

New Innovations— Managing Evaluation Matches

When troubleshooting any problems with your evaluation matches, you will typically find the problem by checking your Block Schedule and your Session.

Block Schedule

- Check that both the Evaluator and Subject have rotations on the Block Schedule
- Be sure both have the exact same rotation from the same department
- Check the time period or intervals
- Confirm that the status type for both Evaluator and Subject is correct on the Block Schedule

Session

- Be sure the correct Status Type is included on the People tab of the session
- Check that the rotation is included in the 'Active Rotations' box on the Rotations tab of your session
- Confirm that the rotation ends during the interval of the session
- If the Evaluator or Subject is from another Department, be sure that you've have 'Included People from Outside Departments' on the People tab of your session

Onboarding and Checklists Training

This training is designed to show the user how to create Onboarding, Advancement, and In-Rotator Checklists to automate the distribution and collection of documents that trainees must complete for their training. GME administrators and program coordinators can design a checklist to meet their needs. The training shows the user how to build a checklist using a series of steps to collect documents, assign tasks, complete forms and distribute information to their trainees.

RMS Training Sessions

11/2/17	RMS Work Session
11/7/17	Prepare for the New Academic Year
11/16/17	RMS Work Session
11/30/17	Onboarding / Checklists

To ensure adequate staffing, registration is required for all sessions.

Do you have a new Program Director, Program Coordinator or new department staff? We can provide individualized RMS training to your staff to help them excel in their new role. Contact us at [RMS Help](#).

Contact Us

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Directory

[Link to Pingboard](#)

Recipe

[Maple Pecan Pie](#)