December 5, 2023

The virtual platform for the trainings described below will not be available after July 31, 2025.

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.

Attachments:

- OPM Workforce Policy and Innovation Virtual Training Center User Registration and Site Navigation 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 and Site Navigation Instructions

Registration

1. To register for the OPM Workforce Policy and Innovation (WPI) Virtual Training Center, begin by navigating to the [OPM WPI Virtual Training Center](#) website.

2. On the login screen, select "Login via Entra" (for OPM employees only) or "Login via Login.gov". For detailed instructions on how to log into the system, refer to the Single Sign-On Instructions located on the homepage of the Virtual Training Center website.

3. After logging into the Virtual Training Center through Entra or Login.gov, you will be brought to the Complete Registration page. Complete the registration fields as directed and click "Save Changes". Fields marked with a white exclamation mark icon are required.

4. You will then be re-directed to the OPM WPI Virtual Training Center homepage where you will use Login via Entra or Login via Login.gov to login.

Accessing Training Courses

1. To access the training courses, on the main page under Course Menu, select "Begin Online Training" for the corresponding course that you want to complete.

2. Select the course title link under Launching SCORM Course – Course Menu to start your training.

3. The course you selected will open in a new window. You can exit the training by clicking "Exit" at the top of the screen and reenter the course by simply following the steps above to navigate back to the training.

4. To view your certificates once you have completed your course, on the course menu page, select "Get Certificate" and the course certificate will open in a new browser tab. Alternatively, you can select "Transcript" in the Course Actions dropdown at

the top of LMS screen or in the Menu toolbar. Under the Certificate column, click the certificate icon for the course and the certificate will open in a new browser tab.

Technical Assistance

If you have any problems with registration or technical aspects of the courses, please refer to the Frequently Asked Questions on page 5 of the CHCO memorandum, [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](#), or contact the USA Learning Help Desk at (202) 753-0845 within the Washington DC area or toll free at (888) 200-0035 from 8:30 am to 6:00 pm EST, Monday-Friday excluding holidays. You can also submit a [Help Desk ticket](#).

"Designing an Assessment Strategy and Use of SME-Based Assessments" Training Courses

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.