

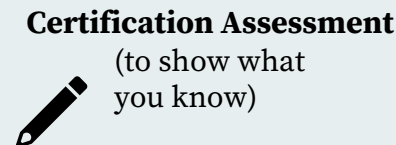
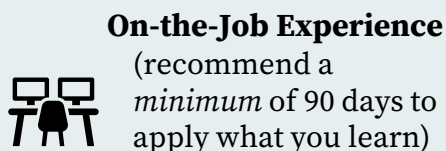
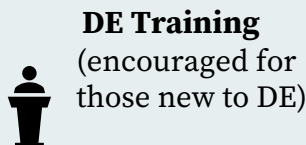
Delegated Examining (DE) Certification Preparation Toolkit

Revised 10/2024

Staff who pass the DE Certification Assessment:

- ✓ meet a professional standard of competency
- ✓ have demonstrated understanding of the DE hiring process
- ✓ can be relied on independently to help your agency hire effectively

Success in achieving DE Certification includes sufficient attention in **three** areas:



Foundational References

- [Delegated Examining Operations Handbook \(DEOH\)](#)
- [VetGuide for HR Professionals](#)
- [OPM Operating Handbook, Qualification Standards for General Schedule Positions](#)

The best preparation for the DE Assessment is on-the-job experience

Suggestions for OJT from the Toolkit

- Try the **Capstone**, provided during OPM's DE Training course, to understand the DE process. Mimics a real case from start to finish.
- Review the **sample DE scenario questions**.
- Gain practical experience **shadowing** experienced DE staff members or mentors at your agency.

Focus on specific competencies in which you need more experience

- **Technical Assistance Modules.** Available to everyone with a DE profile. Login, locate top banner, select My Courses, DE Resources.
- Review the **DE Certification Assessment Information Sheet** for competencies covered by the Assessment.
- Use the [OPM Form 1675 Employee Assessment](#) to determine which competencies you need to strengthen.
- Attended OPM's DE Training? For additional practice, re-take the post-test found in your DE Training course materials.

New - DE Training Registration: [Center for Leadership Development, DE Training DE Profile and Assessment Registration: <https://de.usalearning.gov/>](#)

New - Changing agencies? Create a ticket at [CLD Helpdesk](#) to request an update to your email address. Login to your profile to update your agency, DEU ID, position information, supervisor, and other affected information.

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From the DE Certification Program Guide

Recommended Supervised On-the-Job Activities

- Developing DE job opportunity announcements
- Developing minimum qualifications requirements (including defining specialized experience)
- Making qualifications determinations for a variety of occupations including clerical and administrative support, technical and medical, administrative and management, and professional and scientific positions
- Adjudicating veterans' preference claims
- Preparing certificates of eligibles under category rating rules
- Conducting job analyses to identify critical competencies/knowledge, skills, abilities for selection
- Developing occupational questionnaires and/or crediting plans for rating applicants
- Auditing certificates of eligibles issued under category rating rules
- Consulting with hiring managers on recruitment options
- Developing justification for use of selective factors and quality ranking factors

Recommended Additional Classroom/Online Training (but not a substitute for on-the-job activities)

- Category Rating (general information in the [Category Rating Slides](#))
- Veterans' Preference
- Job Analysis
- Qualifications Analysis
- Introduction to the Code of Federal Regulations (CFR)
- Hiring Flexibilities/Staffing Programs for Special Populations

Many vendors offer courses on these topical areas. Find the course that is right for you!

OPM Training Course Offerings from the Federal HR Institute

Open enrollment

Registration at [Federal HR Institute](#)

- The Federal Hiring Process for Staffing Specialists, Course Number SS004 (3 hours, virtual)
- Introduction to Staff Acquisition Activities in the Merit Promotion Process, Course Number SS120 (8 hours, virtual, plus OJT)
- Introduction to Selection Activities in the Merit Promotion Process, Course Number SS122 (5 hours, virtual)

Available by agency request

To request one of these courses for your agency, supervisors should contact

StaffAcquisition@opm.gov

- Basic Staffing, 3 days (in-person or virtual)
- Category Rating, 1 day (in-person or virtual)
- Qualification Analysis, 2 days (in-person or virtual)
- Adjudicating and Applying Veterans' Preference, 1 day (in-person or virtual)

For questions with registration, create a ticket at [CLD Helpdesk](#) (New in 2024!)

For questions about prior certification, contact DE.Recertification@opm.gov