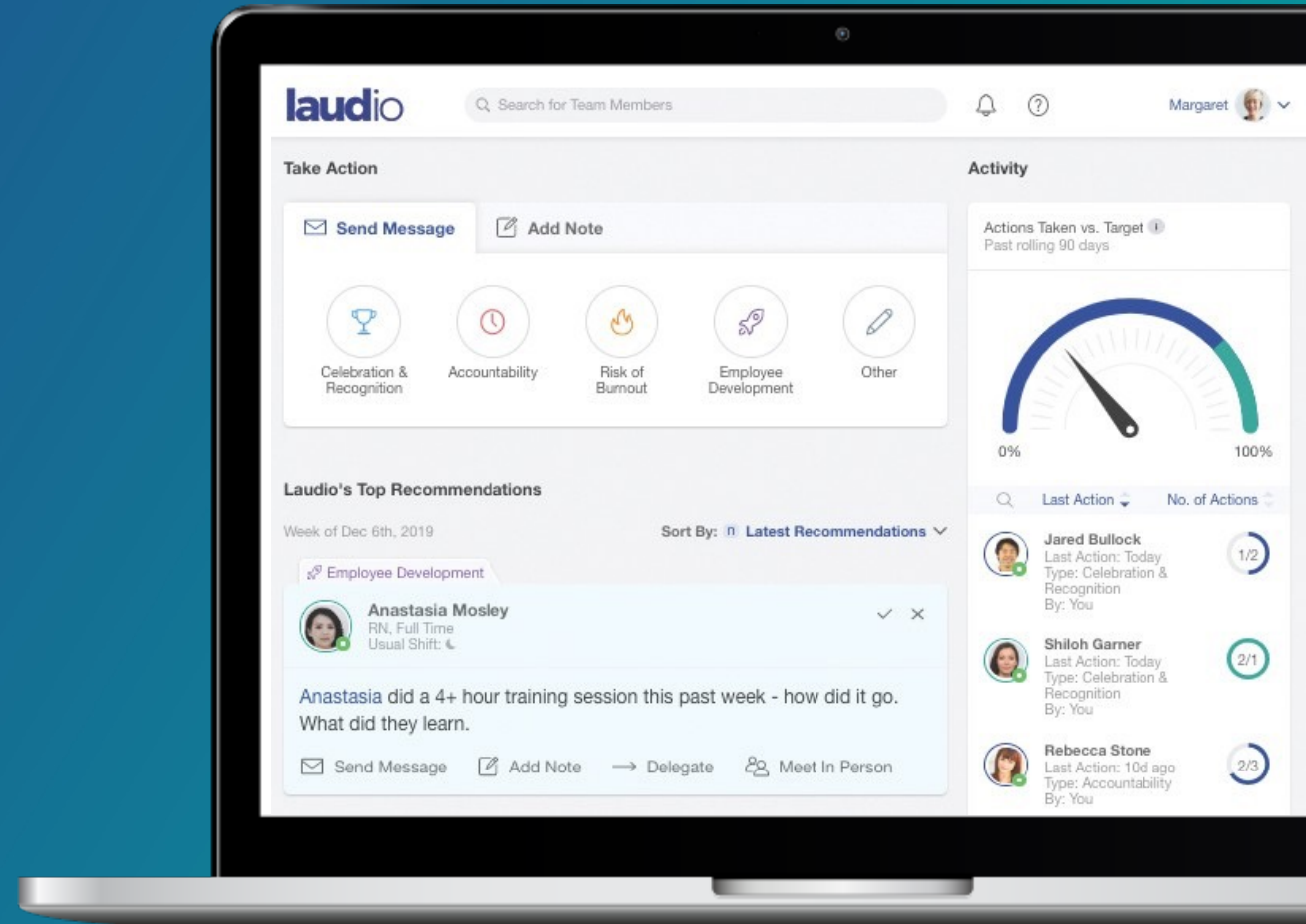


laudio

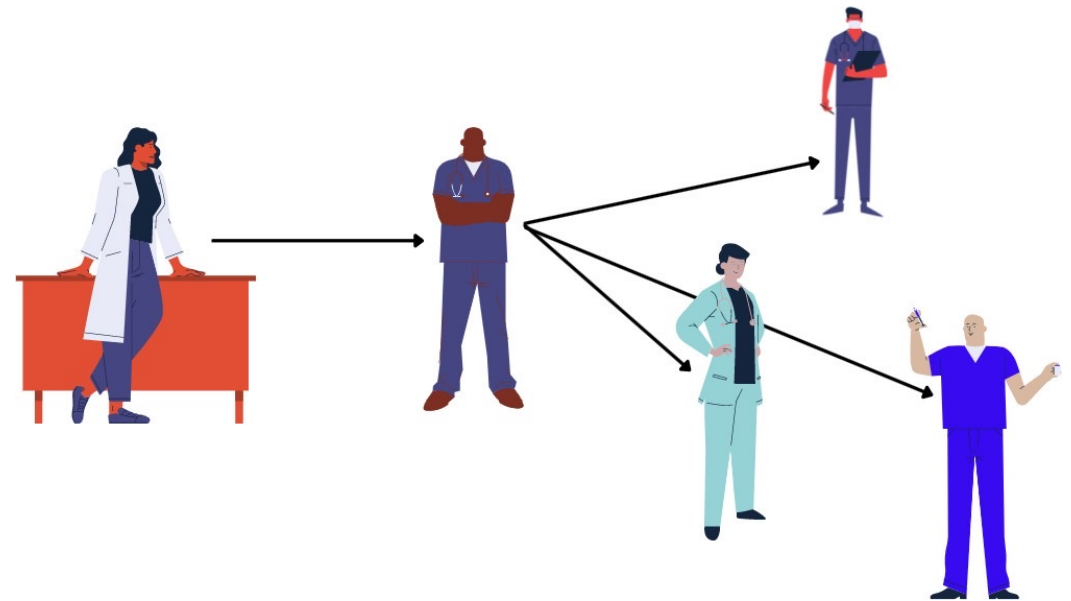
Collecting Peer Feedback using InForms

Tutorial for Laudio Leaders



Peer Feedback (via InForms) Overview

- Leaders initiate the process by sending an email from the InForms toolbar to the team member(s)
- When the team member receives that message, they will forward it to the peer(s) they choose
- The peer(s) complete the Peer Feedback InForm anonymously
- The Peer Feedback responses appear in Laudio
- Leaders may share Peer Feedback responses with the team member



Step by Step Tutorial

2

Choose the “Peer Feedback” template if it is already in use **OR** Click **Add New Form** if you do not see the inform in your list and choose the **Peer Feedback** template

The screenshot shows the laudio sidebar menu. The 'InForms' option under the 'TOOLS' section is highlighted with a red circle. A red circle with the number '1' is placed over the 'InForms' text.

Click on InForms

The screenshot shows the InForms dashboard. A table lists existing forms, with the first entry 'Peer Feedback' circled in red. A blue box with 'OR' is placed between the table and the '+ Add New InForm' button, which is also circled in red. A red arrow points from the 'Add New InForm' button to the 'Peer Feedback' entry.

Name	Created	Sent	Responses	Take Action
Peer Feedback	Apr 23, 2021	0	0	✉ ...

The screenshot shows a grid of form templates. The 'Peer Feedback' template is circled in red. The templates include: Professional Development Questionnaire, Team Member Profile Questionnaire, Employee Rounding, Floating Feedback Questionnaire, Orientation Experience Questionnaire, Peer Feedback, and Confirm Documentation Receipt.

Step by Step Tutorial

InForms > Peer Feedback

Collect Responses

Created on	Sent	Responses	Pending
Apr 26, 2021	0	0	0

Send Reminder

Individual Responses **Manage InForm**

When using InForms, including adding or editing questions to the form, it is your responsibility to ensure that your use is in compliance with applicable law, as well as your organization's HR policies and any applicable union agreements... [see more](#)

Preview

Peer Feedback for {employeeName}

1. Please list some of your peer's strengths

Type your answer

2. Please provide feedback for your peer's opportunities

Type your answer

Consider your organizational guidelines before editing this template

+ Add New Question

3

Click the symbol to adjust settings for this form such as notifications and reminders

- Responses will appear in Laudio and you may choose to also receive the responses via email
- InForms will be sent directly from Laudio and you may choose to receive an email confirmation for your records

Notifications

Email Notifications

- Email me when a team member submits a response to this InForm
 - Show response content in the email notification
- Send me an email confirmation when I send a "Collect response" email from Laudio

Click "Preview" to see how the InForm will appear to respondents

Step by Step Tutorial

InForms > Peer Feedback

Collect Responses + Add Response ...

Created on Sent Responses Pending

Collect responses

To: Enter team member(s) name*

Your input needed: Peer Feedback

Hi: #Employee_PREFERRED_Name,

As part of your annual evaluation, you receive feedback from your peers. Please send them a message that you would like to get feedback on.

Thanks,
Maggie

Hi,

I would appreciate your feedback on the following:

Click this link to go to the form: #Peer_Feedback_InForm_Link

Do not forget to click submit after filling out the form link!

Thank you
#Employee_PREFERRED_Name

Please do not enter information that can be classified as PHI in your note.

PLEASE NOTE: This InForm will be sent to your team members directly by Audio with unique links that will help you identify responses. You will not be redirected to your default email client (i.e. Outlook or Gmail) after clicking send.

Send InForm

4 Click Collect Responses

5 Click Select Group to choose multiple staff or begin typing a team member's name

Select Team Members Use the filter to select a specific group

Search My Team on Audio Filter by Reset Filter

Select all (0 Selected) Showing 12/12 team members

- Adi Madden, 7 HV (3 East), RN
- Ana Mosley, 2 Women, Technician
- Ash Markenson, 6 East, Patient Services ...
- Becca Stone, 6 East, RN
- Jack Fields, 7 HV (3 East), Care Associate
- Jared Bullock, 7 HV (3 East), RN
- Layton Preston, 7 HV (3 East), Team Lead
- Maria Gardner, 7 HV (3 East), Patient Services ...
- Mickey Smith, 6 East, Care Associate
- Scarlet Gonzalez, 7 HV (3 East), RN
- Shiloh Garner, 7 HV (3 East), RN
- Sophie Obrien, 5 West, Office Manager

Filter by: Cost center (Select), Role (RN)

Deselect all

- Care Associate
- Office Manager
- Patient Services Coordinator
- RN
- Team Lead

Tip: You may filter for a specific role or team and select all

Tip: Do not remove the #Peer_Feedback_InForm_Link placeholders that generate a unique link for each team member

Step by Step Tutorial

Collect responses

To Becca Stone X Adi Madden X Scarlet Gonzalez X Shiloh Garner X
Jared Bullock X Select group

Your input needed: Peer Feedback

Hi #Employee_Preferred_Name ,

As part of your annual evaluation, you are required to obtain feedback from your peers. Please email three peers that you would like to give feedback to.

Thanks,
Maggie

Hi,
I would appreciate your feedback on my work.

Click this link to provide feedback for #Employee_Preferred_Name : #Peer_Feedback_InForm_Link

Do not forget to click submit after filling out the form link!

Thank you
#Employee_Preferred_Name

Please do not enter information that can be classified as PHI in your note

PLEASE NOTE: This InForm will be sent to your team members directly by Laudio with unique links to identify responses. You will not be redirected to your default email client (i.e. Outlook or Gmail) after clicking send.

Send InForm

6

Click Send InForm to send the message and InForm link to your team members

The message template will contain:

- Instructions for the team member receiving the feedback
- Text that the team member will forward to their chosen peer(s)
- A link to the team member's unique Peer Feedback InForm

Tip: When you click "Send Form" the InForm is sent directly from Laudio (not via your email). If you'd like a copy of the message in your email you may choose this in settings

Step by Step Tutorial

7 Track Peer Feedback InForm responses and send reminders as needed

The screenshot shows the 'InForms > Peer Feedback' interface. At the top, there are buttons for 'Collect Responses' and '+ Add Response'. Below this is a summary card with the following data:

Created on	Sent	Responses	Pending
Apr 27, 2022	6	1	5 Send Reminder

Below the summary card is the 'Individual Responses' section. It features a table with columns: 'Related To', 'Sent On', and 'Conduc'. The table lists three staff members:

Related To	Sent On	Conduc
Ash Markenson	Apr 27, 2022	Apr 27, 2022
Jared Bullock	Apr 27, 2022	N/A
Shiloh Garner		This response is still pending

A dropdown menu is open over the table, showing options: 'All', 'Pending', 'Completed', and 'Sent/Added by Me'. The 'N/A' value in the 'Conduc' column for Shiloh Garner is circled in red.

Tip: Send a reminder to any staff who have not yet received responses (configure reminders in Settings [...](#))

- Toggle between views:
- All forms sent
 - Only responses received
 - Only responses pending

All Responses will be anonymous (unless the form contains a field for respondent name)

Step by Step Tutorial

8 View responses

InForms > Peer Feedback Collect Responses

Created on: Apr 26, 2021 | Sent: 0 | Responses: 0 | Pending: 0 [Send Reminder](#)

Individual Responses Search Filter **Export** All

Related To	Sent On	Conducted Date
Ash Markenson	Apr 27, 2022	Apr 27, 2022
Jared Bullock	Apr 27, 2022	N/A
Shiloh Garner		

Three options for viewing responses:

- Click “Export” to download all responses to a spreadsheet
- Click on a team member to view Peer Feedback in the activity section of their profile (filter for Peer Feedback to easily find responses)
- If selected (in settings) you may also receive responses via email

Activity More Filters Export Notes

· Peer Feedback · Sent by you · Response received on Apr 27, 2022

Peer Feedback [View Response](#)