

Tips and information on how to create a survey

Danielle Software is a web service that covers all activities involved in human resources. We provide technical infrastructures and software solutions. Our business policy emphatically forbids the trading of information, passing on or selling information to third parties or using it in any other way.

Since all the connections to and from our systems are encoded by default in accordance with state-of-the-art technology, data transfer is protected from being accessed by third parties. Moreover, we attach the utmost importance to safe data storage so we ensure that all our servers are protected by firewalls, virus scanners etc. and that the latest security updates are implemented.

Naturally, your answers will remain anonymous. Neither the HR department nor a superior is able to see the answers provided by staff. This is particularly important in order to obtain informative and honest results.

Every person has to be assessed by two participants at least. However, it would be more beneficial to let inter-departmental assessments be made in order to receive a more informative outcome.

1. Questions should only concern a person's skills (decision-making, personal initiative, staff motivation) but not personal characteristics (conscientiousness, independence) because skills can be learned but personalities remain unchanged.
2. It is important to devise neutral, clearly worded questions; leading questions should be avoided.
3. The objective of the survey should be defined in advance. Possible objectives:
 - Realistic feedback from different perspectives
 - Planning of development measures
 - Preparations for staff interviews
 - Planning of restructuration measures
 - Planning of further training measures

If you capture your participants by their e-mail address, please inform them in advance that they will be asked by Danielle Software, once the survey has been released, to log in and participate in the survey.