

Impact Post-Hire Survey Evaluation Planner Overview

With the use of the Impact Post-Hire Survey, you can gather multiple points of feedback on each new hire. To facilitate sending out the invitations to multiple evaluators, there will be one Evaluation Planner. The Evaluation Planner can invite additional evaluators, monitors status, and send reminder emails. They can also complete the Impact Survey for the new candidate.

This guide will walk you through the steps of making a candidate as hired and planning their Impact evaluation.

Mark A Candidate as Hired

The Impact Post-Hire survey will collect data on each new hire that has already been scored on one of the pre-hire OutMatch assessments (Fit, Interview, Reference). To allow the Impact Post-Hire Survey to take place, a candidate must then be marked hired within the system.

By locating a candidate within in the system, you can initiate the Mark Hired process by clicking the Hire Indicator button:



Input Details of Hire

When you mark a candidate as hired, there are specific details that will be required and some that are optional:

- Employee First Name***
- Employee Email***
- Hire Date***
- Employee Manager First Name***
- Employee Source**
- Recruiter Last Name**
- Employee Compensation** i.e. 40000
- Compensation Period** i.e. Monthly; Annually

- Employee Last Name***
- Position Hired For***
- Started On***
- Employee Manager Email***
- Recruiter First Name**
- Recruiter Email**
- Compensation Currency** i.e. US Dollar
- Requisition Number**

*Indicates a required field

Click the Hire Indicator button and the pop-up shown below will appear to collect the details of the hire:

Hire Information

Hello!
Please help us collect the hiring information for this candidate.
Simply fill in the information for the required fields below.
(All only take a moment, we promise!)

New Hire First Name *

New Hire Last Name *

New Hire Email *

Hire Date *

Start Date *

New Hire was hired for the job of

New Hire's manager *

New Hire was sourced from

New Hire's recruiter

Regulation number

New Hire Compensation US dollar | USD | Select period

Fields with * are required.

Impact Surveys

The system will use the Hire Date to figure out the appropriate day to send out the Impact Surveys. Once the allotted time has passed, the system will invite the Evaluation Planner to take action.



Plan New Evaluation

The link will bring the Evaluation Planner to a page where they can coordinate the Impact Survey process for this new hire.

Evaluation Plans | **My Evaluations**

Plan New Hire Evaluation for Maria Miller

Welcome to the ChequedImpact™ planning process! On this page you can:

- Update employment status
- Assign evaluators to provide feedback on an employee
- Assign / Unassign yourself as an evaluator
- Launch the evaluation

1. To assign an evaluator to this employee, select the Add Evaluator button below.
2. Once you have entered all of the evaluators, select Launch.
3. The assigned evaluators will receive an email with instructions to evaluate the candidate.
4. You can return to this page at any time to review the evaluation status or to Use the orange magnifying glass next to the evaluator's name to remind, edit, or delete an evaluator.

New Hire: Maria Miller
Email Address: staceymiel-test001@gmail.com
Position: Director of Sales
Is Maria still employed: Yes No
Evaluation Status: In Progress
New Hire Perception Assessment: Not Started

Evaluators Add Evaluator

Name	Job Title	Email	Status / Score	Relationship	Required
Stacey Smiel	-	staceymiel+876587@gmail.com	Sent	Supervisor	<input checked="" type="checkbox"/>

Launch Back To Evaluations List Complete My Evaluation

From this page, the Evaluation Planner can:

- Add evaluators and launch invitations out to those individuals
 - Edit the information of the evaluators
 - Send reminders to the evaluators
- Review the status of each evaluator's progress
- View and take action on all evaluation plans assigned to them
- View and complete the evaluations (Impact Surveys) for new hires