

## Employee Checklist of Activities Recommended to Strengthen Skills in Delegated Examining

- I am or will be conducting delegated examining work as part of a Federal agency DE unit

### Training – Build a Foundation

- Have an honest discussion with your supervisor about your training and development needs
- Foundational Training (Recommended for staff new to DE, prior to DE Training and the Assessment)
  - Minimum of six months of on-the-job Federal staffing experience working in an operating HR office or in an accountability, staffing policy, or equivalent position **AND**
  - Federal basic staffing training
- DE Training

### Review and Understand the Full DE Process

- Review the [OPM Delegated Examining Preparation Toolkit](#) and [Frequently Asked Questions](#)
- NEW! Sample DE Scenario Questions – Part 2
- Attend training in specific competency areas (see Toolkit for training suggestions)

#### Delegated Examining Competency Areas (defined in the DE Certification Information Sheet)

- |   |   |
|---|---|
| • Agency Staffing Policies & Procedures | • Job Analysis                                |
| • Application Processing                | • Merit System Accountability                 |
| • Assessment Methods & Tools            | • Public Notice/Job Opportunity Announcements |
| • Category Rating                       | • Qualifications Determinations               |
| • Certification & Selection             | • Recruitment & Placement                     |
| • Hiring Authorities                    | • Technical Documentation                     |
| • Hiring Process Management             | • Veterans' Preference                        |

- Understand how to find information and how to apply the rules within:
  - [Delegated Examining Operations Handbook \(DEOH\)](#)
  - [Appendix A of the VetGuide for HR Professionals](#) (only excerpt needed during the Assessment)
  - [OPM Operating Handbook, Qualification Standards for General Schedule Positions](#)  
Includes knowledge of overarching General Schedule Qualification Policies such as Application of Qualification Standards

### Put It Together - Apply Your Knowledge and Target Specific Areas

- Minimum of 90 days experience on-the-job
- Determine which competencies you need to strengthen (in Assessment results or areas you identify)
- Identify activities that will help you build skills in that area, for example:
  - Formal training
  - On-the-job activities in specific competency areas
  - Find an experienced DE-certified colleague to shadow and give you feedback on activities you are performing such as adjudicating veterans' preference or creating a certificate