



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Merit System
Accountability and
Compliance

AUG 23 2017

MEMORANDUM FOR DEPUTY CHIEF HUMAN CAPITAL OFFICERS

FROM: MARK W. LAMBERT
Associate Director

A handwritten signature in blue ink that reads "Mark W. Lambert".

SUBJECT: Evaluator Training

On November 6, 2017, the U.S. Office of Personnel Management will begin the first of five evaluator training courses in FY18. Our training has been revised and focuses on the new Human Capital Framework and all three phases of the evaluation process (i.e., planning the review, conducting the review, and reporting on the review), and includes practical exercises. The three-day training course is intended for agency employees who participate in human capital evaluations associated with their agency's Human Capital evaluation system. It is recommended that agencies coordinate their nomination for this course through their Accountability Program Manager.

The information for the November training course is as follows:

When: November 6 – 8, 2017
8:30 a.m. – 4:00 p.m. each day

Where: Theodore Roosevelt Building
U.S. Office of Personnel Management
1900 E Street, NW, Room 1425B
Washington, DC 20415

In order to register for this course, each attendee must complete and submit the attached Individual Assessment Form (IAF). The IAF must be sent to Ms. Sharon Roseboro at Sharon.Roseboro@opm.gov. If you have any questions regarding the registration process, contact Ms. Roseboro at 215-861-3093.

Space is limited to 25 participants per course. The remaining four sessions will be offered on March 6-9, 2018; May 1-3, 2018; July 10-12, 2018; and August 21-23, 2018. Your staff may register for any of these sessions with Ms. Roseboro at any time. In addition, if you are interested in an onsite session specifically for your agency (a minimum of 20 participants is required), please email contact Mr. Paul Pelullo at Paul.Pelullo@opm.gov or 215-861-3084.

We look forward to your agency's participation in this important training.

Attachment

cc: Human Resources Directors

INDIVIDUAL ASSESSMENT FORM

For Evaluator Training Under the HC Framework

Name: _____
 Agency: _____
 Email: _____

Position Title: _____
 Office: _____
 Dates of course: _____

Please use the following scale to assess the following competency areas in the work you have performed. Select None, Minimal, Good, Excellent or N/A for each item.

- 1. None - No proficiency in this area
- 2. Minimal - Minimal proficiency in this area
- 3. Good - Good proficiency and experience in this area
- 4. Excellent - Excellent proficiency and experience in this area
- 5. N/A - This area is not part of my position

	None	Minimal	Good	Excellent	N/A
BACKGROUND					
Legal Foundation for Evaluations					
HCF systems					
Strategic Planning & Alignment					
Talent Management					
Performance Culture					
Evaluation					
PRE-REVIEW PHASE					
Planning & Scheduling Review					
Determining Resources Needed					
Gathering Data & Review of Reports					
Identifying Sample Size & Interviews					
REVIEW PHASE					
Conducting In-Briefing					
Reviewing Records & Files					
Conducting Effective Interviews					
Conducting Out-Briefing					
POST-REVIEW PHASE					
Researching Issues					
Developing Review Findings					
Identifying Problems					
Writing Review Report					
OVERALL					
HR Review/Evaluation Experience					
Recruitment Experience					
Delegated Examining Experience					