



# How to Evaluate Your Trainees Using the Program Portal

**Days remaining to complete evaluations.**

**Begin your evaluations here.**

**Resident Evaluation**

70 Days Remaining

To Do: 165, To Approve: 0, Done: 0

**General Pediatrics Training Program**

123 Main Street  
Paris, Texas 55555-1234  
Email: oltest@abpeds.org

**Your Current Residents**

255 Residents

**Recent Score Reports**

2019 Reports, 2018 Reports, 2017 Reports

**2020 In-Training Examination**

Exams Ordered: 0, Registration is Closed

**Start your evaluations here!**

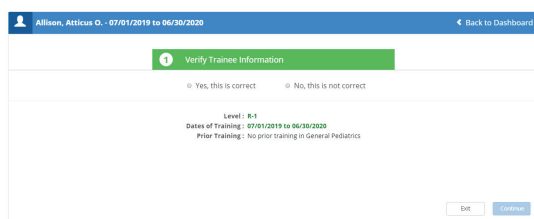
**Evaluations left to approve.**

**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.



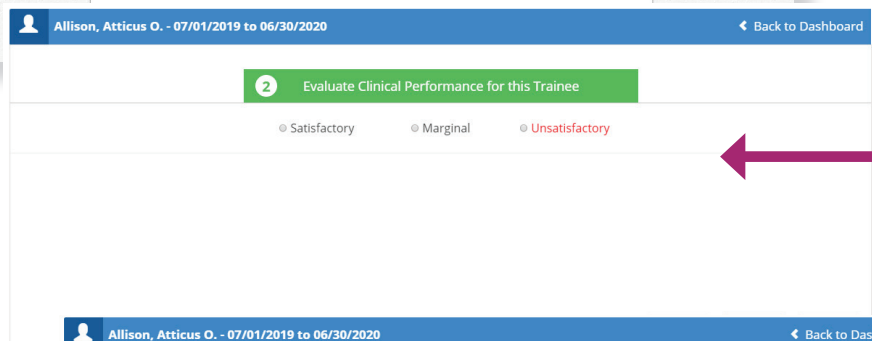
1 Verify Trainee Information

☐ 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

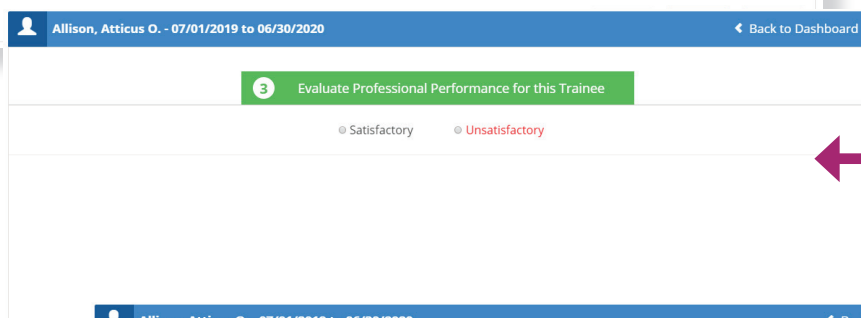
Step 1: Verify their information is correct. If not, go to your roster, choose the trainee, update their info, and return to their evaluation.



2 Evaluate Clinical Performance for this Trainee

☐ Satisfactory ☐ Marginal ☐ Unsatisfactory

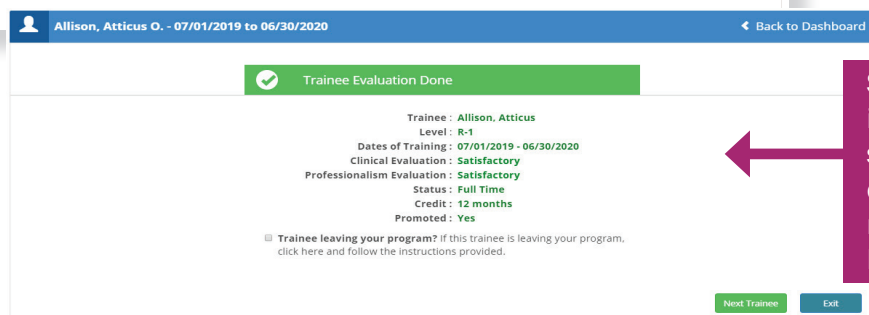
Step 2: Evaluate their Clinical Performance. You can choose between Satisfactory, Marginal, or Unsatisfactory.



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.