Employee Assessment

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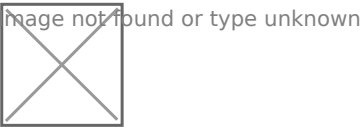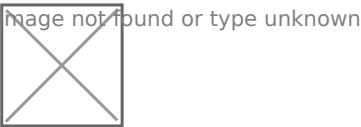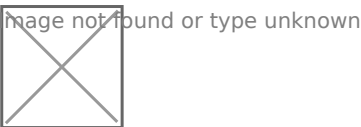
When the sync process is complete the assessor may start with the assessment process.

No Internet access is required to perform the assessment on site. Internet access is however required to sync completed assessments back to the LMS system.

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Take note of the assessment status only assessments with the green radio buttons are available offline.

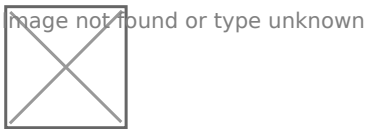Click on the required assessment, and select the applicable option:

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Click **"Create new attempt"** to start a new assessment attempt, alternatively click **"Download new version"**, to download the latest version of the assessment, keep in mind that internet connection is required to perform this action.

The **"Create new attempt"** option can also be utilised to ensure that questions are randomised if the assessment has been created to limit the number of questions to be directed at the employee. The question order must also be set to zero.

When clicking **"Create new attempt"** a list of all employees the assessor has access to is displayed.

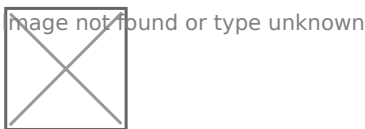| EMPLOYEES				
Type to search				
Name	Date of Birth	Employee Number	Position	Organisation
Nelri	1/1/1900 12:00:00 AM	6	Developer	Org Level 4
Michelle	1/1/1900 12:00:00 AM	7	Developer	Signify
Vincent	1/1/1900 12:00:00 AM	8	Developer	Signify
IB	1/1/1900 12:00:00 AM	9	Developer	Signify

The following search criteria is available to easily locate employees appointed in a specific Position or Organization, click the button in the top right corner to access the search settings:

When you have located the applicable employee click **"Create new attempt"** or cancel to select another employee.
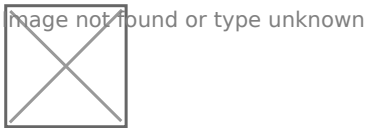

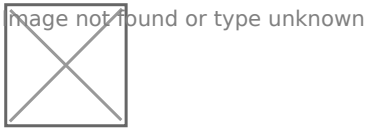The assessment process may now begin.

Information with regards to the assessment is displayed and instructions are given at the bottom of the page.

If you have indicated that the GPS co-ordinates is required, the mobile device's location settings must be switched on. Click **"Get GPS"** to get the GPS co-ordinates of where the assessment is being conducted. The GPS con-ordinates will be displayed at the bottom of the page.
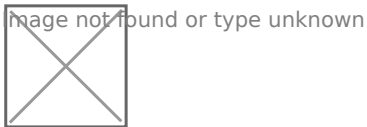
Answer all the assessment questions and capture comments where required. Click in the comments section and type your comments.

You can access the question list by clicking the button in the left top corner. The list will display all questions in the assessment. Questions that are underlined have been answered and the questions not underlined have not been answered.
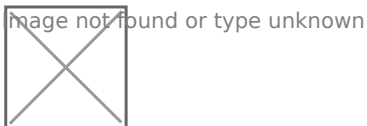

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At the end of the assessment, if the applicable item was selected, the employee and the assessor will be required to sign off the assessment. Click on Employee Signature / Assessor Signature and sign in the block provided to capture the signatures of both parties involved in the assessment process.

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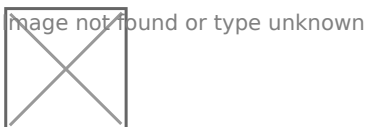Click **"View Completed Assessment"** to view the assessment transcript (see image below).

Click **"Done"** if you are ready to finalise the assessment.

The system will display a warning message if all questions / comments have not been answered.

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Click **"Done"** to save the assessment. The assessment can be synced when the assessor has access to the internet.

Click **"ok"** to continue.

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