

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/Director 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.

The screenshot shows the Qualtrics web interface. On the left is a sidebar with navigation options like 'All Projects', 'Shared with Me', 'Uncategorized', and 'PIE'. The main area displays a list of projects under 'All Projects'. The projects listed are:

- Admin Employee Evaluation Peer/Director Report Input 2016-17_Meghan... (Active, 2 responses)
- Admin Employee Evaluation Peer/Director Report Input 2016-17_R.Salinas (Active, 2 responses) - This project has a context menu open with 'Copy Project' circled in red.
- PIE 2017-18 Library Services (Active, 9 responses)
- Course Evaluation and Improvement (Active, 2 responses)

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



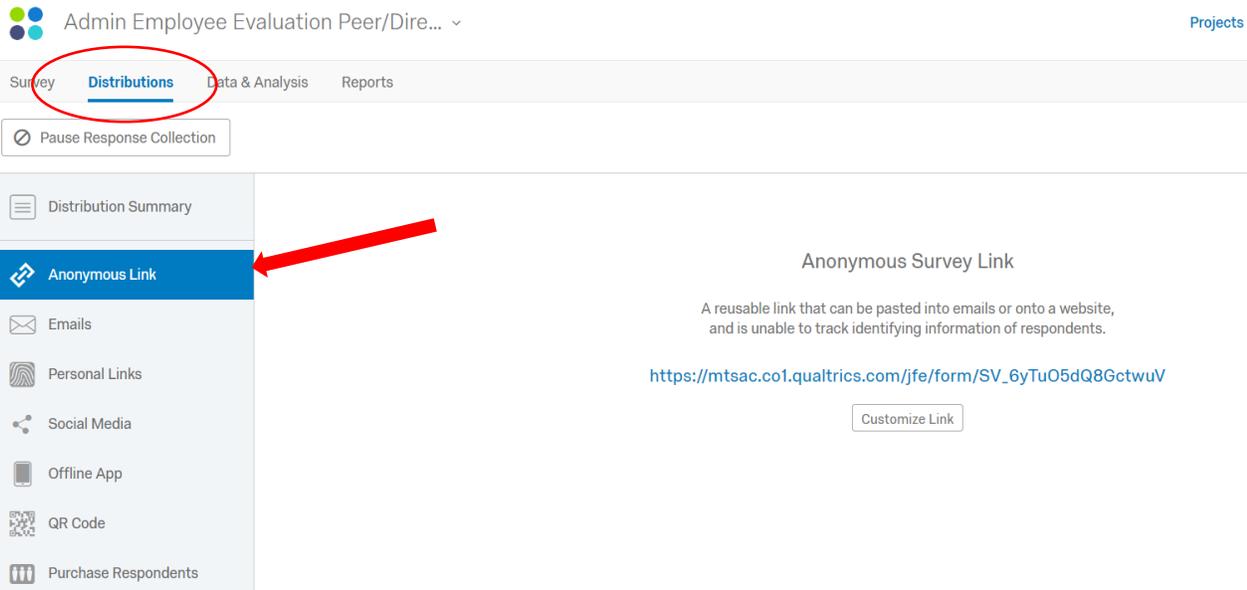
Administrator's Name ___Meghan Chen__ Date ___6/15/2017____
Title ___Dean, Library & Learning Resources____ Department ___Library & Learning Resources
Division_

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

Emails

Personal Links

Social Media

Offline App

QR Code

Purchase Respondents

Anonymous Survey Link

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

https://mtsac.co1.qualtrics.com/jfe/form/SV_6yTu05dQ8GctwuV

Customize Link

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.

Admin Employee Evaluation Peer/Dire... Projects Contacts Library Help

Survey Distributions **Data & Analysis** Reports

Data Text Cross Tabs Weighting

Add Filter Recorded Responses 2 Responses in Progress 0

With Selected Page 1 of 1 Export & Import Edit Tools

Recorded Date	Q12 - Comments (optional): Any rating of "improvement recommended" (3) or "perfor..."	Q2 - A. Responds appropriately, using clear and effective listening, speaking, a...	Q3 - B. Creates effective project implementation plans, and demonstrates appropr...	Q4 - C. Follows through on work commitments, manages time effectively, maintains...	Q5 - D. Effectively assesses, analyzes and responds to program and personnel issu...	Actions
Jul 3, 2017 11:48 AM		1 - Performance exceeds the standard	2 - Performance meets the standard	3 - Improvement recommended	4 - Performance does not meet the standard	
Jul 3, 2017 11:30 AM	She is nice.	1 - Performance exceeds the standard	1 - Performance exceeds the standard		3 - Improvement recommended	

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Generate reports in PDF format using the reports option.

Admin Employee Evaluation Peer/Dire... Projects Contacts Library Help

Survey Distributions Data & Analysis **Reports**

Results Printed Reports

Report: Default Report Add Filter Export Report Report Options

Add Report Breakout Search Questions Create Custom Page

Q2 - A. Responds appropriately, using clear and effective listening, speaking, and writing skills to engage in honest, open dialogue a... Page Options

1 - Performance exceeds the standard
2 - Performance meets the standard
3 - Improvement recommended
4 - Performance does not meet the standard
5 - Not applicable/insufficient data

0 0.2 0.4 0.6 0.8 1 1.2 1.4 1.6 1.8 2 2.2