Skillsoft

Global Compliance Solutions

Questionnaires for Compliance

A survey and policy certification tool available on Academy and Skillport 8 with Advanced Compliance.

The Questionnaire Tool is a powerful resource for creating compliance-related questionnaires, surveys, and policy certifications, all supported by the robust administrative functionality of Academy and Skillport 8 with Advanced Compliance.

Survey Capabilities

Through a selection of form template options, the Questionnaire Tool provides substantial flexibility for the administrator in the design phase.

Additional features include:

- Create and save drafts to be edited and re-used at a later time.
- Utilize a variety of question field types, including Multi-Select, Multiple Choice, Yes/No, Text Capture, etc.
- Allow for multiple correct answers and include "branching" questions to obtain more information based on specific responses.
- Establish roles to grant security privileges for read-only reviewers, reviewers with change rights, and general survey users.
- Generate emails to the designated reviewer for variant answers; enable follow-up emails between the reviewer and the user for resolution.
- Publish surveys as required training events in Academy or Skillport 8 with Advanced Compliance.
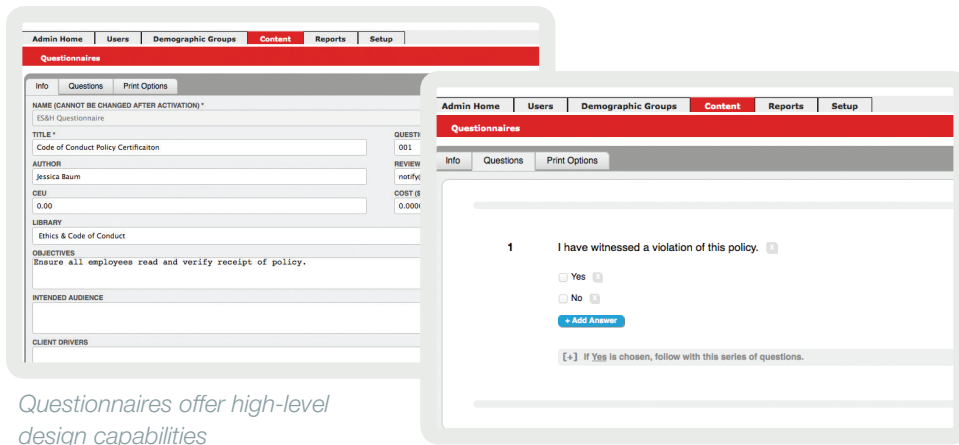

Develop comprehensive question structures

Questionnaires offer high-level design capabilities

Features

This Questionnaire Tool provides the flexibility to complete surveys online or to access a printer-friendly version.

Administrators can obtain enhanced data with group- or user-based reports.

Scalable hosting options available if needed.

Send notifications by email to designated reviewers for any variant answers upon survey completion.

Display learning plan assignment for which an exemption or equivalency can be granted by the administrator.

Corporate Policy Certification

The Questionnaire Tool simplifies the process of distributing policies and capturing employees' attestation. Policies can be integrated into a survey directly, or through a hyperlink to an externally hosted site.

- Promote employee accountability by requiring users to review and electronically certify receipt of corporate policies.
- Create an explanatory message for the policy to provide context and reinforce its importance.
- Combine policy attestation with a related course as part of a Learning Plan.

For more information or to learn more,
call 844-509-9585 or visit www.skillsoftcompliance.com

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