

SUGGESTED LANGUAGE FOR TRAINING OFFICER

This language is an optional suggestion for TOs as desired, and can be inserted in the welcome letter, verbally during or at the close of training, or in the level 1 invitation.

This participants in this course will be part of an exciting pilot program the Office of Training, Education and Development (OTED) is conducting to evaluate the knowledge and skills adjustments we hope you will make in your job as a result of the course. To gather this information, our partner office in OTED, the Division of Testing, Measurement and Certification (DTMC) will be reaching out to you three (3) months after the close of this course from the email address oraotedjobanalyses@fda.hhs.gov with a short 15-item survey.

I hope you will take this opportunity to provide us your feedback. Your responses will help improve the student experience and ensure we are providing the tools needed for your success. If you have any questions about this effort, please reach out to oraotedjobanalyses@fda.hhs.gov.

INVITATION MESSAGE

Hello -

A few months ago, you participated in training titled *Course Code - Course Name*. As the training officer for this course informed you, we at the FDA Office of Training, Education and Development (OTED) are reaching out because we would like to gain a better understanding of how knowledge and skills from this course have transferred to the working environment.

Please take a few minutes to let us know your thoughts via the survey link below. Your responses are a critical part of improving the student experience and ensuring we are providing the tools needed for success.

ACCESSING THE SURVEY: Follow the instructions below to access the survey website:

- To provide your feedback, please complete the survey here <link> which contains 15 items and should take *approximately 5 minutes to complete*.
- This survey will **close on Month Day, 2022**.
- Remember to click "Submit", otherwise your responses may not be saved

How your information is protected:

- ? No personal information is requested (e.g., name, email address, birth date) nor associated with results
- ? Results will be analyzed and reported in aggregate form
- ? Participants information will be kept secure to the extent permitted by law.

QUESTIONS: If you have questions or need additional assistance in completing the survey, please contact oraotedjobanalyses@fda.hhs.gov.

REMINDER MESSAGE (to be sent two weeks after invitation)

This is a quick reminder to complete the *Course Code-Course Name* learning application survey if you have not done so already. For those who have completed the survey, thank you. If you would still like to provide your feedback, the survey can be accessed here <LINK> and should take about 5 minutes to complete.

Survey results will be used to provide information about the overall student experience and ensure we are providing the tools needed for success. No personally identifying information is collected nor associated with results.

If you are unable to access the survey or have any questions, please contact oraotedjobanalyses@fda.hhs.gov.