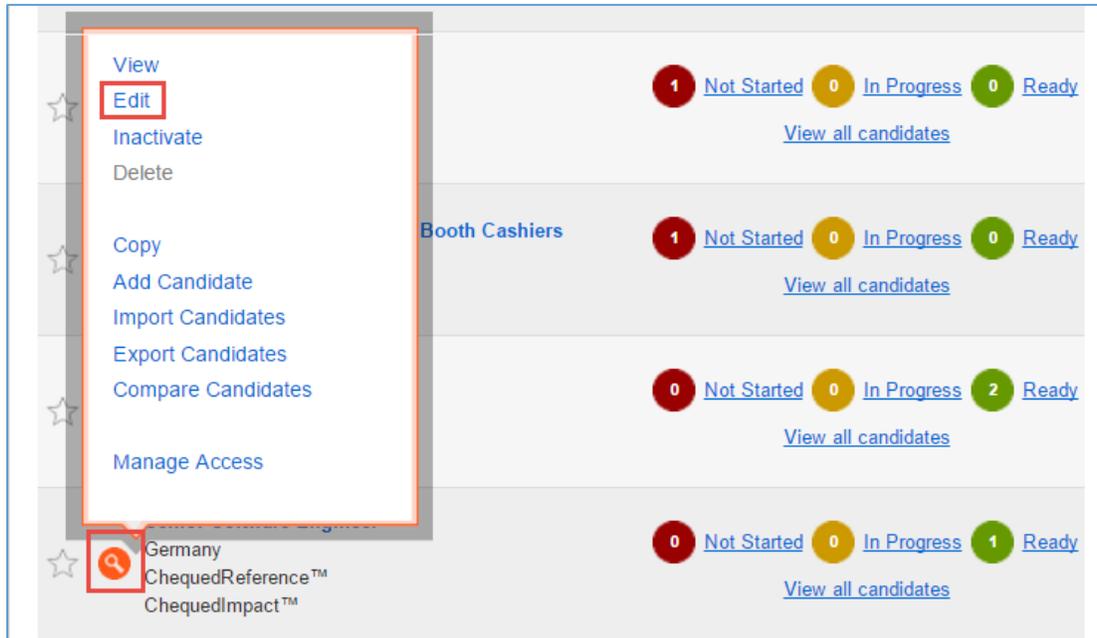


## Adding Custom Questions to Impact Manager Survey

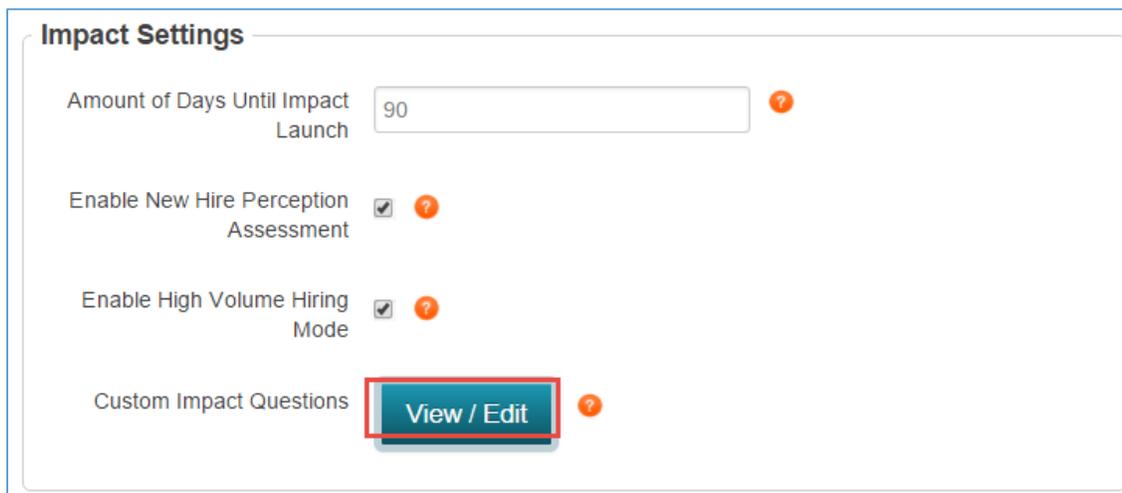
- On the list of Positions, choose which position to add Custom Metrics to
- Hover over the Orange Magnifying Glass for that position
- Click on 'Edit' to update the position settings



The screenshot displays a list of positions in the Impact Manager system. A context menu is open over the 'Booth Cashiers' position, with the 'Edit' option highlighted. The menu includes options: View, Edit, Inactivate, Delete, Copy, Add Candidate, Import Candidates, Export Candidates, Compare Candidates, and Manage Access. The background shows four position rows with candidate counts for 'Not Started', 'In Progress', and 'Ready' states, and a 'View all candidates' link for each.

Position	Not Started	In Progress	Ready
[Unlabeled]	1	0	0
Booth Cashiers	1	0	0
[Unlabeled]	0	0	2
Germany	0	0	1

- Under 'Update Position Settings', scroll down to 'Impact Settings'
- Click on 'view/edit'



The screenshot shows the 'Impact Settings' configuration page. It includes a text input for 'Amount of Days Until Impact Launch' set to 90, and two checked checkboxes for 'Enable New Hire Perception Assessment' and 'Enable High Volume Hiring Mode'. At the bottom, the 'Custom Impact Questions' section has a 'View / Edit' button highlighted with a red box.

**Impact Settings**

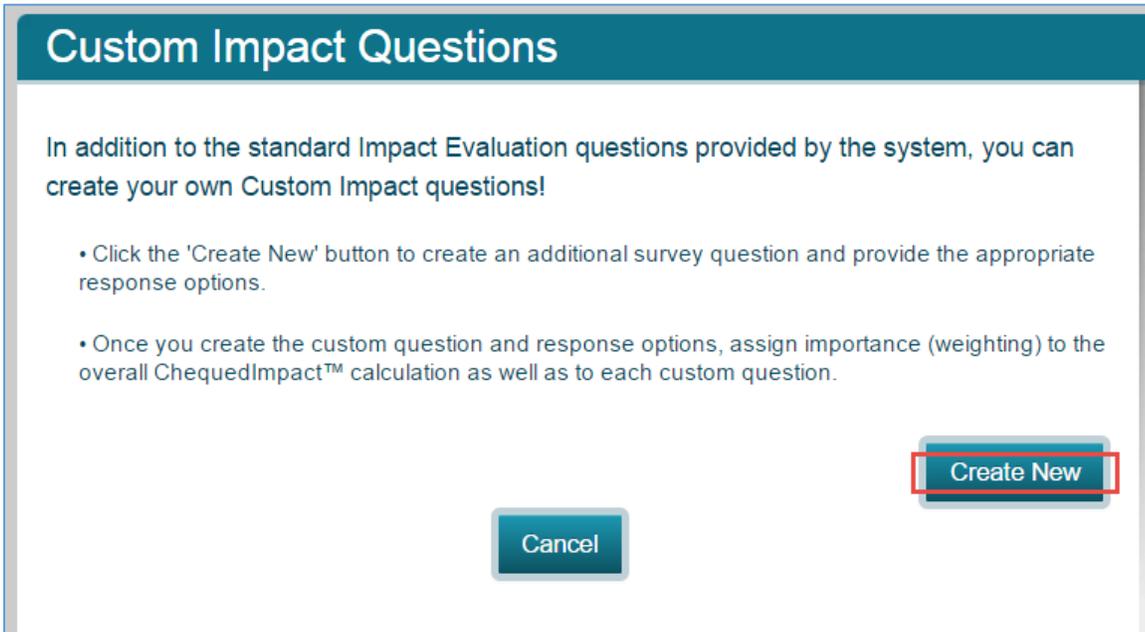
Amount of Days Until Impact Launch: 90

Enable New Hire Perception Assessment:

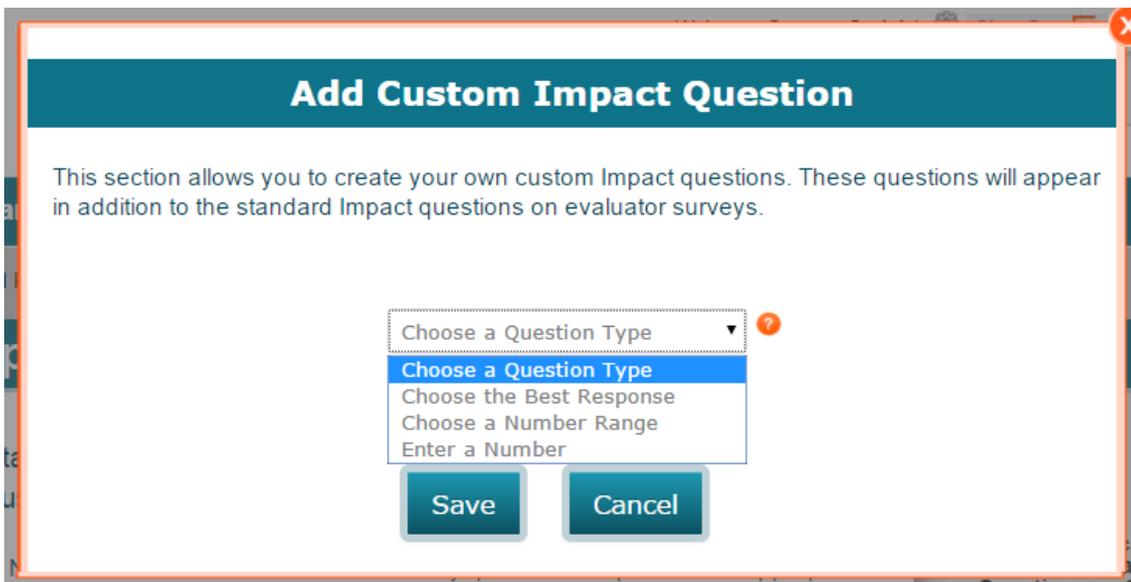
Enable High Volume Hiring Mode:

Custom Impact Questions: [View / Edit](#)

- Click Create New



- Chose the Question Type



- Once you chose the response type, you will now have the ability to type of the text for the question as well as each of the response options. Each response option coincides with a score, allowing your question and response options to be quantified! Put the least desirable response option next to the Score of 1 (at the top) and the most desirable response option next to the Score of 5 (at the bottom).

## Add Custom Impact Question

This section allows you to create your own custom Impact questions. These questions will appear in addition to the standard Impact questions on evaluator surveys.

Choose the Best Response ▼ ?

Now that you've selected a question type, enter your question in the form below.

Compared to others in this team, how would you rate this individual's commitment to client satisfaction?

Now that you've entered your question, enter the five response options below. Response Option 1 is the lowest score. Response Option 5 is the highest score.

Response Options	Score
<input style="width: 90%;" type="text" value="Needs Immediate Attention"/>	
<input style="width: 90%;" type="text" value="Below Average"/>	
<input style="width: 90%;" type="text" value="Average"/>	
<input style="width: 90%;" type="text" value="Above Average"/>	
<input style="width: 90%;" type="text" value="Outstanding"/>	

- You now have the ability to assign weights to the standard impact questions and the newly generated custom impact questions. These two categories of impact questions will be used to calculate the overall Impact score.
  - Within the custom questions, you have the ability to weight each custom question and its contribution to the overall custom questions category
  - Click Save

## Custom Impact Questions

In addition to the standard Impact Evaluation questions provided by the system, you can create your own Custom Impact questions!

- Click the 'Create New' button to create an additional survey question and provide the appropriate response options.
- Once you create the custom question and response options, assign importance (weighting) to the overall ChequedImpact™ calculation as well as to each custom question.

### Overall ChequedImpact™ calculation

Standard Impact Questions Weight

Custom Impact Questions Weight

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Total **100**

Create New

Question

Weight



Compared to others in this team, how would you rate this individual's commitment to client satisfaction?

- Now your custom Impact questions are part of the Position settings!
- You can add, edit, or remove questions by accessing the Position Settings at any time

### Impact Settings

Amount of Days Until Impact Launch

Enable New Hire Perception Assessment

Enable High Volume Hiring Mode

Custom Impact Questions [View / Edit](#)

### Overall ChequedImpact™ calculation

Standard Impact Questions Weight 80

Custom Impact Questions Weight 20

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Total **100**