Connect Questionnaire - Manager's Perspective

1. Manager's Dashboard

- On the Manager’s Dashboard, an additional tab can be found for the Connect Questionnaire

Figure 39: Manager's Dashboard - Connect Questionnaire

- The following statuses is available:
  - Not Started
  - Started
  - Meeting Requests
  - Meeting in Progress
  - Finalised

2. View Employee's Connect Questionnaire

- On the Meeting Requests tab, the manager clicks on Action | View Connect Questionnaire

Figure 40: View Connect Questionnaire

- The manager can prepare the Connect Questionnaire by Printing it
- The Connect Questionnaire conversation should take place while the employee is with his manager

Figure 41: Confirmation

3. Finalise an Employee's Connect Questionnaire

- Once the manager went through the Connect Questionnaire with the employee, he can *Finalise*

Figure 42: Finalise Connect Questionnaire

- Once the Manager selects *Finalise,* the following confirmation message displays

Figure 43: Finalise Connect Questionnaire

4. View Summary

- The manager will be taken to the Summary page
- The Connect Questionnaire can be printed so that the Action plan can be updated more easily
- After printing the Connect Questionnaire, go to the Action Plan

Figure 44: View Summary after Finalisation

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