

**ORO-ISC Technical Qualification Program (TQP)  
Qualifying Official Job Aid**

<b>Job Aid Purpose</b>	To assist subject matter experts (SMEs) and managers as qualifying officials (QOs) in preparing and conducting the evaluations or check-outs of the TQP participants' competencies.
<b>QO Responsibilities</b>	To determine that the TQP candidate demonstrates the appropriate level of knowledge and skills that will fulfill the requirements of the competency listed in the qualification card (qual card).
Steps	Process
<b>Prepare for the evaluation</b>	<ol style="list-style-type: none"> <li>1. QOs should try to evaluate candidates to the best of their ability. However, if a QO does not possess the technical knowledge in a given area, assistance in planning the evaluation should be requested from other QOs or from subject matter experts who are knowledgeable of the competency requirements.</li> <li>2. Review the applicable qualification requirements and references (i.e., the qual card and supporting knowledge and skill statements described in the competencies of the applicable DOE Functional Area Qualification Standard[s]) for the candidate.</li> <li>3. Prepare the necessary evaluation questions that will be asked of the candidate during the check-out or walk-through evaluation. This may be as informal as highlighting areas to quiz the candidate. All documentation of this evaluation must be kept on file for audit purposes.</li> </ol>
<b>Conduct the evaluation</b>	<ol style="list-style-type: none"> <li>1. For each competency, ask the prepared questions to assess the candidate's knowledge or skill. This can be done in an office or during a facility walk-through.</li> <li>2. Probe as necessary to adequately assess the knowledge or skill level.</li> <li>3. At the completion of the discussion for each requirement, determine whether or not the candidate's responses adequately meet the qualification requirement.</li> <li>4. Spot checking or sampling the competency's supporting knowledge and skills is acceptable in most cases, although a significant representative portion of the competency should be reviewed with the candidate. This is at the discretion of the QO.</li> </ol>
<b>Complete the evaluation</b>	<p><b>Unsatisfactory Rating:</b></p> <p>If the candidate needs additional study or practice (or rated "unsatisfactory"), inform the candidate, assist in identifying remedial activities, and reschedule the evaluation.</p> <p><b>Satisfactory Rating:</b></p> <p>If the candidate has responded satisfactorily, sign the qual card indicating your affirmation of the candidate's fulfillment of the knowledge and skill level required by the competency in the qual card.</p>
<b>File the documentation</b>	A signature on the qual card or on a facsimile, or an e-mail noting the results of the evaluation are the options available to the QO for documenting the evaluation. The candidate retains the original qual card. The completed qual card is forwarded by the candidate to the TQP Manager for verification and certification.