

**Training and Development Center
Level 4 Training Follow-up Survey for Supervisors
6 Months**

Your employee(s) named below recently participated in *ED's Financial Management Certificate Program*. We are interested in knowing how well your employee(s) has been able to take what they have learned in this program and put it into practice back on the job. Would you please take a minute to complete this brief survey? We would appreciate your response by: _____
_____. Thank you for your time.

Name of employee(s): _____ Date(s) attended: _____

1. Please check the skills or learning that your employee has put into practice back on the job since attending the course(s):

<input type="checkbox"/> Financial Data Analysis	<input type="checkbox"/> Appropriations Law	<input type="checkbox"/> Legislative and statutory overview
<input type="checkbox"/> Reconciliation	<input type="checkbox"/> Standard General Ledger	<input type="checkbox"/> Other (Specify):
<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Decision Making	
<input type="checkbox"/> Financial Management Technology	<input type="checkbox"/> Federal Reporting Requirements	

Please provide a specific description of how your employee applied this skill or learning on the job:

2. Please check all the statements that best describe the outcome your employee(s) has achieved by putting into practice the skills and learning you described above.

Increased productivity – please describe this result and the time/dollars gained by the increase and benefits.

Process improvement – greater efficiency, faster turnaround, better customer service. Please describe the improvement and specify time/dollars saved and benefits.

Other – (Examples: Improved Customer Satisfaction, Morale, Communication, etc.) Please describe and specify time/dollars saved and benefits.
