# **Assessment overview**

Please enter your own assessment of colleagues, superiors or staff on this page.

You can interrupt your assessment at any time and return later to continue the assessment. However, it is advisable to take some time for the assessment and to complete it in one session. In this way, the results are most informative.

To assess a person, just click on the appropriate row and you will be transferred to the relevant questionnaire.



View of the questionnaire as a self-assessment



View of the questionnaire as an assessment by a colleague (only limited questions)

The questionnaire that has been selected opens and again displays the overview of assessees and the relationship (colleague, employee, superior, self-assessment) between the participants and the assessor. Now you can simply select the appropriate answers and click in the relevant circle.

### You have the following options:

#### 1. Save this assessment

Only partially complete the questionnaire and **save this assessment** In this way, you can interrupt your assessment, save the preliminary results and return later to continue the assessment. The answers have not yet been sent to the HR department.



#### 2. Save and send this assessment

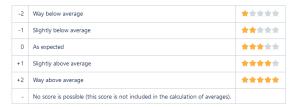
Fill out the questionnaire completely and *save and send this assessment* This is only possible if all the questions have been answered.



## **Assessment overview**

Once the questionnaire has been completed, please return to the assessment overview to select the next questionnaire.

At this point, the assessments will be displayed as well as an overview for each block of questions with the following scores:



Fill out the assessment completely, save this assessment and send all the completed questionnaires collectively by clicking on Send assessments.



Status means that the survey has been completed but can still be edited because it has not been sent to the HR department. All the questionnaires with this status can be sent

Send assessments

collectively via

and cannot be edited afterwards.



The status changes from 💙 to



At the end, you can download the assessments made by you via

◆ Download own assessments (Excel)