



Delegated Examining

OPM Technical Assistance Modules for Delegated Examining Certification

Workbook for Certification and Selection

Review the Certification and Selection modules then use this workbook to complete the knowledge checks and practice exercises throughout the training. Answers can be found in the Answer Guide.

Knowledge Check 1.7: Local Commuting Area

Competitive examining vacancy announcements for permanent positions can be limited to individuals in the local commuting area. **True or False?** _____

Knowledge Check 1.16: Interdisciplinary Positions

Instructions: Decide whether the proposed job series combinations are appropriate or inappropriate to be used together to identify an interdisciplinary position.

Appropriate	Inappropriate	Job Series
		Accountant (GS-0510) and Financial Analyst (GS-0501)
		Botanist (GS-0430) and Horticulturalist (GS-0437)
		Electrical Engineer (GS-0850), Computer Engineer (GS-0854), and Computer Scientist (GS-1550)
		Insurance Specialist (GS-0301) and Actuary (GS-1510)
		Program Analyst (GS-0343) and Budget Analyst (GS-0560)
		Physical Therapist (GS-0633) and Kinesiotherapist (GS-0635)

Knowledge Check 1.32: Veterans' Preference

When selecting from a competitive certificate, how does veterans' preference apply?

Knowledge Check 1.33: What Do You Think?

Scenario: HR Specialist Cindy has issued a delegated examining certificate of eligibles to one of her customers, hiring manager Tamara. The certificate contains 12 qualified candidates from the highest quality category, and is made up of 1 CPS, 2 CPS, 1 XP, 2 TPs, and 6 NVs.

Tamara remembers enough about delegated examining to know she must select the veterans' preference candidates before she can select any of the non-preference candidates. But she is unsure how to proceed from there. She emails Cindy to ask if she needs to select the veterans' preference candidates in any particular order?

How should Cindy answer?

Knowledge Check 1.50: Pass Over/Objection

Instructions: Identify the organization responsible to approve the objection or pass-over request for each candidate. Pay attention to both the reason for the pass-over/objection request and the applicant's veterans' preference.

OPM	Agency	Scenario
		Suitability on a TP preference eligible applicant
		Suitability on a CPS preference eligible applicant
		Qualification on a CP preference eligible applicant
		Medical on an XP preference eligible applicant

Knowledge Check 1.54: Let's Check In!

If an eligible meets criteria listed in 5 CFR 330 subpart F and G and thus is found eligible for CTAP or ICTAP, there is no provision for filing an objection to the section of that individual. **True or False?** _____

Knowledge Check 1.68: Selection Order Exercise 1

Instructions: A DE recruitment results in a certificate from the highest quality category as seen below. Identify which selections are improper by marking the box next to the candidate's name.

Best Qualified

Improper?	Name	VP	Decision
	Birch	CP	Selected
	Dorn	CPS	Not Selected
	Marcon	TP	Not Selected
	Nguyen	XP	Selected
	Platz	CPS	Selected
	Vaughn	CPS	Selected
	Xi	CP	Selected
	Amico	NV	Not Selected
	Branch	NV	Not Selected
	Hathaway	NV	Not Selected
	Miller	NV	Not Selected
	Tillman	NV	Selected

Knowledge Check 1.69: Selection Order Exercise 2

Instructions: A DE recruitment results in a certificate from the highest quality category as seen below. Identify which selections are improper by marking the box next to the candidate's name.

Best Qualified

Improper?	Name	VP	Decision
	Anderson	TP	Selected
	Crowe	TP	Not Selected
	Dillon	XP	Not Selected
	Huff	CPS	Selected
	Kind	CP	Not Selected
	Leland	CPS	Not Selected
	Mohammad	TP	Selected
	Potter	CP	Not Selected
	Sloan	XP	Selected
	Wilson	TP	Not Selected
	Zane	CPS	Selected

Knowledge Check 1.70: Required Information

Instructions: Which of the following is not information that is required to be on a certificate of eligibles?

Duty location	
Eligibles' mailing address	
Certificate number	
Job title	

Knowledge Check 1.71: Selection Order Exercise 4

Instructions: A DE recruitment results in a certificate from the highest quality category as seen below. Identify which selections are improper by marking the box next to the candidate's name.

Best Qualified

Improper?	Name	VP	Decision
	Alexandria	CPS	Selected
	Brittany	TP	Not Selected
	Camden	CPS	Selected
	Demarcus	CP	Selected
	Kyleigh	TP	Not Selected
	Laurel	CPS	Selected
	Annebelle	NV	Selected
	Imani	NV	Not Selected
	Katelynn	NV	Selected
	Ken	NV	Not Selected
	Molly	NV	Selected
	Tori	NV	Selected

Knowledge Check 1.72: Selection Order Exercise 5

Instructions: A DE recruitment results in a certificate from the highest quality category as seen below. Identify which selections are improper by marking the box next to the candidate's name.

Best Qualified

Improper?	Name	VP	Decision
	Addison	TP	Not Selected
	Ana	TP	Selected
	Casey	XP	Not Selected
	Sheila	CPS	Selected
	Wej	CP	Selected
	Aaliyah	NV	Selected
	Max	NV	Not Selected
	Sonia	NV	Selected
	Sullivan	NV	Selected
	Tania	NV	Not Selected

Knowledge Check 1.73: Pass-Overs and Objections

Instructions: For each situation, identify if the objection or pass-over request must be determined by the agency or OPM.

OPM	Agency	Scenario
		Pass-over a CP preference eligible due to qualifications
		Objection to a non-preference eligible due to suitability
		Pass-over a TP preference eligible due to medical
		Pass-over a CPS preference eligible due to suitability
		Objection to a non-preference eligible due to fraud/false statements
		Objection to a non-preference eligible due to medical
		Pass-over a CPS preference eligible due to qualifications

Knowledge Check 1.75: Pass-Overs and Objections

Scenario: An internal agency audit includes review of hiring actions from the prior year. While reviewing a case examining job opportunity announcement used to recruit GS-0962-05 Customer Service Representatives in Washington, D.C., they find a certificate of eligibles was used to hire five applicants from the highest quality category. However, they find that a qualified applicant – Deer – was erroneously adjudicated as a TP preference eligible and placed into a lower category but should have been adjudicated as a CPS. HR corrects Deer to CPS, which then places Deer in the highest quality category. Below is a representation of the newly reconstructed certificate. Use this information to answer the following questions.

Name	VP	Decision
Bear	XP	Selected
Cow	CP	Declined
Deer (Corrected)	CPS	
Elk	CPS	Selected
Leopard	TP	Selected
Panda	TP	Declined
Ant	NV	Not Selected
Ferret	NV	Selected
Moose	NV	Not Selected
Whale	NV	Selected

1. Is the selection of Elk now considered an illegal selection? _____

2. The hiring manager does not have any available vacancies in which to place Deer, so which type of position(s) must the agency grant Deer priority consideration for when recruiting in the future?

_____ A. The next equivalent job within the agency for which Deer is minimally qualified and which is located in any geographic area Deer deems acceptable.

_____ B. The next equivalent job within the agency for which Deer is minimally qualified and which is located in Washington, D.C.

_____ C. The next GS-0962-05 Customer Service Representative job within the agency which is located in Washington, D.C.

_____ D. The next equivalent job within the agency for which Deer is well-qualified and which is located in any geographic area Deer deems acceptable.

3. The hiring manager does not have any available vacancies on which to place Deer. How many priority considerations must Deer be granted? _____