Admin Job Aid: Configure Level 3 Surveys to Required

Purpose

Level 3 surveys can now be required for supervisors, employees, or both. The purpose of this job aid is to guide VA TMS administrators on how to configure Level 3 surveys (also called Follow-Up Evaluations) so that they are required for supervisors, employees, or both. This provides the VA with maximum flexibility in using Level 3 surveys. Functionally, the creation of a follow-up evaluation questionnaire survey is the same as an item evaluation questionnaire survey. However, they have two different purposes, and therefore, the line of questioning is radically different.

Learners typically score well on post-tests, but the real question is whether any of the new knowledge and skills are retained and transferred back on the job. Level 3 surveys attempt to answer whether learners’ behaviors actually change as a result of new learning. Ideally, this measurement is conducted three to six months after the training program. By allowing some time to pass, learners have the opportunity to implement new skills, and retention rates can be checked.

In this job aid, you will learn how to:

- Task A. Configure Level 3 Surveys to Required
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1. Select **Admin**.
2. Select **Learning**.
3. Select **Items**.
4. Enter **Search Criteria** for an item.
5. Select **Search**.
6. Select the **item** from the search results.

7. Select the **More** link on the item record.
8. Select the **Evaluations** tab.

9. Select the **Search icon (magnifying glass)** next to **Survey** in the Follow-up Evaluation: Application of Learning area.
10. Enter **Search Criteria** for the survey.

11. Select **Search**.

12. Select **Select** next to the correct survey in the search results.
13. Indicate if the Level 3 Survey is **Required by** Supervisors, Employees, or both by placing checkmarks in the correct boxes.

14. Select **Apply Changes**.