

## Code of Federal Regulations

### 5 CFR 300 Subpart A – Employment Practices

This subpart lays out the principles that apply to employment practices in the Federal government that affect recruitment, measurement, ranking, and selection of individuals for initial appointment and promotion in the competitive service.

The basic requirements concerning job analysis are contained in 5 CFR 300.103.

a) Each employment practice must be based on a job analysis that identifies:

- Basic duties and responsibilities
- KSAs/competencies required to perform those duties and responsibilities
- Factors that are important in evaluating candidates

b) There must also be a rational relationship between performance in the position being and the employment practice being used. Practically speaking, this means there must be a link or connection that makes sense between the KSAs/competencies required to perform the duties of the job and:

- The definition of specialized experience, including selective placement factors
- Conditions of employment, such as requiring licenses/certificates
- Assessment tools used to rate/rank candidates – the most commonly used assessment tool is an online questionnaire
- Ranking
- Selection