How to Access and Utilize Template Evaluation Forms

To find the evaluation form templates: Logon to New Innovations as you normally would, click on "Evaluations" on the top menu bar, and then click on "Questionnaires". A new web page with a list of questionnaires will open.

Automatic notification of low ratings: On all Faculty Evaluation of Trainee questionnaires, all rating questions are configured to provide automatic notification (to the Program Director or his/her designate) if a trainee is rated "unsatisfactory".

To select the person to whom the "low-score notifications" should go, choose the "Edit" link to the left of the name of the questionnaire (in the list of questionnaires). When the questionnaire opens, click on the "Formatting" button on the top right side of the page. At the bottom of the formatting screen, click on "Edit high/low score notifications". In the window that opens, select the person(s) to whom you want the notification to go by clicking on the checkbox(es) next to their name(s) and then click "Save" at the bottom of the screen.

Low-score notices can be removed for all or any questions. To remove the "low-score" notification for all questions, edit the "grade scale". To do so, click on "Evaluations", "Questionnaires", "Grade Scales", find the grade scale ("Unsatisfactory – Exceeds Expectations 1-4" for the Faculty Evaluation of Trainee questionnaires or "Below – Meets – Exceeds Expectations" for the Trainee Evaluation of Faculty Member questionnaire) and click "Edit". On the new screen (called "Evaluation Form Setup"), click "Save and Continue…" and on the next screen, shown below, click the "None" radio button instead of the "Low Score Notice" radio button and click "Save and Return" at the bottom of the page.

To remove the "low-score" notification for a specific question, edit the question in the questionnaire rather than the grade scale. To do so, click on "Evaluations" and then on "Questionnaires" and click on the "Edit" to the left of the name of the questionnaire. Find the question that you want to edit. To its right will be the form shown below.

Required	LSN	HSN	Individual Comments
Y	Y	N	Y
Grade Scale: Unsatisfactory-Exceeds Expectations 1-4			

Click on "LSN". In the pop-up window that opens, select the "None" radio button next to "Label: Unsatisfactory" which will automatically unselect the "Low Score Notice" button and then click "Save" at the bottom of the pop-up screen.

Faculty-initiated notifications: Faculty evaluators can choose to provide rapid notification to the Program Director (or designate) of any evaluation (positive or negative) by responding "yes" to the question *"Please choose "yes" if you would like the program director to receive rapid (rather than routine) notification of this evaluation."* If yes, the program director (or designate) will be notified the following morning as part of the "daily" email notification from NI.

Required elements:

   Responses. Responses to all multiple-choice questions are required. You can change this setting by clicking on "Required" in the box to the right of the question and unchecking the "Required" checkbox in the Edit screen for each question that you do not want to be required.

   Comments. The Evaluation/Feedback subcommittee designed these forms so that text comments would be encouraged and comments required if a trainee was rated "unsatisfactory".

Customization: All questions from the templates and appendices have been copied to your "Favorites" list of questions so that they can be easily accessed and added to existing evaluation forms or to these new templates.

Again, we encourage you to use the templates, either "as is" or with whatever additional questions from the Appendices that you choose to add.

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