



USER MANUAL - DECLINED EVALUATIONS

TARGET AUDIENCE: ADMINISTRATORS

Updated April 8, 2019





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 <u>program admin</u> once declined

Single-Send evaluations: ITERs sent with Single Send feature will come back to <u>program</u> once declined

On-Demand evaluations: ITERs sent by trainees using the on-demand process will come back to <u>learner</u> once declined

Distributed evaluations: Distributed ITERs will come back to <u>distributor</u> once declined

Example of the Supervisor's view to decline an evaluation:



They will have the ability to leave a comment:

Decline Evaluation	×
I did not work enough with the trainee.	
	O Decline X Cancel

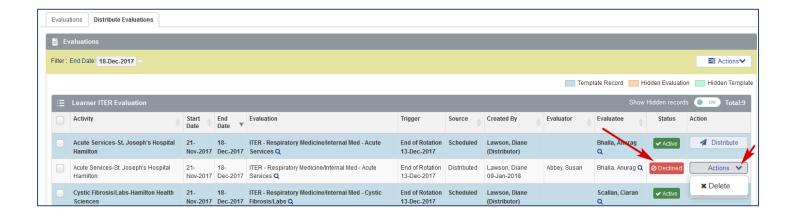




The sender will **delete** declined evaluation and re-distribute one of the following ways:

- Remove supervisor from rotation and enter correct supervisor
- Single send to correct supervisor

If you hover over the decline button, it will display the comment if one was written.



QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca