



August 1, 2025: Relaunch of Virtual Courses
The two Assessment courses are now available for registration

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

December 5, 2023

Memorandum for Human Resources Directors

From: Karen R. Jacobs
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Talent Acquisition, Classification, and Veterans Programs

Subject: Launch of OPM's Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications Training and Use of Hiring Assessments: A SME-Based Approach Training courses

The U.S. Office of Personnel Management (OPM) is launching two self-paced online training courses as part of the "Designing an Assessment Strategy and Use of SME-Based Assessments" entitled, Course 1: Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications and Course 2: Use of Hiring Assessments: A SME-Based Approach. The training courses were developed to provide support to agencies as they continue to increase the use of valid, competency-based assessments and skills-based hiring as directed in support of [Executive Order \(EO\) 13932 on Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates \(June 26, 2020\)](#). These training courses also support the [President's Management Agenda's Workforce Priority, Strategy 4](#), to help agencies deliver on their mission by providing Federal human resources professionals with the tools needed for their workforce planning efforts.

What's Covered in the Courses?

Course 1: Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications is structured to reinforce core concepts, processes, and practices about Federal hiring policies and authorities, the importance of a job analysis, and considerations for designing an assessment strategy.

Course 2: Use of Hiring Assessments: A SME-Based Approach is an audio-based and interactive course that provides the steps to develop various competency-based assessments, with a focus on the use of SMEs and cut scores during the hiring assessment process.

Who Should Attend the Courses?

This course is designed for Federal Human Resources Specialists, personnel assessment professionals, and hiring managers who are involved in the Federal hiring process under competitive examining.

When:

On-Demand courses are available now to agencies on the OPM Workforce Policy and Innovation Virtual Training Center. Please see the [attached registration instructions](#).

How Do I Sign-Up for the Courses?

The “Designing an Assessment Strategy and Use of SME-Based Assessments” courses are available for free for all Federal agencies and is hosted on the OPM Workforce Policy and Innovation Virtual Training Center.

Please see the attached user registration instructions for more details on how to access the training courses.

For More Information:

For more information on the “Designing an Assessment Strategy and Use of SME-Based Assessments” courses, please contact OPM’s Classification and Assessment Policy Team at opmwpitrainingsupport@opm.gov.

Attachments:

- OPM Workforce Policy and Innovation Virtual Training Center User Registration and Site Navigation Instructions (see below)
- “Designing an Assessment Strategy and Use of SME-Based Assessments” Training Courses Frequently Asked Questions (see below)

cc: Chief Human Capital Officers (CHCO), Deputy CHCOs

OPM Workforce Policy and Innovation Virtual Courses

Technical Requirements

Supported browsers include:

- Edge
- Chrome
- Mozilla Firefox

If you want to make the display larger, try holding down the Ctrl button on your keyboard and using the scroll ball on your mouse to enlarge or reduce the size of the course.

Creating an Account

1. Go to the Online Training Portal at: <https://usastaffing.usalearning.gov/login/index.php>
 - Skip to Step 11 if you have a Training account connected to Login.gov or Entra.
2. To create a new account, select the **Create new account** button.

USA Staffing
Great Government Starts Here

Login Instructions:

Authorized users with an opm.gov email address must access the **USA Staffing** training site using the **Login via Entra** button below.

All other users, must select **Login via Login.gov**.

If you need assistance with accessing Learning Management System (LMS) and/or your Login.gov account, please see:
[Accessing USA Staffing LMS Instructions](#)

Select a login method:

Login via Entra

Login via Login.gov

Is this your first time here?

If you are new to the site you **MUST** create an account before you can login. Please create your account by selecting the **Create new account** button. Upon completing your registration, return to this screen and login using either **Entra ID** or **Login.gov**.

Important: You must have a passcode to create an account. If you do NOT have one, contact your agency's training coordinator.

Create new account

English (United States) (en_us)

Cookies notice

Image 1: Login page for Online Training Portal for USA Staffing.

3. From the **Registration** page, complete the **Required fields**.
4. For a confirmation code **email**: opmwpitrainingsupport@opm.gov.

5. Enter your **work email address** in the **Government issued email address** and **Re-Enter Government issued email address** fields.
6. After completing the remaining account details, complete the **reCAPTCHA**.
7. Select the **Begin account creation** button.

USA Staffing
Great Government Starts Here

Home > Registration

Registration

[Collapse all](#)

Enter your registration code.

Registration code.

Account Details


Government issued email address

Re-Enter Government issued email address

First Name

Last Name

City/town

☐ I'm not a robot 

[Begin account creation](#) [Cancel](#)

Required

Image 2: Registration page for USA Staffing Online Training Courses.

8. Your account has now been registered. Select the **Continue** button to return to the **Login** screen.

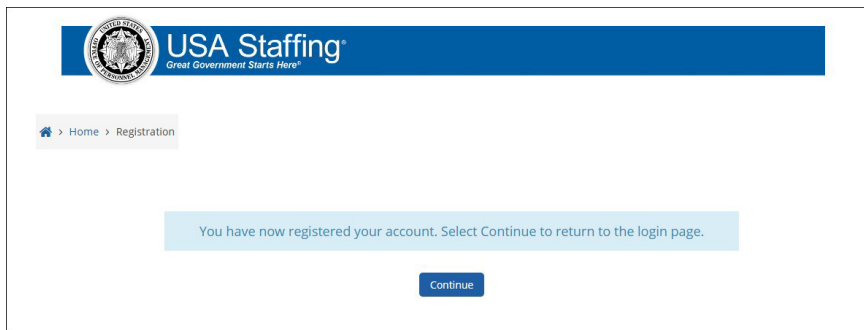



Image 3: Registration Confirmation page for USA Staffing Online Training Courses.

9. Follow the **Login Instruction** to log into your account.
 - Authorized users with an opm.gov email address must access the USA Staffing training site using the **Login via Entra** button.
 - All other users must select **Login via Login.gov**.
10. Once logged in, you now must update the remaining required fields under the **Other fields** section.
 - a) Select your **Agency** from the drop-down menu.
 - b) Select your **Sub-Agency** from the drop-down menu, if applicable.
 - c) Select your **USA Staffing Role** from the drop-down menu.
 - d) Select the **Update profile** button.



USA Staffing®
Great Government Starts Here®

Home My Courses USA Staffing Training Other Courses Transcripts

Home > Preferences > User account > Edit profile Expand all

General

First name

Last name

Government issued email address

Email visibility Visible to course participants

City/town

Select a country

Timezone

User picture

Additional names

Interests

Optional

Other fields

Agency

Sub Agency

USA Staffing Role

Required

Image 4: Updating Profile Information for USA Staffing Online Training Courses.

11. To access the OPM Workforce Policy and Innovation Virtual Courses, select the **Other Courses** tab.

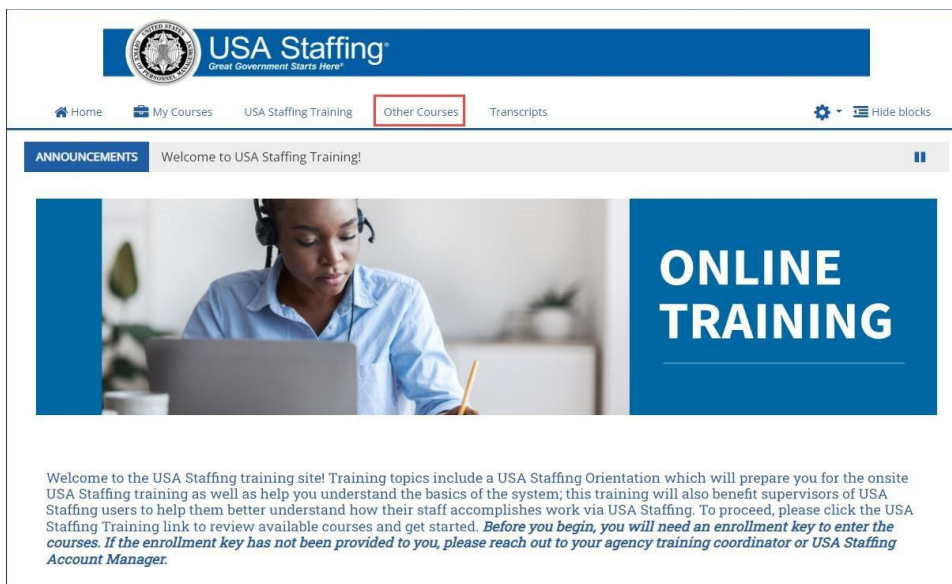


Image 5: Accessing available Courses for Online Training Courses Portal.

12. Select **OPM Workforce Policy and Innovation Virtual Courses** to access the course.



Image 6: Accessing OPM Workforce Policy and Innovation Virtual Courses Training.

To view your certificates once you have completed your course, select **Transcripts**. You can see the courses you are enrolled in, **Course Name**, **Enrollment Date**, **Completion Date**, completion **Status**, **Delivery Type** (such as web-based, instructor-led, etc.), and a direct link to the **Certificate**.

Additional Assistance

If you have any problems with registration, technical aspects of the courses, or the completion certificate call the Online Training Portal Help Desk at 202-753-0845 or toll free at 833-200-0035 8:30 AM EST to 6:00 PM EST, except holidays, or submit an Online Training Portal Help Desk ticket.



“Designing an Assessment Strategy and Use of SME-Based Assessments” Training Courses

Frequently Asked Questions (FAQs)

Why did OPM develop the “Designing an Assessment Strategy and Use of SME-Based Assessments training courses?

To support agencies implementation of [Executive Order 13932 on Reforming and Modernizing the Assessment and Hiring of Federal Job Candidates \(June 26, 2020\)](#), OPM developed two online courses designed to engage and instruct the Human Capital community and other stakeholders on the fundamentals of designing assessment strategies, using SMEs in developing competency-based assessments, and using cut scores in hiring assessments.

Who is the target audience for the training courses?

The courses are designed for Federal employees who are involved in the competitive examining hiring process, specifically Human Resources Specialists, personnel assessment professionals, and hiring managers.

Are Federal employees required to complete the courses?

Federal employees are not required to complete the courses. OPM encourages all Federal employees involved in the hiring process and developing hiring assessments to complete the two training courses offered.

When will the courses be available for agencies?

Course 1: Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications and Course 2: Use of Hiring Assessments: A SME-Based Approach are now available.

Is there a cost for the training courses?

Both courses are available for free to all Federal agencies.

How do I register for the courses?

Please see the OPM Workforce Policy and Innovation (WPI) Virtual Training Center User Registration Instructions for how to access the training website and courses hosted on the [OPM WPI Virtual Training Center website](#).

What content is covered in the training courses?

The two training courses cover a broad array of hiring assessment related information for competitive examining positions. Course 1: Designing an Assessment Strategy: Fundamental Concepts, Processes and Applications is structured to provide employees with the foundational knowledge of core concepts, processes, and practices about Federal hiring policies and its' authorities, the importance of a job analysis, and considerations for designing an assessment strategy. Course 2: Use of Hiring Assessments: A SME-Based Approach is an interactive audio-based course that provides employees with in-depth guidance on the steps to develop and score various competency-based assessments (e.g., occupational questionnaires, structured interviews, work samples, etc.) with a focus on including SMEs.

How long will the courses take to complete?

Each course is designed to take approximately two hours to complete. The courses automatically save employees' progress, allowing them to complete the course at their discretion.

Will OPM provide other assessment-related training to support agencies skills-based hiring efforts?

Yes, OPM plans to provide additional online trainings for agencies. Information will be forthcoming and communicated to agencies as trainings become available.