Cezanne Connect
Survey

Conduct 360 assessment exercises employing the versatility and security that comes with your Cezanne Connect system.

360 assessments are an invaluable tool for talent management. They help to provide a broader and more balanced perspective on the skills, competencies, performance and motivation of your employees, and they can have a direct impact on behaviour.

Survey is a flexible survey system that lets you easily manage multi-rater assessments from within Cezanne Connect.

The system streamlines and simplifies the whole assessment process, from creating and sending out survey questionnaires to analysing and distributing the end results. You'll be able to decide who you want to assess, what questions to ask, and who should be involved in answering them. You can choose to trigger surveys whenever you want to, or allow managers or employees to initiate their own, and you'll be able to easily track and manage responses.

Intuitive screens step you through the process of creating and distributing surveys and inbuilt workflow automatically routes questionnaires to the right people at the right time. Administration is reduced and productivity across your business improved. And, since Survey is fully integrated with your other Cezanne Connect systems, you'll have a single, consistent source of information to help support critical HR decisions.

With Survey, you'll not only save time - you'll gain a much better understanding of the skills, needs and motivation of your people.
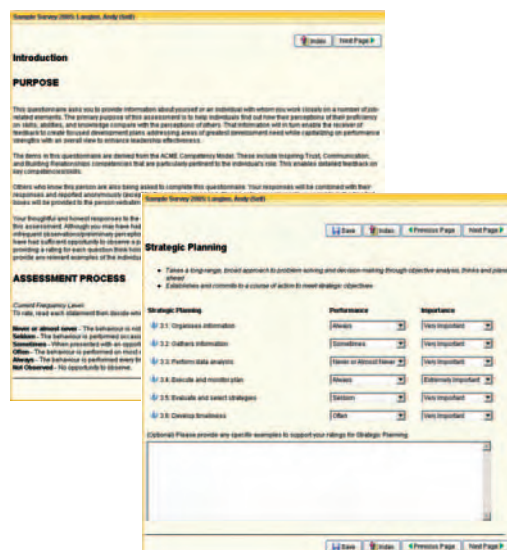
Clear on-screen instructions and straightforward navigation ensure that surveys are easy to complete

Using Survey, you'll be able to streamline your complete assessment process...

Cezanne Connect Survey is part of an integrated suite of applications for Human Capital Management and Compensation Management. These include systems for succession & career planning, performance management, people management, training and development, recruitment and compensation planning and management. Extra functionality can be added as required, allowing you to select the options that best fit your business needs.

Create questionnaires with ease

With Survey, you can easily set up your own questionnaires. That means you can decide exactly what competencies you want to assess, the questions you want to ask and the format to be used for answering them (multiple choice or free text). Questions can be created from scratch or you can set up a library of default questions associated to your competencies. Simply select the competency to be assessed, and the system automatically displays the related questions that you can choose from.

Questions can be used to assess the performance of an individual against specific competencies, as well as the importance of those competencies to the individual's role.

Identify respondents automatically

As an administrative user, you can initiate surveys at any time by simply nominating the employees to be assessed, deciding who will do the assessing (self, peer, subordinate, supervisor, external assessor), and defining the timeframe for completing the survey. Survey subjects can be identified using the query functionality of Cezanne Connect. Once the subjects have been selected, the system automatically analyses your own reporting hierarchy to identify the relevant respondents.

You can add or remove respondents and include external assessors, as long as they have a login to your Cezanne Connect system.

Streamline survey management

When a survey is triggered, the system automatically routes invitations to the respondents on the dates you've specified. As surveys are completed, the data is automatically aggregated for reporting based on the anonymity options you've selected. This significantly reduces your administrative burden, giving you more time to focus on the results.

You can monitor the status of your surveys at any time. On-screen reports show emails that couldn't be delivered and allow you to track who has responded and who has yet to complete their survey.

See the results

Once a survey has been completed individual feedback reports can be generated. These provide the basis for discussion about how the employee is viewed by others, and helps to identify development needs and opportunities. The system also creates group summary reports that provide an overview of aggregated results across a group of employees.

Additional reports can be created using the integrated reporting capabilities available in Cezanne Connect. Importantly, reports are only generated where they satisfy the privacy constraints set up for each survey.

... and you'll benefit in other ways too.

Encourage a response

We've designed the system to be as simple to use as possible. Survey participants simply log in to Cezanne Connect and see any outstanding surveys listed as tasks in their inbox. Upon opening the task, they are taken directly to the questionnaire where their responses can be entered.

Questionnaires can include an introduction screen, which explains the purpose of the exercise, as well as on-screen help for individual questions. This helps to ensure that respondents understand exactly what is expected of them, and can quickly and easily complete each of the questions.

Empower individuals

As well as surveys that are triggered by HR administrators, you can choose to allow line managers or individual employees to initiate surveys for themselves. As before, the system uses the reporting hierarchy stored in Cezanne Connect to auto-select the relevant supervisors, peers and subordinates as respondents. When self-nomination for a survey is allowed, workflow ensures that the manager approves the list of nominated respondents before the survey can take place.

Promote open feedback

The system incorporates anonymity capabilities that help encourage honest feedback. Survey responses are automatically aggregated before being displayed and response thresholds can be set, so that results of the survey only become available once the specified minimum number of returned surveys has been reached.

Make key HR decisions with confidence

Since all information is captured in a single system, you'll have real time access to data to support critical HR decisions, from training and development to career and succession planning. You can also choose to automatically update the competency data stored in Cezanne Connect based on aggregated survey responses.

Ensure deadlines are met

Survey respondents can be sent email reminders of the deadlines they need to meet – as well as a "thank you" email once a survey has been completed. This means surveys are much more likely to be completed on time. And, because you can track who has completed a survey, and who is yet to respond, you'll have much more control over the process.

Safeguard employee data

Protection of employee assessment data is essential. Personal login IDs and passwords ensure that employees can only see survey results about themselves, and managers about themselves and their own reports. Also, since data is held on a single, password-protected, system, you won't have to worry about confidential information moving around the organisation.

Individual feedback reports provide a basis for discussion between employees and their managers
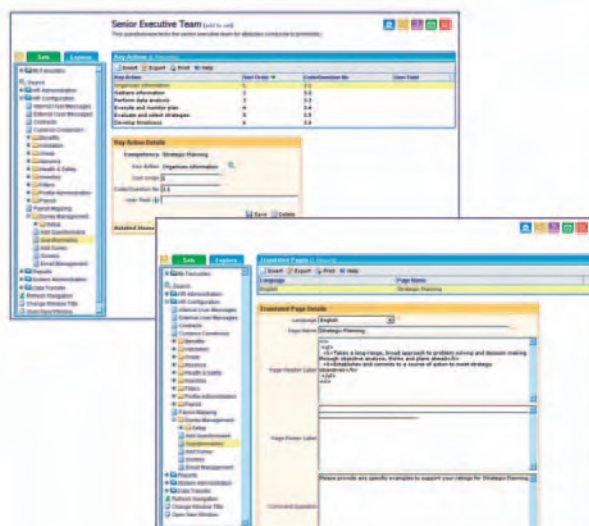
Questionnaires can be set up to reflect your own requirements

Survey capabilities

Cezanne Software provides leading-edge Human Capital Management systems that help companies better manage, develop, reward and retain their most important asset - their people.

With many years' experience of delivering solutions for HR administration, performance & talent management and compensation planning & management, and hundreds of customers worldwide, we are committed to service excellence.

Our focus is to provide flexible, people-centered solutions that improve the day-to-day management of HR activities, streamline critical HR processes and help companies to develop and maintain a competitive talent advantage.

EMAIL MANAGEMENT

– triggers personalised emails with invitations, deadline extensions, reminders and thank you responses

– allows HR administrators to define a library of emails to use

– integrates as standard with Microsoft Outlook. Will also integrate with other email systems

ANONYMITY CAPABILITIES

– allows survey thresholds to be set for participant groups such as peers or subordinates

– merges survey responses before presenting them

QUESTIONNAIRE SETUP

– intuitive screens step HR administrators through the complete process of creating questionnaires

– relates questions to competencies held within your Cezanne Connect system

– allows questions to be selected from a library of user-defined questions or created from scratch

– allows each competency to have multiple questions associated to it

– offers option to capture answers using drop down lists or free text

– allows questions to be configured as optional or mandatory

– enables HR administrators to include "purpose" page and on-screen guides

SURVEY MANAGEMENT

– handles surveys with start and end dates as well as open ended surveys

– offers option to select respondents based on one or more relationships (self, supervisor, peer, subordinates, external assessors)

– automatically generates list of respondents based on reporting hierarchy and provides option to modify them by removing or adding respondents

– permits managers or employees to initiate existing surveys for self/subordinate, with approval routing if required

– offers option to save questionnaires for reuse in the future

ASSESSOR FUNCTIONALITY

– provides intuitive self-service interface with familiar look and feel and on-screen help

– offers save and resume functionality

– allows respondents to navigate backwards and forwards through the survey, and skip to specific pages (where random answering is allowed)

REPORTING & ANALYSIS

– automatically aggregates information as surveys are completed

– provides both individual and group feedback reports

– permits progress tracking

INTEGRATION

– designed to be deployed alongside core Cezanne Connect systems

– integrates with user-defined competency tables in Cezanne Connect

– allows competency tables within Cezanne Connect to be automatically updated with survey results

GENERAL SYSTEM FEATURES

– integrated module for Cezanne Connect

– pure web architecture, requires no client side software

– integrated with Business Objects' Crystal Reports for standard and ad hoc reporting

– exports data in a wide range of formats, including Excel, Word, CSV and HTML

– advanced security based on roles

– scalable architecture which can be deployed in a web farm

– supports NT authentication and can be configured to integrate with third-party authentication systems

– supports multi-language deployment

QMS
ISO 9001
REGISTERED FIRM