TMS 2.0

VA

Admin Job Aid

Create a Draft Follow-up Survey

Admin Job Aid: Create a Draft Follow-up Survey
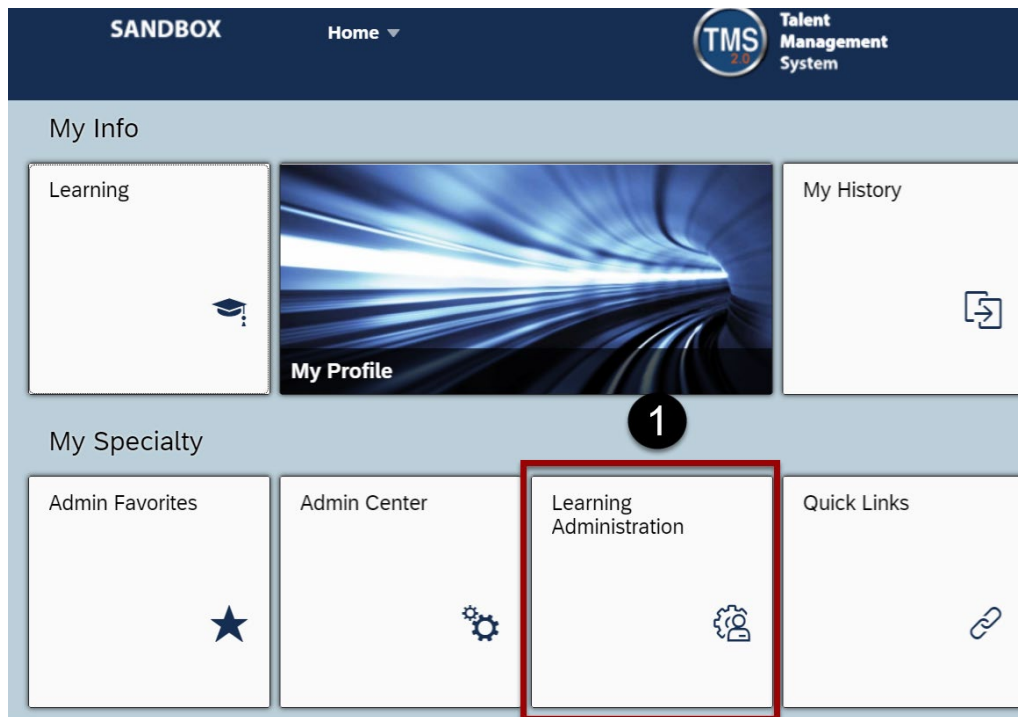
(Revision date: September 12, 2020)

Purpose

The purpose of this job aid is to guide you through the step-by-step process of creating a follow-up survey. The goal of a Follow-up Survey is to gauge the behavioral change in those who have taken a course. It is typically assigned 3-6 months after the completion of a course.
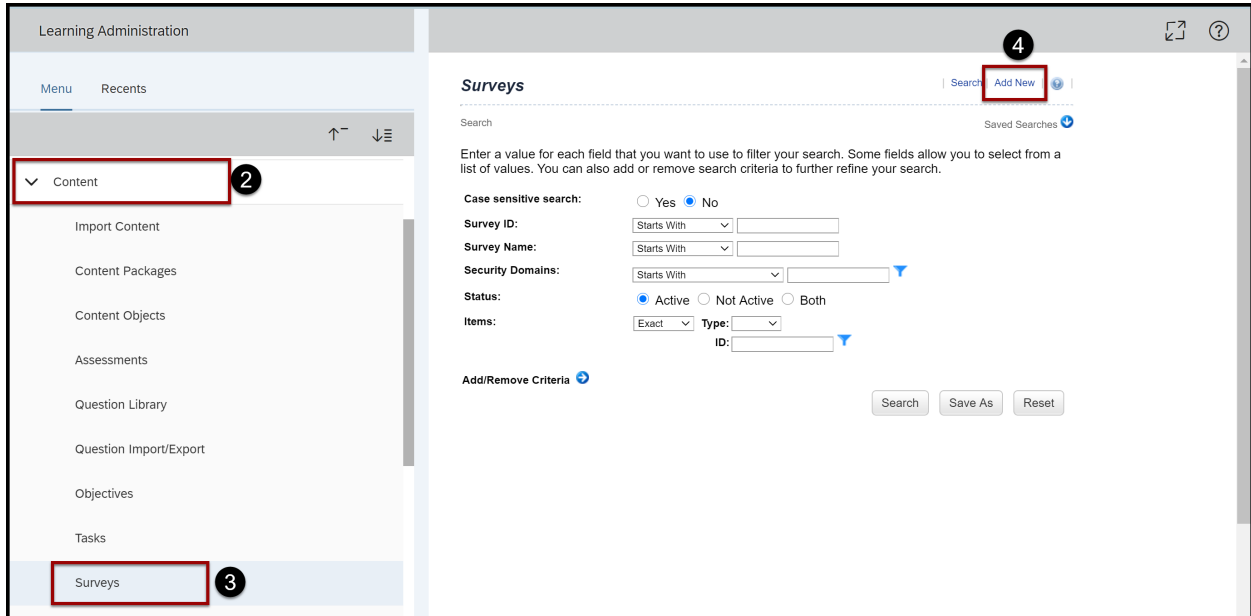
In this job aid, you will learn how to:

- Task A. Create a Draft Follow-up Survey

U.S. Department of Veterans Affairs

![TMS logo] **Talent Management System**

Task A. Access Learning Administration

1. Select the **Learning Administration** link.

U.S. Department of Veterans Affairs
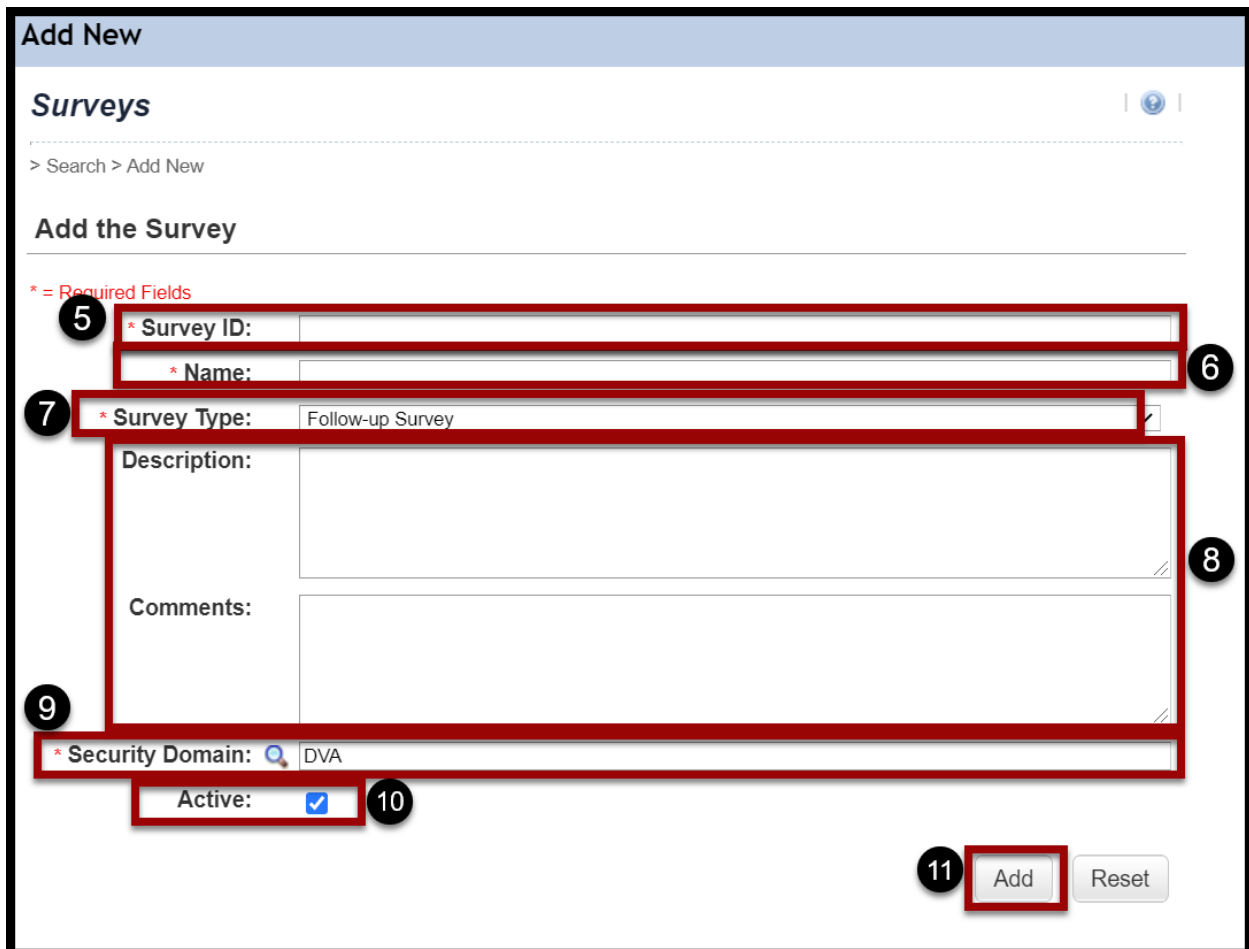
2. Select the **Content** menu.

3. Select **Surveys**.

4. Select the **Add New** link.

5. Enter a **Survey ID**.

6. Enter a survey **Name.**

7. Select **Follow-up Survey** from the **Survey Type** drop-down menu.

8. (Optional) Enter information in the **Description** and **Comments** fields. These fields are helpful for future searches conducted by you and others.

9. Enter a **Security Domain**. Select the **Search** icon to search for and select a security domain if you do not know the security domain.

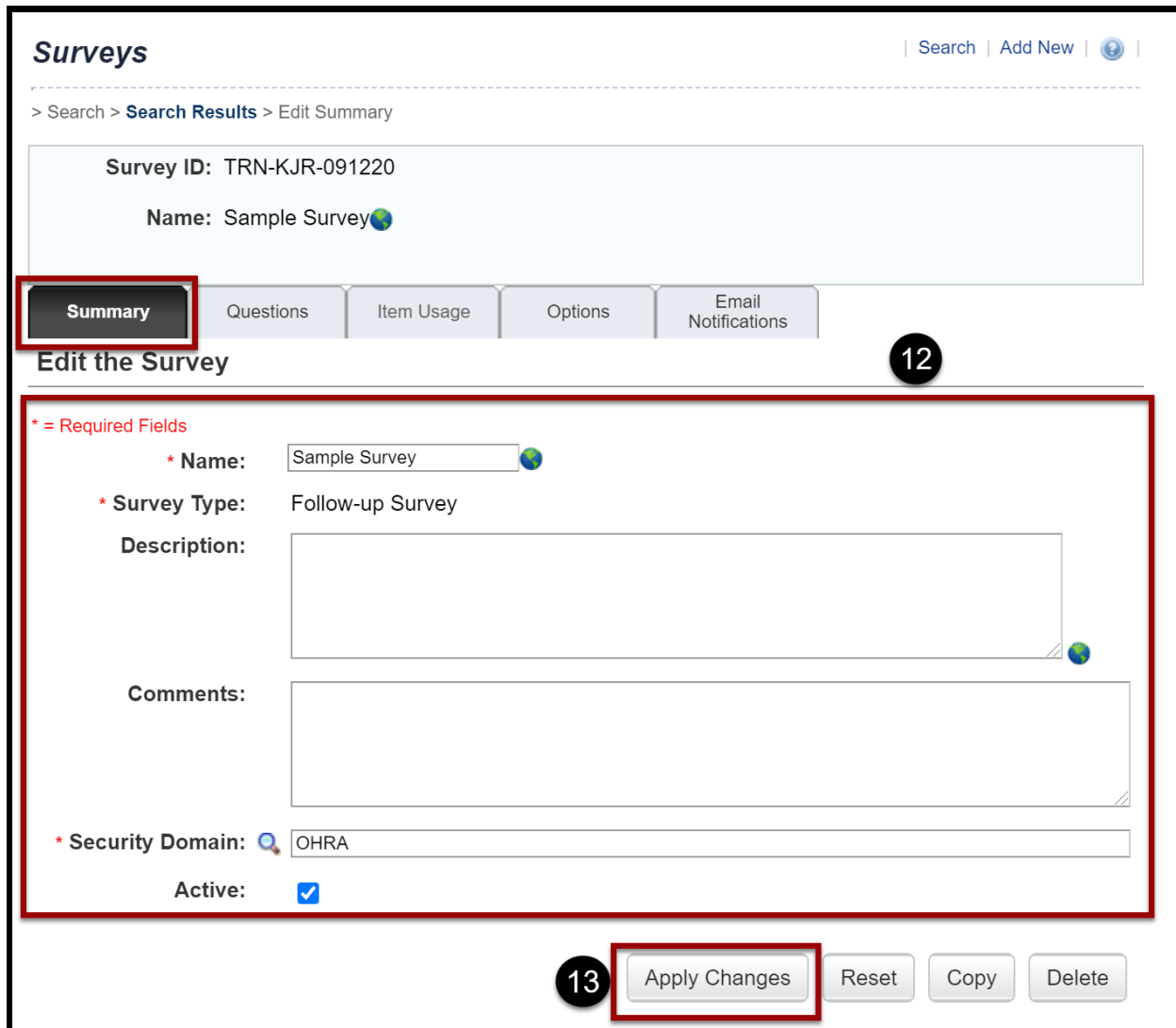10. Select the **Active** checkbox.

11. Select **Add**.

12. The TMS will open the **Follow-Up Evaluation** profile. If you would like to make any changes, make sure the **Summary** tab is selected and make any changes you desire.

13. Select **Apply Changes**. You have successfully created a draft Follow-Up Evaluation Survey.

Surveys | Search | Add New | ❓ |

> Search > **Search Results** > Edit Summary

Survey ID: TRN-KJR-091220

Name: Sample Survey 🌐

| **Summary** | Questions | Item Usage | Options | Email Notifications |

Edit the Survey   12

* = Required Fields

* **Name:** Sample Survey 🌐

* **Survey Type:** Follow-up Survey

Description:

Comments:

* **Security Domain:** 🔍 OHRA

Active: ☑

13 Apply Changes   Reset   Copy   Delete