oneAdvanced

Engagement Module: Admin Configuration

Clear Review

How it works

Suggestion Box

Discover and amplify your employees' voice. Provide a safe place for your employees to voice ideas, suggestions or concerns. Gain visibility into how employees are experiencing your organisation

My Mindspace

Empower employees to reflect on how they're feeling at work. A quick monthly check-point which helps employees think about intrinsic factors such as motivation, autonomy and wellbeing while also providing insights to HR
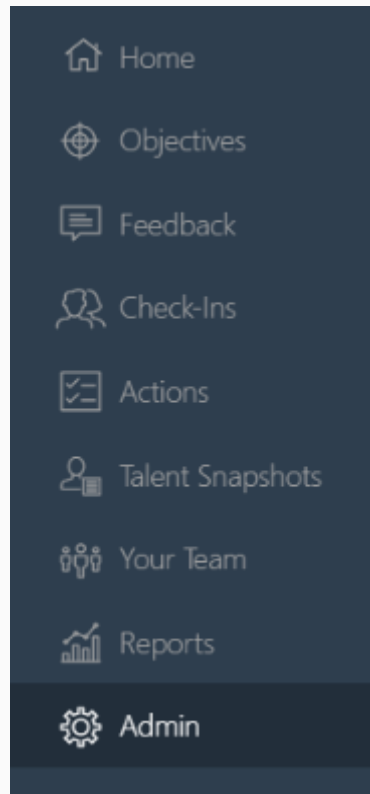
Custom Employee Surveys

Gather point-in0time employee feedback using your organisation's language. Easily create, deploy and analyse customer surveys to better align your talent strategies and get feedback on engagement, company initiatives, or employee wellbeing.
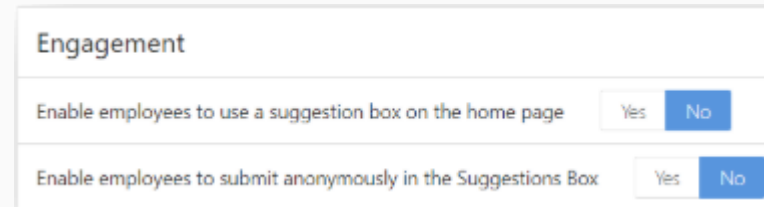
Suggestion Box

1. Admin Set Up
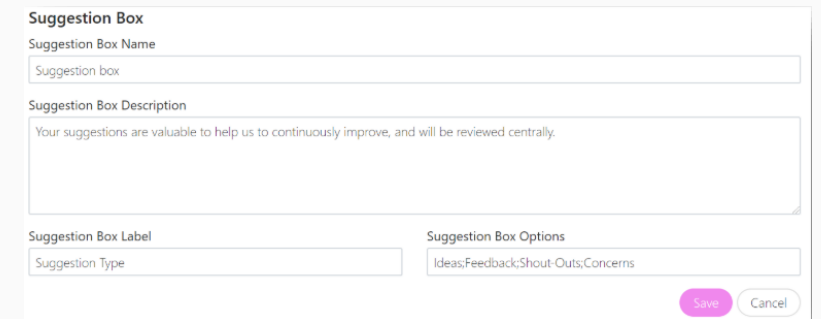
Go to the **admin** page

2. Enable

Scroll to the **Engagement** section and select 'Yes' to switch on required functionality

3. Configure

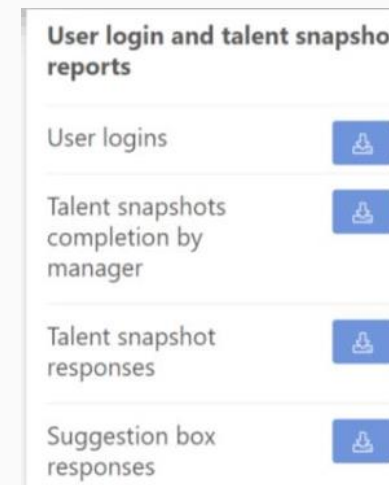Suggestion Box terms are editable under the **Languages and system terminology** section

4. Suggestion Box

The Suggestion Box link will appear in the top right corner of the **homepage**

5. Reporting

Admins can monitor and download responses via the **Reports page**
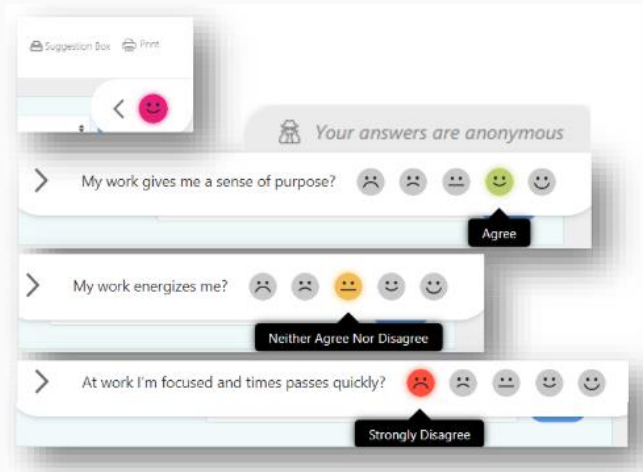
My Mindspace

1. Monthly Checkpoint

Icon with slide out bar will appear on the top right of the user's homepage
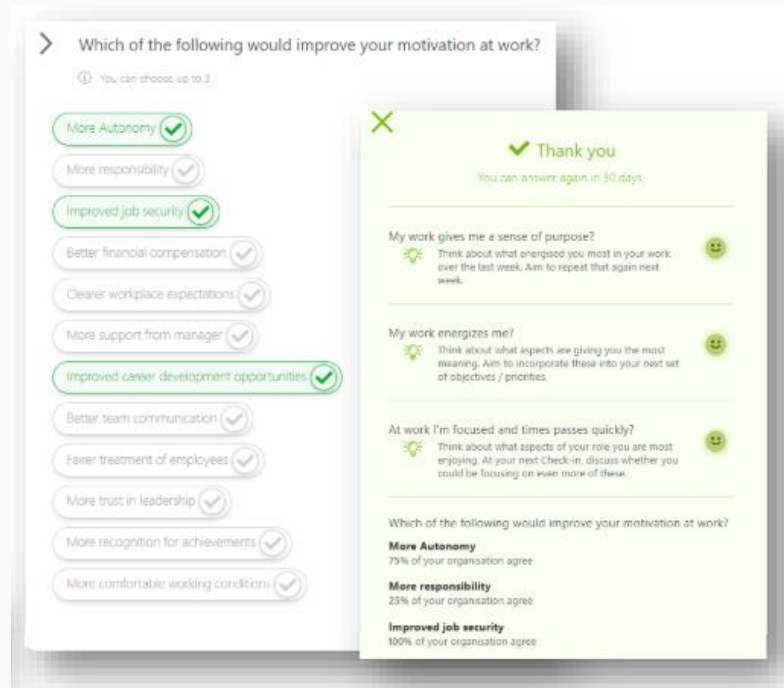
The same three self-reflection questions will appear sequentially every 30 days

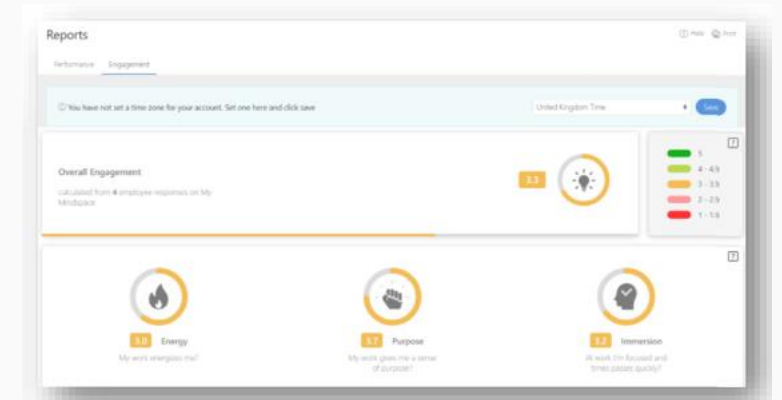Answers are anonymous and only shown in aggregate

2. Optional Question & Next Steps

An additional anonymous multiple choice option followed by a summary with prompts for action will be reflected to the respondent

3. Engagement Dashboard

Admins can access rolling 30 day metrics dashboard via the Reports page Engagement tab
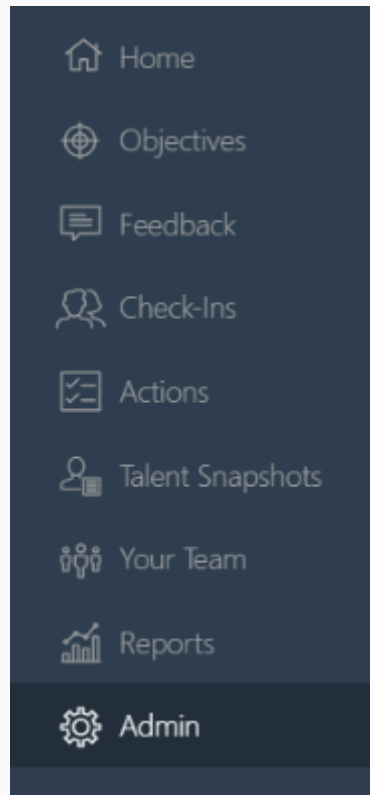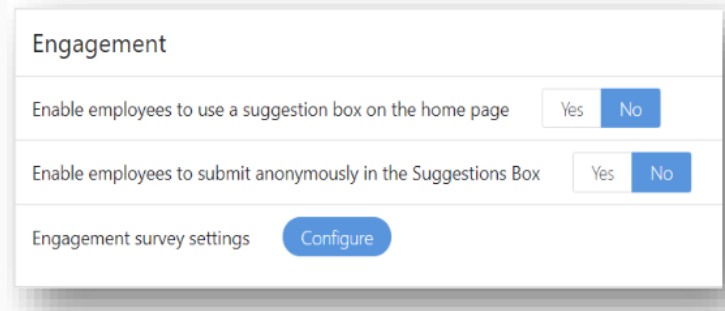
Custom Employee Survey

1. Admin Set Up

Go to the **Admin** page

2. Enable and Configure

Scroll to the **Engagement** section and select 'configure' to create a survey template or round

5. Reporting

Admins can monitor and download responses via the **Reports page**
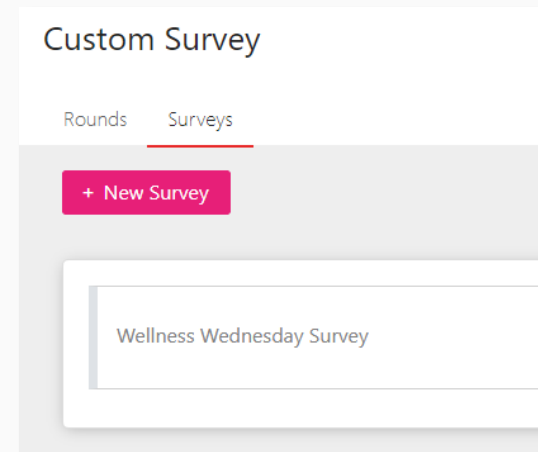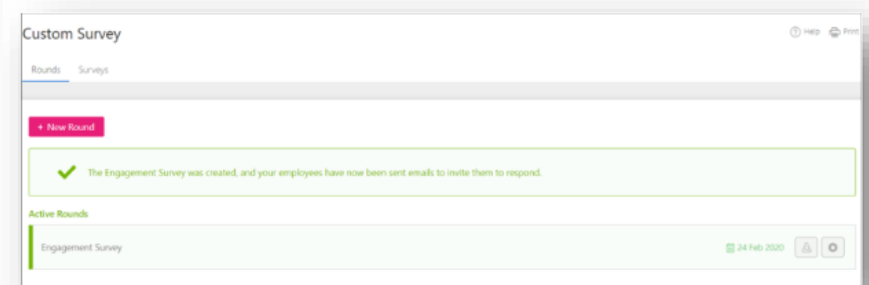

4. Set up Survey

Simply go to the 'Survey' tab and create a new survey template by adding in your questions (ratings / multiple choice / free text)

When ready to send, go to the 'Rounds' tab '+Add New Round'. Select your survey template, due date and tailor your email message

Send to all employees or limit by org units

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