Post-Training Evaluation Assignment Process for VBA Centralized Training Programs

Assignments
On the first business day of each week (Monday, unless there is a holiday), the VBA Curriculum Support Team, on behalf of TT&E, assigns post-training evaluations to graduates of VBA centralized training programs as well as their supervisors. The team sends an email to training managers informing them of the assignments, which are due on Friday of the same week. **Graduates** answer evaluation questions related to how the training has helped them in their positions since graduation. Graduate evaluations are assigned in 1-, 3-, 6-, 9-, and 12-month increments following completion of the Challenge program. **Supervisors** answer evaluation questions related to the graduates' performance since training completion. Supervisor evaluations are assigned at the 1- and 3-month marks. Training managers should forward evaluation assignment emails to supervisors so they know which employees they are evaluating each week.

Compliance
Each Thursday, the VBA Curriculum Support Team emails TMs a list of graduates and supervisors who have not yet completed these assignments. TMs should remind the graduates and/or supervisors to complete their evaluations by COB on Friday.

Using the Attached Excel Files:
1. Select your RO from the list on the first tab:

2. Selecting your RO link will direct you to your RO's assignment tab, as shown below:

- Column A represents the TMS item number that was assigned to the employee
- Column B lists the title of the item assigned to the employee

- Column C lists the User ID of the employee who needs to complete the evaluation
- Column D lists the supervisor of the employee in Column C. This column is especially useful if there is a graduate evaluation with a corresponding supervisor evaluation. The supervisor is able to see which employee(s) he or she is evaluating. In the example above, SupervisorName002 in Column C is assigned a supervisor evaluation (Row 5). The supervisor's name listed in cell D:4, next to EmployeeName002. Therefore, SupervisorName0002 is evaluating EmployeeName0002.