



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

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Workforce Policy  
and Innovation

## Memorandum for Human Resources Directors

**From:** Karen R. Jacobs  
Acting Deputy Associate Director  
Talent Acquisition, Classification, and Veterans Programs

**Subject:** Launch of OPM’s Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications Training and Use of Hiring Assessments: A SME-Based Approach Training courses

The U.S. Office of Personnel Management (OPM) is launching two self-paced online training courses as part of the “Designing an Assessment Strategy and Use of SME-Based Assessments” entitled, Course 1: Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications and Course 2: Use of Hiring Assessments: A SME-Based Approach. The training courses were developed to provide support to agencies as they continue to increase the use of valid, competency-based assessments and skills-based hiring as directed in support of [Executive Order \(EO\) 13932 on Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates \(June 26, 2020\)](#). These training courses also support the [President’s Management Agenda's Workforce Priority, Strategy 4](#), to help agencies deliver on their mission by providing Federal human resources professionals with the tools needed for their workforce planning efforts.

### What’s Covered in the Courses?

Course 1: Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications is structured to reinforce core concepts, processes, and practices about Federal hiring policies and authorities, the importance of a job analysis, and considerations for designing an assessment strategy.

Course 2: Use of Hiring Assessments: A SME-Based Approach is an audio-based and interactive course that provides the steps to develop various competency-based assessments, with a focus on the use of SMEs and cut scores during the hiring assessment process.

**Who Should Attend the Courses?**

This course is designed for Federal Human Resources Specialists, personnel assessment professionals, and hiring managers who are involved in the Federal hiring process under competitive examining.

**When:**

On-Demand courses are available now to agencies on the OPM Workforce Policy and Innovation Virtual Training Center. [Register here](#).

**How Do I Sign-Up for the Courses?**

The “Designing an Assessment Strategy and Use of SME-Based Assessments” courses are available for free for all Federal agencies and is hosted on the OPM Workforce Policy and Innovation Virtual Training Center.

Please see the attached user registration instructions for more details on how to access the training courses.

**For More Information:**

For more information on the “Designing an Assessment Strategy and Use of SME-Based Assessments” courses, please contact OPM’s Classification and Assessment Policy Team at [opmwpitrainingsupport@opm.gov](mailto:opmwpitrainingsupport@opm.gov).

**Attachments:**

- OPM Workforce Policy and Innovation Virtual Training Center User Registration Instructions
- “Designing an Assessment Strategy and Use of SME-Based Assessments” Training Courses Frequently Asked Questions

cc: Chief Human Capital Officers (CHCO), Deputy CHCOs

# OPM Workforce Policy and Innovation (WPI) Virtual Training Center User Registration Instructions

## Creating an Account

1. To register for the LMS, begin by navigating to the [OPM WPI Virtual Training Center](#).
2. On the login screen, select “Click Here to Register”.
3. You will be brought to a screen where you will be asked to input your email address. Enter your government email address and select “Submit”.
4. You will receive a confirmation email from the OPM WPI Virtual Training Center with a link to the registration page. Select the link to navigate to the registration. If you do not receive the e-mail, please check your SPAM folder.
5. Complete your profile information within each field. Fields marked with an asterisk are required.
6. Once you have filled out all the requested profile information, select “Update Profile”.
7. You will then be re-directed to the login screen where you will then enter your email address and password to access the LMS.

## Accessing Training Courses

1. To access the training courses, select “My Courses” in the Main Menu.
2. Select the training you are required to take to view the course’s information. Then select “Begin Course” to start your training.
3. The course you selected will open in a new window. You can exit the training anytime and restart by simply following the steps above to navigate to the training.
4. To view your certificates once you have completed your course, select “My Transcript” in the Main Menu. Click the “view” button to the right of the course

certificate you would like to view. The course certificate will open in a new browser.

## **Technical Assistance**

If you have any problems with registration or technical aspects of the courses, please refer to the OPM Workforce Policy and Innovation (WPI) Virtual Training Center Frequently Asked Questions or contact the Help Desk at (202) 753-0845 within the Washington DC area or toll free at (833) 200-0035 from 8:30 am to 6:00 pm EST, Monday-Friday except holidays. You can also email the Help Desk at: [https://opmwpi.usalearning.gov/help\\_desk/](https://opmwpi.usalearning.gov/help_desk/).



# “Designing an Assessment Strategy and Use of SME-Based Assessments” Training Courses

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## Frequently Asked Questions (FAQs)

### **Why did OPM develop the “Designing an Assessment Strategy and Use of SME-Based Assessments training courses?**

To support agencies implementation of [Executive Order 13932 on Reforming and Modernizing the Assessment and Hiring of Federal Job Candidates \(June 26, 2020\)](#), OPM developed two online courses designed to engage and instruct the Human Capital community and other stakeholders on the fundamentals of designing assessment strategies, using SMEs in developing competency-based assessments, and using cut scores in hiring assessments.

### **Who is the target audience for the training courses?**

The courses are designed for Federal employees who are involved in the competitive examining hiring process, specifically Human Resources Specialists, personnel assessment professionals, and hiring managers.

### **Are Federal employees required to complete the courses?**

Federal employees are not required to complete the courses. OPM encourages all Federal employees involved in the hiring process and developing hiring assessments to complete the two training courses offered.

### **When will the courses be available for agencies?**

Course 1: Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications and Course 2: Use of Hiring Assessments: A SME-Based Approach are now available.

### **Is there a cost for the training courses?**

Both courses are available for free to all Federal agencies.

### **How do I register for the courses?**

Please see the OPM Workforce Policy and Innovation (WPI) Virtual Training Center User Registration Instructions for how to access the training website and courses hosted on the [OPM WPI Virtual Training Center website](#).

## **What content is covered in the training courses?**

The two training courses cover a broad array of hiring assessment related information for competitive examining positions. Course 1: Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications is structured to provide employees with the foundational knowledge of core concepts, processes, and practices about Federal hiring policies and its' authorities, the importance of a job analysis, and considerations for designing an assessment strategy. Course 2: Use of Hiring Assessments: A SME-Based Approach is an interactive audio-based course that provides employees with in-depth guidance on the steps to develop and score various competency-based assessments (e.g., occupational questionnaires, structured interviews, work samples, etc.) with a focus on including SMEs.

## **How long will the courses take to complete?**

Each course is designed to take approximately two hours to complete. The courses automatically save employees' progress, allowing them to complete the course at their discretion.

## **Will OPM provide other assessment-related training to support agencies skills-based hiring efforts?**

Yes, OPM plans to provide additional online trainings for agencies. Information will be forthcoming and communicated to agencies as trainings become available.