

Attachment #2 – Glossary of Terms

- **Assessment** - a systematic approach to gathering information about individuals; this information is used to make employment or career-related decisions about applicants and employees
- **Accredited Education** - education above the high school level completed in a U.S. college, university, or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.
- **Competencies** - A measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual will need to perform work roles or occupational functions successfully. Competencies specify the "how" of performing job tasks, or what the person needs to do the job successfully.
- **Competitive Service** - all positions in which appointments are subject to the provisions of Chapter 33 of title 5, United States Code. Positions in the executive branch of the Federal Government are in the competitive service unless they are specifically excluded from it. Positions in the legislative and judicial branches are outside of the competitive service unless they are specifically included in it.
- **Education Above the High School Level (or Post High-School Education)** - successfully completed progressive study at an accredited business or technical school, junior college, college, or university where the institution normally requires a high school diploma or equivalent for admission.
- **Knowledge, Skills, and Abilities (KSA's)** - the attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training. Knowledge is a body of information applied directly to the performance of a function. Skill is an observable competence to perform a learned psychomotor act. Ability is competence to perform an observable behavior or a behavior that results in an observable product.
- **Minimum Education** - post high school level education in a U.S. college, university, or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.
- **Position** - the officially assigned duties and responsibilities that make up the work performed by an employee.
- **Related Education** - education above the high school level that has equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of

the position being filled. Education may relate to the duties of a specific position or to the occupation but must be appropriate for the position being filled.

- **Research Positions** - positions in professional series that primarily involve scientific inquiry or investigation, or research-type exploratory development of a creative or scientific nature, where the knowledge required to perform the work successfully is acquired typically and primarily through graduate study. The positions are such that the academic preparation will equip the applicant to perform fully the work after a short orientation period.
- **Self-Report Assessment or Self-Assessment** - applicants provide information about themselves, such as their experiences, behavior, or education.
- **Series or Occupational Series** - positions similar as to specialized work and qualification requirements. Series are designated by a title and number such as the Accounting Series, GS-510; and the Microbiology Series, GS-403.