

# HOW TO – TRIGGER ON-DEMAND EVALUATIONS

**TARGET AUDIENCE: SUPERVISORS**

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Updated April 1, 2020

## DECLINED EVALUATIONS

Supervisors have the ability to decline ITERs and provide comments for the decline. Administrators are able to view these comments in their dashboard and resend accordingly.

The declined evaluation will return to sender:

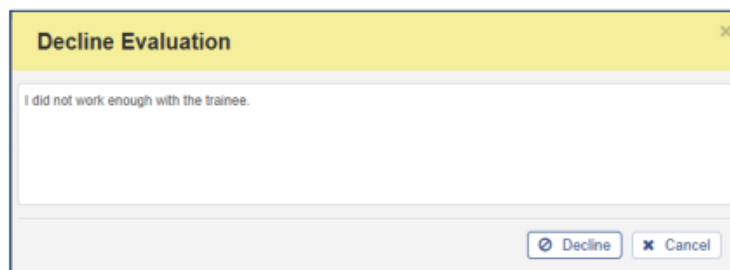
- **Scheduled evaluations:** ITERs scheduled in the rotation schedule will come back to program admin once declined
  - **Single-Send evaluations:** ITERs sent with Single Send feature will come back to program once declined
  - **On-Demand evaluations:** ITERs sent by trainees using the on-demand process will come back to learner once declined
- Distributed evaluations: Distributed ITERs will come back to distributor once declined

## HOW TO DECLINE AN EVALUATION

1. Click on the direct link sent through MedSIS or login to MedSIS to view the pending evaluation(s).
2. Choose the option of “Decline” on the far left side of the evaluation:



3. Leave a comment indicating why you are declining the evaluation and the supervisor that the learner did work with if you are aware.



Once the evaluation is declined, it will disappear Evaluation Dashboard.

## QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)