

TENNESSEE VALLEY AUTHORITY

EMPLOYEE CONCERNS TASK GROUP

PROCEDURE

ECTG B.1

EVALUATOR TRAINING
AND INDOCTRINATION

CURRENT REVISION LEVEL: INTERIM
FINAL 3

PREPARED BY: Tech Assistance Staff

REVISED BY: Tech Assistance Staff

APPROVED BY: W R Brown

DATE APPROVED: 3/14/87

0224T

HISTORY OF REVISION

<u>REV NUMBER</u>	<u>PAGES REVISED</u>	<u>REASON FOR CURRENT REVISION</u>
1	All	General Revision.
2	1	Made this procedure applicable to all evaluators, not just TVA.
	2	Allowed an updated resume to be used in lieu of Attachment A.
3	2	Added PC&A Supervisor to paragraph 5.1.4 to define requirement for documentation of training. Added paragraph 5.1.8 to define records maintenance requirements. Deleted requirements for training prior to assignment of evaluation duties.

1.0 PURPOSE/SCOPE

- 1.1 This procedure provides a process for the initial skills training and indoctrination of personnel assigned to serve in the capacity of evaluator in support of the Employee Concerns Task Group (ECTG). It shall be the objective of the "Evaluation Techniques (Basic)" training to provide the evaluator with a working knowledge of:
- a. Program history and its development.
 - b. Interview guidelines and protocol.
 - c. Evaluation documentation requirements.
 - d. Evaluation techniques and methods requirements.
 - e. Report writing, including content and/or format.
 - f. ECTG Program and its implementing procedures.
- 1.2 This procedure applies to those individuals assigned to evaluate concerns under the Employee Concerns Special Program. Contractors working within this program may utilize this procedure or may provide training for personnel in accordance with their own Tennessee Valley Authority (TVA) approved procedures.

2.0 REFERENCES

- 2.1 Program Procedure ECTG M.1, "Employee Concerns Task Group Procedure."

3.0 DEFINITIONS

None

4.0 RESPONSIBILITY

- 4.1 The Category Evaluation Group Heads (CEG-H) shall have overall responsibility for the training of the evaluation personnel assigned to their group.
- 4.2 The individual evaluators shall be responsible for providing the cognizant CEG-H with feedback relative to their training and developmental needs.
- 4.3 The evaluation techniques overview instructor shall be responsible for providing basic Evaluation Techniques training and indoctrination and shall respond to training needs feedback by modifying the course as needed.

5.0 PROCEDURE

- 5.1 The following steps are required for the basic evaluation training and indoctrination:
- 5.1.1 As soon as possible after assignment to an evaluation group, the assigned evaluator shall complete the Evaluator's Profile form (Attachment A) or supply an updated resume.
 - 5.1.2 The assigned evaluator's CEG-H shall review the form or resume and determine the type and degree of training or indoctrination required.
 - 5.1.3 The newly assigned evaluator shall be scheduled for, attend, and successfully complete the Evaluation Techniques Basic Course. An examination shall be successfully passed with a score of 80 percent.
 - 5.1.4 The Evaluation Techniques Basic Course Instructor or the Program Control & Administration (PC&A) Supervisor shall document (on Attachment B) that the evaluator has successfully completed the course.
 - 5.1.5 The ECTG Program Manager and CEG-Hs shall provide the cognizant training instructor with training needs and course revision information as necessary.
 - 5.1.6 In addition to the Evaluation Techniques Basic Course, each evaluator shall read all ECTG Program and Procedure documents and discuss each with their respective CEG-H prior to commencing evaluations. This process shall be documented on Attachment C. Attachment C shall also be completed within five working days after general revisions are issued to these documents.
 - 5.1.7 All completed training and indoctrination records shall be forwarded to the PC&A.
 - 5.1.8 The PC&A will maintain on file all completed training and indoctrination records.

6.0 ATTACHMENTS

- Attachment A, Evaluator's Profile.
- Attachment B, Evaluator Training Record.
- Attachment C, ECTG Program/Procedure Review Record.

EVALUATOR'S PROFILE

ECTG B.1
Attachment A
Page 1 of 1
Revision 3

Name: _____ SSN: _____

Job Title: _____ Schedule & Grade: _____

Parent Organization: _____

Time in Present Position: _____ TVA Time: _____

Post High School Education: _____

Areas of Expertise: _____

Relevant Experience: _____

Date Assigned: _____ Assigned To (CEG): _____

Cognizant CEG-H: _____

EVALUATOR TRAINING
RECORD

THIS IS TO CERTIFY THAT:

NAME: _____

SSN: _____

HAS BEEN INDOCTRINATED IN THE EMPLOYEE CONCERNS PROGRAM COURSE OF INSTRUCTION
ENTITLED:

"EVALUATION TECHNIQUES (BASIC)"

INSTRUCTOR _____

DATE _____