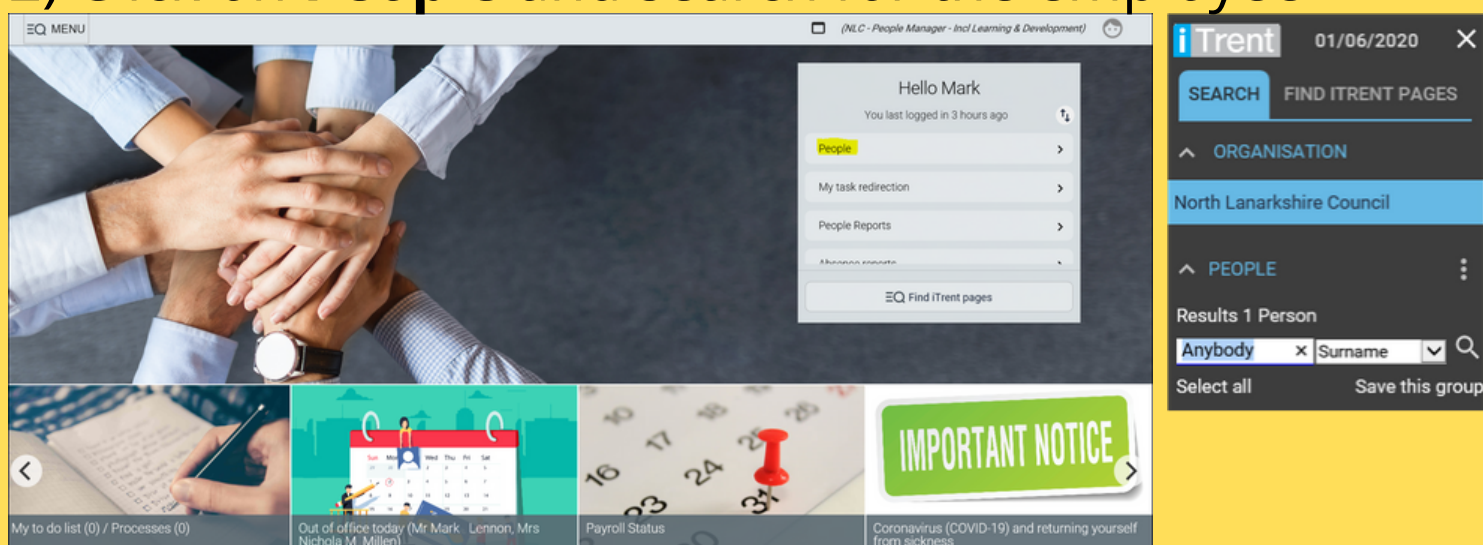


How to view Employee Questionnaires

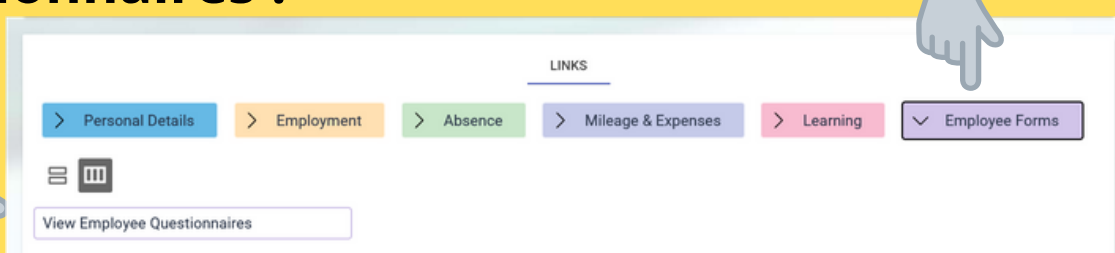
1) Log into



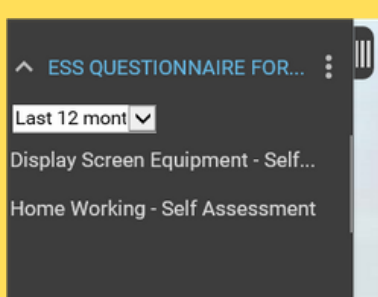
2) Click on **People** and search for the employee



3) Click on '**Employee Forms**' and then '**View Employee Questionnaires**'.



4) Select the applicable questionnaire from the options available:

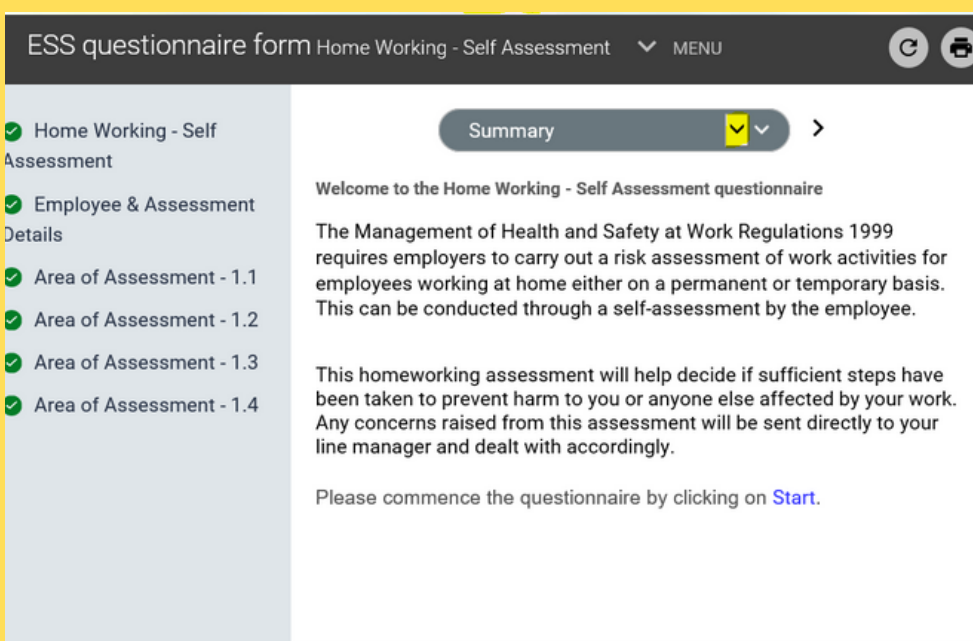


You can drag this bar to the right to provide more information

Choose the questionnaire you wish to complete!

You can browse all sections or click through the Summary

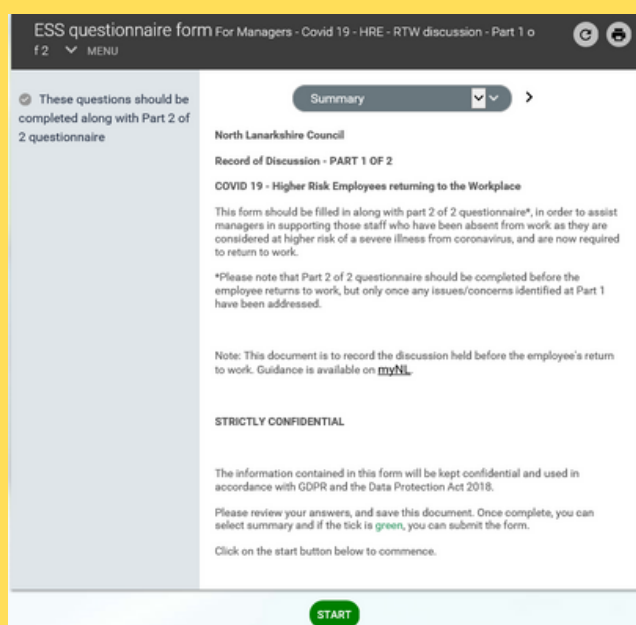
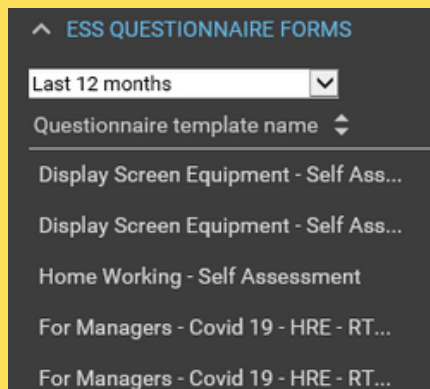
NB: Some questionnaires will be read-only for managers and some questionnaires may require manager input and/or authorisation. Reports will also be available in the near future.



High Risk Employee - Return to Work Questionnaire

You will also have access to COVID 19 High Risk Employee - Return to Work Questionnaire (Part 1 & 2)

Please note the questionnaire contains 2 parts and these can be accessed through the same process as above



When you have completed a section you will notice a green tick next to it. Complete and save each section until they are all ticked (there may only be one section)

You can save your questionnaire at any time by clicking **Save**. Once every section is complete you should select **Summary**, then **Submit**

Once questionnaires are fully completed and submitted, they are marked as 'Completed / Awaiting Authorisation' and are no longer visible on the Home Page and a new one appears for future use.

For further information on Employees returning to work after 12 week isolation please access myNL using the following link: <https://mynl.co.uk/knowledge-base/covid-19-return-to-work-procedure-12-week-categories/>

If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk