



*Survey*

# CPM Survey Studio

*CPM Survey Studio is a single Survey and Review framework through which any number of People based studies can built, deployed and Analysed*

**Now, a single framework to deploy and manage all your People Based Reviews and Surveys from Performance Reviews to Diversity Studies and Talent Surveys.**

The Survey Studio provides a flexible framework from which to perform any number of customised Surveys and Reviews such as Talent Surveys, Climate Surveys, Performance Reviews, 360 Surveys, and Diversity Studies. An Employee Portal allows for easy access for Employee responses.

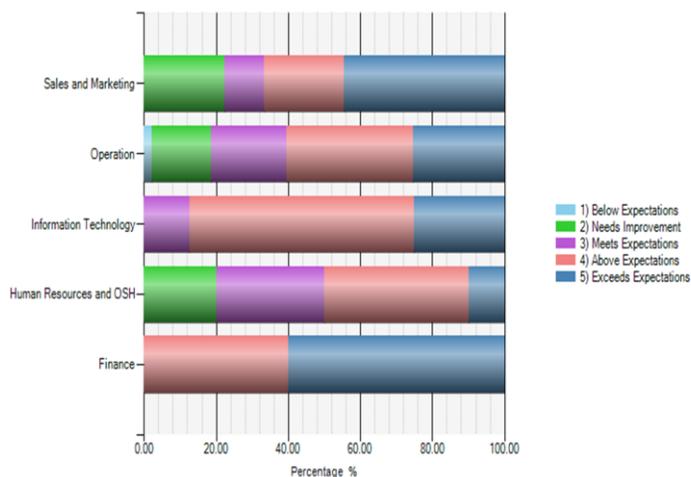
The Survey Studio has an adaptable framework which allows for the creation of a wide range of Surveys and Reviews. No longer are different applications and methods required to undertake various Surveys, whether Talent Identification Surveys, Diversity Studies, Climate Surveys, Performance Reviews, Remuneration Studies.

The CPM Survey Studio utilises a clean and simple presentation style for ease of interpretation and responding. Additional Narrative can be added for any response as well as an overall Narrative dialogue.

## Distribution Ratio of Overall Results

by Ordered Result and Role Family

+ Performance Review + 2011 + Reviewed



Another feature of the Survey Manager is that various profiles can be created where different Questions or Objectives can be set based on an Employees Profile. That way target responses can be sort from Management Staff, Sales Staff or Support Staff. All setup options are customisable from client to client.

With any number of Surveys and Reviews being available, Surveys can be kept focused and targeted for a quick turnaround, minimising business impact. No longer are extensive and complex Reviews/Surveys required that cover multiple activities and outcomes.

Such is the ease of establishing and deploying a Survey, quick fire Surveys or Studies can be launched to either targeted groups or all Employees in a matter of minutes.

Being built within **CPM Management Studio**, any number of Reporting or Graphical Analyses are available for both summarised and detailed reporting. The powerful analytics provide instant access to all Survey and Review results, even whilst the Survey is in progress. A full history of all Survey and Review results are retained for comparative and historical trending.

The custom configuration of Surveys can go from simple Single Rating Summary responses to detailed response Survey's with multiple Response Groups and Measures. Response style is also configurable as a value range, percentage, Short Result or Long Result.

| Objective | Result | Date Entered |
|-----------|--------|--------------|
| Objective | Result | Date Entered |

Questions and Objectives can be grouped together when building a Survey Template. The Grouping provides for a simple response process as well as enabling further targeted analysis of responses.

As each group of responses is completed the group header tab turns green. There is no requirement for a Survey or Review to be completed fully at one time. Employees and Managers both, can return to any open Survey or Review and complete sections at their discretion.

For each Question/Objective there is also the ability to add supporting dialogue to assist in gaining an accurate result such descriptions of what the Measure or Target for the Object is and what Actions are required to achieve the Objective or task.

Each Response Group carries its own Weighting as well as each Response within that Group. From the weighted responses in a Survey a final Result is dynamically calculated and provided.

Each Question/Objective can be linked to a Result Set, which will present a list of valid responses for that item. The Result Sets are defined in a library, where any number of varying Result Sets can be established. Any number of differing Result Sets can be used in a Survey.

Measure/Target  
All tasks and objectives delivered within the specified deadlines  
Order 1 Edit By {none} Mandatory True

Actions required to achieve  
Gain a full understanding of the timeframes for each task as it is delivered. Communicate with task owner if deadline at risk and agree revised timeframe  
Order 2 Edit By Manager Mandatory True

| Result                          | Value |
|---------------------------------|-------|
| Consistently Exceeds Objectives | 5,000 |
| Does not meet Objectives        | 1,000 |
| Meets Objectives                | 3,000 |
| Partially meets Objectives      | 2,000 |
| Regularly Exceeds Objectives    | 4,000 |

The same design fundamentals are used for the **Survey Studio** that are found in the **Salary Review Studio** which are :

- Provide a standard method for under taking Surveys and Reviews
- Be simple to use by the end user
- Expedite both Surveys and Reviews through on-line access
- Use of Templates for rapid build and replication
- Draw on information held within existing HRIS systems

Benefits that the **Survey Manager** system provides :

- A standard Survey and Review format for consistent delivery
- Profile driven Templates allowing varied responses for different groups
- Professional and easy to use presentation
- Easily adapted on site for specific requirements
- On-line access to previous Survey and Review Data
- Performance Review results can be linked to the Annual Salary Review
- Powerful analytical Reporting and Charting

Where that Survey is attached to the CPM Salary Review Studio, the Overall Result is then used to automatically assign a recommended increase in the upcoming Salary Review based on a configurable Increase Matrix.

When used with Workforce Metric and Dashboard Studio's of **CPM Management Studio**, Survey and Review data can be incorporated into Workforce Analytics such as presenting Staff Attrition by current Performance Rating or Engagement Study.

## The Review in Summary

**Employee Review**

For: **Valerie Baker**

Position: Manager Quality & Performance

Survey: 360 Degree Review

Year: 2011 > 1

Date Updated: 7/10/2010

Score: 74.42

Result: Meets Expectations

Status: Reviewed

[Update](#)

Valerie has again displayed her true professionalism in performing to a consistent level. Whilst not being a star, her true potential is yet to be realised through greater challenges.

[Edit](#) [Delete](#)

| KPI 0 Operational Results      | KPI 1 Performance               | Organisational Capability |
|--------------------------------|---------------------------------|---------------------------|
| Objective                      | Result                          | Date Entered              |
| Ability to complete Objectives | Consistently Exceeds Objectives | 15/11/2010                |
| Able to meet agreed timeframes | Meets Objectives                | 15/11/2010                |
| Utilises initiative            | Consistently Exceeds Objectives | 13/09/2011                |
| Demonstrates Leadership        | Consistently Exceeds Objectives | 13/09/2011                |

**Able to meet agreed timeframes**

| Measure/Target  | Actions required to achieve   |
|---|---|
| All tasks are objectives delivered within the specified deadlines | Gain a full understanding of the timeframes for each task as it is delivered. Communicate with task owner if deadline at risk and agree revised timeframe |

Employee Comments

I have meet all agreed timeframes for the last year as determined.

Agreed. Valerie has delivered all projects and tasks within the required timeframe and without prompting or followup from myself.

[Edit](#) [Delete](#)

CPM Survey Studio allows for Surveys to be as simple or as complex as is required. All Response Groups are easily accessed via the Header Tabs, and once selected all the required Responses are listed below.

As each Response is selected for updating, any supporting Narratives, such as descriptions of Targets, Actions required, Measurement criteria, are displayed along with any comments that may have been posted by the Manager or Employee. Supporting Narratives can be both a fixed Narrative or created/edited by the Manager.

There is also the option of designating specific Responses as 'Global' Responses where the result is set on a global level and cannot be altered by the Manager or Employee. This is especially useful for results relating to over Company Performance, Market Share, EBIT, or Health & Safety. Here the result is recorded against the Survey and automatically allocated to any Employee associated with that Response.

When all Responses have been completed, an overall score is calculated. In addition to the overall score, a summarised final Result can also be granted based on a Matrix.

As well as posting comments for each Response, an overall Comment can also be added.

A full Survey History is retained for each Employee.

## Key Features

Some of the features of **CPM Survey Studio**<sup>©</sup> are :-

- 📁 Multi-Survey support where any number of Survey's and Reviews can be created
- 📁 Any number of Surveys can be active at any one time.
- 📁 The use of Profiles allows for the launching of targeted Survey's to specific groups of Employees
- 📁 Profiles also allow for the creation of alternative Response Sets within a single Survey for nominated Audiences
- 📁 User defined Library of Result Sets for easy to understand and relevant responses to specific Questions or Measures.
- 📁 Ability for Managers to add their own criteria and narrations to Surveys prior to launch
- 📁 When used in conjunction with CPM's Salary Review Studio, Surveys can be linked to the active Salary Review. The overall Result can be used to automatically generate a recommended increase based on a user-defined Matrix.
- 📁 Using CPM's Data driven Reporting Framework any number of Reports and Charts can be used to deliver comprehensive Analytics on any Survey. This can be done on the Final Result or each of the Detailed Responses.
- 📁 Built-in Scheduler which allows for the automated scheduling of Data Imports of all Employee and Organisational Master data from external Payroll and HCM solutions.
- 📁 Direct connection to external Databases for automated data importing when used with the scheduler (see following page on 'Bringing the World together')
- 📁 Automated Data Transposition on import for standardised information
- 📁 When used in conjunction with CPM Management Studio's Workforce Metric and Dashboard Studio, Survey and Review results can be incorporated in Workforce Analytics. The provision of Performance Review, Talent Survey, Climate Survey in the Workforce Metrics Reporting and Dashboard framework provides even greater insights into Workforce Analytics such as Skill and Talent Risk Analysis, Disengagement identification, Retention of High Potential and Performers.
- 📁 Built on Microsofts latest Web, Database and Reporting tools



## Bringing the World together

### ***At the heart of any Workforce Metrics system is its Data Warehouse.***

The foundation upon which **CPM Management Studio<sup>©</sup>** is built is its Data Warehouse Engine which can dynamically import information from any range of systems in varying formats.

The flexibility of the BI Engine seamlessly brings together data from any number of data repositories, whether proprietary Payroll/HR systems, systems located in different countries, or even information found on spreadsheets and other bespoke solutions within a business.

**CPM Management Studio<sup>©</sup>** now presents a real alternative to expensive and risky Global Payroll/HR deployments. Now Global Workforce Reporting can be achieved quickly and easily from existing Systems.

**CPM Management Studio<sup>©</sup>** is already providing Global Workforce Reporting for a number of companies.

Whilst capable of delivering complex multi-system and multi-country solutions the system is scalable so that it can also deliver for a Company using a Single HRIS platform.

The BI Engine is only part of the entire **CPM Management Studio<sup>©</sup>** solution with the Dashboard and Reporting Studios being other key components. Such is the flexibility and scalability of the system that it is meeting the needs of organisations from 300 employees through to 15,000+.

The BI Engine includes numerous transformation tools allowing information to be rationalised as it is imported. The data mapping can create alternative reportable elements such as translating multiple Termination Reasons into broader groupings of Involuntary or Involuntary, varying definitions of Employment Types into a standardise list where CAS, CA, C can all be mapped to Casual.



**Technical Requirements**

Database *SQL Server SQL Server 2005/ 2008/2008 R2  
SQL Server 2005/2008/2008 R2 Reporting Services*

Web Server *Windows Server2003  
IIS Web Services 6  
ASP.NET 2.0, 3.5 or 4.0*

Development Environment *Microsoft Visual Studio 2008 and 2010*

Browser requirements *MS Explorer 7 or greater*

For more information and Video demos, visit HRIT's Website

**[www.hrit.co.nz](http://www.hrit.co.nz)**