

QA Guidelines 2010

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Thank you QA'ing a Senior Evaluation for the Central Division! These are guidelines that will assist you in making the test a successful event.

1. Be sure to contact the senior advisor and the region director at least one month before the test.
2. Establish and confirm the test location, time of the event and how many senior candidates will be testing.
3. Provide a copy of the QA feedback form and review each component.
4. Provide your information to the senior advisor (contact information and email)
5. Ask what the lodging arrangements are.
6. At the conclusion of the test provide feedback directly to the senior advisor and region director. These comments should come from your notes taken during the test.
7. Provide the feedback form for your QA performance at the beginning of the senior evaluation. This is a new form.
8. The final QA report should be submitted within the week after the test to myself, the region director, and the senior advisor for the region.
9. Submit your expense voucher to me for approval
10. If you have been assigned mentee, please be sure they are copied on all communication.

If you have questions, please call 513-479-3709. Thanks again for your assistance. All forms are attached to this email. (QA form, QA performance feedback, expense voucher)