

Job Announcement Package Tool References

General Resources

Launching the Hiring Process: The Strategic Conversation with Managers

Interview hiring managers about their particular job openings. See these before-and-after versions of a worksheet to guide the conversation between a hiring manager and an HR practitioner to inform the recruitment, assessment, and selection of job candidates. Use the "after" version of the Strategic Conversation template!

Category Rating Fact Sheet

Section 1312 of the Human Capital Officers Act of 2002 (Title XIII of the Homeland Security Act), codified at 5 U.S.C. § 3319, gives agencies authority to develop a category-based rating method as an alternative way to assess job applicants for positions filled through competitive examining. As an alternative to the traditional numerical rating and ranking procedures, agencies evaluate candidates and place them into two or more pre-determined quality categories. For additional guidance on using category rating, please refer to the *Delegated Examining Operations Handbook* on OPM's website at www.opm.gov/deu.

Handbook of Occupational Groups and Families

OPM, May 2009. Provides agencies with a starting point to classify positions and is divided into two parts: White Collar Occupational Series and Trade, Craft, or Labor Occupational Series.

Introduction to the Position Classification Standards

Published in 1991, updated in August 2009, document explains classification standards program established by the Classification Act of 1949 and covers structure and use, principles and policies, and criteria to determine coverage by the General Schedule or Federal Wage system.