Using Qualtrics for Administrative Employee Evaluation Peer and/or Direct Reports Input

What is Qualtrics?	A web-based survey software tool available for use by all faculty, staff, and students.
How do I access Qualtrics?	http://mtsac.edu/qualtrics
Do I need an account?	All Mt. SAC employees, faculty, and students have access to Qualtrics. Use your my portal credentials to login.

I. Setting up your survey

1. Login to your Qualtrics account. On your home page, you will see a list of surveys, look for the one titled "Admin Employee Evaluation Peer/Direct Report Input 2016-17_Template." Click on the down arrow to the right of the survey for the menu options.

2. Click on Copy Project.

   Note: It's important to create copy so you can create a unique url for your own survey.

3. Add your initials to the title of the copy or name it as you wish.
4. Click on the survey name to open copy of the survey. Edit the first text box with your name, title, dept, division, and rename the file.

Admin Employee Evaluation Peer/Director Report Input 2016-17_Meghan Chen

🔒 This survey is currently LOCKED to prevent invalidation of collected responses! Please unlock your survey to make changes.

▼ Default Question Block

☐ Q1   Part I. Administrative Employee Evaluation
⚙   Peer and/or Direct Reports Input

        Administrator's Name___Meghan Chen__ Date ____6/15/2017____
        Title ___Dean, Library & Learning Resources_____ Department ___Library & Learning Resources Division_

        Peer and/or direct reports' input in administrative employee's evaluation is valued. Please complete the following evaluation form online. Your input will remain anonymous.

        A rating of "improvement recommended" (3) or "performance does not meet the standard" (4) must be accompanied by an explanatory remark by the evaluator. Additionally, positive remarks or constructive feedback for improvement is optional; space the "comments" section is provided.

II. Distributing your survey

1. Open your survey and click on "Distributions" module.
2. Click on "Anonymous Link" as your method of distribution.
    The Anonymous Link allows you to collect responses anonymously. This link can be pasted into an email or placed on a website for anonymous distribution.
    Note: survey is already configured to only accept one survey per account.
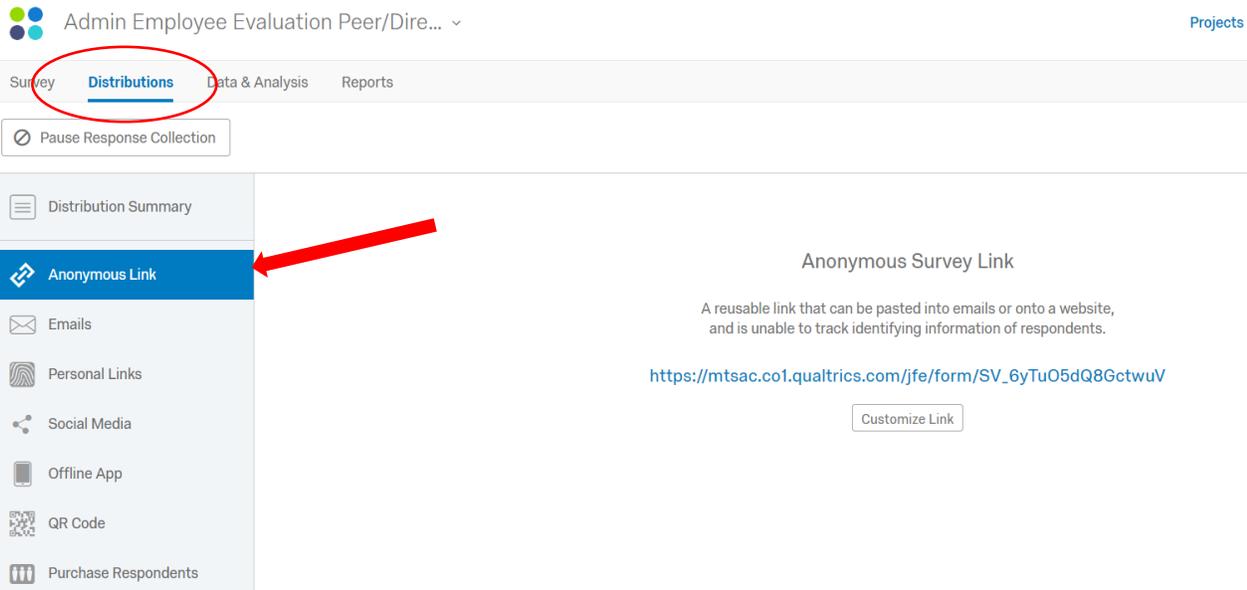
Admin Employee Evaluation Peer/Dire... ∨   Projects

Survey   **Distributions**   Data & Analysis   Reports

⊘ Pause Response Collection

≡ Distribution Summary

⌨ Anonymous Link   Anonymous Survey Link

✉ Emails   A reusable link that can be pasted into emails or onto a website,
                                     and is unable to track identifying information of respondents.
▥ Personal Links

⟨ Social Media   https://mtsac.co1.qualtrics.com/jfe/form/SV_6yTuO5dQ8GctwuV

▯ Offline App   Customize Link

▦ QR Code

▥ Purchase Respondents

III. Reviewing your survey results

1. **Click on** the "Data & Analysis" module. This allows you to manage, add information to, and analyze individual participant responses. This shows you the raw data.
2. Click on the "Reports" module. This allows you to view answer summaries and create custom pages to visualize and manage aggregate results.

Generate reports in PDF format using the reports option.