



August 1, 2025: Relaunch of Virtual Courses
The two Assessment courses are now available for registration

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

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Memorandum for Human Resources Directors

From: Karen R. Jacobs
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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. Please see the [attached registration instructions](#).

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 (see below)

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



“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.