

INDIVIDUAL ASSESSMENT
For Delegated Examining Training Class Participants

NAME: _____
 TITLE: _____

Are you a _____ current Federal Employee or _____ Contractor? (Select only one)

Use the following scale to rate the following technical competency areas in the work you have performed. Select None, Minimal, Good, Excellent or N/A for each task.

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.

TECHNICAL COMPETENCY AREAS	None	Minimal	Good	Excellent	N/A
JOB ANALYSIS					
1. Identify and document job-related 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 candidates for WG positions.					
CERTIFICATION					
1. Rank & certify candidates using numerical scores.					
2. Adjudicate 5-point veteran preference 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.					
USE & IMPLEMENTATION OF TECHNICAL RESOURCES					
1. Determine if candidate meets the ICTAP criteria.					
2. 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

Supervisor's Name _____

Name of Employee _____

Is the employee a _____ current Federal employee or _____ contractor? (Select only one)

Use the following scale to rate the employee in the following technical competency areas in the work they have performed. Select None, Minimal, Good, Excellent or N/A for each task.

- 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.

TECHNICAL COMPETENCY AREAS					
	None	Minimal	Good	Excellent	N/A
JOB ANALYSIS					
1. Identify and document job-related 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 candidates for WG positions.					
CERTIFICATION					
1. Rank & certify candidates using numerical scores.					
2. Adjudicate 5-point veteran preference 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.					
USE & IMPLEMENTATION OF TECHNICAL RESOURCES					
1. Determine if candidate meets the ICTAP criteria.					
2. Determine if candidate meets the CTAP criteria.					
3. Enter the full text of vacancies into the Federal Jobs database.					

TECHNICAL COMPETENCY AREAS					
JOB ANALYSIS	None	Minimal	Good	Excellent	N/A
4. Prepare vacancy announcements for competitive positions.					
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.					