Life & Health

ComplianceWire®
The Power of Building Surveys

Using the ComplianceWire platform, you can author a wide range of survey instruments through use of the Forms tool. Based on your business objective, your survey may be a:

- **Stand-alone survey** – to gather employee opinions, ideas or information of any kind, to aggregate and analyze.
- **Training satisfaction survey** – to gain valuable feedback on your training program directly following a session
- **Learning evaluation assessment** – to evaluate and demonstrate positive impact of your program, from Kirkpatrick Level 1 through Level 4. By scheduling your surveys to be delivered at set intervals, you can measure the long-term impact and ROI of your initiatives. You can even send assessment emails to learners' managers.

Step 1. Build Your Survey within ComplianceWire

Multiple question types: Forms enables you to enter survey questions using either a " yes/no," multiple select or essay format. A number of time-saving features are available, such as the ability to copy an existing survey to build a new survey.

Submission options: You can enable the "electronic signature" preference. Or, if the survey is not tied to a compliance issue, simply "disable" the electronic signature feature, so that employees will only have to press continue to submit their responses.

Step 2. Distribute Your Survey

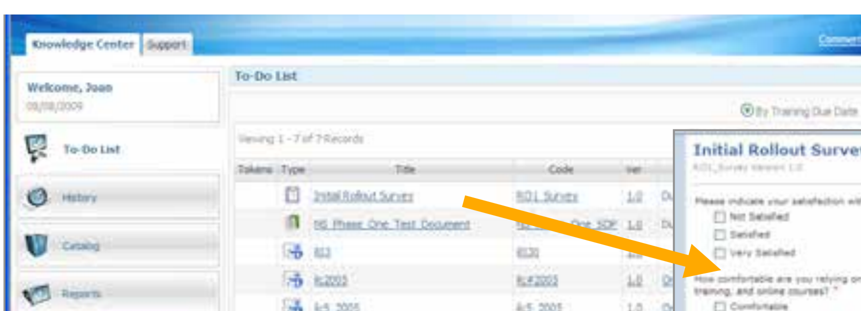
After you build your survey, you can distribute it to a single user or group of users so that the survey appears on their "To-Do List." The employee simply has to click the title to open the survey.

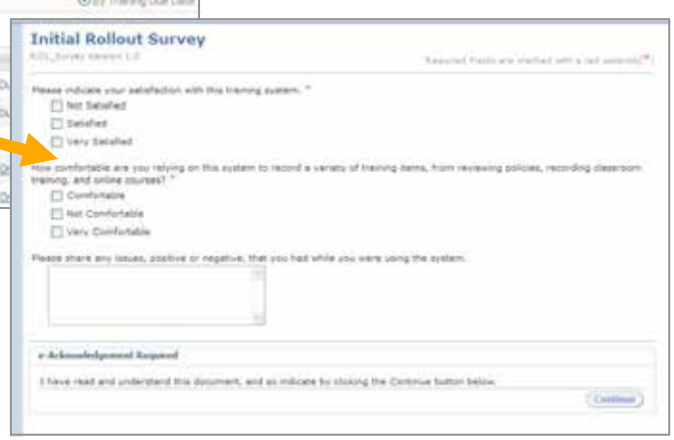
Ensuring responses: If you make your survey required, the system will send reminders automatically until the survey is completed, making it ideal for compliance-related surveys too.

Step 3. Analyze Your Results

You have two options for reviewing survey results:

- **Display graphically** as a report in ComplianceWire.
- **Download to an Excel file**, where you can review answers and perform further analysis.

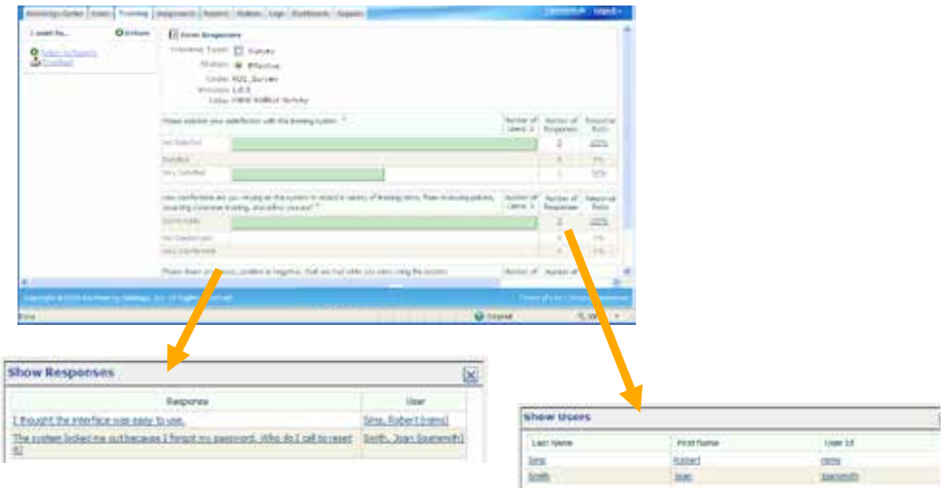


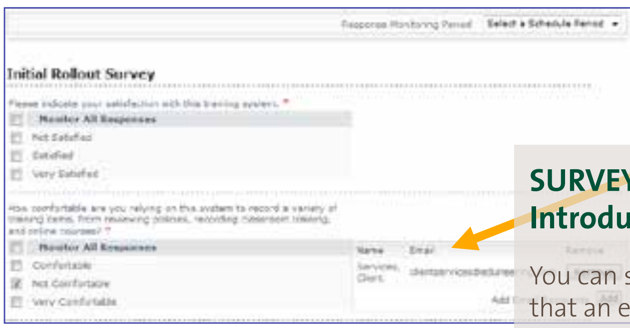


DID YOU KNOW?

The Forms tool is also used for other tasks, including on-the-job training assessments, job performance checklists, acknowledgements of Non-Disclosure Agreements, HR policies, Informed Consent, etc.

Forms also allows for an employee and a manager to dual e-sign a form.





SURVEY ON STEROIDS! Introducing 'Forms Monitor'

You can set up your survey so that an employee's answer to a particular question will trigger an e-mail to be sent to a designated individual (such as a compliance officer) – so they can be notified or take appropriate action.

SURVEY TOOL SPECS AT-A-GLANCE

- Two item types: questions or text.
- For text item (for instructions, etc.) 1,000 characters maximum.
- For questions, three types available: user entered response, single response, or multiple response.
- Ability to rearrange the order in which questions and text appear.
- The Form Responses Report displays interactive graphical charts of total user responses and percent distribution for each question.
- At any time, you can click on the interactive charts to view details – all free-text responses, which users gave a particular response, and you can even click on the user to view that user's entire survey response.

Questions

If you have questions about any of the Forms tools, you can reach Client Services via one of three methods:

- Call Client Services toll-free at 888.338.4357.
- E-mail us at pm.technologysupport@UL.com.
- Visit our web site: www.uleduneering.com and click "Contact Us".