

Procedure #	AD-110-P4	Revision #	01
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### TRAINEES' ASSESSMENT PROCEDURE:

Trainees' assessment is the beforehand evaluation of employees to ensure that they have the minimum requirements for attending the training course. In the case of an external training, the employees may be subject for an evaluation to verify the level of success and/or the objectives achieved from the training.

This procedure aims to measure an employee readiness and ability to attend the training course.

1. The HR representative will receive the list of nominees from the requested department.
2. The Training Officer should invite the nominees to make an evaluation that includes basic skill. He should also ensure that the Job description of each nominee matches the training requirements.
3. If a nominee doesn't succeed in the evaluation, he/she may still be allowed to attend the training to gain the required knowledge or skills.
4. In all cases, the HR representative should communicate the outcome of the assessment to the concerned department head.
5. After a trainee attends an external training event, he should be evaluated by HR in coordination with the department director to verify the level of success and the new acquired knowledge/skills.
6. All outcomes from the training assessment should be part of and reflected on the training skills matrix which should be updated by the HR department on a regular basis.
7. Successful trainees are required to transmit there gained experience and skills to their peers at FBSU; they will be part of "train the trainees" activities normally coordinated by HR.

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