

Session Title

Delegated Examining for Hiring Managers, Part I (*OPM*)

Session Date

Thursday, April 16, 2015 • 10:00 - 10:50 am EST

Session Objective

At the end of this session, attendees will be able to:

- Understand the importance of the role of the hiring manager
- Understand the importance of job analysis
- Understand how the language used in the job opportunity announcement and the selection of assessment tools can help to effectively narrow the applicant pool
- Avoid pitfalls that may lead to violating the merit system principles

Presenter

Theresa Ellerbe – Theresa.Ellerbe@opm.gov

Presenter Biography

Theresa Ellerbe is an HR Specialist (Evaluator) and Delegated Examining Instructor with the Merit System Accountability and Compliance division within OPM. She has her degree in English and Communication and Professional Certification in HR.