How to Evaluate Your Fellows Using the Program Portal

Begin your evaluations here.

Days remaining to complete evaluations.

Start your evaluations here!

List of evaluations left to complete.

Evaluations left to approve.

Remember: While Program Coordinators can help with these evaluations, only Program Directors are responsible for reviewing, approving, and submitting!
Within each trainee evaluation, you’ll simply follow the prompts.

**Step 1:** Verify their information is correct. If not, go to your roster, choose the trainee, update their info, and return to their evaluation.

**Step 2:** Evaluate their Clinical Performance. You can choose between Satisfactory, Marginal, or Unsatisfactory.

**Step 3:** Evaluate their Professional Performance. You can choose between Satisfactory and Unsatisfactory.

**Step 4:** Enter information for trainee’s Scholarly Oversight Committee. You’ll need their names and email addresses.

**Step 5:** Review all information before submitting. You can then choose to move on to the next trainee evaluation or Exit.