

## HR-P-001 Training and Evaluation Procedure

### 1. Purpose and Scope

To manage the selection, training and evaluation of ABC employees.

### 2. Responsibilities

**Top Management** and **HR** are responsible for the overall implementation of this procedure, including the preparation of Job Descriptions, searching for and evaluating candidates, providing training and monitoring the effectiveness of that training, identifying the need for additional training, and performance reviews. Per management's discretion, other knowledgeable employees may be used to assist interviewing, training and evaluation.

**Supervisors** will plan, provide or arrange training, evaluate the effectiveness of training, maintain related training records, and related training materials.

**QA** maintains the Training Plan Templates and HR-F-001 Training & Qualification Matrix.

**Employees** are responsible for taking training, complying with training, and asking for assistance when needed.

### 3. Instructions

#### STEP 1 Create Job Descriptions

**Top Management** prepares Job Descriptions (e.g. "CNC Machinist") to:

- provide a basis for defining education, skills, training and related certifications needed for job functions
- facilitate the search for qualified candidates.

Job Descriptions are stored at **S:\Job Descriptions**.

#### STEP 2 Search for Candidates

**HR** will post job requirements, based on the Job Description, in newspapers, journals, web site, etc., as appropriate.

#### STEP 3 Evaluate Candidate qualifications

**Top Management** and **HR** compare candidate qualifications (resumes, cover letters, certifications, references, etc.) against Job Description requirements. Qualified candidates will be contacted for further information and/or interviews.

#### STEP 4 Candidate Interviews

**ABC Management**, and others as requested, will interview qualified candidates to:

- Review Job Description requirements (education, skills, training and related certifications) with the candidates
- Determine candidates' abilities to meet Job Description requirements
- Identify additional training that may be needed

- Evaluate the candidate's other desirable attributes as an employee.

## STEP 5 General Training Requirements

**Supervisors**, or other assigned persons, are responsible for preparing training plans and training materials, providing training, and for evaluating the effectiveness of the training. In addition to the observation of the employee's daily work, evaluations may also include quizzes, demonstration of skills, post training discussion, etc.

Training will also include the awareness of the **Quality Policy**, related **Quality Objectives**, how the employee can contribute to quality, as well as the consequences that nonconforming work has on quality.

Training materials may include marked up SOPs, notes, videos, etc., which will be filed in the Training Materials files. Training may also be verbal, or may also be from an outside source. Other training resources will be made available at **S:\Training Resources**.

Training records will consist of the completed hard copy Training Plan. Additional training and qualification records (e.g. quizzes, certificates, third party training, resumes) will kept in the employee's training file. **Supervisors** will also update the **HR-F-001 Training and Qualification Matrix** as employees become qualified to provide management with an overview of training company-wide.

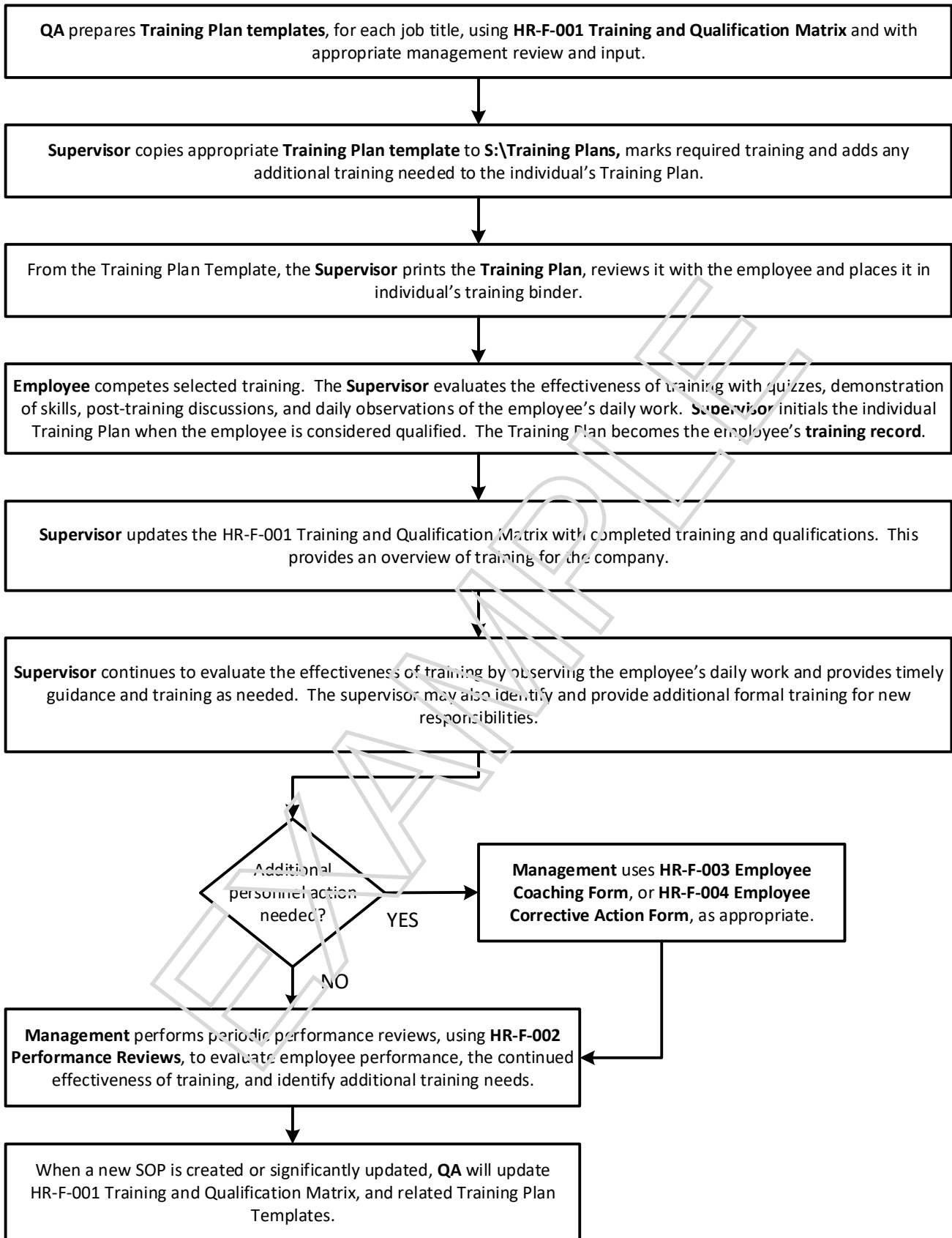
NOTE: Employees, hired before these training requirements existed, may have their experience reviewed against their training plan to determine their qualifications. Additional training will be provided as the need arises.

When SOPs are revised, **supervisors** will make his or her employees aware of the relevant changes, and consider the need for additional training.

Machinist training and qualification will be address three levels:

- Level I machinist knows how to turn on, load machine, and general operation
- Level II machinist knows how to setup, operate unsupervised, and make passing first articles
- Level III machinist knows how to program a CNC work center.

STEP 6 Training and Evaluation Process



#### 4. Related Documents (Procedures, Work Instructions, Forms, Records)

Job Descriptions

Employee Handbook

HR-F-001 Training & Qualification Matrix. Note: this is a living document, being continually updated as training is planned and provided.

HR-F-003 Employee Coaching Form

HR-F-004 Employee Corrective Action Form

AD-F-001 Document Control Checklist

Training materials (e.g. marked SOPs, notes, etc.,) will be filed in the Training Materials file.

Training records (e.g. resumes, certificates, Training Plans etc.), and other records of training and evaluations, will be kept in employee's training files, separate from other HR-related records, to provide privacy.

#### 5. References

ISO 9001:2015 7.2 Competence and 7.3 Awareness

#### 6. Author, Reviewers, Approval

	NAME	FUNCTION	APPROVAL SIGNATURE	DATE
Author	Kurt B	QA	N/A	N/A
Review	Joe G	HR	N/A	N/A
Review	Sally F	Safety/Production Planning	N/A	N/A
Review	Randal D	Machinist	N/A	N/A
Approval	Jerry G	President	<i>Master signed by Jerry Gunall</i>	10-11-22

#### 7. Document Revision History

Date	Rev	Changes
04-24-2020	1.0	Initial release
09-08-2020	1.1	Added that QA will maintain HR-F-001 Training & Qualification Matrix. Added levels I, II, & III to Step 6, Machinist training and qualification. Added ISO 9001:2015 references. Added "Awareness" requirements from ISO 9001:2015, 7.3, to Step 6. Added reference to HR-F-001 Training and Qualification Matrix.
01-27-2021	2.0	Changed responsibility for maintaining HR-F-001 Training & Qualification Matrix, from QA to the Supervisors. Incorporated training planning into HR-F-001; HR-F-002 Training Plans is eliminated. Removed reference to Training Plans; use HR-F-001 instead. Msc. Clarifications; changed title.
7-28-2021	3.0	Updated process for preparing hard copy Training Plans. Added HR-F-004 Employee Corrective Action Form, HR-F-004 Employee Corrective Action Form, and HR-F-002 Performance Review. Updated training process flow chart.
10-11-2022	4.0	Added note to Step 5 that existing employees may have their experience reviewed against their training plan to determine their qualifications, without additional training.

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		Added reference to AD-F-001 Document Control Checklist. Flowchart updated to reflect current processes. General clarifications and updates throughout document. Added QA to Section 2. Responsibilities.
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EXAMPLE