

OPM Technical Assistance Modules for Delegated Examining Certification

Workbook for Category Rating Module

Knowledge Check 1.39: Create a Merged Certificate

Instructions: Create a merged certificate using the information below. Agency policy dictates the listing of applicants alphabetically.

Best Qualified

Lee (CPS)	Selected
Wick (CP)	Declined Position
Anderson (NV)	
Boyd (NV)	Selected
Lewis (NV)	Declined Position
Martinez (NV)	Selected
Patel (NV)	

Well Qualified

Bridges (TP)	
Appleton (NV)	
Calgon (NV)	
James (NV)	

Merged Certificate

Practice Exercise 1.44: Floating Rules, Secretary

Instructions: Determine which of the following preference eligible applicants would float from a lower category into the “Best” category for this Secretary, GS-0318-06 position. Place a check mark next to the applicants who would float to “Best.”

Category Definitions: Best (90 – 100); Better (80 – 89); Good (70 – 79)

Name	VP	Score	Floats
Eagle	CP	88	
Crow	CPS	99	
Ostrich	XP	87	
Stork	CPS	83	
Toucan	TP	79	
Robin	CPS	71	
Canary	TP	82	

Crow technically does not float since his score placed him in the Best category automatically.

Knowledge Check 1.45: Categories

Which of the following would not be an appropriate naming scheme for category rating?

- A. Best Qualified, Highly Qualified, Qualified, Minimally Qualified
- B. Qualified
- C. Gold, Silver
- D. First, Second, Third, Fourth, Fifth, Sixth
- E. 1, 2, 3

Answer: _____

Practice Exercise 1.48: Big Science Agency

Instructions: Will Gates has been found qualified for several jobs at the Big Science Agency. Below are the positions he applied to and the score he received on the assessment for that position.

Position	Assessment Score
Program Analyst, GS-0343-09	84
Lead Statistician, GS-1530-12	81
Statistician, GS-1530-07	87
Computer Engineer, GS-0854-07	98
Computer Scientist, GS-1550-11	92
Lead Computer Scientist, GS-1550-12	86

Will is a CPS veteran and has supplied all required documentation to support his veterans' preference claim.

The Big Science Agency uses the following categories for all of its Delegated Examining announcements.

- Gold: 100 – 91
- Silver: 90 – 81
- Broze: 80 – 70

Question: For which positions does Will place in the Gold category?

- A. Statistician, Computer Engineer, and Computer Scientist
- B. Program Analyst, Statistician, Computer Engineer, and Computer Scientist
- C. Statistician and Computer Engineer
- D. All positions

Answer: _____

Practice Exercise 1.52: Merging Categories Scenario

Instructions: A Delegated Examining job announcement results in the following certificate of the Best Qualified candidates.

Best Qualified Certificate

Long (CPS)	Selected
Walters (CP)	Selected
Aaron (NV)	
Braun (NV)	Selected
Corns (NV)	
Moore (NV)	Selected
Price (NV)	

After making four selections, the hiring manager asks to see additional names. The candidates in Well Qualified - Brock (TP); Avery (NV); Cannon (NV); and James (NV) – are used to create a merged certificate, as seen below. The hiring manager makes three additional selections.

Merged Certificate

Brock (TP)	Selected
Aaron (NV)	
Avery (NV)	
Cannon (NV)	Selected
Corns (NV)	
James (NV)	Selected
Price (NV)	

Question: Is the selection of Cannon a legal selection?

- A. Yes, because the merged certificate was properly created, so any applicant on that certificate can be selected.
- B. Yes, because all veteran applicants were selected before Cannon, a non-veteran, was selected.
- C. No, because Aaron and Corns were originally from the highest quality category should have been selected before applicants from the lower category were selected on the merged certificate.
- D. No, because the Best Qualified category did not have fewer than three applicants in it, so merging was not an option

Answer: _____

