



## ASSIGNMENTS

On the first business day of each week (typically Monday, except when Monday is a holiday), the VBA Curriculum Support Team (CST), on behalf of TMPI, assigns post-training evaluations to graduates of VBA centralized training programs, as well as to their supervisors. CST sends an email to Training Managers (TMs) 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 3-, 6-, 9-, and 12-month increments following completion of the program.

Supervisors answer evaluation questions related to the graduates' performance since training completion. Supervisor evaluations are also assigned at the 3-, 6-, 9-, and 12-month milestones. TMs should forward evaluation assignment emails to supervisors to confirm which employees they are evaluating each week.

## COMPLIANCE

Each Thursday, CST 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 Excel file attached to the email:

1. Select appropriate RO from the list on the first tab.

Select your RO from the list below:
<a href="#">101 - Central</a>
<a href="#">311 - Pittsburgh</a>
<a href="#">314 - Roanoke</a>
<a href="#">315 - Huntington</a>
<a href="#">316 - Atlanta</a>
<a href="#">317 - St Petersburg</a>
<a href="#">318 - Winston-Salem</a>
<a href="#">319 - Columbia</a>
<a href="#">320 - Nashville</a>
<a href="#">322 - Montgomery</a>
<a href="#">323 - Jackson</a>
<a href="#">325 - Cleveland</a>
<a href="#">327 - Louisville</a>
<a href="#">328 - Chicago</a>
<a href="#">329 - Detroit</a>
<a href="#">330 - Milwaukee</a>



2. Observe the RO assignment tab:

	A	B	C	D
1	Assigned: 11/13/2018 Required Date: 11/16/2018			
2	Item ID	Item Title	User Name	Supervisor Name
3	4400899	Leadership Enhancement and Development (LEAD) Graduates' 3-Month Post-Training Evaluation	EmployeeName001	SupervisorName001
4	4400899	Leadership Enhancement and Development (LEAD) Graduates' 3-Month Post-Training Evaluation	EmployeeName002	SupervisorName002
5	4400900	Leadership Enhancement and Development (LEAD) Supervisors' 3-Month Post-Training Evaluation	SupervisorName001	
6	4400900	Leadership Enhancement and Development (LEAD) Supervisors' 3-Month Post-Training Evaluation	SupervisorName002	
7				
8	IMPORTANT: If any of these individuals are no longer in this position or did not actually receive this training, please contact VBATMSHelp vbavaco@va.gov.			
9				
10	<a href="#">Index</a>			

- The Item ID column represents the TMS item number that was assigned to the employee.
- The Item Title column lists the title of the item assigned to the employee.
- The User Name column lists the User ID of the employee who must complete the evaluation.
- The Supervisor Name column lists the supervisor of the employee listed in the User Name column.
  - This column is especially useful if a graduate evaluation has a corresponding supervisor evaluation, allowing the supervisor to see which employee(s) they are evaluating.
  - In the example above, SupervisorName002 listed in Column C is assigned a supervisor evaluation (Row 6). The supervisor’s name is listed in cell D4, next to EmployeeName002. Therefore, SupervisorName0002 is evaluating EmployeeName0002.