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| **Important Dates** |
| **3/26/25** | Start emailing your Evaluators, please see the sample email below* This email prepares your Evaluators for the upcoming invitation email that they will receive and informs them why they are receiving it
 |
| **3/31/25** | 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
 |
| **4/3/25** | Evaluators due/Need to be uploaded in Qualtrics  |
| **4/4/25** | An email will be sent to all Evaluators with their login and password; Evaluators will begin completing their evaluations  |
| **4/9/25 & 4/11/25** | A reminder email will be sent to everyone who has not completed their assigned assessments |
| **4/14/25** | Assessment due date |
| **4/16/25** | Retrieve your report using the instructions below |

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| **Helpful Hints** |
| * If your password is “Omitted for Privacy” this means you have setup a password in the past. Instructions on how to reset your password are on page 10
* Google Chrome is the best browser to use, if you are having issues please try using Google Chrome
* If you are still having issues logging in or with your browser please email cpeservices@bellevue.edu. Please provide as much information as possible and screenshots are very helpful
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| * **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] |

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| * **Choosing Your Nominations (People to Evaluate You)**
 |
|  | 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 YOU
* 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
 |
| *
 | **TIP** - Use the first and last name that is used on your nominations email block, ***NOT*** 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 |
|  | Once you have complied your list of people to evaluate you move on to “Logging in for the First Time” |

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| * **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
 |
|  | * 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
 |
|  | 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
 |
|  | * 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”
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| **Adding Your Nominations to Evaluation** |
|  | * When log in you will be taken to your home screen
	+ Click “Request” in the “Ask for feedback” task box
 |
|  | 1. 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
 |
|  | 1. **1. In the directory**
	* Choose YOUR relationship to the person evaluating you
	* Example – Thuy reports to me, Thuy is my Direct Report
 |
|  | * + 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
 |
|  | 1. **2. Not in the directory**
	* Type their first and last name
	* Click on “Click to add new person”
 |
|  | Fill in the highlighted information* + First name
	+ Last name
	+ Email
	+ Relationship
	+ Example – Example Person reports to me, Example Person is my Direct Report
 |
|  | * + 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
 |
|  | 1. Click on the “Survey Name” to return to the main menu
 |

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| **Complete Evaluations** |
|  | 1. 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
 |
|  | 1. 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
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| **Accessing Your Report** |
|  | The date your report will be available is at the top of the instructions |
|  | Log back into your Qualtrics portal and click on the “Current Projects” dropdown |
|  | Choose “Closed Projects” |
|  | Choose the project name Your Project Name is **NHA – 2024** |
|  | Scroll down to the Report section and choose “View Your Report” |
|  | Once your report has opened you have the option to download, email, or print your report |

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| **Resetting Your Password** |
|  | From the log in page enter your email addressNext to Forgot your password? click on “Here” |
|  | Choose I’m not a robot And then click ”Send Me an Email” |
|  | Go to your email address and locate the email from Qualtrics (updates@notifications.qualtrics.com)Click on “Set Password”You will be taken back to the Qualtrics portal where you can reset your passwordIf you are still having issues logging in please email cpeservices@bellevue.edu |