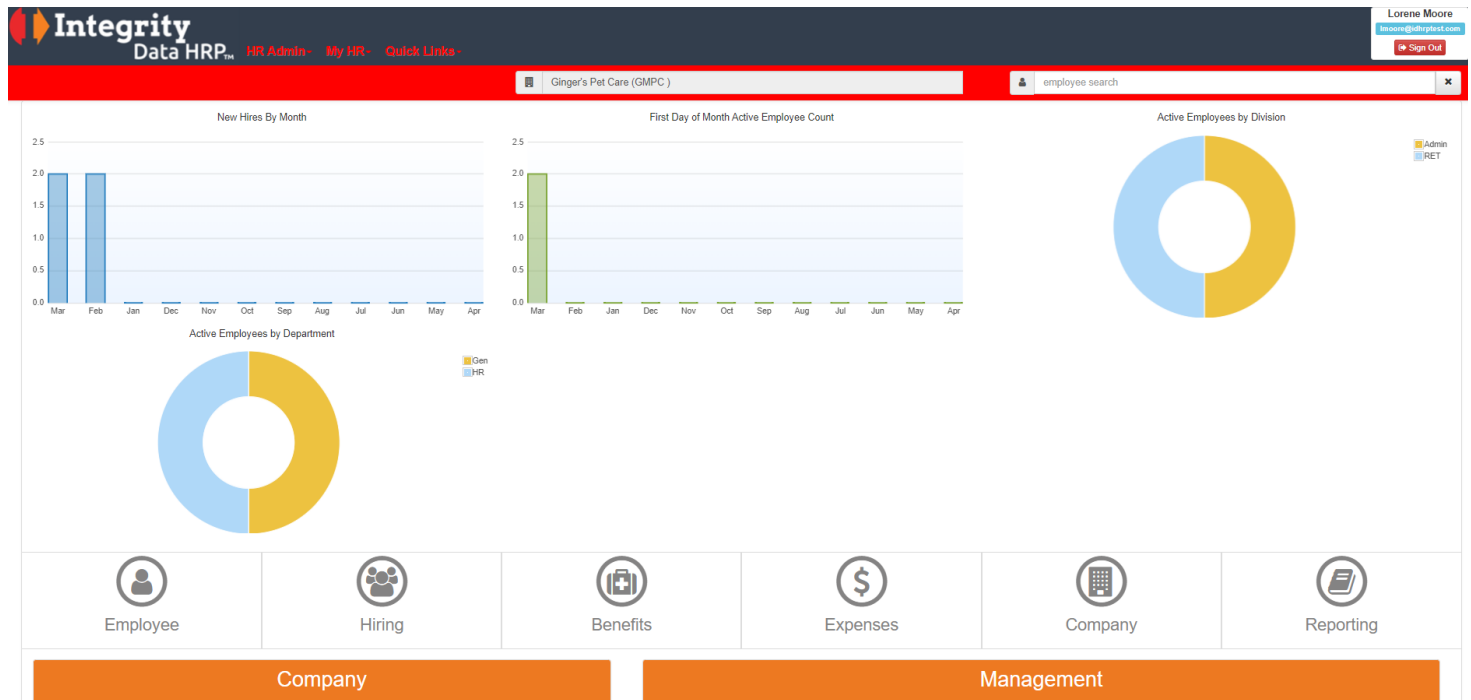
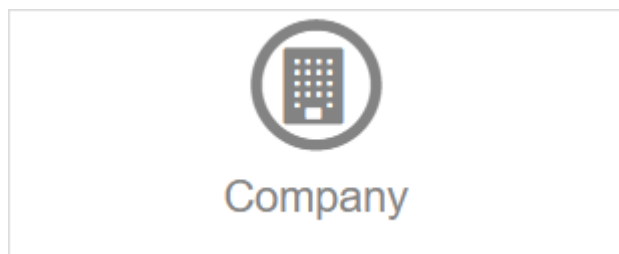


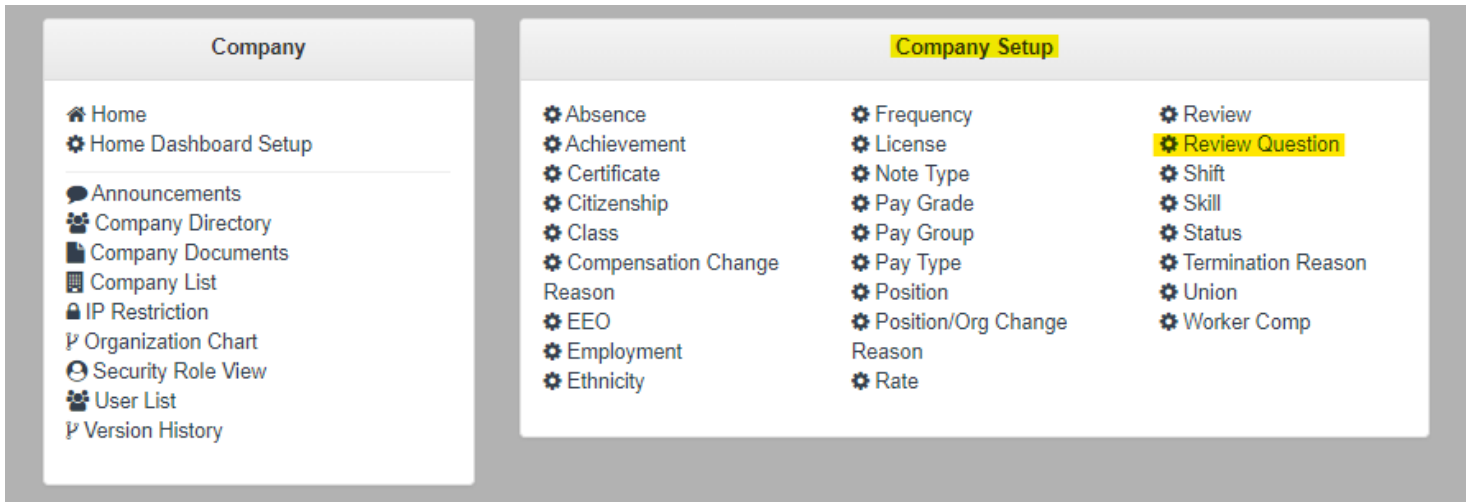
Review Question Setup

From your HR Dashboard



Select Company





You have the option of using a question that has already been created and/or changing a question or creating a new question.

To change a question, click on the Question Title

Review Question Bank ?

+ New ↻ Download filter grid...

Actions	Question Title	Question Type	Question Text	Sequence	Active
	Major Accomplishments	Review Free Form Text	Describe your major accomplishments that have been achieved during the period covered by this review ...	1	No Yes
	Productivity	Review Rating	Recognizes problems and initiates resolutions by effectively organizing and assigning work tasks eff ...	10	No Yes
	Remain Where you are?	Review Free Form Text	Would you prefer to remain in your present position, or if you were to be considered for a new posit ...	15	No Yes
	Professionalism	Review Rating	Promotes Core Values. Leads and sets the example for others to follow.Core Values: SERVICES ...	20	No Yes
	Your Performance	Review Yes/No	Do you feel that you are meeting your performance expectations? ...	25	No Yes

The question will open, and you can make any changes that you want to make

Save Changes Save & Next Record Prev Record Next Record Close

Question Bank: Your Performance

Company: Ginger's Pet Care (GMPC)

Type/Status: Question Type: 2 - Review Yes/No

Active: No Yes

Sequence: 25

Use Custom Header: No Yes

Read Only For Employee: No Yes

Question Title: Your Performance ✓

Question Text: Do you feel that you are meeting your performance expectations?

Save Changes Save & Next Record Prev Record Next Record Close

Remember to click Save Changes or Save & Next Record before you close the window

Question Bank: Your Performance

 Save Changes




 Save & Next Record 



If your intent is for the employee to complete the answer to the question, make sure you don't select Read Only for Employee, or the employee will not be able to complete the question

To create a new question, click on New

Review Question Bank ?


  

Actions	QuestionTitle	Question Type	Question Text	Sequence	Active
No Records					

Page: 1 of 1 Go Page size: 1 Change

The New Question window will open. Select the question type, the sequence number for the order that you want the question to appear in, add the question title and the question text. By default, the question will be set as active.

 Save Changes

 Save & Next Record 

Close 

Question Bank: **NEW RECORD**

Company

Company

Ginger's Pet care (GMPC)

Type/Status

Question Type

Please Choose (represents BLANK)

Please Choose (represents BLANK)

- 1 - Review Rating
- 2 - Review Yes/No
- 3 - Review Free Form Text

Use Custom Header


No Yes

Read Only For Employee

No Yes

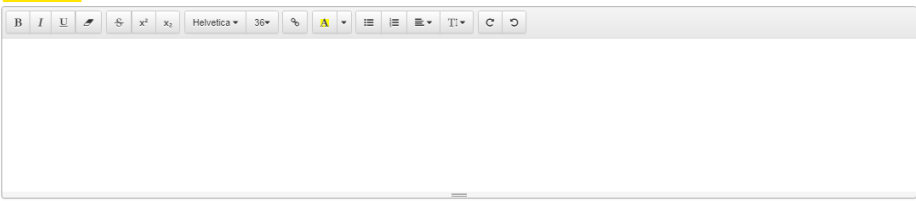
Question

Question Title

Question Title 



Question Title is required

Question Text



Question Bank: **NEW RECORD**

 Save Changes

 Save & Next Record 

Close 

Click Save Changes or Save & Next Record

Save Changes Save & Next Record Close

Question Bank: NEW RECORD

Company

Company
Ginger's Pet care (GMPC)

Type/Status

Question Type
3 - Review Free Form Text

Active
No Yes

Sequence
10

Use Custom Header
No Yes

Read Only For Employee
No Yes

Question

Question Title
Major accomplishments ✓

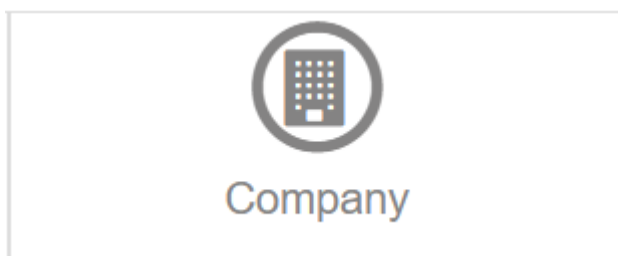
Question Text
Describe your major accomplishments that have been achieved during the period covered by this review.

Save Changes Save & Next Record Close

When you have added all your questions, you are ready to setup your review. Click on the Integrity Data HRP logo in the upper left corner to navigate back to your HR Dashboard



From your HR Dashboard, click on Company



Click on Review

Company

- 🏠 Home
- ⚙️ Home Dashboard Setup

- 🗣️ Announcements
- 👤 Company Directory
- 📁 Company Documents
- 📋 Company List
- 🔒 IP Restriction
- 📊 Organization Chart
- 🔒 Security Role View
- 👤 User List
- 📜 Version History

Company Setup

⚙️ Absence	⚙️ Frequency	⚙️ Review
⚙️ Achievement	⚙️ License	⚙️ Review Question
⚙️ Certificate	⚙️ Note Type	⚙️ Shift
⚙️ Citizenship	⚙️ Pay Grade	⚙️ Skill
⚙️ Class	⚙️ Pay Group	⚙️ Status
⚙️ Compensation Change Reason	⚙️ Pay Type	⚙️ Termination Reason
⚙️ EEO	⚙️ Position	⚙️ Union
⚙️ Employment	⚙️ Position/Org Change Reason	⚙️ Worker Comp
⚙️ Ethnicity	⚙️ Rate	

Click on New

Review Types

+ New
🔄
📄 Download

filter grid... ▼

Actions	Code ▲	Description	Active	Priority
No Records				

⏪
⏩
1
⏪
⏩

Page: 1 of 1 Go Page size: 1 Change

The New Record window will open. Complete the highlighted information below. Select Auto schedule Yes, if you want this to be an automatic review type at a specific time/date during the year, if not, leave it set to no. By default, the review type will be marked Active

Save Changes

Save & Next Record

Close

Review Type: **NEW RECORD**

Company Company Ginger's Pet care (GMPC)	Type Info Code Code * Description Description	Type Status Active No Yes Priority Priority
Auto-Schedule at Hire ⓘ Auto-Schedule is ON No Yes Number Of Months from Hire Months	Details Review Instructions	

Click on the ⓘ for information about Auto-Scheduleing. Click on ⓘ to close the box

Review Type: **NEW RECORD**

Company Company Ginger's Pet care (GMPC)	Auto-Schedule Auto-Schedule will schedule the next occurrence of the months defined here from the hiring date during any hiring process. Only ONE occurrence (the next one) will be scheduled in this process.
Auto-Schedule at Hire ⓘ Auto-Schedule is ON No Yes	

If you have company documents to be attached to the question, click on yes and choose the document that you added to your company documents from the Select/Change Company Documents dropdown list. You will mark No for Custom

Documents unless you requested a Custom Document be created and added for this question type or others

Company Documents

Include Company Documents No Yes

Include Custom Company Document Message No Yes

Custom Company Documents Message

Select/Change Company Documents
Please Choose (represents BLANK)

Saved Company Document Selection

Custom Question Selection

After you complete the Review Type creation, you may come back here and link questions from the question bank.



Linked Questions


Review Type: **NEW RECORD**


Save Changes **Save & Next Record** **Close**

Remember to click on Save Changes or Save & Next Record

Open your Review Type again to link the questions

Review Types  

+ New  **Download**

Actions	Code	Description	Active	Priority
	Self-Evaluation	Initial Self-Evaluation	No Yes	

Page: 1 of 1 Go Page size: 1 Change

Review Type: **Self-Evaluation**

Company
Company: Ginger's Pet care (GMPC)

Auto-Schedule at Hire
Auto-Schedule is ON
No Yes
Number Of Months from Hire: Months

Type Info
Code: Self-Evaluation
Description: Initial Self-Evaluation

Type Status
Active: No Yes
Priority: Priority

Details
Review Instructions
Please complete the following questions as the initial self-input part of our performance review process

Click on the dropdown menu to select the question you want and click on Link Question. Complete this for each question that you want to be attached to the review

Company Documents

Include Company Documents: No Yes

Include Custom Company Document Message: No Yes

Custom Company Documents Message

Select/Change Company Documents: Please Choose (represents BLANK)

Saved Company Document Selection

Custom Question Selection

Please Choose (represents BLANK) Choose Question and LINK to this review type

[Link Question](#)

Development Needs - (Review Free Form Text)

Long Range - (Review Free Form Text)

Major accomplishments - (Review Free Form Text)

Remain where you are? - (Review Free Form Text)

Review Type: **Self-Evaluation**

[Save Changes](#) [Save & Next Record](#) [Prev Record](#) [Next Record](#) [Close](#)

As you link the question, you will see it appear in the Linked Questions box

Custom Question Selection

Please Choose (represents BLANK) Choose Question and LINK to this review type

[Link Question](#)

Linked Questions

Question Title	Type	Sequence	
Major accomplishments	Review Free Form Text	10	
Remain where you are?	Review Free Form Text	15	
Development Needs	Review Free Form Text	30	
Long Range	Review Free Form Text	45	

Review Type: **Self-Evaluation**

[Save Changes](#) [Save & Next Record](#) [Prev Record](#) [Next Record](#) [Close](#)

Click Save Changes or Save & Next Record