Connect Questionnaire - Employee's Perspective

Introduction to Connect Questionnaire

The Connect Questionnaire is a set of questions that needs to be completed by each employee for the third conversation. There are various questions in the Connect Questionnaire Roadmap regarding themes namely Purpose, Career Momentum, Career Fitness, My Strengths, Skills Transfer, Relationships and Networks, Confidential and My Performance. From this Connect Questionnaire, a meeting takes place between the employee and manager and the Action Plan should also be updated / created.

Employee's Perspective

1. How to locate the Connect Questionnaire

- On the employee’s dashboard, a button for the Connect Questionnaire are located.
- The employee can also use the Quick Links on the right-hand side.

Figure 33: Connect Questionnaire location

2. Connect Questionnaire Roadmap

- The front page of the Connect Questionnaire allows you to go to any of the theme's questions
- From here the navigation tabs is located on the bottom that allows you to:
  - Go to the *Next Page*
  - *View Summary*
  - Go *Back to Career Conversation*
- The themes wheels allow you to click on a theme and you will be navigated to the question sections
- The menu on the right-hand side also allows you to navigate to the question sections

Figure 34: Connect Questionnaire Roadmap

3. Questions

- The employee does not need to complete / answer all the questions at once
- The questions do not need to be completed in sequence
- The Connect Questionnaire is available throughout the year and can be answered at any stage
- On each page, the employee is allowed to:
  - Go to the *Previous Page*
  - Go to the *Next Page*
  - To *Continue Later*
- The employee comment on each question is mandatory and the employee will not be allowed to request a meeting with the manager should all the questions not be answered.

Figure 35: Connect Questionnaire Questions

4. Let's Meet

- When the employee is on *My Performance* and all questions have not been answered, a *View List* option is available to go to the questions not answered yet

Figure 36: My Performance page

- To view the list, click on the View List button. Select the outstanding question and complete it

Figure 37: Outstanding questions

- Once all of the questions have been answered, the employee can select the Let’s Meet button
- The Manager will be notified of the meeting request

5. Print the Connect Questionnaire

- Both the Manager and Employee has the option to print the Connect Questionnaire
- By selecting the *View Summary* option – on the *Home Page* as well as the *My Performance* page – a detailed summary is displayed.
- The Print Connect Questionnaire option is found on the bottom of the page

Figure 38: Print Connect Questionnaire

- From here, the employee also needs to view / update his *Action Plan*

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