



Ministry of Health, Uganda

## Individual HRIS Skills Evaluation Form

*(To be administered by the trainer)*

Please use the following criteria to evaluate HRIS Skills of the Individuals Trained  
**Good = 3, Moderate = 2, Poor =1**

**ORGANIZATION:** ..... **DATE:** -----

	Evaluation Area
Qtn1	Knowledge on Basic computer usage
Qtn2	Ability to Access, Login & enter data into IHRIS
Qtn3	Ability to search & edit people by name/position
Qtn4	Ability to generate, customize & export reports
Qtn5	Overall Understanding of HRIS functionality
Qtn6	Active involvement

NAME	TITLE	Qtn1	Qtn2	Qtn3	Qtn4	Qtn5	Qtn6