# Subscribe-HR SHaRe Solution

# Survey and Interview Correspondence Release Notes

# Release Date: 15/06/2015

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The main features that are included in the SHaRe Solution Survey Release, 15 June, 2015, are discussed below. A reference to the Wiki documentation is also included as a hyperlink, so that you can connect to the content within the Wiki.

## 1   Survey Scheduling

The updates in this release give you extra / added functionality as outlined below:

- Send a survey to Employees and/or External Parties for them to complete.
- Send a survey on a specific date or depending on an Employee date field.
- Set up a completion date and reminders depending on this completion date.
- Enables you to send surveys to Employees that do not yet exist on the system, but who will be created in the future (set up an on-boarding survey for use when a new Employee starts with your organisation).
- Set up tasks in Dashboard - Reminders.
- Wiki link: http://wiki.subscribe-hr.com.au/SHaRe-Module#Scheduling

## 2   Survey Form on Form Field

The updates in this release give you extra / added functionality as outlined below:

- You can create a survey that contains form fields which link directly to the fields within your system. This enables Candidates to directly fill / auto-complete information in their personal records, via a survey that you create. Available for Applicants and Employees.
- You can create a survey that enables you to auto-populate Parent Objects (Applicant or Employee information like name, address, phone number) and relevant, associated Child Objects (Applicant or Employees information like multiple types of Education and Work history). If there are multiple Child objects (ie if an Applicant or Employee has provided different information for the same Object / Record – say their address – the system will automatically populate the field within your system with the latest (according to date) version of information provided for that Object / Record. If there is no Child object previously recorded for any given field, a Child record will be created.
- Wiki link: http://wiki.subscribe-hr.com.au/SHaRe-Module#Form_Field

### 3   Survey User Interface

The updates in this release give you extra / added functionality as outlined below:

- Enhancement of the User Interface for Surveys.
- New icons and colours in the Build tab.
- New preview capability in General tab.
- Next and Back navigational icons.
- Auto Save functionality.
- Wiki link: http://wiki.subscribe-hr.com.au/SHaRe-Module#Survey_Customization

### 4   Survey Reports

The updates in this release give you extra / added functionality as outlined below:

- New Fields for Surveys and Survey Answers in the Report Builder.
- Survey Summary Report in Surveys List, exportable to Excel, PDF or printer.
- Wiki link: http://wiki.subscribe-hr.com.au/SHaRe-Module#Survey_Reports

### 5   Sample Surveys and Interview Action Updates

The updates in this release give you extra / added functionality as outlined below:

- Interview Timeslots and Correspondences.
- Wiki link: http://wiki.subscribe-hr.com.au/Schedule-an-interview

### 6   Sample Surveys

#### 6.1   Sample Culture Surveys

Below is a List of the example / sample template Culture Survey names that are inserted into each Subscribe-HR system. You can use these samples / templates as they are, or you can use them as the basis from which to customise your own, new Survey, including:

- Employee Exit Survey.
- Commuting Template.
- Supervisor Performance.
- Employee Satisfaction.
- Career Training and Development.
- Culture Survey.

## 6.2   Sample Performance Review Surveys

Below is a List of the example / sample template Performance Review Surveys that are inserted into each Subscribe-HR system. You can use these samples / templates as they are, or you can use them as the basis from which to customise your own, new Survey, including:

- Employee Performance.
- Quarterly Performance Review.
- Candidate Evaluation.