INDIVIDUAL ASSESSMENT For Delegated Examining Training Class Participants

NAM TITL											
Are y	are you a current Federal Employee or Contractor? (Select only one)										
	he following scale to rate the following techn rmed. Select None, Minimal, Good, Excelle				ork you have						
	None = No proficiency in this task. Minimal = Minimal proficiency in this task. Good = Good proficiency in this task. Excellent = Excellent proficiency in this task. N/A = This task is not a part of my job.										
TECH	INICAL COMPETENCY AREAS]									
IOD	ANA Y YYGYG	None	Minimal	Good	Excellent	N/A					
<u> 10в</u> А	ANALYSIS Identify and document job-related										
1.	selective placement factors.										
2.	Develop crediting plans/rating schedules										
	for GS positions.										
3.	Develop crediting plans/rating schedules										
	for WG positions.										
4.	Determine eligibility and evaluate candidates for GS positions.										
5.	Determine eligibility and evaluate										
٥.	candidates for WG positions.										
				ļ.							
	TIFICATION										
1.	Rank & certify candidates using										
	numerical scores. Adjudicate 5-point veteran preference										
2.	eligibility.										
3.	Adjudicate 10-point veteran's preference										
	eligibility.										
4.	Establish & maintain an inventory for GS										
	or WG positions.										
5.	Audit a certificate of eligibles.										
	& IMPLEMENTATION OF TECHNICAL DURCES										
1.	Determine if candidate meets the ICTAP criteria.										
	Determine if candidate meets the CTAP criteria.										
3.	Enter the full text of vacancies into the										
	Federal Jobs database.										
4.	Prepare vacancy announcements for competitive positions.										

TECHNICAL COMPETENCY AREAS					
JOB ANALYSIS	None	Minimal	Good	Excellent	N/A
USE & IMPLEMENTATION OF TECHNICAL					
RESOURCES (continued)					
5. Identify & use Special Hiring Authorities.					
6. Define an area of consideration for non-competitive placement.					
7. Define an area of consideration for competitive placement.					
8. Compile a referral list of eligibles for noncompetitive placement.					
9. Use and interpret the Qualifications Standards Handbook.					
10. Use and interpret the X-118C.					
11. Use and interpret the Delegated Examining Operations Handbook.					
12. Use and interpret the Code of Federal Regulations.					
13. Use and interpret Title 5, U.S. Code.					
14. Use and interpret the Classification Standards.					
15. Use and interpret the Guide to Processing Personnel Actions.					
16. Use and interpret the Veterans Guide.					
17. Use and interpret your agency's internal Merit Promotion Plan.					

SUPERVISORY ASSESSMENT For Delegated Examining Training Class Participants

Super	rvisor's Name							
Name	e of Employee							_
Is the	employee a	current F	ederal emplo	yee or _	contrac	tor? (Sele	ect only one)	
	he following sca they have perfo				-	-	•	n the
		None Minimal Good Excellent N/A	= Min = Goo = Exc	nimal proofice of the proofice	ncy in this tast officiency in this officiency in the not a part of	nis task. task. this task.		
TECH	INICAL COMP	ETENCY AI	REAS					
IOR A	ANALYSIS			None	Minimal	Good	Excellent	N/A
	Identify and do	ocument job-r	elated					
	selective placer	nent factors.						
2.	Develop credit for GS position		ng schedules					
3.	Develop credit for WG positio	ing plans/rati	ng schedules					
4.	Determine elig		luate					
	candidates for							
5.	Determine elig candidates for	•						
CEDI		· · · · · · · · · · · · · · · · · · ·						
	TIFICATION Rank & certify	v candidates u	sing	1	1		1	1
	numerical scor		5					
2.	Adjudicate 5-p eligibility.	oint veteran _l	oreference					
3.	Adjudicate 10- eligibility.	point veteran	's preference	;				
4.	Establish & ma		entory for G	S				
5.	Audit a certific		S.					
	& IMPLEMENT			<u> </u>			l .	
	URCES					1	1	T
1.	Determine if ca criteria.	indidate meets	the ICTAP					
2.	Determine if ca	andidate meet	s the CTAP					
3.	Enter the full t Federal Jobs d		es into the					

TECHNICAL COMPETENCY AREAS	None	Minimal	Good	Excellent	N/A
JOB ANALYSIS		Millilliai	Good	Execution	IN/A
4. Prepare vacancy announcements for competitive positions.					
USE & IMPLEMENTATION OF TECHNICAL	,				
RESOURCES (continued) 5. Identify & use Special Hiring Authorities				1	
5. Identify & use Special Firing Additionnes					
6. Define an area of consideration for non-competitive placement.					
7. Define an area of consideration for competitive placement.					
8. Compile a referral list of eligibles for noncompetitive placement.					
9. Use and interpret the Qualifications Standards Handbook.					
10. Use and interpret the X-118C.					
11. Use and interpret the Delegated Examining Operations Handbook.					
12. Use and interpret the Code of Federal Regulations.					
13. Use and interpret Title 5, U.S. Code.					
14. Use and interpret the Classification Standards.					
15. Use and interpret the Guide to Processing Personnel Actions.					
16. Use and interpret the Veterans Guide.					
17. Use and interpret your agency's internal Merit Promotion Plan.					