

# HR Training Survey

---

## Course Information

**How did we do? Please take a moment to provide feedback on the training that was provided to you today. The survey should take approximately 5-10 minutes to complete. Your honest feedback is important to us, in order to improve future trainings. All answers are anonymous. Thank you!**

OMB#: 0925-0648 Exp. Date: 3/31/18

Public reporting burden for this collection of information is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0648). Do not return the completed form to this address.

**Logic: Show/hide trigger exists.**

### 1) Course Title\*

- WiTS: Basic Training for New Users
- WiTS: Basic Reports for Admin Users
- WiTS: Basic Reports for New Users
- WiTS: Advanced Reports and Metrics
- WiTS: Testing/Training for CSD Classification Unit
- Capital HR System Training
- HHS Careers (USA Staffing) Basic Training
- HHS Careers (USA Staffing) Applicant Overview Webinar
- HHS Careers (USA Staffing) Supporting Documents Training
- HR CARDS Basic 508 & Document Management Training
- HR CARDS Training for HR Specialists
- HR CARDS Training for Classifiers
- HR Data and Analysis: Advanced HR Reporting Capabilities in nVision (Module 1)

- ( ) HR Data and Analysis: Advanced Analytics (Module 2)
- ( ) Percussion User Training
- ( ) LMS Local Learning Administrator (course 1001)
- ( ) LMS People Administrator (course 1002)
- ( ) LMS Learning Administrator (course 1003)
- ( ) LMS Placing Orders (course 1005)
- ( ) LMS Managing Learner Enrollments and Transcripts (course 1006)
- ( ) LMS Managing User Accounts (course 1007)
- ( ) LMS Reporting (course 1008)
- ( ) Onboarding Manager CSD Training
- ( ) Onboarding Manager Benefits Training

**2) Date: Enter using the Calendar Tool to the right of the text box.  
(mm/dd/yyyy)\***

---

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("HR CARDS Basic 508 & Document Management Training", "HR Data and Analysis: Advanced HR Reporting Capabilities in nVision (Module 1)", "HR Data and Analysis: Advanced Analytics (Module 2)") Dynamically shown if "Course Title" = Capital HR System Training or "Course Title" = HHS Careers (USA Staffing) Basic Training or "Course Title" = HHS Careers (USA Staffing) Applicant Overview Webinar or "Course Title" = HHS Careers (USA Staffing) Supporting Documents Training or "Course Title" = HHS Careers (USA Staffing) Applicant Overview Workshop or "Course Title" = HHS Careers (USA Staffing) Assessments Workshop or "Course Title" = HHS Careers (USA Staffing) Reviewing Applicants and Documents Workshop or "Course Title" = HHS Careers (USA Staffing) for Hiring Managers and AOs Training or "Course Title" = HHS Careers (USA Staffing) for HR Specialists Training or "Course Title" = HR CARDS Training for HR Specialists or "Course Title" = HR CARDS Training for Classifiers or "Course Title" = HR Data and Analysis: Advanced Analytics (Module 2) or "Course Title" = Percussion User Training or "Course Title" = LMS Local Learning Administrator (course 1001) or "Course Title" = LMS People Administrator (course 1002) or "Course Title" = LMS Learning Administrator (course 1003) or "Course Title" = LMS Overview (course 1004) or "Course Title" = LMS Placing Orders (course 1005) or "Course Title" =**

**LMS Managing Learner Enrollments and Transcripts (course 1006) or "Course Title" = LMS Managing User Accounts (course 1007) or "Course Title" = LMS Reporting (course 1008) or "Course Title" = Onboarding Manager CSD Training or "Course Title" = Onboarding Manager Benefits Training**

**3) Primary Instructor's Name (You may select multiple instructors by holding down the 'Control Key' while clicking the names in the dropdown box.)\***

- Amber Pappas
- Ava Safaie
- Brian Hughes
- Courtney Belmont
- Janis Villadiego
- Jennifer Potter
- Jennifer Sun
- Karen Peterson
- Lillian Thomas
- Luis Unda
- Mike D'Andrea
- Nathalie (Grecia) Rodriguez
- Negy Shahparast-Afshar
- Pam Anthony
- Randi Fuhrman
- Satou Gueye
- Stacie Rappaport
- Susie Vargas
- Sylvia Chen
- Terri Messick
- Terrye Verge
- Zina Abdelaziz

**Logic: Hidden by default Dynamically shown if "Course Title" = WiTS: Basic Training for New Users or "Course Title" = WiTS: Basic Reports for Admin Users or "Course Title" =**

**WiTS: Basic Reports for New Users or "Course Title" = WiTS: Advanced Reports and Metrics or "Course Title" = WiTS: Testing/Training for CSD Classification Unit**

**Primary Instructor's Name (You may select multiple instructors by holding down the 'Control Key' while clicking the names in the dropdown box.)**

- Jennifer Potter
- Mike D'Andrea
- Negy Shahparast-Afshar
- Terrye Verge

**Logic: Hidden by default Hidden unless: Question "Course Title" #1 is one of the following answers ("WiTS: Basic Reports for Admin Users", "Capital HR System Training", "HR Data and Analysis: Advanced HR Reporting Capabilities in nVision (Module 1)", "HR Data and Analysis: Advanced Analytics (Module 2)", "LMS Local Learning Administrator (course 1001)", "LMS People Administrator (course 1002)", "LMS Learning Administrator (course 1003)", "LMS Placing Orders (course 1005)", "LMS Managing Learner Enrollments and Transcripts (course 1006)", "LMS Managing User Accounts (course 1007)", "LMS Reporting (course 1008)", "Onboarding Manager CSD Training") Dynamically shown if "Course Title" = WiTS: Basic Reports for Admin Users or "Course Title" = Capital HR System Training or "Course Title" = HHS Careers (USA Staffing) for Hiring Managers and AOs Training or "Course Title" = HR Data and Analysis: Advanced Analytics (Module 2) or "Course Title" = LMS Local Learning Administrator (course 1001) or "Course Title" = LMS People Administrator (course 1002) or "Course Title" = LMS Learning Administrator (course 1003) or "Course Title" = LMS Overview (course 1004) or "Course Title" = LMS Placing Orders (course 1005) or "Course Title" = LMS Managing Learner Enrollments and Transcripts (course 1006) or "Course Title" = LMS Managing User Accounts (course 1007) or "Course Title" = LMS Reporting (course 1008)**

**In which Institute or Center do you work?\***

- CC
- CIT
- CSR
- FIC
- NCATS
- NCCIH (NCCAM)
- NCI
- NCRR

- NEI
- NHGRI
- NHLBI
- NIA
- NIAAA
- NIAID
- NIAMS
- NIBIB
- NICHD
- NIDA
- NIDCD
- NIDCR
- NIDDK
- NIEHS
- NIGMS
- NIMH
- NIMHD
- NINDS
- NINR
- NLM
- OD
- OHR
- ORF
- ORS

**Logic: Hidden by default**

**Administrative Process Position**

- Supervisory Administrative Officer
- Administrative Officer
- Administrative Assistant / Administrative Technician
- Program Representative

( ) Management Analyst

( ) Secretary

---

## Course Rating

### 4) CONTENT KNOWLEDGE

Rate your level of knowledge/ understanding of the information:

	<b>Very Low</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
Prior to completing this training.	( )	( )	( )	( )	( )
After completing this training.	( )	( )	( )	( )	( )

### 5) CONTENT

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know/Not Applicable</b>
This training covered	( )	( )	( )	( )	( )	( )

topics/issues specifically related to my work.						
The course description accurately described the content that was covered.	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("Capital HR System Training")**

**Please evaluate the content of the Capital HR Training. I have a better understanding of...**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
The Recruiting Module	( )	( )	( )	( )	( )	( )
Workflow	( )	( )	( )	( )	( )	( )
Printing SF50s and 52s	( )	( )	( )	( )	( )	( )
PAR Issues	( )	( )	( )	( )	( )	( )
Queries	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("LMS Placing Orders (course 1005)")**

**Please evaluate the content of the LMS Placing Orders training. I have a better understanding of...**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Registering people for training	( )	( )	( )	( )	( )	( )
Assigning a CAN to an order	( )	( )	( )	( )	( )	( )
Modifying an existing order	( )	( )	( )	( )	( )	( )
Approving training for a learner	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("LMS Managing Learner Enrollments and Transcripts (course 1006)")**

**Please evaluate the content of the LMS Managing Learner Enrollments and Transcripts training. I have a better understanding of...**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Approving	( )	( )	( )	( )	( )	( )





**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("LMS Reporting (course 1008)")**

**Please evaluate the content of the LMS Reporting training. I have a better understanding of...**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Generating reports	( )	( )	( )	( )	( )	( )
Using report subscriptions	( )	( )	( )	( )	( )	( )
Exporting and printing report data	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("WiTS: Basic Training for New Users", "Basic WiTS Training for CSD DEU Users")**

**Please evaluate the content of the WiTS: Basic Training for New Users. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
How WiTS Works	( )	( )	( )	( )	( )	( )
Workflows	( )	( )	( )	( )	( )	( )
Updating/Completing	( )	( )	( )	( )	( )	( )

Actions						
Generating/ Interpreting Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Getting Help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("WiTS: Basic Reports for New Users")**

**Please evaluate the content of the Basic WiTS Reports Training for New Users. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Generating Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exporting/ Printing Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpreting Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Getting Help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("HR Data and Analysis: Advanced Analytics (Module 2)")**

**6) Please rate your level of agreement with the following statements:  
The Advanced Analytics training has improved my knowledge and ability in the following areas:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>
Identifying problems and formulating hypotheses.	( )	( )	( )	( )	( )
Identifying useful data elements.	( )	( )	( )	( )	( )
Advanced analysis and evaluation techniques for workforce data.	( )	( )	( )	( )	( )
Ways to communicate results.	( )	( )	( )	( )	( )
How to take action from workforce data.	( )	( )	( )	( )	( )
Methods for data visualization.	( )	( )	( )	( )	( )
Forecasting and statistical techniques for HR data.	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("HR Data and Analysis: Advanced HR Reporting Capabilities in nVision (Module 1)")**

**7) Please rate your level of agreement with the following statements:  
As a result of the HR Reports training:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>
I better understand the reporting capabilities of Capital HR and nVision.	( )	( )	( )	( )	( )
I know how to create an ad hoc query by adding additional attributes to standard nVision HR reports.	( )	( )	( )	( )	( )
I know how to export queries to pdf, xls, or csv formats.	( )	( )	( )	( )	( )
I know	( )	( )	( )	( )	( )



**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("WiTS: Basic Reports for Admin Users")**

**Copy of Please evaluate the content of the WiTS: Basic Reports Training for Admin Users. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Accessing Reports	( )	( )	( )	( )	( )	( )
Generating Reports	( )	( )	( )	( )	( )	( )
Exporting/ Printing Reports	( )	( )	( )	( )	( )	( )
Interpreting Reports	( )	( )	( )	( )	( )	( )
Getting Help	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("WiTS: Advanced Reports and Metrics")**

**Please evaluate the content of the Advanced WiTS Reports and Metrics Training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Generating Reports	( )	( )	( )	( )	( )	( )

Exporting/ Printing Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpreting Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Metrics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Getting Help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("WiTS Special Pay Workflow for Super Users")**

**Please evaluate the content of the WiTS Special Pay Workflow Training for Super Users. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
How WiTS Works	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working Special Pay Actions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Generating / Interpreting Pay Reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("HHS Careers (USA Staffing) Basic Training")**



**Please evaluate the content of the HHS Careers (USA Staffing) training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Adding Contacts	( )	( )	( )	( )	( )	( )
Building a Vacancy	( )	( )	( )	( )	( )	( )
Importing Assessments	( )	( )	( )	( )	( )	( )
Accessing Applicant Documents and Questionnaire Responses	( )	( )	( )	( )	( )	( )
Updating Applicant Statuses (Overriding, Using NOR Codes, etc.)	( )	( )	( )	( )	( )	( )
Canceling/Updating a Vacancy	( )	( )	( )	( )	( )	( )
Issuing Certificates	( )	( )	( )	( )	( )	( )
Issuing Referral/Disposition Letters	( )	( )	( )	( )	( )	( )
What HHS Careers (USA Staffing) offers to HR Specialists, Applicants, and Hiring Managers	( )	( )	( )	( )	( )	( )
The way that	( )	( )	( )	( )	( )	( )

applicants apply for jobs at the NIH via HHS Careers (USA Staffing)						
---	--	--	--	--	--	--

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("HHS Careers (USA Staffing) Supporting Documents Training")**

**As a result of the HHS Careers (USA Staffing) Supporting Documents Training, I now know how to...**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Troubleshoot applicant supporting documents issues	( )	( )	( )	( )	( )	( )
Manually upload applicant supporting documents (resumes, SF-50, transcripts)	( )	( )	( )	( )	( )	( )
Modify an applicant's supporting documents	( )	( )	( )	( )	( )	( )
Run a Pending Completion Application	( )	( )	( )	( )	( )	( )

Report						
Clear applicant pending statuses	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("HHS Careers (USA Staffing) Supporting Documents Training")**

**Please evaluate the content of the HHS Careers (USA Staffing) Supporting Documents training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
My role as an HR Specialist in assisting applicants with general application issues	( )	( )	( )	( )	( )	( )
My role as an HR Specialist in assisting applicants with supporting documents issues	( )	( )	( )	( )	( )	( )

The scenarios that will require an HR Specialist to clear a pending application status	( )	( )	( )	( )	( )	( )
--	-----	-----	-----	-----	-----	-----

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("USAJOBS Training")**

**Please evaluate the content of the USAJOBS training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Using the Templates	( )	( )	( )	( )	( )	( )
Enhanced Posting (using images)	( )	( )	( )	( )	( )	( )
What the Applicant Sees	( )	( )	( )	( )	( )	( )
Screening Questionnaire	( )	( )	( )	( )	( )	( )
Managing Applicants	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("Percussion User Training")**

**8) Please evaluate the content of the Percussion User Training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Percussion , overall	( )	( )	( )	( )	( )	( )
How to navigate Percussion	( )	( )	( )	( )	( )	( )
How to create items in Percussion	( )	( )	( )	( )	( )	( )
How to update content in Percussion	( )	( )	( )	( )	( )	( )
How to move content through the Percussion workflow	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("HR Portal Overview Training")**

**Please evaluate the content of the HR Portal Overview Training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
NIH Portal terms and concepts	( )	( )	( )	( )	( )	( )
How to navigate HR content on the NIH Portal	( )	( )	( )	( )	( )	( )
How to set up my personal MyPage	( )	( )	( )	( )	( )	( )
How to search for documents and information on the NIH Portal	( )	( )	( )	( )	( )	( )
How to use Projects (collaboration spaces) on the NIH Portal	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("508 Compliance Training")**

**Please evaluate the content of the 508 Compliance Training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
508 Compliance and what it means	( )	( )	( )	( )	( )	( )
Where to go for more 508 Compliance information	( )	( )	( )	( )	( )	( )
How to make a Word document 508 Compliant	( )	( )	( )	( )	( )	( )
How to make a PDF document 508 Compliant	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless:**

**Please evaluate the content of the HR CARDS Training/Testing. I have a better understanding of:**

	<b>Strongly</b>	<b>Disagree</b>	<b>Neither Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not</b>	<b>Neither Disagree</b>
	y	e		e			

	<b>Disagree</b>		<b>ne nor Agree</b>			<b>Know</b>	<b>ne nor Agree</b>
Using the HR CARDS	( )	( )	( )	( )	( )	( )	( )
Searching for a PD and related documents	( )	( )	( )	( )	( )	( )	( )
Using the "Help" function	( )	( )	( )	( )	( )	( )	( )
Adding or modifying documents within the system	( )	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("HR CARDS Basic 508 & Document Management Training")**

**Please evaluate the content of the HR CARDS Basic 508 & Document Management Training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
The importance of	( )	( )	( )	( )	( )	( )



creating 508 compliant HR CARDS documents						
The importance of using templates for the creation of new HR CARDS documents	()	()	()	()	()	()
How to use Microsoft 508 tools for the creation of new HR CARDS documents	()	()	()	()	()	()
How to use the HR CARDS document templates for the creation of new HR CARDS documents	()	()	()	()	()	()

**Logic: Hidden unless: Question "Course Title" #1 is exactly equal to ("HR CARDS Training for HR Specialists")**



Searching for a PD and related documents	( )	( )	( )	( )	( )	( )	( )
Adding or modifying documents within the system	( )	( )	( )	( )	( )	( )	( )
The features that the new HR CARDS offers	( )	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("e-Induction Training "New Look & Feel"")**

**Please evaluate the content of the e-Induction Training "New Look & Feel". I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
Registering a New Hire	( )	( )	( )	( )	( )	( )
Approving Forms	( )	( )	( )	( )	( )	( )
Employee	( )	( )	( )	( )	( )	( )

Information						
Sign In sheet	( )	( )	( )	( )	( )	( )
Status Count	( )	( )	( )	( )	( )	( )
New Hire Instructions	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("Onboarding Manager CSD Training")**

**Please evaluate the CSD content of the Onboarding Manager training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know/Not Applicable</b>
Manually creating new hire profiles	( )	( )	( )	( )	( )	( )
Assigning new hire forms	( )	( )	( )	( )	( )	( )
Completing supporting data tabs	( )	( )	( )	( )	( )	( )
Sending the invitation	( )	( )	( )	( )	( )	( )

email						
Reviewing submitted forms	( )	( )	( )	( )	( )	( )
Declining inaccurate forms	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is one of the following answers ("Onboarding Manager Benefits Training")**

**9) Please evaluate the content of the Onboarding Manager Benefits Training. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know/Not Applicable</b>
Completing supporting data tabs	( )	( )	( )	( )	( )	( )
Reviewing submitted forms	( )	( )	( )	( )	( )	( )
Printing completed forms	( )	( )	( )	( )	( )	( )
Approving completed forms	( )	( )	( )	( )	( )	( )
Declining	( )	( )	( )	( )	( )	( )

inaccurate forms						
Transferring forms to eOPF	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is exactly equal to ("HHS Careers (USA Staffing) Applicant Overview Webinar")**

**10) As a result of the HHS Careers (USA Staffing) Applicant Webinar Overview, I now know...**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
The way that applicants apply for jobs at NIH via USAJOBS and HHS Careers (USA Staffing)	( )	( )	( )	( )	( )
How applicants may check their application status and supporting documents during the application	( )	( )	( )	( )	( )

process					
How applicants may check their application status after the application package has been submitted to HR	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is exactly equal to ("HHS Careers (USA Staffing) Applicant Overview Webinar")**

**11) Please evaluate the content of the HHS Careers (USA Staffing) Applicant Overview Webinar. I have a better understanding of:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
Creating a USAJOBS account	( )	( )	( )	( )	( )
The various resume formats applicants may use	( )	( )	( )	( )	( )
Submitting supporting documents	( )	( )	( )	( )	( )

Submitting the 1203-fx	( )	( )	( )	( )	( )
Updating an application prior to submitting to HR	( )	( )	( )	( )	( )

## 12) INSTRUCTOR(S)

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know/Not Applicable</b>
The instructor(s) communicated in a clear and understandable way.	( )	( )	( )	( )	( )	( )
The instructor(s) satisfactorily answered questions.	( )	( )	( )	( )	( )	( )
The instructor(s) emphasized the importance of the training course.	( )	( )	( )	( )	( )	( )
The instructor(s) engaged the	( )	( )	( )	( )	( )	( )



class (e.g. asked questions, encouraged involvement, etc.)						
The instructor(s) provided examples that improved understanding of the subject matter.	( )	( )	( )	( )	( )	( )
The instructor(s) allowed the proper amount of time for class exercises.	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is not one of the following answers ("HHS Careers (USA Staffing) Basic Training", "HHS Careers (USA Staffing) Assessments Workshop", "HHS Careers (USA Staffing) Reviewing Applicants and Documents Workshop")**

**13) TRAINING MATERIALS**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know/Not Applicable</b>
The training materials were well	( )	( )	( )	( )	( )	( )

organized and easy to use.						
The training materials were relevant and up-to-date.	( )	( )	( )	( )	( )	( )
The training materials will serve as a useful reference for my job.	( )	( )	( )	( )	( )	( )

**Logic: Hidden unless: Question "Course Title" #1 is not one of the following answers ("HR Data and Analysis: Advanced Analytics (Module 2)")**

**14) EQUIPMENT**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know/Not Applicable</b>
The equipment (i.e. computers ) was set-up and ready to use.	( )	( )	( )	( )	( )	( )

The automated HR System functioned properly.	( )	( )	( )	( )	( )	( )
--	-----	-----	-----	-----	-----	-----

**15) OVERALL SATISFACTION WITH THE TRAINING**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Disagree nor Agree</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Do Not Know</b>
This training will enable me to perform my duties more effectively when I return to my office.	( )	( )	( )	( )	( )	( )
I would recommend this training to my co-workers/colleagues .	( )	( )	( )	( )	( )	( )

---

**General Course Comments**

**16) Please select a response for the following question:**

	<b>Too Short</b>	<b>About Right</b>	<b>Too Long</b>	<b>Do Not</b>
--	------------------	--------------------	-----------------	---------------

				<b>Know</b>
The length of the course was:	( )	( )	( )	( )

**17) Please select a response for the following question:**

	<b>Too Slow</b>	<b>About Right</b>	<b>Too Fast</b>	<b>Do Not Know</b>
The pace of the training was:	( )	( )	( )	( )

**18) Which part of the training do you feel will be:**

MOST useful to you: \_\_\_\_\_

LEAST useful to you: \_\_\_\_\_

**19) What could be done to improve this training course?**

---



---



---



---

**20) Please rank your training delivery preference, with 1 being the most preferred:**

- \_\_\_\_\_ Lecture with Power Point
- \_\_\_\_\_ Demonstration
- \_\_\_\_\_ Hands-On
- \_\_\_\_\_ Online

**21) Are there any topics that you would add or modify for future sessions of this training course?**

---

---

---

---

**22) Additional comments / suggestions:**

---

---

---

---

**23) Would you like to be contacted regarding the comments you provided in this survey?**

- Yes
- No

**Logic: Hidden by default; dynamically shown if "Would you like to be contacted regarding the comments you provided in this survey?" = Yes**

**Please type your email below:**

---

---

**Thank you for your feedback!**

**Thank you for taking our survey. Your response is very important to us.**

---