



FedHire Position Classification

- **Modernize your Agency's
Federal Classification Program**

Move beyond your filing cabinets, shared drives, and other static document repositories into a modern, easy-to-use, and accessible system. The FedHire Position Classification module is a federally compliant solution that automates the developing, assigning, reviewing, approving, storing, and reporting of the position classification process and documents. Classifiers and hiring managers have access to a centralized library with powerful search tools, document comparison features, and builder wizards – no more creating from scratch!

Agencies can plug FedHire Position Classification right into their existing HRIS ecosphere, and the module integrates seamlessly with the rest of the FedHire federal talent acquisition system, including the [Job Analysis module](#), the [applicant tracking system](#), and [onboarding module](#), to better support the end-to-end federal hiring process. ApplyGov's Professional Services and I/O Psychology teams will work with your agency from start to finish on your federal classification solution to ensure your system is best optimized and implemented to meet your agency's unique mission needs.

What FedHire Position Classification Can Do For You



- Offer user-friendly and centralized environment to conduct classification activity virtually.
- Reduce the burden of managing workloads with automated, tracked, and visible classification activity.
- Automatically collect and track key classification data for HR insights or reporting requirements.
- Ease demands on HR for federal compliance and increases transparency and accountability with auditable user actions.

● Streamline and Automate Your Federal Position Classification Process with Ease

Easily Create High Quality PD Packages

With Custom and Power Builder options, FedHire Position Classification guides agency users through a consistent, automated workflow to quickly build high quality, OPM- and agency-compliant PD packages, including cover sheets, evaluation statements, career ladders, and more, for Classifiers to review and approve.

Find It All in Your Virtual Classification Library

FedHire Position Classification hosts an agency-specific, centralized PD library, so users can quickly and easily access their agency's classifier-approved position descriptions, cover sheets and other supporting documents, in one place. Hiring Managers can search and compare PDs side-by-side in the library to make easier and faster decisions on what to use. HR can enforce agency policies, such as setting expiration thresholds, or security protocols to ensure only permitted users have access to the appropriate data.

Help Hiring Teams and Classifiers Better Collaborate

The federal Position Classification process demands effective collaboration between Classifiers, Hiring Managers, and other HR staff – sometimes, even auditors. By providing dashboards, document routing capabilities, version control, and automatic notifications, the FedHire Position Classification reduces the burden of tracking assignments and hand-offs, while offering more visibility into the team's progress.

Trackable, Reportable, and Compliant Classification Documents

Agencies can access their own Position Classification data for easy records management and reporting, including the ability to collect specific data from individual PD components, such as cover sheets (OF-8), to track what matters most. FedHire Position Classification reinforces [OPM's Classifier's Handbook](#), enables compliance with all federal standards and regulations, and is FedRAMP-authorized.

Expert Guidance for Classification Program Implementation

[ApplyGov's Professional Services](#) and I/O Psychology teams are committed to working hand-in-hand with your agency to understand your stakeholders, policies, processes, system integrations, and other needs for a successful implementation. Based on your agency's unique requirements, our team will leverage best practices in change management, data migrations, user adoption, and process re-design developed from decades of leading and managing similar federal agency projects.