

# Delegated Examining Operations Handbook (DEOH) Practice Exam (Sample)

## Study Guide



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**SAMPLE**

## **Questions**

- 1. What is the nature of the relationship between recruitment and public notice?**
  - A. They are the same**
  - B. They are independent processes**
  - C. Public notice is part of recruitment**
  - D. Recruitment occurs after public notice**
- 2. What is defined as a Competitor Inventory?**
  - A. Applications of a rank-ordered list of eligibles**
  - B. Information gathered from competitors**
  - C. A summary of all applicants applied**
  - D. A stock of previously hired employees**
- 3. If no alternatives are available to correct an erroneous appointment, what action must you take?**
  - A. Allow the employee to remain regardless**
  - B. Remove the incumbent or submit a variation request**
  - C. Post a new job opening**
  - D. Adjust the employee's role without removal**
- 4. In addition to job analysis results, what must be documented regarding the development of examining plans?**
  - A. Interview transcripts of selected candidates**
  - B. Details about the contribution of experts and HR professionals**
  - C. General public feedback on the job role**
  - D. A timeline of the selection process**
- 5. Can a Selective Placement Factor be agency-specific?**
  - A. Yes, if it relates to internal processes**
  - B. No, it cannot require experience only obtainable in the Federal Government**
  - C. Yes, but only for veteran applicants**
  - D. No, it must be derived from general qualification standards**

- 6. What is the stated role of preference eligibles in the ranking process?**
- A. They have no specific advantages**
  - B. They must be considered last**
  - C. They have absolute preference within categories**
  - D. They are only considered if no non-preference eligibles apply**
- 7. Agencies are responsible for adjudicating which type of preference claims?**
- A. Common-law marriage claims**
  - B. Eligibility of service-connected disabilities**
  - C. All preference claims**
  - D. Claims based on military service**
- 8. What type of appointment is made for a period exceeding one year but not more than four years?**
- A. Term**
  - B. Temporary-Limited**
  - C. Career**
  - D. Career-Conditional**
- 9. In the application review phase, what is the first decision made?**
- A. Assessment of qualifications**
  - B. Eligibility of citizenship**
  - C. Minimum qualification evaluation**
  - D. Refer applicants for interviews**
- 10. What must be communicated to applicants regarding category rating procedures?**
- A. That they will receive individual scores**
  - B. That category rating procedures will be used to rank eligible candidates**
  - C. That interviews will be held to determine rankings**
  - D. That only the highest scoring applicants will be considered**

## **Answers**

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1. C
2. A
3. B
4. B
5. B
6. C
7. C
8. A
9. B
10. B

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## **Explanations**

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**1. What is the nature of the relationship between recruitment and public notice?**

- A. They are the same**
- B. They are independent processes**
- C. Public notice is part of recruitment**
- D. Recruitment occurs after public notice**

The identified correct answer highlights that public notice is an integral component of the recruitment process. In the context of the Delegated Examining Operations Handbook, public notice refers to the process of informing potential job applicants about job vacancies. This notice serves to attract a wide pool of candidates and ensures transparency in the hiring process. By providing public notice, organizations communicate the availability of positions, qualifications required, and the application procedures. This step is crucial because it lays the groundwork for recruitment by ensuring that eligible candidates are aware of the opportunities and can apply accordingly. Thus, public notice cannot be seen as separate or independent from recruitment; rather, it is a fundamental aspect that aids in successfully identifying and selecting qualified applicants. Understanding this relationship emphasizes the importance of effective communication in the recruitment process and ensures compliance with regulations regarding how job opportunities are advertised to the public.

**2. What is defined as a Competitor Inventory?**

- A. Applications of a rank-ordered list of eligibles**
- B. Information gathered from competitors**
- C. A summary of all applicants applied**
- D. A stock of previously hired employees**

A Competitor Inventory is defined as a rank-ordered list of eligibles for a specific position. This list is critical in the competitive hiring process, as it provides a clear ranking of candidates based on their qualifications and scores from the examination or assessment process. This ranking assists hiring managers in making informed decisions by highlighting the most suitable individuals for the role, based on their performance relative to others. The focus on a rank-ordered list means that it directly reflects the results of the competitive process, distinguishing it from other types of inventories or applicant summaries that do not rank individuals but may simply collect data or provide a total count of applicants. This specificity to ranking based on merit is essential in ensuring a transparent and equitable selection process that aligns with best practices in human resources and recruitment.

**3. If no alternatives are available to correct an erroneous appointment, what action must you take?**

- A. Allow the employee to remain regardless**
- B. Remove the incumbent or submit a variation request**
- C. Post a new job opening**
- D. Adjust the employee's role without removal**

The correct choice indicates that the appropriate action to take when no alternatives are available to correct an erroneous appointment is to remove the incumbent or submit a variation request. This reflects adherence to proper procedures and regulations that govern employee appointments within federal agencies. If an appointment is found to be erroneous, it is essential to maintain the integrity of the hiring process and the merit system principles. Simply allowing the employee to remain or adjusting their role without removal may not resolve the underlying issue of the appointment's validity, which could lead to further complications down the line, including potential legal implications or challenges to the appointment process. Submitting a variation request can provide a formal channel to address the situation, allowing for a reevaluation of the appointment while ensuring compliance with established guidelines. This action underscores the importance of maintaining the standards set forth in the Delegated Examining Operations Handbook, ensuring that all appointments align with regulatory requirements.

**4. In addition to job analysis results, what must be documented regarding the development of examining plans?**

- A. Interview transcripts of selected candidates**
- B. Details about the contribution of experts and HR professionals**
- C. General public feedback on the job role**
- D. A timeline of the selection process**

The correct answer focuses on the necessity of documenting details about the contribution of experts and HR professionals involved in the development of examining plans. This documentation is essential as it provides transparency and justification for the decisions made during the development process. It ensures that the examination plans are grounded in expert input, which is crucial for maintaining the integrity and effectiveness of the assessment process. Including insights from experts and HR professionals ensures that the examining plans are aligned with best practices and reflect the specific requirements and competencies necessary for the job role. This collaboration also helps to validate the job analysis results, ensuring that the plans are comprehensive and fair to all candidates. The other choices may seem relevant, but they do not hold the same importance in terms of formal documentation needed to support the validity of examining plans. For instance, while interview transcripts and general public feedback can provide insights, they are not critical to the foundational development of the examining plans. A timeline of the selection process, on the other hand, might be useful for operational purposes but does not contribute to the analytical rigor needed for creating examining plans. This emphasizes the unique role that expert and HR professional contributions play in shaping effective and valid assessments.

**5. Can a Selective Placement Factor be agency-specific?**

- A. Yes, if it relates to internal processes
- B. No, it cannot require experience only obtainable in the Federal Government**
- C. Yes, but only for veteran applicants
- D. No, it must be derived from general qualification standards

The correct answer highlights that a Selective Placement Factor cannot be designed in such a way that it requires experience specifically obtainable only within the Federal Government. This is rooted in the principle that selective placement factors should not unduly restrict the candidate pool and should ensure fair opportunity for all applicants, regardless of their previous employment context. Selective Placement Factors are intended to identify candidates who possess unique skills or qualifications relevant to the needs of a specific position. However, these factors must be broad enough to allow candidates from diverse backgrounds, including those from the private sector or other non-Federal employment, to qualify. Requiring experience exclusive to Federal Government jobs would limit the eligibility of otherwise qualified candidates, thereby negating the spirit of equitable competition and access inherent in merit-based hiring processes. The other options suggest various scenarios where agency-specific characteristics or requirements are made, which could lead to unfair advantages or barriers for applicants, undermining the intent of creating a diverse and competitive applicant pool.

**6. What is the stated role of preference eligibles in the ranking process?**

- A. They have no specific advantages
- B. They must be considered last
- C. They have absolute preference within categories**
- D. They are only considered if no non-preference eligibles apply

The correct answer reflects the fact that preference eligibles hold a significant advantage in the ranking process for job applications within the federal hiring system. Specifically, preference eligibles are individuals who, due to their military service, disability status, or other criteria, are entitled to certain preferences over non-preference eligibles when it comes to hiring decisions. This absolute preference within categories means that they are placed ahead of non-preference eligibles in the event that both groups are being considered for the same position. This advantage is crucial in recognizing the sacrifices made by veterans and others eligible for these preferences, ensuring they have a fairer opportunity to secure employment after their service. The other options do not accurately represent the role of preference eligibles. The first suggests that they receive no specific advantages, which contradicts the principles of the federal hiring process. The second implies that preference eligibles are considered last, which is incorrect as they are prioritized. Lastly, the fourth option suggests that preference eligibles are only considered in the absence of non-preference eligibles, failing to acknowledge their priority in ranking. Thus, the preference given to preference eligibles not only acknowledges their unique qualifications but also aligns with federal policy aimed at supporting them during the employment process.

**7. Agencies are responsible for adjudicating which type of preference claims?**

- A. Common-law marriage claims**
- B. Eligibility of service-connected disabilities**
- C. All preference claims**
- D. Claims based on military service**

Agencies are responsible for adjudicating all types of preference claims because they encompass the various categories of preferences established by law to assist veterans and certain family members in gaining employment within the federal government. This includes claims related not only to military service but also to specific conditions like service-connected disabilities and factors such as common-law marriages when applicable to the determination of a preference. Each type of claim serves to acknowledge the sacrifice and service of those affected by military service. By handling all preference claims, agencies ensure fairness and compliance with federal employment regulations aimed at supporting veterans and their families throughout the hiring process. This comprehensive approach allows for a standardized method of evaluating and validating qualifications for applicants claiming preferences due to their military service.

**8. What type of appointment is made for a period exceeding one year but not more than four years?**

- A. Term**
- B. Temporary-Limited**
- C. Career**
- D. Career-Conditional**

The correct answer is associated with the definition of a term appointment. A term appointment is specifically designed to fill a position for a specified period, which generally exceeds one year but does not extend beyond four years. This type of appointment is often used to meet specific needs such as project work, seasonal activities, or to fill positions that may not have permanent status. In contrast, temporary-limited appointments typically do not exceed one year. Career appointments are intended for ongoing employment without a defined end date, thus they do not fit the specified timeframe in the question. Career-conditional appointments refer to a type of permanent position where an employee is on a probationary period, which also does not align with the term duration specified. Understanding these distinctions clarifies why a term appointment best matches the criteria outlined in the question.

**9. In the application review phase, what is the first decision made?**

- A. Assessment of qualifications**
- B. Eligibility of citizenship**
- C. Minimum qualification evaluation**
- D. Refer applicants for interviews**

The first decision made in the application review phase is the eligibility of citizenship. This step is crucial because many positions within the federal government require applicants to meet specific citizenship criteria. Before any further evaluation can occur, it is essential to establish whether the applicant is legally qualified to work in the United States. This initial filtering facilitates compliance with federal hiring regulations and ensures that only those who meet basic legal requirements proceed to the next stages of the hiring process. By confirming citizenship status first, organizations can streamline the review process and allocate resources effectively for assessing qualifications and determining minimum qualifications only to those applicants who are eligible.

**10. What must be communicated to applicants regarding category rating procedures?**

- A. That they will receive individual scores**
- B. That category rating procedures will be used to rank eligible candidates**
- C. That interviews will be held to determine rankings**
- D. That only the highest scoring applicants will be considered**

The correct choice emphasizes the necessity of informing applicants that category rating procedures will be employed to rank eligible candidates. This communication is crucial because it outlines the basis on which candidates will be assessed and ultimately selected. Category rating procedures can simplify the evaluation process by grouping applicants into categories rather than assigning them individual scores. By clearly communicating this method, it ensures transparency in the hiring process, allowing candidates to understand how their qualifications will be evaluated relative to others. This approach not only promotes fairness but also sets clear expectations regarding the outcomes of their applications, thereby contributing to the overall credibility and integrity of the selection process.