



## **LEARNING MANAGEMENT SYSTEM (LMS) CREATING A MULTI-RATER ASSESSMENT (MRA)**

This QRG will guide you through the steps of creating a MRA. This allows multiple people to rate selected competencies (a set of skills or knowledge that can be defined, measured, and tracked) for a single person.

1. Log into the LMS.

**NOTE:** For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Click the **Competencies** link in the left menu.

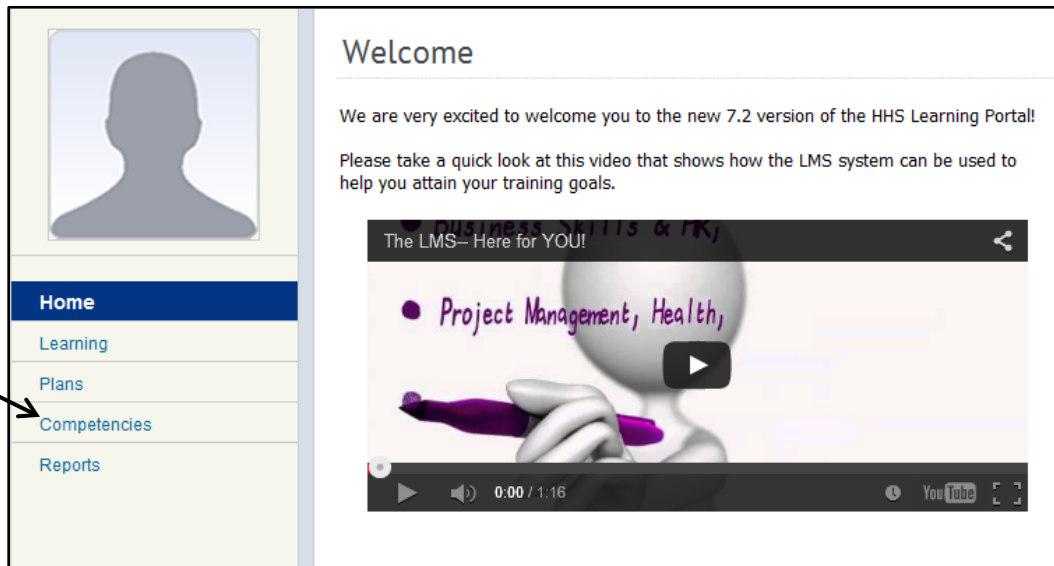
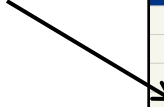


Figure 1 – Competencies link in the left menu on the LMS home page

- Click the **Multi-Rater Assessments** link in the left menu.

**Multi-Rater Assessments link**



**All Competencies**

A competency is a skill, knowledge, ability, or behavior that can be rated at a certain proficiency level. Competencies can be assessed by yourself, your manager, or by others.

View By: All Competencies

[New Self-Assessment](#) [New MRA](#)

**All Competencies** [Add Held Competencies](#) | [Add Required Competencies](#) | [Print](#) | [Export](#) | [Modify Table](#)

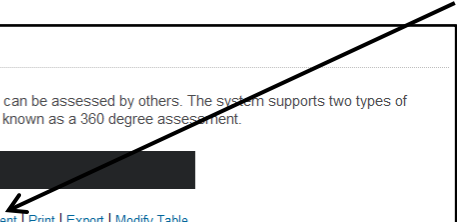
Showing first 25 out of 49 results

<input type="checkbox"/>	Competency Name	Source	Required Level	Held Level	Gap	Expert	Pending Approvals	Group	Actions
<input type="checkbox"/>	NIH Financial Budget and Program Analysis			1 - Fundamental Awareness	1			NIH Finance, NIH Accounting (GS-510)	<a href="#">Actions</a>
<input type="checkbox"/>	NIH Reconciliation and Financial Reporting			2 - Novice	2			NIH Finance, NIH Accounting (GS-510)	<a href="#">Actions</a>
<input type="checkbox"/>	Leveraging Diversity (HHS)			3 - Intermediate	3			Basic Leadership Competencies (HHS)	<a href="#">Actions</a>
	Continuous							Core Competencies	

Figure 2 – Multi-Rater Assessments link

- Click the **New Multi-Rater Assessment** link.

**New Multi-Rater Assessment link**



**Multi-Rater Assessments**

A multi-rater assessment (MRA) is a method by which you can be assessed by others. The system supports two types of (MRA): Competency-based and Questionnaire-based also known as a 360 degree assessment.

**Current** **Completed**

**Multi-Rater Assessments** [New Multi-Rater Assessment](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 2 out of 2 results

MRA Title	Closes On	MRA Status	Actions
Test MRA		In Progress	<a href="#">Edit</a>
User Manual Demo		In Progress	<a href="#">Edit</a>

Figure 3 – New Multi-Rater Assessment link

5. Select the **Competency-based** radio button and then click the **Next** button.

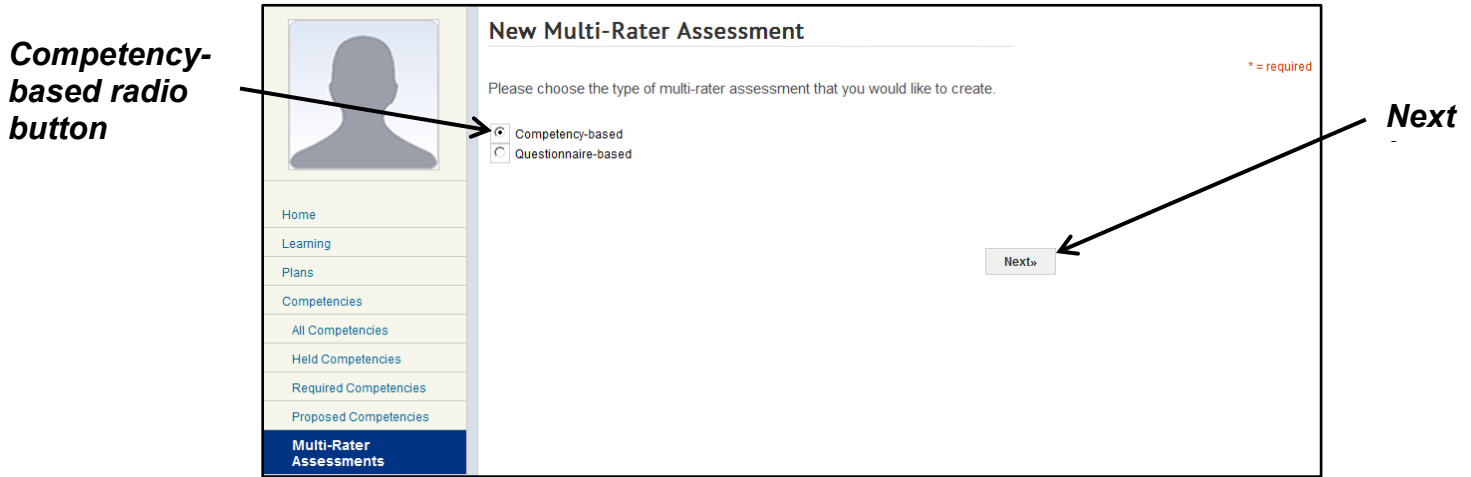


Figure 4 – Competency-based radio button and Next button

6. Enter a name in the MRA Title field, enter an appropriate description of the MRA in the Description field, enter a date to close the MRA in the Closes On field (MM/DD/YYYY format), and then click the **Add Competency** link.

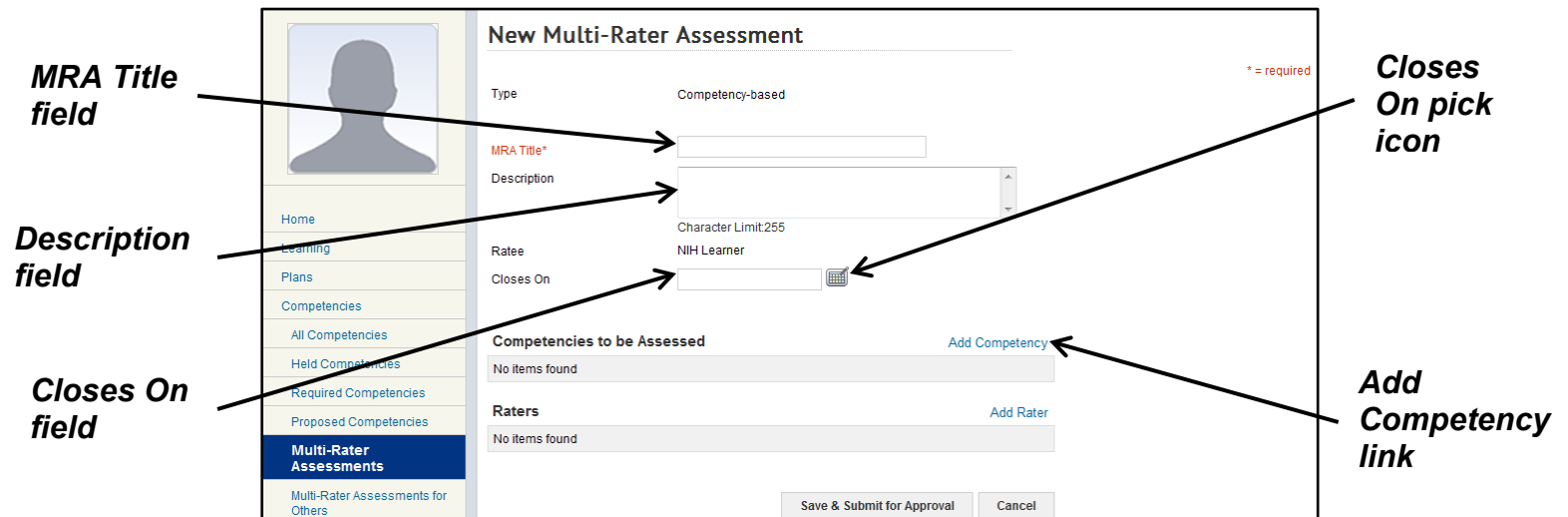


Figure 5 – Title, Description, and Closes On fields, Pick Closes On icon, and Add Competency link

**NOTE:** You can use the **Closes On** pick icon to open a calendar to select the date.

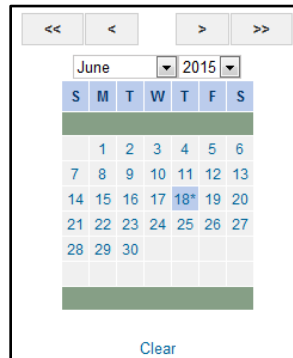


Figure 5 – Calendar pop-up window

7. Select the Held or Required option from the **View By** pull-down menu to determine what type of competency is being assessed.



Figure 6 – View Held by pull-down menu options

8. Select the **checkbox** to the left of the competencies you wish to be assessed and then click the **Submit** button.

**Select Competencies**

View By: **Held**

**Competencies** [Print](#) | [Export](#)

Showing 17 out of 17 results

<input type="checkbox"/>	Competency Name
<input type="checkbox"/>	NIH Solicitation
<input type="checkbox"/>	NIH Risk Analysis
<input type="checkbox"/>	NIH Acquisition Planning
<input type="checkbox"/>	NIH Financial Budget and Program Analysis
<input type="checkbox"/>	NIH Advisory Assistance

**Select checkbox** (arrow pointing to the checkbox for NIH Solicitation)

**Submit button** (arrow pointing to the Submit button)

**Submit** **Close**

Figure 7 – Select checkboxes and Submit button

9. Click the Add Competency link and repeat steps 7 and 8 to add any additional competencies to the assessment

10. Click the **Add Rater** link.

**New Multi-Rater Assessment** \* = required

Type: Competency-based

MRA Title\*

Description   
Character Limit: 255

Ratee: NIH Learner

Closes On:

**Competencies to be Assessed** [Add Competency](#) | [Print](#) | [Export](#)

Competency Name	Target	Actions
NIH Solicitation	5-Expert	<a href="#">Remove Competency</a>

**Raters** [Add Rater](#)

No items found

**Add Rater link**

Figure 8 – Add Rater link

11. Enter the name of the person you wish to add as a rater in the Name field and click the **Search** button.

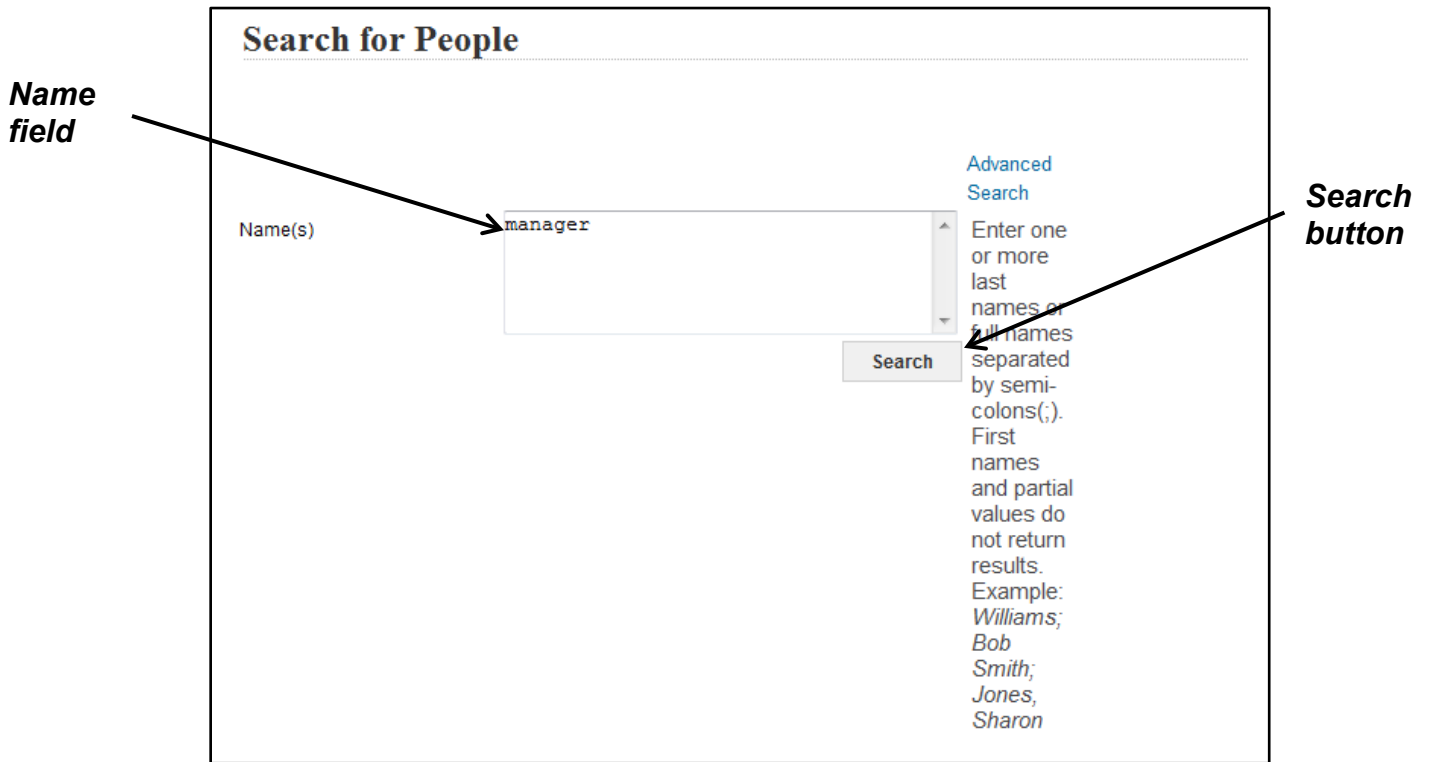


Figure 9 – Name field and Search button

**NOTE:** You may also use Advanced Search function to find a rater by clicking the **Advanced Search** link.

12. Select the **Checkbox** next to the name of the person to be assigned as a rater and then click the **Select** button.



Figure 10 – Select checkbox and Select button

13. Repeat steps 10 through 12 to add additional raters.

14. Click the **Save & Submit for Approval** button.

### New Multi-Rater Assessment

Type: Competency-based

MRA Title\*:

Description:

Character Limit: 255

Ratee: NIH Learner

Closes On:

**Competencies to be Assessed** [Add Competency](#) | [Print](#) | [Export](#)

Competency Name	Target	Actions
NIH Solicitation	5-Expert	<a href="#">Remove Competency</a>

**Raters** [Add Rater](#) | [Print](#) | [Export](#)

Rater Name	Person Type	Actions
NIH Manager	Other	<a href="#">Remove Rater</a>

**Save & Submit for Approval button**

Figure 11 – Save & Submit for Approval button on New Multi-Rater Assessment screen

15. Click the **Yes** button on the approval confirmation screen that is displayed.



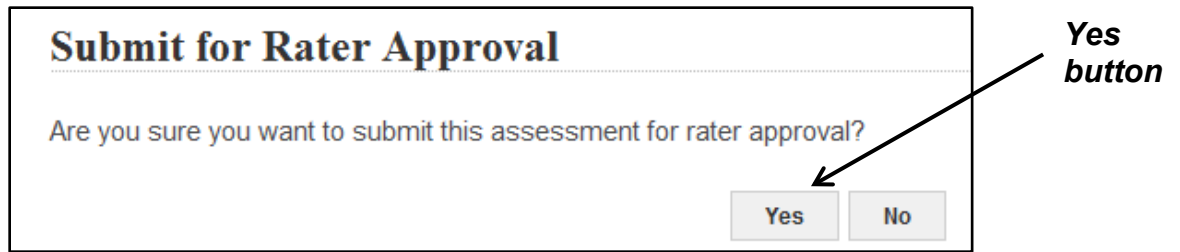


Figure 12 – Yes button on the Submit for Rater Approval confirmation screen

16. Your MRA has now been created.

**NOTE:** Assigned raters must still accept and complete the assessment. They may do this until the specified close date is reached.

**If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>**