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)

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<th>Delegated Examining Competency Areas (defined in the DE Certification Information Sheet)</th>
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<td>• Agency Staffing Policies &amp; Procedures</td>
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<td>• Application Processing</td>
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☐ 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