

MEMORANDUM FOR DEPUTY CHIEF HUMAN CAPITAL OFFICERS

FROM: MARK LAMBERT  
Associate Director  
Merit System Audit  
and Compliance

SUBJECT: Evaluator Training

On April 8, 2014, the U.S. Office of Personnel Management will conduct the first of four evaluator training courses we plan to offer this Fiscal Year. The three-day training course is intended for agency employees who participate in human resources evaluations associated with the Strengthening Agency Accountability (SAA) initiative. The training focuses on the Human Capital Assessment and Accountability Framework and all three phases of the evaluation process (e.g., pre-onsite, onsite, and post-onsite), and includes real world practical exercises.

Here is information for the April training course:

When: April 8-10, 2014  
8:30 a.m. – 4:00 p.m. each day.

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

Purpose: Evaluator training for agency representatives participating in human resources evaluations associated with the SAA initiative.

If your agency would like to send staff to the April session, please RSVP to Tim Heath at 404-331-3451, extension 227, or by email at [timothy.heath@opm.gov](mailto:timothy.heath@opm.gov) by COB February 28, 2014. We are asking each attendee to complete the attached **Individual Assessment Form**, which will help our facilitators better prepare for the course. Please note that space is limited to 25 participants per course. The remaining three sessions will be offered on the following dates: June 10-12, 2014; August 5-7, 2014; and September 16-18, 2014. Your staff may register for any of these sessions with Mr. Heath at any time. In addition, if you are interested in an on-site session specifically for your agency (a minimum of twenty participants) please contact Mr. Heath about making arrangements.

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

Attachment

cc: Human Resources Directors

# INDIVIDUAL ASSESSMENT FORM

For Auditor Training Under the HCAAF Framework

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Office: \_\_\_\_\_

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
<b>BACKGROUND</b>					
Legal Foundation for Auditing					
HCAAF systems					
Strategic Alignment					
Leadership & Knowledge Management					
Talent Management					
Performance Culture					
Accountability					
<b>PRE-AUDIT PHASE</b>					
Planning & Scheduling Audit					
Determining Resources Needed					
Gathering Data & Review of Reports					
Identifying Sample Size & Interviews					
<b>AUDIT PHASE</b>					
Conducting In-Briefing					
Reviewing Records & Files					
Conducting Effective Interviews					
Conducting Out-Briefing					
<b>POST-AUDIT PHASE</b>					
Researching Issues					
Developing Audit Findings					
Identifying Problems					
Writing Audit Report					
<b>OVERALL</b>					
HR Audit Experience					
Recruitment Experience					
Delegated Examining Experience					