

**Oak Ridge Technical Qualification Program (TQP)
Qualifying Official Job Aid**

Job Aid Purpose	To assist subject matter experts (SMEs) and supervisors as qualifying officials (QOs) in preparing and conducting evaluations or check-outs of TQP participants' competencies.
QO Purpose	To determine whether or not the TQP candidate demonstrates the appropriate level of knowledge and skills that will fulfill the requirements of the competencies, and all supporting knowledge and skills statements, listed in the applicable qualification standards.
Steps	Process
Prepare for the evaluation	<ol style="list-style-type: none"> Supervisors, as QOs, evaluate candidates to the best of their ability. However, if a QO does not possess the technical knowledge in a given area, assistance should be requested from subject matter expert (SME) QOs, who are knowledgeable of the competency requirements. Review the applicable qualification requirements and references (i.e., the competency statements and supporting knowledge and skill statements described in the applicable DOE Functional Area Qualification Standard[s]) and local office/facility-specific qualification standard[s]) for the candidate, and where applicable, the qualification card. Prepare the necessary evaluation questions that will be asked of the candidate during the written exam, oral exam, 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.
Conduct the evaluation	<ol style="list-style-type: none"> 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. Probe as necessary to adequately assess the knowledge or skill level. At the completion of the discussion for each requirement, determine whether or not the candidate's responses adequately meet the qualification requirement. Spot checking or sampling the competency's supporting knowledge and skills statements is acceptable; however, all supporting knowledge and skills statements must be fulfilled and documented by the candidate.
Complete the evaluation	<p>Unsatisfactory Rating:</p> <p>If the candidate needs additional study or practice (or is rated "unsatisfactory"), inform the candidate, assist in identifying remedial activities, and reschedule the evaluation.</p> <p>Satisfactory Rating:</p> <p>If the candidate has responded satisfactorily, sign the ESS Reports or the qualification card indicating your affirmation of the candidate's fulfillment of the knowledge and skill level required by the competencies in the qualification standard.</p>
File the documentation	A signature on the ESS Reports, qualification card, 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 TQP qualification documentation package. The completed TQP package is forwarded by the candidate to the Oak Ridge TQP Manager for verification and certification.