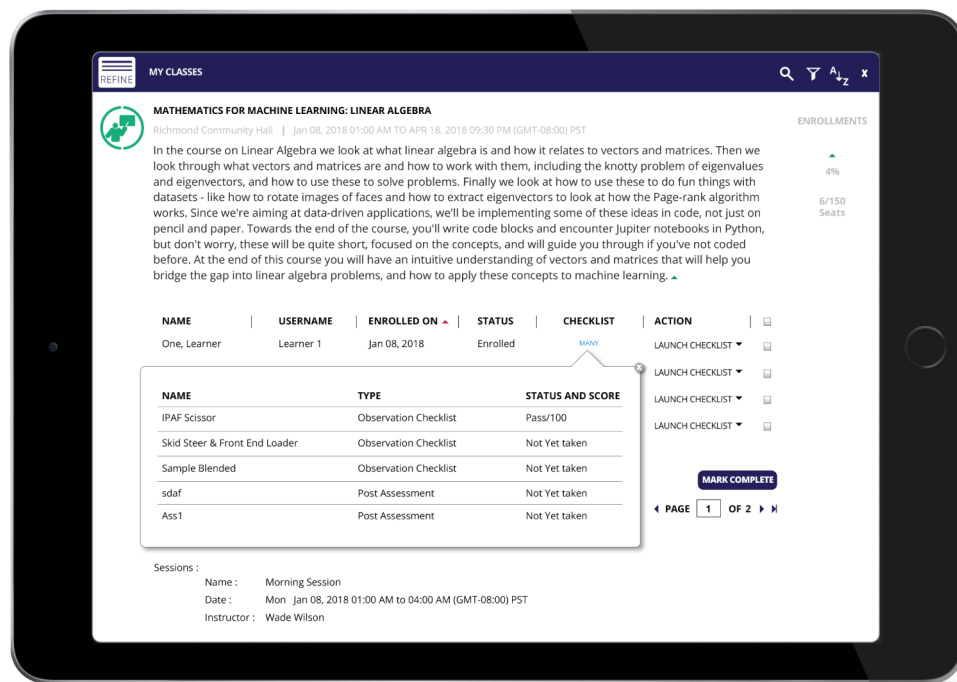# ExpertusONE LMS Observation Checklist

Assure competency in real-time. With digital, on-the-job performance monitoring and assessment.

Tracking employee performance on-the-job or in the field can be challenging. However, with ExpertusONE's Observation Checklist, you can now solve the disconnect between online and real-world training.

Our modernized digital checklist provides an easy way to measure learning across your organization and departments:

- **Meet digital transformation initiatives** by eliminating the need for costly and inefficient, paper-based evaluations

- **Maintain current, accurate performance records** in real-time

- **Observe, track and assess skills in the field** to determine employee competency

- **Record competency performance data within the LMS**; collate this data with other learning information for deeper reporting insights

Simple, 24/7 Access

Evaluators have instant, online access to observation checklists and reporting tools

Infinitely Customizable

Quickly create 100s of evaluations specific to learners' skills or competencies

Fully Integrated with LMS

Automatically capture checklist data in the LMS, versus pulling records from other systems

Ensure consistent, competent job performance. How the ExpertusONE LMS Observation Checklist works.

Convenient Skills Assessment

Observation Checklist automates the review and management of any in-person training—including field-based or on-the-job training, mentoring and skills supervision.

Using a digital checklist of tasks, managers, instructors or mentors can conveniently observe a learner's progress and accurately assess their mastery of skills upon training completion.

ExpertusONE customers use Observation Checklist to:

• **Identify employees that need more training** or training areas that need more work—which ensures consistent, competent job performance

• **Easily demonstrate compliance/capabilities** to executives or regulatory agencies

• **Establish baselines for new employee development** and identify employees who are ready for increased responsibility

How to Complete a Digital Evaluation in Four Easy Steps

1. **Build the Checklist**—An admin builds a checklist from pre-populated questions and answers within ExpertusONE. They then associate it, or multiple checklists, to a class, trainings or training plan.

2. **Launch the Evaluation**—An authorized evaluator launches the checklist from their "My Classes" or "My Team" page in ExpertusONE and observes the trainee—marking which tasks are completed correctly and adding notes.

3. **Record the Score**—Once all activities are completed, the employee is automatically given a pass or fail score as deemed by the checklist's parameters (such as needing 80% of tasks completed correctly to pass).

4. **Leverage Performance Data**—The checklist's performance data then becomes part of the learner's profile/training records and is accessible immediately in the ExpertusONE LMS for review and reporting.

Significant Time & Resource Savings

Our digital checklists give you a structured and consistent way to measure learning across your enterprise.

You'll save time, money and resources by eliminating paper-based evaluations and manual data entry. You'll also give managers, instructors and other evaluators easy, on-demand access to performance evaluations and reporting tools.

And, since our observation checklists are highly customizable, you can:

- Quickly create hundreds of unique evaluations specific to a learner or group's competency training needs

- Then group these checklists into categories to be leveraged in various ways across your LMS

The ExpertusONE Digital Difference

Unlike other observation checklists that reside in external systems, ExpertusONE's functionality is native to the LMS. So, any performance data can be easily merged and analyzed with other learning data.

Not only does this save time and eliminate errors, but it also gives you better, deeper insights into your workforce's competency and overall learning program's success.

Schedule a demo today.

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