



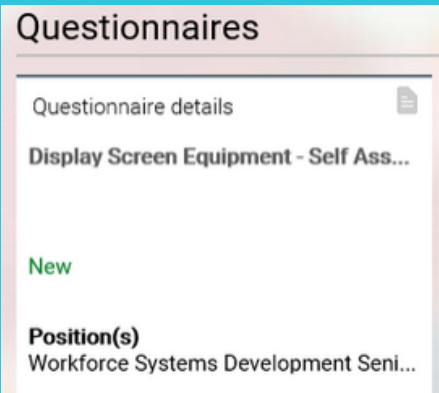
# COMPLETING A QUESTIONNAIRE USING MYSELF

Log into mySelf at [www.northlanarkshire.gov.uk/myself](http://www.northlanarkshire.gov.uk/myself) and click on Employment

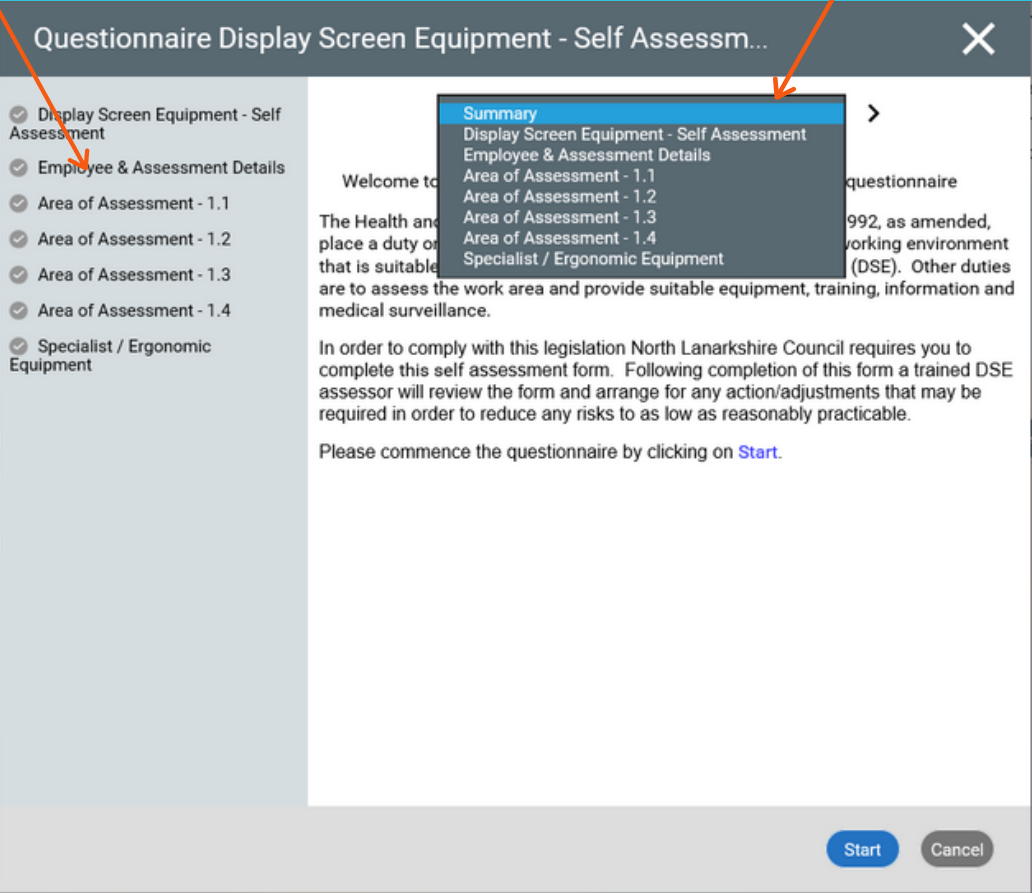


You will see Questionnaires further down the page

Click on the questionnaire you wish to complete



Once you have opened the questionnaire you will see a summary of the available questions on the left and a drop down of the same questions at the top

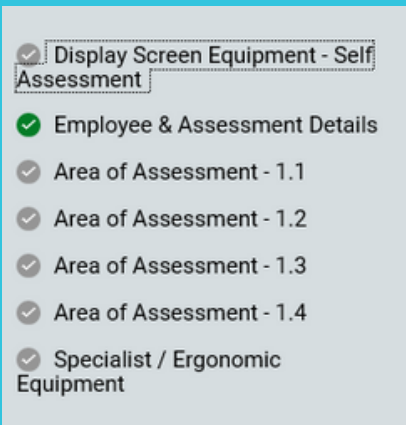


You should go through each question and answer them. Questions that have a blue dot ● are mandatory and must be answered

NB: If a web link doesn't work then please copy and paste to the browser

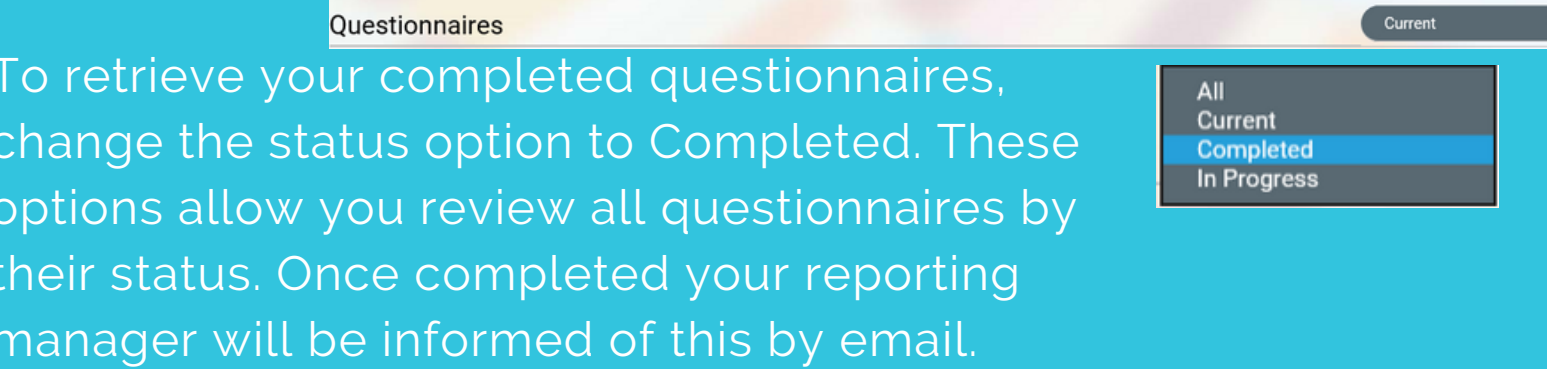
When you have completed a section you will notice a green tick next to it.

Complete and save each section until they are all ticked



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.



To retrieve your completed questionnaires, change the status option to Completed. These options allow you review all questionnaires by their status. Once completed your reporting manager will be informed of this by email.

IF YOU NEED ANY FURTHER HELP OR CANNOT SUBMIT YOUR QUESTIONNAIRE, PLEASE CONTACT THE ESC PEOPLE HELPDESK AT [ESC-HELPDESKTEAM@NORTHLAN.GOV.UK](mailto:ESC-HELPDESKTEAM@NORTHLAN.GOV.UK) OR CALL 01698 403151