

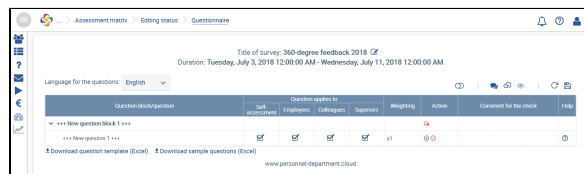
Questionnaire

To create the questionnaire, you can either use our template ([Download question template \(Excel\)](#)), upload the questions or enter the questions directly in the system. You can, of course, use our sample questions ([Download sample questions \(Excel\)](#)), which you can load in the questionnaire mask from the Excel file into the system.

You can choose between German, English and French under **Language for the questions**. If there are employees in your company who speak English or French, you can enter the questions for the survey in the relevant language. Simply change the language and enter the translation. Apart from the languages, your display will remain in German.

Various options are available:

Add a new block of questions including a new question to the table by using . You can click directly in the text and write over it. Then all the changes have to be stored using .



 Delete question block



Add a new question directly underneath



Delete question



- Shift question upwards or downwards



Add a help text, if necessary, to explain the questions



Help text has been completed

This template provides precisely those columns that are shown in the table. First of all, please delete the sample data and then enter the blocks of questions and the questions. Please define in column B if this is a block of questions (B) or a question (Q). The help text can be entered in the Excel file (please use HTML mark-up for visual highlighting or insert it later in the uploaded view).

Please enter the translated questions and blocks of questions in the DE and/or FR columns for your German and French-speaking employees. The same applies for the help text, if one is needed.

Then continue by clicking and .

[Download question template \(Excel\)](#)

Questions duration (min)			Help			Self-assessment	Employee	Colleague	Superior/Manager
PI	EN	FR	PI	EN	FR				
*** max Page1 3 ***	*** max Page1 block 3 ***	*** Niveau ensemble de questions 3 ***	Optimiser l'effort technique Prépare l'entretien (HTML) Mettre l'entretien en pratique.	Optimal help but of any length. Prepare the interview (HTML) Practice the interview.	Tests of the tool itself Preparation of the interview Content: understanding HTML content.				
*** max Page1 2 ***	*** max Page1 2 ***	*** Niveau question 2 ***							x5
*** max Page1 2 ***	*** max Page1 2 ***	*** Niveau question 2 ***							x5

You can use our sample questions as a template, adjust or delete them completely.

Please enter the translated questions and blocks of questions in the EN, DE and/or FR columns for your English, German and French-speaking employees. The same applies for the help text, if one is needed.

Please continue using  and  once the file has been saved.

Upload questionnaire

[Download sample questions \(Excel\)](#)

[illegible]

You can use to upload the questionnaire in Excel into the survey.

[Assessment menu](#)
[Editing status](#)
[Questionnaire](#)

Title of survey: 360 degree feedback 2018 CF
 Duration: Tuesday, July 3, 2018 12:00:00 AM - Wednesday, July 11, 2018 12:00:00 AM

Language for the questions: English

Question description/origin	Question applies to					Weighting	Action	Consent for the check	Help
	Self assessment	Employers	Colleagues	Supervisors	Peers				
Representation of the company									
He/she is acquainted with the company's vision	☒	☐	☒	☒	☒	x1			
He/she is acquainted with the markets and the relations affecting our sector	☒	☐	☒	☒	☒	x1			
He/she is able to implement corporate strategy	☒	☐	☒	☒	☒	x1			
He/she deals responsibly with resources and money	☒	☐	☒	☒	☒	x1			
He/she always sets new and realistic objectives	☒	☐	☒	☒	☒	x1			
Dealing with customers									
He/she responds to customers' requirements	☒	☐	☒	☒	☒	x1			
He/she tries to find solutions and ways of meeting customer requirements	☒	☐	☒	☒	☒	x1			
He/she meets customer's demand	☒	☐	☒	☒	☒	x1			
The quality of customer projects is a number one priority for him/her	☐	☐	☒	☒	☒	x1			
He/she shows creativity when developing new deals with customers	☐	☐	☒	☒	☒	x1			

[Download question templates \(Excel\)](#)
[Download sample questions \(Excel\)](#)

Then click on .

Now the button  is active. In this way, you can obtain a participant's view (assessment by a superior, colleague, employee or self-assessment) without having to activate the survey. Only after the survey has been released can the participants see the questionnaire and can answer the questions as illustrated. Any restrictions made previously can be viewed via the preview.

Preview

Question block 1: Representative of the company

Question	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior
He/she is acquainted with the company's vision	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior
He/she is acquainted with the market and the influences affecting her sector	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior
He/she is able to implement corporate strategy	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior
He/she deals responsibly with resources and money	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior
He/she always sets new and realistic objectives	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior	Assessment superior

Question block 2: Dealing with customers

Question	Way below average	Slightly below average	As expected	Slightly above average	Way above average	No assessment possible
He/she responds to customer's requirements	Way below average	Slightly below average	As expected	Slightly above average	Way above average	No assessment possible
He/she tries to find solutions and ways of meeting customer requirements	Way below average	Slightly below average	As expected	Slightly above average	Way above average	No assessment possible
He/she meets customer deadlines	Way below average	Slightly below average	As expected	Slightly above average	Way above average	No assessment possible
He/she shows creativity when developing new ideas with customers	Way below average	Slightly below average	As expected	Slightly above average	Way above average	No assessment possible