



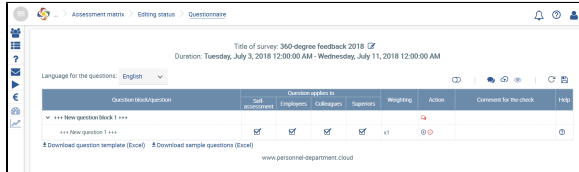
Questionnaire

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)

EN	DE	FR	Help	Self-assessment	Employees	Colleagues	Supervisors
... New question block 1 New question block 1 New question block 1 ...	Optional help text of this length.	Optional help text of this length.			
... New question 1 New question 1 New question 1 ...	Optional help text of this length.	Optional help text of this length.			
... New question 2 New question 2 New question 2 ...	Optional help text of this length.	Optional help text of this length.			
... New question 3 New question 3 New question 3 ...	Optional help text of this length.	Optional help text of this length.			

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)

Block, Question	1A	1B	2A	2B	3A	3B	Self assessment	Employee	Colleague	Superior	Weighting
1. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
2. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
3. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
4. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
5. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
6. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
7. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
8. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
9. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
10. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
11. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
12. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
13. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
14. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
15. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
16. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
17. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
18. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
19. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
20. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
21. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
22. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
23. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
24. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
25. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
26. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
27. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
28. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
29. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
30. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
31. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
32. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
33. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
34. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
35. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
36. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
37. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
38. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
39. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
40. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
41. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
42. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
43. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
44. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
45. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
46. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
47. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
48. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
49. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					
50. How satisfied are you with the company's vision?	Not at all	Not at all	Not at all	Not at all	Not at all	Not at all					

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

Question block/question	Self assessment	Employee	Colleague	Superior	Weighting	Action	Comment for the check	Help
Representative of the company								
He/she is acquainted with the company's vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		
He/she is acquainted with the market and the influences affecting our sector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		
He/she is able to implement corporate strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		
He/she deals responsibly with resources and money	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		
He/she always sets new and realistic objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		
Dealing with customers								
He/she responds to customers' requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		
He/she tries to find solutions and ways of meeting customer requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		
He/she meets customer deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		
The quality of customer projects is a number one priority for him/her	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		
He/she shows creativity when developing new ideas with customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.1	<input checked="" type="radio"/>		

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.

Question	Way below average	Slightly below average	At expected	Slightly above average	Way above average	Not assessment possible	Help
Representative of the company							
He/she is acquainted with the company's vision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
He/she is acquainted with the market and the influences affecting our sector	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
He/she is able to implement corporate strategy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
He/she deals responsibly with resources and money	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
He/she always sets new and realistic objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Dealing with customers							
He/she responds to customers' requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
He/she tries to find solutions and ways of meeting customer requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
He/she meets customer deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
He/she shows creativity when developing new ideas with customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	