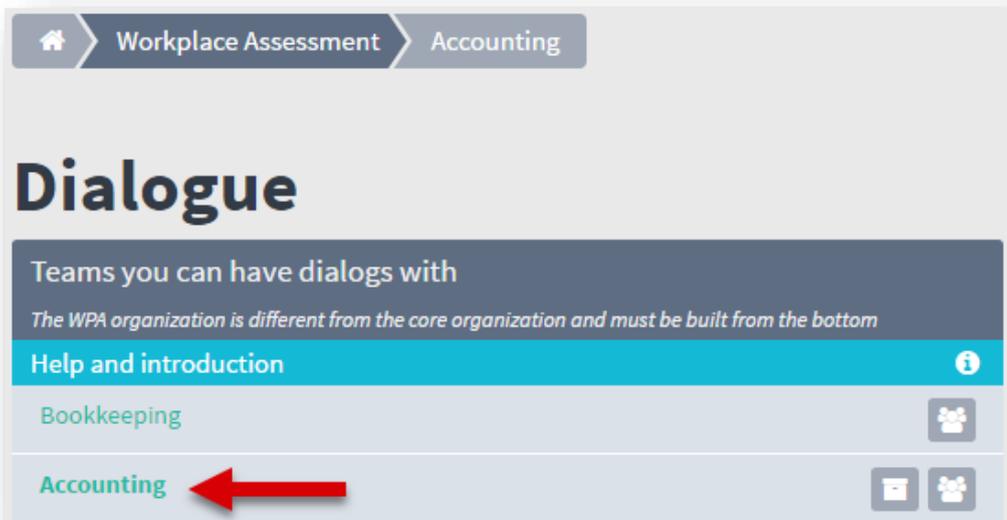
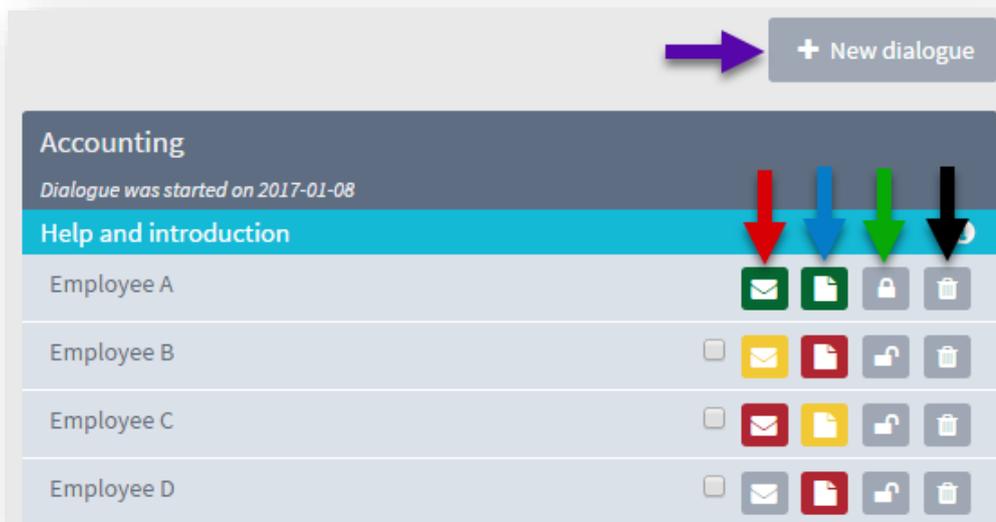




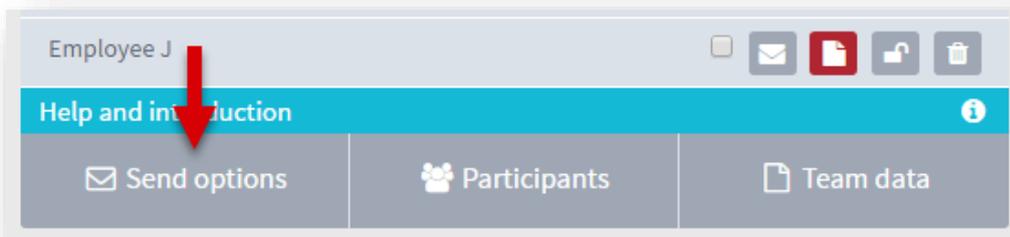
## The WPA dialogue



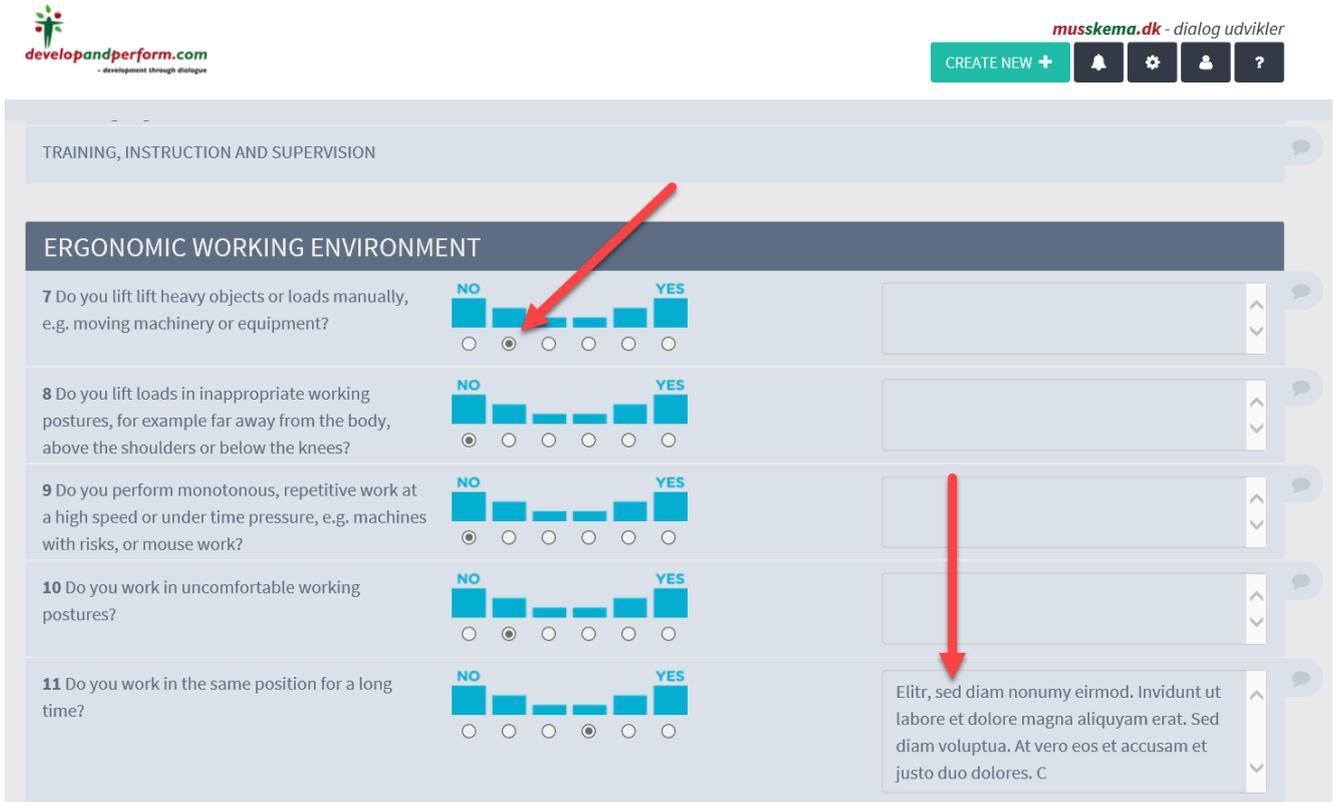
1. Select the team with which you wish to have the dialogue.



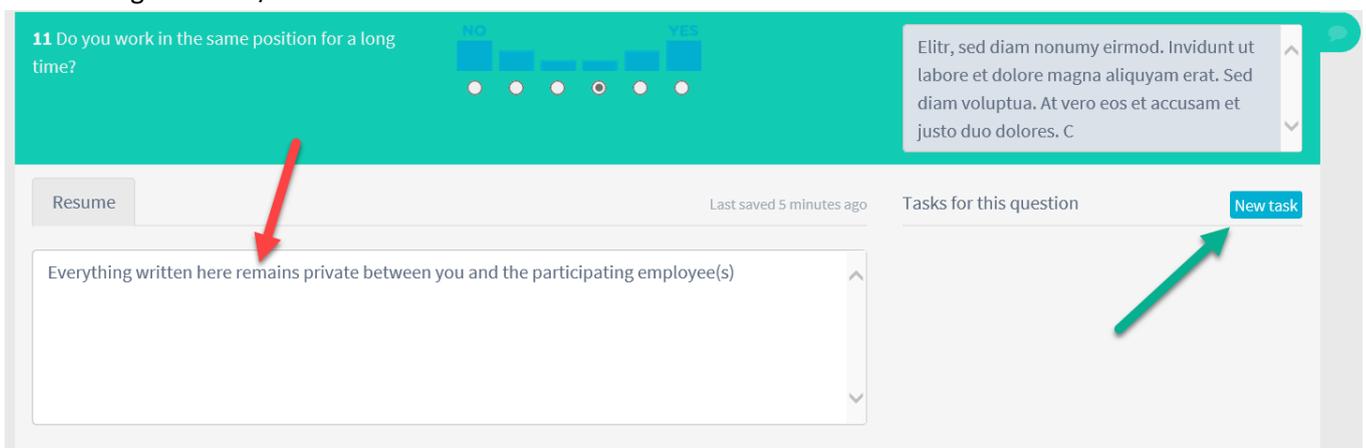
2. Click the icon (blue arrow) to access the questionnaire. Locked padlock (green arrow) and a green envelope (red arrow) means that the questionnaire has been completed. It is possible to unlock the questionnaire again by clicking the padlock. The employee can then go back to edit the questionnaire. Delete icon (black arrow): here you can remove an employee from the dialogue. Or click the plus (purple arrow) to begin a new dialogue.



3. If you haven't sent the questionnaire to all of your employees yet, then select 'Send options'



4. In the questionnaire you can see the score and comments of the employee. By click the question bar you will be taken to the place where you can write the resume and make agreements/tasks with deadlines.



5. Write minutes (red arrow). In this field, you can also write preparatory remarks. The employee will not be able to see this. Whatever you write in the field will be saved continuously without you having to finish it. The minutes won't be sent to the employee until you click 'Save and close' at the bottom of the questionnaire. You can make a new task (with the green arrow)

11 Do you work in the same position for a long time?

NO YES

Elitr, sed diam nonummy eirmod. Invidunt ut labore et dolore magna aliquyam erat. Sed diam voluptua. At vero eos et accusam et justo duo dolores. C

Resume Last saved 2 minutes ago Tasks for this question New task

Everything written here remains private between you and the participating employee(s)

Description

Priority Priority B

Due date 2017/04/08

Risk assessment ( interval / severity)

Legal demand No

Save

- You can make agreements/tasks with priorities, risk assessments and deadlines. Once the task has been created, click 'Save'. Employee comments (green arrow)

Note WPA, first in the new building

Date 2017/04/08

Well written notes makes it easier to distinguish resumes later Pick a date for this resume

Close and send the answers

- When you have completed the resume, go to the bottom of the form. Here you can write a note or name for the dialogue – and you can select the date, when the dialogue was done, and you click 'Save and close', after which the resume will be sent to the employee.

11 Do you work in the same position for a long time?

NO YES

Elitr, sed diam nonummy eirmod. Invidunt ut labore et dolore magna aliquyam erat. Sed diam voluptua. At vero eos et accusam et justo duo dolores. C

- In the completed form, you can see from the dark bubble (red arrow) where a resume have been written or a task has been done. Following this, it is possible to do short follow-up interviews during the course of the year. Click the tab with the numbers, and new fields will be available for you to write your resume in – and you can create new tasks.
- Whatever you wrote in the previous resume is available under 'Archive'. Once you have performed the follow-up interview, you once again complete the resume at the bottom of the page, and the employee will receive the new resume.