How to Evaluate Your Trainees Using the Program Portal

- Begin your evaluations here.
- Days remaining to complete evaluations.
- Start your evaluations here!
- Evaluations left to approve.
- Remember: While Program Coordinators can help with these evaluations, only Program Directors are responsible for reviewing, approving, and submitting!
- Your completed evaluations and your progress.
- List of evaluations left to complete.
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: Review all information before submitting. You can then choose to move on to the next trainee evaluation or Exit.