Sending and Receipt of Web Evaluations

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How to Setup Web Evaluations from TempWorks Training on Vimeo.

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Within TempWorks Enterprise you can receive feedback on placements you have created. The web evaluations feature will help track how the employee feels about the assignment they were working. It will also allow the supervisor to relay important performance reviews directly back into Enterprise.

Web evaluations will be automatically sent to either the employee, the supervisor, or both once an assignment has ended. If you prefer to send evaluations throughout the duration of the assignment, these can also be manually sent.

Note The questions asked in the web evaluations are entirely determined and configured by your company. The answers to the questions can be in text format or rating on a scale of 1-5 format.

Sending Evaluations:

To end an assignment, select the end date and set an assignment status:

Wilson, Jan Blyss Cosmetics, J Assignment ID: 43 Order ID: 429503	IE L Accountant 301315901 3743	Employee ID: 42	95016127	 ! Ellyn/Blyss 0 ! Lowes/Rese ! Sally/Kenne > tasks a 	Cosmetics/check arch/Get Worke r - call - f/u cold appointmel	in re: r Comp. call N ts s	Jir Fr SOCIAI	n / Bigelo ed/QRS - email	ow - call - f/u to o take donuts	ur cold + T	ີ (ວ →
 details accruals 	assignment i	nformation			financial Multiplier	deta	IS None	- (Overtime Factor	1.5000	-
adjustments	Aldent	4295016127		q	Bill Rate		\$39.09	F	Pay Rate	\$22.00	
 integrations 	Customer	Blyss Cosmetics		Q	Salary Bill		\$0.00	5	Salary	\$0.00	
messages tasks	Department	Primary		9	Unit Bill		\$0.00	(Unit Pay Rate	\$0.00	
search	Assignment ID	4301315901			Overtime Bill		\$58.64		Overtime Pay	\$33.00	
	Alt Assignment ID				Doubletime E	Sill	\$78.18		Doubletime Pay	\$44.00	
	Temp Phone	<u></u>			Company		High Tech	Staffing			*
	Status	Excellent		v	EINC		0	*	¥ W2		
	Replaces	-	— • •		Worker Comp	o Code	FL 8816				*
	job informatio	Customer DNA	Employee	DNA	Payroll Notes	ė					
	, Job Title	Accountant		Ŧ							
employee	Business Code			÷							
customer	Start Date	2/15/2015			PO Number	-					+
order	Expected End Date	I	Original Start	2/15/2015	other info	ormat	tion				
order	Actual Date Ended	10/15/2015		#	Sales Team	dwood		Assign	ned 10/15/2019	9:35:00 AM	M
assignment	Shift	B Shift	la seco	Ŧ	Service Rep	Dalyce	Brell	- Enter	ed By dwood		
contact	Start Time	11:00 AM	End Time	7:00 PM	Referred by			- No	o Auto Close		
calendar	Shift Notes				Branch	Mempl	his SE	•			
reports					Perf Note						
all options		Sun 🗙 Mon 🗙	Tue 🕱 Wed 🛛	🗙 Thu 🕱 Fri 📗 Sa	t						

Note Web evaluations will not be sent until your administrators have set up the evaluation questions as well as the configurations to actually begin sending them. Please check with your TempWorks administrator to see if these have been set up.

Once your administrators have set up the evaluation questions and process, when an assignment has ended and your TempWorks database has gone through daily maintenance (a process that runs at night that is used to automatically calculate and update various data and records), the evaluations will automatically be sent to the supervisor and/or employee.

For assignments where you would like to send an evaluation before the assignment has ended navigate to the assignment, expand the actions menu and select send manual evaluation:



When sending a manual evaluation, you will have the option to send to the employee and/or supervisor:

	?	×
send evaluation manually		
evaluations To send out evaluations manually, select all the recipients you'd like to send to. Please select your recipients: Employee (Sandy Wilson) Supervisor (Ellyn Blyss)		
	Save	

Evaluations received by employee and/or supervisor:

The evaluation will go to the supervisor and/or employee in the form of an email. There will be a link within the email that the supervisor/employee can click to open the evaluation:

NoReply@tempworks.com Dalyce Brell Evaluation request
Feedback request for employee: Wilson, Sandy
To Our Valued Customer, Blyss Cosmetics:
Thank You for using High Tech Staffing! In order to maintain our commitment to quality and service, we would appreciate your assistance in completing a quick evaluation form. We are anxious to hear how our temporary employee did on the job. Your feedback helps us monitor the "On-the-Job" quality of our employees and improve our services. This form is strictly confidential. Thanks Again!
Employee name: Wilson, Sandy
Position: Accountant
Week ending:
Please cli <mark>k <u>here</u> to</mark> ill out the evaluation form.
To unsubscribe from this notification, please click <u>here</u> .

The evaluation will list all questions configured by your company for the supervisor/employee to answer.

Example of what a supervisor may receive:

Department Name : Assignment Start Date : Assignment End Date :	Primary 2/15/2015 1/1/0001
Wilson, Sar	ndy - Accountant
Is there anything you would like to add about this employee? If so, please enter it here:	
Did the employee fulfill the job duties in a timely manner?	 ○ 5 - (Highest) ○ 4 ○ 3 ○ 2 ○ 1 - (Lowest) ○ N/A
Did our employee show up on time each day?	 ○ 5 - (Highest) ○ 4 ○ 3 ○ 2 ○ 1 - (Lowest) ○ N/A
	Submit

Example of what an employee may receive:

Department Name : Assignment Start Date : Assignment End Date :	Primary 6/19/2015 1/1/0001
Kentucky Blue	egrass - Stock Picker/packer
How would you feel about working at this worksite again in the future?	Yes, definitely!
What is your answer?	Blue
How would you rate your supervisor's performance?	 5 - (Highest) 4 3 2 1 - (Lowest) N/A
What is your opinion of the working conditions on a day to day basis?	Excellent, very welcoming environment
	Submit

Once the supervisor/employee answers the questions they will click to submit the evaluation. A message will then pop up indicating the submission was successful.

Submitted Successfully	
To get to WebCenter click here.	

Results:

The results of the evaluations can be found on the employee and/or customer records in TempWorks Enterprise:

Find the evaluation results in the employee record by navigating to the employee, evaluations area.

All evaluations will be listed including the average score of each evaluation (1.), the date the evaluation was sent (2.), the date the evaluation was completed and returned, if it was returned (3.) Results in the employee record:

Sandy L 56 Main Street Melbourne, FL	. Wilson ID: 32908 SSN	4295016128 : xxx-xx-8616			Pick up don Joe/Aetna/C Sandy/Alade	uts for the office Call/sched appointmen din/call - re: Jaynie pe	<mark>!</mark> Ellyn nt <mark>!</mark> Pleas erf Pers e	promise to pay, ch e go run the ACA k onal Task	eck for pay og report		Ĵ
🥥 🗒 🖂 E 🕱			+ -	• • ★ Ľ Q + +	▶ tasks a	appointments	social e	mail		+	7 Q →
visifile	Start Date		Aident	4295016128	Contact Id			Customer Id			
 details 	End Date		🖩 Asg Id		Contact Name			Branch	v	Search	Clear
documents integrations evaluations	evaluation	าร									
search	Drag a colum	in header here to group by t	hat column	21				1.	2.	3.	^
messages pay history	Assignment ID	Employee	Customer	Supervisor Se	nt To	Start Date 🔺	End Date	Score	Date Sent	Date Comple	ted
pay setup	4301315902	Wilson, Sandy	Blyss Cosme	etics Blyss, Ellyn Co	intact	2/15/2015			10/15/2015 10:47		
tasks	4301315902	Wilson, Sandy	Blyss Cosme	etics Blyss, Ellyn Co	ntact	2/15/2015		3.00	10/15/2015 10:58	10/15/2015	6:52 AM
search	4301315902	Wilson, Sandy	Blyss Cosme	etics Blyss, Ellyn Co	ntact	2/15/2015		5.00	10/15/2015 4:48 PM	10/15/2015	11:54
	4301315902	Wilson, Sandy	Blyss Cosme	etics Blyss, Ellyn En	nployee	2/15/2015		5.00	10/27/2015 9:00 AM	10/27/2015	5:18 AM

Results in the customer record:

Blyss C 123 Main 1 Palm Bay, (321) 474-	Cosmetics (Pri Street ID: 5L 32908 2868	mary) 4295009897	+ • •	\$★데Q++	 Pick up dor Joe/Aetna/ Sandy/Alact tasks 	nuts for the office /Call/sched appoin ddin/call - re: Jayn appointmer	eperf Pers	i promise to pa se go run the A onal Task email	y, check for pay (CA log report	+	• ۵ +
visifile	Start Date	I	Aident		Contact Id			Customer Id	4295009897		
details	End Date	81	Asg Id		Contact Name	e		Branch		Search	Clear
 defaults 											
documents											
 integrations 	ovaluation	0									
invoice history	evaluation	3									
invoice setup	Drag a column	header here to group by th	at column.					1.	2.	3.	î
 evaluations results 	Assignment ID	Employee	Customer	Supervisor Set	nt To	Start Date	▲ End Date	Score	Date Sent	Date Compl	eted
search	4301303341	Brell, Dalyce	Blyss Cosmetics	Becker, Bob Co	ntact	9/8/2014	10/1/2014 11	:33 AM 5.00	9/29/2014 8:41 AM	9/29/2014 3	3:59 AM
messages	4301303483	Accrue, James	Blyss Cosmetics	Smith, Mary Co	ntact	11/14/2014	11/17/2014		1/6/2015 10:27 AM		
payment history	4301304178	Marshall, Mathew	Blyss Cosmetics	Becker, Bob Co	ntact	2/1/2015	5/5/2015		3/9/2015 2:26 PM		

Double click on any evaluation to view the questions asked with the answers:

Blyss Cosmetics		5.00
Did our employee show up on time each day?	5	

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