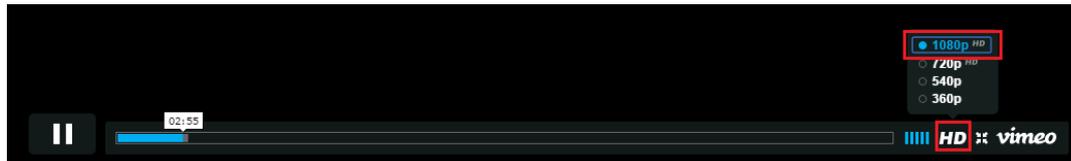


# Sending and Receipt of Web Evaluations

Last Modified on 05/22/2018 11:08 am CDT

[How to Setup Web Evaluations from TempWorks Training on Vimeo .](#)

For best viewing quality, expand the *HD* option, and select 1080p:



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, Jane L**  
 Blyss Cosmetics, Accountant  
 Assignment ID: 4301315901  
 Order ID: 4295033743

Employee ID: 4295016127

! Ellyn/Blyss Cosmetics/check in re... Jim / Bigelow - call - f/u to our cold...  
 ! Lowes/Research/Get Worker Comp... Fred/QRS - take donuts  
 ! Sally/Kenner - call - f/u cold call

tasks appointments social email

**details**  
 accruals  
 adjustments  
 calls  
 integrations  
 messages  
 tasks  
 search

**assignment information**

Employee: Wilson, Jane L  
 Aident: 4295016127  
 Customer: Blyss Cosmetics  
 Department: Primary  
 Order ID: 4295033743  
 Assignment ID: 4301315901  
 Alt Assignment ID:  
 Temp Phone: ( ) - - -  
 Status: Excellent  
 Replaces:  
 Customer DNA  Employee DNA

**financial details**

Multiplier: None  
 Bill Rate: \$39.09  
 Salary Bill: \$0.00  
 Unit Bill: \$0.00  
 Overtime Bill: \$58.64  
 Doubletime Bill: \$78.18  
 Company: High Tech Staffing  
 EINC: 0  
 Worker Comp Code: FL 8816  
 Payroll Notes:

**job information**

Job Title: Accountant  
 Business Code:  
 Start Date: 2/15/2015  
 Expected End Date: Original Start 2/15/2015  
 Actual Date Ended: 10/15/2015  
 Shift: B Shift  
 Start Time: 11:00 AM End Time: 7:00 PM  
 Shift Notes:  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

**other information**

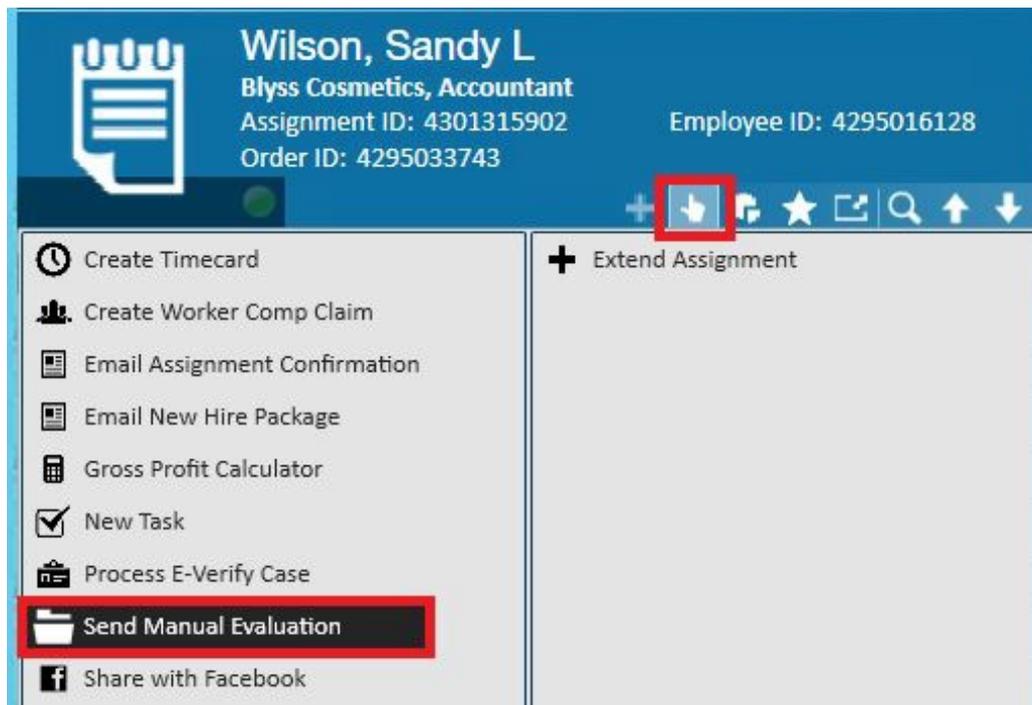
Sales Team: dwood Assigned: 10/15/2015 9:35:00 AM  
 Service Rep: Dalcyce Brell Entered By: dwood  
 Referred by:  No Auto Close  
 Branch: Memphis SE  
 Perf Note:

**employee**  
**customer**  
**order**  
**assignment**  
**contact**  
**calendar**  
**reports**  
**all options**

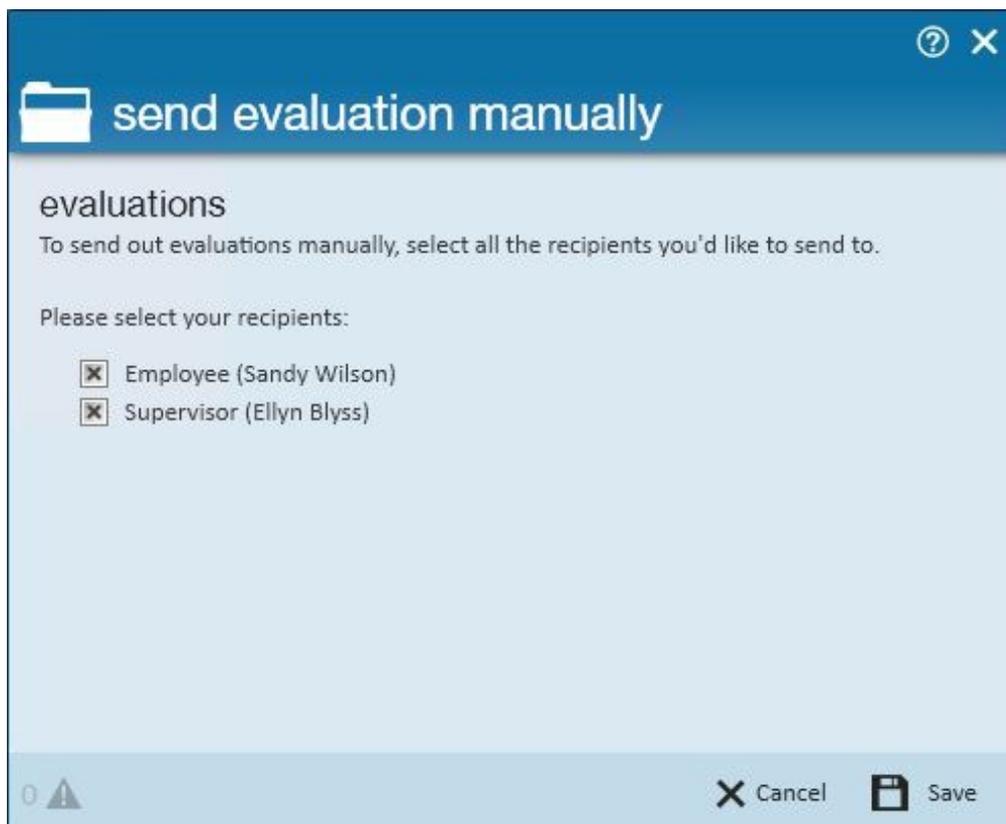
**\*Note\*** Web evaluations will not be sent until your administrators have set up the evaluation questions as well as the configurations to actually begin sending them. Please check with your TempWorks administrator to see if these have been set up.

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:

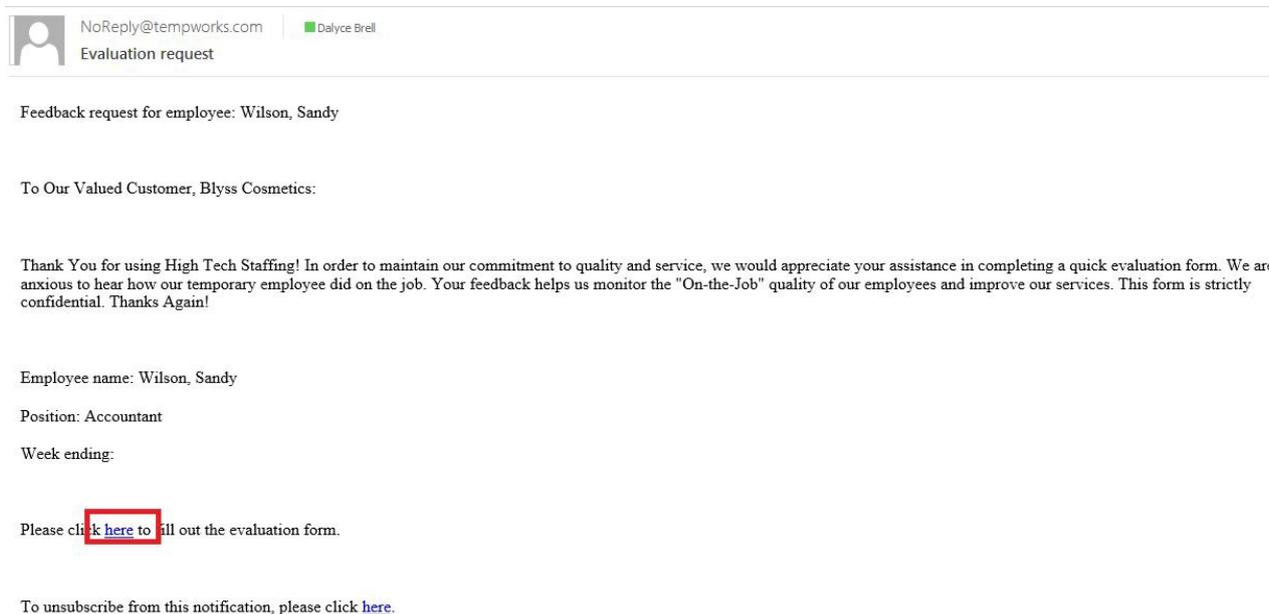


When sending a manual evaluation, you will have the option to send to the employee and/or supervisor:



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:



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

Example of what a supervisor may receive:

The image shows a screenshot of an evaluation form for a supervisor. The form is titled 'Wilson, Sandy - Accountant'. It contains the following information:

Department Name : Primary  
Assignment Start Date : 2/15/2015  
Assignment End Date : 1/1/0001

Wilson, Sandy - 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

Example of what an employee may receive:

**Department Name :** Primary  
**Assignment Start Date :** 6/19/2015  
**Assignment End Date :** 1/1/0001

## Kentucky Bluegrass - Stock Picker/packer

How would you feel about working at this worksite again in the future?

What is your answer?

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?

[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.



### 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:

Assignment ID	Employee	Customer	Supervisor	Sent To	Start Date	End Date	1. Score	2. Date Sent	3. Date Completed
4301315902	Wilson, Sandy	Blyss Cosmetics	Blyss, Eilyn	Contact	2/15/2015			10/15/2015 10:47...	
4301315902	Wilson, Sandy	Blyss Cosmetics	Blyss, Eilyn	Contact	2/15/2015		3.00	10/15/2015 10:58...	10/15/2015 6:52 AM
4301315902	Wilson, Sandy	Blyss Cosmetics	Blyss, Eilyn	Contact	2/15/2015		5.00	10/15/2015 4:48 PM	10/15/2015 11:54...
4301315902	Wilson, Sandy	Blyss Cosmetics	Blyss, Eilyn	Employee	2/15/2015		5.00	10/27/2015 9:00 AM	10/27/2015 5:18 AM

Results in the customer record:

**Blyss Cosmetics (Primary)**  
123 Main Street  
Palm Bay, FL 32908  
(321) 474-2868

Tasks: Pick up donuts for the office, Elyn promise to pay, check for pay..., Joe/Aetna/Call/sched appointment, Please go run the ACA log report, Sandy/Aladdin/call - re: Jaynie perf... Personal Task

visifile, details, defaults, documents, integrations, invoice history, invoice setup, **evaluations**, results, search, messages, payment history, tasks

Start Date: Aident, End Date: Asg Id, Contact Id, Contact Name, Customer Id: 4295009897, Branch

evaluations

Drag a column header here to group by that column.

Assignment ID	Employee	Customer	Supervisor	Sent To	Start Date	End Date	1. Score	2. Date Sent	3. Date Completed
4301303341	Brell, Dalyce	Blyss Cosmetics	Becker, Bob	Contact	9/8/2014	10/1/2014 11:33 AM	5.00	9/29/2014 8:41 AM	9/29/2014 3:59 AM
4301303483	Accrue, James	Blyss Cosmetics	Smith, Mary	Contact	11/14/2014	11/17/2014		1/6/2015 10:27 AM	
4301304178	Marshall, Mathew	Blyss Cosmetics	Becker, Bob	Contact	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:

**Bob Becker** Assignment #4301303341 with Dalyce Brell  
Blyss Cosmetics

5.00

Did our employee show up on time each day? 5

# Related Articles