



Assessment Manager Job Description and Expectations

Jan 7, 2025

When is an Assessment or Event Manager assigned?

General Guidelines are:

- L2/L3 Assessments:
 - Managers will not be assigned to a group when there are five or more groups.
 - \$400/day
- L1 Assessments: Three or more groups
 - \$400/day
- Educational Events: Seven or more groups
 - \$320/day
- Event Lead: Used when there is not a working manager at assessments
 - \$30 one-time payment per event
- Point Person: Small events where there is not a Lead or Manager; We will assign a point person for each clinic where there are 2 or more groups.
 - The point person will be responsible for sending the welcome email 24-48 hours prior to the event.
 - After the welcome email is sent please initial the roster.

Events may grow immediately before an event. If you see a manager is not assigned and should be, please immediately bring this to the office's attention by reaching out to Steve or Dave.

Expectations at an Assessment/Educational Event:

- Managers may provide staffing recommendations to the Director of Education and/or Education Manager.
- Works with the Director of Education and/or Chair to create pairings (if necessary) to develop a learning environment for the staff and auditors.
 - The pairing of staff should be based on complementing skill set and personalities.
 - Avoid pairing verifiers together unless deemed necessary.
- Confirm lift ticket pick-up details in the event documents located in Google Drive.
 - The link is provided in each staffing email.

- o When meeting space is provided for assessments, we will have access to the rooms by 7:30 AM and staff meeting will begin at 7:45 AM. (No participants are allowed in the meeting room)
- All event-related documents can be found in the event folder in Google Docs. You can find the link in Steve's staffing email.
- Managers are required to be familiar with RM's employee manual and are expected to address any observed performance issues with the staff at the event and follow up with the Director of Education and/or discipline chair.
- Event participants and overall event numbers will continue to change up until the morning of the event. Please continue to review the results sheet for the most accurate info and adjust groups as necessary.
- Represent PSIA-AASI RM to the highest standards. Shaved or neatly trimmed facial hair, proper attire (clean, collared shirt or current ski attire), and name tag. Utilizes professional approach to participants, staff, hosting resort employees, meeting space employees, etc.
- Arrive early to meeting rooms and meeting locations and stay until the last candidate has left.
 - o Assist examiners in wrapping up results conversations in a timely manner.
- Facilitate staff meetings.
- Work with the office to make sure candidates have completed the e-learning (when applicable), professional knowledge exam, and other prerequisites of the assessment. No qualification should be awarded without office confirmation that all required steps are completed.
- Verify all staff working education events complete their online roster card.
- Review all forms, especially results sheets, with staff before leaving to ensure completion, distribution, and accuracy.
- Debrief with the staff when appropriate at the end of the day.
- Celebrate achievement at assessments!! Coordinate a results celebration with all groups in attendance.
- Ensure all auditor review forms are completed and notify staff members who are reverse auditing if they were successful and pass this information immediately on to the Director of Education.

End of Assessment Guidelines: The intent is to create a Humanistic experience in providing results in a way where each participant feels supported and given quality feedback.

Miscellaneous:

If Steve, Dave, or any other office staff are working or present at the event, you are still required to perform all duties listed in this document.