

Engagement Module: Admin Configuration

Performance & Talent

How it works



The screenshot shows a 'Suggestion box' window with a blue header and a close button. The main text states: 'Your suggestions are valuable to help us to continuously improve, and will be reviewed centrally.' Below this is a 'Suggestion Type:' dropdown menu with '- Please Select -' as the current selection. A large text area for 'Suggestion:' is provided. At the bottom left, there is a 'Give Anonymously' checkbox. At the bottom right, there are 'Save' and 'Cancel' buttons. In the bottom left corner, there is a small inset showing three circular progress indicators for 'Energy' (4.6), 'Purpose' (4.3), and 'Immersion' (2.5).

Metric	Score	Description
Energy	4.6	My work energises me
Purpose	4.3	My work gives me a sense of purpose
Immersion	2.5	I enjoy being immersed in my work



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

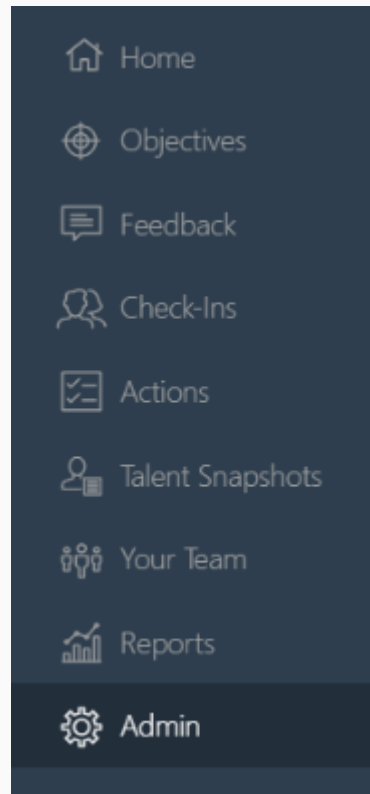
Gather point-in-time employee feedback using your organisation's language. Easily create, deploy and analyse customer surveys to better align your talent strategies and get feedback on engagement, company initiatives, or employee wellbeing.

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

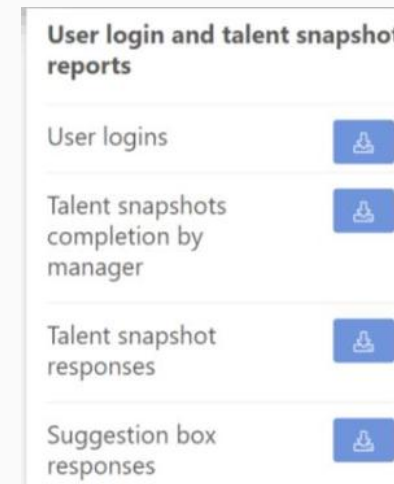
4. Suggestion Box

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**



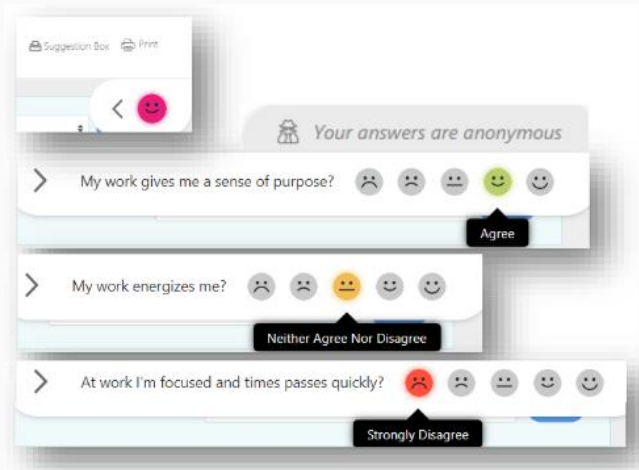
My Mindspace

1. Monthly Checkpoint

Icon with slide out bar will appear on the top right of the user's homepage

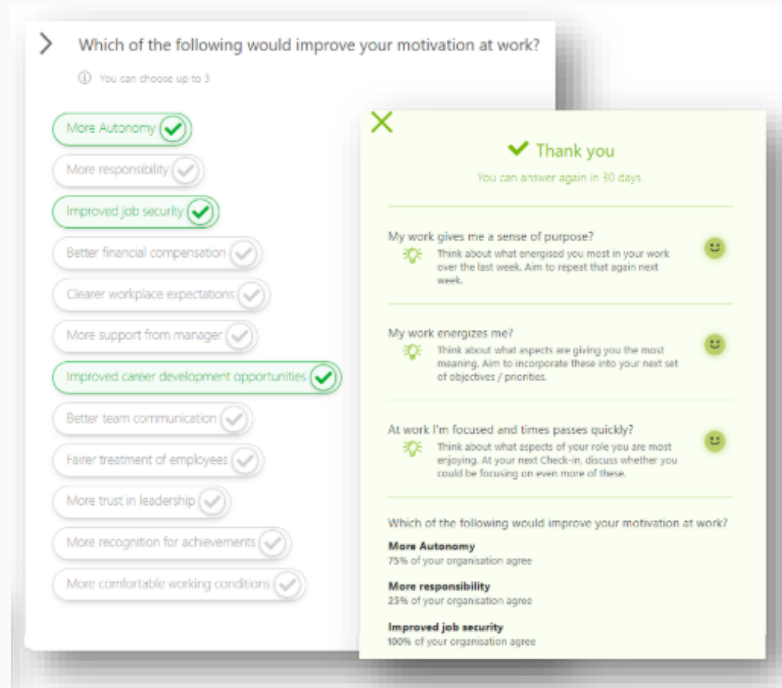
The same three self-reflection questions will appear sequentially every 30 days

Answers are anonymous and only shown in aggregate



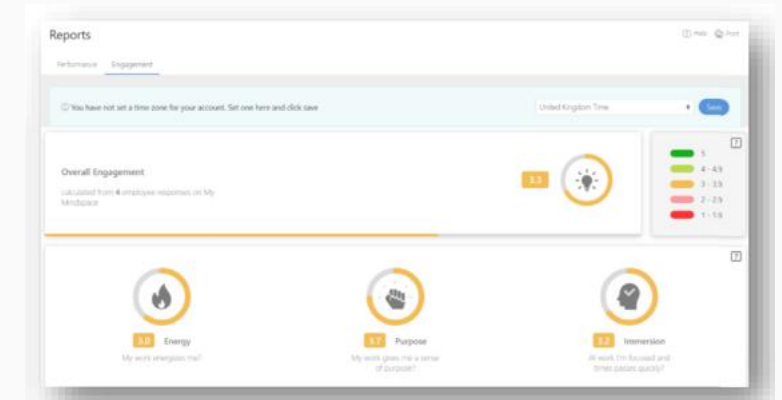
2. Optional Question & Next Steps

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

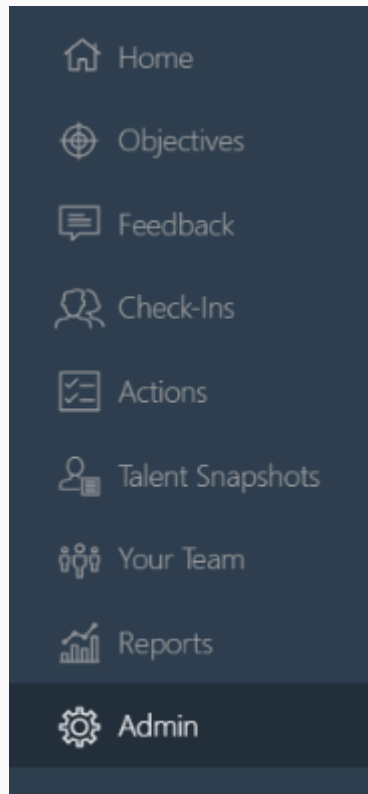


Custom Employee Survey



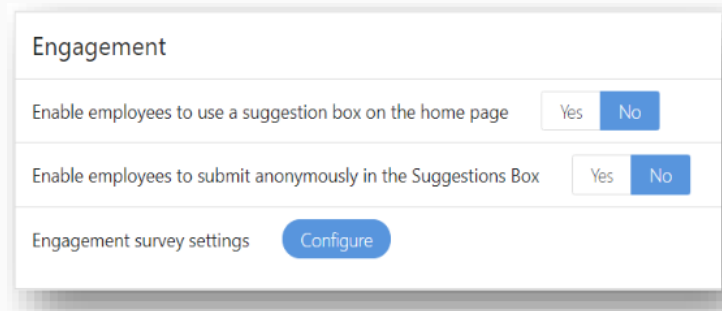
1. Admin Set Up

Go to the **Admin** page



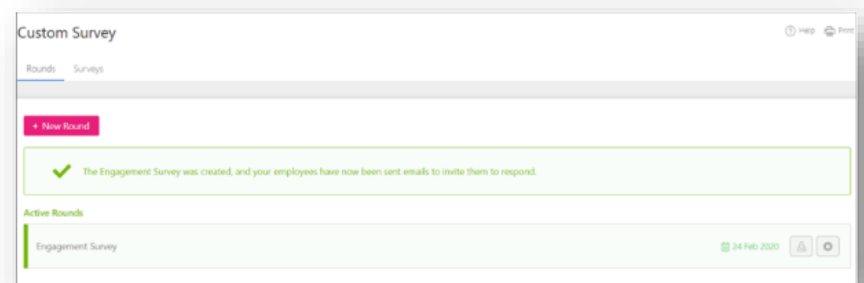
2. Enable and Configure

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

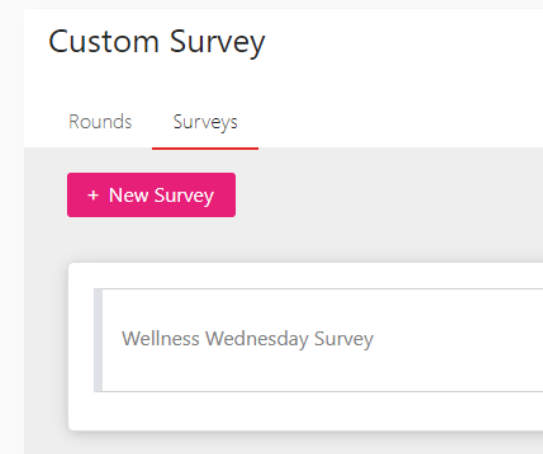


4. Set up Survey

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



A thick, flowing orange ribbon graphic that starts from the top right, loops around, and extends towards the bottom right corner of the slide.

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+44(0) 330 343 4000



www.oneadvanced.com



hello@oneadvanced.com



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