Important Dates	
3/27/24	Start emailing your Evaluators, please see the sample email below
3/28/24	You will receive an email from cpeservices@bellevue.edu with your login and password - Start uploading your Evaluators into Qualtrics using the instructions below - You can also start completing your self-evaluation at this time - ***Make sure your IT team whitelists cpeservices@bellevue.edu***
4/3/24	Nominations (Evaluators) due/Need to be uploaded in Qualtrics
4/8/24	A reminder email will be sent to everyone who has not completed their assigned assessments from cpeservices@bellevue.edu
4/11/24	Assessment due date
4/15/24	Retrieve your report using the instructions below

Sample Evaluator Email

Hello!

I need your assistance, please! As a participant in this year's Nebraska Hospital Association's Leadership Institute, I am working on further developing my leadership skills. I respectfully request that you help me by completing a short survey about my leadership capabilities. Your honest and candid feedback is very important to my development.

You will receive an email from cpeservices@bellevue.edu that includes a link to a short survey. The survey will take you about 10 minutes to complete. I encourage you to write additional comments in the open-ended portion of each statement.

I thank you in advance for your objective evaluation of my abilities. Your identity will be 100% anonymous.

Thank you again for your continued support!

Sincerely,
[replace this with your name]

Choosing Your Nominations (People to Evaluate You)

<table>
<tr>
<td></td>
<td>Compile a list of 4 – 10 Evaluators that you would like to evaluate you including the following information:

– First name

– Last name

– Email address

– Relationship to <u>YOU</u>

Manager – Someone you report to
Direct Report – Someone that reports to you
Peer – Someone you work with that you do not report to and does not report to you

</td>
</tr>
<tr>
<td>
Thank you,   Nickname

Meg

Meghann | Administrative Assistant   Legal Name
</td>
<td>
<mark>TIP</mark> - Use the first and last name that is used on your nominations email block, <u>NOT</u> a nickname

– This helps to reduce duplicate entries in the directory using the same email address

– When there are duplicate entries with the same email address the system will NOT send out invitations if the names do NOT match

Example – Everyone knows me as Meg but you would use Meghann in the evaluation for consistency
</td>
</tr>
<tr>
<td></td>
<td>Once you have complied your list of people to evaluate you move on to "Logging in for the First Time"</td>
</tr>
</table>

Logging in for the First Time

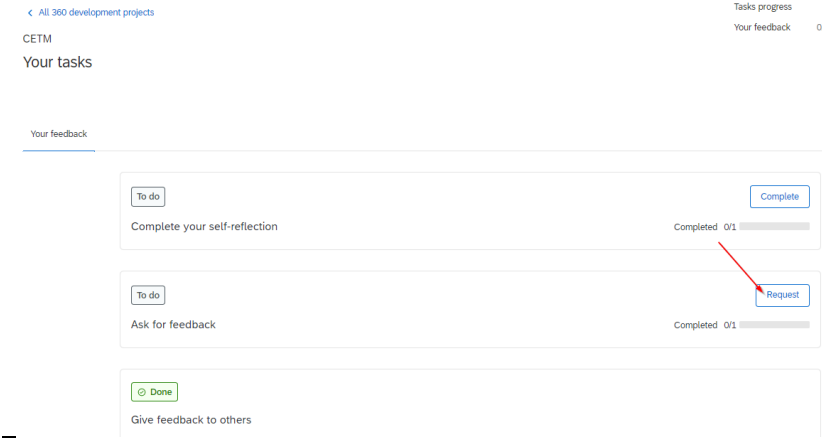|	
	You will receive an invitation email from cpeservices@bellevue.edu with your log on and password when the evaluation begins
BU Bellevue University <cpeservices@bellevue> To Meghann (i) Click here to download pictures. To help protect your privacy, You are invited to participate in an assessment: Join the assessment Your username is: XXXXXX @bellevue.edu Your password is: ****** (Omitted for Privacy)	If you have completed a survey in the past, you will receive an email with your user name and your password will be omitted. – Follow the link in the email to Qualtrics by clicking "join assessment" – The best browser is Google Chrome – If you do not remember the password, you have the option to reset the password yourself or email cpeservices@bellevue.edu and request that we reset the password for you
BU Bellevue University <cpeservices@bellevue> To Meghann (i) Click here to download pictures. To help protect your privacy, You are invited to participate in an assessment: Join the assessment Your username is: XXXXXX @bellevue.edu Your password is: ece6ea1294337faa79ceeb	If you have not completed a survey in the past you will receive an email with your user name and password – Follow the link in the email to Qualtrics by clicking "join assessment" – The best browser is Google Chrome
qualtrics^{XM} xxxxxx@bellevue.edu Sign In Forgot your password? Reset here New user? Set your password here	Sign into Qualtrics - Enter the username from the invitation email - Enter password from the invitation email/previous password - Click "Sign In"

		If this is the first assessment you are completing you will be required to reset your password - Enter new password - Confirm new password - Click "Reset password"
		Once your password has been reset click "Sign In"

Adding Your Nominations to Evaluation

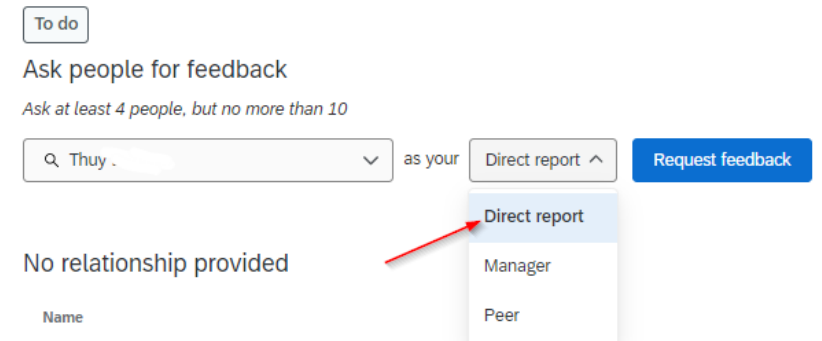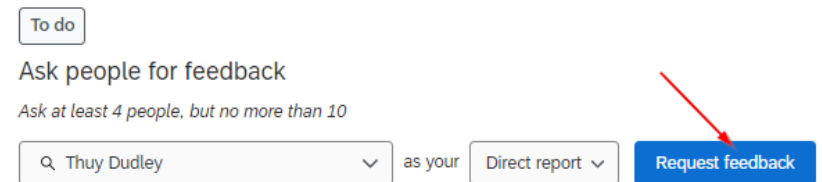|	
CETM **Your tasks** Your feedback To do — Complete your self-reflection — Completed 0/1 — Complete To do — Ask for feedback — Completed 0/1 — Request ✓ Done — Give feedback to others	When log in you will be taken to your home screen - Click "Request" in the "Ask for feedback" task box
To do **Ask people for feedback** *Ask at least 4 people, but no more than 10* 🔍 Thuy ⌃ as your Direct report ⌄ **Request feedback** Thuy t'____@bellevue.edu Click to add new person Email	Determine if the person is in the directory by typing the person's name you would like to evaluate you If the person is already in the directory, their name will show up - Click on their name - Go to #1 If the person isn't in the directory, skip to #2
To do **Ask people for feedback** *Ask at least 4 people, but no more than 10* 🔍 Thuy . ⌄ as your Direct report ⌃ **Request feedback** Direct report Manager Peer No relationship provided **Name**	<mark>**1. In the directory**</mark> – Choose YOUR relationship to the person evaluating you – <u>Example</u> – Thuy reports to me, Thuy is my Direct Report
To do **Ask people for feedback** *Ask at least 4 people, but no more than 10* 🔍 Thuy Dudley ⌄ as your Direct report ⌄ **Request feedback**	Click on "Request feedback" – Once you have clicked "request feedback," an email with a login and password will be sent to your Evaluator
	Continue adding your Evaluators until you have no less than 4 but no more than 10 Evaluators
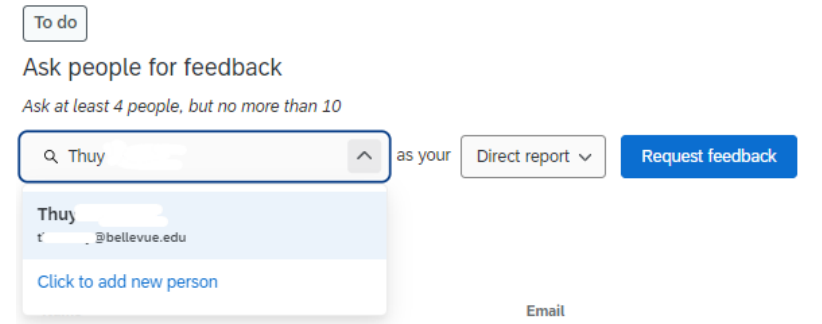
To do
 	
Ask people for feedback
 	
Ask at least 4 people, but no more than 10
 	
🔍 example person ︿ as your Select relationship ∨ Request feedback
 	
No items to display
 	
Click to add new person
	2. **Not in the directory**
	
	  – Type their first and last name
	  – Click on "Click to add new person"

Add new person and send feedback request ✕
 	
First name
Example
 	
Last name
Person
 	
Email
example@yahoo.com
 	
Relationship
Manager ︿
 	
Direct report
 	
Manager
 	
Peer
	Fill in the highlighted information
	  – First name
	  – Last name
	  – Email
	  – Relationship
	  – <u>Example</u> – Example Person reports to me, Example Person is my Direct Report

Add new person and send feedback request ✕
 	
First name
Example
 	
Last name
Person
 	
Email
example@yahoo.com
 	
Relationship
Direct report ∨
 	
Cancel   **Add and send**
	Once all information has been entered
	  – Click "Add and send"
	  – Once you have clicked "Add and send," an email with a login and password will be sent to your Evaluator

	Continue adding your Evaluators until you have no less than 4 but no more than 10 Evaluators
‹ CETM **Ask for feedback** To do Ask people for feedback *Ask at least 4 people, but no more than 10*	Click on the "Survey Name" to return to the main menu

Complete Evaluations

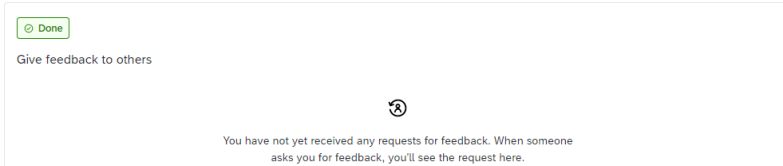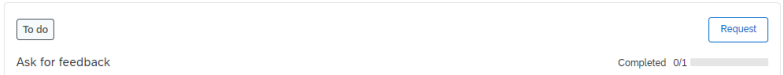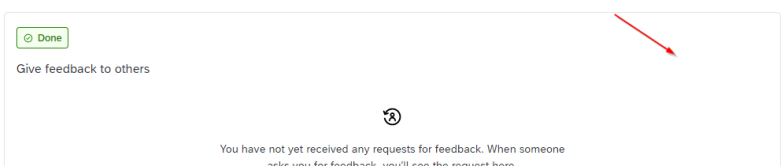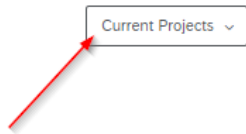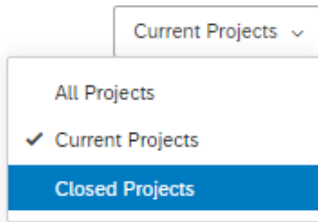|	
To do — Complete your self-reflection — *Complete* — Completed 0/1 **To do** — Ask for feedback — *Request* — Completed 0/1 **⊘ Done** — Give feedback to others You have not yet received any requests for feedback. When someone asks you for feedback, you'll see the request here.	From the main menu, click "Complete" in the Complete your self-reflection task - This task will show as complete once the evaluation is complete - If you stop in the middle of an assessment your progress will automatically be saved
To do — Complete your self-reflection — *Complete* — Completed 0/1 **To do** — Ask for feedback — *Request* — Completed 0/1 **⊘ Done** — Give feedback to others You have not yet received any requests for feedback. When someone asks you for feedback, you'll see the request here.	If someone has requested that you evaluate them, you will see a box that says "Complete" - Click "Complete" in the "Give feedback to others" task - This task will show as complete once the evaluation is complete - If you stop in the middle of an assessment your progress will automatically be saved

Accessing Your Report
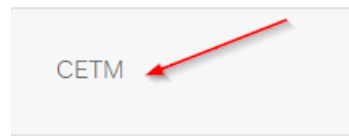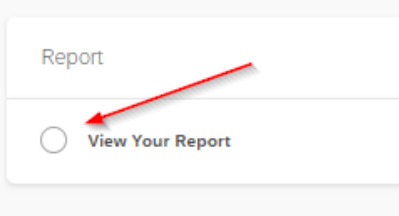
	The date your report will be available is at the top of the instructions
Current Projects ˅	Log back into your Qualtrics portal and click on the "Current Projects" dropdown
Current Projects ˅ All Projects ✓ Current Projects **Closed Projects**	Choose "Closed Projects"
CETM	Choose the project name Your Project Name is **NHA – 2024**
Report ○ View Your Report	Scroll down to the Report section and choose "View Your Report"
⬇ Download ✉ Send ⬇ 🖶 ⋮	Once your report has opened you have the option to download, email, or print your report