



## Assignment Assessment Questionnaire (AAQ)

	<p>The Self-Service Assignment Assessment Questionnaire functionality allows users to administer questionnaires, completed by Hiring Managers, Suppliers, and/or Approvers at the intervals defined.</p>
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Please note that depending on your Beeline Platform settings, this feature may, or may not, be turned on. Reach out to your Beeline Representative to adjust settings.

### How to Navigate to Assignment Assessment Questionnaire (AAQ) via Self-Service:

1. Log in to the Beeline Platform using your *username* and *password*. Your Home page appears.
2. Click the **My Preferences** icon  at the top right of your page in the Header Menu.
3. Hover over the **VMS Settings** menu item and click **Contingent Staffing**.
4. Click **Assignment Assessment Questionnaire (AAQ)** from the list of available Contingent Self-Service features to navigate to the **Manage Templates** screen (this page mentions manage templates, but it is only managing questionnaire templates).

### How to Create a Questionnaire Template:

**Complete steps 1-4 above.**

5. Select **New Template** from the column on the left-hand side of your screen.
6. Fill out the following template information from the **Information tab** and click **Save** to save your work or **Next** to advance to the Rules tab.
  - **Name** (required)
  - **Description** (optional)
  - **Is Active** (checkbox): If "checked", once the template record is saved; the survey/questionnaire will be scheduled to be sent out.
  - **Reviewer** (required): This indicates who will be alerted to review the results once the survey/questionnaire has been completed.
  - **Recipients** (required): This indicates who will receive the questionnaire to answer. Possible recipients include:
    - Hiring Manager = HM listed on the assignment
    - Timesheet Approver = Timesheet approver of the assignment
    - Project Manager = Project Manager of the assignment

- Supplier Manager = User listed in the Supplier Manager field on the assignment (*Please Note: The supplier manager field must be enabled for this to show as an available recipient*)
  - **Set an Expiration Date?** (Checkbox with additional timeframe designator): This indicates the duration in number of days that the survey/questionnaire will remain available to the recipient. If an expiration date is selected, recipients will receive reminder notifications to take their questionnaire 5 days before it is due and the day that it is due. (Otherwise, they will just receive the initial request and no reminders)
  - If a questionnaire goes unanswered, the questionnaire is removed, and a notification is sent to the reviewer that the questionnaire was not taken by the **Expiration Date**.
  - **Send Questionnaires** (required): Template creator/editor can set the interval and conditions at which the survey/questionnaire should be sent.
7. Select at least one **Geography** from the Procurement Geography section of the Rules tab.
    - If the only selection made is the geography, then questionnaires will be sent to everyone within that geography who meets the requirements set in the Send Surveys field on the Information tab.
    - To narrow the scope for designating Recipients even further, the MSP/VMO/Client Admin has the option to select specific geographies, industries, job classes, and/or job titles
  8. Click **Save** to save your work or **Next** to advance to the Question Settings tab.
  9. Select from the following configuration options to determine how the questionnaire will be graded:
    - **Allocate Points:** This option makes the "Points" section appear on each question on the "Questions" Tab where you can enter the number of points the question is worth. This is helpful if you want to weight different questions more important than others do.
    - **Allow Knockout Questions:** A knockout question is a question if answered incorrectly, by the recipient, automatically marks the questionnaire as failed
  10. Click **Save** to save your work or **Next** to advance to the Question tab.
  11. Click **Add Question** and then choose a question type from the available options.
  12. Click Save to be taken to the **Create or Edit Template screen**

## Main Benefits:

- Enables companies to manage cost and risk of long-term contingent workers, without disrupting critical business function or productivity that directly affects the business.
- Provides data about why long-term contingent worker engagements are necessary.
- Prevents the need to send email back and forth between HMs'.
- Allows a consistent mechanism for HM's to provide feedback on the quality of assignments.
- Mitigates co-employment risks by ensuring a worker is reviewed on a regular basis and is cleared to continue the assignment.

## Things to Note:

- Only the recipients defined on the questionnaire template will have access to take a questionnaire.
- A user can only review the results of a questionnaire if they are specified as the receiver on the questionnaire template.
- Questionnaires cannot be re-sent.
- At least one question needs to be set-up on the Questions page.