Overview of participants (HR)

The overview of participants is activated directly when the survey goes live.

During the survey, you can receive information, on this page, on the status of all participants as well as the number of assessments already made. In this way, you can monitor the acceptance of the survey or if the timing of the survey was good (e.g. little participation during high project workloads, high sickness levels or a crisis).

It is also possible to contact individual participants via the Overview, if, for example, they have not registered or made an assessment. Furthermore, the overview lets you know if a participant has not been assessed and the entire assessor group can be contacted again to remind them of the assessment.

Participants' anonymity, however, is ensured because individual assessments and results cannot be traced. This is an important factor for promoting a trustworthy environment to ensure a free and open assessment as far as possible.

			Duration: Thurse	Title of survey. 360-degree feedback 2018 ing. July 5, 2018 3:17:40 PM - Wednesday, July 11, 2018	12:00:00 AM	
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The following status messages for the assessors can be displayed:

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Participant is not an assessor	The participant is not an assessor but	
Participant has started the survey	The participant has started the survey	
but has not yet sent it		
Participant has viewed the survey survey but has not yet made an assessment	The participant has looked at the	
Participant has completed the survey	The participant has answered all the	
Registration has been completed	The participant has received the login	
Log-in not yet completed	The participant has not registered yet	
E-mail could not be delivered	The e-mail address for the participant	

is not valid, no e-mails in HTML format can be received, the mailbox is full and/or the e-mail server is not available (e.g. network failure, server failure).

If one or more recipients do not receive an e-mail, you will receive a warning during activation. To see what participants are affected, you have to view the appropriate status *E-mail could not be sent* (red bar) on this page.

NB

The *Status as assessor* changes with each participant's actions.

Overview of participants (HR)

You can generate a new initial password for these participants by selecting and marking the participants

in question and then clicking on the icon



The new passwords can be sent again in an e-mail invitation (automatically) or be exported to Excel and sent manually to the participants (via Outlook, verbally or by post). The previously valid password is now overwritten and can no longer be used.