Use the following scale to rate each task based on the work the nominee has performed.

- 3 = Excellent proficiency in this task
- 2 = Good proficiency in this task
- 1 = Minimal proficiency in this task
- 0 = No proficiency in this task
- N/A = This task is not a part of the job

JOB ANALYSIS & ASSESSMENT CRITERIA	ACCEPTING & PROCESSING APPLICATIONS (cont.)
Develop job analyses that rationally relate to a position's knowledge, skills, and abilities. <input style="width: 50px; height: 20px;" type="text"/>	Review applicant materials for evidence to support applicant self-ratings. <input style="width: 50px; height: 20px;" type="text"/>
Identify and document job-related selective factors. <input style="width: 50px; height: 20px;" type="text"/>	Issue notifications to applicants of their application status. <input style="width: 50px; height: 20px;" type="text"/>
Develop assessment/occupational questionnaires for GS and/or FWS positions. <input style="width: 50px; height: 20px;" type="text"/>	CERTIFICATION
Determine eligibility and evaluate candidates for GS and/or FWS positions. <input style="width: 50px; height: 20px;" type="text"/>	Generate and issue a certificate of eligibles or referral list. <input style="width: 50px; height: 20px;" type="text"/>
JOB OPPORTUNITY ANNOUNCEMENTS	Use and interpret agency's policies or procedures on pass overs and/or objections. <input style="width: 50px; height: 20px;" type="text"/>
Clear agency internal placement programs (e.g. CTAP, RPL). <input style="width: 50px; height: 20px;" type="text"/>	Audit a certificate of eligibles. <input style="width: 50px; height: 20px;" type="text"/>
Prepare a job opportunity announcement (JOA) or job ad on USAJobs. <input style="width: 50px; height: 20px;" type="text"/>	Issue notification to applicants on their final status. <input style="width: 50px; height: 20px;" type="text"/>
Identify and apply special hiring authorities. <input style="width: 50px; height: 20px;" type="text"/>	Knowledge/use of category rating procedures to include merging categories. <input style="width: 50px; height: 20px;" type="text"/>
ACCEPTING & PROCESSING APPLICATIONS	TECHNICAL RESOURCES
Use/apply agency policies and procedures to accept and process applications. <input style="width: 50px; height: 20px;" type="text"/>	Use of Title 5 of the U.S. Code. <input style="width: 50px; height: 20px;" type="text"/>
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Use and apply OPM's VetGuide in order to adjudicate veterans' preference. <input style="width: 50px; height: 20px;" type="text"/>	Use of Classification Standards. <input style="width: 50px; height: 20px;" type="text"/>