



# How to Evaluate Your Trainees Using the Program Portal

**Days remaining to complete evaluations.** (70 Days Remaining)

**Begin your evaluations here.** (EVALUATE button)

**To Do: 165** (Off-Cycle Evaluations: 4)

**To Approve: 0**

**Done: 0**

**General Pediatrics Training Program**  
123 Main Street  
Paris, Texas 55555-1234  
Email: oltest@abpeds.org

**Your Current Residents: 255**

**2019 Reports** (Certifying, In-Training)

**2020 In-Training Examination: 0 Exams Ordered** (Registration is Closed)

**ABP Communications:** Messages, Notifications, Events

**Trainee Operations:** Add a New Trainee, Leave / Transfer Trainee, Documents and Resources, Score Reports, Help and Policies

**Start your evaluations here!** (Evaluate buttons)

To Do	To Approve	Done
<ul style="list-style-type: none"><li>Evaluate R-1 Allison, Atticus</li><li>Evaluate R-1 Allison, Reece</li><li>Evaluate R-1 Atkins, Emilie</li><li>Evaluate R-1 Bartlett, Marina</li><li>Evaluate R-1 Barton, Luciano</li><li>Evaluate R-1 Bautista, Leland</li><li>Evaluate R-1 Beck, Paloma</li><li>Evaluate R-1 Beck, Saul</li><li>Evaluate R-1 Bishop, Lane</li><li>Evaluate R-1 Black, Harlee</li><li>Evaluate R-1 Blair, Emilie</li><li>Evaluate R-1 Blake, Lionel</li><li>Evaluate R-1 Bowen, Arturo</li><li>Evaluate R-1 Bradshaw, Gabriel</li></ul>	No Evaluations To Approve	No Completed Evaluations

**Remember:** While Program Coordinators can help with these evaluations, only Program Directors are responsible for reviewing, approving, and submitting!

**List of evaluations left to complete.**

**Your completed evaluations and your progress.**

Within each trainee evaluation, you'll simply follow the prompts.

1 Verify Trainee Information

Yes, this is correct  No, this is not correct

Level: R-1  
Dates of Training: 07/01/2019 to 06/30/2020  
Prior Training: No prior training in General Pediatrics

Exit Continue

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

2 Evaluate Clinical Performance for this Trainee

Satisfactory  Marginal  Unsatisfactory

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

3 Evaluate Professional Performance for this Trainee

Satisfactory  Unsatisfactory

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

Trainee Evaluation Done

Trainee: Allison, Atticus  
Level: R-1  
Dates of Training: 07/01/2019 - 06/30/2020  
Clinical Evaluation: Satisfactory  
Professionalism Evaluation: Satisfactory  
Status: Full Time  
Credit: 12 months  
Promoted: Yes

Trainee leaving your program? If this trainee is leaving your program, click here and follow the instructions provided.

Next Trainee Exit

Step 4: Review all information before submitting. You can then choose to move on to the next trainee evaluation or Exit.