

How Faculty Can Review Resident Evaluations of their Performance

Faculty can review comments from evaluations completed on them by residents. They only can be viewed in there are more than 5 evaluations and they are presented to faculty anonymously and in random order. Follow these instructions to view them.

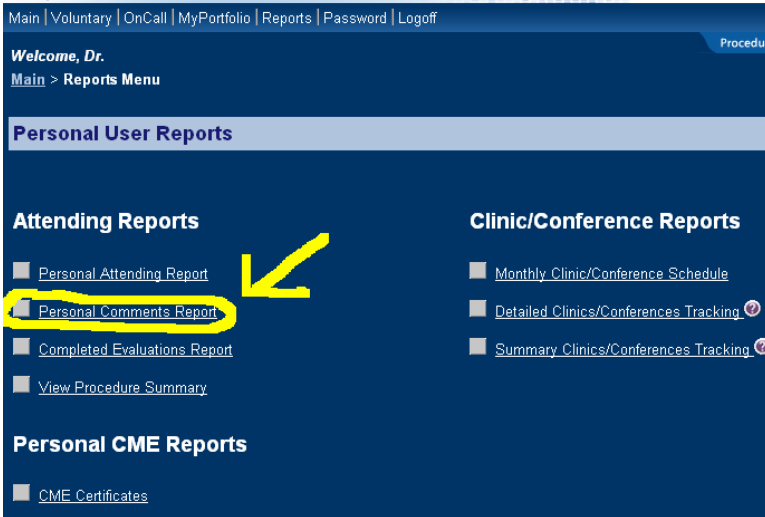
1. Log into myevaluations and you will see the screen seen in **Figure 1**. If you don't remember your password, email the Program Coordinator at coordinator@nccpeds.com or call 301-319-5437.
2. Click on 'Reports' (circled in yellow in **Figure 1**).

Figure 1



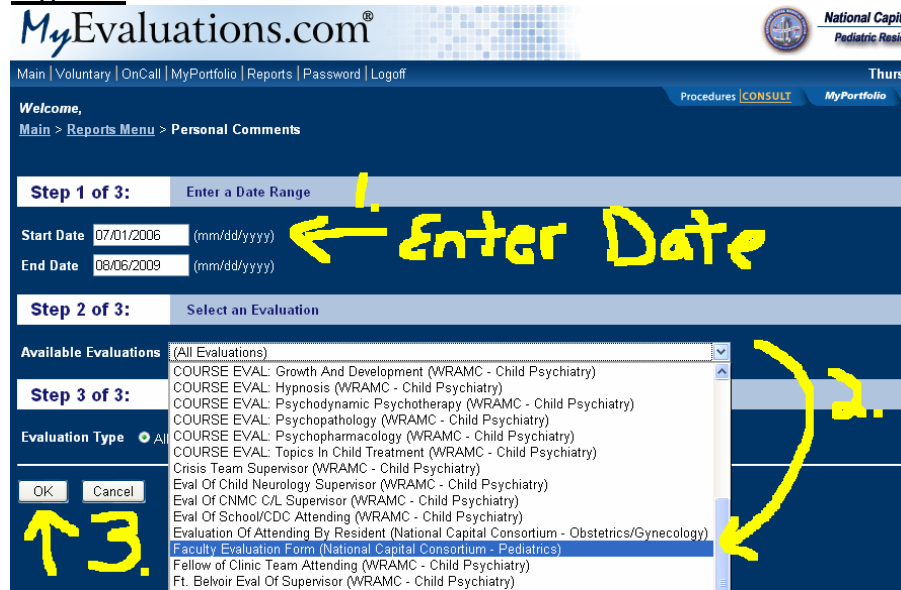
3. Click on 'Personal Comments Report' (circled in yellow in **Figure 2**)

Figure 2



4. On the next screen, do the following 3 steps as shown in **Figure 3**.
 1. Enter the start date in the box labeled 'Start Date'. The earliest date available is 7/1/2006. The end date will automatically be the current date.
 2. For the drop down menu associated with 'Available Evaluations', choose 'Faculty Evaluation Form (National Capital Consortium – Pediatrics)'.
 3. Press 'OK' and the report will load for you to read as long as there are 5 evaluations within the time period queried.

Figure 3



4. Read your report.